EAST LOS ANGELES COLLEGE

General Catalog
2009•2011

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EAST LOS ANGELES COLLEGE

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ACADEMIC SUCCESS = YOU + ELAC

INFORMATION

- **Thousands of computers link you to the Internet and the world**
- **Use our library resources including thousands of books, databases and periodicals**

THE HUMAN TOUCH

- **Mentors and tutors help you understand**
- **Student study groups prepare you for scholastic success**

SPECIALIZED TECHNOLOGY

- **Labs loaded with state-of-the art technology help you learn by doing**
- **Instructors have real-world experience and teach you how to solve problems**

COUNSELING

- **Academic counselors help plan your schedules and transfer to a university**
- **Career counselors and instructors link you to career opportunities**

SPECIAL OPPORTUNITIES

- **Academic clubs introduce you to others with the same interests and goals**
- **The Honors Program offers challenging classes and the Phi Theta Kappa Honor Society recognizes academic achievement**

THIS CATALOG IS YOUR CONNECTION TO THE RESOURCES ELAC PROVIDES TO HELP YOU SUCCEED

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	- Marketing

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- *Real Estate Broker*

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- *Business Management*
- *Computer Science Information Technology*
- *Insurance: Property and Casuality*
- *Marketing*
- *Real Estate*

Transfer Curriculum - *Accounting*
- *Business Administration*
- *Computer Information Systems*

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Teacher - Certificate 2
Site Supervisor - Certificate 3
- *Infant/Toddler Emphasis*
- *Family and Consumer Studies Program:*
Elder Care/Gerontology

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- *Medical Assisting Program - Community Health Worker*
    1. *Community Agency Liaison*
    2. *Family Counseling*
    3. *Gerontology Aide*
    4. *Personnel Supervision*

Certificates of Achievement
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- *Biotechnology Technician*
- *Electron Microscopy Technician*
- *Health Information Coding Specialist*
- *Health Information Coding and Statistics Clerk*
- *Health Information Technology*
- *Health Information Technology*
    1. *Health Information Clerk Typist*
    2. *Medical Billing Assistant*
- *Histotechnologist*
- *Medical Assisting Program*
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    - *Option 2: Community Health Worker*
    - *Option 3: Medical Secretary*
- *Respiratory Therapy*

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- *Health Information Technology*
- *Medical Assisting*
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    - *Option 2: Community Health Worker*
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"C" - Certificate "Dg" - Degree
"Su"- Subject "Sk" – Skills Certificate "T" – Transfer

*A minimum grade of C must be earned in every course satisfying a certificate. See the Admissions and Records Office form 'Request for Department Certificate' for additional requirements.

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Fingerprint Classification				Sk		Administration of Justice	90
Fire Technology		Dg	Su	Sk	T	Administration of Justice	90
Fire Technology/State Fire Marshall Core Classes	C					Administration of Justice	90
Forensic Crime Scene Investigation	C					Administration of Justice	90
French			Su			Foreign Language	192
GED (See Academic Preparation)			Su			Noncredit	82
General Studies: Arts and Humanities		Dg					85
General Studies: Natural Sciences		Dg					86
General Studies: Social and Behavioral Sciences		Dg					86
Geographic Information Systems			Su			Anthropology, Geography, Geology	113
Geography			Su		T	Anthropology, Geography, Geology	111
Geology			Su		T	Anthropology, Geography, Geology	111
Gerontology Aide				Sk		Life Sciences	202
Governmental Supervision			Su			Business Administration	149
Health			Su			Physical Education	245
Health Information Coding Specialist	C					Life Sciences	202
Health Information Coding and Statistics Clerk	C					Life Sciences	203
Health Information Technology	C	Dg	Su			Life Sciences	203
Health Information Clerk Typist	C					Life Sciences	203
Health Science, Preparation for Bachelor of Science					T	Child, Family and Education Studies	159
History			Su		T	Social Sciences	262
Histotechnologist	C					Life Sciences	203
Humanities			Su			English	189
IGETC	C						87
Infant/Toddler Emphasis	C					Child, Family and Education Studies	158
Insurance			Su			Business Administration	146
Insurance: Property and Casuality	C	Dg				Business Administration	138
International Business			Su			Anthropology, Geography, Geology	114
International Trade	C					Anthropology, Geography, Geology	110
Internet Specialist	C					Computer Applications & Office Technologies	165
Italian			Su			Foreign Language	193
Japanese			Su			Foreign Language	194
Journalism	C	Dg	Su		T	Journalism	196
Large Format Photography	C					Photography	237
Law			Su			Business Administration	146
Learning Skills			Su			English	190
Legal Secretary	C	Dg				Computer Applications & Office Technologies	165
Liberal Studies		Dg					88
Library Science			Su			Library	200
Licensed Vocational Nursing to Registered Nurse		Dg				Nursing	230
Logistics			Su			Computer Applications & Office Technologies	170
Management			Su			Business Administration	147

Program	*C	Dg	Su	Sk	T	Department	Page
Marketing	C	Dg	Su			Business Administration	138
Mathematics		Dg	Su		T	Mathematics	218
Medical Assisting							
- Option 1: Medical Assistant	C	Dg				Life Sciences	204
- Option 2: Community Health Worker	C	Dg				Life Sciences	204
- Option 3: Medical Secretary	C	Dg				Life Sciences	204
Medical Assisting Community Health Worker							
1. Community Agency Liaison				Sk		Life Sciences	201
2. Family Counceling				Sk		Life Sciences	201
3. Gerontology Aide				Sk		Life Sciences	202
4. Personnel Supervision				Sk		Life Sciences	202
Medical Billing Assistant	C					Life Sciences	203
Medical Secretary	C	Dg				Life Sciences	204
Meteorology			Su			Anthropology, Geography, Geology	115
Microbiology			Su		T	Life Sciences	210
Microcomputer Programming Specialist	C					Business Administration	138
Multimedia Level 1, 2	C	Dg				Art	124
Music		Dg	Su		T	Music	224
Noncredit Certificates of Completion							
- Basic Math Success						Noncredit	81
- Basic Skills Mathematics Preparation						Noncredit	81
- Basic Reading Success						Noncredit	81
- Basic Writing Success						Noncredit	82
- English as a Second Language, Level 1						Noncredit	82
- English as a Second Language, Level 2						Noncredit	82
- English as a Second Language, Level 3						Noncredit	82
- English as a Second Language, Level 4						Noncredit	82
- Foundations for Academic Success						Noncredit	82
- Job Readiness						Noncredit	82
- Job Readiness and Career Exploration						Noncredit	82
Non-Traditional Respiratory Therapy		Dg				Life Sciences	208
Nursing			Su		T	Nursing	231
Nursing, Registered (R.N.)		Dg				Nursing	229
Nutritional Science					T	Child, Family and Education Studies	159
Oceanography			Su			Anthropology, Geography, Geology	115
Office Assistant	C					Computer Applications & Office Technologies	165
Office Systems Specialist	C					Computer Applications & Office Technologies	166
Patrol Operations				Sk		Administration of Justice	90
Peace Officer of the State of California				Sk		Administration of Justice	90
Personal Development			Su			Counseling	171
Philosophy			Su		T	Philosophy	234
Photography		Dg	Su			Photography	238
Photography and Digital Imaging	C					Photography	237
Physical Education		Dg	Su		T	Physical Education	241
Physical Fitness and Body Movement			Su			Physical Education	254
Physics			Su		T	Physics	255
Physiology			Su			Life Sciences	214
Political Science			Su		T	Social Sciences	263
Portrait Photography				Sk		Photography	236
Programming, Computer Science	C					Business Administration	138
Psychology			Su		T	Psychology	258
Public Relations			Su			Journalism	198
Public Safety Dispatcher				Sk		Administration of Justice	90
Publishing, Desktop	C	Dg				Art, Journalism, Photography	124, 196, 236

CERTIFICATES AND DEGREES

Program	*C	Dg	Su	Sk	T	Department	Page
Quick Books Pro				Sk		Business Administration	136
Reading			Su			English	190
Real Estate		Dg	Su			Business Administration	140
Real Estate Agent				Sk		Business Administration	136
Real Estate Appraisal Trainee				Sk		Business Administration	137
Real Estate Broker	C					Business Administration	139
Real Estate Escrow				Sk		Business Administration	136
Real Estate Sales				Sk		Business Administration	137
Recovery Specialist				Sk		Psychology	257
Registered Nurse (R.N.) Curriculum for Licensed Vocational Nurse, 30 unit Option	C					Nursing	229
Respiratory Therapy	C	Dg	Su			Life Sciences	204
Security Officer				Sk		Administration of Justice	90
Sign Language, American			Su			Foreign Language	192
Supervisor - Certificate 3	C					Child, Family and Education Studies	158
Sociology			Su		T	Social Sciences	264
Spanish			Su		T	Foreign Language	191
Speech					T	Speech and Theater Arts	270
Speech Communication			Su			Speech and Theater Arts	271
Stage Management and Production	C					Speech and Theater Arts	269
Studio Lighting and Techniques	C					Photography	237
Supervised Learning Assistance			Su			Noncredit	84
Supervisory Training				Sk		Administration of Justice	90
Teacher - Certificate 2	C					Child, Family and Education Studies	157
Technology and Logistics Level 1				Sk		Computer Applications & Office Technologies	163
Technology and Logistics Level 2				Sk		Computer Applications & Office Technologies	163
Theater Arts		Dg	Su		T	Speech and Theater Arts	269
Traffic Investigator				Sk		Administration of Justice	90
Transcriber	C					Computer Applications & Office Technologies	166
Transportation Planning			Su			Architecture	122
Vocational Education			Su			Noncredit	84
Undercar Specialist				Sk			132
Word Information Processor	C					Computer Applications & Office Technologies	166

HOW TO USE THIS CATALOG

INFORMATION SECTION

Following General Information at the beginning, this section is divided into additional information sections which are described below.

Admission and Matriculation - Registration Information

This contains information on the admission process, residency requirements, International Student admissions, matriculation, student fees, and enrollment policies, auditing classes, and adding and dropping classes.

Student Information

This contains information on College and District regulations regarding student rights and responsibilities, discipline procedures, student grievance procedures, financial aid policies, and satisfactory academic progress by students.

Student Services

This contains information on the different services which are available for students. It includes office location and phone numbers where students can obtain more information.

Scholastic Policies

This contains information on attendance policies, prerequisites and corequisites, grading policies, scholastic awards, grade changes, repetition of courses, and credit by examination.

GRADUATION REQUIREMENTS

This section gives the procedures for students to apply for graduation, the requirements for graduation, and options for courses which must be taken to qualify for graduation.

TRANSFER REQUIREMENTS

This section gives information which helps the student determine a course of study to transfer to four-year institutions. General guidelines are given for transferring both to the California State University system and to the University of California system.

DEPARTMENTAL LISTINGS

Course names and abbreviations are listed on page 79.

Departmental listings start on page 81 of this catalog. All listings generally follow the same format, which includes:

(1) Department name, office and phone number of the chairperson

(2) Subjects - Academic/Vocational areas covered by courses in the department

(3) Faculty - Full-time and Adjunct

(4) Educational Programs - Summary of Skills Certificates, Certificates of Achievement, Associate Degrees, and Transfer Curriculum offered by the department

(5) Skills Certificate program details

(6) Certificate of Achievement program details

(7) Associate degree program details

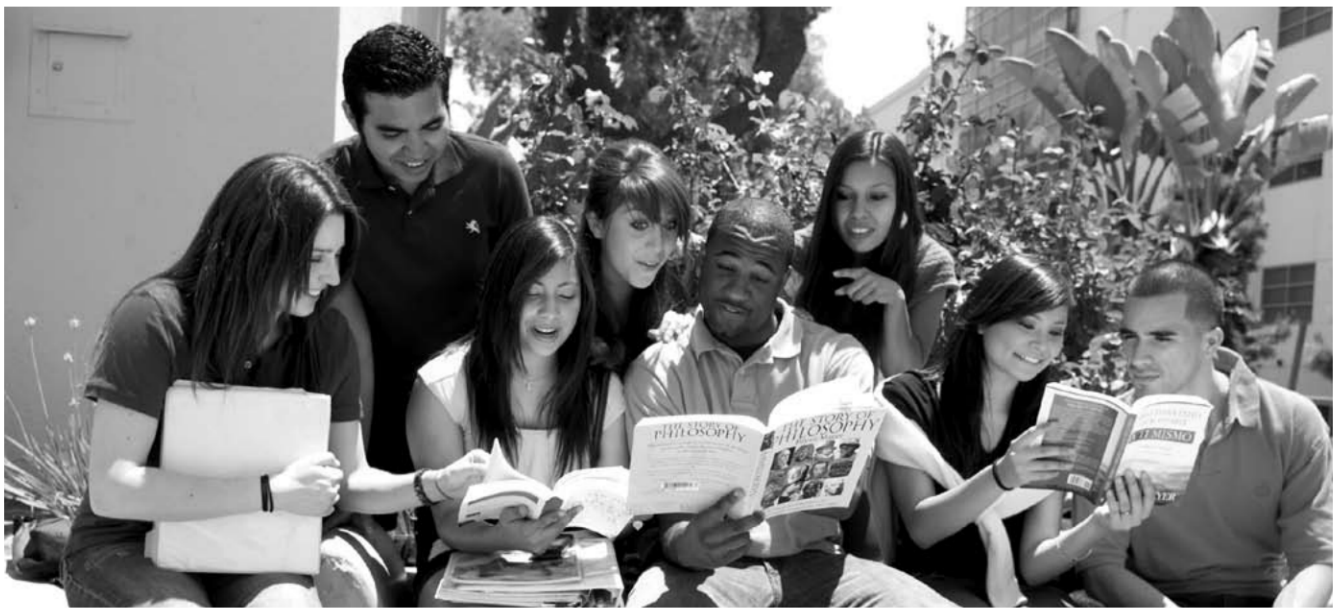
(8) Transfer Curriculum details

(9) Course descriptions - listed by subject

APPENDIX

This section lists instructors of the college with the date of their first appointment, the instructor's Academic Rank, and the instructor's degrees along with the institutions conferring the degrees.

This section also contains a listing of emeriti faculty, a glossary, and an index.



GENERAL INFORMATION

HISTORY

East Los Angeles Junior College was established in June 1945 by the Los Angeles City Board of Education.

The college opened its doors for the Fall 1945 semester in September in a wing of Garfield High School boasting 19 faculty members and 380 students, most of whom were World War II veterans.

The college quickly outgrew the borrowed high school facilities. In 1947, the Board of Education was able to purchase 82 acres of agricultural land thanks to funding from a bond issue. Two years later in January 1949, classes began at its present location in wooden bungalows moved to the campus from the Santa Ana Army Base. More than nineteen hundred students enrolled that year.

An evening program begun in 1947 was expanded and offered at many locations. By 1954, the popular program offered classes at 25 different locations. The Civic Center program alone enrolled 1,927 students that year.

In 1948 a name change was proposed. Angeles Bella Vista College, Ramona Hills College and Hillview College were considered. The following year "Junior" was dropped and the name East Los Angeles College (ELAC) was firmly established.

Permanent buildings were constructed to accommodate growing enrollment. In 1951, the stadium and auditorium were built. More classrooms, an administration building, library, planetarium, men's and women's gyms, a swim stadium, theater, and art gallery followed. Today ELAC boasts the Vincent Price Art Museum, which houses the largest and most valuable art collection in a two-year college thanks to donations and support from actor Vincent Price.

During the 1960s and 1970s, buildings to house the nursing program, a new library, and later the automobile technology center were added to the campus. Many of the original bungalows were still used as classrooms until 2007 when they were finally demolished to make way for new campus structures.

In 1969 the California State Legislature clearly defined higher education in the state and separated the (then) eight community colleges of the Los Angeles Unified School District and formed the Los Angeles Community College District. A seven-member Board of Trustees was elected to govern the new district. The ELAC service area was defined to include the communities of Alhambra, Bell, Bell Gardens, City of Commerce, Cudahy, East Los Angeles, Huntington Park, Los Angeles, Maywood, Montebello, Monterey Park, Rosemead, San Gabriel, South San Gabriel, South Gate and Vernon.

In 1972 the City of Monterey Park annexed the college and surrounding neighborhood, officially changing the main campus address. ELAC began growing, adding faculty members, programs and classes as demand for higher education increased.

ELAC hosted swimming and field hockey events during the 1984 Olympics, welcoming thousands of spectators to campus and increasing the international visibility of the college. Despite funding challenges that limited growth during the 1980s, ELAC continued to offer a variety of vocational and transfer programs.

During the 1990s ELAC experienced unprecedented changes. Enrollment grew from 13,000 to approximately 30,000 students and the number of permanent faculty almost doubled. Outreach programs were located throughout the service area for the convenience of students who could not easily travel to the main campus. The full-service South Gate Educational Center was established in the southern part of the service area so students could complete a transfer program and several career programs without attending the main campus. In 2007, a third site was opened in Rosemead to serve students in the northeastern portion of ELAC's service area.

Growth during the first decade of the 21st century was not limited to increasing enrollment. An emphasis on student-centered education and providing support that engendered student success increased ELAC's graduation numbers. Since 2000, East Los Angeles College has graduated the highest number of Latinos in California and has consistently been listed as one of the top 100 colleges nationally for exceptional graduation rates by Community College Week, a trade paper reporting on community colleges in the United States.

Two bond issues, Propositions A and AA, initiated by the LACCD were approved by voters at the beginning of 2000. Funding of over $281,000,000 allowed ELAC to begin the most ambitious building program in its history to substantially improve the college's infrastructure. A state-of-the-art technology building, started with state funds, opened in Fall 2004 showcasing the first of many buildings and improvements that are planned or under construction.

Projected projects include a renovation of the Helen Miller Bailey Library, a refurbished stadium, a new baseball diamond and facility, and numerous upgrades to existing buildings and grounds. Many other projects are underway. The front of campus is undergoing total renovation. A new parking structure already providing more than 1,800 spaces will be followed by a remodeled Student Center, main entrance plaza, the Library, and Administration Building.

Construction of the three-building Visual and Performing Arts Complex began in Fall 2008. Located at the east side of the campus, the complex will house the Vincent Price Art Museum as well as theaters, labs, classrooms and studios for art, music, dance and theater programs. Completion is scheduled for 2010.

In November 2008, the voters passed a third bond, Bond J, for additional construction. Plans for a Math and Science Building, gardens, plazas, and additional classrooms are moving toward approval and construction. Building is scheduled to continue for the next decade. When completed, East Los Angeles College will be positioned to provide the education and services our students and community so richly deserve.

MISSION

COLLEGE MISSION STATEMENT

East Los Angeles College is dedicated to facilitating student learning through the highest quality of transfer, career technical, basic skills, and community service courses and programs. We serve a culturally diverse community of lifelong learners in a dynamic urban setting by supporting student success in achieving associate degrees, general education, certificates, and personal development. To develop the potential of each student, the college provides access to innovative teaching methods, alternative modes of course delivery, the latest in educational technology, and comprehensive support services.

COLLEGE VISION STATEMENT

East Los Angeles College endeavors to be an exemplary model for student academic, technological and artistic achievement. Through our evolving physical and technological infrastructures, designed to facilitate teaching, learning and cultural expression, we will become the first choice in higher education and the cultural center of our diverse community.

STRATEGIC DIRECTIONS OR VALUES

Educational Opportunity and Access

We are offering an ever-improving quality education by broadening student pathways, empowering our community members and transforming their educational aspirations through an affordable education.

Student-Centered Instruction and Support Services

We are increasing our teaching effectiveness by employing interactive, student-centered strategies that engage students in the learning process and provide them with the opportunity to reflect on their own learning as they pursue their academic goals. We are continually enhancing each student's ability to succeed through student-focused support services and state-of-the-art educational technology. All aspects of our educational program, be it basic skills, career-technical, or transfer instruction, foster each student's development as a global citizen and lifelong learner.

Skilled Workforce for the Competitive Global Market

We are developing stronger ties with local and global organizations, businesses, high schools and other academic institutions, our district and the state to build innovative programs that will cultivate a sustainable community.

Community-Centered Institution

We are growing our campus as a multicultural center, providing diverse activities that promote cultural awareness, sensitivity, and unity and enrich the community through the arts and scholarly enhancement.

Accountability and Fiscal Responsibility

We are strengthening our commitment to shared governance and data-driven decision making by giving priority to endeavors that ensure student success while maintaining the financial viability of the college through our accountable planning process.

STUDENT LEARNING OUTCOMES - CORE COMPETENCIES

Students who have completed their designated coursework at East Los Angeles College should expect to have gained competency in the following areas:

ACADEMIC SKILLS

Critical Thought

- Analyze and synthesize information
- Differentiate facts from opinion
- Draw reasoned conclusions

Communication

- Listen critically in order to receive, interpret and respond to verbal information
- Speak coherently and appropriately for various audiences and situations
- Read with understanding
- Present ideas and information effectively for specific purposes through written statements

Quantifiable Reasoning

- Compute and organize data effectively
- Use basic mathematical and graphical techniques to evaluate and present information

Information Competency and Research

- Recognize and articulate the need for information
- Find data effectively and efficiently in a variety of sources
- Practice legal and ethical behaviors when accessing and communicating information

Technological Literacy and Management

- Identify various computer hardware systems and their basic functions
- Utilize an operating system effectively and produce documents using generic office programs such as word processing, spreadsheet and presentation software
- Use the Internet to communicate effectively through e-mail and other communication tools

PERSONAL GROWTH AND ENRICHMENT

Civic Engagement

- Demonstrate an understanding of the importance of civic activism through historic and current examples
- Take responsibility to serve others in the community
- Participate knowledgeably in the democratic process

Ethical and Moral Development

- Develop a sense of ethical decision making and accept responsibility for one's own actions
- Accept responsibility for maintaining appropriate behavior in an academic setting and a mental attitude conducive to learning
- Develop and evaluate life goals

Enrichment of Life

- Appreciate diverse creativity in art, dance, music, theater, and literature
- Enjoy the stimulation resulting from intellectual curiosity and the acquisition of knowledge
- Manage time and resources effectively
- Develop leadership skills

CULTURAL AND GLOBAL AWARENESS

Cultural Respect and Tolerance

- Respect individual racial, ethnic, gender, and sexual orientation differences, and those with physical, mental and emotional disabilities
- Practice tolerance toward individuals from different religions, cultures and traditions, and those who express differing political views

Global Awareness

- Understand the necessity of sustaining a healthy global environment
- Strive to become enlightened world citizens and recognize the challenges of global competitiveness

DISTRICT PHILOSOPHY

DISTRICT MISSION & PRINCIPLES

A New District Mission . . .

" Changing Lives in a Changing Los Angeles"

In an era of civic renewal, economic change, and cultural revitalization that is unprecedented in the history of Los Angeles, we--the faculty, staff, and administrators of the nine Los Angeles community colleges--dedicate ourselves to the goal of expanding access to educational opportunity across the many, diverse communities that contribute to the greater Los Angeles area.

We serve all Angelenos by providing an unparalleled array of educational offerings, including programs that prepare students for successful careers, for transfer to four-year colleges and universities, for the improvement of essential life and workplace skills, and for civic engagement and life-long learning.

To achieve this mission, we strive to create supportive instructional environments that challenge students to meet rigorous academic standards, to become active, self-directed learners, to develop critical and creative habits of mind, and to develop an abiding appreciation for other peoples and other cultures.

DISTRICT GUIDING PRINCIPLES.. . .

Access & Opportunity

We are committed to expanding educational opportunity and access to everyone who has the desire to learn, and we welcome all students, including those from communities that have been traditionally underserved.

Excellence & Innovation

In all of our services and institutional activities, we strive to create a culture of excellence and innovation, and we challenge our students to meet the highest educational standards.

Student Learning & Success--All of our institutional efforts and resources are dedicated to one central purpose--the support of our students as they work toward the achievement of their academic and professional goals.

Free Inquiry

We value the vigorous, critical and free exchange of ideas and opinions, and we work actively to create communities of mutual respect and shared concern that support and sustain open debate and constructive, democratic discourse.

The Power of Diversity

We embrace diversity as a central part of our civic and institutional identity and as a powerful element in the education and development of every individual.

Community Connection

Our colleges must be rooted in the communities they serve, and we are determined to build and maintain strong, durable, and responsive collaborations with our educational partners across Los Angeles, and with business, labor, and other organizations that contribute to the fabric of our larger community.

The Promise of Technology

Technology plays a critical role in all of our institutional operations and educational programs, and we are committed to keeping both our district systems and classrooms on the forefront of technological innovation and efficiency.

Public Accountability

We are accountable to the public for all aspects of our mission, and we owe the students we serve, the people of Los Angeles, and the State of California regular and timely assessments of all of our efforts in support of student learning and student success.

THE EAST LOS ANGELES COLLEGE FOUNDATION

The East Los Angeles College Foundation's mission is to support the college by building good will and providing financial support to ensure open access to a comprehensive learning and cultural environment for students and community members. ELAC foundation members are volunteers, sponsoring events that raise funds, building alumni relations and enhancing the reputation and capacity of the institution. The Foundation donated hours and financial support to facilitate passage of a bond that enables ELAC to construct a state-of-the-art campus that will transform the college into a dynamic, modern educational and cultural center in the coming decade.

ELAC Foundation Programs

Over the years, the ELAC Foundation has played a pivotal role in college advancement by sponsoring numerous programs that benefit students. The Jaime Escalante Math and Science Program prepares high school students to enter and succeed in college and university programs leading to careers in fields related to math and science. The Foundation also provides funding for the Mathematics, Engineering, Science Achievement (MESA) program that supports students seeking to transfer to universities as engineering majors.

An active fund-raising campaign supports numerous scholarship programs for ELAC students in all Subject. An endowment fund has been created that provides continuing awards.

A new scholarship sponsored by Monterey Park Hospital will be launched in the 2009-10 academic year to provide a single nursing student with a $20,000 scholarship to complete the ELAC Nursing program.

The Foundation also supports projects that provide cultural experiences for surrounding communities. Free performances are offered in the Ingalls Auditorium/Edison Center for the Performing Arts. Among these activities, the L.A. Phiharmonic and L.A. Opera perform regularly, and the Dance Theater of Harlem, plays by the Mark Taper Forum and Alvin Ailey Dance Theater have also been offered. Support for these and many other cultural events have been provided by corporate and community sponsors such as Southern California Edison, Mervyn's, Target, California Arts Council, Tenet Health Systems and the Randolph Hearst Foundation.

The Anguiano Mural Project that graces the foyer of the Ingalls Auditorium/Edison Center for the Performing Arts was sponsored by the ELAC Foundation, which commissioned Maestro Raul Anguiano to paint the epic mural that is an autobiographical vision of the artist's distinguished career as a member of the circle of the most prominent Mexican artists of the 20th century. The masterpiece is part of the long-standing college commitment to bring art, art education and cultural events to the East Los Angeles community.

East Los Angeles College Alumni Association

The newly restructured ELAC Alumni Association differs from other community college and university alumni associations in offering membership not only to graduates but also to former students who attended the college but did not earn an Associates degree. The Alumni Association is an auxiliary organization of the ELAC Foundation.

The annual Alumni Association Dinner and corporate sponsors such as the Southern California Gas Company provide donations that help fund a book grant program that provides textbooks to low-income students who are unable to purchase them.

ELAC Alumni proudly count among their membership, Los Angeles City Mayor Antonio Villaraigosa, County Supervisor Gloria Molina and Los Angeles County Sheriff Leroy Baca. In addition, ELAC alumni Rosario Marin, 41st Treasurer of the United States and actor Edward James Olmos have been selected as Distinguished Alumni by the statewide Community College League of California.

EQUAL EMPLOYMENT OPPORTUNITY

The policy of the Los Angeles Community College District is to implement affirmatively, equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, 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. A vigorous equal employment opportunity program will be maintained to ensure a diverse work force and to achieve expected representation of qualified members of under represented groups through the implementation of specific result-oriented plans and procedures (Board Rule 101301).

Nondiscrimination 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 race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, disability or veteran status.

Politica de Ausencia de Discrimincion

Todos los programas y eventos del Distrito de los Colegios de la Comunidad de Los Angeles se llevarán a cabo en una manera libre de discriminacion en cuanto a raza, color, nacionalidad, ascendencia, religion, creencias, sexo, embarazo, estado civil, orientacion sexual, edad, incapacidad f'sica o estado como veterano.

Equal Opportunity Policy Compliance Procedure

Inquiries regarding insuring equal opportunity policy compliance should be directed to Ms. Maria Elena Yepes, Compliance Officer at (323) 265-8762; Disabled Student Program and Services, Grace Hernandez at (323) 265-8745 or Compliance Officer, Angelica Toledo, at (323) 267-3746. In addition, inquiries may also be directed to the District Office of Diversity Programs at (213) 891-2315.

Procedimientos Hacia el Acuerdo con la Politica de Ecuanimidad de Oportunidad

Preguntas sobre la política de igualdad de oportunidades en el Colegio del Este de Los Angeles, se pueden dirigir a las siguientes personas: Sra. Maria Elena Yepes, Oficial de Accion Afirmativa, ext 8762; Programa de Estudiantes Incapacitados y Servicios, Grace Hernandez al (323) 265-8745; Angelica Toledo al (323) 267-3746. Además, puede también dirigir sus preguntas a la oficina de Diversidad del Distrito, teléfono (213) 891-2315.

PROHIBITED DISCRIMINATION AND HARASSMENT

Policy

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free from Prohibited Discrimination. Employees, students, or other persons acting on behalf of the District who engage in Prohibited Discrimination as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting allegations of Prohibited Discrimination and for pursuing available remedies are incorporated in the Board Rules in Chapter 15. Copies may be obtained from each College and District Compliance Officer.

Politica Sobre Hostigamiento Sexual

Es la política del Distrito de los Colegios de la Comunidad de Los Angeles mantener un ambiente educativo, de trabajo y de negocio libre de avances sexuales importunos, de solicitudes de favores sexuales, de cualquier otro comportamiento verbal o fisico o de comunicaciones que constituyan hostigamiento sexual. Empleados, estudiantes u otras personas actuando bajo el intere's del Distrito que toman parte en el hostigamiento sexual, según se define por la politica del Distrito

o por reglamentos estatales y federales, serán sometidos a la disciplina, incluyendo la despedida, expulsion o terminacion de contrato.

Las reglas y los procedimientos especificos para reportar cargos de hostigamiento sexual y para seguir remedios disponibles están incorporados en las Reglas de la Junta del Distrito de los Colegios de la Comunidad de Los Angeles, Capitulo XV. Copias de esta politica pueden ser obtenidas del oficial de conformidad de la Politica Sobre Hostigamiento Sexual, Angelica Toledo al teléfono (323) 267-3746, de la Oficina del Vice Canciller de Servicios Educacionales y de la Oficina de Programas de Accion Afirmativa del Distrito. Más informacion puede obtenerse confidencialmente de la Oficina del Presidente y de la Oficina de Programas de Diversidad del Distrito.

Academic Freedom

The Board of Trustees reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow Prohibited Discrimination. The discssion of ideas, taboos, behavior or language which is an intrinsic part of the course content shall in no event constitute Prohibited Discrimination. It is recognized that an essential function of education is a probing of received opinions and an exploration of ideas which may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn.

Prohibited Discrimination

Prohibited Discrimination is defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orienation, age, physical or mental disability, or veteran status.

Definition of Sexual Harassment

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature where:

- Submission to the conduct is made either explicitly or implicitly a term or condition of employment, academic status, or progress;
- Submission to, or rejection of, the conduct is used as the basis for employment or academic decisions;
- Conduct has the purpose or effect of having a negative impact upon work or academic performance, or creating an intimidating, hostile, or offensive work or educational environment;
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, and services, honors, programs, or activities available at or through the district.

Retaliation

Retaliation against anyone who makes a complaint, refers a matter for investigation or complain, participates in investigation of a complaint, represents or serves as an advocate for an alleged victim or alleged offender, or otherwise furthers the principles of this policy is prohibited.

False Allegations

Anyone who files a complaint pursuant to this policy in which he or she knowingly makes false allegations of fact shall also have violated this policy and be subject to applicable or appropriate disciplinary process. Complaints that a complainant has made false allegations about a violation of this policy shall be made through this policy only.

Confidentiality

All persons involved in investigation of complaints shall have a duty to maintain the confidentiality of the matters discussed, except as may be required or permitted by law, which include the rules and regulations of the District.

A complete record of each complaint and investigation shall be kept by the Director of Diversity Programs.

The Written Decision or any Settlement Agreement regarding the results of the investigation shall be placed in the personnel file of each employee involved as an alleged offender, alleged victim or complainant.

The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the LACCD Board Rules, Chapter XV. Copies of the policy may be obtained from the college sexual harassment compliance officer, Angelica Toledo at (323) 267-3746, the Office of the Vice Chancellor of Educational Services and the District Diversity Programs Office.

CAMPUS SECURITY/CRIME STATISTICS

East Los Angeles College crime statistics may be viewed at www.elac.edu, clicking on "Jeanne Clery Disclosure", and then "ELAC Crime Statistics", or by contacting the college sheriff's office (323) 265-8800.

USCIS VISA POLICY

Effective April 12, 2002, students who are admitted to the United States with or change their status to or applied for an extension of their B visa after April 12, 2002, are required to file an application with the United States Citizenship and Immigration Services ("USCIS") to change their status to either F-1 or M-1 nonimmigrant status and the USCIS must approve the change prior to pursuing a course of study at any college in the Los Angeles Community College District. Students with B visas issued before April 12, 2002 may attend classes as long as they have filed an application with USCIS to change their status to either F-1 or M-1 nonimmigrant status.

STUDENT RIGHT-TO-KNOW DISCLOSURE

In compliance with the Student Right-to-Know and Campus Security Act of 1990, it is the policy of the Los Angeles Community College District and East Los Angeles College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall, 2005, a cohort of all certificate-, degree-, and transfer-seeking first time, full-time students were tracked over a three-year period; their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at East Los Angeles College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 20.28% attained a certificate, degree, or became "transfer-prepared" during a three-year period (Fall 2005 to Spring 2008). Students who are "transfer-prepared" have completed 60 transferable units with a GPA of 2.0 or better.

Based upon the cohort defined above, 8.6% transferred to another postsecondary institution (CSU, UC, or another California Community College) prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five-semester period (Spring 2006 to Spring 2008).

More information about Student Right-To-Know Rates and how they should be interpreted can be found at the California Community Colleges "Student Right-To-Know Rates Information Clearinghouse Website" located at http://srtk.cccco.edu.

REGISTRATION INFORMATION

Academic Year

The academic year is divided into four sessions: fall semester, extending from September through December; winter session, from January through the first week in February; spring semester, from February through June; and summer sessions, from approximately mid-June through mid-August.

Days, Evenings, and Weekends:

Classes are taught from 7 a.m. to 10 p.m., Monday through Friday, as well as on Saturday mornings. Students may enroll concurrently at East Los Angeles College in both day and evening classes.

Summer and Winter Sessions:

East Los Angeles College offers multiple five-week sessions during the summer months and a five-week winter session in January. Summer and Winter Sessions courses are condensed and cover the same material as a full semester. Courses are taught Monday-Thursday and allow students to accelerate the educational program through a full year of study.

ADMISSION ELIGIBILITY

General Eligibility:

Any high school graduate or the recipient of a Certificate of Proficiency awarded by the State Board of Education or any other person over 18 years of age who is capable of profiting from the instruction offered is eligible for admission to East Los Angeles College.

Admission of K - 12th Grade Students:

Admission of Elementary and Secondary Students Grades K-12 As Special Part-Time Students. East Los Angeles College may admit elementary and secondary school students of grades K-12 for the purpose of enriching their educational programs. The College must (1) receive a written recommendation from the school principal; (2) receive parental consent; (3) determine that the student is capable of profiting from the instruction offered; and (4) determine that space exists in the classes in which the student seeks to enroll. Such students may not receive priority registration privileges.

A parent or guardian of a pupil who is not enrolled in a public school may directly petition the college to authorize attendance as a special part-time student on the grounds that the pupil would benefit from advanced scholastic or vocational work available at the college.

Students admitted under this Board Rule continue in their attendance at their school of origin for the minimum school day. Students will receive regular college credit for any course successfully completed at the level determined appropriate by the school district and the community college governing boards. A special part-time student may enroll in up to, and including 11 units per semester.

Admission to Summer Session - Students Grades K-12. East Los Angeles College may admit to summer session as a special student any student with parental consent, who has received a written recommendation from the principal of the school which the student attends indicating that the student (1) has demonstrated adequate preparation in the Subject to be studied and (2) has availed himself or herself of all opportunities to enroll in an equivalent course at his or her school of attendance.

Fee Exemption for Special Part-Time Students Grades K-12. Students admitted to the Los Angeles Community Colleges pursuant to Education Code section 76001 and Section 8100.01 of these Board Rules as special part-time students who are concurrently enrolled in a public school district are exempt from enrollment fees charged for all terms, unless they are student visa (F-1) status.

Admission of Elementary and Secondary Students Grades K-12 as Special Full-Time Students. East Los Angeles College admit elementary and secondary school students of grades K-12, provided that the student would benefit from the course or class.

- Verification of approval of the governing board of the school district of attendance must be submitted for admission as a special full-time student.
- A parent or guardian of a pupil who is not enrolled in a public school may directly petition the college to authorize attendance as a special full-time student on the grounds that the pupil would benefit from advanced scholastic or vocational work available at the college.
- Any student who attends as a special full-time student is exempt from compulsory school attendance under Chapter 2 or part 26 of the California Education Code.
- Students admitted as special full-time students are required to undertake courses for instruction of a scope and duration sufficient to satisfy the requirements of law. Full-time, concurrently enrolled students are required to pay for all fees.

Admission of Middle and Lower School Students (K-8)

For students attending Middle and Lower Schools, the determination shall be made by a committee chaired by the Chief Instructional Officer, and composed of the Chief Student Services Officer, and representatives from the Office of Admissions and Records, and the faculty. The student must provide transcripts, a self-written letter, and a letter signed by the Principal indicating how in his or her opinion the student can benefit from instruction. The committee will determine if the student has the abilities and sufficient preparation to benefit from instruction at a Community College, and that the student's safety and that of others will not be affected.

This determination may be done by applying the following criteria:

1. A review of the materials submitted by the student;
2. Meeting with the student and his or her parent or guardian;
3. Consultation with counseling staff;
4. Consideration of the welfare and safety of the student and others;
5. Consideration of local, state and/or Federal laws;
6. Consultation with appropriate faculty/specialists;
7. Consideration of the welfare and safety of the content of the class in terms of sensitivity and possible effects on the minor;
8. Requirements for supervision of the minor;
9. Times the class(es) meet and the effect on the safety of the minor; and/or
10. Consultation with campus police.

The decision of the committee and the Chief Instructional Officer shall be final.

Once a decision has been made, the student, his or her parent of guardian and the school Principal shall be informed of the decision.

The benefits of taking classes at East Los Angeles College before high school graduation:

- High school students can earn college and high school credit simultaneously (depending upon approval of the high school).
- Students can take advanced classes or career/technical classes not offered at their high school.
- After high school graduation students enter college or university with a headstart in their general education or major requirements.
- Students become familiar with the college environment and expectations while still in high school.

Students who wish to receive more information about concurrent enrollment should contact the office of Outreach and Recruitment at East Los Angeles College at (323) 265-8642.

ADMISSION AND MATRICULATION

RESIDENCY REQUIREMENTS

California Residence Requirement

A California resident is defined as one who has established both physical presence and intent to make California their permanent home, for more than a year and a day immediately preceding the opening day of instruction. Physical presence is defined as continuous physical presence within the State of California, excluding temporary absences. Intent to make California the permanent home is determined based upon acceptable evidence showing California is the student's permanent home and evidence showing the student is not precluded from establishing permanent residency in the United States.

1. If the applicant is under the age of 18, his or her parents must have had legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or session.
2. If the applicant is 18 but not yet 19 years of age, the applicant and the applicant's parents or legal guardian must have combined residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or session.
3. If the applicant is 19 years of age or older, the applicant must have had legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or session.

Non-Resident Status

A non-resident student is one who has not resided in the State of California for more than one year and one day immediately preceding the start of the semester or who has shown conduct inconstant with a claim for California residence or who is precluded from establishing domicile in the United States within the last 12 months. Non-residents still may attend the college subject to non-resident tuition fees as established by the District's Board of Trustees.

Residence Reclassification

Students who have been classified non-residents may petition to be reclassified as California residents if their status has changed. The Residence Reclassification form is available in the Admissions Office and must be submitted with the appropriate documentation showing both physical presence and intent to make California their permanent home, for more than one year and one day before the start of an upcoming semester. Reclassification requests must be submitted prior to the start of the semester in which reclassification is requested to be effective.

Residence Classification Appeal

A student may appeal the residence classification determined by the college. The appeal must be made within 30 calendar days of receipt of notification of the residence classification from the Enrollment Center. The written appeal along with supporting documents must be submitted to the college Admissions Dean. Any further appeals will be forwarded to the District Residency Appeal Officer.

AB 540 NON-RESIDENT TUITION EXEMPTION

AB 540 is a bill authored by Marco Firebaugh (D-Los Angeles), which was signed into law by the Governor on October 12, 2001. In some cases, this new legislation waives non-resident tuition for students, regardless of immigration status, who have attended and graduated from California high schools.

Students are eligible for exemptions for semesters or terms beginning on or after January 1, 2002 as long as they meet the following conditions:

1. Attended a California high school for three or more years.
2. Graduated from a California high school or earned an equivalent of a high school diploma (for example a GED or a passing score on the high school proficiency exam).
3. Signed an affidavit stating that the student meets these conditions and stating that the student has filed, or will file, an application with the United States Citizenship and Immigration Service (USCIS) to legalize his/her immigration status as soon as possible.
4. Do not currently have "nonimmigrant alien" immigration status (for example F-series student visas and B-series visitor visas).

Additional proof of residency (for example, high school transcripts or diploma) is not required unless the college has conflicting information. Otherwise, the student's signed application for admission and the affidavit requesting the exemption will be all that is required for the exemption from non-resident tuition. Also, the college is not required to explore the student's eligibility for legalization of residency status nor is the college required to monitor future changes in eligibility. AB 540 does not grant residency in California for Financial Aid or any other purpose; it only exempts eligible students from non-resident tuition fees.

OUTREACH AND RECRUITMENT

The office of Outreach and Recruitment was established to coordinate relations with East Los Angeles Colleges' surrounding schools and community. The primary function of this office is to provide information about ELAC's admission policies, student services and curriculum via presentations, workshops, visitations, and campus tours. For further information, please contact the Office of Outreach and Recruitment at (323) 265-8642.

APPLICATION FOR ADMISSION

Application: Application forms are available from the Enrollment Center. Proof of social security number, photo ID and immigration/visa documents (non-U.S. citizens) are requested to complete this form.

The Los Angeles Community College District maintains a student record system that uses student identification numbers assigned by the college.

Transcripts: Official transcripts mailed directly from the last high school attended and from each college attended should be submitted at the time of application. All transcripts become the property of the college and cannot be returned to the applicant.

Transcripts are required if students wish to claim credit for prerequisites taken at other colleges. High school transcripts are required if a student wishes to use high school foreign language courses for IGETC language certification.

REGISTRATION POLICIES

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.

Program Planning-Unit Limit

In cooperation with a counselor, students should carefully plan their academic programs. Students may enroll for a maximum of 18 units for the spring or fall semesters, and 7 units for summer or winter sessions. Students may enroll for more units with approval from a counselor. Careful planning will facilitate progress through a curriculum with maximum learning and minimum difficulty. In general, students may receive no more than 30 semester or 45 quarter units of credit for remedial coursework. Exceptions to this limitation exist for students enrolled in ESL courses and students who have learning disabilities. "Remedial coursework" is defined as "pre-collegiate basic skills courses" which are described as "those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as nondegree credit courses." Degree and non-degree applicable units are noted on student records. A student who intends to transfer to another college or university should consult the catalog of that institution. The Transfer Requirements section of this catalog gives general education requirements for the California State University, and breadth requirements for the University of California, as accurately as could be determined at the time of publication of this catalog.

REGISTRATION OPTIONS:

1. Telephone Registration:

Telephone registration is by appointment. Any student who completes the admissions process prior to the beginning of telephone registration is eligible to use this registration method. All students may utilize telephone registration to add/drop classes up until the posted deadlines (see class schedule). The telephone registration numbers are (213) 689-8888; (323) 226-1999; (310) 605-0505; and (818) 988-2222.

2. In-Person Registration:

In-person registration is only during the Admissions Office operating hours:
Monday-Thursday, 8 a.m. – 7 p.m.
Friday 8 a.m. – 4 p.m.

3. Internet:

Any registration transaction is available 24 hours a day, seven days a week through the District website, http://www.laccd.edu

4. Late Registration:

Late registration for open classes(>5 seats available) begins the first day of class and extends through Friday of the first week. Students may register up until the add deadline with the permission of the instructor. See the class schedule for registration deadlines. Students should be aware that missing the first class meeting might severely affect their chances to succeed in the course. Students entering classes late are responsible for making up missed work.

Section Transfer

Students who have a change of work schedule or other extenuating circumstances may request a section transfer from one class to another class in the same subject.

Consent must be granted by the new instructor for the new class, and may involve instructor-to-instructor transfer of grade records. The section transfer form requires incoming instructor and student signatures and must be submitted to the Admissions Office by the section transfer deadline (see class schedule).

Late Adds

It is the student's responsibility to know the add deadline for any courses they want to add once the semester has started. The add deadline is posted in the class schedule each semester. Please note short-term classes have earlier deadlines than full-term classes. A student is not properly registered for a class until he/she has submitted an Add permit to the Admissions Office for processing. Failure to submit an Add permit to Admissions by the Add deadline may result in no enrollment and hence no credit for the class. A Late Add petition may be submitted to Admissions with documentation of extenuating circumstances for consideration. Denied Late Add petitions will result in no course credit for the class.

Cancellation of Classes

The college reserves the right to discontinue any class with insufficient enrollment prior to the end of the second week of the class.

INTERNATIONAL STUDENT ADMISSION

East Los Angeles College welcomes students from all over the world. We invite international students to take advantage of the many opportunities the college offers, both academically and socially. With over 600 students from 30 countries, East Los Angeles College's International Student body presents many opportunities for sharing and understanding other cultures, which can be an important part of the educational process.

All applicants for F-1 status must provide the following documents:

a) Completed International Student application

b) English Competency; TOEFL score of 450 (CBT score 133) (IBT score 45) or higher. OR IELTS 5 OR an Official STEP Eiken 2A grade level or higher for Japanese students only

c) Most recent three years of high school and/or college transcripts

d) One passport-sized photo

e) Affidavit of support

f) Bank letter

g) Processing fee of $35

All documents submitted must be either originals or certified copies, and all documents must be translated into English. Upon receipt of the above mentioned, a decision is made regarding acceptance. If the application is approved,

an immigration form I-20 will be issued to the candidate. Immigration regulations require that all F-1 (student) visa holders must be enrolled in a minimum of 12 units and maintain 2.0 grade-point average each semester. Failure to comply with the above will jeopardize your F-1 student visa status.

Student who are admitted to the United States with or change their status to or applied for an extension of their B visa after April 12, 2002, are required to file an application with the United States Citizenship and Immigration Services ("USCIS") to change their status to either F-1 or M-1 nonimmigrant status and the USCIS must approve the change prior to pursuing a course of study at any college in the Los Angeles Community College District. Students with B visas issued before April 12, 2002 may attend classes as long as they have filed an application with USCIS to change their status to either F-1 or M-1 nonimmigrant status.

Additional information regarding International Student admission or immigration regulations may be obtained at the International Student Office in the Enrollment Center or by telephoning (323) 265-8796/ FAX number (323) 260-8192.

MATRICULATION PROCESS

Matriculation is a process that promotes and enhances student access into the California Community Colleges. The matriculation process provides admissions, assessment, orientation, counseling, and follow up to all students enrolled in community colleges. This process brings the college and a student into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements. The agreement acknowledges responsibilities of both East Los Angeles College (ELAC) and the student to attain those objectives.

East Los Angeles College agrees to provide:

- An admission application process.
- Assessment of the student's Math, Reading and English skills.
- Orientation to ELAC's programs and services.
- Counseling and Advisement to develop a Student Educational Plan (SEP).
- Follow-up evaluation of each student's progress in achieving the goals of the Student Educational Plan.

The student agrees to:

- Express an educational intent upon admission.
- Declare an educational goal (e.g. A.A./A.S. degree, transfer, vocational certificate) by the time 15 units are completed.
- Participate in Counseling/Advisement.
- Provide high school and/or college transcripts and other supporting documentation to assist the Counselor in making the best possible course recommendations.
- Attend class, complete assignments, and maintain progress toward an educational goal.
- Inquire about and seek support services as needed and/or as referred.
- Accept responsibility for the consequences of their educational decisions.

Admissions

Complete and return the ELAC admissions application to the Enrollment Center (Main Campus, Bldg E6-106), Admission (South Gate Educational Center), or online at www.elac.edu. Submit official high school transcripts and any previous official college transcripts. Submit proof of residency.

Assessment/Orientation

The Assessment Placement Process at ELAC is a 3 1/2 hour process which includes the English Assessment, Math Assessment, and Orientation. Assessment/Orientation Calendars are made available upon submitting the ELAC admission application and online at www.elac.edu. Admission applications must be submitted prior to participating in the Assessment Placement Process. All students planning to enroll in English, Math, ESL (English as Second Language), Reading courses and planning to earn a Certificate, A.A./A.S. degree or higher, must participate in the Assessment Placement Process. Placement results must indicate assessment was completed within the last two years at ELAC or any other California Community College in order to be accepted.

Assessments are offered at the Main Campus and South Gate Educational Center. The Assessment Calendars are available at the Enrollment Center (Main Campus, Bldg E6-106), at Admissions (South Gate Educational Center), and online at www.elac.edu. For more information call (323) 415-4141.

Any student with a verified disability may arrange an appointment for alternative administration of the Assessment Placement Process (English, Reading, and Mathematics) by contacting the Disabled Student Programs and Services (C2-8) at (323) 265-8787. Alternative administration may include extended time, larger print, or readers.

Counseling

All students are highly recommended to see a counselor for course approval prior to registration. Students who have not declared an educational goal and students who are enrolled in pre-collegiate basic skills courses are highly encouraged to meet with a Counselor to develop a Student Educational Plan (SEP). All students are encouraged to meet with a Counselor every semester to ensure that their SEP accurately reflects their educational goal. Students who are on academic or progress probation are required to complete a contract with a Counselor prior to registration. For more information, visit the Counseling Department, Main Campus (A2) or call (323) 265-8751 for an appointment. For the Counseling Department at the South Gate Educational Center, call (323) 357-6213.

Follow-up

Counseling and teaching faculty provide a number of follow-up services to matriculated students. These services are designed to provide information regarding the student's academic progress. Special services are provided to students on academic or progress probation, students in basic skills courses, and students who are undecided about their educational goals. Referrals to students are made to both on and off campus services when appropriate.

Matriculation Exemptions

All students are expected to participate in the Matriculation Process of Admissions, Assessment, Counseling, and Follow-up. However, some students may be exempted from the Assessment Placement Process if one of more of the following apply:

- The student already possess an A.A./A.S. degree or higher from an accredited college or university in the United States.
- The student has participated in the Assessment Placement Process at another California Community College (within the last 2 years) and presents interpreted placement results from the respective college.
- The student has successfully completed an English and/or Math course from an accredited college or university in the United States.

If you meet one of these conditions, you will be exempted from the Assessment Placement Process, one part of the Matriculation Process, at the time of submitting an admission application.

Student Rights and Responsibilities

In accordance with the matriculation agreement:

- All students have the right to challenge or appeal any step in the Matriculation Process. If a student feels that the assessment, orientation, counseling, and/or any other component of the Matriculation Process is being applied in a discriminatory manner, please see the Matriculation Coordinator in E6-105.
- All students have the right to challenge any prerequisite/corequisite by the challenge deadline ("Prerequisite or Corequisite Challenge Petition" forms are available in the Enrollment Center, Admissions Office, and Counseling area).
- All students have the right to an efficient Matriculation Process.
- All students have the right to refuse any parts of the Matriculation Process. Please request a "Matriculation Refusal" form at the time of admissions in the Enrollment Center.

STUDENT FEES

Enrollment Fee for Residents

California residents are required to pay $26 per unit. For example, if you take 10 units, the cost is $260.

Fee for Out-of-State Non-Residents

U.S. Citizens and Permanent Resident Card holders who have lived in California for less than a year are required to pay a non-resident tuition fee of $173 per unit plus an enrollment fee of $26 for a total of $199 per unit.

Fee for Residents of a Foreign Country

Students with Visas which require residency in a country outside the United States are required to pay a non-resident fee of $183 per unit plus an enrollment of $26 per unit, for a total of $209 per unit.

Health Fee

The Los Angeles Community College District charges a $11.00 per semester (and a $5.00 per Summer or Winter Session) mandatory Health Fee payable at one Los Angeles Community College District campus only to cover the costs of the Student Health Center. Students may be exempted from paying the Health Fee if they are eligible for religious reasons. Contact the Dean of Student Activities for religious exemption procedures.

The Los Angeles Community College District policy exempts the following students from paying the student health fee: (a) low income students, including students on financial aid and/or recipients of a Board of Governors' grant, (b) students who depend exclusively on prayer for healing in accordance with the teaching of a bonafide religious sect, (c) students who are attending classes under an approved apprenticeship training program, (d) non-credit education students, (e) students enrolled in District colleges exclusively at sites where student health services are not provided, (f) students who are enrolled District colleges exclusively through Instructional Television or distance education classes, (g) students who are enrolled in District colleges exclusively through contract education, and (h) concurrently enrolled high school students. Students exempted under the provisions of (a), (c) and (d) above are eligible to receive the services of the college health program; all other exempted students are not eligible to receive the services of the college health program.

Parking Fee

The parking fee is $20.00 per semester and $7.00 for summer or winter session. This entitles you to park in the Stadium Parking Lot. You may pay the parking fee and obtain the parking permit from the Fiscal Office.

Associated Student Organization Fee

The ASU fee is $7.00 per semester and $3.00 for summer or winter session. This fee entitles you to participation in student organization activities and, in conjunction with paying the parking fee, it further entitles you to first come-first served parking in the ASU lot, bookstore discounts, and other discounts at local commercial establishments. The ASU sticker cannot be refunded.

SEVIS Fee

A $25.00 non-refundable fee is added to the enrollment fee each semester of attendance for international students (F-1 visa). Fees are levied for the monitoring and maintenance of the SEVIS system as required by the Department of Homeland Security.

Instructional Materials Fee

Students may be required to pay for instructional and other materials required for some courses. 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.

Enrollment Fee Waiver-BOGFW

If at the time of enrollment you are receiving benefits under the Aid to Families with Dependent Children program (AFDC), the Supplemental Security Income (SSI) or State Supplementary programs (SS), the General Assistance Program (GAP), or have low income as defined by the State of California and classified as a California resident, the enrollment fee will be waived at the Financial Aid Office (C2-3).

FEE REFUND POLICIES

Full-Term Course Fees

A student will receive a full refund of the enrollment fee if they drop by the refund deadline. Thereafter, no refund is authorized, except when college action to cancel or reschedule a class necessitates the drop. After the refund deadline, a student may drop a course and apply the fee previously paid towards meeting the cost of the fee of a course to be added during the same semester. Please note that after the refund deadline there will be absolutely no refunds even when an added course has fewer units than a course that was dropped. For example, a student who enrolls in 3 units, then after the refund deadline drops those 3 units and adds another 3 units, will not be charged an additional fee. A student who enrolls in 3 units, then after the refund deadline drops the 3 units and adds 2 units, will not be charged for the 2 units and will not receive a refund for the difference between 3 and 2 units. (SEE SCHEDULE OF CLASSES FOR DATES ON REFUNDS)

Short-Term Course Fee

A student will receive a full refund up to the end of a period of time equal to approximately 10% of the total class time. There will be no refunds after that time, unless a student must drop a class because it was canceled or rescheduled by the college administration.

Non-Resident Tuition Fee

Refunds of non-resident tuition for full-term or short-term courses are governed by the same policies as indicated above. Once the class is dropped prior to the deadline date, the non-resident student must request a refund in writing (a form is provided in the Fiscal Office). All refunds for non-resident tuition will be by check and mailed to the student.

Audited Course Fee

Audited classes are not taken for college credit and cannot be dropped. No refund is given for audit courses no longer attended.

Parking Fee

Parking in areas on campus marked "Parking by Permit Only" will be restricted to vehicles displaying a valid permit. Student Parking permits entitles the student to park in the Stadium Parking lot. With the purchase of ASU membership and the Student Parking, the student may park in the Stadium Parking lot, the ASU Parking lot, or on the access road in front of the school posted "Student Parking". The Fiscal office is NOT responsible for parking citations given to any students parking in areas not designated as Student Parking. Please read all posted signs. Parking permits may be returned and refunded within the first four weeks of school at the Fiscal Office.

Health Center and Associated Student Union Fees

Refunds for the health center are made only to students who withdraw entirely from the college by dropping all their activities units by the refund deadline of the semester, or to those students who change their classes to those that are all off campus.

Associated Student Union Fees are not refundable.

STUDENT PREREQUISITE OR COREQUISITE CHALLENGE POLICY

Students without prerequisites may be dropped from a course by the instructor or the Dean of Admissions.

It is the student's responsibility to know and to meet any and all course prerequisites and corequisites. These requirements are indicated in the individual course description sections of this catalog or the accompanying catalog update. Students who are currently enrolled in the prerequisite course at East Los Angeles College will be allowed to conditionally enroll in the next sequence level course. Failure to successfully pass the prerequisite course with a "C" or better may result in exclusion from the sequential course. Students challenging prerequisites or corequisites will be required to file proof of meeting these course requirements along with an appropriate "Challenge Form".

In keeping with requirements and provisions of Section 55003 of Title 5 and Section I.B. 1-3 of the Los Angeles Community College District Model Policy, East Los Angeles College has an established procedure by which any student who provides satisfactory evidence, may seek entry into a class according to the college's challenge process.

The grounds for student challenges (According to Section 55003 of Title 5.)

1. Successful completion of a course similar to the one listed as the prerequisite and/or corequisite for the course in question (documentation must be provided). Such courses must be from collegiate institutions accredited by the Western Association of Universities and College or related accrediting agency;
2. Requirement (prerequisite or corequisite) not established by adopted LACCD process;
3. Requirement established in violation of Title 5;
4. Requirement is unlawfully discriminating or applied in an unlawful discriminatory manner;
5. Student has the appropriate documented knowledge or ability to succeed in the course for which the prerequisite or corequisite is specified (documentation must be provided);
6. Student will be delayed in completing educational objectives by one or more semesters in fulfilling the requirements for a degree and/or certificate because the prerequisite and/or corequisite course has not been made reasonably available (documentation must be provided).*

**NOTE: A challenge using this portion of Section 55003 will be considered valid only if:*

1. Alternate ELAC courses to fulfill degree and/or certificate requirements are not available.
2. The student has specified an educational goal after having completed 15 units of college work with a GPA of C or better, and has filed an educational plan with the office of Counseling, 90 days after completing the aforementioned 15 units.
3. Any campus established prerequisite and/or limitations on enrollment for a course that involves:

(a) Health and safety considerations (a student must demonstrate that he or she does not pose a health threat to himself or herself or others; (documentation must be provided)

(b) Intercollegiate competition honors students, public performance (a student is given a seat in such course based on competitive performance or judged to be most qualified); and

(c) Block or limited enrollment for a group (cohort) of students in specific courses or a section of a course.

FOR DEFINITIONS SEE GLOSSARY OF TERMS (PG 274).

Student Prerequisite or Corequisite Challenge Process

1. A student may challenge a prerequisite or corequisite by filing a Prerequisite or Corequisite Challenge Petition. This form can be obtained from the Admissions Office.
2. The completed challenge petition and any and all appropriate documentation (e.g. transcripts, verifications of experience, etc.) must be filed no later than 10 working days before a semester or session begins with the office of Admissions.
3. The challenge petition will be processed within five working days of its receipt, and the student notified accordingly.
4. If the challenge is found to be justified, and no space is available in the course at the time the challenge is filed, the student shall be permitted to enroll for the next term. Enrollment will be permitted only if space is available when the student registers for the subsequent semester or summer session.
5. Notification of the appeal decision will be sent to the student within five working days after its receipt by the Office of Academic Affairs.

CREDIT FOR PREREQUISITES

Students may not concurrently enroll in and receive credit for an advanced course and its prerequisites.

Students may not enroll in and receive credit for the prerequisites to an advanced course if they have previously completed the advanced course.

Violation of these conditions will result in exclusion from class and denial of course credit.

Full-Time Definition

A study program of 12 units or more is considered a full-time study program for the fall or spring semesters.

Minimum study loads for specific programs:

1. Veterans and veterans' dependents: 12 units.

2. Social security benefits: 12 units.

3. Foreign Students (F-1 visa): 12 units.

4. Athletes: 12 academic units.

The Veterans Administration uses the following definition for eligibility:

full-time	12 or more units
3/4 benefits	9 through 11 units
1/2 benefits	6 through 8 units

Any change in a Veteran's status whether it be increase, decrease, or complete withdrawal should be brought to the immediate attention of the Veterans affairs clerk in the Office of Admissions. The Social Security Office is given notice by the Admissions and Records office when the status of a student receiving benefits is changed.

Concurrent Course Enrollment

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

Consult with the department for additional detail. Concurrent enrollment in courses which are cross-referenced to each other is not permitted (i.e., courses designated "same as" in the District Directory of Educational Programs and Courses).

Violation of this regulation will result in loss of transfer credit.

Enrolling in classes scheduled or conducted during overlapping times is not permitted.

Auditing Classes

Students who have completed an application and who are authorized to register may be permitted to audit a class under the following conditions:

1. Payment of a fee of $15 per unit. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester.
2. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students desiring to take the course for credit.

Audit permits must be submitted to Admissions Office before the Audit deadline (see class schedule).

ADDING AND DROPPING CLASSES

A student may add and drop classes between certain dates as published in the schedule of classes each semester.

Registration Appointments

Students continuing from the prior semester will automatically receive registration materials in the mail. New and returning students are issued a Registration Appointment Card when the application for admission is approved.

Admission and registration information may be obtained by phoning (323) 265-8966.

Dropping Classes and Withdrawing from College

The student is asked to consult with a counselor when considering withdrawing from the College. Clearance of the record in courses where equipment has been issued is required when the student separates from such classes. Individual classes may be dropped by presenting a drop card at the Admissions Office information window. Students who cease attending class or classes officially or unofficially are subject to the following regulations:

1. Dropping officially from a class or withdrawing from the College by the end of 30% of the term will prevent classes from appearing on the student's permanent record.
2. Dropping a class after 30% of the term is completed will result in a "W" being recorded by the Admissions Office. IT IS THE STUDENT'S RESPONSIBILITY TO DROP BEFORE THE DEADLINE DATES. Excessive "W" grades may lead to progress dismissal.
3. Students are not permitted to drop a class or withdraw from the College after 75% of the term. Grades shall be recorded by the instructor based on the grade-point average of the student during the period of attendance. Students may receive a failing grade in any course when they stop attending class and do not officially drop the class.
4. Students seeking withdrawal from a class after the "W' deadline for extenuating circumstances must submit a petition to Admissions clearly stating the circumstances and providing documentation of such circumstances. Petitions are to be available in the Admissions Office after the "W" deadline. Petitions will not be accepted without documentation.

The Dean of Admissions will review petitions. The following criteria will be applied:

Verified cases of accidents, illness, or other circumstances beyond the control of the student, such as death of an immediate family member, natural disaster, and/or other reasonable obstacles that prevented a student from complying with college procedures for dropping a class.

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

It is the student's responsibility to drop classes he/she no longer wishes to attend. Failure to drop a class, may result in fee charges, and/or having grades of "W" or "F" listed on official transcripts.

STUDENT INFORMATION

STUDENT POLICIES

Standards of Student Conduct and Student Rights

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 sustained and independent search for truth and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner.

Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state, and nation.

Student conduct in all of the Los Angeles Community Colleges must conform to District and College rules and regulations. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to, the following:

Any questions concerning standards of student conduct and student rights should contact the Vice President of Student Services in A10.

Board Rule 9803.10 WILLFUL DISOBEDIENCE

Willful disobedience to directions of College officials acting in the performance of their duties.

Board Rule 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.

Board Rule 9803.12 DISHONESTY SUCH AS CHEATING OR KNOWINGLY FURNISHING FALSE INFORMATION TO THE COLLEGES

EAST LOS ANGELES COLLEGE

POLICY ON ACADEMIC HONESTY

Approved February 28, 2006 by the Academic Senate and Vice President of Student Services.

Students, you are expected to refrain from engaging in the following behaviors:

1) Using, receiving, or providing unauthorized information during tests or on any written assignments.

2) Changing answers on assignments after work has been graded.

3) Using unauthorized electronic devices, such as cell phones, PDAs, electronic dictionaries, IPODs, etc.

4) Having another student take an examination for you or taking an examination for another student. Photo identification may be required at the first examination.

5) Plagiarizing or presenting someone else's work as your own.

6) Forging or altering registration documents, grades, or add permits.

7) Bribing or attempting to bribe an instructor or other college official for grade consideration or other special favors.

8) Violating any other standard that an instructor identifies as cheating in that particular course or subject area.

When there is evidence of academic dishonesty, the instructor may issue the student a zero or "F" on that particular assignment or test. The instructor may also initiate student discipline under LACCD Board Rule 91101, which may include the issuance of a verbal or written warning. Pursuant to LACCD Board Rule 91101.11 (a), the Vice President of Student Services will place documentation of such warnings in the student's file.

Any student concerned about the implementation of this policy should contact the Office of Student Services in A10 or the Ombudsperson at ombuds@elac.edu for information where he/she will find references to the Student Grievance Procedure and the relevant Board Rules.

Board Rule 9803.13 UNAUTHORIZED ENTRY

Unauthorized entry to or use of the college facilities.

Board Rule 9803.14 COLLEGE DOCUMENTS

Forgery, alteration, or misuse of college documents, records, or identification.

Board Rule 9803.15 DISRUPTION OF CLASSES

Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.

Board Rule 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.

Board Rule 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 are committed.

Board Rule 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.

Board Rule 9803.19 ALCOHOL OR DRUGS

Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or white participating in any District or college-sponsored function or field trip. "Controlled substances" as used in this section, include but are not limited to the following drugs and narcotics:

a. opiates, opium and opium derivatives

b. mescaline hallucinogenic substances

c. marijuana

d. peyote

e. stimulants and depressants

f. cocaine

Board Rule 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 to all persons except sworn peace officers, police officers, and other governmental employees charged with policing responsibilities.

Board Rule 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 race, color, national origin, ancestry, religion, creed, actual or perceived ethnic group identification, sex (including gender-based sexual harassment), pregnancy, marital status, sexual orientation, age, physical or mental disability, or veteran status.

Board Rule 9803.22 UNLAWFUL ASSEMBLY

Any assemblage of two or more persons to 1) do an unlawful act, or 2) do a lawful act in a violent, boisterous or tumultuous manner.

Board Rule 9803.23 CONSPIRING TO PERFORM ILLEGAL ACTS

Any agreement between two or more persons to perform illegal acts.

Board Rule 9803.27 PERFORMANCE OF AN ILLEGAL ACT

Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, state, or federal law.

Board Rule 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 Colleges 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 students or teachers of the classes to which the premises are devoted.

Board Rule 9805 INTERFERENCE WITH PERFORMANCE OF DUTIES BY EMPLOYEES

Every person who attempts to cause, or causes, any officer or employee of any of the Los Angeles Community College or any public officer or employee to do or refrain from doing, any act in the performance of his/her duties, by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.

Board Rule 9805.10 ASSAULT OR ABUSE OF INSTRUCTOR

Every parent, guardian, or other person who assaults or abuses any instructor employed by the District in the presence or hearing of a community college student, or in the presence of other community college personnel, or students and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities is guilty of a misdemeanor.

Board Rule 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:

a) Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.);

b) Failure to follow safety directions of District and/or College staff;

c) Willful disregard of safety rules as adopted by the District and/or College; and/or

d) Negligent behavior which creates an unsafe environment.

Board Rule 9901 COLLEGES AS NON-PUBLIC FORUMS

The colleges of the Los Angeles Community College District are non-public forums, except for those portions of each college designated as Free Speech Areas are hereby designated as limited public forums, which designation may be removed and reversed to non-public forum designations by the Board of Trustees.

Board Rule 9902 FREE SPEECH AREAS

The college president shall designate an area or areas on the college campus as areas for free discussion and expression by all persons. A Free Speech Area may only be located where there is a normal flow of student traffic with unlimited accessibility. Necessary campus rules governing the operation of such areas shall govern only the time, place, and manner in which said areas are to be used. All such rules shall be applied equally and fairly to all persons desiring to use the Free Speech Areas. No restrictions shall be placed on subject matter, topics of viewpoints expressed in Free Speech Areas.

Board Rule 9902.10 RESPONSIBILITIES OF PERSONS USING FREE SPEECH AREAS

All persons using the Free Speech Area of a college are expected to monitor the content of their speech such that the expression (1) is not obscene, libelous or slanderous according to current legal standards, (2) does not create a clear and present danger of the commission of unlawful acts on community college premises, (3) is not violative of lawful community college regulations, or (4) does not substantially disrupt the orderly operation of the college. Any person who is found to have expressed speech in violation of this section may be subject to the sanctions applicable respectively to students, staff, faculty or visitors.

Board Rule 9902.11 DISTRIBUTION OF MATERIALS

Persons using a Free Speech Area shall be allowed to distribute petitions, circulars, leaflets, newspapers, miscellaneous printed matter and other materials, subject to the following restrictions:

a) Such distribution shall take place only within the geographical limits of the Free Speech Area;

b) Any material being distributed which is discarded or dropped in or around the Free Speech Area other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the Free Speech Area that day;

c) Persons distributing material shall not impede the progress of passersby into taking the proffered material.

Board Rule 9902.12 FORMS OF SPEECH

Persons using a Free Speech Area shall be entitled to exercise their speech privileges in any manner which does not violate the rules of conduct set forth in Article VIII or in this Article, including but not limited to the use of printed materials and the wearing of buttons, badges or other insignia, except that:

1) No means of amplification may be used, electronic or otherwise, which creates any noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at the time;

2) No person using the Free Speech Area shall physically touch, strike or impede the progress of passers-by, except for incidental or accidental contact, or initiation of such contact by a passerby;

3) No person using the Free Speech Area shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he/she is using the Free Speech Area on behalf of and collecting funds for an organization which is registered with the secretary of state as a nonprofit corporation, or is an approved Associated Student Organization or Club.

Board Rule 9902.13 TIME ALLOTMENTS FOR SPEECH

The president of each college or his/her representative may set reasonable time restrictions on the use of Free Speech Areas, in order to ensure that all persons are given equal access to the use of the Free Speech Area.

The times at which the Free Speech Area may be used shall be subject to reasonable campus regulations.

East Los Angeles College's rules, regulations, and related policies regarding its Free Speech Areas may be obtained from the Student Activities Office

Board Rule 9903 STUDENT EXERCISE OF FREE SPEECH IN AREAS OUTSIDE OF DESIGNATED FREE SPEECH AREA

The president of each college may designate areas outside of the Free Speech Areas where students, faculty, and staff may exercise freedom of expression subject only to reasonable time, place, and manner restrictions.

Board Rule 9903.10 BULLETIN BOARDS

Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. The location and number of such bulletin boards shall be determined by the college president or his/her representative.

Each college may have bulletin boards. The use of the bulletin boards shall be open to use only by students or recognized student organizations and shall be based on a first-come, first-served basis.

Posting of materials on bulletin boards shall be subject to the limitations concerning the manner of exercising students' rights of free expression in Free Speech Areas pursuant to Section 9902.10

All material displayed shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the College president's designee.

The president of each college shall prescribe reasonable lengths of time during which such printed material may be posted on the bulletin boards with the object of assuring fair access to the bulletin boards for all students.

Board Rule 9905 VISITOR USE OF AREAS NOT DESIGNATED FOR FREE SPEECH ACTIVITIES

Visitor use of any areas, classrooms, rooms, buildings, facilities and grounds not designated as Free Speech Areas is subject to the Civic Center Permit rules set forth in Chapter VII, Article 2 of these Board Rules.

Board Rule 91001 APPLICATION OF THIS ARTICLE TO NON-FREE SPEECH AREAS

Events and activities conducted on a college campus by students or associated student organization clubs or groups which do not take place in an area designated for student free speech by the president of the college pursuant to Article IX shall be governed by the rules set forth in this Article.

Board Rule 91002 PRESIDENT'S AUTHORITY TO CREATE ADDITIONAL RULES

The president of each college may adopt and approve rules not set forth in these rules for the purpose of governing the use of the college's facilities. The president shall not approve any rules which are inconsistent with this Article.

Board Rule 9903.11 POSTING AREAS

The president of each college, or his/her representative, may designate areas other than the bulletin boards for display of materials.

Board Rule 9904 STUDENT USE OF AREAS NOT DESIGNATED FOR FREE SPEECH ACTIVITIES

Student use of classrooms, rooms, buildings, facilities and grounds not designed as Free Speech Areas or otherwise designated for student free speech exercises in accordance with this article shall be governed by the rules and regulations established pursuant to Article X, relating to student activities and events.

Board Rule 91003 FUND-RAISING EVENTS

A college or student body participating with outside organizations in non-profit fund-raising events such as membership drives, merchandising sales, book collections, or other events when the public is asked to contribute, or solicited to purchases tickets or any merchandise, shall ascertain that the organization is registered with the Secretary of State as a nonprofit corporation.

Board Rule 91004 SPEAKERS TO CAMPUS GROUPS

The president of each college shall establish regulations regarding the appearance of visiting speakers in accordance with the following regulations.

Board Rule 91004.10 GUEST LECTURERS

An instructor may invite an individual to participate in his/her class as a guest lecturer. The instructor shall give written notice identifying the speak to the college president or his/her designated representative.

Board Rule 91004.11 LECTURERS AND SPEAKERS AT STUDENT-SPONSORED FORUMS

Recognized student organizations may invite and hear persons of their own choosing, provided they give prior written notice identifying the speaker to the college president or his/her designated representative.

Board Rule 91004.12 NON-CENSORSHIP OF LECTURERS AND SPEAKERS

Those routine procedures required by an institution before a guest speaker is invited to appear on campus shall be designed only to insure that there is an orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities shall not be used as a device of censorship. It shall be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

Board Rule 91005 APPLICABILITY OF FREE SPEECH RIGHTS

All free speech rights accorded students in Article IX shall be accorded them in activities conducted under this Article; the college president shall not approve any rules relating to non-Free Speech Areas which would deny students their free speech rights were they conducting such activities in Free Speech Areas.

STUDENT DISCIPLINE PROCEDURES

DRUG-FREE SCHOOLS AND CAMPUS

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.

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

NO SMOKING POLICY

Smoking is not permitted in any classroom or other enclosed facility.

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66300). The Los Angeles Community College District has complied with this requirement by adopting Board Rule 9803, Standards of Student Conduct (See above).

The District has adopted Board Rule 91101, Student Discipline Procedures, to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of Student Conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both.

Copies of the Student Discipline Procedures are available in the Office of the President, and the Vice President of Student Services in A10.

STUDENT GRIEVANCE PROCEDURES

The purpose of the Student Grievance Procedures is to provide a prompt and equitable means for resolving student grievances. The procedures enumerated in Administrative Regulation E-55 shall be available to any student or applicant for admission, who believes a college decision or action has adversely affected his or her status, rights, and/or privileges as a student.

Administrative regulation E-55 specifies the procedures when grades may be changed because they were given as the result of mistake, fraud, bad faith, or incompetence. Additional information is available at www.elac.edu/general/link_pages/studentlife.htm. Copies of the procedures are also available through the office of the President and the office of Student Services located in A10 or by calling 323-265-8778.

Role Of The Ombudsman

The President of each college appoints an Ombudsman to assist students with their grievances. This person's responsibility is to help students reach a resolution. If an informal resolution is not obtained, the Ombudsman will explain to the student the policies and procedures necessary to present a grievance to the campus' Grievance Hearing Committee. The current Ombudsman is Sonia Lopez, Associate Dean Student Activities who can be reached at (323) 265-8742, office at G8 119, or ombuds@elac.edu.

FAMILY EDUCATION RIGHTS AND PRIVACY

Student Records and Directory Information

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The Los Angeles Community College District recognizes that student records are a confidential matter between the individual student and the College.

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

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

   Students may submit to the College Admissions Office written requests that identify the specific record(s) they wish to inspect. Within 45 days, the College Admissions Office will make arrangements

for access and will notify the student of the time and place where the records may be inspected.

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

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

   Students may ask the College President, or his/her designee to amend a record that they believe is inaccurate, misleading, or in violation of their privacy rights. A student seeking to amend an educational record should write to the College President and clearly identify the part of the record he/she wants changed and specify why it is inaccurate, misleading, or in violation of his/her privacy rights.

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

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

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

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

4. The right to restrict disclosure of personally identifiable information that the College has designated as directory information which may be released without the written consent of the student.

   Directory information may be disclosed without a student's consent unless the student has notified the college that he/she does not want all or portions of the directory information released. To do so, the student must submit the appropriate District form to the College Admissions Office requesting that some or all of the categories of directory information not be released without his/her consent. This form must be submitted in accordance with College policy.

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

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

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

   (c) the names, addresses and telephone numbers of students or former students may be released to the foundation for each college for college-related activities at the discretion of the College President, unless the student or former student has informed the College that such information should not be released. The release of this information is conditioned upon the foundation's agreement that such information will be released in accordance with District policy and that information will not be released to third parties;

   (d) at the discretion of the College President, the names, addresses and telephone numbers of students from the College may be released to heads of private and/or public institutions of higher education, or their designees, for the purpose of providing information to students regarding transfer opportunities to those institutions, unless the student has indicated that such information should not be released. The release of this information will be conditioned upon the institution's agreement that student privacy rights under federal and state law will be protected and that information will not be released to third parties.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

THE NAME AND ADDRESS OF THE OFFICE THAT ADMINISTERS FERPA IS:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-4605

At the same time the District has a responsibility to fulfill public information needs (i.e., information about students participating in athletics, announcement of scholarships and awards, etc.). To meet this responsibility the District may release Directory Information unless the student states in writing that he or she does not want it released. The responsibility for carrying out these provisions is charged to the Dean of Admissions who services as the College Records Officer. The Records Officer may be contacted via the Admissions Office. Copies of Federal and State laws and District policies and procedures are maintained by the Records Officer and are available for inspection and inquiry.

All student records maintained by the various offices and departments of the College, other than those specifically exempted by law, are open to inspection by the student concerned. The accuracy and appropriateness of the records may be challenged in writing to the Records Officer. A student has the right to receive a copy of his or her record, at a cost not to exceed the cost of reproduction. (Requests for transcripts should be made directly to the Admissions Office).

No student records, other than Directory Information, will be released without the written consent of the student concerned except as authorized by law. A log of persons and organizations requesting or receiving student record information is maintained by the Records Officer. The log is open to inspection only to the student and the community college official or his or her designee responsible for the maintenance of student records.

Directory information includes the student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory information about any student currently attending the College may be released or withheld at the discretion of the Records Officer. In addition, special provisions exist for release of specific categories of student directory information to College Foundations and heads of private and public institutions if certain conditions are satisfied.

No Directory Information will be released regarding any student who has notified the Records Officer in writing that such information shall not be released.

Under federal law, the military is entitled to receive directory information for recruiting purposes. A student can refuse the release of directory information by completing a "Release of Directory Information" form and submitting it to the Admissions Office.

All inquiries regarding student records, Directory Information, and policies for records access, release, and challenge should be directed to the Records Officer via the Admissions Office.

Students have the right to file a complaint with the United States Department of Education concerning alleged violations of Federal and State laws governing student records.

Student Identification Numbers

The Los Angeles Community College District is committed to protecting student privacy and uses data collection and storage systems to eliminate the use of social security numbers as the primary method of student identification.

FINANCIAL AID C2-3

WHAT IS FINANCIAL AID?

Financial Aid is made available by federal and state governments and private sources in the form of grants, scholarships, employment, and loans. This assistance makes it possible for students to continue their education beyond high school, even if they and/or their family cannot meet the full cost of the college they choose to attend. The basis for such assistance is the belief that students and their families have the primary responsibility to meet educational costs.

Financial aid is meant to supplement your existing income/financial resources and should not be depended upon as your sole means of income to support other non-educational expenses.

WHO IS ELIGIBLE FOR FINANCIAL AID?

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

- Be a U.S. citizen or an eligible non-citizen. An eligible non-citizen is a U.S permanent resident who has documentation from the Department of Homeland Security verifying that his/her stay in the U.S. is for other than a temporary purpose.
- Demonstrate financial need.
- Be enrolled as a regular student in an eligible program.
- Be making satisfactory academic progress in a course of study leading to a Certificate of Achivement, A.A. or A.S. degree, or Transfer to a Baccalaureate Degree Program.
- Not be in default on any loan such as Federal Perkins Loans, Federal Stafford Loans (subsidized and unsubsidized), Federal Direct Loans (subsidized and unsubsidized), Supplemental Loans to Assist Students (SLS) at any college attended.
- Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG).
- Be registered with Selective Service if required to do so.
- Have a valid Social Security Number (SSN).
- Must have resolved any drug conviction issues.
- File an income tax return, if required to do so.
- Demonstrate an ability to benefit as defined below.

Ability to Benefit

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

- Received a high school diploma; or
- Passed a high school proficiency examination; or
- Received a Certificate of General Educational Development; or
- Successfully completed a two-year program (minimum 48 units) that is acceptable for full credit toward a bachelor's degree. A student may be admitted on the basis that he/she has the recognized equivalent of a high school diploma; or
- Passed an independently administered test that is approved by the Secretary of the U.S. Department of Education provided the student is a least eighteen (18) years old.
- Successfully completed six (6) degree-applicable units prior to the 2009-2010 academic year.

Student Status

In order to complete the Free Application for Federal Student Aid (FAFSA), you will need to determine if you are a DEPENDENT or INDEPENDENT student. You are an

INDEPENDENT student if you meet any one of the following criteria:

- You were born before January 1, 1986.
- You will be enrolled in a master's or doctoral program (graduate or professional program beyond a bachelor's degree) in 2009-2010.
- You are married.
- You have children who will receive more than half of their support from you between July 1, 2009 and June 30, 2010.
- You have dependents (other than your children or spouse) who live with you and receive more than half of their support from you, now and through June 30, 2010.
- You are currently serving on active duty in the U.S. Armed Forces for purposes other than training.
- You are a veteran of the U.S. Armed Forces.
- At any time since you turned age 13, both your parents were deceased, or you were in foster care, or you were a dependent/ward of the court.
- As of today, you are an emancipated minor as determined by a court in your state of legal residence.
- As of today, you are in legal guardianship as determined by court in state of legal residence.
- At any time on or after July 1, 2008, your high school or school district homeless liaison determined that you were an unaccompanied youth who was homeless.
- At any time on or after July 1, 2008, the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determined that you were an unaccompanied youth whom was homeless.
- At any time on or after July 1, 2008, the director of a runaway or homeless youth basic center or transitional living program determined that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless.
- If you meet one of the criteria above, complete the FAFSA with your (and your spouse, if applicable) income and asset information.

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

HOW TO APPLY

Prior to applying online, visit www.pin.ed.gov to obtain a Personal Identification Number (PIN) so that you may electronically sign your FAFSA. If you are a dependent student, your parent(s) may also apply for a PIN.

Students are encouraged to apply for financial aid using the FAFSA online at www.fafsa.gov. As instructed on the website, if you do not have a PIN for an electronic signature, be sure to print and mail the signature page when you transmit your application.

Paper FAFSAs are no longer available at the Financial Aid Office and Scholarship Office, high school and libraries. Contact Federal Student Aid Information Center (FSAIC) at 800-4FED-AID (800-433-3243) to request a spare FAFSA.

Students applying for Federal Stafford Loans and scholarships must complete additional applications.

WHEN TO APPLY

First Priority Date for 2009-2010:

March 2, 2009 – FAFSA first priority

April 30, 2009 submit all required documents to the Financial Aid and Scholarship Office.

The priority date is established to encourage early application for financial aid. Students who have missed the priority date may still apply as funds may still be available. If in doubt, call or visit your Financial Aid and Scholarship Office. Staff members are available to answer your questions and help you complete any of the forms.

Deadlines

Failure to meet the following deadlines will result in denial of aid for the entire award year.

- Free Application for Federal Student Aid (FAFSA) – paper and electronic applications will be accepted by the federal processor until June 30, 2010. Do not wait until the last minute to apply for financial aid.

Pell Grant Deadline

For Pell Grants, a valid electronically processed FAFSA must be received by the college from the U.S. Department of Education before the last date of the semester for which you are enrolled.

Cal Grant Deadline

March 2, 2009 – Cal Grant A, B Entitlement and Competitive awards and Cal Grant C award.

September 2, 2009 – Second chance deadline for community colleges students to apply for Cal Grant B. Since the number of awards available in September is limited, it is best to apply by March 2, 2009.

Federal Stafford Loan Deadline

Please check with the Financial Aid and Scholarship Office.

VERIFICATION POLICY

The school must have received a valid electronically processed FAFSA from the Department of Education and verification documents from a student whose application is selected for verification before the last date of the semester for which he or she was enrolled.

Federal verification requirements apply to the following programs:

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

If your application has been selected for verification by the federal processor, you will be required to provide additional documentation with a specific deadline. Failure to meet this deadline will result in the denial of financial aid.

The Financial Aid and Scholarship Office may request additional documentation based on the information submitted on your financial aid application such as:

- Tax Returns
- Verification of Untaxed Income Benefits
- Dependent or Independent Verification Worksheet
- Other documentation as needed to verify your application or situation.

ENROLLMENT FEES AND NON-RESIDENT TUITION

California Resident Students

The Admissions Office determines the residency status for all students. The 2009-2010 enrollment fees for a California resident is $26 per unit*. Enrollment fees may be waived for students who are eligible for a Board of Governors Fee Waiver Program (BOGFW) Non-resident students are not eligible for BOGFW.

* (Fees may be subject to change)

Non-Resident Students

The tuition fee for non-resident out-of-state students is $173.00 per unit and $183.00 per unit for students who are from out-of-the-country. For all terms beginning on or after January 1, 2009, all nonresidents who enroll in four units or fewer shall be exempt from the nonresident tuition fee. This tuition fee is in addition to enrollment fees. The amount of fees and tuition is subject to change.

Deferred Tuition For Non-Resident Students

A student on financial aid may defer payment of tuition. Keep in mind that the Federal Pell Grant and other aid may not pay the full tuition; therefore, a student is responsible to pay the remaining balance, which may be several hundred dollars depending upon the number of units taken. Tuition fees must be paid at time of registration.

ENROLLMENT AT OTHER COLLEGES

Consortium Agreements are in effect for all colleges within the Los Angeles Community College District. If you are attending more than one college within the District in the same academic year period, your enrollment status will be the sum total of all units in which you are enrolled throughout the District. For financial aid programs that are limited in funding, a six (6) unit minimum enrollment is required at your home campus. Check with the Financial Aid and Scholarship Office for specific financial aid program-unit minimum enrollment requirements.

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.

Please note:

- Payments for courses outside of LACCD will be paid after the grades are submitted to the Financial Aid and Scholarship Office.

ITV CLASSES

Students taking ITV courses, must be enrolled in at least one (1) unit at the home school that is processing their financial aid in order to receive financial aid, provided eligibility exist.

For all other programs, students must be enrolled in a minimum of six (6) units at the home school; units from other colleges may not be combined for all other programs.

Students enrolled in ITV courses receive their transcripts for those courses from Los Angeles Mission College. Students enrolled only in ITV courses who wish to be considered for financial aid must apply to Los Angeles Mission College as the home school for financial aid purposes.

STATE FINANCIAL AID PROGRAMS

Board of Governors Fee Waiver Program (BOGFW)

We encourage all students to apply using the FAFSA so that they will be considered for all of the federal and state financial aid programs.

The BOGFW is offered by the California Community Colleges. BOGFW waivers the $26 per unit enrollment fee. Applicants do not have to be enrolled in a specific number of units or courses to receive the BOGFW. All BOG fee waiver recipients are required to pay the student health fee.

You are eligible to apply for a BOGFW if you are:

- A California resident, and
- You are enrolled in at least one unit.

You may qualify for a BOGFW if any of the following categories applies to you:

Receipt of Benefits

At the time of enrollment, you are a recipient of benefits under the TANF/Cal Works Program, Supplemental Security Income/State Supplementary Program (SSI/SSP), or General Assistance Program (GA). Documentation proof of benefits is required.

Qualify by Income Standards

You meet the following income standards:

Number in Total Family Income 2008 Household adjusted gross income (including yourself) and/or untaxed income

Family Size	2008 Income
1	$15,600
2	$21,000
3	$26,400
4	$31,800
5	$37,200
6	$42, 600
7	$48,000
8	$53,400

Each Additional Family Member $5,400

Federal Student Aid Applicants

You may be eligible if you have applied for financial aid via the FAFSA and you have been determined to have financial need.

Dependent's Fee Waiver

You are eligible if you have a Certification from the California Department of Veterans Affairs or the National Guard Adjutant General that you qualify for Dependent's Fee Waiver.

If you are a dependent of deceased law enforcement/fire suppression personnel killed in the line of duty, you must show proof of benefits.

Congressional Medal of Honor

If you are a recipient of the Congressional Medal of Honor or a child of a recipient, submit documentation from the Department of Veterans Affairs.

Surviving Dependents of Terrorist Attacks 9/11/2001

You are eligible if you are a dependent of a victim of the September 11, 2001 terrorist attacks. Submit documentation from the California Compensation and Government Claims Board.

Domestic Partnership

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

CALIFORNIA STUDENT AID COMMISSION (CSAC) PROGRAMS

Cal Grants

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

- Be a U.S. citizen or permanent resident
- Have a valid Social Security Number (SSN)
- Be a California resident
- Be attending at least half-time at a qualifying California college
- Have financial need at the college of attendance
- Be making satisfactory academic progress as determined by the college
- Have not already earned a bachelor's or professional degree, or the equivalent.
- Meet the income and asset ceiling as establish by CSAC
- Meet Selective Service requirements

Deadline date:

First deadline is March 2, 2009. A second deadline for community college applicants is September 2, 2009, but we highly recommend that applicants meet the March 2 deadline, when more funding is available.

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

Types of grants available:

Entitlement Grants

- Cal Grant A – provides grants funds to help pay for tuition/fees at qualifying institutions offering baccalaureate associate degree programs. If you receive a Cal Grant A but choose to attend a California community college first, your award will be held in reserve for up to three years until you transfer to a four-year college.
- Cal Grant B – provides subsistence payments for new recipients in the amount of $1,551 for a full-time, full-year award.
- Payments are reduced accordingly for three-quarter and half-time enrollment for each payment period. Cal Grant B recipients who transfer to a tuition/fee charging school after completing one or two years at a community college may have their grant increased to include tuition and fees as well as subsistence.
- Cal Grant Transfer Entitlement Award is for eligible CA community college students who are transferring to a four-year college and are under age 28 as of December 31 of the award year.

Competitive Grants:

- Cal Grant A and B awards are used for the same purpose as the A and B entitlement awards, except that they are not guaranteed and the number of awards is limited.
- Cal Grant C recipients are selected based on financial need and vocational aptitude. Students must be enrolled in a vocational program at a California Community College, independent college, or vocational college, in a course of study lasting from four months to two years. Cal Grant C awards may not be used to pursue a four-year degree program, graduate study, or general education.

Law Enforcement Personnel Dependents Grant

The Law Enforcement Personnel Dependents (LEPD) Grant is a program administered by the California Student Aid Commission that provides grants for eligible students.

Student eligibility:

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

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

For more information and to obtain an application:

- Go to www.csac.ca.gov. Commission Programs or email specialized@csac.ca.gov for more information.
- Call the California Student Aid Commission's Specialized Program Branch at (888) 224-7268, option #3, or submit a request in writing to:

California Student Aid Commission
Specialized Programs
P.O. Box 419029
Rancho Cordova, CA 95741-9029

Child Development Grant Program

The Child Development Grant Program is for students who plan to teach or supervise at a licensed children's center. Selected grant recipients attending a two-year post-secondary institution are eligible to receive up to $1,000 per academic year. The grants, renewable for an additional year, are awarded to students attending a public or private two- or four-year college in California. To learn more about this program and to apply online, visit the California Student Aid Commission website at www.csac.ca.gov, Commission Program or call (888) 224-7268 Option #3.

California Chafee Grant Program

The California Chafee Grant is a federal grant administered by the California Student Aid Commission and provides assistance to current foster youth to use for college courses or vocational school training. Eligible students may receive up to $5,000 per academic year. To learn more about this program and apply online, visit the Commission website at www.csac.ca.gov or call (888) 224-7268. Email your questions to studentssupport@csac.ca.gov with "Attn: Chafee" in the subject line or email your application to:

California Student Aid Commission
Specialized Programs Operations Branch
Attn: California Chafee Grant Programs
P.O. Box 419029
Rancho Cordova, CA 95741-9029
Or fax to (916) 526-7977

OTHER RESOURCES

Some students may qualify for the following programs:

- Veterans Benefits
- Vocational Rehabilitation Assistance
- AmeriCorps

Scholarships

Throughout the year, the Financial Aid and Scholarship Office receives announcements on scholarship opportunities. The focus of each scholarship is different; some required good grades, some required financial need, and some are awarded to students who are majoring in certain areas. Contact the Financial Aid and Scholarship Office for more information.

FEDERAL FINANCIAL AID PROGRAM

FEDERAL PELL GRANTS

The Federal Pell Grant provides gift aid assistance to undergraduates who have not yet earned a baccalaureate or first professional degree and who demonstrate financial need. Awards are based on your Expected Family Contribution (EFC) and enrollment status.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The FSEOG is a federal grant program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards are based on financial need and fund availability. There is a six (6) unit minimum enrollment requirement at the college where students are receiving financial aid; units from other colleges may not be combined for this award.

FEDERAL WORK-STUDY

The Federal Work-Study Program (FWS) enables students to earn a portion of their financial aid award through part-time employment either on or off-campus. To be eligible, a student must meet the eligibility requirements for federal financial aid and must maintain good academic standing while employed under the program. Students must be enrolled in a minimum of six (6) units at their home campus to be considered for this program; units from other campuses cannot be combined.

FEDERAL ACADEMIC COMPETITIVENESS GRANT (ACG)

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

- Federal Pell Grant recipient
- Enrollment of at least half-time (6 units or more)
- 1st or 2nd year undergraduate, and
- Completed a rigorous secondary school program of study

First year undergraduate students may be eligible for up to $750 per academic year. Second year undergraduate students may be eligible for up to $1,300 per academic year. Students must have completed one academic year with a 3.0 GPA to qualify for the 2nd year ACG award.

Loans (Aid That You Have to Payback)

A caution about student loans: It takes time for a loan application to be processed by the school, lender, and/or the government. Student loan checks are delivered to the students after enrollment and satisfactory academic progress requirements have been verified. All loans require a minimum of six (6) units at the home campus.

Federal Perkins Loan Program

The Federal Loan Program is a low 5% fixed interest loan to help students with exceptional need meet their educational expenses. Loan amounts awarded within the Los Angeles Community College District are determined by individual colleges and the availability of funds.

Repayment begins nine (9) months after the borrower graduates, withdraws, or ceases to be at least in half-time studies, and can be extended to ten (10) years and nine (9) months after such date. A repayment period can be extended to 10 years. During the repayment period, five percent (5%) interest is charged on the unpaid balance of the loan principal.

Usually, the length of the repayment period is determined by the total amount borrowed. Should a student experience unforeseen circumstances which prevent repayment at the $120 per quarter minimum level, a request for deferment or forbearance can be submitted to:

Los Angeles Community College District
Central Loan Administration Unit
770 Wilshire Boulevard, 5th Floor
Los Angeles, CA 90017

To determine eligibility for loan rehabilitation or loan cancellation for teaching, qualified employment, military service and total and permanent disability, please contact the CLAU at (800) 822-5222.

FEDERAL FAMILY EDUCATION LOANS PROGRAMS (FFELP)

The Federal Family Education Loan Program consists of the Stafford Loans and the Federal Family Education Loan Programs. Contact the Financial Aid and Scholarship Office for more information.

FEDERAL STAFFORD LOANS

Federal Stafford Loans (subsidized) are fixed interest loans made to students who show financial need while attending college at least half-time. For 2009-2010, the interest rate is 6.0% for subsidized loans. These loans are made by a lender such as a bank, credit union, or savings and loan. "Subsidized" means the government pays the interest while you are in college and for six (6) months after you stop attending college, which is considered your grace period. After this six-month grace period expires, repayment begins.

In addition to completing a FAFSA, an applicant must submit a separate Loan Request Form and attend a Loan Entrance and Exit Counseling Workshop.

Federal Stafford Loans (unsubsidized) are non-need-based loans. The interest for unsubsidized loans for 2009-2010 is 6.8%. The government will not pay the interest for you while your are in school, in deferment status, or during your grace period. The borrower pays all interest during the life of the loan.

OTHER FEDERAL FINANCIAL AID

BUREAU OF INDIAN AFFAIRS GRANT (BIA)

The Secretary of the Interior established the Bureau of Indian Education (BIE) as its own Bureau operating parallel with the Bureau of Indian Affairs. The BIE, formerly known as Office of Indian Education Program (OIEP), is a service organization devoted to providing quality education opportunities for American Indian people.

Students may apply if they:

- Are a member of, or at least one-quarter degree Indian blood descendant of a member of an American Indian tribe who is eligible for special programs and services provided by the United States through the Bureau of Indians Affairs to Indians because of their status.
- Are accepted for admission to a nationally accredited institution of higer education that provides a course of study conferring the Associate of Arts or Bachelor's degree.
- Demonstrate financial need as determined by the financial officer of the postsecondary institution.

The grant application is available from the education office of the Tribe in which you are affiliated or possess membership. As the federally recognized tribes are administering the grant program for their tribe's tribal members, call your tribe first. If your tribe is not administering the grant program, they can direct you to the nearest Bureau of Indian Education Line Officer for the application with instructions for completing and returning the application.

For additional information, please contact:

BUREAU OF INDIAN EDUCATION
Central Office - West
1011 Indian School Road, NW (Suite 332)
P.O. Box 829
Albuquerque, New Mexico 87103
(505) 563-5529
(505) 563-5321 (fax)
Visit their website at www.diep.bia.edu

Summer Financial Aid

Students must submit their 2009-2010 Free Application for Federal Student Aid (FAFSA) to receive financial aid including the Fee Waiver during Summer 2009. Contact the Financial Aid and Scholarship Office for more information.

COST OF ATTENDANCE

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

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

Most financial aid awards are based on demonstrated financial need, which is the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC). EFC is the amount that the government believes you and your family can be reasonably expected to contribute toward your college costs this year.

Cost of Attendance minus Expected Family Contribution = Financial Need.

HOW FINANCIAL AID IS PACKAGED

Once the student's financial aid eligibility is established, a "package" of aid is provided which may be a combination of grants, work-study, and loan funds.

Grant checks are based on the number of units a student is enrolled in at the time of disbursement. Full-time is considered 12 or more units per semester; three-quarter time is considered 9-11 1/2 units per semester; half-time is considered 6-8 1/2 units per semester; less than half-time is 1/2 - 5 1/2 units per semester.

Pell Grants are scheduled for payments twice a semester. ACG, FSEOG and Cal Grants are scheduled for payment once per semester for students enrolled in six (6) or more units. Federal Work-Study is paid twice a month. Loans are disbursed once per semester.

THE FINANCIAL AID AWARD

The campus processing the student's aid produces and delivers an Award Letter and Award Guide to the student. The award letter lists the Cost of Attendance, the EFC, Total Awards, Resources, and Unmet Need amounts applicable to the academic year. Students may receive revised versions of the original award letter throughout the academic year. The revisions may reflect additional fees or allowances added to the cost of attendance, educational resources which must be accounted for, semesters of enrollment (partial year vs. full year and vice versa) changes, and addition or deletion of specific awards.

The award letter confirms completion of the file review process and usually moves the award to disbursement set up

of financial aid funds. Some students may need to resolve internal holds before awards can be disbursed. Students must contact the Financial Aid Office if disbursements do not arrive within three weeks of receipt of an award letter.

SPECIAL CIRCUMSTANCES

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

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

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

FINANCIAL AID DISBURSEMENT

Disbursement dates and deadlines are mandated by the Federal, State, District and/or Institutional regulations and policies, and must be met or applications cannot be accepted or processed.

Grants and Federal Work-Study warrants are sent by mail to the address on file in the Admissions Office, transferred electronically to the student's bank account, and on rare occasions sent to the College Business Office. It is your responsibility to report address and phone number changes to both the Admissions & Records and Financial Aid and Scholarship Office.

If your award includes a loan, and you choose to accept it, you will receive disbursement instructions during the Loan Counseling Session.

To expedite receipt of your funds, we encourage you to sign up for Electronic Funds Transfer (EFT). EFT is a service which eliminates the need to issue a check for student financial aid grants and loans.

To sign up, you must go to the College Business Office to complete an EFT Authorization Form. Be sure to bring a voided check or photocopy marked "VOID" if your financial aid funds will be deposited into a checking account. If you are depositing your financial aid funds into a savings account, a copy of the top half of your bank statement showing the account number and branch address is needed. Deposit slips are not sufficient.

Disbursement will be adjusted if enrollment is less than full-time. Supplemental check runs occur throughout the academic year. Any outstanding institutional debt will be deducted from your financial aid disbursement. The system has been programmed to issue additional payments to students for units not counted in earlier disbursements. Not all disbursements will adhere to this schedule because disbursement depends upon when your award was processed and the date your classes begin. Payment for late starting classes will not be issued until the class begins.

CHANGE OF ENROLLMENT STATUS

Colleges must review payment of funds to students each enrollment period to determine if students have received an overpayment. If you are paid at one level of enrollment and then drop units, you may be subject to repayment of some of the funds you received.

It is your responsibility to drop your classes through the Admissions Office if you do not attend. Failure to drop classes may result in a financial aid overpayment, which may require repayment of the financial aid you received. No further award adjustments will be made after the second disbursement run date of the Fall and Spring semesters.

Example: You were enrolled in 12 units (full-time) at the beginning of the semester and received your first check for $1,000.00. You then drop 3 classes (9 units) and remain in 3 units (less than half-time). The full payment for less than half-time enrollment is $432.00. You are overpaid $568.00 and will need to repay this amount before receiving any further financial aid.

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

RETURN TO TITLE IV

Students who received federal financial aid and then withdraw from ALL classes may have to repay some of the federal funds they received.

All students receiving federal aid, who withdraw from the institution in the first 60% of the term, are subject to Return Regulations. The Financial Aid and Scholarship Office will calculate the amount of federal funds earned up to the point of withdrawal, and students will be billed and must repay any federal grant funds received but not earned. Failure to repay theses funds will result in the denial of future federal financial aid at all colleges. Nonpayment of the unearned amount will be reported to the U.S. Department of Education for collection. The college is also required to report grant overpayments to the National Student Loan Data System.

It is advised that you contact the Financial Aid and Scholarship Office before withdrawing from all of your classes, so that you understand the results of your actions. For the refund policy on enrollment fees and non-resident tuition, please see the College Schedule of Classes or the College Catalog.

STUDENT INFORMATION

Students may inquire about the following information at the Financial Aid and Scholarship Office:

1. Information on all financial assistance available, which includes all federal, state, and institutional financial aid programs.
2. Disclosure of deadlines for applications of each financial aid program and for any supporting documentation.
3. Specific information regarding fees for those who drop out of school.
4. An explanation of how students are selected for receipt of financial aid and how financial need is determined. This process includes a consideration of cost of tuition and fees, books and supplies, room and board, transportation, personal and miscellaneous expenses, child care, etc., plus the students' income and assets, parental contribution, other financial aid (such as scholarships) and so on.

5. Knowledge of what resources are considered in the calculation of student need.
6. Knowledge of how a financial aid package is determined.
7. An explanation of various programs awarded in the student's financial aid package. If a student feels he/she has been treated unfairly, a reconsideration of the award may be requested.
8. An explanation of the portion of financial aid the student received that must be repaid and what portion is grant aid or work-study and does not need to be repaid. If the aid is a loan, the student is informed about what the interest rate is, the total amount to be repaid, when the repayment is to begin, and the conditions of deferment and cancellation during loan counseling sessions.
9. Knowledge of how the Los Angeles Community College District determines whether students are making "satisfactory academic progress" and what happens if they are not.
10. Knowledge of what facilities are available for disabled students.

STUDENT RESPONSIBILITIES

Students must take responsibility for:

1. Having a valid Social Security Number (SSN) on file in the Admissions and Records Office for the purpose of reporting a Cal Grant Grade-point average, loan deferments, etc.
2. Enrolling in an eligible program, which is defined as a Certificate of Achievement, an Associate Degree (A.A./A.S.), or a two-year academic Transfer Program that is acceptable for full credit toward a Baccalaureate Degree. Students must declare an educational goal and major, and update changes with the Admissions and Records Office.
3. Maintain Satisfactory Academic Progress to receive financial aid and meeting with an academic counselor to develop or review an Educational Plan (SAP Policy is also in the college catalog).
4. Submitting all financial applications and documents by specified deadlines
5. Completing all financial application forms ACCURATELY AND COMPLETELY. If this is not done, aid could be delayed. Errors must be corrected before any financial aid can be received.
6. Reading and understanding all financial aid forms and information. We advise students to retain copies of all documents submitted.
7. Choosing a home school to process financial aid. Students MAY NOT receive financial aid from two or more institutions at the same time or periods of overlapping terms.
8. Notifying the appropriate entity (college, lender, California Student Aid Commission, U.S. Department of Education, etc.) of changes in your name, address, school enrollment status, or transfer to another college.
9. Repaying financial aid funds if it is determined that the student was ineligible to receive funds for any reason (i.e. Return of Title IV, overpayments, over-awards).
10. Not misreporting information. 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 the student's application to denial. Additionally, regulations require that all cases of suspected fraud emanating from misrepresentation be reported to the Office of the Inspector General.

SATISFACTORY ACADEMIC PROGRESS (SAP)

General Information

In accordance with the Higher Education Act of 1965, as amended, the Los Angeles Community College District (hereinafter referred to as LACCD) establish the following Standards of Academic Progress. These standards apply to all students who apply for and receive financial aid from the programs below:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Federal Perkins Loan
- Federal Family Educational Loan (FFEL)
- Cal Grant B and C
- Child Development Teacher Grant
- Chaffee Grant
- Academic Competitiveness Grant (ACG)

Current and previous coursework earned at any college within the LACCD will be reviewed for compliance with the standards put forth in this policy.

Consortium Classes

- All classes throughout the LACCD will be included when reviewing satisfactory academic progress.
- For students aided under a Consortium Agreement with colleges outside the LACCD, consortium classes will be included during satisfactory academic progress review by the home school, which is the college that processes the student's aid.

General Requirements

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

- A Certificate of Achievement Program that prepares a student for gainful employment in a recognized occupation.
- An Associate Degree (A.A. or A.S.), or
- A two-year academic Transfer Program that is acceptable for full credit toward a Bachelor's Degree.

SATISFACTORY ACADEMIC PROGRESS STANDARDS

To meet satisfactory academic progress standards students must:

- Maintain a 2.0 cumulative GPA (Grade-point average).
- Have attempted fewer than ninety (90) units for students who indicated A.A./A.S. Degree or transfer as their educational goal.

1. Basic Skills/Remedial classes are excluded from the ninety (90) unit limit when determining units

attempted. Students may receive federal aid for up to 30 units of remedial coursework.

2. Students who have already earned an associate or higher degree will need to follow the appeal procedure.
3. In progress (IP) grades count as attempted units in the maximum time frame only. It does not affect cumulative grade-point average in the qualitative measure, nor is it included as completed units in the quantitative measure.

- Completion of 67% cumulative units attempted.

1. Entries recorded in the students' academic record as Incomplete (INC), No-Pass (NP), and/or Withdrawal (W) are considered non-grades and must be 25% or less than the cumulative units attempted.

Application of Standards

Satisfactory academic progress for financial aid students will be determined annually at the beginning of the academic year.

- Students who are disqualified from financial aid will be notified by mail and may inquire about the appeal procedure in the Financial Aid and Scholarship Office.
- A student who has been disqualified at any college in the LACCD is disqualified at all colleges within the LACCD.
- A change of one (1) educational goal or major course of study will be permitted. Students are eligible to receive financial aid for one educational goal at the institution of attendance.

Disqualification.

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

1. Total units attempted (excluding Basic Skills/ Remedial classes) are equal to or greater than ninety (90) units.
2. Associate or higher degree has been earned.
3. Cumulative GPA is less than 2.0.
4. Cumulative Non-Grades are more than 33%.

Warning Letter.

- Students will receive a Warning Letter at the end of the Fall semester if they have one or more of the following academic deficiencies:

1. Cumulative GPA is less than 2.0.
2. Cumulative non-grades are greater than 33%.

Advisory Letter

- Students whose number of units attempted reaches forty-five (45) will receive a reminder/advisory letter.

Maximum Time Length

Students who are attending for the purpose of obtaining an Associate in Arts Degree (A.A.), an Associate in Science Degree (A.S.), a Certificate of Achievement, or completion of requirements for transfer to a four-year college are allowed 90 attempted units in which to complete their objective.

Professional Judgment may be exercised in applying these standards in accordance with Section 479A of the Higher Education Act of 1965, as amended.

Exceptions will be made only when the requirements of a student's objective cause the student to exceed the maximum time limit.

Short-Length Certificate Program

Some certificate objectives in the Los Angeles Community Colleges may be completed in less time than that required for the Associate in Arts, Associate in Science and transfer objectives.

The following table shows the normal completion time and maximum time for Certificates of Achievement of varying length:

Units required for the Certificate Program	Normal Length	Maximum Length
10-24	2 semesters	3 semesters
25-36	3 semesters	5 semesters
37-48	4 semesters	6 semesters

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

Summer and Winter Financial Aid

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

FRAUD

- A student who attempts to obtain financial aid by fraud will be suspended from financial aid for unsatisfactory conduct.
- The college will report such instances to local law enforcement agencies, to the California Student Aid Commission, and to the Federal Government.
- Restitution of any financial aid received in such manner will be required.

OTHER INFORMATION YOU SHOULD KNOW

TITLE IV SCHOOL CODE

001222 - East Los Angeles College

STATE TAX OFFSET

Students should be aware that state tax refunds might be offset by the institution for repayment of financial aid funds if it determined that students were ineligible to receive funds, have defaulted on a student loan, or owe other debts to the school.

SCHOLARSHIPS, GRANTS AND INTERNSHIPS

East Los Angeles College offers a variety of scholarships, grants, and internships that range anywhere from $100 to $10,000 and possibly more. Most of these scholarships are offered through major organizations such as the Hispanic Scholarship Fund, TELACU, and Coca-Cola. East Los Angeles College offers its own scholarships through various

departments such as the English Department, Administration of Justice, Helen Miller Bailey Library, Social Sciences, Chemistry and Journalism to name a few.

The requirements for each scholarship vary with each organization and department. Such qualifying requirements can be based on the following: your financial need, overall GPA, educational field, overall units, and sometimes your ethnicity. While many scholarships are offered once a year, many others are offered year round and students are strongly encouraged to check with the office of Student Services in A-10 for availability of scholarships. (Please be advised that Financial Aid Office no longer processes scholarships.) Other departments such as, EOPS, ASU, and the South Gate Educational Center may offer additional scholarships.

The Office of Student Services will also gladly assist you in establishing your own personal profile and student e-mail account for scholarship searches on the internet. Stop by or contact the office of Student Services at (323) 265-8777.

DEPARTMENTAL SCHOLARSHIPS

SCHOLARSHIPS	AMOUNT
Architecture	
Alex S. Kosich Scholarship	.$500
Architecture 152 Scholarship	.$300
Beata Anaya Scholarship	.$2,000
Delmar Beckhart Memorial Scholarship	.$500
Dieterich-Post Scholarship	.$500
D. Michael Hamner Architect Award	.$300
East Los Angeles Freehand Drawing Prize	varies
Gen3 Entertainment Arts	varies
Hammel, Green & Abrahamson, Inc. Design Excellence Award	.$500
Metro Construction Scholarship	.$1,000
Osborn Architects Design Excellence Award	.$750
Quatro Group Design Award	.$1,000
Randall-Baylon Architects/RACAIA Scholarship	.$1,000
Robert T. and Millie Weiss Scholarships	.$1,000
Souders/Huey Book Grant	varies
Woodbury University Scholarship	varies
Engineering	
USC-Sandler Scholarship	.$4,000
USC-Cipriano Scholarship	.$2,500
Stevenson-Chang Scholarship.	.$1,000
Foreign Language	
Dr. John K. Wells Scholarship.	$50/$100
Mathematics	
The Carol Johnston Mathematics Award	.$200
Raul Guerra Memorial Scholarship.	.$100
Psychology	
Irvin F. Richardson Memorial Scholarship	Varies
Social Sciences	
Helen M. Bailey	Varies

STUDENT SERVICES

BOOKSTORE – D7 (323) 265-8730

Instructional materials are available in alternative formats (Braille, large print, e-text, etc.) for qualified persons with disabilities. Please call (323) 265-8787 for additional information.

The East Los Angeles College Bookstore hours are 7:45 a.m. to 7:15 p.m., Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Fridays. (Shorter hours during vacations and during Summer session.) Extended hours are posted during the beginning of each semester. Full refunds on textbooks will be allowed during the first 15 school days of the Fall and Spring semesters and during, the first 5 days of the Summer semester and short-term courses, if they meet the following conditions:

1. ALL RETURNS must be accompanied by a CURRENT CASH REGISTER RECEIPT. NO EXCEPTIONS.
2. New textbooks must be returned in new condition and without any marks, EVEN YOUR NAME. New books that are refunded as used will receive 75% of the new price. We reserve the right to judge the condition of returned items.
3. Methods of refunds:

a. CASH PURCHASES will be refunded in cash.

b. Charge purchases will be refunded by credit to your charged account.

c. Check purchases will receive a check in about four to six weeks after the date of purchase, unless the canceled check (front and back) are presented to the Fiscal Office.

4. Textbooks purchased after the 15th school day must be returned within 24 hours accompanied by a current dated cash register sales receipt.
5. NO REFUNDS will be given on any unwrapped textbooks that have computer disks or record cassettes.
6. NO REFUNDS ARE PERMITTED ON PURCHASES MADE DURING THE LAST 10 DAYS OF CLASSES AND FINAL EXAM.

FOR FURTHER INFORMATION CALL (323) 265-8727.

FISCAL OFFICE – D7 (323) 265-8701

The Fiscal Office is the campus center for fee collections and disbursement of funds which includes financial aid checks, refund checks, scholarship checks, and student loan checks. The office also disburses cash and check refund for enrollment fees, bookstore and community service classes. Semester parking permits, monthly bus passes, and print cards may be purchased in the Fiscal Office. In addition, various material fees can be paid at the Fiscal Office. The office is also responsible for establishing and maintaining all Associate Student Union accounts.

Included in the Fiscal Office is the Purchasing Department, and the Payroll and Personnel Departments in E6-109 which processes and maintains records for all certificated, classified, unclassified and student workers on campus.

The Fiscal Office hours are 8:30 a.m. to 7:00 p.m. Monday through Thursday, and 8:30 a.m. to 3:00 p.m. Friday.

CHILD DEVELOPMENT CENTER

The Campus Child Development Center offers its services to children 3-10 years of age. In order to qualify for the current school year, children must be 3 years old by December 2nd. The Evening Program accepts children up to 10 years of age.

Applications are received on a continuous basis for the current year. Applications for the following year will be accepted beginning the 3rd week of March.

Applications placed on the eligibility list are valid for only one school year. Parents will need to reapply every year (3rd week of March).

Programs offered are (Fall through Spring):

All Day Ages 3-5
7:30 a.m. – 3:30 p.m. Monday-Thursday
7:30 a.m. – 12:00 p.m. Friday

Morning ages 3-5
7:30 a.m. – 12:30 p.m. Monday-Thursday
7:30 p.m. - 12:00 p.m. Friday

Afternoon ages 3-5
12:00 p.m.– 4:00 p.m. Monday-Thursday

Evening ages 3-10
3:15 p.m. – 8:00 p.m. Monday-Thursday

Summer program is contingent upon available funding. All programs are subject to change without prior notice.

Note: A minimum of two days enrollment per week is required for the All-Day, Morning and Afternoon Programs. One day (3 hours) enrollment per week is permitted for the Evening Program.

We offer breakfast, lunch, dinner and snack to all children enrolled in our program at no cost during the times they are enrolled. Nutritional services are provided by the California Department of Education Nutrition Services Division.

For more information, call (323) 265-8788.

CAREER/JOB PLACEMENT CENTER - A4 BUNGALOW

(323) 415-4126

The Career/Job Placement Center offers many services and resources to assist students in the process of career exploration and employment opportunities:

- Office hours are 8:00 a.m. - 7:00 p.m. Monday - Thursday, and 8:00 a.m. - 3:30 p.m. on Fridays.
- Job and internship listings are posted weekly at the ELAC website and in the center to include part-time and full-time opportunities.
- Workshops on career related topics and job preparation skills are offered throughout the semester.
- The Career Library offers a collection of books, computer programs, and other resources on career related topics and job preparation skills.
- Assessments and inventories are available for career exploration.
- Appointments are available for resume critiques, mock interviews, and deciding on a career path. To schedule an appointment, call the Career Center at (323) 415-4126.

COUNSELING – A2 (323) 265-8751

The Counseling Staff at East Los Angeles College believes that its primary responsibility is to assist all students in realizing their full potential and educational goals.

The College's Counseling Center provides an extensive program of individual and group counseling and orientation courses, to help students plan appropriate courses of study, to adjust vocational problems. With this assistance from the counselors, students will be able to assume the responsibility for choosing, planning and achieving their educational and personal goals.

The Counseling Center is located in Bungalow A2. Counseling services are available from 8:00 a.m. to 7:00 p.m., Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Fridays. Students are encouraged to make appointments well in advance of registration periods. Appointments may be made in person or by calling (323) 265-8751 during office hours.

How to use the Counseling Center

Counselors are available to speak with students on a quick question and on an appointment basis. Students are strongly urged to make an appointment with a Counselor for the purpose of arranging a study program. This should be done well before scheduled registration dates. Academic Advisement is based on a student's abilities, major, placement scores, and educational plans.

Continuing Students

To ensure enrollment in the proper classes, students should consult a counselor periodically or on a semester-by-semester basis for program review. To avoid long delays, counseling appointments should be made well in advance of registration.

Personal Counseling

One time or another, many students find themselves faced with personal concerns, which may cause frustration and anxiety. Counseling can be of valuable assistance. Students are urged to take advantage of this service. Personal Development classes and other special interest guidance classes are also available to assist students with personal problems.

EXTENDED OPPORTUNITY PROGRAM & SERVICES

(EOPS) – (SW CRNR STADIUM LOT) (323) 265-8769

EOPS is a state-funded student support program that helps students who have not done well in school in the past, or thought that they did not have the money or language skills to attend college. In addition, EOPS helps students maintain satisfactory progress to stay in college. The programs and services are designed to help students successfully take the best steps necessary to pursue and achieve their goals.

Eligibility Requirements

- Be a California resident
- Be enrolled as a full-time student (12 units or more)
- Have fewer than seventy (70) units of degree applicable college credit
- Qualify to receive a Board of Governors Waiver (BOGW) (Enrollment Fee Waiver)
- Be determined to be educationally eligible by the program

Benefits and Services

Students who are determined EOPS eligible may receive the following benefits:

- Registration & Enrollment Assistance
- Educational Planning & Goal Advisement
- Program Review & Follow-up
- University Transfer Assistance
- Books Grants & Bus Passes (Monetary Award)
- Assistance in Completion of Financial Aid Applications
- Development Workshops
- Cultural Activities
- Single Parent Program (See CARE)

For further information, call (323) 265-8769 or visit the office located in the Southwest Corner of the Stadium Lot. Office hours are Monday through Friday from 8:30 a.m. to 4:30 p.m.

CARE PROGRAM – SW CRNR STADIUM LOT

Cooperative Agencies Resources for Education (CARE) is a student support program for SINGLE PARENTS, funded by the state to provide services which assist low-income single parents to succeed in reaching their educational goals. To be eligible, student parents must be EOPS eligible, 18 years or older, be a recipient of AFDC, have at least one child under the age of 14, and enroll for at least 12 units.

CARE services include counseling, childcare grants, book grants, tutoring, transfer assistance, transportation grants, and other services. For more information please call (323) 265-8798, or stop by the EOPS office.

FOOD SERVICES – G1-303

Vending machines are located at Huskie Junction, the E-5 Building, and the "A" Bungalows.

Husky Store (G-8)

Monday - Thursday	7:00 - 8:00 p.m.
Friday & Saturday	7:00 - 12:00 p.m.

**Hours subject to change.*

STUDENT HEALTH SERVICES – G8-111

Student Health Services is located in building G8. Through a partnership between East L.A. College and White Memorial Medical Center, Student Health Services promotes students' physical, emotional, spiritual and social well-being. It offers programs designed to help students meet their educational, career and personal goals by encouraging healthy attitudes and behavior, and fostering students' responsibility for their own health. Visit their location for a brochure. Call (323) 265-8651 to arrange an appointment to see a licensed board-certified physician, licensed psychologist and marriage-family-child therapist.

DISABLED STUDENT PROGRAM AND SERVICES (DSPS) C2-8

This information and instructional materials are available in alternative formats (Braille, large print, e-text, etc.) for qualified persons with disabilities. Please call (323) 265-8787 for additional information.

The Disabled Students' Program and Services (DSPS) provides educational, academic, vocational, and personal support services to students with verified disabilities. A primary goal of the statewide Disabled Student Program and Services (DSPS) is to assure an equal educational opportunity for students with disabilities. The services listed below have been designed to alleviate the barriers that may interfere with that opportunity.

Academic and Vocational Advisement

The DSPS program provides full registration support, referrals to campus services such as tutoring centers, orientation to the college community, loan of and assistance with adaptive equipment, and can act as liaison in connecting with college faculty and staff. DSPS Specialists may prescribe academic accommodations when appropriate based on the documented disability. Referrals are also made to the state Department of Rehabilitation for assistance with such things as career selection, transportation, and textbooks. Personal counseling is also available as appropriate.

Academic Accommodations

Students with disabilities may be provided with supportive accommodations in the educational setting based upon the documented disability. This may include classroom aids such as a tape recorder or talking calculator, or prescribed services such as a text enlarger, test facilitation, or text reader. Instructional materials may also be provided in alternative formats such as Braille, large print, and e-text for those students who need such modifications.

On-campus transportation is also available for students with mobility limitations.

Learning Disabilities Program

The Learning Disabilities Program is designed to identify and assist students who may be eligible for additional academic support to compensate for a disability that directly affects some component of learning. Examples of possible accommodations include textbooks in an auditory format, test facilitation, and study strategies geared to the specific type of disability.

High Tech Center - F5-111

DSPS has a computer laboratory available for student use. This lab offers computer-assisted instruction in a format accessible to students with disabilities. The tables and computer keyboards can be adapted, and text may be enlarged and/or read out loud. Voice-activated systems are available for students who may not be able to use a keyboard. These computers may be used for coursework or skill-building activities. Internet access is also available.

For further information, please call the DSPS Office at (323) 265-8787 or 8681. For V/TDD, Please call (323) 265-8746.

HOUSING

The college maintains no housing facilities. Students are responsible for their own housing.

INSTRUCTIONAL CENTERS

Learning Assistance Center - E7 Building 2nd floor, East Wing

The Learning Assistance Center is designed to assist all students in their pursuit of excellence at East Los Angeles College. All services focus on assisting community college students to become independent, responsible learners.

The central activity is peer tutoring for students in basic skills; reading, writing, mathematics, science, study and test taking skills and other college level courses. The Computer-Assisted Instruction Lab is available to supplement tutoring or to serve as an alternative learning mode. Workshops and study groups are available, as well as Internet and e-mail services.

To register for the program, students must be referred by an instructor or counselor. The Learning Center is located in Building E7, Room 210 and the phone number is (323) 265-8762.

Supervised Learning Assistance

Students may also sign up for the following course in the Learning Assistance Center:

Supervised Learning Assistance 1T (0)

Note: concurrent course enrollment; referral by an instructor.

TBA, 20 hours per semester.

Upon faculty/ counselor referral, students will receive tutoring and computer assisted instruction in a designated subject area in the Learning Center. Cumulative Progress and attendance records will be maintained for this non-credit, open-entry/open-exit course. No tuition will be charged nor will grades be received for enrollment in this course. Supervised Learning Assistance 1T will not appear on the student's transcript.

The High Tech Lab for Disabled Students is located in F5. Students should contact this program directly for use of its services.

Registration for the LAC is located in room 210.

Library - F3 Building

The ELAC/Helen Miller Bailey Library offers a variety of research materials that are available to students, faculty and staff.

They include:

- Online databases
- Internet access
- Textbook reserve collection
- Individual and group study rooms
- Library privileges at California State University, Los Angeles

A Librarian is available to assist you with your information needs. The library also offers two 1-unit credit courses in Library Research and Internet Research. Library orientations are available upon request. For more information please call (323) 265-8758.

South Gate Educational Center

The center offers academic programs that meet a variety of student needs. For the high school student, a Bridge Program is currently underway with the surrounding high schools. For the high school graduate, the college offers services such as counseling and transfer advisement. For the working adult, the college provides a number of certificates of achievement that serve to either enhance their present working skills, train them for a better position or prepare them for a new career altogether.

The South Gate Educational Center is currently located at 2340 Firestone Blvd., South Gate, California, 90280-2646.

For more information call (323) 357-6200. Office hours are 9:00 a.m. – 10:00 p.m., Monday through Thursday, and 9:00 a.m. – 4:30 p.m. Fridays.

University Center - A8 Bungalow

The University Center provides many services to students wishing to transfer to four-year colleges and universities. The Center publishes a monthly calendar of activities that includes: university tours; workshops on specific majors; assistance with college and financial aid applications; day and evening College Fairs; and more.

University representatives from UCLA, USC, and California State Los Angeles, among many others, visit the center on a regular basis to provide up to date information on the admission requirements, support programs and services, financial aid, housing facilities, and specific majors. Students can make appointments with representatives or attend a workshop to shop around for the university of their choice.

A complete library of college/university catalogs, and brochures on transfer are available to all students. Applications for the University of California, California State Universities and some independent colleges are available in the Center. Application fee waivers are available for eligible students.

Students may obtain additional information regarding transfer concerns in person or by calling (323) 265-8623. The center is open Monday through Thursday, 8:00 a.m. to 7:00 p.m. and Fridays, 8 a.m. to 4 p.m.

Math Tutoring Lab - F5 Building

All students can take advantage of free mathematics tutoring through the Math tutoring Lab. Walk-in peer tutoring help is available for all mathematics courses. Students are asked to register for a free tutorial section and login and out to keep track of the hours they spend in the lab. The lab is open Monday through Thursday from 9 a.m. until 9 p.m., Friday from 9 a.m. until 4 p.m., and on Saturday from 9 a.m. until 5 p.m. No appointment is necessary. Video tapes and calculators are available for checkout upon request (video tapes may go home for 3 days, calculators may only be checked out and used in the center). For further information call (323) 415-4137 or 4191.

MEnTe Program Lab - F5 Building

Any mathematics student can make use of the mathematics tutorial software on the computers in the MEnTe Lab. The Lab contains software for courses from basic arithmetic through calculus. Students can also use the Lab for completing work for on-line mathematics courses.

All students who are taking mathematics courses are automatically given user names and passwords to access the software. Students who wish to access mathematics software but are not registered for mathematics courses may register for the free tutorial section through the Math Tutoring Center that shares the Lab with the MEnTe Program.

The lab is open Monday through Friday from 7:30 a.m. through 9 p.m. and on Saturday from 9 a.m. through 5 p.m.

For further information call (323) 265-8784.

Writing Center F5

The Writing Center offers tutoring, word processing, and internet access for students in all subjects. Students may improve their writing and thinking skills through one-on-one tutoring sessions, group workshops, and grammar assistance programs. Tutors assist with all stages of writing such as brainstorming, organizing thoughts, developing ideas, writing thesis statements, and analyzing texts. Workshops cover the same areas as well as grammar and punctuation. Students are also welcome to our Conversation Lab where they can improve their listening as well as speaking skills in a relaxed environment.

The Writing Center hours are M-W 7:00 a.m. - 8:00 p.m., Th 7:00 a.m. - 6:00 p.m., F 8:00 a.m. - 2:00 p.m., and Saturday 9:00 a.m. - 2 p.m. Walk-in and scheduled appointments are available.

ACADEMIC COMPUTING ENVIRONMENT (ACE)

Faculty and Students are automatically assigned an ACE account which provides access to all ACE systems. The ACE systems include e-mail (MS Exchange), computer lab, academic portal (MS SharePoint), campus-wide printing (GoPrint), positive attendance tracking (CI Track/CI Track Web), video streaming (Starbak), and student referral (CI Track).

VETERANS' SERVICES AND PROGRAMS E6-103

The programs of this college are approved for the training of veterans and other eligible persons.

Provisions for Veterans under Public Law 358. To qualify for V.A. benefits a veteran must have served at least 181 days of active duty, and have received other than a dishonorable discharge. A veteran may receive educational benefits of 1 1/2 months for each month or fraction of a month of creditable active duty. Reduction of this entitlement will be at the same rate as the training time for which he/she receives benefits: 1/2 month reduction for each month at the 1/2-time rate, and one month reduction for each month of the full-time rate. All educational benefits must be used within 10 years from the date of separation: 1/2 month reduction for each month at the 1/2-time rate, 3/4 month reduction for each month at the 3/4-time rate, and one month reduction for each month at the full-time rate.

Admission Requirements for Veterans

1. File application for V.A. Educational Benefits (V.A. Form 22-1990 or 22-8821) and an application for admittance in to the college.
2. Fill out Veterans Card for school records declaring major, transfer school, and schools previously attended.

3. Request transcripts from all colleges attended. Have them sent directly to the Admissions Office. This applies even if the attendance at a college was for a short time with no units completed or if it was prior to entering the service.
4. File V.A. Form 22-1995, if you are a transfer student - Request for Change of Program or Place of Training.
5. Apply each semester for continuous V.A. Educational Benefits.

Program Planning for Veterans

Veterans are required to complete a Student Educational Plan and submit to Veterans clerk.

The counseling department will advise you in preparing your Student Educational Plan (known as the SEP). This plan basically consists of the educational goal and major which you intend to pursue, the classes you expect to take in order to achieve your goal and major, and the student services you expect to use in order to help you complete your college program.

The Veterans Administration will not pay for courses that do not fit in a veteran's selected major.

1. 70 Unit Rule - Once a veteran has received an Associate Degree in any major, he/she is eligible for further training at the college only if he/she takes courses required for upper division status at his/her transfer institution, or if he/she changes his/her objective. These courses must be approved by the Veterans Administration.
2. If a veteran desires units beyond the Associate Degree (60-69 units), approval is needed from a four-year college, and/or the college counseling department.

Elective Credit for Military Service

SIX UNITS of elective credit for military service will be approved if the following conditions have been met:

1. Current enrollment;
2. Service of 181 days or more in the armed services;
3. Student must present Honorable Discharge (DD 214 form) at the time of petition for elective credit. Elective credit for military service will not include subject credit for a physical education activity or Health Education. No grade points will be given for military credit. Petitions for military credit can be obtained at the graduation window in the Admissions Office.
4. Credit for Military Service Training - Students who are currently serving in or have served in the military service, may, after successful completion of at least 30 units with the Los Angeles Community Colleges, request an evaluation of credit earned through military service training schools and/or military occupational specialties.

Adds and Drops for Veterans must be reported to the Veterans Clerk in the Admissions Office as soon as possible. To fail to do so may result in an overpayment or underpayment. The Veterans Administration holds the veteran responsible for reimbursement of overpayments.

Attendance Verification: Veterans must sign in with the Veterans Clerk from the 20th to 28th of each month or they will be discontinued from receiving benefits.

LOS ANGELES COUNTY SHERIFF SERVICES

The Los Angeles Community College District has a Sheriff Department for the protection of students, staff, visitors, and other persons on campus from bodily harm or the deprivation of their property. They are also responsible for the protection of the district's buildings and property, the enforcement of federal, state and county laws, and the rules and regulations for East Los Angeles College. Aside from the regular duties of crime prevention and investigations, patrol and traffic enforcement, the Sheriff Department will respond to assist students, staff and visitors on campus in a variety of personal emergencies, i.e., emergency notification (in compliance with the Privacy Act), lost and found property, police escort upon request, etc. For further information regarding their services, you can contact the Sheriff Department. One Day parking permits are available at the stadium lot and lower soccer field for a $2.00 fee.

Lost and Found

The Lost and Found Office is located in the Sheriff Department in the Southwest corner of the football stadium, between tunnels 12 and 13. The Sheriff Department is staffed 24 hours a day, 7 days a week. Persons who have lost an item can check at their convenience for their lost property at the Sheriff Department. Persons who find an item and return it to the Lost and Found Office are asked to identify themselves, and to disclose the location where the item was found. This information is logged at the office before storage. If items with identification are turned in, contact is attempted by the Sheriff Department. The Sheriff Department reserves the right to dispose of items not claimed within 30 days. Lost and Found can be reached at (323) 265-8800 or *80 from any pay phone located on campus.

Parking Regulations

The Board of Trustees of the Los Angeles Community College District, in compliance with the laws of California, have established regulations regarding traffic and parking on campus, including, but not limited to, the following:

- Any motor vehicle parked at East Los Angeles College Monday through Saturday, must clearly display a valid parking permit from the rear view mirror facing the front, or placed on the top left corner of the dashboard (Permit Facing Up). Parking permits may be purchased at the Fiscal Office. Vehicles not properly displaying a valid parking permit are subject to citation for violation of California Vehicle Code (CVC) Section 21113(A). Park in marked stalls only.
- Board Rule #7401 "The Board of Trustees or the District will not be responsible for damage, loss of vehicle or its contents unless the District is liable under the Government Codes 810 to 966.6 inclusive."
- Students who have paid the ASU fees are allowed to purchase an "ASU" parking permit, which allows them to park in the ASU, stadium, Lower Soccer Field and in parking structure levels 1, 2, 4, 5, 6. Vehicles displaying "student" parking permits are allowed to park in the Stadium lot and the Lower Soccer Field. Any vehicles found parking in any of these lots failing to display valid parking permits, will be cited and assessed a fine. (Reference: CVC Section 21113(A)). Park in marked stalls only.

- Handicapped students are allowed to park in all student lots. There are designated handicapped parking stalls in every one of these parking areas. To park in these stalls, vehicle must display a valid handicapped placard, along with a valid parking permit. Any vehicle parked in a handicap stall without displaying a handicapped placard will be fined (CVC Section 22507.8(A)).
- Instructors and staff are allowed to park in the Stadium Concourse and in parking structure level 3. Vehicles must display a current Staff Parking Permit. Any vehicle parked in any of these lots without a valid parking permit is subject to citation (CVC Section 21113(A)). Park in marked stalls only.
- Parking spaces designated "Car Pool" are for staff carpoolers only. Vehicles parked in such stalls must display both a valid staff/faculty permit and a Car Pool permit. Any vehicles parked in a Car Pool stall without a Car Pool parking permit will be fined. Car Pool is limited to faculty staff only. For information call (323) 265-8663. (See: CVC Section 21113(A)).
- Any vehicle traffic or vehicle parked on campus fire roads without the specific consent of the Sheriff Department, will be cited for violation of CVC Section 21113(A).
- Any vehicle parked in a "No Parking" zone will be cited for violation of CVC Section 10.48.170.
- "ONE DAY" parking permits (for the stadium lot and lower soccer field only) may be purchased for $2.00 at the stadium lot vending machine.
- All parking rules and regulations will be strictly enforced, 24 hours a day, (Monday - Saturday).
- No overnight parking.

There is a one-week grace period at the beginning of each semester (including the first Summer session). However, citing will begin the second week of classes. Failure to display a valid student permit will result in the issuance of a citation (CVC21113(A)). Students are restricted to Student Parking Lots only.

Four points to aid students to avoid parking citations issued by the Sheriff Department or the City of Monterey Park Police.

1. Parking permits for off-street parking are issued by the City of Monterey Park and are available to residents in the immediate vicinity of the college only.
2. Parking on public streets without a valid city parking permit may result in a parking citation.
3. To avoid parking citations, please purchase student parking permits and park in the designated student lots.
4. Student parking permits must be renewed every semester.

STUDENT ACTIVITIES – STUDENT CENTER

East Los Angeles College maintains the Student Center where students can meet informally. This Center includes the following offices: Associated Student Union (323) 260-8196, and Student Activities (323) 265-8742. For more information call above numbers.

The Student Center is open between 8:00 a.m. and 8:00 p.m. Monday through Thursday, and Friday from 8:00 a.m. to 4:00 p.m. Student Government office hours are posted in Student Activities Office.

Student Activities

The Office of Student Activities is responsible for a diverse program which includes but is not limited to: extra-curricular activities, drives (e.g. Red Cross Blood Drive), commencement, major cultural events, ASU/Club events, and award luncheons. For more information call (323) 265-8742.

Associated Student Union (ASU)

The students of East Los Angeles College manage their own affairs through the organization known as the Associated Students Union. All regularly enrolled students are encouraged to become members. For more information, call the ASU President (323) 265-8650, Ext. 8135.

Qualification for ASU Officers

Administrative Regulation E-22 pertains to elected Associated Student Union (ASU) officers appointed to elected positions and heads of ASU Standing Committees. Administrative Regulation E-22 does not apply to clubs, club representatives, ASU special committees, and all-college committees.

1. A candidate for office, an elected or appointed Associated Students Union officer, must adhere to the following standards:

a. Be a currently paid member of the ASU at the college where the election is being held; and have successfully completed no more than 80 degree-applicable units.

b. Be a candidate for only one campus office on the same ballot.

c. Have a cumulative and current GPA of 2.0 at the college/district during the semester in which the student government office is applied for and held. Current means the most recently completed semester.

d. Not be on progress probation. Progress probation is defined as fifty percent or higher of the percentage of all units in which a student has enrolled and for which entries of "W" (Withdrawal), "INC" (Incomplete), and "NP" (No–Pass) have been recorded.

e. Be actively enrolled, attending and successfully completing classes in a minimum of five (5) units. Students may be enrolled in more than one college in the district yet a minimum of five (5) units must be taken at the college where the student is seeking office.

Any candidate or officer with a disability may request an accommodation for the above requirements of 1e.

2. A student cannot be a candidate for ASU office if he/she has served more than four semesters in a student government elected and/or appointed office, or in any office or position where he/she voted on the expenditure of ASU funds in any college.

a. Ten weeks or more in office or service will be counted as a full semester.

b. An officer may serve a fifth semester if eligible at the time of assuming office (e.g. has served three semesters and is

a candidate for an office with a one-year term) with the approval of the college president or designee.

Please contact the ASU Advisor concerning Administrative Regulation E-22.

The ASU Constitution provides for a tripartite form of government consisting of executive, legislative, and judicial branches. The executive branch is headed by the president, who serves for a one-year term. He/she serves as chairperson of the Board of Directors (BOD), which is composed of elected/appointed officers. The BOD is the legislative branch, which has the power to approve presidential appointments. The Inter-Club Council is headed by the ASU Vice President. A judicial branch is developed around a Supreme Court. The court tries all impeachments and reviews BOD legislation.

Input is vital if an educational institution wishes to be successful in adapting to the growing needs of its students. The opportunity for student involvement exists through the ASU.

ASU Membership Sticker

Membership in the Associated Student Union is important to a quality program of extra and co-curricular activities which includes student government, athletics, clubs, choir, drama, etc. Supporting ASU is beneficial to both the student and the college.

Student Organizations

Approximately 19 campus organizations have open membership to students who are members of the Associated Student Union. Service clubs, special interest clubs, activity clubs, department-related organizations, and religious clubs offer a variety of opportunities for student involvement. The club program is coordinated by the Inter-Club Council (I.C.C.).

Additional information on organizations is available in the Associated Students Union Office, Student Center G8-119, President (323) 265-8650, Ext 8135.

Clubs on campus include:

Administration of Justice

Advocates and Educators for Young Children

American Society of Engineers and Architects

Asian Student Intercultural Association (A.S.I.A.)

Chicano/Community for Creative Medicine

Child Development Club

Eastside Art Collective

Eastside Spirit & Pride

Economics Student Association

El Acceso

EL PAC

Engineering Club

GAK

Gay/Straight Alliance

History and Culture Club

Phi Theta Kappa Honor Society

Philosophy Club

Rhythm Club

Social Humanities Services

Society of Hispanic Professional Engineers (SHPE – Engineering Club)

Spanish Club

Student Artist's Association

Students Against Substance Abuse (S.A.S.A.)

Student Trustee Election Procedure

The Los Angeles Community College District conducts an election annually whereby each student in the District has an opportunity to be involved in the process of selecting a student representative to the Los Angeles Community College district Board of Trustees.

The process contained in Board Regulation 21002 provides for a thorough evaluation of the candidates qualifications and ensures an equal opportunity for any individual from any District college campus to seek the position of student representative to the Los Angeles Community College District Board of Trustees. Qualifications - In accordance with existing law and District regulations to be established by the Chancellor, candidates for Student Trustee must:

1. Be residents of the District.
2. Be currently enrolled at a District college, and in good standing (i.e., not on academic or progress probation).
3. Be currently enrolled in 5 units.
4. Plan to continue as a District resident and enroll as a District student through the one-year term of office.
5. Have completed a minimum of 12 units and a maximum of 80 transferable units within the Los Angeles Community College District. Exception will be decided by the chancellor or designee based upon recommendations made by the Chief Student Services Officer or designee at the student's primary college of attendance.

Please contact the ASU advisor concerning Board Rule 21002.

CULTURAL ACTIVITIES

The Vincent Price Art Museum

Located on the campus of East Los Angeles College, the Vincent Price Art Museum (VPAM) is the first institutional art space to serve the East Los Angeles area. VPAM is a cultural center that benefits the college and its community by offering significant exhibitions and by providing all of Los Angeles with the resource of a regional showcase.

Beginning in 1951, noted actor and collector, Vincent Price, donated art objects from his personal collection to ELAC, establishing the first "teaching art collection" owned by a community college. In 1957, the Vincent and Mary Grant Price Gallery -- as it was then known -- was founded. And, even today, ELAC remains one of the few community colleges in the United States with the resource of a major art collection. Over the course of more than sixty years, the gallery space has expanded and the collection has grown to more than 9,000 objects!

Countless exhibitions have been realized here including the recent mid-career survey of Barbara Carrasco; CUT: Makings

of Removal group show; solo shows of ELAC alumni Diane Gamboa, Gronk, Kent Twitchell, Meillian Hwang and George Yepes, to name a few; and, significant surveys of masters like Rufino Tamayo, Howard Warshaw, and Rual Anguiano. Our annual juried student art show includes the disciplines of studio art, photography and architecture and is held each spring. In addition to works drawn from VPAM's own collection, we have collaborated on projects with the Los Angeles County Museum of Art, UCLA Museum of Cultural History (now the Fowler Museum), and Instituto Nacional de Bellas Artes in Mexico City.

Undoubtedly, the most significant turning point for the Museum will occur in 2010-2011, when VPAM moves into its brand new facility as the comerstone of ELAC's new performing and visual arts center! The new four-story museum, designed by the firm Arquitectonica, will be located on the corner of Avenida Cesar Chavez and Collegian Avenue. It will feature three floors of gallery spaces for temporary shows and displays of the permanent collection. Our collection will be housed in a custom-designed basement storage area known as the Thomas Silliman Vault, named in honor of the long-serving director and generous benefactor of the Museum.

VPAM regularly employs ELAC student workers as gallery assistants and offers internships for credit to art, art history, and museum studies majors from local colleges and universities. Please contact VPAM for more information about opportunities and to learn about upcoming exhibitions: email vincentpriceartmuseum@elac.edu; on the web, vincentprice.elac.edu; and tel. (323) 265-8841.

Theater Arts

The Theater Arts program offers drama students an opportunity to learn about all aspects of drama - both on and off stage. The theater presents a number of major productions each semester. For further information, ticket reservations, or inclusion on the mailing list, contact the box office at (323) 265-8670.

Intercollegiate Athletics

East Los Angeles College offers competitive intercollegiate athletic programs for both men and women. Sports presently offered for men are football, basketball, baseball, wrestling, and soccer. cross country, and track and field. Sports presently offered for women are badminton, basketball, volleyball, soccer, and softball, cross country, and track and field.

Students must carry a minimum of 12 semester units, 9 of which must be in academic courses, to be eligible for the first season of participation in intercollegiate athletics. Second season athletes must complete a minimum of 24 semester units, 18 of which must be in academic courses, with a minimum grade-point average of 2.0 in order to be eligible to participate, and also carry a minimum of 12 units during every season of participation.

PUBLICATIONS

College Newspaper

The College newspaper is published as a learning experience, offered under the College journalism instructional program. The editorial and advertising materials published by the newspaper, including any opinions expressed, are the responsibility of the student newspaper staff. Under appropriate State and Federal court decisions, these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. Accordingly, materials published, including any opinions expressed, should not be interpreted as the position of the Los Angeles Community College District, the College, or any District or College officer or employee.

Catalog

The campus publishes a bi-yearly catalog.

Schedule

The campus publishes Fall, Winter/Spring, and Summer schedules of classes as well as Community Services class offerings.

SCHOLASTIC POLICIES

ATTENDANCE

The student is expected to attend every meeting of all classes for which he or she is registered. Attending a class without being registered is contrary to the Los Angeles Community College District rules and cannot be used as the basis for a petition to add a class.

Students who have enrolled for a class and who do not attend or who are late or absent from the first meeting of the class may be excluded by the instructor.

Student Responsibilities

It is the responsibility of the student to notify the instructor of circumstances, which will prevent attendance at any meeting of the class. Students may notify instructors by mail or by phone using the number listed on the course syllabus. If the number is not listed, use the number for the department chair listed in the class schedule and ask that the message be forwarded.

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 DROP FROM A COURSE. Any drops or exclusions that occur between 30% and 75% of the term will result in a "W" on the student's record, which will be included in the determination of progress probation. Drops are not permitted beyond 75% of the term. An evaluative grade ("A", "B", "C", "D", "F", "P", or "NP") will be assigned to students who are enrolled past 75% of the term even if they stop attending class, except in cases of extenuating circumstances. After 75% of the time the class is scheduled, the student may petition to the Dean of Admissions to withdraw from class demonstrating extenuating circumstances. For further details, refer to "W" section of "Grading Symbols and Definitions".

Tardies

Three tardies will be considered the equivalent of one hour of absence. A tardy is defined as coming in to class after the class officially begins.

FINAL EXAMINATIONS

Final examinations are given in all courses according to the schedule which is printed in the Schedule of Classes.

GRADING SYMBOLS AND DEFINITIONS

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

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

GRADE SYMBOL	DEFINITION	GRADE POINTS
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0

P	Pass (at least equal to a "C" grade or better - units awarded are not counted in GPA)
NP	No-Pass (equal to a "D" or "F" grade - units are not counted in GPA). NP grades are punitive in terms of probation and disqualification.

(P and NP grades may be given only in courses authorized by the District Pass/No-Pass Option and Credit by Examination Policies.)

The following non-evaluative symbols may be entered on a student's record, but are not part of the GPA calculation.

SYMBOL	DEFINITION
INC	**Incomplete** An incomplete grade (I) may be assigned when the course is not completed for unforeseen, emergency and justifiable reasons, with permission from the instructor, and the student intends to complete the work after the end of the term. The condition for the removal of the "I" shall be stated by the instructor as well as the grade assigned in lieu of its removal in a written record on the Incomplete form filed at the Admissions Office. A final grade shall be assigned when the work stipulated has been completed and evaluated by the instructor or when the time limit for completion of the work (one year or less) has passed.
IP	**In Progress** The "IP" (In Progress) grade indicates that the class extends beyond the normal academic term. It indicates that work is "in progress" but assignment of a final grade awaits completion of the course. The "IP" symbol remains on the student's record and is not used in calculating units attempted or grade points. The appropriate evaluative grade, units and grade points are assigned and appear on the student's record for the term in which the course is completed.
W	**Withdrawal** Withdrawal from a class or classes shall be authorized through 75% of the time the class is scheduled to meet. No notation ("W" or other) shall be made on the record of a student who withdraws during the first 30% of the time the class is scheduled. A student who remains in class beyond 75% of the time the class is scheduled shall be given a grade other than a "W". Withdrawal is not an automatic process. The student is responsible for officially withdrawing, through the Admissions and Records Office, to avoid receiving "F" OR "NP" (No-Pass) grades. "Ws" will be used as factors in progress probation and dismissal. A "W" shall not be asigned, 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 a discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because

he or she reasonally belived that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

MW Military Withdrawal

Military Withdrawal denotes withdrawal without penalty. This grade is not considered for progress probation. This grade is used when an active duty military or reservist has received orders to transfer to active military duty. 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.

RD Report Delayed

A notation of RD shall be entered on a student's transcript when an instructor fails to turn grades in on time. The notation on the student's transcript shall be changed to the grade earned by the student following receipt of the grades from the instructor.

Pass/No-Pass Option

Title 5, California Administrative Code, permits the granting of credit toward a degree or certificate for courses completed on a pass/no-pass basis.

Note that UC and CSU policies on accepting P/NP versus grades vary by campus. See your counselor for current information

EAST LOS ANGELES COLLEGE OFFERS PASS/NO-PASS COURSES IN THE FOLLOWING CATEGORIES:

A. Non-Optional:

The courses wherein all students are graded on a Pass/No-Pass basis. These courses are indicated in the Schedule of Classes:

Accounting 24, 28
Administration of Justice 88, 89, 93, 105, 110, 113, 118, 121, 125, 133, 139, 146, 155, 165-169, 171, 176, 181, 186, 188, 192, 195, 197, 198, 210, 211, 213, 215-217, 219, 220-226, 228-247, 251-253, 322, 324-358, 360-369, 371-378, 400-405, 407-409, 411, 416-419, 421, 422, 430, 432, 433, 435, 440, 444, 446, 448
Art. 638, 845, 846
Computer Applications and Office Technologies .64, 133
Computer Science 291, 292
English 21
Learning Skills. 16
Mathematics. 103, 105, 110, 112
Nursing 185, 250, 285, 385
Photography. 28, 52
Psychology 43, 81, 82
Reading 20

B. Optional:

The College President may designate courses in the College Catalog wherein each student may elect no later than the end of the first 30 percent of the term, whether the basis of evaluation is to be "pass/no-pass" or a letter grade. Pass/No-Pass petition forms listing all approved courses are available in admissions.

Animation 212, 216, 217, 218, 219, 221, 222, 223, 224
Architecture . . . . . .All
Art. . . . . .All
Biology 185, 285, 385
Chemistry 51, 65, 70
Chicano Studies . . . . . .All
CAOT 62,109, 140, 145, 185, 285
English 185
Electronics. 2
Foreign Language . . . . . .All
Logistics. 101, 102, 103
Personal Development. . . . . .All
Physics. . . . . .All

Acceptance of Credits

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

Recording of Grade

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

Grade Point Calculation

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

Standards of Evaluation

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

GRADE CHANGES

Grade Change Petition

The instructor of the course shall determine the grade to be awarded to each student in accordance with Board Rule 6702. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course, and concurrence of the Office of Academic Affairs. The Grade Challenge policy is contained in Administrative Regulation E-55. The Ombudsperson is able to facilitate the process.

The changing of a grade is a serious matter that must be supported with documentation provided by the student of the course. To request a grade change, students may submit a petition for review to the Admissions Office.

NO GRADE MAY BE CHALLENGED BY A STUDENT AFTER ONE YEAR FROM THE END OF THE TERM IN WHICH THE COURSE WAS TAKEN.

Transcripts

Requests for transcripts or verifications may be obtained in the Admissions Office. Transcripts from another institution are not available for copying.

Upon written request of the student, a copy of the student's academic record shall be forwarded by the Admissions Office to a designated addressee promptly by U.S. mail.

A student or former student shall be entitled to two free copies of the transcript of his or her record or 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 $3.00. Students may request special processing to expedite their request for an additional fee of $7. This option is subject to the college's ability to provide this service.

The student's transcript may be withheld if there are any unpaid fees or charges due to the College or other restrictive hold.

SCHOLASTIC AWARDS

DEAN'S HONOR LIST

Full -Time Dean' s Honor List

1. Twelve (12) or more graded units completed in the qualifying semester.
2. Grade-point average of 3.5 or higher in the qualifying semester.

Part -Time Dean's Honor List

1. Six (6) or more graded units completed in the semester where student is being considered for inclusion on the Dean's Honor List.
2. Grade-point average of 3.5 or higher in the qualifying semester.

President's Honor List

Colleges may choose to have a President's Honors List. If the college has a President's Honor List, students who have appeared on a college's Full-Time or Part-Time Dean's Honor for three or more consecutive semesters will be placed on the President's Honor List.

GRADUATION HONORS

Graduation honors and awards are based on the student's cumulative grade-point average in degree-applicable courses at East Los Angeles College.

Summa Cum Laude

This award is granted to the student who, at the time of graduation, has the highest grade-point average for work taken at East Los Angeles College.

Magna Cum Laude

This award is granted to the student who at the time of graduating has the second highest grade-point average for work taken at East Los Angeles College.

Cum Laude

This award is granted to those graduating students who have attended East Los Angeles College for a minimum of 24 units of work and who have maintained not less than a 3.5 grade-point average in all college work taken at East Los Angeles College and all other institutions. Cum Laude graduates will have the option to purchase a gold honor cord to wear during the graduation ceremony.

ACADEMIC STANDARDS

ACADEMIC RENEWAL

Students whose records include substandard academic performance may petition to have their academic record reviewed for academic renewal under the following conditions:

A. Students must have achieved a grade-point average of 2.5 in their last 15 semester units or 2.0 in their last 30 semester units completed at any accredited college or university, and

B. At least two calendar years must have elapsed from the time the course work to be removed was completed.

If the above conditions are met, academic renewal shall be granted consisting of:

A. Eliminating from consideration in the cumulative grade-point average and cumulative total units, up to 18 semester units of course work, and

B. Annotating the student academic record indicating where courses have been removed by academic renewal action.

C. Academic renewal actions are irreversible.

D. Granting of Academic Renewal does not mean the course can be repeated beyond the maximum repeatability listed for the course.

E. Graduation honors and awards are to be based on the student's cumulating grade-point average for all college work attended.

This Administrative Regulation, as authorized by Board Rule 6700, Chapter VI, Article VII, is adopted for use in the Los Angeles Community College District only. Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

First and Second Course Repetition to Improve Substandard Grade

Students may repeat units in which substandard grades (Either "NC" "NP" or less than "C") were awarded.

Upon completion of a course repetition, the highest grade earned will be computed in the cumulative grade-point average and the student's academic record so annotated. The previous substandard grades will be removed from cumulative grade-point average and cumulative total units. Courses completed by Credit by Exam may not be used to remove substandard grades.

This policy is adopted for use for courses in the Los Angeles Community College District only. The District may adopt regulations to limit course repetition within specific programs. Other institutions may differ and students planning to transfer to another college should contact that institution regarding its policy.

Third Course Repetition to Remove Substandard Grade

A student may petition to repeat a course with substandard grades (D, F or NP) a third time if extenuating circumstances exist. Extenuating circumstances are verified cases of accidents, illness, military service, or other circumstances beyond the control of the student. Students cannot preregister for a third course repeat. Students need to obtain an add permit from an instructor and submit the signed add permit along

with a petition to repeat a course a third time. Approval to repeat the same course a third time is determined by the supervising Dean in Academic Affairs. If approved, upon completion of the third repetition, the highest grade will be used in GPA calculation and the lowest substandard grades will be removed.

Course Repetition: Special Circumstances

Repetition of courses for which a satisfactory grade of "A", "B", "C", "CR" or "P" has been recorded shall be permitted only upon an advanced petition by the student and with written permission from the College President or designee based on findings that either circumstances exist which justify such repetition or that there has been a significant lapse of time since the student previously took the course. 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.

Repeatable Courses

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. Enrollment in these courses is limited in any similar course to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses.

The limitation also applies to courses which are not repeatable in themselves but for which equivalent courses exist. For example, there are several equivalent course titles in Art, Music, Theater, and Physical Education which are considered to have the same course content.

Excess repetition will result in an administrative drop from the course.

Directed Study

A maximum total of 6 units in directed study are accepted for credit.

AWARDING CREDIT

East Los Angeles College recognizes work taken at other accredited colleges and for experiences outside of the traditional classroom setting. Accordingly, college credit is awarded in the following areas:

Previously Earned College Units:

College credits earned at any accredited institutions of higher education. Credits are posted to transcripts upon completion of all other graduation requirements. Students must request copies of official sealed transcripts be mailed to Admissions and Records from each college attended.

Acceptance of Course to Meet Associate Degree and General Education Requirements

The college within the LACCD will accept degree-applicable coursework completed at other colleges for the purpose of Associate degree general education using the following guidelines:

1. Coursework must be completed at an institution accredited by a recognized regional accrediting body.
2. Coursework must be degree-applicable.
3. A student must submit official transcripts from the originating institution.
4. The college will honor each course in the same general education area in which the originating institution placed each course.
5. A minimum grade of "C" is required in each course used to fulfill the English and Mathematics competency requirement.

Advanced Placement Credit:

1. Course Equivalency

   Course equivalency for Advanced Placement exams, for purposes other than meeting General Education and graduation competency requirements for the Associate Degree, shall be determined by the college using policies developed in consultation with the college's Academic Senate, in accordance with the provisions of LACCD Board Rules, Chapter XVIII, Article I.

   Course equivalency does not award unit credit. For unit credit policy, see item 3 below.

2. Use of Advanced Placement exams for meeting General Education Requirements and graduation Competency Requirements for the 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 Board Rule Chapter VI, Article II.

   Students must receive a passing score (3, 4, or 5) on an AP Exam to receive the credit indicated in Appendix A.

3. Advanced Placement Unit Credit

   For the purpose of granting unit credit towards meeting General Education and graduation competency requirements, the LACCD shall follow the guidelines for Advanced Placement credit set by the American Council on Education (ACE):

   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

4. CSU GE Breadth and IGETC

   The placement of courses in 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; therefore it is not necessary for the college to grant course equivalency for this to occur. Appendix A indicates how AP tests are used to meet these requirements.

LACCD CREDIT FOR ADVANCED PLACEMENT EXAMS

AP Subject Area	AP Score	Total Semester Units Awarded Toward Associate Degree	Semester Units Applied Toward Associate Degree GE Requirements	Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201.14	Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201.12	Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201.14	IGETC Applicability Source: IGETC Standards v 1.0	CSU GE Breadth Applicability Source: CSU Coded Memo AA-2008-52
Art Studio Drawing Portfolio	3, 4, 5	6	3	Section C: Humanities			N/A	N/A
Art Studio 2D Design	3, 4, 5	6	3	Section C: Humanities			N/A	N/A
Art Studio 3D Design	3, 4, 5	6	3	Section C: Humanities			N/A	N/A
Art History	3, 4, 5	6	3	Section C: Humanities			3A or 3B 3 semester units/ 4 quarter units	C1 or C2 3 semester units
Biological Sciences	3, 4, 5	8	3	Section A: Natural Science			5B with lab 4 semester units/ 5 quarter units	B2 and B3 4 semester units
Chemistry	3, 4, 5	8	3	Section A: Natural Science			5A with lab 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Chinese Language & Culture	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Computer Science Exam A	3, 4, 5	3	3	Section D: Language & Rationality: Area 2.Communication and Analytical Thinking			N/A	N/A
Computer Science Exam AB	3, 4, 5	6	3	Section D: Language & Rationality: Area 2.Communication and Analytical Thinking			N/A	N/A
Economics – Macroeconomics	3, 4, 5	3	3	Section B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D2 3 semester units
Economics - Microeconomics	3, 4, 5	3	3	Section B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D2 3 semester units
English Language & Composition	3, 4, 5	6	6	Section D: Language & Rationality: Area 1. English Composition	Reading and Written Expression Competency Satisfied		1A 3 semester units/ 4 quarter units	A2 3 semester units
English Literature & Composition	3, 4, 5	6	6	Section D: Language & Rationality: Area 1. English Composition	Reading and Written Expression Competency Satisfied		1A or 3B 3 semester units/ 4 quarter units	A2 and C2 6 semester units
Environmental Science	3, 4, 5	4	3	Section A: Natural Science			5A with lab 3 semester units/ 4 quarter units	B1 and B3 4 semester units
French Language	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
French Literature	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 09)
German Language	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Government & Politics: U.S.	3, 4, 5	3	3	Section B1: American Institutions		American Institutions Satisfied	4 3 semester units/ 4 quarter units	D8+US-2 3 semester units
Government & Politics: Comparative	3, 4, 5	3	3	Section B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D8 3 semester units

LACCD CREDIT FOR ADVANCED PLACEMENT EXAMS

AP Subject Area	AP Score	Total Semester Units Awarded Toward Associate Degree	Semester Units Applied Toward Associate Degree GE Requirements	Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201.14	Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201.12	Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201.14	IGETC Applicability Source: IGETC Standards v 1.0	CSU GE Breadth Applicability Source: CSU Coded Memo AA-2008-52
History: European	3, 4, 5	6	6	Section B2: Social and Behavioral Sciences AND Section C: Humanities			3B or 4 3 semester units/ 4 quarter units	C2 or D6 3 semester units
History: U.S.	3, 4, 5	6	6	Section B1: American Institutions		American Institutions Satisfied	3B or 4 3 semester units/ 4 quarter units	C2 or D6 + US-1 3 semester units
History: World	3, 4, 5	6	6	Section B2: Social and Behavioral Sciences			3B or 4 3 semester units/ 4 quarter units	C2 or D6 3 semester units
Human Geography	3, 4, 5	3	3	Section B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D5 3 semester units
Italian Language & Culture	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Japanese Language & Culture	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Latin Literature	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 09)
Latin: Vergil	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Mathematics – Calculus AB	3, 4, 5	6	6	Section D: Language & Rationality: Area 2. Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Mathematics – Calculus BC	3, 4, 5	6	6	Section D: Language & Rationality: Area 2. Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Music Theory	3, 4, 5	6	3	Section C: Humanities			N/A	C1 3 semester units (removal fall 09)
Physics B	3, 4, 5	6	3	Section A: Natural Science			5A with lab 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Physics C Mechanics	3, 4, 5	4	3	Section A: Natural Science			5A with lab 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Physics C Electricity & Magnetism	3, 4, 5	4	3	Section A: Natural Science			5A with lab 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Psychology	3, 4, 5	3	3	Section B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D9 3 semester units
Spanish Language	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Spanish Literature	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Statistics	3, 4, 5	3	3	Section D: Language & Rationality: Area 2. Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units

College Level Examination Program (CLEP):

East Los Angeles College will award up to five units of credit for each College Level Examination Program subject exam, except English, passed at the 50th percentile level or higher.

Duplicate credit will not be awarded in the same area for both the Advanced Placement Exam and the CLEP subject exam. In order to receive credit, students must submit official test results from the testing service to East Los Angeles College with a General Petition to the Office of Admissions.

Units for which credit AP or CLEP credit is given pursuant to the provision of this section shall not apply toward the 12 units of residence required for graduation.

Military Service:

Six units of general elective credits will be awarded for a minimum of one year of active service with honorable discharge. In addition, credit will be awarded for work at Military Service Schools according to the standards established in the American Council on Educational Guides. Equivalent course and unit credit will be offered for USAFI courses which parallel East Los Angeles College offerings. Students must complete at least one course within the LACCD and should request the General Petition from the Admissions and Records Office and attach copies of their DD214 and certificate.

Credit by Examination

Students may receive credit for courses included in the list that follows by taking an examination administered by the college in lieu of attending the course. A petition to receive credit by examination must be approved by the subject department chair.

Eligibility:

1) Be currently registered and have a minimum cumulative grade-point average of 2.0 in any work attended at the college.

2) Have completed 12 units within the Los Angeles Community College District and cleared all holds.

3) Not be currently enrolled in, nor have completed a more advanced course in the discipline.

4) Must have received credit for the prerequisite course.

The following courses may be taken by exam:

Course Name & Number	
Administration of Justice	1, 2, 3, 4, 5, 6, 14, 49, 67, 75, 160
Architecture	170, 172
Automobile Technology	101
Computer Applications and Office Technologies	31, 33, 34, 97
English	101
Health (Women's P.E.)	8
Health (Men's P.E.)	11
Health Information Technology (Life Science)	103, 133
Nursing	265, 266, 267, 268, 269, 270, 271, 272, 273, 276, 277
Photography	10, 17, 32, 47

Students may need to enroll in a special Credit by Exam course to obtain credit. The student will be responsible for any tuition fees. A student who does not pass the exam for a course may not repeat the exam.

TRANSFER CREDIT POLICY

Transfer credit for lower division courses taken at regionally accredited institutions of higher education in the United States is accepted toward Associate Degrees or Certificates. Students must provide official sealed transcripts. For additional information, contact the Admissions Office at (323) 265-8712.

Foreign Transcript Credit Policy

The intent of this policy is to provide a process for granting Associate Degree credit for course work completed at institutions of higher education outside the United States, which are deemed comparable or equivalent to the first two years of college. Credit is authorized for work completed at these institutions under the provisions of this regulation.

1. After completion of 12 units within the Los Angeles Community College District with a "C" (2.0) or higher grade-point average, students may submit a petition to have course work completed at institutions of higher education outside the United States accepted by the College.

2. A maximum of the equivalent of 30 semester units may be accepted for course work completed at an institution of higher education outside the United States.

3. Students petitioning for credit must provide an evaluation of their transcripts completed by an independent transcript evaluation service approved by the California Commission on Teacher Credentialing.

4. In order to be considered for ELECTIVE (unit) credit, the evaluation of the student's transcript, conducted by the independent transcript evaluation service required by section 3 of this regulation, must include the following:

a) Description of the country's higher education system and the role of the institution in that system.

b) Verification that the institution is approved by the appropriate approving/accrediting agency within that country (e.g., ministry of education).

c) The hours completed and their semester-unit equivalences.

d) Grades --U.S. equivalent (i.e., A-F), pass/no-pass, or percentage, including the percentage required for a passing grade.

Unless the provisions of Section 5 of this regulation are also met, only elective credit may be granted.

5. The college may also grant course EQUIVALENCY, in keeping with college 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. Students can consult with a college counselor on recommended equivalences. Final determination of course equivalency credit will be made by the academic department.

6. If course equivalency is granted, the courses shall be used for all degrees and certificates awarded by the college, except that:

a) No course may be used to satisfy the Associate Degree's Reading and Written Expression or Oral Communication requirement, unless the course was taken in a country where English is the native language.

b) No course may be used to satisfy the Associate Degree's American Institutions requirement.

In cases where course credit is not granted for the Written Expression, Oral Communication, or American Institutions requirements, elective credit may nevertheless be granted.

7. This evaluation is valid only in the Los Angeles Community College District and may not necessarily meet the requirements of other colleges and universities. Students wishing to transfer should consult with their prospective transfer institution.

Credit for Courses Completed at Non-Accredited Institutions

Students transferring from non-accredited institutions may, after successful completion of 30 units with a "C" or better grade-point average, apply for credit in courses which parallel the offerings of the College.

The following exceptions may be made to this regulation:

1. Credit for Graduates of Diploma Schools of Nursing.

The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter the Los Angeles Community Colleges:

a. Thirty (30) semester units of credit toward the granting of the Associate of Arts (A.A.) Degree will be given to graduates of Diploma Schools of Nursing under the following conditions:

1) The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer;

2) The student has completed at least 12 units of credit at the College to which application is made; and

3) Current enrollment at East Los Angeles College.

b. The work of graduates of Diploma Schools of Nursing outside California will be recognized if the student has a valid, current California license. Credit will be given even though the license was obtained on the basis of reciprocity with another state rather than by examination.

c. Candidates for the Associate of Arts or Associate of Science Degree are exempt from Health Education as a general education requirement. No other general education requirements will be waived.

d. Additional courses in Nursing may be taken for credit only upon approval of the Nursing Department.

e. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.

2. Students Credit for Military Service Training

Students are currently serving in or have served in the military service may, after successful completion of units with the Los Angeles Community Colleges, request an evaluation of credit earned through military service training schools and/or military occupational specialties. Credit units may be granted up to the number recommended by the American Council on Education.

3. Credit for Law Enforcement and Fire Technology Academy

Training credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:

a. Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission and the State Fire Marshall.

b. A single block of credit will be given and identified as academy credit.

c. One (1) unit of credit may be granted for each 50 hours of training, not to exceed eighteen (18) semester units or their equivalent.

d. 12 units of residency needs to be completed at East Los Angeles College.

Credits granted by an institution of higher education for basic recruit academy training, under the above provisions, shall not be identified as equivalent to any required course in the major.

ACADEMIC PROBATION AND DISMISSAL

PROBATION POLICIES

1. Placement on Academic Probation

A student who has attempted at least 12 semester units, shall be placed on academic probation following any semester when the grade-point average for total cumulative units attempted at East Los Angeles College is less than 2.0 (grade C).

2. Removal from Academic Probation

A student shall be removed from academic probation upon earning a grade-point average of 2.0 (grade C) or higher in total cumulative units attempted at East Los Angeles College.

3. Progress Probation

A student who has enrolled in a total of at least 12 semester units within the LACCD as shown by the official academic record, shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W", "I", "NC" and "NP" are recorded reaches or exceeds fifty percent (50%).

4. Removal from Progress-Probation

A student on progress probation because of an excess of units for which entries of "W", "I", "NC" and "NP" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

POLICY ON DISQUALIFICATION

A student at East Los Angeles College who is on academic or progress probation shall be subject to disqualification whenever he or she meets one of the two conditions listed below:

1. Academic Disqualification

Any Student on academic probation for three consecutive semesters shall be subject to disqualification. However, any student on academic probation whose most recent semester grade-point average equals or exceeds 2.0 or whose cumulative grade-point average equals or exceeds 2.0 shall not be disqualified but shall be continued on academic probation.

2. Progress Disqualification

Any student who is on progress probation for three consecutive semesters shall be subject to disqualification for lack of satisfactory progress. However, any student on progress probation whose most recent semester work indicates fewer than 50 percent units of "W", "I", "NC" and "NP" shall not be disqualified but shall be continued on progress probation.

3. Dismissal

A student who is subject to dismissal shall be notified by the Admissions Office of the 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 District college.

4. Appeal for Extended Probation

A student who is subject to dismissal may be continued on probation for the subject to dismissal semester (Spring/Fall only) under the following conditions:

a. The dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student.

b. The student selects to enroll in a prescribed corrective program designed to assist him/her in improving academic skills. The student must meet with a college counselor and complete and file an Academic Contract with the Admissions Office.

5. Re-admission after Dismissal

A student who has been dismissed may request reinstatement after two semesters have elapsed. The student shall submit a written petition requesting re-admission to college in compliance with college procedures. Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the colleges. Readmitted students are returned to probationary status and will be subject to dismissal.

6. Appeal of Dismissal

The student has the right to file with the college Admissions Office a written petition to appeal a proposed dismissal action if the student feels that a situation exists which warrants an exception to the dismissal action. The student must file the written petition of appeal within 15 calendar days after the dismissal letter was mailed. If the student fails to file a written petition within the 15-day period, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons.

INSTRUCTIONAL ALTERNATIVES: CREDIT

COOPERATIVE EDUCATION

Cooperative Education is a three-way relationship between the student, the college, and the employer. It is an academic program that offers an opportunity to combine classroom learning with on-the-job experience; the purpose of which is to help the student choose a career or find the "right" job and to achieve success based on the choice. It also provides opportunities for the student who is already employed or who is seeking employment in a particular field of study. The student learns to establish short- and long-range career objectives and to recognize his/her progress through establishing measurable learning objectives.

Supervision, evaluation and suggestions for improvement are provided.

Cooperative Education Benefits for the Student

- College credit
- Career guidance in a realistic setting
- An opportunity to apply classroom learning on the job
- Networking and job contacts
- An opportunity to recognize changing job conditions and job prospects
- An opportunity to experience socialization in the workplace
- Challenges and rewards
- Transferable college units

HONORS PROGRAM

The East Los Angeles College Honors Program is designed for students with a minimum 3.0 GPA who plan on transferring to a four-year college or university. It consists of academically enriched general education courses in which extensive critical analysis, discussion, writing, and researching are required. Interdisciplinary work is also stressed. To facilitate this level of interaction, enrollment is limited to twenty-five students per class. Honors courses are offered from a wide range of subjects.

In addition to a challenging classroom experience, Honors students receive specialized counseling services, as well as access to UCLA libraries. They also participate in research conferences and field trips to local museums, theaters, and universities. Students who complete the program are guaranteed priority admission consideration at UCLA, and eleven other participating universities in California and Washington. Additionally, all Honors courses are specially designated on the transcripts.

Evening and/or part-time students are welcome. For further information, contact Susanne Spangler, Director, at (323) 265-8655.

Honors Courses:

Area 1: English Communication
English 101, 103

Area 2: Mathematics and Quantitative Reasoning
Mathematics 227

Area 3: Arts and Humanities
African American Studies 20
Anthropology 121
Art 101, 102, 105, 111
Chicano Studies 51, 52
English 102, 203
History 7
Humanities 1, 60
Music 101, 111
Philosophy 1, 12, 14, 20, 33
Theater Arts 100

Area 4: Social and Behavioral Sciences

Anthropology 102

Asian American Studies 7

Chicano Studies 7, 8

Economics 1, 2

Geography 2

History 1, 2, 11, 12

Political Science 1

Psychology 1

Sociology 1, 2, 11

Area 5: Physical and Biological Sciences

Anthropology 101

Biology 3

Earth Science 1, 2

Environmental Science 1

Geography 1, 15

Geology 4

Microbiology 20

Oceanography 1

Psychology 2

Area 6: Language Other Than English

Spanish 3

DISTANCE EDUCATION - ONLINE COURSES

Online Learning courses are available in a variety of subjects. They are academically the same as the on-campus courses, and meet the same General Education and Transfer requirements as their on-campus counterparts.

These courses are designed for students who enjoy learning independently and cannot attend on-campus on a regular basis, and who are comfortable using a computer. Online courses operate asynchronously, which means students may go online to do their course work at times that are convenient for them. They may have no class meetings, apart from an orientation meeting and, in some cases, examinations.

The following courses have been approved as online courses at ELAC. Departments continue to develop new course offerings, so students should check the latest schedule of classes or the online course website at http://online.elac.edu for up-to-date information. This information is available in an alternative format for qualified persons with disabilities. Please call (323) 265-8774 for additional information.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting	5
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 62	Fingerprint Classification	3
ADM JUS 196	Intermediate Report Writing	3
ART 101	Survey of Art History I.	3
ART 102	Survey of Art History II	3
ART 111	History of Contemporary Art	3
CH DEV 1	Child, Growth and Development	3
CH DEV 10	Child Health	3
CH DEV 11	Home, School, and Community Relations	3
CH DEV 30	Infant and Toddler Studies I	3
CAOT 1	Keyboarding I	3
CAOT 32	Business Communications	3
CAOT 35	Word Processing: Concepts in Information Systems	3
CAOT 48	Customer Service	3
CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 85	Microcomputer Office Applications: Spreadsheet	3
CAOT 86	Microcomputer Office Applications: Database.	3
CAOT 133	How to Succeed in an Online Course	1
CO SCI 200*	Microcomputer in Business	3
CO SCI 201*	Introduction to Computers and Their Uses	3
CO SCI 208*	Beginning BASIC Programming	3
CO SCI 237*	Teleprocessing Systems, Devices, and Protocols	3
CO SCI 238*	Advanced BASIC Programming	3
CO SCI 255*	Electronic Commerce (e-Commerce)	3
CO SCI 257*	Introduction to Web Page Design	3
CO SCI 291	Programming Laboratory	1
ENGLISH 85	College English as a Second Language II	5
ENGLISH 86	College English as a Second Language III	5
ENGLISH 101	College Reading and Composition I	3
FAM&CS 21	Nutrition.	3
FAM&CS 31	Marriage and Family Life	3
FRENCH 1	Elementary French I	5
FRENCH 2	Elementary French II.	5
FRENCH 3	Intermediate French I	5
FRENCH 10	French Civilization.	3
GEOG 31	Introduction to Geographic Information Systems	3
GIS 31	Introduction to Geographic Information Systems	3
HEALTH 2	Health and Fitness	3
HEALTH 4	Contemporary Major Diseases and Illnesses	3
HEALTH 7	Physical Fitness and Nutrition	3
HEALTH 8	Women's Health	3
HEALTH 11	Principles of Healthful Living	3
HEALTH 27	Focus on Health: Prenatal Care	2
HEALTH 29	Focus on Health: Breast Care	1
HEALTH 31	Focus on Health: Diabetes	1
HEALTH 32	Focus on Health: Heart and Circulation	1
HISTORY 11	Political and Social History of the United States I	3
HISTORY 12	Political and Social History of the United States II.	3
JAPAN 3	Intermediate Japanese I	5
ITALIAN 10	Elementary Italian I	5
LAW 1	Business Law I.	3
LAW 13	Wills, Trusts, and Probate Administration	3
LAW 18	Marriage and Family Law	3
LIB SCI 101	Library Research Methods.	1
LIB SCI 102	Internet Research Methods	1
LOGTIC 101	Introduction to Logistics in the Nontraditional Office	1
MATH 105	Arithmetic for College Students	3
MATH 112*	Pre-algebra.	3
MATH 115*	Elementary Algebra	5
MATH 125*	Intermediate Algebra.	5

MATH 227*	Statistics	.4
MATH 230*	Mathematics for Liberal Arts Students	.3
MATH 245*	College Algebra	.3
MATH 260	Pre-Calculus	.5
MUSIC 101	Fundamentals of Music	.3
MUSIC 111	Music Appreciation I.	.3
PERSDEV 1	Introduction to College	.1
PHILOS 1	Introduction to Philosophy	.3
PHILOS 6	Logic in Practice	.3
PHILOS 8	Deductive Logic	.3
PHILOS 19	Contemporary Problems in Bioethics	.3
PHYS ED 631	Stress Management Techniques	.1
PHYS ED 668	Body Dynamics Activity	.1
POL SCI 1	The Government of the United States	.3
PSYCH 1	General Psychology	.3
PSYCH 41	Life-Span Psychology: From Infancy to Old Age	.3
REAL ES 1	Real Estate Principles	.3
REAL ES 3	Real Estate Practices	.3
REAL ES 5	Legal Aspects of Real Estate I	.3
REAL ES 24	Common-Interest Developments	.3
SOC 1	Introduction to Sociology	.3
SOC 2	American Social Problems	.3
SOC 3	Crime and Delinquency	.3
SOC 7	Juvenile Delinquency.	.3
SOC 11	Race and Ethnic Relations	.3
SPEECH 101	Oral Communication I.	.3
THEATER 100	Introduction to the Theater	.3
THEATER 505	History of Motion Pictures	.3

*This course has a prerequisite.

Check the latest schedule of classes for current information about online class offerings.

ADELANTE PROGRAM

The Adelante First Year Experience is committed to the educational success of students. Adelante is a comprehensive program involving student services, linked courses, a stimulating learning environment, and committed faculty which together provide all Adelante first-year students with the very best opportunities to succeed in transferring to a four-year university. For further information please call (323) 415-5387 or visit www.adelante.elac.edu.

ESCALANTE PROGRAM

The principal objective of the Jaime Escalante Math and Science Program is to engage inner-city disadvantaged juinor high and high school youths in a demanding academic regimen of pre-college and college mathematics in order to foster matriculation into college and college-level math and science courses. The Escalante Program aims at raising the percentage of students which pass or are exempt from taking the Entry Level Mathematics (ELM) Placement Examination, giving inner-city students an equal chance for success in college. Once in college, Escalante students begin with college-level math classes, thereby decreasing the number of years spent in school.

The Escalante Math and Science Program provides students with a challenging academic environment in which to practice and master complex mathematical theory and applications. This program operates on the basic principle that, given the availability of excellent teaching and a commitment to work hard, more time spent by the student working on the subject will result in improved student outcomes.

The Escalante Program is an integrated sequence of intermediate and advanced mathematics coursework supported by the commitment of each student and instructor to a rigorous schedule. Classes are taught by instructors selected for their teaching skills and history of success with students.

Escalante classes fall within the purview of the mathematics departments of the participating schools and are designed to augment and integrate with the middle and high school's own curriculum. The secondary school's regular instructional program is augmented by the Escalante Program, which provides six years of math in a four-year span, with an opportunity to take two College Board exams for college credit.

MESA PROGRAM

MESA (Mathematics, Engineering and Science Achievement) serves educationally and financially disadvantaged students, and to the extent possible by law, emphasizes participation by students from groups with low eligibility rates to four-year colleges. Our goals are to help students transfer to four-year colleges by providing comprehensive academic support and enrichment, as well as to provide them with the tools and strategies to be successful once they transfer and beyond.

MESA California Community College Program (CCCP) Components:

MESA/ADELANTE SCIENCE AND MATH COHORT - A group of 25-30 intermediate algebra-ready high school seniors interested in math and science is identified. These students take math, chemistry, and physics as a group and are provided intense academic support and structure. We hope to move students quickly and successfully through the classes needed for transfer.

ACADEMIC EXCELLENCE WORKSHOPS - MESA students that have successfully taken select courses facilitate a group-learning experience in these workshops. Cooperative learning is encouraged, with a focus on developing academic study skills and mastery of concepts.

ADVISING STAFF - A team of graduate students provide academic advisement. Students are also advised in internship, scholarship, and other enrichment opportunities. The outcome is students are competitive applicants to four-year universities.

FACILITATION OF RESEARCH OPPORTUNITIES - Through federal- and state-funded grants, students are given the opportunity to participate in research experiences at top universities with renowned researchers. This program has been instrumental in engaging students in STEM fields, and developing student interest in obtaining graduate and doctorate degrees.

LOAN PROGRAM - On a semester basis, the MESA program loans out books, calculators and laptops in order to help with the burden of coming up with financial resources. Students must be in good academic standing and comply with MESA guidelines to receive this assistance.

PERSONAL STATEMENT AND RESUME ASSISTANCE - Because students are constantly encouraged to apply for schol-

arships and internships, having a personal statement and resume on hand is highly encouraged. Graduate students assist students through the process of completing these.

COLLABORATION WITH STUDENT ORGANIZATION - We work closely with the student run organizations Society for Hispanic Professional Engineers (SHPE), Priory of Biology and Chemistry (POBC), Physics Club, Math Club and Chicanos(as) for Creative Medine (CCM). MESA facilitates field trips, outreach activities, speaker presentations, and state and national conferences/meetings through these affiliations.

MESA LIBRARY AND MEDIA CENTER - The MESA Library and Media Center is a current project in the making (courtesy of Title IV Funding.) Our library will have various resources including books, journals and interesting DVDs which students can view on our new television. Through this project, we hope to engage students in STEM studies by presenting relevant topics in sustainable and renewable energy, bioengineering, biomedicine and biochemistry.

PACE - PROGRAM FOR ADULT COLLEGE EDUCATION

PACE is a college program enabling people with daytime commitments to earn a college degree. In five semesters, by following the pre-designed PACE curriculum, transfer requirements are met. Upon completion of the program, students can earn an Associate of Arts degree and may satisfy the general education transfer requirements and lower division requirements in liberal arts, teaching, or business majors at certain California State Universities and other private colleges and universities.

The PACE student takes one or two courses at a time during an eight-week session. There are two eight-week sessions per semester; therefore the student typically completes three or four courses each semester. Eleven to thirteen units are earned per semester and 60 transferable units can be completed in five semesters. Attendance involves one weekday evening selected by the student, Monday through Thursday from 6 p.m. to 10 p.m., and six to seven Saturdays per eight-week session. Students have the choice of taking the weekday evening classes at the ELAC campus as well as various off-campus locations. Saturday classes are scheduled from 8 a.m. to 5 p.m. at the ELAC campus. In addition to classroom attendance, classes are augmented by alternative modes of instruction such as video tapes, internet assignments, or field trips.

Entrance to the PACE Program requires completion of English 101, College Reading and Composition I. English 101, the English courses that precede English 101, and lower-level mathematics courses are offered in the PACE Bridge Program. The Bridge Program consists of classes which aid students in need of strengthening their English and Mathematics Skills. The classes offered in the Bridge form the foundation for success in the PACE curriculum. Students can take up to two levels of English or Mathematics in one semester. Required mathematics courses may be taken concurrently with PACE courses. The Bridge Program operates during Fall, Spring and Summer.

For more information call the PACE Office at (323) 265-8615 or visit our website, www.pace.elac.edu.

TECH PREP

Tech Prep prepares high school students to go to college and enter high-performance technology careers. Starting in the 11th grade, Tech Prep students learn technical skills as well as academics. Career preparation is the main goal of Tech Prep and its contextual learning. Tech Prep high school students can graduate in two years with their technical degree from East L.A. College or continue their studies into college to earn their four-year degree.

East L.A. College departments offering Tech Prep programs coordinated with high schools include:

Administration of Justice

Architecture

Art

Auto Technology

Business Administration

Child, Family and Education Studies

Computer Applications and Office Technologies

Electronics

Engineering

Journalism

Life Sciences

Music

Nursing

Photography

Psychology

Theater Arts

Contact the Tech Prep program office at (323) 265-8859 for a brochure and further information.

MENTE PROGRAM

The Mathematics Enrichment through Technology, or MEnTe, Program is a federally funded program that incorporates technology to teach mathematics. In addition to providing hardware and software for use in mathematics classrooms, the program provides a computer lab for students to use for accessing tutorial software on their own time. The MEnTe Program also serves students studying physics and engineering.

The MEnTe Lab is open Monday through Friday from 7:30 a.m. to 9 p.m., and Saturday from 9 a.m. to 5 p.m.

For further information contact the MEnTe Office at (323) 265-8774.

INSTRUCTIONAL TELEVISION (ITV)

Each semester, the District-wide Instructional Television program of the Los Angeles Community College District presents transferable college credit courses via television. Instructional television courses are convenient, flexible and especially suitable for college students needing to supplement their on-campus program or to add classes for those times when campus attendance is not possible.

Students enroll by mail, complete reading and study assignments, attend seminars held on weekends at a Los Angeles Community College near their home, and take a midterm and final exam. A Los Angeles Community College District instructor is assigned to each telecourse.

Interested students are invited to visit the Instructional Television office at Los Angeles City College, 855 North Vermont Avenue, Los Angeles, California 90029, or to call (213) 953-4488 for registration information.

INTERNATIONAL EDUCATION PROGRAM - STUDY ABROAD

College credit classes are offered by the International Education Program with instructors selected from all nine Los Angeles Community Colleges. Programs are offered in more than a dozen countries around the world. Opportunities for study include Spanish Language, Civilization and Art in Mexico, Spain and Costa Rica; Creative Writing in Prague and Dublin; French Language, French Civilization and Art in Paris; Italian, Italian Civilization and Art in Florence; Art in Spain; Marine Biology in Mexico; Theater in England; Business in China; Chinese Civilization and Chinese Language in China; and Art in Bali. Partnership programs are being established with overseas colleges and universities, and international distance learning programs are beginning to appear. Students may spend a semester in Salamanca, Spain; Paris, France; Florence, Italy; or London, England. Work study programs are available in London, Paris and Madrid. A program of cooperation has been set with Barnsley College in England for Music students at Los Angeles Pierce College and Theater students at Los Angeles Harbor College. On-site investigation of the history and culture of other nations provides students and their instructors with some of the best educational experiences of their lives. The International Education Program demonstrates the commitment of East Los Angeles College to furthering development of international and intercultural awareness. Call (213) 891-2282 for further information. You can also visit our website at www.laccd.edu.

WINTER AND SUMMER INTERSESSIONS

Winter and Summer intersessions are held in accordance with the guidelines established by the Board of Trustees. The Winter intersession schedule is included in the Spring class schedule. The Summer intersession schedule is published separately.

INSTRUCTIONAL ALTERNATIVES

Community Services

(323) 265-8793

The Community Services department responds to needs and interests of our diverse community by offering short-term programs for personal development, leisure, recreation and special interest. All courses are not-for-credit and self-supporting (fee-generating).

A. ADULT EDUCATION - Instruction in Business, Consumer and Professional Skills.

B. CHILDREN'S COLLEGE - Courses designed to meet the needs of our young people, i.e., Arts and Crafts; Language; Math; Music; Fine Arts; Dance; and Personal Development.

C. RECREATIONAL ACTIVITIES - Courses and open recreation in Badminton; Swimming; Martial Arts; Basketball; and Soccer.

D. SWAP MEET - Held every Sunday in the Northeast Parking lot, across from McDonalds. Space fees are $30 to $55, and parking fee is $2.00.

E. TRAFFIC SCHOOL - Court approved for eight hours. Contact office for dates, (323) 265-8794.

Calworks Program

(323) 265-8998

CalWORKs (California Work Opportunity and Responsibility to Kids), previously GAIN, is an East Los Angeles College Program offering training and support services to students receiving TANF (Temporary Assistance to Needy Families), previously AFDC.

These services include:

- Information
- Vocational training
- Basic skills training: GED, ESL, Adult Basic Education
- Liaison with DPSS (Department of Public Social Services) regarding training programs and contracts
- Childcare assistance and referrals
- Work study assignments, on/off campus
- Job development: employment skills, resumes, interview skills, and job opportunities
- Learning assistance and tutorial coursework

The CalWORKs program through DPSS provides childcare services, transportation, and textbooks.

**Students: Please note that the CalWORKs Program at ELAC can assist you in meeting the new 32/35 hour work-participation requirement, which can include the hours you are attending classes.*

GRADUATION REQUIREMENTS

A Petition to Graduate must be filed by the student. Check the schedule of classes for deadline dates.

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

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

Catalog Rights

Students maintaining attendance have "catalog rights" in the choice of regulations determining graduation requirements. Maintaining attendance is defined as completing at least one course in each calendar year. It is the responsibility of the student to indicate at the time the graduation/certificate petition or transfer GE certification request is submitted which catalog he/she elects to follow.

Catalog rights refer to the right of every continuing student to choose one, and only one, catalog under whose course requirements the student is to be evaluated for the purpose of determining whether the student meets the requirements for ELAC graduation or for certification to transfer to UC or CSU.

The continuing student may select the catalog which was in effect when the student initially enrolled at ELAC, or any catalog in effect thereafter through and including the semester when the student petitions for graduation or transfer certification.

Unit Requirement

Minimum of 60 to 64 units of degree-applicable (DA) course credit in a selected curriculum. All classes are degree applicable unless they list NDA following the course title.

Residence Requirement

Completion of at least 12 units of work in residence and attendance at the college during the semester in which the graduation requirements are completed. Exceptions may be made by the Dean of Admissions under special circumstances.

Scholastic Requirement

All courses that count toward the associate degree major or area of emphasis must be "satisfactorily completed" with grades A, B, C or P (Pass). A "C" (2.0) grade-point average or better in all work attempted in the curriculum upon which the degree is based is also required.

Competency Requirements

The following courses and examinations are approved to meet the competency requirement for the associate degree as defined in Board Rule 6201.12 for all students *entering prior to Fall 2009:*

A. Mathematics Competency

1) Completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better:

- Mathematics 113 and 114, 115, 116, 117 and 118, 119, 123A&B, 124B, 146, 147 or any higher-level Mathematics course with a prerequisite of at least mathematics 115 or its equivalent
- Computer Technology 60
- Electronics 10, 12, 14
- General Engineering Technology 121
- Engineering Technology 49, 50, 51
- Statistics 1

OR

2) Achievement of a score of 15 or higher on the District (Elementary Algebra) Mathematics Competency Examination.

B. Reading & Written Expression Competency

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

ENGLISH 28	Intermediate Reading and Composition
ENGLISH 31	Composition and Critical Reading
ENGLISH 61	Intermediate Reading and Composition - Personal Experience
ENGLISH 62	Reading and Writing - Contemporary Issues
ENGLISH 63	Reading and Writing - The Arts
ENGLISH 65	Intermediate Reading and Composition - Fiction
ENGLISH 101	College Reading and Composition I
ENGLISH 363	ESL for Academic Purposes III
JOURNALISM 101	Collecting and Writing News

2) In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.

The following courses and examinations are approved to meet the competency requirement for the Associate Degree for all students *entering beginning Fall 2009* as defined in Board Rule 6201.12:

A. Mathematics Competency

The competency requirement in mathematics for the Associate Degree may be met by completion of one of the following:

1) Completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better:

- Mathematics 123C, 125, or 128 or any higher-level Mathematics course with a prerequisite of at least mathematics 125 or its equivalent

2) A passing score on the District (Intermediate Algebra) Mathematics Competency Examination.

3) A score of 3 or higher on the following AP Exams:

- Calculus AB
- Calculus BC
- Statistics

4) Complete the college assessment exam in mathematics and achieve a score determined comparable to satisfactory completion of intermediate algebra (Mathematics 123C, 124A & B, 125, or 127 & 128). That is, students who place into a mathematics course above the level of intermediate algebra have met the competency requirement.

B. Reading & Written Expression Competency

The competency requirement in reading and written expression for the Associate Degree may be met by completion of one of the following:

1) Completion of English 101 (or its equivalent at another college) with a grade of "C" or better.

2) A score of 3 or higher on the following AP Exams:

- English Language and Composition
- English Composition and Literature

3) In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.

4) Complete the college assessment exam in English and achieve a score determined comparable to satisfactory completion of English 101. That is, students who place into an English course above the level of English 101 have met the competency requirement.

Graduation Application Procedures:

Associate degrees are not automatically awarded when the student completes the requirements. The student must file a petition in the Admissions and Records Office according to the following schedule:

Graduation Period:	Filing Period:
Summer	April - July
Fall	August - November
Spring	January - April

A commencement ceremony is conducted for spring graduation, but the graduation date is posted on the student's transcripts after the graduation period in which the Associate degree is earned.

2nd Associate Degree Requirements

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

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

1. Completion of a minimum of 30 NEW units, including those required by the new major. Major course requirements completed in previous degrees awarded can be used again for the second degree.
2. All courses that count toward the associate degree major or area of emphasis must be satisfactority completed with grades A, B, C or P (pass).
3. A 2.0 grade-point average ("C")or better in all work attempted for the second degree.
4. Completion of at least 12 units of work in residence at East Los Angeles College.
5. Students must be attending one or more classes during the year in which the degree is earned.
6. The graduation petition must be filed in the Admissions Office by the deadline date posted in the class schedule. Official transcripts of all colleges attended, including transcripts and documentation from first degree, must be submitted to the Admissions Office.
7. General Education requirements will be considered to have been met by the person who has an Associate, Baccalaureate or higher degree from an accredited institution.
8. A maximum of two Associate Degrees can be earned from East Los Angeles College.

DegreeWorks

DegreeWorks is an academic computer system that provides up-to-the-minute information about a student's progress toward completion of Associate degrees, Certificates of Achievement, and Skills Certificates. Using the system, a student may also configure "what if" educational program scenarios to determine eligibility and progress toward additional academic goals. When entering ELAC, students see a counselor who accesses the student's records through DegreeWorks to create a student education plan. Thereafter, students may access the DegreeWorks system from any computer having access to the Internet.

Important: Students who have taken college courses elsewhere (outside the LACCD system) must have an official transcript sent from each of those colleges to ELAC's Admissions and Records Office when they enroll at ELAC. (Courses taken at the other LACCD campuses are automatically recognized by the DegreeWorks system and transcripts do not need to be sent from those campuses.)

Failure to submit transcripts from other colleges when enrolling at ELAC will cause problems in creating the student's educational plan and in awarding equivalent credit for courses taken elsewhere, and could eventually delay the student's graduation from ELAC.

Course Requirements

Students who are majoring in programs of study for which 18-35 units are required in the major should complete Graduation Plan A.

Students who are majoring in programs of study for which 36 or more units are required in the major should complete Graduation Plan B.

PLAN A

Major Requirements

Minimum of 18 units in a single or related field.

General Education Requirements

Completion of at least 30 units of general education which shall include not less than the minimum number of units indicated in each of the following areas:

A. Natural Sciences (3 semester units)

Anthropology 101, 103

Anatomy 1

Astronomy 1

Biology 3, 6, 20, 25, 42, 46

Chemistry 51, 56, 65, 101

Earth Science 1

Environmental Science 1

Family and Consumer Studies 21

Geography 1, 3

Geology 1, 4

Meteorology 3

Microbiology 1, 20

Oceanography 1

Physics 1, 6, 7, 11, 21, 22

Physiology 1

Psychology 2

B. Social and Behavioral Sciences (9 semester units)

1. American Institutions

(3-6 semester units)

African-American Studies 4, 5

Chicano Studies 7, 8

History 5, 6, 11, 12, 81, 82

Political Science 1

2. Other Social and Behavioral Sciences

(3-6 semester units)

Administration of Justice 1

Anthropology 102, 132

Asian American Studies 1, 3, 7

Chicano Studies 2, 3, 19, 20, 47, 56, 63, 71, 72, 80

Child Development 1, 42, 45

Economics 1, 2

Environmental Science 17

Family and Consumer Studies 31

Geography 2, 5, 14, 18

History 1, 2, 86, 87

Journalism 105

Political Science 2, 7

Psychology 1, 11, 13, 14, 41, 52, 77

Public Relations 1

Sociology 1, 2, 3, 7, 11, 12, 13, 21, 22

C. Humanities (3 semester units)

American Sign Language 1, 2, 3

Anthropology 104, 121

Architecture 110, 130, 131

Art 101, 102, 103, 105, 111, 117, 118, 201, 501, 502, 700, 708

Asian-American Studies 7, 11

Broadcasting 1

Chicano Studies 37, 42, 44, 46, 51, 52, 54, 57, 58, 62

Child Development 3

Chinese 1, 2, 3, 21, 22

Dance Studies 458

Dance Techniques 419, 431, 460, 472, 481, 482, 483, 484, 485, 486, 487, 488, 490

English 102, 127, 203, 204, 205, 206, 207, 208, 211, 212, 213, 214, 215, 216, 218, 220, 239, 240, 241, 250, 252

French 1, 2, 3, 4, 5, 10, 21, 22

History 7, 86

Humanities 1, 60, 61

Italian 1, 2, 10, 21, 22

Japanese 1, 2, 3, 4, 21, 22

Music 101, 111, 121, 122, 132, 136, 141, 181-184, 201, 202, 211, 321-324, 341, 411-413, 521, 563, 601-604, 611, 621-624, 631-634, 650-654, 731, 733, 734, 741, 775

Philosophy 1, 12,14, 19, 20, 31, 33

Photography 10, 121

Spanish 1, 2, 3, 4, 5, 6, 9, 12, 16, 35

Speech 135

Theater Arts 100, 200, 505

D. Language and Rationality (12 Semester units)

1. English Composition

(3-6 semester units)

*Note: Courses that are marked with an * meet the English Competency Requirement for graduation.*

Computer Applications and Office Technologies 32

English 28, 61, 62, 63, 65, 101*, 102

Journalism 101

2. Communication and Analytical Thinking

(6-9 semester units)

Business 15
Computer Applications and Office Technologies 35
Computer Science 201, 203, 208, 215, 243
Engineering, General 102, 221
English 103
Geography 31
Geographical Information Systems 31
Health Information 207
Library Science 101
Mathematics 120 or higher, except for 185, 192, 285, 385
Philosophy 5, 6, 8
Reading 28, 29, 101
Speech 101, 102, 104

E. Health and Physical Education (3 semester units)

1. Health Education

(2-3 semester units)

Health 2, 4, 7, 8, 11

2. Physical Activity

(1 Semester Unit, unless exempt)

Chosen from one of the following Subjects (refer to pages 246-248 for a list of Physical Activities that will meet this requirement):

Physical Education
Dance Techniques
Physical Fitness and Body Movement

Note: Health 2 includes the Physical Education activity.

PLAN B

Major Requirements

Minimum of 36 units in a single or related field.

General Education Requirements

Completion of at least 18 units of general education which shall include not less than the minimum number of units indicated in each of the following areas:

A. Natural Sciences (3 semester units)

Anthropology 101, 103
Anatomy 1
Astronomy 1
Biology 3, 6, 20, 25, 42, 46
Chemistry 51, 56, 65, 101
Earth Science 1
Environmental Science 1
Family and Consumer Studies 21
Geography 1, 3
Geology 1, 4
Meteorology 3
Microbiology 1, 20
Oceanography 1
Physics 1, 6, 7, 11, 21, 22
Physiology 1
Psychology 2

B. Social and Behavioral Sciences (3 semester units)

1. American Institutions

(3 semester units)

African-American Studies 4, 5
Chicano Studies 7, 8
History 5, 6, 11, 12, 81, 82
Political Science 1

C. Humanities (3 semester units)

American Sign Language 1, 2, 3
Anthropology 104, 121
Architecture 110, 130, 131
Art 101, 102, 103, 105, 111, 117, 118, 201, 501, 502, 700, 708
Asian-American Studies 7, 11
Broadcasting 1
Chicano Studies 37, 42, 44, 46, 51, 52, 54, 57, 58, 62
Child Development 3
Chinese 1, 2, 3, 21, 22
Dance Studies 458
Dance Techniques 419, 431, 460, 472, 481, 482, 483, 484, 485, 486, 487, 488, 490
English 102, 127, 203, 204, 205, 206, 207, 208, 211, 212, 213, 214, 215, 216, 218, 220, 239, 240, 241, 250, 252
French 1, 2, 3, 4, 5, 10, 21, 22
History 7, 86
Humanities 1, 60, 61
Italian 1, 2, 10, 21, 22
Japanese 1, 2, 3, 4, 21, 22
Music 101, 111, 121, 122, 132, 136, 141, 181-184, 201, 202, 211, 122, 212, 321-324, 341, 411-413, 521, 563, 601-604, 611, 621-624, 631-634, 650-654, 731, 733, 734, 741, 775
Philosophy 1, 12,14, 19, 20, 31, 33
Photography 10, 121
Spanish 1, 2, 3, 4, 5, 6, 9, 12, 16, 35
Speech 135
Theater Arts 100, 200, 505

D. Language and Rationality (6 units required)

1. English Composition

(3 semester units)

*Note: Courses that are marked with an * meet the English Competency Requirement for graduation.*

Computer Applications and Office Technologies 32
English 28, 61, 62, 63, 65, 101*, 102
Journalism 101

2. Communication and Analytical Thinking

(3 semester units)

Business 15

Computer Applications and Office Technologies 35

Computer Science 201, 203, 208, 215, 243

Engineering, General 102, 221

English 103

Geography 31

Geographical Information Systems 31

Health Information 207

Library Science 101

Mathematics 120 or higher, except for 185, 192, 285, 385

Philosophy 5, 6, 8

Reading 28, 29, 101

Speech 101, 102, 104

E. Health and Physical Education (3 semester units)

1. Health Education

(2-3 semester units)

Health 2, 4, 7, 8, 11

2. Physical Activity

(1 semester unit, unless exempt)

Chosen from one of the following Subjects (refer to pages 246-248 for a list of Physical Activities that will meet this requirement):

Physical Education

Dance Techniques

Physical Fitness and Body Movement

Note: Health 2 includes the Physical Education activity.

TRANSFER REQUIREMENTS

TRANSFER PROGRAM

Information has been compiled here to help the many East Los Angeles College students who plan to continue studying at another college or university after completing studies at East Los Angeles College.

East Los Angeles College provides the lower division preparation and general education requirements for most universities in California.

With careful planning, a student can complete the equivalent courses of the first two years of study at most universities and complete the requirements for the Associate Degree simultaneously.

Students are urged to study the requirements of the University to which he or she plans to transfer and to check regularly with the counselors in the Counseling Office to be certain that they are taking courses which will meet their transfer requirements.

It is also recommended that students regularly use the many services provided by the University Center to assist them in preparation for transfer.

Catalog Rights

If a student has continuous enrollment as defined by the catalog, the student may elect to follow the catalog in effect at the time of entrance or any subsequent catalog. This applies to graduation requirements, CSU and IGETC certification.

ASSIST - www.ASSIST.org

As a prospective transfer student, it is important to make sure that the community college courses you take are acceptable to the university for transfer credit. ASSIST is California's official statewide repository of transfer information for the CSU and UC university systems, offering easy access to a single database of course transfer information. ASSIST will help you determine if you will receive credit for courses you've already taken or plan to take and how those courses will apply to a specific academic major or general education requirement.

Articulation Agreements

Articulation agreements identify coursework completed at one institution that meets the requirements of another institution for major preparation, general education, or transferable units. Most articulation agreements are between a community college and a university, but there are also agreements between universities. Articulation agreements are agreed upon by both institutions involved in transferring course credits. Articulation agreements with the CSU and UC systems maybe accessed on www.ASSIST.org. Other agreements with independent institutions are accessible on the ELAC website under "Transfer Requirements" or through the Counseling Department in A2.

CALIFORNIA STATE UNIVERSITY

Admission

Students intending to transfer to a California State University campus should plan a program to meet the graduation requirements of the specific institution which they plan to attend. Transfer admission eligibility is based on transferable college units. Consult the catalog issued by the individual campus for a complete description of the curricula or with a counselor in the Counseling Office.

Applicants who are California Residents and who have completed 60 to 70 transferable semester units (84-105 quarter units) are eligible for admission if (a) they are in good standing at East Los Angeles College, (b) have achieved a 2.0 or better grade-point average in all college units attempted (non-residents, 2.4 or better). Any student applying for admission for Fall 1998 or later must complete Area A1. Oral Communication, A2. Written Communication, A3. Critical Thinking, and Area B3. Mathematics/Quantitative Reasoning for admission.

Departmental Majors

In some transfer programs, East Los Angeles College does not offer all courses required by the departmental major. It is essential, therefore, to refer to the appropriate California State University catalog for complete departmental majors. Since many of the Departmental Majors Requirements are revised after a college catalog has been printed, students are also urged to consult with a counselor for current information.

General Education Requirements

The following program meets the needs of the student for essentially all the California State Universities; however, due to the fact that the requirements for general education often change. It is essential for students to consult with a counselor for information about any recent changes.

To be eligible for the bachelor's degree from a State University, the candidate must have completed a minimum of 48 semester units of General Education requirements. At least 9 semester units must be upper division and must be earned at the campus granting the degree. The California Administrative Code authorizes East Los Angeles College to certify that the student has completed the lower division portion of the General Education requirements, i.e., 39 semester units, from the pattern listed below.

Students may complete these 39 units of General Education at East Los Angeles College for transfer to the California State University and College system and will be certified if a minimum of nine units of course work is completed in each of the categories "A" through "D". Less than 39 units of General Education or completion of one or more categories may be partially certified as meeting requirements for the four-year institution.

GENERAL EDUCATION CERTIFICATION FOR CALIFORNIA STATE UNIVERSITY

39 Units Required

A. English Language Communication and Critical Thinking (9 semester or 12-15 quarter units)

One course required from each subarea:

1. Speech 101, 102
2. English 101
3. Philosophy 5, 6, 8, English 102, 103, Speech 104

B. Scientific Inquiry and Quantitative Reasoning (9 semester or 12-15 quarter units)

One course in subareas B1, B2, and B4, plus laboratory activity related to one of the completed science courses.

Note: At least one science course must include a laboratory class. Laboratory classes are marked with a +.

1. Physical Science

Astronomy 1

Chemistry 51+, 56+, 65+, 101+, 102+, 201+, 211+, 221+

Earth Science 1, 2+

Environmental Science 1

Geography 1, 3, (same as Meteorology 3), 4, 15+, 18

Geology 1, 4+, 6+

Meteorology 3

Physics 1+, 2+, 3+, 4+, 6+, 7+, 11+, 21+, 22+

2. Life Science

Anatomy 1+

Anthropology 101

Biology 3+, 6+, 7+, 20+, 25, 40+, 46

Microbiology 1+, 20+

Oceanography 1

Physiology 1+

Psychology 2

3. Laboratory Activity

Anthropology 111, Earth 2, Geography 15, Geology 6. This requirement may also be satisfied by completion of any lecture with lab course listed in Area B1 or B2 above that is marked with a +.

4. Mathematics/Quantitative Reasoning

General Engineering 121, 221

Math 227, 230, 235, 236, 241, 245, 260, 261, 262, 263, 270, 275, 280, 284.

C. Arts and Humanities (9 semester or 12-15 quarter units)

Three courses are required. One course must be taken from the Arts (C1) and one course must be taken from the Humanities (C2).

1. Arts

Architecture 130, 131

Art 101, 102, 103, 105, 111, 118, 201, 211, 300, 313, 501, 522, 708

Asian-American Studies 11

Chicano Studies 44 (same as Spanish 16), 51, 52, 54, 58

Child Development 3, 4

Dance Studies 458

Humanities 1, 61

Music 101, 111, 121, 122, 141, 411-414, 501, 561, 650-654, 731, 741

Photography 121

Spanish 9, 16 (same as Chicano Studies 44)

Speech 106, 135

Theater Arts 100, 200, 232, 291, 293, 505

2. Humanities

American Sign Language 3

Anthropology 104

Architecture 130, 131

Asian-American Studies 11

Chicano Studies 37, 42 (same as Spanish 12), 44 (same as Spanish 16) , 46, 57, 62

Chinese 1, 2, 3, 22

English 102, 127, 203-208, 211-216, 218, 220, 239, 240, 241, 250, 252

French 1, 2, 3, 4, 5, 10, 21, 22

History 7 (same as Philosophy 33), 86

Humanities 1, 60

Italian 1, 2, 10, 21, 22

Japanese 1, 2, 3, 4, 21, 22

Philosophy 1, 12, 14, 19, 20, 31, 33 (same as History 7)

Spanish 1, 2, 3, 4, 5, 6, 9, 12 (same as Chicano Studies 42), 16 (same as Chicano Studies 44)

D. Social Sciences (9 semester or 12-15 quarter units)

Three courses required. Courses must be taken in at least two subareas.

0. Sociology and Criminology:

Administration of Justice 2

Chicano Studies 56

Sociology 1, 2, 3, 7, 11, 13, 21, 22

1. Anthropology and Archeology:

Anthropology 102, 103, 104, 121, 132

Child Development 45

2. Economics:

Economics 1, 2

3. Ethnic Studies:

African-American Studies 4*, 5*

Asian American Studies 1

Chicano Studies 2, 7*, 8*, 20, 47, 56, 80

Sociology 11

4. Gender Studies:

Chicano Studies 47

Sociology 22

5. Geography:

Environmental Science 17 (same as Geography 14)

Geography 2, 5, 14

6. History:

African-American Studies 4*, 5*

Chicano Studies 7*, 8*, 19

History 1, 2, 5, 6, 11*, 12*, 81*, 82*, 86, 87

Humanities 1

Italian 10

7. Interdisciplinary Social or Behavioral Science:

Asian-American Studies 3, 7,, 11

Chicano Studies 44 (same as Spanish 16)

Family and Consumer Studies 31

Journalism 105

Sociology 12

Spanish 9, 16

8. Political Science, Government, and Legal Institutions:

Administration of Justice 1

Chicano Studies 80

Political Science 1, 2, 7

9. Psychology:

Child Development 1

Psychology 1, 6, 11, 13, 14, 41, 77

Note: CSU Graduation Requirement in U.S. History Constitution and American Ideals - May be met prior to transfer by taking one U.S. History Course and Political Science 1. U.S. History courses are marked with a. These courses are not required for certification and may be counted in Area D above.*

E. Lifelong Learning and Self-Development (3 semester or 4 quarter units)

** Note: Only one unit of DANCEST, DANCETQ, P.E., PHYS ED or PHYSFIT activity may be applied toward this area.*

Biology 25

Chicano Studies 2, 3

Child Development 1

Dance Studies 452*, 814*, 822*, or Dance Techniques* (any 1 activity)

Environmental Science 1

Family and Consumer Studies 21, 31 (same as Sociology 12)

Health 2, 4, 8, 11, 12

Personal Development 20

Philosophy 19

Physical Education* or Physical Fitness and Body Movement*, P.E. 701* (any 1 activity)

Political Science 7

Psychology 6, 13, 41, 43, 52, 77

Sociology 12, 21

Speech 106

Application for General Education Certification Required

East Los Angeles College will accept credits from any accredited institution of higher education for general education certification for the California State University system.

In order to receive full credit for General Education Certification from East Los Angeles College and not to be held to the variable California State University pattern, you need to complete 39 units from the above pattern. You must request in writing that the Admissions Office certify your transcripts.

General Education Certification for the California State University

A student planning to transfer to the California State University system should request to have their general education units certified by East Los Angeles College.

General Education Certification is a contractual agreement between East Los Angeles College and the California State University and Colleges. Students meeting the requirements for Full Certification will have met the necessary requirements completing all lower division general education for the California State Universities. Three additional upper division general education classes will be required at the university.

In order to be fully certified, a student must complete a total of 39 units of general education at East Los Angeles College and/or any accredited institution of higher education. A total of 39 units is reached by completing courses in categories A through E (see reverse side for General Education course listings).

When partial certification is requested, a checklist is completed by our credit clerks indicating which categories have been met. Your records are then evaluated by the university based on the contractual agreement rather than on requirements for non-community college transfer students.

Certification must be requested at the Admissions Office at the time your final Transcript Request Form is submitted.

For further clarification please review the general education certification pattern with your counselor.

For Elementary School Teachers at Cal State Los Angeles

The approved major programs for future elementary teachers are listed below:

Approved Majors

Mexican-American Studies

Child Development

Liberal Studies

Urban Learning

CSULA Elementary Subject Matter Teacher Preparation

The following program is recommended for all prospective elementary teachers. The requirements are subject to change. Please consult with a counselor for updated information.

READING LANGUAGE AND LITERATURE

ENGLISH 101

ENGLISH 103

SPEECH 101

ENGLISH 102 or 250

CRITICAL THINKING - one course

PHILOS 6 or 8 or SPEECH 104

MATHEMATICS

MATH 227 and

MATH 215 and

MATH 216

HISTORY AND SOCIAL SCIENCE

HISTORY 86, 87 or HISTORY 1 and 2

HISTORY 11

POL SCI 1

SCIENCE

ASTRON 1

BIOLOGY 3

CHEM 51 or 65

EARTH 1 or GEOLOGY 1 or 4

PHYSICS 11

VISUAL AND PERFORMING ARTS

UPPER DIVISION - COMPLETE AT CSULA

PHYSICAL EDUCATION AND HEALTH

HEALTH 2

HUMAN DEVELOPMENT

CH DEV 1

TRANSFER REQUIREMENTS

(Advanced Standing Admission)

It is suggested that students planning for transfer to the University of California discuss their transfer plans with a counselor semester by semester, in-as-much as major changes frequently occur in requirements subsequent to the printing of this catalog.

The University defines an advanced standing applicants as a high school graduate who has been a registered student in another college or university or in college-level extension classes other than a summer session immediately following high school graduation. Advanced standing applicants may not disregard their college records and apply for admission as freshmen.

Advanced Standing Admission Requirements:

Any student ineligible as a freshman to the University of California because of grade-point and subject deficiencies will be eligible for admission to the University of California after completing 60 transferable college units with a grade-point average of 2.4 or better. Students will be required to make up all but two of the "A-G" requirements before admission. These students are urged to see a counselor.

In addition, students who were ineligible for the University only because of a subject deficiency may transfer to the University after completing eight or more semester units in college with a grade-point average of 2.0 or better, including the appropriate subjects which were lacking with grades of "C" or better. Also see a counselor for assistance.

Students planning to transfer to the University of California are required to complete 60 semester units of transferable work with a minimum 2.4 grade-point average No more than 70 semester units (105 quarter units) from community colleges will be credited towards a bachelor's degree. If you have attended and received credit from any four-year college or university, you will be ineligible for admission to UC with 80 semester units or more.

Students eligible to enter the University directly on graduation from high school may transfer at any time provided their grade-point average is 2.0 or better.

As an integral part of the system of public education in California, the University accepts, usually at full unit value, approved transfer courses completed with satisfactory grades in the public community colleges of the State. Such transfer courses are limited, however, to a maximum of 70 semester units or 105 quarter units.

In addition, credit is allowed for having completed with high scores certain tests of the College Board. These include Advanced Placement Examinations and tests in the College Level Examination Programs.

2009-2010 UNIVERSITY OF CALIFORNIA/ CALIFORNIA STATE UNIVERSITY

Intersegmental General Education Transfer Curriculum (IGETC)

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 at either the CSU or UC system without the need, after transfer, to take additional lower-division general education courses. Completion of IGETC is not an admissions requirement.

Some students may be better served by taking courses which fulfill the CSU General Education - Breadth requirements or those specific major requirements 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 or business majors at UC Berkeley may not find the IGETC option to be advantageous. 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 CSU or UC campus. Please see a counselor for more information.

If you are planning to transfer to any of the California State Universities or University of California systems, you need to have your course work in IGETC certified by East Los Angeles College. You MUST REQUEST certification at the time you order your final transcript. In addition to the course requirements for each subject area, full certification for the CSU must include completion of the Oral Communication requirement. For the UCs, Oral Communication is not required, but the certification must include satisfaction of the foreign language proficiency requirement.

ALL COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

AREA1 – ENGLISH COMMUNICATION

UC Requirement: Two courses required, one from group A and one from group B.

CSU Requirement: Three courses required, one each from groups A, B, and C.

GROUP A: English Composition, one course. (3 semester/4-5 quarter units)
English 101

GROUP B: Critical Thinking - English Composition, one course. (3 semester/4-5 quarter units)
English 102, 103

GROUP C: Oral Communication (CSU requirement only) 1 course. (3 semester/4-5 quarter units)
Speech 101, 102, 104

AREA 2 – MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

One course (3 semester/4-5 quarter units)

General Engineering 221

Math 227, 235, 236, 245, 260, 261, 262, 263, 270, 275, 284

AREA 3 - ARTS AND HUMANITIES

Required: Three courses. One course must be taken from the Arts and one course must be taken from the Humanities. (9 semester/12-15 quarter units)

Arts:

Art 101, 102, 103, 105, 111

Chicano Studies 51, 52, 54, 58

Dance Studies 458

Music 101, 111, 121, 122, 141

Photography 121

Theater 100, 505

Humanities:

American Sign Language 3

Anthropology 104, 132

Art 118

Asian-American Studies 3, 11

Chicano Studies 37, 42 (same as Spanish 12), 44 (same as Spanish 16), 46, 51, 57, 62

English 102, 203-208, 211-216, 218, 220, 239, 240, 241, 250, 252

Foreign Language: Chinese 3, French 3, 4, 5; Japanese 3, 4; Spanish 3, 4, 5, 6, 9, 12 (same as Chicano Studies 42), 16 (same as Chicano Studies 44)

French 10

History 7 (same as Philosophy 33), 86

Humanities 1, 60

Italian 10

Philosophy 1, 12, 14, 19, 20, 31, 33

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

Required: Three courses taken from at least two subjects or an interdisciplinary sequence. (9 semester/12-15 quarter units)

Administration of Justice 1, 2

African-American Studies 4, 5

Anthropology 102, 103, 104, 121

Asian-American Studies 1, 7

Chicano Studies 2, 3, 7, 8, 19, 20, 47, 80

Child Development 1

Economics 1, 2

Environmental Science 17 (same as Geography 14)

Family and Consumer Studies 31

Geography 2, 5, 14 (same as Environmental Science 17)

History 1, 2, 5, 6, 11, 12, 81, 86, 87

Journalism 105

Political Science 1, 2, 7

Psychology 1, 6, 11, 41

Sociology 1, 2, 11, 12, 13, 21, 22

CSU Graduation Requirement in U.S. History, Constitution and American Ideals: Two courses (6 units), one from group 1 and one from group 2. These courses are not part of IGETC and may be completed prior to transfer.

GROUP 1: African-American Studies 4, 5 Chicano Studies 7, 8 History 11, 12, 81, 82

GROUP 2: Political Science 1

AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

Two courses, one course must be taken from the Physical Science and one course must be taken from the Biological Science; at least one science course must include a laboratory (marked with a +). (7-9 semester/9-12 quarter units)

Physical Sciences:

Astronomy 1

Chemistry 56+, 65+, 101+, 102+, 201+, 211+, 212+, 221+

Earth Science 1, 2+

Environmental Science 1

Geography 1, 3, (same as Meteorology 3), 15+

Geology 1, 4+, 6+

Meteorology 3 (same as Geography 3)

Physics 1+, 2+, 3+, 4+, 6+, 7+, 11+, 21+, 22+

Biological Sciences:

Anatomy 1+

Anthropology 101, 111+

Biology 3+, 6+, 7+, 20+, 25, 46

Microbiology 1+, 20+

Oceanography 1

Physiology 1+

Psychology 2

AREA 6A - LANGUAGE OTHER THAN ENGLISH

(UC requirement only)

May be met by completion of two years of the same foreign language in high school or by completion of a level 2 or above college foreign language course. (Courses at Level 3 or above may be double counted in Area 3B: American Sign Language, Chinese, French, Italian, Japanese and Spanish).

UNIVERSITY OF CALIFORNIA CREDIT LIMIT INDEX

Accounting
No credit for: Accounting 21 or 22 if taken after 1
1 course from: Accounting 21 and 22 combined are equivalent to 1
Maximum credit: 5 units, Accounting 21 and 22 must both be taken in order to receive transfer credit

Administration of Justice
1 course from: Administration of Justice 1, 4

Anatomy
8 units from: Anatomy 1: Biology 20; Physiology 1

Architecture
Maximum credit: combined with Environmental Design 101 18 units per UC Berkeley College of Environmental Design

Biology
1 course from: Biology 3, 25, 111
8 units from: Biology 20, Anatomy 1 and Physiology 1
No credit for: Biology 3, 25, 111 if taken after Biology 6

Chemistry
2 courses from: Chemistry 70, 211, 221
No credit for: Chemistry 65 if taken after 101

Chinese
2 units from: Chinese 8

Dance
4 units from: Dance Techniques combined with Physical Education and Physical Fitness and Body Movement activity courses

Directed Study
The granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

Engineering, General
1 course from: Engineering, General 221 or Math 227
1 course from: Engineering, General 112, 211, 212

English
8 units from: English 86

Environmental Design
Maximum credit: 18 units combined with ARC courses per UC Berkeley College of Environmental Design

French
2 courses from: French 8

Geology
5 units from: Geology 1 and 6, or 4

Health
1 course from: Health 2, 7, 8, 11

Italian
2 courses from: Italian 8

Japanese
2 courses from: Japanese 8

Law
1 course from: Law 1, 2

Mathematics
1 course from: Math 227 or General Engineering 221
2 courses from Math 236 combined with 261 and 262
1 course from: Math 245, 260
1 course from: Math 215, 216

Microbiology
1 course from: Microbiology 1, 20

Philosophy
1 course from: Philosophy 33; History 7

Physical Education
8 units from: Physical Education 708, 709, 710, 711, 712, 713, 725
4 units from: Physical Education, Dance Techniques, and Physical Fitness and Body Movement activity courses

Physics
1 series from: Physics 1, 2, 3, 4, combined with 6, 7, or 21, 22
No credit for: Physics 11 if taken after Physics 1, 6, and 21

Physiology
8 units from: Physiology 1, Anatomy 1, and Biology 20

Psychology
1 course from: Psychology 1, 6
1 course from: Psychology 16, Sociology 12, Fam &CS 31

Sociology
1 course from: Sociology 12, Psychology 16, Fam &CS 31

Spanish
2 courses from: Spanish 8

Theater
1 course from: Theater 200, 270

COURSE NAMES AND ABBREVIATIONS

The following list represents the abbreviations used in the courses required for Skills Certificates, Certificates of Achievement, Associate Degrees and Transfer Curriculum.

Accounting	ACCTG
Administration of Justice	ADM JUS
African-American Studies	AFRO AM
Allied Health	ALD HTH
American Sign Language	A S L
Anatomy	ANATOMY
Animation	ANIMATN
Anthropology	ANTHRO
Architectural Interiors	INT
Architectural Landscape	LAN
Architecture	ARC
Art	ART
Asian-American Studies	ASIAN
Astronomy	ASTRON
Automobile Technology	AUTOMO
Biology	BIOLOGY
Broadcasting	BRDCSTG
Business	BUS
Chemistry	CHEM
Chicano Studies	CHICANO
Child Development	CH DEV
Chinese	CHINESE
Computer Applications and Office Technologies	CAOT
Computer Science Information Technology	CO SCI
Cooperative Education	COOP ED
Dance Studies	DANCEST
Dance Techniques	DANCETQ
Earth Science	EARTH
Economics	ECON
Education	EDUC
Electron Microscopy	ETN MCR
Electronics	ELECTRN
Emergency Department Assistant	E D A
Engineering, Civil	ENG CIV
Engineering, Electrical	ENG ELC
Engineering, General	ENG GEN
Engineering Support	ENG SUP
Engineering Technology, Electrical	EET
English	ENGLISH
Environmental Design	ENV
Environmental Science	ENV SCI
Family and Consumer Studies	FAM &CS
Finance	FINANCE
Fire Technology	FIRETEK
French	FRENCH
Geographic Information Systems	GIS
Geography	GEOG
Geology	GEOLOGY
Health	HEALTH
Health Information Technology	HTHTEK
History	HISTORY
Humanities	HUMAN
Insurance	INSUR
International Business	INTBUS
Italian	ITALIAN
Japanese	JAPAN
Journalism	JOURNAL
Law	LAW
Learning Skills	LRNSKIL
Library Science	LIB SCI
Logistics	LOGTIC
Management	MGMT
Manufacturing and Industrial Technology	MIT
Marketing	MARKET
Mathematics	MATH
Meteorology	METEOR
Microbiology	MICRO
Music	MUSIC
Nursing	NURSING
Oceanography	OCEANO
Personal Development	PERSDEV
Philosophy	PHILOS
Photography	PHOTO
Physical Education	PHYS ED
Physical Fitness and Body Movement	PHYSFIT
Physics	PHYSICS
Physiology	PHYSIOL
Political Science	POL SCI
Psychology	PSYCH
Public Relations	PUB REL
Reading	READING
Real Estate	REAL ES
Respiratory Therapy	RESP TH
Sociology	SOC
Spanish	SPANISH
Speech Communication	SPEECH
Supervision	SUPV
Theater Arts	THEATER
Transportation Planning	TRN

ACADEMIC SUBJECTS

Administration of Justice:
- Administration of Justice
- Fire Technology

Anthropology, Geography, Geology:
- Anthropology
- Earth Science
- Environmental Science
- Geographical Information Systems
- Geography
- Geology
- International Business
- Meteorology
- Oceanography

Architecture:
- Architectural Interiors
- Architectural Landscape
- Architecture
- Environmental Design
- Transportation Planning

Art:
- Animation
- Art

Automobile Technology

Business Administration:
- Accounting
- Business
- Computer Science Information Technology
- Finance
- Insurance
- Law
- Management
- Marketing
- Real Estate
- Supervision

Chemistry

Chicano Studies

Child, Family and Education Studies:
- Child Development
- Education
- Family and Consumer Studies

Computer Applications and Office Technologies:
- Computer Applications and Office Technologies
- Logistics

Counseling:
- Personal Development

Electronics

Engineering:
- Civil Engineering
- Electrical Engineering
- Electrical Engineering Technology
- Engineering Support
- General Engineering
- Manufacturing and Industrial Technology

English:
- English
- English as Second Language
- Humanities
- Learning Skills
- Reading

Foreign Language:
- American Sign Language
- Chinese
- French
- Italian
- Japanese
- Spanish

Journalism:
- Journalism
- Public Relations

Library Science

Life Sciences:
- Anatomy
- Biology
- Electron Microscopy
- Emergency Department Assistant
- Health Information Technology
- Microbiology
- Physiology
- Respiratory Therapy

Mathematics

Music

Noncredit:
- Academic Preparation/GED
- Basic Skills
- Citizenship
- English as a Second Language
- Supervised Learning Assistance
- Vocational Education

Nursing

Philosophy

Photography

Physical Education:
- Dance Studies
- Dance Techniques
- Health
- Physical Education
- Physical Fitness and Body Movement

Physics:
- Astronomy
- Physics

Psychology

Social Sciences:
- African-American Studies
- Asian-American Studies
- Economics
- History
- Political Science
- Sociology

Speech and Theater Arts:
- Broadcasting
- Speech Communication
- Theater

NONCREDIT DEPARTMENT

F5-201 **(323) 260-8174**

Courses shown in this "Noncredit" section provide adults with skills that are critical to their ability to succeed in college or on the job. These courses help students learn English, learn to read and write, prepare for the GED (General Educational Development) test, gain American citizenship, and learn a job skill. All of the courses and services are free. Because these courses are noncredit, none of these courses provides units and cannot be counted towards a degree.

SUBJECTS

- ***Academic Preparation/GED***
- ***Basic Skills***
- ***Citizenship***
- ***ESL***
- ***Supervised Learning Assistance***
- ***Vocational Education***

FACULTY

Manalo, Marian A.
Assistant Professor, Noncredit ESL and Basic Skills
Villacorte, Dennis A.
Assistant Professor, Noncredit Basic Skills

ADJUNCT FACULTY

Bernhard, Gregory S.
Chen, Lei
Cho, Hannah
Chuah, Cheng
Dentino, John
DiGiovanni, Fanshen
Endore, Gita
Joven, Michael L.
Koupai, Kathy
Mayo, Howard A.
Pillay, Periasamy S.
Salma, Ummey
Sebag, Michael M.
Wong, Gregory
Wong, John F.

OTHER SERVICES

- ***Resource Center Laboratory***

CERTIFICATES OF COMPLETION

- ***Basic Math Success***
- ***Basic Reading Success***
- ***Basic Skills Mathematics Preparation***
- ***Basic Writing Success***
- ***English as a Second Language, Level 1***
- ***English as a Second Language, Level 2***
- ***English as a Second Language, Level 3***
- ***English as a Second Language, Level 4***
- ***Foundations for Academic Success***
- ***Job Readiness***
- ***Job Readiness and Career Exploration***

ACADEMIC PREPARATION/GED

Academic Preparation courses are designed for students who wish to improve reading, writing, math, and study skills before enrolling in college-level courses for credit. These courses also prepare students to take the GED test.

ESL CLASSES

The ESL program consists of four core ESL levels and elective offerings which include conversation classes and a variety of workshops. Certificates of Completion are offered if the student successfully completes core sections by meeting certain criteria. The ESL program can assist students to improve their English skills in order to live in the USA and also to prepare to transfer to a credit English class.

CITIZENSHIP CLASSES

Citizenship courses are designed to prepare students to take the U.S. citizenship exam. Instruction is provided in the areas of government, current events, test-taking strategies, and appropriate English Skills.

RESOURCE CENTER LABORATORY

The Resource Center Laboratory includes a computer laboratory, library, tutors, and staff to assist you. Software programs available include Azar Interactive Grammar, TOEFL, Contemporary's GED, Glencoe Keyboarding, and PLATO. PLATO is an interactive comprehensive program which covers many academic and study subjects such as Mathematics, English, Science, Social Studies, Life and Career Skills, and ESL.

CERTIFICATES OF COMPLETION

BASIC MATH SUCCESS

SUBJECT & NO.	COURSE	UNITS
AC PR 11CE	Mathematics: Whole Numbers and Decimals	.0
AC PR 12CE	Mathematics: Fractions	.0
AC PR 14CE	Mathematics: Ratio, Proportion, and Percent	.0

BASIC SKILLS MATHEMATICS PREPARATION

SUBJECT & NO.	COURSE	UNITS
BSICSKL 28CE	Basic Skills Pre-Algebra	.0
BSICSKL 29CE	Basic Skills Algebra 1	.0
BSICSKL 30CE	Basic Skills Geometry	.0
BSICSKL 031CE	Basic Skills Algebra 2	.0
BSICSKL 032CE	Basic Skills Trigonometry/Precalculus Preparation	.0

BASIC READING SUCCESS

SUBJECT & NO.	COURSE	UNITS
AC PR 4CE	Language Arts: Reading Fiction	.0
AC PR 5CE	Language Arts: Reading Non-Fiction	.0

BASIC WRITING SUCCESS

SUBJECT & NO.	COURSE	UNITS
AC PR 1CE	Language Arts: Writing Mechanics	.0
AC PR 2CE	Language Arts: Writing Sentences	.0
AC PR 3CE	Language Arts: Writing Essays	.0

ENGLISH AS A SECOND LANGUAGE, LEVEL 1

SUBJECT & NO.	COURSE	UNITS
ESL 40CE	Writing/Grammar/Reading/Vocabulary/ Listening/Speaking I	.0
ESL 44CE	Conversation	.0

ENGLISH AS A SECOND LANGUAGE, LEVEL 2

SUBJECT & NO.	COURSE	UNITS
ESL 41CE	Writing/Grammar/Reading/Vocabulary/ Listening/Speaking II	.0
ESL 44CE	Conversation	.0

ENGLISH AS A SECOND LANGUAGE, LEVEL 3

SUBJECT & NO.	COURSE	UNITS
ESL 42CE	Writing/Grammar/Reading/Vocabulary/ Listening/Speaking III	.0
ESL 44CE	Conversation	.0

ENGLISH AS A SECOND LANGUAGE, LEVEL 4

SUBJECT & NO.	COURSE	UNITS
ESL 43CE	Writing/Grammar/Reading/Vocabulary/ Listening/Speaking IV	.0
ESL 44CE	Conversation	.0

FOUNDATIONS FOR ACADEMIC SUCCESS

SUBJECT & NO.	COURSE	UNITS
AC PR 40CE	Foundations: Critical Thinking	.0
AC PR 41CE	Foundations: Study Skills	.0

JOB READINESS (Pending Approval)

SUBJECT & NO.	COURSE	UNITS
VOC ED 96CE	Blueprint for Worksplace Success	.0
VOC ED 97CE	Blueprint for Customer Service	.0
VOC ED 98CE	39 Ways to Shine as a New Employee	.0

JOB READINESS AND CAREER EXPLORATION (Pending Approval)

SUBJECT & NO.	COURSE	UNITS
VOC ED 90CE	Career Exploration/Classroom to Real World	.0
VOC ED 96CE	Blueprint for Worksplace Success	.0
VOC ED 97CE	Blueprint for Customer Service	.0
VOC ED 98CE	39 Ways to Shine as a New Employee	.0

COURSE DESCRIPTIONS

ACADEMIC PREPARATION (ACAD PR)

1CE Language Arts: Writing Mechanics (0)
Lecture, 1.5 hours.

This course is an introduction to the essential elements of the structure of the English language. Word forms and their functions, punctuation rules and guidelines are presented and discussed as they are combined in order to express meaning.

2CE Language Arts: Writing Sentences (0)
Lecture, 1.5 hours.

This course develops the skill of writing clear, concise sentences. Writing practice will be emphasized for the practice of different sentence types. Sentence-level grammar and punctuation are covered, as well as the combination of sentences in order to express layers of meaning.

3CE Language Arts: Writing Essays (0)
Lecture, 1.5 hours.

This course is designed to prepare the student to write clear, focused, well-organized rhetorical compositions. Thinking and organizational skills are emphasized in the process of creating and connecting paragraphs to express a point of view.

4CE Language Arts: Reading Fiction (0)
Lecture, 1.5 hours.

This course prepares the student to read critically and to comprehend complex textual ideas. Short stories are used as the foundation through which point of view, literary devices, style, and comprehension of embedded ideas can be explained.

5CE Language Arts: Reading Non-Fiction (0)
Lecture, 1.5 hours.

This course describes the rhetorical modes common in expository writing which is common in newspapers, magazines, textbooks, and other text. The organization of ideas is studied in conjunction with the strategies with which to access information.

11CE Mathematics: Whole Numbers and Decimals (0)
Lecture, 1.5 hours.

This course is a review of the basic number functions of whole numbers and decimals. The students practice and improve their skills in addition, subtraction, division and multiplication. Basic number concepts are reviewed and applied.

12CE Mathematics: Fractions (0)
Lecture, 1.5 hours.

This course teaches the student how to add, subtract, divide and multiply fractions. It includes a review of the foundations as well as the practical applications of fractions to academic and to daily experience.

14CE Mathematics: Ratio, Proportion and Percent (0)
Lecture, 1.5 hours.

This class uses a task-based approach to teach the concepts and applications of ratios, proportions and percents. The students apply problem-solving techniques to solve assignments as directed by the instructor.

40CE Foundations: Critical Thinking (0)
Lecture, 1.5 hours.

This course in critical thinking and problem-solving guides the student through the well-established Bloom's taxonomy of knowing, understanding, applying, analyzing, synthesizing, and evaluating. The students learn by doing activities which follow, support, and reinforce each successive step.

41CE Foundations: Study Skills (0)
Lecture, 1.5 hours.

This course in learning techniques and strategies covers preferred learning styles, note taking, test preparation strategies, test-taking techniques, and time management. The approach is task-based, practical, and easily applied to content coursework.

BASIC SKILLS (BSICSKL)

2CE Basic English Skills
Lecture, 3 hours.

This course prepares students for the GED Language Arts: Reading test. Students develop the ability to revise and edit workplace and informational documents through the study of grammar and punctuation. Writing the essay is also taught.

20CE Transition Mathematics
Lecture, 8 hours.

This course prepares students for the GED Mathematics test. Content areas include number operations, measurement, geometry, and basic algebra. Emphasis is on interpreting information from both word problems and graphic formats, including charts, tables, graphs, and diagrams.

28CE Basic Skills Pre-Algebra
Lecture, 8 hours.

This is a preparatory course for students who want to attain a readiness for Basic Skills Algebra 1. It is designed to help students develop mathematical, organizational and study skills necessary to succeed in Basic Skills Algebra 1.

29CE Basic Skills Algebra 1
Lecture, 8 hours.

This course is designed to help students understand variable and symbol manipulation and the relationships between them. Topics include: algebraic concepts and methods involving quantities with expressions, equations, inequalities, and matrices; tables and graphs as tools to interpret expressions, equations, and inequalities; operating on expressions and matrices and solving equations and inequalities; and the power of mathematical abstraction and symbolism.

30CE Basic Skills Geometry
Lecture, 8 hours.

This course includes the study of two and three dimensions from an algebraic point of view. Topics include: translation between synthetic and coordinate representation; deduction of properties of figures using transformations and coordinates; identification and classification of figures in terms of congruence and similarity; interpretation and use of three-dimensional objects and geometric models; and application of properties of figures. Students utilize the extension of trigonometry to angles greater than 90 degrees as a precursor to the development of circular function trigonometry in later courses. Students also analyze properties of Euclidean transformations, relate translations to vectors, and develop an understanding of an axiomatic system through investigations and proofs.

31CE Basic Skills Algebra 2
Lecture, 8 hours.

This course complements and expands on the mathematical concepts of Algebra 1 and some concepts of Geometry. Emphasis is placed on abstract thinking skills, the function concept, and the algebraic solution of problems in various content areas, including the solution of systems of equations, logarithmic and exponential functions, the binomial theorem, and the complex number system.

32CE Basic Skills Trigonometry/Precalculus Preparation
Lecture, 8 hours.

This course utilizes the techniques of both algebra and geometry. Trigonometric functions are defined geometrically, rather than in terms of algebraic equations.

67CE Supervised English Tutoring
Lecture, 20 hours.

This course assists students in achieving objectives for any class that requires writing. Through individual as well as group tutoring outside of class time, students learn to develop critical thinking and writing skills at all levels from invention to organization, analysis, and clarity. Additionally, computer grammar programs and workshops assist students in strengthening their mechanical skills, and a conversation lab allows ESL students to practice their speaking skills.

ENGLISH AS A SECOND LANGUAGE (ESL NC)

40CE Writing/Grammar/Reading/Vocabulary/Listening/Speaking I
Lecture, 10 hours.

This course is designed for students at the low-beginning level of English. It provides instruction in introductory grammar, simple reading and writing, basic sentence structure, spelling and phonemic correspondences, and verbal communication skills. Emphasis is placed on simple English, clear pronunciation, correct grammar, punctuation, and spelling.

41CE Writing/Grammar/Reading/Vocabulary/Listening/Speaking II
Lecture, 10 hours.

This course is designed for students at the high-beginning level of English acquisition. It provides instruction in reading and writing, sentence structure, spelling and phonemic correspondences, and verbal communication skills. Emphasis is placed on general understanding of simple spoken and written English, clear pronunciation, correct grammar, punctuation, and communicative effectiveness.

42CE Writing/Grammar/Reading/Vocabulary/Listening/Speaking III
Lecture, 5 hours.

This course is designed for students at the low-intermediate level of English language acquisition. It provides instruction in grammar, verbal communication skills, and comprehension of spoken English. Emphasis is placed upon a general understanding of spoken English and overall communicative effectiveness.

43CE Writing/Grammar/Reading/Vocabulary/Listening/Speaking IV
Lecture, 5 hours.

This course is designed for students at the high-intermediate level of English acquisition. It provides instruction in reading and writing, sentence and paragraph structure, verbal communication skills, and comprehension of everyday spoken English. Activities include the direct study of grammatical structures appropriate for the level, reading and discussion of short stories or short articles, writing sentences, fully developed paragraphs, listening for comprehension, and the practice of pronunciation and intonation patterns necessary for successful communication.

44CE Conversation
Lecture, 5 hours.

This course provides students the opportunity to speak, hear, and use the English language in a relaxed and friendly environment. Listening and conversation skills along with social, functional, grammatical, and topical knowledge are greatly improved.

45CE Workplace English
Lecture, 5 hours.

This class is designed for students at the high-intermediate level of English acquisition. A workplace context is used in order to provide instruction in reading and writing, sentence and paragraph structure, verbal communication skills, and comprehension of everyday spoken English. Activities include the study of vocabulary, functions, content, and grammatical structures appropriate for the workplace.

46CE Writing
Lecture, 5 hours.

This class is designed for students at the high-intermediate level of English acquisition. It provides instruction in sentence and discourse grammar, critical thinking, organization, topic and supporting sentences, and paragraph structure. Activities include the writing and rewriting of selected assignments, as well as the direct use of grammatical elements appropriate for the level.

CITIZENSHIP (CITIZN)

50CE Citizenship For Immigrants
Lecture, 5 hours.

This course prepares students to take the United States of America citizenship examination. Instruction is provided in government organization, current events, test-taking strategies, and appropriate English writing and speaking skills. Citizenship forms, documents, and regulations are explained.

SUPERVISED LEARNING ASSISTANCE (TUTOR)

1T Supervised Learning Assistance
Laboratory, 20 hours.

Upon faculty/counselor referral, students receive tutoring and computer-assisted instruction in designated subject areas in various tutoring and computer labs on campus. Cumulative progress and attendance records will be maintained for this non-credit, open-entry course.

VOCATIONAL EDUCATION (VOC ED)

90CE Career Exploration/Classroom to Real World
Lecture, 1 hour; Laboratory, 2 hours.

This noncredit course covers vocational topics, including but not limited to career descriptions, employment outlook, compensation, training and preparation, college programs and prerequisites needed to pursue jobs within a particular career field. Following classroom preparation and research, students will rotate through a series of job assignments working along with professionals employed in the area of specialization chosen for the course. Throughout all rotations, students work closely with their teacher for supervision and monitoring of work related objectives/course assignments. Upon completion of career rotations, the students will have acquired real world experience needed to facilitate educational, career, and personal planning and goal setting.

96CE Blueprint for Workplace Success
Lecture, 2 hours.

This accelerated non-credit course is designed to provide students with the necessary tools and skills in order for them to create a plan for themselves with respect to the workplace. The topics covered include, but are not limited to, self-discovery, time management, job market realities, workplace skills (in-depth), effective communication, contacting employers, preparing for the interview, getting hired, and keeping your job.

97CE Blueprint for Customer Service
Lecture, 1 hour.

This short-term vocational education course is designed to provide new and incumbent workers customer service skills required in getting to know their customer or client and increase their employability. The topics include knowing what customers want, listening to customers, and telephone customer service.

98CE 30 Ways to Shine as a New Employee
Lecture, 6 hours.

This short-term course is designed to provide new and incumbent workers "30 ways to Shine as a New Employee" and increase their level of customer service and colleague relations. The topics covered include understanding the workplace culture and dealing with change.

GENERAL STUDIES

The following programs provide an opportunity to earn an Associate in Arts degree in a broad area of study and is intended for students who may or who may not be planning to transfer to a four-year college or university, or who may need to explore possibilities before committing themselves to a major. Students interested in achieving a General Studies Associates in Arts degree must complete the following:

1. Completion of Plan A—General Education requirements (30 units)
2. A minimum of 18 units in one Area of Emphasis
3. A minimum of 12 electives (any UC/CSU transferable courses)

Students planning to transfer to a four-year college or 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 a student does decide at a later date to transfer to a four-year college or university, the student will have a solid beginning in the transfer-planning process.

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

General Studies with the following Areas of Emphasis:

ART AND HUMANITIES

These courses emphasize the interrelationship of cultural, literary, humanistic activities and the artistic expression of human beings. Students evaluate and interpret the way in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

No more than two courses from any one subject area may be applied to this 18-unit Area of Emphasis.

Note: Only one-5-unit Foreign Language course permitted.

SUBJECT & NO.	COURSE	UNITS
A S L 1	American Sign Language I	.4
A S L 2	American Sign Language II	.4
A S L 3	American Sign Language III	.4
ANTHRO 121	Anthropology of Religion, Magic and Witchcraft	.3
ARC 130	History of Architecture I	.2
ARC 131	History of Architecture II	.2
ART 101	Survey of Art History I	.3
ART 102	Survey of Art History II	.3
ART 103	Art Appreciation I	.3
ART 105	History of Asian Art	.3
ART 111	History of Contemporary Art	.3
ART 118	History of Animation	.3
ASIAN 11	Chinese Civilization	.3
CHICANO 37	Chicano Literature	.3
CHICANO 42	Contemporary Mexican Literature	.3
CHICANO 44	Mexican Civilization	.3
CHICANO 46	Mexican-American Folklore	.3
CHICANO 51	Mexican Art – Pre-Columbian and Colonial	.3
CHICANO 52	Mexican Art-Modern	.3
CHICANO 54	Mexican-American Arts in American Culture	.3
CHICANO 57	Chicanas and Chicanos in Film	.3
CHICANO 58	Latin American Dance Cultures	.3
CHICANO 62	Religion in Mesoamerica	.3
CH DEV 3	Creative Experiences for Children I	.3
CH DEV 4	Creative Experiences for Children II	.3
CHINESE 1	Elementary Chinese I	.5
CHINESE 2	Elementary Chinese II	.5
CHINESE 3	Intermediate Chinese I	.5
CHINESE 22	Fundamentals of Chinese II	.3
DANCEST 458	Latin American Dance Cultures	.3
ENGLISH 102	College Reading and Composition II	.3
ENGLISH 127	Creative Writing	.3
ENGLISH 203	World Literature I	.3
ENGISH 204	World Literature II	.3
ENGLISH 205	English Literature I	.3
ENGLISH 206	English Literature II	.3
ENGLISH 207	American Literature I	.3
ENGLISH 208	American Literature II	.3
ENGLISH 211	Fiction	.3
ENGLISH 212	Poetry	.3
ENGLISH 213	Dramatic Literature	.3
ENGLISH 214	Contemporary Literature	.3
ENGLISH 215	Shakespeare I	.3
ENGLISH 216	Shakespeare II	.3
ENGLISH 218	Children's Literature	.3
ENGLISH 220	The Contemporary Latin American Short Story	.3
ENGLISH 239	Women in Literature	.3
ENGLISH 240	Literature and the Motion Picture I	.3
ENGLISH 241	Literature and the Motion Picture II	.3
ENGLISH 250	Mythology and Literature	.3
ENGLISH 252	The English Bible as Literature	.3
FRENCH 1	Elementary French I	.5
FRENCH 2	Elementary French II	.5
FRENCH 3	Intermediate French I	.5
FRENCH 4	Intermediate French II	.5
FRENCH 10	French Civilization	.3
FRENCH 22	Fundamentals of French II	.3
HISTORY 7	The World's Great Religions	.3
HISTORY 86	Introduction to World Civilization I	.3
HUMAN 1	Cultural Patterns of Western Civilization	3
HUMAN 60	People and Their World: Technology and the Humanities	.3
HUMAN 61	People and Their World: The Creative Process	.3
ITALIAN 1	Elementary Italian I	.5
ITALIAN 2	Elementary Italian II	.5
ITALIAN 10	Italian Civilization	.3
ITALIAN 22	Fundamentals of Italian II	.3
JAPAN 1	Elementary Japanese I	.5
JAPAN 2	Elementary Japanese II	.5
JAPAN 3	Intermediate Japanese I	.5
JAPAN 4	Intermediate Japanese II	.5
JAPAN 22	Fundamentals of Japanese II	.3
MUSIC 101	Fundamentals of Music	.3
MUSIC 111	Music Appreciation I	.3
MUSIC 121	Music History and Literature I	.3
MUSIC 122	Music History and Literature II	.3
MUSIC 141	Jazz Appreciation	.3
PHILOS 1	Introduction to Philosophy	.3

PHILOS 12	History of Greek Philosophy	.3
PHILOS 14	History of Modern European Philosophy	3
PHILOS 20	Ethics	.3
PHILOS 31	Philosophy of Religion	.3
PHILOS 33	Comparative Survey of World Religions	.3
PHOTO 121	History and Appreciation of Photography	.3
SPANISH 1	Elementary Spanish I	.5
SPANISH 2	Elementary Spanish II	.5
SPANISH 3	Intermediate Spanish I	.5
SPANISH 4	Intermediate Spanish II	.5
SPANISH 5	Advanced Spanish I	.5
SPANISH 6	Advanced Spanish II	.5
SPANISH 9	Hispanic Civilization	.3
SPANISH 12	Contemporary Mexican Literature	.3
SPANISH 16	Mexican Civilization	.3
SPEECH 106	Forensics	.2
SPEECH 135	Storytelling	.3
THEATER 100	Introduction to the Theater	.3
THEATER 200	Introduction to Acting	.3
THEATER 232	Play Production	.2
THEATER 505	History of Motion Pictures	.3

NATURAL SCIENCES

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Students demonstrate an understanding of the methodologies of science as an investigative tool. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.

No more than two courses from any one subject area may be applied to this 18-unit Area of Emphasis.

SUBJECT & NO.	COURSE	UNITS
ANATOMY 1	Introduction to Human Anatomy	.4
ANTHRO 101	Human Biological Evolution	.3
ANTHRO 111	Laboratory in Human Biological Evolution	.2
ASTRON 1	Elementary Astronomy	.3
BIOLOGY 3	Introduction to Biology	.4
BIOLOGY 6	General Biology I	.5
BIOLOGY 7	General Biology II	.5
BIOLOGY 20	Human Anatomy and Physiology	.8
BIOLOGY 25	Human Biology	.3
BIOLOGY 40	The Science of Biotechnology	.3
BIOLOGY 46	Genetic Analysis	.3
CHEM 51	Fundamentals of Chemistry	.5
CHEM 56	Chemistry for Non-Science Majors	.4
CHEM 65	Introductory General Chemistry	.4
CHEM 101	General Chemistry I	.5
CHEM 102	General Chemistry II	.5
CHEM 201	Quantitative Analysis I	.4
CHEM 211	Organic Chemistry for Science Majors I	.5
CHEM 212	Organic Chemistry for Science Majors II	5
CHEM 221	Biochemistry for Science Majors	.5
EARTH 1	Earth Science	.3
EARTH 2	Earth Science Laboratory	.2
ENV SCI 1	The Human Environment: Physical Processes	.3
GEOG 1	Physical Geography	.3
GEOG 3	Introduction to Weather and Climate	.3
GEOG 4	Map Reading and Interpretation	.2
GEOG 1	Physical Geography	.3
GEOG 3	Introduction to Weather and Climate	.3
GEOG 4	Map Reading and Interpretation	.2
GEOG 15	Physical Geography Laboratory	.2
GEOG 18	Geography of Mexico	.3
GEOLOGY 1	Physical Geology	.3
GEOLOGY 2	Earth History	.3
GEOLOGY 4	Physical Geology and Laboratory	.5
GEOLOGY 6	Physical Geology Laboratory	.2
METEOR 3	Introduction to Weather and Climate	.3
MICRO 1	Introductory Microbiology	.5
MICRO 20	General Microbiology	.4
OCEANO 1	Introduction to Oceanography	.3
PHYSICS 1	Mechanics of Solids	.4
PHYSICS 2	Mechanics of Fluids, Heat and Sound	.4
PHYSICS 3	Electricity and Magnetism	.4
PHYSICS 4	Optics and Modern Physics	.4
PHYSICS 6	General Physics I	.4
PHYSICS 7	General Physics II	.4
PHYSICS 11	Introductory Physics	.4
PHYSICS 21	General Physics I with Calculus	.4
PHYSICS 22	General Physics II with Calculus	.4
PHYSIOL 1	Introduction to Human Physiology	.4
PSYCH 2	General Psychology II	.3

SOCIAL AND BEHAVIORAL SCIENCES

These courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the social and behavioral sciences. Students study about themselves and others as members of a larger society to evaluate how societies and social subgroups operate.

No more than two courses from any one subject area may be applied to this 18-unit Area of Emphasis.

SUBJECT & NO.	COURSE	UNITS
AFRO AM 4	The African-American in the History of the United States I	.3
AFRO AM 5	The African-American in the History of the United States II	.3
ANTHRO 102	Human Ways of Life: Cultural Anthropology	.3
ANTHRO 103	Archaeology: Reconstructing the Human Past	.3
ANTHRO 132	Native People of North America	.3
ASIAN 1	The Asian in America	.3
ASIAN 3	The Peoples and Cultures of Asia	.3
ASIAN 7	Comparative Culture of Asia and America	.3
CHICANO 2	The Mexican-American in Contemporary Society	.3
CHICANO 7	The Mexican-American in the History of the United States I	.3
CHICANO 8	The Mexican-American in the History of the United States II	.3
CHICANO 19	History of Mexico	.3
CHICANO 20	The Mexican American in California	.3
CHICANO 44	Mexican Civilization	.3
CHICANO 47	The Mexican-American Woman in Society	.3
CHICANO 56	Chicano/a Youth and Gangs	.3
CHICANO 80	Chicano Politics	.3

CH DEV 1	Child Growth and Development	.3
CH DEV 45	Programs for Children with Special Needs II	.3
ECON 1	Principles of Economics I	.3
ECON 2	Principles of Economics II	.3
ENV SCI 17	Geography of California	.3
FAM &CS 31	Marriage and Family Life	.3
GEOG 2	Cultural Elements of Geography	.3
GEOG 5	Geography of Resource Utilization	.3
GEOG 14	Geography of California	.3
HISTORY 1	Introduction to Western Civilization I	.3
HISTORY 2	Introduction to Western Civilization II	.3
HISTORY 5	History of the Americas I	.3
HISTORY 6	History of the Americas II	.3
HISTORY 11	Political and Social History of the United States I.	.3
HISTORY 12	Political and Social History of the United States II	.3
HISTORY 20	History of California and the Pacific Coast	.3
HISTORY 81	A History of Working People in the United States I.	.3
HISTORY 82	A History of Working People in the United States II	.3
HISTORY 86	Introduction of World Civilization I	.3
HISTORY 87	Introduction to World Civilization II.	.3
HUMAN 1	Cultural Patterns of Western Civilization	3
JOURNAL 105	Mass Communications.	.3
POL SCI 1	The Government of the United States	.3
POL SCI 2	Modern World Governments	.3
POL SCI 7	Contemporary World Affairs.	.3
PSYCH 1	General Psychology I.	.3
PSYCH 6	Human Behavior.	.3
PSYCH 11	Child Psychology	.3
PSYCH 12	Adolescent Psychology.	.3
PSYCH 13	Social Psychology	.3
PSYCH 14	Abnormal Psychology	.3
PSYCH 16	Intimacy, Marriage and Family Relationships.	.3
PSYCH 41	Life-Span Psychology: From Infancy to Old Age	.3
PSYCH 52	Psychological Aspects of Human Sexuality	.3
SOC 1	Introduction to Sociology	.3
SOC 2	American Social Problems	.3
SOC 3	Crime and Delinquency	.3
SOC 7	Juvenile Delinquency.	.3
SOC 11	Race and Ethnic Relations	.3
SOC 12	Marriage and Family Life	.3
SOC 13	Society and Personality	.3
SOC 14	Society and the Law	.3
SOC 21	Human Sexuality	.3
SOC 22	Sociology of Women	.3
SOC 25	Drugs and Culture	.3
SPANISH 9	Hispanic Civilization.	.3
SPANISH 16	Mexican Civilization.	.3

CSU GENERAL EDUCATION BREADTH

Certificate of Achievement

Students are eligible to receive a Certificate of Achievement when they fulfill the requirements for California State University General Education Certification.

Refer to Transfer Requirements on pages 73-75.

IGETC

Certificate of Achievement

Students are eligible to receive a Certificate of Achievement when they fulfill the requirements for the Intersegmental General Education Transfer Curriculum.

Refer to Transfer Requirements on pages 76-77.

LIBERAL STUDIES

LIBERAL STUDIES (TEACHING PREPARATION)

Associate in Arts Degree

The Liberal Studies Associate in Arts degree is designed for future elementary school teachers. The curriculum is designed to satisfy lower-division transfer requirements, however, students should consult with a counselor for specific information regarding the intended major at the specific college or university of choice. Students interested in achieving a Liberal Studies Associate in Arts degree must complete the following:

SUBJECT & NO.	COURSE	UNITS
ASTRON 1	Elementary Astronomy	3
CH DEV 1	Child Growth and Development	3
ENGLISH 102	College Reading and Composition II	3
HISTORY 86	Introduction to World Civilization I	3
MATH 215	Principles of Mathematics I	3
MATH 216	Principles of Mathematics II	3
GENERAL EDUCATION REQUIREMENTS PLAN A		**30**
Area A		
BIOLOGY 3	Introduction to Biology	4
Area B1		
HISTORY 11	Political and Social History of the United States I	3
POL SCI 1	The Government of the United States	3
Area B2		
Any Social and Behavioral Science course		3
Area C		
Any Humanities Course		3
Area D1		
ENGLISH 101	College Reading and Composition I	3
Area D2		
ENGLISH 103	Composition and Critical Thinking	3
MATH 227	Statistics	4
SPEECH 101	Oral Communication I	3
Area E		
HEALTH 2	Health and Fitness	3
RESTRICTED ELECTIVES CHOOSE AT LEAST 10 UNITS FROM THE FOLLOWING COURSES:		
ART 103	Art Appreciation I	3
CHEM 51	Fundamentals of Chemistry I	5
OR		
CHEM 65	Introductory General Chemistry	4
EARTH 1	Earth Science	3
OR		
GEOLOGY 1	Physical Geology	3
OR		
GEOLOGY 4	Physical Geology and Laboratory	5
ENGLISH 218	Children's Literature	3
HISTORY 12	Political and Social History of the United States II	3
HISTORY 87	Introduction to World Civilization II	3
MUSIC 101	Fundamentals of Music	3
PHILOS 6	Logic in Practice	3
OR		
SPEECH 104	Argumentation	3
PHYSICS 11	Introductory Physics	4

ADMINISTRATION OF JUSTICE DEPARTMENT

C2-4 **(323) 265-8834**

The criminal justice system in the United States is a diverse and dynamic clustering of numerous agencies, departments, and professions. It is a continuing challenge to educational institutions, training academies, and criminal justice agencies to keep abreast of the myriad legal and sociological shifts that occur in this field on almost a daily basis.

The Administration of Justice Department at East Los Angeles College has been recognized at both the local and state levels for its innovative efforts toward the continuing education and training of both pre-service and in-service criminal justice system personnel. The winner of several Excellence in Workforce Development Awards from both the Los Angeles Community College District and the California Community College Association of Occupation Educators (CCCAOE), East's certificate, degree, and transfer programs set the standard in this field.

Our unique relationships with criminal justice agencies, including the Los Angeles County Sheriff's Department, our diverse, experienced, and award-winning faculty, our involved and dedicated Department Advisory Committee, and most importantly, our continued commitment to the development and education of our students, make our programs among the best available anywhere.

For a listing of classes currently being offered for the Sheriff's Department, please contact the Administration of Justice Department at (323) 265-8834.

SUBJECTS

- ***Administration of Justice***
- ***Fire Technology***

FACULTY

Hauser, Patrick — Chair,
Professor, Administration of Justice
Cavanaugh, Janis
Assistant Professor, Administration of Justice
Hosea, Jason
Instructor, Fire Technology
Johnson, Sharon
Professor, Administration of Justice
Pittman, Cheryl
Assistant Professor, Fire Technology
Posner, Wayne
Professor, Administration of Justice
Santoyo, Manuel
Associate Professor, Administration of Justice
Stevenson, Mel
Assistant Professor, Administration of Justice

ADJUNCT FACULTY

Administration of Justice:
Argott, Anthony
Olsen, Orlo C.
Rueff, John P.
Sedita, Robert N.
Selby, Steven S.

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATES:

ADMINISTRATION OF JUSTICE

- ***Community Service Officer***
- ***Custody Assistant Officer***
- ***Fingerprint Classification***
- ***Patrol Operations***
- ***Peace Officer of the State of California***
- ***Public Safety Dispatcher***
- ***Security Officer***
- ***Supervisory Training***
- ***Traffic Investigator***

FIRE TECHNOLOGY

- ***Emergency Medical Technician***

CERTIFICATES OF ACHIEVEMENT:

ADMINISTRATION OF JUSTICE

- ***Administration of Justice***
- ***Administration of Justice/Law Emphasis***
- ***Administration of Justice/Sociological Emphasis***
- ***Basic Police Academy Preparation***
- ***Chemical Dependency Specialist in Criminal Justice (With Psychology Department)***
- ***Forensic Crime Scene Investigation***

FIRE TECHNOLOGY

- ***Fire Technology/State Fire Marshall Core Classes***

ASSOCIATE DEGREE PROGRAMS:

- ***Administration of Justice***
- ***Fire Technology***

TRANSFER CURRICULUM:

- ***Administration of Justice***
- ***Fire Technology***

SKILLS CERTIFICATES

ADMINISTRATION OF JUSTICE

COMMUNITY SERVICE OFFICER

SUBJECT & NO.	COURSE	UNITS
ADM JUS 103	Community Service Officer	3.5
	Total	*3.5*

CUSTODY ASSISTANT OFFICER

SUBJECT & NO.	COURSE	UNITS
ADM JUS 140	Custody Assistant - Phase I	8.5
	Total	*8.5*

FINGERPRINT CLASSIFICATION

Students who satisfactorily complete this course will be given verification of passing. Passing this course qualifies students for employment as a fingerprint technician.

SUBJECT & NO.	COURSE	UNITS
ADM JUS 62	Fingerprint Classification	.3
	Total	*.3*

PATROL OPERATIONS

SUBJECT & NO.	COURSE	UNITS
ADM JUS 120	Patrol School.	.3.5
	Total	*.3.5*

PEACE OFFICER OF THE STATE OF CALIFORNIA

SUBJECT & NO.	COURSE	UNITS
ADM JUS 98	Basic Training Academy	15
	Total	*15*

PUBLIC SAFETY DISPATCHER

SUBJECT & NO.	COURSE	UNITS
ADM JUS 157	Public Safety Dispatcher	.6
	Total	*.6*

SECURITY OFFICER

SUBJECT & NO.	COURSE	UNITS
ADM JUS 127	Security Officer and Assistant	.8
	Total	*8*

SUPERVISORY TRAINING

SUBJECT & NO.	COURSE	UNITS
ADM JUS 124	Supervisory Training - First Level	.5
	Total	*.5*

TRAFFIC INVESTIGATOR

SUBJECT & NO.	COURSE	UNITS
ADM JUS 162	Basic Traffic Collision Investigation	.2
ADM JUS 163	Intermediate Traffic Collision Investigation	2
ADM JUS 164	Advanced Traffic Collision Investigation	4
	Total	*8*

FIRE TECHNOLOGY

EMERGENCY MEDICAL TECHNICIAN

SUBJECT & NO.	COURSE	UNITS
FIRETEK 96	Emergency Medical Technician	.4
	Total	*4*

CERTIFICATES OF ACHIEVEMENT

ADMINISTRATION OF JUSTICE

This program is designed for the student intending to seek employment in Criminal Justice or private security positions.

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 2	Concepts of Criminal Law	.3
ADM JUS 3	Legal Aspects of Evidence	.3
ADM JUS 5	Criminal Investigation	.3
ADM JUS 14	Report Writing for Peace Officers	.3
ADM JUS 67	Community Relations I	.3
	Total	*18*

ADMINISTRATION OF JUSTICE/LAW EMPHASIS

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 2	Concepts of Criminal Law	.3
ADM JUS 3	Legal Aspects of Evidence	.3
ADM JUS 4	Principles and Procedures of the Justice System	.3
LAW 1	Business Law.	.3
	Total	*15*

ADMINISTRATION OF JUSTICE/SOCIOLOGICAL EMPHASIS

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 2	Concepts of Criminal Law	.3
ADM JUS 75	Introduction to Corrections	.3
SOC 3	Crime and Delinquency	.3
SOC 7	Juvenile Delinquency.	.3
	Total	*15*

BASIC POLICE ACADEMY PREPARATION

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 2	Concepts of Criminal Law	.3
ADM JUS 6	Patrol Procedures	.3
ADM JUS 14	Report Writing for Peace Officers	.3
PHYS ED 228	Body Conditioning.	.1
OR		
PHYS ED 640	Lifelong Fitness Laboratory	
	Total	*13*

CHEMICAL DEPENDENCY SPECIALIST IN CRIMINAL JUSTICE (WITH PSYCHOLOGY DEPARTMENT)

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 75	Introduction to Corrections	.3
PSYCH 63	Alcohol/Drug Studies: Prevention and Education	.3
PSYCH 64	Introduction to Alcohol and Drug Abuse	3
PSYCH 65	Chemical Dependency: Intervention, Treatment and Recovery	.3
	Total	*15*

FORENSIC CRIME SCENE INVESTIGATION

SUBJECT & NO.	COURSE	UNITS
ADM JUS 5	Criminal Investigation	.3
ADM JUS 172	Criminalistics I.	.3
ADM JUS 173	Criminalistics II	.3
ADM JUS 174	Offender Profiling in Criminal Investigations	.3
ADM JUS 285	Directed Studies in Administration of Justice	.2
ADM JUS 428	Ethics in Forensic Science	.3
	Total	*17*

FIRE TECHNOLOGY/STATE FIRE MARSHALL CORE CLASSES

SUBJECT & NO.	COURSE	UNITS
FIRETEK 201	Fire Protection Organization.	.3
FIRETEK 202	Fire Prevention.	.3
FIRETEK 203	Fire Protection Equipment and Systems	.3
FIRETEK 204	Building Construction for Fire Protection	3
FIRETEK 205	Fire Behavior and Combustion.	.3
	Total	*15*

ASSOCIATE DEGREE PROGRAMS

ADMINISTRATION OF JUSTICE

Associate in Arts Degree

This program in Administration of Justice is designed for pre-service or in-service students who wish to prepare for or improve themselves in positions in the several fields of Administration of Justice. Select 18 or more units from the following Administration of Justice courses:

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 2	Concepts of Criminal Law	3
ADM JUS 3	Legal Aspects of Evidence	3
ADM JUS 4	Principles and Procedures of the Justice System	3
ADM JUS 5	Criminal Investigation	3
ADM JUS 6	Patrol Procedures	3
ADM JUS 14	Report Writing for Peace Officers	3
ADM JUS 49	Narcotics and Vice Control	3
ADM JUS 62	Fingerprint Classification	3
ADM JUS 67	Community Relations I	3
ADM JUS 75	Introduction to Corrections	3
ADM JUS 160	Police Organization and Administration	3
ADM JUS 172	Criminalistics I.	3
ADM JUS 173	Criminalistics II	3
ADM JUS 174	Offender Profiling in Criminal Investigations	3
ADM JUS 178	Terrorism: The First Responder	3
ADM JUS 428	Ethics in Forensic Science	3
	Subtotal	*18*

ELECTIVES	UP TO 12

Note: At least 6 units of electives must be from Administration of Justice courses.

GENERAL EDUCATION REQUIREMENTS PLAN A	30
Total	*60*

FIRE TECHNOLOGY

Associate in Arts Degree

The Fire Technology degree program is designed for students intending to enter the fire service as a career, as well as for in-service fire personnel wishing to enhance their professional and academic expertise.

Many courses within the Fire Technology subject area meet accreditation and certification standards set by the State Fire Marshal's Office

Students seeking this degree must complete the following required Fire Technology courses, as well as a minimum of nine units of elective courses from within the Fire Technology subject area.

SUBJECT & NO.	COURSE	UNITS
FIRETEK 201	Fire Protection Organization.	3
FIRETEK 202	Fire Prevention.	3
FIRETEK 203	Fire Protection Equipment and Systems	3
FIRETEK 204	Building Construction for Fire Protection	3
FIRETEK 205	Fire Behavior and Combustion.	3
	Subtotal	*15*

PLUS 15 UNITS FROM THE FOLLOWING:		
FIRETEK 24	Fire Company Management and Operations	3
FIRETEK 30	Fire Marshal Certification: Instructor 1A	2.25
FIRETEK 31	Fire Marshal Certification: Instructor 1B.	2.25
FIRETEK 32	Advanced Fire Management and Leadership	7.5
FIRETEK 63	Fire Technology In-Service Update-54 hour Class	3
FIRETEK 64	Fire Technology In-Service Update-81 hour Class	3
FIRETEK 65	Fire Technology In-Service Update-108 Hour Class	3
FIRETEK 66	Fire Technology In-Service Update-135 Hour Class	3
FIRETEK 96	Emergency Medical Technician I.	8
FIRETEK 206	Hazardous Materials.	3
FIRETEK 207	Wildland Fire Control	3
FIRETEK 208	Fire Protection Hydraulics and Water Supply	3
FIRETEK 209	Fire Tactics and Strategy	3
FIRETEK 213	Fire Investigation	3
FIRETEK 214	Rescue Practices	3
FIRETEK 217	Fire Apparatus	3
GENERAL EDUCATION REQUIREMENTS PLAN A		30
Total		*60*

TRANSFER CURRICULUM

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

ADMINISTRATION OF JUSTICE

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

All students must have complete at least 39 units of general education courses in order to receive certification for the California State University by East Los Angeles College. Students who take at least 18 units (up to 21 units in major) and 39 units of General Education courses can receive an A.A. degree in the transfer program.

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 2	Concepts of Criminal Law	3
ADM JUS 4	Principles and Procedures of the Justice System	3
ADM JUS 75	Introduction to Corrections	3
ADM JUS 160	Police Organization and Administration	3
CSU GENERAL EDUCATION REQUIREMENTS		39

FIRE TECHNOLOGY

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

All students must complete at least 39 units of General Education courses in order to receive certification for the California State University by East Los Angeles College. Students who take at least 15 units (up to 24 units in major) and 39 units of General Education courses and receive an A.A. degree in the transfer program. The courses listed below are articulated under agreement with California State University, Los Angeles Fire Technology Department.

SUBJECT & NO.	COURSE	UNITS
FIRETEK 201	Fire Protection Organization	.3
FIRETEK 202	Fire Prevention	.3
FIRETEK 203	Fire Protection Equipment and Systems	.3
FIRETEK 204	Building Construction for Fire Protection	.3
FIRETEK 205	Fire Behavior and Combustion	.3
FIRETEK 207	Wildland Fire Control	.3
FIRETEK 217	Fire Apparatus	.3
CSU GENERAL EDUCATION REQUIREMENTS		**39**

COURSE DESCRIPTIONS

ADMINISTRATION OF JUSTICE (ADM JUS)

Certain courses offered within the Administration of Justice curriculum are designed for in-service and pre-service Law Enforcement personnel. These courses are certified by the California Commission on Peace Officers Standard and Training and are recommended for members of Law Enforcement Agencies.

1 Introduction to Administration of Justice (3) UC:CSU IGETC 4H
(UC Limit: ADM JUS 1 + ADM JUS 4 combined, maximum credit, one course.)
Lecture, 3 hours.

This course presents an introduction to the administration of justice in the United States, its history, philosophy, subsystems, roles of its members and their relationships. It also introduces theories of crime, punishment and rehabilitation and looks at ethics, education, professionalism, and training in the system.

2 Concepts of Criminal Law (3) UC:CSU IGETC 4J
Lecture, 3 hours.

This course presents concepts of criminal law: philosophy of law and constitutional provisions, definitions, classification of crime, and the applications of these to the system of justice. Legal research, case law, methodology, and concepts flow as a social force will be looked at in depth.

3 Legal Aspects of Evidence (3) CSU
Lecture, 3 hours.

This course presents the legal aspects of evidence, constitutional and procedural considerations affecting arrest, search and seizure, kinds and degrees of evidence and rules, governing administratively, and judicial decisions interpreting individual rights and case studies.

4 Principles and Procedures of the Justice System (3) UC:CSU
(UC Limit: AJ 1 + AJ 4 combined, maximum credit, one course.)
Lecture, 3 hours.

This course presents an in-depth study of the role and responsibilities of each segment within the criminal justice system: law enforcement, judicial, and corrections. Consideration is given to past, present, and future exposures to the procedures of each sub-system from initial entry to final disposition, and the relationship each segment maintains with its system members and the community.

5 Criminal Investigation (3) CSU
Lecture, 3 hours.

This course covers the fundamentals of investigation: crime scene, search and recording, and the collection and preservation of physical evidence. Scientific aids, modus operandi and sources of information, interviews and interrogation, follow-up, and case preparation are also emphasized.

6 Patrol Procedures (3) CSU
Lecture, 3 hours.

This course presents the history and development of patrol philosophy and planning for field activities. The topics considered include the functions of patrol, traffic, and other preliminary investigative duties of the field officer. The handling of civil and domestic disturbances and other community crime incidents are also discussed.

14 Report Writing for Peace Officers (3) CSU
Lecture, 3 hours.

This course presents the various types of technical writing used in police reports. The appropriateness of different styles in different contexts, the conceptualization of the material, and the use of these reports by crime analysts in police agencies are emphasized. Grammatical aspects of good report writing are also included.

49 Narcotics and Vice Control (3) CSU
Lecture, 3 hours.

This course presents the covert criminal activities of organized crime within the community and the impact that these activities have on the social structure. This course discusses the history of illegal drugs and analyzes how law enforcement has attempted to control the widespread use of illegal drugs and the criminal enterprises that dominate the narcotics trade. Vice operations and the criminal enterprises that control these activities are also examined in depth.

60 Arrest, Search and Seizure (3) CSU
Lecture, 3 hours.

This course offers a comprehensive study of the laws of search and seizure leading to arrest, emphasizing Supreme Court interpretations of these laws, the application of these laws by the police officer, and the reference sources for these laws.

62 Fingerprint Classification (3) CSU
Lecture, 3 hours.

This course covers practical aspects of fingerprint classification: technical terminology, pattern interpretation, classification of fingerprints, taking of fingerprints at crime scenes, preservation of prints and print development.

67 Community Relations I (3) UC:CSU
Lecture, 3 hours.

This course explores the relationship between all aspects of the justice system and the community it serves. Principal emphasis is placed upon the professional image of members of the justice system and the development of positive relationships within the community.

69 Basic Forensics for Detectives (0.5)
Lecture, 0.5 hour.

This course provides the student with information on processing a crime scene and the types of evidence that need to be collected.

75 Introduction to Corrections (3) CSU
Lecture, 3 hours.

This is a basic course dealing with the nature of the correctional system and the aims and objectives of corrections, probation, institutions, services, supervision of inmates, and career opportunities.

83 Introduction to Security (3) CSU
Lecture, 3 hours.

This course presents an introduction to the private security field including historical, philosophical and legal background of security services, the inter-relationships with governmental agencies, and the role of the contemporary security officer, career opportunities, and required qualifications.

88 Laser Firearms Training I, Basic (0.5)
Note: Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.

Note: This course is offered on a PASS/NO-PASS basis only.

Lecture, 0.5 hour.

This course provides instruction in police safety, field tactics, and instruction on officer proper shooting techniques. Safety consideration for human life is emphasized.

89 Laser Firearms Training II, Intermediate (0.5)
Note: Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.

Note: This course is offered on a PASS/NO-PASS basis only.

Lecture, 0.5 hour.

This course includes instruction in search warrants, scouting locations, building entries, building searches, and proper shooting techniques.

93 Use of Force III (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.

Lecture, 0.5 hour.

This course introduces techniques used to control individuals who may be violent, insane, under the influence of drugs, or physically aggressive. Medical and legal implications also are discussed.

94 Intermediate Forensics for Detectives (0.5)
Lecture, 0.5 hour.

This course provides the student with information on the identification, collection, storage, and presentation of evidence.

95 Successful Habits For Law Enforcement - 24 Hour Course (1.5)
Lecture, 1.5 hours.

This course provides the student with successful habits for law enforcement professionals and ways in which to connect these habits to their work in policing.

96 Successful Habits For Law Enforcement - 8 Hour Course (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.

Lecture, 0.5 hour.

This course provides the student with successful habits for law enforcement professionals and ways in which to connect these habits to their work in policing.

98 Basic Training Academy (15)
Lecture, 29.5 hours; Laboratory, 13 hours.

This course meets the minimum training requirements established by Peace Officer Standards and Training (POST) for individuals entering the career of law enforcement.

103 Community Services Officer (3.5)
Lecture, 3 hours; Laboratory, 1.5 hours.

This course is designed to prepare individuals as an Intern/Community Service Officer in various agencies within Los Angeles County. The training is specific and unique to Los Angeles County Sheriff's Department guidelines and policies. Several aspects of the position are taught including, but not limited to: history of the position, report writing, criminal and civil law, driving techniques, and related topics.

105 Advanced Training Instructor-Update (1.5)
Note: This course is offered on a PASS/NO-PASS basis only.

Lecture, 1.5 hours.

This course provides the student with information on up-to-date material and methodologies associated with teaching law enforcement personnel new training methods and procedures.

107 Analytical Interviewing-Basic (2.25)
Lecture, 2.25 hours.

This course provides the student with information on analytical interviewing techniques for law enforcement personnel.

108 Arrest and Firearms (2.25)
Lecture, 2.25 hours.

This course provides the student with the training that is necessary to meet the requirements for 832 of the Penal Code that deals with arrest training. Successful completion of this course gives the student limited peace officer powers.

109 Bicycle Patrol - Basic (1.25)
Lecture, 1 hour; Laboratory, 0.25 hour.

This course provides the student with information on the challenges and advantages of policing on a bicycle.

110 Career Ethics/Integrity (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.

Lecture, 0.5 hour.

This course is a peer-oriented workshop involving the monitoring of discussions regarding ethics and integrity in law enforcement.

112 Field Training Officer - Basic (2.25)
Lecture, 2.25 hours.

This class is designed for officers who supervise and train other officers newly assigned to patrol. Topics presented include leadership, teaching methodology, officer safety, documentation skills, and career motivation.

113 Field Training Officer - Update (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course is designed for officers who supervise and train officers newly assigned to patrol. The topics presented include recent developments dealing with legal aspects, case law, department policy and procedure, and field training.

114 Field Operations School - Intermediate (2.5)
Lecture, 2.5 hours.

This course emphasizes field tactics for supervisors, and includes topics such as barricaded suspects, command post operations, evacuation procedures, and related field operations areas. The target audience for the course is sergeants newly assigned to patrol.

115 Field Operations School - Advanced (2.5)
Lecture, 2.5 hours.

The course emphasizes field tactics for Watch Commanders, including topics such as barricaded suspects, command post operations, Special Weapons Assault Team call outs, handling complaints, administrative investigations, situational planning, domestic violence and pursuit management. The target audience is lieutenants newly assigned to patrol.

116 Force Training - Instructor Preparation (9)
Lecture, 9 hours.

This course enables instructors to act as liaisons between force training units. Ongoing refresher briefings with respect to force policy and force curriculum are conducted during the course of instruction.

118 Handler Baton - Basic (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course provides the student with information designed to meet certification requirements for the proper handing of the Handler-12 baton.

120 Patrol School (3.5) CSU
Lecture, 3 hours; Laboratory, 1.5 hours.

This course is designed to prepare law enforcement personnel for a field operations assignment. The training includes defensive tactics, side handle baton, report writing, legal update, narcotics, situational planning, crimes in progress and weapons training. The course presents over thirty different subjects, with day and night operation experiences.

121 Search and Seizure Update (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course provides patrol officers or detectives with up to date information in the area of search and seizure. This course is appropriate for both patrol and detective personnel.

122 Street Gangs And Subcultures (2.5)
Lecture, 2.5 hours.

This course is designed to present all current aspects of prison, motorcycle and ethnic gangs. The resources and investigative techniques available to law enforcement are reviewed. This is a basic course primarily designed for personnel assigned to work patrol, narcotics, homicide, gangs, or other investigative assignments dealing with gangs.

124 Supervisory Training First Level (5) CSU
Lecture, 5 hours.

The course consists of basic supervisory training for newly promoted first line supervisors. It entails ethics/problem solving, news media relations, role of the supervisor, morale, discipline and counseling, crime report review, handling unusual occurrences, budgeting, managing, and planning, Fair Labor Standards Act, police minority problems, performance evaluations, employee grievances, etc.

125 Tear Gas Refresher/Handler (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course will review the basic training in use of chemical agents and methods of delivery as well as providing the latest techniques and legal ramifications.

127 Security Officer Training (8)
Lecture, 5 hours; Laboratory, 8 hours .

This course is designed to meet the minimum requirements established by peace officer standards and training (P.O.S.T) for individuals entering the field of security officer.

128 Blast and Explosive Recognition (2.25)
Lecture, 2.25 hours.

This course emphasizes the task force approach to investigative cases involving explosives. Recognition of the various devices and the proper explosive handling techniques are stressed.

133 AR-15 Rifle (0.25)
Note: Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.
Note: This course is offered on a PASS/NO-PASS basis only.
Laboratory, 1 hour.

This course offers basic instruction in safety, tactical considerations, malfunctions, and firing of the AR-15 rifle.

134 Advanced Vehicle Theft Investigation (2.5)
Lecture, 2.5 hours.

This course prepares Peace Officers for the specialized assignment of Vehicle Theft Investigator.

135 Advanced Criminal Investigation (2.25)
Lecture, 2.25 hours.

This course upgrades basic police officer training and prepares the individual for the advanced position of "Criminal Investigator." The legal aspects of an investigation as well as the tools and techniques available to the investigator are emphasized.

136 Child Abuse Investigation (2.5)
Lecture, 2.5 hours.

This course is directed at the training needs of the child abuse investigator. The course satisfies the requirements specified by the Child Abuse Investigation Foundation for the Peace Officer Standardized Training (POST) institute of criminal investigation.

137 Mounted Patrol (1.5)
Lecture, 1 hours; Laboratory, 1.25 hours.

This course provides information to peace officers newly assigned to mounted patrol units. Topics presented include equipment familiarization, tactical maneuvers, policies and procedures and unit liabilities.

139 Policy and Procedures/Equipment for Bailiffs (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This is a refresher course for officers assigned to the position of bailiff in the Los Angeles court system.

140 Custody Assistant - Phase I (8.5)
Lecture, 5 hours; Laboratory, 10.5 hours.

This course satisfies the basic California Peace Officer Standards and Training requirements for entry-level custodial officers.

142 Bailiff Orientation (2.25)
Lecture 2.25 hours.

This course reviews court procedures and provides the student with basic bailiff responsibilities and related court functions.

144 Special Weapons and Tactics (3.5)
Note: Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.
Lecture, 3 hours; Laboratory, 1.5 hours.

This course provides special weapons and tactics including legal issues, use of canines, special deployment techniques, and the use of specialized weapons.

145 Advanced Special Weapons and Tactics Instruction (3)
Note: Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.
Lecture, 1.75 hours; Laboratory, 3.75 hours.

This course provides advanced training tactics for those currently assigned to special weapons and tactics units. Course study includes helicoper operations, dignitary protection, special operations, advanced firearm and entry techniques, and hostage rescue.

146 Vehicle Theft for Patrol Officers (1.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1.5 hours.

This course is designed to train a patrol officer in the recognition, identification and investigation of the various stolen vehicles encountered in routine performance of his duties.

147 Basic Long Rifle Instruction (1.25)
Note: Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.
Lecture, 0.75 hours; Laboratory, 1.5 hours.

This course offers practical training in the use of long rifles including legal limitations, operational considerations, and practical application of shooting fundamentals.

148 Sexual Assault Investigation (2.25)
Lecture, 2.25 hours.

This course meets the training needs of investigators assigned to sexual assault cases. This course satisfies the Sexual Assault Investigation Foundation specialty for the California Peace Officer Standards Training.

152 Court Security Assistant (4.25)
Lecture, 3.25 hours; Laboratory, 3 hours

This course provides the basic knowledge and skills required by California Peace Officer Standards and Training for an entry-level position as an assistant security officer for the court system.

155 Tactical Communications for Law Enforcement (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the student with practical skills and techniques in the area of oral communication. The student develops expertise in dealing with difficult people, resolving conflicts, and non-verbal communication.

156 Supervision for Civilians in Law Enforcement (4.5)
Lecture, 4.5 hours.

This course provides the newly appointed civilian supervisor with formal training in the concepts, techniques, and practical applications of basic supervisory skills in the law enforcement field.

157 Public Safety Dispatcher (5.25)
Lecture, 4.5 hours; Laboratory, 7.5 hours.

This course provides entry-level knowledge and skills to properly receive and dispatch calls for service to law enforcement personnel.

158 Homicide and Death Investigation (4.5)
Lecture, 4.5 hours.

This course provides an overview of the investigative techniques and resources that are utilized when investigating a homicide or death, including forensics and criminal profiling.

160 Police Organization and Administration (3) CSU
Lecture, 3 hours.

This course offers the effect of organizational structure and administrative procedure on the implementation of police functions; assessment of processes of recruitment, career advancement and leadership; and administrative problems of staffing, supervision, and morale.

161 Drug/Alcohol Recognition Training (2)
Lecture, 2.25 hours.

This course provides formal training in recognizing drug and alcohol use for successful detection in criminal cases.

162 Basic Traffic Collision Investigation (2)
Lecture, 2.25 hours.

This course provides the basic principles related to traffic collision investigation, including skid mark identification, determination of collision factors, basic diagraming techniques and physical evidence identification.

163 Intermediate Traffic Collision Investigation (2)
Lecture, 2.25 hours.

This course provides advanced principles related to traffic collision investigations, including computation of speed and drag factors, scope and grade calculations related to collision causal factors, and time and distance formulas.

164 Advanced Traffic Collision Investigation (4)
Lecture, 4.5 hours.

This advanced traffic collision investigation course includes specialized collision scene photographic techniques, vehicular damage analysis, pedestrian collisions and a legal update related to driving under the influence of alcohol or drugs.

165 Contemporary Aspects of the Fourth Amendment of the United States Constitution, Basic (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour.

This course reviews the basic requirements of the Fourth Amendment of the United States Constitution and the impact of recent court decisions on its applications.

166 Contemporary Aspects of the Fourth Amendment of the United States Constitution, Advanced (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course reviews the basic elements of search and seizure and presents an in-depth study of consensual encounters. The course also examines the Exclusionary Rule from both a field and courtroom perspective.

167 Advanced Search Warrants (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course covers the advanced aspects of search warrant affidavits including telephonic and e-mail. It details the service restrictions, scope, and return procedures.

168 Current Miranda Rights (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour.

This course is designed to review and update the basic requirements of the Miranda decision.

169 Current Aspects of Statements and Confessions (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course updates the current application of interactions of the 4th, 5th, 6th, and 14th amendments of the United States Constitution with daily applications.

170 Civilian Orientation Seminar (2.25)
Lecture, 2.25 hours.

This course offers an introduction of the law enforcement organizations for newly hired civilian personnel. This course includes an overview of enforcement of required job skills and techniques.

171 Basic Search Warrants (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour.

This course presents the basic concept of search warrants and how to prepare as well as serve them.

172 Criminalistics I (3) CSU
Prerequisite: Administration of Justice 5.
Lecture, 3 hours.

This course provides the student with an in-depth study of the evolution of forensic science and the collection techniques for evidence in a criminal investigation.

173 Criminalistics II (3) CSU
Prerequisite: Administration of Justice 172.
Lecture, 3 hours.

This course provides the student with forensic techniques for crime scene investigations which include fingerprint and handwriting examination, identification of human remains, discovery of trace evidence, and firearms recovery.

174 Offender Profiling in Criminal Investigations (3) CSU
Lecture, 3 hours.

This course offers explanations and predictors for offender behavior in specific types of crimes including classification of offenders, profiling techniques, and the legal aspects of offender behavior.

175 Law Enforcement Security Assistant (3.5)
Lecture, 3 hours; Laboratory, 1.5 hours.

This course provides information for the entry-level security assistant in the law enforcement field. Topics include professionalism, officer survival, tactical communications, legal updates, and report writing.

176 Probation Core Correctional Practices (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course provides information on juvenile correctional facilities with an emphasis on security, authority, and supervision.

178 Terrorism: The First Responder (3)
Lecture, 3 hours.

This course provides the student with an overview and understanding of terrorism from a historical perspective and provides a timeline of terrorism activities from past to present. The information provided prepares a student as a first responder to acts of terrorism, and allows the student to understand all aspects of response tactics by emergency service agencies including law enforcement, fire, medical technicians, and private security. Topics include tactical coordination, scene awareness, crime scene operations, and an overview of real-world incident management techniques.

181 Advanced Supervision for Civilians (1.5)
Note: This course is offered on a PASS/NO-PASS basis only
Lecture, 1.5 hours.

This course provides civilian supervisors with formal training and time management, media relations, team building, and conference leading.

182 Law Enforcement Technician Course (2.25)
Lecture, 2.25 hours.

This course offers an introduction to the policies and procedures of the technical aspects of law enforcement for civilian personnel employed as a law enforcement technician.

183 Legal Update Affecting Law Enforcement Procedures (2)
Lecture, 2 hours.

This course reviews contemporary changes in law and the impact of recent court decisions as it applies to law enforcement.

184 Legal Update For Investigations (2)
Lecture, 2 hours.

This course offers updated information related to the conducting of criminal investigations including search and seizure, case and statutory law and search/arrest warrants.

186 Basic Effective Court Testimony (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course is designed to enhance the testimonial presentation of witnesses in criminal prosecutions.

187 Correctional Personnel Supplemental Academy (4.5)
Lecture, 4.5 hours.

This course offers supplemental information on correctional policies and procedures for personnel who have completed basic police academy training.

188 Basic Leadership Institute (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course is designed to identify and develop basic leadership qualities.

189 Operation Safe Streets Investigation (2.25)
Lecture, 2.25 hours.

This course provides instruction for field officers in the application of laws, tactics, and intelligence-gathering techniques for investigations of California street gangs.

190 Narcotics and Gang Prevention (2.25)
Lecture, 2.25 hours.

This course provides instruction to police officers in the teaching strategies related to the classroom environment, classroom management, and the presentation of current narcotics, and gang information.

191 Field Operations for Detectives (2.25)
Lecture, 2.25 hours.

This course provides instruction for detectives in the application of laws, tactics, and safety techniques related to field operations during criminal investigations

192 Law Enforcement Department Vehicle Orientation (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Laboratory, 0.25 hour.

This course teaches emergency response driving and familiarization and handling of law enforcement department authorized vehicles.

193 Background Investigation (2.25)
Lecture, 2.25 hours.

This course presents the basic requirements and skills necessary for the evaluation and investigation of law enforcement applicants.

194 Basic Motorcycle Training (3)
Lecture, 2.25 hours; Laboratory, 2.25 hours.

This course is designed to provide the basic skills for motorcycle safety and patrol procedures for the motorcycle patrol trainee.

195 Breathalyzer Operator Training (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Laboratory, 0.25 hour.

This course provides the necessary skills to operate the Datamaster Breathalyzer in compliance with California state law.

196 Intermediate Report Writing (3)
Lecture, 3 hours.

This course is designed to enhance the ability of students to effectively prepare written reports commonly required in the law enforcement profession, with particular emphasis on observational arrest reports, documenting the use of force, and civil liability issues related to report preparation.

197 Introduction to Community Policing (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour.

This course presents the origins, definitions, essential elements, and goals of community policing.

198 Methamphetamine Labs: First Responder Awareness (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour.

This course provides background information to assist law enforcement officers to recognize methamphetamine labs, and to observe safety precautions in such environments. Investigation techniques, and gathering/preservation of evidence also are considered.

199 Basic Leadership Institute Facilitator Workshop (2.25)
Lecture, 2.25 hours.

This course provides instruction to police officers in the teaching strategies related to classroom management and the theories related to adult learning in order to instruct law enforcement management on basic leadership techques.

210 Peer Support Program (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course presents the features of a Peer Support Program for law enforcement department employees.

211 Supervision Accountability (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course defines requirements for law enforcement supervisors.

212 Management and Leadership Training (4)
Lecture, 4 hours.

This course provides management and leadership training for law enforcement personnel.

213 Cultural Awareness Training (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course provides instruction on cultural awareness in the workplace for law enforcement personnel.

214 First Aid Instructor Training (1.5)
Lecture, 1 hour; Laboratory, 1.25 hours.

This course provides first aid instructor training.

215 Four-Wheel Drive Vehicles and Equipment (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour; Laboratory 0.5 hour.

This course provides instruction on driving off-road vehicles used in law enforcement.

216 Cultural Sensitivity Training for Law Enforcement Personnel (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour; Laboratory 0.25 hour.

This course provides sensitivity training and cultural diversity exposure for law enforcement personnel.

217 Platoon Commander Training (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour; Laboratory 0.5 hour.

This course provides training in the handling of civil disorders.

218 Radar Operator Training (1.75)
Lecture, 1.5 hours; Laboratory 0.75 hour.

This course provides instruction on the operation of radar devices used in law enforcement.

219 Sex Offender Registration and Tracking Procedures (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course provides procedures for the registration and tracking of sex offenders by investigators.

220 Laws and Policies Pertaining to Sexual Harassment (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour.

This course provides information on laws and policies relating to sexual harassment.

221 Advanced Tactical Communications in Custody Facilities (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course is designed to provide law enforcement personnel with the communication skills required to interact with inmates in custody settings.

222 Administrative Investigation Process (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the necessary knowledge to apply the various components of the administrative investigation process.

223 Civilian Defensive Driving (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour; Laboratory 0.25 hour.

This course provides instruction on basic driving techniques for civilian personnel associated with law enforcement.

224 Driver Awareness-Instructor Driving Techniques (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour; Laboratory, 0.5 hour.

This course provides instructional techniques for law enforcement personnel who teach driver awareness.

225 Advanced Driver Training I (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour; Laboratory, 0.25 hour.

This course provides instruction on precision driving of emergency vehicles.

226 Advanced Driver Training II (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour; Laboratory, 0.5 hour.

This course provides additional advanced instruction on precision driving of emergency vehicles.

227 Driver Training Instructional Techniques (1.75)
Lecture, 1.5 hours; Laboratory, 0.75 hour.

This course offers instructional techniques that can be used when training law enforcement personnel in the operation of emergency vehicles.

228 Driving Simulator Application (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour; Laboratory, 0.25 hours.

This course exposes law enforcement personnel to specialized driving techniques through the use of a simulator.

229 Driving Techniques for Executive Security (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour; Laboratory, 0.5 hour.

This course provides specialized vehicle training for law enforcement personnel who are required to provide transportation for public officials.

230 Dynamics of Van Operations (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour; Laboratory 0.25 hour.

This course provides instruction in techniques for the operation of law enforcement department vans and trailers.

231 Criminal Abatement (1.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1.5 hours.

This course provides instruction on the abatement of criminal activity within urban communities.

232 Community Policing I (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the history and philosophy of community policing and an introduction to problem solving and approaches to surveying the community.

233 Community Policing II (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course provides further study of the history and philosophy of community policing and solutions to criminal nuisance activities.

234 Community Policing III (1.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1.5 hours.

This course presents community policing, solutions through criminal nuisance laws, and practical strategies to initiate community mobilization.

235 Practical Skills for Community Policing (1.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1.5 hours.

This course presents nontraditional solutions to investigative techniques for community policing.

236 Community Policing for Supervisory Personnel (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course provides instruction and management strategies in community policing.

237 Community Policing Team Building Techniques I (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides approaches to developing a community policing strategy with the use of a team concept.

238 Team Techniques of Community Policing II (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course provides instruction on developing a community policing strategy through the use of team concepts and problem-solving techniques.

239 Criminal History Access Techniques (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour; Laboratory, 0.25 hour.

This course provides instruction on how to access the Consolidated Criminal History Reporting System (CCHRS), through the use of the Windows operating system.

240 Instructional Techniques for Accessing Criminal Histories (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Laboratory, 1 hour.

This course provides law enforcement personnel with instructional techniques used with the processing of criminal histories through the use of the Windows operating system.

241 Crime Inquiry Training (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Laboratory, 0.5 hour.

This course provides information concerned with accessing an individual's complete criminal history through the computer information program, Consolidated Criminal History Reporting System (CCHRS).

242 Policing Information Systems Training (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Laboratory, 1 hour.

This course provides instructional techniques for law enforcement personnel to retrieve criminal histories and to use criminal information systems through the Consolidated Criminal History Reporting System (CCHRS).

243 Police Case Management (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course provides instruction in criminal case management using the Los Angeles Regional Crime Information System (LARCIS).

244 Instructor Training for Crime Information Handling (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course provides teaching techniques for instruction to law enforcement personnel involved with the development of criminal case reports through the Los Angeles Regional Crime Information System (LARCIS).

245 Data Entry for Law Enforcement Personnel (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course provides instruction on data entry for the Los Angeles Regional Crime Information System (LARCIS).

246 Law Enforcement Instructor Training Involving Data Entry (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course provides teaching techniques for law enforcement personnel involved with data entry to the Los Angeles Regional Crime Information System (LARCIS).

247 Personnel Performance Index (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides instruction in techniques for the input of employee information into the Personnel Performance Index (PPI).

248 Law Enforcement Explorer Academy (5)
Lecture, 2.5 hours, Laboratory, 8.5 hours.

This course is designed to train students for public service employment. It also provides training in basic law enforcement skills.

249 Middle Management Responsibilities (1.5)
Lecture, 1.25 hours, Laboratory, 1 hour.

This course provides instruction in the tasks and responsibilities performed by law enforcement middle management.

251 Motorcycle Training Quarterly Update (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides a periodic update for deputies assigned to motorcycle details.

252 Vehicle Response in Emergency Situations (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hours, Laboratory, 0.25 hour.

This course provides instruction concerning driving techniques in response to emergency situations.

253 Crime Prevention through Environmental Analysis (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hours, Laboratory, 1 hour.

This course presents the principles of crime prevention through environmental analysis.

254 College Security Officer Training (7)
Lecture, 5 hours, Laboratory, 6 hours.

This course provides the minimum training established by the State of California for individuals entering a career as a college security officer.

255 Law Enforcement Youth Camp (3)
Lecture, 2.4 hours, Laboratory, 4.6 hours.

This course assists at-risk youths to build self-esteem, avoid the juvenile justice system, and prepare for their future.

257 Transitional Academy (2.5)
Lecture, 1.8 hours; Laboratory, 2.7 hours.

This course provides lateral entry level officers with information on current Los Angeles County Sheriff's Department's policies and procedures.

258 Narcotics for Patrol (1)
Lecture, 1 hour.

This course provides information on narcotics for the patrol officer in the field including drug categories, drug identification, courtroom testimony, search and seizure issues, and the use of informants.

260 Juvenile Corrections Officer Core (JCOC) (10.5)
Lecture, 10.5 hours; Laboratory, 0.5 hour.

This course provides the basic training for an entry-level juvenile corrections officer. Subject areas include an overview of the criminal justice system, the roles and responsibilities of the juvenile corrections officer, casework management, court procedures, psychological and medical issues, correctional security issues, gang and drug problems, supervision of offenders, arrest procedures, confidentiality, and report writing.

261 Probation Officer Core Course (10)
Lecture, 9.75 hours; Laboratory, 0.5 hour.

This course provides the basic training for an entry-level field probation officer. Subject areas include the criminal justice system, roles and responsibilities of the probation officer, casework management, court procedures, domestic abuse issues, first aid, and report writing.

316 Reserve Police Academy Level III (5)
Lecture, 1.5 hours; Laboratory, 10.75 hours.

This course provides the first level of training for the position of reserve police officer. The student learns the basic overview of the criminal justice system including criminal laws and criminal procedures, patrol operations, report writing, traffic enforcement, self-defense techniques, and firearm control and safety.

317 Reserve Police Academy Level II (6)
Lecture, 1.5 hours; Laboratory, 13.25 hours.

This course provides the second level of training for the position of reserve police officer. The second level of study includes criminal law, criminal procedures, investigative report writing, and specialized law enforcement such as gangs and narcotics, mental illness, victimology, and community relations.

318 Reserve Police Academy Level I (7)
Lecture, 1.5 hours; Laboratory, 16.5 hours.

This course provides the third level of training for the position of reserve police officer. The third level of study includes patrol techniques, the special handling of unusual occurrences, traffic accident investigations, traffic enforcement, and preliminary criminal investigations.

319 Introduction to Internal Affairs (0.5)
Lecture, 0.5 hour.

This course provides an introduction to internal affairs including inquiries, investigations, and citizen complaints. Policy and procedures regarding use of force and officer-involved shootings are also covered.

322 Custodial Report Writing I (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides law enforcement personnel with basic skills to write reports required in a custody facility.

323 Custody Assistant Phase II (2)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour; Laboratory 3.25 hours.

This course satisfies the second phase of the basic Peace Officer Standards and Training (POST) requirements for entry-level custodial officers.

324 Civilian Career Development in Law Enforcement (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides instruction on career development for civilian personnel in law enforcement agencies.

325 Anger Management Techniques (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course presents anger management techniques for law enforcement personnel.

326 CPR Recertification for Law Enforcement (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour.

This course reviews the basic principles of CPR and the mechanics involved with life support.

327 Self-Defense Techniques for Law Enforcement Personnel (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides self-defense technique instruction to be used in a custodial setting by law enforcement personnel.

328 Law Enforcement Fraternization Policy (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour.

This course informs law enforcement personnel about fraternization issues.

329 First Aid Recertification for Law Enforcement (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course reviews first aid concepts and techniques used by law enforcement personnel in a custody environment.

330 Deadly Force Alternatives (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour.

This course provides law enforcement personnel with force options other than the use of deadly force.

331 Jail Security (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course presents basic jail security techniques and escape prevention measures.

332 Prisoner Transportation (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course presents law enforcement policy regarding the procedures used for the transportation of inmates.

333 Sign Language for Emergency Personnel (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course presents basic sign language techniques for emergency personnel.

334 Tactical Weapons Qualification (0.5)
Note: Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides instruction on the operation and safety of weapon systems and qualifies students in the use of tactical weapons.

335 Jail Cell Extraction (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course presents the proper techniques used in the removal of a hostile inmate from a jail cell.

336 Survival Techniques for Custodial Personnel (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides law enforcement personnel with survival techniques for hostage situations and appropriate off-duty behavior.

337 Suicide Prevention Measures for Inmates (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour.

This course presents detailed procedures for inmate suicide prevention.

338 Jail Intelligence Gathering (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course familiarizes the student with the concepts of and techniques for analytical interviewing in a custodial setting.

339 Drug Recognition, Investigation, and Reporting (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course develops the technical knowledge and procedures needed for basic narcotics investigation in the custody setting.

340 The Use of Force Update for Supervisors (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course is designed to provide an update of law enforcement policy regarding the use of force.

341 Custodial Report Writing II (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course teaches students report writing techniques that improve the quality of all reports in the custody environment.

342 Custodial Report Writing III (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course enhances investigative and report writing skills for law enforcement personnel with intermediate report writing skills.

343 Inmate Control Techniques (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course familiarizes the student with inmate control techniques.

344 Custody Force Training (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course is designed to provide the student with basic use of force techniques.

345 Physical Security in a Custody Setting (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course familiarizes the student with methods of providing physical security in a custody facility.

346 Non-Lethal Weapons Training (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course familiarizes the student with non-lethal weapons defense techniques.

347 Taser Training (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course familiarizes the student with the nomenclature, operation, and tactical deployment considerations of the taser.

348 Custodial Riot Training (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course instructs the student on custodial emergency response procedures.

349 Inmate Civil Litigation (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides information to the student on the civil litigation process and inmates' rights.

350 Video Training for Law Enforcement (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides law enforcement personnel with the purpose, standards, and techniques for videotaping crime scenes.

351 Baton Qualification (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour.

This course provides the student baton training and qualification.

352 Courtroom Testimony (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour.

This course familiarizes the student with courtroom testimony procedures and techniques.

353 First Aid Breathing Mask (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course familiarizes the student with the basic principles of CPR and the use of a breathing mask for infants and adults.

354 Emergency Response Procedures for Custody Personnel (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course instructs students on law enforcement approved emergency response procedures.

355 Custodial Evidence Collection (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour.

This course instructs students on recognition, preservation, collection, and documentation of evidence.

356 Gangs in the Custodial Environment (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course familiarizes law enforcement personnel with gang activity within the custodial environment.

357 Law Enforcement Stress Management Techniques (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides law enforcement personnel with stress management techniques.

358 Custody Command School (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour; Laboratory, 0.5 hour.

This course provides the student information on emergency preparedness and command concepts for custodial facilities.

359 Custody Incident Command Training (2)
Lecture, 2 hours.

This course provides the student with instruction on identification and handing of potential incidents in a custodial facility.

360 Custody Incident Command Training Update (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the student with updated information on effective emergency preparedness in a custodial facility.

361 Custody Training Officer School (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour; Laboratory, 0.5 hour.

This course is designed to assist the experienced officer with current information needed to become a qualified training officer.

362 Drug and Alcohol Awareness for Supervisors (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course instructs students on how to recognize symptoms of drug and/or alcohol abuse as exhibited by employees.

363 Custody Executive Command Training (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course instructs the student on executive command policy and procedures in a custodial facility.

364 First-Line Supervision (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour; Laboratory, 0.5 hour.

This course provides the student with instruction in areas of responsibility for first-line supervisors in a custodial facility.

365 Custodial Legal Update (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the students with a legal update of changes in the laws regarding the custody of inmates.

366 Law Enforcement Strategies Against Hate Crime (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour; Laboratory, 0.5 hour.

This course assists the student in identifying and responding to hate crimes.

367 Law Enforcement Responses to Domestic Violence (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour; Laboratory, 0.5 hour.

This course instructs the student in appropriate responses to domestic violence.

368 Law Enforcement Strategies Against Violence (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour; Laboratory, 0.5 hour.

This course instructs law enforcement officers on family, school and workplace violence.

369 Community Policing Youth Intervention Programs (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the student with practical skills that assist them to develop community youth intervention programs.

370 Reducing Domestic Violence Through Community Policing (2.25)
Lecture, 2.25 hours.

This course provides the student with techniques for reducing domestic violence.

371 Investigator Case Management (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the law enforcement officer with investigator case management techniques.

372 Report Writing for Law Enforcement Civilians (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course provides the student with report writing techniques for law enforcement.

373 Legal Update: Reducing Domestic Violence Through Community Policing (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course provides the student with legal updates and current community resources for reducing domestic violence.

374 Case Management for Supervisors (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides management techniques to students for handling a regional crime system.

375 Ethics and Integrity in Community Policing (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides techniques in decision-making and standards of ethical conduct to the student for community policing programs.

376 Intermediate Search Warrants (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the student with requirements for preparing a search warrant.

377 Defensive Tactics for Female Law Enforcement Personnel (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the student with defensive tactic techniques specially targeted to the female police officer.

378 Driver Awareness (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour, Laboratory, 0.25 hour.

This course provides instruction in safe driving techniques for law enforcement personnel.

398 Urban Terrorism: First Responders (0.5)
Lecture, 0.5 hour.

This course provides information for first responders on terrorist activities involving explosives, characteristics of a suicide bomber, and a terrorist's ability to carry out a suicide bombing.

400 Citizen Complaint Intake and Investigation Issues (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the student with information on law enforcement's citizen complaint intake and investigation policies and practices. The topics that are covered include the citizen complaint process, organizational values, and implementation and revision of existing policy.

401 Animal Control Officer Legal Update (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course provides the student with current information on the control and capture of animals. The topics covered include animal laws, animal control techniques, animal seizures, and report writing.

402 Custodial Health Issues (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the student with an overview of HIV, hepatitis, tuberculosis, mental health, and substance abuse issues in a custody environment. The topics covered include an overview of inmate health issues, strategies for effective communication with inmates, and workplace considerations of occupational exposure in a custodial environment.

403 Custodial Search and Rescue (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour.

This course provides the student with information on search and rescue techniques in a custodial environment. The topics covered include search techniques and rescue procedures for inmate control and safety.

404 Custodial Weapons Training (0.5)
Note: Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the student with information on special weapons used in a custodial environment for the control and containment of the inmate population. The topics covered include the operation and proper handling techniques for each particular weapon.

405 Intervention Systems for Law Enforcement Personnel (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course provides the student with information on recognition of potential problematic law enforcement personnel and options and solutions for early detection and intervention. The topics covered include discussion of early intervention models, ways in which the models can assist law enforcement personnel, and proper application of these models.

406 Horse-Mounted Defensive Tactics Instructor (2.25)
Lecture, 2.25 hours.

This course provides the student with information on instruction techniques for horse-mounted defensive tactics. The topics covered include instructor liability, risk management, instructor methods, and training aids.

407 Racial Profiling (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the student with information on racial profiling and the legal implications that it causes for law enforcement agencies. The topics covered include issues regarding racial profiling, legal considerations, and the impact that racial profiling has on an individual's civil rights.

408 Terrorism Awareness Training (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the student with information on domestic terrorism. The topics covered include domestic terrorist groups, extremist groups, internal terrorism, and officer safety issues.

409 Community Policing Use of Force Issues (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the student with information on the use-of-force issue in law enforcement. This information can be used to review and revise law enforcement policy on use of force in police operations. The topics covered include current law enforcement policy on the use of force, use-of-force issues, and appropriate model(s) that can be employed to decrease the number of force cases.

410 Off-Road Motorcycle Techniques for Law Enforcement Personnel (2)
Lecture, 1 hour; Laboratory 3.5 hours.

This course provides instruction on basic skills required for off-road motorcycle riding.

411 Civilian Employee Management in Law Enforcement Administration (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides instruction for civilian employee managers who work in law enforcement administrations.

412 Basic Narcotics Investigations (2.25)
Lecture, 2.25 hours.

This course provides instruction on basic narcotics investigations.

415 Instructor Development Course (2.25)
Lecture, 2.25 hours.

This course provides the student with information on critical thinking, instructional designs, evaluating and testing, and the learning resources that are available to law enforcement instructors.

416 Law Enforcement Civilian Interviewing Skills (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the civilian applicant with interviewing skills for civilian employment in a law enforcement agency.

417 Sign Language for Emergency Personnel in a Custodial Setting (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the student with intermediate sign language techniques for emergency personnel.

418 Civilian Interviewing Skills for Law Enforcement Employees (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides interviewing skills to civilians who are employed with a law enforcement agency.

419 Domestic Violence Crime Scene Investigation (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the student with investigation techniques specific to domestic violence cases.

420 Basic Dual Purpose Motorcycle Riding for Emergency Personnel (2.75)
Lecture, 2 hours; Laboratory, 2.5 hours.

This course provides the student with an update on basic motorcycle riding techniques and provides new instruction on off-road motorcycle techniques and procedures.

421 Respect-Based Leadership in Law Enforcement (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the student with information on the policy of equality in law enforcement.

422 CPR Instructor Update (1.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1.5 hours.

This course provides the student with updated CPR information necessary for valid instruction.

423 Hazardous Materials Transportation (2)
Lecture, 2 hours.

This course provides the student with information on the safe transportation of hazardous materials.

428 Ethics in Forensic Science (3) CSU
Prerequisite: Administration of Justice 5.
Lecture, 3 hours.

This course provides the student with ethical standards and guidelines in forensic science.

430 Expandable-Straight Baton (0.25)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.25 hour; Laboratory, 0.25 hour.

This course teaches appropriate techniques in the use of the expandable-straight baton.

431 Side-Handle Baton Instructor (1.5)
Lecture, 1 hour; Laboratory, 1.25 hours.

This course provides an overview of the side-handle baton and methodologies for instructing law enforcement officers in the use and practical application of this weapon.

432 Mental Illness Identification and Restraint Procedure of Inmates (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the student with information to identify and legally restrain in a custodial setting inmates/patients who have mental illness.

433 Weapons of Mass Destruction (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course provides an overview of terrorist threats in the United States and regulatory guidelines provided by the State of California. Threat indicators, protective measures, crime scene management, and response actions are examined in detail.

434 Pre-Academy Fitness Preparation (1)
Laboratory, 3 hours.

This course prepares the prospective police cadet for the rigors of physical training required to successfully complete an accredited police academy.

435 Human Trafficking Awareness (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides the student with the nature and scope of human trafficking, types of offenses, legal requirements, and investigative techniques to identify victims and offenders.

440 Asset Forfeiture (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides information on the asset forfeiture program for law enforcement including narcotics seizures, investigative methods, forfeiture proceedings, and distribution of forfeiture properties.

444 Graffiti Investigation (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides information on the major types of graffiti with an emphasis on tagger graffiti. Subject areas include graffiti identification, investigation, expert testimony, and successful prosecution.

446 Identity Theft: First Responders (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides information on identity theft law, investigative techniques for identity theft crimes, and the use of computers as crime tools.

448 Chronic Truancy (0.5)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 0.5 hour.

This course provides a better understanding of the truancyproblem among school-aged children. Subject areas include truancy and delinquency, anti-truancy enforcement efforts, new trends in truancy prevention, and available community resources.

185 Directed Study - Administration of Justice (1) CSU
285 Directed Study - Administration of Justice (2) CSU
385 Directed Study - Administration of Justice (3) CSU
Conference 1 hour per week per unit.

The above courses allow students to pursue Directed Study in Administration of Justice on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC does not grant credit for variable topics courses in Administration of Justice because of credit restrictions in this area.

931 Cooperative Education (3) CSU RPT3
Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

941 Cooperative Education (4) CSU RPT3
Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

FIRE TECHNOLOGY (FIRETEK)

24 Fire Company Management and Operations (3) CSU
Lecture, 3 hours.

This course is an extensive in-depth coverage of fire company management and operations. It includes planning and training, accident prevention and safety, reports and records, performance evaluation, recruit training, employer-employee relations, affirmative action, casualty incidents, fire investigation, alarm systems, medical care, enforcement procedures, harbor fire protection, industrial and commercial inspections and mobile laboratory.

30 Fire Marshal Certification: Instructor 1A (2.25) CSU
Lecture, 2.25 hours.

This course introduces fire service training methods to firefighters. Emphasis is placed on using the occupational analysis, identifying training needs, and training others to perform manipulative skills.

31 Fire Marshal Certification: Instructor 1B (2.25) CSU
Lecture, 2.25 hours.

This course introduces advanced fire service training methods to firefighters. Emphasis is placed on using the occupational analysis, identifying training needs, and training others to perform manipulative skills.

32 Advanced Fire Management and Leadership (7.5)
Lecture, 7.5 hours.

This course provides information to fire command staff regarding human motivation, satisfaction, and performance abilities within the fire profession. Subject areas include aspects of effective leadership, integration of daily leadership practices, developing and achieving personal potential, and mechanics of the leadership process within the fire profession.

40 Fire Marshal Certification: Fire Prevention 1A (2.25)
Lecture, 2.25 hours.

This course provides the student with knowledge on how to conduct basic fire prevention inspections.

41 Fire Marshal Certification: Fire Prevention 1B (2.25) CSU
Lecture, 2.25 hours.

This course provides the student with information on extinguishment systems, responsibility and authority for inspections, handling and storage of materials, and life safety considerations.

50 Fire Marshal Certification: Management I (2.25) CSU
Lecture, 2.25 hours.

This is one of eleven courses leading to the Certified Fire Officer designation by the California State Fire Marshal. This course provides the student with the basic supervisory skills necessary to be a competent fire officer.

55 Fire Marshal Certification - Fire Management 2E (2.25)
Lecture, 2.25 hours.

This course provides the student with an overview of contemporary fire management including governmental relations, policy formation, and program management.

60 State Fire Marshal: Command 1A (2.25)
Lecture, 2.25 hours.

This is one of eleven courses leading to the Certified Fire Officer designation by the California State Fire Marshal. This course provides the student with an introduction to organizational structure and basic communication and leadership skills for fire personnel.

61 Fire Marshal Certification: Command 1B (2.25)
Lecture, 2.25 hours.

This is one of eleven courses leading to the Certified Fire Officer designation by the California State Fire Marshal. This course provides the student with information and direction for initial operations of multi-casualty, hazardous materials, and wildland fire incidents.

63 Fire Technology In-Service Update-54 Hour Class (1)
Laboratory, 3 hours.

This course provides the student with updated training in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

64 Fire Technology In-Service Update-81 Hour Class (1.5)
Laboratory, 4.5 hours.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

65 Fire Technology In-Service Update-108 Hour Class (2)
Laboratory, 6 hours.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

66 Fire Technology In-Service Update-135 Hour Class (2.5)
Laboratory, 7.5 hours.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

70 Fire Marshal Certification: Fire Investigation 1A (2.25)
Lecture, 2.25 hours.

This course provides the student with knowledge of the principles of fire investigation and origin and cause determination. The course highlights the skills and abilities necessary for the fire investigator to successfully execute his or her responsibility in today's complex world of fire investigation.

91 I-100 Incident Command System Orientation (0.5)
Lecture, 0.5 hour.

Students learn management principles for a general Incident Command System and a basic plan for control and containment of a major fire incident for fire company officers.

93 I-300 Intermediate Incident Command System (1.5)
Lecture, 1.5 hours.

This course is designed for the student who will be assigned to incident command system supervisory positions. This course provides more description and detail of the organization and operation of the incident command system including management of resources, description of duties of all positions, and the essential principles necessary for incident and event planning.

94 I-400 Advanced Incident Command System (1.25)
Lecture, 1.25 hours.

This course provides the student with information on the principal responsibilities, guidelines, and the purpose of the command and general staff in the incident command system.

96 Emergency Medical Technician I (8) CSU
Limitation on Enrollment: Pursuant to Title 5, Section 58106B, (Health and Safety Considerations), as well as other state regulations, the student must present to the instructor a Basic Life Support for the Healthcare Provider card from the American Heart Association and an updated immunization record card prior to the beginning of the class or no later than the first examination.

Advisory: EDA 9.

Lecture, 7.5 hours; Laboratory, 1.5 hours.

This course provides the theory and techniques of emergency medical services to be performed by an Emergency Medical Technician (EMT). This course prepares the student for the National Registry Examination.

97 Emergency Medical Technician I-Refresher (2)
Prerequisite: Fire Technology 96.

Lecture, 1.5 hours; Laboratory, 1.5 hours.

This is a refresher course for Emergency Medical Technician (EMT) recertification emanated by the State every two years.

186 Fire Operations in the Wildland Urban Interface (1.5)
Lecture, 1.5 hours.

This course provides the student with the skills and knowledge to size-up a wildland urban interface fire incident, evaluate the potential situation, order and deploy the necessary resources, and apply safe and effective strategy and tactics to minimize the threat to life and property.

187 Internal Investigations (1.5)
Lecture, 1.5 hours; Laboratory, 0.25 hour.

This course provides information on the legal requirements of an internal investigation for an employee within a municipal fire agency. Also provided is a detailed look at the policy and procedures that are a part of this internal investigation including disciplinary guidelines, preliminary investigations, and employee rights within a public agency. Included in this course are report writing forms and procedures for the documentation of these investigations.

188 Tactical Decision Making in Wildland Fires (1.5)
Lecture, 1.5 hours.

This course provides knowledge and practice in decision-making that is necessary to effectively apply tactical decision-making in wildland fires. There is also information provided on how to analyze the potential for fires in different areas of the community where the urban setting meets the wildland areas.

189 Basic Leadership Skills For Fire Supervisors (1)
Lecture, 1 hour.

This course provides a fire supervisor with basic leadership skills in order to handle a small-unit leadership position in a high-risk work environment.

190 Fireline Leadership (1.5)
Lecture, 1.5 hours; Laboratory, 0.5 hour.

This course provides leadership skills for fire unit supervisors. Topics include effective and cohesive team building, decision making in a unit command structure, stress as an operational risk, and building accountability within a fire agency.

191 Advanced Fire Engine Techniques (1)
Lecture, 1 hour.

This course is designed to increase the skills of a fire engineer during emergency work. The student is required to use only the equipment found on a triple apparatus to perform extrication, forcible entry, above-ground hose lays, and interior firefighting.

201 Fire Protection Organization (3) CSU
Lecture, 3 hours.

This course introduces fire technology: its 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.

202 Fire Prevention (3) CSU
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, fire codes, identification and correction of fire hazards, relationship of fire prevention with fire safety education, and detection and suppression systems.

203 Fire Protection Equipment and Systems (3) CSU
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.

204 Building Construction for Fire Protection (3) CSU
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.

205 Fire Behavior and Combustion (3) CSU
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.

206 Hazardous Materials (3) CSU
Lecture, 3 hours.

This course covers the basic fundamentals of chemistry used in fire technology. Includes hazards of radioactive materials, precautions to observe in fighting fires involving hazardous materials; and laboratory demonstrations of incompatible materials.

207 Wildland Fire Control (3) CSU
Lecture, 3 hours.

This course provides information on the characteristics and behavior of wildland fires in the Southern California watershed systems. It covers organization, staffing, equipment, initial attack, large fire management, and tactical situations.

208 Fire Protection Hydraulics and Water Supply (3) CSU
Lecture, 3 hours.

This course provides a foundation of principles, theory and practical application of fire service hydraulics, which include: calculating engine pressure, getting the most out of the available water supply, and testing and inspecting water-based suppression systems.

209 Fire Tactics and Strategy (3) CSU
Lecture, 3 hours.

This course introduces fire fighting tactics and strategy: the art of using manpower, equipment, and apparatus on the fire ground; practical methods on how to attack, control and extinguish structural, waterfront, oil and other types of fires.

213 Fire Investigation (3) CSU
Lecture, 3 hours.

This course is an introduction to fire investigation: methods of determining point of origin, travel path and course, recognizing and preserving evidence, interviewing witnesses, arson laws and types of arson fires, court testimony, reports, and records.

214 Rescue Practices (3) CSU
Lecture, 3 hours.

This course provides instruction in rescue practices: problems and techniques, emergency rescue equipment, knowledge of toxic gases, chemicals, diseases and radiation hazards; care of victims, including basic emergency childbirth, respiration, resuscitation, extrication and other emergencies.

217 Fire Apparatus (3) CSU
Lecture, 3 hours.

This course focuses on the principles of care, maintenance and operation of fire apparatus and pumps: principles of pumping, pumps and pump accessories, power development and transmission, driving and pumping practices, trouble shooting, and effective fire streams.

220 I-200 Incident Command System (1)
Lecture, 1 hour.

This course provides the student with the primary management functions of the Incident Command System including unified command, span of control, transfer of command, and resource management.

221 In-Service Update - 27 Hour Class (0.5)
Laboratory, 1.5 hours.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

222 Fire Marshal Certification - Fire Instructor 2A (2.25)
Lecture, 2.25 hours.

This course provides the student with information on how to develop testing procedures for fire-fighters that include the testing process, performance testing, and testing problems.

223 Fire Marshal Certification - Fire Instructor 2B (2.25)
Lecture, 2.25 hours.

This course provides the student with information on how to instruct fire-fighters in a group environment including the format of discussion groups, group development and techniques, and group demonstrations.

224 Fire Marshal Certification - Fire Instructor 2C (2.25)
Lecture, 2.25 hours.

This course provides the student with information on how to utilize media technology for fire-fighting instruction.

225 Fire Marshal Certification: Fire Command 1C (2.25)
Lecture, 2.25 hours.

This course is one of eleven leading to the Certified Fire Officer designation by the California State Fire Marshal. This course provides the student with information on the elements of the incident command structure as it relates to zone fire fighting including the duties and responsibilities of the strike team company officer, the communication process, fire fighting safety and survival, and all evacuation procedures.

226 Emergency Medical Technician Training for First Responders - Refresher (1) RPT3
Lecture, 0.5 hour; Laboratory, 1 hour.

This course is refresher course for the first responder of medical emergencies. This course is mandated by the state every two years for EMT certification for the first responder.

227 Paramedic Training - Refresher (1.5)
Lecture, 1.2 hours; Laboratory, 1.5 hours.

This course provides the student with information on all aspects of emergency medical care for paramedics that has been updated or changed due to recent medical technology or change in the emergency medical response field.

228 Fire Technology In-Service Update - 162 Hour Class (3) RPT3
Laboratory, 9 hours.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

229 Fire Technology In-Service Update - 189 Hour Class (3.5) RPT3
Laboratory, 10.5 hours.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

230 Fire Technology In-Service Update - 216 Hour Class (4) RPT3
Laboratory, 12 hours.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

231 Fire Technology In-Service Update - 243 Hour Class (4.5) RPT3
Laboratory, 13.5 hours.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

232 Fire Technology In-Service Update - 270 Hour Class (5) RPT3
Laboratory, 15 hours.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

233 Intermediate Fire Behavior (1)
Lecture, 1.0 hour, Laboratory 0.25

This course provides the student with information on wildland fire behavior for effective and safe fire management operations.

234 Strike Team/Task Force Leader (1.75)
Lecture, 1.75 hours.

This course provides the student with information on how to recognize, plan for, and implement the appropriate tactics for risk incident situations utilizing strike teams or task forces.

235 Division Group Supervisor (1)
Lecture, 1.1 hours.

This course provides the student with information required to perform the tasks of a division or group supervisor.

236 Fire Safety Officer (1.75)
Lecture, 1.75 hours.

This course provides the policy and principles of ethical leadership in the classroom as mandated by the State Fire Marshal.

237 Fire Marshal Certification - Fire Apparatus Driver/ Operator 1A (1.5)
Lecture, 1.25 hours; Laboratory, 1 hour.

This course provides the student with information on driver responsibilities, recognized standards, basic maintenance, and driver practices of fire emergency vehicles.

243 Roof Ventilation (0.5)
Lecture, 0.25 hour; Laboratory, 0.75 hours.

This course provides the technical knowledge, terminology, and the practical application that is required to open vertical ventilation holes in several different types of roof fires.

244 Ethical Leadership for Fire Service Instructors (0.5)
Lecture, 0.5 hour.

This course provides the policy and principles of ethical leadership in the classroom as mandated by the State Fire Marshal.

185 Directed Study - Fire Technology (1) CSU

285 Directed Study - Fire Technology (2) CSU

385 Directed Study - Fire Technology (3) CSU
Conference 1 hour per week per unit.

The *above courses allow students to pursue Directed Study in Fire Technology on a contract basis under the direction of a supervising instructor.*

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

ANTHROPOLOGY, GEOGRAPHY, GEOLOGY DEPARTMENT

H5-103 **(323) 265-8837**

SUBJECTS

- ***Anthropology***
- ***Earth Science***
- ***Environmental Science***
- ***Geographic Information Systems***
- ***Geography***
- ***Geology***
- ***International Business***
- ***Meteorology***
- ***Oceanography***

FACULTY

West, Dr. Robert B. - Chair
Associate Professor, Geology and Earth Science
Bernard, Dr. Julienne
Assistant Professor, Anthropology
Grimmer, John
Instructor, Geology and Earth Science
Long, John M.
Instructor, Anthropology
Miretti, Dr. Domenick L.
Professor, Geography and Earth Science

ADJUNCT FACULTY

Adsit, Randy
Earth Science
Daar, Karen
Anthropology
Flores-Pena, Ysamur
Anthropology
Godoy, Omar
Geography
Jackson, Adrianna
Anthropology
Kohpahl, Gabriele
Anthropology
Koletty, Steve
Geography
Konovnitzine, Peter
Geography
Perez, David
Anthropology
Rigby, Jeff
Anthropology
Smith, Larry
Earth Science
Tarnoff, Steve
Earth Science

EDUCATIONAL PROGRAMS

CERTIFICATE OF ACHIEVEMENT:

- ***International Trade***

ASSOCIATE DEGREE PROGRAM

- ***Anthropology***

TRANSFER CURRICULUM:

- ***Anthropology***
- ***Geography***
- ***Geology***

CERTIFICATES OF ACHIEVEMENT

INTERNATIONAL TRADE

This program stresses those skills most sought by today's employers in international commerce. The field of international trade provides career opportunities for persons with specialized skills in import and export documentation, banking, sales marketing, air-sea-truck transportation, and the principals of foreign trade business management.

SUBJECT & NO.	COURSE	UNITS
INT BUS 1	International Trade	.3
INT BUS 2	Transport Systems	.3
INT BUS 3	Export Procedures I	.3
INT BUS 4	Import Procedures I	.3
ANTHRO 102	Human Ways of Life: Cultural Anthropology	.3
CAOT 48	Customer Service	.3
MATH 115*	Elementary Algebra	
OR		
MATH 125*	Intermediate Algebra	.5
FOREIGN LANGUAGE		
any five-unit Foreign Language class		.5
One course from the following		.3
GEOG 2	Cultural Elements of Geography	
GEOG 5	Geography of Resource Utilization	
One course from the following		.3
ENGLISH 61*	Intermediate Reading and Composition Personal Experience	
OR		
ENGLISH 62*	Intermediate Reading and Composition: Contemporary Issues	
OR		
ENGLISH 65*	Intermediate Reading and Composition: Fiction	
OR		
ENGLISH 101*	College Reading and Composition I	
OR		
CAOT 32	Business Communications	
5-6 units from the following		5-6
CAOT 82	Microcomputer Software Survey in the Office	.3
CO SCI 201	Introduction to Computers and Their Uses	.3
CO SCI 291	Programming Laboratory	.1
LOGTIC 101	Introduction to Logistics in the Nontraditional Office	.1
LOGTIC 102	Business Terminology for Logistics	.2
LOGTIC 103	Records Management for Logistics	.2
	Total	*39-40*

**This course has a prerequisite.*

ASSOCIATE DEGREE PROGRAM

This program provides to the student a comprehensive study on the human species in both biological and cultural aspects. This program is designed to award the Associate in Arts degree to those students who have completed a specialization in Anthropology. The requirements were chosen to optimize student preparation for upper-division coursework at a four-year institution leading to the major of Anthropology or a field related to the discipline of Anthropology. The degree program can lead to careers in research, business, the government or education.

ANTHROPOLOGY

Associate in Arts Degree

SUBJECT & NO.	COURSE	UNITS
ANTHRO 101	Human Biological Evolution	3
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
ANTHRO 103	Archaeology: Reconstructing the Human Past	3
ANTHRO 104	Human Language and Communication	3
ANTHRO 111	Laboratory in Human Biological Evolution	2
ANTHRO 121	Anthropology of Religion, Magic and Witchcraft	3
ANTHRO 132	Native People of North America	3
GENERAL EDUCATION REQUIREMENTS PLAN A		**30**
ELECTIVES - ANY CSU GE OR IGETC REQUIREMENT		**10**
	Total	*60*

TRANSFER CURRICULUM

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

ANTHROPOLOGY

Anthropologists study the human species in both biological and non-biological (cultural) aspects. By culture, the anthropologist means customs, traditions, beliefs, social and religious organizations, and material possessions. Most commonly, anthropologists focus their studies on tribal or peasant cultures of non-western countries but they do not exclude western industrial cultures.

The study of our human biological nature is called biological or physical anthropology. Biological anthropologists apply an intensive training in primatology, human biology, and genetics to the study of human origins, our evolution, relationship to other primates and to the living varieties of humans popularly called races.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Preparation for Bachelor of Arts Degree

SUBJECT & NO.	COURSE	UNITS
ANTHRO 101	Human Biological Evolution	3
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
ANTHRO 103	Archaeology: Reconstructing the Human Past	3
	Proficiency equivalent to three semesters of a foreign language	15
CSU GENERAL EDUCATION REQUIREMENTS		**39**

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Preparation for Bachelor of Arts Degree

SUBJECT & NO.	COURSE	UNITS
ANTHRO 101	Human Biological Evolution	3
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
ANTHRO 103	Archaeology: Reconstructing the Human Past	3
GENERAL EDUCATION - SATISFY IGETC REQUIREMENTS		

GEOGRAPHY

Most of the surrounding universities offer a baccalaureate degree in Geography. As a small, inconspicuous field, Geography enjoys a favorable ratio of job placements to graduates, even in times of generally high unemployment in other fields.

Geographers work with maps, but also with remote sensing (aerial and space photography), and with computers - often in combination. Professional geographers are involved in land use planning, industrial location, marketing studies, environmental impact assessments, resource management, law enforcement planning, intelligence, and diplomatic services, to give but a few examples.

Geography majors study the earth and its regions, and also meteorology, climatology, soils, land forms, oceanography, cartography (map production), urban and rural settlements, world resources and industries, international trade and transportation, and other related specialties, depending upon departmental emphasis and individual interest.

Since academic majors normally commence in the third year of college, ELAC students are encouraged to take courses --both geographic and non-geographic -- which develop the broad educational background characteristic of the professional geographer.

Geography 1 (Physical) and Geography 2 (Cultural), taken in any order, or taken concurrently, are the minimum formal requirements for upper division course work at a college or university.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Preparation for Bachelor of Arts Degree

SUBJECT & NO.	COURSE	UNITS
GEOG 1	Physical Geography	3
GEOG 2	Cultural Elements of Geography	3
CSU GENERAL EDUCATION REQUIREMENTS		**39**

GEOLOGY

Geology is the scientific study of the earth and its natural resources. It is a diverse field offering specialties ranging from the study of earthquakes and prospecting for minerals to examination of the history of life on earth and the prevention of environmental degradation.

Most geologists divide their time between field, laboratory and office work. In the field, geologists collect samples, make maps and record observations of the nature of the materials and structures exposed at the earth's surface. Some geologists are highly trained laboratory specialists and may spend all of their time there. In the office, geologists must have the ability to assemble, correlate and interpret data, write reports and articles and draft maps and illustrations. This is most important as the results of the work must be read by employers, government officials, attorneys or the public.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Preparation for Bachelor of Science Degree

SUBJECT & NO.	COURSE	UNITS
GEOL 1 & 6	Physical Geology & Laboratory	
OR		
GEOL 4	Physical Geology and Laboratory	5
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5
MATH 261	Calculus I	5
MATH 262	Calculus II	5
PHYSICS 6	General Physics I	4
PHYSICS 7	General Physics II	4
CSU GENERAL EDUCATION REQUIREMENTS		**39**

COURSE DESCRIPTIONS

ANTHROPOLOGY (ANTHRO)

101 Human Biological Evolution (3) UC:CSU IGETC Area 5B
Lecture, 3 hours.

This course covers the concepts, methods of inquiry and theory of biological evolution and their application to the human species. There is a specific focus on molecular, Mendelian and population genetics, mechanisms of evolution, primatology, paleoanthropology, biocultural adaptations, human variation, and current bioethical issues. The philosophy of science and the scientific method serve as foundations to the course.

102 Human Ways of Life: Cultural Anthropology (3) UC:CSU IGETC Area 4A
Lecture, 3 hours.

This course is an introduction to the study of human culture and the concepts, theories, and methods used in the comparative study of sociocultural systems. Subjects include subsistence patterns, social and political organization, language and communication, family and kinship, religion, the arts, social inequality, ethnicity, gender, and culture change. The course applies anthropological perspectives to contemporary issues.

103 Archaeology: Reconstructing the Human Past (3) UC:CSU
Lecture, 3 hours.

This course is an introduction to the study of concepts, theories, and methods of anthropological archaeology as well as a review of significant data and models that contribute to knowledge of the human past. The course includes a discussion of the history and interdisciplinary nature of archaeological research; dating techniques and methods of survey, excavation, and analysis; cultural resource management; and selected cultural sequences.

104 Human Language and Communication (3) UC:CSU IGETC Area 3B, 4A
Lecture, 3 hours.

This course is an introduction to the anthropological study of language. This course includes a survey of core topics in linguistics (phonetics, phonology, morphology, syntax, and semantics) and the relationship of language to social, cultural, and psychological factors. The course may include topics in nonverbal communication, the evolution of language abilities, and historical linguistics.

111 Laboratory in Human Biological Evolution (2) UC:CSU IGETC Area 5A
Prerequisite or Corequisite: Anthropology 101.
Lecture, 1 hour; Laboratory, 2 hours.

This course is a laboratory course that covers the methods, techniques, and procedures used in biological/physical anthropology research. Subjects include: molecular, mendelian, and population genetics; modern human variation; geological time and fossilization; modern primates studies; human fossil record; and forensic analysis.

121 Anthropology of Religion, Magic and Witchcraft (3) UC:CSU IGETC Area 4A
Lecture, 3 hours.

This course is an anthropological introduction to forms, functions, origins and expressions of belief systems and rituals within their cultural contexts. Topics include religious symbolism, myth, magic, divination, animism, animatism, shamanism, totemism, ancestor worship, religious specialists, witchcraft, syncretism, millenarian and other religious movements.

132 Native People of North America (3) UC:CSU IGETC Area 3B
Lecture, 3 hours.

This course is an introductory survey of the culture areas of native North American peoples. Topics include ecological adaptations, language, social organization, belief systems, artistic representations, post-contact history and cultural changes, and native peoples' current positions in society.

185 Directed Study - Anthropology (1) CSU RPT2
285 Directed Study - Anthropology (2) CSU
385 Directed Study - Anthropology (3) CSU
Conference 1 hour per week per unit.

The above courses allow students to pursue Directed Study in Anthropology on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

EARTH SCIENCE (EARTH)

1 Earth Science (3) UC:CSU IGETC Area 5A
Lecture, 3 hours.

Earth science is an introductory course designed to give students a general knowledge of planet Earth. Areas of study include dynamic processes operating on and within the solid earth, or geosphere, and related processes in the atmosphere and hydrosphere. Topics from geography, geology, and oceanography are studied. This course is appropriate preparation for students seeking a multiple-subject matter teaching credential.

2 Earth Science Laboratory (2) UC:CSU IGETC Area 5A
Corequisite: Earth Science 1.
Note: Credit given for only one of Earth Science 2 or Geology 6.
Lecture, 1 hour; Laboratory, 2 hours.

Earth Science Laboratory supplements Earth Science and Geology lectures. Students will be introduced to the study of earth materials by learning to identify common minerals and rocks. Interpretations of processes acting on and within the earth will be approached through the study of information contained in maps, aerial photographs, and data sets collected from a variety of earth-sensing instruments.

185 Directed Study - Earth Science (1) CSU RPT2
285 Directed Study - Earth Science (2) CSU
385 Directed Study - Earth Science (3) CSU
Conference 1 hour per week per unit.

The above courses allow students to pursue directed field or laboratory study in Earth Science under the direction of a supervising instructor. Directed study for one unit may consist of field study undertaken during three field trips given each semester.
Credit Limit: A maximum of 6 units in Directed Study may be taken.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

ENVIRONMENTAL SCIENCE (ENV SCI)

1 The Human Environment: Physical Processes (3) UC:CSU IGETC Area 5A
Lecture, 3 hours.

A study of the earth's physical and biological environment which influences human activities and is in turn changed by these activities. This human-environment interaction is explored with regards to the Earth's atmosphere, biosphere, hydrosphere, and lithosphere. Emphasis is placed upon water pollution, air pollution and resources.

17 Geography of California (3) UC:CSU IGETC Area 4E
Note: Credit given for only one of Environmental Science 17 or Geography 14.
Lecture, 3 hours.

A regional study of California and its natural environment, including its physical features and natural resources, patterns of population and settlement, economic activities transportation routes and trade.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

31 Introduction to Geographic Information Systems (3) CSU
Lecture, 3 hours.

This course deals with fundamentals of GIS; mapping concepts; structures of GIS data; types and acquisitions of GIS data; fundamentals of spatial database; techniques of spatial analysis; generation of GIS output; and the future of GIS technology.

GEOGRAPHY (GEOG)

1 Physical Geography (3) UC:CSU IGETC Area 5A
Lecture, 3 hours.

A study of the earth's physical environment, with emphasis upon the earth as a planet, maps, weather and climate, natural vegetation, soils, landforms, water and global patterns of distribution.

2 Cultural Elements of Geography (3) UC:CSU IGETC Area 4E
Lecture, 3 hours.

An introductory social science course that explores the global distribution of population, health and nutrition, cultures, races, languages, religions, cultural landscapes, settlement patterns and urbanization, livelihood systems, and geopolitics. Geography 1 is not a prerequisite for Geography 2.

3 Introduction to Weather and Climate (3) UC:CSU IGETC Area 5A
(Same as Meteorology 3)
Note: Acceptable for credit, UC, for a maximum of 3 units from Geography 3 or Meteorology 3.
Lecture, 3 hours.

An introductory course presenting the causes of weather types and climates, their global distribution, climatic change, weather modification, air pollution, and practical applications in agriculture, industry, and daily life.

4 Map Reading and Interpretation (2) UC:CSU
Lecture, 2 hours.

An introduction to maps as a form of communication. Course topics include "thinking on paper", the history of mapping, projections, uses and misuses of maps, and the correlation of natural and cultural features. Applications in the areas of planning, environmental assessment, intelligence, archaeology, and the geosciences, as well as the preparation of maps from aerial and space photography are presented.

5 Geography of Resource Utilization (3) UC:CSU IGETC Area 4E
Lecture, 3 hours.

An introductory course examing the spatial distribution of renewable and non-renewable and non-renewable resources; interrelationships between population increase, resource utilization, and the environment.

14 Geography of California (3) UC:CSU IGETC Area 4E
Note: Credit given for only one of Geography 14 or Environmental Science 17.
Lecture, 3 hours.

A regional study of California, its physical features and natural resources in relation to patterns of population and settlement, economic activities, transportation routes and trade.

15 Physical Geography Laboratory (2) UC:CSU IGETC Area 5A
Prerequisite or Corequisite: Geography 1.
Lecture, 1 hour; Laboratory, 2 hours.

This course is a laboratory study of the earth's grid, maps, climatological data, earth materials, and computer applications in geography.

18 Geography of Mexico (3) UC:CSU
Lecture, 3 hours.

A study of the regional geography of Mexico incorporating the physical and cultural aspects of the environment. The course is designed to develop an appreciation and understanding of the relationships between science and other human activities in Mexico.

31 Introduction to Geographic Information Systems (3) CSU
Lecture, 3 hours.

This course deals with fundamentals of GIS: mapping concepts; structures of GIS data; types and acquisitions of GIS data; fundamentals of spatial database; techniques of spatial analysis; generation of GIS output; and the future of GIS technology.

185 Directed Study - Geography (1) CSU RPT2
285 Directed Study - Geography (2) CSU
385 Directed Study - Geography (3) CSU
Conference 1 hour per week per unit.

These courses allow students to pursue Directed Study in Geography on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

GEOLOGY (GEOLOGY)

1 Physical Geology (3) UC:CSU (GEOL 1 + GEOL 6 = GEOL 4) IGETC Area 5A
Lecture, 3 hours; Field trips.

An introductory course designed to acquaint the student with a general knowledge of the planet earth. Materials and structures of the earth are studied along with the processes and agencies by which the earth has attained its present condition.

4 Physical Geology and Laboratory (5) UC:CSU IGETC Area 5A
Lecture, 4 hours; Laboratory, 2 hours.

An introductory course designed to acquaint the student with a general knowledge of planet earth. Materials and structures of the earth will be studied along with the processes and agencies by which the earth is changed. The laboratory supplements the lecture with the study of minerals, rocks, aerial photographs, and maps.

6 Physical Geology Laboratory (2) UC:CSU
(GEOL 6 + GEOL 1 = GEOL 4) IGETC Area 5A
Corequisite: Geology 1.
Note: Credit given for only one of Geology 6 or Earth Science 2.
Lecture, 1 hour; Laboratory, 2 hours.

Supplements Geology and Earth Science lectures with exercises in identification of rocks and minerals and reading and construction of topographic maps, to the interpretation of geologic maps, and the study of land forms from maps and aerial photographs.

185 Directed Study - Geology (1) CSU RPT2
285 Directed Study - Geology (2) CSU
385 Directed Study - Geology (3) CSU
Conference 1 hour per week per unit.

These courses allow students to pursue Directed Study in Geology on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

INTERNATIONAL BUSINESS (INTBUS)

1 International Trade (3) CSU
Lecture, 3 hours.

This introductory course in the field of foreign commerce deals with the relation of foreign trade to domestic trade. The course surveys the operation of an import and export business, including organization, marketing, terminology, documents, financial procedures, credits, and collection and communications. The basic principles and practices of world trade are studied.

2 Transport Systems (3)
Lecture, 3 hours.

This course examines the functions, methods and procedures of direct carriers and forwarders. Emphasis is placed on the effect of trade organizations and regulatory agencies on the air and surface rate structures. Included are such rate related documents. Also included are the general principles applicable to cargo and liability insurance.

3 Export Procedures I (3) CSU
Lecture, 3 hours.

This course provides hands-on working knowledge in the business of exports, its procedures and required documentation. The course covers the export transaction from inception to receipt of payment. Topics include: evaluation of a company's export readiness and potential, market research, identification of the best export markets, costing, quotations, letters of credit, major export products, marketing, terms of sale, marine insurance, transportation, sales contracts, documentation, and U.S. export controls.

4 Import Procedures I (3) CSU
Lecture, 3 hours.

This course focuses on international trade strategies and techniques and presents an overview of importing terms. The concepts of management, finance, operations, law, communications, marketing and ethics as they apply to imports are discussed. Topics include: overseas purchasing, import operations, U.S. government regulations, finance, documentation, record keeping, international trade treaties, and global culture. Additionally, the class covers bilateral trade relations, unique country profiles, and product sourcing modalities. U.S. and World Customs duty rate structure and the role of customs brokers and freight forwarders are highlighted. International currency transactions, storage, distribution and transportation are also discussed.

17 International Marketing and Operations (3)
Lecture, 3 hours.

This course introduces the topics of: strategic planning and organizing for international marketing; researching global markets; marketing consumer products, industrial products and services in the world market. Additional areas covered include the international advertising and promotion effort; personal selling and personnel management; pricing; distribution system; export trade mechanics and logistics: financial requirements for international marketing; and coordinating and controlling global operations.

METEOROLOGY (METEOR)

3 Introduction to Weather and Climate (3) UC:CSU IGETC Area 5A
Note: Credit given for only one of Meteorology 3 or Geography 3.
(Same as Geography 3)
Lecture, 3 hours.

An introductory course presenting the causes of weather types and climates, their global distribution, climatic change, weather modification, air pollution, and practical applications in agriculture, industry, and daily life.

185 Directed Study - Meteorology (1) CSU RPT2
285 Directed Study - Meteorology (2) CSU
385 Directed Study - Meteorology (3) CSU
Conference 1 hour per week per unit.

These courses allow students to pursue Directed Study in Meteorology on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

OCEANOGRAPHY (OCEANO)

1 Introduction to Oceanography (3) UC:CSU IGETC Area 5B
Lecture, 3 hours.

The study of the marine environment; origin and extent of the oceans; nature of the sea floor; causes and effect of currents and tides; and animal and plant life in the sea. Field trip to seashore.

185 Directed Study - Oceanography (1) CSU RPT2
285 Directed Study - Oceanography (2) CSU
385 Directed Study - Oceanography (3) CSU
Conference 1 hour per week unit.

These courses allow students to pursue Directed Study in Oceanography on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

ARCHITECTURE DEPARTMENT

E7-136 **(323) 265- 8839**

SUBJECTS

- ***Architectural Interiors***
- ***Architectural Landscape***
- ***Architecture***
- ***Environmental Design***
- ***Transportation Planning***

FACULTY

Hamner, Derek M. - Chair,
Assistant Professor
Combes-Brighton, Patricia
Professor
Navarro, Alexis J.M.,
Assistant Professor

ADJUNCT FACULTY

Chavira, Richard
Gibson, Patrick A.
Ishino, Jerry G.
Kawahara, James
Lewis, Jill
Perez, Eduardo
Ramirez, Irma E.
Ramirez, Ramon
Stenhouse, Douglas S.

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATES:

- ***Architectural Computer-Aided Design AutoCAD***
- ***Architectural Computer-Aided Design 3D Modeling***
- ***Architectural Detailing***
- ***Architectural Geographic Information Systems/ Metropolitan Access Planning Systems (GIS/MAPS)***
- ***Architectural Graphics***
- ***Architectural History***
- ***Architectural Interiors***
- ***Architectural Professional Practice I***
- ***Architectural Professional Practice II***
- ***Architectural Transportation Planning***

CERTIFICATES OF ACHIEVEMENT:

- ***Architectural Computer-Aided Design***
- ***Architectural Computer-Aided Design MicroStation***
- ***Architectural Design***
- ***Architectural Drafting***
- ***Architectural Drawing***

ASSOCIATE DEGREE PROGRAMS:

- ***Architectural Computer-Aided Design***
- ***Architectural Drafting***

TRANSFER CURRICULUM:

- ***Architecture***

SKILLS CERTIFICATES

ARCHITECTURAL COMPUTER-AIDED DESIGN AUTOCAD

SUBJECT & NO.	COURSE	UNITS
ARC 161	Introduction to Computer-Aided Architectural Drawing	.2
ARC 162	Computer-Aided Design and Drafting (AutoCAD)*	.3
ARC 261	Computer-Aided Design for Architecture (AutoCAD)*	.3
ARC 262	Computer-Aided Design IV (AutoCAD)*	3
	Total	*11*

ARCHITECTURAL COMPUTER-AIDED DESIGN 3D MODELING

SUBJECT & NO.	COURSE	UNITS
ARC 264	3D Modeling for Designers	.3
	Total	*.3*

ARCHITECTURAL DETAILING

SUBJECT & NO.	COURSE	UNITS
ARC 171	Architectural Detailing	.2
	Total	*.2*

ARCHITECTURAL GEOGRAPHIC INFORMATION SYSTEMS/ METROPOLITAN ACCESS PLANNING SYSTEMS (GIS/MAPS)

SUBJECT & NO.	COURSE	UNITS
ARC 341	GIS Metropolitan Access Planning Systems I	.3
ARC 342	GIS Metropolitan Access Planning Systems II	.3
	Total	*.6*

ARCHITECTURAL GRAPHICS

SUBJECT & NO.	COURSE	UNITS
ARC 121	Freehand Drawing I	.2
ARC 122	Architectural Perspective	.2
ARC 160	Computers for Designers	.3
ARC 221	Architectural Rendering	.2
	Total	*9*

ARCHITECTURAL HISTORY

SUBJECT & NO.	COURSE	UNITS
ARC 130	History of Architecture I	.2
ARC 131	History of Architecture II	.2
	Total	*4*

ARCHITECTURAL INTERIORS

SUBJECT & NO.	COURSE	UNITS
INT 201	The Home - Design, Materials and Finishes I	.3
INT 202	The Home - Design, Materials and Finishes II	.2
	Total	*.5*

ARCHITECTURAL PROFESSIONAL PRACTICE I

SUBJECT & NO.	COURSE	UNITS
ARC 115	Architectural Practice	.2
ARC 152	Equipment of Buildings	.3
	Total	*.5*

ARCHITECTURAL PROFESSIONAL PRACTICE II

SUBJECT & NO.	COURSE	UNITS
ARC 210	Construction Estimating	.3
ARC 211	Building Codes	.3
	Total	*.6*

ARCHITECTURAL TRANSPORTATION PLANNING

SUBJECT & NO.	COURSE	UNITS
TRN 101	Transportation Planning I	.3
TRN 102	Transportation Planning II	.3
	Total	*.6*

CERTIFICATES OF ACHIEVEMENT

These architecture programs are two-year sequences of courses designed for students who wish to train for employment in a field related to the construction industry and who do not wish to transfer to a university for further education.

ARCHITECTURAL COMPUTER-AIDED DESIGN

SUBJECT & NO.	COURSE	UNITS
ARC 161	Introduction to Computer-Aided Architectural Design	.2
OR		
ARC 141	MicroStation I	.3
ARC 162	Computer-Aided Design and Drafting	
OR		
ARC 142	MicroStation II	.3
ARC 160	Computers for Designers	.3
ARC 171	Architectural Detailing	.2
ARC 172	Architectural Drawing I	.3
ARC 173*	Architectural Drawing II	.3
ARC 221	Architectural Rendering	.2
ARC 261	Computer-Aided Design for Architecture I	
OR		
ARC 241*	MicroStation III	.3
ARC 262	Computer-Aided Design for Architecture II	
OR		
ARC 242*	MicroStation IV	.3
ARC 264	3D Modeling for Designers	.3
ARC 271*	Architectural Drawing III	.3
ARC 272*	Architectural Drawing IV	.3
	Total	*33-34*
ELECTIVES:		
ARC 185		
ARC 285		
ARC 385		

**This course has a prerequisite.*

ARCHITECTURAL COMPUTER-AIDED DESIGN MICROSTATION

SUBJECT & NO.	COURSE	UNITS
ARC 141	Microstation I	.3
ARC 142	Microstation II	.3
ARC 241	MicroStation III	.3
ARC 242	MicroStation IV	.3
	Total	*12*

ARCHITECTURAL DESIGN

SUBJECT & NO.	COURSE	UNITS
ENV 101	Foundations of Design I	.3
ENV 102	Foundations of Design II	.3
ARC 201	Architectural Design I	.3
ARC 202	Architectural Design II	.3
	Total	*12*

ARCHITECTURAL DRAFTING

SUBJECT & NO.	COURSE	UNITS
ARC 110	Introduction to Architecture	.1
ARC 121	Freehand Drawing I	.2
ARC 122	Architectural Perspective	.2
ARC 130	History of Architecture I	.2
ARC 131	History of Architecture II	.2
ARC 161	Introduction to Computer-Aided Architectural Drawing	.2
OR		
ARC 141	MicroStation I	.3
ARC 171	Architectural Detailing	.2
ARC 172	Architectural Drawing I	.3
ARC 173	Architectural Drawing II	.3
ARC 211	Introduction to Building Codes	.3
ARC 221	Architectural Rendering	.2
ARC 271*	Architectural Drawing III	.3
ARC 272*	Architectural Drawing IV	.3
	Total	*30-31*
ELECTIVES:		
ARC 185		
ARC 285		
ARC 385		

**This course has a prerequisite.*

ARCHITECTURAL DRAWING

SUBJECT & NO.	COURSE	UNITS
ARC 172	Architectural Drawing I	.3
ARC 173	Architectural Drawing II	.3
ARC 271	Architectural Drawing III	.3
ARC 272	Architectural Drawing IV	.3
	Total	*12*

ASSOCIATE DEGREE PROGRAMS

The Occupational curricula are two-year sequences of courses designed for students who wish to train for employment in a field related to the architecture/construction industry and not transfer to a university for further education.

ARCHITECTURAL COMPUTER-AIDED DESIGN

Associate in Arts Degree

SUBJECT & NO.	COURSE	UNITS
Computer-Aided Design Certificate		*33-34*
ARC 110	Introduction to Architecture	.1
OR		
ENV 102	Foundations of Design II	.3
ARC 115	Architectural Practice	.2
OR		
ENV 101	Foundations of Design I	.3
ARC 122	Architectural Perspective	.2
ARC 210	Construction Estimating	.3

ARC 211	Introduction to Building Codes	.3

General Education Graduation "Plan B" Requirements:

Area A - Natural Sciences 3
Biology 3, Physics 1, 6 or 11 are recommended

Area B - Social and Behavioral Sciences 3
History 12 or Political Science 1 are recommended

Area C - Humanities 3
Architecture 130, 131, Philosophy 1 are recommended

Area D - Language and Rationality 6
English and Math Assessment Tests should be taken
English 101, Speech 101 and Mathematics 241 are recommended

Area E - Health and Physical Education 3
Health 11 is recommended

Total ***62-66***

ARCHITECTURAL DRAFTING

Associate in Arts Degree

SUBJECT & NO.	COURSE	UNITS
Architectural Drafting Certificate		*30-31*
ARC 115	Professional Practice	.2
ARC 152	Equipment of Buildings	.3
ARC 210	Construction Estimating	.3
ENV 101	Foundations of Design I	.3
ENV 102	Foundations of Design II	.3

General Education Graduation "Plan B" Requirements:

Area A - Natural Sciences 3
Biology 3, Physics 1, 6 or 11 are recommended

Area B - Social and Behavioral Sciences 3
History 12 or Political Science 1 are recommended

Area C - Humanities 3
Architecture 130, 131, Philosophy 1 are recommended

Area D - Language and Rationality 6
English and Math Assessment Tests should be taken
English 101, Speech 101 and Mathematics 241 are recommended

Area E - Health and Physical Education 3
Health 11 is recommended

Total ***62-63***

TRANSFER CURRICULUM

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

The following university Transfer Curriculum are available to students. An Associate in Arts Degree in Architecture is granted when the transfer student completes additional architecture and general education courses listed. The total units required for graduation will vary according to which university the student is planning to transfer.

ARCHITECTURE

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

The School of Environmental Design at California State Polytechnic University, Pomona offers a five-year program leading to the Bachelor of Architecture. The curriculum in Architecture at East Los Angeles College provides most of the first and second year requirements in Architecture.

Upper-division transfers must complete 60 semester units of transferable coursework, including 30 semester units of general education courses, with a grade of "C" or better by the end of spring prior to fall admission. Oral Communication, Written Communication, Critical Thinking, and Mathematics must be completed by the end of fall (one year prior to admission). Not more than 70 units may be allowed for credit earned at East Los Angeles College.

The student must keep a portfolio of Architecture course work taken at East Los Angeles College for purposes of evaluation and acceptance of courses by the School of Environmental Design at Pomona. See Architecture Department for student handout.

SUBJECT & NO.	COURSE	UNITS
ARC 122	Architectural Perspective	.2
ARC 170	Beginning Architectural Drafting	.2
ARC 172*	Architectural Drawing I	.3
ARC 173*	Architectural Drawing II	.3
ARC 271*	Architectural Drawing III	.3
ARC 272*	Architectural Drawing IV	.3
Required General Education courses:		
ENGLISH 101*	College Reading and Composition I	
OR		
ENGLISH 103*	Composition and Critical Thinking	.3
MATH 241*	Trigonometry with Vectors	
OR		
PHYSICS 6*	General Physics I	.4
CSU GENERAL EDUCATION REQUIREMENTS OR IGETC		**39**

The ELAC Architecture department also recommends completing the following courses to better prepare for transfer into the architecture major:

ARC	110, 115, 121, 130, 131, 152, 160, 161, 162, 171, 201, 202, 210, 211, 221, 223, 261, 262, 264
ENV	101, 102

**This course has a prerequisite.*

SOUTHERN CALIFORNIA INSTITUTE OF ARCHITECTURE

ELAC students completing the transfer course requirements fulfill most of the first- and second-year course requirements at SCI-ARC. Design Studio placement will be based upon a review of the student's portfolio. If a student has completed most of the general education classes listed and is missing a few courses the student is encouraged to submit an application and complete the few remaining courses while attending SCI-ARC.

SUBJECT & NO.	COURSE	UNITS
ARC 130	History of Architecture I	.2
ARC 131	History of Architecture II	.2
ARC 201*	Architectural Design I	.3
ARC 202*	Architectural Design II	.3
ENGLISH 101*	College Reading and Composition I	.3
ENGLISH 203*	World Literature I	.3
ENGLISH 204*	World Literature II	.3
ENV 101	Foundations of Design I	.3
ENV 102*	Foundations of Design II	.3

Additional general education courses in the areas of social sciences and humanities, and natural sciences and mathematics are required. Please check with a counselor for more information.

The ELAC Architecture department also recommends completing the following courses to better prepare for transfer into the architecture major:

ARC 110, 115, 121, 122, 152, 160, 161, 162, 171, 172, 173, 210, 211, 221, 223, 261, 262, 264, 271, 272

**This course has a prerequisite.*

WOODBURY UNIVERSITY

The School of Architecture & Design at Woodbury University offers a five-year program leading to the Bachelor of Architecture. East Los Angeles College students completing the transfer course requirements fulfill most of the first- and second-year course requirements at Woodbury University and are eligible to transfer into the third year after fulfilling the application requirements. Design Studio placement will be based upon a review of the student's portfolio. A portfolio review is required of all students who have less than a 3.0 GPA in their architecture courses. Students must have a 3.0 GPA for entry into the Bachelor of Architecture program WITHOUT a portfolio review. If a student has completed most of the general education classes listed and is missing a few courses, the student is encouraged to submit an application and complete the few remaining courses while attending Woodbury University.

The following list of courses are recommended for transfer to Woodbury University.

SUBJECT & NO.	COURSE	UNITS
ARC 121	Freehand Drawing I	2
ARC 130	History of Architecture I	2
ARC 131	History of Architecture II	2
ARC 170	Beginning Architectural Drafting	2
ARC 172*	Architectural Drawing I	3
ARC 173*	Architectural Drawing II	3
ARC 201*	Architectural Design I	3
ARC 202*	Architectural Design II	3
ARC 210	Construction Estimating	3
ARC 262*	Computer-Aided Design for Architecture II	3
ARC 271*	Architectural Drawing III	3
ENV 101	Foundations of Design I	3
ENV 102*	Foundations of Design II	3
ART 111	History of Contemporary Art	3
HISTORY 86	Introduction to World Civilizations I	3
HISTORY 87	Introduction to World Civilizations II	3
MATH 241	Trigonometry with Vectors	4
PHYSICS 6	General Physics I	4
PHYSICS 7	General Physics II	4
SPEECH 101	Oral Communication I	3

IGETC or completion of Woodbury general education requirements. (Articulation agreement available in the Counseling Department).

The ELAC Architecture department also recommends completing the following courses to better prepare for transfer into the architecture major:

ARC 110, 115, 122, 152, 160, 161, 162, 171, 211, 221, 223, 261, 264, 272

**This course has a prerequisite.*

Department of Architecture Scholarships

SCHOLARSHIPS	AMOUNT
Alex S. Kosich Scholarship	$500
Architecture 152 Scholarship	$300
Beata Anaya Scholarship	$2,000
Delmar Beckhart Memorial Scholarship	$500
Dieterich-Post Scholarship	$500
D. Michael Hamner Architect Award	$300
East Los Angeles Freehand Drawing Prize	varies
Gen3 Entertainment Arts	varies
Hammel, Green & Abrahamson, Inc. Design Excellence Award	$500
Metro Construction Scholarship	$1,000
Osborn Architects Design Excellence Award	$750
Quatro Group Design Award	$1,000
Randall-Baylon Architects/RACAIA Scholarship	$1,000
Robert T. and Millie Weiss Scholarships	$1,000
Souders/Huey Book Grant	varies
Woodbury University Scholarship	varies

COURSE DESCRIPTIONS

Note: All Architecture and Architectural Technology students must see the Architectural Advisor in room E7-136 for program approval.

Architecture majors may take other classes in architecture when signing up for ARC 110, 130 or 131. Counseling by department chair is highly recommended prior to doing so.

See Architecture 170, 171, 172, 173, 271, 272, INT 201 and 202 for Drafting courses.

See Architecture 141, 142, 160, 161, 162, 164, 241, 242, 261, 262, 264, 341, and 342 for Computer-Aided Design courses.

ARCHITECTURAL INTERIORS (INT)

201 The Home - Design, Materials and Finishes I (2) CSU
Lecture, 1 hour; Laboratory, 3 hours.

This course presents the basic concepts of residential design with the emphasis placed on the design of improvements, additions and remodeling projects. Special emphasis is given to the qualities of furnishings, equipment and materials used in the home.

202 The Home - Design, Materials and Finishes II (2) CSU
Prerequisite: Architectural Interiors 201.
Lecture 1 hour; Laboratory, 3 hours.

This course expands the basic concepts of home improvements, additions and remodeling projects. Topics include: learning to design interior and exterior spaces; selecting materials and furnishings; and dealing with manufacturers and distributors in multiple residential and small commercial projects.

ARCHITECTURAL LANDSCAPE (LAN)

101 Landscape Architecture I (3) CSU
Lecture, 1 hour; Laboratory, 5 hours.

This course presents the basic concepts of landscape design. The environment, plants, inert materials, and societal relationships are studied, as well as the techniques and methods of making visual and oral presentations.

102 Landscape Architecture II (3) CSU
Prerequisite: Architectural Landscape 101.
Lecture, 2 hours; Laboratory, 4 hours.

This course presents the basic concepts of landscape design. The environment plants, inert materials, and societal relationships are studied as well as the techniques and methods of making visual and oral presentations.

ARCHITECTURE (ARC)

110 Introduction to Architecture (1) CSU RPT1
Note: Open to all students. Satisfies 1 unit of General Education in Humanities requirements for graduation.

Lecture, 1 hour.

This is an introductory lecture course for all students majoring in architecture and related fields but open to all students. Emphasis is placed on awareness, critical thinking and observation of the built environment through basic architectural theory, conceptual and fictional representation, and professional knowledge of the field. Lectures are designed to acquaint students with the architectural field ideologies and professional experience - from theory to academic and professional possibilities.

115 Architectural Practice (2) CSU
Lecture, 2 hours.

This course presents a study of the architecture profession and the construction field with respect to education and registration; professional relations; office procedures; marketing; business; and legal aspects.

121 Freehand Drawing I (2) UC:CSU RPT1
Lecture, 1 hour; Laboratory, 3 hours.

This course involves the development of freehand graphic skills for visual communication, expression, and as a medium for perception of form and visual thinking. Developmental methods are explored through a variety of graphic media and tools applied to a wide variety of architectural subjects and design themes.

122 Architectural Perspective (2) UC:CSU
Lecture, 1 hour; Laboratory, 3 hours.

The various methods of making three-dimensional pictorial drawings are studied. Special emphasis is given to one and two point perspective procedures. Attention is also given to characteristics of building and landscape drawing. Shade and shadow techniques are also studied.

130 History of Architecture I (2) UC:CSU
Note: Open to all students. Satisfies 2 units of General Education in Humanities requirements for graduation.

Lecture, 2 hours.

The development of architecture from prehistoric times to the beginning of the Renaissance. The development of Architecture as influenced by geographical, geological, climatic, religious, social and historical forces.

131 History of Architecture II (2) UC:CSU
Note: Open to all students. Satisfies 2 units of General Education in Humanities requirements for graduation.

Lecture, 2 hours.

The course covers the development of architecture from the Renaissance to the present. The following influences are emphasized in the shaping of architecture: geographical, geological, climatic, religious, social, and historical.

141 Microstation I (3) CSU
Lecture 1 hour; Laboratory 5 hours.

This course introduces the concepts of CAD and the technical language of CAD using MicroStation as the software. Basic concepts involved in the creation of two dimensional drawings are presented.

142 Microstation II (3) CSU
Lecture 1 hour; Laboratory 5 hours.

This second course introduces a more in-depth use of MicroStation. Basic to advanced concepts in the creation and manipulation of two-dimensional drawings are presented with an emphasis on increasing productivity and accuracy. An introduction to three-dimensional drawings is also covered.

152 Equipment of Buildings (3) CSU
Lecture, 3 hours.

Essential considerations in design of Environmental Comfort Systems, selection of system components for houses, and energy-efficient design of building envelopes are presented in this course. Topics also include space heating, cooling and ventilating; lighting and power distribution; potable water supply and conditioning; waste disposal and recycling, sustainability, and total-energy systems.

160 Computers for Designers (3) CSU RPT1
Lecture, 1.5 hours; Laboratory, 4.5 hours.

This is an introductory course emphasizes how to optimize and understand the role of digital medium in today's design industry. Scanning, image manipulation, digital presentations, printing, Web publishing, imaging, and graphics software such as Photoshop are covered.

161 Introduction to Computer-Aided Architectural Design (2) CSU RPT1
Corequisite: Architecture 180.

Lecture, 1 hours; Laboratory, 2 hours.

This is an introductory course where students learn the necessary concepts involved in the production of CAD-generated architectural drawings using AutoCAD. Drawing setup, basic drawing and editing commands, layer control, text, dimensioning, hatching, and isometric drawings are covered.

162 Computer-Aided Design and Drafting (3) CSU RPT1
Corequisite: Architecture 180.

Lecture, 1 hour; Laboratory 5 hours.

This is the second course in a series of CAD classes using Auto- CAD. Advanced drawing and editing commands, blocks, attributes, image insertion, paper space and model space are covered. The semester ends with an introduction to 3D modeling.

164 Design Software for Architecture (2) CSU
Lecture, 1 hour; Laboratory, 3 hours.

This is a hands-on introduction to software used in the fields of architecture, interior design and construction. Through lectures, demonstrations and hands-on lab exercises, students learn the concepts of Building Information Modeling (BIM). Tools used for parametric building design and documentation are covered. By the end of the class, students are able to create an entire project, from schematic design through construction documentation and identify the benefits of BIM. Photorealistic rendering techniques and walkthroughs are also introduced.

170 Beginning Architectural Drafting (2) CSU
Lecture 1 hour; Laboratory, 3 hours.

This course is an introduction to graphics for students with no drafting knowledge, and for the person entering architecture, urban planning, landscape architecture, art, interior

design, and the allied fields. Training in developing multi-view drawings of building exteriors, interiors, floor plans, and furniture is emphasized.

171 Architectural Detailing (2) CSU
Lecture 1 hour; Laboratory, 3 hours.

Drafting skills as well as construction knowledge are developed by the study of specific aspects of construction. Specialized drawings are drafted of foundations, walls, ceilings, roofs, doors, windows, cabinets, etc. Some drawings are made "full-size" in order to illustrate joinery techniques. Scale models, freehand sketching of details, and metrics are explored.

172 Architectural Drawing I (3) CSU
Prerequisite: Architecture 170 or General Engineering 111.
Lecture, 2 hours; Laboratory, 4 hours.

This course covers the preparation of working drawings for a one-story, wood frame residence, and the study of construction methods, materials, and building ordinances. Includes graphic representation of site, foundation, floor and roof plans; schedules, cross-sections and details, interior and exterior elevations.

173 Architectural Drawing II (3) CSU
Prerequisite: Successful completion of Architecture 172.
Lecture, 2 hours; Laboratory, 4 hours.

This course covers the preparation of working drawings for two-story, wood frame residences; and the study of construction methods, materials, and building ordinances. Special considerations is given to solving problems involving two-story construction additions to existing one-story structures. Other topics include graphic representations on site, foundation, floor plans; schedules, cross sections and details, interior design, and interior and exterior elevations.

180 Computer-Aided Architectural Laboratory (1) CSU RPT3
Corequisites: Architecture 161, 162, 261, or 262.
Laboratory, 2 hours.

This course is designed to reinforce the lectures presented in each computer-aided architecture class. It gives the student needed practice in applying software programs to various class assignments.

201 Architectural Design I (3) UC:CSU
Prerequisite: Environmental Design 102.
Lecture, 1 hour; Laboratory, 5 hours.

Conceptualization and development of simple architectural design projects investigating the development of space and built form and the influences of functional/social programs and materiality/structure/construction systems situated within a limited site context. Emphasis is placed on internally driven forces and relationships as primary influences within the design process to generate architectural design solutions. Comprehensive analysis and research of significant architecture precedents and building types will additionally inform the design process.

202 Architectural Design II (3) UC:CSU
Prerequisite: Architecture 201.
Lecture, 1 hour; Laboratory, 5 hours.

Conceptualization and development of more complex architectural design projects investigating the development of space and built-form and the influences of the environment, including social and cultural environment, geography, climate, daylight and energy-efficiency strategies situated in urban and natural site environments. Emphasis is placed on externally driven forces and relationships that generate as primary influences within the design process to generate architectural design solutions.

210 Construction Estimating (3) CSU
Lecture, 3 hours.

The students are introduced to methods used in determining quantity take-offs and cost estimates of labor and materials in the construction industry. Topics include: excavation, concrete, masonry, wood framing, wet and dry walls systems, paints and wall coverings, hardware, and building equipment.

211 Introduction to Building Codes (3) CSU
Lecture, 3 hours.

This course is an introduction to building codes and ordinances regulating various types of occupancies and zoning regulations.

221 Architectural Rendering (2) UC:CSU
Lecture, 1 hour; Laboratory, 3 hours.

This course offers opportunities for the development of graphic techniques and the use of media for architectural renderings in a variety of two-dimensional formats and compositions. The methods employed in the selection of media, techniques and compositions are also studied in relation to the communication of architectural design and concepts.

223 Portfolio Development (1) CSU
Corequisite: Architecture 201 and 202.
Advisory: Environmental Design 101 and 102.
Laboratory, 2 hours.

This course is designed to assist students in the development and production of a design portfolio to present completed creative and graphic work. Topics presented include selection of subject matter, layout, storyboard development, typography, reprographic and photography methods.

241 MicroStation III (3) CSU
Prerequisite: Architecture 142.
Lecture, 1 hour; Laboratory, 5 hours.

This course builds on the skills learned in MicroStation I and II and goes further into the theory , tools and techniques of three-dimensional design. Students will learn how to use design visualization, renderings and walk-through. MicroStation, MicroStation Modeler, and Masterpiece are used.

242 MicroStation IV (3) CSU
Prerequisite: Architecture 241.
Lecture, 1 hour; Laboratory, 5 hours.

This course provides students with real world projects. Students are required to complete a project from start to finish. The class attempts to duplicate a traditional work environment.

261 Computer-Aided Design for Architecture I (3) CSU RPT1
Prerequisite: Architecture 162.
Corequisite: Architecture 180.
Lecture, 1 hour; Laboratory, 5 hours.

This is the third-semester course students learn three-dimensional concepts involved in making computer-aided drawings.

Drawings are constructed using a microcomputer with appropriate software such as AUTOCAD. Students use workstations with a micro-computer, monitor, disk drives, digitizer, printer and plotter.

262 Computer-Aided Design for Architecture II (3) CSU
Prerequisite: Architecture 261.
Corequisite: Architecture 180.
Lecture, 1 hour; Laboratory, 5 hours.

This is the last course in a series of CAD classes where students are introduced to modeling, rendering and animation using Autodesk VIZ or similar software. Complex 3D modeling, lighting, shadows, materials, cameras, realistic effects, animations, and walkthroughs are covered.

264 3D Modeling for Designers (3) CSU RPT1
Lecture, 3 hours.

Introduction to digital 3D Modeling using Sketch Up. Students learn modeling skills through projects that incrementally explore a wide range of modeling, lighting and rendering tools and culminate in the creation of a short virtual walk-through.

271 Architectural Drawing III (3) CSU
Prerequisite: Successful completion of Architecture 173.
Lecture, 1 hour; Laboratory, 5 hours.

This course covers the study of concrete block and/or brick buildings along with wood frame construction, especially long span beam techniques. It includes further study of construction materials and building ordinances; and an introduction to interior design colors, materials and furniture. Creative graphic representation on site and floor plans, and interior and exterior elevations are also considered.

272 Architectural Drawing IV (3) CSU
Prerequisite: Successful completion of Architecture 271.
Lecture, 1 hour; Laboratory, 5 hours.

The design and construction of concrete buildings are studied in working drawings with special emphasis on tilt-up concrete construction and wood frame, long span beam techniques. Further study is provided for construction materials, details and building ordinances; and interior design color board presentations in colors, materials and furniture selections. Working drawings, creative architectural design, and graphic presentation methods are stressed.

341 GIS Metropolitan Access Planning Systems I (3) CSU
Advisory: Architecture 172 and Architecture 141 or 161.
Lecture 2 hours; Laboratory 4 hours.

In this course, Geographic Information System technology and related digital technologies are used to explore intelligent drawings - drawings that have multiple types of information associated with them. The collection of data is used to evaluate the environmental conditions of a city.

342 GIS Metropolitan Access Planning Systems II (3) CSU
Advisory: Architecture 341.
Lecture 2 hours; Laboratory 4 hours.

This course is an advanced study in Geographic Information System. It provides opportunities to develop proficiency in Remote Sensing Network Analysis, Photogrammetry; Raster-Data Convergence, Dynamic Segmentation, Voxel Spaces and Spatial Analysis Tools. Information is collected and integrated into a GIS and then structured for Internet connectivity.

185 Directed Study - Architecture (1) CSU
285 Directed Study - Architecture (2) CSU
385 Directed Study - Architecture (3) CSU
Conference 1 hour per week per unit.

The above courses allow students to pursue Directed Study projects in architecture. The courses are conducted on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC does not grant credit for variable topics courses in Architecture because of credit restrictions in this area.

ENVIRONMENTAL DESIGN (ENV)

101 Foundations of Design I (3) UC:CSU
Lecture, 1 hour; Laboratory, 5 hours.

This course is a design studio introducing formal and spatial visual design concept and principles, strategies and systems related to the design of the built environment. Two- and three-dimensional problems are introduced, processes studied and solutions evaluated. Drawing and modeling techniques are developed as investigative tools, representational and expressive visual media.

102 Foundations of Design II (3) CSU
Prerequisite: Environmental Design 101.
Lecture, 1 hour; Laboratory, 5 hours.

Design studio introducing environmental, architectural and societal design considerations. Two- and three-dimensional problems are introduced, processes studied and solutions evaluated. Principles of how a process and solution to a design problem is derived and influenced by the physical laws of nature; derived by the physical materials and methods of working with those materials; human and natural environmental factors; and physical dimensions and activities with the human cultural, political and social environment.

TRANSPORTATION PLANNING (TRN)

101 Transportation Planning I (3) CSU
Lecture, 3 hours.

The purpose of this course is to introduce students to the overall elements involved in transportation planning. The course focuses on the role of transportation and land use planning in the overall city planning purpose. User characteristics, roadway design elements, transportation system modeling, system design and management techniques, and system capacity will be covered.

102 Transportation Planning II (3) CSU
Lecture, 3 hours.

This course relates the key issues of land use planning and transportation planning to show how interrelated they are and how they influence the overall shape of urban regions. The course demonstrates how transportation planning process is applied to urban planning problems from the regional to the neighborhood scale. The transportation planning process, transportation system modeling, and land use and transportation issues at the statewide, regional citywide and local levels are explored.

ART DEPARTMENT

A.A.-2 **(323) 265-8842**

The department acknowledges a commitment to the entire community for providing a comprehensive program of art courses. These are designed to stimulate and encourage visual experience as it relates to culture, past, present and future. Further, the course offerings emphasize knowledge of the relationships between the arts, and bring to each student a greater awareness of his or her potential as a unique human being.

The program offered by the Art Department stresses the study of art both as a subject and an activity. This approach provides the flexibility necessary to maintain both a rigorous and a personal training. Courses and course sequences are designed to develop the student's powers of observation and aesthetic awareness. Simultaneously the student is given the opportunity to develop the discipline of technique and craft with which to use these powers creatively. The faculty encourages the student to explore and experiment.

Whether the student's goals are vocational or personal, the recognition of art as a qualitative concern characterizes the philosophy of this department. Ultimately, the Art Department's program seeks to give the student every opportunity to develop his /her potential for aesthetic awareness, aesthetic expression, and critical analysis.

The department offers 75 courses, 6 certificates of achievement (Animation, Arts Graphic Communication, Desktop Publishing, Multimedia) and 4 Associate of Arts degree programs (Animation, Arts Graphic Communication, Desktop Publishing and Multimedia).

The Art Department strives to provide up-to-date, accurate, and functional educational experiences to every student.

SUBJECTS

- ***Animation***
- ***Art***

FACULTY

Uyekawa, Jim - Chair,
Professor
Alanen, Dr. Marie,
Professor
Kallan, Linda,
Associate Professor
Monaci, Steven
Instructor
Moreno, Christine,
Associate Professor
Owens, Michael,
Instructor
Pfeiffer, Dr. Katherine S.,
Professor
Singh-Bischofberger, Surana
Instructor
Turk, Christopher,
Assistant Professor

ADJUNCT FACULTY

Acuna, Robert
Ahmadpour, Alireza
Beauvy, Tony
Bronte, Andrea
Brown, Wendi
Carter, Jamison
Clisset, John
Foster, Edward
Huynh, Phung
Nielsen, Christopher D.
Teran, Sergio
Valle, Lucena
Wisenfeld, Alexandra

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATE:

- ***Basic Graphics Technology***

CERTIFICATES OF ACHIEVEMENT:

- ***Animation (Level 1)***
- ***Animation (Level 2)***
- ***Arts Graphic Communication***
- ***Desktop Publishing***
- ***Multimedia (Level 1)***
- ***Multimedia (Level 2)***

ASSOCIATE DEGREE PROGRAMS:

- ***Animation***
- ***Arts Graphic Communication***
- ***Desktop Publishing***
- ***Multimedia***

TRANSFER CURRICULUM:

- ***Art***

SKILLS CERTIFICATE

BASIC GRAPHICS TECHNOLOGY

SUBJECT & NO.	COURSE	UNITS
ART 201	Drawing I	3
ART 501	Beginning Two-Dimensional Design	3
ART 633*	Introduction to Computer Graphics	3
ENGLISH 101	College Reading and Composition I	3
	Total	*12*

CERTIFICATES OF ACHIEVEMENT

ANIMATION (LEVEL 1)

Students completing this program certificate will acquire applicable skills to pursue entry-level positions in animation.

SUBJECT & NO.	COURSE	UNITS
ANIMATN 212	Character Animation and Design	3
ANIMATN 216	Layout and Background Art	3
ANIMATN 217	Storyboards	3
ANIMATN 218	Fundamentals of Animation	3
ART 201	Drawing I	3
ART 204	Life Drawing I	3
ART 209	Perspective Drawing I	3
ART 220	Interactive Animation	3
ART 638	Computer-Aided Art Laboratory	2

ART 639	Introduction to Digital Imaging	.3
ENGLISH 101	College Reading and Composition I	.3
	Total	*32*

ANIMATION (LEVEL 2)

A program certificate consisting of all of the courses required for the Animation Level 1, plus an additional 31 units as follows:

SUBJECT & NO.	COURSE	UNITS
ANIMATN 221	Three-Dimensional Animation I	.3
ANIMATN 219	Animation Process and Production	.3
ANIMATN 222	Three-Dimensional Animation II	.3
ANIMATN 643	Design in Nature	.3
ART 118	History of Animation	.3
ART 215	Animal Drawing	.3
ART 634	Computer Graphics I: Three-Dimensional Computer Graphics	.3
ART 638	Computer-Aided Art Laboratory	.2
ART 640	Portfolio Development	.2
ART 642	Audio/Video Post Production	.3
ENGLISH 240	Literature and the Motion Picture I	.3
	Total	*31*

ARTS GRAPHIC COMMUNICATION

For a description of this program see the Art Department Chair in F6-102, or call 265-8840.

SUBJECT & NO.	COURSE	UNITS
ART 201	Drawing I	.3
ART 300	Introduction to Painting	.3
ART 501	Beginning Two-Dimensional Design	.3
ART 600	Lettering I	.3
ART 604	Graphic Design I	.3
ART 633*	Introduction to Computer Graphics	.3
ART 635	Desktop Publishing Design	.3
PHOTO 10	Beginning Photography	.3
SIX ADDITIONAL UNITS SELECTED FROM THE LIST BELOW:		**6**
ART 101	Survey of History of Art I	
ART 102	Survey of History of Art II	
ART 103	Art Appreciation	
ART 202*	Drawing II	
ART 502*	Beginning Three-Dimensional Design	
ART 503*	Intermediate Design	
ART 601*	Lettering II	
ART 605*	Graphic Design II	
ART 639	Introduction to Digital Imaging	
	Total	*30*

**This course has a prerequisite.*

DESKTOP PUBLISHING

This program gives the student skills in the fields of Graphic Design, Journalism, and Photography and in the use of computers to produce newspapers, newsletters, advertising, and brochures.

SUBJECT & NO.	COURSE	UNITS
ART 635*	Desktop Publishing Design	.3
ART 639	Introduction to Digital Imaging	.3
JOURNAL 101	Collecting and Writing News	.3
JOURNAL 217*#	Publication Laboratory	.2
PHOTO 28	Laboratory Processes	.1
PHOTO 47	Introduction to Computerized Digital Photography	.3
PHOTO 48*	Intermediate Computerized Digital Photography	.3
TWELVE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW:		**12**
(The student may select all twelve units from one area or from a combination of areas.)		
ART 201	Drawing I	
ART 501	Beginning Two-Dimensional Design	
ART 604*	Graphic Design I	
ART 633*	Introduction to Computer Graphics	
JOURNAL 202*	Advanced Newswriting	
JOURNAL 218*#	Practical Editing	
JOURNAL 219*#	Techniques for Staff Editors	
JOURNAL 228*#	Computerized Composition	
PHOTO 10	Beginning Photography	
PHOTO 17*	Introduction to Color Photography	
PHOTO 22*	Creative Photo-Vision	
PHOTO 32*	Intermediate Black and White Photography	
	Total	*30*

**This course has a prerequisite.*

#This course is repeatable.

MULTIMEDIA (LEVEL 1)

Students completing this program certificate will acquire applicable skills to pursue entry-level positions in multimedia.

SUBJECT & NO.	COURSE	UNITS
ANIMATN 217	Storyboards	.3
ANIMATN 218	Fundamentals of Animation	.3
ART 213	Color Theory	.3
ART 220	Interactive Animation	.3
ART 501	Beginning Two-Dimensional Design	.3
ART 633*	Introduction to Computer Graphics	.3
ART 638	Computer-Aided Art Laboratory	.2
ART 639	Introduction to Digital Imaging	.3
ART 645	Introduction to Web Site Design	.3
ENGLISH 101	College Reading and Composition I	.3
THEATRE 323	Stage Management and Production	.3
	Total	*32*

**This course has a prerequisite.*

MULTIMEDIA (LEVEL 2)

A program certificate consisting of all of the courses required for the Multimedia Level 1, plus an additional 28 units as follows:

SUBJECT & NO.	COURSE	UNITS
ANIMATN 219	Animation Process and Production	.3
ANIMATN 221	Three-Dimensional Animation I	.3
ANIMATN 222	Three-Dimensional Animation II	.3
ART 634	Computer Graphics I: Three-Dimensional Computer Graphics	.3
ART 635	Desktop Publishing Design	.3
ART 638	Computer-Aided Art Laboratory	.2
ART 640	Portfolio Development	.2
ART 642	Audio/Video Post Production	.3
ART 645	Introduction to Web Site Design	.3
ENGLISH 240	Literature and the Motion Picture I	.3
	Total	*28*

ASSOCIATE DEGREE PROGRAMS

ANIMATION

Associate in Arts Degree

This program is for students who wish to acquire an Associate in Arts Degree with an emphasis on animation.

SUBJECT & NO.	COURSE	UNITS
ANIMATN 212	Animation Character Development	3
ANIMATN 216	Layout and Background Painting	3
ANIMATN 217	Storyboards	3
ANIMATN 218	Fundamentals of Animation	3
ANIMATN 219	Animation Process and Production	3
ANIMATN 221	Three-Dimensional Animation I	3
ANIMATN 222	Three-Dimensional Animation II	3
ANIMATN 643	Design in Nature	3
ART 201	Drawing I	3
ART 204	Life Drawing I	3
ART 215	Animal Drawing	3
ART 220	Interactive Animation	3
ART 501	Beginning Two-Dimensional Design	3
ART 638	Computer-Aided Art Laboratory	2
ART 642	Audio/Video Post Production	3
GENERAL EDUCATION REQUIREMENTS PLAN B		**18**
	Total	*62*

ARTS GRAPHIC COMMUNICATION

Associate in Arts Degree

This program is designed to give the student basic design and computer skills which will allow them to pursue graphic arts careers in such areas as advertising, desktop publishing, and product design.

SUBJECT & NO.	COURSE	UNITS
ART 201	Drawing I	3
ART 300	Introduction to Painting	3
ART 501	Beginning Two-Dimensional Design	3
ART 600	Lettering	3
ART 604	Graphic Design I	3
ART 633*	Introduction to Computer Graphics	3
ART 635	Desktop Publishing Design	3
PHOTO 10	Beginning Photography	3
SIX ADDITIONAL UNITS SELECTED FROM THE LIST BELOW:		**6**
ART 101	Survey of Art History I	
ART 102	Survey of Art History II	
ART 103	Art Appreciation I	
ART 202*	Drawing II	
ART 502*	Beginning Three-Dimensional Design	
ART 503*	Intermediate Design	
ART 601*	Lettering II	
ART 605*	Graphic Design II	
ART 639	Introduction to Digital Imaging	
GENERAL EDUCATION REQUIREMENTS PLAN A		**30**
	Total	*60*

**This course has a prerequisite.*

DESKTOP PUBLISHING

Associate in Arts Degree

(This program is offered under a consortium of the departments of Art, Journalism and Photography.)

This program will give the students skills in the fields of Graphic Design, Journalism, and Photography and in the use of computers to produce newspapers, newsletters, advertising, and brochures.

SUBJECT & NO.	COURSE	UNITS
ART 635*	Desktop Publishing Design	3
ART 639	Introduction to Digital Imaging	3
JOURNAL 101	Collecting and Writing News	3
JOURNAL 217*#	Publication Laboratory	2
PHOTO 28	Laboratory Processes	1
PHOTO 47	Introduction to Computerized Digital Photography	3
PHOTO 48*	Intermediate Computerized Digital Photography	3
TWELVE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW		**12**
(The student may select all twelve units from one area or from a combination of areas.)		
ART 201	Drawing I	
ART 501	Beginning Two-Dimensional Design	
ART 604*	Graphic Design I	
ART 633*	Introduction to Computer Graphics	
JOURNAL 202*	Advanced Newswriting	
JOURNAL 218*#	Practical Editing	
JOURNAL 219*#	Techniques for Staff Editors	
JOURNAL 228*#	Computerized Composition	
PHOTO 10	Beginning Photography	
PHOTO 17*	Introduction to Color Photography	
PHOTO 22*	Creative Photo-Vision	
PHOTO 32*	Intermediate Black and White Photography	
GENERAL EDUCATION REQUIREMENTS PLAN A		**30**
	Total	*60*

**This course has a prerequisite.*
#This course is repeatable.

MULTIMEDIA

Associate in Arts Degree

This program is for students who wish to acquire an Associate an Associate in Arts degree with an emphasis on multimedia and video-related skills.

SUBJECT & NO.	COURSE	UNITS
ANIMATN 217	Storyboards	3
ANIMATN 219	Animation Process and Production	3
ANIMATN 221	Three-Dimensional Animation I	3
ANIMATN 222	Three-Dimensional Animation II	3
ANIMATN 643	Design in Nature	3
ART 213	Color Theory	3
ART 220	Interactive Animation	3
ART 501	Beginning Two-Dimensional Design	3
ART 634	Computer Graphics I: Three-Dimensional Computer Graphics	3
ART 638	Computer-Aided Art Laboratory	2
ART 639	Introduction to Digital Imaging	3
ART 640	Portfolio Development	2
ART 642	Audio/Video Post Production	3
ART 645	Introduction to Web Site Design	3
THEATRE 323	State Management and Production	3
GENERAL EDUCATION REQUIREMENTS PLAN B		**18**
	Total	*61*

TRANSFER CURRICULUM

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

Note: These are not programs but suggested courses to prepare for transfer.

ART

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Below are the transferable major courses to CSULA. These are provided only as a guide to students planning to transfer to these schools. Any student planning to transfer to a four-year school should contact that school's Art Department for a current list of requirements and see an ELAC counselor or go to the Transfer Center for specific information about the college to which you plan to transfer.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Required Lower Division Core

SUBJECT & NO.	COURSE	UNITS
ART 101	Survey of Art History I	3
ART 102	Survey of Art History II	3
ART 201	Drawing I	
OR		
ART 202	Drawing II	
OR		
ART 203	Drawing III	3
ART 501	Beginning Two-Dimensional Design	3
ART 502	Beginning Three-Dimensional Design	3

Students choose one of the following options to complete their major.

Animation Option

SUBJECT & NO.	COURSE	UNITS
ART 118	History of Animation	3

Design Option

SUBJECT & NO.	COURSE	UNITS
ART 503	Intermediate Design	3
CHOOSE ONE ELECTIVE FROM THE FOLLOWING:		
ART 204	Life Drawing I	
OR		
ART 300	Introduction to Painting	
OR		
ART 304	Acrylic Painting I	
OR		
ART 305	Acrylic Painting II	
OR		
ART 306	Acrylic Painting III	
OR		
ART 307	Oil Painting I	
OR		
PHOTO 10	Beginning Photography	3

Art Education Option

SUBJECT & NO.	COURSE	UNITS
ART 300	Introduction to Painting	
OR		
ART 304	Acrylic Painting I	
OR		
ART 305	Acrylic Painting II	
OR		
ART 306	Acrylic Painting III	
OR		
ART 307	Oil Painting I	3
ART 708	Introduction to Ceramics	
OR		
ART 709	Ceramics I	3
PHOTO 10	Beginning Photography	3

Studio Arts Option

SUBJECT & NO.	COURSE	UNITS
ART 300	Introduction to Painting	
OR		
ART 304	Acrylic Painting I	
OR		
ART 305	Acrylic Painting II	
OR		
ART 306	Acrylic Painting III	
OR		
ART 307	Oil Painting I	3
ART 708	Introduction to Ceramics	
OR		
ART 709	Ceramics I	
PHOTO 10	Beginning Photography	3

Art History Option

SUBJECT & NO.	COURSE	UNITS
ART 300	Introduction to Painting	
OR		
ART 304	Acrylic Painting I	
OR		
ART 305	Acrylic Painting II	
OR		
ART 306	Acrylic Painting III	
OR		
ART 307	Oil Painting I	3
ART 708	Introduction to Ceramics	
OR		
ART 709	Ceramics I	3
CSU GENERAL EDUCATION REQUIREMENTS		**39**

Portfolio of work recommended.

COURSE DESCRIPTIONS

ANIMATION (ANIMATN)

212 Character Animation and Design (3) CSU

Lecture, 2 hours; Laboratory, 4 hours.

This course provides foundational character animation concepts. The concepts include key positions, breaking down movement, acting, takes, accents, gestures, dialogue and facial expressions.

216 Layout and Background Art (3) CSU

Lecture, 2 hours; Laboratory, 2 hours.

This course covers background design and layout for animation. Topics include linear perspective, composition, framing, staging, the field guide, layers, and camera shots, moves and angles.

217 Storyboards (3) CSU
Lecture, 2 hours; Laboratory, 2 hours.

In this course, students learn the process of story boarding. Topics covered include framing, basic camera shots, linear perspective, composition, lighting, continuity, and uses of storyboards.

218 Fundamentals of Animation (3) CSU
Lecture, 2 hours; Laboratory, 4 hours.

This course provides foundational animation concepts and experimental techniques. The concepts include squash and stretch, anticipation, overlapping action, analyzing, and depicting natural forces. The techniques introduced include drawing, puppet making, sand, paint and cutouts.

219 Animation Process and Production (3) CSU
Lecture, 2 hours; Laboratory, 3 hours.

This course gives students the opportunity to create a broadcast quality animated video project from beginning to end. A brief overview of the process includes concept development, visualization, story boarding, production, animation, title design and post-production.

221 Three-Dimensional Animation I (3) CSU
Lecture, 2 hours; Laboratory, 4 hours.

This advanced course introduces high-end three-dimensional Maya software. Students acquire familiarity with the expansive interface. Students gain the capability to model, texture, and animate three-dimensional content. Basic animation concepts are reinforced and demonstrated through projects.

222 Three-Dimensional Animation II (3) CSU
Prerequisite: Animation 221.

Lecture, 2 hours; Laboratory, 4 hours.

This course is the second level of three-dimensional computer animation studies using Maya software. Students gain the capability to rig a character using a skeleton, morph targets to create facial expressions, lip sync, and learn animation techniques uniquely relevant to character animation.

223 Three-Dimensional Animation III (3) CSU
Prerequisite: Animation 222.

Lecture, 2 hours; Laboratory, 4 hours.

This course is the third level of three-dimensional computer animation studies using Maya software. Students begin production of a short animated narrative that will continue in Animation 224. Students develop a narrative, and proceed with full production including storyboarding, creating an animatic, character designs, background designs, modeling and rigging.

224 Three-Dimensional Animation IV (3) CSU
Prerequisite: Animation 223.

Lecture, 2 hours; Laboratory, 4 hours.

This course is the fourth level of three-dimensional computer animation studies using Maya software. Students complete production of a short animated narrative project started during the previous semester. Students add texture, lighting effects, sound, animation, titles and final rendering to complete their project.

643 Design In Nature (3) CSU
Lecture, 2 hours; Laboratory, 2 hours.

This course is an interdisciplinary exploration of the relationship between nature and animation. Course content from engineering, architecture, physics and art converge to inform one's understanding of animation motion graphics. Natural forces are explored through animation and include gravity, friction, air resistance, inertia, momentum, acceleration, velocity, structure, and flexibility.

ART (ART)

101 Survey of Art History I (3) UC:CSU IGETC Area 3A
Advisory: English 101.

Note: See note following Art 102.

Lecture, 3 hours.

This course covers 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.

102 Survey of Art History II (3) UC:CSU IGETC Area 3A
Advisory: English 101.

Note: Art 101 is not a prerequisite of Art 102. Either course may be taken first. Art 101 and 102 are required of all art majors who want to transfer to a 4-year institution.

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 ca. 1900. Art is discussed in its historical and cultural context. The following styles are covered: Late Gothic, International, Renaissance, Mannerism, Baroque, Rococo, Neoclassicism, Romanticism, and Early Modern.

103 Art Appreciation I (3) UC:CSU IGETC Area 3A
Lecture, 3 hours.

This course is an introductory and integrative course in the arts. It involves a comparative study of the visual arts designed to expand visual awareness and visual experience and to increase the student's ability to understand and evaluate those forms that are part of his environment. Areas covered range from the home, community and industry to a broad interpretation of painting, sculpture, and architecture.

105 History of Asian Art (3) UC:CSU IGETC Area 3A
Advisory: English 101.

Lecture, 3 hours.

This course covers the history of the visual arts in China and Japan. These arts are discussed in the context of the history and cultures from which they originated.

111 History of Contemporary Art (3) UC:CSU IGETC Area 3A
Advisory: English 101.

Lecture, 3 hours.

This course follows the historical development of Modern and Contemporary visual art (including painting, sculpture, architecture, new media, and other forms) produced from ca. 1840 to the present. Art produced by the global community will be considered with special concentration placed on European and North American artistic production since 1900. Art is discussed in its historical and cultural context. The following styles are covered: Symbolism, Fauvism, German Expressionism, Cubism, Dada, Bauhaus, Surrealism, Abstract Expressionism, International Style, Pop, and Postmodernism.

117 Mesoamerican Art: Olmec-Aztec (3) UC:CSU
Lecture, 3 hours.

This introductory course covers the history of Precolumbian art in Mexico, Guatemala, Honduras and Belize from the Olmec through the Aztec periods (1500 B.C. – 1519 A.D.). These arts are discussed in the context of the cultures from which they sprang. The following periods are presented: Olmec, Late Formative, Teotihuacan, Classic Cities, Maya, and Aztec.

118 History of Animation (3) UC:CSU IGETC Area 3B
Lecture, 3 hours

A historical survey of international cinema animation. Topics include the personalities and techniques of animators, as well as the social, political and economic forces that shaped this art form.

201 Drawing I (3) UC:CSU
Lecture, 2 hours; Laboratory, 2 hours.

This course provides beginning instruction in drawing with graphite, charcoal, conte crayon, and other drawing media through the visual elements of art: line, value, shape, form, mass, texture and color. Subject matter from nature and still-life is included. Basic skills are developed, such as, eye-hand coordination and expressive composition is emphasized. It is a basic course required for all art majors and is recommended for non-art majors.

202 Drawing II (3) UC:CSU
Prerequisite: Art 201.

Lecture, 2 hours; Laboratory, 2 hours.

This course is a continuation of Art 201, Drawing I. It emphasizes black and white and color drawing, expanding the variety of drawing materials and techniques introduced in Drawing I. Emphasis is also placed on more expressive composition.

203 Drawing III (3) UC:CSU
Prerequisite: Art 202.

Lecture, 2 hours; Laboratory, 2 hours.

This course is a continuation of Art 202, Drawing II. Color drawing is emphasized, expanding the variety of drawing materials and techniques introduced in Drawing II. Emphasis is also placed on more expressive composition.

204 Life Drawing I (3) UC:CSU
Lecture, 2 hours; Laboratory, 2 hours.

This course is an introductory and integrative course in the arts. It involves a study of the structure, proportion and articulation of the human figure for use in advertising, fashion and illustration. Exercise in rapid figure indication.

205 Life Drawing II (3) UC:CSU
Prerequisite: Art 204.

Lecture, 2 hours; Laboratory, 2 hours.

A course designed to develop the student's ability to draw from life in various media using quick sketch and long pose. Emphasis is placed on composition.

206 Life Drawing III (3) UC:CSU
Prerequisite: Art 205.

Lecture, 2 hours; Laboratory, 2 hours.

A course designed to develop the student's ability to draw from life in various media using quick sketch and long pose. Emphasis is placed on composition.

207 Life Drawing IV (3) UC:CSU
Prerequisite: Art 206.

Lecture, 2 hours; Laboratory, 2 hours.

A course designed to develop the student's ability to draw from life in various media using quick sketch and long pose. Emphasis is placed on composition.

208 Life Drawing Studio (2) UC:CSU
Prerequisite: Art 207.

Lecture, 2 hours; Laboratory, 2 hours.

A course designed to develop the student's ability to draw from life in various media using quick sketch and long pose. Emphasis is placed on composition.

209 Perspective Drawing I (3) UC:CSU
Lecture, 2 hours; Laboratory, 2 hours.

This course is an introductory and integrative course in the arts. As an extensive study of drawing, the course is designed to help the student to draw accurately. Development of drawing skills and knowledge necessary to create the illusion of three-dimensions on a two-dimensional surface. Emphasis on devices used to represent volume and structure of various forms for delineative and illustrative purposes. Exploration of rendering in various media.

211 Art Laboratory for Drawing (1) CSU
Corequisite: One of the following, Art 201, 202, or 203.

Laboratory, 2 hours.

This course is designed to reinforce the lectures presented in each drawing class. It gives the student needed practice using Art tools and applying techniques and concepts to each assignment.

213 Color Theory (3) UC:CSU
Prerequisite: Art 501.

Lecture, 2 hours; Laboratory, 2 hours.

This course examines Color Dynamics. The topics considered include form and value, harmony and spatial effects. In addition to the traditional 12-part color wheel, digital color principles are also examined.

215 Animal Drawing (3) UC:CSU
Prerequisite: Art 201.

Lecture, 2 hours; Laboratory, 2 hours.

Note: This course requires the use of private vehicles for field trips.

This is an intermediate studio course in sketching and drawing animals. Emphasis is given to "Gesture" sketching, locomotion, and structural analysis. Field trips to the Los Angeles Zoo are required of all students.

220 Interactive Animation (3) CSU
Prerequisite: Art 219.

Lecture, 2 hours; Laboratory 2 hours.

This is an intermediate course using "Macromedia's Director" with lingo commands to create two-dimensional animations and interactive designs such as kiok's, web pages and web site.

300 Introduction to Painting (3) UC:CSU
Prerequisite: Art 201.

Lecture, 2 hours; Laboratory, 2 hours.

This course provides beginning instruction in painting. Emphasis is placed on exploring painting materials and techniques. A variety of subject matter will be used, as well as a

variety of art concepts related to imagery. Paint quality, color quality and composition are stressed.

301 Watercolor Painting I (3) UC:CSU
Prerequisite: Art 202.
Lecture, 2 hours; Laboratory, 2 hours.

This course is an introduction to transparent watercolor techniques, wet or dry washes, wet into wet, dry brush, resist, and preparation of the watercolor papers. Applications of drawing beginning, painting, and design fundamentals to these techniques are included.

302 Watercolor Painting II (3) UC:CSU
Lecture, 2 hours; Laboratory, 2 hours.

Advanced watercolor techniques, wet on dry washes, transparencies, wet into wet, and dry brush. Application of advanced painting and design fundamentals to these techniques.

304 Acrylic Painting I (3) UC:CSU
Prerequisite: Art 201.
Lecture, 2 hours; Laboratory, 2 hours.

Introduction to acrylic painting techniques, transparent and opaque. Techniques applied to a variety of surfaces, paper, board, canvas, application of painting and design fundamentals.

305 Acrylic Painting II (3) UC:CSU
Prerequisite: Art 304.
Lecture, 2 hours; Laboratory, 2 hours.

Advanced acrylic techniques, transparent and opaque. Application of advanced painting and design fundamentals to these techniques.

306 Acrylic Painting III (3) UC:CSU
Prerequisite: Art 305.
Lecture, 2 hours; Laboratory, 2 hours.

Refining of acrylic techniques. Application of advanced painting and design fundamentals to these techniques. Emphasis on student and individual exploration.

307 Oil Painting I (3) UC:CSU
Prerequisite: Art 201.
Lecture, 1 hour; Laboratory, 5 hours.

This is an introductory course in oil painting and covers the basic skills and techniques. Problems are presented which are important to the understanding of painting as a means of expression.

308 Oil Painting II (3) UC:CSU
Prerequisite: Art 307.
Lecture, 1 hour; Laboratory, 5 hours.

This course is a continuation of Oil Painting I. Composition, color and form are studied through a range of projects to bring the student in touch with contemporary ideas in the field of painting.

309 Oil Painting III (3) UC:CSU
Prerequisite: Art 308.
Lecture, 1 hour; Laboratory, 5 hours.

This course is a continuation of Oil Painting II. It emphasizes individually conceived projects in oil painting and more personal means of expression.

313 Art Laboratory for Painting (1) CSU
Corequisite: One of the following, Art 300, 304, 305, or 306.
Laboratory, 1 hour.

This course is designed to reinforce the lectures presented in each painting class. It gives the student needed practice using art tools and applying techniques and concepts to each assignment.

501 Beginning Two-Dimensional Design (3) UC:CSU
Note: Required of all Art majors. Art 501 should be taken before more advanced studio classes and preferably in the same semester as Art 201.
Lecture, 2 hours; Laboratory, 2 hours.

This is an introductory and integrative course in the arts. It provides a study of the elements and principles common to the visual arts. A variety of tools and media are utilized in solving problems of relationships of the elements: line, value, color, texture, shape, form, mass, and space and the use of the principles: rhythm (variation and repetition), transition, balance, proportion emphasis (dominance and subordination), and contrast (opposition and tension). Projects are primarily abstract and two-dimensional. This is a basic requirement for all art majors and is recommended for non-art majors.

502 Beginning Three-Dimensional Design (3) UC:CSU
Prerequisite: Art 501.
Lecture, 2 hours; Laboratory, 2 hours.

A course in the use of art principles as applied to three-dimensional design. Emphasis is upon the development of abilities to adapt from two dimensions into three dimensions. Students work within actual limitations imposed upon professional designers.

503 Intermediate Design (3) UC:CSU
Prerequisite: Art 501.
Lecture, 2 hours; Laboratory, 2 hours.

A course in the fundamentals of two- and three-dimensional composition with an emphasis on research and the development of abilities to present ideas clearly and concisely using space relations, value, texture, and color.

504 Introduction to Art Materials and Techniques I (3) CSU
Lecture, 2 hours; Laboratory, 2 hours.

This course teaches the skills, knowledge of materials, and awareness of resources that the "art major" (or anyone interested in art, photography, or architecture) needs to prepare for success. Demonstrations of practical professional techniques, and the use of tools and equipment, will be presented. Outside assignments will include individual student "portfolio" preparation, and exhibition work experience in ELAC's Vincent Price Gallery. Subjects will include mat preparation, framing, mounting methods, portfolio and display presentation, marketing, and consumer "smarts" for the student.

505 Introduction to Art Materials and Techniques II (3) CSU
Prerequisite: Art 504.
Lecture, 2 hours; Laboratory, 2 hours.

Further exploration and experimentation of the subjects included in Art 504. Emphasis will be on advanced individual skills development necessary to provide the student with a "competitive edge" in the art world.

520 Design Workshop (3) CSU
Prerequisite: Art 502.
Lecture, 2 hours; Laboratory, 2 hours.

A course in the use of art principles. Emphasis is upon individual research, experimentation, and the development of individual abilities. Students work in two and three dimensions, experimenting with a wide variety of equipment in a wide variety of media.

522 Art Laboratory for Design (1) CSU
Corequisite: One of the following, Art 501, 502, or 503.
Laboratory, 2 hours.

This course is designed to reinforce the lectures presented in each design class. It gives the student needed practice using art tools and applying techniques and concepts to each assignment.

600 Lettering I (3) CSU
Lecture, 2 hours; Laboratory, 2 hours.

This course is the development of skill, speed, and judgment in the use of lettering and calligraphic techniques; instruction in the principles of basic letter construction.

601 Lettering II (3) CSU
Prerequisite: Art 600.
Lecture, 2 hours; Laboratory, 2 hours.

Development of skill, speed, and judgment in the use of lettering and calligraphic techniques; instruction in the principles of basic letter construction.

604 Graphic Design I (3) CSU
Prerequisite: Art 501.
Lecture, 2 hours; Laboratory, 2 hours.

Elementary problems in letter indications, layout, and advertising techniques. The student learns how material is prepared for reproduction by the major printing processes. The student is exposed to such problems as newspaper and magazine layout, catalog and direct mail design, and counter display.

605 Graphic Design II (3) CSU
Prerequisite: Art 604.
Lecture, 2 hours; Laboratory, 2 hours.

Problems in illustration related to further study and experiment in advertising techniques including package design.

606 Graphic Design III (3) CSU
Prerequisite: Art 605.
Lecture, 2 hours; Laboratory, 2 hours.

Problems in illustration related to further study and experiment in advertising techniques including package design.

633 Introduction to Computer Graphics (3) CSU
Corequisite: Art 638.
Lecture, 2 hours; Laboratory, 2 hours.

This is an introductory course in computer graphics designed to introduce a student to the microcomputer, its operative system DOS, 2-D and 3-D application packages, used as tools of the graphic designer, and to discuss how computer graphics are used in society.

634 Computer Graphics I: Three-Dimensional Computer Graphics (3) CSU
Prerequisite: Art 633.
Lecture, 2 hours; Laboratory, 2 hours.

This course focuses on computer generated 3-D design techniques, employed as a tool by graphic designers, through use of the micro-computer based 3-D design programs. The course's emphasis is on introduction of concepts and menu structures, as well as application of advanced 3D design systems. Additional open-lab work may be necessary to complete assignments.

635 Desktop Publishing Design (3) CSU
Lecture, 2 hours; Laboratory, 2 hours.

An introductory course to desktop publishing design. The course is designed for advertising design majors, fine artists, journalism majors, and computer graphics novices. Emphasis will be on computer layout and composition. Basic concepts relating to the fonts, type styles, page design, readability, digitized input, laser printers, and type setters will be explored.

637 Presentation Graphics (3) CSU
Prerequisites: Art 633, 635, CO SCI 200, 201.
Lecture, 2 hours; Laboratory, 2 hours.

This course is an introduction to the art of presentation graphics using IBM compatible computers and peripherals. The topics covered include: understanding the basic elements of visually based presentations for business and education; matching audience, presentation type, and media; representing numerical data in charts and graphics; making slides, overhead transparencies and paper-based images.

638 Computer-Aided Art Laboratory (1) CSU RPT3
Corequisite: One of the following, Art 633, 635, or 639.
Laboratory, 2 hours.

This course is designed to reinforce the lectures presented in each computer aided art class. It gives the student needed practice in applying software programs to various class assignments.

639 Introduction to Digital Imaging (3) UC:CSU
Lecture, 2 hours; Laboratory, 2 hours.

An introduction to the use of computers for still image manipulation. Among the areas covered will be: image editing, application of filters, integration of text, and the combining of images.

640 Portfolio Development (2) CSU
Lecture, 1 hour; Laboratory, 2 hours.

Portfolio development is a course that requires students to hone their artistic vision and target a specific area of interest. Students prepare a portfolio focusing directly toward a specific and unique individual goal. Depending on the student's own direction, the portfolio may take form as two-dimensional work, a digital format, photographs of artwork, etc. Topics include the application process, art schools, presentation of artwork, employment directions, internships, and documenting one's artwork.

641 Advanced Desktop Publishing (3) CSU
Prerequisite: Art 635
Lecture, 2 hours; Laboratory 2 hours

This course presents the advanced use of "Grids" in publication design. Emphasis is placed on advanced communication techniques, current printing methods, team projects, and prepress issues.

642 Audio/Video Post Production (3) CSU
Lecture, 2 hours; Laboratory, 4 hours.

Post-production techniques, video editing, basic sound design, and applied multimedia aesthetics are covered in this course. Topics include continuity editing, transitions, film-related vocabulary, media aesthetics, analog sound, mixing and mastering sound.

645 Introduction to Web Site Design (3) CSU
Prerequisite: Art 639.
Corequisite: Art 638.
Lecture, 2 hours; Laboratory, 2 hours.

Post production techniques, video editing, basic sound design, and applied multimedia aesthetics are covered in this course. Topics include continuity editing, transitions, film related vocated vocabulary, media aesthetics, analog sound, mixing and mastering sound. (Emphasis on Final Cut Pro).

646 Intermediate Web Site Design (3) CSU
Prerequisite: Art 645.
Corequisite: Art 638.
Lecture, 2 hours; Laboratory, 2 hours.

This course is designed for students who already know how to create a web site. The subject matter presented is used to teach how to create visually organized, consistent, and interactive sites. The creation of Flash animations is also covered.

647 Computer Art in a Flash (Introduction to Flash) (3) CSU
Lecture, 2 hours; Laboratory, 4 hours.

This course covers all the basic elements of Macromedia Flash including beginning animation and interactivity. The unique interface and terminology of Flash are fully explained. Its potential as a graphics creation application is stressed. Students will create both animated and non-animated projects using Flash.

661 Introduction to Comic Book Design (3) CSU
Prerequisite: Art 604.
Lecture, 2 hours; Laboratory, 2 hours.

This course introduces the essential elements necessary for comic book story development and cover page principles using digital technology.

662 Advanced Comic Book Design (3) CSU
Prerequisite: Art 661
Lecture, 2 hours; Laboratory, 2 hours.

This course stresses the production process as used in the comic book industry using digital technology.

708 Introduction to Ceramics (3) UC:CSU
Lecture, 1 hour; Laboratory, 5 hours.

This course is an introductory and integrative course in the arts. Design and basic forming processes of ceramic objects, relationship of surface enrichment to form, and the technical understanding of behavior of clays and glazes are covered.

709 Ceramics I (3) UC:CSU
Prerequisite: Art 708.
Lecture, 1 hour; Laboratory, 5 hours.

Continued practice in forming processes and surface treatments, with emphasis upon design. Beginning glaze chemistry; loading and firing kilns.

710 Ceramics II (3) UC:CSU
Prerequisite: Art 709.
Lecture, 1 hour; Laboratory, 5 hours.

Continued practice in forming processes and surface treatments, with emphasis upon design. Beginning glaze chemistry; loading and firing kilns.

711 Ceramics III (3) UC:CSU
Prerequisites: Art 710.
Lecture, 1 hour; Laboratory, 5 hours.

Continued practice in forming processes and surface treatments, with emphasis on design.

845 Computer Laboratory for Introduction to Web Site Design (1) CSU
Laboratory, 2 hours.

This course provides essential computer time for art students.

846 Computer Laboratory for Intermediate Web Site Design (1) CSU
Laboratory, 2 hours.

This course provides essential computer time for art students in the Intermediate Web Site Design course.

185 Directed Study - Art Honors (1) CSU RPT2
285 Directed Study - Art Honors (2) CSU
385 Directed Study - Art Honors (3) CSU
Conference 1 hour per week per unit.

The above courses allow students Directed Study in Art on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

AUTOMOBILE TECHNOLOGY DEPARTMENT

AUTO TECH BUILDING **(323) 265-8726**

The Automobile Technology program at East Los Angeles College is NATEF (National Automotive Technician Education Foundation) certified. This program prepares students for a career in the high tech world of transportation repair. Los Angelinos value and depend on their cars, making the maintenance and repair industry a growth field, a trend that is predicted to continue for decades. All major domestic and import auto manufacturers are located in the area, and repair departments are a major component of their operations. Computerization has revolutionized automobile design, and mechanics need a comprehensive knowledge of all the systems of a vehicle to be successful in industry.

Students may enter the program with no prior experience and build their skills so they are able to diagnose and repair today's sophisticated automobiles. Faculty members are ASE (Automotive Service Excellence) certified Master technicians with many years of experience in private industry. The automobile technology facilities are second to none. Students use state-of-the-art tools and equipment. Hands-on laboratories combined with lectures that describe all the mechanical systems of modern cars and the latest computer-assisted repair and testing equipment prepare students to transition easily into automotive dealerships or independent repair shops.

To inquire about all phases of the program, call the Automobile Technology Department at (323) 265-8726.

FACULTY

Banuelos, Adrian - Chair
Associate Professor
Kangas, Walter
Associate Professor

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATES:

- ***Automotive Customer Service Management***
- ***Undercar Specialist***

CERTIFICATES OF ACHIEVEMENT:

- ***Automobile Technology***
- ***Cooling Systems and Climate Control Specialist***
- ***Drivetrain Specialist***
- ***Engine Performance and Drivability***

ASSOCIATE DEGREE PROGRAM:

- ***Automobile Technology***

SKILLS CERTIFICATES

AUTOMOTIVE CUSTOMER SERVICE MANAGEMENT

This skills certificate is designed to familiarize students with the theory and application of automotive technical systems and industry practices. Students will learn office and organizational skills necessary to deliver excellent customer service. Successful completion of this skills certificate will allow students the opportunity to enter the auto industry as service writers and customer service managers.

SUBJECT & NO.	COURSE	UNITS
CAOT 48	Customer Service	.3
CAOT 82	Microcomputer Software Survey in the Office	.3
AUTOMO 101	Introduction to Automobile Technology	.4
AUTOMO 185	Directed Study- Automobile Technology	1
	Total	*11*

UNDERCAR SPECIALIST

SUBJECT & NO.	COURSE	UNITS
AUTOMO 401	Suspension Steering, and Wheel Alignment	.5
AUTOMO 501	Automobile Braking Systems.	.5
AUTOMO 601	Automobile Electrical/Electronic Systems	.5
	Total	*15*

CERTIFICATES OF ACHIEVEMENT

AUTOMOBILE TECHNOLOGY

SUBJECT & NO.	COURSE	UNITS
AUTOMO 101	Introduction to Automobile Technology	.4
AUTOMO 111	Engine Repair and Rebuilding	.4
AUTOMO 201*	Automatic Transmission and Transaxle	.5
AUTOMO 301*	Manual Drive Train Axles	.5
AUTOMO 401*	Suspension, Steering and Wheel Alignment	.5
AUTOMO 501*	Automobile Braking Systems.	.5
AUTOMO 601*	Automobile Electrical/Electronic Systems	.5
AUTOMO 701*	Automobile Heating and Air Conditioning.	.5
AUTOMO 801*	Advanced Engine Performance.	.5
ELECTIVES: SELECT AT LEAST 2 UNITS FROM THIS LIST		
AUTOMO 115	Automobile Repair Work Experience	.2
AUTOMO 185	Directed Studies	.1
AUTOMO 285	Directed Studies	.2
AUTOMO 385	Directed Studies	.3
	Total	*45*

**This course has a corequisite.*

COOLING SYSTEMS AND CLIMATE CONTROL SPECIALIST

SUBJECT & NO.	COURSE	UNITS
AUTOMO 111	Engine Repair and Rebuilding	.4
AUTOMO 601	Automobile Electrical/Electronic Systems	.5
AUTOMO 701	Automobile Heating and Air Conditioning.	.5
	Total	*14*

DRIVETRAIN SPECIALIST

SUBJECT & NO.	COURSE	UNITS
AUTOMO 111	Engine Repair and Rebuilding	.4
AUTOMO 201	Automatic Transmission and Transaxle	.5
AUTOMO 301	Manual Drive Train Axles	.5
	Total	*14*

ENGINE PERFORMANCE AND DRIVABILITY

SUBJECT & NO.	COURSE	UNITS
AUTOMO 111	Engine Repair and Rebuilding	.4
AUTOMO 601	Automobile Electrical/Electronic Systems	.5
AUTOMO 801	Advanced Engine Performance	.5
	Total	*14*

DEGREE PROGRAM

AUTOMOBILE TECHNOLOGY

Associate in Science Degree

SUBJECT & NO.	COURSE	UNITS
AUTOMO 101	Introduction to Automobile Technology	.4
AUTOMO 111	Engine Repair and Rebuilding	.4
AUTOMO 201*	Automatic Transmission and Transaxle	.5
AUTOMO 301*	Manual Drive Train Axles	.5
AUTOMO 401*	Suspension, Steering and Wheel Alignment	.5
AUTOMO 501*	Automobile Braking Systems	.5
AUTOMO 601*	Automobile Electrical/Electronic Systems	5
AUTOMO 701*	Automobile Heating and Air Conditioning	.5
AUTOMO 801*	Advanced Engine Performance	.5
ELECTIVES: SELECT AT LEAST 2 UNITS FROM THIS LIST		
AUTOMO 115	Automobile Repair Work Experience	.2
AUTOMO 185	Directed Studies	.1
AUTOMO 285	Directed Studies	.2
AUTOMO 385	Directed Studies	.3
PROGRAM SUBTOTAL		**45**
GENERAL EDUCATION REQUIREMENTS (PLAN B)		**18**
	Total	*63*

**This course has a corequisite.*

COURSE DESCRIPTIONS

AUTOMOBILE TECHNOLOGY (AUTOMO)

101 Introduction to Automobile Technology (4) CSU
Lecture, 3 hours; Laboratory, 3 hours.

This course is designed for students who have little or no prior knowledge of automotive technology. Safety and tool use instruction prepares students for the theory and hands-on exploration of the automobile gas engine, brakes, suspension and steering, transmission, fuel injection, electrical and ignition and emission systems. Instruction utilizes the latest computerized equipment and state-of-the-art tools.

111 Engine Repair and Rebuilding (4) CSU RPT2
Lecture, 3 hours; Laboratory, 3 hours.

This course guides students through the diagnostic process and repair of automobile engines. Students will learn how to analyze an engine by performing a compression test, cylinder leakage test, and vacuum test. Students will also learn how to grind valves, service the pistons, cylinders, crankshaft, connecting rods, and block. This course provides the necessary skills and knowledge to pass the Automotive Service Excellence (ASE) Engine Repair examination.

115 Automobile Repair Work Experience (2) CSU RPT3
Laboratory, 6 hours.

This hands-on course is designed to allow students to expand their skills and educational experience in the field of automobile repair. Students will repair actual customer vehicles simulating real work experience at an automobile repair facility.

201 Automatic Transmission and Transaxle (5) CSU RPT1
Corequisite: Automobile Technology 101 or Automobile Technology 111.
Lecture, 4 hours; Laboratory, 3 hours.

This course presents the theory and skills needed to diagnose and repair automatic transmissions and transaxles. The course combines theory and hands-on instruction including: rear- and front-wheel drive transmission overhaul, torque converters, valve bodies, pressure testing, stall testing, electrical systems test and external adjustments.

301 Manual Drive Train Axles (5) CSU RPT1
Corequisite: Automobile Technology 101 or Automobile Technology 111.
Lecture, 4 hours; Laboratory, 3 hours.

This course presents the theory and skills needed to diagnose and repair manual transmissions, transaxles and driveling components. Topics include: clutches, drivelines, halfshafts, transmissions, differentials, transfer cases and related four-wheel drive systems. Theory and hands-on experiences will be utilized and at least one rear-wheel drive and one front-wheel drive transmission will be disassembled, inspected and reassembled.

401 Suspension, Steering, and Wheel Alignment (5) CSU RPT1
Corequisite: Automobile Technology 101 or Automobile Technology 111.
Lecture, 4 hours; Laboratory, 3 hours.

This course presents the theory and skills needed for diagnosis and repair of worn suspension components, steering components, driveshaft and drive axles, CV joints, and power steering components. Wheel alignment and wheel balancing on the latest computerized equipment is practiced. Upon successful completion of this course, students will have learned the theory and skills needed to pass the Automotive Service Excellence (ASE) examination.

501 Automobile Braking Systems (5) CSU RPT1
Corequisite: Automobile Technology 101 or Automobile Technology 111.
Lecture, 4 hours; Laboratory, 3 hours.

This course encompasses the theory, operation, inspection, repair and diagnosis of the modern automotive brake system. Extensive hands-on training includes replacing worn components, machining drums and rotors, bleeding and adjusting brakes, and the diagnosis and repair of anti-lock brakes. Upon successful completion of this course, students will have learned the theory and skills needed to pass the Automotive Service Excellence Brake examination.

601 Automobile Electrical/Electronic Systems (5) CSU RPT1
Corequisite: Automobile Technology 101 or Automobile Technology 111.
Lecture, 4 hours; Laboratory, 3 hours.

This course presents the theory and skills needed to diagnose, troubleshoot and repair automobile electrical, electronic and computer control systems. Topics include: electrical system principles, fundamentals of electronics, circuit diagrams, electrical and electronic test equipment, cranking and charging systems, lighting, motors, audio, sensors, Supplemental Restraint System (SRS), accessories, ignition, and computer-controlled actuators.

701 Automobile Heating and Air Conditioning (5) CSU RPT1
Corequisite: Automobile Technology 101 or Automobile Technology 111.
Lecture, 4 hours; Laboratory, 3 hours.

This course presents the modern automotive climate control system. This fast paced class includes: evacuating, recharging, leak detection, R134 conversion and component repair of air conditioning, heater and ventilation control systems. The Mobile Air Conditioning Society (MACS) license exam will be covered and administered during this class.

801 Advanced Engine Performance (5) CSU RPT1
Corequisite: Automobile Technology 101 or Automobile Technology 111.
Lecture, 4 hours; Laboratory, 3 hours.

This course presents the theory and operation of engine performance control systems. Students interpret, verify and perform engine diagnosis of fuel, fuel injection, ignition, cooling, electronic, electrical and emission control systems and devices using the industry's latest text, tools and test equipment such as: digital multimeters, oscilloscopes, gauges and gas analyzers.

185 Directed Study - Automobile Technology (1) CSU
285 Directed Study - Automobile Technology (2) CSU
385 Directed Study - Automobile Technology (3) CSU
Conference 1 hour per week per unit.

The above courses allows students to pursue directed study projects in automobile technology. The course is conducted on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

BUSINESS ADMINISTRATION DEPARTMENT

C2-6 **(323) 265-8844**

With the economic expansion that has occurred in recent years and the great leaps that we have taken in the fields of Business and Computers, the need for well-trained computer literate individuals who have a good understanding of Accounting and Business subjects has increased tremendously. The Business Department is well poised to train and nurture such individuals.

We offer programs, courses, certificates and skills sets in several areas of accounting including Financial, Managerial, Governmental, Cost, Auditing and Taxation. The majority of CEOs of major corporations come with a strong background in Accounting.

We offer courses in Computer Science from basic principles to major programming languages (BASIC, Visual BASIC, C, C++, JAVA, VB.net and others) from operating systems and different computer applications, the Internet and Web Design.

We offer courses in Business Law and Real Estate (from Real Estate principles to Real Estate Economics, Real Estate Finance, Mortgage Loan Brokering, Escrow and Appraisal), which can lead to positions as a Real Estate Salesperson, Real Estate Broker, Escrow Officer and Appraiser.

We have course offerings in the areas of Business Management, Marketing, Supervision and Finance, which help individuals in running their own businesses to working for major businesses and governmental institutions.

All of our courses can lead to excellent job opportunities and/or transfer to universities.

SUBJECTS

- ***Accounting***
- ***Business***
- ***Computer Science Information Technology***
- ***Finance***
- ***Insurance***
- ***Law***
- ***Management***
- ***Marketing***
- ***Real Estate***
- ***Supervision***

FACULTY

Larizadeh, Faramarz - Chair
Professor, Accounting
Alderete, Dr. Frank J., Instructor
Business
Anderson, Dr. Olivia V., Professor
Law, Real Estate
Enomoto, John Y., Instructor
Computer Science Information Technology
Holguin, Dr. Roger T., Professor
Business, Finance, Management, Marketing, Supervision
Kojima, Satoshi K.
Assistant Professor, Accounting
Lipscomb, Dr. Roderick, Professor
Law, Real Estate
Rodriguez, Dr. Dario E., Assistant Professor
Law, Real Estate
Sheran, Helen
Associate Professor, Computer Science Information Technology
Su, Song, Professor
Computer Science Information Technology
Yeung, Isabel F., Associate Professor
Accounting

ADJUNCT FACULTY

Aguilar, Agustin T.
Computer Science Information Technology
Andriassian, Anahid D.
Accounting
Aziz, Tahir
Computer Science Information Technology
Bahbah, Ahmed I.
Accounting
Beppu, Lisa J.
Computer Science Information Technology
Brumell Bertis
Accounting
Cadavid, Anthony M.
Marketing
Chen, Jeng Neng
Accounting
Cleva, Vernon J.
Law
Cohan, Edward
Real Estate
Covington, Richard G.
Computer Science Information Technology
Daniel-Berhe, Sequare
Computer Science Information Technology
De Ocampo, Erlinda
Accounting
Dehkhoda, Abbas
Computer Science Information Technology
Demroff, Merle
Business
Dixon, Dr. Elliott J.
Law, Real Estate
Dolores, Aurora P.
Accounting
Fraser, Bernadette A.
Business
Gabriel, Tony D.
Computer Science Information Technology
Gilbert, Christopher
Accounting
Gunderson, Kenneth
Real Estate
Gupta, Vibha S.
Computer Science Information Technology
Hihara, Harvey K.
Accounting

Houston, Michael R.
Computer Science Information Technology
Hsu, Chiasheng, Accounting
Accounting
Kervahn, William G.
Computer Science Information Technology
Macias, Mark A.
Computer Science Information Technology
Mackowiak, James
Computer Science Information Technology
Manoochehri, Cecelia M.
Business
March, James
Accounting
Matsumoto, Koichi
Business
Mendoza, Gonzalo
Computer Science Information Technology
McGarrell, Roy
Accounting
Montero, Rogelio P.
Accounting
Namazi, Abbas
Computer Science Information Technology
Ozur, Ron
Accounting
Parsakar, Nazissa
Law
Ramirez, Louis V.
Computer Science Information Technology
Rigone, Ann
Accounting
Sanchez, Vicente E.
Computer Science Information Technology
Sandlin, Donald L.
Business
Seetao, Dave
Computer Science Information Technology
Victor, Walter L.
Accounting
Zand, Sohrab
Business

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATES:

- ***Accounting Assistant***
- ***Advanced Accounting Specialist***
- ***QuickBooks Pro***
- ***Real Estate Agent***
- ***Real Estate Escrow***
- ***Real Estate Sales***
- ***Real Estate Appraisal Trainee***

CERTIFICATES OF ACHIEVEMENT:

- ***Accounting***
- ***Business Management***
- ***Computer Science Information Technology-Microcomputers***
- ***Computer Science Information Technology-Programming***
- ***Insurance: Property and Casualty***
- ***Marketing***
- ***Microcomputer Programming Specialist***
- ***Real Estate Broker***

ASSOCIATE DEGREE PROGRAMS:

- ***Accounting***
- ***Business Management***
- ***Computer Science Information Technology***
- ***Insurance: Property and Casualty***
- ***Marketing***
- ***Real Estate***

TRANSFER CURRICULUM:

- ***Accounting***
- ***Business Administration***
- ***Computer Information Systems***

SKILLS CERTIFICATES

ACCOUNTING ASSISTANT

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I	.5
	Total	*.5*

ADVANCED ACCOUNTING SPECIALIST

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I	.5
ACCTG 2*	Introductory Accounting II.	.5
	Total	*10*

**This course has a prerequisite.*

QUICKBOOKS PRO

SUBJECT & NO.	COURSE	UNITS
ACCTG 32	Accounting Using QuickBooks Pro	.3
	Total	*.3*

REAL ESTATE AGENT

SUBJECT & NO.	COURSE	UNITS
REAL ES 1	Principals of Real Estate	.3
	Total	*.3*

REAL ESTATE ESCROW

This program is designed to prepare students for employment in an Escrow Office. Much of the coursework is hands-on using the department's real estate computer laboratory.

SUBJECT & NO.	COURSE	UNITS
REAL ES 11	Escrow Principles	.3
TWO COURSES FROM THE FOLLOWING:		**6**
REAL ES 1	Real Estate Principles	

REAL ES 3	Real Estate Practices
REAL ES 5	Legal Aspects of Real Estate I
REAL ES 7	Real Estate Finance
REAL ES 12*	Escrow Practices
REAL ES 13*	Escrow Case Problems
REAL ES 17	Mortgage Loan Brokering
	Total 9

** This course has a prerequisite.*

REAL ESTATE SALES

This program prepares students for the State Real Estate Salesperson Licensing Examination. A Licensed Real Estate Salesperson sells houses and other real estate under the guidance of a Licensed Real Estate Broker.

SUBJECT & NO.	COURSE	UNITS
REAL ES 1	Real Estate Principles	.3
REAL ES 3	Real Estate Practices	.3
ONE COURSE FROM THE FOLLOWING:		**3**
LAW 1	Business Law I	
REAL ES 5	Legal Aspects of Real Estate I	
REAL ES 7	Real Estate Finance	
REAL ES 9	Real Estate Appraisal I	
REAL ES 11	Escrow Principles	
REAL ES 14	Property Management	
REAL ES 17	Mortgage Loan Brokering	
REAL ES 24	Common-Interest Developments	
REAL ES 21	Real Estate Economics	
OR		
ACCTG 1	Introductory Accounting I	
	Total	*9-11*

** This course has a prerequisite.*

REAL ESTATE APPRAISAL TRAINEE

This program is designed to prepare students to take the examination to become a State Licensed Real Estate Appraiser. An appraisal by a licensed appraiser is required for virtually all real estate transactions. There are employment opportunities for appraisers in the banking, insurance, and real estate industries. Much of the coursework is done hands-on using the department's real estate computer laboratory.

SUBJECT & NO.	COURSE	UNITS
REAL ES 9	Real Estate Appraisal I.	.3
REAL ES 10	Real Estate Appraisal II	.3
REAL ES 21	Real Estate Economics	.3
	Total	*9*

CERTIFICATES OF ACHIEVEMENT

ACCOUNTING

This program is designed to give the student specific knowledge of accounting and an overall view of business, law and data processing. It would allow the student to take advantage of enormous opportunities in public, private or government sectors.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I	.5
OR		
ACCTG 21	Bookkeeping and Accounting I.	.3
AND		
ACCTG 22	Bookkeeping and Accounting II	.3
ACCTG 2*	Introductory Accounting II.	.5
ACCTG 3*	Intermediate Accounting I	.3
ACCTG 15*	Tax Accounting I.	.3
ACCTG 28	Accounting Computer Laboratory . . .	.2
BUS 1	Introduction to Business	.3
BUS 15	Business Statistics	.3
LAW 1	Business Law I	.3
CO SCI 201**	Introduction to Computers and Their Uses	.3
CO SCI 200*	Microcomputers in Business	.3
CO SCI 291**	Programming Laboratory	.1
ACCTG 11*	Cost Accounting	
OR		
ACCTG 12*	Auditing	
OR		
ACCTG 16*	Tax Accounting II	.3
	Total	*37-38*

**This course has a prerequisite.*

***CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.*

BUSINESS MANAGEMENT

This program is designed for the ambitious student to advance to a position of responsibility in a business organization and for the student preparing to go into business for himself.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I	.5
OR		
ACCTG 21	Bookkeeping and Accounting I.	.3
BUS 1	Introduction to Business	.3
CO SCI 201**	Introduction to Computers and Their Uses	.3
CO SCI 291**	Programming Laboratory	.1
FINANCE 2	Investments	.2
OR		
FINANCE 8	Personal Finance and Investments . . .	.3
MGMT 2	Organization and Management Theory	
OR		
SUPV 1	Elements of Supervision	.3
MGMT 6	Public Relations	.3
MGMT 13	Small Business Entrepreneurship. . . .	.3
MGMT 15	Small Business Management II.	.3
MARKET 1	Principles of Selling	.3
MARKET 11	Fundamentals of Advertising.	.3
MARKET 21	Principles of Marketing	.3
MARKET 31	Retail Merchandising	.3
	Total	*36-39*

***Required for CO SCI 201.*

COMPUTER SCIENCE INFORMATION TECHNOLOGY - MICROCOMPUTERS

This program is designed to give students fundamental entry-level job skills, a marketable level of computer literacy, and an opportunity to transfer most of the Computer Science Information Technology courses to a four-year university.

These courses provide students with the basics of computer concepts, terminology, applications software, programming and the Internet.

SUBJECT & NO.	COURSE	UNITS
CO SCI 200*	Microcomputers in Business	.3
CO SCI 201**	Introduction to Computers and Their Uses	.3
CO SCI 208*	Beginning BASIC Programming	.3
CO SCI 233*	Microcomputer Database Programming	3
CO SCI 234	Operating Systems	.3
CO SCI 291**	Programming Laboratory	.1
THREE OR MORE UNITS FROM THE FOLLOWING LIST		**3**
CO SCI 237	Teleprocessing Systems and Protocols	.3
CO SCI 238*	Advanced BASIC Programming	.3
CO SCI 285	Directed Study	.2
CO SCI 290	Programming in JAVA	.3
CO SCI 292	Programming Laboratory	.1
CO SCI 385	Directed Study	.3
	Total	***19***

**This course has a prerequisite.*

***CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.*

COMPUTER SCIENCE INFORMATION TECHNOLOGY - PROGRAMMING

This program enables students to gain much needed programming experience with mainframe computers as well as microcomputers. These experiences will enable students to advance from several entry-level jobs to higher positions in supervision, business management, and systems analysis.

SUBJECT & NO.	COURSE	UNITS
CO SCI 200*	Microcomputers in Business	.3
CO SCI 201**	Introduction to Computers and Their Uses	.3
CO SCI 208	Beginning BASIC Programming	.3
CO SCI 233*	Microcomputer Database Programming	3
CO SCI 238*	Advanced BASIC Programming	.3
CO SCI 243	Programming in C++	.3
CO SCI 290	Programming in JAVA	.3
CO SCI 291**	Programming Laboratory	.1
	Total	***22***

**This course has a prerequisite.*

***CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.*

INSURANCE: PROPERTY AND CASUALTY (Pending Approval)

This program is designed to assist persons to obtain employment in the insurance industry at entry-level positions. The program provides an introduction into the insurance industry. It examines property and liability coverage, personal insurance and commercial insurance. The student, upon completion of the program, will have a basic understanding of how the industry operates and be a highly qualified job applicant.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I	.5
BUS 1	Introduction to Business	.3
CAOT 32	Business Communications	.3
CO SCI 201**	Introduction to Computers and Their Uses	.3
CO SCI 291**	Programming Laboratory	.1
INSUR 100	Introduction to Insurance	.1
INSUR 101	Property and Liability Insurance Principles	.3
INSUR 102	Personal Insurance	.3
INSUR 103	Commercial Insurance	.3
INSUR 104	Insurance Code and Ethics	.1
INSUR 185	Directed Study - Insurance	.1
LAW 1	Business Law I	.3
	Total	***30***

***CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.*

MARKETING

This program is designed to train students to advance in positions such as retail sales, insurance sales, department manager and buyer, chain store manager, credit manager, advertising salesperson, and wholesale sales work. The program is also planned for those who plan to operate their own business.

Local business associations cooperate in offering suitably paid employment experience to students.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I	.5
BUS 1	Introduction to Business	.3
CO SCI 201**	Introduction to Computers and Their Uses	.3
CO SCI 291**	Programming Laboratory	.1
MGMT 2	Organization and Management Theory	
OR		
SUPV 1	Elements of Supervision	.3
MGMT 6	Public Relations	.3
MGMT 13	Small Business Entrepreneurship	.3
MGMT 15	Small Business Management II	.3
MARKET 1	Principles of Selling	.3
MARKET 3	Sales Management	.3
MARKET 11	Fundamentals of Advertising	.3
MARKET 12	Advertising Copy and Layout	.3
MARKET 21	Principles of Marketing	.3
MARKET 31	Retail Merchandising	.3
REAL ES 1	Real Estate Principles	.3
	Total	***45***

***CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.*

MICROCOMPUTER PROGRAMMING SPECIALIST

SUBJECT & NO.	COURSE	UNITS
CO SCI 201**	Introduction to Computers and Their Uses	.3
CO SCI 200*	Microcomputers in Business	.3
CO SCI 208*	Beginning BASIC Programming	.3
CO SCI 233*	Microcomputer Database Programming	3
CO SCI 239	Beginning Programming in C	.3
CO SCI 291**	Programming Laboratory	.1
	Total	***16***

**This course has a prerequisite.*

***CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.*

REAL ESTATE BROKER

This program is designed to prepare students to take the examination to become a State Licensed Real Estate Broker. A licensed real estate broker sells houses and other real estate properties independently or under the guidance of another broker.

SUBJECT & NO.	COURSE	UNITS
REAL ES 3	Real Estate Practices	.3
REAL ES 5	Legal Aspects of Real Estate I	.3
REAL ES 7	Real Estate Finance I.	.3
REAL ES 9	Real Estate Appraisal I.	.3
REAL ES 21	Real Estate Economics	.3
THREE COURSES FROM THE FOLLOWING:		**9-11**
ACCTG 1	Introductory Accounting I	
LAW 1	Business Law I	
REAL ES 1	Real Estate Principles	
REAL ES 11	Escrow Principles	
REAL ES 14	Property Management	
REAL ES 17	Mortgage Loan Brokering	
REAL ES 24	Common-Interest Developments	
	Total	*24-26*

** This course has a prerequisite.*

ASSOCIATE DEGREE PROGRAMS

ACCOUNTING

Associate in Arts Degree

This program is designed for the student who wishes to become an accountant, or to do accounting work of an advanced and technical nature in public or private accounting. (The student who plans to transfer to a college or university with junior standing should follow the lower division requirements of the chosen institution.)

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I	.5
OR		
ACCTG 21	Bookkeeping and Accounting I.	.3
AND		
ACCTG 22	Bookkeeping and Accounting II	.3
ACCTG 2*	Introductory Accounting II.	.5
ACCTG 3*	Intermediate Accounting I	.3
ACCTG 11*	Cost Accounting	.3
ACCTG 12*	Auditing	.3
ACCTG 15*	Tax Accounting I.	.3
ACCTG 28	Accounting Computer Laboratory	.2
BUS 1	Introduction to Business	.3
CO SCI 201**	Introduction to Computers and Their Uses	.3
CO SCI 200*	Microcomputers in Business	.3
CO SCI 291**	Programming Laboratory	.1
FINANCE 8	Personal Finance and Investments	.3
LAW 1	Business Law I	.3
MARKET 21	Principles of Marketing	
OR		
SUPV 1	Elements of Supervision	.3
THREE UNITS FROM THE FOLLOWING:		
ACCTG 16*	Tax Accounting II	
ACCTG 45*	Governmental Accounting I	
LAW 2	Business Law II	
MGMT 2	Organization and Management Theory	
MGMT 13	Small Business Entrepreneurship	
SUPV 1	Elements of Supervision	
GENERAL EDUCATION REQUIREMENTS (PLAN B)		**18**
	Total	*64-65*

**This course has a prerequisite.*

***CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.*

BUSINESS MANAGEMENT

Associate in Arts Degree

This program is designed for the student ambitious to advance to a position of responsibility in a business organization and for the student preparing to go into business for himself.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1*	Introductory Accounting I	.5
BUS 1	Introduction to Business	.3
CO SCI 201**	Introduction to Computers and Their Uses	.3
CO SCI 291**	Programming Laboratory	.1
FINANCE 8	Personal Finance and Investments	.3
MARKET 1	Principles of Selling	.3
MARKET 11	Fundamentals of Advertising.	.3
MARKET 21	Principles of Marketing	.3
MARKET 31	Retail Merchandising	.3
MGMT 6	Public Relations	.3
MGMT 13	Small Business Entrepreneurship	.3
MGMT 2	Organization and Management Theory	
OR		
SUPV 1	Elements of Supervision	.3
GENERAL EDUCATION REQUIREMENTS (PLAN B)		**18**
SIX UNITS FROM THE FOLLOWING		**6**
FINANCE 2	Investments	
FINANCE 31	Insurance Principles	
MGMT 15	Small Business Management II	
MGMT 31	Human Relations for Employees	
MGMT 32	Basic Interviewing	
MARKET 3	Sales Management	
MARKET 12	Advertising Copy and Layout	
	Total	*60*

**Accounting 21 and 22 may be taken instead of Accounting 1.*

***CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.*

COMPUTER SCIENCE INFORMATION TECHNOLOGY

Associate in Arts Degree

This program is designed to prepare students to gain experience in the computer field. It gives students entry-level job skills and the opportunity to transfer to a four-year university.

SUBJECT & NO.	COURSE	UNITS
CO SCI 200*	Microcomputers in Business	.3
CO SCI 201**	Introduction to Computers and Their Uses	.3
CO SCI 208*	Beginning BASIC Programming	.3
CO SCI 233*	Microcomputer Database Programming	3
CO SCI 234	Operating Systems	.3

CO SCI 237	Teleprocessing Systems and Protocols	.3
CO SCI 238*	Advanced BASIC Programming	.3
CO SCI 243	Programming in C++	.3
CO SCI 290	Programming in JAVA	.3
CO SCI 291**	Programming Laboratory	.1
GENERAL EDUCATION REQUIREMENTS (PLAN A)		**32**
	Total	*60*

*This course has a prerequisite.

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

INSURANCE: PROPERTY AND CASUALTY (Pending Approval)

Associate in Arts Degree

This program is designed to assist persons to obtain employment in the insurance industry at entry-level positions. The program provides an introduction into the insurance industry. It examines property and liability coverage, personal insurance and commercial insurance. The student, upon completion of the program, will have a basic understanding of how the industry operates and be a highly qualified job applicant.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I	.5
BUS 1	Introduction to Business	.3
CAOT 32	Business Communications	.3
CO SCI 201**	Introduction to Computers and Their Uses	.3
CO SCI 291**	Programming Laboratory	.1
INSUR 100	Introduction to Insurance	.1
INSUR 101	Property and Liability Insurance Principles	3
INSUR 102	Personal Insurance	.3
INSUR 103	Commercial Insurance	.3
INSUR 104	Insurance Code and Ethics	.1
INSUR 185	Directed Study - Insurance	.1
LAW 1	Business Law I	.3
GENERAL EDUCATION REQUIREMENTS (PLAN B)		**30**
	Total	*60*

*This course has a prerequisite.

MARKETING

Associate in Arts Degree

This program is intended for students who intend to pursue careers which include retail sales, insurance sales, department manager and buyer, chain store manager, credit manager, advertising salesperson, and wholesale sales work. The program is also intended for those who plan to operate their own business.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I	.5
OR		
ACCTG 21	Bookkeeping and Accounting I	.3
BUS 1	Introduction to Business	.3
CO SCI 201	Introduction to Computers and Their Uses	.3
CO SCI 291**	Programming Laboratory	.1
MGMT 6	Public Relations	.3
MGMT 13	Small Business Entrepreneurship	.3
MGMT 15	Small Business Management II	.3
MARKET 1	Principles of Selling	.3
MARKET 3	Sales Management	.3
MARKET 11	Fundamentals of Advertising	.3
MARKET 12	Advertising Copy and Layout	.3
MARKET 21	Principles of Marketing	.3
MARKET 31	Retail Merchandising	.3
SUPV 1	Elements of Supervision	
OR		
MGMT 2	Organization and Management Theory	.3
GENERAL EDUCATION REQUIREMENTS (PLAN B)		**18**
THREE UNITS FROM THE FOLLOWING:		**3**
FINANCE 2	Investments	
FINANCE 8	Personal Finance and Investments	
OR		
FINANCE 31	Insurance Principles	
MGMT 31	Human Relations for Employees	
MGMT 32	Basic Interviewing	
SUPV 2	Basic Psychology for Supervisors	
	Total	*61-63*

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

REAL ESTATE

Associate in Arts Degree

This program is designed to prepare students to work in the real estate field as salespersons or real estate brokers. In this program, students learn fundamental aspects of real estate in all areas such as real estate finance, real estate economics, real estate appraisal, real estate escrow and property management.

SUBJECT & NO.	COURSE	UNITS
REAL ES 1	Real Estate Principles	.3
REAL ES 3	Real Estate Practices	.3
REAL ES 5	Legal Aspects of Real Estate I	.3
REAL ES 7	Real Estate Finance I	.3
REAL ES 9	Real Estate Appraisal I	.3
REAL ES 21	Real Estate Economics	.3
TWELVE UNITS FROM THE FOLLOWING:		**12**
ACCTG 1	Introductory Accounting I	
CO SCI 200*	Microcomputers in Business	
LAW 1	Business Law I	
LAW 2	Business Law II	
REAL ES 11	Escrow Principles	
REAL ES 14	Property Management	
REAL ES 17	Mortgage Loan Brokering	
REAL ES 21	Real Estate Economics	
GENERAL EDUCATION REQUIREMENTS (PLAN B)		**18**
TWELVE UNITS FROM THE FOLLOWING:		**12**
ACCTG 15	Tax Accounting I	
BUS 15	Business Statistics	
FINANCE 8	Personal Finance and Investments	
MARKET 12	Advertising Copy and Layout	
MARKET 21	Principles of Marketing	
REAL ES 12*	Escrow Copy and Practices	
	Total	*60-62*

*This course has a prerequisite.

TRANSFER CURRICULUM

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

ACCOUNTING

The accounting major begins to prepare the student to serve in the accounting department of an organization. This department maintains appropriate records of all financial transactions; for example, the cash account reflects the amount of money received and spent, the receivables account represents amounts due from other organizations. Accounts are kept for all other financial transactions which include such items as taxes and salaries.

See Business Administration

BUSINESS ADMINISTRATION

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

California State University, Los Angeles offers a Bachelor of Science degree in business with various areas of specialization. These areas are represented by the following options within the major: Accounting, Business Arts (pre-legal), Business Economics and Statistics, Business Information Systems, Finance, Insurance, Labor Relations, Management, Marketing, Office Administration, Real Estate and Transportation. The program outlined below fulfills the lower division requirement for a major in Business Administration.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Principles of Accounting I	.5
ACCTG 2	Principles of Accounting II	.5
CO SCI 201**	Introduction to Computers and Their Uses	.3
AND		
CO SCI 291**	Programming Laboratory	.1
OR		
CAOT 35	Concepts in Information Systems	.3
AND		
CAOT 82	Microcomputer Software Survey in the Office	.3
ECON 1	Principles of Economics I	.3
ECON 2	Principles of Economics II	.3
LAW 1	Business Law I	.3
MATH 227	Statistics	
OR		
BUS 15	Business Statistics	3-4

Note: Math Prerequisite for Upper Division core courses: Math 245 or 260 or 236 or 261.

CSU GENERAL EDUCATION REQUIREMENTS **39**

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I	.5
ACCTG 2	Introductory Accounting II.	.5
CO SCI 201**	Introduction to Computers and Their Uses	.3
CO SCI 291**	Programming Laboratory	.1
ECON 1	Principles of Economics I	.3
ECON 2	Principles of Economics II	.3
LAW 1	Business Law I	.3

CSU GENERAL EDUCATION REQUIREMENTS **39**

CALIFORNIA STATE UNIVERSITY, LONG BEACH

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I	.5
ACCTG 2	Introductory Accounting II.	.5
CO SCI 201**	Introduction to Computers and Their Uses	.3
ECON 1	Principles of Economics I	.3
ECON 2	Principles of Economics II	.3
LAW 1	Business Law I	.3
MATH 235	Finite Mathematics	.5
OR		
MATH 227	Statistics	.4
MATH 236	Math Analysis for Business and Social Sciences	.5
PHILO 6	Logic in practice	
OR		
PHILO 8	Deductive Logic	
OR		
PHILO 20	Ethics	.3

CSU GENERAL EDUCATION REQUIREMENTS **39**

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

SUBJECT & NO.	COURSE	UNITS
LAW 1	Business Law I	.3
LAW 2	Business Law II	.3
ACCTG 1	Introductory Accounting I	.5
ACCTG 2	Introductory Accounting II.	.5
MATH 227	Statistics	.4
ECON 1	Principles of Economics I	.3
ECON 2	Principles of Economics II	.3
CO SCI 201**	Introduction to Computers and Their Uses	3
AND		
CO SCI 291**	Programming Laboratory	.1
OR		
CO SCI 200	Microcomputers in Business	
OR		
CAOT 82	Microcomputer Software Survey in the Office	.3

CSU GENERAL EDUCATION REQUIREMENTS **39**

UNIVERSITY OF CALIFORNIA, RIVERSIDE

SUBJECT & NO.	COURSE	UNITS
ECON 2	Principles of Economics I	.3
ECON 1	Principles of Economics II	.3
CO SCI 201**	Introduction to Computers and Their Uses	.3
MATH 236	Calculus for Business and Social Sciences	
OR		
MATH 261	Calculus I	.5
BUS 1	Introduction to Business	.3
ACCTG 1	Introductory Accounting I	.5
ACCTG 2	Introductory Accounting II.	.5
MATH 227	Statistics	.4

GENERAL EDUCATION - SATISFY IGETC REQUIREMENTS

UNIVERSITY OF SOUTHERN CALIFORNIA

SUBJECT & NO.	COURSE	UNITS
ENGLISH 102	College Reading and Composition II	
OR		
ENGLISH 103	Composition and Critical Thinking	3
OR		
PHILOS 5	Critical Thinking and Composition	3
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
MATH 261	Calculus I	5

COMPUTER INFORMATION SYSTEMS

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Principles of Accounting I	5
ACCTG 2	Principles of Accounting II	5
CO SCI 201**	Introduction to Computers and Their Uses	3
AND		
CO SCI 291**	Programming Laboratory	1
OR		
CAOT 35	Concepts in Information Systems	3
AND		
CAOT 82	Microcomputer Software Survey in the Office	3
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
LAW 1	Business Law I	3
MATH 227	Statistics	4
OR		
BUS 15	Business Statistics	3
MATH 236	Calculus for Business and Social Sciences	5
CO SCI 290	Programming in JAVA	3
CSU GENERAL EDUCATION REQUIREMENTS		**39**

COURSE DESCRIPTIONS

ACCOUNTING (ACCTG)

1 Introductory Accounting I (5) UC:CSU

Note: Business Administration majors who intend to transfer to a four-year college are advised to take this course their third semester.

Lecture, 5 hours.

This course offers a complete study of the basic accounting process used throughout the accounting cycle. Among the topics presented are journal entries, posting to ledger, adjusting and closing entries, payroll, accruals, deferrals, bad debts, cash inventories, accounts and notes payable, accounts and notes receivables, and fixed assets.

2 Introductory Accounting II (5) UC:CSU

Prerequisites: Satisfactory completion of Accounting 1, or Accounting 21 plus Accounting 22.

Lecture, 5 hours.

Survey of principles and practices used in accounting for partnerships, corporations, stocks, bonds, statement of cash flows, manufacturing costs, variable and fixed costs, job order, process and standard cost.

3 Intermediate Accounting I (3) CSU

Prerequisite: Accounting 2.

Lecture, 3 hours.

Complete analytical review of topics in accounting including assets (current, fixed, and intangible), investments, financial statements, income taxes, liabilities, and stockholders equity.

11 Cost Accounting (3) CSU

Prerequisite: Accounting 2.

Lecture, 3 hours.

This course covers accounting under cost and non-cost systems, types of cost systems, elements of cost; methods of accounting for labor, material, indirect expenses, and cost accounting.

12 Auditing (3) CSU

Prerequisite: Accounting 2.

Lecture, 3 hours.

This course offers a study of the principles of auditing and the techniques used in conducting an audit. Practice is given in the preparation of audit working papers and audit reports.

15 Tax Accounting I (3) CSU

Prerequisite: Accounting 2.

Lecture, 3 hours.

A study of Federal and California State income taxes as they apply to individuals and sole proprietorships and in analysis of laws, consideration of appropriate accounting procedures, and preparations of reports and returns.

16 Tax Accounting II (3) CSU

Prerequisite: Accounting 15.

Lecture, 3 hours.

This course continues the study of Federal and California State Income Taxes and the analysis of laws, considerations of appropriate accounting procedures, and preparation of reports and returns as they apply to partnerships, corporations, estates, and trusts.

17 Payroll Accounting (2)

Prerequisite: Accounting 21 or Accounting 1.

Lecture, 2 hours.

This course provides students with the knowledge of all fundamental activities of a complete payroll system from manual to current automated systems, including Social Security benefits, taxes and the ability to process an organization's payroll.

21 Bookkeeping and Accounting I (3) UC:CSU

Lecture, 3 hours.

Note: Accounting 21 plus 22 are equivalent to Accounting 1. Maximum UC Credit is 5 units. Both Accounting 21 and 22 must be taken for credit to be given.

This course is designed for a student interested in a general knowledge of basic accounting principles, but seeks a shorter, more concentrated course than is offered in Introductory Accounting. It's best suited for a student who is not an accounting or business administration major, who is seeking occupation in the business or secretarial field or for personal bookkeeping procedures.

22 Bookkeeping and Accounting II (3) UC:CSU
Prerequisite: Accounting 21.

Note: Accounting 21 plus 22 are equivalent to Accounting 1. Maximum UC Credit is 5 units. Both Accounting 21 and 22 must be taken for credit to be given.

Lecture, 3 hours.

This course is a continuation of Accounting 21. The topics presented include: the voucher system; payroll accounting; accounting for notes, drafts, bad debts, inventories, cost of goods sold, plant assets, depreciation, adjustments and interim statements. Students are offered an opportunity to complete a mercantile firm practice set.

28 Accounting Computer Laboratory (2) CSU
Prerequisites: Satisfactory completion of Accounting 1, or Accounting 21 plus Accounting 22.

Laboratory, 4 hours.

This course provides practice in the actual operations of typical accounting business software applications and/or the programming of accounting business solutions on a microcomputer. Students have to complete a practice set using accounting business software applications to record transactions, adjustments and the presentation of financial statements.

32 Accounting Using QuickBooks Pro (3)
Lecture, 3 hours.

This Accounting course uses QuickBooks software applications with an emphasis on setting up a new company, data input, updating information on lists, analyzing information, generating reports, and decision making using case studies.

45 Governmental Accounting I (3)
Lecture, 3 hours.

A course in fund accounting for governmental units; problems of budgeting, tax levies, appropriations, and accounting for revenues and expenditures; proprietary and capital accounts. The following funds are included: general, special revenue, bond sinking, working capital, special assessment, trust and agency, and utility.

46 Governmental Accounting II (3)
Prerequisite: Accounting 45.

Lecture, 3 hours.

A continuation of Accounting 45. The course covers governmental accounting procedures in handling general bonded debt and interest, inter-fund relationships, auditing and financial reporting.

931 Cooperative Education – Accounting (3) CSU RPT3
Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

941 Cooperative Education – Accounting (4) CSU RPT3
Note: Requires 20 hours. per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

BUSINESS (BUS)

1 Introduction to Business (3) UC:CSU
Lecture, 3 hours.

This course is designed to introduce the student to many areas in general business, and to inform students about additional information regarding opportunities in business. The course also covers business in a changing world and the global marketplace.

15 Business Statistics (3) CSU
Lecture, 3 hours.

Collection, tabulations, and graphic presentation of data, averages and index numbers, economic trends and cycles, correlation, and application of these methods to the solution of practical business problems.

33 Technical Report Writing (3) CSU
Lecture, 3 hours.

This course develops in the student the ability to analyze and organize information for various types of technical writing found in business and industry. Emphasizes the use of English in writing memos, letters, resumes, technical descriptions and explanations, informal and formal reports. The student learns the value and use of charts, diagrams, tables and pictures in graphically communicating information.

38 Business Computations (3) CSU
Lecture, 3 hours.

Development of skill, accuracy, and speed in the computation of practical problems of a business civic and personal nature, including cash and trade discounts, merchandise markup and turnover, and applications of math to accounting.

931 Cooperative Education (3) CSU RPT3
Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

941 Cooperative Education (4) CSU RPT3
Note: Requires 20 hours. per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

COMPUTER SCIENCE INFORMATION TECHNOLOGY (CO SCI)

200 Microcomputers in Business (3) CSU
Prerequisite: Computer Science Information Technology 201.

Lecture, 3 hours.

This course is designed to provide instruction in advanced level of a current word processing system and a spreadsheet application software.

201 Introduction to Computers and Their Uses (3) UC:CSU
Corequisite: Computer Science Information Technology 291.

Lecture, 3 hours.

This course is designed to provide an introduction to computers and information processing for students desiring to learn what a computer is, how a computer functions, how a computer is controlled, computer-related occupations, and how a computer is applied to the solution of business and related problems in a modern society. Students will learn the latest MicroComputer Applications such as Microsoft Office.

208 Beginning Basic Programming (3) UC:CSU
Prerequisite: Computer Science Information Technology 201.
Lecture, 3 hours.

This course is an introduction to computer programming using Personal Computer and Microsoft BASIC, Qbasic, or OBJECT BASIC. Some of the topics covered include interactive programming, data validation, control breaks, table processing, searching, matching, merging, and sorting. Heavy emphasis is placed on the fundamentals of producing well-written structured and readable programs.

215 Beginning COBOL Programming (3) CSU
Prerequisite: Computer Science Information Technology 201.
Lecture, 3 hours.

This course is designed to introduce the COBOL language. Students will gain a working knowledge of the language structure and basic business applications using COBOL.

220 Microcomputer Operating Systems (3) CSU
Prerequisite: Computer Science Information Technology 201 or 203.
Lecture, 3 hours.

This course presents the fundamental theory and design of Microsoft Disk Operation System (MS/PC DOS). Emphasis is placed on developing intermediate and advanced MS/PC-DOS skills and implementation of MS/PC DOS to variety of microcomputer application environments such as Windows.

233 Microcomputer Database Programming (3) CSU
Prerequisites: Computer Science Information Technology 201 and 200.
Lecture, 2 hours; Laboratory, 3 hours.

This course focuses on the intermediate and advanced principles and concepts of a microcomputer database environment. A comprehensive examination of the functions of a database command language (MS-ACCESS) is conducted. A workshop is included to permit students the opportunity to design and implement several different business programs.

234 Operating Systems (3) CSU
Prerequisites: Computer Science Information Technology 201.
Lecture, 2 hours; Laboratory, 2 hours.

This course provides an introduction to a top-down conceptual view of operating systems divided into two parts: (1) the basic aspects of operating systems and environments, and (2) utility programs.

236 Introduction to Data Structures (3) UC:CSU
Prerequisites: Computer Science Information Technology 203.
Lecture, 3 hours.

The course emphasis is on the structured methodology of program design, development, testing, implementation, and documentation of common business-oriented applications using Standard and Turbo Pascal compilers. Coverage includes sequential and random access files and processing techniques and development of programs and systems of programs on both IBM midrange and personal computers.

237 Teleprocessing Systems and Protocols (3) CSU
Prerequisite: Computer Science Information Technology 201.
Lecture, 3 hours.

This course covers the fundamental principles, applications and economics of networks and data communications. It explores the fundamentals of telecommunications, data transmission, hardware and software, and Local Area Networks (LAN) and Wide-Area Networks (WAN) (including Internet, Intranet and World-Wide Web); and business and industrial systems.

238 Advanced BASIC Programming (3) UC:CSU
Prerequisites: Computer Science Information Technology 201 and 208.
Lecture, 3 hours.

This advanced course concentrates on methods used to solve business (applications) problems using Visual BASIC. Emphasis is on structured methodology of program design, development, testing, implementation, and documentation of business-oriented applications. Sequential, random access and indexed files and processing techniques for programs and systems of programs for both batch and advanced interactive processing environments are covered.

239 Beginning Programming in C (3) UC:CSU
Prerequisites: Computer Science Information Technology 201 and 208.
Lecture, 2 hours; Laboratory 2 hours.

This is an introductory course in "C" programming language. It is designed to cover application programming for businesses using Micro and Mid-Range computers.

243 Programming in C++ (3) UC:CSU
Prerequisite: Computer Science Information Technology 201.
Lecture, 2 hours; Laboratory 2 hours.

This course covers C++ syntax, control and data structures. The software life-cycle considered includes design, development, styles, documentation, testing, maintenance, case studies and software projects. Critical features of the language presented include objects, encapsulations, inheritance and polymorphism. Object-oriented design will be introduced.

245 Advanced COBOL Programming (3) CSU
Prerequisites: Computer Science Information Technology 201 and 208.
Lecture, 3 hours.

This course is a continuation of Computer Science Information Technology 215 and is intended for students wishing to attain greater proficiency in COBOL. Emphasis is on complex file structures and online interactive environments on IBM midrange and PC computer systems. Subjects covered include multiple file processing (sequential, indexed, and direct), string processing, and the use of operating resources.

246 Advanced Programming with JAVA (3) UC:CSU
Prerequisites: Computer Science Information Technology 290.
Lecture, 2 hours; Laboratory 2 hours.

Advanced principles of object-oriented design and programming using JAVA are presented in this course. The advanced topics considered include building Graphical User Interfaces (GUIs), animation, the JAVA Virtual Machine (JVM), packages, security, threads, database access, and network applications.

255 Electronic Commerce (e-Commerce) (3) CSU
Prerequisites: Computer Science Information Technology 201.
Lecture, 3 hours.

This course offers hands-on experience in designing and implementing Business to Consumer and Business to Business Web Commerce sites. It introduces e-Commerce application software such as IBM Websphere and e-business infrastructure. This course introduces the model for conducting Business to Business and Business to Consumer electronic transactions. Topics include the application of e-business strategic management, utilization of technology to enhance business processes such as the use of the e-business application

server, and the unique characteristics of e-marketing. Also discussed are legal, ethical, and regulatory environments acting as filters for conducting e-business.

257 Introduction to Web Page Design (3) CSU

Prerequisites: Computer Science Information Technology 201.

Lecture, 2 hours; Laboratory 2 hours.

This hands-on course provides complete coverage of Web Page Design Software from the basic to the advanced that is needed to prepare Web pages with confidence. Topics include Web page creation, Web site management, and HTML. Students create and enhance Web pages with links, graphics, tables, frames, and form applications. They learn how to create shared borders, hotspots, interactive forms and integrate office applications. Upon completing this course, students are ready to plan, build, promote, and maintain a professional Web site including selecting a Web host and uploading the site to a Web server.

259 Web Project Management (3) CSU

Prerequisites: Computer Science Information Technology 201.

Lecture, 3 hours.

This course covers more complex topics in the rapidly changing technology of Web page construction including multimedia developments, plug-ins, helper applications, CSS, DHTML and new developments. Students complete Web projects including all phases of preproduction, production maintenance and evaluation. This course also covers all Web Project Work Stages including, but not limited to, clarification, definition, specification, testing, maintenance and evaluation with emphasis placed upon recent developments in standards and software.

260 Business Systems Analysis (3) CSU

Prerequisites: Computer Science Information Technology 201 and 208.

Lecture, 3 hours.

A survey of established and evolving methodologies for the development of business-oriented computer information systems. Students are exposed to an overview of a process, or structured, approach to the definition of needs, creation of specifications, and implementation of new systems. Prototyping or fourth-generation tools are also presented in class.

281 Computer Networking I Cisco (3) CSU

Prerequisites: Computer Science Information Technology 201.

Lecture, 3 hours.

This course covers the fundamentals of computer networking. Topics include: the evolution of networking, seven layers of the OSI reference model, and networking devices such as bridges, hubs, switches and routers. This course also covers Transport Control Protocol, Internet Protocol TCP/IP addressing, subnetting, network topology and cabling.

282 Computer Networking II Cisco (3) CSU

Prerequisites: Computer Science Information Technology 281.

Lecture, 3 hours.

This course covers topics including: networking, network terminology and protocols, network standards, LAN, WAN, the layers of the OSI reference model, cabling, and cabling tools. Expo- sure to Cisco routers, router programming, and routing protocols. Introduction to router startup and setup configuration, the Cisco Internet working Operating System (IOS), routing protocols, and network management issues are also covered. The course utilizes text-based study material, simulation lab exercises, and demonstrations to reinforce network concepts and theories. This prepares students to pursue the Cisco Certified Network Associate (CCNA) certification. A brief examination will be given at the first class meeting to test student's knowledge of networking and TCP/IP concepts.

290 Programming in JAVA (3) UC:CSU

Lecture, 2 hours; Laboratory, 2 hours.

Principles of object-oriented design and programming using Java. Additional topics include writing applets for World Wide Web pages, building Graphical User Interfaces (GUIs), including multimedia (graphics, images, animation, and sound) in Java applets, and developing multithreaded programs.

291 Programming Laboratory (1) CSU RPT3

Corequisite: Any Computer Science course.

Laboratory, 2 hours.

Practice in the actual operations of typical business software applications and/or the programming of business solutions on a micro computer.

292 Programming Laboratory (1) CSU RPT3

Prerequisites: Accounting 1, or Accounting 21 plus 22.

Laboratory, 3 hours.

Practice in the actual operations of typical business software applications and/or the programming of business solutions on a micro, midrange or mainframe computer.

185 Directed Study - Computer Science Information Technology (1) CSU

285 Directed Study - Computer Science Information Technology (2) CSU

385 Directed Study - Computer Science Information Technology (3) CSU

Conference, 1 hour per week per unit.

The above course provides students with the opportunity to gain additional programming and operating skills on a micro, midrange or mainframe computer.

Credit Limit: A Maximum of 6 units in Directed Study may be taken for credit.

931 Cooperative Education – Computer Science Information Technology (3) CSU RPT 3

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

941 Cooperative Education – Computer Science Information Technology (4) CSU RPT3

Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

FINANCE (FINANCE)

2 Investments (3) CSU
Lecture, 3 hours.

Analysis of industrial, railroad, public utility, and various government securities; functions and operations of the investment market; techniques of floating securities; investment investigation and testing.

8 Personal Finance and Investments (3) CSU
Lecture, 3 hours.

This course presents the theory and practice involved with applying financial problems met in everyday living. Functions of financial institutions that exist to serve the consumer are included. Also included are a selection of services to choose from such as borrowing money, buying insurance, buying a new home, and buying stocks and bonds.

31 Insurance Principles (3) CSU
Lecture, 3 hours.

This is an introductory course presenting the basic principles and practices of insurance. The major topics considered include legal principles, recent and current state legislation, and proposition and court actions, risk and rate making, life, health, automobile, property insurance, and contracts.

INSURANCE (INSUR)

100 Introduction to Insurance (1)
Lecture, 1 hour.

This course is intended to give students a basic backgroud of the modern property/casualty insurance system. This course explores how insurance products and services are distributed and marketed to the consumer, how insurance company departments function, and how re-insurance is used to create an insurance company and insure large property and high liability values/limits. Students develop an understanding of civil law, tort and contract law, review the basic commercial and personal insurance contracts of the Insurance Service Office (ISO), and understand the importance of the risk management process.

101 Property and Liability Insurance Principles (3)
Lecture, 3 hours.

This course is intended to help individuals learn basic information regarding property and liability insurance for use in employment as insurance professionals in entry-level and higher positions. It covers the fundamentals of insurance, including the types of insurers, institutions that provide insurance, how it is regulated, and measurement of financial performance. This course is intended to help prepare students for a variety of entry-level positions in the insurance industry and for a number of insurance certification examinations.

102 Personal Insurance (3)
Lecture, 3 hours.

This course is intended to help individuals learn basic information regarding personal insurance for use in employment as insurance professionals in entry-level and higher positions. This course may also be of value to anyone who wishes to obtain the knowledge to manage his or her personal insurance needs. Information about automobile, homeowners, and residential insurance (e.g., earthquake, marine) is included in the course. Financial planning, life insurance, and health insurance are also covered.

103 Commercial Insurance (3)
Lecture, 3 hours.

This course is intended to help individuals learn basic information regarding commercial insurance for use in employment as insurance professionals in entry-level and higher positions. The course includes information on property insurance, business income insurance, commercial crime insurance, equipment breakdown insurance, inland and ocean marine insurance, commercial general liability insurance, commercial automobile insurance, and other types of commercial insurance coverage.

104 Insurance Code and Ethics (1)
Lecture, 1 hour.

This course addresses insurance regulations, codes of ethics, and ethical considerations one must understand and apply in order to succeed in the insurance business.

185 Directed Study - Insurance (1) CSU RPT2
Conference 1 hour per week per unit.

The above course allows students to pursue Directed Study in Insurance on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

LAW (LAW)

1 Business Law I (3) UC:CSU
(UC credit limit for Law 1+2 combined: maximum credit, one course.)
Lecture, 3 hours.

This course covers the legal essentials of such topics as background of the law, contracts, agency, personal property, bailments, sales through the media of textual subject matter, lectures, cited cases, and various questions and problems.

2 Business Law II (3) UC:CSU
(UC credit limit for Law 1+2 combined: maximum credit, one course.)
Lecture, 3 hours.

This course covers the essentials of such topics as partnerships, corporations, real and personal property, suretyship, wills and bankruptcy through the media of textual subject matter, lectures, cited cases, and various questions and problems.

3 Civil Rights and the Law (3)
Lecture, 3 hours.

This course will cover the comparative and analytical study of the law and related problems concerning the Bill of Rights and the U.S. Constitution, due process of law, freedom of speech and press, freedom of expression, freedom of religion, racial and sexual equality, right to privacy, and other related topics with emphasis on recent U.S. Supreme Court decisions interpreting individual rights.

13 Wills, Trust and Probate Administration (3)
Lecture, 3 hour.

This course provides a study of the fundamental principles of the law of wills and trusts, including will and trust formation; an examination of the organization of jurisdiction of the California Probate Court; and an overview of the administration of estates in probate.

18 Marriage and Family Law (3)
Lecture, 3 hour.

This course presents fundamental common laws and statutory concepts of family law with emphasis on California's Community Property Laws.

931 Cooperative Education – Law (3) CSU RPT 3
Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

941 Cooperative Education – Law (4) CSU RPT 3
Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

MANAGEMENT (MGMT)

2 Organization and Management Theory (3) CSU
Lecture, 3 hours.

As part of the study of management, this course covers such topics as organizational structure, functions of management, methods of improving teamwork, and maintaining teamwork in the organization.

6 Public Relations (3) CSU RPT1
Lecture, 3 hours.

This course covers basic concepts, fundamentals, and considerations in organizing a public relations program; community relations; customer relations; and special group relations.

13 Small Business Entrepreneurship (3) CSU
Lecture, 3 hours.

This course is designed to teach the student how to organize and manage a small business. The course is directed as time permits to the individual student's interest of particular small businesses.

15 Small Business Management II (Advanced) (3) CSU
Lecture, 3 hours.

This course provides the student with an opportunity to explore problems and causes of problems in small businesses. Up-to-date solutions are also considered.

31 Human Relations for Employees (3) CSU
Lecture, 3 hours.

A study of basic factors and issues involved in the human relation's problems confronting employees and supervisors. Attention is given to relationships in the occupational situation as they affect attitudes, status, and morale.

32 Basic Interviewing (3) CSU
Lecture, 3 hours.

An introductory course designed to acquaint students with elementary concepts and techniques of interviewing and counseling in the employment situation. Opportunity will be provided for the student to develop a beginning skill in the areas of discussing employee performance, grievance and disciplinary problems, employment interviewing, and interviewing the public.

MARKETING (MARKET)

1 Principles of Selling (3) CSU
Lecture, 3 hours.

Basic principles of selling including wholesale and specialty goods. Latest techniques introduced in development of the sales plan, such as securing customers, effective goods and service presentation, handling objections, closing the sale, follow-up and skills for successful sales work.

3 Sales Management (3) CSU
Lecture, 3 hours.

This course covers the role of the sales manager in the management of salespersons. Topics include Sales Force management, sales selection, training and supervision, and compensation and expenses.

11 Fundamentals of Advertising (3) CSU
Lecture, 3 hours.

Principles, practices, and purposes of advertising; a systematic study of purposes, copy, layout, mechanics, media, and analysis and practical study of the complete campaign.

12 Advertising Copy and Layout (3) CSU
Lecture, 3 hours.

Emphasis is placed on practical applications of preparing layouts and advertising copy. Students learn theory and application of marketing through the print media, radio, and television. The purposes of advertising are stressed and students become acquainted with the latest techniques.

21 Principles of Marketing (3) CSU
Lecture, 3 hours.

A study of the distribution of commodities from the producer to the retailer. Emphasis is placed upon the classification of commodities, function of the various distributors (middlemen), and channels of distribution.

31 Retail Merchandising (3) CSU
Lecture, 3 hours.

This course provides the student with a working knowledge of the principles and procedures in retailing, including a study of store location, store layout, store organization, buying, pricing, stock planning and retail sales promotion.

REAL ESTATE (REAL ES)

1 Real Estate Principles (3) CSU
Note: This course is required by the State of California prior to taking the California State Examination for a real estate salesperson license.
Lecture, 3 hours.

This is a beginning course in real estate which introduces the student to real estate fundamentals and principles. Major topics covered are: history of real estate in California, contracts, agency, introduction to financing, deeds, liens and encumbrances, escrow and title insurance, land descriptions, and real estate math.

3 Real Estate Practices (3) CSU
Note: Real Estate 3 partially satisfies the State educational requirement for the real estate salesperson and broker's license.
Lecture, 3 hours.

This course deals with problems of establishing and conducting a real estate business, as well as the day-to-day operations of running an office. Among the major topics considered are: establishing the office, securing listings and prospects, showing properties and closing sales, financing, property management, rentals and leases, appraising, escrow requirements, and tax ramifications of real estate transfers.

5 Legal Aspects of Real Estate I (3) CSU
Note: Real Estate 5 partially satisfies the State educational requirement for the real estate salesperson and broker's license.
Lecture, 3 hours.

A study of those aspects of real property law most commonly encountered by salesmen and brokers in their real estate practice. Among the topics covered are contracts, mortgages, deeds of trust, homesteads, voluntary and involuntary liens, land descriptions, acquisition and transfer of property, easements, as well as a cursory review of the development of real estate law in California.

7 Real Estate Finance I (3) CSU
Note: Real Estate 7 partially satisfies the State educational requirement for the real estate salesperson and broker's license.
Lecture, 3 hours.

This course covers the principles of real estate money and credit; analysis of money, markets, rates, new regulations and procedures for financing real estate: policies, problems, rules and current trends. Types of lenders, methods of qualifying, uses of mortgages, trust deeds and leases; financial analysis of real properties; and conventional, FHA, Cal Vet and VA loans are also covered. Operation of mortgage companies, insurance companies, and savings and loan associations. Methods of financing properties are emphasized.

9 Real Estate Appraisal I (3) CSU
Note: Real Estate 9 partially satisfies the State educational requirement for the real estate salesperson and broker's license.
Lecture, 3 hours.

An introductory course covering the purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis is on residential and single-unit property.

10 Real Estate Appraisal II (3) CSU
Lecture, 3 hours.

This course partially satisfies the state licensing requirements for Real Estate Salesperson, Real Estate Broker, and Residential Appraiser licenses. This is an advanced course in real estate, appraisal principles and methods. It offers appraisal principles, guidelines, and training in current appraisal theory and practice. This course addresses all of the topics listed in the educational requirements for state appraiser licensing and certification, including Uniform Standards of Professional Appraisal Practices (USPAP). This course builds on the techniques, principles and methods learned in either Appraisal I or in the real estate field and introduces the principles and methods used to appraise small income property, commercial property, and vacant land.

11 Escrow Principles (3) CSU
Note: Real Estate 11 partially satisfies the State educational requirement for the real estate salesperson and broker's license.
Lecture, 3 hours.

This course is designed as an introduction to the principles of escrow. The course content includes instruction in legal implications, methods, techniques, and responsibilities of an escrow officer.

12 Escrow Practices (3) CSU
Prerequisite: Real Estate 11.
Lecture, 3 hours.

This course is designed for the person who has completed the fundamentals of escrow or has had some experience in the escrow field. It provides the advanced theory of escrows and extensive opportunity for practice in the preparation of forms and documents of the escrow office.

13 Escrow Case Problems (3) CSU
Prerequisite: Real Estate 12.
Lecture, 3 hours.

This course uses the case method to study the correct handling of all details of an escrow. Actual escrows are studied with the objective of eliminating or minimizing problems which may have arisen.

14 Property Management (3) CSU
Note: Real Estate 14 partially satisfies the State educational requirement for the real estate salesperson and broker's license.
Lecture, 3 hours.

A basic course in the management of income properties, including residential management, shopping center management, office buildings, condominium management, and other types of management. Other topics covered will include negotiating leases, maintenance, landlord/tenant law and other related topics.

17 Mortgage Loan Brokering (3)
Lecture, 3 hours.

This course provides students broad technical knowledge of the state and federal laws which govern the practice of mortgage loan brokerage and lending in the State of California.

21 Real Estate Economics (3) CSU
Note: Real Estate 21 partially satisfies the State educational requirement for the real estate salesperson and broker's license.
Lecture, 3 hours.

This course covers the fundamentals of economic trends and factors which affect the real estate market. Topics covered include urban structural relationships, real estate market analysis, problems of sub-dividing, and governmental relationship to real estate development.

24 Common-Interest Developments (3)
Lecture, 3 hours.

This course satisfies the educational requirements of the Department of Real Estate for both Real Estate Salesperson and Real Estate Broker licenses. It defines and explains the principles and laws regulating common-interest developments. It compares and contrasts the differences among condominium, townhouse, own-your-own apartment, stock cooperative, and other planned unit developments. Topics include the study of the formation, development, management, purchase, sale and lease involving California common-interest developments. The course presents an analysis of state and federal

laws that govern the various aspects of common-interest developments and Homeowner's Associations.

26 Real Estate Laboratory (1)
Corequisite: Real Estate 1.
Laboratory, 3 hours.

Preparation for real estate salesperson and broker's examinations. This course provides students with an opportunity to study selected problems and to develop vocabulary related to the field of real estate with emphasis upon the subject content of Real Estate 1, 3, 5, 6, 7, and 9.

931 Cooperative Education – Real Estate (3) CSU RPT3
Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

941 Cooperative Education - Real Estate (4) CSU RPT3
Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

SUPERVISION (SUPV)

1 Elements of Supervision (3) CSU
Lecture, 3 hours.

A basic introductory course covering in general terms the total responsibilities of a supervisor in industry, such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality-quantity control, management-employee relations, and related topics.

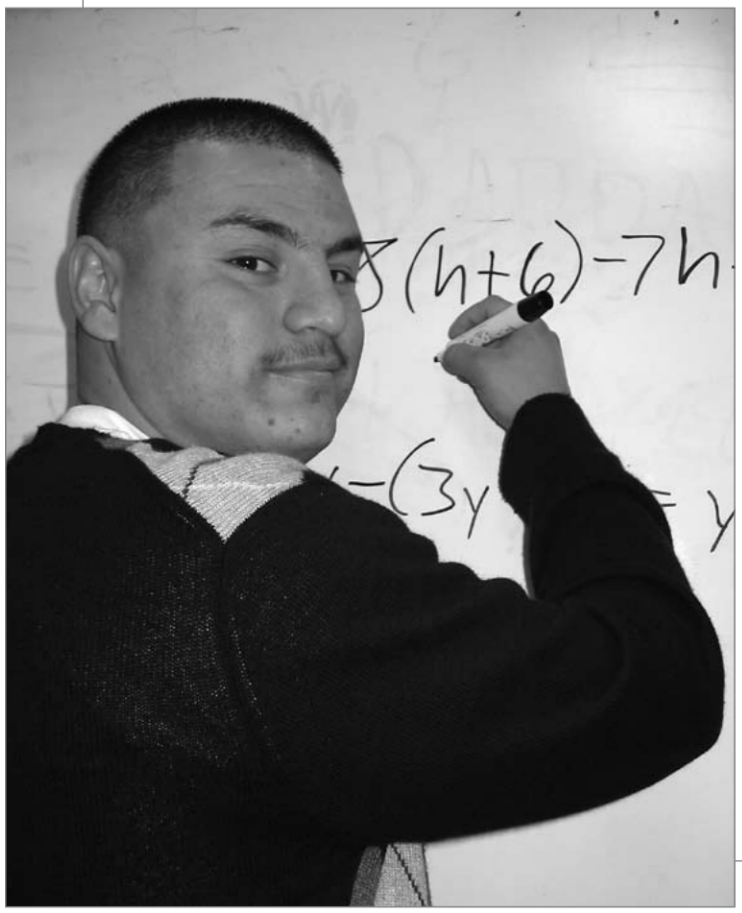
2 Basic Psychology for Supervisors (3) CSU
Prerequisite: Supervision 1.
Lecture, 3 hours.

A course designed to assist the supervisor in better understanding the people with whom he works, with emphasis on psychological aspects: perceptions, emotions, attitudes, learning, communicating, and reasoning.

3 Human Relations (Developing Supervisory Leadership) (3)
Prerequisite: Supervision 1.
Lecture, 3 hours.

A course designed to develop leadership through the application of principles of human relations to the problems of supervision: morale, leadership, communication, group dynamics, conference leadership, authority, decision-making, and related areas.

Lester Satos < meet **elac** people }



BUSINESS

"I chose the South Gate campus because it is close to my job. I sell automotive accessories for Best Buy Auto Sales and attend a morning class, go to work and then come back in the evening. I've learned a lot about business by combining work and college. My favorite subject is math—I just like numbers and the logic."

Lester has another year before graduating and plans to transfer to USC—a university he has admired since he was a child. His cousin works there and has told Lester about their good business school. ELAC counselors have helped Lester develop an educational plan that will prepare him to transfer.

"I've really enjoyed all my classes. One of my favorites was Chicano Literature because the teacher really knew his subject and made it so interesting. I also found out I like working with computers when I took an introduction class and learned basic software programs. ELAC teachers encourage me to do better than I thought I could."

CHEMISTRY DEPARTMENT

H8-123 **(323) 265-8645**

FACULTY

Godjoian, Dr. Gayane - Chair
Associate Professor
Jaramillo, Dr. Veronica
Associate Professor
Khuu, Alan
Assistant Professor
Ow, Franklin P.
Instructor
Rivera-Figueroa, Dr. Armando
Assistant Professor
Valverde, Vanessa
Assistant Professor

ADJUNCT FACULTY

Adeva, Angelita D.
Carpenter, Rick
Ho, Nam N.
Jabalameli, Ali
Paez, Oscar A.
Tuan, Fang J.
Valdez, Conrad M.
Wang, Maw Song

EDUCATIONAL PROGRAMS

TRANSFER CURRICULUM

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Two programs are offered. The Bachelor of Arts program fits the needs of those students who (a) desire a liberal education with a major in Chemistry, (b) wish to obtain positions in the fields of chemical literature, technical sales, or chemical patents; (c) are pre-medical, pre-dental, pre-pharmacy, pre-chiropractor, pre-veterinary medicine, and students preparing for primary or secondary teaching with a major in Chemistry.

The Bachelor of Science program is designed to fit the needs of those who plan to (a) enter graduate work and (b) complete their formal education with a bachelor's degree and obtain positions in industrial laboratories.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Bachelor of Arts Degree

SUBJECT & NO.	COURSE	UNITS
CHEM 101	General Chemistry I	.5
CHEM 102	General Chemistry II	.5
CHEM 201	Quantitative Analysis	.4
MATH 261	Calculus I	.5
MATH 262	Calculus II	.5
MATH 263	Calculus III	.5
ONE OF THE TWO FOLLOWING SEQUENCES		**8 OR 12**
PHYSICS	6 & 7	
OR		
PHYSICS	1, 2, & 3	

NOTE: All of the courses listed above have prerequisites.

CSU GENERAL EDUCATION REQUIREMENTS	**39**

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Bachelor of Science Degree

SUBJECT & NO.	COURSE	UNITS
CHEM 101	General Chemistry I	.5
CHEM 102	General Chemistry II	.5
CHEM 201	Quantitative Analysis	.4
MATH 261	Calculus I	.5
MATH 262	Calculus II	.5
MATH 263	Calculus III	.5
MATH 275	Ordinary Differential Equations	.3
PHYSICS 1	Mechanics of Solids	.4
PHYSICS 2	Mechanics of Fluids, Heat, and Sound	.4
PHYSICS 3	Electricity and Magnetism	.4
PHYSICS 4	Optics and Modern Physics	.4

NOTE: All of the courses listed above have prerequisites.

CSU GENERAL EDUCATION REQUIREMENTS	**39**

UNIVERSITY OF CALIFORNIA, LOS ANGELES

There are three majors available to the student interested in Chemistry: the regular Chemistry major, the Biochemistry major and the General Chemistry major. All the lower division requirements may be taken at ELAC.

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Bachelor of Science Degree

SUBJECT & NO.	COURSE	UNITS
CHEM 101	General Chemistry I	.5
CHEM 102	General Chemistry II	.5
CHEM 211	Organic Chemistry for Science Majors I	.5
CHEM 221	Biochemistry for Science Majors	.5
MATH 261	Calculus I	.5
MATH 262	Calculus II	.5
MATH 263	Calculus III	.5
MATH 275	Ordinary Differential Equations	.3
PHYSICS 1	Mechanics of Solids	.4
PHYSICS 3	Electricity and Magnetism	.4
PHYSICS 4	Optics and Modern Physics	.4

NOTE: All of the courses listed above have prerequisites.

GENERAL EDUCATION - SATISFY IGETC REQUIREMENTS

UNIVERSITY OF SOUTHERN CALIFORNIA

The University of Southern California has three majors available to Chemistry majors. The Bachelor of Science degree is for those students who wish to do graduate work in Chemistry or obtain positions in industrial laboratories. The B.A. degree is designed for those who desire a liberal education with a major in Chemistry and who wish to go into fields such as chemical literature, technical sales, or chemical patents and premedical students with a major in Chemistry. The third is a degree in Physical Sciences designed for elementary and secondary science teachers.

UNIVERSITY OF SOUTHERN CALIFORNIA

Bachelor of Science Degree

SUBJECT & NO.	COURSE	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
PHYSICS 1	Mechanics of Solids	.4

PHYSICS 2	Mechanics of Fluids, Heat, and Sound	.4
PHYSICS 3	Electricity and Magnetism	.4
PHYSICS 4	Optics and Modern Physics	.4

NOTE: All of the courses listed above have prerequisites.

GENERAL EDUCATION REQUIREMENTS

(See a counselor for current USC requirements)

UNIVERSITY OF SOUTHERN CALIFORNIA

Bachelor of Science Degree in Chemical Engineering

There are several institutions in California which grant the Bachelor of Science degree in Chemical Engineering, including: Stanford University, California Institute of Technology, University of Southern California, California State University, San Jose, and University of California at Berkeley, at Davis, and at Santa Barbara. Students are encouraged to see a counselor or obtain a copy of the catalog from the University to which they plan to transfer.

COURSE DESCRIPTIONS

CHEMISTRY (CHEM)

See "Student Prerequisite or Corequisite Challenge Policy" for prerequisite challenge information.

51 Fundamentals of Chemistry I (5) CSU
Lecture, 4 hours; Laboratory, 3 hours.

This is an introductory course designed for nursing (and other paramedical students) and liberal arts majors, who will not be taking Chemistry 101, yet need a physical science course with a laboratory. This course covers, in an introductory manner, the basic principles, laws, and nomenclature of inorganic chemistry, organic chemistry, and biochemistry.

56 Chemistry for Non-Science Majors (4) UC:CSU IGETC Area 5A
Lecture, 3 hours; Laboratory, 3 hours.

This course presents inorganic and biochemical chemistry for non-science majors. Topics include: the chemistry of air quality, ozone hole, global warming and its effects, energy efficiency and alternative energy sources, acid rain, nuclear energy and radioactive material, food and nutrition, and current issues that have a real and direct impact on our daily activities and society. Chemical principles are presented both in a qualitative and quantitative manner, emphasizing the different relationships between the physical and chemical properties of matter. In this physical science course, students learn to relate the collected data to their experimental hypothesis and to make conclusions in a cohesive manner.

65 Introductory General Chemistry (4) UC:CSU IGETC Area 5A
(UC credit limit: No credit for 65 if taken after 101)
Prerequisite: Satisfactory completion of Mathematics 115.
Advisory: Mathematics 125.
Lecture, 3 hours; Laboratory, 4 hours.

This is an introductory course for students who will be taking Chemistry 101. It presents the basic principles, laws, and nomenclature of inorganic chemistry, with emphasis upon nomenclature and problem-solving. It can be used as a refresher course. This course emphasizes problem-solving skills as they apply to chemical principles. Topics include chemical measurements, significant figures, scientific notation, dimensional analysis, naming of elements and compounds, discussion of the periodic table, chemical bonding, atomic and molecular structure, introduction to chemical reactions, stoichiometry, thermochemistry, gases, solutions, acids and bases. One hour per week is used as a to-be-arranged (TBA) lab supplemental hour using the chemistry PLATO software.

101 General Chemistry I (5) UC:CSU IGETC Area 5A
Prerequisites: Mathematics 125 and satisfactory completion of Chemistry 65 or acceptable level of skill as demonstrated in the Chemistry Placement Process.
Lecture, 3 hours; Laboratory, 6 hours.

This course presents an intensive technical program in general and inorganic chemistry for those in the various professional curricula demanding competence in the utilization of basic chemical principles and information. Emphasized are the relationships between the structure and the properties of matter. Chemical principles are presented both qualitatively and quantitatively. Topics include: stoichiometry, colligative properties, gases, thermochemistry, bonding, solid state, and solution chemistry.

102 General Chemistry II (5) UC:CSU IGETC Area 5A
Prerequisite: Satisfactory completion of Chemistry 101.
Lecture, 3 hours; Laboratory, 6 hours.

This course continues the topics presented in Chemistry 101. Emphasis on kinetics, equilibrium, electrochemistry, transition metals and coordination chemistry. The laboratory program includes qualitative and quantitative analysis.

201 Quantitative Analysis I (4) UC:CSU IGETC Area 5A
Prerequisite: Satisfactory completion of Chemistry 102.
Lecture, 2 hours; Laboratory, 6 hours.

This is a course in the principles and techniques of volumetric and gravimetric analysis. An introduction to instrumental analysis theory while utilizing spectrometric electrochemical and chromatography methods is included.

211 Organic Chemistry for Science Majors I (5) UC:CSU IGETC Area 5A
(UC credit limit: Chemistry 70 combined with 211 and 221, maximum credit two courses.)
Prerequisite: Satisfactory completion of Chemistry 102.
Lecture, 3 hours; Laboratory, 6 hours.

Introduces the student to the structure, bonding, stereochemistry and reactions of carbon compounds. In the laboratory the essential skills needed in the preparation, isolation, analysis and determination of the physical properties of organic compounds are studied.

212 Organic Chemistry for Science Majors II (5) UC:CSU IGETC Area 5A
Prerequisite: Satisfactory completion of Chemistry 211.
Lecture, 3 hours; Laboratory, 6 hours.

This course is a continuation of Chemistry 211 with additional emphasis on reaction mechanisms, stereochemistry, organic synthesis of a variety of organic compounds, including but not limited to: aromatic compounds, aldehydes, ketones, amines, carboxylic acid derivatives, enoles, enolates, carbohydrates, amino acids, polypeptides, nucleic acids, lipids and synthetic polymers. Quantitative analysis and purification methods are emphasized in the laboratory. This course also emphasizes the use of NMR, IR and Mass Spectroscopy in the analysis and identification of organic compounds.

221 Biochemistry for Science Majors (5) UC:CSU IGETC Area 5A
(UC credit limit: Chemistry 70 combined with 211 and 221: maximum credit two courses.)

Prerequisite: Satisfactory completion of Chemistry 211.

Lecture, 3 hours; Laboratory, 6 hours.

This course introduces the student to the structure, reactions and properties of biologically important compounds. It stresses their role in metabolism. The preparation, separation, analysis and reactions of biologically active compounds are studied in the laboratory.

185 Directed Study - Chemistry (1) CSU RPT2
285 Directed Study - Chemistry (2) CSU
385 Directed Study - Chemistry (3) CSU
Conference 1 hour per week per unit.

The above courses allow students to pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Chi Zhang < meet **elac** people }

CHEMISTRY

Chi Zhang was one of 20 international students from Beijing who transferred from an "ELAC-sister school" two years ago. The friends helped each other get accustomed to life in America and many roomed together. The students applied to several universities so they could select their favorite. Thirty percent were accepted by University of California, Berkeley, 50% by UCLA and 80% by other Universities of California. Chi Zhang chose Berkeley because of their outstanding chemistry program.

"My chemistry teachers not only lecture clearly, but they show us how things work. It is so valuable to have teachers who work in the real world. I hope to get a Summer internship before going to Berkeley. This is important because I want to work as a research chemist after I get my university training."

CHICANA/O STUDIES DEPARTMENT

C2-5 **(323) 415-4194**

FAX: **(323) 260-8179**

FACULTY

Venegas, Sybil, - Chair
Assistant Professor
Bermudez, Nadine
Assistant Professor
Flores, Rudolph E.
Professor
Gutierrez, Gerardo
Assistant Professor
Lopez, Felipe
Associate Professor
Tapia, Beatriz
Instructor

ADJUNCT FACULTY

Briceno, Gerardo
Chavez, Lucila
Martinez, Javier
Melchor, Leonard
Moctezuma, Rosalinda
Monzon, Andrew
Parra, Fernando
Romo, Maria
Rovero-Herrera, Angelita
Sandoval, Tony L.

EDUCATIONAL PROGRAMS

ASSOCIATE DEGREE PROGRAM

CHICANO STUDIES

Associate in Arts

The Chicano Studies major generates an awareness and understanding of Mexican Americans in the United States. It provides excellent preparation for students interested in careers in education, Law, Social Welfare, Public Administration and/or Business.

SUBJECT & NO.	COURSE	UNITS
CHICANO 2	The Mexican-American in Contemporary Society	3
CHICANO 7	The Mexican-American in the History of the United States I	3
CHICANO 8	The Mexican-American in the History of the United States II	3
CHICANO 37	Chicano Literature	3
CHICANO 44	Mexican Civilization	3
CHICANO 47	The Mexican-American Woman in Society	3
CHICANO 54	Mexican-American Arts in American Culture	3
	Subtotal	*21*
GENERAL EDUCATION REQUIREMENTS (PLAN A)		**30**
ELECTIVE UNITS FROM THE FOLLOWING		*9*
ANTHRO 102	Human Ways of Life: Cultural Anthropology	
ASIAN 1	The Asian in America	
CHICANO 57	Chicanas and Chicanos in Film	
HISTORY 5	History of the Americas I	
HISTORY 6	History of the Americas II	
SOC 11	Race and Ethnic Relations	
SPANISH 1	Elementary Spanish 1or higher	
	Total	*60*

TRANSFER CURRICULUM

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

The major in Chicano Studies provides an excellent background for students interested in a variety of careers. A multi-disciplinary program, Chicano Studies offers courses in the Social Sciences, Humanities, and Basic Skills Development. The program generates an awareness and understanding of Mexican Americans in the United States. Moreover, it provides excellent preparation for students interested in careers in Education, Law, Social Welfare, Public Administration and/or Business.

A student may obtain an Associate in Arts Degree in Chicano Studies by successfully completing 20 units or more in the major in addition to satisfying graduation requirements.

A number of nearby California universities, and private institutions have developed baccalaureate associate degree programs in Chicano Studies. The student is urged to consult the latest catalog of the institution to which he or she plans to transfer. All courses listed in the departmental section of this catalog under Chicano Studies are acceptable for transfer as part of the student's General Education requirements for California State University and University of California transfers.

COURSE DESCRIPTIONS (CHICANO)

CHICANO STUDIES

2 The Mexican-American in Contemporary Society (3) UC:CSU IGETC Area 4C
Lecture, 3 hours.

The course introduces the student to the major characteristics of the largest growing ethnic group in the United States. Special attention will be given to the social, cultural, economic and political elements which differentiate Mexican-Americans in relationship to other groups in American society.

3 Sociology and Psychology of the Latin American (3) UC:CSU IGETC Area 4C
Lecture, 3 hours.

The general focus of the course examines the psychological and sociological influences on the Latino/Mexican population within the U.S. Sociocultural and developmental factors will also be covered. The application to Latinos of traditional psychological and sociological theories, developmental theories, and empirical research will be examined and evaluated.

7 The Mexican-American in the History of the United States I (3) UC:CSU IGETC Area 4C
Chicano Studies 7 and 8 can either be taken in sequence or independently.
Lecture, 3 hours.

A survey of 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 the United States and Mexico, and in addition, is for those who wish to gain a better understanding of Mexican culture in the southwestern United States. Included is a survey of the U.S. constitution.

8 The Mexican-American in the History of the United States II (3) UC:CSU IGETC Area 4C
Lecture, 3 hours.

A survey of United States History from the post Civil War to the present with special emphasis on the contributions of the Spanish-speaking peoples. The course will provide a background in the political and social development of the United States and, in addition, for those who wish to gain a better understanding of the Mexican American civilization in the Southwestern United States. Included is a survey of the U.S. Constitution.

10 Directed Practice in Social Welfare (3) CSU RPT3
Laboratory, 6 hours.

This course teaches students about social welfare work, not only in the classroom but also by giving them practical experience under supervision as volunteers in local community action agencies, correctional institutions, probation and parole offices, and drug centers.

19 History of Mexico (3) UC:CSU IGETC Area 4C
Lecture, 3 hours.

This survey course covers the entire span of Mexican history. It includes a consideration of the Indian civilization, the Spanish period, the War of Independence, the turmoil of the nineteenth century (the Mexican-American War, French invasion, etc.), the period of Diaz, the 1910 Revolution (Villa, Zapata, etc.), the post- Revolution period, and a view of trends in contemporary Mexico.

20 The Mexican American In California (3) UC:CSU IGETC Area 4C
Lecture, 3 hours.

This course surveys the political, economic, social and intellectual history of the Pacific Coast from the Pre-Columbian Era, the Spanish Era, the Mexican Years and lastly, the Anglo Presence, with special emphasis on California. A greater emphasis is given to the role of the Chicano/Latino people in the economic, political, social and cultural development of California from the time of the Spanish Empire to the present.

22 Chicano/a and Latino/a Healthcare Issues (3) CSU
Lecture, 3 hours.

This course is an introduction to healthcare issues in the Chicano/a and Latino/a communities, including an overview of the diseases that are prevalent in these populations. Particular attention is focused on the impact that poverty, lack of education and limited access to primary healthcare have on these communities.

24 Scholastic and Personal Development (3) CSU
Lecture, 3 hours.

The basic goals of the course are to teach the student (1) a variety of easy-to-learn techniques for improving scholastic abilities and making learning more satisfying; and (2) some highly effective ways of dealing with personal problems; and (3) to discover pride in one's ethnicity.

37 Chicano Literature (3) UC:CSU IGETC Area 3B
Lecture, 3 hours.

An introductory analysis of the literary, social and cultural aspects of novel, short story, essay, poetry and drama written by Mexican-Americans. 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.

42 Contemporary Mexican Literature (3) UC:CSU IGETC Area 3B
Note: Credit given for only one of Chicano Studies 42 or Spanish 12.
Lecture, 3 hours.

This course introduces the student to contemporary Mexican literature and culture (with a background of earlier aesthetic works). Students will read translations of major literary writers.

44 Mexican Civilization (3) UC:CSU IGETC Area 3B
Note: Credit given for only one of Chicano Studies 44 or Spanish 16.
Lecture, 3 hours.

Considers the significant elements of pre-Columbian Mexican Civilization, the impact of the Spanish domination upon the indigenous population and its influence upon the mores, art, and industry. Studies in the history, literature, art, and music of Mexico as they evolved from Colonial times to the present are included. The course are also examines the present-day culture of the Mexican-American as influenced by cultural Mexican heritage and life in the United States.

46 Mexican-American Folklore (3) UC:CSU IGETC Area 3B
Lecture, 3 hours.

This course introduces the student to conventional studies of folklore, with special emphasis on the Mexicano/ Chicano. The various folklore genres e.g. myths, legends, folk tales, folk medicine, folk speech, and related topics will be introduced, evaluated and analyzed in the context of historical and contemporary issues.

47 The Mexican-American Woman in Society (3) UC:CSU IGETC Area 4C
Lecture, 3 hours.

This course provides students with a basic understanding of the Chicana in contemporary society. Emphasis is placed on establishing a framework from which to view the historical development and treatment of women in modern society. An analysis of selected Latina issues currently affecting Chicana women is included.

51 Mexican Art - Pre-Columbian and Colonial (3) UC:CSU IGETC Area 3A, 3B
Lecture, 3 hours.

A survey of the art of Mexico from pre-history to the nineteenth century. A chronological study covering the various indigenous civilizations, the encounter with European culture, and the development of a Mexican art from the combination of the two cultures. Emphasis will be given to the continuity of a distinctive Mesoamerican philosophical and religious outlook as manifested in painting, sculpture, architecture, and ceramics studied, and their utilitarian and ceremonial use.

52 Mexican Art-Modern (3) UC:CSU IGETC Area 3A
Lecture, 3 hours.

This course is a survey of the pictorial arts of Mexico prior to and during the 20th century. The course focuses on the political and philosophical ideologies that influenced the broad range of arts that evolved in Mexico's Modernist period, including the evolution of Chicano art and iconography.

54 Mexican-American Arts in American Culture (3) UC:CSU IGETC Area 3A
Lecture, 3 hours.

This course focuses on Mexican and Mexican-American arts, literature and music. Particular emphasis is given to the identification and the discussion of their contributions to the contemporary culture of the United States.

56 Chicano/a Youth and Gangs (3) CSU
Lecture, 3 hours.

This course explores the root causes of why people join gangs and seeks to understand society's response to them. It reviews the current thinking and research on Chicano gangs and incorporates discussions of anecdotal experiences from the barrio.

57 Chicanas and Chicanos in Film (3) UC:CSU IGETC Area 3B
Lecture, 3 hours.

This course examines how Hollywood has depicted Chicanas/os through the medium of film from the early twentieth century to the present day. The techniques, contents, and historical context of relevant films are analyzed.

58 Latin American Dance Cultures (3) UC:CSU IGETC Area 3A
Note: Credit given for only one of Chicano Studies 58 or Dance Studies 458.
Lecture, 3 hours.

This class focuses on Latin American folk dance appreciation, studying dance as culture, and how each region manifests its traditions, history, and lifestyles as they are expressed through movement. Students explore and analyze folk dances and how they reflect the world view of people who practice them. Movements from selected dances to recognize the quality of movement and relationship between religious and secular dances are also analyzed.

62 Religion in Mesoamerica (3) UC:CSU IGETC Area 3B
Lecture, 3 hours.

This course presents the origin, nature, and function of religion in the individual and culture with emphasis upon and reference to outstanding personalities. Sacred writings, and basic features of the leading religions of Mesoamerica, both Pre-Columbian and Contemporary also are considered.

63 Chicano/Latino: Space, Place and Identity in Los Angeles (3) CSU
Lecture, 3 hours.

This course is an introduction to the relationship between people and their environments, both designed and non-designed. Interpretations of architecture, cities, and landscapes as a means of understanding the role of social groups and individuals in the contemporary city are emphasized.

71 The Chicano in Los Angeles (3) CSU
Lecture, 3 hours.

The course surveys the role of the Chicano in Los Angeles in relation to political, economic, social, cultural, and intellectual history from the Native American Era, the Colonial Era, the Mexican Years and lastly the Anglo presence. Emphasis is placed on events in the 20th century.

72 Alcohol Culture and the Chicano/Latino Community (3) CSU
Lecture, 3 hours.

This course explores the effects of alcohol in the Chicano/Latino community. It includes an analysis of the historical factors which have contributed to the development of alcohol culture in the Chicano/Latino community. In addition to assessment techniques, emphasis is placed upon family enabling systems, cultural stereotypes, clinical realities and the process by which families and communities can recover from the effects of alcohol culture.

80 Chicano Politics (3) UC:CSU IGETC Area 4C
Lecture, 3 hours.

This course will focus on contemporary Chicano Studies. Special attention will be devoted to theoretical approaches to the study of Chicano Politics; community, state and national political organizations; the electoral process; immigration policies; the legislative process; and feminist politics.

185 Directed Study - Chicano Studies (1) CSU RPT2
285 Directed Study - Chicano Studies (2) CSU
385 Directed Study - Chicano Studies (3) CSU
Conference: 1 hour per week per unit.

A course for mature students that will develop their ability to research a specific subject area in Chicano Studies outside the traditional classroom lecture framework and to gain the benefit of individual direction from the supervising instructor. Directed Study shall be on contract basis under the direction of the supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

CHILD, FAMILY AND EDUCATION STUDIES DEPARTMENT

E3-108 **(323) 415-5386**

Child, Family and Education Studies incorporates three Subjects: Child Development, Family and Consumer Studies, and Education. Child, Family and Education Studies offers a combination program of academic and vocational courses that enables the student to: graduate with an Associate of Arts degree, transfer, obtain a certificate for entry-level positions, or engage in professional development opportunities for advanced certificates of achievement.

In the new millennium, we continue to see public demand for early education programs for young children. Since there is considerable evidence, including brain research, that environment influences the development of young children, it is critical that well-trained students utilize "best practices" as either a parent or an early childhood educator. Students with a background in the child development discipline are able to pursue professional opportunities in many fields other than teaching, including production of children's films, books and magazines; educational television; children's toys and educational software; community and/or support services such as home visitor, family services; early intervention; and child advocacy at local, state, and national levels.

For those students pursuing Family and Consumer Studies courses, the discipline provides courses in marriage and family life, nutrition, and clothing. In addition, as life span increases, so will the need for senior services and gerontology courses. All three disciplines provide educational opportunities for one to develop skills and competencies for multiple roles for home, family, and career.

SUBJECTS

- ***Child Development***
- ***Education***
- ***Family and Consumer Studies***

FACULTY

Bass Keer, Wendy, Professor
Child Development
Benavides, Julie , Professor
Child Development
Gonzalez, Elvia B., Professor
Child Development
Mendiola, Alicia R., Professor
Child Development
Rivas, Maria R., Associate Professor
Child Development
Soriano, Maribel, Assistant Professor
Child Development
Thompson, Brigette, Professor
Child Development
Wilbur, Linda S., Instructor
Child Development

ADJUNCT FACULTY

Adeseun, Fehintola O.
Child Development
Armendariz, Phyllis G.
Child Development
Benjamin, Michelle D.
Child Development
Castaneda, Delia
Child Development
Chukumerije, Julia
Child Development
Coleman, Mary I.
Child Development
Dixon, Dorothy C.
Family and Consumer Studies
Gates, Maureen D.
Child Development
Gayton, Martha M.,
Child Development
Huezo, Claudia
Child Development
Jen, Caroline
Child Development
Jimenez, Linda I.
Child Development
Manning, Kay M.
Child Development, Family and Consumer Studies
Meyers, Joni L.
Child Development
Monterroso, Doris
Child Development
Minnix, Michele A.
Child Development
Norman, Mary V.
Child Development
Ozuna, Dr. Margaret C.
Child Development, Family and Consumer Studies
Palacio, Joyce F.
Child Development
Perez, Guadalupe
Child Development
Price, Gaile L.
Child Development
Rivas, Josefina
Child Development
Sigala, C.A.
Child Development
Udeochu, Mercy J.
Child Development
Uribe, Maria G.,
Child Development
Volkov, Renee M.,
Child Development
Warth, Kathy
Child Development
Williamson, Kisha
Child Development

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATES:

Child Development:

- ***Associate Teacher/Teacher - Certificate 1***
- ***Family Child Care Provider***
- ***Children with Special Needs Emphasis***

CERTIFICATES OF ACHIEVEMENT:

Child Development:

- ***Teacher - Certificate 2***
- ***Site Supervisor - Certificate 3***
- ***Infant/Toddler Emphasis***

Family and Consumer Studies:

- ***Elder Care/Gerontology***

ASSOCIATE DEGREE PROGRAM:

- ***Child Development***

TRANSFER CURRICULUM:

- ***Child Development***
- ***Family and Consumer Studies - Nutritional Science***
- ***Preparation for Bachelor of Science in Health Science***

SKILLS CERTIFICATES

ASSOCIATE TEACHER: TEACHER - CERTIFICATE 1

This first certificate of the Child Development program is designed for students who wish to become a teacher in an Early Childhood Program. The certificate meets Title 22 and 5 guidelines. Requires 50 days (of at least 3 hours per day) teaching experience supervised by a full-time permitted and/or credentialed teacher in an approved and licensed ECE setting. Experience can be paid and/or volunteer and must be met within the last two years from the date of certificate application submission.

SUBJECT & NO.	COURSE	UNITS
CH DEV 1	Child Growth and Development	3
CH DEV 2	Early Childhood: Principles and Practices	3
CH DEV 11	Home, School, and Community Relations	3
ONE COURSE FROM AMONG THE FOLLOWING:		**3**
CH DEV 3	Creative Experiences For Children I	
CH DEV 4	Creative Experiences for Children II	
	Total	*12*

FAMILY CHILD CARE PROVIDER

These skills certificates provide education and training for students wishing to become licensed Family Child Care Providers, and for those who are already licensed providers and wish to increase their training and education.

SUBJECT & NO.	COURSE	UNITS
CH DEV 10	Child Health	3
CH DEV 50	Parenting: Family Life Focus	1
CH DEV 51	Parenting: Home and School Focus	1
CH DEV 52	Parenting: Community Recources Focus	1
CH DEV 60	Introduction to Family Child Care I	1
CH DEV 61	Introduction to Family Child Care II	1
CH DEV 1	Child Growth and Development	3
OR		
CH DEV 62	Developmental Profiles: Pre-Birth Through Age Eight	2
CH DEV 63	Creative Curriculum in a Family Child Care Setting	2
OR		
CH DEV 3	Creative Experiences For Children I	
OR		
CH DEV 4	Creative Experiences for Children II	3
	Total	*12-14*

CHILDREN WITH SPECIAL NEEDS EMPHASIS

SUBJECT & NO.	COURSE	UNITS
CH DEV 1	Child Growth and Development	3
CH DEV 2	Early Childhood Principles and Practices	3
CH DEV 44	Programs for Children with Special Needs I	3
CH DEV 45	Programs for Children with Special Needs II	3
	Total	*12*

CERTIFICATES OF ACHIEVEMENT

CHILD DEVELOPMENT PROGRAMS

Satisfactory grades must be earned in all courses.

Teacher - Certificate 2

Qualifies student to apply for teacher permit issued by the California Commission on Teacher Credential Experience (either paid and/or volunteer). Must equal 175 days of teaching experience, working at least 3+ hours per day within four years in an approved setting by the department and licensed setting.

SUBJECT & NO.	COURSE	UNITS
CH DEV 1	Child Growth and Development	3
CH DEV 2	Early Childhood: Principles and Practices	3
CH DEV 3	Creative Experiences For Children I	3
CH DEV 4	Creative Experiences for Children II	3
CH DEV 10	Child Health	3
CH DEV 11	Home, School, and Community Relations	3
CH DEV 42	The Child in a Diverse Society	3
CH DEV 22*	Practicum in Child Development I	4
	Total	*25*
General Education requirements		16
At least one course is required from each of the four general education categories. See Page 65 General Education for selections.		
	English	
	Math/Science	
	Social Science	
	Humanities	
	Total of Certificates 1 and 2	*40-41*

**This course has a prerequisite.*

Site Supervisor - Certificate 3

This program is designed for students who wish to become a site supervisor in an Early Childhood Title 22 program. Experience requirements include completion of 350 days of 3+ hours per day within four years, including at least one year of supervising adults in ECE settings in an approved and licensed setting.

SUBJECT & NO.	COURSE	UNITS
Completion of Certificates 1 and 2		40-41
CH DEV 38*	Administration and Supervision of Early Childhood Programs I	.3
CH DEV 39*	Administration and Supervision of Early Childhood Programs II	.3
CH DEV 65*	Adult Supervision/Early Childhood Mentoring	.2
	***TOTAL ADDITIONAL UNITS*	*8*

**This course has a prerequisite.*

***Further courses may be needed to qualify for Child Development Permit Matrix level of Site Supervisor.*

Infant/Toddler Emphasis

SUBJECT & NO.	COURSE	UNITS
CH DEV 1	Child Growth and Development	.3
CH DEV 11	Home, School, and Community Relations	3
CH DEV 30	Infant and Toddler Studies I	.3
CH DEV 44	Programs for Children with Special Needs I	.3
	Total	*12*

FAMILY AND CONSUMER STUDIES

Elder Care/Gerontology

The program of Gerontology is the study of the processes of aging, from conception to death, and the problems associated with aging and the aged in society. This program is designed to prepare students in employment in the field of aging, provide general education and training for government agencies in meeting state regulations.

SUBJECT & NO.	COURSE	UNITS
FAM &CS 6	Challenge of Aging	.3
FAM &CS 21	Nutrition	.3
FAM &CS 31	Marriage and Family Life	.3
FAM &CS 37	Training for Gerontological Services	.3
FAM &CS 91	Life Management	.3
PSYCH 52	Psychological Aspects of Human Sexuality	.3
	Total	*18*

DEGREE PROGRAM

CHILD DEVELOPMENT

Associate in Arts Degree

This program is designed for those to work in the early care and education related fields with children and their families from birth to adolescence.

SUBJECT & NO.	COURSE	UNITS
CH DEV 1	Child Growth and Development	.3
CH DEV 2	Early Childhood Principles and Practices	3
CH DEV 3	Creative Experiences for Children I	.3
CH DEV 4	Creative Experiences for Children II	.3
CH DEV 10	Child Health	.3
CH DEV 11	Home, School, and Community Relatons	.3
CH DEV 22	Practicum in Child Development I	.4
CH DEV 23	Practicum in Child Development II	.4
CH DEV 34	Observing and Recording Children's Behavior	.3
CH DEV 42	The Child in a Diverse Society	.3
GENERAL EDUCATION REQUIREMENTS (PLAN B)		**18**
ELECTIVE UNITS FROM THE FOLLOWING:		**7**
CH DEV	15, 30, 31,36, 37, 38, 39, 44, 45, 46, 50, 51, 52, 60, 61, 62, 63, 65, and 931 or 941.	
FAM &CS	21, 31, 34	
EDUC	1	
3 additional units of any CSU or UC transferable course		.3
	Total	*60*

TRANSFER CURRICULUM

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

CHILD DEVELOPMENT

The interdisciplinary Bachelor of Arts degree in Child Development includes a choice between two options: Option I, which prepares students to work as administrators in preschools, day care centers, or youth agencies or to gain entry into professional areas other than teaching; and Option II, a diversified undergraduate program approved for an examination waiver for the Multiple Subject credential.

Students with a background in child development are able to pursue professional opportunities in many fields other than teaching, including production of children's films, books, and magazines; educational television; children's toys and educational software; and child advocacy at local, state, and national levels.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Option I - General Option, offers three specializations:

1. Parenting
2. Early Childhood Program Administration
3. Youth Agency Administration
4. Child Life/Hospitalized Child

SUBJECT & NO.	COURSE	UNITS
CH DEV 1	Child Growth and Development	.3
CH DEV 22	Practicum in Child Development I	
OR		
CH DEV 23	Practicum in Child Development II	.4
CH DEV 30	Infant and Toddler Studies I	.3
CH DEV 34	Observing and Recording Children's Behavior	.3
FAM &CS 31	Marriage and Family Life	
OR		
SOC 12	Marriage and Family Life	
OR		
PSYCH 16	Intimacy, Marriage and Family Relationships	.3
PSYCH 1	General Psychology I.	.3
CSU GENERAL EDUCATION REQUIREMENTS		**39**

Option II or III - Multiple Subjects Credential Option
Program requirements are the same as CSULA Liberal Studies Multiple Subject option.

FAMILY AND CONSUMER STUDIES

Preparation for Bachelor of Science in Nutritional Science
Degree in Nutritional Science and Coordinated Dietetics Program Option (CDP)

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Students must select one of two available options: the Nutrition option (which also prepares students to enter dietetics internships approved by the American Dietetic Association) or the Coordinated Dietetics Program (CDP) option are fully eligible for membership in the American Dietetic Association and to take the national examination to become a Registered Dietitian (R.D.) The Option in Nutrition leads to careers in businesses and agencies involved in nutrition-related products and services and enables students to complete the academic requirements needed to qualify for a dietetic internship or supervised practice.

Requirements for the Major

SUBJECT & NO.	COURSE	UNITS
ANTHRO 102	Human Ways of Life: Cultural Anthropology	
OR		
SOC 1	Introduction to Sociology	3
ANATOMY 1	Introduction to Human Anatomy	4
AND		
PHYSIOL 1*	Introduction to Human Physiology	4
OR		
BIOLOGY 20*	Human Anatomy and Physiology	8
CHEM 51	Fundamentals of Chemistry I	5
PSYCH 1	General Psychology I.	3
MICRO 20*	General Microbiology	4
CSU GENERAL EDUCATION REQUIREMENTS		**39**

**This course has a prerequisite.*

PREPARATION FOR BACHELOR OF SCIENCE IN HEALTH SCIENCE

The Bachelor of Science degree in Health Science prepares students for leadership and educational roles in community health and occupational health and safety.

Required Prerequisites

SUBJECT & NO.	COURSE	UNITS
MICRO 20*	General Microbiology	4
CHEM 101*	General Chemistry	5
OR		
CHEM 51	Fundamentals of Chemistry I	5
CO SCI 201	Introduction to Computes and Their Uses	3
AND		
CO SCI 291	Programming Lab	1
MATH 230*	Mathematics for Liberal Arts Students	3
OR		
MATH 260*	Pre-Calculus	5
OR		
MATH 245*	College Algebra	3
OR		
MATH 261	Calculus I	5
SOC 1	Introduction to Sociology	3
Required Core - Lower Division		
HEALTH 11	Principles of Healthful Living	3
HEALTH 12	Safety Education and First Aid	3

**This course has a prerequisite.*

COURSE DESCRIPTIONS

CHILD DEVELOPMENT (CH DEV)

1 Child Growth and Development (3) UC:CSU IGETC area 4I
Lecture, 3 hours.

This course follows human development from conception through adolescence. Particular emphasis is placed on the processes and theories through which the normal human being reaches physical, social, psychological, emotional, and mental maturity.

2 Early Childhood: Principles and Practices (3) CSU
Lecture, 3 hours.

Introduction to philosophies, practices, and the role of the Early Childhood Education professional, with emphasis on the teacher in various early childhood programs. The developmental characteristics of the age groups and curriculum and developmentally appropriate and culturally sensitive teaching practices are highlighted.

3 Creative Experiences for Children I (3) CSU
Lecture, 3 hours.

This course explores creative experiences for . Class instruction prepares students in designing and implementing developmentally appropriate teaching strategies, use of materials and media in the areas of visual arts, music, dramatic play, rhythm and movement, and literacy experiences. The importance of culture, tradition and home language is supported throughout the curriculum. Emphasis is on ways to make decisions and create and maintain a classroom atmosphere that allows creative expression, encourages and supports the interests and talents of children.

4 Creative Experiences for Children II (3) CSU
Lecture, 3 hours.

Values of creative experiences for young children. Lecture-demonstration, and participation in mathematics, science, social studies, and cooking. Includes curriculum objectives and lesson plans.

10 Child Health (3) CSU
Lecture, 3 hours.

This course is an overview of the components of the Health, Safety, and Nutritional components of an early care and education program. Planning and issues of operating a child development program under the Title 22 Department of Social Services Community Care Licensing regulations are considered. Also included is a review of common childhood diseases, universal health precautions, First Aid and CPR requirements, environmental safety, nutritional planning, and special health considerations of the young child. Students are required to pass the American Red Cross Adult/Pediatric First Aid and Adult/Infant CPR Certification course or demonstrate current certification.

11 Home, School, and Community Relations (3) CSU
Lecture, 3 hours.

This course is a study of the internal and external social forces of family, peer groups, schools, culture, and economic class on children and youth. It examines internal functioning of values, beliefs, and subcultural patterns and their shaping power on children. It meets core course requirements for the Department of Social Services Licensing and for the California Commission on Teacher Credentialing Child Development Permit and the School-Age Emphasis Permit.

22 Practicum in Child Development I (4) CSU
Prerequisites: All of the following: Child Development 1, 2, 3, 4, 10, 11 and 34.

Note: Tuberculosis clearance is required.

Lecture, 2 hours; Laboratory, 6 hours.

Supervised practicum experience in a school setting. Implementation of Child Development theories and development of teaching techniques.

23 Practicum in Child Development II (4) CSU
Prerequisites: Child Development 22 or 42.

Note: Tuberculosis clearance is required.

Lecture, 2 hours; Laboratory, 6 hours.

Supervised practicum experience in an early childhood setting. Implementation of child development theories and development of teaching techniques.

30 Infant and Toddler Studies I (3) CSU
Prerequisite: Child Development 1.

Note: Tuberculosis clearance is required.

Lecture, 3 hours.

A survey of infant-toddler development and educational programs currently available. Principles of infant-toddler care giving, and environmental and curricular design. Offers opportunity for observation and participation in field and clinical work.

32 Teacher Assistant in the Elementary Classroom (3) CSU
Prerequisite: Child Development 1.

Lecture, 3 hours.

The role of the assistant aide, methods and skills related to instruction in the Elementary classroom.

34 Observing and Recording Children's Behavior (3) CSU
Prerequisite: Child Development 1.

Advisory: Child Development 2.

Note: Tuberculosis clearance may be required.

Lecture, 3 hours.

Observing, recording and interpreting children's behavior in a variety of settings. Exploration and use of a diary, anecdotal and other forms of written and oral records.

36 Literature for Early Childhood (1) CSU
Lecture, 1 hour.

This course is an overview of early development of desirable attitudes towards reading and writing. A survey of literature suitable for children birth to six, with emphasis on techniques of selection and presentation methods.

37 Literature for School Age Children (2) CSU
Advisory: Child Development 36.

Lecture, 2 hours.

This course is a survey of literature appropriate for children ages 6-12 years. Emphasis is given to the evaluation and selection of children's literature using developmental characteristics and needs of school age children.

38 Administration and Supervision of Early Childhood Programs I (3) CSU
Prerequisite: All of the following: Child Development 1, 2, 3, 10, 11, and either 4 or 15.

Lecture, 3 hours.

This course provides training for administrative personnel of early childhood programs. Administrative principles and practices are studied. Other topics considered relate to and include budgeting, reporting personnel policies, maintaining of records, community resources, and the interrelationships of regulatory agencies and parents.

39 Administration and Supervision of Early Childhood Programs II (3) CSU
Prerequisite: Child Development 38.

Lecture, 3 hours.

This course presents a number of topics related to early childhood. The topics considered include the updating of regulations, computer applications for administration, proposal writing advocacy, staff meetings and training, parent conferences, parent-related issues, professional involvement, and current research.

42 The Child in a Diverse Society (3) CSU
Lecture, 3 hours.

History, culture and current problems of various racial and ethnic groups and understanding of values inherent in a diverse multicultural society will be discussed. Students will develop age- appropriate multicultural curriculum and materials.

44 Programs for Children with Special Needs I (3) CSU
Lecture, 3 hours.

This course is designed for students specializing in and/or working with children with special needs. Instruction focuses on accommodating and adapting the physical environment, instructional strategies and curriculum to meet the needs of differently-abled children and their families.

45 Programs for Children with Special Needs II (3) CSU
Advisory: Child Development 1.

Note: Tuberculosis clearance may be required.

Lecture, 3 hours.

This course is an introduction to the study of exceptional children, emphasizing their relationship to society. This course also includes assessment, classification and special characteristics of children with disabilities. An overview of programs and services is included with observation in private and public special education programs.

46 School Age Programs I (3) CSU
Lecture, 3 hours.

Overview of programs and services for school age children. Includes the development of appropriate strategies and curriculum to meet the needs of the school age child. Identification of family support and community resources.

50 Parenting: Family Life Focus (1) CSU
Lecture, 1 hour.

Designed for parents of children enrolled in the campus Child Development Center and for others interested in parent training. Includes parent-child relationships, alternatives in parenting styles, child development, and family resources. Includes opportunities for observation and participation with children. Emphasis is on family life.

51 Parenting: Home and School Focus (1) CSU
Lecture, 1 hour.

Designed for parents of children enrolled in the campus Child Development Center and for others interested in parent training. Includes parent-child relationships, alternatives in parenting styles, child development, and family resources. Includes opportunities for observation and participation with children. Emphasis is on the relationship of home and school to the child.

52 Parenting: Community Resources Focus (1) CSU
Lecture, 1 hour.

Designed for parents of children enrolled in the campus Child Development Center and for others interested in parent training. Includes parent-child relationships, alternatives in parenting styles, child development, and family resources. Includes opportunities for observation and participation with children. Emphasis is placed on community resources for the family.

60 Introduction to Family Child Care I (1)
Lecture, 1 hour.

This course is designed for family childcare providers and persons entering the profession. Focus is placed on business and environmental considerations, age-appropriate activities for mixed age groups, communication with parents, and community resources. Field study of accredited programs is included.

61 Introduction to Family Child Care II (1)
Lecture, 1 hour.

This course considers strategies that can enhance the operations of a family child care home (small business) and reduce the business risks. Overview of tax recordkeeping, marketing, legal and insurance aspects specifically related to the family child care business.

62 Developmental Profiles: Pre-Birth Through Age Eight (2)
Lecture, 2 hours.

This course presents concise profiles of physical, emotional, social and intellectual development from pre-birth through age eight. It also reviews the most commonly encountered terms and concepts in child development literature.

63 Creative Curriculum in a Family Child Care Setting (2)
Note: Child Development 3 or 4 can be substituted for this course.
Lecture, 2 hours.

This course is designed for family child care providers and persons entering the profession. Emphasis is on play and creative experience in the home setting for children. Demonstration of and participation in dramatic play, manipulative, music, math, art, crafts, science, cooking, and language.

65 Adult Supervision/Early Childhood Mentoring (2)
Prerequisite: Child Development 39.
Lecture, 2 hours.

This course is a study of the methods and principles of supervising student-teachers in early childhood classrooms. Emphasis is placed on the role of classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other personnel.

185 Directed Study - Child Development (1) CSU
285 Directed Study - Child Development (2) CSU
385 Directed Study - Child Development (3) CSU
Conference 1 hour per week per unit.

The above courses allow students to pursue Directed Study in Child Development on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units of Directed Study may be taken for credit.

931 Cooperative Education – Child Development (3) CSU RPT3

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

941 Cooperative Education – Child Development (4) CSU RPT3

Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

EDUCATION (EDUC)

1 Introduction to Teaching (3) UC:CSU
Lecture, 3 hours.

This course is for those seeking a profession in the field of education. Topics include the school as a social agency, teaching as a vocation, and personal and professional qualifications required of a teacher. The course also focuses on state curriculum standards and effective classroom management strategies.

FAMILY AND CONSUMER STUDIES (FAM &CS)

21 Nutrition (3) UC:CSU
Lecture, 3 hours.

This course reviews scientific concepts of nutrition relating to the functioning of nutrients in the basic life processes. It includes an overview of digestion and metabolism of nutrients. Foods are discussed as a source of nutrients, and the evidence is reviewed as to the effects of nutrition on health. The emphasis of the course is on issues of current interest and on worldwide problems of food nutrition. The students are required to record their own diet, calculate the nutrient composition, evaluate the nutrient content of the diet, and compare the content to their needs.

31 Marriage and Family Life (3) UC:CSU IGETC Area 4G, 4J
(UC credit limit: Maximum credit, one course F&CS 31, PSYCH 16 or SOC 12)
Note: Credit given for only one of Family and Consumer Studies 31 or Sociology 12.
Lecture, 3 hours.

This course emphasizes mate selection, marriage adjustment, structure and functions of families especially in American society. It also analyzes sub-cultural family patterns, historical changes and contemporary social influences as well as transition to, disorganization and improvement of marriage and family life.

34 Child Nutrition (3) CSU
Lecture, 3 hours.

The basic principles of human nutrition as related to the needs of the developing child, from conception through adolescence. Emphasis on nutritional needs of pregnant and lactating women, feeding infants and children for optimum physical and mental development against the back-drop of modern social and cultural influences. Special emphasis will be placed on nutritional education for children through the development of individual projects, curriculum and materials.

91 Life Management (3) CSU
Lecture, 3 hours.

This course presents applications of principles of family resources management to personal and family settings. Decision-making in the management of time, energy, money and other resources to student work and family situations are stressed. This course is designed for men and women to investigate their changing roles, lifestyles, and to improve consumer choices.

185 Directed Study - Family and Consumer Studies (1) CSU
285 Directed Study - Family and Consumer Studies (2) CSU
385 Directed Study - Family and Consumer Studies (3) CSU
Conference, 1 hour per week per unit.

The above courses allow students to pursue Directed Study in Family and Consumer Studies on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 6 units of Directed Study may be taken for credit.

Yadira Arellano-Lopez < meet **elac** people }

CHILD DEVELOPMENT

"Ever since I worked tutoring grammar school kids when I went to Bell High School I have known that I want to teach or help people. I have been inspired by my Child Development teachers, Mrs. Benavidas and Mrs. Rivas. They have so much energy and are passionate about teaching and their field. They gave me the backbone to finish my lower division requirements so I can transfer to Pacific Oaks University or CSULA this fall."

Yadira began her education at Cerritos College because it was close to her home. She drifted, dropped out for a semester and decided to enroll at ELAC. She immediately felt welcomed. ELAC counselors helped her get a fee waiver and she finally felt like she was part of a college community. Her husband supports her education goals. After she completes her BA degree, he wants to return to college and improve his career prospects.

"One of the most important courses I have taken is English 101 because we learned about semantics—comparing what words say and what they really mean. I thought I couldn't write because I had nothing to say, but the teacher made me question things, which motivated me to think critically. I realized I had a lot to say because I could see things differently."

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES DEPARTMENT

E7-431 **(323) 265-8954**

The Computer Applications and Office Technologies department has consistently made a valuable contribution in assisting students to meet their goals for entry-level employment or advancement in employment, college transfer, or personal enrichment in the office technologies field. As society and business rely more heavily on computers, new jobs and career opportunities in this area continue to expand. The employment outlook is excellent for persons who are well-qualified and up-to-date with the latest office technology. Salaries are excellent and tied to training and education.

The CAOT Department at ELAC offers degrees and certificates of achievement, including MOS and IC3 Certifications, which are designed to develop the knowledge, skills, and attitudes needed by workers in today's dynamic office environment. Students are taught in classrooms and labs that are up-to-date in technology and contemporary in appearance.

The CAOT Department has recently incorporated a new program in Logistics (goods movement). The rapid expansion of the global economy has made Logistics among the fastest-growing industries in Southern California. Two short skills certificates can be earned in this area: Technology and Logistics - Level 1 (11 units) and Technology and Logistics - Level 2 (17 units). The skills certificate courses emphasize the use of technology in the manufacturing, wholesale, retail, distribution and transportation industries as well as the global economy.

SUBJECTS

- ***Computer Applications and Office Technologies***
- ***Logistics***

FACULTY

Shibata, Elaine Y. - Chair
Professor
Baity, Brenda
Professor
Cross, Karen
Assistant Professor
Frise, Daniel
Associate Professor
Garcia, Dennis
Instructor
Hsiao, Rebecca
Associate Professor
Paredes, Gerri
Professor

ADJUNCT FACULTY

Beaudine, Liz
De La Torre, Judy
Sakoda, Colleen
Shiota, Jean
Smith, Emanuel J.
Swicegood, Mark
Tan, Kary
Yu, Michael
Wyszpolski, Jon J.

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATES:

- ***Technology and Logistics Level 1***
- ***Technology and Logistics Level 2***

CERTIFICATES OF ACHIEVEMENT:

- ***Administrative Assistant***
- ***Clerical Assistant***
- ***Customer Service Representative***
- ***Executive Assistant***
- ***Internet Specialist***
- ***Legal Secretary***
- ***Office Assistant***
- ***Office Systems Specialist***
- ***Transcriber***
- ***Word Information Processor***

ASSOCIATE DEGREE PROGRAMS:

- ***Executive Assistant***
- ***Legal Secretary***
- ***Office Systems Specialist***

TRANSFER NOTE:

Transfer students earn credit for CSULA's course CIS 100 (Business Computer Systems) by completing CAOT 35 (Concepts in Information Systems) + CAOT 82 (Microcomputer Software Survey in the Office).

SKILLS CERTIFICATES

All courses must be completed with a grade of C or better.

TECHNOLOGY AND LOGISTICS LEVEL I

SUBJECT & NO.	COURSE	UNITS
CAOT 82**	Microcomputer Software Survey in the Office	.3
LOGTIC 101	Introduction to Logistics in the Nontraditional Office	.1
LOGTIC 102	Business Terminology for Logistics	.2
LOGTIC 103	Records Management for Logistics	.2
MATH 105	Arithmetic	.3
OR		
MATH 110*	Introduction to Algebraic Concepts	.5
OR		
MATH 115*	Elementary Algebra	.5
OR		
MATH 125*	Intermediate Algebra	.5
	Total	*11-13*

**This course has a prerequisite.*

***This course has an advisory course.*

TECHNOLOGY AND LOGISTICS LEVEL 2

This Skills Certificate is designed for students who want a fast-track course of study that will prepare them for a career

in the Logistics industry. Warehouse and distribution operations, flow of goods and documents, shipping and receiving concepts, communication skills, teamwork, customer service, applied math, warehousing software, bar codes, radio frequency identification, and data collection will be covered.

SUBJECT & NO.	COURSE	UNITS
CAOT 32**	Business Communications	.3
CAOT 48	Customer Service	.3
CAOT 82**	Microcomputer Software Survey in the Office	.3
LOGTIC 101	Introduction to Logistics in the Nontraditional Office	.1
LOGTIC 102	Business Terminology for Logistics	.2
LOGTIC 103	Records Management for Logistics	.2
MATH 105	Arithmetic	.3
OR		
MATH 110*	Introduction to Algebraic Concepts	.5
OR		
MATH 115*	Elementary Algebra	.5
OR		
MATH 125*	Intermediate Algebra	.5
	Total	***17-19***

**This course has a prerequisite.*

***This course has an advisory course.*

CERTIFICATES OF ACHIEVEMENT

All courses must be completed with a grade of C or better.

ADMINISTRATIVE ASSISTANT

This program is designed for students who want to work in an office and possess the skills necessary to assist managers in the daily operations of an office.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II	.3
CAOT 3**	Computer Keyboarding III	.3
CAOT 7*	Machine Transcription	.3
CAOT 31	Business English	.3
CAOT 32**	Business Communications	.3
CAOT 33	Records Management and Filing	.2
CAOT 34	Business Terminology	.2
CAOT 35	Concepts in Information Systems	.3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	.3
CAOT 82**	Microcomputer Software Survey in the Office	.3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education	.4
CAOT 92**	Computer Windows Application	.2
CAOT 97	Introduction to the Internet for CAOT	.3
CAOT 110**	Microcomputer Office Applications: Presentation Design	.3
CAOT 111**	Microcomputer Office Applications: Electronic Communications	.2
	Total	***42***

**This course has a prerequisite.*

***This course has an advisory course.*

CLERICAL ASSISTANT

This program is designed for students who want a course of study that will enable them to enter the clerical job market in the shortest possible time.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II	.3
CAOT 3**	Computer Keyboarding III	.3
CAOT 31	Business English	.3
CAOT 33	Records Management and Filing	.2
CAOT 34	Business Terminology	.2
CAOT 35	Concepts in Information Systems	.3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	.3
CAOT 92**	Computer Windows Application	.2
CAOT 97	Introduction to the Internet for CAOT	.3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education	.4
	Total	***28***

***This course has an advisory course.*

CUSTOMER SERVICE REPRESENTATIVE

This Certificate of Achievement is designed for students who want a fast-track course of study that will enable them to enter the job market with customer service skills and with a raised awareness and a reference for information on how an organization can deliver service excellence.

SUBJECT & NO.	COURSE	UNITS
CAOT 1	Computer Keyboarding I	.3
OR		
CAOT 62	Personal Computer Keyboarding	.2
CAOT 31	Business English	.3
CAOT 34	Business Terminology	.2
CAOT 48	Customer Service	.3
CAOT 82**	Microcomputer Software Survey in the Office	.3
	Total	***13-14***

***This course has an advisory course.*

EXECUTIVE ASSISTANT

This program is designed to prepare students to know the fundamentals of business and human relations skills and to excel in language arts and computer skills.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II	.3
CAOT 3**	Computer Keyboarding III	.3
CAOT 7*	Machine Transcription	.3
CAOT 31	Business English	.3
CAOT 32**	Business Communications	.3
CAOT 33	Records Management and Filing	.2
CAOT 34	Business Terminology	.2
CAOT 35	Concepts in Information Systems	.3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	.3
CAOT 82**	Microcomputer Software Survey in the Office	.3
CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel)	
OR		
CAOT 86**	Microcomputer Office Applications: Database (Access)	.3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education	.4
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing	.2
CAOT 92**	Computer Windows Application	.2
CAOT 97	Introduction to the Internet for CAOT	.3
CAOT 110**	Microcomputer Office Applications: Presentation Design	.3
CAOT 111**	Microcomputer Office Applications: Electronic Communications	.2
	Total	***47***

**This course has a prerequisite.*

***This course has an advisory course.*

INTERNET SPECIALIST

This Certificate of Achievement is designed for students who want a fast-track course of study that will enable them to enter the job market with entry-level Internet and Web design skills.

SUBJECT & NO.	COURSE	UNITS
CAOT 62	Personal Computer Keyboarding	.2
OR		
CAOT 1	Computer Keyboading I	.3
CAOT 82**	Microcomputer Software Survey in the Office	.3
CAOT 97	Introduction to the Internet for CAOT	.3
CAOT 107**	Microcomputer Office Applications: Web Design for the Office	.3
CAOT 109**	Web Multimedia For The Office	.3
CAOT 110**	Microcomputer Office Applications: Presentation Design	.3
	Total	***17-18***

***This course has an advisory course.*

LEGAL SECRETARY

This program prepares the student for a secretarial position in the offices of attorneys, the legal department of private industries, federal, state, county, or city government and the courts.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II	.3
CAOT 3**	Computer Keyboarding III	.3
CAOT 23**	Legal Secretarial Procedures I	.5
CAOT 24*	Legal Secretarial Procedures II	.5
CAOT 31	Business English	.3
CAOT 32**	Business Communications	.3
CAOT 33	Records Management and Filing	.2
CAOT 34	Business Terminology	.2
CAOT 35	Concepts in Information Systems	.3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	.3
CAOT 82**	Microcomputer Software Survey in the Office	.3
LAW 1	Business Law I	.3
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing	.2
CAOT 92**	Computer Windows Application	.2
	Total	***42***

**This course has a prerequisite.*

***This course has an advisory course.*

OFFICE ASSISTANT

This Certificate of Achievement is designed for students who want a fast-track course of study that will enable them to enter the job market with entry-level office skills.

SUBJECT & NO.	COURSE	UNITS
CAOT 1	Computer Keyboarding I	.3
OR		
CAOT 62	Personal Computer Keyboarding	.2
CAOT 31	Business English	.3
CAOT 33	Records Management and Filing	.2
CAOT 34	Business Terminology	.2
CAOT 82**	Microcomputer Software Survey in the Office	.3
	Total	***12-13***

***This course has an advisory course.*

OFFICE SYSTEMS SPECIALIST

This certificate program is designed to provide current preparation in state-of-the-art office technology and office systems. Students who pursue this certificate will gain a comprehensive knowledge and understanding of the automated office environment and will be prepared for such jobs as assistant, administrative assistant, or executive secretary.

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	Computer Keyboarding III	3
CAOT 31	Business English	3
CAOT 32**	Business Communications	3
CAOT 33	Records Management and Filing	2
CAOT 34	Business Terminology	2
CAOT 35	Concepts in Information Systems	3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education	4
CAOT 39**	Word Processing Keyboarding and Operations (Microsoft Word)	3
CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel)	3
CAOT 86**	Microcomputer Office Applications: Database (Access)	3
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing	2
CAOT 92**	Computer Windows Application	2
CAOT 97	Introduction to the Internet for CAOT	3
CAOT 107**	Microcomputer Office Applications: Web Design for the Office	3
CAOT 111**	Microcomputer Office Applications: Electronic Communications	2
CAOT 140	Technology for the Virtual Office	2
CAOT 145	ePortfolio	1
	Total	***44***

***This course has an advisory course.*

TRANSCRIBER

There are many opportunities in business for individuals who are proficient in the language arts and who are skilled in the operation of transcribing machines and computers.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II	3
CAOT 3**	Computer Keyboarding III	3
CAOT 7*	Machine Transcription	3
CAOT 31	Business English	3
CAOT 32**	Business Communications	3
CAOT 33	Records Management and Filing	2
CAOT 34	Business Terminology	2
CAOT 35	Concepts in Information Systems	3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education	4
CAOT 92**	Computer Windows Application	2
	Total	***31***

**This course has a prerequisite.*

***This course has an advisory course.*

WORD INFORMATION PROCESSOR

Employment opportunities for word processing personnel will continue to grow in the next few years. Students who pursue this certificate program will gain a basic knowledge and understanding of ideas related to and applied in a modern office environment or word processing center.

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	Computer Keyboarding III	3
CAOT 7*	Machine Transcription	3
CAOT 31	Business English	3
CAOT 33	Records Management and Filing	2
CAOT 34	Business Terminology	2
CAOT 35	Concepts in Information Systems	3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education	4
CAOT 82**	Microcomputer Software Survey in the Office	3
CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel)	3
CAOT 92**	Computer Windows Application	2
CAOT 97	Introduction to the Internet for CAOT	3
	Total	***34***

**This course has a prerequisite.*

***This course has an advisory course.*

ASSOCIATE DEGREE PROGRAMS

EXECUTIVE ASSISTANT

Associate in Arts Degree

This program is designed to prepare students to know the fundamentals of business and human relations skills and to excel in language arts and computer skills.

First Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II	3
CAOT 31	Business English	3
CAOT 35	Concepts in Information Systems	3
CAOT 92**	Computer Windows Application	2
GENERAL EDUCATION REQUIREMENTS		**4**

(See Graduation Requirements - Plan B)

Second Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	Computer Keyboarding III	3
CAOT 33	Records Management and Filing	2
CAOT 34	Business Terminology	2
CAOT 82**	Microcomputer Software Survey in the Office	3
CAOT 110**	Microcomputer Office Applications: Presentation Design	3
GENERAL EDUCATION REQUIREMENTS		**4**

Third Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 39**	Word Processing Keyboarding and Operations (Microsoft Word)	3

CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel)	
OR		
CAOT 86**	Microcomputer Office Applications: Database (Access)	.3
CAOT 97	Introduction to the Internet for CAOT	.3
CAOT 111**	Microcomputer Office Applications: Electronic Communications	.2
GENERAL EDUCATION REQUIREMENTS		**5**

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 7*	Machine Transcription	.3
CAOT 32**	Business Communications	.3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education	.4
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing	.2
GENERAL EDUCATION REQUIREMENTS		**5**
	Total	*65*

**This course has a prerequisite.*

***This course has an advisory.*

LEGAL SECRETARY

Associate in Arts Degree

This program prepares the student for a secretarial position in the offices of attorneys, the legal departments of private industries, federal, state, county, or city government and the courts.

First Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II	.3
CAOT 31	Business English	.3
CAOT 34	Business Terminology	.2
GENERAL EDUCATION REQUIREMENTS		**6**

(See Graduation Requirements - Plan B)

Second Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	Computer Keyboarding III	.3
CAOT 35	Concepts in Information Systems	.3
CAOT 82**	Microcomputer Software Survey in the Office	.3
LAW 1	Business Law 1	.3
GENERAL EDUCATION REQUIREMENTS		**4**

Third Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 23**	Legal Secretarial Procedures I	.5
CAOT 33	Records Management and Filing	.2
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	.3
GENERAL EDUCATION REQUIREMENTS		**4**

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 24*	Legal Secretarial Procedures II	.5
CAOT 32**	Business Communications	.3
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing	.2
CAOT 92**	Computer Windows Application	.2
GENERAL EDUCATION REQUIREMENTS		**4**
	Total	*60*

**This course has a prerequisite.*

***This course has an advisory.*

OFFICE SYSTEMS SPECIALIST

Associate in Arts Degree

This program is designed to provide up-to-date preparation in state-of-the-art automated office technology and office systems. Students who pursue this degree will gain a comprehensive knowledge and understanding of the current office environment.

First Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 31	Business English	.3
CAOT 33	Records Management and Filing	.2
CAOT 35	Concepts in Information Systems	.3
CAOT 140	Technology for the Virtual Office	.2
CAOT 145	ePortfolio	.1
GENERAL EDUCATION REQUIREMENTS		**5**

(See Graduation Requirements - Plan B)

Second Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	Computer Keyboarding III	.3
CAOT 34	Business Terminology	.2
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	.3
CAOT 92**	Computer Windows Application	.2
GENERAL EDUCATION REQUIREMENTS		**5**

Third Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 32**	Business Communications	.3
CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel)	.3
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing	.2
CAOT 97	Introduction to the Internet for CAOT	.3
GENERAL EDUCATION REQUIREMENTS		**4**

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education	.4
CAOT 86**	Microcomputer Applications: Database (Access)	.3
CAOT 107**	Microcomputer Office Applications Advanced Web Design for the Office	.3
CAOT 111**	Microcomputer Office Applications: Electronic Communications	.2
GENERAL EDUCATION REQUIREMENTS		**4**
	Total	*62*

***This course has an advisory course.*

COURSE DESCRIPTIONS

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES (CAOT)

1 Computer Keyboarding I (3)
Lecture, 2 hours; Laboratory, 3 hours.

This course provides basic training in proper keyboard technique and use of the computer to build speed and accuracy. Correct keying of letters, envelopes, tables, memorandums, and reports is also introduced, as well as proofreading with accuracy.

2 Computer Keyboarding II (3) CSU
Advisory: CAOT 1 or CAOT 62.
Note: Entering students should be able to key 30 gross words a minute.
Lecture, 2 hours; Laboratory, 3 hours.

This course provides a thorough training in keying business and personal letters, tabulation, manuscripts, and memorandums utilizing IBM compatible PCs. Continued emphasis is placed on keyboarding techniques, improving speed/accuracy on timed writings, and developing proofreading skills. A minimum ending speed of 40 gross words per minute is required.

3 Computer Keyboarding III (3) CSU
Advisory: CAOT 2.
Note: Ability to key 40 gross words per minute.
Note: First semester students should take CAOT 2.
Lecture, 2 hours; Laboratory, 3 hours.

This course provides advanced training in creating decision-making production assignments. Medical and legal office applications are introduced, along with designing and creating office forms and office publications. Continued emphasis is placed on skill building and language arts exercises. A minimum ending speed of 50 gross words per minute is required.

7 Machine Transcription (3)
Prerequisite: CAOT 31.
Advisory: CAOT 1.
Lecture, 3 hours; Laboratory, 1 hour.

This course provides instruction on transcribing dictation from transcribing machines utilizing word processing software. Students key a variety of business documents, thoroughly review English fundamentals, and strengthen keyboarding and proofreading skills.

9 Computer Keyboarding Improvement (1) RPT1
Advisory: CAOT 1 or CAOT 62.
Note: This is not a beginning course; ability to key 30 gross words per minute is suggested.
Laboratory, 3 hours.

This course is designed to improve keyboarding speed and accuracy through timed writings, corrective drills, and production using PCs and special software.

23 Legal Secretarial Procedures I (5)
Advisory: CAOT 2.
Lecture, 5 hours.

Law office procedures for the legal secretary including discussion of different kinds of law practiced; legal office staff and technology used in today's law firm; development of legal vocabulary and legal correspondence; the history of law and of the court structure; codes and court rules; and preparation of civil lawsuit pleadings from initial filing to trial.

24 Legal Secretarial Procedures II (5)
Prerequisite: CAOT 23.
Lecture, 5 hours.

Preparation of federal court pleadings; discussion of family law including prenuptial agreement and dissolution of marriage; preparation of pleadings for adoption; preparation of a will; identifying functions of criminal law and classifications of crime; discussion of statutes and codes; interpretation of citations and computer-assisted research; Latin terms; review importance of the resume and how to prepare for an interview.

31 Business English (3)
Lecture, 3 hours.

This course is an introductory course in English usage and reviews parts of speech, sentence structure, and punctuation. Basic writing techniques using clear, concise expressions are developed.

32 Business Communications (3) CSU
Advisory: CAOT 1 or CAOT 62 and 31.
Lecture, 3 hours.

This introductory course in business writing stresses logical thought and critical evaluation of communication. Topics covered include the techniques of writing all types of business letters, with emphasis on the application letter; review of the fundamentals of grammar, spelling, and punctuation; and development of business vocabulary. Students develop oral communication skills through presentation of reports.

33 Records Management and Filing (2)
Lecture, 1 hour; Laboratory, 2 hours.

This course is an intensive study of the principles of manual and computerized alphabetic filing. A study of the field of records management, automated records systems, retrieval, retention and transfer methods, and charge-out and follow-up procedures are discussed.

34 Business Terminology (2)
Lecture, 2 hours.

This course is designed to develop spelling ability and vocabulary enrichment with applications for business use. The proper use of resource materials is emphasized.

35 Concepts in Information Systems (3) CSU
Lecture, 3 hours.

This course provides students with the basis for understanding concepts necessary for success in the Information Age. It provides an introduction to the basic concepts of an information system with emphasis on the components of the microcomputer, including the system unit and input, output, storage, and communication devices; application software; systems software; the Internet and the World Wide Web; and privacy and security issues.

39 Word Processing: Keyboarding and Operations - (Microsoft Word) (3) RPT2
Advisory: CAOT 1 or CAOT 62.
Lecture, 2 hours; Laboratory, 3 hours.

This course provides a comprehensive working knowledge of Microsoft Word. Students learn to create, edit, and format documents; create tables and columns; insert page numbers, create charts and diagrams; and use templates, wizards, and graphics.

41 Office Methods (4) RPT1
Advisory: CAOT 1 or CAOT 62.
Lecture, 4 hours.

This course studies the concepts and procedures used in today's automated office. Topics covered include oral and written communication skills; electronic mail and mail services; stress, anger, and time management; ethics in the office environment; meetings and conferences; travel arrangements; proofreading of documents; preparation of a resume and job interview techniques and strategies.

48 Customer Service (3) CSU
Lecture, 3 hours.

This course is designed to raise awareness, prompt thinking, give step-by-step suggestions for improvement, and provide a reference for information on how an organization can deliver service excellence. The information will be beneficial whether one is new to dealing with others in a business setting or is more experienced with internal customers (e.g., coworkers or other employees) and external customers (e.g., consumers, vendors, or other end users of products).

62 Personal Computer Keyboarding (2) RPT3
Lecture, 1 hour; Laboratory 2 hours.

A beginning course for students who wish to learn the fundamentals of touch keyboarding and apply these fundamentals in the keying of business and personal letters, reports, and memorandums utilizing PCs.

64 Computer Applications and Office Technologies Laboratory (1) RPT3
Corequisite: CAOT 1, 2, 3, 7, 9, 31, 32, 34, 41 or 62.
Laboratory, 2 hours.

This course is designed to reinforce the lectures presented in all keyboarding classes and CAOT classes that require the use of the lab to provide additional practice and completion of assignments.

82 Microcomputer Software Survey in the Office (3) CSU RPT2
Advisory: CAOT 1 or CAOT 62.
Lecture, 2 hours; Laboratory, 3 hours.

This course provides hands-on training in the introduction to the basic concepts and functions of the Microsoft Office Suite including Word (word processing), Excel (spreadsheet), Access (database), and PowerPoint (presentation graphics).

85 Microcomputer Office Applications: Spreadsheet (Excel) (3) CSU RPT2
Advisory: CAOT 1 or CAOT 62.
Lecture, 2 hours; Laboratory, 3 hours.

This course is designed to teach office spreadsheet applications using the PC and a spreadsheet program. Students learn to create, edit, format and print worksheets. Emphasis is on preparing computerized worksheets by inserting formulas and functions to analyze data and simplifying office accounting procedures.

86 Microcomputer Office Applications: Database (Access) (3) CSU RPT2
Advisory: CAOT 1 or CAOT 62.
Lecture, 2 hours; Laboratory, 3 hours.

This course teaches the fundamentals of database creation and management. Students learn to create, edit, format, and print database objects, including tables, forms, reports, queries, and macros. Creating and using PivotTables and PivotCharts and sharing database information with other software applications are also covered.

91 Microcomputer Office Applications: Advanced Word Processing (2) RPT2
Advisory: CAOT 39.
Lecture, 1 hour; Laboratory, 2 hours.

This course reinforces advanced Microsoft Word software skills with the use of a wide variety of business documents. Some of the advanced features emphasized are desktop publishing, graphics, macros, electronic forms, Internet web page design, newsletter layout, advanced tables, outlines, and master documents.

92 Computer Windows Application (2) CSU
Advisory: CAOT 1 or CAOT 62.
Lecture, 1.5 hours; Laboratory, 1 hour.

This course emphasizes the use of Microsoft Windows. Topics covered include the Program Manager, File Manager, Control Panel, Print Manager and Desktop Accessories, including Windows write and Windows Paint brush.

97 Introduction to the Internet for CAOT (3)
Lecture, 2 hours; Laboratory 3 hours.

This course provides an overview of the Internet, a worldwide computer network. Students learn to use electronic mail, Telnet, Usenet, file transfer protocol, and to locate network resources using Internet services. In addition, attention is given to creating a home page on the World Wide Web.

107 Microcomputer Office Applications: Web Design for the Office (3) CSU RPT2
Advisory: CAOT 97.
Lecture, 2 hours; Laboratory, 3 hours.

This course provides an overview of web design tools. Students learn the basics of Web page design and HTML by creating and editing web pages with links, tables, frames, forms and images.

109 Web Multimedia for the Office (3) CSU RPT2
Advisory: CAOT 97.
Lecture, 2 hours; Laboratory, 3 hours.

This course provides hands-on implementation skill in using multimedia tools to create and maintain Web sites. Students develop multipage Web sites for the high-tech office environment that incorporate links, graphics, animation, and other multimedia capabilities using Macromedia Studio (Dreamweaver, Flash, Fireworks, and Freehand).

110 Microcomputer Office Applications: Presentation Design (3) CSU RPT2
Advisory: CAOT 1 or 62.
Lecture, 2 hours; Laboratory, 3 hours.

This course provides a comprehensive study of presentation design software. Students learn to use PowerPoint templates, outlines, clip art, and Microsoft Office documents to create presentations, electronic slide shows, charts and tables, utilize animation and sound, and create web sites.

111 Microcomputer Office Applications: Electronic Communications (2) CSU
Advisory: CAOT 82.
Lecture, 1.5 hours; Laboratory, 1 hour.

This course emphasizes the use of Microsoft Outlook for e-mail, calendar and scheduling, and managing contacts. This course is also a brief introduction to the use of the Microsft Office XP speech recognition feature.

133 How to Succeed in an Online Course (1)
Lecture, 0.5 hour; Laboratory, 1 hour.

This course is intended for students wishing to enroll for the first time in an online class. It covers the basic navigation of the online environment including how to post to forums, take quizzes, submit assignments, and other common online skills focusing on, but not limited to etudes, as well as the soft skills needed to be successful in an online environment.

140 Technology for the Virtual Office (2) RPT2
Lecture, 2 hour; Laboratory, 1 hour.

This course is designed to teach the fundamental use of nontraditional office devices and online technologies. Using Tablet PC, Cell Phone, and PDA handheld devices, students learn to use utilities, adjust settings, and enter, edit, and retrieve information. Office uses of scanners, wireless devices, Voice over Internet Protocol (VoIP) technology, blogs, online social networks, and content aggregators are covered. Synchronization with other applicable devices/programs are discussed.

145 ePortfolio (1) RPT2
Advisory: CAOT 1 or CAOT 62.
Lecture, 1 hour; Laboratory, 1 hour.

This course is a basic first course in planning and designing an electronic portfolio that can be used throughout the student's program of study in any field. The electronic portfolio can be used as an ongoing professional resource to display students' achievements and progress, showcase experiences and collections of works, as well as used as a valuable job search tool. This course focuses on the techniques and skills needed to develop the electronic portfolio, the contents of which will be stored digitally and be accessible on the Internet.

185 Directed Study - Computer Applications & Office Technologies (1)
285 Directed Study - Computer Applications & Office Technologies (2)
385 Directed Study - Computer Applications and Office Technologies (3)
Laboratory, 9 hours.

The above courses allow student to pursue Directed Study in Computer Applications and Office Technologies on a contract basis under the direction of a supervising instructor.

Credit Limit: A campus maximum of 6 units in Directed Study may be taken for credit.

931 Cooperative Education - Computer Applications and Office Technologies (3) RPT3
Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which includes Coop. Ed.).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals on campus.

941 Cooperative Education - Computer Applications and Office Technologies (4) RPT3
Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which includes Coop. Ed.).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals on campus.

LOGISTICS (LOGTIC)

101 Introduction to Logistics in the Nontraditional Office (1)
Lecture, 1 hour.

This short-term course explores the concepts of logistics in the nontraditional office setting. The emphasis is on state-of-the-art logistics technologies, procedures, and terminology relevant to the mobile workforce, worksite environment, and the "virtual office" environment. Topics include handheld devices used in inventory and tracking, GIS (Geographic Information Systems) used in distribution, GPS (Global Positioning Satellites) used in transportation, and a survey of the logistics/warehousing industry as well as job opportunities and careers.

102 Business Terminology for Logistics (2)
Lecture, 2 hours.

This introductory course is designed to develop the spelling ability, vocabulary enrichment, and contextual comprehension of standard warehousing terminology with applications throughout the manufacturing, wholesale, retail and logistics industries.

103 Records Management for Logistics (2)
Lecture, 2 hours.

This course introduces core records management principles, procedures, and office skills relating to inventory recordkeeping. The course teaches the standard terminology, practices, and technology that is used to maintain and share inventory records between the manufacturing, wholesale, retail, warehousing, and logistics industries.

COUNSELING DEPARTMENT

BUILDING - A2 **(323) 265-8751**

SUBJECT

- ***Personal Development***

COUNSELORS

Ornelas, Daniel – Chair
Avila, Margaret
Chavez, Theresa
Dominguez-Gary, Olga
Estrada, Edward M.
Hayashi, Keith
Hernandez-Payan, Michelle
Herrera, Guadalupe
Huang, Janet
Mihara, Kirk-Ken
Morales-Guerra, Suzette A.
Negrete, Lourdes
Palomino, Paulina P.
Rozadilla, Cathleen O.
Rudametkin, Lydia
Professor
Sandoval, Joseph A.
Sherman, Bonnie J.
Su, Melari Y.
Teola, Dorothy V.
Valle, Ralph
Ukita, Courtney

ADJUNCT FACULTY

Amezcua, Charles
Shekerjian, Hrair

COURSE DESCRIPTIONS

PERSONAL DEVELOPMENT (PERSDEV)

1 Introduction to College (1) RPT1
Lecture, 1 hour.

This course is designed to provide students with the skills needed to succeed in college. Emphasis is placed on college policies and procedures, campus services and resources, study skills and time management. Additional topics include: certificate, associate degree, and transfer admission requirements.

3 Motivation for Study (1) NDA
Lecture, 1 hour.

This course is designed primarily for the student who feels he knows how to study but has difficulty in internal processes related to studying. In a small group setting, students and a counselor will discuss common study concerns and possible solutions to them. Emphasis will be placed on a group exploration of attitudes, behaviors, and feelings connected with studying.

4 Career Planning (1) CSU
Lecture, 1 hour.

This is an educational and career planning course designed to help the undecided student make a meaningful decision regarding a career goal. The course includes career assessments, various self-appraisal techniques, and information regarding career characteristics and trends using career information technology. This provides students with insights into their interests, abilities, work values, and personality which gives them the ability to make realistic and informed career choices.

20 Post-Secondary Education: The Scope of Career Planning (3) CSU
Lecture, 3 hours.

This course introduces students to the higher education system and their role as students. Students explore personal attributes needed for college success. Topics covered include: critical thinking skills, effective study strategies, communication skills, diversity issues, time management, health issues and lifestyle choices, the career planning and decision-making process, and transfer and educational planning. An overview of campus resources and policies is also provided.

ELECTRONICS DEPARTMENT

E7-314 **(323) 265-8853**

FACULTY

Retig, David A. - Chair
Professor

ADJUNCT FACULTY

Biddle, Justin M.
Vargas, Jr. Rudolph
Villanueva, Eddie

EDUCATIONAL PROGRAM

SKILLS CERTIFICATE:

- ***Training for A+ Certification***

SKILLS CERTIFICATE

A+ CERTIFICATION TRAINING

The East Los Angeles College Electronics Department offers an "A+ Certification Training" program. Students who successfully pass the program requirements are eligible to take the A+ Certification examination.

SUBJECT & NO.	COURSE	UNITS
ELECTRN 120	A+ Certification Training	9
	Total	*9*

COURSE DESCRIPTIONS

ELECTRONICS (ELECTRN)

2 Introduction to Electronics (3) CSU
Lecture, 3 hours.

This is a survey course in electronics and computer technology that provides the student with an introduction to many advanced electronic and computer concepts. Topics include atomic structures, voltage and current, and series and parallel circuits. Amplifiers, power supplies, microwave, GPS, loran, and satellite communication are also addressed. In the computer portion of the class, the subjects covered will include software, hardware operating systems networks, wireless communications, and more.

120 A+ Certification Training (9)
Lecture, 6 hours; Laboratory 9 hours.

This class prepares the student for the Computing Technology Industry Association (Comp TIA) national test. The course covers operating systems such as Windows, the Disk Operating System (DOS), hardware and software system setup control, and troubleshooting. System installation repair and maintenance are also covered.

185 Directed Study - Electronics (1) RPT2

285 Directed Study - Electronics (2)
385 Directed Study - Electronics (3)
Conference 1 hour per week per unit.

The above courses allow student to pursue Directed Study in Electronics on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

ENGINEERING DEPARTMENT

E7-111 **(323) 265-8858**

Engineers and technologists have shaped civilization and will continue to do so. They are trained to be problem solvers, with subjective and critical minds that work on solutions to make our world a better place. The products they create, design, and implement enhance and improve our quality of life. Almost every product invented and built has been touched by the minds and hands of engineers and technologists. Engineering requires an inquisitive mind, a love of details, and the ability to conceive a product before it is built. To become an engineer, one must master the sciences and mathematics which are the foundations of engineering. They must be trained in communication skills, the art of teamwork, and consensus building. Engineers mainly work together to meet the challenges of the design process and the rewards of accomplishment as a group.

It is exciting to realize that due to the work of engineers, computer technology has advanced so rapidly that the technical world landscape has been changed forever. We have become a people that cannot exist without our computers. Fifty years ago, engineers used their slide rules to perform their necessary computations. Then came the mainframe computers and handheld calculators - advancing to our present state of personal computers. What does the future hold for us? Engineers are working on that question. The field of engineering is becoming broader than ever with new fields in bio-medical, computer science, communication, and other areas developing each year. This brings tremendous opportunity to the engineering student and opens many new and exciting doors. The demand for engineering will always be high and historically students receive very generous entry salaries upon graduation. However, one should not seek financial rewards above the love of the work.

One area of growth in engineering is the number of women engineering students. The Society of Women Engineers is an active group which female engineering students are encouraged to join. The Society of Hispanic Professional Engineers has a student chapter at ELAC and is active with many functions, teamwork, and friendships being developed on an ongoing basis. The Department is aligned with the MESA (Mathematics, Engineering, and Science Achievement) Center which offers tutoring services and houses an engineering library. While attending ELAC, the engineering student has the opportunity to earn a certificate and/or an Associate in Science degree. It is a great place to start your engineering and technology career.

SUBJECTS

- ***Civil Engineering***
- ***Electrical Engineering***
- ***Electrical Engineering Technology***
- ***Engineering Support***
- ***General Engineering***
- ***Manufacturing and Industrial Technology***

FACULTY

Ramirez, Jose C. - Chair
Assistant Professor
Khashayar, Kamyar
Assistant Professor

ADJUNCT FACULTY

Athans, Dean P.
Jolly, John
Lindell, David
Moretti, Vincent C.
Shekerjian, Hrair P.
Smith, Michelle
Su, William
Wu, Chivey

EDUCATIONAL PROGRAMS

CERTIFICATES OF ACHIEVEMENT:

- ***Computer-Aided Drafting (CAD)***
- ***Computer-Aided Drafting/Design (CADD)***

ASSOCIATE DEGREE PROGRAMS:

- ***Computer-Aided Drafting (CAD)***
- ***Computer-Aided Drafting/Design(CADD)***

TRANSFER CURRICULUM:

- ***Engineering***

CERTIFICATES OF ACHIEVEMENT

COMPUTER-AIDED DRAFTING (CAD)

The Engineering and Technology Department offers a Computer-Aided Drafting program leading to a Certificate of Achievement that may enhance employment or promotion within industry. Many students take advantage of the value of this certificate by working part-time, providing funding for their education. Successful completion of the required program with a grade-point average of 2.5 or better entitles the student to apply for, and upon approval of the department, be awarded a certificate in Computer-Aided Drafting (CAD). The program may also lead to an Associate in Science degree upon completion of additional courses in general education graduation requirements to total 60 units. The CAD certificate prepares the student for an entry-level drafting position in industry. Specialization during the coursework is possible in such fields as civil, electrical, mechanical, and structural drafting.

SUBJECT & NO.	COURSE	UNITS
ENG GEN 101	Introduction to Science, Engineering and Technology	.2
ENG GEN 102	Engineering Problem Solving.	.2
ENG GEN 110	Engineering Graphics	.3
ENG GEN 111	Introduction to Engineering Drafting	.3
ENG GEN 211	CADD for Engineers I	.3
ENG GEN 212	CADD for Engineers II.	.3
MATH 115	Elementary Algebra	.3
OR		
MATH	*Any higher-level course*	
ENGLISH	Any one of English 61, 62, 63, 65, 101	.3
	Subtotal	***22***

Restricted Elective Courses:

ENG CIV	121 & 122, 221 & 222
ENG ELC	220
EET	120
ENG GEN	112, 121, 131, 151, 231, 241 and 242, 272
	Subtotal *9*
	Total *31*

COMPUTER-AIDED DRAFTING/DESIGN (CADD)

The Engineering and Technology Department offers a Computer-Aided Drafting and Design program leading to a Certificate of Achievement that may enhance employment or promotion within industry. Many students take advantage of the value of this certificate by working part-time providing funding for their education. Successful completion of the required program with a grade-point average of 2.5 or better entitles the student to apply for, and upon approval of the department, be awarded a certificate in Computer-Aided Drafting/Design (CADD). The program may also lead to an Associate in Science degree upon completion of additional courses in general education graduation requirements to total 60 units. The CADD certificate prepares the student for advanced employment in the field of design drafting in industry. Specialization during the coursework is possible in such fields as civil, electrical, mechanical, and structural drafting.

SUBJECT & NO. COURSE	UNITS
ENG GEN 101	Introduction to Science, Engineering and Technology 2
ENG GEN 102	Engineering Problem Solving. 2
ENG GEN 110	Engineering Graphics 3
ENG GEN 111	Introduction to Engineering Drafting . .3
ENG GEN 121	Programming for Engineers 3
ENG GEN 131	Statics 3
ENG GEN 151	Materials of Engineering
OR	
ENG GEN 161	Processing of Engineering Materials . . .3
ENG GEN 211	CADD for Engineers I 3
ENG GEN 212	CADD for Engineers II. 3
MATH 115	Elementary Algebra 3
OR	
MATH	*Any higher-level course*
ENGLISH	Any one of English 61, 62, 63, 65, 101 .3
PHYSICS 1	Mechanics of Solids
OR	
PHYSICS 6	General Physics I
OR	
PHYSICS 11	Introductory Physics 4
	Subtotal *35*

Restricted Elective Courses:

ENG CIV	121 & 122, 221 & 222
ENG ELC	220
EET	120
ENG GEN	121, 131, 151, 231, 241 & 242, 272
	Subtotal *8*
	Total *43*

ASSOCIATE DEGREE PROGRAMS

COMPUTER-AIDED DRAFTING (CAD)

Associate in Science Degree

The Engineering and Technology Department offers an Associate in Science Degree in Computer-Aided Drafting. This degree may enhance employment or promotion within industry. Many students take advantage of the value of this degree by working part-time providing funding for their education at the university. In addition to the degree, the student may apply for, and be awarded, a certificate in Computer-Aided Drafting (CAD) upon successful completion of the program (with at least a 2.5 grade-point average) and approval of the department. The program requires that students complete general education requirements in five broad areas, as well as courses for the Computer-Aided Drafting major. This A.S. degree prepares the student for an entry-level drafting position in industry, as well as providing a basis for lifelong learning. Specialization during the coursework is possible in such fields as civil, electrical, mechanical, and structural drafting.

SUBJECT & NO. COURSE	UNITS
ENG GEN 101	Introduction to Science, Engineering and Technology 2
ENG GEN 102	Engineering Problem Solving 2
ENG GEN 110	Engineering Graphics 3
ENG GEN 111	Introduction to Engineering Drafting . .3
ENG GEN 211	CADD for Engineers I 3
ENG GEN 212	CADD for Engineers II. 3
	Subtotal *16*

Restricted Elective Courses:

ENG CIV	121 & 122, 221 & 222
ENG ELC	220
EET	120
ENG GEN	121, 131, 151, 231, 241 and 242, 272
	Subtotal *8*

General Education Courses Plan B

Area A	Natural Sciences 3
Area B	Social and Behavioral Sciences 3
Area C	Humanities 3
Area D	Language and Rationality 6
Area E	Health and Physical Education. 3
	Subtotal *18*
FREE ELECTIVES:	**18**
	Total *60*

COMPUTER-AIDED DRAFTING/DESIGN (CADD)

Associate in Science Degree

The Engineering and Technology Department offers an Associate in Science Degree in Computer-Aided Drafting and Design. This degree may enhance employment or promotion within industry. Many students take advantage of the value of this degree by working part-time providing funding for their education at the university. In addition to the degree, the student may apply for, and be awarded, a certificate in Computer-Aided Drafting/Design (CADD) upon successful completion of the program (with at least a 2.5 grade-point average) and approval of the department.

The program requires that students complete general education requirements in five broad areas, as well as courses for the Computer-Aided Drafting/Design major. This A.S. degree prepares the student for advanced employment in the field of design drafting in industry, as well as providing a basis for lifelong learning. Specialization during the coursework is possible in such fields as civil, electrical, mechanical, and structural drafting.

SUBJECT & NO.	COURSE	UNITS
ENG GEN 101	Introduction to Science, Engineering and Technology	.2
ENG GEN 102	Engineering Problem Solving	.2
ENG GEN 110	Engineering Graphics	.3
ENG GEN 111	Introduction to Engineering Drafting	.3
ENG GEN 121	Programming for Engineers	.3
ENG GEN 131	Statics	.3
ENG GEN 151	Materials of Engineering	
ENG GEN 211	CADD for Engineers I	.3
ENG GEN 212	CADD for Engineering II	.3
PHYSICS 1	Mechanics of Solids	
OR		
PHYSICS 6	General Physics I	
OR		
PHYSICS 11	Introductory Physics	.4
	Subtotal	*29*
Restricted Elective Courses:		
ENG CIV	121 & 122, 221 & 222	
ENG ELC	220	
EET	120	
ENG GEN	121, 131, 151, 231, 241 & 242, 272	
	Subtotal	*.7*
General Education Courses Plan B		
Area A	Natural Sciences	.3
Area B	Social and Behavioral Sciences	.3
Area C	Humanities	.3
Area D	Language and Rationality	.6
Area E	Health and Physical Education.	.3
	Subtotal	18
FREE ELECTIVES:		**6**
	Total	*60*

TRANSFER CURRICULUM

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

ENGINEERING

ELAC offers lower division Engineering University Transfer Curriculum, which can lead to a Bachelor of Science Degree in the following engineering disciplines:

- ***Aeronautical Engineering***
- ***Aerospace Engineering***
- ***Biochemical Engineering***
- ***Biomedical Engineering with options in Electrical and Biomedical***
- ***Chemical Engineering***
- ***Civil Engineering***
- ***Computer Engineering***
- ***Electrical/Computer Engineering***
- ***Electrical Engineering***
- ***Electronics/Computer Engineering***
- ***Electronics Engineering***
- ***Environmental Engineering***
- ***Industrial Engineering***
- ***Manufacturing Engineering***
- ***Materials Engineering***
- ***Mechanical Engineering***
- ***Metallurgical Engineering***
- ***Naval/Offshore Engineering***
- ***Nuclear Engineering***
- ***Ocean Engineering***
- ***Petroleum Engineering***
- ***Surveying Engineering***
- ***Systems Engineering***

There are two types of articulation in the Engineering and Technology program at ELAC: 2+2 articulation agreements and general articulation.

The 2+2 articulation agreements are contracts with CSULA that outline specific courses the community college student can take over a period of two years and then transfer to that particular university with junior-level status in the school of engineering.

The general articulation only specifies that the particular university of interest to the community college student has the option of accepting certain courses taken at ELAC. This does not guarantee that all courses taken at ELAC will be accepted, nor will the student obtain junior-level status at the university of interest. It is advised that the ELAC student contact the Engineering Technology Department office, the counseling office, and also the university of choice to obtain the specific requirements.

Due to the high unit demand placed on engineering students at ELAC (and at the universities), they complete only certain areas of the General Education requirements while at ELAC, including:

ENGLISH 101

ENGLISH 103

POLITICAL SCIENCE 1

HISTORY 12

The laboratory science general education requirements are automatically met through completion of the major courses in Engineering.

ENGINEERING 2+2 PROGRAMS

East Los Angeles College and selected Southern California universities have entered into 2+2 articulation agreements which:

1. Guarantee the students completing the required courses at ELAC will enter those universities as Juniors and will be able to graduate in two years.

2. Guarantee acceptance/ articulation of the required ELAC courses.
3. Allow ELAC students to complete a substantial number of their general education units counting toward their general education certification and also completing required lower division engineering courses.
4. At CSULA, provides the student an "early catalog date". ELAC students who enroll in the 2+2 Program are guaranteed that they will not be affected by later changes in the program at CSULA.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES (CSULA) 2+2 PROGRAMS

Civil Engineering

Electrical Engineering

Electrical Engineering - Computer Engineering

Manufacturing Engineering

Mechanical Engineering

CSULA CIVIL ENGINEERING 2+2

General Education Requirements

ENGLISH	101
ENGLISH	103
SPEECH	101
HISTORY	11 OR 12
POL SCI	1
BLOCK C	(Humanities)
BLOCK E	(Lifelong Understanding & Self-Development)

Basic Science and Mathematics Requirements

SUBJECT & NO.	COURSE	UNITS
CHEM 101	General Chemistry I	.5
MATH 261	Calculus I	.5
MATH 262	Calculus II	.5
MATH 263	Calculus III	.5
MATH 275	Differential Equations	.3
PHYSICS 1	Mechanics of Solids	.4
PHYSICS 2	Mechanics of Fluids, Heat and Sound	.4
PHYSICS 3	Electricity and Magnetism	.4

Lower Division Engineering Courses

ENG CIV 121	Plane Surveying I.	.3
ENG CIV 122	Plane Surveying I Field Work	.1
ENG ELC 220	Circuits	.4
ENG GEN 101	Introduction to Science, Engineering and Technology	.2
ENG GEN 121	Programming for Engineers	.3
ENG GEN 131	Statics	.3
ENG GEN 151	Materials of Engineering	.3
ENG GEN 211	CADD for Engineers I	.3
ENG GEN 221	Engineering Probability and Statistics	.3
ENG GEN 231	Dynamics	.3
ENG GEN 241	Strength of Materials	.3
ENG GEN 242	Strength of Materials Lab	.1
ENG GEN 272	Principles of Engineering Economy	.3

CSULA ELECTRICAL ENGINEERING 2+2

General Education Requirements

Block C	(Humanities)	.3
Block E	(Health and Physical Education)	.3
ENGLISH 101	College Reading and Composition I	.3
HISTORY	Political and Social History of the United States I	
OR		
HISTORY 12	Political and Social History of the United States II.	.3
POL SCI 1	The Government of the United States	.3
SPEECH 101	Oral Communication I.	.3
ENGLISH 103	Composition and Critical Thinking	.3

Basic Science and Mathematics Requirements

CHEM 101	General Chemistry I	.5
MATH 261	Calculus I	.5
MATH 262	Calculus II	.5
MATH 263	Calculus III	.5
MATH 275	Differential Equations	.3
PHYSICS 1	Mechanics of Solids	.4
PHYSICS 2	Mechanics of Fluids, Heat and Sound	.4
PHYSICS 3	Electricity and Magnetism	.4

Lower Division Engineering Courses

ENG ELC 220	Circuits	.4
ENG GEN 101	Introduction to Science, Engineering and Technology	.2
ENG GEN 102	Engineering Problem Solving.	.2
ENG GEN 121	Programming for Engineers	.3
ENG GEN 131	Statics	.3
ENG GEN 272	Principles of Engineering Economy	.3

CSULA – ELECTRICAL ENGINEERING – COMPUTER ENGINEERING 2+2

General Education Lower Division

ENGLISH 101	College Reading and Composition I
SPEECH 101	Oral Communication I
HISTORY 11	Political and Social History of the U.S. I
OR	
HISTORY 12	Political and Social History of the U.S. II
BLOCK C	(3 courses) Humanities
BLOCK E	(1 course) Lifelong Understanding and Self-Development
ENGLISH 103	Composition and Critical Thinking

Basic Sciences and Mathematics

CHEM 101	General Chemistry I
MATH 261	Calculus I
MATH 262	Calculus II
MATH 263	Calculus III
MATH 275	Ordinary Differential Equations
PHYSICS 1	Mechanics of Solids
PHYSICS 2	Mechanics of Fluids, Heat and Sound
PHYSICS 3	Electricity and Magnetism

Lower Division Engineering Courses

ENG GEN 101	Introduction to Science, Engineering and Technology
ENG GEN 102	Engineering Problem Solving
ENG GEN 121	Programming for Engineers
ENG GEN 131	Statics
ENG ELC 220	Electrical Circuits I
ENG GEN 272	Principles of Engineering Economy

CSULA MANUFACTURING ENGINEERING 2+2

General Education Lower Division

ENGLISH 101	College Reading and Composition I
SPEECH 101	Oral Communication I
HISTORY 11	Political and Social History of the United States I
OR	
HISTORY 12	Political and Social History of the United States II
POL SCI 1	The Government of the United States
BLOCK C	(3 courses) Humanities
BLOCK E	(1 course) Lifelong Understanding and Self-Development
ENGLISH 103	Composition and Critical Thinking

Basic Sciences and Mathematics

CHEM 101	General Chemistry I
MATH 261	Calculus I
MATH 262	Calculus II
MATH 263	Calculus III
MATH 275	Ordinary Differential Equations
PHYSICS 1	Mechanics of Solids
PHYSICS 2	Mechanics of Fluids, Heat and Sound
PHYSICS 3	Electricity and Magnetism

Lower Division Engineering Courses

ENG GEN 101	Introduction to Science, Engineering and Technology
ENG GEN 110	Engineering Graphics
ENG GEN 121	Programming for Engineers
ENG GEN 131	Statics
ENG GEN 151	Materials of Engineering
ENG GEN 221	Engineering Probability and Statistics
ENG GEN 231	Dynamics
ENG GEN 241	Strength of Materials
ENG GEN 242	Strength of Materials Laboratory
ENG GEN 272	Principles of Engineering Economy
ENG ELC 220	Electrical Circuits I

CSULA MECHANICAL ENGINEERING 2+2

General Education Requirements

ENGLISH	101
ENGLISH	103
HISTORY	11 or 12
POL SCI	1
SPEECH	101
BLOCK C	3 courses
BLOCK E	1 course

Basic Science and Mathematics Requirements

CHEM 101	General Chemistry I 5
MATH 261	Calculus I 5
MATH 262	Calculus II 5
MATH 263	Calculus III 5
MATH 275	Differential Equations 3
PHYSICS 1	Mechanics of Solids 4
PHYSICS 2	Mechanics of Fluids, Heat and Sound . .4
PHYSICS 3	Electricity and Magnetism 4

Lower Division Engineering Courses

ENG ELC 220	Electrical Circuits I. 4
ENG GEN 101	Introduction to Science, Engineering and Technology 2
ENG GEN 110	Engineering Graphics 3
ENG GEN 121	Programming for Engineers 3
ENG GEN 131	Statics 3
ENG GEN 151	Materials of Engineering. 3
ENG GEN 221	Engineering Probability and Statistics 3
ENG GEN 231	Dynamics 3
ENG GEN 241	Strength of Materials 3
ENG GEN 242	Strength of Materials Lab 1
ENG GEN 272	Principles of Engineering Economy . . .3

ARTICULATION WITH OTHER UNIVERSITIES

ELAC engineering programs are articulated with other universities as shown below.

UNIVERSITY OF CALIFORNIA:

BERKELEY (CAL)

DAVIS (UCD)

IRVINE (UCI)

LOS ANGELES (UCLA)

RIVERSIDE (UCR)

SANTA BARBARA (UCSB)

and other UC campuses:

Students must see the Engineering Advisor for specific program advisement in individual majors before attempting to enroll in any classes.

CALIFORNIA STATE UNIVERSITIES:

FULLERTON (CSUF)

LONG BEACH (CSULB)

NORTHRIDGE (CSUN)

POMONA (CAL POLY POMONA)

SAN LUIS OBISPO (CAL POLY SLO)

and other CAL STATE campuses:

Students must see the Engineering Advisor for specific program advisement in individual majors before attempting to enroll in any classes.

ENGINEERING TECHNOLOGY 2+2 PROGRAMS

The two CSULA - ELAC 2+2 options are Electronics and Manufacturing/Design.

CSULA Industrial Technology - Electronics 2+2 General Education Requirements

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 3	Introduction to Biology	5
ENGLISH 101	College Reading and Composition I	3
ENGLISH 103	Composition and Critical Thinking	3
HISTORY 11	Political and Social History of the United States I	
OR		
HISTORY 12	Political and Social History of the United States II.	3
POL SCI 1	The Government of the United States	3
SPEECH 101	Oral Communications I	3
BLOCK C	3 course	
BLOCK D	2 courses	
BLOCK E	1 course	

Basic Science and Mathematics Requirements

CHEM 65	Introductory General Chemistry
OR	
CHEM 101	General Chemistry I 5
ENG GEN 221	Engineering Probability and Statistics . .3
MATH 115	*or higher-level Math course*
MATH 241	*or higher-level Math course*
MATH 261	Calculus I
OR	
MATH 236	Calculus for Business and Social Sciences
	or higher-level Math course
PHYSICS 1	Mechanics of Solids
OR	
PHYSICS 6	General Physics I
OR	
PHYSICS 11	Introductory Physics 4

Lower Division Engineering Technology Courses

EET 120	DC Circuits 3
ENG GEN 101	Introduction to Science, Engineering and Technology 2
ENG GEN 102	Engineering Problem Solving. 2
ENG GEN 110	Engineering Graphics
OR	
ENG GEN 151	Materials of Engineering
ENG GEN 121	Programming for Engineers 3
ENG GEN 131	Statics 3

Required technical courses:

ENG GEN 272	Principles of Engineering Economy . . .3

Note: Students completing the ELAC program automatically meet BLOCK B general education certification.

CSULA INDUSTRIAL TECHNOLOGY - MANUFACTURING/ DESIGN 2+2

General Education Requirements

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 3	Introduction to Biology	.5
ENGLISH 101	College Reading and Composition I . .	.3
ENGLISH 103	Composition and Critical Thinking . .	.3
HISTORY 11	Political and Social History of the United States I	
OR		
HISTORY 12	Political and Social History of the United States II.	.3
POL SCI 1	The Government of the United States .	.3
SPEECH 101	Oral Communication I.	.3

Basic Science and Mathematics Requirements

CHEM 65	Introductory General Chemistry
OR	
CHEM 101	General Chemistry I 5
ENG GEN 221	Engineering Probability and Statistics . .3
MATH 115	*or higher-level Math course*
MATH 241	*or higher-level Math course*
MATH 261	*or higher-level Math course*
PHYSICS 1	Mechanics of Solids
OR	
PHYSICS 6	General Physics I
OR	
PHYSICS 11	Introductory Physics 4

Lower Division Engineering Technology Courses

EET 120	DC Circuits 3
ENG GEN 101	Introduction to Science, Engineering and Technology 2
ENG GEN 102	Engineering Problem Solving. 2
ENG GEN 110	Engineering Graphics 3
ENG GEN 151	Materials of Engineering
ENG GEN 121	Programming for Engineers 3
ENG GEN 131	Statics 3

Required technical courses:

ENG GEN 211	CADD for Engineers I 3
ENG GEN 212	CADD for Engineers II. 3
ENG GEN 242	Strength of Materials Laboratory 1
ENG GEN 272	Principles of Engineering Economy . . .3

COURSE DESCRIPTIONS

CIVIL ENGINEERING (ENG CIV)

121 Plane Surveying I (3) UC:CSU

Prerequisite: General Engineering Technology 121 or Math 241, or a course in Trigonometry.

Advisory: Civil Engineering 122 should be taken concurrently.

Lecture, 3 hours.

This course teaches fundamental methods of surveying, including the use and care of surveying instruments. Techniques include traverse measurements and area computation as well as some layout, horizontal and vertical control applications. Survey mapping is introduced.

122 Plane Surveying I F (1) UC:CSU

Corequisite: Civil Engineering 121.

Laboratory-field work, 3 hours.

This course covers the field practice concurrent with Civil Engineering 121. Surveying instruments such as steel tape engineers/dumpy level, and transit/theodolite are used in projects. The course culminates in complete traverse measurements, computations and maps.

221 Plane Surveying II (3) UC:CSU

Prerequisites: Civil Engineering 121 and 122.

Corequisite: Civil Engineering 222 .

Lecture, 3 hours.

This is an advanced course in plane surveying. Topics include closing a traverse; boundary and topographic surveys; horizontal and vertical curves; EDM, GPS, and GIS; legal descriptions; earthmoving quantity take-off and construction staking.

222 Plane Surveying II F (1) UC:CSU

Prerequisites: Civil Engineering 121 and 122.

Corequisite: Civil Engineering 221.

Laboratory, 3 hours.

This is the fieldwork portion of Civil Engineering 221, an advanced course in plane surveying. Procedures and application of precise measuring equipment for topics include closing a traverse; boundary and topographic surveys; horizontal and vertical curves; EDM, GPS and GIS; legal descriptions; earthmoving quantity take-off and construction staking.

ELECTRICAL ENGINEERING (ENG ELC)

220 Electrical Circuits I (4) UC:CSU

Prerequisites: Mathematics 263, Physics 3, and General Engineering 102.

Corequisite: Math 275.

Lecture, 3 hours; Laboratory, 2 hours.

Electric circuit analysis in both time and frequency domains, transient and steady-state solutions. Topics include linear circuit analysis techniques, Kirchoffs Laws, Network Theorems, mesh and nodal analysis, OP amps and amplifiers, Thevenin/Norton equivalents, natural-forced-complete response of RLC circuits, AC circuits, phasors, three-phase power, frequency response, resonance and introduction to Laplace transforms. Circuit solutions using P-spice on the personal computer. Laboratory includes experimental verification of the laws of AC and DC circuits. Lab experiments on Kirchoff's Laws, Thevenin's Theorem, frequency response, transient response and OP amps.

225 Digital Circuit Analysis (4) UC:CSU

Prerequisites: Mathematics 262 and Physics 3.

Lecture, 3 hours; Laboratory, 3 hours.

This introductory course in digital circuit analysis consists of a lecture and lab session. The lecture objectives are to learn the following: 1) number systems, computer arithmetic, and binary codes; 2) binary logic, Boolean algebra, and logic gates; 3) combinational circuits, analysis and design (adders, MUX's, decodes, etc.); and 4) sequential circuits analysis and design. The lab objectives are: 1) design, implement and debug a combinational circuit; 2) implementation of combinational circuits using logic gates and programmable logic device; and 3) design sequential logic circuits using gates, ROMs and PALs.

ELECTRICAL ENGINEERING TECHNOLOGY (EET)

120 DC Circuits (3) CSU

Prerequisites: General Engineering Technology 121 or Mathematics 125, and General Engineering 102.

Note: This course is highly recommended for Engineering students planning to take ENG ELC 220.

Lecture, 2 hours; Laboratory, 3 hours; Discussion, 1 hour.

DC circuit analysis involving DC resistance, inductance and capacitance. Basic DC network theorems and magnetic circuits introducing motors and generators. Theory of operation and application of basic electrical measuring instruments. Applications of "P-SPICE" computer program. Introduction to the theory of AC circuit applications involving resistance, inductive reactance and capacitive reactance.

ENGINEERING SUPPORT (ENG SUP)

224 Advanced Problems in Surveying (2) CSU

Prerequisites: ENG CIV 221 and 222.

Lecture, 1 hours; Laboratory, 3 hours.

This is an advanced course in problem solving for land surveyors. Topics include theory of errors in observations and measurements, assessment of elevation level lines and nets, Global Positioning Satellite (GPS) system, Geographic Information System (GIS), and advanced problems in horizontal, vertical, and spiral curves.

225 Boundary Control for Surveyors (2) CSU

Prerequisites: ENG CIV 221 and 222.

Lecture, 1 hours; Laboratory, 3 hours.

This is an advanced course in boundary control surveying. Topics include history and concept of boundary control surveys and the role of the surveyor; creation of boundary lines, description of real property, metes and bounds, and boundary law; Federal and State non-sectionalized land, easements, reversions, riparian, and littoral boundaries; theory of retracing and resurveying of sectionalized lands, locating sequential conveyances, simultaneously created boundaries, and locating combination descriptions.

GENERAL ENGINEERING (ENG GEN)

101 Introduction to Science, Engineering and Technology (2) UC:CSU

Note: This course is open to high school students for concurrent enrollment.

Lecture, 2 hours.

This course is an introduction to Engineering and Engineering Technology, and is required of all Engineering majors. Topics include history, careers, ethics and responsibilities, and engineering calculations. Various engineering systems are modeled. The design process is examined. Guest speakers from various engineering fields are invited to speak to the class. Academic success strategies are emphasized throughout.

102 Engineering Problem Solving (2) CSU

Prerequisite: General Engineering Technology 121 or Math 115.

Note: This course is open to high school students for concurrent enrollment.

Lecture, 1 hour; Laboratory, 3 hours.

An introductory course using personal computers. Integrated software packages (e.g. Microsoft Office) are used in solving applied engineering type problems. Statistical functions and macros are included and technical reports produced.

110 Engineering Graphics (3) UC:CSU

Prerequisite: General Engineering Technology 122 or Mathematics 115.

Note: General Engineering 111 is a highly recommended.

Note: This course is open to high school students for concurrent enrollment.

Lecture, 2 hours; Laboratory, 3 hours.

This introductory course covers the fundamentals of perspective drawing, board drafting, descriptive geometry, and Computer-Aided Drafting (CAD). Topics include freehand drawing, lettering, theory of perspective drawing, and theory of projections including parallel, oblique, orthographic, axonometric, and multiview projections. Basic board drafting skills, standard technical graphics practices, and engineering/architectural scales are presented. The theory of descriptive geometry is taught including the fundamentals of auxiliary views, coordinate systems, lines, planes, intersections, visibility, and development. An introduction to CAD with learning commands, drawing set-up, changing drawing settings, establishing a grid, drawing lines, creating templates, using layers, dimensioning, and performing basic engineering drawings is presented.

111 Introduction to Engineering Drafting (3) UC:CSU
Note: This course is open to high school students for concurrent enrollment.
Lecture, 1 hour; Laboratory, 5 hours.

This course provides the student with drafting methods needed for graphical communication of technical information in science and engineering. Standard techniques and symbols are used in freehand sketching, orthographic projection, section and auxiliary views, geometric construction and dimensioning, tolerancing, fastening devices (threads), and working drawings.

112 Engineering Descriptive Geometry (3) UC:CSU
Prerequisite: General Engineering 110 or General Engineering 111.
Lecture, 2 hours; Laboratory, 3 hours; Discussion, 1 hour.

This course stresses accurate graphic solutions using drafting board and CAD to engineering problems by means of orthographic projection, logical development through points, lines, planes and surfaces. Revolution, parallelism, perpendicularity, curved surfaces, intersections and developments are studied and applied to typical engineering problems in various fields.

121 Programming for Engineers (3) UC:CSU
(Formerly: Engineering Applications of Digital Computation.)
Prerequisites: General Engineering 102 and either Mathematics 261 or General Engineering Technology 223.
Lecture, 2 hours; Laboratory, 3 hours.

Structured programming concepts are applied to engineering problem types such as center of mass, ballistics, column buckling, design, and reduction of experimental data. A structured approach is used with applications to flow charts and computer programming. Mathematical techniques include iterative solutions, bisection, Raphson-Newton, statistics, and matrix operations. Computer techniques include formatted input and output, selection, loops, functions, pointers, arrays, and characters.

131 Statics (3) UC:CSU
Prerequisite: Physics 1.
Corequisite: Math 262.
Lecture, 2 hours; Discussion, 3 hours.

Two- and three-dimensional vector forces, resultants, components, and moments are applied to determine equilibrium conditions in trusses, frames, and machines. Center of mass, centroids, friction, and moments of inertia of area and mass are included. Both analytical and graphical solutions are considered.

151 Materials of Engineering (3) UC:CSU
Prerequisites: Chemistry 101 and Mathematics 261.
Lecture, 3 hours.

A general introduction to different types of materials used in engineering design. The course covers the properties of materials as they relate to atomic and crystal structure. Topics include: atomic structure and bonding; crystalline structures; phases and diagrams; metals; polymers; ceramics; composites; mechanical deformation and fracture; and electrical and magnetic properties. Additional topics include optical properties, corrosion, and process methods. Illustration of the materials fundamental differences and their application in engineering.

211 CADD for Engineers I (3) UC:CSU RPT3
Prerequisite: General Engineering 110 or General Engineering 111.
(UC credit limit: General Engineering 211 and 212 combined: maximum credit one course).
Lecture, 1 hour; Laboratory, 5 hours.

A beginning course in two-dimensional Computer-Aided Drafting. Students learn basic concepts involved in making computer- aided drawings. Drawings are constructed using a microcomputer with appropriate software such as AutoCAD. Students work at CAD workstations using a microcomputer, monitor, disk drives, mouse, printer, and plotter. Design concepts related to tolerance and assembly are studied.

212 CADD for Engineers II (3) UC:CSU RPT3
Prerequisite: General Engineering 211.
(UC credit limit: General Engineering 211 and 212 combined, maximum credit one course).
Lecture, 1 hour; Laboratory, 5 hours.

This is a course in 3D CAD which includes 3D wire frame modeling, surface modeling, and solid modeling. This course emphasizes high technology skills necessary to function in an entry level computer aided design position. The course includes design projects.

221 Engineering Probability and Statistics (3) UC:CSU IGETC Area 2A
Prerequisite: Mathematics 261 or General Engineering Technology 223.
(UC credit limit: General Engineering 221 combined with Mathematics 227, maximum credit one course).
Lecture, 3 hours.

An introductory course in matrices, probability and statistics with applications to practical engineering problems.

231 Dynamics (3) UC:CSU
Prerequisite: General Engineering 131.
Lecture, 2 hours; Discussion, 3 hours.

Application of Newton's Second Law of Mechanics using vectors for the analysis of particle and rigid body dynamics through kinematics and kinetics. This includes absolute and relative motion, translating and rotating systems, work-energy methods, and impulse-momentum, equations, and vibration and time response. Special applications are included.

241 Strength of Materials (3) UC:CSU
Prerequisite: General Engineering 131.
Advisory: General Engineering 242 should be taken concurrently.
Lecture, 2 hours; Discussion, 3 hours.

Plane stress-strain, axial, torsional, bending and shear stresses are studied, including combined loads, Mohr's circle, principal stresses and strains, and pressure vessels. Topics include: Generalized Hooke's law, material properties, allowable stresses, factor of safety, statically indeterminate members, shear and moment diagrams; beam deflection and slope by double integration, singularity functions, superposition and moment-area. Column buckling and Castigliano methods are also studied. Topics also include thermal expansion and indeterminate forms.

242 Strength of Materials Laboratory (1) UC:CSU
Prerequisite: General Engineering 102.
Corequisite: General Engineering 241.
Laboratory, 3 hours.

Physical and engineering properties of engineering materials are tested, including tension, shear, compression, hardness, torsion and impact. Testing is also performed using strain gages. Column buckling, moment of inertia, and beam deflection are also investigated.

272 Principles of Engineering Economy (3) UC:CSU
Lecture, 3 hours.

This course presents methods of applying economic analysis to engineering and manufacturing projects. It includes criteria for economic evaluation, comparison of alternatives and decision matrices, replacement analysis, risks, taxes and special topics.

185 Directed Study - General Engineering (1) CSU RPT2
285 Directed Study - General Engineering (2) CSU
385 Directed Study - General Engineering (3) CSU
Conference 1 hour per week per unit.

The above courses allow students to pursue Directed Study in General Engineering on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

931 Cooperative Education – General Engineering (3) CSU RPT3
Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

941 Cooperative Education – General Engineering (4) CSU RPT3
Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

MANUFACTURING AND INDUSTRIAL TECHNOLOGY (MIT)

220 Introduction to Robotics (3) CSU
Lecture, 2 hours; Laboratory, 2 hours.

This introductory course in robotics emphasizes hands-on experience to build a basic functional robot. Students learn about electric motors, servos, sensors, switches, actuators and their application in a robot. Students learn Basic Stamp computer programming and its integration into a working robotic unit. The course also includes mechanical assembly, connecting electronic components, wiring and soldering, and testing.

ENGLISH DEPARTMENT

F5-113 **(323) 265-8632**

Courses included in the English curriculum are designed to achieve these objectives:

- To help the student to develop the skills required in such careers as social work, teaching, library science, law, journalism, publishing, advertising, writing, public relations, civil service, sales, management, and any other careers which require facility in writing.
- To help the student to broaden his or her understanding of self and others through the study of language and literature.
- To help the student enjoy and appreciate literature.
- To provide courses which satisfy the needs of the foreign-speaking student; of the student desiring developmental work; of the two-year student working for an A.A. degree; and of the student planning to transfer to a four-year college or university.

SUBJECTS

- ***English***
- ***English as a Second Language (ESL)***
- ***Humanities***
- ***Learning Skills***
- ***Reading***

FACULTY

Kenny, James A. - Chair
Professor
Allerson, Sharon L. - Vice Chair
Associate Professor
Andrews, Michelle I.
Associate Professor
Beaulieu, David E.
Associate Professor
Behseta, Sara
Assistant Professor
Beltran, Richard J.
Assistant Professor
Carlos, Maria Dolores
Assistant Professor
Centeno, Carlos M.
Assistant Professor
Chan, Chin Ru
Assistant Professor
Dahi, Khetam
Instructor
Durso, Josephine K.
Professor
Elias, Dr. Linda A.
Professor
Everhart, Genice
Associate Professor
Gray, Jeffrey
Assistant Professor
Gurfield, Joan
Professor
Herrera, Gisela M.
Professor
Immerblum, Alex W.
Assistant Professor
Jimenez, Fernando
Instructor
Kerford, Jane P.
Professor
Munoz, Eduardo
Associate Professor
Oropesa, Stanley A.
Assistant Professor
Ramirez, Nancy N.
Assistant Professor
Sanchez, Dennis R.
Professor
Sangha, Davinder K.
Instructor
Solis, Alexia C.
Instructor
Spangler, Susanne L.
Professor
Suntree, Susan S.
Instructor
Warner, Nathan J.
Instructor
Welsh, Henry H.
Assistant Professor
Wiley, Rhonda
Instructor
Wright, Nora
Assistant Professor
Youngblood, Cory A.
Assistant Professor

ADJUNCT FACULTY

A.A.rtman, Joanne T.
Adamson, Diane
Agregan, Louis A.
Amador, Nora M.
Andrade, Kenta A.
Atwell, Paula A.
Basalla, Melissa A.
Baydaline, Jane G.
Boyd, Andrew B.
Bradshaw, Barbara S.
Butman, Raymond S.,
Byloos, Matthew
Calebotta, Stephen
Cabral, John C.
Cavanaugh, Dennis R.
Chakhchir, Zeina
Cummins, Elsa C.
Cushing, William P.
Daniels, Gannon P.
Darr, Norma M.
DeAlaiza, Carol H.
Dodd, Neil G.
Duffy, Anne M.
Geoppo, Patrick A.
Goldman, Arthur L.
Goldstein, Sheila
Gomez, Rudy
Gong, Lily Y.
Gunderson, Mark

Holland, Daniel P.
Houston, Clifford J.
Johns, Ramona L.
Joseph, Samuel W.
Kolibar, Dr. Emery W.
Lambert, Daniel E.
Lem, Carol A.
Lucero, Diane S.
Moran, James K.
Norton, David W.
Park, Chong K.
Phillips, Lana
Romero, Ruth C.
Rosenblatt, William E.
Rude, John
Ryan Romo, Amanda
Scherzer, Shana R.
Seneker, Mary V.
Shahinian, Araxy O.
Sharifi, Amir
Stevenson, William R.
Tigue, William B.
Tirman, Daniel J.
Williams, J. Gregory
Yoshida, Gregory

EDUCATIONAL PROGRAM

TRANSFER CURRICULUM

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Students who major in English develop their minds, imaginations, and skills in spoken and written communication. They learn to understand and appreciate varied kinds of literature and to appraise and criticize many forms of writing. Advanced skills in use of language enable students to express their ideas and emotions clearly and effectively. Also, students who major in English gain the experience of wide, critical reading and careful composition. They can organize information from many sources into coherent, compact and significant statements.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

SUBJECT & NO.	COURSE	UNITS
ENGLISH 203	World Literature I	3
ENGLISH 205	English Literature I	3
ENGLISH 206	English Literature II	3
CSU GENERAL EDUCATION REQUIREMENTS		**39**

Recommended: Command of at least one foreign language for students intending to pursue graduate studies.

CALIFORNIA STATE UNIVERSITY, LONG BEACH

SUBJECT & NO.	COURSE	UNITS
ENGLISH 205	English Literature I	
ENGLISH 206	English Literature II	3
ENGLISH 207	American Literature I	
OR		
ENGLISH 208	American Literature II	3
CSU GENERAL EDUCATION REQUIREMENTS		**39**

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Choose four courses from the following:

SUBJECT & NO.	COURSE	UNITS
ENGLISH 203	World Literature I	3
ENGLISH 204	World Literature II	3
ENGLISH 205	English Literature I	3
ENGLISH 206	English Literature II	3
ENGLISH 207	American Literature I	3
ENGLISH 208	American Literature II	3
Take one Foreign Language at level 3 or higher		
CSU GENERAL EDUCATION REQUIREMENTS		**39**

UNIVERSITY OF CALIFORNIA, LOS ANGELES

SUBJECT & NO.	COURSE	UNITS
ENGLISH 101	College Reading and Composition I	3
ENGLISH 102	College Reading and Composition II	3
ENGLISH 205	English Literature I	3
ENGLISH 206	English Literature II	3
Completion of the fifth semester of one language.		
OR		
3rd semester of one Foreign Language and two additional courses in Foreign Languages or two foreign literature in translation courses chosen from English 203, 204, 220, 250, 252		
GENERAL EDUCATION - SATISFY IGETC REQUIREMENTS		

UNIVERSITY OF CALIFORNIA, RIVERSIDE

SUBJECT & NO.	COURSE	UNITS
ENGLISH 205	English Literature I	3
ENGLISH 206	English Literature II	3
ENGLISH 207	American Literature I	3
JOURNAL 105	Mass Communications	3
Recommended one course from:		
ENGLISH 203	World Literature I	3
ENGLISH 204	World Literature II	3
Recommended one course in either:		
HISTORY 11	Political and Social History of the United States I	
OR		
HISTORY 12	Political and Social History of the United States II	3
GENERAL EDUCATION - SATISFY IGETC REQUIREMENTS		

COURSE DESCRIPTIONS

ENGLISH (ENGLISH)

NOTE: NDA after a course indicates that this course will not meet the A.A. requirement, and is non-degree applicable.

21 English Fundamentals (3) NDA

Prerequisite: Acceptable level of skill as demonstrated in the English placement process or satisfactory completion of Reading 20.

Advisory: Reading 25.

Note: This course is offered on a PASS/NO-PASS basis only.

Lecture, 3 hours.

This course focuses on the fundamentals of academic reading, writing, and critical thinking. It reinforces basic skills such as the correct use of punctuation, spelling, and sentence structure. Students incorporate these skills, along with sentence combining techniques, to write single paragraph responses progressing to short essays (250-500 words) that have an introduction, body, and conclusion.

26 Academic Foundations in Reading and Composition (3)

Prerequisite: Acceptable level of skill as demonstrated in the English placement process or satisfactory completion of English 21.

Advisory: Reading 25.

Lecture, 3 hours.

This course is designed to strengthen students' ability to read and analyze texts written at the 11th grade reading level. In short essays, students demonstrate their increased ability to think and read critically. Vocabulary development and appropriate usage are emphasized. English 26 requires the writing of in-class and typed, MLA-style essays characterized by coherent paragraphs with clear topic sentences that are tied to a cogent thesis, supported by adequate and relevant evidence (both textual and personal sources).

28 Intermediate Reading and Composition (3)

Prerequisite: Acceptable level of skill as demonstrated in the English placement process or satisfactory completion of English 26 or 57.

Advisory: Reading 28 or 29.

Lecture, 3 hours.

This course prepares students for English 101. In this course, students plan, draft, revise, and edit compositions of increasing sophistication and complexity, progressing from multi-paragraph 750-word essays to essays of 1000 words that reference classroom texts as well as personal experience in support of a clearly delineated thesis statement. Writing is based on readings which cover topics that challenge the students' thinking and provide an intellectual background for the assignments. Readings, discussion, and writing assignments may focus on fiction, non-fiction, memoirs, and/or poetry.

ENGLISH SKILLS COURSE SEQUENCE

Level I
Develops reading comprehension skills for students testing below English 21.

READING 20
Effective Reading

Learning Skills 16
Foundations of Writing

Level II
Reviews the basic rules of grammar, sentence development, and paragraph writing. Readings develop vocabulary and topics for writing.

ENGLISH 21
English Fundamentals

△READING 25
Reading for College Success

Level III
Progresses from writing paragraphs to writing multi-paragraph expository essays. Grammar and reading assignments reinforce writing skills.

ENGLISH 26 or 57
Academic Foundations in Reading and Composition

Level IV
Strengthens skills in writing essays in a variety of rhetorical modes. Readings serve as examples and as a basis for discussion and further writing.

△English 28 or 60s
Intermediate Reading and Composition

△READING 28
Literature for Pleasure

△READING 29
Reading Accross the Curriculum

Level V
A college-level Freshman composition course. Students who plan to transfer to a four-year college or university. (Meets graduation requirements for the A.A. degree.)

**ENGLISH 101
College Reading and Composition I

*READING 101
Power Reading

Level VI
Courses for English majors and for all students who appreciate literature and creative writing. Intended for students who plan to transfer to four-year colleges or universities.

CRITICAL THINKING
Select One

**Engl 102: College Reading and Composition II (Literature)

**Engl 103: Composition & Critical Thinking (Contemporary Issues)

English Elective Courses:
Creative Writing, Humanities, and Literature Courses

△ *Degree applicable for A.A.*
* *CSU transferable*
** *UC:CSU transferable*

Required Classes | Recommended Courses | Elective Classes

Assistance for students at all levels is available in the Writing Center in F5

32 College Literary Magazine Editing (2) CSU RPT3
Lecture, 2 hours.

This course studies the ways to process poetry, prose, and drama (for screen or theater) submitted to the editor of the literary magazine, Milestone. Critical evaluation of short stories, creative non-fiction, poetry, screenplays and/or plays; rewriting, editing, and copy editing are included. In addition, it includes workshop exercises, formatting the next issue, proofreading, studying and evaluating other college literary magazines, and training in magazine promotion and sales.

33 Basic Vocabulary (3) NDA
Lecture, 3 hours.

This is a basic course which familiarizes the student with the use of the dictionary and increases vocabulary through a systematic presentation of word parts, pronunciation, and definitions.

57 Basic Reading and Writing (3) NDA
Prerequisite: Acceptable level of skill as demonstrated in the English placement process or satisfactory completion of English 21 or 86.
Advisory: Reading 25.
Lecture, 3 hours.

This course is designed to strengthen students' ability to read texts at the 11th grade level and think critically. Students demonstrate in writing assignments improved reading comprehension, vocabulary development, and usage.

61, 62, 63, and 65
(See courses below)

The courses in this series prepares the student for English 101. In these classes, students plan, draft, revise, and edit compositions of increasing sophistication and complexity. Writing is based on readings which challenge the students' thinking and provide an intellectual background for the assignments. Students should select one course from this series.

61 Intermediate Reading and Composition: Personal Experience (3)
Prerequisite: Acceptable level of skill as demonstrated in the English placement process or satisfactory completion of English 57.
Advisories: Reading 28 and 29.
Lecture, 3 hours.

In this course students plan, draft, revise, and edit compositions

of increasing sophistication and complexity. This course offers instruction in the fundamental techniques of writing at the college level, progressing from multi-paragraph 750-word essays to essays of between 750 and 1000 words that reference classroom texts as well as personal experience in support of a clearly delineated thesis statement. Readings, discussion, and writing assignments focus on personal experience.

62 Intermediate Reading and Composition: Contemporary Issues (3)
Prerequisite: Acceptable level of skill as demonstrated in the English placement process or satisfactory completion of English 57.
Advisories: Reading 28 and 29.
Lecture, 3 hours.

In this course, students plan, draft, revise, and edit compositions of increasing sophistication and complexity. This course offers instruction in the fundamental techniques of writing at the college level, progressing from multi-paragraph 750-word essays to essays of between 750 and 1000 words that reference classroom texts as well as personal experience in support of a clearly delineated thesis statement. Readings, discussion, and writing assignments focus on contemporary issues.

63 Intermediate Reading and Composition: The Arts (3)
Prerequisite: Acceptable level of skill as demonstrated in the English placement process or satisfactory completion of English 57 .
Advisories: Reading 28 and 29.
Lecture, 3 hours.

In this course, students plan, draft, revise, and edit composition of increasing sophistication and complexity. This course offers instruction in the fundamental techniques of writing at the college level, progressing from multi-paragraph 750-word essays to essays of between 750-1000 words that reference classroom texts (including various artistic forms) as well as personal experience in support of a clearly delineated thesis statement. Readings, discussion, and writing assignments focus on the arts.

65 Intermediate Reading and Composition: Fiction (3)
Prerequisite: Acceptable level of skill as demonstrated in the English placement process or satisfactory completion of English 57.
Advisories: Reading 28 and 29.
Lecture, 3 hours.

In this course, students plan, draft, revise, and edit composition of increasing sophistication and complexity. This course offers instruction in the fundamental techniques of writing at the college level, progressing from multi-paragraph 750-word essays to essays of between 750-1000 words that reference classroom texts (including various artistic forms) as well as personal experience in support of a clearly delineated thesis statement. Readings, discussion, and writing assignments focus on fiction, particularly short stories.

101 College Reading and Composition I (3) UC:CSU IGETC Area 1A
Prerequisite: Acceptable level of skill as demonstrated in the English placement process or satisfactory completion of English 61, 62, 63 or 65.
Advisory: Reading 101.
Lecture, 3 hours.

This is a college-level freshman composition course which focuses on expository writing and argumentation and requires the writing of a minimum of 6000 words in essays and a research paper. Students study a variety of texts written at the college level, including literature, that reflect current academic concerns relating to issues of language, ethnicity, class, gender, identity, psychology, and cultural studies. The course is intended for students who plan to transfer to a four-year college or university.

102 College Reading and Composition II (3) UC:CSU IGETC Area 1B, 3B
Prerequisite: Satisfactory completion of English 101.
Lecture, 3 hours.

This course develops critical thinking, reading, and writing skills beyond the level achieved in English 101. It emphasizes logical reasoning, analysis, and strategies of argumentation using literature and literary criticism. Evaluations are made of texts that reveal the multicultural/global aspects of our society, which include traditional and contemporary forms in fiction, poetry, essays and drama.

103 Composition and Critical Thinking (3) UC:CSU IGETC Area 1B
Prerequisite: Satisfactory completion of English 101.
Lecture, 3 hours.

This course is designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 101. The course focuses on the development of logical reasoning and analytical and argumentative writing skills.

106 Advanced Methods of Tutoring Writing (3) CSU
Prerequisite: Satisfactory completion of English 101.
Lecture, 2.5 hours; Laboratory, 1 hour.

This course focuses on effective approaches to peer tutoring in writing. Tutors are given concrete guidance on global reading of essays, emphasizing overall structure, focus, cohesiveness, content, and grammar patterns. The tutor-students also observe, participate in, and analyze sessions with student writers. The course also focuses on specific kinds of challenges to tutoring writing and on making peer tutoring a rewarding experience for both student and tutor.

110 Teaching Grammar for Tutors and Future Teachers (3)
Prerequisite: Satisfactory completion of English 101.
Lecture, 3 hours.

This course focuses on effective approaches to peer tutoring in grammar and punctuation. Students solidify their knowledge of grammar as well as punctuation rules, acquire the terminology of grammar, and learn to respond effectively to grammar, usage, and punctuation errors.

127 Creative Writing (3) UC:CSU RPT3
Prerequisite: One of the following: English 61, 62, 63 or 65.
Note: Eligibility for English 101 is acceptable.
Workshop, 3 hours.

This course is a workshop directed towards individual explorations of personal narrative, poetry, fiction, and drama (screenplay and theater format). The course incorporates audio and video tapes of writers reading and discussing their work to emphasize the importance of reading aloud and establishing a dialogue about the creative process.

129 Report Writing (3) CSU RPT2
Prerequisite: One of the following: English 61, 62, 63 or 65.
Note: Eligibility for English 101 is acceptable.
Lecture, 3 hours.

A study of and practice in the writing needed for reports. It includes practice in the collection and organization of material and the presentation of papers commonly needed in college classes and the workplace.

137 Library Research and Bibliography (1) UC:CSU
Advisory: English 101.
Lecture, 1 hour.

This course is designed to acquaint students with an effective method of planning, organizing, researching,

and writing the substantial research paper required in classes including and beyond English 101. Emphasis is on using current research sources available in any comprehensive library and on the Internet.

203 World Literature I (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
Note: Either English 203 or English 204 may be taken first.
Lecture, 3 hours.

This course covers masterpieces in world literature from the epics of Homer to the dramas of the Renaissance. Writers covered include Homer, Aeschylus, Sophocles, Plato, Ovid, Virgil, the authors of the Old Testament, Dante, and Boccaccio. Emphasis will be placed on understanding different literary genres such as epic, tragedy, and lyric poetry.

204 World Literature II (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
Note: Either English 203 or English 204 may be taken first.
Lecture, 3 hours.

This course introduces the student to great masterpieces of world literature written from 1700 to the present. Writers covered include Voltaire, Rousseau, Goethe, Wordsworth, Coleridge, Flaubert, Dostoevski, Tolstoy, Ibsen, and Lorca. Characteristics of neoclassicism, romanticism, realism, naturalism, and modernism are explored.

205 English Literature I (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
Advisory: English 102.
Note: Either English 205 or English 206 may be taken first.
Lecture, 3 hours.

This course surveys the English language, literary forms, and ideas from the Anglo-Saxon period through the eighteenth century, with special attention to Chaucer, Spenser, Shakespeare, Milton, Dryden, Pope, Swift, and Johnson as representatives of their respective periods.

206 English Literature II (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
Advisory: English 102 or English 205.
Lecture, 3 hours.

This course surveys the British Literature from the late eighteenth century emergence of the Romantics through the Victorian Era and into the early twentieth century and the rise of Modernism.

207 American Literature I (3) UC:CSU IGETC Area 3B
Prerequisite: English 101
Advisory: English 102.
Note: Either English 207 or English 208 may be taken first.
Lecture, 3 hours.

This course explores the literature of the United States from its ancient indigenous roots through the Civil War in the mid-nineteenth century. Included are narratives, poetry, journals, and fiction written by Native Americans, and Spanish-, French-, and African-Americans extending from indigenous chants to the poetry of Whitman.

208 American Literature II (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
Advisory: English 102.
Note: Either English 207 or English 208 may be taken first.
Lecture, 3 hours.

This course surveys the literature of the United States from the Civil War in the mid-nineteenth century to the present. Among the works covered are the late nineteenth century Realists, the early Modernists, the writers of the Harlem Renaissance, writers who focus on social issues, Native American writers, and late twentieth century writers including poets, short story writers, novelists, and playwrights.

211 Fiction (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
Lecture, 3 hours.

This course emphasizes reading, discussion, and critical analysis of selected novels, novellas, and short stories.

212 Poetry (3) UC:CSU RPT1 IGETC Area 3B
Prerequisite: English 101.
Lecture, 3 hours.

This course focuses on the reading, discussion, and interpretation of selected American, British, Continental, and Asian Poetry. It is designed to increase understanding and appreciation of all forms of poetry (traditional to free verse), with an emphasis on poets who are currently writing and giving readings. By encouraging students to discover their voice within the voices of the poems they study and write about through creative and analytical writing, they explore the fundamental components of poetry: imagery, texture and sound, voice, rhyme and repetition. This course helps students gain insight into why and how poets pursue their craft by focusing on reading, discussion and interpretation.

213 Dramatic Literature (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
Note: Credit can be given for only one of the following courses: English 213 or Theater 125.
Lecture, 3 hours.

This course focuses on reading, discussing, and interpreting works of dramatic literature selected from various cultures and historical eras. Activities are coordinated with the Theater Arts Department and include films and field trips to theater productions.

214 Contemporary Literature (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
Lecture, 3 hours.

This course focuses on reading, discussing, and analyzing contemporary literature (commonly defined as post-1960), which may include novels, short stories, poetry, drama, and essays. Emphasizing literary texts written by American and international authors, this course examines the concerns, styles, and theories that influence current writing.

215 Shakespeare I (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
Note: Either English 215 or English 216 may be taken first.
Lecture, 3 hours.

This course provides the historical, social, and literary contexts for the full understanding and appreciation of selected histories, comedies, and romantic tragedies of William Shakespeare. Students also study the different types of plot construction, the use of dialogue, and the dramatic conventions of the Elizabethan theater.

216 Shakespeare II (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
Note: Either English 215 or English 216 may be taken first.
Lecture, 3 hours.

This course provides the historical, political, religious, and artistic backgrounds for the full understanding and enjoyment of selected poems, romances, problem comedies, and mature tragedies of William Shakespeare. Students study different literary genres, Shakespeare's poetic style, and his conception of human character.

218 Children's Literature (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
Lecture, 3 hours.

This course focuses on an in-depth study of fairy tales and otherstories for children. Students will learn to apply key concepts of Bruno Bettelheim's psychoanalytical theory of Joseph Campbell's idea of the monomyth as well as feminist approaches in their exploration of themes and symbols in fairy tales.

220 The Contemporary Latin American Short Story (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
Lecture, 3 hours.

This course presents a study of contemporary Latin-American short stories from Mexico, Central and South America, and the United States. Further, the course covers the major themes of Social Realism, Magical Realism, and the Chicano Literary Movement. Writers to be read include, among others, Paz, Borges, Garcia-Marquez, Cossio, and Viramontes.

239 Women in Literature (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
Lecture, 3 hours.

This course is designed to acquaint students with the work of women writers, historical and contemporary, who have made important contributions to literature.

240 Literature and the Motion Picture I (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
Lecture, 3 hours.

This course is designed to give the student the opportunity to view, analyze, and evaluate films of artistic and cultural significance. The relationship between literature and films is emphasized. Focus is placed on the dynamics of reading a text (plot, setting, characterization, etc.) and seeing how these same dynamics are expressed in movie terms.

241 Literature and the Motion Picture II (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
Lecture, 3 hours.

This is the second section of Literature and the Motion Picture, which focuses on an in-depth study of three filmmakers (domestic and foreign) who have adapted literary texts the screen. Literary conventions such as narrative form, point of view, character development, symbolism, and theme will be translated into film techniques such as mise en scene, movement, editing, and sound. By studying the auteur theory of filmmaking, a critical examination of a filmmaker's personal vision, style, and thematic obsessions will be made.

250 Mythology and Literature (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
Lecture, 3 hours.

This course focuses on the mythologies of various cultures selected from throughout the world and includes their expression in oral epics, poetry, and ritual dramas. Also examined are the functions myths perform, the ceremonies that give them form, and modern interpretations of myth and myth making.

252 The English Bible as Literature (3) UC:CSU
IGETC Area 3B
Prerequisite: English 101.
Lecture, 3 hours.

This course is a study of the history and different literary styles of the King James Bible or the New Jerusalem Bible. Particular attention is given to the different forms of biblical narrative, such as the epic, parable, wisdom and prophetic modes, and drama. The social and cultural background of the most important and frequent themes and symbols in the text also are studied.

185 Directed Study - English (1) CSU
385 Directed Study - English (3) CSU
Conference, 1 hour per week per unit.

The above courses allow students to pursue Directed Study in English on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

ENGLISH AS A SECOND LANGUAGE

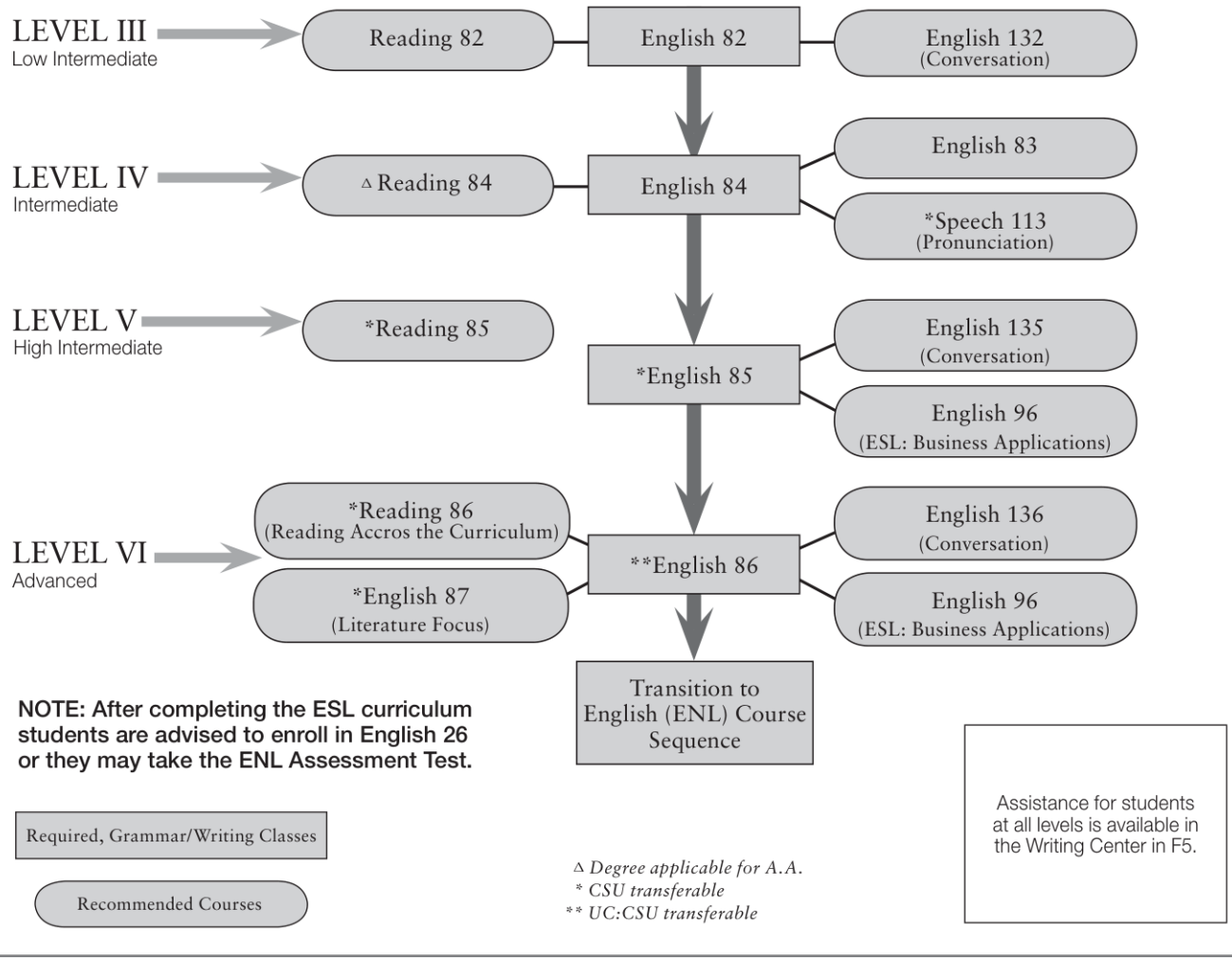
82 Introduction to College English as a Second Language (5) NDA
Lecture, 5 hours.

This course is designed for the students at the low-intermediate level of English language acquisition. This course provides instruction in basic and low-intermediate grammar, writing of sentences and short paragraphs, reading at a low-intermediate level, and verbal communication.

83 College Conversational English as a Second Language (3) NDA
Advisory: English 84.
Lecture, 3 hours.

The students hold conversations and give reports based on readings and practice vocabulary essential for everyday life situations, the college environment, and other areas of cultural and social interest.

ENGLISH AS A SECOND LANGUAGE COURSE SEQUENCE



84 College English as a Second Language I (5) NDA
Prerequisite: English 82.
Note: Acceptable level of English as demonstraed in the ESL placement process is necessary.
Lecture, 5 hours.

This course is designed for students at the mid-intermediate level of English language acquisition. This course provides instruction in intermediate to advanced grammar, writing of paragraphs and short essays, reading at a mid-intermediate level, and verbal communication.

85 College English as a Second Language II (5) CSU
Prerequisite: Satisfactory completion of English 84 or acceptable level of English as demonstrated in the ESL placement process.
Lecture, 5 hours.

This course is designed for students at the high-intermediate level of English language acquisition. This course provides instruction in advanced grammar, writing of short essays, reading at a high-intermediate level, and verbal communication.

86 College English as a Second Language III (5) UC:CSU
Prerequisites: Satisfactory completion of English 85 or acceptable level of English as demonstrated in the ESL placement process.
(UC credit limit: Any and all courses of this kind, maximum credit 8 units).
Lecture, 5 hours.

This course is designed for students at the advanced level of English language acquisition. This course provides instruction in writing extended essays using a variety of rhetorical modes, reading at the advanced level, and verbal communication.

87 Advanced ESL: Reading and Vocabulary (3) CSU
Prerequisites: Satisfactory completion of English 85 or acceptable level of English as demonstrated in the ESL placement process.
Advisory: English 86.
Lecture, 3 hours.

This is a reading skills course designed for advanced ESL students. Reading for comprehension, skimming and scanning techniques are practiced. Exercises in critical reading include locating main ideas, restatement and inferences. Various word analysis skills are included.

96 Content Based ESL: Business Applications (1) NDA
Lecture, 1 hour.

This course is designed to provide English as a Second Language students with the specialized vocabulary and idioms, language structure, and literature related to selected areas of business.

132 Introduction to College English as a Second Language/ Conversation (3) NDA
Lecture, 3 hours.

This course complements English 82: Introduction to College English as a Second Language. It focuses on development of basic speaking and listening skills necessary for college and vocational study. Students learn to participate effectively in a variety of academic and vocational situations, including discussions, study groups, and office meetings.

135 College English as a Second Language/Conversation II (3) NDA
Lecture, 3 hours.

This course complements English 85: College English as a Second Language II. It focuses on development of high-intermediate speaking and listening skills necessary for college and vocational study. Students improve their abilities to participate in academic and vocational discussions and meetings.

136 College English as a Second Language/ Conversation III (3) NDA
Lecture, 3 hours.

This course complements English 86: College English as a Second Language III. It focuses on the development of advanced speaking and listening skills necessary for college and vocational study. Students refine their abilities to participate in academic and vocational discussions and meetings.

HUMANITIES (HUMAN)

1 Cultural Patterns of Western Civilization (3) UC:CSU IGETC Area 3B
Advisory: English 101.
Lecture, 3 hours.

This course is designed to introduce the student to the predominant cultural patterns of Western Civilization as expressed in great works of literature and art from the Ancient Greeks through the medieval periods and up to the Renaissance. Literature, drama, painting, sculpture, and architecture are studied in relation to their historical background. The student will be introduced to general concepts of the humanities, including applied esthetics.

60 People and Their World: Technology and the Humanities (3) UC:CSU IGETC Area 3B
Advisory: English 101.
Lecture, 3 hours.

This course will explore the impact of technology on fine arts in various historical periods, especially the modern period (the last two centuries). The effects of technological innovation on art, literature, drama, and film will be the primary focus; however, the approach is interdisciplinary, including material from history, philosophy, psychology, and science to enrich the student's understanding of cultural evolution.

61 People and Their World: The Creative Process (3) CSU
Advisory: English 101.
Lecture, 2 hours; Discussion, 1 hour.

This course involves the student in a study of the creative process and how artists draw inspiration from richly varied sources: myths, dreams, religion, politics, and the arts themselves. Literature and the fine arts from key historical periods such as the Baroque Era and the Harlem Renaissance are studied in an interdisciplinary approach to enhance the student's appreciation of great works and encourage creative self-expression.

185 Directed Study - Humanities (1) CSU
385 Directed Study - Humanities (3) CSU
Conference, 1 hour per week per unit.

The above courses allow students to pursue Directed Study in English on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

LEARNING SKILLS (LRNSKIL)

16 Foundations of Writing (3) NDA
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 3 hours.

This course stresses the skill of writing simple, compound, and complex sentences. Students are introduced to elementary paragraph structuring. The course helps students with little or no experience to write simply, accurately, and confidently. Grammar, usage, and mechanics are emphasized.

READING (READING)

20 Effective Reading (5) NDA
Advisory: Learning Skills 16.
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 5 hours.

Students improve their abilities to read a variety of texts written up to the 9th-grade reading level. They practice identifying topics, main ideas, and supporting ideas as well as patterns of logic and transitional devices. They read critically, including determining facts from opinions. Students increase their knowledge of vocabulary at the 9th-grade level, mastering 250 to 300 new vocabulary words.

25 Reading for College Success (3)
Advisory: Reading 20.
Lecture, 3 hours.

Students review reading skills and strategies necessary for college success, including reading for main ideas, determining organizational patterns of details presented, and drawing logical conclusions in paragraphs and short essays. Readings and vocabulary study are in the 9th to 11th grade range. Students are introduced to more critical reading skills (determining author's purpose, tone, point of view, and intended audience) and literacy concepts (interpreting figures of speech, characterization, plot, setting, and theme).

28 Literature for Pleasure (3)
Advisory: English 57 or Reading 25.
Lecture, 3 hours.

Students read literary works appropriate at the 12th grade level, developing skills that will greatly enhance their pleasure in reading literature. They develop an appreciation of different literary genres by reading and responding to works of fiction, poetry, and drama. They analyze characteristics of subgenres, e. g., satire, parody, and the way in which the theme or meaning of a selection represents a view or comment on life, using textual evidence to support the claim. Students analyze how characters and conflicts affect the plot. They trace the author's development of time and sequence, including foreshadowing and flashbacks. Students analyze the ways in which irony, tone, and mood achieve the author's purpose and the ways in which writers use figurative language to evoke the reader's emotions.

29 Reading Across the Curriculum (3)
Advisory: English 57.
Lecture, 3 hours.

This course provides practice in the reading and study skills most essential for understanding and retaining material in college textbooks. Students read, organize, and summarize selections from college textbooks in a variety of subject areas and have the opportunity to research, synthesize, and reflect on a single topic related to their possible major. Continued vocabulary development is an important aspect of this course. Students focus on learning new words in the 12th grade, review vocabulary-in-context, and develop word analysis skills.

82 Reading for Introduction to College English as a Second Language (3) NDA
Advisory: English 82.
Lecture, 3 hours.

This course complements English 82: Introduction to College English as a Second Language. It provides intensive instruction in reading comprehension and vocabulary development at a low-intermediate level.

84 Reading for College English as a Second Language I (3)
Advisory: English 84.
Lecture, 3 hours.

This course complements English 84: College English as a Second Language I. It provides intensive instruction in reading comprehension and vocabulary development at the mid-intermediate level.

85 Reading for College English as a Second Language II (3) CSU
Advisory: English 85.
Lecture, 3 hours.

This course complements English 85: College English as a Second Language II. It provides intensive instruction in reading comprehension and vocabulary development at a high-intermediate level.

86 Reading for College English as a Second Language III (3) CSU
Advisory: English 86.
Lecture, 3 hours.

This course complements English 86: College English as a Second Language III. It provides intensive instruction in reading comprehension and vocabulary development at an advanced level.

101 Power Reading (3) CSU
Advisory: Reading 28 or 29, or one of English 61, 62, 63 or 65.
Lecture, 3 hours.

Students improve their abilities to read a variety of authors and disciplines appropriate to a 12th-grade/college level. They practice critical reading skills, analyzing, summarizing, and evaluating texts. Students will increase their word power, mastering more difficult vocabulary found in university texts. Students also increase their reading rate by at least 100 words per minute through timed readings and exercises that enable them to read and study more effectively and more efficiently.

FOREIGN LANGUAGE DEPARTMENT

E5-113 **(323) 265-8872**

SUBJECTS

- ***American Sign Language***
- ***Chinese***
- ***French***
- ***Italian***
- ***Japanese***
- ***Spanish***

FACULTY

Maga, Sara - Chair
Instructor, Spanish
Chang, Dr. Lily
Professor, Chinese
Eckhert, Dr. Mary Ellen
Professor, French
Furuyama, Hiroko
Associate Professor, Japanese
Hernandez, Elva
Instructor, Spanish
Liu, Rongwen
Instructor, Chinese
Olivas, Othon
Instructor, Spanish
Palencia, Eldy
Instructor, Spanish
Vansel, Melanie H.
Assistant Professor, American Sign Language
Vega, Dr. Norma
Instructor, Spanish

ADJUNCT FACULTY

Alvarez-Sandoval, Dr. Emanuel
Spanish
Araki, Noriko
Japanese
Boada, Miriam M.
Spanish
Brown, Yuka
Japanese
Caldiero, Alessandro F
Italian
Caloia, Cynthia
French
Casanave, Ernesto E.
Spanish
Chai, Hayley
Chinese
Chang, Wen K.
Chinese
Ebin, Rebecca S.
French
Fuentes, Antonio
Spanish
Garcia, Victor
Spanish
Gough, Ronald M.
American Sign Language
Higuchi, Natsuyo
Japanese
Johnston, Sachi
Japanese
Le Barbu, Anne Y.
French
Li, Qiuyu
Chinese
Lira, Ana L.
Spanish
Lira, Maria E.
Spanish
Palencia, Eldy
Spanish
Pinna, Barbara R.
Italian
Reynoso, Artemio
Spanish
Roldan, Pablo
Spanish
Santillanes, Patrick A.
American Sign Language
Tadros, Dr. Raymonde G.
French
Teh, Ken W.
Chinese
Yang, Rebecca
Chinese
Zumaeta, Haydee A.
Spanish

EDUCATIONAL PROGRAM

TRANSFER CURRICULUM

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

SPANISH MAJOR

Spanish courses taught are intended (1) to afford proficiency in Spanish, as well as familiarity with the literature and culture of Spanish-speaking countries as part of the general education of a student; (2) to enable students to read Spanish publications in their fields of interest; (3) to provide language training for those students who plan careers in Spanish; and (4) meet requirements for both the single subject and multiple subject credentials. Students interested in these programs should consult a counselor.

A typical Spanish transfer program usually requires the following basic core courses:

SUBJECT & NO.	COURSE	UNITS
SPANISH 1	Elementary Spanish I.	.5
SPANISH 2	Elementary Spanish II	.5
SPANISH 3	Intermediate Spanish I	.5
SPANISH 4	Intermediate Spanish II	.5
SPANISH 5	Advanced Spanish I	.5
SPANISH 6	Advanced Spanish II	.5
SPANISH 8	Conversational Spanish	.2
SPANISH 9	Hispanic Civilization	
OR		
SPANISH 12	Contemporary Mexican Literature	

OR

SPANISH 16 Mexican Civilization. 3

Plus transfer institution's general education requirements.

COURSE DESCRIPTIONS

AMERICAN SIGN LANGUAGE (ASL)

1 American Sign Language I (4) UC:CSU
Lecture, 4 hours.

This is an introductory course for developing conversational skills using the manual alphabet and American Sign Language. It is designed to assist in communicating with and in understanding the background of deafness.

2 American Sign Language II (4) UC:CSU IGETC Area 6A
Prerequisite: American Sign Language 1.
Lecture, 4 hours.

This course is a continuation of the study of elementary American Sign Language(ASL) vocabulary and grammar. Increased development of inflectional and non-manual behavior patterns are presented together with the incorporation of selected aspects of Deaf culture and community within receptive and expressive conversations.

3 American Sign Language III (4) UC:CSU IGETC Area 3B
Prerequisite: American Sign Language 2.
Lecture, 4 hours.

Continued development of American Sign Language grammar, with special emphasis on idiomatic constructions. Provides further development of conversational techniques focusing on expressive skills. Expanded study of Deaf cultural issues.

CHINESE (CHINESE)

1 Elementary Chinese I (5) UC:CSU
NOTE: Units cannot be earned for both Chinese 1 and Chinese 21.
Lecture, 5 hours.

This course develops basic skills to understand, speak, read and write Mandarin Chinese. It concentrates on pronunciation, vocabulary, sentence structure and idiomatic expressions. The course also introduces geographical, historical, cultural, and social features of Chinese speakers relevant to language learning.

2 Elementary Chinese II (5) UC:CSU IGETC Area 6A
Prerequisite: Chinese 1 or Chinese 22.
Lecture, 5 hours.

This course continues to develop listening, speaking, reading and writing skills of Mandarin Chinese with an emphasis on pronunciation, vocabulary, sentence structures, idiomatic expressions and written characters. It improves accuracy and fluency, and also increases an understanding of cultural features relevant to language learning.

3 Intermediate Chinese I (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: Chinese 2.
Lecture, 5 hours.

This course increases speed and fluency of Mandarin Chinese in conversation, reading comprehension and written expression with expanding vocabularies and idiomatic expressions. Topics cover daily activities, relationships, college life, employment, customs, traveling, social issues and comparisons between Chinese and American cultures.

8 Conversational Chinese (2) UC:CSU RPT1
(UC credit limit: Maximum credit 2 courses, 4 units)
Prerequisite: Chinese 2.
Lecture, 2 hours.

This course increases listening comprehension and oral fluency in Mandarin Chinese through role-playing in practical situations and discussions with audiovisual aids. It enables students to carry on a simple conversation about daily activities, current affairs, cultural events, travel information, and personal interests.

21 Fundamentals of Chinese I (3) UC:CSU
Note: This course is the first half of Chinese 1. Units cannot be earned for both Chinese 21 and Chinese 1. This is a slow-paced course for beginners.
Lecture, 3 hours.

Chinese 21 is the first half of Chinese 1. Designed for beginners, it provides the basic knowledge and skills of Mandarin pronunciation, vocabulary, grammar, and idiomatic expressions, and introduces basic facts of the geography, culture and customs of China.

22 Fundamentals of Chinese II (3) UC:CSU
Prerequisite: Chinese 21.
Note: Credit given for only one of Chinese 22 or Chinese 1.
Lecture, 3 hours.

Chinese 22 is the second half of Chinese 1. At the second level for beginners, it continues the basic knowledge and skills of Mandarin pronunciation, vocabulary, grammar and idiomatic expressions. Additional basic facts of the geography, culture and customs of China are introduced.

FRENCH (FRENCH)

1 Elementary French I (5) UC:CSU
Note: Units cannot be earned for both French 1 and French 21.
Lecture, 5 hours.

This introductory course builds basic competencies in French through intensive practice of the sound system and study of grammatical patterns and expressions that prepare students to function within the contexts relevant to everyday life. Topics include greeting people and getting acquainted, comparing tastes and preferences in music, film, art, and other activities, telling time, making plans with others, and describing family and friends. Information about France and other French-speaking cultures of the world is presented through readings supported and enhanced by multimedia.

2 Elementary French II (5) UC:CSU IGETC Area 6A
Prerequisite: French 1 or French 22.
Lecture, 5 hours.

This course completes the introduction of basic structures of the French language. Emphasis is on developing vocabulary and refining communication skills needed to function in everyday situations. Further study of France and French-speaking cultures of the world is made through reading and class discussions enhanced by multimedia activities.

3 Intermediate French I (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: French 2.
Advistory: French 10.
Lecture, 5 hours.

This course reinforces the basic patterns of French and develops oral expression and reading proficiency. Focus is on

establishing a firm linguistic base for self-expression by practicing key structures in a variety of communicative formats. Integrated film, video and readings from literature and the media foster increased awareness of French-speaking cultures.

4 Intermediate French II (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: French 3.
Lecture, 5 hours.

This course emphasizes a study of advanced grammar and idioms through authentic texts derived from variety of sources, including literature, film, art, history, and contemporary life. Analysis and discussion of works by well-known artists and writers are used to enable students to practice critical thinking skills as they develop proficiency in French through oral and written composition.

5 Advanced French I (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: French 4.
Lecture, 5 hours.

This course stimulates interest in, and understanding of, important movements in French literature. Students read works of authors representative of different historical periods and genre while reviewing grammar and developing linguistic skills of a more advanced level.

8 Conversational French (2) UC:CSU RPT3
Prerequisite: French 2.
(UC credit limit: Maximum credit 2 courses, 4 units)
Lecture, 2 hours.

This course is designed to present the language through the oral approach. This approach will enable students to understand and speak the language and to carry on simple conversations on everyday topics, current events, and cultural material.

10 French Civilization (3) UC:CSU IGETC Area 3B
Advisory: French 2.
Lecture, 3 hours.

This course consists of lectures and discussions on the geography, history, government, and institutions of France. Readings on the French people, their customs and way of life, their values, and important contributions to world culture in scientific, intellectual, and artistic domains are included in the course's presentation.

21 Fundamentals of French I (3) UC:CSU
Lecture, 3 hours.
Note: This course is the first half of French 1. Units cannot be earned for both French 21 and French 1. This is a slow-paced course for beginners.

French 21 is the first half of French 1. It builds basic competencies in French through intensive practice of the sound system and study of grammatical patterns and expressions that prepare students to function within the contexts relevant to everyday life. Topics include greeting people and getting acquainted, comparing tastes and preferences in music, film, art, and other activities, telling time, and making plans with others. Information about France and other French-speaking cultures of the world is presented through readings that are supported and enhanced by multimedia.

22 Fundamentals of French II (3) UC:CSU
Prerequisite: French 21.
Lecture, 3 hours.

French 22 is the second half of French 1. It continues building basic competencies in French through intensive practice of the sound system and study of grammatical patterns and expressions that prepare students to function within the contexts relevant to everyday life. Topics include describing family, friends, the home environment, personal finances, shopping for clothing, and the weather. Information about France and other French-speaking cultures of the world is presented through readings that are supported and enhanced by multimedia.

185 Directed Study - French (1) CSU RPT 2
285 Directed Study - French (2) CSU
385 Directed Study - French (3) CSU
Conference 1 hour.

This is a directed study course conducted in French with a supervising instructor. The instructor and student will design a specific program of activities involving one or more of the following activities: theater workshop; reading and discussion of texts in French; preparation of interim and final reports.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

ITALIAN (ITALIAN)

1 Elementary Italian I (5) UC:CSU
NOTE: Units cannot be earned for both Italian 1 and Italian 21.
Lecture, 5 hours.

This course emphasizes listening, speaking, reading, and writing Italian. It provides an introduction to Italian civilization and culture as a manifestation of human values and enables students to perform communicative tasks using learned expressions, responding in culturally-appropriate ways, and interacting creatively.

2 Elementary Italian II (5) UC:CSU IGETC Area 6A
Prerequisite: Italian 1.
Lecture, 5 hours.

This course offers a review and further study of the fundamentals of the Italian language with emphasis upon correct pronunciation and mastery of a practical vocabulary, useful phrases, and idioms. Further study of Italian civilization culture, and geography through readings, instructor's comments, and audio-visual materials is continued.

8 Conversational Italian (2) UC:CSU RPT3
Prerequisite: Italian 2.
(UC credit limit: Maximum credit 2 courses, 4 units)
Lecture, 2 hours.

This course provides an opportunity to develop conversational ability while at the same time facilitating the correct use of grammar and vocabulary. It enables the student to understand and speak the language and to carry on a simple conversation on everyday topics, current events, and cultural materials.

10 Italian Civilization I (3) UC:CSU IGETC 3B, 4F
Lecture, 3 hours.

This course surveys the cultural development of Italy from the earliest period to the present day. Study of geography and history as well as of aspects of society and political institutions provides a framework for understanding Italian contributions to world civilization in the fields of art, architecture, literature, music and the sciences. This course is conducted in English.

21 Fundamentals of Italian I (3) UC:CSU
Note: This course is the first half of Italian 1. Units cannot be earned for both Italian 21 and Italian 1. This is slow-paced course for beginners.
Lecture, 3 hours.

Italian 21 is the first half of Italian 1. It builds basic competencies in Italian through intensive practice of the sound system and study of grammatical patterns and expressions that prepare students to function within the contexts relevant to everyday life. Topics include greeting people and getting acquainted, comparing tastes and preferences in music, film, art, and other activities, telling time, and making plans with others. Information about Italian culture of the world is presented through readings that are supported and enhanced by multimedia.

22 Fundamentals of Italian II (3) UC:CSU
Prerequisite: Italian 21.
Lecture, 3 hours.

Italian 22 is the second half of Italian 1. It continues building basic competencies in Italian through intensive practice of the sound system and study of grammatical patterns and expressions that prepare students to function within the contexts relevant to everyday life. Topics include describing family, friends, the home environment, personal finances, shopping for clothing, and the weather. Information about Italy and Italian culture is presented through readings that are supported and enhanced by multimedia.

JAPANESE (JAPAN)

1 Elementary Japanese I (5) UC:CSU
Note: Units cannot be earned for both Japanese 1 and Japanese 21.
Lecture, 5 hours.

This course develops basic Japanese language proficiency in the four language skills--listening, speaking, reading, and writing--and introductory cultural knowledge. The course provides an active learning environment to obtain skills and includes some cultural activities to enhance learning.

2 Elementary Japanese II (5) UC:CSU IGETC Area 6A
Prerequisite: Japanese 1.
Lecture, 5 hours.

This course offers students an opportunity to improve basic skill in understanding, speaking, reading and writing modern Japanese. Various cultural activities are included as a part of this course.

3 Intermediate Japanese I (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: Japanese 2.
Lecture, 5 hours.

This course provides additional training in comprehension, speaking, reading and writing modern Japanese. The reading materials includes descriptions of daily and school life, cultural aspects, seasonal changes and activities, traveling, transportation, geography, food and traditional customs.

4 Intermediate Japanese II (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: Japanese 3.
Lecture, 5 hours.

This course provides additional training in the comprehension, speaking, grammar, reading and writing modern Japanese. Topics and cultural information relevant to the daily lives of Japanese (i.e. food, transportation, seasons, geography, traveling and traditional customs) are included.

8 Elementary Conversational Japanese (2) UC:CSU RPT3
Prerequisite: Japanese 2.
(UC credit limit: Maximum credit 2 courses, 4 units)
Lecture, 2 hours.

This course emphasizes speaking, listening comprehension and the cultural aspects of Japanese language. Various methods such as skits, situation dramas and interviews are utilized to develop skills and fluency, in addition to learning different levels of politeness and appropriate manners.

21 Fundamentals of Japanese I (3) UC:CSU
Lecture, 3 hours.
Note: This course is the first half of Japanese 1. Units cannot be earned for both Japanese 21 and Japanese 1. This is a slow-paced course for beginners.

This course covers the first half of Japanese I. The course provides an active learning environment to obtain basic knowledge and skills such as pronunciation, speaking, grammar, comprehension, reading and writing Romaji and Hiragana. Some cultural activities are included to enhance learning.

22 Fundamentals of Japanese II (3) UC:CSU
Prerequisite: Japanese 21.
Lecture, 3 hours.

This course is the second half of Japanese I. The course provides an active learning environment to obtain basic knowledge and skills of Modern Japanese such as basic pronunciation, speaking, grammar, comprehension, reading and writing Hiragana, Katakana and Kanji. Some cultural activities are included to enhance learning.

SPANISH (SPANISH)

1 Elementary Spanish I (5) UC:CSU
Lecture, 5 hours.

This course builds basic competencies in Spanish through intensive practice in pronunciation, vocabulary building, dialogues, and study of grammatical patterns and expressions that prepare students to function within the contexts relevant to everyday life. Topics include greeting people and getting acquainted, comparing tastes and preferences to music, films, sports, food, and other activities, telling time, making plans with others, and describing family, friends and human relationships. Information about the Spanish-speaking world and its diverse cultures is presented through readings, supported and enhanced by multimedia.

2 Elementary Spanish II (5) UC:CSU IGETC Area 6A
Prerequisite: Spanish 1.
Lecture, 5 hours.

This course continues the introduction of the fundamentals of Spanish grammar, emphasizing communication of basic topics such as travel, housing, environmental issues, health,

shopping, and technology. The course stresses oral and written communication in the past, present, and future tenses and introduces the subjunctive mood. Further studies on the cultural heritage of Latin America and Spain enrich students' understanding of the language.

3 Intermediate Spanish I (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: Spanish 2.
Lecture, 5 hours.

Review of Spanish grammar with special emphasis upon functional and idiomatic usage. Reading of short stories in Spanish by Spanish and Latin-American authors. Through discussion and oral and written reports in Spanish based upon reading selections, the students continue their study of Hispanic culture, civilization and geography.

4 Intermediate Spanish II (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: Spanish 3.
Lecture, 5 hours.

This course includes intensive reading of outstanding Spanish and Latin-American literary pieces, fables, stories, essays, theatrical plays, and poetry. A review and further study of Spanish language structures also are included. Emphasis is placed on oral discussion, written composition, and vocabulary building.

5 Advanced Spanish I (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: Spanish 4.
Lecture, 5 hours.

Intensive practice in writing compositions of various types: narrations, analysis, synthesis, definitions, comparison and contrast, cause and effect, and essays.

6 Advanced Spanish II (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: Spanish 5.
Lecture, 5 hours.

This course introduces the student to reading, discussion, and analysis of the four literary genres: short story, poetry, drama, and essay. Emphasis is placed on the technical terminology of the Spanish-speaking critic and on the intellectual history of the literary periods.

8 Conversational Spanish (2) UC:CSU RPT3
Prerequisite: Spanish 2.
(UC credit limit: Maximum credit 2 courses, 4 units)
Lecture, 2 hours.

Classroom discussions in Spanish based on everyday life situations, travel vocabulary, current events and other topics of interest.

9 Hispanic Civilization (3) UC:CSU IGETC Area 3B
Lecture, 3 hours.

A study of the origin, growth, and development of the Spanish civilization. This course emphasizes cultural history, art, architecture, music, and the minor arts.

12 Contemporary Mexican Literature (3) UC:CSU IGETC Area 3B
Note: Credit given for only one of Spanish 12 or Chicano Studies 42.
Lecture, 3 hours.

This course consists of lectures and discussions on the literature of Mexico during the twentieth and twenty-first centuries. Background material of earlier works will be presented. Students will read and analyze original Spanish or translation works of poetry, short stories, novels, essays and plays.

14 Spanish for Public Service Personnel (3) CSU RPT1
Note: Credit given for only one of Spanish 14 or Administration of Justice 74.
Lecture, 3 hours.

This course is at times specifically designed for policemen, firemen, teachers and other public service employees. Emphasis is placed on practical usage of Spanish for personnel who serve the Spanish-speaking community.

16 Mexican Civilization (3) UC:CSU IGETC Area 3B
Note: Credit given for only one of Spanish 16 or Chicano Studies 44.
Lecture, 3 hours.

This course considers the significant elements of pre-Colombian civilizations and the impact of the Spanish conquest on the population in the arts, industry, social relations, political life and economics.

35 Spanish for Spanish-Speakers I (5) CSU
Note: Credit given for only one of Spanish 1 or Spanish 35.
Lecture, 5 hours.

This accelerated course is designed for students who have grown up speaking Spanish but have not formally studied it in an academic environment. It will stress the formal aspects of the language, including acquisition of vocabulary, spelling, and accent rules, and grammar, focusing on the present, past, and future tenses, and the present subjunctive. A high emphasis is placed on reading and writing. Students receive credit for either Spanish 1 or Spanish 35, but not both.

43 Spanish Vocabulary Building (2) CSU RPT2
Prerequisite: Spanish 1 or 14.
Note: Recommended for interpreters and translators.
Lecture, 2 hours.

The learning of Spanish through newspaper readings, translations, and discussions. Other types of media will be used to increase the student's vocabulary and ability to comprehend and speak Spanish. As a by-product, the course will help to keep the student informed on local and world events.

61 Elementary Conversation I (2) CSU
Lecture, 2 hours.

The students will learn high frequency expressions and practical Spanish in this course which will alter the focus for particular populations (teachers, teachers' aids, travel, etc.). Oral presentations and practice will be stressed. This is a class for beginners.

185 Directed Study (1) CSU RPT2
Conference 1 hour per week per unit

The course allows students to pursue Directed Study in Spanish on a contract basis under the direction of a supervising instructor.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

JOURNALISM DEPARTMENT

E7-307 **(323) 265-8875**

SUBJECTS

- ***Journalism***
- ***Public Relations***

FACULTY

Stapleton, Jean A. - Chair,
Professor

ADJUNCT FACULTY

Rico-Sanchez, Sylvia Y.
Journalism, Public Relations

EDUCATIONAL PROGRAMS

CERTIFICATES OF ACHIEVEMENT:

- ***Desktop Publishing***
- ***Journalism***

ASSOCIATE DEGREE PROGRAMS:

- ***Desktop Publishing***
- ***Journalism***

TRANSFER CURRICULUM:

- ***Journalism***

CERTIFICATES OF ACHIEVEMENT

DESKTOP PUBLISHING

This program gives the student skills in the fields of Graphic Design, Journalism, and Photography and in the use of computers to produce newspapers, newsletters, advertising, and brochures.

SUBJECT & NO.	COURSE	UNITS
ART 635*	Desktop Publishing Design	3
ART 639	Introduction to Digital Imaging	3
JOURNAL 101	Collecting and Writing News	3
JOURNAL 217*#	Publication Laboratory	2
PHOTO 28	Laboratory Processes	1
PHOTO 47	Introduction to Computerized Digital Photography	3
PHOTO 48	Intermediate Computerized Digital Photography	3

TWELVE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW 12

(The student may select all twelve units from one area or from a combination of areas.)

ART 201	Drawing I
ART 501	Beginning Two-Dimensional Design
ART 604*	Graphic Design I
ART 633	Introudction to Computer Graphics
JOURNAL 202*	Advanced Newswriting
JOURNAL 218*#	Practical Editing
JOURNAL 219*#	Techniques for Staff Editors
JOURNAL 228*#	Computerized Composition
PHOTO 10	Beginning Photography
PHOTO 17*	Introduction to Color Photography
PHOTO 22*	Creative Photo-Vision
PHOTO 32*	Intermediate Black and White Photography
	Total	***30***

**This course has a prerequisite.*

#This course is repeatable.

JOURNALISM

This program is designed for the student intending to work in reporting, writing, and/or editing on a daily or weekly newspaper, internet news outlet, magazine, television, radio, news media, public relations or free-lance writing.

Note: Journalism 101 should be taken by Journalism majors during their first semester.

SUBJECT & NO.	COURSE	UNITS
JOURNAL 101	Collecting and Writing News	3
JOURNAL 105	Mass Communications	3
JOURNAL 202*	Advanced Newswriting	3
JOURNAL 217*	Publication Laboratory	2
JOURNAL 218*	Practical Editing	3
JOURNAL 219*	Techniques for Staff Editors	1
PUB REL 1	Principles of Public Relations	3
PHOTO 10	Beginning Photography	3
	Total	***21***

**This course has a prerequisite.*

ASSOCIATE DEGREE PROGRAMS

DESKTOP PUBLISHING

Associate in Arts Degree

(This program is offered under a consortium of the departments of Art, Journalism, and Photography.)

This program will give the students skills in the fields of Graphic Design, Journalism, and Photography and in the use of computers to produce newspapers, newsletters, advertising, and brochures.

SUBJECT & NO.	COURSE	UNITS
ART 635*	Desktop Publishing Design	3
ART 639	Introduction to Digital Imaging	3
JOURNAL 101	Collecting and Writing News	3
JOURNAL 217*#	Publication Laboratory	2
PHOTO 28	Laboratory Processes	1
PHOTO 47	Introduction to Computerized Digital Photography	3
PHOTO 48	Intermediate Computerized Digital Photography	3

TWELVE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW 12

(The student may select all twelve units from one area or from a combination of areas.)

ART 201	Drawing I
ART 501	Beginning Two-Dimensional Design
ART 604*	Graphic Design I
ART 633	Introduction to Computer Graphics
JOURNAL 202*	Advanced Newswriting
JOURNAL 218*#	Practical Editing
JOURNAL 219*#	Techniques for Staff Editors
JOURNAL 228*#	Computerized Composition
PHOTO 10	Beginning Photography
PHOTO 17*	Introduction to Color Photography
PHOTO 22*	Creative Photo-Vision

PHOTO 32*	Intermediate Black and White Photography	
GENERAL EDUCATION REQUIREMENTS (PLAN A)		**30**
	Total	*60*

**This course has a prerequisite.*

#This course is repeatable.

JOURNALISM

Associate in Arts Degree

Students earn their A.A. degree by completing the departmental program requirements shown below, as well as following the Graduation Requirements for Plan B.

SUBJECT & NO.	COURSE	UNITS
JOURNAL 101	Collecting and Writing News	.3
JOURNAL 105	Mass Communications.	.3
JOURNAL 202*	Advanced Newswriting	.3
JOURNAL 217*	Publication Laboratory	.2
JOURNAL 218*	Practical Editing (must be taken three times)	.9
JOURNAL 219*	Techniques for Staff Editors	.1
PHOTO 10	Beginning Photography	.3
PUB REL 1	Principles of Public Relations	.3
GENERAL EDUCATION REQUIREMENTS (PLAN B)		**18**

15 units of any additional Journalism courses or from courses listed below:

ART	635, 639, 641
BRDCSTG	1, 15
CAOT	31
ECON	1, 2
ENGLISH	102, 103, 137, 129
HISTORY	1, 2, 5, 6, 11, 12
JOURNAL	217, 218, 219, 228
PHOTO	32, 47, 48, 51
POL SCI	1, 2, 7
PSYCH	1, 2, 3, 6, 13
SOC	1, 2, 14
	Total *60*

**This course has a prerequisite.*

TRANSFER CURRICULUM

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

JOURNALISM

Journalism majors are encouraged to join the newspaper staff in order to get hands-on experience in the field. Such experience may or may not count as transferable units for a university major, but the experience is invaluable in helping the student understand other journalism classes at both the two-year and the four-year level and will help the student set professional goals. Students who plan to major in Journalism should take Journalism 101 as soon as possible in their college career.

CALIFORNIA STATE UNIVERSITY, FULLERTON

Bachelor of Arts in Communication/Journalism Concentration

SUBJECT & NO.	COURSE	UNITS
JOURNAL 101	Collecting and Writing News	.3
JOURNAL 105	Mass Communications.	.3
JOURNAL 202	Advanced Newswriting	.3
Elective:		
PHOTO 10	Beginning Photography	.3
CSU GENERAL EDUCATION REQUIREMENTS		**39**

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

Bachelor of Arts in Journalism

SUBJECT & NO.	COURSE	UNITS
JOURNAL 101	Collecting and Writing News	.3
JOURNAL 105	Mass Communications.	.3
CSU GENERAL EDUCATION REQUIREMENTS		39

Journalism degrees are also available at the following universities:

USC ANNENBERG SCHOOL OF COMMUNICATION

CALIFORNIA STATE UNIVERSITY, FRESNO

CALIFORNIA STATE UNIVERSITY, SAN JOSE

Please check with a counselor for information regarding these programs.

COURSE DESCRIPTIONS

JOURNALISM (JOURNAL)

101 Collecting and Writing News (3) CSU

Lecture, 3 hours.

This course stresses instruction and practice in researching and writing news. Extensive writing experience is emphasized. Critical evaluation of news reporting includes instruction and practice in the avoidance of faulty interpretation of facts, in the critical presentation of information, and in recognition of propaganda appeals and libel. Adherence to professional writing style, clear and precise expression, and legal and ethical aspects of the profession are included, as well as critical evaluation of written communication.

105 Mass Communications (3) UC:CSU IGETC Area 4E

Note: Offered in Fall semester only.

Lecture, 3 hours.

A survey of America's mass communications systems and how they affect human behavior in relation to social, political and economic institutions. Newspapers, magazines, television, advertising, public relations, reading, records and movies and how they affect us as members of society will be studied. The history, sociology, operation, regulation by society and financing will be included. Students will gain an understanding of the ways media have been and are used to influence, manipulate and reflect the society and special interest groups within the society and they will become more critical media consumers.

202 Advanced Newswriting (3) CSU

Prerequisite: Satisfactory completion of Journalism 101.

Note: Offered in Spring semester only.

Lecture, 3 hours.

This course provides the student with principles and practice in writing specialized types of newspaper stories and increases mastery of fundamental reporting techniques. Interpretative writing skills, editorial writing, and feature writing are included.

217 Publication Laboratory (2) CSU RPT3
Prerequisite: Satisfactory completion of Journalism 101.
Corequisite: Journalism 218.
Laboratory, 6 hours.

Stresses constructive criticism of students' writing and photographic styles and news evaluation. Publication production plans are developed. Instruction is directed by newspaper advisors, editors, and staff members.

218 Practical Editing (3) CSU RPT3
Prerequisite: Satisfactory completion of Journalism 101.
Lecture, 1 hour; Laboratory, 6 hours.

This course provides practical instruction and practice in writing and editing the campus newspaper. Editions are evaluated in regularly scheduled class meetings.

219 Techniques for Staff Editors (1) CSU RPT2
Advisory: Student must be a staff editor.
Discussion, 3 hours.

This course offers instruction for campus newspaper editors in editorial writing and analysis of editorial problems. Emphasis is placed on formulating editorial policy.

228 Computerized Composition (3) RPT1
Prerequisite: CAOT 1.
Lecture, 1 hour; Laboratory, 4 hours.

This course consists of instruction and practice in computerized phototypesetting, including: input, output, retrieval, editing, processing, setting of text and display types, copy processing. Proofreading and preparation of camera-ready materials for publication are also covered.

185 Directed Study - Journalism (1) CSU RPT2
285 Directed Study - Journalism (2) CSU
385 Directed Study - Journalism (3) CSU
Conference 1 hour per week per unit.

The above courses allow students to pursue Directed Study in Journalism on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC does not grant credit for variable topics courses in Journalism becauses of credit restrictions in this area.

PUBLIC RELATIONS (PUB REL)

1 Principles of Public Relations (3) CSU
Lecture, 3 hours.

Focuses on public relations principles as they apply to business, education, public agencies and other organizations. Students will learn the effects of sociological, psychological, economic and other factors on institutions and individuals. Students will learn surveying techniques and will investigate the prediction of trends in the way people act in response to society and other research methods. Also included will be the ethics of public relations and public relations tools.

LIBRARY SCIENCE DEPARTMENT

LIBRARY (323) 265-8758

FACULTY

Rhim, Choonhee - Head Librarian
Professor, Library Science
Escatiola, Evelyn
Assistant Professor, Librarian
Gust, Randall L.
Assistant Professor, Librarian
Guy, Amy
Assistant Professor, Librarian
Lee, Unjoo
Assistant Professor, Librarian
Lopez, Gabriella
Associate Professor, Librarian
Ng, Antonio
Associate Professor, Librarian

ADJUNCT FACULTY

Bourgaize, Karen
Cheng, Bi-Yun June
Doyle, Linda C.

COURSE DESCRIPTIONS

LIBRARY SCIENCE (LIB SCI)

101 Library Research Methods (1) UC:CSU
Lecture, 1 hour.

Students learn (1) to conduct research using the library's print and electronic information resources, (2) to distinguish between academic and unacceptable sources, (3) to plan and write a research paper, (4) to apply formatting rules to their written assignments, and (5) to understand basic requirements of copyright law and academic integrity.

102 Internet Research Methods (1) CSU
Lecture, 0.5 hour; Laboratory 1 hour.

An introductory course on Internet research methodology. Students gain experience in navigating through the World Wide Web by using a variety of Web search tools.

Evelyn Escatiola < meet **elac** people }

LIBRARIAN AND PROFESSIONAL DEVELOPMENT COORDINATOR

After working at the ELAC library for more than a decade, Ms. Escatiola is coordinating the faculty professional development program. This mandatory program assists full and part-time faculty members to complete up to 33 hours of annual training so they are current with the latest developments in their field and innovative teaching methods. She also coordinated college commencement ceremonies for several years and published a newsletter that informs graduates about significant information related to graduation.

"I teach a course in research methods designed to help students learn how to use a variety of resources so they can 'search smarter'. Considering that we live in an age where the globalization of information has helped to democratize societies more than ever before, it is my hope that the research methods course also inspires some students to major in library and information studies. The best part of working at ELAC is the opportunity to pass on positive experiences and motivate others to use education to reach their career goals and continue a process of lifelong learning."

LIFE SCIENCES DEPARTMENT

H6-126 **(323) 265-8877**

The strongest forces for change in the biological and related sciences are the discoveries that are transforming ideas about human biology and the place of the human in nature. New insights in the natural sciences, particularly molecular and cell biology, are moving society toward a new philosophy of health and disease, and most other aspects of human existence. The profound changes in these areas require adjustments in the form, content, and delivery approaches of general biological science education. The future of California and the nation depends in part on how well students learn to use the scientific information and concepts thoughtfully and skillfully. As part of its mission, the Life Sciences Department offers a unique combination of both academic (transfer) and occupational (vocational) courses to enable students to attain a high level of competence in the biological sciences and related allied healthcare fields. Many of these offerings are organized into functional Skills Certificate, Certificate of Achievement and Associate Degree programs.

With the increased nationwide attention given to the need for well-trained and effective healthcare personnel, and for quality healthcare in general, the Life Sciences Department offers state and nationally approved programs in several areas including Health Information Technology and Respiratory Therapy. In addition, the college offers one of three Electron Microscopy Technician programs in the United States. In total, the department offers 70 courses, and many certificate and associate degree programs. Several additional programs and courses are under development.

The Life Sciences Department strives to provide up-to-date, accurate, and functional educational experiences of high quality to every student so that those who do not major in other fields are prepared at a world-class level.

SUBJECTS

- ***Anatomy***
- ***Biology***
- ***Electron Microscopy***
- ***Emergency Department Assistant***
- ***Health Information Technology***
- ***Microbiology***
- ***Physiology***
- ***Respiratory Therapy***

FACULTY

Davis, Alison A. - Chair
Associate Professor, Microbiology
Avila, Raul
Instructor, Respiratory Therapy
Booth, Kevin
Assistant Professor, Respiratory Therapy
Canales, Nohelia
Assistant Professor, Anatomy and Physiology
Carr, Michael R.
Program Director and Associate Professor, Respiratory Therapy
Garcia, Elizabeth
Instructor, Health Information Technology
Garcia, Maria
Assistant Professor, Biology
Hill, Brian
Professor, Anatomy, Physiology
Kingsley, Simon M.D.
Assistant Professor, Anatomy, Physiology
Noice, Frank, Ph.D.
Instructor, Biology, Physiology
Olsen, Kirk, Ph.D.
Associate Professor, Anatomy, Biology
Reddy, Bhaskara L., Ph.D.
Assistant Professor, Anatomy, Physiology
Roane, Dorothy
Program Director and Assistant Professor, Health Information Technology
Sarantopoulus, Helen, Ph.D.
Associate Professor, Biology, Microbiology

ADJUNCT FACULTY

Au, Algie
Biology
Autry, Julius C.
Respiratory Therapy
Bahadorani, Nasim
Biology
Bava, Jose, Ph.D.
Biology
Belt, Carol J.
Biology and Microbiology
Chao, Richard L.
Biology and Physiology
Cunningham, Bridgette E.
Health Information Technology
Frank, Gerard W., M.D.
Medical Director, Respiratory Therapy
Huerta, Carlos A.
Biology
Ivy, Wanda
Health Information Technology
Jacoby, Fred J., Ph.D.
Biology
Kelley, Stacie, N.D.
Anatomy and Physiology
Le, Octavian
Anatomy
Miranda, Gustavo A., Ph.D.
Biology
Pal, Jacqueline, M.D.
Anatomy and Biology
Poehner, William
Biology and Anatomy
Poolsawat, Samuel S., Ph.D., M.D.
Biology, Electron Microscopy
Ramirez, Anne M.
Respiratory Therapy
Rinden, Nels S.
Anatomy and Physiology
Shelton, Claybourn D.
Biology
Syph, Treva J.
Respiratory Therapy
Thompson, John M.
Respiratory Therapy

EDUCATIONAL PROGRAMS:

SKILLS CERTIFICATES:

- *Emergency Department Assistant*
- *Medical Assisting - Community Health Worker*
  1. *Community Agency Liaison*
  2. *Family Counseling*
  3. *Gerontology Aide*
  4. *Personnel Supervision*

CERTIFICATES OF ACHIEVEMENT:

- *Biological Applications of Electron Microscopy*
- *Biotechnology Technician*
- *Electron Microscopy Technician*
- *Health Information Coding Specialist*
- *Health Information Coding and Statistics Clerk*
- *Health Information Technology*
- *Health Information Technology*
  1. *Health Information Typist Clerk*
  2. *Medical Billing Assistant*
- *Histotechnologist*
- *Medical Assisting Program*
  - *Option 1 - Medical Assistant*
  - *Option 2 - Community Health Worker*
  - *Option 3 - Medical Secretary*
- *Respiratory Therapy*

ASSOCIATE DEGREE PROGRAMS:

- *Electron Microscopy Technician*
- *Health Information Technology*
- *Medical Assisting*
  - *Option 1 - Medical Assistant*
  - *Option 2 - Community Health Worker*
  - *Option 3 - Medical Secretary*
- *Respiratory Therapy*
- *Non-Traditional Respiratory Therapy*

TRANSFER CURRICULUM:

- *Biology*
- *Microbiology*

SKILLS CERTIFICATES

The following Skills Certificates are for students pursuing a program of instruction related to Community Health Worker. Skills Certificates are presented upon the completion of each program. Satisfactory completion of all courses with a "C" or better is required.

EMERGENCY DEPARTMENT ASSISTANT

The Emergency Department Assistant training course prepares individuals to render basic life support at the scene of an emergency and during transport of the sick and injured within an emergency medical services system. A certificate is awarded to those satisfactorily completing this course.

SUBJECT & NO.	COURSE	UNITS
EDA 9	Emergency Department Assistant/First Responder	.4
	Total	*4*

MEDICAL ASSISTING - COMMUNITY HEALTH WORKER

1. Community Agency Liaison

Individuals completing this program of instruction will have the basic skills needed to serve as a community agency liaison involving insurance billing, first aid, hospital ethics and law and general supervision of field personnel.

SUBJECT & NO.	COURSE	UNITS
HTHTEK 106*	Hospital Ethics and Law	.2
HTHTEK 111	Patient Care Insurance Billing	.4
EDA 9	Emergency Department Assistant/First Responder	.4
PSYCH 3	Personality and Social Development	
OR		
PSYCH 14	Abnormal Psychology	.3
BIOLOGY 50	Allied Health Issues of Under-Served Populations in Los Angeles County	
OR		
SOC 19	Introduction to Social Services	.3
	Total	*16*

**This course has a prerequisite.*

2. Family Counseling

This program is one of several options for the Community Health Worker major. It specifically prepares an individual to work with families and to advise in areas such as child health, family relationships, and nutrition.

SUBJECT & NO.	COURSE	UNITS
CH DEV 10	Child Health	.3
FAM &CS 21	Nutrition.	.3
FAM &CS 31	Marriage and Family Life	
OR		
SOC 12	Marriage and Family Life	.3
FAM &CS 34	Child Nutrition	.3
ELECTIVE(S) (ANY OF THE FOLLOWING)		**4**
ANATOMY 1	Introduction to Human Anatomy	.4
BIOLOGY 50	Allied Health Issues of Under-Served Populations in Los Angeles County	.3
CH DEV 60	Introduction to Family Child Care I	.1
PSYCH 3	Personality and Social Development	.3
PSYCH 6	Human Behavior.	.3
PSYCH 11	Child Psychology	.3
PSYCH 12	Adolescent Psychology.	.3
PSYCH 14	Abnormal Psychology	.3
PSYCH 16	Intimacy, Marriage and Family Relationships	.3
PSYCH 64	Introduction to Alcohol and Drug Abuse	3
SOC 19	Introduction to Social Services	.3
	Total	*16*

3. Gerontology Aide

This program is designed to provide individuals with the basic knowledge and skills needed to work with the elderly. Specific areas emphasized include family relationships, nutrition for older adults, and life management practices.

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 50	Allied Health Issues of Under-Served Populations in Los Angeles County	
OR		
SOC 19	Introduction to Social Services	.3
FAM &CS 21	Nutrition.	.3
OR		
HTHTEK 106*	Hospital Ethics and Law	.2
FAM &CS 91	Life Management	.3
ELECTIVE(S) (ANY OF THE FOLLOWING)		**5**
CAOT 31	Business English	.3
CAOT 32*	Business Communications	.3
CAOT 35	Word Processing: Concepts in Information Systems	.3
HTHTEK 111	Patient Care Insurance Billing	.4
MATH 115*	Elementary Algebra	.5
OR HIGHER	Mathematics course	
PSYCH 64	Introduction to Alcohol and Drug Abuse	3
SPANISH 14	Spanish for Public Service Personnel	.3
SUPV 2	Basic Psychology for Supervisors	.3
	Total	*16*

**This course has a prerequisite.*

4. Personnel Supervision

This program provides the basic education and training needed by individuals working in a supervisory capacity, and required to have computer, supervisory, bookkeeping and accounting skills.

SUBJECT & NO.	COURSE	UNITS
ACCTG 21	Bookkeeping and Accounting I	.3
CO SCI 201	Introduction to Computers and Their Uses	.3
MGMT 6	Public Relations	.3
MGMT 32	Basic Interviewing	.3
SUPV 1	Elements of Supervision	.3
ELECTIVE(S) (ANY OF THE FOLLOWING)		**1**
CAOT 31	Business English	.3
CAOT 32*	Business Communications	.3
CAOT 35	Word Processing: Concepts in Information Systems	.3
HTHTEK 106*	Hospital Ethics and Law	.2
HTHTEK 111	Patient Care Insurance Billing	.4
MATH 115	Elementary Algebra	.5
PSYCH 64	Introduction to Alcohol and Drug Abuse	3
SOC 7	Juvenile Delinquency.	.3
SPANISH 14	Spanish for Public Service Personnel	.3
SUPV 2	Basic Psychology for Supervisors.	.3
	Total	*16*

**This course has a prerequisite.*

CERTIFICATES OF ACHIEVEMENT

Satisfactory completion of all courses with a "C" or better is required for all certificates of achievement.

BIOLOGICAL APPLICATIONS OF ELECTRON MICROSCOPY

This certificate prepares a student to process and stain tissue samples in preparation for viewing them in the Electron Microscope. The student will also be trained in the use of both the SEM and TEM Electron Microscope.

SUBJECT & NO.	COURSE	UNITS
ETN MCR 13	Biological Applications of Electron Microscopy	.4
ETN MCR 14	Electron Microscopy Recombinant DNA Techniques	.4
ETN MCR 15	Special Techniques of Electron Microscopy	.4
ETN MCR 17	Immunochemistry	.4
	Total	*16*

BIOTECHNOLOGY TECHNICIAN

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 40	The Science of Biotechnology	.3
OR		
ETN MCR 7	Principles of Histology	.4
ETN MCR 12	Cell Biology Techniques	.4
ETN MCR 14	Electron Microscopy Recombinant DNA Techniques.	.4
ETN MCR 17	Immunochemistry	.4
	Total	*15-16*

ELECTRON MICROSCOPY TECHNICIAN

A certificate in Electron Microscopy is offered to students who (1) have obtained an Associate in Science degree in another subject area, and (2) completed a total of 21 units in Electron Microscopy in addition to the required prerequisites.

HEALTH INFORMATION CODING SPECIALIST

This program is designed to prepare participants to code and abstract health records in hospitals and other healthcare facilities using the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM), Current Procedural Terminology, 4th Edition (CPT-4) and other current classification systems. Satisfactory completion of all courses with a "C" or better is required.

SUBJECT & NO.	COURSE	UNITS
ANATOMY 1	Introduction to Human Anatomy	.4
CO SCI 201	Introduction to Computers and Their Uses	.3
CO SCI 291	Programming Laboratory	.1
HTHTEK 100**	Health Information Technology Survey	.3
HTHTEK 103*	Introduction to ICD-9-CM Coding	.3
HTHTEK 106*	Hospital Ethics and Law	.2
HTHTEK 110*	Ambulatory Care Coding	.3
HTHTEK 133	Medical Terminology	.3
HTHTEK 202*	Directed Practice for Coding Specialists	.4
HTHTEK 208*	Introduction to Pharmacology	.1
HTHTEK 215*	Advanced Inpatient Coding and Abstracting	.3
HTHTEK 234*	Introduction to Pathology	.5
PHYSIOL 1*	Introduction to Human Physiology	.4
	Total	*39*

**This course has a prerequisite or corequisite.*

***Or one year experience working with medical records.*

HEALTH INFORMATION CODING AND STATISTICS CLERK

This program is designed to prepare participants to perform virtually all nonsupervisory tasks in a health information department including using the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM), Current Procedural Terminology, 4th Edition (CPT-4) and other current classification systems.

SUBJECT & NO	COURSE	UNITS
ANATOMY 1	Introduction to Human Anatomy	
OR		
BIOLOGY 20*	Human Anatomy and Physiology	4-8
CAOT 2	Computer Keyboarding II	.3
CAOT 32*	Business English	
OR		
ENGLISH	60s or higher	.3
HTHTEK 100	Health Information Technology Survey	.3
HTHTEK 103*	Introduction to ICD-9-CM Coding	.3
HTHTEK 106*	Hospital Ethics and Law	.2
HTHTEK 110*	Ambulatory Care Coding	.3
HTHTEK 133	Medical Terminology	.3
HTHTEK 202*	Directed Practice for Coding Specialists	.4
HTHTEK 207*	Introduction to Health Statistics	.3
HTHTEK 208*	Introduction to Pharmacology	.1
HTHTEK 215*	Advanced Inpatient Coding and Abstracting	.3
HTHTEK 234*	Introduction to Pathology	.5
	Total	*40-44*

**This course has a prerequisite or corequisite.*

HEALTH INFORMATION TECHNOLOGY

Note: Individuals planning to take AHIMA accreditation examination must have a previous college degree in Health Information Technology.

For a description of this program see the Life Sciences Chair in H6-126 or call (323) 265-8877, or (323) 265-8884 for the Program Director.

SUBJECT & NO.	COURSE	UNITS
ANATOMY 1	Introduction to Human Anatomy	.4
CO SCI 200	Microcomputers in Business	
OR		
CO SCI 201	Introduction to Computers and Their Uses	.3 .3
CO SCI 291	Programming Laboratory	.1
HTHTEK 100	Health Information Technology Survey	.3
HTHTEK 103*	Introduction to ICD-9-CM Coding	.3
HTHTEK 105	Health Information in Alternate Care Settings	.2
HTHTEK 106*	Hospital Ethics and Law	.2
HTHTEK 110*	Ambulatory Care Coding	.3
HTHTEK 133	Medical Terminology	.3
HTHTEK 202*	Directed Practice for Coding Specialists	4
HTHTEK 207*	Introduction to Health Statistics	.3
HTHTEK 208*	Introduction to Pharmacology	.1
HTHTEK 215*	Advanced Inpatient Coding and Abstracting	.3
HTHTEK 221*	Quality Management and Leadership	.3
HTHTEK 222*	Health Information Services Organization and Management	.3
HTHTEK 234*	Introduction to Pathology	.5
HTHTEK 241*	Directed Practice in Health Information Procedures II	.4
PHYSIOL 1*	Introduction to Human Physiology	.4
PSYCH 1	General Psychology I	.3
	Total	*59-60*

**This course has a prerequisite and/or corequisite.*

HEALTH INFORMATION TECHNOLOGY

The following Certificates of Achievement are for students pursuing a program of instruction related to Health Information Technology. A certificate is presented upon completion of the coursework in the program. Satisfactory completion of all courses with a "C" or better is required.

1. Health Information Clerk Typist

This Certificate of Achievement is designed to prepare participants to perform most clerical tasks (excluding those involving statistics and coding) conducted in health information or medical record departments in hospitals and ambulatory care facilities.

SUBJECT & NO.	COURSE	UNITS
HTHTEK 100	Health Information Technology Survey	.3
HTHTEK 106*	Hospital Ethics and Law	.2
HTHTEK 133	Medical Terminology	.3
CAOT 1	Computer Keyboarding I	.3
CAOT 2	Computer Keyboarding II	.3
CAOT 32*	Business Communications	
OR		
ENGLISH	60s or higher	.3
	Total	*17*

**This course has a prerequisite or corequisite.*

2. Medical Billing Assistant

Students may enter the program with no prior billing experience and build their skills with training offered in this program. The program introduces medical billing techniques, and how to follow-up and collect billed claims. The internship practicum component provides opportunities to learn how to complete and itemize statements for various types of insurance plans. In addition, individuals perform hands-on computer applications and work with Healthcare Finance Administration forms.

SUBJECT & NO.	COURSE	UNITS
ANATOMY 1	Introduction to Human Anatomy	.4
HTHTEK 103*	Introduction to ICD-9-CM Coding	.3
HTHTEK 110*	Ambulatory Care Coding	.3
HTHTEK 111	Patient Care Insurance Billing	.4
HTHTEK 133	Medical Terminology	.3
	Total	*17*

**This course has a prerequisite.*

HISTOTECHNOLOGIST

This Certificate of Achievement provides a comprehensive analysis of human cells, tissues and organ systems as well as basic histochemistry and specific stains for each cell, tissue or organ being studied.

SUBJECT & NO.	COURSE	UNITS
ETN MCR 2	Principles of Histochemistry	.4
ETN MCR 7	Principles of Histology	.4
ETN MCR 16	Histotechnology	.4
ETN MCR 17	Immunochemistry	.4
	Total	*16*

MEDICAL ASSISTING PROGRAM

This program prepares men and women for positions in healthcare areas associated with working in hospitals, doctor's offices, and community medical facilities. This core applies to Options 1 and 2 below.

Core Program

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 25	Human Biology	.3
HTHTEK 106*	Hospital Ethics and Law	.2
HTHTEK 133	Medical Terminology	.3
SPEECH 101	Oral Communication I.	.3
	Total	*11*

**This course has a prerequisite.*

Option 1 - Medical Assistant

This option is designed to prepare students to perform administrative duties such as scheduling and receiving patients, maintenance of records, insurance matters, assisting with examinations, taking medical histories, and other related duties.

SUBJECT & NO.	COURSE	UNITS
CORE PROGRAM		**11**
ACCTG 21	Bookkeeping and Accounting I.	.3
BIOLOGY 50	Allied Health Issues of Under-Served Populations in Los Angeles County	.3
CHEM 51*	Fundamentals of Chemistry I	.5
EDA 9	Emergency Department Assistant/First Responder	.4
HTHTEK 106*	Hospital Ethics and Law	.2
MICRO 20	General Microbiology	.4
MGMT 31	Human Relations for Employees	
OR		
SUPV 1	Elements of Supervision	
OR		
CO SCI 233	Microcomputer Database Programming	.3
CAOT 31	Business English	.3
CAOT 32*	Business Communications	.3
	Total	*41*

**This course has a prerequisite or corequisite.*

Option 2 - Community Health Worker

Individuals completing the Community Health Worker program are prepared to identify and understand selected health factors underlying a patient's illness and to communicate these factors to the other members of the health team. In addition, the community health worker assists patients and their families: 1) to understand and accept medical treatments; 2) to adjust to permanent as well as temporary effects of illness; 3) to utilize resources such as local agencies assisting in patient recovery and 4) to serve as a liaison between community agencies, hospitals and clinics, and patients.

SUBJECT & NO.	COURSE	UNITS
CORE PROGRAM		**11**
BIOLOGY 50	Allied Health Issues of Under-Served Populations in Los Angeles County	
OR		
SOC 19	Introduction to the Social Services	.3
HEALTH 11	Principles of Healthful Living	.3
PSYCH 1	Introduction to Psychology	.3
PSYCH 3	Personality and Social Development	.3
	Subtotal	*23*
ONE SKILLS CERTIFICATE FROM:		**16**
Medical Assisting - Community Health Worker		
1. Community Agency Liaison		
2. Family Counseling		
3. Gerontology Aide		
4. Personnel Supervision		
	Total	*39*

Option 3 - Medical Secretary

This is a program designed to prepare students for secretarial positions in healthcare institutions and medical offices. The medical secretary is frequently required to have technician or nursing training in addition to other secretarial skills.

SUBJECT & NO.	COURSE	UNITS
ANATOMY 1	Introduction to Human Anatomy	.4
BUS 38	Business Computations	.3
CO SCI 233	Microcomputer Database Programming	4
HTHTEK 100	Health Information Technology Survey	.3
HTHTEK 105	Health Information In Alternate Healthcare Settings	.2
HTHTEK 106*	Hospital Ethics and Law	.3
HTHTEK 133	Medical Terminology	.3
CAOT 3*	Computer Keyboarding III	.3
CAOT 31	Business English	.3
CAOT 32*	Business Communications	.3
CAOT 941	Cooperative Education.	.4
PSYCH 1	General Psychology I.	3
FOUR TO SIX UNITS FROM AMONG THE FOLLOWING:		**4-6**
PHYSIOL 1*	Introduction to Human Physiology	
BIOLOGY 20*	Human Anatomy and Physiology	
BIOLOGY 50	Allied Health Issues of Under-Served Populations in Los Angeles County	
CHEM 51	Fundamentals of Chemistry I	
HTHTEK 234*	Introduction to Pathology	
MICRO 20*	General Microbiology	
CAOT 23*	Legal Secretarial Procedures I	
CAOT 33	Records Management and Filing	
CAOT 34	Business Vocabulary	
CAOT 39	Word Processing: Keyboarding and Operations	
ENGLISH	English 60s or higher	
	Total	*42-44*

**This course has a prerequisite.*

*** This course has an advisory.*

RESPIRATORY THERAPY

A Certificate of Achievement for Respiratory Therapy may be applied for upon attaining the Respiratory Therapy Associate of Science degree. Refer to the Associate of Science degree requirements.

ASSOCIATE DEGREE PROGRAMS

Satisfactory completion of all courses with a "C" or better is required for all associate degree programs.

ELECTRON MICROSCOPY TECHNICIAN

The Electron Microscopy program offers exceptional employment opportunities for both men and women desiring positions as technicians in industry, dental and medical schools, hospitals, and a variety of research institutions. Instruction is given in the preparation and the examination of specimens. The basic principles of electron microscopy are also presented.

The essential equipment necessary to educate and train technicians is provided by the college. Such equipment includes two transmission electron microscopes, one scanning electron microscope, a vacuum evaporator, ultra-microtome, a complete photographic laboratory and numerous accessories.

East Los Angeles College is currently one of the few community colleges in California providing this type of program. An Associate in Science degree and a certificate program are offered by the College to prepare and qualify students in this area of specialization. Individuals successfully completing this course of instruction are eligible to apply for the Electron Microscopy Society of America's technician examination.

Associate in Science Degree

Note: Mathematics 120, 125 and 241, and Physics 11 are prerequisites to Physics 6. See your counselor for assessment.

First Semester

SUBJECT & NO.	COURSE	UNITS
CHEM 65*	Introductory General Chemistry	.4
HEALTH 11	Principles of Healthful Living	.3
MICRO 20*	General Microbiology	.4
Any Humanities course - Area C		.3

Second Semester

CHEM 101*	General Chemistry I	.5
BIOLOGY 6*	General Biology I	.5
ENGLISH	English 60s or higher	.3

Third Semester

BIOLOGY 7*	General Biology II	.5
ETN MCR 2*	Principles of Histochemistry	.4
ETN MCR 7*	Principles of Histology	.4
PHYSICS 6*	General Physics I.	.4
POL SCI 1	The Government of the United States	.3
PHYS ED	Any Physical Education activity course	.1

Fourth Semester

SELECT 16 UNITS FROM THE FOLLOWING:

ETN MCR 3*	Biological Applications of Electron Microscopy
ETN MCR 8	Photography for Electron Microscopy
ETN MCR 10*	Principles and Techniques of Scanning Electron Microscopy
ETN MCR 12*	Cell Biology Techniques
ETN MCR 13*	Biological Applications of Electron Microscopy
ETN MCR 14*	Electron Microscopy Recombinant DNA Techniques
ETN MCR 15*	Special Techniques of Electron Microscopy
ETN MCR 16*	Histotechnology
ETN MCR 17*	Immunochemistry
ETN MCR 18	Photomicroscopy
ETN MCR 20	Microanatomy
PHYSICS 7*	General Physics II
Total	*64*

**This course has a prerequisite.*

HEALTH INFORMATION TECHNOLOGY

Associate in Science Degree

The Health Information Technology Program at East Los Angeles College is accredited by the Council on Accreditation (COA) of the American Health Information Management Association (AHIMA) and the Commission on Accreditation of Allied Health Education Programs (CA.A.HEP). It provides instruction and clinical experience to assist students in developing the technical skills necessary to maintain components of health information systems consistent with the medical, ethical, legal, and administrative requirements of all accreditation and regulatory agencies.

Upon completion of the Health Information Technology Program, one receives an Associate in Science degree and eligibility to write the Accreditation Examination given by the American Health Information Management Association. This program may be completed entirely as an evening student, taking as long as needed on a part-time basis, or it could be completed in as little as two or three semesters by full-time students who have completed prerequisites. Those who complete the program and pass the Accreditation Examination are known as Registered Health Information Technicians (RHTHTEK).

Traditionally, Registered Health Information Technicians have primarily been employed in the health information services (formerly medical record departments) of hospitals. With the rapid expansion of healthcare needs, opportunities for employment are increasing in managed care, ambulatory healthcare facilities and a number of other areas. There is a need for many more Registered Health Information Technicians than are currently available. Registered Health Information Technicians work with all types of health information systems, computerized data and information, including paper medical records. A health record (medical record) is a permanent account of a patient's medical history, evaluation and/or treatment. It is made to preserve information of medical, scientific and legal value. Each record consists of all medical reports which describe the patient's condition and progress. All health facilities maintain and use medical records and/or health records.

A Certificate of Achievement in Health Information Technology is given to those individuals completing the program, and who have a previous associate or baccalaureate degree, and who do not wish to obtain another degree. This Certificate also qualifies one to take the Accreditation Examination. Typing skill of 40 wpm is recommended.

FIRST YEAR

First Semester

SUBJECT & NO.	COURSE	UNITS
ANATOMY 1**	Introduction to Human Anatomy	.4
ENGLISH 101*	College Reading and Composition I	.3
HTHTEK 100	Health Information Technology Survey	.3
HTHTEK 105	Health Information in Alternate Healthcare Settings	.2
HTHTEK 133**	Medical Terminology	.3

Second Semester

SUBJECT & NO.	COURSE	UNITS
CO SCI 201*	Introduction to Computers and Their Uses	.3

CO SCI 291*	Programming Laboratory	.1
HTHTEK 103*	Introduction to ICD-9-CM Coding	.3
HTHTEK 234*	Introduction to Pathology	.5
PHYSIOL 1*	Introduction to Human Physiology	.4
PSYCH 1	General Psychology I.	.3

SECOND YEAR

Third Semester

SUBJECT & NO.	COURSE	UNITS
HTHTEK 106*	Hospital Ethics and Law	.2
HTHTEK 110*	Ambulatory Care Coding	.3
HTHTEK 202*	Directed Practice for Coding Specialists	.4
HTHTEK 207*	Introduction to Health Statistics	.3
HTHTEK 208*	Introduction to Pharmacology	.1
HTHTEK 215*	Inpatient Coding and Abstracting	.3
HTHTEK 221*	Quality Management and Leadership	.3

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
American Institutions course - Area B1		.3
CO SCI 200*	Microcomputers in Business	.3
HEALTH 2	Health and Fitness	
OR		
HEALTH 8	Women's Personal Health	
OR		
HEALTH 11	Principles of Healthful Living	.3
Any Humanities course - Area C		.3
HTHTEK 222*	Health Information Services Organization and Management	.3
HTHTEK 241*	Directed Practice in Health Information Procedures II.	.4
PHYS ED	Any Physical Education activity course	.1
	Total	*73*

**This course has a prerequisite or corequisite.*

MEDICAL ASSISTING

Associate in Science Degree

This program prepares men and women for positions in healthcare associated with working in hospitals, doctor's offices, and community medical facilities.

Core Program

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 25	Human Biology	.3
HTHTEK 106*	Hospital Ethics and Law	.2
HTHTEK 133**	Medical Terminology	.3
SPEECH 101	Oral Communication I.	.3
	Total	*11*

**This course has a prerequisite.*

***This course has an advisory.*

Option 1 - Medical Assistant

This option is designed to prepare students to perform administrative duties such as scheduling and receiving patients, maintenance of records, insurance matters, assisting with examinations, taking medical histories, and other related duties.

SUBJECT & NO.	COURSE	UNITS
CORE PROGRAM		**11**
ACCTG 21	Bookkeeping and Accounting I.	.3
BIOLOGY 50	Allied Health Issues of Under-Served Populations in Los Angeles County	.3
CAOT 31	Business English	.3
CAOT 32**	Business Communications	.3
CHEM 51	Fundamentals of Chemistry I	.5
EDA 9	Emergency Department Assistant/First Responder	.4
MICRO 20**	General Microbiology	.4
MGMT 31	Human Relations for Employees	
OR		
SUPV 1	Elements of Supervision	
OR		
CO SCI 233*	Microcomputer Database Programming	.4
GENERAL EDUCATION REQUIREMENTS (PLAN B)		**18**
4 UNITS FROM AMONG THE FOLLOWING:		
ANATOMY	1**	
COOP ED	941	
PHYSIOL	1*	
	Total	*62*

**This course has a prerequisite.*

This course has an advisory.

Option 2 - Community Health Worker

This option prepares students to identify and understand selected health factors underlying a patient's illness and to communicate these factors to the other members of the health team. In addition, the community health worker assists patients and their families: 1) to understand and accept medical treatments; 2) to adjust to permanent as well as temporary effects of illness; 3) to utilize resources such as local agencies assisting in patient recovery; and 4) to serve as a liaison between community agencies, hospitals and clinics, and patients.

SUBJECT & NO.	COURSE	UNITS
CORE PROGRAM		**11**
HEALTH 11	Principles of Healthful Living	.3
PSYCH 1	Introduction to Psychology	.3
PSYCH 3	Personality and Social Development	.3
SOC 19	Introduction to the Social Services	.3
GENERAL EDUCATION REQUIREMENTS (PLAN B)		**18**
19 UNITS FROM AMONG THE FOLLOWING:		
BIOLOGY	50	
CH DEV	1	
EDA	9	
FAM &CS	31	
HTHTEK	100	
MATH	105, 115, 120	
MICRO	20	
PSYCH	11	
SPANISH	8, 14	
	Total	*60*

Option 3 - Medical Secretary

This program prepares the student for secretarial positions in hospitals, doctors' offices, clinics and the medical organizations of large corporations or public health services. The medical secretary is frequently required to have technician or nursing training in addition to other secretarial skills.

SUBJECT & NO.	COURSE	UNITS
ANATOMY 1**	Introduction to Human Anatomy	4
BIOLOGY 50	Allied Health Issues of Under-Served Populations in Los Angeles County	3
BUS 38	Business Computations	3
CAOT 3**	Computer Keyboarding III	3
CAOT 31	Business English	3
CAOT 32**	Business Communications	3
CO SCI 233*	Microcomputer Database Programming	4
HTHTEK 100	Health Information Technology Survey	3
HTHTEK 105	Health Information in Alternate Settings	2
HTHTEK 106*	Hospital Ethics and Law	2
HTHTEK 133**	Medical Terminology	3
PSYCH 1	General Psychology I.	3
6 UNITS FROM AMONG THE FOLLOWING:		
ANATOMY	1**	
BIOLOGY	20*	
CAOT	23**, 33, 34, 39**	
CHEM	51	
ENGLISH	61*, 62*, 63*, 65* or 101*	
HTHTEK	234*	
MICRO	20**	
GENERAL EDUCATION REQUIREMENTS (PLAN B)		**18**
	Total	*60*

**This course has a prerequisite.*

***This course has an advisory.*

RESPIRATORY THERAPY

Associate in Science Degree

This program provides students with a strong academic foundation and the clinical proficiency to utilize modern respiratory devices (under the direction of a physician) in the treatment of respiratory and cardiac ailments. In the Fall 1996 semester, East Los Angeles College and Santa Monica College merged their respective Respiratory Therapy programs. This partnership provides increased access to medical and related clinical resources for students. Under the merged program, all prerequisite science courses and the "First Year" Respiratory Therapy theory courses (with the exception of Respiratory Therapy 2, which must be taken at ELAC) can be taken at either compus. All "second year" Respiratory Therapy courses are taken on the ELAC campus. Students upon completion of the second year, then petition their originating campus for their Associate Degree. Students must submit an Application for Admission and meet the prerequisite requirements for Admission described below.

The Committee on Accreditation for Respiratory Care (CoARC) nationally accredits the Respiratory Therapist Program in conjunction with the Commission on Accreditation of Allied Health Educational Programs (CA.A.-HEP). The Respiratory Care Board of California, under the Department of Consumer Affairs, licenses respiratory care practitioners.

Program Prerequisites: A "C" grade or better is the minimum grade accepted in prerequisites. These courses are required to apply for admission to the Program:

1. Human Anatomy (Anatomy 1)
2 Human Physiology (Physiology 1)
3. Introductiory General Chemistry (Chemistry 51 or 65)
4. Speech 101
5. Elementary Algebra (Math 115)

GENERAL EDUCATION ACADEMIC ADVISEMENT: Students must meet with a regular ELAC academic advisor to review their preparation for meeting ELAC's Associate Degree "General Education" requirements. Students may enter the Program without having completed the degree requirements, however, they will not be eligible to graduate from the program until they meet the requirements for the Associate Degree, including General Education areas B1, C, D1 and E2. Students are exempt from taking the Health requirement.

TRANSFER STUDENTS; If any or all of the prerequisite courses or their equivalents have been taken elsewhere, transcripts should be sent to both the ELAC Office of Admissions and the Respiratory Therapy program office located within the Life Sciences department. Students should initiate a "General Petition" in the Admissions Office requesting that credit be granted for those courses which the student feels they are eligible. Supporting documentation should be attached to the General Petition to support the student's request.

APPLICATION SUBMISSION: Students must submit a complete application, including official transcripts, verifying completion of the required prerequisite coursework. Each fall semester, first-year students will be admitted to begin the two-year sequence of coursework. Applications will be considered for admission based on the date a complete application was received.

RESPIRATORY THERAPY ADVISEMENT: Once a student is formally admitted to the program, they will be assigned a Respiratory Therapy advisor. This advisor will work with the student to establish their written "Respiratory Therapy Education Plan". This plan, once established, must be followed by the student.

FIRST YEAR (THEORY)

FALL SESSION

SUBJECT & NO.	COURSE	UNITS
MICRO 20#	General Microbiology	4
RESP TH 1	Introduction to Respiratory Therapy.	1
RESP TH 6*	Respiratory Physiology	4
RESP TH 29*	Neonatal and Pediatric Respiratory Therapy	4

SPRING SESSION

SUBJECT & NO.	COURSE	UNITS
RESP TH 2#	Fundamentals of Respiratory Therapy	4
RESP TH 7 *	Applied Medicine and Pathology	3
RESP TH 21**	Physics for Respiratory Care	3
RESP TH 23*	Advanced Respiratory Pathophysiology	1
RESP TH 30*	Adult Critical Care Monitoring and Diagnostics	3

SECOND YEAR (CLINICAL)

SUMMER SESSION

SUBJECT & NO.	COURSE	UNITS
RESP TH 15*	Introduction to Clinical Experience	4

Second Year

FALL SESSION

SUBJECT & NO.	COURSE	UNITS
RESP TH 3*	Applications of Respiratory Therapy and Clinical Experience I	.5
RESP TH 4*	Applications of Respiratory Therapy and Clinical Experience II	.5
RESP TH 27*	Physician Respiratory Care Clinical Rounds I	.1
RESP TH 31*	Neonatal Resuscitation	.1

SPRING SESSION

SUBJECT & NO.	COURSE	UNITS
RESP TH 5*	Application of Respiratory Therapy and Clinical Experience III	.5
RESP TH 11*	Applications of Respiratory Therapy and Clinical Experience IV	.5
RESP TH 28	Physician Respiratory Care Clinical Rounds II	.1
GENERAL EDUCATION REQUIREMENTS (PLAN B)		**10**
	Total	*64*

**This course has a prerequisite.*

***A general (non-lab) Physics course may be substituted for this course.*

 # Microbiology 20 and Respiratory Therapy 2 may be taken either semester of "Theory Year".

The following are additional criteria for entry into the "Clinical Year" of the program:

Background Check: Completion of background check will be required prior to entry into the clinical phase of the program. A 10-panel Drug screen will also be required for entry into clinical training.

Health: The student must be free from any condition that would present a health threat to the well-being of the consumer (Title 22, College Regulations, Division 5, Section (a). A complete physical examination, including laboratory test with select immunizations, will be required upon entry into clinical classes.

Special Notes:

1. Respiratory Therapy courses are scheduled sequentially in each semester and must be completed before progressing to the next semester.
2. Malpractice insurance is required for the respiratory program (purchased during the second year of the program) .
3. Students transferring from another respiratory therapy program will be evaluated by the Department for respiratory course credit. A general petition form must be completed and submitted to Admissions with syllabi and college catalog course descriptions of the courses. In addition, all transfers must submit a letter from their former respiratory therapy program director stating they are clinically safe.
4. Recency Requirement: Students must have received a grade of C or better in Microbiology 20 and Physiology 1 (or their equivalents) within seven (7) years prior to admission to the Respiratory Therapy program.
5. Supplies, Health and Miscellaneous Requirements: All accepted students must expect to complete a criminal background check. This should be processed during the month of July or August (before entering clinical rotations). Students are also required to purchase lab coats, scrubs (optional), and other materials for their classroom and clinical training.

NON-TRADITIONAL RESPIRATORY THERAPY

Associate in Science Degree

This program is designed for the experienced licensed therapist, who may not have transfer credit in Respiratory Therapy. Graduates of this program are eligible to sit for the advanced Practitioner Examination (RRT), Perinatal/Pediatric Respiratory Care Specialty Examination, and the Certified Pulmonary Function Technologist (CPFT) examinations administered by the National Board for Respiratory Care (NBRC).

Program Prerequisites:

The student must satisfy the following requirements:

1. Be certified Respiratory Therapist having earned a minimum of an associate degree from an entry-level respiratory therapist educational program supported by the Committee on Accreditation for Respiratory Care (CoARC), or its predecessor the Joint Review Committee for Respiratory Therapy Education (JRCRTE), or accredited by the Commission on Accreditation of Allied Health Education Programs (CA.A.HEP)
2. Satisfy all of the same college-level prerequisites described for an applicant to the regular therapist program. In addition, they must also complete the same Microbiology 20 course.
3. Satisfy the current General Education course requirements for an Associate Degree from East Los Angeles College; including General Education areas B1, C, D1 and E2. Students are exempt from taking the Health requirement.
4. Completion of an application for the respiratory therapy program, including official transcripts and course descriptions for those courses the student wishes to transfer to ELAC. Applications can be obtained from the Respiratory Therapy Program Office (323) 265-8813.

**REQUIRED RESPIRATORY THERAPY COURSEWORK: This is evaluated on a course by course basis, depending upon the students previous documented Respiratory Therapy courses. Described below is the typical course work required for this special program:*

SUBJECT & NO.	COURSE	UNITS
RESP TH 6*	Respiratory Physiology	.4
RESP TH 7*	Applied Medicine and Pathology	.3
RESP TH 21	Physics for Respiratory Care	.3
RESP TH 23	Advanced Respiratory Pathophysiology	.1
RESP TH 27*	Physician Respiratory Care Clinical Rounds I	.1
RESP TH 28*	Physician Respiratory Care Clinical Rounds II	.1
RESP TH 29	Neonatal and Pediatric Respiratory Therapy	.4
RESP TH 30	Adult Critical Care Monitoring and Diagnostics	.3
GENERAL EDUCATION REQUIREMENTS (PLAN B)		**13**
MATH 115	Elementary Algebra *or higher-level course*	.5
GENERAL EDUCATION REQUIREMENTS (AREA D)		**3-7**
	Total	*60*

**This course has a prerequisite.*

In addition to above classroom work, the advanced standing student is required to enroll in "Independent Study" courses to permit the assignment of clinical practice. The clinical practice requirement will vary, according to the student's documented past clinical experience. The minimum requirements will be for the student to perform critical care practice at one of our clinical affiliates and then pass the same "clinical evaluation" process in critical care required of students pursuing our regular program track. In addition, the advanced standing student will be required to do a "Neonatal ICU" clinical rotation.

TRANSFER STUDENTS: If any or all of the prerequisite courses or their equivalents have been taken elsewhere, transcripts should be sent to both the ELAC Admissions Office and the Respiratory Therapy program office located within the Life Sciences Department. Students should initate a "General Petition" in the Admissions Office requesting that credit be granted for those courses. Supporting documentation should be attached to the General Petition to support the student's request.

Recency Requirement: Students must have received a grade of C or better in Microbiology 20 and Physiology 1 (or their equivalents) within seven (7) years prior to admission to the Non-Traditional Respiratory Therapy program.

TRANSFER CURRICULUM

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

BIOLOGY

A major in the biological sciences may emphasize traditional fields of botany, zoology, selected areas of microbiology, or may cut across these traditional lines by emphasizing genetics, evolution, physiology, ecology and molecular biological principles and concepts. The degree in biology is designed specifically to provide breadth and depth in the biological sciences and supporting physical sciences needed by workers in technical fields associated with various aspects of applied biology. It is also intended to provide rigorous training necessary for those wanting to become competent biologists or to pursue graduate or professional work.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Bachelor of Science Degree

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 6*	General Biology I	.5
BIOLOGY 7*	General Biology II	.5
CHEM 101*	General Chemistry I	.5
CHEM 102*	General Chemistry II.	.5
CHEM 201*	Quantitative Analysis I.	.4
MATH 261*	Calculus I	.5
MATH 262	Calculus II	.5
PHYSICS 6*	General Physics I.	.4
PHYSICS 7*	General Physics II	.4
CSU GENERAL EDUCATION REQUIREMENTS		**UP TO 39**

CALIFORNIA STATE UNIVERSITY, LONG BEACH

Bachelor of Science Degree

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 6*	General Biology I	.5
BIOLOGY 7*	General Biology II	.5
CHEM 101*	General Chemistry I	.5
CHEM 102*	General Chemistry II.	.5
MATH 261*	Calculus I	.5
MATH 262*	Calculus II	.5
PHYSICS 6*	General Physics I.	.4
PHYSICS 7*	General Physics II	.4
CSU GENERAL EDUCATION REQUIREMENTS		**UP TO 39**

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

SUBJECT & NO.	COURSE	UNITS
CORE REQUIREMENTS:		
BIOLOGY 6*	General Biology I	.5
BIOLOGY 7*	General Biology II	.5
CHEM 101*	General Chemistry I	.5
CHEM 102*	General Chemistry II.	.5
CHEM 211*	Organic Chemistry for Science Major I	.5
MATH 227*	Statistics	.4
MICRO 1*	Introductory Microbiology	.5
PHYSICS 6*	General Physics I.	.4
AND		
PHYSICS 7*	General Physics II	.4
OR		
PHYSICS 21*	General Physics I With Calculus	.4
AND		
PHYSICS 22*	General Physics II With Calculus.	.4

UNIVERSITY OF CALIFORNIA, LOS ANGELES

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 6*	General Biology I	.5
BIOLOGY 7*	General Biology II	.5
BIOLOGY 40	The Science of Biotechnology	.3
BIOLOGY 46	Genetic Analysis	.3
CHEM 101*	General Chemistry I	.5
CHEM 102*	General Chemistry II.	.5
CHEM 211*	Organic Chemistry for Science Major I	.5
CHEM 221**	Biochemistry for Science Major	.5
MATH 261*	Calculus I	.5
MATH 262*	Calculus II	.5
PHYSICS 21*	General Physics I With Calculus	.4
AND		
PHYSICS 22*	General Physics II With Calculus.	.4
OR		
PHYSICS 1*	Mechanics of Solids	.4
PHYSICS 2*	Mechanics of Fluids, Heat and Sound	.4
PHYSICS 3*	Electricity and Magnetism	.4
PHYSICS 4*	Optics and Modern Physics	.4

UNIVERSITY OF CALIFORNIA, RIVERSIDE

SUBJECT & NO.	COURSE	UNITS
CORE SEQUENCES:		
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
PHYSICS 1*	Mechanics of Solids	.4
PHYSICS 2*	Mechanics of Fluids, Heat and Sound	.4
PHYSICS 3*	Electricity and Magnetism	.4
OR		
PHYSICS 21*	General Physics I with Calculus	.4

AND

PHYSICS 22*	General Physics II with Calculus	.4
BIOLOGY 6*	General Biology I	.5
BIOLOGY 7*	General Biology II	.5

**This course has a prerequisite.*

MICROBIOLOGY

The major program in microbiology at the bachelor's level is designed to provide general and basic training in microbiology and to some extent in related fields, such as medical technology, sanitary science, and biochemistry. The program will qualify a student for (a) graduate study in microbiology; (b) entrance into medical, or dental, or pharmacy school (includes selecting a small number of additional courses); (c) positions as research technicians at various universities and research institutes; (d) positions in federal, state, and local governmental agencies; and (e) positions in the pharmaceutical, food, brewing, chemical, and dairy industries. Because of its practical nature, microbiology offers wider direct employment opportunities in industry and related fields than is found in the other biological sciences.

Microbiologists specialize in the study of bacteria, viruses, protozoans, fungi, helminths and immunological principles and techniques. The terms microbiology and bacteriology are often used interchangeably, but microbiology is now considered the more accurate term to use when referring to the study of microorganisms. In the area of medical microbiology, microbiologists investigate microorganisms that cause infectious diseases. The public health microbiologist is concerned with the control of diseases, and the safety of water supplies, foods, and the general environment. In the area of industrial or applied microbiology, microbiologists are interested in microorganisms that are beneficial to humans and other forms of life, as well as those organisms that cause spoilage of food and various manufactured products. In the basic scientific field, microbiologists study many of the fundamental problems of biological sciences in areas such as cellular physiology, molecular biology, and genetics using microorganisms for experimentation purposes.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 6*	General Biology I	.5
BIOLOGY 7*	General Biology II	.5
CHEM 101*	General Chemistry I	.5
CHEM 102*	General Chemistry II	.5
CHEM 201*	Quantitative Analysis	.4
MATH 241*	Trigonometry With Vectors	.4
MATH 245*	College Algebra	.3
PHYSICS 6*	General Physics I	.4
PHYSICS 7*	General Physics II	.4
CSU GENERAL EDUCATION REQUIREMENTS		**UP TO 39**

COURSE DESCRIPTIONS

ANATOMY (ANATOMY)

1 Introduction to Human Anatomy (4) UC:CSU IGETC Area 5B

Advisory: English 101.

(UC credit limit: Anatomy 1 + Physiology 1 combined is equivalent to Biology 20, maximum credit 8 units).

Lecture, 3 hours; Laboratory, 3 hours.

This course includes a study of the gross structure and function of the human body. Dissection of the cat is made in the laboratory and comparison is made with human structures. The sheep's heart and brain and the cow's eye are used for dissection in the laboratory to supplement the study of cat tissues. The interrelationship of anatomy with other biological and other science disciplines is emphasized.

BIOLOGY (BIOLOGY)

3 Introduction to Biology (4) UC:CSU IGETC Area 5B

(UC credit limit: No credit for Biology 3 or 25 if taken after Biology 6)

Lecture, 3 hours; Laboratory, 4 hours.

Introductory organismal plant and animal biology for non-majors with an emphasis on scientific methodology and basic biological principles. Topics include basic inorganic, organic and biochemical principles, structure and function of bacteria, plant and animal cells and tissues, energy systems of photosynthesis and respiration, cellular division, genetics and inheritance including Mendelian Punnett square problem solving, its application to normal and abnormal human genetic conditions, evolution and classification of monera, viruses, protista, fungi, plants and animals, diversity, behavior, and ecology of communities. The anatomy and physiology of plant and animal systems, development, growth and reproduction, transport systems, nutrition, and immunity are emphasized. One hour per week is used as a to-be-arranged (TBA) lab supplemental hour using the biology PLATO software and/or biology videos and field trips. This course is designed to meet the content and pedagogy standard in science for the multiple-subject teaching credential.

6 General Biology I (5) UC:CSU IGETC Area 5B

(UC credit limit: No credit for Biology 3, 25, or 111 if taken after Biology 6).

Prerequisite: Chemistry 65 and Mathematics 125.

Lecture, 3 hours; Laboratory, 7 hours.

This course is the first semester of general introduction to biological principles designed for biology majors. Lecture focuses on concepts which are common to all biological organisms. Biological molecules, cell structure and function, bio-energetics, molecular and organismal genetics, evolution and biosystematics are discussed. Laboratory includes exercises illustrating lecture principles and procedures used in modern biotechnology. An additional hour is required which covers some of the tools necessary to becoming a professional biologist. Included is the writing of a curriculum vitae, writing of scientific papers, and readings in the history of biology.

7 General Biology II (5) UC:CSU IGETC Area 5B

Prerequisite: Biology 6.

Advisory: English 101.

Lecture, 3 hours; Laboratory, 7 hours.

This majors course is a continuation of Biology 6. It presents topics such as: introductions to viruses, bacteria, protists, plants and animals; phylogenic relationship between plant structure and function; reproduction and development of plants (with emphasis on angiosperms); structure and function of animal systems (with emphasis on the human); behavior; and physical and biological factors important in ecology.

20 Human Anatomy and Physiology (8) UC:CSU IGETC Area 5B
Prerequisite: Chemistry 51 or 65.
Advisory: A college life science course such as Biology 3 is recommended.
(UC credit limit: Biology 20 is equivalent to Anatomy 1 and Physiology 1 combined, maximum credit 8 units)
Lecture, 6 hours; Laboratory, 6 hours.

This course systematically integrates the fundamentals of human anatomy with the fundamentals of cellular as well as organ system physiology. The course is designed for majors in the paramedical, pre-professional programs such as nursing, respiratory therapy, medical records, physical therapy, as well as other programs of instruction and training requiring a solid foundation in the principles of anatomy and physiology. The relationship of anatomical concepts and principles to human physiological functions is emphasized.

25 Human Biology (3) UC:CSU IGETC Area 5B
(UC credit limit: No credit for Biology 3 or 25 if taken after Biology 6)
Lecture, 3 hours.

This is a survey course for the non-science major. The human organism and its place in the biologic world is emphasized.

40 The Science of Biotechnology (3) UC:CSU
Prerequisites: Biology 6 and Chemistry 101.
Lecture, 2 hours; Laboratory, 2 hours.

This course provides a comprehensive introduction to the science of biotechnology by providing both the theory and hands-on experience with laboratory protocols that include the isolation, purification, and cloning of a gene. Students will analyze the principles of gene cloning and other applications of DNA technology, including the use of restriction enzymes, electrophoresis, library construction, blotting and hybridization and sequencing. Polymerase chain reaction will be explained in detail and how it has revolutionized research in molecular biology, medicine, forensics, systematics and evolutionary biology.

46 Genetic Analysis (3) UC:CSU IGETC Area 5B
Prerequisite: Biology 6.
Lecture, 3 hours.

This course is designed for Life Science majors as a continuance of their general biology studies. This course provides a comprehensive introduction to genetic analysis, examining topics such as chromosome analysis, population genetics and genomics.

50 Allied Health Issues of Under-Served Populations in Los Angeles County (3) CSU
Lecture, 3 hours.

This course introduces students to the major health issues facing Latinos/Latinas and other underrepresented minorities in Los Angeles County. This class aims to transform the student's individual interest in health into a professional healthcareer goal. This includes issues concerning health disparties, the current health delivery system including underrepresented minority shortages, population projections, population characteristics, birth rates and outcomes, causes of death and death rates, patterns of reportable diseases, service utilization, patterns of immigration, health insurance, provider training, risk behaviors, and chronic disease will be surveyed. Students are introduced to specific disease and health entities of underrepresented minorities including cancer, diabetes, AIDS, mental health, teen pregnancy, domestic violence, adolescent risk behavior, birth and death rates, and population characteristics.

185 Directed Study - Biology (1) CSU RPT2
285 Directed Study - Biology (2) CSU
385 Directed Study - Biology (3) CSU
Note: Concurrent enrollment in a biological science course or demonstration of comparable skills.
Conference, 1 hour per week per unit.

The above courses provide an opportunity for students to gain additional experience in laboratory skills and applications of biological science concepts and principles.

Credit Limit: A maximum of 6 units in Directed Study may be taken.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

ELECTRON MICROSCOPY (ETN MCR)

2 Principles of Histochemistry (4)
Prerequisites: Biology 3 or higher; Chemistry 51 or higher.
Lecture, 3 hours; Laboratory, 5 hours.

The primary objective of histochemistry is to microscopically study the structural relationships of tissues in organisms including protozoa, fungi, plants, and animals to gain an insight into how these organisms function. The microscopic examination of living cells/tissues is limited by the transparency of the cellar components, and not normally differentiated and contrasted from each other. This course includes the general principles for the recessing of cells and tissues for microscopic histological study. These techniques include basic cell and tissue chemistry, selecting and obtaining tissue samples, chemical and physical fixation, dehydration, infiltration, embedding, sectioning or microtomy, staining to add contrast to tissues, and observation of prepared microscopic slides. This training involves manual and automated processing techniques. Special staining methods of cellular components, such as the cell nucleus, cytoplasm and cellular matrices are also discussed. Students of histochemistry will be sufficiently trained to enter a competitive job market of histotechnology.

3 Biological Applications of Electron Microscopy (4)
Prerequisites: Biology 3 or higher; Chemistry 51 or higher.
Lecture, 2 hours; Laboratory, 6 hours.

This course emphasizes the techniques of specimen sampling, chemistry of fixation, dehydration, embedding, ultrathin sectioning, staining, and electron microscope specimen examination. The molecular and ultrastructural aspects of cells and tissues relating to the concepts of structure and function in life events are presented. In addition, the optical principles of light microscopy and electron microscopy are discussed. The use and processing of photography for electron microscopy is also incorporated.

7 Principles of Histology (4) CSU
Prerequisites: Biology 6 or Anatomy 1 or Physiology 1, and Chemistry 65 or Chemistry 101.
Lecture, 2 hours; Laboratory, 4 hours.

This course surveys human cells, tissues and organ systems. Basic histochemistry and specific stains for each cell, tissue and organ will be discussed in detail. Biochemical principles as pertaining to the structure and function of cells, tissues and organs are presented. Developmental biology and embryology are discussed whenever appropriate, as they pertain to adult structures. Cell, tissue and organ changes and development, in the dimension of time and differentiation are covered.

8 Photography for Electron Microscopy (2)
Lecture, 1 hour; Laboratory, 2 hours.

This course presents an introduction to the photographic principles used in electron microscopy including darkroom printing, preparing micrographs for publication, and macrophotography. Photograph slide presentation preparation and PowerPoint presentations are covered as well as desktop publication techniques. Photographic techniques include negative recording, improving resolution and contrast, commercial films, developing, troubleshooting, enlarging, processing, and photograph printing. Black and white along with color photography is presented.

10 Principles and Techniques of Scanning Electron Microscopy (3)
Prerequisite: Biology 3 or Biology 111; Chemistry 65 or Chemistry 101. Mathematics 115 may be taken concurrently.
Lecture 2 hour; Laboratory, 3 hours.

Theory, operational principles, and general maintenance of the scanning electron microscopy are presented. Emphasis is given to the techniques of biological and non-biological specimen preparation currently employed in modern metallurgraphy, integrated circuit analysis, biomedical research, clinical diagnosis, and in other industrial applications.

12 Cell Biology Techniques (4)
Prerequisite: Biology 3 or Biology 6 and Chemistry 101.
Lecture, 2 hours; Laboratory, 6 hours.

In this course the methods of cellular extraction, cell isolation and cell culture are emphasized. Current concepts of cell growth, development, differentiation, and animal cell cloning are discussed together with a presentation of short-term cell culture applications.

13 Biological Applications of Electron Microscopy (4)
Prerequisite: Biology 3 or 6, and Chemistry 101.
Lecture, 2 hours; Laboratory, 6 hours.

This course emphasizes the principles and techniques of scanning and transmission electron microscopy, specimen preparation, fixation, dehydration, embedding, sectioning and microscopic examination. Photographic application is also incorporated. The molecular and ultra structure aspects of cells and tissues relating to the concepts of structure and function are emphasized.

14 Electron Microscopy Recombinant DNA Techniques (4)
Prerequisite: Biology 6 or Microbiology 1, and Chemistry 101.
Lecture, 2 hours; Laboratory, 6 hours.

This course presents up-to-date reviews of the state of techniques dealing with molecules, DNA extraction, DNA restriction analysis, and colony transformation.

15 Special Techniques of Electron Microscopy (4)
Prerequisite: Electron Microscopy 13.
Note: Qualifying examination is required.
Lecture, 2 hours; Laboratory, 6 hours.

This course covers special techniques for scanning electron microscopy and transmission electron microscopy currently employed in biomedical research and diagnostic pathology. Immunocytochemical techniques are also included. In addition, routine service and maintenance of the scanning and transmission electron microscopes are emphasized.

16 Histotechnology (4)
Prerequisite: Biology 3 or 6, and Chemistry 101.
Lecture, 2 hours; Laboratory, 6 hours.

This course provides detailed studies of immunochemical stainings for cells and tissues. Biochemical and functional correlations will be emphasized.

17 Immunochemistry (4) CSU
Prerequisites: Biology 6 or Biology 3, and Chemistry 51.
Lecture 2 hours; Laboratory 6 hours.

This course emphasizes immunology, histochemistry, and immunochemistry. Current concepts and application of specific immune responses, antibody production, and antibody functions are discussed. Monoclonal antibody production and cell cloning are also presented.

18 Photomicroscopy (2) CSU
Lecture, 1 hour; Laboratory 3 hours.

This course is designed for industrial, medical, and scientific illustrations of photomicroscopy. Attention is given to the techniques of visual aid production for lecture materials; public demonstration and publications.

20 Microanatomy (4) CSU
Lecture, 3 hours; Laboratory, 5 hours.

This course presents a microanatomic study of the structure and function of cells, tissues and their integrations from gametogenesis through organogenesis. Emphasis is placed on cell and tissue differentiation as demonstrated by immunocytochemistry.

185 Directed Study - Electron Microscopy (1) RPT2
285 Directed Study - Electron Microscopy (2)
385 Directed Study - Electron Microscopy (3)
Prerequisite: Electron Microscopy 3 and 5.
Directed Study Conference 3 hours.

The above courses allow students to pursue Directed Study in Electron Microscopy on a contract basis under the direction of a supervising instructor.

This above courses are designed to provide a review of electron microscopy technical concepts and procedures. Preparation of required examination quality materials for the Electron Microscopy Society of America (EMSA) certification also is considered.

Credit Limit: A maximum of 6 units in Directed Study may be taken.

EMERGENCY DEPARTMENT ASSISTANT (EDA)

9 Emergency Department Assistant/First Responder (4)
Lecture, 3 hours; Laboratory, 3 hours.

This course provides a basic foundation in emergency medical life-saving procedures. The major portion of this course is directed towards the standardization of the training of emergency service personnel/first responders and those individuals requiring knowledge of effective life-saving principles and procedures. An Emergency Department Assistant course Certificate is granted only to individuals who satisfactorily complete all aspects of physical skills proficiency and written test requirements. Individuals who successfully complete the course are eligible to take the National Registry First Responder examination.

HEALTH INFORMATION TECHNOLOGY (HTHTEK)

100 Health Information Technology Survey (3) CSU
Lecture, 2 hours; Laboratory, 3 hours.

This is an introduction to health information technology. It emphasizes technical evaluation and concurrent completion of the medical/health record as required by Federal and State Regulations and by voluntary accrediting bodies and the maintenance and preservation of health information in acute hospitals.

103 Introduction to ICD-9-CM Coding (3)
Prerequisite: Health Information Technology 133.

Corequisite: Health Information Technology 234.

Advisory: Health Information Technology 100, 234 and Anatomy 1 or Biology 20.

Lecture, 2 hours; Laboratory, 2 hours.

This course includes an introduction to medical nomenclatures and classification systems and their use. Emphasis is placed on learning the principles of coding the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM). The principles of indexing and coding for prospective payment DRGs (Diagnosis Related Groups) are also introduced.

105 Health Information In Alternate Healthcare Settings (2) CSU
Lecture, 1 hour; Laboratory, 2 hours.

This course includes topics such as the organization, structure, and functions of ambulatory care facilities, psychiatric facilities, long-term care facilities and home healthcare. Emphasis is placed on the requirements for completion of patient records.

106 Hospital Ethics and Law (2)
Prerequisite: Health Information Technology 100.

Lecture, 2 hours.

This course provides an introduction to the legal system related to healthcare Subject, including the Healthcare Insurance Portability and Accountability Act (HIPA.A.) regulations regarding privacy and security of health information. Topics include: introduction to the legal and court systems, addressing liability, consents for healthcare and release of information from the patient records, computerization of patient records, and ethical standards of healthcare.

110 Ambulatory Care Coding (3)
Prerequisites: Health Information Technology 103, 133, and Anatomy 1.

Lecture, 2 hours; Laboratory, 2 hours.

This course presents applications of the principles of coding ICD-9-CM to ambulatory care and in depth coverage of Current Procedural Terminology (CPT). Applications of Ambulatory Patient Groups and coding practice on current ambulatory cases are included.

111 Patient Care Insurance Billing (4)
Lecture 2 hours; Laboratory 4 hours.

This course is designed to introduce medical billing techniques, and how to follow-up and collect billed claims. The internship/practicum component provides opportunities to learn how to complete and itemize statements for various types of insurance plans. Review of insurance cards, hands-on computer applications, and HCFA 1500 and UB92 forms with exposure to software and superbills also are considered.

133 Medical Terminology (3)
Advisory: Anatomy 1, Biology 20, or Health Information Technology 120.

Lecture, 3 hours.

This course is designed for students with a biological science background who wish a comprehensive course in medical terminology. Topics presented include word roots, prefixes and suffixes, abbreviations and definitions organized by body systems. Pronunciation and spelling are emphasized throughout the course.

202 Directed Practice for Coding Specialists (4)
Corequisites: Computer Science Information Technology 201 and Computer Science Information Technology 291.

Lecture, 1 hour; Laboratory, 9 hours.

This course is designed to provide practice in coding and abstracting current inpatient and outpatient medical records in health facilities. At the completion of this course, the student should be ready for employment as a coding specialist.

207 Introduction to Health Statistics (3)
Prerequisites: Health Information Technology 100 and Mathematics 105 or 115, Health Information Technology 133 and Computer Science Information Technology 201.

Lecture, 2 hours; Laboratory, 2 hours.

This course is an introduction to basic health statistics using both manual and computerized compilations. The treatment of vital statistics includes preparation of live birth, fetal death and death certificates. Class assignments include abstracting data from medical records and preparation of reports using descriptive statistics.

208 Introduction to Pharmacology (1)
Prerequisites: Health Information Technology 133 and Anatomy 1.

Corequisite: Health Information Technology 234.

Lecture, 1 hour.

This is a comprehensive, yet concise introductory course to medications. The student will study the history, purpose, types, administration, side effects, and interactions of medications currently used in healthcare.

215 Advanced Inpatient Coding and Abstracting (3) CSU
Prerequisites: Health Information Technology 103, 110, 133, and 234.

Advisory: Computer Science Information Technology 201.

Lecture, 2 hours; Laboratory, 2 hours.

This course covers the principles of coding for prospective payment Diagnosis Related Groups (DRGs) with usage of the DRG grouper. Retrieval and use of data from indexes and the use of several different types of nomenclatures and classification systems are also reviewed.

221 Quality Management and Leadership (3)
Prerequisites: Health Information Technology 100, 103, 106, and 133.
Advisory: Health Information Technology 207, 215, and 234.
Lecture, 3 hours.

This course covers management of the quality of care including continuous quality improvement, quality assessment, risk management, medical staff monitoring and evaluation procedures and credentialing. Also included are federal regulations regarding prospective payment, PROs, and methods of reimbursement.

222 Health Information Services Organization and Management (3)
Prerequisites: Health Information Technology 100, 103, and 106; Computer Science Information Technology 201 and 291.
Advisories: Health Information Technology 105, 207, 234 and Computer Science Information Technology 200.
Lecture, 3 hours.

This course presents basic principles of management and supervision of health information services, with special attention to computer applications. Work simplification, in-service education, writing of job descriptions and procedures, forms revision and control, justification for and selection of supplies and equipment are emphasized.

234 Introduction to Pathology (5)
Prerequisite: Health Information Technology 133, Anatomy 1 or Biology 20.
Advisory: Physiology 1.
Lecture, 5 hours.

This course introduces general aspects of pathogenesis of diseases. The cause, effect and treatment of common diseases are emphasized. Specific laboratory tests and the applications of medical terminology also are discussed.

241 Directed Practice in Health Information Procedures II (4)
Prerequisites: Health Information Technology 100, 103, 106, and 110.
Corequisites: Health Information Technology 207, 215, 221 and 222.
Laboratory, 9 hours; Discussion, 1 hour.

This course gives the student additional experience in medical record procedures in acute hospitals. Clinical experiences in skilled nursing facilities, psychiatric facilities, home care agencies, and ambulatory care facilities is also included.

941 Cooperative Education - Health Information Technology (3) CSU RPT3
Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals on campus.

MICROBIOLOGY (MICRO)

1 Introductory Microbiology (5) UC:CSU IGETC Area 5B
Prerequisites: Chemistry 51 and Biology 3.
(UC credit limit: Maximum credit 1 course from Microbiology 1 and 20)
Lecture, 3 hours; Laboratory, 6 hours.

This is an introductory microbiology course developed to prepare students for careers in the biological sciences, medicine, dentistry, and allied health professions. This course explores the early history of microbiology, microbial classification, morphology, physiology and genetics. Emphasis is given to host and pathogenic microbe interactions, immunology, virology, and the effects of physical and chemical agents on microorganisms. Attention is also given to the microbiology of the air, water, soil, milk and dairy products. The laboratory emphasizes fundamental microbiological techniques, concepts, and applications as well as current molecular diagnostic methods in microbial genetics and immunology.

20 General Microbiology (4) UC:CSU IGETC Area 5B
Advisory: Chemistry 51.
(UC credit limit: Maximum credit 1 course from Microbiology 1 and 20)
Lecture, 3 hours; Laboratory, 3 hours.

This course deals with the major fundamentals, principles and techniques of microbiology and its scope in today's world. Attention is also given to the scientific method, the nature of microorganisms and selected aspects of molecular biology, microbial metabolism and genetics. Common infectious diseases, the nature of disease processes, immunology and the control of communicable diseases are covered. Procedures for disinfections and sterilization techniques are emphasized. The industrial uses of microorganisms and current topics in genetic engineering, microbial interferon and hormone production are discussed. Microorganisms are compared to the processes of other forms of life throughout the course.

PHYSIOLOGY (PHYSIOL)

1 Introduction to Human Physiology (4) IGETC Area 5B
Prerequisites: Anatomy 1 and Chemistry 51 or higher.
(UC credit limit: Physiology 1 and Anatomy 1 combined is equivalent to Biology 20, maximum credit 8 units)
Lecture, 3 hours; Laboratory, 3 hours.

Human physiology is the study of the functions of the body. It covers all major systems of the body including the nervous, musculo-skeletal, circulatory, respiratory, digestive, urinary, endocrine, and reproductive systems. Emphasis is given to the interactions and integration of multi-systems which are required to maintain homeostasis which is essential for life. Microscopic examination of selected organs and tissues, as well as laboratory measurements of physiological functions, are covered during the laboratory sessions.

6 Anatomy and Physiology (6) CSU
Lecture 4 hours; Laboratory 6 hours.

This course is designed for majors in the paramedical, preprofessional programs such as nursing, respiratory therapy, medical records, physical therapy, as well as other programs of instruction and training requiring a solid foundation in the principles of anatomy and physiology. The relationship of anatomical concepts and principles to human activities is emphasized by systematically integrating the fundamentals of human anatomy with the fundamentals of cellular and organ system physiology.

385 Directed Study - Physiology (3) CSU
Conference 1 hour per week per unit.

This course allows students to pursue Directed Study in Physiology on a mutually agreeable contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken.

RESPIRATORY THERAPY (RESP TH)

1 Introduction to Respiratory Therapy (1)
Lecture, 1 hour.

This course provides an introduction to profession of respiratory therapy with emphasis on the duties, responsibilities, and qualifications of a respiratory therapist. Elementary lung disease processes and basic blood gas interpretation are also described.

2 Fundamentals of Respiratory Therapy (4)
Prerequisites: Anatomy 1 and Chemistry 51 or higher.
Lecture, 3 hours; Laboratory, 3 hours.

This is a course dealing with the structure and functions of respiratory therapy equipment. It also acquaints the student with the maintenance and minor repair of most of the equipment used in the profession of respiratory care. Students are expected to be able to select, assemble, and correct malfunctions on most equipment used to provide respiratory care.

3 Applications of Respiratory Therapy & Clinical Experience I (5)
Prerequisites: Satisfactory completion of Anatomy 1, Physiology 1 and Respiratory Therapy 15.
Corequisite: Respiratory Therapy 4.
Lecture, 3 hours; Laboratory, 12 hours. .

Students receive instruction in the clinical application of gas therapy, aerosol and humidity therapy, and hyperinflation therapy and clinical experience. Clinical applications of respiratory drugs also are presented. Students interpret all data to determine the appropriateness of the prescribed respiratory care, and participate in the development of the respiratory care plan.

4 Applications of Respiratory Therapy & Clinical Experience II (5)
Prerequisites: Satisfactory completion of Anatomy 1, Physiology 1 and Respiratory Therapy 15.
Corequisite: Respiratory Therapy 3.
Lecture, 3 hours; Laboratory, 12 hours.

All aspects of mechanical ventilation and adult intensive respiratory care are presented. Clinical experience is acquired. Respiratory care students are expected to be able to initiate, conduct and modify prescribed therapeutic procedures. In addition, students maintain patient records and communicate relevant information to the healthcare team.

5 Applications of Respiratory Therapy & Clinical Experience III (5)
Prerequisites: Satisfactory completion of Respiratory Therapy 3, 4, and 15.
Corequisite: Respiratory Therapy 11.
Lecture, 3 hours; Laboratory, 12 hours.

Pulmonary function testing, blood gas analysis, and advanced ventilator care are presented. Students evaluate all data to determine the appropriateness of the prescribed respiratory care plan, and participate in the development of the respiratory care plan.

6 Respiratory Physiology (4)
Prerequisites: Anatomy 1, and either Chemistry 51 or higher.
Lecture, 4 hours.

This course presents the physiology of the cardiopulmonary system from a clinical perspective including basic anatomy, pulmonary ventilation, diffusion of gases, pulmonary circulation, ventilation/perfusion balance, blood gas transport, mechanics of breathing and neural control of breathing. Emphasis is placed on bedside calculations that are used in the management of respiratory patients.

7 Applied Medicine and Pathology (3)
Prerequisites: Anatomy 1, Respiratory Therapy 6, and either Chemistry 51 or higher.
Corequisite: Respiratory Therapy 23.
Lecture, 3 hours.

The pathology, diagnosis, and treatment of the common diseases and disorders of the cardiovascular, respiratory and neuromuscular systems are covered in detail. Techniques of laboratory evaluation and specific monitoring methods are discussed. The biochemistry of anti-asthmatic drugs are covered in detail.

11 Applications of Respiratory Therapy & Clinical Experience IV (5)
Prerequisites: Satisfactory completion of Respiratory Therapy 3, 4 and 15.
Lecture, 2 hours; Clinical Experience, 13 hours.

The student receives instruction in IPPB Therapy, Chest Physical Therapy, and Airway Management. Respiratory care students are expected to initiate, conduct, and modify prescribed therapeutic procedures, and to assist the physician performing special procedures. Pulmonary rehabilitation and home care are also among the responsibilities expected of the student.

15 Introduction to Clinical Experience (4)
Prerequisites: Satisfactory completion of Respiratory Therapy 1 and 2, and either Chemistry 51 or higher; Anatomy 1; Physiology 1; and Microbiology 20.
Laboratory, 11 hours.

This course provides clinical insight in the duties of a respiratory therapist and an introduction to patient relationships. Sterilization methods, medical gas therapy and aerosol therapy are introduced. This course is offered only in the summer.

21 Physics for Respiratory Care (3)
Lecture, 3 hours.

This course presents an overview of the principles of physics that apply to respiratory care equipment, technology, and patient care including the behavior of gases, electricity and electrical safety. Internal heat, temperature scales, and measurement are covered in detail. Molecular phenomena such as osmosis and dialysis, and the mechanics of the cardiovascular and respiratory systems are applied to bedside patient care. Principles of electricity and hospital electrical safety from both a patient and practitioner perspective are emphasized.

23 Advanced Respiratory Pathophysiology (1) CSU
Prerequisites: Anatomy 1, Respiratory Therapy 6, and either Chemistry 51 or higher.
Corequisite: Respiratory Therapy 7.
Lecture, 1 hour.

The pathology, diagnosis, and treatment of the common diseases and diseases and disorders of the cardiovascular and neuromuscular systems are covered in detail. Techniques of laboratory evaluation, and specific monitoring methods are discusses. Pharmacology of cardiac anti-arrhythmia drugs are covered in detail.

27 Physician Respiratory Care Clinical Rounds I (1) CSU
Prerequisites: Anatomy 1, and either Chemistry 51 or higher.
Laboratory, 4 hours.

This course provides a hospital setting in which the Respiratory Care student accompanies a Physician on clinical rounds to determine the appropriateness of the prescribed respiratory care plan. The student also participates in the development of the respiratory care plan.

28 Physician Respiratory Care Clinical Rounds II (1)
Prerequisites: Anatomy 1, and either Chemistry 51 or higher.
Laboratory, 4 hours.

This course provides additional hospital settings in which the Respiratory Therapy student accompanies a Physician on clinical rounds to determine the appropriateness of the prescribed respiratory care plan for individual patients. The student also participates in the development and applications of the respiratory care plan.

29 Neonatal and Pediatric Respiratory Therapy (4) CSU
Prerequisites: Anatomy 1, and either Chemistry 51 or higher.
Lecture, 4 hours.

This course presents a detailed treatment of prenatal development, high risk pregnancy and normal labor and delivery. Neonatal and pediatric diseases and disorders are described with an emphasis on the respiratory care interventions, techniques and equipment used in neonatal and pediatric patient care.

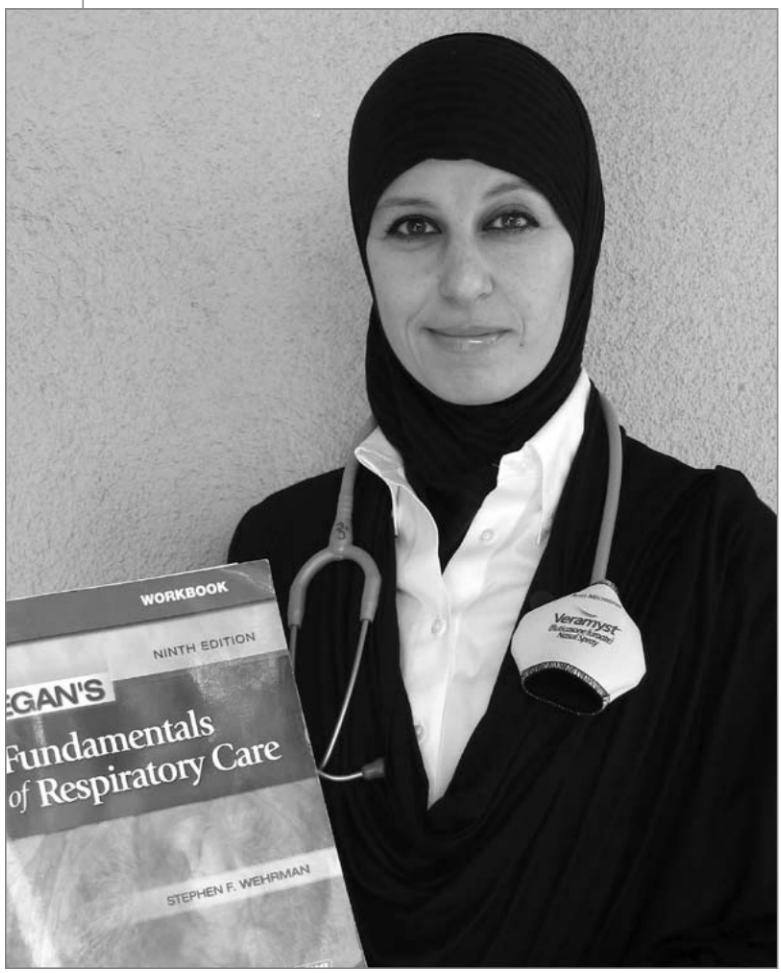
30 Adult Critical Care Monitoring and Diagnostics (3)
Prerequisites: Anatomy 1, and either Chemistry 51 or higher.
Lecture, 3 hours.

This course presents current techniques of monitoring the critically ill patient, including electrocardiography, cardiac output, hemodyanamic monitoring, nutritional assessment, oximetry, capnography and pulmonary function testing. Cardiovascular pharmacology is introduced together with advanced cardiac life support (ACLS) treatment algorithms.

31 Neonatal Resuscitation (1) CSU
Prerequisites: Respiratory Therapy 15, 16 and 29.
Lecture, 1 hour.

This course covers neonatal resuscitation techniques. The topics presented include the knowledge and skills required to earn neonatal resuscitation program (NRP) certification by the American Academy of Pediatrics.

Laila Hamideh < meet **elac** people }



RESPIRATORY THERAPY

Laila Hamideh admits she is happiest when she is learning something new. When she and her husband moved to Monterey Park, ELAC was an obvious choice because it was close to home and her children's schools. She was pleasantly surprised to find the mathematics and science courses were challenging and they inspired her. She was initially interested in respiratory therapy because her son has exertion asthma and her husband is pre-asthmatic. She wanted to learn how to help them breath better and instead, found a rewarding career.

"During the first year, respiratory therapy students take science and theory courses. During the second year we do clinical training in hospitals. The ELAC program has such a good reputation that doctors and nurses really want to work with us. It was scary working with patients at first but everyone in the hospital was so helpful that I quickly relaxed. I want to do everything right and feel prepared to work in the field."

MATHEMATICS DEPARTMENT

E5-102/E5-104 **(323) 265-8886**

The Mathematics curriculum provides the lower division classes necessary for a major in mathematics. It also provides the mathematical support for majors in the physical and social sciences, engineering, computer technology, business, economics, electronics, architecture, etc. This includes the calculus sequence, differential equations, statistics, finite math and linear algebra.

In a broader sense, the curriculum introduces problem solving using analytic methods, both inductive and deductive. A sense of the abstract beauty and power of mathematics could place it within the realm of the arts where some mathematicians feel it belongs.

FACULTY

Kazimir, Dr. Joseph - Chair
Professor
Alemu, Dawit
Associate Professor
Arenas, Ruben
Assistant Professor
Castellon, Dr. Viviana C.
Associate Professor
Castro, Gabriel
Instructor
Christ, John H.
Instructor
Deutsch, Lisa K.
Professor
Faradineh, Rahim
Instructor
Fernandez, Fernando
Instructor
Gordon, Mitchell
Professor
Judge, Daniel D.
Instructor
Ko, Wing L.
Instructor
Lam, Albert
Professor
Lee, Michael, - Vice Chair
Associate Professor
Liao, Jao G.
Professor
Nielsen, Nilupa
Instructor
Nolan, Dr. Jeanine
Professor
Panchal, Mona
Instructor
Powell, Dr. Lawrence C.
Assistant Professor
Ruyle, Jonathan C.
Instructor
Senensieb, David H.
Professor
Siswanto, Anne S.
Professor
Smith, Regis A.
Instructor
Toutonghi, John
Instructor
Xie, Melanie
Assistant Professor
Yun, Dr. Myung
Instructor

ADJUNCT FACULTY

Alacron, Alex B.
Allen, Randall
Alvarado, Noel
Arakyan, Vage
Brudos, Richard E.
Bureloff, Morris S.
Chammas, Marvyan A.
Chang, Yun Jen
Chen, Ching Chin
Chen, Jen
Cordova, Ernesto
Daraei, Khosrow
Elias, Deyanira
Flores, Wilfredo
Foley, Terry
Foster, Mark C.
Gasparian, Rouben
Ghamsary, Mahmood G.
Gonzalez, Juan J.
Halverstadt, Richard E.
Harirchi, Madjid
Hashemi, Zia A.
Hidalgo, Eduardo
Hsu, Theodore H.
Huang, Stephen
Jahani, Fereidoun
Jiang, Jian
Jimenez, Benjamin S.
Kalinik, Bella
Kunarak, Sanya
Lee, Stephen C.
Lenhert, John K.
Lin, Lih Jen
Lung, Jia Ling F.
Ly, Hoa
Maekawa, Naoko
Malakar, Subhash R.
McQuilken, Anthony
Mirfattah, Mehdi
Moradi-Bidhen, Reza
Morse, Michael
Ng, Sun S.
Ngo, Huygen
Oh, Sora
Ong, Hai
Phan, Henry
Ramos, Guadalupe A.
Sadeghian, Farajollah
Shubin, David
Tangalos, George D.
Villavicencio, Angelo A.
Wang, Karen
Wong, Rich
Yabuki, Shinichi

Yan, Simon
Yang, Christie
Ysais, Rey S.
Zhou, Zhiming
Zhuang, Eagle Y.

EDUCATIONAL PROGRAMS

ASSOCIATE DEGREE PROGRAMS:

- ***Mathematics - A.A., A.S.***

TRANSFER CURRICULUM:

- ***Computer Science***
- ***Mathematics***

ASSOCIATE DEGREE PROGRAMS

MATHEMATICS

Associate in Arts Degree

The program is designed to award the Associate in Arts degree to those students who have completed a specialization in mathematics. This degree program is intended to meet the needs of mathematics students who do not require a science component for their degree. The requirements were chosen to optimize student preparation for upper division coursework at a four-year institution leading to a minor in mathematics or a Bachelor's degree in a field related to mathematics. The degree program offers training in both pure and applied mathematics leading to careers in research, business, industry, and government. In addition, many areas, such as accounting, actuarial science, management, and operations research depend upon the use of mathematics in developing solutions to practical problems.

SUBJECT & NO.	COURSE	UNITS
MATH 173	Introduction to Mathematical Programming	3
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
ONE COURSE FROM AMONG THE FOLLOWING:		
MATH 270	Linear Algebra	3
MATH 275	Ordinary Differential Equations	3
MATH 280	Introduction to Numerical Analysis	3
MATH 282	Introduction to Abstract Algebra	3
MATH 284	Introduction to Number Theory	3
General Education Courses (Plan A):		
Area A	Natural Sciences	3
Area B	Social and Behavioral Sciences	9
Area C	Humanities	3
Area D	Language and Rationality	12
Area E	Health and Physical Education.	3
ELECTIVES - 9 UNITS FROM AMONG THE FOLLOWING		**9**
MATH 132	Graphics Calculator	1
MATH 192	TI Graphing Calculator	1
MATH 227	Statistics	4
MATH 241	Trigonometry with Vectors.	4
MATH 260	Pre-Calculus	5
MATH 270	Linear Algebra	3
MATH 273	Introduction to Object-Oriented Programming	3
MATH 275	Ordinary Differential Equations	3
MATH 280	Introduction to Numerical Analysis	3
MATH 282	Introduction to Abstract Algebra	3
MATH 284	Introduction to Number Theory	3
	Total	*60*

MATHEMATICS

Associate in Science Degree

The program is designed to award the Associate in Science degree to those students who have completed a specialization in mathematics. The requirements were chosen to optimize student preparation for upper division coursework for a Bachelor's degree in mathematics at a four-year institution. The degree program offers training in both pure and applied mathematics leading to career in research, education, business, industry, and government. In addition, many areas, such as the physical and biological sciences, engineering, business, and economics depend upon the use of mathematics in developing solutions to practical problems.

SUBJECT & NO.	COURSE	UNITS
MATH 173	Introduction to Mathematical Programming	3
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
PHYSICS 1	Mechanics of Solids	4
MATH 270	Linear Algebra	3
MATH 275	Ordinary Differential Equations	
OR		
MATH 280	Introduction to Numerical Analysis	
OR		
MATH 282	Introduction to Abstract Algebra	
OR		
MATH 284	Introduction to Number Theory	3
General Education Courses (Plan B):		
Area A	Natural Sciences	3
Area B	Social and Behavioral Sciences	3
Area C	Humanities	3
Area D	Language and Rationality	6
Area E	Health and Physical Education.	3
ELECTIVES - 14 UNITS FROM AMONG THE FOLLOWING		**14**
MATH 132	Graphics Calculator	1
MATH 192	TI Graphing Calculator	1
MATH 227	Statistics	4
MATH 273	Introduction to Object-Oriented Programming	3
BIOLOGY 6	General Biology I	5
BIOLOGY 7	General Biology II	5
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II.	5
PHYSICS 2	Mechanics of Fluids, Heat, and Sound	4
PHYSICS 3	Electricity and Magnetism	4
PHYSICS 4	Optics and Modern Physics	4
	Total	*60*

TRANSFER CURRICULUM

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

COMPUTER SCIENCE

The Mathematics curriculum provides most of the lower division classes necessary for a major in Computer Science.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Bachelor of Science Degree

SUBJECT & NO.	COURSE	UNITS
MATH 173	Introduction to Mathematical Programming	3
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
MATH 270	Linear Algebra	3
MATH 273	Introduction to Object-Oriented Programming	3
PHYSICS 6	General Physics I	4
PHYSICS 7	General Physics II	4
CSU GENERAL EDUCATION REQUIREMENTS		**39**

MATHEMATICS

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Bachelor of Arts Degree

SUBJECT & NO.	COURSE	UNITS
MATH 173	Introduction to Mathematical Programming	3
MATH 227	Statistics	4
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
MATH 270	Linear Algebra	3
PHYSICS 1	Mechanics of Solids	4
FOR BACHELOR OF SCIENCE DEGREE ADD		
PHYSICS 2	Mechanics of Fluids, Heat, and Sound	4
PHYSICS 3	Electricity and Magnetism	4
MATH 275	Ordinary Differential Equations	3
CSU GENERAL EDUCATION REQUIREMENTS UP TO		**39**

CALIFORNIA STATE UNIVERSITY, LONG BEACH

Bachelor of Science Degree

SUBJECT & NO.	COURSE	UNITS
CO SCI 243	Programming in C++	3
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
MATH 270	Linear Algebra	3
PHYSICS 1	Mechanics of Solids	4
CSU GENERAL EDUCATION REQUIREMENTS UP TO		**39**

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Bachelor of Arts Degree

SUBJECT & NO.	COURSE	UNITS
CO SCI 243	Programming in C++	
OR		
MATH 173	Introduction to Mathematical Programming	3
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
MATH 270	Linear Algebra	3
MATH 275	Ordinary Differential Equations	3
MATH 280	Introduction to Numerical Analysis	3
PHYSICS 1	Mechanics of Solids	4
PHYSICS 2	Mechanics of Fluids, Heat, and Sound	4
PHYSICS 3	Electricity and Magnetism	4
PHYSICS 4	Optics and Modern Physics	4
CSU GENERAL EDUCATION REQUIREMENTS UP TO		**39**

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Bachelor of Science Degree

SUBJECT & NO.	COURSE	UNITS
CO SCI 243	Programming in C++	
OR		
MATH 173	Introduction to Mathematical Programming	3
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 1	Mechanics of Solids	4
TWO COURSES FROM AMONG THE FOLLOWING		**8-10**
BIOLOGY 7	General Biology II	5
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5
PHYSICS 2	Mechanics of Fluids, Heat, and Sound	4
PHYSICS 3	Electricity and Magnetism	4
PHYSICS 4	Optics and Modern Physics	4
PHYSICS 22	General Physics II with Calculus	4
GENERAL EDUCATION - SATISFY IGETC REQUIREMENTS		

UNIVERSITY OF CALIFORNIA, RIVERSIDE

Bachelor of Arts Degree

SUBJECT & NO.	COURSE	UNITS
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
MATH 270	Linear Algebra	3
MATH 275	Ordinary Differential Equations	3
CO SCI 243	Programming in C++	
OR		
MATH 173	Introduction to Mathematical Programming	
OR		
MATH 273	Introduction to Object-Oriented Programming	
OR		
CO SCI 239	Beginning Programming in C	3
GENERAL EDUCATION - SATISFY IGETC REQUIREMENTS		

COURSE DESCRIPTIONS

MATHEMATICS

NOTE: There is no credit by examination for any math class.

NOTE: NDA after a course indicates that this course will not meet the A.A. requirement, and is non-degree applicable.

102 Developmental Mathematics 1 (6) NDA
Laboratory, 12 hours.

This self-paced, individualized course is designed to give the student an understanding of, and competency in, basic mathematics, including operations on whole numbers, fractions, mixed numbers, decimals; geometry; measurement; ratio, proportion, percent; statistics, probability; pre-algebra; problem solving; estimation; and functions. It replaces Mathematics 105 and Mathematics 112.

103 How to Succeed at Math (1)
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 1 hour.

This course covers basic study skills necessary to successfully complete mathematics courses. Topics include preparing for class, solving math problems, where to go for help, minimizing test anxiety, and memory techniques for recalling information, with a special emphasis on having a positive experience in math.

105 Arithmetic (3) NDA
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 3 hours.

This course is designed to give students understanding and competency concerning the arithmetic of positive numbers. Topics include the standard operations of addition, subtraction, multiplication and division on whole numbers, fractions, and decimals with applications. Ratios, proportions, and percents are also covered. Additional topics may be chosen from geometric figures and introductory algebra.

110 Introduction to Algebraic Concepts (5) NDA
Prerequisite: Mathematics 105 or acceptable level of skill as demonstrated in the Mathematics placement process.
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 5 hours; Laboratory, 1 hour.

Review topics in arithmetic relevant to algebra and introduce ideas necessary for understanding algebra. Discusses fundamental notions of algebra including the arithmetic of signed numbers, solving first degree equations and inequalities, mathematical modeling, and basic graphing techniques. Includes computer laboratory instruction.

112 Pre-Algebra (3) NDA
Prerequisite: Satisfactory completion of Mathematics 105, or acceptable level of skill as demonstrated in the Mathematics placement process.
Note: This course is offered on a PASS/NO-PASS basis only.
Lecture, 3 hours; Laboratory, 1 hour.

This course bridges the gap between arithmetic and algebra. Topics include operations with signed numbers, order of operations, evaluating expressions and formulas, rules of integer exponents, distributive property, working with polynomials, solving simple equations, working with graphs, linear equations, word problems, and basic geometry.

115 Elementary Algebra (5)
Prerequisite: Satisfactory completion of Mathematics 110 or 112 or acceptable level of skill as demonstrated in the Mathematics placement process.
Lecture, 5 hours.

This course covers the fundamentals of beginning algebra. The topics presented include signed numbers, evaluation of algebraic expressions, exponents, solving equations, polynomials, factoring, rational expresssions, graphs, systems of equations, inequalities, topics in geometry, and applications.

120 Plane Geometry (5)
Prerequisite: Satisfactory completion of Mathematics 115 or acceptable level of skill as demonstrated in the Mathematics placement process.
Lecture, 5 hours.

This is a basic course in the fundamentals of Euclidean plane geometry which includes geometric properties and relationships with practice in accurate thinking and developing logical proofs.

125 Intermediate Algebra (5)
Prerequisite: Satisfactory completion of Mathematics 115, or acceptable level of skill as demonstrated in the Mathematics placement process.
Note: A scientific or business calculator is required for this class.
Lecture, 5 hours.

This course strengthens and further develops manipulative skills in elementary algebra. Topics include the fundamental operations on algebraic expressions, solutions of equations and inequalities, exponentiation, graphs of algebraic, exponential and logarithmic functions, systems of equations and inequalities, and an introduction to the conic sections. Applications are included in a wide variety of word problems.

173 Introduction to Mathematical Programming (3) UC:CSU
Prerequisite: Satisfactory completion of Mathematics 260.
Lecture, 3 hours.

This course is an introduction to object-oriented programming. Topics include program variables, assignment statements, program control structures, input and output, and functions. The course also covers recursion, arrays, strings, and pointers.

192 TI Graphing Calculator (1) CSU
Prerequisite: Satisfactory completion of Mathematics 115.
Corequisite: Mathematics 125.
Lecture, 1 hour.

This course introduces the use of the TI graphing calculator. It includes topics such as graphing functions in two or three dimensions, writing programs engineering and calculus applications, solving systems of equations using matrices, and analyzing data using statistics.

215 Principles of Mathematics I (3) UC:CSU
Prerequisites: Satisfactory completion of Mathematics 125.
Lecture, 3 hours.

This course is intended for those who plan to teach arithmetic in elementary schools. The course covers the language of sets, elementary logic, systems of numeration, numbers, fundamental operations, functions, integers, rational numbers, real numbers, and algorithms used in calculations.

216 Principles of Mathematics II (3) UC:CSU
Prerequisites: Satisfactory completion of Mathematics 215.
Lecture, 3 hours.

This course is the second in the sequence intended for those who plan to teach elementary school mathematics. The topics presented include basic probability, introductory statistics, and introductory geometry including constructions, congruence and similarity, measurement, motion geometry, and tessellations.

227 Statistics (4) UC:CSU IGETC Area 2A

Prerequisite: Satisfactory completion of Mathematics 125, or acceptable level of skill as demonstrated in the Mathematics placement process.

Note: A calculator is required. See the instructor about the specific kind needed.

(UC limit Math 227 combined with ENG GEN 221, maximum credit, one course)

Lecture, 4 hours; Laboratory, 1 hour.

This course is an introduction to probability, measures of central tendency and dispersion, descriptive and inferential statistics including sampling, estimation, hypothesis testing, analysis of variance, chi-square and student's test, linear correlation and regression analysis are also presented as topics.

230 Mathematics for Liberal Arts Students (3) UC:CSU

Prerequisite: Satisfactory completion of Mathematics 125, or acceptable level of skill as demonstrated in the Mathematics placement process.

Lecture, 3 hours.

An introduction to the spirit and style of mathematics and its pursuit as a human endeavor. Topics are chosen from a variety of mathematical fields including logic, set theory, probability, statistics, algebra, geometry and groups which are intended to illustrate the nature of mathematical discovery, the method of proof, and the beauty of geometric design and thought.

235 Finite Mathematics (5) UC:CSU IGETC Area 2A

Prerequisite: Satisfactory completion of Mathematics 125, or acceptable level of skill as demonstrated in the Mathematics placement process.

Note: A calculator is required. See the instructor about the specific kind needed.

Lecture, 5 hours.

This is a course in finite mathematics. Topics include linear equations and inequalities, linear programming, mathematics of finance, matrices and matrix operations and optional topics such as introduction to probability and statistics, game theory, and trees.

236 Calculus for Business and Social Sciences (5) UC:CSU IGETC Area 2A

Prerequisite: Satisfactory completion of Mathematics 235 or Mathematics 245.

Note: Student should consult a counselor to determine which prerequisite is required by the university targeted for transfer.

Note: A calculator is required. See instructor about the specific kind needed.

(UC limit Math 236 combined Math 261 + Math 262, maximum credit, two courses)

Lecture, 5 hours.

This course consists of differential and integral calculus of algebraic, exponential, and logarithmic functions with applications to business.

241 Trigonometry with Vectors (4) CSU

Prerequisites: Satisfactory completion of Mathematics 120 and Mathematics 125 , or acceptable level of skill as demonstrated in the Mathematics placement process.

Note: A scientific calculator is required for this class. See the instructor about the specific kind needed.

Lecture, 4 hours.

This course includes the study of the trigonometric functions and their inverses; measurement of angles in degrees and in radians and solution of triangles; solutions of trigonometric equations; verification of trigonometric identities; vectors; complex numbers; graphing trigonometric functions and polar curves.

245 College Algebra (3) UC:CSU IGETC Area 2A

Prerequisite: Satisfactory completion of Mathematics 125, or acceptable level of skill as demonstrated in the Mathematics placement process.

Note: A scientific calculator is required for this class. See the instructor about the specific kind needed.

Lecture, 3 hours.

(UC limit Math 245 and 260 combined - maximum credit four units)

This course covers algebraic, exponential, and logarithmic functions, theory of equations, linear systems, functions of real numbers, probability and mathematical induction.

260 Pre-Calculus (5) UC:CSU IGETC Area 2A

Prerequisite: Satisfactory completion of Mathematics 125 or acceptable level of skill as demonstrated in the Mathematics placement process.

Corequisite: Mathematics 241.

Note: A calculator is required. See the instructor about the specific kind needed.

(UC limit Math 245 and 260 combined - maximum credit four units)

Lecture, 5 hours.

Topics in college algebra including mathematical induction, the binomial theorem, theory of equations, sequences and series, determinants and matrices, and functional analysis are covered. Analytic geometry, including the conics, is studied.

261 Calculus I (5) UC:CSU IGETC Area 2A

Prerequisite: Satisfactory completion of Mathematics 260, and Mathematics 241, or acceptable level of skill as demonstrated in the Mathematics placement process.

Note: A calculator is required. See the instructor about the specific kind needed.

(UC limit Math 236 combined Math 261 + Math 262, maximum credit, two courses)

Lecture, 5 hours.

This is the first of a three course sequence in calculus. Topics included are: limits and continuity, derivatives of algebraic functions of one variable, applications of derivatives, the Fundamental Theorem of the Integral Calculus, and applications of the definite integral.

262 Calculus II (5) UC:CSU IGETC Area 2A

Prerequisite: Satisfactory completion of Mathematics 261.

Note: A calculator is required. See the instructor about the specific kind needed.

(UC limit Math 236 combined Math 261 + Math 262, maximum credit, two courses)

Lecture, 5 hours.

This is the second of a three course sequence in calculus which covers differentiation and integration of logarithmic, exponential, circular and hyperbolic functions and their inverses, standard techniques of integration, indeterminate forms, improper integrals, curves in polar coordinates, l'Hopital's rule, and infinite series.

263 Calculus III (5) UC:CSU IGETC Area 2A

Prerequisite: Satisfactory completion of Mathematics 262.

Note: A calculator is required, see instructor about the specific kind needed.

Lecture, 5 hours.

This is the third semester course in calculus, dealing with topics of space geometry, vector valued functions, functions of several variables, partial derivatives, multiple integration, and vector analysis.

270 Linear Algebra (3) UC:CSU IGETC Area 2A

Prerequisite: Satisfactory completion of Mathematics 262.

Lecture, 3 hours.

This course includes the study of systems of linear equations and their solutions, matrices, vector spaces, linear transformations, determinants and characteristic value problems.

273 Introduction to Object-Oriented Programming (3) UC:CSU

Prerequisites: Satisfactory completion of Mathematics 173 and Mathematics 261.

Lecture, 3 hours.

This course introduces algorithm development for object oriented programming and computer programming. The topics presented include designing, coding, debugging and documenting programs.

275 Ordinary Differential Equations (3) UC:CSU IGETC Area 2A

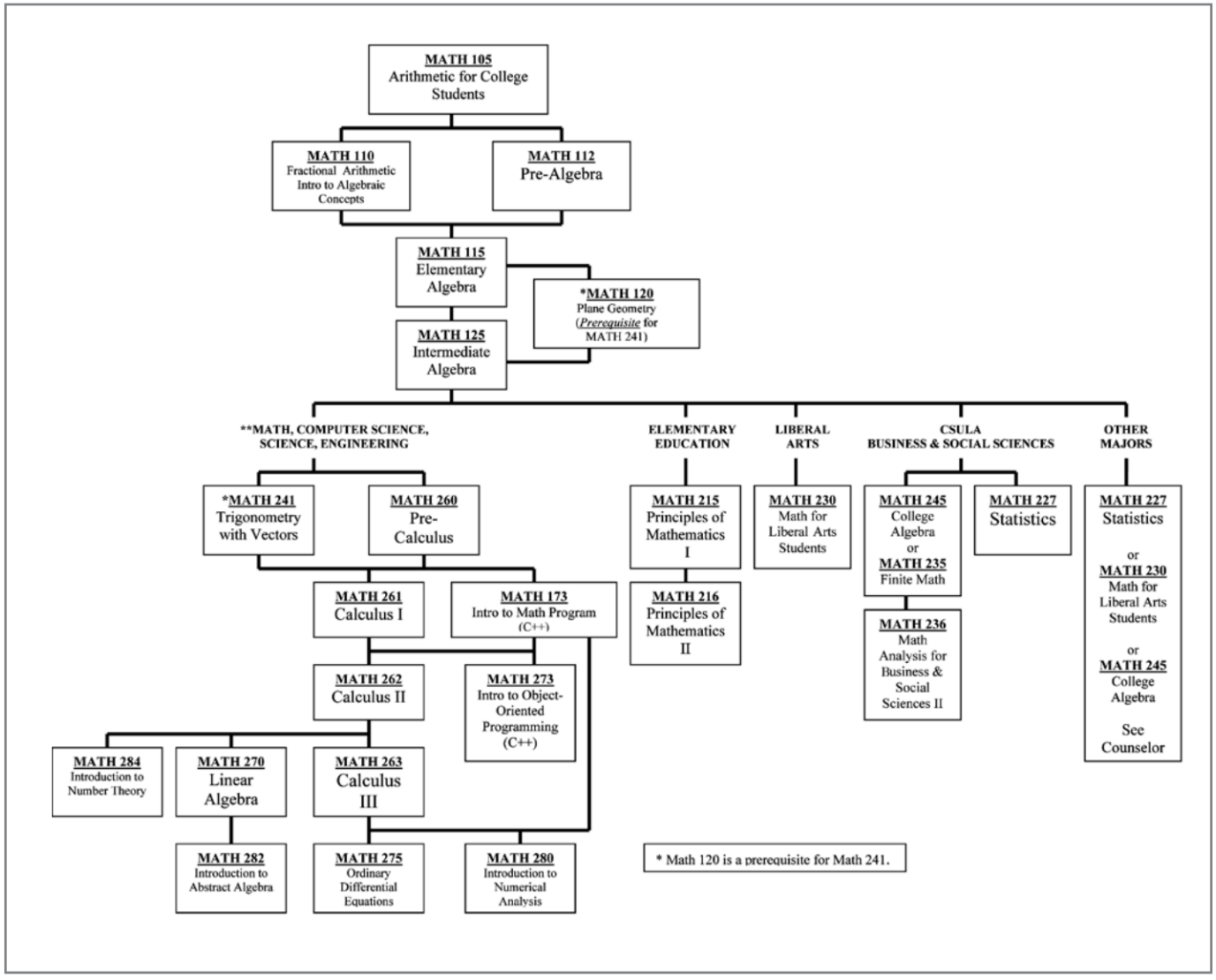
Prerequisite: Satisfactory completion of Mathematics 263.

Note: A scientific calculator is required for this class.

Lecture, 3 hours.

This course provides the student with a basic understanding of the theory and content of ordinary differential equations. Various methods of solving these equations, especially first and second order, are emphasized as are solutions to physical application problems. Other topics covered include existence and uniqueness theorems, systems of linear differential equations, numerical and graphical methods using calculators/computers, and solutions using the Laplace transform.

MATH SKILLS COURSE SEQUENCE



280 Introduction to Numerical Analysis (3) UC:CSU
Prerequisites: Satisfactory completion of Mathematics 173 and Mathematics 263 and either Mathematics 173 or General Engineering 121 or Computer Science Information Technology 243.

Lecture, 3 hours.

This course is designed to provide an introduction to numerical methods. Topics presented include error analysis, finding roots of non-linear equations, numerical methods for matrix operations, interpolation and curve fitting. Numerical methods in differentiation and integration also are considered.

282 Introduction to Abstract Algebra (3) UC:CSU
Prerequisites: Satisfactory completion of Mathematics 262 and Mathematics 270.

Lecture, 3 hours.

This course is an introduction to numbers, number systems, and the basic algebraic structures of groups, rings, and fields.

284 Introduction to Number Theory (3) UC:CSU IGETC Area 2A
Prerequisite: Satisfactory completion of Mathematics 262.

Lecture, 3 hours.

This course covers topics in elementary number theory including the study of primes, composites, the euclidean algorithm, diophantine equations, congruences, divisibility, multiplicative functions, quadratic residues, and continued fractions.

185 Directed Study - Mathematics (1) CSU
285 Directed Study - Mathematics (2) CSU
385 Directed Study - Mathematics (3) CSU
Conference 1 hour per week per unit.

The above courses allow students to pursue independent directed study in mathematics on a contract basis under the direction of a supervising instructor. The courses will grant credit for one, two or three semester units, respectively. The complexity of the topic of study will determine which course the student should take.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

MUSIC DEPARTMENT

K7-105 **(323) 265-8894**

FACULTY

Dawson II, Robert B. - Chair
Associate Professor
Lupica, Dr. Anthony J.
Associate Professor
Martinez, Jesus E.
Associate Professor
Nagatani, Chie
Associate Professor

ADJUNCT FACULTY

Balian, Muriel
Curinga, Nicolas P.
Foley, Megan J.
Hasty, Barbara P.
Hasty, Robert G.
Julian, Suzanne
Laronga, Barbara
Nargizyan, Lucy
Osuna, Thomas
Savage, Marilyn
Smith, Glenda
Sobrino, Laura
Villalobos, John
Youngstrom, Kenton

EDUCATIONAL PROGRAMS

ASSOCIATE DEGREE PROGRAMS:

- ***Music***

TRANSFER CURRICULUM:

- ***Music***

ASSOCIATE DEGREE PROGRAM

MUSIC (PENDING APPROVAL)

Associate in Arts Degree

This program provides the student a comprehensive study in music. This program is designed to award the Associate in Arts degree to those students who have completed a specialization in Music. The requirements were chosen to optimize student preparation for upper-division coursework at a four-year institution leading to the major of Music or a field related to the discipline of Music. The degree program can lead to careers in reseach, performance, or education.

SUBJECT & NO.	COURSE	UNITS
MUSIC 121	Music History and Literature I	3
MUSIC 122	Music History abnd Literature II	3
MUSIC 181	Applied Music I	0.5
MUSIC 182	Applied Music II	0.5
MUSIC 183	Applied Music III	0.5
MUSIC 184	Applied Music IV	0.5
MUSIC 201	Harmony I	3
MUSIC 202	Harmony II	3
MUSIC 211	Musicianship I	2
MUSIC 212	Musicianship II	2
MUSIC 250	Music Performance Workshop (four semesters)	2
MUSIC 323	Elementary Piano III	2
GENERAL EDUCATION REQUIREMENTS (PLAN A)		**30**
FOUR UNITS FROM THE FOLLOWING:		**4**
MUSIC 501	College Choir	
MUSIC 561	Chamber Chorale	
MUSIC 712	Marching Band	
MUSIC 713	Marching Band Summer Camp	
MUSIC 733	Latin Jazz Ensemble	
MUSIC 734	Latin Jazz Ensemble Workshop	
MUSIC 745	Symphonic Band	
MUSIC 775	Jazz Ensemble	
SEVEN UNITS FROM THE FOLLOWING:		**7**
MUSIC 111	Music Appreciation I	
MUSIC 200	Introduction to Music Theory	
MUSIC 321	Elementary Piano I	
MUSIC 322	Elementary Piano II	
MUSIC 323	Elementary Piano III	
MUSIC 324	Elementary Piano IV	
MUSIC 341	Intermediate Piano	
MUSIC 411	Elementary Voice I	
	Total	*63*

TRANSFER CURRICULUM

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

The Music curricula provides programs for the student (1) who wishes to become a professional musician; (2) who plans to enter the teaching profession; (3) for whom music is a part of a general education; or (4) who intends to pursue an advanced degree in music.

Each music major must declare a specialization in a performance area (voice, piano or other instrument), develop ability in this area, appear in student recitals and demonstrate progress to the satisfaction of the faculty.

Since keyboard facility is important to every music major, each student is urged to meet keyboard proficiency requirements in the lower division, regardless of the performance area.

Participation in one of the principal performance organizations is required of each music major each semester.

The Music program meets the lower division requirements of most colleges and universities offering a four-year curriculum leading to a bachelor's degree with a major in music. For specific requirements, the catalog of the four-year school should be consulted.

COURSE DESCRIPTIONS

MUSIC (MUSIC)

101 Fundamentals of Music (3) UC:CSU IGETC Area 3A
Note: For the general student.
Lecture, 3 hours.

This course is designed for the general student and is a study of the fundamentals of music, including notation, time signatures and rhythms, major and minor scales and key signatures, intervals, triads, and musical symbols and terminology. Students are introduced to the piano keyboard layout.

111 Music Appreciation I (3) UC:CSU IGETC Area 3A
Lecture, 3 hours.

This course provides basic materials, aesthetics, and structure of music through a broad historical survey of musical styles and masterpieces from the Middle Ages up to and including the 21st century, with emphasis on perceptive listening.

121 Music History and Literature I (3) UC:CSU IGETC Area 3A
Advisory: Music 111.
Lecture, 3 hours.

This course traces the evolution of music as a reflection of changing culture in the Western wold from ancient Greece to 1750. Topics covered include Gregorian chant and the development of polyphony in the Middle Ages, sacred and secular music of the Renaissance, and the vocal and instrumental music of the Baroque era. Although this course is designed for music majors who are fluent in score reading, it is open to the general student population.

122 Music History and Literature II (3) UC:CSU IGETC Area 3A
Advisory: Music 111.
Lecture, 3 hours.

This course traces the evolution of music as a reflection of changing culture in the Western world from the middle of the 18th century to the present. Topics covered include the style and techniques of music composition from the vocal and instrumental music of the Pre-Classic era, to the development of the sonata idea in the Classic era, the concept of interrelatioship of the arts of the Romantic era, to the multi-faceted musical culture of the 20th and 21st centuries. This course is designed for music majors who are fluent in score reading, but is open to the general student population.

134 Mexican Folk Ensemble (2) UC:CSU RPT3
Lecture, 1 hour; Laboratory, 2 hours.

Folk ensemble playing and folk singing are coordinated according to the regional styles of Mexico with special emphasis on mariachi music. Indigenous instruments are employed in the ensemble such as the guitarron, vihuela, guitar and jaraha as well as the violin, flute and trumpet.

141 Jazz Appreciation (3) UC:CSU IGETC Area 3A
Lecture, 3 hours.

This course presents a study of the elements of jazz as well as tracing the development and evolution of styles and structure. Listening skills are developed to enable the student to recognize the many differences in individual solo as well as jazz ensemble interpretations.

161 Introduction to Electronic Music (3) CSU
Lecture, 3 hours; Laboratory, 1 hour.

This course surveys the electronic equipment used in the making of music in today's commercial music industry. Technical, compositional and performance skills utilizing synthesizers, computer sequencing software and recording techniques are introduced and developed.

165 Introduction to Recording Arts (3) CSU
Lecture, 3 hours.

This course is an introduction to the theory and practice of acoustics, audio, and recording. Topics include: the nature of sound, basic acoustics, audio systems and terminology, microphone principles and usage, recording styles, recording studio equipment, and multi-track recording procedures.

181 Applied Music I (0.5) UC:CSU
Corequisite: Music 250.
Laboratory, 1 hour.

This course offers individual instruction of one-half hour per week in voice, piano, guitar, or band/orchestral instruments, with an assigned instructor on the Applied Music staff. Emphasis is placed on technical development, interpretation, and musicianship at the lower-intermediate level. Performance for a faculty jury is required at the end of the semester. All students must successfully audition to enroll.

182 Applied Music II (0.5) UC:CSU
Prerequisite: Music 181.
Corequisite: Music 250.
Laboratory, 1 hour.

This course offers individual instruction of one-half hour per week in voice, piano, guitar, or band/orchestral instruments, with an assigned instructor on the Applied Music staff. Emphasis is place on technical development, interpretation, and musicianship at the intermediate level. Performance for a faculty jury is required at the end of the semester.

183 Applied Music III (0.5) UC:CSU
Prerequisite: Music 182
Corequisite: Music 250.
Laboratory, 1 hour.

This course offers individual instruction of one-half hour per week in voice, piano, guitar, or band/orchestral instruments with an assigned instructor on the Applied Music staff. Emphasis is placed on technical development, interpretation, and musicianship at the upper-intermediate level. Performance for a faculty jury is required at the end of the semester.

184 Applied Music IV (0.5) UC:CSU
Prerequisite: Music 183.
Corequisite: Music 250.
Laboratory, 1 hour.

This course offers individual instruction of one-half hour per week in voice, piano, guitar, or band/orchestral instruments, with an assigned instructor on the Applied Music staff. Emphasis is placed on technical development, interpretation, and musicianship at the upper-intermediate/advanced level. Performance for a faculty jury is required at the end of the semester.

200 Introduction to Music Theory (4) UC:CSU
Advisory: Music 101.
Laboratory, 3 hours; Laboratory, 2 hours..

Designed for the Music major, this is an intensive review of all music fundamentals in preparation for Music 201 and 211. This course also includes an early introduction to the basic principles of harmonic analysis as well as a strong focus on ear training, singing solfege, and keyboard skills. It is strongly recommended that students entering Music 200 have prior basic knowledge of the fundamentals of music.

201 Harmony I (3) UC:CSU RPT1 IGETC area 3A
Note: Required of Music majors.
Prerequisite: Music 200.
Corequisite: Music 211.
Lecture, 3 hours.

This course provides a study of diatonic harmony, including primary and secondary triads and the dominant seventh chord. Topics considered include the fundamental principles of part-writing in root position and inversions, the harmonization of simple melodies and figured bass lines, as well as harmonic analysis.

202 Harmony II (3) UC:CSU RPT1
Prerequisite: Music 201.
Corequisite: Music 212.
Lecture, 3 hours.

The study of all secondary dominant chords, non-dominant sevenths, and chromatic harmony will be emphasized in keeping with correct part-writing and voice leading procedures. The use of non-harmonic tones in written exercises will be included. Students will also be assigned to harmonize original melodies.

205 Commercial Harmony I (3) CSU
Prerequisite: Music 200.
Lecture, 3 hours.

This course makes the transition from traditional harmony to commercial harmony. Terminology, notation, chord structure and usage are covered with an emphasis on part writing using open and closed 4th, Major 6th & 7th chords, minor 7th chords, major, minor, pentatonic and blues scales, modes, blues and commercial chord progressions.

211 Musicianship I (2) UC:CSU RPT1
Note: Required of all Music majors.
Prerequisite: Music 200.
Corequisite: Music 201.
(UC credit limit: No credit for UC - Has only 2 units)
Lecture, 1 hour; Laboratory, 2 hours.

This course is correlated to Music 201 or Harmony I. It includes singing diatonic intervals and melodies, two part play-and-sing drills, and simple rhythmic, melodic and harmonic dictation.

212 Musicianship II (2) UC:CSU RPT1
Note: Required of Music majors.
Prerequisite: Music 211.
Corequisite: Music 202.
Lecture, 1 hour; Laboratory, 2 hours.

Music 212 is a continuation of Music 211, with emphasis on singing and ear training through the study of chromaticism in both melodic and harmonica context. Rhythmic, melodic and harmonic dictation of a more advanced level is covered.

241 Music Notation and Copying I (1) CSU
Lecture, 1 hour.

This course provides instruction and practical experience in the basic techniques of music notation such as the drawing of notes, rests, lettering, and symbols and characters used in music manuscript. A knowledge of music fundamentals is recommended, but not required.

242 Music Notation and Copying II (1) CSU
Prerequisite: Music 241.
Lecture, 1 hours.

Advanced training in computer notation with emphasis on orchestral score, layout, tablature, and desktop music publishing. Students will also learn instrument transportation and part extraction.

250 Music Performance Workshop (0.5) CSU RPT3
Corequisite: Music 181 or 182 or 183 or 184.
Laboratory, 1.5 hours.

This course provides students the opportunity to perform in a master class environment. This includes concert preparation, memorization, stage deportment, and critical analysis of performances.

251 Jazz Improvisation Workshop (.5) UC:CSU RPT3
Lecture, 1 hour; Laboratory, 2 hours.

This course includes the study of scale and chord structures involved in jazz improvisation. Practical application occurs in small group performances of standard jazz literature.

280 The Business of Commercial Music (3) CSU
Lecture, 3 hours.

This course offers the opportunity to examine economic opportunities and responsibilities for the performer, arranger, sales, manager, studio engineer, and other related positions. Students have the opportunities to research areas of interest and to discuss the music industry with guest speakers.

281 Commercial Music Techniques I (3) CSU
Lecture, 2 hours; Laboratory, 2 hours.

This course surveys various areas and opportunities in commercial music including technical training in the skills of notation, part writing, song writing and music demo production with emphasis on current popular music trends.

282 Commercial Music Techniques II (3) CSU
Advisory: Music 281.
Lecture, 2 hours; Laboratory, 2 hours.

This course teaches students how to compose and synchronize music for films, video and television. Title themes, underscoring, and action support are emphasized for both live and synthesized scores.

295 Computer Music Sequencing (1) CSU
Lecture, 1 hour.

This introductory course presents basics of computer sequencing including topics MIDI (Music Instrument Digital Interface), SMPTE (Society of Motion Picture and Television Engineers), basic synthesizer programming and operation, software interfaces with notation programs, and multi-track recording. Students are given hands-on experience sequencing and recording individual projects.

301 Keyboard Harmony I (1) UC:CSU
Prerequisite: Music 300.
Corequisite: Music 201.
Lecture, 1 hour.

This course applies to the study of diatonic harmony to the piano keyboard and teaches the student basic piano technique. Concepts of harmony are used in the analysis and performance of musical exercises and literature.

302 Keyboard Harmony II (1) UC:CSU
Prerequisite: Music 301.
Corequisite: Music 202.
Lecture, 1 hour.

This course is a study of diatonic and simple chromatic harmony applied to the piano.

321 Elementary Piano I (2) UC:CSU
Lecture, 1 hour; Laboratory-performance, 2 hours.

This course provides instruction in basic piano skills, with emphasis on proper technique, note-reading, playing five-finger patterns, scales, chord progressions, transposition, and beginning pieces. Music theory and terminology are also covered.

322 Elementary Piano II (2) UC:CSU
Prerequisite: Music 321.
Lecture, 1 hour; Laboratory-performance, 2 hours.

This course provides continuing instruction in basic piano skills, emphasizing all major and selected minor scales, primary chord progressions, triads, transposition, harmonization, repertoire and memorization.

323 Elementary Piano III (2) UC:CSU
Prerequisite: Music 322.
Lecture, 1 hour; Laboratory-performance, 2 hours.

This course is 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.

324 Elementary Piano IV (2) UC:CSU
Prerequisite: Music 323.
Lecture, 1 hour; Laboratory-performance, 2 hours.

This course 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.

341 Intermediate Piano (2) UC:CSU RPT3
Prerequisite: Music 324.
Lecture, 1 hour; Laboratory-performance, 2 hours.

This course is for those having studied two or more years of private or class piano. Piano technique, stylistic consideration, and interpretation are further explored through the study and performance of intermediate to advanced level concert piano literature from the four stylistic periods. Exercises for further technical development are also studied.

411 Elementary Voice I (2) UC:CSU
Advisories: Music 101, Music 501 and Music 561.
Lecture, 1 hour; Laboratory-performance, 2 hours.

The course is the first level of beginning voice instruction. The purpose of this course is to train the singing voice. Students use their voice to the maximum advantage and develop its range and power, interpret songs suited to their ability and develop their appreciation of music.

412 Elementary Voice II (2) UC:CSU
Prerequisite: Music 411.
Lecture, 1 hour; Laboratory-performance, 2 hours.

The purpose of this course is to train the singing voice. It teaches the student to use his/her voice to the utmost advantage and to develop its range and power, to interpret songs suited to his/her ability, and to develop his/her appreciation of music.

413 Elementary Voice III (2) UC:CSU
Prerequisite: Music 412.
Lecture, 1 hour; Laboratory-performance, 2 hours.

This is a continuation of Music 411 and 412 with an emphasis placed on singing art songs and arias, improving voice production, and engaging in group singing.

414 Elementary Voice IV (2) UC:CSU
Prerequisite: Music 413.
Advisories: Music 501 and Music 561.
Lecture, 1 hour; Laboratory-performance, 2 hours.

This course is the fourth level of beginning voice instruction. The purpose of this course is to train the singing voice. Students use their voice to the maximum advantage and develop range and power, interpret songs suited to their ability and develop their appreciation of vocal repertoire.

501 College Choir (1) UC:CSU RPT3
Advisories: Music 101 and Music 411.
Note: Students audition at the beginning of the semester.
Laboratory, 3 hours.

This course is an 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 group ability and represents historical and current styles of music. Students are required to perform in a public performance at the end of the semester.

561 Chamber Chorale (1) UC:CSU RPT3
Advisories: Music 412, Music 413 or Music 414.
Note: Confirmation of enrollment is subject to audition.
Laboratory, 3 hours.

This course is designed for the intermediate choral singer. The students analyze, rehearse and perform choral music suited to a small group of singers, with and without accompaniment. Choral literature from the Renaissance through the 21st century is explored. Emphasis is on increased skill in reading music and sight singing, score interpretation, vocal technique, diction, ear training, and preparation for public performances.

611 String Instrument Instruction I (2) UC:CSU RPT3
Lecture, 1 hour; Laboratory, 2 hours.

Music 611 offers instruction in violin, viola, cello and bass. Recommended for students interested in learning to play, write and arrange for string instruments.

650 Beginning Guitar (2) UC:CSU
Lecture, 1 hour; Laboratory, 2 hour.

A beginning course in guitar playing. Basic exercises in the performance of simple melodies and basic chords are studied. This course will prepare the student for continuing courses in classical and/or commercial guitar performance..

651 Classical Guitar I (2) UC:CSU
Prerequisite: Music 650.
Lecture, 1 hour; Laboratory-performance, 2 hours.

This course consists of basic instruction in classical guitar playing at beginning and intermediate levels. It includes exercises to develop technical facility, basic chords and classical guitar repertoire.

652 Classical Guitar II (2) UC:CSU
Prerequisite: Music 651.
Lecture, 1 hour; Laboratory, 2 hours.

This course consists of the continued study of basic instruction in classical guitar playing. It includes appropriate exercises to develop technical facility, material for sight-reading, study of basic chords and repertoire of intermediate level.

653 Classical Guitar III (2) UC:CSU
Prerequisite: Music 652.
Lecture, 1 hour; Laboratory, 2 hours.

This course consists of basic instruction in classical guitar playing at beginning and intermediate levels. It includes exercises to develop technical facility, basic chords and classical guitar repertoire. This course is a continuation of Music 652.

654 Classical Guitar IV (2) UC:CSU
Prerequisite: Music 653.
Lecture, 1 hour; Laboratory, 2 hours.

This course consists of intermediate instruction in classical guitar playing at beginning and intermediate levels. It includes exercises to develop technical facility, basic chords and classical guitar repertoire. This course is a continuation of Music 653.

712 Marching Band (2) UC:CSU
Laboratory-performance, 6 hours.

This course provides training and experience in rehearsal and performance of music suitable for marching band. Technique and practice in marching, drill patterns, and rhythmic movements are covered. Marching skills are emphasized. Students are required to perform at community and athletic events both on and off campus. Open to all students by audition.

713 Marching Band Summer Camp (1) UC:CSU
Laboratory-performance, 2 hours.

This course provides training and experience in rehearsal and performance of music suitable for marching band. Techniques and practice in marching, drill patterns, and rhythmic movements. Marching skills are emphasized. Open to all students by audition.

731 Rehearsal Band (.5) UC:CSU RPT3
Note: Ability to play an instrument.
Laboratory-performance, 3 hours.

Experience is given in performance of varied types of music, and appearances at College functions are made. Some recording is also included.

733 Latin Jazz Ensemble (1) UC:CSU RPT3
Note: Proficiency on a band instrument.
Laboratory-performance, 3 hours.

This course consists of the study of standard Latin Jazz ensemble literature with the intent to develop an individual's technical and artistic abilities through experience with a wide range of Latin Jazz ensemble literature. Public performances are presented. Theory, history, rehearsal and performance of music in the Latin Jazz idiom is included. A conjunto (smaller ensemble) typically consists of 3-5 hours, a rhythm section, timbales, congas, bongos, hand percussionists, and optional vocalist. Instructional trips are required. The course is an overview of various techniques and interpretation as applied to Latin Jazz ensemble and performance. (Enrollment subject to audition)

734 Latin Jazz Ensemble Workshop (1) UC:CSU
Laboratory-performance, 2 hours.

This course consists of the study of standard latin jazz ensemble literature with the intent to develop an individual's technical and artistic abilities through experience with a wide range of Latin Jazz ensemble literature. Public performances may be presented. Theory, history, rehearsal and performance of music in the Latin Jazz idiom is included. A conjunto (smaller ensemble) typically consists of 3-5 hours, a rhythm section, timbales, congas, bongos, hand percussionists, and an optional vocalist. Instructional trips are required. This course is an overview of various techniques and interpretation as applied to Latin Jazz ensemble and performance.

741 Band (1) UC:CSU RPT3
Note: Proficiency on an instrument.
Laboratory-performance, 4 hours.

The study and performance of band literature.

745 Symphonic Band (1) UC:CSU RPT3
Note: Confirmation of enrollment is subject to audition.
Laboratory, 3 hours.

This course provides training and experience in rehearsal and performance of music suitable for symphonic band, discussion of various aspects of ensemble musical performances and technique and practice in symphonic band literature. Students are required to perform at community and college events both on and off campus.

775 Jazz Ensemble (1) UC:CSU RPT3
Note: Proficiency on a band instrument.
Laboratory, 3 hours.

This course consists of the study of standard Jazz Ensemble literature with the intent to develop an individual's technical and artistic abilities through experiences with a wide range of Jazz Ensemble literature. Public performances are presented. Theory, history, rehearsal and performance of music in Jazz idiom are covered. Students participate in a large ensemble typically consisting of 15 hours, rhythm section, bass, drum set, piano, guitar and optional vocalist. Instructional trips are required. This course is an overview of various techniques and interpretation as applied to Jazz Ensemble and performance. (Enrollment subject to audition).

185 Directed Study - Music (1) CSU RPT2
285 Directed Study - Music (2) CSU
385 Directed Study - Music (3) CSU
Conference 1 hour per week per unit.

The above courses allow students to pursue independent Directed Study in music on a contract basis under the direction of a supervising instructor. The courses will grant credit for one, two or three semester units, respectively. The complexity of the topic of study will determine which course the student should take.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

NURSING DEPARTMENT

G9-115 **(323) 265-8896**

FACULTY

Gaines, Lurelean B. - Chair
Instructor, Nursing
Chan, Brenda M.
Associate Professor
Chuksorji, Jean
Professor
Garcia, Martha
Assistant Professor
Ocon, Ramon
Instructor
Plotkin, Rachel
Instructor
Ramos, Leticia N.
Professor
Sunda, Pauline
Professor
Wider, Elizabeth
Instructor

ADJUNCT FACULTY

Aguirre, Sergio
Castelan, David
Du, Carolyn
Duncan, Jack
Ku, Evelyn
Lutz, Kathleen
Millan, Angelica M.
Moore, Dorothy L.
Okundolor, Sunday
Pitt, Thelma
Rangel, Rosa A.
Romero, Laura G.
Thornton, Renee
Velasco, Adriana
Vu, Linh

EDUCATIONAL PROGRAMS

The Nursing Department offers three state-approved programs for both generic students and licensed vocational nurses to become registered nurses. At the conclusion of our programs, the student is eligible to take the registered nurse licensure examination, NCLEX-RN.

CERTIFICATE PROGRAM:

- ***Registered Nurse (R.N.) Curriculum for Licensed Vocational Nurse, 30 unit option***

ASSOCIATE DEGREE PROGRAMS:

- ***Nursing, Registered (R.N.)***
- ***Licensed Vocational Nurse to Registered Nurse***

TRANSFER CURRICULUM:

- ***Nursing***

CERTIFICATE OF ACHIEVEMENT

(30 UNIT OPTION/NON-GRADUATE)

Prerequisites include a current California VN license. (High school graduate or equivalent required prior to BRN licensure examination NCLEX - RN.

SUBJECT & NO.	COURSE	UNITS
Students must complete Physiology 1 and Microbiology 1 or 20 before enrolling in core requirements		8-9

FIRST SEMESTER

NURSING 267*	Nursing Process and Practice in the Care of the Adult Client II	.4
NURSING 268*	Nursing Process and Practice in the Care of Clients with Alterations in Mental Health	.4
NURSING 276**	Introduction to the Nursing Process	.1.5
NURSING 277**	Health Assessment	.1.5

SECOND SEMESTER

NURSING 269	Nursing Process and Practice in the Care of the Adult Client III	.4
NURSING 272*	Nursing Process and Practice in the Care of the Adult Client IV	.4
NURSING 274*	Role Transition II/Preceptorship	.3
	Total	*30-31*

**This course has a prerequisite.*

***This course has a corequisite.*

ASSOCIATE DEGREE PROGRAMS

NURSING, REGISTERED (R.N.)

Associate in Science Degree

Prerequisites for Fall 2009

A. High School graduate, or equivalent (GED or California High School Proficiency Test or United States College Degree).

B. GPA demonstrating satisfactory academic progress. GPA of 2.5 overall in Anatomy/Physiology and Microbiology.

C. Satisfactory completion of each of the following college courses before entering the program:

1. Anatomy/Physiology: College courses in Anatomy/Physiology* with laboratory (minimum 8 semester units) or Biology 20 (a combined course of Anatomy/Physiology).

*Has Chemistry prerequisite (1 year high school chemistry with a laboratory, acceptable provided a minimum satisfactory grade "C" was achieved in both semesters).

2. Microbiology 1 or 20: Microbiology with laboratory (minimum 4 semester units).
3. Psychology 1: General Psychology (minimum 3 semester units).
4. Psychology 41: Life-Span Psychology (minimum 3 semester units).

5. Math 125: Intermediate Algebra.
6. English 101: College Reading and Composition I (minimum 3 semester units).

D. Health: The student must be free from any condition that would present a threat to the well-being of the consumer (Title 22, California Code of Regulations, Division, Section 70723 (a). A complete physical examination with select immunizations will be required upon acceptance.

In addition to the prerequisites listed above, the following General Education courses should be completed before submitting an application to the LVN degree program.

1. Speech 101 (3 units)
2. Sociology 1 or 11 or Anthropology 102 (3 units)
3. Humanities (any course from the graduation requirements list in the area of Humanities) (3 units)
4. American Institutions or U.S. History (recommended courses are African American Studies 4, 5, and Chicano Studies 7, 8) (3 units)
5. Physical Education (1 unit)

In order for an application to be considered, a completed packet must be received in the Nursing Office.

NOTE: DO NOT SUBMIT APPLICATIONS OR TRANSCRIPTS TO THE ADMISSIONS OFFICE. INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.

All eligible applicants will be selected by lottery and names will be placed in the semester according to their lottery number, beginning with the Spring 2008 semester. The Nursing Department will inform applicants of the results by mail approximately six (6) weeks after the application deadline.

** To expedite receipt of your transcripts, request that all transcripts be mailed to your home, then bring them to nursing unopened.*

Note: Anticipate completion of a background check before entering the Nursing Program.

THE FOLLOWING COURSES ARE REQUIRED IN ORDER TO RECEIVE AN ASSOCIATE IN SCIENCE (A.S.) DEGREE IN NURSING.

Nursing Core Courses:

Nursing 276 and 277 . . . . . 1.5 units each
Nursing 265, 266, 267, 268, 269, 270, 271. . . . 4 units each
Nursing 272 4
Nursing 273/274 . . . . . .0.5/3
Nursing 275A/B . . . . . 1 unit each

** Nursing core courses are short-term, 5, 6, and 8 weeks each.*

The 4 unit and 2.5 unit courses have a clinical component.

Nursing clinical or laboratory classes are scheduled in select healthcare facilities during the day and/or evening shifts, Monday - Sunday.

The program of integrated general education and nursing core courses is as follows:

Note: The Nursing courses listed below are 8 weeks in length.

(See Prerequisites for acceptance into program.)

SUBJECT & NO.	COURSE	UNITS
First Semester		
NURSING 265**	Fundamentals of Nursing	.4
NURSING 276**	Introduction to the Nursing Process	.1.5
NURSING 275A	Pharmacology Part I	.1
NURSING 266**	Nursing Process and Practice in the Care of the Adult Client I	.4
NURSING 277**	Health Assessment	.1.5
PHYS ED	Any Physical Education course.	.1
Second Semester		
NURSING 267*	Nursing Process and Practice in the Care of the Adult Client II.	.4
NURSING 268*	Nursing Process and Practice in the Care of Clients with Alterations in Mental Health	.4
NURSING 273*	Role Transition	.0.5
NURSING 275B*	Pharmacology Part II	.1
	Humanities - Area C	.3
Third Semester		
NURSING 269*	Nursing Process and Practice in the Care of the Adult Client III	.4
NURSING 271*	Nursing Process and Practice in the Care of Women and the Newborn	.4
SPEECH 101	Oral Communication I	.3
SOC 1	Introduction to Sociology	
OR		
SOC 11	Race and Ethnic Relations	
OR		
ANTHRO 102	Human Ways of Life: Cultural Anthropology.	.3
Fourth Semester		
NURSING 270*	Nursing Process and Practice in the Care of Children	.4
NURSING 272*	Nursing Process and Practice in the Care of the Adult Client IV	.4
NURSING 274*	Role Transition II/Preceptorship	.3
American Institutions or U.S. History requirements-Area B1		.3
	Total	***79.5***

**This course has a prerequisite.*

***This course has a corequisite.*

LICENSED VOCATIONAL NURSE TO REGISTERED NURSE

Includes current California VN LICENSE. NURSING 276 and 277 must be taken the semester prior to entry. The curriculum for the L.V.N. who chooses Option 1 is the same as that of a generic R.N. student. Credit will be given for Nursing 265 and 266.

Prerequisites for Fall 2009

A. High School graduate, or equivalent (GED or California High School Proficiency Test or United States College Degree).

B. GPA demonstrating satisfactory academic progress, however, a 2.5 GPA must be attained in Anatomy/Physiology and Microbiology.

C. Satisfactory completion of each of the following college courses before entering the program:

1. Anatomy/Physiology: College courses in Anatomy/Physiology* with laboratory (minimum 8 semester units) or Biology 20 (a combined course of Anatomy/Physiology).

*Has Chemistry prerequisite (1 year high school chemistry with a laboratory, acceptable provided a minimum satisfactory grade "C" was achieved in both semesters).

2. Microbiology 1 or 20: Microbiology with laboratory (minimum 4 semester units).
3. Psychology 1: General Psychology (minimum 3 semester units).
4. Psychology 41: Life-Span Psychology (minimum 3 semester units).
5. Math 125: Intermediate Algebra.
6. English 101: College Reading and Composition I (minimum 3 semester units).

D. Health: The student must be free from any condition that would present a threat to the well-being of the consumer (Title 22, California Code of Regulations, Division, Section 70723 (a). A complete physical examination with select immunizations will be required upon acceptance.

The following General Education courses should be completed before applying to the LVN degree program.

1. Speech 101 (3 units)
2. Sociology 1 or 11 or Anthropology 102 (3 units)
3. Humanities (any course from the graduation requirements list in the area of Humanities) (3 units)
4. American Institutions or U.S. History (recommended courses are African American Studies 4, 5, and Chicano Studies 7, 8) (3 units), Physical Education (1 unit)

In order for an application to be considered, a completed packet must be received in the Nursing Office.

Note: The student is not considered a graduate of this nursing program and does not qualify for the A.S. degree. Students selecting this option must be counseled by the Nursing Chairperson.

The program of integrated general education and nursing core courses is as follows:

Note: The Nursing courses listed below are 8 weeks in length.

(See Prerequisites for acceptance into program.)

SUBJECT & NO.	COURSE	UNITS
FIRST SEMESTER		
NURSING 277**	Health Assessment	1.5
NURSING 276**	Introduction to the Nursing Process	1.5
NURSING 267*	Nursing Process and Practice in the Care of the Adult Client II	.4
NURSING 268*	Nursing Process and Practice in the Care of Clients with Alterations in Mental Health	.4
NURSING 269*	Nursing Process and Practice in the Care of the Adult Client III	.4
NURSING 273*	Role Transition	0.5
SECOND SEMESTER		
NURSING 271*	Nursing Process and Practice in the Care of Women and the Newborn	.4
NURSING 270*	Nursing Process and Practice in the Care of Children	.4
NURSING 272*	Nursing Process and Practice in the Care of the Adult Client IV	.4
NURSING 274*	Role Transition II/Preceptorship	.3
PHYS ED	Any Physical Education course.	.1
SPEECH 101	Oral Communication I.	.3
SOC 1	Introduction to Sociology	
OR		
SOC 11	Race and Ethnic Relations	
OR		
ANTHRO 102	Human Ways of Life: Cultural Anthropology.	.3
American Institutions or U.S. History requirements-Area B1		.3
	Total	***65.5***

**This course has a prerequisite.*

***This course has a corequisite.*

SPECIAL NOTES: Applied to All Curricula

1. Nursing courses are scheduled sequentially in each quarter/semester and must be completed before progressing to the next semester.
2. NO SUBSTITUTIONS ARE ALLOWED FOR THE GENERAL EDUCATION COURSES AS ALL SUBJECTS MUST MEET WITH THE BOARD OF REGISTERED NURSING APPROVAL.
3. Please check the catalog for the transfer status of the General Education courses under Graduation Plan "B". Completion of ELAC's Nursing Degree Program is transferable to CSU and UC systems.
4. SCHOLASTIC REQUIREMENT: Satisfactory completion required in all General Education and Nursing courses.
5. See Nursing Student Handbook for Challenge/Transfer information.
6. Students who have a break in enrollment from a core nursing course will be subject to the new prerequisites, corequisites, and policies in effect when they return.
7. Malpractice Insurance is required for the nursing program.
8. Background checks must be done and successfully completed by all students accepted into the program.
9. Students transferring from another school of nursing will be evaluated by a Nursing Department Committee for nursing course transfer credit. Syllabi and college catalog must accompany application. In addition, all transfers must submit a letter from their former nursing chairperson stating they are clinically safe.
10. LVNs doing 30-unit option may not transfer from the certificate program to the degree program.

TRANSFER CURRICULUM

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

Most California State Universities require transfers to have an Associate in Science Degree in Nursing and their R.N. License.

COURSE DESCRIPTIONS

NURSING (NURSING)

250 Orientation to Nursing (1) CSU
Lecture, 1 hour.

This course is designed to help the beginning student majoring in nursing to prepare for the nursing curriculum. A review of basic mathematics, how to study effectively, and how to qualify for the examinations for nursing program readiness are among the topics considered.

252 Mathematics of Drugs and Solutions (2) CSU
Lecture, 2 hours

This elective course involves the computation of drug dosages and the conversion of the three major systems (metric, apothecary, and household) of measurement necessary for the administration of medications.

265 Fundamentals of Nursing (4) CSU
Corequisite: Nursing 277.

Lecture, 2 hours; Laboratory, 6 hours.

This course introduces fundamental concepts of the nursing profession, including its history, theory, ethical, and legal considerations as well as program's conceptual framework utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

266 Nursing Process and Practice in the Care of the Adult Client I (4) CSU
Corequisites: Nursing 276 and 277.

Lecture, 2 hours; Laboratory, 6 hours.

This beginning medical-surgical nursing course integrates critical thinking skills as it introduces the student to concepts and principles of basic nursing care for clients with alterations in hematological, immunological, oncological and integumentary systems utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

267 Nursing Process and Practice in the Care of the Adult Client II (4) CSU
Prerequisites: Satisfactory completion of Nursing 265, 275A and 276.

Lecture, 2 hours; Laboratory, 6 hours.

This medical-surgical nursing course provides theoretical and clinical experiences in the care of the adult client with alterations in oxygenation, ventilation, tissue perfusion, metabolic, hormonal regulation utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

268 Nursing Process and Practice in the Care of Clients with Alterations in Mental Health (4) CSU
Prerequisites: Nursing 265 and 275A.

Lecture, 2 hours; Laboratory, 6 hours.

This course provides theoretical and clinical experience in the care of clients with alterations in mental health utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

269 Nursing Process and Practice in the Care of the Adult Client III (4) CSU
Prerequisites: Satisfactory completion of Nursing 273 and 275B.

Lecture, 2 hours; Laboratory, 6 hours.

This medical-surgical nursing course provides theoretical and clinical experiences in the care of the adult client with alterations in genitourinary, fluid/electrolyte, musculoskeletal, gastrointestinal and hepatobiliary systems utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

270 Nursing Process and Practice in the Care of Children (4) CSU
Prerequisites: Satisfactory completion of Nursing 269 and 271.

Lecture, 2 hours; Laboratory, 6 hours.

This course is designed to prepare the student to provide safe and effective nursing care to the pediatric client utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory. Theoretical/clinical concepts include health maintenance and complications emphasizing emotional, psychosocial, cultural and legal aspects.

271 Nursing Process and Practice in the Care of Women and the Newborn (4) CSU
Prerequisites: Satisfactory completion of Nursing 267, 268, 273 and 275B.

Lecture, 2 hours; Laboratory, 6 hours.

The course is designed to prepare the student to undertake his/her role in providing safe and effective care to women and the newborn. Emphasis is made on the physiological care and complications, including the emotional, psychological, cultural and legal aspects, utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory. Clinical experience is provided in a variety of community settings.

272 Nursing Process and Practice in the Care of the Adult Client IV (4) CSU
Prerequisites: Satisfactory completion of Nursing 269 and 271.

Lecture, 2 hours; Laboratory, 6 hours.

This medical-surgical nursing course provides theoretical and clinical experiences in the care of adult clients with complex medical and/or surgical alterations and emergency situations utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

273 Role Transition (.5) CSU
Prerequisite: Satisfactory completion of Nursing 266.

Corequisites: Nursing 267 or 268.

Lecture, 0.5 hour.

This course introduces the role of professional nursing from past to present, addressing legal/ethical issues and delivery of care in a multicultural society. Emphasis is placed on professional accountability and the ability to demonstrate critical thinking when solving complex client care issues.

274 Role Transition II/Preceptorship (3) CSU
Prerequisite: Nursing 272.

Lecture, 0.5 hour; Laboratory, 7.5 hours.

This theory course is taught concurrently with Preceptorship. It offers students the opportunity to explore major factors involved in the transition from the student role to that of the professional registered nurse, focusing on effective leadership

and management, utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory in managing client care. The clinical component is taught concurrently with Role Transition Part II. It is designed to facilitate/ease the transition from generic student and LVN to Registered Nurse. Focus is on allowing the student to perform nursing duties/responsibilities under the supervision of an RN preceptor, utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

275A Pharmacology Part I (1) CSU
Lecture, 1 hour.

This course introduces basic pharmacological therapy and mathematical computations of drugs to first year nursing students utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

275B Pharmacology Part II (1) CSU
Prerequisite: Nursing 275A.
Lecture, 1 hour.

This course focuses on the nurse's role and responsibilities in the medication administration process. Emphasis is placed on assessment of a client's health status, knowledge of various pharmacological agents, expected outcomes and health teaching utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

276 Introduction to the Nursing Process (1.5) CSU
Corequisite: Nursing 266.
Lecture, 1.5 hours.

This course introduces Nursing Process, critical thinking, Maslow's Hierarchy of Needs, and Erikson's Developmental Needs and how to develop a nursing care plan.

277 Health Assessment (1.5) CSU
Corequisite: Nursing 265.
Lecture, 1.5 hours.

This course introduces beginning nursing students to basic physical assessment tools and skills in developing a client's health history and conducting head-to-toe physical examinations. The Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory are discussed and utilized to integrate assessment findings.

185 Directed Study-Nursing (1) CSU RPT2
285 Directed Study-Nursing (2) CSU
385 Directed Study-Nursing (3) CSU
Conference 1 hour per unit.

The above courses allow students to pursue Directed Study in Nursing on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

PHILOSOPHY DEPARTMENT

C2-6 **(323) 265-8774**

PHILOSOPHY

Courses and seminars in philosophy offer serious reflection and analysis of the approaches and perspectives of the philosophers who shaped Western culture. Philosophy provides students with the concepts and skills necessary to understand the theories that have been developed and, more importantly, to evaluate rationally alternative approaches, including their own. Philosophical study provides an overview of influential attempts to synthesize diverse philosophical insights into fully developed world views, world views with far-reaching implications for how we live and interact.

Philosophy contributes depth and perspective to the study of law, government, psychology, history, and literature. From philosophy, students of natural science derive a heightened awareness of what is positive and what is problematical in their field of inquiry. Mastery of the techniques of philosophical analysis is relevant to the preservation of clarity of thought in every field of inquiry.

Seen as a discipline with a rich history and heritage, philosophy presents an imaginative array of perspectives on the basic questions of life. In your study of philosophy, you will join with thinkers throughout the ages, share their wonder, and reflect philosophically in thinking about yourself, your life, and the world in which you live.

FACULTY

Sigman, Michael - Chair
Professor
Posada, Ramon J.
Professor
Snead, Timothy A.
Assistant Professor

ADJUNCT FACULTY

Allen, Brian
Austin, Sara
Bennet, Sage
Errett, Russell H.
Gill, Kevin
Knorr, Zachary D.
Lim, Daniel
Mather, Nicholas
McMahan, Kerrin M.
Sedgwick, Emily A.
Senestraro, Darin L.
Villavicencio, Angelo

EDUCATIONAL PROGRAM

TRANSFER CURRICULUM

PHILOSOPHY

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Bachelor of Arts Degree

SUBJECT & NO.	COURSE	UNITS
PHILOS 1	Introduction to Philosophy	3
PHILOS 8	Deductive Logic	3
CSU GENERAL EDUCATION REQUIREMENTS		**UP TO 39**

CALIFORNIA STATE UNIVERSITY, LONG BEACH

Bachelor of Arts Degree

SUBJECT & NO.	COURSE	UNITS
PHILOS 12	History of Greek Philosophy	3
PHILOS 14	History of Modern European Philosophy	3
PHILOS 1	Introduction to Philosophy	
OR		
PHILOS 20	Ethics	3
CSU GENERAL EDUCATION REQUIREMENTS		**UP TO 39**

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Bachelor of Arts Degree

SUBJECT & NO.	COURSE	UNITS
PHILOS 6	Logic in Practice	
OR		
PHILOS 12	History of Greek Philosophy	
OR		
PHILOS 19	Contemporary Problems in Bioethics	
OR		
PHILOS 20	Ethics	3
GENERAL EDUCATION - SATISFY IGETC REQUIREMENTS		

UNIVERSITY OF CALIFORNIA, RIVERSIDE

Bachelor of Arts Degree

SUBJECT & NO.	COURSE	UNITS
PHILOS 5	Critical Thinking and Composition	
OR		
PHILOS 6	Logic in Practice	3
PHILOS 8	Deductive Logic	3
GENERAL EDUCATION - SATISFY IGETC REQUIREMENTS		

COURSE DESCRIPTIONS

PHILOSOPHY (PHILOS)

1 Introduction to Philosophy (3) UC:CSU IGETC Area 3B
Lecture, 3 hours.

Philosophy 1 provides an introduction to the study of philosophy. Students are provided with an understanding of the major issues - epistemology, metaphysics, and axiology. Students experience philosophy as an activity characterized by asking questions and answering them through persistent, critical analysis. The study of Philosophy helps satisfy higher-level human needs, increases personal awareness, deepens tolerance, refines analytical powers, and equips us to deal with life's uncertainties.

5 Critical Thinking and Composition (3) UC:CSU
Prerequisite: English 101.
Lecture, 3 hours.

This course concentrates on the development of critical thinking skills necessary for evaluating and formulating argumentative essays, and offers practice in applying these skills. Critical writing is the focus of this course.

6 Logic in Practice (3) UC:CSU
Lecture, 3 hours.

This course is designed to foster critical thinking skills, without exclusively appearing to the traditional techniques of formal logic. A number of general issues connected with the rational criticism of arguments are explored. These include a discussion of the special features associated with critical thinking in different fields of argumentation and a discussion of fallacies as non-formal failures in the process of reasoning.

8 Deductive Logic (3) UC:CSU
Lecture, 3 hours.

This course concerns two basic analytical skills: logical and critical analysis. Logical analysis teaches the nature of logical structure. Critical analysis teaches why arguments sometimes fail. Students acquire the skills necessary for success in upper-division college course work.

12 History of Greek Philosophy (3) UC:CSU IGETC Area 3B
Lecture, 3 hours.

This course is a survey of Western thought from the Greek classical philosophers to the medieval Christian philosophers.

14 History of Modern European Philosophy (3) UC:CSU IGETC Area 3B
Lecture, 3 hours.

This course is a survey of selected modern Western philosophers from the Renaissance to the 18th century.

19 Contemporary Problems in Bioethics (3) UC:CSU IGETC Area 3B
Lecture, 3 hours.

This course examines moral problems in biomedical ethics, examining the work of philosophers, jurists, biologists, legal theorists, healthcare professionals and researchers. Major ethical theories are examined and applied to contemporary issues such as human cloning, genetic engineering, and assisted suicide.

20 Ethics (3) UC:CSU IGETC Area 3B
Lecture, 3 hours.

Using small group discussions and lectures, this course attempts to introduce ethics in a balanced mix of theory and practice that is unified and coherent, engaging and compelling. As a result of this course, students should be able to: (1) see the moral overtones in their own lives; (2) feel the urgency of ethics, the pressing personal and social need to perceive and confront the moral dimensions of everyday experiences; and (3) understand, analyze, and resolve moral dilemmas for themselves.

31 Philosophy of Religion (3) UC:CSU IGETC Area 3B
Lecture, 3 hours.

This is a survey course covering the relationship between faith, science and reason, the nature and possibility of miracles, arguments for and against the existence of God, the existence of the soul, ethics, and the problem of evil.

33 Comparative Survey of World Religions (3) UC:CSU IGETC Area 3B
Note: Credit given for only one of Philosophy 33 or History 7.
Lecture, 3 hours.

This course provides a survey of the historical development of the world's great religions including their origins, teachings, growth and contributions to man's cultural heritage.

185 Directed Study - Philosophy (1) CSU RPT2
285 Directed Study - Philosophy (2) CSU
385 Directed Study - Philosophy (3) CSU
Conference 1 hour per unit.

The above courses allow students to pursue Directed Study in Philosophy on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

PHOTOGRAPHY DEPARTMENT

E7 - B41 **(323) 265-8810**

Consider the vast number of photographs you see in just one day in newspapers, billboards, magazines, catalogs, mailers and even on your cereal box. Creating these photographs is an exciting and rewarding career that will provide you with many years of pleasure and fulfillment.

Photographers are problem solvers who combine artistry, technique, color sense, and imagination to create compelling images that tell a story. Due to the digital revolution and increasingly sophisticated imaging software, photography is now limited only by imagination.

At ELAC we provide training in both digital and traditional photography and the laboratory processes. These classes provide our students with the skills and knowledge necessary to enter and succeed in this challenging and exciting field.

Our Photography Department offers a total of eight skills certificate and certificates of achievement that lead to the Major Photography Certificate, and two Associate of Arts Degrees. Completing our program can pave the way to success, prepare you for career advancement or assist in making a career transition. Earning a certificate or a degree is gratifying, and you will have the distinction of having achieved a high level of competency.

FACULTY

Lyle, Robert A.
Instructor

ADJUNCT FACULTY

Blum, Thomas K.
Kopinski, Douglas J.
Russell, Kathryn K.
Tsai, Mike C.
Valenzuela, David L.
Valenzuela, Mei B.

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATES:

- ***Black and White Darkroom Laboratory Processing***
- ***Portrait Photography***

CERTIFICATES OF ACHIEVEMENT:

- ***Color Printing and Processing***
- ***Desktop Publishing***
- ***Digital Imaging***
- ***Large Format Photography***
- ***Photography and Digital Imaging***
- ***Studio Lighting and Techniques***

ASSOCIATE DEGREE PROGRAMS:

- ***Desktop Publishing***
- ***Photography***

SKILLS CERTIFICATES

BLACK AND WHITE DARKROOM LABORATORY PROCESSING

SUBJECT & NO.	COURSE	UNITS
PHOTO 10	Beginning Photography	.3
PHOTO 16*	Fundamental Commercial Photography	.3
PHOTO 32*	Intermediate Black and White Photography	.3
	Total	*9*

**This course has a prerequisite.*

PORTRAIT PHOTOGRAPHY

SUBJECT & NO.	COURSE	UNITS
PHOTO 10	Beginning Photography	.3
PHOTO 15*	Fundamentals of Portraiture	.3
PHOTO 31*	Advanced Portrait Techniques	.3
	Total	*9*

**This course has a prerequisite.*

CERTIFICATES OF ACHIEVEMENT

COLOR PRINTING AND PROCESSING PRINTING AND PROCESSING

This Certificate of Achievement exposes students to problem solving the unique technical and aesthetic issues occurring in color image making. Students will become versed in subtractive color theory, color correction, printing, processing and makeing artistic compositional decision with color as a variable.

SUBJECT & NO.	COURSE	UNITS
PHOTO 10	Beginning Photography	.3
PHOTO 17*	Introduction to Color Photography	.3
PHOTO 18*	Advanced Color Photography	.3
PHOTO 30*	Creative Color Techniques	.3
	Total	*12*

**This course has a prerequisite.*

DESKTOP PUBLISHING

This program gives the student skills in the fields of Graphic Design, Journalism, and Photography and in the use of computers to produce newspapers, newsletters, advertising and brochures.

SUBJECT & NO.	COURSE	UNITS
ART 635	Desktop Publishing Design.	.3
ART 639	Introduction to Digital Imaging	.3
JOURNAL 101	Collecting and Writing News	.3
JOURNAL 217*#	Publication Laboratory	.2
PHOTO 28*	Laboratory Processes	.1
PHOTO 47	Introduction to Computerized Digital Photography	.3
PHOTO 48#	Intermediate Computerized Digital Photography	.3

TWELVE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW 12

(The student may select all twelve units from one area or from a combination of areas.)

ART 201	Drawing I
ART 501	Beginning Two-Dimensional Design
ART 604*	Graphic Design I
ART 633	Introduction to Computer Graphics
JOURNAL 202*	Advanced Newswriting

JOURNAL 218*#	Practical Editing
JOURNAL 219*#	Techniques for Staff Editors
JOURNAL 228*#	Computerized Composition
PHOTO 10	Beginning Photography
PHOTO 17*	Introduction to Color Photography
PHOTO 22*	Creative Photo-Vision
PHOTO 32*	Intermediate Black and White
	Total ***30***

**This course has a prerequisite or corequisite.*

#This course is repeatable.

DIGITAL IMAGING

This Certificate of Achievement is a fast track to employment in a variety of digital imaging jobs. Students will reach a professional level of skill with digital photography, image manipulation and retouching in Photoshop, as well as printing and new media applications.

SUBJECT & NO.	COURSE	UNITS
PHOTO 10	Beginning Photography	.3
PHOTO 47	Introduction to Computerized Digital Photography	.3
PHOTO 48*	Intermediate Computerized Digital Photography	.3
PHOTO 51*	Advanced Digital Techniques	.3
	Total	***12***

**This course has a prerequisite.*

LARGE FORMAT PHOTOGRAPHY

This Certificate of Achievement trains students to work with 4x5 and 8x10 sheet film and view cameras. Students will become versed in the high-end commerical applications commonly shot in large format, i.e. architecture, product, food and fine art.

SUBJECT & NO.	COURSE	UNITS
PHOTO 5*	Photographic Sensitometry	.3
PHOTO 10	Beginning Photography	.3
PHOTO 12*	Advanced Photographic Techniques	.4
PHOTO 16*	Fundamental Commercial Photography	.3
	Total	***13***

**This course has a prerequisite.*

PHOTOGRAPHY AND DIGITAL IMAGING

SUBJECT & NO.	COURSE	UNITS
PHOTO 3*	Basic Commercial Fields	.6
PHOTO 5*	Photographic Sensitometry	.3
PHOTO 10	Beginning Photography	.3
PHOTO 12*	Advanced Photographic Techniques	.4
PHOTO 16*	Fundamental Commercial Photography	.3
PHOTO 17*	Introduction to Color Photography	.3
PHOTO 18*	Advanced Color Photography	.3
PHOTO 47	Introduction to Computerized Digital Photography	.3
PHOTO 48*	Intermediate Computerized Digital Photography	.3
PHOTO 185*	Directed Study - Photography	.1
ONE COURSE FROM AMONG THE FOLLOWING:		**3-4**
PHOTO 13	Photographing Art Work	
PHOTO 15*	Fundamentals of Portraiture	
PHOTO 22*	Creative Photo-Vision	
PHOTO 30*	Creative Color Techniques	
PHOTO 31*	Advanced Portrait Techniques	
PHOTO 32*	Intermediate Black and White Photography	
PHOTO 51*	Advanced Digital Techniques	
	Total	***35-36***

**This course has a prerequisite.*

STUDIO LIGHTING AND TECHNIQUES

SUBJECT & NO.	COURSE	UNITS
PHOTO 3*	Basic Commercial Fields	.6
PHOTO 10	Beginning Photography	.3
PHOTO 12*	Advanced Photographic Techniques	.4
PHOTO 16*	Fundamental Commercial Photography	.3
	Total	***16***

**This course has a prerequisite.*

ASSOCIATE DEGREE PROGRAMS

DESKTOP PUBLISHING

Associate in Arts Degree

(This program is offered through a consortium of the departments of Photography, Art, and Journalism.)

This program gives the student skills in the fields of Graphic Design, Journalism, and Photography and in the use of computers to produce newspapers, newsletters, advertising, and brochures.

SUBJECT & NO.	COURSE	UNITS
ART 635	Desktop Publishing Design.	.3
ART 639	Introduction to Digital Imaging	.3
JOURNAL 101	Collecting and Writing News	.3
JOURNAL 217*#	Publication Laboratory	.2
PHOTO 28*	Laboratory Processes	.1
PHOTO 47	Introduction to Computerized Digital Photography	.3
PHOTO 48*	Intermediate Computerized Digital Photography	.3
TWELVE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW		**12**

(The student may select all twelve units from one area or from a combination of areas.)

ART 201	Drawing I
ART 501	Beginning Two-Dimensional Design
ART 604*	Graphic Design I
ART 633*	Introduction to Computer Graphics
JOURNAL 202*	Advanced Newswriting
JOURNAL 218*#	Practical Editing
JOURNAL 219*#	Techniques for Staff Editors
JOURNAL 228*#	Computerized Composition
PHOTO 10	Beginning Photography
PHOTO 17*	Introduction to Color Photography
PHOTO 22*	Creative Photo-Vision
PHOTO 32*	Intermediate Black and White Photography
GENERAL EDUCATION REQUIREMENTS (PLAN A)	**30**
Total	***60***

**This course has a prerequisite or corequisite.*

#This course is repeatable.

PHOTOGRAPHY

Associate in Arts Degree

The program below is designed for the student who wishes to make professional photography his/her occupational field. Previous training in photography is not required. Comprehensive studies include commercial and industrial projects, laboratory processes, portraiture and color techniques classes.

Creative and advanced photographic skill classes are offered.

Camera Requirement:

A 35mm camera with adjustable light control features and a quality light meter are needed.

Not all classes are offered every semester. Check current class schedules for offerings.

First Year

First Semester

SUBJECT & NO.	COURSE	UNITS
PHOTO 10	Beginning Photography	3
ART 501	Beginning Two-Dimensional Design	3
GENERAL EDUCATION REQUIREMENTS (PLAN B)		9

Second Semester

SUBJECT & NO.	COURSE	UNITS
PHOTO 16*	Fundamental Commercial Photography	3
PHOTO 17*	Introduction to Color Photography	3
PHOTO 47	Introduction to Computerized Digital Photography	3
MARKET 11	Fundamentals of Advertising.	3
GENERAL EDUCATION REQUIREMENTS (PLAN B)		3

Second Year

Third Semester

SUBJECT & NO.	COURSE	UNITS
PHOTO 12*	Advanced Photographic Techniques	4
PHOTO 48*	Intermediate Computerized Digital Photography	3
PHOTO 121	History and Appreciation of Photography	3
GENERAL EDUCATION REQUIREMENTS (PLAN B)		6

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
PHOTO 3*	Basic Commercial Fields	6
PHOTO 185*	Directed Study - Photography	1
MGMT 13	Small Business Entrepreneurship	3
FIVE UNITS FROM AMONG THE FOLLOWING		5
PHOTO	4*, 13, 15*, 22*, 28, 30*, 31*, 32*, 47, 51*, 185	
ART	101#, 102#, 103#, 604	
JOURNAL	101#	
LAW	1	
CAOT	1, 31, or 62	
PHILOS	1# or 20#	
	Total	*61*

**This course has a prerequisite.*

#This course also fulfills one of the graduation requirements.

COURSE DESCRIPTIONS

PHOTOGRAPHY (PHOTO)

3 Basic Commercial Fields (6)

Prerequisite: Photography 12.

Lecture, 3 hours; Laboratory, 9 hours.

This professional course covers the application of photographic principles to commercial and illustrative photography. Emphasis is placed on commercial lighting and studio techniques, illustrative, fashion, architectural, and product photography. Pricing, self-promotion, portfolio development, and the business of photography are stressed. Projects will be in color and black and White..

5 Photographic Sensitometry (3)

Prerequisite: Photography 16.

Corequisite: Photography 12.

Lecture, 2 hours; Laboratory, 3 hours.

This course includes a study of the principles of Sensitometry, densitometry, and process monitoring of black and White chemistry. The applications of the zone system method of photography are studied along with the chemical mixing of photographic chemistry from raw chemicals using established formula.

10 Beginning Photography (3) UC:CSU

Lecture, 2 hours; Laboratory, 3 hours.

This is an introductory course for students without prior photographic training. Basic camera and laboratory techniques are studied, including camera operation and exposure, film developing, enlarging, and composition. These techniques enable the student to communicate visual images as creative photographic statements. A 35mm camera with adjustable f-stops and shutter speeds is required.

12 Advanced Photographic Techniques (4) CSU

Prerequisite: Photography 16.

Lecture, 2 hours; Laboratory, 6 hours.

A course for photography majors and students interested in a professional photography career. Students will work with many advanced techniques used in the commercial, industrial, and graphic arts fields. In-depth projects involve work in intensification, reduction, line and halftone negatives, infrared photography, and extensive copy and inter-negative work.

13 Photographing Art Work (1.5) CSU

Lecture, 1.5 hours.

This course is for the artist and others, who wish to photograph flat and three-dimensional art for use in portfolios, publication, documentation, or presentations.

15 Fundamentals of Portraiture (3) CSU

Prerequisite: Photography 10.

Lecture, 2 hours; Laboratory, 3 hours.

This introductory portrait course covers modern and traditional lighting styles with professional lighting equipment. Various projects include: portraits by window light, environmental portraiture, and studio portraits. The curriculum will cover lighting ratios, lighting styles, subject posing, films, exposure, developing techniques, and print presentation.

16 Fundamental Commercial Photography (3)
Prerequisite: Photography 10.
Lecture, 2 hours; Laboratory, 3 hours.

This course covers professional medium and large format camera operation, hand-held light meters, portable and studio flash photography, studio setup and lighting for small product photography in the commercial and industrial fields. Professional laboratory techniques filters for black and white and digital photography are also discussed.

17 Introduction to Color Photography (3) CSU
Prerequisite: Photography 10.
Lecture, 2 hours; Laboratory, 3 hours.

This course is designed to cover the elements of color photography, including light and color theory, color balance, color corrections, the color processes (E-6, C-41 and RA-4), exposing and printing color negatives, exposing and processing color slides, composition in color photography and the language of color.

18 Advanced Color Photography (3) CSU
Prerequisites: Photography 16 and 17.
Lecture, 2 hours; Laboratory, 3 hours.

This advanced color course provides practical experience in color photography- in both traditional and digital imaging. Color processes will be explored in greater detail – including light and color theory, color correction, color processing, composition, and proper exposure – in traditional and digital imaging. Students will study contemporary professional studio and location equipment and lighting. Alternative color processes are covered to enhance visual communication.

22 Creative Photo-Vision (3) RPT2
Prerequisite: Photography 10.
Lecture, 2 hours; Laboratory, 3 hours.

This course explores the creative and artistic applications of the materials and processes of silver and non-silver photography. Emphasis is placed on the aesthetic and expressive uses to which the materials lend themselves. This course will cover toning and hand coloring, high contrast, Sabattier effect, infrared film, extreme grain and non-silver processes.

28 Laboratory Processes (1) RPT3
Laboratory, 3 hours.

This laboratory course enables the student to increase his/her photography laboratory skills.

30 Creative Color Techniques (3) CSU
Prerequisite: Photography 17.
Lecture, 2 hours; Laboratory, 3 hours.

This is a creative color course that explores the imaginative uses of color materials and alternative color processes.

31 Advanced Portrait Techniques (3) CSU
Prerequisite: Photography 15.
Lecture, 2 hours; Laboratory, 3 hours.

This is a skills advanced course for those who have mastered the basic portraiture skills. Advanced topics such as: editorial and environmental portraits, executive portraiture, high and low key, group portraits, multiples, and synchro sunlight portraits will be covered, in addition to business methods of portraiture.

32 Intermediate Black and White Photography (3) CSU
Prerequisite: Satisfactory completion of Photography 10.
Lecture, 2 hours; Laboratory, 3 hours.

This is an exciting continuation of beginning photography. The course explores printing techniques, archival preparation, electronic flash, multiple exposure, matting and print presentation. A scheduled field trip to a local area of interest is also included.

47 Introduction to Computerized Digital Photography (3) CSU
Lecture, 2 hours; Laboratory, 3 hours.

This course introduces digital photographic imaging with computers and digital cameras. Mouse applications, keyboard shortcuts, and methods of creating folders are utilized. Various course projects present the techniques of opening programs, scanning, importing images, and manipulating images and saving and printing the photographic image.

48 Intermediate Computerized Digital Photography (3) CSU
Prerequisites: Photography 10 and Photography 47.
Lecture, 2 hours; Laboratory, 3 hours.

This course provides continuing instruction in computerized digital photography utilizing the software and hardware of digital imaging. Emphasis is on creating digital photographic images.

51 Advanced Digital Techniques (3) CSU
Prerequisite: Photography 48
Lecture, 2 hours; Laboratory 3 hours.

This course presents advanced instruction in digital photographic imaging – utilizing the software and hardware of digital imaging photography. Emphasis is given to creating and manipulating digital images, enhancement, and outputting to various media.

52 Advanced Laboratory Procedures (1) RPT3
Prerequisite: successful completion of Photography 28, four semesters.
Corequisite: Photography 3, 5, 12, 18, 30, 48, or 51.
Laboratory, 3 hours.

This course concentrates on lab instruction designed to familiarize students with safety factors and the technology of film and paper processes. Laboratory instruction also covers computers and peripheral equipment.

121 History and Appreciation of Photography (3)
UC:CSU IGETC 3A
Lecture, 3 hours.

A survey of the history of photography from its discovery/invention in 1839 to the present. The course covers the dominant world philosophies and technologies prior to its emergence in 19th Century France; the influence of the Industrial Revolution; and the sustained effect of photography pertinent to economics, culture, art, aesthetics, communication, the sciences and medicine.

185 Directed Study - Photography (1) CSU RPT2
285 Directed Study - Photography (2) CSU
385 Directed Study - Photography (3) CSU
Conference 1 hour per week per unit.

The above courses allow students to pursue Directed Study in Photography on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC does not grant credit for variable topics courses in Photography because of credit restrictions in this area.

931 Cooperative Education - Photography (3) CSU RPT3

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

941 Cooperative Education - Photography (4) CSU RPT3

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

Peter Lopez < meet **elac** people }

PHOTOGRAPHY

Photography major Peter Lopez submitted a black and white portrait of a friend to the prestigious trade publication Rangefinder Magazine. His image won an award and was published in the November issue of the magazine. In addition, Peter received an all-expenses-paid trip to Las Vegas to attend a large convention featuring the latest information on professional photography.

Peter was fortunate to get the last place in a crowded class taught by Doug Kopinski; the now-retired head of the photography department. He credits his instructors with not only teaching the basic techniques—but also pushing him to try new things. His painting and drawing classes also helped him understand how to design an image.

"My favorite teacher, Mei Valenzuela, is always pushing me to use the camera to see things in my own unique way. I hope to transfer to Art Center or work as an assistant to a professional photographer when I graduate. When I get enough experience, I want to open my own studio and specialize in unique portraits."

PHYSICAL EDUCATION DEPARTMENT

C1-135B MEN (323) 415-5336

E9-112 WOMEN (323) 265-8917

SUBJECTS

- ***Dance Studies***
- ***Dance Techniques***
- ***Health***
- ***Physical Education***
- ***Physical Fitness and Body Movement***

FACULTY: PHYSICAL EDUCATION - MEN'S

Browne, Richard - Chair
Instructor
Calienes, Jorge L.
Associate Professor
Cone, Al - Athletic Director
Instructor
Gamboa, Ricardo
Instructor
Hines, James
Instructor
Kimber, Kiff K.
Instructor
McBride, Dan
Associate Professor
Onsgard, Eldin B.
Professor
Shepherd, Michael A.
Instructor

ADJUNCT FACULTY

Adame, Alec
Brenes, Orlando J.
Dipietra, John J.
Elias, Ed
Hultz, Robert
Kaur, Dr. Manjit
Meiers, John C.
Plutchok, Keith
Teper, Lonnie E.
Varela, Stephanie A.
Valle, Ralph
Veglia, Antony

FACULTY: PHYSICAL EDUCATION - WOMEN'S

Galvan, Margaret – Chair
Professor
Blanco, Erika
Instructor
Brown, Kimberly D.
Associate Professor
Crawford, Jr., Richard C.
Professor
Daw, Pauletta E.
Professor
Faulkner, Ellen W.
Professor
Hernandez, Benjamin C.
Associate Professor
Ladd, Marilyn C.
Professor
Ramirez, Louis Jr.
Associate Professor

ADJUNCT FACULTY

D'Luhy Deborah A.
Espinoza, Marvin
Evans, Wanda L.
Figueroa, Marielina
Ganado, Kai
Holguin, Irene
Iriye, Sharon K.
Jensen, Karin
Johnson-Hawkins, Alma
Kaur, Dr. Manjit
Komori, Miyoko
Laguna, Steve
Lambert, Shannon
Lewis, Elton
Maxwell, Dorothy M.
Nguy, Qui
Rodriguez, George
Sandoval, M. Consuelo
Stankevitz, Diane
Tuitama, Tiare
Turner, Bruce M.
Tyo, Stephanie
Veglia, Antony
Wakamatsu, Jeannie
White, Keith
Wu, Dr. Chivey
Zepeda, Eva

EDUCATIONAL PROGRAMS

ASSOCIATE DEGREE PROGRAM:

- ***Physical Education***

TRANSFER CURRICULUM:

- ***Physical Education***

DEGREE PROGRAM

PHYSICAL EDUCATION

Associate in Arts Degree

This program emphasizes preparation for teaching, or career opportunities in Physical Education, or a number of other fields such as physical therapy, special education, recreation, athletic training, research and for positions in private industry or in public service.

In addition to physical fitness, dance and sports activities, the program includes the study of methods of teaching and coaching; rules, procedures and officiating of sports; history and principles of physical education and its relation to education in general.

SUBJECT & NO.	COURSE	UNITS
EITHER		
ANATOMY 1	Introduction to Human Anatomy	.4
AND		
PHYSIOL 1	Introduction to Human Physiology	.4
OR		
BIOLOGY 20	Human Anatomy and Physiology	.8
HEALTH	2, 7, 8, or 11	.3
PHYS ED or DANCETQ (see catalog)	Four different activity courses to include: aquatics, dance, individual and team sports	.4
PSYCH 1	General Psychology I.	.3
SOC 1	Introduction to Sociology	.3
	Subtotal	*21*
ELECTIVE COURSES:		
At least 9 units from the following list:		
HEALTH 12	Safety Education and First Aid.	.3
MATH 227	Statistics	.4
P. E. 701	Advanced Lifesaving	.2
P. E. 702	Water Safety Instruction	.3
P. E. 708	Care and Prevention of Athletic Injuries	.3
P. E. 710	Officiating Competitive Sport I	.3
P. E. 711	Officiating Competitive Sport II	.3
P. E. 712	Introduction to Physical Education	.3
P. E. 713	Introduction to Coaching Athletics	.3
PHYSICS 11	Introductory Physics	.4
GENERAL EDUCATION REQUIREMENTS (PLAN A)		**30**
	Total	*60*

TRANSFER CURRICULUM

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

Majors in physical education must study various physical activity courses in depth. Methods of teaching and coaching, rules, procedures, and officiating of sports must also be undertaken. An introduction to the prevention and care of sports injuries as well as a study of the human body and its reaction to the stresses of vigorous activity are emphasized. It is necessary, of course, for the physical education major to be in excellent physical condition. In addition to the general education requirements and lower division preparation in physical education activities, the major must take Anatomy 1 and Physiology 1 (or Biology 20) and their prerequisites. Physical Education majors also study the history and principals of their profession and its relation to education in general.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

SUBJECT & NO.	COURSE	UNITS
ANATOMY 1	Introduction to Human Anatomy	.4
TOGETHER WITH		
PHYSIOL 1	Introduction to Human Physiology,	.4
OR		
BIOLOGY 20	Human Anatomy and Physiology	.8
HEALTH 12	Safety Education and First Aid.	.3
MATH 245	College Algebra	.3
OR		
MATH 260	Pre-Calculus	.5
MATH 227	Statistics	.4
OR		
BUS 15	Business Statistics	.3
PHYSICS 11	Introductory Physics	.4
PSYCH I	General Psychology I.	.3
SOC 1	Introduction to Sociology	.3
CSU GENERAL EDUCATION REQUIREMENTS		**39**

COURSE DESCRIPTIONS

DANCE STUDIES (DANCEST)

452 Introduction to Choreography (1) UC:CSU RPT3
Laboratory, 2 hours.

This course introduces students to choreography with an emphasis on basic steps and combinations, creating dances, terminology, music, and appreciation of dance as a performing art form.

458 Latin American Dance Cultures (3) UC:CSU
Note: Credit given for only one of Chicano Studies 58 or Dance Studies 458.
Lecture, 3 hours.

This class 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.

814 Dance Production I (1) UC:CSU RPT2
Laboratory, 3 hours.

This course develops knowledge and skill in organizing and handling a dance production. In addition to increasing dance technique, an opportunity to perform in a dance production is provided.

820 Dance Production II (4) UC:CSU
Lecture, 2 hours; Laboratory, 4 hours.

This course provides instruction and laboratory experience in methods and techniques involved in producing a dance concert: including rehearsal management, scheduling, choreographic applications, lighting, costuming, publicity, audition and performance skills, dance critique and assessment.

822 Dance Rehearsal and Performance (1) UC:CSU RPT3
Laboratory, 2 hours.

This course provides students structured rehearsal time which culminates in a performance. Students participate as dancers and production personnel and may perform on campus and/or on tour.

826 Dance Performance Company (1) UC:CSU RPT3
Laboratory, 3 hours.

This course develops knowledge and techniques to perform in a professional dance company. In addition to exploring various dance techniques, it offers an opportunity to choreograph and perform with the East Los Angeles College Dance Company, as well as touring opportunities to local schools.

DANCE TECHNIQUES (DANCETQ)

225 Yoga Skills (1) UC:CSU RPT3
Laboratory, 2 hours.

This course identifies movements, body positions and techniques of dance to use as therapy--to reduce stress. The course assists with the development of flexibility and strength in the skeletal, muscular, and nervous systems. The course improves circulation and increases energy levels. Through the use of dance movements, yoga positions, and breathing exercises, students practice concentration and relaxation.

325 Body Sculpting for Dance (1) UC:CSU RPT3
Laboratory, 3 hours.

This course utilizes a combination of weight-bearing devices and activities within several series of exercises put to music. Stamina, agility, balance, and coordination (all necessary skills in dance) increase through the repetitious execution of floor work, stationary standing, and locomotive exercises all developed to deliver low weight to major muscle groups and full range of motion of joints. Over time, muscular endurance increases, thereby creating a firm and toned physique.

333 Pilates Skills for Dance (1) UC:CSU RPT3
Laboratory, 2 hours.

This course focuses on the functional muscle mechanics that enable an individual to move with balance, coordination, posture, and alignment of the body. Using movements on the floor and creating kinesthetic awareness, students position their complex muscle system to achieve strength and flexibility.

400 Stress Management Techniques Through Dance and Movement (1) CSU RPT3
Laboratory, 2 hours.

This course helps identify stressor and introduce techniques of dance and dance therapy. Movement meditations, therapeutic movement studies, breathing exercises, yoga, physical therapy and relaxation exercises are introduced. Multicultural rhythms and dance forms are used to enhance group experience.

419 Mexican Folklorico Skills (1) UC:CSU RPT3
Laboratory, 2 hours.

This course teaches skills and dance from six or more of Mexico's dance regions. Emphasis is placed on the historical and cultural context of the development of these dances. Students learn to execute dance steps and patterns with the style appropriate to each region. Discussion of costumes and crafts pertinent to the dances is included.

431 Modern Dance (1) UC:CSU RPT3
Laboratory, 2 hours.

This is an introductory course to modern dance designed to acquaint the student with basic techniques and styles of modern dance. Emphasis is placed on individual expression of integration and creativity. Some dance history is emphasized.

434 Ballet (1) UC:CSU RPT3
Laboratory, 2 hours.

This course emphasizes and introduces students to ballet through basic steps and combinations, terminology, music, and appreciation of dance as a performing art form.

437 Jazz Dance (1) UC:CSU RPT3
Laboratory, 2 hours.

This course introduces students to the basic performance-based dance technique of jazz. Standardized basic steps are utilized to create an understanding of musical phrasing and rhythms by combining these steps, as well as other creative variations, into small dances. Brief historical conversations of movement ethnology are discussed.

440 Social Dance (1) UC:CSU
Laboratory, 2 hours.

This course is an introduction to the basic forms of social dance, with emphasis on Salsa and Latin forms. The history, music, basic rhythms, and cultural influences of the dances are covered.

446 Tap Dance (1) UC:CSU RPT3
Laboratory, 2 hours.

This course introduces students to tap dance with an emphasis on basic steps and combinations, terminology, music, and appreciation of dance as a performing art form.

460 Ballet Techniques (1) UC:CSU RPT3
Laboratory, 3 hours.

This course introduces students to classical ballet through basic step sequences and combinations, terminology, music, and appreciation of dance as a performing art form.

462 Modern Dance (1) UC:CSU RPT3
Laboratory, 3 hours.

This course is an introduction to modern dance. Instruction includes basic techniques, skill performance, theory, various styles, and exposure to history and development of modern dance forms as we know them today. Emphasis is placed on individual expression and integration of creativity.

463 Modern Jazz (1) UC:CSU RPT3
Laboratory, 3 hours.

This course introduces students to the basic performance-based dance technique of jazz. Standardized basic steps are utilized to create an understanding of musical phrasing and rhythms by combining these steps, as well as other creative variations, into small dances. Brief historical conversations of movement ethnology are discussed.

464 Tap Dance Technique (1) UC:CSU RPT3
Laboratory, 3 hours.

This course provides students the opportunity to learn and develop tap dance skills. Besides learning the basic elements of this dance style, emphasis is placed in developing skills to moderate performance level. In addition, students learn step terminology and music appreciation for this dance as an art form.

468 Jazz Dance Combination (1) UC:CSU RPT3
Laboratory, 2 hours.

This course introduces students to an intermediate approach to the performance-based dance technique of Jazz. Standard, compound and complex basic and intermediate steps are utilized to create an understanding of musical phrasing and rhythms by combining these steps, as well as other creative variations, into small dances. Throughout the course, these small dances are combined periodically and systematically until a complete dance or choreographic work has been produced. Brief historical conversations of movement ethnology will arise.

469 Conditioning for Dance (1) UC:CSU RPT3
Laboratory, 2 hours.

This course utilizes a combination of movement skills and activities within several series of exercises put to music. The five components of physical fitness are developed by incorporating continuous dance exercises. The motor skills of stamina, agility, balance, and coordination increase through the repetitious execution of floor work, stationary standing, and locomotive exercises all developed to deliver low weight to major muscle groups and full range of motion about the joints. Over time, muscular and cardiovascular endurance increase, thereby creating a firm and toned physique, as well as a healthy and efficient cardio-respiratory system.

471 Dance Company (1) CSU RPT3
Laboratory, 2 hours.

This course develops knowledge and skill in organizing and handling a dance production. In addition to improving dance technique, an opportunity to choreograph and perform in a dance production is provided, as well as touring opportunities to local schools.

472 Social Dance Activities (1) UC:CSU RPT3
Laboratory, 3 hours.

This course introduces to the basic social dances of waltz, fox trot, rumba, samba, cha cha, polka, salsa, country western, swing, disco, tango, novelty, and fad dances. The dance history and the cultural background of each dance are presented. Music selection, basic rhythms and cultural influences on dance and music are also covered.

481 Jalisco Dance Technique (1) UC:CSU RPT3
Laboratory, 3 hours.

This course presents the dance techniques and styling unique to the state of Jalisco, Mexico. It includes male and female movement roles as well interpretation of this vigorous footwork and skirt movement. It also emphasizes the aesthetic values necessary to perform to mariachi music.

482 Border to Border: Mexican Dance (1) UC:CSU RPT3
Laboratory, 3 hours.

This course improves dance performance skills in a variety of Mexican dance styles. The student learns to interpret mestizo dances, define male/female roles, footwork styles, and body movements. It covers the application of artistic values inherent in each dance studied. Also included is historical and cultural context of the dances' development and discussions of costumes pertinent to each dance.

483 Hip-Hop Dance Skills (1) UC:CSU RPT3
Laboratory, 3 hours.

This course is an exploration into the basic technique of Hip Hop and Funk dance. Musicality, rhythms, and various styles of both Hip Hop and Funk are covered.

484 Banda Aerobics (1) UC:CSU RPT3
Laboratory, 3 hours.

Banda aerobics represents steps and movements of prancing and trotting of horses. It is commonly known as Banda or Quebradita. Using this form of dance aerobically, students are able to increase elasticity of muscles and improve the cardiovascular system.

485 Ritual Dances of Mexico (1) UC:CSU RPT3
Laboratory, 2 hours.

This course studies the vernacular dance dramas of Mexico. Students learn to appreciate, demonstrate, and preserve the values of ritual dance and to understand the dance syncretism. Students analyze how these "danzas" play a religious and cultural role in the lives of the performers.

486 Banda Ranchera Technique (1) UC:CSU RPT3
Laboratory, 2 hours.

Banda Ranchera was developed in California among the Latino community. This social dance, representing steps and movements of the prancing and trotting of horses, is commonly known as banda or Quebradita. The dance improves the cardiovascular system and strengthens muscles.

487 Hip-Hop Techniques (1) UC:CSU RPT3
Laboratory, 2 hours.

This course provides opportunities to explore the functions of the body in relationship to music, to develop and condition the body for Hip-Hop dancing, and acquire and study the technique of this type of movement.

488 Jalisco Dance Style (1) UC:CSU RPT3
Laboratory, 2 hours.

This course presents the dance techniques and styling unique to the state of Jalisco, Mexico. It includes male and female movement roles as well as interpretation of vigorous footwork and skirt movement. It also emphasizes the aesthetic value necessary to perform to mariachi music.

489 Salsa Casino (1) UC:CSU RPT3
Laboratory, 3 hours.

This course covers an intensified dance technique to develop skills in Salsa dance style. It begins with basic steps and learning how to use the floor patterns to develop poise and character to perform elegant, sophisticated, and attractive steps.

490 Mangrove Salsa (1) UC:CSU RPT3
Laboratory, 2 hours.

This course covers theory and dance technique to develop skills in Salsa dance style. It begins with basic steps and learning how to use the floor patterns to develop appeal to perform attractive steps.

535 Dance Team Techniques (2) UC:CSU RPT3
Laboratory, 6 hours.

This course focuses on techniques, performance qualities, and routines for the Dance Team. Students are required to perform at selected dance department events and/or Dance Team competitions as part of this course requirement. This course is required for the East Los Angeles College Dance Team.

570 Conditioning for Dance (1) UC:CSU RPT3
Laboratory, 3 hours.

This course develops knowledge and provides skills to condition the body for dance. In addition to exploring various conditioning programs, it offers an opportunity to enhance dance techniques.

600 Pilates for Dance (1) UC:CSU RPT3
Laboratory, 3 hours.

This course focuses on the functional musculoskeletal alignment that facilitates muscular force and flexibility at the joint level. The Pilates method stimulates circulation through movements that enable an individual to move with balance, coordination, posture, and poise. Using movements on the floor, students create kinesthetic awareness and precise coordination.

668 Body Dynamics (1) UC:CSU RPT3
Laboratory, 3 hours.

This course utilizes a combination of movement skills and activities within several series of exercises put to music. The components of physical fitness are developed by incorporating continuous dance exercises. The motor skills of stamina, agility, balance, and coordination increase through the repetition of execution of floor work, stationary standing, and locomotive exercises all developed of deliver low weight to major muscle groups and full range of motion about the joints. Over time, muscular and cardiovascular endurance increase, thereby creating a firm and toe physique, as well as a healthy and efficient cardio-respiratory system.

696 Yoga (1) UC:CSU RPT3
Laboratory, 3 hours.

This introductory yoga course provides conditioning, flexibility, and endurance to supplement dance techniques. This class focuses on the development of the body/mind through the use of specific yoga postures, breathing techniques, stretches, mental exercises and relaxation exercises to obtain greater concentration, self-discipline and improved physical, mental and emotional health.

HEALTH (HEALTH)

Note: One Health course selected from Health 2, 7, 8, or 11 is required of all students seeking an Associate in Arts Degree.

(UC limit Health 2, 7, 8, 11 combined maximum credit, one course.)

2 Health and Fitness (3) UC:CSU
Lecture, 2 hours; Laboratory: 2 hours.

This course promotes healthy physical and psychological lifestyles, with emphasis on disease prevention, including violence/abuse, nutrition, sexuality, reproduction, drugs, alcohol, tobacco, aging, stress management, and weight control. The physical fitness segment emphasizes individual improvement utilizing aerobic, flexibility, and strengthening activities

4 Contemporary Major Diseases and Illnesses (3) CSU
Lecture, 3 hours.

This course surveys a variety of contemporary diseases and illnesses that afflict the majority of people in America. Health issues associated with obesity are also discussed. Emphasis is placed on the prevention, origin, treatment and a healthy lifestyle as it relates to the various diseases. Physiological, anatomical, psychological, community resources and social implications are considered.

7 Physical Fitness and Nutrition (3) UC:CSU
Lecture, 3 hours.

This course considers the nature and importance of physical fitness and good nutrition in one's personal and social development. Various types of physical activities will be analyzed and evaluated. Appropriate selection of nutritive foods for weight control and ergogenics will be covered. Fad diets and food supplements will be analyzed.

8 Women's Personal Health (3) UC:CSU
Lecture, 3 hours.

This course comprehensively reviews important issues related to women of all diverse backgrounds. This course designs practical approaches to understanding the health of women in relationship to physiological and psychological aspects of nutrition, mental health, exercise, hygiene, cardiovascular disease, cancer, sexuality, reproduction, drugs, and other diseases common to women.

9 Health for the Mature Individual (3) CSU
Lecture: 3 hours.

This course considers the needs and interests of mature adults. Emphasis is on the promotion and maintenance of physical and psychological health by surveying common problems. The changing nature of family and personal relationships, including grief and loss issues, are included. Use of the healthcare system and of community resources is explored.

11 Principles of Healthful Living (3) UC:CSU
Lecture, 3 hours.

This course develops health knowledge and values with the goal of promoting a high quality of life for each individual. Areas of focus include nutrition, physical fitness, communicable diseases and other major health problems, consumer and environmental health, human sexuality and family life, mental and emotional health, tobacco, alcohol and drugs, aging, death and dying.

12 Safety Education and First Aid (3) UC:CSU
Lecture, 3 hours.

This course deals with the causes, care, and management of injuries sustained in the home, auto accidents, and selected cases of civilian emergencies. Special attention is given to the development of an attitude of safety consciousness. Upon successful completion of this course, students are eligible to receive American Red Cross Community and Safety First Aid, and Community CPR Certification.

15 Stress Management Strategy (3) CSU
Lecture, 3 hour.

This course examines and identifies the effects of stress on our society and in particular on the individual. Several systems are explored to achieve an optimal level of health. Students learn to cope with stress as well as change potential stressors that will enrich their lives. This course covers the seven dimensions of health: mental, emotional, social, physical, occupational, spiritual, and environmental as well as examines ways to identify and control stress.

27 Focus on Health: Prenatal Care (2) CSU
Lecture, 2 hour.

This Focus on Health course designed for pregnant women, including teens, focuses on proper nutrition education and prenatal care. Diet, consequences of nutritional deficiencies, substance abuse, lactation, benefits of exercise and building healthy lifestyles for mothers and newborns are also covered.

28 Focus on Health: Arthritis (1) CSU
Lecture, 1 hour.

This Focus on Health course covers osteoarthritis and rheumatoid arthritis with an emphasis on positive self-care choices. Topics presented include selected aspects of anatomy, physiology, exercise, medication, diet, and pain management. Problem-solving of daily living challenges with arthritis is included, as well as analysis of unproven remedies.

29 Focus on Health: Breast Care (1) CSU
Lecture, 1 hour.

This course focuses on breast care with an emphasis on positive self-care choices and cancer prevention strategies. Current cancer treatments are covered, as well as benign conditions. An analysis of unproven remedies and problem solving for cancer survivors are included.

30 Focus on Health: Menopause and Aging: Growing Older (1) CSU
Lecture, 1 hour.

This course considers female menopause and aging with an emphasis on positive self-care choices. Presented topics include anatomy, physiology, exercise, medication, sex, diet, and symptom management. Prevention strategies for common women's health problems are included together with an analysis of unproven remedies.

31 Focus on Health: Diabetes (1) CSU
Lecture, 1 hour.

This Focus on Health course covers diabetes mellitus, with an emphasis on positive self-care choices. Aspects of current diabetes management are covered including: blood glucose testing, oral hypoglycemics, insulin, exercise, and pregnancy. Prevention and recognition of diabetes complications affecting the eyes, kidneys, nerves, feet, heart/blood vessels, hypoglycemia and hyperglycemia are also covered.

32 Focus on Health: Heart and Circulation (1) CSU
Lecture, 1 hour.

This Focus on Health course presents aspects of heart and circulatory health with an emphasis on positive self-care choices. Management of common heart and blood vessel disorders is covered, plus determination of personal cardiac risk. Topics included are: exercise, diet and control of risk factors, such as stress, high blood pressure, high cholesterol, and diabetes.

PHYSICAL EDUCATION (PHYS ED)

UC limits any or all Physical Education activity courses combined; maximum credit 4 units.

96 Combined Activities (1) UC:CSU RPT3
Laboratory, 2 hours.

This course consists of a combination of two or more physical education activity courses, each taught for one half (or less) of the scheduled time. The combination course are specified in the schedule of classes.

98 Scientific Physical Fitness Laboratory (1) CSU RPT3
Laboratory, 2 hours.

This course combines instruction in the conditioning aspects of strength, flexibility, endurance and muscle tone. An understanding of cardiovascular fitness and nutritional information related to exercise is emphasized. A periodic evaluation of fitness levels is included.

PHYSICAL EDUCATION ACTIVITY SKILLS

Activity skills instruction includes progressive skills attainment in each particular sport or activity with emphasis on technique, strategy, etiquette, and rules, as well as physical health emphasis and importance of life-long physical well-being. Physical Education and dance classes present integrated information about physiological, social and psychological understanding of the self through movement. These activities may be repeated three times to achieve maximum educational objectives. Activity courses include levels of Beginning, Intermediate, and Advanced.

NOTE: Course Descriptions start on page 248.

WATER ACTIVITIES (1) UC:CSU RPT3

Note: For co-ed water safety instruction, refer to P.E. 702.

Activity, 2 hours.
102 Swimming Skills
105 Diving Skills
122 Aqua Exercise

Activity, 3 hours.
131 Aqua Aerobics
671 Diving Skills and Theory
694 Water Polo
695 Swimming Skills Activity

INDIVIDUAL AND DUAL ACTIVITIES (1) UC:CSU RPT3

Activity, 2 hours.
96 Combined Activities
98 Scientific Physical Fitness Laboratory
203 Badminton Skills
212 Tennis Skills
222 Racquetball Skills
228 Body Conditioning
229 Body Dynamics
230 Weight Training Skills
238 Self-Defense Skills
259 Golf Skills
262 Track and Field Skills
283 Aerobic Conditioning
284 Bicycle Spinning Class
296 Stress Management Techniques (CSU only)
325 Body Sculpting
326 Chinese Martial Arts
332 Cardiokickboxing Fitness
333 Pilates Skills
341 Seniorcise
342 Tai Chi Do
350 Chinese Martial Arts
375 Tai Chi
470 Step Aerobics Activity

Activity, 3 hours.
331 Body Toning
343 Advanced Badminton
465 Aerobics for Dance
627 Backpacking

628 Swim and Run For Fitness
629 Bicycle Spinning Activity
630 Aerobic Super Circuit Laboratory
631 Stress Management Skills (CSU only)
640 Beginning Lifelong Fitness Laboratory
662 Badminton
668 Body Dynamics Activity
672 Step Aerobics and Weight Training
673 Step Aerobics
676 Self Defense
679 Golf Skills Activity
681 Table Tennis
682 Tennis
690 Weight Training
691 Marathon Training Course for Run/Walk (4.5 hours, 1.5 units)
696 Yoga
697 Track and Field Skills Activity
698 Fitness through Cross Country Conditioning
742 Cardiokickboxing

ADAPTED PHYSICAL EDUCATION (1) UC:CSU RPT3

Activity, 3 hours.
642 Adapted Fitness
643 Adapted Strength Training
644 Adapted Swimming and Hydroexercise
645 Adapted Aerobics
646 Adapted Cardiovascular Fitness

TEAM SPORTS (1) UC:CSU RPT3

Activity, 2 hours.
304 Basketball Skills
310 Flag/Touch Football Skills
313 Soccer Skills
322 Volleyball Skills

Activity, 3 hours.
663 Baseball Skills Activity
665 Basketball
667 Flag Football Skills Activity
677 Soccer
678 Softball
684 Volleyball

DANCE TECHNIQUES (1) UC:CSU RPT3

Activity, 2 hours.
225 Yoga Skills
333 Pilates Skills for Dance
400 Stress Management Techniques Through Dance and Movement (CSU ONLY)
419 Mexican Folkloric Skills
431 Modern Dance
434 Ballet
437 Jazz Dance
440 Social Dance
446 Tap Dance
452 Introduction to Choreography
468 Jazz Dance Combination
469 Conditioning for Dance
471 Dance Company (CSU ONLY)
485 Ritual Dances of Mexico
486 Banda Ranchera Technique
487 Hip-Hop Techniques
488 Jalisco Dance Style
490 Mangrove Salsa
822 Dance Rehearsals and Performance

Activity, 3 hours
325 Body Sculpting for Dance
460 Ballet Techniques
462 Modern Dance
463 Modern Jazz
464 Tap Dance Technique
472 Social Dance Activity
481 Jalisco Dance Technique
482 Border to Border: Mexican Dance
483 Hip-Hop Dance Skills
484 Banda Aerobics
489 Salsa Casino
570 Conditioning for Dance
600 Pilates for Dance
668 Body Dynamics
696 Yoga
814 Dance Production

INTERCOLLEGIATE SPORTS

Activity, 10 hours

Intercollegiate Sports - Men, Women, and Coed (2) UC:CSU RPT2

Activity, 10 hours in the sport in season.

Note: Passing grade in 12 units is required for eligibility.

Note: Passing grade in 24 units is required for second-year competition eligibility.

Courses listed below provide the opportunity to participate in intercollegiate athletics, involving varsity competition in a recognized intercollegiate conference and in state competition when appropriate. Participation in intercollegiate sports requires concurrent enrollment in not less than 12 units of college work and a minimum of a 2.0 GPA.

502 Badminton
503 Baseball
504 Basketball
506 Cross Country
508 Football
511 Soccer
512 Softball
515 Track and Field
516 Volleyball
518 Wrestling
551 Drill Team

RELATED ACTIVITIES

Activity, 6 hours.

534 Cheerleading Techniques (2) UC:CSU

535 Dance Team Techniques (2) UC:CSU

Activity, 3 hours.

552 Athletics Pre-Season Conditioning (1) UC:CSU RPT3

553 Strength and Fitness Training for Football (1) UC:CSU RPT3

554 Strength and Fitness Training for Track and Field (1) UC:CSU RPT3

555 Strength and Fitness Training for Cross Country (1) UC:CSU RPT3

556 Strength and Fitness Training for Basketball (1) UC:CSU RPT3

557 Strength and Fitness Training for Baseball (1) UC:CSU RPT3

558 Strength and Fitness Training for Soccer (1) UC:CSU RPT3

559 Strength and Fitness Training for Tennis (1) UC:CSU RPT3

560 Strength and Fitness Training for Competitive Swimming (1) CSU RPT3

561 Strength and Fitness Training for Water Polo (1) UC:CSU RPT3

562 Strength and Fitness Training for Wrestling (1) UC:CSU RPT3

563 Strength and Fitness Training for Volleyball (1) UC:CSU RPT3

564 Strength and Fitness Training for Softball (1) UC:CSU RPT3

565 Intercollegiate Sports - Strength and Fitness Training for Badminton (1) UC:CSU RPT3

571 Conditioning for Cheerleading (1) UC:CSU RPT3

COURSE DESCRIPTIONS

102 Swimming Skills (1) UC:CSU RPT3
Laboratory, 2 hours.

Introduction to the fundamentals of swimming and water safety. Development of basic swimming skills and endurance. Students will be assessed and grouped according to ability level. Level 1: water exploration, adjustment Level 2: primary skills, beginning stroke development Level 3: stroke readiness Level 4: stroke development Level 5: stroke refinement Level 6: skill proficiency Level 7: advanced skills.

105 Diving Skills (1) UC:CSU RPT3
Laboratory, 2 hours.

A course in beginning to intermediate springboard diving, using fundamentals of diving and advances to more complicated maneuvers.

122 Aqua Exercise (1) UC:CSU RPT3
Laboratory, 2 hours.

This course is designed to develop physical fitness by utilizing the water as resistance to firm and tone the various parts of the body, and to make each student water safe.

131 Aqua Aerobics (1) UC:CSU RPT3
Laboratory, 5 hours.

This fitness conditioning class is held in the shallow end of the pool and consists of a series of exercises and aerobic dance steps in conjunction with stretching and body dynamics to help promote cardiovascular and muscular fitness.

203 Badminton Skills (1) UC:CSU RPT3
Laboratory, 2 hours.

This course develops the fundamental skills of Badminton including basic strokes, rules of the game, and singles and doubles patterns of play and strategy. Badminton is an anaerobic/aerobic activity which as a result increases endurance and physical fitness.

212 Tennis Skills (1) UC:CSU RPT3
Laboratory, 2 hours.

This course is designed to provide theory and instruction in the fundamental skills of tennis. Instruction and practice play is arranged to all levels of play. Fundamentals and related knowledge of all aspects of the game are presented through lecture, demonstration, group and individual drills, analysis, singles and doubles situations as well as competitive single and double matches. Emphasis is also placed on nutrition and physical fitness.

222 Racquet Ball Skills (1) UC:CSU RPT3
Laboratory, 2 hours.

Instruction in racquet ball includes (1) rules, (2) techniques, (3) terminology and (4) basic skills for enjoyment of leisure time and achievement of stress management

228 Body Conditioning (1) UC:CSU RPT3
Laboratory, 2 hours.

This course offers low impact “aerobics” and stretch exercises for the entire body. A fitness test is given with emphases placed on individual improvement. Other components of conditioning such as weight training, nutrition, weight control, and methods of relaxation are included.

229 Body Dynamics (1) UC:CSU RPT3
Laboratory, 2 hours.

The course instructs the student to develop his/her own physical fitness program at any time in life based upon principles of physiology of exercise and nutrition.

230 Weight Training Skills (1) UC:CSU RPT3
Laboratory, 2 hours.

This course covers the principles, of weight training for men and women. It develops a general program of progressive resistance exercises with adaptation and implications for the individual student. Attention is given to terminology, use of equipment, safety precautions, nutrition and weight control, and basic factors of anatomy and physiology.

238 Self-Defense Skills (1) UC:CSU RPT3
Laboratory, 2 hours.

This basic course in self defense is designed to help students become aware of danger and prepare themselves to live comfortably and securely in our society.

259 Golf Skills (1) UC:CSU RPT3
Laboratory, 2 hours.

This course provides instruction in the theory, technique, etiquette, and practice of golf.

262 Track and Field Skills (1) UC:CSU RPT3
Laboratory, 2 hours.

This course will consist of knowledge and skill development for basic track and field skills.

283 Aerobic Conditioning (1) UC:CSU RPT3
Laboratory, 2 hours.

This course focuses on improving cardiovascular efficiency and muscular endurance while improving body composition. This class encompasses a variety of low impact, high intensity aerobic activities as well as a basic, interactive nutrition component.

284 Bicycle Spinning Class (1) UC:CSU RPT3
Laboratory, 2 hours.

This course develops cardiovascular endurance and leg strength through stationary bicycle workouts. These workouts vary in intensity and demand, utilizing simulated hill climbing, downhill riding, and level-ground riding.

296 Stress Management Techniques (1) CSU RPT3
Laboratory, 2 hours.

This course examines and identifies the effects of stress on our society and in particular on the individual. Several different systems of knowledge such as; Yoga, breathing techniques, visual imagery and tension relieving exercises are taught to help the student manage stress in her/his daily life.

304 Basketball Skills (1) UC:CSU RPT3
Laboratory, 2 hours.

This course introduces students to the rules, skills, and strategies of basketball. Both offensive and defensive drills and the games make up the class activity.

310 Flag/Touch Football Skills (1) UC:CSU RPT3
Laboratory, 2 hours.

This course is designed to provide weekly participation in vigorous physical activity involving group work in flag football techniques, terminology, rules, and regulations.

313 Soccer Skills (1) UC:CSU RPT3
Laboratory, 2 hours.

This course stresses soccer skills development while developing cardiovascular endurance and coordination for both men and women. Strategies and team play also are covered.

322 Volleyball Skills (1) UC:CSU RPT3
Laboratory, 2 hours.

This course acquaints the individual with the rules, skills, and strategy of playing volleyball. Special emphasis is placed on passing, setting, hitting, blocking, and defensive skills. Competitive offensive and defensive strategies are introduced.

325 Body Sculpting (1) UC:CSU RPT3
Laboratory, 2 hours.

This course utilizes body sculpting techniques to achieve cardiovascular fitness, muscle toning and endurance. Spri bands, free exercise on mats, weights, and other activities are used for a total body workout.

331 Body Toning (1) UC:CSU RPT3
Laboratory, 3 hours.

This course enables students to gain awareness of the importance of exercise, including progressive resistance training and conditioning for the purpose of body shaping and toning muscles. Nutrition and concepts of fitness are also covered.

332 Cardiokickboxing Fitness (1) UC:CSU RPT3
Laboratory, 2 hours.

This course is designed to provide cardiovascular fitness, muscular strength and endurance, and flexibility by using kickboxing and a variety of strength training and stretching techniques. Basic blocks, kicks, and punches are utilized to obtain cardiovascular efficiency and strength. Basic anatomy and physiology along with nutrition and fitness are discussed. No prior experience is necessary. All fitness levels welcomed.

333 Pilates Skills (1) UC:CSU RPT3
Laboratory, 2 hours.

This course focuses on alignment, articulation and range of movement through a series of floor exercises, optimizing a postural alignment and muscular balance to enable maximum range of movement for body strength and flexibility. Appropriate modifications for specific fitness levels are considered. This class is easy to follow and includes instruction and understanding of pilates methods and exercises utilizing safe (and popular) pilates exercises.

341 Seniorcise (1) UC:CSU RPT3
Laboratory, 2 hours.

This course provides a combination of fitness activities especially tailored to address the needs and interests of seniors. Aerobics, weight training, stretching, walking, and other activities are included in this course.

342 Tai Chi Do (1) UC:CSU RPT3
Laboratory, 2 hours.

This course is based on traditional Tai Chi movements. It combines fitness, performance, and practical self defense. Deep meditation, deep breathing exercises and philosophy are covered. Other aspects of Chinese Martial Arts are also included.

343 Advanced Badminton (1) UC:CSU RPT3
Laboratory, 3 hours.

This course consists of advanced skills, drills, and strategies of the game of badminton consistent with advanced team or tournament play.

470 Step Aerobics Activity (1) UC:CSU RPT3
Laboratory, 2 hours.

This course deals with low impact exercises using steps. Such exercises help improve cardiovascular fitness, muscular strength and endurance without the bouncing stress of high impact aerobics. Proper nutrition, diet, heart rate measurements, and conditioning exercises are included.

500 Basketball Theory (3) UC:CSU RPT1
Lecture, 2 hours; Laboratory, 2 hours.

The course will help the advanced basketball student to acquire more depth and breath of the various offensive and defensive theories in the sport of basketball. Analysis of strategies and outcomes are emphasized.

INTERCOLLEGIATE SPORTS

502 Badminton (3) UC:CSU RPT2
Laboratory, 10 hours.

This course offers instruction in the intermediate and advanced techniques of badminton. The opportunity to learn strategies and the finer points of doubles and singles play is provided. Rigorous physical conditioning skills, practice and intercollegiate competition is part of the course activities.

503 Baseball (3) UC:CSU RPT2
Laboratory, 10 hours.

This course 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.

504 Basketball (3) UC:CSU RPT2
Laboratory, 10 hours.

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.

506 Cross Country (3) UC:CSU RPT2
Laboratory, 10 hours.

This course concentrates on the theory, technique and practice of intercollegiate competition associated with running Cross Country. Conditioning and preparing for competition in regularly scheduled meets are integral parts of the daily class meetings. This course is designed to develop an understanding of advanced theory and technique of intercollegiate Cross Country competition.

508 Football (3) UC:CSU RPT2
Laboratory, 10 hours.

This course offers instruction in the intermediate and advanced techniques of football. The opportunity to learn strategies and the finer points of offensive and defensive play is provided. Rigorous physical conditioning skills, practice and intercollegiate competition is a part of the course activities.

511 Soccer (3) UC:CSU RPT2
Laboratory, 10 hours.

This course concentrates on the theory, techniques, and practice of intercollegiate soccer. Conditioning and preparing for intercollegiate competition will assist in the development of advanced play skills and knowledge of soccer.

512 Softball (3) UC:CSU RPT2
Laboratory, 10 hours.

This course offers instruction in the intermediate and advanced techniques of softball. The opportunity to learn strategies and the finer points of offensive and defensive play is provided. Rigorous physical conditioning skills, practice and intercollegiate competition is a part of the course activities.

515 Track and Field (3) UC:CSU RPT2
Laboratory, 10 hours.

This course includes the theory, technique, and practice of intercollegiate track and field competition. Conditioning, event techniques, and preparing for competition in regularly scheduled track meets are emphasized.

516 Volleyball (3) UC:CSU RPT2
Laboratory, 10 hours.

This course is designed to develop individual and team skills in volleyball so that the student can compete at the intercollegiate level. Theory, offensive and defensive strategies, physical conditioning, and intercollegiate competition are part of the course activities.

518 Wrestling (3) UC:CSU RPT2
Laboratory, 10 hours.

This course offers instruction in the intermediate and advanced techniques of wrestling. The opportunity to learn strategies and the finer points of wrestling is provided. Rigorous physical conditioning skills, practice and intercollegiate competition is a part of the course activities.

534 Cheerleading Techniques (2) UC:CSU RPT3
Laboratory, 6 hours.

This course focuses on cheerleading motion techniques, cheers, chants, jumps, stunt techniques, and performance routines. Students are required to attend/perform at athletic events as part of the course requirement. This is the official class of the East Los Angeles College Cheerleading squad.

551 Drill Team (2) UC:CSU RPT3
Laboratory, 6 hours.

This course develops techniques and provides practice in drill patterns, drill team dance patterns, and drill team routines. Students are required to perform at selected athletic events and/or drill team competitions as part of the course requirement.

552 Athletics Pre-Season Conditioning (1) UC:CSU RPT2
Laboratory, 3 hours.

This course is designed for the student athlete to cover the following areas: (1) The analysis and training of athletic skills; (2) Analysis of offensive and defensive systems; (3) Physical conditioning, strength training and aerobic conditioning.

553 Strength and Fitness Training for Football (1) UC:CSU RPT3
Laboratory, 3 hours.

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for football.

554 Strength and Fitness for Track and Field (1) UC:CSU RPT3
Laboratory, 3 hours.

This course is designed to provide focused strength and conditioning exercises, with an emphasis on safety and injury prevention, and new rules and running or field event techniques.

555 Strength and Fitness Training for Cross Country (1) UC:CSU RPT3
Laboratory, 3 hours.

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises, with an emphasis on safety and injury prevention, and new rules and distance running techniques for Cross Country.

556 Strength and Fitness Training for Basketball (1) UC:CSU RPT3
Laboratory, 3 hours.

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for basketball.

557 Strength and Fitness Training for Baseball (1) US:CSU RPT3
Laboratory, 3 hours.

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for baseball.

558 Strength and Fitness Training for Soccer (1) UC:CSU RPT3
Laboratory, 3 hours.

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for soccer.

560 Strength and Fitness Training for Competitive Swimming (1) UC:CSU RPT3
Laboratory, 3 hours.

This course is designed for the student athlete to provide focused strength and conditioning exercises, with an emphasis on safety and injury prevention, and new rules and stroke techniques for competitive swimming.

561 Strength and Fitness Training for Water Polo (1) UC:CSU RPT3
Laboratory, 3 hours.

This course is designed to provide focused strength and conditioning exercises, with an emphasis safety and injury prevention, and new rules and game plays for water polo.

562 Strength and Fitness Training for Wrestling (1) UC:CSU RPT3
Laboratory, 3 hours.

This course is designed to provide focused strength and conditioning exercises, with an emphasis on safety and injury prevention, and new rules and movement for wrestling.

563 Strength and Fitness Training for Volleyball (1) UC:CSU RPT3
Laboratory, 3 hours.

This course is designed to provide focused strength and conditioning exercises, with an emphasis on safety and injury prevention, and new rules and movement for volleyball.

564 Intercollegiate Sports-Strength and Fitness Training for Softball (1) UC:CSU RPT3
Laboratory, 3 hours.

This course provides an advanced strength and conditioning program specific to softball, emphasizing injury prevention and safety. The student also learns intense strategic plays necessary for competition at advanced levels.

565 Intercollegiate Sports - Strength and Fitness Training for Badminton (1) UC:CSU RPT3
Laboratory, 3 hours.

This course provides an advanced strength and conditioning program specific to badminton, emphasizing injury prevention and safety. The student also learns intense strategic plays necessary for completion at advanced levels.

571 Conditioning for Cheerleading (1) UC:CSU RPT3
Laboratory, 3 hours.

This course develops knowledge and provides skills to condition the body for dance. In addition to exploring various conditioning programs, it offers an opportunity to enhance cheerleading techniques.

600 Pilates (1) UC:CSU RPT3
Laboratory, 3 hours.

This course focuses on alignment, articulation and range of movement through a series of floor exercises, thus optimizing postural alignment and muscular balance to enable maximum range of movement for body strength and flexibility. Appropriate modifications for specific fitness levels are considered.

627 Backpacking (1) UC:CSU RPT3
Laboratory, 3 hours.

This course introduces the student to the fundamental techniques of backpacking. Conditioning, a survey of equipment, orienteering, hiking safety, first aid and campsite preparation will be covered. Field trips will be planned.

628 Swim and Run for Fitness (1) UC:CSU RPT3
Laboratory, 3 hours.

This course develops cardiovascular conditioning and fitness through running and swimming laps. It enables students to gain awareness of the importance of proper running techniques/postural alignment, including progressive resistance training and conditioning for the purpose of training for a triathlon. Nutrition and concepts of fitness are also covered.

629 Bicycle Spinning Activity (1) UC:CSU RPT3
Laboratory, 3 hours.

This course will develop and improve both cardiovascular endurance and leg strength. Intensity of workouts will vary. Heart rate monitors will be used.

630 Aerobic Super Circuit Laboratory (1) UC:CSU RPT3
Laboratory, 3 hours.

Using fundamentals of exercise physiology, each student assesses his/her level of fitness, develops a fitness profile, and designs and implements a personalized exercise program.

631 Stress Management Techniques (1) CSU RPT3
Laboratory, 3 hours.

This course examines and identifies the effects of stress on our society and in particular on the individual. Several different systems of knowledge such as: yoga, breathing techniques, visual imagery and tension-relieving exercises are taught to help the student manage stress in her/his daily life.

640 Beginning Lifelong Fitness Laboratory (1) UC:CSU RPT3
Laboratory, 3 hours.

This physical fitness laboratory course assesses the areas of cardiovascular efficiency, body composition, muscular strength, endurance and flexibility.

642 Adapted Fitness (1) UC:CSU RPT3
Laboratory, 3 hours.

This course is designed to meet the needs of students with disabilities who require restricted or modified activities. Individualized exercise programs will be performed by students with instruction emphasizing the basic elements of physical fitness and training principles.

643 Adapted Strength Training (1) UC:CSU RPT3
Laboratory, 3 hours.

This course is designed to meet the needs of students with disabilities who require restricted or modified activities. Individualized exercise programs will be performed by students with instructional emphasis placed on strength training principles and techniques.

644 Adapted Swimming and Hydroexercise (1) UC:CSU RPT3
Laboratory, 3 hours.

This course meets the needs of students with disabilities requiring restricted or modified activities. Individualized exercise programs focus on basic swimming and water safety skills. Hydroexercise programs emphasize physical fitness, buoyancy, and hydrodynamic resistance principles.

645 Adapted Aerobics (1) UC:CSU RPT3
Laboratory, 3 hours.

This course enables students with disabilities requiring restricted or modified activities to participate in individualized aerobic exercise programs.

646 Adapted Cardiovascular Fitness (1) UC:CSU RPT3
Laboratory, 3 hours.

This course meets the needs of students with disabilities who can benefit from individualized cardiovascular endurance training. Development of cardiovascular endurance through the use of bicycle ergometers is the major focus of the course.

662 Badminton (1) UC:CSU RPT3
Laboratory, 3 hours.

This course is an introduction to the basic skills of the indoor racket sport badminton. Rules, etiquette, basic strokes and strategies are covered for singles and doubles. Badminton is an anaerobic/aerobic activity which as a result increases endurance and physical fitness.

663 Baseball Skills Activity (1) UC:CSU RPT3
Laboratory, 3 hours.

This course is designed to provide instruction in skills and techniques of baseball. Rules and offensive and defensive team play are taught by drills and game play.

665 Basketball (1) UC:CSU RPT3
Laboratory, 3 hours.

This course acquaints the student with the rules, skills, and strategy of basketball. Both offensive and defensive basketball are emphasized. Drills and games make up the class activity.

667 Flag Football Skills Activity (1) UC:CSU RPT3
Laboratory, 3 hours.

This course is designed to provide weekly participation in vigorous physical activity involving group work in Flag Football techniques, terminology, rules, and regulations.

668 Body Dynamics Activity (1) UC:CSU RPT3
Laboratory, 3 hours.

This course is designed to provide challenging fitness activity, by combining strength exercises with endurance steps (rhythmical movements). Emphasis is placed on aerobics to significantly increase the efficiency with which oxygen is processed and delivered throughout the body.

671 Diving Skills and Theory (1) UC:CSU RPT3
Laboratory, 3 hours.

This course introduces the theory and practice of diving drills necessary to use the One- and Three-meter diving boards. Emphasis is placed on analysis and performance of basic dives.

672 Step Aerobics and Weight Training (1) UC:CSU RPT3
Laboratory, 3 hours.

This course consists of a combination of strength training, the use of weight training machines, step aerobics, and low impact aerobics. These activities are utilized to gain fitness, emphasizing stretch, strength, and endurance.

673 Step Aerobics (1) UC:CSU RPT3
Laboratory, 3 hours.

This is a low impact aerobic course designed to protect the body from the overstress of bouncing impact during exercise. Instruction is designed to improve cardiovascular fitness, and also strengthen select muscle groups.

675 Karate (1) UC:CSU RPT3
Laboratory, 3 hours.

This course presents basic concepts needed in the performance of karate. Defensive and offensive movements of blocks, kicks, punches and stances are covered emphasizing proper form and etiquette.

676 Self Defense (1) UC:CSU RPT3
Laboratory, 3 hours.

This is a basic course in self-defense. It is designed to assist students in becoming more aware of personal dangers and to better equip themselves to live more comfortably and securely within society.

677 Soccer (1) UC:CSU RPT3
Laboratory, 3 hours.

This soccer course emphasizes patterns of team play rules and regulations, plus game strategy. Basic ball handling skills along with vigorous physical conditioning are developed by individual and group drills and by playing the game of soccer.

678 Softball (1) UC:CSU RPT3
Laboratory, 3 hours.

This course provides instruction in softball techniques, rules and skills.

679 Golf Skills Activity (1) UC:CSU RPT3
Laboratory, 3 hours.

This course provides instruction in the theory, technique, etiquette and practice of golf.

681 Table Tennis (1) UC:CSU RPT3
Laboratory, 3 hours.

This course offers instruction and practice in fundamental table tennis skills, basic techniques, and rules.

682 Tennis (1) UC:CSU RPT3
Laboratory, 3 hours.

This course is designed to introduce the student to the game of tennis. The skills of forehand, backhand, volley, ground strokes, and serving are emphasized. Individual and doubles strategies are taught.

684 Volleyball (1) UC:CSU RPT3
Laboratory, 3 hours.

This course in designed to acquaint the individual with rules, skills, and strategy of playing volleyball. Special emphasis is placed on passing, setting, hitting, blocking, and defensive skills. Competitive offensive and defensive strategies are introduced.

690 Weight Training (1) UC:CSU RPT3
Laboratory, 3 hours.

This course covers the principles of weight training for men and women. It develops a general program of progressive resistance experience with adoption and implication for the student. Attention is given to terminology, and use of equipment. Safety precautions, nutrition, weight control, and basic factors of anatomy and physiology are also covered..

691 Marathon Training Course for Run/Walk (1.5) UC:CSU RPT3
Lecture, 0.5 hour; Laboratory, 4 hours.

This course will develop cardiovascular endurance. Students will learn how to train for a marathon using tempo workouts and short, medium and long distance workout days. Race analysis and psychology will be explained.

694 Water Polo (1) UC:CSU RPT3
Laboratory, 3 hours.

This course concentrates on water polo skills, and rules for the beginner. Attention also is given to improving the abilities of both intermediate and advanced swimmers.

695 Swimming Skills Activity (1) UC:CSU RPT3
Laboratory, 3 hours.

This course incorporates the development, practice and theory of the basic swimming strokes, emphasizing the development of basic water safety techniques and evaluation of physical fitness.

696 Yoga (1) UC:CSU RPT3
Laboratory, 3 hours.

This introductory Yoga skills class focuses on the development of the body/mind through the use of specific Yoga postures, breathing techniques, stretches, mental exercises and relaxation exercises. Greater concentration, self-discipline and improved physical, mental and emotional health on the part of the individual are gained from this class.

697 Track and Field Skills Activity (1) UC:CSU RPT3
Laboratory, 3 hours.

This course presents various track and field activities. Special emphasis is placed on running skills and various field events.

698 Fitness Through Cross Country Conditioning (1) UC:CSU RPT3
Laboratory, 3 hours.

This course develops fitness skills and cardiovascular conditioning through cross country activities. The emphasis on stretching activities, running bio-mechanics, and a variety of pacing skills will enable the student to learn, experience and gain cross country running fitness.

725 Aspects of Substance Abuse in Athletics (2) UC:CSU
(UC credit limit: 8 units from Physical Education 708, 709, 710, 711, 712, 713, 725)
Lecture, 2 hours.

An in-depth analysis of the aspects of substance use, abuse and treatment in our society related to athletes. The course identifies and illustrates how drugs are utilized and abused, their physical and psychological effects, and their addictive potential.

726 Steps to Success (3) CSU
Lecture, 3 hours.

This course introduces the Physical Education major and student athlete to techniques and skills necessary to succeed in the college setting. Emphasis is placed on eligibility rules, career planning, transfer information, and social issues involved in athletics.

742 Cardio Kickboxing (1) UC:CSU RPT3
Laboratory, 3 hours.

A laboratory physical education fitness course designed to improve the areas of cardiovascular efficiency and muscular strength using kickboxing techniques.

185 Directed Study - Physical Education (1) CSU RPT2
Conference 1 hour per week per unit.

The above course allows students to pursue directed study in physical education on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

PHYSICAL EDUCATION MAJORS (P.E.)

Classes open to all students as well as physical education majors.

701 Advanced Lifesaving (2) UC:CSU RPT3
Lecture, 1 hour; Laboratory, 2 hours.

This course encompasses the knowledge and skills essential for personal safety in and on the water and includes training to assist or rescue a person in danger of drowning. Students satisfactorily completing this course receive lifeguard training cards from the American National Red Cross. Written and practical exams are given.

702 Water Safety Instruction (3) UC:CSU
(UC credit limit: Maximum credit 8 units.)
Lecture, 2 hours; Laboratory, 2 hours.

This American Red Cross water safety instructor certification course teaches individuals how to instruct students in all levels of swimming and water safety skills. A qualifying swim test is required, and an ARC-WSI certificate is granted upon successful course completion.

707 Sports Medicine Clinic Practicum (2) CSU
Lecture, 1 hour; Laboratory, 3 hours.

This course provides experience in the administration of management, prevention, and treatment of athletic injuries. The content of this course includes dramatizing the procedures for the evaluation of sports-related injuries. This hands-0n course enables students to practice and be evaluated on their ability, skill, and knowledge of sports-related injuries.

708 Care and Prevention of Athletic Injuries (3) UC:CSU
(UC credit limit: 8 units from Physical Education 708, 709, 710, 711, 712, 713, 725)
Lecture, 2 hours; Laboratory, 2 hours.

This course teaches the principles, techniques, and ethics used by the athletic trainer in the care and prevention of athletic injuries. The scope of this class includes identification of common athletic injuries, their causes and preventative measures, first aid treatment, and associated follow-up care.

709 Advanced Care and Prevention of Athletic Injuries (3) UC:CSU
Prerequisite: Physical Education 708.
(UC credit limit: 8 units from Physical Education 708, 709, 710, 711, 712, 713, 725)
Lecture, 2 hours; Laboratory, 2 hours.

This course is an advanced coverage of prevention and care of athletic injuries, using the principles of athletic training. Advanced aspects of identifying sports-related injuries are emphasized along with advanced rehabilitation techniques.

710 Officiating Competitive Sports I (2) UC:CSU
(UC credit limit: 8 units from Physical Education 708, 709, 710, 711, 712, 713, 725)
Lecture, 1 hours; Laboratory, 2 hours.

Topics presented in this course include theory, practice and techniques of officiating in various activities in the sports of football, basketball, soccer, cross country, track and field, and other Fall sports.

711 Officiating Competitive Sports II (2) UC:CSU
(UC credit limit: 8 units from Physical Education 708, 709, 710, 711, 712, 713, 725)
Lecture, 1 hour; Laboratory 2 hours.

Topics presented in this course include theory, practice and techniques of officiating various activities in the sports of baseball, softball, swimming, tennis, and other Spring sports.

712 Introduction to Physical Education (3) UC:CSU
(UC credit limit: Maximum credit 8 units.)
Lecture, 3 hours.

This course surveys the significance of Physical Education in school programs, analyzes established standards of professional ethics, and reviews personal interests and qualifications necessary for successful leadership in this field. Emphasis is placed on career opportunities, history, philosophy, current trends, and curriculum development.

713 Introduction to Coaching Athletics (3) UC:CSU
(UC credit limit: Maximum credit 8 units.)
Lecture, 3 hours.

This course presents a comprehensive study of the organization and techniques of coaching athletic activities. Topics include facilities, management, budget, coaching techniques, philosophies and administration.

PHYSICAL FITNESS AND BODY MOVEMENT (PHYSFIT)

350 Chinese Martial Arts (1) UC:CSU RPT3
Laboratory, 2 hours.

This class introduces the principles, training and self-defense techniques of Chinese Martial Arts (more popularly known as "Kung fu"). The social, historical and philosophical aspects of this traditional sport are also covered.

375 Tai Chi (1) UC:CSU RPT3
Laboratory, 2 hours.

Students learn to apply Tai Chi concepts in their daily activities for a harmonious lifestyle. Students are coached according to their abilities and experiences.

PHYSICS DEPARTMENT

G6-118 **(323) 265-8924**

PHYSICS

Physics is regarded as one of the most fundamental of the sciences. Using the scientific method, a student of physics tries to understand the properties of physical reality, such as space, time, motion, matter, energy, force, etc. The objective is to gain a working knowledge and be able to make practical applications of the laws that govern the universe.

Physics is a required subject for most majors in scientific and technical fields such as Physics, Chemistry, Engineering, Biology, Medicine, Astronomy, Geology, Earth Sciences, etc.

SUBJECTS

- ***Astronomy***
- ***Physics***

FACULTY

Ramirez, Jose, V. - Co-Chair
Assistant Professor, Physics
Kiledjian, Viken P. Co-Chair
Associate Professor, Physics

ADJUNCT FACULTY

Bosco, Piermario
Physics
Ishimura, Michiaki
Physics
Lewis, Roy R.
Astronomy
Pearl, Henry F.
Astronomy
Shirvanian, Razmic
Physics
Vasquez, Carlos
Physics
Wang, Hsi-Ching
Astronomy
Xie, Yi
Physics

EDUCATIONAL PROGRAM

TRANSFER CURRICULUM

PHYSICS

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Bachelor of Arts or Science Degree

SUBJECT & NO.	COURSE	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 275	Ordinary Differential Equations	.3
PHYSICS 1	Mechanics of Solids	.4
PHYSICS 2	Mechanics of Fluids, Heat and Sound	.4
PHYSICS 3	Electricity and Magnetism	.4
PHYSICS 4	Optics and Modern Physics	.4
CSU GENERAL EDUCATION REQUIREMENTS		**39**

CALIFORNIA STATE UNIVERSITY, LONG BEACH

Bachelor of Arts or Science Degree

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 3	Introduction to Biology	.4
OR		
BIOLOGY 6	General Biology I	.5
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 275	Ordinary Differential Equations	.3
PHYSICS 1	Mechanics of Solids	.4
PHYSICS 3	Electricity and Magnetism	.4
PHYSICS 4	Optics and Modern Physics	.4
CSU GENERAL EDUCATION REQUIREMENTS		**39**

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Bachelor of Arts or Science Degree

SUBJECT & NO.	COURSE	UNITS
CHEM 101	General Chemistry I	.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 1	Mechanics of Solids	.4
PHYSICS 2	Mechanics of Fluids, Heat and Sound	.4
PHYSICS 3	Electricity and Magnetism	.4
PHYSICS 4	Optics and Modern Physics	.4
GENERAL EDUCATION - SATISFY IGETC REQUIREMENTS		

UNIVERSITY OF CALIFORNIA, RIVERSIDE

Bachelor of Arts or Science Degree

SUBJECT & NO.	COURSE	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 275	Ordinary Differential Equations	.3
PHYSICS 1	Mechanics of Solids	.4
PHYSICS 2	Mechanics of Fluids, Heat and Sound	.4
PHYSICS 3	Electricity and Magnetism	.4
PHYSICS 4	Optics and Modern Physics	.4

IGTEC not accepted for this major at UCR. Please check with a counselor or www.assist.org.

COURSE DESCRIPTIONS

ASTRONOMY (ASTRON)

1 Elementary Astronomy (3) UC:CSU IGETC Area 5A
Lecture, 3 hours.

This course is a general introduction and overview of Astronomy and covers many topics including constellations, seasons, history of Astronomy, the electromagnetic spectrum,

telescopes, the Earth and other planets of our solar system, the Sun, binary stars, the Milky Way Galaxy, properties of galaxies and the Big Bang Theory. Students are kept abreast of current developments in the field.

PHYSICS (PHYSICS)

1 Mechanics of Solids (4) UC:CSU IGETC Area 5A
Prerequisites: Physics 11 and Mathematics 261.
(UC maximum credit limit for 1 series from Physics 1, 2, 3, and 4, or Physics 6 and 7, or Physics 21 and 22)
Lecture, 3 hours; Laboratory, 3 hours.

In this course, students learn the kinematics of one- and two-dimensional motion, including linear, projectile, and circular motion. They also study the physics of linear and rotational dynamics and statics using Newton's laws, work and energy, momentum, torque, and moment of inertia. The course ends with a study of oscillatory motion. Students use the tools of algebra, trigonometry, and calculus to solve a wide variety of problems.

2 Mechanics of Fluids, Heat and Sound (4) UC:CSU IGETC Area 5A
Prerequisite: Physics 1.
Corequisite: Mathematics 262.
Lecture, 3 hours; Laboratory, 3 hours.

In this course, students learn Newton's Law of Gravity and Kepler's Three laws of planetary motion. They study the field of fluid statics and dynamics which include Archimedes' Principle and Bernoulli's Equation. They delve into the field of Wave Dynamics and study such things as wave propagation, wave resonance and the Doppler Effect. They explore the field of Thermodynamics including properties of substances such as specific heat and the Three Laws of Thermodynamics. They examine the field of Optics such as the properties of mirrors and lenses and how images are formed.

3 Electricity and Magnetism (4) UC:CSU IGETC Area 5A
Prerequisites: Physics 1 and Mathematics 262.
Advisory: Mathematics 263.
Lecture, 3 hours; Laboratory, 3 hours.

In this course, students learn about electricity and magnetism, including topics such as electric field, electric potential, capacitors, resistors, RC circuits, magnetic force and torque, solenoids, Faraday's Law, AC circuits involving resistors, capacitors and inductors. Students use the tools of algebra, trigonometry and calculus and the knowledge acquired in Physics 1 to solve a wide variety of problems

4 Optics and Modern Physics (4) UC:CSU IGETC Area 5A
Prerequisites: Physics 1 and Mathematics 262.
Lecture, 3 hours; Laboratory, 3 hours.

This course is covers fundamentals of physical optics and the special theory of relativity including radiation, spectra, and the hydrogen atom, wave mechanics, uncertainty principle, radioactivity, and nuclear physics.

6 General Physics I (4) UC:CSU IGETC Area 5A
Prerequisites: Physics 11 and Mathematics 241.
(UC maximum credit limit for 1 series from Physics 1, 2, 3, and 4, or Physics 6 and 7, or Physics 21 and 22)
Lecture, 3 hours; Laboratory, 3 hours.

In this course, students learn the kinematics of one- and two-dimensional motion, including linear, projectile, and circular motion. They study the physics of linear and rotational dynamics using Newton's laws, work and energy, momentum and torque. The course also delves into the field of fluid statics and dynamics, wave dynamics, wave resonance and the Doppler Effect. They explore the field of Thermodynamics including properties of substances such as specific heat and the Three Laws of Thermodynamics. Students use the tools of algebra and trigonometry to solve a wide variety of problems.

7 General Physics II (4) UC:CSU IGETC Area 5A
Prerequisite: Physics 6.
Lecture, 3 hours; Laboratory, 3 hours.

In this course, students learn the essentials of electricity and magnetism, including topics such as electric field, electric potential, capacitors, resistors, RC circuits, magnetic force and torque. They examine the field of Optics such as the properties of mirrors and lenses and how images are formed. They delve into the topics of Modern Physics such as Relativity, Quantum Physics, Atomic and Nuclear Physics and Particle Physics. Students use the tools of algebra and trigonometry and the knowledge acquired in Physics 6 to solve a wide variety of problems.

11 Introductory Physics (4) UC:CSU IGETC Area 5A
Prerequisite: Mathematics 115.
(UC limit - no credit is given if taken after 1, 6, or 21)
Lecture, 3 hours; Laboratory, 3 hours.

In this an introductory course that covers the wide range of topics included in a basic Physics course such as kinematics of one- and two-dimensional motion, circular motion, Newton's laws, work and energy, thermodynamics, wave motion, oscillation, optics, electricity and magnetism, and nuclear and atomic Physics. Students analyze conceptual questions as well as solve quantitative problems using Algebra.

21 General Physics I with Calculus (4) UC:CSU IGETC Area 5A
Prerequisites: Physics 11 and Mathematics 261.
(UC maximum credit limit for 1 series from Physics 1, 2, 3, and 4, or Physics 6 and 7, or Physics 21 and 22)
Lecture, 3 hours; Laboratory, 3 hours.

In this course, students learn the kinematics of one- and two-dimensional motion, including linear, projectile, and circular motion. Theyy study the physics of linear and rotational dynamics using Newton's laws, work and energy, momentum and torque. The course also delves into the field of fluid statics and dynamics, wave dynamics, wave resonance and the Doppler Effect. They explore the field of Thermodynamics including properties of substances such as specific heat and the Three Laws of Thermodynamics. Students use the tools of algebra, trigonometry, and calculus to solve a wide variety of problems.

22 General Physics II with Calculus (4) UC:CSU IGETC Area 5A
Prerequisite: Physics 21.
Lecture, 3 hours; Laboratory, 3 hours.

In this course, students learn the essentials of electricity and magnetism, including topics such as electric field, electric potential, capacitors, resistors, RC circuits, magnetic force and torque. They examine the field of Optics such as the properties of mirrors and lenses and how images are formed. They delve into the topics of Modern Physics such as Relativity, Quantum Physics, Atomic and Nuclear Physics and Particle Physics. Students use the tools of algebra, trigonometry and calculus and the knowledge acquired in Physics 21 to solve a wide variety of problems.

PSYCHOLOGY DEPARTMENT

E3-111 **(323) 265-8955**

Psychology is the scientific study of humans and animals. Psychology is a natural and social science that includes research, practical and creative applications. Psychology covers a wide range of topics ranging from the way the social environment influences the individual to the inner workings of the body with particular attention to brain function. Psychologists teach, conduct research, and provide clinical treatment for people of all ages and various cultural groups who are experiencing psychological difficulties. In addition, psychologists might work with business and governmental agencies to improve productivity in the workplace environment, or study how attitudes and prejudices develop, and influence human behavior.

FACULTY

Davey, Sherrie - Chair
Instructor
Cleveland, Cathy S.
Instructor
Ludwig, Randy
Assistant Professor
Mayoryk, Maria
Professor
Rice, Tiffany
Assistant Professor
Serrano, Edward R.
Associate Professor
Taback, Dr. Karen
Instructor

ADJUNCT FACULTY

Amezcua, Charlie A.
Appel, Lynne R.
Blanton, Carlton W.
Holub, Alexander S.
Hughes, Louis H.
Lewis, Larry M.
Loisel, Douglas B.
Moore, Barbara B.
Sneed, Robert
Vallas, Valerie
Vartanian, Lisa M.
Wucetich, Cynthia

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATE:

- ***Recovery Specialist***

CERTIFICATES OF ACHIEVEMENT:

- ***Chemical Dependency Counselor***
- ***Chemical Dependency Specialist in Criminal Justice***

TRANSFER CURRICULUM:

- ***Psychology***

SKILLS CERTIFICATE

RECOVERY SPECIALIST

SUBJECT & NO.	COURSE	UNITS
PSYCH 1	General Psychology	3
PSYCH 63	Alcohol/Drug Studies: Prevention and Education	3
PSYCH 64	Introduction to Drug and Alcohol Abuse	3
PSYCH 65	Chemical Dependency: Intervention, Treatment and Recovery	3
PSYCH 67	Counseling Techniques for the Chemically Addicted	3
	Total	*15*

CERTIFICATE OF ACHIEVEMENT

CHEMICAL DEPENDENCY COUNSELOR

The Psychology Department offers a Certificate of Achievement in Chemical Dependency Counselor. This certificate provides academic preparation and fieldwork experience for individuals employed, or preparing for employment, in public and private agencies that serve clients with alcohol and drug problems.

SUBJECT & NO.	COURSE	UNITS
PSYCH 1	General Psychology I.	3
PSYCH 14	Abnormal Psychology	3
PSYCH 37	Psychology of Codependency and Family Systems.	3
PSYCH 43	Principles of Group Dynamics I	3
PSYCH 63	Alcohol/Drug Studies: Prevention and Education	3
PSYCH 64	Introduction to Alcohol and Drug Abuse	3
PSYCH 65	Chemical Dependency: Intervention, Treatment and Recovery	3
PSYCH 67	Counseling Techniques for the Chemically Addicted	3
PSYCH 68	Biopsychology of Chemical Dependency: Drugs, Behavior and Health	3
PSYCH 81	Field Work I	3
PSYCH 82	Field Work II.	3
	Total	*33*

CHEMICAL DEPENDENCY SPECIALIST IN CRIMINAL JUSTICE (with Administration of Justice Department)

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 75	Introduction to Corrections	3
PSYCH 63	Alcohol/Drug Studies, Prevention and Education	3
PSYCH 64	Introduction to Alcohol and Drug Abuse	3
PSYCH 65	Chemical Dependency Intervention, Treatment and Recovery	3
	Total	*15*

TRANSFER CURRICULUM

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

PSYCHOLOGY

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Bachelor of Arts Degree

SUBJECT & NO.	COURSE	UNITS
PSYCH 1	General Psychology I.	.3
PSYCH 2	General Psychology II	.3
MATH 227	Statistics	.4
CSU GENERAL EDUCATION REQUIREMENTS		**UP TO 39**

CALIFORNIA STATE UNIVERSITY, LONG BEACH

Bachelor of Arts Degree

SUBJECT & NO.	COURSE	UNITS
PSYCH 1	General Psychology I.	.3
PSYCH 2	General Psychology II	.3
MATH 227	Statistics	.4
CSU GENERAL EDUCATION REQUIREMENTS		**UP TO 39**

Note: One additional psychology course required for admission. Students must take course at another college - not offered at ELAC. Please check with a counselor.

CALIFORNIA POLYTECHNIC, POMONA

SUBJECT & NO.	COURSE	UNITS
ENGLISH 102	College Reading and Composition I	
OR		
ENGLISH 103	Composition and Critical Thinking	
OR		
PHILOS 5	Critical Thinking and Composition . . .	.3
PSYCH 1	General Psychology I.	.3
PSYCH 2	General Psychology II	.3
MATH 227	Statistics	.4
SOC 1	Introduction to Sociology	.3
SOC 2	American Social Problems	.3
CSU GENERAL EDUCATION REQUIREMENTS		**UP TO 39**

UNIVERSITY CALIFORNIA, LOS ANGELES

SUBJECT & NO.	COURSE	UNITS
PSYCH 1	General Psychology I.	.3
One course in quantitative reasoning from:		
MATH 235	Finite Mathematics	.5
OR		
MATH 261	Calculus I	.5
OR		
MATH 173	Introduction to Mathematical Programming	.3
OR		
MATH 236	Calculus for Business and Social Sciences	5
OR		
CO SCI 243	Programming in C++.	.3
OR		
MATH 227	Statistics (Recommended)	.4
BIOLOGY 3	Introduction to Biology	.4
OR		
BIOLOGY 7	General Biology II	.5
PHILOS 1	Introduction to Philosophy	
OR		
PHILOS 6	Logic in Practice	
OR		
PHILOS 8	Deductive Logic	
OR		
PHILOS 12	History of Greek Philosophy	
OR		
PHILOS 14	History of Modern European Philosophy	
OR		
PHILOS 19	Contemporary Problems in Bioethics	
OR		
PHILOS 20	Ethics	
OR		
PHILOS 31	Philosophy of Religion.	.3
Complete one course in Chemistry or Physics:		
CHEM 65	Introductory General Chemistry	.4
OR		
CHEM 101	General Chemistry I	.5
PHYSICS 11	Introductory Physics	
OR		
PHYSICS 6	General Physics	
OR		
PHYSICS 21	General Physics I with Calculus	
OR		
PHYSICS 1	Mechanics of Solids	.4
GENERAL EDUCATION - SATISFY IGETC REQUIREMENTS		

UNIVERSITY CALIFORNIA, RIVERSIDE

SUBJECT & NO.	COURSE	UNITS
MATH 260	Pre-Calculus	.5
BIOLOGY 3	Introduction to Biology	.4
OR		
BIOLOGY 6	General Biology I	.5
OR		
BIOLOGY 25	Human Biology	.3
OR		
BIOLOGY 7	General Biology II	.5
OR		
BIOLOGY 46	Genetic Analysis	.3
PSYCH 1	General Psychology I.	.3
Complete one course in Physical Science:		
CHEM 101	General Chemistry I	.5
AND		
CHEM 102	General Chemistry II.	.5
OR		
PHYSICS 1	Mechanics of Solids	.4
AND		
PHYSICS 2	Mechanics of Fluids, Heat and Sound .	.4
AND		
PHYSICS 3	Electricity and Magnetism	.4
OR		
ASTRON 1	Elementary Astronomy.	.3
GENERAL EDUCATION - SATISFY IGETC REQUIREMENTS		

UNIVERSITY OF SOUTHERN CALIFORNIA

SUBJECT & NO.	COURSE	UNITS
PSYCH 1	General Psychology I.	.3
MATH 245	College Algebra	.3
OR		
MATH 260	Pre-Calculus	.5
OR		
MATH 261	Calculus I	.5

COURSE DESCRIPTIONS

PSYCHOLOGY (PSYCH)

1 General Psychology I (3) UC:CSU IGETC Area 4I
(UC credit limit: Psychology 1 and 6 combined, maximum credit one course.)

Lecture, 3 hours.

This course explores the scientific principles of psychology, and applies scientific research to aid the student in understanding the development of personality and the achievement of a fulfilling life style. Insight is acquired into emotional patterns, mental health and illness, human relationships, the functioning of intelligence, learning, problem-solving, motivation, and the physiological basis of behavior.

2 General Psychology II (3) UC:CSU IGETC Area 5B
Prerequisite: Psychology 1.

Lecture, 3 hours.

This course covers the anatomical and physiological features of the human nervous system. In-depth attention is given to the electro chemical transmission of messages, drugs and their physiological effects, sensory functioning, sleep, emotions, and the biophysiological aspects of mental disorders.

6 Human Behavior (3) UC:CSU IGETC Area 4I
(UC credit limit: Psychology 1 and 6 combined, maximum credit one course.)

Lecture, 3 hours.

This course introduces the student with a human's persistent efforts to understand his/her own behavior, with emphasis on helping the individual to adjust to life situations in the family, in social relations, in career development, in education, and in leadership roles. The student is given insight into causal relationships and is aided in the development of a personal philosophy of life.

11 Child Psychology (3) UC:CSU IGETC Area 4I
Prerequisites: Psychology 1 or Psychology 6.

Lecture, 3 hours.

This course surveys cognitive, psychological and social development from conception (including genetics) through preadolescence with an emphasis on research methodologies and differing theories specific to the field. The course is geared to practical application of abstract concepts.

13 Social Psychology (3) UC:CSU

Prerequisite: Psychology 1.

Lecture, 3 hours.

The study of social relations, group membership and leadership, role and status, conformity, attitudes, public opinion, propaganda, conflict and prejudice. Application of psychological principles to social problems is emphasized.

14 Abnormal Psychology (3) UC:CSU
Advisory: Psychology 1.

Lecture, 3 hours.

This course examines the definition, possible causes, signs and symptoms and treatment of behaviors which are considered dysfunctional. Topics such as anxiety, depression, psychoses, and addiction will be emphasized.

34 Co-Occurring Disorders (3)
Lecture, 3 hours.

This course addresses the coexistence of chemical dependency and mental health disorders. The course focuses on identification and assesment, current treatment approaches, understanding medications, making appropriate referrals, and how chemical dependency counselors may interface with the mental health community. Attention will be given to special populations, including the culturally diverse, HIV/AIDS population, and the physically disabled.

37 Psychology of Codependency and Family Systems (3) CSU
Lecture, 3 hours.

The effects of chemical dependency on family systems and individuals are presented. Addiction and its consequences, as well as topics related to codependency are also explained.

41 Life-Span Psychology: From Infancy to Old Age (3) UC:CSU IGETC Area 4I
Lecture, 3 hours.

An introduction to the psychological development from infancy through old age, including the genetic, physical, and social influences on perception, learning and memory, intelligence, personality, self-concept, and social roles; tasks, changes, and adjustments related to each phase of the life cycle.

43 Principles of Group Dynamics I (3) CSU
Lecture, 3 hours.

Within a warm and supportive group, members are taught interpersonal and communication skills. These skills are applied to the group member's life situations including male-female, family, college and vocational relationships.

52 Psychological Aspects of Human Sexuality (3) UC:CSU
Note: Credit given for only one of Sociology 21 or Psychology 52.

Lecture, 3 hours.

Explores the psychological aspects of human sexuality as it relates to society and subgroups of society. Addresses areas of sexual development and functioning as they have meaning for the individual as he/she develops his/her core awareness of self and sexual identity. Topics include male and female anatomy and function of sex organs; genesis of sexuality; myths and fallacies regarding the sexual process; its significance as a life function; dysfunction and variant behavior; morals; responsibility and mature behavior.

63 Alcohol/Drug Studies: Prevention and Education (3) CSU
Lecture, 3 hours.

This course presents strategies for the prevention of alcohol and drug abuse. Use of such strategies in industry, schools, families, local communities, and rehabilitation centers is also considered.

64 Introduction to Alcohol and Drug Abuse (3) CSU
Lecture, 3 hours.

This is a survey course dealing with the nature of alcoholism/chemical dependency and its treatment. The topics covered, survey a wide range of issues including history of public policy, societal impact, economics, and models of treatment, recovery, and community responses.

65 Chemical Dependency: Intervention, Treatment and Recovery (3) CSU
Lecture, 3 hours.

This course explores the various ways in which people recover from alcohol/drug abuse. Coverage includes an in-depth look at the social, medical and behavioral modes of intervention and treatment.

67 Counseling Techniques for the Chemically Addicted (3) CSU
Lecture, 3 hours.

This course explains and demonstrates counseling techniques designed to foster recognition and change in chemically addicted individuals. Family members and others affected by the addiction also are considered.

68 Biopsychology of Chemical Dependency: Drugs, Behavior and Health (3) CSU
Prerequisite: Psychology 1.
Lecture, 3 hours.

This course focuses on chemical substances that have a significant effect on the brain and behavior. It explores various prescription, "street" and other drugs (e.g., poisons, over-the-counter medications) with an emphasis on the way each affects the nervous system (e.g., neurotransmitter action), behavior, and health.

75 Introduction to Rehabilitation Services (3)
Lecture, 3 hours.

This course introduces the profession of vocational and personal rehabilitation services. Topics include familiarity with rehabilitation services in the United States, increased awareness of people with disabilities, abilities to identify and describe key aspects of case management and rehabilitation service provisions.

77 Sport Psychology (3) CSU
Lecture, 3 hours.

This course explores the psychological factors that influence peak performance, human behavior, and human development both in and out of sport settings. In particular, scientific psychological principles are applied to topics including peak performance, goal setting, motivation, confidence, visualization, relaxation, leadership, burnout, character building, drug abuse, and race and gender issues as they relate to stereotyping, participation and opportunity.

81 Field Work I (3) CSU RPT1
Prerequisites: Psychology 1, 14, 37, 43, 63, 64, 65, 67, and 68.
Lecture, 1 hour; Fieldwork, 5 hours.

This course provides opportunities for the student to observe and practice the assessment and treatment of clients receiving substance abuse treatment in an inpatient setting.

82 Field Work II (3) CSU RPT1
Lecture, 1 hour; Fieldwork, 5 hours.

The student continues the studies begun in Psychology 81 and participate in field experiences in agencies providing chemical dependency treatment services. The student will have the opportunity to strengthen his or her skills in the above specialization areas.

185 Directed Study - Psychology (1) CSU RPT2
285 Directed Study - Psychology (2) CSU
385 Directed Study - Psychology (3) CSU
Conference 1 hour per week per unit.

The above courses allows students to pursue Directed Study in Psychology on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

SOCIAL SCIENCES DEPARTMENT

E5-118 **(323) 265-8829**

Social Science is concerned with almost every aspect of human interrelationships, including relationships to the environment. In this connection, students in Social Science must be aware of the contributions which the various Subject such as Anthropology, Economics, Geography, History, Political Science, Sociology, and Social Psychology make in giving us a better understanding of the world we live in. It is used for students with a broad interest in the humanities.

Students taking this curriculum should seek to acquire a broader education and be better equipped to consider the problems of the world in which they live. Opportunities for employment are in areas which do not require a highly specialized background such as one gets in a particular discipline.

Please check with a counselor regarding requirements for each major.

SUBJECTS

- ***African-American Studies***
- ***Asian-American Studies***
- ***Economics***
- ***History***
- ***Political Science***
- ***Sociology***

FACULTY

Castro, Consuelo, Ed.D. - Chair,
Associate Professor, Political Science
Arias, Robert John
Instructor, History
Caballes, Aida Z.
Associate Professor, Economics
Colling, Michael L.
Instructor, History
Dieter, Ralph O.
Assistant Professor, Economics
Dunsheath, Barbara
Professor, History
Hernandez, Jeffrey
Professor, Political Science
Ie, Eileen F.
Instructor, Sociology
Kahla, Rin, Ph.D., MSW
Professor, Sociology
Monteiro, Natalina T.
Assistant Professor, Political Science
Morales, Marcellino
Assistant Professor, Sociology
Ornelas, Armida O., Ph.D.
Associate Professor, Political Science
Ramos, Claudio R.
Professor, History
Rodriguez, Christine
Instructor, Sociology
Samad, Anthony Asadullah, Ph.D., MPE, MPA
Associate Professor, African-American Studies, Political Science
Wardinski, Steve
Instructor, History

ADJUNCT FACULTY

Aaron, Melvin
African-American Studies
Avila, Richard
History
Brawer, Harry L.
Economics
Brunetti, Dr. Melvin E.
History
Buchanan, Lori L.
History
Busch, Joel H.
Political Science
Calanche, Maria L.
Political Science
Cardenas, Frank
Political Science
Chang, Jeffrey T.
History
Chima, William N.
Political Science
De Lumen, Liberato O.
Economics
Flores, Juan
Economics
Griffen, Frank
Sociology
Hussain, Syed K.
Political Science
Kettenring, Ernest
History
Latson, Jack W.
History
Lancaster, Donald A.
Political Science
Maehara, Gary A.
History
Melchor, Leonard
History
Murray, Adam J.
Economics
Nebrida, Victor
History
Parra, Fernando
Sociology
Rios, Al
Political Science
Rogan, Robert J.
History
Roleder, Gary R.
History
Rollo, Richard M.
Political Science
RuebensA.A.l, Jack D.
Asian-American Studies
Shelor, Carroll F.
Economics
Torres, Ybonne
Political Science
Wagner, Darwin K.
Sociology
Wallace, Christopher E.
History
Walsh, Brian P.
History
Woodworth, Phyllis B.
History

EDUCATIONAL PROGRAMS

TRANSFER CURRICULUM

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

AFRICAN-AMERICAN STUDIES

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

The baccalaureate major in Pan-African Studies is available. The minor in Pan-African Studies (African-American option) may be elected by students in other majors in which a sufficient number of electives is allowed.

SUBJECT & NO.	COURSE	UNITS
AFRO AM 4	The African-American in the History of the United States	3
AFRO AM 5	The African-American in the History of the United States II	3
CSU GENERAL EDUCATION REQUIREMENTS		39

Other African-American Studies courses are acceptable as free electives.

ECONOMICS

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
UNIVERSITY OF CALIFORNIA, LOS ANGELES

Economists study society's structure, with particular emphasis on its organizations designed to facilitate the performance of the ordinary tasks of life. They are interested, in other words, in the methods of motivations for the financing, production, distribution and consumption of material goods and services. They describe and analyze the organizations of industries, the makeup and organization of the labor force, the money, banking and credit structure, international trade, finance and investment, the size, structure and distribution of the national product or income, and the use and conservation of natural resources. They also study the effects of movements and growth of population, the conditions for economic growth and development, and ways to expand trade and raise living standards.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

SUBJECT & NO.	COURSE	UNITS
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
MATH 227	Statistics	4
CSU GENERAL EDUCATION REQUIREMENTS		39

Option 1: Applied Economics

ADD TO CORE COURSES:		
ACCTG 1	Principles of Accounting I	5
ACCTG 2	Principles of Accounting II	5
CO SCI 201	Introduction to Computers and Their Uses	3
AND		
CO SCI 291	Programming Laboratory	1
OR		
CAOT 35	Word Processing: Concepts in Information Systems	3
AND		
CAOT 82	Microcomputer Software Survey in the Office	3
MATH 236**	Calculus for Business and Social Sciences	5

***Students planning to pursue graduate studies should take Mathematics 261 and 262.*

Option 2: Social and Behavioral Sciences

ADD TO CORE COURSES:		
ACCTG 1	Principles of Accounting I	5
ACCTG 2	Principles of Accounting II	5
MATH 236	Calculus for Business and Social Sciences	
OR		
MATH 261	Calculus I	5

UNIVERSITY OF CALIFORNIA, LOS ANGELES

SUBJECT & NO.	COURSE	UNITS
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
MATH 261	Calculus I	5
MATH 262	Calculus II	5
ENGLISH 102	College Reading and Composition II	
OR		
ENGLISH 103	Composition and Critical Thinking	3
GENERAL EDUCATION - SATISFY IGETC REQUIREMENTS		

HISTORY

Many students complete bachelors and masters degrees in history and then become public school teachers or enter such professional fields as law, management, journalism, Library Science, public service - or even politics.

Historians adhere to the tested concept called "liberal education". This concept is directed toward a development of human understanding; toward the development of personality and toward the strengthening of respect for human rights and freedoms. Liberal education transmits the heritage of the past and attempts to treat the whole and complex man, understanding that he is not solely an economic or political creature and that there is beauty and poetry in life. In short, the goal of liberal education and the goal of history is to open minds; to produce men and women capable of intelligent participation in their society and world; to create rational but sympathetic human beings; and to reveal to them a more sensitively acute perception of man's tragedy- - and his hope.

To achieve these goals, the collective belief of historians is that everyone is heir to a world culture and should have access to this heritage. This should be accomplished by grounding students in a knowledge of the United States society in which they live; by teaching them that they are likewise the inheritors of a Western culture and tradition, and that as twentieth century people they are simultaneously members of a world-wide community that embraces Africa, Asia, the Middle East and Latin America.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

SUBJECT & NO.	COURSE	UNITS
HISTORY 86	Introduction to World Civilization I	3
HISTORY 87	Introduction to World Civilization II	
OR		
HISTORY 1	Introduction to Western Civilization I	3
AND		
HISTORY 2	Introduction to Western Civilization II	3

HISTORY 11	Political and Social History of the United States I. 3
HISTORY 12	Political and Social History of the United States II 3

Competency in one foreign language is highly recommended.

CSU GENERAL EDUCATION REQUIREMENTS 39

CALIFORNIA STATE UNIVERSITY, LONG BEACH

CHOOSE THREE HISTORY COURSES FROM: 9 UNITS

SUBJECT & NO.	COURSE	UNITS
HISTORY 1	Introduction to Western Civilization I	.3
HISTORY 2	Introduction to Western Civilization II.	.3
HISTORY 11	Political and Social History of the United States I.	.3
HISTORY 12	Political and Social History of the United States II	.3
HISTORY 86	Introduction to World Civilization I . . .	.3
HISTORY 87	Introduction to World Civilization II. . .	.3

CSU GENERAL EDUCATION REQUIREMENTS 39

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

SUBJECT & NO.	COURSE	UNITS
HISTORY 11	Political and Social History of the United States I.	.3
HISTORY 12	Political and Social History of the United States II	.3
HISTORY 86	Introduction to World Civilization I . . .	.3
AND		
HISTORY 87	Introduction to World Civilization II. . .	.3
POL SCI 1	The Government of the United States .	.3

CSU GENERAL EDUCATION REQUIREMENTS 39

UNIVERSITY OF CALIFORNIA, LOS ANGELES

SUBJECT & NO.	COURSE	UNITS
HISTORY 1	Introduction to Western Civilization I	
OR		
HISTORY 2	Introduction to Western Civilization II	
OR		
HISTORY 86	Introduction to World Civilization I	
OR		
HISTORY 87	Introduction to World Civilization II. . .	.3
TWO OF THE FOLLOWING COURSES:		**6**
HISTORY 5	History of the Americas I	
HISTORY 6	History of the Americas II	
HISTORY 7	The World's Great Religions	
HISTORY 11	Political and Social History of the United States I	
HISTORY 12	Political and Social History of the United States II	

GENERAL EDUCATION- SATISFY IGETC REQUIREMENTS

UNIVERSITY OF CALIFORNIA, RIVERSIDE

COMPLETE TWO TRANSFERABLE HISTORY COURSES.

HISTORY 86	Introduction to World Civilization I . . .	.3
OR		
HISTORY 87	Introduction to World Civilization II. . .	.3

GENERAL EDUCATION- SATISFY IGETC REQUIREMENTS

POLITICAL SCIENCE

Students of government usually specialize in one of the following major branches of the field:

1. AMERICAN GOVERNMENT AND POLITICS - The study of the origin and development of the American political system, the provisions and purposes of the American Constitution, and the structure and functions of American Government at every level.
2. COMPARATIVE GOVERNMENT - The structure and methods of operation of foreign governments and a comparison of the similarities and differences of various forms of government.
3. INTERNATIONAL LAW AND RELATIONS - Political scientists in this area are concerned with the complex of rules and methods which nations have developed for dealing with each other - international law, diplomacy and agreements, and international organizations, conferences and congresses.
4. POLITICAL PARTIES AND PUBLIC OPINION - Political scientists in this field study the nature and methods of political parties and pressure groups. They analyze the internal structure, operation and ideologies. They conduct public opinion surveys, analyze propaganda and study the various channels of public communication including radio, television, newspapers, and magazines.
5. PUBLIC LAW - This specialty is concerned with the relationship between the fundamental powers of government and the rights of citizens. At the undergraduate level, public law is concerned with significant cases pleaded before the U.S. Supreme Court, with the structure and function of our dual court system and the behavior of their personnel, and with the politics of justice at the local, state and national levels.
6. POLITICAL THEORY - The political scientists who teach and write in this field deal with the historical development of the national state, the justification for and limit of governmental power, and the relation of the state to other social groups and to individuals. They also formulate laws which describe the underlying principles of politics and government operations.
7. LEGISLATURE AND LEGISLATION - This specialty deals with the structure and operations of law-making bodies and the analysis of laws proposed or enacted.
8. PUBLIC ADMINISTRATION - Emphasis is placed upon the organization and administration of government programs. Particular attention is focused on personnel, public finance, organization and management, planning, administrative theory and law at the national, state and local levels of government. Includes the interrelationship of all levels of government toward solutions to major public economic and social problems.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Bachelor of Arts Degree

SUBJECT & NO.	COURSE	UNITS
Core Requirements:		
POL SCI 1	The Government of the United States	.3
CSU GENERAL EDUCATION REQUIREMENTS		**39**

CALIFORNIA STATE UNIVERSITY, LONG BEACH

Bachelor of Arts Degree - Concentration in Global Politics

SUBJECT & NO.	COURSE	UNITS
POL SCI 1	The Government of the United States	.3
POL SCI 2	The Modern World Government	
OR		
POL SCI 7	Contemporary World Affairs.	.3
CSU GENERAL EDUCATION REQUIREMENTS		**39**

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Bachelor of Arts Degree

SUBJECT & NO.	COURSE	UNITS
POL SCI 1	The Government of the United States	.3
POL SCI 2	The Modern World Government.	.3
ECON 1	Principles of Economics I	.3
ECON 2	Principles of Economics II	.3
CSU GENERAL EDUCATION REQUIREMENTS		**39**

UNIVERSITY CALIFORNIA, RIVERSIDE

Bachelor of Arts Degree

SUBJECT & NO.	COURSE	UNITS
MATH 227	Statistics	.4
POL SCI 1	The Government of the United States	.3
POL SCI 2	The Modern World Government.	.3
POL SCI 7	Contemporary World Affairs.	.3
GENERAL EDUCATION - SATISFY IGETC REQUIREMENTS		

UNIVERSITY OF SOUTHERN CALIFORNIA

Bachelor of Arts Degree

SUBJECT & NO.	COURSE	UNITS
POL SCI 1	The Government of the United States	.3
POL SCI 2	The Modern World Government.	.3

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Bachelor of Arts Degree

SUBJECT & NO.	COURSE	UNITS
POL SCI 1	The Government of the United States	.3
POL SCI 2	Modern World Governments	.3
POL SCI 7	Contemporary World Affairs.	.3
GENERAL EDUCATION - SATISFY IGETC REQUIREMENTS		

Statistics required - take at another college.

SOCIOLOGY

The subject matter of sociology includes the study and comparison of social institutions, social relationships, group structure and behavior, social organization, cultural values, social deviance, public opinion and communication, industry, inter-group relations and social conflict, social change, urbanization, and population analysis. Students interested in majoring in sociology will find that a general liberal arts background is necessary to an informed understanding of the nature of modern societies. Sociology as the science of society provides the student with a perspective for viewing and assessing major political, economic, religious, and familial trends in contemporary social systems. Sociology majors may find many professional and occupational opportunities in teaching and education, government, research, social work, criminology, corrections, rehabilitation and in industry and business. In general, the Ph.D. is required for full professional status in collegiate teaching and, on occasion, for certain types of positions in government and research; however, the Master's degree in sociology is generally adequate for community college teaching, and the bachelor's degree is sufficient for many opportunities in industry, social welfare, correction, probation and parole.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Bachelor of Science Degree

SUBJECT & NO.	COURSE	UNITS
SOC 1	Introduction to Sociology	.3
MATH 227	Statistics	.4
CSU GENERAL EDUCATION REQUIREMENTS		**39**

CALIFORNIA STATE UNIVERSITY, LONG BEACH

Bachelor of Arts Degree

SUBJECT & NO.	COURSE	UNITS
SOC 1	Introduction to Sociology	.3
SOC 2	American Social Problems	.3
MATH 227	Statistics	.4
RECOMMENDED ELECTIVE:		
ANTHRO 102	Human Ways of Life: Cultural Anthropology.	.3
CSU GENERAL EDUCATION REQUIREMENTS		**39**

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

SUBJECT & NO.	COURSE	UNITS
ENGLISH 102	College Reading and Composition II	
OR		
ENGLISH 103	Composition and Critical Thinking	
OR		
PHILOS 5	Critical Thinking and Composition	.3
MATH 227	Statistics	.4
PSYCH 1	General Psychology I.	.3
SOC 1	Introduction to Sociology	.3
SOC 2	American Social Problems	.3
CSU GENERAL EDUCATION REQUIREMENTS		**39**

UNIVERSITY OF CALIFORNIA, LOS ANGELES

SUBJECT & NO.	COURSE	UNITS
SOC 1	Introduction to Sociology	.3
MATH 227	Statistics	.4
MATH 235	Finite Mathematics	
OR		
MATH 236	Calculus for Business and Social Sciences	
OR		
MATH 261	Calculus I	.5
GENERAL EDUCATION - SATISFY IGETC REQUIREMENTS		

UNIVERSITY OF CALIFORNIA, RIVERSIDE

SUBJECT & NO.	COURSE	UNITS
SOC 1	Introduction to Sociology	.3
COMPLETE ANY TWO UC TRANSFERABLE SOCIOLOGY COURSES		6
GENERAL EDUCATION - SATISFY IGETC REQUIREMENTS		

UNIVERSITY OF SOUTHERN CALIFORNIA

SUBJECT & NO.	COURSE	UNITS
SOC 1	Introduction to Sociology	.3

COURSE DESCRIPTIONS

AFRICAN-AMERICAN STUDIES (AFRO AM)

4 The African-American in the History of the United States I (3) UC:CSU IGETC Area 4C
Lecture, 3 hours.

A survey of United States History from the early Colonial Era through the Civil War with special emphasis on the contribution of the African-American. This course provides a background in the political and social development of the United States for students majoring in the social sciences and, in addition, for those who wish to gain a better understanding of the African-American civilization. Included is a survey of the United States Constitution.

5 The African-American in the History of the United States II (3) UC:CSU IGETC Area 4C
Lecture, 3 hours.

A survey of U.S. History from the end of the Civil War to the present time, with special emphasis on the African-American in the social and political development of American civilization.

ASIAN-AMERICAN STUDIES (ASIAN)

1 The Asian in America (3) UC:CSU IGETC Area 4C
Lecture, 3 hours.

This course examines the historical backgrounds and political, economic and social issues affecting Asians in America. The representative groups and communities include Chinese, Japanese, Filipino, Korean, Laotian, Kampuchean and Vietnamese.

3 The Peoples and Cultures of Asia (3) UC:CSU IGETC Area 3B
Lecture, 3 hours.

This course introduces geographical and historical backgrounds, traditional customs, family and social structures, religions and philosophies, and educational systems of Asia.

7 Comparative Culture of Asia and America (3) UC:CSU IGETC Area 4C
Lecture, 3 hours.

This course provides an opportunity for understanding the diversities of American and Asian cultures through comparison. Various concepts, manners, values, political systems, social and family relations, occupational and educational conditions etc, will be discussed and compared on general or specific terms.

11 Chinese Civilization (3) UC:CSU IGETC Area 3B
Lecture, 3 hours.

This course provides an introduction to the geography, history, government and institutions of China; the life and customs of her people; her literature and arts; and her contributions to civilization.

ECONOMICS (ECON)

1 Principles of Economics I (3) UC:CSU IGETC Area 4B
Prerequisite: Mathematics 125.
Lecture, 3 hours.

Microeconomics studies how markets allocate resources, goods and services, and incomes throughout the economy. It analyzes the implications of government's involvement in particular markets and in the economy as a whole via policies to improve economic performance or distributional equity. The course is designed to develop a core set of skills useful in analysis of economic issues while maintaining a commitment to a liberal arts education. Topics include fundamentals of economic thinking, economic systems, particularly the market system, how markets operate and how the concept of elasticity relates to them, production costs, various market structures, including pure competition, pure monopoly, monopolistic competition, oligopoly, and resource markets.

2 Principles of Economics II (3) UC:CSU IGETC Area 4B
Prerequisite: Mathematics 125.
Lecture, 3 hours.

This course is a survey and integrative introduction to the discipline of economics stressing the following topics: fundamentals of economic thinking, how markets operate, economic systems, national income accounting, basic Keynesian concepts, macroeconomic equilibrium analysis, fiscal policy, money, banking, and monetary policy, and international trade and finance from a macroeconomic perspective.

185 Directed Study - Economics (1) CSU
285 Directed Study - Economics (2) CSU
Conference, 1 hour per week per unit.

The above courses allow students to pursue Directed Study in Economics on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

HISTORY (HISTORY)

1 Introduction to Western Civilization I (3) UC:CSU IGETC Area 4F
Lecture, 3 hours.

This course is a historical survey of western civilization from its origins (ca . 8000 B.C.E.) that progresses both chronologically and geographically, starting in Mesopotamia, Egypt, and adjacent areas to the Mediterranean Sea. The course then examines the developments of Medieval Civilizations in the Middle East and Western Europe. Finally, the course examines Early Modern European societies and their interactions with the Americas, concluding in 1660 C.E. Moreover, throughout the course, connections are made between Western and Non-Western civilizations (i.e. Chinese, Indian, and Mongolian) to show cultural continuity in the history of the World.

2 Introduction to Western Civilization II (3) UC:CSU IGETC Area 4F
Lecture, 3 hours.

This course is a historical survey of Western Civilization from 1660 to the Present. The course progresses both chronologically and geographyically, focusing primarily on Western Europe, while including Eastern Europe, the Americas, and the colonies and territories established by Western nations in Africa and Asia. The goal of this course is to demonstrate the political, social, and cultural influences that the West imparted on world civilization since 1660.

5 History of the Americas I (3) UC:CSU IGETC Area 4F
Lecture, 3 hours.

This course is an integrated survey of the New World from pre-Columbian times to 1830. It covers Indian cultures, European exploration and colonization, all aspects of colonial life, the wars of independence, with special emphasis on British settlement of North America, and the early history of the United States.

6 History of the Americas II (3) UC:CSU IGETC Area 4F
Note: History 6 may be taken before History 5.
Lecture, 3 hours.

This course is a comparative survey of the political, social, economic, and cultural development of the Americans from the era of independence to the present, with special emphasis on the relationship between the United States and the Latin American nations. It will cover issues including class, race, gender, social change and revolution, in addition to examining the evolving history and impact of the U.S. Constitution.

7 The World's Great Religions (3) UC:CSU IGETC Area 3B
Note: Credit given for only one of Philosophy 33 or History 7.
Lecture, 3 hours.

This course is an introduction to the world's great religions, including their origins, doctrines, ethical systems, philosophies, leaders and organizations. It provides a comparison and contrast of these religions. It develops the history of peoples' responses to religious needs and the expression of them in peoples' cultures.

11 Political and Social History of the United States I (3) UC:CSU IGETC Area 4F
Lecture, 3 hours.

This course is the first half of the standard survey of United States history from its beginnings through the Civil War and Reconstruction. It focuses on political and social developments in the making of the United States, but it also includes economic and cultural trends.

12 Political and Social History of the United States II (3) UC:CSU IGETC Area 4F
Lecture, 3 hours.

This course 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, how various Amendments to the Constitution have influenced American society, and analyzes the United States' ongoing and changing role in international affairs.

81 A History of Working People in the United States I (3) UC:CSU IGETC Area 4F
Lecture, 3 hours.

This course is a history of the early United States from the perspective of its multicultural working people. Colonial life, revolution, the early republic, the ante-bellum period, the Civil War and its aftermath are viewed through the eyes of farmers, skilled and unskilled laborers, indentured servants and slaves.

82 A History of Working People in the United States II (3) CSU
Lecture, 3 hours.

This course is a history of the United States since Reconstruction from the perspective of its multicultural working people. Beginning with the Gilded Age and proceeding through the contemporary era of "globalism", the course examines a wide variety of issues including class, gender, and race, work conditions, living standards, and the impact of collective action. Special attention will be paid to Constitutional amendments, legislation, and court interpretations affecting the lives of working people.

86 Introduction to World Civilization I (3) UC:CSU IGETC Area 3B,4F
Lecture, 3 hours.

The origins, development, and interactions among world civilizations to the early modern era. A comparative analysis of cultural, economic, geographic, political, religious, and social forces of world civilizations. Includes topics related to Asia, the Americas, Africa, and Europe.

87 Introduction to World Civilization II (3) UC:CSU IGETC Area 4F
Lecture, 3 hours.

Interactions of world civilizations from the early modern era to the present. A comparative analysis of cultural, economic, geographic, political, religious, and social forces of world civilizations. Includes topics related to Asia, the Americas, Africa, and Europe.

185 Directed Study - History (1) CSU RPT2
285 Directed Study - History (2) CSU
Conference, 1 hour per week per unit.

The above courses allow students to pursue Directed Study in History on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

POLITICAL SCIENCE (POL SCI)

1 The Government of the United States (3) UC:CSU IGETC Area 4H
Lecture, 3 hours.

This course provides a fundamental understanding of United States Government and Politics. Students examine the structure, function and theoretical foundations of American political institutions; the Constitution and the Bill of Rights of the United States and the Constitution of California; Federalism; the operation, powers and politics of the legislative, executive

and judicial branches of government; civil liberties and civil rights; political parties and interest groups; media and public opinion; campaigns and the electoral process; and the domestic and foreign policymaking processes.

2 Modern World Governments (3) UC:CSU IGETC Area 4H
Lecture, 3 hours.

This course is an introduction to forms of modern world governments other than the American variety (covered in Political Science 1). It focuses on typical examples of parliamentary governments, of communist governments and of third world governments. Contemporary developments are included.

7 Contemporary World Affairs (3) UC:CSU RPT1 IGETC Area 4H
Lecture, 3 hours.

This course presents the major issues and problems in contemporary world affairs, primarily, but not exclusively, from the United States perspective: American policies and the government agencies which carry them out. Goals of other nations and the role of the United Nations are also discussed.

185 Directed Study - Political Science (1) CSU RPT2
285 Directed Study - Political Science (2) CSU
385 Directed Study - Political Science(3) CSU
Conference, 1 hour per week per unit.

The above courses allow students to pursue Directed Study in Political Science on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

SOCIOLOGY (SOC)

1 Introduction to Sociology (3) UC:CSU IGETC Area 4J
Lecture, 3 hours.

This is a general introduction to the subject matter, basic concepts and techniques of sociology as a behavioral science. Patterns and origins of social behavior in a diverse society are analyzed.

2 American Social Problems (3) UC:CSU IGETC Area 4J
Lecture, 3 hours.

This course examines some of the major contemporary problems of American society, such as human relations, poverty, crime, drugs and global issues that affect American society. Social problems are analyzed in terms of their relation to the values and institutions of Americann society.

3 Crime and Delinquency (3) CSU
Lecture, 3 hours.

This course examines the nature, extent and patterns of crime, delinquency and criminality, theories of causation, and efforts by society to cope with law violations. Emphasis is placed upon programs regarding prevention, correction, and rehabilitation within justice systems with attention to methodology as well as methodological issues encountered in research in criminology.

7 Juvenile Delinquency (3) CSU
Lecture, 3 hours.

This non-technical course is especially for students preparing to be social workers or police officers; it deals with problems of maladjusted juveniles, from the potential delinquent to the institutionalized offender. The relationship between delinquency and other areas of social disorganization, such as family problems, gangs, alcoholism and drug addiction is explored.

11 Race and Ethnic Relations (3) UC:CSU IGETC Area 4C, 4J
Lecture, 3 hours.

This course emphasizes cultures of the major ethnic and racial groups in the United States, the social processes affecting and influencing their adjustment and acculturation into the dominant society, and the influence of legal decisions and social policy on these groups.

12 Marriage and Family Life (3) UC:CSU IGETC Area 4G, 4J
Note: Credit given for only one of Sociology 12 or Family and Consumer Studies 31.
Lecture, 3 hours.

This course considers social and cultural patterns of domestic life in human society, past and present. It also analyzes the common and unique features of marriage and family systems especially in American society, including subcultural variations within that society.

13 Society and Personality (3) UC:CSU IGETC Area 4J
Lecture, 3 hours.

This course is designed as an introduction to the sociological perspective of society and personality. Central to social psychology from the sociological perspective is the recognition that behavior is not simply the product of our individual personalities, but is influenced strongly by social situations. Students investigate the relationship between the social environment and the individual. Topics include main theoretical components, research approaches and concepts ranging from socialization, self, identity, social perception, symbolic communication, self, identity, social perception, symbolic communication, social influence, altruism, aggression, deviant behavior to group structure and processes.

19 Introduction to the Social Services (3) CSU
Lecture, 3 hours.

This course covers the history and development of social work, case work, social group work, and community welfare organizations, their functions an orientations. Social work as a career, including job opportunities and the qualifications necessary for career choices, is also covered.

21 Human Sexuality (3) UC:CSU IGETC Area 4J
Note: Credit given for only one of Sociology 21 or Psychology 52.
Lecture, 3 hours.

This course provides a comprehensive introduction to the cultural, behavioral, biological, and psychosocial aspects of human sexuality. Topics presented include acquired immune deficiency syndrome and other sexually transmitted diseases, sexual variance and dysfunction, and sexuality throughout the human lifecycle.

22 Sociology of Women (3) UC:CSU IGETC Area 4D, 4J
Lecture, 3 hours.

This course examines female and male roles; their relationship to hormonal differences; their origins; their similarities and differences through time and across cultures; and their consequences for individuals and societies.

185 Directed Study - Sociology (1) CSU RPT2
Conference, 1 hour per week per unit.

The above course allows students to pursue Directed Study in Sociology on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Karina Hermawan < meet **elac** people }

SOCIOLOGY

Karina Hermawan was one of two ELAC students to receive a Jack Kent Cooke Foundation Scholarship. This private, independent foundation was established in 2000 by the estate of Jack Kent Cooke to help young people of exceptional promise reach their full potential through education. Karina will attend University of California Berkeley this Fall. She interned at Berkeley last Summer and worked on a research project that she developed into a paper. Karina was invited to present her research at the University of Irvine to Honors students from other California community colleges

"I wasn't accepted to my then-dream-school UCLA after I graduated from Keppel High School. I chose ELAC and have never regretted my decision. The ELAC Honors program gave me a second chance to find out what I really want to do in life. I am going to combine a major in sociology with statistics to work in the area of public policy research. My sociology instructor Christine Rodriguez changed my definition of personal success. I used to think making a lot of money was my goal–but now I want to help society to benefit humanity."

SPEECH AND THEATER ARTS DEPARTMENT

U2-101B **(323) 265-8639**

The East Los Angeles College Speech and Theater Arts Department offers a comprehensive program of communications and entertainment industry courses. These courses prepare students for work in business, theater, television, motion pictures and for transfer into a four-year degree program. The department emphasizes critical thinking and decision making in the academic setting and in practical performance situations. Theater Arts also offers a unique technical program in stage management which includes internship opportunities with professional theater companies. Join our award-winning program as a Communications or Theater Arts specialist.

SUBJECTS

- ***Broadcasting***
- ***Speech Communication***
- ***Theater Arts***

FACULTY

Anderson, My Hanh V.
Instructor, Speech Communication
Atha, Tom
Instructor, Speech Communication and Theater Arts
Haddad, Nader
Instructor, Speech Communication
Hogan, Kelley M.
Assistant Professor, Theater Arts
Kasnetsis, Michael E.
Instructor, Speech Communication and Theater Arts

ADJUNCT FACULTY

Anderson, Richard S.
Speech Communication
Augusztiny, Eric C.
Theater Arts
Bennett, Daphne N.
Speech Communication
Buglewicz, James V.
Theater Arts
Demas, Harry
Theater Arts
Ferniany, J. Michael
Speech Communication
GrayBallard, Robin
Speech Communication
Guin, David
Speech Communication
Johnson, Robert S.
Speech Communication
Keleher, Daniel
Theater Arts
MacPherson, Skye
Speech Communication
Marotta, Albert J.
Speech Communication
McKay, W. Colin
Speech Communication and Theater Arts
Michel, Linda B.
Speech Communication
Miller, Thomas
Speech Communication
Mizzone, Vanessa
Theater Arts
Plumb, Kenneth O.
Theater Arts
Quiroz, Laura
Theater Arts
Radford, Leslie J.
Speech Communication
Scott, Rodney Lloyd
Theater Arts
Wallace, Juliet E.
Speech Communication

EDUCATIONAL PROGRAMS

CERTIFICATE OF ACHIEVEMENT:

- ***Stage Management and Production***

ASSOCIATE DEGREE PROGRAMS

- ***Theater***

TRANSFER CURRICULUM:

- ***Speech***
- ***Theater***

CERTIFICATE OF ACHIEVEMENT

STAGE MANAGEMENT AND PRODUCTION

Our Certificate of Achievement in Stage Management and Production is designed to teach students how to work as stage managers or production managers in theater, television or motion pictures. These courses provide an aspiring stage manager, producer or director with real production experience in addition to lecture classes. We also provide our top management students with intern opportunities with professional companies including the Philadelphia Theater Company. Candidates for the Certificate must be successful in productions and successfully complete the following courses:

SUBJECT & NO.	COURSE	UNITS
THEATER 323	Stage Management and Production (should be taken in the first semester)	.3
THEATER 100	Introduction to the Theater	.3
THEATER 200	Introduction to Acting	.3
THEATER 232	Play Production	.2
THEATER 342	Technical Stage Production	.2
CAOT 82	Microcomputer Software Survey in the Office	.3
	Total	*16*

ASSOCIATE DEGREE PROGRAM

THEATER

Associate in Arts Degree

This two-year program is designed for the student who recognizes the social and occupational values of training in the theater arts.

FIRST YEAR

First Semester

SUBJECT & NO.	COURSE	UNITS
THEATER 100	Introduction to the Theater	.3
THEATER 270	Beginning Acting	.3
THEATER 272	Intermediate Applied Acting	.3
THEATER 300	Introduction to Stage Craft	.3
THEATER 293	Rehearsals and Performances	
OR		
THEATER 232	Play Production	
OR		
THEATER 342	Technical Stage Production	2-3

Second Semester

SUBJECT & NO.	COURSE	UNITS
THEATER 200	Introduction to Acting	.3
THEATER 240	Voice Articulation for the Theater	.3
THEATER 323	State Management and Production	.3
THEATER 450	Beginning Stage Make-up	.2
THEATER 293	Rehearsals and Performances	
OR		
THEATER 232	Play Production	
OR		
THEATER 342	Technical Stage Production	2-3

SECOND YEAR

Third Semester

SUBJECT & NO.	COURSE	UNITS
THEATER 130	Beginning Playwriting	.3
THEATER 278	Film and Television Acting	.3
THEATER 385	Directed Study	.1
THEATER 411	Costumes for the Theater	.3
THEATER 293	Rehearsals and Performances	
OR		
THEATER 232	Play Production	
OR		
THEATER 342	Technical Stage Production	2-3

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
THEATER 225	Beginning Direction	.3
THEATER 273	Advanced Acting	.2
ENGLISH 215*	Shakespeare	.3
THEATER 293	Rehearsals and Performances	
OR		
THEATER 232	Play Production	
OR		
THEATER 342	Technical Stage Production	2-3
GENERAL EDUCATION REQUIREMENTS		**15**

SUGGESTED ELECTIVES:

Students majoring in Theater Arts with an acting emphasis should consider taking the following courses in addition to the above requirements:

ANTHRO	102
ENGLISH	205*, 206*
MUSIC	111, 411
PSYCH	1
THEATER	201, 205, 265, 275* 451

Students majoring in Theater Arts with a technical theater emphasis should consider taking the following courses in addition to the above requirements:

ART	101, 102, 501, 503* 633* 635, 638* 639
THEATER	291, 301, 325, 451

(To graduate in two years and meet general education requirements for the A.A. degree, students are required to attend summer sessions.)

Total ***61-65***

**This course has a prerequisite or corequisite.*

TRANSFER CURRICULUM

Transfer requirements are subject to change. Students should check with a counselor for current transfer information.

SPEECH

Speech Communication is the study of human symbolic interaction. Specific areas of interest include communication in one-to-one situations and small groups, business and professional speaking, organizational communication, public address and persuasion, advocacy and argument, the rhetoric of social-political movements, and aesthetic communication. Students and faculty seek greater understanding of the process of human communication, using both scientific and humanistic approaches. Epistemological aspects of critical thinking are central to all aspects of speech communication.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

SUBJECT & NO.	COURSE	UNITS
SPEECH 104	Argumentation	.3
CSU GENERAL EDUCATION REQUIREMENTS		**39**

THEATER

Our department focuses on the study of theater arts as an opportunity for both individual and group creative expression. Our students experience the passion and fun of theater, are part of a creative team, and learn the skills for a career in education, theater, film or television. We offer acting classes for both the stage and the screen, voice and movement training, the history and theory of the theater, audition techniques, stage craft, scenery, lighting, sound, makeup, costuming, stage management and stage direction. Since being a dramatic artist crosses cultural and social barriers, our department celebrates diversity through non-traditional casting, production of contemporary and classical plays by playwrights of all ethnic and social backgrounds, and study of international theatrical styles in both acting and design. While providing a strong core program in our discipline, we also encourage students to discover, through practical experience, the wide range of specialized career opportunities available in theater, film, and television. We offer practical experience on stage as a performer; behind the scenes as directors, stage managers, scenic and make-up artists, as well as lighting, sound, and costume designers; and in the front of the house as house managers, clerical workers, and publicity and sales personnel. A college degree with a major in theater arts will be invaluable to you if you are interested in any career in the performing arts or in arts education, since the practical skills you will learn, coupled with stimulation of your imagination and creactivity that necessarily occurs, will serve you in both your career choice and in your life.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

SUBJECT & NO.	COURSE	UNITS
THEATER 270	Beginning Acting	3
THEATER 272	Intermediate Applied Acting	3
THEATER 300	Introduction to Stage Craft	3
DANCETQ 431	Modern Dance	1
AND		
DANCETQ 434	Ballet	1
DANCETQ 452	Introduction to Choreography	1
THEATER 240	Voice Articulation for the Theater	3
CSU GENERAL EDUCATION REQUIREMENTS		**39**

UNIVERSITY OF SOUTHERN CALIFORNIA

SUBJECT & NO.	COURSE	UNITS
THEATER 100	Introduction to the Theater	3
THEATER 270	Beginning Acting	3

Please see a counselor for other courses which may be acceptable by the USC Theater Arts Department.

USC General Education Requirements (see counselor for latest listings).

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Within the College of Fine Arts, Theater Arts is a very popular major which consequently makes admission to this program highly selective. Please consult a counselor for additional information about this major.

COURSE DESCRIPTIONS

BROADCASTING (BRDCSTG)

1 Fundamentals of Radio and Television Broadcasting (3) CSU
Lecture, 3 hours.

Survey of the history of radio and television broadcasting in America emphasizing principles and practices, legal aspects, and their relationship to public and future trends. The electronic mass media is studied as a cultural phenomenon. Broadcasting is looked at as a sociological entity. Radio and television broadcasting is related to the artistic development of society in general and to enrolled students in particular.

SPEECH COMMUNICATION (SPEECH)

61 Speech Laboratory (1) NDA RPT3
Note: NDA after a course indicates that this course will not meet the A.A. requirement, and is non-degree applicable.

Laboratory, 3 hours.

The Speech Laboratory is designed to help students who are handicapped by speech impediments such as lisping, stuttering, or hearing deficiencies. Articulation is also considered as a problem. Instruction is generally given in small groups.

62 Speech Laboratory Techniques (1) RPT3
Laboratory, 3 hours.

This course introduces students in the use and operation of speech equipment such as tape recordings, so as to assist those with articulatory difficulties (e.g., a foreign accent). It is designed for speech majors who are considering the field of speech correction.

101 Oral Communication I (3) UC:CSU IGETC Area 1C
Lecture, 3 hours.

Training is offered in the principles and practices of effective speech composition and delivery. The course assists in building confidence and assurance in the delivery of original presentations, acquaints students with the sources of speech materials, and develops discriminating listening through speech analysis. Topics that concern the student's basic beliefs and objectives in life are encouraged. Critical thinking, analysis and evaluation are incorporated into all assignments.

102 Oral Communication II (3) UC:CSU IGETC Area 1C
Prerequisite: Speech 101.

Lecture, 3 hours.

In this advanced course, emphasis is placed on research, style, and speech analysis. Research acquaints the student with the academic tools of the scholar; style enables the student to study the various uses of language in oral communication; and speech analysis allows the student to gain insight into the total rhetorical process. The emphasis is placed upon scholarship rather than skill.

104 Argumentation (3) UC:CSU IGETC Area 1C
Lecture, 3 hours.

This course is designed to fulfill general education requirements for critical thinking and speech communication. It offers training in the structure of argument, types of logic and methods of proof. Emphasis is placed on research techniques, classification of evidence and the evaluation of arguments. Students obtain practical training in constructing, delivering and refuting arguments.

106 Forensics (2) CSU RPT3
Laboratory, 6 hours.

This is a laboratory course for students training to participate in individual intercollegiate speech tournament events with special emphasis on persuasive speaking and oral interpretation of literature. Participation may include competition or evaluation.

113 English Speech as a Second Language (3) CSU RPT1
Lecture, 3 hours.

The course is designed for students with non-English language backgrounds. The subject matter stresses speaking general American English, pronunciation, idiomatic expressions, phraseology, rhythmic inflections, grammar, vocabulary building, and oral composition.

135 Storytelling (3) CSU
Lecture, 3 hours.

This course emphasizes the history, selection, analysis, preparation and presentation of narrative prose and verse for all ages. It expands creativity, critical ability, appreciation and taste in children and adult literature. This class is especially useful for all oral communicators, teachers, librarians, nurses, recreation and business leaders, and parents.

185 Directed Study - Speech Communication (1) CSU RPT2
285 Directed Study - Speech Communication (2) CSU
385 Directed Study - Speech Communication (3) CSU
Conference 1 hour per week per unit.

During the first two weeks of the semester, the student will select an option as his/her semester project. Through regular meetings with the instructor, the student will develop the project to its final form. Research techniques and sources as well as the full requirements of each project will be discussed at these meetings. Students are expected to meet with the instructor at least weekly to discuss progress and to determine if resources available to the student are being fully utilized.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

THEATER ARTS (THEATER)

100 Introduction to the Theater (3) UC:CSU IGETC Area 3A
Note: Open to all students. Required of all Theater Arts majors and other students desiring to participate in the production of plays.

Lecture, 3 hours.

This survey course orients beginning students with respect to the modern theater and its inheritance, and through lectures and assigned readings; acquaints them with its various forms, activities, and opportunities. The course is designed to develop aesthetic understanding of the theater and the ability to make value judgments.

130 Beginning Playwriting (3) CSU
Lecture, 3 hours.

Leads students from the basics through all the elements necessary to create compelling dramatic material; interpretation of published works, character, theme, plot, action, dialogue, and style. Provides firm guidance for beginning playwrights in all aspects of play creation from conception to realization.

200 Introduction to Acting (3) UC:CSU
(UC credit limit: Theater 200 and 270 combined, maximum credit, one course)
Lecture, 3 hours.

This course accommodates both theater and non-theater majors through lecture, discussion, demonstration and limited participation exercises. The student is introduced to the art and craft of acting, and will develop aesthetic understanding and the ability to make value judgments.

201 Acting Beyond the Basics (3) UC:CSU
Lecture, 3 hours.

This course examines how an actor approaches a scene. The actor analyzes and solves the problems in working with another actor. The actor evaluates the importance of emotion in acting and the significance of warm-up and relaxation techniques. This course can reinforce elements learned in a beginning acting course, such as stage areas, body positions, and vocal projection and articulation; more extensive scene work is performed and critiqued. The actor creates ways in which to effectively work with another actor.

205 Actor's Orientation to Professional Theater (2) CSU
Laboratory, 3 hours.

Students are oriented into modern professional theater practices, including interview, audition and rehearsal problems and procedures.

225 Beginning Direction (3) UC:CSU
Lecture, 2 hours; Laboratory, 2 hours.

This course leads students from the basics through all the elements necessary to get a play on stage; interpretation, casting, scheduling, movement, blocking, business, pace, and timing. It also provides firm guidance for beginning directors in the technical handling of a script from preparation of a Prompt Book to working out technical plots.

232 Play Production (2) UC:CSU RPT3
Laboratory, 6 hours.

This course covers all phases of play production for stage and television. Students receive practical experience in play selection, organization, performance, costume and scenery designing, set construction and lighting.

235 Play Production (5) UC:CSU RPT3
Laboratory, 15 hours.

This course is generally offered in the summer session only. Students are given an opportunity to work intensely in one or more production areas: acting, management, costuming, or technical theater. Students must be prepared to work irregular hours.

240 Voice and Articulation for the Theater (3) UC:CSU
Lecture, 3 hours.

This course is designed to emphasize speech practice and technique for the stage, motion pictures, television and the lecture platform. Students are introduced to the fundamentals of good speech, including breathing, posture, resonance, projection and articulation. A study is made of the psychological and acoustical factors determining vocal quality, force, time and pitch. Students also are given an introduction to phonetics and stage dialects.

265 Movement for the Actor (2) UC:CSU
Lecture, 1 hour; Laboratory, 2 hours.

This course is designed to develop the actor's physical expressiveness on stage. Exercises, improvisations, and other explorations lead to enhanced strength, balance, energy, flexibility, and physical freedom. Selections from plays, poetry, and prose are utilized to develop the actor's imagination and creativity in performance.

270 Beginning Acting (3) UC:CSU
(UC credit limit: Theater 200 and 270 combined, maximum credit, one course)
Lecture, 3 hours.

A study of the acting process, exercises in characterization, interpretation, speech diction, and movement.

271 Intermediate Acting (2) UC:CSU
Prerequisite: Theater 270.
Lecture, 1 hour; Laboratory, 2 hours.

A study of elementary stage techniques based on the study of selected dramatic scenes.

272 Intermediate Applied Acting (3) UC:CSU
Lecture, 2 hours; Laboratory, 4 hours.

A study of elementary stage techniques and development of characterization based on assigned parts in selected plays for public presentation.

273 Advanced Acting (2) UC:CSU RPT1
Lecture, 1 hour; Laboratory, 2 hours.

Scenes are studied and presented with concentration on in-depth analysis of subject material, intensity of action, freedom of emotional release, and clarity of expression.

275 Scene Study (2) UC:CSU RPT3
Prerequisite: Theater 270.
Lecture, 3 hours.

Theater students are made more aware of their individual acting problems and their solutions.

278 Film and Television Acting (3) UC:CSU
Lecture, 2 hours; Laboratory, 2 hours.

The basic fundamentals of acting for the camera are explored. Demonstration, exercises, and improvisations are used to practice the techniques. Scenes are practiced, taped, and critiqued.

291 Rehearsals and Performances (1) UC:CSU RPT3
Laboratory, 3 hours.

This course is devoted to advanced development of characterization and acting techniques. Experience is given in acting, directing, and producing of plays for public presentation.

293 Rehearsals and Performances (3) UC:CSU RPT3
Laboratory, 9 hours.

This course is devoted to advanced development of characterization and acting techniques. Experience is given in acting, directing, and producing of plays for public presentation.

300 Introduction to Stage Craft (3) UC:CSU
Lecture, 3 hours.

A study, through lecture, demonstration and practical experience, of all technical phases of play production, including construction, painting, placement and manipulation of stage scenery, lighting equipment and properties. The organization and management of stage activities and stage craft terminology. Students are assigned to specific jobs in the technical and managerial phases of the theater in connection with the preparation of plays for public presentation.

301 Stage Craft (3) UC:CSU
Lecture, 2 hour; Laboratory, 2 hours.

In-depth study of the technical phases of play production, construction, painting, lighting, properties, manipulation of stage scenery, and organization of stage activity.

323 Stage Management and Production (3) UC:CSU
Lecture, 3 hours.

Students are directly involved with technical and managerial phases of plays prepared for public presentation. Students learn to be multitasking managers of the play production process from the first rehearsal to the final performance.

325 Stage Management and Advanced Stage Craft (3) UC:CSU RPT3
Lecture, 1 hour; Laboratory, 3 hours.

An intensive study of all technical phases of the theater. Major topics: scenic design, painting, lighting, construction and manipulation of stage scenery; topography and equipment of stages and auditoriums; duties of stage manager, company manager, and technical director.

342 Technical Stage Production (2) UC:CSU RPT3
Laboratory, 6 hours.

Students are assigned to specific jobs in the technical and managerial phases of the Theater in connection with the preparation of plays for public presentation. Laboratory work is graduated in terms of students' fitness to serve as an assistant to such key personnel as the stage manager, the master carpenter, the property manager, the master electrician, the scenic artist, and the set designer. Students must be available for rehearsals and performances of productions to which they are assigned.

411 Costuming for the Theater (3) UC:CSU
Lecture, 2 hours; Laboratory, 2 hours.

This class studies costumes of historical periods and how they can be applied to the stage. Students engage in intensive study of costuming including beginning principles and techniques of design and construction as well as creating costumes for Theater department productions.

450 Beginning Stage Make-Up (2) UC:CSU
Lecture, 1 hour; Laboratory, 3 hours.

A study of the basic tools, materials, techniques and methods of makeup which might be used for the various roles in modern and classical stage plays. This is a skills course in which the student executes practical assignments from straights through character, old age, racial types, stylized fantasy, and facial distortion.

451 Advanced Stage Make-Up (2) UC:CSU RPT1
Lecture, 1 hour; Laboratory, 3 hours.

Subject matter covered in Beginning Stage Makeup is reviewed and reinforced. In addition, the use of prosthetics and the making of masks are also covered.

505 History of Motion Pictures (3) UC:CSU IGETC Area 3A
Lecture, 3 hours.

This survey course traces the development of motion pictures, through the use of lectures and the presentation of representative films, from its beginnings to the present day. Included are the scientific, economic, and artistic forces that forged motion pictures into one of America's most important industries.

185 Directed Study - Theater (1) CSU
285 Directed Study - Theater (2) CSU
385 Directed Study - Theater (3) CSU
Conference 1 hour per week per unit.

The above courses allow students to pursue Directed Study in Theater on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

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.

Academic Renewal - A student may initiate a petition to have his/her record reviewed for the removal of grade(s) from permanent record for the purpose of computing the grade-point average. A student must meet specific conditions and may only have a maximum of 18 units removed.

Add Permit - A form issued by an instructor which permits the student to add the class if the instructor determines that there is room. Enrollment in the class is official only if the add permit is processed by the office of Admissions and Records.

Advisory - An advisory is a condition of enrollment that a student is advised (but not required) to meet before, or in conjunction with, enrollment in a course.

Appeal - A student request for reconsideration of a decision made affecting disciplinary action, grade change, prerequisite challenge, etc.

Application for Admission - A form provided by the Office of Admissions and Records on which the student enters identifying data and requests admittance to a specific semester.

Articulation Agreement - The community colleges work together with the University of California, the California State University and private post-secondary colleges/universities to establish a course agreement to enable transfer students to receive credit for their academic programs.

Assessment - Assessment is the process the college uses to evaluate student skills in areas such as reading, English and English as a Second Language (ESL), Mathematics and Chemistry.

ASU (Associated Student Union) - An organization which all enrolled students are eligible to join.

Associate Degree - A degree (Associate in Arts, A.A., or Associate in Science, A.S.) granted by a community college which recognizes a student's satisfactory completion of an organized program of study consisting of a minimum of 60 degree applicable semester units.

Audit - A student's attendance in a class with permission of the instructor and payment of a fee. No college credit nor grade is given.

CalWORKS Program - CalWORKs (California Work Opportunity and Responsibility to Kids), previously GAIN, is an East Los Angeles College program offering training and support services to students receiving TANF (Temporary Assistance to Needy Families), previously AFDC.

Catalog Rights - Catalog rights refer to the right of every continuing student to choose one, and only one, catalog under whose course requirements the student is to be evaluated for the purpose of determining whether the student meets the requirements for ELAC graduation or for certification to transfer to UC or CSU.

The continuing student may select the catalog which was in effect when the student initially enrolled at ELAC, or any catalog in effect thereafter through and including the semester when the student petitions for graduation or transfer certification.

Certificate of Achievement - Programs designed for students who are looking for instruction with a high degree of specialization. Certificates of Achievement vary in length and may require less than two years of full-time study, and may be pursued on a part-time basis. At the point of completion, students may request the issuance of a Certificate of Achievement.

Certificate of Completion - A document confirming that a student has completed a program or sequence of noncredit courses that prepares him or her to progress in a career path or to undertake degree-applicable or nondegree-applicable credit courses.

Certification of CSU General Education Requirements - Completion of a body of transfer courses which meet the general education requirements of the California State University system (CSU).

Concurrent Enrollment - A student may enroll in two mutually dependent courses within the same semester and/or may be simultaneously enrolled at both ELAC and a high school or another college.

Continuing Student - A student who maintains continuous attendance which is defined as no more than one semester absence within a school year, excluding Summer Sessions and Winter Intersession.

Cooperative Education - An instructional program that is designed to complement the student's academic training with realistic on-the-job experiences.

Corequisite - A condition of enrollment consisting of what course a student is required to simultaneously take in order to enroll in another course.

Counseling - Guidance provided by professional counselors in academic, vocational, and personal matters.

Course - A subject of study. Identified by Title and Number; for example: Accounting 1.

Credit by Examination - Credit granted for proficiency previously accomplished through testing.

Cross–Referenced - Course content is the same as another course, e.g. HIST 7 and PHIL 33.

CSU - California State University.

Dismissal - A student on academic or progress probation for three semesters 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.

Drop - A student's official withdrawal from a class.

Elective - Courses which a student may choose without restriction of a particular major program-curriculum.

Full-Time Student - A student enrolled and active in 12 or more units, during the Fall or Spring Semester.

General Education Requirements - A group of courses from several subject areas which are required for graduation by state law.

Grade Points - The numerical value of a college letter grade. A=4, B=3, C=2, D=1, F=0, times the number of units of the course: An A in a 5 unit course equals 20 points.

Grade-Point Average (GPA) - The GPA is determined by dividing the total grade points earned by the number of attempted units.

Honors - The East Los Angeles College Honors Program is designed for students with a 3.0 GPA or higher who plan on transferring to a four-year College or University.

IGETC - Intersegmental General Education Transfer Curriculum. Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or the University of California system.

INC - Incomplete. The administrative symbol "INC" is recorded on the student's permanent record in special situations in which the student has not been able to complete a course due to circumstances beyond the student's control.

IP - In Progress. A symbol which indicates a course which continues over parts or all of two semesters.

Lower Division - College courses at the fresman and sophomore levels.

Major - A concentration of study in a specified discipline.

Matriculation - A combination of assessment of reading, English, mathematics, and Chemistry skills; orientation to college programs and services; academic advising and counseling; and the programs and services that enable a student to reach his or her educational goals.

MESA - Serves educationally and financially disadvantaged students, and to the extent possible by law, emphasizes participation by students from groups with low eligibility rates to four-year colleges.

MW (Military Withdrawal) - This 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 last day of the fourteenth week of instruction or 75% of the time the class is scheduled to meet, whichever is less.

NDA (Non-Degree Applicable) - Credit courses that do not apply toward a degree and are not transferable.

Non–Penalty Drop Period - The first four weeks of a regular semester during which a student's enrollment in a class is not recorded on the student's permanent record if the student drops by the deadline. This deadline will be different for short-term and summer session courses.

PACE - PACE is a full-time college transfer program for the full-time working adult.

Pass/No-Pass - A form of grading whereby a student receives a grade of Pass (P) or No Pass (NP) instead of an A, B, C, D, or F. A P is assigned for class work equivalent to a C or above. NP denotes work below a grade of C.

Permit to Register - A form listing an appointment day and time at which the student may register.

Prerequisite - A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

Progress Probation - After enrolling in 12 units, a student whose total units for which a W, NP or INC has been assigned equals 50 percent or more of the units enrolled is placed on progress probation.

RD (Report Delayed) - A temporary administrative symbol which is recorded on the student's permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

Returning Student - A previously enrolled student who did not attend the College during the previous two semesters. Attendance during the summer session is not included in this determination.

Satisfactory Completion - Completion of a course with a grade of "C" or better.

Schedule of Classes - A schedule giving directions for enrollment and detailed information about the times, locations, and instructors of the classes to be offered. It is issued before the beginning of each semester and summer session.

Section Number - a four-digit class identification number which appears in the first column in the class schedule before the time of day or evening the class meets.

Semester - One-half of the academic year, usually 16 weeks.

SEP - Student Educational Plan.

Skills Certificate - A document confirming that a student has completed a sequence of credit courses, generally 11 units or less, that prepared him or her to progress in a career path. Skills Certificates are not listed on the student's transcript.

Subject Deficiency - Lack of credit for a course or courses required for some particular objective such as graduation or acceptance by another institution.

Substandard Grade - An earned grade of D or F.

Transcripts - A student's permanent record and an official list of all courses taken at a college or university showing the final grade received for each course.

Transfer - A student may change from one collegiate institution to another after having met the requirements for admission to the second institution.

Transfer Courses - Courses designed to match lower-division courses of a four-year institution and for which credit may be transferred to that institution.

Transferable Units - College units earned through satisfactory completion of courses acceptable for credit at a four-year college or university.

UC - University of California.

Units - The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or other exercises not requiring outside preparation.

Units Attempted - Total number of units in courses for which a student was ever actively enrolled.

Units Completed - Total number of units in courses for which a student received a grade of A, B, C, D, or P.

Units Enrolled - Total number of units in which the student is enrolled at the end of the non-penalty drop period, which is the total number of units for all courses appearing on the student's transcripts.

W - An administrative symbol assigned to a student's permanent record for all classes which a student has dropped or has been excluded from by the instructor after the end of the non-penalty drop date, but by the last day to drop.

Withdrawal - The action a student takes in dropping all classes during any one semester and discontinuing coursework at the College.

FACULTY

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Bowlus, R. David (1994- 2001)
Life Science

Brawer, Harry L. (1967-1995)
Economics

Breiter, Ronald. S. (1974-1984)
Administration of Justice

Bremer, Alvin B. (1979-1995)
Business Administration

Brogmus, Libby Pacheco (1974-1991)
Nursing

Brudos, Richard E. (1977-2005)
Mathematics

Brunet, Donald (1978-1980)
Dean, Administrative Services

Brunetti, Melvin E. (1968- 2003)
Professor, History

Brunson, Howard E. (1948-1970)
Geography

Brussa, T. Flora (1970-1989)
Physical Education

Burchfield, William R. (1984-1987)
Architecture

Burton, Martha Walker (1950-1979)
Nursing

Busch, Joel H. (1969-1999)
Political Science

Butcher, Bernard L. (1964-1977)
Dean, Educational Services

Butler, Racine (1978-1998)
Sociology

Butman, Raymond S. (1969-2007)
English

Cagle, Catherine McGuinness (1954-1981)
Nursing

Cahill, Richard (1972-1993)
English

Calderon, Jack (1970-1989)
English

Caldiero, Susan (1992-1998)
Mathematics

Campbell, Eugenies (1950-1986)
Nursing

Cardinal, Judith L. (1965-1995)
Nursing Department

Carreon, Guillermo L. (1972-2007)
Chicano Studies

Ceniceroz, Raymond G. (1969-1995)
Chicano Studies

Cervantes, Edgar J. (1972-2000)
Biology

Chamberlain, Safford C. (1963-1989)
English

Chan, Carcy K. (1976-2001)
Chemistry

Chipperfield, Donald (1967-1992)
Art

Church, Bertha (1948-1969)
Life Sciences

Cipriano, William (1952-1973)
Engineering

Clarke, Arthur B. (1966-1995)
Economics

Cornsweet, Harry (1946-1972)
Life Sciences

Counts, Arnett W. (1968-2005)
Chemistry

Cramer, Frances Leon (1947-1990)
Life Sciences

Crandall, Bryan Howard (1970-2001)
Physics/Philosophy

Crum, Eva Rogers (1946-1973)
Physical Education

Cunningham, Phyllis Mary (1986-1991)
Learning Assistance Center

Davidson, Lea T. (1968-1999)
Health Information Technology

Dean, Lawrence (1979-2006)
Photography

Debelak, Roger J. (1966-1995)
Mathematics

Demir, Therese Jacqueline (1983-2002)
Director, Disabled Student Program and Services (DSP&S)

Deny, Sharron K. (1975-2002)
Women's Physical Education

Dinneen, Jane (1958-1979)
Family and Consumer Studies

DiRosario, Anthony L. (1970-1985)
Mathematics

Dixon, Elliott J. (1971-2004)
Law, Real Estate

Dixon, Dorothy (1971-2004)
Family and Consumer Studies

Dominguez, Marco A. (1976-2008)
Spanish

Donnelly, Patricia J. (1964-1991)
Life Sciences

Douglass, Ruth Peyton (1954-1976)
Nursing

Duckworth, Harry (1971-1983)
English

Duggan, Joan E. (1969-2001)
Chemistry

Duling, John M. (1946-1989)
Mathematics,
Foreign Student Admissions,
Physical Education,
President

Dunagan, Ruby K. (1969-1989)
Psychology

Duncan, Dewey C. (1945-1963)
Mathematics

Durham, Barbara J. (1964-1999)
Mathematics
Title III Coordinator
Director of Planning
Executive Director, ELAC Foundation

Duvall, Velma Abney (1945-1970)
Psychology

Edman, Theresa A. (1968-1987)
Nursing

Eisen, Nadine A. (1958-1989)
Life Sciences

Eitnier, Carl Wentz (1947-1969)
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Eley, Robert T. (1966-1979)
Theater Arts

Elizalde, Jose V. (1983-2001)
Foreign Language-Spanish

Engert, K. Gunther (1984-1995)
Electronics

Faux, David (1997-2009)
Psychology

Fernandez, Enrique (1966-1985)
Spanish

Field, M. Evelyn W. (1945-1966)
Dean of Students

Fisher, B. David (1976-2001)
Dean of Academic Affairs

Fisher, Robert D. (1948-1977)
Music

Fitzgerald, Louise G. (1972-1986)
English

Florez, Alicia (1980-2003)
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Foley, Terrence L. (1975-2002)
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Forcier, Arthur A., Jr. (1978-2008)
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Fox, Harold Dee (1961-1988)
English

Galvin, Kevin (1973-2005)
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Goldstein, Sheila F. (1977-2006)
English

Gong, Lily Y. (1978-2004)
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Sociology

Grant, John Loughlin (1958-1998)
Anthropology

Grody, Emanuel (1946-1968)
Accounting

Groves, Sally de (1978-1992)
Family & Consumer Studies

Gruhn, Merida S. (1972-1995)
Office Administration
Associate Dean of Academic Affairs

Guse, Clarence E. (1945-1961)
Engineering

Gutierrez, Frank T. (1969-2004)
Counselor

Han, Yuri W. (1969-2001)
Chemistry

Harris, Molly Zabner (1951-1979)
Nursing

Harriton, Monique B. (1965-1983)
Library

Hasty, Barbara (1979-2004)
Music

Hawkins, Conrad Harold (1949-1986)
History

Heaps, Gerald E. (1968-2000)
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Photography

Herrera, Margarita (1975-1993)
Counselor

Hertel, Robert L. (1964-1989)
Physical Education

Hertzog, Walter S., Jr. (1946-1972)
Dean of Student Personnel

Heuser, Frank (1980-1994)
Music

Hoffman, John E., (1965-1986)
Psychology

Holcomb, Robert E. (1972-1976)
Dean of Instruction

Holcomb, Robert L. (1975-2003)
Political Science

Homsy, Gwendolyn (1956-1971)
English

Houghton, Patricia J. (1956-1986)
Psychology

Howard, Katherine E. (1959-1973)
Business

Howard, Solvejg N. (1962-1978)
History

Ingalls, Rosco C. (1945-1955)
Political Science

Ishino, Jerry G. (1983-2009)
Architecture

Jennings, Charles (1946-1977)
English

Jenzen, Nora R. (1974-1984)
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Johnson, Clyde E. (1949-1985)
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Kaplan, Elisa Berg (1965-1983)
Spanish

Kehoe, John Thomas (1983-2001)
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Physics

Kester, Robert V. (1959-1995)
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Psychology

King, Nancy (1947-1978)
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Kirby, Mary H. (1950-1977)
Psychology

Kingett, Kathie L. (1976-2006)
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Kirby, Mina Virginia (1968-2000)
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Klute, Anthony F. (1960-1975)
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English

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Psychology

Kopinski, Douglas (1980-2008)
Photography

Korn, Noel (1980-1984)
Vice President, Academic Affairs

Kragh, Allan O. (1979-2009)
Speech and Broadcasting

Kurisu, June (1978-1989)
Business (Office Administration)

LaGue, Paul A. (1946-1956)
Photography

Landesman, Robert (1966-1989)
English

Langford, Robert B. (1964-1986)
Chemistry

Lazare, Gene L. (1948-1978)
Political Science

Lazaris, Emma Jeanne (1965-1993)
Mathematics

Lehman, Milford R. (1946-1968)
Chemistry

Lem, Carol A. (1977-2009)
English

Letizia, Thomas Emil (1956-1984)
Coordinator of Instruction

Lewis, Sarabelle L. (1973-1986)
Psychology

Li, Stanilaus (1970-1988)
Business

Licari, Gerald R. (1961-2001)
Geology

Licata, Joseph M. (1975-1987)
Administration of Justice

Liebowitz, Irving (1967-1991)
Mathematics

Linden, Phyllis M. (1949-1974)
Nursing

Lindsay, Harry A. (1986-1991)
Political Science

Ling, Ruth (1965-1983)
Accounting

Lopez, Gerard (1963-1981)
Foreign Languages

Lucero, Diane (1988-2008)
English

Luna, Ralph J. (1979-1995)
Counselor

Lutz, Kathleen J. (1980-2001)
Nursing

Lyman, Sylvia L. (1966-1995)
Library

Magy, Natalie H. (1974-1986)
Nursing

Marx, M. Richard (1965-1979)
Photography

Matsuda, Sumio (1965-1989)
English

Mairesse, Jean V. (1946-1974)
Philosophy

McCarthy, Donald E. (1968-1995)
Professor, Physics

McConnell, Louise E. (1971-1975)
Sociology

McElroy, Robert L. (1965-1977)
Psychology

McFarland, Jim (1975-1995)
Physical Education

McGuire, Marion (1948-1969)
Speech

McKay, W. Colin (1969-2006)
Theater

McLeland, Marian S. (1952-1975)
Business

Memmler, Ruth L. (1945-1965)
Life Sciences

Mendoza, Dr. Alfredo (1985-1991)
Foreign Language

Mentel, Margie (1996-2000)
English

Milanesa, Richard (1999)
Administration of Justice

Miller, Louis Irving (1966-1996)
Psychology

Mireles, S. Raymond (1962-1995)
Biology

Mitchell, Brinton B. (1954-1980)
Electronic Engineering

Mitchell, Ed T. (1986-1995)
Associate Dean of Academic Affairs

Mitchell, Margaret M (1964-1989)
Business (Office Administration)

Molayeme, Orna (2000-2003)
Respiratory Therapy

Moore, Alma Young (1946-1972)

Moore, Barbara B. (1975-2009)
Psychology

Moore, Dorothy L. (1979-2004)
Nursing

Moore, Merle M. (1978-1998)
Music

Morales, Goldie L. (1964-1975)
Philosophy

Moretti, Vincent, C. (1999-2008)
Engineering

Morin, David R. (1975-2003)
Mathematics

Morse, Michael J. (1982-2009)
Mathematics

Mosley, Josephine B. (1965-2001)
Life Sciences

Najar, Joseph S. (1976-1995)
Associate Dean, Disabled Student

Najar, Rose M. (1974-1995)
English

Nash, Cecilia Loera (1973-2004)
Nursing

Naslund, Gordon A. (1965-1985)
Physical Education

Nelson, Dorothy C. (1972-2000)
Life Sciences

Neukirch, Lois (1971-1992)
Life Sciences

Newman, William V. (1949-1985)
Art

Norman, Mary V. (1980-2003)
Family and Consumer Studies

O'Connell, William R. (1985-1995)
Instructor, Library Science

Orloff, Ethelrose (1962-1976)
Dean of Evening Division

Ozuna, Margaret C. (1973-2006)
Family and Consumer Studies and Child Development

Padilla, Albert (1970-1995)
Physical Education

Paez, Oscar A. (1970-2005)
Chemistry

Paine, H. Russell (1947-1973)
Journalism

Palmer, Carolyn S. (1950-1970)
Library Science

Palmer, A. William (1975-2000)
Automotive Technology

Parker, Claude R., Jr. (1967-1995)
English and Psychology

Pearl, Henry F. (1969-2001)
Instructor, Physics

Pena, Manuel S. (1970-1986)
Administration of Justice

Peralta, Christine E. (1979- 2005)
Child Development

Perry, Ann (1956-1971)
Business

Pervy, Adolphe V. (1966-1972)
French

Pilling, Robert R. (1958-1987)
Dean, Academic Affairs

Poolsawat, Samuel S. (1977-2007)
Electron Microscopy

Powers, Paul M. (1971-2003)
Director, PACE, Jaime Escalante Math Science Program

Quintana, Gloria (1965-1989)
Physical Education

Ramsey, Nancy L. (1999)
Nursing

Reeves, Virginia M. (1978-1986)
Nursing

Richards, Dr. John A. (1947- 1953)
Architecture-Engineering

Robinette, R. Carson (1964-1978)
English

Rockley, Lester S. (1946-1979)
Business (Office Administration)

Rodriguez, Armando M. (1976-1979)
President

Rodriguez, Victorino C. (1974-2000)
Spanish

Rogan, Robert J. (1967-2003)
Social Science

Romero, Laura G. (1979-2009)
Nursing

Rosas, Gilbert M. (1976-1998)
Business Administration

Rosenberg, Edward (1957-1982)
Mathematics

Rosenthal, Frank (1966-1980)
History

Ross, Alyson (1967-1992)
English

Rothermel, Winifred L. (1971-1989)
English

Rozadilla, Gilbert (1971-1995)
Men's Physical Education and Athletic Director

Rozadilla, Hilario (1976-1991)
Dean

Ryan, Harry O. (1967-1977)
College Physician

Saddigh, Farah (1989-1999)
Mathematics

Saguchi, Donald Y. (1968-1995)
Engineering
Vice-President, Academic Affairs

Sakoda, Colleen S. (1985-2005)
Computer Applications and Office Technologies

Sampson, Paddie B. (1959-1979)
Mathematics

Sandler, Eli M. (1969-1992)
Engineering

Sandlin, Donald L. (1966-2002)
Business

Sarracino, Louie R. (1950-1986)
Speech

Sayette, Robert (1968-1976)
Psychology

Schwartz, Frederick (1970-1993)
Psychology

Schwimmer, Ruth (1960-1985)
Art

Scott, Carson (1971-2001)
Art

Seno, Sam (1979-1983)
Coordinator, Financial Aid

Share, Eugene (1957-1986)
Speech and Theater Arts

Shelton, Claybourn D. (1967-1993)
Life Sciences

Shekerjian, Hrair P. (1978-2002)
Counselor

Shirley, C. T. (1946-1970)
Dean of Educational Services

Silliman, Thomas L. (1957-2005)
Gallery Director, Vincent Price Gallery

Silva, Conchita (1972-1979)
Nursing

Silverthorn, William A. (1970-1989)
Counseling

Simoneau, Karin (1996-2003)
Library Science

Sims, W. Carter (1975-2000)
Philosophy

Skjellum, Oistein (1968-1993)
Chemistry

Smith, June L. (1958-1995)
Art

Smith, Raymond R. (1947-1973)
Physical Education

Spotkov, Elias M. (1947-1974)
Life Sciences

Starbird, William B. (1947-1972)
Physics

Stevenson, Marjorie M. (1949-1980)
English

Stevenson, Robert A. (1975-2002)
Engineering

Stewart, Mary L. (1975-1998)
Nursing

Sugine, Pauline (1963-1988)
Physical Education

Sullivan, Daniel (2002-2006)
Fire Technology

Sullivan, James (1967-1993)
Earth Science

Swartz, Benjamin K. (1955-1967)
President

Tan, Nicholas (1986-1998)
Administrative Services

Tanegashima, Kaori (1978-2009)
Asian American Studies

Taschner-Roche, Mary E. (1971-1992)
Physical Education

Tate, Sharon L. (2001-2003)
Dean, Academic Affairs

Taylor, David (1948-1975)
Physical Education

Thompson, John M. (1973-2005)
Respiratory Therapy

Thompson, William J. (1957-1975)
Physical Education

Tolegian, Aram (1953-1972)
English

Tomimatsu, Mateo (1966-1986)
Life Sciences

Topik, Ellida F. (1961-1978)
Psychology

Torres-Rioseco, Suzanne (1947-1966)
French

Traber, Karl (1999-2008)
Administration of Justice

Trimble, Dr. Clinton E. (1946-1965)
Chemistry Counselor

Turton, Anne Forsberg (1968-1976)
Nursing

Tyo, Stephanie M. (1986-2009)
Health

EMERITI FACULTY

Valdez, Conrad M. (1969-2003)
Chemistry

Valles, Rodolfo (1972-1995)
Associate Dean, Admissions

Van Couvering, Ray (1968-1999)
Professor, Engineering

Verdun, Albert B. (1979-2005)
Men's Physical Education

Vilaubi, Consuelo P. (1946-1963)
Spanish

Waite, Merwin L. (1967-1992)
Mathematics

Walsh, George S. (1975-1983)
Administration of Justice

Walter, R. H. Keamer (1947-1956)
English

Weintraub, Hyman (1956-1978)
History

Weisel, Stanley (1957-1982)
Mathematics

Weiss, Robert T. (1961-1992)
Architecture

Wells, David (1987 -1995)
African American Studies, English

Wells, John K. (1967-1972)
President

Westin, Douglas (1947-1968)
Business Law

Williams, David (1970-1994)
Men's Physical Education

Williams III, R.C. (1986-2007)
Vice President, Student Services

Willis, Alden J. (1963-1981)
Mathematics

Wilson, Frances (1949-1983)
Biology

Willis, Gene (1999-2004)
Financial Aid
Biological Sciences

Wistreich, George A. (1961-2001)
Life Sciences

Wohlberg, Leo (1949-1976)
Accounting

Wolf, Shirley G. (1968-1985)
Nursing

Woodruff, Lloyd B. (1949-1978)
English

Woodworth, Phyllis B. (1965-1995)
Social Science Department Chair

Woodworth, Howard (1958-1983)
Library

Woolsey, George (1945-1963)
Physics

Zeidman, Natalie F. (1966-1986)
English

Zuniga, Eusebio R. (1972-1999)
Financial Aid

Zunino, Gerald J. (1971-1991)
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CATALOG PUBLICATION

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SPECIAL THANKS TO:

Sharon Tate, *for archive and sidebar research*

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Except where noted, all photos are from ELAC photo archives.

ARCHIVE PHOTOS CONTRIBUTED BY:

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