GENERAL 2023 2024 CATALOG

EAST LOS ANGELES COLLEGE

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

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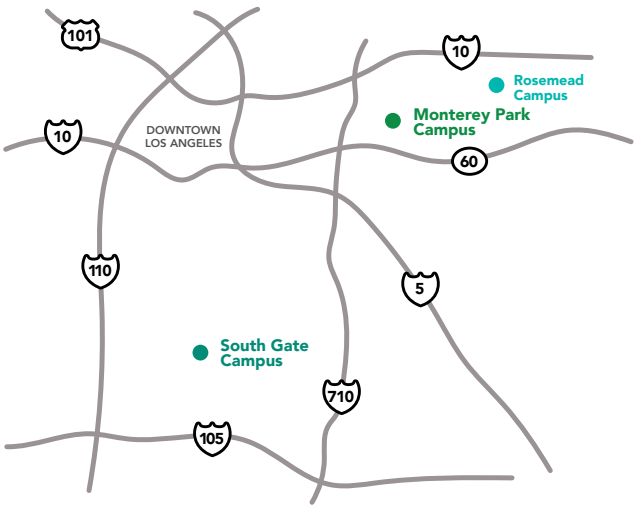

East Los Angeles College

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EAST LOS ANGELES COLLEGE

1301 Avenida Cesar Chavez, Monterey Park, CA 91754

Campus Map

1 A Complex

A4 Classroom
A5 CalWorks
A3 Baseball Facilities

2 A6 Complex

105 | 104 | 103 | 102 | 101

3 C2 Complex

101-104	Offices
105-108	Athletics Classrooms
109-110	Offices
111-112	Restrooms *
113	Classroom

4 C2 Complex

121 & 130	Restrooms *
122 & 123	Classrooms
124	Athlete Service Ctr
125, 127, 128	Classrooms
126 & 129	Offices

5 F9 Complex

106-108	AJ Dept Office
101-105	Classrooms
109-112	Classrooms

Free Speech Area
Information Booth Student Services (EI)
EV Charging Station DI & S4 Ground Level
Lactation Room
EI-138
F5-308
GI-301D
Gender Neutral Restrooms All floors in E7, F7, G5, & S2.

A1 Child Development
A Complex 1
A6 Complex 2
B5 Weingart Stadium
104 Sheriffs Office
ELAC Garden
B6 Classrooms
C1 Men's Gym
121 Classroom
125 Classroom
128 Fitness Center
135 Kinesiology
135B Mens Athletics
C2 Complex 3 4
D1 Parking Structure 3
D5 Swim Stadium
D7 Transfer Center
D7A Veterans Center
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104 Rising Scholars Center
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E3 Language & Humanities
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100E Modern Languages Department
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580 Chicano Studies
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B016 Photography
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210 Math Engineering & Science Achievement (MESA)
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420 Computer Applications & Office Technologies (CAOT)
E9 Women's Gym
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302D Nursing Office
305 President's Office
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G3 Ingalls Auditorium
Foyer Room
G5 Math & Science GR
LL009 MENTE Math Lab
111 Mathematics
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211 Allied Health
315 Chemistry
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G8 Physics & Earth Sciences
G9 Nursing
H9 Plant Facilities
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102 Escalante Program

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America's Job Center of California
K9A Plant Facilities
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S2 Fine Arts GR
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S4 Parking Structure 4
Transit Center
ELAC South Gate Shuttle Bus
Metro & Municipal Bus Lines

For detailed information about locating departments and ELAC services, visit, **elac.edu/map.**

East Los Angeles College is a no smoking campus. Information subject to change without notice.

Revised: June 2023

WELCOME TO EAST LOS ANGELES COLLEGE

Welcome students, faculty, staff, and administration! We're starting off the academic year with a beautiful campus, thousands of eager learners, and high hopes for the future.

Students, whatever your goal is please remember that ELAC is your college, and faculty, staff, and administration are here to support and nurture you. Completing your academic goals is top priority for us at ELAC and I know that everyone of you can earn a certificate or transfer to a top university.

For those who are first-time college students, there will be a period of adjustment as you learn to approach your education as an adult. That includes assuming responsibility for your time management. Regular class attendance is important, as is keeping up with your academic work. Don't be afraid to ask for help, whether academic or personal. Your professor and/or academic counselor is your best source for academic assistance. For emotional or physical challenges, please seek help from the campus health center in www.elac.edu/Student-Services/Student-Resources/Student-Health-Center. Your health fee covers these services, so take advantage if you need them. There is nothing wrong with needing to talk to someone.

Well-qualified tutors stand ready to help you in the Math Tutoring Center and the Learning Assistance Center. I encourage you to establish a pattern of using these centers early and often.

Our mission statement says: East Los Angeles College empowers students to achieve their educational goals, to expand their individual potential, and to successfully pursue their aspirations for a better future for themselves, their community, and the world.

Take pride in being apart of the ELAC community and remember to give back to your communities so others can follow in your footsteps. All of us want nothing but the best for you.

Again, welcome and Have a wonderful semester!

"Completing your academic goals is a top priority for us at ELAC."

ALBERTO J. ROMÁN, DPA
President, East Los Angeles College

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Academic Calendar 2023-2024

2023 - 2024 Term Dates	
Summer Period Begins Summer Ends	6/12/23 Monday 8/27/23 Sunday actual summer instruction schedules vary by campus
Fall Instruction Begins Fall Finals End	8/28/23 Monday 12/17/23 Sunday
Winter Instruction Begins Winter Instruction Ends	1/2/24 Tuesday 2/4/24 Sunday
Spring Instruction Begins Spring Finals End	2/5/24 Monday 6/3/24 Monday
Summer Period Begins Summer Period Ends	6/10/24 Monday 8/25/24 Sunday actual summer instruction schedules vary by campus

LACCD Holidays and Non-Instruction Days		
July 4, 2023	Tuesday	Independence Day
August 26, 2023	Saturday	Non-Instruction
August 27, 2023	Sunday	Non-Instruction
September 4, 2023	Monday	Labor Day
November 10, 2023	Friday	Veterans' Day
November 23, 2023	Thursday	Thanksgiving
November 24, 2023	Friday	Thanksgiving
November 25, 2023	Saturday	Non-Instruction
November 26, 2023	Sunday	Non-Instruction
December 18, 2023	Monday	Non-Instruction
December 19, 2023	Tuesday	Non-Instruction
December 20, 2023	Wednesday	Non-Instruction
December 21, 2023	Thursday	Non-Instruction
December 22, 2023	Friday	Holiday
December 23, 2023	Saturday	Non-Instruction
December 24, 2023	Sunday	Non-Instruction
December 25, 2023	Monday	Holiday
December 26, 2023	Tuesday	Non-Instruction
December 27, 2023	Wednesday	Non-Instruction
December 28, 2023	Thursday	Holiday
December 29, 2023	Friday	Holiday
December 30, 2023	Saturday	Non-Instruction
December 31, 2023	Sunday	Non-Instruction
January 1, 2024	Monday	Holiday
January 15, 2024	Monday	Martin Luther King
February 16, 2024	Friday	Presidents'
February 17, 2024	Saturday	Non-Instruction
February 18, 2024	Sunday	Non-Instruction
February 19, 2024	Monday	Presidents'
March 28, 2024	Thursday	Non-Instruction
March 29, 2024	Friday	Cesar Chavez
March 30, 2024	Saturday	Spring Break
March 31, 2024	Sunday	Spring Break
April 1, 2024	Monday	Spring Break
April 2, 2024	Tuesday	Spring Break
April 3, 2024	Wednesday	Spring Break
April 4, 2024	Thursday	Spring Break
April 5, 2024	Friday	Spring Break
May 27, 2024	Monday	Memorial Day
June 19, 2024	Wednesday	Juneteenth Holiday
July 4, 2024	Thursday	Independence Day

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, enrollment policies, auditing classes, 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.

ACADEMIC RESOURCES/PROGRAMS

This contains information on instructional programs which are available to students and the community. It includes office locations, phone numbers, and email addresses where students can obtain more information.

GRADUATION AND TRANSFER REQUIREMENTS

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

DEPARTMENTAL LISTINGS

Course names and abbreviations are listed with “Academic Subjects and Abbreviations” on page 118.

Departmental listings start with “Administration of Justice Department” on page 142 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. Course descriptions - listed by Subject

APPENDIX

This section lists faculty of the college with the date of their first appointment, title, and degrees, along with the institutions conferring the degrees.

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

General Information

LAND ACKNOWLEDGEMENT

The ELAC Academic Senate honors with gratitute and respect the original caretakers of this land and their descendants, people who today call themselves Gabrieleño, Tongva, or Kizh. We acknowledge the many devastating impacts of repeated waves of settler colonialism wrought upon these people and their ancestors by the Catholic missions, Spain, Mexico, and the United States, who took their homeland by force and deception, including the places our college occupies. The rich culture, accomplishments, humanity, and continued presence of Gabrieleño, Tongva, and Kizh people have too often been ignored, marginalized, and removed from our history and awareness as a consequence of these colonial acts. As an educational institution, we recognize our responsibility to highlight Indigenous histories and advocate for practices, policies, and actions that bring justice for past, present and emerging native communities.

HISTORY

CAMPUS FOUNDED

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 117 students, many 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 in what was then East Los Angeles, thanks to funding from a bond issue. Three years later, in January 1949, classes began at the College's present location in wooden bungalows moved to the campus from the Santa Ana Army Base. More than 1700 students enrolled that year.

An evening program that began 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 more than 1,900 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, a library, a planetarium, men's and women's gyms, a swim stadium, a theater, and an art gallery followed.

COMMUNITY SUPPORT AND ENROLLMENT GROWTH

Today's Vincent Price Art Museum began with a gift from Vincent Price —noted actor and art collector—who donated 90 pieces from his collection to establish the first "teaching art collection" in 1957. Over the years, the collection has grown to more than 8,000 pieces including works on paper, paintings, and three-dimensional art work. This collection provides an extraordinary and unique resource for students to see original art firsthand to reinforce lectures in Art History and art appreciation.

During the 1960s and 1970s, buildings were added to campus to house the nursing program, a new library, and later the automobile technology center. 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 designated the (then) eight community colleges of the Los Angeles Unified School District as the Los Angeles Community College District (LACCD). A seven-member Board of Trustees was elected to govern the new district. Today, the ELAC service area, home to more than 1.5 million people, includes 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.

During the 1984 Olympic Summer Games, ELAC hosted swimming and field hockey events, 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.

CAMPUS TRANSFORMATION

During the 1990s ELAC experienced unprecedented growth and change. 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. In August, 1997 the full-service South Gate Educational Center was established in the southern part of the service area so that 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. Between 2000 and 2005, East Los Angeles College graduated the highest number of Latinos in California.

In 2000, voters approved two bond issues, Propositions A and A/S, initiated by the LACCD. Funding of more than $281 million allowed ELAC to begin the most ambitious building program in its history to substantially improve the college's infrastructure. In the fall of 2004, a state-of-the-art technology building opened. The Technology Building was the first; since then we have completed two parking structures, a new Visual and Performing Arts complex, a Social Sciences building, a Language Arts building, a Student Center, and a Math/Science complex. The South Gate Educational Center has acquired a 19-acre site across the street from its current location. The new site, which is projected to open in 2022, will be developed into a campus complete with a parking structure, a new classroom building, and retrofitted space that will accommodate various student services.

MISSION

COLLEGE MISSION STATEMENT

East Los Angeles College empowers students to achieve their educational goals, to expand their individual potential, and to successfully pursue their aspirations for a better future for themselves, their community, and the world.

GOAL 1: Increasing student success and academic excellence through student-centered instruction, student-centered support services, and dynamic technologies.

GOAL 2: Increasing equity in successful outcomes by analyzing gaps in student achievement and using this to identify and implement effective models and programming to remedy these gaps.

GOAL 3: Sustaining community-centered access, participation, and preparation that improves the college's presence in the community, maximizes access to higher education and provides outlets for artistic, civic, cultural, scientific, and social expression as well as environmental awareness.

GOAL 4: Ensuring institutional effectiveness and accountability through data-driven decision-making as well as evaluation and improvement of all college programs and governance structures.

In collaboration with the District's Mission, ELAC is committed to advancement in student learning and student achievement that prepares students to transfer, successfully complete workforce development programs, earn associate degrees, and pursue opportunities for lifelong learning and civic engagement.

COLLEGE VISION STATEMENT

Through our emerging focus on student-centered instruction, student-centered services, and integrated learning, East Los Angeles College will be an exemplary model for student academic achievement, skill development, and artistic expression.

DISTRICT BOARD ACADEMIC FREEDOM POLICY

It is the policy of the Los Angeles Community College District that academic freedom is a right enjoyed by all members of the Los Angeles Community College District community: faculty (tenured, non-tenured, and adjunct), students, staff, and administration. Faculty especially shall have the academic freedom to seek the truth and guarantee freedom of learning to the students. Academic freedom is defined as the freedom to teach, learn, research, and express one's views without fear of sanction, whether such expression takes the form of speech, writing, electronic communication, or the like, and whether it occurs on campus or off campus. The right to academic freedom, however, cannot be separated from the equally important responsibility, which each individual has, to uphold the District's professional ethics policies for faculty, administrators, and staff; and in the case of students, to abide by the District's Standards of Student Conduct.

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

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

This aligns with Title 5 section 51023 and with the accreditation standard I.C.7 set forth by the ACCJC. This alignment is evidenced by the adoption of Board Policy 4030.

EAST LOS ANGELES COLLEGE ACADEMIC FREEDOM AND RESPONSIBILITIES POLICY

Adopted by Academic Senate March 26, 2013

The primary function of the East Los Angeles College (ELAC) Academic Senate is to make recommendations with respect to academic and professional matters as defined in Title 5, Article 2, Section 53200; in particular, district and college governance structures as related to faculty roles.

Academic Freedom is stipulated by Title 5, Article 2, Section 51023: "The governing board of a community college district shall: (a) adopt a policy statement on academic freedom which shall be made available to faculty," (See Board Policy 4030) and, the Accreditation Standard II.7.(a) which states, "In order to assure the academic integrity of the teaching-learning process, the institution uses and makes public governing board- adopted policies on academic freedom and responsibility, student academic

honesty, and specific institutional beliefs or worldviews. These policies make clear the institution's commitment to the free pursuit and dissemination of knowledge."

ACADEMIC FREEDOM

Academic freedom is essential to these purposes and applies to all disciplines. Freedom in teaching and research is fundamental to the advancement of truth. Academic freedom in all disciplines is fundamental for the protection of the rights of the faculty and the student. It carries with it duties correlative with rights, regardless of employment status.

Academic freedom is essential for the maintenance of excellence in education, and moreover, exists so that society may have benefits of objective and independent criticism, and honest answers to scientific, social and artistic questions that might otherwise be withheld for fear of offending an influential social group or transient social attitude. Accordingly, there shall be no adverse consequences to employment status (hiring, promotion, and retention) as a result of expressions protected by academic freedom.

Faculty members are entitled to full freedom in teaching and research and in the publication of the results, as it pertains to their academic assignments. Nothing in this policy shall be construed to infringe upon contractual responsibilities. However, research for pecuniary return should be based upon an understanding with the authorities of the institution.

Faculty members are entitled to freedom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Faculty are members of a learned profession, and officers of an educational institution. When they communicate as individuals, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should indicate that they are not speaking for the institution.

Academic freedom is essential not only to examine controversial issues in an objective manner in the classroom, but also to insure access to information sources required for study of such issues. The intellectual search for transmission of knowledge should go forward in an atmosphere free from fear of reprisal, while providing opportunities for critical thinking and understanding of conflicting viewpoints. In order that special interests or conflicting public opinion not impede the educational process, instructors and students must be free to investigate, to form conclusions, and to express judgments and opinions.

Academic freedom carries with it several responsibilities. Faculty members must strive for factual accuracy and show restraint in dealing with topics outside their area of expertise. While showing respect for the opinions of others, the instructor should, after impartial examination of the evidence, present the conclusions to which the evidence points. Selective omission of available data would not be in keeping with academic responsibility. Promotion of a partisan point of view to a captive audience would be equally unsuitable.

Academic freedom also includes the right to constructively criticize college policies without fear of retribution. Members of the faculty, administration, college staff and student body should feel free to speak in public forums or write "Letters to the Editor" and write publicly without institutional censorship, as long as they indicate they are not acting as institutional spokespersons. The college has a responsibility to society to defend and maintain academic freedom to ensure that educational goals can be achieved and that all fields of knowledge can be studied, discussed, and interpreted in an objective and scholarly manner.

Faculty members are entitled to due process under the Grievance provision of the AFT contract.

PROFESSIONAL RESPONSIBILITY

Membership in the academic community imposes on students, faculty members, and administrators an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, in instruction and counseling, and expression on and off campus. In addition, faculty members are responsible for, but not limited to, policies and procedures defined in board policy, administrative regulations, and the employment contract between the district and the Guild. Finally, faculty members have the responsibility and right to determine students' grades fairly and without third party influence.

Students are entitled to an atmosphere conductive to learning and to fair treatment in all aspects of the faculty-students relationship.

GENERAL EDUCATION PHILOSOPHY

GENERAL EDUCATION PHILOSOPHY

East Los Angeles College offers all students a robust academic foundation through the General Education program, whether or not a student has decided upon a particular program of study. In recognition of that which East Los Angeles College value for our students and the community we serve, the Faculty of this college affirms that the primary purpose of our General Education is to help students become life-long learners who can think critically, analyze issues, and make reasoned judgments in the spirit of open-mindedness and personal growth. We strive to imbue our students with a sense of self-awareness and self-confidence so that they have an opportunity to pursue their full potential and come to understand how they can contribute to their surroundings and society in general. Furthermore, we encourage our students to appreciate and value multiple perspecctives and backgrounds so that they can participate successfully in an increasingly diverse global community.

DISTRICT MISSION & CORE VALUES

DISTRICT MISSION

"Changing Lives in a Changing Los Angeles"

The mission of the Los Angeles Community College District is to provide our students an excellent education that prepares them to transfer to four-year institutions, successfully complete workforce development programs designed to meet local and statewide needs, and pursue opportunities for lifelong learning and civic engagement.

The mission is evaluated and revised on a regular basis.

CORE VALUES

ACCESS & OPPORTUNITY

We are committed to maximizing educational opportunity and access to everyone who has the desire to learn, and we actively engage all students, including those from communities that have traditionally been underserved by higher education or who require special accommodation or support.

EXCELLENCE & INNOVATION

In all of our services and institutional activities, we strive to create a culture of excellence and continuous improvement through the use of innovative pedagogy and technologies that challenge our students, faculty, staff and administrators to meet the highest educational and professional 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 career 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

As a group of nine urban and suburban colleges situated in the midst of different communities, we draw upon and embrace diversity as an integral aspect of our civic and institutional identity and as a powerful element in the education and development of every individual.

EQUITY

We are committed to eliminating achievement gaps by identifying and removing barriers to student success.

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.

PUBLIC ACCOUNTABILITY AND TRANSPARENCY

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 through shared governance processes that are open and trasparent.

The functions of the community colleges include transfer, occupational education, general education, transitional education, counseling and guidance, continuing education, community services, and joint programs with business/industry, government, and other educational entities.

TITLE IX

Title IX of 1972 Education Amendments is a powerful tool for combating campus violence. The law requires colleges and universities receiving federal funding to address to gender-based violence and harassment, and to respond to complaints in order to ensure that all students have equal access to education.

Any sexual misconduct, as defined by Federal statue and California law including but not limited to provisons of AB 2683, whether committed by an employee, student, or member of the public, occurring on college-owned or controlled property, at college-sponsored or supervised functions, or related to or arising from college attendance or activity is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal and/or civil prosecution and employee or student discipline procedures.

FILE A COMPLAINT

Contact your Deputy Title IX Coordinator or ODEI to file a District complaint

To address Title IX issues, LACCD has designated a Title IX and Deputy Title IX Coordinators who are specially trained to work with individuals who report sexual misconduct and provide information about resources, support services, and procedural options. To make a report about a specific incident, please contact the Deputy Title IX Coordinator below assigned to your college or site within the District.

ANGELICA TOLEDO

Deputy Title IX Coordinator for East Los Angeles College and South Gate Education Center.

323-265-8613

toledoa@elac.edu

VICTORIA FRIEDMAN

Deputy Title IX Coordinator for Title IX Policy and Procedure Inquiries District Compliance Officer

213-891-2315

friedmv@laccd.edu

BRITTANY GRICE

Title IX Coordinator

Director of Diversity, Equity and Inclusion

213-891-2315

titleix@email.laccd.edu

REPORTING TO LAW ENFORCEMENT

You have the right to file a report with law enforcement as well as the District. You can file a criminal complaint with the Sheriff's Department at your College or local police department, depending on where the incident took place.

For a crime that occurred on campus, contact the Sheriff's Office at (323) 265-8800, or if off-campus, call 911.

LACCD Title IX Policy & Procedure

The LACCD Prohibited Discrimination and Harassment Policy, which covers sexual harassment and Title IX issues is in Chapter XV of the Board Rules.

To file a Title IX Complaint, you can contact the appropriate Title IX Coordinator or Deputy Coordinator above or submit a completed Complaint Form online at https://laccd.guardianconduct.com/incident-reporting.

To address and respond to Title IX issues, Title IX Coordinator and Deputies follow Administrative Regulations C-14 titled 'Procedures for Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Complaints' and C-15 titled 'Responding to Harassment Based on Sex under Title IX.

LACCD TITLE IX RESOURCES

Additional information and resources related to Title IX, including campus and community specific resources, are available online at on ODEI's Title IX Resources webpage.

COMPLIANCE OFFICERS

DEPUTY TITLE IX AND DHR COORDINATOR

East Los Angeles College prohibits discrimination, harassment, and retaliation (DHR) based on sex and gender (including sexual harassment, gender identity, and gender expression), race, color, pregnancy, ancestry, national origin, religion, creed, marital status, disability, sexual orientation, medical condition (cancer related), age (40 and above), and/or veteran status. This is in accordance with applicable federal and State law and District policy. The policy applies to admission, access, and treatment in College programs and activities for all students.

To address Title IX and DHR issues, LACCD has designated a Deputy Title IX and DHR Coordinator for East Los Angeles College who is specially trained to work with individuals who report complaints based on a protected class or sexual misconduct and provide information about resources, support services, and procedural options. Students who feel they have been discriminated against, sexually harassed, or who wish to discuss incidents of discrimination or sexual harassment may contact and/or file a complaint with East Los Angeles College's Deputy Title IX and DHR Coordinator, Angelica Toledo via email toledoa@elac.edu or by phone at 323-265-8613. The Deputy Title IX and DHR Coordinator's office is at the Office for Diversity, Equity and Inclusion housed at the District Educational Services Center (ESC) located at 770 Wilshire Boulevard Los Angeles, CA 90017.

To file a Title IX Complaint, you can contact the appropriate Title IX Coordinator or Deputy Coordinator above or submit a completed Complaint Form available online at https://laccd.guardianconduct.com/incident-reporting.

Copies of Administrative Regulations C-14 and C-15, LACCD's Title IX and DHR policies and procedures and relevant forms may be obtained online at https://www.laccd.edu/Departments/DistrictResources/OfficeOfDiversity/TitleIX/Pages/Reporting-an-Incident.aspx.

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 Compliance Officer at (323) 415-5078; Disabled Student Program and Services, Grace Hernandez at (323) 265-8745 or Compliance Officer, Mr. Nghi Nghiem, at (323) 265-8669. 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: Oficial de Accion Afirmativa, ext 5078; Programa de Estudiantes Incapacitados y Servicios, Grace Hernandez al (323) 265-8745; Mr. Nghi Nghiem al (323) 265-8669. 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 interes 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) 265-8613, 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.

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, 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 complaint, 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) 265-8613, the office of the Vice Chancellor of Educational Programs and Institutional Effectivness, and the District Diversity Programs Office.

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, AND NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title 5 of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of the U.S. Equal Employment Opportunity Commission (EEOC) to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), (800) 669-4000 (toll-free) or (800) 669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section.

LOS ANGELES COUNTY SHERIFF SERVICES & STATISTICS

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.

CAMPUS SECURITY/CRIME STATISTICS

East Los Angeles College crime statistics may be viewed at www.elac.edu, clicking on "Jeanne Clery/Crime Stats", 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

Student Right-to-Know Rates for Fall 2013 Cohort Completion Rate: 36.82 % Transfer Rate: 4.24 %

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2013, 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 above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 2013 to Spring 2016. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer prepared '. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer prepared' during a five semester period, from Spring 2014 to Spring 2016, are transfer students..

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.

The U.S. Department of Education requires institutions to report certain information about students who enrolled in Title IV-eligible educational programs that lead to "gainful employment" in a recognized occupation. This information, which includes East Los Angeles College's graduation rates, the median debt of students who completed the program, and other important information, can be found on the college's website at www.elac.edu/academics/programs/gainfulemployment/index.htm.

RETENTION

Information regarding the retention of Los Angeles Community College District students can be obtained from the Admissions Office of each campus.

REGISTRATION INFORMATION

ACADEMIC YEAR

The academic year is divided into two full term semesters and two sessions. Winter Session begins in January and ends at the end of the month; Spring begins in February and runs through early June; Summer session one begins early June through early July; session two starts early July and runs through mid August; Fall term starts late August and ends mid December.

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 and seven 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.

PROGRAM LENGTH

Courses that are part of the requirements for Associate in Science, Associate in Arts, and Associate Degrees for Transfer as well as those that compromise state or locally approved certificate programs are scheduled in such a manner that students who attend either full-time or part-time are able to successfully complete their goals within a reasonable length of time.

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

In order to provide educational enrichment opportunities for a limited number of eligible students, East Los Angeles College may admit elementary and secondary school students (grades K-12) as special part-time students or special full-time students. These students will be admitted for the purpose of enrolling in advanced scholastic or vocational work at the college, under the provisions of Education Code sections 48800, 48800.5 and 76001.

Special part-time or special full-time students must submit a supplemental application for admissions for student in K-12 grade for each semester or session in which they wish to enroll, students may only enroll in the courses recommended by the district school and specifically approved by the college for that term/session.

Students admitted under the provisions of this regulation are expected to follow the regulations and procedures established for all college students. The Los Angeles Community College District and its colleges are not responsible for the supervision of minor students outside of the classroom setting. Students admitted as special part-time or special full-time students will not be afforded any special consideration or supervision as a result of their special admission status. Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes and if or when a class is canceled and/or dismissed

early. Parents or guardians will not have access to a student's records (including grades and transcripts) without the student's written consent, the student's minor status notwithstanding.

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 or special full-time student on the grounds that the pupil would benefit from advanced scholastic or vocational work available at the college.

Students admitted continue in their attendance at their school of origin for the minimum school day. Students shall receive credit for the community college courses completed. Arrangements for receiving high school credit for course work completed must be made with students' respective high schools. A special part-time student may enroll in up to 11 units per semester.

ADMISSIONS PROCEDURES FOR SPECIAL ADMIT STUDENTS IN GRADES K-12TH

Part-Time Special Admit Student: To be considered for admittance as a Special Part-Time Student, the student must meet the eligibility standards as established by the Los Angeles Community College Board Rule 8100.01. Admission is subject to seat availability. The student must submit:

1. District Application for Admission;
2. Written and signed parental or guardian consent;
3. Written and signed approval of his or her principal*;
4. Demonstration that the student is capable of profiting from instruction; and
5. Form YS-1 "Supplemental Application for Admission by a Student in Grades K-12."

**Note: A parent or guardian of a pupil who is not enrolled in a public or private school, may petition directly without the signature of a principal.*

The Chief Instructional Officer or designee has the authority to make the final decision as to whether a student can benefit from instruction.

Full-Time Special Admit Student: To be considered for admittance as a Special Full-Time Student, the student must meet the eligibility standards as established by the Los Angeles Community College Board Rule 8100.04. Admission is subject to seat availability. The student must submit:

1. District Application for Admission;
2. Written and signed parental or guardian consent;
3. Written and signed acknowledgment of his or her principal*;
4. Demonstration that the student is capable of profiting from instruction;
5. Form YS-1 "Supplemental Application for Admission by a Student in Grades K-12"; and
6. Written approval of the governing board of the school district of attendance.

**Note: A parent or guardian of a pupil who is not enrolled in a public or private school, may petition directly without the signature of a principal.*

The college's Chief Instructional Officer or designee has the authority to make the final decision as to whether a student has the abilities and sufficient preparation to benefit from instruction at the college.

DETERMINATION: All required documents shall be sent to the Chief Instructional Officer or designee.

A. High School Students

For students attending High School, the Chief Instructional Officer or designee will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a Community College. This determination may be done by:

1. a review of the material submitted by the student;
2. meeting with the student and his or her parent or guardian;
3. consultation with the Chief Student Services Officer;
4. consultation with the faculty;
5. consultation with counseling staff;
6. consideration of the welfare and safety of the student and others; and/or
7. consideration of local, State, and/or Federal laws.

The college's Chief Instructional Officer or designee has the authority to make the final decision as to whether a student has the abilities and sufficient preparation to benefit from instruction at the college, except in the case of highly gifted and talented pupils.

B. Middle and Lower School Students

For students attending Middle and Lower Schools, the determination shall be made by a committee chaired by the Chief Instructional Officer, or designee, and composed of the Chief Student Services Officer, and representatives from the office of Admissions and Records, and faculty from the appropriate department, as identified by the local senate. The parent or guardian of the Middle and Lower School students must submit a petition for his or her child to be admitted for enrollment in college courses. This petition must include an explanation of how the student can benefit from these specific college-level courses and must be accompanied by previous school transcripts or, in the absence of transcripts, any supporting documentation that can be used in lieu of transcripts. If the student is attending public school the petition must be signed by the school's principal or designee, indicating that he or she concurs with the parent's opinion that the student can benefit from these college level courses. The committee will review the petition and 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. review 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 shall be final, except in the case of highly gifted and talented pupils as defined in Section IV.

Upon completion of the review process, each member of the committee shall sign the petition indicating their participation in the review.

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

HIGHLY GIFTED AND TALENTED STUDENTS

A. Admission Of Highly Gifted and Talented Students

The admission of highly gifted and talented students shall follow the same Admissions and Determination Procedures stated herein, except:

1. Highly gifted and talented pupils must achieve a measured intelligence quotient of 150 or more points on an assessment of intelligence administered by certified licensed personnel or demonstrate extraordinary aptitude and achievement in language arts, mathematics, science, or other academic subjects, as evaluated and confirmed by both the pupil's teacher and Principal.
2. In the cases where a parent or guardian of a highly gifted and talented pupil who is not enrolled in a public school petitions the President (or designee) to authorize attendance as a special part-time or special full-time student on the grounds that the pupil would benefit from advanced scholastic or vocational work available at the college, an intelligence assessment test must be administered by certified, licensed personnel, and the highly gifted and talented pupil must achieve a measured intelligence quotient of at least 150 points.

B. Right To Appeal Denial For Special Part-Time Or Full-Time Enrollment

Following a written denial for special part-time or special full-time enrollment of a highly gifted and talented pupil, the parent or guardian of the highly gifted and talented pupil may appeal the denial directly to the Board pursuant to Board Rules 8100.07 and 8100.08.

C. Appeal Procedure

1. Within 30 days after a request for special enrollment for a highly gifted and talented pupil has been submitted, the Chief Instructional Officer (or designee) shall issue a written decision to the parent or guardian of the highly gifted and talented pupil. In the case of a denial, the written decision shall include the findings and the reasons for the denial.
2. Within 30 days after a written denial has been issued to the parent or guardian of the highly gifted and talented pupil, the Board must take action to either confirm or reject this denial at a Board meeting which takes place within 30 days after the denial has been issued. The parent or guardian of the highly gifted and talented pupil will have an opportunity to appeal the denial directly to the Board during this Board meeting.
3. In order to facilitate this appeal, the Chief Instructional Officer (or designee) who issued the written denial shall immediately forward a copy of the written denial to the Chancellor and the Senior Director of Instructional and Student Programs so that this matter can be placed on a subsequent Board meeting agenda.

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 SPARC Office. The written appeal along with supporting documents must be submitted to the college Registrar. 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 non resident tuition exemptions for semesters or terms beginning on or after January 1, 2002 as long as they meet the following conditions:

1. Have 3 years of attendance at a California high school.
2. Have 3 or more years of high school coursework and 3 years of attendance in California elementary schools, California secondary schools, or a combination of California elementary and secondary schools.
3. Attended or attained credits at a combination of California high school, California Adult school, and/or California Community College for the equivalent of (3) or more years.
4. Graduated or will graduate (before the first term of enrollment at the CCC), with a California high school diploma or the equivalent (i.e., California issued GED, CHSPE).
5. Completed or will complete (before the first term of enrollment at the CCC) an associate's degree from a California Community College.
6. Completed or will complete (before the first term of enrollment at the CCC) the minimum requirements at a California Community College for transfer to the California State University.
7. 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.
8. 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

Students must apply online at www.elac.edu.

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 19 units for the spring or fall semesters, and 9 units for summer or winter sessions. Students may petition for additional units for Spring and Fall semesters only. Petition to enroll in additional units are available at the Admissions Office, Admissions South Gate Educational Center, and Online at www.elac.edu. 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 E.S.L. 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 PRIORITY

Students in good academic standing shall be granted registration priority on the basis of cumulative units completed within the LACCD in the order listed below, from highest to lowest:

1. New and fully matriculated students as follows:
   - Members of the armed forces or veterans
   - CalWORKs recipients in good standing with fewer than 100 degree applicable units
   - Disabled Student Programs and Services (DSPS) students in good standing with fewer than 100 degree-applicable units
   - Extended Opportunity Programs and Services (EOPS) students in good standing with fewer than 100 degree-applicable units, and
   - Foster youth or former foster youth, regardless of academic standing and units taken.
   - A student parent who has a child or children under age 18 who will receive more than half of their support from the student.
2. Student Athletes and LA College Promise students.
3. Continuing students in good standing with fewer than 100 degree applicable units, middle college students in good standing with fewer than 100 degree-applicable units, new, fully matriculated students, returning exempt students, and new students who are exempt from matriculation.
4. Students who have lost their enrollment priority, as set forth below.
5. Special K-12 admits pursuant to Education Code section 76001.

To be eligible for registration priority as listed above, students must have completed orientation, assessment, and developed student education plans.

LOSS OF REGISTRATION PRIORITY

Students, with the exception of foster youth or former foster youth, will lose registration priority at the first available registration after:

a. They are placed on academic or progress probation, or any combination thereof, for two consecutive terms.
b. Have earned one hundred (100) or more degree-applicable units in the District; however, non-degree applicable basic skills units do not count towards the 100 units.

APPEALING LOSS OF REGISTRATION PRIORITY

The college has established a Registration Priority Appeals Committee to review requests from students appealing the loss of enrollment priority. Petition to Appeal Loss of Enrollment Priority can be obtained at Admissions and submitted by the appropriate deadline dates (see Class Schedule for deadlines) along with supporting documentation. A student may appeal on one or more of the following grounds:

a. The student has extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student's control.

b. The student applied for reasonable accommodation for a disability, but did not receive it in a timely manner.

c. The student has demonstrated significant academic improvement. Significant academic improvement is defined as achieving no less than a 2.0 grade point average in the prior term.

The College's Registration Priority Appeals Committee shall notify the student within ten (10) business days of its decision. The decision of the college Registration Priority Appeals Committee shall be final.

LIMITATIONS ON ENROLLMENT

All courses shall be open to enrollment, however, enrollment in specific courses or programs may be limited as follows:

a. Students meeting prerequisites and corequisites established pursuant to Title 5, and Board Rule 8600.

b. Health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. Fair and equitable procedures will be used for determining who may enroll in affected courses or programs. Such procedures shall be consistent with one or more of the following approaches:

1. Limiting enrollment to a "first-come, first-served" basis or
2. Limiting enrollment using a registration procedure authorized by Title 5, section 58108; or
3. In the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified; or
4. Limiting enrollment in one or more sections of course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions.
5. Students on probation or subject to dismissal, consistent with the provisions of Title 5, and Board Rule 8200 et seq., may be limited to enrollment in a total number of units, or to selected courses, or required to follow a prescribed educational plan.

CHALLENGES TO LIMITATION ON ENROLLMENT

A student may challenge an enrollment limitation on any of the following grounds:

1. The enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner; or
2. The District is not following its policy on enrollment limitations; or
3. The basis upon which the District has established an enrollment limitation does not in fact exist.

The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be addressed within 5 working days and, if the challenge is upheld, the enrollment limitation shall be waived.

The college shall, upon completion of the challenge, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to Title 5, California Code of Regulations, section 59300 et seq. Completion of this challenge procedure shall be deemed to satisfy the requirement of Title 5, California Code of Regulations, section 59328(b) that the District and the student attempted to informally resolve the complaint.

ONLINE REGISTRATION

Prior to the semester/session start date students must utilize the Student Information System (SIS).

IN-PERSON LATE REGISTRATION

Late registration for open classes begins the first day of class. Students may register up until the add deadline with the permission code 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 and may result in the student being dropped or excluded from 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 and must have the same start and end date.

Consent must be granted by the new instructor for the new class, and may involve instructor-to-instructor transfer of grade records.

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 hundreds of students from dozens of countries, East Los Angeles College's

International Student body presents many opportunities for sharing and understanding other cultures, which is an important part of the educational process.

All international students seeking admission to East Los Angeles College must apply through on-line application through CCCApply - International. All F-1 visa applicants must provide the following documents:

1. Application Processing Fee
2. English Proficiency
3. Academic Records/Transcripts
4. Passport copy
5. Affidavit of Support
6. Confidential Financial Statement
7. Guardian Statement - student who is under the age of 18 must have a guardian in Los Angeles County
8. Copy of current Passport, I-94 and US visa stamp (Transfer Students Only)
9. All current and previous status documents (I-20, DS-2019, etc.) (Transfer Students Only)
10. Student Status Verification Form (Transfer Students Only)

All documents must be official English translations. 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.

APPLICATION DATES

SEMESTER	OUTSIDE THE U.S.	WITHIN THE U.S.
Spring	September - November 15	September - January 2
Fall	March - July 30	March - August 1

Additional information regarding International Student admission or immigration regulations may be obtained at the International Student Office by telephoning (323) 265-8796, email: elac_iso@elac.edu, on the web: https://www.elac.edu/student-services/spr/international-students/apply

STUDENT SUCCESS AND SUPPORT PROGRAM - MATRICULATION PROCESS

Senate Bill 1456 revised and renamed the Matriculation Act of 1986 as the Seymour-Campbell Student Success Act of 2012. Signed by Governor Brown on September 27, 2012, the program began on January 1, 2013 and will be implemented through stages over a five-year period.

The Student Success and Support Program (formerly Matriculation) supports the transition of new students into the college by providing services that promote academic achievement and successful completion of degrees, transfer preparation, career technical education certificates, or career advancement.

Effective Fall 2014, based on student responses to the East Los Angeles College application for admission, students will be identified as matriculating or non-matriculating. Students identified as matriculating are referred to core matriculation services: placement, orientation, and counseling (AOC). Students must complete the placement, orientation, and counseling (abbreviated student educational plan) prior to their priority registration date and time. The abbreviated student educational plan is provided during the online orientations. After registration and sometime during the semester, a comprehensive student educational plan must be completed within a reasonable time period by making an appointment to meet with a counselor. Non-matriculating students are exempt from participating in the core matriculation services, but are advised to access these services if they plan to pursue a degree or certificate.

STUDENT RIGHT AND RESPONSIBILITIES: (TITLE 5 SECTION 55530)

- Identify an educational and career goal.
- Diligently engage in course activities and complete assigned coursework.
- Complete courses and maintain progress toward an educational goal and completing a course of study.
- Matriculating Student:
  - **a.** Must identify a course of study.
  - **b.** Participate in the placement process.
  - **c.** Complete an orientation activity provided by the college.
  - **d.** Participate in counseling to develop at minimum an abbreviated student education plan.
  - **e.** Failure to complete a, b, c, and d (above) may result in a hold on a student's registration or loss of registration priority until the services have been completed.
  - **f.** A Comprehensive educational plan must be completed by the 3rd semester or after completion of 15 semester units of degree applicable coursework (effective Fall 2015).

ADMISSIONS

Prospective students must complete the ELAC admissions application online at www.elac.edu; Submit official high school transcripts and any previous official college transcripts; and submit proof of residency.

AOC: PLACEMENT PROCESS

The Placement Process at ELAC consists of E.S.L. and English and Math multiple measures, and guided self placement. Admission application must be submitted and processed prior to participating in the Placement Process. All new students are required to participate in the Placement Process. E.S.L. assessments are offered at the

main campus (E1-183) and South Gate Educational Center (Room 120). For more information, please call or visit the Matriculation/Assessment Office at (323) 415-4141 (E1-183).

Any student with a verified disability may arrange for alternative administration of the Placement Process by contacting the Disabled Student Program and Services (E1-160) at (323) 265-8787.

AOC: ORIENTATION AND COUNSELING

After participation in the placement process, students must participate in orientation, which will include but is not limited to, elements required by Title 5, Section 55521. In-person orientations are led by faculty counselors and an abbreviated student educational plan will be provided. The orientation schedule is provided to all students participating in the placement process and is accessible on the ELAC website www.elac.edu under Academic Counseling.

All students should meet with a counselor during the semester to develop a comprehensive student educational plan. All 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. Students who are on academic or progress probation are referred to participate in a probation workshop.

EXEMPTIONS (TITLE 5 SECTION 55532)

Exemption from AOC core matriculation services (assessment, orientation, and counseling) are provided if the student:

1. Has completed an associate degree or higher;
2. Has enrolled at the college for a reason other than career development or advancement, transfer, attainment or a degree or certificate, or completion of a basic skills or English as a Second Language course sequence;
3. Has completed these services at another community college within a time period as identified by the district;
4. Has enrolled at the college solely to take a course that is legally mandated for employment as defined in section 55000;
5. Has enrolled at the college as a special admit student pursuant to Education Code section 76001.

ENGLISH, E.S.L. , AND MATH PLACEMENT

California Assembly Bill (AB) 705, a law which took effect January 1, 2018, requires that California Community Colleges use multiple methods of placing students into transfer-level English, English as a second language (E.S.L.) and math courses. These methods must include the use of high school cumulative grade point average (HSGPA), high school course grades, and high school courses taken. The law also requires that the method that yields the highest placement overrides all other methods.

In response to the AB 705 law, and subsequently to additional restrictions passed into law under AB 1705 and AB 1805, the California Community Colleges Chancellor's Office established "default" (standardized) HSGPA ranges for colleges to use as the basis for placing students in English and math courses. Colleges may depart from these standardized HSGPA ranges, but they must provide statistical evidence that such departures meet or exceed the standardized targets set by the California Chancellor's Office, and that students placed into any pre- or corequisite for a transfer-level course are highly unlikely to pass the course without it.

Additional resources on AB 705:

- Assembly Bill 705: (https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180AB705)
- Assembly Bill 1805: (https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180AB1805)
- CCC Chancellor's Office Memo AA 18-40: (https://assessmentplacement.squarespace.com/s/0718-AB-705-Implementation-Memorandumpdf.pdf)
- CCC Chancellor's Office Memo AA 18-41: (https://assessmentplacement.squarespace.com/s/AA-18-41-AB-705-Initial-Guidance-Language-for-Credit-ESL_.pdf)

Students who apply to the Los Angeles Community College District (LACCD) using CCCApply or update their placement information using the LACCD MMAP Web Form on their To-Do Checklist will be placed into tiers (groups) of courses in English; math for business, science, technology, engineering, and mathematics (BSTEM) programs; and statistics or liberal arts math (SLAM). Those who choose to complete E.S.L. placement will be placed into an E.S.L. tier, as well. Each tier includes the transfer-level courses cleared for enrollment, as well as optional or required support courses intended to help students succeed in transfer-level coursework in that tier. These tiers will be combined to produce an "E" placement level (English plus E.S.L. , if completed) and "M" placement level (SLAM plus BSTEM), which will be shown on the online Student Portal Assessment Page.

ENGLISH AND E.S.L. PLACEMENT CRITERIA

ENGLISH

The following criteria is used for placement into transfer-level English composition courses. Assignment to a tier is based on the student's HSGPA (US high school cumulative grade point average). All students who provide placement data may enroll in transfer-level English/E.S.L. based on the table below.

TIER	PLACEMENT CRITERIA
ENG 1	HSGPA ≥ 2.6
ENG 2	2.0 ≤ HSGPA < 2.59
ENG 3	HSGPA < 1.99
ENG N	INSUFFICIENT DATA TO APPLY THE ABOVE

Students placing in Tier ENG 1 should enroll in ENGLISH 101.

Students placing in Tier ENG 2 are highly recommended to enroll in either ENGLISH 101Z or E.S.L. 110.

Students placing in Tier ENG 3 are required to enroll in either ENGLISH 101Z or E.S.L. 110.

ENGLISH AS A SECOND LANGUAGE (E.S.L.)

Each LACCD college uses its own criteria for E.S.L. placement. In most cases, these involve a combination of a placement exam score and the Multiple-Measures Assessment Project (MMAP) placement criteria, which place students based on their anticipated success rates using high school performance data (like grade point average). Note: E.S.L. placement does not override English placement.

MATH PLACEMENT CRITERIA

BUSINESS, SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (BSTEM) PLACEMENT CRITERIA

The following criteria is used for placement into mathematics courses. Seven of the nine LACCD colleges use the default placement criteria below for placement into courses typically required for business, science, technology, engineering, and mathematics programs (BSTEM). HSGPA=US high school cumulative grade point average; HS=US high school course.

BSTEM TIERS

TIER	PLACEMENT CRITERIA
1	HSGPA ≥ 3.4 or HSGPA ≥ 2.6 & HS Calculus
2	HSGPA ≥ 2.6 or HS Precalculus (or equivalent/higher)
3	HSGPA < 2.6
N	INSUFFICIENT DATA TO APPLY THE ABOVE

TIER	PLACEMENT CRITERIA
1	Grade ≥ B in HS Algebra 2 / Integrated Math 3 (or equivalent or higher)
3	Grade < B in HS Algebra 2 / Integrated Math 3 (or equivalent)
N	Insufficient data to apply the above

STATISTICS AND LIBERAL ARTS MATH (SLAM)

The following criteria is used for placement into courses that may be required for programs that require statistics or liberal arts math (SLAM). HSGPA=US high school cumulative grade point average; HS=US high school course.

SLAM TIERS

TIER	PLACEMENT CRITERIA
1	HSGPA ≥ 3.0
2	2.3 ≤ HSGPA < 3.0
3	HSGPA < 2.3
N	Insufficient data to apply the above

All students who provide placement data may enroll in some form of transfer-level math. Students are encouraged to see a counselor and the catalog to determine which (if any) of the courses they are cleared to take are required for their education plan.

GUIDED SELF-PLACEMENT

Students who are not able to provide enough information for automated placement, who have been away from high school for more than 10 years, or did not attend or graduate from a US high school or earn a GED or CA High School Proficiency certificate, may use the Guided Self-placement process. This may involve meeting with a counselor or other college officer to discuss topics such as the following in order for the student to place him/herself:

- Courses taken and grades received
- The transfer-level English and math courses offered at the student's home college, and which of them (if any) are required for the student's chosen major, general education plan, or transfer plan
- The support courses and services offered to students enrolled in transfer-level courses
- Students' rights under the AB 705, AB 1705 and AB 1805 laws.

CONTINUING STUDENTS

Continuing students are those who were admitted in an earlier term and continue to take courses. Continuing students whose placement has been updated using the new placement criteria are not required to take any course that is part of their old placement. This is especially true if they were placed below transfer-level in English or more than one level below-transfer in math. Such students may enroll in any course listed in their new placement message without taking any course below it in the sequence, even if that means skipping several courses that would have been required under the old placement.

HOW PLACEMENT AFFECTS PRE-/COREQUISITES AND MAJOR REQUIREMENTS

Students who place into a course that is part of a sequence do not need to take any course lower in that sequence, whether such a course is a pre- or corequisite to any course in the same or any other subject or a prerequisite or requirement for any program.

Students who place into any transfer-level math course are not required to take any below-transfer-level math course for any reason. However, students who intend to earn an associate of arts/science degree and cannot meet math competency through any other means will need to pass a course approved to meet math competency prior to graduation.

Students are not required to take any below transfer level English course for any reason.

STUDENT FEES

ENROLLMENT FEE FOR RESIDENTS

California residents are required to pay $46 per unit. For example, if you take 10 units, the cost is $460.

Note: Fees Subject to change by the California legislature.

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 $342 per unit plus an enrollment fee of $46 for a total of $388 per unit.

Note: Fees Subject to change by the California legislature.

FEE FOR INTERNATIONAL (F-1 VISA) STUDENTS

International students are required to pay non-resident tuition fee of $342 per unit and enrollment fee of $46 per unit, for a total of $388 per unit.

They are also subject to a non-refundable SEVIS fee of $25 per semester for monitoring and maintenance of the SEVIS system as required by the Department of Homeland Security.

In addition, an International Student Medical Insurance (IMED) Fee equal to the cost of medical insurance purchased by the District on the student's behalf is charged.

Note: Fees Subject to change by the California legislature.

HEALTH FEE

The Los Angeles Community College District charges an $19.00 per semester (and a $16.00 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 exempt from paying the Health Fee if they are eligible for religious reasons. Contact the Office of Student Services for religious exemption procedures.

PARKING FEE

The parking fee is $20.00 per semester and $7.00 for summer or winter session. You may pay the parking fee and obtain the parking permit from the Fiscal Office. Parking in areas on campus marked "Parking by Permit Only" will be restricted to vehicles displaying a valid permit. Students who purchase a regular "Student" permit may park at the Stadium Lot, and Avalanche Roads. Students who purchase an "ASU" permit may park at the Stadium Lot, Avalanche Roads, and Levels 2–6 of Parking Structure 3, and Levels 1-4 of Parking Structure 4. Student should NOT park in spaces marked "Faculty Staff." The Fiscal Office is NOT responsible for parking citations.

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.

INSTRUCTIONAL MATERIALS FEE

Students may be required to pay for instructional and other materials required for some courses. Fee amounts vary for each course. Please check with the course instructor for details..

ENROLLMENT FEE WAIVER-CCPC

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 (E1-173).

FEE REFUND POLICIES

ENROLLMENT FEES

Stuent who drop their classes by the respective refund deadline will receive a credit to their student accounts. Refunds are processed at pre-scheduled times throughout the academic year. Refunds for cash and check payments will be made electronically (ACH) to a bank account that the student selects. The account selection process occurs after a student registers. Each student will receive a selection package by the LACCD vendor BankMobile. Refunds for credit card payments will be made to the credit card used for payment.

Note: Please refer to the Student Portal for the refund deadline for each class.

AUDITED COURSE FEE

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

PARKING FEE

Parking permits may be returned and refunded on or before Drop Deadline #1. Please refer to current semester Academic Calendar.

HEALTH FEE

Refunds for the health fee are made only to students who drop all of their classes by the refund deadlines.

ASSOCIATED STUDENT UNION FEES

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 OFFICE 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 Petition".

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 no later than 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, and/or 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 (Page 422).

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 Admissions Office.
3. The challenge petition will be processed within 5 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 5 working days after its receipt by the office of Instructional Services .

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 Certifying Official. The Social Security Office is given notice by the office of Admissions and Records 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 Kinesiology 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.

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 notification through the district email. New and returning students are issued a Registration Appointment 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 online through the student portal. 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 20% of the term will prevent classes from appearing on the student's permanent record.
2. Dropping a class after 20% 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 available in the Admissions Office after the "W" deadline. Petitions will not be accepted without documentation.

The Registrar 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.

If approved the students academic record will be noted with a "EW" Excused Withdrawal.

Students wishing to appeal the final decision should be referred to the Student Grievance Procedures, LACCD AP 5530.

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.

"W" records count as attempted enrollment. Students are currently limited to three attempts in the same course.

The EW grade should be excluded from the progress probation and dismissal calculation and should not be counted as an enrollment attempt.

Student Information

STUDENT POLICIES

POLICY ON ACADEMIC HONESTY

EAST LOS ANGELES COLLEGE

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 E1 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 Policies, and/or Administrative Procedures.

BP 5500 STANDARDS OF STUDENT CONDUCT

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the Colleges 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 the sustained and independent search for truth, and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner. In the furtherance of the students' interest in free inquiry and the search for truth, it is also important that students be able to hear the views of non-students and engage in the free exchange of ideas with non-students.

All persons 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. All persons

shall respect and obey the rules, regulations and policies of the Los Angeles Community College District.

Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor. Violations of such rules and regulations include, but are not limited to, the following:

1. Willful disobedience to directions of college officials acting in the performance of their duties.
2. 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.
3. Dishonesty, such as cheating or knowingly furnishing false information to the colleges.
4. Unauthorized entry to or use of the college facilities.
5. Forgery, alteration or misuse of college documents, records or identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures or authorized college activities.
7. Theft of or damage to property belonging to the college, a member of the college community or a campus visitor.

8. 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.
9. 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.
10. 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 while 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:
    1. opiates, opium and opium derivatives
    2. mescaline
    3. hallucinogenic substances
    4. peyote
    5. marijuana
    6. stimulants and depressants
    7. cocaine
11. 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 all persons except sworn peace officers, police officers and other governmental employees charged with policing responsibilities.
12. Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's Non-discrimination Policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of "Prohibited Discrimination," defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status.
13. 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.
14. Any agreement between two or more persons to perform illegal acts.
15. A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.
16. Conduct which may be considered disorderly includes; lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding, or inciting another person to breach the peace of college premises or functions.
17. Theft or abuse of computer resources including but not limited to:
    1. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
    2. Unauthorized transfer of a file.
    3. Unauthorized use of another individual's identifi cation and password.
    4. Use of computing facilities to interfere with the work of a student faculty member or college official, or to alter college or district records.
    5. Use of unlicensed software.
    6. Unauthorized copying of software.
    7. Use of computing facilities to access, send or engage in messages which are bscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.
    8. Use of computing facilities to interfere with the regular operation of the college or district computing system.
18. 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.
19. Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.
20. Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars ($500) or imprisonment in a county jail not exceed 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.
21. Every person who attempts to cause, or causes, any officer or employee of any of the Los Angeles Community Colleges 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.

22. 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.

23. 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:

    1. Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.);
    2. Failure to follow safety directions of District and/or College staff;
    3. Willful disregard of safety rules as adopted by the District and/or College; and/or
    4. Negligent behavior which creates an unsafe environment.

Any questions concerning standards of student conduct and student rights should contact the Vice President of Student Services in E1.

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:

a. 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;

b. 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;

c. 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 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 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 91003

FUND-RAISING EVENTS FOR NON-PROFIT PURPOSES

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.

All Board Rule numbers are subject to change.

COPYRIGHT STATEMENT

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may Subject students to civil and criminal liability. Civil liability for copyright infringement may include payment of monetary damages to the copyright owner. Criminal penalties for copyright infringement may include fines up to $250,000 and imprisonment up to ten years. Students who violate the District's computing facilities usage policy (LACCD Administrative Regulation B-27) may also be Subject to college disciplinary action, including, but not limited to, suspension or expulsion.

DRUG AND ALCOHOL-FREE SCHOOL 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 on campus.

STUDENT DISCIPLINE PROCEDURES

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 E1.

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/currentstudents/studentresources/ombudsperson.htm. Copies of the procedures are also available through the office of the President and the office of Student Services located in E1 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. Please contact (323) 265-8712.

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 Registrar who services as the College Records Officer. The Admissions and Records Officer may be contacted via the Admissions and Records Office. Copies of Federal and State laws and District policies and procedures are maintained by the Admissions and 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 Andmissions and 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, email, 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 Admissions and 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 Admissions and 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 Records 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

E1-173

WHAT IS FINANCIAL AID?

The purpose of student financial aid is to provide financial assistance to students who, without such aid, may be unable to attend college. Although it is expected that students and parents will make a maximum effort to meet the cost of education, financial aid is available to fill the gap between family resources and their annual educational expenses. Financial aid is intended to supplement the family's existing income/financial resources and should not be depended upon as the sole means of income to support other non-educational expenses.

Financial aid is available from various sources such as federal and state governments, institutional, and community organizations, as well as individual donors. Financial aid can be awarded in the form of grants, waivers, loans, work-study, scholarships, or a combination of these.

WHO IS ELIGIBLE FOR FINANCIAL AID?

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

- For federal aid eligibility, be a U.S. citizen or an eligible non-citizen. An eligible no-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. for other than a temporary purpose.
- For state aid eligibility, be either a 1) U.S citizen or eligible no-citizen, or 2) be classified as an AB 540 student by your college's Admissions & Records Office.
- Demonstrate financial need (for most programs).
- Be enrolled as a regular student in an eligible baccalaureate degree, associate degree, transfer program, or certificate of achievement program.
- Be making Satisfactory Academic Progress in an eligible program of study.
- Not be in default on any student 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 an overpayment on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), SMART Grant, or Iraq and Afghanistan Service Grant.
- If a male, be registered with Selective Service (including California Dream Act applicants).
- Have a valid Social Security Number (SSN) for federal aid eligibility.
- Must have resolved any drug conviction issues.
- File an income tax return if required to do so.
- Have a valid high school diploma (as determined by the college Admissions & Records Office) or a recognized equivalent such as General Education Development (GED) Certificate, passed a high school proficiency examination or completed a high school education in a homeschool setting. (Students who were enrolled in a college or university prior to July 1, 2012, who do not meet this requirement should check with their Financial Aid office for alternative qualifying options).
- Fore state elegibility, be either a
  1. U.S. Citizen or eligible non-citizen.
     or
  2. Be classified as an AB 540 student by your college's Admissions & Records Office.

STUDENT DEPENDENCY STATUS

If you meet one or more of the criteria below, you are considered an INDEPENDENT student for financial aid purposes. Complete the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA, for AB540 students) with your (and your spouse's, if applicable) income and asset information. If you do NOT meet any of the criteria below, you are a DEPENDENT student and must provide your and your parents' income and asset information on the FAFSA or CADAA.

DEPENDENCY CRITERIA

- You were born before January 1, 1999.
- You are married.
- You will be enrolled in a master's or doctoral program (graduate or professional program beyond a bachelor's degree) in 2023-2024.
- You are currently serving on active duty in the US Armed Forces for purposes other than training.
- You are a veteran of the US Armed Forces.
- You have or will have children who will receive more than half of their support from you between July 1, 2023 and June 30, 2024.
- You have dependents (other than your spouse or children) that live with you and receive more than half of their support from you now through and June 30, 2024.
- 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.
- You are currently an emancipated minor as determined by a court in your state of legal residence.
- You are currently in a legal guardianship as determined by a court in your state of legal residence.
- At any time on or after July 1, 2021, your high school or school district homeless liaison determined that you were an unaccompanied youth who is homeless or were self-supporting and at risk of being homeless.
- At any time on or after July 1, 2021, the director of an emergency shelter or transitional housing program funded by the US Department of Housing and Urban Development determined that you were an unaccompanied youth who was homeless or were self- supporting and at risk of being homeless.
- At any time on or after July 1, 2021 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.

SPECIAL DEPENDENCY EXCEPTIONS

Under federal and state laws, if you are a dependent student you are required to provide parental information and signatures on your aid application. Under very limited conditions, you may be able to submit your application without parental information due to special circumstances. Examples of special circumstances include: your parents are incarcerated, or you left home due to an abusive family environment. Notify the Financial Aid & Scholarship Office if you feel that you have special circumstances.

If you believe you have a special circumstance and are unable to provide parental information, you will need to provide documentation to verify your situation. Written evidence may include court or law enforcement documents, letters from school counselor, social worker, or clergy member, and other relevant data that explains your situation.

HOW TO APPLY

We encourage all students to apply for financial aid online at student aid.gov or at caldreamact.org (for AB540 students). Processing is fastest and most accurate when completing your application online. If you want to request a paper application, you may print one from the websites above or you may contact the Federal Student Aid Information Center at (800) 433-3243 (for the FAFSA) or the California Student Aid Commission at (888) 224-7268 (for the CADAA).

After the results of your FAFSA (or CADAA for AB540 students) are received by the college, you can view your financial aid status through the Los Angeles Community College District (LACCD) Student Information System (SIS) at mycollege.laccd.edu

Students applying for Federal Direct Loans, Federal PLUS Loans, Emergency Loans, or scholarships, must complete additional processes and forms. Not all colleges participate in all of these programs. The FAFSA and/or CADAA are not required for some scholarships and emergency loans.

Staff members are available to answer your questions and help you complete any of the financial aid forms.

DEADLINES

March 2, 2023

For Cal Grant Consideration, you must submit a FAFSA (or CADAA for AB540 students) and a verified Grade Point Average (GPA).

May 1, 2023

Complete and submit all required documents to your Financial Aid Office. This will ensure that we are able to process your financial aid file in time for the start of the Fall 2023 semester.

September 2, 2023

Second chance deadline for community college students to apply for a Cal Grant B (except for AB540 students). Since the number of awards available in September is limited, it is best to apply by March 2, 2023.

June 30, 2023

Deadline for submitting a 2023-2024 FAFSA or CADAA (for AB540 students). For Federal Pell Grants, a valid electronically processed FAFSA must be received by the college from the US Department of Education before the last day of the semester for which you are enrolled or June 30, 2024, whichever comes first. *Do not wait until the last minute to apply for financial aid.*

FEDERAL DIRECT LOANS/SAP

Please check with the Financial Aid & Scholarship Office for campus specific deadlines.

FILE COMPLETION

1. Students can check their financial aid file status and To Do List from LACCD SIS. You must complete your To Do List. (http://mycollege.laccd.edu/).

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

- Federal tax return or transcript, wage and income (W2) transcripts, and/or proof of non-filing
- Verification of untaxed income and benefits Verification Worksheets
- Other documents as needed to verify your application or situation

Verification requirements apply to all federal aid programs and the state Cal Grant program.

ENROLLMENT FEES AND NON-RESIDENT TUITION

CALIFORNIA RESIDENT TUITION

The Admissions Office determines the residency status for all students. The enrollment fee for a California resident is $46.00* per unit. Enrollment fees may be waived for students who are eligible for a California College Promise Grant (CCPG) (formerly known as the Board of Governors (BOG) Fee Waiver).

*(*fees are subject to change)*

ASSEMBLY BILL 1899 STUDENTS

Victims of trafficking, domestic violence and other serious crimes may apply for and receive CCPG.

ASSEMBLY BILL 540 STUDENTS

Assembly Bill 540 (AB540) allows qualified students to be exempt from paying out-of-state tuition at public colleges and universities in California. Contact your Admissions & Records Office to determine if you qualify under this classification.

NON-RESIDENT STUDENTS

The tuition fee for non-resident out-of-state student is $332* per unit per semester. **Non-resident students are not eligible for California College Promise Grant (CCPG), unless they meet eligibility for AB540 consideration.**

Please contact the Fiscal Office for additional information and assistance.

(*Tuition and fee rates are subject to change)

CALIFORNIA COLLEGE PROMISE GRANT (FORMERLY BOARD OF GOVERNORS (BOG) FEE WAIVER)

We encourage all students to apply using the FAFSA or CADAA (for AB540 students) so that they will be considered for all available financial aid programs.

The CCPG is offered by the California Community Colleges. Applicants are not required to be enrolled in a specific number of units or courses to receive the CCPG. The CCPG only waives enrollment fees and no other fees. Approval for the CCPG is district wide. Your academic standing within the LACCD may impact your ability to receive the CCPG. Since this is a waiver, there are no actual funds to disburse.

A student shall become ineligible for a California College Promise Grant if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made. You may check with the Admissions and Records Office for the appeal process.

You are eligible to apply for the CCPG if you are:

- A California resident or are classified as an AB540 students **AND**
- You are enrolled in credit coursework.

YOU MAY QUALIFY FOR THE CCPG IF ANY OF THE FOLLOWING CATEGORIES APPLY TO YOU:

Method A: Receipt of Benefits

At the time of application, you are a recipient of benefits under the TANF/CalWORKs Program, Supplemental Security Income/State Supplementary Payment (SSI/SSP), or General Assistance Program (GA). Documented proof of benefits is required.

If you do not complete a FAFSA or CADAAA you have the option of applying for the CCPG through your campus financial aid office.

Method B: Income Standard

You and/or your family must meet the specified income standards by household size.

Method C: Student Aid Applicant

You may be eligible if you have applied for financial aid via the FAFSA or CADAA (for AB540 students) and you have been determined to have sufficient financial need based on the information you have provided.

Method D: Homeless Youth

You may be eligible if you are a homeless youth under the age of 25.

Other Ways to Qualify for the CCPG

- You are eligible if you have Certification from the California Department of Veterans Affairs or the National Guard Adjutant General that you qualify for a Dependent's CCPG.
- If you are a dependent of deceased law enforcement/fire suppression personnel killed in the line of duty, you must show documentation from the public agency employer of record. The documentation must specify eligibility for the 2023-2024 academic year.
- 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.
- If you are a dependent of a victim of the September 11, 2001 terrorist attacks, submit documentation from the California Victim Compensation and Government Claims Board.

Registered 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 CCPG 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 from your parent's domestic partner. This is applicable to state aid only, not federal aid.

Qualify by 2023-2024 Income Standards

You meet the following Type B income standards:

Number in Total Family Income 2021 Household adjusted gross income (including yourself) and/or untaxed income)

FAMILY SIZE	2021 INCOME
1	$20,385
2	$27,465
3	$34,545
4	$41,625
5	$48,705
6	$55,785
7	$62,865
8	$69,945

Each Additional Family Member $7,080

GENERAL INFORMATION

ENROLLMENT AND AID ELIGIBILITY

You must designate one of the LACCD colleges as your Home School. Your home school is the school where you are currently pursuing your academic program. You must be actively enrolled in at least one approved financial aid unit at any of the nine LACCD colleges. Active enrollment means classes have started and you are actively attending classes. Enrollment requirements may vary by aid program and by campus. Please check with the Financial Aid Office at your Home Schools for details. Consult with your Financial Aid Office if you are planning to change your Home School.

AUDITED CLASSES

Students cannot receive financial aid, including the CCPG, for enrollment in audited classes. No exceptions to this policy can be made.

ENROLLMENT AT OTHER COLLEGES

Consortium Agreements are in effect for all colleges within the LACCD. If you are attending more than one college within the District in the same term, your enrollment status will be the sum total of all approved units in which you are enrolled throughout the District.

Approved Units are courses within a student's academic program. For students who have had an Extension Petition approved, Approved Units refer to the units/classes listed on their Student Educational Plan (submitted with their petition) that have been approved by the Financial Aid Office for financial aid eligibility at your Home School.

If the classes you are enrolled in are not approved, the units will not be included in the calculation of your aid.

If you plan to enroll in courses outside of the LACCD and wish to have those courses count for enrollment and payment, your Consortium Agreement and classes must be approved by the Financial Aid Office. The institution outside of the LACCD must be an eligible institution in order for your home school to process the Consortium Agreement. Please check with your Home School for the deadline to submit the form.

SUMMER FINANCIAL AID

Your 2022-2023 or 2023-2024 FAFSA or (CADAA) can be used for financial aid for Summer 2023. For more information, check with the Financial Aid & Scholarship Office.

WINTER FINANCIAL AID

The Winter session is considered part of the Fall semester for financial aid program purposes. Courses taken during the winter session are defined as short-term courses. Winter session units count toward the total unit enrollment payment for the Fall semester. If you take a Winter course, you must complete the course in order to be eligible for disbursement. If you withdraw from the Winter course, you may be subject to an overpayment or Return to Title IV (R2T4) regulations.

TAX CREDITS

American Opportunity Tax Credit – The American Opportunity Tax Credit is a tax credit for qualified education expenses paid for an eligible student during the tax year.

The tax credit is available to individuals whose modified adjusted gross income is $80,000 or less for a single filer and $180,000 or less for married couples filing a jointly.

Lifetime Learning Credit – Families may be able to claim up to $2,000 for qualified education expenses. The maximum credit is determined on a per-taxpayer (family) basis, regardless of the number of postsecondary students in the family. Students whose fees are covered by a fee waiver, scholarship, or grant would not be able to include their costs for tax credit calculation.

For more information on tax credit programs you should consult your tax professional, the Internal Revenue Service (IRS) Publication 970 or the IRS website at irs.gov.

STATE FINANCIAL AID PROGRAMS

California College Promise Grant (CCPG) (formerly known as Board of Governors (BOG) Fee Waiver)

The CCPG is offered by the California Community Colleges.

Student Success Completion Grant (SSCG)

The SSCG is offered by the California Community Colleges Chancellor's Office (CCCCO) as a supplement to students receiving the state Cal Grant B (Entitlement or Competitive), or Cal Grant C. Students must be attending full-time and have received a full-time Cal Grant disbursement at a California Community College. The award amount was $649 per semester (12-14.5 units) and $2,000 per semester (15 or more units). The SSCG is be limited by the availability of state funding during the academic year.

CALIFORNIA STUDENT AID COMMISSION (CSAC) PROGRAMS

CAL GRANTS

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

- Be a California resident or AB540 eligible
- Attend a Cal Grant participating California college or university.
- Have family income and assets below the ceilings.
- Not have a bachelor's or professional degree before receiving a Cal Grant.
- Not be incarcerated.
- New Cal Grant recipients must submit certification of their high school graduation and confirm their college of attendance to CSAC

DEADLINE DATE: ENTITLEMENT GRANTS

March 2, 2023 - Primary Deadline

September 2, 2023 – Second Deadline for community college applicants for Competitive Grants (except for AB540 students), but we highly recommend that applicants meet the March 2nd deadline when more funding is available.

Students must submit their FAFSA (or CADAA for AB540 students) by the applicable deadline to the CSAC. They must also have their verified GPA submitted to CSAC by the applicable deadline. GPA verification for students enrolled within the LACCD will be electronically sent to the Commission by the deadline date for those who meet specific criteria.

Your GPA will be electronically uploaded to the California Student Aid Commission via Webgrants for students if you meet the following standards.

- Have completed between 16-23 semester units within the LACCD for a reestablished GPA.
- Have a completed at least 24 college semester units within the LACCD for a Regular College GPA.
- FAFSA applicants should have their social security number on file with the Admissions & Records office to ensure submission.
- Dream Act applicants should ensure that they are coded as an AB540 student with the Admissions & Records Office.

Check your student portal to see your submitted GPA.

Students who are awarded Cal Grants can manage their award through the CSAC WebGrants 4 Students website at mygrantinfo.csac.ca.gov

TYPES OF CAL GRANTS AVAILABLE

ENTITLEMENT GRANTS

- Cal Grant A – Provides grant funds to help pay for tuition/fees at qualifying institutions offering baccalaureate degree programs. If you receive a Cal Grant A but are enrolled in an associate degree, transfer, or Certificate of Achievement program, your award will be held in reserve for up to three years until you transfer to a bachelor's degree program.
- Cal Grant B – Provides subsistence payments for new recipients in the amount of $1,672* for a full- time, full year award (* 2023-2024 award year amount)
    1. Payments are reduced accordingly for three-quarters and half-time enrollment for each payment period.
    2. 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 – This award is for eligible California Community College students who are transferring to a four-year college and are under the age of 28 as of December 31st of the award year.

COMPETITIVE GRANTS - SEPTEMBER 2ND

- Cal Grant A and B Competitive Awards are used for the same purpose as the 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, private college, or career technical school in a course of student lasting from four months to two years. The 2023-2024 Cal Grant C maximum award amount was $1,094.00

LAW ENFORCEMENT PERSONNEL DEPENDENTS GRANT (LEPD)

STUDENT ELIGIBILITY

- Be a dependent or spouse of California Peace Officers employed by public entities, who have been killed in the performance of duty or totally disabled as a result, or caused by external violence or physical force incurred in the performance of duty.
- Be enrolled in a minimum of six (6) units in the LACCD.
- Demonstrate financial need as determined by the Financial Aid Office at your Home School.

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 Commission Programs at csac.ca.gov, or email specialized@csac.ca.gov.
- Call the CSAC Specialized Programs 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, California 95741-9029

CHAFEE GRANT

The California Chafee Grant is a federally funded grant administered by CSAC. It provides assistance to current or former foster youth under the age of 26 as of July 1st of the award year, and dependent or ward of the court between 16 and 18 with financial need, to use for college courses or vocational school training. Eligible students may receive up to $5,000 per academic year.

Chafee Grant Satisfactory Academic Progress (SAP) Standards

A student who loses eligibility may appeal the loss of the Chafee grant during any subsequent term following the loss of eligibility. A Chafee Grant student will receive a written notice of the process for appealing the loss of a Chafee grant.

A Chafee Grant recipient will be automatically reinstated for financial aid eligibility if a student's one of the following applies.

- The student achieves either a 2.0 GPA during the previous term or a cumulative GPA of 2.0.
- The student demonstrates the existence of an extenuating circumstance that impeded successful course completion in the past but that has since been addressed such that the student is likely to demonstrate satisfactory academic progress in the future.
- The student provides evidence of engagement with a supportive program, either on or off campus that is assisting the student to make continued academic progress.

If a Chafee recipient student subsequently fails to meet SAP standards for a third consecutive semester (or equivalent) the student must check with the financial aid office to update their plan in order to receive their remaining Chafee grant funds. A student who fails to update their plan or who fails to meet SAP for a fourth semester (or equivalent) loses eligibility for subsequent awards but may appeal to retain eligibility.

A student who loses Chafee eligibility due to SAP who withdraws for one or more terms regains eligibility for a Chafee grant upon reenrollment.

To learn more about this program and to apply, visit the Chafee website at chafee.csac.ca.gov or call (888) 224-7268. or email your questions to studentssupport@csac.ca.gov with "Attn: Chafee" in the subject line or write the commission or email your application to:

California Student Aid Commission

Specialized Programs Operation Branch

Attn: California Chafee Grant Program

P.O. Box 419029

Rancho Cordova, California 95741-9029

Fax: (916) 464-7977

CALIFORNIA NATIONAL GUARD EDUCATION ASSISTANCE AWARD PROGRAM (CNG EAAP)

The CNG EAAP is a program for active members in the California National Guard, the State Military Reserve, or the Naval Militia designed to provide an educational incentive to improve skills, competencies and abilities.

To qualify, you must:

- Be an active member who has served two (2) years in the California National Guard, the State Military Reserve, or the Naval Militia;
- Agree to remain an active member throughout the participation period in the program.
- Agree to use the award to obtain a certificate, degree, or diploma that you currently do not possess.
- Be enrolled in, registered at, or accepted to a qualifying institution.
- Agree to maintain enrollment of a minimum of three (3) academic units per semester, or the equivalent, at a qualifying institution.
- Agree to maintain at least 2.0 cumulative grade point average (GPA); and
- Be a resident of California for at least one year.

For more information, go to nationalguard.csac.ca.gov.

OTHER RESOURCES

SCHOLARSHIPS

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

TRIO/STUDENT SUPPORT SERVICES PROGRAMS

The Federal TRIO Programs are federal outreach programs designed to identify and provide services to low-income, first-generation college students, and individuals with disabilities evidencing academic need. They were created to motivate these students towards the successful completion of their postsecondary education. Students must be either a US citizen or permanent resident. Not all LACCD colleges participate in this program, please check with your campus.

EXTENDED OPPORTUNITY PROGRAM & SERVICES (EOP&S)

The EOP&S Program is designed primarily for the recruitment and retention of students affected by social, economic, education, or language disadvantages.

EOP&S services include grants and book loans; educational, personal, and career counseling; personal development courses; college survival skills; cultural awareness activities; career workshops; and field trips to four-year colleges and universities.

Criteria for EOP&S students: Be currently receiving a CCPG (Method A or B), be educationally disadvantaged, meet

your campus enrollment requirements, have completed less than 70 units or 6 consecutive semesters, and be a California resident (or AB540 student).

NEXT UP (FORMERLY KNOWN AS COOPERATIVE AGENCIES FOSTER YOUTH EDUCATIONAL SUPPORT (CAFYES)

The mission of Next Up is to provide additional services and support to eligible current or former foster youth. The Next Up program is administered by the EOP&S.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

CARE is a state funded support service for single parents receiving public assistance who have children under the age of 14.

Services include books and supplies, cash grants, child care, auto repair reimbursement, meal tickets, auto gas cards, parking permits, buss/tokens, parenting workshops, counseling series, and on and off-campus referrals. Not all services are offered at all colleges within the LACCD.

GAIN/CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKS)

CalWORKS is a welfare program that gives cash aid and services to eligible needy families. The Greater Avenues for Independence (GAIN) program provides employment related services to CalWORKs participants. This is a state program that provides an educational environment where the student may develop the needed vocational skills to enhance his/her job market value.

Services offered include job development, child-care, counseling, books, paid work-study and other support services. Programs offered include General Equivalency Diploma (GED), Adult Basic Education, ESL classes, and vocational classes such as Office Administration, Child Development, Home Health Aide, and Culinary Arts.

AMERICORPS

By becoming a volunteer with one of the AmeriCorps programs, you may earn up to $6,495 a year for college. To claim your award or learn more, visit americorps.gov.

CALIFORNIA COLLEGE PROMISE PROGRAM (CCPP)

The California College Promise program provides up to two years of FREE enrollment to all full-time (12 units or more) students graduating from an approved California high school and who have not previously attended college. Included in this program are priority enrollment, placement in math and English courses required to succeed in college and career support and counseling. Fees covered under the CCPG will not be covered under the CCPP.

To receive more information on the specific requirements, contact the application specialist at your home campus.

EMERGENCY LOANS

Some colleges within the LACCD offer limited emergency loan funds to students who face financial emergencies. Contact the college financial aid office for information.

OTHER

- Veterans Benefits can be found at benefits.va.gov
- Vocational Rehabilitation Assistance can be found at dor.ca.gov

Contact the appropriate off-campus agency for more details.

FEDERAL FINANCIAL AID PROGRAMS

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, as calculated by the results of your FAFSA) and enrollment status. The maximum annual award is $6,895. Students have a maximum lifetime Pell eligibility of 600% (equivalent to 12 full-time semesters), where 100% is equal to two full-time semesters.

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. Priority is given to students who are enrolled in a minimum enrollment in six financial aid approved units. Students must receive Pell Grant funds in order to receive FSEOG.

IRAQ AND AFGHANISTAN SERVICE GRANT

Students may be eligible to receive the Iraq and Afghanistan Grant if :

- They are not eligible for a Federal Pell Grant on the basis of their EFC, but they meet the remaining Federal Pell Grant eligibility requirements, and
- Their parent or guardian was a member of the US armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, and
- They were under 24 years old or enrolled in college at least part-time at the time of their parent's or guardian's death.

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. A minimum enrollment level may be required for FWS eligibility. You must meet eligibility standards to work within the LACC. Check with the Financial Aid & Scholarship Office.

LOANS (AID THAT YOU MUST PAY BACK)

A caution about student loans – It takes time for a loan application to be processed by the school, lender, and/or

the US Department of Education. Student loan funds are delivered to the student after enrollment and academic progress requirement have been verified. All loans require a minimum of six (6) Approved Active Units.

Loans are sources of financial assistance that allow you to spread the cost of education over time. Federal student loans are not automatically included in students' award packages. Students are not required to borrow a federal student loan.

Loans are serious legal obligations. They must be repaid. You are obligated to repay principal plus interest. We urge all first-time borrowers to spend time learning about the loan process and their responsibilities so that they can make informed choices about their education.

If you borrow federal student loans, you can track your loans through the Student Aid website at studentiad.gov.

FEDERAL DIRECT LOANS

The Federal Direct Loans (subsidized and unsubsidized) are loans borrowed directly from the federal government which serves as the lender. The student's annual borrowing limit may vary based upon the following:

- TThe amount of unmet need after other financial assistance has been considered;
- The applicant's grade level in their academic program;
- The applicant's current level of indebtedness;
- The applicant's previous delinquent or defaulted loan history

Fees may be charged by the US Department of Education (ED) and deducted from each loan disbursement.

Interest rates are set by the US Department of Education (ED) and are fixed rates for the term of the loan.

SUBSIDIZED FEDERAL DIRECT LOANS

Student must complete the FAFSA and demonstrate financial need according to the federal formula in order to be eligible for subsidized direct loans. Under this program, the federal government will pay the interest on behalf of qualified borrowers for as long as the borrower is enrolled at least half-time in a degree-seeking program.

Fees may be charged by the US Department of Education and deducted from each loan disbursement. Interest may be charged after the 6-months grace period, after a student drops below half-time, completes their educational program, or withdraws from college.

UNSUBSIDIZED FEDERAL DIRECT LOANS

Eligibility for the Unsubsidized Direct Loan is not based on a family's demonstrated need. The US Department of Education is the lender under this program. The government does not pay the interest on behalf of borrowers under the Unsubsidized Direct Loan Program. The student borrower can choose either to make periodic payments of the interest or to have the interest added back into the principal of each loan.

MASTER PROMISSORY NOTE

Before you receive a Federal Direct Loan, you will need to sign a Master Promissory Note (MPN) which is your legally binding promise to repay the loan funds you received. The college will not disburse your Federal Direct Loan until your MPN has been signed/e-signed and approved by the US Department of Education. Students can complete their MPN online at studentaid.gov.

MANDATORY LOAN COUNSELING

- **ENTRANCE LOAN COUNSELING FOR FIRST-TIME BORROWERS** – All first-time Federal Direct Loan borrowers must complete loan entrance counseling. Entrance counseling for direct loans can be completed online at studentaid.gov.
- **EXIT LOAN COUNSELING** – All borrowers of Federal Direct loan funds are required to have an exit counseling during their final semester, if their enrollment status drops below half-time, or if they withdraw from the college. Students will be notified when Exit Loan Counseling needs to be completed.
- **ANNUAL STUDENT LOAN ACKNOWLEDGMENT** – All students & parent borrowers should acknowledge that they have reviewed the student loan history at studentaid.gov.

FINANCIAL AID PROCESS

DETERMINING FINANCIAL NEED

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 towards your college costs this year and is based on our FAFSA information (or CADAA for AB540 students).

COA – EFC = Unmet Financial Need

COST OF ATTENDANCE (COA)

Standardized budgets (COA) have been established by each college. Students with similar circumstances will receive the same allowances for tuition and fees, room and board, books and supplies, transportation, and personal expenses. Adjustments may be made on an exception basis to a student's COA for certain documented expenses. For example, if you are paying for child care during the academic year, please contact your college's Financial Aid Office to request an adjustment.

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, fee waivers, work-study, and loan funds.

Grant eligibility is based on the number of Approved 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 9-11½ units; half-time is considered 6-8½ units per semester; less-than half-time is 1-5½ units per semester.

Federal Pell Grants are scheduled for payment twice a semester. FSEOG, and Cal Grants are scheduled for payment once per semester. Federal Work-Study is paid twice a month. Loans are disbursed twice per loan period (period of enrollment for which your loan covers).

THE FINANCIAL AID OFFER

Once a student's financial aid package is processed, awards are posted to the Student Information System (SIS) for viewing. Most financial aid programs offered in the LACCD do not require the student to accept the awards. Grants, scholarships, and fee waivers are assumed to be accepted by the student and will be appropriately disbursed during the semesters for which the student enrolls and is eligible. Student loans and Federal Work Study have additional processes beyond the packaging and posting of the awards in the SIS, so students should contact the Financial Aid & Scholarship Office for additional information on these types of aid programs.

Students may receive email notifications of revisions to their original Award Offer 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 additions or deletions of specific awards. Award Offers can be viewed online through the LACCD SIS (mycollege.laccd.edu).

SPECIAL CIRCUMSTANCES

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

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

If you encounter circumstances like the above, contact the Financial Aid & Scholarship Office.

FINANCIAL AID REFUND/DISBURSEMENT

Disbursement dates and deadlines are determined by Federal, State, District and/or institutional regulations and policies.

Students who are new to the LACCD will receive information by mail and e-mail from BankMobile regarding the process to select their refund preference. For more information about BankMobile, visit this link: http://bankmobiledisbursements.com/refundchoices/.

AB540 students who currently have an open bank account or are eligible to open an account will receive their funds electronically via their selected refund preference with BankMobile. All others will receive their disbursements by paper check.

It is critical that students update their address on file with the Admissions & Records Office to ensure receipt of their Refund Selection Kit. If you have not received your Refund Selection Kit you should contact your college Fiscal Office.

Disbursements will be adjusted if enrollment is less than full-time. Supplemental disbursements occur throughout the academic year. If your enrollment *status has increased and you are due an additional refund,* it will be deposited to your account. Disbursements will be adjusted if enrollment increases or decreases. After the Pell Recalculation Date of each semester, no further award adjustments can be made based on late enrollment. (Exception: Short-term classes that start after the second disbursement date and winter classes.) *

Students are encouraged to log-on to the student portal at mycollege.laccd.edu to view their disbursement information. Please note that if you have an approved SAP Extension Petition, you must be enrolled in approved courses from your petition to receive payment.

**Courses taken during the winter session are defined as short-term courses. Students must complete their short-term courses that start after the second disbursement date to be eligible for disbursement.*

CHANGE OF ENROLLMENT STATUS

Colleges must review payments of funds to students each enrollment period to determine if students have received overpayments. If you did not attend any of your classes prior to the first day of instruction, and were dropped by the instructor after you already received financial aid funds, **you will have to repay all of the funds you received**. If you received a disbursement and then drop units, **you may be subject to repayment of some or all of the funds you received**.

Students who received federal financial aid and then withdrew from ALL classes at their home school will not receive further disbursements and may owe an overpayment.

Example: You were enrolled in 12 units (full-time) at the beginning of the semester and received your first disbursement for $1,000. You then drop 9 units and remain in 3 units (less-than half-time). The disbursement for less-than half-time enrollment is $432. You are overpaid $568 and you must repay this amount before receiving any future financial aid..

RETURN TO TITLE IV (R2T4)

Students who receive federal financial aid and then withdraw from ALL approved classes at their home school may have to repay some or all of the federal funds they received.

A student's eligibility for financial aid is based upon enrollment. The Higher Education Amendment of 1998 governs the Return to Title IV Funds Policy for a student who completely withdraws from a period of enrollment (i.e., semester) at their home school. A student who receives federal financial aid and then withdraws to less than one financial aid eligible unit at their home school is considered withdrawn for R2T4 purposes and may have to repay some or all of the federal funds received.

R2T4 rules indicate that during the initial 60% of the semester a student "earns" aid in direct proportion to his/her enrollment. The percentage of time the student remains enrolled is the percentage of aid for that period of enrollment. A student who remains enrolled beyond the 60% point of the semester earns all aid disbursed for the period. "Unearned" aid is the amount of federal financial aid disbursed that exceeds the amount the student has earned. Unearned aid other than Federal Work-Study may be subject to repayment.

A student is considered to be enrolled in the full term if the courses enrolled span the entire length of the term.

Students enrolled in courses that do not span the entire length of the term are considered to be enrolled in modules. Additional withdrawal rules apply.

If R2T4 calculations determine that a student owes a payment, the student will be notified by email. The student has 45 calendar days from the date of the notification to repay. A hold will be placed on the student's academic and financial aid records. The hold will prevent the student from receiving college services and will jeopardize future financial aid eligibility at all institutions. Unpaid overpayments will be reported to the US Department of Education for collection.

Students should contact the Financial Aid Office before withdrawing from all of their classes to understand the implications of their actions. Please refer to the college schedule of classes or the college catalog for the policy regarding the refunding of enrollment fees and non-resident tuition refund.

STUDENT RESPONSIBILITIES

Students must take responsibility for:

1. Checking their email at mycollege.laccd.edu on a regular basis. All official communication will be done through this website.
2. Submitting all financial aid applications and requested documents by specified deadlines.
3. Having a valid Social Security Number (SSN) on file in the Admissions & Records Office for the purpose of processing and reporting federal aid and most state aid (this does not apply to California Dream Act applicants).
4. Enrolling in an eligible program which is defined as a Certificate of Achievement, an associate degree (AA/AS), a two-year academic transfer program that is acceptable for full credit toward a baccalaureate degree. Students must declare an eligible educational goal and major.
5. Maintaining Satisfactory Academic Progress (SAP) standards.
6. Completing all financial aid forms ACCURATELY AND COMPLETELY. If this is not done, aid could be delayed. Errors must be corrected before any financial aid can be disbursed.
7. Reading and understanding all financial aid forms and information. We advise students to retain copies of all documents submitted.
8. Notifying the appropriate entity (college, lender, California Student Aid Commission, US Department of Education, etc.) of changes in your name, address, school enrollment status, or transfer to another college.
9. Dropping or withdrawing from classes for which you are no longer attending and actively participating.
10. Repaying financial aid funds if determined to be ineligible to receive funds for any reason (i.e. Return to Title IV, overpayments, over-awards).
11. Providing accurate 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 US Criminal Code, and the denial of the student's application. Additionally, regulations require that all cases of suspected fraud emanating from misrepresentation be reported to the US Department of Education Office of Inspector General (OIG).

Satisfactory Academic Progress (SAP) Policy

GENERAL INFORMATION

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

- Federal Pell Grant
- Iraq and Afghanistan Service Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct (student) and PLUS (parent) Loan
- Full-Time Student Success Grant(FTSSG)
- Cal Grant (A, B and C)
- California Chafee Grant
- California National Guard Education Assistance Award Program (CNG EAAP)

Current and previous coursework earned at any college within the LACCD will be reviewed for compliance with the standards put forth in this policy. Units reported on transcripts submitted to Admissions & Records Offices in the LACCD may be evaluated for SAP purposes.

CONSORTIUM COURSES

- 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 class units will be counted during satisfactory academic progress review.

TRANSFER UNITS

Transfer units from institutions outside the LACCD may be counted for SAP standing.

GENERAL REQUIREMENTS

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

- A Certificate of Achievement, or
- An Associate Degree (AA, AS, AA-T, AS-T), or
- A two-year academic transfer program that is acceptable
- for full credit toward a bachelor's degree, or
- Bachelor's Degree

SATISFACTORY ACADEMIC PROGRESS STANDARDS

To meet satisfactory academic progress standards, students must:

- Maintain a 2.0 or higher cumulative GPA (Grade Point Average)
- Successfully complete a minimum of 67% of cumulative units attempted:
  - Entries recorded in the student's academic record as Fail (F), Incomplete (INC), No Pass (NP), No Credit (NC or NCR), and/or Withdrawal (W) are not considered to be successfully completed and must be less than 33% of the cumulative units attempted.
- Have attempted less than 150% of the number of units required of the student's academic program.
  - Remedial ESL and other remedial classes classified as "Basic Skills" are excluded from the unit limit when determining attempted units.
  - Students who have already earned an associate or higher degree outside the LACCD (excluding students enrolled under the BA/BS Dental Hygiene program at West Los Angeles College) will need to follow the petition process.
  - In Progress (IP) grades count as attempted units in the maximum time frame only. They do not affect cumulative grade point average in the qualitative measure nor are they included as completed units in the quantitative measure.

APPLICATION OF STANDARDS

- Satisfactory Academic Progress for financial aid applicants will be determined at the end of each payment period/semester.
- Students who were initially in good standing but now have a cumulative GPA of less than 2.0 and/or their successful completion rate is less than 67% will receive Warning notifications by email but remain eligible for the following term of enrollment in the LACCD.
- Students will be disqualified if they have one or more of the following academic deficiencies:
  - Total units attempted (excluding remedial ESL and other remedial classes) are equal to or greater than 150% of the normal length of their academic program.
  - Associate or higher degree earned outside the LACCD.
  - Cumulative GPA is less than 2.0 following a semester for which the student received a Warning Notification.
  - Cumulative successful completion is less than 67% following a semester for which the student received a Warning Notification.
- Students who are disqualified from financial aid will notified by email and receive information regarding the petition process.
- A student who has been disqualified at any college in the LACCD is disqualified at all colleges within the LACCD.

MAXIMUM TIME LENGTH

Students need to complete their objective before reaching the 150% limit. Exceptions may be made when the requirements of a student's objective cause the student to exceed the maximum time limit.

The table below shows the normal completion time and maximum time for certificate programs of varying lengths.

UNITS FOR A CERTIFICATE	NORMAL LENGTH	MAXIMUM LENGTH
16 to 24	2 semesters	3 semesters
25 to 36	3 semesters	5 semesters
37 to 48	4 semesters	6 semesters

Summer and Winter terms are included in the evaluation of Satisfactory Academic Progress standards. Summer is considered a separate semester for evaluation purposes. Winter, as it is combined with the Fall semester for disbursement purposes, will be included with the Fall semester for SAP evaluation purposes

AWARD AND REFUND INFORMATION

Understanding Your Award Summary

To view your Financial Aid Offer, log in to the student portal at mycollege.laccd.edu. Your award package was developed according to federal, state, Los Angeles Community College District (LACCD) and institutional regulations to help meet your financial need for the 2022-23 academic year. All awards depend on available funds and are initially based on full-time enrollment. The Financial Aid Office reserves the right to modify and aid commitments at any time due to changes in the student's financial status, change in enrollment, changes in the availability of funds, or changes in federal and state laws, LACCD or institutional regulations and/or policies.

If there is a change in your eligibility, it will be reflected on the student portal at mycollege.laccd.edu.

All students are responsible for keeping track of their financial aid file and awards through the student portal.

Financial aid consists of grants, waivers, work-study, scholarships, and loans to help meet your educational expenses. You may accept or decline all or part of your financial aid offer. However, if you decline an award, a substitute may not be available. Financial aid is considered supplemental to the family's resources, student earnings, and assistance received from to other sources. **Applicants are reminded that they should not expect financial aid to meet basic living costs. Financial aid is intended to pay for education-related expenses during the academic year.**

Please note that there are certain programs that require enrollment of at least half-time (six financial aid approve units).

If your Financial Aid Offer includes Federal Work Study, check with the Financial Aid Office for deadlines to accept or decline the award(s).

Determining Your Financial Need

How are Need and Expected Family Contribution (EFC) Determined?

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). COA – EFC = Need. Your EFC is determined from the information you reported on the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA). All awards are subject to availability of funds.

How is Cost of Attendance Established?

Standardized budgets (COA) have been established by each college. Students with similar circumstances will receive the same allowances for tuitions and fees, room and board, books, supplies, transportations, and personal expenses. Adjustments may be made on an exception basis to a student's COA for certain documented expenses. For example, if you are paying for child care during the academic year, please contact your college's Financial Aid Office to request an adjustment.

How is Financial Aid Awarded?

Your financial aid eligibility is determined using Federal Methodology (for FAFSA applicants). Awards can consist of a combination of grants, waivers, work-study, scholarships and/or loans.

Disbursement

Disbursement dates and deadlines are determined by Federal, State, District and/or institutional regulations and policies. Disbursement amounts displayed in the student portal are estimates until actual disbursements are processed.

Students who are new to the LACCD will receive information by mail and e-mail from BankMobile regarding the process to select their refund preference. For more information about BankMobile, visit this link: https://bankmobiledisbursements.com/refundchoices/.

AB540 students who currently have an open bank account or are eligible to open an account will receive their funds electronically via their selected refund preference with BankMobile. All others will their refunds by paper check.

It is critical that students update their address on file with the Admissions & Records Office to ensure receipt of their Refund Selection Kit. If you have not received your Refund Selection Kit, contact the college Fiscal Office.

Students receiving a disbursement from a federal student loan have the right to cancel their loan disbursement. Contact the Financial Aid Office at the college for details on loan disbursement cancellation.

Disbursement will be adjusted if enrollment is less than full-time. Supplemental disbursements occur throughout the academic year. If your enrollment status has increased and you are due an additional refund, it will be deposited to your account. Disbursements will be adjusted if enrollment increases or decreases. Disbursement for late-starting classes cannot be issued until the class begins. After the Pell Recalculation Date of each semester, no further award adjustments can be made based on late enrollment. (Exception: Short-term classes that start after the financial aid Pell Recalculation Date and winter classes.)*

* - Courses taken during the winter session are defined as short-term courses. Student must complete the short-term courses that start after the financial aid census (freeze) to be eligible for disbursement.)

Students are encouraged to log in to the student portal at mycollege.laccd.edu to view their disbursement information. Please note that if you have an approved SAP Extension Petition, you must be enrolled in financial aid approved active courses on you petition to receive funds.

Additional Important Refund Information

• Any outstanding institutional debt will be deducted from financial aid refund.

• If you have not authorized the LACCD to automatically deduct any outstanding balances (institutional debts) from any funds that you will be receiving, college services may be withheld including future financial aid refund.

• If you have not selected your refund selection preference, refund will be delayed.

• The District retains the right to reverse your refund from your selected refund preference with BankMobile if you never attend class(es) or are found to be ineligible for your disbursement.

• You may only receive financial aid at one institution at a time per payment period (fall, spring, or summer).

• Students may not receive federal aid for remedial coursework beyond their initial 30 attempted remedial units.

• If you audit a class, you are not eligible to receive a California College Promise Grant or any other financial aid for this course. You are solely responsible for the payment of fees associated with audited classes.

• It is the student's responsibility to officially drop classes (including zero-unit classes such as tutoring or workshops) with Admissions and Records or through the SIS.

FRAUD

A student who attempts to obtain financial aid by fraudulent means will be suspended from financial aid for unsatisfactory conduct. The college will report such instances to local law enforcement agencies, to the California Student Aid Commission, and to the US Department of Education Office of Inspector General. Restitution of any financial aid received in such manner will be required.

FERPA AND FINANCIAL AID

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student records by requiring prior written consent before disclosing personally identifiable information to a third party. It applies to colleges and universities that receive funding from the feral government.

1098T

1098Ts are provided by the Business Office or on your student portal for students who paid for fees out of pocket. (This is NOT AVAILABLE in the Financial Aid Office).

OTHER INFORMATION YOU SHOULD KNOW

FEDERAL SCHOOL CODE

001222 EAST LOS ANGELES COLLEGE (FAFSA)

Information regarding the various accreditations or licenses under which each LACCD campus operates is available through the Office of Academic Affairs and/or the Admissions & Records Office.

RETENTION

Information regarding the retention of Los Angeles Community College District students can be obtained from the Admissions & Records Office. You can also visit scorecard.cccco.edu.

SUBSTANCE ABUSE

Each college is required to provide information to students aimed at preventing substance abuse (drug and alcohol) abuse. Contact the Student Health Center for details on what information and/or services are available.

STATE TAX OFFSET

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

FREQUENTLY USED WEBSITES

- mycollege.laccd.edu - Student Information System
- elac.edu - East Los Angeles College
- dream.csac.ca.gov - California Dream Act
- csac.ca.gov - California Student Aid Commission
- mygrantinfo.csac.ca.gov - Manage your Cal Grant
- calgrantinfo.csac.ca.gov – Information about Cal Grant
- studentaid.gov – Free Application for Federal Student Aid (FAFSA) on the web, the US Department of Education's (USDE) official site for completing the FAFSA
- fsaid.gov – Create and manage your FSA ID
- studentaid.gov – Direct Loan Information (USDE)
- studentaid.gov – online resources for a wide range of financial aid topics
- FAFSA4caster.ed.gov – learn the basics of financial aid
- fastweb.com – scholarship search engine
- collegeboard.org – scholarship search engine
- collegeanswer.com – scholarship search engine
- irs.gov – Internal Revenue Service site for tax information
- ssa.gov – US Social Security Administration
- sss.gov – Selective Service System
- bankmobilevibe.com – Bank Mobile Vibe
- www.calcollegepromise.org – LA College Promise

THE EAST LOS ANGELES COLLEGE FOUNDATION

The East Los Angeles College Foundation (ELACF) is an independent 501(c)(3) nonprofit organization. The ELACF is dedicated to the philanthropic support of the East Los Angeles College Community and to empowering the communities we serve through our commitment to student success. Through our enduring efforts, the Foundation is Transforming Lives by investing in the next generation of leaders. The Foundation strives to improve the quality, sustainability, and student involvement in many campus programs, such as Entrepreneurship, Logistics, Business Administration, Science, Technology, Engineering & Math (STEM), and Advanced Manufacturing. Community college foundations statewide are expected to play a pivotal role in college advancement in the years to come, and the East Los Angeles College Foundation is building the capacity to lead that charge. To learn more about the ELAC Foundation, please visit www.elacfoundation.com.

ELAC FOUNDATION PROGRAMS

The East Los Angeles College Foundation's "Transform a Life Today" Program is a multi-faceted approach through sustained engagement with government, community, school, and business partners to support the college initiatives such as GO East LA, Internship Programs, President's Circle, Alumni Association, and College Promise.

ELACF Programs seek to meet the following goals to low income and underserved students:

- Every child being prepared to enter school
- Healthier students supporting every child in his or her academic pursuits by supporting academic pursuits financially thus causing healthier living by reducing stress caused by financial burdens
- Supporting the newly opened a 95,000 square foot Mathematics and Science Complex hosting vibrant STEM programs and educating current and future professionals
- Every student being successful academically and enrolling in postsecondary education
- Every student completing a postsecondary certificate or degree and entering a viable career
- The community being provided with the human resources that employers need to be successful
- Provide grants and scholarships awarded and used in accordance to the mission of ELAC College and the ELAC Foundation for better economic opportunities to our low-income students to achieve their dreams.

The ELAC Foundation works with government, business and community partners, families and students to:

- Increase college awareness, access, and preparation through ongoing support efforts and ensuring a guaranteed pathway to college completion for all students.
- Expand opportunities to complete college credits while enrolled at ELAC's feeder schools and to ensure that

these opportunities accelerate college preparedness and align with career pathways developed to support the East Los Angeles community

- Expand career pathways and career readiness opportunities through expanded partnerships with business partners, early exposure to career opportunities, and the use of internships to expose students to potential careers
- Partner with the community to develop a support network to support student success
- Provide the needed academic and student support services to enhance college completion and student success.

1000 MEALS CHALLENGE

As part of the ELAC family, we all work to help our students achieve success in their educational pursuits. Unfortunately, too many of our students face significant challenges, far beyond the cost of textbooks or tuition, directly impacting their ability to focus on and complete their educational goals.

Launched in November 2019 as a part of the ELAC Foundation Transforming Lives Campaign (TLC), the ELAC Foundation 1000 Meals Challenge is designed to support our students with all these challenges. Where ELAC students receive a minimum of 21 $5 vouchers (7 days, three meals a day) to be used at local restaurants, the vouchers can only be used at the designated restaurants. They will have the company's name and a tracking number. 1000 Meals Partners receive a sticker that they can place at their establishment, proudly displaying your support of our students and communities. By joining the 1000 Meals Challenge, local businesses will be:

- Supporting our students with their challenges
- Providing a dignified way for our students to enjoy a hot meal
- Embracing and promoting a culture of philanthropy within our communities
- Building brand awareness among our students and business partner

CENTER FOR ENTREPRENEURSHIP & INNOVATION - ESTEC™ LA INCUBATOR

Founded in 2018, The Center's premier Program, ELAC Incubator, is a powerful new program that brings a comprehensive suite of professional business development programs to ELAC students and local entrepreneurs. This is the first such incubator program for ELAC and the region. The social and economic mobility program's mission is to accelerate startup and growth-phase minority, women, veterans, formerly incarcerated, and LGBTQIA-owned businesses in the communities of East and Southeast Los Angeles. The Program's goal is to help build economic prosperity, support quality job growth, develop intellectual property, and create generational wealth in underserved communities.

TRANSFORMING LIVES CAMPAIGN

The purpose of the ELAC Foundation Transforming Lives Campaign (TLC) is to raise awareness of the immediate needs of many of our students, and provide an opportunity for our campus community to help our students meet their needs through payroll giving and program support. There are many reasons our students lack fixed, regular and adequate housing, including parental conflict, family separation, exiting foster care, neglect, or abuse. Most recently, the TLC campaign assisted students who were displaced due to domestic violence issues. As our campus community becomes more aware of the student issues with food, transportation and housing insecurity, the program will continue to help more students in the future.

To learn and/or Donate to the Program, please visit https://elacfoundation.com/annual-giving-campaign.

WASHINGTON D.C. SUMMER INTERNSHIP PROGRAM

ELAC students spend part of their summer in Washington D.C. as paid interns in the summer internship program.

The Summer Internship Program benefits includes: a) Participating in the legislative, political, and administrative process; b) Learning about pursuing a career in government service; c) Paid travel, room and board, and stipend. The program will provide students with opportunities to work in the House of Representatives, United States Senate, or advocacy organizations at the Nation's Capitol. The hands-on program is designed to mentor and cultivate today's young leaders, strengthen their understanding of our system of democracy, and to build their leadership skills.

PRESIDENT'S CIRCLE

The President's Circle is an elite group of community members, businesses, nonprofit groups, government leaders, and others committed to empowering students to achieve their educational goals, expand their potential, and successfully pursue their aspirations for a better future for themselves, their community, and the world.

Develop a robust and diverse network of community partners committed to increasing student success and academic excellence through student-centered instruction, student-centered support services, and dynamic technologies.

Strengthen our community businesses by growing a network that will identify "new members" and "new ideas" to provide 21st-century workforce skills to strengthen and sustain our economy.

Help support existing and future creative and innovative programs to assist students in competing workforce development programs, earn associate degrees, and prepare students to transfer while offering lifelong learning and civic engagement opportunities.

And to support our students facing challenges such as housing, food scarcity, the digital divide, clothing, and basic needs as part of the ELAC Transforming Lives Campaign and Emergency Assistance Programs.

EAST LOS ANGELES COLLEGE ALUMNI ASSOCIATION

The program is designed to support and promote the interests of the College, students, and alumni association members. The Alumni Association is an auxiliary organization of the ELAC Foundation. The Association's goal is to work collaboratively to empower and support ELAC students to achieve their educational goals, to expand their individual potential, and to successfully pursue their aspirations for a better future for themselves, their community, and the world.

The Alumni proudly counted among their membership include, Actor Edward James Olmos, former City of Los Angeles Mayor Antonio Villaraigosa, Los Angeles County Supervisor Hilda Solis, Artist Kent Twitchell, 41st Treasurer of the United States Rosario Marin, former California State Assembly Member & Los Angeles City Council Member Richard Alatorre, Former 25th District United States Congress member & Los Angeles City Council Member Edward Roybal, former Television Reporter, co-founder of Telemundo & Former Chairman and Founder of Gulf Atlantic Life Insurance Frank Cruz, and rocket scientist Gilberto Palacios-Perez, to name a few. To learn more absout our famous Alumni and the program please visit: www.elacfoundation.com/join-alumni-association.

SCHOLARSHIPS

East Los Angeles College offers a variety of scholarships.

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 E1 for availability of 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. Applications for East Los Angeles College's Scholarships, College and Foundation Scholarships/Endowments are available in the Financial Aid and Scholarship Office and are typically due in March.

EAST LOS ANGELES COLLEGE FOUNDATION ENDOWMENTS

- Anna Kiledjian Scholarship
- Blanca Flanagan Rios Scholarship Endowment
- Circle K Fraternity Scholarship Endowment
- Dr. Helen Miller Bailey Memorial Scholarship Endowment
- Ed Zapanta/Circle K Scholarship Endowment
- Honors Program Scholarship Endowment
- J. A. & M. Johnson Future Teachers Scholarship Endowment
- Johnson Liu Asian Scholarship Endowment
- Leslie C. Conwell Scholarship Endowment
- Margie Mentel Memorial Endowment
- Mathematics Department Scholarship Endowment
- Max & Marie Offenberg Family Scholarship Endowment
- R. C. Williams III Memorial Scholarship Endowment
- Ramon S. Ramos Memorial Scholarship Endowment
- Richard and Cynthia Hispanic Scholarship
- The Jose Blas Sanchez Gonzalez Scholarship Memorial Fund
- The Reyna Valadez We Champion ELAC Scholars Scholarship
- William Palmer Memorial Scholarship for Automotive Technology Endowment

OSHER DESIGNATED ENDOWMENTS

- Angel & Gregoria Almeida
- Asma Khatoon
- Association of Physicians of Pakistani
- North America (APPNA)
- Boyle/O'Boyle
- Circle K
- Delta Sigma
- Dr. Efrain G. Fuentes
- Dr. Daniel La Vista
- Dr. Judy Chu Scholarship
- Dr. Tyree Wieder
- Ernestina Benavides Memorial
- East Los Angeles College Foundation
- Ernest H. Moreno
- Garfield Medical Center
- Gil Ontiveros
- Henry Fukuhara Memorial
- Henry Wong Family Memorial
- Jaime Escalante Memorial
- Manuel "Manny" Gutierrez
- Max & Marie Offenberg Family
- Milford & Pat Zornes Memorial
- Monterey Park Hospital
- Philip A. Cohen
- Preferred Bank
- R. C. Williams III Memorial
- Raymond Cheng
- West San Gabriel Valley, Boys & Girls Club

EAST LOS ANGELES COLLEGE FOUNDATION SCHOLARSHIPS

- AAUW Alhambra-San Gabriel Branch Scholarship
- Anna Kiledjian Scholarship
- Blanca Flanagan Rios Scholarship
- Boyle/O'Boyle Endowment Scholarship – Veterans
- Boyle/O'Boyle Scholarship - CTE Majors
- Bryan C. Ventura Student Equity Scholarship
- C & H Ingalls Scholarship
- Clean Power Alliance
- Counselling Department
- David Morin Mathematics Scholarship
- Delta Sigma Scholarship
- Dr. Richard Zapanta Legacy Fund Scholarship
- ELAC Administrators (David Fisher) Scholarship
- English Department - Opportunity to Succeed Scholarship
- English Department - Outstanding Achievement in English Scholarship
- English Department - Outstanding Achievement in ESL Scholarship
- English Department - Outstanding Achievement in Reading Scholarship
- Estate of Deodata Gamboa Scholarship
- Equal Access to Education Scholarship
- Genice Everhart Memorial Scholarship
- Gilbert "Gil" Gerakos "Mayor of East LA" Legacy Memorial Scholarship
- Gladys German Memorial Scholarship
- Helen Miller Bailey Memorial Scholarship
- HONORS Scholarship
- José Blas Sánchez González Memorial Endowment Fund
- Juan Martinez Service Scholarship Award
- Julie Benavides Student Success Scholarship
- Margie Mentel Memorial Scholarship
- Max and Marie Offenberg Scholarship
- Mercy Udeochu Memorial Scholarship for Child Development and Education
- Osher Initiative
- RC Williams III Memorial Scholarship Endowment
- Rendon Family Legacy Scholarship
- Richard and Cynthia Hispanic Scholarship
- Robert E. Cleveland Memorial Scholarship
- Rosalie Hilger Achievement Scholarship
- Rowenkamp Memorial Scholarship
- Southern California EDISON STEM Scholarship
- Spanish American Institute Scholarship
- The Milford and Pat Zornes Art Scholarship
- The Rudy & Steve Salas Scholarship for Music
- Vince Carlo Moretti GRIT Scholarship Award

ACADEMIC DEPARTMENTAL SCHOLARSHIPS

Academic Departmental Scholarships are not associated with the ELAC Foundation. Students can inquire within a specific department about these scholarships.

ARCHITECTURE

- ARC Scholarship – $500
- Architecture Lecture Award - $600
- Beata Anaya Scholarship – $2,000
- Chester & Diana Widom Architectural Education Scholarship – $7000
- Competitive Scholarships – varies
- Delmar Beckhart Memorial Scholarship – $500
- DLR Group Award – $500
- East LA Design Award – $300
- Environmental Design Recognition – varies
- EYRC Architects Design Award – $1,000
- Gen3 Entertainment Arts – varies
- Hammel, Green & Abrahamson, Inc. Design Excellence Award – $500
- Ignacio Rodriguez Architects Award – Intership
- Jose T. Sigala Scholarship – $300
- Krystal & D. Michael Hamner, FAIA Award – $500
- Martha Elizabeth Award - $500
- New School of Architecture & Design Scholarship 2-renewable – $5,000
- Omar Ureta Book Award – varies
- Orhan Ayyuce Book Award – varies
- P&F/AIA Jean Roth Driskel Scholarship – $2,500
- RACAIA Scholarship – $1,000
- Robert T. and Millie Weiss Scholarships – $1,000
- Ruben Gabriel Alumni Award – $1,000
- Scarlett & Ivan "Thrive" Scholarship – $300
- The Architects Alumi Group – varies
- The Esther V. Navarro Scholarship – $700
- Woodbury University Scholarship – renewable Half-Tuition
- Yung Kao Award - $800

PSYCHOLOGY

- Irvin F. Richardson Memorial Scholarship – VARIES

Student Services

COLLEGE STORE

***F5 BLDG** • (323) 265-8720*

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 7:30 a.m. to 7:00 p.m., Monday through Thursday and 8:00 a.m. to 3:00 p.m. on Fridays. (Shorter hours during vacations and during Summer/Winter intersession). Extended hours are posted during the beginning of each semester. Full refunds on textbooks will be allowed during the first 10 school days of the Fall and Spring semesters and during the first 5 days of the Summer and Winter intersessions 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. No refunds will be given on any unwrapped textbooks, including those with supplemental mateiral and access codes.
4. E-books, access codes, study-aids and refence books are ***non-refundable***.
5. Apparel are refundable two weeks from date of purchase. Original tags intact, undamaged, etc...
6. Methods of refunds:
   a. Cash purchases will be refunded in cash.
   b. Charge purchases will be refunded by credit to your charged account.

South Gate College Store

South Gate College Store

2340 Firestone Blvd., South Gate, CA 90280

(323) 357-6235

Monday - Thursday 9:00a.m. to 7:00 p.m.

Friday - Sunday Closed

CARE PROGRAM

***E1 227** • (323) 265-8798 OR (323) 780-6785*

Cooperative Agencies Resources for Education (CARE) is a student support program for single parents funded by the state. CARE provides additional services to single parents to help them reach their educational goals. To be eligible for CARE, a student must be an EOP&S student, a single parent, head of household, a participant of CalWORKS/GAIN, receiving cash aid, have at least one child under the age of 14, and enrolled in 12 or more units.

CARE services may include: advisement, workshops, meal tickets, book grants, book loans, tutoring, scholarship application assistance, legal aid assistance, graduation cap and gown vouchers, scientific calculators, and other services. If you have any questions, please call (323) 265-8679 or visit the EOP&S Office.

CAREER & JOB SERVICES

***E1 176** • (323) 415-4126*

Career & Job Services offers career focused services and resources to assist students in the process of career exploration and employment opportunities:

- Office hours are 9:00 a.m. - 5:00 p.m. Monday - Thursday, and 9:00 a.m. - 1:00 p.m. on Fridays.
- Job and internship listings are posted weekly on ELAC Career & Job Services website (via College Central Network and social media) and the Career Center to include part-time and full-time opportunities.
- Workshops on services, career-related topics and job preparation skills are offered throughout the semester.
- ELAC College Central Network ofers a database of avilable job listings to ELAC students and community.
- Career Assessments are available for career exploration.
- Appointments are available for resume building, mock interviews, and career assessments for guidance deciding a career path. To schedule an appointment, call (323) 415-4126, or visit https://www.elac.edu/student-services/cjs.

CHILD DEVELOPMENT CENTER

***A1** (323) 265-8788*

The Child Development Center offers its programs to children 2-5 years of age. In order to qualify for the current school year, children must be 2 years old by June 1st.

Applications are received on a continuous basis for the current year and are available beginning the 3rd week of March. An application for enrollment can be uploaded at Child Development Center / ELAC.

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 (SUMMER THROUGH SPRING):

ALL DAY PROGRAM, AGES 2-5

7:45 a.m. – 3:30 p.m., Monday-Friday

MORNING PROGRAM, AGES 3-5

7:45 a.m. – 11:45 a.m., Monday-Friday

AFTERNOON PROGRAM, AGES 3-5

12:00 p.m.– 4:00 p.m., Monday-Friday

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

We offer breakfast, lunch, and a 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 FURTHER INFORMATION CALL (323) 265-8788.

COOPERATING AGENCIES FOSTER YOUTH EDUCATIONAL SUPPORT (CAFYES) & FOSTER YOUTH SERVICES

***E1 227** • (323) 265-8797*

The Cooperating Agencies Foster Youth Educational Support Program is a support program that assists foster youth. CAFYES is a supplemental component of the existing Extended Opportunity Programs and Services (EOP&S) program. The purpose of CAFYES is to support the higher education success, health, and well-being of some of the current and former foster youth who are enrolled in California's community colleges. To be eligible for CAFYES, a student must be part of the EOP&S Program and enrolled in a least 9 units per semester.

CAFYES services may include: book vouchers, school supplies, bus tokens, gas cards, food assistance, assistance with housing, calculators, legal assistance, and many other resources.

Foster Youth who do not qualify for the CAFYES Program are eligible for other services to assist with their educational success. These services may include: computer lab, backpacks, school supplies, assistance with housing, legal assistance, and many other resources.

If you have any questions, please call (323) 265-8797 or visit the EOP&S Office.

COUNSELING

***MAIN CAMPUS: E1 127** • (323) 265-8751*

***SOUTH GATE EDUCATIONAL CENTER** • (323) 357-6213*

The Counseling Department empowers students to achieve their educational goals, expand their individual potential, and successfully pursue their aspirations for a better future for themselves and their community. The goal of the department is to increase student success and academic excellence through student-centered instruction and suport services.

Counselors provide an extensive program of individual and group counseling interventions including: one-on-one appointments, online and in person quick questions, workshops, and new student orientations. The Counseling Department is open Monday through Saturday. Students are encouraged to make appointments well in advance of registration periods. Appointments are scheduled starting at 8:00a.m. on Friday for the upcoming week. Priority is given to the students who schedule in person and online. To schedule by phone, call (323) 265-8751 (main campus) or (323) 357-6213 (South Gate campus). For more information visit the counseling department website: https://www.elac.edu/student-services/counseling.

DIVERSABILITIES SUPPORT PROGRAM AND SERVICES (DSPS)

***E1 160** • (323) 265-8787*

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 https://www.elac.edu/Student-Services/DSP-S.

The Diversabilities Support Program and Services (DSPS) provides educational, academic, vocational, and personal support services to students with verified disabilities. A primary goal of the statewide 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
E1 152A

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.

EXTENDED OPPORTUNITY PROGRAM & SERVICES (EOP&S)

E1 227 • *(323) 265-8769*

EOP&S 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, EOP&S 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 California College Promise Grant (CCPG) (Enrollment Fee Waiver)
- Have completed the AOC process.

BENEFITS AND SERVICES

Students who are determined EOP&S 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 E1-227. Office hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m., and Friday from 8:00 a.m. to 4:00 p.m, https://www.elac.edu/Student-Services/EOPS.

FISCAL OFFICE

G1 107 • *(323) 265-8701*

Office Hours: 9:00 a.m. to 7:00 p.m. Monday, Wednesday, 9:00 a.m to 5:00 p.m. Tuesday, Thursday, and 9:00 a.m. to 12:00 p.m. Friday. (Hours subject to change). The Fiscal Office is the campus center for fee collections and fund disbursements.

The Office conducts the following transactions:

- Collection of tuition and fees
- Sale of semester parking permits and ASU membership
- Collection of class material fees (paid in cash)
- Issuance of refund checks for tuition and fees (under special circumstances)
- Maintenance of all Associate Student Union Accounts.

Parking permits purchased online should be picked up at the Fiscal Office.

FOOD SERVICES/CAFETERIA

GRAB-N-GO
F5 103

Offers specialtycoffees, frappe, variety of beverages, snacks, candies, ice cream, pre-packed sandwiches, salads, pastas, fruits and many other consumable goods

Monday - Thursday, 7:30 a.m. - 7:00 p.m.

Friday, 8:00 a.m. - 1:00p.m.

Closed on Saturday and Sunday

**Hours Subject to change.*

HOUSING

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

INSTRUCTIONAL CENTERS

LANGUAGE LAB
E3 170

The Language Lab is a space dedicated to all ELAC students (credit and Non-credit) with services that support and promote second language acquisition and global cultural awareness. Please visit us for the following services:

One-on-One Tutoring and Group tutoring: Walk in or make an appointment (through the Penji app or Canvas) for either a twenty, forty or sixty-minute one-on-one tutoring session in all levels of English as a Second Language (ESL), American Sign Language (ASL), French, Japanese,

Mandarin, and Spanish. We have native speakers for ESL, French, Japanese, Mandarin and Spanish tutoring. We also offer group tutoring sessions.

Workshops: Thirty-minute to one-hour workshops that cover grammar and pronunciation practice.

Also available for use in the Lab:

Textbooks for Modern Languages courses and ESL grammar books

Beautifully illustrated children's books for Japanese, Spanish and Mandarin learners Manga and Japanese graded readers

Foreign and domestic films, software, and games for target languages

Other Services: Study and reading areas, study tables and cubicles, computer area, and help-desk assistance.

Hours of Operation: Monday - Thursday 9:00 am - 7:00pm, Friday 9:30 - 4:30 pm

For futher information call (323) 415-5414,

Website: http://languagelab.elac.edu

LEARNING ASSISTANCE CENTER

E3 280

The Learning Assistance Center assists students with being successful in their classes at East Los Angeles College. We work to help students become independent, responsible learners.

Free, peer tutoring is offered in a wide variety of courses. Tutors can also help students with understanding content or readings, working on assignments, getting organized, developing study skills, learning Canvas or other computer programs, or getting ready for exams.

Study tables, study rooms, and computers are available for students to use by themselves or with a tutor. Additionally, the Learning Center has a large selection of anatomy models for students to check out for study purposes.

To get help from the Learning Center, just walk through our doors in E3-280, give us a call at 323-265-8762, or send us an email: elac-lacenter@laccd.edu. Students can also locate us on the ELAC website and join our Zoom room: https://www.elac.edu/academic-services/learning-center.

LIBRARY

F3

The ELAC libraries offer a variety of resources and services to students, faculty, and staff. They include:

- Books (Print and Electronic) and DVDs
- Textbook and reserve collection
- Magazines, journals, and newspapers
- ELAC Campus News Digital Archives
- Online databases accessible on and off-campus
- Research help
- Research skills instruction
- Computers, printers, scanner, and copiers
- Wireless Internet access
- Book borrowing privileges at California State University, Los Angeles

Librarians are available to assist with research needs during the library's regular business hours. The Library Department also offers 1-unit Library Science credit course (LIB SCI 101: College Research Skills), and a 3-unit Library Science credit course (LIB SCI 201: Digital Assets) as part of the Museum Studies Certificate Program. For more information, please call (323) 265-8758, https://elac.edu/library.

SOUTH GATE EDUCATIONAL CENTER (SGEC)

The fulfillment of ELAC's vision for reaching beyond its campus in Monterey Park into the wider community began with opening its satellite center in the City of Huntington Park in the spring of 1994. By 1996, the Southeast Center in Huntington Park was too small to accommodate the rapid growth experienced in two short years, so the program was moved in the fall of 1996 to the larger present-day facility in the City of South Gate, the South Gate Educational Center (SGEC).

As of 2021, the SGEC was stated approved from an outreach center to a complete education center. The state approval now allows ELAC to expand its reach and impact the related $85 million South Gate Educational Center project, estimated for completion in 2025. The project includes a three-story, 105 square-foot, LEED-certified building with a modern multimedia library, 28 classrooms, offices, a lecture hall, and four lab spaces for career technical education, liberal arts, and science programs. This site covers about 18.5 acres.

Although the SGEC is only 11 miles away from the ELAC Monterey Park campus, personal vehicle transportation between the sites can take an hour or more, depending on the time of day. Therefore, the SGEC serves a population that cannot attend classes on the ELAC Monterey Park campus or find it more convenient to particiapte in the SGEC.

For students wishing to complete programs not entirely available at the SGEC, there is a shuttle running directly to-and-from the ELAC main campus during Fall and Spring semesters. The shuttle schedule is Monday - Thursday (exluding holidays) from 6:30 a.m. - 10:30 p.m.

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

Office hours are 8:00 a.m. – 8:00 p.m., Monday through Thursday, and 8:00 a.m. – 4:30 p.m. Fridays.

For more information call (323) 357-6200.

MATH TUTORING CENTER

G5 - LL009

All students can take advantage of free mathematics tutoring through the Math Tutoring Center. Walk-in peer tutoring help is available for all mathematics courses. Students are asked to log-in and our, with their student ID numbers, to keep track of the hours they spend in the center. The center is open Monday through Thursday from 9 a.m. until 8 p.m., Friday from 10 a.m. until 5 p.m., and on Saturday from 10 a.m. until 5 p.m. No appointment is necessary. Graphics calculators (Texas Instrument - 84) are available for rent for semester long use.

Along with tutoring, the center has approximately 60 computers for student use.

Any mathematics student can make use of the mathematical software on the computers. The computer contains software for courses from basic arithmetic through calculus. Students can also use the computer for completing work for hybrid mathematics courses.

All students are welcome to use the computers for classwork, Internet research, or writing papers.

For further information call (323) 415-4191, https://www.elac.edu/academics/pathways/stem/math-dept/math-lab.

WRITING CENTER

E3 220

The Writing Center offers individual and group tutoring, study rooms, acomputers, 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 Monday through Thursday 8:30 a.m. to 8:00 p.m. and Saturday 12:00 p.m. to 4 p.m., both virutal and in person. On Fridays, the center is open for in-person tutoring from 10:00 a.m. to 4:00 p.m., and for online tutoring from 12:00 p.m. to 4:00 p.m. To make an appointment or walk in for tutoring, go to http://elacreadingwritingcenter.org/ or call us at (323) 415-4147.

ONE ZONE

One Zone unites dynamic scholar-centered programs, each program has staff that is Safe Zone Certified. Our unique umbrella approach and Safe Zone training ensure that the intersectional identities of scholars are respected throughout the campus community.

One Zone bridges scholar connections to the following programs: Dream Resource Center, Husky Athlete Support Center, LGBTQ+ Center, Education Justice Rising Scholars, Umoja Program, and Safe Zone Trainings. We invite you to explore each program's website:

DREAM RESOURCE CENTER

E1 142 • *(323) 415-5483*

Dreamresourcecenter@elac.edu

Staff Support: Alouette Cervantes-Salazar

The Dream Resource Center (DRC) is a safe and caring place for undocumented scholars to receive personalized support as they navigate college. The Dream Resource Center supports scholars with matters related to AB-540/SB 68 petitions, DACA renewals, California Dream Act, EOPS (Extended Opportunities Programs & Services), scholarships, referrals to counseling and other supportive services and resources available to students on and off campus.

VISION

Provide information and resources to undocumented studets, their families, and solidarity partners to ensure a welcoming environment within the community.

HUSKY ATHLETE SUPPORT CENTER (AKA: "THE CENTER")

C2 124B • *(323) 265 - 8636*

Staff Member: Julian Lopez

The Center Serves as a welcoming, safe "one-stop" for all current student athletes to ask questions, obtain information and seek support for academic and personal issues. To learn to navigate the college process and become self-advocates. To receive guidance and referrals to on/off campus resources and services. And use the computer lab to study, attend online classes, and complete course work.

VISION

Where every student is seen as a multi-faceted, complex human being and is treated with dignity and respect as they learn to navigate the college process and become lifelong self-advocates.

LGBTQ+ CENTER

F5 204 • *(323) 714 - 3112*

Staff Support: Lynn Wood

The LGBTQ+ Center aims to create a more supportive campus climate for LGBTQ+ students, staff, and faculty.

- Hold a safe space for LGBTQ+ students, staff, and faculty.
- Build a visible network of campus allies.
- Share inforamtion on common challenges, resources, and best practices.
- Increase programming and events for LGBTQ+ students, staff, and faculty.

EDUCATION JUSTICE RISING SCHOLARS

(323) 265 - 8609

Staff Support: Elizandro Umana

Mission Statement

ELAC Education Justice Rising Scholars (EJRS) is committed to helping individuals in the community with a successful transition into academia after incarceration by providing reintegration services and a pathway to higher education through dedicated success management, academic counseling, career guidance, and mentorship.

Our Work

Recruitment/Retention

Ambassador Program

- ELAC Education Justice Program offers campus tours, information sessions, and workshops to formerly and

currently incarcerated individuals, and community stakeholders, interested in pursuing their academic goals at East Los Angeles College.

Early College Program

- In collaboration with LA County Probation, EJRS offers dual-enrollment college credit courses to high school youth in Camp Community Placement at Camp Afflerbaugh, Camp Paige, Dorothy Kirby Center, and Central Juvenile Hall. The goal of our Early College Program is to provide youth with an opportunity to begin their college & career pathway while still enrolled in high school.

Completion/Transfer

Rising Scholars Transfer Pathway

- Complete the "Golden Four" in one year. Cal State Universities require all transfer students to complete the "Golden Four" prior to transferring (Oral Communication, Written Communication, Critical Thinking, Math). EJRS is committed to supporting justice impacted students through the "Golden Four" in our Transfer Pathway Cohort. Build strong relationships with our program staff and faculty partners in this "team-based" peer learning community to develop knowledge, skills, and understaning of the transfer journey.

Cal State LA Project Rebound Ambassador Program

- Project Rebound assists formerly incarcerated individuals seeking to enroll at Cal State LA by introducing the university setting and campus services.

UCLA Center for Community College Partnerships

- Formerly Incarcerated System-Impacted Summer Intensive Transfer Experience (FI-SI SITE). Students learn to navigate the community college system to transfer successfully to the University of California. Introduction to research, university writing and support programs. Focus on the history, educational pipeline, and resources available to Formerly Incarcerated and System-Impacted students.

Berkeley Underground Scholar (BUS) Ambassador Program

- BUS ambassadors provide a space for system-impacted and formerly incarcerated students to succeed and prepare them for after community college. Ambassadors are students at community colleges responsible to start a club, connect with the transfer center, and reach out to formerly incarcerated students.

UMOJA PROGRAM

F5 323 *• (323) 415-4132*

Umojaelac@elac.edu

Umoja, a Kiswahili word meaning unity, is a statewide program and community. The Umoja community actively serves and promotes success for all students through a curriculum responsive to the legacy of the African and African American Diasporas. The Umoja Community seeks to educate the whole student-mind, body, and spirit using the vital power informed by an ethic of love.

Umoja is committed to enhancing the cultural and educational experiences of African Americans and other students while increasing their persistence and retention rates through combining academic learning with counseling, social support, and opportunities for cultural exploration.

The Umoja Scholars Program at East Los Angeles College is a two-semester learning community open to all students but specifically designated to assist African-American and Black students in transferring to four-year colleges and universities and earning their degrees.

SAFE ZONE TRAININGS

Safe Zone training ensures that the intersectional identities of ELAC community members are respected throughout the campus community by promoting an understanding of individuals' lived experience. Training provides insight regarding best practices to have individuals feel supported and empowered. Training includes support for the LGBTQ+, Undocumented, Formerly Incarcerated, and other divisibility communities.

STUDENT HEALTH SERVICES

F5 302 *• (323) 265-8651*

The Student Health Center is located in F5 302 and at www.elac.edu/Student-Services/Student-Resources/Student-Health-Center. Through a partnership between East Los Angeles College and ViaCare Community Health 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 behaviors, and fostering students' responsibility for their own health. Visit the Center for a brochure. Call (323) 265-8651 to arrange an appointment to see a nurse practitioner, behavioral therapist or behavioral health clinician.

STAND at ELAC, which was launched in 2021, is a partnership between East LA College and UCLA. STAND (Screening and Treatment for Anxiety & Depression) is an effective and confidential support program free for most ELAC students. It was designed to be a full system of care that leverages digital technology to rapidly screen and inititate personalized evidence-based treatment.

Visit https://www.stand.ucla.edu/elac for more information.

SUBSTANCE ABUSE

Each college is required to provide information to students aimed at preventing substance (drug and alcohol) abuse. Contact the Student Health Center for details on what information and/or services are available at your college.

TRANSFER CENTER

D 7 STUDENT SERVICES ANNEX *• (323) 265-8623*

transfer@elac.edu

The Transfer 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: workshops on specific majors; assistance with college and financial aid applications; College Fairs; and more.

University representatives from UCLA, USC, and California State University, 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. Assistance with applications for the University of California, California State Universities, and some independent colleges is 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, https://www.elac.edu/Student-Services/Transfer-Center.

VETERANS RESOURCE CENTER (VRC)

***D7-A STUDENT SERVICES ANNEX** • (323) 415-5052, WEB: WWW.VETERANS.ELAC.EDU; EMAIL: VETERANSERVICES@ELAC.EDU*

The Veterans Resource Center (VRC): One-Stop-Shop provides enrollment assistance, academic counseling, career guidance, VA Certification, wellness counseling, peer tutoring and mentoring, referrals to veteran-specific county, state and federal resources, events, a computer lab, and lounge. The VRC welcomes and serves all transitioning service members, veterans, active duty military, active reserves, reserves, National Guard and enrolled dependents.

VA EDUCATION BENEFITS AT ELAC

The academic programs at ELAC are approved for the training and VA Certification of veterans, service members and dependents.

REQUIREMENTS FOR VETERANS, SERVICE MEMBERS AND DEPENDENTS SEEKING TO USE VA EDUCATION BENEFITS

1. Apply to ELAC online at www.elac.edu.

2. Apply for VA Education Benefits online via www.ebenefits.va.gov.

3. Contact the Veterans Resources Center to schedule an appointment with a Veterans Counselor or VRC Disability Specialist. The purpose of the initial appointment will be to declare a major and develop a Comprehensive Student Educational Plan.

4. Register for the approved classes listed on the student Educational Plan. If using VA Education Benefits, only approved courses will be certified.

5. Once registered, submit the VA Certification form to the School Certifying Official.

6. Inform the School Certifying Official if you will be taking courses at a campus other than ELAC.

7. Request official transcripts from all non-LACCD colleges attended. Have them sent directly to the ELAC 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.

8. If you are a transfer student, file VA Form 22-1995-Request for Change of Program of Place of Training. This change can also be submitted online at www.ebenefits.va.gov.

9. Submit the VA Certification form to the School Certifying Official each term (Winter, Spring, Summer, Fall) for continuous use of VA Educational Benefits. VA Certification is not automatic and must be initiated by the student.

10. Submit a copy of your DD-214 and Certificate of Eligibility to the School Certifying Official.

11. If you are a guest student from a different campus, you must initiate the VA Certification process at your home campus and follow the guidance given by your home campus School Certifying Official.

PROGRAM PLANNING FOR VETERANS

Veterans, services members and dependents requesting VA Certification are required to complete a Student Educational Plan. The Veteran Resource Center Veterans Counselor or VRC Disability Specialist will advise you in preparing your Student Educational Plan (known as SEP). This plan consists of the educational goal and major which you intend to pursue, the classes you expect to take to achieve your goal and major, and the student services you expect to use to help you complete your college program. The Veterans Administration will not pay for courses that are not required to complete the selected major. Veterans, service members and dependents using VA Education Benefits are advised to meet with the Veterans Counselor or VRC Disability Specialist every semester to track completion progress and meet VA requirements. Students must have an updated SEP on file to continue requesting VA Certification.

Adds and Drops for veterans, service members or dependents using VA Education Benefits must be reported to the School Certifying Official as soon as possible. Failure to report may result in an overpayment or underpayment. The Veterans Administration holds the veteran, service member or dependent responsible for reimbursement of overpayments.

WELCOME & SUPPORT RESOURCE CENTER

***E1 189** • (323) 780-6800*

The Welcome & Support Resource Center is a one-stop location where new and prospective students can find information about the college's academic programs, access to computers, and directions to various student support services on campus.

We provide accurate information, campus tours, and appropriate referral services to college programs, and procedures to students, faculty, staff, and the community

at large in a manner that is pleasant and inviting. Our goal is to effectively reach out to both traditional and non-traditional students for the purpose of recruitment, matriculation, and retention.

Key Services Provided:

- Campus Tours
- Student Success Workshops
- Welcome Session Mixers
- New Student "Tip" sheet
- Additional resources for undocumented, LGBTQIA, Veterans, and unhoused students

For further information, please call (323) 780-6800, email welcomecenter@elac.edu, or visit the office located in E1 189. Office hours are Monday and Thursday from 9:00 a.m. to 5:00 p.m., Tuesday and Wednesday from 9:00a.m. to 6:00 p.m. and Friday from 8:30 a.m. to 1:00 p.m., https://www.elac.edu/Student-Services/Welcome-Center.

LOS ANGELES COUNTY SHERIFF SERVICES

B5 *(323) 265-8800*

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.

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 rearview 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 un-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."

1. Students with regular Student Permits may park only at the Stadium Lot and Lots A & B of the South Gate Campus.
2. Students who have paid the ASU fees are allowed to purchase an "ASU" parking permit, which allows them to park in the Stadium Lot, level 2-6 of Parking Structure 3 on Cesar Chavez, level 1 and part of level 2, levels 3-5 of Parking Structure 4 on Collegian, and the main lot at the South Gate Campus. Any vehicles found parking in any of these lots failing to display valid parking permits may be cited per 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)).
3. Faculty and staff are allowed to park in the Stadium Concourse and level 1 of Parking Structure 3, Level 2 of Parking Structure 4, B2 Lot, West Access Road, and CDC Center. Vehicles must display a current Staff Parking Permit. Any vehicle without a valid parking permit are Subject to citation (CVC Section 21113.a). Park in marked stalls only. There is a $20 fee for lost or additional permits.
   - Parking spaces designated "Car Pool" are for staff car-poolers 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) 265-8669. (See: CVC Section 21113(A)).
4. Any vehicle traffic or vehicle parked on campus fire roads without the specific consent of the Sheriff Department, will be cited per CVC Section 22500.1.
5. "ONE DAY" parking permits are only valid at the Stadium Lot, Level 6 of Parking Structure 3 on Cesar Chavez, and Level 5 of Parking Structure 4 on Collegian for $2.00 per day. Daily permits are only valid at the Stadium Lot and top levels of both parking structures.
   - All parking rules and regulations will be strictly enforced, 24 hours a day, (Monday - Saturday).
   - Motorcycles and open-top vehicles: There is no designated motorcycle parking area. Please park in a regular un-marked parking stall. Permits need not be displayed for motorcycles or open-top vehicles, however, a valid permit is required and must be registered at the Sheriff's office every semester.
   - Lost permits: A new permit must be purchased at the Fiscal Office while supplies last.
6. No overnight parking without approval from the Sheriff's Department.

There is a two-week grace period at the beginning of the Fall and Spring semesters. There is a one-week grace period for the first Summer session only. Citing will begin immediately following the respective time period. 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.

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 a parking permit and park in the designated student lots.
4. Student parking permits must be renewed every semester.

STUDENT ACTIVITIES – STUDENT CENTER

F5

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

The Student Center is open between 8:00 a.m. and 7:00 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, free speech, vendors 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) 265-8389.

QUALIFICATION FOR ASU OFFICERS

Administrative Procedures AP 5410 pertains to elected Associated Student Union (ASU) officers appointed to elected positions and heads of ASU Standing Committees. Administrative Procedures AP 5410 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 GPA of 2.0 at the college/district during the semester in which the student government office is applied for and held.
   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 Procedures AP 5410.

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/they serve 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 Executive 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 40 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, (323) 265-8742.

CLUBS ON CAMPUS

Administration of Justice (AJ)
American Sign Language Club
Automotive Technology Club (ATC)
Burmese Club
Business Club
Business and Entrepreneurship Club
Christians on Campus (COC)
Economic Student Association (ESA)
ELAC ESL Club
ELAC Game
ELAC Pep Squad
ELAC Puente
ELAC Students for Political Awareness (ESPA)
Engineering (e-Club)
- American Society of Mechanical Engineers (ASME)
- Biomedical Engineering Club (BMEC)
- Civil Engineering & Environmental Student Organization (CEESO)
- Computer Science Engineering Club (CSE)
- ELAC Surveying Society (ES)
- Robotics Club
- Society of Hispanic Professional Engineers (SHIPE)
- Women Engineers @ ELAC (WE@ELAC)

English Club
Faith, Hope and Love Club
Future Alumni Leadership Club
Gender and Sexuality Alliance Club
International Students Club (ISC)
History Circle Club
Honors Club
Husky Computer Club
Husky Transfer Club
Law and Society Club
MECHA
Model United Nations Club
Musicians Uniting Students at ELAC (MUSE)
Pathway to Law Club
Performance Eat Club
Philosophy Club
Psi Beta Honor Club
Physical Therapy Aide Club
Psychology Club
Respiratory Therapy Club
Rhythm Club
Statistics Club
Sociology Club
Students Against Substance Abuse (SASA)
Student Pop Up Club
Veterans Club
Vision Club
Womens Club

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 Policy 2015 and Board Policy 2105 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 at (323) 265-8742 concerning Board Policy 2015 and Board Policy 2105.

CULTURAL ACTIVITIES

DANCE

The East Los Angeles College Let's Dance Company (LDC) consists of passionate, committed, and talented young women and men. LDC represents a diverse group of prestigious dancers with multi-cultural backgrounds who obtain a common goal to grow and prosper by taking an enthusiastic approach to learning, bonding, and gathering memorable experiences. Many of our Let's Dance Company alumni are teaching dance in community services, recreation, and after school programs everywhere in our service area. Some of our dancers are dancing in Community Theater, on Cruise Lines, and even on Broadway! The ELAC Dance Department has performance opportunities each semester in the Recital Hall, in the community, and the Let's Dance Company has even

performed in European performance tours. The S2 Dance Building houses two of the largest smart classrooms for dance technique classes in Southern California, and we also share a beautiful 350-seat recital hall in our building with Music. For more information about Dance at ELAC and the LDC, performance information, audition schedules, and ticketing, please call the Director/Chair, Kimberly Rabins, at 323-265-8740.

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, soccer, cross country, and track and field. Sports presently offered for women are badminton, basketball, volleyball, wrestling, soccer, softball, cross country, track and field, swimming, and water polo.

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 have completed 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.

MUSIC

The Music Program offers students the opportunity to perform in various concerts and cultural events each semester. These performances include classical, jazz, folk, rock, Latin, and popular styles performed by vocal and instrumental soloists, small and large ensembles, including chorus, orchestra, jazz band, symphonic band, and pop groups. For further information, or inclusion on the email list, contact (323) 265-8894.

THE VINCENT PRICE ART MUSEUM

The Vincent Price Art Museum (VPAM), located on the campus of East Los Angeles College (ELAC), 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 providing significant exhibitions and a regional showcase for the nine campuses of the Los Angeles Community College District (LACCD) and the greater Los Angeles metropolitan area.

In 1951, Vincent Price, a renowned actor and art collector, began donating artworks from his personal collection to ELAC, establishing the first "teaching art collection" owned by a community college. The Vincent and Mary Grant Price Gallery, as it was known at the time, was founded in 1957. ELAC continues to be one of the few community colleges in the United States with a museum and significant art collection. Over the span of more than six decades, the gallery space has expanded, and the collection has grown to over nine-thousand artworks.

VPAM is now the cornerstone of the performing and visual arts center at ELAC. The 40,000-square-foot museum is located at the corner of Avenida Cesar Chavez and Collegian Avenue, and It features three floors of gallery spaces for scholarly research and development of temporary exhibits and rotating shows curated from VPAM's permanent collection. The collection is housed entirely on-site in a custom-designed basement storage facility with ample space for new artwork acquisitions to further the museum's mission of providing a unique educational resource for the diverse audiences of the college and the LACCD.

THEATER ARTS

ELAC Theater offers a multidisciplinary approach to the study of theater including: Acting, Directing, Voice & Dialects, Stage Management, Costuming, Technical Theater, and Theater in the Community. Our extremely effective teaching and producing structure succeeds by combining academic studies with practical application, and fully involving students in our integrated learning and producing process. We typically produce four mainstage productions, three student produced events, a summer Shakespeare workshop, and a traveling outreach show.

We are committed to providing a holistic, equitable, and supportive approach to student-centered theater training that fosters creativity, challenges artistic exploration, and prepares students for a professional career in the theater. We value collaborative, inclusive, and transformative theater that celebrates the diverse perspectives, cultural backgrounds, and voices of our community and student body.

Our comprehensive program prepares students for a career in theater or for transfer into a four-year degree program. We empower our students with both theory and practice in all aspects of the theatrical process. We emphasize the development of life competency skills which include teamwork, collaboration, problem solving, and critical thinking. For further information, ticket sales, or inclusion on the email list, contact the ELAC Theater Box Office at (323) 415-5034.

PUBLICATIONS

COLLEGE NEWSPAPER

The College newspaper and a newspaper website are published as a learning experience, offered under the College journalism instructional program. The editorial and advertising materials published by the newspaper and website, including any opinions expressed, are the responsibility of the student journalists. 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 yearly catalog and catalog supplement.

SCHEDULE OF CLASSES

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

Students will only be able to enroll in or attempt a course three times. Students who stay in a course past the "no penalty" withdrawal date and then drop it or are excluded, will receive a grade of "W" and have used one of their three attempts.

Any student who has three attempts at any given class, with any combination of "W", "D", or "F" grades, will not be able to register for the class again, and will need to take the class again at a college outside the Los Angeles Community College District.

Students may petition for one more attempt by citing "extenuating circumstances," however, for the most part the only extenuating circumstances that are allowed are military deployment or natural disaster.

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 e-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 20% 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 AND CONDITIONS FOR USE (AP 4230)

Only the symbols in the grading scale given in this section shall be used to grade all courses.

Grades shall be averaged on the basis of the point 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 satisfactory - units awarded not counted in GPA. Has the same meaning as "CR" as that symbol was defined prior to June 30, 2007.) Applies to credit and noncredit courses.	
NP	No-Pass (less than satisfactory - units awarded but not counted in GPA. NP has the same meaning as "NC" as that symbol was defined prior to June 30, 2007.) Applied to credit and noncredit courses.	
SP	Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol.	

(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

I Incomplete

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" and the grade which is assigned in lieu of shall be stated by the instructor in an Incomplete Grade Record.

This record shall be given to the student, with a copy on file in the college Admissions Office until the "I" is made up and a final grade assigned, or when one year has passed.The "I" symbol shall not be used in calculating units attempted nor for grade points. The "I" may be made up no later than one year following the end of the

term in which it was assigned. The student may petition for a time entension due to unusual circumstances.

IP In Progress

The "IP" (In Progress) symbol shall be used only in those courses which extend beyond the normal end of an academic term.It indicates that work is "in progress," but that assignment of a grade must await the course completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The "IP" shall not be used in calculating grade point averages.

RD Report Delayed

The "RD" symbol may be assigned when there is a delay in reporting the grade beyond the control of the student. The "RD" may be assigned by the Dean of Student Services only. It is a temporary notation to be replaced by a permanent symbol as soon as possible.

W Withdrawal

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

No notation ("W" or other) shall be made on the record of a student who withdraws before the census date of the course.

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

After the last day of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty.

Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) which has been authorized in extenuating circumstances shall be recorded as a "W".

For purposes of withdrawal policies, the term "appropriate faculty" means the Instructor of Record for each course in question or, in the event the instructor cannot be contacted, the department chair or equivalent faculty officer.

The "W" shall not be used in calculating units attempted nor for the student's grade point average.

"W's" will be used as factors in progress probation and dismissal.

A "W" shall not be assigned, or if assigned shall be removed from a student's academic record, if a determination is made that the student withdrew from the course due to a discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonally believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

A student may not withdraw and receive a "W" symbol on his or her record more than three times for enrollment in the same course. A student may enroll again in the same course after having previously received the authorized number of "W" symbols in the same course, if a designated college official approves such enrollment after review of a petition filed by a student.

MW Military Withdrawal

"Military Withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be a "MW".

1. Military withdrawals shall not be counted in progress probation and dismissal calculations.
2. MW shall not be counted towards the permitted number of withdrawals.

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

EW Excused Withdrawal

"Excused Withdrawl" occurs when a student must withdraw from a course or courses under circumstances beyond their control. Upon verifiable documentation (i.e. job transfer, illness of family member, incarcerated student, subject to immigration action, chronic or acute illness, accident or natural disaster) a student may petition for an "EW" non-evaluative symbol.

Excused withdrawals shall not be counted in progress probation and dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt.

The student with an approved "EW" grade may file a petition with the District requesting a refund of the enrollment fee unless academic credit has been awarded or they received the California College Promise Grant or a waiver of fees from AB 19 funds.

PASS/NO-PASS OPTION (AP 4232)

A College Curriculum Committee may approve the following grading options for a credit course through the college course approval process, and as denoted on the course outline of record:

Letter-grade only

Pass-no pass grade only

Letter-grade or pass-no pass grade (student choice)

Colleges shall identify in the college catalog all courses that are pass-no pass only, or where a pass-no pass grading option may be selected by the student.

For courses for which students may select a letter grade or pass-no pass grading option, the student shall select the grading option no later than the end of the first 30% of the term.

Assignment of grades of P or NP shall be determined only by the course instructor of record and based on that instructor's course grading policies, provided that a student a grade of P is awarded to students who earn the equivalent of a C or better. A student who is enrolled in a course on the "pass-no pass" basis shall receive both course and unit credit upon satisfactory completion of the course.

The student who is enrolled in a course on a Pass/No Pass basis shall be responsible for completing all course requirements established in the course outline of record and administered by the instructor, and must be evaluated to the same standards of depth and rigor as all students receiving letter grades.

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

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

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:

ADDICST 081
CAOT 133
E.S.L.. . . . . .003A, 003B, 003C, 004A, 004B, 004C
PHOTO 028, 029, 033, 052, 053, 054
PSYCH 043
PUBSERV 150, 152-155, 157, 159, 162, 164, 166-169, 171-173, 175, 177, 179, 181, 202, 204, 224, 226, 228, 232, 233, 236, 237, 238, 240, 243, 245, 247, 249, 251, 252, 258, 260, 262, 280, 281, 287, 288, 290-293, 305, 308, 309, 330-333, 335-338, 340, 342, 343, 346-349, 351, 352, 355, 356, 358, 360, 366, 367, 370-375, 378-384, 393, 394, 399 - 401, 404, 405, 407, 409, 410, 416-418, 421, 423, 431, 432, 435, 437, 446, 447, 449, 450, 452, 458, 459, 476, 480, 484, 490, 491, 496, 504, 505, 525-534, 610-619.
READING 098

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.

ACCTG. 019
ART . . . . . All
BIOLOGY 185, 285, 385
CHINESE. 001
CAOT 185, 285
COUNSEL. . . . . All
ENG GEN 185
ENGLISH. 185
E.S.L. 005A, 005B, 005C, 006A, 006B, 006C, 007B, 008, ...032
FRENCH 001, 002, 003
JAPAN 001
LOGTIC. 101, 102, 103, 104, 105
PHYSICS. . . . . All
SPANISH. 001, 007

ACCEPTANCE OF PASS CREDITS FROM OTHER INSTITUTIONS

All courses and units (including those units earned on a "Pass/No-Pass" basis) used to satisy requirements, including graduation requirements, educational program requirements, and transfer core curriculum requirements, shall be from accredited institutions, unless otherwise specified in this Administrative Procedure.

"Accredited institution" shall mean a United States regionally accredited institution. It shall not mean an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education.

The College President shall establish in consultation with the Academic Senate college protocols for implementing this Administrative Procedure pursuant to BP/AP 2510 Participation in Local Decision-Making.

GRADE CHANGES

GRADE CHANGES (AP 4231)

The Instructor of record for the course shall determine the grade to awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. For purposes of this section, "mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade.

"Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

If the District's grade change process requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to

substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or where the District determines that it is possible that there may have been gross misconduct by the original instructor.

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

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 more than one year from the end of the term in which the course was taken absent extenuating Circumstances; If a college's academic senate has determined that extenuating circumstances apply, then that period of time during which grades may be challenged should be more than one year, such longer period shall apply at that college. Petitions for grade changes should follow the grievance process outlined in AP 5530.

TRANSCRIPTS/VERIFICATIONS

Requests for transcripts or verifications may be obtained in the Admissions and Records Office or online. 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

DEFINITIONS

1. Full-Time Student: a student enrolled in 12 or more graded units in the qualifying semester.
2. Part-Time Student: a student enrolled in 6 to 10.4653 graded units in the qualifying semester.
3. Qualifying Semester: the semester for which the student is considered for the Deans' Honor List.
4. Graded Units: courses in which grades of A, B, C, D, or F were received. Grades of "Pass," "No Pass" and "Incomplete" will not be counted in meeting the unit requirement for the LACCD Deans' or President's Honors List.

A student enrolled in the LACCD shall be placed on Deans' and President's Honor List, under the following conditions:

DEANS' HONOR LIST REQUIREMENTS:

FULL-TIME DEANS' HONOR LIST

Twelve (12) or more graded units completed in the qualifying semester.

1. Grade point average of 3.5 or higher in the qualifying semester.

PART-TIME DEANS' HONOR LIST

Twelve (12) or more cumulative graded units completed in the LACCD.

1. Grade point average of 3.5 or higher in the qualifying semester.
2. All coursework completed in the LACCD will be used in calculating the cumulative grade point average.

PRESIDENT'S HONOR LIST REQUIREMENTS

Students who have appeared on the LACCD's Full-Time or Part-Time Deans' Honor for three or more consecutive semesters will be placed on the President's Honor List.

Transcript Designation: The designation "Dean's Honor List" and "President's Honor List" will be automatically placed on qualifying students' transcripts.

GRADUATION HONORS

"SUMMA CUM LAUDE" REQUIREMENTS:

1. Grade Point Average of 3.9 or higher, and

2. All degree-applicable coursework taken at LACCD colleges, and

3. A minimum of 24 units completed.

"MAGNA CUM LAUDE" REQUIREMENTS:

1. Grade Point Average of 3.7 or higher, and

2. All degree-applicable coursework taken at LACCD colleges.

"CUM LAUDE" REQUIREMENTS

1. Grade Point Average of 3.5 or higher, and

2. All degree-applicable coursework taken at LACCD colleges.

ACADEMIC STANDARDS

ACADEMIC RENEWAL (AP 4240)

Academic renewal is a process intended to facilitate transfer, degree and certificate completion, and removal from academic probation or academic disqualification. The student must meet with a counselor and complete an academic renewal petition. A maximum of 30 semester units may be disregarded under this policy. Final

approval of the petition will be granted by the Vice President of Student Services or designee. Academic renewal is irreversible.

Students may petition at any of the LACCD colleges to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

1 a. Coursework to be disregarded is limited to substandard credit coursework (coursework completed with "D" and "F" grades) in courses not subsequently completed with a "C" or better at the LACCD colleges; and

b. At least one (1) academic term (fall, winter, spring, summer) must have passed since the academic term when the coursework to be disregarded was completed.

2. To qualify for academic renewal, students must have completed credit coursework at a United States regionally accredited institution(s) at any time after the academic term of the coursework to be disregarded as follows:

a. A minimum of the equivalent of 12 credit semester units in a term with a 2.0 grade point average; or

b. A minimum of the equivalent of 12 credit semester units in two or more consecutive terms with a 2.0 grade point average.

For the purposes of this procedure:

1. Completed credit coursework means only courses for which credit evaluative grading symbols are awarded, as defined in AP 4230 Grading and Academic Record Symbols, or the equivalent credit evaluative grading symbol awarded by external institutions

2. All coursework completed in a term(s) must be used when calculating the required minimum 2.0 grade point average, even if the units exceed the minimum of 12 credit semester units. (See Appendix A for examples)

3. Coursework previously applied towards a degree, certificate of achievement or CSUGE/IGETC certification cannot be academically renewed.

If granted, academic renewal shall result in:

1. Eliminating up to 30 semester units of credit coursework taken within the Los Angeles Community College District from consideration in the student's cumulative grade point average, and

2. Annotating the student academic record to note which courses have been removed through academic renewal. Academic renewal actions are irreversible.

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

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

The District Academic Senate shall establish standards and guidance for implementing this procedure (See AP 4240 Appendix A).

COURSE REPETITION TO REMOVE A SUBSTANDARD GRADE

When a student repeats a course designated as repeatable to alleviate substandard academic work (a "D," "F," "FW," "NP," or "NC"), the previous grade and credit shall be disregarded in the computation of grade point averages. No more than two repetitions of a given course to alleviate substandard grades are allowed, except that a third repetition may be permitted with the approval of the College President or designee provided that apportionment is not claimed for that third repetition.

For the first, second, and when permitted, the third repetition of a course where a substandard grade was awarded, the highest grade earned shall be used when computing the student's cumulative grade point average.

COURSE REPETITION: FOURTH ATTEMPT OR MORE

A student may enroll and receive an evaluative symbol of "D", "F" or "NC", or "NP" and/or a non-evaluative symbol of "W" in the same credit course a maximum of three times. Title 5 Regulation 55024 allows a district to establish a petition process for students attempting this same course a fourth time due to extenuating circumstances.

Extenuating Circumstances. According to Board Rule 6701.10, "Extenuating circumstances may include, but are not limited to, verified cases of accidents, illness, military service, significant lapses of time, changes in program or major, or other circumstances beyond the control of the student."

Filing periods: (Fourth Attempt Petitions will be considered for spring/fall semesters only).

- Spring semester: October 1 to December 1
- Fall semester: April 1 to June 1

REPETITION OF COURSES IN WHICH A SATISFACTORY GRADE WAS RECORDED

a. Extenuating Circumstances - Repetition of courses for which a satisfactory grade ("A", "B", "C", "CR", "P") has been recorded shall be permitted only upon advance petition of the student and with the written permission from the College President, or designee, based on a finding that extenuating circumstances exist which justify such repetition. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. At the student's option, the previous grade for the course repeated may be disregarded in calculating the student's GPA. Only one repetition for a course due to extenuating circumstances is permitted.

b. Significant Lapse of Time - Repeating a course due to significant lapse is permitted if the college has established a recency prerequisite for a course or program, or an institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course. Significant lapse of time is defined as no less than 36 months since the most recent grade was awarded (See AP 4228 Course Repetition – Significant Lapse of Time) At the student's option, the previous grade for the course

repeated may be disregarded in calculating the student's GPA. Only one repetition for a course due to extenuating circumstances is permitted

c. Legally Mandated Training - When such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, such courses may be repeated for credit any number of times, and the grade received each time shall be included for purposes of calculating the student's grade point average. The college shall establish protocols requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to this subsection.

d. Changes to Industry or Licensure Standards - Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times, and the grade received each time shall be included for purposes of calculating the student's grade point average. The college shall establish protocols requiring students to certify or document that course repetition is necessary due to a significant change in industry or licensure standards pursuant to this subsection.

e. Cooperative Work Experience - Students may repeat a cooperative work experience course pursuant to District policy any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a). The grade received each time shall be included for purposes of calculating the student's grade point average.

f. Students with Disabilities - Students with verified disabilities may repeat a special class for students with disabilities any number of times when an individual determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029. At the student's option, previous grades and credits may be disregarded in computing the student's grade point average each time the course is repeated.

DUPLICATIVE CREDIT

Duplicative credit in non-repeatable courses shall not be used towards the 60 units required for graduation regardless of whether or not the student petitioned to have the transcript annotated.

OUTSIDE COURSEWORK

Successful completion of coursework at regionally accredited institutions may be used to alleviate a substandard grade for an equivalent course taken in the District. Course equivalency shall be determined by appropriate faculty at each college.

ANNOTATION OF ACADEMIC RECORDS

Courses that are repeated under this section shall be recorded on the student's permanent academic record using an appropriate symbol, and the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

FINALITY OF ASSIGNED GRADES

Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.

COLLEGE PROTOCOLS

College protocols for enacting all provisions of this Administrative Procedure shall be developed in accordance with the provisions of Academic Senate and Board of Trustees Shared Governance Policy (see BP/AP 2510 Participation in Local Decision-Making). At a minimum, the college protocols shall include the processes for student petitions and require that all petitions are reviewed by the College President or designee.

AUDITING CLASSES (AP 4070)

1. Persons who wish to audit a class must:

a. Complete an application and be authorized to register in the college.

b. Obtain the permission of the instructor of the class and agree that any participation in class activities by a student auditor will be solely at the discretion of the instructor, who may provide the auditor a written statement of the extent of participation allowed beyond observation.

c. Pay an audit fee of $15 per unit.

1. Students enrolled in ten or more credit units shall not be charged a fee to audit three or fewer semester units.

2.Students who drop below the ten units of credit classes within the first two weeks will be subject to the audit fee.

d.Pay for instructional materials or other services which the student auditor uses in the class. (See Materials Fee List).

ACCEPTANCE AND EVALUATION OF EXTERNAL COURSE WORK (AP 4051)

CREDIT FOR COURSEWORK COMPLETED AT UNITED STATES REGIONALLY ACCREDITED POSTSECONDARY INSTITUTIONS

EVALUATION OF EXTERNAL CREDIT - GENERAL PRINCIPLES

Students may use courses completed at other United States Regionally Accredited postsecondary institutions, including the LACCD colleges, to complete requirements for degrees, certificates, general education, and graduation competency through the college course substitution process. Course substitutions are made at the discretion of the faculty, and the following general principles shall be applied. See Appendix A – Guidance for Determining US Regional Accreditation Status.*

LACCD LOCAL ASSOCIATE DEGREE MAJOR AND CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

Course substitutions and/or waivers of major/area of emphasis course requirements for local degrees and certificates, excluding IGETC and CSUGE certificates, are solely at the discretion of academic department faculty, or their designee (e.g. the college Articulation Officer).

LACCD courses with the same subject, number and title shall be deemed equivalent for purposes of satisfying local degree major and certificate requirements; excluding IGETC and CSUGE certificates.

Courses from another college approved through the Course

Identification Numbering System (C-ID) with the same C-ID number as the LACCD college course shall be applied as equivalent for the purposes of satisfying local degree major and certificate requirements; excluding IGETC and CSUGE certificates.

ASSOCIATE DEGREE FOR TRANSFER (ADT) MAJOR REQUIREMENTS

Course substitutions for major requirements for Associate Degrees for Transfer must be reviewed and approved by the college Articulation Officer, in consultation with discipline faculty as appropriate. When applying externally completed coursework towards Associate Degree for Transfer major requirements, the Los Angeles Community College District Academic Senate Associate Degree for Transfer (ADT) Reciprocity Guidelines shall be used (see Appendix B*). The District Academic Senate shall from time to time review and revise, as needed, the ADT reciprocity guidelines.

GENERAL EDUCATION AND GRADUATION COMPETENCY

Substitution of coursework required to meet any general education requirements, including the CSUGE and IGETC Certificates of Achievement, the Interstate Passport and graduation competencies, is solely at the discretion of the counseling faculty or Articulation Officer, as established in college protocols.

ACCEPTANCE OF COURSES TO MEET LACCD ASSOCIATE DEGREE GENERAL EDUCATION REQUIREMENTS AND GRADUATION COMPETENCY REQUIREMENTS

All colleges within the LACCD will accept degree-applicable coursework completed at other colleges, including the LACCD colleges, for the purpose of satisfying the LACCD Associate Degree general education plan, and graduation competency, and unit (elective) credit using the following guidelines:

Coursework must be determined to be degree-applicable by the originating institution.

A student must submit official transcripts from the originating institution consistent with current Board policy.

Students may receive credit for the following:

LACCD General Education Plan - The college will honor each course in the same or comparable general education area in which the originating institution placed each course. Equivalency to an LACCD course is not required and does not prohibit application of the course to an alternative general education area if deemed beneficial to the student.

Courses taken at the originating institution that do not appear on that college's general education pattern will be applied to an LACCD general education area based on course content equivalency to a general education course offered at an LACCD campus.

Applicability of courses to the LACCD General Education Plan shall be the responsibility of Counseling Faculty or the Articulation Officer.

LACCD Competency Requirements

External coursework may be used to satisfy the LACCD Graduation Competency requirements, per the requirements of AP 4100.

A minimum grade of C- is required in each course used to fulfill the Written Expression and Mathematics Competency requirement.

LACCD unit (elective) credit. There is no maximum on the number of units that may be applied to local associate degrees. The LACCD residency requirement must still be met (see AP 4100).

CSUGE-BREADTH AND IGETC CERTIFICATION

Coursework taken at other institutions may be applied towards meeting CSUGE-Breadth and/or IGETC requirements.

Application of coursework taken at other institutions towards CSUGE-Breadth and/or IGETC is solely at the discretion of counseling faculty or the Articulation Officer, consistent with the requirements of CSU Executive Orders 1100 and the most recent IGETC Standards.

The use of upper-division coursework on the IGETC and CSU GE is governed by the University of California and California State University systems, per the most recent IGETC Standards and CSU Executive Order 1100.

ACCEPTANCE OF UPPER-DIVISION COURSEWORK TO MEET ASSOCIATE DEGREE, CERTIFICATE, LACCD GENERAL EDUCATION, AND GRADUATION COMPETENCY REQUIREMENTS

Upper division courses may be applied to LACCD general education area(s), local associate degree major and certificate requirements, based on content equivalency.

The use of upper-division coursework on the IGETC and CSU GE is governed by the University of California and California State University systems, per the most recent IGETC Standards and CSU Executive Order 1100.

3.Upper division courses in math or English composition may be used to satisfy the graduation competency requirements for the Associate Degree.

4.The Los Angeles Community College District Academic Senate Associate Degrees for Transfer (ADT) Reciprocity Guidelines will be used when considering applying upper division coursework towards meeting ADT major requirements (see Appendix B*).

CREDIT FOR COURSES TAKEN AT INTERNATIONAL INSTITUTIONS OF HIGHER LEARNING

Students may request that credit for courses taken at International Institutions (non-United States Regionally Accredited Institutions) be applied towards meeting LACCD local Associate Degree major requirements, certificate of achievement requirements, LACCD general education requirements, and graduation competency requirements. Note: There are International Institutions that hold United States Regional Accreditation (see Appendix A*). Coursework from these institutions will be accepted per the guidelines in Section 1. Approved evaluations of international coursework are only applicable to LACCD requirements and may not meet the requirements of other colleges and universities.

Students petitioning for credit must provide comprehensive, detailed, course by course evaluation of their transcripts completed by an independent transcript evaluation service approved by the California Commission on Teacher Credentialing. The evaluation must indicate that the coursework is equivalent to associate level coursework or higher from a United States Regionally Accredited Postsecondary Institution.

ACCEPTANCE OF INTERNATIONAL COURSEWORK TO MEET LACCD ASSOCIATE DEGREE GENERAL EDUCATION REQUIREMENTS AND GRADUATION COMPETENCY REQUIREMENTS

LACCD General Education Plan, excluding Area B1 American Institutions. Coursework shall be evaluated for applicability to the general education areas by Counseling faculty or Articulation Officer.

LACCD Graduation Competency requirements. Coursework shall be evaluated by Counseling faculty or Articulation Officer:

Mathematics competency may be met with international coursework upon evaluation.

Written Expression competency may only be met with coursework from a United States regionally accredited institution. Written Expression may not be met with international coursework.

ACCEPTANCE OF INTERNATIONAL COURSEWORK TO MEET LACCD LOCAL ASSOCIATE DEGREE MAJOR AND CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

Course substitutions of major/area of emphasis course requirements for local degrees and certificates, are solely at the discretion of academic department faculty, or their designee (e.g. the college Articulation Officer).

INTERNATIONAL COURSEWORK AND ASSOCIATE DEGREE FOR TRANSFER (ADT) MAJOR REQUIREMENTS

Coursework completed at International Institutions (non-United States Regionally Accredited) may not be applied towards ADT major requirements per the Los Angeles Community College District Academic Senate Associate Degree for Transfer (ADT) Reciprocity Guidelines (see Appendix B*).

INTERNATIONAL COURSEWORK AND CSUGE-BREADTH AND IGETC CERTIFICATIONS

Coursework completed at International Institutions (non-United States Regionally Accredited) may not be applied towards CSUGE-Breadth and IGETC certifications per CSU EO 1100 and the IGETC Standards (exception per the IGETC Standards: IGETC Area 6A: Language Other Than English).

COLLEGE PROTOCOLS

College protocols for enacting all provisions of this Administrative Procedure shall be developed in accordance with the provisions of Academic Senate and Board of Trustees Shared Governance Policy (see BP/AP 2510 Participation in Local Decision-Making). At a minimum the protocols shall establish a petition process that is consistent with the requirements of this Administrative Procedure and of AP 5111 Petitions for Degrees and Certificates.

CREDIT FOR PRIOR LEARNING (AP4235)

I. BACKGROUND

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

a. Achievement of a satisfactory score on an Advanced Placement (AP) examination

b. Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination

c. Achievement of a satisfactory score on the College Level Examination Program (CLEP)

d. Credit for Military Service/Training

e. Achievement of an examination administered by other agencies approved by the district

f.Evaluation of industry-recognized credential documentation

g. Evaluation of student-created portfolios

h. Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog

II.DETERMINATION OF ELIGIBILITY FOR CREDIT FOR PRIOR LEARNING

a. The student must be in good standing in the District

b. The student must have previously earned credit or non-credit from the District or be currently registered in the District

c. Current students must have an education plan on file

d. The course is listed in the current college catalog

e. The student is not currently enrolled in the course to be challenged

f. Credit by Examination:

i. The student is registered in the District and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department)

ii. Credits acquired by examination are not appli cable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.

g. Except for the requirement that credits acquired by through assessment of Credit for Prior Learning shall not be counted in determining the 12 semester hours of credit in residence required for an associate's degree, there is no limit to the number of semester hours of credit that may be earned through assessment of Credit for Prior Learning.

III. PRIOR LEARNING ASSESSMENT GRADING PROCEDURES

a. Grading shall be according to the regular grading system in accordance with BP/AP 4230 Grading and Academic Record Symbols

b. Students shall be offered a "Pass/No Pass" option, in accordance with AP 4232 Pass/No Pass Grading Option, if that option is ordinarily available for the course

c. Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to AP 4230 Grading and Academic Record Symbols, and AP 4231 Grade Changes

IV. PRIOR LEARNING ASSESSMENT STANDARDS

a. One or more than one method of assessment of Credit for Prior Learning may be used for a single course.

b. For each assessment method, and for each course, the appropriate discipline faculty in a department shall establish common department standards and grading criteria for evaluating Credit for Prior Learning, with the following additional requirements:

i. Industry Recognized Credentials: A department-approved list of industry recognized credentials aligned with department courses and the resulting credit awarded for each course shall be created and kept on file with the department, Admissions and Records Office, and the Office of Academic Affairs.

ii. Portfolio Assessment: A department approved portfolio assessment rubric established by the appropriate discipline faculty for the course is on file with the department and the Office of Academic Affairs.

iii. Credit by Examination: For courses for which Credit by Examination is offered, the appropriate discipline faculty in a department shall develop a single common depart ment examination instrument with common grading cri teria established for each course.

c. Fees: Fees shall not be charged for students seeking course credit using Credit for Prior Learning (BP 5030 Fees).

d. Transcription of Credit for Prior Learning: The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.

e. Publication of Eligible Courses: All courses eligible for Credit for Prior Learning and the assessment methods available for each course, as determined by the college Curriculum Committee, shall be identified in the college catalog, the schedule of classes, and the college website. The publications shall include information and instructions for students who wish to pursue Credit for Prior Learning. The Vice President of Academic Affairs or designee shall ensure the accuracy of the Credit for Prior Learning information provided in all official college publications.

V. ADVANCED PLACEMENT:

See AP 4236 on Advanced Placement Credit

VI. INTERNATIONAL BACCALAUREATE:

See AP 4237 on International Baccalaureate Credit

VII. College Level Examination Program: See AP 4238 on College Level Examination Program Credit

VIII. CREDIT FOR MILITARY SERVICE/TRAINING

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

a. The student shall complete the college Credit for Prior Learning assessment petition

b. Official transcripts must be on file in the Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.

c. Credit course equivalency shall be determined by the faculty of the appropriate discipline through appropriate college processes.

IX. INDUSTRY RECOGNIZED CREDENTIALS

Students interested in Credit for Prior Learning using industry recognized credential(s)shall receive credit as recommended by the appropriate department chair or faculty designee

a. The student shall complete the college Credit for Prior Learning assessment petition

b. The Admissions and Records Office shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate department chair or faculty designee

c. If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:

i. The student shall meet with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment

ii. The student submits all industry recognized credential documents to the department chair or faculty designee for assessment of prior learning

iii. If the department chair or faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to the Admissions and Records Office to be kept on file and recorded on the student transcript

d. The department shall annually review and update as needed its list of industry-recognized credentials.

X. STUDENT-CREATED PORTFOLIO ASSESSMENT

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

a. The student shall complete the college Credit for Prior Learning assessment petition

b. The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment

c. The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning

d. If the department chair or faculty designee determine the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Admissions and Records Office to be kept on file and recorded on the student transcript

XI. CREDIT BY EXAMINATION

Credit by Examination is a form of Credit for Prior Learning assessment in which a student completes a department course examination in lieu of completing the course. The format, content, and grading criteria of common department course examinations is determined solely by the appropriate discipline faculty in the department. Because credit by examination is an alternative method for awarding credit for a course, it is required that the examination fully address the course content and objectives, including any laboratory or activity components of a course, such that satisfactory completion of the examination is equivalent to satisfactory completion of the course.

In order to permit students to demonstrate that they have the knowledge and/or skills to meet the objectives of a course through knowledge and/or skills gained through prior experiences, students may earn course credit by receiving grade on an examination developed and administered by the appropriate instructional department/program. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination.

The Department chair or faculty designee shall determine whether or not a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of the student's previous course work and/or experience. Students wishing to take a course through Credit by Examination are strongly encouraged to informally discuss the matter with the department chair or faculty designee and instructor prior to initiating the formal process. If the student decides to pursue Credit by Examination, the Petition for Credit by Examination must be completed prior to the end of the semester or session for which credit is being sought.

The college will award credit for the completion of the appropriate department examination administered and graded by the appropriate departmental faculty, in lieu of completion of a course listed in the college catalog. The student shall be given the opportunity to accept, decline, or appeal the grade.

a. Basic Procedure - Upon completion of an education plan, students interested in Credit for Prior Learning using Credit by Examination shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances described in the following basic procedures for administering Credit by Examination:

i. The student shall complete the Credit for Prior Learning assessment petition form.

ii. The student meets with the department chair or faculty designee for further instructions for Credit by Examination.

iii. If the department chair or faculty designee determines that the student is eligible for Credit by Examination, the department chair or faculty designee will work with the student to make a mutually agreeable appointment to complete the examination.

iv. If the department chair or faculty designee determine the Credit by Examination assessment completed by the student measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade and forward to the Records office to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the department/program for three years.

b. Credit by Examination Procedures for Articulated High School and Adult Education Consortium Classes

College credit may be earned for articulated high school and adult education consortium courses, pursuant to AP 4052. In all cases, credit by examination assessment shall be used to award course credit using the credit by examination requirements established in this Administrative Procedure and the following process:

i. Students shall complete the college petition for adult education and high school Credit by Examination. The petition shall be forwarded to the appropriate Division/Department for approval.

ii. In order for an adult education or high school student to earn course and unit credit for degree-applicable courses offered by a District college, the student must:

1. Complete an adult education or high school course articulated with a degree-applicable credit course offered by the college during the period which approved articulation agreements are in force.

2.The student must meet all other eligibility requirements for Credit by Examination stated in this Administrative Procedure.

3.Complete the Credit by Examination assessment process and earn the minimum grade requirement stated in the articulation agreement.

4.Meet all other requirements pursuant to AP 4052.

iii. A letter grade will be assigned, and the course will be identified as Credit by Examination on the transcript in accordance with the official final grade received for the full term of the course being petitioned for college credit. Once assigned, a grade is not reversible, except that it may be appealed pursuant to AP 5530 Student Rights and Grievances. The letter grade will be posted on the transcript in the semester the petition was approved.

iv. Students who are unsuccessful in obtaining the required minimum grade or better will not be granted credit for the articulated college course, and no record of the attempt for Credit by Examination will appear on a student's transcript.

v. The enrollment fee for Credit by Examination will not be charged for credit awarded under this provision (see BP 5030 Fees).

XII. COLLEGE PROTOCOLS

College protocols for enacting all provisions of this Administrative Procedure shall be developed in accordance with the provisions of Academic Senate and Board of Trustees Shared Governance Policy (see BP/AP 2510 Participation in Local Decision-Making).

THE FOLLOWING COURSES MAY BE TAKEN BY EXAM:

ADM JUS . . . .001, 002, 003, 004, 005, 006, 014, 049, 067, ...075, 160
ARC 161, 170, 172
AUTOMO 101
CAOT 031, 033, 034
HEALTH. 007, 011, 012
KIN MAJ 106, 109
LOGTIC. 101, 102, 103
NURSING 265, 266, 267, 268, 269, 270, 271, 272, 275
PHOTO 010, 017, 032, 047
PUBSERV 103, 105, 493
THEATER. 283

ADVANCED PLACEMENT CREDIT (AP 4236)

Credit for Prior Learning includes external examinations (AP, CLEP, and IB), Military Credit, and Credit by Exam.

1. COURSE EQUIVALENCY

Course Equivalency for the local Associate of Arts and Associate of Science Degrees Major Requirements and Certificates of Achievement Requirements

Faculty with the appropriate discipline expertise may establish criteria for granting course equivalencies for Advanced Placement (AP) exams. Course equivalency for AP exams toward satisfying major requirements for local Associate Degrees and Certificates of Achievement shall be granted only if criteria have been established by the appropriate discipline faculty and shall be based solely on the established criteria. At a minimum the criteria shall require that the student has earned a score of 3, 4, or 5. All course equivalencies and criteria shall be published in the college catalog. Discipline faculty are encouraged to use the AP scores and course equivalencies provided in Appendix B for guidance.

The granting of course equivalency does not determine the amount of unit credit awarded. The amount of unit credit awarded for each AP exam is stated in Appendix A.

2. USE OF AP EXAMS FOR MEETING LACCD GENERAL EDUCATION REQUIREMENTS AND GRADUATION COMPETENCY REQUIREMENTS FOR THE LOCAL ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREES

Advanced Placement (AP) Exams shall be used toward meeting General Education requirements and Graduation Competency for the Associate of Arts and Associate of Science Degrees, as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates.

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

3. USE OF AP EXAMS FOR MEETING ASSOCIATE DEGREE FOR TRANSFER MAJOR REQUIREMENTS.

Advanced Placement (AP) Exams shall be used toward meeting Associate Degree for Transfer major requirements as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates.

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

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

4. AP UNIT CREDIT

For the purpose of granting unit credit applicable to the minimum of 60 units required for the local Associate degree and the Associate Degree for Transfer, the LACCD shall follow the guidelines for Advanced Placement credit set by the American Council on Education:

In general, the recommended minimum number of semester hours from ACE corresponds to the status of the corresponding high school AP course:

3 semester hours are recommended in the case of a half-year course 6 semester hours for most full-year courses

8 semester hours for some of the mathematics, sciences, and foreign languages

5. CSU GE BREADTH AND IGETC

The use of Advanced Placement exams on the California State University General Education Breadth (CSU GE Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC) plans is determined by the University of California and California State University systems respectively. Refer to the current IGETC Standards and the current CSU Executive Order 1100 on external exams for applicability to the IGETC and CSU GE Breadth areas.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) CREDIT (AP 4238)

1. COURSE EQUIVALENCY FOR THE LOCAL ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREES MAJOR AND CERTIFICATES OF ACHIEVEMENT REQUIREMENTS

Faculty with the appropriate discipline expertise may establish criteria for granting course equivalencies for College-Level Examination Program (CLEP) exams.

Course equivalency for CLEP exams toward satisfying major requirements for local Associate Degrees and Certificates of Achievement, shall be granted only if criteria have been established by the appropriate discipline faculty and shall be based solely on the established criteria. At a minimum the criteria shall require that the student has earned a score of 50 or higher on exam as stated in Appendix A. All course equivalencies shall be published in the college catalog.

The granting of course equivalency does not determine the amount of unit credit awarded. The amount of unit credit awarded for each CLEP exam is stated in Appendix A.

2. Use of CLEP exams for meeting LACCD General Education Requirements and Graduation Competency Requirements for the local Associate of Arts and Associate of Science Degrees.

CLEP Exams shall be used toward meeting LACCD General Education requirements and Graduation Competency for the local Associate of Arts and Associate of Science Degrees, as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates

Students must receive a passing score (50) on most CLEP exams, except Foreign Language level 2 exams which require a higher score as noted in Appendix A.

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

The college should award credit for the exam that most benefits the student.

3. USE OF CLEP EXAMS FOR MEETING ASSOCIATE DEGREE FOR TRANSFER MAJOR REQUIREMENTS.

CLEP exams may not be used to satisfy Associate Degree for Transfer major requirements.

4. CLEP UNIT CREDIT

For the purpose of granting unit credit applicable to the minimum of 60 units required for the Associate degree, the LACCD shall follow the guidelines for CLEP credit set by the American Council on Education:

3 semester hours are recommended in the case of a half-year course. 6 semester hours for most full-year courses.

9 semester hours for Level 2 Foreign Lanague exams equivalent to four semesters of college level foreign langauge course work.

5. CSU GE BREADTH AND IGETC

The use of CLEP exams on the California State University General Education Breadth (CSU GE Breadth) is determined by California State University. Refer to the current CSU Executive Order 1036 on external exams for details.

The use of CLEP exams on the IGETC is not permitted as determined by the University of California. Refer to the current IGETC Standards for details.

INTERNATIONAL BACCALAUREATE CREDIT (AP 4237)

This regulation defines the International Baccalaureate Diploma and the conditions under which the District will accept it for the purposes of award/annotate credit, equivalency or competency in student records.

REQUIREMENTS:

1. COURSE EQUIVALENCY FOR LOCAL ASSOCIATE DEGREES MAJOR AND CERTIFICATES OF ACHIEVEMENT REQUIREMENTS

Faculty with the appropriate discipline expertise may establish criteria for granting course equivalencies for International Baccalaureate (IB) exams. Course equivalency for International Baccalaureate (IB) exams toward satisfying major requirements for local Associate Degrees and Certificates of Achievement shall be granted only if criteria have been established by the appropriate discipline faculty and shall be based solely on the established criteria. At a minimum the criteria shall require that the student has earned the minimum exam score stated in Appendix A. All course equivalencies shall be published in the college catalog.

The granting of course equivalency does not determine the amount of unit credit awarded. The amount of unit credit awarded for each IB exam is stated in Appendix A.

2. USE OF IB EXAMS FOR MEETING LACCD GENERAL EDUCATION REQUIREMENTS AND GRADUATION COMPETENCY REQUIREMENTS FOR THE ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREES

IB Exams shall be used toward meeting LACCD General Education requirements and Graduation Competency for the local Associate of Arts and Associate of

Science Degrees, as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates.

Students must receive a minimum score of 4 on most IB exams; other exams may require a score of 5 as noted in Appendix A.

Credit will only be given for Higher Level (HL) exams. No credit is given for Standard Level (SL) exams.

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

3. USE OF IB EXAMS FOR MEETING ASSOCIATE DEGREE FOR TRANSFER MAJOR REQUIREMENTS. ASSOCIATE DEGREE FOR TRANSFER MAJOR REQUIREMENTS MAY BE SATISFIED WITH IB EXAM COURSE EQUIVALENCY AS DEFINED IN SECTION 1.

4. IB UNIT CREDIT

For the purpose of granting unit credit applicable to the minimum of 60 units required for the Associate degree, the LACCD shall follow the guidelines for IB credit set by the International Baccalaureate Organization:

Students can receive a score of 1 (poor or elementary) to 7 (excellent) for each subject studied. Universities and colleges typically expect individual HL subject scores to be a minimum of 4 (satisfactory) or sometimes 5 (good) for credit consideration.

5. CSU GE BREADTH AND IGETC

The use of International Baccalaureate exams on the California State University General Education Breadth (CSU GE Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC) Plans is determined by the University of California and California State University systems respectively. Refer to the current IGETC Standards and the current CSU Executive Order 1036 for applicability to the IGETC and CSU GE Breadth areas.

LACCD AP 4236 ADVANCED PLACEMENT EXAMS CREDIT APPENDICES
APPENDIX A: UNIT CREDIT/LACCD GENERAL EDUCATION AREA/GRADUATION COMPETENCY

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD AA/AS/ADT	SEMESTER UNITS APPLIED TOWARD LACCD GE REQUIREMENTS	ASSOCIATE DEGREE GE AREA FULFILLED AP 4100	GRADUATION COMPETENCY REQUIREMENT FULFILLED AP 4100
2-D Art and Design	3, 4, 5	3	3	Area C: Humanities	
3-D Art and Design	3, 4, 5	3	3	Area C: Humanities	
Art History	3, 4, 5	6	3	Area C: Humanities	
Biology	3, 4, 5	6	3	Area A: Natural Science	
Calculus AB	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied
Calculus BC	3, 4, 5	6	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied
Calculus BC/AB Sub-score	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied
Chemistry	3, 4, 5	6	3	Area A: Natural Science	
Chinese Language and Culture	3, 4, 5	6	3	Area C: Humanities	
Comparative Government and Politics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences	
Compuer Science A	3, 4, 5	3	NA		
Computer Science Principles	3, 4, 5	6	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied
Drawing	3, 4, 5	3	3	Area C: Humanities	
English Language and Composition	3, 4, 5	6	3	Area D1: English Composition	Reading and Written Expression Competency Satisfied
English Literatureand Composition	3, 4, 5	6	3	Area C: Humanities or Area D1: English Composition	Reading and Written Expression Competency Satisfied
Environmental Science	3, 4, 5	4	3	Area A: Natural Science	
European History	3, 4, 5	6	3	Area B2: Social and Behavioral Sciences or Area C: Humanities	
French Language and Culture	3, 4, 5	6	3	Area C: Humanities	
German Language and Culture	3, 4, 5	6	3	Area C: Humanities	
Human Geography	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences	
Italian Language and Culture	3, 4, 5	6	3	Area C: Humanities	
Japanese Language and Culture	3, 4, 5	6	3	Area C: Humanities	
Latin	3, 4, 5	6	3	Area C: Humanities	
Macroeconomics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences	
Microeconomics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences	
Music Theory	3, 4, 5	3	3	Area C: Humanities	
Physics 1	3, 4, 5	4	3	Area A: Natural Science	
Physics 2	3, 4, 5	4	3	Area A: Natural Science	
Physics C (Mechanics)	3, 4, 5	4	3	Area A: Natural Science	

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD AA/AS/ADT	SEMESTER UNITS APPLIED TOWARD LACCD GE REQUIREMENTS	ASSOCIATE DEGREE GE AREA FULFILLED AP 4100	GRADUATION COMPETENCY REQUIREMENT FULFILLED AP 4100
Physics C (Electricity and Magnetism)	3, 4, 5	4	3	Area A: Natural Science	
Psychology	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences	
Precalculus	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied
Seminar	3, 4, 5	3	0	N/A	
Spanish Language and Culture	3, 4, 5	6	3	Area C: Humanities	
Spanish Literature and Culture	3, 4, 5	6	3	Area C: Humanities	
Statistics	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied
United States Government and Politics	3, 4, 5	3	3	Area B1: American Institutions	
United States History	3, 4, 5	6	3	Area B1: American Institutions or Area C: Humanities	
World History: Modern	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences or Area C: Humanities	

APPENDIX B: LACCD ADVANCED PLACEMENT (AP) COURSE CREDIT FOR ASSOCIATE OF ARTS, ASSOCIATE OF SCIENCE, ASSOCIATE DEGREE FOR TRANSFER (ADT) MAJOR REQUIREMENTS AND CERTIFICATE OF ACHIEVEMENT MAJOR REQUIREMENTS

AP EXAM	SCORE	TOTAL SEMESTER UNITS AWARDED	LACCD COURSE
2-D Art and Design	3, 4, or 5	3	ART 501
3-D Art and Design	3, 4, or 5	3	ART 502
Art History	3, 4, or 5	6	ART 101; ARTHIST 110
Biology	3, 4, or 5	6	BIOLOGY 003 or 005
Chemistry	3, 4, or 5	6	CHEM 060 or 065
Comparative Government and Politics	3, 4, or 5	3	POL SCI 002
Drawing	3, 4, or 5	3	ART 201
Macroeconomics	3, 4, or 5	3	ECON 002
Microeconomics	3, 4, or 5	3	ECON 001
English Language and Composition	3, 4, or 5	6	ENGLISH 101 or ENGLISH 101X or ENGLISH 101Y or ENGLISH 101Z or E.S.L. 110
English Literature and Composition	3, 4, or 5	6	ENGLISH 101 or ENGLISH 101X or ENGLISH 101Y or ENGLISH 101Z or E.S.L. 110
Environmental Science	3, 4, 5	4	ENV SCI 101 and 022
European History	3, 4, or 5	6	HISTORY 001 and 002
Human Geography	3, 4, or 5	3	GEOG 002
Math: Calculus AB	3, 4, or 5	3	MATH 236 or 238 or 238S or 247 or 261 or 265
Math: Calculus BC/AB Subscore	3, 4, or 5	3	MATH 236 or 238 or 238S or 247 or 261 or 265
Math: Calculus BC	3, 4, or 5	6	MATH 247 & 248 or 261 & 262 or 265 & 266
Physics 1: Algebra-Based	3	4	PHYSICS 011 or 012 + 014
Physics 1: Algebra-Based	4 or 5	4	PHYSICS 006
Physics 2: Algebra-Based	3	4	PHYSICS 011 or 012 + 014
Physics 2: Algebra Based	4 or 5	4	PHYSICS 007
Physics C: Electricity and Magnetism	3	4	PHYSICS 011 or 012 + 014
Physics C: Electricity and Magnetism	4 or 5	4	PHYSICS 002 or 022 or 038 or 067 or 102
Physics C: Mechanics	3	4	PHYSICS 011 or 012 + 014
Physics C: Mechanics	4 or 5	4	PHYSICS 001 or 021 or 037 or 066 or 101
Precalculus	3, 4, 5	3	MATH 260 or 260S
Psychology	3, 4, or 5	3	PSYCH 001
Spanish Language & Culture	3	6	SPANISH 003
Spanish Language & Culture	4 or 5	6	SPANISH 003 and 004
Spanish Literature & Culture	3, 4, or 5	6	SPANISH 004
Statistics	3, 4, or 5	3	MATH 227 or 227S or 227B 228B or PSYCH 091 or SOC 125 or STAT 001 or STAT 101
U.S. History	3, 4, or 5	6	HISTORY 011 and 012
U.S. Government and Politics	3, 4, or 5	3	POL SCI 001
World History: Modern	3, 4, or 5	3	HISTORY 086 and 087

Caution: The Advanced Placement unit, general education and course equivalency credit in these appendices is for LACCD degrees and certificates only. Advanced Placement credit and policies for transfer institutions, including the CSU and UC campuses, are the purview of those systems. Students are advised to consult with a counselor to ensure applicability to their educational goal.

Caution: Students should be advised that the CSU campus they matriculate to may ***not*** accept the passed exam for course credit which may result in the student having to take the course after transfer.

LACCD AP 4238: COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) CREDIT APPENDIX A

CLEP EXAM	ACE RECOMMENDED SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD ASSOCIATE DEGREE [1][1]	SEMESTER UNITS APPLIED TOWARD ASSOCIATE DEGREE GE REQUIREMENTS [2]	ASSOCIATE DEGREE GE AREA FULFILLED AP 4100	GRADUATION COMPETENCY REQUIREMENT MET AP 4100
American Government	50	3	3	Area B1: American Institutions	
American Literature	50	3	3	Area C: Humanities	R&W Competency NOT Met
Analyzing and Interpreting Literature	50	3	3	Area C: Humanities	R&W Competency NOT Met
Biology	50	3	3	Area A: Natural Sciences	
Calculus	50	3	3	Area D2: communication and Analytical Thinking	Mathematics Competency Met
Chemistry	50	3	3	Area A: Natural Sciences	
College Algebra	50	3	3	Area D2: communication and Analytical Thinking	Mathematics Competency Met
College Algebra - Trigonometry	50	3	3	Area D2: communication and Analytical Thinking	Mathematics Competency Met
College Composition	50	NA	NA	NA	NA
College Composition Modular	50	NA	NA	NA	NA
College Mathematics	50	NA	NA	NA	NA
English Literature	50	3	3	Area C: Humanities	R&W Competency NOT Met
Financial Accounting	50	3	NA	NA	NA
French Language, Level 1	50	6	NA	NA	
French Language, Level 2	59	9	3	Area C: Humanities	
German Language, Level 1	50	6	NA	NA	
German Language, Level 2	60	9	3	Area C: Humanities	
History of the United States I	50	3	3	Area B1: American Institutions	
History of the United States II	50	3	3	Area B1: American Institutions	
Human Growth and Development	50	3	3	Area B2: Social and Behavioral Sciences	
Humanities	50	3	3	Area C: Humanities	
Information Systems and Computer Apps	50	3	NA	NA	
Introduction to Educational Psychology	50	3	NA	NA	
Introductory Business Law	50	3	NA	NA	
Introductory Psychology	50	3	3	Area B2: Social and Behavioral Sciences	
Introductory Sociology	50	3	3	Area B2: Social and Behavioral Sciences	
Natural Sciences	50	3	3	Area A: Natural Sciences	
Precalculus	50	3	3	Area D2: Communiation and Analytical Thinking	Mathematics Competency Met
Principles of Macroeconomics	50	3	3	Area B2: Social and Behavioral Sciences	
Principles of Management	50	3	NA	NA	

Principles of Marketing	50	3	NA	NA	
Principles of Microeconomics	50	3	3	Area B2: Social and Behavioral Sciences	
Spanish Language, Level 1	50	6	NA	NA	
Spanish Language, Level 2	63	9	3	Area C: Humanities	
Spanish and Writing I	50	6	NA	NA	
Spanish with Writing, Level II	63	9	3	Area C: Humanities	
Social Sciences and History	50	3	NA	NA	
Western Civilization I	50	3	3	Area B2: Social and Behavioral Sciences or Area C: Humanities	
Western Civilization II	50	3	3	Area B2: Social and Behavioral Sciences	

[1] The scores and credit hours that appear in this table are the credit-granting scores and semester hours recommended by the American Council on Education (ACE). The scores listed above are equivalent to a grade of C in the corresponding course. The credit in this table is applicable for local Associate Degrees only.

[2] The credit listed applies toward Associate Degree GE requirements on the LACCD General Education Pattern only.

LACCD AP 4237: INTERNATIONAL BACCALAUREATE CREDIT APPENDIX A

IB SUBJECT AREA	MINIMUM PASSING SCORE A.A./A.S	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
Biology HL	5	6	3	Area A: Natural Science		
Chemistry HL	5	6	3	Area A: Natural Science		
Economics HL	5	6	3	Area B2: Social and Behavioral Sciences		
Geography HL	5	6	3	Area B2: Social and Behavioral Sciences		
History (any region) HL	5	6	3	Area B2: Social and Behavioral Sciences OR Area C: Humanities		
Language A1 Literature HL	4	6	3	Area C: Humanities		
Language A2 Language and Literture HL	4	6	3	Area C: Humanities		
Language B (any Language) HL	4	6	NA	NA		
Mathematics HL	4	6	3	Area D: Language & Rationality: Area 2 Communication and Analytical Thinking	Mathematics Competency Satisfied	
Physics HL	5	6	3	Area A: Natural Science		
Psychology HL	5	3	3	Area B2: Social and Behavioral Sciences		
Theater HL	4	6	3	Area C: Humanities		

ADMINISTRATIVE PROCEDURE CREDIT FOR PRIOR LEARNING 4235:

APPENDIX A MILITARY CREDIT GUIDELINES FOR GENERAL EDUCATION AND ELECTIVE CREDIT

The LACCD colleges will use the Military Articulation Platform (MAP) as the official repository for Military Credit.

American Council on Education (ACE) Credit Recommendations:

Unit recommendations for service branches are made by the American Council on Education's Commission on Education Credit and Credentials.

The LACCD colleges shall apply Military Credit per the following guidelines:

General Education Patterns:

LACCD General Education Credit

Area A: Natural Sciences – 3 semester hours in solid science such as biology, anatomy, chemistry, physics etc. must be specifically listed as part of the ACE guide recommendation.

Area B1: American Institutions – 3 semester hours in United States history or 3 semester hours in United States government

Area B2: Social and Behavioral Sciences - 3 semester hours in appropriate social behavioral science course such as economics, psychology, sociology, etc. must be specifically listed as part of the ACE Guide recommendation

Area C: Humanities - 3 semester hours in appropriate humanities course such as jazz theory must be specifically listed as part of the ACE Guide recommendation

Area D1: English Composition – no credit

Area D2: Communication and Analytical Thinking – 3 semester hours in appropriate courses such as computer information, computer programming, electronics, etc.

Area E1: Health Education – Basic Training credit based on branch of service and military entrance date

Area E2: Physical Education – Basic Training credit based on branch of service and military entrance date.

Any additional credit for basic training recommended by the ACE Guide will given as free electives.

CSUGE Breadth Credit

Area A1: Oral Communication – 3 semester hours in oral communication, public speaking, speech, interpersonal communication must be specifically listed as part of the ACE Guide recommendation

Area A2: Written Communication – no credit Area A3: Critical Thinking – no credit

Area B1: Physical Science – 3 semester hours in solid physical science such as physics, chemistry, etc. must be specifically listed as part of the ACE Guide recommendation

Area B2: Life Science – 3 semester hours in solid life science such as biology, anatomy, physiology, etc. must be specifically listed as part of the ACE Guide recommendation Area B3: Laboratory Activity – appropriate physical or life science lab must be specifically listed as part of the ACE Guide recommendation

Area B4: Mathematics/Quantitative Reasoning – 3 semester hours in a baccalaureate level math course such as statistics, college algebra, trigonometry etc., must be specifically listed as part of the ACE Guide recommendation

Area C: Arts and Humanities – 3 semester hours in appropriate humanities course such as jazz theory must be specifically listed as part of the ACE Guide recommendation

Area D: Social Sciences – 3 semester hours in appropriate social behavioral science course such as economics, psychology, sociology, etc. must be specifically listed as part of the ACE Guide recommendation

Area E: Lifelong Learning and Self-Development – 3 semester units of Basic Training credit from the Air Force, Army, Coast Guard, Marines, Navy, and Space Force.

IGETC – no credit except Defense Language Institute (DLIFLC) coursework may satisfy IGETC Area 6A Language Other Than English. Refer to the IGETC Standards.

Elective Credit: Other than the 12 units in residency required for an associate degree, there is no limit on the number of elective credits that may be awarded.

University Credit

California State University System: Refer to CSU campus for specific details regarding military credit. Credit may be granted for Defense Language Institute Proficiency Test (DLPT) for CSUGE Area C2. See below. Refer to external exam policies for CLEP credit.

University of California credit – determined after transfer by the UC campus.

Independent/Out-of-State Institutions: policies will vary. Check with institutions.

Military Credit Transcript/Document Sources:

Students who have been classified non-residents may DD214: must indicate student was honorably discharged.

Joint Services Transcript (JST): Per the American Council on Education, the Joint Services Transcript (JST) is a synchronized transcript presenting data for the United States Army, Marine Corps, Navy, and Coast Guard. It is an academically accepted document approved by ACE to validate a service members military occupational experience and training along with the corresponding ACE college credit recommendations.

Other Transcripts: Coursework completed at the following United States regionally accredited institutions will be evaluated per AP4051 Acceptance and Evaluation of External Coursework. Official transcripts must be sent to the LACCD Home college Admissions Office.

The Community College of the Airforce (CCAF)

The Defense Language Institute Foreign Language Center (DLIFLC) United States Coast Guard Academy.

External Examinations:

Official exam scores must be sent to the LACCD Home college Admissions Office.

CLEP (College Level Examination Program): Refer to AP 4238 CLEP Credit. For applicability to CSUGE, refer to CSU system External Examination policy.

Defense Language Institute Proficiency Test (DLPT): Refer to AP 4235 Appendix B chart for credit granted for LACCD GE Area C, and/or CSUGE Area C2.

DSST Program Test by PROMETRIC: Refer to AP 4235 Appendix C. The LACCD will grant credit based on ACE recommendations in effect at the time the exam was completed.

AP 4235 CREDIT PRIOR LEARNING
Appendix B
Defense Language Proficiency Test (DLPT) Credit

The Defense Language Proficiency Tests (DLPT) are language-other- than-English tests produced by the Defense Language Institute and used by the United States Department of Defense (DoD). They are intended to assess the general language proficiency of native English speakers in a specific language-other-than-English in the skills of reading and listening.

Students will receive the following credit based on the recommendations of the ACE National Guide to College Credit for Workforce Training.

Transcripts/exam scores must be sent to the LACCD Home college Admissions Office by ordering them directly from DLIFLC.

Multiple exam credits may be combined to meet the 3-unit requirement for LACCD GE Area C, and for CSUGE Area C2.

ACE may grant additional credit for the exams listed in this chart. Units in excess of what is listed for each exam may by applied to elective credit.

Defense Language Proficiency Test Series 5 (DLPT 5)

DLPT 5[1]	LISTENING ACE EXAM NO.	READING ACE EXAM NO.	SPEAKING ACE EXAM NO.	PROFICIENCY LEVEL	CREDIT GRANTED LOWER DIVISION (LD)
Norwegian Spanish	DLI-0048	DLI-0049	DLI-0050	0+	1 LD unit in LACCD GE, C, CSUGE C2
	DLI-0051	DLI-0052	DLI-0053	1	2 LD unit in LACCD GE, C, CSUGE C2
	DLI-0054	DLI-0055	DLI-0056	1+	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-057	DLI-0058	DLI-0059	2	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0060	DLI-0061	DLI-0062	2+	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0063	DLI-0064	DLI-0065	3	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0066	DLI-0067	DLI-0068	3+	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0069	DLI-0070	DLI-0071	4	4 LD unit in LACCD GE, C, CSUGE C2
Albanian Greek Hindi Kurdish Sorani Pashto-Afghan Persian-Dari Persian-Farsi Russian Serbian-Croatian Urdu	DLI-0072	DLI-0073	DLI-0074	0+	2 LD unit in LACCD GE, C, CSUGE C2
	DLI-0075	DLI-0076	DLI-0077	1	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0078	DLI-0079	DLI-0080	1+	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0081	DLI-0082	DLI-0083	2	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0084	DLI-0085	DLI-0086	2+	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0087	DLI-0088	DLI-0089	3	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0090	DLI-0091	DLI-0092	3+	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0093	DLI-0094	DLI-0095	4	4 LD unit in LACCD GE, C, CSUGE C2

Arabic (Iraqi) Arabic (Levantine) Arabi (Modern Standard) Chinese-Mandarin Japanese Korean	DLI-0096	DLI-0097	DLI-0098	0+	2 LD unit in LACCD GE, C, CSUGE C2
	DLI-0099	DLI-0100	DLI-0101	1	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0102	DLI-0103	DLI-0104	1+	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0105	DLI-0106	DLI-0107	2	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0108	DLI-0109	DLI-0110	2+	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0111	DLI-0112	DLI-0113	3	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0114	DLI-0115	DLI-0116	3+	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0117	DLI-0118	DLI-0119	4	4 LD unit in LACCD GE, C, CSUGE C2

Defense Language Proficiency Test Series IV (DLPT IV)

DLPT IV[1]	LISTENING ACE EXAM NO.	READING ACE EXAM NO.	SPEAKING ACE EXAM NO.	PROFICIENCY LEVEL	CREDIT GRANTED LOWER DIVISION (LD)
French Italian Portuguese Spanish	DLI-0120	DLI-0121	DLI-0122	0+ (25-29)	1 LD unit in LACCD GE, C, CSUGE C2
	DLI-0123	DLI-0124	DLI-0125	1 (30-35)	2 LD unit in LACCD GE, C, CSUGE C2
	DLI-0126	DLI-0127	-----	1+ (36-39)	4 LD unit in LACCD GE, C, CSUGE C2
	-----	-----	DLI-0128	1+ (36-39)	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0129	-----	-----	2 (40+)	4 LD unit in LACCD GE, C, CSUGE C2
	-----	DLI-0130	-----	2 (40+)	4 LD unit in LACCD GE, C, CSUGE C2
	-----	-----	DLI-0131	2 (40+)	4 LD unit in LACCD GE, C, CSUGE C2
German Romanian (DLPT III)	DLI-0132	DLI-0133	DLI-0134	0+ (25-29)	1 LD unit in LACCD GE, C, CSUGE C2
	DLI-0135	DLI-0136	DLI-0137	1 (30-35)	3 LD unit in LACCD GE, C, CSUGE C2
	DLI-0138	DLI-0139	DLI-0140	1+ (36-39)	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0141	DLI-0142	DLI-0143	2 (40+)	4 LD unit in LACCD GE, C, CSUGE C2
Czech Hebrew Persian Polish Russian Tagalog Turkish Vietnamese	DLI-0144	DLI-0145	DLI-0146	0+ (25-29)	2 LD unit in LACCD GE, C, CSUGE C2
	DLI-0147	DLI-0148	DLI-0149	1 (30-35)	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0150	DLI-0151	DLI-0152	1+ (36-39)	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0153	DLI-0154	DLI-0155	2 (40+)	4 LD unit in LACCD GE, C, CSUGE C2
Arabic Chinese Japanese Korean	DLI-0156	DLI-0157	DLI-0158	0+ (25-29)	2 LD unit in LACCD GE, C, CSUGE C2
	DLI-0159	DLI-0160	DLI-0161	1 (30-35)	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0162	DLI-0163	DLI-0164	1+ (36-39)	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0165	DLI-0166	DLI-0167	2 (40+)	4 LD unit in LACCD GE, C, CSUGE C2

French Italian Portuguese Spanish	DLI-0168	DLI-0169	**DLI-0170**	0+ (25-29)	1 LD unit in LACCD GE, C, CSUGE C2
	DLI-0171	DLI-0172	-----	1 (30-35)	2 LD unit in LACCD GE, C, CSUGE C2
	-----	-----	DLI-0173	1 (30-35)	3 LD unit in LACCD GE, C, CSUGE C2
	DLI-0174	DLI-0175	-----	1+ (36-39)	4 LD unit in LACCD GE, C, CSUGE C2
	-----	-----	DLI-0176	1+ (36-39)	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0177	-----	-----	2 (40+)	4 LD unit in LACCD GE, C, CSUGE C2
	-----	DLI-0178	-----	2 (40+)	4 LD unit in LACCD GE, C, CSUGE C2
	-----	-----	DLI-0179	2 (40+)	4 LD unit in LACCD GE, C, CSUGE C2
German Romanian	DLI-0180	DLI-0181	**DLI-0182**	0+ (25-29)	1 LD unit in LACCD GE, C, CSUGE C2
	DLI-0183	DLI-0184	DLI-0185	1 (30-35)	3 LD unit in LACCD GE, C, CSUGE C2
	DLI-0186	DLI-0187	DLI-0188	1+ (36-39)	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0189	DLI-0190	DLI-0191	2 (40+)	4 LD unit in LACCD GE, C, CSUGE C2
Czech Hebrew Persian Polish Russian Tagalog Turkish Vietnamese	DLI-0192	DLI-0193	**DLI-0194**	0+ (25-29)	2 LD unit in LACCD GE, C, CSUGE C2
	DLI-0195	DLI-0196	DLI-0197	1 (30-35)	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0198	DLI-0199	DLI-0200	1+ (36-39)	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0201	DLI-0202	DLI-0203	2 (40+)	4 LD unit in LACCD GE, C, CSUGE C2
Arabic Chinese Japanese Korean	DLI-0204	DLI-0205	**DLI-0206**	0+ (25-29)	3 LD unit in LACCD GE, C, CSUGE C2
	DLI-0207	DLI-0208	DLI-0209	1 (30-35)	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0210	DLI-0211	DLI-0212	1+ (36-39)	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0213	DLI-0214	DLI-0215	2 (40+)	4 LD unit in LACCD GE, C, CSUGE C2
French Italian Portuguese (Brazilian) Portuguese (European) Spanish	DLI-0216	DLI-0217	**DLI-0218**	0+ (25-29)	1 LD unit in LACCD GE, C, CSUGE C2
	DLI-0219	DLI-0220	DLI-0221	1 (30-35)	2 LD unit in LACCD GE, C, CSUGE C2
	DLI-0222	DLI-0223	DLI-0224	1+ (36-39)	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0225	-----	-----	2 (40+)	4 LD unit in LACCD GE, C, CSUGE C2
	-----	DLI-0226	-----	2 (40+)	4 LD unit in LACCD GE, C, CSUGE C2
	-----	-----	DLI-0227	2 (40+)	4 LD unit in LACCD GE, C, CSUGE C2
German Romanian (DLPT III)	DLI-0228	DLI-0229	**DLI-0230**	0+ (25-29)	1 LD unit in LACCD GE, C, CSUGE C2
	DLI-0231	DLI-0232	DLI-0233	1 (30-35)	3 LD unit in LACCD GE, C, CSUGE C2
	DLI-0234	DLI-0235	DLI-0236	1+ (36-39)	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0237	DLI-0238	DLI-0239	2 (40+)	4 LD unit in LACCD GE, C, CSUGE C2

Czech Greek Hebrew	DLI-0240	DLI-0241	**DLI-0242**	0+ (25-29)	2 LD unit in LACCD GE, C, CSUGE C2
Persian Polish Russian	DLI-0243	DLI-0244	DLI-0245	1 (30-35)	4 LD unit in LACCD GE, C, CSUGE C2
Serbian/Croation Tagalog Thia Turkish Ukranian Vietnamese	DLI-0246	DLI-0247	DLI-0248	1+ (36-39)	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0249	DLI-0250	DLI-0251	2 (40+)	4 LD unit in LACCD GE, C, CSUGE C2
Arabic Chinese Japanese Korean	DLI-0252	DLI-0253	**DLI-0254**	0+ (25-29)	2 LD unit in LACCD GE, C, CSUGE C2
	DLI-0255	DLI-0256	DLI-0257	1 (30-35)	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0258	DLI-0259	DLI-0260	1+ (36-39)	4 LD unit in LACCD GE, C, CSUGE C2

Defense Language Proficiency Generations III, IV & 5: Listening and Speaking

DLPT GENERATIONS III, IV, 5[1]	ACE EXAM NO.	PROFICIENCY LEVEL	CREDIT GRANTED UPPER DIVISION GENERAL EDUCATION (UDGE) UPPER DIVISION (UD)
Listening - All Languages	**DLI-0271**	0+	1 LD unit in LACCD GE, C, CSUGE C2
	DLI-0272	1	2 LD unit in LACCD GE, C, CSUGE C2
	DLI-0273	1+	3 LD unit in LACCD GE, C, CSUGE C2
	DLI-0274	2	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0275	2+	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0276	3	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0277	3+	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0278	4	4 LD unit in LACCD GE, C, CSUGE C2
Reading - All Languages	**DLI-0279**	0+	1 LD unit in LACCD GE, C, CSUGE C2
	DLI-0280	1	2 LD unit in LACCD GE, C, CSUGE C2
	DLI-0281	1+	3 LD unit in LACCD GE, C, CSUGE C2
	DLI-0282	2	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0283	2+	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0284	3	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0285	3+	4 LD unit in LACCD GE, C, CSUGE C2
	DLI-0286	4	4 LD unit in LACCD GE, C, CSUGE C2

AP 4235 CREDIT PRIOR LEARNING
Appendix C
DANTES Subject Standardized Tests (DSST) Examinations Appendix Unit Credit/LACCD General Education Area/Graduation Competency

A form of credit for prior learning assessment, DANTES Subject Standardized Tests (DSST) offer students a way to use their knowledge acquired outside of the classroom to accomplish their educational goals. Minimum score and units awarded are based on American Council on Education (ACE) recommendations.

DANTES SUBJECT STANDARDIZED TEST (DSST) EXAMS[1]	ACE COURSE AND EXAM ID #	MINIMUM SCORE EFFECTIVE 2008	MINIMUM SCORE PRIOR TO 2008	TOTAL SEMESTER UNITS AWARDED TOWARD AA/AS	ASSOCIATE DEGREE GE AREA FULFILLED AP 4100	GRADUATION COMPETENCY REQUIREMENT FULFILLED AP 4100
Business Ethics and Society	DANT-0052	400	N/A	3	N/A	N/A
Principles of Finance	DANT-0041	400	N/A	3	N/A	N/A
Human Resource Management	DANT-0067	400	46	3	N/A	N/A
Organizational Behavior	DANT-0066	400	N/A	3	N/A	N/A
Organizational Behavior	DANT-036 (ended 6/2014)	400	48	3	N/A	N/A
Principles of Supervision	DANT-0047	400	46	3	N/A	N/A
Computing and Information Technology	DANT-0028	400	46	3	Area D2: Communication and Analytical Thinking	N/A
Introduction to Business	DANT-0026	400	46	3	N/A	N/A
Money and Banking	DANT-0035	400	48	3	N/A	N/A
Personal Finance	DANT-0037	400	46	3	N/A	N/A
Management Information Systems	DANT-0050	400	46	3	Area D2: Communication and Analytical Thinking	N/A
Business Mathematics	DANT-0012	400	48	3	Area D2: Communication and Analytical Thinking	Math Competency Satisfied
Principles of Advanced English Composition	DANT-0075	400	N/A	3	N/A	N/A
Ethics in America	DANT-0018	400	46	3	Area C: Humanities	N/A
Introduction to World Religions	DANT-31	400	N/A	3	Area C: Humanities	N/A
Principles of Public Speaking	DANT-0069	400	N/A	3	Area D2: Communication and Analytical Thinking	N/A
Principles of Public Speaking	DANT-0044 (ended 10/2013)	400	47	3	Area D2: Communication and Analytical Thinking	N/A
Math for Liberal Arts	DANT-0076	400	N/A	3	Area D2: Communication and Analytical Thinking	Math Competency Satisfied
Fundamentals of College Algebra	DANT-0049	400	47	3	Area D2: Communication and Analytical Thinking	Math Competency Satisfied
Principles of Statistics	DANT-0046	400	48	3	Area D2: Communication and Analytical Thinking	Math Competency Satisfied
Introduction to Geology	DANT-0039	400	N/A	3	Area A: Natural Science	N/A
Astronomy	DANT-0057	400	N/A	3	Area A: Natural Science	N/A
Astronomy	DANT-0002 (ended 6/2014)	400	48	3	Area A: Natural Science	N/A
Health and Human Development	DANT-0023	400	N/A	3	Area B2: Social and Behavioral Sciences or Area E1: Health Education	N/A

Environmental Science	DANT-058	400	N/A	3	Area A: Natural Science	N/A
Introductionto Geography	DANT-0071	400	N/A	3	Area B2: Social and Behavioral Sciences	N/A
Art of the Western World	DANT-0054	400	N/A	3	Area C: Humanities	N/A
Art of the Western World	DANT-0001 (ended 6/2014)	400	48	3	Area C: Humanities	N/A
History of the Soviet Union	DANT-0074	400	N/A	3	Area B2: Social and Behavioral Sciences	N/A
History of the Soviet Union	DANT-0073 (ended 1/2020)	400	N/A	3	Area B2: Social and Behavioral Sciences	N/A
A History of the Vietnam War	DANT-0062	400	N/A	3	N/A	N/A
A History of the Vietnam War	DANT-0024 (ended 10/2013)	400	44	3	Area B2: Social and Behavioral Sciences	N/A
The Civil War and Reconstruction	DANT-0056	400	N/A	3	Area B2: Social and Behavioral Sciences	N/A
The Civil War and Rescontruction	DANT-0013 (ended 6/2014	400	47	3	Area B2: Social and Behavioral Sciences	N/A
Foundations of Education	DANT-0060	400	N/A	3	Area B2: Social and Behavioral Sciences	N/A
Foundations of Education	DANT-0019 (ended 6/2014	400	46	3	Area B2: Social and Behavioral Sciences	N/A
Lifespan Developmental Psychology	DANT-0065	400	N/A	3	Area B2: Social and Behavioral Sciences	N/A
Lifespan Developmental Psychology	DANT-034 (ended 6/2014)	400	46	3	Area B2: Social and Behavioral Sciences	N/A
General Anthropology	DANT-0022	400	47	3	Area B2: Social and Behavioral Sciences	N/A
Substance Abuse	DANT-0051	400	49	3	N/A	N/A
Introduction to Law Enforcement	DANT-0064	400	N/A	3	Area B2: Social and Behavioral Sciences	N/A
Introduction to Law Enforcement	DANT-0029 (ended 6/2014	400	45	3	Area B2: Social and Behavioral Sciences	N/A
Criminal Justice	DANT-0015	400	49	3	Area B2: Social and Behavioral Sciences	N/A
Fundamentals of Counseling	DANT-0061 DANT-0020 (ended 6/2014	400	45	3	Area B2: Social and Behavioral Sciences	N/A
Fundamentals of Cybersecurity	DANT-0053	400	N/A	3	N/A	N/A
Ethics in Technology	DANT-0077	400	N/A	3	N/A	N/A
Technical Writing	DANT-0072	400	N/A	3	N/A	N/A
Technical Writing	DANT-0048 (ended 6/2014	400	46	3	N/A	N/A

CREDIT FOR UNITS EARNED FOR LAW ENFORCEMENT ACADEMY TRAINING

1. Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall, for the purposes of meeting certificate of achievement and associate degree major requirements, be granted as follows:
   a. Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
   b. Course credit may be granted, if the faculty in the discipline determine that the content of the academy training is equivalent to courses offered in the discipline. Please consult with the Administration of Justice or the Public Safety Affiliation Department.
   c. 1 unit of credit may be granted for each 50 hours of training, not to exceed 18 semester units or their equivalent.
2. This only applies to training received at public law enforcement academies; training provided by private agencies does not apply.
3. Credit awarded for law enforcement academy training will appear on that portion of the transcript designated for course and test equivalencies.

Note: Students who complete public service academy training are exempted from LACCD GE Area E1 and E2. Please consult with the Public Safety Affiliation Department regarding the procedure to be exempted from LACCD GE Area E1 and E2.

ACADEMIC PROBATION AND DISMISSAL

PROBATION POLICIES (AP 4250)

I. CONDITIONS FOR PROBATION

A. ACADEMIC PROBATION

A student who has attempted at least 12 semester units in LACCD as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below

2.0 in all units which were graded on the basis of the grading system (as defined in AP 4230 Grading, Academic Record Symbols, and Withdrawals).

B. PROGRESS PROBATION

A student who has enrolled in a total of at least 12 semester units as shown by the official academic record shall be placed on progress probation when the student receives symbols of "W," "I," or "NP" (as defined in AP 4230 Grading, Academic Record Symbols, and Withdrawals) in fifty percent (50 percent) or more of all units in which a student has enrolled in LACCD.

II. NOTIFICATION OF STUDENTS

Each student is entitled to be notified electronically and by mail of his/her academic/progress status and the availability of college support services to respond to the academic/progress difficulties before the student is dismissed.

Each college shall notify students placed on academic or progress probation of their status no more than 30 days after the end of the term that resulted in academic or progress probation.

Notification will consist, at a minimum, of the following:

At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, or in which the student receives symbols of "W", "I", or "NP" in 50% or more of units in which they are enrolled, a notice that the student is either on academic or progress probation shall be sent to the student informing him/her that of the probation status. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college district that they attend.

2. The notification of probation shall include, at a minimum, the significance and ramifications of being on probation, and a description of the services available by the college.

3. The notification shall also clearly state that two consecutive primary terms of probation will lead to loss of the California Promise Grant.

iii. Each college shall make reasonable efforts to provide counseling and other support services to help students on probation overcome academic difficulties. Colleges should also help mitigate potential loss of the California Promise Grant and ensure that students have the opportunity to receive appropriate and adequate counseling, assessment, advising, and/or other services on a timely basis.

iv. Each college shall make reasonable efforts to notify a student of removal from probation and restoration of California Promise Grant within timelines established by the District.

v. Probation and loss of California Promise Grant policies and procedures shall be published in the college catalog.

b. At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

c. A student may appeal probation determinations per AP 4255 Dismissal and Readmission.

III. REMOVAL FROM PROBATION

A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher, including through academic renewal (see AP 4240 Academic Renewal).

A student on progress probation due to an excess of units for which entries of "W," "I," and "NP" and "NC" (as defined in AP 4230) are recorded shall be removed from probation when the percentage of said units drops below fifty percent (50%).

Removal of substandard grades through course repetition (see AP 4225 Course Repetition) or through academic

renewal (see AP 4240 Academic Renewal) may be used to improve the student's GPA. If removal of substandard grades results in the student's cumulative GPA being 2.0 or higher, the student may request to have their academic standing reviewed for the purpose of being removed from probation.

COLLEGE PROTOCOLS

College protocols for enacting all provisions of this Administrative Procedure shall be developed in accordance with the provisions of Academic Senate and Board of Trustees Shared Governance Policy (see BP/AP 2510 Participation in Local Decision-Making)

DISMISSAL, APPEAL OF PROBATION AND DISMISSAL, AND READMISSION (AP 4255)

STANDARDS FOR DISMISSAL

Students on Academic Probation: A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters. However, a student who is on academic probation and earns a semester grade point average of 2.0 or higher shall not be dismissed as long as this minimum semester grade point average is maintained.

STUDENTS ON PROGRESS PROBATION

A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%). However, a student who is on progress probation, and during a semester and for which symbols of "W", "I", "NC", and "NP" entered for units enrolled is fewer than 50%, shall not be dismissed as long as the 50% threshold is not surpassed during that term.

DEFINITION OF CONSECUTIVE SEMESTERS

Semesters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term.

DEFINITION OF ENROLLMENT

"Enrollment" occurs when a student receives an evaluative or nonevaluative symbol pursuant to AP 4230.

DISMISSAL IS DISTRICTWIDE

Dismissal from any one college in the District shall disqualify a student from admission to any other District college.

NOTIFICATION OF DISMISSAL

A student who is subject to dismissal shall be notified by the College President or designee of the dismissal. Dismissal becomes effective the semester following notification.

b. Dismissal from any one college in the District shall disqualify a student from admission to any other District college.

c. Notification Timeline

At the end of the first semester and in each subsequent semester for which the student is on academic or progress probation, the student will receive a notification of their academic standing. The notification will also inform students of available college support services.

At the end of the third consecutive semester in which the student is on academic or progress probation, and has not met the conditions for being removed from probation, the student will be notified that he/she is subject to dismissal.

Fall Dismissals

Special circumstances exist for dismissals after the Fall semester has commenced due to the fact that students enroll before Fall grades are posted. Subject to Dismissal notifications will be sent no later than the end of March informing students:

If the student is enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.

If the student is not enrolled in the Spring semester, they have the right to appeal the dismissal in accordance with Section II.A.

Notice of Being Subject to Dismissal

Dismissal Notification. The notice shall include, at a minimum, a reference to the appropriate Board Policies and Administrative Procedures, an explanation dismissal and its ramifications, the procedure for the appeals process, and procedure to appeal dismissal.

The notice shall also clearly state that two consecutive primary terms of probation will lead to loss of the California Promise Grant.

Each college shall make reasonable efforts to provide counseling and other support services to help students on probation overcome academic difficulties. Colleges should also help mitigate potential loss of the California Promise Grant and ensure that students have the opportunity to receive appropriate and adequate counseling, assessment, advising, and/or other services on a timely basis.

Each college shall make reasonable efforts to notify a student of removal from probation, reinstatement after dismissal, and restoration of California Promise Grant within timelines established by the District.

Probation, dismissal, and loss of California Promise Grant policies and procedures shall be published in the college catalog.

Removal of substandard grades through course repetition (see AP 4225 Course Repetition) or through academic renewal (see AP 4240 Academic Renewal) may be used to improve the student's GPA. If removal of substandard grades results in the student's cumulative GPA being 2.0 or higher, the student may request to have their academic standing reviewed for the purpose of no longer being subject to dismissal.

APPEAL OF DISMISSAL

The student has the right to file a written petition with the College Admissions and Records Office to appeal a proposed dismissal action, if he/she experienced extenuating circumstances beyond his/her control which warrant an exception to the proposed dismissal.

APPEALS PROCESS

Except as provided in Section III.C. below, the student must file the written petition of appeal within ten (10) working days after the dismissal notification was sent. If the student fails to file a written petition within the 10-day period, the student waives all future rights to appeal the dismissal action. The petition must include a clear statement of the grounds on which continued enrollment should be granted, and provide evidence supporting the request.

The student will be continued on probation until the student's appeal is concluded.

Petitions will be reviewed by an Appeals Committee consisting of, at a minimum, the Vice President of Academic Affairs or his/her designee, the Chief Student Services Officer or his/her designee, the Admissions and Records Officer or his/her designee, one Academic Senate representative and the Counseling Chair or his/her designee. The committee will designate a chair of record.

The Appeals Committee will consider the request and issue its decision by electronic notification. The Admissions and Records Officer will notify the student of the committee's action electronically within 10 working days of the filing deadline.

The student may appeal the decision of the Appeals Committee, in writing, to the College President or designee within 5 working days of the date of notification. The decision of the College President, or his/her designee, is final.

If the appeal of the dismissal is granted, the student will be continued on probation for an additional semester. At the end of that semester, the student's academic record will be evaluated to determine whether the student shall be removed from probation, dismissed, or continued on probation.

STANDARDS FOR EVALUATING APPEALS

Dismissal appeals may be granted:

If the dismissal determination is based on the academic record for a 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. The student's petition must include a clear statement of the grounds on which continued enrollment should be granted, and provide evidence supporting the request.

When there is evidence of significant improvement in academic achievement, colleges may make as a condition of granting an appeal that the student meet certain requirements designed to aid him/her to improve his/her academic performance, such as obtaining academic counseling, and/or limiting course load.

Appeals Timeline for Dismissals as a Result of Fall Semester Grades Appeals for students subject to dismissal as a result of the Fall grades must be filed within 10 working days of notification during the Spring semester. The following conditions apply:

Students who are enrolled in the Spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status evaluated at the end of the Spring semester.

Students who have not enrolled in the Spring semester will be dismissed unless an appeal is granted in accordance with procedures set in Section II.A.

CRITERIA TO EVALUATE STUDENTS SEEKING READMISSIONS AFTER DISMISSAL

The College President or designee shall consider requests for readmission to the college. Uniform criteria will be used in considering whether or not students may be readmitted after a dismissal and two semesters absence. The following criteria will be considered in reviewing individual situations:

Documented extenuating circumstances presented during their appeal.

Marked improvement at an educational institution outside of the LACCD during the time the disqualification was in effect.

Semesters on which disqualification was based were atypical of past academic performance.

Improved GPA as a result of grade changes, fulfillment of incompletes, or academic renewal.

Formal or informal educational, occupational or other appropriate individual experiences since completion of semesters on which disqualification was based.

College Protocols

College protocols for enacting all provisions of this Administrative Procedure shall be developed in accordance with the provisions of Academic Senate and Board of Trustees Shared Governance Policy (see BP/AP 2510 Participation in Local Decision-Making).

Academic Resources/Programs

INSTRUCTIONAL ALTERNATIVES: CREDIT

ELAC COLLEGE PROMISE

The ELAC College Promise program is part of the District-Wide Los Angeles College Promise (LACP). ELAC College Promise serves first-time and returning full-time community college students with a comprehensive strategy designed to support students to complete a higher education degree and/or a workforce certificate. The ELAC College Promise supports students with additional resources needed to complete a college degree, transfer to a university, or earn a workforce certificate in a timely efficient manner. As a partnership between Los Angeles Community College District (LACCD), area Unified School Districts, City of Los Angeles, UNITE LA and private philanthropy, the ELAC College Promise offers 2 Years of FREE Tuition for students who meet the eligibility requirements regardless of age or income.

PROGRAM HIGHLIGHTS:

- Priority enrollment into FYE cohorts
- Academic Coaches provide personalized assistance
- Semester Stipend
- Unique internship and work opportunities through partner agencies
- Digital Device

PROGRAM ELIGIBILITY REQUIREMENTS:

- First-Time College Student (Dual Enrollment OK)
- California Resident or AB540 eligible
- High School Diploma or equivalent by the start of first semester

PROGRAM REQUIREMENTS:

- Participation in FYE Transition to College Activities
- Enrollment in a minimum of 12 units (unless approved for less by DSPS)
- Maintain a 2.0 cumulative GPA
- Complete Math and English during first year

CONTACT INFORMATION

East Los Angeles College Promise Program
1301 Avenida Cesar Chavez
Monterey Park, CA 91754-6099
Located: E1-121 (323) 780-6795
Email: elac-collegepromise@elac.edu
instagram@elac.edu

FIRST-YEAR EXPERIENCE PROGRAM

The First-Year Experience (FYE) Program is committed to the educational success of scholars. The First Year Experience Department collaborates with student services, committed faculty, to provide holistic assessment for strength-based placement, linkages and referrals for students navigating their first year of college. FYE courses are centered on Career or Academic Pathways to create a stimulating learning environment. The goal of FYE is to provide students with counseling and enrichment opportunities to help them succeed during their first-year and beyond.

FYE also offers **Family & Community Engagement services** to prospective students and their families to support them through the process of navigating higher education. FYE at ELAC strives for every student to be Seen, **Heard and Connected**.

FIRST YEAR EXPERIENCE HIGHLIGHTS:

- Pre-enrollment support services.
  · FYE Cohort courses
  · Full or Part-Time enrollment options
- College Informaiton Days
  · FYE Academic Coaches provide personalixed assistance
- Dedicated and Inspired faculty make courses interesting
- Collaborative Coaching/study groups provide additional academic support
- Empowering and Enriching workshops to help scholars develop a collegiate identify

FIRST YEAR EXPERIENCE COHORT COURSE REQUIREMENTS:

- Participation in FYE Summer Bridge Program
- Commitment to FYE Cohort enrollment for one year
- Enroll in Adelante FYE Program courses
- Perform well in all FYE courses with a grade of (C) or better
- Participate in FYE sponsored activities and events
- Meet with a Counselor and Academic Coach during the academic year
- Attend tutoring sessions
- Start Summer or Fall semester

CONTACT INFORMATION

East Los Angeles College First-Year Experience
1301 Avenida Cesar Chavez
Monterey Park, CA 91754-6099
Located: E1-121
(323) 780-6795
Email: firstyearexperience@elac.edu.
instagram@elacfye

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. The following departments offer Cooperative Education: Administration of Justice, Business, Child, Family and Education Studies, Computer Applications and Office Technologies, Public Safety Affiliation, Theater Arts and Career and Continuing Education.

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

DELLORO PROGRAM

The Delloro Transfer Program in Social Justice is a cohort learning community designed to provide scholars with a strong foundation of skills to succeed both academically and as advocates for their communities. The program prepares students to be transfer-ready in two years by providing student-centered classes, close student-faculty interactions, one-to-one peer mentoring, academic counseling and workshops, and guaranteed enrollment in courses that fulfill IGETC completion. The program is based on exploring significant social justice concerns through an academic lens and thinking critically about ways to address both global and local inequalities in order to promote positive change. Students develop an encouraging network of support as they complete the two-year program together and gain a strong understanding of the transfer process. The Delloro Transfer Program is rooted in the belief that a diverse group of knowledgeable and empowered students can and will thrive academically and serve as leaders for social justice in their communities and campuses.

PROGRAM HIGHLIGHTS:

- Cohort model
- Guaranteed general education classes
- Peer-Mentoring
- Transfer workshops and university tours
- Academic resources, support, and counseling
- Community organizing and engagement
- Connection to program such as UCLA's CCCP Scholars Program and Cal State Northridge's Build PODER Program
- Internships and service learning opportunities

For further information, please contact: Irwing R. Jimenez (323) 260-8144 or jimeneir@laccd.edu.

ELAC VIRTUAL CAMPUS

DISTANCE EDUCATION - PHILOSOPHY

ELAC's Virtual Campus is committed to providing high quality, student centered programs and services, meeting community needs in a supportive and innovative learning environment with a strong foundation of cultural diversity and inclusivity, fostering learning for all. East Los Angeles College ensures that distance education course offerings are designed to ensure there is regular and substantive instructor-initiated contact between students and instructors. Distance learning at ELAC encompasses fully asynchronous Online, as well as synchronously-scheduled Online Live, and combination Online/hybrid classes, and, in each modality, follows the principles of high standards and student focused learning.

DISTANCE EDUCATION - ONLINE COURSES

Online learning provides students the flexibility in time and classroom location in order to meet their educational goals, transfer goals, certificates, and life-long learning goals. Online learning is a form of instruction in which the instructor and student are in different locations and interact via the use of a computer. These types of courses are designed for students who work independently, can't come to campus on a regular basis, and/or who need flexibility in their schedules. Distance learning classes and instruction are held to the same standards regardless of delivery and meet the same General Education and Transfer requirements as their on-campus counterparts.

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Online courses operate asynchronously, which means students may go online to complete their course work at a time that is convenient for them (within the framework of course deadlines as determined by the instructor)

whereas Online Live courses are completed online but can combine online asynchronous contact with live synchronous online meetings held at a regularly scheduled date and time and Online/hybrid courses combine online asynchronous contact with live meetings on campus at specific times and locations. The following courses have been approved as Online courses at ELAC. Please refer to the appropriate ELAC Class Schedule to determine if a particular section of a course is scheduled Online, Online Live, or Online/hybrid. To check ELAC latest online course listing, go to http://www.elac.edu/online/index.htm and click on "Current Online Course Offerings". For further information, please call (323) 415-5313 or email us at onlinehelp@elac.edu."

SUBJECT & NO.	COURSE	UNITS
ACAD PR 007CE	Reading and Writing II	0
ACCTG 001	Introductory Accounting I	5
ACCTG 002*	Introductory Accounting II	5
ACCTG 003*	Intermediate Accounting I	3
ACCTG 011*	Cost Accounting	3
ACCTG 012*	Auditing	3
ACCTG 015	Tax Accounting I	3
ACCTG 016*	Tax Accounting II	3
ACCTG 017*	Payroll Accounting	2
ACCTG 019	Ethics for Accounting Professionals	3
ACCTG 021	Bookkeeping and Accounting I	3
ACCTG 032	Accounting Using QuickBooks Pro	3
ACCTG 045	Governmental Accounting I	3
ACCTG 046*	Governmental Accounting II	3
ADDICST 001	Understanding Addiction and Counseling	3
ADDICST 007	Addiction Treatment and Recovery	3
ADDICST 022	Prevention Specialist Training	3
ADM JUS 001	Introduction to Administration of Justice	3
ADM JUS 002	Concepts of Criminal Law	3
ADM JUS 003	Legal Aspects of Evidence	3
ADM JUS 004	Principles and Procedures of the Justice System	3
ADM JUS 005	Criminal Investigation	3
ADM JUS 006	Patrol Procedures	3
ADM JUS 062	Fingerprint Classification	3
ADM JUS 067	Community Relations I	3
ADM JUS 075	Introduction to Corrections	3
ADM JUS 172*	Criminalistics I	3
ADM JUS 173*	Criminalistics II	3
ADM JUS 174	Offender Profiling in Criminal Investigations	3
ADM JUS 428	Ethics in Forensic Science	3
AFRO AM 004	The African-American in the History of the U.S. I	3
AFRO AM 005	The African-American in the History of the U.S. II	3
AFRO AM 019	Introduction to African American Studies	3
ANTHRO 101	Human Biological Evolution	3
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
ANTHRO 109	Gender, Sex and Culture	3
ANTHRO 132	Native People of North America	3
ARC 161	Introduction to Computer-Aided Architectural Design	2
ART 103	Art Appreciation I	3
ARTHIST 121	Introduction to Renaissance Through Rococo Art	3
ARTHIST 131	Introduction to Asian Art: East and the Pacific	3
ARTHIST 136	Introduction to Asian Art: South, Southeast, and Ancient Western Asia	3
ARTHIST 141	Introduction to African Art	3
ARTHIST 171	Introduction to Global Contemporary Art	3
ARTHIST 181	History of Women and Art	3
ASIAN 001	Asian American History	3
ASIAN 002	Contemporary Asian American Issues	3
ASIAN 003	The Peoples and Cultures in Asia	3
ASIAN 011	Chinese Civilization	3
ASIAN 020	Asian American Film and Media	3
ASTRON 001	Elementary Astronomy	3
A S L 040	Introduction to Deaf Culture	3
BIOLOGY 003	Introduction to Biology	4
BIOLOGY 025	Human Biology	3
BRDCSTG 001	Fundamentals of Television and Radio Broadcasting	3
BSICSKL 075CE	Introduction to Post-Secondary Education	0
BUS 001	Introduction to Business	3
BUS 011	Job Retention and Responsibility	1
BUS 015	Business Statistics	3
CAOT 001	Computer Keyboarding and Document Applications I	3
CAOT 002	Computer Keyboarding and Document Applications II	3
CAOT 031	Business English	3
CAOT 032	Business Communications	3
CAOT 033	Records Management and Electronic Filing	3
CAOT 034	Business Terminology	2
CAOT 035	Concepts in Information Systems	3
CAOT 048	Customer Service	3
CAOT 082	Microsoft Office Suite	3
CAOT 084	Microsoft Word	3
CAOT 085	Microsoft Excel: Spreadsheet	3
CAOT 086	Microsoft Acess: Database	3
CAOT 092**	Computer Windows Application	2
CAOT 109	Web Multimedia for the Office	3
CAOT 110	Microsoft PowerPoint: Presentation Design	3
CAOT 111**	Microsoft Outlook	2
CAOT 133	How to Succeed in an Online Course	1
CAOT 145	ePortfolio	3
CAOT 152	Mobile Apps for Business	3
CAOT 153	Social Media	3
CH DEV 001	Child Growth and Development	3
CH DEV 002	Early Childhood: Principles and Practices	3
CH DEV 003	Creative Experiences for Children I	3
CH DEV 004	Creative Experiences for Children II	3
CH DEV 007*	Introduction to Curriculum in Early Childhood Education	3
CH DEV 010	Health, Safety and Nutrition	3
CH DEV 011	Child, Family and Community	3
CH DEV 030	Infant/Toddler Development	3
CH DEV 031*	Infant/Toddler Care and Education	3
CH DEV 034*	Observing and Recording Children's Behavior	3

CH DEV 038*	Administration & Supervision of Early Childhood Programs I	3
CH DEV 039*	Administration II: Personnel and Leadership in Early Childhood Education	3
CH DEV 042	Teaching in a Diverse Society	3
CH DEV 044	Early Intervention for Children with Special Needs	3
CH DEV 045**	Programs for Children with Special Needs	3
CH DEV 050	Parenting: Family Life Focus	1
CH DEV 051	Parenting: Home and School Focus	1
CH DEV 052	Parenting: Community Resources Focus	1
CH DEV 060	Introduction to Family Child Care I	1
CH DEV 061	Introduction to Family Child Care II	1
CH DEV 062	Developmental Profiles: Pre-Birth Through Age Eight	2
CH DEV 063	Creative Curriculum in a Family Child Care Setting	2
CH DEV 065	Adult Supervision/Early Childhood Mentoring	2
CHEM 065	Introductory General Chemistry	4
CHICANO 002	The Mexican-American in Contemporary Society	3
CHICANO 004	Introduction to Chicana/o Studies	3
CHICANO 007	The Mexican-American in the History of the United States I	3
CHICANO 008	The Mexican-American in the History of the United States II	3
CHICANO 030	Chicano Theater	3
CHICANO 031	The Central American Experience	3
CHICANO 037	Chicano Literature	3
CHICANO 044	Mexican Civilization	3
CHICANO 047	The Mexican-American Woman in Society	3
CHICANO 050	Gender and Sexuality in Chicano/Latino Communities	3
CHICANO 057	Chicanas and Chicanos in Film	3
CIS 101	Introduction to Computers and Their Uses	3
CIS 111*	Supporting Windows Desktops	3
CIS 148	Introduction to Web Development HTML5 & CSS	3
CIS 162	Cyber Security I	3
CIS 222	PC Maintenance and Troubleshooting	3
CIS 120*	Introduction to Databases	3
CIS 123*	Microcomputers in Business	3
CIS 192	Introduction to Cloud Computing	3
CIS 193	Database Essentials in Amazon Web Services	3
CIS 194	Compute Engines in Amazon Web Services	3
CIS 195	Security in Amazon Web Services	3
CS 111	Programming in Visual BASIC	3
CS 112**	Programming in JavaScript	3
CS 113	Programming in Java	3
CS 116*	Programming in C++	3
CS 119	Programming in Python	3
CS 130*	Introduction to Computer Architecture and Organization	3
CS 131*	Discrete Structures for Computer Science	3
CS 136*	Introduction to Data Structures	3
COUNSEL 001	Introduction to College	1
COUNSEL 004	Career Planning	1
COUNSEL 022	The Transfer Process	1
COUNSEL 040	College Success Seminar	3
DANCEST 452**	Introduction to Choreography	2
DANCEST 457	Dance Perspectives and Appreciation	3
DANCETQ 181	Pilates I	1
DANCETQ 221	Yoga Skills I	1
DANCETQ 570	Conditioning for Dance Team Techniques I	1
EARTH 001	Earth Science	3
ECON 001	Principles of Microeconomics	3
ECON 002	Principles of Macroeconomics	3
ECON 011	Economics of Globalization	3
ECON 060**	Economics and the Environment	3
EDUC 001	Introduction to Teaching	3
ENGLISH 101	College Reading and Composition I	3
ENGLISH 102*	College Reading and Composition II	3
ENGLISH 103*	Composition and Critical Thinking	3
ENGLISH 218*	Children's Literature	3
E.S.L. 004A	College English as a Second Language IV: Writing and Grammar	6
E.S.L. 005A	College English as a Second Language V: Writing and Grammar	6
E.S.L. 006A	College English as a Second Language VI: Writing and Grammar	6
E.S.L. 008*	Advanced ESL Composition	6
E.S.L. 110	College Compositon for Non-Native Speakers	4
FAM &CS 006	Challenges of Aging	3
FAM &CS 021	Nutrition	3
FAM &CS 031	Marriage and Family Life	3
FAM &CS 034*	Child Nutrition	3
FAM &CS 091	Life Management	3
FINANCE 002	Investments	3
FINANCE 008	Personal Finance and Investments	3
FIRETEK 201	Fire Protection Organization	3
FIRETEK 202	Fire Prevention	3
FIRETEK 203	Fire Protection Equipment and Systems	3
FIRETEK 205	Fire Behavior and Combustion	3
FIRETEK 209	Fire Tactics and Strategy	3
FIRETEK 216	Fundamentals of Personal Fire Safety & Emergency Action	3
FRENCH 002*	Elementary French II	5
FRENCH 003*	Intermediate French I	5
FRENCH 004*	Intermediate French II	5
FRENCH 010	French Civilization	3
GEOG 001	Physical Geography	3
GEOG 003	Introduction to Weather and Climate	3
GEOG 015*	Physical Geography Laboratory	2
GEOLOGY 001	Physical Geology	3
GEOLOGY 015	Geological Catastrophes	3
HEALTH 002	Health and Fitness	3
HEATLH 005	Health Equity	3
HEALTH 007	Physical Fitness and Nutrition	3
HEALTH 008	Women's Personal Health	3
HEALTH 011	Principles of Healthful Living	3
HEALTH 015	Stress Management Strategy	3
HEALTH 031	Focus on Health: Diabetes	1
HEALTH 043	Men's Health and Fitness	3
HISTORY 001	Introduction to Western Civilization I	3

HISTORY 002	Introduction to Western Civilization II	3
HISTORY 007	The World's Great Religions	3
HISTORY 011	Political and Social History of the United States to 1877	3
HISTORY 012	Political and Social History of the United States from 1865	3
HISTORY 020	History of California and the Pacific Coast	3
HISTORY 023	History of Latin American Civilizations	3
HISTORY 052	The Role of Women in the History of the U.S.	3
HISTORY 081	A History of Working People in the United States I	3
HISTORY 082	A History of Working People in the United States II	3
HISTORY 086	Introduction to World Civilization I	3
HISTORY 087	Introduction to World Civilization II	3
HLTHOCC 063	Basic Medical Terminology, Pathophysiology and Pharmacology	2
HLTHOCC 064	Cultural and Legal Topics for Health Care Professionals	1
HOSP 100	Introduction to the Hospitality Industry	3
HTHTEK 106*	Hospital Ethics and Law	2
HTHTEK 108	Introduction to Pharmacology	1
HTHTEK 133	Medical Terminology	3
HUMAN 060	People and Their World: Technology and the Humanities	3
INTBUS 001	International Trade	3
INTBUS 002	Transport Systems	3
INTBUS 003	Export Procedures I	3
INTBUS 004	Import Procedures I	3
JAPAN 009	Japanese Civilization	3
JOURNAL 105	Mass Communications	3
KIN MAJ 100	Introduction to Kinesiology	3
KIN MAJ 103	Introduction to Coaching and Athletics	3
KIN MAJ 106	Sports Ethics	3
KIN MAJ 109	Women in Sport	3
KIN MAJ 111	Diversity & Equity in Sport	3
KIN MAJ 113	Exercise Testing & Prescription	2
KIN MAJ 116	Introduction to Exercise Physiology	3
KIN MAJ 117	Personal Trainer Instructor	3
KIN MAJ 118	Sport Nutrition	2
KIN MAJ 125	Introduction to Physical Therapy Aide	3
LAW 001	Business Law I	3
LAW 002	Business Law II	3
LAW 003	Civil Rights and the Law	3
LAW 008	Law and Society	3
LAW 013	Wills, Trusts, and Probate Administration	3
LAW 018	Marriage and Family Law	3
LIB SCI 101	Library Research Methods	1
LIB SCI 201	Digital Assets: Tools and Methodologies	3
LING 001	Introduction to Language and Linguistics	3
LOGTIC 101	Technology in Global Logistics	1
LOGTIC 102	Concepts in Global Logistics	2
LOGTIC 103	Inventory in Global Logistics	2
LOGTIC 104	Logistics: Cornerstone Essentials	3
LOGTIC 105	Logistics and GIS Technology	3
LOGTIC 106	Leadership in Logistics	3
LOGTIC 107	E-Commerce for Global Logistics and Entrepreneurs	3
LOGTIC 108	Industry Safety Fundamentals	3
MARKET 001	Principles of Selling	3
MARKET 011	Fundamentals of Advertising	3
MARKET 023	Introduction to Social Media Marketing	3
MATH 105ACE	Preparatory Mathematics: Rational Expressions	0
MATH 105BCE	Preparatory Mathematics: Factoring and Quadratic Equations	0
MATH 105CCE	Preparatory Mathematics: Properties of Exponentials and Scientific Notation	0
MATH 105DCE	Preparatory Mathematics: Solving Linear Equations and Linear Inequalities	0
MATH 105ECE	Preparatory Mathematics: Algebra with Polynomials	0
MATH 105FCE	Preparatory Mathematics: Irrational Numbers and Radicals	0
MATH 105GCE	Preparatory Mathematics: Order of Operations with Integers	0
MATH 105HCE	Preparatory Mathematics: Arithmetic with Fractions	0
MATH 105JCE	Preparatory Mathematics: Arithmetic with Decimals	0
MATH 105KCE	Preparatory Mathematics: Unit Conversion	0
MATH 105MCE	Preparatory Mathematics: Cartesian Coordinate System and Graphing	0
MATH 120	Plane Geometry	5
MATH 125	Intermediate Algebra	5
MATH 125S	Intermediate Algebra with Support	5
MATH 134	Accelerated Elementary and Intermediate Algebra	6
MATH 137	Pre-Statistics Algebra	5
MATH 173*	Object-Oriented Programming and Design	4
MATH 215	Principles of Mathematics I	3
MATH 216*	Principles of Mathematics II	3
MATH 227	Statistics	4
MATH 227S	Statistics with Support	4
MATH 230	Mathematics for Liberal Arts Students	3
MATH 235	Finite Mathematics	5
MATH 236*	Calculus for Business and Social Science	5
MATH 241	Trigonometry with Vectors	4
MATH 241S	Trigonometry with Vectors with Support	4
MATH 245	College Algebra	3
MATH 260*	Pre-Calculus	5
MATH 260S*	Pre-Calculus with Support	5
MATH 261*	Calculus I	5
MATH 262*	Calculus II	5
MATH 263*	Calculus III	5
MATH 270*	Linear Algebra	3
MATH 272*	Methods of Discrete Mathematics	5
MATH 273*	Introduction to Data Structures and Algorithms	4
MATH 275*	Ordinary Differential Equations	3
MATH 286*	Partial Differential Equations in the Natural Sciences	5
MEDIART 106	Mobile Phone Media	3
METEOR 003	Introduction to Weather and Climate	3
MGMT 013	Small Business Entrepreneurship	3
MGMT 015	Small Business Management II (Advanced)	3
MUSIC 111	Music Appreciation I	3
MUSIC 116	Survey and History of Rock, Pop and Soul Music	3

MUSIC 118	Film Music Appreciation	3
MUSIC 121**	Music History and Literature I	3
MUSIC 122**	Music History and Literature II	3
MUSIC 280	The Business of Commercial Music	3
PHILOS 001	Introduction to Philosophy	3
PHILOS 006	Logic in Practice	3
PHILOS 008	Deductive Logic	3
PHILOS 012	History of Greek Philosophy	3
PHILOS 013	History of Medieval Philosophy	3
PHILOS 014	History of Modern European Philosophy	3
PHILOS 015	History of Contemporary Philosophy	3
PHILOS 019	Contemporary Problems in Bioethics	3
PHILOS 020	Ethics	3
PHILOS 028	Environmental Ethics	3
PHILOS 031	Philosophy of Religion	3
PHILOS 033	Comparative Survey Of World Religions	3
PHILOS 044	Feminist Philosophy	3
PHOTO 047	Introduction to Digital Photography	3
PHOTO 121	History and Appreciation of Photography	3
PHOTO 122	Photography and Visual Media in Modern Culture	3
PHOTO 123	Photo-Discovery: Aesthetics, Craft, and Creativity	3
PHYSICS 011	Introductory Physics	4
POL SCI 001	The Government of the United States	3
POL SCI 002	Introduction to Comparative Politics	3
POL SCI 005	The History of Western Political Thought	3
POL SCI 007	Introduction to International Relations	3
POL SCI 019	Women in Politics	3
POL SCI 040	Law and Democracy	3
POL SCI 050	Introduction to Research in Political Science	3
PSYCH 001	Introductory Psychology	3
PSYCH 002*	American Social Problems	3
PSYCH 013*	Social Psychology	3
PSYCH 014	Abnormal Psychology	3
PSYCH 029**	Multicultural Psychology	3
PSYCH 032**	Psychology of Women	3
PSYCH 041	Life-Span Psychology: From Infancy to Old Age	3
PSYCH 052	Psychological Aspects of Human Sexuality	3
PSYCH 092*	Psychological Research Methods	5
READING 101	College Reading and Critical Thinking	3
REAL ES 001	Real Estate Principles	3
REAL ES 003	Real Estate Practices	3
REAL ES 005	Legal Aspects of Real Estate I	3
REAL ES 014	Property Management	3
REAL ES 021	Real Estate Economics	3
REAL ES 024	Common-Interest Development	3
SOC 001	Introduction to Sociology	3
SOC 002	American Social Problems	3
SOC 003	Crime and Delinquency	3
SOC 004*	Sociological Analysis	3
SOC 007	Juvenile Delinquency	3
SOC 011	Race and Ethnic Relations	3
SOC 012	Marriage and Family Life	3
SOC 014	Law and Democracy	3
SOC 019	Introduction to the Social Services	3
SOC 021	Human Sexuality	3
SOC 022	Sociology of Women	3
SOC 023	Issues of Manhood in the U.S. Society	3
SOC 086	Popular Culture	3
SPANISH 001	Elementary Spanish I	5
SPANISH 002*	Elementary Spanish II	5
SUPV 001	Elements of Supervision	3
TECTHTR 305	Orientation to Technical Careers in Entertainment	2
TECTHTR 350	Make-Up for Theatre	3
TECTHTR 367	Costume and Fashion History	3
THEATER 100	Introduction to the Theater	3
THEATER 121	Chicano Theater	3
THEATER 505	History of Motion Pictures	3
TUTOR 001T	Supervised Tutoring	0
VOC ED 368CE	Entrepreneur Start-Up and Business Registration	0
VOC ED 626CE	The Accounting Cycle	0
VOC ED 627CE	Bookkeeping	0
VOC ED 628CE	QuickBooks for Accounting	0

**This course has a prerequisite.*

*** This course has an advisory.*

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

DISTANCE EDUCATION - ONLINE LIVE ONLY COURSES

The following courses have been approved to be offered through Distance Education as synchronously-scheduled Online Live ONLY courses at ELAC. Students should be advised that an Online Live course requires the student to complete some course requirements in a live, regularly scheduled, synchronous online format - whether through Zoom, Teams, or another online communication platform of the instructor's choosing - at specific dates and times. Please see the applicable Schedule of Classes for more information regarding scheduled requirements for an Online Live course. For further information, please call (323) 415-5313 or email us at onlinehelp@elac.edu

ASL 001	American Sign Language I	4
ASL 002*	American Sign Language II	4
ASL 016*	Creative Signing	2
ASL 033*	Fundamentals of Fingerspelling	2
BSICSKL 082CE	GED Preparation: Reading Skills	0
CH DEV 022*	Practicum in Child Development	4
CH DEV 023*	Practicum in Child Development II	4
CHINESE 001	Elementary Chinese I	5
CHINESE 002*	Elementary Chinese II	5
CHINESE 003*	Intermediate Chinese I	5
COMM 101	Public Speaking	3
EDUC 203	Education in American Society	3
ENGLISH 127**	Creative Writing	3
ENGLISH 215*	Shakespeare I	3
ENGLISH 240*	Literature and the Motion Picture I	3
ESL NC 040CE	Writing/Grammar/Reading/Vocabulary/ Listening/Speaking I	0
ESL NC 041CE	Writing/Grammar/Reading/Vocabulary/ Listening/Speaking II	0
ESL NC 042CE	Writing/Grammar/Reading/Vocabulary/ Listening/Speaking III	0

ESL NC 043CE	Writing/Grammar/Reading/Vocabulary/ Listening/Speaking IV	0
ESL NC 044CE	Conversation	0
FRENCH 001	Elementary French I	5
HEALTH 054	Adult and Pediatric First Aid, CPR and AED Skills Certification	1
HTHTEK 100	Introduction to Health Information Technology	3
HTHTEK 103*	Introduction to Basic Coding	3
HTHTEK 110*	Ambulatory Care Coding	3
HTHTEK 134*	Introduction to Pathology	3
HTHTEK 200*	Health Care Reimbursement and Revenue Management Cycle	2
HTHTEK 202*	Directed Practice for Coding Specialists	1
HTHTEK 207*	Introduction to Health Statistics	3
HTHTEK 215*	Advanced Inpatient Coding and Abstracting	3
HTHTEK 216*	Interventional Radiology Coding	3
HTHTEK 221*	Quality Management and Leadership	3
HTHTEK 222*	Health Information Services Organization and Management	3
HTHTEK 230*	Electronic Health Records in the Health Care System	3
HTHTEK 241*	Directed Practice in Health Information Procedures II	4
JAPAN 001	Elementary Japanese I	5
JAPAN 002*	Elementary Japanese II	5
JAPAN 003*	Intermediate Japanese I	5
JAPAN 004*	Intermediate Japanese II	5
JAPAN 007*	Conversational Japanese	3
JAPAN 061	Elementary Japanese Conversation	2
MUSIC 101	Fundamentals of Music	3
MUSIC 161**	Introduction to Music Technology	3
MUSIC 201*	Harmony I	3
MUSIC 261-1*	Music Technology Workshop I	1
MUSIC 321	Elementary Piano I	2
MUSIC 322*	Elementary Piano II	2
MUSIC 323*	Elementary Piano III	2
MUSIC 324*	Elementary Piano IV	2
MUSIC 341-1*	Intermediate Piano I	2
MUSIC 341-2*	Intermediate Piano II	2
MUSIC 341-3*	Intermediate Piano III	2
MUSIC 341-4*	Intermediate Piano IV	2
SPANISH 005*	Advanced Spanish through Latin American Literature	5
SPANISH 006*	Advanced Spanish through Spanish Literature	5
SPANISH 035	Spanish for Spanish Speakers I	5
SPANISH 036*	Spanish for Spanish Speakers II	5
SPANISH 037*	Composition and Conversation for Spanish Speakers	5
THEATER 205	Actor's Orientation to Professional Theater	2
THEATER 246	Dialects for the Actor	3

DISTANCE EDUCATION - HYBRID ONLY COURSES

The following courses have been approved to be offered through Distance Education as hybrid ONLY courses at ELAC. Students should be advised that a hybrid course will require the student to complete some course requirements in person either at the Main Campus or at the South Gate Educational Center at specific dates, time, and locations. Please see the applicable Schedule of Classes for more information regarding in person requirements for a hybrid course. For further information, please call (323) 415-5313 or email us at onlinehelp@elac.edu.

ANATOMY 001	Introduction to Human Anatomy	4
ARTHIST 100	Introduction to Visual Culture and Cultural Studies	3
ARTHIST 130	Survey of Asian Art History	3
BIOLOGY 020**	Human Anatomy and Physiology	8
CHEM 051	Fundamentals of Chemistry I	5
COMM 121	Interpersonal Communication	3
FRENCH 021	Fundamentals of French I	3
GEOLOGY 004	Physical Geology and Laboratory	4
HEALTH 012	Safety Education and First Aid	3
HEALTH 049	Basic Life Support (BLS) Skills Certification	1
KIN MAJ 114	Techniques of Instruction: Group Fitness	2
KIN MAJ 115	Techniques of Instruction: Strength Training	2
KIN MAJ 125	Introduction to Physical Therapy Aide	3
MICRO 020	General Microbiology	4
MUSIC 561**	Chamber Chorale	1
MUSIC 705	Chamber Music	1
PHYISIOL 001	Introduction to Human Physiology	4
PHYSIOL 006	Anatomy and Physiology	6
RESP TH 101	Survey of Respiratory Therapy	2
TECTHTR 323	Stage Management	3
TECTHTR 330	Sound Design for Theatre	3
TECTHTR 342	Technical Stage Production	2
TECTHTR 360	Costume Design for Theater	3
TECTHTR 363	Costume Crafts, Dye, and Fabric Painting	3
TECTHTR 365	Historical Costume Sewing and Pattern Making	3
TECTHTR 366	Fantasy Costume Sewing and Pattern Making	3
TECTHTR 700	Theatre Festival Workshop	2
VOC ED 360CE	Sewing Essentials	0
VOC ED 361CE	Sewing Alterations	0
VOC ED 364CE	Makeup for Fashion	0
VOC ED 365CE	Makeup for Entertainment	0

**This course has a prerequisite.*

***This course has an advisory.*

ESCALANTE PROGRAM

The principal objective of the Jaime Escalante Math and Science Program is to engage inner-city disadvantaged junior 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.

HONORS PROGRAM

The East Los Angeles College Honors Program is designed for students who plan on transferring to a four-year college or university. It is the college's premier transfer program consisting of academically enriched general education courses in which extensive critical analysis, discussion, writing, and research are required. To facilitate this level of interaction, enrollment is limited to twenty-five students per class. Honors courses are offered in a wide range of subjects on a rotating basis (see list of courses below). All courses are approved for the IGETC General Education pattern.

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 five Honors courses, and LIB SCI 101 with a 3.0 GPA and a 3.0 cumulative GPA are given priority admission consideration at UCLA and eleven other participating universities in California and Washington. Additionally, all Honors courses are specially designated on the transcripts.

Eligibility Requirements:

First-Year Students: U.S. high school graduate with a 3.2 unweighted GPA (grades 9-12), and eligibility for ENGLISH 101.

Continuing/Returning Students: completion of 12 transferable units; a cumulative "B" (3.0) average from all college coursework taken, and eligibility for or completion of ENGLISH 101.

Evening and/or part-time students are welcome. For further information, contact Dr. Ruth Blandon, Director, at blandor@elac.edu.

Note: The Honors Program is a transfer program and is not affiliated with the President's or Dean's List Honor bestowed at the end of the semester upon graduation.

HONORS COURSES

Intersegmental General Education Transfer Curriculum Areas

Area 1: English Communication
COMM 101
ENGLISH 101, 102, 103

Area 2: Mathematics and Quantitative Reasoning
MATH 227
MATH 227S

Area 3: Arts and Humanities
ANTHRO 121
ARTHIST 110, 120, 126, 130, 140, 171
CHICANO 037, 057
DANCEST 457
ENGLISH 102, 203, 211
FRENCH 026
HISTORY 001, 002, 007, 011, 012
HUMAN 001, 060
MUSIC 111
PHILOS 001, 012, 013, 014, 015, 020, 033
PHOTO 122
SPANISH 010
THEATER 100

Area 4: Social and Behavioral Sciences
ANTHRO 102
ASIAN 001
CHICANO 002, 003, 007, 008, 047, 050
COMM 121
ECON 001, 002, 030, 060
HISTORY 001, 002, 011, 012, 052, 078
POL SCI 001, 019
PSYCH 001
SOC 001, 002, 011

Area 5: Physical and Biological Sciences
ANTHRO 101
ASTRON 001
BIOLOGY 003
CHEM 065
EARTH 001, 002
ENV SCI 001
GEOG 001, 015
GEOLOGY 004
PHYSICS 011
PSYCH 002

Additional Program Requirement (Effective Fall 2018)
LIB SCI 101

LATINA COMPLETION AND TRANSFER ACADEMY

The East Los Angeles College Latina Completion and Transfer Academy (LCTA) cultivates a holistic approach

to self-efficacy through culturally relevent teaching and learning that empovers and supports Latina students and their families.

LCTA focuses on supporting Latina students who have 30+ units and attended ELAC for longer than expected due to the lack of core course needed for transfer and/or graduation. We support our students with mentors, tutors, and evening classes and increase the success of our students.

LCTA is here to help non-traditional Latina students complete a degree and/or transfer to a four year university. We provide our students with mentors, workshops, tutors, and much more.

For further information contact (323) 415-4167.

MESA PROGRAM

The MESA (Mathematics, Engineering and Science Achievement) program aimes to help students achieve success in math- and science based degrees. Through MESA, students develop academic and leadership skills, increase educational performance, and gain confidence in their ability to compete professoinally. You can join a cohort of students on a similar path to you for support and motivation. This community of learners, with a very specialized focus, is what sets MESA apart from other student success programs.

STEM fields are in high demand and offer wide range of job opportunities that are expected to continue to grow in the future. Pursuing a STEM degree can provide students with access to high-paying and rewarding careers in fields such as engineering, computer science, healthcare, and research. MESA emphasizes participation by students who wish to transfer to four-year universities and pursue a STEM degree 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.

As a MESA Member, you will have access to:

- A MESA Center for self-study and STEM tutoring
- Academic Excellence Workshop (AEW)
- Academic Advising through our STEM Counselor
- Career planning and assistance with the tranfer process
- Networking opportunities
- Research, interships, and summer enrichment programs
- Conferences and MESA-sponsored activities
- Scholarship opportunities and more!

CALIFORNIA MESA COMMUNITY COLLEGE PROGRAM (CCP) COMPONENTS:

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

STEM Counselors provide academic advisement. Students are also advised in financial aid, research and internship opportunities scholarships, and other enrichment opportunities. The outcome is that students are competitive applicants to four-year universities.

Facilitation Of Research Opportunities

Through partnerships with four-year universities, 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 in increasing the number of students interested in obtaining graduate and doctorate degrees.

Loan Program

On a semester basis, the MESA program loans out books and calculators 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 scholarships and internships, having a personal statement and resume on hand is highly encouraged. STEM counselors assist students through the process of completing these.

Collaboration With Student Organizations

We work closely with the student run organizations Society for Hispanic Professional Engineers (SHPE), Priory of Biology and Chemistry (POBC), Physics Club, Math Club, Chicanos(as) for Community Medine (CCM), and Society for Advancement of Chicanos and Native Americans in Science (SACNAS). MESA facilitates field trips, outreach activities, speaker presentations, leadership development activities, and state and national conferences/meetings through these affiliations.

If you are interested in learning more about the MESA program or would like to apply, please visit the MESA Center in E7-210 or call (323) 780-6730.

PATHWAY TO LAW SCHOOL TRANSFER PROGRAM

The Pathway to Law School Transfer Program at ELAC is a member of the California State Bar's "Community College Pathway to Law School" Initiative through California LAW (Leadership, Access, Workforce) Pathways. Participants in the program who have completed the seven courses listed below can apply to earn a Pathway to Law School Certificate of Achievement by requesting and completing an award request form available from Admissions.

In addition, participants who have completed all requirements for transfer to a four-year institution and have earned the Certificate of Achievement by completing the seven courses required by the California State Bar listed below, will receive a California LAW Pathways Certificate of Completion and preferential consideration upon applying to any of the fourteen law schools in California that are partners in the State's Bar Initiative.

For those students interested in a legal career, the advantages of the Pathway are that the program will: demystify

law school with visits to law classes, moot court competitions, bar events, and scholarly presentations. In addition, students have access to a designated counselor and are provided with opportunities to do internships and service learning. Students also have opportunities to network with law students, attorneys, judges, other professionals with law degrees, and one another.

The following courses are required for the Pathway to Law School Transfer Program:

POL SCI 001, POL SCI 040 or SOC 014 or LAW 008, HISTORY 011 or HISTORY 012, COMM 104, ENGLISH 101 or ENGLISH 101X or ENGLISH 101Y or ENGLISH 101Z or E.S.L. 110, ENGLISH 103, and MATH 227 or MATH 227S.

For further information contact Dr. Kenneth Chaiprasert at 323-415-5466 or lawpathway@elac.edu.

PUENTE PROJECT

The Puente Project's mission is to increase the number of educationally underserved students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations. Puente provides students with English instruction, academic advising, and mentoring.

Puente Highlights:

- participation in a learning community
- career exploration
- student education plan development
- community-based and peer mentoring
- tours of UC, CSU, and private universities
- leadership development, enrichment opportunities and ongoing support

Puente students must enroll in English 101 in the Fall semester and English 103 in the Spring semester; and enroll in Counseling 001 in the Fall semester.

For further information, contact Dorothy Teola at (323) 267-3763 or teoladv@elac.edu, or Carlos Centeno at (323) 780-6713 or centenc@elac.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: NOT FOR CREDIT

COMMUNITY SERVICES

K7 107 (323) 265-8793

The Community Services department responds to needs and interests of our diverse community by offering short-term programs for children and adults. Community Services courses are not-for-credit and they are fee-based.

a. CHILDREN'S COLLEGE - Courses for children in Early Childhood, English Language Arts, Mathematics, Science, Study Skills, Foreign Languages, Fine Arts, Computers & Technology, and Music.

b. RECREATIONAL ACTIVITIES - Courses for children and adults in Dance, Fitness, Swimming, Martial Arts, and Sports.

c. CAREER TRAINING - Courses for adults in Notary Public, Solar Installer, Makeup Artistry, and Special Effects Makeup.

d. GENERAL INTEREST - Courses for adults in Personal Finance, Medical Training, Computers & Technology, Music, Arts & Crafts, and Personal Development.

CALWORKS PROGRAM

***D7** • (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:

- Assistance with DPSS Paperwork
- Vocational training
- Basic skills training: GED, E.S.L. , 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

LOS ANGELES COMMUNITY COLLEGE DISTRICT (LACCD) GRADUATION REQUIREMENTS (AP 4100)

The Graduation Requirements for programs at each of the nine colleges in the Los Angeles Community College District are published in the college's catalogs.

Associate Degree Requirements

UNIT REQUIREMENT

A minimum of 60 semester units of course credit in a selected curriculum with at least 18 semester units of study in a major or area of emphasis and at least 18 semester units of study in general education.

Associate degrees for transfer, as defined in education code section 66746, must be aligned with transfer model curricula as approved by the Chancellor of the California Community Colleges and must require 60 semester units for completion, with at least 18 units of study in a major/area of emphasis and completion of the Intersegmental General Education Transfer Curriculum (IGETC), the California State University General Education Breadth requirements (CSU GE-Breadth plan) or their variations as required for approval by the california community colleges chancellor's office.

RESIDENCY REQUIREMENT

Students must complete (i.e. earn) no fewer than 12 units at the college conferring the degree.

Exceptions to residency: The College President or designee may grant exceptions to residency to alleviate injustice or undue hardship upon review of student petition per established college protocol.

SCHOLARSHIP REQUIREMENT

Local Associate Degrees: A "C" (2.0) cumulative grade point average or better in all degree applicable coursework in the curriculum upon which the degree is based including external degree applicable coursework used to meet degree requirements. When calculating the cumulative grade point average only include external coursework if it is being applied to satisfy a degree requirement (major, general education, elective).

Associate Degrees for Transfer: A "C" (2.0) cumulative grade point average in all CSU transferable coursework upon which the degree is based including external CSU transferable coursework used to meet degree requirements. When calculating the cumulative grade point average only include external coursework if it is being applied to satisfy a degree requirement (major, general education, elective).

Effective for all students admitted for the Fall 2009 term or any term thereafter, each course counted toward the major requirements must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.

ADDITIONAL REQUIREMENTS

The associate degree also requires demonstrated competence in reading, written expression, mathematics and satisfactory completion of an ethnic studies course.

Coursework used to satisfy these additional requirements may also be applied toward satisfaction of general education requirements and major/area of emphasis requirements.

Through the collegial consultation process, the Chancellor, acting on behalf of the Board of Trustees, shall rely primarily upon the recommendation of the District Academic Senate, to establish procedures for determining these additional requirements.

1. Reading and Written Expression Competency for the Associate Degree may be met by completion of any of the following:

a. Satisfactory completion of a course in English at the level of the course typically known as Freshman Composition. This requirement may also be met by satisfactory completion of an English course taught in another department or discipline that requires entrance skills at a level equivalent to those for Freshman Composition, or by demonstrating competency that is comparable to satisfactory completion of a specified English course. The equivalence of English coursework, and the methods of demonstrating comparable competency in written expression and reading is determined by the college/district.

b. Verification of passing with a grade of C or P or higher Freshman Composition from any California Community College or the equivalent from any United States regionally accredited institution with a grade of C- or higher, or Credit/Pass/Satisfactory if equivalent to a grade of C- or higher per the sending institution's transcript key.

c. Verification of passing with a grade of C or P or higher a California Community College (CCC) course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area A2: Written Communication and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 1A: English Composition at the CCC where the course was taken including courses taken within the LACCD colleges.

d. Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Procedures.

2. Mathematics Competency for the Associate Degree may be met by completion of any of the following:

a. Satisfactory completion of a course in mathematics at or above the level of the course typically known as Intermediate Algebra (either Intermediate Algebra or another mathematics course at or above the same level, with the same rigor, and with Elementary Algebra as a prerequisite, approved locally). This requirement may also be met by

satisfactory completion of a mathematics course taught in another department or discipline that requires entrance skills at a level equivalent to Intermediate Algebra, or by demonstrating competency that is comparable to satisfactory completion of a mathematics course at or above the level of the course typically known as Intermediate Algebra. The equivalence of mathematics coursework, and the method of demonstrating comparable competency in mathematics is determined by the college/district.

b. Verification of satisfactory completion of any credit course (C- or higher, or the equivalent) or noncredit course (Satisfactory Progress (SP) or the equivalent) at or above the level of the course typically known as Intermediate Algebra or the equivalent from any United States regionally accredited secondary ("high school") or post-secondary institution. (Note: Non accredited secondary institutions shall be considered on a case-by-case basis.)

c. Verification of passing with a grade of C or P or higher a California Community College course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area B4: Mathematics/Quantitative Reasoning and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 2A: Mathematical Concepts and Quantitative Reasoning at the CCC where the course was taken including courses taken within the LACCD colleges.

d. Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Procedures.

3. Ethnic Studies Course requirement for the Associate Degree may be met as follows:

a. Verification of passing with a grade of C or P or higher a transfer-level course (minimum of three semester units or four quarter units) in ethnic studies from any California Community College or the equivalent from any United States regionally accredited institution with a grade of C- or higher, or Credit/Pass/Satisfactory if equivalent to a grade of C- or higher per the sending institution's transcript key. This requirement may be satisfied by obtaining a satisfactory grade in a course in ethnic studies taught in or on behalf of other departments and disciplines.

b. California Community College courses approved to meet an ethnic studies area in any intersegmental general education pattern.

c. Ethnic studies courses deemed by the college ethnic studies faculty to meet the California Community Colleges Ethnic Studies core competencies, and approved by the college academic senate or curriculum committee as appropriate per local processes.

d. Coursework used to meet the Ethnic Studies local graduation requirement may be double-counted on the LACCD general education plan where applicable.

4. Students who maintain continuous catalog rights as defined in this administrative procedure may satisfy competency according to the requirements stated in college catalogs.

5. The District Academic Senate shall establish whether a course meets the competency requirements as established in this administrative procedure.

GENERAL EDUCATION REQUIREMENT

General Education is designed to introduce students to the variety of means through which people comprehend the modern world.

Developing and implementing a specific philosophy of General Education is a responsibility of each college, since each must be sensitive to the unique educational needs and learning environment of its students. Each college shall publish its statement of philosophy in their catalog.

The following general education plans are offered at the colleges of the Los Angeles Community College District: the LACCD General Education Plan; the California State University General Education Breadth Plan (CSU GE- Breadth Plan); the Intersegmental General Education Transfer Curriculum (IGETC); the Interstate Passport. The colleges of the LACCD shall not impose any requirements in addition to the CSUGE plan, IGETC, or Interstate Passport requirements, including any local college or district requirements, for students completing any of these general education plans for an associate degree.

Associate in Arts/Science Degrees may use any of the GE plans documented herein. Associate Degrees for Transfer must use the CSUGE Breadth plan or the IGETC or their variations as required for approval by the California Community Colleges Chancellor's Office.

I. LACCD General Education Plan

This associate-level general education plan is appropriate for students planning to earn an associate degree who do not plan to transfer to a baccalaureate granting institution.

LACCD General Education reciprocity: LACCD General Education requirements satisfied through a course or an examination at one LACCD college shall be accepted as fulfilling the same requirement(s) at the LACCD college granting the associate degree. (For coursework completed outside the LACCD, see AP 4051 Acceptance and Evaluation of External Coursework).

At least 21 semester/28 quarter units of general education coursework must be completed in the following areas, to include an ethnic studies course in at least one of the areas:

a. Area A: Natural Sciences (3 semester/4 quarter units minimum)

Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. This category includes introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.

b. Area B: Social and Behavioral Sciences and American Institutions (6 semester/8 quarter units minimum)

Courses in the social and behavioral sciences are those which focus on people as members of society. This category includes introductory or integrative survey courses

in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology and related disciplines.

i. B1: American Institutions (3 semester/4 quarter units minimum)

ii. B2: Social and Behavioral Sciences (3 semester/4 quarter units minimum)

c.Area C: Humanities (3 semester/4 quarter units minimum)

Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. Such courses include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

d. Area D: Language and Rationality (6 semester/8 quarter units minimum)

Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses. Such courses include:

i. D1: English Composition (3 semester/4 quarter units minimum)

ii. D2: Communication and Analytical Thinking (3 semester units/4 quarter units minimum)

e.Area E: Health and Physical Education (3 semester units/4 quarter units minimum)

i. E1: Health Education (one course minimum)

ii. E2: Physical Education Activity (1 semester/1 quarter unit minimum) Area E waivers for Prior Learning and high-unit Majors

1. Area E shall be waived for students who complete a degree in Nursing.

2.Area E shall be waived for students who have completed a Public Service Academy training as determined by local college protocol.

3.Area E shall be satisfied with credit for military service:

a. Military Personnel on Active Duty: documentation must verify at least 181 days of active duty

b. Former Military Personnel currently NOT on Active Duty: Active Duty documentation (DD 214) must indicate student's length of service, which must include 181 days of active duty

4. For other "high-unit" degrees, the number of units in Area E (E1 and/or E2) specified below shall be waived:

Degree major/area of emphasis total units that cannot be double-counted to meet LACCD GE areas:	Units in LACCD Area E (E1 and/or E2) that shall be waived:
39.5	0.5
40.0	1.0
40.5	1.5
41.0	2.0
41.5	2.5
42.0 or greater	3.0

II. CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION BREADTH PLAN (CSU GE- BREADTH PLAN)

The CSU General Education-Breadth (GE-Breadth) program allows California community college transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. This plan is governed by the California State University system.

Additionally, varied forms of the CSU GE Breadth plan approved by the CSU (such

as, but not limited to "CSU GE for STEM") may be used in lieu of the standard CSU GE Breadth plan defined above for any major for which it is approved.

a. Guidelines for CSUGE Breadth Certification

i. A student must petition in order to obtain CSUGE Breadth Certification.

ii. LACCD colleges shall provide CSUGE Breadth Certification to students regardless of last California community college attended.

iii. CSUGE Breadth Certifications will be processed without regard to the student's current enrollment status or number of units accrued at the certifying college.

III. INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum is a general education program that California Community College transfer students can use to fulfill lower-division general education requirements at a California State University or University of California campus. This policy is governed by the Intersegmental Committee of the Academic Senates (ICAS).

Additionally, varied forms of the IGETC plan approved by the CSU and/or UC (such as, but not limited to "IGETC for STEM") may be used in lieu of the standard IGETC plan defined above for any major for which it is approved.

Guidelines for IGETC Certification (see the IGETC Standards)

DEGREES EARNED FROM OTHER UNITED STATES REGIONALLY ACCREDITED POSTSECONDARY INSTITUTIONS

I. ASSOCIATE DEGREES

LACCD Associate Degree general education requirements are fully satisfied by students who have earned

an Associate degree from a United States Regionally Accredited Institution. The Associate Degree competency requirements in mathematics and written expression must still be satisfied and will be evaluated on an individual student basis.

II. BACHELOR'S DEGREES

LACCD Associate Degree general education requirements and mathematics and written expression competency requirements are fully satisfied by students who have earned a Bachelor's degree or higher from a United States Regionally Accredited Postsecondary Institution.

III. California Community College Graduation Requirement in Ethnic Studies

All students must meet the Ethnic Studies graduation requirement, regardless of the level of the previously earned degree, and will be evaluated on an individual basis.

GRADUATION REQUIREMENTS FOR ASSOCIATE DEGREE IN NURSING

To obtain an associate degree in nursing, students who have baccalaureate or higher degrees from a United States Regionally Accredited Postsecondary Institution are only required to complete the course work that is unique and exclusively required for completion of the registered nursing program, including prerequisites and nursing course work.

These students are not to be required to complete any other courses required by the college for an associate degree.

DOUBLE-COUNTING OF COURSEWORK

A course may only be counted once for General Education purposes. However, a course may be used to simultaneously satisfy both a General Education requirement and a major/area of emphasis requirement. There is no limit on the number of courses that may be used simultaneously in this manner.

Students may also simultaneously apply the same course toward satisfaction of the LACCD General Education Plan, the CSU GE Breadth Certification requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements.

ASSOCIATE DEGREES FOR TRANSFER AND LOCAL ASSOCIATE DEGREES

A student who completes an Associate Degree for Transfer (ADT) in a particular major/area of emphasis may also be awarded a local associate in the same major/area of emphasis provided that the student completes any additional coursework required for the local associate degree.

CONFERRING THE DEGREE WHEN OFFERED AT MULTIPLE LACCD COLLEGES

A student may choose to earn a degree from any college in the LACCD regardless of home college status provided that the student meets the associate degree residency requirement at the college selected by the student to confer the degree. While students may meet all requirements at multiple LACCD colleges, including residency, for the same degree, as defined by degree type and major title, only one degree will be awarded by the LACCD

ADDITIONAL AND CONCURRENT ASSOCIATE DEGREES

Additional Associate Degrees: Students who have previously earned an associate degree or higher from a United States regionally accredited institution will be granted an additional associate degree when the following requirements have been met:

Pursuant to catalog rights, described herein, completion of all current degree requirements – i.e., scholarship, residency, competency, general education, and major requirements.

Major course requirements completed in previous degrees awarded can be used again for additional degrees. See AP 4051 Acceptance and Evaluation of External Coursework

There is no limit to the number of additional associate degrees that can be awarded provided that all the above requirements have been met.

Completion of any additional requirements, including new units, as determined by the college through collegial consultation with the college Academic Senate in accordance with the provisions of the Academic Senate and the Board of Trustees Shared Governance Board Policy (BP/AP 2510, Participation in Local Decision Making).

Concurrent degrees: Concurrent degrees are degrees awarded in the same semester. Students may petition and be awarded concurrent associate degrees in different majors if the following criteria are met:

Pursuant to catalog rights, described above, completion of all current degree requirements: scholarship, residency, competency, general education, and major requirements.

There is no maximum number of concurrent degrees that a student may be awarded.

If a course is a major requirement for each concurrent degree, it may be applied toward satisfaction of each major degree requirement.

Completion of the General Education requirements for one associate degree will fulfill the general education requirements for additional and concurrent degrees, if the same general education pattern applies to the additional or concurrent degree. If each degree requires the completion of different general education patterns, the general education pattern of each degree must be fulfilled. Courses may be applied toward the general education requirements for each additional or concurrent degree.

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

RESIDENCY REQUIREMENT

There is no residency requirement. A student may choose to earn a certificate from any college in the LACCD regardless of home college status.

UNIT REQUIREMENTS

A Certificate of Achievement that requires a minimum of 16 semester units must be submitted to the California Community College Chancellor's Office (CCCCO) for

approval. The 16-unit minimum applies even when the units generated by the required courses exceeds 16 units. Thus, when a student meets a course requirement through any means other than enrolling in and successfully completing the required course(s) (e.g., credit-for-prior-learning, credit-by-exam, external course credit baring fewer units, etc), the student does not have to make up the difference between the 16-unit minimum and the listed unit totals listed in the college catalog.

A Certificate of Achievement that requires fewer than 16 units may be submitted to the CCCCO for approval if it requires at least 8 units of degree-applicable coursework. The 8-unit minimum applies even when the units generated by the required courses exceeds 8 units. Thus, when a student meets a course requirement through any means other than enrolling in and successfully completing the required course(s) (e.g., credit-for-prior-learning, credit-by- exam, external course credit baring fewer units, etc), the student does not have to make up the difference between the 8-unit minimum and the listed unit totals listed in the college catalog.

SCHOLARSHIP REQUIREMENT

A "C" (2.0) grade average or better, or a "P" if the course is taken on a "pass-no pass" basis, in all work attempted in the curriculum upon which the certificate of achievement is based. The CSUGE Breadth Certificate of Achievement is exempt from this requirement.

CONFERRING THE CERTIFICATE WHEN OFFERED AT MULTIPLE LACCD COLLEGES

A student may choose to earn a certificate from any college in the LACCD regardless of home college status. While students may meet all requirements for the same certificate at multiple LACCD colleges, as defined by certificate type and major title, only one certificate will be awarded by the LACCD

AUTOMATIC AWARDING OF CERTIFICATES OF ACHIEVEMENT

Students who have completed the degree requirements for which there is a paired Certificate of Achievement or other State approved and transcripted certificate(s), will be awarded the certificate(s) automatically.

CATALOG RIGHTS AND CONTINUOUS ATTENDANCE

College catalogs cover an academic year that reflects enrollment beginning with the fall term and includes subsequent winter, spring and summer terms. Having "Catalog Rights" means students are held to the graduation requirements listed in the catalog at the time enrollment begins in the Los Angeles Community College District (LACCD). A student remaining in continuous attendance in the LACCD colleges may elect to satisfy the program requirements in effect at the college from which the student will earn his/her degree, certificate:

At the time the student began attendance in the LACCD; or At the time all graduation requirements are met; or

Any intervening catalog term between the time the student began continuous attendance and the time all graduation requirements were met.

"Continuous attendance" means attending at least one term (fall, winter, spring, summer) each academic year at any of the LACCD colleges. Courses with a "W" (withdrawal) count towards determining continuous attendance.

Students granted a "MW" (military withdrawal) or an "EW" (excused withdrawal) under the provisions of BP 4230 Grading and Academic Record Symbols, will be considered to be in "continuous attendance" for their required period of military service or excused withdrawal.

RETROACTIVE AWARDS

Students who are no longer enrolled in the LACCD and who have previously met all the requirements for a degree or certificate, but never applied for graduation shall, upon request:

be awarded the degree or certificate without the need to re-enroll in the LACCD.

be awarded retroactively the degree or certificate in the last term in which the student maintained catalog rights.

REVOKING AWARDS

Degrees, certificates and general education certifications (i.e., CSU GE-Breadth Plan, IGETC, WICHE Interstate Passport) shall not be revoked except in cases of student academic dishonesty (see AP 5530 Student Discipline).

OPTIONS FOR COMPLETING GENERAL EDUCATION BY DEGREE TYPE

The following general education plans are offered at the colleges of the Los Angeles Community College District: the LACCD General Education Plan, the California State University General Education Breadth Plan (CSU GE-Breadth Plan), and the Intersegmental General Education Transfer Curriculum (IGETC).

Local Associate in Arts/Science Degrees (A.A./A.S.) may use any of the three GE plans listed above and documented herein.

Associate Degrees for Transfer (AA-T/AS-T) must use CSU GE or IGETC or their variations as specified on the degree requirements for the ADT major within this catalog.

SKILLS CERTIFICATE REQUIREMENTS (LOCAL POLICY)

The following requirements must be fulfilled before skill certificate(s) can be granted by East Los Angeles College.

1. Grade of "C" or highter or "P" in all courses required for certificate.
2. All courses acceptable for credit must be approved by the Western Association of Universities and Colleges or by a comparable regional accrediting agency. Requirement shall be determined by the Department Chair for the discipline. Transcripts from institutions outside the Los Angeles Community College District must be mailed directly to the Admissions and Records Office. No hand delivered transcripts accepted.
3. Course required for the Certificate must be completed at East Los Angeles College, unless otherwise approved.
4. All courses fulfilling the requirements for one certificate may be applied other certificates.

LACCD GENERAL EDUCATION PLAN

MAJOR REQUIREMENTS

Minimum of 18 units in a single or related field.

GENERAL EDUCATION REQUIREMENTS

This associate-level general education plan is appropriate for students planning to earn an associate degree who do not plan to transfer to a 4-year institution.

At least 21 semester/28 quarter units of general education coursework must be completed in the following areas, to include an ethnic studies course in at least one of the area:

A. NATURAL SCIENCES (3 SEMESTER/4 QUARTER UNITS MINIMUM)

ANTHRO 101, 103
ANATOMY 001
ASTRON 001
BIOLOGY 003, 006, 009, 020, 022, 025, 046
CHEM 051, 065, 101
EARTH 001
ENV SCI 001, 024
FAM &CS 021
GEOG 001, 003
GEOLOGY 001, 002, 004, 015
METEOR 003
MICRO 020
OCEANO 001
PHYSICS 006, 007, 011, 021, 022, 101, 102, 103
PHYSIOL 001, 006
PSYCH 002

B. SOCIAL AND BEHAVIORAL SCIENCES AND AMERICAN INSTITUTIONS (6 SEMESTER/8 QUARTER UNITS MINIMUM)

1. American Institutions

(3 semester/4 quarter units minimum)

AFRO AM 004, 005
ASIAN 001
CHICANO 007, 008
HISTORY 005, 006, 011, 012, 052, 081, 082, 083
POL SCI 001

2. Social and Behavioral Sciences

(3 semester/4 quarter units minimum)

ADM JUS 001
AFRO AM 019
ANTHRO 102, 109, 132
ASIAN 002, 003
BRDCSTG 001
CHICANO 002, 003, 004, 019, 020, 025, 026, 031, 033, 047, 050, 056, 063, 071, 072, 080
CH DEV 001, 042, 045
COMM 122, 190
ECON 001, 002, 011, 030, 060
ENV SCI 017
FAM &CS 006, 031, 091
GEOG 002, 005, 007, 014, 018
HEALTH 005
HISTORY 001, 002, 006, 020, 023, 078, 083, 086, 087, 097
JOURNAL 105
KIN MAJ 109, 111
LAW 003, 008
PHOTO 122
POL SCI 002, 005, 007, 019, 040, 050
PSYCH 001, 013, 014, 029, 032, 041, 052, 077
PUB REL 001
SOC 001, 002, 003, 004, 007, 011, 012, 013, 014, 021, 022, 023, 086
THEATER 123

C. HUMANITIES (3 SEMESTER/4 QUARTER UNITS MINIMUM)

A S L 001, 002, 003, 004, 008, 009, 014, 016, 025, 040, 045
ANIMATN 218
ANTHRO 104, 121
ARC 132, 133
ART 103, 201, 501, 502, 708
ARTHIST 100, 110, 120, 121, 126, 130, 131, 136, 139, 140, 141, 151, 161, 162, 171, 181
ASIAN 011, 020
BRDCSTG 001
CHICANO 027, 030, 032, 034, 036, 037, 042, 044, 046, 051, 052, 054, 057, 062
CH DEV 003
CHINESE 001, 002, 003
DANCEST 452, 457, 814
DANCETQ 421, 422
ENGLISH 102, 127, 203, 204, 205, 206, 207, 208, 211, 212, 215, 216, 218, 239, 240, 241, 242, 245, 250, 252
FRENCH 001, 002, 003, 004, 005, 010, 021, 026
HISTORY 001, 002, 006, 007, 011, 012, 023, 082, 086, 087, 097
HUMAN 001, 008, 060
JAPAN 001, 002, 003, 004, 009
LING 001, 007
MUSIC 101, 111, 116, 118, 121, 122, 132, 141, 201, 202, 321-324, 411-413, 611, 651-654, 775
PHILOS 001, 012, 013, 014, 015, 019, 020, 028, 031, 033, 044
PHOTO 010, 121, 122, 123
SOC 086
SPANISH 001, 002, 003, 004, 005, 006, 009, 010, 012, 016, 026, 035, 036, 037
TECTHTR 315, 360, 367
THEATER 100, 101, 110, 114, 121, 123, 200, 259, 505

D. LANGUAGE AND RATIONALITY (6 SEMESTER/8 QUARTER UNITS MINIMUM)

1. English Composition

(3 semester/4 quarter units minimum)

Note: Courses that are marked with an "" meet the English Competency Requirement for graduation.*
ENGLISH 101*, 101X*, 101Y*, 101Z*; E.S.L. 110*

2. Communication and Analytical Thinking
(3 semester/4 quarter units minimum)
BRDCSTG 300
BUS 015
COMM 100, 101, 104, 121, 130, 151
CAOT 035
CIS 101
CS 111
ECON 020
ENG GEN 221
ENGLISH 102, 103
GEOG 025
GIS 025
LIB SCI 101
MATH 120 OR HIGHER, (EXCEPT FOR 185, 192, 285, 385)
PHILOS 006, 008
PSYCH 091
READING 101

E. HEALTH AND PHYSICAL EDUCATION (3 SEMESTER/4 QUARTER UNITS MINIMUM)

1. Health Education
(one course minimum) The Health Education requirement may also be met by successful completion of the major requirements for the Registered Nursing Program.
HEALTH 002, 007, 008, 011, 012, 015, 043
Note: The A.S. degrees in Nursing and Respiratory Therapy , and students who complete Public Service Academy Training, are exempted from LACCD GE Area E1. Students who complete Public Service Academy Training, are also exempted from LACCD GE Area E2.

2. Physical Education Activity
(1 semester/1 quarter unit minimum)
*Choose from one of the following subjects (*refer to pages 236-241 and 270-276 for a list of Physical Activities that will meet this requirement)*:
DNCESPC 491, 492
DANCEST 452, 814, 820, 822, 823
*DANCETQ ALL
*KIN ALL
*KIN ATH ALL
KIN MAJ 134, 135
Note: Health 002 includes the Physical Education activity.

AREA E WAIVERS FOR PRIOR LEARNING AND HIGH-UNIT MAJORS

Area E shall be waived for students who complete a degree in Nursing.

Area E shall be waived for students who have completed a Public Service Academy training as determined by local college protocol.

Area E shall be satisfied with credit for military service:

Military Personnel on Active Duty: documentation must verify at least 181 days of active duty.

Former military personnel currently NOT on active duty: Active Duty documentation (DD 214) must indicate student's length of service, which must include 181 days of active duty .

Area E shall be waived for degrees in Nursing. For other "high-unit" degrees, the number of units in Area E (E1 and / or E2) specified below shall be waived:

DEGREE MAJOR/AREA OF EMPHASIS TOTAL UNITS THAT CANNOT BE DOUBLE TO MEET LACCD GE AREAS:	UNITS IN LACCD AREA E (E1 AND/OR E2) THAT SHALL BE WAIVED:I
39.5	0.5
40.0	1.0
40.5	1.5
41.0	2.0
41.5	2.5
42.0 or greater	3.0

Note: At ELAC, Area E (E1 and E2) shall be waived for the A.S. in Respiratory Therapy.

ETHNIC STUDIES GRADUATION REQUIREMENT:

New students enrolling for the first time at an LACCD college in the fall 2023 term or later (or a returning student) must complete one ethnic studies course to graduate with an Associate Degree.

Students with catalog rights established prior to fall 2023 are exempt from this requirement. If you are not sure if you are required to meet the Ethnic Studies graduation requirement, it is strongly recommended that you meet with a counselor to determine how to meet the ethnic studies requirement in a way that best fits with your educational goals.

Complete one course in Ethnic Studies below. Course may double-count in an LACCD GE area.

AFRO AM 004, 005, 019

ASIAN 001, 002, 020

CHICAN0 002, 004, 031, 047

REQUIREMENTS FOR THE ASSOCIATE IN ARTS FOR TRANSFER (AA-T) OR ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) DEGREES

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees priority consideration for admission to a California State University (CSU) campus for any community college student who completes an "Associate Degree for Transfer", a newly established variation of the Associate Degrees traditionally offered at a California community college.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a Bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed priority consideration for admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a Bachelor's degree (unless the major is a designated "high-unit" major. This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

REQUIREMENTS:

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade-point average (GPA) of a least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in a "AA-T" or "AS-T" major. All courses in the major must be completed with a grade of "C" or better or a "P" if the course is taken on a "Pass/No-Pass" basis (Title 5, 55063).
4. Completion of the California State University General Education-Breadth (CSU GE Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) pattern (see pages 90 to 94).

The college of the LACCD shall not impose any requirements in addition to the CSUGE plan or IGETC requirements, including any local college or district requirements, for students completing either of these general education plans for an associate degree.

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

The Course Identification Numbering System (C–ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C–ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at the college can be assured that it will be accepted in lieu of a course bearing the C–ID COMM 110 designation at another community college. In other words, the C-ID designation ca be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

C-ID APPROVED COURSES FOR EAST LOS ANGELES COLLEGE

Note: This chart is subject to change. Please check www.C-ID.net *for the most updated C-ID course approvals.*

C-ID NUMBER	ELAC COURSE
ACCT 110	ACCTG 001
ACCT 120	ACCTG 002
AJ 110	ADM JUS 001
AJ 120	ADM JUS 002
AJ 122	ADM JUS 004
AJ 124	ADM JUS 003
AJ 140	ADM JUS 005
AJ 160	ADM JUS 067
AJ 200	ADM JUS 075
ANTH 110	ANTHRO 101
ANTH 120	ANTHRO 102
ANTH 150	ANTHRO 103
ARTH 100	ART 103
ARTH 110	ARTHIST 110
ARTH 120	ARTHIST 120
ARTH 130	ARTHIST 130
ARTH140	ARTHIST 140
ARTS 100	ART 501
ARTS 101	ART 502
ARTS 110	ART 201
ARTS 200	ART 204
ARTS 205	ART 202
ARTS 210	ART 300
ARTS 210	ART 304
ARTS 210	ART 307
ARTS 250	ART 633
ARTS 270	ART 213
BIOL 110B	ANATOMY 001
BIOL 115BS	BIOLOGY 020
BIOL 120B	PHYSIOL 001
BIOL 135S	BIOLOGY 006 & 007
BIOL 190	BIOLOGY 006
BUS 110	BUS 001
BUS 125	LAW 001
BUS 140	CAOT 035
BUS 140	CIS 101
CDEV 100	CH DEV 001
CDEV 110	CH DEV 011
CHEM 101	CHEM 065
CHEM 110	CHEM 101
CHEM 120S	CHEM 101 & CHEM 102
CHEM 160S	CHEM 211 & CHEM 212
CMUS 100X	MUSIC 161
COMM 110	COMM 101
COMM 120	COMM 104
COMM 130	COMM 121
COMM 140	COMM 151
COMM 150	COMM 122
COMM 160B	COMM 106
COMM 170	COMM 130
COMP 112	ENG GEN 121
COMP 122	CS 113
COMP 122	CS 116
COMP 132	CS 136
COMP 142	CS 130
COMP 152	CS 131

C-ID NUMBER	ELAC COURSE
ECE 120	CH DEV 002
ECE 130	CH DEV 007
ECE 200	CH DEV 034
ECE 210	CH DEV 022
ECE 220	CH DEV 010
ECE 230	CH DEV 042
ECON 201	ECON 001
ECON 202	ECON 002
EDUC 200	EDUC 203
ENGL 100	ENGLISH 101
ENGL 100	ENGLISH 101X
ENGL 100	ENGLISH 101Y
ENGL 100	ENGLISH 101Z
ENGL 100	E.S.L. 110
ENGL 105	ENGLISH 103
ENGL 120	ENGLISH 102
ENGL 130	ENGLISH 207
ENGL 135	ENGLISH 208
ENGL 140	ENGLISH 203
ENGL 145	ENGLISH 204
ENGL 160	ENGLISH 205
ENGL 165	ENGLISH 206
ENGL 200	ENGLISH 127
ENGR 130	ENG GEN 131
ENGR 140	ENG GEN 151
ENGR 260L	ENG GEN 220
ENGR 230	ENG GEN 231
ENGR 260	ENG GEN 220
ENVS 100	ENV SCI 001
GEOG 110	GEOG 001
GEOG 111	GEOG 015
GEOG 120	GEOG 002
GEOG 125	GEOG 007
GEOG 130	GEOG 003
GEOG 130	METEOR 003
GEOG 140	GEOG 014
GEOG 140	ENV SCI 017
GEOG 155	GEOG 025
GEOG 155	GIS 025
GEOL 100	GEOLOGY 001
GEOL 100L	GEOLOGY 006
GEOL 101	GEOLOGY 004
GEOL 110	GEOLOGY 002
GEOL 110 L	GEOLOGY 007
GEOL 120	EARTH 001
GEOL 120L	EARTH 002
HIST 130	HISTORY 011
HIST 140	HISTORY 012
HIST 150	HISTORY 086
HIST 160	HISTORY 087
HIST 170	HISTORY 001
HIST 180	HISTORY 002
JOUR 100	JOURNAL 105
JOUR 110	JOURNAL 101
JOUR 130	JOURNAL 218-1
JOUR 131	JOURNAL 218-2
JOUR 150	PUB REL 001
JOUR 210	JOURNAL 202

C-ID NUMBER	ELAC COURSE
KIN 100	KIN MAJ 100
KIN 101	HEALTH 012
LPPS 110	LAW 008
MATH 110	MATH 227
MATH 120	MATH 215
MATH 130	MATH 235
MATH 140	MATH 236
MATH 160	MATH 272
MATH 211	MATH 261
MATH 221	MATH 262
MATH 230	MATH 263
MATH 240	MATH 275
MATH 250	MATH 270
MUS 100	MUSIC 111
MUS 105	MUSIC 121
MUS 106	MUSIC 122
MUS 120	MUSIC 200
MUS 125	MUSIC 200
MUS 130	MUSIC 201
MUS 135	MUSIC 217-2
MUS 135	MUSIC 211
MUS 140	MUSIC 202
MUS 145	MUSIC 218-2
MUS 145	MUSIC 212
MUS 150	MUSIC 203
MUS 155	MUSIC 219-2
MUS 155	MUSIC 213
MUS 160	MUSIC 181
MUS 160	MUSIC 182
MUS 160	MUSIC 183
MUS 160	MUSIC 184
MUS 170	MUSIC 321
MUS 171	MUSIC 322
MUS 172	MUSIC 323
MUS 180	MUSIC 501
MUS 180	MUSIC 531
MUS 180	MUSIC 561
MUS 180	MUSIC 721
MUS 180	MUSIC 745
MUS 180	MUSIC 775
MUS 185	MUSIC 705
NUTR 110	FAM &CS 021
PHIL 100	PHILOS 001
PHIL 110	PHILOS 006
PHIL 120	PHILOS 020
PHIL 130	PHILOS 012
PHIL 140	PHILOS 014
PHIL 210	PHILOS 008
PHS 100	HEALTH 011
PHS 101	BIOLOGY 051
PHYS 105	PHYSICS 006
PHYS 110	PHYSICS 007
PHYS 205	PHYSICS 001
PHYS 205	PHYSICS 101
PHYS 210	PHYSICS 003
PHYS 210	PHYSICS 102

C-ID NUMBER	ELAC COURSE
PHYS 215	PHYSICS 002 & 004
PHYS 215	PHYSICS 103
POLS 110	POL SCI 001
POLS 120	POL SCI 005
POLS 130	POL SCI 002
POLS 140	POL SCI 007
POLS 160	POL SCI 050
PSY 120	PSYCH 014
PSY 110	PSYCH 001
PSY 150	PSYCH 002
PSY 170	PSYCH 013
PSY 170	SOC 013
PSY 180	PSYCH 041
PSY 200	PSYCH 092
SJS 110	CHICANO 004
SJS 120	HISTORY 083
SJS 120	SOC 022
SJS 130	CHICANO 025
SOCI 110	SOC 001
SOCI 115	SOC 002
SOCI 120	SOC 004
SOCI 130	FAM &CS 031
SOCI 130	SOC 012
SOCI 150	SOC 011
SOCI 160	SOC 003
SPAN 100	SPANISH 001
SPAN 110	SPANISH 002
SPAN 200	SPANISH 003
SPAN 210	SPANISH 004
SPAN 220	SPANISH 036
SPAN 230	SPANISH 037
THTR 111	THEATER 100
THTR 113	THEATER 110
THTR 114	THEATER 114
THTR 151	THEATER 260
THTR 151	THEATER 270
THTR 152	THEATER 272
THTR 171	TECTHTR 300
THTR 172	TECTHTR 315
THTR 173	TECTHTR 370
THTR 174	TECTHTR 360
THTR 175	TECTHTR 350
THTR 191	THEATER 293
THTR 192	TECTHTR 340
THTR 192	TECTHTR 342
THTR 192	TECTHTR 343
THTR 192	TECTHTR 344
THTR 192	TECTHTR 345
THTR 192	TECTHTR 346
THTR 192	TECTHTR 347
THTR 192	TECTHTR 348
THTR 192	TECTHTR 349-1
THTR 192	TECTHTR 349-2
THTR 192	TECTHTR 349-3
THTR 192	TECTHTR 355

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 Transfer Center to assist them in preparation for transfer.

ASSOCIATE DEGREES FOR TRANSFER

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of East Los Angeles College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to http://www.calstate.edu/transfer/adt-search/search.shtml. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

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 California State University (CSU) and University of California (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 E1.

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, and (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 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.

The CSU General Education-Breadth (GE-Breadth) program allows California community college transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. This plan is governed by the California State University system.

The 39 semester/58 quarter units required for CSU GE-Breadth are distributed as follows:

CSU GENERAL EDUCATION CERTIFICATION FOR 2023-2024

CALIFORNIA STATE UNIVERSITY

- 39 Units Required

A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (9 SEMESTER OR 12 QUARTER UNITS)

One course required from each subarea:

1. COMM 101
2. ENGLISH 101, 101X, 101Y, 101Z; E.S.L. 110
3. PHILOS 006, 008, ENGLISH 102, 103, COMM 104; READING 101

B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (9 SEMESTER OR 12 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

ASTRON 001
CHEM 051+, 065+, 101+, 102+, 201+, 211+, 212+, 221+
EARTH 1
ENV SCI 001, 024
GEOG 001, 003, (SAME AS METEOR 003)
GEOLOGY 001, 002, 004+, 015
METEOR 003 (SAME AS GEOG 003)
PHYSICS 006+, 007+, 011+, 021+, 022+, 101+, 102+, 103+

2. Life Science

ANATOMY 001+
ANTHRO 101
BIOLOGY 003+, 006+, 007+, 009, 020+, 022+, 025+, 046
MICRO 020+
OCEANO 001
PHYSIOL 001+
PSYCH 002

3. Laboratory Activity

ANTHRO 111
ASTRON 005
EARTH 002
ENV SCI 022
GEOG 015
GEOLOGY 006, 007
OCEANO 010

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

BUS 015
ECON 020
ENG GEN 121, 221
MATH 215, 227, 227S, 230, 235, 236, 241, 241S, 245, 260, 260S, 261, 262, 263, 270, 272, 275, 280, 284, 286.
PSYCH 091, 093

C. ARTS AND HUMANITIES (9 SEMESTER OR 12 QUARTER UNITS)

At least one course must be taken from the Arts (C1) and one course must be taken from the Humanities (C2).

1. Arts

ARC 132, 133
ART 103, 201, 300, 501, 708
ARTHIST 100, 110, 120, 121, 126, 130, 131, 136, 139, 140, 141, 151, 161, 162, 171, 181
ASIAN 011, 020
CHICANO 030 (SAME AS THEATER 121), 034, 036, 044 (SAME AS SPANISH 016), 051, 052, 054
CH DEV 003, 004
COMM 106, 130
DANCEST 457
HUMAN 001
MUSIC 111, 116, 118, 121, 122, 132, 141, 412, 413, 651-654
PHOTO 121, 122, 123
SPANISH 009, 016 (SAME AS CHICANO 044)
TECTHTR 367
THEATER 100, 101, 110, 121 (SAME AS CHICANO 030), 200, 232, 259, 293, 505

2. Humanities

A S L 001, 002, 003, 004, 045
ANTHRO 104
ASIAN 003, 011
CHICANO 027, 032, 037, 042, 044 (SAME AS SPANISH 016), 046, 057, 062
CHINESE 001, 002, 003, 007
ENGLISH 102, 127, 203-208, 211, 212, 215, 216, 218, 239, 240, 241, 245, 250, 252
FRENCH 001, 002, 003, 004, 005, 007, 010, 021, 026
HISTORY 001, 002, 006, 007, 011, 012, 023, 082, 086, 097
HUMAN 001, 008, 060
JAPAN 001, 002, 003, 004, 007, 009
LING 001
PHILOS 001, 012, 013, 014, 015, 019, 020, 028, 031, 033, 044

SPANISH 001, 002, 003, 004, 005, 006, 007, 009, 010, 012, 016 (SAME AS CHICANO 044), 026, 027, 028, 029, 035, 036, 037

D. SOCIAL SCIENCES (6 SEMESTER OR 9 QUARTER UNITS)

Requirement for new or returning students who begin at a California Community College in Fall 2021: will need to complete 6 semester or 9 quarter units.

Students with catalog rights prior to Fall 2021: will need to complete 9 semester or 12 quarter units in Area D, from at least two different disciplines for certification. However, continuing students may opt to follow the revised 2021-2022 CSU GE Breadth pattern and complete 6 units in Area D and 3 units in Area F.

Courses must be taken in at least two disciplinary perspectives.

ADM JUS 001, 002
AFRO AM 004, 005, 019
A S L 040
ANTHRO 102, 103, 104, 109, 121, 132
ASIAN 001, 002, 003, 011
BIOLOGY 051
CHICANO 002, 003, 004, 007, 008, 019, 020, 025, 026, 031, 033, 044 (SAME AS SPANISH 016), 047, 050, 056, 063, 071, 080
CH DEV 001, 011, 045
COMM 100, 121, 122, 151, 190
ECON 001, 002, 011, 030, 060
EDUC 203
ENV SCI 017 (SAME AS GEOG 014)
FAM &CS 031
GEOG 002, 007, 014 (SAME AS ENV SCI 017)
HISTORY 001, 002, 005, 006*, 011*, 012*, 020, 023, 052*, 078, 081*, 082*, 083, 086, 087, 097
HUMAN 001
JAPAN 009
JOURNAL 105
LAW 003, 008
POL SCI 001, 002, 005, 007, 019, 040 (SAME AS SOC 014), 050
PSYCH 001, 013, 014, 029, 032, 041, 052, 077, 092
SOC 001, 002, 003, 004, 007, 011, 012, 013, 014 (SAME AS POL SCI 040), 021, 022, 023, 086
SPANISH 009, 016, 026

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 from: AFRO AM 004; ASIAN 001; CHICANO 007, 008; HISTORY 006, 011, 012, 052, 081, 082 and one U.S. Government course: POL SCI 001.

These courses are not required for certification and may be double counted in Area C2 or D above. HISTORY 006 is approved for U.S. History if taken Fall 2009 or later. ASIAN 001 is approved for U.S. History if taken Fall 2015 or later.

E. LIFELONG LEARNING AND SELF-DEVELOPMENT (3 SEMESTER OR 4 QUARTER UNITS)

**Note: Only one unit of DANCEST, DANCETQ, DNCESPC, KIN, or KIN ATH activity may be applied toward this area.*

CHICANO 002, 003
CH DEV 001, 011
COMM 106, 121
COUNSEL 040
DNCESPC 491*, 492*
DANCEST 452*, 814*, 815*, 816*, 822*, 823*, OR DANCETQ*
ENV SCI 001
FAM &CS 006, 021, 031, 091
HEALTH 002, 007, 008, 011, 012, 015, 043
KIN* OR KIN ATH*
KIN MAJ 109, 134
PHILOS 019
POL SCI 007
PSYCH 013, 041, 043, 052, 077
SOC 012, 021

F. ETHNIC STUDIES (3 SEMESTER OR 4 QUARTER UNITS)

Requirement for new or returning students who begin at the California Community College in Fall 2021: will need to complete 3 semester or 4 quarter units from Area F for full CSU GE certification.

Students with catalog rights prior to Fall 2021: are NOT required to complete Area F. However, continuing students may opt to follow the revised 2021-2022 CSU GE Breadth pattern and complete 6 units in Area D and 3 units in Area F.

The following courses at ELAC are approved if taken in Fall 2021 or later. Similar course sections at another college in the LACCD may not be aproved for this area. Please check with a counselor and Assist.org prior to enrolling.

AFRO AM 004, 005, 019
ASIAN 001, 002, 020
CHICANO 002, 004, 031, 047

APPLICATION FOR GENERAL EDUCATION CERTIFICATION REQUIRED

East Los Angeles College will accept credits from any U.S. regionally 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 petition the Admissions Office to 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 previous pages 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.

APPROVED ASSOCIATE DEGREE FOR TRANSFER

Students are considered lower-division CSU GE certified if they successfully complete and are awarded a CCC Associate Degree for Transfer (ADT) that includes that CSU lower-division GE requirements.

GENERAL EDUCATION BREADTH FOR STEM MAJORS WITHIN ADTS

Students pursuring certain ADTs may be eligible to take "GE Breadth for STEM," defering one lower-division course in Subarea C and one lower-division course in Subarea D until after transfer. GE Breadth for STEM is applicable only to majors for which the Transfer Model Curriculum specifies GE Breadth for STEM. (i.e. ADT Biology)

CCC preparing a CSU GE Breadth for STEM certification as part of an ADT shall ensure that the student has completed:.

a. All courses in Areas A, B, E and F of the traditional GE curriculum; and

b. One course in Area C1 Arts and one course in Area C2 Humanities; and

c. One course in Area D.

Details of each Transfer Model Curriculum are maintained and published at ***www.c-id.net***.

GUIDELINES FOR CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION CERTIFICATION

A student must file a written petition in order to obtain CSUGE Breadth Certification.

LACCD colleges shall provide CSUGE Breadth Certification to students, regardless of last community college attended.

CSUGE Breadth Certifications will be processed without regard to the student's current enrollment status or number of units accrued at the certifying college.

TRANSFER REQUIREMENTS UNIVERSITY OF CALIFORNIA

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 a 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 International Baccalaureate Examinations (see pages 66-70 for more information).

2023-2024 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. This policy is governed by the Intersegmental Committee of the Academic Senators (ICAS). 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.

AREA 1 – 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

1A ENGLISH COMPOSITION *one course (3 semester/4 quarter units)*

ENGLISH 101, 101X, 101Y, 101Z; E.S.L. 110

1B CRITICAL THINKING - ENGLISH COMPOSITION *one course (3 semester/4 quarter units)*

ENGLISH 102, 103

1C ORAL COMMUNICATION *(CSU requirement only) one course (3 semester/4 quarter units)*

COMM 101, 104

AREA 2 – MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

Required: One course (3 semester/4 quarter units).

BUS 015
ECON 020
ENG GEN 221
MATH 227, 227S, 230, 235, 236, 245, 260, 260S, 261, 262, 263, 270, 272, 275, 280, 284, 286
PSYCH 091, 093

AREA 3 - ARTS AND HUMANITIES

Required: At least three courses, with at least one course from the Arts and one course from the Humanities. (9 semester/12 quarter units).

3A ARTS

ARC 132, 133
ART 103
ARTHIST 100, 110, 120, 121, 126, 130, 131, 136, 139, 140, 141, 151, 161, 162, 171, 181
ASIAN 020
CHICANO 030 (SAME AS THEATER 121), 034, 036, 051, 052, 054
DANCEST 457
MUSIC 111, 116, 118, 121, 122, 132, 141
PHOTO 121, 122, 123
TECTHTR 367
THEATER 100, 101, 110, 121 (SAME AS CHICANO 030), 259, 505

3B HUMANITIES

A S L 002, 003, 004, 045
ANTHRO 104, 132
ASIAN 003, 011
CHICANO 027, 032, 037, 042, 044 (SAME AS SPANISH 016), 046, 051, 057, 062
CHINESE 003
ENGLISH 102, 203-208, 211, 212, 215, 216, 218, 239, 240, 241, 245, 250, 252
FRENCH 003, 004, 005, 010, 026
HISTORY 001, 002, 006, 007, 011, 012, 023, 082, 086, 097
HUMAN 001, 008, 060
JAPAN 003, 004, 009
LING 001
PHILOS 001, 012, 013, 014, 015, 019, 020, 028, 031, 033, 044
SPANISH 003, 004, 005, 006, 009, 010, 012, 016, (SAME AS CHICANO 044), 026, 036, 037

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

*Required: Two courses from **two academic disciplines** (6 semester or 8 quarter units).*

*Students with catalog rights **prior** to fall 2023: will need to complete 9 semester or 12 quarter units in Area 4, from at least two different disciplines for certification. However, continuing students may opt to follow the revised 2023-24 IGETC pattern and complete 6 units in Area 4 and 3 units in Area 7.*

ADM JUS 001, 002
AFRO AM 004, 005, 019
A S L 040
ANTHRO 102, 103, 104, 109, 121
ASIAN 001, 002
BIOLOGY 051
CHICANO 002, 003, 004, 007, 008, 019, 020, 025, 026, 031, 033, 047, 050, 080
CH DEV 001, 011
COMM 100, 121, 122, 190
ECON 001, 002, 011, 030, 060
EDUC 203
ENV SCI 017 (SAME AS GEOG 014)
FAM &CS 031
GEOG 002, 007, 014 (SAME AS ENV SCI 017)
HISTORY 001, 002, 005, 006, 011, 012, 020, 023, 052, 078, 081, 082, 083, 086, 087, 097
JAPAN 009
JOURNAL 105
LAW 003, 008
POL SCI 001, 002, 005, 007, 019, 040 (SAME AS SOC 014), 050
PSYCH 001, 013, 014, 029, 032, 041, 052, 092
SOC 001, 002, 003, 004, 007, 011, 012, 013, 014 (SAME AS POL SCI 040), 021, 022, 023, 086

CSU Graduation Requirement in U.S. History, Constitution and American Ideals: Two courses (6 units), one from US-1 and one from US-2/3. These courses are not part of IGETC and may be completed prior to transfer. Courses may be double-counted in Area 3B or 4.

US-1	AFRO AM 004, 005; ASIAN 001; CHICANO 007, 008; HISTORY 006, 011, 012, 052, 081, 082
US-2/3	POL SCI 001

HIST 006 is approved for U.S. History if taken F09 or later. ASIAN 001 is approved for U.S. History if taken F15 or later.

AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

Required: At least 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 "+" or taken in Area 5C). (7 semester/9 quarter units).

5A PHYSICAL SCIENCE

ASTRON 001
CHEM 051+, 065+, 101+, 102+, 201+, 211+, 212+, 221+
EARTH 001
ENV SCI 001, 024
GEOG 001, 003, (SAME AS METEOR 003)
GEOLOGY 001, 002, 004+, 015
METEOR 003 (SAME AS GEOG 003)
PHYSICS 006+, 007+, 011+, 021+, 022+, 101+, 102+, 103+

5B BIOLOGICAL SCIENCE

ANATOMY 001+
ANTHRO 101
BIOLOGY 003+, 006+, 007+, 009, 020+, 022+, 025, 046
MICRO 020+
OCEANO 001
PHYSIOL 001+
PSYCH 002

5C SCIENCE LABORATORY

ANTHRO 111
ASTRON 005
EARTH 002
ENV SCI 022
GEOG 015
GEOLOGY 006, 007
OCEANO 010

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).

A S L 001, 002, 003, 004
CHINESE 001, 002, 003
FRENCH 001, 002, 003, 004, 005
JAPAN 001, 002, 003, 004
SPANISH 001, 002, 003, 004, 005, 006, 035, 036, 037

AREA 7 - ETHNIC STUDIES

*Required: One course (3 semester or 4 quarter units) Requirement for new or returning students who **begin** at the CCC in fall 2023: will need to complete 3 units or 4 quarter units from Area 7 for full IGETC certification.*

*Students with catalog rights **prior** to fall 2023: are **NOT** required to complete Area 7. However, continuing students may opt to follow the revised 2023-24 IGETC pattern and complete 6 units in Area 4 and 3 units in Area 7.*

AFRO AM 004, 005, 019
ASIAN 001, 002, 020
CHICANO 002, 004, 031, 047

The college of the LACCD shall not impose any requirements in addition to the CSUGE plan or IGETC requirements, including any local college or district requirements, for students completing either of these general education plans for an associate degree.

IGETC for STEM Majors is applicable only to majors in which the TMC explicitly indicates the availability of the option. As of May 2015 only Chemistry, Biology, and Environmental Science allow for IGETC for STEM. A current list of ADT's that allow for use of IGETC for STEM can be found at www.c-id.net.

For IGETC for STEM certification

Complete the following courses before transfer:

- All courses in Areas 1 (except 1C for UC-bound students), Area 2A, Area 5, and Area 7; and

- One course in Area 3A; one course in Area 3B; and one course in Area 4 (the second Area 4 course will eventually need to be from a different academic discipline).

Complete the following courses after transfer:

- One remaining lower-division general education course in Area 3;*
- One remaining lower-division general education course in Area 4 (in a different academic discipline from the first Area 4 course); and
- One course in Area 6 for UC-bound students who have not satisfied it through proficiency.*

*These deferred lower division courses must be replaced with calculus and/or science courses required by the major before transfer.

For CSU

If any specific AS-T degree allows IGETC for STEM Majors as its general education pattern, the specific courses that should replace the deferred lower division general education courses may be indication on the Transfer Model Curriculum (TMC) for that discipline.

Academic Subjects and Abbreviations

ADMINISTRATION OF JUSTICE
- Administration of Justice (ADM JUS)
- Fire Technology (FIRETEK)

ALLIED HEALTH
- Allied Health (ALD HTH)
- Health Information Technology (HTHTEK)
- Health Occupations (HLTHOCC)

ANTHROPOLOGY GEOGRAPHY GEOLOGY
- Anthropology (ANTHRO)
- Earth Science (EARTH)
- Environmental Science (ENV SCI)
- Geographical Information Systems (GIS)
- Geography (GEOG)
- Geology (GEOLOGY)
- Meteorology (METEOR)
- Oceanography (OCEANO)

ARCHITECTURE
- Architecture (ARC)
- Environmental Design (ENV)

ART
- Art (ART)
- Art History (ARTHIST)

AUTOMOBILE TECHNOLOGY
- Automobile Technology (AUTOMO)

BUSINESS ADMINISTRATION
- Accounting (ACCTG)
- Business (BUS)
- Computer Information Systems (CIS)
- Computer Science (CS)
- Finance (FINANCE)
- Hospitality (HOSPT)
- Law (LAW)
- Management (MGMT)
- Marketing (MARKET)
- Real Estate (REAL ES)
- Supervision (SUPV)

CAREER AND CONTINUING EDUCATION
- Academic Preparation (ACAD PR)
- Basic Skills (BSICSKL)
- Citizenship (CITIZN)
- Cooperative Education (COOP ED)
- English as a Second Language (ESL NC)
- Older Adults (OLD ADL)
- Supervised Learning Assistance (TUTOR)
- Vocational Education (VOC ED)

CHEMISTRY
- Chemistry (CHEM)

CHICANO STUDIES
- Chicano Studies (CHICANO)

CHILD, FAMILY AND EDUCATION STUDIES
- Child Development (CH DEV)
- Education (EDUC)
- Family and Consumer Studies (FAM &CS)

COMMUNICATION STUDIES
- Communication Studies (COMM)

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES
- Computer Applications and Office Technologies (CAOT)
- International Business (INTBUS)
- Logistics (LOGTIC)

COUNSELING
- College (COLLEGE)
- Counseling (COUNSEL)

DANCE
- Dance Specialties (DNCESPC)
- Dance Studies (DANCEST)
- Dance Techniques (DANCETQ)

ENGINEERING AND TECHNOLOGIES
- Electrical Engineering Technology (EET)
- Electronics (ELECTRN)
- Engineering Graphic and Design (EGD TEK)
- Engineering Support (ENG SUP)
- Engineering Technician (ENG TEK)
- General Engineering (ENG GEN)
- Industrial Technology (IND TEK)
- Manufacturing and Industrial Technology (MIT)

ENGLISH
- English (ENGLISH)
- English as Second Language (E.S.L)
- Humanities (HUMAN)
- Reading (READING)

GLOBAL LANGUAGES AND CULTURES
- American Sign Language (A S L)
- Chinese (CHINESE)
- French (FRENCH)
- Japanese (JAPAN)
- Linguistics (LING)
- Spanish (SPANISH)

JOURNALISM
- Journalism (JOURNAL)
- Public Relations (PUB REL)

KINESIOLOGY
- Health (HEALTH)
- Kinesiology (KIN)
- Kinesiology Athletics (KIN ATH)
- Kinesiology Major (KIN MAJ)

LIBRARY SCIENCE
- Library Science (LIB SCI)

LIFE SCIENCES
- Anatomy (ANATOMY)
- Biology (BIOLOGY)
- Biotechnology (BIOTECH)
- Emergency Department Assistant (E D A)
- Microbiology (MICRO)
- Physiology (PHYSIOL)

MATHEMATICS
- Mathematics (MATH)
- Math - Noncredit (MATH NC)

MEDIA ARTS & TECHNOLOGIES
- Animation (ANIMATN)
- Broadcasting (BRDCSTG)
- Media Arts (MEDIART)
- Photography (PHOTO)

MUSIC
- Music (MUSIC)

NURSING
- Nursing (NURSING)

PHILOSOPHY
- Philosophy (PHILOS)

PHYSICS
- Astronomy (ASTRON)
- Physics (PHYSICS)

PSYCHOLOGY & ADDICTION STUDIES
- Addiction Studies (ADDICST)
- Psychology (PSYCH)

PUBLIC SAFETY AFFILIATION
- Public Service (PUBSERV)

RESPIRATORY THERAPY
- Respiratory Therapy (RESP TH)

SOCIAL SCIENCES
- African-American Studies (AFRO AM)
- Asian-American Studies (ASIAN)
- Economics (ECON)
- History (HISTORY)
- Political Science (POL SCI)
- Sociology (SOC)

THEATER
- Technical Stage Production (TECTHTR)
- Theater (THEATER)

State-Approved Associate Degrees and Certificates

PROGRAM	*C	DG		DEPARTMENT	PAGE
Accounting	C	DG		Business Administration	192, 194
Addiction Counselor	C			Psychology	348
Administration of Justice	C	DG		Administration of Justice	143, 144
Administration of Justice for Transfer			AS-T	Administration of Justice	145
Administration of Justice/Law Emphasis	C			Administration of Justice	143
Administration of Justice/Sociological Emphasis	C			Administration of Justice	143
Administrative Assistant	C			Computer Applications & Office Technologies	230
Administrative Medical Assistant	C			Allied Health	150
Advanced Manufacturing Engineering Technician	C	DG		Engineering & Technologies	249, 251
Animation Levels I, II	C	DG		Media Arts & Technologies	315, 316
Anthropology for Transfer			AA-T	Anthropology, Geography, Geology	162
Architectural Design	C	DG		Architecture	171, 172
Architectural Technology	C	DG		Architecture	172
Art History for Transfer			AA-T	Art	178
Arts Graphic Communication	C	DG		Art	177, 179
Automobile Technology	C	DG		Automobile Technology	186, 187
Basic Police Academy Preparation	C			Administration of Justice	143
Basic Training Academy	C			Public Safety Affiliation	352
Biology for Transfer			AS-T	Life Sciences	302
Biotechnology	C			Life Sciences	301
Business Administration 2.0 for Transfer			AS-T	Business Administration	195
Business Information Worker I	C			Computer Applications and Office Technologies	230
Business Information Worker II	C			Computer Applications and Office Technologies	230
Business Management		DG		Business Administration	195
Business Management I	C			Business Administration	192
Business Marketing I	C			Business Administration	193
Central American Studies		DG		Chicano Studies	209
Chemical Dependency Specialist in Criminal Justice	C			Administration of Justice & Psychology	143 & 348
Chemistry Technician	C	DG		Chemistry	206
Chicano Studies		DG		Chicana/o Studies	210
Child and Adolescent Development for Transfer			AA-T	Child, Family, and Education Studies	218
Child Development		DG		Child, Family and Education Studies	217
Child Development - Infant/Toddler Emphasis	C			Child, Family and Education Studies	217
Child Development - Site Supervisor - Certificate 3	C			Child, Family and Education Studies	217
Child Development - Teacher - Certificate 2	C			Child, Family and Education Studies	216
Clinical Medical Assistant	C			Allied Health	150
Cloud Computing	C			Business Administration	193
Color Printing and Processing	C			Media Arts and Technology	315
Commercial Music: Instrumental Vocal Performer	C			Music	324
Commercial Music: Jazz Studies	C			Music	325
Commercial Music: Music Arranging	C			Music	325
Commercial Music: Music Notation	C			Music	325
Commercial Music: Music Technology	C			Music	326
Commercial Music and Recording		DG		Music	326
Communication Studies for Transfer 2.0			AA-T	Communication Studies	225
Computer-Aided Drafting (CAD)	C			Engineering & Technologies	249
Computer Science Information Technology		DG		Business Administration	196
Computer Science Information Technology-Microcomputers	C			Business Administration	193
Computer Science Information Technology- Programming	C			Business Administration	193
Cooling System and Climate Control Specialist	C			Automobile Technology	187

PROGRAM	*C	DG		DEPARTMENT	PAGE
Costume Design and Technology	C			Theater Arts	393
CSU General Education Breadth	C				141
Custody Assistant Training	C			Public Safety Affiliation	352
Customer Service Representative	C			Computer Applications & Office Technologies	231
Desktop Publishing	C	DG		Media Arts & Technologies + Journalism	280 & 315
Digital Imaging	C			Media Arts & Technologies	315
Drivetrain Specialist	C			Automobile Technology	187
Early Childhood Education for Transfer			AS-T	Child, Family and Education Studies	219
Economics for Transfer			AA-T	Social Sciences	379
Elementary Teacher Education for Transfer			AA-T	Child, Family and Education Studies	218
Engine Performance and Drivability	C			Automobile Technology	187
English for Transfer			AA-T	English	263
Engineering Graphics & Design Technology		DG		Engineering & Technologies	251
Engineering Technology: Industrial		DG		Engineering & Technologies	252
Engineering Technology: Mechanical		DG		Engineering & Technologies	252
Environmental Science for Transfer			AS-T	Anthropology, Geography, Geology	163
Environmental Studies: Biology		DG		Life Science	301
Environmental Studies: Physical Science		DG		Anthropology, Geography, Geology	163
Environmental Studies: Social and Public Policy		DG		Social Sciences	378
Executive Assistant	C	DG		Computer Applications & Office Tech.	231, 233
Executive Legal Assistant	C			Business Administration	193
Field Probation Officer Core (FPOC)	C			Public Safety Affiliation	352
Fire Academy Training	C			Public Safety Affiliation	352
Fitness Specialist Certification	C			Kinesiology	285
Fire Technology		DG		Administration of Justice	144
Fire Technology/State Fire Marshall Core Classes	C			Administration of Justice	144
Forensic Crime Scene Investigation	C	DG		Administration of Justice	144, 145
General Studies: Arts and Humanities		DG			137
General Studies: Natural Sciences		DG			139
General Studies: Social and Behavioral Sciences		DG			139
Geo-Spatial Engineering and Technologies	C	DG		Engineering & Technologies	249, 252
Geography for Transfer			AA-T	Anthropology, Geography, Geology	164
Geology for Transfer			AS-T	Anthropology, Geography, Geology	164
Gerontology/Health	C			Allied Health & Child, Family and Education Studies	151& 217
Health Information Coding Specialist	C			Allied Health	151
Health Information Coding and Statistics Clerk	C			Allied Health	152
Health Information Technology	C	DG		Allied Health	152, 154
Health Information Clerk Typist	C			Allied Health	151
Health Sciences	C			Life Sciences	301
History for Transfer			AA-T	Social Sciences	379
IGETC	C				141
Industry Safety Standards	C			Computer Applications & Office Technologies	231
International Law and Public Policy Administration	C			Business Administration	194
International Trade	C			Computer Applications & Office Technologies	231
Interventional Radiology Coding	C			Allied Health	153
Interpreter Education		DG		Global Languages and Cultures	271
IT Technician Pathway		DG		Engineering & Technologies	253
IT Technician Pathway: Stage 1 Computer Retail Sales and Support	C			Engineering & Technologies	250
IT Technician Pathway: Stage 2 Help Desk User Support	C			Engineering & Technologies	250
IT Technician Pathway: Stage 3 IT Technician	C			Engineering & Technologies	250
Journalism/Journalism for Transfer	C	DG	AA-T	Journalism	280, 281
Juvenile Corrections Officer Core	C			Public Safety Affiliation	352
Kinesiology for Transfer			AA-T	Kinesiology	286

PROGRAM	*C	DG		DEPARTMENT	PAGE
Large Format Photography	C			Media Arts & Technologies	315
Law, Public Policy, and Society for Transfer			AA-T	Business Administration	196
Legal Support Professional	C			Business Administration	194
Licensed Vocational Nursing to Registered Nurse	C	DG		Nursing	335, 337
Marketing		DG		Business Administration	197
Mathematics		DG		Mathematics	307
Mathematics for Transfer			AS-T	Mathematics	308
Medical Assistant		DG		Allied Health	155
Microsoft Office Specialist	C			Computer Applications & Office Technologies	232
Multimedia		DG		Art + Media Arts & Technologies	179 & 317
Multimedia Level I, II	C			Art + Media Arts & Technologies	178 & 316
Museum Studies	C			Art	178
Music		DG		Music	326
Music for Transfer			AA-T	Music	327
Nursing, Registered (R.N.)		DG		Nursing	335
Nutrition and Dietetics for Transfer			AS-T	Child, Family and Education Studies	219
Office Assistant	C			Computer Applications & Office Technologies	232
Office Systems Specialist	C	DG		Computer Applications & Office Tech.	232, 233
Pathway to Law School	C			Social Sciences	378
Philosophy for Transfer			AA-T	Philosophy	341
Phlebotomy Technician	C			Allied Health	154
Photography		DG		Media Arts & Technologies	317
Photography and Digital Imaging	C			Media Arts & Technologies	316
Physical Education		DG		Kinesiology	285
Physical Therapy Aide	C			Kinesiology	285
Physics for Transfer			AS-T	Physics	344
Police Academy Extended	C			Public Safety Affiliation	352
Political Science for Transfer			AA-T	Social Sciences	380
Psychology for Transfer			AA-T	Psychology	348
Public Health Science for Transfer			AS-T	Life Sciences	302
Real Estate		DG		Business Administration	197
Real Estate Broker	C			Business Administration	194
Respiratory Therapy		DG		Respiratory Therapy	371
Social Justice: Asian American Studies for Transfer			AA-T	Social Sciences	381
Social Justice: Chicano Studies for Transfer			AA-T	Chicana/o Studies	210
Social Justice: Gender Studies for Transfer			AA-T	Social Sciences	382
Sociology for Transfer			AA-T	Social Sciences	382
Spanish for Transfer			AA-T	Global Languages and Cultures	272
Stage Management and Production	C			Theater	393
Studio Arts for Transfer			AA-T	Art	179
Studio Lighting and Techniques	C			Media Arts & Technologies	316
Substance Abuse Assessor	C			Psychology	348
Tax Fundamentals	C			Business Administration	194
Technical Theatre and Entertainment Technology	C			Theater Arts	393
Technology and Logistics	C	DG		Computer Applications & Office Tech.	232, 233
Technology for E-Commerce & Entrepreneurs	C			Computer Applications & Office Tech.	232
Theater		DG		Theater Arts	394
Theater Arts for Transfer			AA-T	Theater Arts	395
Theatre in the Community	C			Theater Arts	393
Women/Gender Studies		DG		Social Sciences	383

"C" - Certificate | "DG" - Degree |"AA-T/AS-T" – CSU Transfer Degree

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

Guided Pathways

GUIDED PATHWAYS-REDESIGNING ELAC

Mission Statement: Redesigning ELAC is an equity-focused enhancement committed to student learning and advancing degrees, certificates, and skills-building course completion providing clear guidance with active support of faculty and support services.

Guided Pathways Redesigning ELAC is a multi-faceted effort that is continuously being updated. All our programs of study are categorized into eight Career and Academic Pathways (CAPs):

Business, Law, and Information Technology
Arts, Media, and Design
Health Sciences
Social and Behavioral Sciences
Administration of Justice and Fire Technology
Language and Communication
Science, Technology, Engineering, and Mathematics
Exploration and Preparation

Details about each CAP can be found on the college website where students can see which programs fall under each CAP, watch videos to orient them to the CAPs, and learn about upcoming CAP events.

Listed on each CAP webpage are academic maps for each degree, certificate, and program of study. This map includes a recommended sequence of courses in addition to information about career, course schedule, student support services, and advising notes. Students are encouraged to use the academic maps as a supplementary tool and work closely with their career and academic counselors.

Each CAP has a team, led by an ELAC Data Coach, comprised of volunteer administrators, faculty, staff and students per CAP who examine data, uncover some of the barriers students may be facing, inform relevant departments and units, and build community and contextualization around students' areas of study. CAP teams communicate data, have data-informed conversations about equity in CAP communities, and recommend practices with the support of Professional Development.

Every semester, each CAP Team hosts webinars directed toward students who are exploring and seeking more career and academic information before they confirm a pathway, and for students declared in a pathway to continue to connect with their area of study. The fall CAP webinar is focused on degrees, certificates, and programs of study. The spring webinar is focused on career options and industry information.

An open access Canvas Course resource is available for all students on their Canvas Dashboard. The course, titled "ELAC Career and Academic Pathways", shares an introductory module into CAPs, maps, and career exploration. This module can be imported into all Canvas course shells by faculty from the Canvas Commons. The course also has a module for each of the 8 CAPs, with area specific information, videos, and slides, followed by free and helpful support services resources for all students.

Professional Development is another important part of Redesigning ELAC. The Cultural Curriculum Redesign Workshop is an intensive, hands-on training in which participants redesign course content, delivery, and instruction for more inclusive, accessible, equitable, and culturally relevant experiences for students.

For more information, please contact the Guided Pathways Facilitators at guidedpathways@elac.edu.

Learning Outcomes

STUDENT LEARNING OUTCOMES – WHAT STUDENTS NEED TO KNOW

What's a Student Learning Outcome?

A Student Learning Outcome (SLO) is the broad term to describe the campus endeavor towards improving student learning. SLOs tell students what they will know or be able to do at the end of each stage of their studies (e.g., courses, programs)

What's a Course Learning Outcome and where can I find them?

A Course Learning Outcome (CLO) tells students what they will know or be able to do at the end of a course. A CLO describes the knowledge, skills or abilities that students should gain by the end of a course. CLOs focus on "big picture" items; they should help to describe how the course curriculum functions together.

CLOs are required to appear on the course syllabus. You will see them listed under "Course Learning Outcomes" or "Student Learning Outcomes." Feel free to ask your instructor about them. The CLOs for each course also appear here.

Do I need to know the CLOs for my course?

Yes because CLOs are a good indicator of what faculty teaching the course think it is important for you to learn. However, since CLOs focus on the big picture, they may not help you with studying specific chapters or for specific exams. Make sure you understand what the CLOs are at the beginning of the course because they should help you set goals for what you will learn. Throughout the course, you should also consider how what you are learning will contribute to each CLO.

Will CLOs mean more work or another test or assignment for me?

It probably won't mean more work for you. The faculty decide what the assessments will be and when they will be given. Some faculty may use a current assignment in the course as the assessment or they may create an assignment that will be embedded into the course. You may or may not know what's being used as the CLO assessment.

Also, the assignments used for CLO assessment will probably be looked at or assessed for other qualities than how the instructor grades the assignment. For example, you might be asked to write a research paper that is given an overall grade as part of the course but your instructor might also look at it to see how well he or she taught research skills. As another example, you might be asked to solve a problem for which your grade focuses on getting the right answer, but your instructor will look at it to see how well he or she taught a specific procedure or thought process.

What are CLO assessment results used for?

The assessments are designed to help faculty understand how well their students in their courses are learning. It helps faculty determine where they can make instructional improvement. Usually, assessment information will be collected anonymously to look at students as a whole group rather than as individuals. Often, the assessment for the CLO takes place at the end of the semester.

Who can I talk to about CLOs?

If you have questions about this process, you can talk to your instructors, department chairs, or members of the Learning Assessment Team in the Office of Institutional Effectiveness and Advancement (OIEA).

What's LAC?

LAC stands for the Learning Assessment Committee. This committee is made up of the Learning Assessment Facilitators, faculty from each department, student service professionals, staff members, and administrators. LAC works to guide the campus through the learning outcomes assessment process and to create policy to ensure the process is a smooth one.

INSTITUTIONAL LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

Throughout their experiences in general education coursework, in elective coursework or in campus life experiences at East Los Angeles College, students will develop their knowledge and ability to become engaged, global citizens, achieve their educational goals, and expand their individual potential. As an institution, we value students gatering a wide breadth of knowledge of human cultures and the physical and natural world while they also develop their intellectural and practical skills and become lifelong learnes.

PART ONE - INSTITUTIONAL LEARNING OUTCOMES

As students complete required or elective coursework or participate in campus life, they will gain our core academic values.

a. exploring ethical reasoning by understanding, analyzing, and resolving moral dilemmas;

b. demonstrating information competency and research skills by identifying, locating, evaluating, and effectively and responsibly using and sharing information;

c. engaging diverse perspectives through exposure to a breadth of ideas and to fellow students, faculty, staff, and administrators with individual racial, ethnic, gender, and sexual orientation and class differences and physical, mental, and emotional abilities, and practicing tolerance to those who express differing individual and cultural views;

d. demonstrating technological competency skills by producing academic work using computing devices or adapting to new computing environments or programs;

e. participating responsibly in civil society by demonstrating a strong commitment and responsibility to work with others towards public purposes;

f. developing, evaluating, and refining academic and/or career goals;

g. developing oral communication skills by demonstrating the ability to speak coherently and appropriately for various audiences and situations and to present ideas and information effectively for specific purposes;

h. developing analytic inquiry skills by demonstrating the ability to analyze text, data, or issues before accepting or formulating an opinion or conclusion;

PART TWO - GENERAL EDUCATION

As students complete coursework in the following General Education areas, they will also gain these learning outcomes:

i. In the area of Natural Sciences, students will be able to demonstrate an understanding of natural phenomena and the fundamental laws of science AND

- Do one of the following:

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

2. Apply scientific knowledge/theoretical models used in course discipline to solve problems and draw conclusions

j. In the area of Social and Behavioral Sciences, students will be able to demonstrate knowledge and understanding of the theories, sources, and interpretations of human behavior and organization AND

- Do one of the following:

1. Describe contemporary or historical perspectives on individual or collective human behavior

2. Explain the scientific/interpretive methods used in the acquisition of knowledge and the testing of competing theories in the social and behavioral sciences

k. In the area of Arts and Humanities, students will be able to:

- Do one of the following:

1. Demonstrate knowledge and understanding of how creating different forms of art engages multiple sensory experiences

2. Communicate a recognition and understanding of diverse forms of expression across the globe, past and present

3. Demonstrate an understanding of the research and creative methods used in the construction and knowledge of the arts or humanities

4. Demonstrate a critical recognition of the historical and philosophical approaches to the formation of culture, including the impact of technology on aesthetic experience

5. Identify how different theories and practices, over time, shape our interpretation of cultural or creative expression

l. In the area of Language and Rationality, students will be able to:

1. Develop written communication skills, demonstrating the ability to use language to convey logical thought in both expository and argumentative writing

2. Develop quantitative reasoning skills, demonstrating the ability to compute and organize data effectively and to use mathematical, symbolic, and graphical techniques to evaluate and present information

m. In the area of Health and Physical Education, students will be able to:

- Do one of the following:

1. Develop strategies for enhancing physical, social, or psychological well-being

2. Examine the behaviors and actions needed in order to acquire a healthy lifestyle

3. Demonstrate improvement in cardiovascular endurance, muscular strength, muscular endurance, body composition and/or flexibility

4. Demonstrate proper technique, skills, and/or strategies for the designated activity

By acquiring many of the above outcomes, students will show their ability to be lifelong learners so that they can pursue their aspirations for a better future for themselves, their community and the world.

PROGRAM LEARNING OUTCOMES –PROGRAM OF STUDY

A Program of Study identifies the pathway a student might take to complete a skills certificate, certificate of achievement, an associate degree, or transfer to a four-year college or university. Each Program of Study defines the Program Learning Outcomes (PLOs) to be achieved. East Los Angeles College offers following Programs of Study:

PoS - Administration of Justice

ADMINISTRATION OF JUSTICE

- Achieve competency ina public safety work environment in policing, corrections and forensic science.
- Apply the historical background of safety regulations in policing, corrections and forensic science.
- Recognize community needs and employ appropriate solutions.
- Students successfully demonstrate proficiency in applying learned tactics, techniques, and information in citizen contact and field situations related to

the performance of the job classification practiced in a California approved P.O.S.T. academy.

ADMINISTRATION OF JUSTICE AA

- Achieve competency in a public safety work environment in policing, corrections and forensic science.
- Apply the historical background of safety regulations in policing. corrections and forensic science.
- Recognize community needs and employ appropriate solutions.

ADMINISTRATION OF JUSTICE AA-T

- Analyze content of statutory and case law.
- Apply critical thinking skills to solve a criminal justice problem.
- Describe individual functions and components of the criminal justice system.

ADMINISTRATION OF JUSTICE CERTIFICATE OF ACHIEVEMENT

- Apply strategies for prevention of criminal behavior related to gang activity, drug and alcohol abuse.
- Identify historical concepts of criminal law.
- Summarize policies regarding corrections, probation and institutional services.

ADMINISTRATION OF JUSTICE/LAW EMPHASIS CERTIFICATE OF ACHIEVEMENT

- Apply critical thinking skills to solve a community problem.
- Identify roles and responsibilities of each component in the criminal justice system.
- Interpret individual rights related to case studies.

ADMINISTRATION OF JUSTICE/SOCIOLOGICAL EMPHASIS CERTIFICATE OF ACHIEVEMENT

- Categorize content of statutory and case law.
- Demonstrate competency in identifying juvenile delinquency.
- Summarize theories of crime and application of punishment.

BASIC POLICE ACADEMY PREPARATION CERTIFICATE OF ACHIEVEMENT

- Achieve competency in application of law regarding criminal behavior.
- Apply safety regulations in police procedure.
- Identify community needs to solving a problem.

FORENSIC CRIME SCENE INVESTIGATION CERTIFICATE OF ACHIEVEMENT

- Achieve competency in a forensic science work environment utilizing acceptable practices and methods.
- Apply the knowledge of the historical background of applied methods of investigation.
- Recognize the importance of ethical standards in evidence handling using professional code of ethics.

FIRE TECHNOLOGY

- Student shall recognize environmental hazards that will adversely affect personal safety.
- Student shall select and don the appropriate personal protective equipment based upon a given emergency incident.
- Student will identify a patient in distress, assess the patient, and apply the appropriate treatment modality.

FIRE TECHNOLOGY AA

- Identify a patient in distress and apply the appropriate treatment based on the chief complaint.
- Implement the appropriate tactical and strategic plans based on the emergency incident priorities of life safety, incident stabilization and property conservation.
- Recognize hazardous environments that affect respondent and public safety.

FIRE TECHNOLOGY/STATE FIRE MARSHALL CORE CLASSES CERTIFICATE OF ACHIEVEMENT

- Demonstrate how to effectively prepare for a career in the Fire Service.
- Distinguish the various types of services the Fire Department provides to the community.
- Illustrate the culture of safety in the Fire Service and its importance when providing quality service to the community.

PoS - Allied Health

HEALTH INFORMATION CODING AND STATISTICS CLERK CERTIFICATE OF ACHIEVEMENT

- Implement and evaluate legal principles, policies, healthcare ethics, and standard procedures governing the analysis and quality of data in the management of health information.
- Critically examine and code medical diagnoses and procedures from electronic health records in a clinical setting with high quality and accuracy.
- Implement and evaluate principles of life sciences and information technology solutions to healthcare information technology problems.

HEALTH INFORMATION CODING SPECIALIST CERTIFICATE OF ACHIEVEMENT

- Critically examine and code medical diagnoses and procedures from electronic health records in a clinical setting with high quality and accuracy.
- Implement and evaluate legal principles, policies, healthcare ethics, and standard procedures governing the analysis and quality of data in the management of health information.
- Implement and evaluate principles of life sciences and information technology solutions to healthcare information technology problems.

HEALTH INFORMATION TECHNOLOGY AS

- Critically examine and code medical diagnoses and procedures from electronic health records in a clinical setting with high quality and accuracy.
- Implement and evaluate legal principles, policies, healthcare ethics, and standard procedures governing the analysis and quality of data in the management of health information.
- Implement and evaluate principles of life sciences and information technology solutions to healthcare information technology problems.

HEALTH INFORMATION TECHNOLOGY: HEALTH INFORMATION CLERK TYPIST CERTIFICATE OF ACHIEVEMENT

- Critically examine and code medical diagnoses and procedures from electronic health records in a clinical setting with high quality and accuracy.
- Implement and evaluate legal principles, policies, healthcare ethics, and standard procedures governing the analysis and quality of data in the management of health information.
- Implement and evaluate principles of life sciences and information technology solutions to healthcare information technology problems.

INTERVENTIONAL RADIOLOGY CERTIFICATE OF ACHIEVEMENT

- Students must demonstrate knowledge on clinical application of interventional options relevant to vascular and interventional radiology.
- Students must build practical skills and techniques required to accurately code interventional radiology procedures.
- Students should examine various disease processes in terms of epidemiology, pathophysiology, clinical manifestations, treatment alternatives and expected outcome/prognosis in IR specialty services.
- Students should be altruistic and accountable, and adhere to principles of medical ethics by respecting and protecting patients' best interest.
- Students should demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care.

HEALTH OCCUPATIONS

- To foster a sense of service and commitment.
- To produce knowledgeable and effective health care professionals.
- To support quality of care in the healthcare industry.

RESPIRATORY THERAPY

- Student should be able to demonstrate equipment manipulation, infection control and quality control.
- Student should be able to evaluate a patient and develop a respiratory care treatment plan.
- Student should be able to initiate and modify therapeutic procedures.
- Student should be able to make recommendation and evaluate patient data.

NON-TRADITIONAL RESPIRATORY THERAPY AS

- Demonstrate competent and safe equipment manipulation including lab simulations and patient contact during clinical rotations.
- Evaluate patient data to develop respiratory care treatment plan recommendations that initiate and modify therapeutic procedures, and infection and quality control.

RESPIRATORY THERAPY AS

- Demonstrate competent and safe equipment manipulation including lab simulations and patient contact during clinical rotations.
- Evaluate patient data to develop respiratory care treatment plan recommendations that initiate and modify therapeutic procedures, and infection and quality control.

RESPIRATORY THERAPY CERTIFICATE OF ACHIEVEMENT

- Demonstrate competent and safe equipment manipulation including lab simulations and patient contact during clinical rotations.
- Evaluate patient data to develop respiratory care treatment plan recommendations that initiate and modify therapeutic procedures, and infection and quality control.

PoS - Anthropology/ Geography/Geology

ANTHROPOLOGY AA-T

- Distinguish a culturally relativistic explanation of human behavior from an ethnocentric one.
- Identify the general path of human evolution and the evidence in support of it.
- Utilize empiricism, scientific principles, and/or the scientific method in order to analyze data from an anthropological perspective.

GEOGRAPHY AA-T

- Analyze and interpret geographic patterns using maps, graphs, Geographic Information Systems, and other analytic tools commonly employed by geographers.
- Describe the geographic character of human society and activities, and aspects of globalization in contemporary life.
- Identify and explain the planet's human and biological characteristics and processes, from global to local scales.
- Illustrate the complex linkages between the geosphere, the atmosphere, the hydrosphere, and the

biosphere, and the manner in which Earth's different landscapes are formed.

PoS - Architecture

ARCHITECTURE

ARCHITECTURAL COMPUTER-AIDED DESIGN AA

- Appraise and compare traditional architectural techniques along with CAD(Computer Aided Design) design process.
- Create complex professional multi-media presentations as a means to communicate design intent.

ARCHITECTURAL COMPUTER-AIDED DESIGN CERTIFICATE OF ACHIEVEMENT

- Analyze and examine traditional architectural techniques along with CAD (Computer-Aided Design) design process.
- Create complex professional multi-media presentations as a means to communicate design intent.

ARCHITECTURAL DESIGN CERTIFICATE OF ACHIEVEMENT

- Analyze and diagram case studies and/or historical precedents.
- Analyze and discuss effectively the impact of theoretical, social, political, economic and cultural concepts that affect our built environment.

ARCHITECTURAL DRAFTING AA

- Analyze and discuss effectively the impact of construction technologies and methodologies that affect our built environment.
- Assemble and evaluate past and current construction documentation techniques.
- Create professional written and graphic documentation to communicate architectural design technology.

ARCHITECTURAL DRAFTING CERTIFICATE OF ACHIEVEMENT

- Analyze and discuss effectively the impact of construction technologies and methodologies that affect our built environment.
- Create professional written and graphic documentation to communicate architectural design technology.

ARCHITECTURAL DRAWING CERTIFICATE OF ACHIEVEMENT

- Assemble and evaluate past and current architectural graphic techniques.

PoS - Art

ANIMATION (LEVEL I) CERTIFICATE OF ACHIEVEMENT

- Creatively reference historical and cultural perspectives in an animation portfolio.
- Demonstrate creative and technical knowledge by developing a successful portfolio.

ANIMATION (LEVEL II) CERTIFICATE OF ACHIEVEMENT

- Creatively reference historical and cultural perspectives in an animation portfolio.
- Demonstrate creative and technical knowledge by developing a successful portfolio.

ANIMATION AA

- Creatively reference historical and cultural perspectives in an animation portfolio.
- Demonstrate creative and technical proficiency by developing a professional portfolio.

Art

ART GRAPHIC COMMUNICATION CERTIFICATE OF ACHIEVEMENT

- Creatively reference historical and cultural perspectives in a graphic design portfolio.
- Demonstrate creative and technical knowledge by developing a successful portfolio.

ARTS GRAPHIC COMMUNICATION AA

- Creatively reference historical and cultural perspectives in a graphic design portfolio.
- Demonstrate creative and technical proficiency by developing a professional portfolio.

MULTIMEDIA (LEVEL I) CERTIFICATE OF ACHIEVEMENT

- Creatively reference historical and cultural perspectives in a multimedia portfolio.
- Demonstrate creative and technical knowledge by developing a successful portfolio.

MULTIMEDIA (LEVEL II) CERTIFICATE OF ACHIEVEMENT

- Creatively reference historical and cultural perspectives in a multimedia portfolio.
- Demonstrate creative and technical knowledge by developing a successful portfolio.

MULTIMEDIA AA

- Creatively reference historical and cultural perspectives in a multimedia portfolio.
- Demonstrate creative and technical proficiency by developing a professional portfolio.

STUDIO ARTS AA-T

- Develop the analytical and observational skills necessary to enhance students' visual literacy.
- Develop the technical skills necessary to enhance students' visual literacy.

Art History

ART HISTORY AA-T

- Analyze, interpret, and present ideas, utilizing the specific language of art history.
- Evaluate the historical and aesthetic significance of visual culture in context of the cultures, religions, and traditions of peoples of the World.

PoS - Automobile Technology

Automobile Technology

AUTOMOBILE TECHNOLOGY AS

- Analyze wiring diagrams/flowcharts and determine the circuit and/or system fault.
- Evaluate and communicate the cause of the concern of the specific automotive system.
- Perform the technical skills required to correct the specific automotive system.

AUTOMOBILE TECHNOLOGY CERTIFICATE OF ACHIEVEMENT

- Analyze wiring diagrams/flowcharts and determine the circuit and/or system fault.
- Evaluate and communicate the cause of the concern of the specific automotive system.
- Perform the technical skills required to correct the specific automotive system.

COOLING SYSTEMS AND CLIMATE CONTROL CERTIFICATE OF ACHIEVEMENT

- Analyze wiring diagrams/flowcharts and determine the circuit and/or system fault.
- Evaluate and communicate the cause of the concern of the specific automotive system.
- Perform the technical skills required to correct the specific automotive system.

DRIVETRAIN SPECIALIST CERTIFICATE OF ACHIEVEMENT

- Analyze wiring diagrams/flowcharts and determine the circuit and/or system fault.
- Evaluate and communicate the cause of the concern of the specific automotive system.
- Perform the technical skills required to correct the specific automotive system.

ENGINE PERFORMANCE AND DRIVABILITY CERTIFICATE OF ACHIEVEMENT

- Analyze wiring diagrams/flowcharts and determine the circuit and/or system fault.
- Evaluate and communicate the cause of the concern of the specific automotive system.
- Perform the technical skills required to correct the specific automotive system.

PoS – Business Administration

Accounting

ACCOUNTING AA

- Evaluate and analyze financial information for economic decision making.
- Compile financial data into financial reports required by both internal and external users.

ACCOUNTING CERTIFICATE OF ACHIEVEMENT

- Compile financial data into financial reports required by both internal and external users.
- Evaluate and analyze financial information for economic decision making.

Business

BUSINESS MANAGEMENT AA

- Formulate, design and develop an entrepreneurial business plan.
- Identify and integrate the functional areas of business including management, marketing, computer and software systems, accounting and finance

BUSINESS MANAGEMENT CERTIFICATE OF ACHIEVEMENT

- Formulate, design and develop an entrepreneurial business plan.
- Identify and integrate the functional areas of business including management, marketing, computer and software systems, accounting and finance

COMPUTER SCIENCE INFORMATION TECHNOLOGY - MICROCOMPUTERS CERTIFICATE OF ACHIEVEMENT

- Create word processing documents, spreadsheets, databases and presentations in a business environment.
- Design a program using a programming language to produce software and/or an interactive website.
- Determine the best computer operating system and network solution required to suit organizational needs.

COMPUTER SCIENCE INFORMATION TECHNOLOGY - PROGRAMMING - CERTIFICATE OF ACHIEVEMENT

- Design a program using a programming language to produced desired results based on a specific input.
- Utilize basic skills in computer applications and introductory programming techniques for software development.

COMPUTER SCIENCE INFORMATION TECHNOLOGY AA

- Create word processing documents, spreadsheets, databases and presentations in a business environment.
- Design a program using a programming language to produce software and/or an interactive website.
- Determine the best computer operating system and network solution required to suit organizational needs.

MARKETING AA

- Analyze qualitative data to generate effective marketing strategies for an advertising campaign.
- Identify and integrate the functional areas of business including management, marketing, digital media, e-commerce and finance.

MARKETING CERTIFICATE OF ACHIEVEMENT

- Analyze qualitative data to generate effective marketing strategies for an advertising campaign.
- Identify and integrate the functional areas of business including management, marketing, digital media, e-commerce and finance.

REAL ESTATE

- Apply Real Estate terminology, concepts, and office procedures to complete standard real estate forms and contracts in order to effectuate a successful real estate transaction.
- Incorporate the theory and principles necessary to pass the State of California Real Estate Salesperson and Real Estate Broker licensing examination.

REAL ESTATE AA

- Apply Real Estate terminology, concepts, and office procedures to complete standard real estate forms and contracts in order to effectuate a successful real estate transaction.
- Incorporate the theory and principles necessary to pass the State of California Real Estate Salesperson and Real Estate Broker licensing examinations.

REAL ESTATE BROKER CERTIFICATE OF ACHIEVEMENT

- Apply Real Estate terminology, concepts, and office procedures to complete standard real estate forms and contracts in order to effectuate a successful real estate transaction.
- Incorporate the theory and principles necessary to pass the State of California Real Estate Salesperson and Real Estate Broker licensing examinations.

PoS - Chemistry

CHEMISTRY

- Apply concepts and theories in Chemistry to describe or explain chemical phenomena.
- Develop conclusions from laboratory experiments that test hypotheses devised in classroom lectures.

PoS - Chicana/o Studies

Chicana/o Studies

CHICANA/O STUDIES AA

- Critically examine and interpret cultural expressions of Chicana/o and Latina/o communities within a critical context.
- Evaluate the historical experiences of the Chicana/o people within the legal, political cultural, and social structures found in the United States, Mexico, and Central America.

PoS – Child, Family, and Education Studies

CHILD DEVELOPMENT

- Create developmentally appropriate and culturally relevant curriculum experiences and quality environments.

CHILD DEVELOPMENT AA

- Create developmentally appropriate and culturally relevant curriculum experiences in order to provide individualized care for the whole child.
- Distinguish the role of the teacher when developing healthy relationships with the child, school, family and community.
- Implement observation skills, critical thinking and theoretical perspectives to support the development of the whole child.

CHILD DEVELOPMENT: TEACHER - CERTIFICATE 2 CERTIFICATE OF ACHIEVEMENT

- Define developmental milestones, theoretical perspectives, and observation techniques to best support the development of the whole child.
- Distinguish the role of the teacher when developing healthy relationships with the child, school, family and community.
- Identify the best and promising teaching and care practices in the ECE field including the environment, the curriculum, and strategies to develop teaching practices.

EARLY CHILDHOOD EDUCATION AS-T

- Create developmentally appropriate and culturally relevant curriculum experiences in order to provide individualized and group care for the whole child.
- Distinguish the role of the teacher when developing healthy relationships with the child, school, family and community.
- Implement observation and assessment skills, critical thinking and theoretical perspectives to support the development of the whole child.

INFANT/TODDLER EMPHASIS CERTIFICATE OF ACHIEVEMENT

- Distinguish the role of the teacher when developing healthy relationships with the infant, toddler, school, family and community.
- Identify developmental milestones, theoretical perspectives, and observation techniques to best support the development and curriculum experiences of the growing infant and toddler.

SITE SUPERVISOR - CERTIFICATE 3 CERTIFICATE OF ACHIEVEMENT

- Distinguish the role of the ECE supervisor/administrator in connection to professionalism, marketing, budgeting, obtaining funding, team building, and developing relationships with colleagues, families, children and the community

- Implement appropriate processes to create, format, and edit basic Microsoft documents (Word, Excel, PowerPoint) containing tables, graphics, and various formatting styles to be used in the ECE workforce.

Family and Consumer Studies

GERONTOLOGY/HEALTH CERTIFICATE OF ACHIEVEMENT

- Interpret gerontological frameworks in relationship to aspects and problems of aging persons, families, environment and their communities.
- Synthesize basic information about human development, nutrition and body functions to provide quality care and safety to the older-adult and across the continuum of care from wellness to illness.

NUTRITION AND DIETETICS AS-T

- Analyze data to determine the nutritional status of individuals in various life-cycle stages.
- Apply knowledge from anatomy, chemistry, biology, physiology, psychology and math as a basis for understanding the role of food for Nutrition and Dietetics transfer degree.
- Examine and explain the relationship between diet, lifestyle, behavior, and health, within the framework of cultural and social influences.

PoS - Communication Studies

Communication Studies

COMMUNICATION STUDIES AA-T

- Produce effective oral presentations in delivery of speeches, arguments, or group projects.
- Research and analyze data, ideas, and concepts of human communication.

PoS – Computer Applications and Office Technology

Computer Applications and Office Technology

ADMINISTRATIVE ASSISTANT CERTIFICATE OF ACHIEVEMENT

- Demonstrate competence in the use of business-related software applications to produce letters, memos, email messages, reports, tables, spreadsheets, databases, websites, and other applications.
- Compose effective written communications; apply correct grammar, spelling, punctuation, and formatting.

BUSINESS INFORMATION WORKER I CERTIFICATE OF ACHIEVEMENT

- Demonstrate competence in the use of business-related software applications to produce letters, memos, email messages, reports, tables, spreadsheets, databases, websites, and other applications.
- Compose effective written communications; apply correct grammar, spelling, punctuation, and formatting.

CLERICAL ASSISTANT CERTIFICATE OF ACHIEVEMENT

- Demonstrate competence in the use of business-related software applications to produce letters, memos, email messages, reports, tables, spreadsheets, databases, websites, and other applications.
- Compose effective written communications; apply correct grammar, spelling, punctuation, and formatting.

CUSTOMER SERVICE REPRESENTATIVE CERTIFICATE OF ACHIEVEMENT

- Demonstrate competence in the use of business-related software applications to produce letters, memos, email messages, reports, tables, spreadsheets, databases, websites, and other applications.
- Compose effective written communications; apply correct grammar, spelling, punctuation, and formatting.

EXECUTIVE ASSISTANT AA

- Demonstrate competence in the use of business-related software applications to produce letters, memos, email messages, reports, tables, spreadsheets, databases, websites, and other applications.
- Compose effective written communications; apply correct grammar, spelling, punctuation, and formatting.

EXECUTIVE ASSISTANT CERTIFICATE OF ACHIEVEMENT

- Demonstrate competence in the use of business-related software applications to produce letters, memos, email messages, reports, tables, spreadsheets, databases, websites, and other applications.
- Compose effective written communications; apply correct grammar, spelling, punctuation, and formatting.

INTERNET SPECIALIST CERTIFICATE OF ACHIEVEMENT

- Demonstrate competence in the use of the Internet to complete such business-related activities as communication, research, and e-commerce.
- Demonstrate competence in the use of web-authoring software to design and edit web pages, applying grammar, spelling, punctuation, and formatting.

OFFICE ASSISTANT CERTIFICATE OF ACHIEVEMENT

- Demonstrate competence in the use of business-related software applications to produce letters, memos, email messages, reports, tables, spreadsheets, databases, websites, and other applications.
- Compose effective written communications; apply correct grammar, spelling, punctuation, and formatting.

OFFICE SYSTEMS SPECIALIST AA

- Demonstrate competence in the use of business-related software applications to produce letters, memos, email messages, reports, tables, spreadsheets, databases, websites, and other applications.
- Compose effective written communications; apply correct grammar, spelling, punctuation, and formatting.

OFFICE SYSTEMS SPECIALIST CERTIFICATE OF ACHIEVEMENT

- Demonstrate competence in the use of business-related software applications to produce letters, memos, email messages, reports, tables, spreadsheets, databases, websites, and other applications.
- Compose effective written communications; apply correct grammar, spelling, punctuation, and formatting.

International Business

INTERNATIONAL TRADE CERTIFICATE OF ACHIEVEMENT

- Assess and formulate knowledge of global trade, cultures, languages, and technology as a foundation for applicable workforce skills and/or further studies in international business.
- Explain and employ import/export procedures, documentation, and international commercial terms of trade and payments.
- Recognize and distinguish the vast components of global trade ranging from international treaties, laws, regulations, and transport systems to international supply chain management and marketing.

LOGISTICS

- Analyze various logistics business scenarios and operations to determine where there is an increase or decrease in income or expenses.
- Illustrate the major processes within a global supply chain network and explain their various contributions toward creating value.

TECHNOLOGY & LOGISTICS AS

- Illustrate the major processes within a global supply chain network and explain their various contributions toward creating value.
- Analyze various logistics business scenarios and operations to determine where there is an increase or decrease in income or expenses.

TECHNOLOGY & LOGISTICS CERTIFICATE OF ACHIEVEMENT

- Analyze various logistics business scenarios and operations to determine where there is an increase or decrease in income or expenses.
- Illustrate the major processes within a global supply chain network and explain their various contributions toward creating value.

PoS - Dance

DANCE SPECIALTIES

- Articulate terminology directly related to this type of dance technique, and recognize the qualities as related to the five components which make this type of dance technique uniquely different from other types.

DANCE STUDIES

- Articulate technical qualities of many genre of dance performance, which make each genre of dance technique uniquely different from others.
- Describe the artistic or cultural significance of the creation of the performance of many forms of dance and the process of how it was created through the recall and application of appropriate terminology and concepts.
- Select specific equipment and operating parameters for complete live stage performances in dance.

DANCE TECHNIQUES

- Articulate technical qualities of many genre of dance performance, which make each genre of dance technique uniquely different from others.
- Describe the artistic or cultural significance of the creation of the performance of many forms of dance and the process of how it was created through the recall and application of appropriate terminology and concepts.

PoS – Engineering and Technologies

Engineering Graphics and Design

ENGINEERING GRAPHICS AND DESIGN TECHNOLOGY AS

- Apply 2-D and 3-D Computer Aided Drafting (CAD) techniques to construct and test project prototypes through technical reports/presentations while employing Geometric Dimensioning & Tolerancing (ASME Y14.5) industry standard.
- Apply concepts and theories in Engineering Graphics and Design to describe or explain use in industry.
- Develop conclusions for laboratory experiments that verify theory from classroom lectures.

ENGINEERING GRAPHICS CERTIFICATE OF ACHIEVEMENT

- Apply 2-D and 3-D Computer Aided Drafting (CAD) techniques to render parts and assemblies.
- Develop, construct and test project prototypes and disseminate through technical reports and presentations.
- Employ Geometric Dimensioning & Tolerancing (ASME Y14.5) industry standard while interpreting 2-D and 3-D drawings.

PoS - English

ENGLISH

DEVELOPMENTAL READING AND COMPOSITION

- Analyze college-level texts and deliver effective summaries and critical responses.
- Compose an essay that makes use of source material that is relevant and reliable, and which integrates sources in accordance with an appropriate style guide.
- Demonstrate critical thinking skills by conducting research, evaluating source material and presenting supportive, reasoned arguments on substantive issues.

ENGLISH AA-T

- Discuss the significance of one to two writers' contributions to a specific genre by analyzing passages/texts from representative works.
- Illuminate one or two particular literary texts by effectively integrating outside sources in a 7-10 page research paper.

ENGLISH AS A SECOND LANGUAGE

- Students will demonstrate readiness for mainstream English classes by composing a basic, coherent academic essay.
- Students will demonstrate readiness for mainstream English classes by comprehending, summarizing, and responding to academic texts.
- Students will have adequate academic reading skills to successfully complete mainstream English classes.
- Students will have adequate academic writing skills to successfully complete mainstream English classes.

READING

- Analyze college-level texts and deliver effective summaries and critical responses.
- Compose an essay that makes use of source material that is relevant and reliable, and which integrates sources in accordance with an appropriate style guide.
- Demonstrate critical thinking skills by conducting research, evaluating source material and presenting supportive, reasoned arguments on substantive issues.

PoS - Journalism

Journalism

DESKTOP PUBLISHING AA

- Demonstrate creative and technical proficiency by developing a publication on a desktop.
- Synthesize information to produce a publication on a desktop.

DESKTOP PUBLISHING CERTIFICATE OF ACHIEVEMENT

- Demonstrate creative and technical proficiency by developing a publication on a desktop.
- Synthesize information to produce a publication on a desktop.

JOURNALISM AA

- Create a professional portfolio for a career in news media by analyzing historical, cultural, ethical perspectives.ate ethical journalism.
- Demonstrate creative and technical proficiency by developing a professional portfolio for a career in news media.

JOURNALISM AA-T

- Create a professional portfolio for a career in news media by analyzing historical, cultural, ethical perspectives.
- Demonstrate creative and technical proficiency by developing a professional portfolio for a career in news media.

JOURNALISM CERTIFICATE OF ACHIEVEMENT

- Create a successful portfolio for a career in news media by analyzing historical, cultural, ethical perspectives.
- Demonstrate creative and technical proficiency by developing a successful portfolio for a career in news media.

PoS - Kinesiology

Kinesiology

HEALTH

- Analyze and interpret data to distinguish various physiological anomalies.
- Compare and contrast healthy versus diseased tissue.
- Locate and identify various organs, muscles and bones in the human body.

KINESIOLOGY AA-T

- Demonstrate physical fitness concepts, healthy living practices, lifelong wellness, appropriate stress reduction techniques, sport, dance, and physical skill development.
- Explain the validity of fitness, health, and human movement using the scientific method and the relationship between scientific research and established knowledge.
- Identify the importance of lifelong participation in a fitness program as related to overall health and well-being.

PHYSICAL EDUCATION AA

- Demonstrate physical fitness concepts, healthy living practices, lifelong wellness, appropriate stress-reduction techniques, sport, dance, and physical skill development.
- Explain the validity of fitness, health and human movement using the scientific method and the relationship between scientific research and established knowledge.
- Identify the importance of lifelong participation in a fitness program as related to overall health and well-being.

PoS - Life Sciences

BIOLOGY

- Describe the relationship between biochemical pathways, molecular biology, and the flow of genetic information
- Evaluate the principles of evolutionary biology by classifying organismal diversity and ecological relationships.
- Recognize the relationship between structure and function of organisms at the cellular, anatomical, and physiological level.

HEALTH SCIENCES

- Analyze the physiological function of the human body, including the interactions and integration of the organ systems in maintaining homeostasis.
- Examine the anatomical structure of human cells, tissues, and organ systems.
- Examine the biology of microorganisms and their clinical importance in infectious diseases.

PoS - Mathematics

MATHEMATICS

- Compose a program
- Solve a problem requiring derivatives
- Solve a problem requiring integration
- Find and graph a function
- Apply mathematical concepts to proofs, definitions and problem solving
- Apply mathematical and scientific principles to areas of sciences

MATHEMATICS AA

- Compose a program
- Solve a problem requiring derivatives
- Solve a problem requiring integration
- Find and graph a function
- Apply mathematical concepts to proofs, definitions and problem solving

MATHEMATICS AS

- Compose a program
- Solve a problem requiring derivatives
- Solve a problem requiring integration
- Find and graph a function
- Apply mathematical concepts to proofs, definitions and problem solving
- Apply mathematical and scientific principles to areas of sciences

MATHEMATICS AS-T

- Compose a program
- Solve a problem requiring derivatives
- Solve a problem requiring integration
- Find and graph a function
- Apply mathematical concepts to proofs, definitions and problem solving
- Apply mathematical and scientific principles to areas of sciences

PoS - Media Arts & Technologies

PHOTOGRAPHY

- Correctly operate technology to record and display photographic imagery.
- Demonstrate the practical application of aesthetics.

PHOTOGRAPHY PROFESSIONAL

- Correctly operate technology to record, manipulate and display photographic imagery.
- Demonstrate aesthetics in keeping with entry level or better freelance or industry work.
- Demonstrate the presentation that meets or exceeds professional standards.

PoS - Modern Languages

Spanish

SPANISH AA-T

- Analyze and develop cultural, historical and artistic concepts related to Spanish-speaking communities.
- Communicate clearly and accurately in a variety of contexts and formats in Spanish.

PoS - Music

Music

MUSIC AA

- Analyze and execute musical excerpts.
- Analyze the historical and cultural contexts of various music.
- Perform assigned repertoire at a polished level.

MUSIC AA-T

- Analyze and execute musical excerpts.
- Perform assigned repertoire at a polished level.

PoS – Non-Credit Program

BASIC MATH SUCCESS CERTIFICATE OF COMPLETION

- Identify and compare whole numbers, fractions, decimals and proportions.
- Perform operations and solve word problems utilizing whole numbers, fractions, decimals and proportions.

BASIC READING SUCCESS CERTIFICATE OF COMPLETION

- Comprehend and analyze basic level literature readings.
- Comprehend and analyze basic level non-fiction readings.

BASIC WRITING SUCCESS CERTIFICATE OF COMPLETION

- Write essays with grammatically-correct sentences, structure, development and focus.

FOUNDATIONS FOR ACADEMIC SUCCESS CERTIFICATE OF COMPLETION

- Incorporate critical thinking skills when reading or taking notes in college-level courses.

Basic Skills

BASIC SKILLS MATHEMATICS PREPARATION CERTIFICATE OF COMPLETION

- Apply mathematical concepts to proofs, definitions and problem solving.
- Develop mathematical ability to collaborate intellectually and creatively in diverse contexts.
- Write, analyze, and graph functions.

ESCALANTE DISCIPLINE OF STUDY

- Apply mathematical concepts to proofs, definitions and problem solving.
- Develop mathematical ability to collaborate intellectually and creatively in diverse contexts.
- Write, analyze, and graph functions.

ENGLISH SECOND LANGUAGE - NC

- Adult and limited English language learners utilize the English language effectively at work and in everyday life
- Adult and limited English language learners utilize the English language to succeed in higher education

ENGLISH AS A SECOND LANGUAGE, LEVEL 1 CERTIFICATE OF COMPLETION

- Communicate orally at a low-beginning level for work and everyday life.
- Produce grammatically-correct sentences at a low-beginning level by reading and interpreting information.

ENGLISH AS A SECOND LANGUAGE, LEVEL 2 CERTIFICATE OF COMPLETION

- Communicate orally at a high-beginning level for work and everyday life.
- Produce grammatically-correct sentences at a high-beginning level by reading and interpreting information.

ENGLISH AS A SECOND LANGUAGE, LEVEL 3 CERTIFICATE OF COMPLETION

- Communicate orally at a low-intermediate level for work and everyday life.
- Produce grammatically-correct paragraphs at a low-intermediate level by reading and interpreting information.

ENGLISH AS A SECOND LANGUAGE, LEVEL 4 CERTIFICATE OF COMPLETION

- Communicate orally at a high-intermediate level for work and everyday life.
- Produce grammatically-correct paragraphs at a high-intermediate level by reading and interpreting information.

Vocational Education

JOB READINESS AND CAREER EXPLORATION CERTIFICATE OF COMPLETION

- Apply individual research to job performance, including interactions with colleagues at work.
- Explore career, educational and personal growth material to prepare for the workplace.

JOB READINESS CERTIFICATE OF COMPLETION

- Apply individual research to job preparation and performance, including interactions with colleagues at work.

PoS - Nursing

NURSING

- The graduate nurse, guided directly or indirectly by an experienced Registered Nurse, in a variety of health care settings will demonstrate the ability to make resonable clinical judgements through the use of and integration of nursing process and evidence based practice to promote health of individuals and groups.
- Utilizing a body of scientific knowledge that incorporates the Nursing Process, Erik Erikson's Developmental Theory, and Maslow's Hierarchy of Need, the graduate nurse will demonstrate competence in caring for patients and in participating with patients, families, significant others, and members of the health care team to establish patient-oriented goals and plans of care directed towards promoting and restoring the patients optimal level of functioning.

LICENSED VOCATIONAL NURSE TO REGISTERED NURSE AS

- Make reasonable clinical judgments by integrating the nursing process and evidence-based practice by promoting health of individuals.
- Incorporate the Nursing Process, Eric Erikson's Developmental Theory, and Maslow's Hierarchy of Needs, the graduate nurse will care for patients, families and significant others.

NURSING, REGISTERED AS

- Make reasonable clinical judgments by integrating the nursing process and evidence-based practice by promoting health of individuals.
- Incorporate the Nursing Process, Eric Erikson's Developmental Theory, and Maslow's Hierarchy of Needs, the graduate nurse will care for patients, families and significant others.

PoS - Philosophy

PHILOSOPHY

- Apply a value theory to an ethical situation.
- Demonstrate logical skills through argument analysis.
- Name key thinkers and theories in the field of Philosophy.

PoS - Physics

PHYSICS

- After completing the Physics Program of Study at East Los Angeles College, students will be able to apply their knowledge of physics principles, concepts and equations to solve a wide variety of problems in physics including mechanics, thermodynamics, waves, optics, electricity, magnetism & modern physics using calculus.
- After completing the Physics Program of Study at East Los Angeles College, students will be able to demonstrate an ability to effectively collect, record and analyze data, as well as to express their findings in written form.

PoS - Psychology

Psychology

CHEMICAL DEPENDENCY

- Apply appropriate assessment and treatment methods in the clinical setting.
- Compare and contrast the difference among assessment, intervention, treatment, and prevention in the recovery process.
- Differentiate between the major theoretical perspectives in psychology.

PSYCHOLOGY AAT

- Apply critical thinking, skeptical inquiry, and the scientific approach to solve problems related to behavior and mental processes.
- Understand and apply basic research methods in psychology, including research design, statistical analysis, and interpretation.

RECOVERY SPECIALIST

- Compare and contrast the difference among assessment, intervention, treatment, and prevention in the recovery process.
- Differentiate between the major theoretical perspectives in psychology.
- The student will compare and contrast alcohol and drug abuse vs. alcohol and drug dependence.

PoS - Social Sciences

ASIAN-AMERICAN STUDIES

- Develop coherent skills as a form of empowerment to articulate and define one's identity in relationship to one's heritage and societal norms.

ASIAN-AMERICAN PROGRAM OF STUDY

- Define the complex nature of Asian identities through a historical and cultural analysis within these groups and in contrast with other groups.

History

HISTORY AA-T

- Analyze and evaluate, using historical arguments, the roles of race, class, gender, culture, and/ or ethnicity in the history of the United States, Western, and/ or Global societies across time as regards historical issues and/ or historical evaluations.
- Analyze and evaluate, using historical arguments, the significance of change across time in the intellectual, political, economic, social, and/ or cultural history of the United States, Western, and/ or Global societies as regards historical issues and/ or historical evaluations.
- Interpret and evaluate a primary source document including articulating its context and composing an argument that uses the document as evidence.

POLITICAL SCIENCE AA-T

- Students in Political Science classes will demonstrate greater interest in Political Science through experiential learning, such as civic engagement and applied research projects.
- Students majoring in Political Science will be able to apply, analyze and evaluate the leading theories and essential concepts in American Government, Comparative Politics, International Relations, Political Theory, and Women in Politics.

SOCIOLOGY

- Students will be able to apply and recognize sociological terms, concepts and theories to everyday situations and their own lives and communities.

SOCIOLOGY AA-T

- Apply and recognize Sociological terms, concepts and theories to everyday situations and their own lives and communities.
- Garner a critical understanding of the complex interplay between social circumstances and individual experience.
- Understand and express in writing the implementation of methods for a social scientific research project.

PoS - Theater Arts

Technical Stage Production

STAGE MANAGEMENT AND PRODUCTION CERTIFICATE OF ACHIEVEMENT

- Manage production teams, rehearsals, and performances in theater productions.

Theater

THEATER AA

- Achieve competency in a theater work environment, either in production or performance.

- Synthesize the historical and philosophical context of theater arts to broaden individual perspective.

THEATER AA-T

- Achieve competency in a theater work environment, either in production or performance.
- Synthesize the historical and philosophical context of theater arts to broaden individual perspective..

General Studies Degrees

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 one General Education pattern: LACCD GE, CSU GE or IGETC (CSU or UC) Requirements
2. A minimum of 18 units in one Area of Emphasis
3. Complete additional degree applicable units, if needed, to meet 60 unit requirement for degree

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.

Advanced Placement Exam Course Equivalency Credit for General Studies Degree

The college has adopted the district-wide ADT degree AP course equivalencies to apply to the three General Studies Associate Degree majors. Please refer to LACCD AP 4236 Appendix B LACCD Advanced Placement (AP course credit or Associate Degree for Transfer (ADT) major requirements on page 77-78 for acceptable course equivalencies.

General Studies with the following Areas of Emphasis:

ARTS 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
ANTHRO 104	Human Language and Communication	3
ANTHRO 121	Anthropology of Religion, Magic and Witchcraft	3
ARC 132	Architectural History I: Prehistory to the Middle Ages	3
ARC 133	Architectural History II: Late Middle Ages to Modern	3
ART 103	Art Appreciation I	3
ART 201	Drawing I	3
ART 300	Introduction to Painting	3
ART 501	Beginning Two-Dimensional Design	3
ART 504	Introduction to Art Materials and Techniques I	3
ART 708	Introduction to Ceramics	3
ARTHIST 100**	Introduction to Visual Cultural Studies	3
ARTHIST 110**	Survey of Western Art History I	3
ARTHIST 120**	Survey of Western Art History II	3
ARTHIST 121**	Introduction to Renaissance Through Rococo Art	3
ARTHIST 126**	Introduction to Modern Art	3
ARTHIST 130**	Survey of Asian Art History	3
ARTHIST 131**	Introduction to Asian Art: East and the Pacific	3
ARTHIST 136**	Introduction to Asian Art: South, Southeast, and Ancient Western Asia	3
ARTHIST 139**	Introduction to Islamic Art	3
ARTHIST 140**	Survey of the Arts of Africa, Oceania and Ancient America	3
ARTHIST 141**	History of Women and Art	3
ARTHIST 151**	Introduction to Latin American Art	3
ARTHIST 161**	Introduction to American Art	3
ARTHIST 162**	Introduction to California Art and Architecture	3
ARTHIST 171**	Introduction to Global Contemporary Art	3
ARTHIST 181**	Introduction to American Art	3
ASIAN 003	The Peoples and Cultures of Asia	3
ASIAN 011	Chinese Civilization	3
ASIAN 020	Asian American Film and Media	3
A S L 001	American Sign Language I	4
A S L 002*	American Sign Language II	4
A S L 003*	American Sign Language III	4
A S L 004*	American Sign Language IV	4
A S L 008	American Sign Language I for Spanish Speaking Families with Deaf Children	4
A S L 014*	Basic ASL Development for Deaf and Hard of Hearing Children	3
A S L 016*	ASL Literature	2
A S L 025*	Conversational American Sign Language	2
A S L 040	Introduction to Deaf Culture	3
A S L 045	Deaf Latino Culture	3
BRDCSTG 001	Fundamentals of Television and Broadcasting	3
CHICANO 027	Chicana/o LGBTQ Literature	3
CHICANO 030	Chicano Theater	3
CHICANO 032	Central American Literature	3
CHICANO 034	Central American Arts	3
CHICANO 036	Central American Film	3
CHICANO 037	Chicano Literature	3
CHICANO 042	Contemporary Mexican Literature	3
CHICANO 044	Mexican Civilization	3
CHICANO 046	Mexican-American Folklore	3

CHICANO 051	Mexican Art–Pre-Columbian	3
CHICANO 052	Mexican Art-Modern	3
CHICANO 054	Mexican-American Arts in American Culture	3
CHICANO 057	Chicanas and Chicanos in Film	3
CHICANO 062	Religion in Mesoamerica	3
CH DEV 003	Creative Experiences for Children I	3
CH DEV 004	Creative Experiences for Children II	3
CHINESE 001	Elementary Chinese I	5
CHINESE 002*	Elementary Chinese II	5
CHINESE 003*	Intermediate Chinese I	5
CHINESE 007*	Conversational Chinese	3
COMM 106	Forensics	3
COMM 130	Introduction to Oral Interpretation of Literature	3
DANCEST 452	Introduction to Choreography	2
DANCEST 457	Dance Perspectives and Appreciation	3
ENGLISH 102*	College Reading and Composition II	3
ENGLISH 127*	Creative Writing	3
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
ENGLISH 211*	Fiction	3
ENGLISH 212*	Poetry	3
ENGLISH 215*	Shakespeare I	3
ENGLISH 216*	Shakespeare II	3
ENGLISH 218*	Children's Literature	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 242	Creative Writing: Composing and Analyzing Screenplays	3
ENGLISH 245*	Queer Literature	3
ENGLISH 250*	Mythology and Literature	3
ENGLISH 252*	The English Bible as Literature	3
FRENCH 001	Elementary French I	5
FRENCH 002*	Elementary French II	5
FRENCH 003*	Intermediate French I	5
FRENCH 004*	Intermediate French II	5
FRENCH 005*	Advanced French I	5
FRENCH 007*	Conversational French	3
FRENCH 010*	French Civilization	3
FRENCH 021	Fundamentals of French I	3
FRENCH 026	Understanding French Culture Through Film	3
FRENCH 061	Elementary Conversational French	2
HISTORY 001	Introduction to Western Civilization I	3
HISTORY 002	Introduction to Western Civilization II	3
HISTORY 006	History of the Americas II	3
HISTORY 007	The World's Great Religions	3
HISTORY 011	Political and Social History of the United States to 1877	3
HISTORY 012	Political and Social History of the United States from 1865	3
HISTORY 023	History of Latin American Civilizations	3
HISTORY 082	A History of Working People in the United States II	3
HISTORY 086	Introduction to World Civilization I	3
HISTORY 087	Introduction to World Civilization II	3
HISTORY 097	Introduction to the History of Science	3
HUMAN 001	Cultural Patterns of Western Civilization	3
HUMAN 008	Great Women in the Humanities	3
HUMAN 060	People and Their World: Technology and the Humanities	3
JAPAN 001	Elementary Japanese I	5
JAPAN 002*	Elementary Japanese II	5
JAPAN 003*	Intermediate Japanese I	5
JAPAN 004*	Intermediate Japanese II	5
JAPAN 007*	Conversational Japanese	3
JAPAN 009	Japanese Civilization	3
JAPAN 061	Elementary Japanese Conversation	2
LING 001	Introduction to Language and Linguistics	3
LING 007	Phonetics of Spanish, Italian, French, and German for Artistic Performance	3
MUSIC 101	Fundamentals of Music	3
MUSIC 111	Music Appreciation I	3
MUSIC 116	Survey and History of Rock, Pop and Soul Music	3
MUSIC 118	Film Music Appreciation	3
MUSIC 121	Music History and Literature I	3
MUSIC 122	Music History and Literature II	3
MUSIC 132	Music of Mexico	3
MUSIC 141	Jazz Appreciation	3
MUSIC 412	Elementary Voice II	2
MUSIC 413	Elementary Voice III	2
MUSIC 651	Classical Guitar I	2
MUSIC 652	Classical Guitar II	2
MUSIC 653	Classical Guitar III	2
MUSIC 654	Classical Guitar IV	2
PHILOS 001	Introduction to Philosophy	3
PHILOS 012	History of Greek Philosophy	3
PHILOS 013	History of Medieval Philosophy	3
PHILOS 014	History of Modern European Philosophy	3
PHILOS 015	History of Contemporary Philosophy	3
PHILOS 020	Ethics	3
PHILOS 031	Philosophy of Religion	3
PHILOS 033	Comparative Survey of World Religions	3
PHILOS 044	Feminist Philosophy	3
PHOTO 121	History and Appreciation of Photography	3
PHOTO 122	Photography and Visual Media in Modern Culture	3
PHOTO 123	Photo-Discovery: Aesthetics, Craft, and Creativity	3
SOC 086	Popular Culture	3
SPANISH 001	Elementary Spanish I	5
SPANISH 002*	Elementary Spanish II	5
SPANISH 003*	Intermediate Spanish I	5
SPANISH 004*	Intermediate Spanish II	5
SPANISH 005*	Advanced Spanish through Latin American Literature	5
SPANISH 006*	Advanced Spanish through Spanish Literature	5
SPANISH 007*	Conversational Spanish	3
SPANISH 009	Civilization of Spain	3
SPANISH 010	Latin-American Civilization	3
SPANISH 012	Survey of Mexican Literature	3
SPANISH 016	Mexican Civilization	3

SPANISH 018	Conversational Spanish For Hospitality And Food Service Workers	3
SPANISH 019	Conversational Spanish for Public Safety Personnel	3
SPANISH 026	Understanding Latin America Through Film	3
SPANISH 035	Spanish for Spanish Speakers I	5
SPANISH 036*	Spanish for Spanish Speakers II	5
SPANISH 037	Composition and Conversation for Spanish Speakers	5
SPANISH 048*	Introduction to Spanish Translation I	3
SPANISH 061	Elementary Spanish Conversation	2
TECTHTR 367	Costume and Fashion History	3
THEATER 100	Introduction to the Theater	3
THEATER 101	Acting in History and in Style	3
THEATER 110	History of the World Theater	3
THEATER 121	Chicano Theater	3
THEATER 123	Theater for Social Justice	3
THEATER 200	Introduction to Acting	3
THEATER 232	Play Production II	2
THEATER 293	Rehearsals and Performances III	3
THEATER 505	History of Motion Pictures	3
COMPLETE ADDITIONAL DEGREE APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS		
LACCD GE, CSU GE OR IGETC (CSU OR UC) PATTERN		
	Total	*60*

Note: 3 units of major courses may be double counted towards general education Area C.

**This course has a prerequisite.*

***This course has an advisory.*

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 001**	Introduction to Human Anatomy	4
ANTHRO 101	Human Biological Evolution	3
ANTHRO 103	Archaeology: Reconstructing the Human Past	3
ANTHRO 111*	Laboratory in Human Biological Evolution	1
ASTRON 001	Elementary Astronomy	3
ASTRON 005*	Fundamentals of Astronomy Laboratory	1
BIOLOGY 003	Introduction to Biology	4
BIOLOGY 006	General Biology I	5
BIOLOGY 007	General Biology II	5
BIOLOGY 009	Man and His Environment: Biological Processes	3
BIOLOGY 020*	Human Anatomy and Physiology	8
BIOLOGY 022	Marine Biology	4
BIOLOGY 025	Human Biology	3
BIOLOGY 046*	Genetic Analysis	3
CHEM 051	Fundamentals of Chemistry	5
CHEM 065	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 001	Earth Science	3
EARTH 002*	Earth Science Laboratory	1
ENV SCI 001	Introduction to Environmental Science	3
ENV SCI 022	Environmental Science Laboratory	2
ENV SCI 024	Global Climate Change	3
FAM & CS 021	Nutrition	3
GEOG 001	Physical Geography	3
GEOG 003	Introduction to Weather and Climate	3
GEOG 004	Map Reading and Interpretation	2
GEOG 015*	Physical Geography Laboratory	2
GEOG 018	Geography of Mexico	3
GEOLOGY 001	Physical Geology	3
GEOLOGY 002	Earth History	3
GEOLOGY 004	Physical Geology and Laboratory	4
GEOLOGY 006*	Physical Geology Laboratory	1
GEOLOGY 007	Earth History Laboratory	1
GEOLOGY 015	Geological Catastrophes	3
METEOR 003	Introduction to Weather and Climate	3
MICRO 020	General Microbiology	4
OCEANO 001	Introduction to Oceanography	3
OCEANO 010*	Physical Oceanography Laboratory	1
PHYSICS 006*	General Physics I	4
PHYSICS 007*	General Physics II	4
PHYSICS 011	Introductory Physics	4
PHYSICS 021*	General Physics I with Calculus	4
PHYSICS 022*	General Physics II with Calculus	4
PHYSICS 101*	Physics for Engineers and Scientists I	5
PHYSICS 102*	Physics for Engineers and Scientists II	5
PHYSICS 103*	Physics for Engineers and Scientists III	5
PHYSIOL 001*	Introduction to Human Physiology	4
PSYCH 002*	General Psychology II	3
COMPLETE ADDITIONAL DEGREE APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS		
LACCD GE, CSU GE OR IGETC (CSU OR UC) PATTERN		
	Total	*60*

Note: 3 units of major courses may be double counted towards general education Area A.

**This course has a prerequisite/corequisite.*

***This course has an advisory.*

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
ADM JUS 001	Introduction to Administration of Justice	3
ADM JUS 002	Concepts of Criminal Law	3

AFRO AM 004	The African American in the History of the U.S. I	3
AFRO AM 005	The African American in the History of the U.S. II	3
AFRO AM 019	Introduction to African American Studies	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 109	Gender, Sex and Culture	3
ANTHRO 121	Anthropology of Religion, Magic, and Witchcraft	3
ANTHRO 132	Native People of North America	3
ASIAN 001	Asian American History	3
ASIAN 002	Contemporary Asian American Issues	3
ASIAN 003	The Peoples and Cultures of Asia	3
ASIAN 011	Chinese Civilization	3
ASL 040	Introduction to Deaf Culture	3
BIOLOGY 051	Introduction to Public Health for Scientists and Health Professionals	3
BRDCSTG 001	Fundamentals of Television and Radio Broadcasting	3
CHICANO 002	The Mexican-American in Contemporary Society	3
CHICANO 003	Sociology and Psychology of Latinos	3
CHICANO 004	Introduction to Chicana/o Studies	3
CHICANO 007	The Mexican-American in the History of the United States I	3
CHICANO 008	The Mexican-American in the History of the United States II	3
CHICANO 019	History of Mexico	3
CHICANO 020	The Mexican American in California	3
CHICANO 022	Chicano/a and Latino/o Healthcare Issues	3
CHICANO 025	The LGBTQ Chicana/o in Contemporary Society	3
CHICANO 026	The Chicana/o in the LGBTQ History of the United States	3
CHICANO 031	The Central American Experience	3
CHICANO 033	Introduction to Central American Studies	3
CHICANO 044	Mexican Civilization	3
CHICANO 047	The Mexican-American Woman in Society	3
CHICANO 050	Gender and Sexuality in Chicano/Latino Communities	3
CHICANO 056	Chicano/a Youth and Gangs	3
CHICANO 071	The Chicano in Los Angeles	3
CHICANO 080	Chicano Politics	3
CH DEV 001	Child Growth and Development	3
CH DEV 011	Child, Family, and Community	3
CH DEV 045	Programs for Children with Special Needs	3
COMM 100	Introduction to Communication Studies	3
COMM 121	Interpersonal Communication	3
COMM 122	Intercultural Communication	3
COMM 151	Small Group Communication	3
COMM 190	Communication and New Media	3
ECON 001	Principles of Microeconomics	3
ECON 002	Principles of Macroeconomics	3
ECON 011	Economics of Globalization	3
ECON 020	Statistics for Economics	3
ECON 030	Comparative Economics Systems	3
ECON 060**	Economics and the Environment	3
EDUC 203	Education in American Society	3
ENV SCI 017	Geography of California	3
FAM &CS 031	Marriage and Family Life	3
GEOG 002	Cultural Elements of Geography	3
GEOG 007	World Regional Geography	3
GEOG 014	Geography of California	3
HEALTH 005	Health Equity	3
HISTORY 001	Introduction to Western Civilization I	3
HISTORY 002	Introduction to Western Civilization II	3
HISTORY 005	History of the Americas I	3
HISTORY 006	History of the Americas II	3
HISTORY 011	Political and Social History of the United States to 1877	3
HISTORY 012	Political and Social History of the United States from 1865	3
HISTORY 020	History of California and the Pacific Coast	3
HISTORY 023	History of Latin American Civilizations	3
HISTORY 052	The Role of Women in the History of the U.S.	3
HISTORY 078	The Environment in World History	3
HISTORY 081	A History of Working People in the United States I	3
HISTORY 082	A History of Working People in the United States II	3
HISTORY 083	History of LGBTQIA Communities in the United States	3
HISTORY 086	Introduction to World Civilization I	3
HISTORY 087	Introduction to World Civilization II	3
HISTORY 097	Introduction to the History of Science	3
HUMAN 001	Cultural Patterns of Western Civilization	3
JAPAN 009	Japanese Civilization	3
JOURNAL 105	Mass Communications	3
KIN MAJ 109	Women in Sport	3
KIN MAJ 111	Diversity & Equity in Sport	3
LAW 003	Civil Rights and the Law	3
LAW 008	Law and Society	3
PHOTO 122	Photography and Visual Media in Modern Culture	3
POL SCI 001	The Government of the United States	3
POL SCI 002	Introduction to Comparative Politics	3
POL SCI 005	The History of Western Political Thought	3
POL SCI 007	Introduction to International Relations	3
POL SCI 019	Women in Politics	3
POL SCI 040	Law and Democracy	3
POL SCI 050	Introduction to Research in Political Science	3
PSYCH 001	Introductory Psychology	3
PSYCH 013*	Social Psychology	3
PSYCH 014**	Abnormal Psychology	3
PSYCH 029**	Multicultural Psychology	3
PSYCH 032	Psychology of Women	3
PSYCH 041	Life-Span Psychology: From Infancy to Old Age	3
PSYCH 052	Psychological Aspects of Human Sexuality	3
PSYCH 077	Sport Psychology	3
PSYCH 092	Psychological Research Methods	5
SOC 001	Introduction to Sociology	3

SOC 002	American Social Problems	3
SOC 003	Crime and Delinquency	3
SOC 004*	Sociological Analysis	3
SOC 007	Juvenile Delinquency	3
SOC 011	Race and Ethnic Relations	3
SOC 012	Marriage and Family Life	3
SOC 013	Society and Personality	3
SOC 014	Society and the Law	3
SOC 021	Human Sexuality	3
SOC 022	Sociology of Women	3
SOC 023	Issues of Manhood in U.S. Society	3
SOC 086	Popular Culture	3
SPANISH 009	Civilization of Spain	3
SPANISH 016	Mexican Civilization	3
SPANISH 026	Understanding Latin America Through Film	3
THEATER 123	Theater for Social Justice	3
COMPLETE ADDITIONAL DEGREE APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS		
LACCD GE, CSU GE OR IGETC (CSU OR UC) PATTERN		
	Total	*60*

Note: 6 units of major courses may be double counted towards general education Area B.

**This course has a prerequisite.*

***This course has an advisory.*

COURSE SUBSTITUTION POLICY FOR THE GENERAL STUDIES DEGREES

The following criteria should be used when evaluating external courses for the General Studies Area of Emphasis Degrees. (A course only needs to meet one of the criteria to be applied to one of the degrees)

1. The external course may be substituted if it is content equivalent to a course listed on the area of emphasis.
2. The external course may be substituted if it is approved for an appropriate IGETC or CSU GE area that matches the area of emphasis.
   - **a.** General Studies: Art and Humanities: the external course must be approved for at least one of the following areas:
     1. IGETC Areas 3A Arts or 3B Humanities
     2. CSU GE Area C1 Arts or C2 Humanities
   - **c.** General Studies: Natural Sciences: the external course must be approved for at least one of the following areas:
     1. IGETC 5A Physical Sciences or 5B Biological Science, or 5C Science Laboratory
     2. CSU GE Area B1 Physical Science or B2 Life Science or B3 Laboratory Activity
   - **c.** General Studies: Social Behavioral Sciences: the external course must be approved for at least one of the following areas:
     1. IGETC Area 4 Social and Behavioral Sciences
     2. CSU GE Area D Social Sciences
3. Any Foreign Language course from an external college or university may be substituted on the General Studies: Arts and Humanities degree. The one 5-unit course limit rule would still apply. This allows for languages not offered at ELAC to be applied to the area of emphasis, (examples of such courses include: Armenian, German, Hebrew, Korean, Latin, Persian, Portuguese, Russian, etc.)

Note: This applies to external courses only, and cannot be used to justify substituting an ELAC course on the degrees.

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 112-113.

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 115-116.

Administration of Justice Department

F9-107 • (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.

Faculty

Hosea, Siage, Chair, Professor, Administration of Justice
Fish, Cristina E., Professor, Administration of Justice
Hauser, Patrick, Professor, Administration of Justice
Hosea, Jason, Professor, Fire Technology
Lao, Dennis, Professor, Administration of Justice
Pittman, Dr. Cheryl, Professor, Fire Technology
Posner, Wayne, Professor, Administration of Justice
Santoyo, Manuel, Professor, Administration of Justice
Walker, Curtis J., Professor, Administration of Justice

Adjunct Associate Professors

Archibald, Brent, Administration of Justice
Beard, Melford, Fire Technology
Causey, Roberto, Administration of Justice
Cavanaugh, Dr. Janis, Professor Emeritus, Administration of Justice
Irvin, Teresa, Administration of Justice
Johnson, Dr. Sharon, Administration of Justice
Rueff, John P., Administration of Justice
Sanford, John, Administration of Justice
Sedita, Robert N., Administration of Justice
Solorzano, Angela, Administration of Justice
Stevenson, Mel, Administration of Justice
Tafoya, Julia, Administration of Justice
Tenorio, Adriana, Administration of Justice
Vasquez, Melinda, Administration of Justice

EDUCATIONAL PROGRAMS

SUBJECTS

- Administration of Justice
- Fire Technology

SKILLS CERTIFICATES

ADMINISTRATION OF JUSTICE

- Correctional Studies
- Emergency Medical Technician
- Fingerprint Classification

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
- Forensic Crime Scene Investigation

FIRE TECHNOLOGY

- Fire Technology/State Fire Marshall Core Classes

ASSOCIATE DEGREE PROGRAMS

- Administration of Justice
- Fire Technology
- Forensic Crime Scene Investigation
- Administration of Justice for Transfer

SKILLS CERTIFICATES

Correctional Studies

This certificate program is designed for those students seeking to gain a broad correctional-based perspective in their Administration of Justice studies and intending to seek gainful employment within this field.

SUBJECT & NO.	COURSE	UNITS
ADM JUS 001	Introduction to Administration of Justice	3
ADM JUS 014	Report Writing for Peace Officers	3
ADM JUS 075	Introduction to Corrections	3
ADM JUS 475*	Contemporary Issues in Corrections	3
SOC 003	Crime and Delinquency	3
	Total	*15*

**This course has a prerequisite.*

Emergency Medical Technician

This program provides current standard of care theories and techniques of Emergency Medical Services (EMS) to be performed by an Emergency Medical Technician

(EMT) and includes skills training and preparation for the National Registry EMT Computerized Adaptive Examination.

Areas of subject matter include an introduction to emergency medical services systems, legal/ethical issues, roles, and responsibilities of EMT's, anatomy, physiology, medical emergencies, trauma emergencies, airway management, communications, documentation, general pharmacology, hemorrhage control, ambulance operations, hazardous materials, basic strategic casualty care, response to terrorism, special care of patients exposed to heat, cold, radiation, and contagious disease.

The EMT Program is taught by professionals in the field of emergency medical services (EMS). Successful completion of this program will qualify students to participate in the National Registry of Emergency Medical Technicians Computerized Adaptive Certificate Examination, so you can begin a new career in record time.

SUBJECT & NO.	COURSE	UNITS
EDA 009	Emergency Department Assistant/ First Responder/Emergency Medical Responder Program	4
OR		
FIRETEK 201	FIre Protection Organization	3
FIRETEK 096	Emergency Medical Technician I	8
	Total	*11-12*

Fingerprint Classification

Students who satisfactorily complete these courses will be given verification of passing which qualifies students for employment as a fingerprint technician.

SUBJECT & NO.	COURSE	UNITS
ADM JUS 005	Criminal Investigation	3
ADM JUS 062	Fingerprint Classification	3
	Total	*6*

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 001	Introduction to Administration of Justice	3
ADM JUS 002	Concepts of Criminal Law	3
ADM JUS 003	Legal Aspects of Evidence	3
ADM JUS 005	Criminal Investigation	3
ADM JUS 014	Report Writing for Peace Officers	3
ADM JUS 067	Community Relations I	3
	Total	*18*

Administration of Justice/Law Emphasis

This certificate program is designed for those students seeking to gain a broad law-based perspective in their Administration of Justice studies.

SUBJECT & NO.	COURSE	UNITS
ADM JUS 001	Introduction to Administration of Justice	3
ADM JUS 002	Concepts of Criminal Law	3
ADM JUS 003	Legal Aspects of Evidence	3
ADM JUS 004	Principles and Procedures of the Justice System	3
ADM JUS 285	Directed Study - Administration of Justice	2
LAW 001	Business Law	3
	Total	*17*

Administration of Justice/ Sociological Emphasis

This certificate program is designed to provide basic concepts and skills for an entry-level employee in the area of probation, parole, corrections, or law enforcement. This certificate emphasizes sociological aspects of crime, including criminogenic theory and the social causes of crime and delinquent behavior.

SUBJECT & NO.	COURSE	UNITS
ADM JUS 001	Introduction to Administration of Justice	3
ADM JUS 002	Concepts of Criminal Law	3
ADM JUS 075	Introduction to Corrections	3
SOC 003	Crime and Delinquency	3
SOC 007	Juvenile Delinquency	3
	Total	*15*

Basic Police Academy Preparation

This certificate program is designed for students that are currently in or anticipating entry into the police hiring and background process. This certificate emphasizes those courses that most effectively "fast-track" a pre-academy student for entry and successful completion of basic police academy training.

SUBJECT & NO.	COURSE	UNITS
ADM JUS 001	Introduction to Administration of Justice	3
ADM JUS 002	Concepts of Criminal Law	3
ADM JUS 005	Criminal Investigation	3
ADM JUS 006	Patrol Procedures	3
ADM JUS 014	Report Writing for Peace Officers	3
KIN 229	Body Conditioning Skills	1
	Total	*16*

Chemical Dependency Specialist in Criminal Justice

(WITH PSYCHOLOGY DEPARTMENT)

This certificate program is designed for students seeking entry-level employment positions in settings that provide assessment and treatment of the substance abusing individual who is either incarcerated in a correctional facility, or under some form of correctional supervision.

SUBJECT & NO.	COURSE	UNITS
ADDICST 001	Understanding Addiction and Counseling	3
ADDICST 007	Addiction Treatment and Recovery	3
ADDICST 022	Prevention Specialist Training	3
ADM JUS 001	Introduction to Administration of Justice	3
ADM JUS 049	Narcotics and Vice Control	3
ADM JUS 075	Introduction to Corrections	3
	Total	*18*

Fire Technology/State Fire Marshall Core Classes

This certificate program is designed to provide concepts and skills for an entry-level employee in the area of fire prevention, fire suppression, and fire investigation. This certificate places an emphsis on the basics of fire chemistry and physics; fire strategy and tactics; identification and correction of fire hazards; building materials and construction; and fundamentals of fire protections systems operations and design.

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 216	Fundamentals of Personal Fire Safety and Emergency Action	3
	Total	*18*

Forensic Crime Scene Investigation

This certificate program is designed to prepare entry-level crime scene response and evidence processing personnel for employment positions such as Crime Scene Technician, Evidence Custodian, Coroner's Assistant, and Criminal Investigation (Detective).

SUBJECT & NO.	COURSE	UNITS
ADM JUS 005	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*

**This course has a prerequisite.*

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
COMPLETE 18 UNITS FROM THE FOLLOWING COURSES:		18
ADM JUS 001	Introduction to Administration of Justice	3
ADM JUS 002	Concepts of Criminal Law	3
ADM JUS 003	Legal Aspects of Evidence	3
ADM JUS 004	Principles and Procedures of the Justice System	3
ADM JUS 005	Criminal Investigation	3
ADM JUS 006	Patrol Procedures	3
ADM JUS 014	Report Writing for Peace Officers	3
ADM JUS 049	Narcotics and Vice Control	3
ADM JUS 062	Fingerprint Classification	3
ADM JUS 067	Community Relations I	3
ADM JUS 075	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 428	Ethics in Forensic Science	3
ELECTIVES: COMPLETE 6 UNITS FROM THE FOLLOWING COURSES		6
ADM JUS (any)		
PUBSERV (any)		
SPANISH 019	Conversational Spanish for Public Safety Personnel	3
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: ADM JUS 001 may be double counted under GE area B2.

**This course has a prerequisite.*

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 listed elective courses from within the Fire Technology or Public Service or Spanish subject areas.

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 9 UNITS FROM THE FOLLOWING:		9
FIRETEK 027	Wildland Firefighter	4
FIRETEK 207	Wildland Fire Control	3
FIRETEK 209	Fire Tactics and Strategy	3
FIRETEK 213	Fire Investigation	3
FIRETEK 216	Fundamentals of Personal Fire Safety and Emergency Action	3
FIRETEK 217	Fire Apparatus	3
FIRETEK 096	Emergency Medical Technician I	8
SPANISH 019	Conversational Spanish for Public Safety Personnel	3
SPANISH 024	Spanish for Medical Personnel	3
PUBSERV 680	Emergency Medical Technician I - Refresher	2
PUBSERV 630	Fire Marshal Certification: Instructor 1A	2
PUBSERV 655	Fire Marshal Certification: Instructor 1B	2
PUBSERV 656	Fire Marshal Certification: Instructor 1C	2
PUBSERV 650	Advanced Fire Management and Leadership	7.5
PUBSERV 611	Fire Technology In-Service Update -54 Hour Class	1

PUBSERV 612	Fire Technology In-Service Update-81 Hour Class	1.5
PUBSERV 613	Fire Technology In-Service Update-108 Hour Class	2
PUBSERV 614	Fire Technology In-Service Update-135 Hour Class	2.5
PUBSERV 604	Ocean Lifeguard Training Academy	1.5
PUBSERV 605	Lifeguard Recertification	0.5
PUBSERV 606	Ambulance Operatory Academy	4.5
PUBSERV 714	Fire Service Labor/Management Relations	1
PUBSERV 716	Rescue Systems	1.5
PUBSERV 718	Rescue Systems 2	1
PUBSERV 719	Low Angle Rope Rescue	1.5
PUBSERV 720	Rope Rescue Technician	1.5
PUBSERV 722	Trench Rescue Technician	1.5
PUBSERV 724	Fire Apparatus Tiller	2
PUBSERV 725	Fire Apparatus Aerial	2
PUBSERV 726	All-Hazard Strike Team Leader/Task Force Leader (AH-330)	1.5
PUBSERV 728	Crew Boss (S-230)	1
PUBSERV 730	Field Observer (S-244)	1
PUBSERV 732	Engine Boss (S-231)	1
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Forensic Crime Scene Investigation, Associate of Science Degree

The Associate of Science in Forensic Crime Scene Investigation, offered by the Administration of Justice Department, is intended for students who are interested in pursuing a career as a forensic specialist, crime scene investigator, or identification technician, or who wish to continue on to a bachelor degree program in forensic science. The Associate of Science in Forensic Crime Scene Investigation program offers a "hands-on" approach to topics such as crime scene investigation, crime scene diagramming, photography, evidence collection, and advanced techniques in crime scene investigations such as; blood spatter analysis, dusting and lifting fingerprints, chemical enhancement of fingerprints, weapon identification and gunshot residue testing. Program faculty are foresic specialists, fingerprint experts, ballistics and weapon experts as well as experts in the forensic field through local agencies. To earn the AS in Forensic Crime Scene Investigation, students must complete the following: a) Completion of 60 semester units or 90 quarter units of degree-applicable courses, b) Minimum overall grade point average of 2.0, c) Minimum grade point of "C" (or "P") for each course in the major, and d) Completion of LACCD General Education Plan.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
ADM JUS 001	Introduction to Administration of Justice	3
ADM JUS 005	Criminal Investigation	3
ADM JUS 172*	Criminalistics I	3
ADM JUS 173*	Criminalistics II	3
ADM JUS 174	Offender Profiling in Crminal Investigations	3
ADM JUS 428	Ethics in Forensic Science	3
ADM JUS 062	Fingerprint Classification	3
ADM JUS 285	Directed Study - Administration of Justice	2
BIOLOGY 003	Introduction to Biology	4
PHOTO 047	Introduction to Digital Photography	3
TOTAL UNITS FOR MAJOR		30
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 6 units of major courses may be double-counted in GE Area A and B2.

**This course has a prerequisite.*

Associate of Science in Administration of Justice for Transfer

This Associate of Science in Administration of Justice for Transfer degree is designed for students wishing to complete work for a Bachelors Degree in criminal justice or related field. Students will be able to describe the individual functions and components of the modern criminal justice system; use introductory concepts of legal research to locate, analyze, and discuss the content of statutory and case law; and apply critical thinking skills to solve a criminal justice problem. Proper selection of curriculum electives further enables students to study other academic disciplines, such as sociology, and public administration. This program is appropriate for students considering law schools as well as certain careers in criminal justice. The Associate in Science in Administration of Justice transfer degree can also lead to careers in law enforcement, courts, and corrections. Students are required to complete a minimum of 60 required semester units of CSU transferable coursework with a minimum GPA of 2.0, including a minimum of 18-19 semester units in the major with a minimum grade of "C" (or "P") for each course in the major.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
ADM JUS 001	Introduction to Administration of Justice	3
ADM JUS 002	Concepts of Criminal Law	3
	Subtotal	*6*
LIST A		6 UNITS
ADM JUS 003	Legal Aspects of Evidence	3
ADM JUS 004	Principles and Procedures of the Justice System	3
ADM JUS 005	Criminal Investigation	3
ADM JUS 067	Community Relations I	3
ADM JUS 075	Introduction to Corrections	3
LIST B		6 UNITS
ADM JUS 160	Police Organization and Administration	3
ADM JUS 172*	Criminalistics I	3
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
OR		
PSYCH 091	Statistics for the Social and Behavioral Sciences	4
OR		

ECON 020	Statistics for Economics	3
OR		
BUS 015	Business Statistics	3
PSYCH 001	Introductory Psychology	3
SOC 001	Introduction to Sociology	3
or any List A course not already used		
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

Note: 3 units of major courses may be double counted towards General Education.

**This course has a prerequisite.*

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & 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.

001 Introduction to Administration of Justice (3) UC:CSU IGETC 4H (C-ID AJ 110)
(UC Limit: ADM JUS 001 + ADM JUS 004 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, sub-systems, 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.

002 Concepts of Criminal Law (3) UC:CSU IGETC 4J (C-ID AJ 120)

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. How legal research, case law, methodology, and concepts flow as a social force are looked at in depth.

003 Legal Aspects of Evidence (3) CSU (C-ID AJ 124)

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.

004 Principles and Procedures of the Justice System (3) UC:CSU (C-ID AJ 122)
(UC Limit: ADM JUS 001 + ADM JUS 004 combined, maximum credit, one course).

LECTURE, 3 HOURS.

This course provides 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.

005 Criminal Investigation (3) CSU (C-ID AJ 140)

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.

006 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 civic and domestic disturbances and other community crime incidents are also discussed.

014 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.

049 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.

062 Fingerprint Classification (3) CSU

LECTURE, 3 HOURS.

This course covers practical aspects of fingerprint classification. Technical terminology, pattern interpretation, classification of fingerprints, search for fingerprints at crime scenes, and the preservation of prints and print development are emphasized.

067 Community Relations I (3) UC:CSU (C-ID AJ 160)

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 with the community including the challenges and prospects of administering justice within a diverse multicultural population.

075 Introduction to Corrections (3) CSU (C-ID AJ 200)
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, and supervision of inmates.

083 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.

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.

172 Criminalistics I (3) CSU
Prerequisite: Administration of Justice 005.
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 examinations, 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.

428 Ethics in Forensic Science (3) CSU
LECTURE, 3 HOURS.
This course provides the student with ethical standards and guidelines in forensic science as they relate to the criminal case and the investigator. Topics covered include the key elements of ethical guidelines, individual aspects of the ethical code, procedural and substantive law issues pertaining to crime scene investigations, courtroom testimony and admissibility issues, and ethical standards for all written reports.

475 Contemporary Issues in Corrections (3) CSU
Prerequisite: Administration of Justice 075.
LECTURE, 3 HOURS.
This course examines and analyzes the growing problems within the correctional environment including the warehousing of inmates, managing the prison population, restorative justice, correctional reorganization, and inmate issues and concerns. The death penalty is evaluated in terms of morality, economics, and the legal basis on which it rests. This course also examines other contemporary topics including the juvenile correctional process and the problems associated with the housing of American youth, the victim and the role that they play in this process, and the future careers that are available in corrections in this changing environment.

285 Directed Study - Administration of Justice (2) CSU
CONFERENCE 1 HOUR PER WEEK PER UNIT.
The above course allows 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 IN ANY ONE DISCIPLINE.
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 RPT 4
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).
Cooperative Education is a work experience program involving the employer, the student-employee, and the college to ensure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Students must be employed or volunteering/interning in order to participate in the program. This course assists students in acquiring desirable work habits, attitudes, and career awareness in the field of the student's Administration of Justice major.

941 Cooperative Education (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).
Cooperative Education is a work experience program involving the employer, the student-employee, and the college to ensure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Students must be employed or volunteering/interning in order to participate in the program. This course assists students in acquiring desirable work habits, attitudes, and career awareness in the field of the student's Administration of Justice major.

Fire Technology (FIRETEK)

027 Wildland Firefighter (4) CSU
LECTURE, 3.5 HOURS, LABORATORY, 1 HOUR.
This course prepares the student for entry level jobs in Wildland Firefighting. It combines classroom instruction with hands-on training. Certificates of recognition for

completing the course are awarded including S130, S190, and L180 certificates from the National Wildland Coordinating Group.

096 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.

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.

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.

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 system. It covers organization, staffing, equipment, initial attack, large fire management, and tactical situations.

209 Fire Tactics and Strategy (3) CSU

LECTURE, 3 HOURS.

This course introduces fire-fighting tactics and strategies including the art of using manpower, effective use of equipment and apparatus, and methods of how to attack, control, and extinguish structural, waterfront, oil, and other types of fires.

213 Fire Investigation (3) CSU

LECTURE, 3 HOURS.

In this course, students are introduced to fire investigation including 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.

216 Fundamentals of Personal Fire Safety and Emergency Action (3) CSU

LECTURE, 3 HOURS.

This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, emergency medical services, hazardous materials, and technical rescue. This course provides information on the establishment and management of a safety program in an emergency service organization.

217 Fire Apparatus (3) CSU

LECTURE, 3 HOURS.

This course focuses on the aspects of care, maintenance, and operation of fire apparatus and pumps. It also examines the principles of pumping, pumps and pump accessories, power development and transmission, and effective fire streams.

Allied Health Department

G5-211M *(323) 265-6802*

Healthcare is the second largest industry in the United States, employing over eight million workers. There are over 200 professions within the areas of Allied Health, and many of these professions can be entered directly with an A.S. degree or certificate. With an increased focus on the need for well-trained and effective healthcare personnel, the Allied Health Department offers state and nationally approved programs in the area of Health Information Technology, as well as the gateway courses in the Health Occupations Program. The in-depth classroom instruction is blended with practical, hands-on learning to equip students with the necessary knowledge and skills to work in a wide variety of healthcare-related facilities and organizations. The faculty members are highly educated, with extensive professional experience needed to teach today's students; clinical students train with the most modern medical devices and technology in both actual and simulated healthcare environments, to learn the latest industry practices and procedures. All program graduates are eligible to take all local, state, or national credentialing and/or licensure examinations.

One of the fastest growing career areas of employment today is in the medical or healthcare industry. Employment in the healthcare industry is in demand with ten of the top 20 fastest growing occupations in the United States as health-related according to the Bureau of Labor Statistics. Healthcare professionals enjoy great earning potential, amazing opportunities for rapid advancement, and flexibility in hours, location, and job types.

The Health Occupations Program offer four courses that allow students to learn new skills that lead to a Health/Service Careers Foundational Skills Certificate (7.5 units) and/or Gerontology/Health Certificate of Achievement (16.5 units), in collaboration with the Family, Child, and Consumer Studies Department. Students who complete these courses may exit for employment into an entry-level position in the healthcare industry, continue to earn an Associate Degrees offered within the Allied Health Department, or transfer credits to four year colleges and universities.

In addition to providing education and training for those entering a new field of employment, the Health Occupations Program offers an avenue for professional development and the refinement of skills for those currently employed in healthcare.

Students pursuing careers in Health Information Technology (HIT) learn the essential skills and technologies of healthcare information management, including finance, law, and medical billing and coding, that permit healthcare facilities to run smoothly. The Health Occupations Program provides individuals interested in working in healthcare the opportunity to enhance their knowledge, skills, and competencies to meet the demands and the commitment required for a career in a healthcare profession. The core courses provide in-depth information into health occupations careers and trends, the occupational and educational opportunities, and the educational, physical, emotional, and attitudinal requirements.

In addition, in conjunction with the Noncredit Department, the Allied Health Department also offers Noncredit Certificate of Completion programs including Administrative Medical Assistant and Introduction to Patient Transporting. Please see the listing in the Noncredit Department for details.

Faculty

Thurston, Monica, Chair, Professor, Director, Health Information Technology

Adjunct Associate Professors

Allmond, Cheri, Health Occupations
Bassett, Pamela, Health Occupations
Bassett, Savonne, Health Occupations
Baton, Cara, Health Occupations
Clarke, Oretta, MD, Health Occupations
Collier, Deborah, Health Information Technology
Crooms, Jennie, Health Information Technology
Curtis-Ussery, Dr. Michelle, Health Occupations
Garcia, Pablo, Health Occupations
Golden, Jasmine, Pharmacy Technology
Griffen-Hood, Tracey, Health Information Technology
Harrison, Tiffany, Health Occupations
Heard, Tanisha, Health Information Technology
Hendrix, Dr. Dorothy, Ph.D., Health Information Technology
Hill-Jones, Laura, Health Occupations
Ho, Louis, Pharm.D., Health Information Technology
Howard, Leslie, Health Occupations
Hyder, Amanda, Health Information Technology
Jenkins, LaQuenta, Health Occupations
Lott, Aminika, Allied Health
McGowan, Linda, Health Occupations
Ortiz, Alex, Health Information Technology
Plant, Sally, Health Occupations
Simpson-Lott, Darlene, Allied Health
Tajon, Mark, Health Information Technology
Thurston, Monica, Health Information Technology
Tweedy, Marlene, Health Occupations
Vazquez, Lisa, Health Occupations
Wynne, Virginia, Health Occupations

EDUCATIONAL PROGRAMS

SUBJECTS

- Allied Health
- Health Information Technology
- Health Occupations

SKILLS CERTIFICATE

- Health/Service Careers Foundational

CERTIFICATES OF ACHIEVEMENT

- Administrative Medical Assistant
- Clinical Medical Assistant
- Gerontology/Health
- Health Information Clerk Typist
- Health Information Coding Specialist
- Health Information Coding and Statistics Clerk
- Health Information Technology
- Interventional Radiology Coding
- Phlebotomy Technician

ASSOCIATE DEGREE PROGRAMS

- Health Information Technology
- Medical Assistant

SKILLS CERTIFICATE

Health/Service Careers Foundational

This certificate prepares students with entry-level skills and competencies needed for employment opportunities within the healthcare and social service industry. This core courses provide in-depth information into health occupations careers and trends, the occupational and educational opportunities, and the educational, physical, emotional, and attitudinal requirements. Topics focus on competencies required of healthcare and social service providers, such as HIPAA, Professionalism/Ethics, Diversity/Cultural Awareness, Teamwork, Collaboration, Conflict Resolution, Customer Service, Safe Practice/Infection Control, Medical Teminology, and First Aid. Completion of this skills certificate provides the first step in making an informed decision regarding the selection of additional programs of study leading to healthcare and service careers.

SUBJECT & NO.	COURSE	UNITS
HLTHOCC 062	Skill Set for the Healthcare Professional	2
HLTHOCC 063	Basic Medical Terminology, Pathophysiology and Pharmacology for the Healthcare Professional	2
HLTHOCC 064	Cultural and Legal Topics for Healthcare Professionals	1
HLTHOCC 065	Fundamentals for the Healthcare Professional	2.5
	Total	*7.5*

CERTIFICATES OF ACHIEVEMENT

To enroll into the Administrative Medical Assistant program, students must first apply online at www.elac.edu. After enrolling at ELAC, the student must apply to the Health Information Technology program and attend the Mandatory Orientation. Contact Department Chair Monica Thurston at thurstmm@elac.edu for application.

Satisfactory completion of all courses with a "C" or better is required for all Certificates of Achievement.

Administrative Medical Assistant

Administrative Medical Assistant is a front-office professional who performs the clerical work in doctors' and hospital offices. These professionals are responsible for multiple tasks that include communicating with patients for case histories, scheduling appointments, electronic medical coding, filing insurance claims, updating and maintaining records, as well as processing insurance claims for receivable and payable accounts and maintain financial records. In addition, administrative medical assistants collaborate with doctors and nurses to help with medical examinations, schedule tests and order supplies, ensure compliance with procedures, and keep up-to date with changes in medical and insurance legislation. Students learn proven work experience as a medical administrative assistant which include hands on experience with medical software and MS Office, knowledge of healthcare operations, familiarity with medical and insurance legislation, excellent organizational and multitasking skills, and customer-oriented communication skills. An externship with local medical facilities will provide students with the opportunity to gain hands-on experience reinforcing classroom content into real world applications.

SUBJECT & NO.	COURSE	UNITS
HTHTEK 133	Medical Terminology	3
ALD HTH 057	Computers in Health Occupations	1
HLTHOCC 054	Human Disease for Health Occupations	4
HLTHOCC 040	Introduction to Medical Assisting	3
HLTHOCC 061	Medical Insurance	3
HLTHOCC 051**	Medical Office Microcomputer Management Applications	1
HLTHOCC 052	Medical Office Procedures I	4
HLTHOCC 053	Medical Office Procedures II	4
HLTHOCC 055*	Clinical Assisting Techniques I	4
HLTHOCC 059	Practicum for the Medical Assistant	2
	Total	*29*

Clinical Medical Assistant

A Clinical Medical Assistant is a medical support professional that performs a variety of tasks to assist physicians in providing patient care, while ensuring that clinics and hospitals run smoothly and efficiently. These professionals acquire the direct patient contact skills and technical knowledge required to work in the back office or a medical clinic or related healthcare facility. Course content includes medical surgical asepsis, assisting with physical examinations, and minor office surgery, and electrocardiography, administration of medicine, laboratory skills, assisting with diagnostic and therapeutic procedures, and specialized medical practice. Some clinical medical assistants working in a smaller practice may be required to perform administrative tasks, while others working in larger medical facilities focus mainly on providing support services directly related to patient care. An externship with local medical facilities will provide students with the opportunity to gain hands-on experience reinforcing classroom content into real world applications.

SUBJECT & NO.	COURSE	UNITS
HTHTEK 133	Medical Terminology	3
ALD HTH 057	Computers in Health Occupations	1
HLTHOCC 054	Human Disease for Health Occupations	4
HLTHOCC 040	Introduction to Medical Assisting	3
HLTHOCC 061	Medical Insurance	3
HLTHOCC 051**	Medical Office Microcomputer Management Applications	1
HLTHOCC 052	Medical Office Procedures I	4
HLTHOCC 053	Medical Office Procedures II	4

HLTHOCC 055*	Clinical Assisting Techniques	4
HLTHOCC 056*	Clinical Assisting Techniques II	4
HLTHOCC 059	Practicum for the Medical Assistant	2
HLTHOCC 060	Medical Assistant Clinical Internship	3
	Total	*36*

Gerontology/Health

Satisfactory completion of all courses with a "C" or better is required for all Certificates of Achievement.

This certificate is an interdisciplinary program designed to prepare students to pursue entry level employment servicing the aging population and provide the fundamentals needed to work in the healthcare industry. This program is designed to prepare students for employment in the field of gerontology to support the needs, interests, abilities, and issues of the aging population in California. In addition to the four HLTHOCC Core courses, students must take three additional courses in the Family & Consumer Studies subject (FAM &CS) offered by the Child, Family, Education Studies department to receive this stackable Certificate of Achievement.

SUBJECT & NO.	COURSE	UNITS
HLTHOCC 062	Skill Set for the Healthcare Professional	2
HLTHOCC 063	Basic Medical Terminology, Pathophysiology and Pharmacology for the Healthcare Professional	2
HLTHOCC 064	Cultural and Legal Topics for Healthcare Professionals	1
HLTHOCC 065	Fundamentals for the Healthcare Professional	2.5
FAM &CS 006	Challenges of Aging	3
FAM &CS 021	Nutrition	3
FAM &CS 091	Life Management	3
	Total	*16.5*

Health Information Clerk Typist

To enroll into any Health Information Technology program, students must first apply online at www.elac.edu. After enrolling at ELAC, the student must apply to the Health Information Technology program and attend the Mandatory Orientation. Contact Department Chair Monica Thurston at thurstmm@elac.edu for application.

Satisfactory completion of all courses with a "C" or better is required for all Certificates of Achievement.

TRANSFER STUDENTS: If any prerequisite courses or core courses have been taken at another U.S. regionally accredited college/university, transcripts should be sent to both the ELAC Office of Admissions and the Health Information Technology Program office located within the Allied Health Department. Students should initiate a General Petition in the Admissions Office requesting that credit be granted for those courses for which the student feels they are eligible. Supporting documentation should be attached to the General Petition to support the student's request.

Prerequisite courses or core HTHTEK courses taken at another LACCD campus are not automatically accepted and will also need to be submitted by General Petition with a copy of the LACCD transcript for review by the department chair. Students wishing to transfer health information technology courses or health information management courses must come from an institution which is regionally accredited and accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM).

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	Introduction to Health Information Technology	3
HTHTEK 106*	Hospital Ethics and Law	2
HTHTEK 133	Medical Terminology	3
CAOT 001	Computer Keyboarding And Document Applications I	3
CAOT 002**	Computer Keyboarding And Document Applications II	3
CAOT 032**	Business Communications	3
OR		
ENGLISH 101	College Reading and Composition I	3
OR		
ENGLISH 101X	College Reading and Composition I Plus 1-Hour Lab	3
OR		
ENGLISH 101Y	College Reading and Composition I Plus 2-Hour Lab	3.5
OR		
ENGLISH 101Z	College Reading and Composition I Plus 3-Hour Lab	4
OR		
E.S.L. 110	College Composition For Non-Native Speakers	4
	Total	*17-18*

**This course has a prerequisite.*

***This course has an advisory.*

Health Information Coding Specialist

To enroll into any Health Information Technology program, students must first apply online at www.elac.edu. After enrolling at ELAC, the student must apply to the Health Information Technology program and attend the Mandatory Orientation. Contact Department Chair Monica Thurston at thurstmm@elac.edu for application.

Satisfactory completion of all courses with a "C" or better is required for all Certificates of Achievement.

TRANSFER STUDENTS: If any prerequisite courses or core courses have been taken at another U.S. regionally accredited college/university, transcripts should be sent to both the ELAC Office of Admissions and the Health Information Technology Program office located within the Allied Health Department. Students should initiate a General Petition in the Admissions Office requesting that credit be granted for those courses for which the student feels they are eligible. Supporting documentation should be attached to the General Petition to support the student's request.

Prerequisite courses or core HTHTEK courses taken at another LACCD campus are not automatically accepted

and will also need to be submitted by General Petition with a copy of the LACCD transcript for review by the department chair. Students wishing to transfer health information technology courses or health information management courses must come from an institution which is regionally accredited and accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM).

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, Clinical Modification (CM), and Procedure Coding System (PCS) Current Procedural Terminology (CPT) and other current classification systems. Satisfactory completion of all courses with a "C" or better is required.

SUBJECT & NO.	COURSE	UNITS
CAOT 082**	Microsoft Office Suite	3
HTHTEK 100	Introduction to Health Information Technology	3
HTHTEK 103*	Introduction to Basic Coding	3
HTHTEK 106*	Hospital Ethics and Law	2
HTHTEK 108*	Introduction to Pharmacology	1
HTHTEK 110*	Ambulatory Care Coding	3
HTHTEK 133	Medical Terminology	3
HTHTEK 134*	Introduction to Pathology	3
HTHTEK 200*	Health Care Reimbursement and Revenue Management Cycle	2
HTHTEK 202*	Directed Practice for Coding Specialists	1
HTHTEK 215*	Advanced Inpatient Coding and Abstracting	3
PHYSIOL 006	Anatomy and Physiology	6
	Total	*33*

**This course has a prerequisite/corequisite.*

***This course has an advisory.*

Health Information Coding and Statistics Clerk

To enroll into any Health Information Technology program, students must first apply online at www.elac.edu. After enrolling at ELAC, the student must apply to the Health Information Technology program and attend the Mandatory Orientation. Contact Department Chair Monica Thurston at thurstmm@elac.edu for application.

Satisfactory completion of all courses with a "C" or better is required for all Certificates of Achievement.

TRANSFER STUDENTS: If any prerequisite courses or core courses have been taken at another U.S. regionally accredited college/university, transcripts should be sent to both the ELAC Office of Admissions and the Health Information Technology Program office located within the Allied Health Department. Students should initiate a General Petition in the Admissions Office requesting that credit be granted for those courses for which the student feels they are eligible. Supporting documentation should be attached to the General Petition to support the student's request.

Prerequisite courses or core HTHTEK courses taken at another LACCD campus are not automatically accepted and will also need to be submitted by General Petition with a copy of the LACCD transcript for review by the department chair. Students wishing to transfer health information technology courses or health information management courses must come from an institution which is regionally accredited and accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM).

This program is designed to prepare students to work in a statistical clerical unit or independently in the collection, compilation, verification, and presentation of statistical data where a highly-specialized knowledge of patient data using the international classification of diseases and procedural codes is required. Students learn to compile and compute data according to statistical formulas for use in statistical studies and perform actuarial computations and compile charts and graphs for use by actuaries.

SUBJECT & NO	COURSE	UNITS
PHYSIOL 006	Anatomy and Physiology	6
OR		
BIOLOGY 020*	Human Anatomy and Physiology	8
CAOT 082**	Microsoft Office Suite	3
OR		
ENGLISH 101	College Reading and Composition I	3
OR		
ENGLISH 101X	College Reading and Composition I Plus 1-Hour Lab	3
OR		
ENGLISH 101Y	College Reading and Composition I Plus 2-Hour Lab	3.5
OR		
ENGLISH 101Z	College Reading and Composition I Plus 3-Hour Lab	4
OR		
E.S.L. 110	College Composition For Non-Native Speakers	4
HTHTEK 100	Introduction to Health Information Technology	3
HTHTEK 103*	Introduction to Basic Coding	3
HTHTEK 106*	Hospital Ethics and Law	2
HTHTEK 108*	Introduction to Pharmacology	1
HTHTEK 110*	Ambulatory Care Coding	3
HTHTEK 133	Medical Terminology	3
HTHTEK 134*	Introduction to Pathology	3
HTHTEK 200*	Health Care Reimbursement and Revenue Management Cycle	2
HTHTEK 202*	Directed Practice for Coding Specialists	1
HTHTEK 207*	Introduction to Health Statistics	3
HTHTEK 215*	Advanced Inpatient Coding and Abstracting	3
	Total	*36-39*

**This course has a prerequisite/corequisite.*

***This course has an advisory.*

Health Information Technology

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Satisfactory completion of all courses with a "C" or better is required for all Certificates of Achievement.

This certificate program provides instruction and Professional Practice Education (PPE) to assist students in developing the technical skills necessary to maintain compo nents of Health Information Systems consistent with the medical, ethical, legal, and administrative requirements of all accreditation and regulatory agencies.

TRANSFER STUDENTS: If any prerequisite courses or core courses have been taken at another U.S. regionally accredited college/university, transcripts should be sent to both the ELAC Office of Admissions and the Health Information Technology Program office located within the Allied Health Department. Students should initiate a General Petition in the Admissions Office requesting that credit be granted for those courses for which the student feels they are eligible. Supporting documentation should be attached to the General Petition to support the student's request.

Prerequisite courses or core HTHTEK courses taken at another LACCD campus are not automatically accepted and will also need to be submitted by General Petition with a copy of the LACCD transcript for review by the department chair. Students wishing to transfer health information technology courses or health information management courses must come from an institution which is regionally accredited and accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM).

This certificate program provides instruction and Professional Practice Education (PPE) 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.

Note: In addition to the required Program Prerequisites, students must also complete PHYSIOL 006 and HTHTEK 133 prior to enrolling in any other HTHTEK courses.

SUBJECT & NO.	COURSE	UNITS
REQUIRED PROGRAM PREREQUISITES		7
CAOT 082**	Microsoft Office Suite	3
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
REQUIRED MAJOR COURSES		
PHYSIOL 006	Anatomy and Physiology	6
HTHTEK 133	Medical Terminology	3
HTHTEK 100	Introduction to Health Information Technology	3
HTHTEK 106*	Hospital Ethics and Law	2
HTHTEK 134*	Introduction to Pathology	3
HTHTEK 108*	Introduction to Pharmacology	1
HTHTEK 103*	Introduction to Basic Coding	3
HTHTEK 207*	Introduction to Health Statistics	3
HTHTEK 230*	Electronic Health Records in the Healthcare System	3
HTHTEK 215*	Inpatient Coding and Abstracting	3
HTHTEK 221*	Quality Management and Leadership	3
HTHTEK 222*	Health Information Services Organization and Management	3
HTHTEK 110*	Ambulatory Care Coding	3
HTHTEK 200*	Health Care Reimbursement and Revenue Management Cycle	2
HTHTEK 202*	Directed Practice for Coding Specialists	1
HTHTEK 241*	Directed Practice in Health Information Procedures II	4
	Total	*46*

**This course has a prerequisite.*

***This course has an advisory.*

Interventional Radiology Coding

To enroll into the Interventional Radiology Coding program, students must first apply online at www.elac.edu. After enrolling at ELAC, the student must apply to the Health Information Technology program and attend the Mandatory Orientation. Contact Department Chair Monica Thurston at thurstmm@elac.edu for application.

Satisfactory completion of all courses with a "C" or better is required for all Certificates of Achievement.

TRANSFER STUDENTS: If any prerequisite courses or core courses have been taken at another U.S. regionally accredited college/university, transcripts should be sent to both the ELAC Office of Admissions and the Health Information Technology Program office located within the Allied Health Department. Students should initiate a General Petition in the Admissions Office requesting that credit be granted for those courses for which the student feels they are eligible. Supporting documentation should be attached to the General Petition to support the student's request.

Prerequisite courses or core HTHTEK courses taken at another LACCD campus are not automatically accepted and will also need to be submitted by General Petition with a copy of the LACCD transcript for review by the department chair. Students wishing to transfer health information technology courses or health information management courses must come from an institution which is regionally accredited and accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM).

The Interventional Radiology Coding certificate prepares individuals seeking to work as coders for a radiology department or other healthcare setting where procedures are performed on the gastrointestinal, genitourinary, biliary, cardiovascular, and other body systems. Upon completion of the Coding Specialist courses, students complete one additional course to learn how to abstract and analyze radiologic documentation to become proficient in radiologic procedural coding specifically related to non-vascular interventional radiology.

SUBJECT & NO.	COURSE	UNITS
CAOT 082**	Microsoft Office Suite	3
PHYSIOL 006	Anatomy and Physiology	6
HTHTEK 100	Introduction to Health Information Technology	3
HTHTEK 103*	Introduction to Basic Coding	3
HTHTEK 106*	Hospital Ethics and Law	2
HTHTEK 108*	Introduction to Pharmacology	1

HTHTEK 110*	Ambulatory Care Coding	3
HTHTEK 133	Medical Terminology	3
HTHTEK 134*	Introduction to Pathology	3
HTHTEK 202*	Directed Practice for Coding Specialists	1
HTHTEK 215*	Inpatient Coding and Abstracting	3
HTHTEK 216*	Interventional Radiology Coding	3
	Total	*34*

**This course has a prerequisite/corequisite.*

***This course has an advisory.*

Phlebotomy Technician

Certified Phlebotomy Technicians (CPT) and Limited Phlebotomy Technicians (LPT) are allied health professionals who perform skin puncture and venipuncture blood collection in a laboratory, hospital, blood donor center or physician's office. This certificate program includes basic and advanced lectures and skills lab training on topics such as infectious disease control and biohazards, coagulation theory, specimen handling and routing, special collections and procedures, routine venipuncture and arterial blood collection, complications of venipuncture, blood collection in special populations, professional issues on quality control and legal issues in phlebotomy. Phlebotomist training, according to California law, must be obtained in a phlebotomy program approved by the California Department of Public Health.

Satisfactory completion of all courses with a "C" or better is required for all Certificates of Achievement.

SUBJECT & NO.	COURSE	UNITS
HLTHOCC 062	Skill Set for the Health Care Professional	2
HLTHOCC 063	Basic Medical Terminology, Pathophysiology, and Pharmacology	2
HLTHOCC 064	Cultural and Legal Topics for Health Care Professionals	1
HLTHOCC 065	Fundamentals for Health Care Profressional	2.5
HLTHOCC 067*	Basic Phlebotomy	2
HLTHOCC 068*	Advanced Phlebotomy	2
HLTHOCC 069*	Phlebotomy Technician Directed Clinical Practicum	2
HEALTH 011	Principles of Healthful Living	3
	Total	*16.5*

**This course has a prerequisite.*

ASSOCIATE DEGREE PROGRAMS

SATISFACTORY COMPLETION OF ALL COURSES WITH A "C" OR BETTER IS REQUIRED FOR ALL ASSOCIATE DEGREE PROGRAMS.

Health Information Technology, Associate in Science Degree

To enroll into the Health Information Technology degree program, students must first apply online at www.elac.edu. After enrolling at ELAC, the student must apply to the Health Information Technology program and attend the Mandatory Orientation. Contact Department Chair Monica Thurston at thurstmm@elac.edu for application.

The Commission on Accreditation for Health Informatics and Information Management (CAHIIM) education accredit the Health Information Technology Program at East Los Angeles College. The program provides instruction and Professional Practice Education (PPE) 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 Certification Examination given by the American Health Information Management Association. Those who pass the Certification Examination are known as Registered Health Information Technicians (RHIT). This program may be completed entirely as a day student, an evening student, on a part-time basis, or full-time.

Traditionally, Registered Health Information Technicians have primarily been employed in the health information management departments (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. Registered Health Information Technicians work with all types of health information systems, computerized data and information, including electronic medical records. RHITs are found in any organization that uses patient data.

TRANSFER STUDENTS: If any prerequisite courses or core courses have been taken at another U.S. regionally accredited college/university, transcripts should be sent to both the ELAC Office of Admissions and the Health Information Technology Program office located within the Allied Health Department. Students should initiate a General Petition in the Admissions Office requesting that credit be granted for those courses for which the student feels they are eligible. Supporting documentation should be attached to the General Petition to support the student's request.

Prerequisite courses or core HTHTEK courses taken at another LACCD campus are not automatically accepted and will also need to be submitted by General Petition with a copy of the LACCD transcript for review by the department chair. Students wishing to transfer health information technology courses or health information management courses must come from an institution which is regionally accredited and accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM)

Note: In addition to the required General Education Program Requirements, students must also complete PHYSIOL 006, HTHTEK 100, and HTHTEK 133 prior to applying to the Health Information Technology program.

SUBJECT & NO.	COURSE	UNITS
REQUIRED PROGRAM PREREQUISITES:		7
CAOT 082**	Microsoft Office Suite	3
AND		
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
REQUIRED CORE: TAKE COURSES IN ORDER LISTED BELOW		46
PHYSIOL 006	Anatomy and Physiology	6
HTHTEK 133	Medical Terminology	3

HTHTEK 100	Introduction to Health Information Technology	3
HTHTEK 106*	Hospital Ethics and Law	2
HTHTEK 134*	Introduction to Pathology	3
HTHTEK 108*	Introduction to Pharmacology	1
HTHTEK 103*	Introduction to Basic Coding	3
HTHTEK 207*	Introduction to Health Statistics	3
HTHTEK 230*	Electronic Health Records in the Healthcare System	3
HTHTEK 215*	Inpatient Coding and Abstracting	3
HTHTEK 221*	Quality Management and Leadership	3
HTHTEK 222*	Health Information Services Organization and Management	3
HTHTEK 110*	Ambulatory Care Coding	3
HTHTEK 200*	Health Care Reimbursement and Revenue Management Cycle	2
HTHTEK 202*	Directed Practice for Coding Specialists	1
HTHTEK 241*	Directed Practice in Health Information Procedures II	4
LACCD GENERAL EDUCATION PLAN		21
	Total	*64*

Note: 3 units from PHYSIOL 006 may be double counted in GE area A.

**This course has a prerequisite/corequisite.*

***This course has an advisory.*

HEALTH INFORMATION TECHNOLOGY ADVISEMENT: Once a student is formally admitted to the college, they should schedule an appointment to meet with the Program Director or Designee to establish their written Plan of Study.

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.

TRANSFER STUDENTS: If any of prerequisite courses or core courses have been taken elsewhere, transcripts should be sent to both the ELAC office of Admissions and the Health Information Technology Program office located within the Allied Health 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.

BACKGROUND CHECK: Background checks must be done and successfully completed by all students before being placed on a directed practicum site. If the background check is unsuccessful, the student will not be admitted to a clinical site. The student will be assigned to a non-clinical site. A Drug screening will also be required for entry into the clinical training.

HEALTH: The student must be free from any conditions that would present a health threat to the well-being of the consumer (Title 22, College Regulations, Division 5, Section (a). A complete physical examinations, including laboratory test with select immunizations, will be required before starting the directed program. The physical exam will include documentation of two COVID-19 vaccinations.

Medical Assistant, Associate in Science Degree

A medical assistant interacts with doctors, nurses, technicians and patients. These professionals require specific technical knowledge and skills needed in the evolving healthcare field in clinics, hospitals, and physician offices, especially as new technology is introduced. Course content includes anatomy and physiology, medical coding, medical terminology, clinical procedures, medical office safety, patient intake, medical law and ethics, pharmacology, phlebotomy, laboratory and other therapeutic medical assisting procedures. Students acquire information on the various types of exams used in different healthcare environments and where medical assistants are assimilated into the process. In addition to the required didactic and laboratory instruction classes, general education courses are taken to help strengthen writing and mathematics skills. An internship with local medical facilities will provide students with the opportunity to gain hands-on experience reinforcing classroom content into real world applications.

SUBJECT & NO.	COURSE	UNITS
REQUIRED CORE		50-51
ALD HTH 057	Computers in Health Occupations	1
CAOT 082**	Microsoft Office Suite	3
HLTHOCC 054	Human Disease for Health Occupations	4
HLTHOCC 040	Introduction to Medical Assisting	3
HLTHOCC 061	Medical Insurance	3
HLTHOCC 051**	Medical Office Microcomputer Management Applications	1
HLTHOCC 052	Medical Office Procedures I	4
HLTHOCC 053	Medical Office Procedures II	4
HLTHOCC 055*	Clinical Assisting Techniques I	4
HLTHOCC 056*	Clinical Assisting Techniques II	4
HLTHOCC 059	Practicum for the Medical Assistant	2
HLTHOCC 060	Medical Assistant Clinical Internship	3
HTHTEK 133	Medical Terminology	3
PHYSIOL 006	Anatomy and Physiology	6
Completion of Intermediate Algebra or its equivalent or higher Math course.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*63-65*

Note: 6 units that may be double counted.

***This course has an advisory.*

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Allied Health (ALD HTH)

056 Communication & Customer Service in Healthcare (1)

LECTURE, 1 HOUR.

This course introduces students to the workplace skills necessary to succeed in healthcare professions. The focus is on professional behavior, communication techniques, and HIPPA regulations.

057 Computers in Health Occupations (1)

LECTURE, 0.5 HOUR; LABORATORY, 1 HOUR.

This course will introduce students to the use of computers in a variety of health care settings. Students use software systems used in pharmacies, medical offices, and hospitals.

Health Information Technology (HTHTEK)

100 Introduction to Health Information Technology (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This is an introduction to the Health Information Management (HIM) profession and the record keeping practices in alternative healthcare delivery systems. Emphasis is placed on the development, maintenance, and content of patient health records, including format and documentation requirements, filing and number system, medical staff organization, regulatory and accrediting agencies.

103 Introduction to Basic Coding (3) CSU

Prerequisites: Health Information Technology 100, 133, 134 and Physiology 006.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course introduces the use of the International Classification of Diseases Clinical Modification (CM) codes for diagnoses and Procedural Coding System (PCS) to code procedures. Students learn to analyze clinical disease processes, use diagnosis and procedural terminology, sequence and assign codes correctly using current coding manuals and computerized encoder.

106 Hospital Ethics and Law (2) CSU

Prerequisite: Health Information Technology 100.

LECTURE, 2 HOURS.

This course introduces students to the concepts of confidentiality, ethics, healthcare legislation at various levels, and regulations relating to maintenance, release and use of health information. Topics covering medico-legal issues and court systems, liability, Health Information Portability and Accountability Act (HIPAA), and guidelines relevant to electronic health records are discussed.

108 Introduction to Pharmacology (1) CSU

Corequisite: Health Information Technology 134.

LECTURE, 1 HOUR.

This course is an introduction to basic pharmacology for healthcare professionals and how drugs relate to body systems, disease, and conditions. Topics covered include the history of drug laws, routes of drug administration, drug usage, drug interactions, and drug categories. Other topics include contraindications, precautions, side effects, use of drug references, and other terminology related to the study of drugs.

110 Ambulatory Care Coding (3) CSU

Prerequisites: Health Information Technology 134, Physiology 006, and Health Information Technology 215.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course introduces the practice and principles of classification systems utilized in alternate health care facilities. Classification systems studied include Diagnostic and Statistical Manual of Mental Disorders (DSM), Systematized Nomenclature of Medicine (SNOMED), Ambulatory Payment Classification (APC), Healthcare Common Procedural Coding System (HCPCS Level II) used for reimbursement of outpatient services rendered.

133 Medical Terminology (3) CSU

LECTURE, 3 HOURS.

This course emphasizes etymology of disease terms, nomenclature of word roots, prefixes, and suffixes related to body systems. Surgical procedures, laboratory tests, abbreviations and other terms related to the human body are discussed.

134 Introduction to Pathology (3) CSU

Prerequisites: Computer Applications and Office Technologies 082, Health Information Technology 133, and Physiology 006.

Corequisite: Health Information Technology 108.

LECTURE, 3 HOURS.

This course focuses on disease processes affecting human body systems including major signs and symptoms. Emphasis is placed on pathogenic causes and effects on normal physiologic functions in relation to degenerative, genetic, and pathogenic causes. Other topics covered include treatment modalities, pharmacology, and various clinical, laboratory, and diagnostic assessments.

200 Health Care Reimbursement and Revenue Management Cycle (2) CSU

Prerequisite: Health Information Technology 215.

Corequisite: Health Information Technology 110.

LECTURE, 2 HOURS.

This course is an introduction to the healthcare reimbursement and revenue cycle. The topics covered include reimbursement methodologies, clinical coding and compliance, voluntary and government-sponsored insurance plans, managed-care plans, revenue cycle management, and value-based purchasing. Medicare and Medicaid prospective payment systems are also addressed in acute, post-acute, ambulatory, hospice, and long-term care settings.

202 Directed Practice for Coding Specialists (1) CSU

Prerequisites: Health Information Technology 103, 106, 110, 200 and 215.

LABORATORY, 4 HOURS.

This coding lab is designed to prepare students for the Certified Coding Specialist (CCS) certification exam. The CCS exam preparation includes completing coding practice on a variety of electronic patient records such

as inpatient, ambulatory surgical, outpatient, physician office and emergency patient records using an Electronic Health Record (EHR) virtual lab simulation system. In addition, online testing questions that focus on American Health Information Management Association (AHIMA) competencies are mapped to cover the other CCS examination content.

207 Introduction to Health Statistics (3) CSU
Prerequisites: *Health Information Technology 100 and Mathematics 227 or Mathematics 227S.*

LECTURE, 3 HOURS.

This course is an introduction to basic concepts of health statistics using both manual and computer compilations. A review of vital statistics include preparation of data from births, deaths, autopsies, postoperative surgeries, daily census, discharges and bed occupancy. An overview of research methodology and terminology is included.

215 Advanced Inpatient Coding and Abstracting (3) CSU
Prerequisites: *Health Information Technology 103 and Physiology 006.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This lecture and lab-based course includes intermediate and advanced study of the more complex areas of coding using International Classification of Diseases and Procedure codes, Current Procedural Terminology codes, and Diagnostic Related Group coding introduced in previous coding courses. Using case studies, students apply abstracting skills and coding principles and guidelines related to complex diagnoses and procedures. Coding references and coding software are utilized in this course.

216 Interventional Radiology Coding (3) CSU
Prerequisites: *Health Information Technology 202.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This Interventional Radiology Coding course prepares individuals seeking to work as coders for a radiology department or other healthcare setting where procedures are performed on the gastrointestinal, genitourinary, biliary, cardiovascular, and other body systems. Students completing this course learn how to abstract and analyze radiologic documentation to become proficient in radiologic procedural coding specifically related to non-vascular interventional radiology

221 Quality Management and Leadership (3) CSU
Prerequisite: *Health Information Technology 106.*

Corequisite: *Health Information Technology 222.*

LECTURE, 3 HOURS.

This course covers concepts on effective communication, supervision and employment relations, development of policies and procedures, job descriptions, organizational and leadership skills, quality control and planning in a Health Information Management department.

222 Health Information Services Organization and Management (3) CSU
Prerequisite: *Health Information Technology 106.*

Corequisite: *Health Information Technology 221.*

LECTURE, 3 HOURS.

This course covers organizational management concepts as applied to supervision of health information services. Topics include roles/functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources.

230 Electronic Health Records in the Health Care System (3) CSU
Prerequisites: *Health Information Technology 106 and CAOT 082.*

LECTURE, 3 HOURS.

This course is designed to provide health information students with the basic knowledge and skills necessary to use electronic health record (EHR) systems in the healthcare setting. The importance of national, regional, and state initiatives will be discussed in addition to practical experience using software.

241 Directed Practice in Health Information Procedures II (4) CSU
Prerequisites: *Health Information Technology 200, 207, 215, 221, 222, 230.*

LABORATORY, 8 HOURS.

This course is a supervised professional practical experience (PPE) in the health information management department of a hospital designed to enable students to obtain actual work experience in theoretical and application-based procedures previously studied. Students complete non-paid work experience for 144 hours, which can be scheduled on a full-time or part-time basis. This course is also designed to help students prepare for the American Health Information Management Registered Health Information Technician certification examination. This course gives the students practice interpreting documentation and applying their knowledge by answering questions regarding the theory that was taught throughout the program.

242 Cancer Registry Management I (3)
Prerequisite: *English 101.*

Corequisite: *Health Information Technology 243.*

LECTURE, 3 HOURS.

This course introduces the daily operations of a Cancer Registry Department including staffing, office planning, case finding, tumor board presentations, abstracting and quality control, monitoring outcomes, and the accreditation process and standards. Cancer informatics topics including data confidentiality, data editing, and computer resources are discussed.

243 Cancer Disease Management (3)
Prerequisites: *Health Information Technology 133 and Physiology 006.*

Corequisite: *Health Information Technology 242.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course provides an overview of the disease process of cancer and an introduction to the basic concepts of cancer identification, staging of disease at diagnoses, and review of the first course treatment data items required on an abstract are discussed. Rules and guidelines for oncology coding and various staging systems, including the Clinical Trial process are introduced.

244 Oncology Coding and Staging System (3)
Prerequisite: *Health Information Technology 243.*

Corequisite: *Health Information Technology 245.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS..

This course introduces rules used to determine the number of primary and site specific elements using guidelines for oncology coding including Multiple Primary & Histology, International Classification of Diseases for Oncology (ICD-O), and various staging systems such as American Joint Commission of Cancer Staging and Summary Staging.

245 Abstracting Principles and Practice I (3)
Prerequisite: *Health Information Technology 243.*

Corequisite: *Health Information Technology 244.*

LECTURE, 3 HOURS.

This course introduces practical knowledge for abstracting and reporting skills required for malignancies in compliance with cancer registry regulatory codes and requirements. Medical data using pathology department slide review results, tumor board presentations, and consultation cases will be examined. An overview of data collection and requirements from Cancer Registry operations including case finding, registry files, policies and procedures of governmental agencies, and monitoring of outcome follow-ups are discussed.

246 Abstracting Principles and Practice II (3)
Prerequisite: *Health Information Technology 245.*

Corequisite: *Health Information Technology 247.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course introduces abstract reporting skills in compliance with cancer registry regulatory codes and requirements for diagnosed oncology cases. Practical knowledge of abstracting enables students to apply oncology coding, staging systems and abstracting principles for various cancer sites. Abstracting practice focuses on major organ sites in specific body systems (skin, circulatory, nervous, respiratory, digestive, genitourinary, and respiratory) in United States.

247 Cancer Registry Management II (2)
Prerequisite: *Health Information Technology 242*

Corequisite: *Health Information Technology 246.*

LECTURE, 2 HOURS.

This course introduces the professional organizations, cancer registries, federal and other types of registries in other countries. Data utilization and reporting, such as survival analysis, clinical practice guidelines, central cancer registry data use, standard setters, and geographic information systems are discussed.

248 Cancer Statistics & Epidemiology (3)
Prerequisite: *Health Information Technology 247.*

LECTURE, 3 HOURS.

This course introduces data analysis and how it applies to the cancer registry. Students learn how to use statistical and epidemiologic methodology, data presentation, performance improvement and data quality management used in an accredited program. The importance of monitoring an accredited quality program to provide high-quality, multidisciplinary, and patient-centered cancer care are discussed.

249 Cancer Information Management Practicum (4)
Prerequisite: *Health Information Technology 248.*

LECTURE, 1 HOUR; LABORATORY, 9 HOURS.

This course is designed to provide hands-on experience in all aspects of registry organization and operation. The 162 practicum hours are divided into online course assignments, virtual lab simulations, and an on-site facility training experience in a supervised clinical registry setting. Upon completion of this class, students are expected to fulfill the requirement for the Certified Tumor Registrar (CTR) examination.

Health Occupations (HLTHOCC)

040 Introduction to Medical Assisting (3)

LECTURE, 3 HOURS.

This course introduces the students to the history of health care and the role of a medical assistant. It also focuses on professionalism, communication skills, ethics, and legal issues in both front and back office.

051 Medical Office Microcomputer Management Applications (1)

Corequisite: *Allied Health 057.*

LECTURE, 0.5 HOUR; LABORATORY, 1.5 HOURS.

This course prepares medical assistants students to learn the essential microcomputer management applications of a medical office. Students learn how to create spreadsheets, understand accounts receivable, enter insurance information, patient demographics, and schedule appointments.

052 Medical Office Procedures I (4)

LECTURE, 3 HOURS; LABORATORY, 2 HOURS.

This course prepares students for the role of a Medical Assistant. This course covers the procedures for office operations, communication, professionalism, legal/ethical issues, and basic medical office procedures.

053 Medical Office Procedures II (4)

LECTURE, 3 HOURS; LABORATORY, 2 HOURS.

In this course, the medical assisting students learn diagnostic coding, procedural coding, patient billing and collections, banking and finance, and medical office equipment.

054 Human Disease for Health Occupations (4)
LECTURE, 4 HOURS.
In this course, students learn anatomy and physiology of body systems and pathophysiology of the diseases and disorders of the body.

055 Clinical Assisting Techniques I (4)
Prerequisite: *Health Occupations 054.*
LECTURE, 2.5 HOURS; LABORATORY, 4.5 HOURS.
In this first clinical course, the student learns how to work as a medical assistant in a variety of healthcare settings. This course covers information a medical assistant will need to know how to assist a physician with an examination, medical specialty, reproductive specialty, ear, eyes, nose and throat, minor surgery, pediatrics, medical emergencies, infection control, vital signs, clinical laboratory, and microbiology.

056 Clinical Assisting Techniques II (4)
Prerequisite: *Health Occupations 055.*
LECTURE, 2.5 HOURS; LABORATORY, 4.5 HOURS.
In this second course, the student also learns how to work as a medical assistant in a variety of healthcare settings. This course covers how to collect and process labs, perform EKG, administer medications, and provide patient education.

059 Practicum for the Medical Assistant (2)
LECTURE, 0.5 HOUR; LABORATORY, 4.5 HOURS.
This course allows the student to apply knowledge, perform administrative skills and develop professional attitudes while interacting with other professionals and consumers in a health care setting. Students work under the supervision of a medical assistant preceptor and are expected to complete 81 contact hours at the assigned placement and participate in weekly meetings with faculty supervisor. At the completion of this course, the student is eligible to sit for the National Certification Medical Office Assistant (NCMOA) certification exam offered by the National Commission for Certifying Agencies (NCCA).

060 Medical Assistant Clinical Internship (3)
LECTURE, 0.5 HOUR; LABORATORY, 7.5 HOURS.
This course allows the student to apply knowledge, perform clinical procedures and develop professional attitudes while interacting with other professionals and consumers in a health care setting. Students work under the supervision of a medical assistant preceptor and are expected to complete 135 contact hours at the assigned placement and participate in weekly meetings with faculty supervisor. At the completion of this course, the student is eligible to sit for the National Certification Medical Assistant (NCMA) certification exam offered by the National Commission for Certifying Agencies (NCCA).

061 Medical Insurance (3)
LECTURE, 3 HOURS.
In this course, students learn the different types of health insurance and billing procedures including procedure codes, international classification of diseases and clinical modifications.

062 Skill Set for the Health Care Professional (2) CSU
LECTURE, 1 HOUR; LABORATORY, 3 HOURS.
This course is an introduction of the concepts and skills that serve as a foundation for the health care professions. Topics include hygiene and safety, infection control, basic client monitoring and basic first aid, therapeutic communication, and basic health documentation.

063 Basic Medical Terminology, Pathophysiology and Pharmacology (2) CSU
LECTURE, 2 HOURS.
This basic medical language course discusses common diseases and injuries and their pharmacological treatment using medical terminology in English and Spanish, when appropriate.

064 Cultural and Legal Topics for Health Care Professionals (1) CSU
LECTURE, 1 HOUR.
This course provides an overview of the concepts of health and illness, cultural diversity, and legal issues that affect the health care professional.

065 Fundamentals for the Health Care Professional (2.5) CSU
LECTURE, 2.5 HOURS.
This course explores career options in the health care industry, healthy behavior for health care workers, work ethics, professional resumes and interviewing skills, and personality traits of a health care professional. Students participate in an externship during which area employers introduce students to direct and indirect patient care opportunities.

067 Basic Phlebotomy (2)
Prerequisites: *Health Occupations 062, 063, 064 and 065.*
LECTURE, 1 HOUR; LABORATORY, 3 HOURS.
This course is an introduction of the phlebotomy concepts and skills that serve as a foundation for the individuals seeking certification as phlebotomist. Topics include basic infection control, universal precautions and safety; basic anatomy and physiology of body systems with emphasis on the circulatory system and appropriate medical terminology; proper identification of patient and specimens, proper selection and preparation of skin puncture sites. The types of tubes and additives; proper order of draw when additives are required, selection of disinfectant, blood collection equipment, special precautions; and appropriate disposal of sharps, needles, and waste are discussed.

068 Advanced Phlebotomy (2)
Prerequisite: *Health Occupations 067.*
LECTURE, 1 HOUR; LABORATORY, 3 HOURS.
This Advanced Phlebotomy course expands on topics related to advance infectious disease control and biohazards, coagulation theory, specimen handling and routing, special collections and procedures, routine venipuncture and arterial blood collection, complications of venipuncture, blood collection in special populations, and professional issues related to quality and legal issues in phlebotomy.

069 Phlebotomy Technician Directed Clinical Practicum (2)

Prerequisite: *Health Occupations 068.*

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

This course provides student with 40 hours Phlebotomy Directed Clinical Practicum necessary for obtaining California Certified Phlebotomy Technician I Certification as required under Sections 1035.1. After successfully demonstrating basic and advanced objectives covering topics on selecting blood collection equipment, infection control, skin punctures, venipunctures, post puncture care, processing of blood, disposal of needles, sharps, and medical waste, students are placed at a clinical site to gain hands on practice.

Anthropology, Geography and Geology Department

G8-101D • (323) 780-6852

Anthropology, Geography, and Geology is a multidisciplinary department. We offer classes in a wide range of disciplines, including Earth Science, Environmental Science, Geographic Information Systems, Meteorology, Oceanography, and of course, Anthropology, Geography, and Geology.

Anthropology is the study of human beings. Anthropologists seek to understand all aspects of what it is to be human and explore the diversity of ways that human beings and their ancestors have forged a living over the last several million years. Cultural anthropologists compare living cultures and societies throughout the world to document and explain the full range of human variation in beliefs and behaviors. Archaeological anthropologists explore the human past and seek to understand how and why human cultures have changed over time by using materials left behind by ancient societies. Biological anthropologists examine the biological nature of humans by studying human biological and genetic diversity, the behaviors of humans' closest living relatives, the primates, and the evolution of humans as shown through the fossil record. Linguistic anthropologists study the ways humans communicate using language. Anthropology is perhaps the most broad of all social science disciplines, and a degree in anthropology can be useful in a wide range of careers, including medicine, business, marketing, law, public health, ethnic studies, cultural studies, linguistics, education, ecology, and psychology.

Environmental Science studies environmental problems and the impact of human activities upon the environment. The curriculum draws on coursework in, biology, chemistry, geology, geography, meteorology and other sciences. However, Environmental Science is quite different from other sciences. This is science with an agenda. We seek to find answers to pressing environmental problems, and to promote their resolution. Students of environmental science must not only understand the underlying science and apply this science to solving real world problems, but they also must be prepared to engage economic and political considerations involved in achieving solutions. Environmental Science students master crucial skills in problem solving and creative thinking; gathering and analyzing complex environmental data; working with specialists, community members and regulators to understand environmental problems, find solutions and promote achievable resolutions. These skills are needed for finding the remedies for critical challenges to air and water quality, resource conservation, sustainability, and climate change. Students of Environmental Science have found meaningful and diverse careers as environmental consultants, air quality analysts, natural resource managers, environmental educators, naturalists, park rangers, conservation officers, urban planners and many others.

Geography is so much more than learning about different places. Geography introduces students to the different components of nature and human society that shape the world in which we live. What sets geography apart from other disciplines is that our studies compel us to look at our world in new ways that reveal connections within the patterns of nature and societal processes that define contemporary life. Geographers are trained to analyze and interpret geographic patterns using maps, graphs, Geographic Information Systems, and other analytical techniques to interpret our world. Geography majors hone valuable skills in spatial thinking, geographic analysis, landscape interpretation, and field research. These skills position geographers to collaborate on solutions to such wide-ranging issues as urbanization, climate change, natural disasters mitigation, environmental justice, international conflict, health, and migration. Professional geographers pursue exciting careers in city and transportation planning, marketing studies, cartography, environmental impact assessment, sustainability and resource management, law enforcement, intelligence, diplomatic services, teaching, and many others.

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.

Faculty

Koletty, Dr. Stephen, Chair, Associate Professor, Geography
Adsit, Randall J., Associate Professor, Earth Science
Bernard, Dr. Julienne, Associate Professor, Anthropology
Diaz, Sonya, Assistant Professor, Geology/Earth Science
Haddad, Dr. Emily E., Associate Professor, Geology/Earth Science
Li, Dr. Janny, Associate Professor, Anthropology
Seeley, Tiffany, Associate Professor, Geography
Sepulveda, Christine, Associate Professor, Anthropology

Adjunct Associate Professors

Allred, Jeremy P., Geography
Conley, John M., Geography

Daar, Karen, Anthropology
Domenico, Gilamichael, Earth Science
Flores-Pena, Ysamur, Anthropology
Godoy, Omar, Geography
Grebler, Gillian, Anthropology
Holness, Dysis, Environmental Science
Jackson, Adrianna, Anthropology
Kohpahl, Dr. Gabriele, Anthropology
Konovnitzine, Peter, Geography
Mattson, Gregory A., Anthropology
McLaren, Shane, Geography
Okbamichael, Mussie, Earth Science
Perez, David, Anthropology
Rigby, Jeff, Anthropology
Tarnoff, Steven, Earth Science
West, Robert, Emeritus, Geology/Earth Science

EDUCATIONAL PROGRAMS

SUBJECTS

- Anthropology
- Earth Science
- Environmental Science
- Geographic Information Systems
- Geography
- Geology
- Meteorology
- Oceanography

ASSOCIATE DEGREE PROGRAMS

- Anthropology for Transfer
- Environmental Science for Transfer
- Environmental Studies: Physical Sciences
- Geography for Transfer
- Geology for Transfer

ASSOCIATE DEGREE PROGRAMS

Associate in Arts in Anthropology for Transfer

The Department of Anthropology, Geography and Geology offers an Associate in Arts in Anthropology for Transfer degree. The Transfer degree ensures enrollment and transfer opportunities at California State Universities and meets the lower division major requirements at most universities. The major provides students with a comprehensive understanding and appreciation for the human species in both biological and cultural aspects. Students study diverse cultures and their social, political, and economic ways of life, and they examine the biological roots of humanity and the ways it has evolved anatomically, behaviorally, and culturally. The required courses introduce students to human diversity with respect to all aspects of behavior, language, material culture, religion, and adaptation to the environment, and students receive training in basic scientific methods, including data collection and analysis. The skills and perspective acquired through achievement of a Bachelors degree in anthropology prepare students for careers in academia, medicine, business, marketing, law, criminal science, forensics, public health, education, and diverse forms of public service. Students completing this degree will be prepared for upper division courses in Anthropology. Students are required to complete 60 semester units of CSU transferable coursework with a minimum GPA of 2.0, including a minimum of 18 units in the major with a grade of "C" (or "P") for each course in the major. In List B, Students must choose only one lecture/laboratory course combination for a maximum of 5 units. Certified completion of the California State University General Education-Breadth (CSU GE Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) Pattern is also required.

Required Core Courses

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
	Subtotal	*9*
LIST A (SELECT ONE):		3 UNITS
ANTHRO 104	Human Language and Communication	3
ANTHRO 111	Laboratory in Human Biological Evolution	1
ANTHRO 121	Anthropology of Religion, Magic and Witchcraft	3
GEOG 001	Physical Geography	3
GEOG 002	Cultural Elements of Geography	3
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
OR		
PSYCH 091	Statistics for the Social and Behavioral Sciences	4
LIST B (SELECT ONE TO TWO):		3-5 UNITS
Any course from list A not already used		
OR		
GEOLOGY 004	Physical Geology and Laboratory	4
OR		
GEOLOGY 001	Physical Geology	3
AND		
GEOLOGY 006*	Physical Geology Laboratory	1
OR		
EARTH 001	Earth Science	
AND		
EARTH 002*	Earth Science Laboratory	1
LIST C (SELECT ONE):		3 UNITS
Any course not selected from List A or B or any course listed below		
ANTHRO 109	Gender, Sex, and Culture	3
ANTHRO 132	Native People of North America	3
SOC 001	Introduction to Sociology	3
SOC 011	Race and Ethnic Relations	3
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

Note: 9 units of major courses may be double counted towards General Education.

**This course has a prerequisite/corequisite.*

Associate in Science in Environmental Science for Transfer

The Department of Anthropology, Geography, and Geology offers an Associate in Science in Environmental Studies for Transfer degree. The transfer degree assures enrollment and transfer opportunities at California State Universities. Environmental Science offers an interdisciplinary approach to challenging contemporary problems. In this Associate in Science for Transfer degree, students are provided the solid preparation in the sciences necessary for advanced coursework in Environmental Science and related fields. Coursework in Biology, Chemistry, Geoscience, Physics, as well as Economics, Calculus, and Statistics provide the foundation necessary to understand and evaluate factors contributing to environmental deterioration, resource depletion, and global climate change. This mix of required courses encourages students to consider diverse approaches to understanding these problems and to critically evaluate the effectiveness of potential solutions and policy proposals. Students completing this degree will be well prepared for upper division coursework in Environmental Science at a CSU. Students are required to complete 60 semester units or 90 quarter units of CSU transferable coursework with a minimum grade point average of 2.0; a minimum grade of "C" (or "P") or better for each course in the major, and completion of IGETC for STEM or CSU GE for STEM.

Required Core Courses: Select 1 of 2 options

SUBJECT & NO.	COURSE	UNITS
OPTION 1		
BIOLOGY 006*	General Biology I	5
BIOLOGY 007*	General Biology II	5
CHEM 101*	General Chemistry	5
OR		
OPTION 2		
BIOLOGY 006*	General Biology	5
CHEM 101*	General Chemistry I	5
CHEM 102*	General Chemistry II	5
	Subtotal	*15*
LIST A: COMPLETE 16 UNITS FROM THE FOLLOWING:		
ENV SCI 001	Introduction to Environmental Science	3
GEOLOGY 004	Physical Geology and Laboratory	4
OR		
GEOLOGY 001	Physical Geology	3
AND		
GEOLOGY 006*	Physical Geology Laboratory	1
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
AND		
MATH 236*	Calculus for Business and Social Sciences	5
OR		
MATH 261*	Calculus I	5
LIST B: SELECT THREE COURSES		11
ECON 001	Principles of Microeconomics	3
PHYSICS 006*	General Physics I	4
PHYSICS 007*	General Physics II	4
IGETC FOR STEM OR CSU GE FOR STEM PATTERN		
	Total	*60*

Note: 13 units of major courses may be double counted towards general education.

**This course has a prerequisite.*

Environmental Studies: Physical Sciences, Associate in Arts Degree

The Environmental Studies: Physical Science Program is an interdisciplinary and multidisciplinary course of study that presents an overview of basic principles of chemistry, physics and earth science applied to environmental issues. The program also studies the interrelationship between humans and nature by examining the behavior of matter and natural phenomena. The curriculum prepares students to deal with the complex environmental problems that confront society by providing a broad, basic understanding of how physical and human components of the environment interact. The degree's core courses examine the relationship between nature and social systems. Furthermore, they introduce students to the interplay between natural and social systems, and the ideological foundations of humankind's attitudes and behaviors with respect to their ever-changing environments. The courses are designed to equip students with necessary lab skills that involve the scientific method, and the critical understanding of the interrelationship between science and nature, helping students to be more avid in the studying and in the solving of environmental problems that could be better understood by examing basic behavior and interaction principles of matter and its surroundings. Specifically, this program uses an interdisciplinary approach to introduce students to an overview of environmental issues from a physical science perspective, preparing students to research, analyze, and propose solutions to the different and intricate environmental challenges that the world may face.

SUBJECT & NO.	COURSE	UNITS
CORE REQUIREMENTS		23
ENV SCI 001	Introduction to Environmental Science	3
ENV SCI 022*	Environmental Science Laboratory	2
ECON 060**	Economics and the Environment	3
PHILOS 028	Environmental Ethics	3
BIOLOGY 009	Man and His Environment: Biological Processes	3
CHEM 101*	General Chemistry I	5
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
RESTRICTED ELECTIVE: CHOOSE ONE COURSE FROM THREE OF THE FOLLOWING FOUR AREAS		7-9
A. Choose one: (3 units)		
ENV SCI 024	Global Climate Change	3
GEOG 003	Introduction to Weather and Climate	3
OR		
METEOR 003	Introduction to Weather and Climate	3
B. Choose one: (3 units)		
HISTORY 078	The Environment in World History	3
HISTORY 097	Introduction to History of Science	3
LAW 060	Environmental Law and Policy	3
C. Choose one: (3 units)		
ASTRON 015	Astrobiology	3

EARTH 001	Earth Science	3
GEOLOGY 001	Physical Geology	3
OCEANO 001	Introduction to Oceanography	3
D. Choose one course:		
PHYSICS 185	Directed Study - Physics	1
PHYSICS 285	Directed Study - Physics	2
PHYSICS 385	Directed Study - Physics	3
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 9 units of major courses may be double counted in LACCD General Education.

**This course has a prerequesite/corequisite.*

***This course has an advisory.*

Associate in Arts in Geography for Transfer

The Department of Anthropology, Geography and Geology offers an Associate in Arts in Geography for Transfer. The Transfer degree ensures enrollment and transfer opportunities at California State Universities. The major provides students with a comprehensive understanding and appreciation for the complex linkages between the geosphere, the atmosphere, the hydrosphere, and the biosphere, and the manner in which Earth's different landscapes are formed. Students also study the geographic character of human society and activities, and aspects of globalization in contemporary life. Students are trained to analyze and interpret geographic patterns using maps, graphs, Geographic Information Systems and other analytic tools commonly employed by geographers to interpret our world. The required courses help students hone skills in spatial thinking, geographic analysis, landscape interpretation, and field research. Students completing this degree will be well prepared for upper division coursework in Geography at a CSU. Students are required to complete 60 semester units of CSU transferable coursework with a minimum GPA of 2.0, including a minimum of 20 units in the major with a grade of "C" (or "P") for each course in the major. Certified completion of the California State University General Education-Breadth (CSU GE Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) Pattern is also required.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
GEOG 001	Physical Geography	3
GEOG 002	Cultural Elements of Geography	3
GEOG 015*	Physical Geography Laboratory	2
	Subtotal	*8*
LIST A (SELECT TWO):		6 UNITS
GEOG 003	Introduction to Weather and Climate	3
OR		
METEOR 003	Introduction to Weather and Climate	3
GEOG 007	World Regional Geography	3
GEOG 014	Geography of California	3
OR		
ENV SCI 017	Geography of California	3
GEOG 025	Introduction to Geographic Information Systems and Laboratory	4
OR		
GIS 025	Introduction to Geographic Information Systems and Laboratory	4
LIST B (SELECT TWO):		6 UNITS
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
GEOLOGY 001	Physical Geology	3
OR		
Any course from list A not used to fulfill LIST A		
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

Note: 8 units of major courses may be double counted towards General Education.

**This course has a prerequisite/corequisite.*

Associate in Science in Geology for Transfer

The Associate of Science in Geology for Transfer degree is designed to meet the minimum requirements for transfer to a California State University (CSU) Bachelor of Science Degree program in the Geological Sciences. The Transfer degree ensures a competitive advantage for transfer opportunities at California State Universities. The degree provides students with a foundational set of preparatory courses designed to maximize their transfer success as they pursue a degree in Geology or a related field. The major provides students with an overarching view of the origin and evolution of the Earth and its inhabitants in the context of dynamic internal and external processes driving environmental change. Students learn to recognize the importance and impacts of resource exploitation. Students gain an expanded sense of self and existence through their inquiries into deep time and gain a growing sense of understanding of the nature of the world through supportive STEM coursework requirements. The required courses help students hone skills in spatial thinking, quantitative analysis, landscape interpretation, and field research. Students completing this degree will be well prepared for upper division coursework in Geology at a CSU. Students are required to complete a minimum of 60 required semester units of CSU transferable coursework with a minimum GPA of 2.0, including a minimum of 30 units in the major with a grade of "C" (or "P") for each course in the major. Certified completion of the Intersegmental General Education Transfer Curriculum (IGETC) Pattern is also required.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
CORE REQUIREMENTS		28
GEOLOGY 004	Physical Geology and Laboratory	4
OR		
GEOLOGY 001	Physical Geology	3
AND		
GEOLOGY 006*	Physical Geology Laboratory	1
GEOLOGY 002	Earth History	3
GEOLOGY 007*	Earth History Laboratory	1
CHEM 101*	General Chemistry I	5
CHEM 102*	General Chemistry II	5
MATH 261*	Calculus I	5

MATH 262*	Calculus II	5

COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS

IGETC or CSU GE Pattern

Total 60

Note: 8 units of major courses may be double counted towards General Education.

**This course has a prerequisite/corequisite.*

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Anthropology (ANTHRO)

101 Human Biological Evolution (3)
UC:CSU IGETC Area 5B (C-ID ANTH 110)

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 (C-ID ANTH 120)

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 (C-ID ANTH 150)

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.

109 Gender, Sex and Culture (3) UC:CSU IGETC Area 4D

LECTURE, 3 HOURS.

This course provides a world-wide comparison of sexuality and gender as viewed from various perspectives, including the biological/evolutionary, the cultural, the psychological, the historic, and the prehistoric, especially as they relate to the experiences of males and females in contemporary Western society.

111 Laboratory in Human Biological Evolution (1) UC:CSU IGETC Area 5C
Corequisite: Anthropology 101.

LECTURE, 0 HOURS; LABORATORY, 3 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; human osteology and forensic analysis; modern primate studies; and the hominid fossil record.

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 ritual 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 examines the history, culture, religion, art, and political organization of selected Native North American cultures from pre-Western contact to the contemporary period, with particular emphasis on the processes of social, cultural, and political change in the post-contact period. The history of interactions between indigenous North Americans and other ethnic groups and their relevance to contemporary Native American issues are also explored.

185 Directed Study - Anthropology (1) CSU

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 IN ANY ONE DISCIPLINE.

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)

001 Earth Science (3) UC:CSU IGETC Area 5A (C-ID GEOL 120)
LECTURE, 3 HOURS.

This course surveys the science of whole Earth inquiry and thereby includes the following topics: Scientific method, Earth systems, Earth materials, internal processes, surface processes, oceans, atmosphere, Earth origins, and Earth history. Students are introduced to important contributions to the study of these topics from the fields of geography, geology, oceanography, chemistry, astronomy, physics, and biology with special attention to the cycling of elements such as Carbon through Earth systems within the organizing paradigms of contributory disciplines such as Plate Tectonic Theory, the Theory of Evolution, and the Big Bang.

002 Earth Science Laboratory (1) UC:CSU IGETC Area 5C (C-ID GEOL 120L)
Corequisite: Earth Science 001.

LABORATORY, 3 HOURS.

Earth Science Laboratory supplements Earth Science 001. Students are introduced to the study of Earth materials by learning to identify common minerals and rocks. Interpretations of processes acting on and within the Earth are approached through the study of information contained in maps, aerial photographs, and data sets collected from a variety of Earth-sensing instruments.

185 Directed Study - Earth Science (1) CSU

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 FOR CREDIT IN ANY ONE DISCIPLINE.

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)

001 Introduction to Environmental Science (3) UC:CSU IGETC Area 5A (C-ID ENVS 100)
LECTURE, 3 HOURS.

This course encompasses the scientific analysis of real-world challenges arising from the impact of human activities upon our environment. Topics include environmental systems, population growth, uneven consumption and degradation of global resources, sustainability, climate change, conventional and alternative energy sources, air and water pollution, waste treatment and recycling. Practical solutions are encumbered by the economics of pollution, inadequate regulation and policy, and issues of environmental justice.

017 Geography of California (3) UC:CSU IGETC Area 4E (C-ID GEOG 140)
LECTURE, 3 HOURS.
Note: Credit given for only one of Environmental Science 017 or Geography 014.

This regional study surveys the distinctive physical and human geography of California and the processes shaping these landscapes. This course explores the state's natural features and resources, and examines historical and current trends in human population, cultural diversity, migration, and settlement patterns. Economic activities, resource use, transportation routes, and trade are assessed with an emphasis on the profound interconnections between these subjects, on California's diversity, and on the rapid change that is transforming our people and its landscapes.

022 Environmental Science Laboratory (2) UC:CSU IGETC Area 5C

Corequisite: Environmental Science 001.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This is an introductory lab course in which students work individually and in teams to investigate the causes and consequences of key environmental issues. Field sampling, laboratory procedures and data analysis skills are emphasized as we explore our natural world. Particular attention is paid to water, energy, consumption, food, sustainability, waste, and recycling.

024 Global Climate Change (3) UC:CSU IGETC Area 5A, 5C
LECTURE, 3 HOURS.

This course introduces the concepts, methods of inquiry, and theory of climate change brought on by both natural and human influences. Emphasis is on the physical and biological impacts of a changing climate. Current and future climate prediction models are considered in light of Earth's long history of climate change. Appropriate responses to the challenges of a warming world are studied.

Geographic Information Systems (GIS)

025 Introduction to Geographic Information Systems and Laboratory (4) UC:CSU (C-ID GEOG 155)
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
Note: Credit given for only one of Geographic Information Systems 025 or Geography 025.

Geographic Information Systems (GIS) describe the specific software and set of techniques designed to manipulate, interpret and display geographic data. This course examines the basic principles and methods of GIS, including: Computer representation of geographic data, map projections, coordinate systems, vector and raster data models, spatial analysis, and effective map design. In the laboratory students acquire hands-on experience with geospatial concepts, GIS functionalities, and mapping techniques.

Geography (GEOG)

001 Physical Geography (3) UC:CSU
IGETC Area 5A (C-ID GEOG 110)
LECTURE, 3 HOURS.

This course examines the Earth's physical features and processes from the Geographer's perspective. Topics include: Earth-sun geometrics, weather and climate, water systems, landforms and their formation, soils, and the biogeography of plants and animals. Particular emphasis is on the dynamic interrelationships among environmental and human systems and the patterns and distributions they produce. Tools of geographic inquiry include: Maps and their interpretation, landscape analysis, remote sensing, and Geographic Information Systems (GIS).

002 Cultural Elements of Geography (3)
UC:CSU IGETC Area 4E (C-ID GEOG 120)
LECTURE, 3 HOURS.

This course explores the intrinsic geographic character of human societies. Students apply techniques commonly used by geographers to understand our world which reveals the origins, diffusion, and contemporary spatial expressions of such diverse aspects of the human experience such as cultural traditions and popular culture, attributes of populations and migration, languages, religions, and ethnic identity, political structures and nationalism, agriculture and food, economic systems, urbanization, and landscape modification.

003 Introduction to Weather and Climate (3) UC:CSU
IGETC Area 5A (C-ID GEOG 130)

LECTURE, 3 HOURS.

Note: Credit given for only one of Geography 003 or Meteorology 003.

This course is an introduction to processes that shape weather and climate on Earth. Topics investigated in this course include the structure and composition of the atmosphere, solar radiation, energy balances, seasonal changes, atmospheric pressure, atmospheric moisture, cloud and fog development, cyclones, and frontal systems. Discussions on climate and climate change include major controls of climate, the distribution of climates around the world, climate classification, and the causes and impacts of global climate change. Special emphasis is placed on the use of weather instruments and forecasting to understand and predict weather.

007 World Regional Geography (3)
UC:CSU IGETC Area 4E (C-ID GEOG 125)
LECTURE, 3 HOURS.

This course provides a geographical survey of the world's regions and nations, including physical, cultural, and economic features. Emphasis is on spatial influences and historical legacies on population growth, cities, transportation networks, and natural environments. Focus is placed on distinctive features and also regional issues of global concern.

014 Geography of California (3) UC:CSU
IGETC Area 4E (C-ID GEOG 140)
LECTURE, 3 HOURS.

Note: Credit given for only one of Geography 014 or Environmental Science 017.

This regional study surveys the distinctive physical and human geography of California and the processes shaping these landscapes. This course explores the state's natural features and resources, and examines historical and current trends in human population, cultural diversity, migration, and settlement patterns. Economic activities, resource use, transportation routes, and trade are assessed with an emphasis on the profound interconnections between these subjects, on California's diversity, and on the rapid change that is transforming our people and its landscapes.

015 Physical Geography Laboratory (2)
UC:CSU IGETC Area 5C (C-ID GEOG 111)
Corequisite: Geography 001.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course provides laboratory experiences in topics covered in Physical Geography lecture such as map analysis and interpretation, weather prognostication, landform processes and evolution, tectonics, biogeography, habitat analysis, and computer applications in geography.

025 Introduction to Geographic Information Systems and Laboratory (4) UC:CSU (C-ID GEOG 155)
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

Note: Credit given for only one of Geography 025 or Geographic Information Systems 025.

Geographic Information Systems (GIS) describe the specific software and set of techniques designed to manipulate, interpret and display geographic data. This course examines the basic principles and methods of GIS, including: Computer representation of geographic data, map projections, coordinate systems, vector and raster data models, spatial analysis, and effective map design. In the laboratory students acquire hands-on experience with geospatial concepts, GIS functionalities, and mapping techniques.

185 Directed Study - Geography (1) CSU

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 IN ANY ONE DISCIPLINE.

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)

001 Physical Geology (3) UC:CSU IGETC Area 5A (C-ID GEOL 100)

(UC Credit Limit: 4 units maximum from: GEOLOGY 001 and 006 or 004).

Note: GEOLOGY 001 and GEOLOGY 006, equals GEOLOGY 004.

LECTURE, 3 HOURS.

An introduction to the principles of geology with emphasis on Earth processes. This course focuses on the internal structure and origin of the Earth including plate tectonics, rocks, minerals, volcanoes, and the processes that change and shape it.

002 Earth History (3) UC:CSU IGETC Area 5A (C-ID GEOL 110)

LECTURE, 3 HOURS.

In this course, students receive an introduction to the geological history of Earth and its inhabitants, with emphasis on the evolution of life and landforms of North America. Topics include how Earth processes produce and alter landforms, climate, and energy and water resources on which humans depend; significant tectonic events, such as mountain building episodes; and the evolutionary history of life on Earth, including plants, fish, dinosaurs, mammals, and humans. Field trips are taken.

004 Physical Geology and Laboratory (4) UC:CSU IGETC Area 5A, 5C (C-ID GEOL 101)

(UC Credit Limit: 4 units maximum from: GEOLOGY 001 and 006 or 004)

LECTURE, 3 HOURS; LABORATORY, 1 HOUR.

Note: GEOLOGY 001 and GEOLOGY 006, equals GEOLOGY 004.

This is an introductory course designed to acquaint the student with a general knowledge of planet Earth. Materials and structures of the Earth are 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, maps, and analysis of geologic data sets.

006 Physical Geology Laboratory (1) UC:CSU IGETC Area 5C (C-ID GEOL 100L)

(UC Credit Limit: 4 units maximum from: GEOLOGY 001 and 006 or 004)

Corequisite: Geology 001.

LABORATORY, 3 HOURS.

Note: GEOLOGY 001 and GEOLOGY 006, equals GEOLOGY 004.

This course supplements Geology 001 lectures with exercises in rock and mineral identification, reading and construction of topographic maps and profiles, interpretation of geologic maps and diagrams, evaluation of seismic and tectonic data, and the recognition and evaluation of landforms from topographic maps and aerial photos.

007 Earth History Laboratory (1) UC:CSU IGETC Area 5C (C-ID GEOL 110L)

LABORATORY, 3 HOURS.

Corequisite: Geology 002.

This is a supplemental laboratory course for Geology 002, intended to teach the scientific methods of reasoning and to acquaint students with the fundamental principles of historical geology. Laboratory exercises examine the history of Earth from its origin to the present as interpreted from the fossil record and radiometric dating techniques. Topics include the evolutionary study of fossils, the study of rock types and ancient land forms, and the methods used to determine events in Earth history and reconstruct past environmental conditions. Field trips may be taken. Strongly recommended for the student who is enrolled in or has completed Geology 002.

015 Geological Catastrophes (3) UC:CSU IGETC Area 5A

LECTURE, 3 HOURS.

This course provides a survey of the geological and tectonic forces behind the most common natural disasters on Earth. The course studies how earthquakes, tsunami, volcanoes, mass movements, weather-related phenomena, wildfires and floods are generated, how they affect populations, and specific hazard mitigation techniques. Special emphasis is placed on the disaster risk of the Los Angeles region.

185 Directed Study - Geology (1) CSU

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 IN ANY ONE DISCIPLINE.

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.

Meteorology (METEOR)

003 Introduction to Weather and Climate (3) UC:CSU IGETC Area 5A (C-ID GEOG 130)

LECTURE, 3 HOURS.

Note: Credit given for only one of Meteorology 003 or Geography 003.

This course is an introduction to processes that shape weather and climate on Earth. Topics investigated in this course include the structure and composition of the atmosphere, solar radiation, energy balances, seasonal changes, atmospheric pressure, atmospheric moisture, cloud and fog development, cyclones, and frontal systems. Discussions on climate and climate change include major controls of climate, the distribution of climates around the world, climate classification, and the causes and impacts of global climate change. Special emphasis is placed on the use of weather instruments and forecasting to understand and predict weather.

185 Directed Study - Meteorology (1) CSU

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 IN ANY ONE DISCIPLINE.

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)

001 Introduction to Oceanography (3) UC:CSU
IGETC Area 5B

LABORATORY, 3 HOURS.

This course introduces the student to the field of physical oceanography. Major topics include: plate tectonics and features of seafloor topography, coastal processes, estuaries, properties of seawater, waves, tides, currents, marine resources and pollution, global ocean/atmosphere interactions, global warming, and the effects of physical oceanographic factors on marine life and marine ecosystems.

010 Physical Oceanography Laboratory (1) UC:CSU
IGETC Area 5C

Corequisite: Oceanography 001.

LABORATORY, 3 HOURS.

This course supplements Oceanography 001 by providing introductory practical experience in measurements, and quantitative analytical skills in oceanography. Major topics include scientific graphs, marine geography and geology, properties of seawater, waves, tides, atmospheric phenomena, coastal features, marine pollution, and sediments. Some time outside of the classroom may be required. See the instructor for details.

185 Directed Study - Oceanography (1) CSU

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 IN ANY ONE DISCIPLINE.

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

E7-112-E *(323) 415-4116*

The Architecture program offers a comprehensive range of courses that provide a foundation for students to pursue a career in architecture or to acquire new skills to immediately apply in the workforce. The program also provides an education for students interested in the fields of interior design, urban planning, and landscape architecture. The program has acquired a high reputation for providing an outstanding two-year sequence of courses, and over the 76 years since the program began, ELAC architecture students are recognized for their outstanding preparation when transferring to university degree programs and are productive members in the profession of architecture.

The program offers many valuable learning opportunities throughout the year that provide students with a broader understanding of architecture and the built environment. The design courses are taught as a "design studio" that reflect the content at universities. Students have access to the design-construction model shop, state of the art digital fabrication tools and equipment, a design studio, digital lab, a hands-on drafting classroom and lockers. Over 60 courses are offered each year, the program offers an architecture lecture series, site visits and field trips, participation in competitions, student clubs and architecture focused career counselors.

The program is guided by an Advisory Board, consisting of university leaders, members of architecture firms and professional organizations. The department hosts a yearly scholarship event that awards over $100,000 from donors consisting of alumni, firms and universities. The program consists of 4 full-time professors and 21 adjunct instructors whom are highly experienced educators and practitioners.

ELAC architecture transfer students are consistently placed into the second or third-year university architecture programs. In the past 15 years, more than 375 students have transferred to public and private universities in California and across the nation. Our students are highly regarded for being well prepared to engage university level work as our students have an overall retention/graduation rate of 97%.

MISSION STATEMENT

The Department of Architecture at East Los Angeles College is committed to providing students of all populations' access to the Profession of Architecture and the allied careers with the highest level of curricular offerings and professional development.

1. Develop community awareness of how architecture and the built environment has an impact on productivity and personal well-being through livable communities and sustainable cities.
2. Respond effectively to the significant environmental, political and economic challenges facing society.
3. Provide effective and innovative instruction through relevant courses in the architecture profession, and digital technology.
4. Provide courses that encourage students to think critically and increase awareness of the dynamic between the environment and themselves.
5. Develop courses for students to think creatively and develop problem solving abilities.
6. Communicate design and ideas through drawing and visual languages.
7. Provide transfer programs to continue upper division work at universities and institutions.
8. Provide Occupational Programs to develop skills for employment, job advancement, certification and associate degree.
9. Make learning innovative and fun

Faculty

Navarro, Alexis, Chair, J.M., Professor
Ayyuce, Orhan, AIA, Associate Professor
Callihan, Scott, Professor, Architecture
Wahlroos-Ritter, Ingalill, Professor FAIA

Adjunct Associate Professors

Abril, Jesus
Akiyama, Kevin
Carcamo, Aron
Combes-Brighton, Patricia, International Assoc AIA
Foster, Joshua
Gabriel, Ruben
Hamner, D. Michael, FAIA, Professor, Chair Emeritus
Kao, Yung
Klapsis, Dimitris
Martinez, Adam
Mora, R. Jazmin
Morales, Alicia
Onate, Juan P.
Pulido, Emilio
Ramirez, Irma E.
Sarkisian, Tatiana
Ureta, Omar
Widom, Chester A., FAIA
Yahchouchi, Nadim
Yanez, Arturo

EDUCATIONAL PROGRAMS

SUBJECTS

- Architecture
- Environmental Design

SKILLS CERTIFICATES

- Architectural Design
- Architectural Fundamentals

- Architectural Professional Practice
- Architectural Sustainability and BIM
- Architectural Technology

CERTIFICATES OF ACHIEVEMENT

- Architectural Design
- Architectural Technology

ASSOCIATE DEGREE PROGRAMS

- Architectural Design
- Architectural Technology

SKILLS CERTIFICATES

Architectural Design

This program is for students interested in creative and design aspects of architecture. Students will develop skills to create design solutions for the built environment, including base architectural design, architectural drawings, physical and digital models, graphic presentation panels and materials for a work or transfer portfolio. Completers of the program will have the foundational design and graphics skills to seek entry-level employment in an architectural, environmental design or related design-focused industry.

SUBJECT & NO.	COURSE	UNITS
ARC 110	Introduction to Architecture	1
ARC 121	Freehand Drawing I	2
ARC 160	Computers for Designers	3
ENV 101**	Foundations of Design I	3
ENV 102*	Foundations of Design II	3
	Total	*12*

**This course has a prerequisite/corequisite.*

***This course has an advisory.*

Architectural Fundamentals

This program is for students interested in developing an introductory knowledge of the architectural profession and related disciplines. Students will develop fundamental design and technical skills in sketching, drawing, drafting, modelmaking, digital graphics, digital drafting/CAD, digital modeling/BIM and the role of architects and architecture in society.

SUBJECT & NO.	COURSE	UNITS
COMPLETE ANY 4 OF THE FOLLOWING COURSES		
ARC 110	Introduction to Architecture	1
ARC 121	Freehand Drawing I	2
ARC 160	Computers for Designers	3
ARC 161	Introduction to Computer-Aided Architectural Design	2
ARC 164	Design Software for Architecture	2
ARC 170	Beginning Architectural Drafing	2
	Total	*7-9*

Architectural Professional Practice

This Skills Certificate is focused on Architectural Professional Practice from the perspective of professional licensure, including the use of contracts and relationships with clients, contractors and consultants, construction estimating for sitework, foundations, superstructure and interiors, and building codes and their application to residential and commercial projects. This program provides the introduction to the various types of work places in the Architecture, Design, and construction industry.

SUBJECT & NO.	COURSE	UNITS
ARC 115	Architectural Practice	2
ARC 210	Construction Estimating	3
ARC 211	Introduction to Building Codes	3
	Total	*8*

Architectural Sustainability & BIM

This Skills Certificate is focused on sustainable architecture and BIM (Building Information Modeling) technology. It includes courses in BIM/Revit and sustainable building materials and assemblies. Students use BIM technology to create and evaluate sustainable architectural design solutions through simulations of building massing and orientation, site location and energy efficiency. Completers of the program will have the basic skills to seek entry-level employment in the architectural or construction industries focused on sustainable design.

SUBJECT & NO.	COURSE	UNITS
ARC 151	Materials of Construction	3
ARC 164	Design and Software for Architecture	2
ARC 165*	Sustainable Design and Building Information Modeling	2
	Total	*7*

**This course has a prerequisite/corequisite.*

Architectural Technology

This program is for students interested in the technical aspects of architecture. Students will develop skills in building technology and construction documents, including drawing, drafting and modeling in CAD and basic skills in BIM. Completers of the program will have the skills to seek entry-level employment in an architectural office or related industry. Completers will have the skills to create a drawing package for submission to a city or regulatory agency for a room addition/remodel or single-family residential project.

SUBJECT & NO.	COURSE	UNITS
ARC 110	Introduction to Architecture	1
ARC 161	Introduction to Computer-Aided Architectural Design	2
ARC 162*	Computer-Aided Design and Drafting	3
ARC 164	Design Software for Architecture	2
ARC 172*	Architectural Drawing I	3
ARC 173*	Architectural Drawing II	3
	Total	*14*

**This course has a prerequisite/corequisite.*

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 architecture, drafting, 3D modeling or the construction industry and who do not wish to transfer to a university for further education.

Architectural Design

This program is for students interested in the creative and design aspects of architecture. Students will develop skills

to create architectural design solutions for the built environment, including architectural design, architectural drawings, physical and digital models, 3D printing, graphic presentation panels and materials for a work or transfer portfolio. Completers of the program will have the skills to seek entry-level employment in an architectural office, environmental design or related design-focused industry.

Requirements for this certificate include the courses in the Skills Certificate in Architectural Design.

SUBJECT & NO.	COURSE	UNITS
	Skills Certificate in Architectural Design	*12*
COMPLETE THE FOLLOWING ADDITIONAL COURSES		9
ARC 201*	Architectural Design I	3
ARC 202*	Architectural Design II	3
ARC 261**	Computer -Aided Design for Architecture I	3
	Total	*21*

**This course has a prerequisite/corequisite.*

***This course has an advisory.*

Architectural Technology

This program is for students interested in the technical aspects of architecture. Students develop skills in building technology and construction documents, including drawing, drafting and modeling in CAD and BIM in wood frame and steel or concrete buildings, as well as materials of construction, sustainable materials, the professional responsibilities of an architect and licensure. Completers of the program will have the skills to seek entry-level employment in an architectural office or related industry.

Requirements for this certificate include the Skills Certificate in Architectural Technology.

SUBJECT & NO.	COURSE	UNITS
	Skills Certificate in Architectural Technology	*14*
COMPLETE THE FOLLOWING ADDITIONAL COURSES		8
ARC 115	Architectural Practice	2
ARC 151	Materials of Construction	3
ARC 271*	Architectural Drawing III	3
OR		
ARC 272*	Architectural Drawing IV	3
	Total	*22*

**This course has a prerequisite/corequisite.*

ASSOCIATE DEGREE PROGRAMS

Architectural Design, Associate in Arts Degree

This program is for students interested in design-related aspects of architecture. Students will develop skills to create architectural design solutions for the built environment, including architectural drawings, basic CAD and BIM skills, physical models, digital 3D models, digital renderings and VR, 3D printing, and graphic presentation panels. Completers of this program will create a portfolio of work suitable for job interviews or submission to a transfer university. Completers of the program will have the skills to seek employment in an architectural office, environmental design or related design-focused industry, or transfer to a university program in architecture or related fields such as interior design or urban planning.

Major requirements for this degree include the courses in the Certificate of Achievement in Architectural Design.

SUBJECT & NO.	COURSE	UNITS
	Certificate of Achievement in Architectural Design	*21*
COMPLETE THE FOLLOWING ADDITIONAL COURSES:		16-17
ARC 132	Architectural History I: Prehistory to the Middle Ages	3
ARC 133	Architectural History II: Late Middle Ages to Modern	3
ARC 161	Introduction to Computer-Aided Architectural Design	2
ARC 164	Design Software for Architecture	2
ARC 172*	Architectural Drawing I	3
ARC 223*	Portfolio Development	1
ARC 262*	Computer-Aided Design for Architecture II	3
OR		
ARC 221	Architectural Rendering	2
LACCD GENERAL EDUCATION PLAN		21

Note: The department RECOMMENDS completing the following general education courses:

SUBJECT & NO.	COURSE	UNITS
Area A	Natural Sciences	3
BIOLOGY 003, PHYSICS 006, or 011, or 101 are recommended		
Area B1	American Institutions	3
HISTORY 012 or POL SCI 001 are recommended		
Area C	Humanities	3
ARC 130, 131, PHILOS 001 are recommended		
Area D2	Language and Rationality	6
COMM 101 and MATH 241 or 241S are recommended		
Area E	Health and Physical Education	3
HEALTH 011 is recommended		
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
	Total	*60*

**This course has a prerequisite/corequisite.*

Architectural Technology, Associate in Arts Degree

This program is for students interested in the technical aspects of architecture. Students will develop skills in building technology and construction documents, including drawing, drafting, and modeling in CAD, advanced BIM and sustainability for wood frame, steel and concrete buildings. Students will develop skills in materials of construction, building codes, construction estimating and the professional responsibilities of an architect. Completers of the program will create a portfolio of work and have the skills to seek employment in an architectural office or related industry, such as construction management.

Major requirements for this degree include the courses in the Certificate of Achievement in Architectural Technology.

SUBJECT & NO.	COURSE	UNITS
	Certificate of Achievement in Architectural Technology	*22*
COMPLETE THE FOLLOWING ADDITIONAL COURSES:		12
ARC 165	Sustainable Design and Building Information Modeling	2
ARC 210	Construction Estimating	3
ARC 211	Introduction to Building Codes	3
ARC 223*	Portfolio Development	1
LIST A: COMPLETE THE COURSE BELOW NOT COMPLETED AS PART OF THE ARCHITECTURAL TECHNOLOGY CERTIFICATE OF ACHIEVEMENT		
ARC 271*	Architectural Drawing III	3
OR		
ARC 272*	Architectural Drawing IV	3
LACCD GENERAL EDUCATION PLAN		21

Note: The department RECOMMENDS completing the following general education courses:

SUBJECT & NO.	COURSE	UNITS
Area A	Natural Sciences	3
BIOLOGY 003, PHYSICS 006, or 011, or 101 are recommended		
Area B1	American Institutions	3
HISTORY 012 or POL SCI 001 are recommended		
Area C	Humanities	3
ARC 130, 131, PHILOS 001 are recommended		
Area D2	Language and Rationality	6
COMM 101 and MATH 241 or 241S are recommended		
Area E	Health and Physical Education	3
HEALTH 011 is recommended		
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
	Total	*60*

**This course has a prerequisite/corequisite.*

DEPARTMENT OF ARCHITECTURE SCHOLARSHIPS

SCHOLARSHIPS	AMOUNT
ARC Scholarship	$500
Barbara Bestor Scholarship	$1,000
Beata Anaya Scholarship	$2,000
Chester & Diana Widom Architectural Education Scholarship	$7000
Competitive Scholarships	varies
Delmar Beckhart Memorial Scholarship	$500
DLR Group Award	$500
Environmental Design Recognition	varies
EYRC Architects Design Award	$500
Friends of Architecture Alumni Award	$2,000
Further Out Group	$300
HGA Architects Design Excellence Award	$500
HMC Designing Futures Foundation Award	$5,000
IR Architects Award	$2,000
Jerry Ishino Scholarship	$1,000
Jose T. Sigala Scholarship	$300
KFA Architects Los Angeles Award	$500
Krystal & D. Michael Hamner, FAIA Award	$500
Miriam A.B. Scholarship	$500
New School of Architecture & Design Scholarship 2-renewable	$5,000
Omar Ureta Book Award	varies
P&F/AIA Jean Roth Driskel Scholarship	$2,500
RACAIA Scholarship	$1,000
Robert T. and Millie Weiss Scholarships	$1,000
Scarlett & Ivan "Thrive" Scholarship	$300
The Architects Alumi Group	varies
The Esther V. Navarro Scholarship	$1,000
Woodbury University Scholarship	renewable Half-Tuition for 3 Years

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & 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, 132 or 133. Counseling by department chair is highly recommended prior to doing so.

See Architecture 170, 172, 173, 271, and 272 for Drafting courses.

See Architecture 160, 161, 162, 164, 261, and 262 for Computer-Aided Design courses.

Architecture (ARC)

110 Introduction to Architecture (1) CSU

LECTURE, 1 HOUR.

Note: Open to all students.

This is an introductory lecture course on the profession of architecture and related fields which provides a general overview of the profession of architecture in terms of its history and development, the education process, the practice of architecture and allied professionals in the construction industry, and environmental design.

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

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.

132 Architectural History I: Prehistory to the Middle Ages (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

This course covers the development of architecture from prehistoric times to the beginning of the Renaissance, focusing on geographical, geological, climactic, religious, social, and historical aspects.

133 Architectural History II: Late Middle Ages to Modern (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

This course covers the development of architecture from Renaissance to modern architecture of today and tomorrow, focusing on geographical, geological, climatic, religious, social, and historical aspects.

151 Materials of Construction (3) UC:CSU

LECTURE, 3 HOURS.

This course investigates principal building materials: Wood, steel, concrete, and masonry, and their uses in the architecture and construction field. Non-structural materials such as glass, roofing, plastics, and paint are covered as well as sustainable strategies and materials.

160 Computers for Designers (3) CSU

LECTURE, 1.5 HOURS; LABORATORY, 4.5 HOURS.

This is an introductory course emphasizing 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 are covered.

161 Introduction to Computer-Aided Architectural Design (2) CSU

LECTURE, 1 HOURS; LABORATORY, 3 HOURS.

This is the first course in a series of Computer Aided Design (CAD) classes using AutoCAD. Through lectures, demonstrations, and hands-on lab exercises, students learn the basic concepts involved in the creation of CAD-generated architectural drawings. Topics include: Drawing setup, basic and intermediate draw and modify commands, layers, text, dimensioning, and printing. Upon successful completion of this course, students are able to accurately produce 2-D architectural drawings such as plans and elevations that follow CAD standards.

162 Computer-Aided Design and Drafting (3) CSU

Prerequisite: *Architecture 161.*

LECTURE, 1 HOURS; LABORATORY, 5 HOURS.

This is the second course in a series of Computer-Aided Design (CAD) classes using AutoCAD. Through lectures, demonstrations, and hands-on lab exercises, students learn advanced concepts involved in the creation of CAD-generated architectural drawings. Topics include: Advanced draw and modify commands, block creation, paper space/model space, layouts, external references, and isometric drawings. The semester ends with an introduction to 3D modeling. Upon successful completion of this course, students are able to accurately produce complex 2D drawings and to create basic 3D digital models.

164 Design Software for Architecture (2) CSU

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

This course is a hands-on introduction to software used in the fields of architecture, interior design, and construction. Through lectures, demonstrations, and lab exercises and projects, students learn the concepts of Building Information Modeling (BIM) using Revit. Tools used for parametric building design and documentation are covered. Upon successful completion of the class, students create an entire project, from schematic design through construction documentation and to identify the benefits of BIM.

165 Sustainable Design and Building Information Modeling (2) CSU

Prerequisite: *Architecture 164.*

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course examines the underlying principles of sustainability design. Major aspects of sustainable design such as site location, energy efficiency, and material selection are covered. In addition, this course addresses the importance of Building Information Modeling (BIM) as it relates to sustainable design. Several application projects are designed during the semester.

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.

172 Architectural Drawing I (3) CSU

Prerequisite: *Architecture 170 or Satisfactory Completion of a High School Drafting Course with a grade of C or better.*

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course covers the preparation of working drawings for a one-story, wood-framed residence, and the study of construction methods, materials, and building ordinances. It also examines the integration and implementation of active and passive sustainable practices of design and construction technologies. Graphic representation of site, foundation, floor and roof plans, schedules, cross sections, details, and interior and exterior elevations are also included.

173 Architectural Drawing II (3) CSU

Prerequisite: *Architecture 172.*

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course covers the preparation of working drawings for a two-story, wood-framed building and the study of construction methods, materials, and building ordinances. Students examine the integration and implementation of active and passive sustainable practices of design and construction technologies. Special consideration is given to solving problems involving two-story construction in addition to existing one-story structures. Other topics include graphic representation of site, foundation, floor and roof plans, schedules, cross sections, details, and interior and exterior elevations.

201 Architectural Design I (3) UC:CSU
Prerequisite: Environmental Design 102.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course is a design studio of small scale architectural projects that explore the development of space and form through 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 additionally inform the process for the design problems.

202 Architectural Design II (3) UC:CSU
Prerequisite: Architecture 201.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course is a design studio of medium-scale architectural projects investigating the development of space and form through the influences of the existing context and environment, including cultural, geography, scale, private/public concerns, historical precedents, social and cultural conditions, and pertinent planning guidelines. Strategies in sustainability and lighting are also studied and applied to the architectural projects within urban environments. Emphasis is placed on the externally driven forces and relationships as primary influences within the design process to generate architectural design solutions that are contextual and responsive to the immediate and larger contextual environment.

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 the California Building Codes, current edition and municipal ordinances regulating various types of occupancies and zoning regulations. Introduction to the basic chapters from occupancy, occupant load calculation, construction types, allowable heights and areas, fire resistive construction, means of egress and accessibility, in addition, an introduction to the California Green Standards Code is provided.

221 Architectural Rendering (2) CSU

LECTURE, 1 HOUR, LABORATORY, 3 HOURS.

This course offers opportunities for the development of graphic techniques and the use of media for visual communication in a variety of two-dimensional formats and compositions. The methods employed in the selection of media, techniques, and composition are also studied in relation to the communication of architectural design and concepts.

223 Portfolio Development (1) CSU

LABORATORY, 2 HOURS.

In this course, students create a portfolio from their previously completed creative, design, technical and graphic communication projects. Principles of graphic design are studied and applied. Topics include critical selection of contents, storyboard development, developing a project description, graphic layout, typography, and photography techniques of a student's work. The fundamentals of a variety of digital applications are reviewed and applied to edit images, layout and visual presentation. Students must have completed at least three design or technical drawing courses in Architecture, Art or related disciplines and have at least five completed projects along with related drawings, artwork, and/or physical or digital models. Architecture students are recommended to take this course at the same time as ARC 201 or after completion of ARC 201.

261 Computer-Aided Design for Architecture I (3) CSU
Prerequisite: Architecture 161

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course is an introduction to Rhino modeling software, including three-dimensional modeling of objects, buildings and environments. Students will create presentation graphics, diagrams, perspective renderings and orthographic and axonometric drawings from their models. Topics include solid modeling, surface modeling, mesh modeling, cameras, materials, basic renderings and preparation for 3D printing and laser-cutting.

262 Computer-Aided Design for Architecture II (3) CSU
Prerequisite: Architecture 261.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This is the fourth and final course in a series of Computer-Aided Design (CAD) classes using AutoCAD and advanced 3D modeling software such as 3ds Max Design. Through lectures, demonstrations, and hands-on lab exercises, students learn the concepts involved in the creation of complex 3D digital architectural models. Topics include: Advanced 3D modeling, material creation, lighting, special effects, advanced rendering and Animation, and basic video compositing. Upon successful completion of this course, students are able to generate high-impact visual 3D digital Animations that communicate the story behind the design.

271 Architectural Drawing III (3) CSU
Prerequisite: Architecture 164 and Architecture 173.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course covers the study of concrete block and/or brick buildings along with the further development of wood frame construction. It includes the further study of construction materials, systems, planning code, building code and the Americans with Disabilities Act and its impact on architectural design. Students design a multi-story building and create a set of construction documents for the proposed design.

272 Architectural Drawing IV (3) CSU
Prerequisite: Architecture 164 and Architecture 173.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course covers the design and construction of steel buildings through working drawings and construction systems and BIM technology. Further study is provided for construction materials, details, and building ordinances. Construction documents, architectural design, and graphic presentation methods are emphasized.

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 in Architecture 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 IN ANY ONE DISCIPLINE.

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
Advisory: Architecture 170.

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. Examples exhibited in the natural environment are referenced and applied to inform these processes. 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.

Advisory: Architecture 170.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course is a 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. These topics and processes are also investigated in their inter-relationship to sustainable design considerations and objectives.

Art Department

***S2-202** • (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 programs 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 Art Department strives to provide up-to-date, accurate, and functional educational experiences to every student.

Faculty

Turk, Christopher, Chair, Professor, Art
Brown, Wendi, Associate Professor, Art History
Frerichs, Christine, Associate Professor, Art
Kallan, Linda, Professor, Art
Monaci, Steven, Professor, Art
Singh, Surana, Professor, Art History
Uyekawa, Jim, Professor, Art

Adjunct Associate Professors

Acuna, Robert, Art
Ahmadpour, Alireza, Art
Armenteros, Rey, Art
Beauvy, Tony, Art
Bronte, Andrea, Art
Cooper, Brian E., Art
Corcoran, Kevin, Art
Kyack, Joel, Art
Nielsen, Christopher D., Art
Stockstill, Wendy, Art History
Weitz, Julie, Art

EDUCATIONAL PROGRAMS

SUBJECTS

- Art
- Art History

SKILLS CERTIFICATE

- Basic Graphics Technology

CERTIFICATES OF ACHIEVEMENT

- Arts Graphic Communication
- Multimedia (Level I)
- Multimedia (Level II)
- Museum Studies

ASSOCIATE DEGREE PROGRAMS

- Art History for Transfer
- Arts Graphic Communication
- Multimedia
- Studio Arts for Transfer

SKILLS CERTIFICATE

Basic Graphics Technology

Students completing this program certificate will acquire applicable skills to pursue entry-level positions in Graphic Arts Communication.

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*

**This course has a prerequisite.*

CERTIFICATES OF ACHIEVEMENT

Arts Graphic Communication

For a description of this program see the Art Department Chair in S2-202B, or call 265-8840.

SUBJECT & NO.	COURSE	UNITS
ART 501	Beginning Two-Dimensional Design	3
ART 600	Typography I	3
ART 604*	Graphic Design I	3
ART 633*	Introduction to Computer Graphics	3
ART 635	Desktop Publishing Design	3
ART 639	Introduction to Digital Imaging	3
SIX ADDITIONAL UNITS SELECTED FROM THE LIST BELOW:		6
ART 103	Art Appreciation	3
ART 201	Drawing I	3
ART 213*	Color Theory	3
ART 502*	Beginning Three-Dimensional Design	3
ART 601*	Typography II	3

ART 605*	Graphic Design II	3
ART 606*	Graphic Design III	3
ART 641*	Advanced Desktop Publishing	3
ART 645*	Introduction to Web Site Design	3
ARTHIST 110**	Survey of Western Art History I	3
ARTHIST 120**	Survey of Western Art History II	3
ARTHIST 140**	Survey of the Art of Africa, Oceania, and Ancient America	3
	Total	*24*

**This course has a prerequisite.*

***This course has an advisory.*

Multimedia (Level I)

(This program is offered under a consortium of the departments of Art and Media Arts & Technologies)

Students completing this Certificate of Achievement program 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
ANIMATN 221	Three-Dimensional Animation I	3
ART 213*	Color Theory	3
ART 501	Beginning Two-Dimensional Design	3
ART 604*	Graphic Design I	3
ART 633*	Introduction to Computer Graphics	3
ART 639	Introduction to Digital Imaging	3
ART 645*	Introduction to Web Site Design	3
	Total	*27*

**This course has a prerequisite.*

Multimedia (Level II)

(This program is offered under a consortium of the departments of Art and Media Arts & Technologies)

A Certificate of Achievement program consisting of all of the courses required for the Multimedia Level I Certificate of Achievement, plus an additional 10 units as follows:

SUBJECT & NO.	COURSE	UNITS
	Certificate of Achievement in Multimedia Level I	*27*
ANIMATN 219*	Animation Process and Production	3
ANIMATN 261*	Introduction to Virtual, Mixed, and Augmented Reality	4
ART 635	Desktop Publishing Design	3
	Total	*37*

**This course has a prerequisite.*

Museum Studies

The Museum Studies Program is aimed at educating, training, and exposing students to diverse careers within museums of all types, and to creating career pipelines through academic study, skills-based learning, job training, through internships and guided pathways, supporting students as they move onto universities, and into other internship and job opportunities, as well as providing long-term career guidance.

SUBJECT & NO.	COURSE	UNITS
ARTHIST 200**	Introduction to Museum Studies and Gallery Practice	3
ARTHIST 201*	Visual Cultural Studies Museum Internship	3
ARTHIST 100**	Introduction to Visual Culture and Cultural Studies	3
ARTHIST 171**	Introduction to Global Contemporary Art	3
ART 504	Introduction to Art Materials and Techniques I	3
LIB SCI 201	Digital Assets: Tools and Methodologies	3
ANTHRO 103	Archaeology: Reconstructing the Human Past	3
	Total	*21*

**This course has a prerequisite.*

***This course has an advisory.*

ASSOCIATE DEGREE PROGRAMS

Associate in Arts in Art History for Transfer

The Associate in Arts in Art History for Transfer Degree offers academic training in visual literacy of Europe, Asia, Africa, and the Americas. Emphasis on visual, written, and oral communication and the language and methodology of art history prepares students for university transfer and to compete in upper-division coursework in a range of disciplines including the history of art and visual communication. Students must complete 60 required semester units of CSU transferable course work with a minimum grade point average of 2.0 including a minimum grade of "C" (or "P") for each course in the major. Certified completion of the California State University General Education-Breadth (CSU GE Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) Pattern is also required.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
ARTHIST 110**	Survey of Western Art History I	3
ARTHIST 120**	Survey of Western Art History II	3
ART 201	Drawing I	3
	Subtotal	*9*
LIST A (SELECT ONE):		3 UNITS
ARTHIST 130**	Survey of Asian Art History	3
ARTHIST 131**	Introduction to Asian Art: East and the Pacific	3
ARTHIST 136**	Introduction to Asian Art: South, Southeast, and Ancient Western Asia	3
ARTHIST 139**	Introduction to Islamic Art	
ARTHIST 140**	Survey of the Arts of Africa, Oceania, and Ancient America	3
ARTHIST 151**	Introduction to Latin American Art	3
ARTHIST 161**	Introduction to American Art	3
LIST B (SELECT ONE):		3 UNITS
ART 204	Life Drawing I	3
ART 502*	Acrylic Painting I	3
ART 501	Beginning Two-Dimensional Design	3
ART 633	Introduction to Computer Graphics	3
ART 708	Introduction to Ceramics	3
PHOTO 010	Beginning Photography	3
LIST C (SELECT ONE):		3 UNITS
ARTHIST 121**	Introduction to Renaissance Through Rococo Art	3
ARTHIST 126**	Introduction to Modern Art	3

ARTHIST 171**	Introduction to Global Contemporary Art	3
ARTHIST 181**	History of Women in Art	3
ARTHIST 200**	Introduction to Museum Studies and Gallery Practices	3

or any List A or B course not already used

COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS

IGETC or CSU GE Pattern

Total 60

Note: 6 units of major courses may be double counted towards General Education.

**This course has a prerequisite.*

***This course has an advisory.*

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
COMPLETE THE FOLLOWING 11 COURSES:		33
ART 201	Drawing I	3
ART 213*	Color Theory	3
ART 501	Beginning Two-Dimensional Design	3
ART 600	Typography	3
ART 601*	Typography II	3
ART 604*	Graphic Design I	3
ART 605*	Graphic Design II	3
ART 633*	Introduction to Computer Graphics	3
ART 635	Desktop Publishing Design	3
ART 639	Introduction to Digital Imaging	3
ART 641*	Advanced Desktop Publishing	3
NINE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW:		9
ART 103	Art Appreciation I	3
ART 202*	Drawing II	3
ART 215*	Animal Drawing	3
ART 502*	Beginning Three-Dimensional Design	3
ART 503*	Intermediate Design	3
ARTHIST 110**	Survey of Western Art History I	3
ARTHIST 120**	Survey of Western Art History II	3
ARTHIST 140**	Survey of the Arts of Africa, Oceania, and Ancient America	3
PHOTO 010	Beginning Photography	3
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 3 units of major courses may be double counted in GE Area C.

**This course has a prerequisite.*

***This course has an advisory.*

Multimedia, Associate in Arts Degree

(This program is offered under a consortium of the departments of Art and Media Arts & Technologies).

This program is for students who wish to acquire an Associate in Arts degree with an emphasis on multimedia and video-related skills.

SUBJECT & NO.	COURSE	UNITS
COMPLETE THE FOLLOWING 10 COURSES:		30
ANIMATN 217*	Storyboards	3
ANIMATN 219*	Animation Process and Production	3
ANIMATN 221	Three-Dimensional Animation I	3
ART 213*	Color Theory	3
ART 501	Beginning Two-Dimensional Design	3
ART 604*	Graphic Design I	3
ART 633	Introduction to Computer Graphics	3
ART 639	Introduction to Digital Imaging	3
ART 645*	Introduction to Web Site Design	3
TECTHTR 323	Stage Management	3
ELECTIVES: COMPLETE 9 UNITS FROM THE FOLLOWING		
ANIMATN 218	Fundamentals of Animation	3
ANIMATN 225*	Three-Dimensional Character Animation	3
ANIMATN 226*	Three-Dimensional Previsualization and Camera Techniques	3
ANIMATN 227*	Three-Dimensional Animation Project	3
ART 605*	Graphic Design II	3
ART 606*	Graphic Design III	3
ART 635	Desktop Publishing Design	3
ART 641*	Advanced Desktop Publishing	3
MUSIC 111	Music Appreciation I	3
PHOTO 047	Introduction to Computerized Digital Photography	3
PHOTO 048	Intermediate Computerized Digital Photography	3
PHOTO 051	Advanced Digital Techniques	3
PHOTO 123	Photo-Discovery: Aesthetics, Craft and Creativity	3
TECTHTR 315	Introduction to Design for Theatre	3
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 3 units from ART 501 may be double counted in GE area C.

**This course has a prerequisite.*

Associate in Arts in Studio Arts for Transfer

Visual communication is an essential part of the human experience. This Associate in Arts in Studio Arts for Transfer explores and analyzes the ways in which the visual arts take place in the public sphere, between individuals, in new media, and in other contexts. Students who successfully earn the Associate in Arts in Studio Arts for Transfer by completing a maximum of 60 transferrable units are guaranteed transfer admission into a California State University campus to further their study of Art.

Students who earn the Associate in Arts in Studio Arts for Transfer are able to:

- Transfer to a four-year CSU institution to pursue baccalaureate studies in Studio Arts or a related field.
- Define and apply aesthetic choices in daily life.
- Recognize and use different types of art making techniques and media.

Requirements:

a. Completion of 60 CSU transferrable semester units:

- 24 semester units in the approved Studio Arts courses;
- Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements (CSU GE);

b. Achieve a grade point average of 2.0.

c. Earn a C (or "P") for each course in the major.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
ART 201	Drawing I	3
ART 501	Beginning Two-Dimensional Design	3
ART 502*	Beginning Three-Dimensional Design	3
ARTHIST 120**	Survey of Western Art History II	3
	Subtotal	*12*
LIST A (SELECT ONE):		3 UNITS
ARTHIST 110**	Survey of Western Art History I	3
ARTHIST 130**	Survey of Asian Art History	3
ARTHIST 140**	Survey of the Arts of Africa, Oceania, and Ancient America	3
LIST B (SELECT THREE):		9 UNITS
ART 202*	Drawing II	3
OR		
ART 204**	Life Drawing I	3
ART 213*	Color Theory	3
ART 300	Introduction to Painting	3
OR		
ART 304*	Acrylic Painting I	3
OR		
ART 307*	Oil Painting	3
ART 633	Introduction to Computer Graphics	3
ART 708	Introduction to Ceramics	3
PHOTO 010	Beginning Photography	3
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

Note: 6 units of major courses may be double counted towards General Education.

**This course has a prerequisite.*

***This course has an advisory.*

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained

at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Title 5 changes effective Fall 2013 substantially restrict how many times students can take specific types of classes. Students enrolled in "active participation courses" in Kinesiology, visual arts, or performing arts are limited to four (4) enrollments per "family". Failures and W grades count as enrollments. A family can contain multiple courses, but a student can only take four of them. LACCD courses in, Art, Dance Techniques, Kinesiology, Music, and Theater are all affected. For courses in the Art department, families have been created as follows:

ART FAMILY NAMES AND COURSE NUMBERS:

Art	ART 201, 202, 203
Ceramics	ART 708, 709, 710, 711
Design	ART 501, 502, 503
Drawing	ART 201, 202, 203, 209
Life Drawing	ART 204, 205, 206, 207, 215
Oil	ART 307, 308, 309
Water Color and Acrylic	ART 213, 301, 302, 303, 304, 305, 306

Art (ART)

103 Art Appreciation I (3) UC:CSU
IGETC Area 3A (C-ID ARTS 100)

LECTURE, 3 HOURS.

This course is an introduction to world visual cultures. It involves a comparative study of the visual arts, from selected historical periods, designed to expand visual awareness and experience in order to increase one's ability to understand and evaluate visual forms that are part of their environment.

201 Drawing I (3) UC:CSU (C-ID ARTS 110)

LECTURE, 2 HOURS; LABORATORY, 4 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 sighting techniques. The emphasis is on learning how to depict illusionistic space through the use of light logic and one- and two-point perspective. It is a basic course required for all art majors and is recommended for non-art majors.

202 Drawing II (3) UC:CSU (C-ID ARTS 205)
Prerequisite: Art 201.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course provides continuing instruction in drawing, developing a more sophisticated use of materials introduced in Art 201, and expanding the variety of drawing materials and techniques. In addition to convincingly representing three-dimensional objects on a two dimensional surface, students learn to recognize and utilize various genres as they relate to drawing, articulate perceptual vs. conceptual approaches to drawing, and develop an awareness of current trends in the art world. Emphasis is placed on creating a content outside of the subject matter.

203 Drawing III (3) UC:CSU
Prerequisite: Art 202.

Advisory: Art 501.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course provides continuing instruction in drawing, developing a more sophisticated use of materials introduced in Art 202 and expanding the variety of drawing materials and techniques. Students begin to employ non-objective methods of description and visually interpret abstract, as well as concrete, ideas non-objectively, abstractly and realistically. Color and experimentation with media are encouraged.

204 Life Drawing I (3) UC:CSU (C-ID ARTS 200)
Advisory: Art 201.

LECTURE, 2 HOURS; LABORATORY, 4 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, 4 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, 4 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 anatomy.

207 Life Drawing IV (3) UC:CSU
Prerequisite: Art 206.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

A course designed to develop the student's ability to draw from life in various media using quick sketch and long pose with emphasis on 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 visual arts. As an extensive study of drawing, the course is designed to help the student to draw accurately. Development of drawing skills and the knowledge necessary to create the illusion of three-dimensional space on a two-dimensional surface, is sought through the understanding of 1pt, 2pt, and 3pt linear perspective. Included in this course is the exploration of rendering in various media and exploring both mechanical and freehand drawing from actual site observation and concept-based subject matter.

213 Color Theory (3) UC:CSU (C-ID ARTS 270)
Prerequisite: Art 501.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

In this course students examine Color Dynamics. The topics considered include form and value, harmony, and spatial effects. The major theorists introduced include Goethe, Itten, and Albers. In addition to the traditional 12-part color wheel, digital color principles are also examined.

215 Animal Drawing (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course is an introduction to drawing animals through analysis of form, including anatomical, environmental, and physiological.

300 Introduction to Painting (3) UC:CSU (C-ID ARTS 210)

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course provides beginning instruction in painting. Emphasis is placed on exploring painting materials and techniques towards the development of a representational image. A variety of subject matter are used, as well as a variety of art concepts related to imagery. Paint characteristics, light principles, and composition are stressed.

301 Watercolor Painting I (3) UC:CSU
Prerequisite: Art 201.

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
Prerequisite: Art 301.

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 (C-ID ARTS 210)
Prerequisite: Art 201.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course is an 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, 4 HOURS.

This course is an intermediate and integrative course in painting and focuses on visual problems and concepts in space, form, structure, color, and content in studio painting.

306 Acrylic Painting III (3) UC:CSU
Prerequisite: Art 305.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This is an advanced and integrative course in painting that focuses on visual problems and concepts in space, form, structure, color, and content in studio painting.

307 Oil Painting I (3) UC:CSU (C-ID ARTS 210)
Prerequisite: Art 201.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This is an introductory course in oil painting and covers the basic skills and techniques of oil painting.

308 Oil Painting II (3) UC:CSU
Prerequisite: Art 307.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course is a continuation of Art 307. 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, 2 HOURS; LABORATORY, 4 HOURS.

This course is a continuation of Art 308. It emphasizes a more personal means of expression through individually-conceived projects.

501 Beginning Two-Dimensional Design (3) UC:CSU (C-ID ARTS 100)

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

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.

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 (C-ID ARTS 101)

Prerequisite: Art 501.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This is 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.

This course offers further examination of two- and three-dimensional design with an emphasis on research, experimentation, and further development of the ability to present ideas clearly and concisely using the elements and principles of design.

504 Introduction to Art Materials and Techniques I (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This is an introductory course focused on familiarizing students with various materials, substrates straights, and techniques used in two dimensional media. Historical and contemporary practices, paint formulas, paper sources and paper making, and conservation techniques are covered. This course includes guest lectures and field trips to The Huntington Library and Gardens and/or Getty conservation centers.

600 Typography I (3) CSU

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

A study of letterforms with emphasis on their use in graphic communication. Focus is placed on style/matrix, spacing regarding positive/negative space, proportion and their applied use in Graphic Design. Technical and conceptual skills in the use of typography are stressed.

601 Typography II (3) CSU

Prerequisite: Art 600.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course is an advanced study of letterforms with emphasis on their use in graphic communication. Focus is placed on digital use and digital font creation.

604 Graphic Design I (3) CSU

Prerequisite: Art 501.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course introduces beginning graphic design students to the concepts, principles, and procedures used in the field of graphic design.

605 Graphic Design II (3) CSU

Prerequisite: Art 604.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course is a continuation of the principles of Art 604 and continues beyond the basics to advanced principals and procedures in advertising and graphic design. It includes projects in advertising, publication design, packaging, and corporate identity.

606 Graphic Design III (3) CSU

Prerequisite: Art 605.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course is a continuation of principles of Art 605 and emphasizes advanced problem-solving skills and solutions to more advanced advertising/promotional graphic design. It includes a graphic design workshop and computer graphics. Emphasis is placed on corporate identity (logos, letterheads and promotional communications) and portfolio preparation and evaluation.

633 Introduction to Computer Graphics (3) CSU (C-ID ARTS 250)

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course serves as an introduction to basic computer graphics with the emphasis and focus being on how it is employed in the fields of Graphic Design and Art. Basic design principles, typography, and color theory are also introduced.

635 Desktop Publishing Design (3) CSU

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course serves as an introduction to basic computer graphic layout and composition with the emphasis on how it is employed in the fields of Graphic Design and Art. This course can also be applicable for advertising design, journalism and fine art. Software includes, but is not limited to the current versions of Adobe InDesign, Photoshop and Illustrator, with a major emphasis on InDesign and multi-page layout design. The class focuses on creating strong designs and layouts featuring both text and image. Basic concepts relating to typography, page layout, and grid systems are explored.

639 Introduction to Digital Imaging (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This is an introductory computer graphics course that focuses on the manipulation of still images. Software includes, but is not limited to, the current version of Adobe Photoshop. Topics presented include, but are not limited to, image editing, application of filters, integration of text, restoration of photographs, and the fundamentals of basic two-dimensional design as applied to both fine art and graphic design.

641 Advanced Desktop Publishing (3) CSU
Prerequisite: Art 635.

LECTURE, 2 HOURS; LABORATORY 4 HOURS

This is an advanced course in computer graphic layout and composition with the emphasis on how they are employed in the fields of Graphic Design and Art. The content builds upon Art 635 and focuses on the creation of strong, multi-page designs and layouts featuring both typography and visual imagery. This is a project-oriented course where the work is more advanced and more complex than that in Art 635. Software includes, but is not limited to, the current versions of Adobe InDesign, Photoshop and Illustrator, with a major emphasis on InDesign and multi-page layout design.

645 Introduction to Web Site Design (3) CSU
Prerequisite: Art 639.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course is designed to give students a basic introduction to the concepts and techniques used in designing websites employing the principles of design, color theory, typography, and composition. Software includes, but is not limited to the current versions of Adobe Dreamweaver and Photoshop.

646 Intermediate Web Site Design (3) CSU
Prerequisite: Art 645.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This is an intermediate course designed to build upon the content from Art 645. It focuses on the creation of strong, multi-page website designs and layouts employing the principles of design, color theory, typography, and composition. This is a project-oriented course where the work is more advanced and more complex than that in Art 645. Software includes, but is not limited to, the current versions of Adobe Dreamweaver and Photoshop.

708 Introduction to Ceramics (3) UC:CSU
LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This is an introductory and integrative course in the ceramic arts. A variety of techniques will be covered as it relates to hand building, wheel throwing, glazing and firing. A thorough understanding of these processes will be developed as well as the beginnings of a personal aesthetic through discussion and hands on interaction with the material.

NOTE: Expectant mothers are advised against enrolling in this course due to exposure to chemicals known to the State of California to cause birth defects.

709 Ceramics I (3) UC:CSU
Prerequisite: Art 708.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course provides students with continued practice in forming processes and surface treatments, with an emphasis on design including beginning glaze chemistry and loading and firing of kilns.

710 Ceramics II (3) UC:CSU
Prerequisite: Art 709.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course offers continued practice in forming methods and surface treatments, with an emphasis on design, intermediate glaze chemistry, and various firing processes.

711 Ceramics III (3) UC:CSU
Prerequisite: Art 710.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course offers continued practice in forming methods and surface treatments, with an emphasis on design, advanced glaze chemistry, various firing processes, and portfolio development.

185 Directed Study - Art (1) CSU

285 Directed Study - Art (2) CSU

385 Directed Study - Art (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue 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 IN ANY ONE DISCIPLINE.

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.

Art History (ARTHIST)

100 Introduction to Visual Culture and Cultural Studies (3) UC:CSU IGETC Area 3A
Advisory: English 101.

LECTURE, 3 HOURS; LABORATORY, 1 HOUR.

This introductory course explores visual representations across cultures and various media from prehistory to the present. Emphasis is placed on postmodern forms of visual communication, which include advertisements, film, YouTube, the Internet, fashion, music videos, posters, and other visual forms of communication. Situating the visual contextually requires investigation into other forms of cultural constructs, and may include study of ideology, commerce, power, religion, diaspora, gender and sexuality, politics, space of production, and memory.

110 Survey of Western Art History I (3)
UC:CSU IGETC Area 3A (C-ID ARTH 110)
Advisory: English 101.

LECTURE, 3 HOURS; LABORATORY, 1 HOUR.

This course follows the historical development of visual art (including painting, sculpture, architecture, and other forms) produced by European, North African, and Middle Eastern peoples from prehistory to ca. 1300. Art is discussed in its historical and cultural context. Among the cultures covered are: Mesopotamian, Egyptian, Persian, Greek, Roman, Early Christian, Byzantine, Medieval, and Islamic.

120 Survey of Western Art History II (3)
UC:CSU IGETC Area 3A (C-ID ARTH 120)
Advisory: *English 101.*

LECTURE, 3 HOURS; LABORATORY, 1 HOUR.

This course follows the historical development of visual art (including painting, sculpture, architecture, and other forms) produced in Europe and United States from ca. 1300 to the present. Art is discussed in its historical and cultural context, taking into consideration global enterprises such as imperialism and colonialism. The following styles are covered: Late Gothic, International, Renaissance, Mannerism, Baroque, Rococo, Neoclassicism, Romanticism, Modern, and Contemporary.

121 Introduction to Renaissance Through Rococo Art (3) UC:CSU IGETC Area 3A
Advisory: *English 101.*

LECTURE, 3 HOURS.

This course follows the historical development of visual art (including painting, sculpture, architecture, and other forms) produced in Europe from ca. 1300 to ca. 1800. Art is discussed in its historical and cultural context. The following styles are covered: Renaissance, Mannerism, Baroque, and Rococo.

126 Introduction to Modern Art (3) UC:CSU IGETC Area 3A
Advisory: *English 101.*

LECTURE, 3 HOURS.

This course is an examination of Western art and its relationship to social, political, and economic aspects of modern society, beginning with the French Revolution and ending with the outbreak of World War II. The influence of the Enlightenment, Industrial Revolution, cross-cultural influences of Western and non-Western cultures, artistic response to new intellectual trends and disciplines, innovations in technology, the impact of first World War, various stylistic movements, as well as methodological approaches to analysis of the subject are considered.

130 Survey of Asian Art History (3)
UC:CSU IGETC Area 3A (C-ID ARTH 130)

Advisory: *English 101.*
LECTURE, 3 HOURS; LABORATORY, 1 HOUR.

This introductory survey course follows the development of Asian visual cultures, including India, China, Korea, Japan, and Southeast Asia (Thailand, Cambodia, Java). Art is discussed in its historical and cultural context. Religious and philosophical influences on art and architecture; as well as, the interchange of cultural influence and artistic expression, are considered. The following major systems of belief and their impact on artistic production are covered: Buddhism, Hinduism, Jainism, Confucianism, Taoism, Shinto, Islam, and Sikhism.

131 Introduction to Asian Art: East And The Pacific (3) UC:CSU IGETC Area 3A
Advisory: *English 101.*

LECTURE, 3 HOURS.

This course follows the historical development of visual culture from East Asia and the Pacific (including painting, sculpture, architecture, and other forms), from prehistory to the present. Art is discussed in its historical and cultural context, with emphasis on China, Korea, Japan, and Australia, while including areas of North Asia, such as Mongolia, and the Pacific, like Papua New Guinea, Easter Island, and Hawaii.

136 Introduction to Asian Art: South, Southeast, and Ancient Western Asia (3) UC:CSU IGETC Area 3A
Advisory: *English 101.*

LECTURE, 3 HOURS.

This course follows the historical development of ancient West, South, and Southeast Asian visual art (including painting, sculpture, architecture, and other forms), from prehistory to the present. Art is discussed in its historical and cultural contexts, with emphasis on the art of India, and cultural exchange extending west to Mesopotamia, and southeast to Indonesia, including Buddhist, Hindu, Islamic, Sikh, and other indigenous visual traditions.

139 Introduction to Islamic Art (3) UC:CSU IGETC Area 3A
Advisory: *English 101.*

LECTURE, 3 HOURS.

This course follows the global historical development of Islamic visual art (including painting, sculpture, architecture, and other forms). Art is discussed in its historical and cultural context.

140 Survey of Arts of Africa, Oceania and Ancient America (3) UC:CSU IGETC Area 3A (C-ID ARTH 140)
Advisory: *English 101.*

LECTURE, 3 HOURS; LABORATORY, 1 HOUR.

Thi. introductory survey course follows the development of the visual arts of Africa, the Pacific, and America (with an emphasis on the period before European contact). Art is discussed in its historical and cultural context. Deconstruction of the historiography of these peoples, and critical analysis of methods of display used in exhibiting the visual culture produced, is central to this course.

141 Introduction to African Art (3) UC:CSU IGETC Area 3A
Advisory: *English 101.*

LECTURE, 3 HOURS.

This course examines the history and appreciation of the arts of Africa and the African Diaspora, the continent of Africa within historical, cultural, religious, socio-political, and aesthetic contexts, the impact of African art in Europe and the Americas, and contemporary African art.

151 Introduction to Latin American Art (3) UC:CSU IGETC Area 3A
Advisory: *English 101.*

LECTURE, 3 HOURS.

This course is a survey of the art and architecture of Latin America, beginning with Pre-Columbian period but focusing primarily on the 19th to 21st centuries. This course examines the major historical periods of Latin American history and visual culture. These periods include an introduction to pre-Hispanic civilizations, Colonial rule and Independence, the emergence of Modernism and the Avant-garde, and contemporary art and architecture in Latin America. This course will examine the social, economic, political and religious context of the production and use of the works of art considered.

161 Introduction to American Art (3) UC:CSU IGETC Area 3A
Advisory: *English 101.*

LECTURE, 3 HOURS.

This course is an introductory survey of American Art from its pre-Colonial past to the contemporary era with a focus on the social, political, economic, and philosophical conditions that have resulted in a culturally diverse artistic tradition. The contributions and influences of immigrants, Native Americans, Chicano Americans, Latin Americans, and European Americans are studied in relation to historical contexts.

162 Introduction to California Art and Architecture (3) UC:CSU IGETC Area 3A
Advisory: *English 101.*

LECTURE, 3 HOURS; LABORATORY, 1 HOUR.

This course is an introduction to art in California, with emphasis on the Los Angeles area.

171 Introduction to Global Contemporary Art (3) UC:CSU IGETC Area 3A
Advisory: *English 101.*

LECTURE, 3 HOURS; LABORATORY, 1 HOUR.

This course considers thematic and historical developments of Contemporary visual art (including painting, sculpture, architecture, new media, and other forms), produced by the global community, focusing on Postmodernism, Identity Politics, Diaspora, and Globalization.

181 History Of Women And Art (3) UC:CSU IGETC Area 3A
Advisory: *English 101.*

LECTURE, 3 HOURS.

This introductory course surveys the history of women's contributions to the development of visual arts, with emphasis on the Western world from the Renaissance to the present. Students discuss art in its socio-political context, focusing on factors that impacted the role of women in patronage and production. They investigate methodological approaches, master art historical vocabulary, perform close visual analyses and discuss the representation of women in visual culture.

191 Introduction to Street Art and Urban Visual Culture (1) CSU

LECTURE, 1 HOUR.

This course examines contemporary street art in Los Angeles. Students discuss media, techniques, and subject matter as well as the social, political, and economic influences on the development of graffiti and street art. Students gain appreciation for visual culture in the urban environment, including but not limited to murals, sculpture, architecture, site-specific, and transient work.

196 Current Art Events and Exhibitions (0.5) CSU

LECTURE, 0.5 HOUR.

Current art exhibits in the greater Los Angeles area are visited, and discussed, taking into consideration the historical context of the selected works displayed. Discussion of these activities may include guest artists and faculty. Exploration of concept and themes concerning art and cultural institution governing and the practice of art may also be considered. Exhibitions at the following institutions may be included: The Getty Center, the Getty Villa, the Los Angeles County Museum of Art, the Hammer Museum, the Fowler Museum, the Museum of Contemporary Art, the Huntington Museum, the Pacific Asia Museum, the Skirball Museum, the Museum of African Art, the Pasadena California Art Museum, the Autry Museum, and the Vincent Price Art Museum. Galleries, artist studios, and other art-related events in and around the Los Angeles area may be included.

200 Introduction to Museum Studies and Gallery Practices (3) CSU
Advisory: *English 101.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This is an introductory course about Museum Studies and Gallery Practices including, but not limited to, the history and philosophy of museums; the social, economic, and political trends that shape museums; the staffing, management, and financing of museums; and the multiple functions of museums, such as the collection and care of objects, exhibition design and interpretation, education programs, research activities, library collections, and public relations. The course also includes curatorial strategies, exhibition design, proper handling of artworks and their installation, gallery preparation and maintenance, gallery lighting, production and distribution of press releases, announcements, exhibitions lists, and related gallery literature. Students personally engage with museum professionals, including: Department directors, curators, registrar, conservators, collection managers, educators, exhibit designers, and art preparation staff.

201 Visual Cultural Studies Museum Internship (3) CSU
Prerequisities: *Art History 100 and Art History 200.*
Advisory: *English 101.*

LABORATORY, 10 HOURS.

This course is a faculty mentored independent study in visual cultural studies at a participating museum. Participating institutions should commit to a visual cultural studies approach to education, curation, management, and public service. This course requires lab hours on site and the sponsorship of a research project or paper with a ELAC faculty mentor. Internships and areas of research may include, but are not limited to: Communications and Marketing; Research; Education; Curation; Design; Conservation and Restoration; Registrar; Management; Development; History and Theory of Museums; In-depth study on an area of specialization relating to the museum's mission.

285 Directed Study - Art History (2) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Art 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 IN ANY ONE DISCIPLINE.

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

***P1 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, Professor

Adjunct Associate Professors

Brow, Paul
Fortune, Brian
Ibarra, Baudelio
Melendez, Jesus
Soltero, Oswaldo

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 048	Customer Service	3
CAOT 082***	Microsoft Office Suite	3
AUTOMO 101	Introduction to Automobile Technology	4
AUTOMO 185	Directed Study- Automobile Technology	1
	Total	*11*

****This course has an advisory.*

Undercar Specialist

The courses listed for the Undercar Specialist Skills Certificate are selected to provide students with a competent level of job training needed to specialize in undercar maintenance, brakes, steering, suspension, and alignment. The award is designed to prepare students for employment and career advancement in the automotive industry as undercar specialists.

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

The Automobile Technology Certificate of Achievement is designed to prepare students for employment as automotive technicians. Training is provided in both theory and hands-on practical exercises. Directed practical work is assigned in all areas of automotive maintenance and light repair under simulated on-the-job conditions. The program provides the student the opportunity to acquire the knowledge, skills, and industry driven certifications needed to be competitive in the automotive industry.

SUBJECT & NO.	COURSE	UNITS
AUTOMO 101	Introduction to Automobile Technology	4
AUTOMO 111	Engine Repair and Rebuilding	5

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
LOGTIC 108	Industry Safety Fundamentals	3
ELECTIVES - SELECT AT LEAST 2 UNITS FROM THIS LIST		
AUTOMO 115	Automobile Repair Work Experience	2
AUTOMO 185	Directed Study - Automobile Technology	1
AUTOMO 285	Directed Study - Automobile Technology	2
AUTOMO 385	Directed Study - Automobile Technology	3
	Total	*49*

Cooling Systems and Climate Control Specialist

This Certificate of Achievement program trains students to service, diagnose, and repair heating, ventilation, air conditioning, and cooling systems, and read writing and technical schematics. Students will earn their MACS (Mobile Air Conditioning Society) 609 Certification. The license will enable students to purchase and handle refrigerants such as R12 and R134a. Students will use the latest air conditioning and cooling system equipment such as air conditioning, recovery and recycling machines, cooling system flush machine, and electrical and mechanical test equipment. This program prepares students for ASE (Automotive Service Excellence) certification.

SUBJECT & NO.	COURSE	UNITS
AUTOMO 111	Engine Repair and Rebuilding	5
AUTOMO 601	Automobile Electrical/Electronic Systems	5
AUTOMO 701	Automobile Heating and Air Conditioning	5
LOGTIC 108	Industry Safety Fundamentals	3
	Total	*18*

Drivetrain Specialist

This Certificate of Achievement program trains students to repair and diagnose automatic and manual transmissions, clutches, differentials, and drive axles. Students will rebuild automatic and manual transmissions, rear wheel drive and front wheel drive transmissions, and drive axles. Students will used specialized tools, electronic and mechanical tools such as scan tools, vacuum and pressure gauges, and other specialized hand tools. This program will prepare students for ASE (Automotive Service Excellence) certification.

SUBJECT & NO.	COURSE	UNITS
AUTOMO 111	Engine Repair and Rebuilding	5
AUTOMO 201	Automatic Transmission and Transaxle	5
AUTOMO 301	Manual Drive Train Axles	5
LOGTIC 108	Industry Safety Fundamentals	3
	Total	*18*

Engine Performance and Drivability

Upon completion of this Certificate of Achievement, students are qualified to enter the clean air car course and begin working as drivability technicians. This program is not limited to just entry-level students - technicians currently in the field can also benefit from this certificate program. Students will learn new technologies and use the latest equipment in the automotive industry such as scant tools, engine analyzers, gas analyzers, and mechanical electronic gauges. This certificate will also prepare students for ASE (Automotive Service Excellence) certification and smog check license preparation.

SUBJECT & NO.	COURSE	UNITS
AUTOMO 111	Engine Repair and Rebuilding	5
AUTOMO 601	Automobile Electrical/Electronic Systems	5
AUTOMO 801	Advanced Engine Performance	5
LOGTIC 108	Industry Safety Fundamentals	3
	Total	*18*

ASSOCIATE DEGREE PROGRAM

Automobile Technology, Associate in Science Degree

The Automobile Technology AS Degree is designed to prepare students for employment as automotive technicians. Training is provided in both theory and hands-on practical exercises. Directed practical work is assigned in all areas of the automotive maintenance and light repair under simulated on-the-job conditions. The program provides the student the opportunity to acquire the knowledge, skills, and industry driven certifications needed to be competitive in the automotive industry. This Associate in Science (AS) Degree requires the completion of the Automobile Technology Certificate of Achievement as well as general education requirements.

SUBJECT & NO.	COURSE	UNITS
COMPLETE THE FOLLOWING 10 COURSES:		47
AUTOMO 101	Introduction to Automobile Technology	4
AUTOMO 111	Engine Repair and Rebuilding	5
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
LOGTIC 108	Industry Safety Fundamentals	3
ELECTIVES - COMPLETE AT LEAST 2 UNITS FROM THE FOLLOWING		
AUTOMO 115	Automobile Repair Work Experience	2
AUTOMO 185	Directed Study - Automobile Technology	1
AUTOMO 285	Directed Study - Automobile Technology	2
AUTOMO 385	Directed Study - Automobile Technology	3
AUTOMO 901	Hybrid Service and Safety	4
LACCD GENERAL EDUCATION PLAN		21
	Total	*70*

SUBJECTS & COURSE DESCRIPTIONS

Automobile Technology (AUTOMO)

101 Introduction to Automobile Technology (4) CSU

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course is designed to introduce fundamental operation of an automobile and its systems to students with little or no automotive knowledge. Discussion, demonstration, and hands on exercises are used throughout the course to facilitate the overall understanding of how a

vehicle operates. Students acquire a basic understanding of automotive systems as well as develop essential skills to continue in the automobile technology program.

111 Engine Repair and Rebuilding (5) CSU
LECTURE, 3.5 HOURS; LABORATORY, 3.5 HOURS.
This course presents the basic principles of operation, nomenclature, and repair of the internal combustion engine. This course emphasizes problem solving skills as they apply to diagnosing engine mechanical problems. Topics include engine design, cylinder block assembly, cylinder head and valve train, lubrication system, cooling system, servicing the engine block, servicing the cylinder head, piston and ring service, gaskets, seals, and engine problem diagnosis.

115 Automobile Repair Work Experience (2) CSU
LABORATORY, 6 HOURS.
This course provides a repair facility atmosphere for students wanting to expand and fine-tune their automotive work skills. Students are assigned actual customer vehicles, thus simulating real work experience at an automobile repair facility.

201 Automatic Transmission and Transaxle (5) CSU
LECTURE, 3 HOURS; LABORATORY, 4 HOURS.
The course is designed to provide the student with the basic skills necessary to diagnose drive train and automatic transmission malfunctions. The topics presented include the construction, operation, maintenance, and adjustment of automatic transmission and drive train components as well as use of special tools. Students work in a laboratory environment where they are required to overhaul automatic transmissions, both front and rear wheel drive.

301 Manual Drive Train Axles (5) CSU
LECTURE, 3 HOURS; LABORATORY, 4 HOURS.
This course presents the theory and skills needed to diagnose and repair manual transmissions, transaxles, and drive-line components. Topics include: Clutches, drivelines, half-shafts, transmissions, differentials, transfer cases, and related four-wheel-drive systems. Theory and hands-on experiences are utilized and at least one rear wheel drive and one front wheel drive transmission are disassembled, inspected, and reassembled.

401 Suspension, Steering, and Wheel Alignment (5) CSU
LECTURE, 3 HOURS; LABORATORY, 4 HOURS.
This course presents the theory and skills needed to diagnose and repair worn suspension components, steering components, 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 learn the theory and acquire the skills needed to pass the ASE examination.

501 Automobile Braking Systems (5) CSU
LECTURE, 3 HOURS; LABORATORY, 4 HOURS.
This course studies theory, operation, inspection, repair, and diagnosis of the modern automotive brake system. Extensive hands-on training includes replacing worn components, turning drums and rotors, bleeding and adjusting brakes, and the diagnosis and repair of anti-lock brake system. Upon successful completion of this course, students will be able to perform a complete brake job, and they have the skills to pass the Automotive Service Excellence (ASE) Brake Examination.

601 Automobile Electrical/Electronic Systems (5) CSU
LECTURE, 3 HOURS; LABORATORY, 4 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 systems (SRS), accessories, ignition, computer-controlled actuators and hybrid electronics.

701 Automobile Heating and Air Conditioning (5) CSU
LECTURE, 3.5 HOURS; LABORATORY, 3.5 HOURS.
This course is designed to provide instruction in the operation and repair of the modern automotive heating and air conditioning systems. With modern equipment students get hands-on experience testing, servicing, and repairing the automotive heating and air conditioning system as well as converting R-12 systems to R-134a. In addition, the Mobile Air Conditioning Society (MACS) license exam is covered and the test administered during this class.

801 Advanced Engine Performance (5) CSU
LECTURE, 3 HOURS; LABORATORY, 4 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.

901 Hybrid Service and Safety (4)
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This is an introductory course to service and safety procedures on Hybrid-Electric Vehicles. Topics include: Various Hybrid-Electric designs, operation, service, and safety of vehicles currently in production, as well as those being developed for the future. Students achieve a basic understanding of complex Hybrid-Electric systems through research and lab practices. Students learn safety and operation procedures of equipment used during diagnosis, maintenance, repair, and service of Hybrid-Electric Vehicles.

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 allow students to pursue Directed Study in Automobile 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 IN ANY ONE DISCIPLINE.

Business Administration Department

***F7-303** • (323) 415-4149*

Start your pathway for degrees and certificates that can lead to high-paying careers with options provided by the ELAC Business Administration Department. Employers constantly seek to hire people who understand business, technology, accounting, and law. Are you interested in being your own boss and starting or growing your own business? We also offer entrepreneurship and financial literacy courses that can prepare you to thrive outside of your traditional career or job.

The Business Administration Department at ELAC hosts a variety of subjects, certificates, and degrees for students seeking to transfer, change careers, prepare for a promotion, or develop life-long skills. The subjects, aka disciplines under the business administration department, are Business, Management, Finance, Marketing, Supervision, Hospitality, Accounting, Law, Real Estate, Computer Information Systems, and Computer Science.

You will find associate degree pathways designed for students seeking to transfer and certificates designed to build skills for students seeking advancement in the workforce and their careers. Additionally, we offer courses that are ideal for anyone interested in building personal skills and understanding topics such as entrepreneurship, financial literacy, or real estate.

Business and Management is very broad and involves many different subject matters. The business administration department offers the ideal introduction to Business course, known as BUS 001 – Introduction to Business. This course will introduce students to topics that will be covered in future courses in the pathway to a variety of certificates and degrees. Students who do not intend to transfer can also benefit from other skills-building courses such as entrepreneurship, entrepreneurship courses currently under the management discipline at ELAC, personal finance, investments, supervision, and marketing/sales.

In the field of Accounting, we offer an Associate Degree program, as well as certificates, skills sets, and courses in a wide range of areas including Financial, Managerial, Governmental, Cost, International, and Forensics accounting, as well as Auditing and Taxation.

In the field of the Computer Sciences, we offer an Associate Degree program, as well as certificates, skills sets, and courses in both Computer Science and Computer Information Systems, covering a range of information from basic computer principles, computer applications, and the Internet to major programming languages including Visual Basic, C++, C#, JAVA, JavaScript, Python, and others, as well as Operating Systems, Cloud Computing, Cyber Security, and Web Design.

In the legal field, we offer an Associate Degree for Transfer program as well as certificates, in the areas of law, public policy, and international law as well as the field of executive legal assistant. We also offer courses in the areas of Business Law, Civil Rights, International Law, Marriage and Family Law, Wills, Trusts, and Probate Administration, and Environmental Law. Cooperative Education/Internship opportunities can lead to careers in Law, Government, Global Trade, International Relations, and Public Service.

Real estate occupations are generally listed in the top occupations in Los Angeles and Orange counties, with jobs such as commercial and residential real estate sales agents, association/property managers, appraisers, brokers and leasing consultants. However, real estate is such a broad field that there are other job opportunities often overlooked: Assessor, appraiser, title representative, title searcher, title examiner, loan processor, loan underwriter, loan officer, escrow, property manager of apartments, and others. We offer not only an Associate Degree program but numerous certificates and skills sets in the field of real estate.

In addition, we have program and course offerings in the areas of Business Management, Hospitality, Marketing, Supervision, and Finance, which help individuals to become entrepreneurs, work for major businesses, or governmental institutions.

All of our courses can lead to excellent job opportunities and/or transfer to universities.

Faculty

Aguirre, Frank J., Chair, Associate Professor, Business, Finance, Management, Marketing, Supervision
Alvarado, Jennifer J., Vice Chair, Associate Professor, Accounting
Anderson, Dr. Olivia V., Professor, Law, Real Estate
Chin, Christopher, Assistant Professor, Business
Espinoza, Adolfo, Associate Professor, Accounting
Khollesi, Babak, Vice Chair, Associate Professor, Computer Information Systems, Computer Science
Lin, Simon H., Associate Professor, Computer Information Systems, Computer Science
Powers, Courtney, Associate Professor, Law
Ramirez, Laura E., Associate Professor, Business, Finance, Management, Marketing, Supervision
Rodriguez, Carlos, Associate Professor, Computer Information Systems, Computer Science
Samson, Filemon, J.D., Associate Professor, Law
Sheran, Helen, Professor, Computer Information Systems, Computer Science
Toma, Ryan, Associate Professor, Accounting
Yeung, Isabel F., Professor, Accounting

Adjunct Associate Professor

Anaya, Martin, Computer Information Systems, Computer Science
Amanda, Andres, Business

Bahbah, Ahmed I., Accounting
Beppu, Lisa J., Computer Information Systems, Computer Science
Bly, Marion, Business
Bourquia, Siham, Computer Information Systems, Computer Science
Brumell, Bertis, Accounting
Cadavid, Anthony M., Business, Marketing
Chacon, Juan, Computer Information Systems, Computer Science
Dehkhoda, Abbas, Computer Information Systems, Computer Science
Fraser, Bernadette A., Business
Freedman, David, Computer Information Systems, Computer Science
Gomis, Vincent, Accounting
Hernandez, Cynthia, Law
Hsu, Chiasheng, Accounting, Accounting
Kojima, Satoshi, Accounting
Kol, Koda, Computer Information Systems, Computer Science
Macias, Mark A., Computer Information Systems, Computer Science
Manah, Stephen M., Accounting
Manoochehri, Cecelia M., Business
Matsumoto, Koichi, Business
McGarrell, Roy, Accounting
McLinden, Daniel, Law
Nguyen, Hai, Accounting
Nguyen, Tuan, Computer Information Systems, Computer Science
Okubo, Toshihiro, Accounting
Ozur, Ron, Accounting
Parsakar, Nazissa, Law
Perez, Imelda, Business
Scott, Jacqueline, Computer Information Systems, Computer Science
Seetao, Dave, Computer Information Systems, Computer Science
Tran, Kyle, Computer Information Systems, Computer Science
Wan, Mei-Lee, Computer Information Systems, Computer Science
Zand, Sohrab, Business
Zhao, Yan Shu, Accounting
Zhe, Li, Accounting

EDUCATIONAL PROGRAMS

SUBJECTS

- Accounting
- Business
- Computer Information Systems
- Computer Science
- Finance
- Hospitality
- Law
- Management
- Marketing
- Real Estate
- Supervision

SKILLS CERTIFICATES

- Accounting Assistant with QuickBooks
- Advanced Accounting Specialist
- Advanced Government Accounting Specialist
- Cloud Computing 1
- Computer and Business Essentials
- Cyber Security
- Hospitality
- Legal Office Assistant
- Micro Business Management
- Real Estate Broker Pathway
- Real Estate Sales

CERTIFICATES OF ACHIEVEMENT

- Accounting
- Business Management I
- Business Marketing I
- Cloud Computing
- Computer Science Information Technology-Microcomputers
- Computer Science Information Technology-Programming
- Executive Legal Assistant
- International Law and Public Policy Administration
- Legal Support Professional
- Real Estate Broker
- Tax Fundamentals

ASSOCIATE DEGREE PROGRAMS

- Accounting
- Business Adminstration 2.0 for Transfer
- Business Management
- Computer Science Information Technology
- Law, Public Policy, and Society for Transfer
- Marketing
- Real Estate

SKILLS CERTIFICATES

Accounting Assistant with QuickBooks

A student pursuing this skills certificate gains fundamental accounting knowledge and practices in bookkeeping skills using Quickbooks.

SUBJECT & NO.	COURSE	UNITS
ACCTG 001	Introductory Accounting I	5
ACCTG 032	Accounting Using QuickBooks Pro	3
	Total	*8*

Advanced Accounting Specialist

The Advanced Accounting Specialist skills certificate is for students pursuing an accounting career. The skills certificate is stackable, available to students on the pathway to the Accounting Certificate of Achievement, Accounting Associate in Arts degree, and the Associate in Science in Business Administration 2.0 for Transfer. Students gain training in accounting principles and the use of

accounting data for maintaining accounting records, preparing financial reports, financial analysis, managerial planning, cost control, and decision-making.

SUBJECT & NO.	COURSE	UNITS
ACCTG 001	Introductory Accounting I	5
ACCTG 002*	Introductory Accounting II	5
	Total	*10*

**This course has a prerequisite.*

Advanced Government Accounting Specialist

A student pursuing the Advanced Government Accounting Specialist skills certificate will gain knowledge of the accounting and financial reporting standards for state and local government organizations and not-for-profit sectors. Completion of this skills certificate prepares students for entry-level and promotional positions in government and non-profit organizations.

SUBJECT & NO.	COURSE	UNITS
ACCTG 045	Governmental Accounting I	3
ACCTG 046*	Governmental Accounting II	3
	Total	*6*

**This course has a prerequisite.*

Cloud Computing 1

This certificate enables students to learn the basic functions of the emerging Cloud technology, and it will also leads to Cloud Computing Certificate of Achievement. Students after completing this certificate will develop competence in this subject area.

SUBJECT & NO.	COURSE	UNITS
CIS 192	Introduction to Cloud Computing	3
CIS 193	Database Essentials in Amazon Web Services	3
CIS 194	Compute Engines in Amazon Web Services	3
CIS 195	Security in the Cloud	3
	Total	*12*

Computer & Business Essentials

This skills certificate in Computer & Business Essentials prepares students for the workforce in a formal business and office environment. It is comprised of courses that connect students to the use of computers and technology as well as the various functions involved in any business or organization's operations. Two of the courses in this skills certificate (BUS 001 and CIS 101) are courses that may meet transfer requirements for many university's business and management bachelor's degree programs.

SUBJECT & NO.	COURSE	UNITS
CIS 101	Introduction to Computers and Their Uses	3
CIS 123*	Microcomputers in Business	3
ONE COURSE FROM THE FOLLOWING:		
BUS 001	Introduction to Business	3
CIS 111	Supporting Windows Desktops	3
CIS 120*	Introduction to Databases	3
	Total	*9*

**This course has a prerequisite.*

Cyber Security

This skills certificate prepares students for entry-level positions in the field of cyber security. Students gain an understanding of the technological needs, threats, and weaknesses in cybersecurity both in on-premises computing infrastructures and Internet architectures (Cloud Computing).

SUBJECT & NO.	COURSE	UNITS
CIS 162	Cyber Security I	3
CIS 210	Introduction to Computer Networking	3
CIS 222	Maintenance and Troubleshooting	3
ELECTIVE COURSES: CHOOSE TWO COURSES FROM THE FOLLOWING:		
CIS 192	Introduction to Cloud Computing	3
CIS 195	Security in the Cloud	3
ELECTRN 132	Certified Ethical Hacking	2
CS 152	Server-Side Ruby Web Programming	3
	Total	*14-15*

Hospitality

This skills certificate in hospitality is comprised of a series of course options focused on developing students' academic foundation and knowledge in the hospitality industry as a supervisor and management level. The required courses HOSP 100 and SUPV 001 prepare students for a career in the hospitality industry beyond entry-level. The elective options in this certificate are courses that allow students to choose a path to increase their knowledge in macro, operational, customer, and entrepreneur levels of hospitality operations depending on the student's interests and goals.

SUBJECT & NO.	COURSE	
HOSPT 100	Introduction to the Hospitality Industry	3
SUPV 001	Elements of Supervision	3
ELECTIVE COURSES: CHOOSE ONE COURSE		
ACCTG 001	Introduction Accounting I	5
ECON 002	Principles of Macroeconomics	3
BUS 015	Business Statistics	3
FAM & CS 031	Marriage and Family Life	3
LAW 008	Law and Society	3
MGMT 013	Small Business Entrepreneurship	3
	Total	*9-11*

Legal Office Assistant

This certificate gives the student basic knowledge and skills necessary to assist in modern computerized office operations of law firms, government offices and law-related businesses, together with a fundamental understanding of the legal system indispensable to supporting the functions of legal environment office operations. These courses provide students with basic knowledge of professional office computer systems, combined with an understanding of the legal system and basic knowledge of legal practices and procedures.

SUBJECT & NO.	COURSE	UNITS
LAW 001	Business Law I	3
LAW 002	Business Law II	3

CIS 101	Introduction to Computers and Their Uses	3
	Total	*9*

Micro Business Management

The courses in this certificate will help students understand business, entrepreneurship, marketing, accounting, and personal finance. These are all important topics for future and current entrepreneurs. The curriculum introduces students to small business ownership and sales/marketing. Students will be prepared to be freelancers and independent contractors for large and small businesses.

SUBJECT & NO.	COURSE	UNITS
BUS 001	Introduction to Business	3
MGMT 013	Small Business Entrepreneurship	3
FINANCE 008	Personal Finance and Investments	3
OR		
ACCTG 001	Introductory Accounting I	5
MARKET 001	Principles of Selling	3
OR		
MARKET 011	Fundamentals of Advertising	3
	Total	*12-14*

Real Estate Broker Pathway

This skills certificate is focused on preparing students with the foundations for a career as a real estate broker. Additionally, this certificate guides students toward completing the required broker exam qualifications as identified by the California Department of Real Estate. Applicants for a real estate broker license examination must have successfully completed the courses (college-level & 3 or 5 unit courses) listed in this certificate, in addition to other courses in order to qualify for the California Real Estate Broker License exam. These courses meet the state of California broker qualification of course completion at an institution of higher learning accredited by the Western Association of Schools and Colleges.

SUBJECT & NO.	COURSE	UNITS
REQUIRED COURSES: CHOOSE FOUR COURSES		
REAL ES 003	Real Estate Practices	3
REAL ES 005	Legal Aspects of Real Estate I	3
REAL ES 007	Real Estate Finance	3
REAL ES 009	Real Estate Appraisal I	3
REAL ES 021	Real Estate Economics	3
ACCTG 001	Introductory Accounting I	5
	Total	*12-14*

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 011	Escrow Principles	3
TWO COURSES FROM THE FOLLOWING:		6
REAL ES 001	Real Estate Principles	3
REAL ES 003	Real Estate Practices	3
REAL ES 005	Legal Aspects of Real Estate I	3
REAL ES 007	Real Estate Finance	3
	Total	*9*

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 001	Real Estate Principles	3
REAL ES 003	Real Estate Practices	3
ONE COURSE FROM THE FOLLOWING:		3
ACCTG 001	Introductory Accounting I	5
LAW 001	Business Law I	3
REAL ES 005	Legal Aspects of Real Estate I	3
REAL ES 007	Real Estate Finance	3
REAL ES 009	Real Estate Appraisal I	3
REAL ES 011	Escrow Principles	3
REAL ES 014	Property Management	3
REAL ES 017	Mortgage Loan Brokering	3
REAL ES 021	Real Estate Economics	3
REAL ES 024	Common-Interest Developments	3
	Total	*9-11*

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 001	Introductory Accounting I	5
ACCTG 002*	Introductory Accounting II	5
ACCTG 015*	Tax Accounting I	3
LAW 001	Business Law I	3
CIS 101	Introduction to Computers and Their Uses	3
	Total	*19*

**This course has a prerequisite.*

Business Management I

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 him or herself.

SUBJECT & NO.	COURSE	UNITS
BUS 001	Introduction to Business	3
BUS 011	Job Retention and Responsibility	1
FINANCE 002	Investments	3
MGMT 002	Organization and Management Theory	3
MGMT 006	Public Relations in Business	3
MGMT 015	Small Business Management II	3
FINANCE 008	Personal Finance and Investments	3
OR		
ACCTG 001	Introductory Accounting I	5
SUPV 001	Elements of Supervision	3
MGMT 013	Small Business Entrepreneurship	3

MARKET 001	Principles of Selling	3
OR		
MARKET 011	Fundamentals of Advertising	3
	Total	*28-30*

Business Marketing I

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
BUS 001	Introduction to Business	3
BUS 011	Job Retention and Responsibility	1
CIS 101	Introduction to Computers and Their Uses	3
MARKET 001	Principles of Selling	3
MARKET 011	Fundamentals of Advertising	3
MARKET 023	Introduction to Social Media Marketing	3
THREE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW:		3
MGMT 013	Small Business Entrepreneurship	3
MGMT 015	Small Business Management II	3
SUPV 001	Elements of Supervision	3
	Total	*19*

Cloud Computing

The Cloud Computing Certificate of Achievement provides the student with the industry standard skills to understand and develop applications for the cloud. Students will learn a range of topics that cover the technical principals of the hardware and software requirements to run systems in the cloud, including storage, database management and software systems while maintaining secure access. The certificate requires 18 units. A minimum grade of C is required in each course taken.

SUBJECT & NO.	COURSE	UNITS
CIS 192	Introduction to Cloud Computing	3
CIS 193	Database Essentials in Amazon Web Services	3
CIS 194	Compute Engines in Amazon Web Services	3
CIS 195	Security in the Cloud	3
SIX UNITS FROM THE FOLLOWING:		6
CIS 101	Introduction to Computers and Their Uses	3
CS 119	Python Programming	3
CS 152	Server-Side Ruby Web Programming	3
	Total	*18*

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
CIS 101	Introduction to Computers and Their Uses	3
CIS 111*	Supporting Windows Desktops	3
CIS 120*	Introduction to Databases	3
CIS 123*	Microcomputers in Business	3
CIS 210	Introduction to Computer Networking	3
CS 111	Programming in Visual Basic	3
	Total	*18*

**This course has a prerequisite.*

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
CIS 101	Introduction to Computers and Their Uses	3
CIS 120*	Introduction to Databases	3
CS 111	Programming in Visual Basic	3
CS 113	Programming in JAVA	3
CS 116*	Programming in C++	3
CS 136*	Introduction to Data Structures	3
CS 216*	Object-Oriented Programming in C++	3
	Total	*21*

**This course has a prerequisite.*

Executive Legal Assistant

This program is designed to give the student essential knowledge of the skills necessary to manage the business aspects of law office operations, together with a fundamental understanding of the legal system indispensable to the performance of a supporting role to attorneys in the practice of law. These courses provide students with an understanding of the legal system and basic knowledge of legal practices and procedures.

SUBJECT & NO.	COURSE	UNITS
CIS 101	Introduction to Computers and Their Uses	3
ACCTG 001	Introductory Accounting I	5
LAW 001	Business Law I	3
LAW 002	Business Law II	3
OR		
LAW 931	Cooperative Education-Law	3
BUS 001	Introduction to Business	3
OR		
SUPV 001	Elements of Supervision	3
	Total	*17*

International Law and Public Policy Administration

The International Law and Public Policy Administration Certificate of Achievement provides the student essential knowledge of the skills necessary to manage the business aspects of an international law, business or government office, together with a fundamental understanding of the international legal system indispensable to the performance of a supporting role to attorneys, business executives, regulators and other legal professionals in international law related industries. These courses provide students with basic knowledge of international law-related industries including government, business, nonprofit, regulatory, legal, and international trade. The certificate requires 18 units. A minimum grade of C is required in each course taken.

SUBJECT & NO.	COURSE	UNITS
COMPLETE THE FOLLOWING COURSES:		9
LAW 001	Business Law I	3
CIS 101	Introduction to Computers and their Uses	3
LAW 021	International Public Law	3
ELECTIVE COURSES		9
ECON 011	Economics of Globalization	3
OR		
POL SCI 002	Introduction to Comparative Politics	3
INT BUS 001	International Trade	3
OR		
LAW 026	International Law of Business and Commerce	3
LAW 002	Business Law II	3
OR		
LAW 931	Cooperative Education - Law	3
	Total	*18*

Legal Support Professional

This program is an interdisciplinary program designed to increase students' understanding of the knowledge and skills needed in the legal industry and law-related fields. Upon completion, students are prepared to enter employment working with attorneys and legal professionals in law firms and law-related public and private offices.

SUBJECT & NO.	COURSE	UNITS
PHILOS 006	Logic in Practice	3
OR		
COMM 104	Argumentation and Debate	3
ENGLISH 101	College Reading and Composition	3
OR		
ENGLISH 101X	College Reading and Composition I Plus 1-Hour Lab	3
OR		
ENGLISH 101Y	College Reading and Composition I Plus 2-Hour Lab	3.5
OR		
ENGLISH 101Z	College Reading and Composition I Plus 3-Hour Lab	4
OR		
E.S.L. 110	College Composition for Non-Native Speakers	4
LAW 008	Law and Society	3
CIS 101	Introduction to Computers and Their Uses	3
LAW 001	Business Law I	3
LAW 002	Business Law II	3
OR		
LAW 931	Cooperative Education-Law	3
	Total	*18-19*

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 003	Real Estate Practices	3
REAL ES 005	Legal Aspects of Real Estate I	3
REAL ES 007	Real Estate Finance I	3
REAL ES 009	Real Estate Appraisal I	3
REAL ES 021	Real Estate Economics	3
THREE COURSES FROM THE FOLLOWING:		9-11
ACCTG 001	Introductory Accounting I	5
LAW 001	Business Law I	3
REAL ES 001	Real Estate Principles	3
REAL ES 011	Escrow Principles	3
	Total	*24-26*

Tax Fundamentals

This certificate includes introduction to accounting, business law, ethics, and an overview of taxation for individuals and businesses. This certificate requires 17 units. A minimum grade of C is required in each course in the certificate.

SUBJECT & NO.	COURSE	UNITS
ACCTG 001	Introductory Accounting I	5
ACCTG 015*	Tax Accounting I	3
ACCTG 016*	Tax Accounting II	3
ACCTG 019	Ethics for Accounting Professionals	3
LAW 001	Business Law I	3
	Total	*17*

**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
COMPLETE THE FOLLOWING COURSES:		37
ACCTG 001	Introductory Accounting I	5
ACCTG 002*	Introductory Accounting II	5
ACCTG 003*	Intermediate Accounting I	3
ACCTG 012*	Auditing	3
ACCTG 015*	Tax Accounting I	3
ACCTG 032	Accounting Using QuickBooks Pro	3
ACCTG 045	Governmental Accounting I	3

BUS 001	Introduction to Business	3
CIS 101	Introduction to Computers and Their Uses	3
LAW 001	Business Law I	3
SUPV 001	Elements of Supervision	3
COMPLETE SIX UNITS FROM THE FOLLOWING:		6
ACCTG 011	Cost Accounting	3
ACCTG 016*	Tax Accounting II	3
ACCTG 019	Ethics for Accounting Professionals	3
ACCTG 021	Bookkeeping and Accounting I	3
ACCTG 046*	Governmental Accounting II	3
FINANCE 008	Personal Finance and Investments	3
LAW 002	Business Law II	3
LACCD GENERAL EDUCATION PLAN		21
	Total	*61*

Note: CIS 101 (3 units) may be double counted in GE Area D2.

**This course has a prerequisite.*

Associate in Science in Business Administration 2.0 for Transfer

The Associate in Science in Business Administration 2.0 for Transfer Degree meets the lower division course requirements necessary for the California State University (CSU) system. The Business Administration curriculum is designed for students who are interested in an encompassing, formal business education. Upon successful completion of this program, the student will have an extensive background in the principles and practices of the business world.

Students will accuire a broad fundamental knowledge of the theory and practice of business and the skills needed to successfully apply their knowledge in a professional environment.

After completing an Associate in Science in Business Administration 2.0 for Transfer Degree, students will be able to: 1) Prepare a business plan. 2) Analyze and explain human relations and their implication for management and their employees. 3) Evaluate the use of financial budgeting concepts to make sound decisions in managing their personal finances. 4) Write a short essay in response to a given topic on the major concepts of a business organization from the following: management, marketing, finances, human resources, ecoconomics, legal forms of business ownership and international global environments. 5) Demonstrate an industry standard skill-set when using relevant technology sources.

To be awarded the Associate in Science in Business Administration 2.0 for Transfer Degree, students must adhere to the Associate Degree for Transfer requirements: 1) Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University (CSU) system, including both of the following: (a) the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education - Breadth Requirements. b) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis as determined by the community college district. 2) Obtain a minimum grade point average of 2.0. The Associate Degree for Transfer (ADT) also requires that students must earn a C or better in all courses required for the major or areas of emphasis.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
ACCTG 001	Introductory Accounting I	5
ACCTG 002*	Introductory Accounting II	5
ECON 001	Principles of Microeconomics	3
ECON 002	Principles of Macroeconomics	3
LAW 001	Business Law I	3
MATH 236*	Calculus for Business and Social Science	5
OR		
MATH 235	Finite Mathematics	5
OR		
MATH 261*	Calculus I	5
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
OR		
PSYCH 091	Statistics for the Social and Behavioral Sciences	4
OR		
ECON 020	Statistics for Economics	3
OR		
BUS 015	Business Statistics	3
BUS 001	Introduction to Business	3
TOTAL UNITS FOR THE MAJOR		30-31
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
IGETC OR CSU GE PATTERN		
	Total	*60*

Note: 9 units of major courses may be double counted towards General Education.

**This course has a prerequisite.*

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 him or herself.

SUBJECT & NO.	COURSE	UNITS
COMPLETE THE FOLLOWING COURSES:		38
ACCTG 001	Introductory Accounting I	5
BUS 001	Introduction to Business	3
CIS 101	Introduction to Computers and Their Uses	3
FINANCE 002	Investments	3
FINANCE 008	Personal Finance and Investments	3
LAW 001	Business Law I	3
MARKET 001	Principles of Selling	3
MARKET 011	Fundamentals of Advertising	3
MGMT 013	Small Business Entrepreneurship	3
MGMT 015	Small Business Management II	3
PUB REL 001	Principles of Public Relations	3
SUPV 001	Elements of Supervision	3
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		

LACCD GENERAL EDUCATION PLAN	21
Total	*60*

Note: 6 units of major courses may be double counted in GE Area B2 and D2.

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
COMPLETE THE FOLLOWING 9 COURSES:		27
CIS 101	Introduction to Computers and Their Uses	3
CIS 111*	Supporting Windows Desktops	3
CIS 120*	Introduction to Databases	3
CIS 123*	Microcomputers in Business	3
CIS 210	Introduction to Computer Networking	3
CS 111	Programming in Visual Basic	3
CS 113	Programming in JAVA	3
CS 116*	Programming in C++	3
CS 130*	Introduction to Computer Architecture and Organization	3
COMPLETE NINE UNITS FROM THE FOLLOWING:		9
CIS 148	Introduction to Web Development HTML5 & CSS	3
CIS 162	Cyber Security I	3
CIS 192	Introduction to Cloud Computering	3
CIS 193	Database Essentials in Amazon Web Services	3
CIS 194	Compute Engines in Amazon Web Services	3
CIS 195	Security in Amazon Web Services	3
CIS 222	PC Maintenance and Troubleshooting	2
CS 112**	Programming in JavaScript	3
CS 119	Programming in Python	3
CS 131*	Discrete Structures for Computer Science	3
CS 152	Server-Side Ruby Web Programming	3
CS 213*	Advanced Programming in Java	3
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
Total		*60*

Note: CIS 101 (3 units) may be double counted in GE Area D2.

**This course has a prerequisite.*

***This course has an advisory.*

Associate in Arts in Law, Public Policy, and Society for Transfer

The Associate of Arts in Law, Public Policy and Society for Transfer Degree is designed to meet requirements for transfer to the California State University System (CSU). The degree provides a broad range of courses that are appropriate preparation for a variety of CSU majors such as: American Studies, Communications, Criminal Justice, Criminology, Global Intelligence and National Security, International Relations, Philosophy, Political Science, Social Behavioral Sciences (Political Economy Concentration), etc. Students should consult a counselor and/or the catalog of the transfer college or university to plan a specific program of study to meet the college or university's requirements. The degree also provides students strong critical thinking, writing, and communication skills that are the foundation for success in law school or other graduate programs.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
ADM JUS 001	Introduction to Criminal Justice	3
OR		
ADM JUS 002	Concepts of Criminal Law	3
OR		
ADM JUS 004	Principles and Procedures of the Justice system	3
OR		
LAW 001	Business Law I	3
OR		
LAW 008	Law and Society	3
PHILOS 020	Ethics	3
COMM 101	Public Speaking	3
OR		
COMM 104	Argumentation and Debate	3
OR		
COMM 151	Small Group Communication	3
ENGLISH 101	College Reading and Composition	3
OR		
ENGLISH 101X	College Reading and Composition I Plus 1-Hour Lab	3
OR		
ENGLISH 101Y	College Reading and Composition I Plus 2-Hour Lab	3.5
OR		
ENGLISH 101Z	College Reading and Composition I Plus 3-Hour Lab	4
OR		
E.S.L. 110	College Composition for Non-Native Speakers	4
COMM 104	Argumentation and Debate	3
OR		
ENGLISH 103*	Critical Thinking and Composition	3
OR		
PHILOS 006	Logic in Practice	3
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
OR		
PSYCH 091	Statistics for the Social and Behavioral Sciences	4
OR		
ECON 020	Statistics for Economics	3
OR		
BUS 015	Business Statistics	3
HISTORY 011	Political and Social History of the United States to 1877	3
OR		
HISTORY 012	Political and Social History of the United States from 1865	3
POL SCI 001	The Government of the United States	3

LIST A SELECT TWO COURSES FROM TWO OF THE AREAS BELOW:		6 UNITS
AREA 1: ADMINISTRATIVE OF JUSTICE/CRIMINAL JUSTICE/CRIMINOLOGY		
ADM JUS 001	Introduction to Criminal Justice	3
ADM JUS 002	Concepts of Criminal Law	3
ADM JUS 004	Principles and Procedures of the Justice system	3
ADM JUS 003	Legal Aspects of Evidence	3
ADM JUS 067	Community Relations I	3
ADM JUS 075	Introduction to Corrections	3
SOC 003	Crime and Delinquency	3
AREA 2: BUSINESS		
LAW 001	Business Law I	3
AREA 3: ECONOMICS		
ECON 001	Principles of Microeconomics	3
ECON 002	Principles of Macroeconomics	3
AREA 4: POLITICAL SCIENCE		
POL SCI 005	This History of Western Political Thought	3
POL SCI 002	Introduction to Comparative Politics	3
POL SCI 007	Introduction to International Relations	3
POL SCI 050	Introduction to Research in Political Science	3
AREA 5: PUBLIC POLICY		
PUB REL 001	Principles of Public Relations	3
SOC 002	American Social Problems	3
AREA 6: DIVERSITY		
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
GEOG 002	Cultural Elements of Geography	3
SOC 011	Race and Ethnic Relations	3
AFRO AM 004	The African-American in the History of the U.S. I	3
AFRO AM 005	The African-American in the History of the U.S. II	3
ASIAN 001	Asian American History	3
ASIAN 002	Contemporary Asian American Issues	3
CHICANO 002	The Mexican-American in Contemporary Society	3
CHICANO 007	The Mexican-American in the History of the United States I	3
CHICANO 008	The Mexican-American in the History of the United States II	3
AREA 7: COLLEGE SUCCESS		
COUNSEL 040	College Success Seminar	3
AREA 8: INTERNSHIP/FIELDWORK:		
LAW 931	Cooperative Education - Law	3
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

**This course has a prerequisite.*

***This course has an advisory.*

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
COMPLETE THE FOLLOWING 14 COURSES:		42
BUS 001	Introduction to Business	3
BUS 015	Business Statistics	3
CIS 101	Introduction to Computers and Their Uses	3
FINANCE 002	Investments	3
FINANCE 008	Personal Finance and Investments	3
MARKET 001	Principles of Selling	3
MARKET 011	Fundamentals of Advertising	3
MARKET 023	Introduction to Social Media Marketing	3
MARKET 031	Retail Merchandising	3
MGMT 013	Small Business Entrepreneurship	3
MGMT 015	Small Business Management II	3
PUB REL 001	Principles of Public Relations	3
SOC 004*	Sociological Analysis	3
OR		
PSYCH 013*	Social Psychology	3
SUPV 001	Elements of Supervision	3
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 6 units of major may be double counted in GE Area B2 and D2.

**This course has a prerequisite.*

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
COMPLETE THE FOLLOWING 6 COURSES:		18
REAL ES 001	Real Estate Principles	3
REAL ES 003	Real Estate Practices	3
REAL ES 005	Legal Aspects of Real Estate I	3
REAL ES 007	Real Estate Finance I	3
REAL ES 009	Real Estate Appraisal I	3
REAL ES 021	Real Estate Economics	3
COMPLETE 12 UNITS FROM THE FOLLOWING:		12
ACCTG 001	Introductory Accounting I	5
LAW 001	Business Law I	3
LAW 002	Business Law II	3
REAL ES 011	Escrow Principles	3
REAL ES 014	Property Management	3
REAL ES 017	Mortgage Loan Brokering	3
REAL ES 024	Common-Interest Developments	3
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may

be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Accounting (ACCTG)

001 Introductory Accounting I (5) UC:CSU (C-ID ACCT 110)
LECTURE, 5 HOURS.
Note: Business Administration majors who intend to transfer to a four-year college are advised to take this course their second semester.

This course is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics.

002 Introductory Accounting II (5) UC:CSU (C-ID ACCT 120)
Prerequisite: Accounting 001.

LECTURE, 5 HOURS.

This course focuses on the use and reporting of accounting data for managerial planning, cost control, and decision-making purposes. The course includes broad coverage of concepts, classifications, and behaviors of costs. Topics include cost systems, the analysis and use of cost information, cost-volume-profit analysis, contribution margin, profit planning, standard costs, relevant costs, and capital budgeting.

003 Intermediate Accounting I (3) CSU
Prerequisite: Accounting 001.

LECTURE, 3 HOURS.

This course provides complete analytical application and an advanced review of topics discussed in Accounting 001. Topics include assets (current, fixed, and intangible), investments, financial statements, income taxes, liabilities, stockholders equity, revenue recognition, asset acquisition, and leases.

011 Cost Accounting (3) CSU
Prerequisite: Accounting 002.

LECTURE, 3 HOURS.

In this course, students analyze both managerial and cost accounting, with emphasis on cost and non-cost systems; types of cost; elements of cost; cost behavior; variances for labor, materials, and overhead; indirect expenses; allocation of cost to by-products; and standard cost and budgets.

012 Auditing (3) CSU
Prerequisite: Accounting 002.

LECTURE, 3 HOURS.

In this course, students study the principles of auditing and the techniques used in conducting an independent audit including an exploration of the requisite skills and knowledge needed to conduct an independent audit of financial statements. Practice is given in the preparation of audit working papers and audit reports.

015 Tax Accounting I (3) CSU
LECTURE, 3 HOURS.

In this course, students are provided with a basic understanding of the federal income tax process, federal income tax laws that apply to individuals, and the application of tax principles to specific problems. Topics include gross income and exclusions, business deductions and itemized deductions, losses, certain tax credits and property transactions.

016 Tax Accounting II (3) CSU
Prerequisite: Accounting 001.

LECTURE, 3 HOURS.

This course continues the study of Federal Income Taxes and the analysis of laws as well as consideration of appropriate accounting procedures and preparation of reports and returns as they apply to partnerships, limited liability companies, corporations, and S corporations.

017 Payroll Accounting (2) CSU
Prerequisite: Accounting 001 or Accounting 021.

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, payroll laws and regulations, and the ability to process an organization's payroll.

019 Ethics for Accounting Professionals (3)
LECTURE, 3 HOURS.

This course is a survey and study of ethics in business and accounting areas including the study of moral values, personal integrity, professional accountability, business legitimacy, equity and fairness. This course also includes the study of the Sarbanes-Oxley Act, Codes of conduct, Circular 230, and case analysis.

021 Bookkeeping and Accounting I (3) UC:CSU
LECTURE, 3 HOURS.

This course is the equivalent of the first half of Accounting 001. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, financial statements, and statement analysis. It includes issues relating to asset, revenue and expense recognition, internal controls, bank reconciliation, inventory valuation, and ethics.

032 Accounting Using QuickBooks Pro (3)
LECTURE, 3 HOURS.

This course to perform accounting uses QuickBooks software applications with an emphasis on setting up new companies, data input, updating information on lists, analyzing information, generating reports, and decision making using case studies.

045 Governmental Accounting I (3)

LECTURE, 3 HOURS.

This course is designed to support the development of an understanding of Generally Accepted Accounting Principles (GA/ASP), Governmental Accounting Standards Board (GASB) and financial reporting standards for state and local government organizations. Topics include government accounting concepts, budget preparation and control, fund accounting, debt and fixed asset accounting, Comprehensive Annual Financial Report (CAFR) financial reporting and various other accounting concepts applicable to governmental accounting.

046 Governmental Accounting II (3)

Prerequisite: Accounting 045.

LECTURE, 3 HOURS.

This course is a continuation of Accounting 045. It provides intense study of the accounting and financial reporting procedures for government and not-for-profit sectors. Promulgated accounting standards, conceptual issues, and special topics are examined. This class further explores the updates of financial reporting model and related FASB Codification topics with references to real world institutions, ranging from state and local governments and not-for-profit entities. Course emphasis is on proprietary, fiduciary, and not-for-profit fund accounting as well as financial reporting, auditing, budgeting, and performance measures.

Business (BUS)

001 Introduction to Business (3) UC:CSU (C-ID BUS 110)

LECTURE, 3 HOURS.

Students engage in a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and global society. The course demonstrates how these influences impact the primary areas of business including: organizational structure and design, leadership, human resource management, risk management and insurance, organized labor practices, ethics and social responsibility, marketing, organizational communication, e-business/technology, entrepreneurship, legal, accounting, and financial practices, and the stock and securities market; and therefore how they affect a business' ability to achieve its organizational goals.

011 Job Retention and Responsibility (1)

LECTURE, 1 HOUR.

This course covers a variety of topics related to succeeding at work as an office assistant, an administrative assistant, a secretary, and/or a medical administrative assistant. Topics include job orientation, business office employer expectations, customer service, dealing with difficult co-workers in the office, goal setting and career planning, mentoring, continuing education, and business ethics. Students are also asked to examine their personal lives to determine and correct any potential issues that may hinder their ability to maintain their jobs in an office.

015 Business Statistics (3) UC:CSU IGETC Area 2A

(UC Credit Limit: 1 course maximum from: BUS 015, ECON 020, MATH 227, 227S, and PSYCH 091).

Conditions of Enrollment: Completion of intermediate algebra or the equivalent.

LECTURE, 3 HOURS.

This course covers topics in regression, correlation, experimental design, sampling methods, and other statistical methods with emphasis on their application to problems in practical business administration operations. The students learn to apply the above statistical methodologies to business, economics, information technology, education, health science, and political science decision-making.

Computer Information Systems (CIS)

101 Introduction to Computers and Their Uses (3) UC:CSU (C-ID BUS 140)

(UC Credit Limit: 1 course maximum from: CO SCI 201 or CIS 101 and CAOT 035).

LECTURE, 3 HOURS.

This course teaches concepts of information systems and their role in business. This course focuses on information systems, database management systems, networking, Internet, e-commerce, ethics and security, computer systems hardware and software components, and webpage development. This course includes a hands-on component for developing computer-based solutions to common business problems, and practical workplace skills.

111 Supporting Windows Desktops (3) CSU

Prerequisite: Computer Information Systems 101.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course provides an introduction to operating systems concepts including installation, configuration, file systems, directory structures, memory and storage management, utilities, and maintenance using a variety of operating systems.

120 Introduction to Databases (3) CSU

Prerequisite: Computer Information Systems 101.

LECTURE, S HOURS; LABORATORY, 2 HOURS.

This course covers a complete presentation of database creation and management using Access. It includes database design, creation of tables, forms, queries, reports, macros, integrating data into a database, and using Structured Query Language (SQL).

123 Microcomputers in Business (3) CSU

Prerequisite: Computer Information Systems 101.

LECTURE, 3 HOURS.

This course teaches advanced techniques in word processing and spreadsheets. It includes creating mail-merged documents using Excel and Access data sources, Excel advanced formulas,and the use of advanced adaptive Excel tools (formulas, logic, conditional formatting, data validation, pivot tables, pivot charts, and relationships).

148 Introduction to Web Development HTML5 & CSS (3) UC:CSU

LECTURE, 3 HOURS.

Students learn to build web pages using HTML5. Students gain hands-on experience working with the Linux operating system through open-source software building web pages from scratch. The topics covered include designing basic layout of the page, creating pages with images, links, Forms, Tables, and Media elements, JavaScript, PHP, XML, Apache and MYSQL.

162 Cyber Security I (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course introduces the fundamental concepts and skills required to pursue a career in Cyber Security, Information Security and Risk Management, at an organizational level. Topics covered include hardware, software, processes, communications, applications, policies, and procedures with respect to organizational Cyber Security and Risk Management best practices. This course also assists in the preparation for the CompTIA Security+ certification exams.

192 Introduction to Cloud Computing (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course introduces cloud computing which shifts information systems from on-premises computing infrastructure to highly scalable Internet architectures. The course provides a solid foundation of cloud computing technologies and provides students with the understanding required to effectively evaluate and assess the business and technical benefits of cloud computing and cloud applications. Students analyze a variety of cloud services (storage, servers and software applications) and cloud providers. Case studies are used to examine various industry cloud practices and applications. The course also surveys cloud careers and discusses industry demand for cloud skills.

193 Database Essentials in Amazon Web Services (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course addresses cloud database management which supports a number of different approaches for storing data. In the course, students define, operate and scale both SQL and noSQL data storage solutions. This course considers factors that should be balanced during the design of a storage solution. Principles are applied by performing exercises using Amazon RDS and SQL to create and fill tables, retrieve and manipulate data. Object-based APIs are used to serialize objects to Amazon DynamoDB for noSQL solutions. Topics include automated backups, transaction logs, restoration, and retention.

194 Compute Engines in Amazon Web Services (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

Cloud computing systems are built using a common set of core technologies, algorithms, and design principles centered around distributed systems. In this hands-on introductory course, students use the Amazon Web Services (AWS) Management Console to provision, load-balance and scale their applications using the Elastic Compute Cloud (EC2) and the AWS Elastic Beanstalk. This course discusses, from a developer perspective, the most important reasons for using AWS and examines the underlying design principles of scalable cloud applications.

195 Security in Amazon Web Services (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

Protecting the confidentiality, integrity and availability of computing systems and data is of utmost importance to all organizations. In this hands-on introductory class, students learn how Amazon Web Service (AWS) uses redundant and layered controls, continuous validation and testing, and a substantial amount of automation to ensure the underlying infrastructure is continuously monitored and protected. Students examine the AWS Shared Responsibility Model and access the AWS Management Console to learn more about security tools and features provided by the AWS platform.

210 Introduction to Computer Networking (3) CSU

LECTURE, 3 HOURS.

This course covers the fundamental principles and concepts of networks and data communications. It explores the fundamentals of telecommunications, data and voice transmission, transmission media, network equipment and devices, networking software, topologies, architecture, protocols and standards, the Open Systems Interconnection (OSI) model, Transmission Control Protocol/Internet Protocol (TCP/IP), local area networks (LAN), wide area networks (WAN), and network security.

222 PC Maintenance and Troubleshooting (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course provides an introduction to troubleshooting and maintenance techniques for personal and laptop computers. The course provides the student with applicable knowledge in different hardware such as RAM, hard drives, and processors. A step by step approach is taken to operating system procedures used for maintaining and repairing personal computers. Some of these procedures include virus scan, program installation and removal, and Windows configurations.

Computer Science (CS)

111 Programming in Visual BASIC (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course teaches the fundamental principles of object-oriented programming (OOP) design and concepts, using the Visual Basic programming language. It teaches the basics of the Visual Basic programming language using the latest version of Visual Studio Integrated Development Environment (IDE). Students learn to design and develop programs using the following programming constructs and techniques: data representation using variable and constant objects; sequential, selection, and repetition control structures; designing classes, subroutines, and functions; use of arrays to sort and search data lists; and designing applications with a Graphical User Interface (GUI) using objects such as labels, buttons, text boxes, menus, dialog boxes, and multiple forms.

112 Programming in JavaScript (3) UC:CSU
Advisory: *Computer Information Systems 146.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

Introduces JavaScript to Web developers with HTML and CSS background who wants to create dynamic Web pages and to Server-side programmers who use languages like ASP, JSP, or PHP and would like to add JavaScript programming to their skill sets. Students integrate script elements, outputting to a web document, working with selections, repetition structures, writing functions; and accessibility to create dynamic web applications.

113 Programming in Java (3) UC:CSU (C-ID COMP 122)
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course teaches the fundamental principles of object-oriented programming design and concepts to design applications, using the Java programming language. It uses the latest version of the Java Standard Edition Development Kit. Students learn to design and develop programs using the following programming techniques and constructs: Algorithm development, data representation using variable and constant objects; control structures; designing classes, methods, and functions; use of arrays; and Graphical User Interface design.

116 Programming in C++ (3) UC:CSU (C-ID COMP 122)
Prerequisite: *Computer Information Systems 101.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

In this course, students are introduced to basic concepts of Computer Science, problem-solving methods, algorithms, software design principles, testing, debugging, and basics of C++. Topics include variables, expressions, data types, input/output (I/O), branches, loops, functions, parameter passing, file I/O, and arrays.

119 Programming in Python (3) UC:CSU
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course covers topics of the Python language, which include: Data types, variables, control structures, objects and object-oriented programming, standard mathematical libraries, tool-chain use and Python Frameworks, user-defined classes and abstract collections, single arrays, multidimensional arrays, Python lists, tuples, collections, and dictionaries.

130 Introduction to Computer Architecture and Organization (3) UC:CSU
Prerequisite: *Computer Science 116 or Computer Science 113.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course covers the basics of computer architecture concepts and Assembly language. Topics include data representation, number systems, records and arrays, instruction sets and addressing modes, subroutines and macros, I/O and interrupts, machine language, and Assembly programming.

131 Discrete Structures for Computer Science (3) UC:CSU
Prerequisite: *Computer Science 116 or Computer Science 113.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Sets, Basic Logic, Proof Techniques, Basics of Counting, Graphs and Trees, and Discrete Probability.

136 Introduction to Data Structures (3) UC:CSU
Prerequisite: *Computer Science 116 or Computer Science 113.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course is an introduction to the study of Data Structures. It introduces the student to data structures as formed from primitive data types. The role of abstract data types (including stacks, queues, lists, trees, and graphs), their definitions, implementation and application in program design and algorithm development are discussed. The course covers the broader topic of Abstract Data Types (ADTs) - the study of classes of objects whose logical behavior is defined by a set of values and a set of operations. This course is equivalent to CS2 as defined by the Association for Computing Machinery (ACM) organization.

152 Server-Side Ruby Web Programming (3) CSU
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course introduces students to create database-driven web application using the open-source dynamic object-oriented scripting language Ruby. The course covers the web development life cycle by using HTML 5, CSS, and Ruby a modern web scripting language used by several cutting edge companies. Students learn about object-oriented programming, conditionals, loops, methods, variables, arrays, classes, and objects. Debugging and error checking methods such as exception handling, regular expressions I/O objects, and modules are also covered in the class. Introduction to database languages such as SQL, and MySQL databases and the interaction both the server-side language and backend database are taught. This is course is for students who are interested in developing web applications using the latest scripting languages like Ruby on Rails.

213 Advanced Programming in Java (3) UC:CSU
Prerequisite: *Computer Science 113.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course covers principles of object-oriented design and programming using Java. Additional topics include writing applets, working with exceptions, file input/output, networking, building event driven GUIs, and developing multithreaded programs using concurrency, and Unified Modeling Language.

216 Object-Oriented Programming in C++ (3) UC:CSU
Prerequisite: *Computer Science 116 or Computer Science 113.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

In this course, students learn Object-Oriented and Advanced programming with C++ including Classes, Data

Abstractions, Inheritance, Composition, Virtual Functions, Operators & Functions Overloading, Templates, Exception Handling, Recursion, Pointers, Dynamic Data Types, and Linked Lists.

Finance (FINANCE)

002 Investments (3) CSU

LECTURE, 3 HOURS.

In this course, students analyze the stock market from a practical viewpoint and they are introduced to important investment topics from the perspective of an individual financial planner. The analysis includes developing an understanding of diversification, risk management, growth stocks, mutual funds, dividends, technical and fundamental analysis, bonds, and stock options.

008 Personal Finance and Investments (3) UC:CSU

LECTURE, 3 HOURS.

This course presents the theory and practice involved with applying personal financial decisions met in everyday living. Students learn about the functions of financial institutions, time value of money, setting budgets, and saving for major purchases and retirement. Also included are a selection of services that are chosen from topics such as borrowing money, lending money, buying insurance, buying a new home, and buying stocks and bonds.

Hospitality (HOSPT)

100 Introduction to the Hospitality Industry (3) CSU

LECTURE, 3 HOURS.

This course is an introduction to the hospitality industry. The course gives students an overview of careers in hotels, resorts, restaurants, private clubs, and institutional settings. Students learn knowledge of duties, organization, marketing, and revenue sources as well as world-wide opportunities for students in the hospitality industry.

Law (LAW)

001 Business Law I (3) UC:CSU (C-ID BUS 125)
(UC Credit Limit for LAW 001 + LAW 002 combined: maximum credit, one course).

LECTURE, 3 HOURS.

This course covers fundamental legal principles pertaining to business transactions and provides an introduction to the legal process. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes.

002 Business Law II (3) UC:CSU
(UC Credit Limit for LAW 001 + LAW 002 combined: maximum credit, one course).

LECTURE, 3 HOURS.

In this course, students learn 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.

003 Civil Rights and the Law (3) UC:CSU IGETC Area 4

LECTURE, 3 HOURS.

This course covers 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.

004 Directed Field Work in Legal Assisting (3)

Prerequisite: Law 010

LECTURE, 1 HOUR, LABORATORY, 6 HOURS.

Students gain practical experience by working in a law office or other legal environment. Students are supervised by an attorney, paralegal supervisor, or other legal personnel. These unpaid internship positions are available in a variety of legal fields and legal settings. Through weekly seminars, students also gain and share information on preparing for permanent employment. Students must complete 108 hours in their internship assignments.

008 Law and Society (3) UC:CSU IGETC Area 4 (C-ID LPPS 110)

LECTURE, 3 HOURS.

This course provides an overview of the American legal system including its development, structure and history. The course will review the legal and judicial process in the United States covering the adversarial system, jurisdiction of federal and state courts, and the general process of judicial review. Explanation of different sources of law including statutes, court cases and administrative agency rules. Review of basic legal reasoning and introductory research methods. Introduction to civil law, criminal law, family law, real property law, contracts, employment, immigration, intellectual property, and other areas of law. Also included is a review of the principles of legal ethics. This course can be applied to the ELAC Pathway to Law School Transfer Program.

010 Introduction to Legal Assisting I (3)

LECTURE, 3 HOURS.

The students learn about careers in the paralegal profession; the inner workings of the law office; ethics and professional responsibility; sources of American law; the court system and alternative dispute resolution; and conducting interviews and investigations. This is an introductory course in understanding the role of the paralegal in the legal field.

013 Wills, Trusts and Probate Administration (3) CSU

LECTURE, 3 HOURS.

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.

017 Legal Writing (3) CSU

LECTURE, 3 HOURS.

This course provides a comprehensive study of legal writing, including preparing case briefs, demand letters, legal memoranda, motions, pleadings, State and Federal statutory forms, and writing a legal research paper.

018 Marriage and Family Law (3) CSU

LECTURE, 3 HOURS.

This course presents fundamental common laws and statutory concepts of family law with emphasis on California's Community Property Laws.

021 International Public Law (3) CSU

LECTURE, 3 HOURS.

This course provides an overview of international public law and the international legal system. Students cover a wide range of topics including the history of international public law; sources of international public law; international dispute resolution; international court systems (civil and criminal); concepts of compliance, breach of responsibility, sanctions, and immunity; human rights; use of force; and the law of the sea.

026 International Law of Business and Commerce (3) UC:CSU

LECTURE, 3 HOURS.

This course covers the international legal environment in which firms operate through a comparative and analytical study in the areas of treaties and laws, EU, NAFTA, international contracts, regulation of imports, exports and competition, government policies, enforcement of property rights and issues involving ethical responsibilities through case studies involving international organizations, governments and businesses.

051 Legal Research for Paralegals (3) CSU

LECTURE, 3 HOURS.

In this course, students learn to use traditional and electronically-accessed legal research. Students perform traditional law library legal research and computer-assisted research. Students are taught to locate and use both primary, secondary and California legal reports research sources to solve legal problems, including federal and state cases, digests, statutes, regulations, treatises, encyclopedias, law reviews, citators, and practice works.

060 Environmental Law and Policy (3) UC:CSU

LECTURE, 3 HOURS.

This course covers the history and evolution of environmental law and policy as it relates to climate change, air and water pollution, waste management, and the wetlands. The course focuses on the Clean Air Act, Endangered Species Act, and the National Environmental Policy Act.

931 Cooperative Education – Law (3) CSU RPT 4

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.

Management (MGMT)

013 Small Business Entrepreneurship (3) CSU

LECTURE, 3 HOURS.

This course delves into the fundamentals of small business entrepreneurship, with an emphasis on how to develop a new small business. The course also covers the processes involved in managing and growing a small business. Additional areas of study include personal qualifications for starting and managing a small business, determining market opportunity, legal business formation, business plan development, marketing plan development, capital requirements, small business loans, and human resources management.

015 Small Business Management II (Advanced) (3) CSU

LECTURE, 3 HOURS.

This course provides the student with an opportunity to explore opportunities and challenges involved in entrepreneurship for the 21st Century. Students learn about the process of getting a new venture started, growing the venture, creating a profitable business model, and starting again as a serial entrepreneur. This course focuses on entrepreneurship from a global perspective and on opportunity recognition.

Marketing (MARKET)

001 Principles of Selling (3) CSU

LECTURE, 3 HOURS.

This course covers the basic principles of selling with emphasis on the partnering process, with recognition of multiple sales models. Additionally this course focuses on the total go-to-market strategies. Emphasis is placed on person-to-person sales strategies and understanding buyers' social styles, and recognizing multiple sales models.

011 Fundamentals of Advertising (3) CSU

LECTURE, 3 HOURS.

This course introduces students to the role of advertising in our economy. It gives a comprehensive overview of the planning and managing of advertising. The course also covers Integrated Marketing Communication (IMC) using a wide range of coordinated promotional tools, social media, television, radio, newspapers, magazines, and the Internet.

023 Introduction to Social Media Marketing (3) CSU

LECTURE, 3 HOURS.

This course equips students with basic knowledge on how to use digital and social media to achieve business and marketing goals and focuses on web marketing, social media marketing channels, social media marketing strategies, social media analytics, and emerging trends in digital and social media. Students learn how to use digital and social media to market businesses domestically and globally.

Real Estate (REAL ES)

001 Real Estate Principles (3) CSU

LECTURE, 3 HOURS.

Note: This course is one of the required courses for the Real Estate Salesperson License and on elective course for the Real Estate Broker's License.

This course partially satisfies the educational requirements of the California Bureau of Real Estate for both Real Estate Salesperson and Real Estate Broker licenses. 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.

003 Real Estate Practices (3) CSU

LECTURE, 3 HOURS.

Note: This course is required for the Real Estate Salesperson License and the Real Estate Broker's License.

This is a practical course for agents. It offers guidelines in areas such as listing agreement, the California Association completing the Residential Purchase Agreement and Joint Escrow Instructions, pricing property, qualifying the purchaser, agency relationships, financing, title and escrow, appraisal, and other information pertinent to real estate. All salespersons and brokers are required to take this course prior to taking their state licensing examination.

005 Legal Aspects of Real Estate I (3) CSU

LECTURE, 3 HOURS.

Note: This course is required for the California Broker's License and is an elective course for the Real Estate Salesperson's License.

This course is a study of those aspects of real property law most commonly encountered by salespersons and brokers in their real estate practice. Among the topics covered are contracts, including listing agreements, purchase and sale agreements, leases, as well as, promissory notes, deeds of trust, homesteads, voluntary and involuntary liens, land descriptions, easements, and a cursory review of the development of real estate law in California.

007 Real Estate Finance I (3) CSU

LECTURE, 3 HOURS.

Note: This course is required for the California Broker's License and is an elective course for the Real Estate Salesperson's License.

This course presents and explains the principles of real estate finance and credit, as well as analysis of money, markets, rates, new regulations, and procedures for financing real estate: Policies, problems, rules, and current trends. It provides a step-by-step guide to resolving the common real estate financing problems and explains the programs and types of mortgages available, including conventional, Federal Housing Administration (FHA), Veterans Administration (VA) and California Veteran's Program (Cal Vet) are covered as well as insight into types of lending institutions and secondaryversus primary markets. Subjects including loan application, loan processing, loan underwriting, debt-to-income ratios, fair lending practices and predatory lending. This course is part of the Department of Real Estate educational requirements for the Real Estate Broker's examination and license.

009 Real Estate Appraisal I (3) CSU

LECTURE, 3 HOURS.

Note: This course is required for the California Broker's License and Trainee Appraisal License, and an elective course for the Real Estate Salesperson's License.

This course covers the principles and procedures used in performing appraisals. It explains the appraisal process and the different approaches, methods, and techniques used to determine the value of various types of property. This course applies economic theory to real estate to determine property value. This course also introduces students to the methods used to valuate income-producing properties. However, the primary emphasis is on residential and single-unit property. This course is required by the Department of Real Estate for the Broker's License.

011 Escrow Principles (3) CSU

LECTURE, 3 HOURS.

Note: This course is an elective course for the Real Estate Salesperson License and Real Estate Broker License.

This course partially satisfies the educational requirements of the Department of Real Estate for both Real Estate Salesperson and Real Estate Broker licenses. It is an introductory course, which explains the general procedures followed in real estate escrow with examination and discussion of the concepts of third party neutrality, the contractual relationship, and the role of title insurance and government regulations in the escrow process. Topics covered include who may conduct an escrow, basic escrow processes, deeds, vesting, title insurance, liens and other encumbrances, purchase money lenders, seller financing, and the relevant government laws and regulations.

014 Property Management (3) CSU

LECTURE, 3 HOURS.

Note: This course is an elective course for the Real Estate Salesperson's License and the Real Estate Broker's License.

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.

017 Mortgage Loan Brokering (3)

LECTURE, 3 HOURS.

Note: This course is an elective course for the Real Estate Salesperson's License and the Real Estate Broker's License.

This course is an option to complete the state licensing requirements for Real Estate Salesperson and Real Estate Broker. It offers guidelines and training in working in the mortgage loan business as a loan processor, junior underwriter, or loan officer. It provides understanding of the mortgage banking industry and the requirements for conducting a loan brokerage under the Department of Real Estate license. Students learn how to fill out a basic Fannie Mae 1003 loan application, as well as how to qualify a borrower following the Fannie Mae-Freddie Mac underwriting guidelines.

021 Real Estate Economics (3) CSU

LECTURE, 3 HOURS.

Note: This course is required course for the Real Estate Broker License and an elective course for the Real Estate Salesperson's License.

This course partially satisfies the educational requirements of the Department of Real Estate for both Real Estate Salesperson and Real Estate Broker licenses. It explains the general principles of economics and how the economy works in the United States and California. The course introduces economic indicators and how they are used in forecasting future economic activity. Topics

covered include urban structural relationships, real estate market analysis, economic forecasting, the law of supply and demand and how it relates to real estate, land use controls, and the government's role in the real estate market.

024 Common-Interest Developments (3) CSU

LECTURE, 3 HOURS.

Note: *This course is an elective course for the Real Estate Broker License and an elective course for the Real Estate Salesperson's License.*

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 between condominiums, townhouses, own-your-own apartments, stock cooperatives, 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. This course addresses the problems encountered by owners who live in common-interest developments. This course pays particular attention to recent legal cases that have brought about amendments and additions to the Davis-Stirling Act.

Supervision (SUPV)

001 Elements of Supervision (3) CSU

LECTURE, 3 HOURS.

This course is 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.

Chemistry Department

G5-315 • *(323) 265-8852*

Faculty

Ghazarian, Dr. Vahan, Chair, Professor
Khuu, Alan T., Professor
Mathias, Dr. Errol, Associate Professor
Ow, Dr. Franklin P., Professor
Ross, Dr. James, Associate Professor
Valverde, Vanessa, Professor

Adjunct Associate Professors

Abukhalil, Paul M.
Alvarenga, Dr. Jose
Bacher, Dr. Alfred
Bahrami, Dr. Mohammad
Carpenter, Dr. Rick
Chung, Glen
Darbinian, Manan
Ebrahimi, Dr. Hossein-Pasha
Han, Dr. Steven
Ho, Dr. Nam N.
Jabalameli, Dr. Ali
Jeong, Myeong-ho
Jiang, Dr. Dianlu
Khoury, Dr. Joseph
Labadzhyan, Gagik
Rico-Corrales, Dr. Noel
Rivera-Figueroa, Dr. Armando
Salameh, Mohammad
Truong, Daniel
Valdez, Conrad M.
Vincent, Dr. Jordan
Vu, Luan
Wang, Dr. Maw Song
Wang, Dr. Sen
Zhou, Elaine

EDUCATIONAL PROGRAMS

CERTIFICATES OF ACHIEVEMENT

- Chemistry Technician

ASSOCIATE DEGREE PROGRAM

- Chemistry Technician

CERTIFICATES OF ACHIEVEMENT
Chemistry Technician

The Chemistry Technician program prepares individuals to become chemistry technicians. The program is highly hands-on, promotes teamwork, and trains students with analytical, practical, and communication skills that parallel the industry environment, enabling them to think critically and solve on-the-job problems. Employment opportunities include positions with job titles such as chemical analyst, chemical technician, formulation technician, laboratory analyst, laboratory technician, laboratory tester, organic preparation analyst, quality control technician, research technician, and water quality technician.

SUBJECT & NO.	COURSE	UNITS
CHEM 100	Certified Quality Improvement Associate and the Industry	3
CHEM 101*	General Chemistry I	5
CHEM 102*	General Chemistry II	5
CHEM 201*	Quantitative and Instrumental Analysis	5
CHEM 211*	Organic Chemistry for Science Majors I	5
CHEM 212*	Organic Chemistry for Science Majors II	5
	Total	*28*

**This course has a prerequisite.*

ASSOCIATE DEGREE PROGRAM
Chemistry Technician, Associate in Science Degree

The Chemistry Technician program prepares individuals to become chemical technicians. The program is highly hands-on, promotes teamwork, and trains students with analytical, practical, and communication skills that parallel the industry environment, enabling them to think critically and solve on-the-job problems. Employment opportunities include positions with job titles such as chemical analyst, chemical technician, formulation technician, laboratory analyst, laboratory technician, laboratory tester, organic preparation analyst, quality control technician, research technician, and water quality technician.

SUBJECT & NO.	COURSE	UNITS
REQUIRED CORE		28
CHEM 100	Certified Quality Improvement Associate and the Industry	3
CHEM 101*	General Chemistry I	5
CHEM 102*	General Chemistry II	5
CHEM 201*	Quantitative and Instrumental Analysis	5
CHEM 211*	Organic Chemistry for Science Majors I	5
CHEM 212*	Organic Chemistry for Science Majors II	5
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 3 units from CHEM 101 will be double in LACCD GE Area A.

**This course has a prerequisite.*

Transfer Curriculum

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may

be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Chemistry (CHEM)

051 Fundamentals of Chemistry I

(5) UC:CSU IGETC Area 5A, 5C

(UC Credit Limit: 1 course maximum from: CHEM 051, CHEM 101).

Conditions of Enrollment: Completion of intermediate algebra or the equivalent.

LECTURE, 4 HOURS; LABORATORY, 3 HOURS.

This is an introductory course designed for nursing and Allied Health students, who do not take 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.

065 Introductory General Chemistry (4)

UC:CSU IGETC Area 5A, 5C (C-ID CHEM 101)

(UC Credit Limit: No credit for CHEM 065 if taken after CHEM 051 or CHEM 101).

Conditions of Enrollment: Completion of intermediate algebra or the equivalent.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This is an introductory course that prepares students to take Chemistry 101. It presents the basic principles, laws, and theories of general chemistry. This course emphasizes problem-solving skills as they apply to chemical principles. Topics include measurements, significant figures, scientific notation, dimensional analysis, nomenclature, periodic trends, bonding models, atomic and molecular structure, chemical reactions, stoichiometry, thermochemistry, gases, solutions, acids, and bases.

100 Certified Quality Improvement Associate and the Industry (3)

LECTURE, 3 HOURS.

This is an introductory course to quality principles and tools applied in the industry. Topics on quality control, quality assurance, validation, documentation, and regulatory compliance are explored. Students are prepared for examination to become a Certified Quality Improvement Associate (CQIA).

101 General Chemistry I (5) UC:CSU

IGETC Area 5A, 5C (C-ID CHEM 110)

(UC Credit Limit: 1 course maximum from: CHEM 051, CHEM 101).

Prerequisites: Chemistry 065

Conditions of Enrollment: Completion of intermediate algebra or the equivalent.

LECTURE, 3 HOURS; LABORATORY, 6 HOURS.

This intensive technical course in general and inorganic chemistry is for students in the various professional curricula demanding competence in the utilization of basic chemical principles and information. The relationships between the structure and the properties of matter, physical and chemical, are emphasized. Chemical principles are presented both qualitatively and quantitatively. Topics include stoichiometry, colligative properties, gases, thermochemistry, bonding, and solution chemistry. The course has a laboratory component that emphasizes the quantitative aspect of chemistry; furthermore, the lab component introduces students to the study of chemistry - both physical and chemical changes - using current environmental examples.

102 General Chemistry II (5) UC:CSU IGETC Area

5A, 5C (CHEM 101 & 102 = C-ID CHEM 120S)

Prerequisite: Chemistry 101.

LECTURE, 3 HOURS; LABORATORY, 6 HOURS.

This course continues the topics presented in Chemistry 101. The topics include a detailed study of kinetics, equilibrium, acids and bases, thermodynamics, electrochemistry, and coordination chemistry. Nuclear chemistry, descriptive chemistry, and organic chemistry are introduced.

201 Quantitative and Instrumental Analysis (5) UC:CSU IGETC Area 5A, 5C

Prerequisite: Chemistry 102.

LECTURE, 3 HOURS; LABORATORY, 6 HOURS.

This course covers the theory and practice of chemical analysis techniques in a quantitative manner. Detailed discussion and analysis of simple and complex acid-base equilibria, and complex buffer systems, are presented, as related solubility problems, complex metal-ligand solution equilibria, and oxidation-reduction equilibria. The laboratory emphasizes the techniques for quantitative chemical analysis of specific elements and compounds in complex mixtures. These techniques include gravimetric, volumetric, potentiometric and spectroscopic methods, as well as chemical separation methods. Theoretical foundations of statistical treatment of chemical data generated from quantitative analysis results are presented.

211 Organic Chemistry for Science Majors I (5) UC:CSU IGETC Area 5A, 5C

Prerequisite: Chemistry 102.

LECTURE, 3 HOURS; LABORATORY, 6 HOURS.

This is the first part of a two-course sequence presenting the structure, equilibrium, nomenclature including conformational analysis, potential energy plots, hybridization, stereochemistry, preparation and mechanisms of reactions of aliphatic hydrocarbons and related functionalites. A mechanistic approach to reactions and a focus on multi-step synthesis is emphasized throughout the course. The laboratory presents the techniques of preparation, isolation, and analysis of organic compounds employing standard and modern instrumental methods. This course also emphasizes the use and interpretation of Nuclear Magnetic Resonance (NMR) and Infrared (IR) Spectroscopy in the analysis and identification of organic compounds.

212 Organic Chemistry for Science Majors II (5)

UC:CSU IGETC Area 5A, 5C (CHEM 211+212=C-ID CHEM 160S)

Prerequisite: 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, alcohols, phenols, amines, heterocyclics, aldehydes, ketones,

carboxylic acid and it's derivatives, enoles, enolates, carbohydrates, amino acids, polypeptides, nucleic acids, lipids, and synthetic polymers. A mechanistic approach to reactions and a focus on multi-step synthesis is emphasized throughout the course. The laboratory presents more techniques of preparation, isolation and analysis of organic compounds employing modern instrumental analysis. This course also emphasizes the use and interpretation of Nuclear Magnetic Resonance (NMR), Ultraviolet (UV), Infrared (IR), and Mass Spectroscopy in the analysis and identification of organic compounds.

221 Biochemistry for Science Majors

(5) UC:CSU IGETC Area 5A, 5C

Prerequisite: Chemistry 211.

LECTURE, 3 HOURS; LABORATORY, 6 HOURS.

The course is designed to provide the principles, concepts, and terminology of biochemistry, with an emphasis on the structure and function of biomolecules, the role of intermediary metabolism in energy production and common biochemical laboratory techniques. Topics include the chemistry and properties of biological molecules, including proteins, carbohydrates, lipids, and nucleic acids. The course also includes protein structure and function, enzyme catalysis, and the details of the central metabolic pathways (glycolysis, gluconeogenesis, glycogenolysis, the citric acid cycle, electron transport as well as oxidative phosphorylation, lipid degradation and biosynthesis, and nitrogen metabolism) including their regulation and integration. The laboratory exposes the students to a variety of biochemical techniques and how they are used to evaluate biomolecules and systems. These techniques include spectrophotometry, centrifugation, gel electrophoresis, chromatography, protein and enzyme assays, enzyme purification and kinetics, and Western blot.

Chicana/o Studies Department

E3-580 • *(323) 415-5050*

The Department of Chicana/o Studies offers an innovative interdisciplinary curriculum that includes courses in history, literature, political science, psychology, art/culture, gender and sexuality, health sciences, and other fields, as they pertain to Mexican, Mexican-American, Central American, and other Latina/o experiences in the U.S. A study of Chicanas/os, Central Americans, and Latinas/os positions students to participate actively in a multicultural society as engaged global citizens and contributing community members who understand ethnic, racial, and cultural diversity in the U.S. and can compete in an increasingly global job market. In addition, the Chicana/o Studies department offers multiple courses which fulfills the LACCD Ethnic Studies graduation requirement, and the IGETC and CSU GE Ethnic Studies general education areas.

The Chicana/o Studies Department offers three degree programs including an AA in Chicana/o Studies; an Associate's Degree for Transfer (ADT) in Social Justice Studies: Chicano Studies; and the first and only AA in Central American Studies in the state of California.

All three degree programs prepare students at the undergraduate level for dedicated community service and a multitude of exciting careers. The cross-fertilization of disciplines in the humanities and social sciences establishes a comprehensive educational background for students who seek excellence in scholarship and who aim to serve and contribute to their communities while succeeding in careers in education, law, non-profit organizations, the arts, health and medicine, government agencies and public administration, and social services, among other fields and occupations.

Faculty

Tapia, Beatriz, Chair, Professor
Acosta, Dr. Angela G., Assistant Professor
Bermudez, Dr. Nadine, Professor
Duarte, Jocelyn, Assistant Professor
Gutierrez, Gerardo, Professor
Flores, Rudolph E., Professor
Lopez, Felipe, Professor
Mendoza, Dr. Ruben R., Associate Professor
Moctezuma, Rosalinda, Associate Professor
Monzon, Andrew, Associate Professor
Rodriguez, Claudia L., Assistant Professor
Romo, Mary, Professor

Adjunct Associate Professors

Briceno, Gerardo
Carreon, Guillermo L.
Chavez, Lucila
Gonzalez, Omar
Hernandez, Guillermo
Hernandez, Jose
Jimenez, Javier
Martinez, Javier
Mendoza, Ruben
Mungaray, Jose
Rovero-Herrera, Angelita
Sandoval, Tony L.
Urita-Lopez, Haydee
Zepeda, Arturo

EDUCATIONAL PROGRAMS

ASSOCIATE DEGREE PROGRAMS

- Central American Studies
- Chicano Studies
- Social Justice: Chicano Studies for Transfer

ASSOCIATE DEGREE PROGRAMS

Central American Studies, Associate in Arts Degree

Central American Studies at East Los Angeles College is an interdisciplinary academic program which aims to expand students' understanding and appreciation of Central American lives and experiences both historically and in contemporary societies transnationally. In the Central American Studies curriculum, students are exposed to the scholarship and theoretical framework of Central American Studies and promotes an understanding and appreciation of the diverse Central American cultures, ethnicities, experiences, and worldviews from an interdisciplinary global perspective. An Associate's in Arts degree in Central American Studies presents an opportunity to explore, critically examine and understand the diversity, and it establishes a network of Central American specialists. The degree offers knowledge that cultivates local, regional and transborder experiences. The degree further prepares students to enter in fields that include but are not limited to advocacy, leadership, politics, nonprofit, education, social counseling, journalism, law studies and immigration, indigenous rights, medicine, business and entrepreneurship, gender studies, arts, entertainment and film. Students interested in pursuing a bachelor's degree will fulfill all lower division major requirements for CSU Northridge's Bachelor of Arts in Central American Studies.

SUBJECT & NO.	COURSE	UNITS
REQUIRED CORE		18
CHICANO 031	The Central American Experience	3
CHICANO 032	Central American Literature	3
CHICANO 033	Introduction to Central American Studies	3
CHICANO 034	Central American Arts	3
CHICANO 036	Central American Film	3
ART HIST 140	Survey of the Arts of Africa, Oceania and Ancient America	3
COMPLETE ADDITIONAL CSU UNITS TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

Note: 12 units of major courses may be double counted towards LACCD General Education.

Chicano Studies, Associate in Arts Degree

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
REQUIRED CORE		21
CHICANO 002	The Mexican-American in Contemporary Society	3
CHICANO 007	The Mexican-American in the History of the United States I	3
CHICANO 008	The Mexican-American in the History of the United States II	3
CHICANO 037	Chicano Literature	3
CHICANO 047	The Mexican-American Woman in Society	3
CHICANO 050	Gender and Sexuality in Chicano/Latino Communities	3
CHICANO 044	Mexican Civilization	3
OR		
SPANISH 016	Mexican Civilization	3
ELECTIVES: COMPLETE 18 UNITS FROM THE FOLLOWING:		18
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
ARTHIST 151**	Introduction to Latin American Art	3
ARTHIST 191	Introduction to Street Art and Urban Visual Culture	1
ASIAN 001	Asian American History	3
CHICANO 003	Sociology and Psychology of Latinos	3
CHICANO 004	Introduction to Chicaa/o Studies	3
CHICANO 024	Scholastic and Personal Development	3
CHICANO 025	The LGBTQ Chicana/o in Contemporary Society	3
CHICANO 026	The Chicana/o in the LGBTQ History of the United States	3
CHICANO 027	Chicana/o LGBTQ Literature	3
CHICANO 030	Chicano Theater	3
OR		
THEATER 121	Chicano Theater	3
CHICANO 031	The Central American Experience	3
CHICANO 032	Central American Literature	3
CHICANO 033	Introduction to Central American Studies	3
CHICANO 034	Central American Arts	3
CHICANO 036	Central American Film	3
CHICANO 042	Contemporary Mexican Literature	3
CHICANO 046	Mexican-American Folklore	3
CHICANO 054	Mexican-American Arts in American Culture	3
CHICANO 057	Chicanas and Chicanos in Film	3
CHICANO 080	Chicano Politics	3
HISTORY 005	History of the Americas I	3
HISTORY 006	History of the Americas II	3
HISTORY 023	Latin American Civilization	3
SOC 011	Race and Ethnic Relations	3
SPANISH 026	Understanding Latin America Through Film	3
OR		
SPANISH 012	Survey of Mexican Literature	
SPANISH 001	Elementary Spanish 1	5
OR		
SPANISH 002*	Elementary Spanish II	5
OR		
SPANISH 003*	Intermediate Spanish I	5
OR		
SPANISH 004*	Intermediate Spanish II	5
OR		
SPANISH 005*	Advanced Spanish through Latin American Literature	5
OR		
SPANISH 006*	Advanced Spanish through Spanish Literature	5
OR		
SPANISH 035	Spanish for Spanish Speakers I	5
OR		
SPANISH 036*	Spanish for Spanish Speakers II	5
LACCD GENERAL EDUCATION PLAN		21
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	Total	*60*

Note: 9 units of major courses may be double counted towards LACCD General Education.

*This course has a prerequisite.

** This course has an advisory.

Associate in Arts in Social Justice: Chicano Studies for Transfer

The Associate in Arts in Social Justice: Chicano Studies for Transfer Degree is designed to meet the minimum requirements for transfer to a California State University (CSU) Bachelor of Arts Degree program in Chicana and Chicano Studies, Mexican American Studies, Chicano and Latino Studies or a related field at a California State University. The degree provides students with a foundational set of preparatory courses designed to maximize their transfer success as they pursue a degree in Chicana and Chicano Studies, Mexican American Studies, Chicano and Latino Studies or a related field. The degree is an inter-disciplinary academic program of study that enlarges students' understanding and appreciation of the intersections of race/ethnicity, socioeconomic position, gender and sexuality and the lives and experiences of Chicanas/Chicanos and Latinas/ Latinos both historically and in contemporary societies locally and globally. Students completing this degree will be well prepared for upper division coursework in Chicana/ o Studies or a related field at a CSU. Students are re-quired to complete a minimum of 60 semester units of CSU transferable coursework with a mini-mum GPA of 2.0, including a minimum of 18 units in the major with a grade of "C" (or "P") for each course in the major, and completion of the Intersegmental General Education Transfer Curriculum (IGETC) Pattern or the CSU GE-Breadth.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
SOC 011	Race and Ethnic Relations	3
OR		
CHICANO 004	Introduction to Chicana/o Studies	3

SOC 022	Sociology of Women	*3*
OR		
CHICANO 025	The LGBTQ Chicana/o in Contemporary Society	3
OR		
HISTORY 083	History of LGBTQIA Communities in the United States	3
AND		
CHICANO 002	The Mexican-American in Contemporary Society	3
OR		
CHICANO 037	Chicano Literature	3
OR		
CHICANO 042	Contemporary Mexican Literature	3
OR		
CHICANO 044	Mexican Civilization	3
OR		
CHICANO 047	The Mexican-American Woman in Society	3
OR		
CHICANO 057	Chicanas and Chicanos in Film	3

LIST A: SELECT THREE COURSES FROM AT LEAST TWO OF THE AREAS 9 UNITS

(Only one course from Area 4 may be used)

Area 1: HISTORY OR GOVERNMENT

CHICANO 007	The History of the Mexican-American in the United States I	3
CHICANO 008	The History of the Mexican-American in the United States II	3
CHICANO 019	History of Mexico	3
CHICANO 026	The Chicana/o in the LGBTQ History of the United States	3
HISTORY 005	History of the Americas I	3
HISTORY 006	History of the Americas II	3
HISTORY 023	History of Latin American Civilizations	3

Area 2: ARTS AND HUMANITIES

CHICANO 027	Chicana/o LGBTQ Literature	3
CHICANO 032	Central American Literature	3
CHICANO 037	Chicano Literature	3
CHICANO 042	Contemporary Mexican Literature	3
CHICANO 044	Mexican Civilization	3
CHICANO 046	Mexican American Folklore	3
CHICANO 051	Mexican Art – Pre-Columbian	3
CHICANO 052	Mexican Art – Modern	3
CHICANO 054	Mexican-American Arts in American Culture	3
CHICANO 057	Chicanas and Chicanos in Film	3
CHICANO 062	Religion in Mesoamerica	3

Area 3: SOCIAL SCIENCE

CHICANO 003	Sociology and Psychology of Latinos	3
CHICANO 025	The LGBTQ Chicana/o in Contemporary Society	3
CHICANO 031	The Central American Experience	3
CHICANO 033	Introduction to Central American Studies	
CHICANO 044	Mexican Civilization	3
CHICANO 047	The Mexican-American Woman in Society	3
CHICANO 050	Gender and Sexuality in Chicano/Latino Communities	3
CHICANO 056	Chicana/o Youth Gangs	3
CHICANO 071	The Chicano in Los Angeles	3
CHICANO 080	Chicano Politics	3

Area 4: QUANTITATIVE REASONING AND RESEARCH METHODS

MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
OR		
PSYCH 091	Statistics for the Social and Behavioral Sciences	4
OR		
ECON 020	Statistics for Economics	3
OR		
BUS 015	Business Statistics	3
POL SCI 050	Introduction to Research in Political Science	3
PSYCH 092*	Psychological Research Methods	5
SOC 004*	Sociological Analysis	3

Area 5: MAJOR PREPARATION - ANY REQUIRED COURSE NOT ALREADY USED

CHICANO 002	The Mexican-American in Contemporary Society	3
CHICANO 037	Chicano Literature	3
CHICANO 042	Contemporary Mexican Literature	3
CHICANO 044	Mexican Civilization	3
CHICANO 047	The Mexican-American Woman in Society	3
CHICANO 057	Chicanas and Chicanos in Film	3

COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS

IGETC or CSU GE Pattern

Total *60*

Note: 6 units of major courses may be double counted towards general education.

**This course has a prerequisite.*

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Chicano Studies (CHICANO)

002 The Mexican-American in Contemporary Society (3) UC:CSU IGETC Area 4, 7

LECTURE, 3 HOURS.

The course introduces the student to the major characteristics of the largest growing ethnic group in the United States. Special attention is given to the social, cultural, economic, and political elements which differentiate Mexican-Americans in relationship to other groups in American society.

003 Sociology and Psychology of Latinos (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

In this course, students examine the psychological and sociological influences on the Latina/o and Mexican populations within the United States. Sociocultural and

developmental factors are covered. The application to Latina/o of traditional psychological and sociological theories, developmental theories, and empirical research are examined and evaluated.

004 Introduction to Chicana/o Studies (3) UC:CSU IGETC AREA 4, 7 (C-ID SJS 110)

LECTURE, 3 HOURS.

The course is an introductory inter-disciplinary study of the field of critical Chicana/o Studies. It examines race, racial formations, gender, ethnicity and culture, in relation to Chicana/o and Latina/o communities and their social justice movements and struggles. The course provides a basis for better understanding of ethnic studies concepts including the intersection of the socio-economic, cultural, and political conditions among Chicanas/os / Latinas/os and other minority groups through historical consideration of the creation and development of critical Ethnic Studies disciplines and academic programs in the United States.

007 The Mexican-American in the History of the United States I (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

Note: CHICANO 007 does not have to be taken before CHICANO 008.

This course is a survey of United States history from early colonial period through the American War with Mexico and Treaty of Guadalupe Hidalgo with special emphasis on the contributions of Mexican Americans. This course provides a background in the political and social development of both the United States and Mexico. In addition, this course provides students a critical understanding of Mexican-origin people, their incorporation, racialization, and social and political movements in the Southwestern United States and includes a survey of the U.S. Constitution.

008 The Mexican-American in the History of the United States II (3)

UC:CSU IGETC AREA 4C

LECTURE, 3 HOURS.

Note: CHICANO 008 may be taken before CHICANO 007.

This course is a survey of the history of the Mexican people in the United States from 1848 to the present time. The content includes a discussion of the United States War with Mexico, the Treaty of Guadalupe Hidalgo, and the subsequent incorporation of Mexicans into the United States. Emphasis is placed on the politics of race and racialization, its origin in the colonial process and imperialist process, and it's impact on the historical development of a Mexican American racial and ethnic identity in the United States.

019 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.

020 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 Chicana/o and Latina/o people in the economic, political, social, and cultural development of California from the time of the Spanish Empire to the present.

022 Chicano/a and Latino/a Healthcare Issues (3) CSU

LECTURE, 3 HOURS.

This course explores health issues as well as conventional and alternative healthcare practices in the Chicano/Latino community. Special emphasis is placed upon the impact of socio-economic and environmental issues and nutritional and cultural attitudes regarding health and healing in Chicano/Latino communities.

024 Scholastic and Personal Development (3) CSU

LECTURE, 3 HOURS.

The basic goals of the course are to help students acquire a critical understanding of themselves and their culture and to recognize and understand the importance of self worth in an academic setting.

025 The LGBTQ Chicana/o in Contemporary Society (3) UC:CSU IGETC Area 4 (C-ID SJS 130)

LECTURE, 3 HOURS.

This introductory course examines the unique experiences of LGBTQ Chicana/o/x through an overview of a broad range of contemporary LGBTQ issues in the U.S. Special attention will be given to the relationship between LGBTQ Chicana/o/x individuals and the social and political constructs of gender, sexuality, and identity, as they relate to social and political institutions, with emphasis on the intersectionality of oppressions and identities for LGBTQ people of color in the U.S. and specific focus on LGBTQ culture and experience in Chicana/o/x and Latina/o/x communities.

026 The Chicana/o in the LGBTQ History of the United States (3) UC:CSU IGETC Area 4

LECTURE, 3 HOURS.

This course is a historical survey of the role and contributions of LGBTQ Chicana/os and Latina/os in the origins and developments of LGBTQ movements in the U.S. The course provides historical background in the lives, communities, organizations, and resistance movements created by LGBTQ peoples, with focus on the histories, cultures, identities, and unique contributions of LGBTQ Chicana/o/x and Latina/o/x communities.

027 Chicana/o LBGTQ Literature (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course is an introduction to the history and development of Chicana/o LGBTQ literature within the context of LGBTQ literature and mainstream literary traditions in the U.S. Emphasis is on the unique Chicana/o contributions to the emergence of contemporary LGBTQ literatures and identities in the U.S. since the late twentieth century.

030 Chicano Theater (3) UC:CSU IGETC Area 3A
LECTURE, 3 HOURS.
Note: Credit given for only one of Chicano Studies 030 or Theater 121.

This course is an introductory and interdisciplinary study of Chicano Theater. Students will explore the works of the historic El Teatro Campesino and the myriad of theatrical voices that emerged from the Chicano Movement of the 1960's and 1970's. Students investigate popular Chicano performance styles and methodologies through group research and collaboration.

031 The Central American Experience (3) UC:CSU IGETC AREA 4, 7
LECTURE, 3 HOURS.

Through an interdisciplinary ethnic studies lens, this course introduces the Central American experience in the United States with emphasis on the transnational connections between the countries of origin and the communities of residence in the United States. Students learn about the experience of Central Americans by critically analyzing race, racism, racialization, ethnicity, equity, ethno-centrism, eurocentrism, white supremacy, self-determination, liberation, decolonization, sovereignty, imperialism, settler colonialism, and anti-racism. Students learn about the conditions in Central America that lead to emigration to the United States. Additionally, the course investigates specific challenges faced by Central American migrants on their journeys to the United States and critically examine the struggle for racial and social justice in the United States. Students critically examine the connection between transnational politics as well as it relates to migration and immigration to the United States for the Central Americans. The course also examines support networks established in the United States to help these communities adapt to their new homeland.

032 Central American Literature (3) UC:CSU IGETC Area 4C
LECTURE, 3 HOURS.

This course critically examines Central American literary traditions from pre-Hispanic times to the present. The course focuses on 20th and 21st century literary movements as they explore the historical and political context in which Central American art is produced and the ways in which literary production contributes to the construction of a contemporary version of Central American identity.

033 Introduction to Central American Studies (3) UC:CSU IGETC Area 4C
LECTURE, 3 HOURS.

This course familiarizes students with the rich heritage of Central America and the social, economic, political, and cultural foundations of the region. It explores the diversity of issues informed by race, gender, ethnicity, the environments, and social classes in the Central American community in Latin America and the United States.

034 Central American Arts (3) UC:CSU IGETC Area 3A
LECTURE, 3 HOURS.

Students in this course examine Central American artistic traditions from pre-Hispanic times to the present. The course focuses on the cultural and sociopolitical construction of Central American identities through historical and contemporary artistic creation and representation as well as an analysis of the relationship between the region and the rest of Latin America. The main emphasis is placed on historical and political elements, Central American ethnic and cultural diversity, the multiple struggles for visibility, and the ideological proposals that these works pose. It includes a discussion of the cultural and sociopolitical dimensions of art and the relationship between artistic production and the construction of a contemporary version of Central American identity.

036 Central American Film (3) UC:CSU IGETC Area 3A
LECTURE, 3 HOURS.

Students in this course examine the history of the development of Central American cinema and analysis of film, digital media, and video production by Central Americans. The course focuses on 20th and 21st century film and video production, with the main emphasis placed on the historical and political context in which Central American cinema is produced, the ideological proposals that these works make, and the ways in which this production contributes to the construction of a contemporary version of Central American identity.

037 Chicano Literature (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.

This course is an introductory analysis of the literary, social, and cultural aspects of the novel, short story, essay, poetry, and drama written by Mexican-Americans. The course reveals the progression of a people and culture in American society, artistically expressed by Mexican-American writers who seek to understand themselves and the world around them.

042 Contemporary Mexican Literature (3) UC:CSU IGETC Area 3B
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.

044 Mexican Civilization (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.
Note: Credit given for only one of Chicano Studies 044 or Spanish 016.

This course considers the significant elements of pre-Columbian Mexican Civilization, the impact of the Spanish domination upon the indigenous population and its influence upon 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.

046 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 are introduced, evaluated, and analyzed in the context of historical and contemporary issues.

047 The Mexican-American Woman in Society (3) UC:CSU IGETC Area 4C, 7

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.

050 Gender and Sexuality in Chicano/Latino Communities (3) UC:CSU

LECTURE, 3 HOURS.

This course investigates diverse approaches to gender and sexuality among Chicano/Latino populations in the United States. Topics include cultural notions of masculinity and femininity in the family and religion. Special emphasis is placed upon the intersections of race, class, gender and how the diversity of sexuality shapes and impacts the Chicano/Latino community.

051 Mexican Art - Pre-Columbian (3) UC:CSU IGETC Area 3A, 3B

LECTURE, 3 HOURS.

This course is 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 cultures, and the development of a Mexican art from the combination of the two cultures. Emphasis is 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.

052 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 throughout Mexico's history.

054 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.

056 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.

057 Chicanas and Chicanos in Film (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course examines how Hollywood has depicted Chicanas and Chicanos through the medium of film from the early twentieth century to present day. The techniques, contents, and historical context of relevant films are analyzed.

062 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.

063 Chicano/Latino: Space, Place and Identity in Los Angeles (3) CSU

LECTURE, 3 HOURS.

This course is an introduction to the relationships between Latina/o 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.

071 The Chicano in Los Angeles (3) CSU

LECTURE, 3 HOURS.

In this course, students survey the role of the Chicana/o 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 and early 21st centuries.

080 Chicano Politics (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

This course focuses on contemporary Chicano studies and politics. Special attention is 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

285 Directed Study - Chicano Studies (2) CSU

385 Directed Study - Chicano Studies (3) CSU

CONFERENCE: 1 HOUR PER WEEK PER UNIT.

The above courses are for mature students to 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.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT IN ANY ONE DISCIPLINE.

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

***F7-305** • (323) 415-5060*

Child, Family, and Education Studies incorporates three disciplines of study: 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 in Arts degree, transfer, obtain a certificate for entry-level positions, or engage in professional development opportunities for advanced Certificates of Achievement.

There is a high 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 and nutrition. 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.

Faculty

Andrade, Amanda, Chair, Professor, Family and Consumer Studies
Banuelos, Elvia, Professor, Child Development
Benjamin, Dr. Michele D., Professor, Child Development
Davis, Kellee, Professor, Child Development
Gallegos, Maya, Associate Professor, Child Development
Mendiola, Alicia R., Professor, Child Development
Evangelista, Lacey, Professor, Child Development
Rahman, Rokeya, Professor, Child Development
Rivas, Maria R., Professor, Child Development
Soriano, Maribel, Professor, Child Development
Thompson, Brigette, Professor, Child Development
Velazquez, Janice, Professor, Family and Consumer Studies

Adjunct Associate Professors

Aceves, Ana, Child Development
Addison, Tamika, Child Development
Aguet, Deborah, Child Development
Benavides, Celina, Child Development
Benavides, Julie, Child Development
Blackwell, Elizabeth, Child Development
Cabot, Norayma, Child Development
Cagigas, Marcia, Child Development
Castaneda, Delia, Child Development
Chelstrom, Aura, Child Development
Chukumerije, Julia, Family and Consumer Studies
Contreras, Mary, Child Development
Dickerson, Denise, Child Development
Dixon, Dorothy C., Family and Consumer Studies
Duenas, Miguel, Education
Duran, Nancy, Child Development
Duron, Ruby, Child Development
Esparza, Bernadette, Child Development
Fredrickson, Valerie, Family and Consumer Studies
Garcia, Esmeralda, Child Development
Garcia, Ydania, Child Development
Gayton, Martha M., Child Development
Hernandez, Guadalupe, Child Development
Hernandez, Reyna, Child Development
Huezo, Claudia, Child Development
Jen, Caroline, Child Development
Jimenez, Linda I., Child Development
Juarez, Monica, Child Development
Lozano, Frank, Child Development
Macdonald, Patricia, Child Development
Manning, Kay M., Child Development
Monterroso, Doris, Child Development
Newman, Toni, Child Development
Ozuna, Dr. Margaret C., Child Development, Family and Consumer Studies
Perez, Guadalupe, Child Development
Price, Gaile L., Child Development
Rafols, Linda, Child Development
Ramirez, Jorge, Child Development
Rivas, Josefina, Child Development
Robinson, Dawn, Child Development
Rodriguez, Mayra, Child Development
Ruiz-Ayala, Anna, Child Development
Sanchez, Ancelma, Child Development
Sigala, Dr. C.A., Child Development
Tarango, Victoria, Child Development
Truong, Billy, Child Development
Uribe, Maria G., Child Development
Vazquez, Dr. Leonor, Child Development
Volkov, Renee M., Child Development
Washington, Tracy, Child Development
Zavala, Jaqueline, Child Development

EDUCATIONAL PROGRAMS

SUBJECTS
- Child Development
- Education
- Family and Consumer Studies

SKILLS CERTIFICATES
- Associate Teacher: Teacher - Certificate 1
- Family Child Care Provider
- Children with Special Needs Emphasis

CERTIFICATES OF ACHIEVEMENT
- Teacher - Certificate 2
- Gerontology/Health
- Site Supervisor - Certificate 3
- Infant/Toddler Emphasis

ASSOCIATE DEGREE PROGRAMS
- Child Development
- Child and Adolescent Development for Transfer
- Elementary Teacher Education for Transfer
- Early Childhood Education for Transfer
- Nutrition and Dietetics for Transfer

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 001	Child Growth and Development	3
CH DEV 002	Early Childhood: Principles and Practices	3
CH DEV 011	Home, School, and Community Relations	3
ONE COURSE FROM THE FOLLOWING:		3
CH DEV 003	Creative Experiences For Children I	3
CH DEV 004	Creative Experiences for Children II	3
	Total	*12*

Family Child Care Provider

This skills certificate provides 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 010	Health, Safety and Nutrition	3
CH DEV 050	Parenting: Family Life Focus	1
CH DEV 051	Parenting: Home and School Focus	1
CH DEV 052	Parenting: Community Resources Focus	1
CH DEV 060	Introduction to Family Child Care I	1
CH DEV 061*	Introduction to Family Child Care II	1
CH DEV 001	Child Growth and Development	3
CHOOSE ONE COURSE FROM THE FOLLOWING:		2-3 UNITS
CH DEV 062	Developmental Profiles: Pre-Birth Through Age Eight	2
CH DEV 063	Creative Curriculum in a Family Child Care Setting	2
CH DEV 003	Creative Experiences For Children I	3
CH DEV 004	Creative Experiences for Children II	3
	Total	*13-14*

**This course has a prerequisite*

Children With Special Needs Emphasis

The Children with Special Needs Skill Certificate prepares students to apply core theories of Child Development, developmentally appropriate and culturally sensitive educational practices, and strategies necessary for working with children with special needs and diverse families. A major emphasis of this certificate is focused on early intervention, programs for children with special needs, and the individualized needs of children and diverse families. Once completed, students will be prepared to work with children with special needs in early childcare, educational, and recreational settings.

SUBJECT & NO.	COURSE	UNITS
CH DEV 001	Child Growth and Development	3
CH DEV 002	Early Childhood Principles and Practices	3
CH DEV 044	Early Intervention for Children with Special Needs	3
CH DEV 045**	Programs for Children with Special Needs	3
	Total	*12*

***This course has an advisory.*

CERTIFICATES OF ACHIEVEMENT

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 001	Child Growth and Development	3
CH DEV 002	Early Childhood: Principles and Practices	3
CH DEV 003	Creative Experiences For Children I	3
CH DEV 004	Creative Experiences for Children II	3
CH DEV 010	Health, Safety and Nutrition	3
CH DEV 011	Home, School, and Community Relations	3
CH DEV 022*	Practicum in Child Development I	4
CH DEV 042	The Child in a Diverse Society	3
	Total	*25*
	General Education requirements	*16*

At least one course is required from each of the four general education categories. See Page 90 *General Education for selections. Students can not use Child Development courses to fulfill general education for this certificate.*

English Math/Science Social Science Humanities

Total of Certificates 1 and 2 . . . . . *41*

**This course has a prerequisite.*

Gerontology/Health

This certificate is an interdisciplinary program designed to prepare students to pursue entry level employment servicing the aging population and provide the fundamentals needed to work in the healthcare industry. This program is designed to prepare students for employment in the field of gerontology to support the needs, interests, abilities, and issues of the aging population.

SUBJECT & NO.	COURSE	UNITS
FAM &CS 006	Challenges of Aging	3
FAM &CS 021	Nurtrition	3
FAM &CS 091	Life Management	3
HLTHOCC 062	Skill Set for Health Care Professional	2
HLTHOCC 063	Basic Medical Terminology, Pathophysiology and Pharmacology	2
HLTHOCC 064	Cultural and Legal Topics for Health Care	1
HLTHOCC 065	Fundamentals for the Health Care	2.5
	Total	*16.5*

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 are completion of 350 days working at least four hours per day within four years, including at least one year of supervising adults in ECE settings. Further courses may be required to qualify for Child Development Permit Matrix level of Site Supervisor.

SUBJECT & NO.	COURSE	UNITS
COMPLETION OF CERTIFICATES 1 AND 2		41
CH DEV 065*	Adult Supervision/Early Childhood Mentoring	2
CH DEV 038*	Administration & Supervision of Early Childhood Programs I	3
CH DEV 039*	Administration II: Personnel and Leadership in Early Childhood Education	3
CAOT 082**	Microsoft Office Suite	3
	Total	*52*

**This course has a prerequisite.*

***This course has an advisory.*

Note: Further courses may be needed to qualify for Child Development Permit Matrix level of Site Supervisor.

Infant/Toddler Emphasis

This program is designed for students working with very young children, from birth to 35 months. Students will learn about individual development assessments and issues, planning of developmentally appropriate activities, and program quality environmental reviews. In addition, infant and toddler program types, accreditation standards, and career pathways are explored.

SUBJECT & NO.	COURSE	UNITS
CH DEV 001	Child Growth and Development	3
CH DEV 011	Home, School, and Community Relations	3
CH DEV 030*	Infant/Toddler Development	3
CH DEV 031*	Infant/Toddler Care and Education	3
CH DEV 044	Early Intervention for Children with Special Needs	3
CH DEV 062	Developmental Profiles: Pre-Birth Through Age Eight	2
	Total	*17*

**This course has a prerequisite*

ASSOCIATE DEGREE PROGRAMS

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
COMPLETE THE FOLLOWING 10 COURSES		32
CH DEV 001	Child Growth and Development	3
CH DEV 002	Early Childhood Principles and Practices	3
CH DEV 003	Creative Experiences for Children I	3
CH DEV 004	Creative Experiences for Children II	3
CH DEV 010	Health, Safety and Nutrition	3
CH DEV 011	Home, School, and Community Relations	3
CH DEV 022*	Practicum in Child Development I	4
CH DEV 023*	Practicum in Child Development II	4
CH DEV 034*	Observing and Recording Children's Behavior	3
CH DEV 042	The Child in a Diverse Society	3
COMPLETE SEVEN UNITS FROM THE FOLLOWING:		7
CH DEV 015	Creative Curriculum in Bilingual-Bicultural Program	3
CH DEV 030*	Infant/Toddler Development	3
CH DEV 036	Literature for Early Childhood	1
AND		
CH DEV 037**	Literature for School Age Children	2
OR		
ENGLISH 218	Children's Literature	3
CH DEV 038*	Administration & Supervision of Early Childhood Programs I	3
CH DEV 039*	Administration II: Personnel and Leadership in Early Childhood Education	3
CH DEV 044	Early Intervention for Children with Special Needs	3
CH DEV 045**	Programs for Children with Special Needs	3
CH DEV 050	Parenting: Family Life Focus	1
CH DEV 051	Parenting: Home and School Focus	1
CH DEV 052	Parenting: Community Resources Focus	1
CH DEV 060	Introduction to Family Child Care I	1
CH DEV 061*	Introduction to Family Child Care II	1
CH DEV 062	Developmental Profiles: Pre-Birth Through Age Eight	2
CH DEV 063	Creative Curriculum in a Family Child Care Setting	2
CH DEV 065*	Adult Supervision/Early Childhood Mentoring	2
CH DEV 931	Cooperative Education - Child Development	3
OR		
CH DEV 941	Cooperative Education - Child Development	4
FAM &CS 021	Nutrition	3
FAM &CS 031	Marriage and Family Life	3

FAM &CS 034	Child Nutrition	3
EDUC 001	Introduction to Teaching	3
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 6 units of major courses may be double counted towards LACCD General Education area B2 and C.

**This course has a prerequisite*

***This course has an advisory.*

Child and Adolescent Development, Associate in Arts for Transfer

The Associate in Arts in Child and Adolescent Development for Transfer Degree is constructed to provide students a firm foundational knowledge within the field of Child and Adolescent Development. This degree will prepare students to enter the CSU system to complete a baccalaureate degree in Family and Consumer Sciences, Child, Adolescent and Family Studies, Human Development, Liberal Studies, or Child Development (including pre-credential). Students who complete this program have the potential of working in settings such as education, case management, social services, community liaisons, and family organizations. Students can expect to master skills which relate to the self, including mental health and nutrition, the diverse family unit, relating to others, raising and educating children, and functioning socially within groups.

Students are required to complete 60 semester units or 90 quarter units of degree-applicable courses, with a minimum overall grade point average of 2.0, including a minimum grade of "C" (or "P") for each course in the major, and completion of IGETC and/or CSU GE-Breadth.

SUBJECT & NO.	COURSE	UNITS
CH DEV 001	Child Growth and Development	3
PSYCH 001	Introductory Psychology	3
MATH 227	Statistics	4
OR		
MATH 227S	Statistics	4
OR		
PSYCH 091	Statistics for the Social and Behavioral Sciences	4
OR		
ECON 020	Statistics for Economics	3
OR		
BUS 015	Business Statistics	3
LIST A: SELECT THREE COURSES		
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
OR		
SOC 001	Introduction to Sociology	3
OR		
SOC 011	Race and Ethnic Relations	3
OR		
CH DEV 011	Child, Family, and Community	3
OR		
FAM & CS 031	Marriage and Family Life	3
OR		
SOC 012	Marriage and Family Life	3
PSYCH 041	Life Span Psychology From Infancy to Old Age	3
BIOLOGY 003	Introduction to Biology	4
OR		
BIOLOGY 025	Human Biology	3
OR SELECT A MAXIMUM OF 3-6 UNITS FROM ANY OF THE FOLLOWING COURSES:		
CH DEV 045	Programs for Children with Special Needs	3
COMM 101	Public Speaking	3
FAM & CS 021	Nutrition	3
HEALTH 011	Principals of Healthful Living	3
TOTAL UNITS FOR MAJOR		18-20
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

Note: 15-18 units of major courses may be double counted towards general education.

Associate in Arts in Elementary Teacher Education for Transfer

The Associate in Arts in Elementary Teacher Education for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Elementary Teacher Education, Integrated Teacher Education, or Liberal Studies. The degree provides a beginning foundation in subject matter competency in the areas of language arts, natural sciences, mathematics, social sciences, humanities, visual and performing arts, and human development that is required of all prospective elementary school teachers. The Associate in Arts in Elementary Teacher Education for Transfer degree provides students priority admission to the CSU system in a Liberal Studies major or a major that is deemed similar by a CSU campus.

Students are required to complete 60 semester units or 90 quarter units of CSU transferable coursework with a minimum overall grade point average of 2.0, including a minimum grade of "C" (or "P") for each course in the major, and completion of IGETC and/or CSU GE-Breadth.

Note: This course has an advisory.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
EDUC 203	Education in American Society	3
CH DEV 001	Child Growth and Development	3
BIOLOGY 003	Introduction to Biology	4
CHEM 065	Introduction to General Chemistry	4
AND		
PHYSICS 011	Introductory Physics	4
EARTH 001	Earth Science	3
AND		
EARTH 002*	Earth Science Laboratory	2
MATH 215	Principles of Mathematics	3
COMM 101	Public Speaking	3
ENGLISH 101	College Reading and Composition I	3
OR		
ENGLISH 101X	College Reading and Composition I Plus 1-Hour Lab	3
OR		

ENGLISH 101Y	College Reading and Composition I Plus 2-Hour Lab	3.5
OR		
ENGLISH 101Z	College Reading and Composition I Plus 3-Hour Lab	4
OR		
E.S.L. 110	College Composition for Non-Native Speakers	4
ENGLISH 102*	College Reading and Composition II	3
GEOG 007	World Regional Geography	3
HISTORY 086	Introduction to World Civilization I	3
HISTORY 011	Political and Social History of the United States to 1877	3
POL SCI 001	The Government of the United States	3
LIST A: SELECT ONE COURSE		3 UNITS
ENGLISH 103*	Critical Thinking and Composition	3
LIST B: SELECT ONE COURSE		3 UNITS
ART 103	Art Appreciation I	3
MUSIC 111	Music Appreciation	3
THEATER 100	Introduction to Theater	3
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

**This course has a prerequisite/corequisite.*

***This course has an advisory.*

Associate in Science in Early Childhood Education for Transfer

The Associates in Arts in Early Childhood Education for Transfer focuses on the theory and practice of early childhood care and education for children from birth to age eight. Students must complete 60 required semester units of CSU transferable course work. The course of study includes the basic principles of educational and developmental psychology; the art of observing, teaching and guiding young children; planning and administration of developmentally appropriate inclusive educational activities; school safety and health issues; and the social and emotional foundations of early care and education. Students completing this program have the potential of obtaining occupations in educational settings such as infant/toddler caregivers; preschool teachers; family home childcare providers; master teachers, site supervisors, program directors, child life specialists, and social services workers. Students prepare to transfer to four-year schools to pursue advanced degrees in child development with the eventual goal of becoming Early Childhood Education (ECE) program directors, center principals, elementary school teachers, resource specialists, ECE resource specialists, consultants, or finding employment in related human service fields.

Students are required to complete 60 semester units or 90 quarter units of CSU transferable coursework with a minimum overall grade point average of 2.0, including a minimum grade of "C" (or "P") for each course in the major, and completion of IGETC and/or CSU GE-Breadth.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
CH DEV 001	Child Growth and Development	3
CH DEV 002	Early Childhood: Principles and Practices	3
CH DEV 007*	Introduction to Curriculum in Early Childhood Education	3
CH DEV 010	Health, Safety and Nutrition	3
CH DEV 011	Home, School, and Community Relations	3
CH DEV 022*	Practicum in Child Development I	4
CH DEV 034*	Observing and Recording Children's Behavior	3
CH DEV 042	The Child in a Diverse Society	3
	Subtotal	*25*
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

**This course has a prerequisite*

Note: 3 units of major courses may be double counted towards IGETC or 6 units towards CSU GE.

Associate in Science in Nutrition and Dietetics for Transfer

The Associates in Science in Nutrition and Dietetics for Transfer Degree is designed to award an Associate in Science degree to those who are intending to transfer to the California State University system in Nutrition and Dietetics, or related majors. The Associate in Science in Nutrition and Dietetics for Transfer degree is intended to meet the needs of students who do not require significant coursework in the sciences to complete their degree. The requirements for the Associate in Science in Nutrition and Dietetics for Transfer degree were chosen solely to meet the requirements of the Transfer Model Curriculum in Nutrition and Dietetics and may not be adequate preparation for transfer to institutions outside of the California State University system.

Students are required to complete 60 semester units or 90 quarter units of CSU transferable coursework with a minimum overall grade point average of 2.0, including a minimum grade of "C" (or "P") for each course in the major, and completion of IGETC and/or CSU GE-Breadth.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
FAM & CS 021	Nutrition	3
PSYCH 001	Introductory Psychology	3
CHEM 101*	General Chemistry I	5
MICRO 020	General Microbiology	4
	Subtotal	*15*
LIST A (SELECT TWO):		8 UNITS
ANATOMY 001**	Introduction to Human Anatomy	4
OR		
PHYSIOL 001*	Introduction to Human Physiology	4
OR		
BIOLOGY 020*	Human Anatomy and Physiology	8
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
OR		
PSYCH 091	Statistics for the Social and Behavioral Sciences	4
OR		

ECON 020	Statistics for Economics	3
OR		
BUS 015	Business Statistics	3
LIST B (SELECT ONE):		3-4 UNITS
CHEM 065	Introductory General Chemistry	4
MATH 245	College Algebra	3
SOC 001	Introduction to Sociology	3
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

**This course has a prerequisite*

***This course has an advisory.*

Note: 9-10 units may be double counted in CSU GE or 8-9 units in IGETC, depending on which GE plan is chosen.

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Child Development (CH DEV)

001 Child Growth and Development (3)
UC:CSU IGETC Area 4I (C-ID CDEV 100)

LECTURE, 3 HOURS.

This is an introductory child development course that examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There is an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students observe children, evaluate individual differences, and analyze characteristics of growth and development at various stages.

002 Early Childhood: Principles and Practices (3) CSU (C-ID ECE 120)

LECTURE, 3 HOURS.

This course provides an examination of the underlying theoretical and philosophical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity (preparation standards).

003 Creative Experiences for Children I (3) CSU

LECTURE, 3 HOURS.

This course explores creative experiences for young children. 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 and encourages and supports the interests and talents of children.

004 Creative Experiences for Children II (3) CSU

LECTURE, 3 HOURS.

Values the explorations of early math, science, and social science creative learning experiences designed to support young learners' (children ages 0-8) construction of knowledge of the concepts and skills essential to the basic understanding of mathematics, science, and the social sciences in early education programs. Encompasses planning early math, science, and social science creative experiences that are developmentally appropriate and culturally relevant in an organized and sequential approach, referring to inquiry-based and early basic scientific methodology. Includes naturalistic, informal, and structured experiences for young children.

007 Introduction to Curriculum in Early Childhood Education (3) CSU (C-ID ECE 130)
Prerequisite: Child Development 002.

LECTURE, 3 HOURS.

This course provides an overview of the knowledge and skills to provide appropriate integrated curriculum and environments for young children from birth to age six. Students examine the impact that the interplay of quality interactions and curriculum development in early childhood education has on early brain development. The teacher's role in supporting optimal development and learning for all young children using appropriate observation and assessment strategies is emphasized. This course provides strategies for best practices based on observation, assessment, and planning across the curriculum, including academic content areas, play, art, and creativity, and development of social-emotional, communication, and cognitive skills.

010 Health, Safety and Nutrition (3) CSU (C-ID ECE 220)

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.

011 Child, Family and Community (3)
UC:CSU IGETC Area 4 (C-ID CDEV 110)

LECTURE, 3 HOURS.

This course is a study of the developing child in a societal context focusing on the interrelationship of the family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and

identity development are highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Some topics covered are: Social influences on parenting styles, communication, child-rearing and the relationships between the child, family, and the school.

018 STEAM for Early Childhood Educators (2) CSU
Prerequisites: *All of the following*: *Child Development 002, 004, 007, 034, and 003 or 036 and 037.*

LECTURE, 2 HOURS.

This course allows students to pursue an in-depth study in Early Childhood Education with a focus on Science, Technology, Engineering, Art, and Mathematics (STEAM). An examination of child development theoretical approaches to teaching STEAM are applied in a developmentally appropriate and culturally relevant environment. Students complete hours of field-based experiences at an approved setting. Course content aligns with federal, state, and local standards.

022 Practicum in Child Development I (4) CSU (C-ID ECE 210)
Prerequisites: *All of the following*: *Child Development 001, 002, 003, 004, 010, 011 and 034.*

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

Note: *Students must show proof of TB clearance, flu shot, MMR, and Tdap immunizations.*

This course provides supervised experience in an approved licensed infant/toddler program, child development program, special education center, or other early care and education setting. Students relate all previous theory and curriculum courses to practical application in an approved early education classroom setting. Reflective teaching practices are emphasized as student teachers design, implement, and evaluate approaches, strategies, and techniques that promote children's development and learning. State law requires a TB test (Mantoux Test) or chest X-ray and criminal record clearance. In addition, students must show proof of TB clearance, MMR, Flu Shot, and Tdap vaccinations. In addition to the seminar class, students are required to complete a minimum of 108 hours at an approved field site, and to explore career pathway, professional development, and teacher responsibility.

023 Practicum in Child Development II (4) CSU
Prerequisites: *Child Development 022 and 042.*

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

Note: *Students must show proof of TB clearance, flu shot, MMR, and Tdap immunizations.*

This course provides advanced supervised experiences in an approved licensed early childhood program for infants, toddlers, preschool, primary grades (transitional kindergarten to third grade), and special education. Students construct learning experiences for young children based on observation and assessment while considering developmentally appropriate practices, diverse populations, learning environments, and families. State licensing regulations require proof of Tuberculosis (TB) clearance and vaccines against pertussis (whooping cough; Tdap), measles (MMR), and an influenza vaccine (flu shot). A signed statement of good health and a criminal record clearance may be requested. In addition to lecture class hours, students must complete a minimum of 18 practicum hours in the field.

030 Infant/Toddler Development (3) CSU
Prerequisite: *Child Development 001.*

LECTURE, 3 HOURS.

Note: *Tuberculosis clearance is required.*

This course provides an in-depth study of the development of infants and toddlers. Developmental domains and areas include cognitive/language, social/emotional, and perceptual/motor development, along with milestones of children from birth to thirty six months. Particular attention is given to attachment theory and research, with an overview on brain development, the value of exploration and play, early intervention, disabilities, and a relationship-based care in the context of family systems of culture, home language, and traditions. Respectful caregiving principles, practices, and routines, within culturally and developmentally appropriate environments are discussed. Class instruction includes objective observations and identification of developmental domains of infants and toddlers in diverse settings.

031 Infant/Toddler Care and Education (3) CSU
Prerequisite: *Child Development 001.*

LECTURE, 3 HOURS.

This course implements the principles of inclusive, respectful caregiving for infants and toddlers within a variety of curricular approaches. Infant-toddler education is presented within the context of observation, assessment, exploration, learning opportunities, and a relationship-based approach. Topics include typical and atypical development, early intervention, physical and social environments, as well as health, safety, and licensing standards. Students also examine skills in developing partnerships with families, and the influences that language, culture and traditions have on these relationships.

034 Observing and Recording Children's Behavior (3) CSU (C-ID ECE 200)
Prerequisite: *Child Development 001.*

Advisory: *Child Development 002.*

LECTURE, 3 HOURS.

Note: *Students must show proof of TB clearance, flu shot, MMR, and Tdap immunizations.*

This course examines appropriate use of assessment and observation strategies to document and interpret children's growth and development and learning to join families and professionals in promoting children's success. The student explores forms of documentation such as anecdotal notes, running records, rating scales, portfolios, and other forms that help to guide curriculum, support adaptations, and communicate progress. The course includes opportunity for observation in the field.

036 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 is emphasized.

037 Literature for School Age Children (2) CSU
Advisory: *Child Development 036.*

LECTURE, 2 HOURS.

This course is a survey of literature appropriate for children ages 6 -12 years. Emphasis is given to selection, evaluation, and presentation of literature using developmental characteristics and needs of children. Includes development of appropriate curriculum materials for the classroom with a literature emphasis. Recommended for early childhood and primary school teachers and parents.

038 Administration & Supervision of Early Childhood Programs I (3) CSU
Prerequisites: *Child Development 001, 002, 003, 004, 010 and 011.*

LECTURE, 3 HOURS.

This course prepares the student to establish and administer an early childhood program. Financial aspects of program operation, licensing regulations, policies, and procedures pertaining to administration are emphasized. California Commission on Teacher Credentialing requires this course for Master Teacher, Site Supervisor and Program Director Permits Option One.

039 Administration II: Personnel and Leadership in Early Childhood Education (3) CSU
Prerequisite: *Child Development 038.*

LECTURE, 3 HOURS.

This course provides training for administrators of early childhood programs on a variety of topics pertaining to administering an early childhood program. Topics include: Leadership principles and practices, decision making processes, supervision, mentorship, and staff development, conflict resolution strategies, team building, and program assessment and evaluation. Emphasis is on reflective practice and the roles and development of early childhood professionals as mentors and leaders. California Commission on Teacher Credentialing requires this course for Site Supervisor and Program Director Permits Option One.

042 Teaching in a Diverse Society (3) CSU (C-ID ECE 230)
LECTURE, 3 HOURS.

This course examines the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education, and schooling. It focuses on culturally relevant and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. The course involves self-reflection of one's own understanding of educational principles in integrating anti-goals in order to better inform teaching practices and/or program development.

044 Early Intervention for Children with Special Needs (3) CSU

LECTURE, 3 HOURS.

This course is designed for students interested in working with young children with special needs and their families. Instruction focuses on accommodating and adapting the physical environment, instructional strategies, and curriculum to meet the needs of differently-abled children from birth through preschool.

045 Programs for Children with Special Needs (3) CSU
Advisory: *Child Development 001.*

LECTURE, 3 HOURS.

Note: Tuberculosis clearance may be required.

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.

050 Parenting: Family Life Focus (1) CSU

LECTURE, 1 HOUR.

This course is designed for students interested in parent training with emphasis on family life. Includes parent-child relationships, alternatives in parenting styles, child development and family resources.

051 Parenting: Home and School Focus (1) CSU

LECTURE, 1 HOUR.

This course is designed for students interested in parent training. Includes child-parent-teacher-school relationships, parenting and teaching styles, and school strategies in parent involvement and parent education. Emphasis is on effective parent/school relationships.

052 Parenting: Community Resources Focus (1) CSU
LECTURE, 1 HOUR.

This course is designed to for those interested in parent training. Includes parent-child relationship, alternatives in parenting styles, child development, and family resources. Emphasis is placed on community resources.

060 Introduction to Family Child Care I (1) CSU

LECTURE, 1 HOUR.

This course discusses the business and operations of a Family Child Care Home and provides an overview of entrepreneurship in developing a family child care home-based business. Introductory topics include small business start-up, state licensing regulations, business management, policies and procedures in operating a family day care business, environmental design, and curriculum planning.

061 Introduction to Family Child Care II (1) CSU
Prerequisite: *Child Development 060.*

LECTURE, 1 HOUR.

This course considers strategies that can enhance the operations of a family child care home (small business) and through review of standards, practices, ethical, and legal considerations in program planning as well as assists in the development of advertising tools and an operational manual.

062 Developmental Profiles: Pre-Birth Through Age Eight (2) CSU

LECTURE, 2 HOURS.

This course provides the study of developmental profiles from pre-birth through age eight. Key concepts in current child development literature, development of curriculum plans, and children's developmental assessment tools are examined.

063 Creative Curriculum in a Family Child Care Setting (2) CSU

LECTURE, 2 HOURS.

Note: Child Development 003 or 004 can be substituted for this course.

This course is designed for family childcare providers and persons entering the profession. Emphasis is on play and creative experiences in the home setting for children. Course includes art, music and movement, language and literacy, early math, dramatic play, and cooking.

065 Adult Supervision/Early Childhood Mentoring (2) CSU

Prerequisite: Child Development 001, 002, 003, 004, 010, and 011.

LECTURE, 2 HOURS.

This course is an overview of methods and principles of mentoring and supervision of adults in early childhood education settings. Topics explored include environmental quality assessment, performance evaluation, leadership styles, group dynamics, conflict resolution, staff development, and staff roles and responsibilities. This course is required for upper levels of the California Child Development Permit, and to become a California Early Childhood Mentor.

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 IN ANY ONE DISCIPLINE.

931 Cooperative Education – Child Development (3) CSU RPT 4

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).

Cooperative Education is a work experience program involving the employer, the student-employee, and the college to ensure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in this program. This course assists students in acquiring desirable work habits, attitudes, and career awareness in the field of the student's Child Development major.

941 Cooperative Education – Child Development (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).

Cooperative Education is a work experience program involving the employer, the student-employee, and the college to ensure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in this program. This course assists students in acquiring desirable work habits, attitudes, and career awareness in the field of the student's Child Development major.

Education (EDUC)

001 Introduction to Teaching (3) UC:CSU

LECTURE, 3 HOURS.

This course introduces students to the field of professional education and the concepts and issues that are related to K - 12 education. Topics of this course include a basic understanding of a teacher's role and challenges in society, contemporary education issues within historical, social, philosophical, legal, and political contexts, impact of government policies on schools and children, and the various perspectives on curriculum and instruction.

203 Education in American Society (3)

UC:CSU IGETC area 4 (C-ID EDUC 200)

LECTURE, 2.5 HOURS; LABORATORY, 2.5 HOURS.

In this course, students examine the fundamental theories of the American educational institution in its social, political, and economic contexts. Concepts and methods from the fields of sociology, philosophy, and the politics of education are used to analyze the current conditions of American schools. Consideration of contemporary issues, including the roles of the American school in a democratic, multi-cultural society are emphasized. Analysis of the historical, philosophical, and social foundations of education and of school organization are used to evaluate selected proposals and models for reform.

250 Adult Learning and Motivation (3) CSU

LECTURE, 3 HOURS.

This course is designed for participants in the LACCD District Academic Senate's Professional Development College (PDC) and enrollment is limited to members of that program. The course provides tools for current or future teachers or Project MATCH participants to acquire and/or better understand the process of facilitating adult learning, conditions that stimulate adult student motivation, and the methods that can enhance this process. Topics covered are adult learning theory, characteristics of effective teachers, philosophical and teaching style orientations, instructional design, classroom management, and motivational teaching methods. This course examines the andragogical model of adult learning and surveys an array of research-based and culturally-responsive teaching strategies and techniques to use in the classroom.

252 Curriculum Development and Instructional Design (3) CSU

LECTURE, 3 HOURS.

This course is designed for participants in the LACCD District Academic Senate's Professional Development College (PDC) and enrollment is limited to members of that program. The course is designed to assist students made up of current or future teachers or Project MATCH participants in developing essential skills for curriculum restructuring, planning, and implementation and responds to the question, 'What will the students learn and how will we teach

it?' Three essential processes - curriculum development, assessment, and instruction - are considered with respect to relevant theory, research, and practice. This course explores various teaching techniques and instructional strategies. Field experiences designed to provide a practical application for the demonstration of theory applied to practice is an integral part of the course.

Family and Consumer Studies (FAM &CS)

006 Challenges of Aging (3) CSU

LECTURE, 3 HOURS.

This course is an analysis of the developmental changes, social problems, and specific needs of the older adult in the interdisciplinary study of gerontology. The course includes an investigation of everyday situations with emphasis on consumerism, housing, health, nutrition, community resources, and changing family roles. The course combines academic research with an empathetic view of the lives of older people to involve students emotionally and intellectually in the material while reinforcing experiential learning.

021 Nutrition (3) UC:CSU (C-ID NUTR 110)

LECTURE, 3 HOURS.

This course reviews scientific concepts of nutrition relating to the functioning of nutrients in basic life processes. It includes an overview of digestion and the metabolism of nutrients. Foods are discussed as a source of nutrients, and 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. Students complete a personal dietary assessment, synthesizing data from a computerized dietary program and family tree, and appraise nutritional disease risk factors. Students evaluate excesses and deficiencies and construct practices that establish and maintain a healthy lifestyle and result in a healthier mind, healthier nutritional eating practices, enhancing the spirit, and nourishing the body.

031 Marriage and Family Life (3) UC:CSU

IGETC Area 4G, 4J (C-ID SOCI 130)

LECTURE, 3 HOURS.

This course examines marriages and families as institutions within American society and as dynamic systems leading to interpersonal growth and intimate relationships over the course of the family life cycle, including historical and recent changes. The course explores the diversity of family patterns and marriages in the U.S. as well as comparisons to non-Western cultures. Areas of study include, but are not limited to, gender roles, sexuality, marital interaction and power, parenting issues, financial matters, and divorce and remarriage.

034 Child Nutrition (3) CSU

LECTURE, 3 HOURS.

This course focuses on basic principles covering the nutritional needs of pregnant/lactating women/infants and children to promote optimum physical/mental development and disease prevention. Special emphasis is placed on nutritional planning and education for children through the development of nutrition plans, individual projects, curriculum, and materials.

091 Life Management (3) CSU

LECTURE, 3 HOURS.

This course provides individuals with skills for understanding and using internal and external resources to function effectively in the present and in future society. Students learn techniques for improving self-understanding and interpersonal relationships that reflect decision-making, time, energy, stress, and conflict and money management.

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 IN ANY ONE DISCIPLINE.

Communication Studies Department

E3-569 *• (323) 415-5034*

The East Los Angeles College Communication Studies Department offers a comprehensive program of communication courses. These courses prepare students for careers that require excellent communication and critical thinking skills including but not limited to education, business, telecommunications, and law. Courses offered also prepare students to transfer into a four-year degree program. The ELAC Communication Studies Program is the home of the nationally recognized ELAC Speech and Debate Team. Join our award-winning program as a Communication Studies specialist.

Faculty

Anderson, Dr. MyHanh V., Chair, Professor
Biganeh, Maryam, Assistant Professor
Haddad, Nader, Professor
Hale, David R., Associate Professor
Smith, Ryan L., Professor

Adjunct Associate Professors

Anderson, Joseph
Black, Robert
Crossman, Elizabeth
Ferniany, J. Michael
Fritz, Alice
GrayBallard, Robin
Hiatt, Leslie
McKay, W. Colin
Michel, Linda B.
Mizzone Pellegrini, Vanessa
Semichy, Joslyn
Silva, Trish
Taylor, Warren E.
Wallace, Juliet E.

EDUCATIONAL PROGRAMS

ASSOCIATE DEGREE PROGRAM

- Communication Studies for Transfer

ASSOCIATE DEGREE PROGRAM

Associate in Arts in Communication Studies 2.0 for Transfer

Communication is an essential part of the human experience. This Associate in Arts in Communication Studies 2.0 for Transfer explores and analyzes the ways in which communication takes place in the public sphere, between individuals, in new media, and in other contexts. Students who successfully earn the AA-T in Communication Studies 2.0 by completing a maximum of 60 transferrable units are guaranteed transfer admission into a California State University campus to further their study of Communication.

Students who earn the Associate in Arts in Communication Studies 2.0 for Transfer will be able to:

- Transfer to a four-year CSU institution to pursue baccalaureate studies in Communication or a related field.
- Define and apply the communication theory in daily life.
- Recognize and use different types of communication techniques and media.
- Practice effective communication strategies in personal, public, and professional settings.
- Students are required to complete 60 semester units or 90 quarter units of degree-applicable courses, with a minimum overall grade point average of 2.0, including a minimum grade of "C" (or "P") for each course in the major, and completion of IGETC and/or CSU GE-Breadth.

Notes: No remedial or non-collegiate level course work will be counted in the total units for this degree.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
COMM 101	Public Speaking	3
COMM 121	Interpersonal Communication	3
	Subtotal	*6*
LIST A (SELECT THREE COURSES):		9 UNITS
COMM 104	Argumentation	3
COMM 106	Forensics	2
COMM 122	Intercultural Communication	3
COMM 130	Introduction to Oral Interpretation of Literature	3
COMM 151	Small Group Communication	3
JOURNAL 105	Mass Communications	3
JOURNAL 202*	Advanced Newswriting	3
LIST B (SELECT ONE COURSE):		3 UNITS
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
ENGLISH 102*	College Reading and Composition II	3
OR		
ENGLISH 103*	Composition and Critical Thinking	3
JOURNAL 101	Collecting and Writing News	3
PSYCH 001	Introductory Psychology	3
SOC 001	Introduction to Sociology	3
COMM 100	Introduction to Communication Studies	3
COMM 107**	Speech Forensics - Indivdual Events	3
COMM 190	Communication and New Media	3

COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE

UNITS

IGETC or CSU GE Pattern

Total 60

Note: 9-18 units of major courses may be double counted towards general education.

**This course has a prerequisite.*

***This course has an advisory.*

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Communication Studies (COMM)

076 English Speech as a Second Language (3) CSU

LECTURE, 3 HOURS.

This English speech improvement class stresses accent reduction, pronunciation, intonation, and phrasing. The course includes speaking assignments prepared by students. It is designed mainly for those who need to learn to speak Standard American English pronunciation more effectively in a variety of different environments.

100 Introduction to Communication Studies (3) UC:CSU IGETC Area 4

LECTURE, 3 HOURS.

Students explore the basic concepts of human communication as an academic field of study including history, principles, processes, variables, research methods, and specializations. Students learn about specific career opportunities a communication studies degree can provide. Students examine issues relevant to the systematic inquiry and pursuit of knowledge about human communication. Students analyze concepts of communication and the skills necessary to communicate in various contexts.

101 Public Speaking (3) UC:CSU IGETC Area 1C (C-ID COMM 110)

LECTURE, 3 HOURS.

In this course, training is offered in effective speech composition and delivery. The course assists in building confidence in the delivery of original presentations, acquaints students with the sources of speech materials, and develops discriminating listening through speech analysis.

104 Argumentation and Debate (3)
UC:CSU IGETC Area 1C (C-ID COMM 120)

LECTURE, 3 HOURS.

This course explores the critical thinking process, emphasizing the use of logic, reasoning, and evidence in the presentation and analysis of sound arguments.

106 Forensics (2) CSU RPT3 (C-ID COMM 160B)

LABORATORY, 6 HOURS.

This laboratory course is for students preparing speeches, oral interpretation/acting performances, and debate/arguments to participate in competitive intercollegiate forensics (speech and debate) tournaments. Special emphasis is given to creating persuasive arguments through acting performances, competitive debates, or speeches. Students compete in at least one tournament or speak at a community event.

107 Speech Forensics - Individual Events (3) CSU RPT3

Advisory: *Communication Studies 106.*

LABORATORY, 9 HOURS.

This intensive laboratory course develops critical speech performance skills in individual events and requires participation in multiple intercollegiate speaking competitions. Students are guided in preparing speeches and oral interpretation/acting performances. Students are required to participate in tournaments which are outside regularly scheduled class hours. Students who repeat this course benefit from additional competition experiences.

121 Interpersonal Communication (3)
UC:CSU IGETC Area 4G (C-ID COMM 130)

LECTURE, 3 HOURS.

This course offers a study of the dynamics of everyday one-to-one communication focusing on the role that behavior, psychology, and environment play in friendship, family, workplace, and intimate relationships. Factors that influence communication such as non-verbal cues, language, perception, culture, power dynamics, listening, self-concept, and health and personal well-being are explored. Problems in relational communication and conflict management as well as adaption and success in interpersonal effectiveness are examined.

122 Intercultural Communication (3) UC:CSU IGETC Area 4

LECTURE, 3 HOURS.

This course examines communication in the context of intercultural interactions, explores verbal and nonverbal communication, similarities and differences in communication across cultures, and provides strategies to enhance interpersonal communication skills within the context of intercultural communication. This course is an introduction to intercultural communication in domestic and/or global contexts. The influence of cultures, languages, and social patterns on how members of groups relate with members of different ethnic and cultural groups is examined. The course also studies the theory and knowledge of effective communication within and between cultures. Focus also includes appreciation and comparison of communication among diverse groups within the larger context of cultures in the United States.

130 Introduction to Oral Interpretation of Literature (3) UC:CSU (C-ID COMM 170)

LECTURE, 3 HOURS.

This course provides an overview of theory, principles, and techniques used in the performance and interpretation of literature in solo, duo, and group formats. Texts include prose, poetry, drama, and other literary genres. Appreciation of various literary voices and performance styles is taught through textual analysis, oral reading, and evaluation. Practical training is given in critical reading, editing, and performance of poetry, prose, drama, essay, and experimental forms of performance text drawn from a diverse range of cultural viewpoints and voices.

151 Small Group Communication

(3) UC:CSU (C-ID COMM 140)

LECTURE, 3 HOURS.

This course provides an analysis of the purposes, principles, and types of group processes, including development of individual skills in leadership, problem solving, and collaborative learning that can be achieved by responsible group participation.

190 Communication and New Media

(3) UC:CSU IGETC Area 4G

LECTURE, 3 HOURS.

This course introduces computer-mediated communication. Students examine how the Internet, specifically popular culture, social media, websites, blogs, podcasts, YouTube, and social networks, have reshaped communication practices. The course offers an overview of relevant theories and critical issues while providing students with the opportunity to apply communication skills using new media.

185 Directed Study - Communication Studies (1) CSU

285 Directed Study - Communication Studies (2) CSU

385 Directed Study - Communication Studies (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 IN ANY ONE DISCIPLINE.

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.

Computer Applications and Office Technologies Department

***E7-420** • (323) 267-3737*

The Computer Applications and Office Technologies Department (CAOT) has consistently made a valuable contribution in assisting students to meet their goals for employment or advancement in employment, college transfer, or personal enrichment in the office technologies field. As society and business rely more heavily on technology, 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 a wide variety of degrees, Certificates of Achievement, and Skills Certificates which are designed to develop the knowledge, skills, and attitudes needed by employees in today's dynamic office environment. Students are taught in classrooms and labs that are state-of-the-art in technology and contemporary in appearance.

The CAOT Department has also incorporated a career-driven Global Trade and Logistics program offering courses in Logistics as well as International Trade. As a key economic driver, Los Angeles boasts as the country's top import and export hub that thrives in global trade and logistics activity. In fact, according to the Department of Labor, over the next six years, the job outlook for the logistics industry will continue to to grow by 22%. ELAC's Global Trade and Logistics Program serves this industry. The program offers seven skills certificates, an International Trade Certificate of Achievement, a Technology and Logistics Certificate of Achievement as well as two nationally recognized certifications (Certified Logistics Associate and Certified Logistics Technician), and a Technology and Logistics Associate of Science Degree. The Technology & Logistics certificates, certifications, and degree programs emphasize the use of technology in manufacturing, wholesale, e-commerce, distribution, and intermodal transportation.

The CAOT Department recently adopted a Vision Statement, a Mission Statement, and Core Values to be the concentration of what the department will live by.

Vision

To lead in innovative, quality, and skill-driven instruction within a climate of constant technological change.

Mission

Through cutting-edge and technology-based instruction, produce skilled professionals who add value to any business environment.

Core Values

- Improve the quality of life for ELAC students through skill- and career-driven education
- Earn student loyalty and trust
- Increase student success as the core of all CAOT decisions
- Seize opportunities that add value and support CAOT's primary mission
- Apply integrity, excellence and innovative curriculum and instruction
- Align with emerging technological trends
- Capitalize on industry and community partnerships that drive student success

Faculty

Mahrenholz, Ann, Chair, Associate Professor
Medina, Leonardo, Associate Professor
Vasquez, Melisa, Associate Professor

Adjunct Associate Professors

Anderson, Marcus
Cervantes, Consuelo
Chacon, Juan
Cross, Karen
De La Torre, Judy
De Pieri, Ruth C.
Fernandez, Amanda
Renderos, Kenny
Ruvalcaba, Peter
Serrano, Silvia
Shum, wing
Siguenza, Ruth
Swicegood, Mark
White, Shonyell
Wyszpolski, Jon J.
Yu, Michael

EDUCATIONAL PROGRAMS

SUBJECTS

- Computer Applications and Office Technologies
- International Business
- Logistics

SKILLS CERTIFICATES

- Global Trade & Logistics - Import & Export
- Global Trade & Logistics - International Trade & Transportation

- Leadership in Global Logistics
- Logistics Analyst
- Logistics Associate
- Logistics Fundamentals
- Logistics Specialist
- Social Media

CERTIFICATES OF ACHIEVEMENT

- Administrative Assistant
- Business Information Worker I
- Business Information Worker II
- Customer Service Representative
- Executive Assistant
- Industry Safety Standards
- International Trade
- Microsoft Office Specialist
- Office Assistant
- Office Systems Specialist
- Technology & Logistics
- Technology for E-Commerce and Entrepreneurs

ASSOCIATE DEGREE PROGRAMS

- Executive Assistant
- Office Systems Specialist
- Technology & Logistics

SKILLS CERTIFICATES

ALL COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

Global Trade & Logistics - Import & Export

This certificate is designed for students who want a fast-track course of study that will prepare them for entry level jobs in customhouse brokerage companies, as buyers and purchasing agents, as well as for entrepreneurs. Principles and methods for meeting quality standards for services will be covered. Concepts include import and export operations and procedures, U.S. government regulations, and the rule of different types of brokers.

SUBJECT & NO.	COURSE	UNITS
CAOT 048	Customer Service	3
INTBUS 003	Export Procedure I	3
INTBUS 004	Import Procedure I	3
LOGTIC 101	Technology in Global Logistics	1
	Total	*10*

Global Trade & Logistics - International Trade & Transportation

This certificate is designed for students who want a fast-track course of study that will prepare them for entry-level jobs in freight forwarding, cargo and freight agents, and route specialists. Concepts will include a global logistics and international perspective to importing and exporting, U.S. Customs regulations and global transport systems. Principles and methods for moving goods by air, rail, sea, and road are covered.

SUBJECT & NO.	COURSE	UNITS
INT BUS 001	International Trade	3
INT BUS 002	Transport Systems	3
LOGTIC 102	Concepts in Global Logistics	2
LOGTIC 103	Inventory in Global Logistics	2
	Total	*10*

Leadership in Global Logistics

This certificate is designed to provide 21st Century leadership skills and theories in the logistics industry. Students will be introduced to the logistics environment, leading vs. managing, the key elements of leadership, the interrelationship between trait and behavioral leadership theories, influencing, communicating, coaching/mentoring, conflict resolution, team logistics leadership, ethics and diversity, and developing a logistics leadership culture. In addition, courses are embedded that enable students the opportunity to obtain national certifications (Certified Logistics Associate and Certified Logistics Technician) that are industry-recognized, nationally portable logistics credentials from the Manufacturing Skills Standard Council (MSSC).

SUBJECT & NO.	COURSE	UNITS
LOGTIC 104	Logistics: Cornerstone Essentials	3
LOGTIC 105	Green Logistics and GIS Technology	3
LOGTIC 106	Leadership in Logistics	3
	Total	*9*

Logistics Analyst

This program is designed for students who want a fast-track course of study that will enable them to enter the job market with the latest entry-level knowledge for the Logistics and Goods Movement industries.

SUBJECT & NO.	COURSE	UNITS
CAOT 085**	Microsoft Excel: Spreadsheet	3
CAOT 086**	Microsoft Access: Database	3
LOGTIC 931	Cooperative Education - Logistics	3
OR		
LOGTIC 101	Technology in Global Logistics	1
AND		
LOGTIC 102	Concepts in Global Logistics	2
LOGTIC 103	Inventory in Global Logistics	2
	Total	*11*

***This course has an advisory.*

Logistics Associate

This skills certificate is designed for students who want a fast-track course of study that will prepare them for certification in the Logistics Industry. Warehouse distribution, and hub operation, flow of goods and documents, shipping and receiving concepts, warehousing software, barcodes, radio frequency identification, and data collection will be covered. In addition, GIS (Geographic Information Systems), global supply chain, quality control, hazardous materials, and U.S. Customs regulations are discussed.

SUBJECT & NO.	COURSE	UNITS
LOGTIC 101	Technology in Global Logistics	1
LOGTIC 102	Concepts in Global Logistics	2

LOGTIC 103	Inventory in Global Logistics	2
LOGTIC 104	Logistics: Cornerstone Essentials	3
LOGTIC 105	Green Logistics and GIS Technology	3
	Total	*11*

Logistics Fundamentals

This Skills Certificate is designed for students who want a fast-track course of study that will prepare them for entry-level jobs in the logistics industry such as Order Clerks, Shipping/Receiving & Traffic Clerks, as well as Production, Planning & Expediting Clerk. Students who complete this certificate learn principles and methods for coordinating and expediting the flow of work and materials, review and distribution of production, work, and shipment schedules, compiling reports on progress of work, inventory levels, cost, and production problems.

SUBJECT & NO.	COURSE	UNITS
LOGTIC 101	Technology in Global Logistics	1
LOGTIC 102	Concepts in Global Logistics	2
LOGTIC 103	Inventory in Global Logistics	2
ECON 011	Economics of Globalization	3
	Total	*8*

Logistics Specialist

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 are covered.

SUBJECT & NO.	COURSE	UNITS
CAOT 032**	Business Communications	3
CAOT 048	Customer Service	3
LOGTIC 108	Industry Safety Fundamentals	3
LOGTIC 931	Cooperative Education - Logistics	3
OR		
LOGTIC 101	Technology in Global Logistics	1
AND		
LOGTIC 102	Concepts in Global Logistics	2
LOGTIC 103	Inventory in Global Logistics	2
	Total	*14*

***This course has an advisory.*

Social Media

This industry-driven skills certificate is designed for students and business professionals who want to enhance their marketing advertising, branding, communications, and sales skills through multiple social media channels. It is also appropriate for those new to social media who seek to add a professional certificate in social media.

SUBJECT & NO.	COURSE	UNITS
CAOT 032**	Business Communications	3
CAOT 152	Mobile Apps for Business	3
CAOT 153	Social Media	3
	Total	*9*

***This course has an advisory.*

CERTIFICATES OF ACHIEVEMENT

ALL COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

Administrative Assistant

This Certificate of Achievement 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 002**	Computer Keyboarding and Document Applications II	3
CAOT 031	Business English	3
CAOT 032**	Business Communications	3
CAOT 033	Records Management and Electronic Filing	3
CAOT 034	Business Terminology	2
CAOT 035	Concepts in Information Systems	3
CAOT 082**	Microsoft Office Suite	3
CAOT 084**	Microsoft Word	3
CAOT 092**	Computer Windows Application	2
CAOT 110**	Microsoft PowerPoint: Presentation Design	3
CAOT 111**	Microsoft Outlook	2
	Total	*30*

***This course has an advisory.*

Business Information Worker I

The Business Information Worker (BIW) Certificate of Achievement is designed to prepare students for entry-level office and administrative support in a variety of job positions, including general office clerks, retail salespersons, customer service representatives, receptionists, and information clerks. Students can be expected to learn the following:

- Basic oral and written communications
- Basic computer application skills, including beginning Excel, Word, and Outlook
- The fundamentals of computer systems
- Critical thinking and problem solving skills.

With a solid foundation in Microsoft Windows and Office, as well as strong digital and web literacy skills, students will be better prepared to meet the workforce demands of today's business environment.

SUBJECT & NO.	COURSE	UNITS
CAOT 001	Computer Keyboarding and Document Applications I	3
CAOT 032**	Business Communications	3
CAOT 035	Concepts in Information Systems	3
CAOT 048	Customer Service	3
CAOT 085**	Microsoft Excel: Spreadsheet	3
CAOT 092**	Computer Windows Application	2
CAOT 111**	Microsoft Outlook	2
	Total	*19*

***This course has an advisory.*

Business Information Worker II

The Business Information Worker II (BIW II) Certificate of Achievement is designed to prepare students for mid-level office and administrative support in a variety of job

positions, including office and executive administrative support, office supervision, small business support, retail sales, and customer service representatives. The BIW II Certificate of Achievement builds on the BIW I foundation and provides students with additional skills in PowerPoint, Excel, Access, QuickBooks, records management, and customer relations. Students completing this stage of the BIW pathway will be equipped to take multiple Microsoft Office Specialist credential exams

SUBJECT & NO.	COURSE	UNITS
ACCTG 032	Accounting Using QuickBooks Pro	3
CAOT 033	Records Management and Electronic Filing	3
CAOT 048	Customer Service	3
CAOT 085**	Microsoft Excel: Spreadsheet	3
CAOT 086**	Microsoft Access: Database	3
CAOT 110**	Microsoft PowerPoint: Presentation Design	3
	Total	*18*

***This course has an advisory.*

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 001	Computer Keyboarding and Document Applications I	3
CAOT 031	Business English	3
CAOT 032**	Business Communications	3
CAOT 034	Business Terminology	2
CAOT 048	Customer Service	3
CAOT 082**	Microsoft Office Suite	3
	Total	*17*

***This course has an advisory.*

Executive Assistant

This Certificate of Achievement 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 002**	Computer Keyboarding and Document Applications II	3
CAOT 031	Business English	3
CAOT 032**	Business Communications	3
CAOT 033	Records Management and Electronic Filing	3
CAOT 034	Business Terminology	2
CAOT 035	Concepts in Information Systems	3
CAOT 082**	Microsoft Office Suite	3
CAOT 084**	Microsoft Word	3
CAOT 085**	Microsoft Excel: Spreadsheet	
OR		
CAOT 086**	Microsoft Access: Database	3
CAOT 092**	Computer Windows Application	2
CAOT 110**	Microsoft PowerPoint: Presentation Design	3
CAOT 111**	Microsoft Outlook	2
CAOT 145**	ePortfolio	1
CAOT 153	Social Media	3
	Total	*37*

***This course has an advisory.*

Industry Safety Standards

The Industry Safety Standards Certificate of Achievement is designed to provide students with the safety fundamental skills that will directly impact their existing and future workforce. The course is designed with OSHA standards that establish, maintain and foster a culture of safety. This course involves OSHA standards, policies, and procedures in general industry. Topics include scope and application of the OSHA General Industry Standards, general industry principles, and special emphasis on those areas in general industry which are most hazardous. Successful completion of this course will earn students the OSHA General Industry authorization card.

SUBJECT & NO.	COURSE	UNITS
CAOT 032**	Business Communications	3
CAOT 082**	Microsoft Office Suite	3
LOGTIC 101	Technology in Global Logistics	1
LOGTIC 104	Logistics: Cornerstone Essentials	3
LOGTIC 106	Leadership in Logistics	3
LOGTIC 108	Industry Safety Fundamentals	3
	Total	*16*

***This course has an advisory.*

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
INTBUS 001	International Trade	3
INTBUS 002	Transport Systems	3
INTBUS 003	Export Procedures I	3
INTBUS 004	Import Procedures I	3
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
CAOT 048	Customer Service	3
FOREIGN LNG.	Any five-unit Foreign Language class	5
One course from the following:		
GEOG 002	Cultural Elements of Geography	3
CAOT 032**	Business Communications	3
OR		
ENGLISH 101	College Reading and Composition I	3
OR		
ENGLISH 101X	College Reading and Composition I Plus 1-Hour Lab	3
OR		
ENGLISH 101Y	College Reading and Composition I Plus 2-Hour Lab	3.5
OR		
ENGLISH 101Z	College Reading and Composition I Plus 3-Hour Lab	4
OR		

E.S.L. 110	College Composition for Non-Native Speakers	3
FIVE TO SIX UNITS FROM THE FOLLOWING:		5-6
CAOT 082**	Microsoft Office Suite	3
CIS 101	Introduction to Computers and Their Uses	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
	Total	*31-33*

***This course has an advisory.*

Microsoft Office Specialist

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 084**	Microsoft Word	3
CAOT 085**	Microsoft Excel: Spreadsheet	3
CAOT 086**	Microsoft Access: Database	3
CAOT 092**	Computer Windows Application	2
CAOT 110**	Microsoft PowerPoint: Presentation Design	3
CAOT 111**	Microsoft Outlook	2
	Total	*16*

***This course has an advisory.*

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 001	Computer Keyboarding and Document Applications I	3
CAOT 031	Business English	3
CAOT 033	Records Management and Electronic Filing	3
CAOT 034	Business Terminology	2
CAOT 082**	Microsoft Office Suite	3
CAOT 111**	Microsoft Outlook	2
	Total	*16*

***This course has an advisory.*

Office Systems Specialist

This Certificate of Achievement 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 002**	Computer Keyboarding and Document Applications II	3
CAOT 031	Business English	3
CAOT 032**	Business Communications	3
CAOT 035	Concepts in Information Systems	3
CAOT 084**	Microsoft Word	3
CAOT 085**	Microsoft Excel: Spreadsheet	3
CAOT 086**	Microsoft Access: Database	3
CAOT 092**	Computer Windows Application	2
CAOT 109	Web Multimedia for the Office	3
CAOT 110**	Microsoft PowerPoint: Presentation Design	3
CAOT 111**	Microsoft Outlook	2
CAOT 145**	ePortfolio	1
CAOT 152	Mobile Apps for Business	3
CAOT 153	Social Media	3
	Total	*38*

***This course has an advisory.*

Technology & Logistics

The Technology & Logistics Certificate of Achievement is designed for students who intend to pursue the field of logistics as a career path. Logistics is the management and control of all aspects of the movement of goods, energy, services, information, and people. Warehouse and distribution operations, flow of goods and documents, shipping and receiving concepts, communication skills, teamwork, customer service, applied math, and warehousing/inventory software will be covered. Students will also gain a knowledge and application of new technologies, including RFID, GIS, and GPS which coordinate the process and expedite the distribution of goods and services. Two (2) logistics national certifications (Certified Logistics Associate and Certified Logistics Technician) can be earned which are nationally portable logistics credentials from the Manufacturing Skills Standard Council (MSSC).

SUBJECT & NO.	COURSE	UNITS
LOGTIC 101	Technology in Global Logistics	1
LOGTIC 102	Concepts in Global Logistics	2
LOGTIC 103	Inventory in Global Logistics	2
LOGTIC 104	Logistics: Cornerstone Essentials	3
LOGTIC 105	Green Logistics and GIS Technology	3
CAOT 032**	Business Communications	3
CAOT 035	Concepts in Information Systems	3
CAOT 048	Customer Service	3
CAOT 082**	Microsoft Office Suite	3
CAOT 133	How to Succeed in an Online Course	1
OR		
CAOT 145**	ePortfolio	1
	Total	*24*

***This course has an advisory.*

Technology for E-Commerce and Entrepreneurs

The Technology for E-Commerce and Entrepreneurs Certificate of Achievement is designed for students, aspiring entrepreneurs, and the general workforce who wish to become successful in today's dynamic business environment. Students will be able to apply e-commerce principles for immediate application of the technology tools in the business workplace or to launch a startup company or a home-based business. Students will also gain

knowledge of social technology and its vital role in business, mobile applications, and concepts of e-commerce and logistics for the increasingly mobile and virtual workplace.

SUBJECT & NO.	COURSE	UNITS
CAOT 048	Customer Service	3
CAOT 082**	Microsoft Office Suite	3
CAOT 152	Mobile Apps for Business	3
CAOT 153	Social Media	3
LOGTIC 101	Technology in Global Logistics	1
LOGTIC 107	E-Commerce for Global Trade & Entrepreneurs	3
	Total	*16*

***This course has an advisory.*

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
COMPLETE THE FOLLOWING COURSES		37.5
CAOT 002**	Computer Keyboarding and Document Applications II	3
CAOT 031	Business English	3
CAOT 035	Concepts in Information Systems	3
CAOT 092**	Computer Windows Application	2

Second Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 033	Records Management and Filing	3
CAOT 034	Business Terminology	2
CAOT 082**	Microsoft Office Suite	3

Third Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 084**	Microsoft Word	3
CAOT 085**	Microsoft Excel: Spreadsheet	
OR		
CAOT 086**	Microsoft Access: Database	3
CAOT 110**	Microsoft PowerPoint: Presentation Design	3
CAOT 111**	Microsoft Outlook	2

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 032**	Business Communications	3
CAOT 145**	ePortfolio	1
CAOT 153	Social Media	3
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: CAOT 035 (3 units) may be double counted in LACCD General Education area D2.

***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
COMPLETE THE FOLLOWING COURSES		38
CAOT 031	Business English	3
CAOT 035	Concepts in Information Systems	3
CAOT 145**	ePortfolio	1

Second Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 002**	Computer Keyboarding and Document Applications II	3
CAOT 032**	Business Communications	3
CAOT 092**	Computer Windows Application	2

Third Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 084**	Microsoft Word	3
CAOT 085**	Microsoft Excel: Spreadsheet	3
CAOT 109	Web Multimedia for the Office	3

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 086**	Microsoft Access: Database	3
CAOT 110**	Microsoft PowerPoint: Presentation Design	3
CAOT 111**	Microsoft Outlook	2
CAOT 152	Mobile Apps for Business	3
CAOT 153	Social Media	3
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: CAOT 035 (3 units) may be double counted in LACCD General Education area D2.

***This course has an advisory.*

Technology & Logistics, Associate in Science Degree

The Technology & Logistics Associate Degree is designed for students who intend to pursue the field of logistics as a career path and with the goal of transferring to a university. Logistics is the management and control of all aspects of the movement of goods, energy, services, information, and people. Warehouse and distribution operations, flow of goods and documents, shipping and receiving concepts, communication skills, teamwork, customer service, applied math, and warehousing/inventory software will be covered. Students will also gain a knowledge and application of new technologies, including RFID, GIS, and GPS which coordinate the process and expedite the distribution of goods and services. Two (2) logistics national certifications (Certified Logistics Associate and Certified Logistics Technician) can be earned which are nationally portable logistics credentials from the Manufacturing Skills Standard Council (MSSC). In addition,

students will complete general education courses designed to enable them to experience learning environments that foster and develop the ability to think and communicate clearly, to use mathematics, to be aware of other cultures, to think about ethical problems, and to develop the capacity for self-understanding and critical thinking.

SUBJECT & NO.	COURSE	UNITS
COMPLETE THE FOLLOWING 12 COURSES		30
LOGTIC 101	Technology in Global Logistics	1
LOGTIC 102	Concepts in Global Logistics	2
LOGTIC 103	Inventory in Global Logistics	2
LOGTIC 104	Logistics: Cornerstone Essentials	3
LOGTIC 105	Green Logistics and GIS Technology	3
LOGTIC 106	Leadership in Logistics	3
LOGTIC 107	E-Commerce for Global Logistics and Entrepreneurs	3
LOGTIC 108	Industry Safety Fundamentals	3
CAOT 032**	Business Communications	3
CAOT 035	Concepts in Information Systems	3
CAOT 048	Customer Service	3
CAOT 133	How to Succeed in an Online Course	1
OR		
CAOT 145**	ePortfolio	1
ELECTIVES: COMPLETE TWELVE UNITS FROM THE FOLLOWING:		12
ACCTG 001	Introductory Accounting I	5
OR		
ACCTG 021	Bookkeeping and Accounting I	3
CAOT 082**	Microsoft Office Suite	3
CAOT 085**	Microsoft Excel: Spreadsheet	3
CAOT 086**	Microsoft Access: Database	3
CAOT 092**	Computer Windows Application	2
CAOT 111**	Microsoft Outlook	2
CAOT 145**	ePortfolio	1
ECON 011	Economics of Globalization	3
GEOG 025	Introduction to Geographic Information Systems and Laboratory	4
OR		
GIS 025	Introduction to Geographic Information Systems and Laboratory	4
INTBUS 001	International Trade	3
INTBUS 002	Transport Systems	3
INTBUS 003	Export Procedures 1	3
INTBUS 004	Import Procedures 1	3
SUPV 001	Elements of Supervision	3
LOGTIC 931	Cooperative Education - Logistics	3
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: CAOT 035 (3 units) may be double counted in LACCD General Education area D2.

***This course has an advisory.*

SUBJECTS & COURSE DESCRIPTIONS

Computer Applications and Office Technologies (CAOT)

001 Computer Keyboarding and Document Applications I (3) CSU

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.

002 Computer Keyboarding and Document Applications II (3) CSU

Advisory: *CAOT 001.*

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

Note: Entering students should be able to key 30 gross words a minute.

This course provides a thorough training in keying business and personal letters, tables, manuscripts, and memoranda on computers using word processing software. Emphasis is placed on keyboarding techniques, improving speed and accuracy on timed writings, and developing proofreading skills.

031 Business English (3) CSU

LECTURE, 3 HOURS.

This course provides the framework for understanding business language and terminology used by business and technology professionals. Students gain an understanding of the rules of building and analyzing business terms from word origins and learn correct pronunciation, definitions, and spelling.

032 Business Communications (3) CSU

Advisories: *CAOT 031 and CAOT 001.*

LECTURE, 3 HOURS.

In this introductory course in business writing logical thought and critical evaluation of communication are stressed. 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.

033 Records Management and Electronic Filing (3)

LECTURE, 3 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. Electronic records management concepts are also introduced.

034 Business Terminology (2) CSU

LECTURE, 2 HOURS.

This course helps students enrich their vocabulary and develop their spelling ability. Emphasis is placed on commonly misspelled words and definition of commonly confused word pairs and terminology related to the business and technology fields.

035 Concepts in Information Systems
(3) UC:CSU (C-ID Bus 140)
(UC Credit Limit: 1 course maximum from: CIS 101 and CAOT 035).

LECTURE, 3 HOURS.

This course provides students with the basis for understanding the concepts of information systems and their role in business. Emphasis is placed on the components of the computer, including the system unit and input, output, storage, and communication devices; application software; systems software; networks and the Internet; and privacy and security issues. Concepts and methods are applied through the completion of hands-on computer-based projects using spreadsheet and database software that seek solutions to business problems.

048 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 information on how an organization can deliver service excellence. The information is 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). Emphasis is placed on communication, diversity, technology, time management, stress management, and customer retention.

082 Microsoft Office Suite (3) CSU
Advisory: CAOT 001.

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).

084 Microsoft Word (3) CSU
Advisory: CAOT 001

LECTURE, 3 HOURS.

This course provides information and hands-on training using Microsoft Word. Students learn beginning and advanced concepts and functions and apply their skills and knowledge to a wide variety of simple and complex documents, such as letters, memoranda, columnar tables, text tables, manuscripts, mail merge, and graphics. Upon completion of this course, students are eligible to take the Microsoft Office Specialist Word exam.

085 Microsoft Excel: Spreadsheet (3) CSU
Advisory: CAOT 001.

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 placed on preparing computerized worksheets by inserting formulas and functions to analyze data and simplifying office accounting procedures.

086 Microsoft Acess: Database (3) CSU
ADVISORY: CAOT 001.

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 and sharing database information with other software applications are also covered.

092 Computer Windows Application (2) CSU
Advisory: CAOT 001.

LECTURE, 1.5 HOURS; LABORATORY, 1 HOUR.

This course provides an in-depth study of a Windows operating system, Windows 10. Covers the Windows 10 environment, the Windows 10 desktop, folder and file management, personal information management and communication, developing a personal work environment, and customizing the computer using the control panel.

109 Web Multimedia for the Office (3) CSU

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course provides hands-on implementation skills in using multimedia tools to create and maintain Web sites. Students develop multiphase Web sites for the high-tech office environment that incorporate links, graphics, animation, and other multimedia capabilities using Web-authoring software.

110 Microsoft PowerPoint: Presentation Design (3) CSU
Advisory: CAOT 001.

LECTURE, 3 HOURS.

This course is designed to teach the fundamentals of presentation creation, enhancement, and modification. Students learn to create, edit, format, show, and print presentations including the use of PowerPoint templates, outlines, pictures, charts, tables, animation, video and sound.

111 Microsoft Outlook (2) CSU
Advisory: CAOT 082.

LECTURE, 1.5 HOUR; LABORATORY, 0.5 HOURS.

This course emphasizes the use of Microsoft Outlook for e-mail, calendar and scheduling, and managing contacts.

133 How to Succeed in an Online Course (1)

LECTURE, 1 HOUR; LABORATORY, 0.5 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, Canvas, as well as the soft skills needed to be successful in an online environment.

145 ePortfolio (1) CSU
Advisory: CAOT 001.

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 are stored digitally and are accessible on the Internet.

152 Mobile Apps for Business (3) CSU

LECTURE, 3 HOURS.

This course introduces students to application development for both Android and iOS platforms. Students receive hands-on experience using MIT App Inventor. The course centers around building several small applications which utilize and effectively integrate specific features of an Android and iOS devices such as user interface, process creation, life cycle events, network/Web access, sound, multimedia, GPS, accelerometer, and other on-device sensors. Students learn about the mobile device and application market, how to register with the Google Play Store and Apple App Store to be an application developer, and what is involved in distributing their applications to both the Android and iOS user population.

153 Social Media (3) CSU

LECTURE, 3 HOURS.

This course is designed for those interested in understanding and using the power of social media. Students learn to use social media to promote and expand their online presence while developing meaningful relationships. Students learn to choose social media sites to find people in target markets, engage users, and build valuable relationships that can lead to sales and job opportunities. Topics covered include creating and building a fan base, web marketing, and building traffic to websites and business.

185 Directed Study - Computer Applications and Office Technologies (1) CSU

285 Directed Study - Computer Applications and Office Technologies (2) CSU

385 Directed Study - Computer Applications and Office Technologies (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

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 IN ANY ONE DISCIPLINE.

International Business (INTBUS)

001 International Trade (3) CSU

LECTURE, 3 HOURS.

This foundation course in international trade provides a global Logistics and international maketing perspective to importing and exporting. From world trade agreements and regulations to practices and procedures, the course surveys the global business environment, international supply chain management, international market entry, international contracts, terms of trade, terms of payment, currency of payment, documentation, U.S. Customs, and competive advantage strategies.

002 Transport Systems (3) CSU

LECTURE, 3 HOURS.

This course examines the global transport systems used in importing and exporting. Emphasis is given to the role of ocean, air, land, and multimodal transport infrastructures as key components of international supply chain management operations. Supporting international trade topics include commercial terms of trade, commercial and transportation documents, insurance, packaging for export, Logistics infrastructure and security, and United States Customs clearance.

003 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.

004 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.

Logistics (LOGTIC)

101 Technology in Global Logistics (1) CSU

LECTURE, 1 HOUR.

This course introduces the technology that is used within global logistics. The emphasis is on state-of-the-art technologies and practices found within the mobile workforce and dynamic worksite environments that enable global commerce. Topics include handheld devices used in sales, inventory, and real-time tracking, GIS (Geographic Information Systems) used in distribution, GPS (Global Positioning Satellites) used in transportation, an introduction to global value networks, and a survey of global supply chain logistics careers.

102 Concepts in Global Logistics (2) CSU

LECTURE, 2 HOURS.

This course introduces the concepts, terminology, and practices found within the government regulations and commercial operations of global supply chains logistics, which are applicable throughout the manufacturing, distribution, wholesale, retail, and various transportation industries.

103 Inventory in Global Logistics (2) CSU
LECTURE, 2 HOURS.
This course introduces basic records and inventory management principles, practices, and software applications that support global supply chain logistics. The course teaches standard inventory concepts, procedures, and technologies that are used to maintain Records Information Management systems that sustain global manufacturers, distribution centers, wholesale suppliers, retail networks, and transportation industries.

104 Logistics: Cornerstone Essentials (3) CSU
LECTURE, 3 HOURS.
This course introduces the fundamental knowledge, skills, and competencies to accomplish the critical workplace activities that are common to all logistics facilities across a global supply chain. Successful completion of this course prepares students to be eligible to take a foundational-level material handling industry certification exam.

105 Green Logistics and GIS Technology (3) CSU
LECTURE, 3 HOURS.
This course introduces environmentally sustainable concepts, technology, and 'Green' sustainable logistics practices within transportation geography, along with mid-technical level material handling competencies. Fundamental Geographic Information System (GIS) functions are introduced through hands-on training with route scheduling software. Successful completion of this course prepares students to be eligible to take a mid-level logistics industry material handling certification exam.

106 Leadership in Logistics (3) CSU
LECTURE, 3 HOURS.
This course is designed to provide 21st Century leadership skills and theories in a logistics environment. This course introduces the logistics environment, leading vs. managing, the key elements of leadership, the interrelationship between trait and behavioral leadership theories, influencing, communicating, coaching/mentoring, conflict resolution, team logistics leadership, ethics and diversity, and developing a logistics leadership culture.

107 E-Commerce for Global Logistics and Entrepreneurs (3) CSU
LECTURE, 3 HOURS.
This course explains how electronic commerce technological infrastructure, economic forces, and international characteristics are transforming 21st century business. Course case studies focus on how companies use e-commerce to create new products and services that require advanced processing methods and supply chain logistics operations. Additional topics include e-commerce definitions (business-to-business, business-to-consumer, consumer-to-consumer, business-to-government), social networking, mobile commerce, e-commerce application/software, e-security, Web marketing, online auctions, and e-payment.

108 Industry Safety Fundamentals (3) CSU
LECTURE, 3 HOURS.
This course is designed with OSHA standards in order to establish, maintain and foster a culture of safety. This course covers OSHA standards, policies, and procedures in general industry. Topics include scope and application of the OSHA General Industry Standards, general industry principles and special emphasis on those areas in general industry which are most hazardous. Successful completion of this course earns students the OSHA general industry authorization card.

931 Cooperative Education - Logistics (3) CSU RPT 4
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).
Cooperative Education is a work experience program involving the employer, the student-employee, and the college to ensure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in this program. This course assists students in acquiring desirable work habits, attitudes, and career awareness in the field of the student's Logistics major.

Counseling Department

E1-127 • (323) 265-8751

Faculty

Garcia, Christopher, – Chair, Professor
Akiyama, Kevin, Associate Professor
Banks, Dray, Associate Professor
Dominguez, Kirby, Professor
Eazor, Barbara, Associate Professor
Franco, Stephanie H., Associate Professor
Frontanez-Loza, Marilyn, Associate Professor
Gonzales, Andres, Associate Professor
Hernandez-Payan, Michelle, Professor
Herrera, Guadalupe, Professor
Huang, Janet, Professor
Juarez, Dr. Marina Rueda, Associate Professor
Lam, Linda, Associate Professor
Macias, Wendy, Associate Professor
Marsden, Amber L., Associate Professor
Mihara, Kirk-Ken, Professor
Morales-Guerra, Suzette A., Professor
Munoz, Jovany, Associate Professor
Neri, Mayra, Assistant Professor
Negrete, Lourdes, Professor
Olivares, Anna L., Associate Professor
Pan, Sabrina, Associate Professor
Peak, Jessica, Associate Professor
Perez, Alice, M., Professor
Prado, Theresa, Associate Professor
Rozadilla, Cathleen O., Professor
Sandoval, Joseph A., Professor
Sevilla, Carolyn, Associate Professor
Soto, Dr. Carmen, Associate Professor
Su, Melari Y., Professor
Tang, Jennifer, Assistant Professor
Teola, Dorothy V., Associate Professor
Tiscareno, Dr. Emma C., Professor
Ukita, Courtney, Professor
Villamor, Cecilia, Associate Professor

Adjunct Associate Faculty

Amezcua, Colleen
Chavez, Theresa
Diaz, Rocio
Duran, Denise
Hernandez, Elisabet
Lee, Randy
Morales, Irma
Negrete, Maricela
Olivares, Cynthia
Ornelas, Daniel
Pelayo, Ignacio
Ruano, Nancy
Valle, Ralph
Vasquez, Ruth

Subjects

- College
- Counseling

SUBJECTS & COURSE DESCRIPTIONS

College (COLLEGE)

101 Navigating Your Path Through College to Career (1) CSU

LECTURE, 1 HOUR; LABORATORY, 1 HOUR.

College success is strongly predicted by a student's sense of belonging, confidence as a learner, and work towards personally meaningful goals. This course aims to promote growth in all three of these areas. Students will explore career pathways and develop community with faculty and peers who share their academic interests. Students will identify their college readiness strengths and needs, explore relevant campus services, and practice essential academic skills to expand their personal tool-kit for academic success. Assignments and activities will develop critical thinking, communication, research, information literacy, and study skills in ways that integrate the student's career and academic interests and apply across general education disciplines.

Counseling (COUNSEL)

001 Introduction to College (1) CSU

LECTURE, 1 HOUR.

This course is designed to provide students with 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 requirements, and transfer admission requirements.

004 Career Planning (1) CSU

LECTURE, 1 HOUR.

This is a 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 course provides students with insights into their interests, and personality which gives them the ability to make realistic and informed career choices.

022 The Transfer Process (1) UC:CSU
(UC Credit Limit: 3 units maximum from: COUNSEL 022 and 040).

LECTURE, 1 HOUR.

This course is an introduction to the transfer process. It is designed to enable students to become active participants in planning their long-term educational and career goals and provides students with an understanding of the process and the requirements for transferring to a four-year college or university. These goals enable the student to develop a transfer educational plan and to be prepared to apply to a transfer institution.

040 College Success Seminar (3) UC:CSU
(UC Credit Limit: 3 units maximum from: COUNSEL 022 and 040).

LECTURE, 3 HOURS.

This course introduces students to the higher education system, and provides a study of the educational, psychological, intellectual, social, and health-related factors that impact lifelong learning, well-being and success. Topics include: Motivation, critical thinking, learning strategies, time management, communication skills, career exploration, and educational planning. An overview of campus resources and policies is also provided.

Dance Department

***S2-108F DANCE** • (323) 265-8740*

The ELAC Dance Department is concerned with the dance training of anyone with any level of interest, ability, and skill in dance in order to help each student reach a functional performance level in dance. The ambassadors of Dance at ELAC, our Let's Dance Company, has auditions every semester to place all levels of dancers in core technique courses, which significantly develop their skills in just two years. We provide an outstanding comprehensive curriculum for the student who aspires to become a professional dancer, or for the student who wants to complete a general education, or for someone who just wants to dance better throughout life.

Our S2 Dance Building houses two of the largest smart classrooms for dance technique classes in Southern California, and we also share a beautiful 350-seat recital hall in our building with Music. This state-of-the-art facility helps our dedicated faculty provide an exceptional, comprehensive curriculum for the dance student with any goals. Many of our Let's Dance Company alumni are teaching dance in community services, recreation, and after school programs everywhere in our service area. Some of our dancers are dancing in Community Theater, on Cruise Lines, and even on Broadway! The ELAC Dance Department has performance opportunities each semester in the Recital Hall, in the community, and the Let's Dance Company has even performed in European performance tours.

The East Los Angeles College Let's Dance Company (LDC) consists of passionate, committed, and talented young women and men. LDC represents a diverse group of prestigious dancers with multi-cultural backgrounds who obtain a common goal to grow and prosper by taking an enthusiastic approach to learning, bonding, and gathering memorable experiences. Through this process of unification, they develop a strong foundation of camaraderie and demonstrate persistent dedication. Years of refined disciplinary skills contribute towards their accomplishments in rehearsals, performances, community events, tours, academic goals, and future endeavors. The LDC members are well aware that they are constantly in the public eye throughout the community and always do their best to represent East Los Angeles College with the utmost respect, traditions, and pride. For more information about Dance at ELAC and the LDC, performance information, audition schedules, and ticketing, please call the Director/Chair, Kimberly Rabins, at 323-265-8740.

Faculty

Rabins, Kimberly D., Chair, Professor
Crawford, Richard C., Professor
Reutimann, Kristin P., Professor

Adjunct Associate Professors

O'Reilly, Darrian
Urteaga, Kristina

EDUCATIONAL PROGRAMS

SUBJECTS

- Dance Specialities
- Dance Studies
- Dance Techniques

Title 5 changes effective Fall 2013 substantially restrict how many times students can take specific types of classes. Students enrolled in "active participation courses" in Kinesiology, visual arts, or performing arts are limited to four (4) enrollments per "family". Failures and W grades count as enrollments. A family can contain multiple courses, but a student can only take four of them. LACCD courses in, Art, Dance Techniques, Kinesiology, Music, and Theater are all affected. For courses in the Dance department, families have been created as follows:

DANCE FAMILY NAMES AND COURSE NUMBERS:

Ballet Techniques ..... DANCETQ 111, 112, 113, 114
Latin and Social Dance ..... DANCETQ 321, 322, 411, 412
Dance Productions .....DANCEST 814, 815, 816, 820, 821
Hip Hop Techniques ..... DANCETQ 171, 172, 173, 174
Jazz Dance Techniques.....DANCETQ 121, 122, 123, 124
Modern Dance Techniques .....DANCETQ 141, 142, 143, 144
Special Projects in Dance.....DANCETQ 570, 571, 572, 573
Tap Dance ..... DANCETQ 211, 212
Yoga/Stress Management.... DANCETQ 101, 181, 182, 221, 222, ...KIN 247
Dance Choreography.....DANCEST 452
Dance Performance .....DANCEST 822, 823
Folk Dance Forms DANCESP 491, 492, DANCETQ 421, 422

SUBJECTS & COURSE DESCRIPTIONS

Dance Specialities (DNCESPC)

491 Special Topics in Dance I (1) CSU

LABORATORY, 3 HOURS.

This course introduces students to the historical and cultural origins and fundamental dance techniques of folk, ethnic, recreational, or other specialized dance genres. Foundational steps and combinations of steps from the particular genre are utilized by students to create an understanding of musical phrasing and rhythms utilized in that particular dance form. This level one course provides a foundation for further study in the particular genre of dance.

492 Special Topics in Dance II (1) CSU

Prerequisite: Dance Specialities 491.

LABORATORY, 3 HOURS.

This course continues to expose students to the historical and cultural origins and beginning dance techniques of folk, ethnic, recreational, or other specialized dance genres. Basic steps and combinations of steps from the particular genre are utilized by students to establish a basic knowledge of musical phrasing and rhythms utilized

in that particular dance form. This level two course provides a greater foundation for further study in the particular genre of dance.

Dance Studies (DANCEST)

452 Introduction to Choreography (2) UC:CSU
Advisories: *Dance Techniques 111, or 121 or 141 or 171, or 535, or 570 or Dance Specialties 491.*

LECTURE, 1 HOUR; 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.

457 Dance Perspectives and Appreciation
(3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

This course focuses on historical perspectives, world dance cultures, dance as an art form, and appreciation of dance in its various forms, folk, ethnic, artistic-theatrical, and social.

814 Dance Production I (2) UC:CSU
Note: *Audition required.*

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course provides fundamental instruction and laboratory experience in methods and techniques involved in producing a dance concert, including publicity, lighting, audio, costuming, audition and performance skills, and dance critique and assessment.

815 Dance Production II (2) UC:CSU
Prerequisite: *Dance Studies 814.*

LECTURE, 1 HOURS; LABORATORY, 2 HOURS.

This course provides basic instruction and laboratory experience in methods and techniques involved in producing a dance concert; including publicity, lighting, audio, marketing, and audition and performance.

816 Dance Production III (2) UC:CSU
Prerequisite: *Dance Studies 815.*

LECTURE, 1 HOURS; LABORATORY, 2 HOURS.

This course provides instruction and intermediate laboratory experience in methods and techniques involved in producing a dance concert; including publicity, lighting, audio, costuming, audition and performance skills, and dance critique and assessment.

820 Dance Staging and Methods (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 or event, including rehearsal management, scheduling, choreographic applications, lighting, costuming, publicity, audition and performance skills, dance critique and assessment.

821 Dance Staging and Methods II (4) UC:CSU
Prerequisite: *Dance Studies 820.*

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course provides basic discussion and laboratory experience in methods and techniques involved in producing a dance concert or dance event, including rehearsal management, scheduling, beginning choreographic applications, lighting, costuming, publicity, audition and basic performance skills, and dance critique and assessment.

822 Dance Rehearsals and Performances I (1) UC:CSU

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This course is structured rehearsal time for the study and performance of selected dance works, which may be traditional, contemporary, or experimental in concept and composition. Students participate as dancers and may perform on campus and/or in the community.

823 Dance Rehearsals and Performances II (1) UC:CSU
Prerequisite: *Dance Studies 822.*

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This course further explores the study and performance of selected dance works through structured rehearsal time. Examination of the dancer's role in the creative process such as, improvisational techniques, movement assignments, characterization and style attributes exposes students to a deeper understanding of dance as a historical and performing art form. Students participate as dancers and may perform on campus and/or in the community.

826 Dance Performance Company (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course develops knowledge and techniques for students to perform in college-based, professional dance companies and/or touring dance troupes. Students explore various dance genres which enhance their abilities to become well-rounded dance artists in and around our community. This course provides opportunities for participation in the American College Annual Dance Festival and the Los Angeles Community College Dance Competition/Invitational as part of the East Los Angeles College Dance Company, as well as opportunities for master classes, community outreach, performances and college-sponsored events, and national and international tours.

Dance Techniques (DANCETQ)

(UC Credit Limit: *4 units maximum from*: *DANCETQ, KIN, KIN ATH courses).*

111 Ballet Techniques I (1) UC:CSU

LABORATORY, 3 HOURS.

This fundamental course in classical ballet provides a foundation for the appreciation of how to take a ballet class by introducing fundamental step sequences and combinations, terminology, music, and appreciation of ballet dance as a historical performing art form, which prepares students for further study in ballet technique.

112 Ballet Techniques II (1) UC: CSU
Prerequisite: *Dance Techniques 111.*

LABORATORY, 3 HOURS.

This beginning level ballet course continues to establish a basic knowledge of a complete classical ballet class by utilizing compound step sequences and combinations, higher level codified terminology, and faster tempo music, and affirms each student's appreciation of ballet dance as a historical and performing art form by reviewing cumulative ballet technique and information while preparing students for further study at higher levels.

113 Ballet Techniques III (1) UC:CSU
Prerequisite: Dance Techniques 112.

LABORATORY, 3 HOURS.

This intermediate level ballet course solidifies learned techniques and knowledge of a complete classical ballet class through the application of acquired skills and technical elements demonstrated in compound step sequences and combinations. Advancement of codified ballet terminology, musical phrasing in ballet composition, physical aptitude and performance skills prepare students for higher study of ballet and affirm each student's appreciation of ballet dance as a historical and performing art form.

114 Ballet Techniques IV (1) UC:CSU
Prerequisite: Dance Techniques 113.

LABORATORY, 3 HOURS.

This pre-performance level ballet course advances acquired techniques and knowledge of a complete classical ballet class with emphasis placed on the development of stylistic nuances in ballet performance. Artistic development of performance components are applied to acquired skills and techniques learned in previous studies of ballet. Students apply knowledge of codified terminology, dancer technique and training, musical phrasing, and performance skills to existing dance technique vocabulary for the purpose of stage performance preparation. Performance practices prepare students for real world performance opportunities and solidify the student's appreciation of ballet dance as a historical and performing art form.

121 Jazz Dance Techniques I (1) UC: CSU

LABORATORY, 3 HOURS.

This fundamental course in Jazz dance provides a foundation for performance-based dance techniques of Jazz by introducing fundamental step sequencing and combinations, music, terminology and appreciation of the evolution of Jazz dance as a performing art form, which prepares students for further study in Jazz dance technique.

122 Jazz Dance Techniques II (1) UC: CSU
Prerequisite: Dance Techniques 121.

LABORATORY, 3 HOURS.

This beginning level Jazz dance course continues to establish basic knowledge of performance-based Jazz dance technique by utilizing compound step sequences and combinations, higher codified level terminology, diverse selections of musical rhythms and phrasing and affirms each student's appreciation of the evolution of Jazz dance as a performing art form by reviewing cumulative jazz technique and information while preparing students for further study at higher levels.

123 Jazz Dance Techniques III (1) UC:CSU
Prerequisite: Dance Techniques 122.

LABORATORY, 3 HOURS.

This intermediate level jazz dance course solidifies learned techniques and knowledge of a complete jazz dance class through the application of acquired skills and technical elements demonstrated in compound step sequences and combinations. Advancement of codified terminology used within the jazz genre, musical phrasing, physical aptitude and performance skills prepare students for higher study of jazz dance and affirm each student's appreciation of jazz dance as a historical and performing art form. Social issues in the mid 20th century, including globalization and popularization of jazz as an artistic expressive form are discussed.

124 Jazz Dance Techniques IV (1) UC:CSU
Prerequisite: Dance Techniques 123.

LABORATORY, 3 HOURS.

This pre-performance level jazz dance course advances acquired techniques and knowledge of a complete jazz technique course with emphasis placed on the development of stylistic nuances in jazz performance. Artistic development of performance components are applied to acquired skills and techniques learned in previous studies of jazz. Students have the opportunity to explore diverse stylings of jazz dance including, but not limited to theatrical jazz, lyrical jazz, jazz funk, and contemporary jazz. Students apply knowledge of codified terminology, dancer technique and training, musical phrasing, and performance skills to existing dance technique vocabulary for the purpose of stage performance preparation. Performance practices prepare students for real world performance opportunities. Sociocultural media influences are assessed to examine performance platforms available for professional jazz dancers today and analyzing jazz dance as a culturally relevant performing art form.

141 Modern Dance Techniques I (1) UC: CSU

LABORATORY, 3 HOURS.

This fundamental course in modern dance provides a foundation for the appreciation of how to take a modern dance class through an exploration into foundational body movement skills, introductory performance qualities, fundamental theory of modern dance principles, an introduction to various styles of modern dance for the new dancer, and exposure to the historical development of modern dance forms as we know them today. Emphasis is placed on the development of technique and style.

142 Modern Dance Techniques II (1) UC: CSU
Prerequisite: Dance Techniques 141.

LABORATORY, 3 HOURS.

This second level modern dance course establishes basic knowledge of beginning techniques of modern dance. Instruction includes broadening the exploration body movement skills, basic performance qualities, deeper study of modern dance principles,and a greater ability to distinguish the differences of various modern dance forms as we know them today. Emphasis is placed on the development of individual expression and integration of creativity in order to prepare dancers for further study in modern dance.

143 Modern Dance Techniques III (1) UC:CSU
Prerequisite: Dance Techniques 142.

LABORATORY, 3 HOURS.

This intermediate level modern dance course solidifies learned techniques and knowledge of a complete modern dance class through the application of acquired skills and technical elements demonstrated within movement form, performance qualities and artistry. Advancement of modern dance terminology, movement theory, physical aptitude, and musical phrasing prepares students for higher study of modern dance and affirms each student's appreciation of modern dance as a historical and performing art form. A review of modern dance history and an exploration of choreographic principles reinforce an

understanding of the creative and expressive foundations of modern dance. Social, cultural, and political ideologies illustrated within the genre are surveyed, as well as some basic theoretical perspectives used to analyze the development of modern dance during the early 20th century.

144 Modern Dance Techniques IV (1) UC:CSU
Prerequisite: Dance Techniques 143.

LABORATORY, 3 HOURS.

This pre-professional level modern dance course advances acquired techniques and knowledge of a complete modern dance class with emphasis placed on the development of stylistic nuances and improvisational techniques demonstrated within movement form and artistry. Artistic development of performance components are applied to acquired skills and techniques learned in previous studies of modern dance. Students apply knowledge of codified terminology, dancer technique and training, musical phrasing, and performance skills to existing dance technique vocabulary for the purpose of stage performance preparation. Performance practices prepare students for real world performance opportunities and solidify student's appreciation of modern dance as a historical and performing art form. Students have the opportunity to create unique projects for a comprehensive understanding of contemporary relevance of this dance form. Social, cultural, and political ideologies illustrated within the genre are surveyed, as well as theoretical perspectives used to analyze the development of post-modern dance during the second half of the 20th century.

171 Hip-Hop Dance Techniques I (1) UC: CSU
LABORATORY, 3 HOURS.

This fundamental course in Hip Hop dance provides a foundation for Hip Hop and Funk dance techniques by introducing fundamental step sequencing and combinations, music, terminology and the appreciation of Hip Hop dance as a historical performing art form, which prepares students for further study in Hip Hop dance technique.

172 Hip-Hop Techniques II (1) UC: CSU
Prerequisite: Dance Techniques 171.

LABORATORY, 3 HOURS.

This beginning level Hip Hop course continues to establish a basic knowledge of Hip Hop and Funk dance techniques by utilizing compound step sequences and combinations, higher level codified terminology, diverse selections of musical rhythms and phrasing and affirms each student's appreciation of Hip Hop dance as a historical and performing art form by reviewing cumulative Hip Hop technique and information while preparing students for further study at higher levels.

173 Hip-Hop Techniques III (1) UC:CSU
Prerequisite: Dance Techniques 172.

LABORATORY, 3 HOURS.

This intermediate level hip-hop course solidifies learned techniques and knowledge of a complete hip-hop and funk dance class through the application of acquired skills and technical elements demonstrated in compound step sequences and combinations. Advancement of hip-hop movement vocabulary, diverse selections of musical rhythms and phrasing, physical aptitude, and performance skills prepares students for higher study of hip-hop dance techniques and performance. Exploration of the origins of hip-hop movement and the artistic influences embedded within the culture affirms each student's appreciation of hip-hop dance as a historical and performing art form.

174 Hip-Hop Techniques IV (1) UC:CSU
Prerequisite: Dance Techniques 173.

LABORATORY, 3 HOURS.

This pre-performance level hip-hop course advances acquired techniques and knowledge of a complete hip-hop and funk class with emphasis placed on the development of stylistic nuances in hip-hop performance. Artistic development of performance components are applied to acquired skills and techniques learned in previous studies of hip-hop. Students apply knowledge of funk and popping techniques, terminology, dancer technique and training, character, musical phrasing, and performance skills to existing dance technique vocabulary for the purpose of stage performance preparation. Exploration of hip-hop dance trends, including music and movement styles will be discussed. Performance practices prepare students for real world performance opportunities and solidify student's appreciation of hip-hop as a historical and performing art form.

181 Pilates I (1) UC: CSU
LABORATORY, 3 HOURS.

This fundamental level Pilates course focuses on the fundamental exercises which build a foundation of core strength and a nominal level of flexibility, strength, and endurance, which become essential in the proper execution of the exercises and in an increased functional capacity of the body, thereby preparing dancers for later levels of this course.

182 Pilates II (1) UC: CSU
Prerequisite: Dance Techniques 181.

LABORATORY, 3 HOURS.

This course focuses on the basic exercises which continue to build a foundation of core strength and a greater level of flexibility, strength, endurance, and an increased functional capacity of the body, thereby preparing participants for more intermediate levels of this course.

211 Tap Dance Techniques I (1) UC: CSU
LABORATORY, 3 HOURS.

This course provides students the opportunity to learn and develop fundamental tap dance skills, thereby establishing a foundational knowledge of this dance technique. Besides learning the fundamental elements of this dance style, emphasis is placed on developing skills to a fundamental performance level. In addition, students learn tap dance step terminology and history, which allow students to gain an appreciation for this type of dance as an art form.

212 Tap Dance Techniques II (1) UC: CSU
Prerequisite: Dance Techniques 211.

LABORATORY, 3 HOURS.

This course provides students the opportunity to learn and develop beginning tap dance skills, thereby establishing a basic knowledge of this dance technique. Besides learning the basic elements of this dance style, emphasis is placed on developing skills to a basic performance level. In addition, students learn tap dance step terminology and students also learn history and appreciation for this type of dance as an art form.

221 Yoga Skills I (1) UC: CSU

LABORATORY, 3 HOURS.

This introductory Yoga course provides a foundation to conditioning, flexibility, and endurance to supplement dance techniques. Yoga 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. The yogic system of exercise allows for different exercises to be modified in range of difficulty from beginning to advanced. Intensity can be increased over time as the body conditions and adapts to the exercises. This is a level one course with a foundational approach to practicing a complete Yoga class.

222 Yoga Skills II (1) UC: CSU
Prerequisite: *Dance Techniques 221.*

LABORATORY, 3 HOURS.

This beginning Yoga course provides the basic knowledge of yoga conditioning, flexibility, and endurance to assist the development of a yogic lifestyle. Beginning-level yoga asanas, pranayama techniques, meditation exercises, and relaxation techniques allow students to apply the greater concentration, self-discipline, and improved physical, mental, and emotional health they have previously adopted in the level one course. This level two course is a more intense Yoga class, thereby preparing dancers for more intermediate levels of Yoga.

321 Social Dance I (1) UC: CSU

LABORATORY, 3 HOURS.

This course is a fundamental survey of common, codified styles of dance typically performed in a social setting as a couple or group. Three or four varying types of social dance are taught each semester from a list that includes: American Rhumba, Cha-Cha-Cha, Line Dancing/Country-Western Swing, East Coast Swing, or American Tango. The dance history and the cultural background are presented for each type of social dance covered in this course. Also, music selection, basic rhythms, and cultural influences on the dance and music of social dance are covered.

322 Social Dance II (1) UC: CSU
Prerequisite: *Dance Techniques 321.*

LABORATORY, 3 HOURS.

This course is a beginning survey of common, codified styles of dance typically performed in a social setting as a couple or group. Three or four varying types of social dance are taught each semester from a list that includes: Waltz, Fox Trot, Samba, West Coast Swing, Danzon, or Disco. The dance history and the cultural background are presented for each type of social dance covered in this course. Also, music selection, basic rhythms, and cultural influences on the dance and music of social dance are covered.

411 Salsa Casino I (1) UC: CSU

LABORATORY, 3 HOURS.

This course is a fundamental survey of an intensified version of Salsa dance technique called Rueda de Casino, a form of Casino danced in a round with two or more couples exchanging partners as one chosen person calls out codified terminology or cues. Rueda is Spanish for Wheel, and Casino is known outside of Cuba as Salsa. This course explores a regional form of this type of Salsa. In this course, students learn Salsa dance terminology and also learn history and appreciation for this type of dance as an art form.

412 Salsa Casino II (1) UC: CSU
Prerequisite: *Dance Techniques 411.*

LABORATORY, 3 HOURS.

This beginning-level course covers an intensified version of Salsa dance technique called Rueda de Casino, a form of Casino danced in a round with two or more couples exchanging partners as one chosen person calls out codified terminology or cues. Rueda is Spanish for Wheel, and Casino is known outside of Cuba as Salsa. This course further explores a regional form of this type of Salsa. In this course, students learn further Salsa dance terminology and also explore history and appreciation for this type of dance as an art form in greater depth.

421 Mexican Folklorico I (1) UC: CSU

LABORATORY, 2 HOURS.

This fundamental level course teaches skills and dances from at least three 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 foundational dance steps and patterns with the style appropriate to each region. Discussion of costumes and crafts pertinent to the dances is included. This level one course provides a foundation for further study in the particular genre of dance.

422 Mexican Folklorico II (1) UC: CSU
Prerequisite: *Dance Techniques 421.*

LABORATORY, 2 HOURS.

This beginning level course teaches skills and dances from at least 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 basic dance steps and patterns with the style appropriate to each region. Discussion of costumes and crafts pertinent to the dances is included. This level two course provides a basic knowledge for further study in the particular genre of dance.

535 Dance Team Techniques I (2) UC:CSU RPT3

LABORATORY, 6 HOURS.

This course focuses on providing a foundation of dance team technique, performance qualities, and choreography for the Dance Company/Team. Students are required to perform at selected dance department events and/or Dance Company conventions and tours as part of this course requirement. This course is required for the East Los Angeles College Dance Company/Team members.

570 Conditioning for Dance Team Techniques I (1) UC:CSU

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.

571 Conditioning for Dance Team Techniques II (1) UC:CSU
Prerequisite: *Dance Techniques 570.*

LABORATORY, 3 HOURS.

This course establishes basic knowledge for beginning skills to condition the body for dance. In addition to developing conditioning programs aimed to increase flexibility, strength, core awareness, balance, coordination, and endurance, students have the opportunity to enhance fundamental

dance techniques through discussion and application of warm-up skills, movement sequences, and beginning dance combinations.

572 Conditioning for Dance Team Techniques III (1) UC:CSU
Prerequisite: Dance Techniques 571.

LABORATORY, 3 HOURS.

This intermediate level course solidifies learned techniques and knowledge to condition the body for dance through the application of acquired skills and technical elements demonstrated in flexibility and strength programs, compound step sequences, and combinations. Students have the opportunity to construct unique conditioning programs to challenge core awareness, balance, coordination and endurance. Advancement of dance techniques through discussion and application of warm-up skills, movement sequences, and intermediate dance combinations prepare students for dance performance. Dance team responsibilities, training, etiquette and the audition process are discussed to prepare students for future audition experiences.

573 Conditioning for Dance Team Techniques IV (1) UC:CSU
Prerequisite: Dance Techniques 572.

LABORATORY, 3 HOURS.

This pre-performance level dance course advances acquired techniques and knowledge of a complete conditioning for dance class with emphasis placed on the development of stylistic nuances and dynamic range for dancer performance. Artistic development of performance components and advancement in conditioning techniques are applied to acquired skills learned in previous dance conditioning programs. Students apply knowledge of codified terminology, dancer technique and training, musical phrasing, and performance skills to existing dance technique vocabulary for the purpose of stage performance preparation. Dancer marketing materials, including dance resume, bio and head shots are discussed. Simulation of professional dance auditions further prepare students for real-life audition processes.

Engineering and Technologies Department

***E7-104** • (323) 265-8858*

The Engineering and Technologies (E&T) Department at ELAC was established in 1945 and offers a comprehensive E&T program in the Los Angeles Community College District (LACCD). The department offers programs and courses in engineering transfer as well as Career Technical Education (CTE) courses that are not only hands-on and designed to prepare students with lower division course requirements for transfer to a four-year engineering program at a junior level, but also offers CTE programs in high-demand, high-wage jobs that specialize in the modern technologies in applied sciences and career preparation. The learning is greatly enhanced by faculty interaction with students in hands-on projects, small class size, and continual guidance from faculty mentors, STEM counselors, and club advisors. In addition, all the engineering courses are transferable to either University of California or California State University systems depending on the requirements of the four-year engineering school of their choice.

Furthermore, the department's Engineering Club provides several leadership opportunities to student members. The club is comprised of sub-organizations that cater to the needs of the various engineering and technology disciplines as well as the student body. In addition, the club serves the ELAC student body and its community via the five pillars of the Society of Hispanic Professional Engineers (SHPE) organization.

Finally, the department is excited to announce that many more programs in engineering transfer and CTE are being developed to help make ELAC one of the top engineering and technology departments in the State of California. Currently, we have three state-approved programs in Engineering Graphics and Design Technology (EGD), as well as degree and certificate programs in Geo-spatial Engineering and Technologies (GSET), and a program which includes all stages of the statewide Information Technologies Technician Pathway (IT). Please refer to the educational programs section for information regarding skill sets we teach.

Faculty

Ramirez, Jose C, Chair, Professor, Electrical Engineering & Technologies
Davidian, Artin M., EIT, Associate Professor, Mechanical Engineering & Technologies
Gallegos, Dr. Humberto A., PE, LSIT, Associate Professor, Civil Engineering and Technologies
Khashayar, Kamyar, Professor, Mechanical Engineering & Manufacturing
Villanueva, Eddie, Associate Professor, Electronics & Technologies

Staff

Alvarado, Edward, Engineering Laboratory Technician

Adjunct Associate Professors

Alvarado, Edward
Castillo, Dr. Mauricio
Choi, Sangbum
Hernandez, Everardo
Hernandez, Jose
Hoggan, Randy
Ibarra, Sandra
Jacobson, Stanley
Mesghali, Dr. Farid
Montenegro, Celeste
Munoz, Luis
Ramirez, Oscar
Rivera, Glenn
Rodriguez, Juan
Ruiz, Francisco
Rullan, Michelle
Swicegood, Mark
Trejo, Juan

EDUCATIONAL PROGRAMS

SUBJECTS

- Electrical Engineering Technology
- Electronics
- Engineering Graphics & Design
- Engineering Support
- Engineering Technician
- General Engineering
- Industrial Technology
- Manufacturing and Industrial Technology

SKILLS CERTIFICATES

- 3D Mapping for GIS Applications
- 3D Modeling for Building Information Modeling (BIM) Application
- A+ Certification Training
- Engineering Graphics and Design
- LabVIEW Certification
- Land Surveying Technician Skills Certificate I
- Land Surveying Technician Skills Certificate II
- Land Surveying Technician for High School Students
- Network +
- Programming Certification
- Programming and Problem Solving
- Property Boundaries for Real Estate and Land Surveying
- Rocketry Level 1 Certification
- Sustaining Energy Certification

CERTIFICATES OF ACHIEVEMENT

- Advanced Manufacturing Engineering Technician
- Computer-Aided Drafting (CAD)
- Geo-Spatial Engineering and Technologies
- IT Technician Pathway: Stage 1 Computer Retail Sales and Support
- IT Technician Pathway: Stage 2 Help Desk User Support
- IT Technician Pathways: Stage 3 IT Technician

ASSOCIATE DEGREE PROGRAMS

- Engineering Graphics and Design Technology
- Engineering Technology: Industrial
- Engineering Technology: Mechanical
- Geo-Spatial Engineering and Technologies
- IT Technician Pathway

SKILLS CERTIFICATES

3D Mapping for GIS Applications

This skills certificate program in 3D mapping for GIS applications trains students to comprehend how 3D field measurements are used to create interactive maps to visualize and explore your data using Esri's dynamic mapping software.

SUBJECT & NO.	COURSE	UNITS
GEOG 025	Introduction to Geographic Information Systems and Laboratory	4
OR		
GIS 025	Introduction to Geographic Information Systems and Laboratory	4
ENG SUP 121*	Plane Surveying I	3
	Total	*7*

**This course has a prerequisite.*

3D Modeling for Building Information Modeling (BIM) Application

This skills certificate program in 3D modeling for building information modeling application trains students on how to extract 3D field measurements that are used to create a digital representation of physical structures. BIM is critical during the design, construction, and operation processes for Architecture Engineering Construction (AEC) projects.

SUBJECT & NO.	COURSE	UNITS
ARC 164	Design Software for Architecture	2
ENG SUP 121*	Plane Surveying I	3
	Total	*5*

**This course has a prerequisite.*

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 121*	Cisco Essentials: Part 1 CompTIAs A+ Hardware Certification	3
ELECTRN 122*	Cisco Essentials: Part 2 CompTIAs A+ Software Certification	3
ELECTRN 126*	Installing, Configuring and Administering a Microsoft OS	3
	Total	*9*

**This course has a corequisite.*

Engineering Graphics and Design

The Engineering and Technologies Department offers an Engineering Graphics & Design Technology program leading to a skill certificate in Engineering Graphics and Design, which includes instruction in both 2-D and 3-D Computer Aided Drafting software courses. The skill set is achievable in one semester with the completion of three courses (8 units). Many students take advantage of the value of this skill set by working in industry while continuing their education leading to a Certificate of Achievement.

SUBJECT & NO.	COURSE	UNITS
EGD TEK 102	Engineering Graphics with Indroduction to GD&T and 2-D CAD	3
EGD TEK 111	2-D Computer-Aided Drafting	3
EGD TEK 121	3-D Computer-Aided Design with SolidWorks	2
	Total	*8*

LabVIEW Certification

This skills certificate program in LabVIEW trains students to perform graphically based programming, meaning you can select various building blocks and connect them in a data flow pattern to draw code as opposed to using text-based languages. This certificate program also includes an object-oriented programming language course called C++ which is a powerful general-purpose programming language.

SUBJECT & NO.	COURSE	UNITS
ENG GEN 121*	Programming for Engineers: C++	4
EET 121*	NI Certified LabVIEW Associate Developer	2
	Total	

**This course has a prerequisite.*

Land Surveying Technician Skills Certificate I

This skills certificate program in land surveying trains students in the art and science of determining three-dimensional points, distances, and angles along, above, and below surfaces of the Earth. These points are then used to create maps and boundaries for ownership. Survey measurements are also a critical component during both the planning and construction phase of a design project. This certificate program can also be completed to assist students who are preparing for the state of California FE, FS, PE and PLS examinations.

SUBJECT & NO.	COURSE	UNITS
ENG SUP 121*	Plane Surveying I	3
ENG SUP 221*	Plane Surveying II	3
	Total	*6*

**This course has a prerequisite.*

Land Surveying Technician Skills Certificate II

This skills certificate program in land surveying reviews over a hundred land surveying problems to assist students

to pass the state of California, FS, FE, PE and PLS examinations. It also provides students hands-on land surveying activities in boundary.

SUBJECT & NO.	COURSE	UNITS
ENG SUP 224	Land Surveyors in Training Preparatory Course	2
ENG SUP 225	Boundary Control for Surveyors	2
	Total	*4*

Land Surveying Technician for High School Students

This skills certificate program in land surveying trains secondary school students in the art and science of determining three-dimensional points, distances, and angles along, above, and below the surface of the Earth. These points are then used to create maps and boundaries for ownership. Survey measurements are also a critical component during both the planning and construction phase of a design project. This skills certificate program is a gateway course for secondary school students who desire to become a land surveying technician or a professional land surveyor.

SUBJECT & NO.	COURSE	UNITS
ENG SUP 100	Plane Surveying I: Boot Camp for High School Students	2
ENG SUP 101*	Plane Surveying II: Boot Camp for High School Students	2
OR		
ENG SUP 121*	Plane Surveying I	3
	Total	*4-5*

**This course has a prerequisite.*

Network +

The Network+ Skills Certificate prepares students for the certification needed to become a certified Network technician; installing, operating, managing, maintaining, and troubleshooting a home or corporate network. This technology program offers quality technical training so students may achieve certifications that are "industry-recognized." Students become proficient in the skills needed to configure and implement Windows servers; to configure networks, routers, and wireless routers as well as VPN (Virtual Private Networks) and network security vulnerability. This skills certificate also helps students prepare for the CompTIA Network+ Certification.

SUBJECT & NO.	COURSE	UNITS
ELECTRN 121*	Cisco Essentials: Part 1 CompTIAs A+ Hardware Certification	3
ELECTRN 122*	Cisco Essentials: Part 2 CompTIAs A+ Software Certification	3
ELECTRN 125	CompTIA Network+ Certification Training.	3
ELECTRN 126*	Installing, Configuring and Administering a Microsoft OS.	3
	Total	*12*

**This course has a corequisite.*

Programming Certification

This skills certificate program provides a basic understanding of robotics which is a branch of engineering that includes the usage and understanding of electronic components, computer science, and mechanical engineering. This certificate program also provides students an understanding of how programmable circuit boards and software are used to write and upload computer code.

SUBJECT & NO.	COURSE	UNITS
MIT 220	Introduction to Robotics	3
EET 123	Introduction to Arduino	2
	Total	*5*

Programming and Problem Solving

This skills certificate program requires students to have advanced math knowledge to code in both MATLAB and C++. Programming is the process that professionals use to write code to instruct many forms of applications, software, and computers to perform a particular computation.

SUBJECT & NO.	COURSE	UNITS
ENG GEN 121*	Programming for Engineers: C++	4
ENG GEN 122*	Programming and Problem-Solving in MATLAB.	3
	Total	*7*

**This course has a prerequisite.*

Property Boundaries for Real Estate and Land Surveying

This skills certificate program enhances a student's understanding in boundary surveys. This certificate program is hands-on and includes an introductory course in real estate. Course topics will include field work, types of legal descriptions, and an introduction to residential, commercial, and industrial real estate.

SUBJECT & NO.	COURSE	UNITS
REAL ES 005	Legal Aspects of Real Estate I	3
ENG SUP 225	Boundary Control for Surveyors.	2
	Total	*5*

Rocketry Level I Certification

This skills certificate program teaches students to successfully build a level 1 solid-fuel rocket. It begins with basic definitions and elementary principles such as a total impulse, mass flow, specific impulse, the ideal rocket equation, thrust chamber design, nozzle theory, heat transfer, flight performance, propellant chemistry, and propulsion operation in space. A detailed investigation of rocket fundamentals is necessary to acquaint the student with 21st-century technology. At the end of this certificate program, students over 18 will be ready to launch their rocket and, if successful, receive a Level 1 certification from NAR (National Association of Rocketry).

SUBJECT & NO.	COURSE	UNITS
EGD TEK 102	Engineering Graphics with Introduction to GD&T and 2-D CAD.	3
EET 124*	Introduction Level 1 Rocketry	2
	Total	*5*

**This course has a prerequisite.*

Sustaining Energy Certification

This skills certificate program enhances a student's understanding in sustainable energy sources and how they are used for practical purposes. The program also

involves hands-on laboratory exercises to learn how circuit analysis basics are used to analyze engineering problems for energy problems.

SUBJECT & NO.	COURSE	UNITS
EET 120	DC Circuits	3
EET 122*	Solar Cell and Hydrogen Fuel Cell Technologies	2
	Total	*5*

**This course has a prerequisite.*

CERTIFICATE OF ACHIEVEMENT

Advanced Manufacturing Engineering Technician

The Advanced Manufacturing Engineering Technician program is designed to train the students and the workforce in high growth and high demand technologies such as; Additive Manufacturing - 3D printing of Plastics and Metals, use Laser Scanning to digitize parts and in Coordinate Measuring Machines, CNC programmer and Operator training in addition to Computer Aided Design (CAD) and Computer Aided Manufacturing (CAM). The program offers hands-on experience to become technicians who are able not only manufacture but analyze and design products, to communicate professionally both orally and in writing, to work on team-based projects. The program emphasizes apprenticeship and work-based learning. The Certificate of Achievement and/or Associate Degree in Science will be awarded upon successful completion of required courses.

SUBJECT & NO.	COURSE	UNITS
ENG GEN 101	Introduction to Science, Engineering and Technology	2
EGD TEK 102	Engineering Graphics with Introduction to GD&T and 2-D CAD	3
IND TEK 103	Technical Writing and Communication	2
IND TEK 106	Shop Math and Measurements	2
IND TEK 104	Print Reading with GD&T	2
EGD TEK 121	3-D Computer-Aided Design with SolidWorks	2
MIT 101	Machine Shop Training and Safety	2
MIT 201	Manufacture Processes	3
ENG TEK 111	Additive Manufacturing I	2
ENG TEK 290	Engineering Technician Capstone	3
	Total	*23*

Computer-Aided Drafting (CAD)

The Engineering and Technologies Department offers a CAD program leading to a Certificate of Achievement that may enhance employment or promotion within industry, which is pursuable on a part time or full time basis. In addition to the skill set, students will complete 4 more courses (8 units) to fulfill the 16 units requirement for the Certificate of Achievement in Computer-Aided Drafting. This certificate program prepares the student for an entry-level employment in the field of Engineering Graphics Technology (CAD) within the industry. Specialization during the coursework is possible in such fields as civil, electrical, mechanical and structural engineering.

SUBJECT & NO.	COURSE	UNITS
EGD TEK 102	Engineering Graphics with Introduction to GD&T and 2-D CAD	3
EGD TEK 111	2-D Computer-Aided Drafting	3
EGD TEK 121	3-D Computer-Aided Design with SolidWorks	2
EGD TEK 221	CAD-Advanced Applications 3-D	2
IND TEK 103	Technical Writing and Communication	2
IND TEK 104	Print Reading with GD&T	2
IND TEK 106	Shop Math and Measurements	2
	Total	*16*

Geo-Spatial Engineering and Technologies

The Geospatial Engineering and Technologies (GSET) program at ELAC is structured to produce qualified geospatial engineering technicians by offering relevant technical courses and business practices primarily in land surveying, but also in civil and geospatial engineering. What sets GSET's program apart from other similar community college programs is its state of the art equipment and its student clubs (Geo-Huskies, Engineering Surveying Society, Civil and Environmental Engineering Student Organization) to perform practical and advanced forms of design and analysis for land surveying and civil engineering land development projects. GSET's student learning outcomes include field applications and practical and advanced math topics, and the usage of technology in land surveying and civil engineering practices. Prerequisite skills include a basic understanding of geometry and trigonometry, and a desire to be part of a community of practice of land surveyors and geospatial engineering technicians that enhances the profession. Professionals and technicians can be employed in a variety of settings, including private businesses and government agencies. Upon completing GSET's programs, students obtain careers as a professional land surveyor or technician, a cartographer or a photogrammetrist, or a civil engineering technician. The program offers three skills certificates (5, 6, or 7 units), a certificate of achievement (16 units), and an associate of science degree (60 units). In addition, GSET provides a preparatory course for the National Council of Examiners for Engineering and Surveying (NCEES), Fundamentals of Surveying (FS) exam, which if passed successfully, leads to an increase in the likelihood of job placement with public, private and non-profit organizations. In addition, GSET also provides a cooperative education work experience course in land surveying, civil and geospatial engineering.

SUBJECT & NO.	COURSE	UNITS
ENG SUP 121*	Land Surveying I	3
ENG SUP 221*	Land Surveying II	3
ENG SUP 224	Land Surveyor-in-Training Review Course	2
ENG SUP 225	Boundary Control for Surveyors	2
ENG SUP 200	Business Practices for Land Surveyors & Civil Engineers	1
ENG SUP 201*	Geo-Spatial Technologies I	2
ENG SUP 202*	Geo-Spatial Technologies II	2
ENG GEN 185	Directed Study - General Engineering	1
	Total	*16*

**This course has a prerequisite/corequisite.*

IT Technician Pathway: Stage 1 Computer Retail Sales and Support

The IT Technician Pathway: Stage I Computer Retail Sales and Support Certificate of Achievement is the first stage of the statewide IT Technician pathway and prepares students to develop their fundamental IT Technician Skills. While completing coursework in customer service, communication, Microsoft Office, and information systems coursework, along with earning the CompTIA A+ industry certification, students gain practical experience as they learn how to succeed in an IT retail environment. Upon completion of this program, students would be qualified for entry level IT positions such as Retail Salespersons, Customer Service Representatives, Retail Sales Workers, and Sales Representatives.

SUBJECT & NO.	COURSE	UNITS
BUS 001	Introduction to Business	3
CAOT 048	Customer Service	3
CAOT 032**	Business Communications	3
OR		
IND TEK 103	Technical Writing and Communication	2
CAOT 082**	Microsoft Office Suite	3
ELECTRN 121*	Cisco Essentials: Part 1 CompTIAs A+ Hardware Certification	3
ELECTRN 122*	Cisco Essentials: Part 2 CompTIAs A+ Software Certification	3
ELECTRN 126*	Installing, Configuring & Administering a Microsoft OS	3
CAOT 035	Concepts in Information Systems	3
OR		
CIS 101	Introduction to Computers and Their Uses	3
	Total	*23-24*

**This course has a prerequisite/corequisite*

***This course has an advisory.*

IT Technician Pathway: Stage 2 Help Desk User Support

The Help Desk User Support Certificate of Achievement is the second stage of the statewide IT Technician pathway and prepares students to further develop their IT Technician Skills. While completing the network and server security coursework, students gain practical experience as they learn how to use Help Desk software. As students' complete coursework, they are encouraged to complete the aligned industry valued certifications such as CompTIA Network+, CompTIA Security+, Microsoft Server, and Microsoft Desktop. Students who have completed Stage 1 of the IT Technician pathway along with this stage are prepared for positions such as Computer User Support Specialists, Computer Network Support Specialists, and IT retail supervisory positions.

SUBJECT & NO.	COURSE	UNITS
BUS 001	Introduction to Business	3
CAOT 048	Customer Service	3
CAOT 032**	Business Communications	3
OR		
IND TEK 103	Technical Writing and Communication	2
CAOT 082**	Microsoft Office Suite	3
ELECTRN 121*	Cisco Essentials: Part 1 CompTIAs A+ Hardware Certification	3
ELECTRN 122*	Cisco Essentials: Part 2 CompTIAs A+ Software Certification	3
CAOT 035	Concepts in Information Systems	3
OR		
CIS 101	Introduction to Computers and Their Uses	3
ELECTRN 125	CompTIA Network+ Certification Training	3
ELECTRN 126*	Installing, Configuring & Administering a Microsoft OS	3
ELECTRN 127	Microsoft Server Systems and Network Administration	3
ELECTRN 128	Network Security Fundamentals	3
	Total	*32-33*

**This course has a prerequisite/corequisite.*

***This course has an advisory.*

IT Technician Pathway: Stage 3 IT Technician

The IT (Information Technology) Technician Certificate of Achievement is the third stage of the statewide IT Technician pathway and equips students with the advanced IT skills required of an IT Technician. As students complete coursework, they are encouraged to complete the aligned industry-valued certifications such as CompTIA Linux+, Cisco Certified Entry Networking Technician (CCENT), and the Certified Ethical Hacker (CEH). Students who have completed Stage I and II of the IT Technician pathway along with this stage are prepared for positions such as Computer Systems Analysts, Information Security Analysts, Network and Computer Systems Administrators, and IT wholesale/retail supervisory positions.

SUBJECT & NO.	COURSE	UNITS
BUS 001	Introduction to Business	3
CAOT 048	Customer Service	3
CAOT 032**	Business Communications	3
OR		
IND TEK 103	Technical Writing and Communication	2
CAOT 082**	Microsoft Office Suite	3
ELECTRN 121*	Cisco Essentials: Part 1 CompTIAs A+ Hardware Certification	3
ELECTRN 122*	Cisco Essentials: Part 2 CompTIAs A+ Software Certification	3
CAOT 035	Concepts in Information Systems	3
OR		
CIS 101	Introduction to Computers and Their Uses	3
ELECTRN 125	CompTIA Network+ Certification Training	3
ELECTRN 126*	Installing, Configuring & Administering a Microsoft OS	3
ELECTRN 127	Microsoft Server Systems and Network Administration	3
ELECTRN 128	Network Security Fundamentals	3
ELECTRN 129*	Python for Networking	2
ELECTRN 130	Routing & Switching Fundamentals	4
ELECTRN 131	Installing, Configuring, and Administering Linux Operating System	2
ELECTRN 132	Certified Ethical Hacking	2
	Total	*42-43*

*This course has a prerequisite/corequisite.

**This course has an advisory.

ASSOCIATE DEGREE PROGRAM

Engineering Graphics and Design Technology, Associate in Science Degree

The Engineering & Technologies Department offers an Associate in Science Degree in Engineering Graphics & Design Technology. Upon completion of the Certificate of Achievement with at least 2.0 GPA, students should take 2 additional major courses ENG GEN 212 and MIT 201 as well as 17 more units of general electives as listed below. In addition to major courses, students should fulfill the general education graduation requirements to total 60 units. In addition to enhancement of employment or promotion within industry, this AS degree prepares students for 4-year programs.

SUBJECT & NO.	COURSE	UNITS
COMPLETE THE FOLLOWING COURSES		22
EGD TEK 102	Engineering Graphics with Introduction to GD&T and 2-D CAD	3
EGD TEK 111	2-D Computer-Aided Drafting	3
EGD TEK 121	3-D Computer-Aided Design with SolidWorks	2
EGD TEK 221	CAD-Advanced Applications 3-D	2
ENG GEN 212*	Introduction to Engineering Design	3
IND TEK 103	Technical Writing and Communication	2
IND TEK 104	Print Reading with GD&T	2
IND TEK 106	Shop Math and Measurements	2
MIT 201	Manufacture and Processes	3
RESTRICTED ELECTIVES		20
EGD TEK 185	Directed Study - Engineering Graphics & Design Technology	1
EGD TEK 285	Directed Study - Engineering Graphics & Design Technology	2
EGD TEK 385	Directed Study - Engineering Graphics & Design Technology	3
ENG GEN 101	Introduction to Science, Engineering and Technology	3
ENG GEN 121*	Programming for Engineers C++	4
ENG GEN 122*	Programming and Problem-Solving in Matlab	3
ENG GEN 131*	Statics	3
ENG GEN 151*	Materials of Engineering	3
ENG GEN 220*	Electrical Circuits I	4
ENG GEN 221*	Engineering Probability and Statistics	3
ENG GEN 225*	Digital Circuit Analysis	4
ENG GEN 231*	Dynamics	3
ENG GEN 241*	Strength of Materials	3
ENG GEN 242*	Strength of Materials Laboratory	1
ENG GEN 272*	Economic Analysis for Engineers	3
MIT 220	Introduction to Robotics	3
EET 120	DC Circuits	3
EET 121*	Ni Certified Labview Associate Developer (CLAD)	2
EET 122*	Solar Cell and Hydrogen Fuel Cell Technologies	2
EET 123	Introduction to Arduino	2
EET 124*	Introduction to Level I Rocketry	2
ENG SUP 121*	Plane Surveying I	3
ENG SUP 221*	Plane Surveying II	3
ENG SUP 224	Land Surveyor-In-Training Review Course	2
ENG SUP 225	Boundary Control for Surveyors	2
ELECTRN 121*	Cisco Essentials: Part 1 CompTIAs A+ Hardware Certification	3
ELECTRN 122*	Cisco Essentials: Part 2 CompTIAs A+ Software Certification	3
ELECTRN 125	CompTIA Network+ Certification Training	3
ELECTRN 126*	Installing, Configuring and Administering a Microsoft OS	3
IND TEK 185	Directed Study - Industrial Technology	1
IND TEK 285	Directed Study - Industrial Technology	2
IND TEK 385	Directed Study - Industrial Technology	3
MIT 185	Directed Study - Manufacturing and Industrial Technology	1
MIT 285	Directed Study - Manufacturing and Industrial Technology	2
MIT 385	Directed Study - Manufacturing and Industrial Technology	3
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 6 units of major courses may be double counted in LACCD General Education area A and D2.

*This course has a prerequisite/corequisite.

Engineering Technology: Advanced Manufacturing Associate in Science Degree

The Engineering Technician: Advanced Manufacturing program is designed to train the students and the workforce in high-growth and high-demand technologies such as; Additive Manufacturing - 3D printing of Polymers and Metals, CNC programming with Mastercam and Operator training in addition to computer Aided Design (CAD) and Computer Aided Manufacturing (CAM). The program offers hands-on experience to become technicians who are able not only to manufacture but analyze and design products, to communicate professionally both orally and in writing, and to work on team-based projects. The program emphasizes apprenticeship and work-based learning.

SUBJECT & NO.	COURSE	UNITS
COMPLETE THE FOLLOWING COURSES		40
ENG GEN 101	Introduction to Science, Engineering and Technology	2
EGD TEK 102	Engineering Graphics with Introduction to GD&T and 2-D CAD	3
IND TEK 106	Shop Math and Measurements	2
MIT 101	Machine Shop Training and Safety	2
MATH 260*	Precalculus	5
OR		
MATH 260S*	Precaculus with Support	5
IND TEK 103	Technical Writing and Communication	2
IND TEK 104	Print Reading with GD&T	2
MIT 201	Manufacture Processes	3
ENG TEK 101	Engineering Technology Application	2
EGD TEK 121	3-D Computer-Aided Design with SolidWorks	2
EGD TEK 221	CAD-Advanced Applications 3-D	2
ENG TEK 111	Additive Manufacturing	2
ENG TEK 125	CNC Setup and Operation	3
ENG TEK 225	CNC Design and MasterCAM	2

ENG TEK 290	Engineering Technician Capstone	3
RESTRICTED ELECTIVE: CHOOSE FROM ANY ENG TEK OR ENG GEN COURSES		8
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 6 units of major courses may be double counted in LACCD General Education.

**This course has a prerequisite.*

Engineering Technology: Industrial, Associate in Science Degree

The Engineering Technology: Industrial program is preparing students and workforce to become Quality Control and Inspection technicians to assist engineering staff in production or manufacturing. Graduates are trained to communicate professionally both orally and in writing, and to work on team-based projects. The emphases of the program are theory-based hands-on application through apprenticeship and work-based learning.

SUBJECT & NO.	COURSE	UNITS
COMPLETE THE FOLLOWING COURSES		34
ENG GEN 101	Introduction to Science, Engineering and Technology	2
EGD TEK 102	Engineering Graphics with Introduction to GD&T and 2-D CAD	3
IND TEK 106	Shop Math and Measurements	2
MIT 101	Machine Shop Training and Safety	2
MATH 260*	Precalculus	5
OR		
MATH 260S*	Precalculus with Support	5
IND TEK 103	Technical Writing and Communication	2
IND TEK 104	Print Reading with GD&T	2
MIT 201	Manufacture Processes	3
ENG TEK 101	Engineering Technology Application	2
EGD TEK 121	3-D Computer-Aided Design with SolidWorks	2
ENG TEK 130	Facility Design & Supply Chain	2
ENG TEK 135	Metrology & Inspection Level	2
ENG TEK 235	CMM and Inspection Level I	2
ENG TEK 290	Engineering Technician Capstone	3
RESTRICTED ELECTIVE: CHOOSE FROM ANY ENG TEK OR ENG GEN COURSES		8
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 3 units of major courses may be double counted in LACCD General Education area D2.

**This course has a prerequisite.*

Engineering Technology: Mechanical, Associate in Science Degree

The Engineering Technology: Mechanical program is designed to prepare students and workforce to become technicians in mechanical and manufacturing fields to assist engineers in design, develop, test, maintain, and manufacture mechanical devices, to communicate professionally both orally and in writing, and to work on team-based projects. The emphases of program are theory-based hands-on application, apprenticeship, and work-based learnings.

SUBJECT & NO.	COURSE	UNITS
COMPLETE THE FOLLOWING COURSES		42
ENG GEN 101	Introduction to Science, Engineering and Technology	2
EGD TEK 102	Engineering Graphics with Introduction to GD&T and 2-D CAD	3
IND TEK 106	Shop Math and Measurements	2
MIT 101	Machine Shop Training and Safety	2
MATH 260*	Precalculus	5
OR		
MATH 260S*	Precalculus with Support	5
IND TEK 103	Technical Writing and Communication	2
IND TEK 104	Print Reading with GD&T	2
MIT 201	Manufacture Processes	3
ENG TEK 101	Engineering Technology Application	2
EGD TEK 121	3-D Computer-Aided Design with SolidWorks	2
EGD TEK 221	CAD-Advanced Applications 3-D	2
ENG TEK 141	Mechanical Systems	3
ENG TEK 142	Fluid Power Systems	3
ENG TEK 151	Basic Programmable Logic Controls (PLC)	3
MIT 220	Introduction to Robotics	3
ENG TEK 290	Engineering Technician Capstone	3
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 3 units of major courses may be double counted in LACCD General Education area D2.

**This course has a prerequisite.*

Geo-Spatial Engineering and Technologies, Associate in Science Degree

The Geospatial Engineering and Technologies (GSET) program at ELAC is structured to produce qualified geospatial engineering technicians by offering relevant technical courses and business practices primarily in land surveying, but also in civil and geospatial engineering. What sets GSET's programs apart from other similar community college programs is its state of the art equipment and its student clubs (Geo-Huskies, Engineering Surveying Society, Civil and Environmental Engineering Student Organization) to perform practical and advanced forms of design and analysis for land surveying and civil engineering land development projects. GSET's student learning outcomes include field applications and practical and advanced math topics, and the usage of technology in land surveying and civil engineering practices. Prerequisite skills include a basic understanding of geometry and trigonometry, and a desire to be part of a community of practice of land surveyors and geospatial engineering technicians that enhances the profession. Professionals and technicians can be employed in a variety of settings, including private businesses and government agencies. Upon completing GSET's programs, students obtain careers as a professional land surveyor or technician, a cartographer or a photogrammetrist, or a civil engineering technician. The program offers three skills set certificates (5, 6, or 7 units), a certificate of achievement (16 units), and an associate of science degree (60 units). In addition, GSET provides a preparatory course for the National Council of Examiners for Engineering and Surveying (NCEES), Fundamentals of Surveying (FS) exam, which if passed successfully, leads to an increase in the likelihood

of job placement with public, private and non-profit organizations. In addition, GSET also provides a cooperative education work experience course in land surveying, civil and geospatial engineering.

SUBJECT & NO.	COURSE	UNITS
MAJOR CORE REQUIREMENTS		19
ENG SUP 121*	Land Surveying I	3
ENG SUP 221*	Land Surveying II	3
ENG SUP 224	Land Surveyor-in-Training Review Course	2
ENG SUP 225	Boundary Control for Surveyors	2
ENG SUP 200	Business Practices for Land Surveyors & Civil Engineers	1
ENG SUP 201*	Geo-Spatial Technologies I	2
ENG SUP 202*	Geo-Spatial Technologies II	2
ENG GEN 185	Directed Study – General Engineering	1
ENG GEN 212*	Introduction to Engineering Design	3
RESTRICTED ELECTIVES		12-14
COMPLETE 10 UNITS FROM THE FOLLOWING:		
EGD TEK 102	Engineering Graphics with Introduction to GD&T and 2-D CAD	3
EGD TEK 121	3-D Computer-Aided Design with SolidWorks	3
MATH 241	Trigonometry with Vectors	4
OR		
MATH 241S	Trigonometry with Vectors with Support	4
CHEM 065	Introductory General Chemistry	4
PHYSICS 011	Introductory Physics	4
COMPLETE 2-4 UNITS FROM THE FOLLOWING:		
GEOG 025	Introduction to Geographic Information Systems and Laboratory	4
OR		
GIS 025	Introduction to Geographic Information Systems and Laboratory	4
ARC 164	Design Software for Architecture	2
ENG GEN 101	Introduction to Science, Engineering and Technology	2
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 3 units of major courses may be double counted in LACCD General Education.

**This course has a prerequisite.*

IT Technician Pathway, Associate in Science Degree

The IT (Information Technology) Technician AS Degree is the final stage of the statewide IT Technician pathway and equips students with the advanced IT skills required of an IT Technician. As students complete coursework, they are encouraged to complete the aligned industry valued certifications such as CompTIA Linux+, Cisco Certified Entry Networking Technician (CCENT), and the Certified Ethical Hacker (CEH). Students who have completed Stage I and II of the IT Technician pathway along with this stage are prepared for positions such as Computer Systems Analysts, Information Security Analysts, Network and Computer Systems Administrators, and IT wholesale/retail supervisory positions.

SUBJECT & NO.	COURSE	UNITS
COMPLETE THE FOLLOWING COURSES		42-43
BUS 001	Introduction to Business	3
CAOT 048	Customer Service	3
CAOT 032**	Business Communications	3
OR		
IND TEK 103	Technical Writing and Communication	2
CAOT 082**	Microsoft Office Suite	3
ELECTRN 121*	Cisco Essentials: Part 1 CompTIAs A+ Hardware Certification	3
ELECTRN 122*	Cisco Essentials: Part 2 CompTIAs A+ Software Certification	3
CAOT 035	Concepts in Information Systems	3
OR		
CIS 101	Introduction to Computers and Their Uses	3
ELECTRN 125	CompTIA Network+ Certification Training	3
ELECTRN 126*	Installing, Configuring & Administering a Microsoft OS	3
ELECTRN 127	Microsoft Server Systems and Network Administration	3
ELECTRN 128	Network Security Fundamentals	3
ELECTRN 129*	Python for Networking	2
ELECTRN 130	Routing & Switching Fundamentals	4
ELECTRN 131	Installing, Configuring, and Administering Linux Operating System	2
ELECTRN 132	Certified Ethical Hacking	2
LACCD GENERAL EDUCATION PLAN		21
	Total	*60-61*

Note: 3 units of major courses may be double counted in LACCD General Education area A.

**This course has a prerequisite/corequisite.*

***This course has an advisory.*

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Electrical Engineering Technology (EET)

120 DC Circuits (3) CSU

Conditions of Enrollment: Completion of intermediate algebra or the equivalent.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS; DISCUSSION, 1 HOUR.

Note: This course is highly recommended for Engineering students planning to take General Engineering 220 and General Engineering 225.

In this introductory course students learn algebra base linear circuit analysis and practice its application to areas of importance in electrical engineering such as resistive circuits, Kirchhoff laws, node and loop analysis, Thevenin and Norton theorems, superposition theorem, capacitors and inductors. Students also perform laboratory exercises

to learn how to create circuit designs using electronic components and to use instruments such as multimeters, oscilloscopes, and signal generators.

121 NI Certified LabVIEW Associate Developer (CLAD) (2)
Prerequisite: *General Engineering 121.*

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

This course is the first step in the three-part NI LabVIEW certification process. It indicates a broad working knowledge of the LabVIEW environment, a basic understanding of coding and documentation best practices, and the ability to read and interpret existing code. Students can use this certification to assess and validate an individual's LabVIEW development skills for the purpose of project staffing or career advancement.

122 Solar Cell and Hydrogan Fuel Cell Technologies (2)
Prerequisite: *Electrical Engineering Technology 120.*

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

This course helps students learn about sustainable energy generation and characteristics. The Emona HELEx ETT411 introduces students to these concepts through hands-on exercises, observation, measurement, and LabVIEW-based data processing, and provides them with the fundamental, underpinning knowledge needed for a future in Engineering.

123 Introduction to Arduino (2)

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

In this course, students gain new skills in programming and electronics engineering. Arduino is a groundbreaking, open-source electronics prototyping platform based on flexible, easy-to-use hardware and software. The Arduino board can read sensors, control motors and lights, and upload your hand-build code that interacts with the real world. Students learn the Arduino programming language, which is based on C/C++.

124 Introduction to Level 1 Rocketry (2)
Prerequisite: *Engineering Graphics and Design 101 or Engineering Graphics and Design 102.*

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

The primary purpose of this course is to teach students to successfully build a level 1 solid fuel rocket. The course begins with basic definitions and elementary principles such as total impulse, mass flow, specific impulse, the ideal rocket equation, thrust chamber design, nozzle theory, heat transfer, flight performance, propellant chemistry, and propulsion operation in space. A detailed investigation of rocket fundamentals is necessary to acquaint the student with 21st century technology. At the end of this course students over 18 will be ready to launch their rocket and if successful receive a Level 1 certification from NAR (National Association of Rocketry).

Electronics (ELECTRN)

121 Cisco Essentials: Part 1 CompTIAs A+Hardware Certification (3) CSU
Corequisites: *Electronics 122 and 126.*

LECTURE, 1 HOUR; LABORATORY 4 HOURS.

This is course 1 of 2 for CompTIA's A+ Hardware Essentials Certification examination. This training covers all five-course objectives identified in the CompTIA's A+ Essentials Certification examination. This training helps students to successfully pass the A+ Essentials Certification examination. This IT certification is the stepping-stone for individuals seeking an IT career. The course covers the areas of PC hardware, networking, laptops, printers, and operational procedure. Also, students will have access to a NETLAB+ system, a virtual system that allows topology configuration via online, and upon online completion; students physically configure the topology in class.

122 Cisco Essentials: Part 2 CompTIAs A+ Software Certification (3) CSU
Corequisites: *Electronics 121 and 126.*

LECTURE, 1 HOUR; LABORATORY 4 HOURS.

This is course two of two for CompTIA's A+ Software Essentials Certification examination. This training covers all five-course objectives identified in the CompTIA's A+ Essentials Certification examination. This training helps students to successfully pass the A+ Essentials Certification examination. This IT certification is the stepping-stone for individuals seeking an IT career. The course covers the areas of PC hardware, networking, laptops, printers, and operational procedure. Also, students will have access to a NETLAB+ system, a virtual system that allows topology configuration via online, and upon online completion; students physically configure the topology in class.

125 CompTIA Network+ Certification Training (3) CSU

LECTURE, 2 HOURS; LABORATORY 3 HOURS.

This course introduces the fundamental building blocks that form a modern network, such as protocols, topologies, hardware, network architecture, and network operating systems. In-depth coverage of the most important concepts in contemporary networking includes TCP/IP, Ethernet, wireless transmission, network administration, support, troubleshooting WANs (Wide Area Networks), and security. Students develop the skills to implement the best network topology, hardware, and software for their environment, develop skills to build a network from scratch, and maintain, upgrade, and troubleshoot an existing network. Finally, Students are well prepared to pass CompTIA 's (The Computing Technology Industry Association) Network+ certification exam.

126 Installing, Configuring & Administering a Microsoft OS (3) CSU
Corequisites: *Electronics 121 and 122.*

LECTURE, 1 HOUR; LABORATORY 4 HOURS.

This course maps directly to Microsoft's Exam 70-680 & 70-698 Configuring Windows 7 & 10. This course provides students with the technical foundation in current operating system technologies. It covers PC architecture, preventive maintenance, and troubleshooting. It covers operating system installation, configuration, administration and performance optimization. This course also gives students a

solid grounding in the fundamentals of computer security like access control, file and folder permissions, auditing and encryption. Students learn how to harden operating systems to repel attacks. This course prepares students to perform operating system support tasks including operating system batch and Windows script file programming. Also, students have access to a NETLAB+ system, a virtual system that allows topology configuration via online, and upon online completion; students physically configure the topology in class.

127 Microsoft Server Systems and Network Administration (3) CSU

LECTURE, 1 HOUR; LABORATORY 4 HOURS.

This course maps directly to Microsoft Certified Solutions Associate (MCSA) Exam 70-410: Installing and Configuring Windows Server 2012, which is the first of three exams required for MCSA: Windows Server 2012 certification. It covers implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. This course primarily covers the initial implementation and configuration of core services, such as Networking, Storage, Active Directory Domain Services (ADDS), Group Policy, File and Print services, and Hyper-V. Also, students have access to a NETLAB+ system, a virtual system that allows topology configuration via online, and upon online completion; students physically configure the topology in class.

128 Network Security Fundamentals (3) CSU

LECTURE, 2 HOURS; LABORATORY 2 HOURS.

This course provides the training and skills needed to pass the CompTIA Security+ Certification Examination. The course includes but is not limited to: Security authentication overview, email-attacks, web security directory and file transfer, devices, media, network security, and intrusion. Also, students have access to a NETLAB+ system, a virtual system that allows topology configuration via online, and upon online completion; students physically configure the topology in class

129 Python for Networking (2) CSU

Prerequisite: *Electronics 125.*

LECTURE, 1 HOUR; LABORATORY 3 HOURS.

In this course, students learn topics of the Python language such as data types, variables, control structures, Python Objects and Oriented Design, standard and advanced mathematical libraries, tool-chain use and Python Frameworks, user-defined classes and abstract collections, single and multidimensional arrays, Python lists, tuples, collections, and dictionaries. Also, students have access to a NETLAB+ system, a virtual system that allows topology configuration via online, and upon online completion; students physically configure the topology in class.

130 Routing & Switching Fundamentals (4) CSU

LECTURE, 2 HOURS; LABORATORY 7 HOURS.

This course is the equivalence to parts one and two of the Cisco Network Academy. Part 1 of this course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of Part 1, students are able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Part 2 of this course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of Part 2, students are able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Students completing this course prepared to take the Cisco ICND1 and/or CCENT certification exam. Also, students have access to a NETLAB+ system, a virtual system that allows topology configuration via online, and upon online completion; students physically configure the topology in class.

131 Installing, Configuring and Administering Linux Operating System (2) CSU

LECTURE, 1 HOUR; LABORATORY 4 HOURS.

This course gives students a solid foundation in the fundamentals of the Linux operating system which plays a crucial role in academic and corporate computing. In fact, Unix/Linux powers more Internet server and corporate networks than Microsoft. The topics include Linux Overview and Architecture, The Kernel and Shell, File System, Users and Groups Management, Permission and Ownership Management, Services and Processes Management. Students gain system-level experience through problem-solving hands-on lab exercises at the command line and in the graphical user interface. Also, students have access to a NETLAB+ system, a virtual system that allows topology configuration via online, and upon online completion; students physically configure the topology in class.

132 Certified Ethical Hacking (2) CSU

LECTURE, 1 HOUR; LABORATORY 4 HOURS.

This course provides the training and skills needed to pass the Certified Ethical Hacking (CEH) Certification Examination. The course introduces students to the concepts, principles, and techniques, supplemented by hands-on exercises, for attacking and disabling a network within the context of properly securing a network. The course emphasizes network attack methods with the emphasis on student use of network attack techniques and tools and appropriate defenses and countermeasures. Also, students have access to a NETLAB+ system, a virtual system that allows topology configuration via online, and upon online completion; students physically configure the topology in class.

185 Directed Study - Electronics (1) CSU

285 Directed Study - Electronics (2) CSU

385 Directed Study - Electronics (3) CSU

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 IN ANY ONE DISCIPLINE.

Engineering Graphics & Design (EGD TEK)

102 Engineering Graphics with Introduction to GD&T and 2-D CAD (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This introductory course covers the fundamentals of traditional drafting, descriptive geometry, orthographic projection, graphical communication of technical engineering information and Computer-Aided Drafting (CAD). Topics include freehand drawing, lettering, and theory of orthographic and multi-view projections as well as Coordinate dimensioning and geometric dimensioning and tolerancing (GD&T). An introduction to 2-D CAD software package is presented and instruction includes fundamental tools to be able to create and edit basic drawings by learning and understanding the User Interface of the software. Essential skills developed include creating templates, title blocks, layers, drawing basic geometric objects, using parametric tools, and dimensioning.

111 2-D Computer-Aided Drafting (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course is an introductory course in Two-Dimensional Computer-Aided Drafting using AutoCAD. Students learn the basic tools to create and edit a simple drawing. Topics include object construction, object properties, layers, orthographic projections, auxiliary views, parametric tools, basic dimensioning, template building, and plotting.

121 3-D Computer-Aided Design with SolidWorks (2) CSU

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This is an introductory course in Three-Dimensional Computer Aided Design (CAD) and solid modeling. Students learn the concept of creating parts by using features including extrusion, revolve, sweep and loft boss, base, and cut. Other topics covered include creating assemblies and generating engineering drawings from the solid model or the assembly, utilizing SolidWorks 3-D software.

221 CAD-Advanced Applications 3-D (2) CSU

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

Note: Credit is given for only one of EGD TEK 221 and EGD TEK 131.

This course builds on the skills acquired in 2-D and 3-D CAD applications. The course explores advanced computer-aided design techniques using SolidWorks software such as Mold Tools, Simulation and Surface modeling, also students are prepared for the Certified SolidWorks Associate (CSWA) exam. During these training programs, students acquire advanced skills in using the software and design techniques for 3-D structures in various examples toward design, manufacturing, and mechanical applications.

185 Directed Study - Engineering Graphics & Design Technology (1) CSU

285 Directed Study -Engineering Graphics & Design Technology (2) CSU

385 Directed Study - Engineering Graphics & Design Technology (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Engineering Graphics & Design 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 IN ANY ONE DISCIPLINE.

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.

Engineering Support (ENG SUP)

100 Plane Surveying I: Boot Camp for High School Students (2)

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This is a beginning course in plane surveying for high school students. Topics include horizontal linear measurements using pacing, steel tape, stadia, and electronic distance measurement (EDM); circuit and profile differential leveling; measurement of horizontal and vertical angles; computation of azimuth, bearing, latitude, departure and coordinates and area of a traverse; balancing a closed traverse using the compass rule and rotation adjustments of a closed traverse; and introduction to geographic information system (GIS) and global positioning system (GPS). Technical lectures also include topics pertaining to technical writing and presentations. An introductory topic in terrain modeling using Microstation and/or AutoCAD software is demonstrated and field work is also performed including the demonstration of an unmanned aerial system (UAS).

101 Plane Surveying II: Boot Camp for High School Students (2)

Prerequisite: Engineering Support 100.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course introduces high school students to computer applications and technologies used in civil engineering design works and land surveying field applications.

121 Plane Surveying I (3) UC:CSU

Prerequisites: Mathematics 241 or 241S.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This is a beginning course in plane surveying. Topics include horizontal linear measurements using pacing, steel tape, stadia and electronic distance measurement (EDM); circuit and profile differential leveling; measurement of horizontal and vertical angles; computation of azimuth, bearing, latitude, departure and coordinates and area of a traverse; balancing a closed traverse using the compass rule and rotation adjustments of a closed traverse; and introduction to geographic information system (GIS) and global positioning system (GPS). Technical

lectures also include topics pertaining to technical writing and presentations. An introductory topic in terrain modeling using Microstation and/or AutoCAD software is demonstrated and field work is also performed including a field demonstration of unmanned aerial systems for mapping and terrain analysis purposes.

200 Business Practices for Land Surveyors & Civil Engineers (1) CSU

LECTURE, 0.5 HOUR; LABORATORY, 1.5 HOURS.

This course teaches students fundamental business practices used in technical career opportunities in land development. Such skills include: An introduction to business practices in land development, professional conduct and ethics, proposal writing, office and field research and planning, quantity takeoff, pricing and cost estimates, and technical forms of communications.

201 Introduction to Engineering Technologies for Land Surveyors (2) CSU

Prerequisites: *Engineering Support 121.*

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This is an advanced computer applications course for land surveyors, civil engineers and technicians. The course teaches the development of geographic information system (GIS) maps, usage of global positioning system for data collection, terrain modeling for both transportation and flood control purposes, surface analysis and as-built surveys using 3D scanners, least square analysis for coordinate adjustments, the usage of a robotic total station, and photogrammetry and remote sensing data acquisition and analysis including the usage and practical application of unmanned aerial systems (UAS's).

202 Advanced Engineering Technologies for Land Surveyors (2) CSU

Prerequisites: *Engineering Support 201.*

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This is an advanced computer applications course for land surveyors, civil engineers and technicians. The course teaches the development of geographic information system (GIS) maps, the usage of global positioning system (GPS) units for data collection, terrain modeling for both transportation and flood control purposes, surface analysis and as-built surveys using a 3D scanner, least square analysis for coordinate adjustments, the usage of a robotic total station, and photogrammetric measurements using aerial photos and remote sensing imagery including unmanned aerial systems (UAS's).

221 Plane Surveying II (3) UC:CSU

Prerequisites: *Engineering Support 121.*

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This is an advanced course in plane surveying. Topics include topographic survey, earthmoving quantity takeoff, horizontal and vertical curves, construction staking, real property survey using electronic data measurement (EDM), application of global positioning system (GPS) and geographic information systems (GIS), and green surveys. Field work is performed.

224 Land Surveyor-In-Training Review Course (2)

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

This course prepares students for the State of California, Land Surveyor in Training (LSIT) certificate which is the first step required under California law towards becoming licensed as a Professional Land Surveyor.

225 Boundary Control for Surveyors (2) CSU

LECTURE, 1 HOUR; 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.

Engineering Technician (ENG TEK)

101 Engineering Technology Application (2) CSU

Advisory: *Manufacturing & Industrial Technology 101.*

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This project based learning course utilizes various hands on modules in engineering technology fields, to familiarize and prepare the students for entry level engineering technician positions in industry.

111 Additive Manufacturing I (2) CSU

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This is an introductory course into the world of Additive Manufacturing. Emphasis is given to the most common process in additive manufacturing technique such as 3-D printing of polymers. 3-D Laser Scanning and Laser Cutting is integrated to make the digital signature of parts. In addition to theoretical knowledge, students are expected to gain practical experience by manufacturing sample parts in the lab. The class integrates a project-based learning model which develop elements of creative thinking and problem solving used in prototype building and the manufacturing process.

125 CNC Setup and Operation (3)

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This is an introductory course on the fundamental skills related to the setup and operation of Computer Numerical Controlled machines (CNC). Safety, tool selection, machine and controller functions, calculation and input of offsets, are also included.

130 Facility Design & Supply Chain (2) CSU

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course examines manufacturing/supply chain facility and modern material handling techniques for efficient utilization of space within a plant. The course provides students with techniques to use in analyzing and designing facilities by considering: plant location, maufacturing layout, material handling, integration of human factors for layout safety and quality, and their implications on design.

135 Metrology and Inspection Level I (2) CSU

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

Introduction to the science of measurement as it applies to metrology and inspection in fabrication and manufacturing environments. The lab work includes comon industry measurements and standard practices with emphasis on Microscribe Digitizing Arm Inspection devices.

141 Mechanical Systems (3) CSU

LECTURE, 2 HOUR; LABORATORY, 2 HOURS.

This course presents fundamental concepts of mechanical drives and systems, including safe operation, installation, alignment, troubleshooting, and maintenance of a range of mechanical drives in automated manufacturing systems.

142 Fluid Power Systems (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course presents fundamentals of mechanical fluid power concepts including hydraulic and pneumatic installation, maintenance, and adjustments for the safe-control of automated manufacturing systems.

151 Basic Programmable Logic Controls (PLC) (2) CSU

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

This course introduces Basic Programmable Logic Controllers, Programming Devices, Ladder Diagrams, and Designing PLC Programs for Automation Processes.

225 CNC Design with MasterCAM (2)

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course provides the student Computer Numerically Controlled (CNC) programming skills using Mastercam software in Computer Aided Design and Computer Aided Manufacturing (CAD/CAM) environments. Topics include a review of machining and CNC programming fundamentals, process overview, basic 2.5D geometry construction and modification, process and toolpath planning, and 2.5 axis toolpath generation and editing.

235 CMM and Inspection Level II (2) CSU

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course introduces in-depth Measurement and Inspection skills utilizing a coordinate measuring machine (CMM) and other equipment. Concepts of dimensional metrology will be presented by using articulating arms to validate part geometry within GD&T standards. Advanced skills are developed by doing inspection with vision and/or Laser equipment and reverse engineering activities.

290 Engineering Technician Capstone (3) CSU

LECTURE, 1 HOUR; LABORATORY, 4 HOURS.

This course utilizes industrial-level engineering technology based projects under the direction of faculty and/or industrial liasion representative, the student is provided the opportunity to demonstrate the full spectrum of their learning, which facilitates their transition into industry.

General Engineering (ENG GEN)

101 Introduction to Science, Engineering and Technology (2) UC:CSU

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

Note: This course is open to high school students for concurrent enrollment.

This course provides students with an understanding of the academic and professional behaviors and skills necessary to enhance their chances of success as an engineering major, and ultimately as a professional. The skills include working effectively in teams, goal setting, time management, and developing oral communication skills. Students are introduced to the campus resources available to the engineering majors. Students have an opportunity to work collaboratively with their classmates on most of the assignments and in-class design projects.

121 Programming for Engineers: C++ (4) UC:CSU

Prerequisites: Mathematics 261.

LECTURE, 3 HOURS; LABORATORY, 2 HOURS.

Note: This course is highly recommended for Engineering students planning to take General Engineering 220 and General Engineering 225.

This course applies structured programming concepts to engineering problem types such as center of mass, ballistics, column buckling, design, and reduction of experimental data. Mathematical techniques include interative solutions, bisection, Raphson-Newton, statistics, and matrix operations. Computer programming techniques include formatted input and output, selection, loops, functions, pointers, arrays, and objects. Concepts and techniques of Object Oriented Programming, structured design and modular construction, use of C++ or other high level languages to demonstrate fundamentals of Object Oriented Programming and structured programming are employed. Students use National Instruments Laboratory Virtual Engineering Workbench (LabVIEW) to demonstrate graphical programming environment.

122 Programming and Problem-Solving in MATLAB (3) UC:CSU

Prerequisites: Mathematics 261.

LECTURE, 2 HOURS; 3 HOURS.

This course utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics.

131 Statics (3) UC:CSU (C-ID ENGR 130)

Prerequisites: Physics 101 and Mathematics 262.

LECTURE, 2 HOURS; DISCUSSION, 3 HOURS.

This is a first course in engineering mechanics. The course considers two- and three-dimensional analysis of force systems on particles and rigid bodies in equilibrium. Topics also include static analysis of trusses, beams and cables, determination of center of gravity, centroids, friction, and moments of inertia of area and mass.

151 Materials of Engineering (3) UC:CSU (C-ID ENGR 140)
Prerequisites: *Chemistry 101 and Physics 101.*

LECTURE, 3 HOURS.

This course is an introduction to materials science and engineering and different types of materials used in engineering design, emphasizing the relationships between structure, properties, and processing. Topics include: Atomic structure and bonding, atomic and ionic arrangements and imperfections, crystalline structures, metals, polymers, ceramics, composites including diffusion or atom and ion movements in materials, and mechanical properties and fracture including strain hardening and annealing. An illustration of the differences of materials fundamental and their applications in engineering is also covered.

212 Introduction to Engineering Design (3) UC:CSU
Prerequisite: *Engineering Graphics and Design 121.*

Advisory: *General Engineering 131.*

LECTURE, 1 HOUR; LABORATORY, 4 HOURS.

This is an introductory course in Engineering Design covering the engineering design process, step-by-step. Students achieve basic Engineering Design Core competency through hands-on, team-based, open-ended design projects. The project work is enhanced with lectures and reading on design theory and methods, and using manufacturing techniques and processes to build prototypes.

220 Electrical Circuits I (4) UC:CSU (C-ID ENGR 260), (C-ID ENGR 260-L)
Prerequisites: *Mathematics 263 and Physics 102.*

Corequisite: *Mathematics 275.*

Advisories: *Electrical Engineering Technology 120.*

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course covers electric circuit analysis in time and frequency domains, transient, and steady state solutions. Topics include linear circuit analysis techniques, Kirchhoff's Laws, Network Theorems, mesh and nodal analysis, OP amps and amplifiers, Thevenin/Norton equivalents circuits, natural-forced-complete response of RLC circuits and Laplace Transforms. Introduction to AC circuits, phasors, three phase power, and frequency response and resonance. The laboratory includes experimental verification of the laws of AC and DC circuits, Kirchhoff's laws, and Thevenin's theorem using instruments such as multimeter, oscilloscopes, and signal generators. Laboratory will use National Instruments Laboratory Virtual Engineering Workbench (LabVIEW) with ELVIS II.

221 Engineering Probability and Statistics (3) UC:CSU IGETC Area 2A
Prerequisite: *Mathematics 261.*

LECTURE, 3 HOURS.

This is an introductory course for calculations using probabilities and concepts in statistics with a focus on applications to engineering problems. It provides an introduction to fundamental concepts and applications of probability and statistics in engineering, with focus on how these concepts are used in experimental design and sampling, data analysis, risk and reliability analysis, and project design under uncertainty. Topics include basic probability concepts, random variables and analytical probability distributions, functions of random variables, estimating parameters from observational data, regression, hypothesis testing, and Bayesian concepts.

225 Digital Circuit Analysis (4) UC:CSU
Prerequisites: *Mathematics 262 and Physics 102.*

Advisories: *General Engineering 121 and Electrical Engineering Technology 120.*

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course is an introduction to digital circuit analysis. Topics covered include the following: Number systems, computer arithmetic, and binary codes; binary logic, Boolean algebra, and logic gates; combinational circuits, analysis and design, including adders, MUX's, decodes, etc.; and sequential circuits analysis and design. In the lab students design, implement, and debug a combinational circuit; and perform implementation of combinational circuits using logic gates and programmable logic devices and design sequential logic circuits using gates, ROMs, and PALs. Students in the laboratory use National Instruments Laboratory Virtual Engineering Workbench (LabVIEW) with ELVIS II.

231 Dynamics (3) UC:CSU (C-ID ENGR 230)
Prerequisite: *General Engineering 131.*

LECTURE, 2 HOURS; DISCUSSION, 3 HOURS.

This course covers fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion, Newton's second law, work-energy and momentum methods, kinematics of planar and three-dimensional motions of rigid bodies, work-energy and momentum principles for rigid body motion, and an introduction to mechanical vibrations.

241 Strength of Materials (3) UC:CSU
Prerequisite: *General Engineering 131.*

LECTURE, 2 HOURS; DISCUSSION, 3 HOURS.

This course is a study of stresses, strains and deformations associated with axial, torsional and flexural loading of bars, shafts and beams, as well as pressure loading of thin-walled pressure vessels. The course also covers stress and strain transformation, Mohr's Circle, ductile and brittle failure theories, and the buckling of columns. Statically indeterminate systems are also studied.

242 Strength of Materials Laboratory (1) UC:CSU
Corequisite: *General Engineering 241.*

LABORATORY, 3 HOURS.

This course is the experiment based exploration of the mechanical properties of engineering material through tensile test, torsion, shear, bending, compression, buckling of columns and metallography. This hands-on laboratory provides opportunities to directly experiment the behaviors discussed in the lecture course, General Engineering 241, to operate testing equipment, to analyze experimental data, plot and graph data and to prepare reports

272 Economic Analysis for Engineers (3) UC:CSU
Prerequisite: *Mathematics 261.*

Advisory: *General Engineering 131.*

LECTURE, 3 HOURS.

This course introduces techniques of engineering economic analysis as they apply to cost analysis in engineering projects. This course covers time value of money,

cost optimization, incremental and rate of return analysis, involving probabilistic outcomes, capital depreciation, and the effect of corporate tax analysis in making decisions on engineering projects.

185 Directed Study - General Engineering (1) CSU

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 IN ANY ONE DISCIPLINE.

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.

Industrial Technology (IND TEK)

103 Technical Writing and Communication (2) CSU

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course introduces the principles and practices of writing a range of technical documents including emails, letters, technical evaluations and reports, and academic and scientific paers used in the engineering, science, and technology fields. The use of graphical information such as tables and charts are covered as well as technical resumes, letters, and instruction and operation manuals.

104 Print Reading with GD&T (2)

LECTURE, 1 HOUR; LABORATORY, 2 HOURS

This course covers the principles and practices of visualizing and interpreting engineering drawings and prints, by going over actual prints from various industries. The main topics in the course are the study of drawing types, symbology, drawing management, industry standards, and ASME Y14.5 standard for geometric dimensioning and tolerancing.

106 Shop Math and Measurements (2)

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

Students obtain skills to solve technical problems by practical applications of basic math and arithmetic in industrial (shop) applications. Topics include: Units of measure and conversions; reading tools of measurement; error calculation and propagation; reading graphs and plots; perimeter/area/volume calculations using geometry.

185 Directed Study - Industrial Technology (1) CSU

285 Directed Study - Industrial Technology (2) CSU

385 Directed Study - Industrial Technology (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Industrial 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 IN ANY ONE DISCIPLINE.

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Manfacturing and Industrial Technology (MIT)

101 Machine Shop Training and Safety (2) CSU

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course engages students with Machine Shop specific topics including; safety practices, hand tools, precision measuring tools, set-up and operation of band saws, drill presses, lathes, mills, pedestal grinders, and power saws. Theoretical and manipulative practical exercises challenge students' thorough understanding of the subject matter.

201 Manufacture Processes (3) CSU

LECTURE, 2.5 HOURS; LABORATORY, 2.5 HOURS.

This is an introductory course in manufacturing and manufacturing processes. This course exposes students with the fundamentals of manufacturing such as materials, mechanical properties, and processes involved in the industrial sector. Emphasis is given to processes which are more common in the industry such as, reverse engineering, rapid prototyping, plastics and composites, metal forming and generating tool paths, and casting. In addition to verbal understanding of the issues, mathematical models describing the processes of manufacturing are covered briefly in order for students to understand the relations between the parameters involved in the processes. In addition to theoretical knowledge, students are expected to gain practical experience by manufacturing sample parts in the lab.

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.

185 Directed Study-Manufacturing and Industrial Technology (1) CSU

285 Directed Study-Manufacturing and Industrial Technology (2)CSU

385 Directed Study-Manufacturing and Industrial Technology (3)CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Manufacturing and Industrial 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 IN ANY ONE DISCIPLINE.

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 Department

***E3-360** • (323) 265-8632*

Department Secretary, Paulette jaurequi

The East Los Angeles College English Department is dedicated to assisting students in becoming critical thinkers through the study of writing and literature, and supporting them in becoming more informed through English, Reading, and E.S.L. courses. Our English courses, whether face-to-face or online, provide a foundation in the development of writing, critical and creative thinking, critical reading, oral communication, and literary analysis. Our Reading courses develop literacy skills from basic reading comprehension to advanced critical analysis that provide a variety of reading strategies that prepare students for college level reading and thinking, life-long learning, and professional growth. Our E.S.L. courses guide non-native English speakers in building real-world English language skills and cultural awareness for success in academic, professional, and social endeavors. As a whole, the English department helps students explore diverse texts to gain global, cultural, and historical perspectives as well as to attain knowledge that aligns with the College's Mission of promoting outlets for artistic, civic, cultural, and social expression as well as environmental awareness. The English Department seeks to: (1) Empower students by fostering them as they expand their literacies and develop their individual voices; (2) Create a passion for lifelong learning in students by exposing them to diverse literatures that illuminate their own lives and the larger world around them; (3) Foster intellectual curiosity in students and help them hone the research skills needed to evaluate new information, enabling them to engage confidently in social discourses.

Faculty

Godinez, Patricia, Chair, Professor
Van Houten, Kevin W., Vice Chair, Associate Professor
Acosta, Maria G., Associate Professor
Atallah, Reem, Assistant Professor
Barilari, Gia, Associate Professor
Behseta, Sara, Professor
Betancourt, Maria E., Associate Professor
Blandon, Dr. Ruth, Professor
Burrell, Dr. Vernita, Associate Professor
Carlos, Maria Dolores, Professor
Centeno, Carlos M., Professor
Chan, Cecilia, Professor
Concoff-Kronbeck, Mandy E., Professor
Dahi, Khetam, Professor
Figueroa, Lauren, Associate Professor
Gleason, Raeanna L., Associate Professor
Gray, Jeffrey, Professor
Herrera, Gisela M., Professor
Hodgson-DeSilva, Krishana, Associate Professor
Jimenez, Fernando, Professor
Lee, Grace S., Associate Professor
Luna, Amber, Assistant Professor
Madrigal, Lorena, Assistant Professor
Mannone, Diane R., Associate Professor
Mena, Dr. Gregory, Associate Professor
Munoz, Eduardo, Professor
Orozco, Luis R. , Associate Professor
Pacheco, Shana R., Professor
Penner, James, Associate Professor
Rae, Jenell, Associate Professor
Ramirez, Dr. Nancy N., Professor
Rodriguez, Joshua, Associate Professor
Sangha, Dr. Davinder K., Professor
Silva, Juan Obed, Associate Professor
Solis, Alex C., Professor
Swerdlow, Dr. Nadia, Associate Professor
Szklarek, Dina, Associate Professor
Tinker Diaz, Rosa Elena, Assistant Professor
Warner, Nathan J., Professor
Youngblood, Cory A., Professor

Adjunct Associate Professors

Adamson, Diann J.
Agregan, Louis A.
Alonzi, Giovan
Amador, Nora M.
Andrade, Kent A.
Andrews, Chris
Armendarez, Douglas M.
Arroyo, Elizabeth
Barkawitz, Nicholas A.
Barnitt Chen, Lei
Bishop-Magallanes, Melissa
Blai, Lisa
Brains, Allison M.
Cabral, John C.
Cano, Iona D.
Chakhchir, Zeina
Cristo, Jessica
Cushing, William P.
Daniels, Gannon P.
Darr, Norma M.
De Casas, Martha M.
Gaydosh, Lisa
Gunderson, Mark
Hector, Jeremy
Heng, Nay S.
Hernandez, Margaret R.
Hofferd, Richard J.
Holland, Daniel P.
Joseph, Samuel W.
Khin, Than Nyein
Lamas, Catherine T.
Lambert, Daniel E.
Langdell, Cheri
Martinez, Cynthia S.

Moran, James K.
Morris, Mark H.
Morrison, Anna
Peterkin, Natalie L.
Phillips, Lana
Romero, Ruth C.
Ryan Romo, Amanda
Sharifi, Amir
Sherling, Matthew
Stevenson, William R.
Tin Aye, Thuya
Tirman, Daniel J.
Tubbs, Robyn A.
Ula, Labina S.
Warner, Angela S.
Williams, J. Gregory
Yuksel, Diler

EDUCATIONAL PROGRAM

SUBJECTS

- English
- English as a Second Language (E.S.L.)
- Humanities
- Reading

ASSOCIATE DEGREE PROGRAM

- English for Transfer

ASSOCIATE DEGREE PROGRAM

Associate in Arts in English for Transfer

The English department offers an Associate in Arts in English for Transfer degree. This degree may enhance enrollment and transfer opportunities at California State Universities. The major provides students with a comprehensive study of composition, literary theory, and rhetorical strategies. Students become familiar with major themes, works, authors, and movements in literature, particularly British and American literature. Students are trained in composition and given a solid background in critical theory to explore literature as an intellectual discipline and art. The required courses help students hone critical thinking, research, rhetoric, and writing skills and prepare them for upper division coursework in English or a related field in which strong writing and critical thinking skills are valued, such as education, law, or business. Students must complete a minimum of 60 required semester units of CSU transferable course work with a minimum GPA of 2.0, including a minimum of 18 semester units in the major with a grade of "C" (or "P") for each course in the major. Certified completion of the California State University General Education-Breadth (CSU GE Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) Pattern is also required.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
ENGLISH 102*	College Reading and Composition II	3
ENGLISH 103*	Composition and Critical Thinking	3
	Subtotal	*6*

LIST A (SELECT TWO):		6 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
ENGLISH 211*	Fiction	3
ENGLISH 212*	Poetry	3

LIST B - CHOOSE ANY COURSE FROM LIST A NOT USED OR ONE COURSE FROM THIS LIST:		3 UNITS
ENGLISH 127**	Creative Writing	3

LIST C - CHOOSE ANY COURSE FROM LIST A AND B NOT USED OR ONE COURSE FROM THIS LIST:		3 UNITS
ENGLISH 215*	Shakespeare I	3
ENGLISH 216*	Shakespeare II	3
ENGLISH 218*	Children's Literature	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 245*	Queer Literature	3
ENGLISH 250*	Mythology and Literature	3
ENGLISH 252*	The English Bible as Literature	3

COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS	
	IGETC or CSU GE Pattern
	Total *60*

Note: 9 units of major courses may be double counted towards general education.

**This course has a prerequisite.*

***This course has an advisory.*

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

English (ENGLISH)

Note: NDA after a course indicates that this course will not meet the Associate degree requirement, and is non-degree applicable.

032 College Literary Magazine Editing (2) CSU
Advisory: English 101.

LECTURE, 2 HOURS.

This course presents ways to evaluate and edit poetry, prose, and drama submitted for publication in the literary magazines of the the college. Skills in critical evaluation of submissions and copy editing are developed in workshop exercises. Students prepare the issues for publication, including formatting and layout, and develop skills in magazine promotion.

094 Intensive Grammar Review (3) NDA

LECTURE, 3 HOURS.

Note: Credit given for only one of ENGLISH 094 or E.S.L. 094.

This course offers an intensive review of the principles of standard English grammar, sentence structure, and English usage and diction. The course covers the parts of speech, verb forms and tenses, fragments, run-ons, and other issues in standard grammar and usage. Students learn to identify errors and correct them as well as write sentences that reflect the conventions of standard English. Basic writing strategies are employed in drafting compositions. Students write, edit, and revise sentences in the context of paragraph development.

101 College Reading and Composition I

(3) UC:CSU IGETC Area 1A (C-ID ENGL 100)

LECTURE, 3 HOURS.

Conditions of Enrollment: Eligibility to enroll in transfer-level English composition as determined by college assessment or other appropriate method per AB705.

This is a college-level freshman composition course which focuses on expository writing and argumentation and requires the writing of a minimum of 6,000 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.

101X College Reading and Composition I Plus 1 Hour Lab (3) UC:CSU IGETC Area 1A (C-ID ENGL 100)

LECTURE, 3 HOURS; LABORAORY, 1 HOUR.

Conditions of Enrollment: Eligibility to enroll in transfer-level English composition as determined by college assessment or other appropriate method per AB705.

This is a college-level freshman composition course which focuses on expository writing and argumentation and requires the writing of a minimum of 6,000 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. Course content is identical to English 101 with one additional lab support hour for students who would prefer such support.

101Y College Reading and Composition I Plus 2 Hour Lab (3.5) UC:CSU IGETC Area 1A (C-ID ENGL 100)

LECTURE, 3 HOURS; LABORAORY, 2 HOURS.

Conditions of Enrollment: Eligibility to enroll in transfer-level English composition as determined by college assessment or other appropriate method per AB705.

This is a college-level freshman composition course which focuses on expository writing and argumentation and requires the writing of a minimum of 6,000 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. Course content is identical to English 101 with two additional lab support hours for students who would prefer such support.

101Z College Reading and Composition I Plus 3 Hour Lab (4) UC:CSU IGETC Area 1A (C-ID ENGL 100)

LECTURE, 3 HOURS; LABORAORY, 3 HOURS.

Conditions of Enrollment: Eligibility to enroll in transfer-level English composition as determined by college assessment or other appropriate method per AB705.

This is a college-level freshman composition course which focuses on expository writing and argumentation and requires the writing of a minimum of 6,000 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. Course content is identical to English 101 with three additional lab support hours for students who would prefer such support.

102 College Reading and Composition II

(3) UC:CSU IGETC Area 1B, 3B (C-ID ENGL 120)

Prerequisite: English 101.

LECTURE, 3 HOURS.

This course develops reading, writing, and critical thinking skills beyond the level achieved in English 101 and requires the writing of a minimum of 10,000 words in essays and a research paper throughout the semester. It emphasizes logical reasoning, analysis, and strategies of argumentation using literature and literary criticism. Evaluations are made of texts 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 (C-ID ENGL 105)

Prerequisite: English 101.

LECTURE, 3 HOURS.

This course develops critical thinking, reading, and argumentative writing skills beyond the level achieved in English 101 and requires the writing of a minimum of 10,000 words in essays and a research paper throughout the semester. It emphasizes reasoning, analysis and strategies of argumentation using interdisciplinary texts that include theoretical and literary works. Evaluations of texts reveal the multicultural/global aspects of our society.

127 Creative Writing (3) UC:CSU (C-ID ENGL 200)

LECTURE, 3 HOURS.

Advisory: English 101.

This course focuses on writing, reading, discussing, and interpreting student creative writing and the writing of literary masters. It is designed to promote creative expression and increase understanding and appreciation of the craft and pleasures of creative writing. The course covers the genres of poetry, fiction, writing for performance (drama, film, performance art), and creative non-fiction.

203 World Literature I (3) UC:CSU IGETC Area 3B (C-ID ENGL 140)

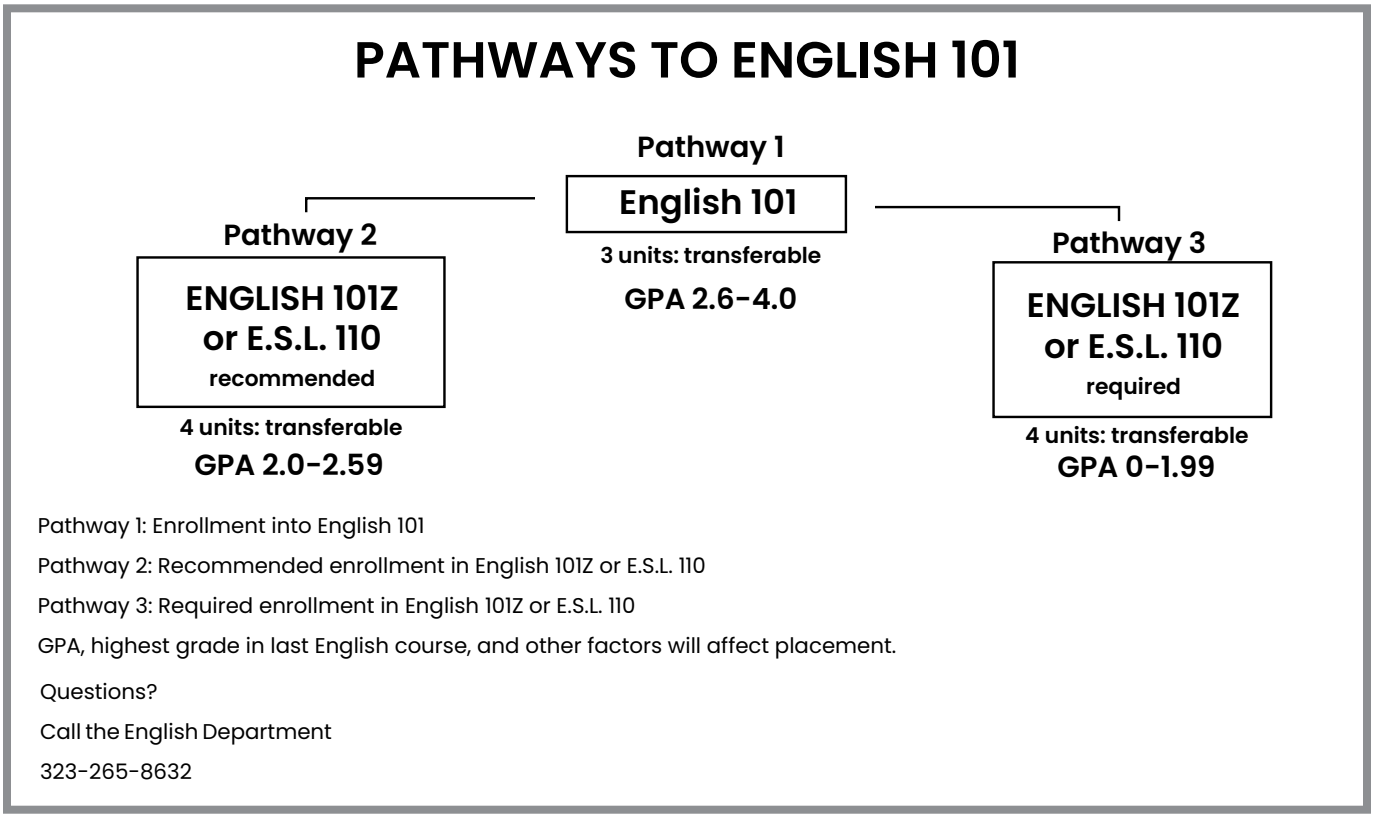
Prerequisite: English 101.

LECTURE, 3 HOURS.

Note: Either English 203 or English 204 may be taken first.

Students read key works and ideas of the Western world, the Middle East, Africa, and Asia from antiquity to the seventeenth century. The course requires students to recognize and compare readings from different cultures and analyze poetic forms and literary themes significant to the cultures in reasoned analysis.

ENGLISH SKILLS COURSE SEQUENCE CHART



204 World Literature II (3) UC:CSU
IGETC Area 3B (C-ID ENGL 145)
Prerequisite: English 101.
LECTURE, 3 HOURS.
Note: Either English 203 or English 204 may be taken first.
This course is a study of selected major works of World literature, covering Western Europe, the Middle East, Africa, and Asia, from the 17th century to the present. The course requires students to recognize and compare readings from different cultures and analyze poetic forms and literary themes significant to the cultures in reasoned analyses.

205 English Literature I (3) UC:CSU
IGETC Area 3B (C-ID ENGL 160)
Prerequisite: English 101.
Advisory: English 102.
LECTURE, 3 HOURS.
In this course, students read, discuss and analyze major works of English literature from the Anglo-Saxon period to the late eighteenth century, to develop an understanding and appreciation of the poetry, fiction, and drama of these literary periods and to express that appreciation in reasoned analyses.

206 English Literature II (3) UC:CSU
IGETC Area 3B (C-ID ENGL 165)
Prerequisite: English 101.
Advisory: English 102 or English 205.
LECTURE, 3 HOURS.
This course surveys the British Literature from the late 18th century emergence of the Romantics, such as Blake, Wadsworth, Coleridge, Byron, Shelley, and Keats; through the Victorian Era writers such as Browning, Tennyson, Austen, Stevenson, Wilde, and Shaw; and into the early twentieth century, the rise of Modernism and after writers such as Conrad, Eliot, Yeats, Woolf, Joyce, and Beckett.

207 American Literature I (3) UC:CSU
IGETC Area 3B (C-ID ENGL 130)
Prerequisite: English 101.
Advisory: English 102.
LECTURE, 3 HOURS.
Note: Either English 207 or English 208 may be taken first.
This course introduces American writers and writings from colonial times to 1865. Besides reading the literary works of major writers, students become acquainted with writers who suggest the diversity of subject and opinion in American literature.

208 American Literature II (3) UC:CSU IGETC Area 3B (C-ID ENGL 135)
Prerequisite: English 101.
Advisory: English 102.

LECTURE, 3 HOURS.

Note: Either English 207 or English 208 may be taken first.

This course surveys the literature of the United States from the post-Civil War era to the present. Besides studying the works of well-known writers, students become acquainted with authors who suggest the diversity of subject and opinion in American literature.

211 Fiction (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.

LECTURE, 3 HOURS.

In this course, students read, interpret, and discuss selected short stories and novels from diverse perspectives, using literary concepts and applying contemporary approaches to understanding works of literature that focus on a theme chosen by the instructor for the semester.

212 Poetry (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.

LECTURE, 3 HOURS.

This course focuses on the reading, discussion, and interpretation of selected American (North and South), 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. With the aid of video readings and interviews, students gain insight into why and how poets pursue their craft.

215 Shakespeare I (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.

LECTURE, 3 HOURS.

Note: Either English 215 or English 216 may be taken first.

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.

LECTURE, 3 HOURS.

Note: Either English 215 or English 216 may be taken first.

This course provides the historical, political, religious, and artistic backgrounds for the full understanding and enjoyment of selected romances, problem comedies, and mature tragedies of William Shakespeare. Students study different literary genres, Shakespeare's poetic style, and his conception of human character, focusing on a selection of different works of Shakespeare than those used in English 215.

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, picture books, chapter books, bildungsroman, and other stories for children. Students learn to apply key concepts of Bruno Bettelheim's psychoanalytic theory and Joseph Campbell's idea of the monomyth, as well as understand how evolving historical, social, and theoretical attitudes toward childhood have shaped the field of children's literature.

239 Women in Literature (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.

LECTURE, 3 HOURS.

This course acquaints students with the work of women writers, historical and contemporary, who have made inportant contributions to literature. Writers to be read include Wollstonecraft, Woolf, Chopin, Austen, and Cather, among others. Students are expected to write critical essays and a research paper that examine the predominate themes in path-breaking literature by and (to a lesser extent) about women, as well as the various archetypes, images, roles, and statuses of women. Special attention is devoted to traditional literary analysis and interpretation of primary texts throught the lens of the various schools of literary criticism.

240 Literature and the Motion Picture I (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.

LECTURE, 3 HOURS.

This course encourages students to read literature like filmmakers whose intent is to adapt it for the screen, as well as filmmakers who have an artistic vision or a story to explore as an original screenplay. By so doing, students hone their close reading skills on written and cinematic texts. They compare and contrast the elements of literature in both genres including theme (ideology), story (plot), narration (narratology), point of view, characterization, dialogue, setting, scene descriptions (mise en scene, imagery, symbolism, tone) and editing. The first half of the course focuses on literature 'and' film, the second on film 'as' literature.

241 Literature and the Motion Picture II (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.

LECTURE, 3 HOURS.

This second section of Literature and the Motion Picture focuses on an in-depth study of three filmmakers (domestic and foreign) who have adapted literary texts to the screen or whose original screenplays are considered 'literary'. The literary conventions of narrative, point of view, character development, symbolism, and theme studied in the previous course are applied to a filmmaker's auteur approach to mise en scene (the framing of a shot), photography, editing, and sound. By studying the auteur theory of filmmaking, students critically compare and contrast the personal visions, styles, thematic obsessions, and ideologies of three noted filmmakers who influence their films so much that they rank as their authors, or auteurs.

242 Creative Writing: Composing and Analyzing Screenplays (3) CSU

LECTURE, 3 HOURS.

This course introduces students to the aesthetic and technical elements of screenwriting. Special attention is paid to screenplay terminology, script formatting, structure, plot, and character development, especially as these relate to the creation of visual and aural storytelling for film, television, and new media scripts. In addition, students practice writing prose summaries such as loglines, treatments of various lengths, and scriptments. Class is taught as a workshop, and students learn to use screenwriting software and develop two original screenplays by the end of the term.

245 Queer Literature (3) UC:CSU IGETC Area 3B

Prerequisite: *English 101.*

LECTURE, 3 HOURS.

This course acquaints students with the work of gay and lesbian writers, historical and contemporary, who have made important contributions to literature. Gay and lesbian issues and relationships (both overt and in subtext) are examined in both historical and contemporary contexts. Students read works by Whitman, Baldwin, Walker, Kushner, and Highsmith among others. In addition, students become familiar with queer theory and use the work of writers such as Foucault, Butler, and Rich to analyze texts and write critical essays that analyze predominate themes in this literature.

250 Mythology and Literature (3) UC:CSU IGETC Area 3B

Prerequisite: *English 101.*

LECTURE, 3 HOURS.

This course focuses on reading, discussing, and interpreting selected mythologies of cultures from around the world. It is designed to increase understanding and appreciation of their expression in oral epics, poetry, and ritual dramas. Also examined are the social, historical, geographical, and personal functions that myths perform and modern interpretations of myth and mythmaking.

252 The English Bible as Literature (3) UC:CSU IGETC Area 3B

Prerequisite: *English 101.*

LECTURE, 3 HOURS.

This course surveys the Old and the New Testaments of the Bible. Assignments focus on how to read the Bible as a literary text, also incorporating historical narrative, short stories, poetry, parables, and letters to convey author's intent to the readers of their respective times as well as to contemporary society.

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 IN ANY ONE DISCIPLINE.

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 (E.S.L.)

003A College English as a Second Language III: Writing and Grammar (6)

Advisories: *English as a Second Language 003B and/or 003C.*

This course is offered on a PASS/NO PASS basis only.

LECTURE, 6 HOURS.

This course is designed for 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.

003B College English as a Second Language III: Reading and Vocabulary (3)

Advisories: *English as a Second Language 003A and/or 003C.*

This course is offered on a PASS/NO PASS basis only.

LECTURE, 3 HOURS.

This course complements E.S.L. 003A and E.S.L. 003C, providing intensive instruction in reading comprehension and vocabulary development at a low-intermediate level. Emphasis is placed on identifying the main idea and details of short reading selections. Students build vocabulary using word analysis skills and learning new sight words and idioms.

003C College English as a Second Language III: Listening and Speaking (3)

Advisories: *English as a Second Language 003A and/or 003B.*

This course is offered on a PASS/NO PASS basis only.

LECTURE, 3 HOURS.

This course complements E.S.L. 003A and E.S.L. 003B and is designed to provide low-intermediate E.S.L. students with additional practice in conversation skills. It focuses on the development of basic speaking and listening skills necessary for college, vocational study, and everyday life. Students learn to participate effectively in a variety of academic and vocational situations, including discussions, study groups, and meetings.

004A College English as a Second Language IV: Writing and Grammar (6)

Prerequisites: *English as a Second Language 003A or acceptable level of English as demonstrated in the E.S.L. placement process.*

Advisories: *English as a Second Language 004B and/or 004C.*

This course is offered on a PASS/NO PASS basis only.

LECTURE, 6 HOURS.

This course is designed for students at the mid-intermediate level of English language acquisition. This course provides instruction in mid- to high-intermediate grammar, writing of paragraphs and short essays, reading at a mid-intermediate level, and verbal communication.

004B College English as a Second Language IV: Reading and Vocabulary (3)

Advisories: English as a Second Language 004A and/or 004C.

This course is offered on a PASS/NO PASS basis only.

LECTURE, 3 HOURS.

This course complements E.S.L. 004A and E.S.L. 004C, providing intensive instruction in reading comprehension and vocabulary development at a mid-intermediate level. Emphasis is placed on identifying the stated and implied main ideas and supporting details of readings written at the intermediate level. Students continue to develop their vocabulary.

004C College English as a Second Language IV: Listening and Speaking (3)

Advisories: English as a Second Language 004A and/or 004B.

This course is offered on a PASS/NO PASS basis only.

LECTURE, 3 HOURS.

This course is designed to complement E.S.L. 004A and E.S.L. 004B and focuses on development of intermediate speaking and listening skills necessary for college and everyday life. Students improve their abilities to hold conversations, give reports, and use vocabulary essential for everyday life situations, the college environment, the workplace, and other areas of cultural and social interest.

005A College English as a Second Language V: Writing and Grammar (6) UC:CSU

Prerequisites: English as a Second Language 004A or acceptable level of English as demonstrated in the E.S.L. placement process.

Advisories: English as a Second Language 005B and/or 005C.

(UC Credit Limit: Maximum credit 8 units from E.S.L. 005A, 006A, 008)

LECTURE, 6 HOURS.

This course is designed for students at the high-intermediate level of English language acquisition. This course provides instruction in writing essays, critical thinking, reading at the high-intermediate level, and verbal communication.

005B College English as a Second Language V: Reading and Vocabulary (3) CSU

Advisories: English as a Second Language 005A and/or 005C.

LECTURE, 3 HOURS.

This course complements E.S.L. 005A and E.S.L. 005C, providing intensive instruction in reading comprehension and vocabulary development at a high intermediate level. Emphasis is placed on identifying the stated and implied main ideas and supporting details of reading selections as well as transitions and patterns of organization. Students continue to develop their vocabulary.

005C College English as a Second Language V: Listening and Speaking (3) CSU

Advisories: English as a Second Language 005A and/or 005B.

LECTURE, 3 HOURS.

This course complements E.S.L. 005A and E.S.L. 005B, and 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.

006A College English as a Second Language VI: Writing and Grammar (6) UC:CSU

Prerequisites: English as a Second Language 005A or acceptable level of English as demonstrated in the E.S.L. placement process.

Advisories: English as a Second Language 006B and/or 006C.

(UC Credit Limit: Maximum credit 8 units from E.S.L. 005A, 006A, 008)

LECTURE, 6 HOURS.

This course is designed for students at the advanced level of English language acquisition and provides instruction in writing extended essays using a variety of rhetorical modes, critical thinking, reading at the advanced level, and verbal communication.

006B College English as a Second Language VI: Reading and Vocabulary (3) CSU

Advisories: English as a Second Language 006A and/or 006C.

LECTURE, 3 HOURS.

This course complements E.S.L. 006A and E.S.L. 006C, providing intensive instruction in reading comprehension and vocabulary development at an advanced level. Emphasis is placed on developing critical reading skills needed to understand academic texts. Students develop skills in annotating, outlining, and summarizing texts. Students acquire knowledge of more sophisticated, academic vocabulary.

006C College English as a Second Language VI: Listening and Speaking (3) CSU

Advisories: English as a Second Language 006A and/or 006B.

LECTURE, 3 HOURS.

This course complements E.S.L. 006A and E.S.L. 006B and focuses on 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.

007B Advanced E.S.L. : Reading and Vocabulary (3) CSU

Prerequisite: English as a Second Language 006A or acceptable level of English as demonstrated in the E.S.L. placement process.

Advisories: English as a Second Language 008.

LECTURE, 3 HOURS.

In this advanced E.S.L. course, students learn reading comprehension, critical reading, and vocabulary skills to prepare for and support their academic work across the

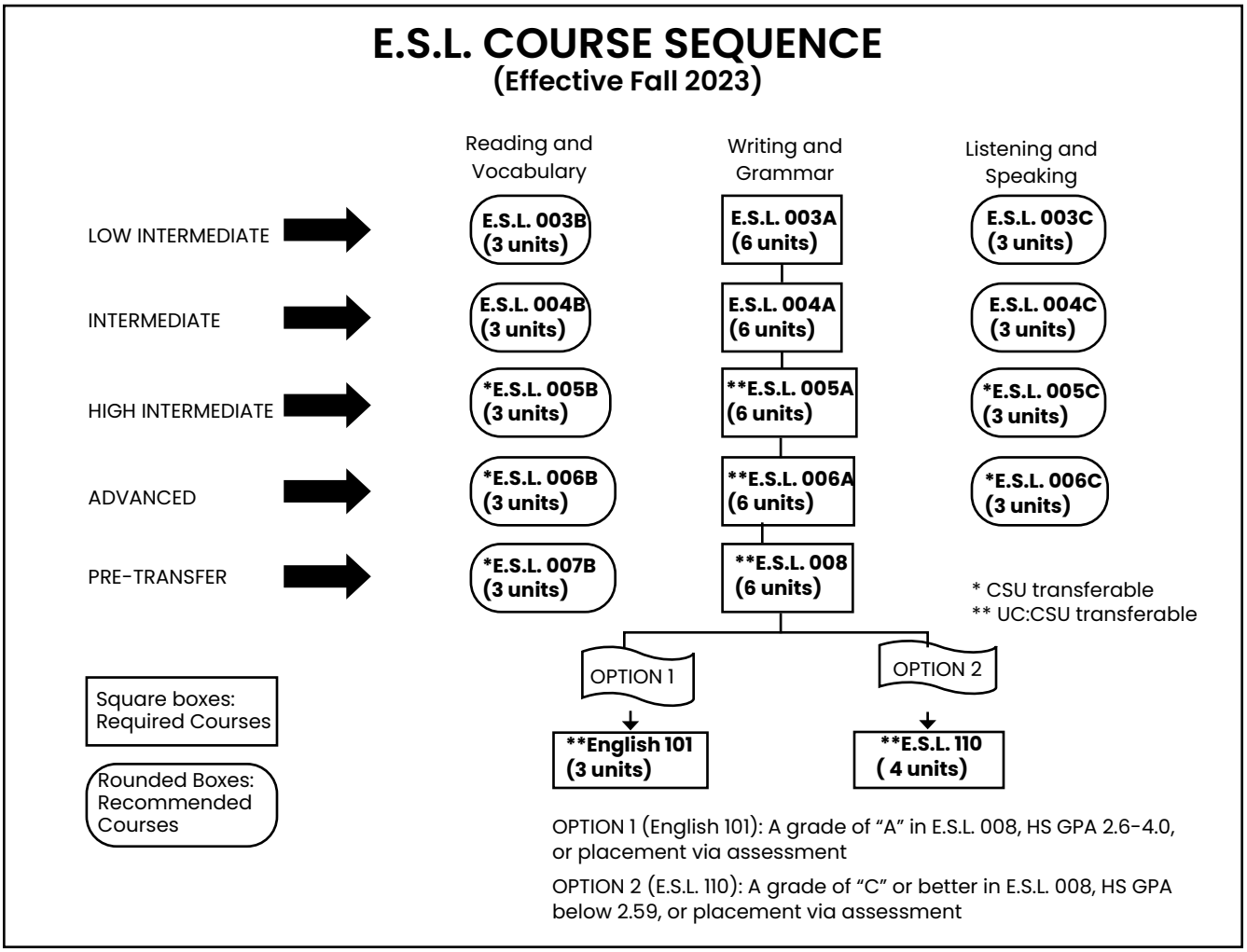
curriculum. This course is designed to build academic language fluency, academic vocabulary, and reading versatility.

008 Advanced ESL Composition (6) UC:CSU
Prerequisite: English as a Second Language 006A or acceptable level of English as demonstrated in the E.S.L. placement process.
(UC Credit Limit: Maximum credit 8 units from E.S.L. 005A, 006A, 008)

LECTURE, 6 HOURS.

In this advanced E.S.L. course leading to English 101, students learn written composition, grammar, and critical reading skills to prepare for college work. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students 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. Students practice using MLA citation and bibliographic conventions in their research. Advanced grammar skills and mechanics are emphasized throughout each lesson.

ENGLISH AS A SECOND LANGUAGE COURSE SEQUENCE CHART



032 College English as a Second Language Digital Magazine Editing and Publishing (2)
Prerequisites: English as a Second Language 005A or acceptable level of English as demonstrated in the E.S.L. placement process.

LECTURE, 2 HOURS.

This course offers high intermediate and advanced E.S.L. students the opportunity to select and edit prose submitted for publication in the E.S.L. digital (web-enhanced) magazine, Hybrid Culture: A Bridge to Language. Students develop skills in the critical evaluation of submissions and copy-editing, thereby enhancing their abilities to edit their own writing in English, and work as a team to prepare the forthcoming issue, developing skills in magazine layout and design, promotion, ADA compliance, and thematic focus.

094 Intensive Grammer Review (3) NDA

LECTURE, 3 HOURS.

Note: *Credit given for only one of ENGLISH 094 or E.S.L. 094.*

This course offers an intensive review of the principles of standard English grammar, sentence structure, and English usage and diction. The course covers the parts of speech, verb forms and tenses, fragments, run-ons, and other issues in standard grammar and usage. Students learn to identify errors and correct them as well as write sentences that reflect the conventions of standard English. Basic writing strategies are employed in drafting compositions. Students write, edit, and revise sentences in the context of paragraph development.

110 College Reading and Composition for Non-Native Speakers (4) UC:CSU IGETC Area 1A (C-ID ENGL 100)

LECTURE, 3 HOURS; LABORATORY, 1 HOUR.

E.S.L. 110 is an advanced composition and reading course, equivalent to English 101, for students who are English language learners. This four-unit course focuses on critical reading, academic writing, including a research paper, with an emphasis on grammar and academic vocabulary and other issues specific to English language learners. Materials include a variety of texts reflecting current academic issues, such as language, ethnicity, class, gender, psychology, and cultural studies. The course requires a minimum of 6,000 words of writing. The course is intended for ESL students who plan to transfer to a four-year college or university.

Humanities (HUMAN)

001 Cultural Patterns of Western Civilization (3) UC:CSU IGETC Area 3B

Advisory: *English 101.*

LECTURE, 3 HOURS.

This course introduces 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 is introduced to general concepts of the humanities, including applied aesthetics. Comparisons to relevant Asian and African mythology are also explored.

008 Great Women in the Humanities (3) UC:CSU IGETC Area 3B

Prerequisite: *English 101.*

LECTURE, 3 HOURS.

This course provides a cultural survey of the lives and contributions of selected individuals, such as Hatshepsut, Elizabeth I, Madame Curie, Virginia Woolf, and others, whose impact helped to shape the eras in which they lived. Students explore both the lives of these individuals and their eras with an appreciation of both their historical importance and their individual contributions to our cultural heritage, illustrating the multiplicity of women's achievements in the arts and humanities.

060 People and Their World: Technology and the Humanities (3) UC:CSU IGETC Area 3B

Advisory: *English 101.*

LECTURE, 3 HOURS.

This course relates technology to the humanities and provides opportunities to examine the interaction between society and technology. Questions about cultural and social values in light of the effects of technology from the Paleolithic period to the 21st century are developed and discussed. In their research, students explore the societal effects of the latest technological developments of our time.

Reading (READING)

098 Academic Reading (3) NDA

Corequisite: *Reading 101.*

LECTURE, 3 HOURS.

This class prepares students for academic reading and foundational critical thinking. Students read a variety of texts ranging from textbook materials to novels to non-fiction.

101 College Reading and Critical Thinking (3) CSU

Advisory: *English 101.*

LECTURE, 3 HOURS.

This course develops critical reading strategies and analytical techniques through the reading of fiction and nonfiction texts at the college level. Components of this course include critical reading strategies, analyzing, summarizing, and evaluating texts. This course challenges students to deconstruct and to reconstruct texts ultimately creating a dialogue between authors and ideas. This course also includes analyzing visual texts and strategies for evaluating research sources.

Global Languages and Cultures Department

E3 100E • (323) 780-6798

Faculty

Zepeda, Nora S., Chair, Associate Professor, Spanish
Ayala, Eduardo, Assistant Professor, American Sign Language
Chao Furuyama, Hiroko, Professor, Japanese
Dean, Eldy, Professor, Spanish
Garcia, Dr. Tomas, Professor, American Sign Language
Hernandez, Elva, Professor, Spanish
Jennings, Sanae E., Associate Professor, Japanese
Liu, Rongwen, Professor, Chinese
Olivas, Othon, Professor, Spanish
Vega, Dr. Norma, Professor, Spanish
Vogel-Zuiderweg, Dr. Lynn, Associate Professor, French, Spanish
Zerlentes, Nicholas, Associate Professor, American Sign Language

Adjunct Associate Professors

Boada, Miriam M., Spanish
Brown, Lauren, French
Brown, Yuka, Japanese
Chang, Chiu-Chin, Chinese
Ebin, Rebecca S., French
Elenes, Angela, American Sign Language
Eckhert, Dr. Mary Ellen, French
Fuentes, Antonio, Spanish
Garcia, Victor, Spanish
Guerrero-Cantor, Jamila, American Sign Language
Higuchi, Natsuyo, Japanese
Kato, Nina K., Spanish
Lira, Ana L., Spanish
Marquez-Alarcon, Estela, Spanish
Nobuhara, Mutsumi, Japanese
Okubo, Emi, Japanese
Reynoso, Artemio, Spanish
Roldan, Pablo, Spanish
Ruiz, Karen, American Sign Language
Sanchez, Norma, Spanish
Sawada, Mika, Japanese
Virji, Shehnaz, American Sign Language
Walsh, Michael, American Sign Language
Zarate, Susana, Spanish

EDUCATIONAL PROGRAM

SUBJECTS

- American Sign Language
- Chinese
- French
- Japanese
- Linguistics
- Spanish

SKILLS CERTIFICATE

- Basic American Sign Language Development for Deaf and Hard of Hearing Children

ASSOCIATE DEGREE PROGRAMS

- Interpreter Education
- Spanish for Transfer

SKILLS CERTIFICATE

Basic American Sign Language Development for Deaf and Hard of Hearing Children

The Baby Signs certificate prepares students for careers where language acquisition for Deaf and hard of hearing children is critical such as the fields of audiology, child-care, education, and speech pathology. Students learn how to identify language milestones and implement various strategies, including use of American Sign Language, to ensure Deaf and hard of hearing children are language-ready for school.

SUBJECT & NO.	COURSE	UNITS
A S L 001	American Sign Language I	4
A S L 002*	American Sign Language II	4
A S L 014	Basic ASL Development for Deaf and Hard of Hearing Children	3
CH DEV 044	Early Intervention for Children with Special Needs	3
	Total	*14*

**This course has a prerequisite.*

ASSOCIATE DEGREE PROGRAMS

Interpreter Education, Associate in Arts Degree

The American Sign Language Interpreter Education Program (IEP) degree prepares students for a career working as an entry level sign language interpreter for people who are Deaf and hard of hearing. This degree provides instruction in communication models and processes of American Sign Language, Deaf culture, interpreting skills, ethical understanding, and hands-on training in oral and manual interpreting in a wide range of situations, including Spanish-influenced settings. This degree also requires completion of 21 general education credit hours. Successful completion of this program will prepare students for certification examinations conducted in local, state, and national accrediting agencies. This degree requires a minimum of 42 credits in program requirements and general education as listed below.

It is important to note that particular courses in this program may be "double counted" for the requirement of the major as well as for general education requirements, allowing students to complete the degree with 60 units.

SUBJECT & NO.	COURSE	UNITS
CORE REQUIREMENTS		31
A S L 004*	American Sign Language IV	4
A S L 005*	Introduction to Interpreting	3
A S L 006*	English-to-Sign Interpreting/ Transliterating	4
A S L 010*	Sign-to-English Interpreting/ Transliterating	4
A S L 016*	ASL Literature	2
A S L 022*	Professional Issue and Practice I	1
A S L 023*	Professional Issues and Practice II	1
A S L 025*	Conversational American Sign Language	2
A S L 033*	Fundamentals of Fingerspelling	2
A S L 055*	Interpreting	4
A S L 065*	Transliterating	4
ELECTIVE COURSES - CHOOSE EITHER LIST A OR LIST B		9
List A (Trilingual Option): Complete the following 3 courses (9 units)		
A S L 035*	Trilingual Interpretation: American Sign Language, English, Spanish I	3
A S L 036*	Trilingual Interpretation: American Sign Language, English, Spanish II	3
A S L 045	Latino Deaf Culture	3
List B (Cultural Option): Complete the following courses (9 units)		
A S L 040	Introduction to Deaf Culture	3
AND		
Complete 6 units from the following:		
ANTHRO 104	Human Language and Communication	3
CH DEV 044	Early Intervention for Children with Special Needs	3
COMM 101	Public Speaking	3
COMM 121	Interpersonal Communications	3
LING 007	Phonetics of Spanish, Italian, French, and German for Artistic Performance	3
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 3 units of major courses may be double counted in LACCD General Education.

**This course has a prerequisite.*

Associate in Arts in Spanish for Transfer

The Associate in Arts in Spanish for Transfer degree is appropriate for students, including bilingual individuals, who wish to continue mastering their language and overall communication skills in Spanish, demonstrating effective skills in reading, writing, speaking and listening comprehension. The primary of the Associate in Arts in Spanish for Transfer degree is to provide a student priority admission to the CSU system in a Spanish major or a major that is deemed similar by a CSU campus. Students must complete a minimum of 60 required semester units or 90 of CSU transferable course work with a minimum GPA of 2.0, including a minimum of 18 semester units in the major with a grade of "C" (or "P") for each course in the major.

Certified completion of the California State University General Education-Breadth (CSU GE Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) Pattern is also required.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
SPANISH 001	Elementary Spanish I	5
SPANISH 002*	Elementary Spanish II	5
(Native Speaker: SPANISH 035 may be substituted for SPANISH 001 and 002)		
SPANISH 003*	Intermediate Spanish I	
OR		
SPANISH 036*	Spanish for Native Speakers II	5
SPANISH 004*	Intermediate Spanish II	
OR		
SPANISH 037*	Spanish for Native Speakers III	5
	Subtotal	*20*
LIST A (SELECT ONE):		3 UNITS
CHICANO 042	Contemporary Mexican Literature	3
HISTORY 023	History of Latin American Civilizations	3
SPANISH 005*	Advanced Spanish through Latin American Literature	5
SPANISH 006*	Advanced Spanish through Spanish Literature	5
SPANISH 009	Civilization of Spain	3
SPANISH 010	Latin American Civilization	3
SPANISH 012	Survey of Mexican Literature	3
SPANISH 016	Mexican Civilization	3
OR		
CHICANO 044	Mexican Civilization	3
SPANISH 027*	Cultural Awareness Through Conversation	3
HISTORY 005	History of the Americas I	3
HISTORY 006	History of the Americas II	3

COURSE SUBSTITUTIONS: IF A STUDENT PLACES OUT OF ANY CORE COURSE(S) AND IS NOT AWARDED UNITS FOR THAT COURSE, THE STUDENT WILL NEED TO TAKE ADDITIONAL UNITS FOR THAT COURSE TO COMPENSATE FOR THE COURSE/ UNITS REQUIRED TO REACH AT LEAST 18 TOTAL UNITS IN THE MAJOR (TITLE 5 REGULATIONS). STUDENTS MAY CHOOSE ANY ADDITIONAL SUBSTITUTION COURSE(S) FROM LIST A (ABOVE) OR FROM OTHER APPROVED SUBSTITUTION COURSES (SEE BELOW) TO COMPENSATE FOR LOSS OF UNITS. FOR EXAMPLE, STUDENTS WHO ARE PLACED OUT OF LOWER LEVELS OF SPANISH INTO A MORE ADVANCED LEVEL, EITHER BY THE DEPARTMENT OR THROUGH ADVANCED PLACEMENT CREDIT, MUST TAKE ADDITIONAL COURSES TO MEET THE MINIMUM 18 UNIT TITLE 5 STATEWIDE TEMPLATE REQUIREMENT

Additional Approved Substitution Courses:

SUBJECT & NO.	COURSE	UNITS
SPANISH 026	Understanding Latin America Through Film	3
SPANISH 035	Spanish for Native Speakers I	5
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

Note: 6-9 units of major courses may be double counted towards general education.

**This course has a prerequisite.*

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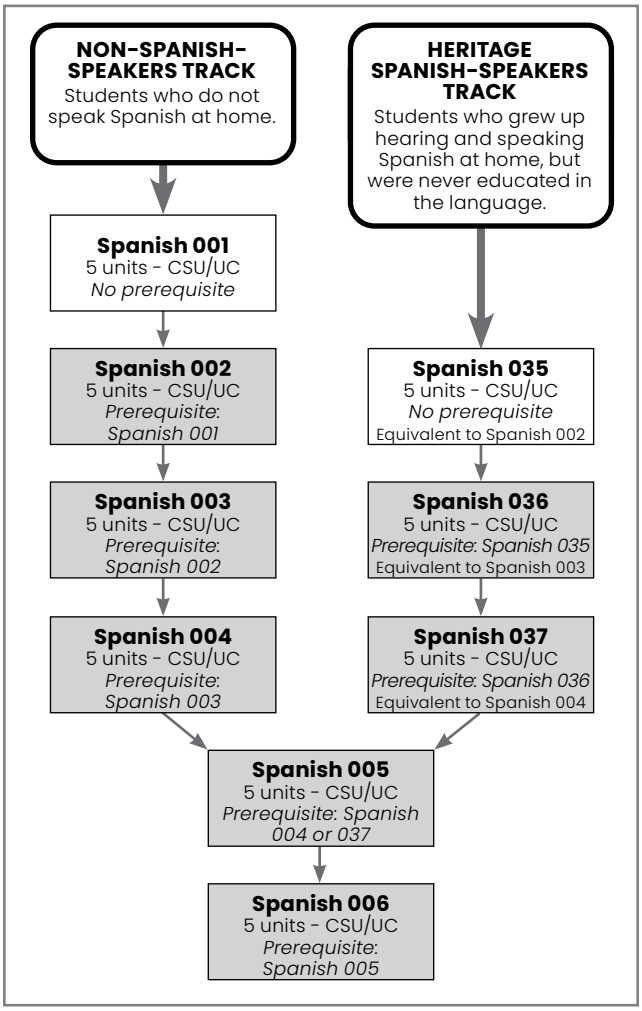
Refer to catalog for prerequisites and requirements. Numbering for the Heritage courses may not follow a logical sequence.



TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

If you possess sufficient knowledge of Spanish, the prerequisite challenge will allow you to start your studies beyond Spanish 001 or Spanish 035.

FOR MORE INFORMATION, CONTACT THE GLOBAL LANGUAGES AND CULTURES DEPARTMENT (E3-100E): (323) 780-6798.

CHAIR: Nora Zepeda (zepedans@elac.edu, (323) 265-8874)

SUBJECTS & COURSE DESCRIPTIONS

American Sign Language (ASL)

001 American Sign Language I (4) UC:CSU IGETC Area 6A

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 Deaf Community.

002 American Sign Language II
(4) UC:CSU IGETC Area 3B, 6A

Prerequisite: American Sign Language 001.

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. Topics are presented in readings, videos, and discussions in ASL. Non-verbal communication is emphasized.

003 American Sign Language III (4) UC:CSU IGETC Area 3B

Prerequisite: American Sign Language 002.

LECTURE, 4 HOURS.

This course provides continued development of American Sign Language grammar, with special emphasis on idiomatic constructions. Provides further development of conversational techniques focusing on expressive skills, and expanded study of Deaf cultural issues.

004 American Sign Language IV
(4) UC:CSU IGETC Area 3B, 6A

Prerequisite: American Sign Language 003.

LECTURE, 4 HOURS.

This course serves as an advanced study of American Sign Language vocabulary and grammar including further development and refinement of American Sign Language skills and fluency. It accentuates aspects of Deaf culture and community through spontaneously generated conversations. Topics include: ASL transcription symbol system, development and history of ASL linguistic evolution, and selected sign types.

005 Introduction to Interpreting (3) CSU

Prerequisite: American Sign Language 004.

LECTURE, 3 HOURS.

In this course, students survey basic theories, principles, and practices of interpreting/transliterating including basic ethical considerations, a historical overview of the interpreting profession, and discuss the professional role of the interpreter. Students begin the development of interpreting/transliterating processing skills.

006 English-to-American Sign Language Interpreting/Transliterating (4) CSU

Prerequisite: American Sign Language 005.

Advisory: American Sign Language 010.

LECTURE, 4 HOURS.

In this course students develop beginning-level interpreting and transliterating skills from English to American Sign Language.

008 American Sign Language I for Spanish Speaking Families with Deaf Children (4) CSU

LECTURE, 4 HOURS.

This is an introductory course, taught in Spanish, for developing conversational skills using the manual alphabet and American Sign Language. It is designed to assist Spanish-speaking families with Deaf Children in communicating with and in understanding the Deaf Community.

010 American Sign Language-to-English Interpreting/Transliterating (4) CSU

Prerequisite: *American Sign Language 005.*

Advisory: *American Sign Language 006.*

LECTURE, 4 HOURS.

In this course, students develop beginning-level proficiency in the techniques and principles of Sign-to-English interpreting/transliterating, including such tasks as increasing receptive sign skills and English vocabulary/idioms fluency, discourse analysis skills, and vocal control to successfully convey the intent of signers.

014 Basic ASL Development for Deaf and Hard of Hearing Children (3) CSU

LECTURE, 3 HOURS.

This class is designed to aid in the communication between caregiver and infant through discussion of language development, and the use of baby sign language. Overview of Baby Signs topics include, but are not limited to: Basic foods, family members, animals, and emotions.

016 ASL Literature (2) CSU

Prerequisite: *American Sign Language 002.*

Advisory: *American Sign Language 003.*

LECTURE, 2 HOURS.

In this course students of ASL study the application of pantomime, visualization, facial expression, and body language to the use of ASL. Techniques used in ASL story-telling and poetry are practiced and performed.

022 Professional Issues and Practice I (1) CSU

Prerequisite: *American Sign Language 005.*

Advisories: *American Sign Language 006 and 010.*

LABORATORY, 3 HOURS.

The course introduces students to theoretical and practical issues related to various educational interpreting settings (K - post-secondary levels) that require specialized language and/or techniques. Students continue to develop vocabulary for a variety of topics/settings, an analysis of the Registry of Interpreters for the Deaf and National Association of Deaf (RID-NAD) Code of Professional Conduct, and professional decision-making and problem-solving skills.

023 Professional Issues and Practice II (1) CSU

Prerequisite: *American Sign Language 005.*

LABORATORY, 3 HOURS.

This course expands on the theoretical and practical issues related to various community interpreting settings (medical, mental health, religious, etc.) requiring specialized language and/or techniques. The course focuses on continued development of vocabulary appropriate for a variety of topics/settings, analysis of the Registry of Interpreters for the Deaf and National Association of Deaf (RID-NAD) Code of Professional Conduct, and continued development of professional decision-making and problem-solving skills.

025 Conversational American Sign Language (2) CSU

Prerequisite: *American Sign Language 002.*

LECTURE, 2 HOURS.

Students acquire conversational proficiency and expand their vocabulary by signing brief narratives related to contexts such as shopping, travel, food, sports, and leisure activities.

033 Fundamentals of Fingerspelling (2) CSU

Prerequisite: *American Sign Language 001.*

LECTURE, 2 HOURS.

This course helps students develop skills in the expressive and receptive use of the Manual Alphabet. It explores specific individual problems and techniques for corrections. Overview of topics include: Hand positioning (location and angle), handshapes, rhythm, fluency, spelling, and numbers; reception of fingerspelled handshapes, patterns and pauses/transitions. Emphasis is placed on techniques to improve receptive skills, expressive fluency, and accuracy.

035 Trilingual Interpretation: American Sign Language, English, Spanish I (3) CSU

Prerequisite: *American Sign Language 045 and Spanish 035.*

LECTURE, 3 HOURS.

This course introduces ASL students to effective communication in Spanish-influenced settings. It includes exploring history and background of Deaf education in the U.S. and in Spanish-speaking countries, the variations of Latin American Spanish as well as strategies on how to interpret in contexts where code-switching, and Anglicisms are used. Students learn how to render successful interpretations in the presence of diverse linguistic registers and regionalisms.

036 Trilingual Interpretation: American Sign Language, English, Spanish II (3) CSU

Prerequisite: *American Sign Language 035.*

LECTURE, 3 HOURS.

The course explores strategies and techniques to effectively interpret in Spanish influenced settings, including simultaneous, consecutive, and three-person interactive interpretations.

040 Introduction to Deaf Culture (3) UC:CSU IGETC Area 4

LECTURE, 3 HOURS.

This course is an introduction to trends, concepts, and issues in Deaf culture and the Deaf community. It emphasizes the Deaf community as a linguistic and American cultural minority, and the importance of language, values, traditions, and diversity in this group.

045 Deaf Latino Culture (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course is an introduction to trends, concepts, best practices, and issues in Deaf culture and the Deaf Latino community. It emphasizes general demographics, cultural knowledge, and terminology from the complex Deaf Latino cultural perspective.

055 Interpreting (4) CSU
Prerequisites: American Sign Language 006 and American Sign Language 010 and English 101.

Advisories: American Sign Language 023 and American Sign Language 065.

LECTURE, 4 HOURS.

Students develop interpreting skills from spoken English to American Sign Language (ASL) and ASL to spoken English in various contexts.

065 Transliterating (4) CSU
Prerequisites: American Sign Language 006 and American Sign Language 010 and English 101.

Advisories: American Sign Language 023 and American Sign Language 055.

LECTURE, 4 HOURS.

Development of beginning level simultaneous transliterating skills (spoken English to signed English and signed English to spoken English).

Chinese (CHINESE)

001 Elementary Chinese I (5) UC:CSU IGETC Area 6A
LECTURE, 5 HOURS.

This course develops basic skills in understanding, speaking, reading, and writing 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. Students are expected to learn 250 written Chinese characters.

002 Elementary Chinese II (5) UC:CSU IGETC Area 6A
Prerequisite: Chinese 001.

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 while improving accuracy and fluency, and also increasing an understanding of cultural features relevant to language learning.

003 Intermediate Chinese I (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: Chinese 002.

LECTURE, 5 HOURS.

This course increases speed and fluency of Mandarin Chinese with expanding vocabularies and idioms in conversation, reading comprehension and written expression. Topics cover daily activities, relationships, college life, employment, Chinese customs, traveling, geography, social issues, current events and comparisons between Chinese and American cultures.

007 Conversational Chinese (3) UC:CSU
Prerequisite: Chinese 002.

LECTURE, 3 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 simple conversations about daily activities, current affairs, cultural events, travel information, and personal interests.

French (FRENCH)

001 Elementary French I (5) UC:CSU IGETC Area 6A
LECTURE, 5 HOURS.

Note: Units cannot be earned for both French 001 and French 021.

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.

002 Elementary French II (5) UC:CSU IGETC Area 6A
Prerequisite: French 001.

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.

003 Intermediate French I (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: French 002.

Advisory: French 010.

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.

004 Intermediate French II (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: French 003.

Advisory: French 010.

LECTURE, 5 HOURS.

This course emphasizes the study of complex grammar and idioms through authentic texts and media derived from a 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.

005 Advanced French I (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: French 004.

LECTURE, 5 HOURS.

This course explores the works of selected French and Francophone writers from medieval to the present time while reviewing grammar and developing linguistic skills of a more advanced level. Topics include methods of literary analysis, review of literary tenses, advanced linguistic structure, stylistics, and the practice of writing research papers in French.

007 Conversational French (3) UC:CSU
Prerequisite: French 002.

LECTURE, 3 HOURS.

This course is designed for students who have taken introductory language courses in French and would like to develop their oral skills while exploring topics such as everyday life and routines, shopping, running errands, traveling, sports, family relations and celebrations, medical conditions, and education.

010 French Civilization (3) UC:CSU IGETC Area 3B
Advisory: French 002.

LECTURE, 3 HOURS.

This course is a study of 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 also included. The course is conducted in English.

021 Fundamentals of French I (3) UC:CSU

LECTURE, 3 HOURS.

French 021 is the first half of French 001. This 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, 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. Credit can not be earned for both French 001 and for French 021.

026 Understanding French Culture Through Film (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

In this course, students explore the prolific output of feature and documentary films that emphasize social and cultural themes in France. Discussion centers on how French film reflects the French social, cultural, and historical climate. Students become acquainted with the evolution of French cinema from the post WWII era to the present. The course is conducted in English. Films are subtitled in English.

061 Elementary French Conversation (2) CSU

LECTURE, 2 HOURS.

This course is designed to introduce the student to high-frequency expressions and practical French vocabulary in a conversational setting. The focus of the course varies according to the needs of the particular population, such as teachers, teachers' aides, tourists, or students in a study abroad program seeking to function in a French-speaking culture.

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 IN ANY ONE DISCIPLINE.

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.

Japanese (JAPAN)

001 Elementary Japanese I (5) UC:CSU IGETC Area 6A

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.

002 Elementary Japanese II (5) UC:CSU IGETC Area 6A
Prerequisite: Japanese 001.

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.

003 Intermediate Japanese I (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: Japanese 002.

LECTURE, 5 HOURS.

This course provides additional training in comprehension, speaking, reading and writing modern Japanese. The reading materials include descriptions of daily and school life, cultural aspects, seasonal changes and activities, traveling, transportation, geography, food, and traditional customs.

004 Intermediate Japanese II (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: Japanese 003.

LECTURE, 5 HOURS.

The course provides additional training in the comprehension, speaking, grammar, and reading and writing of 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.

007 Conversational Japanese (3) UC:CSU
Prerequisite: Japanese 002.

LECTURE, 3 HOURS.

This course is designed for students who have taken introductory language courses in Japanese and would like to develop their oral skills while exploring topics such as everyday life and routines, shopping, traveling, free-time activities, family relations and celebrations, and education.

009 Japanese Civilization (3) UC:CSU IGETC Area 3B, 4F
LECTURE, 3 HOURS.
The course explores the origins and evolution of Japanese civilization. Topics include socio-political issues, religion, philosophy, and the arts. Lectures and discussions are in English.

061 Elementary Japanese Conversation (2) CSU
LECTURE, 2 HOURS.
This course is designed for students who do not have any previous Japanese background, and introduces basic and practical Japanese vocabulary, high-frequency expressions, and sentence patterns in a conversational setting. The focus of the course varies according to the needs of the particular population, such as teachers, teachers' aides, tourists, working professionals or students in a study abroad program seeking to function in a Japanese-speaking culture. Contemporary culture in Japan is also introduced.

385 Directed Study - Japanese (3) CSU
CONFERENCE 3 HOURS.
This course allows students to pursue directed study in Japanese 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 IN ANY ONE DISCIPLINE.
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.

Linguistics (LING)

001 Introduction to Language and Linguistics (3) UC:CSU IGETC Area 3B
Note: This course is shared with the English Department.
LECTURE, 3 HOURS.
This course is an introduction to the linguistic diversity of the world and to the main subfields of linguistics such as phonetics and phonology (the study of sound production and patterning), morphology (word formation) and syntax (sentence formation). Other topics covered include the structural characteristics of world languages, first and second language acquisition, methods of classifying languages into families, how context shapes meaning and language use, and language use in social context.

007 Phonetics of Spanish, Italian, French, and German for Artistic Performance (3) UC:CSU
Note: This course is shared with the Music Department.
LECTURE, 3 HOURS.
This course is designed for voice majors to explore basic phonetics of Spanish, Italian, French, and German. The International Phonetic Alphabet (IPA) is introduced as the fundamental tool for improving diction for artistic performance. Students participate in oral and written exercises which improve their diction in these languages. This course is not a substitute for foreign language study.

Spanish (SPANISH)

001 Elementary Spanish I (5) UC:CSU
IGETC Area 6A (C-ID SPAN 100)
LECTURE, 5 HOURS.
This introductory course explores basic grammar and communication through listening, reading, speaking, and writing. It emphasizes clear pronunciation, vocabulary building, the study of grammatical patterns and expressions, and idiomatic usages that prepare students to function within the contexts relevant to everyday life. Culture and geography are also integrated through readings, and supported and enhanced by multimedia. This class is not designed for those students who grew up speaking Spanish. Those students should enroll in Spanish 035.

002 Elementary Spanish II (5) UC:CSU
IGETC Area 6A (C-ID SPAN 110)
Prerequisite: Spanish 001.
Note: Credit given for only one of Spanish 002 or Spanish 035.
LECTURE, 5 HOURS.
This course continues the introduction of the fundamentals of Spanish grammar, emphasizing communication of basic topics such as travel, housing, the extended family, health, shopping, and technology. The course stresses oral and written communication in the past, present, and future tenses and introduces basic compound tenses. Further studies on the cultural heritage of Latin America and Spain enrich students' understanding of the language.

003 Intermediate Spanish I (5) UC:CSU
IGETC Area 3B, 6A (C-ID SPAN 200)
Prerequisite: Spanish 002.
Note: Credit given for only one of Spanish 003 or Spanish 036.
LECTURE, 5 HOURS.
This intermediate course reviews the simple tenses, and explores in detail the present subjunctive, and the compound tenses. Students develop skills in reading and writing in Spanish through work with journalistic articles, short stories and short films. This class also emphasizes the cultural heritage of Latin America and Spain.

004 Intermediate Spanish II (5) UC:CSU
IGETC Area 3B, 6A (C-ID SPAN 210)
Prerequisite: Spanish 003.
LECTURE, 5 HOURS.
This course explores oral and written expression through advanced grammar, focusing on the compound tenses in both indicative and subjunctive moods. A high emphasis is placed on reading and writing descriptive and narrative compositions while short stories, films, and journalistic articles serve to explore the cultural heritage of Latin America and Spain.

005 Advanced Spanish through Latin American Literature (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: Spanish 004 or 037.
LECTURE, 5 HOURS.
This course is designed to help students develop the skills to interpret literary works from different genres, focusing on prose, poetry, and drama. Students analyze, interpret,

and respond critically to literary works while they explore the formal elements that enrich the reading and writing experience. Works written in Spanish from Latin America, Spain, and the U.S. are included.

006 Advanced Spanish through Spanish Literature (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: *Spanish 005.*

LECTURE, 5 HOURS.

This course introduces student to the four literary genres--poetry, prose, drama, essay--written in Spain and Latin America during different historical periods. Analysis of these texts will include how to identify literary devices and understand their purpose in conveying meaning. All literary works are analyzed within their historical framework. This course is conducted in Spanish.

007 Conversational Spanish (3) UC:CSU
Prerequisite: *Spanish 002.*

LECTURE, 3 HOURS.

This course is designed for students who have taken introductory language courses in Spanish and would like to develop their oral skills while exploring topics such as everyday life and routines, shopping, running errands, traveling, sports, family relations and celebrations, medical conditions, and education.

009 Civilization of Spain (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course introduces the student to the origins and evolution of Spanish civilization. It will emphasize Spain's cultural history including the visual arts, literature, architecture, and music.

010 Latin-American Civilization (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course introduces students to the civilizations that have shaped Latin America. It explores how Amerindian, European, and African societies contributed to the political, economic, and social development in the region as well as to the diverse cultural expressions of its people.

012 Survey of Mexican Literature (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

The course introduces students to variety of literary genres written in Mexico from different historical periods. General themes may include, but are not limited to: representation of indigenous identities, the Spanish conquest, gender representation, nation-building, the Revolution of 1910, the drug trade, modernization and globalization.

016 Mexican Civilization (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

Note: *Credit given for only one of Spanish 016 or Chicano Studies 044.*

The course explores the civilizations that have historically contributed to Mexico's economic, political, and social development. It further emphasizes the literature, music, art, and gastronomy that have shaped Mexico's cultural identity.

018 Conversational Spanish for Hospitality and Food Service Workers (3) CSU

LECTURE, 3 HOURS.

This course emphasizes oral communication for hospitality and food service personnel through vocabulary building, accurate pronunciation, and use of phrases and idiomatic expressions needed for daily communication.

019 Conversational Spanish for Public Safety Personnel (3) CSU

LECTURE, 3 HOURS.

This course emphasizes vocabulary-building, pronunciation, and an awareness of the linguistic variations of the Spanish-speaking communities in the Los Angeles area that enables public safety personnel to communicate effectively with these communities.

024 Spanish for Medical Personnel (3) CSU

LECTURE, 3 HOURS.

This course emphasizes oral communication for medical personnel through vocabulary-building exercises, useful phrases and expressions. Minor grammar structures are covered for the most common contexts in the medical field.

026 Understanding Latin America Through Film (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

In this course, students explore the prolific output of feature and documentary films that emphasize social themes, particularly social justice and political conflict in Latin America. Discussion centers on how various Latin American countries express their resistance to and engagement with repressive social and political practices that often seek to stifle the voice of marginalized groups. The course is conducted in English. Films are subtitled in English.

027 Cultural Awareness Through Conversation (3) UC:CSU
Prerequisite: *Spanish 035.*

LECTURE, 3 HOURS.

This course is designed to improve oral, formal Spanish through class discussion, debates, and oral presentations for those students who have some degree of proficiency in Spanish or are heritage speakers. Through the use of a variety of texts, including short stories, newspapers and magazines, essays, and specialized Web pages, students explore contemporary cultural topics in their political, economic, and social context, while addressing the structural and lexical differences between formal and informal Spanish. The course also promotes a greater awareness of the Spanish language in its historical, political, and social context. Included in the course are guest speakers, and/or community service projects.

035 Spanish for Spanish Speakers I (5) UC:CSU IGETC Area 6A

LECTURE, 5 HOURS.

Note: *Credit given for only one of Spanish 002 or Spanish 035.*

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 002 or Spanish 035, but not both.

036 Spanish for Spanish Speakers II (5)
UC:CSU IGETC Area 3B, 6A (C-ID SPAN 220)
Prerequisite: *Spanish 035.*

LECTURE, 5 HOURS.

Note: *Credit given for only one of Spanish 003 or Spanish 036.*

This course is the second part of a sequence of two designed for students who are native speakers of Spanish but have had little or no academic preparation in standard Spanish. The course focuses on complex grammar, emphasizing the subjunctive mood and the compound tenses. A high emphasis is placed on reading and writing, including the use of written accents, spelling, and those areas of grammar with a high degree of English interference. Students also study the diverse cultures of the Spanish-speaking world. Students receive credit for Spanish 036 or Spanish 003 but not both.

037 Composition and Conversation for Spanish Speakers (5) CSU IGETC Area 3B, 6A (C-ID SPAN 230)
Prerequisite: *Spanish 036.*

LECTURE, 5 HOURS.

This course develops proficiency in writing and presentational modes of communication, through more complex forms of expression, including advanced grammar and formal structures of communication. Thematically, the course explores topics common to the literary and cultural production of the US Latino population. The course familiarizes students with authentic texts written in different styles to provide a platform from which to practice the presentational mode and various rhetorical modes of writing, such as description, narration, exposition, and argumentation. Final projects consist of a research paper and a formal presentation.

048 Introduction to Spanish Translation I (3) CSU
Prerequisite: *Spanish 003 or Spanish 036.*

LECTURE, 3 HOURS.

This course provides an introduction to basic translation theory with emphasis on advanced Spanish grammar, vocabulary, and idiomatic expressions. The focus is on English-to-Spanish translation of documents related to public services and community activities, as well as consumer-oriented texts such as commercial advertisements. Recommended for students whose career options require bilingual skills.

061 Elementary Spanish Conversation (2) CSU
LECTURE, 2 HOURS.

This course is designed to introduce the student to high-frequency expressions and practical Spanish vocabulary in a conversational setting. Themes discussed in class vary to meet the needs of particular populations, such as teachers, teachers' aides, tourists, and students seeking to function in Spanish-speaking cultures.

385 Directed Study - Spanish (3) CSU
LECTURE, 3 HOURS.

This course allows students to pursue directed study in Spanish 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 IN ANY ONE DISCIPLINE.

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 - 303A** • (323) 265-8875*

The Journalism discipline offers a Certificate of Achievement as well as an Associate Degree in Desktop Publishing. Students can also work toward a Certificate of Achievement, an Associate Degree in Journalism or an Associate Degree in Journalism for Transfer. Students can also work as staff on the ELAC school newspaper, Campus News, or online site, elaccampusnews.com.

Faculty

Stapleton, Jean, Chair, Professor

EDUCATIONAL PROGRAMS

SUBJECTS

- Journalism
- Public Relations

CERTIFICATES OF ACHIEVEMENT

- Desktop Publishing
- Journalism

ASSOCIATE DEGREE PROGRAMS

- Desktop Publishing
- Journalism
- Journalism for Transfer

CERTIFICATES OF ACHIEVEMENT

Desktop Publishing

(This program is offered under a consortium of the departments of Journalism and Media Arts).

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 217-1*	Publication Laboratory I	2
PHOTO 028	Laboratory Processes	1
PHOTO 047	Introduction to Digital Photography	3
PHOTO 048	Intermediate Digital Photography	3
TWELVE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW:		12
(The student may select all twelve units from one subject or from a combination of subjects).		
ART 201	Drawing I	3
ART 501	Beginning Two-Dimensional Design	3
ART 604*	Graphic Design I	3
ART 633	Introduction to Computer Graphics	3
JOURNAL 202*	Advanced Newswriting	3
JOURNAL 218-1*	Practical Editing I	3
JOURNAL 219-1*	Techniques for Staff Editors I	1
JOURNAL 228-1*	Beginning Computerized Composition	3
PHOTO 010	Beginning Photography	3
PHOTO 017*	Introduction to Color Photography	3
PHOTO 022*	Creative Photo-Vision	3
PHOTO 032*	Intermediate Black and White Photography	3
	Total	*30*

**This course has a prerequisite.*

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, or social media.

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 217-1*	Publication Laboratory I	2
JOURNAL 218-1*	Practical Editing I	3
JOURNAL 219-1*	Techniques for Staff Editors I	1
PUB REL 001	Principles of Public Relations	3
PHOTO 047	Introduction to Digital Photography	3
OR		
PHOTO 010	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 Journalism and Media Arts).

This program will give the students skills in the fields of Graphic Design, Journalism, and Media Arts and in the use of computers to produce newspapers, newsletters, advertising, and brochures.

SUBJECT & NO.	COURSE	UNITS
COMPLETE THE FOLLOWING SEVEN COURSES		18
ART 635	Desktop Publishing Design	3
ART 639	Introduction to Digital Imaging	3
JOURNAL 101	Collecting and Writing News	3
JOURNAL 217-1*	Publication Laboratory I	2
PHOTO 028	Laboratory Processes	1
PHOTO 047	Introduction to Digital Photography	3
PHOTO 048	Intermediate Digital Photography	3
COMPLETE TWELVE UNITS FROM FOLLOWING		12
ART 201	Drawing I	3
ART 501	Beginning Two-Dimensional Design	3

ART 604*	Graphic Design I	3
ART 633	Introduction to Computer Graphics	3
JOURNAL 202*	Advanced Newswriting	3
JOURNAL 218-1*	Practical Editing I	3
JOURNAL 219-1*	Techniques for Staff Editors I	1
JOURNAL 228-1*	Beginning Computerized Composition	3
MEDIART 106	Introduction to Smartphone Photography & Media	3
PHOTO 010	Beginning Photography	3
PHOTO 017*	Introduction to Color Photography	3
PHOTO 022*	Creative Photo-Vision	3
PHOTO 032*	Intermediate Black and White Photography	3
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: JOURNAL 101 (3 units) may be double counted in LACCD General Education area D1.

**This course has a prerequisite.*

Journalism, Associate in Arts Degree

Students earn their A.A. degree by completing the departmental program requirements shown below.

SUBJECT & NO.	COURSE	UNITS
COMPLETE THE FOLLOWING TEN COURSES		27
JOURNAL 101	Collecting and Writing News	3
JOURNAL 105	Mass Communications	3
JOURNAL 202*	Advanced Newswriting	3
JOURNAL 217-1*	Publication Laboratory I	2
JOURNAL 218-1*	Practical Editing I	3
JOURNAL 218-2*	Practical Editing II	3
JOURNAL 218-3*	Practical Editing III	3
JOURNAL 219-1*	Techniques for Staff Editors I	1
PHOTO 010	Beginning Photography	3
PUB REL 001	Principles of Public Relations	3
COMPLETE FIFTEEN UNITS FROM FOLLOWING		15
ART 635	Desktop Publishing Design	3
ART 639	Introduction to Digital Imaging	3
ART 641*	Advanced Desktop Publishing	3
BRDCSTG 001	Fundamentals of Radio and Television Broadcasting	3
BRDCSTG 015	Radio and Television Production	3
CAOT 031	Business English	3
ECON 001	Principles of Microeconomics	3
ECON 002	Principles of Macroeconomics	3
ENGLISH 102*	College Reading and Composition	3
ENGLISH 103*	Composition and Critical Thinking	3
HISTORY 001	Introduction to Western Civilization I	3
HISTORY 002	Introduction to Western Civilization II	3
HISTORY 005	History of the Americas I	3
HISTORY 006	History of the Americas II	3
HISTORY 011	Political and Social History of the United States to 1877	3
HISTORY 012	Political and Social History of the United States from 1865	3
JOURNAL 217-2*	Publication Laboratory II	2
JOURNAL 217-3*	Publication Laboratory III	2
JOURNAL 217-4*	Publication Laboratory IV	2
JOURNAL 218-4*	Practical Editing IV	3
JOURNAL 219-2*	Techniques for Staff Editors II	1
JOURNAL 219-3*	Techniques for Staff Editors	1
JOURNAL 228-1*	BeginningComputerized Composition	3
JOURNAL 228-2*	Advanced Computerized Composition	3
PHOTO 032*	Intermediate Black and White Photography	3
PHOTO 047	Introduction to Digital Photography	3
PHOTO 048*	Intermediate Digital Photography	3
PHOTO 051*	Advanced Digital Techniques	3
POL SCI 001	The Government of the United States	3
POL SCI 002	Introduction to Comparative Politics	3
POL SCI 007	Introduction to International Relations	3
PSYCH 001	Introductory Psychology	3
PSYCH 002*	Biological Psychology	3
PSYCH 013*	Abnormal Psychology	3
SOC 001	Introduction to Sociology	3
SOC 002	American Social Problems	3
SOC 014	Law and Democracy	3
OR		
POL SCI 040	Law and Democracy	3
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 9 units of major courses may be double counted in LACCD General Education area B2, C and D1.

Note: PHOTO 047 may substitute for PHOTO 010 in required core.

**This course has a prerequisite.*

Associate in Arts in Journalism for Transfer

The Associate of Arts in Journalism for Transfer will assist students who are interested in Journalism and are planning on transferring to a four-yearuniversity and majoring in Journalism Other similar concentrations are Mass Communications, Advertising, Broadcast Journalism, Photography and Public Relations. Students are required to complete a minimum of 60 required semester units of CSU transferable coursework with a minimum GPA of 2.0, including a minimum of 18 semester units in the major with a grade of "C" (or "P") for each course in the major.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
JOURNAL 101	Collecting and Writing News	3
JOURNAL 105	Mass Communications	3
JOURNAL 218-1*	Practical Editing	3
	Subtotal	*9*
LIST A		3 UNITS
JOURNAL 202*	Advanced Newswriting	3
JOURNAL 218-2*	Practical Editing	3
PUB REL 001	Principles of Public Relations	3
LIST B		6 UNITS
ART 635	Desktop Publishing Design	3
PHOTO 010	Beginning Photography	3
OR		
PHOTO 047	Introduction to Digital Photography	3
POL SCI 001	The Government of United States	3

COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS

IGETC or CSU GE Pattern

Total 60

Note: 3 units of major courses may be double counted towards general education.

**This course has a prerequisite.*

Journalism (JOURNAL)

101 Collecting and Writing News (3) CSU (C-ID JOUR 110)

LECTURE, 3 HOURS.

This course provides students practice in news gathering with particular emphasis on documentation, research and news writing. Adherence to professional writing style guidelines and legal and ethical aspects of the profession are emphasized.

105 Mass Communications (3) UC:CSU
IGETC Area 4E (C-ID JOUR 100)

LECTURE, 3 HOURS.

This course provides an overview of America's mass communications systems and how they affect human behavior in relation to social, political, and economic institutions. It also examines the structure and functioning in print and electronic communications including: Film, print, television, radio, the recording industry, public relations, and the Internet. Factors that influence creation and distribution of media messages, and the impact of those messages on society are also discussed.

202 Advanced Newswriting (3) CSU (C-ID JOUR 210)
Prerequisite: Journalism 101.

LECTURE, 3 HOURS.

Note: Offered in Spring semester only.

This course provides the student with principles and practice in writing enterprise and long-form stories and increases mastery of advanced research and reporting techniques. Investigative writing skills, civic journalism, and beat writing are emphasized. It includes on-and-off campus reporting for print and online coverage of courts, police, city councils, and school boards.

217-1 Publication Laboratory I (2) CSU
Prerequisite: Journalism 101.

LABORATORY, 6 HOURS.

In this beginning level course, students learn introductory newspaper production techniques through the publication of the campus newspaper, including newspaper design, layout, graphic techniques, and materials.

217-2 Publication Laboratory II (2) CSU
Prerequisite: Journalism 217-1.

LABORATORY, 6 HOURS.

In this intermediate level course, students learn intermediate newspaper production techniques through the publication of the campus newspaper, including newspaper design, layout, graphic techniques, and materials.

217-3 Publication Laboratory III (2) CSU
Prerequisite: Journalism 217-2.

LABORATORY, 6 HOURS.

In this advanced course, students learn advanced newspaper production techniques through the publication of the campus newspaper, including newspaper design, layout, graphic techniques, and materials

217-4 Publication Laboratory IV (2) CSU
Prerequisite: Journalism 217-3.

Advistory: Journalism 218-4.

LABORATORY, 6 HOURS.

In this course, students learn professional-level newspaper production techniques through the publication of the campus newspaper, including newspaper design, layout, graphic techniques and materials.

218-1 Practical Editing I (3) CSU (C-ID JOUR 130)
Prerequisite: Journalism 101.

LECTURE, 1 HOUR; LABORATORY, 6 HOURS.

In this beginning course, students are introduced to writing and publication by gathering information and producing content regularly on a weekly basis for the campus newspaper, Campus News, as well as the online news site, elaccampusnews.com, including research, information and data gathering, story composition, and regular evaluation of published stories.

218-2 Practical Editing II (3) CSU (C-ID JOUR 131)
Prerequisite: Journalism 218-1.

LECTURE, 1 HOUR; LABORATORY, 6 HOURS.

Students develop intermediate newspaper writing and editing skills through gathering and producing news content weekly for publication of the campus newspaper, Campus News, and the website, elaccampusnews.com, which are student-run media. Students develop news and other feature stories through written, visual, digital, and other multimedia formats and create a portfolio of student-created and published media projects.

218-3 Practical Editing III (3) CSU
Prerequisite: Journalism 218-2.

LECTURE, 1 HOUR; LABORATORY, 6 HOURS.

In this course, students develop advanced newspaper writing and editing skills through the publication of the campus newspaper, Campus News. This includes regular evaluation of stories published in Campus News. Editions are evaluated in regularly scheduled class meetings.

218-4 Practical Editing IV (3) CSU
Prerequisite: Journalism 218-3.

LECTURE, 1 HOUR; LABORATORY, 6 HOURS.

In this course, students develop professional-level newspaper writing and editing skills through the publication of the campus newspaper, Campus News. This includes regular evaluation of stories published in Campus News. Editions are evaluated in regularly scheduled class meetings.

219-1 Techniques for Staff Editors I (1) CSU
Prerequisite: Journalism 101.

LABORATORY, 3 HOURS.

This course provides campus newspaper editors an introduction to practices and feedback in editorial writing and the analysis of editorial problems. Emphasis is placed on developing newsroom leadership skills and formulating editorial policy.

219-2 Techniques for Staff Editors II (1) CSU
Prerequisite: Journalism 219-1.

LABORATORY, 3 HOURS.

In this course, student editors receive intermediate instruction in editorial writing and analysis of editorial problems. Students survey research methods. Emphasis is placed on developing newsroom leadership skills and formulating editorial policy.

219-3 Techniques for Staff Editors III (1) CSU
Prerequisite: Journalism 219-2.

LECTURE, 1 HOUR; LABORATORY, 6 HOURS.

In this course, students receive advanced instruction and practice in producing the student newspaper, 'Campus News.' Real newsroom techniques, practices, and techniques are stressed.

228-1 Beginning Computerized Composition (3)
Prerequisite: Journalism 217-1.

LECTURE, 1 HOUR; LABORATORY, 6 HOURS.

This course consists of instruction and practice in computerized page layout. The topics presented include editing, processing, setting of text, display types, and copy processing. Proofreading and preparation of materials for publication are also covered.

228-2 Advanced Computerized Composition (3)
Prerequisite: Journalism 228-1.

LECTURE, 1 HOUR; LABORATORY, 6 HOURS.

This advanced course consists of instruction and practice in computerized page layout. The topics presented include editing, processing, setting of text, display types, and copy processing. Proofreading and preparation of materials for publication are also covered.

185 Directed Study - Journalism (1) CSU

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 IN ANY ONE DISCIPLINE.
Note: UC does not grant credit for variable topics courses in Journalism because of credit restrictions in this area.

Public Relations (PUB REL)

001 Principles of Public Relations (3) CSU (C-ID JOUR 150)
LECTURE, 3 HOURS.

This course introduces Public Relations as the values-driven management of relationships with groups of people that can influence an organization's success and examines how organizations can ethically and systematically build productive, mutually beneficial relationships with such groups. The course is an introduction into the field, potential careers and highlights key differences between PR, Marketing and Advertising.

Kinesiology Department

C1 SOUTH GYMNASIUM
E9-112 NORTH GYMNASIUM & DEPARTMENT CHAIR'S OFFICE • *(323) 265-8916*

Faculty

Ortiz, Sara, Chair, Professor
Blanco, Erika, Professor
Costello, Lindsay, Associate Professor
Diaz, Juan, Assistant Professor
Godinez, Robert, Athletic Director, Professor
Hines, James, Professor
McBride, Dan, Professor
Mosley Jr., John E., Professor
Owens, Andrea S., Professor
Romero, Kimberly Diana, Assistant Professor
Wong, Ellen, Professor

Adjunct Associate Professors

Adame, Alec
Aldana, Irene
Angel, Melissa
Calienes, Jorge L.
Carizzi, Michael T.
Casas, Adrian
Cone, Al
Elias, Ed
Espinoza, Marvin
French, Darren
Galvan, Margaret
Gamboa, Ricardo
Green, Adela
Jensen, Karin
Jones, Lorraine
Kaur, Dr. Manjit
Ladd, Marilyn C.
Nguy, Qui
Olescyski, Rosalinda
Onsgard, Eldin
Ramirez, Louis Jr.
Sanchez, Jair A.
Stankevitz, Diane
Teper, Lonnie E.
Wakamatsu, Jeannie
Walker, Elliot
Woelfel, Isabel
Zapata, Carmen
Zepeda, Eva

EDUCATIONAL PROGRAMS

SUBJECTS

- Health
- Kinesiology
- Kinesiology Athletics (Intercollegiate Athletics)
- Kinesiology Major

SKILLS CERTIFICATE

- Kinesiology Athletic Coach
- Aquatics Specialist

CERTIFICATES OF ACHIEVEMENT

- Fitness Specialist Certification
- Physical Therapy Aide

ASSOCIATE DEGREE PROGRAMS

- Physical Education
- Kinesiology for Transfer

SKILLS CERTIFICATES

Kinesiology Athletics Coach

The East Los Angeles College Kinesiology Athletics Coach Skills Certificate Program will provide an opportunity for students to become certified for employment as high school (walk-on) coaches, but is appropriate for coaches at various levels. In addition to completing the required courses, students must complete the online certification through the National Federation of State High School Associations (NFHS).

SUBJECT & NO.	COURSE	UNITS
KIN MAJ 100	Introduction to Kinesiology	3
KIN MAJ 103	Introduction to Coaching Athletics	3
KIN MAJ 131	Kinesiology Internship Experience	1
HEALTH 054	Adult and Pediatric First Aid, CPR and AED Skills Certification	1
CHOOSE ONE FROM THE FOLLOWING:		
KIN MAJ 106	Sports Ethics	3
OR		
KIN MAJ 109	Women in Sport	3
OR		
KIN MAJ 111	Diversity and Equity in Sport	3
OR		
HEALTH 005	Health Equity	3
	Total	*11*

Aquatics Specialist

The East Los Angeles College Kinesiology Aquatic Specialist Skills Certificate Program will provide an opportunity for students to become certified for employment in the aquatics field. Upon completing the required courses, students will be certified in First Aid/CPR, Lifesaving, and Water Safety Instruction (WSI). It is an aquatic certification for individuals who are seeking a career in aquatics. Specific occupations include lifeguarding, pool management, and teaching aquatic courses.

SUBJECT & NO.	COURSE	UNITS
KIN MAJ 100	Introduction to Kinesiology	3
KIN MAJ 134	Advanced Lifesaving	2

KIN MAJ 135	Water Safety Instruction	3
KIN 301-1	Swimming I	1
OR		
KIN 301-2*	Swimming II	1
OR		
KIN 301-3*	Swimming III	1
OR		
KIN 301-4*	Swimming Skills IV	1
	Total	*9*

**This course has a prerequisite.*

CERTIFICATES OF ACHIEVEMENT

Fitness Specialist Certification

The East Los Angeles College Kinesiology Fitness Specialist certificate program provides an opportunity for students to become certified for employment as personal trainers. A personal trainer may specialize in a certain training type, training philosophy, performance type, exercise modality, and/or client population. Personal training accreditation is a process that provides certification of competency as a personal trainer. Upon completing this certificate program at ELAC, students prepare for the following exams: ACSM, ACE, NASM, NSCA, and ISSA.

SUBJECT & NO.	COURSE	UNITS
HEALTH 012	Safety Education and First Aid	3
KIN MAJ 100	Introduction to Kinesiology	3
KIN MAJ 113	Exercise Testing and Prescription	2
KIN MAJ 114	Techniques of Instruction-Group Fitness	1.5
KIN MAJ 115	Techniques of Instruction - Strength Training	1.5
KIN MAJ 116	Introduction to Exercise Physiology	3
KIN MAJ 117	Personal Trainer Instructor	3
KIN MAJ 118	Sports Nutrition	2
KIN MAJ 131	Kinesiology Internship Experience	1
CHOOSE TWO ELECTIVES FROM THE FOLLOWING LIST		2
KIN 229	Body Conditioning Skills	1
KIN 237	Boot Camp	1
KIN 246	Body Sculpting Skills	1
KIN 247	Pilates for Fitness	1
KIN 248-1	Stretching for Flexibility I	1
KIN 250	Weight Training Skills	1
KIN 301-1	Swimming Skills I	1
KIN 303	Aqua Aerobics	1
KIN 307	Swim and Run	1
KIN 327-1	Lifelong Fitness I	1
KIN 328-1	Bicycle Spinning I	1
KIN 330-1	Cardio Kickboxing 1	1
KIN 331-1	Cross Training I	1
KIN 333	Step Aerobics and Weight Training	1
KIN 334-1	Fitness Walking I	1
KIN 336-1	Zumba Fitness I	1
KIN 337	Boot Camp II	1
KIN 338-1	Power Boxing I	1
KIN 339-1	Spin & Sculpt I	1
KIN 346-1	Body Toning I	1
KIN 350-1	Weight Training I	1
	Total	*22*

Physical Therapy Aide

The East Los Angeles College Kinesiology Physical Therapy (PT) Aide Certification of Achievement program will provide students with the education, training, and hands on experience needed to enter into a physical therapy field. This certification is an entry level program designed for students interested in entering the field of physical therapy. The physical therapy aide is generally responsible for carrying out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients. Under the direction of a physical therapist or physical therapy assistant, an aide will provide services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. The physical therapy aide may be employed in a variety of settings including: hospitals, rehabilitation centers, nursing homes, home care agencies, outpatient clinics, community health centers and sports medicine clinics.

SUBJECT & NO.	COURSE	UNITS
HEALTH 012	Safety Education and First Aid	3
HEALTH 049	Basic Life Support Skills	1
HLTHOCC 062	Skill Set for the Health Care Professional	2
HLTHOCC 063	Basic Medical Terminology, Pathophysiology and Pharmacology for the Health Care Professional	2
HLTHOCC 065	Fundamentals for the Health Care Professional	2.5
KIN MAJ 115	Techniques of Instruction-Strength Training	1.5
KIN MAJ 116	Introduction to Exercise Physiology	3
KIN MAJ 125	Introduction to Physical Therapy Aide	3
KIN MAJ 128	Care and Prevention of Athletic Injuries	3
KIN MAJ 131	Kinesiology Internship Experience	1
	Total	*22*

ASSOCIATE DEGREE PROGRAMS

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
COMPLETE EIGHT UNITS FROM THE FOLLOWING		8
ANATOMY 001**	Introduction to Human Anatomy	4
AND		
PHYSIOL 001*	Introduction to Human Physiology	4
OR		
BIOLOGY 020*	Human Anatomy and Physiology	8

COMPLETE ONE OF THE FOLLOWING COURSES		3
HEALTH 002	Health and Fitness	3
HEALTH 007	Physical Fitness and Nutrition	3
HEALTH 008	Women's Personal Health	3
OR		
HEALTH 005	Health Equity	3
HEALTH 011	Principles of Healthful Living	3
HEALTH 043	Men's Health and Fitness	3
COMPLETE THE FOLLOWING COURSES		6
PSYCH 001	Introductory Psychology	3
SOC 001	Introduction to Sociology	3
COMPLETE FOUR UNITS FROM ANY ACTIVITY COURSES		4
KIN (any)		
KIN ATH 502	Intercollegiate Athletics - Badminton	3
KIN ATH 503	Intercollegiate Athletics - Baseball	3
KIN ATH 504	Intercollegiate Athletics - Basketball	3
KIN ATH 506	Intercollegiate Athletics - Cross Country	3
KIN ATH 508	Intercollegiate Athletics - Football	3
KIN ATH 511	Intercollegiate Athletics - Soccer	3
KIN ATH 512	Intercollegiate Athletics - Softball	3
KIN ATH 513	Intercollegiate Athletics - Swimming and Diving	3
KIN ATH 515	Intercollegiate Athletics - Track and Field	3
KIN ATH 516	Intercollegiate Athletics - Volleyball	3
KIN ATH 517	Intercollegiate Athletics - Water Polo	3
KIN ATH 518	Intercollegiate Athletics - Wrestling	3
KIN ATH 552	Intercollegiate Sports - Conditioning and Skills Training	1
KIN ATH 553	Intercollegiate Football - Fitness and Skills Training	1
KIN ATH 556	Intercollegiate Basketball - Fitness and Skills Training	1
KIN ATH 557	Intercollegiate Baseball - Fitness and Skills Training	1
KIN ATH 558	Intercollegiate Soccer - Fitness and Skills Training	1
KIN ATH 563	Intercollegiate Volleyball - Fitness and Skills Training	1
KIN ATH 564	Intercollegiate Softball - Fitness and Skills Training	1
KIN ATH 565	Intercollegiate Badminton - Fitness and Skills Training	1
KIN ATH 571	Intercollegiate Intercollegiate Cheerleading - Fitness and Skills Training	1
DANCETQ (any)		
ELECTIVE: COMPLETE 9 UNITS FROM THE FOLLOWING COURSES		9
HEALTH 012	Safety Education and First Aid	3
HEALTH 031	Focus on Health: Diabetes	1
HEALTH 049	Basic Life Support (BLS) Skills Certification	1
HEALTH 054	Adult and Pediatric First Aid, CPR, and AED Skills Certification	1
KIN MAJ 100	Introduction to Kinesiology	3
KIN MAJ 103	Introduction to Coaching Athletics	3
KIN MAJ 104	Officiating Competitive Sport I	3
KIN MAJ 106	Sports Ethics	3
KIN MAJ 109	Women in Sport	3
KIN MAJ 111	Diversity & Equity in Sport	3
KIN MAJ 113	Exercise Testing & Prescription	2
KIN MAJ 114	Techniques of Instruction: Group Fitness	1.5
KIN MAJ 115	Techniques of Instruction: Strength Training	2
KIN MAJ 116	Introduction to Exercise Physiology	3
KIN MAJ 118	Sports Nutrition	2
KIN MAJ 125	Introduction to Physical Therapy Aide	3
KIN MAJ 128	Care and Prevention of Athletic Injuries	3
KIN MAJ 130	Sports Medicine Clinic Practicum	2
KIN MAJ 131	Kinesiology Internship Experience I	2
KIN MAJ 134	Advanced Lifesaving	2
KIN MAJ 135	Water Safety Instruction	3
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
PHYSICS 011	Introductory Physics	4
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 10 units of major courses may be double counted in LACCD General Education area A, B2, E1 and E2.

**This course has a prerequisite.*

***This course has an advisory.*

Associate in Arts in Kinesiology for Transfer

The East Los Angeles College in Arts in Kinesiology Transfer degree provides an opportunity for students to complete the first two years of study leading to a bachelor's degree in a California State University. By selecting the proper courses, students may have a seamless transfer to a Cal State University without loss of time or credit. Students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0, including a minimum of 20-23 semester units in the major with a grade of "C" (or "P") for each course in the major. Certified completion of the California State University General Education Breadth (CSU GE Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) pattern is also required. Students wishing to complete a Kinesiology transfer program should consult with an academic advisor to plan their program.

REQUIRED CORE COURSES

SUBJECT & NO.	COURSE	UNITS
KIN MAJ 100	Introduction to Kinesiology	3
ANATOMY 001**	Introduction to Human Anatomy	4
AND		
PHYSIOL 001*	Introduction to Human Physiology	4
OR		
BIOLOGY 020*	Human Anatomy and Physiology	8

Movement-based courses: (minimum 3 units) Select a maximum of one (1) course from any three (3) of the following areas.

AQUATICS

SUBJECT & NO.	COURSE	UNITS
KIN 201	Swimming Skills	1
KIN 301-1	Swimming I	1
KIN 301-2*	Swimming II	1
KIN 303	Aqua Aerobics	1
KIN 307	Swim and Run	1

COMBATIVES

SUBJECT & NO.	COURSE	UNITS
KIN 338-1	Power Boxing I	1
KIN 338-2*	Power Boxing II	1

DANCE

SUBJECT & NO.	COURSE	UNITS
DANCETQ 111	Ballet Techniques I	1
DANCETQ 112*	Ballet Techniques II	1
DANCETQ 121	Jazz Dance Techniques I	1
DANCETQ 122*	Jazz Dance Techniques II	1
DANCETQ 141	Modern Dance Techniques I	1
DANCETQ 142*	Modern Dance Techniques II	1
DANCETQ 171	Hip-Hop Dance Techniques I	1
DANCETQ 172*	Hip-Hop Dance Techniques II	1
DANCETQ 211	Tap Dance Techniques I	1
DANCETQ 212*	Tap Dance Techniques II	1
DANCETQ 321	Social Dance I	1
DANCETQ 322*	Social Dance II	1
DANCETQ 411	Salsa Casino I	1
DANCETQ 412*	Salsa Casino II	1
DANCETQ 421	Mexican Folklorico I	1
DANCETQ 422*	Mexican Folklorico II	1
DANCETQ 570	Conditioning for Dance	1

FITNESS COURSES

SUBJECT & NO.	COURSE	UNITS
DANCETQ 181	Pilates I	1
DANCETQ 182*	Pilates II	1
DANCETQ 221	Yoga Skills I	1
DANCETQ 222*	Yoga Skills II	1
KIN 180	Marathon Training Course for Run/Walk	1.5
KIN 229	Individual and Dual Activities/Body Conditioning	1
KIN 237	Boot Camp I	1
KIN 246	Body Sculpting Skills	1
KIN 247	Pilates for Fitness	1
KIN 250	Weight Training Skills	1
KIN 327-1	Lifelong Fitness I	1
KIN 328-1	Bicycle Spinning I	1
KIN 328-2*	Bicycle Spinning II	1
KIN 330-1	Cardiokickboxing I	1
KIN 330-2*	Cardiokickboxing II	1
KIN 331-1	Cross Training I	1
KIN 333	Step Aerobics and Weight Training	1
KIN 334-1	Fitness Walking I	1
KIN 336-1	Zumba Fitness I	1
KIN 336-2*	Zumba Fitness II	1
KIN 337	Boot Camp II	1
KIN 339-1	Sculpt & Spin I	1
KIN 339-2*	Sculpt & Spin II	1
KIN 346-1	Body Toning I	1
KIN 350-1	Weight Training I	1
KIN 350-2*	Weight Training II	1

INDIVIDUAL SPORTS

SUBJECT & NO.	COURSE	UNITS
KIN 268	Golf Skills	1
KIN 366-1	Badminton I	1
KIN 366-2*	Badminton Skills II	1
KIN 370	Table Tennis	1
KIN 371-1	Tennis I	1

TEAM SPORTS

SUBJECT & NO.	COURSE	UNITS
KIN 287	Basketball Skills	1
KIN 386-1	Baseball I	1
KIN 386-2*	Baseball II	1
KIN 387-1	Basketball I	1
KIN 387-2*	Basketball II	1
KIN 388	Flag Football	1
KIN 389-1	Soccer I	1
KIN 390-1	Softball I	1
KIN 390-2*	Softball II	1
KIN 391-1	Volleyball I	1

LIST A - SELECT TWO COURSES:		AT LEAST 6 UNITS
BIOLOGY 003	Introduction to Biology	4
CHEM 051	Fundamentals of Chemistry I	5
OR		
CHEM 065	Introductory General Chemistry	4
OR		
CHEM 101*	General Chemistry I	5
HEALTH 012	Safety Education and First Aid	3
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
OR		
PSYCH 091	Statistics for the Social and Behavioral Sciences	4
OR		
ECON 020	Statistics for Economics	3
OR		
BUS 015	Business Statistics	3
PHYSICS 006*	General Physics I	4
	Subtotal	*20*

COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS

IGETC or CSU GE Pattern

Total 60

Note: 4 units of major courses may be counted towards general education.

**This course has a prerequisite.*

***This course has an advisory.*

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Health (HEALTH)

Note: One Health course selected from Health 002, 007, 008, or 011 is required of all students seeking an Associate Degree.

(UC Credit Limit: Health 002, 007, 008, 011 combined maximum credit, one course).

002 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

005 Health Equity (3) CSU

LECTURE, 3 HOURS

This course provides an overview of the field of health equity and the determinants that influence health outcomes of diverse populations. Special attention is given to socioeconomic, racial, ethnic, and gender status and their relationships with health disparities and inequities. Students are presented with cultural context, evidence-based models and interventions, and theoretical foundations necessary to eliminate health disparities in their communities and in the United States.

007 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 are analyzed and evaluated. Appropriate selection of nutritive foods for weight control and ergogenics are covered. Fad diets and food supplements are analyzed.

008 Women's Personal Health (3) UC:CSU

LECTURE, 3 HOURS.

This course comprehensively reviews important issues related to women of diverse backgrounds. This course covers 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.

011 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.

012 Safety Education and First Aid (3) UC:CSU (C-ID KIN 101)

LECTURE, 3 HOURS.

This course covers the theory and detailed demonstration of first aid care of the injured. Students learn to assess a victim's condition and incorporate proper treatment. Standard first aid, CPR, and AED certification(s) are granted upon successful completion of course requirements.

015 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.

031 Focus on Health: Diabetes (1) CSU

LECTURE, 1 HOUR.

This course covers diabetes mellitus, with emphasis on positive self-care choices. Aspects of current diabetes management are covered: blood glucose testing, oral hypoglycemics, insulin, exercise, and pregnancy. Also included are the prevention and recognition of diabetes complications affecting eyes, kidneys, nerves, feet, heart/blood vessels. Hypoglycemia and hyperglycemia are also covered.

043 Men's Health and Fitness (3) UC:CSU

LECTURE, 3 HOURS.

This course is designed to give students the knowledge and understanding of men's health issues. It studies topics such as domestic abuse and violence, stress, alcoholism, disease transmission and other physical, emotional and social topics related to men's health, fitness, and wellness.

049 Basic Life Support (BLS) Skills Certification (1)

LECTURE, 1 HOUR; LABORATORY, 0.5 HOURS.

This course covers the content of the American Red Cross Basic Life Support (BLS) for Healthcare Providers. Students learn how to provide care for individuals who are experiencing respiratory arrest,cardiac arrest, or airway obstruction. BLS includes psychomotor skills for performing high-quality cardiopulmonary resuscitation for adults, children, and infants, use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction. Upon successful completion of the course, students receive a Basic Life Support (BLS) Healthcare Providers certificate of completion.

054 Adult and Pediatric First Aid, CPR and AED Skills Certification (1) CSU

LECTURE, 1 HOUR; LABORATORY, 0.5 HOUR.

This course will train and prepare students to recognize and care for various emergencies such as environmental injuries and sudden illness, cardiac and breathing emergencies, bleeding, and traumatic injuries for adults, children, and infants. Upon successful completion of the course, students receive an adult and pediatric first aid/CPR/AED certificate of completion.

055 Adult and Pediatric First Aid, CPR and AED Skills Recertification (0.5) CSU

LECTURE, 0.25 HOUR; LABORATORY, 0.5 HOURS.

This is a re-certification course for individuals who have previously earned an adult and pediatric first aid/CPR/AED certificate. Students will review and train how to care for various first aid emergencies such as sudden illness, burns, cardiac and breathing emergencies, head, neck, and back injuries for adults, children, and infants. Upon

successful completion of the course, students receive an updated adult and pediatric first aid/CPR/AED certificate of completion. This certificate is valid for 2-years.

059 Basic Life Support (BLS) Skills Recertification (0.5)

LECTURE, 0.25 HOUR; LABORATORY, 0.5 HOURS.

This is a re-certification course for individuals who have previously earned a Basic Life Support (BLS) Certificate. Students review and train how to provide care for individuals who are experiencing respiratory arrest, cardiac arrest, and airway obstruction. Upon successful completion of the course, students receive an updated Basic Life Support (BLS) Certificate of completion. This certificate is valid for 2 years.

Kinesiology (KIN)

(UC Credit Limit: any or all Kinesiology activity courses combined; maximum credit 4 units).

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. Kinesiology and dance classes present integrated information about physiological, social and psychological understanding of the self through movement. Some activity courses include beginning, intermediate, and advanced levels.

Title 5 changes effective Fall 2013 substantially restrict how many times students can take specific types of classes. Students enrolled in "active participation courses" in Kinesiology, visual arts, or performing arts are limited to four (4) enrollments per "family. Failures and W grades count as enrollments. A family can contain multiple courses, but a student can only take four of them. LACCD courses in, Art, Dance Techniques, Kinesiology, Music, and Theater are all affected. For courses in the Kinesiology department, families have been created as follows:

KINESIOLOGY FAMILY NAMES AND COURSE NUMBERS:

Aerobics, Circuit Training, and Sport-Specific Strength Training 010, 045, 046, 048, 049, 229, 237, 246-1, 250, 327-1, 327-2, 327-3, 328-1, 328-2, 328-3, 330-1, 330-2, 330-3, 331-1, 333, 336-1, 336-2, 337, 338-1, 338-2, 339-1, 339-2, 345, 346-1, 350-1, 350-2

Aquatics . . . 047, 201, 301, 301-1, 301-2, 301-3, 301-4, 303

Court Sports 366-1, 366-2, 370, 371-1, 391-1

Directed Studies 009, 185

Individual Activities 268, 334-1, 365-1, 370, 371-1

Mind/Body Conditioning. . . .DANCETQ 181, 182, KIN 247, 248-1, 248-2, 335-1

Team Sports 051, 287, 386-1, 386-2, 387-1, 387-2, 388, 390-1, 390-2, 391-1

Track & Field Mixed Activities 180, 307, 334-1

009 Kinesiology - Combined Skills (1) UC:CSU

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 courses are specified in the schedule of classes.

010 Kinesiology-Physical Fitness (1) UC:CSU

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.

045 Adapted Fitness (1) UC:CSU

LABORATORY, 3 HOURS.

This course is designed to meet the needs of students with disabilities who require restricted or modified activities. Individualized exercise programs are performed by students with instruction emphasizing the basic elements of physical fitness and training principles.

046 Adapted Strength Training (1) UC:CSU

LABORATORY, 3 HOURS.

This course is designed to meet the needs of students with disabilities who require restricted or modified activities. Individualized exercise programs are performed by students with instructional emphasis placed on strength training principles and techniques.

047 Adapted Swimming and Hydroexercise (1) UC:CSU

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.

049 Adapted Cardiovascular Fitness (1) UC:CSU

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.

051 Adapted Sports and Games (1) UC:CSU

LABORATORY, 3 HOURS.

This course is designed to meet the needs of students with disabilities to develop gross motor skills and to facilitate participation in life-long activities. Activities are designed to enhance fitness, self-esteem, and social interaction. The main focus of the class is skill development. Sports may include but not limited to: Basketball, flag football, over the line, lacrosse, and bowling. Students with disabilities must provide a physician's prescription for exercises.

180 Marathon Training Course for Run/Walk (1.5) UC:CSU

LABORATORY, 4.5 HOURS.

This course develops cardiovascular endurance for a student training for a marathon using a variety of tempo runs. Students utilize and understand aerobic and anaerobic energy systems and when each is used. Race analysis and race psychology are also explained.

201 Swimming Skills (1) UC:CSU

LABORATORY, 2 HOURS.

This course enables students to gain awareness of the importance of proper swimming techniques/postural alignment, including progressive learning skills; such as water exploration, primary skills, stroke readiness, stroke development, stroke refinement, skill proficiency, and advanced skills in accordance with the seven levels of the American Red Cross. Nutrition and concepts of fitness are also covered. This course covers skills and knowledge in a logical progression for aquatic skill development in accordance with the American Red Cross Swimming and Water Safety course requirements. Students develop cardiovascular fitness through swimming.

229 Body Conditioning Skills (1) UC:CSU

LABORATORY, 2 HOURS.

This course provides students with the opportunity to participate in a variety of vigorous exercises for increasing cardiovascular fitness, muscular strength, and flexibility.

237 Boot Camp I (1) UC:CSU

LABORATORY, 2 HOURS.

This course is designed as a lower intensity style boot camp class that is conducted both on and off campus using indoor and outdoor facilities. Training exercises used during this class include basic aerobic and anaerobic conditioning, muscular strength, resistance and endurance training, and also individual and team concepts. In addition, students are challenged to understand and apply basic fitness principles, basic anatomy and physiology, the prevention of training injuries, target heart rate and the intensity of exercise as well as nutrition for fitness. The students train individually, with a partner or in a team setting.

246 Body Sculpting Skills (1) UC:CSU

LABORATORY, 2 HOURS.

This course utilizes body sculpting techniques to achieve cardiovascular fitness, muscle toning, and endurance. Exercise bands, free exercise on mats, weights, stability balls, medicine balls, and other activities are used for a total body workout.

247 Pilates for Fitness (1) UC:CSU

LABORATORY, 2 HOURS.

This course focuses on precision alignment, core strength, and building an awareness of the body. Pilates involves a Kinesthetic awareness 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.

248-1 Stretching for Flexibility - 1 (1) UC:CSU

LABORATORY, 2 HOURS.

In this course, students participate in basic stretching techniques to improve overall flexibility including active and passive stretching and myofascial release training. Emphasis is placed upon flexibility, balance, breathing techniques, spatial awareness, and safety during stretching. Technique modifications to account for physical limitations are emphasized. A brief examination of the evolution of the various forms of stretching reflecting cultural differences and diversity, human anatomy, nutrition, and wellness concepts related to overall fitness, age, and gender are also addressed.

248-2 Stretching for Flexibility II (1) UC:CSU

LABORATORY, 2 HOURS.

In this course, students participate in intermediate stretching techniques to improve overall flexibility including active and passive stretching and myofascial release training. Emphasis is placed upon flexibility, balance, breathing techniques, spatial awareness, and safety during stretching. Technique modifications to account for physical limitations are emphasized. A brief examination of the evolution of the various forms of stretching reflecting cultural differences and diversity, human anatomy, nutrition, and wellness concepts related to overall fitness, age, and gender are also addressed.

250 Weight Training Skills (1) UC:CSU

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 implication 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.

268 Golf Skills (1) UC:CSU

LABORATORY, 2 HOURS.

This course consists of instruction in the primary skills of golf including rules, etiquette, terminology, and mock game experience. This course ranges from basic to advanced skills practice. Pitch/putt course games are played.

287 Basketball Skills (1) UC:CSU

LABORATORY, 2 HOURS.

This course introduces students to the rules, skill, and strategies of basketball. It is designed to teach all levels the basic basketball skills of passing, dribbling, shooting, and rebounding, and introduces individual and team offense and defense, as well as rules, proper etiquette, terminology, and components of fitness.

301-1 Swimming Skills I (1) UC:CSU

LABORATORY, 3 HOURS.

This course introduces students to basic aquatic skills, such as floating, kicking, and gliding, and incorporates the development, practice, and theory of basic swimming strokes. The course emphasizes the development of basic water safety techniques to assure confidence and mobility in aquatic activities and to help create confidence in the water, as well as an evaluation of physical fitness.

301-2 Swimming Skills II (1) UC:CSU

Prerequisite: *Kinesiology 301-1.*

LABORATORY, 3 HOURS.

This course covers intermediate techniques of swimming, terminology, and fluid mechanics in water. Swimming strokes include freestyle, backstroke, breaststroke, and butterfly. Racing starts, flip turns, dives, and touch turns

are introduced on a beginning level. Interval training concepts are introduced to build endurance. Indoor and outdoor water safety is reviewed in this course.

301-3 Swimming Skills III (1) UC:CSU
Prerequisite: Kinesiology 301-2.

LABORATORY, 3 HOURS.

This course covers advanced techniques of swimming, terminology, and fluid mechanics in water. Swimming strokes include front crawl, back crawl, breaststroke, and butterfly. Racing starts, flip turns, dives, and touch turns are introduced on an advanced level. Advanced principles of training include interval training concepts, increase yardage and advanced breathing techniques to build endurance. Indoor and outdoor water safety is reviewed in this course.

301-4 Swimming Skills IV (1) UC:CSU
Prerequisite: Kinesiology 301-3.

LABORATORY, 3 HOURS.

This course helps prepare swimmers for the physical requirements of Advanced Life Saving and Water Safety instructor. Advanced techniques of swimming, terminology, and fluid mechanics in water are covered in this course. Swimming strokes include front crawl, back crawl, breaststroke, sidestroke, and butterfly. Racing starts, flip turns, dives, and touch turns are introduced on an advanced level. Advanced principles of training include: Interval training concepts, increased yardage, and advance breathing techniques to build endurance. Indoor and outdoor water safety is reviewed in this course.

303 Aqua Aerobics (1) UC:CSU

LABORATORY, 3 HOURS.

This fitness conditioning class consists of a series of exercises and aerobic dance steps in conjunction with stretching and body dynamics to help promote cardiovascular and muscular fitness.

307 Swim and Run (1) UC:CSU

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.

327-1 Lifelong Fitness I (1) UC:CSU

LABORATORY, 3 HOURS.

This course develops and encourages positive attitudes and habits with regards to cardiovascular efficiency, body composition, flexibility, muscular strength, and muscular endurance to achieve lifelong fitness. The students rotate through a series of weight training, core, and cardiovascular exercises in both anaerobic and aerobic training methods. Each student upon entry, is screened and assessed using a variety of physical fitness measuring techniques. The screening and assessment process is then repeated at the conclusion of the semester. This class also gives students the tools to achieve lifelong fitness and the techniques and knowledge to better prevent heart disease and diabetes.

327-2 Lifelong Fitness II (1) CSU
Prerequisite: Kinesiology 327-1.

LABORATORY, 3 HOURS.

This course covers the intermediate principles that encourage positive attitudes and habits with regard to cardiovascular efficiency, body composition, flexibility, muscular strength, and muscular endurance to achieve lifelong fitness. The students rotate through a series of weight training, core, and cardiovascular exercises in both anaerobic and aerobic training methods. Each student upon entry, is screened and assessed using a variety of physical fitness measuring techniques. The screening and assessment process is then repeated at the conclusion of the semester. This class also gives students the tools to achieve lifelong fitness and the techniques and knowledge to better prevent heart disease and diabetes.

327-3 Lifelong Fitness III (1) CSU
Prerequisite: Kinesiology 327-2.

LABORATORY, 3 HOURS.

This course covers advanced principles that encourage positive attitudes and habits with regard to cardiovascular efficiency, body composition, flexibility, muscular strength, and muscular endurance to achieve lifelong fitness. The students rotate through a series of weight training, core, and cardiovascular exercises in both anaerobic and aerobic training methods. Each student upon entry, is screened and assessed using a variety of physical fitness measuring techniques. The screening and assessment process is then repeated at the conclusion of the semester. This class also gives students the tools to achieve lifelong fitness and the techniques and knowledge to better prevent heart disease and diabetes.

328-1 Bicycle Spinning I (1) UC:CSU

LABORATORY, 3 HOURS.

This course develops and improves both cardiovascular endurance and leg strength through stationary bike workouts. Intensity of workouts vary. Resting and target heart rates are used to monitor improvements in the students' cardiovascular system.

328-2 Bicycle Spinning II (1) UC:CSU
Prerequisite: Kinesiology 328-1.

LABORATORY, 3 HOURS.

This course covers the intermediate principles designed to build on basic techniques from Bicycle Spinning I. Intervals, rolling hills, sprints, climbs, runs, and jumps challenges students to improve their cardiovascular system, help build leg strength, burn calories, and increase endurance.

328-3 Bicycle Spinning III (1) UC:CSU
Prerequisite: Kinesiology 328-2.

LABORATORY, 3 HOURS.

This course covers the advanced principles designed to build upon intermediate techniques from Bicycle Spinning II. Students participate in a variety of advanced rhythmic drills involving variable speed and resistance simulating rolling hills, sprints, climbs, runs, and jumps. Using high intensity interval training students improve their cardiovascular fitness, build muscular strength and endurance, and increase their resistance to fatigue.

330-1 Cardio Kickboxing I (1) UC:CSU

LABORATORY, 3 HOURS.

This course is designed to introduce the areas of cardiovascular efficiency by using basic kickboxing techniques. Students participate in low intensity kickboxing movements and work towards increasing fitness levels. It emphasizes proper alignment, execution, and timing of slower-paced movements from kickboxing, boxing, and aerobic dance.

330-2 Cardio Kickboxing II (1) UC:CSU

Prerequisite: Kinesiology 330-1.

LABORATORY, 3 HOURS.

This is the second level intermediate non-contact activity course designed to build on basic kicking and punching techniques from Cardio Kickboxing I. New techniques and combinations are added to improve overall fitness including: Cardiorespiratory endurance, muscular strength and endurance, flexibility, body composition, aerobic dance, kickboxing, boxing, and execution.

330-3 Cardio Kickboxing III (1) UC:CSU

Prerequisite: Kinesiology 330-2.

LABORATORY, 3 HOURS.

This course covers the advanced principles designed to build on intermediate techniques from Cardio Kickboxing II. Knee and elbow strikes, kicking, punching, and defense positions to challenge students to improve their cardiovascular system, help build upper and lower body muscular strength, aid in calorie expenditure, and overall endurance. This is a non-contact activity course.

331-1 Cross Training I (1) UC:CSU

LABORATORY, 3 HOURS.

In this course, students learn a variety of cross training activities to achieve their personal fitness goals. The course includes lecture on nutrition, exercise physiology concepts, and participation in a workout designed to improve cardiovascular conditioning and body composition, increase muscle strength/endurance and flexibility.

333 Step Aerobics and Weight Training (1) UC:CSU

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 flexibility, muscular strength, and cardiovascular endurance.

334-1 Fitness Walking I (1) UC:CSU

LABORATORY, 3 HOURS.

In this course, students focus on achieving cardiovascular fitness and a healthy lifestyle through walking. Topics include basic fitness walking principles, proper technique, shoe selection, posture, gait, walking styles, flexibility, clothing, safety limitations, assessing fitness level, and the physical health benefits from walking.

335-1 Fitness and Weight Control I (1) UC:CSU

LABORATORY, 3 HOURS.

This course introduces students to healthy weight control strategies and an individualized approach towards exercise for lifelong fitness. Topics include assessing and improving fitness levels, developing a realistic exercise program, nutrient tracking, healthy meal choices, goal setting, label reading, weekly weigh ins, and active lifestyle approaches that are involved in maintaining appropriate levels of fitness and weight control.

336-1 Zumba Fitness I (1) UC:CSU

LABORATORY, 3 HOURS.

This course enables the student to participate in basic Zumba group exercise that combines a fusion of high energy Latin and International music with unique moves and combinations. Zumba integrates some of the basic principles of aerobic, interval, and effective fitness resistance training to maximize caloric output, cardiovascular benefits, and total body toning. Zumba provides a non-intimidating opportunity for non-dancers to participate in a group aerobic class.

336-2 Zumba Fitness II (1) UC:CSU

Prerequisite: Kinesiology 336-1.

LABORATORY, 3 HOURS.

This course enables the student to participate in intermediate Zumba group exercise that combines a fusion of high energy Latin and International music with unique moves and combinations. Zumba integrates principles of aerobic, interval, and effective fitness resistance training to maximize caloric output, cardiovascular benefits, and total body toning. Zumba provides a non-intimidating opportunity for non-dancers to participate in a group aerobic class.

337 Boot Camp II (1) UC:CSU

Prerequisite: Kinesiology 237.

LABORATORY, 3 HOURS.

This course is designed as a moderate intensity style boot camp class that is conducted both on and off campus using indoor and outdoor facilities. Training exercises used during this class includes basic aerobic and anaerobic conditioning, muscular strength, resistance and endurance training, and also individual and team concepts. In addition, students are challenged to understand and apply fitness principles, anatomy and physiology, the prevention of training injuries, target heart rate, and the intensity of exercise as well as nutrition for fitness. The students train individually, with a partner, or in a team setting.

338-1 Power Boxing I (1) UC:CSU

LABORATORY, 3 HOURS.

This beginning course is a high-intensity, full body workout that targets all of the major muscle groups. Training exercises are taught in intervals combining basic boxing combinations using punch pads, cardiovascular drills, along with body weight exercises. Students train individually, with a partner, and in a group setting.

338-2 Power Boxing II (1) UC:CSU

Prerequisite: Kinesiology 338-1.

LABORATORY, 3 HOURS.

This intermediate course is a high-intensity, full body workout that is designed to build on basic boxing techniques from Power Boxing 1. New training exercises are taught in intervals combining intermediate boxing combinations using punch pads, high intensity cardiovascular drills, along with intermediate body weight exercises. New

techniques and combinations are added to improve overall fitness. Students train individually, with a partner, and in a group setting.

339-1 Spin & Sculpt I (1) UC:CSU
LABORATORY, 3 HOURS.
This course combines Indoor Cycling (AKA 'Bicycle Spinning') using the stationary bike with off-the-bike exercises for a full body workout. Students ride along to upbeat music as they burn a substantial amount of calories, lengthen and strengthen muscles, build core stability, tone biceps and triceps, and improve their cardiovascular health.

339-2 Spin & Sculpt II (1) UC:CSU
Prerequisite: Kinesiology 339-1.
LABORATORY, 3 HOURS.
This course covers the intermediate principles designed to build on basic techniques from Spin and Sculpt I. Intervals, rolling hills, sprints, climbs, runs, and jumps challenges students to improve their cardiovascular system, help build leg strength, aid in calorie expenditure, and increase endurance. Students participate in a variety of resistance training exercises using free weights and resistance bands off-the-bike to build muscular strength and endurance of most major muscle groups.

346-1 Body Toning I (1) UC:CSU
LABORATORY, 3 HOURS.
This beginning body toning course enables students to gain awareness of the importance of exercise, including progressive resistance training, aerobic body conditioning and endurance training for the purpose of body shaping and toning muscles. In addition, students are challenged to understand and apply basic fitness principles, basic anatomy and physiology, the prevention of training injuries, as well as nutrition for fitness.

350-1 Weight Training I (1) UC:CSU
LABORATORY, 3 HOURS.
This course covers the basic principles of weight training. It develops a general program of progressive resistance exercises with adaptation and implication for the individual student. Attention is given to terminology, use of equipment, safety precautions, nutrition and weight control, and introductory factors of muscular anatomy and physiology.

350-2 Weight Training II (1) UC:CSU
Prerequisite: Kinesiology 350-1.
LABORATORY, 3 HOURS.
This course covers the intermediate principles of weight training for men and women. It develops a general program of progressive resistance exercises with adaptation and implication for the individual student. Attention is given to terminology, use of equipment, safety precautions, program development, fitness assessment, heavy rope training, care and prevention of injury, nutrition for fitness, steroid use, anatomy and physiology.

365-1 Introduction to Backpacking I (1) UC:CSU
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.

366-1 Badminton Skills I (1) UC:CSU
LABORATORY, 3 HOURS.
Students learn the basic fundamental skills and knowledge necessary to play badminton such as the serve, forehand, backhand, clear, drop, and smash shots. Also covered are singles and doubles strategy, along with the history of badminton, basic terminology, rules, and scoring. Safety and selection of equipment are included.

366-2 Badminton Skills II (1) UC:CSU
Prerequisite: Kinesiology 366-1.
LABORATORY, 3 HOURS.
In this course, students learn intermediate skills and knowledge necessary to play badminton such as cross court, down the line and reverse cross-court clears; at the net, from the back court, and from the mid-court drops; and forehand and backhand service. The course also covers offensive and defensive techniques of the smash as well as training drills, agility, endurance, and court coverage for competitive play.

370 Table Tennis (1) UC:CSU
LABORATORY, 3 HOURS.
This course offers instruction and practice in fundamental table tennis skills, basic techniques, rules, strategies, and competition.

371-1 Tennis I (1) UC:CSU
LABORATORY, 3 HOURS.
This class is designed to teach the basic fundamental skills and knowledge necessary to play tennis such as the forehand, backhand, serve and volley, both in singles and doubles play. This course also introduces the selection and care of equipment, rules, proper etiquette, terminology, positioning and strategies of the game, and the components of fitness.

386-1 Baseball I (1) UC:CSU
LABORATORY, 3 HOURS.
This course introduces basic drills to create beginning skills, and understanding of terminology, and rules of baseball. Drills, safety, and repetition are the primary focus in the areas of throwing, catching, and baserunning.

386-2 Baseball II (1) UC:CSU
Prerequisite: Kinesiology 386-1.
LABORATORY, 3 HOURS.
This course is a second-level baseball class that gives instruction on intermediate baseball skills, techniques, rules, and game strategies. Students are required to compete in scrimmage situations against local community college teams. This course is designed for prospective intercollegiate baseball players.

387-1 Basketball I (1) UC:CSU

LABORATORY, 3 HOURS.

This course is designed to teach basic basketball skills. It not only emphasizes fundamental basketball skills such as dribbling, passing, and shooting but it also includes the selection and care of equipment, rules, offense and defensive strategy, etiquette, terminology, and the components of fitness.

387-2 Basketball II (1) CSU

Prerequisite: Kinesiology 387-1

LABORATORY, 3 HOURS.

In this course, students practice, at an intermediate level, the fundamental skills of basketball (dribbling, shooting, rebounding, and passing) and improve their ability to perform these skills under game conditions. They learn how to be contributing team members on offense and defense by setting screens, playing various zone defenses, and running a half-court press.

388 Flag Football (1) UC:CSU

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.

389-1 Soccer I (1) UC:CSU

LABORATORY, 3 HOURS.

This course is designed to teach students the basic soccer skills of passing, dribbling, shooting, and goalkeeping. The course also introduces basic theories of individual and team offense and defense, as well as the Laws of the Game, proper etiquette, terminology, and the components of fitness. Students learn proper soccer techniques with practice skills and feedback.

390-1 Softball I (1) UC:CSU

LABORATORY, 3 HOURS.

This course introduces basic softball drills to create fundamentals, game terminology, and introduce the rules of softball. Drills, safety, and repetition are the primary focus in the areas of throwing, catching, and base running. Skill assessments and a written final exam serve to evaluate student achievement.

390-2 Softball II (1) UC:CSU

Prerequisite: Kinesiology 390-1

LABORATORY, 3 HOURS.

This course is a second-level softball class that gives instruction on advanced softball skills, techniques, rules, and game strategies. Students are required to compete in scrimmage situations against local junior college teams. This course is designed for prospective intercollegiate softball players.

391-1 Volleyball I (1) UC:CSU

LABORATORY, 3 HOURS.

This course in introductory volleyball is designed to teach the basic volleyball skills of passing, setting, spiking, serving, and blocking. The course introduces individual and team offense and defense systems, as well as the rules, etiquette, terminology, and strategies for volleyball.

185 Directed Study - Kinesiology (1) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

This course allows a student to improve fitness skills, and/or practice a specific activitiy independently with the guidance of his or her instructor. The student signs a contract which specified the exact expectation of the instructor for the student.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT IN ANY ONE DISCIPLINE.

Note: UC does not grant credit for variable topics courses in Kinesiology because of credit restrictions in this area.

Kinesiology Athletics (Intercollegiate Athletics) (KIN ATH)

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 Intercollegiate Athletics - Badminton (3) UC:CSU RPT3

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 a part of the course activities.

503 Intercollegiate Athletics - Baseball (3) UC:CSU RPT3

LABORATORY, 10 HOURS.

This course is for the intercollegiate baseball team. It offers advanced baseball skills and techniques. It provides an opportunity to learn the fine skills and strategies needed to compete at the collegiate level. The course also provides additional exposure to students interested in articulating to four-year colleges or professional baseball programs.

504 Intercollegiate Athletics - Basketball (3) UC:CSU RPT3

LABORATORY, 10 HOURS.

This is the intercollegiate basketball team course. This course is designed to develop individual and team skills in basketball so that the student can compete on the intercollegiate level. Basketball theory, strategies, offense, defense, ball-handling skills and playing experience are emphasized. This course requires intercollegiate basketball competition.

506 Intercollegiate Athletics - Cross Country (3) UC:CSU RPT3

LABORATORY, 10 HOURS.

This is the intercollegiate cross country team course. It includes endurance workouts, speed training, hill training, and weight training. Nutritional concepts are discussed, as well as psychological preparation. This course requires the student athletes to compete as a member of the cross country team.

508 Intercollegiate Athletics - Football (3) UC:CSU RPT3

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 Intercollegiate Athletics - Soccer (3) UC:CSU RPT3

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 Intercollegiate Athletics - Softball (3) UC:CSU RPT3

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.

513 Intercollegiate Athletics - Swimming and Diving (3) UC:CSU RPT3

LABORATORY, 10 HOURS.

Intercollegiate Athletic competitive swimming and diving team course for eligible athletes. Instruction, demonstration and practice of fundamental and advanced swimming and diving techniques, including starts, turns, stroke technique, breathing, interval training and intercollegiate competition.

515 Intercollegiate Athletics - Track and Field (3) UC:CSU RPT3

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 Intercollegiate Athletics - Volleyball (3) UC:CSU RPT3

LABORATORY, 10 HOURS.

This course is the intercollegiate volleyball team course. In this course, students learn fundamental, intermediate, and advanced principles, theories, and skills of volleyball and practice volleyball skills, including setting, spiking, passing, and offensive and defensive strategies while participating in intercollegiate competition.

517 Intercollegiate Athletics - Water Polo (3) UC:CSU RPT3

LABORATORY, 10 HOURS.

This course is designated for the Intercollegiate Water Polo team and requires participation in intercollegiate water polo games as a member of the college team. The course covers fundamental and advanced principles/theories of water polo techniques, including instruction, demonstration, and practice of swimming, eggbeater kick, offense, defense, counter attack, and man up and man down situations as well as strategies and game play.

518 Intercollegiate Athletics - Wrestling (3) UC:CSU RPT3

LABORATORY, 10 HOURS.

This course is the intercollegiate wrestling course. The course offers instruction in intermediate and advanced techniques of wrestling and the opportunity to learn strategies and the finer points of wrestling. Rigorous physical conditioning skills, practice, and participation in intercollegiate competition are part of the course activities.

551 Intercollegiate Football - Offensive Techniques (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed for the student-athlete and provides knowledge specifically for offensive techniques for football with emphasis on offensive skills, fundamentals, data input, and offensive philosophy. The student also learns new rules and strategic plays necessary for competition at advanced levels.

552 Intercollegiate Sports - Conditioning & Skills Training (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed for the student athlete. The following areas are emphasized: The analysis and training of athletic skills, the analysis of offensive and defensive systems, physical conditioning, strength training, and aerobic conditioning.

553 Intercollegiate Football - Fitness & Skills Training (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed for the student athlete and provides an advanced strength and conditioning program specific to football with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns new rules and strategic plays necessary for competition at advanced levels.

556 Intercollegiate Basketball - Fitness & Skills Training (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed for the student athlete and provides an advanced strength and conditioning program specific to basketball with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns strategic play necessary for competition at advanced levels.

557 Intercollegiate Baseball - Fitness & Skills Training (1) US:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed for the student athlete and provides an advanced strength and conditioning program specific to baseball, emphasizing injury prevention and safety. The goal of this class is to improve general fitness and strength and to increase explosiveness and speed. The student athlete also learns strategic plays necessary for competition at advanced levels.

558 Intercollegiate Soccer - Fitness & Skills Training (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed for the student athlete and provides an advanced strength and conditioning program specific to soccer with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns strategic play necessary for competition at advanced levels.

563 Intercollegiate Volleyball - Fitness & Skills Training (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed to provide focused strength and conditioning exercises necessary to compete at an advanced level of volleyball competition and to emphasize safety and injury prevention. New rules and movement for volleyball are presented. Cardiovascular endurance, muscular strength, and flexibility are achieved through plyometric, isometric, and power exercises.

564 Intercollegiate Softball - Fitness & Skills Training (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed for the student athlete and provides an advanced strength and conditioning program specific to softball, emphasizing injury prevention and safety. The goal of this class is to improve general fitness and strength and to increase explosiveness and speed. The student also learns strategic plays necessary for competition at advanced levels.

565 Intercollegiate Badminton - Fitness & Skills Training (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed for the out of season badminton student-athlete. This course provides an advanced strength and conditioning program specific to badminton with emphasis on skills, fundamentals, injury prevention and safety. The student also learns intense strategic plays necessary for competition at advanced levels.

571 Intercollegiate Cheerleading - Fitness & Skills Training (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed for members of the ELAC cheerleading team and develops knowledge and provides skills to condition the body for cheer. In addition to exploring various conditioning programs, it offers an opportunity to enhance cheerleading techniques.

Kinesiology Major (KIN MAJ)

CLASSES OPEN TO ALL STUDENTS AS WELL AS PHYSICAL EDUCATION MAJORS.

100 Introduction to Kinesiology (3) UC:CSU (C-ID KIN 100)

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.

103 Introduction to Coaching Athletics (3) UC:CSU
(UC Credit Limit: 8 units Maximum from KIN MAJ 103, 104, 128, AND 129).

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.

104 Officiating Competitive Sports I (2) UC:CSU
(UC Credit Limit: 8 units from KIN MAJ 103, 104, 128, 129).

LECTURE, 1 HOURS; LABORATORY, 2 HOURS.

This course includes the theory, practice, and techniques of officiating various activities in the sports of football, basketball, soccer, cross country, water polo, and other fall sports.

106 Sports Ethics (3) UC:CSU

LECTURE, 3 HOURS.

This course addresses a wide range of moral and ethical issues in sports. Topics include values, principles, racial and gender equity, coaching, commercialization, enhancing stimulants and eligibility, violence, sportsmanship and Code of Ethics in sports. Discussions include perspectives on the ethical issues facing athletes today in youth sports, intercollegiate athletics, Olympic sports, and professional sports.

109 Women in Sport (3) UC:CSU

LECTURE, 3 HOURS.

This course provides students with a chronological history, analysis and interpretation of people, events, and issues that affect women in sports. Physiological, sociological, and psychological aspects of female athletes, as related to all areas of sports, are covered. Students gain an understanding of the significant events of women in athletics from the past to the present and how their significance determines the future of women in sports.

111 Diversity & Equity in Sport (3) CSU

LECTURE, 3 HOURS.

This course provides students with foundational knowledge of diversity, equity, and inclusion within sport organizations. Topics include forms of diversity that affect the sport industry, including disability, social class and economic status, ethnicity and race, political affiliation and influence, age, gender and gender identity, and religion. Discussions include assessing organizational climate, planning strategically, implementing best practices, and using sport as a platform for social change.

113 Exercise Testing & Prescription (2) CSU

LECTURE, 2 HOURS.

This course covers the importance of fitness assessments and how assessment relates to overall program development. Topics include: Assessment of cardio-respiratory endurance, body composition fat analysis, evaluation of muscular strength and endurance, evaluating flexibility, measuring heart rate and blood pressure techniques, and evaluation of exercise test results. Additional topics include: Risk factor evaluations, development of individual exercise programs, factors influencing exercise programs, and the ethics of exercise testing.

114 Techniques of Instruction: Group Fitness (1.5) CSU

LECTURE, 1 HOUR; LABORATORY, 1 HOUR.

This course provides an introduction to the art and science of group exercise instruction and emphasizes designing and delivery of safe and effective exercise classes. In this course students learn how to teach group exercise classes with the emphasis on how to design a physiologically safe and effective group fitness exercise class which includes: Fundamentals of group exercise, primary components of group exercise, and group exercise modalities.

115 Techniques of Instruction: Strength Training (1.5) CSU

LECTURE, 1 HOUR; LABORATORY, 1 HOUR.

This course covers how to teach a variety of strength training techniques and activities to individuals and groups. It studies methods to teaching strength training, equipment, safety factors, principles of strength training, speed and agility training, and basic anatomy and physiology as it applies to strength training. It includes the development of strength training exercises for each body part and program designs.

116 Introduction to Exercise Physiology (3) UC:CSU

LECTURE, 3 HOURS.

This course examines how the body functions under conditions of exercise stress. It covers the fundamentals of human movement and anatomy, the practical applications of muscle function, cardio-respiratory testing and functions, principles of exercise, training techniques, energy metabolism, and the effect of environmental conditions on exercise.

117 Personal Trainer Instructor (3) CSU

LABORATORY, 3 HOURS.

This course is designed to give students the knowledge and understanding necessary to prepare for the Personal Trainer Certification Exam and become effective personal trainers. This is a comprehensive course for designing individualized programs based on each client's unique health, fitness, and goals. The information covered by this course helps students learn how to facilitate rapport, adherence, self-efficacy and behavior change in clients, as well as design programs that help clients to improve posture, movement, flexibility, balance, core function, cardiorespiratory fitness, and muscular endurance and strength.

118 Sports Nutrition (2) UC:CSU

LECTURE, 2 HOURS.

This course is designed to present the principles, background, and rationale for current nutrition guidelines specifically for athletes. Using a physiological basis, this course provides an in-depth look at the science behind sport nutrition and students develop an understanding of nutrition as it relates to sport and the influence of nutrition on exercise performance, training and recovery. Areas of focus include; effects of nutrition on training adaptations, weight management and body composition for athletes, recommendations for carbohydrate intake during training, the role of protein in strength and endurance training, how supplements are used in an athletes' diet, how to balance energy and the role of electrolytes and nutrition for special populations and the immune function.

125 Introduction to Physical Therapy Aide (3)

LECTURE, 3 HOURS.

This comprehensive introduction to Physical Therapy Aide course prepares students for the growing field of Physical Therapy. This course is designed to give students the knowledge and understanding necessary for gaining employment as a Physical Therapy Aide in environments such as hospitals, nursing homes, private practices, rehabilitation centers, and sports medicine clinics. Students learn how to prepare treatment areas, transport patients, and complete administrative tasks.

128 Care and Prevention of Athletic Injuries (3) UC:CSU

(UC Credit Limit: 8 units from KIN MAJ 103, 104, 128, 129).

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.

129 Advanced Care and Prevention of Athletic Injuries (3) UC:CSU

(UC Credit Limit: 8 units from KIN MAJ 103, 104, 128, 129).

Prerequisite: Kinesiology Major 128.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course teaches advanced understanding and illustration of the care and prevention of athletic injuries. It encompasses advanced aspects of identifying common athletic injuries, emergency treatment, preventive measures, and associated follow-up care using advanced rehabilitation techniques.

130 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-on course enables students to practice and be evaluated on their ability, skill, and knowledge of sports-related injuries.

131 Kinesiology Internship Experience (1) CSU

LECTURE, 0.5 HOUR; LABORATORY, 1 HOUR.

This course provides Kinesiology students a structured internship and opportunity for employment off-campus under the supervision of a faculty member within the Kinesiology Department. Internships enable students to develop an understanding and working knowledge of actual operations, events, planning, and management within the career fields of Kinesiology. The internship experience is an essential component in a student's course of study designed to facilitate the integration of theoretical, applied, and academic subject matter in the field.

134 Advanced Lifesaving (2) UC:CSU

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This class provides training in and the opportunity to get certified in the latest Red Cross Lifeguarding program. The Red Cross Lifeguarding certificate includes training in cardiopulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), oxygen administration, and lifeguard management materials.

135 Water Safety Instruction (3) UC:CSU

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. An American Red Cross-Water Safety Instructor certificate is granted upon the successful course completion and qualifying physical exam.

Library Science Department

F3 • (323) 265-8758

Faculty

Rhim, Choonhee, Chair, Professor, Librarian
Alvarez, Nathasha M., Associate Professor, Librarian
Guy, Amy, Professor, Librarian
Lee, Unjoo, Professor, Librarian
Lin, Ken, Professor, Librarian
Montenegro, Erika, Professor, Librarian
Ng, Antonio, Professor, Librarian
Orozco, Cynthia, Associate Professor, Librarian
Suarez, Rita M., Associate Professor, Librarian

Adjunct Associate Professors

Bautista, Sonia
Bourgaize, Karen
Cameron, Amy
Reynaga, Elisa
Shea, Meghan P.
Truong, Irene

SUBJECTS & COURSE DESCRIPTIONS

Library Science (LIB SCI)

101 College Research Skills (1) UC:CSU

LECTURE, 1 HOUR.

This is a practical course in college level research using academic libraries and related information sources. Students develop strategies to find, organize, evaluate, and cite various print and online sources effectively and ethically. These skills help students become strong researchers and life-long learners.

201 Digital Assets: Tools and Methodologies (3) CSU

LECTURE, 3 HOURS.

This course provides an introduction to the basic processes of creating and managing digital assets specifically for museums, libraries, and public/private collections and archives. This includes assessing collection materials, managing files for preservation, and using current digitization software systems. Access issues, metadata schemes, quality control, scanning equipment, and other technologies are also examined.

Life Sciences Department

G5-211 *(323) 415-5036*

Advances in biotechnology, medical science, and scientific research are progressing rapidly. New discoveries, new inventions, new treatments are continually being developed. In this fast changing world, it is important to be able to keep pace. However, before entering such an environment, it is important to first start with the basics. The Life Science Department at ELAC offers courses designed to teach the fundamentals of Anatomy, Biology, Biotechnology, Microbiology, and Physiology. These courses provide the foundation to succeed in any life science field. Students that complete these courses gain knowledge and skills necessary to pursue health, technology, and research careers.

The Life Sciences Department offers an assortment of courses designed to help students transfer to university as STEM majors. ELAC offers Associate of Science: Transfer degrees in Biology and in Public Health. Upon completion of the common core and lower division courses, these degrees allow for streamlined transfer to universities. The courses in Life Sciences are also designed to help students apply to professional schools in Allied Health. Students complete their prerequisites for programs such as: Nursing, Pharmacy, Physician's Assistant, Optometry, Nurse Practitioner, as well as Kinesiology. Graduates of the degree and certificate programs can work as technicians in medical, dental, research and industrial laboratory settings. The Health Science Certificate signifies completion of standard competencies to find employment as a nursing assistant or aide. The Biotechnology Certificate provides the technical skills and basic understanding to seek entry-level positions in biomanufacturing and pharmaceutical industries.

The Life Sciences Department strives to provide the most current, accurate, and practical educational experiences for all types of students at ELAC. The goal is that all students, even those who do not major in STEM, receive a high-quality education to succeed in their life goals.

Faculty

Canales, Nohelia, Chair, Professor, Anatomy, Bioloy and Physiology
Douglas, Dr. Susanne, Associate Professor, Biology
Hill, Brian, Professor, Anatomy
Kelley, Dr. Stacie, Professor, Anatomy, Physiology
Le, Octavian T., Associate Professor, Anatomy, Physiology
Lee, Dr. Jimmy, Professor, Biology
Medina, Dr. Marcus, Associate Professor, Biology
Nguyen, Dr. Tuyen T., Assistant Professor, Biotechnology, Biology, Microbiology
Olsen, Dr. Kirk, Professor, Anatomy, Biology
Oropeza, Dr. Raymond, Professor, Anatomy, Physiology
Reddy, Dr. Bhaskara L., Professor, Anatomy, Physiology
Sarantopoulus, Dr. Helen, Professor, Biology, Microbiology
Souki, Dr. Stuart K., Professor, Anatomy, Biology, Microbiology

Adjunct Associate Professors

Abubakar, Roux, Biology
Adelson, David, Ph.D., Physiology
Ahmadpanah, Seyed, Anatomy, Biology
Banerjee, Ruma, Biology
Barron, Ernesto, Biology
Belt, Carol J., Microbiology
Brockop, Mia, Ph.D., Biology
Caulan, Allea, Biotechnology
Cazares, Juan Luis, M.D., Anatomy, Physiology
Chao, Richard L., Biology
Churches, Nathan, Biology
Cruz Araujo, Helder Filipe, M.D., Ph.D., Physiology
Davis, Alison, Biology, Microbiology
Elfarissi, Hassan, Anatomy
Hernandez, Eddie, Anatomy, Biology
Hoffman, Gena, Ph.D., Biology
Iniguez, Jorge, Ph.D., Biology
Jacoby, Fred J., Ph.D., Biology
Jarosz, Christopher, Ph.D., Physiology
Kim, Harmonee (Hyun Hee), Biology
Mikhail, Mourad M., M.D., Ph.D., Anatomy, Physiology
Newton, Jennifer, Ph.D., Anatomy
Nichols, Simeon, Biotechnology
Pal, Jacqueline, M.D., Anatomy, Physiology
Pittman, Cheryl, Ph.D., Emergency Department Assistant
Poehnder, William, Anatomy, Biology
Priest, Michelle, Microbiology, Physiology
Ramp, Travis, Biology
Reonisto, Peter, M.D., Anatomy
Reonisto, Timothy, Biology, Physiology
Rostami, Mansour, M.D., Anatomy, Physiology
Tsang, Felicia, Ph.D., Microbiology
Zebadua, Emily, Biology, Biotechnology, Microbiology

EDUCATIONAL PROGRAMS

SUBJECTS

- Anatomy
- Biology
- Biotechnology
- Emergency Department Assistant
- Microbiology
- Physiology

SKILLS CERTIFICATE

- Emergency Department Assistant

CERTIFICATES OF ACHIEVEMENT

- Biotechnology
- Health Sciences

ASSOCIATE DEGREE PROGRAMS

- Biology for Transfer
- Environmental Studies: Biology
- Public Health Science for Transfer

SKILLS CERTIFICATE

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 these courses.

SUBJECTS & NO.	COURSE	UNITS
EDA 009	Emergency Department Assistant/ First Responder/Emergency Medical Responder Program	4
HTHTEK 133	Medical Terminology	3
	Total	*7*

CERTIFICATES OF ACHIEVEMENT

Satisfactory completion of all courses with a "C" or better is required for all Certificates of Achievement.

Biotechnology

The Biotechnology Certificate of Achievement program prepares individuals seeking careers in the life sciences/ biotechnology sector. The program is highly hands-on, promotes teamwork, and trains students with analytical, practical, and communication skills that parallel the industry environment, enabling them to think critically and solve on-the-job problems. Employment opportunities include positions such as biological technicians, quality control analysts, manufacturing production technicians, inspectors, testers.

SUBJECT & NO.	COURSE	UNITS
BIOTECH 100	Foundations of Laboratory Science	4
BIOTECH 101*	Biological Molecules: Proteins and Nucleic Acids	4
BIOTECH 103*	Chromatograph and Biomanufacturing	5
COMM 101	Public Speaking	3
ENGLISH 101	College Reading and Composition I	3
OR		
LIB SCI 101	College Research Skills	1
	Total	*17-19*

**This course has a prerequisite.*

***This course has an advisory.*

Health Sciences

The Health Sciences Certificate, offered by the Life Sciences Department, is intended for students planning to apply to accrediated nursing schools and/or seeking employment as a nursing assistant or home health aide. Although completion of the program may satisfy minimum requirements for entry into an accredited nursing program, it does not guarantee admission and requirements vary from program to program.

To earn the Health Sciences Certificate, students must complete each course with a grade of "C" or better. Please note that many nursing programs will require a minimum cumulative grade point average as well as a minimum grade point average in science prerequisites such as anatomy, physiology, and microbiology. Often the requirement will be at least a "B" in some science coursework.

Students are strongly encouraged to consult with a counselor for more information regarding nursing program admission.

SUBJECT & NO.	COURSE	UNITS
ANATOMY 001**	Introduction to Human Anatomy	4
AND		
PHYSIOL 001*	Introduction to Human Physiology	4
OR		
BIOLOGY 020	Human Anatomy and Physiology	8
MICRO 020*	General Microbiology	4
CHEM 051	Fundamentals of Chemistry I	5
OR		
CHEM 065	Introduction to General Chemistry	4
PSYCH 001	Introductory Psychology	3
PSYCH 041	Life-Span Psychology: From Infancy to Old Age	3
	Total	*22-23*

**This course has a prerequisite.*

***This course has an advisory.*

ASSOCIATE DEGREE PROGRAMS

Environmental Studies: Biology, Associate in Arts Degree

The Environmental Studies: Biology Program is an interdisciplinary and multidisciplinary course of study that presents an overview of environmental biology issues and studies the interrelationship between biology and the environment. The curriculum prepares students to deal with the complex environmental problems that confront society by providing a broad, basic understanding of how physical, biological and human components of the environment interact. The degree's core courses examine the relationship between nature and social systems. Furthermore, they introduce students to the interplay between natural and social systems, and the ideological foundations of humankind's attitudes and behaviors with respect to their ever-changing environments. The courses are designed to equip students with necessary lab skills that involve the scientific method, and the critical understanding of the interrelationship between science and nature; helping students to be more avid in the studying and solving of environmental problems that deal with biological science matters. Specifically, this program uses an interdisciplinary approach to introduce students to an overview of environmental biology issues from a variety of perspectives; preparing students to research, analyze, and propose solutions to the different and intricate environmental challenges that the world may face.

SUBJECT & NO.	COURSE	UNITS
CORE REQUIREMENTS; COMPLETE THE FOLLOWING 9 COURSES		31
BIOLOGY 006*	General Biology I	5
BIOLOGY 009	Human Ecology	3
BIOLOGY 022	Marine Biology	4
CHEM 101*	General Chemistry I	5
ECON 060**	Economics and the Environment	3
ENV SCI 001	Introduction to Environmental Science	3
ENV SCI 022*	Environment Science Laboratory	2
ENV SCI 024	Global Climate Change	3
PHILOS 028	Environmental Ethics	3
ELECTIVE COURSES - CHOOSE ONE COURSE FROM THE FOLLOWING		3
HISTORY 078	The Environment in World History	3
HISTORY 097	Introduction to History of Science	3
LAW 060	Environmental Law and Policy	3
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 9 units of major courses may be double counted in LACCD General Education.

**This course has a prerequisite/corequisite.*

*** This course has an advisory.*

Associate in Science in Biology for Transfer

The Associate of Science in Biology for Transfer degree (AS-T in Biology), offered by the Life Sciences Department, is intended for students who plan to transfer and complete a Bachelor's degree in Biology at a California State University (CSU) campus. Curriculum requirements for the AS-T in Biology prepare students to evaluate living systems to address contemporary issues.

To earn the AS-T in Biology, students must complete the following:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC for STEM and/or CSU GE-Breadth for STEM.

Students are strongly encouraged to consult with a counselor for more information regarding university admission and transfer requirements, as this AS-T in Biology may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 006*	General Biology I	5
BIOLOGY 007*	General Biology II	5
	Subtotal	*10*
LIST A		23-25
CHEM 101*	General Chemistry I	5
CHEM 102*	General Chemistry II	5
MATH 261*	Calculus I	5
PHYSICS 101*	Physics for Engineering Scientists I	5
AND		
PHYSICS 102*	Physics for Engineering Scientists II	5
OR		
PHYSICS 006*	General Physics I	4
AND		
PHYSICS 007*	General Physics II	4
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC for STEM or CSU GE for STEM	
	Total	*60*

Note: 9-10 units of major courses may be double counted in LACCD General Education requirements.

Note: IGETC for Stem or CSU GE for Stem requires only 6 units in the Arts and Humanities (IGETC Area 3 or CSU GE Area C), and only 6 units in the Social and Behavioral Science (IGETC Area 4 or CSU Area D). Please refer to pages 90 and 92 for more information.

Note: Students who have already completed PHYSICS 001 and PHYSICS 003 may substitute these courses for PHYSICS 101 and PHYSICS 102.

**This course has a prerequisite.*

Associate in Science in Public Health Science for Transfer

The Associate of Science in Public Health for Transfer (AS-T) degree offered, by the Life Science Department, is intended for students who plan to transfer and complete a Bachelor's degree in Public Health Science or a related field at a California State University (CSU) campus. Curriculum requirements for the AS-T in Public Health Science will prepare students for careers in public health by exposing them to epidemiology, the study of the distribution and determinants of disease and other health issues, and contemporary health issues such as emerging diseases, the impact of an ageing population in the community, and the costs of health care.

To earn the AS-T in Public Health Science, students must complete the following:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Students are strongly encouraged to consult with a counselor for more information regarding university admission and transfer requirements, as this AS-T in Public Health Science may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

SUBJECT & NO.	COURSE	UNITS
REQUIRED CORE		28-30
HEALTH 011	Principles of Healthful Living	3
BIOLOGY 051	Introduction to Public Health for Scientists and Health Professionals	3
MATH 227	Statistics	4
OR		

MATH 227S	Statistics with Support	4
OR		
PSYCH 091	Statistics for the Social and Behavioral Sciences	4
OR		
ECON 020	Statistics for Economics	3
OR		
BUS 015	Business Statistics	3
BIOLOGY 003	Introduction to Human Biology	4
CHEM 065	Introductory General Chemistry	4
OR		
CHEM 101*	General Chemistry I	5
PSYCH 001	Introductory Psychology	3
ANATOMY 001**	Introduction to Human Anatomy	4
AND		
PHYSIOL 001*	Introduction to Human Physiology	4
OR		
BIOLOGY 020*	Human Anatomy and Physiology	8
LIST A (SELECT ONE):		3 UNITS
ECON 001	Principles of Microeconomics	3
ECON 002	Principles of Macroeconomics	3
FAM &CS 021	Nutrition	3
SOC 001	Introduction to Sociology	3
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

Note: 13-15 units of major courses may be double counted in LACCD General Education requirements.

**This course has a prerequisite.*

***This course has an advisory.*

SUBJECTS & COURSE DESCRIPTIONS

Anatomy (ANATOMY)

001 Introduction to Human Anatomy (4)
UC:CSU IGETC Area 5B (C-ID BIOL 110B)
(UC Credit Limit: Anatomy 001 + Physiology 001 combined is equivalent to Biology 020, maximum credit 8 units).

Advisory: Health Information Technology 133 or Biology 003.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course examines cells, tissues, and organs of these human systems: Integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, endocrine, lymphatic, and reproductive. Dissection of the cat and other mammalian organs are used in conjunction with human models in the study of human anatomy.

Biology (BIOLOGY)

003 Introduction to Biology (4) UC:CSU IGETC Area 5B, 5C
(UC Credit Limit: No credit for Biology 003 if taken after Biology 006).

LECTURE, 3 HOURS; LABORATORY, 3 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 bacteria, viruses, protist, 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.

006 General Biology I (5) UC:CSU IGETC Area 5B, 5C (C-ID BIOL 190)
(UC Credit Limit: No credit for Biology 003 if taken after Biology 006).

Prerequisite: Chemistry 065.

Conditions of Enrollment: Completion of intermediate algebra or the equivalent.

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 scientific literacy.

007 General Biology II (5) UC:CSU IGETC Area 5B, 5C (Biology 006 + 007 = C-ID BIOL 135S)
Prerequisite: Biology 006.

Conditions of Enrollment: Completion of intermediate algebra or the equivalent.

LECTURE, 3 HOURS; LABORATORY, 7 HOURS.

This course is a general introduction to the principles of organismal biology. The diversity of bacteria, protists, fungi, plants and animals, plant and animal anatomy and physiology, and ecology are covered. This major course is a continuation of Biology 006.

009 Human Ecology
(3) UC:CSU IGETC Area 5B

LECTURE, 3 HOURS.

This course utilizes basic biological concepts in an interdisciplinary approach to address environmental challenges. Topics addressed may include ecosystem characteristics and functions, population dynamics, energy and material resource use, and pollution and alternative energy sources.

020 Human Anatomy and Physiology (8)
UC:CSU IGETC Area 5B, 5C (C-ID BIOL 115BS)
(UC Credit Limit: Biology 020 is equivalent to Anatomy 001 and Physiology 001 combined, maximum credit 8 units).

Prerequisite: Chemistry 051 or 065.

Advisory: Biology 003.

LECTURE, 6 HOURS; LABORATORY, 6 HOURS.

This course integrates the fundamentals of human anatomy with the fundamentals of cellular and organ system

physiology. Instruction and laboratory procedures (observation, experimentation, and dissection) are designed to provide a solid foundation in the anatomy, histology, and physiology of the organ systems of the human body.

022 Marine Biology (4) UC:CSU IGETC Area 5B, 5C

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

In this course, major principles of biology are studied in relation to marine organisms. Students examine abiotic and biotic factors contributing to marine biodiversity and adaptations. Interactions of marine organisms within and between communities are examined. Human impact on the marine environment is assessed, and mitigation and conservation strategies discussed.

025 Human Biology (3) UC:CSU IGETC Area 5B

LECTURE, 3 HOURS.

In this survey course for the nonscience major, students explain the principle human organ systems according to structure and function and examine the problems of diseases, pollution, population control, and preservation of the natural environment.

046 Genetic Analysis (3) UC:CSU IGETC Area 5B

Prerequisite: *Biology 006.*

LECTURE, 3 HOURS.

This course is designed for Life Science majors as a continuance of their general biology studies. It provides a comprehensive introduction to genetic analysis examining topics such as chromosome analysis, population genetics, and genomics.

051 Introduction to Public Health for Scientists and Health Professionals (3) UC:CSU IGETC Area 4 (C-ID PHS 101)

LECTURE, 3 HOURS.

This course provides an introduction to the discipline of Public Health for scientists and health professionals. Students gain an understanding of the basic concepts and terminology of public health, and the history and accomplishments of public health officials and agencies. An in-depth examination of the core public health disciplines is covered along with epidemiology of infectious and chronic disease; prevention and control in the community.

185 Directed Study - Biology (1) CSU

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 on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN IN ANY ONE DISCIPLINE.

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.*

Biotechnology (BIOTECH)

100 Foundations of Laboratory Science (4)

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course provides both theoretical and practical use of foundational concepts directly required in laboratory science, including discussions on good laboratory practice (GLP) and good manufacturing practice (GMP). The laboratory component provides the skills to solution and media preparation, which is achieved through calculating, assembling, and performing proper laboratory techniques. Other laboratory skills include growing, maintaining, staining, and identifying the morphology of bacteria, in which aseptic techniques are emphasized. The application of industry standard communication protocols, Food and Drug Administration (FDA) regulations, and Standard Operating Procedures (SOP) in the laboratory makes it easier for students to transition into the workforce in the biotechnology industry.

101 Biological Molecules: Proteins and Nucleic Acids (4)

Prerequisite: *Biotechnology 100.*

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course focuses on protein and nucleic acid chemistry. Techniques include protein isolation, purification and characterization, protein assays, immunoassay: Enzyme-Linked Immunosorbent Assay (ELISA), Western Blot, Sodium Dodecyl Sulfate Polyacrylamide (SDS-PAGE), gel-filtration chromatography, isoelectric focusing (IEF), agarose gel electrophoresis, recombinant DNA technology, and Polymerase Chain Reaction (PCR) technology.

103 Chromatography and Biomanufacturing (5)

Prerequisite: *Biotechnology 101.*

LECTURE, 4 HOURS; LABORATORY, 2 HOURS.

This course provides fundamental concepts and techniques to separate and analyze chemical mixtures, such as biomolecules. The lecture includes topics on Thin Layer Chromatography (TLC), High Performance Liquid Chromatography (HPLC), Gas Chromatography Mass Spectrometry (GC-MS), Liquid Chromatography Mass Spectrometry (LC-MS), Ion Exchange Chromatography, Affinity Chromatography, and Size-Exclusion Chromatography. The laboratory focuses on Thin Layer Chromatography (TLC), Ion Exchange Chromatography, Affinity Chromatography, and Size-Exclusion Chromatography, High Performance Liquid Chromatography (HPLC), Gas Chromatography Mass Spectrometry (GC-MS), and Liquid Chromatography Mass Spectrometry (LC-MS) to separate and analyze chemical mixtures.

Emergency Department Assistant (EDA)

009 Emergency Department Assistant/ First Responder/Emergency Medical Responder Program (4)

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This training program provides a basic foundation in emergency medical lifesaving procedures. The major portion of this program is directed towards the standardization of the training for emergency service personnel/first

responders/emergency medical responders and those individuals requiring knowledge of effective lifesaving principles and procedures.

Microbiology (MICRO)

020 General Microbiology (4) UC:CSU IGETC Area 5B, 5C
(UC Credit Limit: Maximum credit 1 course from Microbiology 001 and 020).

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course is the study of microorganisms, including their discovery, morphology, metabolism, genetics, growth requirements, and most importantly, their roles in infectious diseases. This course is recommended for nursing and allied health students. Other major topics covered are virology, immunology, and methods of control of microorganisms. The labs include microscopy, aseptic technique in the handling of bacteria, and isolation, cultivation, staining, identification, and control of bacterial populations.

Physiology (PHYSIOL)

001 Introduction to Human Physiology (4)
UC:CSU IGETC Area 5B, 5C (C-ID BIOL 120B)
(UC Credit Limit: Physiology 001 and Anatomy 001 combined is equivalent to Biology 020, maximum credit 8 units).

Prerequisites: Anatomy 001 and Chemistry 051 or Chemistry 065.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course is the study of the functions of the body. It covers major systems of the body including the nervous, musculo-skeletal, cardiovascular, respiratory, digestive, urinary, immune, integumentary, 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, as well as laboratory measurements of physiological functions are covered during the laboratory sessions.

006 Anatomy and Physiology (6) CSU

LECTURE 4 HOURS; LABORATORY 6 HOURS.

This course is designed for majors in health information technology, medical records, and physical therapy, as well as other health-related programs. The course introduces organ systems, from simple to complex, while correlating how the proper integration of these systems maintains the normal operation of the body. Laboratory sessions include group discussions and written assignments that highlight the significance of course material through the introduction of clinical applications. Cat dissection is not a part of this course. This course fulfills the Anatomy/Physiology requirement for certificates and degrees in Health information Technology.

Mathematics Department

G5-111 • (323) 265-8886

Department secretary, Marisol Naranjo

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, and creates a sense of the abstract beauty and power of mathematics as it relates to the modern world.

Faculty

Castro, Gabriel, Chair, Director, Math Tutoring Center
Alemu, Dawit, Professor
Arenas, Ruben, Professor
Baek, Na Ri, Associate Professor
Carter Jr., Douglas, Associate Professor
Castellon, Dr. Viviana C., Professor
Chung, Angela, Vice Chair, Associate Professor
Deutsch, Lisa K., Professor
Faradineh, Rahim, Professor
Fernandez, Fernando, Professor
Fogel, Charles J., Associate Professor
Ho, Tiffany, Associate Professor
Jones, Dr. Oliver, Professor
Judge, Daniel D., Professor
Kassab, Mohamad, Associate Professor
Kazimir, Dr. Joseph, Professor
Kotlyar, Victoria, Associate Professor
Lam, Albert, Professor
Lee, Michael, Professor
Liao, Guo Jao, Professor
Mohanty, Sara, Associate Professor
Nguyen, Gia, Associate Professor
Nielsen, Dr. Nilupa, Professor
Nolan, Dr. Jeanine, Professor
Panchal, Mona, Vice Chair, Professor
Ruyle, Dr. Jonathan C., Professor
Siswanto, Anne S., Professor
Senensieb, David H., Professor
Smith, Regis A., Professor
Soto-Ortiz, Dr. Luis, Associate Professor
Tall, Dr. Issa A., Professor
Xie, Melanie, Professor
Yun, Dr. Myung, Vice Chair, Professor
Zambrano, Ruth, Associate Professor

Adjunct Associate Professors

Acuna, Susana
Allen, Randall
Alvarado, Noel
Avakyan, Vage
Burniston, Mark
Chang, Hsiao Ying
Chang, Yun Jen
Chen, Ching Chin
Chen, Jen
Chien, Gwendoline
Cho, Michael
Cun,Amber
Daraei, Khosrow
El-Abyad, Abdelwahab
Ellias, Deyanira
Foster, Mark C.
Gasparian, Rouben
Gonzalez, Juan J.
Harjuno, Thomas
Hashemi, Zia A.
Herichi, Hafedh
Hidalgo, Eduardo
Huang, Stephen
Jahani, Fereidoun
Jiang, Jian
Jimenez, Benjamin S.
Kim, Gemma
Kim, Hee
Kim, Mihyung
Kopushyan, Lusine
Lam, Yin Yee
Lee, Elisa
Lee, Stephen C.
Lopez, Emma
Ly, Hoa
Madrigal, Gerardo
Martirossian, Martin
Mirfattah, Mehdi
Moradi-Bidhen, Reza
Ngo, Huygenx
Nguyen, Hoang
Oh, Sora
Ong, Hai
Phan, Henry
Powell, Dr. Lawrence C.
Ramos, Guadalupe A.
Tan, San
Tran, Lynn
Tseng, Kelly
Villavicencio, Angelo A.
Wang, Karen
Wilson, Brent
Wong, Rich
Wong, Su Lan
Yabuki, Shinichi
Yang, Iris
Zhang, Zhong Yuan
Zheng, Adam

EDUCATIONAL PROGRAMS

SUBJECTS

- Mathematics

- Math - Noncredit

ASSOCIATE DEGREE PROGRAMS

- Mathematics - A.A., A.S.
- Mathematics for Transfer

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, finance, management, and operations research depend upon the use of mathematics in developing solutions to practical problems.

SUBJECT & NO.	COURSE	UNITS
COMPLETE THE FOLLOWING FOUR COURSES		19
MATH 173*	Object-Oriented Programming and Design	4
MATH 261*	Calculus I	5
MATH 262*	Calculus II	5
MATH 263*	Calculus III	5
COMPLETE ONE COURSE FROM THE FOLLOWING		3
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
COMPLETE NINE UNITS FROM THE FOLLOWING		9
MATH 192	TI Graphing Calculator	1
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
MATH 241	Trigonometry with Vectors	4
OR		
MATH 241S	Trigonometry with Vectors with Support	4
MATH 260*	Pre-Calculus	5
OR		
MATH 260S*	Precalculus with Support	5
MATH 270*	Linear Algebra	3
MATH 273*	Introduction to Data Structures and Algorithms	4
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
MATH 286*	Partial Differential Equations in the Natural Sciences	5
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 9 units of major courses may be double counted in LACCD General Education area B2, C and D1.

**This course has a prerequisite.*

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, finance and economics depend upon the use of mathematics in developing solutions to practical problems.

SUBJECT & NO.	COURSE	UNITS
COMPLETE THE FOLLOWING SEVEN COURSES		30
MATH 173*	Object-Oriented Programming and Design	4
MATH 261*	Calculus I	5
MATH 262*	Calculus II	5
MATH 263*	Calculus III	5
PHYSICS 101*	Physics for Engineers and Scientists I	5
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
COMPLETE FOURTEEN UNITS FROM THE FOLLOWING:		14
BIOLOGY 006*	General Biology I	5
BIOLOGY 007*	General Biology II	5
CHEM 101*	General Chemistry I	5
CHEM 102*	General Chemistry II	5
MATH 192	TI Graphing Calculator	1
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
MATH 273*	Introduction to Data Structures and Algorithms	4
MATH 286*	Partial Differential Equations in the Natural Sciences	5
PHYSICS 102*	Physics for Engineers and Scientists II	5
PHYSICS 103*	Physics for Engineers and Scientists III	5
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 6 units of major courses may be double counted in LACCD General Education area A and D2.

**This course has a prerequisite.*

Associate in Science in Mathematics for Transfer

The Associate in Science in Mathematics for Transfer degree is designed to award an Associate in Science degree to those who are intending to transfer to the California State University system in mathematics. The Associate in Mathematics for Transfer degree is intended to meet the needs of mathematics students who do not require significant coursework in the sciences to complete their degree. The requirements for the Associate in Science in Mathematics for Transfer degree were chosen solely to meet the requirements for the Transfer Model Curriculum in Mathematics and may not be adequate preparation for transfer to insitutions outside of the California State University System. Requirements for the Associate in Science in Mathematics for Transfer degree inclue:

1. Completion of 60 CSU transferable semester units, including (a) the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education Breadth requirements, and (b) a minimum of 18 semester units or 27 quarter units in a major or area of emphasis.
2. Achieve a grade point average of 2.0 and earn a "C" (or "P") for each course in the major in all major courses.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
MATH 261*	Calculus I	5
MATH 262*	Calculus II	5
MATH 263*	Calculus III	5
	Subtotal	*15*
LIST A		6
List A: Select one to two (3-6 units)		
MATH 270*	Linear Algebra	3
MATH 275*	Ordinary Differential Equations	3
LIST B		
Select one (if only one course is chosen from List A above)		
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
PHYSICS 101*	Physics for Engineers and Scientists I	5
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

Note: 3-7 units of major courses may be double counted in LACCD General Education requirements.

Note: Students who have already completed PHYSICS 001 may substitute this course for PHYSICS 101

**This course has a prerequisite.*

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Mathematics (MATH)

Note: There is no credit by examination for any math class.

120 Plane Geometry (5)

LECTURE, 5 HOURS.

This is a basic course in the fundamentals of Euclidean plane geometry which includes consideration of geometric properties and relationships. Practice in accurate thinking and developing logical proofs are emphasized.

125 Intermediate Algebra (5)

LECTURE, 5 HOURS.

Note: A scientific or business calculator is required for this class.

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.

125S Intermediate Algebra with Support (5)

LECTURE, 5 HOURS; LABORATORY, 2 HOURS.

Note: A scientific or business calculator is required for this class.

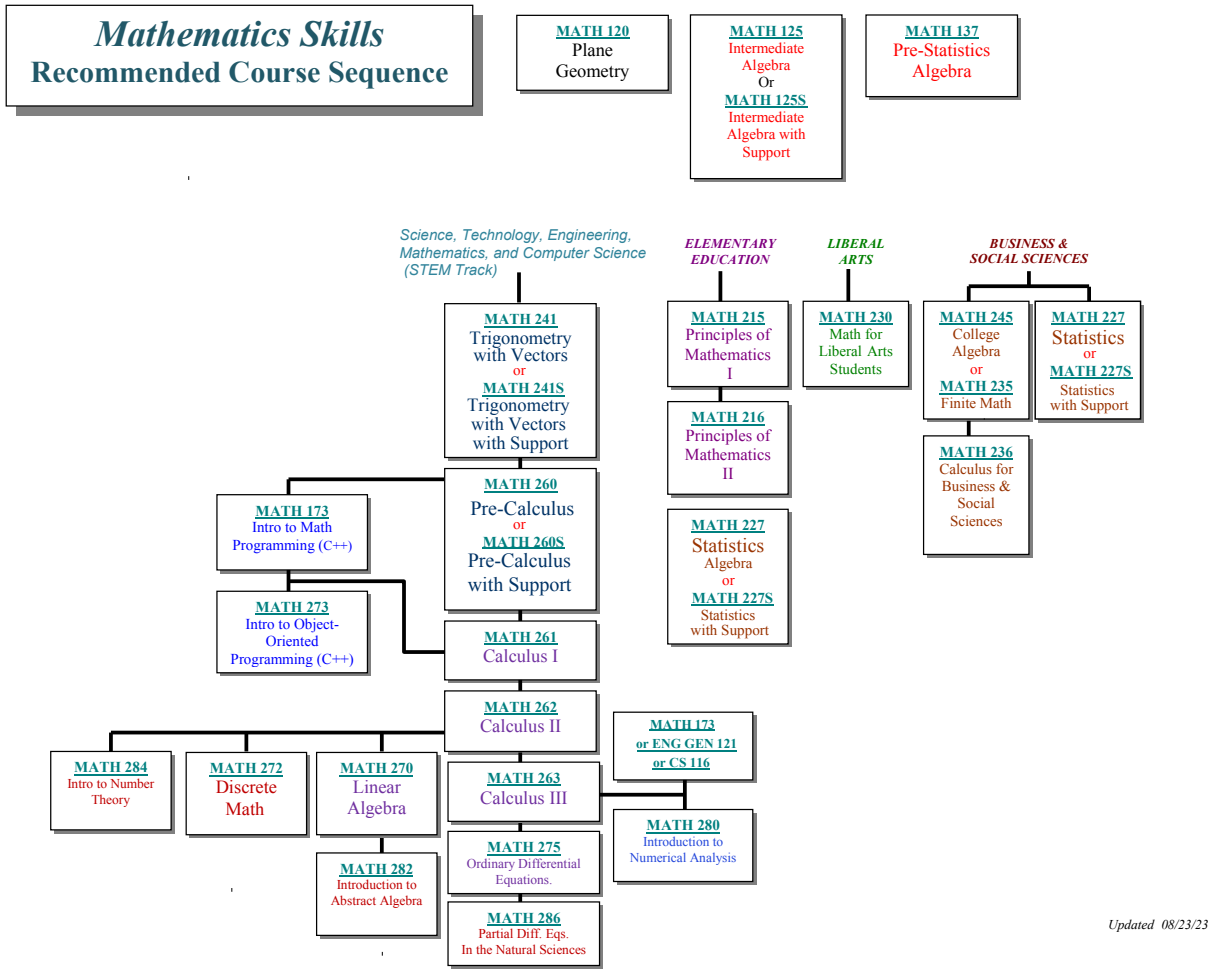
This course includes a mandatory lab component to review topics from prealgebra and elementary algebra. This course strengthens and further develops manipulative skills in elementary algebra. Topics include the fundamental operations on algebraic expressions, solutions of equations and inequalities, 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.

134 Accelerated Elementary and Intermediate Algebra (6)

LECTURE, 4 HOURS; LABORATORY, 4 HOURS.

An accelerated course covering topics from Elementary and Intermediate Algebra. Topics include linear equations and inequalities, exponents, polynomials and factoring, rational expressions, rational equations and inequalities, radical expressions and equations, quadratics equations and inequalities, graphing linear and nonlinear equations and inequalities, system of linear and nonlinear equations and inequalities, functions, exponential and logarithmic functions, conics, and sequences and series. This course has a computer lab component and satisfies any Intermediate Algebra requisite.

MATHEMATICS SKILLS RECOMMENDED COURSE SEQUENCE



137 Pre-Statistics Algebra (5)

LECTURE, 5 HOURS.

This course introduces algebra topics and the basic elements of exploratory data analysis. Topics in the course include: Solving algebraic equations, simplifying algebraic expressions, data analysis, sample statistics and graphs, measures of central tendency and spread, functions and their graphs, probability, sequences and series, and exponential and logarithmic functions. This class is intended as preparation for students who wish to take Statistics.

173 Object-Oriented Programming and Design (4) UC:CSU

Prerequisite: Mathematics 260.

LECTURE, 3 HOURS; LABORATORY, 2 HOURS.

This course covers major programming concepts including theory, applications, and object-oriented programming, primarily in C++. Variables and basic data types, operators, bitwise arithmetic, control structures, input and output, arrays, multidimensional arrays, strings, an introduction to the Standard Template Library, functions, an introduction to recursion, structures, pointers, references, dynamic memory management, file handling, casting operators, namespaces, operator overloading, preprocessor directives, and exception handling are discussed in detail. Classes and object-oriented programming, including constructors and destructors, inheritance, virtual functions, polymorphism, interfaces through abstract base classes, and data encapsulation and modeling principles are also covered in detail. Differences between the Java language and C++ are discussed. Commenting of code and debugging are emphasized throughout the course. Examples from mathematics are included as well as a significant project requiring object-oriented design. Students gain practice in utilizing outside code via practice with a graphics API.

192 Graphing Calculator (1) CSU

LECTURE, 1 HOUR.

This course introduces the use of the graphing calculator. It includes topics such as graphing functions in two

and 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 (C-ID MATH 120)
(UC Credit Limit: 1 course maximum from: MATH 215 and 216).

Conditions of Enrollment: Completion of intermediate algebra or the equivalent.

LECTURE, 3 HOURS.

This course is intended for those who plan to teach mathematics 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
(UC Credit Limit: 1 course maximum from: MATH 215 and 216).

Prerequisite: Mathematics 215.

LECTURE, 3 HOURS.

This course is the second in the sequence intended for those who plan to teach elementary school mathematics. Topics 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 (C-ID MATH 110)
(UC Credit Limit: 1 course maximum from: MATH 227, 227S, BUS 015, ECON 020, and PSYCH 091).

Conditions of Enrollment: Completion of intermediate algebra or the equivalent.

LECTURE, 4 HOURS.

Note: A calculator is required. See the instructor about the specific kind needed.

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 t-distributions; linear correlation, and regression analysis are also presented as topics.

227S Statistics with Support (4) UC:CSU IGETC Area 2A
(UC Credit Limit: 1 course maximum from: MATH 227, 227S, BUS 015, ECON 020, and PSYCH 091).

Conditions of Enrollment: Completion of intermediate algebra or the equivalent.

LECTURE, 4 HOURS; LABORATORY, 1 HOUR.

Note: A calculator is required. See the instructor about the specific kind needed.

This course is an introduction to probability, measures of central tendency and dispersion, descriptive and inferential statistics including sampling, estimation, and hypothesis testing. Analysis of variance, chi-square and student t-distributions, linear correlation, and regression analysis are also presented as topics.

230 Mathematics for Liberal Arts Students (3) UC:CSU IGETC Area 2A

Conditions of Enrollment: Completion of intermediate algebra or the equivalent.

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, systems of numeration, number theory, algebra, the metric system, geometry, mathematical systems, consumer mathematics, probability, statistics, graph theory, voting and apportionment which are intended to illustrate the nature of mathematical discovery, the utility of mathematical applications, and the beauty of geometric design.

235 Finite Mathematics (5) UC:CSU IGETC Area 2A (C-ID MATH 130)

Conditions of Enrollment: Completion of intermediate algebra or the equivalent.

LECTURE, 5 HOURS.

Note: A calculator is required. See the instructor about the specific kind needed.

This course covers topics in finite mathematics with applications to business and social sciences. Systems of linear equations, inequalities, linear programming, mathematics of finance, matrix algebra, probability, statistics, and game theory are among the topics presented.

236 Calculus for Business and Social Science (5) UC:CSU IGETC Area 2A (C-ID MATH 140)
(UC Credit Limit: 1 course maximum from: MATH 236 combined with MATH 261).

Prerequisite: Mathematics 235 or Mathematics 245.

LECTURE, 5 HOURS.

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.

This course consists of elementary differential and integral calculus of algebraic, exponential, and logarithmic functions, as well as partial derivatives and the method of Lagrange multipliers. Applications to business and the social sciences are emphasized.

241 Trigonometry with Vectors (4) CSU

Conditions of Enrollment: Completion of intermediate algebra or the equivalent.

LECTURE, 4 HOURS.

Note: A scientific calculator is required for this class. See the instructor about the specific kind needed.

This course includes the study of the trigonometric functions and their inverses; measurement of angles in degrees and in radians; evaluating triangles; solutions of trigonometric equations; verification of trigonometric identities; vectors; complex numbers; graphing trigonometric functions and polar curves.

241S Trigonometry with Vectors with Support (4) CSU
Conditions of Enrollment: *Completion of intermediate algebra or the equivalent.*

LECTURE, 4 HOURS; LABORATORY, 1 HOUR.

Note: *A scientific calculator is required for this class. See the instructor about the specific kind needed.*

This course includes the study of the trigonometric functions and their inverses; measurement of angles in degrees and in radians; evaluating 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
(UC Credit Limit: *Math 245, 260 and 260S combined - maximum credit five units).*

Conditions of Enrollment: *Completion of intermediate algebra or the equivalent.*

LECTURE, 3 HOURS; LABORATORY, 1 HOUR.

Note: *A scientific calculator is required for this class. See the instructor about the specific kind needed.*

This course covers topics including polynomial and rational functions, inverse, exponential and logarithmic functions, systems and matrices, analytical geometry, sequences and series, the binomial theorem, mathematical induction, counting theory, and probability.

260 Precalculus (5) UC:CSU IGETC Area 2A
(UC Credit Limit: *Math 245, 260 and 260S combined - maximum credit five units).*

Prerequisite: *Mathematics 241 or Mathematics 241S.*

LECTURE, 5 HOURS.

Note: *A calculator is required. See the instructor about the specific kind needed.*

This course covers topics in college algebra including polynomial and rational functions, exponential and logarithmic functions, systems of equations and inequalities, conic sections, sequences and series, and limits as a preview to calculus.

260S Precalculus with Support (5) UC:CSU IGETC Area 2A
(UC Credit Limit: *Math 245, 260 and 260S combined - maximum credit five units).*

Prerequisite: *Mathematics 241 or Mathematics 241S.*

LECTURE, 5 HOURS, LABORATORY 1 HOUR.

Note: *A calculator is required. See the instructor about the specific kind needed.*

This course reviews topics from Intermediate Algebra, and covers topics in college algebra including polynomial and rational functions, exponential and logarithmic functions, systems of equations and inequalities, conic sections, sequences and series, and limits as a preview to calculus.

261 Calculus I (5) UC:CSU IGETC Area 2A (C-ID MATH 211)
(UC Credit Limit: *1 course maximum from*: *MATH 236 combined with Math 261).*

Prerequisite: *Mathematics 260 or 260S.*

LECTURE, 5 HOURS.

Note: *A calculator is required. See the instructor about the specific kind needed.*

This is the first of a three-course sequence in calculus. Topics include limits and continuity, rates of change, derivatives, applications of differentiation, integrals, the Fundamental Theorem of Calculus, and applications of integration.

262 Calculus II (5) UC:CSU IGETC Area 2A (C-ID MATH 221)
Prerequisite: *Mathematics 261.*

LECTURE, 5 HOURS.

Note: *A calculator is required. See the instructor about the specific kind needed.*

This is the second in a three-course sequence in calculus. Topics include differentiation and integration of logarithmic, exponential, circular and hyperbolic functions and their inverses, indeterminate forms, improper integrals, standard techniques of integration, applications of integration, parametric equations and polar coordinates, arc length, area of a surface of revolution, infinite sequences and series, and representation of functions as power series.

263 Calculus III (5) UC:CSU IGETC Area 2A (C-ID MATH 230)
Prerequisite: *Mathematics 262.*

LECTURE, 5 HOURS.

Note: *A calculator is required, see instructor about the specific kind needed.*

This is the third of a three-course sequence in calculus. Topics include vectors and the geometry of space, vector functions, partial derivatives, multiple integrals, and vector calculus.

270 Linear Algebra (3) UC:CSU IGETC Area 2A (C-ID MATH 250)
Prerequisite: *Mathematics 262.*

LECTURE, 3 HOURS.

This course includes the study of systems of linear equations and their solutions, matrices, determinants, vector spaces, linear transformations, orthogonality, and characteristic value problems.

272 Methods of Discrete Mathematics (5)
UC:CSU IGETC Area 2A (C-ID MATH 160)
Prerequisite: *Mathematics 262.*

LECTURE, 5 HOURS.

This course introduces sets, relations, functions and logic along with formal methods of proof such as contradiction, contrapositive, induction, diagonalization, recursion, and the Pigeonhole principle. These ideas and methods are developed by looking at problems from combinations and counting, elementary number theory, and graph theory. Topics from map coloring, complexity, and cryptography are also discussed.

273 Introduction to Data Structures and Algorithms (4) UC:CSU
Prerequisites: *Mathematics 173.*

LECTURE, 3 HOURS; LABORATORY, 2 HOURS.

This course is an introduction to the study of data structures and algorithms as well as an introduction to software development primarily in C++. The course begins with a short review of object-oriented programming, emphasizing utilizing and extending existing code through inheritance and interfaces. The review leads into more advanced topics including multiple inheritance, virtual

inheritance, the diamond problem, templates, and multithreading. Complexity analysis, including Big-O notation, best case, worst case, average case, and amortized analysis are covered in detail. Data structures and algorithms are covered in a language-independent manner. Linked lists, stacks, queues, trees, heaps, and graphs are covered in detail along with associated implementation and memory management techniques. Algorithms for searching and sorting, including hashing, are covered in detail. Recursion, which was introduced in the previous course, is analyzed rigorously. The Standard Template Library is discussed in reference to each data structure and algorithm covered in the course. Software development is explored in the contexts of event-driven programming and video game programming. A large scale project requiring significant planning, collaboration, and documentation is required.

275 Ordinary Differential Equations (3)
UC:CSU IGETC Area 2A (C-ID MATH 240)
Prerequisite: *Mathematics 263.*

LECTURE, 3 HOURS.

Note: *A scientific calculator is required for this class.*

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 applications problems. Other topics covered include existence and uniqueness theorems, systems of linear differential equations, numerical and graphical methods using computers, and the Laplace transform.

280 Introduction to Numerical Analysis (3) UC:CSU IGETC Area 2A
Prerequisites: *Mathematics 263 and EITHER Mathematics 173 or General Engineering 121 or Computer Science 216.*

LECTURE, 3 HOURS.

This course is designed to provide an introduction to numerical methods. Topics include error analysis, finding roots of non-linear equations, numerical methods for matrix operations, interpolation and curve fitting. Numerical methods in differentiation and integration are also considered.

282 Introduction to Abstract Algebra (3) UC:CSU
Prerequisites: *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: *Mathematics 262.*

LECTURE, 3 HOURS.

This course introduces 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.

286 Partial Differential Equations in the Natural Sciences (5) UC:CSU
IGETC Area 2A
Prerequisite: *Mathematics 275.*

LECTURE, 5 HOURS.

This course introduces linear partial differential equations and boundary and initial value problems with particular emphasis on the wave equation, the heat equation, and the Laplace equation. The techniques of separation of variables, eigenfunction expansions, and the method of characteristics for nonlinear equations are also studied.

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 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 IN ANY ONE DISCIPLINE.

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.

Noncredit Mathematics

Note: NDA after a course indicates that this course will not meet the Associate degree requirement, and is non-degree applicable.

Math - Noncredit (MATH NC)

105ACE Preparatory Mathematics: Rational Expressions (0) NDA

LECTURE, 0.12 HOURS.

This non-credit course covers the topic of rational expressions. It builds on the manipulation of rational numbers, and generalizes to rational expressions. Starting from multiplying and dividing fractions, students add and subtract fractions, and generalize operations to rational expressions. Students reduce fractions and simplify rational expressions via the Least Common Denominator (LCD) method. Elements of factoring are also reviewed.

105BCE Preparatory Mathematics: Factoring and Quadratic Equations (0) NDA

LECTURE, 0.12 HOURS.

This non-credit course introduces the topic of solving quadratic equations. Factoring common factors and solving quadratic equations in factored form using the principle of zero-products factors are covered. Factoring by grouping is extended to some trinomials.

105CCE Preparatory Mathematics: Properties of Exponentials and Scientific Notation (0) NDA

LECTURE, 0.12 HOURS.

This non-credit course covers the topic of properties of exponents and scientific notation. Topics include evaluating exponential expressions, using the product rule for exponents, using the power rule for exponents, using the power rules for products and quotients, using the quotient rule for exponents, defining a number raised to the zero power, simplifying expressions containing negative exponents, determining and using all the rules and definitions for exponents to simplify exponential expressions, writing scientific notation, converting numbers from scientific notation to standard form, and performing operations on numbers written in scientific notation

105DCE Preparatory Mathematics: Solving Linear Equations and Linear Inequalities (0) NDA

LECTURE, 0.12 HOURS.

This non-credit course covers the topic of solving linear equations and linear inequalities. Topics include applying a general strategy for solving a linear equation, solving an equation that contains fractions and decimals, recognizing identities and equations with no solutions, and solving a linear inequality with one variable where the solution is graphed on a number line and written in interval notation.

105ECE Preparatory Mathematics: Algebra with Polynomials (0) NDA

LECTURE, 0.12 HOURS.

This non-credit course that covers the fundamentals of polynomials in algebra. Topics include identifying the type of polynomial, the degree, addition, subtraction, multiplication, and division with polynomials.

105FCE Preparatory Mathematics: Irrational Numbers and Radicals (0) NDA

LECTURE, 0.12 HOURS.

This non-credit course covers the fundamentals of the irrational numbers. Topics include comparing a rational number with an irrational number, determining a perfect square, or a perfect cube, and evaluating the square root of a perfect square, evaluating the cube root of a perfect cube, simplifying a square root, and simplifying a cube root.

105GCE Preparatory Mathematics: Order of Operations with Integers (0) NDA

LECTURE, 0.12 HOURS.

This non-credit course covers the fundamentals of integers and signed arithmetic. Topics include plotting integers on the real number line, comparing integer values using inequality symbols, computing the absolute value of integers, addition, subtraction, multiplication, and division of integers, order of operations with integers, and applications of signed arithmetic.

105HCE Preparatory Mathematics: Arithmetic with Fractions (0) NDA

LECTURE, 0.12 HOURS.

This non-credit course covers the fundamentals of fractions and arithmetic. Topics include simplifying fractions, addition, subtraction, multiplication, and division with fractions, and order of operations with fractions.

105JCE Preparatory Mathematics: Arithmetic with Decimals (0) NDA

LECTURE, 0.12 HOURS.

This non-credit course covers the fundamentals of decimals and arithmetic. Topics include converting a fraction to a decimal, identifying place value, approximation of a decimal value, and addition, subtraction, multiplication, and division with decimals.

105KCE Preparatory Mathematics: Unit Conversion (0) NDA

LECTURE, 0.12 HOURS.

This non-credit course covers the fundamentals of unit conversion by converting units of distance, time, volume, weight, and mass, in the metric system and the English system. Topics include the meaning of prefixes in the metric system, the study of unit relationships in the metric system and the English system, the conversion of units within the metric system and English system.

105MCE Preparatory Mathematics: Cartesian Coordiate System and Graphing (0) NDA

LECTURE, 0.12 HOURS.

This non-credit course covers the fundamentals of plotting points on the Cartesian coordinate system and applications to graphing linear equations in two variables. Topics include the definition of a point, plotting points on the Cartesian coordinate system, using two points to define a line, the slope of a line, graphing a line using the slope intercept form, determine the equation of a line using the point slope form.

Media Arts and Technologies Department

***E7 – B41** • (323) 265-8810*

ELAC offers a variety of courses in Animation, Broadcasting, Media Arts and Photography. The Photography Discipline provides education in both digital and traditional photography, as well as, studio and the laboratory processes. A wide variety of immersive courses include instruction in lighting, digital image manipulation, digital cinema and video production, custom printing, portraiture, visual communications, marketing, concept and portfolio development. These classes provide our students with the knowledge necessary to succeed in challenging and exciting fields such as family and event photography, commercial photography, broadcasting and entertainment production. Our Photography Discipline offers a total of eight Skills Certificate and Certificates of Achievement that lead to two Associate in Arts Degrees in Photography and in Desktop Publishing. Completing our program can pave the way to success, prepare you for career advancement, or assist in making a career transition. Our facility has over eight separate teaching labs including black and white and color darkrooms, a film processing lab, a commercial studio, computer lab and a variety of professional equipment for students to use.

Photographers are problem solvers who combine artistry, technique, design, and creativity to make compelling images that tell a story. The digital revolution and increasingly sophisticated imaging software mean photography is now limited only by imagination.

Faculty

Lyle, Robert A, Chair, Professor, Photography
Farre, Rosa, Associate Professor, Animation
Libonati, Mike, Professor, Animation
O'Brien, Dylan S., Associate Professor, Photography
Tsai, Michael C., Professor, Photography

Adjunct Associate Professors

Blum, Thomas K., Photography
Chang, Richard E., Photography
Hughes, Mary, Photography
Ly, Dr. Vi, Photography
McCready, Lynn, Photography
Russell, Kathryn K., Photography
Smith, Jill, Photography
Valenzuela, Mei B., Photography

EDUCATIONAL PROGRAMS

SUBJECTS

- Animation
- Broadcasting
- Media Arts
- Photography

SKILLS CERTIFICATES

- Black and White Darkroom Laboratory Processing
- Portrait Photography

CERTIFICATES OF ACHIEVEMENT

- Animation (Level I)
- Animation (Level II)
- Color Printing and Processing
- Desktop Publishing
- Digital Imaging
- Large Format Photography
- Multimedia (Level I)
- Multimedia (Level II)
- Photography and Digital Imaging
- Studio Lighting and Techniques

ASSOCIATE DEGREE PROGRAMS

- Animation
- Desktop Publishing
- Multimedia
- Photography

SKILLS CERTIFICATES

Black and White Darkroom Laboratory Processing

Students learn the finer points of traditional photographic lab techniques for film processing and custom printmaking in various sizes and formats. Fine-tuning the process to achieve specific results, as well as gallery-quality presentation, are covered. Still life and product photography will also be taught in the studio.

SUBJECT & NO.	COURSE	UNITS
PHOTO 010	Beginning Photography	3
PHOTO 016*	Fundamental Commercial Photography	3
PHOTO 032*	Intermediate Black and White Photography	3
	Total	*9*

**This course has a prerequisite.*

Portrait Photography

Students prepare for entry into portraiture careers by learning studio and location lighting, working with subjects, and developing concepts to create irresistible images. Retouching, printing, fashion, and portfolio development are also covered.

SUBJECT & NO.	COURSE	UNITS
PHOTO 010	Beginning Photography	3
PHOTO 015*	Fundamentals of Portraiture	3
PHOTO 031*	Advanced Portrait Techniques	3
	Total	*9*

*This course has a prerequisite.

CERTIFICATES OF ACHIEVEMENT

Animation (Level I)

Students completing this Certificate of Achievement program 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
ANIMATN 221	Three-Dimensional Animation I	3
ART 201	Drawing I	3
ART 639	Introduction to Digital Imaging	3
	Total	*21*

*This course has a prerequisite.

Animation (Level II)

A Certificate of Achievement program consisting of all of the courses required for the Animation Level I Certificate of Achievement, plus an additional 15 units as follows:

SUBJECT & NO.	COURSE	UNITS
	Certificate of Achievement in Animation Level I	*21*
ANIMATN 219*	Animation Process and Production	3
ANIMATN 227*	Three-Dimensional Character Animation	3
ANIMATN 264*	3D Modeling	3
ANIMATN 265*	Rendering	3
ART 209	Perspective Drawing I	3
	Total	*36*

*This course has a prerequisite.

Color 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 making artistic compositional decisions with color as a variable.

SUBJECT & NO.	COURSE	UNITS
PHOTO 010	Beginning Photography	3
PHOTO 017*	Introduction to Color Photography	3
PHOTO 018*	Advanced Color Photography	3
PHOTO 030*	Creative Color Techniques	3
	Total	*12*

*This course has a prerequisite.

Desktop Publishing

(This program is offered under a consortium of the departments of Journalism, and Media Arts.)

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 217-1*	Publication Laboratory I	2
PHOTO 028	Laboratory Processes	1
PHOTO 047	Introduction to Digital Photography	3
PHOTO 048*	Intermediate Digital Photography	3
TWELVE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW:		12
	(The student may select all twelve units from one subject or from a combination of subjects).	
ART 201	Drawing I	3
ART 501	Beginning Two-Dimensional Design	3
ART 604*	Graphic Design I	3
ART 633	Introduction to Computer Graphics	3
JOURNAL 202*	Advanced Newswriting	
JOURNAL 218-1*	Practical Editing I	3
JOURNAL 219-1*	Techniques for Staff Editors I	1
JOURNAL 228-1*	Beginning Computerized Composition	3
PHOTO 010	Beginning Photography	3
PHOTO 017*	Introduction to Color Photography	3
PHOTO 022*	Creative Photo-Vision	3
PHOTO 032*	Intermediate Black and White Photography	3
	Total	*30*

*This course has a prerequisite.

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
MEDIART 101	Introduction to Digital Film Production	3
PHOTO 010	Beginning Photography	3
PHOTO 047	Introduction to Digital Photography	3
PHOTO 048*	Intermediate Digital Photography	3
PHOTO 051*	Advanced Digital Techniques	3
PHOTO 185	Directed Studies - Photography	1
	Total	*16*

*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 005*	Photographic Sensitometry	3
PHOTO 010	Beginning Photography	3
PHOTO 012*	Advanced Photographic Techniques	4
PHOTO 016*	Fundamental Commercial Photography	3
	Total	*13*

*This course has a prerequisite.

Multimedia (Level I)

(This program is offered under a consortium of the departments of Art and Media Arts & Technologies)

Students completing this Certificate of Achievement program 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
ANIMATN 221	Three-Dimensional Animation I	3
ART 213*	Color Theory	3
ART 501	Beginning Two-Dimensional Design	3
ART 604*	Graphic Design I	3
ART 633*	Introduction to Computer Graphics	3
ART 639	Introduction to Digital Imaging	3
ART 645*	Introduction to Web Site Design	3
	Total	*27*

**This course has a prerequisite.*

Multimedia (Level II)

(This program is offered under a consortium of the departments of Art and Media Arts & Technologies)

A Certificate of Achievement program consisting of all of the courses required for the Multimedia Level I Certificate of Achievement, plus an additional 9 units as follows:

SUBJECT & NO.	COURSE	UNITS
	Certificate of Achievement in Multimedia Level I	*27*
ANIMATN 219*	Animation Process and Production	3
ANIMATN 261*	Introduction to Virtual, Mixed, and Augmented Reality	4
ART 635	Desktop Publishing Design	3
	Total	*37*

**This course has a prerequisite.*

Photography and Digital Imaging

This comprehensive Certificate of Achievement covers both traditional and digital photography various formats. Students explore color and black and white photography, Photoshop and printing, and studio and location shoots. Students take captivating pictures of diverse subjects, such as fashion, landscapes, food, products, events, athletics, and design, while creating intriguing styles and themes. In-depth, practical classes teach advanced photographic techniques and aesthetics, then students choose an elective and do an independent study to help them specialize their unique photographic brand. They finish this certificate with a commercial quality portfolio focused on their area of interest within professional photography.

SUBJECT & NO.	COURSE	UNITS
PHOTO 003*	Commercial Fields	6
PHOTO 005*	Photographic Sensitometry	3
PHOTO 010	Beginning Photography	3
PHOTO 012*	Advanced Photographic Techniques	4
PHOTO 016*	Fundamental Commercial Photography	3
PHOTO 017*	Introduction to Color Photography	3
PHOTO 018*	Advanced Color Photography	3
PHOTO 047	Introduction to Digital Photography	3
PHOTO 048*	Intermediate Digital Photography	3
PHOTO 185	Directed Study - Photography	1
ONE COURSE FROM THE FOLLOWING:		3
MEDIART 101	Introduction to Digital Film Production	3
PHOTO 015*	Fundamentals of Portraiture	3
PHOTO 022*	Creative Photo-Vision	3
PHOTO 030*	Creative Color Techniques	3
PHOTO 031*	Advanced Portrait Techniques	3
PHOTO 032*	Intermediate Black and White Photography	3
PHOTO 051*	Advanced Digital Techniques	3
	Total	*35*

**This course has a prerequisite.*

Studio Lighting and Techniques

This in-depth Certificate of Achievement covers commercial photography for products, fashion, food, catalogs, and advertisements. Professional lighting and shooting techniques are taught in the studio and on location. Students will finish with a portfolio of impressive industry-standard images.

SUBJECT & NO.	COURSE	UNITS
PHOTO 003*	Commercial Fields	6
PHOTO 010	Beginning Photography	3
PHOTO 012*	Advanced Photographic Techniques	4
PHOTO 016*	Fundamental Commercial Photography	3
	Total	*16*

**This course has a prerequisite.*

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
COMPLETE THE FOLLOWING 14 COURSES:		42
ANIMATN 212*	Animation Character Development	3
ANIMATN 216*	Layout and Background Painting	3
OR		
ANIMATN 268	Compositing	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 225*	Three-Dimensional Character Animation	3
OR		
ANIMATN 264*	3D Modeling	3
ANIMATN 226*	Three-Dimensional Previsualization and Camera Techniques	3
OR		
ANIMATN 265*	Rendering	3
ANIMATN 227*	Three-Dimensional Animation Project	3
OR		
ANIMATN 261*	Introduction to Virtual, Mixed, and Augmented Reality	4
ART 201	Drawing I	3
ART 204	Life Drawing I	3
ART 209	Perspective Drawing I	3
ART 213*	Color Theory	3
ART 639	Introduction to Digital Imaging	3

LACCD GENERAL EDUCATION PLAN	21
Total	*60*

Note: 3 units from ART 201 may be double counted in GE area C.

**This course has a prerequisite.*

Desktop Publishing, Associate in Arts Degree

(This program is offered under a consortium of the departments of Journalism, and Media Arts).

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
COMPLETE THE FOLLOWING SEVEN COURSES		18
ART 635	Desktop Publishing Design	3
ART 639	Introduction to Digital Imaging	3
JOURNAL 101	Collecting and Writing News	3
JOURNAL 217-1*	Publication Laboratory I	2
PHOTO 028	Laboratory Processes	1
PHOTO 047	Introduction to Digital Photography	3
PHOTO 048*	Intermediate Digital Photography	3
COMPLETE TWELVE UNITS FROM THE FOLLOWING		12
ART 201	Drawing I	3
ART 501	Beginning Two-Dimensional Design	3
ART 604*	Graphic Design I	3
ART 633	Introduction to Computer Graphics	3
JOURNAL 202*	Advanced Newswriting	3
JOURNAL 218-1*	Practical Editing I	3
JOURNAL 219-1*	Techniques for Staff Editors I	1
JOURNAL 228-1*	Beginning Computerized Composition	3
MEDIART 106	Introduction to Smartphone Photography & Media	3
PHOTO 010	Beginning Photography	3
PHOTO 017*	Introduction to Color Photography	3
PHOTO 022*	Creative Photo-Vision	3
PHOTO 032*	Intermediate Black and White Photography	3
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
Total		*60*

Note: JOURNAL 101 (3 units) may be double counted in LACCD General Education area D1.

**This course has a prerequisite.*

Multimedia, Associate in Arts Degree

(This program is offered under a consortium of the departments of Art and Media Arts & Technologies).

This program is for students who wish to acquire an Associate in Arts degree with an emphasis on multimedia and video-related skills.

SUBJECT & NO.	COURSE	UNITS
COMPLETE THE FOLLOWING 10 COURSES:		30
ANIMATN 217*	Storyboards	3
ANIMATN 219*	Animation Process and Production	3
ANIMATN 221	Three-Dimensional Animation I	3
ART 213*	Color Theory	3
ART 501	Beginning Two-Dimensional Design	3
ART 604*	Graphic Design I	3
ART 633	Introduction to Computer Graphics	3
ART 639	Introduction to Digital Imaging	3
ART 645*	Introduction to Web Site Design	3
TECTHTR 323	Stage Management	3
ELECTIVES: COMPLETE 9 UNITS FROM THE FOLLOWING		
ANIMATN 218	Fundamentals of Animation	3
ANIMATN 225*	Three-Dimensional Character Animation	3
ANIMATN 226*	Three-Dimensional Previsualization and Camera Techniques	3
ANIMATN 227*	Three-Dimensional Animation Project	3
ART 605*	Graphic Design II	3
ART 606*	Graphic Design III	3
ART 635	Desktop Publishing Design	3
ART 641*	Advanced Desktop Publishing	3
MUSIC 111	Music Appreciation I	3
PHOTO 047	Introduction to Computerized Digital Photography	3
PHOTO 048	Intermediate Computerized Digital Photography	3
PHOTO 051	Advanced Digital Techniques	3
PHOTO 123	Photo-Discovery: Aesthetics, Craft and Creativity	3
TECTHTR 315	Introduction to Design for Theatre	3
LACCD GENERAL EDUCATION PLAN		21
Total		*60*

Note: 3 units from ART 501 may be double counted in GE area C.

**This course has a prerequisite.*

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 REQUIREMENTS

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.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
COMPLETE THE FOLLOWING COURSES		38
ART 501	Beginning Two-Dimensional Design	3
MGMT 013	Small Business Entrepreneurship	3
MARKET 011	Fundamentals of Advertising	3
PHOTO 003*	Commercial Fields	6
PHOTO 010	Beginning Photography	3
PHOTO 012*	Advanced Photographic Techniques	4
PHOTO 016*	Fundamental Commercial Photography	3
PHOTO 017*	Introduction to Color Photography	3
PHOTO 047	Introduction to Digital Photography	3
PHOTO 048*	Intermediate Digital Photography	3
PHOTO 121	History and Appreciation of Photography	3

PHOTO 185	Directed Study - Photography	1
ELECTIVES: COMPLETE FOUR UNITS FROM THE FOLLOWING		4
PHOTO 015*	Fundamentals of Portraiture	3
PHOTO 022*	Creative Photo-Vision	3
PHOTO 028	Laboratory Processes	1
PHOTO 029*	Laboratory Processes II	1
PHOTO 030*	Creative Color Techniques	3
PHOTO 031*	Advanced Portrait Techniques	3
PHOTO 032*	Intermediate Black and White Photography	3
PHOTO 033*	Laboratory Processes III	1
PHOTO 035	Travel Photography	3
PHOTO 036*	Documentary Photography	3
PHOTO 037*	Visual Journalism: Photography, Video and Multimedia	4
PHOTO 047	Introduction to Digital Photography	3
PHOTO 051*	Advanced Digital Techniques	1
PHOTO 052*	Advanced Laboratory Procedures	1
PHOTO 053*	Advanced Laboratory Procedures II	1
PHOTO 054*	Advanced Laboratory Procedures III	1
PHOTO 122	Photography and Visual Media in Modern Culture	3
PHOTO 123	Photo-Discovery: Aesthetics, Craft, and Creativity	3
PHOTO 250	Introduction to Forensic Photography	3
ART 103	Art Appreciation I	3
ART 604	Graphic Design I	3
ARTHIST 110**	Survey of Western Art History I	3
ARTHIST 120**	Survey of Western Art History II	3
CAOT 001	Computer Keyboarding and Document Applications I	3
CAOT 031	Business English	3
JOURNAL 101	Collecting and Writing News	3
LAW 001	Business Law I	3
MEDIART 106	Introduction to Smartphone Photography & Media	3
MEDIART 111*	Intermediate Digital Film Production	3
MEDIART 210*	Digital Film Production Team I	3
MEDIART 211*	Digital Film Production Team II	3
PHILOS 001	Introduction to Philosophy	3
OR		
PHILOS 020	Ethics	3
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 3 units of major course may be double counted in LACCD General Education.

**This course has a prerequisite.*

***This course has an advisory.*

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Animation (ANIMATN)

212 Character Animation and Design (3) CSU
Prerequisite: Art 201.

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
Prerequisite: Art 201.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course focuses on the fundamentals of background layout with an emphasis on perspective, composition, design basics, staging, mood, texture and lighting. Students also learn the basics of using props as background and foreground design elements.

217 Storyboards (3) CSU
Prerequisite: Art 201.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course focuses on applying industry-standard storyboarding and scripting techniques to animation. Contents to be covered include the various purposes and formats of storyboards, the basic terminology and concepts used in storyboarding, and the application of storyboarding techniques to the creation of storyboards with or without a written script. Research and visualization are emphasized.

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, providing the basic principles of animation focusing on timing and weight through a series of projects..

219 Animation Process and Production (3) CSU
Prerequisite: Animation 218.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course exposes students to the process and production in animation and related industries. Topics covered include preproduction and production, as well as project management from concept to completion including scheduling, budget management, and team building.

221 Advanced Three-Dimensional Animation I (3) CSU

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This advanced course introduces students to high-end three-dimensional Animation software. Students acquire familiarity with the expansive interface. Students gain basic understanding and proficiency in 3-D modeling, texture, and Animation. Basic Animation concepts are reinforced and demonstrated through regular projects.

225 Three-Dimensional Character Animation (3) CSU
(Formally Animation 222)
Prerequisite: *Animation 221.*

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course explores 3-D character animation, focusing on the 12 principles of traditional animation with emphasis on timing, weight, and performance. In addition, students are introduced to rigging a character using a skeleton, morph targets to create facial expressions, lip sync, and other animation techniques uniquely relevant to 3-D character animation including changes in translation, scale, and rotation through space in time as well as learning camera control and lighting techniques.

226 Three-Dimensional Previsualization and Camera Techniques (3) CSU
(Formally Animation 223)
Prerequisite: *Animation 221.*

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course concentrates on 3-D animation techniques used in pre-production and production including cameras, lenses, mounting equipment, framing and composition, and natural and studio lighting as it applies to CGI. Students learn the difference between real cameras and 3D digital cameras, and create appropriate camera rigs to support the creation of digital animatics used in 3-D production.

227 Three-Dimensional Animation Project (3) CSU
Prerequisites: *Animation 225 and Animation 226.*

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course concentrates on using advanced 3-D techniques to create, design and produce an animated 3-D project from concept to final edit. With the supervision of the instructor, students design, model, animate, render, and composite a project suitable for their portfolio while learning pre-production, production, and post-production pipelines and methods.

261 Introduction to Virtual, Mixed, and Augmented Reality (4) CSU
Prerequisite: *Animation 227.*

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course covers Virtual, Augmented, and Mixed Reality. Through lectures, demonstrations and hands-on lab exercises, students learn the concepts involved in creating experiences in room scale virtual reality. Topics include asset preparation from 3-D software such a Maya for use in the Unreal Engine, lighting systems in Unreal, special effects, material and texture preparation, animation, sound, layout of production assets and navigation in Unreal Engine for room scale virtual reality. Upon successful completion of this course, students understand the production pipeline for studio-based projects in both Entertainment and Game Design. They will understand the needs of employers in this emerging field.

264 3D Modeling (3) CSU
Prerequisite: *Animation 221.*

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

In this class, students are able to expand on the subject of 3D model creation for games, animation, and visual effects as well as create more realistic 3D models, from hard surfaces to simple organic shapes. An emphasis is added to build models ready for animation and texturing.

265 Rendering (3) CSU
Prerequisite: *Animation 221.*

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course provides an overview of the process used to render digital images from 3D projects. Using industry-standard tools and methods, students learn to create photo-realistic and stylized renderings. Advanced shading, lighting, rendering, and compositing techniques are covered with an emphasis in photo realistic rendering.

268 Compositing (3) CSU

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course introduces students to the basics of compositing for motion graphics and visual effects, animation, and motion graphics. Students learn the basic techniques of compositing such as masking, layering, rotoscoping, chroma keying, tracking, matchmoving, and color timing.

Broadcasting (BRDCSTG)

001 Fundamentals of Television and Radio Broadcasting (3) UC:CSU

LECTURE, 3 HOURS.

This course provides a study of the fundamentals of radio, television and other mass media broadcasting including history, theory, and legal aspects. Different forms of broadcasting are highlighted from network, Internet, cable and first run syndication, concluding with an overview of developing technologies. The course includes debate on the innovators and issues such as the demise of financial interest in syndication rules, vertical integration, the rise of broadband and its resultant changes in what constitutes a 'broadcast.'

015 Radio and Television Production (3) CSU

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

Students learn to produce content for radio, television, web, and social media broadcast in this course. Network and live streaming style programming is at the center of this class. Students learn to operate cameras, lights, microphones, and other studio equipment to create broadcast news, talk shows, podcasts, music, and entertainment. Real-world projects teach us scriptwriting, production planning, directing, and performance skills. ELAC's own KELA station broadcasts your completed assignments.

300 Introduction to Writing for Broadcast (3) CSU

LECTURE, 3 HOURS.

In this course, students gather information and write stories about current events and format them for broadcast on radio, television, the Internet, or other audio/visual delivery systems.

185 Directed Study - Broadcasting (1) CSU

CONFERENCE, 1 HOUR PER WEEK PER UNIT.

This course allows students to pursue directed study in Broadcasting 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.

Media Arts (MEDIART)

101 Introduction to Digital Film Production (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This entry level class is a hands-on course in shooting, editing and production planning, which starts students down the path to an entry level job in digital production or post production for movies, television and a variety of other media. Students are introduced to the operation of digital video/film production and editing technology through practical assignments in and out of class. Topics covered include, visual storytelling, the production process, lenses, camera operation, lighting, the editing process and correctly preparing files for uploading to the web, social media, streaming services, broadcast and other distribution.

106 Introduction to Smartphone Photography & Media (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

Learn to use light, design, and storytelling to make smartphone photographs and video you take every day look amazing. Increase your control and creativity by understanding features of your device you may not even know exist. Course work is getting to know your phone's camera and mic, strategizing ways to avoid mistakes, and analyzing the images you and your classmates make as they improve with every assignment. Your assignments are taking pictures and making videos. No previous experience in media or photography is needed.

111 Intermediate Digital Film Production (3) CSU

Prerequisite: Media Arts 101.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This intermediate course builds on the skills and techniques learned in Introduction to Digital Media Production. More advanced film/video cameras, lenses, lighting equipment, as well as cinematography techniques, and aesthetics, are covered. Camera support such as Steadicam and drones are introduced, as are advanced editing and post-production techniques such as effects, time remapping, color correction, and nonlinear storytelling. Formats such as feature films, television series, documentaries, and reality TV are explored. This course uses project-based hands-on learning to prepare students for entry-level work in production and post-production for news and entertainment.

210 Digital Film Production Team I (3) UC:CSU

Prerequisite: Media Arts 111.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course explores employment specialties within media production and post-production by working in groups on projects from start to finish. Students closely simulate the responsibilities, demands, and accomplishments of a professional work environment in the entertainment and media industry. We create finished work such as documentaries, promotional videos, and short films.

211 Digital Film Production Team II (3) UC:CSU

Prerequisite: Media Arts 210.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course builds upon the professional learning environment of Media Arts 210. We continue to explore employment specialties within media production and post-production by working in groups on projects from start to finish. More advanced projects will be taken on, and you will have the opportunity to assume more responsibility and leadership roles such as Director of Photography, Gaffer, Director, Lead Editor, and Colorist. This class is an essential step in starting your career in production.

Photography (PHOTO)

003 Commercial Fields (6)

Prerequisite: Photography 012.

LECTURE, 3 HOURS; LABORATORY, 9 HOURS.

This advanced course covers commercial photography. Emphasis is placed on commercial lighting and studio techniques. This course also explores fields within illustration, fashion, architectural, and product photography. Pricing, self-promotion, portfolio development, and the business of photography are stressed.

005 Photographic Sensitometry (3)

Prerequisite: Photography 016.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

In this course, students practice precise approaches to mixing chemicals, processing film, and printing that gives more control over their photographs. We gain a deeper understanding of how different types of film, digital sensors, chemistry, paper, and digital printers can reproduce photographic imagery. We also go in-depth with topics such as the Zone System, contrast, tonal separation, dynamic range, density, latitude, and densitometry.

010 Beginning Photography (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This is an introductory Photography course focusing on black and white film photography for students without photographic experience. Basic camera and darkroom laboratory techniques are studied, including camera operation and exposure, film developing, enlarging, and composition. A 35mm camera with adjustable f/stops, focus, and shutter speed is required. Students need to buy additional materials.

012 Advanced Photographic Techniques (4) CSU
Prerequisite: Photography 016.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

This course is for photography majors and students interested in a professional photography career. We work with many advanced techniques used currently in commercial photography fields such as advertising, editorial, promotional, and catalog. In-depth projects involve lighting in studio and on location and using professional format cameras and strobes in the context of a variety of commonly required professional assignments. Approaches to studio and location shoots, contemporary professional styles, and maintaining a professional practice are covered.

015 Fundamentals of Portraiture (3) UC:CSU
Prerequisites: Photography 010 and 047.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

In this course, we specialize in learning the skills needed to photograph people. We cover everything from recruiting models, to directing them, to finding the most natural and intriguing shot. We also pair studio lighting and concept development to create stunning images that tell stories and have an emotional impact and dive deep into portraiture and taking many photographs.

016 Fundamental Commercial Photography (3)
Prerequisite: Photography 010.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course covers professional studio techniques for small product photography intended for use in advertisements, illustrations, and commercials. Topics include professional medium and large format camera operation, hand-held light meters, studio strobe photography, studio setup, and lighting. Advanced laboratory techniques and digital photography are also discussed.

017 Introduction to Color Photography (3) UC:CSU
Prerequisite: Photography 010.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

In this course, we begin using color in photography. We learn how to use color to improve the accuracy, design, and beauty of your photography and explore lighting techniques, color corrections, and exposing and printing color negatives. We also explore aesthetic decision making, palette selection, design principles, and the language of color in both traditional and digital media.

018 Advanced Color Photography (3) CSU
Prerequisites: Photography 016 and 017.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This high-level color course provides practical experience in color photography in both traditional and digital imaging. Color processes are explored in greater detail, including light and color theory, color aesthetics, color processing, composition, and proper exposure in traditional and digital imaging. Students study contemporary professional studio and location equipment and lighting. Alternative color processes are covered to enhance visual communication.

022 Creative Photo-Vision (3) CSU
Prerequisite: Photography 010.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course covers the creative and artistic applications of photography's materials and processes. Our projects combine technical skill with the aesthetic and expressive use of the media. Toning, multiple exposures, hand coloring, Sabattier, infrared film, collage, cyanotype, and other alternative processes are some of the approaches we typically cover.

028 Laboratory Processes (1)
LABORATORY, 3 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course is designed for the beginning photography student who wishes to increase laboratory skills, relative to concurrent photography classes, through extended contact with equipment and faculty. Students are not permitted to use any of the photo lab facilities if they drop or are excluded from the main photo lecture section.

029 Laboratory Processes II (1)
Prerequisite: Photography 028.

Note: This course is offered on a PASS/NO-PASS basis only.

LABORATORY, 3 HOURS.

This course is designed for the photography student who wishes to gain intermediate laboratory skills relative to concurrent photography classes through additional access to facilities, equipment, and faculty. Students refine and perfect introductory and intermediate-level skills before moving on to more advanced courses. Students are not permitted to use labs, facilities, or equipment if they drop or are excluded from the main photo lecture section.

030 Creative Color Techniques (3) CSU
Prerequisite: Photography 017.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

In this course, we learn creative ways of using color to enhance visual imagery and experiment with color materials and color processes in unique and unexpected ways. Combine new techniques with what you already know to push the boundaries of photography and explore your own creativity.

031 Advanced Portrait Techniques (3) CSU
Prerequisite: Photography 015

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This class covers advanced approaches for portrait photographers. We review and build on your studio lighting skills then experiment with portable lights. Mixing strobe with lighting available on location, how to break into the portrait business, and other advanced professional techniques are covered.

032 Intermediate Black and White Photography (3) CSU
Prerequisite: Photography 010.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

In this course, students build on Photo 010 fundamentals, honing your skills in shooting, processing, and printing black and white film. We hack the film lab and darkroom with skills designed to save time and money while

producing better photographs. Our focus is on techniques: think flash, controlling exposure, and custom film processing and printing.

033 Laboratory Processes III (1)
Prerequisite: Photography 029.
Note: This course is offered on a PASS/NO-PASS basis only.
LABORATORY, 3 HOURS.
This course is designed for the photography student who wishes to gain advanced laboratory skills, relative to concurrent photography classes, through additional access to facilities, equipment and faculty. Students refine and perfect intermediate and advanced level skills as a prelude to portfolio classes. Students are not permitted to use any of the labs, facilities, or equipment if they drop or are excluded from the main photo lecture section.

035 Travel Photography (3) CSU
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This course is an exploration of environmental photography focusing on culture, architecture, and the people of specific destination(s). Emphasis is placed on capturing moments which portray the visual essence of a culture and a sense of place through the practice of photographic documentation of people in their environments. This course is open to both beginners and experienced photographers.

036 Documentary Photography (3) CSU
Prerequisite: Photography 035.
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
In this course, students research, shoot, edit, create, and present a documentary photography project. The course emphasizes storytelling, developing a personal vision, and in-depth coverage of social issues.

037 Visual Journalism: Photography, Video and Multimedia (4) CSU
Corequisite: Photography 036.
LECTURE, 2 HOURS; LABORATORY, 6 HOURS.
In this course, students gain practical experience in taking documentary pictures and video including travel, culture, landscape, and architecture. Students learn videography, digital editing, and layout skills to showcase their still and video images. Emphasis is placed on real world experience, in-depth photo/video stories, digital technology, and portfolio development.

047 Introduction to Digital Photography (3) UC:CSU
LECTURE, 2 HOURS; LABORATORY, 3 HOURS.
In this class, students learn the use of professional digital cameras, basic digital retouching, and printing. Camera controls, composition, design, and the use of available lighting are stressed. Professional digital cameras may be provided by the department for student usage. Students may use their own DSLR cameras if appropriate. The students need to buy additional materials. No prior photographic experience is necessary.

048 Intermediate Digital Photography (3) CSU
Prerequisites: Photography 010 and 047.
LECTURE, 2 HOURS; LABORATORY, 3 HOURS.
This course teaches advanced techniques in digital photographic imaging using software and hardware such as Camera Raw, Photoshop and professional scanners. Emphasis is given to creating and manipulating digital images, enhancement, compositing, and printing to various media. Professional aesthetics, workflow, and organization are also covered.

051 Advanced Digital Techniques (3) CSU
Prerequisite: Photography 048
LECTURE, 2 HOURS; LABORATORY 3 HOURS.
This course is advanced instruction in digital imaging using the software and hardware of photography and new media. Topics such as contemporary digital studio techniques, tethering, and green screen are covered. Applying what students already know about photography and editing to new areas in the commercial photography industry and related areas, such as online and entertainment, is emphasized. Emerging media and associated technological innovations are also covered. Topics and projects change based on current industry trends.

052 Advanced Laboratory Procedures (1)
Prerequisite: Photography 028.
Note: This course is offered on a PASS/NO-PASS basis only.
LABORATORY, 3 HOURS.
This course concentrates on a more individualized study of lab and studio processes designed to familiarize students with the technology of digital photography, digital printing, and film and paper processes, as well as areas such as safety and efficiency. Students only have access to equipment and facilities for which they have qualified in other classes.

053 Advanced Laboratory Procedures II (1) CSU
Prerequisite: Photography 052.
Note: This course is offered on a PASS/NO-PASS basis only.
LABORATORY, 3 HOURS.
This course centers on the individualized-study of the advanced lab and studio techniques designed to further students' understanding and practice of digital photography, digital printing, and film and paper processes as well as areas such as safety and time and cost-efficiency. Students can only access equipment and facilities for which they have qualified in other classes.

054 Advanced Laboratory Procedures III (1) CSU
Prerequisite: Photography 053.
Note: This course is offered on a PASS/NO-PASS basis only.
LABORATORY, 3 HOURS.
In this course students finalize the professional study of the lab, studio, and field techniques which are concentrated and personalized to further students' understanding and practice of studio and location photography, professional-quality printing, and custom traditional lab work. Related topics such as safety, budgeting, meeting deadlines, conserving time, and cost-efficiency are covered. Students can only access equipment and facilities for which they have qualified in other classes.

121 History and Appreciation of Photography (3) UC:CSU IGETC 3A

LECTURE, 3 HOURS.

This course explores the history of photography. Starting at its invention, we cover how it has changed over time to become what we have today. We go beyond just historical facts to examine how photography has changed and been changed by, essential elements of society and human communication, science and medicine, culture, and other forms of art. Finally, we explore into how photography interacts with viral social media, modern journalism, and more. Your thoughtful opinions and understanding of photographs are an essential part of this class.

122 Photography and Visual Media in Modern Culture (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

This course is a discussion and analysis of how photographic images interact with media, culture, commerce, community, politics, social media, and current events. Photography's contemporary role is considered and critically evaluated as a visual medium and a way to document and illustrate, as well as, a mass mediated tool for social influence.

123 Photo-Discovery: Aesthetics, Craft, and Creativity (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

In this course, students explore the key personalities, commentary, technologies, and creative achievements in the history of photography and relate them to current craft and creativity in photography. The course examines how artistic choices and characteristics of photographic technology, both contemporary and historic, contribute to the meaning, design, storytelling, and beauty of photographic images. Students analyze the creative principles applied to making photographic images, including: Subjects and genres, choosing cameras and formats; composition, lighting, and the manipulation of tonality; the perspective effects of long lenses and short lenses; the focus effects of small apertures and wide apertures; the filter effects in black-and-white and color photography; the motion effects as a result of shutter speed; and other creative tools.

250 Introduction to Forensic Photography (3) CSU

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

In this class, you will learn the basic skills of forensic photography. This course will look at how crime scenes and physical evidence are recorded using digital photography and video. Specifics of professional equipment will be covered as well as other items such as tripods, on-camera flash, and markers are covered. This class helps to prepare students to work in technical jobs in law enforcement, the military, and industry.

185 Directed Study - Photography (1) CSU

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 IN ANY ONE DISCIPLINE.

Note: UC does not grant credit for variable topics courses in Photography because of credit restrictions in this area.

Music Department

***S2-107M** • (323) 265-8894*

Charles Gruhn, Instructional Assistant

The ELAC Music Department provides an outstanding comprehensive curriculum for the student who aspires to become a professional musician, song writer, performing artist, music composer, plans to enter the teaching profession, for whom music is a part of a general education, or who intends to pursue an advanced degree in music.

The Applied 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. Our Commercial Music Program provides students comprehensive skills to make them competitive in the music industry, including in facets of the industry such as performing, recording, engineering, producing, song and score writing, music notation, and management. This industry offers jobs in promotion, sales, music business, and marketing that combine management skills with music. Our state-of-the-art recording studio, equipped with the latest sophisticated technology and software, gives students valuable hands-on training and experience.

Our distinguished faculty brings a depth of knowledge and experience to our students. Many are world-class musicians, performing on the international concert stage, as well as being active in numerous music organizations as established teachers and adjudicators. ELAC has performance opportunities in a wide variety of ensembles, including Orchestra, Jazz Band, Symphonic Band, Chamber Chorale, College Choir, and Philharmonic Choir, and Pop Ensemble. Our choirs and bands have garnered critical acclaim participating in numerous festivals and competitions, while our students place highly or win piano, vocal, instrumental and music theory competitions. Our S2 Music Building houses smart classrooms, a state-of-the-art recording studio, and a beautiful 350-seat recital hall with its exceptional acoustics allows our faculty and students to experience performing on a world-class concert stage. Please call (323) 265-8894 or visit our website at https://www.elac.edu/academics/departments/music/index.htm for information about performances, recitals, and other events, ticket reservations, or inclusion on the mailing list.

Faculty

Lupica, Dr. Anthony J., Chair, Professor
Martinez, Jesus E., Professor
Nagatani, Dr. Chie, Professor
Nargizyan, Dr. Lucy, Professor
Raulerson, Dr. Graham H., Professor
Zarate, Dr. Lee W., Professor

Adjunct Associate Professors

Arbury, Dr. David
Chavez, Robert
Chilingarian, Samvel
Coulter, Christian
Goomas, Steve
Hasty, Barbara P.
Hirschelman, Evan J.
Lameroux-Vanchestein, Uriel
Nagatani, Dr. Ken
Stinson, Lori
Storie, John

EDUCATIONAL PROGRAMS

CERTIFICATES OF ACHIEVEMENT

- Commercial Music: Instrumental Vocal Performer
- Commercial Music: Jazz Studies
- Commercial Music: Music Arranging
- Commercial Music: Music Notation
- Commercial Music: Music Technology

ASSOCIATE DEGREE PROGRAMS

- Commercial Music and Recording
- Music
- Music for Transfer

CERTIFICATES OF ACHIEVEMENT

Commercial Music: Instrumental Vocal Performer

The Certificate of Achievement in Instrumental/Vocal Performer is designed to assist students who are pursuing or planning to pursue careers in the field of music performance. The certificate is designed and managed by commercial music professionals and provides students with skill sets not typically required in traditional music curricula. Students master music theory, ear-training, vocal and/or instrumental technique, sight-reading skills, and ensemble skills. Students enjoy the hand-on approach offered by commercial and traditional music faculty, with labs being a primary source of direct learning and collateral experience.

SUBJECT & NO.	COURSE	UNITS
REQUIRED COURSES		20
MUSIC 200**	Introduction to Music Theory	4
MUSIC 201*	Harmony I	3
MUSIC 202*	Harmony II	3
MUSIC 206*	Commercial Harmony II	3
MUSIC 211*	Musicianship I	1
MUSIC 212*	Musicianship II	1
MUSIC 280	The Business of Commercial Music	3
MUSIC 321	Elementary Piano I	2
COMPLETE TWO UNITS FROM THE FOLLOWING:		2
MUSIC 501**#	College Choir	1
MUSIC 531#	Philharmonic Choir	1
MUSIC 561**#	Chamber Chorale	1
MUSIC 721#	Orchestra	1

MUSIC 745#	Symphonic Band	1
MUSIC 775#	Jazz Ensemble	1
MUSIC 783-1*	Pop Music Workshop I	1
MUSIC 783-2*	Pop Music Workshop II	1
MUSIC 783-3*	Pop Music Workshop III	1
MUSIC 783-4*	Pop Music Workshop IV	1
COMPLETE SIX UNITS FROM THE FOLLOWING:		6
One course from the following courses:		
MUSIC 111	Music Appreciation I	3
MUSIC 116	Survey and History of Rock, Pop and Soul	3
MUSIC 118	Film Music Appreciation	3
MUSIC 121**	Music History and Literature I	3
MUSIC 122**	Music History and Literature II	3
MUSIC 141	Jazz Appreciation	3
Three to five units from the following courses:		
MUSIC 161**	Introduction to Music Technology	3
MUSIC 165	Introduction to Recording Arts	3
MUSIC 203*	Harmony III	3
MUSIC 248	Music Notation: Sibelius Fundamentals	2
MUSIC 281*	Commercial Music Techniques I	3
COMPLETE EIGHT UNITS FROM THE FOLLOWING:		8
MUSIC 322*	Elementary Piano II	2
MUSIC 323*	Elementary Piano III	2
MUSIC 324*	Elementary Piano IV	2
MUSIC 411**	Elementary Voice I	2
MUSIC 412*	Elementary Voice II	2
MUSIC 413*	Elementary Voice III	2
MUSIC 414*	Elementary Voice IV	2
MUSIC 611	String Instrument Instruction I	2
MUSIC 612*	String Instrument Instruction II	2
MUSIC 613*	String Instrument Instruction III	2
MUSIC 614*	String Instrument Instruction IV	2
MUSIC 651	Classical Guitar I	2
MUSIC 652*	Classical Guitar II	2
MUSIC 653*	Classical Guitar III	2
MUSIC 654*	Classical Guitar IV	2
	Total	*36-38*

**This course has a prerequisite.*

***This course has an advisory.*

#Ensemble course may be repeated.

Commercial Music: Jazz Studies

The Certificate of Achievement in Jazz Studies provides the student with career preparation for entry-level positions in the growing fields of jazz studies. Students gain requisite skill sets, including mastery of jazz theory and techniques. Students collaborate with other students arranging, and performing jazz in a variety of situations, developing partnerships indicative of those that exist in a professional environment. Students benefit from the hands-on approach offered by Commercial Music and Music faculty, with labs and ensembles being a primary source of both direct and collateral learning.

SUBJECT & NO.	COURSE	UNITS
MUSIC 141	Jazz Appreciation	3
MUSIC 200**	Introduction to Music Theory	4
MUSIC 205*	Commercial Harmony I	3
MUSIC 206*	Commercial Harmony II	3
MUSIC 251	Jazz Improvisation Workshop	1
MUSIC 280	The Business of Commercial Music	3
MUSIC 281*	Commercial Music Techniques I	3
MUSIC 321	Elementary Piano I	2
MUSIC 322*	Elementary Piano II	2
MUSIC 775	Jazz Ensemble	1
	Total	*25*

**This course has a prerequisite.*

***This course has an advisory.*

Commercial Music: Music Arranging

The Certificate of Achievement in Music Arranging is designed to assist students who are pursuing or planning to pursue careers in the field of Commercial Music Arranging. Designed and managed by veteran commercial music professionals, the Certificate of Achievement in Music Arranging is manageable in four semesters and provides students with skill sets not typically required in traditional music curricula. Students master commercial music theory, ear- training, notation and arranging techniques, and undergo training in music software used in the associated fields of Media Arts, Art, Dance and Theater. Students enjoy the hands-on approach offered by commercial music faculty, with labs being a primary source of direct learning and collateral experience.

SUBJECT & NO.	COURSE	UNITS
MUSIC 116	Survey and History of Rock, Pop and Soul Music	3
OR		
MUSIC 141	Jazz Appreciation	3
OR		
MUSIC 111	Music Appreciation I	3
OR		
MUSIC 121**	Music History and Literature I	3
OR		
MUSIC 122**	Music History and Literature II	3
MUSIC 161**	Introduction to Music Technology	3
MUSIC 200**	Introduction to Music Theory	4
MUSIC 206*	Commercial Harmony II	3
MUSIC 248	Music Notation: Sibelius Fundamentals	2
MUSIC 271	Songwriter's Workshop I	3
MUSIC 280	The Business of Commercial Music	3
MUSIC 281*	Commercial Music Techniques I	3
MUSIC 321	Elementary Piano I	2
	Total	*26*

**This course has a prerequisite.*

***This course has an advisory.*

Commercial Music: Music Notation

The Certificate of Achievement in Music Technology: Music Notation is designed to assist students who are pursuing careers in the field of music notation and publishing. The student learns and applies various music notation formats using computer software and studies music theory as well as commercial harmony. Students collaborate with other students within the Music Department, developing partnerships indicative of those that exist in a professional environment. Students benefit from the hands-on approach offered by commercial music and music faculty, with labs being a primary source of learning.

SUBJECT & NO.	COURSE	UNITS
MUSIC 101	Fundamentals of Music	3
MUSIC 200**	Introduction to Music Theory	4
MUSIC 201*	Harmony I	3
MUSIC 206*	Commercial Harmony II	3
MUSIC 161**	Introduction to Music Technology	3
MUSIC 248	Music Notation: Sibelius Fundamentals	2
MUSIC 280	The Business of Commercial Music	3
MUSIC 321	Elementary Piano I	2
	Total	*23*

**This course has a prerequisite.*

***This course has an advisory.*

Commercial Music: Music Technology

The Certificate of Achievement in Music Technology is designed to assist students who are pursuing careers in the field of Music Technology and Production. Designed and managed by veteran commercial music professionals, this Certificate of Achievement is manageable in three semesters. The program provides students with skill sets not typically required in traditional music production, recording, mixing, score preparation, and students undergo training in music software used in the associated fields of Media Arts, Art, Dance and Theater. Students are afforded real-life, hands-on experience by members of the commercial music faculty, with labs providing the primary source of direct learning and collateral experience.

SUBJECT & NO.	COURSE	UNITS
MUSIC 101	Fundamentals of Music	3
MUSIC 161**	Introduction to Music Technology	3
MUSIC 165	Introduction to Recording Arts	3
MUSIC 166	Fundamentals of Live Sound	3
MUSIC 248	Music Notation: Sibelius Fundamentals	2
MUSIC 280	The Business of Commercial Music	3
MUSIC 281*	Commercial Music Techniques I	3
MUSIC 321	Elementary Piano I	2
	Total	*22*

**This course has a prerequisite.*

***This course has an advisory.*

ASSOCIATE DEGREE PROGRAMS

Commercial Music and Recording, Associate in Arts Degree

This program provides the student a comprehensive study in commercial music and recording arts. It is designed to award the Associate in Arts degree to those students who have completed a specialization in Commercial Music and Recording Arts. The requirements are 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 music composition, song writing, performance, music production, music business, music recording, or education.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
COMPLETE THE FOLLOWING 13 COURSES		36
MUSIC 101	Fundamentals of Music	3
MUSIC 116	Survey and History of Rock, Pop and Soul Music	3
OR		
MUSIC 141	Jazz Appreciation	3
MUSIC 161**	Introduction to Music Technology	3
MUSIC 165	Introduction to Recording Arts	3
MUSIC 172*	Introduction to Game Audio	3
MUSIC 205*	Commercial Harmony I	3
MUSIC 248	Music Notation: Sibelius Fundamentals	2
MUSIC 261-1	Music Technology Workshop I	3
MUSIC 271	Songwriters' Workshop I	3
MUSIC 280	The Business of Commercial Music	3
MUSIC 281*	Commercial Music Techniques I	3
MUSIC 321	Elementary Piano I	2
MUSIC 322*	Elementary Piano II	2
PERFORMANCE ELECTIVES: SIX UNITS FROM THE FOLLOWING:		6
Complete the following four courses:		
MUSIC 783-1*	Pop Music Workshop I	1
MUSIC 783-2*	Pop Music Workshop II	1
MUSIC 783-3*	Pop Music Workshop III	1
MUSIC 783-4*	Pop Music Workshop IV	1
Two units from the following courses:		
MUSIC 531	Philharmonic Choir	1
MUSIC 721	Orchestra	1
MUSIC 745	Symphonic Band	1
MUSIC 775	Jazz Ensemble	1

Note: These Ensemble courses are repeatable. The same course may be taken twice to fulfill this 2-unit requirement.

OR		
TECHNOLOGY/PRODUCTION ELECTIVES:		6
MUSIC 261-2*	Music Technology Workshop II	3
MUSIC 261-3*	Music Technology Workshop III	3
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 3 units from MUSIC 141 or 116 will be double counted in LACCD GE Area C.

**This course has a prerequisite/corequisite.*

***This course has an advisory.*

Music, 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 research, performance, or education.

SUBJECT & NO.	COURSE	UNITS
CORE COURSES		30
MUSIC 121**	Music History and Literature I	3
MUSIC 122**	Music History and 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 200**	Introduction to Music Theory	4
MUSIC 201*	Harmony I	3
MUSIC 202*	Harmony II	3
MUSIC 203*	Harmony III	3
MUSIC 211*	Musicianship I	1
MUSIC 212*	Musicianship II	1
MUSIC 213*	Musicianship III	1
MUSIC 250-1*	Music Performance Workshop I	1
MUSIC 250-2*	Music Performance Workshop II	1
MUSIC 250-3*	Music Performance Workshop III	1
MUSIC 250-4*	Music Performance Workshop IV	1
MUSIC 324*	Elementary Piano IV	2
ENSEMBLE COURSES: FOUR UNITS FROM THE FOLLOWING:		4
MUSIC 501**	College Choir	1
MUSIC 531	Philharmonic Choir	1
MUSIC 561**	Chamber Chorale	1
MUSIC 705	Chamber Music	1
MUSIC 712	Marching Band	1
MUSIC 721	Orchestra	1
MUSIC 745	Symphonic Band	1
MUSIC 775	Jazz Ensemble	1

Note: Ensemble courses may be repeated up to three times.

PERFORMANCE ELECTIVES: AT LEAST EIGHT UNITS FROM THE FOLLOWING:		8
CLASSICAL GUITAR		
MUSIC 651	Classic Guitar I	2
MUSIC 652*	Classic Guitar II	2
MUSIC 653*	Classic Guitar III	2
MUSIC 654*	Classic Guitar IV	2
MUSIC 248	Music Notation: Sibelius Fundamentals	2
ELEMENTARY VOICE		
MUSIC 411**	Elementary Voice I	2
MUSIC 412*	Elementary Voice II	2
MUSIC 413*	Elementary Voice III	2
MUSIC 414*	Elementary Voice IV	2
MUSIC 248	Music Notation: Sibelius Fundamentals	2
LING 007	Phonetics of Spanish, Italian, French, and German for Artistic Performance	3
PIANO		
MUSIC 341-1*	Intermediate Piano I	2
MUSIC 341-2*	Intermediate Piano II	2
MUSIC 341-3*	Intermediate Piano III	2
MUSIC 341-4*	Intermediate Piano IV	2
MUSIC 248	Music Notation: Sibelius Fundamentals	2
STRINGS		
MUSIC 611	String Instrument Instruction I	2
MUSIC 612*	String Instrument Instruction II	2
MUSIC 613*	String Instrument Instruction III	2
MUSIC 614*	String Instrument Instruction IV	2
MUSIC 248	Music Notation: Sibelius Fundamentals	2
WOODWINDS		
MUSIC 621	Woodwind Instrument Instruction I	2
MUSIC 622*	Woodwind Instrument Instruction II	2
MUSIC 623*	Woodwind Instrument Instruction III	2
MUSIC 624*	Woodwind Instrument Instruction IV	2
MUSIC 248	Music Notation: Sibelius Fundamentals	2
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 3 units from MUSIC 121 or 122 will be double counted under Area C: Humanities

Note: Students who have already completed MUSIC 211, 212, or 213 can substitute MUSIC 217-2 for 211, MUSIC 218-2 for 212, and MUSIC 219-2 for 213 in the degree requirements for both the Music AA degree and the Music Associate Degree for Transfer.

**This course has a prerequisite/corequisite.*

***This course has an advisory.*

Associate in Arts in Music for Transfer

The program provides the student a comprehensive study in music. This program is designed to award the Associate in Arts in Music for Transfer Degree for those students who plan to transfer to a California State University. Students who successfully earn the Associate in Arts in Music for Transfer Degree by completing a maximum of 60 transferable units are guaranteed transfer admission into a California State University campus to further their study of Music.

Students are required to complete 60 semester units or 90 quarter units of CSU transferable coursework with a minimum overall grade point average of 2.0, including a minimum grade of "C" (or "P") for each course in the major, and completion of IGETC and/or CSU GE-Breadth.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
MUSIC 200**	Introduction to Music Theory	4
MUSIC 201*	Harmony I	3
MUSIC 202*	Harmony II	3
MUSIC 211*	Musicianship I	1
MUSIC 212*	Musicianship II	1
	Subtotal	*12*

Note: Students who have already completed MUSIC 211, 212, or 213 can substitute MUSIC 217-2 for 211, MUSIC 218-2 for 212, and MUSIC 219-2 for 213 in the degree requirements for both the Music AA degree and the Music Associate Degree for Transfer.

APPLIED MUSIC		2 UNITS
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
MAJOR ENSEMBLE AND/OR SPECIALIZED ENSEMBLE		4 UNITS
MUSIC 501	College Choir	1
MUSIC 531	Philharmonic Choir	1
MUSIC 561**	Chamber Chorale	1
MUSIC 705	Chamber Music	1
MUSIC 721	Orchestra	1
MUSIC 745	Symphonic Band	1
MUSIC 775	Jazz Ensemble	1

Note: Ensemble courses may be repeated up to three times for a maximum of four units to fulfill area.

LIST A:		3-4 UNITS
MUSIC 111	Music Appreciation 1	3
MUSIC 121	Music History and Literature I	3
MUSIC 122	Music History and Literature II	3

MUSIC 161	Introduction to Music Technology	3
MUSIC 203	Harmony III	3
MUSIC 213	Musicianship III	1
MUSIC 321	Elementary Piano I	2
MUSIC 322	Elementary Piano II	2
MUSIC 323	Elementary Piano III	2

COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS

IGETC or CSU GE Pattern

Total 60

Note: 3 units of major courses may be double counted toward general education.

**This course has a prerequisite/corequisite.*

***This course has an advisory.*

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Title 5 changes effective Fall 2013 substantially restrict how many times students can take specific types of classes. Students enrolled in "active participation courses" in Kinesiology, visual arts, or performing arts are limited to four (4) enrollments per "family". Failures and W grades count as enrollments. A family can contain multiple courses, but a student can only take four of them. LACCD courses in, Art, Dance Techniques, Kinesiology, Music, and Theater are all affected. For courses in the Music department, families have been created as follows:

MUSIC FAMILY NAMES AND COURSE NUMBERS:

Classical Guitar	MUSIC 651, 652, 653, 654
Piano	MUSIC 321, 322, 323, 324, 341-1, 341-2, 341-3, 341-4
String Instruments	MUSIC 611, 612, 613, 614
Voice	MUSIC 411, 412, 413, 414, 531
Woodwind Instruments	MUSIC 621, 622, 623, 624

Music (MUSIC)

101 Fundamentals of Music (3) UC:CSU
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 (C-ID MUS 111)

LECTURE, 3 HOURS.

This course is a survey of musical masterpieces in western music from the Middle Ages to the present day with an emphasis on perceptive, active listening. Topics include the elements of music, musical forms, music periods, styles, musical genres, and the role of music and musicians in the western world.

116 Survey and History of Rock, Pop and Soul Music (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

This course covers the origin, stylistic development, and cultural impact of rock, pop, and soul music. The course is designed to increase student awareness of the relationship between popular music and society.

118 Film Music Appreciation (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

This introductory survey course helps students understand, appreciate, and analyze the relationship between music and moving images in film. From the "silent film" era to the present day, this course examines various ways that a wide variety of musical styles have combined with visuals to form cinematic experiences.

121 Music History and Literature I (3) UC:CSU IGETC Area 3A
Advisory: Music 111. (C-ID MUS 105)

LECTURE, 3 HOURS.

This course examines the relationship between Western classical music and the cultures surrounding it at various points in history from antiquity to 1750. Major figures, trends, and developments in the early eras of Western classical music history (the Middle Ages, European Renaissance, and "Baroque" Era) are contextualized within their original social, political, economic, and other historical circumstances, as well as in the present day. Although this course is designed for music majors and other students who are fluent in reading music notation, it is open to all students.

122 Music History and Literature II (3)
UC:CSU IGETC Area 3A (C-ID MUS 106)
Advisory: Music 111.

LECTURE, 3 HOURS.

This course examines the relationship between Western classical music and the cultures surrounding it at various points in history from 1750 to the present day. Major figures, trends, and developments in the later eras of Western classical music history (the "Classical" Period, 19th, 20th, and 21st centuries) are contextualized within their original social, political, economic, and other historical circumstances, as well as in the present day. Although this course is designed for music majors and other students who are fluent in reading music notation, it is open to all students.

132 Music of Mexico (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

This course introduces students to the predominant regional musical styles of Mexico, from Pre-Cuauhtemoc to contemporary times. Students examine a cross section of styles including folk, classical, sacred, secular, border, dance and pop. The students are exposed to the effect that Latin American, African and European cultures have had on Mexico and understand what effect the indigenous music of Mexico has had on the rest of the world.

141 Jazz Appreciation (3) UC:CSU IGETC Area 3A
LECTURE, 3 HOURS.
This course is the study of the elements of jazz literature and traces 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 Music Technology
(3) CSU (C-ID CMUS 100X)
Advisory: *Music 101.*
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This course introduces students to the latest procedures used to produce music recordings in today's music industry. In a state-of-the-art facility with the latest equipment, students receive practical real-world experience. They are exposed to the most advanced techniques as they produce their own projects.

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.

166 Fundamentals of Live Sound (3) CSU
Prerequisite: *Music 165.*
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
Students learn about the equipment involved in live music events, concepts of sound waves and acoustics, how to set up for various music event sizes and configurations, and best practices in mixing for live audio.

172 Introduction to Game Audio (3) CSU
Prerequisite: *Music 161.*
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This course introduces students to the latest procedures used in recording, editing and mastering sound for games and interactive multimedia. Students will be working with dialog, scripts, sound effects, foley, ambient backgrounds, loops, elastic audio, tempo matching, digital processing and plug-ins. Covers producing game music, layering, splicing, mixing cinematic audio, and how to deliver game audio formats to commercial players and end users. There will be hands-on experience with professional examples of game audio production soundtracks and workflows including Sony Computer Entertainment and Microsoft Game Studios. Part of Avid Pro Tools Certification training program.

181 Applied Music I (0.5) UC:CSU (C-ID MUS 160)
Corequisite: *Music 250-1.*
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 (C-ID MUS 160)
Prerequisite: *Music 181.*
Corequisite: *Music 250-2.*
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 (C-ID MUS 160)
Prerequisite: *Music 182*
Corequisite: *Music 250-3.*
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 (C-ID MUS 160)
Prerequisite: *Music 183.*
Corequisite: *Music 250-4.*
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 (C-ID MUS 125 and C-ID MUS 120)
Advisory: *Music 101.*
LECTURE, 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 IGETC area 3A (C-ID MUS 130)
Prerequisite: *Music 200.*
Corequisites: *Music 211.*
LECTURE, 3 HOURS.
Note: Required of Music majors.
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 (C-ID MUS 140)
Prerequisite: *Music 201.*

Corequisites: *Music 212.*

LECTURE, 3 HOURS.

This course is the study of chromatic harmony including secondary functions, common chord modulations, mode mixture, the Neapolitan chord, and augmented sixth chords. Musical form is also covered.

203 Harmony III (3) UC:CSU (C-ID MUS 150)
Prerequisite: *Music 202.*

Corequisites: *Music 213.*

LECTURE, 3 HOURS.

This course continues the study of advanced chromatic harmony, including chromatic mediants, tall chords, altered chords, and enharmonic and chromatic modulation. Also included are twentieth century techniques such as modal harmony, Impressionism, tone rows, set theory, polytonality, pandiatonicism, and advanced meter/rhythm.

205 Commercial Harmony I (3) UC:CSU
Prerequisite: *Music 101.*

LECTURE, 3 HOURS.

This course explores harmonic chord progressions used in popular music including rock, jazz, Latin, funk and fusion, among others. Students are introduced to song writing by adding a melody over given harmonic structures.

206 Commercial Harmony II (3) UC:CSU
Prerequisite: *Music 205.*

LECTURE, 3 HOURS.

This course is a continuation of Commercial Harmony I. Students incorporate extended and altered chords to enhance the basic chord progressions previously learned to compose original compositions using different instrumentation and styles. A variety of compositional techniques and considerations as they apply to client needs, time, and budget constraints are also discussed.

211 Musicianship I (1) UC:CSU (C-ID MUS 135)
Prerequisite: *Music 200.*

Corequisite: *Music 201.*

LABORATORY, 3 HOURS.

This course is correlated to Music 201 or Harmony I. It includes singing diatonic intervals and melodies, two part play-and-sing drills, playing and singing diatonic chord progressions, and simple rhythmic, melodic, and harmonic dictation.

212 Musicianship II (1) UC:CSU (C-ID MUS 145)
Prerequisite: *Music 211.*

Corequisite: *Music 202.*

LABORATORY, 3 HOURS.

This course is correlated to Music 202 or Harmony II. Students apply and develop the rhythmic, melodic, and harmonic materials of more advanced diatonic and beginning chromatic harmony through sight singing, keyboard playing, and ear training.

213 Musicianship III (1) UC:CSU (C-ID MUS 155)
Prerequisite: *Music 212.*

Corequisite: *Music 203.*

LABORATORY, 3 HOURS.

This course is correlated to Music 203 or Harmony III. Students apply and develop the rhythmic, melodic, and harmonic materials of advanced chromatic and twentieth century techniques through sight singing, keyboard playing, and ear training.

248 Music Notation: Sibelius Fundamentals (2) CSU

LECTURE, 1.5 HOURS; LABORATORY, 1 HOUR.

This course provides instruction and practical experience in the high demand field of music notation using the computer software program - Sibelius. It includes developing a deep understanding of the software's interface and fundamentals including various notation input and editing methods, notating in multiple voices, creating chord symbols, inputting lyrics, and drum mapping. Students create computer-generated sheet music, lead sheets, piano music, musical scores, and score parts as are needed for performing musicians, conductors, composers, producers, and for professional publishing in the music industry. This course includes the official AVID User Certification curriculum giving students the opportunity to become AVID User Certified in Sibelius upon successful completion of the course.

250-1 Music Performance Workshop I (1) UC:CSU
Corequisite: *Music 181.*

LABORATORY, 3 HOURS.

This course provides students the opportunity to perform in a master class environment. This includes concert preparation, practice techniques, memorization, stage deportment, and critical analysis of performances.

250-2 Music Performance Workshop II (1) UC:CSU
Corequisite: *Music 182.*

LABORATORY, 3 HOURS.

This course is the second level of Music Performance Workshop and provides students the opportunity to perform in a master class environment. This second level focuses on musical interpretation and includes concert preparation, further practice techniques, memorization, stage deportment, and critical analysis of performances.

250-3 Music Performance Workshop III (1) UC:CSU
Corequisite: *Music 183.*

LABORATORY, 3 HOURS.

This course is the third level of Music Performance Workshop and provides students the opportunity to perform in a master class environment. This level includes preparation as life as a musician, entrepreneurship, some music business topics, concert preparation, practice techniques, memorization, stage deportment, and critical analysis of performances.

250-4 Music Performance Workshop IV (1) UC:CSU
Corequisite: Music 184.

LABORATORY, 3 HOURS.

This course is the fourth level of Music Performance Workshop and provides students the opportunity to perform in a master class environment. This course includes concert preparation, practice techniques, memorization, stage deportment, performance anxiety, performance success, and critical analysis of performances.

251 Jazz Improvisation Workshop (1) UC:CSU

LABORATORY, 3 HOURS.

This course trains students in the art of instrumental improvisation in a traditional jazz setting. Topics include scales and chord structures involved in traditional jazz and pop. Each student is given the opportunity to experience spontaneous composition while other students accompany them. Sufficient instrumental skills are necessary before taking this course; therefore, this course is not for beginners.

261-1 Music Technology Workshop I (3) CSU
Prerequisite: Music 161.

LECURE, 2 HOURS; LABORATORY 2 HOURS.

This course is a continuation of Music 161 and is a part of the ProTools series of certification courses. Students apply advanced electro-acoustic music equipment, software and techniques used in a contemporary music project studio. The production of music using advanced synthesis, computer applications, MIDI, signal processing, and recording techniques are emphasized.

261-2 Music Technology Workshop II (3) CSU
Prerequisite: Music 261-1.

LECURE, 2 HOURS; LABORATORY 2 HOURS.

This is the second in an advanced series of courses that emphasize the study and application of electronic, electro-acoustic, and digital music techniques. Technical, compositional, and performance skills applied to synthesizers, computers, MIDI, software applications, virtual instruments and digital recording equipment will be introduced and developed. Part of the Pro Tools series of certification courses.

261-3 Music Technology Workshop III (3) CSU
Prerequisite: Music 261-2.

LECURE, 2 HOURS; LABORATORY 2 HOURS.

This is the third in an advanced series of courses that emphasize the study and application of electronic, electro-acoustic, and digital music techniques. Technical, compositional, and performance skills applied to synthesizers, computers, MIDI, software applications, virtual instruments and digital recording equipment will be introduced and developed. This course includes the completion curriculum of the Avid Pro Tools Operator Certification.

271 Songwriters' Workshop I (3) UC:CSU

LECURE, 3 HOURS.

Students learn song composition and the conventions of songwriting including melodic construction, lyrics and text underlay, the relationship of lyrics and music, harmony, and song structures. Students analyze a wide variety of songs and apply the conventions of songwriting in their composition and performance of original songs.

280 The Business of Commercial Music (3) CSU

LECTURE, 3 HOURS.

This course explores the many careers available in the Music Industry. Students will learn how to establish a relationship with record labels as well as promote and market their music on the Internet. Some of the topics covered in the class include: Copyrights, publishing, record contracts, and group dynamics.

281 Commercial Music Techniques I (3) CSU
Prerequisite: Music 101.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course specializes in the skills and knowledge necessary to produce live recording sessions. Simple music writing, orchestration, recording procedures, and mixing are covered. Students receive the experience of conducting recording sessions with professional musicians playing the student's compositions.

321 Elementary Piano I (2) UC:CSU (C-ID MUS 170)

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, basic musicianship, and beginning pieces. Music theory and terminology are also covered.

322 Elementary Piano II (2) UC:CSU (C-ID MUS 171)
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 (C-ID MUS 172)
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, memorization, and moderate to advanced beginning-level repertoire from the major historical periods.

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 beginning repertoire from the major historical periods.

341-1 Intermediate Piano I (2) UC:CSU
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 level one intermediate piano literature from the four stylistic periods: Baroque, classical, Romantic, and 20th/21st centuries. Exercises for further technical development are also studied.

341-2 Intermediate Piano II (2) UC:CSU
Prerequisite: *Music 341-1.*

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course further explores piano technique, stylistic consideration, and interpretation through the study and performance of level two intermediate piano literature from the four stylistic periods: Baroque, classical, Romantic, and 20th/21st centuries, building on skills acquired in Music 341-1. Exercises for further technical development are also studied.

341-3 Intermediate Piano III (2) UC:CSU
Prerequisite: *Music 341-2.*

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course further explores piano technique, stylistic consideration, and interpretation through the study and performance of level three intermediate piano literature from the four stylistic periods: Baroque, classical, Romantic, and 20th/21st centuries, building on skills acquired in Music 341-2. Exercises for further technical development are also studied.

341-4 Intermediate Piano IV (2) UC:CSU
Prerequisite: *Music 341-3.*

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course further explores piano technique, stylistic consideration, and interpretation through the study and performance of level four intermediate piano literature from the four stylistic periods: Baroque, classical, Romantic, and 20th/21st centuries, building on skills acquired in Music 341-3. Exercises for further technical development are also studied.

411 Elementary Voice I (2) UC:CSU
Advisories: *Music 101 and 501.*

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course is the first level of beginning voice instruction. The purpose of this course is to train the singing voice with healthy vocal techniques. Students use their voice to the maximum advantage and develop its range, placement, tonal quality, agility, power, intonation, freedom, song interpretation, and develop their appreciation of song repertoire. Practice techniques, practice scheduling, and discipline are stressed and explored.

412 Elementary Voice II (2) UC:CSU
Prerequisite: *Music 411.*

Advisories: *Music 501 and 561.*

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course is the second level of beginning voice instruction. The purpose of this course is to train the singing voice. Students learn to use their voice to their maximum advantage and develop range and power to interpret songs suited to their ability and develop their appreciation of vocal repertoire.

413 Elementary Voice III (2) UC:CSU
Prerequisite: *Music 412.*

Advisories: *Music 501 and 561.*

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course is the third level of beginning voice instruction. The purpose of this course is to train the singing voice. Students learn to use their voice to their maximum advantage and develop range and power to interpret songs suited to their ability and develop their appreciation of vocal repertoire.

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 with healthy vocal techniques. Students use their voice to the maximum advantage and develop its range, placement, tonal quality, agility, power, intonation, freedom, song interpretation, as well as develop their appreciation of song repertoire. Practice techniques, practice scheduling, and discipline are stressed and explored.

501 College Choir (1) UC:CSU RPT3 (C-ID MUS 180)
Advisories: *Music 101 and 411.*

Laboratory, 3 hours.

Note: *Confirmation of enrollment is subject to audition.*

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.

531 Philharmonic Choir (1) UC:CSU (C-ID MUS 180)

LABORATORY, 3 HOURS.

Note: *Confirmation of enrollment is subject to audition.*

This course is designed so that the student prepares, rehearses, and performs selected musical works for a large intermediate choir, focusing on rhythmic precision, good intonation, diction, dynamics, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

561 Chamber Chorale (1) UC:CSU RPT3 (C-ID MUS 180)
Advisories: *Music 411, 412, 413 and 414.*

LABORATORY, 3 HOURS.

Note: *Confirmation of enrollment is subject to audition.*

This course is designed for the intermediate to advanced choral singer. Students analyze, rehearse, and perform choral music suited for 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, festivals, and competitions.

611 String Instrument Instruction I (2) UC:CSU
LECTURE, 1 HOUR; LABORATORY, 2 HOURS.
This course offers instruction in violin, viola, cello, and bass. It is recommended for students interested in learning to play, write, and arrange for string instruments.

612 String Instrument Instruction II (2) UC:CSU
Prerequisite: *Music 611.*
LECTURE, 1 HOUR; LABORATORY, 2 HOURS.
This course is the second level of instruction in violin, viola, cello, and bass. The class develops string techniques and is recommended for students interested in learning to play a string instrument as well as writing and arranging music for string instruments.

613 String Instrument Instruction III (2) UC:CSU
Prerequisite: *Music 612.*
LECTURE, 1 HOUR; LABORATORY, 2 HOURS.
This course is the third level of instruction in violin, viola, cello, and bass. The class develops string techniques and is recommended for students interested in further developing their skills to play a string instrument with increased emphasis on advanced bow and fingering techniques and advanced music reading skills as well as writing and arranging music for string instruments.

614 String Instrument Instruction IV (2) UC:CSU
Prerequisite: *Music 613.*
LECTURE, 1 HOUR; LABORATORY, 2 HOURS.
This course is the fourth level of instruction in violin, viola, cello, and bass. The class covers very advanced string instrument techniques and is recommended for advanced students interested in furthering their skills to play a string instrument, with primary emphasis on development of very advanced bowing and fingering techniques, shifting to higher positions (7th through 11th), and advanced music reading skills as well as writing and arranging music for string instruments.

621 Woodwind Instrument Instruction I (2) UC:CSU
LECTURE, 1 HOUR; LABORATORY, 2 HOURS.
Students learn basic woodwind instrumental techniques. The instruments may include: Flute, oboe, clarinet, bassoon, and saxophone. Students must provide their own instruments.

622 Woodwind Instrument Instruction II (2) UC:CSU
Prerequisite: *Music 621.*
LECTURE, 1 HOUR; LABORATORY, 2 HOURS.
This course is the second level of instruction for flute, oboe, clarinet, bassoon, and saxophone. The class continues to develop more advanced woodwind techniques. There is a stronger emphasis on music reading skills, embouchure development and endurance, as well as range. Students must provide their own instruments. (If prerequisite is not met, enrollment is subject to audition.)

623 Woodwind Instrument Instruction III (2) UC:CSU
Prerequisite: *Music 622.*
LECTURE, 1 HOUR; LABORATORY, 2 HOURS.
This course is the third level of instruction in flute, oboe, clarinet, bassoon, and saxophone. The class continues to develop more advanced instrument techniques. The primary emphasis is on performance skills and more complex rhythmic notation. Students must provide their own instruments. (If prerequisite is not met, enrollment is subject to audition.)

624 Woodwind Instrument Instruction IV (2) UC:CSU
Prerequisite: *Music 623.*
LECTURE, 1 HOUR; LABORATORY, 2 HOURS.
This course is the fourth level of instruction in flute, oboe, clarinet, bassoon and saxophone. Primary emphasis is on the refinement of advanced instrumental techniques, as well as advanced examination of solo and small ensemble literature. Students provide their own instruments. (If prerequisite is not met, enrollment is subject to audition.)

651 Classical Guitar I (2) UC:CSU
LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.
This course consists of basic instruction in classical guitar playing at beginning level. It includes fundamental music reading, right and left hand playing techniques, and exercises to develop technical facility, basic chords sight-reading, and performance of elementary solo guitar repertoire.

652 Classical Guitar II (2) UC:CSU
Prerequisite: *Music 651.*
LECTURE, 1 HOUR; LABORATORY, 2 HOURS.
This course consists of the second level of continued study of basic instruction in classical guitar playing. It includes music reading, right and left hand playing techniques, and exercises to develop technical facility, basic chords, sight-reading and performance of second level elementary solo guitar repertoire. This course is a continuation of Music 651.

653 Classical Guitar III (2) UC:CSU
Prerequisite: *Music 652.*
LECTURE, 1 HOUR; LABORATORY, 2 HOURS.
This course consists of the third level of continued study of basic instruction in classical guitar playing. It includes music reading, right and left hand playing techniques, and exercises to develop technical facility, chords, sight-reading, and performance of solo guitar repertoire. This course is the continuation of Music 652.

654 Classical Guitar IV (2) UC:CSU
Prerequisite: *Music 653.*
LECTURE, 1 HOUR; LABORATORY, 2 HOURS.
This couse consists of the fourth level of continued study of basic instruction in classical guitar playing. It includes music reading, right and left hand playing techniques, and exercises to develop technical facility, chords, sight-reading, and performance of solo guitar repertoire. This course is the continuation of Music 653.

705 Chamber Music (1) UC:CSU RPT3 (C-ID MUS 185)
LABORATORY, 3 HOURS.
Note: *Confirmation of enrollment is subject to audition.*
Students prepare, rehearse, and perform selected musical works for chamber ensemble, focusing on rhythmic precision, tonal accuracy and clarity, musical phrasing, articulation, expression and interpretation, blend and balance,

dynamics, appropriate performance practices, and professional standards of conduct. Confirmation of enrollment subject to audition.

712 Marching Band (1) UC:CSU RPT 3
LABORATORY, 3 HOURS.
Note: Confirmation of enrollment is subject to audition.
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 RPT3
LABORATORY, 2 HOURS.
This course provides training and experience in rehearsal and performance of music suitable for athletic events and marching band. Music techniques and practice of appropriate repertoire, marching, drill patterns, and rhythmic movements are developed. The course is open to all students by audition.

721 Orchestra (1) UC:CSU RPT3 (C-ID MUS 180)
LABORATORY, 3 HOURS.
Note: Confirmation of enrollment is subject to audition.
This course provides an opportunity for musicians who play string, woodwind, brass, and percussion instruments to be a part of a performing ensemble that rehearses orchestral literature until it reaches performance level. The orchestra performs during the semester. Students must already play an instrument and are auditioned at the beginning of the semester.

745 Symphonic Band (1) UC:CSU RPT3 (C-ID MUS 180)
LABORATORY, 3 HOURS.
Note: Confirmation of enrollment is subject to audition.
This course provides training and experience in rehearsal and performance of symphonic band music. The course includes: Discussion of various aspects of ensemble musical performances, rehearsal techniques, musical sight-reading, rhythmic training, and practice methods 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 (C-ID MUS 180)
LABORATORY, 3 HOURS.
Note: Proficiency on a band instrument. Confirmation of enrollment is subject to audition.
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).

783-1 Pop Music Workshop I (1) CSU
Prerequisite: Music 101 or Music 321 or Music 411.
LABORATORY, 3 HOURS.
In this course, students are assigned pop songs, folk music, rock music, musical pieces, and/or Broadway musical songs, rehearse and perform in a variety of small combo settings. Emphasis is placed on presentation, live performances, and interaction with student arrangers.

783-2 Pop Music Workshop II (1) CSU
Prerequisite: Music 783-1.
LABORATORY, 3 HOURS.
This is the second level in this course sequence. Students are assigned second level pop songs, folk music, rock music, musical pieces, and/or Broadway musical songs, rehearse and perform in a variety of small combo settings. Emphasis is placed on presentation, live performances, and interaction with student arrangers.

783-3 Pop Music Workshop III (1) CSU
Prerequisite: Music 783-2.
LABORATORY, 3 HOURS.
This is the third level of this course. Students are assigned third level pop songs, folk music, rock music, musical pieces, and/or Broadway musical songs, rehearse and perform in a variety of small combo settings. Emphasis is placed on presentation, live performances, and interaction with student arrangers.

783-4 Pop Music Workshop IV (1) CSU
Prerequisite: Music 783-3.
LABORATORY, 3 HOURS.
This is the fourth level in this course sequence. Students are assigned fourth level pop songs, folk music, rock music, musical pieces, and/or Broadway musical songs, rehearse and perform in a variety of small combo settings. Emphasis is placed on presentation, live performances, and interaction with student arrangers.

185 Directed Study - Music (1) CSU

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 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 IN ANY ONE DISCIPLINE.
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

G1-302 • (323) 265-8896

Nursing Program Director/Chair
Chan, Dr. Brenda M., Professor

Nursing Assistant Director
Figueroa, Jennifer M., Associate Professor
Valmonte, Jade, Associate Professor.

Faculty
Chandler, Dr. Christine, Professor
Du, Dr. Carolyn, Professor
Garcia, Martha C., Professor
Plotkin-Olumese, Dr. Rachel, Professor
Sekiyoba, Dr. Safari, Assistant Professor
Soto, Araceli, Assistant Professor
Sunda, Pauline, Professor
Vu, Quan, Assistant Professor

Adjunct Faculty
Chang, Kathleen
Choi, Stella
Duon, Margarette
Latif, Kiranl
Lutz, Kathaleen
Martinez, Geraldine
Millan, Dr. Angelica
Mota, Natalie
Okundolor, Dr. Sunday
Romero, Laura
Sanchez, Susanna
Uniza, Zachary
Wang, Yini

Staff
Martinez, Lizbeth, Office Assistant
Wynne, Virginia, Instructional Assistant

EDUCATIONAL PROGRAMS

East Los Angeles College provides three California Board of Registered Nursing approved programs: the Associate Degree Program for Registered Nurse (RN) and Licensed Vocational Nurse to Registered Nurse; and the certificate program for Licensed Vocational Nurses to Registered Nurse (30 unit option).

These three Registered Nursing pre-licensure programs are designed to educate a diverse population of students for an entry level registered nursing position. The programs consist of coursework in general education, science, nursing, and clinical practice in various in-patient and out-patient settings. Nursing course contents include pharmacology, fundamentals of nursing, medical surgical nursing, obstetrical, pediatric, and psychiatric/mental health, and management/leadership nursing. The ELAC nursing program prepares students to be caring, safe, and competent members of the nursing workforce in the healthcare settings. Upon completion of the program, the graduates will be eligible to take the National Council for Licensure Examination (NCLEX-RN). Successful passing of the NCLEX-RN will lead to licensure as a Registered Nurse (RN).

CERTIFICATE OF ACHIEVEMENT
- Licensed Vocational Nurse to Registered Nurse, (30 unit option)

ASSOCIATE DEGREE PROGRAMS
- Nursing, Registered (R.N).
- Licensed Vocational Nurse to Registered Nurse

CERTIFICATE OF ACHIEVEMENT

Licensed Vocational Nurse to Registered Nurse (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
PROGRAM PREREQUISITES		8
PHYSIOL 001*	Introduction to Human Physiology	4
MICRO 020	General Microbiology	4
REQUIRED COURSES		15.5
NURSING 268*	Psychiatric/Mental Health Nursing	3.5
NURSING 269*	Medical/Surgical Nursing II	5.5
NURSING 272*	Medical/Surgical Nursing III	5.5
NURSING 274*	Role Transition	1
	Total	*23.5*

Note: LVN to RN student, who provide proof of a current LVN license, will be granted a waiver for the following courses: NURSING 265, 266, and 275.

**This course has a prerequisite.*

ASSOCIATE DEGREE PROGRAMS

Nursing, Registered (R.N)., Associate in Science Degree

The Associate Degree in Nursing (ADN) pre-licensure nursing degree program is designed to educate students for entry-level registered nursing positions. The graduate of this program is eligible to take the National Council for Licensure Examination (NCLEX) and, after passage of the NCLEX, become licensed as a Registered Nurse (RN). The Program consists of course work in nursing, science, general education, and clinical practice in various in-patient and out-patient settings.

The ADN student is prepared for direct bedside patient care with training in fundamental nursing, medical/surgical, childbearing, pediatrics, and mental health nursing.

PREREQUISITES FOR FALL 2023

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 (all required course must be completed with a grade of "C" or better):

1. ANATOMY 001/PHYSIOL 001: College courses in Anatomy/Physiology* with laboratory (minimum 8 semester units) OR BIOLOGY 020* (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. MICRO 020: Microbiology with laboratory (4 semester units).

3. PSYCH 001: Introductory Psychology (minimum 3 semester units) AND PSYCH 041: Life-Span Psychology (minimum 3 semester units).

4. MATH 227 or 227S: Statistics (minimum 4 semester units) OR MATH 245: College Algebra (minimum 3 semester units).

5. ENGLISH 101 or 101X or 101Y or 101Z: : College Reading and Composition I (minimum 3 semester units) OR E.S.L. 110 College Composition for Non-Native Speakers (minimum 4 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 including COVID-19 will be required upon acceptance.

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.

Students who have met the criteria for selection will be notified by email.

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; if unsucessful, you will not be admitted.

Nursing clinical or laboratory classes are scheduled in select healthcare facilities during the day and/or evening shifts, Monday - Sunday.

The Registered Nursing AS Degree program of program prerequisites and nursing core courses consists of the following:

SUBJECT & NO.	COURSE	UNITS
PROGRAM PREREQUISITES		24-26
ANATOMY 001***	Introduction to Human Anatomy	4
AND		
PHYSIOL 001*	Introduction to Human Physiology	4
OR		
BIOLOGY 020*	Human Anatomy and Physiology	8
MICRO 020	General Microbiology	4
PSYCH 001	Introductory Psychology	3
PSYCH 041	Life-Span Psychology: From Infancy to Old Age	3
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
OR		
MATH 245	College Algebra	3
ENGLISH 101	College Reading and Composition I	3
OR		
ENGLISH 101X	College Reading and Composition I Plus 1-Hour Lab	3
OR		
ENGLISH 101Y	College Reading and Composition I Plus 2-Hour Lab	3.5
OR		
ENGLISH 101Z	College Reading and Composition I Plus 3-Hour Lab	4
OR		
E.S.L. 110	College Composition for Non-Native Speakers	4
CORE REQUIRED COURSES:		43.5
COMM 101	Public Speaking	3
SOC 001	Introduction to Sociology	3
NURSING 266**	Introduction to Nursing	3.5
NURSING 265*	Fundamentals of Nursing	3.5
NURSING 275**	Introduction to Pharmacology	1.5
NURSING 267*	Medical/Surgical Nursing I	5.5
NURSING 268*	Psychiatric/Mental Health Nursing	3.5
NURSING 269*	Medical/Surgical Nursing II	5.5
NURSING 271*	Reproductive Nursing : Women & Newborn	4
NURSING 270*	Care of Children and Family	4
NURSING 272*	Medical/Surgical Nursing III	5.5
NURSING 274*	Role Transition	1
LACCD GENERAL EDUCATION: AREA B1 AND C		6
	Total	*73.5-75.5*

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Note: Nursing program prerequisites courses will satisfy LACCD GE Areas A, B2, D1, D2, Math competency, and Written Expression Competency. Area E shall be waived for degrees in Nursing.

**This course has a prerequisite.*

***This course has a corequisite.*

****This course has an advisory.*

Licensed Vocational Nurse to Registered Nurse, Associate in Science Degree

Includes current California VN LICENSE.

PREREQUISITES FOR FALL 2023

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: (all required recourses must be completed with a grade of "C" or better).

1. ANATOMY 001/PHYSIOL 001: College courses in Anatomy/Physiology* with laboratory (minimum 8 semester units) OR BIOLOGY 020* (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. MICRO 020: Microbiology with laboratory (4 semester units).

3. PSYCH 001: Introductory Psychology (minimum 3 semester units) AND PSYCH 041: Life-Span Psychology (minimum 3 semester units).

4. MATH 227 or 227S: Statistics (minimum 4 semester units) OR MATH 245: College Algebra (minimum 3 semester units).

5. ENGLISH 101 or 101X or 101Y or 101Z: : College Reading and Composition I (minimum 3 semester units) OR E.S.L. 110 College Composition for Non-Native Speakers (minimum 4 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. Area B1: American Institutions (see graduation requirements list for American Institutions) (3 units)

2. Area C: Humanities (see graduation requirements list for Humanities) (3 units)

3. Area D2: COMM 101 (3 units)

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 Licensed Vocational Nurse to Registered Nurse AS Degree program of program prerequisites and nursing core courses consists of the following:

SUBJECT & NO.	COURSE	UNITS
PROGRAM PREREQUISITES		24-26
ANATOMY 001***	Introduction to Human Anatomy	4
AND		
PHYSIOL 001*	Introduction to Human Physiology	4
OR		
BIOLOGY 020*	Human Anatomy and Physiology	8
MICRO 020	General Microbiology	4
PSYCH 001	Introductory Psychology	3
PSYCH 041	Life-Span Psychology: From Infancy to Old Age	3
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
OR		
MATH 245	College Algebra	3
ENGLISH 101	College Reading and Composition I	3
OR		
ENGLISH 101X	College Reading and Composition I Plus 1-Hour Lab	3
OR		
ENGLISH 101Y	College Reading and Composition I Plus 2-Hour Lab	3.5
OR		
ENGLISH 101Z	College Reading and Composition I Plus 3-Hour Lab	4
OR		
E.S.L. 110	College Composition for Non-Native Speakers	4
CORE REQUIRED COURSES:		35
COMM 101	Public Speaking	3
SOC 001	Introduction to Sociology	3
NURSING 267*	Medical/Surgical Nursing I	5.5
NURSING 268*	Psychiatric/Mental Health Nursing	3.5
NURSING 269*	Medical/Surgical Nursing II	5.5
NURSING 271*	Reproductive Nursing : Women & Newborn	4
NURSING 270*	Care of Children and Family	4
NURSING 272*	Medical/Surgical Nursing III	5.5
NURSING 274*	Role Transition	1
TOTAL UNITS REQUIRED FOR MAJOR:		29

LACCD GENERAL EDUCATION: AREA B1 AND C	6
Total	*65-67*

Note: LVN to RN students, who provide proof of a current LVN license, will be granted a waiver for the following courses: NURSING 265, and 266.

Note: Nursing program prerequisites courses will satisfy LACCD GE Areas A, B2, D1, D2, Math competency, and Written Expression Competency. Area E shall be waived for degrees in Nursing.

**This course has a prerequisite.*

***This course has an advisory.*

SPECIAL NOTES: Applied to All Curricula

1. Nursing courses are scheduled sequentially in each quarter/semester and all within a given semester must be completed before progressing to the next semester. Students must be in good standing to progress in the Nursing Program.
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.

   SCHOLASTIC REQUIREMENT: Satisfactory completion required in all General Education and Nursing courses.
4. 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.
5. Malpractice Insurance is required for the nursing program. Students are required to purchase and maintain their malpractice insurance coverage as "RN Student" annually. In addition, TB screening, immunizations, including but not limited to COVID-19 vaccine and boosters, BLS, Fire Card, N95 Fit Test, Color Vision Test and Urine Drug test are required by clinical facilities.
6. Background checks must be done and successfully completed by all students accepted into the program. Students failing the background check will not be allowed to start the program.
7. LVNs doing 30-unit option may not transfer from the certificate program to the degree program once the program starts.

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Nursing (NURSING)

250 Nursing Orientation (1)

LECTURE, 1 HOUR.

This course is designed to assist students interested in entering the profession of nursing to explore the profession of nursing. The course introduces the student to the California Board of Registered Nursing Nurse Practice Act, National Council of State Boards of Nursing (NCSBN), National Council Licensure Exam for Registered Nurse (NCLEX-RN), Health Insurance Portability and Accountability Act (HIPAA), and other regulatory standards. Students receive an overview of the program curriculum and expectations. Learning activities include review of success strategies: time management, test taking strategies, and orientation to various learning platforms. Student are introduced to the student handbook, clinical requirements, health requirements, uniforms requirements, and textbook requirements. In class discussions explore opportunities and barriers to nursing program success: work issues, family support systems, study skills, and self-discipline. Students are introduced to support staff, facilities, and resources that are available at East Los Angeles College and engage in discussions of the East Los Angeles College Nursing Department's policies and procedures.

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.

263 Health and Physical Assessment Across the Life Span (3) CSU

LECTURE, 3 HOURS; LABORATORY, 1 HOURS.

This elective 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.

265 Fundamentals of Nursing (3.5) CSU

Prerequisites: Nursing 266.

LECTURE, 1 HOUR; LABORATORY, 7.5 HOURS.

This entry-level nursing course integrates the components of theory, clinical and simulation that focus on evidence-based, patient-centered basic nursing care of the medical-surgical adult patients in acute and long-term care settings. Emphasis is placed on assessment of risk factors affecting patient's health and wellness. Students begin to utilize the nursing process and begin to integrate Maslow's Hierarchy of Human Needs concept to assess and analyze the needs of patients to formulate and organize a plan of care. Pharmacological principles specific to basic medical/surgical patients are discussed. The course builds upon concepts introduced in Nursing 266; Professional standards, patient advocacy, spiritual-cultural diversity, legal/ethical issues, effective communication and collaboration with members of the healthcare team.

266 Introduction to Nursing (3.5) CSU

Corequisite: Nursing 275.

LECTURE, 1 HOUR; LABORATORY, 7.5 HOURS.

This course introduces the student to the philosophy of nursing, nursing history, professional standards, evidence-based practice, legal and ethical issues in nursing, Maslow's Hierarchy of Human Needs, and the health-wellness continuum. Concurrent with the theory, the nursing

student is introduced to patient-centered care with focus on spiritual-cultural diversity and basic skills in simulation lab/hospital settings.

267 Medical/Surgical Nursing I (5.5) CSU
Prerequisites: Nursing 265, 266 and 275.

LECTURE, 3 HOURS; LABORATORY, 7.5 HOURS.

This beginning level medical/surgical nursing course integrates the components of theory, clinical, and simulation that focus on evidence-based patient centered nursing care of medical-surgical adult patients with chronic illness and needs within acute care and community-based settings. Emphasis is placed on assessment of risk factors affecting patients' health and wellness. Students implement the nursing process and integrate Maslow's Hierarchy of Human Needs concepts to assess, analyze, and prioritize the needs of the adult with chronic illness. Pharmacological principles specific to chronically-ill clients are discussed. The course builds upon concepts introduced in Nursing 265, Nursing 266, and Nursing 275; Professional standards, patient advocacy, spiritual-cultural diversity, legal/ethical issues and effective communication and collaboration with members of the healthcare team are also covered.

268 Psychiatric/Mental Health Nursing (3.5) CSU
Prerequisites: Nursing 265, 266 and 275.

LECTURE, 1.5 HOURS; LABORATORY, 6 HOURS.

This course integrates components of theory, clinical, and simulation that focus on evidence-based, patient-centered nursing care of the patient with mental health needs and disorders within acute care and community-based settings. Emphasis is placed on the assessment of risk factors affecting patients' health and wellness. Students implement the nursing process and integrate Maslow's Hierarchy of Human Needs concepts to assess, analyze, and prioritize the needs of the mental health patient to formulate, organize, and implement a plan of nursing care. Pharmacological principles specific to patients with mental health disorders are discussed. The course builds upon concepts introduced in Nursing 265, Nursing 266, and Nursing 275; Professional standards, patient advocacy, spiritual-cultural diversity, legal/ethical issues, and effective communication and collaboration with members of the health care team are discussed.

269 Medical/Surgical Nursing II (5.5) CSU
Prerequisites: Nursing 267 and 268.

LECTURE, 3 HOURS; LABORATORY, 7.5 HOURS.

This intermediate level medical/surgical nursing course integrates the components of theory, clinical, and simulation that focus on evidence-based, patient-centered nursing care of multiple adult patients with acute illness and needs within a variety of health care settings. Emphasis is placed on assessment of risk factors affecting patients' health and wellness. Students implement the Nursing Process and integrate Maslow's Hierarchy of Human Needs concepts to assess, analyze, prioritize, and plan the needs of the adult with acute illness to formulate, organize, implement, and evaluate a plan of nursing care. Pharmacological principles specific to acutely-ill patients are discussed. This course builds upon concepts introduced in Nursing 267 and Nursing 268; Professional standards, patient advocacy, spiritual-cultural diversity, legal/ethical issues, and effective communication and collaboration with members of the health care team are discussed.

270 Care of Children and Family (4) CSU
Prerequisites: Nursing 269 and 271.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

This course integrates components of theory, clinical, and simulation that focus on evidence-based, patient-centered nursing care of children and families in acute care and community-based settings. Emphasis is placed on assessment of risk factors affecting patient's health and wellness. Students implement the nursing process and integrate Maslow's Hierarchy of Human Needs concept to assess, analyze, prioritize, plan and evaluate needs of the care of children and families to formulate, organize, implement, evaluate, and modify a plan of nursing care. Pharmacological principles specific to pediatric patients are discussed. The course builds upon concepts introduced in Nursing 269 and Nursing 271; Professional standards, patient advocacy, spiritual-cultural diversity, legal/ethical issues, and effective communication and collaboration with the members of the healthcare team are discussed.

271 Reproductive Nursing: Women and Newborn (4) CSU
Prerequisites: Nursing 267 and 268.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

This course integrates the components of theory, clinical, and simulation that focus on evidence-based, patient-centered nursing care of patients in the Reproductive Nursing and Women's Health illness in acute care and community-based settings. Emphasis is placed on assessment of risk factors affecting patient/families health and wellness. Students implement the nursing process and integrate Maslow's Hierarchy of Human Needs concepts to assess, analyze, prioritize, and plan the needs of patients with reproductive and women's health illness to formulate, organize, and implement a plan of nursing care. Pharmacological principles specific to women's health patients are discussed. This course builds upon concepts introduced in Nursing 267 and Nursing 268; Professional standards, patient advocacy, spiritual-cultural diversity, legal/ethical issues, and effective communication and collaboration with members of the health care team are discussed.

272 Medical/Surgical Nursing III (5.5) CSU
Prerequisites: Nursing 269 and 271.

LECTURE, 3 HOURS; LABORATORY, 7.5 HOURS.

This advanced level medical/surgical nursing course integrates the components of theory, clinical, and simulation that focuses on evidence-based, patient-centered nursing care of adult patients with complex illness and needs within a variety of health-care settings. Emphasis is placed on assessment of risk factors affecting patient's health and wellness. Students implement the nursing process and integrate Maslow's Hierarchy of Human Needs concepts to assess, analyze, prioritize, plan and evaluate and modify a plan of nursing care. Pharmacological principles specific to complex patients are discussed. The course builds upon concepts introduced in Nursing 269 and Nursing 271; Professional standards, patient advocacy,

spiritual-cultural diversity, legal/ethical issues, and effective communication and collaboration with members of the healthcare team are discussed.

274 Role Transition (1) CSU
Prerequisites: *Nursing 269 and 271 .*
Corequisites: *Nursing 270 and 272.*
LECTURE, 1 HOUR.
This course focuses on the transitioning roles of the graduating Associate Degree nurse as a provider of care, a manager of care, and a member of the profession. Theoretical concepts include effective leadership styles, advanced therapeutic communication, priority setting, delegation and supervision, conflict resolution, and legal and ethical considerations.

275 Introduction to Pharmacology (1.5) CSU
Corequisite: *Nursing 266.*
LECTURE, 1.5 HOURS.
The course introduces the student to concepts related to pharmacological therapy and its effects on the human body. Pharmacological principles of drug therapy, nursing implications, and guidelines for safe medication administration are emphasized. The nursing process and patient teaching principles of medication administration are discussed.

Philosophy Department

F7-318 • (323) 265-8774

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

Snead, Timothy A., Chair, Professor
Posada, Ramon J., Professor
Sigman, Michael, Professor
Villasenor, Gerardo, Professor

Adjunct Associate Professors

Bennet, Sage
Mather, Nicholas
McMahan, Kerrin M.
Sedgwick, Emily A.
Senestraro, Darin

EDUCATIONAL PROGRAM

ASSOCIATE DEGREE PROGRAM

- Philosophy for Transfer

ASSOCIATE DEGREE PROGRAM

Associate in Arts in Philosophy for Transfer

The goal of the Associate in Arts in Philosophy for Transfer degree is to prepare students for seamless transfer into the CSU system to complete a baccalaureate degree in Philosophy or similar major. One objective of the degree is to provide students with a strong, basic foundation in core areas of the discipline of philosophy through curriculum that is required for lower-division Philosophy majors. Upon completion of the AA-T in Philosophy, students are guaranteed transfer admission into a California State University campus to further the study of philosophy.

Students are required to complete 60 semester units or 90 quarter units of CSU transferable coursework with a minimum overall grade point average of 2.0, including a minimum grade of "C" (or "P") for each course in the major, and completion of IGETC and/or CSU GE-Breadth.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
PHILOS 008	Deductive Logic	3
OR		
PHILOS 006	Logic in Practice	3
PHILOS 001	Introduction to Philosophy	3
OR		
PHILOS 020	Ethics	3
	Subtotal	*6*
LIST A: SELECT ONE COURSE		3 UNITS
Any Required Core not already used		
OR		
PHILOS 012	History of Greek Philosophy	3
PHILOS 013	History of Medieval Philosophy	3
PHILOS 014	History of Modern European Philosophy	3
LIST B: SELECT TWO COURSES		6 UNITS
Any List A course not already used		
OR		
HISTORY 001	Introduction to Western Civilization I	3
HISTORY 002	Introduction to Western Civilization II	3
PHILOS 031	Philosophy of Religion	3
PHILOS 033	Comparative Survey of World Religions	3
LIST C: SELECT ONE COURSE		3 UNITS
Any List A or B course not already used		
OR		
PHILOS 019	Contemporary Problems in Bioethics	3
PHILOS 028	Environmental Ethics	3
PHILOS 044	Feminist Philosophy	3
PHILOS 015	History of Contemporary Philosophy	3
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

Note: 9-18 units of major courses may be double counted towards general education or 6-15 units in IGETC, depending on which GE plan is chosen.

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Philosophy (PHILOS)

001 Introduction to Philosophy (3)
UC:CSU IGETC Area 3B (C-ID PHIL 100)
LECTURE, 3 HOURS.
In this course, students are provided with an understanding of the major topics in philosophy with an emphasis on primary philosophical texts, including metaphysics, epistemology 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.

006 Logic in Practice (3) UC:CSU (C-ID PHIL 110)
LECTURE, 3 HOURS.
This course is designed to foster logical and critical thinking skills, through the examination of both formal and informal logical concepts and systems with an emphasis on validity, translation, truth tables, syntax, semantics, and proof method in sentential logic. By appealing to these traditional formal and informal techniques of logic, a number of general issues connected with 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.

008 Deductive Logic (3) UC:CSU (C-ID PHIL 210)
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 skills necessary for success in upper-division college course work.

012 History of Greek Philosophy (3)
UC:CSU IGETC Area 3B (C-ID PHIL 130)
LECTURE, 3 HOURS.
This course surveys the general historical accomplishments in ancient Greek philosophy from the Classical to the Hellenistic periods (roughly 5th century B.C.E. to the 2nd century C.E). Students critically examine some of the major philosophers of this period, such as Parmenides, Socrates, Plato, Aristotle, Epicurus, Epictetus, and Aurelius, with the specific aim of discovering how their ideas relate to such topics as ontology, epistemology, politics and human happiness, as well as ultimately uncovering the historical impact these ideas have on human thought.

013 History of Medieval Philosophy
(3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.
This course surveys the general historical accomplishments in western medieval philosophy from the 1st to the 15th centuries. Students critically examine some of the major philosophers of this period, such as Philo, Plotinus, Augustine, Boethius, Erigena, Ibn Sina, Al-Ghazali, Ibn-Rushd, Maimonides, Anselm, Aquinas, Duns Scotus, and William of Ockham with the specific aim of discovering how their ideas relate to such topics as ontology, epistemology, politics and human happiness, as well as ultimately uncovering the historical impact these ideas have on human thought.

014 History of Modern European Philosophy (3) UC:CSU IGETC Area 3B (C-ID PHIL140)
LECTURE, 3 HOURS.
This course surveys the general historical accomplishments in modern European philosophy from the 16th to the 19th centuries. Students critically examine some of the major philosophers of this period, such as Descartes, Spinoza, Bacon, Hobbes, Locke, Hume, Kant, Hegel, Kierkegaard, Marx, and Nietzsche, with the specific aim of discovering how their ideas relate to such topics as ontology, epistemology, politics and human happiness, as well as ultimately uncovering the historical impact these ideas have on human thought.

015 History of Contemporary Philosophy (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.
This course studies the general historically relevant philosophical accomplishments during the contemporary period, from the mid-19th century to present with a particular emphasis on recent philosophical developments in Continental and/or Anglo-American philosophy. Students critically examine some of the major philosophers of this period, such as Nietzsche, Heidegger, Husserl, Sartre, Derrida, Foucault, Gadamer, Ricouer, Habermas, Dewey, James, Russell, Wittgenstein, Quine, Davidson, Nussbaum, Gilligan, and Rorty. This is done with the specific aim of discovering how these philosophers' ideas relate to such topics as ontology, epistemology, politics and human happiness, as well as ultimately uncovering the historical impact these ideas have on human thought and culture, as well as the student's own philosophical perspectives.

019 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.

020 Ethics (3) UC:CSU IGETC Area 3B (C-ID PHIL 120)
LECTURE, 3 HOURS.
This course introduces ethics in a balanced mix of theory and practice that is unified and coherent, engaging and compelling. As a result of this course, students see the

moral overtones in their own lives, feel the urgency of ethics, the pressing personal and social need to perceive and confront the moral dimensions of everyday experiences, and understand, analyze, and resolve moral dilemmas.

028 Environmental Ethics (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.
This is an introductory course on the ethics surrounding ecology. Students examine theories and perspectives, both traditional and contemporary, which have shaped and defined environmental issues, nature, and the role and nature of human beings.

031 Philosophy of Religion (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.
This is an introductory survey course covering philosophical considerations on the origin and nature of religious thought; the use of language in formulating religious statements; epistemological exploration of claims based on faith and on reason, noting their similarities and differences; and an introduction to the concept of God including arguments for and against God's existence.

033 Comparative Survey of World Religions (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.
This course provides a survey of the historical development of the world's great religions including their origins, teachings, growth, contributions to culture, and intellectual history.

044 Feminist Philosophy (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.
This course surveys the various philosophical accomplishments in feminist philosophy. Students explore feminist philosophical methods and perspectives in such areas as human nature, epistemology, and aesthetics, while focusing specifically on gender related socio-political and ethical issues.

185 Directed Study - Philosophy (1) CSU
CONFERENCE 1 HOUR PER UNIT.
The above course allows 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 IN ANY ONE DISCIPLINE.
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.

Physics Department

G8-201E• *(323) 265-8922*

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.

Faculty

Kiledjian, Viken P, Chair, Professor, Astronomy, Physics
Haroyan, Lilit, Associate Professor, Astronomy, Physics
Papenkova, Marina, Professor, Astronomy, Physics

Adjunct Associate Professors

Ishimura, Michiaki, Astronomy, Physics
Ortiz, James, Astronomy, Physics
Rose, Desiree, Astronomy, Physics
Vasquez, Carlos, Astronomy, Physics
Tromp, Jillian, Astronomy, Physics
Xie, Yi, Astronomy, Physics

EDUCATIONAL PROGRAMS

SUBJECTS

- Astronomy
- Physics

ASSOCIATE DEGREE PROGRAM

- Physics for Transfer

ASSOCIATE DEGREE PROGRAM

Associate in Science in Physics for Transfer

The Associate in Science in Physics for Transfer Degree (AS-T) is intended for students who plan to transfer and complete a bachelor's degree in Physics at a CSU campus. Students completing the AS-T degree in Physics are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AS-T in Physics may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an AS-T in Physics, students must complete the following:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0.
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
PHYSICS 101*	Physics for Engineers and Scientists I	5
PHYSICS 102*	Physics for Engineers and Scientists II	5
PHYSICS 103*	Physics for Engineers and Scientists III	5
OPTION 1		
MATH 261*	Calculus I	5
MATH 262*	Calculus II	5
MATH 263*	Calculus III	5
	Subtotal	*30*
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

Note: Students who have already completed the PHYSICS 001, 002, 003, and 004 sequence, may substitute these courses for the PHYSICS 101, 102, and 103 sequence.

**This course has a prerequisite/corequisite.*

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Astronomy (ASTRON)

001 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, the 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.

005 Fundamentals of Astronomy Laboratory (1) UC:CSU IGETC Area 5C
Corequisite: Astronomy 001.
LABORATORY, 3 HOURS.

Various astronomical phenomena are investigated using a variety of modes such as in-class laboratory exercises and experiments, Internet-based investigations, and

out-of-class sky observations. Through these different means, students gain a thorough knowledge and experience of discovering the properties of moons, planets, stars, constellations and galaxies.

Physics (PHYSICS)

006 General Physics I (4) UC:CSU IGETC Area 5A, 5C (C-ID PHYS 105)
(UC Credit Limit: 1 series maximum from: PHYSICS 006, 007 or PHYSICS 021, 022 or PHYSICS 101, 102, 103).
Prerequisites: Physics 011 or 020 and Mathematics 241 or 241S.
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.

007 General Physics II (4) UC:CSU IGETC Area 5A, 5C (C-ID PHYS 110)
(UC Credit Limit: 1 series maximum from: PHYSICS 006, 007 or PHYSICS 021, 022 or PHYSICS 101, 102, 103).
Prerequisite: Physics 006.
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 006 to solve a wide variety of problems.

011 Introductory Physics (4) UC:CSU IGETC Area 5A, 5C
(UC Credit Limit: No credit for PHYSICS 011 if taken after PHYSICS 006, PHYSICS 021, or PHYSICS 101).
Conditions of Enrollment: Completion of intermediate algebra or the equivalent.
LECTURE, 3 HOURS; LABORATORY, 3 HOURS.
This is 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.

020 Physics Bootcamp (2)
Prerequisite: Mathematics 241 or 241S.
LECTURE, 1.5 HOURS; LABORATORY, 2.5 HOURS.
The course prepares students for the higher level physics sequence and provides students with some basic laboratory experience; as such, it is intended to bridge the gap between Physics 011 and the higher level courses and is therefore more rigorous than Physics 011. Students are introduced to Kinematics, Dynamics, Fluid Statics and Dynamics, wave resonance and the Doppler Effect as well as the fields of Thermodynamics, Electricity and Optics. Students use the tools of algebra and trigonometry to analyze a wide variety of content and gain a firm foundation in physics concepts as well as problem solving. Some time is afforded to work out problems in class and ask questions from the homework.

021 General Physics I with Calculus (4) UC:CSU IGETC Area 5A, 5C
(UC Credit Limit: 1 series maximum from: PHYSICS 006, 007 or PHYSICS 021, 022 or PHYSICS 101, 102, 103).
Prerequisites: Physics 011 or 020 and Mathematics 261.
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, trigonometry, and calculus to solve a wide variety of problems.

022 General Physics II with Calculus (4) UC:CSU IGETC Area 5A, 5C
(UC Credit Limit: 1 series maximum from: PHYSICS 006, 007 or PHYSICS 021, 022 or PHYSICS 101, 102, 103).
Prerequisite: Physics 021.
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 021 to solve a wide variety of problems.

101 Physics for Engineers and Scientists I (5) UC:CSU IGETC Area 5A, 5C (C-ID PHYS 205)
Prerequisites: Physics 011 or Physics 020 and Mathematics 261.
LECTURE, 3 HOURS; LABORATORY, 6 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, Newton's Law of Gravity and Kepler's Three laws of planetary motion, fluid statics and dynamics. 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.

102 Physics for Engineers and Scientists II (5) UC:CSU
IGETC Area 5A, 5C (C-ID PHYS 210)

Prerequisite: *Physics 101.*

Corequisite: *Mathematics 262.*

LECTURE, 3 HOURS; LABORATORY, 6 HOURS.

In this course, students explore the field of Thermodynamics including properties of substances such as specific heat and the Three Laws of Thermodynamics. Then they delve into the fields of 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 to solve a wide variety of problem.

103 Physics for Engineers and Scientists III (5) UC:CSU
IGETC Area 5A, 5C (C-ID PHYS 215)

Prerequisite: *Physics 101.*

Corequisite: *Mathematics 263.*

LECTURE, 3 HOURS; LABORATORY, 6 HOURS.

In this course, students learn about wave dynamics and study topics such as wave propagation, wave resonance and the Doppler Effect, and the field of optics such as the properties of mirrors and lenses and how images are formed. Students then they delve into the essentials of light waves such as the diffraction, interference and polarization of light as well as the nature of light such as its wavelength, frequency, momentum, and pressure. Students then examine 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 to solve a wide variety of problems.

185 Directed Study - Physics (1) CSU

285 Directed Study - Physics (2) CSU

385 Directed Study - Physics (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Physics 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 IN ANY ONE DISCIPLINE.

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.*

Psychology & Addiction Studies Department

F7-316 • (323) 265-8955

The ELAC Psychology & Addiction Studies Department prepares students for transfer and future careers in the fields of Psychology and Addiction Studies, with an emphasis on strong scientific methodology, critical thinking skills and real-world application.

Psychology is the scientific study of human behavior and experience. Psychology is a natural and social science that includes research, practical and creative applications. Psychology covers a wide variety 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 may teach, conduct research, and/or provide clinical treatment for people of all ages and various cultural groups who are experiencing psychological difficulties. In addition, psychologists might work with businesses and governmental agencies to improve productivity in the workplace environment, or study how attitudes and prejudices develop, and influence human behavior. ELAC offers an Associate of Arts Degree for Transfer in Psychology.

The ELAC Addiction Studies Program prepares students for a career or transfer in the growing field of addiction treatment, prevention and education. Our program offers several certificate options, including a Certificate of Achievement as an Addiction Counselor, which provides educational components necessary to become a Certified Addiction Treatment Specialist thrugh CAADE or the California Association of Alcoholism and Drug Abuse Counselors (CAADAC). The certificate program is accredited by the California Association of Alcohol and Drug Educators (CAADE). The ELAC Addition Studies Program also offers certificates in Addition Studies Preventionl Specialist, Addiction Studies Recovery Specialist, Substance Abuse Assessor and Addiction Studies Specialist in Criminal Justice.

Faculty

Davey, Dr. Sherrie, Chair, Professor
Almaraz, Steven M., Associate Professor
Cleveland, Dr. Cathy S., Professor
Festekjian, Dr. Arpi, Professor
Godfrey, Ryan, Professor
Horowitz, Bryant, Professor
Ludwig, Randy, Professor
Mayoryk, Maria, Professor
Rice, Dr. Tiffany, Professor
Vartanian, Dr. Lisa M., Professor, Director, Addiction Studies Program

Adjunct Associate Professors

Aceves, Jonathan
Adewale, Jody
Banderas, A. Joanna
Ballardo, Theresa
Carizzi, Michael
Cervantes, Daisy
Cordero, Yolanda
Deniz, Daniel
Hallak, Nouha
Heredia, Ronald
Kirakosyan, Ani
Levy, Barry
Logan, Robert J.
Luna, Jose
Milam, Geoffrey
Roque, Reuben
Ross, Martin
Sapir, Jason
Short, Tim
Smith, Katie
Stepanyan, Karen K.
Strickland, Jermaine
Taback, Dr. Karen
Tarian, Tara
Tarkanian, William

EDUCATIONAL PROGRAMS

SUBJECTS

- Addiction Studies
- Psychology

SKILLS CERTIFICATES

- Addiction Studies Prevention Specialist
- Addiction Studies Recovery Specialist

CERTIFICATES OF ACHIEVEMENT

- Addiction Counselor
- Addiction Studies Specialist in Criminal Justice
- Substance Abuse Assessor

ASSOCIATE DEGREE PROGRAM

- Psychology for Transfer

SKILLS CERTIFICATE

Addiction Studies Prevention Specialist

Students who earn this skills certificate are prepared to work as a professional who provides education and resources about substance use disorders and treatment.

SUBJECT & NO.	COURSE	UNITS
ADDICST 001	Understanding Addiction and Counseling	3
ADDICST 007	Addiction Treatment and Recovery	3

ADDICST 022	Prevention Specialist Training	3
	Total	*9*

Addiction Studies Recovery Specialist

Students who earn this skills certificate are prepared to work as a professional who supports individuals in recovery from a substance use disorder by providing education and resources while they are in treatment.

SUBJECT & NO.	COURSE	UNITS
ADDICST 001	Understanding Addiction and Counseling	3
ADDICST 007	Addiction Treatment and Recovery	3
ADDICST 016*	Continuing Recovery: Strategies and Basic Skills	3
ADDICST 022	Prevention Specialist Training	3
PSYCH 001	Introductory Psychology	3
	Total	*15*

**This course has a prerequisite.*

CERTIFICATE OF ACHIEVEMENT

Addiction Counselor

The Psychology Department offers a Certificate of Achievement in Chemical Dependency Counselor. This certificate provides academic preparation and field-work experience for individuals employed, or preparing for employment, in public and private agencies that serve clients with alcohol and drug problems.

Note: In some cases, students may substitute appropriate Psychology courses for Addiction Studies course. Please contact Psychology department for specific details.

SUBJECT & NO.	COURSE	UNITS
ADDICST 001	Understanding Addiction and Counseling	3
ADDICST 007	Addiction Treatment and Recovery	3
ADDICST 010	Addiction and the Family	3
ADDICST 016*	Continuing Recovery: Strategies and Basic Skills	3
ADDICST 022	Prevention Specialist Training	3
ADDICST 025*	Clinical Counseling for Co-Occurring Disorders	3
ADDICST 081*	Outpatient Field Work Practicum	3
ADDICST 082*	Inpatient Field Work Practicum	3
PSYCH 001	Introductory Psychology	3
PSYCH 014**	Abnormal Psychology	3
PSYCH 043	Principles of Group Dynamics I	3
PSYCH 068*	Biopsychology of Chemical Dependency: Drugs, Behavior and Health	3
	Total	*36*

**This course has a prerequisite or corequisite.*

***This course has an advisory.*

Chemical Dependency Specialist in Criminal Justice

(with Administration of Justice Department)

Note: In some cases, students may substitute appropriate Psychology courses for Addiction Studies course. Please contact Psychology department for specific details.

SUBJECT & NO.	COURSE	UNITS
ADDICST 001	Understanding Addiction and Counseling	3
ADDICST 007	Addiction Treatment and Recovery	3
ADDICST 022	Prevention Specialist Training	3
ADM JUS 001	Introduction to Administration of Justice	3
ADM JUS 049	Narcotics and Vice Control	3
ADM JUS 075	Introduction to Corrections	3
	Total	*18*

Substance Abuse Assessor

The Addiction Studies Program offers a Certificate of Achievement for a Substance Abuse Assessor Certificate. This certificate provides academic preparation and field-work experience for individuals to conduct assessments for clients with alcohol and substance abuse problems.

SUBJECT & NO.	COURSE	UNITS
ADDICST 001	Understanding Addiction and Counseling	3
ADDICST 016*	Continuing Recovery: Strategies and Basic Skills	3
ADDICST 025*	Clinical Counseling for Co-Occurring Disorders	3
ADDICST 026*	Substance Abuse Assessment Strategies and Techniques	2
PSYCH 001	Introductory Psychology	3
PSYCH 014**	Abnormal Psychology	3
	Total	*17*

**This course has a prerequisite.*

***This course has an advisory.*

ASSOCIATE DEGREE PROGRAM

Associate in Arts in Psychology for Transfer

This Associate in Arts in Psychology for Transfer degree is designed for students wishing to pursue a Bachelors Degree in Psychology or a Psychology related field at a California State University. The degree provides students with a comprehensive understanding of the major theoretical perspectives in the field of psychology as well as a solid foundation in conducting and analyzing psychological research. Students completing this degree will be well prepared to pursue upper division coursework in Psychology at a CSU. In addition to the core coursework, students must complete additional units from either the CSU GE or IGETC approved course list. It is advised that students wishing to pursue this transfer degree consult with an academic advisor to plan their program. Students are required to complete a minimum of 60 required semester units of CSU transferable coursework with a minimum GPA of 2.0, including a minimum of 21 semester units in the major with a grade of "C" (or "P") for each course in the major.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
PSYCH 001	Introductory Psychology	3
PSYCH 091	Statistics for the Social and Behavioral Sciences	4
OR		
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
OR		

ECON 020	Statistics for Economics	3
OR		
BUS 015	Business Statistics	3
PSYCH 092*	Psychological Research Methods	5
	Subtotal	*12*
LIST A: SELECT ONE COURSE		3 UNITS
PSYCH 002**	Biological Psychology	3
LIST B: SELECT ONE COURSE		3 UNITS
PSYCH 013*	Social Psychology	3
PSYCH 041	Life-Span Psychology	3
PSYCH 043	Principles of Group Dynamics	3
LIST C: SELECT ONE COURSE		3 UNITS
Any List B course not already used		
OR		
PSYCH 014**	Abnormal Psychology	3
PSYCH 029**	Multicultural Psychology	3
PSYCH 032**	Psychology of Women	3
PSYCH 052	Psychological Aspects of Human Sexuality	3
PSYCH 077	Sport Psychology	3
PSYCH 093*	Multivariate Statistical Analysis for the Social and Behavioral Sciences	3
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

Note: 9 units of major courses may be double counted towards general education.

**This course has a prerequisite.*

***This course has an advisory.*

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Addiction Studies (ADDICST)

001 Understanding Addiction and Counseling (3) CSU

LECTURE, 3 HOURS.

This course is an introductory survey on alcohol and drug use and abuse. The history, classification, impact, and treatment of psychoactive drugs and addiction are covered. Public policies and social attitudes on alcohol and drug abuse, as well as mental health and drugs, are also examined.

007 Addiction Treatment and Recovery (3) CSU

LECTURE, 3 HOURS.

This course addresses intervention, treatment, and recovery issues in chemical dependency. Topics include approaches to intervention, obstacles to intervention, and stages of formal intervention. The medical, behavioral, social, and family systems models of treatment, and various approaches to treatment are also discussed.

010 Addiction and the Family (3) CSU

LECTURE, 3 HOURS.

This course explores the etiology of codependence from a developmental, trauma, and family systems perspective. The course provides students with an introduction to the assessment process and treatment strategies which are most effective for clients with codependence.

016 Continuing Recovery: Strategies and Basic Skills (3) CSU

Prerequisite: Addiction Studies 001.

Corequisite: Psychology 043.

LECTURE, 3 HOURS.

This course examines the impact of substance use, abuse, and dependence upon individuals and their families. The course focuses on effective counseling skills and techniques for the chemically dependent population.

022 Prevention Specialist Training (3) CSU BV

LECTURE, 3 HOURS.

This course addresses strategies used to prevent alcohol and drug problems in different settings including: Industry, school, family, and community and rehabilitation centers.

025 Clinical Counseling for Co-Occuring Disorders (3) CSU

Prerequisites: Addiction Studies 001 and Addiction Studies 007 and Addiction Studies 022 and Psychology 014.

Corequisites: Addiction Studies 010 and Addiction Studies 016 and Psychology 043 and Psychology 068.

LECTURE, 3 HOURS.

This course addresses the coexistence of chemical dependency and mental health disorders. The course focuses on identification and assessment, current treatment approaches, understanding medications, making appropriate referrals, and how chemical dependency counselors may interface with the mental health community. Attention is given to special populations, including the culturally diverse, HIV/AIDS population, and the physically disabled.

026 Substance Abuse Assessment Strategies and Techniques (2) CSU

LECTURE, 2 HOURS.

This course provides the student with training in the various assessment measures used in the substance abuse field, with particular attention to the American Society of Addiction Medicine (ASAM) criteria. Students learn about screening, assessment, diagnosis, referral, and the continuum of care.

081 Outpatient Field Work Practicum (3) CSU

Prerequisite: Addiction Studies 025.

LECTURE, 1.5 HOURS; LABORATORY, 5 HOURS.

This course provides students with the opportunity to gain clinical and practical counseling skills as interns in an outpatient alcohol and drug treatment agency with a focus on using the 12 Core Clinical Functions.

082 Inpatient Field Work Practicum (3) CSU
Corequisite: Addiction Studies 081.

Note: This course is offered on a PASS/NO-PASS basis only.

LECTURE, 1.5 HOURS; LABORATORY, 5 HOURS.

This course provides students with the opportunity to gain clinical and practical counseling skills as interns at a residential alcohol and drug treatment center with an emphasis on using the 12 Core Clinical Functions.

Psychology (PSYCH)

001 Introductory Psychology (3)
UC:CSU IGETC Area 4I (C-ID PSY 110)
(UC Credit Limit: Psychology 001 and 006 combined, maximum credit one course).

LECTURE, 3 HOURS.

This course introduces the scientific study of human behavior and experience, including research methods in psychology, the biological basis of behavior, learning and memory, motivation, theories of personality, psychological disorders and their treatments, and other selected topics.

002 Biological Psychology (3) UC:CSU
IGETC Area 5B (C-ID PSY 150)
Advisory: Psychology 001.

LECTURE, 3 HOURS.

An analysis of the physiological, evolutionary, and developmental mechanisms of behavior and experience. Human and other animal models are examined with an emphasis on structure-function relationships of neurons and glial cells, and the nervous system as a whole. Topics include the neurochemistry underlying behavior, sensation and perception, movement, regulatory processes, reproductive behaviors, emotion, the biology of learning and memory, language and cognition, as well as disorders resulting from nervous system injury or malfunction. Methodology and ethical considerations of human and animal research are discussed and evaluated througout the course.

013 Social Psychology (3) UC:CSU IGETC Area 4 (C-ID PSY 170)I
Prerequisite: Psychology 001.

LECTURE, 3 HOURS.

This course examines how individuals are influenced by their social environment. A diversity of topics are discussed, including social cognition, social perception, attitude formation, social influence, interpersonal attraction, group processes, prosocial behavior, aggression, and prejudice. Throughout this course, students sharpen their critical thinking skills and gain a better appreciation for the complex interaction that occurs between the person and the environment.

014 Abnormal Psychology (3) UC:CSU IGETC Area 4I
Advisory: Psychology 001.

LECTURE, 3 HOURS.

This course examines the definition, possible causes, signs and symptoms and treatment of psychological disorders. Topics such as anxiety, mood disorders, schizophrenia, substance related disorders, and personality disorders are emphasized.

029 Multicultural Psychology (3) UC:CSU IGETC Area 4
Advisory: Psychology 001.

LECTURE, 3 HOURS.

This course focuses on psychological issues related to people of various backgrounds. Topics include multicultural issues involving research and testing, cultural differences in worldviews, and cultural differences in communication. The experience of immigrants and refugees, ethnic minorities, disabled people, and lesbian, gay, bisexual and transgender people are also discussed. Other topics include stereotyping, prejudice, discrimination, racism, cultural identity development, health, and mental health are integrated throughout the course.

032 Psychology of Women (3) UC:CSU IGETC Area 4D, 4I
Advisory: Psychology 001.

LECTURE, 3 HOURS.

This course focuses on psychological issues related to women. Topics include social construction of gender and gender identity development. The effect of gender stereotypes and gender role expectations on school, work, family, and relationships are discussed. Gender differences in cognitive abilities, social and personality characteristics, and communication styles are also covered. Cultural influences on gender are integrated throughout the course.

041 Life-Span Psychology: From Infancy to Old Age (3) UC:CSU IGETC Area 4I (C-ID PSY 180)

LECTURE, 3 HOURS.

This course explores human development from conception to death. It includes the study of relevant theories of development, with an emphasis on research concerning physical, intellectual, emotional, and social development across the human lifespan. Additional areas of investigation for each phase of the life cycle cover biological influences, brain growth, learning, intelligence, personality, self-concept, social roles, interpersonal relationships, death, and grieving.

043 Principles of Group Dynamics I (3) CSU

LECTURE, 3 HOURS.

This course is an introduction to the dynamics of group interaction with an emphasis on the individual's first-hand experience as the group studies itself. Under supervision, the factors involved in problems of communication, effective theory/practice skills, and individual growth are highlighted.

052 Psychological Aspects of Human Sexuality (3) UC:CSU IGETC Area 4I

LECTURE, 3 HOURS.

This course explores the psychological aspects of human sexuality from the perspective of the individual as well as romantic couples. Topics include male and female sexual anatomy, sexual arousal and response, gender identity, sexual orientation, love and attraction, effective relationship communication, pregnancy, methods of contraception, sexually transmitted infections, normal versus abnormal sexual behavior and sexual coercion.

068 Biopsychology of Chemical Dependency: Drugs, Behavior and Health (3) CSU

Prerequisite: *Psychology 001.*

LECTURE, 3 HOURS.

This course focuses on the science of drug action and its effects on the nervous system, behavior, mood, and health. Both legal and illegal chemical substances are considered, including various "street" drugs, common prescription drugs, over-the-counter medications, tobacco, and alcohol. Special importance is placed on the synaptic effects of these substances and their impact on specific neurotransmitter systems. Historical trends, routes of administration, absorption, metabolism and elimination, addiction, and tolerance and withdrawal are also considered.

077 Sport Psychology (3) CSU

LECTURE, 3 HOURS.

This course explores the psychological factors that influence and predict peak performance, human behavior, and human development both in and out of sport settings. In particular, research-based psychological principles are applied to topics such as peak performance, goal setting, motivation, teamwork, confidence, visualization, relaxation, leadership, burnout, character building, drug abuse, and race and gender issues as they relate to stereotyping, participation, and opportunity.

091 Statistics for the Social and Behavioral Sciences (4) UC:CSU IGETC Area 2A

UC Credit Limit: *1 course maximum from*: *PSYCH 091, MATH 227, 227S, BUS 015, and ECON 020).*

Conditions of Enrollment: *Completion of intermediate algebra or the equivalent.*

LECTURE, 3 HOURS; LABORATORY, 2 HOURS.

This course presents a thorough introduction to the analysis of research data for the behavioral and social scientist. This course is an introduction to probability, measures of central tendency, descriptive statistics and inferential statistics including sampling, estimation, hypothesis testing, effect size analysis, contingency tables and chi-square analysis, t-tests, one-way analysis of variance, two-way analysis of variance, correlation, and bivariate regression. Students also learn to code, structure, and interpret data using SPSS. Ultimately, students are able to analyze and interpret data from a variety of behavioral and social sciences disciplines including psychology, sociology, child development, business, life sciences, health sciences, and education.

092 Psychological Research Methods (5) UC:CSU IGETC Area 4I (C-ID PSY 200)

Prerequisites: *Psychology 091 or Mathematics 227 or Mathematics 227S and English 101.*

Advisory: *Psychology 002.*

LECTURE, 5 HOURS.

This course is an introduction to the scientific method as it applies to questions about human behavior, for students who wish to pursue psychological science in greater depth. The course examines experimental and non-experimental research methods, with an emphasis on data collection, statistical analysis, and presentation of research results through APA-style scientific writing and presentation, all with a multi-cultural perspective.

093 Multivariate Statistical Analysis for the Social and Behavioral Sciences (3) UC:CSU IGETC Area 2A

Prerequisites: *Psychology 091 or Mathematics 227 or Mathematics 227S.*

Advisory: *Psychology 092.*

LECTURE, 3 HOURS.

This course provides an overview of key multivariate statistical analysis techniques as they relate to research in the social and behavioral sciences. In particular, students learn the conceptual underpinnings and the mathematical basis of multiple regression, logistic regression, and path analysis. Students apply these techniques to research data, and learn how to interpret and present the results in meaningful ways.

185 Directed Study - Psychology (1) 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 IN ANY ONE DISCIPLINE.

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.

Public Safety Affiliation Department

***CORPORATE CENTER 201 B** • (323) 267-3757*

The Public Safety Affiliation Department has unique relationships with criminal justice agencies, including the Los Angeles County Sheriff's Department, the Los Angeles County Probation Department, the Los Angeles Fire Department, and the Long Beach Police and Fire Departments, along with several other entities; our diverse, experienced, and award-winning faculty, along with our outstanding staff, make our continued commitment to the development and education of our students and the safety of our community our number one priorities.

FOR A LISTING OF CLASSES CURRENTLY BEING OFFERED FOR THE SHERIFF'S DEPARTMENT, PLEASE CONTACT THE PUBLIC SAFETY AFFILIATION DEPARTMENT AT (323) 267-3757.

Faculty

Johnson, Dr. Sharon, Chair, Professor, Public Safety Affiliation

Adjunct Associate Professors

Hauser, Patrick, Vice Chair, Public Safety Affiliation, Administration of Justice
Hosea, Jason, Professor, Fire Technology
Hosea, Siage, Administration of Justice
Sedita, Robert N., Administration of Justice

EDUCATIONAL PROGRAMS

SUBJECTS

- Public Service

CERTIFICATES OF ACHIEVEMENT

- Basic Training Academy
- Custody Assistant Training
- Field Probation Officer Core (FPOC)
- Fire Academy Training
- Juvenile Corrections Officer Core
- Police Academy Extended

CERTIFICATES OF ACHIEVEMENT

Basic Training Academy

This course meets the minimum training requirements established by POST for individuals entering a career in law enforcement.

SUBJECT & NO.	COURSE	UNITS
PUBSERV 090	Basic Training Academy	18
PUBSERV 422	Law Enforcement Professional Standards	1
	Total	*19*

Custody Assistant Training

This program meets the minimum training requirements established by California Standards and Training for Corrections.

SUBJECT & NO.	COURSE	UNITS
PUBSERV 103	Custody Assistant Training	16
PUBSERV 422	Law Enforcement Professional Standards	1
	Total	*17*

Field Probation Officer Core (FPOC)

This program meets the minimum training requirements established by the California Standards and Training for Corrections.

SUBJECT & NO.	COURSE	UNITS
PUBSERV 122	Field Probation Officer Core Course (FPOC)	16
PUBSERV 422	Law Enforcement Professional Standards	1
	Total	*17*

Fire Academy Training

This program meets the minimum training requirements established by California State Fire Marshal's Office for individuals entering a career in law enforcement.

SUBJECT & NO.	COURSE	UNITS
PUBSERV 600	Fire Academy Training	17
PUBSERV 602	Public Safety Leadership and Ethics	2
	Total	*19*

Juvenile Corrections Officer Core

This program meets the minimum training requirements established by the California Standards and Training for Corrections.

SUBJECT & NO.	COURSE	UNITS
PUBSERV 120	Juvenile Corrections Officer Core Course (JCOC)	16
PUBSERV 422	Law Enforcement Professional Standards	1
	Total	*17*

Police Academy Extended

This program meets the minimum training requirements established by California Peace Officer Standards and Training (POST) for individuals entering a career in law enforcement.

SUBJECT & NO.	COURSE	UNITS
PUBSERV 101	Police Academy Extended	23.5
PUBSERV 422	Law Enforcement Professional Standards	1
	Total	*24.5*

SUBJECTS & COURSE DESCRIPTIONS

Public Service (PUBSERV)

090 Basic Training Academy (18) CSU

LECTURE, 3 HOURS; LABORATORY, 46 HOURS.

This course meets the minimum training requirements established by Peace Officer Standards and Training (POST) for individuals entering the career of law enforcement.

101 Police Academy Extended (23.5) CSU

LECTURE, 7 HOURS; LABORATORY, 50 HOURS.

This course meets the minimum training standards established by the California Peace Officers Standards and Training (P.O.S.T.) for individuals entering the career of law enforcement.

103 Custody Assistant Training (16)

LECTURE, 14 HOURS; LABORATORY, 6 HOURS.

This course satisfies the basic California Standards and Training for Corrections requirements for entry-level custodial officers.

105 Security Officer Training (7)

LECTURE, 5 HOURS; LABORATORY, 6.25 HOURS .

This course meets the minimum requirements established by the California Peace Officer Standards and Training for individuals entering the field of court security officer and assistant court security officer.

107 Law Enforcement Explorer Academy (5)

LECTURE, 2.5 HOURS, LABORATORY, 8.5 HOURS.

This course is designed to train students for public service employment in law enforcement including an overview of job duties, criminal laws, self defense, evidence collection, first aid, and physical training.

109 Reserve Police Academy Level I (8.5)

LECTURE, 1.5 HOURS; LABORATORY 21.5 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.

110 Reserve Police Academy Level II (6.5)

LECTURE, 1.5 HOURS; LABORATORY 3.5

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.

111 Reserve Police Academy Level III (5)

LECTURE, 1.5 HOURS; LABORATORY, 10.75 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.

113 Court Security Assistant (4.5)

LECTURE, 3.75 HOURS; LABORATORY, 3 HOURS

This course provides the basic knowledge and skills required by the California Peace Officer Standards and Training for an entry-level position as an assistant security officer for the court system.

114 Community Services Officer (3.5)

LECTURE, 3 HOURS; LABORATORY, 1.5 HOURS.

This course prepares the student to operate in the position of a community service officer for a law enforcement agency. The training includes report writing, criminal and civil law, driving techniques, and defensive tactics.

115 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.

117 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.

119 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.

120 Juvenile Corrections Officer Core Course (JCOC) (16) CSU

LECTURE, 15 HOURS; LABORATORY, 4 HOURS.

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.

122 Field Probation Officer Core Course (FPOC) (16) CSU

LECTURE, 16 HOURS.

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.

150 Custodial Health Issues (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on HIV, hepatitis, tuberculosis, mental health, and substance abuse issues in a custodial 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 custody setting.

152 Custodial Legal Update (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on legal updates in the laws and policies regarding the custody and care of inmates.

153 Custodial Report Writing I (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides law enforcement personnel with basic skills to write reports required in a custody facility.

154 Custodial Report Writing II (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on report writing techniques that improve the quality of reports in the custody environment.

155 Custodial Report Writing III (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course enhances investigative and report writing skills for law enforcement personnel beyond an intermediate level.

157 Custodial Special Weapons Training (0.5)
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, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
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.

159 Custody Executive Command Training (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on executive command policy and procedures in the custodial facility.

161 Custody Incident Command Training (2.0)
LECTURE, 2.25 HOURS.
This course provides information on the identification and handling of potentially dangerous security issues in a custody facility including custodial disturbances, emergency mobilization, hostage negotiations, and incident command procedures.

162 Custody Incident Command Training Update (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides updated information on effective emergency preparedness in a custodial facility.

164 Custody Training Officer School (1)
LECTURE, 1 HOUR; LABORATORY, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course is provides information to assist the experienced custody officer with current information necessary to become a qualified custodial trainer.

166 Emergency Response Procedures for Custody Personnel (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on emergency response procedures for custody personnel including evacuation and tactical planning.

167 Gangs in the Custodial Environment (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course familiarizes law enforcement personnel with gang activity within the custodial environment.

168 Inmate Civil Litigation (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on the civil litigation process and inmates' rights.

169 Inmate Control Techniques (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on inmate control techniques.

171 Jail Cell Extraction (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on the proper techniques used in the removal of a hostile inmate from a jail cell.

172 Jail Intelligence Gathering (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course familiarizes the student with the concepts of and techniques for analytical interviewing in a custodial setting.

173 Jail Security (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course presents basic jail security techniques and escape prevention measures.

175 Mental Illness Identification and Restraint Procedure of Inmates (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information to identify and legally restrain inmates in a custodial setting who suffer from mental illness.

177 Prisoner Transportation (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on the law enforcement policy regarding the procedures used for the transportation of inmates.

179 Suicide Prevention Measures for Inmates (0.5)
LECTURE, 0.50 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course presents detailed procedures for inmate suicide prevention.

181 Survival Techniques for Custodial Personnel (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information to law enforcement personnel on the survival techniques for hostage situations and appropriate off-duty behavior.

200 Bailiff Orientation (2.0)
LECTURE 2.25 HOURS.
This course reviews court procedures and provides the student with the basic bailiff responsibilities and related court functions.

202 Courtroom Testimony (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course familiarizes the student with courtroom testimony procedures and techniques.

204 Policy and Procedures/ Equipment for Bailiffs (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This is a refresher course for officers assigned to the position of bailiff in the Los Angeles court system.

220 Patrol School (4.5) CSU
LECTURE, 3.5 HOURS; LABORATORY, 3.25 HOURS.
This course prepares the student to perform in a field operations assignment. The training includes legal updates, report writing, defensive tactics, weapons training, situational planning for crimes in progress, pursuit driving, and policies and procedures required by a law enforcement agency.

222 Field Training Officer - Basic (2.0)
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.

224 Narcotics for Patrol (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
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.

226 Active Shooter Strategies (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides basic skills in the Enhanced Active Shooter Strategies so that an individual could successfully deploy a contact team or squad to locate and neutralize violent offenders and terrorists.

228 Field Training Officer - Update (1)
LECTURE, 1.33 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides the student with updated information on supervision techniques for law enforcement officers newly assigned to the patrol function that include legal updates, patrol, and communication techniques.

230 Legal Update Affecting Law Enforcement Procedures (2)
LECTURE, 2 HOURS.
This course reviews contemporary changes in the law and the impact of recent court decisions as it applies to law enforcement procedures.

232 Breathalyzer Operator Training (0.5)
LECTURE, 0.50 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides the necessary skills to operate the Datamaster Breathalyzer in compliance with California state law.

233 Vehicle Theft for Patrol Officers (1.5)
LECTURE, 1.5 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides a basis for the recognition, identification, and investigation of the various stolen vehicles encountered in field patrol.

234 Bicycle Patrol - Basic (1.5)
LECTURE, 1.5 HOUR; LABORATORY, 0.75 HOUR.
This course provides the student with information on the challenges and advantages of policing on a bicycle.

235 Bicycle Patrol - Tactics (2.0)
LECTURE, 1.75 HOUR; LABORATORY, 0.5 HOUR.
This course provides information for the full-time rider and includes conditional rides, additional patrol tactics, multiple terrain training, and firearms training while bike riding.

236 Child Abuse Prevention and Reporting (0.5)
LECTURE, 0.50 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
This course covers the major types of child abuse, legal and ethical issues, and methods of intervention and prevention. Topics also include child abuse reporting guidelines, time limits, and probation policy.

237 Bicycle Patrol Tactics Refresher (0.5)
LECTURE, 0.50 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides updated information for law enforcement who are assigneed to bike patrol.

238 Chronic Truancy (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides a better understanding of the truancy problem among school-aged children. Subject areas include truancy and delinquency, anti-truancy enforcement efforts, new trends in truancy prevention, and available community resources.

240 Drug Recognition, Investigation, and Reporting (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course develops the technical knowledge and procedures needed for basic narcotics investigations in the custody setting.

241 Drug/Alcohol Recognition Training (2.0)
LECTURE, 2.25 HOURS.
This course provides formal training in recognizing drug and alcohol use for successful detection in criminal cases.

243 Elder Abuse Awareness for Law Enforcement (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on elder abuse including its identification, domestic elder abuse, scams and schemes, mandatory reporting, and criminal prosecution.

245 Graffiti Investigation (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
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.

247 Identity Theft: First Responders (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on identity theft law, investigative techniques for identity theft crimes, and the use of computers as crime tools.

249 Law Enforcement Responses to Domestic Violence (0.5)
LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information for the appropriate response to domestic violence including current case law requirements, threat assessment, and protection orders.

251 Law Enforcement Strategies Against Violence (0.5)
Lecture, 0.5 hour; Laboratory, 0.5 hour.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information to law enforcement officers on family, school, and workplace violence.

252 Law Enforcement Strategies Against Hate Crimes (0.5)
LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on identifying and responding to hate crimes including the motivational factors of hate crimes and the initial response by law enforcement.

256 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.

258 Racial Profiling (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on racial profiling and the legal implications of racial profiling for law enforcement agencies. The topics covered include the policies regarding racial profiling, legal considerations, and the impact that racial profiling has on an individual's civil rights.

260 Terrorism Awareness Training (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on domestic terrorism. The topics covered include domestic terrorist groups, extremist groups, internal terrorism, and officer safety issues.

262 Urban Terrorism: First Responders (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
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.

276 Basic Traffic Collision Investigation (2.0)
LECTURE, 2.25 HOURS.
This course provides the basic principles related to traffic collision investigations, including skid mark identification, determination of collision factors, basic diagramming techniques, and physical evidence identification.

277 Intermediate Traffic Collision Investigation (2.0)
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.

278 Advanced Traffic Collision Investigation (4.5) CSU
LECTURE, 4.5 HOURS.
This course provides specialized training in traffic collision investigations including advanced collision scene measurement tools and techniques, vehicular damage analysis, and collisions that include a pedestrian or motorcycle.

280 Advanced Driver Training I (0.5)
LECTURE, 0.25 HOUR; LABORATORY, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides instruction on basic precision driving techniques of emergency vehicles.

281 Advanced Driver Training II (0.5)
LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides additional advanced instruction on precision driving of emergency vehicles.

284 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.

286 Basic Dual Purpose Motorcycle Riding for Emergency Personnel (2.5)
LECTURE, 2 HOURS; LABORATORY, 2.5 HOURS.
This course provides an update on basic motorcycle riding techniques, and provides new instruction on off-road motorcycle techniques and procedures.

287 Motorcycle Training Quarterly Update (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides a periodic update for law enforcement officers assigned to motorcycle details.

288 Driver Awareness (0.5)
LECTURE, 0.25 HOUR, LABORATORY, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides instruction in safe driving techniques for law enforcement personnel.

289 Radar Operator Training (1.5)
LECTURE, 1.5 HOURS; LABORATORY 0.75 HOUR.
This course provides instruction on the operation of radar devices used in law enforcement.

290 Driving Simulator Application (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides specialized driving techniques through the use of a law enforcement simulator.

291 Civilian Defensive Driving (0.5)
LECTURE, 0.25 HOUR; LABORATORY 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides instruction to civilian personnel on basic driving techniques of emergency vehicles associated with law enforcement.

292 Driving Techniques for Executive Security (0.5)
LECTURE, 0.25 HOUR; LABORATORY, 0.75 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides specialized vehicle training for individuals who are required to provide transportation for public officials.

293 Four-Wheel Drive Vehicles and Equipment (0.5)
LECTURE, 0.5 HOUR; LABORATORY 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides instruction on driving off-road vehicles used in law enforcement.

301 Field Operations for Detectives (2.0)
LECTURE, 2.25 HOURS.
This course provides instruction in the application of laws, tactics, and safety techniques related to field operations during criminal investigations.

302 Advanced Criminal Investigation (2.0)
LECTURE, 2.25 HOURS.
This course provides the student with advanced criminal investigative tools and techniques in processing a crime scene. The legal aspects of an investigation and appropriate collection of crime scene evidence are emphasized.

303 Analytical Interviewing-Basic (2.0)
LECTURE, 2.25 HOURS.
This course provides the student with information on analytical interviewing techniques for law enforcement personnel.

304 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 needs to be collected.

305 Intermediate Forensics for Detectives (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides the student with information on the identification, collection, storage, and presentation of evidence.

306 Legal Update For Investigations (2)
LECTURE, 2 HOURS.
This course offers updated information related to conducting criminal investigations involving search and seizure, case and statutory law, and search and arrest warrants.

308 Current Aspects of Statements and Confessions (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course updates the legal interactions of the 4th, 5th, 6th, and 14th Amendments to the United States Constitution with daily applications.

309 Current Aspects of Miranda Rights (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course is designed to review and update the basic requirements of the Miranda decision including the 4th and 5th Amendments.

316 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.

317 Operation Safe Streets Investigation (2.0)
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.

318 Sexual Assault Investigation (2.0)
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 Officers Standards and Training.

319 Child Abuse Investigation (2.0)
LECTURE, 2.25 HOURS.
This course supplies basic training for the child abuse investigator and satisfies the requirements specified by the Child Abuse Investigation Foundation for the California Peace Officer Standards and Training Institute of Criminal Investigations.

320 Advanced Vehicle Theft Investigation (2.0)
LECTURE, 2.25 HOURS.
This course offers advanced instruction for vehicle theft investigators including identification of vehicle numbers, vehicle theft and fraud, and common problems associated with these investigations.

321 Background Investigation (2.0)
LECTURE, 2 HOURS.
This course presents the basic requirements and skills necessary for the evaluation and investigation of law enforcement applicants.

322 Basic Narcotics Investigations (2.0)
LECTURE, 2.25 HOURS.
This course provides instruction on basic narcotics investigations including informant management, drug recognition, search warrant operations, and specialized investigations

323 Street Gangs and Subcultures (2.0) CSU
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.

324 Narcotics and Gang Prevention (2.0)
LECTURE, 2.25 HOURS.
This course provides teaching strategies related to classroom environment and classroom management for law enforcement officers that instruct K-12 students in the area of narcotics and gang information.

330 Basic Search Warrants (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course presents the basic concepts of search warrants and how to prepare and serve them according to the law.

331 Intermediate Search Warrants (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides the student with requirements for preparing a search warrant.

332 Advanced Search Warrants (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course covers the advanced aspects of search warrant affidavits including telephonic and e-mail. It details warrant service restrictions, scope, and return procedures.

333 Search and Seizure Update (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
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.

335 Contemporary Aspects of the 4th Amendment to the US Constitution - Basic (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course reviews the basic requirements of the Fourth Amendment to the United States Constitution and the impact of recent court decisions on its applications.

336 Contemporary Aspects of the 4th Amendment to the US Constitution - Advanced (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course reviews the basic elements of search and seizure as it relates to the Fourth Amendment of the United States Constitution and presents an in-depth study of consensual encounters. The course also examines the Exclusionary Rule from both a field and courtroom perspective.

337 DNA Awareness for Law Enforcement (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides the most recent court decisions on the legal requirements for the use of forensic DNA in criminal investigations. Subject areas also include recent DNA studies and programs, a juror's perspective of DNA technology, partial and familial DNA searches, and an understanding of the application of DNA technology for homicides and mass fatality events.

338 DNA Evidence for Law Enforcement (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides a foundation in the basic science and the practical application of forensic DNA identification evidence.

340 Identity Theft Investigation and Prosecution (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information in the investigation and prosecution of identity theft crimes. Subject areas include basic identity crimes law, access card fraud, search warrants, charging and presenting identity crimes, and victims' issues.

341 Blast and Explosive Recognition (2.0)
LECTURE, 2.25 HOURS.
This course emphasizes the task force approach to investigate cases involving explosives. Recognition of the various devices and the proper explosive handling techniques are stressed.

342 Asset Forfeiture (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on the asset forfeiture program for law enforcement including narcotics seizures, investigative methods, forfeiture proceedings, and distribution of forfeiture properties.

343 Investigating and Prosecuting High-Tech Crimes (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on the new forms of identity theft, network intrusions, digital and electronic evidence, high-tech search and seizure, and analyzing computers and cell phones for criminal investigations.

346 Probation Core Correctional Practices (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on juvenile correctional facilities with an emphasis on security, authority, and supervision.

347 Motivational Interviewing for Camp Staff (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on interviewing skills for probation officers within a juvenile custodial facility including motivational interviewing, the client-centered interview, and feedback techniques.

348 Introduction to Internal Affairs (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
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.

349 Domestic Violence Crime Scene Investigation (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides investigation techniques specific to domestic violence cases.

351 Community Policing I (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides the history and philosophy of community policing and an introduction to problem solving and approaches to surveying the community.

352 Community Policing II (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides further study of the history and philosophy of community policing and solutions to criminal nuisance activities.

355 Community Policing Use of Force Issues (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on the use-of-force issues 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 legal issues, and appropriate model(s) that can be employed to decrease the number of force cases.

356 Community Policing for Supervisory Personnel (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on instruction and management strategies in community policing including practical strategies for community mobilization and problem-solving techniques for gang and nuisance activity.

358 Crime Prevention Through Environmental Design (0.5)
LECTURE, 0.5 HOURS, LABORATORY, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course presents the principles of crime prevention through environmental analysis.

360 Criminal Abatement (1.5)
LECTURE, 1.5 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides instruction on the abatement of criminal activity within urban communities.

366 Advanced Tactical Communications in Custody Facilities (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course is designed to provide communication skills required to interact with inmates in custody settings.

367 Anger Management Techniques (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course presents anger management techniques for law enforcement personnel.

370 Crime Inquiry Training (0.5)
LABORATORY, 1.0 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information concerned with accessing an individual's complete criminal history through the computer information program, Consolidated Criminal History Reporting System (CCHRS).

371 Criminal History Access Techniques (0.5)
LECTURE, 0.25 HOUR; LABORATORY, 0.50 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on how to access the Consolidated Criminal History Reporting System (CCHRS) through the use of the Windows operating system.

372 Data Entry for Law Enforcement Personnel (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides instruction on data entry for the Los Angeles Regional Crime Information System (LARCIS).

373 Investigator Case Management (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on investigator case management techniques including the types of case assignments, creation of a master file, and removal and case closure procedures.

374 Mobile Data Computer System (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on the mobile data computer system for law enforcement vehicles including new radio procedures involving wanted person inquiries, terrorist hits, and Code 4 notifications.

375 Personnel Performance Index (0.5)
LECTURE, 0.25 HOUR; LABORATORY, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides instruction on how to enter employee data into the Personnel Performance Index (PPI).

378 Police Case Management (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on criminal case management including management reports, statistics, and suspect information.

379 Tactical Communications for Law Enforcement (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
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.

380 Video Training for Law Enforcement (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides law enforcement personnel with the purpose, standards, and techniques for videotaping crime scenes.

381 Report Writing for Law Enforcement Civilians (0.5)
LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on report writing techniques for civilians working in the law enforcement field.

382 Sign Language for Emergency Personnel (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on basic sign language for emergency personnel.

383 Successful Habits For Law Enforcement - 24 Hour Course (1.5)
LECTURE, 1.5 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
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.

384 Successful Habits For Law Enforcement - 8 Hour Course (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
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.

391 Special Weapons and Tactics (3.5)
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.

392 Advanced Special Weapons and Tactics Instruction (3)
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 helicopter operations, dignitary protection, special operations, advanced firearm and entry techniques, and hostage rescue.

393 Laser Firearms Training I - Basic (0.5)
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, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides training on police safety, field tactics, and the proper shooting techniques for officer safety. Safety considerations for human life are emphasized.

394 Laser Firearms Training II - Intermediate (0.5)
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, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides training on tactical responses, building entries, building searches, and proper shooting techniques.

395 Laser Firearms Training III - Advanced (0.5)
LECTURE, 0.5 HOUR.

This course provides training on tactical responses, building entries, building searches, and proper shooting techniques for unusual incidents.

396 Arrest and Firearms (2.0)
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.

399 Use of Force III (0.5)
LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

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.

400 Defensive Tactics for Female Law Enforcement Personnel (0.5)
LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with defensive tactic techniques specially targeted to the female police officer.

401 Self-Defense Techniques for Law Enforcement Personnel (0.5)
LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides self-defense techniques to be used in a custodial setting by law enforcement personnel.

404 Tactical Weapons Qualification (0.5)
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, 0.25 HOUR; LABORATORY, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides instruction on the operation and safety of weapon systems and qualifies an individual in the use of tactical weapons.

405 Taser Training (0.5)
LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course familiarizes the student with the nomenclature, operation, and tactical deployment considerations of the taser.

407 Tear Gas Refresher/Handler (0.5)
LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course reviews the basic training in use of chemical agents and methods of delivery as well as providing the latest techniques and legal ramifications of chemical agent use.

409 Weapons of Mass Destruction (1)
LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

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.

410 AR-15 Rifle (0.5)
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.

LABORATORY, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course offers basic instruction in safety, tactical considerations, malfunctions, and firing of the AR-15 Rifle.

416 Basic Leadership Institute (1)
LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course is designed to identify and develop basic leadership qualities for law enforcement personnel.

417 Respect-Based Leadership in Law Enforcement (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the policy of equality in law enforcement including core values, respect-based leadership, and individual action plans.

418 Cultural Sensitivity Training for Law Enforcement Personnel (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides sensitivity training and cultural diversity exposure to law enforcement personnel.

421 Career Ethics/Integrity (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course is a peer-oriented workshop involving the monitoring of discussions regarding ethics and integrity in law enforcement.

422 Law Enforcement Professional Standards (1)

LECTURE, 1 HOUR.

This course provides an entry-level law enforcement officer the tools necessary to become a strong and responsible leader along with an understanding of how their leadership can impact the community they serve.

423 Law Enforcement Fraternization Policy (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course informs law enforcement personnel about fraternization issues within a custodial setting.

431 First Aid Recertification for Law Enforcement (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course reviews first aid concepts and techniques used by law enforcement personnel in a custody environment.

432 CPR Recertification for Law Enforcement (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course reviews the basic principles of CPR and the mechanics involved with life support.

435 First Aid Breathing Mask (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the basic principles of CPR and the use of a breathing mask for infants and adults.

437 Law Enforcement Stress Management Techniques (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides law enforcement personnel with stress management techniques including exercise, diet, and meditation.

441 Supervisory Training First Level (4.5)

LECTURE, 4.5 HOURS.

This course provides basic supervisory training for newly promoted first-line supervisors. The course includes ethics, problem solving, media relations, the role of the supervisor, morale, discipline issues, and administrative duties.

442 Field Operations School - Intermediate (2.0)

LECTURE, 2.25 HOURS.

This course emphasizes field tactics for the line supervisor, including barricaded suspects, command post operations, evacuation procedures, and related field operations. The target audience for this course is sergeants newly assigned to patrol.

443 Field Operations School - Advanced (1.0)

LECTURE, 1.25 HOURS.

This course emphasizes field responsibilities for watch commanders, including command post operations, special weapons teams, administrative investigations, and all other emergency response situations.

446 Use of Force Update for Supervisors (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course is designed to provide an update of law enforcement policy regarding the use of force.

447 Administrative Investigation Process (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides supervisors with the necessary knowledge to apply the various components of the administrative investigation process.

449 Citizen Complaint Intake and Investigation Issues (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on law enforcement's citizen complaint intake and investigation policies and practices. The topics covered include the citizen complaint process, process stages, and recommended revisions of existing policy.

450 Laws and Policies Pertaining to Sexual Harassment (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on laws and policies relating to sexual harassment.

452 Supervision Accountability (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course defines accountability for law enforcement supervisors including employee and vicarious liability issues.

453 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.

454 Management and Leadership Training (4)
LECTURE, 4 HOURS.
This course provides management and leadership training for law enforcement and emergency services supervisors.

458 Effective Management for Detained Minors (0.5)
LECTURE, 0.5 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information to correctional staff to identify and avoid abusive institutional practices according to the most current policy. Topics include corporal punishment, denial of basic needs, verbal abuse, and ways to lessen a threatening environment for minors.

459 Case Management for Supervisors (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides management techniques to students for handling a regional crime system.

476 CPR Instructor Update (0.5)
LECTURE, 0.5 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides the student with updated CPR information necessary for valid instruction.

477 First Aid Instructor Training (1.5)
LECTURE, 1 HOUR; LABORATORY, 1.25 HOURS.
This course provides first aid instructor training.

480 Driver Awareness-Instructor Driving Techniques (1)
LECTURE, 0.75 HOUR; LABORATORY, 0.75 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides individuals with driver awareness instructional techniques to teach effective and safe driving methods to law enforcement personnel.

481 Driver Training Instructional Techniques (1.5)
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.

484 Expandable-Straight Baton (0.5)
LECTURE, 0.25 HOUR; LABORATORY, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course teaches appropriate techniques in the use of the expandable-straight baton.

487 Force Training - Instructor Preparation (5)
LECTURE, 4 HOURS; LABORATORY, 2.75 HOURS.
This course provides instruction on how to teach in the area of force training. This course includes an in-depth study of all lethal and non-lethal weapons and instruction on the use of each.

488 Basic Leadership Institute Facilitator Workshop (2.0)
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 techniques.

490 Instructional Techniques for Accessing Criminal Histories (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on instructional techniques used with the processing of criminal histories through the use of the Windows operating system.

491 Law Enforcement Instructor Training Involving Data Entry (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides teaching techniques for law enforcement personnel involved with data entry into the Los Angeles Regional Crime Information System (LARCIS).

493 Academy Instructor Cert (AIC) (2)
LECTURE, 2.25 HOURS.
Note: This course is approved for Credit by Exam.
Students are provided valuable skills for all instructors of California law enforcement including all levels of training for law enforcement and civilian personnel. This course meets the basic instructional skills training requirement to teach in the Peace Standards and Training (POST) Regular Basic Course and for the Academy Instructor Certificate Program.

494 Instructor Development Course (2)
LECTURE, 1.75 HOURS; LABORATORY, 0.5 HOUR.
This course provides information on critical thinking, instructional designs, evaluating and testing, and the learning resources that are available to law enforcement instructors.

496 Advanced Training Instructor-Update (1.0)
LECTURE, 1.25 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
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.

501 Public Safety Dispatcher (5)
LECTURE, 4.5 HOURS; LABORATORY, 2.25 HOURS.
This course provides entry-level knowledge and skills to properly receive and dispatch calls for service to law enforcement personnel.

502 Law Enforcement Technician Course (2.0)
LECTURE, 2.25 HOURS.
This course offers an introduction to the policies and procedures on the technical aspects of law enforcement for civilian personnel employed as law enforcement technicians.

503 Civilian Orientation Seminar (2.0) CSU
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.

504 Civilian Career Development in Law Enforcement (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides instruction on career development for civilian personnel in law enforcement agencies.

505 Civilian Employee Management in Law Enforcement Administration (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information for civilian employee managers who work in law enforcement administrations.

525 Legal Update - 4 Hours (0.25)
LECTURE, 0.25 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides a legal update on current topics affecting the criminal justice system. Also included in this course is how these legal updates might affect the policy and procedures of law enforcement, the courts, and corrections.

526 Legal Update - 8 Hours (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides a legal update on current topics affecting the criminal justice system. Also included in this course is how these legal updates might affect the policy and procedures of law enforcement, the courts, and corrections.

527 Legal Update - 12 Hours (0.5)
LECTURE, 0.75 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides a legal update on current topics affecting the criminal justice system. Also included in this course is how these legal updates might affect the policy and procedures of law enforcement, the courts, and corrections.

528 Legal Update - 16 Hours (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides a legal update on current topics affecting the criminal justice system. Also included in this course is how these legal updates might affect the policy and procedures of law enforcement, the courts, and corrections.

529 Legal Update - 24 Hours (1.5)
LECTURE, 1.5 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides a legal update on current topics affecting the criminal justice system. Also included in this course is how these legal updates might affect the policy and procedures of law enforcement, the courts, and corrections.

530 Legal Update - 36 Hours (1.5)
LECTURE, 1.5 HOURS; LABORATORY, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides a legal update on current topics affecting the criminal justice system. Also included in this course is how these legal updates might affect the policy and procedures of law enforcement, the courts, and corrections.

531 Legal Update - 40 Hours (1.5)
LECTURE, 1.5 HOURS; LABORATORY, 0.75 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides a legal update on current topics affecting the criminal justice system. Also included in this course is how these legal updates might affect the policy and procedures of law enforcement, the courts, and corrections.

532 Legal Update - 80 Hours (3.5)
LECTURE, 3 HOURS; LABORATORY, 1.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides a legal update on current topics affecting the criminal justice system. Also included in this course is how these legal updates might affect the policy and procedures of law enforcement, the courts, and corrections.

533 Legal Update - 120 Hours (4.5)
LECTURE, 4 HOURS; LABORATORY, 2.75 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides a legal update on current topics affecting the criminal justice system. Also included in this course is how these legal updates might affect the policy and procedures of law enforcement, the courts, and corrections.

534 Legal Update - 160 Hours (6)
LECTURE, 5 HOURS; LABORATORY, 4 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides a legal update on current topics affecting the criminal justice system. Also included in this course is how these legal updates might affect the policy and procedures of law enforcement, the courts, and corrections.

600 Fire Academy Training (17)
LECTURE, 4 HOURS, LABORATORY, 40 HOURS.
This course is designed to provide the initial training necessary for basic fire-fighting skills. It includes the California State Fire Marshal curriculum requirements for Fire Fighter I and Fire Fighter II. Subjects include fire service responsibility; use of equipment, tools, ladders, extinguishers; fire

theory, behavior, and control; fire protection systems; wildland fire-fighting applications; and all different types of rescue techniques.

602 Public Safety Leadership and Ethics (2.0)
LECTURE, 2.25 HOURS.
This course introduces ethics and leadership to entry-level firefighters. This course provides a deeper understanding of self as it relates to ethical philosophies, knowledge, skills, and abilities for the exercise of effective and ethical leadership in fire service.

603 Emergency Medical Technician Training for First Responders - Refresher (1)
LECTURE, 0.5 HOUR; LABORATORY, 1 HOUR.
This course is a 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.

604 Ocean Lifeguard Training Academy (1.5)
LECTURE, 1 HOUR; LABORATORY, 1.5 HOURS.
This course prepares the student for employment as an ocean lifeguard and includes training in CPR, first aid, rescue and swimming drills, and environmental hazard identification.

605 Lifeguard Recertification (0.5)
LECTURE, 0.25 HOUR; LABORATORY, 0.5 HOUR.
This course is a refresher course for certified lifeguards that includes CPR update, first aid and lifeguard operations review, and a successful mandatory swim.

606 Ambulance Operatory Academy (4.5)
LECTURE, 3 HOURS; LABORATORY, 5 HOURS.
This course provides the theory and techniques of emergency medical services to be performed by an Emergency Medical Technician while employed as an ambulance operator.

607 Fire Engineer Academy (7)
LECTURE, 5 HOURS; LABORATORY, 6.25 HOURS.
This course provides information on the policies and procedures in the care, operation, and use of a fire engine truck including maintenance, logistics, and all pertinent information pertaining to how the fire engine is to perform in all emergency situations.

610 Fire Technology In-Service Update - 27 Hour Class (0.5)
LABORATORY, 1.5 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
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.

611 Fire Technology In-Service - 54 Hour Class (1)
LABORATORY, 3 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
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.

612 Fire Technology In-Service - 81 Hour Class (1.5)
LABORATORY, 4.5 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
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.

613 Fire Technology In-Service - 108 Hour Class (2)
LABORATORY, 6 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
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.

614 Fire Technology In-Service - 135 Hour Class (2.5)
LABORATORY, 7.5 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
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.

615 Fire Technology In-Service Update - 162 Hour Class (3)
LABORATORY, 9 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
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.

616 Fire Technology In-Service Update - 189 Hour Class (3.5)
LABORATORY, 10.5 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
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.

617 Fire Technology In-Service Update - 216 Hour Class (4)
LABORATORY, 12 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
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.

618 Fire Technology In-Service Update - 243 Hour Class (4.5)
LABORATORY, 13.5 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
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.

619 Fire Technology In-Service Update - 270 Hour Class (5)

LABORATORY, 15 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

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.

630 Fire Marshal Certification: Instructor 1 (2.0) 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.

631 Fire Marshal Certification: Company Officer 2C Investigations and Inspections (2.0) CSU

LECTURE, 2.25 HOURS.

This course provides the student with knowledge on how to conduct basic fire prevention inspections.

632 Fire Marshal Certification: Company Officer 2B - General Administration (1.5) CSU

LECTURE, 1.5 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.

633 Fire Marshal Certification: Company Officer 2A - Human Resources Management (2.0) 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 an introduction to organizational structure and basic communication and leadership skills for fire personnel.

634 Fire Marshal Certification: Company Officer 2D All Risk Command Operations (2.0)

LECTURE, 2.25 HOURS.

This course is one of six leading to the Certified Company Officer designation by the California State Fire Marshal. This course provides information on conducting incident size-up, developing and implementing an initial plan of action involving single and multiunit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting preincident planning, and develop and conduct a post-incident analysis.

635 Fire Marshal Certification: Company Officer 2E - Wildland Fire Operations (2)

LECTURE, 2.25 HOURS.

This course provides information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources completing all operations to suppress a wildland fire, establishing an incident command post, creating an incident action plan, and completing incident records and reports.

640 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.

641 Fire Marshal Certification - Fire Apparatus Driver/Operator 1B (1.5)

LECTURE, 1.25 HOURS; LABORATORY, 1 HOUR.

This course provides the student with information concerning fire pump construction and theory, hydraulics, and pump practices for fire emergency vehicles.

642 Basic Emergency Vehicle Operations (0.5)

LECTURE, 0.5 HOURS; LABORATORY, 0.5 HOUR.

This course provides the student with information on vehicle laws, driving techniques for emergency vehicles, and actual driving exercises under simulated emergency conditions.

643 Fire Marshal Certification: Basic Pump Operations (0.5)

LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.

This course provides the student with information on the techniques of operating fire service pumps including types of pumps, gauges, unsafe condition of pumps, pressure relief devices, and water supply issues.

650 Advanced Fire Management and Leadership (7.5) CSU

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.

652 Wildland Fire Behavior Calculations (1.5)

LECTURE, 1.75 HOURS.

This course provides information on methods of calculating fire behavior characteristics, environmental factors and processes that affect fire behavior predictions, and fire behavior prediction models.

655 Fire Marshal Certification: Instructor 1B (2)

LECTURE, 2.25 HOURS.

This course introduces advanced fire service training methods to firefighters. Emphasis is placed on using occupational analysis, identifying training needs, and training others to perform manipulative skills.

656 Fire Marshal Certification: Instructor 1C (2)

LECTURE, 1.75 HOURS; LABORATORY, 0.5 HOUR.

This course provides methods and techniques for instructional preparation and delivery of fire technology to fire personnel and also includes information on evaluating students, teaching resources and behavior, and communication and feedback techniques.

660 Fire Marshal Certification: Fire Prevention 1B (2) 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.

661 Fire Marshal Certification: Command 1B (2) 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 information and direction for initial operations of multi-casualty, hazardous materials, and wildland fire incidents.

665 Fire Marshal Certification: Fire Investigation 1A (2) CSU

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.

670 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.

671 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.

672 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.

673 I-400 Advanced Incident Command System (1)

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.

680 Emergency Medical Technician I - Refresher (2)

LECTURE, 1.5 HOURS; LABORATORY, 1.5 HOURS..

This is a refresher course for Emergency Medical Technician (EMT) recertification mandated by the State every two years.

682 Paramedic Training - Refresher (1.0)

LECTURE, 1 HOUR; LABORATORY, 0.5 HOUR.

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.

684 Intermediate Fire Behavior (1)

LECTURE, 1 HOUR; LABORATORY 1 HOUR.

This course provides the student with information on wildland fire behavior for effective and safe fire management operations.

686 Strike Team/Task Force Leader (1.5)

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.

688 Division Group Supervisor (1)

LECTURE, 1 HOUR.

This course provides the student with information required to perform the tasks of a division or group supervisor.

690 Fire Safety Officer (1.5)

LECTURE, 1.75 HOURS.

This course provides the student with information on developing safety briefings, safety documentation, and informational memos on issues relating to incident hazards for all levels of fire fighters.

692 Fire Control 2: Basic Operations (0.5)

LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.

This course provides information on methods and techniques for operating basic fire-fighting tools and carrying out basic fire-fighting evolutions.

694 Automobile Extrication (0.5)

LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.

This course provides information on procedures and systems utilized during an automobile extrication.

696 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.

697 Ignition Operations (0.5)

LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.

This course introduces the roles and responsibilities of a Firing Boss (FIRB), common firing devices, and general firing operations and techniques.

698 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.

702 Internal Investigations (1.5)

LECTURE, 1.5 HOURS; LABORATORY, 0.75 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.

704 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.

706 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.

708 Fireline Leadership (1.5)

LECTURE, 1.25 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.

710 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.

714 Fire Service Labor/Management Relations (1)

LECTURE, 1 HOUR.

This course provides participants with an overview of labor/management history, stakeholders, roles and responsibilities, and legislation and the tools to initiate and maintain positive labor/management partnerships.

716 Rescue Systems 1 (1.5)

LECTURE, 1.5 HOURS; LABORATORY, 1 HOUR..

This course provides team organization, rescue, and environmental considerations, use of ropes, knots rigging and pulley systems, descending, rappelling, and belaying tools and techniques, subsurface rescue techniques, use of cribbing, wedges, cutting/prying and hydraulic tools, use of fire service ladders in specialized rescue situations, and day and night simulated rescue exercises.

718 Rescue Systems 2 (1)

LECTURE, 1.25 HOURS; LABORATORY, 1 HOUR.

Provides advanced heavy rescue system techniques. Key topics include: Structural building types, wood and mechanical shores, crib capacities, floor weight calculations, building search, confined space considerations, damaged structure hazard assessment, use of power tools, air bags, and USAR ICS.

719 Low Angle Rope Rescue (1.5)

LECTURE, 1.5 HOURS.

This course provides information on all types of rope rescue equipment; methods and techniques for maintenance, knotting, and use; rescue scene organization and management; and application of low angle rope rescue techniques, litter walkouts, and ladder systems.

720 Rope Rescue Technician (1.5)

LECTURE, 1.25 HOURS; LABORATORY 1 HOUR.

This course prepares participants to undergo competency testing for high angle rescue. The scope of the course is to familiarize participants with the high angle environment and experience; and for them to safely participate in the engineering and operation of simple to complex rescue systems.

722 Trench Rescue Technician (1.5)

LECTURE, 1.5 HOURS.

This course is an intensive hands-on training program that prepares you to respond to confined space emergencies. This course of instruction prepares the student in identifying confined spaces and permit-required confined spaces, the hazards associated with permit required confined spaces, target industries and hazards, state and federal regulations, components of a rescue operation, and the roles and responsibilities of the rescue team.

724 Fire Apparatus Tiller (2)

LECTURE, 2 HOURS.

This course provides information on operating a fire department aerial apparatus equipped with a tiller. Topics include practical driving exercises; and operating, positioning, and stabilizing the apparatus from both the tractor and tiller positions.

725 Fire Apparatus Aerial (2)

LECTURE, 2.25 HOURS.

This course provides information on aerial apparatus preventive maintenance and operations. Topics include routine tests, inspections, and servicing functions on the systems and components unique to an aerial apparatus; maneuvering, positioning, and stabilizing an aerial apparatus; maneuvering, positioning, and lowering the aerial device; and deploying and operating an elevated master stream.

726 All-Hazard Strike Team Leader/ Task Force Leader (AH-330) (1.5)

LECTURE, 1.5 HOURS.

All-hazards complex incident management training for Type-I incident management teams (IMT).

728 Crew Boss (S-230) (1)

LECTURE, 1 HOUR.

This is a classroom course designed to produce student proficiency in the performance of duties associated with the single resource boss position from initial dispatch through demobilization to the home unit. Topics include

operational leadership, preparation and mobilization, assignment preparation, risk management, entrapment avoidance, safety and tactics, offline duties, demobilization, and post incident responsibilities.

730 Field Observer (S-244) (1)

LECTURE, 1 HOUR.

This course provides students with the skills necessary to perform as a Field Observer (FOBS) and/or a Fire Effects Monitor (FEMO). Topics include roles and responsibilities of the FOBS and FEMO; how to make observations and document those observations; how to produce hand drawn and GPS field maps; and how to navigate using a compass and GPS.

732 Engine Boss (S-231) (1)

LECTURE, 1 HOUR.

This is a skill course designed to produce student proficiency in the performance of the duties associated with engine boss, single resource (ENGB). Topics include engine and crew capabilities and limitations, information sources, fire sizeup considerations, tactics, and wildland/urban interface.

734 Confined Space Rescue Technician (1.25)

LECTURE, 1.25 HOURS; LABORATORY, 1 HOUR.

This course is an intensive hands-on training program that prepares students to respond to confined space emergencies. This course prepares the student in identifying confined spaces and permit-required confined spaces, the hazards associated with permit-required confined spaces, target industries and hazards, state and federal regulations, components of a rescue operation, and the roles and responsibilities of the rescue team.

736 River & Flood Water Rescue (1.5)

LECTURE, 1.25 HOURS; LABORATORY, 1 HOUR.

This course provides preparation for participants to demonstrate competency in dynamic water rescue. It familiarizes participants with the dynamic water environment and experience in order to prepare them to safely execute simple to complex rescue techniques.

738 Mental Health First Aid (0.5)

LECTURE, 0.5 HOUR.

This course provides direction for first responders and others on how to help someone who is developing a mental health problem or experiencing a mental health crisis including identification, understanding, and responding to signs of various addictions and mental illnesses.

740 Basic Air Operations (0.5)

LECTURE, 0.5 HOUR.

This course covers aircraft types and capabilities, aviation management and safety for flying in and working with agency aircraft, tactical and logistical uses of aircraft, and requirements for helicopter take-off and landing areas.

750 Fire Command 2A: Command Tactics at Major Fires (1.5)

LECTURE, 1.5 HOURS, LABORATORY, 0.75 HOUR.

This course prepares the fire officer to use management techniques and the Incident Command System when commanding multiple alarms or large suppression forces.

751 Fire Command 2B: Management of Major Hazardous Materials Incidents (1.5)

LECTURE, 1.5 HOURS, LABORATORY, 0.75 HOUR.

This course provides Incident Commanders with the skills and competency necessary to mitigate a major hazardous material incident, initiate remedial action, and ensure the restoration of normal services with a comprehensive resource management approach.

752 Fire Command 2C: High-Rise Fire Fighting Tactics (1.5)

LECTURE, 1.5 HOURS, LABORATORY, 0.75 HOUR.

This course is approached from a system basis and is applied to both small and large high-rise buildings. Topics include pre-fire planning, building inventory, problem identification, ventilation methods, water supply, elevators, life safety, and strategy and tactics.

753 Fire Command 2D: Planning for Large Scale Disasters (1.5)

LECTURE, 1.5 HOURS, LABORATORY, 0.75 HOUR.

This course includes principles of disaster planning and management, fire service emergency plans, emergency operations centers, case studies of various natural and man-made disasters, and the roles of all agencies involved.

754 Fire Command 2E: Wildland Fire Fighting Tactics (1.5)

LECTURE, 1.5 HOURS, LABORATORY, 0.75 HOUR.

This course contains topics that address problems related to wildland fires including fire safety, weather effects, fuels, fire behavior, initial attack methods, and support and strategy techniques.

755 Fire Management 2A: Organizational Development and Human Relations (1.5)

LECTURE, 1.5 HOURS, LABORATORY, 0.75 HOUR.

This course provides information on the foundations of 1) individual behavior, personality and emotions, motivational concepts, individual decision making; 2) group behavior, work teams, group dynamics, group communication, conflict and negotiations, power and politics, leadership and creating trust; and 3) organizational structure, human resources policies and practices, organizational culture, and organizational change and development within the fire service.

756 Fire Management 2B: Fire Service Financial Management (1.5)

LECTURE, 1.5 HOURS, LABORATORY, 0.75 HOUR.

This course is designed to provide insight into the cyclical nature of budgeting and financial management within the fire service. As a management course, the student becomes familiar with essential elements of financial planning, budget preparation, budget justification, and budget controls.

757 Fire Management 2C: Personnel and Labor Relations (1.5)

LECTURE, 1.5 HOURS, LABORATORY, 0.75 HOUR.

This course is designed to provide a fire manager with knowledge and insight on personnel, human resources, diversity management, legal mandates, labor relations, and related areas. Topics include areas of organizational development, productivity, recruitment and selection, performance systems, discipline, and collective bargaining.

758 Fire Management 2D: Strategic Planning (1.5)

LECTURE, 1.25 HOURS, LABORATORY, 1 HOUR.

This course is designed to educate Chief Officers on the strategic planning process and why each of the steps is critical for success. This course provides advice and tools to assist in the strategic planning process and is intended to be consistent with critical elements of the Fire Management accreditation process and its associated self-assessment manual.

759 Fire Marshal Certification - Fire Management 2E (2) CSU

LECTURE, 2.25 HOURS.

This course provides the student with an overview of contemporary fire management including governmental relations, policy formation, and program management.

770 Anatomy and Physiology for Emergency Health Care (4)

LECTURE, 4 HOURS.

This course provides an overview of the structure and function of all body systems. Emphasis is placed on knowledge that enhances the student's ability to assess and treat medical emergencies.

771 Introduction to Emergency Medical Service Systems (2)

LECTURE, 2 HOURS.

This course provides a comprehensive overview of the Emergency Medical Service Systems including the role of emergency medical technicians, paramedics, medical directors and the local EMS Agency. Also included is the licensure and certification process, ethics and wellness of medical emergency responders, and issues related to emergency response work including documentation, communication, and legal guidelines.

772 Patient Assessment and Airway Management (2)

LECTURE, 2 HOURS.

This course provides procedures for emergency medical responders on how to care for patients in the field including history taking, the physical exam, patient and airway assessment, and clinical decision making.

773 Cardiology Assessment and Medical Emergencies (6)

LECTURE, 5 HOURS; LABORATORY, 2 HOURS.

This course presents an overview of cardiology for the entry-level paramedic including the anatomy of the heart, the major structures of the vascular system, all diseases and problems associated with the heart, and treatment for all types of heart issues including cardiac arrest, hypertension, and congestive heart failure. Also included are the pharmacological agents in the management of heart disease and care.

774 Emergency Response to Crisis (4)

LECTURE, 3 HOURS; LABORATORY, 2 HOURS.

This course provides students with the knowledge and skills to assess, stabilize and treat traumatic emergencies of the head, chest, abdomen, and extremities in an emergency field setting.

775 Medical Emergencies and Pharmacological Interventions (5)

LECTURE, 4 HOURS; LABORATORY, 2 HOURS.

This course provides an appropriate protocol on the pathophysiology, assessment and management of patients with medical emergencies, and the application of advanced life support care and treatment.

776 Clinical Internship for Entry-Level Paramedic (4)

LABORATORY, 12 HOURS.

This course provides information on the coordination of advanced emergency medical service training in the hospital setting. Students participate in multiple departments within the hospital including critical care units, OB/GYN, operating rooms, anesthesia, recovery, pediatrics, and psychiatric.

777 Field Internship for Entry-Level Paramedic (9)

LABORATORY, 27 HOURS.

This course provides coordination of advanced emergency medical service training with a field advanced life support unit. Students are able to participate in emergency intervention in traumatic and medical emergencies. Field internship represents the phase of instruction where the student learns how to apply the knowledge and skills to the field environment.

931 Cooperative Education - Public Service (3) CSU RPT 4

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).

Cooperative Education is a work experience program involving the employer, the student-employee, and the college to ensure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Students must be employed or volunteering/interning in order to participate in the program. This course assists students in acquiring desirable work habits, attitudes, and career awareness in the field of Public Service.

Respiratory Therapy Department

***G5-211M** • (323) 265-6802*

Healthcare is the second largest industry in the United States, employing over eight million workers. Many of these professions can be entered directly with an A.S. degree in Respiratory Therapy. With an increased focus on the need for well-trained and effective healthcare personnel, the Respiratory Therapy Department offers a state and nationally approved Degree program. The in-depth classroom instruction is blended with practical, hands-on learning to equip students with the necessary knowledge and skills to work in a wide variety of Respiratory Therapy facilities and environments. The faculty members are highly educated, with extensive professional experience needed to teach today's students; clinical students train with the most modern medical devices and technology in both actual and simulated healthcare environments, to learn the latest industry practices and procedures. All program graduates are eligible to take all local, state, or national credentialing and/or licensure examinations.

Students pursuing careers in Respiratory Therapy learn essential skills and technologies and are given the opportunity to enhance their knowledge, skills, and competencies to meet the demands and the commitment required for a career in the profession. The core courses provide in-depth information into Respiratory Therapy careers and trends in the field, the occupational and educational opportunities, and the educational, physical, emotional, and attitudinal requirements to be a successful respiratory therapist. The Associate Degree Respiratory Therapy Program prepares students to meet both the Advanced Practice standards of the National Board for Respiratory Care (NBRC) and the Respiratory Care Board of California's (RCB) increased licensure requirements.

Faculty

Haines, Michael, Chair, Clinical Director, Professor, Respiratory Therapy
Chhun, Bunnarith, Professor, Respiratory Therapy
Citizen, David, Professor, Respiratory Therapy
Gonzales, Allan, Program Director, Professor, Respiratory Therapy

Adjunct Associate Professor

Avila, Raul, Respiratory Therapy
Dizon, Bernadette, Respiratory Therapy
Garcia, Ryan, Respiratory Therapy
Lopez, Nicholas, Respiratory Therapy
Rodriguez, Gabriel, Respiratory Therapy
Santana, Salvador, Respiratory Therapy
Semerjian, Anahid, Respiratory Therapy
Syph, Treva J., Respiratory Therapy
Tsang, Charlie, Respiratory Therapy
Welch, Melvin, Respiratory Therapy

EDUCATIONAL PROGRAMS

SUBJECTS

- Respiratory Therapy

ASSOCIATE DEGREE PROGRAM

- Respiratory Therapy

Respiratory Therapy, Associate in Science Degree

This program provides students with the strong academic foundation and clinical proficiency necessary to utilize modern respiratory devices (under the direction of a physician) in the complete treatment of cardiopulmonary diseases and other life-threatening conditions, as seen in the COVID-19 crisis. The ELAC RT Program dates back to the 1970's and is one of the largest respiratory therapy programs in Southern California. The program provides students with greater access to hospital clinical sites, faculty, classroom and laboratory resources to better prepare them for clinical practice and employment. Unless transferred in from an outside school, (prerequisite, general education (GE), and program prerequisites) all "First Year" Respiratory Therapy courses (theory and laboratory) are taken on campus at ELAC. At the beginning of the summer between the 1st and 2nd years of the program (considered the start of the "clinical phase"), the majority of the laboratory classes are taken at one of the LACCD-contracted clinical affiliate hospitals. After the end of the fall semester of the clinical year, students must petition the ELAC campus for the Associate Degree.

In addition to the college WASC accreditation, the ELAC RT Program is nationally accredited by the Committee on Accreditation for Respiratory Care (CoARC). The Registry (RRT) licensure examinations are administered through the National Board for Respiratory Care (NBRC). Initial and ongoing licensure in this state is governed by the Respiratory Care Board of California (RCB), a division of the California Department of Consumer Affairs (DCA).

To enroll into the RT program, students must first submit an application to the program that demonstrates the satisfactory completion of all admission prerequisite requirements as described below for placement and possible selection into the annual class cohort.

PROGRAM ADMISSION PREREQUISITES: The following courses, demonstrating satisfactory completion with a grade of "C" or better, are required to apply for admission to the program. Repeat attempts do not count against the applicant. Transfer coursework taken outside the LACCD that is desired for use to satisfy associate degree and/or program prerequisites must satisfy the minimums required by ELAC as specified below. Transfer courses that match the class content as stated in the ELAC catalog but not necessarily the unit totals listed below may be petitioned (See section on Transfer Students).

1. Communication Studies 121 = 3 semester units

2. Human Anatomy (ANATOMY 001) = 4 semester units or BIOLOGY 020 (a combined course of Anatomy/Physiology = 8 semester units)
3. Human Physiology (PHYSIOL 001) = 4 semester units or BIOLOGY 020 (a combined course of Anatomy/Physiology = 8 semester units
4. Introductory General Chemistry (CHEM 065 or higher-level Chemistry course) = 4 semester units
5. Statistics (MATH 227 or 227S) = 4 semester units or College Algebra (MATH 245) = 3 semester units
6. Medical Terminology (HLTHTEK 133) and Introduction to Respiratory Therapy (RESP TH 101) are both program prerequisites as well as major requirements. Both should be taken in the semester immediately prior to program admission and both MUST be completed before the student can begin the respiratory therapy program.

ENGLISH 101 (Freshman Composition) is not required for admission into the respiratory therapy program; however, it is a required element of all associate degrees conferred by ELAC and must be completed prior to filing a graduation petition.

GENERAL EDUCATION ACADEMIC ADVISEMENT: Students must periodically meet with an academic counselor to review their progress towards the ELAC Associate Degree General Education (GE) requirements. ELAC RT students are exempt from taking the LACCD GE Area E1 and E2 degree requirement.

APPLICATION SUBMISSION: Each fall semester, a cohort group of fifty (40) applicants is selected to begin the two-year sequence of coursework in the RT Program. No student may enroll directly into the RT Program; students must first submit an application, then be formally selected BEFORE they may enroll into any RESP TH course EXCEPT RESP TH 101. A complete application must be received by the RT Program BEFORE the student will be considered for possible admission.

All applicants will be notified via email within two weeks of their application submission whether the application is incomplete or complete. If the application is determined to be incomplete, the applicant will be notified what is required to complete the application. Incomplete applications will be held for only one year; if not completed within a year, they will be discarded. Completed applications are placed into cohort applicant pool.

Applications must be submitted with transcripts to verify the completion of the required prerequisite coursework; for students utilizing classes taken within the nine-campus LACCD system, unofficial transcripts from the Student Information System (SIS) are permitted. Students who wish to use courses taken outside LACCD must first transfer those courses to ELAC for acceptance; please refer to the section below regarding the process for Transfer Students.

The annual application period will run from the start of the fall semester until the end of the spring semester; this time may be extended at the discretion of the RT Program Director if the cohort capacity has not been reached. Pre-clinical clearances such as the health examination, drug screening, background check and CPR certification are not required at the time of application. Please Note: Do NOT submit the RT application to the College Admissions Office.

TRANSFER STUDENTS: For RT applicants, if any portion of the prerequisite courses have been taken outside of the nine campus LACCD system, one set of official transcripts from each outside institution must be sent directly from the originating college or university to the ELAC Admissions Office AND a second set attached to the application for admission when submitted to the Respiratory Therapy Program. For the College to accept this outside course work in satisfaction of any program or degree requirement, the student must submit both a "General Petition" to the campus Admissions Office AND a "Challenge Petition" to the Department Chair for approval; all documentation in support of both petitions must be attached at the time of submission.

I**N-PROGRESS APPLICANTS:** Students who are in the process of completing the last of the prerequisite requirements may submit an application to the program, provided they include proof of enrollment in all outstanding classes at the time of submission. Any applicant who does not provide proof of the satisfactory completion of all remaining prerequisite class (es) will not be considered for admission.

PRIORITY APPLICANT STATUS: The RT Program offers priority admission status to active duty military members, veterans and their (current) spouses provided they meet all other existing admission requirements. Priority enrollment status is also granted to any alternate from a prior cohort year who was not able to enroll into that cohort. Priority applicants are not subject to the applicant lottery process.

SELECTION PROCESS: If the applicant pool exceeds the CoARC-mandated cohort size, all non-priority applicant names will be placed into a lottery pool. A blind draw will be utilized to randomly select the applicant names which will be placed on a list according to their lottery number. The Respiratory Therapy Program will inform applicants of the results of the lottery selection by e-mail approximately two (2) weeks after the application deadline.

ALTERNATE LIST: An additional number of names, no more than ten (10%) of the total cohort capacity, will be selected from any remaining names in the applicant pool for a position on the cohort alternate list. A blind draw will also be utilized to randomly select from the remaining applicant pool names which will be placed on the list of alternates according to their lottery number. Should an admitted applicant be unable to or declines to enroll in the cohort, the first name on the alternate pool list will be given the opportunity to enroll. The process will continue as needed, until all names on the alternate list have been exhausted. If a vacancy in the cohort still remains, a second alternate list will be drawn from any remaining names in the applicant pool and the cohort selection process repeated until the cohort is full. Any alternate who is not selected for admission in to the Program will be given priority registration in the next available cohort.

SUBJECT & NO.	COURSE	UNITS
REQUIRED PROGRAM PREREQUISITES:		22-23
COMM 121	Interpersonal Communications	3
ANATOMY 001**	Introduction to Human Anatomy	4
AND		

PHYSIOL 001*	Introduction to Human Physiology	4
OR		
BIOLOGY 020*	Human Anatomy and Physiology	8
CHEM 065	Introductory General Chemistry	4
OR		
Higher-level Chemistry course.		
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
OR		
MATH 245	College Algebra	3
OR		
Higher Math course.		
HTHTEK 133	Medical Terminology	2
RESP TH 101	Introduction to Respiratory Therapy	2
REQUIRED MAJOR COURSES		52.5

FALL SESSION

SUBJECT & NO.	COURSE	UNITS
RESP TH 110*	Respiratory Care Physics, Medical Gases, and Infection Control	3
RESP TH 112*	Respiratory Care Equipment Theory and Principle of Operation	3
RESP TH 114*	Practice and Application of Respiratory Care Modalities	1
RESP TH 116	Cardiopulmonary Anatomy and Physiology	4

SPRING SESSION

SUBJECT & NO.	COURSE	UNITS
RESP TH 120	Neonatal & Pediatric Respiratory Care	4
RESP TH 122*	Cardiopulmonary Pathophysiology	4
RESP TH 124*	Principles of Critical Care Respiratory Care Modalities	3
RESP TH 126*	Practical Application of Critical Care Respiratory Care Modalities	1
RESP TH 128	Pharmacology of Respiratory Therapy	1

SECOND YEAR (CLINICAL)

Respiratory clinical classes are scheduled in selected healthcare facilities during the day and/or evening shifts, Monday-Friday.

SUMMER SESSION

SUBJECT & NO.	COURSE	UNITS
RESP TH 130*	Pulmonary Diagnostic Techniques	1
RESP TH 201*	Introduction to Clinical Practice	2.5

FALL SESSION

SUBJECT & NO.	COURSE	UNITS
RESP TH 210*	Applied Respiratory Care Intervention & Assessment I	4
RESP TH 212*	Clinical Practice of Respiratory Care I	6.5
RESP TH 214	Advanced Continuous Mechanical Ventilation Modalities	1

WINTER SESSION

SUBJECT & NO.		
RESP TH 216*	Advanced Clinical Practice	2

SPRING SESSION

SUBJECT & NO.	COURSE	UNITS
RESP TH 220*	Applied Respiratory Care Intervention & Assessment II	4
RESP TH 222*	Clinical Practice of Respiratory Care II	6.5
RESP TH 224	Special Procedures & Current Issues in Respiratory Care	1
TOTAL UNITS REQUIRED FOR MAJOR		52.5
LACCD GENERAL EDUCATION: AREA B1, B2, C, AND D1:		12
	Total	*86.5-87.5*

Note: Respiratory Therapy program prerequisites courses will satisfy LACCD GE Areas A, D2, Math Competency. Area E shall be waived for degrees in Respiratory Therapy.

**This course has a prerequisite/corequisite.*

***This course has an advisory.*

RESPIRATORY THERAPY ADVISEMENT: Once the student is formally admitted to the program, they will be assigned to a member of the Fulltime RT faculty, who will act as their primary program 'advisor'. This advisor will work with the student to establish their written "Respiratory Therapy Education Plan", as well as be a resource for the student throughout the duration of their time in the program. Once created, the RT education plan will detail the (exact) sequence of courses which must be followed for the student to successfully complete the program. The student may NOT modify this education plan WITHOUT the prior, written consent of their RT advisor and the RT Program Director. Failure to adhere to this policy may result in the student being placed on Program probation and at risk for program dismissal.

SATISFACTORY ACADEMIC PROGRESS: Satisfactory completion (as demonstrated by a grade of "C" or better) is required in all General Education and Respiratory Therapy courses. Additionally, any student who modifies their education plan by withdrawing from any RESP TH class while earning a grade of less than a "C" AND without formal Respiratory Therapy advisor approval, will also be prohibited from further program progression until they have met with their assigned advisor AND the RT Program Director.

ADDITIONAL PROGRAM REQUIREMENTS: The following are additional criteria for entry into the "Clinical Phase" of the program:

1. BACKGROUND CHECK: A background check, including an eleven-panel drug screen must be successfully completed by all students before they will be admitted into the clinical phase of the program. If the background check is unsuccessful, the student may not be admitted to the clinical component or be placed at a clinical affiliate hospital.
2. HEALTH SCREENING: A complete physical examination, including laboratory tests and immunizations, that states that the student is 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)] or pose a threat to their own health. This examination must be successfully completed before the student will be permitted into the clinical phase of the program.

3. MALPRACTICE INSURANCE: Malpractice insurance is required for the clinical component of the RT program and must be purchased by the student PRIOR to the start of the clinical phase of the program.
4. SUPPLIES, HEALTH AND MISCELLANEOUS REQUIREMENTS: In addition to the above background check, malpractice insurance, and health clearance required for entry into the clinical phase, all students will be required to purchase an equipment kit, lab coat and/or scrub jacket (optional), scrubs, shoes, a stethoscope, watch, and other materials for the classroom and clinical training. Students will be required to possess a CPR card (American Heart Association BLS Healthcare Provider Course) that is valid for the duration of the clinical phase.

Special Notes Applied to all RT Curricula:

1. Respiratory Therapy courses are scheduled sequentially every semester and must be completed successfully before the student may progress into the next semester. Most courses are only offered once annually.
2. Students who wish to transfer from another RT program must first be evaluated by the RT Program Director for suitability of transfer credit. The student must submit a general petition form to both the program and the Admissions Office with the syllabi and college catalog course descriptions of all courses they wish to have considered for transfer. Additionally, transfer candidates who have completed ANY clinical hours must submit a letter from their former Respiratory Therapy Program Director and/or Director of Clinical Education which states that the applicant is deemed "clinically safe".
3. Students who take a break in enrollment for any reason while formally admitted to the program will be subject to all / any new prerequisites, corequisites, RT Program and / or College policies in effect when they return. A break in course progression may result in the student's termination from the Respiratory Therapy Program.
4. Since January 1, 2015, the California Respiratory Care Board (RCB) has required all new applicants to successfully complete both parts (TMC and CSE) of the National Board for Respiratory Care (NBRC) Registered Respiratory Therapist (RRT) Examination PRIOR to a license being issued. Additionally, to work as an RCP in California, the RT Program graduate must submit live scan fingerprints, which are evaluated by both the California Department of Justice and the FBI.
5. Students must also possess a valid social security or an Individual Tax Identification Number (ITIN) for the clinical screening process.
6. Students must have reliable transportation to off-campus clinical sites.
7. Students must adhere to a specific dress code complete with picture identification badges.
8. Admission into the clinical phase of the program requires that students be in good physical and mental health, 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), with a completed health examination form that permits unrestricted functional activities essential to the practice of respiratory care in California.

SUBJECTS & COURSE DESCRIPTIONS

Respiratory Therapy (RESP TH)

101 Survey of Respiratory Therapy (2)

LECTURE, 2 HOURS.

This course provides an introduction to the profession of Respiratory Therapy, with an emphasis on the education, duties, responsibilities, and licensure requirements of a Respiratory Therapist. Elementary introduction into the history of the profession, pulmonary terminology, basic oxygen equipment, lung disease processes and lab data identification are also introduced. Emphasis is placed on the entry-level skills and knowledge required for entry into the profession.

110 Respiratory Care Physics, Medical Gases, and Infection Control (3) CSU

Prerequisites: *Health Information Technology 133 and Respiratory Therapy 101*

LECTURE, 3 HOURS.

This course presents an overview of the principles of physics that apply to the development and functionality of respiratory care and medical equipment. Medical gases, the kinetic theory of gases, the states of matter, Gas Laws, the behavior of gases in a dynamic environment, electronics, electrical safety, thermodynamics, temperature scales, and measurement are covered in detail. Concepts of physics pertaining to the cardiopulmonary systems are also discussed. Methods of identifying pathogens, micro-organisms, asepsis and maintaining aseptic technique are introduced as well.

112 Respiratory Care Equipment Theory and Principle of Operation (3) CSU

Corequisite: *Respiratory Therapy 114.*

LECTURE, 3 HOURS.

This course presents an in-depth study on the theory of operation of oxygen therapy modalities, factional distillation, liquid oxygen systems, hospital piping, and oxygen and electrical backup systems. Patient assessment, methods of administration, and signs and symptoms indicative of the need for oxygen therapy are presented by lecture, patient chart review, and developing case studies based upon taking a Patient History and a Physical. Students are required to demonstrate competency by successful completion of an oral examination administered at the end of the semester.

114 Practice and Application of Respiratory Care Modalities (1) CSU

Corequisite: *Respiratory Therapy 112.*

LECTURE, 0 HOURS; LABORATORY 3 HOURS.

This course presents students with the opportunity to identify respiratory care equipment by name and to assemble, disassemble, troubleshoot and practice how to clinically apply respiratory care modalities to patients in the hospital and home care setting. Methods of monitoring the patient equipment interface and airway management to assure optimum patient care outcome are

observed and patient health, safety, and welfare are maintained and discussed. Students actively participate in the review of case studies and patient care scenarios to accurately diagnose and develop appropriate plans of intervention for patients with cardiopulmonary diseases. Universal precaution and isolation procedures are discussed and demonstrated. Students are required to demonstrate competency by successful completion of a practical examination administered at the end of the semester.

116 Cardiopulmonary Anatomy and Physiology (4) CSU

LECTURE, 4 HOURS.

This course presents the physiology of the cardiopulmonary system from a clinical perspective including a review of cardiopulmonary and renal anatomy and physiology. Also included is an extensive presentation of pulmonary ventilation, gas transport and diffusion, cardiopulmonary circulation, ventilation/perfusion balance, acid-based balance, and mechanics and neurologic control of breathing. Emphasis is placed on the bedside interpretation of the acid-base status of patients that is used in the management of clinical respiratory patients.

120 Neonatal & Pediatric Respiratory Care (4) CSU

LECTURE, 4 HOURS.

This course emphasizes neonatal pathophysiologies, etiologies, and ramifications. Encompasses the newest techniques in monitoring equipment used in the treatment and maintenance of the premature infant.

122 Cardiopulmonary Pathophysiology (4) CSU

Prerequisite: *Respiratory Therapy 116.*

LECTURE, 4 HOURS.

This course covers the pathology, assessment, diagnosis, and treatment of the common diseases and disorders of the respiratory, cardiovascular, and neuromuscular systems and offers a comprehensive study on the functional abnormality of the lungs and the heart, identifying the anatomical anomalies, and the pathophysiological diseases processes of the cardiopulmonary system. Etiology, signs, and symptoms, clinical manifestation, pathogen identification, diagnosis, prognosis, and plan of intervention are discussed. Objective and subjective methods of patient assessment, acid base balance, and methods of calculating physiological equations used to determine normalcy and ab-normalcy of the cardiopulmonary system are applied. Case study review regarding advanced assessment and pathophysiology explored through group discussions. Students are required to demonstrate competency by successful completion of an oral examination administered at the end of the semester.

124 Principles of Critical Care Respiratory Care Modalities (3) CSU

Prerequisite: *Respiratory Therapy 114.*

Corequisite: *Respiratory Therapy 126.*

LECTURE, 3 HOURS.

This course presents a detailed study on assembly, disassembly, the theory of operation, and modes and parameters of mechanical ventilators. Patient assessment, methods of administration, and signs and symptoms indicative of the need for continuous mechanical ventilation are presented. Methods of monitoring the patient equipment interface to assure optimum patient care outcome, and patient health, safety, and welfare are maintained and discussed. Patient Chart review, and case study development based upon Patient History and Physical is presented. Basic Life Support and Advanced Cardiac Life Support modalities and application are discussed. Students are required to demonstrate competency by successful completion of an oral examination administered at the end of the semester.

126 Practical Application of Critical Care Respiratory Care Modalities (1) CSU

Prerequisite: *Respiratory Therapy 112 and Respiratory Therapy 114.*

Corequisite: *Respiratory Therapy 124.*

LECTURE, 0 HOURS; LABORATORY, 3 HOURS.

This course presents students with the opportunity to identify mechanical ventilators in respiratory care, assemble, disassemble, troubleshoot, and practice how to clinically apply continous mechanical ventilation modalities to patients in the critical care setting. Students actively participate in the preparation of case studies and patient care scenarios to develop skills in assessing, managing, and providing appropriate intervention to critical care patients on continuous mechanical ventilation. Students are required to demonstrate competency by successful completion of a practical examination administered at the end of the semester.

128 Pharmacology of Respiratory Therapy (1) CSU

LECTURE, 1 HOUR.

The repiratory pharmacology course covers the basic concepts of pharmacology that underlie drug use in cardiopulmonary care. In this course, students study the categories of drugs used to treat cardiopulmonary pathologies, drug dosage, calculations, and routes of drug administration.

130 Pulmonary Diagnostic Techniques (1) CSU

Prerequisite: *Respiratory Therapy 122*

LECTURE, 1 HOUR.

This course provides students with the basic technical skills of performing pulmonary function test, including the equipment instrumentation and spirometic parameters measured during pulmonary functions testing including lung volumes, diffusion studies, body plethysmography, and polysomnography. Interpretation of measured parameters are discussed.

201 Introduction to Clinical Practice (2.5) CSU

Prerequisite: *Respiratory Therapy 126*

LECTURE, 0 HOURS; LABORATORY, 8 HOURS.

This course requires students to complete 144 clinical hours in hospital clinical experience. Beginning observed and supervised applied clinical experience, the application of patient assessment techniques, basic respiratory care procedures, including oxygen administration, aerosol therapy, sustained maximal inspiratory maneuver therapy, arterial punctures and other monitoring and diagnostic procedures.

210 Applied Respiratory Care Intervention & Assessment I (4.0) CSU
Prerequisite: *Respiratory Therapy 201.*

LECTURE, 4 HOURS.

Under supervision of the instructor, the student prepares and presents weekly patient care case studies to their fellow students in the classroom. During each class, the didactic instructor facilitates discussion on the disease etiology, differential diagnosis, clinical laboratory data, diagnostic procedures, and intervention employed in treating patients with cardiopulmonary disorders.

212 Clinical Practice of Respiratory Care I (6.5) CSU
Corequisite: *Respiratory Therapy 210.*

LECTURE, 0 HOURS; LABORATORY 20 HOURS.

This course provides students with clinical application of diagnostic techniques, equipment, medications, and therapeutic procedures based on the national Clinical Practice Guidelines as well as local standards of practice. Students are assigned to a selection of clinical facilities and, under the supervision of respiratory care preceptor, the student performs patient assessment techniques, basic respiratory care procedures, including oxygen administration, bronchodilator therapy, aerosol therapy, sustained maximal inspiratory maneuver therapy, arterial punctures and other monitoring and diagnostic procedures. Introduction to critical care respiratory care modalities begins during this clinical assignment. Students actively participate in Physician Rounds.

214 Advanced Continuous Mechanical Ventilation Modalities (1.0) CSU

LECTURE, 1 HOUR.

This course presents an in-depth study of advanced modes of continuous mechanical ventilation including monitoring techniques, lung protective ventilating strategies, permissive hypercapnea, and prone precision therapeutic procedures. Extracorporeal membrane oxygenation, lung transplant, and lung recruitment procedures are presented.

216 Advanced Clinical Practices (2.0) CSU
Prerequisite: *Respiratory Therapy 214.*

LECTURE, 0 HOURS; LABORATORY 6.67 HOURS.

This course consists of 120 clinical hours in hospital clinical experience. Beginning unsupervised applied clinical experience, the application of patient assessment techniques, advaned respiratory care procedures in the Intensive Care Units, including mechanical ventilation, monitoring and managing patients on mechanical ventilation, establishing and removal of artificial airway, weaning assessment and discontinuing ventilator support, arterial punctures, and other monitoring and diagnostic procedures.

220 Applied Respiratory Care Intervention & Assessment II (4.0) CSU
Prerequisite: *Respiratory Therapy 210.*

Corequisite: *Respiratory Therapy 222.*

LECTURE, 4 HOURS.

In this course, the student discusses patient education and health promotion and states the definition and general goals of pulmonary rehabilitation programs. The student is able to explain the rationale for exercising conditioning and psychosocial support for patients with chronic pulmonary disease, describe how to evaluate and select patients for pulmonary and cardiac rehabilitation, discuss the implications and long-term effects of mechanical ventilation on patient's lung in the acute and post-acute setting, discuss the outcome measures that can be used to evaluate pulmonary rehabilitation programs, describe alternate care settings where respiratory care is performed, discuss test taking skills and strategies, and practice taking the TMC and Clinical examinations.

222 Clinical Practice of Respiratory Care II (6.5) CSU
Prerequisite: *Respiratory Therapy 212.*

Corequisite: *Respiratory Therapy 220.*

LECTURE, 0 HOURS; LABORATORY 20 HOURS.

In this clinical experience course, the student is assessed on competencies to perform independently and modify therapeutic procedures based on patient's response; recommending modifications in the respiratory care plan based on the patient's response; the appropriateness of the prescribed respiratory care plan and recommending modifications when indicated by data; initiating, conducting, or modifying respiratory care techniques in an emergency setting; acting as an assistant to the physician performing special procedures; and initiating and conducting pulmonary rehabilitation and home care.

224 Special Procedures & Current Issues in Respiratory Care (1.0) CSU

LECTURE, 1 HOURS.

This course examines the theory and practical applications of invasive physiologic monitoring, including metabolic and hemodynamic monitoring, Swan-Ganz catheterization, cardiac output measurement, and aseptic technique and presents an in-depth study of the etiology, pathophysiology, and treatment of advanced cardiac disease, including congenital heart disease and bypass surgery.

Social Sciences Department

F7-307 • (323) 265-8829

Department Secretary, Cindy Flores

Social Sciences are concerned with almost every aspect of human interrelationships, including relationships to the environment. In this connection, students in Social Sciences must be aware of the contributions which the various subjects 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 but value analysis, critical thinking, and providing solutions about issues facing our community, society, the nation, and the world.

In addition to the numerous degree programs offered in multiple fields, including Asian American Studies, Economics, Environmental Studies, Gender Studies, History, Political Science, Sociology, and Women's Studies, the Social Sciences Department also offers the Pathway to Law School Certificate program. The department also offers courses in the Humanities and Social and Behavioral Sciences as well as multiple courses which fulfill the LACCD Ethnic Studies graduation requirement, and the IGETC and CSU GE Ethnic Studies general education areas.

Faculty

Morales, Marcellino, Ed.D., - Chair, Professor, Sociology
Arias, Robert John, Professor, History
Chaiprasert, Kenneth, J.D., PhD., Associate Professor, Political Science
Collazo, Javier, Assistant Professor, History
Colling, Michael L., M.A., M.L.S., Professor, History
Coson, Murniz Allen, Associate Professor, Economics
De los Rios, Katya, Assistant Professor, Economics
Garcia, Rogelio, Associate Professor, Political Science
Hernandez, Jeffrey, M.P.A., Professor, Political Science
Ie, Eileen F., Ed. D., Associate Professor, Sociology
Jimenez, Renato I., Associate Professor, Sociology
Jones, LaQuita, Associate Professor, Sociology
Mejia, Fernando, Associate Professor, History
Melchor, Leonard, Ph.D., Associate Professor, History
Monteiro, Natalina T., Ph.D., Professor, Political Science
Ortega, Elizabeth, Associate Professor, Sociology
Quintero, Maria, Associate Professor, Political Science
Ramirez, Carlos A., Professor, History
Song, David K., Professor, Asian-American Studies
Ulloa, James, Ed.D., Assistant Professor, Sociology
Urrutia, Lilliana, Professor, History
Velasquez, Kelly, Associate Professor, Political Science
Wardinski, Steve, Professor, History

Adjunct Associate Professors

Agredano, Felipe, Political Science
Batres, Carlos, Sociology
Baughn, Linda, History
Bell, David, Political Science
Caballes, Aida Z. Ph.D., Economics
Castro, Consuelo, Ed.D., M.P.A, Political Science
Castro, Daniel, Sociology
Chang, Jeffrey T., History
Chee, Grace, History
Cheung, Chevvy C., Sociology
Chin, Darian W., Economics
Dunsheath, Barbara, Ed.D., History
Ferencz, Sandor, Economics
Flores, Juan, Economics
Fraga, Mike A., History
Frohman, Deborah, Economics
Gomez, Georgina, History
Harris, John P., Sociology
Holland, Carmen, Political Science
Hussain, Syed K., Political Science
Kahla, Rin, Ph.D., MSW, Sociology
Keily, James F., History
Lam, Gina, Sociology
Letelier, Yvette, Sociology
Lopez, Oswaldo, Political Science
Lorenzana, Danny, Sociology
Macal, Carla, Sociology
Maehara, Gary A., History
Mazon, Rafael, History
Mbaye, Mohamed, History
Mora, Juana M., Political Science
Nitzani, Michael, Sociology
Ornelas, Armida O., Ph.D., Political Science
Ramos, Gloria L., Sociology
Richards, Victoria, African American Studies
Rios, Al, Political Science
Rodriguez, Christine, J.D., Sociology
Romero, David, Political Science
Rosales, William, Sociology
Sanchez, Salvador, Political Science
Santillan, Richard, Political Science
Shang, Karen, Economics
Torres, Ybonne, Political Science
Woods, Ventris, Political Science
Zhang, Chengcheng, Economics
Zhang, Ray R., Economics

EDUCATIONAL PROGRAMS

SUBJECTS

- African American Studies
- Asian-American Studies

- Economics
- History
- Political Science
- Sociology

CERTIFICATES OF ACHIEVEMENT

- Pathway to Law School

ASSOCIATE DEGREE PROGRAMS

- Environmental Studies: Social and Public Policy
- Economics for Transfer
- History for Transfer
- Political Science for Transfer
- Social Justice: Asian American Studies for Transfer
- Social Justice: Gender Studies for Transfer
- Sociology for Transfer
- Women/Gender Studies

CERTIFICATE OF ACHIEVEMENT

Pathway to Law School

The Pathway to Law School certificate of achievement enhances a student's academic preparation for law school. A law school accredited by the American Bar Association will typically require the completion of a bachelor's degree. However, incorporating this certificate of achievement as one element of undergraduate work substantiates a student's commitment to and preparation for the rigors of law school. Law school admissions officials may consider the certificate of achievement in making their admissions decisions. Course work and the supplemental programming provide students with information about applying to law school after attaining a bachelor's degree, career options with a law degree, common admissions issues for law school applicants; financial planning for law school, and other related matters.

This Certificate of Achievement is part of an initiative by the California State Bar to improve access and success for law school applicants.

SUBJECT & NO.	COURSE	UNITS
REQUIRED COURSES		
POL SCI 001	The Government of the United States	3
POL SCI 040	Law and Democracy	3
OR		
SOC 014	Law and Democracy	3
OR		
LAW 008	Law and Society	3
HISTORY 011	Political and Social History of the United States to 1877	3
OR		
HISTORY 012	Political and Social History of the United States from 1865	3
COMM 104	Argumentation and Debate	3
ENGLISH 101	College Reading and Composition	3
OR		
ENGLISH 101X	College Reading and Composition I Plus 1-Hour Lab	3
OR		
ENGLISH 101Y	College Reading and Composition I Plus 2-Hour Lab	3.5
OR		
ENGLISH 101Z	College Reading and Composition I Plus 3-Hour Lab	4
OR		
E.S.L. 110	College Composition for Non-Native Speakers	4
ENGLISH 103	Composition and Critical Thinking	3
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
	Total	*22*

ASSOCIATE DEGREE PROGRAMS

Environmental Studies: Social and Public Policy, Associate in Arts Degree

The Environmental Studies: Social and Public Policy Program is an interdisciplinary and multidisciplinary course of study that presents an overview of environmental issues and studies the interrelationship between humans and the environment. The curriculum prepares students to deal with the complex environmental problems that confront society by providing a broad, basic understanding of how physical, biological and human components of the environment interact. The degree's core courses examine the relationship between nature and social systems. Furthermore, they introduce students to the interplay between natural and social systems, and the ideological foundations of humankind's attitudes and behaviors withrespect to their ever-changing enrironments. The courses are designed to equip students with necessary lab skills that involve the scientific method, and the critical understanding of the interrelationship between science and nature; helping students to be more avid in the studying and solving of environmental problems. Specifically, this program uses an interdisciplinary approach to introduce students to an overview of environmental issues from a variety of perspectives; preparing students to research, analyze, and propose solutions to the different and intricate environmental challenges that the world may face.

SUBJECT & NO.	COURSE	UNITS
CORE REQUIREMENTS		21
ENV SCI 001	Introduction to Environmental Science	3
GEOG 001	Physical Geography	3
PHILOS 020	Ethics	3
ECON 001	Principles of Microeconomics	3
OR		
ECON 002	Principles of Macroeconomics	3
ECON 020	Statistics for Economics	3
POL SCI 001	The Government of the United States	3
SOC 001	Introduction to Sociology	3
RESTRICTED ELECTIVES: CHOOSE THREE COURSES		9
ECON 011	Economics of Globalization	3
ECON 060	Economics and the Environment	3
ENV SCI 024	Global Climate Change	3
HISTORY 002	Introduction to Western Civilization II	3
HISTORY 012	Political and Social History of the United States from 1865	3
HISTORY 020	History of California and the Pacific Coast	3
HISTORY 078	The Environment in World History	3

HISTORY 087	Introduction to World Civilization II	3
HISTORY 097	Introduction to History of Science	3
LAW 060	Environmental Law and Policy	3
PHILOS 028	Environmental Ethics	3
SOC 002	American Social Problems	3
COMPLETE ADDITIONAL DEGREE APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS		
LACCD GENERAL EDUCATION PLAN		21
Total		*60*

Note: 12 units of major courses may be double counted in LACCD General Education.

Note: Students who have completed MATH 227 or MATH 227S or PSYCH 091 or BUS 015 may substitute that course for ECON 020.

Associate in Arts in Economics for Transfer

The Associate in Arts in Economics for Transfer provides students with a foundation of applying economic theories and economic reasoning to real world situations using the concepts of scarcity, opportunity cost, and supply and demand for both individual (micro) and collective (macro) decision-making. Students who successfully earn the Associate in Arts in Economics for Transfer by completing a maximum of 60 transferable units are guaranteed transfer admission into a California State University (CSU) campus to further the study of economics.

While at least a baccalaureate degree is recommended for preparation for those considering professional careers, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for further academic study through upper-division course work. This curriculum specifically prepares the prospective transfer student for upper-division coursework in Economics or a similar major at a California State University (CSU) campus. Students should consult a counselor and/or the catalog of the transfer college or university to plan a specific program of study to meet the college or university's requirements.

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer". The AA-T degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit," which economics is not). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system.

To earn an AA-T in Economics students must complete the following:

- A minimum of 18 semester units in the economics major
- California State University General Education Breadth requirements or the Intersegmental General Education Transfer Curriculum (IGETC)
- Elective course to complete a minimum of 60 units of CSU transferable coursework
- Have an overall GPA of 2.0

Students must complete all major courses with a grade of "C" (or "P") for each course in the major.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
ECON 001	Principles of Microeconomics	3
ECON 002	Principles of Macroeconomics	3
ECON 020	Statistics for Economics	3
OR		
PSYCH 091	Statistics for the Social and Behavioral Sciences	4
OR		
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
OR		
BUS 015	Business Statistics	3
MATH 236*	Calculus for Business and Social Sciences	5
OR		
MATH 261*	Calculus I	5
LIST A: SELECT ONE COURSE		3-5 UNITS
ACCTG 001	Introductory Accounting I	5
ACCTG 002*	Introductory Accounting II	5
CAOT 035	Concepts in Information Systems	3
OR		
CIS 101	Introduction to Computers and Their Uses	3
MATH 235	Finite Mathematics	5
OR		
MATH 262*	Calculus II	5
Note: Only one computer course may be taken		
LIST B: SELECT ONE COURSE		3-5 UNITS
Any List A course not already used above		
OR		
ECON 011	Economics and Globalization	3
ECON 030	Comparative Economic Systems	3
ECON 060**	Economics and the Environment	3
MATH 263*	Calculus III	5
MATH 270*	Linear Algebra	3
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

Note: 6 units of major courses may be double counted towards general education.

**This course has a prerequisite.*

***This course has an advisory.*

Associate in Arts in History for Transfer

The Associate in Arts in History for Transfer creates a transfer pathway for students who plan to complete a Bachelor

of Arts in History at a CSU, and is designed to provide students with an introduction to and overview of history, which is the study of change over time. Historians analyze cause and effect, construct narratives from primary sources, and explain the actions of people in the past. Students in history courses learn how to interpret, debate, and draw conclusions. History majors acquire a broad perspective on the human experience and appreciate how the past has shaped the present.

Requirements:

a. Completion of 60 CSU transferable semester units;

- 18 semester units in the approved History courses;
- Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements (CSU GE);

b. Achieve a grade point average of 2.0

c. Earn a C (or "P") for each course in the major.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
HISTORY 011	Political and Social History of the United States to 1877	3
HISTORY 012	Political and Social History of the United States from 1865	3
	Subtotal	*6*
LIST A : SELECT TWO COURSES		6 UNITS
HISTORY 001	Introduction to Western Civilization I	3
OR		
HISTORY 086	Introduction to World Civilization I	3
HISTORY 002	Introduction to Western Civilization II	3
OR		
HISTORY 087	Introduction to World Civilization II	3
LIST B: SELECT ONE COURSE FROM EACH AREA		6 UNITS
Area 1 Diversity: (3 units)		
Any List A course not already used		
OR		
AFRO AM 004	The African-American in the History of the U.S. I	3
AFRO AM 005	The African-American in the History of the U.S. II	3
ASIAN 001	Asian American History	3
ASIAN 003	The Peoples and Cultures of Asia	3
ASIAN 011	Chinese Civilization	3
HISTORY 005	History of the Americas I	3
HISTORY 006	History of the Americas II	3
HISTORY 007	The World's Great Religions	3
HISTORY 023	Latin American Civilization	3
HISTORY 052	The Role of Women in the History of the U.S.	3
HISTORY 083	History of LGBTQIA Communities in the United States	3
POL SCI 002	Introduction to Comparative Politics	3
SOC 011	Race and Ethnic Relations	3
Area 2: (3 units)		
Any List A course not already used		
OR		
AFRO AM 004	The African-American in the History of the U.S. I	3
AFRO AM 005	The African-American in the History of the U.S. II	3
ASIAN 001	Asian American History	3
ASIAN 003	The Peoples and Cultures of Asia	3
ASIAN 011	Chinese Civilization	3
HISTORY 005	History of the Americas I	3
HISTORY 006	History of the Americas II	3
HISTORY 007	The World's Great Religions	3
HISTORY 020	History of California and the Pacific Coast	3
HISTORY 023	Latin American Civilization	3
HISTORY 052	The Role of Women in the History of the U.S.	3
HISTORY 078	The Environment in World History	3
HISTORY 081	A History of Working People in the United States I	3
HISTORY 082	A History of Working People in the United States II	3
HISTORY 083	History of LGBTQIA Communities in the United States	3
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

Note: 6 units of major courses may be double counted towards general education.

Associate in Arts in Political Science for Transfer

The Associate in Arts in Political Science for Transfer Degree creates a transfer pathway for students who plan to complete a Bachelor of Arts in Political Science or similar major at a California State University (CSU). With successful completion of this degree, students will possess foundational knowledge and skills that comprise the core content of the lower division requirements of many baccalaureate programs in Political Science. Students completing the Associate in Arts in Political Science for Transfer Degree will be able to apply, analyze and evaluate the leading theories and essential concepts in American Government, Comparative Politics, International Relations, and Political Thought. This degree program provides preparation in Political Science Research Methodology as well as historical and comparative analysis of Women in Politics. Through this foundational knowledge, students completing the Associate in Arts in Political Science for Transfer Degree will be prepared for successful completion of a Bachelor of Arts in Political Science.

Requirements:

a. Completion of 60 CSU transferable semester units;

- 18 semester units in the approved Political Science courses;
- Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements (CSU GE);

b. Achieve a grade point average of 2.0

c. Earn a "C" (or "P") for each course in the major.

Required Core Courses

SELECT 3 COURSES FROM THE FOLLOWING:		9 UNITS
SUBJECT & NO.	COURSE	UNITS
POL SCI 001	The Government of the United States	3
POL SCI 002	Introduction to Comparative Politics	3
POL SCI 005	The History of Western Political Thought	3
POL SCI 007	Introduction to International Relations	3
	Subtotal	*9*

LIST A: SELECT TWO COURSES FROM THE FOLLOWING:		6 UNITS
Any Course not selected from Core		
OR		
POL SCI 050	Introduction to Research in Political Science	3
OR		
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
OR		
PSYCH 091	Statistics for the Social and Behavioral Sciences	4
OR		
ECON 020	Statistics for Economics	3
OR		
BUS 015	Business Statistics	3
POL SCI 019	Women in Politics	3

LIST B: SELECT ONE COURSE		3 UNITS
Any course not selected above		
AFRO AM 004	The African-American in the History of the U.S. I	3
AFRO AM 005	The African-American in the History of the U.S. II	3
ASIAN 001	Asian American History	3
CHICANO 007	The Mexican-American in the History of the United States I	3
CHICANO 008	The Mexican-American in the History of the United States II	3
CHICANO 047	The Mexican-American Woman in Society	3
CHICANO 080	Chicano Politics	3
ECON 001	Principles of Microeconomics	3
ECON 002	Principles of Macroeconomics	3
ECON 060**	Economics and the Environment	3
HISTORY 006	History of the Americas II	3
HISTORY 011	Political and Social History of the United States to 1877	3
HISTORY 012	Political and Social History of the United States from 1865	3
HISTORY 052	The Role of Women in the History of the U.S.	3
HISTORY 081	A History of Working People in the United States I	3
HISTORY 082	A History of Working People in the United States II	3
HISTORY 083	History of LGBTQIA Communities in the United States	3
LAW 003	Civil Rights and the Law	3
SOC 011	Race and Ethnic Relations	3
SOC 022	Sociology of Women	3
POL SCI 040	Law and Democracy	3
SOC 014	Law and Democracy	3

COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS	
IGETC or CSU GE Pattern	
Total	*60*

Note: 12-13 units of major courses may be double counted towards general education.

***This course has an advisory.*

Associate in Arts in Social Justice: Asian American Studies for Transfer

The Associate in Arts in Social Justice: Asian American Studies for Transfer degree is designed to meet the minimum requirements for transfer to a California State University (CSU) Bachelor of Arts Degree program in Asian American Studies or a related field at a California State University. The Transfer degree assures a competitive advantage for transfer opportunities at California State Universities. The degree provides students with a foundational set of preparatory courses designed to maximize their transfer success as they pursue a degree in Asian American Studies or a related field. The degree is an inter-disciplinary academic program of study in Ethnic Studies that enlarges students' understanding of Asian and Asian American communities while also providing a foundation of critical thinking to analyze historical, political, cultural, aesthetic, and sociological aspects of Asian and Asian American diasporas. Students completing this degree will be well prepared for upper division coursework in Asian American Studies or a related field at a CSU. Students are required to complete a minimum of 60 semester units of CSU transferable coursework with a minimum GPA of 2.0, including a minimum of 18 units in the major with a grade of "C" (or "P") for each course in the major, and completion of the Intersegmental General Education Transfer Curriculum (IGETC) Pattern or the CSU GE-Breadth.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
SOC 011	Race and Ethnic Relations	3
SOC 022	Sociology of Women	3
OR		
HISTORY 083	History of LGBTQIA Communities in the United States	3
ASIAN 001	Asian American History	3

LIST A: SELECT THREE COURSES FROM AT LEAST TWO OF THE AREAS		9 UNITS
Only one course from Area 4 may be used		
Area 1: HISTORY OR GOVERNMENT		
ASIAN 011	Chinese Civilization	3
Area 2: ARTS AND HUMANITIES		
ARTHIST 130**	Survey of Asian Art History	3
ASIAN 003	The Peoples and Cultures of Asia	3
ASIAN 020	Asian American Film and Media	3
Area 3: SOCIAL SCIENCE		
ASIAN 002	Contemporary Asian American Issues	3
ASIAN 003	The Peoples and Cultures of Asia	3
Area 4: QUANTITATIVE REASONING AND RESEARCH METHODS		
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
OR		
PSYCH 091	Statistics for the Social and Behavioral Sciences	4
OR		
ECON 020	Statistics for Economics	3
OR		
BUS 015	Business Statistics	3
POL SCI 050	Introduction to Research in Political Science	3
PSYCH 092*	Psychological Research Methods	5

SOC 004*	Sociological Analysis	3
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

**This course has a prerequisite.*

***This course has an advisory.*

Associate in Arts in Social Justice: Gender Studies for Transfer

The Associate in Arts in Social Justice: Gender Studies for Transfer degree is designed to meet the minimum requirements for transfer to a California State University (CSU) Bachelor of Arts Degree program in Women Studies, Gender Studies or a related field at a California State University. The Transfer degree assures a competitive advantage for transfer opportunities at California State Universities. The degree provides students with a foundational set of preparatory courses designed to maximize their transfer success as they pursue a degree in Women Studies, Gender Studies or a related field. The degree is an inter-disciplinary academic program of study that enlarges students' understanding and appreciation of women's lives and experiences both historically and in contemporary societies worldwide. Students completing this degree will be well prepared for upper division coursework in Women Studies, Gender Studies or a related field at a CSU. Students are required to complete a minimum of 60 semester units of CSU transferable coursework with a minimum GPA of 2.0, including a minimum of 18 units in the major with a grade of "C" (or "P") for each course in the major, and completion of the Intersegmental General Education Transfer Curriculum (IGETC) Pattern or the CSU GE-Breadth.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
SOC 011	Race and Ethnic Relations	3
SOC 022	Sociology of Women	3
OR		
HISTORY 083	History of LGBTQIA Communities in the United States	3
OR		
CHICANO 025	The LGBTQ Chicana/o in Contemporary Society	3
CHICANO 047	The Mexican-American Woman in Society	3
OR		
HEALTH 008	Women's Personal Health	3
OR		
ENGLISH 239*	Women in Literature	3
LIST A: SELECT THREE COURSES FROM AT LEAST TWO OF THE FOLLOWING AREAS		9 UNITS
Only one course from Area 4 may be used		
Area 1: HISTORY OR GOVERNMENT		
HISTORY 052	The Role of Women in the History of the U.S.	3
POL SCI 019	Women in Politics	3
Area 2: ARTS AND HUMANITIES		
ARTHIST 181**	History of Women and Art	3
ENGLISH 239*	Women in Literature	3
HUMAN 008*	Great Women in the Humanities	3
PHILOS 044	Feminist Philosophy	3
Area 3: SOCIAL SCIENCE		
ANTHRO 109	Gender, Sex and Culture	3
CHICANO 047	The Mexican-American Women in Society	3
CHICANO 050	Gender and Sexuality in Chicano/Latino Communities	3
KIN MAJ 109	Women in Sport	3
PSYCH 032**	Psychology of Women	3
Area 4: QUANTITATIVE REASONING AND RESEARCH METHODS		
MATH 227	Statistics	4
OR		
MATH 227S	Statistics with Support	4
OR		
PSYCH 091	Statistics for the Social and Behavioral Sciences	4
OR		
ECON 020	Statistics for Economics	3
OR		
BUS 015	Business Statistics	3
PSYCH 092*	Psychological Research Methods	5
SOC 004*	Sociological Analysis	3
Area 5: MAJOR PREPARATION		
CHICANO 047	The Mexican-American Women in Society	3
HEALTH 008	Women's Personal Health	3
ENGLISH 239*	Women in Literature	3
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

**This course has a prerequisite.*

***This course has an advistory.*

Associate in Arts in Sociology for Transfer

The Associate in Arts in Sociology for Transfer provides students with a strong, basic foundation in core areas of the sociology discipline through curriculum that is required for lower-division Sociology majors. Students who successfully earn the Associate in Arts in Sociology for Transfer by completing a maximum of 60 transferable units are guaranteed transfer admission into a California State University campus to further the study of sociology.

Requirements:

a. Completion of 60 CSU transferable semester units;

- 18-19 semester units in the approved Sociology courses;
- Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements (CSU GE);

b. Achieve a grade point average of 2.0

c. Earn a "C" (or "P") for the course in the major.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
SOC 001	Introduction to Sociology	3
SOC 002	American Social Problems	3
MATH 227	Statistics	4

OR		
MATH 227S	Statistics with Support	4
OR		
PSYCH 091	Statistics for the Social and Behavioral Sciences	4
OR		
ECON 020	Statistics for Economics	3
OR		
BUS 015	Business Statistics	3
	Subtotal	*9 -10*
LIST A: SELECT TWO COURSES		6 UNITS
SOC 003	Crime and Delinquency	3
SOC 004	Sociological Analysis	3
SOC 011	Race and Ethnic Relations	3
SOC 012	Marriage and Family Life	3
OR		
FAM &CS 031	Marriage and Family Life	3
SOC 013	Society and Personality	3
OR		
PSYCH 013*	Social Psychology	3
LIST B: SELECT ONE COURSE		3 UNITS
Any course not already used above		
OR		
SOC 007	Juvenile Delinquency	3
SOC 014	Law and Democracy	3
OR		
POL SCI 040	Law and Democracy	3
SOC 019	Introduction to Social Services	3
SOC 021	Human Sexuality	3
SOC 022	Sociology of Women	3
SOC 023	Issues of Manhood in U.S. Society	3
SOC 086	Popular Culture	3
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

Note: 6 units of major courses may be double counted towards general education.

**This course has a prerequisite.*

Women/Gender Studies, Associate in Arts Degree

Women/Gender Studies at East Los Angeles College is an interdisciplinary academic program which aims to expand students' understanding and appreciation of women's lives and experiences both historically and in contemporary societies worldwide. In the Women/Gender Studies curriculum, students are exposed to the scholarship and theoretical framework of Women/Gender Studies and learn how the application of a gendered lens has challenged traditional, historical, and cultural assumptions.

SUBJECT & NO.	COURSE	UNITS
CORE REQUIREMENTS		6
SOC 022	Sociology of Women	3
PHILOS 044	Feminist Philosophy	3
CATEGORY I. THE CREATIVE WOMEN: SELECT ONE COURSE		3 UNITS
ARTHIST 181**	History of Women and Art	3
ENGLISH 239*	Women in Literature	3
HUMAN 008*	Great Women in the Humanities	3
CATEGORY II. HISTORY AND POLITICS: SELECT ONE COURSE		3 UNITS
HISTORY 052	The Role of Women in the History of the U.S.	3
POL SCI 019	Women in Politics	3
CATEGORY III. GENDER AND SOCIETY: SELECT ONE COURSE		3 UNITS
ANTHRO 109	Gender, Sex and Culture	3
CHICANO 047	The Mexican-American Women in Society	3
CHICANO 050	Gender and Sexuality in Chicano/Latino Communities	3
PSYCH 032**	Psychology of Women	3
CATEGORY IV. SPORTS AND HEALTH: SELECT ONE COURSE		3 UNITS
HEALTH 008	Women's Personal Health	3
KIN MAJ 109	Women in Sport	3
COMPLETE ADDITIONAL DEGREE-APPLICABLE UNITS, IF NEEDED, TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 12 units of major courses may be double counted in LACCD General Education.

**This course has a prerequisite.*

***This course has an advistory.*

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

African-American Studies (AFRO AM)

004 The African-American in the History of the U.S. I (3) UC:CSU IGETC Area 4, 7

LECTURE, 3 HOURS.

Survey of the political, economic, and cultural history of the United States from earliest colonial times to reconstruction with emphasis on the role and contributions of African Americans to the shaping of U.S. History. Includes a study of the U.S. Constitution and federal government. This course approaches these concepts through an Ethnic Studies lens, to better understand the intersection and impact of race, ethnicity and other forms of difference upon communities of color, as well as how these communities' response to discrimination is relevant to current issues.

Note: AFRO AM 004 may be taken after AFRO AM 005.

005 The African-American in the History of the U. S. II (3) UC:CSU IGETC Area 4, 7

LECTURE, 3 HOURS.

Survey of the political, economic, and cultural history of the United States from reconstruction to the present with emphasis on the role and contributions of African Americans to the shaping of U.S. History. This course approaches

these concepts through an Ethnic Studies lens, to better understand the intersection and impact of race, ethnicity and other forms of difference upon communities of color, as well as how these communities' response to discrimination is relevant to current issues.

Note: AFRO AM 005 may be taken before AFRO AM 004.

019 Introduction to African American Studies (3) UC:CSU IGETC Area 4, 7

LECTURE, 3 HOURS.

This ethnic studies course introduces students to the field of African American studies. It investigates how African American studies came to be a discipline of study and the shapes it took in its initial formations. Students explore the ways that various community members, activists, students, teachers, scholars, artists, musicians, poets, and filmmakers have contributed to thinking about Black experiences both historically and contemporarily. Finally, students consider current Black struggles for freedom, for justice, and for humanity through an ethnic studies lens.

Asian-American Studies (ASIAN)

001 Asian American History (3) UC:CSU IGETC Area 4, 7

LECTURE, 3 HOURS.

This ethnic studies course examines the history of Asian Americans in the United States since the nineteenth century with regard to political, economic, social, cultural, and legal issues through an ethnic studies lens. In particular, this course critically analyzes race, racism, agency, and intersectionality in the lived experiences and narratives beginning with early Asian American communities.

002 Contemporary Asian American Issues (3) UC:CSU IGETC Area 4, 7

Lecture, 3 hours.

This ethnic studies course examines current events and ongoing political, economic, social, cultural, and legal issues affecting Asian American communities in the twenty-first century through an ethnic studies lens. In particular, this course critically analyzes race, racism, agency, and intersectionality in the lived experiences and narratives of post-1965 Asian American communities.

003 The Peoples and Cultures of Asia (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course introduces geographical and historical backgrounds, customs, family and social structures, systems of thought and belief, and popular cultures of Asia.

011 Chinese Civilization (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course provides an introduction to the geography, history, government and institutions, customs, literature, and arts of China and China's contributions to Asian and global civilization.

020 Asian American Film and Media (3) UC:CSU IGETC Area 3A, 7

LECTURE, 3 HOURS.

This ethnic studies course examines representations of Asians and Asian Americans in film and visual media spanning from the early twentieth century to the present. Aesthetic, historical, and political themes of representation are approached utilizing an interdisciplinary ethnic studies framework.

Economics (ECON)

001 Principles of Microeconomics (3) UC:CSU IGETC Area 4B (C-ID ECON 201)

Conditions of Enrollment: Completion of intermediate algebra or the equivalent.

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.

002 Principles of Macroeconomics (3) UC:CSU IGETC Area 4B (C-ID ECON 202)

Conditions of Enrollment: Completion of intermediate algebra or the equivalent.

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.

011 Economics of Globalization (3) UC:CSU IGETC Area 4

LECTURE, 3 HOURS.

In this course, students examine the phenomenon of globalization using economic analysis to explore controversial themes of the globalization debate such as off shoring, sweatshops, environmental standards, intellectual property protection, cultural diversity, economic development, and immigration as well as the international flow of goods, services, labor, and capital. Topics include the history of globalization, the consequences of international trade, the migration of labor, global financial flows, the implications of globalization for growth and poverty, the environment, governance, and international institutions (e.g., the World Bank, the North American Free Trade Agreement, the International Monetary Fund, and the World Trade Organization).

020 Statistics for Economics (3) UC:CSU IGETC Area 2A
(UC Credit Limit: 1 course maximum from: ECON 020, BUS 015, MATH 227, MATH 227S AND PSYCH 091).

Conditions of Enrollment: Completion of intermediate algebra or the equivalent.

LECTURE, 3 HOURS.

This course covers topics in random variables, regression, correlation, experimental design, sampling methods, and other statistical methods with emphasis on their application to problems in the study of micro and macroeconomics. The students learn to apply the above statistical methodologies to economic analyses. Ultimately, students are able to analyze and interpret data from a variety of behavioral and social sciences disciplines beyond economics including political science, sociology, business, and education.

030 Comparative Economics Systems (3) UC:CSU IGETC Area 4

LECTURE, 3 HOURS.

In this course, students examine how different economic systems function. A major focus is on the differences between market and planned command economies, both in theory and practice. The issues surrounding transformation are considered. Case studies in the course include: The Soviet Union, China, Mexico, England and the United Kingdom, Sweden, Poland, the Russian Federation, Japan, and the Middle East.

060 Economics and the Environment (3) UC:CSU
Advisory: Economics 001.

LECTURE, 3 HOURS.

This course provides an overview of natural and environmental resources and their relationship with economics. Course themes include: The optimist and pessimist models, property rights, externalities, public goods, population growth, and valuation issues, as well as a study of natural resources, including renewable, nonrenewable, and nonexhaustible resources, a study of local and global pollution and potential solutions to pollution issues, a comparative analysis of Less Developed Countries and the United States, an examination of the role of agriculture and population, a reconsideration of global and local sustainability issues, and analysis of the impacts of economics on environmental policies.

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 IN ANY ONE DISCIPLINE.

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)

001 Introduction to Western Civilization I (3) UC:CSU IGETC Area 3B, 4F (C-ID HIST 170)

LECTURE, 3 HOURS.

Note: History 001 does not have to be taken before History 002.

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.

002 Introduction to Western Civilization II (3) UC:CSU IGETC Area 3B, 4F (C-ID HIST 180)

LECTURE, 3 HOURS.

Note: History 002 may be taken before History 001.

This course is a historical survey of Western Civilization from 1660 C.E. to the Present. The course progresses both chronologically and geographically, 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.

005 History of the Americas I (3) UC:CSU IGETC Area 4F

LECTURE, 3 HOURS.

Note: History 005 does not have to be taken before History 006.

This course covers the History of the Americas--North, Central and South America -- from the arrival of the first humans to the liberation of the Americas from the European powers - England, France, Spain and Portugal, 1783-1824. As the course covers a long time span and a huge geographic area, the emphasis is on Native American civilizations, European colonization and American Democracy The course analyzes the American Declaration of Independence and the United States Constitution, as well as the new Latin American nations and the United States to 1830.

006 History of the Americas II (3) UC:CSU IGETC Area 3B, 4F

LECTURE, 3 HOURS.

Note: History 006 may be taken before History 005.

This course is a comparative survey of the political, social, economic, and cultural development of the Americas from the era of independence to the present, with special emphasis on the relationship between the United States and the Latin American nations. It covers issues including class, race, gender, social change, and revolution, in addition to examining the evolving history and impact of the U.S. Constitution.

007 The World's Great Religions (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.
In this course, students are introduced to the great religions of the world, exploring their evolution and impact on society throughout history. The course begins with animisms and ancient religions, before examining the more familiar religions that emerged during and soon after the Axial Age such as Hinduism, Buddhism, Jainism, Confucianism, Taoism, and the Abrahamic Religions - Judaism, Christianity, Islam.

011 Political and Social History of the United States to 1877 (3) UC:CSU IGETC Area 3B, 4F (C-ID HIST 130)
LECTURE, 3 HOURS.
Note: History 011 does not have to be taken before History 012.
This course is the standard survey of United States history from its origins to 1877: The pre-colonial era through the Civil War and Reconstruction. It focuses on political and social developments in the formation of the United States, but it also includes economic and cultural trends.

012 Political and Social History of the United States from 1865 (3) UC:CSU IGETC Area 3B, 4F (C-ID HIST 140)
LECTURE, 3 HOURS.
Note: History 012 may be taken before History 011.
This course is the standard survey of United States history from 1865 to the present. It provides an analytical study of the history of the United States from the Reconstruction era to today, 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.

020 History of California and the Pacific Coast (3) UC:CSU IGETC Area 4
LECTURE, 3 HOURS.
In this course, students are presented with a comprehensive survey of the history of California from pre-Columbian times to the present. The course focuses on the cultures of indigenous peoples; the exploration, colonization, and development of Hispanic California; California as briefly a republic and its' subsequent statehood as part of the United States; and the political, economic, and cultural developments of California and its various peoples and cultures in the latter 19th century, throughout the 20th century, and in the early 21st century.

023 History of Latin American Civilizations (3) UC:CSU IGETC Area 3B, 4F
LECTURE, 3 HOURS.
This is a course designed to introduce students to the history of Latin America and to the political, social, economic, artistic, and cultural developments, in historical context, that have shaped the lives of people in Latin America.

052 The Role of Women in the History of the U.S. (3) UC:CSU IGETC Area 4D and 4F
LECTURE, 3 HOURS.
This course covers the political, economic, social, and intellectual history of women in the United States and explores contributions of women as well as challenges facing women in American history from colonial days to the present with a special emphasis on contemporary concerns.

078 The Environment in World History (3) UC:CSU IGETC Area 4F
LECTURE, 3 HOURS.
This course explores the impacts of human societies on natural environments as well as ecological limits to civilization from ancient through modern times. Students examine how historical contexts can provide a lens to evaluate current environmental conditions and policies.

081 A History of Working People in the United States I (3) UC:CSU IGETC Area 4F
LECTURE, 3 HOURS.
Note: History 081 does not have to be taken before History 082.
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 antebellum period, the Civil War and its aftermath are viewed through the eyes of farmers, skilled and unskilled laborers, indentured servants, and slaves.

082 A History of Working People in the United States II (3) UC:CSU IGETC Area 3B, 4F
LECTURE, 3 HOURS.
Note: History 082 may be taken before History 081.
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 is paid to Constitutional amendments, legislation, and court interpretations affecting the lives of working people.

083 History of LGBTQIA Communities in the United States (3) UC:CSU IGETC Area 4
LECTURE, 3 HOURS.
This introductory course examines a broad range of contemporary and historical gay, lesbian, bisexual, transgender, queer and intersex issues in various contexts including, but not limited to, bio-medical, sociological, political, racial, and sexual in the United States.

086 Introduction to World Civilization I (3) UC:CSU IGETC Area 3B, 4F (C-ID HIST 150)
LECTURE, 3 HOURS.
Note: History 086 does not have to be taken before History 087.
This course surveys the historical origins, development, and interactions among world civilizations from circa 8000 B.C.E. to the early modern era (1500 C.E). The course shall provide comparative analyses of cultural, economic, geographic, political, religious, and social forces that affected world civilizations. Includes topics related to Asia, the Americas, Africa, and Europe.

087 Introduction to World Civilization II
(3) UC:CSU IGETC Area 4F (C-ID HIST 160)

LECTURE, 3 HOURS.

Note: History 087 may be taken before History 086.

In this course, students examine the interactions of world civilizations from the early modern era (ca. 1500 C.E.) to the present. The course focuses on 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.

097 Introduction to the History of Science (3) UC:CSU IGETC Area 4F

LECTURE, 3 HOURS.

This course introduces the history of science and its antecedents from the Paleolithic to the present. A review of ancient and medieval ideas about the physical world sets the stage for a more detailed look at scientific investigation in the modern world.

185 Directed Study - History (1) CSU

CONFERENCE, 1 HOUR PER WEEK PER UNIT.

This course allows 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 IN ANY ONE DISCIPLINE.

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)

001 The Government of the United States (3) UC:CSU IGETC Area 4H (C-ID POLS 110)

LECTURE, 3 HOURS.

This course is an introduction to government and politics in the United States. Students study the theoretical foundations of American political institutions, the U.S. Constitution, the Constitution of California and Federal System including relations between state and federal governments. The structure, function, powers and politics of the legislative, executive and judicial branches of the Federal government and California state government are also examined. Special topics include: civil liberties, civil rights, political parties, interest groups, media, public opinion, campaigns, the electoral process and the domestic and foreign policymaking processes. This course fulfills graduation requirements for the U.S. Constitution and California state and local government.

002 Introduction to Comparative Politics
(3) UC:CSU IGETC Area 4H (C-ID POLS 130)

LECTURE, 3 HOURS.

This course introduces students to the major governments of the modern world including their ideologies, political institutions and processes, political cultures, and foreign policies. Course material informs debates about creating or designing new political orders. The course addresses the varying degrees of democracy and authoritarianism, varying levels of political and social conflicts, varying levels of wealth, and the influence of each of these factors on various modern world governments. Emphasis is placed on the governments of ten countries: Brazil, China, France, Germany, India, Iran, Japan, Nigeria, the Russian Federation, the United Kingdom, and the United States.

005 The History of Western Political Thought (3) UC:CSU IGETC Area 4H (C-ID POLS 120)

LECTURE, 3 HOURS.

This course traces the evolution of Western political thought, paying special attention to concepts of human nature and their implications for the organization of societies. Questions that are examined and debated include how our understanding of the human animal has changed our understanding of justice; where the State derives its authority from and how far it extends; what freedoms must we be prepared to sacrifice for the common good; and whether advances in the human sciences change our concept of justice. Students examine developments in political theory and investigate their relationship to classics of antiquity and modernity as well as develop an appreciation of the fundamental questions of political theory and an understanding of the strengths and weaknesses of the deepest answers our civilization has devised.

007 Introduction to International Relations
(3) UC:CSU IGETC Area 4H (C-ID POLS 140)

LECTURE, 3 HOURS.

This course is an introduction to international relations theory with an examination of national, international, transnational, and sub-national actors and their institutions, interactions, and processes as they relate to global issues.

019 Women in Politics (3) UC:CSU IGETC Area 4D, 4H

LECTURE, 3 HOURS.

This course combines historical and topical approaches of where women and politics stand today in U.S. and around the world; the battles they have fought to get where they are and the various possibilities and strategies for women's political participation on local, state, and national levels. The course also focuses on topics such as women's political rights, education and employment, familial and reproductive rights, political activism, leadership, and global awareness of cross-national statistics on current issues such as declining birthrates, the global economy, and state-funded family leave around the world (in the European context, both Western and Eastern Europe, Latin & Central America, Africa, and Southeast Asia--women and Islam).

040 Law and Democracy (3) UC:CSU IGETC Area 4

LECTURE, 3 HOURS.

Note: Credit given for only one of Political Science 040 or Sociology 014.

This course is an interdisciplinary exploration of themes such as the law and democracy, equality, citizenship, participation, access, and social justice. Students look critically at how law structures as well as limits democracy and examines the idea of democracy as a universal value. This course includes community-based learning that is directly related to the content of the course. This course

is offered as a requirement for the State Bar of California's 'Pathway to Law School' initiative at East Los Angeles College.

050 Introduction to Research in Political Science (3) UC:CSU IGETC Area 4H (C-ID POLS 160)

LECTURE, 3 HOURS.

This course is designed to introduce students to the philosophy and practice of social sciences and to the modes of research in major sub-fields of political science. Major themes include methodology and research techniques, political theories of the individual and the state, and the impact of these themes on modern political ideologies. This course concentrates on the logic and methods that support the scientific study of political phenomena, including theory development, research design, conceptualization and measurement, hypothesis testing, and both quantitative and qualitative data analysis.

185 Directed Study - Political Science (1) CSU

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 IN ANY ONE DISCIPLINE.

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)

001 Introduction to Sociology (3) UC:CSU
IGETC Area 4J (C-ID SOCI 110)

LECTURE, 3 HOURS.

This course is a general introduction to the subject matter, basic concepts and techniques of sociology as a social science. Patterns and origins of social behavior in a diverse society are analyzed.

002 American Social Problems (3)
UC:CSU IGETC Area 4J (C-ID SOCI 115)

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 American society. The role of power in the definition of social problems is considered as are the causes and consequences of social problems. Students evaluate proposed solutions and interventions used to address American social problems.

003 Crime and Delinquency (3) UC:CSU
IGETC Area 4 (C-ID SOCI 160)

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.

004 Sociological Analysis (3) UC:CSU
IGETC Area 4J (C-ID SOCI 120)
Prerequisite: *Sociology 001.*

LECTURE, 3 HOURS.

This class is an introduction to the scientific study of social phenomena. Topics include research design, conceptualization, measurement, sampling methodology, and both qualitative and quantitative data analysis. Students analyze specific data collected in the field.

007 Juvenile Delinquency (3) UC:CSU IGETC Area 4

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.

011 Race and Ethnic Relations (3) UC:CSU
IGETC Area 4C, 4J (C-ID SOCI 150)

LECTURE, 3 HOURS.

This course examines the sociological perspective of majority-minority relations in the U.S., including how these relationships developed historically. It also explores the social, political and economic forces that maintain or act to change these relationships. The course focuses on sociological analysis of race, ethnicity, and racism and examines the cultural, political, and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, as well as patterns of interaction between various racial and ethnic groups.

012 Marriage and Family Life (3) UC:CSU
IGETC Area 4G, 4J (C-ID SOCI 130)

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.

013 Society and Personality (3) UC:CSU
IGETC Area 4J (C-ID PSY 170)

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, social influence, altruism, aggression, and deviant behavior to group structure and processes.

014 Law and Democracy (3) UC:CSU IGETC Area 4J

LECTURE, 3 HOURS.

Note: Credit given for only one of Sociology 014 or Political Science 040.

This course is an interdisciplinary exploration of themes such as the law and democracy, equality, citizenship, participation, access, and social justice. Students look critically at how law structures as well as limits democracy and examines the idea of democracy as a universal value. This course includes community-based learning that is directly related to the content of the course. This course is offered as a requirement for the State Bar of California's 'Pathway to Law School' initiative at East Los Angeles College.

019 Introduction to the Social Services (3) UC:CSU

LECTURE, 3 HOURS.

This course covers the history and development of social services. A particular emphasis is placed on social work, case work, and urban generalists. Institutions such as the welfare system, community organizations, healthcare and Medicare are explored. Social service work as a career, including social work, urban generalists, counseling, addiction specialists, and their qualifications are also covered.

020 Directed Practice in Social Welfare (3) CSU

Prerequisites: Sociology 019 and Sociology 001 or Psychology 001.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course provides a basic understanding of the concepts, theories, and practical experience for working in the Social Work and Human Services field. Students complete a 54-hour field placement at a community service agency outside of the class. Students are assessed on their participation in these field placements (e.g., child abuse prevention, sexual assault, elderly services, primary and secondary education, homelessness, and/or suicide prevention) and the application of course material as it relates to their fieldwork.

021 Human Sexuality (3) UC:CSU IGETC Area 4J

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, as well as sexual variance and dysfunction, and sexuality throughout the human life cycle.

022 Sociology of Women (3) UC:CSU IGETC Area 4D, 4J (C-ID SJS 120)

LECTURE, 3 HOURS.

This course is a sociological analysis of women, gender, and sexuality in American society. A particular emphasis is placed on the political, social, and economic status of women as well as the relationships between women and men. Topics include social forces that shape the experience of women such as race, ethnicity, social class, and the social construction of gender.

023 Issues of Manhood in U.S. Society (3) UC:CSU IGETC Area 4

LECTURE, 3 HOURS.

This course examines the qualities and responsibilities of men in US society. Issues of masculinity across ethnicities are explored to answer questions of why men act the way they do. Topics include aggression and self-defense; sexuality; fatherhood; and female expectation.

084 SIMSOC: Simulated Society (1)

LECTURE, 1 HOUR.

Students simulate a society, actively learning sociological concepts such as status, role, primary group, power, inequality and stratification. The activity takes approximately 14 hours to play and students learn about the workings of society and how societal structure emerges from group dynamics and the exchange of resources.

086 Popular Culture (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course is designed to introduce students to the analysis of the historical and current development and emergence of American popular culture and its relationship to social institutions, collective behavior, and roles in people's lives. Social, technological, political, and economic aspects of society are examined with regard to the adoption, maintenance, and changes in popular culture, including the consumption of mass media, fashion, music, consumerism, and food. Distinctions between popular culture and culture, mass culture, and folk culture and its contribution to society's contemporary outlook is analyzed.

185 Directed Study - Sociology (1) CSU

285 Directed Study - Sociology (2) CSU

CONFERENCE, 1 HOUR PER WEEK PER UNIT.

The above courses allow 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 IN ANY ONE DISCIPLINE.

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 Department

***P2-101** • (323) 415-5034*

The ELAC Theater Arts Department offers a comprehensive holistic program, providing students with quality academic training which is reinforced with hands-on experience in practical live performances. We provide a multidisciplinary approach to the study of theater. Specializations include acting, directing, stage management, scenery, costuming, lighting, props, sound, and theater in the community.

BEGIN YOUR JOURNEY: A career in the entertainment industry starts with great training. ELAC Theater Arts offers great training. No other two-year program comes close. Compare these advantages with any other program and the choice is clear.

PERFORMANCE OPPORTUNITIES: Students in ELAC Theater Arts can participate as actors or technicians in their first semester. Every year we produce five major productions, a touring theater production, three student directed productions, and a summer Shakespeare showcase. We participate annually at the Kennedy Center American College Theater Festival where our acting students have won awards and scholarships.

DESIGN OPPORTUNITIES: Design and technical theater students work on numerous productions during their training. Students who show exceptional interest may design our productions, including scenery, costumes, lighting, sound, props, and makeup. Students learn professional design software as part of their training. Our design students have won regional and national awards at the Kennedy Center American College Theater Festival.

NETWORKS, INTERNSHIPS, AND WORK-STUDY: Our department offers opportunities for students to connect with professional theater companies, including: Center Theatre Group, LA Opera, A Noise Within, The Garry Marshall Theatre, The Geffen Playhouse, The Actors' Gang, Boston Court, Los Angeles Theatre Center, East West Players, Bootleg Theatre, LA MusArt, City of Commerce Parks and Recreation, Ramona Gardens Boys & Girls Club, and more. Plus, we offer paid work-study opportunities in the department, as well as alerts about internships with the Los Angeles County Arts Commission.

COURSES: Performance studies courses include acting, directing, playwriting, voice, dialects, movement, theater history, and script analysis. We also offer a unique area of study in Theater in the Community. Technical theater study includes design and technical courses in lighting, sound, scenery, props, costumes and crafts, makeup and hair, and scenic art. We also offer management courses in stage management and house management.

DEGREES and CERTIFICATES: We offer a comprehensive AA Degree in Theater Arts which provides the maximum amount of courses for students who wish the most theater training. Students can choose an emphasis in acting, technical theater, costumes, or dance. We also offer an AA-T Degree with fewer theater arts courses and more general education courses. Both degrees are transferable , and the CSU system gives students with the AA-T degree priority status for transfer.

FACILITY: Great training needs a great facility. Our 24,000 sq.ft. building is dedicated exclusively to theater arts training. We have a 165 seat proscenium stage, a 120 seat black box theater, and a small 70 seat experimental theater. Our theaters have state-of-the-art lighting, sound, and projection equipment. Students interested in technical theater have the opportunity to train on an array of industry standard equipment and computerized machinery not often found in college shops including a CNC router, a digital fabric printer, and a laser cutter.

FACULTY: Our acting and design faculty have extensive backgrounds in the professional world with credits in theater, film, television, and opera. For a complete overview of our faculty and their education, professional credits, and awards visit https://elactheater.org/Faculty-1

PRICE: Acting and design training can be expensive if you choose a four-year college or university or a private conservatory. Our training can match the quality of these expensive institutions at a much more affordable price without competing with third and fourth year students for performance and design opportunities. Our students have transferred to four-year institutions such as: CalArts, Pepperdine, UCLA, UC San Diego, UC Irvine, UC Santa Barbara, UC Riverside, Cal Poly Pomona, Cal State LA, Cal State Long Beach, Cal State Fullerton, and Cal State Northridge.

COMPARE and DECIDE: Add it up and the choice is clear. Our training program has it all: Great performance and design opportunities, awesome theaters and shop spaces, exceptional faculty, comprehensive courses, networking, degrees and certificates, at an affordable price. Visit our website at elactheater.org or email Lisa Hashimoto Stone, Chair of Theater Arts at stonelh@elac.edu for one-on-one counseling and a tour of the building.

Faculty

Stone, Lisa Hashimoto, Chair,
Professor, Technical Theater
Couture, Francois-Pierre, Associate
Professor, Technical Theater
Frias, Cristina, Associate Professor, Theater Arts
Hansen, Jessica, Associate Professor,
Technical Theater
Pellegrini, Vanessa Mizzone, Associate
Professor, Theater Arts

Adjunct Associate Professors

Augusztiny, Eric, Theater Arts
Buglewicz, James V., Theater Arts
Corona, Efrain, Technical Theater
Davis, Nathan, Technical Theater
Hogan, Kelley, Theater Arts
Jacobs, Jennifer, Technical Theater

Kareman, Demetra, Theater Arts
Kasnetsis, Michael E., Theater Arts
Nakagawa, Tesshi, Technical Theater
Nedreberg, Merrianne, Technical Theater
Pellegrini, William, Theater Arts
Quiroz, Laura, Theater Arts
Ramos, Ramon, Theater Arts
Scott, David Laird, Theater Arts
Scott, Rodney Lloyd, Theater Arts
Segovia, Ramiro, Theater Arts
Singh, Nathan, Theater Arts
Vallejo, Mark Anthony, Theater Arts
Wong, Natalie, Technical Theater

EDUCATIONAL PROGRAMS

SUBJECTS

- Technical Stage Production
- Theater Arts

SKILLS CERTIFICATES

- Acting
- Costume Construction
- Costume Design and Application
- Creative Drama
- Directing
- Inter-Generational Drama
- Language and Dialects for Performance
- Makeup Design & Application
- Script Analysis
- Shakespearean Acting
- Stagecraft
- Theatrical Lighting
- Theatrical Sound
- Wardrobe Attendant

CERTIFICATES OF ACHIEVEMENT

- Costume Design and Technology
- Stage Management and Production
- Technical Theatre and Entertainment Technology
- Theatre in the Community

ASSOCIATE DEGREE PROGRAMS

- Theater
- Theater Arts for Transfer

SKILLS CERTIFICATES

Acting

Students completing this skills certificate will acquire skills to pursue job opportunities in the performing arts or transfer opportunities to four-year college theater programs.

SUBJECT & NO.	COURSE	UNITS
THEATER 240	Voice and Articulation for the Theater	3
THEATER 265	Movement for the Actor	2
TECTHTR 342	Technical Stage Production	2
	Subtotal	*7*
ELECTIVE COURSE		3
THEATER 272*	Intermediate Applied Acting	3
OR		
THEATER 273*	Advanced Acting	3
	Total	*10*

** This course has a prerequisite.*

Costume Construction

Students completing this skills certificate will acquire applicable skills to pursue entry-level positions in costume construction.

SUBJECT & NO.	COURSE	UNITS
CORE COURSES:		
TECTHTR 305	Orientation to Technical Careers in Entertainment	2
TECTHTR 345	Costume Practicum	2
TECTHTR 363	Costume Textile Design with Dye, Print, and Paint	3
	Subtotal	*7*
ELECTIVE COURSES: CHOOSE TWO COURSES		6
TECTHTR 364	Costume Draping and Pattern Making	3
TECTHTR 365	Historical Costume Sewing and Pattern Making	3
TECTHTR 366	Fantasy Costume Sewing and Pattern Making	3
	Total	*13*

Costume Design and Application

Students completing this skills certificate will acquire applicable skills to pursue entry-level positions in costume design.

SUBJECT & NO.	COURSE	UNITS
TECTHTR 305	Orientation to Technical Careers in Entertainment	2
TECTHTR 345	Costume Practicum	2
TECTHTR 360	Costume Design for Theatre	3
TECTHTR 367	Costume and Fashion History	3
ELECTIVE COURSE: CHOOSE ONE COURSE		3
TECTHTR 921	Cooperative Education - Technical Stage Production	2
OR		
TECTHTR 361	Applied Costume Design	2
OR		
TECTHTR 700	Theater Festival Workshop	2
	Total	*12*

Creative Drama

Students completing this skills certificate will acquire skills to pursue entry-level positions in after school programs, day care centers, recreation centers, and under-served communities.

SUBJECT & NO.	COURSE	UNITS
CH DEV 003	Creative Experiences for Children	3
THEATER 251	Theater in the Community: Tour for Children	2
THEATER 252	Children's Theater: Production & Methods Practicum	2
	Total	*7*

Directing

Students completing this skills certificate will acquire skills to self-produce for public presentation, pursue performing arts job opportunities in directing, or participate in directing projects in four-year college theater programs.

SUBJECT & NO.	COURSE	UNITS
THEATER 225	Beginning Direction	3
THEATER 226	Directors Project Practicum	2
TECTHTR 342	Technical Stage Production	2
THEATER 114	Script Analysis	3
	Subtotal	*10*
ELECTIVE COURSE		3
TECTHTR 323	Stage Management	3
OR		
THEATER 260	Acting Fundamentals	3
	Total	*13*

Inter-Generational Drama

Students completing this skills certificate will acquire skills to pursue entry-level positions in senior centers, social service agencies, recreation centers, and under-served communities.

SUBJECT & NO.	COURSE	UNITS
FAM & CS 006	Challenges of Aging	3
THEATER 256	Theater in the Community: Tour for Seniors	2
THEATER 257	Inter-Generational Theater: Production & Methods Procticum	2
	Total	*7*

Language and Dialects for Performance

Students completing this skills certificate will acquire skills to pursue jobs in the performing arts that require authentic language and dialect character work.

SUBJECT & NO.	COURSE	UNITS
THEATER 240	Voice and Articulation for the Theater	3
THEATER 246	Dialects for the Actor	3
LING 007	Phonetics of Spanish, Italian, French, and German for Artist	3
	Subtotal	*9*
ELECTIVE COURSE		2
TECTHTR 701	Shakespeare Festival Workshop I	2
OR		
MUSIC 411	Elementary Voice I	2
	Total	*11*

Makeup Design & Application

Students completing this skills certificate will acquire applicable skills to pursue entry-level positions in makeup design.

SUBJECT & NO.	COURSE	UNITS
TECTHTR 342	Technical Stage Production	2
TECTHTR 350	Makeup for Theatre	3
TECTHTR 351	Applied Makeup Design	2
TECTHTR 355	Makeup Practicum	2
	Total	*9*

Script Analysis

Students completing this skills certificate will acquire the introductory skills necessary to be a director, playwright, dramaturge, or educator.

SUBJECT & NO.	COURSE	UNITS
THEATER 114	Script Study for Theatre Performance, Production, and Appreciation	3
THEATER 130	Playwriting	3
THEATER 225	Beginning Direction	3
	Total	*9*

Shakespearean Acting

Students completing this skills certificate will acquire skills to pursue performing arts job opportunities in classical theater or advanced training at four-year college and university theater programs.

SUBJECT & NO.	COURSE	UNITS
TECTHTR 701	Shakespeare Festival Workshop 1	2
TECTHTR 702*	Shakespeare Festival Workshop 2	2
THEATER 240	Voice and Articulation for the Theater	3
THEATER 273*	Advanced Acting	2
ELECTIVE COURSE		2
TECTHTR 703*	Shakespeare Festival Workshop 3	2
OR		
THEATER 265	Movement for the Actors	2
	Total	*11*

** This course has a prerequisite.*

Stagecraft

Students completing this skills certificate will acquire skills to pursue entry-level positions in the construction and crafts areas of the entertainment industry.

SUBJECT & NO.	COURSE	UNITS
TECTHTR 300	Stagecraft	3
TECTHTR 342	Technical Stage Production	2
ELECTIVE COURSE		2-4
TECTHTR 343	Scenery Practicum	2
OR		
TECTHTR 340	Technical Theatre Practicum	4
	Total	*7-9*

Theatrical Lighting

Students completing this skills certificate will acquire skills to pursue entry-level positions in theatrical sound for the entertainment industry.

SUBJECT & NO.	COURSE	UNITS
TECTHTR 342	Technical Stage Production	2
TECTHTR 346	Lighting Practicum	2
TECTHTR 370	Lighting Design for Theatre	3
	Total	*7*

Theatrical Sound

Students completing this skills certificate will acquire skills to pursue entry-level positions in theatrical sound for the entertainment industry.

SUBJECT & NO.	COURSE	UNITS
TECTHTR 330	Sound Design for Theatre	3
TECTHTR 342	Technical Stage Production	2

TECTHTR 347	Sound Practicum	2
	Total	*7*

Wardrobe Attendant

The Wardrobe Attendant Skills Certificate will provide students an opportunity to explore and apply a specific skill set required for working with costumes and perfomers in live-entertainment and theater performances.

SUBJECT & NO.	COURSE	UNITS
TECTHTR 342	Technical Stage Production	2
TECTHTR 345	Costume Practicum	2
TECTHTR 305	Orientation to Technical Careers in Entertainment	2
	Subtotal	*6*
ELECTIVE COURSE: CHOOSE ONE COURSE		3
TECTHTR 364	Costume Draping and Pattern Making	3
TECTHTR 365	Historical Costume Sewing and Pattern Making	3
TECTHTR 366	Fantasy Costume Sewing and Pattern Making	3
	Total	*9*

CERTIFICATE OF ACHIEVEMENT

Costume Design and Technology

Students completing this certificate acquire the applicable design and technical skills to pursue entry-level positions in entertainment costuming, including: Theatre, dance, theme park, live performance, corporate events, film, television, commercials, and new media. Students complete a portfolio encompassing work from each course in preparation for employment in the entertainment industry.

SUBJECT & NO.	COURSE	UNITS
TECTHTR 305	Orientation to Technical Careers in Entertainment	2
TECTHTR 342	Technical Stage Production	2
TECTHTR 345	Costume Practicum	2
TECTHTR 360	Costume Design for Theatre	3
TECTHTR 363	Costume Textile Design with Dye, Print, and Paint	3
TECTHTR 367	Costume and Fashion History	3
CONSTRUCTION ELECTIVE COURSES: CHOOSE TWO COURSES		6
TECTHTR 364	Costume Sewing and Pattern Making	3
TECTHTR 365	Historical Costume Sewing and Pattern Making	3
TECTHTR 366	Fantasy Costume Sewing and Pattern Making	3
APPLIED ELECTIVE COURSE: CHOOSE ONE COURSE		2
TECTHTR 361	Applied Costume Design	2
TECTHTR 700	Theater Festival Workshop	2
TECTHTR 921	Cooperative Education - Technical Stage Production	2
	Total	*23*

Stage Management and Production

The Certificate of Achievement in Stage Management and Production is designed to teach students how to work as stage managers or production managers. 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. Candidates for the Certificate must be successful in productions and successfully complete the following courses:

SUBJECT & NO.	COURSE	UNITS
TECTHTR 300	Stagecraft	3
TECTHTR 323	Stage Management	3
TECTHTR 342	Technical Stage Production	2
TECTHTR 348	Stage Management Practicum	2
THEATER 100	Introduction to the Theater	3
ELECTIVE COURSE		3
THEATER 200	Introduction to Acting	3
OR		
THEATER 260	Acting Fundamentals	3
	Total	*16*

Note: TECTHTR 323 should be taken in the first semester

***This course has an advisory.*

Technical Theatre and Entertainment Technology

Students completing this certificate acquire the applicable design and technical skills to pursue entry-level positions in entertainment costuming, including: Theatre, dance, theme park, live performance, corporate events, film, television, commercials, and new media. Students complete a portfolio encompassing work from each course in preparation for employment in the entertainment industry.

SUBJECT & NO.	COURSE	UNITS
TECTHTR 300	Stagecraft	3
TECTHTR 305	Orientation to Technical Careers in Entertainment	2
TECTHTR 315	Introduction to Design for Theatre	3
TECTHTR 342	Technical Stage Production	2
PRACTICUM ELECTIVE(S): COMPLETE 4 UNITS FROM THE FOLLOWING		4
TECTHTR 340	Technical Theatre Practicum	4
TECTHTR 343	Scenery Practicum	2
TECTHTR 344	Props Practicum	2
TECTHTR 346	Lighting Practicum	2
TECTHTR 347	Sound Practicum	2
DESIGN ELECTIVE: COMPLETE 3 UNITS FROM THE FOLLOWING		3
TECTHTR 313	Scenic Art for Theater	3
TECTHTR 330	Sound Design for Theatre	3
TECTHTR 370	Lighting Design for Theater	3
TECTHTR 380	Scenic Design for Theatre	3
	Total	*17*

Theatre in the Community

This certificate provides the student with the skills to enter the educational, health, recreational, or social service industry as a Creative Theatre Specialist or to continue on to a four-year degree with a pre-determined emphasis. The certificate incorporates the practical, experiential, and theoretical background required to design and produce theatrical experiences for children, older adults, and underserved communities in non-traditional theatrical venues.

SUBJECT & NO.	COURSE	UNITS
CH DEV 003	Creative Experiences for Children I	3
FAM &CS 006	Challenges of Aging	3
TECTHTR 300	Stagecraft	3
TECTHTR 323	Stage Management	3
THEATER 252	Children's Theater: Production & Methods Practicum	2
THEATER 257	Inter-Generational Theater: Production & Methods Practicum	2
THEATER 259	The Arts in the Community	3
OR		
THEATER 225	Beginning Direction	3
	Total	*19*

ASSOCIATE DEGREE PROGRAM

Theater, Associate in Arts Degree

Our primary AA degree provides professional theatrical training to prepare students to enter the entertainment field or transfer to a four year institution. It is a rigorous two years program where students learn valuable skills in the major areas of Theater, with emphases in either Acting, Technical Theater, Costuming, or Dance. The program is designed for the student who recognizes the social and occupational value of this training.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
CORE REQUIREMENTS		21-22
THEATER 100	Introduction to the Theater	3
THEATER 260	Acting Fundamentals	3
OR		
THEATER 270	Beginning Acting	3
TECTHTR 323	Stage Management	3
TECTHTR 342	Technical Stage Production	2
TECTHTR 350	Make-up for Theatre	3
CHOOSE ONE COURSE FROM THE FOLLOWING:		
THEATER 101	Acting in History and in Style	3
THEATER 110	History of the World Theater	3
THEATER 114	Script Analysis	3
THEATER 121	Chicano Theater	3
OR		
CHICANO 030	Chicano Theater	3
THEATER 123	Theater for Social Justice	3
THEATER 259	The Arts in the Community	3
DANCEST 457	Dance Perspectives and Appreciation	3
CHOOSE ONE COURSE FROM THE FOLLOWING:		
THEATER 130	Playwriting	3
THEATER 225	Beginning Direction	3
DANCEST 452	Introduction to Choreography	2
CHOOSE ONE COURSE FROM THE FOLLOWING:		
THEATER 205	Actor's Orientation to Professional Theater	2
TECTHTR 305	Orientation to Technical Careers in Entertainment	2
	Subtotal	*21-22*
ELECTIVE COURSES - LIST A (PRODUCTION PRACTICUM) - SELECT AT LEAST ONE OF THE FOLLOWING COURSES:		2 - 5 UNITS
Note: Courses that appear in more than one elective category can only be used once.		
THEATER 226	Directors Project Practicum	2
THEATER 232	Play Production	2
THEATER 235	Play Production and Company Performance	5
THEATER 251	Theater in the Community: Tour for Children	2
THEATER 252	Children's Theater: Production & Methods Practicum	2
THEATER 256	Theater in the Community: Tour for Seniors	2
THEATER 257	Inter-Generational Theater: Production & Methods Practicum	2
THEATER 293	Rehearsals and Performances	3
TECTHTR 348	Stage Management Practicum	2
TECTHTR 701	Shakespeare Festival Workshop 1	2
TECTHTR 702*	Shakespeare Festival Workshop 2	2
TECTHTR 703*	Shakespeare Festival Workshop 3	2
TECTHTR 704*	Shakespeare Festival Workshop 4	2
TECTHTR 921	Cooperative Education - Technical Stage Production	2
THEATER 921	Cooperative Education - Theater	2
DANCEST 820	Dance Staging and Methods	4
DANCEST 821*	Dance Staging and Methods	4
DANCEST 822*	Dance Rehearsals and Performances I	1
DANCEST 823*	Dance Rehearsals and Performances II	1
ELECTIVE COURSES - LIST B (TECHNICAL PRACTICUM) - SELECT AT LEAST ONE OF THE FOLLOWING COURSES:		2 - 5 UNITS
Note: Courses that appear in more than one elective category can only be used once.		
THEATER 235	Play Production and Company Performance	5
TECTHTR 340	Technical Theater Practicum	3
TECTHTR 342	Technical Stage Production	2
TECTHTR 343	Scenery Practium	2
TECTHTR 344	Props Practicum	2
TECTHTR 345	Costume Practicum	2
TECTHTR 346	Lighting Practicum	2
TECTHTR 347	Sound Practicum	2
TECTHTR 348	Stage Management Practicum	2
TECTHTR 349-1	House Management Practicum I	2
TECTHTR 349-2*	House Management Practicum II	2
TECTHTR 349-3*	House Management Practicum III	2
TECTHTR 351	Applied Makeup Design	2
TECTHTR 355	Make-Up Practicum	2
TECTHTR 361	Applied Costume Design	2
TECTHTR 371	Applied Lighting Design	2
TECTHTR 381	Applied Scenic Design	2
DANCEST 814	Dance Production I	2
DANCEST 815*	Dance Production II	2
DANCEST 816*	Dance Production III	2
ELECTIVE COURSES - LIST C - SELECT YOUR EMPHASIS FROM ONE OF THE FOLLOWING GROUPS AND COMPLETE COURSES/UNITS SPECIFIED:		
Note: Courses that appear in more than one elective category can only be used once.		
ACTING EMPHASIS:		MINIMUM 10-11
THEATER 272*	Intermediate Applied Acting	3
THEATER 240	Voice Articulation for the Theater	3
THEATER 265	Movement for the Actor	2
CHOOSE ONE COURSE FROM THE FOLLOWING:		
THEATER 244	Voice and Articulation for Performance	3

THEATER 246	Dialects for the Actor	3
THEATER 273	Advanced Acting	2
THEATER 278	Film and Television Acting	3
THEATER 283	Musical Theater Audition Workshop	3
THEATER 286	Stanislavsky: The Art of the Actor	2
TECHNICAL EMPHASIS:		MINIMUM 12
TECTHTR 300	Stagecraft	3
CHOOSE ONE OR TWO COURSES FROM THE FOLLOWING:		
TECTHTR 315	Introduction to Design for Theater	3
TECTHTR 370	Lighting Design for Theater	3
CHOOSE ONE OR TWO COURSES FROM THE FOLLOWING:		
TECTHTR 313	Scenic Art for Theater	3
TECTHTR 330	Sound Design for Theatre	3
TECTHTR 372*	Advanced Lighting Design	3
TECTHTR 380	Scenic Design for Theatre	3
TECTHTR 382	Sketching and Rendering for Design	3
TECTHTR 384	Computer Drafting for Theatre	3
COSTUME EMPHASIS:		MINIMUM 12
TECTHTR 360	Costume Design for Theatre	3
TECTHTR 367	Costume and Fashion History	3
CHOOSE ONE OR TWO COURSES FROM THE FOLLOWING:		
TECTHTR 363	Costume Crafts, Dye, and Fabric Printing	3
TECTHTR 364	Costume Sewing and Pattern Making	3
CHOOSE ONE OR TWO COURSES FROM THE FOLLOWING:		
TECTHTR 365	Historical Costume Sewing and Pattern Making	3
TECTHTR 366	Fantasy Costume Sewing and Pattern Making	3
DANCE EMPHASIS:		MINIMUM 10
DANCETQ 111	Ballet Techniques I	1
DANCETQ 112*	Ballet Techniques II	1
DANCETQ 121	Jazz Dance Techniques I	1
DANCETQ 122*	Jazz Dance Techniques II	1
DANCETQ 141	Modern Dance Techniques I	1
DANCETQ 142*	Modern Dance Techniques II	1
DANCETQ 535	Dance Team Techniques I	2
Choose two courses from the following:		
DANCEST 826	Dance Performance Company	1
DANCETQ 113*	Ballet Techniques III	1
DANCETQ 114*	Ballet Techniques IV	1
DANCETQ 171	Hip-hop Techniques I	1
DANCETQ 211	Tap Dance Techniques I	1
DANCETQ 321	Social Dance I	1
DANCETQ 411	Salsa Casino I	1
DANCETQ 570	Conditioning for Dance Team Techniques	1
DANCETQ 571*	Conditioning for Dance Team Techniques II	1
DANCESP 491	Special Topics in Dance I	1
DANCESP 492*	Special Topics in Dance II	1
ELECTIVES: COMPLETE ADDITIONAL DEGREE APPLICABLE UNITS, IF NEEDED TO REACH 60 UNITS.		
LACCD GENERAL EDUCATION PLAN		21
	Total	*60*

Note: 3 units of major courses may be double counted in LACCD General Education area C.

** This course has a prerequisite.*

Associate in Arts in Theater Arts for Transfer

Our Associate of Arts in Theater for Transfer is designed for students to complete the majority of their lower division General Education requirements prior to transferring to a four year institution. This transfer degree grants priority admission into a California State University campus, where the student will further their study of Theater Arts.

Students who earn the AA-T in Theatre Arts will be able to:

- Transfer to a four-year CSU institution to pursue baccalaureate in Theatre Arts or a related field.
- Appreciate Theatre Arts and other performing arts.
- Recognize and apply different types of Theatre Arts techniques and methods.

Requirements:

a. Completion of 60 CSU transferable semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as detemined by the community college district.

b. Obtainment of a minium grade point average of 2.0. Students must earn a "C" (or "P") for each course in the major.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
THEATER 100	Introduction to Theater	3
OR		
THEATER 110	History of the World Theater	3
THEATER 260	Acting Fundamentals	3
OR		
THEATER 270	Beginning Acting	3
	Subtotal	*6*
SELECT 3 UNITS MAXIMUM FROM		3 UNITS
REHEARSAL PERFORMANCE PRODUCTION:		
THEATER 293	Rehearsals and Performances	
OR		
TECHNICAL THEATRE IN PRODUCTION:		
TECTHTR 340	Technical Theater Practicum	3
TECTHTR 342	Technical Stage Production	2
TECTHTR 343	Scenery Practium	2
TECTHTR 344	Props Practicum	2
TECTHTR 345	Costume Practicum	2
TECTHTR 346	Lighting Practicum	2
TECTHTR 347	Sound Practicum	2
TECTHTR 348	Stage Management Practicum	2
TECTHTR 349-1	House Management Practicum I	2
TECTHTR 349-2*	House Management Practicum II	2
TECTHTR 349-3*	House Management Practicum III	2
TECTHTR 355	Makeup Practicum	2
LIST A: SELECT THREE COURSES		9 UNITS
TECTHTR 300	Stagecraft	3

TECTHTR 315	Introduction to Design for Theater	3
TECTHTR 350	Make-up for Theater	3
TECTHTR 360	Costume Design for Theatre	3
TECTHTR 370	Lighting Design for Theater	3
THEATER 114	Script Analysis	3
THEATER 272*	Intermediate Aplied Acting	3
MAY SELECT FROM THE FOLLOWING REQUIRED CORE COURSES NOT ALREADY USED (3 UNITS MAXIMUM)		3 UNITS
REHEARSAL PERFORMANCE PRODUCTION:		
THEATER 293	Rehearsals and Performances III	3
OR		
TECHNICAL THEATRE IN PRODUCTION:		
TECTHTR 340	Technical Theater Practicum	3
TECTHTR 342	Technical Stage Production	2
TECTHTR 343	Scenery Practium	2
TECTHTR 344	Props Practicum	2
TECTHTR 345	Costume Practicum	2
TECTHTR 346	Lighting Practicum	2
TECTHTR 347	Sound Practicum	2
TECTHTR 348	Stage Management Practicum	2
TECTHTR 349-1	House Management Practicum I	2
TECTHTR 349-2*	House Management Practicum II	2
TECTHTR 349-3*	House Management Practicum III	2
TECTHTR 355	Makeup Practicum	2
COMPLETE ADDITIONAL CSU UNITS, IF NEEDED, TO REACH 60 CSU TRANSFERABLE UNITS		
	IGETC or CSU GE Pattern	
	Total	*60*

Note: 3 units of major courses may be double counted towards general education.

** This course has a prerequisite.*

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Title 5 changes effective Fall 2013 substantially restrict how many times students can take specific types of classes. Students enrolled in "active participation courses" in Kinesiology, visual arts, or performing arts are limited to four (4) enrollments per "family". Failures and W grades count as enrollments. A family can contain multiple courses, but a student can only take four of them. LACCD courses in, Art, Dance Techniques, Kinesiology, Music, and Theater are all affected. For courses in the Theater department, families have been created as follows:

Theater Family names and course numbers:

Acting for the Camera: ..... THEATER 278
Acting Study and Professional Applied Acting ..... THEATER 200, 260, 270, 272, 273
Directing: ..... THEATER 225
Movement: ..... THEATER 265
Professional Ensemble Performance:. THEATER 232, 235, 293
Professional Performance Preparation:. . . . THEATER 205, 276
Voice Theory: ..... THEATER 240, 244

Technical Stage Production (TECTHTR)

300 Stagecraft (3) UC:CSU (C-ID THTR 171)

LECTURE, 3 HOURS.

This course provides a survey of the technical phases of play production: Scenery, properties, lighting, sound, costuming, stage management, and organization of stage activity.

305 Orientation to Technical Careers in Entertainment (2) CSU

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

In this course students learn about careers as professional technicians in American entertainment industries, including methodology and techniques for seeking and gaining employment in theatre, film, television, commercials, theme park, special events, and new media. The students develop their own portfolios, resumes, and interview skills.

313 Scenic Art for Theater (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

Students develop skills used in theatrical scenic painting, including paint mixing, color matching, wet blending, glazing, wood graining, marbling, and various scenic techniques. Emphasis is placed on step-by-step demonstration and execution of a series of painting projects. This course includes practical training on tools, materials, application techniques, and standard scenic procedures used in the entertainment industry.

315 Introduction to Design for Theatre (3) UC:CSU (C-ID THTR 172)

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course introduces students to theatrical scenic design principles, concepts, and techniques through demonstration and applied design projects in a laboratory environment.

323 Stage Management (3) UC:CSU

LECTURE, 3 HOURS; LABORATORY, 1 HOUR.

In this course students learn to be multi-tasking managers of the play production process, from auditions through rehearsals to the final performance.

330 Sound Design for Theatre (3) UC:CSU

LECTURE, 3 HOURS.

This course explores the concepts of sound design for theatre including: Script analysis, selection of sound effects and music, and the physical properties of sound in theaters. Students develop and execute a sound design with recording, editing, and playback technology.

340 Technical Theatre Practicum (4) UC:CSU (C-ID THTR 192) RPT2

LABORATORY, 12 HOURS.

In this course, theatre students study the practices of managerial and technical theatre plus technical shops and theatre spaces. Study culminates in a college public performance entered in the American College Theater

Festival. Production work may consist of the following: Carpentry, costumes, painting, lighting, sound, props, and stage management.

342 Technical Stage Production (2)
UC:CSU (C-ID THTR 192) RPT3
LABORATORY, 6 HOURS.
In this course, students participate in the various backstage areas of a live theatre production. Students are involved in the complete process of running a show including technical rehearsals, dress rehearsals, performances, and strike. This course offers practical work experience with specific show assignments including stage management, deck crew, fly crew, wardrobe crew, prop crew, makeup crew, light board operator, sound board operator, follow spot operator, or projections operator. Specific assignments are made according to the student's area of interest as well as the needs of the production.

343 Scenery Practicum (2) UC:CSU (C-ID THTR 192) RPT2
LABORATORY, 6 HOURS.
In this course, theatre students study the practices of managerial and technical theatre plus technical shops and theatre spaces. Emphasis is placed on scene shop operations including building and painting scenery for entertainment projects. Study culminates in a college public performance entered in the American College Theater Festival.

344 Props Practicum (2) UC:CSU (C-ID THTR 192) RPT2
LABORATORY, 6 HOURS.
In this course, students study the practices of managerial and technical theatre plus technical shops and theatre spaces. Emphasis is placed on prop operations including researching and creating props for entertainment projects.

345 Costume Practicum (2) UC:CSU (C-ID THTR 192) RPT2
LABORATORY, 6 HOURS.
In this course, theatre students study the practices of managerial and technical theatre plus technical shops and theatre spaces. Emphasis is placed on costume and make-up operations including researching and creating costumes, make-up, and running wardrobe for entertainment projects. Study culminates in a college public performance entered in the American College Theatre Festival.

346 Lighting Practicum (2) UC:CSU (C-ID THTR 192) RPT2
LAORATORY, 6 HOURS.
In this course, theatre students study the practices of managerial and technical theatre plus technical shops and theatre spaces. Emphasis is placed on lighting operations including hang, focus, and operation of lights for entertainment projects.

347 Sound Practicum (2) UC:CSU (C-ID THTR 192) RPT2
LABORATORY, 6 HOURS.
In this course, theatre students study the practices of managerial and technical theatre plus technical shops and theatre spaces. Emphasis is placed on sound operations including researching and creating sound for entertainment projects.

348 Stage Management Practicum (2) UC:CSU (C-ID THTR 192) RPT2
LABORATORY, 6 HOURS.
In this course, theatre students study the correct procedures and practices of stage managers in production for a variety of scripts, performances types, and spaces. Students review and practice practical safety training in stage operations and equipment. The course provides practical experience working in stage management tasks for entertainment projects.

349-1 House Management Practicum I (2) UC:CSU (C-ID THTR 192)
LABORATORY, 6 HOURS.
In this course, theatre students study the practices of managerial and technical theatre plus technical shops and theatre spaces. The emphasis in this course is practical experience working as part of a house management team with an overview of house management operations including ticket sales, ushering, bookkeeping, and publicity for entertainment projects with a particular emphasis on patron safety and services.

349-2 House Management Practicum II (2) UC:CSU (C-ID THTR 192)
Prerequisite: *Technical Stage Production 349-1.*
LABORATORY, 6 HOURS.
In this course, theatre students study the practices of managerial and technical theatre plus technical shops and theatre spaces. The emphasis in this course is practical experience working as part of a house management team with an overview of house management operations including ticket sales, ushering, bookkeeping, and publicity for entertainment projects with a particular emphasis on ticket sales and bookkeeping for entertainment projects.

349-3 House Management Practicum III (2) UC:CSU
Prerequisite: *Technical Stage Production 349-2*
LABORATORY, 6 HOURS.
In this course, theatre students study the practices of managerial and technical theatre plus technical shops and theatre spaces. The emphasis in this course is practical experience working as a house management supervisor over all house management operations including ticket sales, ushering, bookkeeping, and publicity for entertainment projects.

350 Make-Up for Theatre (3) UC:CSU (C-ID THTR 175)
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This course is a study of the basic tools, materials, techniques, and methods of makeup application which might be used for the various roles in modern and classical stage plays. Theatrical makeup design and application is performed by students on their own faces, including glamour, aging, facial hair, stylizing, gore, facial contouring, impersonations, fantasy characters, and the use of makeup for theatre, film, and television.

351 Applied Makeup Design (2) UC:CSU RPT3
LABORATORY, 6 HOURS.
In this course, students study the practices of designing and executing makeup and hair designs for a college

public performance and the students' professional portfolio entered in the American College Theatre Festival. Emphasis is placed on the design process from beginning to end including: Script analysis, concept, collaboration, design, technical paperwork, project management, production, and strike.

355 Makeup Practicum (2) UC:CSU (C-ID THTR 192) RPT 2
LABORATORY, 6 HOURS.
In this course, theatre students study the practices of managerial and technical theatre plus technical shops and theatre spaces. Emphasis is placed on makeup and hair operations including researching and executing makeup and hair for entertainment projects. Study culminates in a college public performance entered in the American College Theatre Festival.

360 Costume Design for Theatre (3) UC:CSU (C-ID THTR 174)
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This course explores the process of costume design from script to stage. Students learn to see as a designer, think like an artist, and communicate ideas visually and verbally. A study of the history of the costume and clothing as an expression and indicator of status, class, culture, and historical era is also covered. The class also uses projects to enhance practical design and sewing skills.

361 Applied Costume Design (2) UC:CSU RPT3
LABORATORY, 6 HOURS.
In this course, students study the practices of designing and executing costume designs for a college public performance and the students' professional portfolio entered in the American College Theatre Festival. Emphasis is placed on the design process from beginning to end including: Script analysis, concept, collaboration, design, technical paperwork, project management, production, and strike.

363 Costume Crafts, Dye, and Fabric Printing (3) UC:CSU
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This course provides practical application of textile modification techniques for costumes: Various dyes, painting, batik, stencil, aging, distressing, and digital fabric sublimation.

364 Costume Sewing and Pattern Making (3) UC:CSU
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This course covers the theory and practice of creating stage and film costumes and costume accessories through draping and pattern making.

365 Historical Costume Sewing and Pattern Making (3) UC:CSU
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This course covers the theory and practice of creating historically accurate stage and film costumes and costume accessories through draping and pattern making.

366 Fantasy Costume Sewing and Pattern Making (3) UC:CSU
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This course covers the theory and practice of creating fantasy stage, film, and cosplay costumes and costume accessories through draping and pattern making.

367 Costume and Fashion History (3) UC:CSU IGETC Area 3A
LECTURE, 3 HOURS; LABORATORY, 1 HOUR.
This course provides an exploration of costume and fashion from ancient to modern times with a focus on the artistry and history of the time period, geography, culture, and politics and their influences on costume design for stage, film, and television.

370 Lighting Design for Theatre (3) UC:CSU (C-ID THTR 173)
LECTURE, 3 HOURS.
This course creates an understanding of the basic methods, physical techniques, and work ethics of the lighting designer/technician. The process includes training in the creative concepts of design and how to create a light plot as well as in the practical use and operation of the equipment used to execute the design. Specific attention is paid to entertainment industry work and safety standards that prepares the student for work in the industry.

371 Applied Lighting Design (2) UC:CSU RPT3
LABORATORY, 6 HOURS.
In this course, students study the practices of designing and executing lighting designs for a college public performance and the students' professional portfolios entered in the American College Theatre Festival. Emphasis is placed on the design process from beginning to end including: Script analysis, concept, collaboration, design, technical paperwork, project management, production, and strike.

372 Advanced Lighting Design (3) UC:CSU
Prerequisite: *Technical Stage Production 370*.
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
In this course, students develop the conceptual and practical aspects of lighting design for live entertainment. Emphasis is placed on the design process, which include analysis, research, color theory, advanced drafting, and presentation techniques. This course focuses on designing with light as a means of visual communication, while exposing students to current industry technology, equipment and software.

380 Scenic Design for Theatre (3) UC:CSU
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This course offers students training in the art of designing scenery for theatre from the conceptualization to the realization of a complete theoretical design through the use of advanced drafting, model making, and other pre-visualization techniques.

381 Applied Scenic Design (2) UC:CSU RPT3
LABORATORY, 6 HOURS.
In this course, students study the practices of designing and executing scenic designs for a college public performance and the students' professional portfolios entered in the American College Theater Festival. Emphasis is placed

on the design process from beginning to end including: Script analysis, concept, collaboration, design, technical paperwork, project management, production, and strike.

382 Sketching and Rendering for Design (3) UC:CSU
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This course focuses on sketching, drawing, and painting techniques used for visual communication. It also offers Photoshop and Illustrator training to express theatrical design concepts in scenery, costumes, and lighting. These skills are required for presentations of designs in the entertainment industry.

384 Computer Drafting for Theatre (3) UC:CSU
LECTURE, 3 HOURS.
This course explores the drafting techniques and skills needed to express the art of theatrical design in scenery and lighting through the medium of the computer. This course focuses on the computer drafting programs known as AutoCAD, Vectorworks, and also introduce SketchUp and Lightwright.

700 Theatre Festival Workshop (2) UC:CSU RPT3
LABORATORY, 6 HOURS.
In this course, students learn methods, strategies and skills to compete in theater festivals, for example the Kennedy Center American College Theatre Festival. Students learn the rules of competition and prepare performances or presentations for competition. Areas of competition include: Auditioning for scholarships, professional companies, and college and university programs; stage management; costume, light, sound, and scenic design; allied theater crafts; playwriting; dramaturgy; and others which may arise.

701 Shakespeare Festival Workshop I (2) UC:CSU
LABORATORY, 6 HOURS.
In this course, students are introduced to the basics of poetry speaking, period movement, and voice and diction through practical application to a Shakespearean set speech or soliloquy of appropriate age and range. Work prepares students for audition and employment at Shakespeare festivals or other venues.

702 Shakespeare Festival Workshop II (2) UC:CSU
Prerequisite: *Technical Stage Production 701.*
LABORATORY, 6 HOURS.
In this course, students continue practice of poetry speaking, period movement, and voice and diction through work on a Shakespearean set speech or soliloquy and are introduced to scene work of appropriate age and range. Work prepares students for audition and employment at Shakespeare festivals or other venues.

703 Shakespeare Festival Workshop III (2) UC:CSU
Prerequisite: *Technical Stage Production 702.*
LABORATORY, 6 HOURS.
In this course, students are introduced to the rhythms of prose and its hidden poetry, intermediate period movement and dance, broadsword combat, and continued voice and diction through work on a prose set speech/soliloquy and a prose scene, as well as continued poetry work on a sonnet from the works of Shakespeare. Work prepares students for audition and employment at Shakespeare festivals or other venues.

704 Shakespeare Festival Workshop IV (2) UC:CSU
Prerequisite: *Technical Stage Production 703.*
LABORATORY, 6 HOURS.
Students are introduced to the advanced elements of performing Shakespeare including irony, ambiguity, and heightened and naturalistic verse with continued focus on poetry speaking and physicality applied to a complex set speech/soliloquy, a sonnet, and a complex and lengthy scene from the works of Shakespeare. Work prepares students for audition and employment at Shakespeare festivals or other venues.

921 Cooperative Education - Technical Stage Production (2) CSU RPT7
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).

Cooperative Education is a work experience program involving the employer, the student-employee and the college to ensure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Students must be employed or volunteering/interning in order to participate in program. During the fall and spring semesters, students shall be enrolled in at least one additional course in a U.S. regionally accredited institution. This course assists students in acquiring desirable work habits, attitudes, and career awareness in the fields of Technical Theatre.

Theater Arts (THEATER)

100 Introduction to the Theater (3)
UC:CSU IGETC Area 3A (C-ID THTR 111)
LECTURE, 3 HOURS.
Note: Open to all students. Required of all Theater Arts majors and other students desiring to participate in the production of plays. A survey study and analysis of the various elements that make up the institution called the Theatre. Subjects range from origins of primitive drama to contemporary structure and direction of our modern Theatre.

101 Acting in History and in Style (3) UC:CSU IGETC Area 3A
LECTURE, 3 HOURS.
In this course, students are introduced to the development of acting from classical style to modern systems through lecture, discussion, demonstration, and various assigned exercises.

110 History of the World Theater (3) UC:CSU IGETC Area 3A
LECTURE, 3 HOURS.
In this course, students study the history and development of theater and drama, from the 5th century BCE to the current theater world scene. Students examine how, from pre-civilization to present day, theater has served a variety of functions within different cultures and societies and examine how, throughout history, theater changes in response to the changing needs and concerns of a given culture, so that students can understand and articulate the relationship between theater and society.

114 Script Analysis (3) UC:CSU (C-ID THTR 114)
LECTURE, 3 HOURS.
This course provides principles, theories, and techniques of play script analysis for theatrical production.

121 Chicano Theater (3) UC:CSU IGETC AREA 3A
Note: Credit given for only one of Theater 121 or Chicano Studies 030.
LECTURE, 3 HOURS.
This course is an introductory and inter-disciplinary study of Chicano Theater. Students will explore the works of the historic El Teatro Campesino and the myriad of theatrical voices that emerged from the Chicano Movement of the 1960's and 1970's. Students investigate popular Chicano performance styles and methodologies through group research and collaboration.

123 Theater for Social Justice (3) UC:CSU
LECTURE, 3 HOURS.
In this course, students explore the ways in which theater can be used to illuminate social issues and cultivate change in our communities. This course focuses on contemporary theatrical works that include Latinx, Chicano, Central American, Afro-Latinx, and BIPOC plays.

130 Playwriting (3) UC:CSU
LECTURE, 3 HOURS.
This course introduces the student to the fundamental principles and techniques of playwriting. This hands-on, practical introduction culminates with the student's original one-act play being presented by student actors to a live audience.

200 Introduction to Acting (3) UC:CSU
(UC Credit Limit: Theater 200 and 270 combined, maximum credit, one course).
LECTURE, 3 HOURS.
Through lecture, discussion, demonstration, and various assigned exercises, the student is introduced to the development of acting from classical style to modern systems.

205 Actor's Orientation to Professional Theater (2) CSU
LECTURE, 1 HOUR; LABORATORY, 2 HOURS.
The student learns about a career as a professional actor int the American entertainment industry including methodology and techniques for seeking and gaining employment in theatre, film, television, commercials, and new media, which includes all forms of electronic performance.

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.

226 Directors Project Practicum (2) CSU RPT3
LABORATORY, 6 HOURS.
In this course, under the guidance of student directors and producers, students work together on all elements necessary to rehearse and stage a one-act play for public performance.

232 Play Production II (2) UC:CSU
LABORATORY, 6 HOURS.
Theatre students study performance and managerial practices while participating in public performances. Performance and production work may consist of acting and stage management.

235 Play Production and Company Performance (5) UC:CSU RPT3
LABORATORY, 15 HOURS.
Theatre students study the real practices of performance, managerial and technical theatre while participating in college public performances, technical shops and theatre spaces. Production work may consist of the following: Acting, carpentry, costumes, painting, lighting, sound, props and stage management.

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 are introduced to the International Phonetic Alphabet and how to drop into their natural voice.

244 Voice and Articulation for Performance (3) UC:CSU
LECTURE, 3 HOURS.
This course is designed to emphasize speech practice and technique for scene performance on the stage, motion pictures, and television. Students apply fundamentals of good speech, including breathing, posture, resonance, projection, and articulation to performance texts that require two or more actors. Students apply the International Phonetic Alphabet to General American Speech and learn how to maintain this dialect and their natural voice in a scene performance that requires physical effort.

246 Dialects for the Actor (3) UC:CSU
LECTURE, 3 HOURS.
In this course, students learn to speak English with dialects. They apply the International Phonetic Alphabet, observation of professional actors and research of authentic speakers to performance for stage and recorded media. Dialects include, but are not limited to, General American Speech, Upper Class British, Cockney, Irish, Russian, French, Southern, and New York.

251 Theater in the Community: Tour for Children (2) CSU
LECTURE, 1 HOUR; LABORATORY, 4 HOURS.
This course is focused on the rehearsal, performance, and tour of a play for young audiences. The student is introduced to practical skills to teach creative drama for

children and youth through the rehearsal process, readings, and lecture. The student then applies these skills in creative drama workshops for children or youth. Students pay a fee for background check, live scan fingerprinting, and TB test.

252 Children's Theater: Production and Methods Practicum (2) CSU

LECTURE, 1 HOUR; LABORATORY, 4 HOURS.

This course focuses on the rehearsal, performance, and tour of a play for a young audience. Students are introduced to the pedagogy of teaching creative drama for children and youth through the rehearsal process, classroom teaching practice, field classroom observation, readings, and lectures. Students then apply this knowledge and practice in performance workshop situations as a workshop assistant. Students pay a fee for background check, live scan fingerprinting, and TB test.

256 Theater in the Community: Tour for Seniors (2) CSU

LECTURE, 1 HOUR; LABORATORY, 4 HOURS.

This course is focused on the rehearsal, performance, and tour of a play for an audience over fifty years of age. Students are introduced to the pedagogy of teaching and facilitating theatrical experiences for older actors through the rehearsal process, classroom teaching practice, on-site observation, readings, and lectures. Students then apply this knowledge and practice in a performance workshop situation as a workshop assistant. Students pay a fee for background check, live scan fingerprinting, and TB test.

257 Inter-Generational Theater: Production and Methods Practicum (2) CSU

LECTURE, 1 HOUR; LABORATORY, 4 HOURS.

This course is focused on the rehearsal, performance, and tour of a play for an audience over fifty years of age. Students are introduced through the rehearsal process, readings, and lectures to practical skills that facilitate creative theatrical experiences for older actors or workshop participants. Students then apply these skills in performance workshops for older adults or actors. Students pay a fee for background check, live scan fingerprinting, and TB test.

259 The Arts in the Community (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

This course introduces the cultural origins, history, and practice of community-based visual and performing arts. Historical and contemporary case studies of arts programming are examined and evaluated. Emphasis is placed on developing awareness of professional careers and opportunities in education and auxiliary professions in the arts beyond the gallery or performance venue.

260 Acting Fundamentals (3) UC:CSU (C-ID THTR 151)

LECTURE, 3 HOURS.

Students are introduced to the basics of the craft of acting through a structured sequence of lectures, discourse, and assignments regarding theories, steps, and techniques.

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. Physical exercises, improvisations, mask work, and other explorations lead to enhanced strength, balance, energy, flexibility, and physical freedom for character development and performance.

270 Beginning Acting (3) UC:CSU (C-ID THTR 151)
(UC Credit Limit: *Theater 200 and 270 combined, maximum credit, one course).*

LECTURE, 2 HOURS; LATORATORY, 2 HOURS.

This course provides instruction in the basic fundamentals of acting theory and practice. It prepares students for subsequent acting courses, and fulfills one of the degree requirements. Relaxation, concentration, physical and vocal expressiveness, improvisation, scene and monologue performances, acting terminology, script analysis, and character development are primary areas of focus.

272 Intermediate Applied Acting (3) UC:CSU (C-ID THTR 152)
Prerequisite: *Theater 260 or Theater 270.*

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

Intermediate acting principles and stage techniques are expanded and applied to staged public performances. The emphasis is on comprehension of material and technique, and translating them into dramatic action and performance.

273 Advanced Acting (2) UC:CSU
Prerequisite: *Theater 272.*

LECTURE, 3 HOURS.

The course provides advanced study of acting methods and techniques which are then applied and performed in scenes from playwrights including Shakespeare, Chekhov, Pinter, and others.

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.

283 Musical Theater Audition Workshop (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This audition preparation class teaches techniques in voice, dance, and acting as required for auditioning and performing in musical theater.

286 Stanislavsky: The Art of the Actor (2) CSU

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

The course provides advanced study of the acting methods and techniques developed by Konstantin Stanislavsky which are the basis for most contemporary acting approaches. This technique is then applied and performed using the scenes from works of contemporary playwrights including, Chekhov, O'Neill, Miller, and others.

293 Rehearsals and Performances III (3) UC:CSU RPT3 (C-ID THTR 191)

LABORATORY, 9 HOURS.

Theatre students study the rehearsal and performance practices of performing in theatre productions assigned as lead actors, character actors, or bit parts. Study culminates in a college public performance entered in the American College Theatre Festival.

505 History of Motion Pictures (3) UC:CSU IGETC Area 3A
LECTURE, 3 HOURS.

This course traces the foundational development and maturation of American motion pictures contextualized with developments in European cinema. Emphasis is placed on the foundational scientific, economic, cultural, and artistic forces that propelled motion pictures into one of America's most influential 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 IN ANY ONE DISCIPLINE.

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.

921 Cooperative Education - Theater (2) CSU RPT7
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).

Cooperative Education is a work experience program involving the employer, the student-employee and the college to ensure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Students must be employed or volunteering/interning in order to participate in program. During the fall and spring semesters, students shall be enrolled in at least one additional course in a U.S. regionally accredited institution. This course assists students in acquiring desirable work habits, attitudes, and career awareness in the field of Theatre.

Career and Continuing Education Department

***E3-100** • (323) 260-8174*

Noncredit courses provide individuals with competencies that are critical to their ability to prepare and succeed in college and the workplace. These free courses are designed to help persons of all ages learn English, prepare for the High School Equivalency Examination (GED/HiSET), obtain short-term job training, transition to college credit courses, and prepare for US Citizenship.

Faculty

Villacorte, Dennis A., Chair, Professor, Noncredit Basic Skills
Barajas, Leticia, Associate Professor, Noncredit, Vocational Education
Renderos, Kenny, Assistant Professor, Noncredit Vocational Education
Schilling, Tova, Assistant Professor, Noncredit ESL

Adjunct Associate Professors

Alvarado, Joaquin
Arroyo, Elizabeth
Bernhard, Gregory S.
Bustamante, Linda
Cerdenio, Rachel
Cho, Hannah
Chuah, Cheng
Contreras, Mary
Corral-Galindo, Guadalupe
Cubas, Ana
De La Torre, Judy
Dentino, John
Elgudin, Lev
Escobedo, Jacqueline
Flores, Joanna
Flores, Rodolfo Emilio
Foster, Lauren
Garamvolgyi, Ann Marie
Garofalo, Nona
Godoy, Omar
Granados, Priscilla
Hadjinian, Hugop
Hodgson-DeSilva, Krishana
Hossain, Ummey
Hutzell, James
Joven, Michael L.
Kelley, Suzanne
King, Sandra L.
Koupai, Kathy
Lee, Pek Choo
Lopez, Ana
Mendoza, Ricardo
Moraza, Xochilt
Munoz-Nebbia, Maria Elena
Navarro, Maria
Nicassio, Nicholas
Nicolaides, Alex
Osio, Ana
Pillay, Periasamy S.
Pizana, Daisy
Raigoza, Sandra
Reynales, Macralita
Roth, Karen
Shabani, Zepiour
Shields, Robert
Simha, Claudine
Takeda, Nancy
Villalvazo, Adrianne
Wong, Gregory
Zorkic, Katarina

SUBJECTS

- Academic Preparation
- Basic Skills
- Citizenship
- Cooperative Education
- ESL NC
- Older Adults
- Supervised Learning Assistance
- Vocational Education

CERTIFICATES PROGRAMS BY FOCUS

Certificates of Completion

Short Term Job Training

- Accounting Clerk/Bookkeeping
- Automotive Fundamentals
- Custodial Technician Training
- Engineering Technologies and Applications
- Makeup for Fashion and Entertainment
- Programming and APPs
- Sewing Essentials and Alterations
- Smart Business Start-Up and Registration
- Sports Ethics
- Tailoring
- Women in Sport

Early Childhood Education

- Care
- Environments
- Play

Health & Medical Related

- Administrative Medical Assistant
- Emergency First Responder
- Front Office Medical Assistant

- Health Care Professions Preparation
- Introduction to Patient Transporting
- Non-Medical In-Home Health Care Aide
- Nutrition for a Healthy Lifestyle
- Phlebotomy Technician
- Physical Therapist Aide

Career & Employment Preparation

- Job Readiness
- Job Readiness and Career Exploration
- Workplace Skills

Academic & College Preparation

- Basic Math Success
- Basic Reading Success
- Basic Skills Mathematics Preparation
- Basic Writing Success
- Foundations for Academic Success

English as a Second Language (Noncredit)

- 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

Certificates of Competency

- English as a Second Language Academic Bridge
- English as a Second Language Communication Competency
- English for Citizenship
- High School Equivalency Preparation
- Reading and Writing Foundations

ACADEMIC PREPARATION/ BASIC SKILLS

High School Exam Prep GED/HiSET & College Readiness

Academic Preparation courses are designed for students who wish to improve reading, writing, math, and study skills before enrolling in college-level credit courses. These courses also prepare students to take the GED/HiSET high school equivalency exams.

ESL NC (NONCREDIT)

The ESL NC program consists of four core ESL NC levels and elective offerings that include conversation classes. Certificates of Completion and a Certificate of Competency are offered to students who successfully complete core competencies and skills. The ESL NC program can assist students to improve their English skills to live in the U.S. and also to prepare to transfer to credit English/ESL classes and/or other academic classes.

CITIZENSHIP/IMMIGRANT EDUCATION

Citizenship courses are designed to prepare students to take the US citizenship examination and interview. Instruction is provided in the areas of government, current events, test-taking strategies, and appropriate English skills.

COOPERATIVE EDUCATION

Cooperative Education Work Experience courses provide students with the opportunity to earn units for internships or work experience. Through a student-employer-instructor partnership, students develop and work on approved learning objectives and make progress towards their established goals throughout the course. Students must be currently employed or have an arranged internship opportunity, paid or unpaid.

SUPERVISED LEARNING ASSISTANCE/TUTORING

Upon faculty/counselor referral, students can receive tutoring and computer-assisted instruction in a designated subject area in the Learning Assistance Center. https://www.elac.edu/Student-Services/Student-Resources/Learning-Center.

VOCATIONAL EDUCATION/ CAREER READINESS

Vocational Education/Career Readiness courses are designed for students who seek skills and training for employment. The courses and programs are designed for high employment potential or to transition to a credit degree program.

LANGUAGE OTHER THAN ENGLISH (LOTE) COURSES

The following courses are eligible for offering either bilingually or monolingually in a language other than English (LOTE) with an ESL/English co-requisite/co-enrollment. Please contact the department for details and offerings.

ACAD PR 011CE, 012CE, 014CE, 040CE, 041CE

BSCSKL 034CE, 075CE, 082CE, 084CE, 085CE, 086CE, 088CE

VOC ED 070CE, 090CE, 096CE, 098CE, 101CE, 102CE, 104CE, 313CE, 320CE, 350CE, 352CE, 353CE, 354CE, 355CE, 356CE, 357CE, 368CE, 400CE, 430CE, 500CE, 501CE, 502CE, 503CE, 626CE, 627CE, 628CE

CERTIFICATES OF COMPLETION

Accounting Clerk/Bookkeeping

This certificate of completion is designed to prepare students for entry-level courses in the Business Administration Department at ELAC and/or to prepare students for the job market.

SUBJECT & NO.	COURSE	UNITS
VOC ED 626CE	The Accounting Cycle	0
VOC ED 627CE	Bookkeeping	0
VOC ED 628CE	QuickBooks for Accounting	0

Administrative Medical Assistant

This certificate is designed to prepare students for entry-level courses in the Allied Health and Health Occupation departments. These three courses help students develop knowledge of medical office management, understand

the roles and responsibilities of an administrative medical assistant and learn terminology of medical terms in preparation for a career in medical administration.

SUBJECT & NO.	COURSE	UNITS
VOC ED 398CE	Administrative Medical Assistant Introduction	0
VOC ED 399CE	Medical Office Management	0
VOC ED 400CE	Introduction to Medical Terminology	0

Automotive Fundamentals

This certificate is designed to prepare students for entry-level positions in the Automotive industry and, upon successful completion, satisty the pre-requisite to enter into the Auto Technology program at ELAC. Successful completion of this certificate will help students develop knowledge and technical skills needed to begin their career in the auto industry.

SUBJECT & NO.	COURSE	UNITS
VOC ED 070CE	Introduction to Automotive Technology	0
ACAD PR 014CE	Mathematics: Ratio, Proportion, and Percent	0
ELECTIVE COURSES:		
ACAD PR 005CE	Language Arts: Reading Non-Fiction	0
OR		
ESL NC 045	Workplace English	0

Basic Math Success

Math literacy, or numeracy, is now regarded as a skill that is important as reading and writing skills. This three course sequence lays a foundation of basic math knowledge upon which students can build more advanced math skills in credit math courses. Students may then pursue credit coursework in a variety of majors, from business to physics, which require a strong foundation in math. The math knowledge gained in these noncredit courses should prove useful in a range of job fields.

SUBJECT & NO.	COURSE	UNITS
ACAD PR 011CE	Mathematics: Whole Numbers and Decimals	0
ACAD PR 012CE	Mathematics: Fractions	0
ACAD PR 014CE	Mathematics: Ratio, Proportion, and Percent	0

Basic Skills Mathematics Preparation

This sequence of courses prepares high school and college students for successful completion of mathematics courses by focusing on effective study skills, word problems, applying formulas and test taking techniques. Students work with the instructor and in group settings to develop these skills and apply them in the classroom.

SUBJECT & NO.	COURSE	UNITS
BSICSKL 028CE	Basic Skills Pre-Algebra	0
BSICSKL 029CE	Basic Skills Algebra 1	0
BSICSKL 030CE	Basic Skills Geometry	0
BSICSKL 031CE	Basic Skills Algebra 2	0
BSICSKL 032CE	Basic Skills Trigonometry/Precalculus Preparation	0
BSICSKL 039CE	Basic College Mathematics Prep	0

Basic Reading Success

Reading is a basic skill necessary for any successful student or productive worker. These two noncredit courses in reading fiction and non-fiction prepare students to read critically and to comprehend complex textual ideas. As students build reading skills, they will be ready to advance to credit coursework and/or pursue better job opportunities. As technology and the job market become more complex, the ability to access information through reading grows all the more critical.

SUBJECT & NO.	COURSE	UNITS
ACAD PR 004CE	Language Arts: Reading Fiction	0
ACAD PR 005CE	Language Arts: Reading Non-Fiction	0

Basic Writing Success

Clear written expression is a critical skill for academic success as well as professional success. This three course sequence in basic grammar and writing prepares students for credit coursework by teaching them mechanics, sentence structure, and essay composition form. With this introduction to good writing skills, and the in- and out-of-class practice that ingrains those skills, students will be ready for the more advanced writing tasks that credit coursework will demand.

SUBJECT & NO.	COURSE	UNITS
ACAD PR 001CE	Language Arts: Writing Mechanics	0
ACAD PR 002CE	Language Arts: Writing Sentences	0
ACAD PR 003CE	Language Arts: Writing Essays	0

Care

This certificate is designed to prepare students for entry-level course in the Child, Family, & Education Studies department. These two courses help students develop knowledge and skills of child development theories, developmental milestones, best practices, and meeting the basic needs of children.

SUBJECT & NO.	COURSE	UNITS
VOC ED 500CE	Child Development Experiences-Growing and Learning	0
VOC ED 501CE	Child Development Experiences-CARE	0

Custodial Technician Training

This Certificate of Completion provides students with the knowledge and hands-on training needed to apply for entry-level building maintenance services positions in the public and private sectors. Students learn and practice basic safety protocols, the use of common custodial tools, specific cleaning processes for different types of building areas, and the necessary tools and skills to create a plan for themselves with respect to the workplace, including time management, job market readiness, effective communication, contacting employers, preparing for the interview, getting hired, and keeping the job.

SUBJECT & NO.	COURSE	UNITS
VOC ED 060CE	Custodial Technician Training	0
VOC ED 096CE	Blueprint for Workplace Success	0

Emergency First Responder Basic Training

This certificate is designed to prepare students for entry-level courses in the Fire Technology program. These five courses help students develop knowledge of lifesaving skills through CPR, first aid and BLS, understand the roles

and understand the responsibilities of an emergency medical first responder, learn terminology of medical terms, and understand anatomy and physiology in preparation for a career in emergency medical first response.

SUBJECT & NO.	COURSE	UNITS
VOC ED 353CE	First Aid and Basic Training CPR	0
VOC ED 358CE	Emergency Medical Responder Introduction	0
VOC ED 359CE	Basic Life Support for Healthcare Providers	0
VOC ED 391CE	Anatomy and Physiology for Healthcare Professions	0
VOC ED 400CE	Introduction to Medical Terminology	0

Engineering Technologies and Applications

This certificate of completion is designed to prepare students for entry-level courses in the Engineering and Technologies Department at ELAC. These two courses help students develop knowledge and technical skills to: Solve linear circuit and practice its application to areas of importance in electrical engineering such as resistive circuits, Kirchhoff laws, capacitors and industors; and learn engineering graphics communication and the application in 2D and 3D CAD software such as AutoCAD and SolidWorks.

SUBJECT & NO.	COURSE	UNITS
VOC ED 282CE	Fundamentals of DE Circuits	0
VOC ED 283CE	Fundamentals of Engineering Graphics Design Application	0

English as a Second Language, Level 1

Mastering the English language is a prerequisite for academic and job success in the United States. This two course sequence builds a student's English skills to a beginning-low level, developing basic "survival" English, as well as providing a foundation for further English study. The integrative skills course covers the literacy skills, reading and writing, as well as the oral skills, listening and speaking. The conversation course further develops the listening and speaking skills that enable students to participate in a variety of English-speaking environments.

SUBJECT & NO.	COURSE	UNITS
ESL NC 040CE	Writing/Grammar/Reading/Vocabulary/ Listening/Speaking I	0
ESL NC 044CE	Conversation	0

English as a Second Language, Level 2

Mastering the English language is a prerequisite for academic and job success in the United States. This two course sequence builds a student's English skills to a beginning-high level, moving beyond "survival" English, and developing the basic grammar learned in Level 1. The integrative skills course covers the literacy skills, reading and writing, as well as the oral skills, listening and speaking. The conversation course further develops the listening and speaking skills that enable students to participate in a variety of English-speaking environments, whether that is the college campus or the job site.

SUBJECT & NO.	COURSE	UNITS
ESL NC 041CE	Writing/Grammar/Reading/Vocabulary/ Listening/Speaking II	0
ESL NC 044CE	Conversation	0

English as a Second Language, Level 3

Mastering the English language is a prerequisite for academic and job success in the United States. This two course sequence builds a student's English skills to an intermediate-low level, nurturing a fluency with English that expands the student's academic and employment opportunities. The integrative skills course covers literacy skills, reading and writing, as well as the oral skills, listening and speaking. The conversation course further develops the listening and speaking skills that enable students to participate in a variety of English-speaking environments, whether that is the college campus of the job site.

SUBJECT & NO.	COURSE	UNITS
ESL NC 042CE	Writing/Grammar/Reading/Vocabulary/ Listening/Speaking III	0
ESL NC 044CE	Conversation	0

English as a Second Language, Level 4

Mastering the English language is a prerequisite for academic and job success in the United States. This two course sequence builds a student's English skills to an intermediate-high level, readying the student for advanced ESL study, college-level credit coursework, or better employment opportunities. The integrative skills course covers the literacy skills, reading and writing, as well as the oral skills, listening and speaking. The conversation course further develops the listening and speaking skills that enable students to participate in a variety of English-speaking environments, whether that is the college campus or the job site.

SUBJECT & NO.	COURSE	UNITS
ESL NC 043CE	Writing/Grammar/Reading/Vocabulary/ Listening/Speaking IV	0
ESL NC 044CE	Conversation	0

Environments

This certificate is designed to prepare students for entry-level courses in the Child, Family, & Education Studies department. These two courses help students develop knowledge and skills of child development theories, developmental milestones, best practices, and develop high quality environments for children.

SUBJECT & NO.	COURSE	UNITS
VOC ED 500CE	Child Development Experiences-Growing and Learning	0
VOC ED 502CE	Child Development Experiences-Environment	0

Foundations for Academic Success

To be a successful student, one must not only know how to analyze and synthesize information, but also have practical skills such as time management and test taking strategies. This two course sequence focuses on these and other skills required of a successful college student. Building critical thinking and study skills will prove valuable as students move from the academic environment into the workforce, and intellectual challenges now.

SUBJECT & NO.	COURSE	UNITS
ACAD PR 040CE	Foundations: Critical Thinking	0
ACAD PR 041CE	Foundations: Study Skills	0

Front Office Medical Assistant

Front office medical assistants are health care professionals who performs a number of duties, including greeting and scheduling new and follow-up appointments for patients and visitors, bookkeeping, calling patients to remind them of appointments, answering and routing calls, making transactions, registering new patients and updating records, and keeping paperwork organized. They are responsible for maintaining a calm and efficient environment. A front office medical assistant is the touchstone for both the staff and patients of a healthcare practice.

SUBJECT & NO.	COURSE	UNITS
VOC ED 430CE	Basic Medical Terminology	0
VOC ED 431CE	Communication Healthcare	0
VOC ED 433CE	Medical Records & Scheduling	0
VOC ED 434CE	Legal Obligations & Medical Ethics	0

Health Care Professions Preparations

The Health Care Professions Preparations Certificate of Completion program provides students with an overview and job readiness skills for healthcare careers. Students explore healthcare professions including job descriptions, work environment, employment opportunities, requirements for potential further educational pathways, and potential workplace earnings.

SUBJECT & NO.		
VOC ED 320CE	Exploring Healthcare Careers	0
AND ONE OF THE FOLLOWING COURSES:		
VOC ED 138 CE	Nursing Concepts	0
OR		
VOC ED 352CE	Diabetes, Heart Disease, and Other Chronic Illnesses	0
OR		
VOC ED 358CE	Emergency Medical Response Introduction	0
OR		
VOC ED 390CE	Physical Therapist Aide Introduction	0
OR		
VOC ED 395CE	Phlebotomy Technician Introduction	0
OR		
VOC ED 396CE	Pharmacy Technician Introduction	0
OR		
VOC ED 521CE	The Effects of Aging on Body Systems	0

Introduction to Patient Transporting

Patient transporters are skilled professionals who contribute significantly to the healthcare industry even though the care they provide is not medical. Responsibilities include assisting patients out of vehicles when they arrive at the hospital and taking them to registration, lifting patients on and off their beds for therapy, and moving them from their rooms to treatment areas using wheelchairs, stretchers, or moveable beds. Their help, reassurance and companionship make a significant difference in the patient experience. Keeping the patient safe and comfortable during the relocation process is vital to this role.

SUBJECT & NO.	COURSE	UNITS
VOC ED 429CE	Technical Skills Training for Patient Transporters	0
VOC ED 430CE	Basic Medical Terminology	0
VOC ED 431CE	Communication Healthcare	0

Job Readiness

The Job Readiness Certificate of Completion prepares students with the skills needed to succeed in their first employment opportunity. Students will receive basic customer service skills, telephone skills, interview techniques/etiquette, communication skills, basic office technology skills, time management, employment applications and how to research the job market.

SUBJECT & NO.	COURSE	UNITS
VOC ED 096CE	Blueprint for Workplace Success	0
VOC ED 098CE	39 Ways to Shine as a New Employee	0

Job Readiness and Career Exploration

The Job Readiness and Career Exploration Certificate of Completion will prepare students with the skills needed to succeed in their first employment opportunity. Students will receive basic customer service skills, telephone skills, interview techniques/etiquette, communication skills, basic office technology skills, time management, employment applications and how to research the job market as well as the opportunity to explore various potential career or pathways.

SUBJECT & NO.	COURSE	UNITS
VOC ED 090CE	Career Exploration/Classroom to Real World	0
VOC ED 096CE	Blueprint for Workplace Success	0
VOC ED 098CE	39 Ways to Shine as a New Employee	0

Makeup for Fashion and Entertainment

This program examines makeup design and application for the fashion and entertainment industries. Students create a makeup portfolio with their makeup designs and brands. Learn about the makeup industry, freelance makeup artists, makeup unions, and the entertainment and fashion industry. Skin care, makeup care, and sanitization are topics covered. This noncredit certificate provides students with knowledge and skills in preparation for credit makeup courses and the workforce.

SUBJECT & NO.	COURSE	UNITS
VOC ED 364CE	Makeup for Fashion	0
VOC ED 365CE	Makeup for Entertainment	0

Non-Medical In-Home Health Care Aide

This certificate is designed to prepare students for entry-level courses in the Health, Kinesiology, and Nursing fields. These two courses help students develop knowledge of CPR techniques, first aid and non-medical in-home health care aide. Upon the awarding of this Certificate of Completion, students must petition for credit by exam for HEALTH 012.

SUBJECT & NO.	COURSE	UNITS
VOC ED 353CE	First Aid and Basic CPR Training	0
VOC ED 354CE	Nonmedical In-Home Support Services Provider	0

Nutrition for a Healthy Lifestyle

This certificate is designed to prepare students for entry-level courses in the Health & Kinesiology fields. These three courses help students develop knowledge and of

nutritional requirements, guidelines of a healthy diet, weight management, energy balance, planning your diet, nutrition for exercise and making informed choices about food. Upon the awarding of this Certificate of Completion, students must petition for credit by exam for HEALTH 007.

SUBJECT & NO.	COURSE	UNITS
VOC ED 350CE	Nutrition, Diet, and the Importance of Exercise	0
VOC ED 355CE	Nutritional Requirements: Components and the Guidelines of a Healthy Diet	0
VOC ED 356CE	Weight Management, Energy Balance and Planning Your Diet	0
VOC ED 357CE	Nutrition for Exercise and Making Informed Choices about Food	0

Phlebotomy Technician

This certificate is designed to prepare students for entry-level courses in the Allied Health and Health Occupation departments. These four courses help students develop knowledge of lifesaving skills through CPR and first aid, understand the roles and responsibilities of a phlebotomy technician, learn terminology of medical terms and understanding of anatomy and physiology in preparation for a career in phlebotomy.

SUBJECT & NO.	COURSE	UNITS
VOC ED 353CE	First Aid and Basic Training CPR	0
VOC ED 391CE	Anatomy and Physiology for Healthcare Professions	0
VOC ED 395CE	Phlebotomy Technician Introduction	0
VOC ED 400CE	Introduction to Medical Terminology	0

Physical Therapist Aide

This certificate is designed to prepare students for entry-level courses in the Kinesiology and Allied Health departments. These four courses help students develop knowledge of lifesaving skills through CPR and first aid, understand the roles and responsibilities of a physical therapist aide, learn terminology of medical terms, and understand anatomy and physiology for a career in physical therapy.

SUBJECT & NO.	COURSE	UNITS
VOC ED 353CE	First Aid and Basic Training CPR	0
VOC ED 390CE	Physical Therapist Aide Introduction	0
VOC ED 391CE	Anatomy and Physiology for Healthcare Professions	0
VOC ED 400CE	Introduction to Medical Terminology	0

Play

This certificate is designed to prepare students for entry-level courses in the Child, Family & Education Studies department. These two courses help students develop knowledge and skills of child development theories, developmental milestones, best practices, and utilize play strategies to enhance the six developmental domains: language, cognitive, social, emotional, fine, and gross motor skills.

SUBJECT & NO.	COURSE	UNITS
VOC ED 500CE	Child Development Experiences-Growing and Learning	0
VOC ED 503CE	Child Development Experiences-Play	0

Programming and APPs

This Certificate of Completion is designed to prepare students for entry-level courses in the Engineering and Technologies Department at ELAC. These three courses help students develop knowledge and technical skills using PBASIC Programming, Arduino Programming Language and AGK Basic App Development Kit.

SUBJECT & NO.	COURSE	UNITS
VOC ED 293CE	Fundamentals of Robotics	0
VOC ED 295CE	Fundamentals of Arduino	0
VOC ED 297CE	Fundamentals of APPs Design and Development	0

Sewing Essentials and Alterations

This program examines the basics of sewing and garment alterations using machine and hand sewing techniques. Students create sewing samples and projects demonstrating sewing and alteration techniques. This non-credit program leads to certificates and provides students with knowledge and skills in preparation for credit courses and the workforce.

SUBJECT & NO.	COURSE	UNITS
VOC ED 360CE	Sewing Essentials	0
VOC ED 361CE	Sewing Alterations	0

Small Business Smart-Up and Registration

This Certificate of Completion is designed to prepare students to build a simple business plan and register for the business with the required government agencies and be able to utilize resources that are available and/or prepare for the job market.

SUBJECT & NO.	COURSE	UNITS
VOC ED 084CE	Entrepreneur Traning Program	0
VOC ED 368CE	Entrepreneur Start-Up and Business Registration	0
VOC ED 627CE	Bookkeeping	0

Sports Ethics

This certificate is designed to prepare students for entry-level courses in the Kinesiology department. These three courses help students develop knowledge of moral and ethical issues in sport, competitive advantages in sport, and ethics in competing and fair play. Upon the awarding of this certificate of completion, students can petition for credit by exam for KIN MAJ 106.

SUBJECT & NO.	COURSE	UNITS
VOC ED 347CE	Ethics in Sport: Competition and Fair Play	0
VOC ED 348CE	Ethics in Sport: Competitive Advantages in Sport	0
VOC ED 349CE	Equity Issues in Sport	0

Tailoring

This program examines the principles and techniques of tailoring men's garments used in costuming. Students create tailored men's garments utilizing sewing and patterning techniques. These non-credit courses lead to a certificate and provides students with knowledge and skills for union sewing exams and a career in tailoring and costume construction.

SUBJECT & NO.	COURSE	UNITS
VOC ED 362CE	Tailoring I	0

VOC ED 363CE Tailoring II..... 0

Women in Sport

This certificate is designed to prepare students for entry-level courses in the Kinesiology department. These three courses help students develop knowledge of how anatomy and physiology can affect training and performance, how media and marketing affects female athletes, and analyzing how identity, sexual orientation, race, and aging impacts females in sports participation. Upon the awarding of this Certificate of Completion, students can petition for credit by exam for KIN MAJ 109.

SUBJECT & NO.	COURSE	UNITS
VOC ED 344CE	History of Women in Sport	0
VOC ED 345CE	Physiology and the Female Athlete	0
VOC ED 346CE	Women in the Sport Industry	0

Workplace Skills

The Workplace Skills Certificate of Completion is designed to prepare students for entry-level office and administrative support in a variety of job positions, including general office clerks, receptionists, customer service representatives, and information clerks. Students can expect to learn the following:

-Basic fundamentals of computer systems

-Basic training in proper keyboard technique

With a solid foundation in computer literacy and essential keyboarding skills, students are better prepared to meet the workforce demands of today's business environment and gain a career pathway to entry-level jobs.

SUBJECT & NO.	COURSE	UNITS
VOC ED 101CE	Workplace Skills 1: Computer Basics	0
AND		
VOC ED 102CE	Workplace Skills 2: Computer Keyboarding	0
OR		
VOC ED 104CE	Introduciton to Spreadsheets.	0
OR		
VOC ED 313CE	Workplace Fitness and Conditioning	0

CERTIFICATES OF COMPETENCY

English as a Second Language Academic Bridge

The Certificate of Competency in English as a Second Language Academic Bridge prepares second language students to transition to college credit and degree applicable courses and programs. The program promotes writing, reading and vocabulary building skills for success.

SUBJECT & NO.		
ESL NC 054CE	Writing Summaries and Paragraphs: Academic Bridge	0
ESL NC 055CE	Reading and Vocabulary: Academic Bridge	0

English as a Second Language Communication Competency

This English as a Second Language communication competency program is designed to strengthen students' listening comprehension and speaking skills. Listening skills to be addressed include comprehension of oral instructions and questions, understanding of high-frequency vocabulary in context, and the ability to identify main ideas and details in conversations and class lectures. Speaking skills addressed focus on the clear pronunciation of common words and the development of English pronunciation patterns.

SUBJECT & NO.	COURSE	UNITS
ESL NC 050CE	Beginning Conversation	0
ESL NC 051CE	Intermediate Conversation	0

English for Citizenship

This Certificate of Competency in English for Citizenship enhances the English language skills of limited-English speaking students while preparing them for the United States Naturalization examination. The program promotes English literacy and civic preparation and introduces students to language and vocabulary related to the United States history and government.

SUBJECT & NO.	COURSE	UNITS
ESL NC 042CE	Writing/Grammar/Reading/Vocabulary/ Listening/Speaking III	0
OR		
ESL NC 043CE	Writing/Grammar/Reading/Vocabulary/ Listening/Speaking IV	0
AND		
CITIZN 050CE	Citizenship for Immigrants.	0

High School Equivalency Test Preparation

The Certificate of Competency in High School Equivalency Test Preparation prepares students to pass subject tests in reading, writing, mathematics, sciences, and social studies in preparation for a High School equivalency test (GED, HiSET or the TASC).

SUBJECT & NO.	COURSE	UNITS
BSICSKL 034CE	High School Equivalency Test Preparation	0
OR		
BSICSKL 082CE	GED Preparation: Reading Skills	0
AND		
BSICSKL 084CE	GED Preparation: Mathematics.	0
AND ONE OF THE FOLLOWING COURSES:		
BSICSKL 075CE	Introduction to Post-Secondary Education	0
BSICSKL 085CE	GED Preparation: Science	0
BSICSKL 086CE	GED Preparation: Social Studies.	0
BSICSKL 088CE	GED Preparation: Language Skills.	0

Reading and Writing Foundations

The certificate is designed to prepare students for the entry-level credit courses in the English department. These two courses help students to build a solid foundation of basic vocabulary, reading, and writing.

SUBJECT & NO.	COURSE	UNITS
ACAD PR 006CE	Reading and Writing I.	0
ACAD PR 007CE	Reading and Writing II	0

SUBJECTS & COURSE DESCRIPTIONS

Academic Preparation (ACAD PR)

001CE 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.

002CE Language Arts: Writing Sentences (0)

LECTURE, 1.5 HOURS.

This Language Arts, Writing Sentences course develops your ability to identify errors in sentence structure and to correct them in your own writing. Students learn about compound sentences and complex sentences, as well as how to correct sentence fragments and run-on sentences.

003CE Language Arts: Writing Essays (0)

LECTURE, 1.5 HOURS.

This Language Arts, Writing Essays course develops your ability to write short essays by following a step-by-step approach. Students learn about the process of writing, from coming up with ideas, organizing these ideas into a well-structured essay, to editing and revising your ideas into final form.

004CE Language Arts: Reading Literature (0)

LECTURE, 1.5 HOURS.

This Language Arts, Reading Literature course develops your ability to read and understand literature in its various genres: fiction, poetry, and drama. Whether you are preparing to take the GED (General Educational Development) Exam, or planning to enroll in college credit courses, you will build your reading skills by reading different forms of literature..

005CE Language Arts: Reading Non-Fiction (0)

LECTURE, 1.5 HOURS.

This Language Arts, Reading Nonfiction course develops the ability to read and understand various form of nonfiction, including newspapers, magazines, and longer genres such as biography. Students preparing to take the GED (General Educational Development) Exam, or planning to enroll in college credit courses, build their reading skills by reading different forms of nonfiction.

006CE Reading and Writing I (0)

LECTURE, MIN. 3 HOURS, MAX. 5 HOURS.

This course helps build a solid foundation of basic vocabulary, reading, and writing. Readings emphasize fiction and personal narrative. Topics include finding main ideas and details in expository text and writing summaries of paragraphs and articles. This course is recommended for students who need an intensive review of basic reading and vocabulary skills.

007CE Reading and Writing II (0)

LECTURE, MIN. 3 HOURS, MAX. 5 HOURS.

The course is designed for students reading below an 8th grade level. Using a variety of fiction and nonfiction texts, the course is designed to build basic reading skills, which cover reader response, annotation, comprehension, vocabulary, retention, and analysis of basic textual forms; and basic writing skills, which cover the writing process and writing mechanics.

011CE 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. Students practice and improve their skills in addition, subtraction, division and multiplication. Basic number concepts are reviewed and applied.

012CE 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.

014CE 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.

015CE Data Analysis (0)

LECTURE, MIN. 2 HOURS, MAX. 4 HOURS.

This course covers measurement and units of measure, basic statistics and probability, and reading and interpreting various types of charts and graphs. Students explore how data is organized and visually presented and how to solveproblems using this information. This class can be used to help students prepare for the GED, HISET and TASC high school equivalency exams.

016CE Algebra (0)

LECTURE, MIN. 2.5 HOURS, MAX. 5 HOURS.

This noncredit math course covers the fundamentals of algebra. Topics include properties of real numbers, rational expressions, quadratic equations, exponentials and scientific notation, linear equations and inequalities, polynomials, irrational numbers and radicals, order of operations, unit conversion, and Cartesian coordinate system and graphing. This course is repeatable and may be offered in multiple languages.

040CE 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.

041CE 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)

028CE Basic Skills Pre-Algebra (0) RPT4

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.

029CE Basic Skills Algebra 1 (0) RPT4

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.

030CE Basic Skills Geometry (0) RPT4

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.

031CE Basic Skills Algebra 2 (0) RPT4

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.

032CE Basic Skills Trigonometry/ Precalculus Preparation (0) RPT4

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.

033CE Developing Mathematical Thinking (0) RPT4

LECTURE, 2 HOURS.

This course is for students who want to attain a readiness for the study of Mathematics. It is designed to help students begin to develop the thinking, problem solving, organizational, and study skills necessary to succeed in Mathematics.

034CE High School Equivalency Test Preparation (0) RPT4

LECTURE, 6.5 HOURS.

This course is designed to review test-taking, math, reading, writing, science and social studies skills to prepare students to pass a state approved High School Equivalency exam.

039CE Basic Skills College Mathematics Prep (0)

LECTURE, 4 HOURS.

This course covers topics in algebra, geometry, and the basic elements of exploratory data analysis. Topics include solving and graphing algebraic equations and inequalities, simplifying algebraic expressions, applying geometric properties and relationships, data analysis, and computing probabilities. This course prepares K-12 students for college level math courses.

075CE Introduction to Post-Secondary Education (0)

LECTURE, 1 HOUR.

This course introduces students to the opportunities and benefits of post-secondary education. This course provides students with essential information, strategies, and tools to encourage and successfully navigate their transition to college.

082CE GED/HiSET Preparation: Reading (0) RPT4

LECTURE, 3 HOURS.

This course prepares students for any high school equivalency exam, such as the General Educational Development (GED), High School Equivalency Test (HISET) or Test Assessing Secondary Completion (TASC), in the area of Reading. Students develop the ability to read closely across a range of informational texts as well as texts from literature. They read and respond to questions at the career and college ready level of text complexity.

084CE GED/HiSET Preparation: Mathematics (0) RPT4

LECTURE, 4 HOURS.

This course prepares students for any high school equivalency exam, such as the General Educational Development (GED), Hi-SET or TASC in Mathematics. The class reviews arithmetic, the metric system, algebra, geometry, statistics, and probability. Students learn various test-taking strategies and tips designed to improve test performance.

085CE GED/HiSET Preparation: Science (0)

LECTURE, 3 HOURS.

This course prepares students for any high school equivalency exam, such as the General Educational Development (GED), High School Equivalency Test (HiSET) or Test Assessing Secondary Completion (TASC), in the area of Science. Students develop the ability to read, understand, and use information in this context, with a focus on life science, earth science, and physical science.

086CE GED/HiSET Preparation: Social Studies (0)

LECTURE, 3 HOURS.

This course prepares students for any high school equivalency exam, such as the General Educational Development (GED), High School Equivalency Test (HiSET) or Test Assessing Secondary Completion (TASC), in the area of Social Studies. Students develop the ability to read,

understand, and use information in this context, with a focus on the core areas of civics and government, United States history, economics, and geography and the world.

088CE GED/HiSET Preparation: Language Skills (0) RPT4

LECTURE, 3 HOURS.

This course prepares students for any high school equivalency exam, such as the General Educational Development (GED) Test or the High School Equivalency Test (HiSET) or Test Assessing Secondary Completion (TASC) in the area of Language Skills. Students develop command of a foundational set of conventions of standard English. This core set of skills includes essential components of grammar, usage, capitalization, and punctuation, the effective organization of ideas, and the writing of short essays.

Citizenship (CITIZN)

050CE Citizenship For Immigrants (0)

LECTURE, MIN. 2.5 HOURS, MAX. 5 HOURS.

This course prepares students to take the naturalization examination. This course introduces adult learners to U.S. history and government and promotes civic participation. This course covers U.S. geography, the branches of government, and federal, state, and local governments. Students are introduced to strategies for community and civic engagement. Topics discussed include current events, interview and test-taking strategies, and appropriate English writing and speaking skills. Naturalization forms, documents, and eligibility requirements and regulations are explained.

Cooperative Education (COOP ED)

195 Work Experience - General I (1)

LECTURE, 1 HOUR.

Work experience provides career pathway training, combined with instruction in critical workplace skills through a job, internship, or volunteer position. Students focus on developing desirable work habits, attitudes, career awareness, and professional networks. *(Work Experience I course credit is earned based on 54 hours of paid or unpaid work experience.)*

295 Work Experience - General I (2)

LECTURE, 2 HOURS.

Work experience provides career pathway training, combined with instruction in critical workplace skills through a job, internship, or volunteer position. Students focus on developing desirable work habits, attitudes, career awareness, and professional networks. *(Work Experience I course credit is earned based on 108 hours of paid or unpaid work experience.)*

395 Work Experience - General I (3)

LECTURE, 3 HOURS.

Work experience provides career pathway training, combined with instruction in critical workplace skills through a job, internship, or volunteer position. Students focus on developing desirable work habits, attitudes, career awareness, and professional networks. *(Work Experience I course credit is earned based on 162 hours of paid or unpaid work experience.)*

English as a Second Language (ESL NC)

040CE Writing/Grammar/Reading/ Vocabulary/Listening/Speaking I (0)

LECTURE, MIN. 5 HOURS, MAX. 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.

041CE Writing/Grammar/Reading/ Vocabulary/Listening/Speaking II (0)

LECTURE, MIN. 5 HOURS, MAX. 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.

042CE Writing/Grammar/Reading/ Vocabulary/Listening/Speaking III (0)

LECTURE, MIN. 3 HOURS, MAX. 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.

043CE Writing/Grammar/Reading/ Vocabulary/Listening/Speaking IV (0)

LECTURE, MIN. 3 HOURS, MAX. 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.

044CE Conversation (0)

LECTURE, MIN. 3 HOURS, MAX. 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.

045CE Workplace English (0)

LECTURE, MIN. 3 HOURS, MAX. 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.

050CE Beginning Conversation (0)

LECTURE, MIN. 3 HOURS, MAX. 5 HOURS.

This course is designed for students who wish to improve their listening comprehension of English and to increase their ability to make themselves understood, using conversational American English speech. This is the introductory level E.S.L. conversation course.

051CE Intermediate Conversation (0)

LECTURE, MIN. 3 HOURS, MAX. 5 HOURS

This non-credit intermediate-level English as a Second language course is for students who already have the basic ability to listen and to speak in English. It continues the development of listening comprehension and speaking skills. Listening focuses on comprehension of oral instructions and questions, high-frequency vocabulary in context, and main ideas and details in conversations and class lectures. Speaking focuses on the clear pronunciation of common words and continues the development of English pronunciation patterns. Students observe and practice appropriate verbal and nonverbal behavior in one-on-one and/or small group settings.

054CE Writing Summaries and Paragraphs: Academic Bridge (0)

LECTURE MIN. 3 HOURS, MAX. 5 HOURS

This noncredit English as a Second Language course is designed for students at the low intermediate level who wish to transition into credit ESL 004A. Emphasis is placed on writing summaries and paragraphs, as well as vocabulary development and spelling.

055CE Reading and Vocabulary: Academic Bridge (0)

LECTURE, MIN. 3 HOURS, MAX. 5 HOURS

This noncredit English as a Second Language course is designed for students at the low intermediate level who wish to transition into credit ESL 004B. Emphasis is placed on reading fluency, comprehension, and speed, as well as vocabulary development and spelling.

Older Adults (OLD ADL)

080CE Shallow Water Aqua Aerobics for Older Adults (0)

LABORATORY, 1 HOUR.

This course promotes overall body fitness using shallow water resistance exercises to focus on strength and aerobic exercise for older adults. Areas of focus include: Principles of water safety, center pool warm-up routines and warm-ups against the wall, aerobic exercise, exercise with flotation devices, resistance and strength exercises, cool down exercises against the wall and in the pool center. No swimming skills are required.

083CE Low Impact Aerobic Conditioning for Older Adults (0)

LABORATORY, 1 HOUR.

This course promotes overall body fitness using low impact aerobic conditioning exercise that is geared toward improving endurance through continuous movement to music, and with range of motion and coordination mixed in. Areas of focus include: Warm-up exercises, stationary exercises, travelling movements, arm movements, floor exercises, social interaction exercises and cool down exercises.

084CE Resistance Strength Training for Older Adults (0)

LABORATORY, 1 HOUR.

This course covers the basic principles of resistance strength training for older adults. It develops a general program of progressive resistance exercises with adaptation and implication for the individual student. Areas of focus include: Safety and equipment, warm-up exercises, muscle groups for functional activities, chair exercises, resistance bands, wall exercises, ball exercises, body weight exercises, machine weights, free weights and cool down exercises.

085CE Zumba Fitness for Older Adults (0)

LABORATORY, 1 HOUR.

This course enables the student to participate in basic Zumba group exercise that combines a fusion of high energy Latin and International music with unique moves and combinations specifically for older adults. Zumba integrates some of the basic principles of aerobic, interval, and effective fitness resistance training to maximize caloric output, cardiovascular benefits, and total body toning. Zumba provides a non-intimidating opportunity for non-dancers to participate in a group aerobics class.

086CE Tai Chi I - Basics (0)

LECTURE, 1 HOUR.

This course is designed to provide students with basic introductory knowledge of the art and basic principles of Tai Chi for older adults. It develops a comprehensive introduction to Tai Chi, it's unique features as well as health benefits. Areas of focus include: Art and practice of Tai Chi, basic posture, basic foot movements, basic hand forms, and movement and basic stances.

087CE Tai Chi II - Forms (0)

LECTURE, 1 HOUR.

This course is designed to provide students with basic introductory knowledge of 14 popular forms used in Tai Chi. Students learn each form individually, so they can memorize the movements quickly and start to understand the principles of Tai Chi. Areas of focus include: Forms for cardiovascular health, forms for stress relief and low back pain, forms for balance and forms for coordination.

088CE Tai Chi II - Routines (0)

LECTURE, 1 HOUR.

This course is designed to provide students with the knowledge of performing smooth routines in Tai Chi. Students learn each routine individually, so they can understand the flow of Tai Chi. Areas of focus include: Six-form routine consisting of the following forms – cloud hands, single whipping, playing lute, brush knee and twist step, parting mustangs mane and grasp sparrows tail, the twelve-form routine and the basic push hands with a partner.

Supervised Learning Assistance (TUTOR)

001T Supervised Tutoring (0) RPT 98

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)

060CE Custodial Technician Training (0) RPT4

LECTURE, 3.5 HOURS.

This course provides students with the knowledge and hands-on training needed to apply for entry-level building maintenance service positions in the public and private sectors. Students learn and practice basic safety protocols, the use of common custodial tools, and specific cleaning processes for different types of building areas.

070CE Introduction to Automotive Technology (0) RPT4

LECTURE, MIN. 2 HOURS, MAX. 3 HOURS.

This noncredit course is designed to introduce fundamentals and operation of an automobile and its systems to students with little or no automotive knowledge. Discussion, demonstration, and hands-on exercises are used throughout the course to facilitate the overall understanding of how a vehicle operates. Students acquire a basic understanding of automotive systems as well as develop essential skills to continue in the automobile technology program. This course may be offered in languages other than English.

084CE Entrepreneur Training Program (0)

LECTURE, 4 HOURS.

Students are introduced to basic concepts of entrepreneurship. Topics covered include, but are not limited to: Thinking like an entrepreneur, entrepreneurship vocabulary, ways to grow a business, developing a business plan, managing business financials, and performance.

090CE Career Exploration/Classroom to Real World (0) RPT4

LECTURE, MIN. 2 HOURS, MAX. 3 HOURS.

This noncredit course explores career options compatible with student's strengths and interests. Topics include college and career choices, researching sector and occupation trends, training/education requirements and options. Students complete a personal strategic multi-year academic and career plan. This course may be offered in multiple languages.

096CE Blueprint for Workplace Success (0) RPT4

LECTURE, MIN. 1 HOUR, MAX. 2 HOURS.

This noncredit class is designed to provide students critical tools and skills for workplace success. The topics covered include, but are not limited to, self-discovery time and stress management, job search, resume preparation, interviewing skills, workplace realities, communication and maintaining a job. Upon completion of this course, students will have a plan for immediate and long-term actionable goals.

098CE 30 Ways to Shine as a New Employee (0) RPT4

LECTURE, MIN. 0.33 HOUR, MAX. 1 HOUR.

This noncredit class is designed to provide new and incumbent employees strategies for success in the workplace and increased effectiveness with customers, develop professional relationships with colleagues. Topics include achieving organizational goals, understanding workplace culture, dealing with change, being a team player, and achieving balance between work and home.

101CE Workplace Skills 1: Computer Basics (0)

LECTURE, MIN. 1.33 HOURS, MAX. 3 HOURS.

This noncredit course helps students develop computer skills for workplace and educational settings. This course provides introductory instruction to hardware, software, internet, and basic computer operations. This basic course is recommended for students with limited or no computer experience. This course can be offered in multiple languages.

102CE Workplace Skills 2: Computer Keyboarding (0)

LECTURE, MIN. 1.33 HOURS, MAX. 1.5 HOURS.

This noncredit course provides students with the touch-type method of learning the keyboard and developing proper computer keyboard techniques to build speed and accuracy. This course may be offered in multiple languages.

104CE Introduction to Spreadsheets (0)

LECTURE, 3 HOURS.

This course provides a basic introduction to spreadsheet software, including spreadsheet terminology, data entry, formatting, basic calculations, and references.

138CE Nursing Concepts (0)

LECTURE, 4 HOURS.

This course is designed to provide Pre-Nursing and/or newly accepted Nursing students with an overview of the knowledge, skills and aptitudes needed to be successful in a Nursing program. Specific activities assist students with critically analyzing the nursing concepts of student success and learning styles; Maslow's Hierarchy of Needs; nursing processes; medical terminology related to Nursing Pharmacology; hygiene and comfort; safety; and universal standard precautions; strategies to strengthen areas needing improvement; and developing self-assessment and critical thinking skills.

282CE Fundamentals of DC Circuits (0)

LECTURE, 2 HOURS.

In this introductory course students learn linear circuit analysis and practice its application to areas of importance in electrical engineering such as resistive circuits, Kirchhoff laws, capacitors and inductors. Students also perform exercises to learn how to create circuit designs using electronic components and to use instruments such as millimeters, oscilloscopes, and signal generators. This course may be offered in languages other than English.

283CE Fundamentals of Engineering Graphics Design Application (0)

LECTURE, 2 HOURS.

In this introductory course students learn engineering graphics communication and the application in 2D and 3D

CAD software such as AutoCAD and SolidWorks. Students integrate the Engineering Design Process while applying science, technology, engineering, and mathematics principles to hands-on projects. The CAD software knowledge is applied to manufacturing techniques such as 3D printing, reverse engineering, metal working, machining, and more through these hands-on projects.

293CE Fundamentals of Robotics (0)

LECTURE, 2 HOURS.

This noncredit course covers the basics in robotics emphasizing 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 testing.

295CE Fundamentals of Arduino (0)

LECTURE, 2 HOURS.

This noncredit course covers, basic skills in programming and electronics engineering. Arduino is a groundbreaking, open-source electronics prototyping platform based on flexible, easy-to-use hardware and software. The Arduino board can read sensors, control motors and lights, and upload your hand-built code that interacts with the real world. Learn the Arduino programming language, which is based on C/C++.

297CE Fundamentals of APPs Design and Development (0)

LECTURE, 2 HOURS.

This course provides the student with an introduction to mobile application development. The course covers the basics of the mobile application industry as well as the basics of programming. This course assumes a familiarity with the computer and mobile devices, but does not assume that the student has any prior programming experience. At the end of this course the students have the opportunity to earn the industry certification offered by the WebProfessionals.org association. The Mobile Application Design and Development Apprentice Certification is a full industry certification and the certification exam must be taken at an approved proctored location either physical or online.

313CE Workplace Fitness and Conditioning (0)

LABORATORY, 2 HOURS.

This course prepares students to meet the physical requirements for job training programs and the workplace. Students learn basic concepts and techniques associated with workplace conditioning including, cardiovascular exercise, muscular strength, endurance, flexibility, and stability. This course can be modified for specific sectors or occupations.

320CE Exploring Healthcare Careers (0)

LECTURE 1 HOUR.

This course introduces students to an overview of health care careers. Students research healthcare related professions and career information, including job descriptions, work environment, employment opportunities, and educational requirements.

344CE History of Women in Sport (0)

LECTURE 1 HOUR.

This course addresses women in sport and physical education throughout history. Topics include: History of women in sport and physical education, Title IX, sport in the 21st century, and the benefits of sport participation for girls and women. This non-credit course leads to a certificate of completion and provides students with knowledge and skills in preparation for credit courses in the kinesiology major.

345CE Physiology and the Female Athlete (0)

LECTURE 1 HOUR.

This course addresses physiology and the female athlete. Topics include: Bioogy, psychological issues, gender identity, sexual orientation, women athletes of color, sport and aging, athletes with disabilities and sexual violence. This non-credit course leads to a certificate of completion and provides students with knowledge and skills in preparation for credit courses in kinesiolgy major.

346CE Women in the Sport Industry (0)

LECTURE 1 HOUR.

This course addresses the expansive range of roles that women play in the sports industry. Topics include: How the media portrays women, leaders in corporate sport, high school and college workplaces, marketing and merchandising and continuing education. This non-credit course leads to a certificate of completion and provides students with knowledge and skills in preparation for credit courses in kinesiology major.

347CE Ethics in Sport: Competition and Fair Play (0)

LECTURE 1 HOUR.

This course addresses moral and ethical issues surrounding competition and fair play in sports. Topics include: Fundamental of ethics, values and principles; youth sport issues; intimidation and competition; sportsmanship and gamesmanship; violence; ethics for participants, parents, coaches, fans and sports officials; cheating and fair play; and commercialized sport. This non-credit course leads to a certificate of completion and provides students with knowledge and skills in preparation for credit courses in the kinesiology major.

348CE Ethics in Sport: Competitive Advantages in Sport (0)

LECTURE 1 HOUR.

This course addresses moral and ethical issues surrounding drug use and enhancements in sports. Topics include: Ergogenic aids, technology, doping, drug enhanced performance, anti-doping policies and breaking eligibility rules. This non-credit course leads to a certificate of completion and provides students with knowledge and skills in preparation for credit courses in kinesiology major.

349CE Equity Issues in Sport (0)

LECTURE 1 HOUR.

This course addresses moral and ethical issues surrounding drug use and enhancements in sports. Topics include: Ergogenic aids, technology, doping, drug enhanced performance, anti-doping policies and breaking eligibility

rules. This non-credit course leads to a certificate of completion and provides students with knowledge and skills in preparation for credit courses in kinesiology major.

350CE Nutrition, Diet, and the Importance of Exercise (0)

LECTURE 1 HOUR.

This course develops health knowledge and values with the goal of promoting a high quality of life for each individual. Areas of focus include essential nutrients for a healthy diet, basic dietary guidelines, adopting a healthy lifestyle for successful weight management, and how a balanced diet combined with an active lifestyle can improve health and lower the risk for disease. This non-credit course provides students with knowledge and skills in preparation for credit courses in health.

352CE Diabetes, Heart Disease, and Other Chronic Illnesses (0)

LECTURE 1 HOUR.

This course develops health knowledge and values with the goal of promoting a high quality of life for each individual. Areas of focus include defining diabetes, symptoms and treatments for diabetes, minimizing your risk factors for diabetes, understanding cardiovascular disease, and protection against infectious diseases. This non-credit course leads to a Certificate of Completion in Wellness and Healthy Living and provides students with knowledge and skills in preparation for credit courses in health.

353CE First Aid and Basic CPR Training (0)

LECTURE 1 HOUR.

This course develops knowledge and describes detailed demonstrations of basic CPR and first aid care of an injured person. Students develop the ability to respond appropriately to non-breathing and cardiac emergencies and learn how to assess a victim's condition and incorporate immediate care to a suddenly injured or ill person. Students become proficient in performing CPR, and in the use of AED as well as also explaining techniques for all ages along with emergency action plans, safety, and prevention of disease transmission. This course provides students with knowledge and skills in preparation for careers and healthcare, education, and service settings..

354CE Nonmedical In-Home Support Services Provider (0)

LECTURE, 2 HOURS.

This course is designed to introduce students to the health care field, working with residents and patients in long-term care facilities, the acute care setting and the in-home care setting. Emphasis is given to safety principles, infection control, methods for providing care, emotional and social support. Students learn to provide comfort, hygiene, nutrition, elimination, sleep and rest care activities to clients with an emphasis on the role of in-home health care aide, personal-care services and cleaning and care tasks of the home. This non-credit course leads to a Non-Medical In-Home Health Care Aide Certificate of Completion.

355CE Nutritional Requirements: Components and the Guidelines of a Healthy Diet (0)

LECTURE, 1 HOURS.

This course develops nutritional health knowledge with the goal of promoting a high quality of life for each individual. Areas of focus include; Dietary recommendations for carbohydrates, fats, proteins, water, vitamins and minerals, dietary guidelines that includes the MyPlate food guidance system, components and guidelines for a healthy diet and managing your intake of sugar, alcohol and sodium. This non-credit course leads to a Nutrition for a Healthy Lifestyle Certificate of Completion and provides students with knowledge and skills in preparation for credit courses in health and nutrition.

356CE Weight Management, Energy Balance and Planning Your Diet (0)

LECTURE, 1 HOURS.

This course develops nutritional health knowledge with the goal of promoting a high quality of life for each individual. Areas of focus include; Factors that influence body weight and obesity, assessing body weight and body composition, how you can lose weight healthfully, how to maintain weight loss, health implications of being overweight, energy balance and needs in the body, and designing a successful weight-loss program. This non-credit course leads to a Nutrition for a Healthy Lifestyle Certificate of Completion and provides students with knowledge and skills in preparation for credit courses in health and nutrition.

357CE Nutrition for Exercise and Making Informed Choices about Food (0)

LECTURE, 1 HOURS.

This course develops nutritional health knowledge with the goal of promoting a high quality of life for each individual. Areas of focus include; Nutrition for exercise, does exercise increase your need for carbohydrates or fats, do supplements provide improved health or sports performance, a close up look at food labels, benefits and risks of food additives, foodborne illnesses and organic foods. This non-credit course leads to a Nutrition for a Healthy Lifestyle Certificate of Completion and provides students with knowledge and skills in preparation for credit courses in health and nutrition.

358CE Emergency Medial Responder Introduction (0)

LECTURE, 1 HOURS.

This course is designed to provide students with the basic introductory knowledge and responsibilities of what a career as an emergency medical first responder (EMR) consists of. Students learn the roles and responsibilities of an EMR and can perform basic interventions with minimal equipment. Students gain the knowledge and skills necessary to provide immediate lifesaving interventions while awaiting additional emergency service (EMS) resources to arrive. Areas of focus include: Patient care, medical, legal and ethical issues, bleeding control and shock, the emergency medical services (EMS) operations system, cardiac care and soft tissue trauma management. This non-credit course leads to a certificate of completion and provides students with knowledge and skills in preparation for credit courses in fire technology.

359CE Basic Life Support for Healthcare Providers (0)
LECTURE, 1 HOUR.
This course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies: Respiratory arrest, cardiac arrest, and airway obstruction. Students develop high-quality cardiopulmonary resuscitation for adults, children, and infants, and can apply the automated external defibrillator (AED). Upon successful completion of the course, students receive an American Red Cross Basic Life Support (BLS) Healthcare Providers certificate of completion. This non-credit course leads to certificates in healthcare programs and provides students with knowledge and skills in preparation for credit courses in Allied Health, Kinesiology, Fire Technology, and Health Occupations.

360CE Sewing Essentials (0)
LECTURE, 1 HOUR; LABORATORY, 1 HOUR.
This course examines the basics of machine sewing operation and sewing techniques. Students create samples and projects demonstrating sewing techniques. This Noncredit course leads to a certificate and provides students with knowledge and skills in preparation for credit courses in Technical Theater.

361CE Sewing Alterations (0)
LECTURE, 1 HOUR; LABORATORY, 1 HOUR.
This course examines the basics of garment alterations for fit, function, and repairs using machine and hand sewing techniques. Students create sewing samples and projects demonstrating alteration techniques. This Noncredit course leads to a certificate and provides students with knowledge and skills in preparation for credit courses in Technical Theater.

362CE Tailoring I (0)
LECTURE, 1 HOUR; LABORATORY, 1 HOUR.
This course examines the principles and techniques of tailoring men's garments used in costuming. Students with basic experience in hand and machine sewing may be better prepared for this course, although introductory tailoring sewing skills will be covered. Students create tailored men's garments utilizing sewing and patterning techniques. This non-credit course provides students with knowledge and skills for union sewing exams and a career in tailoring and costume construction. This course requires basic knowledge in costume construction, patterning, and sewing machine operation. Tailoring I focuses on the construction of a men's vest. This noncredit course leads to a Certificate of Completion in Tailoring.

363CE Tailoring II (0)
LECTURE, 1 HOUR; LABORATORY, 1 HOUR.
This course examines the principles and techniques of tailoring men's garments used in costuming. Students with basic experience in hand and machine sewing may be better prepared for this course, although introductory tailoring sewing skills will be covered. Students create tailored men's garments utilizing sewing and patterning techniques. This non-credit course provides students with knowledge and skills for union sewing exams and a career in tailoring and costume construction. This course requires basic knowledge in costume construction, patterning and sewing machine operation. Tailoring II focuses on the construction of a men's suit coat. This noncredit course leads to a Certificate of Completion in Tailoring.

364CE Makeup for Fashion (0)
LECTURE, 1 HOUR; LABORATORY, 1 HOUR.
This course examines makeup design and application for fashion, such as special events, runway, editorial, bridal, and photography. Students create a makeup portfolio with their design and brand and learn about the makeup business. Skin care, makeup care, and sanitization are topics covered. The noncredit course leads to a certificate and provides students with the knowledge and skills in preparation for credit makeup courses in Technical Theater.

365CE Makeup for Entertainment (0)
LECTURE, 1 HOUR; LABORATORY, 1 HOUR.
This course examines makeup design and application for entertainment, such as high concept and creative live and recorded projects, film, television, and theater. Students create a makeup portfolio with their design and brand and learn about makeup unions and the entertainment industry. Skin care, makeup care, and sanitization are topics covered. The noncredit course leads to a certificate and provides students with the knowledge and skills in preparation for credit makeup courses in Technical Theater.

366CE Using Turbo Tax (0)
LECTURE, 0.67 HOURS.
This course provides students with the basic knowledge, understanding, and skill to prepare individual income tax return 1040A/1040 using a popular accounting tax software: Turbo Tax. Students learn to use the wizard and also forms for tax reporting and to research basic income tax rules and laws to solve income tax problems. Students who master the skill of using a tax software can pursue subsequent credit or noncredit taxation courses, gain personal enrichment, and/or develop career readiness in the field of tax preparation.

368CE Entrepreneur Start-up and Business Registration (0)
LECTURE, MIN. 1.11 HOURS, MAX. 2 HOURS.
This course provides students who want to start a small business as an entrepreneur with limited resources step by step guidance to create the business and register with the local, State, and Federal government agencies. Students are then able to be self-employed and/or prepare to pursue a business degree.

390CE Physical Therapist Aide Introduction (0)
LECTURE, 1 HOURS.
This course is designed to provide students with the introductory knowledge and responsibilities of what a career in physical therapy entails. Students learn the difference between an aide and an assistant and develop the skills necessary to start a career as a physical therapist aide. Students learn about patient care in the physical therapy setting and practical on-the-job techniques for assisting physical therapists and physical therapy assistants in their treatment of patients suffering from a variety of physical ailments. Physical therapist aides work under the direction and supervision of physical therapists and they help patients who are recovering from injuries and illnesses

regain movement and manage pain. Areas of focus include: The role of the physical therapy aide as a member of the rehabilitation team, history and evolution of physical therapy, career opportunities, ethical and legal issues in physical therapy, communication in the physical therapy setting and using physical therapy to treat common medical disorders. This non-credit course leads a certificate and provides students with knowledge and skills in preparation for credit courses in Kinesiology and Allied Health.

391CE Anatomy and Physiology for Healthcare Professions (0)

LECTURE, 1 HOURS.

This course is designed to provide students with the introductory knowledge of human anatomy and physiology. Students learn about six of the major body systems and develop an overview of the structure and function of each of these body systems. Emphasis is placed on knowledge that will enhance the student's ability to perform efficiently in certain healthcare professions. Areas of focus include: Introduction to anatomy and physiology, integumentary system, skeletal system, muscular system, respiratory system, cardiovascular system and the nervous system. This non-credit course leads to certificates of completion in health care programs and provides students with knowledge and skills in preparation for credit courses in Allied Health, Biology, Kinesiology, Fire Technology, and Health Occupations.

395CE Phlebotomy Technician Introduction (0)

LECTURE, 1 HOURS.

This course is designed to provide students with the basic knowledge and responsibilities of what a career as a phlebotomy technician entails. The duties of a phlebotomy technician can include verifying medical records, checking vital signs, obtaining blood samples, preparing blood samples and testing blood samples. Areas of focus include: Introduction to Phlebotomy, professional communication skills, infection control and safety procedures, blood collection and equipment, education and career opportunities. This non-credit course leads to a certificate and provides students with knowledge and skills in phlebotomy in preparation for credit courses allied health and health occupations.

396CE Pharmacy Technician Introduction (0)

LECTURE, 1 HOURS.

This course is designed to provide students with the basic introductory knowledge and responsibilities of what a career as a pharmacy technician entails. Students learn the difference between a technician, certified technician, retail shift supervisor and a lead technician. Students learn valuable job duties under the direct supervision of a licensed pharmacist, such as: Drug administration, understanding workstation duties, patient interaction, and pharmacy maintenance. Areas of focus include: Introduction to becoming a pharmacy technician, roles and responsibilities, education and career opportunities, laws, regulations and ethics, drug administration and the prescription process. This non-credit course leads to certificates and provides students with knowledge and skills in preparation for credit courses allied health and health occupations.

398CE Administrative Medial Assistant Introduction (0)

LECTURE, 1 HOURS.

This course is designed to provide students with the basic introductory knowledge and responsibilities of what a career as an administrative medical assistant entails. Students learn the difference between an administrative medical assistant, and a certified and registered medical assistant and learn about professional and regulatory organizations. An administrative medical assistant is one of the fastest growing fields in healthcare and are cross-trained to perform administrative and clinical duties. Students learn valuable administrative duties in medical offices, laboratories, hospital clinics and other settings. Areas of focus include: Introduction to becoming an administrative medical assistant, communication in the medical office, roles and responsibilities, education and career opportunities, and ethics and law for medical offices. This non-credit course leads to a certificate and provides students with knowledge and skills in preparation for credit courses allied health and health occupations.

399CE Medical Office Management (0)

LECTURE, 1 HOURS.

This course is designed to provide students with the basic introductory knowledge and responsibilities of what a career as medical office manager entails. Students learn how to handle tasks like purchasing and maintaining equipment, overseeing billing and collection, making personnel decisions, training staff and planning budgets. Medical office management offers students the chance to work closely with physicians to increase the efficiency and productivity of a medical practice. Areas of focus include: Introduction to medical office management, personnel management, managing the front office, appointment scheduling, medical records management, duties and responsibilities, and billing, coding, and collections. This non-credit course leads to a certificate and provides students with knowledge and skills in preparation for credit courses in allied health and health occupations.

400CE Medical Terminology (0)

LECTURE, 1 HOURS.

This course is designed to provide students with basic medical terminology, so they can analyze and interpreting medical reports related to specific body systems and are familiar with medical terms, so they can better understand doctors and other medical professionals. Medical terminology is the language used by medical professionals and common medical terminology is a critical part of the language used by health-care practitioners. Areas of focus include: Introduction to medical terminology, understanding basic medical terms, identifying root words and medical abbreviations, the importance of medical terminology in health-care professions, and the body structure, its systems, cavities, planes, and positions. This non-credit course leads to certificates in health care programs and provides students with knowledge and skills in preparation for credit courses in Allied Health and Health Occupations.

429CE Technical Skills Training for Patient Transporters (0)

LECTURE, 1 HOUR.

This course provides individuals who are interested in working as patient transporters with the appropriate technical skills to work in a healthcare facility, ambulance company, or other type of facility. These individuals are skilled professionals who contribute significantly to the healthcare industry even though the care they provide is not medical. Responsibilities include assisting patients out of vehicles when they arrive at the hospital and taking them to registration, lifting patients on and off their beds for therapy, and moving them from their rooms to treatment areas using wheelchairs, stretchers, or moveable beds. Their help, reassurance and companionship make a significant difference in the patient experience. Keeping the patient safe and comfortable during the relocation process is vital to this role.

430CE Basic Medical Terminology (0)

LECTURE, 0.67 HOUR.

This course introduces basic medical terminology to students entering career as a patient transporters. The course focuses on the basic component parts of medical terms: Prefixes, suffixes and word roots. Emphasis is placed on the spelling, definition, and pronunciation of terms used in medical documentation. The course covers basic terms related to terms transporters will become familiar with such as abbreviations, operative, diagnostic, and therapeutic and basic symptomatic terminology of body systems.

431CE Communication in Healthcare (0)

LECTURE, 0.67 HOUR.

This course offers students the foundational knowledge and skills to communicate effectively in a variety of health care workplace settings. Students review basic types of communication techniques, examine channels of communication, including the development of interpersonal and technology-related communication; and the impact of interdisciplinary communication.

433CE Medical Records and Scheduling (0)

LECTURE, 2 HOURS.

This course gives a front office medical assistant the basic understanding of how computers work and how they are used in health care in order to be employable.

434CE Legal Obligations and Medical Ethics (0)

LECTURE, 2 HOURS.

This course helps a health care worker to understand their legal responsibilities for the protection of their patients/clients, their co-workers, their employers, and themselves. This course also identifies policies that are in place to ensure that everyone working in a hospital or outpatient practice maintains confidentiality.

500CE Child Development Experiences-Growing and Learning (0)

LECTURE, MIN. 1.33 HOURS, MAX. 1.5 HOURS.

This course examines child development theories, developmental milestones, and developmentally appropriate practices. Students analyze the importance of how children grow and develop, how to promote quality learning environments, and how to apply theory into developmentally appropriate practices. This non-credit foundational course provides students with knowledge and skills in preparation for credit courses in child development. This course may be offered in multiple languages.

501CE Child Development Experiences-Care (0)

LECTURE, MIN. 1.33 HOURS, MAX. 1.5 HOURS.

This course examines how to best care for children and explores specific needs for infants/toddlers, preschool, and school age children. Knowledge of theories related to children's development are explored as: Abraham Maslow's Hierarchy of Needs: Basic needs, safety, love and belonging, respectful interactions, identity development, cultural values and connecting with children and families. Students analyze the importance of theories of child development and develop optimal strategies to implement into practice with children. This non-credit course is one of two required courses for the Certificate of Completion: Care. This course may be offered in multiple languages.

502CE Child Development Experiences-Environment (0)

LECTURE, MIN. 1.33 HOURS, MAX. 1.5 HOURS.

Students compare and contrast different environmental settings for children including family child care, home environments, center-based programs, afterschool programs, mixed-age environments, Reggio inspired philosophy/curriculum, Head Start, K-5th grade environments, and indoor and outdoor environments. This non-credit course leads to a noncredit certificate, and provides students with knowledge and skills in preparation for credit courses in child development. This course may be offered in multiple languages.

503CE Child Development Experiences - Play (0)

LECTURE, MIN. 1.33 HOURS, MAX. 1.5 HOURS..

This course examines different approaches in developing play strategies for infants/toddlers, preschoolers, and school age children. Emphasis is placed on enhancing development in the six developmental domains: Language, cognitive, social, emotional, fine, and gross motor skills. This non-credit course leads to a certificate and provides students with knowledge and skills and prepares them for credit courses in child development. This course may be offered in multiple languages.

521CE The Effects of Aging on Body Systems (0)

LECTURE 1 HOUR.

This course provides an overview of changes that occur in the human body during the aging process. The course introduces body systems, activities of daily living and instrumental activities related to the field of gerontology. Includes nutrition as it relates to immunity, digestive problems and decline in senses. Students analyze everyday scenarios and provide recommendations to maximize physical potential of older adults.

626CE The Accounting Cycle (0)

LECTURE, 1.22 HOURS.

This course provides students the opportunity to explore accounting related jobs and covers the accounting information system, including recording and reporting of

business transactions, journal entries and posting to ledger, period end adjustments, the application of generally accepted accounting principles, financial statements, trial balance and closing of the accounting cycle. It includes issues relating to asset, revenue and expense recognition, and ethics. Students can then pursue subsequent credit or noncredit accounting courses, gain personal enrichment and/or develop career readiness.

627CE Bookkeeping (0)

LECTURE, 1.22 HOURS.

This course provides students with basic knowledge of the accounting information system and acquire the skills to prepare and record receivables, payables, period-end bank reconciliations, inventory assumptions, and depreciation of assets. They also learn how to write-off uncollectible accounts and different methods of presenting inventory. Students can then pursue subsequent credit or noncredit accounting courses, gain personal enrichment, and/or develop career readiness.

628CE QuickBooks for Accounting (0)

LECTURE, MIN. 1.67 HOURS, MAX. 3 HOURS.

This course provides students with the basic knowledge to use QuickBooks software to perform bookkeeping and accounting with emphasis on setting up new companies, data input using source documents, updating information on lists, analyzing information, and generating reports. Students learn in a laboratory environment for practice purposes and can then pursue subsequent accounting courses, gain personal enrichment, and/or develop career readiness.

Glossary of Terms

Academic Probation - After attemping 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 30 units removed.

Add Permission Code - A code issued by an instructor which permits the student to add a class in the SIS if the instructor determines there is room.

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 one of the processes the college uses to evaluate student skills in areas such as reading, English, English as a Second Language (E.S.L.) and Mathematics.

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, or Associate Degree for Transfer, ADT). 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.

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 are at least 16 units in length, and may be pursued on a full-time or part-time basis. They are eligible for financial aid. Once all courses are completed with a grade of "C" or better, students may request the issuance of a Certificate of Achievement. Certificates of Achievement are listed on the students transcript.

Certificate of Competency - A document confirming that a student has completed a program or sequence of noncredit courses that prepares him or her to be better prepared to undertake degree-applicable credit courses in the subjects of English, English as a Second Language, Math, Reading, or Basic Skills. Certificates of Competency are listed on the students transcript.

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. Certificates of Completion are listed on the students transcript.

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).

Class Number - A five-digit class identification number which appears in the first column in the class schedule before the time of day or evening the class meets.

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 means attending at least one term (fall, winter, spring, summer) each academic year at any of the LACCD colleges. Courses with a "W" (withdrawal) count towards determining continuous attendance.

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 a specific course a student is required to take simultaneously 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 a prefix, number, and title. For example, PSYCH 001 Introductory Psychology.

Credit by Examination - A type of Credit for Prior Learning. Courses identified as eligible for credit by exam are listed in the college catalog. Student may petition for credit for an approved course through the appropriate department.

Credit for Prior Learning - An overall term for several types of credit a student may earn. Includes credit by examination, military credit, industry certifications, portfolio, and external examinations.

Cross - Listed - Course content is the same as another course, e.g. GEOG 003 and METEOR 003.

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.

EW - Excused Withdrawal - Occurs when a student must withdraw from a course or courses under circumstances beyond their control.

Full-Time Student - A student enrolled and active in 12 or more unit, 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 Point - 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 point 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 multiple measures assessment in English, ESL, and mathematics; 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 - MESA (Mathematics, Engineering and Science Achievement) Program helps students achieve success in math and science based programs. 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 two 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.

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."

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 for one entire academic year and lost catalog rights.

Satisfactory Completion - Completion of a course with a grade of "C" or "P" 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 for each semester, summer session, and winter intersession.

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, no greater than 15.5 units, that prepares the student to progress in a career path or serves as initial requirements for a transcriptable Certificate of Achievement. Skills Certificates are not listed on the student's transcript.

Substandard Grade - An earned grade of "D" or "F" or "NP".

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 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

A

Acosta, Angela G. (2022)
Assistant Professor, Chicana/o
B.A., Sociology, University of California, Irvine
M.A., Community and Regional Planning, University of New Mexico, Albuquerque
Ed.D., Educational Leadership, California State University, Long Beach

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Associate Professor, English
B.A., English, University of California, Los Angeles
M.A., English, California State University, Los Angeles

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M.A., Educational Counseling, Azusa Pacific University
M.S., Physical Education, Azusa Pacific University

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B.S., Addis Ababa University, Ethiopia
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B.A., Political Science, University of California, Los Angeles
M.A., Business Administration, California State Polytechnic University, Pomona

Alvarez, Nathasha M. (2015)
Librarian
Associate Professor, Library Science
B.A., History and French, Cornell University
M.A., Archives and Public History, New York University
M.S., Library and Information Science,
Long Island University, CW Post

Anderson, My Hanh V. (2008)
Chair, Communication Studies
Professor, Communication Studies
A.A., General Education, Cypress College
B.A., Communication, California State University, Long Beach
M.A., Communication,
California State University, Long Beach

Anderson, Olivia Vasquez (1989)
Professor, Real Estate, Law
B.A., English Literature and Comparative Literature, University of Southern California
J.D., University of Southern California

Andrade, Amanda J. (2015)
Chair, Child, Family, and Education Studies Department
Assistant Professor, Child Development
A.A. - Liberal Studies, Moorpark College
B.S. - Family and Consumer Science, CSU Northridge
M.A. - Family and Consumer Science, Family Studies Emphasis, CSU Northridge
Post Baccalaureate Certification in Gerontology, CSU Northridge

Arenas, Ruben (2008)
Professor, Mathematics
B.S., Mathematics, Harvey Mudd College
M.S., Mathematics, University of California, San Diego

Arias, Robert John (1999)
Professor, History
B.A., University of California, Los Angeles
M.A., Claremont Graduate School

Armstrong, Myeshia (2018)
Vice President of Administrative Services
B.S., Finance, California State University, Long Beach
M.B.A., Business Administration, DePaul University

Atallah, Reem (2018)
Assistant Professor, English

Ayala, Eduardo (2022)
Assistant Professor, American Sign Language
A.A., Liberal Arts, Golden West College
A.A., Humanities and Behavioral Sciences, Golden West College
B.A., Psychology, University of California, Riverside
M.A., Sign Language Education, Gallaudet University

Ayala, Genevieve A. (2018)
Professor, Counseling
B.A., History, University of California, Los Angeles
M.Ed., Educational Counseling, University of Southern California

Ayyuce, Orhan (2013)
Associate Professor, Architecture
B.Arch., Southern California Institute of Architecture

B

Babic, Djuradj (2017)
Dean, Instructional Services
MESA Program Director
B.S., M.S., Ph.D., Computer Science, Florida International University

Baek, Na Ri (2016)
Associate Professor, Mathematics
B.S., Mathematics, University of California, Irvine
M.A., Mathematics, University of Southern California

Banks, Dray (2017)
Associate Professor, Counseling
A.A., Psychology, Cerritos College
B.A., Sociology, California State University, Dominguez Hills
M.A., Guidance and Counseling, Loyala Marymount University

Banuelos, Adrian (2000)
Chair, Automobile Technology
Professor, Automobile Technology
A.S., Electronics, Pierce College
B.A., M.A., University of Phoenix

Banuelos, Elvia B. (1999)
Professor, Child Development
A.A., East Los Angeles College
B.A., California State University, Los Angeles
M.A., California State University, Los Angeles
Multiple Subjects Teaching Credential
Bilingual Cross-Cultural Language in Academic Development (BCLAD) Teaching Credential
Administrative Services Credential

Barajas, Leticia L. (2019)
Associate Professor, Noncredit, Career & Workforce Preparation
B .A ., Criminology, Law & Society, University of California, Irvine
M.P.A. California State University, Dominguez Hills

Barilari, Gia (2016)
Associate Professor, English
A.A., English, Pasadena Community College
B.A., English: Concentration in Literature, University of California, Berkeley
M.A., English: Concentration Composition, San Francisco State University, Los Angeles

Behseta, Sara (2008)
Professor, English as a Second Language
B.A., University of Wisconsin, Milwaukee
M.A., Alliant University, San Diego

Benjamin, Michele (2011)
Associate Professor, Child Development
B.A., Child Development, California State University, Los Angeles
M.A., Education - ECE, California State University, Los Angeles
Ph.D., Education - ECE, Walden University

Bermudez, Nadine (2009)
Professor, Chicana/o Studies
B.A., Liberal Studies/Sociology, California State University, Long Beach
M.A., Chicana/o Studies, California State University, Northridge
Multiple Subjects Teaching Credential, California State University, Long Beach
Ph.D., Graduate School of Education Social Science and Comparative Education, Race and Ethnic Studies, University California, Los Angeles

Bernard, Julienne (2008)
Professor, Anthropology
B.A., University of California, Berkeley
M.A., Ph.D., University of California, Los Angeles

Betancourt, Maria E. (2016)
Associate Professor, English
B.A., Spanish, California State Polytechnic University
M.A., English, California State Polytechnic University
Certificates of Reading, English,
California State University, Fullerton

Blanco, Erika (2006)
Professor, Kinesiology
B.A., Liberal Studies, California State University, Fresno
M.A., Physical Education, Azusa Pacific University

Blandon, Ruth (2010)
Honors Program Director
Professor, English
B.S., Kinesiology, California State University, Los Angeles
M.A., English, California State University, Los Angeles
Ph.D., English, University of Southern California

Brown, Wendi (2014)
Associate Professor, Art History
B.A., French, English Minor, California State University, Los Angeles
M.A., Art History, California State University, Los Angeles

Burrell, Vernita L. (2016)
Associate Professor, English
B.A., English, Hunter College (CUNY)
M.A., English, Loyola Marymount University
Ph.D., English, Fordham University

C

Cagigas, Marcia P. (2016)
Director, Child Development Center
A.A., East Los Angeles College
B.A., Child Development, California State University Los Angeles
M.S., Early Childhood Education, University of Laverne

Callihan, Scott (2021)
Professor, Architecture
B.Arc., California State Polytechnic University, Pomona
Registered Architect

Canales, Nohelia (2006)
Chair, Life Sciences
Professor, Biology, Physiology
B.S., Biology and Philosophy, Mount St. Mary's College
M.S., Tumor Biology, Mayo Clinic Graduate School of Medicine

Carlos, Maria Dolores (2008)
Professor, English
M.A., English Literature, California State University, Dominguez Hills

Carter Jr., Douglas (2017)
Associate Professor, Mathematics
B.S., Mathematics, Winston-Salem State University
M.S., Mathematics, Winthrop University
Ph.D., Mathematics, Georgia State University

Castellon, Viviana (2000)
Professor, Mathematics
B.A., University of La Verne
M.S., University of Wisconsin, Madison
Ph.D., University of California, Los Angeles

Castro, Gabriel (2007)
Chair, Mathematics
Professor, Mathematics
A.A., Liberal Studies, East Los Angeles College
B.S., Mathematics/Economics, University of California, Los Angeles
M. S., Applied Mathematics, California State University, Long Beach

Centeno, Carlos M. (2008)
Puente Director
Professor, English
B.A., English, California State University, Fullerton
M.A., English, California State University, Fullerton

Chaiprasert, Kenneth (2016)
Associate Professor, Political Science
B.A., Political Science and History, University of California, Los Angeles
J.D., University of Wisconsin

Ph.D., Political Science, University of California, Irvine

Chan, Brenda M. (1999)
Chair, Director Nursing
Professor, Nursing
A.S. Nursing, East Los Angeles College
B.S. Nursing, Pacific Union College
M.S. Nursing, University of California, Los Angeles
Doctor in Nursing Practice, Azusa Pacific University
Certificates in: RN, Public Health Nurse, Family Nurse Practitioner, Pain Management Nursing

Chan, Cecilia Chinru (2007)
Professor, English
B.A., English, Tunghai University, Taiwan
M.A., Applied Linguistics, Teachers College, Columbia University
M.A., Spanish, Fujen Catholic University, Taiwan

Chandler, Christine (2020)
Professor, Nursing
Harbor-UCLA Nurse Practitioner Certificate Program
B.S. Nursing, California State, University, Los Angeles
M.S., Nursing, California State University, Long Beach
Doctor in Nursing Practice, Western University of Health Sciences

Chao Furuyama, Hiroko (2001)
Professor, Japanese
B.A., English Literature, Doshisha University, Kyoto Japan
M.A., Japanese Linguistics in East Astan,
Languages and Cultures, University of California, Los Angeles

Chelstrom, Gina (2016)
Dean, Instructional Services
B.A., Art, California State University, Fullerton
M.A., Marriage, Family Therapy, Pacific Oaks College

Chhun, Bunnarith (2013)
Associate Professor, Respiratory Therapy
B.S., Health Sciences, California State University, Los Angeles
Registered Respiratory Therapist

Chin, Chris (2018)
Assistant Professor, Business
B.A., Economics, University of Illinois
M.A., Business Administration, Baylor University

Chung, Angela H. (2016)
Associate Professor, Mathematics
B.S., Mathematics, California State University, Long Beach
M.S., Applied Mathematics, California State University, Long Beach

Citizen, David (2023)
Assistant Professor, Respiratory Therapy
A.S., Respiratory Therapy, East Los Angeles College
B.A., Psychology, California State University Northridge
M.S., Counseling, Option in Student Development in Higher Education, California State University, Long Beach

Cleveland, Cathy S. (2009)
Professor, Psychology
B.A., Radio/TV/Film, California State University, Northridge
M.A., Ph.D., Psychology, University of California, Riverside

Collazo, Javier (2023)
Assistant Professor, History
A.A., Biology, West Los Angeles College
A.S., Chemistry, Los Angeles Trade-Tecnical College
B.A., History, University of California, Los Angeles
M.Ed., Technology in Education, Harvard University
M.A. History, University of California, Irvine

Colling, Michael (2001)
Professor, History
B.A., Anthropology, Sonoma State University
M.A., History, California State University, Northridge
M.L. S., Library and Information Science, University of California, Los Angeles

Concoff-Kronbeck, Mandy E. (2010)
Associate Professor, English
B.A., English, University of California, Los Angeles
M.A., Literature, California State University, Dominguez Hills

Coson, Murniz Allen (2016)
Director, ELAC Virtual Campus
Associate Professor, Economics
B.S., Business Administration, California State Polytechnic University, Pomona
M.A., International Political-Economy, Claremont Graduate University
Ph.D., Economics, Claremont Graduate University

Costello, Lindsay (2019)
Associate Professor, Kinesiology
B.S. Kinesiology, California State University, Northridge
M.S. Kinesiology, California State University, Northridge

Couture, Francois-Pierre (2016)
Associate Professor, Theater Arts
B.F.A., Theatre Design, Concordia University
M.F.A., Scenic and Lighting Design for Theatre, University of California, Los Angeles

Crawford Alcazar Jr., Richard C. (1996)
Professor, Dance
B.A., English Literature, Wittenberg University, Springfield, OH
M.F.A., Dance, University of California, Irvine

Cruz-Atrian, Laura (2017)
Dean, Office of Institutional Effectiveness and Advancement
B.A., Political Science, University of California, Los Angeles
M.P.P., Public Policy, University of California, Berkeley

D

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Associate Professor, English as a Second Language
A.A., Liberal Arts, Victor Valley College
B.A., English Composition, California State University, San Bernardino
M.A., English Composition/TESL, California State University, San Bernardino
Reading Certificate, University of California, Irvine
Gifted and Talented Education (GATE) Certificate, University of California, Irvine

Davey, Sherrie (2006)
Chair, Psychology & Addiction Studies
Professor, Psychology
B.A., Psychology, University of California, Davis
M.A., Ph.D., Psychology, University of California, Riverside

Davidian, Artin M. (2012)
Professor, Engineering and Technologies

M.S, Mechanical Engineering, California State University, Los Angeles

F.E., Fundamentals of Engineering, Certified by the State of California

Dean, Eldy C. (2009)
Associate Professor, Spanish
B.A., Spanish and English,

University of California, Los Angeles

M.A., Spanish, University of California, Los Angeles

De los Rios, Katya (2022)
Assistant Professor, Economics
A.A., Economics, El Camino College
B.S., Economics, University of California, Los Angeles
M.A., Economics, California State University, Long Beach

Deutsch, Lisa K. (1999)
Professor, Mathematics
B.A., Mathematics, University of California, Los Angeles

M.S., Mathematics, California State University, Northridge

Diaz, Juan Tony (2022)
Assistant Professor, Kinesiology
B.A., Athletic Training, California State University, Dominguez Hills

M.A., Kinesiology Administration, California State University, Dominguez Hills

Dominguez, Kirby (2010)
Professor, Counseling
A.A., Psychology, El Camino College

B.A., Psychology, California State

University, Dominguez Hills

M.S., Counseling, California State University, Long Beach

Douglas, Susanne (2011)
Associate Professor, Biology, Microbiology
B.Sc., Microbiology University of Guelph
Ph.D., Microbiology, University of Guelph

Du, Carolyn (2010)
Professor, Nursing
B.S. Nursing, University of Southern California

M.S. Nursing, California State University, Long Beach

Doctor in Nursing Practice, Azusa Pacific University

Duarte, Jocelyn E. (2022)
Assistant Professor, Chicana/o Studies
B.A. Gender and Women's Studies, California State University, Northridge

B.A. Central American Studies, California State University, Northridge

M.A. Latin American Studies, California State University, Los Angeles

Duenas, Miguel (2015)
Vice President, Student Services
A.A., Liberal Arts, East Los Angeles College

B.A., History, California State University, Dominguez Hills

M.A., Educational Administration,

Ed.D. Organizational Change and Leadership, University of Southern California

California State University, Northridge Multiple Subjects K-12 Credential

E

Eazor, Barbara (2015)
Associate Professor, Counseling
A.A., Liberal Arts, East Los Angeles College

B.A., Psychology, University of Southern California

M.S., Counseling, School Counseling Leadership, California State University, Los Angeles

Espinoza, Adolfo (2016)
Associate Professor, Accounting
A.A., Liberal Arts, Los Angeles Mission College

B.A., Economics, San Diego State University

M.B.A, Concentration Accountancy, California State University, San Bernardino

Ed.D., Educational Leadership, California State University, San Bernardino

F

Fallert, Danelle (2006)
Dean, Student Services
B.A., Psychology, University of California, Los Angeles

M.A., Clinical Psychology, Multicultural

Community Psychology Emphasis,

California School of Professional Psychology

Faradineh, Rahim (1995)
Professor, Mathematics
B.S., Mathematics and Computer Science,

Southeastern Oklahoma State University

M.S., Applied Mathematics, California State University, Los Angeles

Farre, Rosa (2017)
Associate Professor, Animation
B.A., Computer Science, Autonomous University of Barcelona

M.A., Computer Science with emphasis in Artifical Intelligence and Computer Graphics, Auonomous University of Barcelona

Fernandez, Fernando (1999)
Director, Escalante Math Science Program
Professor, Mathematics
B.S., Applied Mathematics, California Polytechnic Institute, Pomona

M.S., Applied Mathematics, California State University, Los Angeles

Festekjian, Arpi (2010)
Professor, Psychology
B.A., Psychology and Child Development,

California State University, Northridge

M.A., Experimental Psychology, California State University, Northridge

Ph.D., Social/Personality Psychology, University of California, Riverside

Figueroa, Alice M. (2010)
Associate Professor, Counseling
B.A., Sociology, University of California, San Diego

M.S., Counseling and Educational Leadership, California State University, Los Angeles

Figueroa, Jennifer M (2013)
Assistant Director, Nursing
Associate Professor, Nursing
A.S. Nursing, East Los Angeles College

B.S. Nursing, California State University, Los Angeles

M.S. Nursing, California State University, Los Angeles

Certificates: R.N., P.H.N.

Figueroa, Lauren D. (2015)
Associate Professor, English
B.A., English, University of California, Los Angeles

M.A., American Literature,

California State University, Los Angeles

Postsecondary Reading and Learning Certificate, California State University, Fullerton

Fish, Cristina E. (2016)
Associate Professor, Administration of Justice
B.A., Psychology, California State University, Fullerton

Flores, Rudolph E. (1974)
Professor, Chicana/o Studies
B.A., Mexican-American Studies, Loyola University Los Angeles
M.A., Inner-City Education, Loyola University Los Angeles

Fogel, Charles J. (2016)
Associate Professor, Mathematics
B.S., General Studies, University of Michigan
M.S., Mathematics, California State University, Long Beach

Franco, Stephanie H. (2014)
Associate Professor, Counseling
A.A., Liberal Arts, East Los Angeles College
B.A., Sociology, Option in Social Work,
California State Polytechnic University, Pomona
M.S.W., Social Work, University of Southern California

Frerichs, Christine (2016)
Associate Professor, Art
B.F.A., Painting and Drawing, University of Arizona
M.F.A., Painting and Drawing,
University of California, Riverside

Frias, Cristina (2019)
Associate Professor, Theater Arts
B.A., Sociology, University of California, Berkeley
M.F.A., Acting, California Institute of the Arts
Certificates from the London Academy of Music and Dramatic Art and American Conservatory Theatre, San Francisco

Frontanez-Loza, Marilyn (2011)
Associate Professor, Counseling
B.A., Sociology, University of California, Santa Barbara
M.S., Counseling with an Option in Career
Counseling, California State University, Northridge
Post Master's Certificate in College Counseling Student Services,
California State University, Northridge

G

Gallegos, Humberto A. (2011)
Professor, Engineering
B.S., Civil Engineering, California State University, Los Angeles
M.S., Civil Engineering, Colorado State University
Ph.D., Civil Engineering, University of California, Irvine
Professional Engineer License, CA
Land Surveyor in Training Certificate, CA

Garcia, Christopher (2011)
Chair, Counseling
Professor, Counseling
B.A., American Literature and Culture,
University of California, Los Angeles
B.A., Sociology, University of California, Los Angeles
M.S., Counseling, California State University, Long Beach

Garcia, Martha C. (2007)
Professor, Nursing
A.S., Nursing, East Los Angeles College
B.S., Nursing, University of Phoenix
M.S., Nursing, University of Phoenix
Certificates: R.N., P.H.N., F.N.P.

Garcia, Rogelio (2017)
Associate Professor, Political Science
B.A., Political Science and Chicana/o Studies, California State University, Northridge
M.A., Political Science, California State University, Northridge

Garcia, Tomas (2009)
Professor, American Sign Language
B.A., Spanish Language and Literature, California State University, Dominguez Hills
B.A., Chicana/o Studies, California State University, Dominguez Hills
M.A., Special Education/Deaf Education,
California State University, Northridge
Ed.D., Educational Technology, Pepperdine University

Gayton, Martha M. (1977)
Professor, Child Development Center
B.A., M.A., California State University, Los Angeles

Ghazarian, Vahan (2008)
Chair, Chemistry
Professor, Chemistry
B.S., Chemical Engineering, University of California, Irvine
B.S., Chemical and Material Physics,
University of California, Irvine
M.S., Chemical and Material Physics,
University of California, Irvine
Ph.D., Chemical and Material Physics, University of California, Irvine

Gleason, Raeanna L. (2014)
Assistant Professor, English
B.A., English and Women's Studies
University of California, Berkeley
M.A., English, University of Southern California

Godfrey, Ryan (2016)
Professor, Psychology
B.S., Psychology, University of Washington
M.A., Psychology
University of California, Riverside

Godinez, Patricia (2010)
Chair, English
Professor, English
A.A., Liberal Arts, Santa Ana College
B.A., Spanish, Chapman University
M.A., English, California State University, Fullerton

Godinez, Robert (2016)
Athletic Director
Professor, Kinesiology
A.A., Mt. San Antonio College
B.A., Sociology, San Jose State University
M.A., Kinesiology-Sport Management,
San Jose State University

Gonzales, Allan (2023)
Program Director, Respiratory Therapy
Assistant Professor, Respiratory Therapy
A.S., Respiratory Therapy, Mt. San Antoio College
B.A., Economics, California State University Los Angeles
MEd, Education, Jones University International

Gonzalez, Andres (2016)
Associate Professor, Counseling
B.A., Psychology, University of California, Los Angeles
M.S., Counseling, Option in Student Development in Higher Education, California State University, Long Beach

Gray, Jeffrey (2007)
Professor, English
B.A., English, California State University, San Diego
M.A., English, California State University, Long Beach

Gutierrez, Gerardo (2003)
Professor, Chicana/o Studies
B.A., History, University of California, Los Angeles
M.A., Chicana/o Studies, California State University, Los Angeles

Guy, Amy (2008)
Librarian
Professor, Library Science

B.S., Social Work, Edinboro University
B.A., English, Westminster College
M.L.I.S., Library and Information Studies, University of California, Los Angeles

H

Haddad, Emily E. (2019)
Associate Professor, Earth Sciences, Geology
B.A., Earth and Planetary Sciences, Harvard University, Cambridge
Ph.D., Geological Sciences, Earth Sciences, University of California, Riverside

Haddad, Nader (2007)
Professor, Communication Studies
B.A., Political Science, California State University, Long Beach
M.A., Communication/Rhetorical Studies, University of North Texas

Haines, Michael (2013)
Chair, Clinical Director, Respiratory Therapy
Professor, Respiratory Therapy
A.S., Respitatory Therapy, Mt. San Antonio College
B.S., Health Sciences, Touro University
M.P.H., California State University Fullerton

Hale, David (2016)
Associate Professor, Communication Studies
B.A., Communication Studies,
California State University, Long Beach
M.A., Communication Studies
California State University, Los Angeles

Hansen, Jessica L. (2014)
Associate Professor, Theatre Arts
B.F.A., Design Technology/Costume Design, Emerson College
M.F.A., Costume Design, University of California, Irvine

Haroyan, Lilit (2015)
Associate Professor, Physics
B.S., M.S., Physics, Yerevan State University, Armenia

Hauser, Patrick (1999)
Vice Chair, Public Service Affiliation
Professor, Administration of Justice
B.A., Physical Education, California State University, Northridge
M.S., Emergency Services Administration, California State University, Long Beach

Hernandez, Elva L. (1995)
Professor, Spanish
B.A., M.A., California State University, Los Angeles

Hernandez, Jeffrey (2000)
Professor, Political Science
A.A., East Los Angeles College
B.A., University of California, Los Angeles
M.P.A., University of Southern California

Hernandez-Murillo, Grace
Associate Dean, EOPS

Hernandez-Payan, Michelle (1999)
Professor, Counseling
A.A., Pasadena City College
B.A., Child Development, California State University, Los Angeles
M.S.W., Social Work, University of Southern California

Herrera, Gisela M. (1999)
Professor, English
B.A., M.A., English, California State University, Los Angeles

Herrera, Guadalupe (2009)
Professor, Counseling
B.A., Economics, University of California, Los Angeles
M.A., Education, Counseling in Student Affairs, University of California, Los Angeles

Hill, Brian (1996)
Professor, Anatomy, Biology, Physiology
B.A., M.S., Biology, California State University, Northridge

Hines, James (2001)
Professor, Kinesiology
A.A., Liberal Arts, East Los Angeles College
B.A., Sociology, California State University, Los Angeles
M.A., Education: Emphasis in Physical Education, California State University, Los Angeles

Ho, Tiffany (2017)
Associate Professor, Mathematics
B.A., Applied Mathematics, California State Polytechnic University
M.S., Applied Mathematics, California State Polytechnic University

Hodgson-DeSilva, Krishana (2015)
Associate Professor, English
M.A., English, California State University, Los Angeles

Horowitz, Bryant L. (2016)
Professor, Psychology
M.A., General Experimental Psychology, California State University, Northridge
M.A., Behavioral Neuroscience Psychology, University of California, Los Angeles
Ph.D., Behavioral Neuroscience Psychology, University of California, Los Angeles

Hosea, Jason (2007)
Professor, Fire Technology
A.S., Fire Technology, Mt. San Antonio College
B.S., Vocational Education, California State University, Long Beach
M.S., Emergency Services Administration, California State University, Long Beach

Hosea, Siage B. (2011)
Chair, Administration of Justice
Associate Professor, Administration of Justice
A.A., Administration of Justice, Los Angeles City College
A.S., Occupational Studies, Vocal Arts, California State University, Long Beach
M.S., Emergency Management Administration, California State University, Long Beach

Huang, Janet (2001)
Professor, Counseling, Career
B.A., Communications, University of California, San Diego
M.S., Counseling, Specialization in Career
Counseling, California State University, Northridge

I

Ie, Eileen F. (2009)
Associate Professor, Sociology
B.A., Sociology, California State University, Northridge
M.A., Sociology, California State University, Northridge
Ed. D., University of Southern California

J

Jennings, Sanae (2015)
Associate Professor, Japanese
B.A., International and Intercultural Studies, Tsuda College
B.A., Japanese, Monash University
M.A., Asian Languages, Monash University

Jimenez, Fernando (2007)
Professor, English
B.A., English, Loyola Marymount University

M.A., Literature and Creative Writing, Loyola Marymount University

M.A., Education, Loyola Marymount University

M.A., Humanities, Mount St. Mary's University

Jimenez, Renato (2017)
Associate Professor, Sociology
A.A., Liberal Arts, Santa Ana College

B.A., Sociology, University of California, Irvine

M.A., Sociology, California State University, Fullerton

Johnson, Sharon (2000)
Chair, Public Safety Affiliation
Professor, Public Service
B.S., M.S., Criminal Justice, California State University, Long Beach

J.D., Law, Whittier College of Law

Jones, LaQuita (2016)
Associate Professor, Sociology
A.A., General Studies, Cypress College

B.S., Criminal Justice, California State University, Long Beach

M.A., Sociology, California State University, Fullerton

Jones, Oliver (2011)
Professor, Mathematics
B.Sc., Mathematics/Physics, Victoria University of Wellington

Ph.D., Mathematics, University of Sydney

Juarez, Dr. Marina D. R. (2015)
Associate Professor, Counseling

B.A., Psychology, University of Southern California

M.S. Counseling, Student Development in Higher Education, California State University, Long Beach

Ed.D, Higher Education Administration, University of Southern California

Judge, Daniel D. (1999)
Professor, Mathematics
A.A., East Los Angeles College

B.A., M.S., Mathematics, California State University, Los Angeles

K

Kallan, Linda (2001)
Professor, Art

B.A., University of California, Berkeley

M.A., M.F.A., University of California, Berkeley

Kassab, Mohamad S. (2015)
Associate Professor, Mathematics
B.S., M.S., Mathematics

Kazimir, Joseph (1997)
Professor, Mathematics
B.A., Mathematics, University of Delaware

B.S., Electrical Engineering Technology,

DeVry Institute of Technology

M.S., Mathematics, Northeastern University

Ph.D., Applied Mathematics,

University of Southern California

Kelley, Stacie (2009)
Professor, Anatomy, Physiology
A.A., Liberal Arts, West Los Angeles College

B.S., Biology, California State University, Dominguez Hills

N.D., Naturopathic Medicine, Southwest College of Naturopathic Medicine

Kenny, James A. (1999)
Dean, Instructional Services
Professor, English
A.A., East Los Angeles College

B.A., M.A., California State University, Dominguez Hills

Certificate in TESOL, University of California Los Angeles

Khashayar, Kamyar (2008)
Professor, Engineering
B.S., Engineering, California State University, San Francisco

M.S., Mechanical Engineering,

California State University, Los Angeles

Khollesi, Babak (2012)
Associate Professor, Computer Information Systems, Computer Science
B.S., Computer Science, California Polytechnic State University, Pomona

M.S., Computer Science, Azusa Pacific University

Khuu, Alan (2008)
Professor, Chemistry
B.S., Biochemistry, University of California, Los Angeles

M.S., Biochemistry and Molecular Biology, University of California, Los Angeles

Kiledjian, Viken P. (2004)
Chair, Physics
Professor, Astronomy/Physics
B.S., M.S., Physics, University of California, Los Angeles

Knight, Kimberly (2014)
Associate Professor, Nursing
M.S.N., Nursing, University of Phoenix

Certificates in: RN, Public Health Nurse, Family Nurse Practitioner

Koletty, Stephen (2011)
Chair, Anthoropology, Geography, and Geology
Associate Professor, Geography
A.S., Geology, Los Angeles Harbor College

B.A.., Geography/Earth Science, California State University, Dominguez Hills

M.A., Geography/Planning, University of Hawaii

Ph.D., Geography, University of Southern California

Kotlyar, Victoria (2013)

Associate Professor, Mathematics
B.S., Applied Mathematics, University of California, Los Angeles

M.A., Mathematics, University of Southern California

L

Lam, Albert (1984)
Professor, Mathematics
B.A., M.A., Southern Illinois University

Lam, Linda T. (2014)
Associate Professor, Counseling
A.A., Social Behavioral Science, Golden West College

B.S., Hospitality Management, California State Polytechnic University, Pomona

M.S., Counseling, Student Development in Higher Education, California State University, Long Beach

Lam, Ming-Huei (2016)
Dean, Instructional Services
B.S., Genetics, University of Wisconsin, Madison

M.A., Counseling, Western C.B. Seminary

Lao, Dennis (2016)
Associate Professor, Administration of Justice
B.S., Electrical Engineering, California State Polytechnic University, Pomona

M.B.A, Pepperdine University

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Associate Professor, Anatomy
B.S., Biological Sciences, University of California, Davis

M.D., Medicine, Universidad Central del Este

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Associate Professor, English

B.A., English, University of California, Riverside

B.A., Humanities and Social Sciences,

University of California, Riverside

M.A., English, Claremont Graduate University in Claremont

Ph.D., English, Sub-Field in American Literature, Claremont Graduate University in Claremont

Lee, Jimmy (2016)
Associate Professor, Biology
B.S., Biological Sciences, University of Southern California

Ph.D., Biomedical Sciences, University of California, Riverside

Post-Doctorate, Marine Biology, University of Southern California

Lee, Michael (1999)
Professor, Mathematics
B.S., M.S., Mathematics,

California State University, Long Beach

Lee, Unjoo (2006)
Librarian
Professor, Library Science
B.A., M.A.Ed., California State University, Los Angeles

M.L.I.S., School of Library and Information Science, San Jose State University

Li, Janny (2015)
Associate Professor, Anthropology
B.A., Anthropology, University of California, Los Angeles

M.A., Anthropology, University of California, Irvine

Ph.D., Anthropology, University of California, Irvine

Liao, Guo-Jao (1987)
Professor, Mathematics
B.A., South China Normal University

M.A., California State University, Northridge

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Professor, Animation
B.A., History/Anthropology, Bowdoin College

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California Institute of the Arts

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Professor, Library Science
B.S., Biology, Massachusetts Institute of Technology

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Lin, Simon H. (2016)
Associate Professor, Computer Information Systems, Computer Science
B.S., Chemistry, National Central University, Taiwan

M.S., Computer Science, University of Maryland

Ph.D., Computer Science, University of California, Los Angeles

Liu, Rongwen (2009)
Associate Professor, Chinese
B.A., M.A., English, Northeast Normal University, Changchun, China

Lopez, Felipe (1997)
Professor, Chicana/o Studies
B.A., Political Science, University of California, San Diego

M.A., Mexican-American Studies,

California State University, Los Angeles

Lopez, Gabriella (2005)
Librarian
Professor, Library Science

B.S., Education/TEFL, University of Szeged,

Teacher Training College Division, Szeged, Hungary

M.L.I.S., San Jose State University

Lopez, Sonia (2006)
Dean, Student Life
B.A., Social Work, California State Polytechnic University, Pomona

M.S.W., Social Work, University of Southern California

Ludwig, Randy (2006)
Professor, Psychology
B.S., Psychology, United States Air Force Academy

M.S.W., Social Work, Arizona State University

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Assistant Professor, English
TESOL Certificate, University of California, San Diego

Postsecondary Reading and Learning Certificate, California State University, Fullerton

M.A., English: Rhetoric and Composition, California State University, Dominguez Hills

Lupica, Anthony J. (2005)
Chair, Music
Professor, Music

B.M., Classical Guitar/Voice, University of North Carolina School of the Arts

M.M., Classical Guitar, University of Southern California

D.M.A., Choral Music/Instrumental Conducting/Vocal Performance/ Musicology,

University of Southern California

Lyle, Robert A. (2008)
Chair, Media Arts and Technologies
Professor, Photography

B.S., Film and Photography,

Ithaca College

M

Macias, Wendy (2016)
Professor, Counseling
B.A., Sociology, University of California, Santa Barbara

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Dean, Instructional Services
B.A., Black Studies & Women Studies, University of California, Santa Barbara

M.S., Leadership & Management Concentrations: Human Resources and Organizational Development University of LaVerne

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Assistant Professor, English
B.A., English, Emphasis in Creative Writing, University of Southern California

M.A., Literary and Cultural Studies, Carnegie Mellon University

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Chair, Computer Applications and Office Technologies
Associate Professor, Computer Applications and Office Technologies
B.S., Business Administration, Computer Information Systems, Northern Arizona University

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Associate Professor, English
B.A., English, University of California, Los Angeles

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B.A., Sociology, University of California, Berkeley

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Associate Professor, Chemistry
B.S., Chemistry, University of Mumbai
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A.A., Cerritos College
BM., M.M., University of Southern California

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A.A., Social Work, Cerritos College
B.A., Psychology, California State University, Long Beach
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B.A., Psychology, Shippensburg University, Shippensburg, PA
M.S., Psychology, California State University, Los Angeles

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Associate Professor, Computer Applications and Office Technologies
B.A., Organizational Communication,
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M.A., Education, California State University, Los Angeles

Medina, Marcus (2019)
Associate Professor, Biology
B.S., Health Promotion, Disease Prevention, University of Southern California, Los Angeles
Ph.D., New York Medical College School of Medicine

Mejia, Fernando (2016)
Associate Professor, History
A.A., History, Los Angeles Valley College
B.A., History/Art History, University of California, Los Angeles
M.A., Humanities/History, Mount Saint Mary's University
M.A., Art History and Visual Culture, Lindenwood University

Melchor, Leonard (2016)
Associate Professor, History
A.A., Liberal Studies, Santa Monica College
B.A., History, University of California, Los Angeles
M.A., Latin American Studies, University of California, Los Angeles
Ph.D., World Arts and Culture, University of California, Los Angeles

Mena, Gregory (2016)
Associate Professor, English
B.A., Linguistics and Psychology,
University of California, Los Angeles
M.A., Education, Reading, Writing and Literacy, University of Pennsylvania
Ed.D., Educational Leadership and Policy Studies, California State University, Northridge

Mendiola, Alicia R. (2000)
Professor, Child Development
A.A., Child Development, East Los Angeles College
B.A., Child Development, California State University, Los Angeles
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Mendoza, Ruben R. (2016)
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B.A., English, University of Southern California
M.A., Chicana/o Studies, California State University, Northridge
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B.A., Psychology, University of Riverside
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B.A., Theater, University of Pennsylvania
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B.S., Mathematics, State University, New York
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A.A., East Los Angeles College
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A.A., English, College of the Desert
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B.S., Electrical Engineering, The University of New South Wales
M.A., Applied Mathematics, University of Southern California
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Nolan, Jeanine (1997)
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B.S., Mathematics, University of California, Santa Barbara
M.A., Mathematics, University of California, Los Angeles
Ph.D., Mathematics, University of California, Los Angeles

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M.A., Educational Policy and Analysis Stanford University School of Education
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B.A., Psychology and Social Behavior, University of California, Irvine
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Olivarez, Lacey A. (2016)
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B.S., Biology, Physiology Minor California Polytechnic University, Pomona
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B.A., Sociology, California State University, Fullerton
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Chair, Kinesiology
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A.A., General Education, Moorpark College
B.A., Physical Education, California State University Chico
M.A., Kinesiology, California State UniversityChico

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B.A., Spanish, University of California, Santa Barbara
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Post-Secondary Reading Certificate, California State University, Fullerton

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Dean, Student Services/Student Sucess
Professor, Counseling
A.A., East Los Angeles College
B.A., Music, Southern California College
M.S., Counseling, University of La Verne
M.A., Educational Administration, California State University, Los Angeles
Credentials in: Elementary Education
Bilingual Education
Pupil Personnel Services
Educational Administration

Pan, Sabrina (2019)
Associate Professor, Counseling
B.A., Psychology/Law & Society, University of California, Riverside
M.Ed., Educational Counseling, University of Southern California

Panchal, Mona (2007)
Professor, Mathematics
B.S., Physics, University of California, Irvine
M.S., Mathematics, California State University, Los Angeles

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Professor, Astronomy/Physics
B.A., Astrophysics, University of California, Berkeley
M.S., Physics, University of California, Davis

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Vice President, Administrative Services
B.A., Accounting, Briar Cliff University
M.A., Public Administration, University of Southern California
J.D., Western State University College of Law

Peak, Jessica (2013)
Associate Professor, Counseling
B.A., English, California State University, Los Angeles
M.S., Counseling (Option in Rehabilitation (Counseling),
California State University, Los Angeles
M.A., Elementary Education, University of Phoenix

Penner, James (2017)
Associate Professor, English
B.A., English, University of California, Berkeley
M.A., Theatre Studies, Brown University
Ph.D., English Literature, University of Southern California

Perronne, Michael (2016)
Professor, E.S.L.
B.A., Radio, Television & Film, English (Minor), University of Southern Mississippi
M.F.A., Drama and Communications with a Creative Writing Emphasis, University of New Orleans, New Orleans
Certification, California Clear Full-Time Adult Education Credential in E.S.L.

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Professor, Fire Technology
A.A., Administration of Justice,
East Los Angeles College
Fire Service Instructor 1A & 1B, Chaffey College Emergency Medical Technician Basic Training, East Los Angeles College

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Professor, Nursing
A.S., Nursing, East Los Angeles College
A.S., Compton Community College
B.S., Nursing, Excelsior College
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DHSc., Health Science, Nova Southeastern University
Certificates: R.N., R.N-C., P.H.N., F.N.P-BC.

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Professor, Philosophy
B.A., GTU: Dominican School of
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M.A., Philosophy, California State University, Los Angeles
M.A., Religion Studies, Mount St. Mary's University

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Professor, Administration of Justice
A.A., Administration of Justice, West Los Angeles College
B.S., California State University, Long Beach
M.S., Emergency Services Administration, California State University, Long Beach
Sergeant, Los Angeles Police Department (Retired)

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Associate Professor, Law
B.A., Political Science, University of California, Berkeley
J.D., University of California, Los Angeles
Licenced to practice law by the California State Bar

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A.A., Liberal Arts, East Los Angeles College
B.A., Sociology, California State University, Los Angeles
M.S., Rehabilitation Counseling, California State University, Los Angeles
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Q

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B.A., Liberal Studies/Bilingual Studies,
California State University, Chico
M.A., Public Administration,
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R

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Chair, Dance
Professor, Dance
B.A., Liberal Arts & Science Emphasis Dance, San Diego State University
M.A., Dance and Dance Education
California State University, Long Beach

Rae, Jenell (2016)
Associate Professor, English
A.A., Humanities, Pasadena City College
B.A., English, University of California, Los Angeles
M.A., English, Loyola Marymount University
Certificate in TESOL, UCLA Extension, Los Angeles

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Associate Professor, Child, Family and Education Studies
A.A., Child Development, Los Angeles City College
M.S., Family Studies, California State University, Northridge
B.S.S., Public Administration, University of Dhaka, Bangladesh
M.S.S., Public Administration, University of Dhaka, Bangladesh
Permit: Child Development Program Director Permit, California Commission of Teaching Credentialing
B.A., History, University of California, Los Angeles

Ramirez, Carlos A. (2013)
Professor, History

B.A., History, University of California, Los Angeles

M.A., History, California State University, Los Angeles

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Ramirez, Jose C. (2005)
Chair, Engineeing & Technologies
Professor, Engineering
B.S., Chemistry, California State University, Long Beach

B.S., Electrical Engineering, California State University, Long Beach

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Professor, Astronomy/Physics
B.S., California Polytechnic State University, Pomona

M.S., Physics, California State University, Los Angeles

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Associate Professor, Business
A.A., Computer Applications and Office Technology, East Los Angeles College

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B.A., University of California, Los Angeles

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Associate Professor, Music

B.M., Music, University of Iowa

M.A., Musicology, University of Iowa

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B.Sc., Biology and Chemistry, S.V. University, India

M.Sc., Biological Anthropology,

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M.Sc., Biochemistry, Australian National University, Australia

Ph.D., Human Biology, University of Madras, India

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M.Ed., Counselor Education, Arizona State University,

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M.S., Child Development, University of La Verne

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MFA, Critical Studies, California Institute of the Arts

M.A., Chicana/o Studies, University of California, Los Angeles

Rodriguez, Joshua R. (2011)
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M.A., Kinesiology, Cal Baptist University

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B.A., Anthropology, Pitzer College

M.A., Latin American Studies,

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Ross, James (2013)
Associate Professor, Chemistry
B.S., Chemistry, University of Liverpool

Ph.D., Chemistry, University of Liverpool

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B.A., English, University of California, Los Angeles

M.A., Counseling, Loyola Marymount University

Ruyle, Jonathan C. (2009)
Professor, Mathematics
B.A., Mathematics, University of California, Berkeley

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Ryan Romo, Amanda (2013)
Instructor Special Assignment, Tutoring Center
Associate Professor, English
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Samson, Filemon (2017)
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B.A., Economics, University of California, Berkeley
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Professor, Counseling, EOPS
B.A., Behavioral Science, California State Polytechnic University, Pomona

M.S., Counseling, San Diego State University

Certificates, College Counseling, University of California, Los Angeles

Intercultural Proficiency, California State University, Los Angeles

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B.A., English Literature (Honors),

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Santoyo, Manuel (2002)
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B.S., California State University, Long Beach

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Professor, Biology, Microbiology
B.S., Portland State University

M.S., Loma Linda University

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Scherzer, Shana (2010)
Professor, Reading
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M.S. Education-TESOL, Shenandoah University

M.A., English, Slippery Rock University

B.A. History, California State University, Sacramento

Seeley, Tiffany R. (2016)
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Sekiyoba, Safari (2020)
Assistant Professor, Nursing
A.A., Liberal Arts & A.S., Nursing, Los Angeles Trade-Technical College

B.S. Nursing, California State, University, Los Angeles

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Doctor in Nursing Practice, Brandman University

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Sepulveda, Christine (2016)
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Sheran, Helen (1996)
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Sigman, Michael (2000)
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Assistant Professor, Nursing
M.S., Nursing, University of Phoenix

Soto, Carmen (2016)
Counselor
Associate Professor, Counseling
B.A., Sociology, Loyola Marymount University
M.Ed., Educational Counseling, University of Southern California
Ed.D., Educational Leadership, University of Southern California

Soto-Ortiz, Luis F. (2015)
Associate Professor, Mathematics
B.S., Mathematics, University of California, Los Angeles
M.S., Applied and Computational Mathematics, University of California, Los Angeles
Ph.D., Biomedical Engineering, University of California, Irvine

Souki, Stuart K. (2014)
Associate Professor, Biology
Single Subject Credential, Biology and Chemistry, Loyola Marymount University
B.A., Biology and Chemistry, University of Northern Colorado
Ph.D., Medical Microbiology, University of California, Irvine

Stapleton, Jean A. (1973)
Chair, Journalism
Professor, Journalism
B.A., English, University of New Mexico
M.S., Journalism, Northwestern University

Stone, Lisa Hashimoto (2009)
Chair, Theater Arts
Professor, Theater Arts
B.ARCH., Pennsylvania State University
M.F.A., Technical Theatre, California State University, Long Beach

Su, Melari Y. (1997)
Professor, Counseling
B.A., Linguistics, University of California, Los Angeles
M.S., Counseling, California State University, Los Angeles

Suarez, Rita M. (2015)
Librarian
A.A., General Studies, Pasadena City College
B.A., Anthropology, California State University, Los Angeles
MLIS, Library & Information Science, University of California, Los Angeles

Sunda, Pauline (1995)
Professor, Nursing
B.S., Nursing, California State University, Los Angeles
M.S., Nursing, California State University, Los Angeles
Certificates: R.N., P.H.N.

Swerdlow, Nadia (2013)
Associate Professor, English
B.A., M.A., Ph.D., English, University of Illinois at Chicago

Szklarek, Dina (2016)
Associate Professor, English
B.A., Law and Society, English (Minor), University of California, Santa Barbara
M.A., English, California State University, Northridge

T

Tall, Issa A. (2013)
Professor, Mathematics
B.A., Mathematics, Cheik Anta Diop University
M.A., Mathematics, Cheik Anta DiopUniversity
Ph.D., Mathematics, Institut National des Sciences Appliquees de Ruen

Tang, Jennifer (2017)
Assistant Professor, Counseling
B.A., Economics, University of California, Los Angeles
M.S., Counseling, Student Development in Higher Education, California State University, Long Beach

Tapia, Beatriz (2008)
Chair, Chicana/o Studies
Professor, Chicana/o Studies
B.A., Sociology, University of California, Berkeley
M.A., Ethnic Studies, University of California, Berkeley

Teola, Dorothy V. (2008)
Professor, Counseling
A.A., Liberal Arts, Los Angeles Pierce College
B.A., Physical Education, California State University, Northridge
M. A., Education, Azusa Pacific
M.S., Counseling, California Lutheran University

Thompson, Brigette (2000)
Professor, Child Development
B.A., Child Development, California State University, Northridge
M.A., Marriage, Family & Child Therapy, Azusa Pacific University
Program Director Permit, Commission on Teacher Credentialing

Thurston, Monica (2013)
Chair, Allied Health
Associate Professor, Health Information Technology,
HIT Program Director
B.S., Health Information Management,
Norfolk State University
M.B.A., Master in Business Administration, American InterContinental University

Tinker Diaz, Rosa E. (2015)
Assistant Professor, English
B.A., English, University of California, Berkeley
M.A., English, California State University, Long Beach

Tiscareno, Emma (2016)
Professor, Counseling
A.A., West Los Angeles Community College
B.A., Loyola Marymount University
M.A., Loyola Marymount University
Ed.D., Pepperdine University

Toledo, Angelica (2006)
Dean, Health and Human Services
A.A., Bilingual/Bicultural Education,
Los Angeles Mission College
B.A., Liberal Studies, California State University, Northridge
M.A., Early Childhood Education/ Emphasis Special Education, California State University, Northridge

Toma, Ryan (2019)
Associate Professor, Accounting
B.A., Economics, Haverford College
M.B.A., Columbia University
M.B.A., London Business School
CPA, CFP

Tsai, Mike (2008)
Professor, Photography
B.F.A., Photography, Art Center College of Design

Turk, Christopher (2001)
Chair, Art
Professor, Art
B.A., Art, California State University, Northridge
M.F.A., Ceramics, California State University, Northridge

U

Ukita, Courtney (1999)
Professor, Counseling
A.A., East Los Angeles College
B.A., University of California, Los Angeles
M.S., California State University, Long Beach

Ulloa, James (2023)
Assistant Professor, Sociology
B.A., Sociology, California State University, Fullerton
M.A., Sociology, California State University, Fullerton
Ed.D, Educational Leadership, California State University, Fullerton

Urdiales, Juan (2018)
Dean, Instructional Services
B.A., Child Development, California State University, Los Angeles
M.S., Education, Mount Saint Mary's College, Los Angeles
Ed.D., Educational Leadership, California State University, Los Angeles

Urrutia, Liliana (2008)
Professor, History
A.B., Latin American History, Harvard-Radcliffe College
M.A., U.S. History, University of California, Los Angeles

Uyekawa, Jim (1994)
Professor, Art
A.A., Art, Golden West College
B.F.A., Drawing and Painting, California State University, Long Beach
M.F.A., Drawing and Painting,
Claremont Graduate University

V

Valmonte, Jade (2014)
Associate Director, Nursing
Associate Professor, Nursing
B.S. Nursing, Gordon College
M.S. Nursing-Healthcare Education, University of Phoenix
Certificates: RN, Pediatric Nursing

Valverde, Vanessa (2006)
Professor, Chemistry
B.A., Business Administration, University of Costa Rica
B.Sc., Chemistry, California State University, Fullerton
M.S., Physical Chemistry, California State University, Fullerton

Van Houten, Kevin W. (2012)
Associate Professor, English
A.A., General Studies, Cuesta College
B.A., Modern Languages and Literatures, California Polytechnic State University, San Luis Obispo
M.A., Teaching English to Speakers of other
Languages, California State University, Los Angeles

Vartanian, Lisa M. (2009)
Director, Addiction Studies Program
Professor, Psychology, Addiction Studies
B.A., Psychology, University of Southern California
M.A., Clinical Psychology, Pepperdine University
Ph.D., Psychology, University of Southern California

Vasquez, Melisa M. (2019)
Associate Professor, Computer Applications & Office Technologies
B.S., International Business
M.A., Human Resourances Management and Business Management

Vega, Norma (2008)
Professor, Spanish
Ph.D., Hispanic Languages and Literatures, University of California, Los Angeles

Velasquez, Kelly (2019)
Associate Professor, Political Science
A.A., Social and Behavioral Sciences, East Los Angeles College
B.A., Political Science, Loyola Marymount University
M.P.A., Urban Affairs, California State University, Long Beach

Velazquez, Janice (2013)
Associate Professor, Family and Consumer Studies
B.A., Special Education, University of Puerto Rico
M.S., Health and Human Development,
California State University, Northridge

Villacorte, Dennis A. (2007)
Chair, Career and Continuing Education
Professor, Noncredit, Basic Skills
B.A., English, University of California, Berkeley
M.A, English, California State University, Los Angeles

Villamor, Cecilia (2019)
Associate Professor, Counseling
B.A., Sociology, University of California., Los Angeles
M.A., Educational Counseling, California State University, Dominguez Hills

Villanueva, Eddie (2016)
Associate Professor, Electronics
A.S., Electronics and Computer Technology, East Los Angeles College
2-years Cisco Certified Network Associate, California State University Los Angeles

Villasenor, Gerardo (2016)
Professor, Philosophy
B.A., Philosophy and History, Pomona College
M.A., Philosophy, California State University, Los Angeles

Vogel-Zuiderweg, Lynn C. (2010)
Professor, French, Spanish
B.A., Spanish, University of Miami
M.A., Romance Linguistics, University of California, Los Angeles
Ph.D., Romance Linguistics, University of California, Los Angeles

Vu, Quan, (2022)
Assistant Professor, Nursing
M.S., Nursing, University of Phoenix

W

Walker, Curtis J. (2015)
Associate Professor, Administration of Justice
M.S., Criminal Justice, University of Cincinnati
M.A., Education, Concordia University

Wardinski, Steve (2005)
Professor, History
A.A., Theater Arts, Southwestern College
B.A., History, San Diego State University
M.A., History, University of California, Los Angeles

Warner, Nathan J. (2008)
Professor, English
B.A., Intercultural Studies, Biola University
M.A, Applied Linguistics, Biola University
Certificate in TESOL, Biola University

Reading Certificate, California State University, Fullerton

Wilbur, Linda S. (2001)
Professor, Child Development
A.A., Citrus College
B.A., English, California State University, Los Angeles
M.A., Child Development,
California State University, Los Angeles

Wong, Ellen W. (1999)
Professor, Kinesiology
B.S., Physical Education, California State University, Fullerton
M.S., Kinesiology,
California State University, Fullerton

X

Xie, Melanie (2006)
Professor, Mathematics
B.A., M.A., Mathematics, California State University, Los Angeles

Y

Yanez, Mercedes (2022)
Interim Vice President, Instructional Services
B.A., Liberal Studies, California State University, Northridge
M.A., Educational Counseling, Loyola Marymount University

Yeung, Isabel (2001)
Professor, Accounting
A.A., East Los Angeles College
B.S., B.A., University of California, Los Angeles
MAcc., University of Southern California
Licenses: EA, CPA

Youngblood, Cory A. (2008)
Professor, English
B.A., English, University of California, Los Angeles
M.A, Theology, Fuller Theological Seminary
M.A., English, California State University, Long Beach

Yun, Myung (2008)
Professor, Mathematics
B.S., Applied Mathematics, University of California, Los Angeles
Ph.D., Mathematics, University of California, Irvine

Z

Zambrano, Ruth (2017)
Associate Professor, Mathematics
B.S., Applied Mathematics, University of California, Los Angeles
M.S., Applied Mathematics, California State University, Long Beach

Zarate, Lee W. (2018)
Associate Professor, Music
B.M., Saxophone Performance, University of Texas, Austin
M.M., Saxophone Performance, USC Thornton School of Music
D.M.A., Saxophone Performance, USC Thornton School of Music

Zavala, Jacqueline M. (2015)
Vice Director, Child Development Center
B.A., Child Development, California State University, Northridge
M.A., Education: Early Childhood Education, California State University, Long Beach

Zerlentes, Nicholas P. (2015)
Assistant Professor, American Sign Language
B.A., Mathematics, University of Iowa
M.A., Mathematics Education, California State University of Northridge

Zepeda, Conie (2015)
Disability Specialist, DSP&S
B.A., Social Work, California State University, Los Angeles
M.A., Counseling: Rehabilitation Counseling, California State University, Los Angeles

Zepeda, Nora (2016)
Chair, Global Languages and Cultures
Associate Professor, Spanish
B.A., English/Spanish, University of California, Davis
M.A., Spanish Literature, San Diego State University

Emeriti Faculty

Ackerman, Wendayne W. (1968-1978)
German

Ackerman, Hannah P. (1958-1994)
English

Adamson, Dova Wallace (1947-1957)
Special Assistant

Alanen, Marie (1997-2013)
Art

Alderete, Frank J. (1993-2017)
Business

Allerson, Sharon (1989-2017)
English

Almanza, Roberto R. (1979-1991)
Dean, Academic Affairs

Amezcua, Charles A. (1973-1995)
Counselor

Anderson, Deborah G. (1996-2005)
Life Sciences

Anderson, Richard S. (1973 - 2009)
Speech

Atha, Tom (1996 - 2021)
Communication Studies, Theater Arts

Athans, Dean P. (1979-2008)
Engineering
Dean, Academic Affairs
Curriculum Chair

Avila, Armida (1976-2008)
Director, MESA
Counselor

Avila, Arthur D. (1978-1988)
President

Avila, Margaret D. (1980-2014)
Counseling, EOPS

Avila, Raul (2006-2021)
Respiratory Therapy

Bailey, Helen Miller (1949-1975)
Librarian
History, Latin American
History, Sociology

Baity, Brenda (1994-2015)
Computer Applications and Office Technologies

Bartlett, Ruth (1949-1952)
English

Bates, Ruth G. (1970-1985)
Counseling

Beaulieu, David (1995-2015)
English

Beltran, Richard J. (1978-2010)
English, Humanities

Benavides, Julie (1997-2022)
VP, Student Services

Child Development

Bennett, Daphne N. (1969-1989)
Speech

Bergel, Alice Rose (1948-1976)
Foreign Languages

Berger, August G. (1972-2003)
Physics

Berkov, Marcus (1974-1982)
Counseling

Blissert, Frederic M. (1948-1982)
Library

Bogue, Esther B. (1974-2000)
Office Administration

Bohlander, Benny L. (1967-1995)
Psychology

Bohlander, Grace K. (1975-1995)
Computer Applications and Office Tech.

Booth, Kevin (2007-2022)

Respiratory Therapy

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

Brosseau, Gayle (2004-2012)
Dean, Academic Affairs

Browne, Richard (2003-2015)
Kinesiology

Brudos, Richard E. (1977-2005)
Mathematics

Brunet, Donald (1978-1980)
Dean, Administrative Services

Brunetti, Melvin E. (1968- 2003)
History

Brunson, Howard E. (1948-1970)
Geography

Brussa, T. Flora (1970-1989)
Kinesiology

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

Caballes, Aida Z. (1997-2017)
Economics

Cagle, Catherine McGuinness (1954-1981)
Nursing

Cahill, Richard (1972-1993)
English

Calderon, Jack (1970-1989)
English

Caldiero, Susan (1992-1998)
Mathematics

Calienes, Jorge (1989-2021)
Kinesiology

Campbell, Eugenies (1950-1986)
Nursing

Cavanaugh, Janis (2008 -2020)
Administration of Justice

Cardinal, Judith L. (1965-1995)
Nursing Department

Carr, Michael R. (1978-2015)
Respiratory Therapy

Carreon, Guillermo L. (1972-2007)
Chicano Studies

Castro, Consuelo (1980-2017)
Political Science

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

Chang, Lily (1997-2017)
Chinese

Chavez, Theresa (1989-2020)
Counseling

Chi, Selina (1989-2015)
Dean, Resource Development and Community Relations

Chipperfield, Donald (1967-1992)
Art

Christ, John H. (1986-2011)
Mathematics

Chuksorji, Jean (1979-2012)
Nursing

Church, Bertha (1948-1969)
Life Sciences

Cipriano, William (1952-1973)
Engineering

Clarke, Arthur B. (1966-1995)
Economics

Collins, Edward V. (2015-2023)
Accounting

Combes-Brighton, Patricia (2000-2021)
Architecture

Cone, Allen J. (1994-2022)
Health/Kinesiology

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

Cross, Karen (2006-2021)
Computer Applications & Office Technologies

Crum, Eva Rogers (1946-1973)
Kinesiology

Cunningham, Phyllis Mary (1986-1991)
Learning Assistance Center

Davidson, Lea T. (1968-1999)
Health Information Technology

Davis, Alison A. (2001-2021)
Life Sciences

Daw, Pauletta E. (1999-2021)
Distance Education Coordinator

Kinesiology

Dean, Lawrence (1979-2006)
Photography

Debelak, Roger J. (1966-1995)
Mathematics

Demir, Therese Jacqueline (1983-2002)
Director, Disabled Student Program and Services

Deny, Sharron K. (1975-2002)
Kinesiology

Dieter, Ralph (2003-2021)
Economics

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

Dominguez-Gary, Olga (1979-2010)
Counselor

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
Kinesiology

Dunagan, Ruby K. (1969-1989)
Psychology

Duncan, Dewey C. (1945-1963)
Mathematics

Duncan, Jack W. (2016-2020)
Nursing

Dunsheath, Barbara (1999-2021)
History

Durham, Barbara J. (1964-1999)
Mathematics
Title III Coordinator
Director of Planning
Executive Director, ELAC Foundation

Durso, Josephine (1989-2012)
English

Duvall, Velma Abney (1945-1970)
Psychology

Eckhert, Mary Ellen (1990-2017)
French

Edman, Theresa A. (1968-1987)
Nursing

Eisen, Nadine A. (1958-1989)
Life Sciences

Eitnier, Carl Wentz (1947-1969)
Engineering

Eley, Robert T. (1966-1979)
Theater Arts

Elias, Linda A. (1995-2016)
English

Elizalde, Jose V. (1983-2001)
Foreign Language-Spanish

Engert, K. Gunther (1984-1995)
Electronics

Enomoto, John Y. (1985-2017)
Computer Science
Information Technology

Escatiola, Evelyn (1995 - 2019)
Dean, South Gate Educational Center

Estrada, Edward M. (1978-2010)
Counselor

Everhart, Genice (1994-2011)
English

Faux, David (1997-2009)
Psychology

Fernandez, Enrique (1966-1985)
Spanish

Field, M. Evelyn W. (1945-1966)
Dean of Students

Fisher, Robert D. (1948-1977)
Music

Fitzgerald, Louise G. (1972-1986)
English

Florez, Alicia (1980-2003)
Nursing

Foley, Terrence L. (1975-2002)
Engineering

Forcier, Arthur A., Jr. (1978-2008)
Political Science

Fox, Harold Dee (1961-1988)
English

Frise, Daniel (1997-2021)
Computer Applications & Office Technologies

Furukawa, Tom (2005-2014)
Vice President, Administrative Services

Gaines, Lurelean B. (1976-2020)
Nursing

Gamboa, Ricardo (1997-2021)
Kinesiology

Galvin, Kevin (1973-2005)
Philosophy

Galvan, Margaret (1989-2011)
Kinesiology

Garcia, Dennis (2008 - 2019)
Computer Applications &

Office Technologies

Garcia, Elizabeth (2000-2011)
Health Information Technology

Gayton, Joseph R., Jr. (1976-2016)
Child Development Center

Gilbert, Walter P. (1948-1966)
Chemistry

Goldstein, Sheila F. (1977-2006)
English

Gong, Lily Y. (1978-2004)
Psychology

Gordon, Mitchell (2007-2020)
Mathematics

Gould, Pearl Saito (1970-2003)
Sociology

Grant, John Loughlin (1958-1998)
Anthropology

Grimmer, John (1996-2018)
Geology, Earth Science

Grody, Emanuel (1946-1968)
Accounting

Groves, Sally de (1978-1992)
Family and Consumer Studies

Gruhn, Merida S. (1972-1995)
Office Administration
Associate Dean of Academic Affairs

Gurfield, Joan Goldsmith (1999-2017)
English

Guse, Clarence E. (1945-1961)
Engineering

Gust, Randall G. (2005-2023)
Librarian

Gutierrez, Frank T. (1969-2004)
Counselor

Hamner, Michael D. (2007-2021)
Architecture

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

Hayashi, Keith (1989-2017)
Counseling

Hernandez, Benjamin C. (2000-2011)
Dance

Hernandez, Patricia B. (1973-1998)
Kinesiology

Hernandez, Ross L. (1977-2001)
Photography

Herrera, Margarita (1975-1993)
Counselor

Hertel, Robert L. (1964-1989)
Kinesiology

Hertzog, Walter S., Jr. (1946-1972)
Dean of Student Personnel

Heuser, Frank (1980-1994)
Music

Hihara, Harvey K. (2011-2021)
Accounting

Hoffman, John E., (1965-1986)
Psychology

Hogan, Kelley M. (2005-2021)
Theater Arts

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

Holguin, Roger T. (1973-2017)
Business, Finance, Management, Marketing, Supervision

Howard, Katherine E. (1959-1973)
Business

Howard, Solvejg N. (1962-1978)
History

Hsiao, Rebecca (2001-2017)
Computer Applications and Office Technologies

Immerblum, Alex W. (1989-2017)
English

Ingalls, Rosco C. (1945-1955)
Political Science

Ishino, Jerry G. (1983-2009)
Architecture

Jager, Earle L. (1967-1988)
English

Jennings, Charles (1946-1977)
English

Jenzen, Nora R. (1974-1984)
Political Science

Johnson, Clyde E. (1949-1985)
Kinesiology

Johnston, Carol L. (1946-1974)
Mathematics

Johnson, Conrad M. (1980-2007)
Electronics

Jones, Thomas P. (1969-1995)
Kinesiology

Joyce, Adrienne (1991-2006)
Psychology

Kahla, Rin (2000-2021)
Sociology

Kangas, Walter M. (2001-2014)
Automobile Technology

Kaplan, Elisa Berg (1965-1983)
Spanish

Kasnetsis, Michael E. (1999-2017)
Theater Arts

Kawahara, James (2011-2021)
Architecture

Kehoe, John Thomas (1983-2001)
Administration of Justice

Kenealy, Richard S. (1962-1986)
Physics

Kerford, Jane P. (1986-2017)
English

Kester, Robert V. (1959-1995)
Mathematics

Kief, Evadna M. (1950-1973)
Psychology

King, Nancy (1947-1978)
English

Kirby, Mary H. (1950-1977)
Psychology

Kingett, Kathie L. (1976-2006)
Kinesiology

Kirby, Mina Virginia (1968-2000)
Mathematics

Kline, William Arnold (1947-1976)
Music

Klute, Anthony F. (1960-1975)
Engineering

Ko, Wing L. (1986-2015)
Mathematics

Kojima, Satoshi (2008-2021)
Accounting

Kolibar, Emery W. (1987-2008)
English

Konrich, Eva (1963-1984)
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)

Ladd, Marilyn C. (1978-2013)
Kinesiology and Health

LaGue, Paul A. (1946-1956)
Photography

Landesman, Robert (1966-1989)
English

Langford, Robert B. (1964-1986)
Chemistry

Larizadeh, Faramarz (1984-2015)
Accounting

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

Lipscomb, Roderick C. (1968-2017)
Business Administration

Lopez, Gabriella (2005-2017)
Library Science

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

Maga, Sara (2002-2021)
Spanish

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)
Physics

McConnell, Louise E. (1971-1975)
Sociology

McElroy, Robert L. (1965-1977)
Psychology

McFarland, Jim (1975-1995)
Kinesiology

McGuire, Marion (1948-1969)
Speech

McKay, W. Colin (1969-2006)
Theater

McLeland, Marian S. (1952-1975)
Business

McMahan, Kerrin (1998-2023)
Philosophy
Dean, Instructional Services

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

Miretti, Domerick L. (1970-2016)
Geography, Earth Science, International Trade

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

Moreno, Ernest H. (1991-2011)
President

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

Moreno, Christine (1999-2012)
Art

Moretti, Vincent, C. (1999-2008)
Engineering

Morin, David R. (1975-2003)
Mathematics

Morse, Michael J. (1982-2009)
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Najar, Joseph S. (1976-1995)
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English

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Kinesiology

Nelson, Dorothy C. (1972-2000)
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Newman, William V. (1949-1985)
Art

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Family and Consumer Studies

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Asian-American Studies

Ornelas, Daniel (1978-2016)
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English

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Kinesiology

Ozuna, Margaret C. (1973-2006)
Family and Consumer Studies, Child Development

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Paez, Oscar A. (1970-2005)
Chemistry

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Palmer, A. William (1975-2000)
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Computer Applications and Office Technologies

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Perry, Ann (1956-1971)
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French

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Pilling, Robert R. (1958-1987)
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Ramirez, Louis (1982-2022)
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Nursing

Retig, David A. (1983-2015)
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Architecture-Engineering

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Business (Office Administration)

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President

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Sociology

Rodriguez, Dario E. (1989-2017)
Law

Rodriguez, Victorino C. (1974-2000)
Spanish

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Social Science

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Rosas, Gilbert M. (1976-1998)
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Rosenthal, Frank (1966-1980)
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Ross, Alyson (1967-1992)
English

Rothermel, Winifred L. (1971-1989)
English

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Rozadilla, Hilario (1976-1991)
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Ruiz-Silva, Beatriz Eugenia (1996-2023)
Chemistry

Ryan, Harry O. (1967-1977)
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Saguchi, Donald Y. (1968-1995)
Engineering
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Computer Applications and Office Technologies

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African American Studies, Political Science

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Mathematics

Sandler, Eli M. (1969-1992)
Engineering

Sandlin, Donald L. (1966-2002)
Business

Sarracino, Louie R. (1950-1986)
Speech

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Psychology

Schwartz, Frederick (1970-1993)

Psychology

Schwimmer, Ruth (1960-1985)
Art

Scott, Carson (1971-2001)
Art

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Learning Disability Specialist

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Serrano, Edward R. (1979-2010)
Psychology

Share, Eugene (1957-1986)
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Life Sciences

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Counseling

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Simoneau, Karin (1996-2003)
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Sims, W. Carter (1975-2000)
Philosophy

Simone, Michael (1976-2013)
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Skjellum, Oistein (1968-1993)
Chemistry

Smith, June L. (1958-1995)
Art

Smith, Raymond R. (1947-1973)
Kinesiology

Spangler, Susanne L. (1980-2015)
Director, Honors Program
English

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Life Sciences

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Stevenson, Marjorie M. (1949-1980)
English

Stevenson, Mel (2007-2021)
Administration of Justice

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Engineering

Stewart, Mary L. (1975-1998)
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Su, Song (1999-2017)
Computer Science
Information Technology

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Suntree, Susan S. (1989-2015)
English

Sullivan, James (1967-1993)
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Psychology

Tan, Nicholas (1986-1998)
Administrative Services

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Asian American Studies

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Kinesiology

Tate, Sharon L. (2001-2003)
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Respiratory Therapy

Thompson, William J. (1957-1975)
Kinesiology

Tolegian, Aram (1953-1972)
English

Tomimatsu, Mateo (1966-1986)
Life Sciences

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Psychology

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French

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Mathematics

Traber, Karl (1999-2008)
Administration of Justice

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Counselor

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Nursing

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Counseling

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Engineering

Venegas, Sybil (1979-2013)
Chicana/o Studies

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American Sign Language

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Kinesiology

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Spanish

Waite, Merwin L. (1967-1992)
Mathematics

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Administration of Justice

Walter, R. H. Keamer (1947-1956)
English

Weintraub, Hyman (1956-1978)
History

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Mathematics

Weiss, Robert T. (1961-1992)
Architecture

Wells, David (1987 -1995)
African-American Studies
English

Wells, John K. (1967-1972)
President

Welsh, Henry H. (1999-2021)
English

West, Robert (2002-2021)
Geology, Earth Sciences

Westin, Douglas (1947-1968)
Business Law

Williams, David (1970-1994)
Kinesiology

Willis, Alden J. (1963-1981)
Mathematics

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Biology

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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 Sciences

Woodworth, Howard (1958-1983)
Library

Woolsey, George (1945-1963)
Physics

Yepes, Maria Elena (1980-2016)
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English

Zeidman, Natalie F. (1966-1986)
English

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