

LOS ANGELES HARBOR COLLEGE

An
Achieving
the Dream™
Institution



San Pedro Harbor

CATALOG



2012-2014



A Message from Mr. Marvin Martinez, President of Los Angeles Harbor College

Over 60 Years of Educational Opportunity to Our Community

Welcome to Los Angeles Harbor College, the college of choice for Harbor area residents for over 60 years. Harbor College is known for our superb teaching and personalized attention that we offer students. As you read through this catalog, you will see that Harbor College offers a broad range of programs geared toward helping students prepare themselves for life in the 21st Century, including the demands of the rapidly changing workplace, transfer to four-year universities and life as an active member of the community.

This is truly an exciting time for Harbor College as we continue the final phase of implementation of Propositions A and AA and Measure J. Five new buildings have opened in the last few years including

our Student Services & Administration, Northeast Academic Hall, Technology, Child Development Center (day care) and PE/Wellness Center buildings. Our new Library Learning Resource Center (LLRC) and Science Complex are expected to open in Spring 2013.

The parking lots have been resurfaced with car-ports and solar panels, as part of our effort to go “green.” It is exciting to watch the changes taking place, and to know that we are on our way to bringing you an improved Harbor College, in which you can work to achieve your academic and life goals.

Again, welcome to Harbor College. We look forward to serving you.
Remember, Education Changes Everything



Un mensaje del señor Marvin Martinez, Presidente de Los Angeles Harbor College
Más de 60 Años de Oportunidades Educativas Para Nuestra Comunidad

Bienvenido a Los Angeles Harbor College, el colegio preferido de los residentes del área de Harbor desde hace más de 60 años. Harbor es conocido por nuestra enseñanza superior y la atención personalizada que les ofrecemos a los estudiantes. Al leer este catálogo, usted verá que Harbor College ofrece una amplia gama de programas orientados a ayudar a los estudiantes a prepararse para la vida en el siglo 21, incluyendo las exigencias del lugar de trabajo en rápida evolución, la transferencia a universidades de cuatro años y la vida como un miembro activo de la comunidad.

Este momento es uno verdaderamente emocionante para Harbor College, ya que continuamos con la última fase en la implementación de las Preposiciones A y AA y la Medida J. Se han abierto cinco edificios nuevos en pocos años, incluyendo nuestros Servicios Estudiantiles y Administración (Student Services Administration), el Edificio Nordeste Académico, (Northeast Academic Hall), Tecnología (Technology), el Centro de Desarrollo Infantil y Guardería Infantil (Child Development Center (day care) y Educación Física (PE/Wellness Center). Nuestra Biblioteca y Centro de Recursos de Aprendizaje (LLRC) nuevo y el Edificio de Ciencias (Science Complex) se espera que abran en la primavera de 2013.

Los estacionamientos han sido restaurados con portales para carros y con paneles solares, como nuestro esfuerzo para preservar el ambiente, *go “green”*. Es emocionante ver los cambios que están ocurriendo y saber que estamos en camino para traerles un Harbor College mejor en el cual pueden trabajar para lograr sus metas académicas y las de por vida.

Una vez más, bienvenido a Harbor College. Esperamos poder servirle. Recuerde que la educación lo cambia todo.



Revisions to the printed catalog are in blue text.

A dated list of revisions can be found on page 201. This document was last updated on 10/11/2017.

LOS ANGELES HARBOR COLLEGE

A Community College

1111 Figueroa Place Wilmington, California 90744

(310) 233-4000 www.lahc.edu

2012 - 2014 General Catalog



Achieving
the Dream™

Community Colleges Count

For more information, see page 6
www.achievingthedream.org

Los Angeles Harbor College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.



LOS ANGELES COMMUNITY COLLEGE DISTRICT

770 Wilshire Boulevard, Los Angeles, California 90017, (213) 891-2000

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Equal Opportunity Policy

The Los Angeles Community College District is committed to the philosophy of equal opportunity/equal access in all its employment, educational programs and services. Thus, we are firmly committed to a policy of nondiscrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, age, handicap, marital status, sexual orientation, or veteran status in our employment or educational programs and activities.

Equal Opportunity Policy Compliance Procedure

In order to insure equal opportunity policy compliance at Los Angeles Harbor College, please direct inquiries to LACCD, Office of Affirmative Action, at (213) 891-2000, x 2315 for complaints regarding Affirmative Action Discrimination, Sexual Harassment, Sex Equity, Americans with Disabilities Compliance, student grievances, and student, faculty and staff dispute resolution.

For Equal Opportunity Compliance of Title IX, Section 504, see Deborah Tull, Director, Special Programs and Services at Los Angeles Harbor College, (310) 233-4261.

Programa en Relacion Con la Igualdad de Oportunidades

El Distrito de "Community Colleges" de Los Angeles está comprometido a la filosofía de igualdad de oportunidad e igualdad de acceso en todos los empleos, programas educativos y servicios. Mantenemos una posición firmemente comprometida a una política de no discriminación por motivos de raza, color, abolengo, origen, credo religioso, sexo, edad, preferencia sexual, incapacidad física, estado civil, o por ser veterano de guerra en nuestros empleos, actividades y programas educativos.

Política de Acuerdo Con Los Procedimientos, de Igualdad de Oportunidades

Para poder asegurar igualdad de oportunidades en Los Angeles Harbor College, por favor dirija sus preguntas a las siguientes personas la oficina del Distrito de Acción Afirmativa, teléfono (213) 891-2315. A la filosofía de igualdad de oportunidad e igualdad Title IX, Section 504: Dr. Deborah Tull, Coordinador del programa de personas incapacitadas en Los Angeles Harbor College, (310) 233-4261.

Special Note: *The catalog is subject to revisions and updates after publication. The most accurate information is available on the college website at www.lahc.edu.*

This publication is available in alternate format upon request.
Contact Academic Affairs, Student Services or
Special Programs and Services.

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Accuracy Statement

The Los Angeles Community College District and Los Angeles Harbor College have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of the Los Angeles Community College District or Los Angeles Harbor College for reasons related to student enrollment, level of financial support, or for any reason at the discretion of the District and College Administration. The District and College further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures consistent with applicable laws. Any discrepancies between the English and Spanish information in the Catalog is unintentional. The original English version is the official language source of information.

COLLEGE HISTORY AND MISSION

ACCREDITATION

Los Angeles Harbor College is a public two-year college providing educational services under the Los Angeles Community College District Board of Trustees. Los Angeles Harbor College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges and is approved under the regulations of the California Community Colleges. The University of California, California State University systems and other colleges and universities give full credit for appropriate courses completed.

MISSION STATEMENT OF THE LACCD

“Changing Lives in a Changing Los Angeles”

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

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

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

District Guiding Principles

- Access & Opportunity
- Excellence & Innovation
- Student Learning & Success
- Free Inquiry
- The Power of Diversity
- Community Connection
- The Promise of Technology
- Public Accountability

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, medical condition (cancer-related), sexual orientation, age, disability or veteran status.

HISTORY OF LOS ANGELES HARBOR COLLEGE

In 1941 the Education Committee of the Wilmington Chamber of Commerce petitioned the Los Angeles City Board of Education to establish trade extension classes at Banning High School to meet critical, war-inspired training needs.

Realizing that such trade extension classes would not be a long-range answer to the educational needs of the area, the Education Committee (expanded in 1945 to include representatives from San Pedro and Lomita) called a meeting of representatives of key industries located in the Harbor Area to discuss the need for either a trade or technical school.

After surveys of projected population, property valuation, and employment possibilities, these community leaders indicated a need for such a post-high school institution, and the Education Committee then petitioned the Los Angeles City Board of Education to provide such a school in the area.

Los Angeles Harbor College officially opened in September 1949. The College has grown from an enrollment of 400 students to a current enrollment of approximately 9,000 students including residents from Wilmington, Carson, Harbor City, Lomita, Gardena, Palos Verdes, San Pedro and Torrance. While still maintaining a technical program, the academic and general education offerings have increased to meet the changing needs of the community.

MISSION STATEMENT

The mission of Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

- Degree and Transfer Programs
- Vocational and workforce preparati on
- Basic skills instruction
- English as a Second Language
- Credit and noncredit courses for life-long learning
- Contract education including customized corporate training
- Community services
- Support services
- Information literacy

An essential aspect of the mission for the community we serve is to advance economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement and civic responsibility.

We are committed to student learning in a supportive educational environment that recognizes the uniqueness of individuals, provides a center for the cultural enrichment of the community, and seeks dynamic dialogue and reflective evaluation and improvement of the

institution through ongoing assessment and evaluation of measurable student learning outcomes.

Goals

1. Learning and Instruction: To offer innovative, state-of-the-art, learner centered instruction in all Harbor College programs to promote effective learning.
2. Student Support & Services: To provide a positive and respectful environment that fosters educational and personal achievement.
3. Participatory Governance: To maintain an environment where students and all college personnel have a voice and an opportunity to participate effectively in governance.
4. Economic Resources: To optimize and be accountable for the responsible use of all financial resources.
5. Partnerships: To collaborate with local and global communities and organizations to enhance opportunities that are beneficial to our students, the college, and its mission.
6. Institutional Environment & Physical Resources: To provide and ensure an aesthetically pleasing, safe and healthful environment conducive to learning.
7. Human Resources & Development: To ensure a campus community that values diversity and promotes and encourages a climate of mutual respect, personal and professional growth, effective communication and teamwork.

Vision

The College vision is to create a personalized, student-centered learning environment dedicated to preparing our community for life's challenges and opportunities.

Values

Student Success
Excellence
Integrity
A Supportive Environment
Personal and Institutional Accountability
Civic Responsibility

FUNCTIONS OF THE COMMUNITY COLLEGES

To accomplish the mission of the Los Angeles Community Colleges, Los Angeles Harbor College offers the following types of educational programs:

Transfer. A college transfer program enables the student who completes two years of study to continue upper division (third year) work at accredited four year colleges and universities through careful

and continuous articulation with accredited collegiate institutions and high schools.

Occupational. An occupational education program offers the student basic business, technical, and professional curricula to develop skills which can lead to employment, job advancement, certification, or the associate degree.

General Education. A program of general education is comprised of associate degree programs and other planned experiences which develop knowledge, skills, and attitudes necessary for the student to be effective as a person, a family member, a worker, and a citizen, thereby enhancing the quality of life for the individual and for the society-at-large.

Transitional Education. A program of remedial and basic skills education is for students needing preparation for community college level courses and programs; English as a Second Language instruction for immigrants, foreign students and other students with limited English proficiency.

Counseling and Guidance. A counseling and guidance program incorporates academic, career, and personal counseling and assistance in matters of admissions, financial aid, job placement and student activities. This program assists the student in the establishment of educational goals and in the selection and pursuit of a life work compatible with his or her interests, aptitudes, and abilities.

Continuing Education. A program of continuing education is comprised of graded and ungraded classes to provide opportunities for personal and occupational competence that supplement formal full-time college attendance.

Community Services. An extended education program of community services is offered to meet the needs of the community for vocational, recreational, and non-credit courses, community and cultural events, and civic functions. The program is a self-supporting branch of the college completely financed by participant fees.

Joint Programs. Joint programs with business, industry, labor, education, government and other institutions enhance the educational opportunities of program participants, and advance the mission and functions of the District.

International Education. Opportunities to study in foreign countries are available so that the students may better understand other cultures. Students may fulfill certain programs, while studying and traveling in societies different from their own.



Achieving the Dream (ATD) is a nationwide initiative which seeks to identify barriers to student achievement and then implement college-wide strategies for addressing these obstacles. In March 2011, the Los Angeles Community College District (LACCD) joined the Achieving the Dream Initiative to help each campus improve student success. As part of this four-year project, LA Harbor College is one of 30-colleges participating in the 2011-2012 cohort which began working immediately to identify strategies for improving student success, closing achievement gaps, and increasing retention, persistence, and completion rates.

Achieving the Dream’s Goal: Success for more of the nation’s 6.7 million community college students, especially students of color and low-income students.

Success is defined by the rates at which students: 1) Successfully complete remedial or developmental instruction and advance to credit-bearing courses, 2) Enroll in and successfully complete the initial college-level or gateway courses in subjects such as math and English, 3) Complete the courses they take with a grade of “C” or better, 4) Persist from one term to the next, and 5) Earn a certificate or associate degree.

Achieving the Dream, the nation’s most comprehensive community college reform network including more than 150 colleges has been and will continue to make considerable contributions significantly toward the nation’s goal of increasing the number of Americans with a college certificate or degree with marketplace value within the next decade.

For detailed information on LAHC’s participation in AtD, visit <http://www.lahc.edu/facultystaff/atd/index.html>.

Our Priority: Increasing the number of students who progress through the developmental pipeline.

Interventions: 1) The Front Door to Success Program with our Title V First Year Experience Program; 2) Developmental Math Strategies to decrease the time it takes to progress through the Math pipeline; 3) Cultural Equity Awareness Intervention for students, staff and faculty.

HARBOR COLLEGE FACTS

DEMOGRAPHICS, as of FALL 2008

	No.	Percentage
Gender (Full-Time Students)		
Male	1210	12%
Female	1662	16%
Ethnicity (Full-Time Students)		
White	480	5%
Black	427	4%
Hispanic	1209	12%
Asian / Pacific Islander	452	4%
American Indian / Alaska Native	19	0%
Unknown	217	2%
Pell Grant Recipients	225	33%
Retention Rate 2007/08*		65%

*Full-time, first-time undergraduates.
Source: IPEDS (<http://nces.ed.gov/ipeds/datacenter>)

PROGRAM JOB PLACEMENT RATES

Program	Placement Rate
Registered Nursing <small>Source: LAHC Nursing Program Dept.</small>	86.0%
Business & Commerce, General	33.3%
Office Technology/CAOT	16.6%
Electro-Mechanical Technology	100.0%
Industrial System Technology & Maintenance	100.0%
Accounting Technology <small>Source: Alumni Survey (conducted by Research & Planning office)</small>	33.3%

DISTRICT POLICIES AND PROCEDURES

Academic Freedom

The Board's policy on academic freedom is contained in Article 4 of the LACCD's Agreement with the American Federation of Teachers College Guild, which is in effect between July 1, 2008 and June 30, 2011. This article states that, "the Faculty shall have the academic freedom to seek the truth and guarantee freedom of learning to the students."

Affirmative Action

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 status, religion, creed, sex, pregnancy, age, handicap, 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 Affirmative Action Program will be maintained to ensure appropriate utilization of certain protected groups in specific areas and levels within the district workforce through the implementation of specific result-oriented procedures and activities (Board Rule 101301).

Inquiries regarding Affirmative Action at Los Angeles Harbor College should be directed to LACCD, Office of Affirmative Action, at (213) 891-2000, x 2315 .

Classroom Courtesy

As approved by the Associated Student Organization and by the Academic Senate, all cell phones and electronic sound-emitting devices shall be turned off at all times during classes. Cell phones and pagers put on vibrate are acceptable, headsets are not.

College Advisory Committees

College advisory committees, composed of representatives from business and industry, continually provide information and guidance in regard to occupational program development and trends affecting training and employment.

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-28) may also be subject to college disciplinary action including but not limited to, suspension or expulsion.

Drug-Free Campus

In accordance with Section 22 of the Drug-Free Schools and Communities Act of 1989, Los Angeles Harbor College strives to maintain a drug and alcohol free campus for its students and employees. The unlawful manufacture, distribution, dispensation, use of, and possession by students and college employees of illegal, controlled substances or alcohol in all buildings, property, facilities, service areas, or on District business is prohibited (per Board Rules regarding Standards of Conduct, Section 9803.19).

The College maintains a drug and alcohol free awareness policy to inform students and employees about the dangers and health risks of drug and alcohol abuse in the workplace, on the campus and during college sponsored activities.

Students and employees will be informed of the sanction that will be imposed for policy violations and the availability of drug/alcohol counseling, treatment, and rehabilitation assistance. This policy statement serves as the annual notification as required by law.

All students and employees are required to comply with this policy as a condition of their continued student status or employment. Any student or employee violating this policy may be required to participate satisfactorily in a Substance Abuse Rehabilitation Program, and/or may be subject to disciplinary action, up to and including dismissal, or exclusion under applicable District Policies. In addition, an employee convicted of any workplace drug crime, must notify the college Personnel Office within five (5) days of conviction.

FERPA

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

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

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

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

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

With the exception of grade grievances which are handled through Administrative Regulation E-55, students may ask the College

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

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

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

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

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

Instructional Materials

Students may be required to provide instructional and other materials required for a credit or non credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Recording Devices

State law in California prohibits the use of any electronic listening or recording device in the classroom without prior consent of the teacher and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Dean of Academic Affairs for approval.

Sexual Harassment Policy

It is the policy of the Los Angeles Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes.

It shall be a violation of this policy for anyone who is authorized to recommend or take personnel or academic actions affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the Los Angeles Community College District, to engage in sexual harassment.

Within the educational environment, sexual harassment is prohibited between students, between employees and students, and between non-students and students. Within the work environment, sexual harassment is prohibited between supervisors and employees, between employees, and between non employees and employees.

Copies of the District Sexual Harassment Policy and Procedures may be obtained from the College Compliance Officer, Nina Malone, Seahawk Center 201. Additionally, all inquiries should be directed to the College Compliance Office.

Smoking Policy

Smoking is not permitted in any classroom or other enclosed facility which any student is required to occupy or which is customarily occupied by nonsmoking students. Smoking is prohibited within 25 feet of any building entrance.

Student I.D. Numbers

Students receive a district wide identification number, which is not their social security number. This student identification number will be used in registration and to identify all records pertaining to the students.

Why you should use your social security number on your admissions application:

- To be eligible for financial aid. You will not receive financial aid if you do not submit a social security number,
- So your GPA can be submitted to the California Student Aid Commission to determine if you are eligible for a Cal Grant, and
- Loan deferments are processed automatically only for students who have provided a social security number.

We, too, are concerned about your privacy. Your SSN will be safeguarded and only available to offices that must have it to assist you. We encourage all students to provide a social security number. If you have any questions, come to the Financial Aid Office in the Student Services & Administration Building (SSA 114). We will be glad to discuss your concerns with you.

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 9804, 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.

Standards of Student Conduct

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus.

As members of the College Community, students should be encouraged to develop the capacity for critical judgment; to engage in sustained and independent search for truth; and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner.

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

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

Board Rule 9803.10. Willful disobedience to directions of College officials acting in the performance of their duties.

Board Rule 9803.11. Violation of College rules and regulations including those concerning student organizations, the use of College facilities, or the time, place, and manner of public expression or distribution of materials.

Board Rule 9803.12. Dishonesty, such as cheating, or knowingly furnishing false information to the Colleges.

Board Rule 9803.13. Unauthorized entry to or use of the College facilities.

Board Rule 9803.14. Forgery, alteration, or misuse of College documents, records or identification.

Board Rule 9803.15. Obstruction or disruption of classes, administration, disciplinary procedures or authorized College activities.

Board Rule 9803.16. Theft of or damage to property belonging to the College, a member of the College Community or a campus visitor.

Board Rule 9803.17. The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.

Board Rule 9803.18. Assault or battery, abuse, or any threat of force or violence directed toward any member of the College Community or campus visitor engaged in authorized activities.

Board Rule 9803.19. 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: opiates, opium and opium derivatives, mescaline, hallucinogenic substances, peyote, marijuana, stimulants and depressants and cocaine.

Board Rule 9803.20. 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.

Board Rule 9803.21. Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veteran status.

Board Rule 9803.22. Any assemblage of two or more persons to 1) do an unlawful act, or 2) do a lawful act in a violent, boisterous or tumultuous manner.

Board Rule 9803.23. Any agreement between two or more persons to perform illegal acts.

Board Rule 9803.24. 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.

Board Rule 9803.25. 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.

Board Rule 9803.26. Theft or abuse of computer resources including but not limited to: a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose. b) Unauthorized transfer of a file. c) Unauthorized use of another individual's identification and password. d) Use of computing facilities to interfere with the work of a student, faculty member or college official, or to alter college or district records. e) Use of unlicensed software. f) Unauthorized copying of software. g) Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus. h) Use of computing facilities to interfere with the regular operation of the college or district computing system.

Board Rule 9803.27. Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, State, or federal law.

Board Rule 9804. 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 Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not to 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.

Board Rule 9805. Every person who attempts to cause, or causes, any officer or employee 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.

Board Rule 9805.10. Every parent, guardian, or other person who assaults or abuses any instructor employed by the District in the presence or hearing of a community college student or in the presence of other community college personnel or students and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities is guilty of a misdemeanor.

Board Rule 9806. Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct: Unsafe conduct in connection with a Health Services Program (e.g. Nursing, Dental Hygiene, etc.); failure to follow safety directions of District and/or College staff; willful disregard to safety rules as adopted by the District and/or College; negligent behavior which creates an unsafe environment.

Student Grievance Procedures

The purpose of the Student Grievance Procedure 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.

The procedures shall include, but not be limited to, alleged violations of the provisions of subsection (f) of section 55521 of Title V which pertain to a discriminatory prerequisite subject to challenge under subsection (d) (3) of section 58106; alleged violations of Title IX of the Higher Education Amendments of 1972 (and applicable regulations), grievances relating to disabled students as defined by Section 504 of the Rehabilitation Act of 1973, grievances relating to sexual harassment as defined in the District's Sexual Harassment Policy, problems relating to financial aid, and grievances relating to course grades to the extent permitted by Education Code Section

76224(a). Section 76224(a) provides:

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

For additional information regarding the procedures for filing a student grievance, or for copies of the adopted Student Grievance Procedures, contact the Office of the President, the Office of Student Services or the College Compliance Office.

Student Learning Outcomes

Los Angeles Harbor College is accredited by the Western Association of Schools and Colleges- Accrediting Commission for Community and Junior Colleges (WASC- ACCJC). As a part of the accreditation process, Los Angeles Harbor College is committed to constant improvement to better serve our students. The college uses many measurements in order to assess student learning, and uses the assessment data in order to improve our student services and academic programs. As we engage in measuring Student Learning Outcomes (SLOs) at multiple levels of learning, it is a fluid and dynamic process. Therefore, we have chosen to include the measurement and assessment data in our online catalog format so that the data is most accurate when you are reading it. You will see links throughout the catalog which will take you to the online report of SLOs for each academic area. You may either type in the website URL, if you are using the printed version of the catalog; or if you are viewing the catalog online, click on the link which will take you directly to the appropriate webpage. You may also contact the college and request a copy of the SLO information you need through the Vice President of Academic Affairs office (for academic programs SLOs); or contact the office of the Vice President of Student Services (for student services area SLOs).

For information on Student Learning Outcomes online, go to <http://www.lahc.edu/slo>.

Student Records/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. 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 College Records Officer, designated by the chief administrative officer on each campus. The Records Officer may be contacted via the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the Records Officer and are available for inspection and inquiry.

All student records maintained by the various offices and

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

No student records, other than Directory Information, will be released without the written consent of the student concerned except as authorized by law. A record of persons and organizations requesting or receiving student record information is maintained by the Records Officer. The record 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.

If you give your permission, the college can release to anyone certain facts about your record, called Directory Information. Directory Information includes the student’s name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

In addition, the military and the college foundation are entitled to receive the following student information for recruitment and fund raising purposes: student directory information as defined above, student address, telephone number, date and place of birth, and major field of study.

Directory Information about any student currently attending the College may be released or withheld at the discretion of the Records Officer. You may change your Directory Release at any time by completing a Release of Directory Information form and returning it to the Admissions Office.

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

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

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.

Summer and Winter Intersessions

Summer and Winter Intersessions will be offered subject to approval by the Board of Trustees.

ADMISSION AND REGISTRATION

ADMISSION ELIGIBILITY

You are eligible to attend Harbor College if you meet any of the following criteria:

- You have graduated from high school or have successfully passed the California High School Proficiency Examination.
- You are over 18 years of age and are no longer attending high school and are capable of benefiting from the instruction offered.
- You are under 18 years of age and not a high school student, with special permission as a full-time student.
- **CONCURRENT ENROLLMENT AT HARBOR COLLEGE AND HIGH SCHOOL**

As a high school student you may enroll concurrently at Harbor College. In addition to the application for admission, you must submit a separate Supplemental Application for Students in Grades K-12 form, approved and signed by your high school counselor and your Parent or guardian. Students in less than 9th grade require special processing. Call (310) 233-4021 for details. Concurrent students are given the last priority for registration.

Information regarding other eligibility criteria and/or admission procedures is available in the Office of Admissions and Records.

PROCEDURES FOR ADMISSION & REGISTRATION

Apply online on the Harbor College home page at www.lahc.edu

Every student will be assigned a student ID number when they apply. Providing your Social Security number is optional. It is only required for students applying for financial aid and/or who will be eligible for student tax credits.

Complete all required information on the online application.

All information requested on the application must be provided. The applicant must declare under penalty of perjury that all information on the application is correct. All information is subject to verification; falsification or withholding of information shall constitute grounds for dismissal.

Student ID Number

You will receive your student ID number and registration appointment by email once your application is processed.

IMPORTANT MESSAGE TO ALL APPLICANTS: Please make sure you submit a valid email address. You will receive a confirmation email once your online application has been submitted. You will receive your student ID number and registration appointment by email in five to ten business days. If you do not receive the emails in your

email inbox, please check your spam/junk mail folder.

NEW & RETURNING STUDENTS: Anyone who has never attended Los Angeles Harbor College and any previous Harbor College student who has NOT attended the previous Fall and Spring semesters must file a new application.

CONTINUING STUDENTS: Anyone who attended either the previous Fall or Spring semester does not need to reapply. You should have been issued a registration appointment. Go to www.lahc.edu and click on Register for Classes to log in to the Student Information System with your student ID number and PIN. Select the View Registration Appointment to see your registration date.

HIGH SCHOOL STUDENTS: Students who are currently enrolled in high school may apply online. Additionally, you are required to submit a Special Student Attendance Approval Form to the Admissions & Records Office by mail or in person BEFORE you will be allowed to register for classes. The Special Student Attendance Approval Form must be signed by you, your high school counselor and your parent or guardian. We require the original documents and signatures; faxed forms and copies are NOT acceptable. A new Special Student Attendance Approval Form is required every semester for all concurrent students. High school students are limited to 11 units per semester (7 units in Summer Session).

INTERNATIONAL STUDENTS: Students who are not U.S. citizens but live outside of the United States and are interested in coming to the United States to study at Los Angeles Harbor College must apply directly through the Los Angeles Harbor College International Student Office. Application materials are available at the LAHC International Student website at <http://www.lahc.edu/studyinlosangeles/>. Students living outside of the U.S. who wish to take online classes while living outside the U.S. may file an online application (see Apply Online on the college home page www.lahc.edu).

TO REGISTER FOR CLASSES

Students can add classes online through the first day of the semester (or the first day of class for short term classes) or until the class is full.

1. Go to www.lahc.edu
2. Click on "Register for Classes" icon at the upper right hand corner of the webpage.
3. Follow the instruction on the webpage to log onto the Student Information System to register for your classes.

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.

The number of students permitted to enroll in a specific class may be limited by classroom size, available seats, and contractual agreements. Students are encouraged to enroll early.

MATRICULATION

Matriculation is a process that brings the college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies and requirements.

Provided to all students are an admission process, orientation to the college and its programs, assessment, counseling and advising, and student follow up. The Office of Matriculation is located in the Student Services and Administration Building, Room 103E. For more information visit www.lahc.edu/student-services/matriculation/index.html.

At the time of application, all students are classified as exempt or non-exempt from various matriculation components. Students may be exempt, depending upon the matriculation component, by meeting any of the following criteria: 1) have already earned an Associate degree or higher, 2) are attending Harbor for recreational or personal growth classes only and have no intention of pursuing a certificate or degree, 3) are taking one or two classes required to renew a license and have no intention of pursuing a certificate or degree, or 4) are presently enrolled at another school and plan to take one or two classes to be credited at their home school. Students who submit scores from assessment tests equivalent to those used at Harbor College may be waived from additional testing. A student may also qualify for the waiver by completing an equivalent English or math course at another college or university. The student should bring evidence of prior testing or coursework to a counselor for evaluation. The college is prohibited from using any matriculation practice which has the purpose or effect of subjecting any person to unlawful discrimination. An allegation that the district has done so or has established a discriminatory prerequisite, shall be considered a complaint of unlawful discrimination and shall be filed, investigated and resolved. Further information can be obtained at the Student Services office in the Student Services & Administration Building. If a student wishes to challenge matriculation provisions, he or she can see the Vice President of Student Services in the Student Services/ Administration Building (SSA 203). The college shall investigate and attempt to resolve complaints. Written complaint or grievance procedures are available in the Student Services office SSA 203. Records of all such complaints are retained for at least three years after the complaint has been resolved and shall be subject to review by the Chancellor as part of the statewide evaluation.

Students' Rights and Responsibilities

A student at Harbor College is eligible to enroll in any course for which he or she meets established prerequisites. The student is required to express at least a broad educational intent upon admission, participate in counseling, diligently attend class, complete assigned course work, complete courses and maintain progress toward an educational goal.

Students should see a counselor to develop a student educational plan (SEP). This plan will outline what courses you need to meet

your educational goal. The student needs to identify a specific educational goal after completion of 15 units of degree-applicable credit course work.

Assessment Examinations

Assessment tests are used to place students in mathematics courses, English courses involving writing and composition, Developmental Communications courses dealing with reading and comprehension, and English as a Second Language courses.

Assessment testing may be waived for matriculating students who qualify for the waiver on the basis of English Advanced Placement test scores, or completion of English 21, 28, 101, or equivalent (with "C" grade or better). It may be possible to use other colleges' English or math placement test results as long as the test was taken within two years. See a counselor and bring your test results, grade reports, or transcripts.

Matriculation Exemptions

At the time of application, all students are classified as exempt or non-exempt from various matriculation components. Our exemption policy is listed below.

Assessment Exemption Criteria: A student is exempt if he or she (1) has an AA/AS degree or higher, (2) is enrolling in physical education or recreational courses only and has no intention of pursuing a certificate or degree, (3) is taking one or two classes (not English or math) to renew a license and has no intention of pursuing a certificate or degree, or (4) is concurrently enrolled at another college, university or high school and is taking one or two classes (not English or math) to transfer back to the home institution.

Note: Students who have completed assessments or prerequisite courses at other colleges may meet this requirement if they present transcripts or grade reports to a counselor which show comparable assessments or courses completed with satisfactory grades.

Orientation and Counseling Exemption Criteria: A student is exempt if he or she (1) has an AA/AS degree or higher, (2) is taking recreational or personal growth classes only and has no intention of pursuing a certificate or degree, (3) is taking one or two classes to renew a license and has no intention of pursuing a certificate or degree, or (4) is concurrently enrolled at another college, university or high school and is taking one or two classes to transfer back to the home institution.

Students with complaints or challenges to any matriculation provisions may appeal to the Vice President of Student Services in the Student Services Center (SSA 203). The college shall investigate and attempt to resolve complaints. Written complaint and grievance procedures are available in the Student Services office.

ENROLLMENT FEE

For California residents, the fee for community college attendance is \$46.00 per unit per semester, ***subject to change by the California Legislature***. There is a mandatory \$1.00 Student Representation fee and mandatory Health Fees - \$11.00 (Fall and Spring) and \$8.00

(Winter and Summer) per semester. Non-resident fees are listed at the end of this section. Additional optional fees include a parking fee of \$20.00; members of the Associated Students Organization pay \$17.00. Membership in the Associated Students Organization is \$10.00 (Fall and Spring) and \$5.00 (Winter and Summer).

Students admitted as “Special Part time Students Grades K-12” and enrolling in 11 or fewer units are exempt from enrollment fees charged for all terms (including summer) pursuant to Education Code section 76300.

Fees are correct as of the date of printing the catalog. Changes may be made by the state legislature or the LACCD Board of Trustees any time prior to the start of each semester’s classes.

If at the time of enrollment you are receiving benefits under the Aid to Families with Dependent Children program, the Supplemental Security Income/State Supplementary program, or the General Assistance Program, the enrollment fee may be waived. For information on the procedure for requesting a waiver, contact the Financial Aid Office prior to the date of your enrollment. Financial aid may be available to students who meet the qualification. Students with questions concerning financial aid eligibility should contact the college financial aid office. Applications should be submitted as soon as possible.

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

Enrollment Fee Assistance

See Board of Governors Enrollment Fee Waiver (BOGFW).

Enrollment Fee Refund Policy

For full-term and short-term classes: The student may receive a full refund for classes dropped by the Last Day to Drop for a Refund as published in the Schedule of Classes. There will be no refunds after that date, unless the student is dropped from a class because it is canceled or rescheduled by the college administration. Before the last day to drop for a refund, the student may drop a course and use the fee to add another class for that particular semester. When in doubt of the exact drop date, check with the Admissions and Records Office. Refunds are not processed automatically and must be requested in person. Refunds cannot be rolled over or applied to future enrollment fees.

RESIDENCY REQUIREMENTS

California Residence Requirements

To attend any of the Los Angeles Community Colleges as a resident of California, a student is required to have been a California resident for more than one year immediately preceding the Residence Determination Date. The “Residence Determination Date” is that day immediately preceding the opening day of instruction of the semester or summer session. Residence is defined as a union of act and intent.

AB 540 Exemption

On October 12, 2001 the Education Code was modified to exempt certain non-resident students, who attended and graduated from California high schools, from non-resident tuition. This change (Education Code, section 68120.5) does not grant residency; rather it requires that certain non-resident students be exempted from paying non-resident tuition. Students exempted from paying non-resident tuition do not become residents for eligibility purposes for any state-funded program (e.g. EOPS, BOG Fee Waiver). The exemption from non-resident tuition is mandatory; if the District finds that a student meets all requirements in the law, non-resident tuition may not be charged.

The student must meet all of the following eligibility requirements to be eligible for the exemption:

- a) The student must have attended a California high school (grades 9 through 12) for three or more years.
- b) The student must have graduated from a California high school or attained the equivalent thereof (e.g. GED or high school proficiency exam).
- c) Except for nonimmigrant aliens, any non-resident student who meets the requirements contained in “a” and “b” above shall be exempt from non-resident tuition even if he or she is a US citizen or lawful immigrant.
- d) Students without lawful immigration status must complete and sign the LACCD EC 68130.5 Non-Resident Tuition Exemption Request form which indicates that the student has applied for legalization or will do so as soon as the student is eligible to do so.
- e) Persons who are “nonimmigrant aliens” are not eligible for this exemption. Nonimmigrant alien as defined by federal law, including, but not limited a foreign student (F visa) or exchange visitor (J visa).

Non-Resident

A non-resident student is one who has not had residence in the State of California for more than one year immediately preceding the Residence Determination Date. Residence is defined as a union of act and intent. Physical presence alone is not sufficient to establish California residency nor is intent when not coupled with continuous physical presence in the State. Certain non-U.S. citizens are permitted to establish residency and certain others are not. Check with the Admissions Office regarding your particular status.

A student classified as a non-resident will be required to pay non-resident tuition fees as established by the District Board of Trustees.

Residence Reclassification

Students who have been classified as non-residents must petition to be reclassified as residents at any time as they feel their status has changed. The Residence Reclassification form is available in the Admissions Office and must be submitted prior to the semester in which re-classification as a resident is to be effective.

Residence Appeal

A student may appeal the residence classification determined by the college. The appeal must be made within 30 calendar days of receipt of notification of the residence classification from the Admissions Office. The appeal must be submitted in writing to the college Admissions Officer who will forward it to the District Residency Appeal Officer.

Non-Resident Tuition Fee

In addition to the enrollment fee of \$46 per unit, U.S. residents who have not established residence in California also pay a non-resident tuition charge of \$190 per unit (\$46 + \$190 = \$236 per unit). Non-U.S. resident students, such as F-1 visa students, are charged an additional \$22 per unit capital outlay fee (\$46 + \$190 + \$22 = \$258 per unit). The aforementioned fees and tuition charges are current as of 2012-2013, and must be paid at the time of registration. Fees and tuition are subject to change based on California state legislative or LACCD Board of Trustee action.

Non-Resident Tuition Refund

Criteria and Schedule: A non-resident student who formally drops or otherwise separates from part or all of his/her enrollment may request a refund of previously paid non-resident tuition in accordance with the college's Enrollment Fee Refund Policy. Such request must be made in writing on a form provided by the District. The date used for non-resident refund purposes is the date on which such request is filed and time stamped, regardless of when separation may have occurred. All non-resident refunds will be made by mail.

INTERNATIONAL STUDENTS

The International Student Office at Los Angeles Harbor College welcomes applications from prospective students living overseas who would like to study in the United States and from prospective students currently in the U.S. on F-1, M-1, A, E, G, H, I, K, who would like to study full-time or part-time at the college. Applicants with B visas, who are currently in the U.S., may apply to the college through the International Student Office but cannot attend classes until or unless they are granted a change of status to F-1 (Student Status) by U.S. Citizenship and Immigration Services (USCIS).

Los Angeles Harbor College is approved by USCIS to issue the I-20 "Certificate of Eligibility for Nonimmigrant Student," which is the document students present to the U.S. Embassy or Consulate when initially applying for an F-1 or M-1 student visa or to DHS – USCIS

for a change of status. (F-1 students are in "academic" programs while M-1 students are in "vocational training" programs. Because of this distinction, virtually all of Los Angeles Harbor College international students receive F-1 visas.) The college admits overseas applicants who have a high school diploma or equivalent, an appropriate level of English proficiency (see section below), and sufficient funds available for the first year's educational and living expenses, with the expectation that subsequent semesters will also be provided by their sponsors.

Procedures for International Student Admission

For admission to the college as an international student, students must:

1. Complete the LAHC "International Student Application" front and back. (**Note:** All application materials are available at www.lahc.edu/studyinlosangeles.)
2. Provide evidence of English proficiency. A minimum or above score on the following: TOEFL (IBT: 45; CBT: 133; or PBT: 450; IELTS: Band 5.0; iTEP: 4.0; STEPEiken: Level 2. This requirement may be waived if the student is from an English-language speaking country or if his/her high school instruction was English or if transferring as an F-1 from another U.S. school/college/university.
3. Provide evidence of high school completion. Official transcripts in English must be sent directly from the student's school(s) to the International Student Office. If transcripts in English cannot be provided, the student's school can send native language transcripts; the student can then provide a notarized English translation of the document. If student has attended university, copies of university transcripts should also be sent directly to the International Student Office.
4. Sign and submit the "International Student Agreement."
5. Submit a completed "Affidavit of Support" accompanied by appropriate supporting financial documents. (The appropriate financial documents are documents showing that the sponsor has sufficient funds to cover the first year of the student's educational and living expenses (currently \$16,000). Types of documents that may be submitted are the sponsor's personal bank account or investment account statement, a letter from the sponsor's bank, or even a copy of the sponsor's income tax statement. If an applicant is sponsoring himself or herself, he or she should write "Self" for the question "Students Relationship to You." If the student's sponsor is a U.S. citizen, the sponsor will have to complete both the Affidavit of Support and USCIS form I-134 which is available at <http://www.uscis.gov/files/form/I-134.pdf>)
6. Submit two passport size photos taken within the last six months.
7. Submit the \$35 application fee. (Do not send cash. Make payment with a bank check or international money order. The check or money order should list "LAHC" as the payee.)

After receipt and review, the International Student Office will issue the student 1) an official letter of acceptance, 2) an I-20 [Certificate of Eligibility for Nonimmigrant (F-1) Student], 3) a letter to the U.S. Embassy or Consulate and 4) instructions on how to apply for a student visa at the U.S. Embassy. The student can then apply for an F-1 (Student) Visa. The student may apply for a student visa up to 120 days prior to the report date listed in section 5 of his/her I-20; however, the student will not be permitted to enter the U.S. earlier than 30 days prior to report date.

** This form is available at www.lahc.edu/studyinlosangeles*

Application Deadlines

Los Angeles Harbor College has a rolling admissions policy and applications are reviewed when they are received, so students may wish to file an application as early as possible to receive an acceptance decision as soon as possible. Filing early will permit earlier scheduling of visa interviews at a U.S. Embassy or Consulate, especially in countries where there are large numbers of applicants applying for U.S. visas. In any case, all application materials should be received by the college by mid-July for the Fall Semester and by mid-December for the Spring Semester. In certain situations, late applications may be considered and approved.

Students transferring to Harbor College from other academic institutions in the U.S. may file through mid-August, and mid-January or even later, depending on course and program availability. If in doubt, call the International Student Office at (310) 233-4111 for clarification.

The Application Review and the Visa Application Process

The application packet is reviewed by the International Student Office. The student will be contacted if specific items are missing from the application packet. No action will be taken unless a complete application is submitted including the application fee. When the application is approved, the International Student Office issues the student 1) an official letter of acceptance, 2) an I-20 [Certificate of Eligibility for Nonimmigrant (F-1) Student], 3) a letter to the U.S. Embassy or Consulate, and 4) instructions on the steps involved for filing your F-1 student visa application. The student can now apply for an F-1 (Student) Visa. Students may apply for an I-20 up to 120 days before the report date listed in section 5 of their I-20's; however, the student will not be permitted to enter the U.S. earlier than 30 days prior to report date.

To get an F-1 student visa, the applicant must

1. Pay the \$200.00 SEVIS I-901 processing fee at www.fmjfee.com. The SEVIS I-901 fee pays for the cost of the operating the U.S. Government's Student and Exchange Visitor Information System. To pay this fee, the student will need his/her SEVIS identification number - the number above the bar code on the upper right of the I-20 beginning with the letter N - and the college identification number (LOS214F00318000), which is on the I-20.
2. Schedule an appointment for his/her F-1 student visa

interview at the nearest U.S. Embassy or consular office.

3. Bring the following documents to the interview:

- The I-20 sent to him/her by this college.
- The acceptance letter addressed to U.S. EMBASSY sent to the student by this office.
- A passport that is valid for at least six months after date of entry to the U.S., though longer is better.
- A completed Form DS-156 and a Form DS-158. Some applicants will also have to complete Form DS-157. Blank forms are available without charge at all U.S. consular offices and on the Visa Services website under Visa Application Forms at http://travel.state.gov/visa/frvi/forms/forms_1342.html
- One 2" X 2" photograph. (For picture format, check <http://www.travel.state.gov/>)
- The SEVIS I-901 fee receipt from www.fmjfee.com.
- Copies of any documents the student submitted to Los Angeles Harbor College such as financial documentation and evidence of English language proficiency.

U.S. Foreign Service Officers are required by law to interview all visa applicants. The Embassy/Consular Officer who interviews the student will seek to verify that 1) the student's intent in coming to the U.S. is for education and not for immigration, 2) the student has sufficient funds to cover his/her first year's educational and living expenses and will not be a financial burden on the people of the United States, and 3) the student intends to return home after he/she completes his/her education and, if appropriate, one year of practical training in the U.S. As part of this verification process, the interviewer will ask the student a few questions to verify that the student's intent in coming to the U.S. is for education and check the documents the student has brought. The interview will be in English.

When approved, the student will receive his/her passport with an F-1 visa in it. The consular officer may put the entry documents in a sealed envelope. In this situation, the envelope can only be opened by a U.S. Port-of-Entry officer. Once in the U.S., the Port-of-Entry official will stamp the student's I-20 and passport. Also, the officer will staple a white card, called an "I-94," in the student's passport. The officer will stamp the card and list an end date, that is, the date by which the student must leave the U.S. Generally for F-1 students, the official will write "D/S," which means "Duration of Stay." "Duration of stay" means that a student with a current I-20 can stay in the U.S. for a reasonable but unspecified period of time to complete his or her program of study. The I-94 is a very important document; students must be careful not to let it become separated from their passports. The Port-of-Entry official may ask what the student's purpose is for coming to the U.S. in order to verify that the student is coming for educational purposes.

Students should be sure to arrive in Los Angeles in time for the mandatory New Student Orientation meeting (whose date and time is listed on their I-20's). Students who arrive earlier are encouraged

to stop by the International Student Office with or without an appointment. Students should bring all of their documents (their passports, stamped I-20's, and stamped I-94's) when they first come to the International Student Office.. Students can call (310) 233-4111 for an appointment. The earlier we meet a student, the earlier we can begin the registration, assessment, and course selection process.

Maintaining F-1 Status

Harbor College is on the semester system, and there are two semesters per year, the fall and the spring. Many of the courses at the college are 3-unit courses, which means, they meet approximately 3 hours each week over the course of a semester. By law, F-1 visa students are required to take a minimum of 12 units of classes in each of the two semesters, fall and spring, and complete the classes with a grade in order to maintain their student status. The college usually offers a summer session and a winter intersession, though international students are not required to attend. F-1 students may work on campus, assuming job availability, with the permission of the international student advisor. International students, after a minimum of one year of study, may be eligible to apply to USCIS for permission to work off campus part time (Pre-Completion Optional Practical Training) while completing their programs of study or full-time (Post-Completion Optional Practical Training) after completing their programs of study.

Estimated Education-Related Expenses for International Students

	Per Semester	Per Year
Tuition (\$190 x 12)	\$ 2,280*	\$ 4,560*
Capital Outlay (\$22 x 12)	\$ 264*	\$ 528*
Enrollment Fee (\$46 x 12)	\$ 552*	\$ 1,104*
SEVIS Fee	\$ 25	\$ 50
Health Fee	\$ 11	\$ 22
ASO Student Representation Fee	\$ 1	\$ 2
ASO Membership Fee (optional)	\$ 10	\$ 20
Parking Permit Fee (optional)	\$ 22	\$ 44
Medical Insurance	\$ 522*	\$ 1,044*
Total:	\$ 3,685	\$ 7,370

*These fees are subject to change each July 1.

**These fees are subject to change each January 1.

Tuition, Capital Outlay, and Enrollment Fees are based on a minimum of 12 units in a semester. The effective cost of 1 unit of classes is \$258 per unit as of July 1, 2012 which is the combined non-resident tuition of \$190/unit, the capital outlay fee of \$22/unit, and the enrollment fee of \$46/unit.

Note: Textbooks are not included in the above estimate and can range from \$400-\$600 per semester. Some students lower textbooks costs by buying texts used or renting them from reputable providers on the internet. Students should be certain that they have the correct edition of each text they purchase or rent.

The Associated Student Organization Representation Fee is a charge related to student government.

The Health Fee is a fee to support the college health center which has a full time nurse on duty during the day time to assist with minor illnesses and referrals.

The Parking Permit Fee is only applicable if student has a car which he/she parks on campus.

All F-1 Visa (international) students are required to participate in the medical insurance program. Brochures for this program can be found in the International Student Office (SSA 131).

Housing and Living Expenses

Actual housing and living expenses vary; however, we estimate that a frugal student would probably need at least \$8,500 per year to live in the general area with a roommate.

Housing

Harbor College does not have on-campus housing. Most international students live independently or with roommates in rental units in adjacent communities such as Harbor City, Lomita, Carson, San Pedro, Palos Verdes, Palos Verdes Peninsula, Palos Verdes Estates, Rolling Hills, Torrance, Gardena, Redondo Beach, and Hermosa Beach, though some students may commute from longer distances because of the college's proximity to bus lines and the freeways. Homestays can also be arranged. Check the college website for links to homestay programs. The International Student Office posts housing referrals. Students who have not made arrangements prior to coming usually stay at a nearby hotel for two or three days until appropriate housing is found.

STUDENT SERVICES AND FINANCIAL AID

STUDENT SERVICES

Student handbooks/planners are available in the bookstore.

Assessment Center

The assessment test is required for all students who wish to enroll in English and/or math classes, and who are pursuing an Associate Degree or plan to transfer to a four-year university. Students may schedule an appointment to take the assessment test at <http://www.lahc.edu/sars/assessment/eSARS.asp> or by calling (310) 233-4072. Walk-in testing is also available. For more details, please see the Assessment Center website <http://www.lahc.edu/student-services/matriculation/assessment.html>. Prerequisites completed at another college must be cleared by the Counseling Office. An official or unofficial transcript is required for this purpose. Some science classes have prerequisites that need approval as well. Please see the class schedule to see if the class requires a prerequisite.

Bookstore

Books and supplies are housed in the college bookstore located on the first floor of the Sea Hawk Center and is open, when classes are in session, according to the hours posted. Used books are purchased “as is” and the bookstore assumes no responsibility for their condition.

Bookstore - Regular Schedule:

Monday thru Thursday 8:00 a.m.-7:00 p.m.

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

Closed Saturdays and Sundays

Rush Period Schedule:

(Two Weeks Only)

Monday thru Thursday 8:00 a.m.-7:00 p.m.

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

Closed Saturdays and Sundays

****Summer School schedule to be announced**

(See listing at bookstore).

Policy For Personal Checks and Credit Cards

Personal Imprinted Checks are accepted for the amount of purchase only. Two (2) ID's are required:

- Current Harbor College registration fee receipt, or
- Current Harbor College student identification card; and
- Valid California Drivers License or California ID.

Checks are to be made out to Harbor College Bookstore. No out of L.A. County or Out Of State checks will be accepted. Visa, MasterCard, and Discover card are accepted if the card holder is present to sign and shows a California Driver's License or California Picture I.D.

Bookstore Refund Policy

Textbooks are eligible for refund under the following conditions:

1. All textbooks being returned must be accompanied by a current dated cash register sales receipt issued by the Bookstore. No exceptions.
2. Textbooks must be returned within the first 5 days of the Fall and Spring semesters and within the first 5 days of an Intersession and short-term classes. Holidays, Saturdays and Sundays are not considered school days.
3. Textbooks must be returned in the same condition as when purchased. New books must be free of any markings, underlinings, soil marks or erasures, and all pages must be intact. Used textbooks must be returned in a resalable condition for refund, and all pages must be intact. Determination of the condition of new or used textbooks will be made by the bookstore staff.
4. New textbooks returned with minor marks or damages may be refunded at a maximum of 75% of their retail price during the refund period.
5. Textbooks purchased after the 5th school day must be returned within 24 hours and be accompanied by a current dated cash register sales receipt to be given a refund.
6. Textbooks failing to meet the refund policy will be considered used and will be governed by the used book policy.
7. Trade paperbacks, study guides, dictionaries and workbooks must be returned within 24 hours and in an unused, clean and resalable condition for refund. No refund will be given on syllabus.
8. Refunds or exchanges will not be allowed on text books purchased during the last 2 weeks of the semester.

Supplies are eligible for refund under the following conditions:

- Items required as materials for certain classes will be refunded the first 5 days of the Fall and Spring semesters and within the first 5 days of an Intersession. Items must be in new condition and accompanied by a current dated cash register sales receipt.
- No refund is given on safety goggles and other personal clothing which are governed by California Health Laws.
- No refunds will be made on computer disks of any type.

Refunds For Purchases Made By Checks

A waiting period of 15 school days will be imposed to allow the check to clear processing before a refund will be given. At the discretion of the College Fiscal Administrator a canceled check may be required before refund is made.

Refunds For Purchases Made By Credit Card

No cash refund will be made by the Bookstore. A credit will be issued and forwarded to the credit agency - Visa or MasterCard.

Book Buy-Back

The Book Buy-Back occurs during the final exam week of each Fall and Spring Semesters. (Date will Be Posted) watch for posters. The bookstore manager shall be responsible for the final approval or disapproval of any refund.

Business Office / Cashier's Office

The Business Office is located in the Seahawk Center Building near the Bookstore. It is the place where you can pay your school fees in person:

1. Enrollment Fees
2. Health, ASO, Rep. Fees.
3. Parking Fees.
4. Transcripts and Verification Fees.
5. Duplicate Registration forms
6. Dishonored/returned checks(including Bookstore checks)
7. Financial Aid overpayments
8. Lab Fees
9. Oceanography Fees

Other services:

- Student refunds
- Lost Warrant Affidavits (Financial Aid Checks)
- Associated Student Organization accounts set up, deposits, and checks.
- Checks disbursements to students and employees.
- Scholarships
- Other services(making all deposits, issuing checks, paying bills, processing fund commitments and other documents, reports, etc) .

Regular Business Hours:

Monday thru Thursday 9:30 a.m. to 6:30 p.m.
Please check schedule for the registration time.

CALWORK's (California Work Opportunity and Responsibility to Kids Program)

The goal of the program is to provide an educational environment where the student may develop the needed vocational skills leading to meaningful employment and ultimately self-sufficiency. This is accomplished through a partnership between key college and community partnerships. Students are provided counseling by professional faculty, peer advising, mentoring and paid work-study employment opportunities to support the 32-35 hour participation requirements. The office is located in the CDC Building Room, 105.

CARE (Cooperative Agencies and Resources for Education)

CARE is a unique educational program which represents a cooperative effort between the community college and the Department of Social Services to assist single parents to achieve their educational goals. The program is only available to EOPS eligible students; *see Extended Opportunity Program and Services for additional information.*

If you are a single parent interested in developing new educational, career and employment skills, the Cooperative Agencies Resources for Education (CARE) program, can help you nurture your appetite for achievements and a better life style. The CARE program helps single parents receive the support and advisement necessary to explore their interests and move forward toward successful completion of educational, career or transfer pathways. CARE will bring you together with a group of students who are facing many of the same challenges as you are. The program offers additional support services in the form of cash grants to offset the cost of child care and transportation. By combining our energies, we can help you to become successful student and complete your goal.

Applications for EOPS and CARE can be obtained in the EOPS/CARE office. For more information, call (310) 233-4265 or drop by the EOPS/CARE office located in the Student Services & Administration Building, SSA 207, or visit the EOPS website (www.lahc.edu/eops).

Career Center

The Career Center offers a professional counseling service designed to extend career information, career guidance, counseling, and career planning courses to students who are in need of help in selecting a career goal or a college major, or who need help in considering alternate choices.

This specialized counseling service enables students to have an opportunity to determine their educational and/or vocational objectives. It also provides an opportunity to discuss plans regarding a meaningful, satisfying, realistic career selection in a job area where it is reasonable to assume there are future employment opportunities. Computerized assistance is available for career planning by the use of the Eureka Career Information System. The Center is location in the Student Services & Administration Building (SSA 105). The Center is open from 9:00 a.m. to 4 p.m. daily and evenings by appointment. Call (310) 233-4282 for information.

Child Development Center

The Harbor College Child Development Center was established to offer child care services to students. This well-equipped facility operates under the supervision of a credentialed director and three credentialed teachers. The Center provides a high-quality program for preschool-aged children who are ready for a group learning experience.

In addition, the Center offers opportunities for parents to better understand their child's behavior. To this end the Center involves parents in the education and development of their children, through parent education meetings and the establishment of a model child development center. Children who are ready for this experience are accepted on an objective basis of priorities. Children from families with a single parent receive high priority.

Fees for this service are based on financial need and range from no cost to \$2.00 per hour. For further information and application contact the Child Development Center at (310) 233-4200.

Computer and Internet Services

Los Angeles Harbor College has over 30 computer labs located throughout the campus. Access to computers changes periodically. Department offices will post hours of operation and guidelines for computer use in their respective labs. Computers in open-access areas of the campus are for students to work on course related materials only. The Library/Learning Resources Center's (LLRC) computer commons area is dedicated to open-access use. Additionally, wireless internet services are available throughout most of the campus. Students may use their personal computers.

Students must be currently enrolled in order to logon to the network. The use of computers and software programs is governed by district regulations. These regulations appear on the monitors of all campus computers upon logon. Students must agree to abide by the regulations before gaining access to the network. Printing fees are charged in some labs. In some cases a pay-to-print card is required while in others a printing fee must be paid to the bookstore at least 48 hours in advance of printing. Students are encouraged to bring their own storage devices and headphones. Students must use headphones with any program that produces sound. Headphones may be checked out at the Circulation Desk.

Counseling Services

The counseling faculty helps students define their objectives and plan how to reach them. Counselors are on duty throughout the calendar year to provide information which will assist continuing students and new applicants to plan their college program of studies.

Students are urged to see a counselor periodically in order that their educational planning may continue wisely. Typical areas of discussion with a counselor include:

- Review of requirements for the Associate degree at Harbor College;
- Review of technical-vocational offerings at Harbor;
- Clarification of the general education requirements and departmental major requirements of various four-year colleges and universities;

- Analysis of those Harbor courses which will meet lower division requirements at local universities and state colleges;
- Administration and interpretation of standardized tests to assist the student in choosing suitable educational and career goals;
- Suggestion of methods of overcoming academic difficulties which the student may encounter;
- Personal counseling for achieving a more meaningful college experience;
- Suggestions for more challenging programs for gifted students.

To make an appointment with a counselor for educational advisement please go to <http://www.lahc.edu/sars/counseling/eSARS.asp>, by phone at (310) 233-4299, or in person at the Information Desk in the lobby of the Student Services & Administration Building.

Course Credit & Class Preparation

To earn one unit of credit, you must spend one hour each week in a lecture class. You are expected to devote a weekly average of two hours in outside-of-class/homework preparation for each one hour of lecture class time.

Disabled Student Programs and Services

(See Special Programs and Services)

Distance Education

Los Angeles Harbor College is adding fully online and hybrid courses at the rate of two a semester to its course offerings. These asynchronous courses provide students access to education "anywhere, anytime" through the Internet. (See the special section in the College Schedule of Classes for Internet or on-line offerings.)

Extended Opportunity Program and Services (EOP&S)

Extended Opportunity Program and Services (EOPS) offers special support services to help students move forward successfully toward their personal, educational, and career goals. EOPS is a comprehensive support system of services extended to eligible students. Services students can obtain include academic, career and personal counseling; book and cash grants; free tutoring; priority enrollment; and classes focused on student success.

EOPS offers additional assistance to single parents through the CARE program, which offers support services in the form of cash grants to offset the cost of childcare and transportation to single parents as they pursue their educational and career goals.

Applications for EOPS and CARE can be obtained in the EOPS/CARE office. The EOPS faculty and staff is also prepared to assist students in both the English and Spanish language. For more information, call (310) 233-4265 or drop by the EOPS/CARE office in the Student Services & Administration Building, SSA 207, or visit the EOPS/CARE website (www.lahc.edu/eops).

Food Services

Vending machine snack bars (two locations) are available according to posted schedules. The College Bookstore, located in Seahawk Center provides food and snacks. Breakfast and lunch services are offered in the Cafeteria by the Culinary Arts program during the semester.

International Student Program

The International Student Program helps F-1 Visa students adjust to the American educational and cultural environment. The services provided include orientation to college programs and services, advisement on DHS USCIS (U.S. Government) rules and regulations, advisement on academic and personal matters, and referral assistance related to housing and community programs. The office also has the responsibility for processing international student applications, providing admission documentation for students planning to enter the U.S. for study, assisting students already in the U.S. who would like to transfer to this college full time or attend part time, and assisting students in the U.S. in different non-immigrant visa categories who would like to attend this college full time but need appropriate documentation (an I-20 marked initial – Change of Status) to apply to USCIS for a Change of Status). For additional information, contact the International Student Office at (310) 233-4111 or at www.lahc.edu/studyinlosangeles. The International Student Office is located in the Student Services/Administration Building, Room 131.

Health Services

The purpose of the Student Health Center is to contribute toward the educational aims and matriculation of students by promoting their physical and emotional well being.

The Student Health Services Center (Cafe 110) provides health counseling and education, assessment and treatment of acute and chronic illnesses, first aid, referral to appropriate public or private agencies and dissemination of information regarding the availability of health services.

The Education Code of California sections 72244 and 72246 authorize the collection of a student health services fee of \$11.00 per semester for fall and spring and \$8.00 for summer and winter sessions.

Those who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect may request exemption of the fee through the Office of the Dean of Student Life (Seahawk Center Room 201). Emergencies: All medical emergencies should be reported to the Sheriff's Office. For speed in accessing the Sheriff's Office, dial 311 from any on campus phone, or 911 from any on campus pay phone. Non-emergencies: dial extension 4600. Calling from off campus you may dial (310) 233-4600. Accident reports should be completed by the instructor in charge, or by the staff member present, and sent to the College Business Manager.

Athletic physicals are authorized by the Athletic Director. Students must see the college-appointed physician.

Crisis intervention counseling is available to students on campus on a limited basis. Resources in Los Angeles County for students with family and personal problems are available by calling the Info Line: in the Los Angeles area, dial (800) 603-HOPE; in the South Bay area, call (310) 603-8962.

The Board of Trustees adopted Board Rule 2309.30 which instituted a mandatory health insurance fee for International Students. International Students attending a college in the Los Angeles Community College District under an F or M visa shall be charged a medical insurance fee equal to the cost of medical insurance purchase by the District on the student's behalf. Students are required to pay an international student medical insurance fees (IMED), currently \$420.00 per semester (Fall and Spring).

IMED fee Exception and Bypass: The International Student Medical Insurance fee only applies to the students attending an LACCD college under an I-20 issued by a college in the District. Students attending an LACCD college under I-20 issued by college outside the District are exempt from the IMED fee. This is the ONLY allowed exemption.

Job Placement Center

Los Angeles Harbor College provides the Job Placement and Training Center to assist students and the members of the community with their employment needs. The Center lists full and part time, permanent and temporary job referrals. In addition, job seekers may attend seminars and workshops on a variety of job related topics, such as resume preparation and interviewing skills.

Maintaining relationships with most of the South Bay placement agencies, the Job Placement and Training Center also works closely with the Torrance, Lomita, Carson Workforce Investment Network and WorkSource Center to meet the needs of workers unemployed due to a reduction in the workforce or economic cutbacks.

The Center also manages other employment related contracts, such as GAIN/CalWORKs. The Job Placement and Training Center is located in the CDC Building Room, 105.

Our goal is to provide an educational environment where the student may develop the needed vocational skills leading to meaningful employment.

Library/Learning Resources Center

The Library/Learning Resources Center houses the Library, the Learning Resources Center, and other programs. The services within the LLRC building are open according to posted schedules.

Library

The LAHC Library provides access to a collection of over 95,000 books (print and e-books), periodicals, newspapers, reference materials and computerized and on-line databases that support the college curriculum and our students' pursuit of educational goals. Students should consider the library their first source when researching topics for papers or class projects, or if they are conducting self directed study in other areas.

A librarian is always available to assist with basic questions and research and to offer instruction in library use and literature searching. Currently enrolled students may conduct their on-line searching in the library computer lab. Students with Internet access can also use the on-line databases from off-campus by obtaining passwords from the reference librarians.

Instructors may request an information workshop to prepare students for special assignments. Materials are placed in the Reserve Section at the Circulation Desk when they are needed for class assignments or are otherwise in demand. These materials may have restricted loan periods.

Photocopiers are available in the Main Reading Room and private study carrels are located throughout the book stacks. A current college ID card or valid photo ID and student ID number, are required to check out library materials.

Learning Assistance Center

The Learning Assistance Center, (310) 233-4149, is located in the Library/Learning Resources Center building. The entrances are separate from the Library on the east and west sides of the building. It provides instructional support services which include:

- Tutoring Services: one-to-one or small group (310) 233-4149
- Educational materials for class projects and assignments
- Study Skills materials
- Open Access Computers
- Video programs for PACE and ITV
- Foreign Language Lab CDs
- Self-paced credit courses are offered in the following instructional labs:
 - High Tech Center for students with disabilities (310) 233-4393
 - English/ Writing Center (310) 233-4148
 - Literacy Center (310) 233-4238
 - Math Lab (310) 233-4498

Legal Aid

The Associated Students of Harbor College contracts yearly with a legal entity to provide legal services to students. Students who pay the voluntary ASHC membership fee are eligible for this important service at no further cost. Contact the Student Activities Office in the Seahawk Center for information and an appointment to see a lawyer.

Life Skills Center

The Life Skills Center was established to provide crisis intervention, personal counseling and community referrals to LAHC students who may be undergoing a personal or life crisis; and, to promote positive mental health for the campus community through offering workshops, skill-building seminars, and classroom speakers on a wide variety of topics throughout the school year. Services are available by appointment and on a drop-in basis Mondays through Thursdays, 8:00am - 8:00pm and Fridays 8:00am - 4:00pm. Located in the Health Center Cafe 110, the Life Skills Center is staffed by advanced psychology graduate students and supervised by a licensed Clinical psychologist. For additional information, call (310) 233-4586.

Lost and Found

Lost items should be taken to the Sheriff's Department, located on Figueroa Place in the P.E. & Wellness Center, where they may be claimed by the rightful owner. Most items are stored for a two-month period before being removed.

Ombudsperson

The College Compliance Officer serves as the college ombudsperson. The role of the ombudsperson is that of a facilitator of the grievance process (E-55). Copies of the Student Grievance Procedures (E-55) may be obtained from Nina Malone, College Compliance Officer, Seahawk Center, 201.

Most complaints, grievances or disciplinary matters should be resolved at the campus level. For issues not resolved at the campus level, students may utilize a state administered complaint process [HEA Title IV, CFR, Sections 600.9 and 668.4 (3)(b)]. Information about the process and the complaint forms can be found at <http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>

Orientation

After you complete the Assessment Test, you will take the student orientation and a quiz. The orientation will provide you with an overview of available student support services, and academic and vocational programs.

To save yourself some time, you may also take the online orientation at <http://www.lahc.edu/student-services/matriculation/welcome.html> before you take the Assessment Test. You must remember to complete the quiz at the end of the orientation, print the quiz results, and bring them to the Assessment Center. You must complete the student orientation to get your Assessment Test results.

Parking Areas

Well-lighted parking facilities are available on campus for over 1500 cars. Metered visitor parking is available on Figueroa Place. All California Vehicle Code rules and regulations are applicable at the College.

Parking Fee

Parking in areas marked "Parking by Permit Only" will be restricted to vehicles displaying a valid permit. Parking Permit procedures and fee information are available in the Business Office. Permits are required 7 days a week, 24 hours a day.

Project Academic Success Action Plan

The Academic Success Action Plan (Project ASAP) is a federally funded project at Los Angeles Harbor College that is designed to provide services and instruction to a select number of students with disabilities who demonstrate academic and/or financial need. Students can file an application for possible project assistance if they meet the

federal eligibility criteria and desire attainment of any of the following educational goals: 1) The Associate in Arts Degree; 2) The Associate in Science Degree; 3) Certificate in a vocational area; or 4) A transfer curriculum leading to a four-year college or university. For more information about Project ASAP, please contact Dr. Deborah Tull or Amarylles D. Hall, at (310) 233-4535 or 233-4536.

Sheriff Services

The Sheriffs are available to assist students, faculty and campus visitors as needed. In addition to their regular duties of crime prevention, campus patrol and parking control, the College Sheriff have instituted an assertive program in the areas of personal safety and crime prevention. The College Sheriff's Office is located on Figueroa Place in the P.E. & Wellness Center; Telephone (310) 233-4600. For emergencies only, dial 311 from any campus phone and 411 from all campus pay phones.

All members of the college community are urged to lend their support in both reporting crimes and practicing preventive measures to reduce them. We all share the responsibility for making Los Angeles Harbor College the safest possible place to work and learn.

- If you must remain in campus buildings after closing time, notify the Sheriff and make an effort to arrange your stay in the company of at least one other co-worker or student.
- The campus is well-lighted but it is wise, again, to employ the "buddy system" when walking to your car or traveling to other locations.
- Refrain from using shortcuts; stay on the well-traveled thoroughfares.
- Personal property, purses, briefcases, etc. should not be left unattended. Take such items with you if you are leaving the office, classroom or library study area, or lock them in your desk or file cabinet.
- Try not to carry large amounts of cash on your person or display large amounts of money.
- Make a record of the serial numbers of both District and personal property in your office. Engraving tools are available at the Sheriff's Office for check-out to students, faculty and staff for the purpose of identifying personal property. A record of your personal credit cards should also be maintained.
- Keep your auto locked, never leave the keys in the ignition, and avoid leaving property where it is visible on the seats. Store it in the trunk instead.
- Give your car the quick "once over" before entering with a critical eye for possible break-in or persons in the rear seat or floor area.

The College prides itself on the record of safety maintained on campus; however, effective law enforcement and protection require citizen cooperation and assistance. The rapid and successful detection of crime and apprehension of criminals depends heavily on speedy reporting and dissemination of facts to the Sheriff's Department.

College Security and Safety

Los Angeles Harbor College prides itself on the safe environment that exists to encourage learning and enrichment for our community. Students, faculty, staff, and visitors form a partnership in creating and maintaining that environment. The College maintains a 24-hour, 7-day a week campus security facility in the PE Wellness Building, staffed by the Los Angeles County Sheriffs. Contact number (310) 233-4600. Following are annual crime statistics with comparison years under code 20 United States Code 1092 F:

Offenses On-Campus	2008	2009	2010
Murder / Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses Forcible (Total)	0	1	1
Sex Offenses, Non-Forcible (Total)	0	0	0
Robbery	0	1	0
Aggravated Assault	0	1	2
Burglary	3	12	2
Motor Vehicle Theft	11	0	3
Arson	0	0	0
Illegal Weapons Possession - Arrests	0	0	0
Illegal Weapons Possession - Disciplinary Action	0	0	0
Drug Law - Arrests	0	3	0
Drug Law - Disciplinary Action	0	0	0
Liquor Laws - Arrests	0	0	0
Liquor Laws - Disciplinary Action	0	0	0

As required by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the college's Annual Security Report contains policy statements and crime statistics for the campus. The Annual Security Report includes statistics for the previous three years concerning certain reported crimes that occurred on campus, in off-campus buildings or property owned or controlled by the college, and on public property within or immediately adjacent to the college. The report also includes institutional policies concerning campus safety and security, such as policies on drug and alcohol use, crime prevention, the reporting of crimes, sexual assault, and emergency response and evacuation procedures. You can obtain the college's Annual Security Report online at <http://www.lahc.edu/sheriff/crimestats.htm>. You may also request a paper copy by contacting the Sheriff's Office at 310-233-4600.

See Page 201 for explanation of change

Special Programs and Services

The Office of Special Programs and Services has been established to assist persons with physical, psychological, and learning disabilities who may require special assistance in the pursuit of an education. Special instructional support programs such as the Learning Disability Program (serving students with average to above average potential) and an Assistive Technology Program (High Tech Center) are available.

Students may receive special services such as priority registration assistance, special counseling, tutoring, mobility assistance, readers, note takers, registration assistance, special parking, and others on an as needed basis. The Office of Special Programs and Services is located in Cafeteria 108, telephone (310) 233-4620 or 233-4628. For students with hearing impairments, please use our TTY line at 1-800-735-2929.

Tech Prep

Tech Prep is a federally funded program designed to help high school students prepare themselves for employment upon graduation, and also to encourage them to continue their education at the college level. The program sponsors and designs activities and projects to serve the job-related needs of high school students, their families and the surrounding community.

The Los Angeles Harbor College Tech Prep Consortium began preparing students for the workplace in the field of Business Computing in 1995 by integrating vocational classes with academic classes, infusing the curriculum with the SCANS basic skills and competencies, and providing workplace learning experiences such as job shadowing opportunities, internships and cooperative education work experience credits.

The comprehensive Tech Prep program of study and job preparation begins in the Junior year of a Consortium-member high school and may continue through the Associate Degree in Business or a related field at Harbor College. The Consortium plans to extend Tech Prep into other career areas based on its experience with Business Computing. Banning High School, Narbonne High School, Carson High School, Gardena High School, San Pedro High School and the Harbor Occupational Center are members of the Harbor College Tech Prep Consortium. For more information, call (310) 233-4449.

Transfer Services Center

The Transfer Services Center is designed to provide prospective transfer students with catalogs, applications, and information about transfer to four-year universities. The Transfer Services Center regularly schedules appointments with representatives from four-year colleges so that students may obtain information about admission requirements, application procedures, and academic programs. Call (310) 233-4282 for more information. The Transfer Center is located in the Student Services Center (SSA 105).

Tutorial Services

Learning Resources Center - Individual and study group tutoring is available in the Learning Resources Center. All students with an identified learning need, based on a referral from a counselor or instructor, are eligible for tutoring services by appointment. Additional "drop-in" tutoring is also available in the Math Lab and English/Writing Center which are housed in the LLRC. All students receiving tutoring who are not enrolled in a lab class will be enrolled in a non-credit, zero-unit course, Supervised Learning Assistance – Tutor 001T. There are no enrollment fees or grades involved with this course. On-line tutoring is available through the LRC on request.

Special Programs and Services (Disabled Student Programs and Services) - This office provides tutorial and other learning assistance, as needed, to students in this program. The phone number is (310) 233-4623.

Veterans Affairs Office - Tutoring in all subjects is available to eligible veterans. Costs are paid by the Veterans Administration.

Veterans' Services

Students planning to attend Los Angeles Harbor College under one of the Veterans Educational Benefits programs must report to the Veterans Office, located in the Student Services & Administration building (SSA 114) with the Financial Aid Office, to pick up the necessary paperwork. This should be done at least one month prior to registration. After picking up paperwork, students will be required to make an appointment with an educational counselor to complete an educational plan. The student must submit a transcript for all previous college work before starting the second semester at LAHC.

The Veterans Center is located in LRC 125 and provides a quiet study space, computer and printer access and the company of other veteran students. The Admissions & Records Office must be informed you are a veteran to grant priority registration.

Welcome Center

The Welcome Center at Los Angeles Harbor College is a testimonial to the institutional support the College provides for new and returning students. The Center is primarily a one-stop shopping point for new students to begin the matriculation process, plus support for the freshman year. The Welcome Center is an investment toward student success and retention and is geared to engage students in the educational process. Outreach, academic, and support services are provided to assist students from application to graduation. We are located in the Student Services & Administration Building, Room 115 (SSA 115), Mon - Thurs, 9:00am - 4:30pm and can be reached at (310) 233-4327, or by email at barkerrb@lahc.edu.

FINANCIAL AID

The mission of student financial aid is to provide access to post-secondary education to those individuals who otherwise could not afford it. Through grants, scholarships, part-time employment and loans the college provides monetary assistance to students in order to help them meet the basic cost of their education. The amount and type of aid offered to each student is determined by federal and state regulation and by college policy. The premise for the determination of the type and amount of aid awarded is the belief that the primary responsibility of financing an education lies with the student and their family.

Student financial assistance is not a supplement to the student's income for meeting their normal living expenses, but is available to help the student offset the additional expenses incurred directly by their education. Most financial aid awards are based on demonstrated financial need, which is the difference between the cost of attendance and the expected family contribution. Parents' or student's contribution is determined from the information reported on the FAFSA (Free Application for Federal Student Aid). Documentation of income such as a Federal Income Tax Return or verification from agencies providing non-taxable income to the family may be required. To be considered for financial aid, a student must meet the following minimum requirements:

- Be a U.S. citizen or an eligible non-citizen. An eligible non-citizen is a U.S. permanent resident who has documentation from the Immigration and

Naturalization Service verifying that their stay in the U.S. is for other than a temporary purpose.

- Show that they have financial need.
- Be making satisfactory progress in a course of study leading to an AA or AS degree, certificate, or transfer to a baccalaureate degree program.
- Not be in default on a Perkins Loan (formerly National Direct Student Loan), Stafford Loan (formerly Guaranteed Student Loan), or Supplemental Loan for Students (SLS) or Parents Loan for Undergraduate Students (PLUS) at any school the student attended.
- Must not owe a refund on a Pell Grant, Supplemental Educational Opportunity Grant (SEOG) or State Student Incentive Grant (SSIG).
- Be registered with the Selective Service if required to do so.

A more comprehensive explanation of satisfactory academic progress standards, financial aid programs, procedures and regulations can be obtained from the Financial Aid Office in the Student Services & Administration Building (SSA 114) and from brochures available in the Student Activities, Counseling, Admissions, and/or Financial Aid Offices.

All disbursements are done electronically by direct deposit. Students receive their MyLACCD debit card from Higher One in the mail and can choose to activate that account or direct their disbursement to a bank account of their choice. If nothing is done, the disbursement will be delayed. ATMs are available in the Seahawk Center and Sheriff's Station where the debit card can be used with no fee. For more information, go to Mylaccdcard.com

Federal Pell Grant

The Federal Pell Grant is a federally funded program. To be eligible, an applicant must be an undergraduate student who can demonstrate financial need. Grants range from \$575 to \$5,550 per academic year for Los Angeles Community College District students. The amount of the award, as determined by the Federal Pell Grant Program, is in most cases based on prior year income and current asset information provided in the application.

Students who want to apply for the Federal Pell Grant and other federal financial aid programs should use the Free Application for Federal Student Aid.

In certain cases, a family's financial situation can change because of death, separation or divorce, loss of a job, or loss of non-taxable income or benefits. In such cases, the student should contact the Financial Aid Office.

Effective 2012-13, the Department of Education has capped federal Pell Grant for students at six years of full-time aid. Students will receive notice of their Lifetime Eligibility Used (LEU) beginning July 2012 so they are aware of how much Pell Grant eligibility will be remaining for them. Once they reach 600% (six years) they will have exhausted their Pell Grant eligibility.

Supplemental Educational Opportunity Grant (FSEOG)

The Federal SEOG program is a federal program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards range from \$200 to \$400 per year. When students apply for financial aid, they will automatically be considered for this program. All applicants must file a Free Application for Federal Student Aid in order to be considered.

Federal Work Study Program (FWS)

The FWS program is a federal program, which enables a student to earn part of his or her financial aid award through employment. To be eligible, a student must be a U.S. citizen or permanent resident, enrolled in at least six units and maintain good academic standing while employed under the program. Hourly wages vary with the type of work and the student's experience. Work-study may also be available for students qualifying for financial aid during the summer.

The State Government: The Cal Grants

The State of California, through the Student Aid Commission, sponsors several grant programs for undergraduate students. These include Cal Grants and a program to assist the dependents of law enforcement officers who have been killed or disabled in the line of duty. To qualify for any of the state-funded grants, a student must be a California resident, be a U.S. citizen or permanent resident, obtain a Social Security number and be attending (or plan to attend) an eligible school or college in California. A student can receive only one Cal Grant, either Cal Grant A, B, or C at a time. The Dream Act will extend eligibility to AB540 students beginning 2013-2014.

Cal Grant A: This grant is used at four-year colleges to assist with tuition and fees. Grant winners are selected on the basis of financial need and grade point average. The award can be kept in reserve for up to three years while students complete work at a community college.

Cal Grant B: This grant provides a living allowance for students who come from very low-income families. When students transfer to a 4-year college, it can also assist with tuition and fees.

Cal Grant C: This grant assists students in occupational or vocational programs with tuition and training costs. At community colleges, grants are limited to \$576 for up to two years.

To apply, students must submit a Free Application for Federal Student Aid and a G.P.A. verification by the deadline date. The deadline to apply for the state grant programs is the March prior to the academic year in which the student intends to enroll. There is an additional September deadline for students attending community colleges. Los Angeles Harbor College G.P.A.'s are submitted electronically for eligible students.

Board of Governors Enrollment Fee Waiver (BOGFW)

The Board of Governors Enrollment Fee Waiver (BOGFW) offers 3 ways to help low income students pay the enrollment fee. The BOGFW is a waiver and does not require repayment. It is not tied to any other financial aid programs so it can be processed quickly. BOGFW applicants do not have to be enrolled in a specific number of courses and it pays the enrollment fees for the academic year and summer sessions. For instance, if you receive a BOGFW for the 2012-13 academic year, summer 2012, fall 2012, winter 2013 and spring 2013 terms are covered. You must complete the BOGFW application or FAFSA. You are eligible for a BOGFW if:

1. You are a California Resident
2. You are enrolled in at least 1 unit
3. You qualify if any one of the following statements applies to you:

Method A: You or your parent is a recipient of TANF/CalWORKS, SSI/SSP (Supplemental Security Income), or 5220 General Assistance.

Method B: You meet the following income standards:

No. in Household (including yourself)	Total Family Income Last Year (Adjusted Gross Income and/or Untaxed Income)
1.....	\$16,335 or less
2.....	\$22,065 or less
3.....	\$27,795 or less
4.....	\$33,525 or less

*Add \$5,730 for each additional dependent

Method C: You have financial need as determined by filing a FAFSA. Students with the following special classifications are also eligible for a BOGFW:

- Certification from the California Department of Veterans Affairs or the National Guard Adjutant General that you are eligible for a dependent's fee waiver.
- Eligible recipients of the Congressional Medal of Honor or a child of a recipient, or a dependent of a victim of the September 11, 2001 terrorist attack.
- Dependents of deceased law enforcement/fire suppression personnel killed in the line of duty

Effective January 2013, AB540 students who are eligible under the Dream Act and have filed a Dream App available at www.cal-dreamact.org will be evaluated for eligibility for a fee waiver. Beginning fall 2012, a fee waiver application for Dream Act eligible students will also be available in the Financial Aid Office. Spring 2013 will be the first semester an AB540 student may receive a fee waiver.

Loans - Monies which must be repaid

The institution believes that the prudent use of loans by students is consistent with its mission. Loans, however, are a serious decision and have consequences for both the college and the student. The institution, therefore, has established a student debt limit of two years of loans from all sources. (If you are a transfer student with a debt of \$8,000 you may not be eligible for any additional loan).

Federal Perkins Loan

(Formerly National Direct Student Loan NDSL) - This loan is a long term loan repayment program to help students with exceptional need meet their educational expenses. Students may borrow up to \$1500 annually at L.A. Harbor College.

Repayment of the Loan: Repayment status begins nine months after the borrower graduates, withdraws, or ceases to be at least a half-time student and ending ten years and nine months after such date. During the repayment period, five percent interest is charged on the unpaid balance of the loan principal.

William D. Ford Federal Direct Loan Program

LAHC offers two types of Direct Loans. To be eligible a student must be enrolled in at least six units. Repayment begins six months after a student ceases being a half-time student, withdraws, or graduates from school.

Direct Subsidized Loans - "Subsidized" means the federal government pays the interest on these loans while the student is in school and during deferments (postponements of repayment). Students must show financial need to receive this type of loan. The maximum amount that any student may borrow is \$3,500 per year for first year students and \$4,500 for second year students at a 3.4% fixed interest rate.

Direct Unsubsidized Loans - the federal government does not pay the interest while the student is in school or in deferment. Students can get unsubsidized loans regardless of financial need. The maximum amount that any independent student may borrow is \$6,000 per year, \$2,000 for a dependent student at a 6.8% fixed interest rate.

Tax Credits

The American Opportunity Tax Credit offsets what you pay for the first four years of higher education by reducing the amount of income tax you pay. In addition, the credit is partially refundable so you may be able to get a check from the IRS even if you don't owe any income tax! This credit provides up to \$2,500 per student and up to \$1,000 of the credit can be refunded if your credit is more than you owe in taxes. You must have a modified adjusted gross income (MAGI) of \$90,000 or less (for married couples filing a joint return, \$180,000 or less). The credit is reduced if your MAGI is above \$80,000 and below \$90,000 (above \$160,000 and below \$180,000 for married couples filing jointly). The amount you are eligible for varies depending on your income, how much you spent on higher education expenses, and how many eligible students are in your family. The student must have been enrolled at least half-

time in an eligible program.

This credit replaced the Hope Credit and provides more generous benefits to more taxpayers. It was first available for the 2009 tax year and will expire after the 2012 tax year if Congress doesn't pass legislation to extend it.

The Lifetime Learning Credit is available for all types of post secondary education. Generally, you should only use this credit once you have exhausted your eligibility for more generous credits. This credit may be particularly helpful to graduate students. This credit provides up to \$2,000 per tax return (not per student). Unlike the American Opportunity Tax Credit, this credit is non-refundable so the maximum credit is limited to the amount of tax you owe. You must have a modified adjusted gross income (MAGI) of \$61,000 or less (for married couples filing a joint return, \$122,000 or less). The credit is gradually reduced for those with a MAGI between \$51,000 and \$61,000 (\$102,000 and \$122,000 if married and filing jointly). You don't have to be pursuing a degree or certificate to qualify for the Lifetime Learning Credit. You can claim it for any post secondary education and for courses to acquire or improve job skills. You must file a federal income tax return and have some income tax liability to get the credit. If you are claimed as a depen-

dent on someone's tax return, only the person who claims you can receive the credit.

Social Security Beneficiaries

To receive benefits under the Social Security Act, a minimum of 12 units must be carried in the academic program. All requests for such benefits are processed by the Social Security Field Offices, not by the College.



Achieving the Dream Title V
First Year Experience Program

SCHOLARSHIPS

Alpha Gamma Sigma / Alpha Psi Chapter – This state honor scholarship organization awards several scholarships annually to outstanding community college students. The Kathleen D. Lolly honor awards of \$300 and \$400, each require a grade point average of 3.75 or higher, nomination by the local chapter, and selection by a state committee. Other awards of \$200 and \$300 are made to outstanding men and women selected from a list of nominees submitted by the individual chapters throughout the State.

Armine Janeves Scholarship – One of the “Forty-niners” faculty who opened LAHC in 1949, Armine Janeves has established this scholarship fund to recognize outstanding students in Business. Award recipients must have attained Sophomore standing.

Associated Students Organization Scholarship – Scholarships are based on leadership shown through the students’ participation in the A.S.O Senate and / or Campus Clubs.

Bill Stein Memorial Scholarship – Established by the family of Bill Stein, a very respected Adjunct Instructor and mentor in the Business Division for 35 years (1974-2009) and Director of Administration for the Port of Los Angeles.

Bonnie Easley Tutor Scholarship – This scholarship is open to tutors with a 3.0 gpa, completing at least 30 units at LAHC and having tutored at LAHC for at least 2 semesters and completed the Tutor Training class.

Bryan Nakano Scholarship – This scholarship was established by Brian Nakano’s family in his memory as a permanent endowment to the architecture department, and with the intention of encouraging students to follow their dreams of becoming architects.

Child Development Center Parents Scholarship Established by faculty members of the Child Development Center to assist student parents with academic programs.

Claudia Naranjo Scholarship – Established by the family of Claudia Naranjo to assist students facing physical and mental challenges.

Don Rogan Scholarship – This scholarship recognizes the accomplishments of students excelling in the field of the history.

Elma C. Korthe Geology Scholarship – Awarded annually to a student who has demonstrated dedication to geology and has financial need.

Faculty and Staff Book Fund Scholarship – LAHC faculty and staff contribute every month to this fund. It is used primarily to enable the Financial Aid Office to offer book vouchers to students whose financial aid is not ready when the semester begins. There is usually enough balance to fund some scholarships each year.

Foundation Scholarship – Los Angeles Harbor College Foundation Board’s Scholarship fund awards up to eight scholarships per year from fundraising efforts such as the Annual Golf Tournament. Any Harbor College students is eligible to apply

The Freye Scholarship – This scholarship recognizes diligent and highly motivated disabled students. Students must be goal oriented and working toward an academic goal/certificate. Priority will be given to single parents. Scholarship award must be used for fees or books at the college. Apply through Special Programs and Services.

George B. Potter Scholarship – A scholarship established in honor of George B. Potter who taught business and business data processing at Harbor College from 1972-1988. This scholarship continues his legacy of teaching and learning.

Harold W. Garvin and Robert W. Dunn Political Science Award – This scholarship was established to honor Professors Emeriti Harold W. Garvin and Robert W. Dunn, founding members of the Political Science Department, to recognize students excelling in the field of political science.

Henry Zbojniec Scholarship – This scholarship evolved from a loving counselor at Harbor College and is an open category for Harbor students who have made use of the Career Center.

Irving and Freida Muh Scholarship – This scholarship honors the memory of Dr. Linda M. Spink’s parents, who emigrated to the United States and saw that their children were highly educated. Eligibility for this scholarship is that the student or his/her parents were born outside the United States.

Ismael Hernandez Scholarship – This scholarship is in memory of Mercedes Yanez’s father who emigrated to the United States and saw that his daughters were highly educated. To be eligible, applicants must be an immigrant with a grade point average of 3.0 or better and involved in community or volunteer service.

Janice H. Sandell Scholarship – In memory of a wonderful educator who was well loved by students, staff, and faculty. Janice Sandell was a Sociology professor at Harbor College for 43 years.

John S. Meek Family Scholarship – To provide financial assistance to an economically disadvantaged student that has demonstrated progress toward attaining an A.A degree from Harbor College or toward transfer to a four year institution.

Latina Leadership Network Student Club Scholarship – Awarded to a member in recognition of their leadership, academic excellence, community outreach, fundraising efforts, and networking for the Latina Leadership Network.

Linda Whitehead Scholarship - Established by her family, in memory of Linda Whitehead. This scholarship continues her legacy of teaching and learning. Awarded to a student who has demonstrated dedication to Health/Kinesiology.

Nick and Betty Zorotovich Scholarship – Established in memory of Nick Zorotovich, a former chair of the Social Sciences Division at LAHC and his wife, Betty, a long time teacher in San Pedro. This scholarship is awarded to an outstanding student in the field of social sciences.

Nursing Division Scholarship – The Nursing faculty selects students from each graduating class to receive the following scholarships funded by the Foundation Nursing Scholarship fund: Sally Gay Professional Nurse Award; Wendell Black Bedside Nurse Award; and Leadership Award. In addition, clinical agencies offer awards to nursing students. Other agencies that serve our students also periodically offer scholarships.

Osher Scholarship – Funding is provided by the generosity of the Bernard Osher Foundation as part of the California Community Colleges Scholarship Endowment. Mr. Osher’s vision is to “not only benefit the community college students of today but countless more for years to come”

Paul M. and Catherine M. Humphreys Scholarship – Rev. and Mrs. Humphreys spent nearly a half century ministering to the spiritual, physical, and emotional needs of others.

Ricky K. Benjamin Speaker Scholarship
Established by Ricky K. Benjamin, LAHC staff member and first-ever LAHC Scholarship Ceremony Student Speaker, this annual scholarship is awarded to the runner-up applicant for Graduation Speaker. If no runner-up exists, the scholarship will be awarded to an active student member of Alpha Gamma Sigma Honor Society with a G.P.A of 3.0 or higher and has a minimum of 30 hours of volunteer experience.

Rosa Hoodye Scholarship - Established in memoriam of her caring spirit and dedication in service to the staff and students at Harbor College.

Soroptimist International of Los Angeles Harbor Women’s Opportunity Award – The Women’s Opportunity Award who provide the primary financial support for their families and who have shown an outstanding commitment to obtaining a college degree or completing a vocational program.

Spanish American Institute Scholarship – The Spanish American Institute is a private, nonprofit organization dedicated to providing educational assistance to Hispanic students in Southern California.

Stephen P. Harshfield Scholarship – This scholarship was established in honor of Stephen P. Harshfield who directed the Disabled Student Programs and Services from 1972 until 1986. Awards of varying amounts have been made annually to disabled students who have been in the Disabled Student Program at least one semester, have “strong motivation, determination and perseverance to overcome their disabilities to achieve their educational goal,” and are example of what the human spirit can overcome when faced with tremendous adversity. Apply through Special Programs and Services.

William L. Gram Scholarship – Established by his family, this scholarship honors the memory of William L. Gram, History Professor, who served the students of Harbor College from 1966-1995.

Watson Land Company – The Watson Land Company originated from the land holdings of the Dominguez family descendants as one of the original Spanish land grants in Rancho San Pedro. Today, the company is the largest land owner in the City of Carson where it actively participates in community activities and especially supporting youth. As Harbor College serves a large student population from Carson, Watson Land Co. established a scholarship for students entering the fields of Architecture, Planning, Business, and International Trade.

Wendell C. Black Scholarship Fund – This fund has been established by friends, colleagues, former students, and community leaders to honor the former president of Harbor College, Wendell C. Black. The income from this fund is used to establish scholarships each semester, based on the criteria selected by the fund’s trustees.

William McMasters Scholarship - This fund has been established in the memory of William McMasters, former Assistant Dean of Admissions and Guidance. Income from this fund is used to award one or more scholarships per year to deserving students who show academic perseverance and improvement.

STUDENT ACTIVITIES

The Office of Student Life administers the student activities and student government programs. These programs are designed to make the college experience more balanced and more meaningful, taking into consideration the whole student. Each student is encouraged to participate in extra-class activities which relate to vocational objectives, satisfy individual social needs, and permit practice in the processes of democracy.

Seahawk Center is the Campus Center at Harbor College. It is centrally located just south of the Library/Learning Resources Center and north of the Science Complex. The College Bookstore and Business Office are located on the first floor of the Center. The second floor includes the Student Activities Office, student government offices, a student lounge with recreational attractions, and kitchen facilities. Legal services are also available through the Student Activities Office.

ASSOCIATED STUDENTS

Student activities are financed by money received from the membership of the Associated Students Organization (ASO).

Funds are allocated to activities concerned with the health, social and recreational interests, and the general welfare of the student body, in accordance with policies, rules, and regulations defined by the Board of Trustees.

ASO membership costs \$10.00 for each student. The fee is paid by the student on a completely voluntary basis; however, the fee will be assessed unless the student specifically waives the fee. Students should be aware of the benefits associated with membership in the ASO. Membership in this organization permits participation in ASO-sponsored activities and events including free admission to conference games and certain social events. Members receive a reduction in the price of admission to all college-sponsored activities. Additional benefits include the following:

- Free legal advice (value: \$150/hr.)
- Discount Booklet for off campus services.
- Xerox copies for 5 cents.
- Photo I.D. and Library Card.
- \$3.00 savings on parking fee.

In case of withdrawal from the College, the student receives a refund of the student body membership fee after returning the ASO stickers and according to the following schedule.

- First Week - \$10.00, Full Refund
- Second Week through the Fourth Week - \$7.50, 3/4 Refund
- After the Fourth Week - No Refund

Identification/Library Services Card

All students receive a free I.D. card which is also their Library Card. The card is issued for the first semester of attendance and must be retained throughout the student's enrollment in subsequent semesters. A new sticker is provided each semester to validate current enrollment. Stickers can be obtained from the Student Activities Office with a Fee Receipt/Class Schedule form or Printout. The Associated Students Organization (ASO) I.D. cards have the added advantage of a picture which is included in the ASO fee. Cards are provided upstairs in the Seahawk Center for all current LAHC students. There is a \$3.00 replacement fee for lost cards payable at the Business Office.

College Publications

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

Student Government

The Associated Students Organization (ASO) represents all students, and sponsors many activities including athletics, publications, assemblies, awards, student services, club, social activities, annual Honors Reception and Commencement. Membership in the ASO is not mandatory; however, the fee will be charged unless the student specifically requests a waiver. There are unique benefits associated with membership in the ASO. Membership in this organization permits participation in ASO-sponsored activities and events including free admission to conference games and certain social events. Members receive a reduction in the price of admission to all college-sponsored activities.

Leadership development is the foundation of the student government program. Student government of the College is patterned after the federal system. The ASO Senate, members of which are elected to serve for one semester, is the legislative branch.

The ASO president and cabinet serve as the executive branch, carrying out the business of the Associated Students. Students serve on college-wide committees to participate in college governance and to represent the interests and views of the students. Administrative Regulation E-22 sets the standards for student eligibility. Check with the Student Activities Office for details.

Through participation in student government, students have the opportunity to build on their leadership skills working with fellow students to make a positive impact on the college. Opportunities are also available to work with students at colleges throughout the

region and the state through participation in the statewide student organization.

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 Regulation E-78 provides for thorough evaluation of the candidates' qualifications and insures an equal opportunity for any individual from any District college campus to seek the position of a student representative to the Los Angeles Community College District Board of Trustees.

In accordance with existing law, candidates for Student Trustee must:

- Be currently enrolled at a District college.
- Be enrolled in at least 5 units.
- Plan to continue enrollment as a District student through the one-year term of office.
- Have completed a minimum of 12 units.

For further information, contact the Office of the President.

COLLEGE ORGANIZATIONS

Each student is encouraged to participate in a College organization or activity. Chartered groups are organized on the Harbor College campus to meet interests of students. Any student interested in more information about any of the clubs available at Los Angeles Harbor College should contact the Office of Student Activities, SHC 200 (on the second floor of Seahawk Center). Clubs are organized under the following categories:

- Student activities Honor societies recognize and encourage outstanding achievement in scholarship and provide opportunity for developing leadership ability.
- Alpha Gamma Sigma is a state honor scholarship organization which awards several scholarships annually to outstanding community college students.
- Service clubs recognize and honor students for outstanding achievement in citizenship and service to the College and provide opportunities for students to plan and execute programs of meaningful service to the College community.
- Departmental clubs stimulate interest in activities related to courses and programs, provide experiences to complement classroom activities, and provide opportunities for service and leadership in areas related to course work.
- Special interest clubs provide opportunities for students with mutual interests to organize for the purpose of investigating, developing, or expanding their common concerns. All special interest clubs openly encourage all students to participate.

Intercollegiate Athletics

Harbor College is a member of the South Coast Conference of the California Association of Community Colleges in all intercollegiate sports except football. The South Coast Conference comprises Cerritos, Compton, El Camino, Harbor, Long Beach, Mount San Antonio, Pasadena, Los Angeles City, East Los Angeles, Los Angeles Southwest, Los Angeles Trade-Technical and Marymount colleges. The South Coast Conference is recognized as one of the finest and most competitive in the state.

In football, Harbor College is a member of the Southern California Football Association, American Mountain Conference along with Goldenwest, Compton, Mt. San Jacinto, San Bernardino Valley, San Diego Mesa, Southwestern and Victor Valley colleges.

Harbor College sponsors women's teams in softball, volleyball, and soccer; and men's teams in football, baseball, basketball, and soccer. The baseball team has won three state championships, the men's basketball team has won two state titles, and the football team has won four bowl games. Harbor College has won the Team State Scholar Award in soccer and baseball. The college's student-athlete transfer rate is outstanding, with numerous athletes receiving scholarships to four-year universities.

ACADEMIC STANDARDS AND CHALLENGE

PROCEDURES

ACADEMIC HONORS

Alpha Gamma Sigma Honor Society

Alpha Gamma Sigma Harbor College has been granted a charter for the Alpha Psi Chapter of Alpha Gamma Sigma (AGS), California Community College Honor Scholarship Society. The organization develops programs to enrich the total experience of community college students.

The following categories of membership are available: Temporary Membership is extended to all first-semester students who are life members of California Scholarship Federation; Partial Membership is attained by students completing twelve semester units in a maximum of three semesters at any recognized institution of higher education and having a cumulative grade point average of 3.0.

No units acquired more than two years prior to application are acceptable for this determination; Continuing Membership is achieved by maintaining a GPA of 3.0 or better (members receive one semester's grace for each semester of earned membership provided their GPA's are 2.5 or better); and Permanent and Alumnus Memberships are granted to persons who have maintained a GPA of 3.5 in all college work or to continuing members of AGS (for at least two semesters) who have a GPA of 3.25 or better in all college work. Students who meet these qualifications must make an application and pay dues in order to become members of AGS. Gold seals are affixed to the diplomas of students who qualify for permanent membership.

Dean's Honor List

The College gives recognition to scholars each semester by publishing the Dean's and President's Honor Lists. Full-time students are placed on the Dean's List if they have achieved a grade point average of 3.5 or better in twelve or more units.

Part-time students are placed on the Dean's List if they have 12 or more cumulated units completed at Harbor College and have achieved a grade point average of 3.5 or better in six to eleven units. Students recognized on the Dean's List must be in good academic standing (not on academic or progress probation). Summer sessions do not count as qualifying semesters for the Dean's or Presidents lists. Grades of "Credit", "No Credit" and "Incomplete" are not counted in meeting the unit requirement. Only grades from courses completed at Harbor College will be used in calculating the grade point average.

President's Award for Outstanding Student Leader

This award will be presented annually to a student at Los Angeles Harbor College who has performed outstanding leadership and service to the college.

- Nominees must be registered students at Los Angeles Harbor College carrying a minimum of 9 units for day students or 6 units for evening students.

- Nominees must have a minimum G.P.A. of 2.5 for all course work at a District College.
- Nominees must have performed outstanding leadership and service to the college. (This award is not limited to those serving in student government.)

President's Distinguished Honor Award

The President's Distinguished Honor Award is one of the most significant and praiseworthy honors available to students in the Los Angeles Community College District. This certificate is awarded at the College Commencement exercises. In order to be considered for the award, a candidate must:

- Petition for the Associate Degree
- Achieve a grade-point-average of 3.70 or better in all college work attempted at the time of petition, and be in good standing.
- Complete at least 50% of all units utilized for the award within the Los Angeles Community College District.
- Achieve a grade-point-average of 3.70 and be in good standing in all college work attempted at the end of the Fall semester or the Spring semester.

Note: Spring candidates for this award will be listed as Candidates in the graduation program. After the final grade point evaluation, if the student achieved a 3.70 GPA, he or she will be awarded the President's Distinguished Honor Award. Students who possess Associate, equivalent or advanced degrees are not eligible for this award.

President's Honor List

Students whose names appear on the Dean's List for three consecutive semesters are eligible for the President's Honor List.

ACADEMIC AND PROGRESS PROBATION

Standards for academic and progress probation shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges. Probation shall be determined based on student course work dating from Fall, 1981; course work completed prior to Fall of 1981 is excluded from probation calculations.

A student shall be placed on probation if any one of the following conditions prevail:

1. Academic Probation. The student has attempted a minimum of 12 semester units of work and has a grade-point-average less than a "C" (2.0).
2. Progress Probation. The student has enrolled in a total of

at least 12 semester units and the percentage of all units in which a student has enrolled and for which entries of “W” (Withdrawal), “I” (Incomplete), “NC” (No Credit) and “NP” (No Pass) are recorded reaches or exceeds fifty percent.

3. **Transfer Student.** The student has met the above mentioned conditions at another college within the Los Angeles Community College District.

“Units Attempted,” for purposes of determining probation status only, means all units of credit in the current community college of attendance for which the student is enrolled. Financial Aid recipients must make satisfactory progress according to financial aid policies. Please see the Financial Aid Office for a copy of the policy.

Removal from Probation

A student shall be removed from probation upon meeting the criteria specified in this section.

- **Academic Probation.** A student on academic probation for a grade point deficiency shall be removed from probation when the student’s cumulative grade-point-average is 2.0 or higher.
- **Progress Probation.** A student on progress probation because of an excess of units for which entries of No-Credit (NC), No Pass (NP), Incomplete (I), and/or Withdrawal (W) are recorded shall be removed from probation when the percentage of units in this category drops below fifty per cent (50%).

ATTENDANCE

The student is expected to attend every meeting of all classes for which he or she is registered. A student absent from classes for emergency reasons must inform his or her instructor of the reason for the absence.

Students who have pre-registered for a class and who do not attend the first meeting of the class forfeit their right to a place in the class. Mitigating circumstances may be considered by the instructor. Whenever absences “in hours” exceed the number of hours the class meets per week, the student may be excluded from class by the instructor.

It is the student’s responsibility to drop from class. Any drops or exclusions that occur between the end of the 4th week and the end of the 12th week (between 30% and 75% of the time the class is scheduled to meet, whichever is less) 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 the end of the 12th week (or 75% of the time the class is scheduled to meet, whichever is less).

An evaluative grade (“A”, “B”, “C”, “D”, “F”, “P”, or “NP”) will be assigned to students who are enrolled past the end of the 12th week even if they stop attending class, except in cases of extenuating circumstances.

After the last day of the 12th 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. For further details, refer to

“W” section of “Grading Symbols and Definitions.”

It is recognized that students may have legitimate reasons for not being able to attend the first meeting of a particular class. A student to whom this circumstance pertains must notify the instructor in writing, at least one working day in advance of the first class meeting, stating the reason(s) for the class absence.

It is highly recommended that the written notification be sent by certified or registered mail so that the student may have a record of the notification. The instructor will consider the mitigating circumstances in deciding whether or not to drop the student from the class. Good standing is defined as not being on academic or progress probation.

Auditing Classes

Students may be permitted to audit a class under the following conditions:

- Payment of a fee of \$15 per unit. Fees may not be refunded. 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.
- No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
- Priority in class enrollment shall be given to students desiring to take the course for credit.

COURSE REPETITION

Course Repetition to Improve Substandard Grades

No specific course or categories of courses shall be exempt from course repetition. This policy only applies to courses taken at colleges within the Los Angeles Community College District. Courses completed through the provisions of Board Rule 6704 – Credit by examination may not be used to remove a substandard grade.

First Course Repetition to Remove a Substandard Grade

Upon completion of a repeated course the highest grade earned will be computed in the cumulative grade point average and the student’s academic record so annotated. All grades awarded will show on student’s permanent records to insure a true and complete academic history.

Second Course Repetition to Remove a Substandard Grade

Upon completion of the second repetition, the grade used in computing the student’s cumulative grade point average shall be the highest grade earned, and the student’s record so annotated. The two lower substandard grades will not be used in the computation of the grade point average. All grades awarded will show on student’s permanent records to insure a true and complete academic history.

Third Course Repetition to Remove a Substandard Grade

A student may repeat the same course for a third time provided the student has:

1. Received three substandard grades for the same district course.
2. Filed a petition specifying the course(s) to be repeated and stating the extenuating circumstances upon which the petition is based. "Extenuating circumstances" are verified cases of accidents, illness, or other circumstances beyond the control of the student.
3. The petition is approved by the local academic senate or a committee acting on behalf of the academic senate, and by the college president or designee.

Upon completion of the third repeat, the grade earned will not be used in the computation of the grade point average. All grades awarded will show on student's permanent records to insure a true and complete academic history.

Limit of Three (3) Attempts to Take the Same Course

Only three attempts at any one course will be allowed. Enrollment blocks on students who have had 3 attempts go into effective in summer 2012. From the effective of this new state regulation (October 12, 2011) all credit course repeats and withdrawals in a student's enrollment history will be counted towards the new limit, regardless of when they took the course. If the student has three recorded attempts for a course in any combination of W,D,F, or NP grades, the student is not allowed to register for that course within the colleges in the Los Angeles Community College District.

Remedial Coursework Limit

No student shall receive more than 30 semester units of credit for remedial coursework. Students having exhausted the unit limitation shall be referred for further remedial work to appropriate adult noncredit education services. "Remedial coursework" refers to non-degree basic skills courses as defined in California Code of Regulation, Title 5, section 55000.

The following students are exempted from the limitation on remedial coursework:

1. Students enrolled in one or more courses of English as a Second Language (ESL).
2. Students identified by the district as having a learning disability as defined in section 56036.

Course Repetition: Special Circumstances

Repetition of courses for which substandard work has not been recorded shall be permitted only upon advance petition of the student and with written permission of the College President or

designee based on a finding that circumstances exist which justify such repetition. In such repetition under special circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student's grade-point-average.

Certain courses in the Catalog may be repeated for additional unit credit. These courses, marked "RPT" in the Course Section of the Catalog, allow the student an expanded educational experience each time the student enrolls in the course.

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

The activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several similar course titles in Art, Music, Theater, and Physical Education which are considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity, such as twice in Theater 279, Musical Theater (RPT 3), and twice in Theater 280, Musical Theater Workshop (RPT 3).

Any combination may be used as long as 4 enrollments in one activity is not exceeded. A student may enroll in a specific required nursing class a maximum of three times. Enrollment is defined as attending at least one class meeting. However, a student who takes the same clinical nursing course two times, and who does not pass that course either time, may not repeat that course a third time.

This activity enrollment limitation begins with the Fall 1983 term. Excess enrollment will result in an administrative drop. Consult a counselor for the latest restricted activity enrollment list.

Note: Whenever the student's record is reviewed for the purpose of determining his or her unit credits, all of the student's record is reviewed, not just the course work since the beginning of Fall 1983.

DISMISSAL

A student shall be subject to dismissal and subsequently be dismissed under the conditions set forth within this section. Dismissal shall be determined based on student course work dating from Fall, 1981; course work completed prior to Fall of 1981 is excluded from dismissal calculations.

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 3 consecutive semesters. A student who is on academic probation and earns a semester grade-point-average of 2.0 or better shall not be dismissed as long as this minimum semester grade-point-average is maintained. For students receiving Veterans Benefits, if the Veteran fails to achieve a 2.0 grade-point average for two successive semesters, Veterans Benefits will terminate.

Progress Probation. A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of No-Credit (NC), Incomplete (I), and/or Withdrawal (W) are recorded in at least 3 consecutive semesters reaches or exceeds fifty percent (50%). A

student who is on progress probation shall not be dismissed after a semester in which the percentage of units in which the student has been enrolled for which entries of “I,” “W,” and “NC” are recorded is less than fifty percent (50%).

Appeal of Dismissal. A student who is subject to dismissal may appeal to the Counseling Division Chair and the Vice President of Student Services. Dismissal may be postponed and the student continued on probation if the student shows significant improvement in academic achievement but has not been able to achieve to a level that would meet the requirements for removal from probation.

Dismissal. A student who is subject to dismissal, and who has not been continued on probation throughout the appeal process, shall be notified by the College President, or designee, of dismissal which will become effective the semester following notification. Dismissal from any one college in the District shall disqualify a student from admission to any other college in the District.

Readmission After Dismissal

A student who has been dismissed may request reinstatement after 2 semesters have elapsed. The student shall submit a written petition requesting readmission to College in compliance with College procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. A student who is subject to dismissal and who has a cumulative GPA of at least 1.75 may appeal to the Dean of Admissions and Records.

FINAL EXAMINATIONS

Final examinations are held in all subjects according to a schedule printed in the Schedule of Classes. No student will be excused from the final examinations. Should any circumstances develop requiring a special examination at a time other than the scheduled time, special authorization must be secured from the Dean of Instruction.

PREREQUISITES

Students may not concurrently enroll in and receive credit for an advanced course and its prerequisite(s). Students may not enroll in and receive credit for the prerequisite(s) to an advanced course if they have previously completed the advanced course. Violation of this regulation will result in exclusion from class and denial of course credit.

Course Prerequisite Policy

Prerequisite means the preparation or previous course work considered necessary for success in the course. The college REQUIRES students to complete prerequisites as pre-enrollment preparation (See Prerequisite Challenge Procedures for conditions under which a prerequisite may not be required). Prerequisites which are listed in the College Catalog include:

1. Courses for which specific prerequisites have been validated,

2. Sequential course work in a degree-applicable program, and/or
3. Sequential course work in certificate programs, and
4. Courses in which a prerequisite is necessary for transfer to a four-year college. (Students are directed to see a counselor prior to the first day of class for questions about prerequisites)

Prerequisite Challenge Procedures

A prerequisite challenge requires written documentation which explains alternative course work, background or abilities which have adequately prepared the student for the course. A *Requisite Challenge Petition* form, which is used to file a prerequisite challenge, can be obtained from the matriculation coordinator in the Student Services Center (SSC 103), and the Mathematics Division Chair Office and English Division Chair Office both located in the Northeast Academic Building. Reasons for seeking a prerequisite challenge may include one or more of the following:

1. A prerequisite is not reasonably available;
2. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite;
3. The student believes the prerequisite was established in violation of regulation or in violation of the District-approved processes;
4. The student believes the prerequisite is discriminatory or being applied in a discriminatory manner.

The prerequisite challenge must be completed within two weeks of the beginning of the semester in which the student plans to enroll. Upon filing the prerequisite challenge, the student may enroll into the desired class. If this challenge is not upheld the student will be dropped from the class.

Note: Students must have official transcripts on file in the Admissions and Records Office for all prerequisites completed at other institutions.

Grading Symbols and Definitions

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

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

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing*	1
F	Failing	0
P	Passing**	
NP	No Pass***	

* less than satisfactory

**at least equal to a "C" grade or better – units awarded are not counted in GPA. P has the same meaning as "CR" as that symbol was defined prior to June 30, 2007.

*** equal to a "D" or "F" grade- units are not counted in GPA. NP has the same meaning as "NC" as that symbol was defined prior to June 30, 2007.

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

The following non-evaluative symbols may be entered on a student's record:

I - Incomplete

Incomplete academic work for unforeseeable, emergency, 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" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and a record shall be given to the student. A copy will also be on file in the college Admissions Office until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" symbol shall not be used in calculating units attempted nor for grade points. THE "I" MAY BE MADE UP NO LATER THAN ONE YEAR FOLLOWING THE END OF THE TERM IN WHICH IT WAS ASSIGNED. The student may petition for a time extension due to unusual circumstances.

Note: Courses in which the student has received an Incomplete ("I") may not be repeated unless the "I" is removed and has been replaced by a grade of "D" or "F". This does not apply to courses which are repeatable for additional credit.

IP - In Progress

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. "IP" indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation.

The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The "IP" shall not be used in calculating grade-point-averages.

If a student enrolled in an "open-entry, open-exit" course is assigned "IP" at the end of an attendance period and does not complete the course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) as specified above to be recorded on the student's permanent record for the course.

RD – Report Delayed

The "RD" symbol is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W - Withdrawal

Withdrawal from a class or classes shall be authorized through the last day of the twelfth 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 during the first four weeks, or 30% of the time the class is scheduled, whichever is less.

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 twelfth 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 twelfth week or 75% of the time the class is scheduled shall be given a grade other than a "W," except in cases of extenuating circumstances.

After the last day of the twelfth week (or 75% of the time the class is scheduled, whichever is less), and after consultation with the appropriate faculty, students should obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the twelfth week (or 75% of the time the class is scheduled, whichever is less) which has been authorized in extenuating circumstances shall be recorded as "W." 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.

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 "MW" may be assigned at any time after 30% of the time

the class is scheduled to meet. No notation (“W” or other) shall be made on the records of a student who withdraws during the first 30% of the time the class is scheduled. Enrollment fees will be refunded with military withdrawals. Military withdrawals shall not be counted in progress probation and dismissal calculations.

Grades and Grade Changes

The instructor of the course shall determine the grade to be awarded to each student in accordance with the preceding Grading Symbols and Definitions Policy. The determination of the student’s grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student’s record shall only be done upon authorization by the instructor of the course.

In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the College President. Petitions for Grade Review must be filed with the Admissions and Records Office within one year from the last day of the semester in which the disputed grade was awarded.

SPECIAL CREDIT

Credit by Examination

The College may designate courses listed in the College Catalog wherein any student who satisfies the following requirements may be granted credit by examination in place of enrolling in and completing such courses:

- Be currently registered and have a minimum cumulative grade-point-average of 2.0.
- Have completed 12 units within the Los Angeles Community College District.
- Is not currently enrolled in, or has not completed a more advanced course in this discipline.
- Prerequisites (if any) for course are complete

Limitation on Petitioning for Examination: The maximum number of units for which a student may petition for credit by examination for the Associate degree at the College shall be 15 units.

Maximum Units Allowable: The maximum number of credit by examination units with a grade of “P” that may be applied toward graduation requirements shall be limited to 15 units.

Acceptance Towards Residence: Units for which credit is given pursuant to the provision of this section shall not be counted in determining the 12 units of credit in residence requirement.

Recording of Grade: Credit by examination shall be entered on the student’s record as “P” or “NP” (or “CR” or “NC” prior to June 30, 2007) as provided by the District Grading Symbols and definitions Policy. The student’s record shall also be annotated “Credit by Examination”.

The college grants credit by examination to students who can demonstrate mastery of specific subject matters. The purpose is to avoid needless repetition and to allow appropriate credit for knowledge not acquired in the classroom. Credit by examination may be recognized in the following ways:

1. Advanced Placement: Credit for AP tests may be made by each department on a petition basis. Each student should also check AP credits given by the university to which they want to transfer as this differs from campus to campus. Consult a counselor for procedures at Harbor College and policies of universities.
2. College-Administered Examination: Satisfactory completion of an examination administered by the College according to the district policy stated above. Achievement based on examinations administered by other agencies must be approved by the College. The charge for college-administered credit by exam is \$20 per unit, subject to change by the state legislature or the LACCD Board of Trustees.
3. CLEP: After completing 12 units at Harbor College, a registered student in good academic standing (not on probation) may petition for College Level Examination Program credit. The student must file a General Petition in the Admissions Office. Harbor College will grant 3 elective units for each of the five General Examinations passed with a score of 500 or higher. No specific course credit is granted for CLEP, and it cannot be used to fulfill General Education requirements, except by General Petition.

The student may be granted a maximum of 15 units of credit, with a three-unit maximum in each of the following areas: English Composition; Social Science/History (this credit will not satisfy the general education requirement in American Institutions); Natural Sciences, not including a laboratory requirement; Mathematics; and Humanities.

Students may not receive credit by enrollment in or by examination for the prerequisite(s) to an advanced course if they have completed the advanced course.

Students who qualify under (a), (b), and (c) above must present evidence to the division chairman of having received equivalent education or experience in other than traditional educational setting. The Credit by Examination option is not available for laboratory classes.

Credit for Courses Completed at Non-Accredited Institutions

Students transferring from non-accredited institutions may, after successful completion of 30 units with a “C” or better grade-point-average, apply for up to 15 units of credit in courses which parallel the offerings of the College.

Students who wish to apply for credit at Harbor College for course work completed at non-accredited institutions must request in writing to the appropriate Division Chairman that he or she evaluate the course

work. This evaluation should be done at the time of the student's entry to Harbor College, not after completion of the College's 30-unit requirement of accredited course work; however, credit for the course work taken at non-accredited institutions will not be awarded until the 30-unit requirement is completed.

Students are encouraged to consult with a counselor at the time of entry to Harbor College to avoid duplication of course work taken at non-accredited institutions.

Credit for Graduates of Diploma Schools of Nursing

The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter the Los Angeles Community Colleges. Thirty (30) semester units of credit will be given to graduates of Diploma Schools of Nursing under the following conditions:

- The student presents a valid, current California license as a licensed registered nurse to the designated administrative officer;
- The student has completed at least 12 units of credit at the College to which application is made.

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

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

Additional courses in Nursing may be taken for credit only upon approval of the Nursing Department. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.

Credit for Military Service Training

Students who are currently serving in or have served in the military service, may, after successful completion of at least one course with the Los Angeles Community Colleges, request an evaluation of credit earned through military service training schools and/or military occupational specialties.

Credit for Law Enforcement Academy Training

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

- Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
- A single block of credit will be given and identified as academy credit.
- One (1) unit of credit may be granted for each 50 hours of training, not to exceed ten (10) semester units or their equivalent.

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

Credit for Courses Completed at Foreign Colleges and Universities

Students must first have their transcripts evaluated by a foreign transcript evaluation service and then petition for course equivalences at Los Angeles Harbor College. Please see a counselor for further instructions.

Pass/No-Pass Option

The College President may designate courses in the College Catalog wherein all students are evaluated on a "pass/no-pass" basis or wherein each student may elect at registration, or no later than the end of the first 30% of the term, whether the basis of evaluation is to be "pass/no-pass" or a letter grade. These courses will be noted in the College Catalog as being eligible for the Pass/No-Pass Option.

Usage for Single Performance Standard: The credit/no-credit grading system shall be used in any course in which unit credit is assigned. A grade of Pass (P) shall be assigned for meeting that standard, and a grade of No-Pass (NP) shall be assigned for failure to do so.

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

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

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

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

Conversion to Letter Grade: 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.

Course Repetition: A student who has received a grade of "No-Pass" (NP) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades Policy. Students wishing to take a course on a credit/no-credit basis should submit the appropriate form to the Records Office before the

sixth week of the semester or the first week of the summer session. A student may elect to take one course per semester on a credit/no-credit basis, in addition to any courses offered solely on a credit/no-credit basis. A maximum of fifteen (15) units of credit can be applied to the Associate in Arts or the Associate in Science degree. All courses offered by Los Angeles Harbor College are available to be taken on a pass/no-pass basis.

STUDY LOAD LIMITATIONS

A study load is defined as the total subjects and units carried in a program in any one semester. Sixteen units, including physical education, constitute the normal semester program. Twelve units are considered to be minimum full-time enrollment. In some cases a semester program may require more than sixteen units for the student to complete a major in the normal two-year period. Permission to carry a load in excess of eighteen units may be granted to individuals depending on the excellence of their previous semester's academic work. This permission is granted by a counselor. The State Education Code specifies that each lecture hour of a community college class requires at least two hours of study outside of class.

Students who plan to transfer from Los Angeles Harbor College to other collegiate institutions should recognize that, in general, a maximum load of eighteen units per semester will be accepted credit by other colleges. Harbor College reserves the right to limit the number of units in which students on probation may enroll.

Concurrent Enrollment

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

Concurrent enrollment in courses which are cross-referenced to each other is not permitted (i.e., courses designated "same as" in the District Directory of Educational Programs and Courses). Violation of this regulation will result in exclusion from class and denial of course credit in both courses.

Enrolling in classes scheduled or conducted during overlapping times is not permitted. In addition to exclusion from both classes and denial of credits, violators will be subject to disciplinary action (See Standards of Student Conduct.)

Academic Renewal

Students may submit a petition to the Office of Admissions and Records to have their academic record reviewed for academic renewal action of substandard academic performance under the following conditions: *Students must have achieved a grade-point-average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university, and at least two calendar years must have elapsed from the time the course work to be removed was completed.* Official transcripts are required from the most recent colleges attended.

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

- Eliminating from consideration in the cumulative grade-point-average up to 18 semester units of

course work from all coursework taken within the Los Angeles Community College District, and annotating the student academic record indicating where courses have been removed by academic renewal action. Academic renewal actions are irreversible.

Graduation honors and awards are to be based on the student's cumulative grade-point-average for all college work attempted. This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ and students planning to transfer to another college should contact that institution regarding its policy.

TRANSCRIPTS

Upon written request of the student, a copy of the student's academic record shall be forwarded to the student or his or her designated addressee promptly by U.S. mail or other responsible forwarding agency.

A student or former student shall be entitled to two free copies of the transcript of his or her record or to two free verifications of student records. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$3. Students may request 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. Requests for transcripts or verifications may be obtained in the Office of Admissions. Transcripts from another institution are not available for copying. The cost of transcripts is subject to change each semester.

The student's transcript may be withheld if 1) any library books or other library materials or college equipment are charged to the student and are unreturned, or 2) there are any unpaid fees or charges due to the College. The transcript may be withheld until these obligations of the student to the College are discharged.

Effective immediately, all official transcripts must be sent directly from the college attended to our admissions office, no hand carried (by staff or students) official transcripts will be accepted. Unofficial transcripts may be hand carried for meeting with a counselor, prerequisite requirements or other advisory uses. Duplicate diploma requests are available at \$10 per diploma. Allow 2 to 3 weeks for processing.

INFORMACIÓN EN ESPAÑOL

LA HISTORIA Y LA MISIÓN DEL COLEGIO

LA ACREDITACIÓN

Los Angeles Harbor College es un colegio público de dos años que provee servicios educativos bajo la Junta Directiva del Distrito de los Colegios de la Comunidad de Los Angeles (Los Angeles Community College District). Los Angeles Harbor College está oficialmente acreditado por la Asociación del Oeste de Escuelas y Colegios (Western Association of Schools and Colleges) y está completamente aprobado bajo las regulaciones de los Colegios de la Comunidad de California (California Community Colleges). El sistema de La Universidad de California, el de Las Universidades Estatales de California y otros colegios y otras universidades dan crédito por cursos apropiados que han sido completados.

LA MISIÓN DEL LACCD

Una misión nueva del Distrito... "Cambiando vidas en un Los Ángeles que está cambiando"

En una era de renovación cívica, de cambios económicos y de revitalización cultural sin presedente en la historia de Los Ángeles, nosotros, el profesorado, el personal y la administración de los nueve colegios comunitarios de Los Ángeles, nos dedicamos a la meta de ampliar el acceso a la oportunidad educativa a muchas diversas comunidades que contribuyen a la ciudad de Los Ángeles y su área metropolitana.

Servimos a todos angelinos proveyendo una serie de ofrecimientos educativos inigualados, incluyendo programas que preparan a estudiantes para carreras exitosas, para la transferencia a colegios y universidades de cuatro años, para el mejoramiento de las habilidades esenciales para la vida y el aprendizaje de por vida.

Para lograr esta misión, nos esforzamos para crear ambientes de instrucción de apoyo que retan a los estudiantes para cumplir estándares académicos rigurosos para transformarse en principiantes independientes, para desarrollar hábitos mentales críticos y creativos y desarrollar un aprecio constante por otras personas y culturas.

Los Principios Que Guían Al Distrito

- Acceso y Oportunidad
- Excelencia e Innovación
- Aprendizaje Estudiantil y Éxito
- Averiguación Gratuita
- El Poder de Diversidad
- Conexión Comunitaria
- La Promesa de Tecnología
- Responsabilidad Pública

LA NORMA ANTIDISCRIMINATORIA. Todos los programas y actividades del Distrito de los Colegios de la Comunidad de Los Angeles operaran de una manera que estarán libres de discriminación basada en: raza, color, nacionalidad, abolengo, religión, creencia, sexo, el estado de embarazo, estado civil, condición médica (relacionada al cáncer), preferencia sexual, edad, incapacidad o estado como veterano.

LA HISTORIA DEL HARBOR COLLEGE

En 1941 el Comité de Educación de la Cámara de Comercio de Wilmington le presentó una petición al Consejo de Educación de la Ciudad de Los Angeles para establecer clases de extensión de oficios en la escuela secundaria Banning para cumplir con las necesidades críticas de entrenamiento inspiradas por la guerra.

La Historia del Colegio y la Misión mostraron que tales clases de extensión no serían una respuesta de largo plazo a las necesidades educacionales del área. Por lo tanto, el Comité de Educación (ampliado en 1945 para incluir a representantes de San Pedro y Lomita) organizó una junta de representantes de industrias claves localizadas en el área de Harbor para discutir la necesidad de una escuela de oficio o una escuela técnica.

Después de los estudios sobre la proyección de la población, la valuación de la propiedad y las posibilidades de empleo, estos líderes comunitarios indicaron una necesidad para realizar tal institución escolar de nivel post-secundario; después el Comité de Educación le presentó una petición al Consejo de Educación de Los Angeles para proveer tal escuela en el área.

Los Angeles Harbor College fue abierto oficialmente en septiembre de 1949. El colegio ha crecido de una matriculación de 400 estudiantes a una matriculación actual de aproximadamente 9,000 estudiantes, incluyendo a residents de Wilmington, Carson, Harbor City, Lomita, Gardena, Palos Verdes, San Pedro y Torrance. Aunque todavía mantiene un programa técnico, los ofrecimientos académicos y educativos han aumentado para cumplir con las necesidades de la comunidad que cambian.

LA DECLARACIÓN SOBRE LA MISIÓN

La misión de Los Angeles Harbor College fomenta el aprendizaje a través de programas integrales que satisfacen las necesidades educativas de la comunidad, según lo medido por el éxito del estudiante, la responsabilidad personal e institucional, y la integridad. Programas de títulos y de transferencias

- Preparación vocacional y para la fuerza laboral
- Instrucción de habilidades básicas
- Inglés como segunda lengua
- Cursos que permiten a uno ganar crédito y los que no permiten a uno ganar crédito para el aprendizaje por vida
- Servicios de comunidad

- Servicios de apoyo
- Información sobre el alfabetismo

Un aspecto esencial de la misión hacia la comunidad que servimos es el avance en el crecimiento económico y la competencia global por medio de la educación, el entrenamiento y los servicios que contribuyen a la continuidad en la fuerza laboral y la responsabilidad cívica.

Estamos comprometidos al aprendizaje estudiantil en un ambiente educativo que reconoce la unicidad de los individuos, que provee un centro para el enriquecimiento cultural de la comunidad y que procura un diálogo dinámico y una evaluación reflexiva y el mejoramiento de la institución por medio de evaluaciones y evaluaciones progresivas y mensurables del aprendizaje de los estudiantes (Student Learning Outcomes).

Las Metas

- **El Aprendizaje Y La Instrucción:** Ofrecer Instrucción innovadora que está al día que se enfoca en el estudiante en todos los programas de Harbor College para promover un aprendizaje efectivo.
- **Servicio Y Apoyo Estudiantil:** Proveer un ambiente positivo y de respeto que fomenta el logro educativo y personal.
- **Participación En La Gobernación:** Mantener un ambiente donde los estudiantes y todo el personal tendrán una voz y una oportunidad para participar en la gobernación efectivamente.
- **Recursos Económicos:** Perfeccionar y ser responsable por el uso responsable de todos los recursos financieros.
- **Asociaciones:** Colaborar con comunidades locales y globales para aumentar las oportunidades que son beneficiosas para nuestros estudiantes, el colegio y su misión.
- **Ambiente Institucional Y Recursos Físicos:** Proveer y asegurar un ambiente estéticamente placentero, seguro y saludable que conduce el aprendizaje.
- **Recursos Humanos Y El Desarrollo:** Asegurar una comunidad en el campus que valora la diversidad y promueve y favorece un clima de respeto mutuo, desarrollo personal y profesional, comunicación efectiva y trabajo colectivo.

La Visión

La visión del Colegio es crear un ambiente personalizado que se concentra en los estudiantes dedicado a preparar a nuestra comunidad para los retos y oportunidades de la vida.

Los Valores

Éxito Estudiantil
 Excelencia
 Integridad
 Un Ambiente con Apoyo
 Responsabilidad Personal e Institucional

Responsabilidad Cívica

LAS FUNCIONES DE LOS COLEGIOS DE LA COMUNIDAD

Para cumplir con la misión de los Colegios de la Comunidad de Los Angeles, Los Angeles Harbor College ofrece los siguientes tipos de programas educativos.

La Transferencia. Un programa colegial de transferencia permite al (a) estudiante, quien complete dos años de estudio, a seguir su trabajo de “upper division” (tercer año) en colegios y universidades de cuatro años acreditados por medio de una articulación cuidadosa y continua entre los colegios acreditados y las escuelas secundarias.

Ocupacional. Un programa educativo ocupacional le ofrece un curriculum de negocios básicos, técnico y profesional para desarrollar las habilidades que pueden conducir a uno(a) a un empleo, al avance en un ambiente laboral, a la certificación o al logro del título “associate degree”.

La Instrucción General. Un programa de instrucción general está compuesto de programas relacionados al “associate degree” y de otras experiencias planeadas que desarrolla el conocimiento, las habilidades y las actitudes necesarias para que el (la) estudiante sea efectivo(a) como una persona, como un(a) miembro(a) de una familia, como un (a) empleado (a) y como un(a) ciudadano(a), así aumentando la calidad de vida para el (la) individuo(a) y para la sociedad entera.

La Instrucción de Transición. Un programa de habilidades remediadoras y básicas es para los estudiantes que necesitan prepararse para los cursos y para los programas de nivel colegial; La instrucción del inglés como Segunda Lengua para inmigrantes, estudiantes extranjeros y otros estudiantes con una habilidad limitada en el inglés.

El Asesoramiento y la Dirección. Un programa de asesoramiento y de dirección incorpora el asesoramiento académico, en cuanto a la carrera, a un nivel personal y la asistencia con asuntos relacionados a la admisión, a la asistencia financiera, a la colocación en el empleo y a las actividades estudiantiles. Este programa asiste al (a) estudiante a establecer metas educativas y con la selección y la búsqueda de un trabajo para toda la vida que sea compatible con sus intereses, aptitudes y habilidades.

La Educación Continua. Un programa de educación continua está compuesto de cursos calificados y de cursos no calificados para proveer oportunidades en la capacidad personal y ocupacional que suplementan la asistencia al colegio de tiempo completo.

Los Servicios Comunitarios. Un programa de servicios comunitarios se ofrece para cumplir con las necesidades de la comunidad por medio de cursos vocacionales y de recreación, eventos culturales y de la comunidad y funciones cívicas, todos completamente financiados por las cuotas que se les cobran a los que asisten.

Los Programas Conjuntos. Los programas conjuntos con negocios, con el sector laboral, con la educación y el gobierno aumentan las oportunidades de los participantes de los programas y avanzan la misión y las funciones del Distrito.

La Educación Internacional. Las oportunidades para estudiar en países extranjeros se ofrecen para que los estudiantes puedan entender otras culturas aún mejor. Los estudiantes cumplen con los requisitos relacionados a la instrucción general y con su especialización mientras que estudian y viajan por sociedades distintas a las suyas. Se ofrecen oportunidades para desarrollar un mejor conocimiento de diferentes valores sociales, valores culturales e idiomas.

LAS NORMAS Y LOS PROCEDIMIENTOS DEL DISTRICTO

Las Reglas del Distrito

Acción Afirmativa

La norma del Distrito de los Colegios de la Comunidad de Los Angeles (Los Angeles Community College Distrito) es implementar afirmativamente la misma oportunidad a todos los empleados y a todos los solicitantes capacitados sin tomar en cuenta: raza, color, origen nacional, abolengo, religión, credo religioso, sexo, edad, incapacidad física, estado civil, condición médica (relacionada al cáncer), preferencia sexual o por ser veterano de guerra.

Se tomará acción positiva para asegurar que esta regla se siga en todas las áreas del empleo, incluyendo: durante el reclutamiento, en el momento de emplear, en el colocamiento, en la transferencia, en el descenso de rango, en el momento de los tratamientos durante el tiempo que uno(a) está empleado(a), en el porcentaje en el pago u otras formas de compensación, en la selección para el entrenamiento, en la suspensión o en el despido de empleados. Se mantendrá un programa vigoroso de Acción Afirmativa para asegurar el uso apropiado de ciertos grupos de personas que están protegidos, en las áreas específicas y en los niveles específicos dentro de la fuerza laboral del distrito por medio de la implementación de procedimientos y actividades inclinados(as) a producir resultados (Regla Directiva 101301).

Preguntas sobre la Acción Afirmativa en Los Angeles Harbor College deben ser dirigidas a la Oficina de Condescendencia (Office of Compliance), Nina Malone, Seahawk Center, 201.

Cortesía en el Aula de Clase

Tal como lo aprueba la Organización Asociada a los Estudiantes (Associated Student Organization) y el Senado Académico, todos los teléfonos celulares y todos los aparatos electrónicos que emiten sonidos se mantendrán apagados todo el tiempo durante las clases. Se permite que los teléfonos celulares y los beepers sean puestos en el modo de vibrar. Sin embargo, no se permite el uso de audífonos.

Los Comités de Asesoramiento del Colegio

Los comités de Asesoramiento del Colegio, compuestos de representantes de negocios y de industrias, proveen información y dirección continuamente en cuanto al desarrollo de programas ocupacionales y al desarrollo de las tendencias que afectan al entrenamiento y al empleo.

Un Colegio Libre de Drogas

De acuerdo con la Sección 22 del Acto de 1989 de la Escuelas y Comunidades Libres de Drogas, Los Angeles Harbor College se esfuerza para mantener un colegio libre de drogas y de alcohol para sus estudiantes y sus empleados. A los empleados y a los estudiantes, se les prohíbe la fabricación ilegal, la distribución, la dispensación, el uso y la posesión de una sustancia controlada y del alcohol en todos los edificios, la propiedad, las áreas de servicio o, en la localidad de negocios del Distrito. (según indican las Normas del Consejo sobre las Reglas de Conducta, Sección 9803.19).

El colegio mantiene unos principios que promueven una conciencia libre de drogas y de alcohol para informar a los estudiantes y a los

empleados sobre los peligros y los riesgos a la salud que les puede traer el abuso de drogas y de alcohol en un ambiente laboral, en el colegio y durante las actividades patrocinadas por el colegio.

Los estudiantes y los empleados serán informados sobre las sanciones que se les impondrá por la violación de los principios y se les avisará sobre la disposición del asesoramiento, el tratamiento y la asistencia con la rehabilitación relacionada al uso de drogas y alcohol. La declaración de esta norma sirve como la notificación anual tal como lo requiere la ley.

A todos los estudiantes y a todos los empleados se les exige que cumplan con esta norma como condición para mantener su posición como alumno o empleado continuo. Cualquier estudiante o empleado que viole esta norma, se le podría obligar que participe satisfactoriamente en un programa de rehabilitación de abuso de sustancia y o, podría ser sujeto a una acción disciplinaria hasta e incluso el despido o la exclusión bajo las reglas aplicables del Distrito. Además, un(a) empleado(a) que haya sido declarado(a) culpable del cualquier crimen relacionado al uso de drogas en el ambiente laboral, tendrá que notificar al Departamento de Empleo (Personnel Office) cinco (5) días después de la condena.

Los Materiales para la Instrucción

A los estudiantes se les podría requerir que proveen materiales relacionados a la instrucción y otros materiales que se requieren con las clases de “credit” y las de “non credit”. Tales materiales continuarán teniendo valor para los estudiantes fuera de la clase y no estarán disponibles exclusivamente por medio del Distrito.

Los Aparatos para Grabar

La ley estatal en California prohíbe el uso de cualquier aparato para grabar o auditivo en el aula de clase sin haber contado previamente con un maestro o con la administración del colegio. Cualquier estudiante que necesite usar aparatos electrónicos tendrá que conseguir el consentimiento del profesor. Si el profesor está de acuerdo con el pedido, se tendrá que mandar una carta de consentimiento al Decano del Departamento de Asuntos Académicos (Academic Affairs) para recibir la aprobación.

La Norma sobre el Acoso Sexual

La norma del Distrito de los Colegios de la Comunidad de Los Angeles (Los Angeles Community College District) es proveer un ambiente educativo, de empleo y de negocios libre de: avances sexuales, pedidos de favores sexuales u otra conducta física o forma comunicativa que constituye el acoso sexual, tal como está definido y de otra manera prohibido por los estatutos estatales y federales.

Será una violación de esta ley si cualquiera quien esté autorizado(a) a recomendar o a tomar acciones personales o académicas que afecten a un(a) empleado(a) o a un(a) estudiante o, quien esté autorizado(a) a llevar a cabo negocios u otros servicios que representen al Distrito de los Colegios de la Comunidad de Los Angeles se involucren en el acoso sexual.

Dentro del ambiente educativo, se prohíbe el acoso sexual entre estudiantes, entre empleados y estudiantes y entre personas quienes no son estudiantes y quienes son estudiantes. Dentro del ambiente laboral, se prohíbe el acoso sexual entre supervisores y empleados, entre empleados y entre quienes no son empleados y quienes son empleados.

Las copias de las reglas y de los procedimientos del Distrito con respecto al acoso sexual se pueden obtener por medio de Ms.

Nina Malone, Oficial de Condescendencia, Seahawk Center 201. Adicionalmente, todas las preguntas deben ser dirigidas a la Oficial de Condescendencia del Colegio.

La Norma sobre el Fumar

No se permite fumar dentro de cualquier aula u otros espacios cerrados que a cualquier estudiante se le requiere que ocupe o que es ocupado habitualmente por estudiantes que no fuman. Se prohíbe fumar 25 pies de cualquier entrada de cualquier edificio.

El Número de Seguro Social

El Distrito de los Colegios de la Comunidad de Los Angeles (The Los Angeles Community College District) mantiene un sistema de expedientes de los estudiantes que utiliza el número de Seguro Social para identificar el expediente del individuo. Sin embargo, si los estudiantes no desean reportar su número de Seguro Social, un número de identificación alternativo será asignado por el Colegio.

Las Reglas Relacionadas a la Conducta de los Estudiantes

Un(a) estudiante que se matricule en uno de los Colegios de la Comunidad de Los Angeles espera justamente que la facultad y los administradores mantengan un ambiente en el cual haya libertad para aprender. **Ésto requiere que hayan condiciones y oportunidades apropiadas en las aulas y en el Colegio.**

Como miembros de la Comunidad Colegial, los estudiantes deben ser aconsejados a desarrollar la capacidad para tener un juicio crítico, para involucrarse en la búsqueda sostenida e independiente de la verdad y para que desempeñen sus derechos a la libertad en la investigación y sus derechos a la libertad en el habla de una manera responsable y no violenta.

Los estudiantes tendrán que respetar y obedecer la ley civil y la ley criminal y estarán expuestos a penalidades legales por la violación de las leyes de la ciudad, del condado, del estado y de la nación.

La conducta de los estudiantes tiene que conformar con las reglas y las regulaciones del Distrito y del colegio. La violación de tales reglas y regulaciones, por la cual los estudiantes están expuestos a acción disciplinaria, incluye, pero no está limitada a lo siguiente:

(Regla Directiva 9803.10) La desobediencia intencional de las instrucciones de los oficiales del colegio que desempeñan sus deberes.

(Regla Directiva 9803.11) La violación de las reglas y las regulaciones del Colegio, incluyendo ésas que están relacionadas a las organizaciones de los estudiantes, al uso de lugares de servicios del Colegio o, al tiempo, al lugar y a la manera de expresión pública o a la distribución de materiales.

(Regla Directiva 9803.12) La deshonestidad, como haciendo trampas de nivel académico o, conscientemente proveyéndole información falsa al Colegio.

(Regla Directiva 9803.13) La entrada no autorizada a o, el uso no autorizado de los servicios del Colegio.

(Regla Directiva 9803.14) La falsificación, la alteración, o el mal uso de documentos, expedientes o de la identificación del Colegio.

(Regla Directiva 9803.15) La obstrucción o la interrupción de los

procedimientos de las clases, administrativos, disciplinarios o de actividades autorizadas por el Colegio.

(Regla Directiva 9803.16) El robo o el daño a la propiedad del Colegio, a la de un miembro de la comunidad Colegial o, a la de un visitante del colegio.

(Regla Directiva 9803.17) La alteración malévola o intencional del orden público o de la tranquilidad de cualquiera de los Colegios de la Comunidad de Los Angeles por ruido fuerte o fuera de lo normal o cualquier amenaza, el reto a una pelea, una pelea o, la violación de cualquiera de las reglas de conducta presentada en este Artículo. Cualquier persona cuya conducta viole esta sección, será considerada como una persona quien ha interferido con la conducta pacífica de las actividades del colegio donde los dichos actos fueron cometidos.

(Regla Directiva 9803.18) Asalto o agresión, abuso o cualquier tipo de amenaza de fuerza o violencia dirigida hacia cualquier miembro de la comunidad Colegial o visitante involucrado en actividades autorizadas.

(Regla Directiva 9803.19) Cualquier tipo de posesión de sustancias controladas que podrían constituir una violación del Código de Salud y Seguridad sección 11350 o el Código de Negocios y Profesiones, sección 4230, cualquier uso de sustancias controladas que también están prohibidas bajo los mismos códigos o, el uso de bebidas alcohólicas estando en cualquier propiedad del Distrito, en los colegios del Distrito o, al estar participando durante cualquier función o excursión patrocinada por el colegio. “Sustancias controladas”, tal como el término es usado en esta sección, incluyen pero no están limitadas a las siguientes drogas y a los siguientes narcóticos: opiatos, derivados del opio, mescalina, sustancias que producen alucinaciones, peyote, marihuana, estimulantes, sedativos y cocaína.

(Regla Directiva 9803.20) La posesión de cualquier objeto que pudiera usarse como arma letal estando en el colegio. Los únicos que pueden portar tal objeto son agentes del orden público, oficiales de la policía y otros empleados del gobierno encargados con las responsabilidades relacionadas al servicio de policía.

(Regla Directiva 9803.21) Comportamiento, al estar presente en uno de los colegios o en una función patrocinada por uno de los colegios, que esté inconsistente con las reglas antidiscriminatorias del Distrito, las cuales requieren que todos los programas y todas las actividades del Distrito de los Colegios de la Comunidad de Los Angeles sean operados(as) de manera que estén libres de discriminación basada en: raza, color, origen nacional, abolengo, credo religioso, sexo, por estar embarazada, estado civil, preferencia sexual, edad, incapacidad física o por el estado de veterano.

(Regla Directiva 9803.22) Cualquier reunión de dos o más personas para 1) cometer un acto ilegal o, 2) hacer un acto legal pero de una manera ruidosa o tumultuosa.

(Regla Directiva 9803.23) Cualquier acuerdo entre dos o más personas para llevar a cabo actos ilegales.

(Regla Directiva 9803.24) Una expresión implicada o directa con

el propósito de infligir daño físico o mental/emocional y, o acciones como perseguir a una persona y si una persona lo fuera a interpretar como una amenaza a la seguridad personal o a la de su propiedad. Amenazas podrían incluir expresiones verbales, expresiones escritas, amenazas vía el teléfono o, amenazas físicas.

(Regla Directiva 9803.25) Conducta que podría considerarse desordenada incluyendo: Vestimenta lujuriosa o indecente o, conducta que interrumpe las clases o las actividades del colegio; violación de la paz del colegio; ayudando o incitando a otra persona a violar la paz en la propiedad del colegio o durante funciones.

(Regla Directiva 9803.26) El robo o el abuso de recursos relacionados a las computadoras incluyendo pero no limitado a: a) la entrada no autorizada a un ivo para leer o cambiar el contenido o, para cualquier otro propósito. b) La transferencia no autorizada de un expediente. c) el uso no autorizado de la identificación de otra persona y de su código personal. d) el uso de los sitios de las computadoras para interferir con el trabajo de un miembro de la facultad estudiantil o de un oficial del colegio o, para alterar los expedientes del distrito. e) el uso de programas de computadoras (“software”) que no se le han otorgado una licencia. f) Copiar programas de computadoras (“software”) sin autorización. g) el uso de los lugares de las computadoras para acceder, mandar o involucrarse en mensajes que son obscenos, que amenazan, que defaman, que presentan un peligro que está presente y claro, que violan la regulación que está de acuerdo con la ley y, o que interrumpen substancialmente la operación ordenada de un colegio. h) el uso de los sitios de las computadoras para interferir con la operación regular del sistema computarizado del colegio o del Distrito.

(Regla Directiva 9803.27) Conducta estando presente en un campus de colegio o en un lugar operado y/o controlado por el Distrito o en un evento patrocinado por el Distrito que está prohibida por las leyes locales, estatales y federales.

(Regla Directiva 9804) Cada persona que por medio de fuerza física intencionalmente obstruya o intente obstruir a cualquier estudiante o profesor que intente asistir o enseñar clases en cualquier de los campus o en propiedades que le pertenezcan a la Junta Directiva del Distrito de los Colegios Comunitarios de Los Ángeles o que sean controlados o administrados por la misma junta directiva, será castigada por una multa que no exceda quinientos dólares (\$500) o por encarcelamiento en una cárcel del condado que no exceda un año o, por ambos, la multa y la cárcel. Tal como se usa en esta sección, fuerza física” incluye pero no se limita al uso de su propia persona, individualmente o, involucrado/a con otros, para impedir acceso a, o movimiento dentro o de otra manera obstruir a los estudiantes o a los profesores de los lugares destinados para a las clases.

(Regla Directiva 9805) Cada persona que intente no permitir o que no le permita a cualquier oficial o empleado del Distrito de los Colegios Comunitarios de Los Ángeles desarrollar sus deberes por medio de una amenaza de causarle daños a una persona o propiedad, será culpable de una ofensa pública.

(Regla Directiva 9805.10) Cada padre,, madre, guardián u otra person que asalte o abuse a cualquier profesor empleado por el

Distrito en la presencia o en la audiencia de un estudiante ,de un colegio comunitario o en la presencia de otros empleados del colegio comunitario o, de estudiantes y en un lugar que esté en propiedad del Distrito, en aceras y calles públicas o en otras vías públicas que estén adyacentes al local de la escuela o, en algún otro lugar donde al profesor se le requiere llevar a cabo las actividades asignadas por el colegio, será culpable de un delito menor.

(Regla Directiva 9806) Conducta que represente una amenaza al individuo y/o a otros. Esto incluye pero no se limita a los siguientes tipos de conducta. Conducta insegura en conexión con un Programa de Servicios de Salud (ej Enfermería, Higiene Dental, etcétera), no seguir las instrucciones de seguridad del Distrito y/o las de los empleados del Colegio, ignorar las reglas de seguridad tal como fueron adoptadas por el Distrito y/o el Colegio y comportamiento negligente que cree un ambiente inseguro.

Los Procedimientos Relacionados a la Disciplina de los Estudiantes

La ley les requiere a los distritos de los colegios que adopten reglas para la conducta de los estudiantes junto con penalidades aplicables por su violación(Sección 66300 del Código Educativo). El Distrito de los Colegios de la Comunidad de Los Angeles ha cumplido con este requisito al adoptar la Regla Directiva 9804 (Vea arriba).

El Distrito ha adoptado la Regla Directiva 9804, Procedimientos Relacionados a la Disciplina de los Estudiantes para proveer procedimientos uniformes para asegurar el proceso establecido cuando un(a) estudiante es culpado(a) por violar las Reglas de la Conducta de los Estudiantes. Todos los cursos de acción que tengan lugar por su relación con estos procedimientos serán relacionados específicamente a la violación alegada de las Reglas de Conducta establecidas.

Estas provisiones no se les aplica a: los procedimientos sobre los motivos para quejarse, a los consejos de las organizaciones estudiantiles, a las cortes o, a la determinación de la residencia de uno y a otros requisitos académicos y legales para la admisión y la retención.

El Colegio podría tomar medidas disciplinarias independientes sobre cualquiera de las acusaciones procesadas por medio de las autoridades civiles o criminales. Copias de los Procedimientos Relacionados a la Conducta de los estudiantates se pueden obtener en la Oficina de la Presidenta.

Los Procedimientos Estudiantiles Relacionados a los Motivos para Reportar Quejas

El propósito de Los Procedimientos Estudiantiles Relacionados a los Motivos para Reportar Quejas es proveer medios rápidos y justos para resolver las quejas de los estudiantes. Los procedimientos enumerados en la Regulación Administrativa E-55 estará disponible para cualquier estudiante o solicitante quien esté en el proceso de admisión y quien crea que una decisión o una acción le haya afectado adversamente su estado, sus derechos y o sus privilegios como un(a) estudiante.

Los Procedimientos incluirán pero no estarán limitados a: violaciones alegadas de las proviciones de la subsección(f) de la Sección 55521 del Título V que se refiere a un requisito discriminatorio expuesto a ser retado bajo la subsección (d) (3) de la Sección 58106 ; las violaciones alegadas del Título X de las Enmiendas de la Educación Superior de 1972 (regulaciones aplicables), motivos para quejas relacionados a estudiantes incapacitados tal como lo define la Sección 504 del Acto

de Rehabilitación de 1973, los motivos para quejas relacionados al acoso sexual tal como lo define las Normas del Distrito relacionadas al acoso sexual (vea abajo), problemas relacionados a la asistencia de ayuda financiera y motivos para quejas relacionados a las calificaciones de los cursos a la extensión permitida por el Código Educativo Sección 76224 (a). Sección 76224 (a) provee:

“Cuando las notas son asignadas por cualquier curso de instrucción enseñado en un distrito de colegios de la comunidad, la nota que se le ha dado a cada estudiante será la nota determinada por el (la) profesor(a) del curso y la determinación de la nota del (de la) estudiante por el (la) profesor(a) en la ausencia de un error, un fraude, una mala atención o incompetencia, será la nota final.”

Para información adicional en cuanto a los procedimientos para presentar una queja estudiantil o, para las copias de Los Procedimientos Estudiantiles Relacionados a los Motivos para Reportar Quejas que se han adoptados, comuníquese con la Oficina de la Presidenta, la Oficina de los Servicios Estudiantiles o, con la Oficina de Condescendencia del Colegio (College Compliance Office).

Los Expedientes de los Estudiantes/ La Información del Directorio

Para cumplir con la ley Federal y Estatal, el Distrito de los Colegios de la Comunidad de Los Angeles ha establecido reglas y procedimientos que gobiernan los expedientes de los estudiantes y el control de información personal. El Distrito de los Colegios de la Comunidad de Los Angeles reconoce que los expedientes de los estudiantes representan un asunto confidencial entre el(la) estudiante individual y el Colegio. Al mismo tiempo, el Distrito tiene la responsabilidad de cumplir con las necesidades de la información pública (por ejemplo, información sobre los estudiantes participando en asuntos atléticos, anuncios de becas y de premios, etcetera). Para cumplir con esta responsabilidad, el Distrito podría revelar Información del Directorio, a menos que el estudiante declare por escrito señalando que él o ella no la quiere revelar. La responsabilidad para llevar a cabo estas provisiones, se le encarga al Oficial de los Expedientes del Colegio (College Records Officer), designado por el jefe oficial administrativo en cada de los colegios. El Oficial de los Expedientes puede ser localizado por medio de la Oficina de admisión. Las copias de las leyes Federales y Estatales y las reglas y los procedimientos del Distrito son mantenidas por el Oficial de los Expedientes y están disponibles para ser inspeccionadas y si uno tiene preguntas sobre ellos .

Todos los Expedientes mantenidos por las varias oficinas y los varios departamentos del Colegio, con la excepción de éstos que están exonerados por la ley, están disponibles para ser inspeccionados por el(la) estudiante, a quien le pertenece. La exactitud y lo apropiado de los expedientes pueden ser retados por escrito y dirigidos al Oficial de los Expedientes. Un(a) estudiante tiene el derecho de recibir una copia de su expediente a un costo que no exceda el costo de la reproducción. (Los pedidos relacionados a la adquisición de los expedientes deben ser hechos directamente a la Oficina de Admisión). Ninguno de los expedientes de los estudiantes, con la excepción de la Información del Directorio serán hechos disponibles sin un consentimiento por escrito del (de la) estudiante, excepto como lo autoriza la ley. Un archivo de personas y organizaciones que piden o que reciben información sobre el expediente del(de la) estudiante es mantenido por el Oficial de los Expedientes. El expediente está disponible para ser inspeccionado sólo por el(la) estudiante y el oficial del colegio de la comunidad

o, por el que ha sido designado como la persona responsable por el mantenimiento de los expedientes de los estudiantes.

Si usted dá su permiso, el colegio puede revelar ciertos hechos sobre su expediente a cualquiera. Estos hechos se llaman Información del Directorio. La Información del Directorio incluye: el nombre del(de la) estudiante, la ciudad de residencia, su participación en deportes de actividades oficialmente reconocidas, el peso y la estatura de los miembros de los equipos atléticos, las fechas de asistencia, los títulos y los premios recibidos y la agencia o institución a la cual el(la) estudiante asistió recientemente.

Además, el sector militar y la fundación del colegio tienen el derecho de recibir la siguiente información para el reclutamiento y para la recaudación de fondos: La información del directorio relacionada al (a la) estudiante, tal como es definido arriba, la dirección de domicilio del(de la) estudiante, el número de teléfono, la fecha y el lugar de nacimiento y la especialización de estudio.

La Información del Directorio sobre cualquier estudiante quien asiste al Colegio puede ser revelada o detenida según la discreción del Oficial de los Expedientes. Usted puede cambiar la Revelación del Directorio (Directory release) en cualquier momento completando un “Release of Directory Form” y retornándolo a la Oficina de Admisión (Admissions Office).

Si un(a) estudiante le notifica al Oficial de los Expedientes por escrito que no desea que la información relacionada a él o a ella del Directorio de Información sea revelada, esa información no será revelada.

Todas las preguntas relacionadas a los expedientes de los(las) estudiantes, de la Información del Directorio, y las reglas sobre el acceso de los expedientes, la revelación de los expedientes y cualquier reto deben ser dirigidos(as) al Oficial de los Expedientes vía la Oficina de Admisión.

Los estudiantes tienen el derecho de someter una queja con el Departamento de Educación de los Estados Unidos sobre las violaciones alegadas de las leyes Federales y Estatales que gobiernan los expedientes de los estudiantes.

La Sesión Veranal

Las sesiones durante el verano y durante el invierno serán ofrecidas según la aprobación de la Junta Directiva.

Los Programas Relacionados al Título Associate Degree y al Certificado Ocupacional

Los Requisitos para la Graduación

La Junta de los Gobernadores de los Colegios de la Comunidad de California ha autorizado a la Junta Directiva del Distrito de los Colegios de la Comunidad de Los Angeles a conferir los títulos de Asociado en Artes (“Associate in Arts”) y los de Asociado en Ciencias (“Associate in Science”).

Conferir un título Associate Degree simboliza un intento exitoso por parte del Colegio para dirigir a los estudiantes por medio de patrones de experiencias relacionadas al aprendizaje diseñados a desarrollar ciertas capacidades y agudezas de ingenio.

Entre éstas están: la habilidad para pensar y comunicarse claramente y efectivamente en ambos niveles; oral y el de la escritura, el uso de las matemáticas, el entendimiento de los modos de investigación en las disciplinas principales, estar al tanto de otras culturas y de otros tiempos, lograr agudeza de ingenio por medio de la experiencia

relacionada al pensar sobre problemas éticos y el desarrollo de la capacidad para el conocimiento de sí mismo.

Además de estos logros, el estudiante debe poseer profundidad suficiente en algún campo de conocimiento para contribuir a un interés de toda la vida. Los siguientes requisitos se les aplica a los estudiantes que entran por primera vez después del otoño del 2009.

Los estudiantes continuos quienes han asistido sin ninguna interrupción y quienes han mostrado progreso satisfactorio, sin contar la sesión veranal, deben referirse a los requisitos para la graduación indicados en el catálogo que están en efecto durante el momento en que se matriculan por primera vez.

Un(a) estudiante continuo(a) es uno quien ha completado un mínimo de un curso por calendario anual, con la excepción de que el cumplimiento de un curso con una "W" será aceptado por sólo un semestre. Los estudiantes quienes interrumpen su asistencia están expuestos a seguir cualquiera de los nuevos requisitos que estén en efecto en el momento en que se matriculen de nuevo.

Advertencia: Mientras que un curso podría satisfacer más de un requisito relacionado a la instrucción general, no podrá ser contado más de una vez para estos propósitos. Un curso podrá cumplir con un requisito relacionado a la instrucción general para el Título Associate Degree y también satisfacer parcialmente un requisito relacionado a la instrucción general en la Universidad Estatal de California (the California State University).

El requisito relacionado a las unidades: Un mínimo de 60 unidades semestrales de crédito en cursos de un curriculum seleccionado aplicables al título. Una hora de crédito de trabajo en el colegio comunitario es aproximadamente tres horas de recitación, de estudio o, de trabajo de laboratorio por semana durante un período de 16 semanas.

El requisito relacionado a las becas: Un promedio académico de "C" (2.0) o mejor en todo el trabajo intentado.

El requisito relacionado a la competencia: Los estudiantes tienen que mostrar competencia en la lectura, en la expresión escrita y en las matemáticas. Los siguientes cursos y exámenes están aprobados para cumplir con el requisito de competencia para el título associate degree, tal como lo define en la Regla Directiva 6201.12:

El requisito en la lectura y en la expresión escrita puede cumplirse por:

Cumplir un curso en lectura de nivel colegial y uno en composición con una nota de "C" o mejor.

o

Cumplir el siguiente curso con una nota de "C" o mejor:

Inglés 101 (English 101): Lectura y Composición a nivel Universitario o el cumplimiento satisfactorio de un examen de competencia en lectura y escritura, recomendado por el profesorado de inglés del colegio y aprobado por el presidente del colegio.

A partir del otoño del 2009, la competencia relacionada a las matemáticas tiene que mostrarse por el resultado de un examen de competencia aprobado o una nota de "C" o mejor en Matemáticas 123 o, un curso de Matemáticas más alto (excluyendo Matemáticas

160), o Estadísticas 1 (Statistics 1).

Advertencia: Los estudiantes que se matricularon continuamente antes del la otoño del 2009 no serán afectados por este requisito.

Los Porcentajes Federales Que Los Estudiantes Tienen Derecho Saber (Federal Student Right-To-Know Rates SRTK)

A todos los colegios de la comunidad se les exige que proveen sus porcentajes de SRTK. Los siguientes son los datos del 2008 tomados de la oficina del rector estatal de los colegios comunitarios de California. <http://srtk.cccco.edu/index.asp>

El porcentaje relacionado al cumplimiento de los estudios: 19.47%
El porcentaje relacionado a la transferencia: 10.59%

Definiciones:

El porcentaje relacionado al cumplimiento de los estudios se refiere al número total de estudiantes del grupo que lograron un título, un certificado o que completaron un programa preparatorio de transferencia. La proporción de transferencia es el número total de estudiantes del grupo que no completaron un título o un certificado y que se han matriculado en otra institución.

Los Programas del Título Associate Degree y los del Certificado (Associate Degree and Certificate Programs)

Los programas de Artes Liberales y los programas Ocupacionales en Harbor College son secuencias de dos años de estudio que conduce a uno hacia los títulos Asociado en Artes (Associate in Arts) y Asociado en Ciencias (Associate in Science).

El título de Asociado en Ciencias se les confiere a los estudiantes que completan uno de los programas de dos años esbozados en unas páginas de este catálogo. En cambio, los estudiantes pueden elegir en completar el año del curriculum técnico de un Programa Ocupacional que le permite a uno lograr un Certificado Relacionado a una Carrera en el Campo de Educación (Career Education Certificate) en esa rama de estudio. Las unidades completadas en el cumplimiento del Certificado Relacionado a una Carrera en el Campo de Educación pueden ser aplicadas hacia el título Asociado en Ciencias en la misma especialización.

El título de Asociado en Artes se les confiere a los estudiantes quienes completan la secuencia de dos años de cursos referidos. La mayoría de los cursos en los programas que permiten a uno a lograr un título de Asociado en Artes tienen valor de transferencia, lo cual permite a los estudiantes continuar su educación a un nivel avanzado en un colegio o en una universidad de cuatro años. (Vea a un(a) consejero(a))

Esta sección describe los programas del título de artes liberales que no son transferibles, los certificados ocupacionales y los programas de los títulos que son transferibles. Las muchas variaciones que están disponibles hacen esencial que los estudiantes vean a un(a) consejero(a) al formar un plan académico.

El (la) consejero(a) ayudará a los estudiantes a entender las diferencias entre los planes y a diseñar un programa que los prepararán para una variedad de opciones en caso que deseen modificar sus planes más adelante.

Al leer el siguiente material, usted verá referencias hechas al Plan A de Graduación, al Plan B de Graduación y a los requisitos para el

título de Asociado en Artes con la especialización en Artes Liberales y Ciencias. Los estudiantes cumplen con los requisitos de la instrucción general siguiendo estos planes. Los planes sobre la graduación no están incluidos al final de esta sección.

Los estudiantes, que se preparan para transferirse a una universidad, tienen que completar los requisitos de la instrucción general del colegio o de la universidad donde se van a transferir junto con su preparación en su especialidad de nivel “lower division”. Ellos pueden lograr un título Transferible en el área de Artes Liberales concurrentemente de Harbor College siguiendo el plan transferible de Artes Liberales y Ciencias. Favor de ver a un(a) consejero(a) para coordinar todos los requisitos.

Advertencia: Muchos programas relacionados al título A.S. y a los del Certificado que aparecen en esta sección son de tipo ocupacional y no son transferibles. Sin embargo, muchas de estas especializaciones también cumplen con los requisitos para la transferencia. Ya que los requisitos de la universidad varían de escuela a escuela, usted tiene que ver a un(a) consejero(a)

Los Requisitos de la Instrucción General para la Transferencia (GE Requirements for Transfer)

El (la) estudiante, quien se prepara para una especialización, debe consultar con un(a) consejero(a) para averiguar cuáles son los cursos específicos de “lower division” que deben tomarse en Harbor College para poder transferirse a la escuela de nivel “upper division” que él o ella eligió, así habrá una pérdida mínima de créditos.

Para asistir al(a) estudiante a seleccionar los cursos, hay una lista que está al día que contiene los cursos de Harbor College que son aplicables a muchas de las especializaciones. Esta lista está en el Escritorio de Información en el vestíbulo del edificio de la Administración. Para información comprensiva relacionada a los requisitos de una escuela que un(a) estudiante quisiera asistir, se les recomienda que se refieran al catálogo oficial de ese colegio o de esa universidad. La Biblioteca del Colegio, la Oficina de Asesoramiento y el Centro para las Transferencias tienen muchos catálogos archivados para que se usen como referencias. Los estudiantes deben obtener un catálogo directamente del oficial quien mantiene los expedientes personales y académicos del colegio o de la universidad que desean asistir para su propio uso.

Un(a) estudiante quien planea transferirse de Harbor College a otra institución de educación superior, debe pedir que una copia de un expediente conteniendo todo el trabajo académico completado en Harbor College sea mandado a la otra escuela. Una universidad o un colegio no puede desordenar o alterar los expedientes de ninguna manera, incluyendo los expedientes de otra institución.

Por lo tanto, las notas logradas por los estudiantes en Harbor College no se cambian, no se reducen o se alteran por el colegio o la universidad a la cual e(la) estudiante se transfiere. Un(a) estudiante quien establece un expediente escolástico sobresaliente en Harbor College, y quien continúa manteniendo un expediente sobresaliente después de transferirse, tiene la misma oportunidad que tiene el(la) estudiante nativa de lograr honores altos escolásticos, tal como Phi Beta Kappa.

En esta sección, se ha hecho todos los esfuerzos para incluir la información más corriente y exacta con relación a la transferencia a las escuelas señaladas. Sin embargo, de ninguna manera esta parte del catálogo no excusa al(a) estudiante de la necesidad de tener

que estudiar el catálogo del colegio o de la universidad que él o ella ha elegido.

Cada colegio o universidad tiene sus propios requisitos en cuanto a la admisión y la terminación si uno(a) está en el nivel de tercer año de estudio. Para prepararse para la educación continua, un(a) estudiante debe decidir a cuál escuela él(ella) va a asistir y aprenderse los requisitos de esa escuela particular. Además, la información en este catálogo no obliga a otros colegios u otras universidades. Sólo el(la) estudiante está en una posición para hacer las últimas decisiones y quien tiene que asumir la responsabilidad por las decisiones hechas.

Las siguientes páginas señalan los requisitos para la transferencia a los sistemas de la Universidad Estatal de California (CSU), a los de la Universidad de California (UC), y a los colegios y a las universidades privadas.

Al final de esta sección, se ha incluido las formas para procesar las transferencias que señalan los requisitos de (CSU) relacionados a la certificación de la instrucción general y el Curriculum Intersegmental de la Instrucción General (Intersegmental General Education Transfer Curriculum), lo cual es aplicable a ambos sistemas, el UC y el CSU.

BECAS

Hay becas que están disponibles. Favor de consultar con la Oficina de Asistencia Financiera al (310) 233-4320 o con la Oficina de EOP&S al (310) 233-4260.

MAKING A

difference EVERY DAY



Wheanokueah
Business office



Thomas
Trades



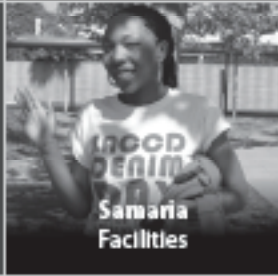
Vicki
Community Services



Traci
Library



Toni
Nursing



Samarina
Facilities



Terrence
Info Tech



Teresa
Financial Aid



Tatyana
Business Office



Michelle & Sheila
Financial Aid



**Rodnette EOPS
& Marian**
Administrative Svcs



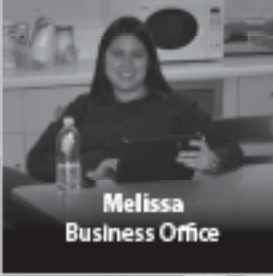
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Library



Rigo
Bookstore



Kym
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Melissa
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Martin
Nursing Sim Lab



Mark
Bookstore



Tim
LRC



Kerry & Megan
Academic Affairs



Ken
Reprographics



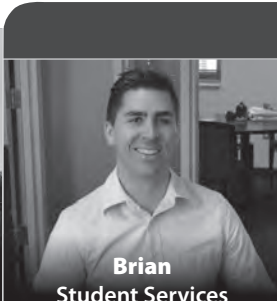
Keith
Facilities



Sorangel
Economic Development



Eric
Facilities



Brian
Student Services



Fannie
Financial Aid



Citlally
Assessment Center



Rhea
Research



**Claudette,
Helen, Terry**
HR & Payroll



Daniel
Receiving



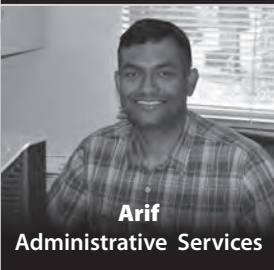
Darin
Community Services



Huynh
Info Tech



Marco
Business Office



Arif
Administrative Services



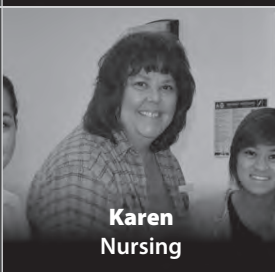
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Special Programs



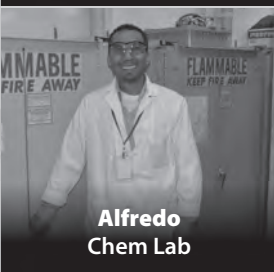
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LRC



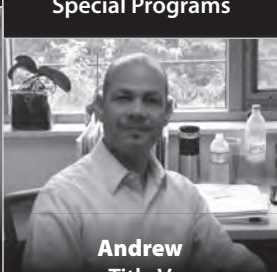
Dave
Trades



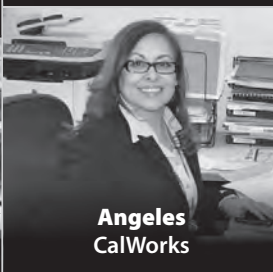
Karen
Nursing



Alfredo
Chem Lab



Andrew
Title V



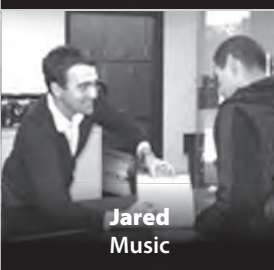
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CalWorks



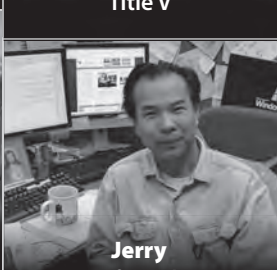
Cindy & Marina
Admissions



Anthony
Bookstore



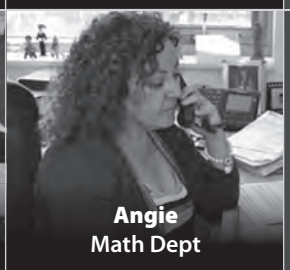
Jared
Music



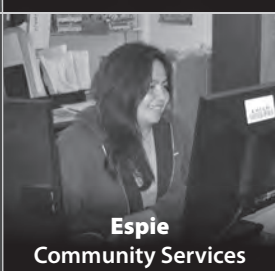
Jerry
Info Tech



Jo Ann
Business Office



Angie
Math Dept



Espie
Community Services

LOS ANGELES HARBOR COLLEGE Classified Staff



Juanita
Foundation

INSTRUCTIONAL PROGRAMS

Los Angeles Harbor College offers courses leading toward the following objectives: Transfer to a four-year university, associate in Arts Degree (AA) and associate in Science Degree (AS), Occupational Certificates, and Skills Awards.

Transfer

Four-year universities require students to complete certain requirements for the bachelor's degree; among these are general education and major requirements. Los Angeles Harbor College offers transferable courses which are equivalent to the lower division (i.e. Freshman and Sophomore) requirements at most colleges and universities in the U.S. The following is a partial list of colleges and universities in California:

University of California, Los Angeles (UCLA); UC Berkeley; UC Davis; UC Irvine; UC Riverside; UC San Diego; UC Santa Barbara; UC Santa Cruz; UC San Francisco; University of Southern California (USC); California State University, Northridge; CSU Los Angeles; CSU Long Beach; CSU Dominguez Hills; California State Polytechnic University, Pomona; California State Polytechnic University, San Luis Obispo; Stanford University, and Pepperdine University.

With counseling and careful planning a student can, in most instances, transfer as a junior with his/her lower division major requirements and appropriate general education requirements complete. Students who were ineligible to enter the California State University (CSU) or the University of California (UC) from high school can become eligible for transfer upon completion of 60 transferable units to CSU and 60 transferable units to UC (provided the appropriate grade and course requirements have been met).

Below is a list of the majors in which students can transfer:

Accounting; Administration of Justice; Anatomy; Anthropology; Art; Astronomy; Biology; Botany; Business; Chemistry; Child Development; Cinema; Communication Studies; Dental Hygiene; Dentistry; Economics; Education; Engineering; Liberal Arts; English; Ethnic Studies; Family & Consumer Sciences; Foreign Language; Geography; Geology; Health Education; History; Humanities; Industrial Arts; Journalism; Law; Physical Education; Library/Media; Linguistics; Mathematics; Medicine; Meteorology; Music; Nursing; Occupational Therapy; Oceanography; Optometry; Pharmacy; Philosophy; Statistics; Physical Science; Physical Therapy; Physics; Physiology; Political Science; Psychology; Public Administration; Recreation Studies; Social Welfare; Sociology; Speech Communications; Television Broadcasting; Theater Arts; Urban Studies; Veterinary Medicine; Zoology

Associate Degree (AA) and (AS)

Accounting Technology; Administration of Justice; Administrative Assistant; Architectural Technology; Business; Chemistry; Child Development; CIS - Business Applications; CIS - Business Systems; CIS - Information Mgmt.; CIS - User Interface; Computer Technology; Drafting; Drafting - Production Design; Electro-Mechanical Eng. Technologist; Electronic Engineering Technician; Engineering; Fire Technology; Legal Office Assistant; Liberal Arts;

Management & Supervision; Managerial Accounting; Mathematics for Computer Science; Mechanical/MFG Eng. Tech.; Medical Office Assistant; Microcomputer Applications; Nursing - Prof. R.N., Prof. L.V.N. - R.N.; Nursing; Office Administration; Office Technology; Physics; Real Estate.

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 Los Angeles Harbor College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to <http://www.lahc.edu/student-services/transfercenter/index.html>. 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.

Certificate of Achievement

The Certificate of Achievement is awarded upon completion of a sequence of courses leading to a specific area of employment. It is designed for those students who have limited time to pursue their formal education and who wish to specialize in a particular employment.

Accounting Clerk; Administration of Justice; Architectural Technology; Art; Business Administration - Career; Child Development; Computer Technology; Drafting; Electro-Mechanical Eng.; Electronic Technician; Fire Technology; Humanities; Instrumental Performances; Legal Office Assistant; Medical Office Assistant; Microcomputer; Music; Multimedia Arts; Office Administration; Office Technology; Process Plant Tech.; Real Estate; Small Business Mgmt.; Songwriting; Television and Film; Vocal Performance.

Skills Certificate

Skills Certificates are offered for students who wish to pursue a career or trade. Students will be most successful in these programs if they have at least a 10th grade reading level and keyboarding skills. Architecture & Technology; Arts & Technology; Business Administration; Certified Nurse Assistant; CIS - Network Management; CIS - Multimedia Technology; Drafting - Basic; Home Health Aide; International Business; Management & Supervision; Marketing; Music & Technology; Office Communication; Small Business Mgmt.; Theater & Technology.

Q & A'S ABOUT COLLEGE PROGRAMS

Frequently Asked Questions by All Students

1. What type of goal may I pursue at Harbor College?

Harbor College provides a number of options for community college students:

- Obtaining an A.A. or A.S. degree from the college
- Obtaining a certificate of competence in a vocational area.
- Preparing to transfer to a university.
- Taking courses to enhance or learn a skill.
- Taking courses for personal interest.

2. What if I am undecided about my goals?

You should discuss your educational and career plans with a counselor. Our Career Center can help you determine which aptitudes might lead you into a successful field of employment. A counselor can help you choose courses which will prepare you for a variety of options.

3. What is the difference between the Associate in Arts and the Associate in Science degree?

The college offers AA and AS degrees for both transfer and non transfer students. In order to understand them, let's take them in order:

Degrees for students who wish to transfer: The college offers a Liberal Arts and Sciences degree, which, when completed along with major requirements, allows for transfer. In order to choose the option which is best for you, it is important to see a counselor.

Degrees for students who do not wish to transfer: In most occupational areas, the Associate in Science degree can be earned in a specific occupational field. Students can also earn a Liberal Arts Associate in Arts non transfer degree. This is typically chosen by students who want to increase their breadth of knowledge, for personal interest or for job advancement.

4. How long may I take to complete a college program?

If you are not receiving financial aid or veterans benefits, there is no time limit for degree or certificate requirements. If you are receiving financial aid...

Won't the requirements change if I take a long time to finish a degree or certificate?

If you are continuously enrolled, the requirements stated in the catalog during the year you begin will remain applicable throughout your stay at Harbor College.

Frequently Asked Questions by Transfer Students

1. If I obtain a degree from Harbor, am I automatically ready to transfer to a university?

Not necessarily. You must follow your major and general education requirements for the university of your choice. A counselor can help you choose between following the CSU General Education Requirement, the UC Breadth Requirements, or the Intersegmental General Education Transfer Curriculum (IGETC) requirements, which allow you to transfer to either the UC or CSU systems. Private colleges have individual general education articulation agreements with Harbor College; a counselor can help you interpret the necessary coursework for any private college. The important thing to remember is that you must see a counselor early in your college career, so that you can make the most informed choices.

2. What is meant by General Education coursework?

General Education courses are a range of core subjects which focus upon critical thinking, reading and writing, analysis, criticism and synthesis of information. They provide the broad base of knowledge which provides a foundation of learning outside your major area of study. For a list of general education options, consult the contents of the catalog and see a counselor for clarification.

3. What is meant by General Education certification?

There are two types of General Education certification:

1. All CSU's require a common pattern of 39 units. Harbor College will certify your completion. CSU will honor this certification; that is they will not require additional courses in lower division General Education after transferring. Completion of general education requirements is not necessarily a requirement for university admission; students can often finish general education requirements at the university level after transfer. If possible, however, completing all general education courses at Harbor is strongly advised

2. All CSU's and UC's participate in the IGETC (Intersegmental General Education Transfer Curriculum). This package allows a student to take a core group of general education transfer courses which, in combination with completion of courses required in preparation for a major, will allow transfer to any CSU or UC campus. If you choose this option, you must complete the general education coursework, and be fully certified by Harbor College, before transferring. Partial certification is allowed only with prior approval and for a specific hardship that occurred in the final term before transfer.

4. If I plan to transfer, is it best to concentrate on preparation for my major or fulfilling my general education coursework?

Generally, it is best to complete both requirements. Some majors require few preparatory courses, in which case you can complete all coursework prior to transfer. However, some majors, particularly in science, may require many preparatory courses. In this case, concentrate on fulfilling those and fill in with as many GE courses as possible.

5. Can I earn an Associate degree and meet the requirements for transfer at the same time?

Yes. Often the requirements for transfer will meet the requirements for the Associate degree. However, if you find that you will need more than 70 units to complete both requirements, see a counselor to determine the most feasible plan.

Frequently Asked Questions about Occupational Programs

1. What is the purpose of occupational education?

Occupational education benefits both our students and our local employers. Students benefit by gaining knowledge and skills which meet the needs of area employers. Local business and industry benefit from the pool of skilled workers. Each program is based upon current needs of the area's industry; a good example is our Drafting and General Engineering program.

2. How can I be sure that the skills I gain will be useful in the job market?

Each occupational program follows the recommendations of an advisory committee made up of area local business and industry leaders and educators who are experts in the field and in the job market.

3. Will I be current in what I learn?

Harbor makes every effort to use the latest equipment and information found in business and industry. A recent example was the donation of nearly one hundred thousand dollars in support of our Drafting/CAD program by ACE Clear Water Enterprises.

4. Do I need prior experience to enter an occupational program?

Harbor has designed our occupational programs for ease of access so that you can start without specialized experience in the field. Basic skill levels, of course, are helpful when entering any program, and are prerequisites to some programs.



DIVISION AND PROGRAM LISTING

BUSINESS

Division Chair: Dr. Stanley Sandell

Occupational Programs

Accounting, Business Administration,
Computer Information Systems,
Computer Applications and Office Technology

Subject Fields

Accounting, Business,
Computer Information Systems, Finance,
International Business, Management,
Marketing, Computer Applications and Office Technology,
Real Estate, Supervision

COMMUNICATIONS

Division Chair: Carmen Carrillo

Subject Fields

Developmental Communications,
Journalism, English, Spanish,
French, Japanese, ESL

COUNSELING

Division Chair: Elizabeth Colocho

Career Center
Honors
Information Desk
Orientation
Transfer Center
Matriculation/Assessment Center

HEALTH SCIENCES

Division Chair: Lynn Yamakawa

Occupational Programs

CNA/Home Health Aide
Professional Nursing,
Emergency Department Assistant

Subject Fields

Fire Technology, Nursing

HUMANITIES & FINE ARTS

Division Chair: Mark Wood

Occupational Programs

Architectural Technology,
Commercial Music

Subject Fields

Architecture, Art, Cinema,
Environmental Design,
Humanities, Music, Philosophy,
Photography, Speech,
Theater

LIBRARY

Division Chair: Jonathon Lee

Library Science

MATHEMATICS, PHYSICAL SCIENCES & TECHNOLOGY

Division Chair: Lauren J. McKenzie

Occupational Programs

Computer Technology
Drafting Production Design,
Electromechanical Engineering Technologist,
Process Plant Technology

Subject Fields

Astronomy, Electronics, Chemistry,
Computer Science, Computer Technology, Engineering Tech.,
Drafting,
General Engineering, Mathematics, Process Plant Technology,
Physical Science, Physics

KINESIOLOGY, HEALTH & WELLNESS

Division Chair: Nabeel Barakat

Dance, Health, Kinesiology

SCIENCE, FAMILY & CONSUMER STUDIES

Division Chair: Joyce Parker

Occupational Programs

Child Development
Culinary Arts

Subject Fields

Anatomy, Microbiology, Biology,
Oceanography, Child Development, Culinary Arts
Environmental Science
Physiology, Family and Consumer Studies
Geography, Geology

SOCIAL & BEHAVIORAL SCIENCES

Division Chair: Bradley Young

Occupational Programs

Administration of Justice, Fire Technology

Subject Fields

Administration of Justice, Anthropology,
Economics, Education,
History, Learning Foundations, Learning Skills,
Personal Development, Political Science,
Psychology, Social Science, Sociology

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Graduation Requirements

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

The awarding of an Associate Degree symbolizes a successful attempt on the part of the College to lead students through patterns of learning experiences designed to develop certain capabilities and insights.

Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.

In addition to these accomplishments, the student should possess sufficient depth in some field of knowledge to contribute to lifetime interest. The following requirements apply to students entering for the first time after Fall 2009.

Continuing students with uninterrupted attendance and demonstrating satisfactory progress, exclusive of summer session, should refer to the graduation requirements listed in the catalog in effect at the time of their initial enrollment.

A continuing student is one who has completed a minimum of one course per calendar year, except that completion with a "W" will be accepted for one semester only. Students who interrupt their attendance become subject to any new requirements which are in effect at the time they re-enroll.

Note: While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may meet a general education requirement for the Associate Degree and also partially satisfy a general education requirement at the California State University.

Unit Requirement: A minimum of 60 degree applicable semester units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.

Scholarship Requirement: A "C" (2.0) grade point average or better in all work attempted.

Competency Requirement: Students must demonstrate competence in reading, in written expression, and in mathematics. The following courses and examinations are approved to meet the competency requirement for the associate degree as defined in Board Rule 6201.12:

The competency requirement in reading and written expression may be met by:

Completion of a course in College Reading and Composition with a grade of "C" or better.

or

Completion of the following course with a grade of "C" or better:

English 101: *College Reading and Composition I; or satisfactory performance on a reading and writing competency test, recommended by the College English faculty and approved by the College President.*

Effective Fall 2009, mathematics competency must be demonstrated by achieving a satisfactory score on an approved competency examination or a grade of "C" or better in Math 123C or a higher level Mathematics course (excluding Math 160), or Statistics 1.

Note: Students continuously enrolled prior to Fall 2009 will not be affected by this requirement.

Residence Requirement: Students must complete at least twelve (12) units of work in residence with at least six (6) units, in the major for the degree being awarded, at the college conferring the degree. The governing Board may make exceptions when it determines that an injustice or undue hardship would be placed on the student.

Course Requirements. Students who are majoring in programs of study for which 18-35 units are required in the major shall complete Graduation Plan A. Students who are majoring in programs of study for which 36 or more units are required in the major shall complete Graduation Plan B. Community colleges offer curricula paralleling the first two years of Bachelor's degree programs, as well as those preparing for employment at the completion of the Associate degree. These categories are not mutually exclusive, however, and the definition of a transfer course is somewhat complicated.

Each four-year institution decides for itself on the acceptance of courses from other colleges. In general, its policy will apply equally to entrants from community colleges and from other four year colleges, with two exceptions:

- All four year colleges impose a limit to the number of community college credits they will accept, and
- Community colleges offer remedial and vocational courses that are not intended for transfer.

In this context, a community college course can be transferable in any one of the following ways:

- As meeting lower-division requirements of the major. The course must correspond almost exactly to the comparable course at the 4-year college in content, prerequisites and unit value. Consult a counselor or www.assist.org for more information.

- As applying to general education requirements. Most four-year colleges are flexible in accepting courses for this purpose, provided that they are in the proper categories, such as physical science and humanities. In some cases, an institution will accept only those courses paralleling its own lower division offerings.
- As elective credit. A course which is not acceptable as part of the major or as general education credit may be accepted as an elective. This signifies that it will apply to the total unit requirement for the Bachelor's degree. Four-year institutions are generally liberal in accepting courses for elective credit, but may exclude vocational courses or specialized courses which they do not offer.
- For subject credit only. Acceptance of a course for subject credit only, without unit credit, usually takes place in one of the following situations:
 1. The student has accumulated as many units as the 4-year college will accept from a community college.
 2. The corresponding course at the 4-year college is an upper division course.
 3. The course is a prerequisite for a course in the student's major, but the prerequisite is normally completed in high school.

Federal Student Right To-Know Rates (SRTK)

All community colleges are required to provide their SRTK rates. The following are 2008 data for Los Angeles Harbor College from the California Community Colleges State Chancellor's office (<http://srtk.cccco.edu/index.asp>)

Completion rate: 19.47%

Transfer rate: 10.59%

Definitions: Completion Rate is the total number of students in the cohort who earn either a degree, a certificate, or who successfully completed a two-year-equivalent transfer-preparatory program. Transfer Rate is the total number of cohort non-completers who were identified as having enrolled in another institution.

Associate Degree and Certificate Programs

The Liberal Arts Programs and Occupational Programs at Los Angeles Harbor College are two-year sequences of courses which lead to the Associate in Arts and the Associate in Science degrees.

The Associate in Science degree is conferred on students who complete one of the two-year programs outlined in pages of this catalog. Students may elect instead to complete the one-year technical curriculum of an Occupational Program, leading to a Career Education Certificate in that field. Units earned in the completion of a Career Education Certificate Program may be applied toward the Associate in Science degree in the same major.

The Associate in Arts degree is awarded to students completing a prescribed two-year course sequence. The majority of the courses

in the programs leading to the Associate in Arts degree have transfer value which permits students to continue their education with advanced standing at a four year college or university. (See a counselor).

This section describes liberal arts non-transfer degree programs, occupational certificates, and transfer degree programs. The many variations available make it essential that students see a counselor when forming an academic plan.

The counselor will help students understand the differences in plans and will assist in designing a program which will prepare them for a variety of options in case they desire to modify their plans at a later date.

As you read through the following material, you will see references to Graduation Plan A, Graduation Plan B, and the requirements for the Liberal Arts and Sciences with Emphasis Associate in Arts degree. Students fill in their general education requirements from these plans. Graduation plans are included at the end of this section.

Students preparing to transfer to a university need to complete the general education requirements of the college or university to which they are transferring and the lower division preparation for their major. They may concurrently earn a Liberal Arts transfer degree from Harbor College by following the Liberal Arts and Sciences with an area of emphasis plan along with their university requirements. Please see a counselor to coordinate all requirements.

Note: Many of the A.S. Degree and Certificate Programs listed in this section are occupational non-transfer programs, although, many of these majors also fulfill most of the requirements for transfer. Because the university requirements vary from school to school, you must see a counselor for all transfer major requirements.

Petition for Graduation

Students expecting to graduate from the college with an A.A. or A.S. degree must file a Petition for Graduation early in the semester they expect to complete their requirements. The deadlines for filing each semester are listed in the Academic Calendar section of the Schedule of Classes. Late Petitions for Graduation will not be accepted. Students seeking graduation should pick up a Petition for Graduation from the Admissions and Records Office, make an appointment with a counselor to review that the degree requirements will be met by the end of the current semester and then return the completed Petition for Graduation to the Admissions and Records Office. Students filing the petition will be notified of the results by mail.

ACCOUNTING DEGREE AND CERTIFICATE PROGRAM

ASSOCIATE IN SCIENCE DEGREE IN ACCOUNTING Major Code: 050200 Plan B

The Associate in Science degree program qualifies the student for entry-level accounting positions in business, government, industry and financial institutions. This is not a transfer program. Students wishing to transfer should pursue an A.A. degree in Business Administration with the advice of a counselor. To obtain an A. S. degree in Accounting, a student must complete the following three-component program:

	Units
COMPONENT I: Accounting Degree Core	25
COMPONENT II: Accounting Degree Electives	20
COMPONENT III: G.E. Requirements (Graduation Plan B)	18
Accounting Degree Total	63

COMPONENT I: Accounting Degree Core

Select a minimum of twenty-five (25) units from this list:

	Units
Acctg 1 Introductory Accounting I	5
Acctg 2 Introductory Accounting II	5
Acctg 3 Intermediate Accounting	3
Acctg 11 Cost Accounting	3
Acctg 15 Tax Accounting I	3
Acctg 16 Tax Accounting II	3
Bus 5 Business Law I	3
Co Info 16 Spreadsheet Applications	3
with Co Info 64 Microcomputer Lab	1
Co Info 24 Accounting on	
Microcomputers	2

COMPONENT II: Accounting Degree Electives

Select a minimum of twenty (20) units from this list:

	Units
Bus 1 Introduction to Business	3
Bus 6 Business Law II	3
Bus 31 Business English	3
Bus 32 Business Communications	3
Bus 38 Business Computation	3
Bus 60 Typing/Keyboarding	
Fundamentals	1
Co Info 1 Principles of Business Computer	
Systems I	3
with Co Info 23 Programming Lab	1

Finance 2	Investments	3
Finance 8	Personal Finance and Investments	3

Some classes are not offered every semester or year.

CERTIFICATE OF ACHIEVEMENT IN ACCOUNTING CLERK

Major Code: 050200 050201

This Certificate provides the student with minimum skills training necessary for entry-level accounting positions in business and other organizations such as government agencies, education and industry. Units earned toward the Certificate may be applied towards the A.S. degree in Accounting or the A.A. degree in Business Administration. The Certificate of Achievement in Accounting is awarded upon completion of a minimum of 30 units, selected from the following:

Select a minimum of 15 Units from the list below:

		Units
Acctg 1	Introductory Accounting I	5
Acctg 2	Introductory Accounting II	5
Acctg 3	Intermediate Accounting	3
Acctg 11	Cost Accounting	3
Acctg 15	Tax Accounting I	3
Acctg 16	Tax Accounting II	3

Select a minimum of 15 units from the list below:

		Units
Bus 1	Introduction to Business	3
Bus 5	Business Law I	3
Bus 6	Business Law II	3
Bus 31	Business English	3
Bus 32	Business Communications	3
Bus 38	Business Computation	3
Bus 60	Keyboarding Fundamentals	1
Co Info 1	Principles of Business Computer	
Systems I		3
with Co Info 23 Programming Lab		1
Co Info 16	Spreadsheet Applications - Excel	3
with Co Info 23 Programming Lab		1
Co Info 24	Accounting on Microcomputers	2
Finance 2	Investments	3
Finance 8	Personal Finance and Investments	3
Mgmt 2	Organization and Management	
Theory		3
Real Es 16	Income Tax Aspects of Real Estate	3

Some courses not offered every semester or year.

SKILLS CERTIFICATE IN ACCOUNTING

Units earned toward the Skills Certificates may be used toward the Certificate of Achievement in Accounting or the A.S. Degrees in Accounting or Business Management or the A.A. Degree in Business Administration.

REQUIRED COURSES		Units
Acctg 1	Introductory Accounting I	5
Acctg 2	Introductory Accounting II	5
Acctg 3	Intermediate Accounting	3
Acctg 11	Cost Accounting	3
	or	
Acctg 15	Tax Accounting I	3
	Total	16

SKILLS CERTIFICATE IN TAXATION

REQUIRED COURSES		Units
Acctg 1	Introductory Accounting I	5
Acctg 15	Tax Accounting I	3
Acctg 16	Tax Accounting II	3
Co Info 24	Accounting on Microcomputers	2
Real Es 16	Income Tax Aspects of	
	Real Estate	3
	Total	16

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

ADMINISTRATION OF JUSTICE DEGREE AND CERTIFICATE PROGRAM

ASSOCIATE IN SCIENCE DEGREE IN ADMINISTRATION OF JUSTICE Major Code: 210500 Plan A

Students wanting a transfer major must see a counselor for requirements. The Administration of Justice program prepares persons students for entry level positions for a variety of career opportunities in the fields of criminal justice. Courses of study may be selected and scheduled in any order based on course prerequisites, the available class schedule, and/or academic and technical competencies; exception is AJ-385 that is required during the student's last semester prior to degree or certificate completion. As part of the degree program, students must complete 30 units of General Education requirements from Graduation Plan A.

		Units
Adm Jus 1	Introduction to Administration of Justice	3
Adm Jus 2	Concepts of Criminal Law	3

Adm Jus 14	Report Writing for Peace Officers	3
Adm Jus 16	Selection and Recruitment	3
Adm Jus 067	Community Relations	3
Adm Jus 319	Research Methods in Criminal Justice	3
Adm Jus 750	Ethics in Public Safety Careers	3
	+ Adm. Justice Electives	9
	GE Requirements	30
	Total	60

+ Nine units must be selected to meet degree and/or Career Education certificate requirements: Administration of Justice 003, 004, 005, 006, 008, 037, 042, 072, 075, 086, Soc 003, Soc 007.

CERTIFICATE OF ACHIEVEMENT IN ADMINISTRATION OF JUSTICE

Major Code: 210500

Certificates of Achievement in Administration of Justice are awarded upon completion of 24 units of technical coursework in Administration of Justice, plus one course in written communications, (English 28) or Speech 101 and Math 123B or equivalent.

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

ARCHITECTURAL TECHNOLOGY DEGREE AND CERTIFICATE PROGRAM

ASSOCIATE IN SCIENCE DEGREE IN ARCHITECTURAL TECHNOLOGY

Major Code: 020100 Plan B

The Architectural Technology program prepares men and women for careers in the Architectural Industry as drafters, designers, project managers, or material salespersons. Students are also prepared for related fields such as environmental design, sustainable technology, planning, or construction management. Courses of study may be selected and scheduled in any order based on course prerequisites, the available class schedule, and/or academic and technical competencies. Students seeking a transfer major must see a college counselor and visit the Department of Architecture for requirements.

As part of the degree program, students must complete 18 units of General Education requirements from Graduation Plan B.

		Units
Env 101	Foundations of Design I	3
Env 102	Foundations of Design II	3

Arc 115	Architectural Practice	2
Arc 121	Freehand Drawing	2
Arc 151	Materials of Construction	3
Arc 160	Computers for Designers	3
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
Arc 201	Architectural Design I	3
Arc 221	Architectural Rendering	2
Arc 223	Portfolio Development	1
Arc 261	Computer-Aided Design for Architecture	3
Arc 271	Architectural Drawing III	3
Arc 291	Strength of Architectural Materials	3
	Additional G.E. Requirements	18
	Total	62

CERTIFICATE OF ACHIEVEMENT IN ARCHITECTURAL TECHNOLOGY

Major Code: 020100

Certificates of Achievement in Architectural Technology are awarded upon completion of a minimum of 24 units of technical coursework in Architecture, plus one course in written communications (English 28), and Math 123A & 123B or equivalent. Two options are offered for the Certificate of Achievement in Architectural Technology. They are Architectural Graphics and Architectural Construction Documents. Below are the required courses for each option:

ARCHITECTURAL GRAPHICS		Units
Env 101	Foundations of Design I	3
Env 102	Foundations of Design II	3
Arc 121	Freehand Drawing	2
Arc 160	Computers for Designers	3
Arc 164	Design Software for Architecture	2
Arc 172	Architectural Drawing I	3
Arc 221	Architectural Presentation Graphics	2
Arc 223	Portfolio Development	1
Arc 261	Computer-Aided Design for Architecture I	3
Arc 262	Computer-Aided Design for Architecture II	3
	Total	25

ARCHITECTURAL CONSTRUCTION DOCS.		Units
Arc 115	Architectural Practice	2
Arc 151	Materials of Construction	3
Arc 160	Computers for Designers	3
Arc 161	Introduction to Computer Aided Architectural Design I	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
Arc 271	Architectural Drawing III or	3
Arc 272	Architectural Drawing IV	3
	Total	24

SKILLS CERTIFICATES IN ARCHITECTURAL TECHNOLOGY

These skills certificates are designed to help students prepare for careers in the Architectural Industry. The requirements include a core of basic architectural courses plus required courses listed below.

ENVIRONMENTAL GRAPHICS		Units
Env 101	Foundations of Design I	3
Arc 121	Freehand Drawing	2
Arc 160	Computers for Designers	3
Arc 221	Architectural Rendering	2
Arc 223	Portfolio Development	1
Arc 261	Computer-Aided Design for Architecture I	3
Arc 262	Computer-Aided Design for Architecture II 3	3
	Total	17

DESIGN		Units
Env 101	Foundations of Design I	3
Env 102	Foundations of Design II	3
Arc 160	Computers for Designers	3
Arc 164	Design Software for Architecture	2
Arc 201	Architectural Design I	3
Arc 202	Architectural Design II	3
	Total	17

PRODUCTION DRAFTING		Units
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
Arc 271	Architectural Drawing III	3
	or	
Arc 272	Architectural Drawing IV	3
	Total	16

ARCHITECTURAL TECHNICAL CERTIFICATE Units

Arc 115	Architectural Practice	2
Arc 151	Materials of Construction	3
Arc 160	Computers for Designers	3
Arc 161	Introduction to Computer Aided Architectural Design	2
Arc 162	Computer Aided Design and Drafting	3
Arc 172	Architectural Drawing I	3
	Total	16

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

ART DEGREE PROGRAM

ASSOCIATE IN ARTS DEGREE IN ART

Major Code: 100200

Plan A

The Associate in Arts degree in Art is intended for students who are planning to transfer to a university, including University of California (UC) or California State University (CSU), as Art majors. A degree in Art will prepare a student for employment or further studies as a studio artist. The AA degree consists of a core general education component, 20 units in the major, and additional elective units as needed to reach **a minimum of 60 units overall.**

All students are strongly advised to meet with a counselor for academic planning. Students who plan to transfer will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition.

• **Choose either option 1 or 2 or 3 for the General Education Core:**

1. LAHC G.E. Plan A (30 units)
2. CSU G.E. Breadth -- including Health or Nutrition, P.E. and U.S. history or U.S. government (39-41 units)

3. IGETC -- including Health or Nutrition, P.E. and U.S. history or U.S. government (34-41 units)

Art Core Curriculum (14 units)

		Units
Art 101 or 102	Survey of Art History I or II	3
Art 201	Drawing I	3
Art 300	Introduction to Painting	3
Art 501	2-Dimensional Design	3
Art 640	Portfolio Development	2

And a minimum of **6 elective units** from the following courses. Students may choose a series of specialty courses in one area of art or a sampling of multiple art mediums.

Art 204 – 207	Life Drawing I-IV	3
Art 301 – 312	Water Color Painting I-III	3
Art 637	Presentation Graphics	3
Art 639	Introduction to Digital Imaging	3
Art 706 – 714	Ceramics (Various)	2 or 3
Photo 47	Digital Photography	3
Photo 121	History of Photography	3

SKILLS CERTIFICATE IN ARTS

Media Arts – Digital Design

Major Code: 103021

Completion of this certificate will provide media skills in the areas of basic two and three-dimensional design, vector and raster-based computer software as well as web authoring software to create various types of presentation graphics formats.

		Units
ART 501	Beginning Two-Dimensional Design	3
ART 502	Beginning Three-Dimensional Design	3
ART 633	Introduction to Computer Graphics	3
ART 637	Presentation Graphics	3
ART 639	Introduction to Digital Imaging	3
	Total	15

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

BUSINESS DEGREE AND CERTIFICATE PROGRAM

The Business program offers two degree options, an Associate in Arts in Business Administration and an Associate in Science in Business. Students may also obtain a Certificate of Achievement in Business Administration and Skills Certificates in Basic Business, Finance, Legal Studies, Management and Supervision, Marketing, Retail Management and Advanced Retail Management.

ASSOCIATE IN ARTS DEGREE IN BUSINESS ADMINISTRATION Major Code: 050100 Plan A

This degree program is designed to prepare students for transfer to a four year university Business program. Prospective students must consult a counselor to select the correct electives and general education courses for the university they plan to transfer to. The components of the degree are:

	Units
COMPONENT I: Business Core	23
COMPONENT II: Business Electives	9
COMPONENT III: Graduation Plan A	38
Business Degree Minimum	70

COMPONENT I: Business Core

The following courses are required of all majors:

Acctg 1	Introductory Accounting I	5
Acctg 2	Introductory Accounting II	5
Bus 5	Business Law I	3
Co Info 1	Principles of Business Computer Systems I	3
	with Co Info 23 Programming Lab	1
Econ 1	Principles of Economics I	3
Econ 2	Principles of Economics II	3

COMPONENT II: Business Electives

Choose a minimum of 9 units from the list below.

Acctg 3	Intermediate Accounting	3
Acctg 11	Cost Accounting	3
Acctg 15	Tax Accounting	3
Acctg 16	Tax Accounting II	3
Bus 1	Introduction to Business	3
Bus 6	Business Law II	3
Bus 32	Business Communications	3
*CAOT 2	Computer Keyboarding II	3
*CAOT 30	Office Procedures	3
*CAOT 84	Microcomputer Office Applications: Word Processing	3

*CAOT 85	Microcomputer Office Applications: Spreadsheets	3
*CAOT 86	Microcomputer Office Applications: Database	3
*CAOT 88	Microcomputer Office Applications: Desktop Publishing	3
Co Info 7	Introduction to Multimedia with CIS23 or 64 Laboratory	3
Co Info 8	Microcomputer Applications with CIS23 or 64 Laboratory	3
Co Info 14	Introduction to Computer Communications	3
Co Info 15	Database Programming with CIS23 or 64 Laboratory	3
Co Info 16	Spreadsheet Applications with CIS23 or 64 Laboratory	3
Co Info 21	Business Computer Programming with CIS23 or 64 Laboratory	3
Co Info 24	Accounting on Microcomputers	2
Co Info 27	Business Programming in Java with CIS23 or 64 Laboratory	3
Finance 2	Investments	3
Finance 8	Personal Finance and Investments	3
INTL Bus 1	International Trade	3
Market 1	Principles of Selling	3
Market 21	Principles of Marketing	3
Mgmt 2	Organization & Management Theory	3
Mgmt 13	Small Business Entrepreneurship	3
Real Es 1	Real Estate Principles	3
Real Es 3	Real Estate Practice	3
Real Es 5	Legal Aspects of Real Estate	3
Real Es 7	Real Estate Finance	3
Real Es 9	Real Estate Appraisal I	3
Real Es 14	Property Management	3
Real Es 16	Income Tax Aspects of Real Estate	3
Real Es 18	Real Estate Investments I	3
Supv 1	Elements of Supervision	3

*CAOT is an abbreviation for Computer Applications and Office Technology.

Some courses not offered every semester or year.

ASSOCIATE IN SCIENCE DEGREE IN BUSINESS

Major Code: 050100

Plan B

The Business Associate in Science degree program is designed to meet the educational needs of employees, managers and business owners. This program qualifies the student for careers in business, government and other organizations. This is not a transfer degree. Students wishing to transfer should pursue the A.A. in Business Administration with the advice of a counselor. To obtain an Associate in Science degree in Business, a student must complete the following three-component program:

	Units
COMPONENT I: Business Degree Core	25
COMPONENT I: Business Degree Electives	18
COMPONENT I: G.E. Requirements (Graduation Plan B)	18
Total	61

COMPONENT I: The Business Degree Core

The Business Core must be completed by all degree candidates.

	Units	
Acctg 1	Introductory Accounting I	5
Bus 1	Introduction to Business	3
Bus 5	Business Law I	3
Bus 31	Business English	3
Bus 32	Business Communications	3
Bus 38	Business Computation	3
Bus 60	Typing/Keyboarding Fundamentals	1
Co Info 1	Principles of Business Computer Systems I	3
	with Co Info 23 Programming Lab	1
Minimum Units in Business Core		25

COMPONENT I: Business Degree Electives

The student should select a minimum of eighteen (18) units from this list:

	Units	
Bus 6	Business Law II	3
Finance 2	Investments	3
Finance 8	Personal Finance and Investments	3
Int Bus 1	International Trade	3
Mgmt 2	Organization and Management Theory	3
Mgmt 13	Small Business Management	3
Mgmt 31	Human Relations for Employees	3
Mgmt 33	Human Resources Management	3
Market 1	Principles of Selling	3
Market 31	Retail Merchandising	3

Market 21	Principles of Marketing	3
Real Es 1	Real Estate Principles	3
Supv 1	Elements of Supervision	3

Some courses not offered every semester or year.

CERTIFICATE OF ACHIEVEMENT IN BUSINESS

ADMINISTRATION CAREER

Major Code: 050100

The Business Administration Certificate of Achievement Program provides the student with a strong technical foundation for a wide variety of general entry level positions in the retail business, small business, as well as other organizations such as government agencies, education and industry. Units earned toward the certificate may be applied towards the A.A. in Business Administration or the A.S. degree in Business.

The Certificate is awarded upon completion of a **minimum of 30 units** selected from the courses listed below.

	Units	
Acctg 1	Introductory Accounting I	5
Acctg 2	Introductory Accounting II	5
Bus 1	Introduction to Business	3
Bus 5	Business Law I	3
Bus 6	Business Law II	3
Bus 31	Business English	3
Bus 32	Business Communications	3
Bus 38	Business Computation	3
Bus 60	Keyboarding Fundamentals	1
Bus 31	Business English	3
Bus 32	Business Communications	3
*CAOT 84	Word Processing	3
Co Info 1	Principles of Business Computer Systems I	3
	with Co Info 23 Programming Lab	1
Co Info 16	Spreadsheet Apps. for Microcomputers	3
	with Co Info 23 Programming Lab	1
Co Info 24	Accounting on Microcomputers	2
Int Bus 1	International Trade	3
Finance 2	Investments	3
Finance 8	Personal Finance and Investments	3
Mgmt 2	Organization and Management Theory	3
Mgmt 13	Small Business Management	3
Mgmt 31	Human Relations	3
Mgmt 33	Human Resource Management	3
Market 1	Principles of Selling	3
Market 21	Principles of Marketing	3
Market 31	Retail Merchandising	3
Real Es 1	Real Estate Principles	3

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Supv 1	Elements of Supervision	3
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*CAOT is an abbreviation for Computer Applications and Office Technology.

Some courses not offered every semester or year.

SKILLS CERTIFICATES IN BUSINESS

Units earned for a Skills Certificate may be used toward the Associate in Arts in Business Administration, the Associate in Science in Business or the Certificate of Achievement in Business Administration.

REQUIRED COURSES		Units
Acctg 1	Introductory Accounting I	5
Acctg 2	Introductory Accounting II	5
Bus 5	Business Law I	3
Co Info 1	Principles of Business Computer Systems I	3
	with Co Info 23 Programming Lab	1
Total		17

SKILLS CERTIFICATE IN FINANCE

REQUIRED COURSES		Units
Acctg 1	Introductory Accounting I	5
Finance 2	Investments	3
Finance 8	Personal Finance and Investments	3
Real Es 7	Real Estate Finance	3
Real Es 9	Real Estate Appraisal 1	3
Total		17

SKILLS CERTIFICATE IN LEGAL STUDIES

REQUIRED COURSES		Units
Adm Jus 2	Concepts of Criminal Law	5
Bus 5	Business Law I	3
Bus 6	Business Law II	3
CAOT 23	Legal Secretarial Procedures I	3
Real Es 5	Legal Aspects of Real Estate	3
Total		17

SKILLS CERTIFICATE IN MANAGEMENT AND SUPERVISION

REQUIRED COURSES		Units
Mgmt 2	Organization & Management Theory	3
Mgmt 13	Small Business Management	3
Mgmt 31	Human Relations	3
Mgmt 33	Human Resources Management	3
Supv 1	Elements of Supervision	3
Total		15

SKILLS CERTIFICATE IN MARKETING REQUIRED COURSES

		Units
Bus 1	Introduction to Business	3
Int Bus 1	International Trade	3
Market 1	Principles of Selling	3
Market 21	Principles of Marketing	3
Market 31	Retail Merchandising	3
Total		15

SKILLS CERTIFICATES IN RETAIL MANAGEMENT

The Retail Management Skills Certificates are a comprehensive program designed to prepare current and future retail employees for the challenges found in a competitive retail environment. Primary emphasis is to provide students with the essential business skills needed to develop a successful management career in retailing.

These certificates are endorsed by the Western Association of Food Chains (W AFC). This program is the product of years of collaboration between the food industry and the community college system in several states. This broad-based program will help students develop a clear sense of the scope of a management position and an understanding of the basic requirements for success, in order to be prepared to fill the numerous and varied management positions that become available.

Units earned toward the Skills Certificates may be applied to the Associate in Arts in Business Administration or the Associate in Science in Business. Many courses are transferable to 4 year universities.

SKILLS CERTIFICATE IN RETAIL MANAGEMENT

		Units
Bus 32	Business Communications	3
Bus 38	Business Computations or Math 123A or higher-level math class.	3
Mgmt 2	Organization & Management Theory	3
Mgmt 31	Human Relations	3
Market 21	Principles of Marketing	3
Total		15

SKILLS CERTIFICATE IN ADVANCED RETAIL MANAGEMENT

		Units
Acctg 1	Introductory Accounting I or Bookkeeping and Accounting I	5
Co Info 1	Principles of Business Computer Systems I	3

Mgmt 33	Human Resources Management	3
Market 31	Retail Merchandising	3
Speech 101	Oral Communications	3
	or	
Speech 103	Business and Professional Speaking	3
	Total	15 to 17

Some courses not offered every semester or year.

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>



Los Angeles County Sheriff's Department
at Los Angeles Harbor College



Open 24 HOURS A DAY including holidays.

Location: PE 138, NorthEast side of Physical Education Building

Phone: 310-233-4600

For Emergencies Only - Emergency phones are located in Parking Lots 2, 6, & 8 - Just pick up and you will be connected to Sheriff's office

Escort Service – available upon request

8:00 a.m. – 10:30 p.m. Mon-Fri, 7:00 a.m. – 6:00 p.m Sat.

CHEMISTRY DEGREE PROGRAM

ASSOCIATE IN SCIENCE DEGREE IN CHEMISTRY Major Code: 190500 Plan A

The Associate in Science degree in Chemistry is designed for students who either intend to transfer to the UC or CSU as Chemistry majors, or who want to prepare for work as a Physical Sciences Laboratory Assistant. The AS degree consists of a core general education component, 30 units in the major, and additional elective units as needed to reach **a minimum of 60 units overall**.

All students are strongly advised to meet with a counselor for academic planning. Students who plan to transfer will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition.

• **Choose either option 1 or 2 or 3 for the General Education Core:**

1. LAHC G.E. Plan A (30 units)
2. CSU G.E. Breadth -- including Health or Nutrition, P.E. and U.S. history or U.S. government (39-41 units)
3. IGETC -- including Health or Nutrition, P.E. and U.S. history or U.S. government (34-41 units)

Courses required for the major (30 units):

Chemistry 101, General Chemistry I	5 units
Chemistry 102, General Chemistry II	5 units
Chemistry 211, Organic Chemistry I	5 units
Chemistry 212, Organic Chemistry II	5 units
Mathematics 267, Calculus with analytic Geometry III	5 units
Physics 037, Physics for Engineers I	5 units

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

CHILD DEVELOPMENT DEGREE AND CERTIFICATE PROGRAM

ASSOCIATE IN SCIENCE DEGREE IN CHILD DEVELOPMENT

Major Code: 130500
Plan B

Students wanting a transfer major must see a counselor for requirements.

The Child Development program is designed to help students qualify for employment in occupations involving groups of young children who are under the guidance of public and private agencies. Completion of this program qualifies the student to apply for the California Child Development Permit. Courses of study may be selected and scheduled in any order based on course prerequisites, the available class schedule, and/or academic and technical competencies.

As part of the degree program, students must complete 18 units of General Education requirements from Graduation Plan B.

A grade of "C" or better is required in all courses listed below to earn an AS degree in Child Development. G.E. requirements must follow standard college policy.

		Units
CH DEV 1	Child Growth and Development	3
CH DEV 2	Early Childhood: Principles & Practices	3
CH DEV 3	Creative Experiences for Children II	1
CH DEV 4	Creative Experiences for Children II	3
CH DEV 5	Puppetry	3
CH DEV 10	Health, Safety, and Nutrition	3
CH DEV 11	Child, Family and Community	3
CH DEV 12	Parent-Teacher-Child Interaction	3
CH DEV 22	Practicum in Child Development I	4
CH DEV 23	Practicum in Child Development II	4
CH DEV 38	Administration and Supervision of Early Childhood Programs I	3
FAM & CS 21	Nutrition and, either	3
CH DEV 30	Infant and Toddler Studies I or	3
CH DEV 34	Observing and Recording Children's Behavior	3

	or	
CH DEV 42	Teaching in a Diverse Society	3
	or	
CH DEV 45	Programs for Children with Special Needs	3
Additional General Elective Requirements		18
Child Development Elective		1
Total		60

Recommended Electives: The following courses may be selected to meet elective degree and/or Certificate of Achievement requirements: Child Development 36, Child Development 39, Child Development 185.

CERTIFICATE OF ACHIEVEMENT IN CHILD DEVELOPMENT

Major Code: 130500

Certificates of Achievement are awarded upon completion of 24 units of technical coursework in Child Development, including Child Development 22, completion of one course in written English (English 101 or higher), and one course in mathematics (Math 123A or higher).

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES (CAOT) DEGREE AND CERTIFICATE PROGRAM

The Computer Applications and Office Technologies (CAOT) program offers an Associate in Science Degree with five options; Administrative Assistant, Legal Office Assistant, Medical Office Assistant, Office Automation, or Office Communication. Certificates of Achievement are offered in Legal Office Assistant, Medical Office Assistant, Office Administration, and Office Automation. Skills Certificates may be obtained in Administrative Assistant, Clerical Records and Filing, Communication, Keyboarding, Legal Office Assistant, Medical Office Assistant, and Office Automation.

ASSOCIATE IN SCIENCE DEGREE IN COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

The CAOT degree program offers Associate in Science degrees in Administrative Assistant, Legal Office Assistant, Medical Office Assistant, Office Automation and Office Communication. Students wishing to transfer should pursue an A.A. degree in Business Administration with the advice of a counselor.

Students must complete all three of the components shown below:

	Units
COMPONENT I: CAOT Core	28
COMPONENT II: CAOT Degree Option	18-21
COMPONENT III: G.E. Requirements (Graduation Plan B)	18
Minimum Total Units	64

COMPONENT I: The CAOT Core

The CAOT Core must be completed by all majors.

		Units
Acctg 21	Bookkeeping and Accounting I	3
Bus 1	Introduction to Business	3
Bus 31	Business English	3
Bus 32	Business Communications	3
CAOT 1	Keyboarding I	3
CAOT 2	Keyboarding II	3
CAOT 30	Office Procedures	3
CAOT 34	Business Terminology	2
CAOT 84	Microcomputer Office Applications: Word Processing (Beginning)	3
CAOT 61	Introduction to Office Machines	1
CAOT 64	Office Administration Lab	1
Minimum Units in CAOT Core		28

COMPONENT I: CAOT Degree Option

Degree candidates must complete the Degree Requirements in one of the option areas listed below. Option Requirements are completed in addition to the CAOT Core to satisfy the degree requirements of the Business Division-CAOT Program.

Degree Options:

	Units
Administrative Assistant	21
Legal Office Assistant	21
Medical Office Assistant	21
Office Automation	18
Office Communication	18

For a detailed list of the courses required in each option, see the Degree Option blocks illustrated below.

Administrative Assistant Option

Major Code: 051400

Plan B

This option prepares students for positions in a variety of offices, including business, aerospace, education, government, health care and industry.

		Units
CAOT 7	Machine Transcription	3
CAOT 33	Records Management & Filing	2
CAOT 64	CAOT Lab	1
CAOT 82	Microcomputer Software Survey	3
CAOT 84	Microcomputer Office Applications: Word Processing (Intermediate)	3
CAOT 85	Microcomputer Office Applications: Spreadsheets	3
CAOT 88	Microcomputer Office Applications: Desktop Publishing	3
CAOT 110	Microcomputer Office Applications: Presentation Design	3
	Option Total	21

Legal Office Assistant Option

Major Code: 051410

Plan B

This option prepares students for administrative positions in a legal environment such as a law office, police department, insurance offices, legal department of a corporation and related fields, such as government and regulatory agencies.

		Units
Bus 5	Business Law I	3
Bus 6	Business Law II	3
CAOT 23	Legal Secretarial Procedures I	5
CAOT 82	Microcomputer Software Survey	3
CAOT 85	Microcomputer Office Applications: Spreadsheets	3
CAOT 64	CAOT Lab	1
Real Es 5	Legal Aspects of Real Estate	3
	Option Total	21

Medical Office Assistant Option

Major Code: 051420

Plan B

This option prepares students for positions in a medical clinic office, doctor's office, hospital office and related offices.

		Units
BIO 33	Medical Terminology	3
CAOT 21	Medical Secretarial Procedures I	5
CAOT 185	Directed Study: Office Administration	1
CAOT 22	Medical Secretarial Procedures II with CAOT 185 - Directed Study: Office Administration	5
CAOT 33	Records Management & Filing	2
CAOT 64	CAOT Lab	1

CAOT 84	Microcomputer Office Applications: Word Processing (Intermediate)	3
	Option Total	21

Office Automation Option
Major Code: 051401
Plan B

This option prepares students for positions requiring computer use in a variety of organizational offices in business, education, government and industry.

		Units
CAOT 82	Microcomputer Software Survey	3
CAOT 85	Microcomputer Office Applications: Spreadsheets	3
CAOT 84	Microcomputer Office Applications: Word Processing (Advanced)	3
CAOT 88	Microcomputer Office Applications: Desktop Publishing	3
CAOT 86	Microcomputer Office Applications: Database	3
CAOT 110	Microcomputer Office Applications: Presentation Design	3
	Option Total	18

Office Communication Option
Major Code: 051402
Plan B

This option prepares students for positions requiring skills in communication for a variety of organizational offices in business, education, government and industry.

		Units
CAOT 34	Business Terminology Vocabulary and Spelling	2
CAOT 82	Microcomputer Software Survey	3
CAOT 84	Microcomputer Office Applications: Apps: Word Processing (Int. Advanced)	3
CAOT 64	Office Administration Lab	1
CAOT 88	Microcomputer Applications: Desktop Publishing	3
CAOT 110	Presentation Design	3
Mgmt 31	Human Relations for Employees	3
	Option Total	18

Some courses not offered every semester or year.

CERTIFICATES OF ACHIEVEMENT IN COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

The student is trained in the basic skills required for employment in the administrative assistant field. Units earned toward the certificate may be applied toward the AS Degree in CAOT or the A.A. Degree in Business Administration.

Certificates of Achievement are awarded upon completion of a minimum of **30 units**

CERTIFICATE OPTIONS:

	Units
Legal Office Assistant	31
Medical Office Assistant	30
Office Administration	30
Office Automation	32

CERTIFICATE OF ACHIEVEMENT IN LEGAL OFFICE ASSISTANT

Major Code: 051410

This option prepares students for administrative positions in a legal environment such as a law office, police department, insurance offices, legal department of a corporation and related fields, such as government and regulatory agencies.

Required Courses

		Units
Bus 5	Business Law I	3
Bus 32	Business Communications	3
Bus 38	Business Computations	3
CAOT 2	Keyboarding II with CAOT 64 or 185	3 1
CAOT 9	Keyboarding Improvement	1
CAOT 23	Legal Office Procedures I with CAOT 64 or 185	5 1
CAOT 30	Office Procedures	3
CAOT 33	Records Management & Filing with CAOT 185	2
	Directed Study CAOT	1
CAOT 34	Business Vocabulary and Spelling	2
CAOT 82	Microcomputer Software Survey or	3
CAOT 84	Microcomputer Office Applications: Word Processing (Int.)	3
	Total	31

CERTIFICATE OF ACHIEVEMENT IN MEDICAL OFFICE ASSISTANT

Major Code: 051420

This option prepares students for administrative positions in a medical clinic, doctor's office, hospital office and related offices.

REQUIRED COURSES		Units
BIO 33	Medical Terminology	3
Bus 32	Business Communications	3
Bus 38	Business Computations	3
CAOT 2	Keyboarding II	3
CAOT 21	Medical Office Procedures I	5
CAOT 22	Medical Office Procedures II	5
	with CAOT64 or 185 Laboratory	1
CAOT 33	Records Management & Filing	2
CAOT 34	Business Vocabulary and Spelling	2
CAOT 82	Microcomputer Software Survey	3
	or	
CAOT 84	Microcomputer Office Applications:	
	Word Processing (Intermediate)	3
	Total	30

CERTIFICATE OF ACHIEVEMENT IN OFFICE ADMINISTRATION

Major Code: 051400

This option prepares students for general administrative positions in a wide variety of organizational offices, including business, aerospace, education, government, health care and industry.

REQUIRED COURSES		Units
Bus 32	Business Communications	3
Bus 38	Business Computations	3
CAOT 2	Keyboarding II	3
CAOT 7	Machine Transcription	3
CAOT 30	Office Procedures	3
CAOT 33	Records Management & Filing	2
CAOT 34	Business Terminology	2
CAOT 61	Introduction to Office Machines	1
CAOT 82	Microcomputer Software Survey	3
CAOT 84	Microcomputer Office Applications:	
	Word Processing (Intermediate)	3
CAOT 84	Microcomputer Office Applications:	
	Word Processing (Advanced)	3
CAOT64 or 185	CAOT Laboratory	1
	Total	30

CERTIFICATE OF ACHIEVEMENT IN OFFICE AUTOMATION

Major Code: 051401

This option prepares students for positions requiring computer use in a variety of organizational offices in business, education, government and industry.

		Units
Bus 32	Business Communications	3
Bus 38	Business Computations	3
CAOT 2	Keyboarding II	3
CAOT 30	Office Procedures	3
CAOT 33	Records Management & Filing	2
CAOT 34	Business Terminology	2
CAOT 61	Introduction to Office Machines	1
CAOT 84	Microcomputer Applications:	
	Word Processing (Intermediate)	3
CAOT 85	Microcomputer Applications:	
	Spreadsheets	3
CAOT 86	Microcomputer Office Applications: Database	3
CAOT 88	Microcomputer Office Applications:	
	Desktop Publishing	3
CAOT 110	Microcomputer Office A Applications:	
	Presentation Design	3
	Total	32

Some courses not offered every semester or year.

SKILLS CERTIFICATES IN COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

The student is trained in the basic skills required for employment in the office procedures and clerical field. Units earned toward this certificate may be applied toward the A.S. Degree in CAOT or the A.A. Degree in Business Administration.

SKILLS CERTIFICATE IN ADMINISTRATIVE ASSISTANT

		Units
Bus 31	Business English	3
CAOT 7	Machine Transcription	3
CAOT 30	Office Procedures	3
CAOT 34	Business Terminology	2
CAOT 61	Introduction to Office Machines	1
CAOT 82	Microcomputer Software Survey	3
	Total	15

SKILLS CERTIFICATE IN CLERICAL RECORDS & FILING

		Units
Bus 31	Business English	3
CAOT 1	Computer Keyboarding I	3
CAOT 30	Office Procedures	3
CAOT 33	Records Management and Filing	2
CAOT 61	Introduction to Office Machines	1
CAOT 86	Microcomputer Office Applications: Database	3
	Total	15

SKILLS CERTIFICATE IN COMMUNICATION

		Units
Bus 31	Business English	3
Bus 32	Business Communications	3
CAOT 2	Computer Keyboarding II	3
CAOT 34	Business Terminology	2
CAOT 84	Microcomputer Office Applications: Word Processing (Advanced)	3
CAOT 88	Microcomputer Office Applications: Desktop Publishing	3
CAOT 110	Microcomputer Office Applications: Presentation Design	3
	Total	17

SKILLS CERTIFICATE IN KEYBOARDING

		Units
CAOT 1	Computer Keyboarding I	3
CAOT 2	Computer Keyboarding II	3
CAOT 7	Machine Transcription	3
CAOT 9	Computer Keyboarding Improvement	1
CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 84	Microcomputer Office Applications: Word Processing (Advanced)	3
	Total	16

SKILLS CERTIFICATE IN LEGAL OFFICE ASSISTANT

		Units
Bus 5	Business Law I	3
CAOT 1	Computer Keyboarding I	3
CAOT 23	Legal Secretarial Procedures I	5
CAOT 30	Office Procedures	3
CAOT 84	Microcomputer Office	3

Applications: Word Processing	3
Total	17

SKILLS CERTIFICATE IN MEDICAL OFFICE ASSISTANT

		Units
BIO 33	Medical Terminology	3
Bus 31	Business English	3
CAOT 21	Medical Secretarial Procedures I	5
CAOT 22	Medical Secretarial Procedures II with CAOT 64 or 185	5
	Total	17

SKILLS CERTIFICATE IN OFFICE AUTOMATION

		Units
Preparation for the Microsoft Office Certification Exams.		
CAOT 1	Computer Keyboarding I or	3
CAOT 2	Computer Keyboarding II	3
CAOT 64 or 185		1
CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 84	Microcomputer Office Applications: Word Processing (Advanced)	3
CAOT 85	Microcomputer Office Applications: Spreadsheets	3
Choose one of the following:		
CAOT 86	Microcomputer Office Applications: Database	3
CAOT 88	Microcomputer Office Applications: Desktop Publishing	3
CAOT 110	Microcomputer Office Applications: Presentation Design	3
	Total	16

Some courses not be offered every semester or year.

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

COMPUTER INFORMATION SYSTEMS DEGREE AND CERTIFICATE PROGRAM

ASSOCIATE IN SCIENCE DEGREE IN COMPUTER INFORMATION SYSTEMS

Major Code: 070103

This certificate program provides the student with minimum skills training necessary for entry level positions. Units earned toward this certificate may be applied toward the A.A Degree in Business Administration or the A.S Degree in computer information Systems. The Certificate of Achievement is awarded upon completion of minimum of 30 units.

Select a minimum of 20 units from the list below

COMPONENT I: CIS Degree Core 30 units

COMPONENT II: CIS Degree Electives 12 units

COMPONENT III: G.E. Requirements
(Graduation Plan B) 18 units

CIS Degree Minimum: 60 units

COMPONENT I: CIS Degree Core

The CIS Degree Core must be completed by all candidates

		Units
BUS 1	Introduction to Business	3
BUS 60	Keyboarding Fundamentals	1
Co Info 1	Principles of Business Computer Systems	3
	with Co Info 23 or 64 Programming Lab	1
Co Info 8	Microcomputer Applications	3
	with Co Info 23 or 64 Programming Lab	1
Co Info 15	Database programming	3
	with Co Info 23 or 64 Programming Lab	1
Co Info 16	Spreadsheet Applications	3
	with Co Info 23 or 64 Programming Lab	1
Co Info 21	Business Computer Programming	3
	with Co Info 23 or 64 Programming Lab	1
Co Info 24	Accounting on Microcomputers	2

Total Core Units 30

COMPONENT II: CIS Degree Electives

Select a minimum of 12 units from the list below:

ACCTG 1	Introductory Accounting I	5
ART 633	Introduction to Computer Graphics	3
BUS 5	Business Law	3
BUS 31	Business English	3
BUS 38	Business Computations	3
Co Info 7	Introduction to Multimedia	3
	with Co Info 23 or 64 Programming Lab	1
Co Info 14	Introduction to Computer Communications	3

	with Co Info 23 or 64 Programming Lab	1
Co Info 15	Database Programming	3
	with Co Info 23 or 64 Programming Lab	1
CO TECH 35	Linux+	3
CO TECH 80	Server+	3
CO SCI 92	HyperText Markup Language	3
	with Co Info 23 or 64 Programming Lab	1
CO SCI 344	Programming in Java	3
	with Co Sci 53 Programming Lab	1

~~CERTIFICATE OF ACHIEVEMENT IN COMPUTER INFORMATION SYSTEMS~~

~~**Major Code: 070103**~~

This Certificate of Achievement is no longer available and was removed from the online catalog on 10/8/12.

SKILLS CERTIFICATES IN COMPUTER INFORMATION SYSTEMS

This certificate provides training in the skills necessary for creating business application software.

SKILLS CERTIFICATE IN PROGRAMMING Major Code: 070401

This certification provides training in the skills necessary for creating business application software.

	Units
Co Info 1 Principles of Business Computer Systems with Co Info 23 or 64 Programming Lab	3 1
Co Info 15 Database programming with Co Info 23 or 64 Programming Lab	3 1
Co Info 21 Business Computer Programming with Co Info 23 or 64 Programming Lab	3 1
Co Info 27 Programming in Java with Co Info 23 or 64 Programming Lab	3 1
CO SCI 92 HyperText Markup Language with Co Info 23 or 64 Programming Lab	3 1
Total	16

SKILLS CERTIFICATE IN BUSINESS SOFTWARE APPLICATIONS

Major Code 070402

This certificate prepares the student for certification and employment using Microsoft® Office applications.

	Units
Co Info 1 Principles of Business Computer Systems with Co Info 23 or 64 Programming Lab	3 1
Co Info 8 Microcomputer Applications with Co Info 23 or 64 Programming Lab	3 1
Co Info 15 Database programming with Co Info 23 or 64 Programming Lab	3 1
Co Info 16 Spreadsheet Applications with Co Info 23 or 64 Programming Lab	3 1
Total	16

SKILLS CERTIFICATE IN WEB DEVELOPMENT

Major Code 070403

This certificate provides training in the skills necessary for the student to create and maintain interactive internet and web sites.

	Units
Co Info 1 Principles of Business Computer Systems with Co Info 23 or 64 Programming Lab	3 1
Co Info 7 Introduction to Multimedia with Co Info 23 or 64 Programming Lab	3 1
Co Info 14 Introduction to computer Communications with Co Info 23 or 64 Programming Lab	3 1
Co Info 27 Programming in Java with Co Info 23 or 64 Programming Lab	3 1
CO SCI 92 HyperText Markup Language with Co Info 23 or 64 Programming Lab	3 1
CO SCI 92 HyperText Markup Language with Co Info 23 or 64 Programming Lab	3 1
Total	16

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

COMPUTER TECHNOLOGY DEGREE AND CERTIFICATE PROGRAM

ASSOCIATE IN SCIENCE DEGREE IN COMPUTER TECHNOLOGY

Major Code: 093411

Plan B

Students wanting a transfer major must see a counselor for requirements. This two-year course of study has been designed to prepare students to function as computer customer engineers, as computer systems test technicians with specialized training for the field of research and development. The skilled technicians may find employment with a wide variety of industrial firms dealing with Mini/Micro computers, peripheral devices (hard disk, printers, terminals, magnetic media, etc.), automated office equipment, automated manufacturing processes, electronic control devices or animatronics. Below is a departmentally recommended sample program which groups required major courses into four semesters. As part of this degree program, students must also complete 18 units of General Education requirements from Graduation Plan B.

CORE TECHNICAL COURSES

	Units
Co Tech 35 Introduction to Linux +	3
Co Tech 52 Fundamental Computer Circuits & Lab	4
Co Tech 53 Fundamental Computer Circuit Lab	1

Co Tech 54	Fundamental Computer Circuits II	4
Co Tech 55	Fundamental Computer Circuits II Lab	1
Co Tech 56	Computer Logic & Arithmetic	4
Co Tech 61	Computer Mathematics II	5
Co Tech 64	Computer Electronics & Lab	4
Eng Tek 81	Fabrication Techniques	1

ELECTIVE TECHNICAL COURSES

Eng Tek 25	Industrial Safety	1
Electrn 81	Fabrication Techniques	1
	**Elective	9
	Additional G.E. Requirements	18
	Total	61

**Advanced Technical Electives are to be selected from the following courses: Computer Tech 66, 70, 73, Co Tech 75 and Co Tech 81

CERTIFICATE OF ACHIEVEMENT IN COMPUTER TECHNOLOGY

Major Code: 093410

The certificate of achievement in Computer Technician provides the student with the minimum information required for entry-level positions in the computer field. The certificate is awarded upon completion of 24 units of technical course work in Computer Technology, one course in written communications selected from English 28 or English 101, and one course in Computer Mathematics selected from Computer Technology 60, 61, or Engineering Technician 49, 50.

CORE TECHNICAL COURSES

		Units
Co Tech 35	Introduction to Linux +	3
Co Tech 52	Fundamental Computer Circuits & Lab	4
Co Tech 54	Fundamental Computer Circuits II	4
Co Tech 56	Computer Logic & Arithmetic	4
Co Tech 64	Computer Electronics & Lab	4
	Written Communications	3
	Technical Mathematics	5

ELECTIVE TECHNICAL COURSES

(Students must complete 5 Units)

Electives are to be selected from the following courses: Co Tech 50, 58, 66, 70, 73, Co Sci 75, Eng Tek 51, Electrn 81

SKILLS CERTIFICATES IN NETWORK ADMINISTRATION

Completion of this certificate will provide the student with the necessary analytical and mechanical skills for entry-level employment as a Network Administrative Technician. Setting up or modifying existing LAN systems within small to medium sized businesses, including the documentation, providing local "Help Desk" assistance, troubleshooting and repairing computers, are typical employment duties. Courses cover basic troubleshooting, upgrading and repair of hardware/network configurations, networking and server applications

Courses required for the Skills Certificate

		Units
Co Tech 35	Intro to Linux +	3
Co Tech 76	A+ Certification Prep/Intro to PC Repair II	4
Co Tech 78	Intro to Network +	4
Co Tech 80	Intro to Server +	4
Co Tech 81	Intro to Fiber Optics	1
	Total	16

SKILLS CERTIFICATE IN COMPUTER NETWORK TECHNOLOGY

Completion of this skills certificate will provide the student with the necessary analytical skills for entry-level employment installing, configuring and maintaining small to medium scale computer network systems. Students select the type of network configuration to be installed, load the OS and utilities for the network administration and security as required. Students perform preventative maintenance procedures and network system upgrades necessary to maintain reliable operations.

		Units
Co Tech 50	Basic Electronics for Computer Technicians	4
Co Tech 78	Introduction to Network +	4
Eng Tek 81	Fabrication Techniques	1
Co Tech 185, 285, 385	Directed Study - Computer Technology	3
	Maximum of three units for Directed Studies courses	
	Total	12

SKILLS CERTIFICATE IN COMPUTER REPAIR TECHNOLOGY

Completion of this skills certificate will provide the student with the necessary analytical and mechanical skills for entry-level employment for troubleshooting and repairing computers. Students learn basic electronic fabrication techniques, installing and upgrading standard IBM compatible operating systems, troubleshooting, upgrading and repairing hardware configurations and the technical math skills necessary for assessing computer compatibilities and manufacturer's specifications.

		Units
Co Tech 50	Basic Electronics for Computer Technicians	4
Co Tech 60	Computer Mathematics I	5
Co Tech 74	A+ Certification Prep/Intro to PC Repair I	4
Co Tech 76	A+ Certification Prep/Intro to PC Repair II	4
Total		17

SKILLS CERTIFICATE IN FIBER OPTICS

This course provides students with advanced laboratory experiences in electronic fabrication principles. Topics include basic theory of fiber optic data transmission, fabrication of SC, ST and FC fiber optic cable connectors, patch panel and network hub installations, mechanical and fusion splicing techniques, OTDR testing and measurement techniques, termination procedures, troubleshooting and documentation requirements used for fiber optic installations. Note: currently, there is a shortage of qualified fiber optic cable installation and maintenance technicians. Successful completion of this course can lead to employment opportunities for those who desire to work in this unique industry.

		Units
Co Tech 81	Introduction to Fiber Optics	1
Total		1

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

CULINARY ARTS DEGREE AND CERTIFICATE PROGRAM

ASSOCIATE IN SCIENCE DEGREE IN CULINARY ARTS Major Code: 130630 Plan B

The Associate in Science degree in Culinary Arts is designed to qualify students for employment in occupations in the growing food industry. The program provides students with theory and practical experience. Students completing the program will be able to enter careers as cooks in restaurants, hotels, school food service programs, and catering companies; in other areas of hospitality including food sales and consulting; and in entry level management. The AS degree consists of a core general education component of 18 units, 36 units in the major, and additional elective units as needed to reach **a minimum of 60 units overall.**

All students are strongly advised to meet with a counselor for academic planning. Students who plan to transfer will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition.

1. Complete LAHC's Graduation Plan B, including English 101 – minimum of 18 units
2. Complete the 36 unit pattern for the Culinary Arts major listed below with grades of "C" or better in all classes.

Note: The National Restaurant Association certification requires passing ServSafe and ServSafe Alcohol exams.

Culinary Arts Major requirements (36 units):

FIRST SEMESTER		Units
Cln Art 113	Culinary Skills I*	3
Cln Art 114	Aromatics*	2
Cln Art 115	Food Fabrication*	2
Cln Art 116	Product Identification & Purchasing*	2
Cln Art 117	Food Sanitation & Safety*	3
* Concurrent enrollment required		
SECOND SEMESTER		
Cln Art 123	Culinary Skills II*	3
Cln Art 124	Menu Planning & Nutrition*	3

Cln Art 125	Breakfast & Lunch Cookery*	3
Cln Art 126	Baking Skills*	3

* Concurrent enrollment required

THIRD SEMESTER

Cln Art 133	Advanced Garde Manger*	3
Cln Art 134	Classic & Contemporary Cuisine*	3
Cln Art 135	Dining Room & Beverage Management*	3
Cln Art 136	Restaurant Management*	3

* Concurrent enrollment required

Graduation Plan B – minimum 18 units:

Natural Science	3 units
American Institutions	3 units
Humanities	3 units
English 101	3 units
Communications and Analytical Thinking	3 units
Health and P.E.	3 units

CERTIFICATE OF ACHIEVEMENT IN CULINARY ARTS

MAJOR CODE: 130630

The intense hands-on curriculum is paired with management practice and concepts to complete the Certificate of Achievement in Culinary Arts. The students manage and operate the marquee 1111 Bistro at Harbor with the popular Signature Dinner Series. The third semester classes feature the students mastery of the Classic & Contemporary Cuisines, showcase their skills in Advance Garde Manger and Charcuterie, a thorough understanding of Restaurant Management and it’s practical application into Dining Room and Beverage management.

THIRD SEMESTER 12 UNITS

Cln Art 133	Advance Garde Manger*	3
Cln Art 134	Classic & Contemporary Cuisine*	3
Cln Art 135	Dining Room & Beverage Management*	3
Cln Art 136	Restaurant Management*	3

*Concurrent enrollment required

Note: A 200 hour kitchen rotation Internship is required for those who are working toward certification from the American Culinary Federation Culinarian Certification Program upon completion of the second semester classes.

Advanced Cook Skills Certificate in Culinary Arts

The student builds on the Cook Skills Certificate requirements for an advanced laboratory experience that will prepare them for line- cooks positions, as sauciers, or as workers in the cold kitchen and/or the bakeshop. The curriculum includes intense hands-on experience in the cold kitchen, preparations of soups and sauces, vegetable and starch cookery, short order cooking in both the breakfast and lunch stations, introduction to basic baking skills, an understanding of nutrition and menu planning.

SECOND SEMESTER 12 Units

Cln Art 123	Culinary Skills II*	3
Cln Art 124	Menu Planning & Nutrition*	3
Cln Art 125	Breakfast & Lunch Cookery*	3
Cln Art 126	Baking Skills*	3

*Concurrent enrollment required

Note: A 200 hour kitchen rotation Internship is required for those who are working toward certification from the American Culinary Federation Culinarian Certification Program upon completion of the second semester classes.

Cook Skills Certificate in Culinary Arts

The culinary arts program at LAHC provides an intensive hands-on curriculum that prepares students who complete the first semester classes for entry level jobs in the food service industry. The curriculum includes a mastery of the fundamentals of cookery, aromatics, food fabrication, product identification and purchasing, and the state required certification in ServSafe.

FIRST SEMESTER 12 Units

Cln Art 113	Culinary Skills I*	3
Cln Art 114	Aromatics*	2
Cln Art 115	Food Fabrication*	2
Cln Art 116	Product Identification & Purchasing*	2
Cln Art 117	Food Sanitation & Safety*	3

*Concurrent enrollment required

Note: A 200 hour kitchen rotation Internship is required for those who are working toward certification from the American Culinary Federation Culinarian Certification Program upon completion of the second semester classes.

All Culinary Arts courses must be completed with a grade of “C” or better to earn a certificate or AS Degree. G.E. requirements must follow standard college policy.

DRAFTING PRODUCTION DESIGN DEGREE AND CERTIFICATE PROGRAM

ASSOCIATE IN SCIENCE IN DRAFTING PRODUCTION Major Code: 095300 Plan B

Students wanting a transfer major must see a counselor for requirements.

The curriculum is planned to prepare well trained drafters and designers to fill the widening gap between theoretical engineering concepts and practical manufacturing applications. A Certificate Program is offered, whose program requirements can be satisfied while en route to the degree, since the same technical courses apply toward both. This program is offered for persons seeking to enhance their advancement potential or for those who cannot pursue a full degree program or who already hold degrees in other fields. This two-year outline meets graduation requirements. Below are two departmentally recommended sample programs which groups required major courses into four semesters. As part of each degree program, students must also complete 18 units of General Education requirements from Graduation Plan B.

For Students with no previous Drafting training

		Units
Draft 1	General Drafting	3
Draft 4	Applied Descriptive Geometry	4
Draft 9	Mechanical Drafting	3
Draft 16	Blueprint Reading I	2
Draft 17	Blueprint Reading II	2
Draft 51	Tool Design	4
Draft 50	Production Drafting	4
Draft 54	Simplified Stress Analysis	4
Draft 52	Electro-Mechanical Drafting	4
Draft 55	Computer-Aided Drafting	3
Draft 56	Automated Manufacturing	3
Draft 81	Projects Laboratory	1
Eng Tek 81	Fabrication Techniques	1
Math 123C	Elementary and Intermediate Algebra III	4
	Additional G.E. Requirements	18
	Total	61

For students with High School Drafting or equivalent

		Units
Draft 4	Applied Descriptive Geometry	4
Draft 9	Mechanical Drafting	3
Draft 16	Blueprint Reading I	2

Draft 17	Blueprint Reading II	2
Draft 50	Production Drafting	4
Draft 51	Tool Design	4
Draft 52	Electro-Mechanical Drafting	4
Draft 54	Simplified Stress Analysis	4
Draft 55	Computer-Aided Drafting	3
Draft 56	Automated Manufacturing	3
Eng Tek 81	Fabrication Techniques	1
	++Technical Elective	3
Math 123C	Elementary and Intermediate Algebra III	4
	Additional G.E. Requirements	18
	Total	60

++ Technical elective should be chosen from the following courses: Supervision 3, 5; Management 31

CERTIFICATE OF ACHIEVEMENT IN DRAFTING Major Code: 095300

The certificate of achievement in Drafting provides the student with the minimum information required for entry-level positions in the technical drafting field. The certificate is awarded upon the completion of 24 units of technical courses in drafting production design, engineering or industrial technology program. The certificate also requires one course in written communications selected from English 028 or English 101, and one course in Mathematics selected from Engineering Technician 049, Mathematics 123A and 123B or equivalent higher level.

CORE DRAFTING COURSES 24 Units

Draft 1	General Drafting	3
Draft 4	Applied Descriptive Geometry	4
Draft 9	Mechanical Drafting	3
Draft 16	Blueprint Reading I	2
Draft 17	Blueprint Reading II	2
Draft 50	Production Drafting	4
Draft 51	Tooling Drafting	4
Draft 52	Electromechanical Drafting	4
Draft 54	Simplified Stress Analysis	4
Draft 55	Computer-Aided Design and Drafting	3
Draft 56	Automated Manufacturing	3
Draft 81	Projects Laboratory I	3
Draft 82	CAD Drafting Laboratory	2
Draft 185	Directed Studies	1
Draft 285	Directed Studies	2
Eng Tek 81	Fabrication Techniques	1
	Total	32

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

INDUSTRIAL ENGINEERING TECHNOLOGY DEGREE AND CERTIFICATE PROGRAM

ASSOCIATE IN SCIENCE DEGREE IN ELECTROMECHANICAL TECHNOLOGY

Major Code: 093500

Plan A

The Associate in Science degree in Electromechanical Engineering Technology is intended for students who are planning to transfer to California State University (CSU), as industrial technology majors or to prepare to operate, test and maintain electro-mechanical and servo-mechanical devices and systems in the industrial plant setting. The AA degree consists of a core general education component, 31 units in the major, and additional elective units as needed to reach a **minimum of 60 units overall**.

All students are strongly advised to meet with a counselor for academic planning. Students who plan to transfer will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition.

• **Choose either option 1 or 2 or 3 for the General Education Core:**

1. LAHC G.E. Plan A (30 units)
2. CSU G.E. Breadth -- including Health or Nutrition, P.E. and U.S. history or U.S. government (39-41 units)
3. IGETC -- including Health or Nutrition, P.E. and U.S. history or U.S. government (34-41 units)

Courses required for the major (31 units):

COS I 91	Computer Programming	3
EconMT 141	Automation Motor Controls	3
EconMT 142	Digital Automation Techniques	1
Electrn 20	Electronic Circuits (DC/AC)	4
Electrn 50	Digital and Solid State	4
Electrn 150	Programmable Logic Controllers	4
Eng Tek 50	Technical Mathematics III	5
Eng Tek 81	Fabrication Techniques	1
Prpltek 102	Measurement and Controls	3
Prpltek 103	Process Equipment	3

CERTIFICATE OF ACHIEVEMENT IN ELECTROMECHANICAL TECHNOLOGY

Major Code: 093500

Courses required for the certificate (31 units):

Co Sci 091	Computer Programming	3
EconMT 141	Automation Motor Controls	3
EconMT 142	Digital Automation Techniques	1
Electrn 20	Electronic Circuits (DC/AC)	4
Electrn 50	Digital and Solid State	4
Electrn 150	Programmable Logic Controllers	4
Eng Tek 50	Technical Mathematics III	5
Eng Tek 81	Fabrication Techniques	1
Prpltek 102	Measurement and Controls	3
Prpltek 103	Process Equipment	3

CERTIFICATE OF ACHIEVEMENT IN PROCESS PLANT TECHNOLOGY

Major Code: 095601

Courses required for the certificate (31 units):

CHEM 40	Basic Chemistry	3
CO SCI 58	Computer Literacy	3
ENGLISH 28	Intermediate Reading and Composition	3
ENG TEK 25	Industrial Safety	1
ENG TEK 48	Technical Mathematics I	3
PRPLTEK 100	Introduction to Industrial Processes	3
PRPLTEK 101	Industrial Waste Water	3
PRPLTEK 102	Measurements and Controls	3
PRPLTEK 103	Process Equipment	3
PRPLTEK 200	Distillation Process	3
COOP ED 395	Cooperative Education	3

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

ENGINEERING TECHNOLOGY DEGREE PROGRAM

ASSOCIATE IN SCIENCE DEGREE IN ENGINEERING TECHNOLOGY

ELECTRONICS OPTION

Major Code: 093400

Plan B

(Emphasis on Transfer Preparation)

This program places special emphasis on the preparation necessary to enter the Engineering Technology Program in the School of Engineering at California State Polytechnic University, Pomona. (Please see a counselor for additional requirements of the university). Two-year graduates in Electronics Engineering Technology will enter a rapidly growing career field tremendously important in modern engineering. They work in research and development, prototype construction, circuit design layout, and quality control. They apply scientific and engineering knowledge and methods combined with technical skills in support of engineering activities. Due to the necessary intensification of electronics classes required for immediate employment, it should be understood that some Electronics units may not transfer into the university program. Below is a departmentally recommended sample program which groups required major courses into four semesters. As part of the degree program, students must also complete 18 units of General Education requirements from Graduation Plan B and one course in Written Communications (English 28 or higher) and meet the Mathematics competency requirement.

		Units
Chem 101	General Chemistry I	5
Co Tech 35	Introduction to Linux +	3
Electrn 4	Fundamentals of Electronics	4
Electrn 5	Fundamentals of Electronics I	
	Lab	1
Electrn 6	Fundamentals of Electronics II	4
Electrn 7	Fundamentals of Electronics II	
	Lab	1
Electrn 22	Electronics Circuits II	4
Electrn 54	Computer Logic and Arithmetic	4
Electrn 81	Project Laboratory	1
Eng Tek 50	Technical Mathematics III	5
Eng Tek 81	Fabrication Techniques	1
Eng Tek 51	Technical Mathematics IV	5
+Physics 6	General Physics I	4
Physics 7	General Physics II	4
	** Advanced Technical Elective	8

Additional G.E. Requirements	15
Total	69

+ This course may count toward general education requirements.
 ** Advanced Technical Electives must be taken from the following: Electronics 30, 56 & 57, 50, Computer Tech 68.

MECHANICAL/MFG. OPTION

Major Code: 092400

Plan B

(Emphasis on Transfer Preparation)

This program trains designer/drafters and places special emphasis on the preparation necessary to enter the technical oriented Engineering Technology Program in the School of Engineering at CSULB. (Please see a counselor for additional requirements of the university). Two-year graduates in Engineering Technology will enter a rapidly growing career field tremendously important in modern engineering. They work as assistants to the university graduate engineering technologists. They apply scientific skills in support of engineering activities. Due to the necessary intensification of drafting classes required for immediate employment, it should be understood that some drafting units may not transfer into the university program. Students interested in transfer should see a counselor. Below is a departmentally recommended sample program which groups required major courses into four semesters. As part of the degree program, students must also complete 18 units of General Education requirements from Graduation Plan B and one course in Written Communications (English 28 or higher) and meet the Mathematics competency requirement.

		Units
Chem 65	Elementary Chemistry II	4
Draft 4	Applied Descriptive Geometry	4
Draft 9	Mechanical Drafting	3
Draft 16	Blueprint Reading I	2
Draft 17	Blueprint Reading II	2
Draft 50	Production Drafting	4
Draft 51	Tooling Drafting	4
Draft 52	Electromechanical Drafting	4
Draft 54	Simplified Stress Analysis	4
Draft 56	Automated Manufacturing	3
Draft 81	Projects Laboratory	1
+Math 265	Calculus with Analytic Geometry I	5
Physics 6	General Physics I	4
Physics 7	General Physics II	4
	Additional G.E. Requirements	12
	Total	64

+Course may count toward General Education requirements.

**ASSOCIATE IN SCIENCE DEGREE IN ENGINEERING,
GENERAL
Major Code: 090100
Plan B**

(Emphasis on Transfer Preparation)

This program provides the student with the opportunity to experience a broad introduction into the field of engineering and aid in his or her selection of a specific area of specialization within the broad spectrum of engineering. Though every effort has been made to insure maximum transferability, it should be recognized that each university may have special requirements. (Please see a counselor for additional requirements for the university). Below is a departmentally recommended sample program which groups required major courses into four semesters. As part of the degree program, students must complete 18 units of General Education requirements from Graduation Plan B and one course in Written Communications (English 28 or higher) and meet the Mathematics competency requirement.

		Units
Chem 102	General Chemistry II	5
Eng Gen 111	Eng. Drafting	3
Eng Gen 112	Descriptive Geometry	3
Eng Gen 243	Statics and Strength of Materials	4
Eng Elc 220	Electrical Circuits I	4
+Math 265	Calculus with Analytic Geometry I	5
Math 266	Calculus with Analytic Geometry II	5
Math 267	Calculus III	5
Math 275	Ordinary Differential Equations	3
+Physics 37	Physics for Eng. & Scientists	5
Physics 38	Physics for Engineers & Scientists II	5
Physics 39	Physics for Engineers & Scientists II	5
Chem 101	General Chemistry *Eng Gen Engineering, General Elective	5 3
	Additional G.E. Requirements ¹²	3
	Total	72

+Courses may count towards General Education requirements.

*Any 3 unit Engineering, General course.

Sample of minimum prerequisites to some of the above courses:

CHEMISTRY 101- One year of high school chemistry or

Chemistry 65 with a grade of "C" or better.

MATHEMATICS 265 - Two years of high school algebra, one year of Geometry and one semester of trigonometry, or Math 120, 125, 240 and 260 with a grade of "C" or better.

PHYSICS 37 - One year of high school physics or Physics 11 or Physics 12 with a grade of "C" or better.

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

**FIRE TECHNOLOGY DEGREE AND
CERTIFICATE PROGRAM**

**ASSOCIATE IN SCIENCE DEGREE IN FIRE TECHNOLOGY
Major Code: 213300
Plan A**

Students wanting a transfer major must see a counselor for requirements. The Fire Technology Program is designed to prepare persons for positions in the various branches of the fire-fighting industry, to upgrade the competency of those already employed in the field to qualify for promotion, and to prepare individuals for employment in certain industrial occupations. As of Fall 2012, the Fire Technology Program follows the recommended State Curriculum devised by the Chancellor's Office of the California Community Colleges. Students completing the Hazardous Materials course may also be eligible for a State Certificate in that area. Courses of study may be selected and scheduled in any order based on course prerequisites, the available class schedule, and/or academic and technical competencies. **As part of the degree program, students must complete 24 units of General Education requirements from Graduation Plan A and meet college graduation requirements in Written Communication and the Mathematics competency requirement.** Students must have earned a "C" or better in the required Fire Tech courses listed, as well as the other classes listed in the degree or certificate electives.

**FOR STUDENTS COMPLETING DEGREES/
CERTIFICATES AS OF FALL 2012 AND AFTER.**

		Units
Fire Tek 201	Fire Protection Organization	3
Fire Tek 202	Fire Prevention Technology	3
Fire Tek 203	Fire Protection Equipment and Systems	3
Fire Tek 204	Building Construction for Fire Protection	3

Fire Tek 205	Fire Behavior and Combustion	3
Fire Tek 206	Hazardous Materials	3
Fire Tek 216	Fundamentals of Personal Fire Safety & Emergency Action	3
Speech 101	Oral Communication I	3
English 28	Intermediate Reading and Composition	3
	or	
**English 101	College Reading & Composition I	3
Fire Tek	Three Additional (4) Unit Courses	12
	Additional G.E. Requirements	24
	Total	60

** English 101 meets both the graduation requirement in English Composition or Written Communication transfer requirement.

CERTIFICATE OF ACHIEVEMENT IN FIRE TECHNOLOGY

Major Code: 213300

The certificate of Achievement is awarded upon completion of 24 units of technical course work in Fire Technology, plus on course in written communications (English 28 or English 101 and one course in mathematics (E.T 49 or Math 123 A and Math 123 B or a more advanced course in mathematics.

REQUIRED COURSES

Fire Tek 201	Introduction to Fire Protection	3
Fire Tek 202	Fire Prevention Technology	3
Fire Tek 203	Fire Protection Equipment & Systems	3
Fire Tek 204	Building construction for Fire Protection	3
Fire Tek 205	Fire behavior and combustion	3
Fire Tek 216	Fundamentals of Personal Fire Safety & Emergency Action	3
Fire Tek	Two additional (2) Fire electives courses	6
	Written Communication	3
	Mathematics	3
	Total	30-33

^ Required for students beginning Fall 2010

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.htm>

HISTORY DEGREE AND CERTIFICATE PROGRAM

The Associate in Arts Degree in History is pending approval from the State Board of Governors.

ASSOCIATE IN ARTS DEGREE IN HISTORY

Major Code: 220500

Plan A

The Associate in Arts degree in History is designed for students who plan to transfer to the UC or CSU system as History majors, specifically to campuses such as CSUDH, CSULB, UCLA or UCI. The AA degree consists of a core general education component, 18 units in the major, and additional elective units as needed to reach **a minimum of 60 units overall.**

All students are strongly advised to meet with a counselor for academic planning. Students who plan to transfer will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition.

• Choose either option 1 or 2 or 3 for the General Education Core:

1. LAHC G.E. Plan A (30 units)
2. CSU G.E. Breadth -- including Health or Nutrition, P.E. and U.S. history or U.S. government (39-41 units)
3. IGETC -- including Health or Nutrition, P.E. and U.S. history or U.S. government (34-41 units)

Courses required for the major (18 units):

Three courses (9 units) from the following list:

History 001 Introduction to Western Civilization I	3
History 002 Introduction to Western Civilization II	3
History 011 Political and Social History of US I	3
History 012 Political and Social History of US II	3
History 086 World Civilization I	3
History 087 World Civilization II	3

Three additional courses (9 units), not selected above, from the following list:

History 001, 002, 003, 004, 005, 006, 011*, 012*, 013*, 014*, 019, 020, 021, 023, 024, 041*, 042*, 043*, 044*, 052,

086, 087

* Credit limit may apply.

The UC system imposes the following credit limits:

History 011, 041 and 043 combined: maximum credit, one course

History 012, 013, 042 and 044 combined: maximum credit, one course

No credit for History 014 if taken after History 011, 041 or 043

KINESIOLOGY DEGREE AND CERTIFICATE PROGRAM

formerly Physical Education

ASSOCIATE IN ARTS DEGREE IN KINESIOLOGY

Major Code: 127000

Plan A

The Associate in Arts degree in Kinesiology is designed for students who plan to transfer to the CSU system as Kinesiology majors, specifically to CSUDH, CSULB, CSULA or CSUN. The AA degree consists of a core general education component, 18 units in the major, and additional elective units as needed to reach **a minimum of 60 units overall**.

All students are strongly advised to meet with a counselor for academic planning. Students who plan to transfer will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition.

• **Choose either option 1 or 2 or 3 for the General Education Core:**

1. LAHC G.E. Plan A (30 units)
2. CSU G.E. Breadth -- including Health or Nutrition, P.E. and U.S. history or U.S. government (39-41 units)
3. IGETC -- including Health or Nutrition, P.E. and U.S. history or U.S. government (34-41 units)

Courses required for the major (18 units):

Anatomy 1, Introduction to Human Anatomy	4 units
Physiology 1, Introduction to Human Physiology	4 units

One course from (3 units):

Health 2, Health and Fitness	3 units
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Health 11, Principles of Healthful Living	3 units
Health 12, Safety Education and First Aid	3 units
F and CS 21, Nutrition	3 units

One course from (3 units):

KIN 100, Introduction to Kinesiology	3 units
KIN 032, Introduction to Dance and Dance History	3 units

Activities courses including but not limited to (4 units):

KIN 023, 217, 223, 241, 268, 286, 289, 290, 346

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

SKILLS CERTIFICATE IN PHYSICAL TRAINING

Content and curriculum within each course in the program is designed to present the student with the knowledge, skills and abilities to become a successful Personal Fitness Trainer. Students will learn how to apply their client's health history, goals, and abilities integrating exercise science curriculum and practical training techniques into a systematic model that teaches students to progress their clients through different training levels and phases.

The Certificate Program is designed to supply essential educational pathways and career opportunities to those seeking to start a career in the emerging fitness/health industry, and for allied health and medical professionals from all fields seeking to broaden their careers to become full or part-time personal Fitness Trainer.

Biology 005	Introduction to Human Biology	4
Family & CS 021	Nutrition	3
Health 012	Safety Education and First Aid	3
KIN MAJ 119	Physical Efficiency	2
KIN 010	Scientific Physical Fitness laboratory	1
KIN 246	Weight Training Skills	1
Speech 101	Oral Communications I	3
	Total	17

LIBERAL ARTS AND SCIENCES DEGREE PROGRAM

ASSOCIATE IN ARTS DEGREE IN LIBERAL ARTS AND SCIENCES

The Liberal Arts and Sciences Associate in Arts degree is designed for students who desire a broad base of knowledge in the liberal arts and sciences. The Liberal Arts and Sciences degree consists of a core general education component, a minimum of 18 units in an area of emphasis, and **a minimum of 60 units overall.**

All students are strongly advised to meet with a counselor for academic planning. Students who plan to transfer will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition.

• **Choose either option 1 or 2 or 3 for the General Education Core:**

1. LAHC G.E. Plan A (30 units)
2. CSU G.E. Breadth -- including Health or Nutrition, P.E. and U.S. history or U.S. government (39-41 units)
3. IGETC -- including Health or Nutrition, P.E. and U.S. history or U.S. government (34-41 units)

Choose one Area of Emphasis (18 units minimum):

Arts and Humanities Major Code: 490313

The courses in this area emphasize the study of cultural, literary, humanistic, and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them with respect to artistic and cultural creation. Students will also learn to value aesthetics and incorporate these concepts when constructing value judgments. The Arts and Humanities concentration allows students to take courses that will prepare them for possible majors within the fields of Art, Foreign Languages, Humanities, Film, Music, Philosophy and more.

Architecture 132, 133
Art 101, 102, 103, 201, 501, 502, 639, 713

Cinema 105
English 127, 203, 204, 205, 206, 207, 208, 209, 211, 212, 213, 214, 215, 218, 219, 234, 239, 240, 241, 251, 252
French 001, 002, 003, 004
German 001, 002, 003, 004
History 086*, 087*
Humanities, 001, 006, 017, 031, 060
Japanese 021, 022
Kinesiology 032*
Music 101, 111, 136, 141, 200
Philosophy 001, 006, 020, 033
Photography 121
Spanish 001, 002, 003, 004
Theater Arts 100, 200, 270, 300

Health and Fitness Major Code: 490101

An emphasis in this area is designed to familiarize students with the various aspects that contribute to healthful living. Students will learn how to incorporate these principles into their own lives. They will also learn to critically evaluate their personal choices regarding disease prevention and fitness. The Health and Fitness concentration allows students to take courses that will prepare them for possible majors within the fields of Kinesiology, Dance, Kinesiology and others.

Family and Consumer Studies 021
Health 002, 006, 009, 010, 011, 012, 025
Kinesiology 104, 105, 100, 103, 126, 032*
Kinesiology activity (limit 4 units)
Sociology 021*
Anatomy 001*
Physiology 001*

Mathematics and Natural Sciences Major Code: 490201

This emphasis provides a broad based degree in mathematics and the natural sciences. These courses examine the physical universe, its life forms, and its natural phenomena. Courses in mathematics emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of math and science as investigative tools. The Mathematics and Natural Sciences concentration allows students to take courses that will prepare them for possible majors within the fields of Astronomy, Biology, Chemistry, Geography, Geology, Mathematics, Physics, and more.

Anatomy 001
Anthropology 101*
Astronomy 001, 005

Biology 001, 003, 005, 010, 060, 101, 102, 103
 Chemistry 040, 055, 065, 066, 070, 101, 102, 201, 202, 211, 212
 Computer Science and Information Technology 059
 Environmental Science 001, 002, 008, 021
 Geography 001, 015
 Geology 001, 006, 011
 Mathematics 215, 216 227, 230, 234, 235, 236, 240, 245, 260, 265, 266, 267, 271, 275
 Microbiology 001, 020
 Oceanography 001, 004, 010, 012
 Physiology 001
 Psychology 002*

Social and Behavioral Sciences

Major Code: 490107

These courses focus on people as members of society. The courses in this area are designed to develop an awareness of the method of inquiry used by the Social and Behavioral sciences. Students will learn the perspectives, concepts, theories and methodologies of the disciplines that comprise the social and behavioral sciences, and will learn to think critically about, and appreciate, the ways people act and have acted in societies and social subgroups. The social and Behavioral Sciences concentration allows students to take courses that will prepare them for possible majors within the fields of Anthropology, Economics, History, Political Science, Psychology, Sociology and more.

Administrative Justice 001
 Anthropology 101*, 102
 Business 001
 Child Development 001
 Economics 001, 002, 005
 Geography 002, 007
 History 001, 002, 003, 004, 005, 006, 011, 012, 013, 014, 019, 020, 021, 023, 024, 041, 042, 043, 044, 052, 086*, 087*
 Political Science 001, 002, 004, 007, 008, 030
 Psychology 001, 002*, 003, 011, 014, 041
 Sociology 001, 002, 005, 012, 021*
 Statistics 001

*May be counted for one emphasis only.

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

LIBERAL STUDIES DEGREE PROGRAM

ASSOCIATE IN ARTS DEGREE IN LIBERAL STUDIES

Major Code: 490120

The Associate in Arts degree in Liberal Studies is designed primarily for students who are preparing to transfer to either CSU Dominguez Hills or CSU Long Beach to become elementary school teachers.

All students are strongly advised to meet with a counselor for academic planning. Students who plan to transfer will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition.

The degree requires a minimum of 60 transferable semester units as follows:

Area I (9-12 units)

English 101	College Reading and Composition	3
Speech 101	Oral Communications I	3

One course from:

English 102*, 205, 206	3
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Area II (6 units)

Math 215	Principles of Mathematics I	3
Math 216	Principles of Mathematics II	3

Area III (7-13 units)

Biology 001	Introduction to Biology	3
Astron 001 or Geology 001 with 006		3 or 5
Phys Sci 001 with 014		4

Area IV (12 units)

History 011	Poli. and Social History of the US	3
	or	
History 012	Poli. and Social History of the US	3
	and	
Poli. Sci. 001	The Government of the US	3
Geog 007	World Regional Geography	3
History 086	World Civilization I	3

Area V (9 units) from the following courses: 9 units

Art 103, Music 101, Kinesiology (Dance) 800, English 218, Theater 100, Philosophy 001, 020, 033

Area VI (3 units) from the following courses: 3 units
Speech 104*, Philosophy 006*, Child Development 001

Area VII Health 002 3 units
**This course will fulfill the critical thinking requirement for CSU admission.*

Additional units, as electives, to equal a total of 60 transferable units, including but not limited to:

Art 201, 300
Math 227, 230, 234, 235, 240, 245
Child Development 010, 011, 042, 045
Oceanography 012, Chemistry 065, Oceanography 001,
Physics 006

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

MATHEMATICS DEGREE PROGRAM

ASSOCIATE IN SCIENCE DEGREE IN MATHEMATICS
Major Code: 170100
Plan A

The Associate in Science degree in Mathematics is designed for students who either intend to transfer to the UC or CSU as Mathematics majors. The AS degree consists of a core general education component, 30 units in the major, and additional elective units as needed to reach **a minimum of 60 units overall**.

All students are strongly advised to meet with a counselor for academic planning. Students who plan to transfer will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition.

• **Choose either option 1 or 2 or 3 for the General Education Core:**

1. LAHC G.E. Plan A (30 units)
2. CSU G.E. Breadth -- including Health or Nutrition, P.E. and U.S. history or U.S. government (39-41 units)
3. IGETC -- including Health or Nutrition, P.E. and U.S. history or U.S. government (34-41 units)

Courses required for the major (30 units):

Mathematics 227, Statistics	4 units
Mathematics 265, Calculus with analytic Geometry I	5 units
Mathematics 266, Calculus with analytic Geometry III	5 units
Mathematics 267, Calculus with analytic Geometry III	5 units
Mathematics 270, Linear Algebra	3 units
Mathematics 275, Ordinary Differential Equations	3 units
Physics 038, Physics for Engineers II	5 units

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

MUSIC DEGREE AND CERTIFICATE PROGRAM

The Music Career Certificate program is for the student who wants professional music skills but is not seeking a degree or planning to continue to a four-year college. Students should consult with a Music Department faculty advisor before beginning one of the following programs. Some of the required courses may not be offered every semester. At any point such a student may add the general education courses necessary for degree programs.

Students have choices from among eight areas of specialization: Private Teaching, Songwriting, Music Copying and Notation, Instrumental Performance, Vocal Performance, Recording Arts, Arranging, and Electronic Music. Within each specialization there are two levels of certificates offered:

- Intermediate Level Certificate – this is an 18-unit “Skills Award in Commercial Music.”
- Career Certificate – this is a 40-unit “Career Certificate in Commercial Music.”

Students should consult with the music department chair before beginning one of the following programs. Some courses listed below may not be offered every year.

CAREER CERTIFICATES

CORE REQUIREMENTS: (for all areas of specialization)

Music 216 A	Music Theory 1 (<i>or MUS 200</i>)	3 units
Music 216 B	Musicianship 1 (<i>or MUS 200</i>)	1 unit
Music 217 A	Music Theory 2 (<i>or MUS 201</i>)	3 units
Music 217 B	Musicianship 2 (<i>or MUS 211</i>)	1 unit
Music 218 A	Music Theory 3 (<i>or MUS 202</i>)	3 units
Music 218 B	Musicianship 3 (<i>or MUS 212</i>)	1 unit
Music 219 A	Music Theory 4 (<i>or MUS 203</i>)	3 units

Music 219 B	Musicianship 4 (<i>or MUS 213</i>)	1 unit
Music 280	Business of Commercial Music	3 units
Music 251, 500's, 700's Ensemble	(1 unit each- 4 times)	4 units

And 3 units of music technology (choose from)

Music 161	Introduction to Electronic Music	3 units
	or	
Music 165	Introduction to Recording Arts	3 units
Total for core requirements		26 units

Areas of Specialization

CERTIFICATE OF ACHIEVEMENT IN PRIVATE MUSIC TEACHING

Major Code: 100500

REQUIRED COURSES

Music 111	Music Appreciation	3 units
Music 180	Applied Music Laboratory	
	(4 times)	6 units
Music 181-4	Applied Music I – IV	2 units

Elective courses, choose 3 units

Music 141	Jazz Appreciation	3 units
Music 161	Introduction to Electronic Music	3 units
Music 165	Introduction to Recording Arts	3 units
Music 231	Orchestration and Arranging I	3 units
Music 232	Orchestration and Arranging II	3 units
Music 251	Jazz Improvisation	1 unit
Music 261	Electronic Music Workshop	3 units
Music 265	Recording Arts Workshop	3 units
Music 271	Songwriters Workshop	3 units
Music 300's	Piano Classes	2 units
Music 400's	Voice Classes	2 units
Music 600's	Instrument Classes	2 units
Music 500's or 700's Ensembles		1 unit
Total (26 core units/14 Private Teaching)		40 units

CERTIFICATE OF ACHIEVEMENT IN SONGWRITING

Major Code: 100501

REQUIRED COURSES

Music 271	Songwriter's Workshop (2 times)	6 units
Music 411	Elementary Voice I	2 units

Elective courses, choose 6 units

Music 111	Music Appreciation	3 units
Music 141	Jazz Appreciation	3 units
Music 161	Introduction to Electronic Music	3 units
Music 165	Introduction to Recording Arts	3 units

Music 231	Orchestration and Arranging I	3 units
Music 232	Orchestration and Arranging II	3 units
Music 251	Jazz Improvisation Workshop	1 unit
Music 265	Recording Arts Workshop	3 units
Music 271	Songwriter's Workshop (3 rd time)	3 units
Music 300's	Piano Classes	2 units
Music 400's	Voice Classes	2 units
Music 600's	Instrument Classes	2 units
Music 500's or 700's Ensembles		1 unit
Total (26 core units/14 Songwriting)		40 units

CERTIFICATE OF ACHIEVEMENT IN MUSIC COPYING AND NOTATION

Major Code: 100502

REQUIRED COURSES

Music 231	Orchestration and Arranging I	3 units
Music 241	Music Copying and Notation I	1 unit
Music 242	Music Copying and Notation II	1 unit
Music 251	Jazz Improvisation Workshop	1 unit
Music 271	Songwriters Workshop	3 units

Elective courses, choose 5 units

Music 111	Music Appreciation	3 units
Music 141	Jazz Appreciation	3 units
Music 161	Introduction to Electronic Music	3 units
Music 165	Introduction to Recording Arts	3 units
Music 251	Jazz Improvisation Workshop	1 unit
Music 261	Electronic Music Workshop	3 units
Music 265	Recording Arts Workshop	3 units
Music 321-324	Piano I – IV	2 units
Music 400's	Voice Classes	2 units
Music 600's	Instrument Classes	2 units
Music 500's or 700's Ensembles		1 unit
Total (26 core units/14 Arranging)		40 units

CERTIFICATE OF ACHIEVEMENT IN INSTRUMENTAL PERFORMANCE

Major Code: 100503

REQUIRED COURSES

Music 180	Applied Music Lab (4 times)	6 units
Music 181-4	Applied Music I – IV	2 units
Music 251	Jazz Improvisation	1 unit

Elective courses, choose 5 units

Music 111	Music Appreciation	3 units
Music 141	Jazz Appreciation	3 units
Music 161	Introduction to Electronic Music	3 units
Music 165	Introduction to Recording Arts	3 units
Music 231	Orchestration and Arranging I	3 units
Music 232	Orchestration and Arranging II	3 units

Music 261	Electronic Music Workshop	3 units
Music 265	Recording Arts Workshop	3 units
Music 271	Songwriters Workshop	3 units
Music 300's	Piano Classes	2 units
Music 400's	Voice Classes	2 units
Music 500's or 700's Ensembles		1 unit
Total (26 core units/14 Instrumental)		40 units

**CERTIFICATE OF ACHIEVEMENT IN
VOCAL PERFORMANCE**

Major Code: 100504

REQUIRED COURSES

Music 180	Applied Music Lab (4 times)	6 units
Music 181-4	Applied Music I – IV	2 units

Elective courses, choose 6 units

Music 111	Music Appreciation	3 units
Music 141	Jazz Appreciation	3 units
Music 161	Introduction to Electronic Music	3 units
Music 165	Introduction to Recording Arts	3 units
Music 231	Orchestration and Arranging I	3 units
Music 232	Orchestration and Arranging II	3 units
Music 251	Jazz Improvisation Workshop	1 unit
Music 265	Recording Arts Workshop (second time)	3 units
Music 300's	Piano Classes	2 units
Music 400's	Voice Classes	2 units
Music 600's	Instrument Classes	2 units
Music 500's or 700's Ensembles		1 unit
Total (26 core units/14 Vocal Performance)		40 units

CERTIFICATE OF ACHIEVEMENT IN RECORDING ARTS

Major Code: 100505

REQUIRED COURSES

Music 165	Introduction to Recording Arts	3 units
Music 265	Recording Arts Workshop (2 times)	6 units

(Note: Music 161 completed for music technology core requirement)

Elective courses, choose 5 units

Music 111	Music Appreciation	3 units
Music 141	Jazz Appreciation	3 units
Music 231	Orchestration and Arranging I	3 units
Music 232	Orchestration and Arranging II	3 units
Music 251	Jazz Improvisation Workshop	1 unit
Music 265	Recording Arts Workshop (3rd time)	3 units
Music 271	Songwriters Workshop	3 units
Music 300's	Piano Classes	2 units
Music 400's	Voice Classes	2 units
Music 600's	Instrument Classes	2 units
Music 500's or 700's Ensembles		1 unit
Total (26 core units/14 Recording Arts)		40 units

CERTIFICATE OF ACHIEVEMENT IN ARRANGING

Major Code: 100506

REQUIRED COURSES

Music 231	Orchestration and Arranging I	3 units
Music 232	Orchestration and Arranging II	3 units

Elective courses, choose 8 units

Music 111	Music Appreciation	3 units
Music 141	Jazz Appreciation	3 units
Music 161	Introduction to Electronic Music	3 units
Music 165	Introduction to Recording Arts	3 units
Music 251	Jazz Improvisation Workshop	1 unit
Music 261	Electronic Music Workshop	3 units
Music 265	Recording Arts Workshop	3 units
Music 271	Songwriters Workshop	3 units
Music 321-324	Piano I – IV	2 units
Music 400's	Voice Classes	2 units
Music 600's	Instrument Classes	2 units
Music 500's or 700's Ensembles		1 unit
Total (26 core units/14 Arranging)		40 units

**CERTIFICATE OF ACHIEVEMENT IN ELECTRONIC
MUSIC**

Major Code: 100507

REQUIRED COURSES

Music 161	Introduction to Electronic Music	3 units
Music 261	Electronic Music Workshop (2 times)	6 units

(Note: Music 165 completed for music technology core requirement)

Elective courses, choose 5 units

Music 111	Music Appreciation	3 units
Music 141	Jazz Appreciation	3 units
Music 231	Orchestration and Arranging I	3 units
Music 232	Orchestration and Arranging II	3 units
Music 251	Jazz Improvisation Workshop	1 unit
Music 261	Electronic Music Workshop (3rd time)	3 units
Music 265	Recording Arts Workshop	3 units
Music 271	Songwriters Workshop	3 units
Music 300's	Piano Classes	2 units
Music 400's	Voice Classes	2 units
Music 600's	Instrument Classes	2 units
Music 500's or 700's Ensembles		1 unit
Total (26 core units/14 Electronic Music)		40 units

INTERMEDIATE LEVEL CERTIFICATES

SKILLS AWARD IN PRIVATE MUSIC TEACHING

Major Code: 100500

REQUIRED COURSES

Music 180	Applied Music Laboratory (2 times)	3 units
Music 181-2	Applied Music I and II	1 unit
Music 216 A	Music Theory 1 (or MUS 200)	3 units
Music 216 B	Musicianship 1 (or MUS 200)	1 unit
Music 217 A	Music Theory 2 (or MUS 201)	3 units
Music 217 B	Musicianship 2 (or MUS 211)	1 unit
Music 280	The Business of Commercial Music	3 units
Music 251, 500's, 700's Ensemble (1 unit each 3 times)		3 units

Intermediate Level requirement total 18 units

SKILLS AWARD IN INTERMEDIATE LEVEL IN SONGWRITING

Major Code: 100501

REQUIRED COURSES

Music 216 A	Music Theory 1 (or MUS 200)	3 units
Music 216 B	Musicianship 1 (or MUS 200)	1 unit
Music 217 A	Music Theory 2 (or MUS 201)	3 units
Music 217 B	Musicianship 2 (or MUS 211)	1 unit
Music 241	Music Copying and Notation I	1 unit
Music 271	Songwriter's Workshop	3 units
Music 280	The Business of Commercial Music	3 units
Music 251, 500's, 700's Ensemble (1 unit each 3 times)		3 units

Intermediate Level requirement total 18 units

CERTIFICATE OF ACHIEVEMENT IN INTERMEDIATE LEVEL IN COPYING AND NOTATION

Major Code: 100502

REQUIRED COURSES

Music 216 A	Music Theory 1 (or MUS 200)	3 units
Music 216 B	Musicianship 1 (or MUS 200)	1 unit
Music 217 A	Music Theory 2 (or MUS 201)	3 units
Music 217 B	Musicianship 2 (or MUS 211)	1 unit
Music 241	Music Copying and Notation I	1 unit
Music 271	Songwriters Workshop	3 units
Music 280	The Business of Commercial Music	3 units
Music 251, 500's, 700's Ensemble (1 unit each 3 times)		3 units

Intermediate Level requirement total 18 units

SKILLS AWARD IN INTERMEDIATE LEVEL IN INSTRUMENTAL PERFORMANCE

Major Code: 100503

REQUIRED COURSES

Music 180	Applied Music Laboratory (2 times)	3 units
Music 181-2	Applied Music I and II	1 units
Music 216 A	Music Theory 1 (or MUS 200)	3 units
Music 216 B	Musicianship 1 (or MUS 200)	1 unit
Music 217 A	Music Theory 2 (or MUS 201)	3 units
Music 217 B	Musicianship 2 (or MUS 211)	1 unit
Music 251	Jazz Improvisation	1 unit
Music 251 again, or 500's, 700's Ensemble (2 times)		2 units
Music 280	The Business of Commercial Music	3 units

Intermediate Level requirement total 18 units

SKILLS AWARD IN INTERMEDIATE LEVEL IN VOCAL PERFORMANCE

Major Code: 100504

REQUIRED COURSES

Music 180	Applied Music Laboratory (times)	3 units
Music 181-2	Applied Music I – II	1 units
Music 216 A	Music Theory 1 (or MUS 200)	3 units
Music 216 B	Musicianship 1 (or MUS 200)	1 unit
Music 217 A	Music Theory 2 (or MUS 201)	3 units
Music 217 B	Musicianship 2 (or MUS 211)	1 unit
Music 280	The Business of Commercial Music	3 units
Music 500's or 700's Ensembles (1 unit each 3 times)		3 units

Intermediate Level requirement total 18 units

SKILLS AWARD IN INTERMEDIATE LEVEL IN RECORDING ARTS

Major Code: 100505

REQUIRED COURSES

Music 165	Introduction to Recording Arts	3 units
Music 216 A	Music Theory 1 (or MUS 200)	3 units
Music 216 B	Musicianship 1 (or MUS 200)	1 unit
Music 217 A	Music Theory 2 (or MUS 201)	3 units
Music 217 B	Musicianship 2 (or MUS 211)	1 unit
Music 265	Recording Arts Workshop	3 units
Music 280	The Business of Commercial Music	3 units
Music 500's or 700's Ensembles (1 unit each)		1 unit

Intermediate Level requirement total 18 units

SKILLS AWARD IN INTERMEDIATE LEVEL IN ARRANGING

Major Code: 100506

REQUIRED COURSES

Music 216 A	Music Theory 1 (or MUS 200)	3 units
Music 216 B	Musicianship 1 (or MUS 200)	1 unit
Music 217 A	Music Theory 2 (or MUS 201)	3 units
Music 217 B	Musicianship 2 (or MUS 211)	1 unit
Music 231	Orchestration and Arranging I	3 units
Music 241	Music Copying and Notation I	1 unit
Music 280	The Business of Commercial Music	3 units
Music 251, 500's, 700's Ensemble (1 unit each- 3 times)		3 units

Intermediate Level requirement total 18 units

SKILLS AWARD IN INTERMEDIATE LEVEL IN ELECTRONIC MUSIC

Major Code: 100507

REQUIRED COURSES

Music 161	Introduction to Electronic Music	3 units
Music 216 A	Music Theory 1 (or MUS 200)	3 units
Music 216 B	Musicianship 1 (or MUS 200)	1 unit
Music 217 A	Music Theory 2 (or MUS 201)	3 units
Music 217 B	Musicianship 2 (or MUS 211)	1 unit
Music 261	Electronic Music Workshop	3 units
Music 280	The Business of Commercial Music	3 units
Music 251, 500's, 700's Ensemble (1 unit)		1 unit

Intermediate Level requirement total 18 units

SKILLS AWARD IN MUSIC TECHNOLOGY

This program is a sequence of introductory multimedia studies and applications totaling 16 units. It is intended to provide an overview of the field of multimedia.

		Units
Music 161	Introduction to Electronic Music	3
Music 165	Introduction to Recording Arts	3
Music 265	Recording Arts Workshop	3
Co Info 1	Principles of Business Computer Systems	3
Co Info 7	Introduction to Multimedia	3
Co Info 23	Programming Lab	1
	Total	16

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

ASSOCIATE OF SCIENCE DEGREE IN NURSING, PROFESSIONAL (R.N.)

Major Code: 123010

Plan B

Admission by Special Application

Note: The nursing program is operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical-condition, sexual orientation, age, disability, or veteran status.

The Registered Nursing Program is a four-semester program of concentrated study (after the completion of program prerequisites) which prepares a diverse body of students to become safe, competent, and caring practitioners for entry-level positions in health care settings in the community, while cultivating professionalism, an appreciation for other peoples and cultures, and a desire for life-long learning.

Coursework in the biological, social, and behavioral sciences and humanities serves as the basic foundation in the nursing program. The program integrates theoretical instruction in the classroom with small group discussions and clinical experiences in hospitals, home health care agencies, and other settings in the community. Students also have the opportunity to participate in simulated clinical experiences and practice clinical skills in the state-of-the art Simulation Laboratory and Nursing Learning Laboratory.

Upon the successful completion of this program, graduates receive an Associate of Science Degree, Professional Nursing and are qualified to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Successful completion of this examination leads to licensure as a Registered Nurse in the state of California.

The program is approved by the:
 Board of Registered Nursing
 P.O. Box 944210
 Sacramento, California 94244
 (916) 322-3350
www.rn.ca.gov

The program is accredited by the:
 National League for Nursing Accrediting Commission
 3343 Peachtree Road NE, Suite 500
 Atlanta, GA 30326
 (404) 975-5000
www.nlnac.org

General information, schedules of monthly nursing group counseling sessions, and application instructions for the nursing program may be found at <http://www.lahc.edu/classes/nursing/index.html>. Students are admitted into the program in the fall and spring semesters. *Please see the nursing website for filing dates and instructions.* Late applications will not be considered.

Routes of Admission into the Registered Nursing program:

Route 1: The student enters as a generic nursing student and completes all courses in the approved nursing curriculum. Completion of the program leads to the Associate of Science Degree in Nursing, Professional. Applicants must successfully complete established admission requirements.

Prerequisites

- Evidence of graduation from an accredited U.S. high school or equivalent, as determined by the Graduate Equivalency Diploma (G.E.D.) test or the California High School Proficiency Examination, or graduation from an accredited U.S. college or university.
- Accepted as a fully matriculated student at LAHC.
- High school chemistry (with lab) with a grade of “C” or better OR college chemistry (with laboratory) with a grade of “C” or better.
- An overall GPA of 2.5 for Anatomy, Physiology, and Microbiology prerequisite courses with no grade less than “C” for each course and no more than one repetition in any one of these courses.
- A grade of “C” or better for English 101 (College Reading and Composition 1), minimum 3 semester units.
- A grade of “C” or better for Psychology 1 (General Psychology) and Psychology 41 (Life-Span Psychology).
- Meet the LAHC math requirement by successfully passing the LAHC Math Competency Examination or the completion of Math 123C or higher. A cumulative GPA of 2.5 for all college coursework taken.
- Completion of standardized admission test at or above required cut score.

Official high school and college transcripts and approved petitions must be submitted to the Health Sciences Division

after completion of the LAHC application and the nursing program application. Applications without transcripts will not be considered. Students who are not U.S. high school graduates and who do not possess an Associate or higher U.S. college degree must also attach their G.E.D. or California High School Proficiency examination scores. (Note- when an applicant is granted “credit” for a course from a non-U.S. ACCJC or AAHE accredited college or university, a “C” grade for that course will be used when determining the GPA for the purposes of admission into the nursing program. A student with a “credit” grade should consult with the nursing director or college counselor about retaking the class prior to application to the nursing program). Application deadlines, continuation requirements, and program prerequisites apply to all nursing program applicants.

Route 2: Students with verified previous health experience may be eligible for this route. The Policy for Transfer and Challenge may be obtained from the Health Sciences Division. All transfer courses must be verified with official transcripts prior to enrollment. The student must be in progress with classes in the first semester to establish eligibility to take challenge examinations. The maximum number of units for which a student may petition for credit by examination at the college is 15 units.

Route 3 (“LVN 30 unit option”): Applicants are required to meet with the Chairperson of the Health Sciences Division if considering this route for individual counseling and consideration. This option is open to applicants who possess a current California Vocational Nursing (L.V.N.) license. Completion of this option allows students to become eligible for the examination for licensure as a Registered Nurse, however completion of this option does NOT meet the requirements for the Associate of Science Degree in Nursing, Professional. Students completing this option will not be a graduate of LAHC and cannot receive the program’s nursing pin. Additionally, several states do not recognize persons completing this option as being a Registered Nurse even though they may have successfully completed the NCLEX-RN examination.

Applicants are expected to demonstrate mathematical and clinical nursing competence equivalent to a second year generic nursing student. Route 3 includes general education courses and advanced theory and clinical experiences. The student must perform satisfactorily in both theory and clinical portions of the courses to receive credit in any nursing courses and must receive a grade of “C” or better for all courses. Entry by this route is on a space-available basis.

Prerequisites:

- Current California L.V.N. license
- An overall GPA of 2.5 for Physiology 1 and Microbiology 20 with no less than a “C” for each course and no more than one repetition in any one of these courses.
- Completion of Nursing 329A and B, Nursing 311 and Nursing 321 with a grade of “C” or better
- Completion of standardized admission test at or above required cut score

Route 4 (Career Ladder Option): This route leads to graduation from the generic program with an Associate of Science Degree, Professional Nursing. An L.V.N. with a current California license may enter the generic program at an advanced level after completing the required program prerequisites and the transition semester courses consisting of Nursing 329 A and B, Nursing 311, and Nursing 321. The general education co-requisites must be completed before graduation. Applicants must achieve the required cut score on the standardized admission test. To determine advanced placement into the second year of the program, applicants can take the a standardized Medical-Surgical test. L.V.N.s admitted via this route are expected to demonstrate general education, mathematical, and nursing theoretical competencies equivalent to the semester they enter. Entry by this route is on a space-available basis.

Without regard to semester admitted, students are required to complete all general education and graduation requirements under Graduation Plan B in order to be awarded the Associate of Science Degree, Professional Nursing.

Prerequisites:

- Current California L.V.N. license
- Evidence of graduation from an accredited U.S. high school or equivalent, as determined by the Graduate Equivalency Diploma (G.E.D.) test or the California High School Proficiency Examination, or graduation from an accredited U.S. college or university.
- Accepted as a fully matriculated student at LAHC.
- High school chemistry (with lab) with a grade of “C” or better OR college chemistry (with laboratory) with a grade of “C” or better.
- An overall GPA of 2.5 for Anatomy, Physiology, and Microbiology prerequisite courses with no grade less than “C” for each course and no more than one

repetition in any one of these courses.

- A grade of “C” or better for English 101 (College Reading and Composition 1), minimum 3 semester units.
- A grade of “C” or better for Psychology 1 (General Psychology) and Psychology 41 (Life Span Psychology).
- Meet the LAHC math requirement by successfully passing the LAHC Math Competency Examination or the completion of Math 123C or higher.
- A cumulative GPA of 2.5 for all college coursework taken.
- Completion of Nursing 329A and B, Nursing 311 and Nursing 321 with a grade of “C” or better.
- Completion of ATI TEAS at or above required cut score.

Transfer Students: Transfer applicants who are requesting admission from another nursing program are considered on a space-available basis. Transfer applicants must meet all program requirements. Information may be obtained from the Health Sciences Division office.

Application Process:

The procedure and process for application to the nursing program are available on the Health Sciences Division website: <http://www.lahc.edu/classes/nursing/index.html>. Prospective students are highly encouraged to attend the nursing program information sessions; dates can be found on the division website.

Admitted Students:

Students who accept an invitation for admission to the nursing program must complete the following requirements of the LACCD and clinical agencies prior to clinical placement. It is the student’s responsibility to bear the expenses of these requirements.

- A criminal background check from the nursing program-designated agency must be completed. (Note: *Students who are denied placement in a clinical agency due to the inability to pass a required background check will not be permitted to continue in the nursing program, unless an appropriate clinical placement can be found at an alternative agency.)
- **Conviction of a felony or misdemeanor

may affect a student's eligibility for licensure in the state of California. It is the student's responsibility to contact the California Board of Registered Nursing as soon as possible for more information or to seek clarification. <http://www.rn.ca.gov/enforcement/index.shtml>

- Physical Examination, specific laboratory blood studies, 2-step TB skin test or chest x-ray (if skin test is positive), and immunizations* as required by the LACCD and clinical agencies. The physical examination must be repeated every 2 years.
- Titers to demonstrate immunity from rubella, rubeola, varicella, polio, hepatitis B, and mumps
- Copies of all laboratory results and physical examination must be submitted to the instructor.
- Standard American Red-Cross First Aid and Personal Safety certificate (note- not required for LVNs or EMTs)
- Current American Heart Association Health-Care Provider level Basic Life Support certification (BCLS)
- Current Student Nurse professional liability insurance. Information and applications for insurance are available in the Health Sciences Division office.
- Other requirements as outlined by clinical agencies.

*Immunizations are necessary in clinical settings and training facilities to protect the health and welfare of students, consumers and the community. Students must obtain the immunizations listed in Section 4b prior to clinical placement. Copies of all immunization results must be submitted to the Nursing Department as specified. If additional tests or immunizations are required by a hospital or other affiliating facility, students will be notified.

Students must be free from communicable diseases, infection, psychological disorder, and other conditions which would present a threat to, or negatively impact the well being of faculty, students, or consumers, or would prevent the successful performance of responsibilities and tasks required in the nursing program. If any such condition is developed by the student after admission to the program, it may be considered sufficient cause for suspension from the program.

Students are responsible for all costs incurred in meeting program requirements and there is a financial commitment to being a student in the nursing program. Expenses incurred include, but are not limited to, books and classroom supplies; uniforms; medical supplies; standardized nursing tests; and mandatory health requirements. For approximate costs of the nursing program, see <http://www.lahc.edu/classes/nursing/Nursing%20Program%20Approximate%20Costs%20SP10.pdf>. For Financial Aid assistance, see <http://www.lahc.edu/student-services/fees.html>.

Following admission into the program, students must maintain a "C" or better in all General Education requirements of the approved required nursing curriculum, including humanities, communications, kinesiology, and social, behavioral, and biological sciences. Students must also achieve a grade of "C" or better in the theory AND clinical component of each nursing course in order to progress through the program. The nursing program has a separate and distinct policy regarding academic and progress suspension, readmission, and disqualification, which differs from the LAHC policy. Disqualification from the nursing program may occur if a student withdraws or receives a substandard grade in any required nursing course in the first semester of coursework. After the first semester, a student may be suspended from the program for academic or progress reasons and is required to complete a plan for remediation before an application is considered for readmission into the program. For a detailed explanation of suspension and disqualification from the nursing program, see Administrative Regulation E-10 (http://www.laccd.edu/admin_regs/).

ASSOCIATE OF SCIENCE DEGREE IN NURSING, PROFESSIONAL (R.N.)

Required Curriculum

The sequence of courses in the curriculum is approved the Board of Registered Nursing:

Prerequisite courses:

		Units
Anatomy 1	Introduction to Human Anatomy	4
Physiology 1	Introduction to Human Physiology	4
English 101	College Reading and Composition 1	3
Microbiology 20	General Microbiology or	4
Microbiology 1	Introductory Microbiology	5
Psychology 1	General Psychology *	3
Psychology 41	Life Span Psychology *	3

First Semester:

Nursing 311	Communication in Nursing	1
Nursing 313	Introduction to Nursing Process Practice	4
Nursing 315	Fundamentals of Nursing	4
Nursing 321	Nursing Process	1
Sociology 1	Introduction to Sociology *	3
	or	
Anthropology 102	Human Ways of Life: Cultural Anthropology *	3

Second Semester:

Nursing 323	Care of the Adult Client I	5
Nursing 325	Care of the Adult Client II	5
Humanities requirement *		3

Third Semester:

Nursing 333	Health Care of Women	3
Nursing 335	Care of Children	3
Nursing 339	Care of Geriatric Client	2
Speech 121	Interpersonal Communication*	3
	or	
Speech 101	Oral Communication *	3
Kinesiology requirement *		1

Fourth Semester:

Nursing 343	Psychosocial Adaptation of Client	3
Nursing 345	Care of the Adult Client II	3
Nursing 347	Leadership and Management in Nursing	3
US History or Political Science requirement *		3
Total Units		71

* Course may be taken prior to entry into program

**It is strongly recommended that the student enroll in related Nursing 185 or 318 courses to enhance learning.

In order for a student to be certified as completing the requirements of the nursing program at LAHC, he or she must be currently enrolled in the nursing program and be in good academic standing. To graduate from the nursing program, a student must complete all requirements for graduation under "Plan B", including the college competency requirements in mathematics and in reading and written expression. All students must file a petition to graduate and be approved for graduation by the Director of the Nursing Program and the Dean of Admissions. The school nursing pin is awarded only to those students who complete all requirements for graduation, and whose petitions for graduation have been approved.

In order to take the NCLEX-RN, the candidate must complete all required applications, submit required transcripts,

documentation, and payment to the California Board of Registered Nursing. Remediation may be required, prior to program approval of the application for the NCLEX-RN, if the candidate has not applied for and taken the NCLEX-RN within one year after completing the nursing program and all required coursework.

LVN to RN Route 3

Required Curriculum

Required Prerequisite courses:

		Units
Physiology 1	Introduction to Human Physiology	4
Microbiology 20	General Microbiology	4
Nursing 329A	Role Transition RN to LVN	1
Nursing 311	Communication in Nursing	1
Nursing 321	Nursing Process	1
Nursing 329B	Role Transition RN to LVN	1

Recommended Prerequisite course:

Psychology 41	Life Span Psychology	3
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Required Nursing Courses (First semester):

Nursing 333	Health Care of Women	3
Nursing 335	Care of Children	3
Nursing 339	Care of Geriatric Client	2

Required Nursing Courses (Second semester):

Nursing 343	Psychological Adaptation of the Client	3
Nursing 345	Care of Adult Client III	3
Nursing 347	Leadership and Management in Nursing	3
Total Units		29

LVN to RN Route 4

Required Prerequisite Courses:

Anatomy 1	Introduction to Human Anatomy	4
Physiology 1	Introduction to Human Physiology	4
Microbiology 20	General Microbiology or	4
Microbiology 1	Introduction to Microbiology	5
Psychology 1	General Psychology	3
Psychology 41	Life Span Psychology	3
English 101	College Reading and Comprehension	3

Transition Semester:

Nursing 311	Communication in Nursing	1
Nursing 321	Nursing Process	1

A minimum of three additional units in Psychology from, but not limited to:

- Psychology 3, Personality and Social Development (3 units)
- Psychology 14, Abnormal Psychology (3 units)
- Psychology 41, Life-Span Psychology:
From Infancy to Old Age (3 units)

Three additional units, in Anthropology or Sociology, from the following:

- Anthropology 101, Human Biological Evolution (3 units)
- Anthropology 102, Human Ways of Life:
Cultural Anthropology (3 units)
- Sociology 1, Introduction to Sociology (3 units)
- Sociology 21, Human Sexuality (3 units)

REAL ESTATE DEGREE AND CERTIFICATE PROGRAM

The Real Estate program offers an Associate in Science degree, a Certificate of Achievement and Skills Certificates in Property Management and Real Estate.

ASSOCIATE IN SCIENCE DEGREE IN REAL ESTATE
Major Code: 051100
Plan B

Students wishing to transfer should pursue an A.A. degree in Business Administration with the advice of a counselor. The A.S. in Real Estate is designed to meet the specific needs of persons currently employed in the Real Estate field and seeking additional information for the purpose of upgrading their positions, and for those individuals who want to enter this field. This program is of interest to those who either are now, or hope to become salespersons, brokers, appraisers, escrow officers, property managers, and community developers.

Students must complete the following three components:

	Units
COMPONENT I: Real Estate Core	21-23
COMPONENT II: Real Estate Electives	21
COMPONENT III: General Education (Graduation Plan B)	18
Minimum Total Units	60

COMPONENT I: Real Estate Degree Core

All students must complete the following:

	Units
Bus 5 Business Law I	3
Real Es 1 Real Estate Principles	3
Real Es 3 Real Estate Practices	3

Real Es 5 Legal Aspects of Real Estate I	3
Real Es 7 Real Estate Finance	3
Real Es 9 Real Estate Appraisal I	3
Acctg 1 Introductory Accounting I	5
Total	23

COMPONENT II: Real Estate Degree Electives

Choose a minimum of 21 units from the list below.

	Units
Bus 1 Introduction to Business	3
Bus 6 Business Law II	3
Bus 31 Business English	3
Bus 32 Business Communications	3
Bus 38 Business Computations	3
Bus 60 Keyboarding Fundamentals I	3
Co Info 1 Principles of Business Computer Systems	3
Market 1 Principles of Selling	3
Market 21 Principles of Marketing	3
Real Es 14 Property Management	3
Real Es 16 Income Tax Aspects of Real Estate	3
Real Es 18 Real Estate Investments	3

CERTIFICATE OF ACHIEVEMENT IN REAL ESTATE

The Real Estate Career Certificate, granted in conjunction with the California Division of Real Estate and the California Real Estate Association, may be earned by earned by completing the following courses. Units earned in the completion of this certificate, may be applied toward the A.S. degree in Real Estate or the A.A. degree in Business Administration.

Note: A California Real Estate Certificate requires a grade of "C" or better in all real estate courses. Please check with a counselor to ensure that Real Estate Certificate courses are currently being offered.

All students must complete the following:

	Units
Bus 5 Business Law I	3
Real Es 1 Real Estate Principles	3
Real Es 3 Real Estate Practices	3
Real Es 5 Legal Aspects of Real Estate I	3
Real Es 7 Real Estate Finance	3
Real Es 9 Real Estate Appraisal I	3
Acctg 1 Introductory Accounting I	5

Select a minimum of 9 units from the following:

Bus 1 Introduction to Business	3
Bus 6 Business Law II	3
Bus 31 Business English	3
Bus 32 Business Communications	3

Bus 38	Business Computations	3
Bus 60	Keyboarding Fundamentals I	3
Co Info 1	Principles of Business Computer Systems	3
	with Co Info 23 Programming Lab	1
Market 1	Principles of Selling	3
Market 21	Principles of Marketing	3
Real Es 10	Real Estate Appraisal II	3
Real Es 14	Property Management	3
Real Es 16	Income Tax Aspects of Real Estate	3
Real Es 18	Real Estate Investments	3
	Total	30-32

The educational requirements for Real Estate Sales and Broker licenses are as follows:

****Real Estate Salesperson***

Successful completion of three college level courses is required to qualify to take the real estate salesperson examination given by the California Department of Real Estate:

Real Es 1	Real Estate Principles	3
Real Es 3	Real Estate Practices	3

And one course from the following list:

Acctg 1	Introductory Accounting I	5
Bus 5	Business Law I	3
Real Es 5	Legal Aspects of Real Estate I	3
Real Es 7	Real Estate Finance	3
Real Es 9	Real Estate Appraisal I	3
Real Es 14	Property Management	3

****Real Estate Broker***

Successful completion of the following eight statutorily required college level courses:

Bus 5	Business Law I	3
Real Es 3	Real Estate Practices	3
Real Es 5	Legal Aspects of Real Estate I	3
Real Es 7	Real Estate Finance	3
Real Es 9	Real Estate Appraisal I	3
Real Es 14	Property Management	3
Acctg 1	Introductory Accounting I	3

*As the California Department of Real Estate determines the exact requirements for obtaining Real Estate licenses, the student should contact the Department of Real Estate directly. See www.dre.ca.gov.

CONTINUING EDUCATION REQUIREMENT

None of the courses listed on this page meet the 45 hour continuing education requirement for Real Estate License renewal every four years. Consult local Real Estate Boards for information about continuing education course offerings. Not all courses are offered each semester.

SKILLS CERTIFICATE IN PROPERTY MANAGEMENT

REQUIRED COURSES		Units
Acctg 1	Introductory Accounting 1	5
Real Es 1	Real Estate Principles	3
Real Es 5	Legal Aspects of Real Estate I	3
Real Es 14	Property Management	3
Bus 5	Business Law 1	3
	or	
Real Es 18	Real Estate Investments	3
	Total	17

SKILLS CERTIFICATE IN REAL ESTATE

Major Code: 051102

REQUIRED COURSES		Units
Real Es 1	Real Estate Principles	3
Real Es 3	Real Estate Practices	3
Real Es 5	Legal Aspects of Real Estate I	3
Real Es 7	Real Estate Finance I	3
Real Es 9	Real Estate Appraisal I	3
	Total	15

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

Established in 1972, the LAHC Foundation is a key campus partner that assists the college by raising and managing funds that provide support for special projects and essential campus needs that contribute to student's Access, Excellence, and Learning.



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College Hour



Sustainable Food Event



Career Fair



Allied Health Career Fair

Graduation



GENERAL EDUCATION REQUIREMENTS FOR TRANSFER

The student preparing for a major field should consult a counselor regarding the specific lower division courses which should be taken at Los Angeles Harbor College in order to transfer to the upper division school of the student's choice with a minimum loss of credit.

To assist the student in selecting courses, an up-to-date listing of Harbor College courses applicable to many major fields is available at the Information Desk in the lobby of the Student Services Center. For comprehensive information relative to the requirements of a school the student may wish to attend, students are urged to refer to the official catalog of that college or university. The College Library, the Counseling Office, and the Transfer Center have many catalogs on file for reference. Students should obtain a catalog for their personal use directly from the Registrar of the college which they plan to attend.

A student who transfers from Harbor College to another institution of higher education should request that a transcript of work taken at Harbor College be forwarded to the other school. A university or college cannot in any way disturb or alter the records, including transcripts, of another institution.

Thus, grades earned by a student at Harbor College are not changed, reduced, or altered by the college to which the student transfers. A student who establishes an outstanding scholastic record at Harbor College, and who continues to maintain an outstanding record after transferring has an opportunity equal to that of the native student to earn high scholastic honors, such as Phi Beta Kappa.

Every effort has been made to include the most current and accurate information relative to transfer to the schools noted in this section. In no way, however, does this part of the catalog release the student from the need to study the catalog of the college or university of the student's choice.

Each college or university has its own requirements for admission and junior standing. To prepare for continued education, a student must decide which school he/she is going to attend and learn the requirements of that particular school. Furthermore, the information in this catalog does not bind any other college or university. It is the student, alone, who is in the position to make final choices and who must assume responsibility for the decisions made.

The following pages list requirements for transfer to the California State University (CSU) system, the University of California (UC) system, and private and independent colleges and universities that are in existence at the time of printing this catalog.

At the end of this section, transfer sheets have been included which outline the CSU general education certification requirements and the Intersegmental General Education Transfer Curriculum (IGETC), which is applicable to both the UC and CSU systems.

TRANSFER TO THE CALIFORNIA STATE UNIVERSITY (CSU) SYSTEM

Admission with Advanced Standing (Transfer Students)

A student may be admitted to the California State University with advanced undergraduate standing if either one of the following conditions is met:

1. The student was eligible for admission to the California State University upon graduation from high school and has met the following requirements:
 - Has attained a grade point average of at least 2.0 (a grade of "C" on a four-point scale) in all college courses undertaken,
 - Has submitted the results of the ACT or SAT test, if he or she has less than 60 transferable college units, and
 - Was in good academic standing at the last accredited degree-granting college or university attended.
2. The student was not eligible for admission to the California State University upon graduation from high school but has earned 60 semester units of transfer college courses with a grade point average of at least 2.0 (grade of "C" on a four-point scale) in the total coursework attempted, and completed general education Area A and B.4 with "C" grades or higher.

Applicants who desire to attend the California State University, but who do not meet the conditions listed above, should consult with school officials or refer to the catalog of the college or university regarding the possibility of gaining admission. Most students find it desirable to complete two years of work in the community college and obtain certification before transferring to a state college or university. See a counselor for more information.

Admission with Junior Standing

In addition to meeting the general admission requirements of the state college or university, the student who wishes to be accepted with junior standing should complete 60 transferable units, the general education requirements and the specific lower division course requirements included in the major the student plans to follow.

The student who is interested in obtaining an Associate in Arts degree from Los Angeles Harbor College should also include the requirements for the Associate in Arts degree which are listed in this catalog. The requirements for upper division standing at the California State University are as follows: (*course and grade requirements*)

Course and grade requirements:

The student must complete at least 60 units of transfer courses with a grade point average of at least 2.0. A maximum of 70 units may be transferred. No upper division credit is granted for courses taken at a community college.

The California Administrative Code, Title 5, Section 40405, authorizes community colleges to certify that the student has completed the required minimum of 39 semester units of general education when transferring to the California State University.

The student who completes the pattern of Los Angeles Harbor College courses as outlined under "Minimum Requirements for Certification at the California State University" will have to meet a minimum of 39 units of general education requirements. The CSU may require the fully certified transfer student to be responsible for 9 semester units, or 12 quarter units, of upper division courses.

Students are to make an appointment with a counselor early in their academic planning as well as prior to registering for their last 12 units at Los Angeles Harbor College as preliminary checks for Graduation and General Education requirements.

The pattern of general education for the bachelor's degree is common to all major fields of study.

California State University, Dominguez Hills and Long Beach:

In addition to the major, all students must complete a minimum of 48 semester units (of which the equivalent of nine semester units must be taken after transferring) of general education, and the state requirements in U.S. History and American Institutions.

California State Polytechnic University:

Many students enter Harbor College with occupational objectives plan to complete their formal education at the end of two years.

Some students, however, change their objectives before the completion of the two-year period and decide that they would like to continue their education after graduation from a community college. Most four-year institutions grant no transfer credit or only limited transfer credit for specialized work taken in occupational programs. The California State Polytechnic University, however, with campuses at San Luis Obispo and Pomona, offers upper division programs which permit community college graduates of occupational programs to transfer numerous courses for application toward the bachelor's degree in a variety of curricula.

Representatives of the Los Angeles Community College District and the California State Polytechnic University have agreed that all courses designated as transfer courses, including all general education or liberal arts courses, will be accepted and applied to similar course requirements in the student's chosen major curriculum at the California State Polytechnic University. If similar courses are not required, the units involved will be accepted as elective units.

In addition to the credit which may be granted for courses commonly referred to as transfer courses, including general education and liberal arts courses, students who transfer may receive credit for other courses completed, many of them occupational in nature, which are equivalent to courses offered at the California State Polytechnic University.

TRANSFER TO THE UNIVERSITY OF CALIFORNIA (UC) SYSTEM

University of California Requirements for Admission to Advanced Standing

It is suggested that a student planning for transfer to the University of California discuss the transfer plans with a counselor, semester by semester, as major changes frequently occur in requirements subsequent to the printing of this Catalog.

Note: Students planning to transfer to the University of California are required to complete at least 60 semester units of transferable work with a minimum 2.4 GPA.

General Education for Transfer to a UC Campus

Students who plan to transfer to a University of California campus may satisfy general education requirements by following either the Intersegmental General Education Transfer Curriculum (IGETC) or the specific breadth requirements of the UC campus of choice. See a counselor to determine which plan would best fit your needs.

Credit Limits: University of California System

Architecture 9,10,17,33,34: Maximum credit combined 18 semester units.

Art 400A, 400B and 412 combined: Maximum credit 3 units.

Biology 1 and 3: Maximum credit one course. No credit for 1 or 3 or 5 if taken after Biology 6

Business 5 and 6: Maximum credit one course.

Chemistry 65: No credit if taken after Chemistry 101.

Chemistry 70, 211 and 212: Maximum credit two courses.

CIS 1 and CSIT 58: Maximum credit one course.

CSIT 306 and Math 170: Maximum credit one course.

CSIT 313 and Math 150: Maximum credit one course.

CSIT 340 and Math 175: Maximum credit one course.

English 86: Maximum credit for ESL courses 8 units.

English 137 and Lib Sci 101: Maximum credit one course.

English 240 and 241: Maximum credit one course.

English 290, 291, 292, and 293: Minimum credit 3 units.

French 8: Maximum credit two courses (4 units).

German 8: Maximum credit two courses (4 units).

Health 2, 10, and 11: Maximum credit one course.

History 12, 13, 42 and 44: Maximum credit one course.

History 11, 41, and 43: Maximum credit one course.

History 14: No credit if taken after 11, 41 or 43.

Humanities 6: If repeated, maximum credit one course.

Japanese 21 and 22: Maximum credit 5 units. Both must be taken to receive transfer credit.

Lib Sci 101 and English 137: Maximum credit one course.

Math 170 and CSIT 306: Maximum credit one course.

Math 150 and CSIT 313: Maximum credit one course.

Math 175 and CSIT 340: Maximum credit one course.

Math 215, 216 and 230: Maximum credit one course.

Math 225, 227, and Statistics 1: Maximum credit one course.

Math 235 and 245: Maximum credit one course.
 Math 236 and 265: Maximum credit one course.
 Microbiology 1 and 20: Maximum credit one course.
 Personal Development 17 and 20: Maximum credit one course.
 P.E. 97 through 328, 469, 502 through 516, 552, and 690: Maximum credit 4 units.
 P.E. 710, 711, and 713: Maximum credit 8 units.
 Physical Science 1: No credit if taken after a college course in astronomy, chemistry, geology, or physics.
 Physics 6-7 and 37-38-39: Maximum credit one series.
 Physics 11: No credit if taken after 6 or 37.
 Spanish 8: Maximum credit two courses (4 units). Both must be taken to receive transfer credit.
 Spanish 21 and 22: Maximum credit 5 units.
 Statistics 1 and Math 225 and 227: Maximum credit one course.

TRANSFER TO INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES

California's accredited independent colleges and universities provide numerous options at undergraduate, graduate, and professional levels for students planning to continue their education beyond community college. Students who transfer to independent colleges or universities find they are given academic credit for most, if not all, of their community college studies. Virtually all institutions give full credit for general education courses and usually for other courses designated for transfer by the community college.

Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. The requirements are outlined in the college catalog, available upon request from the college's Office of Admissions.

Independent institutions frequently are generous in awarding credit. They invite contact with their Office of Admissions in order to discuss transfer opportunities on a personal basis. Financial aid may be a primary factor in making it possible to attend an independent college. Independent colleges and universities encourage students to inquire about financial assistance from their Office of Financial Aid.

The independent colleges include:

California Baptist College, California Institute of Tech., Chapman College, Claremont McKenna College, Harvey Mudd College, Loyola Marymount University, Marymount College, Mount St. Mary's College, Occidental College, Pacific Oaks College, Pepperdine University, Pomona College, Pitzer College, Scripps College, University of Redlands, University of Southern California, Westmont College, Whittier College, Woodbury University

Please see the following pages for the CSU General Education Certification and Intersegmental General Education Curriculum (IGETC) transfer sheets.

Students who would like breadth requirements of a specific UC campus should see a counselor. Copies are also available at the Information Desk in the Student Services and Administration Building.

Harbor College Transfer Students Fall 2012



Richard transferred to Cal State Long Beach



Doris transferred to Cal State Dominguez Hills

This pattern of CSU general education requirements applies to students beginning Fall (or Summer) 1981 or later. Thirty-nine units of general education coursework, excluding the Statutory Requirement, may be certified by Harbor College as acceptable toward the bachelor's degree general education at a California State University. The student will have to complete 9 additional units of upper division coursework for G.E. after transfer. Beginning Spring 1987, courses to be used for Area A and B4 (Mathematics) must be completed with "C" grades or better.

A maximum of 30 units will be allowed in Areas "B", "C", and "D" collectively for certification. A minimum of 9 units must be completed in each of Areas "A", "B", "C", and "D" if the student wishes to have more than 30 units certified. If Areas "A" and "B" are not completed at time of transfer, the CSU campus may request proof that these subject requirements were cleared by high school coursework. Most universities will expect students to finish 60 transferable units with a minimum 2.0 gpa, usually higher.

Students must complete at least 12 units of coursework at Harbor College in order to have any work certified by Harbor College. Students not complying with the above minimum certification requirements must follow the catalog of the intended university of transfer in place of these requirements. Consult with a counselor.

It is strongly recommended that students request certification through the Office of Admissions & Records before sending final transcripts to the university.

AREA A - ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (9 units)		IN	COMPL.
Select one course from each of A1, A2, and A3.		PROG.	
A1	Oral Communication Speech 101, 102, 121		
A2	Written Communication English 101		
A3	Critical Thinking Computer Science 58 Journalism 105 (5) Philosophy 6, 8 Speech 104 English 102		
AREA B - SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (9 units)			
Courses selected for this area must include at least one course listed in each of the categories below.			
B1	Physical Universe (at least 1 course): Astronomy 1 Chemistry 55, 65, 66, 70, 101, 102, 211, 212 Environmental Science 1 Geography 1 Geology 1, 11 Oceanography 1 Physical Science 1 Physics 6, 7, 11, 37, 38, 39		
B2	Life Forms (at least 1 course): Anatomy 1 Anthropology 101 Biology 1, 3, 5, 6, 7, 10, 60, 101 Environmental Science 2 Microbiology 1, 20 Oceanography 12 Physiology 1 Psychology 2		
B3	Laboratory Activity Anatomy 1 Astronomy 5 Biology 3, 5, 6, 7, 10, 60, 101 Chemistry 55, 65, 66, 70, 101, 102, 211, 212 Environmental Science 21 Geography 15 Geology 6 Microbiology 1, 20 Oceanography 4, 10 Physical Science 14 Physics 6, 7, 11, 37, 38, 39 Physiology 1		
B4	Mathematical Concepts (at least 1 course): Mathematics 215, 216, 227, 230, 234, 235, 236, 240, 245, 260, 265, 266, 267, 270, 271, 275, Statistics 1, Co. Sci. 317 (Math 165)		
AREA C - ARTS AND HUMANITIES (9 units)			
Select at least one course from Arts (C1) and one course from Humanities (C2). The third course may be from either category.			
C1	Arts Art 101, 102, 103, 111, 201 Architecture 132 (43), 133 (44) Cinema 105 (same as Theater 505) Music 101, 111, 141 Photo 121 Physical Education 800 (Dance) Theater 100, 505 (same as Cinema 105)		
C2	Humanities English 203, 204, 205, 206, 207, 208, 209, 211, 212, 213, 214, 215, 218, 219, 234, 239, 240, 241, 251 History 81^, 82^, 86^, 87^ Humanities 1, 6, 9, 17, 30, 31, 60 Japanese 21, 22 Philosophy 1, 20, 33		

AREA D - SOCIAL SCIENCES AND BEHAVIOR: HISTORICAL BACKGROUND (9 units)		IN	COMPL.
Select courses from at least two disciplines. (Courses may be counted in only one D section).		PROG.	
D1	Anthropology and Archaeology Anthropology 102, 121		
D2	Economics Economics 1, 2, 5 Business 1		
D5	Geography Geography 2, 7		
D6	History History 1, 2, 3, 4, 5, 6, 11, 12, 13, 14, 19, 20, 21, 23, 24, 41, 42, 43, 44, 52, 58, 74, 81^, 82^, 86^, 87^		
D7	Interdisciplinary Social and Behavioral Science Engineering Gen. Tech 28		
D8	Political Science, Government, & Legal Institutions Political Science 1, 2, 4, 7, 8, 30 History 5, 11, 41, 43		
D9	Psychology Psychology 1, 11^, 14, 41 Child Development 1^		
D0	Sociology and Criminology Sociology 1, 2, 5, 12		
AREA E - LIFELONG UNDERSTANDING AND SELF DEVELOPMENT (3 units)			
Select from E1 or the E1 and E2 combination			
E1	Integrated Organism Child Development 1^ Family & Consumer Studies 21 Health 2, 6, 10, 11 Personal Development 20 Psychology 3, 11^ Sociology 21		
*Please see note below			
E2	Activity (Limit 1 unit) All Physical Education courses meet the E2 activity requirement except for P. E. 700 & 900 series courses.		
STATUTORY REQUIREMENT (6 units)			
These courses may or may not be counted as part of the 39 unit lower division general education requirement depending on the choice of CSU — see instructions above.			
Select one course from "A" and one course from "B" below:			
A. Political Science 1, 30			
B. History 5, 6, 11, 12, 13, 14, 41, 42, 43, 44, 52, 58, 81, 82			
^ May be counted for one area only, not for both.			
*Students wanting an AA Degree must take health or Family & Consumer Studies 21 and one unit of P. E.			

Los Angeles Harbor College Counseling Office

Los Angeles Harbor College

Associate of Arts Degree in Liberal Arts and Sciences With Emphasis (Effective Fall 2008 and later)

The Liberal Arts and Sciences Associate of Arts degree is designed for students who desire a broad base of knowledge in the liberal arts and sciences. The Liberal Arts and Sciences degree consists of a core general education component, a minimum of 18 units in an area of emphasis, 2.0+ gpa, and **a minimum of 60 units overall.**

All students are strongly advised to meet with a counselor for academic planning. Students who plan to transfer will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition. See www.assist.org.

• **Choose either option 1 or 2 or 3 or 4 for the General Education Core:**

1. LAHC G.E. Plan A (30 units) A recommended option for students who do not plan to transfer.
2. LAHC G. E. Plan B (18 units) A recommended option for students who do not plan to transfer.
3. CSU G.E. Breadth -- including Health or Nutrition, P.E. and U.S. history or U.S. government (39-41 units)
4. IGETC -- including Health or Nutrition, P.E. and U.S. history or U.S. government (34-41 units) UC or CSU

• **Choose a minimum of 18 units in one Area of Emphasis listed below (C grades or better required):**

Arts and Humanities

Architecture 132, 133 Art 100, 101, 102, 103, 201, 300, 501, 502, 639, 713 Cinema 1, 105 English 102, 127, 203, 204, 205, 206, 207, 208, 209, 211, 212, 213, 214, 215, 218, 219, 234, 239, 240, 241, 251, 252 French 1, 2, 3 History 81*, 82*, 86*, 87* Humanities 1, 6, 17, 30, 31, 60	Japanese 21, 22 Music 101, 111, 141, 200 Philosophy 1, 20, 33 Photography 110, 117, 121 Physical Education (Dance) 800* Spanish 1, 2, 3, 4, 12, 21, 22, 35, 36 Theater Arts 100, 200, 270, 300
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Health and Fitness

Family and Consumer Studies 21 Health 2, 6, 10, 11, 12 Physical Education 710, 711, 712, 713, 718, 800,* Physical Education activity (limit 4 units) Microbiology 1*, 20*	Sociology 1*, 2*, 12*, 21* Anatomy 1* Anthropology 102* Physiology 1* Biology 3*, 5* Nursing 302, 364 Psychology 1*, 2*, 3*, 13* 14*: , 41*
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Mathematics and Natural Sciences

Anatomy 1* Anthropology 101* Astronomy 1, 5 Biology 1, 3, 5*, 10, 60, 101, 102, 103 Chemistry 40, 55, 65, 66, 70, 101, 102, 211, 212 Environmental Science 1, 2, 21 Geography 1, 15 Geology 1, 6, 11	Mathematics 123C, 215, 216, 227, 230, 234, 235, 236, 240, 245, 260, 265, 266, 267, 270, 275 Microbiology 1*, 20* Oceanography 1, 4, 10, 12 Physical Science 1 Physics 6, 7, 11, 37, 38, 39 Physiology 1* Psychology 2*
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Social and Behavioral Sciences

Admin. of Justice 1 Anthropology 101*, 102, 121 Business 1 Child Development 1 Economics 1, 2, 5 Eng Gen Tech 28 Geography 2, 7	Fire Tech 201 History 1, 2, 3, 4, 5, 6, 11, 12, 13, 14, 19, 20, 21, 23, 24, 41, 42, 43, 44, 52, 81*, 82*, 86*, 87* Political Science 1, 2, 4, 7, 8, 30 Psychology 1*, 2*, 3*, 11, 13*, 14*, 41* Sociology 1, 2, 5, 12, 21* Statistics 1
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* May be counted for one emphasis only.

NOTE: All courses **double count for G.E.** if listed on the chosen G.E. pattern. Grades of "C" or better required.

L. A. Harbor College
ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS
PLAN A (2012-13)

General Education Requirements: Minimum of 30 semester units.

Major Requirements: Minimum of 18 units in a single or related field. Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirement must be completed with a “C” (2.0 or equivalent) or better. Any math course in D2, or Stat 1, completed with “C” grade or better meets required math competency for graduation, as does placement above intermediate algebra or passing the math competency exam. **English 101 with “C” grade or better meets English competency for graduation.**

Please see a counselor and check the college catalog for specific major requirements.

THIS FORM SUBJECT TO CHANGE EACH YEAR	C	IP	N
A. NATURAL SCIENCES 3 Semester Units minimum Anatomy 1, Anthro 101, Astron 1, Biology 1, 3, 5, 10, 60, 101, Chem 40, 65, 66 70, 101, Env Sci 1, 2, Geog 1, Geology 1, 11, Micro 1, 20, Oceano 1, 12, Phys Sci 1, Physics 6, 11, 37, Physiol 1, Psych 2 Other College _____ Advanced Placement _____			
B. SOCIAL AND BEHAVIORAL SCIENCES 9 Semester Units minimum B1. AMERICAN INSTITUTIONS (3 Semester Units minimum) History 5, 6, 11, 12, 13, 14, 41, 42, 43, 44, 52, 58, 81, 82, Pol Sci 1, 30 B2. SOCIAL AND BEHAVIORAL SCIENCES (3 Semester Units minimum) Anthro 102, 121, Bus 1, Ch Dev 1, Drafting 6, Econ 1, 2, 5, Eng Gen 28, Geog 2, 7, History 1, 2, 3, 4, 19, 20, 21, 23, 24, 58, 74, 81*, 82*, 86*, 87*, Pol Sci 2, 4, 7, 8, Psych 1, 3, 11, 14, 41, Soc 1, 2, 5, 12, 21 B3. Minimum of 3 additional semester units from B1 or B2 above. Other College _____ Advanced Placement _____			
C. HUMANITIES 3 Semester Units minimum Arc 132, 133, Art 101, 102, 103, 111, 201, Cinema 105, English 203, 204, 205, 206, 207, 208, 209, 211, 212, 213, 214, 215, 218, 219, 234, 239, 240, 241, 251, French 1, 2, 3, History 81*, 82*, 86*, 87*, Human 1, 6, 17, 31, 60, Japan 21, 22, Music 101, 111, 141, Philos 1, 20, 33, Photo 121, Phys Ed 800, Spanish 1, 2, 3, 4, 8, 12, 21, 22, 35, 36, Theater 100, 200 Other College _____ Advanced Placement _____			
D. LANGUAGE AND RATIONALITY 12 Semester Units minimum D1. ENGLISH COMPOSITION (3 Semester Units minimum) English 101, 28, 31, Journ 101 D2. COMMUNICATION AND ANALYTICAL THINKING (6 Semester Units minimum) Co Sci 58, 91, 92, 317, 340, 344, Co Tek 61, Eng Tek 50, English 102, Journ 105, Math 123C, 125, 215, 216, 227, 230, 234, 235, 236, 240, 245, 260, 265, 266, 267, Philos 6, 8, Speech 101, 102, 104, 111, 121, Stat 1 D3. Minimum of 3 additional semester units from D1 or D2 above. Other College _____ Advanced Placement _____			
E. HEALTH AND PHYSICAL EDUCATION 3 Semester Units minimum E1. HEALTH EDUCATION (2 Semester Units minimum) Health 2, 6, 10, 11, 12, Fam & CS 21 E2. ONE PHYSICAL EDUCATION ACTIVITY (1 Semester Units minimum) Military credit Health 2, 6, Phys Ed 97 through 690 (if applicable) _____			
Major / Area of Emphasis:			
Major Courses (min. 18 units)			
Electives			
Competency Met: English: Course _____ Math: Course _____ Test _____			
TOTAL			

* May be counted for one area only, not both. **C = Completed** **IP = In Progress** **N = Need**

Los Angeles Harbor College
ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS
PLAN B (2012-13)

General Education Requirements: Minimum of 18 semester units.

Major Requirements: Minimum of 36 units in a single or related field. Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirement must be completed with a “C” (2.0 or equivalent) or better. Any math course in D2, or Stat 1, completed with “C” grade or better meets required math competency for graduation, as does placement above intermediate algebra or passing the math competency exam.

English 101 with “C” grade or better meets English competency for graduation.

Please see a counselor and check the college catalog for specific major requirements.

	C	IP	N
THIS FORM SUBJECT TO CHANGE EACH YEAR			
A. NATURAL SCIENCES 3 Semester Units minimum Anatomy 1, Anthro 101, Astron 1, Biology 1, 3, 5, 10, 60, 101, Chem 40, 65, 66 70, 101, Env Sci 1, 2, Geog 1, Geology 1, 11, Micro 1, 20, Oceano 1, 12, Phys Sci 1, Physics 6, 11, 37, Physiol 1, Psych 2 Other College _____ Advanced Placement _____			
B. SOCIAL AND BEHAVIORAL SCIENCES 3 Semester Units minimum B1. AMERICAN INSTITUTIONS (3 Semester Units minimum) History 5, 6, 11, 12, 13, 14, 41, 42, 43, 44, 52, 58, 81*, 82*, Pol Sci 1, 30 Other College _____ Advanced Placement _____			
C. HUMANITIES 3 Semester Units minimum Arc 132, 133, Art 101, 102, 103, 111, 201, Cinema 105, English 203, 204, 205, 206, 207, 208, 209, 211, 212, 213, 214, 215, 218, 219, 234, 239, 240 241, 251, French 1, 2, 3, History 81*, 82*, 86, 87, Human 1, 6, 17, 31, 60, Japan 21, 22, Music 101, 111, 141, Philos 1, 20, 33, Photo 121, Phys Ed 800, Spanish 1, 2, 3, 4, 8, 12, 21, 22, 35, 36, Theater 100, 200 Other College _____ Advanced Placement _____			
D. LANGUAGE AND RATIONALITY 6 Semester Units minimum D1. ENGLISH COMPOSITION (3 Semester Units minimum) English 101, 28, 31, Journ 101 D2. COMMUNICATION AND ANALYTICAL THINKING (3 Semester Units minimum) Co Sci 58, 91, 92, 317, 340, 344, Co Tek 61, Eng Tek 50, English 102, Journ 105, Math 123C, 125, 215, 216, 227, 230, 234, 235, 236, 240, 245, 260, 265, 266, 267, Philos 6, 8, Speech 101, 102, 104, 111, 121, Stat 1 Other College _____ Advanced Placement _____			
E. HEALTH AND PHYSICAL EDUCATION 3 Semester Units minimum E1. HEALTH EDUCATION (2 Semester Units minimum) Health 2, 6, 10, 11, 12, Fam & CS 21 E2. ONE PHYSICAL EDUCATION ACTIVITY (1 Semester Unit minimum) Military credit (if applicable) _____ Health 2, 6, Phys Ed 97 through 690			
Major / Area of Emphasis:			
Major Courses (min. 36 units)			
Electives			
Competency Met: English: Course _____ Math: Course _____ Test _____ TOTAL			

* May be counted for one area only, not both.

C = Completed IP = In Progress N = Need

IGETC INFORMATION

What is IGETC?

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a California community college to a campus in either the University of California or California State University System without the need, after transfer, to take additional lower division general education courses to satisfy campus general education requirements.

Who can't use IGETC?

Students who began their collegiate work at a University of California campus and who intend to transfer back to any UC campus may not be able to use IGETC. See a counselor to determine the appropriate G.E. pattern to follow. Also, students transferring to the following programs should not use IGETC: School of Business and the College of Environmental Design at UC Berkeley, School of Engineering and Applied Sciences at UCLA, Revell and Eleanor Roosevelt College at UC San Diego.

What is Certification?

Harbor College will verify the completion of Intersegmental General Education Transfer Curriculum for transfer to either the University of California or the California State University System. Students who complete the entire IGETC curriculum with grades of "C" or better in all courses can have their general education certified by Harbor College. Up to 15 units of coursework in which a "credit" or "pass" grade is received will be certified providing either is equivalent to a grade of "C" or better. With a score of 3 or higher, Advanced Placement exams may be used to satisfy one general education course in the appropriate area. Although not part of the IGETC, Harbor College will also certify the completion of the CSU American History and Institutions graduation requirement.

Why should I have my courses certified?

To earn a Bachelor's degree from UC or CSU, students must complete a program of general education. Harbor College will certify the completion of all lower division general education requirements for graduation from UC or CSU. Students who transfer without certification will have to meet the general education requirements of the specific UC or CSU campus to which they are transferring. This usually requires completion of additional courses after transfer.

What about courses taken at other colleges?

Harbor College will certify courses taken at other colleges and universities accredited by a regional association of Schools and Colleges. Harbor College will place courses taken at other California community colleges in the IGETC areas identified by the offering college. Courses taken at 4-year schools in California or at out-of-state 2-year or 4-year schools must either be equivalent to courses offered at Harbor College or at another California community college (CCC). These courses will be placed in the subject areas where the comparable LAHC courses, or courses from another California community college, are listed on an approved IGETC pattern. If a course is not comparable to a CCC course listed on an approved IGETC pattern, it may be reviewed by petition to determine whether or not it meets IGETC Area Standards. Unless a foreign institution has United States regional accreditation, courses completed at foreign institutions are not acceptable for IGETC except for certification of competence in a language other than English.

How do I get my courses certified?

Certification is not automatic. It must be requested. Your request for certification must be made in the Admissions Office when you send your final transcript to UC or CSU. You must have completed 12 units at Harbor College to have your courses certified. **Do not** request certification until you have completed **all** IGETC requirements. In order to do the certification, we must have all official transcripts on file from every college you have attended. If you are using two years of high school foreign language to satisfy the UC Language Other Than English requirement (IGETC Area 6), you must also have official copies of your high school transcripts on file. You may also meet this requirement by providing official documentation showing satisfactory completion, with a "C" grade or better, of two years of formal schooling at the sixth grade level or higher at an institution where the language of instruction is not English. Exam results used to meet this requirement must be on file at Harbor College.

See IGETC courses on next page.

IGETC

(INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM)

2012-13

LOS ANGELES HARBOR COLLEGE

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. The IGETC provides an option to the California State University General Education Requirements and replaces the University of California Transfer Core Curriculum. Students in high unit majors may find it advantageous to follow a particular UC campus's breadth requirements instead of the IGETC. Students with prior UC coursework may be ineligible to follow the IGETC to transfer back to a UC. See a counselor for additional information.

IMPORTANT: Students need to have the IGETC certified prior to sending final transcripts to the university. Failure to have general education certified may result in additional lower-division coursework being required after transfer. All courses must be completed with "C" grade or higher. Most universities will expect students to finish 60 transferable units with a minimum 2.4 gpa, and significantly higher for competitive majors.

AREA 1 - ENGLISH COMMUNICATION (2-3 courses, 6-9 semester/12-15 quarter units)

GROUP A: ENGLISH COMPOSITION

(1 course, 3 semester/4-5 quarter units)

English 101

GROUP B: CRITICAL THINKING / ENGLISH

COMPOSITION (1 course, 3 semester/4-5 quarter units).

Courses must have English Composition as a prerequisite.

English 102~

~Must be taken Fall 1992 or after.

GROUP C: ORAL COMMUNICATION (CSU only)
(1 course, 3 semester/4-5 quarter units)

Speech 101, 102, 121

AREA 2 - MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING (1 course, 3 semester/4-5 quarter units)

Math 225*, 227*, 230, 234, 235*, 236*, 245*, 260, 265*, 266, 267, 270, 271, 275, Statistics 1*

AREA 3 - ARTS and HUMANITIES (At least 3 courses, 9 semester/12-15 quarter units)

At least one course from the Arts and one from the Humanities.

ART COURSES:

Architecture 132 (43), 133 (44)

Art 101, 102, 103, 111, 201

Cinema 105 (same as Theater 505)

Music 101, 111, 141

P.E. 800 (Dance)

Photo 121

Theater 100, 505 (same as Cinema 105)

HUMANITIES COURSES:

History 81^, 82^, 86^, 87^

Humanities 1, 6*, 9, 17, 30, 31, 60

English 203, 204, 205, 206, 207, 208, 209, 211,

212, 213, 214, 215, 219, 234, 239, 240, 251

French 2, 3

Philosophy 1, 20, 33

Spanish 2, 3, 4, 12, 36

AREA 4 - SOCIAL and BEHAVIORAL SCIENCES (At least 3 courses, 9 semester/12-15 quarter units)

Courses from at least two disciplines or an interdisciplinary sequence.

Anthropology 102, 121

Child Development 1

Economics 1, 2

Geography 7

History 1, 2, 3, 4, 5, 6, 11*, 12*, 13, 14*, 19, 20, 21, 23

24, 41*, 42*, 43*, 44*, 52, 58, 74, 81^, 82^, 86^, 87^

Political Science 1, 2, 7, 8, 30

Psychology 1, 11, 14, 41

Sociology 1, 2, 5, 12, 21

AREA 5 - PHYSICAL and BIOLOGICAL SCIENCES (At least 2 courses, 7-9 semester/9-12 quarter units)

One Physical Science course and one Biological Science course; at least one must include a laboratory.

PHYSICAL SCIENCE:

Astronomy 1, 1 with 5

Chemistry 65*, 70, 101,

102, 211*, 212*

Envir. Sci. 1

Geography 1, 1 with 15

Geology 1, 1 with 6

Oceanography 1, 1 with 10

Physics 6*, 7*, 11*, 37*, 38*, 39*

Phys. Sci. 1*, 1 with 14*

BIOLOGICAL SCIENCE:

Anthropology 101

Anatomy 1*

Biology 3*, 5, 6, 7, 10, 60, 101

Envir. Sci. 2, 2 with 21

Microbiology 1*, 20*

Oceanography 12, 12 with 4

Physiology 1*

Psychology 2

LANGUAGE OTHER THAN ENGLISH

Proficiency equivalent to two years of high school study in the same language. **(High school transcripts are required if proficiency was met in high school.)**

The following course(s) at this institution fulfill the requirement: (UC requirement only)

French 1 Japanese 21 and 22

German 1

Spanish 1, 22, 35

CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS (Not Part of IGETC. May be completed prior to transfer but the courses will not be "double counted" to satisfy requirements for IGETC.)

6 units, one course from (A) and one course from (B)

(A) Political Science 1 or 30

(B) History 5, 6, 11, 12, 13, 14, 41, 42, 43, 44, 52, 58, 81, 82

^May be counted for either Humanities or Social and Behavioral Sciences credit, but not for both.

* Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information. 6/12

INSTRUCTIONAL ALTERNATIVES

EXTENSION PROGRAM

Office of Community Services and Continuing Education

The Extension Program Office of Community Services and Continuing Education's primary purpose is to meet the personal and professional developmental needs of the community by providing continuing non-credit education in an ongoing program of classes, workshops, seminars, and experiential learning opportunities. The following is a description of services provided:

Community education and extension classes - The Extension Program offers over 1,000 not-for-credit fee based classes per year in: Recreation, The Arts, Career Development, Computers, Business and Entrepreneurship, Finance, Investments, Travel, Personal Development, Home Improvement, and Humanities. We have a diverse program for youth in our year round "College for Kids," which includes after school and Saturday courses, as well as a large summer program with complete sessions for ages 5-15.

Continuing Education non-credit "no-fee" classes - In our Continuing Education non-credit "no-fee" curriculum, we offer courses in English as a Second Language, Vocational Education, and Basic Skills. There is no required fee for students, and you may enroll as often as you like in any of these courses.

Programs and Services - Additional programs and services include Traffic Violators School, Certified Typing Tests, Color Copy Center, weekly Swap Meet.

Registration - Students may register online at www.lahc.edu/ext, in person during business hours, by phone using MasterCard, Visa, or Discover, or by facsimile using the FAX number (310) 233-4686. The program welcomes suggestions for new class offerings. For further information call (310) 233-4450 or write The Extension Program, 1111 Figueroa Place, Wilmington, CA 90744.

The Extension Program is a self-supporting branch of Los Angeles Harbor College.

EVENING AND OUTREACH

The Evening and Outreach program presents college-level classes in academic, business, and technical fields. It is an extension of the day college, inasmuch as the same classes and educational programs are offered in the day, in the evening, on weekends, on campus and off campus. Please consult the Schedule of Classes each semester for credit courses being offered in the community at sites convenient to your home or place of employment. A staff of counselors is available during evening hours to assist students with academic, vocational, or personal problems affecting their college work.

INSTRUCTIONAL TELEVISION (ITV)

Each semester, the Instructional Television program of the Los Angeles Community College District, offers college classes that meet general education and transfer requirements using a blended format of television, the Internet and weekend class meetings. The classes are offered in six 8-week sessions.

Instructional Television classes are convenient, flexible and especially suitable for working adults and college students wanting to supplement their on-campus program for those times when campus attendance is difficult or not possible. Students complete 2/3 of a class on their own time and 1/3 of the class by attending the classes on the weekend. Students view telecourse lessons at home or in the Harbor College Learning Resource Center, complete online quizzes and discussion forums, reading and study assignments and attend seminars at Southwest College or another Los Angeles Community College near their home, and take midterm and final exams. Transcripts are issued by our sister college, LA Mission College.

A Los Angeles Community College instructor with office hours and phone times is assigned to each course. Students enrolled in television classes keep in touch with faculty by telephone, the class website, email, as well as at the weekend seminars.

Interested students are invited to contact ITV (800) 917-9277 or (818) 833-3594 to request a schedule of classes or visit the Instructional Television Office at Los Angeles Mission College, 13356 Eldridge Avenue, Sylmar, CA 91342.

CALWORKS/GAIN

(Greater Avenues for Independence)

Greater Avenues for Independence (GAIN) is an educational program for students on temporary aid to needy families (TANF). The goal is to provide an educational environment where students may develop the needed skills in English as a Second Language, Adult Basic Education, and GED preparation. Students also learn vocational skills that will lead to meaningful employment. To receive more information contact the CalWorks office in the Job Placement and Training Services Center, Office Village 2, Monday through Friday 9:00 a.m. to 5:00 p.m. at (310) 233-4447.

INTERNATIONAL EDUCATION PROGRAM

STUDY ABROAD CLASSES

College credit classes are offered for the Los Angeles Community College District by the International Education Program. With instructors selected from all nine colleges in the District, classes are taught in over twenty countries around the world. Scheduled at various times throughout the year, opportunities for study currently include Spanish language and civilization, history, and art instruction in Mexico and Spain, French, French Civilization and art in Paris, Italian, Italian Civilization and art in Italy, Marine Biology in Mexico, theater in England, humanities in Europe, and Creative Writing in Prague. New programs include a semester in Oviedo, Spain. Again

being offered is the very popular semester in Cambridge, England. Harbor College sponsors an annual Theater in England during the spring break. On-site investigations of the history and culture of other nations provide students and their instructors with some of the best educational experiences of their lives.

The LACCD is a member of California Colleges for International Education, a consortium of colleges offering semester programs in Paris, England, Germany, Mexico, China, and Spain. The International Education Program also cooperates with the Community Services Programs at District colleges in offering non-credit travel study programs.

The International Education Program expresses the shared commitment of the Los Angeles Community Colleges in furthering the development of international and intercultural awareness.

PACE PROGRAM

PACE, Program for Accelerated College Education, is a transfer program designed to accommodate the working adult.

PACE students are required to:

- Attend class one evening per week and every other Saturday
- Complete online assignments

Students will earn 12-13 general education units per semester. The five semester PACE curriculum is designed to meet the lower division General Education requirements for the University of California and the California State University institutions. Therefore, PACE offerings emphasize those courses that are mandated by the Liberal Arts-Transfer, CSU General Education certification, and IGETC requirements. For more information contact the Harbor College PACE Program via email at pace@lahc.edu or visit the website at <http://www.lahc.edu/classes/pace/>.

HONORS TRANSFER PROGRAM

The Honors Transfer Program is a cooperative effort between Los Angeles Harbor College and the Following institutions:

UCLA, UC Berkeley, UC Irvine, Loyola Marymount University, Azusa Pacific University, Mills College, Occidental College, Chapman University, Pitzer College, Pomona College, and La Sierra University. Students who complete the honors curriculum and preparation in their major with at least a 3.1 grade point average will receive priority admission consideration. Please view the following website for specific admission, scholarships and admission to university Honors Programs criteria for each college listed above: www.honorstcc.org/transfer/agreements.html

Honors Transfer Requirements:

Completion of preparation for the major

Completion of 6 honors courses

Completion of all lower division breadth curriculum or IGETC

Completion of a minimum of a 3.1 grade point average or higher as required by the transfer institutions

Participation in at least one form of campus or community service

Honors Admission Requirements:

Admission to this program is limited to students who meet at least one of the following criteria:

University of California eligible high school graduates. (Student must provide official high school transcripts, SAT or ACT test reports.)

High school graduates with a 3.2 GPA who are recommended from their high school counselors

Students currently enrolled at Los Angeles Harbor College with a grade point average of 3.0 or higher, with at least 12-15 UC transferable units and English 101 eligibility

Honors Curriculum

English 101, English 102, History 1, Humanities 1, Psychology 1, Philosophy 1, Anthropology 101, Music 101, Music 111, Biology 5, Political Science 1, Oceanography 1 and 10, Art 101

Selected courses may be taken for contract honors credit by the approval of the honors counselor or director of the program. For more information call (310) 233-4038, Email: puebloyu@lahc.edu, ariasjj@lahc.edu or visit the Students Services and Administration Building, SSA 130.

COURSE DESCRIPTIONS

ACCOUNTING

also see

Business, CAOT, CIS, Finance, International Business, Management, Marketing, Real Estate and Supervision.

1 - INTRODUCTORY ACCOUNTING I (5 UNITS) UC:CSU

Credit is allowed in only one of Accounting 1 or the Accounting 21 and 22 combination.

This course provides an introduction to financial accounting and accounting information systems. Areas covered include recording, summarizing, and reporting of business transactions, preparation of financial statements, revenues and expense recognition; assets, liability, and capital accounts. Emphasis is placed on accounting for sole proprietorships and corporations and the use of accounting information in decision making by various stakeholders.

2 - INTRODUCTORY ACCOUNTING II (5 UNITS) UC:CSU

Prerequisite: Completion of Accounting 1 or the Accounting 21 and 22 combination with a letter grade of "C" or better.

Topics covered include corporate income tax reporting, unusual income statement items, accounting for investment in stocks and bonds, bonds payable, statement of cash flows, present value concept and financial statement analysis. However, course emphasizes mainly managerial accounting concepts and principles for planning and decision making.

3 - INTERMEDIATE ACCOUNTING (3 UNITS) CSU

Prerequisite: Completion of Accounting 2 with a letter grade of 'C' or better.

This course emphasizes the application of generally accepted accounting principles in the preparation and use of financial statements for decision-making purposes. Special emphasis is placed on the recognition and measurement of revenues, cash, receivables, inventories, property, plant and equipment, depreciation and depletion, and intangibles

11 - COST ACCOUNTING (3 UNITS) CSU

Prerequisite: Completion of Accounting 2 with a letter grade of 'C' or better.

A study of managerial cost accumulation concepts and techniques for product and service costing, planning and control. Emphasis is on the use of cost accounting information for decision making and the preparation, analysis and use of cost accounting information. Topics include process costing, job order costing, variable costing, direct costing, standard costing, budgeting and profit planning, activity based costing.

15 - TAX ACCOUNTING I (3 UNITS) CSU

A practical study of the current federal revenue acts and California State Tax Law as they relate to business and individual income tax procedures is made. Topics studied include income inclusions and exclusion, capital gains and losses, and business and personal deductions. To repeat Accounting 15 for an update, take Business 10.

16 - TAX ACCOUNTING II (3 UNITS) CSU

Prerequisite: Completion of Accounting 1 or 15 with a letter grade of 'C' or better.

A continued study of income tax regulations and procedures is made. Accounting methods, installment sales, partnerships, and corporate income tax procedures are studied.

21 – BOOKKEEPING AND ACCOUNTING I (3 UNITS) UC:CSU

This course is the first half of Accounting I and it is an introduction to financial accounting and accounting information systems. It includes recording, summarizing, and reporting of business transactions in various journals and ledgers, preparation of trial balance and financial statements, revenues and expense recognition; assets, liability, and capital accounts

22 – BOOKKEEPING AND ACCOUNTING II (3 UNITS) UC:CSU

Prerequisite: Completion of Accounting 21 with a letter grade of 'C' or better

This course is the second half of Accounting I and it is an introduction to financial accounting and accounting information systems. It includes a study of the voucher system, payroll accounting, depreciation, inventory valuation, bad debts, notes and interest. Emphasizes accounting for sole proprietorships and corporations and

the use of accounting information in decision making by investors, creditors and others.

See CIS 24 for Accounting on Microcomputers.

ADMINISTRATION OF JUSTICE

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

This course details the philosophy and history of law enforcement; overview of crime and police problems; organization and jurisdictional local, state and federal agencies. Survey of qualifications required.

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

This course deals with the structure of law, definitions, and the most frequently used sections of the California Penal Code. Topics include origins of federal and state laws, interpretation and application of laws, identifying elements of property crimes and criminal liability.

3 - LEGAL ASPECTS OF EVIDENCE (3 UNITS) CSU

This course includes the kinds and degrees of evidence and the rules governing the admissibility of evidence in court

5 - CRIMINAL INVESTIGATION (3 UNITS) CSU

This course includes fundamentals of investigation, crime scene search and recording, collection and preservation of physical evidence, scientific aids, modus operandi, sources of information, interviews and interrogation, and follow-up and case preparation.

6 - PATROL PROCEDURES (3 UNITS) CSU

This course includes the responsibilities, techniques, and methods of police patrol procedures.

7 - TRAFFIC CONTROL (3 UNITS) CSU

The student in this course will study traffic law enforcement, regulation and control, fundamentals of traffic accident investigation, and the California Vehicle Code.

8 - JUVENILE PROCEDURES (3 UNITS) CSU

This course includes the organization, functions, and jurisdiction of the juvenile agencies, the processing and detention of juveniles, juvenile case disposition, juvenile status and court procedures.

14 - REPORT WRITING FOR PEACE OFFICERS (3 UNITS) CSU

Involved in this course are the study of and practice in various types of technical writing commonly used in police agencies, the appropriateness of different styles in different contexts and the conceptualization of the material, and the utilization of machine tabulation in reports and methods of reporting criminal statistics.

16 - RECRUITMENT SELECTION PROCESS (3 UNITS) CSU

This course provides an in-depth coverage of the legal selection process designed to assist student with employment in a law enforcement agency. Written and oral exam techniques and the agility exam are covered. The background investigation process is examined in detail.

37 - CALIFORNIA CRIMINAL PROCEDURES I (3 UNITS) CSU

This course includes a study of the history and organization of the court system, jurisdiction, arrest, search and seizure, bail, complaints and extradition.

42 - ADVANCED CRIMINAL LAW (3 UNITS) CSU

An in-depth study of the substantive law commonly encountered by the municipal, county, or state police officer or investigator or other criminal justice employee. The scope of the course includes misdemeanor and felony violations of the criminal statutes.

67 - COMMUNITY RELATIONS I (3 UNITS) UC:CSU

This course deals with the latest concepts in police-community relations and the events that created them. It covers the changing role of police in a society that is both dynamic and unprecedented. It touches upon the interplay of social mores, changing values, and urban crime as they relate to and affect traditional police-community positions.

72 - CORRECTIONAL PROCEDURES (3 UNITS) CSU

Current correctional procedures are studied in relation to prison/jail management, receiving prisoners, custody and security, supervision of prisoners, staff services, prisoner activities, custodial and juvenile facilities, duties in coordinating inmates appearances in court, and human relations in correctional facilities.

75 - INTRODUCTION TO CORRECTIONS (3 UNITS) CSU

This course surveys the total correctional cycle and the relationships of its components, including historical, theoretical and philosophical explanations of criminal behavior; statistics and research findings; employment opportunities; and employment requirements. This course will also examine the basic nature of correctional work; aims and objectives of correctional administration; probation and parole; skills; knowledge and attitudes required for employment in this field.

86 - ISSUES IN LAW ENFORCEMENT (3 UNITS) CSU

This course includes discussion, study, and analysis of issues related to law enforcement including people with disabilities, gangs culture and dynamics, domestic violence, use of force options and other tenets of effective law enforcement.

319 – RESEARCH METHODS IN CRIMINAL JUSTICE (3 UNITS) CSU

Introduction to research methodologies used most often in the study of crime and criminal behavior, police/court systems, and correctional institutions, policies, and programs. Students will acquire the knowledge to conceptualize a research problem and develop a number of complementary designs, measurement, and data collection approaches to bring evidence to bear on a criminal justice policy issue.

750 – ETHICS IN PUBLIC SAFETY (3 UNITS) CSU

This course explores ethical dilemmas, value definitions, and their application to decision making, by police, court, probation, parole, corrections, and private security personnel. Remediation strategies relating to unethical behavior by individuals and groups will also be addressed in this course.

AFRO-AMERICAN STUDIES

Courses in Afro-American Studies are listed below to enable interested students to see the complete offerings in this field. The descriptions of the courses are to be found in alphabetical order in this section of the catalog.

ENGLISH 234 - AFRO-AMERICAN LITERATURE I (3 UNITS) UC:CSU

HISTORY 41 - THE AFRO-AMERICAN IN THE HISTORY OF THE UNITED STATES I (3 UNITS) UC:CSU

HISTORY 42 - THE AFRO-AMERICAN IN THE HISTORY OF THE UNITED STATES II (3 UNITS) UC:CSU

ANATOMY

001U - INTRODUCTION TO HUMAN ANATOMY (3 UNITS) UC:CSU

Prerequisites: High school chemistry or one semester of college chemistry. Concurrent enrollment in lecture and laboratory section is required.

This course in human anatomy is planned for the student of pre-kinesiology, and pre-nursing. Subjects emphasized are the surface structures, bones, joints, muscles and organs of the human body. Demonstrations are made through the use of models and the human skeleton. Completion of Anatomy 1 constitutes one option for fulfilling requirements in the R. N. program. Not open to credit to students who have completed Physiology 8 and 9 with a grade of “C” or better.

001L - INTRODUCTION TO HUMAN ANATOMY LABORATORY (1 UNIT) UC:CSU

This course in human anatomy is planned for the student of pre-kinesiology and pre-nursing. Subjects emphasized are the surface structures, bones, joints, muscles and organs of the human body, and the dissection of higher vertebrates. Demonstrations are made through the use of models, the human skeleton, and cat dissection. Completion of Anatomy 1 constitutes one option for fulfilling requirements in the R. N. program. Not open to credit to students who have completed Physiology 8 and 9 with a grade of “C” or better.

ANTHROPOLOGY

101 - HUMAN BIOLOGICAL EVOLUTION (3 UNITS) UC:CSU

Introduction to the anthropological study of human evolution. Topics include the mechanisms of evolutionary change, genetics, human variation, and the reconstruction of human evolutionary history through an examination of the fossil record and through the use of comparative studies of our closest biological relatives, the living monkeys and apes

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

This course attempts to define culture and to survey the variety of man's cultures at all levels of socio-cultural development from the small-scale, technologically simple cultures to the large-scale technologically complex ones. Topics described and analyzed include the social institutions, such as kinship, marriage, family, religion, politics, language, and economics in a cross-cultural perspective.

121 - ANTHROPOLOGY OF RELIGION, MAGIC AND WITCHCRAFT (3 UNITS) UC

This course considers the origins and varieties of religious beliefs and practices cross-culturally. Topics include mythology, symbolism, shamanism, altered states of consciousness, magic, divination, witchcraft, and the question of cults.

ARCHITECTURE

See Environmental Design and Architectural Interiors for additional related courses.

115 - ARCHITECTURAL PRACTICE (2 UNITS) CSU

This course covers the role of an Architect in professional practice, including employment, legal and administrative procedures, and relationship to other design and construction professions. Licensing requirements and the operation of a professional office are also studied.

121 - FREEHAND DRAWING I (2 UNITS) UC:CSU - RPT 1

Students will study drawing and sketching using pencil, ink, and charcoal, mostly of perspective drawings of architectural forms. This course includes studies of composition, form, value, and scale.

132 - ARCHITECTURAL HISTORY I: PRE-HISTORY TO MIDDLE AGES (3 UNITS) UC:CSU

This course covers the development of architecture from prehistoric times to the beginning of the Renaissance, focusing on geographical, geological, climatic, religious social and historical aspects. Note this course satisfies GE Requirements in Humanities.

133 - ARCHITECTURAL HISTORY II: LATE MIDDLE AGES TO MODERN (3 UNITS) UC:CSU

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. Note this course satisfies GE Requirements in Humanities.

151 - MATERIALS OF CONSTRUCTION (3 UNITS) CSU

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 - COMPUTER FOR DESIGNERS (3 UNITS) CSU – RPT 3

This course is an introduction to Photoshop and Illustrator, geared toward architects, environmental and industrial designers. Emphasis on how designers can optimize and understand the role of digital medium in today's design industry. *This course may require 2.25 hours per week of student lab work to be scheduled as arranged with instructor. 2:10 TBA*

161 – INTRODUCTION TO COMPUTER AIDED ARCHITECTURAL DESIGN I (2 UNITS) CSU - RPT 1

This course introduces AutoCAD drafting geared toward architects, covering all basic commands, drawing organization, and residential projects.

162 - COMPUTER AIDED DESIGN AND DRAFTING (3 UNITS) CSU - RPT 1

Prerequisite: Completion of Architecture 161 with a grade of "C" or better.

This course is a continuation of ARC 161 presenting studies of AutoCAD for architects focusing on advanced concepts such as dynamic blocks and annotative text and dimensioning. Includes basic 3-dimensional modeling in

AutoCAD and Rhino.

164 – DESIGN SOFTWARE FOR ARCHITECTURE(2 UNITS) CSU - RPT 3

This course is an Introduction to Revit and BIM concepts. Creation of a 3-dimensional model and resulting 2-dimensional drawings such as plan, section, elevation.

170 - BEGINNING ARCHITECTURAL DRAFTING (2 UNITS) CSU

This course is an introduction to architectural skills for students entering architecture, urban planning, art, landscape, environmental, or interior design. Training in drawing at scale, developing multi-view drawings of buildings, floor plans, elevations, etc. Introduction to model building, sketching, and spatial comprehension.

172 - ARCHITECTURAL DRAWING I (3 UNITS) CSU

Prerequisite: Completion of ARC 170 or one semester of High School drafting with a grade of “C” or better.

In this course techniques of architectural drafting, symbols, dimensioning, and methods of representation, including the fundamentals needed to prepare a complete set of working drawings for a simple wood frame structure.

173 - ARCHITECTURAL DRAWING II (3 UNITS) CSU

Prerequisite: Completion of Architecture 172 with a grade of “C” or better and completion with a grade of “C” or better or co-requisite with Architecture 161.

In this course students will study further development of drafting skills centered around the documentation of a two-story wood frame structure including floor plans, elevations, sections, details, plot plan, and topography. Covers the fundamental use of materials in construction with emphasis on building codes.

181 - COMPUTER-AIDED DESIGN LABORATORY (.5 UNITS) CSU - RPT 3

This is a companion course to other architecture digital lab courses that require access to the Architecture Computer Laboratory. [This course may require 2.5 hours per week of student lab work to be scheduled as arranged with instructor. 2:30 TBA](#)

201 - ARCHITECTURAL DESIGN I (3 UNITS) UC:CSU

Prerequisites: Completion of Architecture 172 and Environmental Design 102 with grades of “C” or better.

In this course students will work in a design lab studio exploring an architectural design problem, focused on

analysis, layout, aesthetics, interpretation, sustainability and the nature of materials. Methods of presentations are studied as well as design approaches.

202 - ARCHITECTURAL DESIGN II (3 UNITS) UC:CSU

Prerequisite: Completion of Architecture 201 with a grade of “C” or better.

Students in this course will work in a design lab studio exploring an architectural design problem, focused on analysis, function, site, urban environment, aesthetics, culture and sustainability. Methods of presentations are studied as well as design approaches.

221 - ARCHITECTURAL RENDERING (2 UNITS) CSU

Prerequisite: Completion of Architecture 160 and 161 with grades of “C” or better.

In this course students will study a variety of digital media including 3DStudio Max, AutoCAD, Illustrator, InDesign, and Photoshop used in the creation of advanced rendering and illustration of architectural projects. Graphic layouts, montage, and interchange between various formats are explored.

223 – PORTFOLIO DEVELOPMENT (1 UNIT) CSU

Prerequisite: Completion of ARC 160, 161 and ENV 102 with a grade of “C” or better.

Students in the course will create a professional architectural portfolio suitable for employment interviews or submission to transfer universities. Synthesize previous projects and skills into a cohesive graphic package

261 – COMPUTER-AIDED DESIGN FOR ARCHITECTURE I (3 UNITS) CSU RPT 1

This course is an Introduction to 3D Studio Max, including 3-dimensional modeling of objects and environments, rendering and materials.

262 - COMPUTER-AIDED DESIGN FOR ARCHITECTURE II (3 UNITS) CSU - RPT 2

Prerequisite: Completion of Architecture 261 with a grade of “C” or better.

In this course students will further development of 3D Studio Max skills and techniques, focused on advanced modeling and rendering techniques.

271 - ARCHITECTURAL DRAWING III (3 UNITS) CSU

Prerequisite: Completion of Architecture 173 with a grade of “C” or better.

In this course students study the design and construction of masonry buildings are studied together with a further development of wood framing. Analysis is made of long span techniques and construction. Air conditioning equipment, specification writing, and cost estimating are introduced.

272 - ARCHITECTURAL DRAWING IV (3 UNITS) CSU

Prerequisite: Completion of Architecture 173 with a grade of “C” or better.

In this course students study the design and construction of steel buildings are studied with wood as a secondary system. Special code requirements and drawing conventions as they relate to steel construction are emphasized.

291 - STRENGTH OF ARCHITECTURAL MATERIALS I (3 UNITS) CSU

This course introduces basic principles of architectural structures and materials, including various structural systems used in buildings. The structural design and sizing of columns, beams and their relationships in building structures are developed.

185 -DIRECTED STUDY-ARCHITECTURE (1 UNIT) CSU RPT2

285 - DIRECTED STUDY-ARCHITECTURE (2 UNITS) CSU

385 - DIRECTED STUDY-ARCHITECTURE (3 UNITS) CSU

Students pursues Directed Study in Architecture, on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

ARCHITECTURAL INTERIORS

See Architecture and Environmental Design for additional related courses.

200 - RESIDENTIAL PLANNING (3 UNITS) CSU - RPT 3

Prerequisite: Completion of Architecture 170 with a grade of “C” or better, one semester of high school or college drafting, or knowledge of drawing equipment.

A study is made of the small house, its layout livability, size, orientation, cost, furnishings, equipment, decoration,

and future inhabitants. Plans and specifications are studied. Special emphasis of a design approach such as computer design is included.

ART

100 – INTRODUCTION TO STUDIO ART FOR NON-ART MAJORS (3 UNITS) CSU

This class will explore basic theories in drawing, painting, color and two-dimensional design. Students will use various media to develop perceptual skills.

101 - SURVEY OF ART HISTORY I (3 UNITS)

UC:CSU

A study is made of the historical development of art from the Prehistoric through the Gothic periods with attention given to an analysis of the works of each period. This is a required course for upper division art majors.

102 - SURVEY OF ART HISTORY II (3 UNITS)

UC:CSU

A study is made of the historical development of art from the Renaissance period to the contemporary scene with emphasis on the cultural changes which influence the evolution of styles.

103 - ART APPRECIATION I (3 UNITS) UC:CSU

This is a cultural course designed to acquaint the student with the art products of our civilization and to provide a basis and an understanding of the fundamental art principles expressed in both the useful and the fine arts. It is recommended for non-art majors.

111 – HISTORY OF CONTEMPART ART

(3 UNITS) UC:CSU

This survey course examines the various art movements beginning with the cubist movement and advancing through today’s modert art scene.

201 - DRAWING I (3 UNITS) UC:CSU

Recommended: concurrent enrollment in Art 501.

This course provides beginning instruction in pencil drawing and the use of charcoal, chalk, ink, and other drawing media. Subject matter from nature and still life is included. It is a basic art course for all art majors and is recommended for other beginners.

202 - DRAWING II (3 UNITS) UC:CSU

Prerequisite: Completion of Art 201 with a grade of “C” or better.

This course is a continuation of Art 201. Various systems of graphic expression are explored and several media are used. Individual projects are included.

204 - LIFE DRAWING I (3 UNITS) UC:CSU

Recommended prerequisite: Completion of Art 201 and 501 with grades of “C” or better.

This is a beginning course in drawing the figure from life. Drawings with various time limitations are done to explore the relationships of movement, form, and space as they pertain to the human body. Emphasis is placed on proportion, structure and anatomy. This course is recommended for all art majors.

205 - LIFE DRAWING II (3 UNITS) UC:CSU

Prerequisite: Completion of Art 204 with a grade of “C” or better.

This is an intermediate course in drawing the human figure. Emphasis is placed on developing extended knowledge of human anatomy and acquiring enhanced skill in rendering its essential structure.

206 - LIFE DRAWING III (3 UNITS) UC:CSU

Prerequisite: Completion of Art 205 with a grade of “C” or better.

This is an advanced course in drawing the human figure. Emphasis is placed on developing an advanced knowledge of human anatomy and acquiring advanced skill in rendering its essential structure.

207 - LIFE DRAWING IV (3 UNITS) UC:CSU

Prerequisite: Completion of Art 206 with a grade of “C” or better.

This is an advanced course in drawing the human figure. Emphasis is placed on developing an advanced knowledge of human anatomy and acquiring advanced skill in rendering its essential structure.

300 – INTRODUCTION TO PAINTING (3 UNITS) UC:CSU

This course is an introduction to various painting materials, media and techniques. The course also is a survey of painting methods both contemporary and traditional.

301 - WATERCOLOR PAINTING I (3 UNITS) UC:CSU

Prerequisite: Completion of Art 300 with a grade of “C” or better.

In this course students will be exposed to various tools and media associated with watercolor representation. Project will stress the development of personal style and developing eye recognition of various watercolor techniques.

302 - WATERCOLOR PAINTING II (3 UNITS) UC:CSU

Prerequisite: Completion of Art 301 with a grade of “C” or better.

This course provides continued experience with selected aqueous media; watercolor and gouache, technical control, organizational and compositional skills are emphasized.

303 - WATERCOLOR PAINTING III (3 UNITS) UC:CSU

Prerequisite: Completion of Art 302 with a grade of “C” or better.

A continuation of various transparent watercolor techniques with strong emphasis on the development of concepts and friskit techniques.

304 - ACRYLIC PAINTING I (3 UNITS) UC:CSU

Prerequisite: Completion of Art 300 with a grade of “C” or better.

This course will provide students an overview of acrylic painting techniques with an emphasis on materials used in acquiring these skills.

305 - ACRYLIC PAINTING II (3 UNITS) UC:CSU

Prerequisite: Completion of Art 304 with a grade of “C” or better.

A continuation of Acrylic Painting I with emphasis on composition.

306 - ACRYLIC PAINTING III (3 UNITS) UC:CSU

Prerequisite: Completion of Art 305 with a grade of “C” or better.

A continuation of Acrylic Painting II with emphasis on various concepts, styles and techniques.

310 - BEGINNING OIL PAINTING (2 UNITS) UC:CSU

Prerequisite: Completion of Art 300 with a grade of “C” or better.

This course presents an overview of basic oil painting techniques and materials. Composition, color, and form are studied through a range of projects in historical context to bring the individual in touch with contemporary ideas in the field of oil painting.

311 - INTERMEDIATE OIL PAINTING (2 UNITS) UC:CSU

Prerequisite: Completion of Art 310 with a grade of “C” or better.

A continuation of various historical techniques in oil painting. An extension of Beginning Oil Painting focusing on a broader range of contemporary issues with an emphasis on the figure. Historical oil painting techniques are explored.

312 - ADVANCED OIL PAINTING (2 UNITS) UC:CSU

Prerequisite: Completion of Art 311 with a grade of “C” or better.

A continuation of Intermediate Oil Painting with emphasis

on portraiture through various styles and techniques. A further exploration of the medium in the direction of more personal means of expression.

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

Recommended corequisite: Concurrent enrollment in Art 201.

This course presents an introduction to the fundamentals of art which involve creative exploration of visual elements and principles of design. The student experiences color, color theory, light and dark value, line, texture, and shape, and their integration in art structure.

502 - BEGINNING THREE-DIMENSIONAL DESIGN (3 UNITS) UC:CSU

Prerequisite: Completion of Art 501 with a grade of "C" or better.

The principles of three-dimensional design are studied. Explorations are made in materials and media involving considerations of space. Applied design problems in three dimensions as well as creative sculptured forms and assemblages are included.

503 - INTERMEDIATE DESIGN (3 UNITS) UC:CSU

Prerequisite: Completion of Art 501 with a grade of "C" or better.

A studio art course focused on further studies of the elements of art and the principles of design. These include line, shape, value, texture, color, space, and composition.

521 - ART GALLERY TECHNIQUES (3 UNITS) CSU - RPT 3

An introduction to the theory and practice of gallery display and management. Students will gain a working knowledge of successful art world and college galleries. The course will cover exhibition preparation, funding, field trips and guest lectures. [This course may require 2.05 hours per week of student lab work to be scheduled as arranged with instructor. 2:05 TBA](#)

633 - INTRODUCTION TO COMPUTER GRAPHICS (3 UNITS) CSU

This is an introductory course in computer graphics designed to introduce students to the microcomputer and its operating system and applications as used as tools by artists and graphic designers.

637 - PRESENTATION GRAPHICS (3 UNITS) CSU

Students learn to prepare and optimize images, design and create layouts and interactive environments specific to a variety of audiences using Flash, Dreamweaver, Fireworks, Photoshop and Illustrator.

638 - COMPUTER-AIDED ART LABORATORY (1 UNIT) RPT 3

This course is designed to reinforce lecture topics presented in each computer-aided art course. It provides students with the opportunity to practice and apply concepts learned in lecture. [This course may require 3.10 hours per week of student lab work to be scheduled as arranged with instructor. 3:10 TBA](#)

639 - INTRODUCTION TO DIGITAL IMAGING (3 UNITS) CSU

This is an introductory course in computer still image manipulation. The topics presented include image editing application of filter, integration of text, and the combination of scanned images.

640 – PORTFOLIO DEVELOPMENT (3 UNITS) CSU

This course will help students assess the needs of their chosen professions, assess their strengths and develop an e-portfolio which will best represent them to perspective employers or transfer institutions.

642 – AUDIO/VIDEO POST PRODUCTION (3 UNITS) CSU

This course will introduce students to video editing techniques, for sound and images, using a non-linear computerized editing program.

706 - CLAY SCULPTURE I (2 UNITS) UC:CSU

This course provides the student an exploration of ceramic sculpture in three dimension and relief. Creative experimentation is pursued with form, line and space. Reference is made to the history of and contemporary issues involving clay sculpture. Individual creativity is stressed.

707 - CLAY SCULPTURE II (2 UNITS) UC:CSU

Prerequisite: Completion of Art 706 with a grade of "C" or better.

The student continues study begun in Art 706 using clay as a medium in three dimensions and relief. Group criticism is included regarding the esthetics of clay sculpture.

712 - CERAMICS WORKSHOP (2 UNITS) UC:CSU

Prerequisite: Completion of Art 713 with a grade of "C" or better.

This course is designed for students who wish to continue study in ceramics through an approved program with a

ceramics instructor.

713 - BEGINNING CERAMICS I (2 UNITS)

UC:CSU

This course deals with the fundamentals of ceramic materials, processes, decorative treatment, wheel throwing, and other shaping methods. Firing and glazing are included.

714 - BEGINNING CERAMICS II (2 UNITS)

UC:CSU

This course provides a further study of ceramics its materials, design, and production. More emphasis is put on glazes and kiln firing.

ASTRONOMY

1 - ELEMENTARY ASTRONOMY (3 UNITS)

UC:CSU

This course introduces scientific methods used to determine the nature of our universe. A planetarium is used to demonstrate planetary motion, star patterns and constellations.

5 - FUNDAMENTALS OF ASTRONOMY

LABORATORY (1 UNIT) UC:CSU

Prerequisite: Completion of Astronomy 1 with a grade of “C” or better or concurrent enrollment.

This course introduces scientific methods used to determine the nature of our universe. Course work includes the use of astronomical instruments in a laboratory setting. A planetarium is used to demonstrate planetary motion, star patterns and constellations.

BIOLOGY

Also refer to courses in Anatomy, Microbiology, Oceanography, and Physiology.

3 - INTRODUCTION TO BIOLOGY (4 UNITS)

UC:CSU

In this lecture and laboratory course for non-majors, students learn general biological principles, activities, and the relationships of living organisms to each other and the world they live in with emphasis on their correlations to the human organism. The course includes a study of the nutritional, medical, and genetic aspects of the modern

world.

5 - INTRODUCTION TO HUMAN BIOLOGY

(4 UNITS) UC:CSU

This is an introductory lecture and laboratory course for non-majors that includes the study of basic biological principles; introduction to basic human anatomy, physiology and microbiology. Human development and heredity, evolution, ecology, bioethics of molecular genetics are also covered.

33 - MEDICAL TERMINOLOGY (3 UNITS) CSU

This course develops a comprehensive medical vocabulary applicable to all specialties of medicine, through learning Greek and Latin prefixes, suffixes, and word roots. Training in the spelling, pronunciation, and definition of medical terms and abbreviations is provided, as well as in the use of a medical dictionary.

101 - BIODIVERSITY AND ENVIRONMENTAL BIOLOGY (5 UNITS) UC:CSU

Prerequisite: Completion of Chemistry 101 with a grade of “C” or better or concurrent enrollment.

This is the first course of a three-course lecture and laboratory sequence for Biology majors, including Biol 101, 102, and 103. It includes the scientific method, cell structure and function, biodiversity, including major taxa and their ecological and morphological relationships, behavioral, population community and ecosystem ecology, and distribution and adaptations of organisms. It includes field trips and library research. The degree of rigor and the amount of independent learning are designed to meet the preparation needs of students pursuing upper division biology, medicine, dentistry, public health, veterinary medicine, etc. A materials fee is required.

102 - MOLECULAR CELL BIOLOGY AND EVOLUTION (5 UNITS) UC:CSU

Prerequisite: Completion of Biology 101 and Chemistry 101 with grades of “C” or better.

This is the second course of a three-course lecture and laboratory sequence for Biology majors, including Biol 101, 102, and 103. Introduction to biological molecules, cell function, including transport, enzymes, and biochemical pathways; cell cycle, cell division, life cycles, Mendelian genetics, the chromosomal and molecular bases of inheritance, flow of genetic information and mutations; evidence and mechanisms of evolution. The degree of rigor and the amount of independent learning are designed to meet the preparation needs of students pursuing upper division biology, medicine, dentistry, public health,

veterinary medicine, etc. A materials fee is required.

103 - MOLECULAR GENETICS AND PHYSIOLOGY (5 UNITS) UC:CSU

This is the third course of a three-course lecture and laboratory sequence for Biology majors, including Biology 101, 102, and 103. An introduction to the molecular basis of genetic expression in virus, prokaryotes, and eukaryotes, and regulation of this gene expression; techniques important in recombinant DNA technology and molecular genetics analysis; developmental patterns and physiological principles and adaptations. The degree of rigor and the amount of independent learning are designed to meet the preparation needs of students pursuing upper division biology, and fields such as medicine, dentistry, public health, and veterinary medicine, etc. A material fee is required.

BLACK STUDIES

See Afro-American Studies

BUSINESS

also see

Accounting, Finance, International Business, Management, Marketing, Supervision, Real Estate, Computer Information Systems and Computer Applications and Office Technology.

1 - INTRODUCTION TO BUSINESS (3 UNITS) UC:CSU

This survey course introduces the various technical specialties used in a business including: organization, entrepreneurship, international business, marketing, finance, human resource management, and production. The student is exposed to many different aspects of the world of business throughout the course and can evaluate potential careers.

5 - BUSINESS LAW I (3 UNITS) UC:CSU

This course helps students to understand how the law relates to business. It includes legal rights and remedies, business torts and crimes, contracts, agency, employment, personal property, bailments and negotiable instruments. Practice in the application of principles of law to actual cases is provided.

6 - BUSINESS LAW II (3 UNITS) UC:CSU

Further study is made of the relationship of law to business.

Topics included are sales, product liability, secured transactions, consumer protection, debtors and creditors, partnerships, corporations, government regulation and real property. Practice in the application of legal principles to actual cases is provided.

31- BUSINESS ENGLISH (3 UNITS) CSU

Word choice, sentence and paragraph construction, punctuation, spelling, and vocabulary are studied within the context of modern business communications.

32 - BUSINESS COMMUNICATIONS (3 UNITS) CSU

Prerequisite: Completion of Business 31 or equivalent with a letter grade of "C" or better.

Learn how to succeed in today's competitive, diverse and global business environment through excellent communication and teamwork skills. This course will help students to present themselves to potential employers, solve problems, use various forms of written communication, collaborate with work teams, and use technology to communicate.

38 - BUSINESS COMPUTATIONS (3 UNITS) CSU

This course covers basic mathematics as it applies to business problems. The student will examine questions related to banking, discounts, payroll, interest, investments, taxes and financial statements

60 - KEYBOARDING FUNDAMENTALS (1 UNIT)

This class teaches touch computer keyboarding and preparation of business letters, memos, and reports. It includes an introduction to computer word processing. This is not open for credit for Computer Applications and Office Technologies (CAOT) majors.

185 - DIRECTED STUDY—BUSINESS (1 UNIT) CSU RPT 2 (P/NP)

285 - DIRECTED STUDY—BUSINESS (2 UNITS) CSU (P/NP)

385 - DIRECTED STUDY—BUSINESS (3 UNITS) CSU (P/NP)

Allows students to pursue Directed Study in Business on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

CHEMISTRY

40 - BASIC CHEMISTRY (3 UNITS) UC:CSU

This course introduces non-science majors to chemical principles using current events presented in the media. Lectures are descriptive and conceptual. This course meets physical science transfer requirement without a laboratory.

65 - INTRODUCTORY GENERAL CHEMISTRY (4 UNITS) UC:CSU

Prerequisite: Completion of Mathematics 123C with a grade of “C” or better or equivalent, or concurrent enrollment in Mathematics 123C. This course introduces the principles of inorganic chemistry emphasizing algebra based computations. This course serves as a prerequisite to Chemistry 066 and 101.

66 - ORGANIC AND BIOCHEMISTRY FOR ALLIED HEALTH MAJORS (5 UNITS) UC:CSU

Prerequisite: Completion of Chemistry 065 and Mathematics 123C with grades of “C” or better.

This course covers the organic and biochemical principles found in physiology and metabolic processes.

101 - GENERAL CHEMISTRY I (5 UNITS) UC:CSU

Prerequisites: Completion of Chemistry 065 and Mathematics 123C or equivalent with grades of “C” or better.

Preparation: Eligibility for English 101, or concurrent enrollment in English 028.

This is the first of two courses that introduces theory and laboratory topics dealing with general principles of chemistry. This course emphasizes chemical calculations as well as laboratory precision and accuracy utilizing quantitative techniques.

102 - GENERAL CHEMISTRY II (5 UNITS) UC:CSU

Prerequisite: Completion of Chemistry 101 with a grade of “C” or better.

This is the second of two courses that introduces theory and laboratory topics dealing with general principles of chemistry. This course emphasizes chemical calculations as well as laboratory precision and accuracy utilizing quantitative techniques.

211 - ORGANIC CHEMISTRY FOR SCIENCE MAJORS I (5 UNITS) UC:CSU

Prerequisite: Completion of Chemistry 102 with a grade of “C” or better.

This is the first of two courses introducing organic chemistry with emphasis on the structure, stereochemistry and reactions of carbon compounds. Laboratory work covers preparation and isolation of organic compounds and the determination of their physical and chemical properties.

212 - ORGANIC CHEMISTRY FOR SCIENCE MAJORS II (5 UNITS) UC:CSU

Prerequisite: Completion of Chemistry 211 with a grade of “C” or better.

This is the first of two courses introducing organic chemistry with emphasis on the structure, stereochemistry and reactions of carbon compounds. Laboratory work covers preparation and isolation of organic compounds and the determination of their physical and chemical properties.

CHICANO STUDIES

See Mexican-American Studies

CHILD DEVELOPMENT

A grade of “C” or better is required in all major courses and all general education classes needed to meet the requirements of California Child Development Permits including English, Math or Science, Humanities, Social Science and Health. The college policy will be followed regarding course repetition following receipt of an unsatisfactory grade.

1 - CHILD GROWTH AND DEVELOPMENT (3 UNITS) UC:CSU

This course is recommended for those interested in professions involving children.

This course is a comprehensive study of physical, social, emotional, and cognitive development during the prenatal, infancy, early childhood, middle childhood, and adolescence periods of human growth.

2 - EARLY CHILDHOOD: PRINCIPLES AND PRACTICES (3 UNITS) CSU

Recommended for those interested in professions involving children.

This is a survey course of early childhood education. Current practices and philosophies are compared. Developmentally appropriate curricula, current issues, and

assessment of readiness and learning environments are discussed. The personal characteristics of early childhood educators and opportunities for careers in the field are explored.

3 - CREATIVE EXPERIENCES FOR CHILDREN I (3 UNITS) CSU

The philosophy of developing creative activities for preschool and middle years children is explored through hands-on experiences using numerous media.

4 - CREATIVE EXPERIENCES FOR CHILDREN II (3 UNITS) CSU

This course explores a variety of creative experiences for young children. These experiences include music and movement, creative representation, science, motor skills, math readiness, and emergent literacy. Emphasis is on planning and implementing both child and teacher-initiated experiences in developmentally appropriate environments.

5 - PUPPETRY I (3 UNITS) CSU

This course ideal for those seeking a medium especially suited for teaching children. Puppets are used to voice quality scripts to instruct children in the areas of physical and social development, emotional expression, and creative drama. Practical techniques are learned to plan and perform creative puppet shows. Emphasis is on construction and manipulation of various genres of puppets using developmentally appropriate literature for children.

10 - CHILD HEALTH (3 UNITS) CSU

Recommended for those interested in working with young children in a normal or special setting.

This course includes information on the physical and mental well being of children, including childhood diseases and special health problems. Community resources available to assist in the healthy development of the child are explored.

11 - HOME, SCHOOL, AND COMMUNITY RELATIONS (3 UNITS) CSU

This course asks students to define their personal ethics within the context of a contemporary society. Students analyze the relationships that exist among the home, school, and community. Racial, ethnic, and language differences affecting the structure and status of the family are investigated. Principles of an anti-bias curriculum will be discussed. Resources and referral agencies available within the local community will be identified.

12 -PARENT-TEACHER-CHILD INTERACTION (3 UNITS) CSU

Recommended preparation: Child Development 1 and 2.

This course familiarizes students with techniques used in parent-teacher conferences. Techniques such as role playing and personal interviews are used to give the student confidence in working with parents and their specific problems. Basic communication skills are discussed. Systematic Training for Effective Parenting (STEP) and other guidance models are studied).

22 -PRACTICUM IN CHILD DEVELOPMENT I (4 UNITS) CSU

Prerequisites: Completion of Child Development 001, and 3 units from Child Development 003 with a grade of "C" or better, and a health exam and TB test.

Course provides supervised experience in a variety of Early Childhood programs including infant centers, private preschools, State and Federally funded child development centers, special education centers, family daycare providers, and school age programs. The student will relate all previous theory and curriculum courses to practical application in the classroom. [This course may require 10.05 hours per week of student lab work to be scheduled as arranged with instructor. 10:05 TBA](#)

23 - PRACTICUM IN CHILD DEVELOPMENT II (4 UNITS) CSU

Prerequisites: Completion of Child Development 022 with a grade of "C" or better.

This course provides advanced supervised practicum in a variety of Early Childhood Education programs including infant centers, private preschools, State and Federally funded child development centers, special education centers, family daycare homes, and school- age programs. The student will relate all previous theory and curriculum courses to practical application in the classroom. [This course may require 10.05 hours per week of student lab work to be scheduled as arranged with instructor. 10:05 TBA](#)

30 - INFANT AND TODDLER STUDIES I (3 UNITS) CSU

This course explores social, emotional, cognitive and physical development from birth through 3 years. It provides information on principles of care-giving, teaching techniques, setting up the environment, and observing and recording infant/toddler behavior with an emphasis on cultural competency and development.

31 - INFANT AND TODDLER STUDIES II (3 UNITS)

CSU

This course is a study of infant and toddler development, brain research and care giving as related to environments, resources and curriculum. Skill building in assessment, intervention, inclusion and home visits will be developed. Curriculum development and direct observation in infant and toddler programs are requirements.

34 – OBSERVING AND RECORDING CHILDREN’S BEHAVIOR (3 UNITS) CSU

This course explores appropriate use of assessment and observation strategies to document development, growth, play, and learning to join with families and professionals in promoting children’s success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored.

36 - LITERATURE FOR EARLY CHILDHOOD (1 UNIT) CSU

This course is an overview of literature suitable for children from birth through eight years. Students analyze a wide variety of books to address contemporary issues. Techniques of selection and presentation methods are explored.

38 - ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD PROGRAMS I (3 UNITS) CSU

Prerequisite: Completion of Child Development 001 and 002 with grades of “C” or better.

This course provides an understanding of the principles and practices necessary to run an Early Childhood Education Program. State of California licensing regulations, fiscal planning and management, personnel management, child abuse recognition and reporting requirements, and brochure development are some of the important topics covered. Professionalism and quality standards are emphasized.

39 - ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD PROGRAMS II (3 UNITS) CSU

Prerequisite: Completion of Child Development 001 and 002 with grades of “C” or better.

Recommended: Child Development 038.

This course provides an in depth study of finances, including grant and proposal writing. Licensing requirements for a

wide variety of children’s programs will be explored. Risk management and disaster preparedness for children’s programs will be covered. Other topics covered include advocacy, staff development, professionalism as well as current trends in child development.

42 - THE CHILD IN A DIVERSE SOCIETY (3 UNITS) CSU

Recommended: Child Development 011.

This course is designed to enhance a teacher’s sensitivity to and knowledge of cultural diversity. Appropriate multicultural instructional resources will be developed. Meaningful curriculum activities and experiences will be explored. Students will be introduced to creative ethnic materials in the areas of art, language, music, literature, dramatic play, foods, etc.

45 - PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS II (3 UNITS) CSU

This course examines specific classifications and special characteristics of exceptional children. Information on legislation for exceptional children is explored. IDEA, the IEP process, inclusion, early identification, and curricular approaches are examined. Students explore a variety of disabilities from a child development perspective including definition and educational implications.

65 - ADULT SUPERVISION/EARLY CHILDHOOD MENTORING (2 UNITS)

Prerequisite: Completion of Child Development 038 with a grade of “C” or better, one year of teaching experience or a two semester C.D. practicum course. Meets the Child Development Matrix requirement.

Course presents principles and practices in staff relations and the supervision and evaluation of staff in early childhood programs. The study of methods of clinical supervision and performance evaluation, leadership styles, group dynamics, conflict resolution, staff development, staff roles and responsibilities are explored.

75 - CHILD SAFETY (1 UNIT)

This course offers a first aid and cardiopulmonary resuscitation (CPR) training program giving individuals the knowledge and skills necessary to prevent, recognize, and provide basic care for injuries and sudden illnesses until advanced medical personnel arrive. American Red Cross CPR and First Aid certificates are awarded upon successful completion of the course.

185 - DIRECTED STUDY-CHILD DEVELOPMENT (1 UNIT) CSU - RPT 2

This course allows students to pursue Directed Study in Child Development on a contract basis under the direction of a supervising instructor.

CINEMA

See also Humanities and/or Theater

001 – INTRODUCTION TO MOTION PICTURE PRODUCTION (3 UNITS) CSU

This course will introduce students to various aspects of the motion picture production process, including planning and organizational elements, employment opportunities and responsibilities, equipment used in the production of motion pictures, and techniques used in shooting motion pictures.

005 –INTRODUCTION TO SCREENWRITING (3 UNITS) CSU

This course will introduce students to the aesthetic and technical elements of screenwriting. Students who complete this course will have a thorough understanding of the process and language used to create a first draft script for both television and motion pictures.

027 – NON-LINEAR EDITING (3 UNITS)

This course will introduce students to video editing techniques using a non-linear computerized editing program.

105 – HISTORY OF MOTION PICTURES (3 UNITS) UC:CSU

This course is an overview of the history of cinema, both foreign and American. The course will cover subjects and historical developments from the earliest Silents to contemporary times, via screenings, lectures, reading about artists and social, economic and technical trends.

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

CAOT courses may not be used for CIS credit.

also see

Accounting, Business, CIS, Finance, International Business, Management, Marketing, Real Estate and Supervision.

1 - COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I (3 UNITS) CSU

Co-requisite: Concurrent enrollment in one of the following: CAOT 64, 185, or 285.

In this beginning computer keyboarding course, students will learn how to key by touch while developing speed and accuracy with the goal of achieving 30 words per minute by the end of the semester. Students also will learn how to use Microsoft Word to format letters, memos, tables, and reports. [This course may require 3.10 hours per week of student lab work to be scheduled as arranged with instructor. 3:10 TBA](#)

2 - COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II (3 UNITS) CSU

Prerequisite: Completion of CAOT 1 with a letter grade of “C” or better or a 30 word-a-minute keyboarding speed.

Co-requisite: Concurrent enrollment in one of the following: CAOT 64, 185, or 285.

This intermediate course offers instruction in letter placement and tabulation in addition to further development of speed and review of computer keyboarding techniques. Students should achieve a keyboarding speed of at least 50 words-per-minute. [This course may require 3.10 hours per week of student lab work to be scheduled as arranged with instructor. 3:10 TBA](#)

7 - MACHINE TRANSCRIPTION (3 UNITS)

Prerequisite: Ability to type 30 words-a-minute. **Recommended:** Business 31 and CAOT 1.

Instruction in operating transcribing machines is provided. English fundamentals are thoroughly reviewed. Techniques of producing mailable letters from machine dictation are stressed. [This course may require 3.10 hours per week of student lab work to be scheduled as arranged with instructor. 3:10 TBA](#)

9 - COMPUTER KEYBOARDING IMPROVEMENT (1 UNIT) RPT 1

This course improves computer keyboarding procedures, speed, and accuracy through timed writings, corrective drills, and production problems. Students may enroll for two semesters. This course may be taken along with CAOT 2 if the student needs additional speed and/or accuracy building. [This course may require 3.10 hours per week of student lab work to be scheduled as arranged with instructor. 3:10 TBA](#)

21 - MEDICAL OFFICE PROCEDURES I (5 UNITS)

Prerequisite: CAOT 2.

Co-requisite: Concurrent enrollment in one of the following: CAOT 64, 185, or 285.

Recommended: Biology 33 and Business 31

This is a beginning medical transcriptions course where students learn medical terminology: anatomy and physiology, disease processes, pharmaceutical, pathological and laboratory, and related medical terms. Emphasis is on developing speed and accuracy in transcribing dictated medical documents including chart notes, history and physical reports, consultations, office procedure notes, x-ray reports, progress notes, and letters. [This course may require 3.10 hours per week of student lab work to be scheduled as arranged with instructor. 3:10 TBA](#)

22 - MEDICAL OFFICE PROCEDURES II (5 UNITS)

Prerequisite: Completion of CAOT 21 or equivalent with a letter grade of "C" or better and CAOT 2.

Co-requisite: Concurrent enrollment in one of the following: CAOT 64, 185, or 285.

Recommended: Biology 33, Business 31, and CAOT 34

This is an advanced course where students improve their skill in typing medical documents, case histories, medical reports, history and physicals. Additionally, students learn about medical ethics and sensitivity training for the medical office, privacy laws, telephone etiquette, handling of confidential documents, scheduling appoints in a variety of medical facilities, and medical insurance. [This course may require 3.10 hours per week of student lab work to be scheduled as arranged with instructor. 3:10 TBA](#)

23 - LEGAL OFFICE PROCEDURES I (5 UNITS)

Prerequisite: Completion of CAOT 2 or equivalent with a letter grade "C" or better.

Co-requisite: Concurrent enrollment in one of the following: CAOT 64, 185, or 285.

Specialized training is offered to develop the skills required in the modern law office. Correspondence and legal documents are transcribed from dictation into a computer for printout. [This course may require 3.10 hours per week of student lab work to be scheduled as arranged with instructor. 3:10 TBA](#)

30 - OFFICE PROCEDURES (3 UNITS) CSU

Recommended: Concurrent enrollment in one of the following: CAOT 1 or Bus 60

Office work methods are studied. Students learn about work routine, ethics, etiquette, mail handling, and telephone technique. [This course may require 3.10 hours per week of student lab work to be scheduled as arranged with instructor. 3:10 TBA](#)

33 - RECORDS MANAGEMENT AND FILING (2 UNITS)

This course covers the study of standard ARMA rules and principles of indexing and filing. Training is provided in filing methods most frequently used including alphabetic, numeric, geographic, and subject. [This course may require 1.25 hours per week of student lab work to be scheduled as arranged with instructor. 1:25 TBA](#)

34 - BUSINESS TERMINOLOGY (2 UNITS) CSU

This course will enrich office vocabulary and improve spelling with particular emphasis on words used in business communication. [This course may require 1.25 hours per week of student lab work to be scheduled as arranged with instructor. 1:25 TBA](#)

47 - APPLIED OFFICE PRACTICE (2 UNITS) - RPT 3 CSU

Opportunity for practice of office skills is provided in an on-campus office. Placements are made according to the skills possessed by the student and requirements of the office. [This course may require 3.10 hours per week of student lab work to be scheduled as arranged with instructor. 3:10 TBA](#)

61 - INTRODUCTION TO OFFICE MACHINES (1 UNIT) CSU

This class teaches touch operating skills on the computer ten-key pad, emphasizing speed and accuracy. Same as Office Machines 001. [This course may require 3.10 hours per week of student lab work to be scheduled as arranged with instructor. 3:10 TBA](#)

64 - OFFICE ADMINISTRATION LABORATORY (1 UNIT) RPT 3 (P/NP) CSU

Co-requisite: Concurrent enrollment in one of the following: CAOT 1, 2, 9, 21-23.

This laboratory course will provide students enrolled in all Office Administration skills courses additional work time to reinforce skills being developed. [This course may require 3.10 hours per week of student lab work to be scheduled as arranged with instructor. 3:10 TBA](#)

82 - MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE (3 UNITS) CSU

Recommended: Concurrent enrollment in one of the following: CAOT 1 or Bus 60

Introduces commercially available software for business offices. Provides hands-on introduction to system, word processing, database, spreadsheet, and electronic mail

software. No previous computer experience required.

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

Recommended: Concurrent enrollment in one of the following: CAOT 1 or Bus 60 and ESL 005B

Provides hands-on training on most widely used word processing software packages. Includes beginning, intermediate and advanced levels of Microsoft Word.

85 - MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEETS (3 UNITS) CSU

Co requisite: CAOT 61

Recommended: Computer 1 or Bus 60

Course provides hands-on experience with spreadsheets, graphs, and reports. Covers use of formulas, functions and macros to analyze data and automate tasks.

86 - MICROCOMPUTER OFFICE APPLICATIONS: DATABASE (3 UNITS) CSU - RPT 1

Recommended: CAOT 1 or Bus 60

This course provides students with in-depth, hands-on training with office database applications. Students will design, implement and manage relational databases, and extract information from a database and output it in customized forms, reports, mailings and web pages. Prepares students for certification exam in Access.

88 - MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING (3 UNITS) CSU - RPT 2

Course provides hands-on experience with desktop publishing software. Creation of advertisements, flyers, brochures, business forms, reports, newsletters, and presentations using accepted principles of design. Covers selection and use of desktop publishing hardware.

110 - MICROCOMPUTER OFFICE APPLICATIONS: PRESENTATION DESIGN (3 UNITS) CSU - RPT 1

Recommended: CAOT 1 or Bus 60

This course provides in-depth, hands-on training with PowerPoint software and an overview of presentation design principles. Students will create and deliver presentations incorporating outlines, templates, fonts, graphics, transitions, sound, and animation. Prepares students for the certification exam.

185 - DIRECTED STUDY - CAOT (1 UNIT) RPT 1 (P/NP)

285 - DIRECTED STUDY - CAOT (2 UNITS) (P/NP)

COMPUTER INFORMATION SYSTEMS

also see

Accounting, Business, CAOT, CSIT, Finance, International Business, Management, Marketing, Real Estate and Supervision.

1 - PRINCIPLES OF BUSINESS COMPUTER SYSTEMS I (3 UNITS) UC:CSU

Recommended Prerequisite: Completion of Business 60 with a letter grade of 'C' or better or the ability to touch type at 25 words per minute with 95% accuracy. **Corequisite:** Computer Information Systems 23. This is an introduction to the principles and operation of computer systems used in business. Students learn about Windows, word processing, spreadsheet, database and Internet through hands-on interaction with the computer.

7 - INTRODUCTION TO MULTIMEDIA (3 UNITS) CSU

Recommended Prerequisite: Completion of Computer Information Systems 1 or equivalent with a letter grade of 'C' or better.

Corequisite: Concurrent enrollment in CIS 23 or 64.

This course provides the student with the understanding of the capabilities and limitations of the multimedia technology, the planning process, the multimedia building blocks, the authoring process, and the distribution and playback of the application.

8 - MICROCOMPUTER APPLICATIONS (3 UNITS) CSU

Recommended Prerequisite: Completion of Computer Information Systems 1 or equivalent with a letter grade of 'C' or better.

Corequisite: CIS 23 or CIS 64.

Provides in-depth hands-on training with Microsoft Office applications; Word, Excel, Access and PowerPoint. Covers concepts and operations needed to prepare for the certification exams in these products.

9 - NETWORK SYSTEM MANAGER (4 UNITS) CSU

Recommended Prerequisite: Completion of Computer Information Systems 1 with a letter grade of 'C' or better or equivalent.

This course introduces the components of Local Area Networks. It is designed to provide information and training in the use of LANs, their terminology and topologies.

14 - INTRODUCTION TO COMPUTER COMMUNICATIONS (3 UNITS) CSU

Recommended Prerequisite: completion of Computer Information

Systems 1 or equivalent with a letter grade of 'C' or better.

This course provides broad coverage of Internet and networking technology such as how the Internet works, connection methods, hardware and software installation and troubleshooting, protocols, infrastructure, security, e-commerce. Introduces web page creation with HTML, authoring tools, graphics, style sheets, and programming.

15 - DATABASE PROGRAMMING FOR MICROCOMPUTERS (3 UNITS) CSU

Recommended Prerequisite: Completion of Computer Information Systems 1 with a letter grade of 'C' or better.

Corequisite: Computer Information Systems 23 or 64.

This is a hands-on course in the design, implementation and maintenance of databases using SQL and the Management Studio. Students will use SQL queries to retrieve and modify data and calculate summaries. Covers the essential skills needed to develop databases for Microsoft SQL Server.

16 - SPREADSHEET APPLICATIONS FOR COMPUTERS (3 UNITS) CSU

Recommended Prerequisite: Completion of Computer Information Systems 1 or equivalent with a letter grade of 'C' or better.

Corequisite: CIS 23 or 64.

This course provides students with in-depth, hands-on training with Excel spreadsheet software. Topics include formatting, formulas, functions, charting, drawing, workbooks, lists, what-if analysis, PivotTables, PivotCharts, interfacing with the Web and automating workbooks. Prepares students for certification exams in Excel.

21 - BUSINESS COMPUTER PROGRAMMING I (3 UNITS) CSU

Recommended Prerequisite: Completion of Computer Information Systems 1 or equivalent with a letter grade of 'C' or better.

Corequisite: Computer Information Systems 23 or 64

This is a beginning programming course using Visual Basic. It covers program design and event driven, object-oriented programming concepts. Topics specific to VB include objects and events, form design, control structures, arrays, (procedures and functions), file access and Web programs.

23 - PROGRAMMING LABORATORY (1 UNIT) CSU - RPT 3 (P/NP)

Corequisite: Concurrent enrollment in a Computer Information Systems lecture course.

Computers are used to complete assignments. If available, sign up for a lab taught by the same instructor as your lecture course

24 - ACCOUNTING ON MICROCOMPUTERS (2 UNITS) CSU

Recommended Prerequisite: Computer Information Systems 1 or equivalent with a letter grade of "C" or better.

Students will learn setup and use a commercial accounting software package to maintain accounting and financial records for a business. Software modules covered include general ledger, accounts receivable, accounts payable, inventory, payroll, and job costing.

27 - BUSINESS PROGRAMMING IN JAVA (3 UNITS) CSU

Recommended Prerequisite: Completion of Computer Information Systems 1 or equivalent with a letter grade of 'C' or better.

Corequisite: CIS 23 or 64.

Introduction to object-oriented programming and design for business applications using Java. Covers data types, input/output, decisions, loops, methods, classes and objects, inheritance, arrays and graphical user interfaces.

64 - MICROCOMPUTER LABORATORY (1 UNIT) CSU - RPT 3 (P/NP)

Corequisite: Concurrent enrollment in a Computer Information Systems lecture course.

Computers are used to complete assignments. If available, sign up for a lab taught by the same instructor as your lecture course

185 - DIRECTED STUDY - COMPUTER INFORMATION SYSTEMS (1 UNIT) CSU - RPT 2 (P/NP)

285 - DIRECTED STUDY - COMPUTER INFORMATION SYSTEMS (2 UNITS) CSU (P/NP)

385 - DIRECTED STUDY - COMPUTER INFORMATION SYSTEMS (3 UNITS) CSU (P/NP)

Allows students to pursue Directed Study in Computer Information Systems on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

COMPUTER SCIENCE INFORMATION TECHNOLOGY

35 - PROGRAMMING FOR COMPUTER TECHNICIANS (3 UNITS) CSU

This course introduces the Basic programming language using elementary techniques to simplify the transition to the more sophisticated language Visual Basic. Visual Basic is widely used in many industrial technical applications.

53 - PROGRAMMING LABORATORY (1 UNIT) RPT 3 CSU

Corequisite: Concurrent enrollment in any Computer Information Systems, Computer Science Information Technology or Computer Technology course.

This course supplements computer related courses by providing tutorial assistance and computer equipment to students that require it. Offered on a credit/no credit basis only.

58 - COMPUTER LITERACY FOR THE LIBERAL ARTS STUDENT (3 UNITS) UC:CSU

This course develops critical thinking skills as applied to technological advances. Students will gain computer literacy by using the computer to evaluate issues. Hands-on projects using a current operating system, Internet search and e-mail, word processing, spreadsheet and presentation software are included.

91 - BEGINNING BASIC PROGRAMMING (3 UNITS) CSU

Prerequisite: Completion of Mathematics 123C with a grade of "C" or better.

Corequisite: Concurrent enrollment in Computer Science Information Technology 053.

Introduction to problem solving methods and programming using Visual Basic. Course covers the fundamentals of event-driven, project oriented programming.

92 - HYPER-TEXT MARKUP LANGUAGE (3 UNITS) CSU

Corequisite: Concurrent enrollment in Computer Science Information Technology 053 or Computer Information Systems 023.

A course on designing and implementing an Internet Web site using HTML and JavaScript. Topics covered include HTML through tables, image maps, frames, and forms; use of graphics creation software on the Internet; techniques for using graphics in a Web site; an introduction to JavaScript and creating site applications with JavaScript. Student will create and install a Web site as a project during

the course.

339 - PROGRAMMING IN C (3 UNITS) UC:CSU

Prerequisite: Completion of Mathematics 123C with a grade of "C" or better.

Corequisite: Concurrent enrollment in Computer Science Information Technology 053.

First semester college level programming course on the C language. The focus is on integrating problem analysis and design with object oriented programming skills.

340 - PROGRAMMING IN C++ (3 UNITS) UC:CSU

Prerequisite: Completion of Mathematics 123C with a grade of "C" or better.

Corequisite: Concurrent enrollment in Computer Science Information Technology 053.

First semester college level programming course on the C++ language. The focus is on integrating problem analysis and design with object oriented programming skills.

344 - INTRODUCTION TO JAVA (3 UNITS) UC:CSU

Prerequisite: Completion of Mathematics 123C with a grade of "C" or better.

Corequisite: Concurrent enrollment in Computer Science Information Technology 053.

College level programming course on the JAVA language as it relates to mathematics and science. The focus is on designing interactive Web pages with an interactive object-oriented language.

COMPUTER TECHNOLOGY

Enrollment in and successful completion of Computer Technology 60 and 61, or Engineering Technology 49 and 50 and Electronics 16 could increase performance in Computer Technology classes.

35 - LINUX + (3 UNITS) RPT 3

This course introduces the Linux Operating System for the standard PC as outlined by COMPTIA in order to prepare students for Linux + Certification. Topics include Linux operating system, installation and configuration, and essential troubleshooting techniques to maintain a stable operating system or network. Students will develop Linux administrative skills by creating user groups, file systems and networks.

50 - BASIC ELECTRONICS (4 UNITS) CSU

This course introduces basic direct current circuit analysis fundamentals to students entering the field of Computer Technology. Lecture presents DC concepts through series parallel circuits. Selected topics include, laboratory test equipment care and application, laboratory procedures and report preparation, component identification, interpretation of equipment specifications, technical problem-solving techniques. Lecture is complemented with a 3-hour laboratory session whereby experiments are utilized to reinforce lecture topics and concepts.

52 - FUNDAMENTAL COMPUTER CIRCUITS AND LABORATORY (4 UNITS) CSU

Prerequisite: Completion of Engineering Technology 050 with a grade of "C" or better.

This course presents the theory and application of direct current (DC) circuit analysis for series, parallel and complex circuits, as applied to computer circuits. Ohms Law, Kirchoff's and network theorem analysis are emphasized in conjunction with resistive, capacitive, inductive and magnetic properties associated with combinational DC Circuit Analysis. A 3-hour per week laboratory accompanies the 3-hour lecture per week, in order to reinforce lecture and textbook theory and applications. Students prepare technical reports on their laboratory experiences. This course familiarizes students with basic test measuring equipment used in the computer industry.

53 - FUNDAMENTAL COMPUTER CIRCUITS LABORATORY 1 (1 UNIT) CSU

Prerequisite: Completion of Engineering Technology 052 with a grade of "C" or better.

This course analyzes the basic laws of electronics through self-paced study laboratory procedures. The student performs laboratory investigations of network theorems using such test equipment as volt-ohm-amperes meters, DVM and D.C power supplies and submits written lab reports. Analytical investigations of R/C and R/L time constant circuits are also included.

54 - FUNDAMENTAL COMPUTER CIRCUITS LABORATORY II (4 UNITS) CSU

Prerequisite: Completion of Engineering Technology 052 with a grade of "C" or better.

This course gives a detailed study of alternating current theory and applications (through lecture, discussion, and laboratory). The following topics are stressed: reactance, impedance, filtering and amplification gains and losses, admittance, resonance, and transformers. The emphasis is on solution of alternating current circuit problems using

basic circuit theorems. In addition, student generated technical reports are emphasized. This course prepares the student for the study of solid state circuitry.

55 - FUNDAMENTAL COMPUTER CIRCUITS LABORATORY II (1 UNIT) CSU

Prerequisite: Completion of Computer Technology 054 and Electronics 006 with grades of "C" or better.

This laboratory course provides additional self-paced experimental study of alternating current theory in Computer Technology-54. Experiments are performed with such test equipment as signal generators, time-base oscilloscopes, and the impedance bridge, EVM, and AC RMS meters.

56 - COMPUTER LOGIC AND ARITHMETIC (4 UNITS) CSU

Prerequisite: Completion of Computer Technology 050 or Computer Technology 052 with a grade of "C" or better.

This course covers the basic theory and application of logic circuitry as applied in digital computers. Boolean algebra, number systems, coding and decoding, truth tables, logic maps, basic logic gates, combinational logic circuits, flip/flops, arithmetic circuits, counters, registers, and concepts of storage devices are thoroughly discussed. The use of a digital trainer is used to reinforce these concepts and applications. In addition, technical report writing is emphasized.

58 - INTRODUCTION TO COMPUTER SYSTEMS (3 UNITS) CSU

Prerequisite: Completion of Computer Technology 056 with a grade of "C" or better.

Corequisite: Concurrent enrollment in Computer Technology 073.

This course covers the operation and organization of digital computers and microprocessors, including addressing, access, I/O (D-A and A-D) internal synchronization. Other storage devices (solid state) and logic control circuits are covered. The concepts of logic-design are used in the evaluation of these circuits. Operational computers and microprocessors are used to evaluate these circuits in a system. An introduction to machine language programming is also included.

60 - COMPUTER MATHEMATICS I (5 UNITS)

This course in computer mathematics includes the operation of the calculator, signed numbers, powers of ten notation, operations with algebraic expressions, fractional expressions, functions, quadratic solutions, engineering & scientific notation, graphing, and application of mathematics to technical applications.

61 - COMPUTER MATHEMATICS II (5 UNITS) CSU

Prerequisite: Completion of Computer Technology 060 or Electronics 010 with a grade of "C" or better.

This course in computer mathematics covers a review of algebraic concepts, powers of ten and scientific notation, metric system, algebraic expressions, algebraic equations, factoring equations containing fractions, function notations, graphing, special products and factors, exponents and radicals, quadratic equations, logarithmic equations, exponential equations, angles, complex numbers, triangles, trigonometric functions, solution of right triangles, trigonometric identities, phasors, complex operator, phasor algebra and applications of math to electronics.

64 - COMPUTER ELECTRONICS AND LABORATORY (4 UNITS) CSU

Prerequisite: Completion of Computer Technology 054 with a grade of "C" or better.

This course covers (through lecture, discussion, and laboratory) semiconductor devices and their application to computer circuits with emphasis on linear circuits, including heat sink theory and evaluation, and the analysis of rectifier and amplifier circuits (including H-Parameters). Methods of testing and troubleshooting these devices are evaluated using standard lab test equipment, (curve tracers, LCR bridge, x-y plotter and AC voltmeters). In addition, technical report writing is emphasized on concepts learned through experimentation.

68 - MICRO INTEGRATED CIRCUITS AND LABORATORY (4 UNITS) CSU

Prerequisite: Completion of Computer Technology 064 with a grade of "C" or better.

This course concerns the linear design and applications (power supply regulation, low frequency amplifiers, power amplifiers, comparators and active filters) of transistor and integrated circuit devices in the related fields of computers and data communications. This is a discussion/demonstration course with emphasis on application methods of design. A series of projects from the indicated applications are assigned as laboratory projects. In addition, technical report writing, emphasizing design and data evaluation is an integral part of the course.

70 - STORAGE PRINCIPLES AND DEVICES AND LABORATORY (4 UNITS) CSU

Prerequisite: Completion of Computer Technology 056 or Computer Technology 064 with a grade of "C" or better.

This course is an introduction to the study of pulse generating circuits as applied to digital computers and

other electronic timing circuits. Typical circuits to be investigated are multivibrators, blocking oscillators, limiters, clippers, counters, and Schmitt triggers. Technical report writing emphasizing design and data evaluation is an integral part of this course.

73 - COMPUTER PROJECTS (2 UNITS) CSU

Prerequisite: Completion of Computer Technology 056 with a grade of "C" or better.

With instructor guidance, the student designs, evaluates, and assembles project involving digital computers and/or computer programming. Course emphasizes student research and originality.

74 - A+ CERTIFICATION PREPARATION/INTRO TO COMPUTER REPAIR I (4 UNITS) RPT 3

This course introduces personal computer (PC), hardware operating system characteristics and basic troubleshooting/repair techniques. Students will develop the ability to disassemble/assemble an operational PC, perform system upgrades, learn and perform reformatting and partitioning of HDDs', and identify/replace malfunctioning hardware and peripheral devices. This is the first course for preparing students for A+ certification.

76 - A+ CERTIFICATION PREPARATION/INTRO TO COMPUTER REPAIR II (4 UNITS) RPT 3

Prerequisite: Completion of Computer Technology 074 with a grade of "C" or better.

This course emphasizes hands-on training through a 3-hour lecture and a 3-hour laboratory session. Students are introduced to current operating systems utilized on personal computers (PCs) and portable PCs. Windows 98, 2000 and NT are evaluated in terms of their function, structure, operation and file management characteristics. Students learn techniques for installation, configuration, memory management and upgrading PCs. Diagnosing and troubleshooting operating systems is stressed in assigned lab projects. Students learn to set up basic networking systems, preventative maintenance practices and follow standard safety practices. Initial set up procedures for monitors and printers will be presented, in addition to troubleshooting and maintenance on these devices.

78 - INTRODUCTION TO NETWORK+ (4 UNITS) RPT 3

Recommended Prerequisite: Completion of Computer Technology 076 with a grade of "C" or better.

This course is structured to provide Networking fundamentals outlined by COMPTIA, in order to prepare students to become NETWORK + Certified. Topics presented during lectures/labs include: Networking

Fundamentals, OSI models and TCP/IP, Installations, Network Administration, Security, Troubleshooting, Fault Tolerance and Recovery.

80 - INTRODUCTION TO SERVER+ (4 UNITS) RPT 3

This course introduces the Network Server fundamentals outlined by COMPTIA in order to prepare students to become SERVER + Certified. Topics include advanced PC hardware SCSI, RAID, multiple CPUs, and I/O subsystems. Activities and complex problems involved in server configuration, maintenance and repair are emphasized.

81 - INTRODUCTION TO FIBER OPTICS (1 UNIT) RPT 3

Prerequisite: Completion of Electronics 081 with a grade of “C” or better.

This course provides students with advanced laboratory experiences in fiber optic technology. Topics included are: fiber optic connections and patch panels, splicing techniques, OTDR testing and measurements, techniques and procedures for fiber optic cabling termination, troubleshooting and documentation for fiber optic systems. A “hands-on” laboratory emphasizing correct fiber optic fabrication techniques and test equipment use, common in the computer and telecommunications industry.

185 - DIRECTED STUDY - COMPUTER TECHNOLOGY (1 UNIT) RPT 2 CSU

Prerequisite: Previous or concurrent enrollment in a Computer Technology course.

Under the supervision of an assigned instructor, this course provides students the opportunity to pursue directed study activities in computer technology on a contract basis.

285 - DIRECTED STUDY - COMPUTER TECHNOLOGY (2 UNITS) CSU

Prerequisite: Previous or concurrent enrollment in a Computer Technology course.

This course permits students to pursue directed study activities in computer technology, on a contract basis, under the supervision of the assigned instructor.

385 - DIRECTED STUDY - COMPUTER TECHNOLOGY (3 UNITS) CSU

Prerequisite: Previous or concurrent enrollment in a Computer Technology course.

This course permits students to pursue directed study activities in computer technology, on a contract basis, under the supervision of the assigned instructor.

CULINARY ARTS

113 - CULINARY SKILLS I (3 UNITS) CSU - RPT 3

This course covers career opportunities in the culinary fields, world cultures and food trends, kitchen organization, sanitation and safety, nutrition, basic knife techniques, basic culinary terminology, ingredient function, product identification, and the theory of food preparation and production.

114 - AROMATICS (2 UNITS) CSU - RPT 3

The course presents an in-depth study of the history and purposes of herbs and spices in the context of world flavor profiles. Emphasis is on developing a sense of taste for herbs, spices, blends and condiments, and determining when and how much to use.

115 - FOOD FABRICATION (2 UNITS) CSU - RPT 3

In this course students will learn how to fabricate meats, game, fish, shellfish, and poultry into portion-size cuts. Emphasis is on hotel and restaurant cuts, quality and yield grading, and costing the fabricated cuts.

116 - PRODUCT IDENTIFICATION & PURCHASING (2 UNITS) CSU - RPT 3

In this course, students focus primarily on meats, fish, poultry, vegetables, fruits, herbs, spices, groceries, dairy, paper and other products; learn how to recognize foods by their appearance, smell, texture and taste; cover purchasing cycle and quality and quantity control. This course fulfills NRAEF ManageFirst Certification in Menu Planning and Nutrition.

117 - FOOD SANITATION (3 UNITS) CSU - RPT 3

This course introduces students to food and environmental sanitation and safety in the food production area. Focus on food-borne illnesses; origins, food handling, receiving and storage practices, pest management and other safety procedures in the food service industry. This course fulfills ServSafe Certification requirements to sit for ServSafe exam.

123 – CULINARY SKILLS II (3 UNITS) - RPT 3

This course reinforces knowledge, skills and techniques of basic cooking. Vegetable, starch, stock, soup and sauce cookery are investigated and produced. This course will also develop skills and techniques used in preparing, plating, and serving main course dishes.

124 – MENU PLANNING AND NUTRITION (3 UNITS)- RPT 3

This course emphasizes menu planning for a variety of commercial and institutional foodservice operations. Layout and design of the printed menus are studied. Basic nutrition principles and theories for various dietary groups are investigated. Healthful foods that are pleasing both to the eyes and palate will be prepared to cater to the growing number of healthy-minded customers. This course fulfills NRAEF ManageFirst Certification in Menu Planning and Nutrition.

125 – BREAKFAST AND LUNCH COOKERY (3 UNITS) - RPT 3

In this course students acquire basic skills needed to prepare breakfast and lunch in a foodservice operation. The basic methods of preparation for eggs, quick breads, grains, breakfast beverages, potatoes, meats, and fish are emphasized. The organization and maintenance of a smooth workflow on the line are studied. A variety of contemporary lunch items are prepared and served in a casual operation. Emphasis is on quality food presentation, quantity food production, and timing.

126 – BAKING SKILLS (3 UNITS) CSU - RPT 3

This course introduces basic principles of baking. Students create yeast dough, quick breads, doughnuts, fritters, pancakes and waffles, pies, cakes, cookies, custards, puddings, mousses, and soufflés. Functions of primary ingredients used in baking are also studied.

133 - ADVANCED GARDE MANGER (3 UNITS) CSU

Introduction to the preparation of canapes, hot and cold hors d'oeuvre, appetizers, pates, galantines, terrines, ballotines, and mousse. Curing and smoking techniques for meats, seafood, and poultry items are practiced. Modern ways of decorating and arranging food platters for practical and show purposes are shown. Fruit, vegetables, tallow, salt and ice Carving techniques, and center pieces will be prepared.

134 - CLASSIC AND CONTEMPORARY CUISINE (3 UNITS) CSU

In this course students will learn to prepare classic and contemporary cuisine in a fine dining restaurant setting. Correct application of culinary skills including, plate presentation, organization, and timing in the production of a prix-fixe and a la carte menu will be practiced. Escoffier's Guidelines and contemporary chefs' philosophies are explored and examined in light of today's understanding of food, nutrition, and presentation.

135 - DINING ROOM & BEVERAGE MANAGEMENT (3 UNITS) CSU

This course covers extensive and practical dining room and beverage service. Hands on skills with service mise en place, proper service techniques, suggestive selling, and different service styles. This course fulfills NRAEF ManageFirst Certification in Customer Service.

136 - RESTAURANT MANAGEMENT (3 UNITS) CSU

This course provides extensive coverage of restaurant management and systems. Students will develop knowledge in the management of customers, operations, and employees. Student will identify the crucial elements in the successful operation of a restaurant and show their interrelationships.

DEVELOPMENTAL COMMUNICATIONS

20 - FUNDAMENTALS OF READING AND WRITING (6) RPT 1 - NDA

Prerequisite: Completion of Developmental Communications 35 with a grade of "C" or better, or appropriate score on assessment test.

This course prepares students for English 21 with an emphasis on the mastery of basic reading and writing skills needed for college transfer and vocational programs.

35 - READING I: FUNDAMENTALS (3 UNITS) NDA - RPT 2

The purpose of this course is improvement of students' college reading skills. It emphasizes reading fluency, reading rate, and vocabulary improvement.

37 - COMMUNICATIONS LABORATORY (3 UNITS) RPT 1 NDA (P/NP)

This is an open entry, variable credit course that offers self-paced, individualized instruction in reading, vocabulary and study skills at all levels.

76 - ENGLISH AS A SECOND LANGUAGE READING-CONVERSATION II (3 UNITS) NDA

The primary purpose of this course is the improvement of reading in English. The course includes silent and oral reading conversation, and correct punctuation. It prepares the ESL student to meet the challenges of college study and everyday living.

76 - INGLÉS COMO SEGUNDA LENGUA: LECTURA-CONVERSACIÓN II (3 UNITS) NDA

3 horas y 20 minutos de clase por semana.. Este curso es equivalente

a ESL 5B.

Desarrollo de Comunicación 76 está diseñado para los estudiantes cuya lengua nativa NO es el inglés. La instrucción de lectura prepara al (a la) estudiante de ESL a adquirir un conocimiento de la lectura en el inglés para asuntos cotidianos y para los estudios colegiales.

DRAFTING

1 - GENERAL DRAFTING (3 UNITS) CSU

This course provides basic training in preparation for advanced industrial and drafting courses.

Instruction is given in the underlying principles and theories of mechanical drawing, the use and care of drawing instruments, geometric construction, freehand technical sketching, single view drawings, multi-view orthographic projections, dimensioning, sections, and auxiliary view drawing. This course provides basic training in preparation for advanced industrial and drafting courses.

4 - APPLIED DESCRIPTIVE GEOMETRY (4 UNITS) CSU

Prerequisite: Completion of Drafting 009 with a grade of “C” or better.

This course contains a thorough applied descriptive geometry unit which includes advanced auxiliary projection, definitions, and solutions of lines and planes, revolution, intersections, and developments of planes and solids. Contour lines, topography, and vector analysis are introduced. Cam mechanisms are also reviewed.

9 - MECHANICAL DRAFTING (3 UNITS) CSU

Prerequisite: Completion of Drafting 001 and Drafting 050 with grades of “C” or better.

Recommended corequisite: Concurrent enrollment in Drafting 051.

This course reviews primary and introduces secondary auxiliary projection. It investigates and applies limits and fits and geometrical tolerancing (ANSI Y14.5) in tolerance studies. Bearings and retaining ring designs are incorporated in layouts and ink drawings. Technical illustration including axonometric projection and perspectives is included. Combined graphical and mathematical solutions to design problems are required throughout. The student is required to prepare a professional type resume.

16 - BLUEPRINT READING I (2 UNITS) CSU

This course provides training in the reading and interpretation of materials detailed on blueprints. Symbols, conventions, dimensions, and language used in production and construction are included.

17 - BLUEPRINT READING II (2 UNITS) CSU

Prerequisite: Completion of Drafting 016 with a grade of “C” or better.

This course covers three-dimensional detail prints. Training is given in laying out reference lines and center points on parts involving simple linear and angular dimensions. Advanced terminology and symbol usage are stressed. A limited amount of drawing practice is included.

50 - PRODUCTION DRAFTING (4 UNITS) CSU - RPT 1

Prerequisite: Completion of one year of high school drafting or equivalent within the last five years.

This course emphasizes the drafting of industrial production parts. The course incorporates a review of orthographic projection, sectioning, and primary and secondary auxiliary views. Drawings are made of castings, forgings, gears, cams, machine parts, and assemblies. Special attention is devoted to manufacturing procedures, surface finishes and dimensioning, and tolerance practices used in commercial as well as government and military specifications.

51 - TOOLING DRAFTING (4 UNITS) CSU - RPT 1

Prerequisite: Completion of Drafting 001, 050 and 055 and Engineering Technology 048 with grades of “C” or better.

This course emphasizes the drawing of production tools such as drill jigs, machine fixtures, and dies similar to those used in industry. Special attention is given to the development of production standards required by industry.

52 - ELECTRO-MECHANICAL DRAFTING (4 UNITS) CSU

Prerequisite: Completion of one year of high school drafting or equivalent within the last five years.

This course includes the drawing of schematics and other elements required to make a complete package of electronic units such as detail and assembly of mechanical parts, printed circuits, wiring diagrams, and charts.

54 - SIMPLIFIED STRESS ANALYSIS (4 UNITS) CSU

Prerequisite: Completion of Drafting 001 or Drafting 004, and Drafting 050 and Physics 011 with grades of “C” or better.

This course provides experience in solving machine and structural design problems. Principles of statics and strength of materials are applied to machine design as well as aircraft and spacecraft structural design. The emphasis is placed on applied stress analysis and properties of metals as found in Mil-Hdbk-5 and S.A.E. handbooks. Students verify their analyses by testing sample parts in the structural test laboratory. Design layouts and models are created by the students.

55 - COMPUTER AIDED DESIGN AND DRAFTING (3 UNITS) UC:CSU - RPT 2

Prerequisite: Completion of one year of high school drafting or equivalent.

This course introduces Computer Aided Drafting and Design (CADD). Students learn to use typical menu oriented systems to prepare drawings on the computer. Students use libraries, store and retrieve drawings utilizing magnetic discs, and produce commercial quality drawings.

56 - AUTOMATED MANUFACTURING (3 UNITS) CSU-RPT 2

Prerequisite: Completion of Drafting 050 with a grade of "C" or better.
Corequisite: Concurrent enrollment in Drafting 082.

This course introduces the student to the fundamentals and principles of Computer Numerical Control (CNC) and Computer Aided Manufacturing (CAM) as applied to mills and lathes. The student is introduced to Basic Manual CNC operation and also applies machine (M and G) codes. Basic right angle trigonometry is introduced and applied in this course with emphasis on CNC applications.

81 - PROJECTS LABORATORY (1 UNIT) CSU - RPT 3

Prerequisite: Completion of Drafting 009 and 056 with grades of "C" or better.

This course provides advanced industry simulated problems requiring the application of previous drafting and mathematical skills attained through enrollment in the curriculum. A project paper is required.

82 - CAD DRAFTING LABORATORY (2 UNITS) CSU - RPT 3

Prerequisite: Concurrent enrollment in Drafting 004, 009, 050, 051, 052, 055, or 056.

This course this course supplements drafting courses by providing students with computers and other equipment necessary to complete assignments.

ECONOMICS

CALCULUS IS HIGHLY RECOMMENDED FOR ECONOMIC STUDENTS

1 - PRINCIPLES OF ECONOMICS I (3 UNITS) (MICROECONOMICS) UC:CSU

This course is an introduction to the principles of economic analysis and economic policy. Emphasis is placed on the micro, or price and market approach, with special emphasis on the allocation of resources and the distribution of income through the price system.

2 - PRINCIPLES OF ECONOMICS II (3 UNITS) (MACROECONOMICS) UC:CSU

Economics I is not a prerequisite for this course.

This course is an introduction to the principles of economic analysis and economic policy. emphasis on the macro or national approach, with special attention given to aggregate economics, money, banking and national income.

EDUCATION

1 - INTRODUCTION TO TEACHING (3 UNITS) CSU

This course assists the student in learning about teaching and the preparation for it. Guest speakers including representatives from Universities will cover topics on teacher qualifications, credential requirements, current practices and future trends in the profession.

6A - METHODS AND MATERIALS OF TUTORING A (.5 UNIT)

This is a modular course of instruction in tutoring techniques, group dynamics, interpersonal skills, record keeping and tutorial organizational skills. Student tutors will be able to tutor concurrently with instructor's permission. Students must complete 27 hours of instruction/practicum to earn credit.

7 - LEADERSHIP IN EDUCATION (2 UNITS) CSU - RPT 1

This course covers basic principles of leadership: styles, theories, planning, parliamentary procedures, effective communication, critical thinking, and ethics. Students will be encouraged to participate on college or student government committees. Open to all students.

185 - DIRECTED STUDY- EDUCATION (1 UNIT) RPT 2 (P/NP) CSU

285 - DIRECTED STUDY - EDUCATION (2 UNITS) (P/NP) CSU

385 - DIRECTED STUDY - EDUCATION (3 UNITS) (P/NP) CSU

Allows students to pursue Directed Study in Education on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

ELECTRONICS

Enrollment in and successful completion of Computer Technology 60 and 61, or Engineering Technology 49 and 50 and Electronics 16 could increase performance in Electronics classes.

4 - FUNDAMENTALS OF ELECTRONICS I (4 UNITS) CSU

This course presents the theory and application of direct current (DC) circuit analysis for series, parallel and complex circuits. Ohms Law, Kirchoff's and network theorem analysis are emphasized in conjunction with resistive, capacitive, inductive and magnetic properties associated with combinational DC Circuit Analysis. A 3-hour per week laboratory accompanies the 3-hour lecture per week, in order to reinforce lecture and textbook theory and applications. Students prepare technical reports on their laboratory experiences. This course familiarizes students with basic test measuring equipment.

5 - FUNDAMENTALS OF ELECTRONICS I LABORATORY (1 UNIT) CSU

Prerequisite: Completion of Electronics 004 with a grade of "C" or better.

This course analyzes the basic laws of electronics through self-paced study laboratory procedures. The student performs laboratory investigations of network theorems using such test equipment as volt-ohm-amperes meters, DVM and D.C power supplies and submits written lab reports. Analytical investigations of R/C and R/L time constant circuits are also included.

6 - FUNDAMENTALS OF ELECTRONIC II (4 UNITS) CSU

Prerequisite: Completion of Electronics 004 and Electronics 016 with grades of "C" or better.

This course gives a detailed study of alternating current theory and applications (through lecture, discussion, and laboratory). The following topics are stressed: reactance, impedance, filtering and amplification gains and losses, admittance, resonance, and transformers. The emphasis is on solution of alternating current circuit problems using basic circuit theorems. In addition, student generated technical reports are emphasized. This course prepares the student for the study of solid-state circuitry.

7 - FUNDAMENTALS OF ELECTRONICS II LABORATORY (1 UNIT) CSU

Prerequisite: Completion of Electronics 006 with a grade of "C" or better.

This laboratory course provides additional self-paced experimental study of alternating current theory in Electronics 6. Experiments are performed with such test equipment as signal generators, time-base oscilloscopes, impedance bridge, EVM, and AC RMS meters.

10 - MATHEMATICS OF ELECTRONICS I (3 UNITS) CSU

This course is an introduction to mathematics as applied to basic electronics. Topics include whole numbers, fractions, ratios and percents, decimals, word problems and introduction to the scientific or engineering calculator. Operations involving addition, subtraction, multiplication, division, rounding and estimation are included.

16 - SELECTED ELEMENTS OF ELECTRONICS MATHEMATICS (5 UNITS) CSU

Prerequisite: Completion of Engineering Technology 049 with a grade of "C" or better.

This course in electronic mathematics covers a review of algebraic concepts, powers of ten and scientific notation, metric system, algebraic expressions, algebraic equations, factoring equations containing fractions, function notations, graphing, special products and factors, exponents and radicals, quadratic equations, logarithmic equations, exponential equations, angles, complex numbers, triangles, trigonometric functions, solution of right triangles, trigonometric identities, phasors, complex operator, phasor algebra and applications of math to electronics.

17 - CALCULUS FOR ELECTRONICS (5 UNITS) CSU

Prerequisite: Completion of Electronics 006 and Electronics 016 with grades of "C" or better.

This is an applied course using selected topics from analytic geometry and calculus with emphasis on electronic applications. Functional and average rate notations are developed to introduce basic derivatives and integrals. Applications of differentiation and integration of algebraic, trigonometric, logarithmic, and exponential functions are stressed.

20 - ELECTRONIC CIRCUITS I (4 UNITS) CSU

Recommended: Concurrent enrollment in Engineering Technology 049. This course introduces basic direct current circuit analysis fundamentals to students entering the field of computer technology. Lecture presents DC concepts through series

parallel circuits. Selected topics include, laboratory test equipment care and application, laboratory procedures and report preparation, component identification, interpretation of equipment specifications, technical problem solving techniques. Lecture is complemented with a 3-hour laboratory session whereby; experiments are utilized to reinforce lecture topics and concepts.

22 - ELECTRONIC CIRCUITS II (4 UNITS) CSU

Prerequisite: Completion of Electronics 006 with a grade of "C" or better.

This course covers (through lecture, discussion, and laboratory) semiconductor devices and their application to linear circuits; including heat sink theory and evaluation, and the analysis of rectifier and amplifier circuits (including H-Parameters). Methods of testing and troubleshooting these devices are evaluated using standard lab test equipment, (curve tracers, LCR bridge, x-y plotter and AC voltmeters). In addition, technical report writing is emphasized on concepts learned through experimentation.

41 - MEASUREMENTS AND TESTING LABORATORY I (1 UNIT) RPT 3

Corequisite: Concurrent enrollment in any Electronics or Computer Technology laboratory course.

This course provides 3 hours of lab use for students that need or desire additional laboratory time. Students can work ahead of the class on their individual lab assignments or perform additional experimentation on their individual projects. Students that enroll will have access to the lab and all necessary test equipment, as well as consultations with an instructor. This class is given on a credit/no credit basis.

43 - MEASUREMENTS AND TESTING LABORATORY II (1 UNIT) RPT 3

This course is for students who want to independently investigate, test and evaluate electronic projects that they propose. Students present their project proposals to an instructor for approval. Upon approval, students will have access to the laboratory and test equipment to complete their project.

50 - ADVANCE SOLID STATE CIRCUITS (4 UNITS) CSU

Prerequisite: Completion of Electronics 007 and Electronics 022 with grades of "C" or better.

This course concerns the linear design and application (power supply regulation, low frequency amplifiers, power amplifiers, comparators and active filters) of transistor and integrated circuit devices in the related fields of computers, communications, and radar. This is a discussion/demonstration course with emphasis on

application methods of design. A series of projects from the indicated applications are assigned as laboratory projects. In addition, technical report writing, emphasizing design and data evaluation is an integral part of the course.

54 - COMPUTER LOGIC (4 UNITS) CSU

Recommended: Completion of Electronics 004 and Electronics 020 with grades of "C" or better.

This course covers the basic theory and application of logic circuitry as applied in digital computers. Boolean algebra, number systems, coding and decoding, truth tables, logic maps, basic logic gates, combinational logic circuits, flip/flops, arithmetic circuits, counters, registers, and concepts of storage devices are thoroughly discussed. The use of a digital trainer is used to reinforce these concepts and applications. In addition, technical report writing is emphasized.

56 - COMPUTER CIRCUITS (3 UNITS) CSU

Prerequisite: Completion of Electronics 054 with a grade of "C" or better.

Corequisite: Concurrent enrollment in Electronics 057.

This course covers the operation and organization of digital computers and micro-processors, including addressing, access, I/O (D-A and A-D) internal synchronization. Other storage devices (solid state) and logic control circuits are covered. The concepts of logic-design are used in the evaluation of these circuits. Operational computers and microprocessors are used to evaluate these circuits in a system. An introduction to machine language programming is also included.

57 - COMPUTER CIRCUITS LABORATORY (1 UNIT) CSU

Corequisite: Concurrent enrollment in Electronics 056.

This course provides evaluation of digital computer circuits through the use of computer and microprocessor trainers. Stored program concepts are covered using machine language programming to develop software diagnostics. The analysis of fault locations in computer circuits is also covered. In addition technical report writing, emphasizing data evaluation, is an integral part of the course.

60 - MICROWAVE FUNDAMENTALS (3 UNITS) CSU

Prerequisite: Completion of Electronics 016 with a grade of "C" or better.

This course introduces microwave fundamentals and evaluations of antennas, transmission lines, wave-guides, antenna radiation patterns, and Smith charting techniques are studied in this course.

81 - PROJECTS LABORATORY (1 UNIT) RPT 3 CSU

Recommended: Students with no fabrication background would benefit from completing Engineering Technology 081 prior to taking this course.

This course provides students with advanced laboratory experiences in electronic fabrication principles. Topics included are: fiber optic connections and patch panels, splicing techniques, OTDR testing & measurements, termination procedures & techniques for fiber, troubleshooting and documentation for fiber optic systems. When applicable, surface mount soldering and printed circuit board repair techniques are covered.

150 – PROGRAMMABLE LOGIC CONTROLLERS (4 UNITS) CSU

Prerequisite: Completion of Engineering Technology 050 with a grade of “C” or better.

This course introduces programmable logic controllers (PLC). Students will study basic PLC systems including hardware and software interfacing, programming, wiring diagrams, timers, counters, programming control instructions, data instructions, math instructions, shift registers, program editing, machine process controls, and troubleshooting.

ELECTRICAL CONSTRUCTION AND MAINTENANCE

141 – AUTOMATION MOTOR CONTROLS (3 UNITS)

Corequisite: Concurrent enrollment in Electrical Construction and Maintenance 142.

This course introduces the theory, application, maintenance and circuitry of electrical motors and other power equipment.

142 – DIGITAL AUTOMATION TECHNIQUES (1 UNIT)

Corequisite: Concurrent enrollment in Electrical Construction and Maintenance 141.

This laboratory course introduces the theory and application of electronic control systems, use of restraints in ladder logic diagrams, actuators, digital sensors, end effectors, process control, pneumatic systems, personal computer integrated systems and interfacing.

EMERGENCY DEPARTMENT ASSISTANT

10 - EMERGENCY MEDICAL TECHNICIAN I - MODULE A (6); MODULE B (2)

This course is offered in two modules. Module A (lecture) and Module B (Lab) must be taken concurrently.

Recommended Preparation: For Module A, eligibility for English 101 is recommended.

For Module B, a valid American Heart Association Healthcare Provider Basic Life Support card must be presented to the instructor on the first day of class. Upon the successful completion of Modules 010A and 010B, the student will be eligible to take the National Registry Emergency Medical Technician (EMT) examination. This course is approved by the Los Angeles County Emergency Medical Systems Agency.

10A – EMERGENCY DEPARTMENT ASSISTANT 010A (6 UNITS)

Emergency Medical Technician 01A Ambulance
The primary focus of this course is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. The curriculum adheres to the Department of Transportation (D.O.T.) and Basic Life Support guidelines.

10B – EMERGENCY DEPARTMENT ASSISTANT 010B (2 UNITS)

010B Emergency Department Assistant 010B (2 units)
Emergency Medical Technician 01B Ambulance
This course allows students to practice and perform the psychomotor skills within the EMT scope of practice to include airway and breathing, cardiovascular and pharmacological interventions, and trauma care. A 20-hour outside clinical experience is a required part of this course.

EMERGENCY MEDICAL ASSISTANT

see Emergency Department Assistant

ENGINEERING, ELECTRICAL

220 - ELECTRICAL CIRCUITS I (4 UNITS) UC:CSU

Prerequisite: Completion of Physics 038 with a grade of “C” or better. This course introduces elements of electrical circuit analysis and synthesis; solutions of passive, linear lumped parameter circuits; analogs and duals; and steady state and transient analysis applied to linear electrical and mechanical systems are studied. The course also includes a study of electrical and magnetic instruments, and transformers.

ENGINEERING, GENERAL

101 - INTRODUCTION TO SCIENCE, ENGINEERING AND TECHNOLOGY (2 UNITS) UC:CSU

This course includes a study of engineering achievements, trends, and fundamentals. A study is made of professional engineering requirements, opportunities, and responsibilities in order that the student may perceive the relationship of his training to his environment. This class is also open to the general student who desires a better understanding of the nature of engineering.

111 - INTRODUCTION TO ENGINEERING DRAFTING (3 UNITS) UC:CSU

Prerequisite: Completion of Engineering General 912 with a grade of “C” or better, or one year of high school or college drafting.

This course introduces principles of graphical expression through sketching, instrumental drawing, orthographic projection, auxiliary views, dimensions, and working drawings are included in this course. Descriptive geometry methods applied to points, lines, planes, warped surfaces, intersections, and development are also studied.

112 - ENGINEERING DESCRIPTIVE GEOMETRY (3 UNITS) UC:CSU

Prerequisites: Completion of Engineering General 111 and Mathematics 265 with a grade of “C” or better, or concurrent enrollment in Mathematics 265.

This course in graphical representation applies the fundamental principles of lines, planes, revolutions, vectors, and development of surfaces. Special emphasis is placed on the ability to visualize and solve three-dimensional problems found in various areas of engineering. An introduction to nomographic techniques is included.

243 - STATICS AND STRENGTH OF MATERIALS (CALCULUS BASED) (4 UNITS) UC:CSU

Prerequisite or corequisite: Completion of Engineering General 112 with a grade of “C” or better, or concurrent enrollment.

This course presents a study of the strength and mechanical principles and design (stresses, tension, compression, shear, and bending) of engineering as applied to beam stresses; pertinent moment calculations; torsion; deflection; indeterminate beams; combined axial and bending loads; eccentric loads; columns; cables; and materials and their uses in foundations, floors, walls, columns, and roofs.

912 - ELEMENTARY ENGINEERING DRAFTING (3 UNITS)

This course is presented for engineering majors and students who desire to learn the basic concept of freehand technical sketching and lettering. It considers the use of graphical methods in the presentation of conventional drafting practices using technological expressions.

ENGINEERING, GENERAL TECHNOLOGY

28 - TECHNOLOGY AND SOCIETY (3 UNITS) CSU

This course explores the interrelationships between technology and society. Topics include social factors that impact technology (historical, political, economic, ethical and environmental), and the ways in which technology affects society. This course is appropriate for students in both technical and non-technical majors.

ENGINEERING TECHNOLOGY

25 - INDUSTRIAL SAFETY (1 UNIT)

This course emphasizes CAL-OSHA Program (California General Industrial Safety Orders) standards and benefits of accident prevention. Loss of productivity, morale, real and intangible costs, relating to accidents are discussed. Students are required to write about a current documented industrial accident.

35 - PROGRAMMING FOR TECHNICIANS (3 UNITS)

This course introduces the Basic and Visual Basic 6.0 languages. Basic language is used to introduce the student to elementary programming techniques and simplifies the transition into a more sophisticated language such as Visual

Basic, which is commonly used in many technological industries today.

48 - TECHNICAL MATHEMATICS I (3 UNITS)

This course provides a review of arithmetic functions for all students. Topics covered are; whole numbers, fractions, ratios and percents, decimals, word problems and introduction to the scientific or engineering calculator. Operations involving addition, subtraction, multiplication and division are included.

49 - TECHNICAL MATHEMATICS II (5 UNITS)

This course in technical mathematics includes the operation of the calculator, signed numbers, powers of ten notation, operations with algebraic expressions, fractional expressions, functions, quadratic solutions, engineering & scientific notation, graphing, and application of mathematics to technical applications.

50 - TECHNICAL MATHEMATICS III (5 UNITS) CSU

Prerequisite: Completion of Computer Technology 060 or Engineering Technology 049 with a grade of “C” or better.

This course in technical mathematics covers a review of algebraic concepts, powers of ten and scientific notation, metric system, algebraic expressions, algebraic equations, factoring equations containing fractions, function notations, graphing, special products and factors, exponents and radicals, quadratic equations, logarithmic equations, exponential equations, angles, complex numbers, triangles, trigonometric functions, solution of right triangles, trigonometric identities, phasors, complex operator, phasor algebra and applications of math to electronics.

51 - TECHNICAL MATHEMATICS IV (5 UNITS) CSU

Prerequisite: Completion of Engineering Technology 050 with a grade of “C” or better.

This is an applied course using selected topics from analytic geometry and calculus with emphasis on electronic problems. Functional and average rate notations are developed to derive basic derivatives and integrals. Applications of differentiation and integration of algebraic, trigonometric, logarithmic, and exponential functions are stressed.

81 - FABRICATION TECHNIQUES (1 UNIT) CSU - RPT 3

This course provides laboratory experience in fabrication principles utilized in the electronics & computer technology fields. Topics included are: familiarization & usage of hand tools, basic lathe & milling machine tools, sheet metal tools, soldering techniques, wire wrapping, drilling/tapping procedures, and fabricating enclosures to specs. Students learn to use vernier calipers, corner notchers, pan & brake, drill press, band saw and belt sanders. Students complete lab projects to demonstrate their proficiency in basic fabrication techniques.

ENGLISH

21 - ENGLISH FUNDAMENTALS (3 UNITS) NDA (P/NP)

Prerequisite: Completion of Developmental Communications 020 with a grade of “C” or better, or appropriate score on assessment test. English 21 is an entry-level course which emphasizes improvement of writing skills, including grammar, punctuation, paragraph and short essay development.

28 - INTERMEDIATE READING AND COMPOSITION (3 UNITS)

Prerequisite: Completion of English 021 or English 073 with a grade of “P” or appropriate score on assessment test.

English 28 is the final preparatory course in composition and critical reading. Emphasis is placed on a review of grammar, mechanics, and paragraph writing. Students will write essays on various rhetorical patterns and will be introduced to research techniques. It is designed to assist the student to make the transition to English 101.

30 - READING FOR PLEASURE (3 UNITS)

This course stresses reading for enjoyment of short stories, essays, poems, plays, and novels. In addition, students will develop reading and writing skills as well as learning vocabulary building techniques.

31 - COMPOSITION AND CRITICAL READING (5 UNITS)

Prerequisite: Completion of English 021 or English 073 with a grade of “P” or appropriate score on assessment test.

English 31 is the final preparatory course in composition and critical reading. Emphasis is placed on a review of grammar, mechanics, and paragraph writing. Students will write essays using various rhetorical patterns and will be introduced to research techniques. This course prepares students for English 101 and serves as an alternative to English 28.

67 - WRITING LABORATORY (.5 UNIT) RPT 3 – NDA (P/NP)

Students are given individual help in improving their composition skills for all courses requiring the completion of written assignments and essays, laboratory reports, library and research papers, and term papers. Assistance is provided on organization, spelling, punctuation, grammar, mechanics, critical thinking, and understanding literary terms. Laboratory: 65 minutes per week.

73 - BEGINNING COLLEGE READING AND WRITING (3 UNITS) NDA (P/NP)

Prerequisite: Completions of Developmental Communications 020 with a grade of “C” or better, or appropriate score on assessment test. English fundamentals including grammar, spelling, punctuation, and construction of sentences are taught in their application to this introductory composition course. This course prepares students for English 28 and serves as an alternative to English 21.

101 - COLLEGE READING AND COMPOSITION I (3 UNITS) UC:CSU

Prerequisite: Completion of English 028 or English 031 with a grade of “C” or better, or appropriate score on assessment test. English 101 is a course in critical reading and prose writing designed to refine the student’s skills in thinking logically, reading carefully, and writing effectively. Stress is placed on the organization and composition of objective expository essays, including the research paper.

102 - COLLEGE READING AND COMPOSITION II (3 UNITS) UC:CSU

Prerequisite: Completion of English 101 with a grade of “C” or better. English 102 is designed to reinforce the critical reading and writing skills presented in English 101 through the study of fiction, poetry, and drama. Emphasized are the analysis, interpretation, and appreciation of literature. Stress is placed on the organization and composition of critical essays, including the research paper.

127 - CREATIVE WRITING (3 UNITS) UC:CSU - RPT 3

Prerequisite: Completion of English 101 with a grade of “C” or better. This course is designed for those who want to learn the craft of writing professionally. Students write poems, plays, stories, or essays and present them for informal discussion and criticism by the class and instructor. The course offers an opportunity to discover and develop talent and to practice basic professional writing techniques.

137 - LIBRARY RESEARCH AND BIBLIOGRAPHY (1 UNIT) UC:CSU

Prerequisite: Completion of English 101 with a grade of “C” or better or concurrent enrollment.

The student will learn to locate, evaluate, interpret, analyze, and organize information from a wide variety of library and internet sources with the object of producing a finished research paper. Students will learn to refine a topic, take notes, outline, document sources, and format a research paper.

203 - WORLD LITERATURE I (3 UNITS) UC:CSU

Prerequisite: Completion of English 101 with a grade of “C” or better. Great works of world literature are studied in the context of the cultures that produced them. Mythic, classical, Hebrew, Greek, Roman, Middle Ages, and the Renaissance writers are read and discussed.

204 - WORLD LITERATURE II (3 UNITS) UC:CSU

Prerequisite: Completion of English 101 with a grade of “C” or better. The subject matter of English 203 is continued: masterpieces of world literature. Selections studied are from the Neo-Classical, the Romantic, the Realistic, and the Modern periods.

205 - ENGLISH LITERATURE I (3 UNITS) UC:CSU

Prerequisite: Completion of English 101 with a grade of “C” or better. This course surveys the literature of England from that of the Old English period to that of the late Neo-Classical period.

206 - ENGLISH LITERATURE II (3 UNITS) UC:CSU

Prerequisite: Completion of English 101 with a grade of “C” or better. This course is a continuation of English 205. British literature of the Romantic, Victorian, and Modern periods is read and discussed.

207 - AMERICAN LITERATURE I (3 UNITS) UC:CSU

Prerequisite: Completion of English 101 with a grade of “C” or better. This course introduces American writers and writings from colonial times to 1865. Besides studying with major writers, students will become acquainted with writers who suggest the diversity of subject and opinion in American literature.

208 - AMERICAN LITERATURE II (3 UNITS)**UC:CSU**

Prerequisite: Completion of English 101 with a grade of “C” or better. This course is a study of selected American writers from the Civil War to the present.

209 - CALIFORNIA LITERATURE (3 UNITS)**UC:CSU**

Prerequisite: Completion of English 101 with a grade of “C” or better. California Literature presents selected works by writers observing California life: Dana, Twain, Jackson, Norris, London, Steinbeck. These readings from sources as varied as Indian legend and Hollywood memoir demonstrate such aspects of the study of literature as conflict, characterization and theme.

211 - FICTION (3 UNITS) UC:CSU

Prerequisite: Completion of English 101 with a grade of “C” or better. This course is a literary survey of the English and American novel from the beginnings of the 18th century to the present.

212 - POETRY (3 UNITS) UC:CSU

Prerequisite: Completion of English 101 with a grade of “C” or better. This course is a study of poetry. This course is designed to increase the student’s understanding and appreciation of poetic forms and their historical development. Critical reading and writing are stressed.

213 - DRAMATIC LITERATURE (3 UNITS)**UC:CSU**

Prerequisite: Completion of English 101 with a grade of “C” or better. This course is a survey of dramatic literature selected from significant periods of achievement from the classical period to the present day. The course evaluates and analyzes a collection of plays that have shaped dramatic literature.

214 - CONTEMPORARY LITERATURE (3 UNITS)**UC:CSU**

Prerequisite: Completion of English 101 with a grade of “C” or better. Representative examples of post World War II literature are studied in this course, including Salinger, Cheever, Updike, O’Connor, Oates, Atwood and others. Works will be examined in light of their literary attributes and their reflection of the complexities of contemporary life, values, and thought.

215 - SHAKESPEARE I (3 UNITS) UC:CSU

Prerequisite: Completion of English 101 with a grade of “C” or better. This is an introductory course to the Shakespeare canon, including a brief look at the theatrical background. The

course will concentrate on eight major plays and poetry.

218 - CHILDREN’S LITERATURE (3 UNITS) CSU

Prerequisite: Completion of English 101 with a grade of “C” or better. In this survey course we will analyze picture books, folk tales, fantasy, and modern realism written for children from preschoolers to teens. 6Emphasis is on literary analyses.

219 - THE LITERATURE OF AMERICAN ETHNIC GROUPS (3 UNITS) UC:CSU

Prerequisite: Completion of English 101 with a grade of “C” or better. Through various readings students will visit diverse cultures in order to grasp content and meaning of the work, to look beyond plot, infer what a given author’s views are regarding people’s actions, what motivates them, and how they deal with other human beings and with conflicts that confront them as it relates to ethnicity.

234 - AFRICAN-AMERICAN LITERATURE I (3 UNITS) UC:CSU

Prerequisite: Completion of English 101 with a grade of “C” or better. This survey course examines the literary history of African-Americans through studies of novels, short stories, poems, dramas, and essays written by African-Americans, revealing the dynamics of American culture as interpreted by African-Americans seeking to define themselves and other Americans.

239 - WOMEN IN LITERATURE (3 UNITS) UC:CSU

Prerequisite: Completion of English 101 with a grade of “C” or better. This course examines the role of women in varied cultures and literary periods in novels, short stories, poetry, drama, and essays.

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

Prerequisite: Completion of English 101 with a grade of “C” or better. This is a course in comparative media which emphasizes the difference between film and the writings on which they were based.

251 - THE SHORT STORY (3 UNITS) UC:CSU

Prerequisite: Completion of English 101 with a grade of “C” or better. English 251 provides for a study of the short story as a literary genre, with emphasis on sensitive, informed reading and shared class discussions.

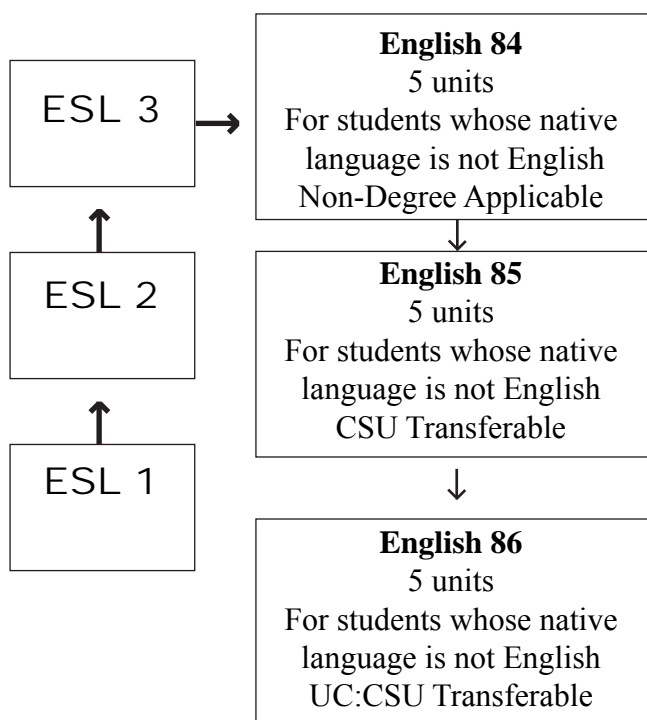
252 - THE ENGLISH BIBLE AS LITERATURE (3 UNITS) UC:CSU

Prerequisite: Completion of English 101 with a grade of “C” or better. This course is designed as an introduction to the literary

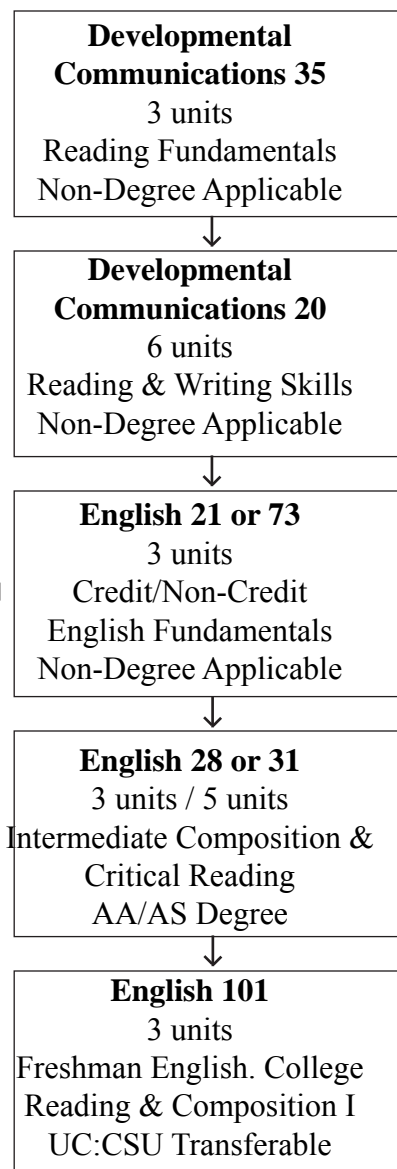
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ENGLISH COURSE SEQUENCE

English as a Second Language Course Sequence (English ESL Sequence)



English Course Sequence (English ENL Sequence)



Literature Courses Transfer to UC & CSU

English 102	College Reading & Composition II
English 203/204	World Literature I & II
English 205/206	English Literature I & II
English 207/208	American Literature I & II
English 209	California Literature
English 214	Contemporary Literature
English 215	Shakespeare I
English 218	Children's Literature (not UC transferable)
English 219	Literature of American Ethnic Groups
English 234	Afro-American Literature
English 239	Women in Literature
English 240/241	Literature & the Motion Picture I & II
English 251	The Short Story

Important Notice:

All new students must take an English assessment exam prior to enrolling in any English course. Following the initial placement, students advance in the sequence by successfully completing the course with a grade of "C" or better, not by retesting. **The English Department does not offer credit by examination.**

study of the Old and New Testaments. The major genres studied are legend, psalm, short story, proverb, epistle, and parable. Emphasis is placed plots, themes, allusions, and the Bible's influence on subsequent literature.

**185 - DIRECTED STUDY ENGLISH (1 UNIT)
UC*:CSU RPT 2**

** UC credit may be granted by petition after transfer.*

**285 - DIRECTED STUDY ENGLISH (2 UNITS)
UC*:CSU**

** UC credit may be granted by petition after transfer.*

**385 - DIRECTED STUDY ENGLISH (3 UNITS)
UC*:CSU**

Prerequisite: Completion of English 101 with a grade of "C" or better. Special advanced studies in the field of English. Regular conferences with instructor are coordinated with research project.

** UC credit may be granted by petition after transfer.*

ENGLISH AS A SECOND LANGUAGE

**1 - COLLEGE ENGLISH AS A SECOND LANGUAGE
1: INTEGRATED SKILLS - LISTENING, SPEAKING,
READING AND WRITING (12)**

For low-beginning ESL students. Emphasis on development of basic listening, speaking, reading and writing for college work.

**2 - COLLEGE ENGLISH AS A SECOND LANGUAGE
2: INTEGRATED SKILLS— READING AND
WRITING, LISTENING AND SPEAKING (12)**

This course helps beginning ESL students improve their reading, writing, listening and speaking skills for college work.

**3 - COLLEGE ENGLISH AS A SECOND LANGUAGE
3: WRITING AND GRAMMAR, READING AND
VOCABULARY, LISTENING AND SPEAKING (12)**

For low-intermediate ESL students.

This course assists students in improving their reading, writing, listening, and speaking skills to prepare for college work.

**84 - COLLEGE ENGLISH AS A SECOND LANGUAGE
I (5 UNITS) NDA**

Prerequisite: Appropriate score on ESL assessment test.

This course is planned for students whose native tongue is not English or who need assistance in using English as

a second language. The course stresses study of idioms, sentence structure, word order, vocabulary, and reading for comprehension. It also provides practice in writing compositions.

**85 - COLLEGE ENGLISH AS A SECOND LANGUAGE
II (5 UNITS) CSU**

Prerequisite: Completion of English 084 with a grade of "C" or better, or appropriate score on ESL assessment test.

This course is designed for intermediate level students of English as a second language. It includes pronunciation practices, intermediate grammar, vocabulary, word order, idioms, and reading comprehension. Writing practice is in the form of dictation, simple paragraphs, and short compositions.

**86 - COLLEGE ENGLISH AS A SECOND LANGUAGE
III (5 UNITS) UC:CSU**

Prerequisite: Completion of English 085 with a grade of "C" or better, or appropriate score on ESL assessment test.

This course is designed for advanced students of English as a second language. It emphasizes writing practice and the study of vocabulary and syntax.

**113 - ENGLISH SPEECH AS A SECOND LANGUAGE
(3 UNITS) CSU - RPT 1 (P/NP)**

This course is designed for students with foreign language backgrounds. It stresses the speaking of English, pronunciation, idiomatic expressions, phraseology, rhythmic inflection, grammar, vocabulary building, and oral composition.

Please refer also to the following courses for further study in English as a Second Language: Dev Comm 76 & 77. Speech 72 & 113.

EL INGLÉS COMO SEGUNDA LENGUA

**1 - INGLÉS COMO SEGUNDA LENGUA 1 DE NIVEL
COLEGIAL: LAS HABILIDADES INTEGRADAS-
EL ESCUCHAR, EL HABLAR, LA LECTURA Y LA
ESCRITURA (12 UNITS)**

Para los estudiantes de inglés como segunda lengua (ESL) que apenas empiezan. El énfasis en el desarrollo del escuchar básico, el hablar básico, la lectura y la escritura básica para poder hacer trabajo de nivel colegial.

2- INGLÉS COMO SEGUNDA LENGUA 2 DE NIVEL COLEGIAL: LAS HABILIDADES INTEGRADAS- LA LECTURA Y LA ESCRITURA, EL ESCUCHAR Y EL HABLAR (12 UNITS)

Este curso ayuda a los estudiantes de inglés como segunda lengua (ESL) que a penas empiezan a mejorar sus habilidades relacionadas a la lectura, a la escritura, al escuchar y al hablar para poder hacer trabajo de nivel colegial.

3- INGLÉS COMO SEGUNDA LENGUA 3 DE NIVEL COLEGIAL: LAS HABILIDADES INTEGRADAS- LA ESCRITURA Y LA GRAMÁTICA, LA LECTURA Y EL VOCABULARIO, EL ESCUCHAR Y EL HABLAR (12 UNITS)

Para los estudiantes de ESL de nivel bajo al intermedio. Este curso asiste a los estudiantes a mejorar sus habilidades relacionadas a la escritura, el escuchar y el hablar para poder hacer trabajo de nivel colegial.

84 - INGLÉS COMO SEGUNDA LENGUA I NIVEL COLEGIAL (5 UNITS) NDA

Este curso está planeado para los estudiantes cuyo idioma no es el inglés o quienes necesitan asistencia con el uso del inglés como segunda lengua. Este curso le pone énfasis al estudio de modismos, a la estructura de oraciones, al orden de palabras, al vocabulario y a la lectura para la comprensión. También provee práctica en la escritura de composiciones.

85 - INGLÉS COMO SEGUNDA LENGUA II (5 UNITS) CSU

Requisito : Inglés 84 o por haber aprobado un examen de evaluación. Este curso está diseñado para los estudiantes de inglés como segunda lengua de nivel intermedio. Incluye prácticas con la pronunciación, la gramática de nivel intermedio, el vocabulario, el orden de palabras, modismos y la comprensión relacionada a la lectura. Presenta prácticas por medio de dictados, párrafos singulares y composiciones cortas.

86 - INGLÉS COMO SEGUNDA LENGUA III (5 UNITS) UC:CSU

Requisito: Inglés 85 o por haber aprobado un examen de evaluación. Este curso esta diseñado para los estudiantes de inglés como segunda lengua avanzados. Le pone énfasis a la práctica de la escritura y al estudio del vocabulario y a la sintaxis.

113 - EL HABLA EN INGLÉS COMO SEGUNDA LENGUA (3 UNITS) CSU RPT 1 (P/NP)

Este curso está diseñado para los estudiantes con conocimientos en lenguas extranjeras. Se enfoca en: el hablar del inglés, la pronunciación, expresiones idiomáticas, la fraseología, las inflexiones rítmicas, la gramática, la construcción del vocabulario y la composición oral. **También, favor de referirse a los siguientes cursos:** Developmental Communications 76 y 77. Speech 72 y 113.

ENVIRONMENTAL DESIGN

See Architecture and Architectural Interiors for additional related courses.

101 - FOUNDATIONS OF DESIGN I (3 UNITS) UC:CSU

This course is an introductory design lab studio for students pursuing architecture, environmental or other design fields focusing on the study of elements, form, and space. Sustainable design topics, drawing and model-making techniques are covered.

102 - FOUNDATIONS OF DESIGN II (3 UNITS) CSU

Prerequisite: Completion of Environmental Design 101 with a grade of "C" or better.

This course serves as a design laboratory studio for students pursuing architecture, environmental or other design fields focusing on the study of organization, circulation, proportion and scale. Natural factors, materials, processes, sustainable design topics, drawing and model making techniques are covered.

ENVIRONMENTAL SCIENCE

1 - THE HUMAN ENVIRONMENT: PHYSICAL PROCESSES (3 UNITS) UC:CSU

This course introduces students to fundamentals of the physical environment of the Earth. Students will be familiar with the basics of the geologic, oceanic, and atmospheric environmental processes. Topics emphasized will include geologic hazards, natural resources, and environmental pollution.

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

This course represents an overview of global environmental concerns, conservation history, and environmental ethics is presented. Ecology, population biology and their application to environmental problems is reviewed. Pollution and its effects on ecosystems are discussed. Management of natural resources is explored.

FAMILY AND CONSUMER STUDIES

21 - NUTRITION (3 UNITS) UC:CSU

The relationship between diet and health is emphasized. The functions, sources, and interrelationships of nutrients are explored. Current topics including heart disease, cancer, diabetes, osteoporosis, weight management, and sports nutrition are investigated. Nutritional status and body fat composition are assessed by computer analysis.

FILM

See Cinema, Humanities, and/or Theater

FINANCE

2 - INVESTMENTS (3 UNITS) CSU

This is a first course in investments. It focuses on both individual securities and portfolios. The course will give students the information they need to plan, implement and manage a successful investment program. It provides students with a solid foundation of basic concepts, tools and techniques of popular investment vehicles - common stocks, bonds, preferred stocks, convertible securities and mutual funds.

8 - PERSONAL FINANCE AND INVESTMENTS (3 UNITS) CSU

This course provides the student with financial fundamentals to manage personal income and expenditures. It outlines the indicators in everyday communications that help the individual make sound financial decisions to structure reasonable financial goals and plans. Emphasis on budgeting, credit, homeownership, risk management and the individual's personal balance sheet and net worth.

FIRE TECHNOLOGY

201 - FIRE PROTECTION ORGANIZATION (3 UNITS) CSU

This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics.

202 - FIRE PREVENTION (3 UNITS) CSU

This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

203 - FIRE PROTECTION EQUIPMENT AND SYSTEMS (3 UNITS) CSU

Prerequisite: Completion of Fire Technology 001 with a grade of "C" or better, or professional firefighting or related experience or equivalent. This course provides information relating to the 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 UNITS) CSU

This course covers fundamental building construction and design as it relates to fire safety. Emphasis is placed on the fire protection features of buildings. Information is given on related codes and ordinances and their evolution and on plan checking.

205 - FIRE BEHAVIOR AND COMBUSTION (3 UNITS) CSU

This course covers the theory and fundamentals of how and why fires start, spread, and are controlled. An in-depth study of fire chemistry and physics, of the fire characteristics of materials; of extinguishing agents; and of fire control techniques.

206 - HAZARDOUS MATERIALS (3 UNITS) CSU

Prerequisite: Completion of Fire Technology 001 with a grade of “C” or better, or professional firefighting or related experience or equivalent. This course covers the identification, storage, transportation and handling of hazardous materials; a review of basic chemistry and physics as they relate to hazardous materials; tactics and strategies for incidents and fire prevention procedures for code enforcement; and federal, state and local codes.

208 - FIRE HYDRAULICS (3 UNITS) CSU

Prerequisite: Completion of Fire Technology 201 with a grade of “C” or better, professional firefighting or related experience or equivalent. This course provides a foundation of principles, theory and practical application of fire service hydraulics, which include: calculating engine pressure, getting the most out of the available water supply, and testing and inspecting water-based suppression systems.

209 - FIRE TACTICS AND STRATEGY (3 UNITS) CSU

This course is an introduction to structural fire fighting methods. The course will provide students with the knowledge and information regarding the basic for procedures and policies for attacking a variety of structural fires. Included is information on the incident command system which is used to direct large scale fire operations.

210 - FIRE COMPANY ORGANIZATION AND PROCEDURE (3 UNITS) CSU

This course is the study of the practical application of records, reports, and company training; the history and authority of the fire company; equipment and building maintenance; work organization; discipline and morale.

216 - FUNDAMENTALS OF PERSONAL FIRE SAFETY AND EMERGENCY ACTION (3 UNITS) CSU

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, EMS, hazardous materials, and technical rescue. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization.

217 - FIRE APPARATUS (3 UNITS) CSU

This course covers the principles of care, maintenance and operation of fire department vehicles. Subjects include internal combustion engines, power development and transmission, torque and horsepower, electrical and brake systems, carburation, engine tune-up and troubleshooting, characteristics of fuels and lubricants, and safe emergency and non-emergency driving procedures.

FOREIGN TRADE

See International Business

FRENCH

1 - ELEMENTARY FRENCH I (5 UNITS) UC:CSU

This course stresses the fundamentals of French pronunciation and grammar; the building of a practical basic vocabulary; and the development of the ability to speak, understand, read, and write simple contemporary French.

2 - ELEMENTARY FRENCH II (5 UNITS) UC:CSU

Prerequisite: Completion of French 001 with a grade of “C” or better, or two years of high school French or equivalent.

This course completes the study of elementary French grammar. It provides continued practice in speaking, reading, and writing simple French. The reading selections illustrate French culture.

101 - FRENCH LANGUAGE LABORATORY (1 UNIT) CSU - RPT 3 (P/NP)

Prerequisite: Concurrent enrollment in a French class.

A mediated independent course, coordinated in the language lab. Students improve their reading, writing, speaking and comprehension skills by working with computer, and audio materials. Student must complete 25 hours by end of semester.

185 - DIRECTED STUDY FRENCH (1 UNIT) UC*:CSU - RPT 2

* UC credit may be granted by petition after transfer.

285 - DIRECTED STUDY FRENCH (2 UNITS) UC*:CSU

* UC credit may be granted by petition after transfer.

385 - DIRECTED STUDY FRENCH (3 UNITS)

UC*:CSU

Prerequisite: Completion of French 002 with a grade of “C” or better. Allows students to pursue Directed Study in French on a contract basis under the direction of a supervising instructor.

* UC credit may be granted by petition after transfer.

Credit limit: a maximum of 3 units in Directed Study may be taken for credit.

GEOGRAPHY

1 - PHYSICAL GEOGRAPHY (3 UNITS) UC:CSU

Physical Geography is an exploration of the atmosphere, hydrosphere, biosphere, and lithosphere. Major topics are Earth-Sun relations, mapping and satellite imagery, weather and climate patterns, ecology, soils, plate tectonics, landform development, and human impacts on the environment. This is a foundation course for students interested in the Earth sciences and environmental studies, as well as a major in geography. Field trips and nature walks are a regular part of the class.

7 - WORLD REGIONAL GEOGRAPHY (3 UNITS) UC:CSU

This course examines the physical and cultural environments of Europe, Latin America, the Middle East, Africa, Asia, and the Pacific. Physical landscapes, climates, population, cultural patterns, livelihoods, and international connections are all explored.

15 - PHYSICAL GEOGRAPHY LABORATORY (2 UNITS) UC:CSU

Prerequisite or Corequisite: Completion of Geography 001 with a grade of “C” or better or concurrent enrollment.

In this course, students use maps, lab manual diagrams and exercises, aerial photos, plants, soils and rocks, to examine earth-sun relationships, the science of maps, weather and climate, biological adaptations and types of landforms.

GEOLOGY

1 - PHYSICAL GEOLOGY (3 UNITS) UC:CSU

Recommended corequisite: Completion of Geology 006 with a grade of “C” or better or concurrent enrollment.

This introductory course surveys the materials and structure of the Earth, and the processes which modify it. Major topics to be studied include rocks and their mineral composition, plate tectonics, volcanoes and earthquakes. Also studied will be the agents of erosion; the work of

rivers, glaciers, wind, land slides, and the oceans. Field trips to geological sites of Southern California are made.

6-PHYSICAL GEOLOGY LABORATORY (2 UNITS) UC:CSU

Learn to identify minerals, rocks and fossils. Witness how the geologic history of an area can be understood by using simple geologic principles. Discover how to interpret topographic and geologic maps; aerial photographs and earthquake seismic waves. Take field trips to local sites and learn about the rocks, landslides, faults, and the geologic past of the Los Angeles area.

HEALTH

2 - HEALTH AND FITNESS (3 UNITS) UC:CSU

Lecture and Laboratory. This course emphasizes healthy psychological and physical lifestyles, with importance on wellness, disease prevention, nutrition, sexuality, reproduction, drugs, alcohol, tobacco, aging, stress management, weight control, injury prevention, and lifetime fitness. The physical fitness segment focuses on individual improvement utilizing cardio respiratory, flexibility, and strengthening activities. *(Can be applied toward Associate in Arts Degree in Kinesiology).*

6 - NUTRITION FOR HEALTHFUL LIVING AND FITNESS ACTIVITIES (3 UNITS) CSU

Basic nutrition theories, information for healthful food purchasing, the relationship of nutrition to disease, and general health concerns including weight management are discussed. Benefits of exercise and techniques for body conditioning are learned. Class time includes participation in fitness activities including developmental exercises.

This course requires 1:25 hours per week of student lab work to be scheduled as arranged with instructor. 1:25 TBA

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

This course teaches concepts to use as guidelines for healthy, responsible living. Importance is placed on relating health concepts to the individual’s well-being in personal, social, professional, and leadership roles. Health topics cover emotional/physical/social/mental health, cardio respiratory fitness, nutrition, chronic and communicable diseases, environmental health issues, sexuality, reproduction, addiction and the life cycle. *(Can be applied toward Associate in Arts Degree in Kinesiology).*

12 - SAFETY EDUCATION AND FIRST AID

(3 UNITS) UC:CSU

The prevention of common accidents and the care of emergencies in the home, school, and the community are studied in this course. It covers the standard Personal Safety and Advanced Emergency Care courses of the American National Red Cross. An American Red Cross certificate will be issued upon successful completion of the written exam and all skills tested. *(Required for 17 Unit, "Skills Certificate in Physical Training"). (Can be applied toward Associate in Arts Degree in Kinesiology).*

HISTORY

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

This course surveys the political, economic, social, religious, and intellectual activities of Western Civilization from the pre-history period through the fifteenth century. The study includes the ancient Middle East, Egypt, Greece, Rome, the Middle Ages, and the Renaissance.

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

Note: History 001 is not a prerequisite for this course.

This course surveys Western Civilization from the Renaissance to the present. Major topics include the political, economic, and social organization of Europe, with particular emphasis on the rise of the nation state and industrialization. Europe's expanding global influence in the nineteenth and twentieth centuries are also examined.

6 - HISTORY OF THE AMERICAS II (3 UNITS) UC:CSU

This course continues the subject matter of History 5. Emphasis is placed on the evolution of the American nations and peoples in the nineteenth and twentieth centuries.

11 - POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I (3 UNITS) UC:CSU

This course surveys the political, social, and economic history of the United States from the Colonial era to 1876 with emphasis on the origin and implementation of the U.S. Constitution. This course meets the California State University requirements for United States History.

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

This is the second semester course in United States History. It includes the political, cultural, and social development of the United States from 1876 to the present. This course

meets California State University requirements for United States History.

19 - HISTORY OF MEXICO (3 UNITS) UC:CSU

This course covers the basic history of Mexico including Indian Mexico, the Spanish conquest, War of Independence, the age of Santa Ana, the period of reform, and the reign of Diaz. The Revolution of 1910 and the period of Reconstruction are also included. A review of contemporary Mexico together with its cultural, social, political, and economic trends concludes the course.

20 - HISTORY OF CALIFORNIA AND THE PACIFIC COAST (3 UNITS) UC:CSU

This course is a general survey of the history of the Pacific Coast. Emphasis is on the story of California through the explorations, the Spanish settlements, the Mexican regime, the gold rush, the North American conquest and occupation to statehood, and the subsequent growth of transportation and communication. Political activities, immigration, commerce, industry, education, art and culture to the present are also included. The influence of geography on historical development of the state is stressed.

21 - HISTORY OF THE RUSSIAN PEOPLE (3 UNITS) UC:CSU

This course studies the history of Russia with focus on early Russian social and political formation, reform movements, the Bolshevik Revolution, Soviet totalitarianism under Lenin and Stalin (and their successors), and domestic and foreign policy in the 19th and 20th centuries.

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

Credit is allowed in only one of History 41, 43, or 11.

This course surveys of United States history from the early colonial era through the Civil War with special emphasis on the contribution of the Afro-American. The course provides a background in the political and social development of the United States. It is designed for students majoring in the social sciences and for those who wish to gain a better understanding of the Afro-American in American civilization. A survey of the United States Constitution is also included. This course meets California State University requirements for United States history.

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

History 041 is not a prerequisite for this course. UC Credit is allowed in only one of History 042, 044, or 012.

This course surveys U.S. History from the end of the Civil War to the present time with special emphasis on the contribution of African-Americans. This course meets the California State University requirement for United States History.

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

UC Credit is allowed in only one of History 043, 041, or 011.
This course surveys U.S. History from the early colonial era through the Civil War focusing on the contribution of the Mexican-American. This course meets California State University requirements for United States History and the Constitution.

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

UC Credit is allowed in only one of History 044, 402, or 012. History 043 is not a prerequisite for this course.
This course surveys United States history from 1877 to the present with emphasis on the contribution of the Mexican-American. Also included is a unit on California state government, the state constitution, and local governmental structures and issues. The course meets the California State University requirement for United States history.

52 - THE ROLE OF WOMEN IN THE HISTORY OF THE U.S. (3 UNITS) UC:CSU

This course is a survey of women's roles throughout U.S. History focusing on the influence of race, ethnicity, and status on women's experience. This course meets the California State University requirement for United States History.

74 - ASIAN CIVILIZATION (3 UNITS) UC:CSU

This course surveys the social, political, and economic evolution of Asia from the pre-history period to the present. Regions studied in the course include South, Southeast and East Asia.

81 – A HISTORY OF WORKING PEOPLE IN THE UNITED STATES I (3 UNITS) UC:CSU

This course studies the history of American labor from the colonial era through Reconstruction. Colonial development, revolution, the early republic, the ante-bellum period, the Civil War and Reconstruction are viewed through the eyes of America's multicultural working people. Emphasis is also placed upon the defining role of the American Constitution and its impact upon labor.

82 – THE HISTORY OF WORKING PEOPLE IN THE UNITED STATES II (3 UNITS) UC:CSU

This course focuses on working people in the history of the United States from Reconstruction to the present. Issues of class, gender, and race within the context of work and the influence of organizations and collective action will be emphasized. The defining role of the American Constitution and its impact upon labor will also be examined.

86 - INTRODUCTION TO WORLD CIVILIZATION I (3 UNITS) UC:CSU

This course is an introductory survey of world civilization up to 1500 including a comparative study of the social, economic, and political formations and their interaction. Major topics include development of major civilizations, migration and settlement patterns, religion, philosophy, and technology.

87 - INTRODUCTION TO WORLD CIVILIZATION II (3 UNITS) UC:CSU

This course surveys world civilization from 1500 to the present time. Major topics include the development of the nation-state, economic systems, industrialization, global conquest, colonization, and revolution.

385 - DIRECTED STUDY HISTORY (3 UNITS) UC*:CSU

This course allows students to pursue Directed Study in History on a contract basis under the direction of a supervising instructor.

** UC credit may be granted by petition after transfer.*

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

HUMANITIES

See also Cinema and/or Theater

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

This is an interdisciplinary course which covers the arts and ideas of humanity. Mythology, literature, painting, sculpture, architecture, and music are studied in relation to their medium, organization and style. Emphasis is placed on the Western cultural heritage, values and perspectives as revealed in the arts.

6 - GREAT PEOPLE, GREAT AGES (3 UNITS)

UC:CSU - RPT 1

The purpose of this course is to study the lives of selected individuals such as Pericles, Dante, Michelangelo, Beethoven, Van Gogh, Frank Lloyd Wright, Stravinsky, Picasso, and others with an appreciation of their eras in history and their contribution to our cultural heritage.

17 - FILM APPRECIATION (3 UNITS) UC:CSU

This course is a survey of motion pictures and changing social attitudes in film from the silent era to the present. Film appreciation, dealing with the ability of popular movies to crystallize society's myths, fantasies, and realities, is presented within a historical, social context. Movie heroes and heroines and their relationship to culture will be studied by viewing representative feature films.

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

The purpose of this course is to make a survey of man's cultural development from the late Renaissance up to and including contemporary society. General information is presented on the arts, literature, and ideas of the Baroque, Neo-Classic, and Romantic periods. The course concludes with an examination of Twentieth-Century culture in particular.

60 - PEOPLE AND THEIR WORLD: TECHNOLOGY AND THE HUMANITIES (3 UNITS) UC:CSU

This course involves the student in a study of the urban environment and society. The approach of the course is interdisciplinary, involving such disciplines as: art, music, literature, drama, philosophy, technology, and history. The emphasis is on exploring the interaction of the individual and society. The interrelationship of humanities and technology within modern society is discussed for the student to gain a better understanding of the modern world and its culture.

385 - DIRECTED STUDY (3 UNITS) UC*:CSU

By arrangement with instructor.

Special studies will be undertaken with the guidance of weekly faculty meetings. Topics or projects must be approved by the faculty member in charge, and the course of study is to be submitted to the Humanities and Fine Arts Division Chairman at the beginning of the semester.

** UC credit may be granted by petition after transfer.*

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

INTERIOR DESIGN

See courses in Architectural Interiors, Art, and/or Family & Consumer Studies.

INTERNATIONAL BUSINESS

also see

Accounting, Business, CAOT, CIS, Finance, Management, Marketing, Real Estate and Supervision.

1 - INTERNATIONAL TRADE (3 UNITS) CSU

This course covers the accelerating global economy and internationalization of business. It reviews international economics, finance, and trade affecting international business decisions and operations. The course includes multinational enterprises, legal, political, and socio-cultural issues, survey of global strategic management. It covers the basics of starting and operating an import or export business.

JAPANESE

21 - FUNDAMENTALS OF JAPANESE I (3 UNITS) UC:CSU

Prerequisite: None.

Note: Not open to students having credit for Japanese 001.

This course in spoken Japanese stresses fundamentals of pronunciation and grammar, basic vocabulary, useful phrases, and the ability to understand and speak simple Japanese. Basic reading and writing skills will be introduced. All materials are presented in Romanized Japanese (Roomaji) to facilitate mastery of the spoken language.

22 - FUNDAMENTALS OF JAPANESE II (3 UNITS) UC:CSU

Prerequisite: Completion of Japanese 021 with a grade of "C" or better.

This course continues the basic instruction of Japanese grammar at the second level of the Japanese language for beginners. Course stresses pronunciation, intonation and grammar. Completion of Japanese 21 and 22 is equivalent to Japanese 01.

JOURNALISM

101 - COLLECTING AND WRITING NEWS (3 UNITS) CSU

This introductory course stresses instruction and practice in news gathering and news writing. Extensive practical writing experience is geared to the campus newspaper. It also includes a study of newspaper, radio, and television news. Adherence to professional writing style and legal and ethical aspects of the profession are included.

105 - MASS COMMUNICATIONS (3 UNITS) UC:CSU

This course is a survey and evaluation of the mass media, with special attention given to interpretation and analysis of ethical and legal media issues. Students will examine and assess arguments related to newspapers, magazines, radio, television, motion pictures and advertising, and evaluate their impact on society and the individual.

108 - ARTICLE WRITING (3 UNITS) CSU - RPT 3

In this course, the student learns how to write and sell staff and free-lance magazine articles. This course includes basic reporting, researching, and writing of articles, as well as the study of potential magazine markets.

217 - PUBLICATIONS LABORATORY (2 UNITS) CSU - RPT 3

Prerequisite: Completion of Journalism 101 with a grade of "C" or better.

This course stresses modern newspaper production techniques, through the publication of the campus newspaper. Includes use of computerized typesetting equipment; graphic techniques and materials; newspaper design and make-up. Instruction is directed by the newspaper advisor, editor and staff members.

218 - PRACTICAL EDITING (3 UNITS) CSU - RPT 3

This course provides practical instruction and practice in writing and editing the campus newspaper. Editions are evaluated in regularly scheduled class meetings.

KINESIOLOGY

Note: UC grants a maximum of four semester units of credit for Kinesiology Activity courses.

010 - KINESIOLOGY - SCIENTIFIC PHYSICAL FITNESS LABORATORY (1 UNIT) UC:CSU RPT 3

This course teaches a scientific approach to physical fitness to improve one's physical efficiency. It consists of an active program of physical fitness through fitness, strength, agility, and speed exercises. Students will learn how to test and be tested on the different areas of fitness and on their improvement throughout the course. (*Required for 17 Unit, "Skills Certificate in Physical Training"*).

119 - KINESIOLOGY - PHYSICAL EFFICIENCY (2 UNITS) UC:CSU

This course consists of an active program of physical fitness through flexibility, running, and strength exercises. Also included are weight conditioning and aerobic activities. Personalized fitness programs are developed for each student. The student will also learn the principles of fitness conditioning, weight control, and nutrition guidance. (*Required for 17 Unit, "Skills Certificate in Physical Training"*).

185 - KINESIOLOGY (1 UNIT) UC:CSU - RPT 2

285 - KINESIOLOGY (2 UNITS) UC:CSU

385 - KINESIOLOGY (3 UNITS) UC:CSU

Allows students to pursue Directed Study in Kinesiology on a contract basis under the direction of a supervising instructor. **Credit Limit:** A maximum of 3 units in Directed Study may be taken for credit.

INDIVIDUAL AND DUAL ACTIVITIES (1 UNIT) UC:CSU - RPT 3

Beginning, intermediate, and advanced levels are offered for most of the courses listed below, but all levels may not be taught each semester.

217 - SELF-DEFENSE SKILLS

(*Can be applied toward Associate in Arts Degree in Kinesiology*). This course provides the fundamentals of safety awareness, defensive and striking techniques for dealing with standing confrontations.

229 - BODY CONDITIONING

This course is designed to provide students with a fitness foundation through the means of cardio respiratory endurance training, muscular strength, endurance training, and flexibility exercises using different modes of exercise. A student will be given a fitness assessment profile and then will develop an individualized exercise prescription. Student progress of fitness will be monitored and assessed regularly to assure completion of goals and objectives. *(Can be applied toward Associate in Arts Degree in Kinesiology).*

245 - BODY DYNAMICS

Exercise and techniques for body conditioning & physical performance are learned. Class time includes participation in fitness activities including aerobic, strength, developmental, and flexibility exercises.

250 – WEIGHT TRAINING SKILLS

This course consists of an active program of fitness and strength training through various weight training skills. Students will learn the different methods used for training athletes as well as the general population. Also included are conditioning and aerobic activities. Personalized fitness programs are developed for each student. (Required for 17Unit, “Skills Certificate in Physical Training”). *(Can be applied toward Associate in Arts Degree in Kinesiology)*

251 - YOGA SKILLS

This course uses various styles of Hatha yoga to improve overall fitness and health. It focuses on the mind/body connection by introducing students to breathing techniques to reduce stress and improve relaxation. Students will also learn about the history and philosophy of yoga.

268 - GOLF SKILLS

This course provides instruction and practice in the skills of golf for the beginner, intermediate or advanced golfer. Grip, stance, swing development and putting are taught along with the rules, strategy and etiquette of the game. Instruction and practice will be on campus and at a local course. *(Can be applied toward Associate in Arts Degree in Kinesiology).*

349 - STRESS REDUCTION AND PHYSICAL EFFICIENCY (2 UNITS) UC:CSU

This course combines labs and lectures using yoga techniques. It is designed to improve strength, body awareness, and flexibility. Focus will be placed on breath control, visualization, guided imagery and progressive relaxation to develop mind body connection. Stress assessments and stress management techniques are emphasized in the lectures.

TEAM SPORTS (1 UNIT) UC:CSU - RPT 3

Beginning, intermediate, and advanced levels are offered for most of the courses listed below, but all levels may not be taught each semester.

287 - BASKETBALL SKILLS

(Can be applied toward Associate in Arts Degree in Kinesiology).

288 - FLAG/TOUCH FOOTBALL SKILLS

291 - VOLLEYBALL SKILLS

(Can be applied toward Associate in Arts Degree in Kinesiology).

DANCE ACTIVITIES (1 UNIT) UC:CSU - RPT 3

Activity 2 hours and 10 minutes per week.

023 - MODERN DANCE

This course is an introduction to the fundamentals of modern dance techniques, dance combinations and dance vocabulary. Proficiency in correct body alignment, carriage and basic muscle terminology is emphasized.

INTERCOLLEGIATE SPORTS: MEN, WOMEN, AND COED (2 UNITS) UC:CSU RPT 1 3 UNITS

Activity 10 or more hours per week in the sports in season.

This course requires 11:05 hours per week of student lab work to be scheduled as arranged with instructor. 11:05 TBA

503 - INTERCOLLEGIATE ATHLETICS - BASEBALL

504 - INTERCOLLEGIATE ATHLETICS - BASKETBALL

508 - INTERCOLLEGIATE ATHLETICS - FOOTBALL

511 - INTERCOLLEGIATE ATHLETICS - SOCCER

512 - INTERCOLLEGIATE ATHLETICS - SOFTBALL

516 - INTERCOLLEGIATE ATHLETICS - VOLLEYBALL

RELATED ACTIVITIES:

350 - WEIGHT TRAINING (1 UNIT) UC:CSU - RPT 3

This course is an open laboratory experience designed for people who desire an individualized fitness training program using a combination of Life Fitness cardiovascular machines, universal machines, and free weights. Suited for men and women of all age groups who are interested in muscle forming, muscle building, fat-burning and cardio-respiratory training. Work is done on a “contract” basis.

(Can be applied toward Associate in Arts Degree in Kinesiology).
This course requires 3:10 hours per week of student lab work to be scheduled as arranged with instructor. 3:10 TBA

**552 - INTERCOLLEGIATE SPORTS -
CONDITIONING & SKILLS TRAINING (1 UNIT)
UC:CSU - RPT 3**

This course is designed for the student athlete to cover the following areas: the analysis and training of athletic skills, analysis of offensive and defensive systems, physical conditioning, strength training and aerobic conditioning.

**553 - INTERCOLLEGIATE FOOTBALL - FITNESS
& SKILLS TRAINING (1 UNIT) UC:CSU RPT 3**

This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for football.

**556 - INTERCOLLEGIATE BASKETBALL -
FITNESS & SKILLS TRAINING (1 UNIT) UC:CSU
- RPT 3**

This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for basketball.

**557 - INTERCOLLEGIATE BASEBALL - FITNESS
& SKILLS TRAINING (1 UNIT) UC:CSU RPT 3**

This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for baseball.

**558 - INTERCOLLEGIATE SOCCER - FITNESS &
SKILLS TRAINING (1 UNIT) UC:CSU RPT 3**

This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for soccer.

ADAPTED KINESIOLOGY

045 - ADAPTED FITNESS (1 UNIT) UC:CSU - RPT 3

Course designed to meet the needs of students with disabilities who require restricted or modified activities. Individualized exercise programs will be performed by students with instruction covering the basic elements

of physical fitness and training principles. Students with disabilities must provide a physician prescription for exercises. This course requires 3:05 hours per week of student lab work to be scheduled as arranged with instructor. 3:05 TBA

**046 - ADAPTED STRENGTH TRAINING (1 UNIT)
UC:CSU RPT 3**

Course is designed to meet the needs of students with disabilities who require restricted or modified activities. Individualized exercise programs will be performed by students with instructional emphasis placed on strength training principles and techniques. Students with disabilities must provide a physician prescription for exercises. This course requires 3:05 hours per week of student lab work to be scheduled as arranged with instructor. 3:05 TBA

**048 - ADAPTED AEROBICS (1 UNIT) UC:CSU -
RPT 3**

Course is designed to meet the needs of students with disabilities who need an individualized exercise program and can function independently. Students will develop cardiovascular and muscular endurance, strength, and flexibility while exercising with musical accompaniment. Students with disabilities need a medical prescription from physician. This course requires 3:05 hours per week of student lab work to be scheduled as arranged with instructor. 3:05 TBA

**049 – ADAPTED CARDIOVASCULAR FITNESS
(1 UNIT) UC:CSU - RPT 3**

Course is designed to meet the needs of students with disabilities who can benefit from individualized cardiovascular endurance training. Development of cardiovascular endurance through the use of bicycle ergo meters, treadmills, hand cranks, etc., will be the major class focus. Students with disabilities must provide physician prescription for exercises. This course requires 3:05 hours per week of student lab work to be scheduled as arranged with instructor. 3:05 TBA

**050 - ADAPTED EXERCISE FOR BACK DISORDERS
(1 UNIT) UC:CSU RPT 3**

Course is designed to meet the needs of students with disabilities with back and/or neck problems who can benefit from an individualized exercise program. Instruction and practice will be given in individualized exercise, including stretching, resistive exercise, and cardiovascular fitness. Students with disabilities need a medical prescription for exercises from physician. This course requires 3:05 hours

per week of student lab work to be scheduled as arranged with instructor. 3:05 TBA

051 - ADAPTED SPORTS AND GAMES (1 UNIT) UC:CSU RPT 3

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 skills development. Students with disabilities need a medical prescription for exercises from physician. [This course requires 3:05 hours per week of student lab work to be scheduled as arranged with instructor. 3:05 TBA](#)

COURSES FOR KINESIOLOGY MAJORS

These courses may or may not meet credit for Kinesiology activity; they are required for Kinesiology and Recreation majors and minors.

Note: UC grants a maximum of eight semester units of credit for Kinesiology Activity courses except for P.E. 712.

100 - INTRODUCTION TO KINESIOLOGY (3 UNITS) UC:CSU

It is recommended that the student be a kinesiology or recreation major or minor. This course deals with professional kinesiology and does not satisfy state-required activity.

This course is designed to acquaint the major or minor student in health, kinesiology, or recreation with the scope and significance of these three professions. It covers kinesiology concepts, historical background, interrelationship with other fields, major course requirements, job opportunities, teaching, and professional duties and responsibilities. *(Can be applied toward Associate in Arts Degree in Kinesiology).*

103 - INTRODUCTION TO COACHING ATHLETICS COED (3 UNITS) UC:CSU

It is recommended that the student be a kinesiology or recreation major or minor or coach of men or women's sports.

This course focuses encouragement of sound coaching principles and training methods for men and women. It presents information to help the coach, the kinesiology major who will be dealing with athletes, the leader of recreational programs, the kinesiology instructor, and the player. The concepts, problems, philosophy, and modern-day techniques relating to competitive athletics are discussed.

COURSES FOR DANCE MAJORS

032 - INTRODUCTION TO DANCE AND DANCE HISTORY (3 UNITS) UC:CSU

An introduction to dance exploring its many forms and purposes including social ethnic, ritual, art and therapy. Opportunities to observe, study, experience and discuss dance and to understand how dance influences our culture. *(Can be applied toward Associate in Arts Degree in Kinesiology).*

LEARNING FOUNDATIONS

1 - ADAPTED KEYBOARDING (1 UNIT) RPT 3 - NDA

Designed for students with verified disabilities, this class provides individual instruction in keyboarding basics. Adaptive technology may also be introduced for successful access to keyboard or screen. Basic reading and writing skills are not addressed in this course. [This course requires 3:40 hours per week of student lab work to be scheduled as arranged with instructor. 3:40 TBA](#)

2 - ADAPTIVE WORD PROCESSING OPERATIONS (1 UNIT) RPT 3 NDA

Designed for Students with verified disabilities, this class provides individual training in the use of adaptive word processing technologies. Students learn skills at an individual pace using adapted hardware and software. Knowledge of keyboarding skills is helpful but not required. Basic reading and writing skills are not addressed in this course. [This course requires 3:40 hours per week of student lab work to be scheduled as arranged with instructor. 3:40 TBA](#)

3 - ADAPTIVE COMPUTER OPERATIONS (1 UNIT) RPT 3 - NDA

Designed for students with verified disabilities, this class provides individual assessment of assistive technology needs. Students will learn how to use the latest technologies (hardware and software) to make computer applications accessible. The type of technologies and the extent of the training will depend on the student's disability and needed applications. Knowledge of keyboarding skills is helpful but not required. Basic reading and writing skills are not addressed in this course. [This course requires 3:40 hours per week of student lab work to be scheduled as arranged with instructor. 3:40 TBA](#)

LEARNING SKILLS

also see
Learning Foundations

1 - READING (3 UNITS) RPT 3 - NDA

Students will receive individualized, small group and computer assisted instruction based on diagnostic assessment results. Modules in decoding, comprehension and textbook reading skills are prescribed in order to strengthen skills necessary for success in other college classes.

[This course requires 3:40 hours per week of student lab work to be scheduled as arranged with instructor. 3:40 TBA](#)

41 - STUDY STRATEGIES FOR STUDENTS WITH LEARNING DISABILITIES (3 UNITS) RPT 2 NDA

This course will help students with identified learning disabilities to develop strategies to cope with the demands of the regular classroom environment. Such strategies include organization, self awareness, time management, note-taking, test-taking, listening and textbook comprehension skills.

LIBRARY SCIENCE

101 - LIBRARY RESEARCH METHODS (1 UNIT) UC:CSU

This is a practical course in the use of libraries in general and academic libraries in particular. The student will learn efficient use of library resources, in both print and computer form, for researching information for class assignments and papers, and for personal use. Skills acquired will be of life-long benefit. [This course requires 2:05 hours per week of student lab work to be scheduled as arranged with instructor. 2:05 TBA](#)

102 - INTERNET RESEARCH METHODS (1 UNIT) CSU

Recommended: Knowledge of Windows: Basic keyboarding skills.

This course will focus on how to find and evaluate information and resource materials on the Internet, using a variety of applications. Principles of information access, development of search strategies, evaluation criteria and processes, and specific search tools will be covered. Issues regarding intellectual property, censorship, and on-line publishing will be discussed. [This course requires 2:05 hours per week of student lab work to be scheduled as arranged with instructor. 2:05 TBA](#)

MANAGEMENT

also see

Supervision, Accounting, Business, CAOT, CIS, Finance, International Business, Marketing and Real Estate.

2 - ORGANIZATION AND MANAGEMENT THEORY (3 UNITS) CSU

This course covers management organization and authority. Students learn to effectively communicate with and motivate employees. Students will understand the processes of hiring, evaluating, promoting and terminating personnel. Students will study the basic objectives, theory, and principles of management decision making.

13 - SMALL BUSINESS ENTREPRENEURSHIP (3 UNITS) CSU

This course covers the essentials of the successful start up and management of a small business. Store location, layout, organization, merchandise control, buying, pricing, advertising, government regulations, labor relations, public relations, and other phases of small business are studied. Particular emphasis is placed on entrepreneurship and business start-ups.

31 - HUMAN RELATIONS FOR EMPLOYEES (3 UNITS) CSU

This course assists students in developing and improving traits desirable for success in business. Emphasis is placed on techniques to insure good human relations with individuals or groups. Effective study methods, work organizations, career planning, and the ability to present oneself to an employer for employment or advancement are included.

33 - PERSONNEL MANAGEMENT (3 UNITS) CSU

Human resource management techniques and procedures are studied. Topics included are selection, placement, testing, orientation, counseling, merit rating, promotion, transfer, training, and fringe benefits.

MARKETING

also see

Accounting, Business, CAOT, CIS, Finance, International Business, Management, Real Estate and Supervision.

1 - PRINCIPLES OF SELLING (3 UNITS) CSU

This course presents the fundamentals of salesmanship of ideas, services, and merchandise. Emphasis is placed on the building and selling of one's personality as well as on selling procedures. Practice is given in sales presentations.

21 - PRINCIPLES OF MARKETING (3 UNITS) CSU

This survey course presents basic information including the marketing environment and the roles of market research, advertising, public relations, planning, pricing and distribution in the marketing process. Practical experience in planning a promotion may be provided.

31 - RETAIL MERCHANDISING (3 UNITS)

Instruction in the principles and procedures involved in retailing in a global and multicultural environment. Applies the concept of fulfillment of customer wants and needs at a fair profit to department stores, mass merchandizing outlets, independent and chain stores, and non-store retailing, such as e-tailing.

MATHEMATICS

100 – LEARNING SKILLS WORKSHOP (1 UNIT) RPT 3 (NDA)

Corequisite: Concurrent enrollment in a mathematics or mathematics related course.

This course supplements all mathematics level courses by providing tutorial and self-help assistance. Offered on a credit/no credit basis only.

105 - ARITHMETIC (3 UNITS) NDA

This course explores arithmetic concepts from a modern point of view. Topics include mathematics operations using whole numbers, fractions and decimals as well as arithmetic applications in business, finance and geometry.

112 - PRE-ALGEBRA (3 UNITS) NDA

This course presents a review of arithmetic topics and introduces elementary algebra topics including operations with intergers, exponents, the use of mathematical sentences, and solutions of simple linear equations.

121 - ESSENTIALS OF PLANE GEOMETRY (3 UNITS)

Prerequisite: Completion of Mathematics 123 A & B or equivalents with grades of "C" or better.

This course covers the definitions, axioms and theorems of geometry relating to angles, lines, circles, polygons and polyhedra. The meaning and techniques of logical proof are heavily emphasized.

123 - ELEMENTARY AND INTERMEDIATE ALGEBRA (12) (3 UNITS)

Prerequisite: Completion of Mathematics 112 or equivalent with a grade of "C" or better.

This course provides a combined study of elementary and intermediate algebra topics, fulfilling any intermediate algebra requisite. Topics covered include exponents, radicals, solutions of equations and inequalities, functions and their graphs, determinants, logarithms, sequences and series.

215 - PRINCIPLES OF MATHEMATICS I (3 UNITS) UC:CSU

Prerequisite: Completion of Mathematics 123C with a grade of "C" or better.

This course is the first of two courses in a sequence designed for elementary school teachers. This course emphasizes sets and relations, numeration systems, basic problem solving, elementary number theory and their applications.

216 - PRINCIPLES OF MATHEMATICS II (3 UNITS) UC:CSU

Prerequisite: Completion of Mathematics 215 with a grade of "C" or better.

This course is the second of two courses in a sequence designed for elementary school teachers. This course emphasizes probability, statistics, networks, basic geometry concepts and their applications.

227 - STATISTICS (4 UNITS) UC:CSU

Prerequisite: Completion of Mathematics 123C with a grade of "C" or better.

This course is an introduction to probability, descriptive and inferential statistics including measures of central tendency and dispersion, sampling and estimation. Additional topics include measures, variability, the normal curve, probability and statistical inference, test of independence, linear correlation /regression and analysis of variance. Applicable statistics software is used to analyze data.

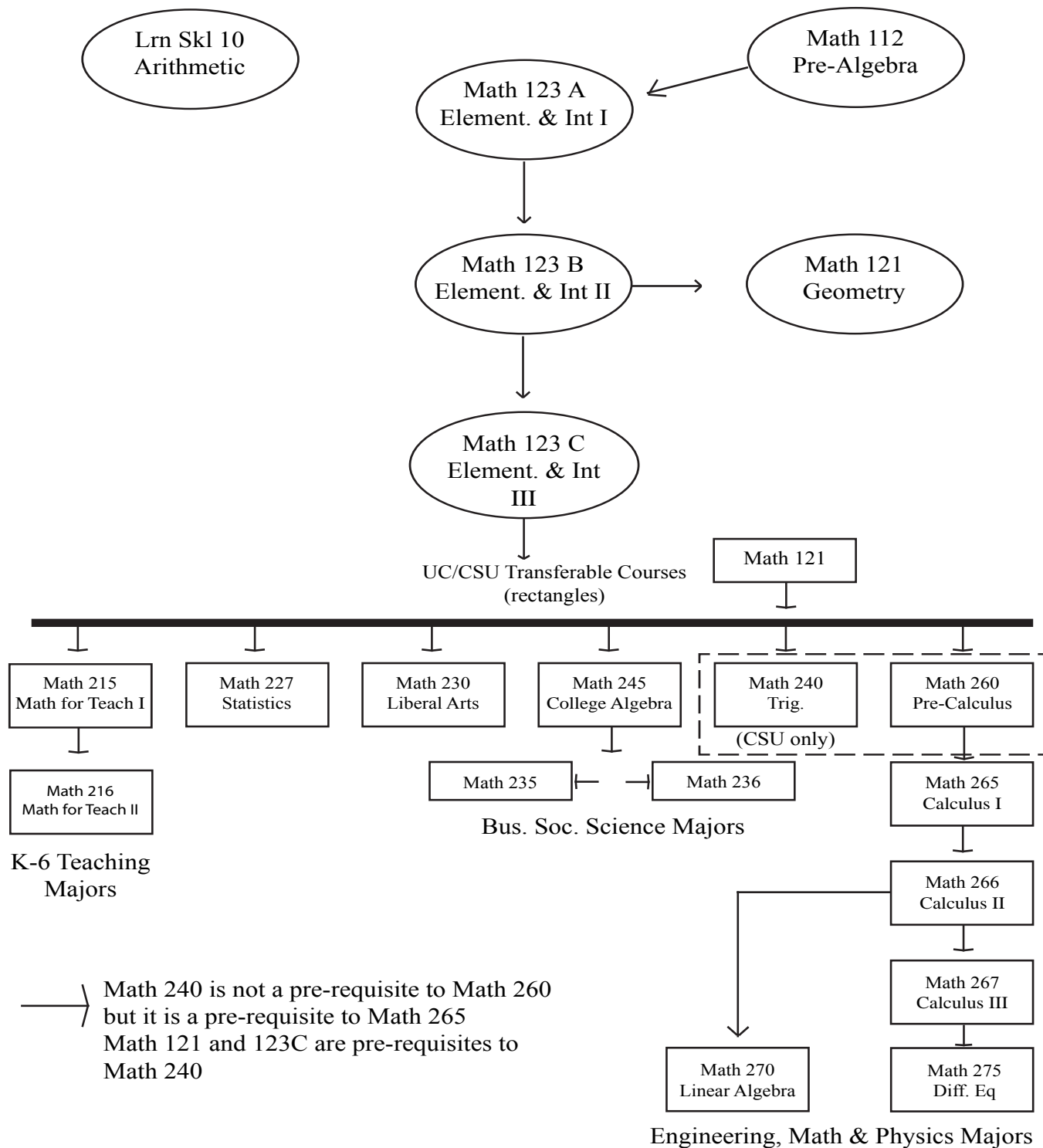
230 - MATHEMATICS FOR LIBERAL ARTS STUDENTS (3 UNITS) UC:CSU

Prerequisite: Completion of Mathematics 123C with a grade of "C" or better.

This course consists of some basic concepts in contemporary mathematics as it relates to modern society. Advanced mathematics topics are presented from a conceptual point of view.

MATHEMATICS COURSE SEQUENCE

Non-Transferable, A.A. degree Applicable Courses (ovals)



234 – COLLEGE LEVEL ALGEBRA (4 UNITS)

UC:CSU

Prerequisite: Completion of Mathematics 123C with a grade of “C” or better

This course is designed to prepare students to apply mathematical concepts and quantitative reasoning at a collegiate level. Topics include solution of higher order equations and inequalities, functional analysis, zeroes of polynomials, exponential and logarithmic functions, solution of systems of equations using matrices, and binomial expansions.

235 - FINITE MATHEMATICS (5 UNITS) UC:CSU

Prerequisite: Completion of Mathematics 123C with a grade of “C” or better.

This course begins with a brief algebra review followed by finite mathematical concepts such as theory of matrices, simplex method, linear programming and their applications.

236 - CALCULUS FOR BUSINESS AND SOCIAL SCIENCE (5 UNITS) UC:CSU

Prerequisite: Completion of Mathematics 245 with a grade of “C” or better.

This course consists of basic concepts in differential and integral calculus in single and multiple variables with applications to business, life and social sciences. Topics include limits, derivatives, maxima and minima applications, integration techniques with application, and graphs.

240 - TRIGONOMETRY (3 UNITS) CSU

Prerequisites: Completion of Mathematics 121 and 123C with a grade of “C” or better.

This course provides a study of functions, equations, and formulas related to angles and triangles. Their applications in mathematics, engineering and sciences are emphasized.

260 - PRE-CALCULUS (5 UNITS) UC:CSU

Prerequisite: Completion of Mathematics 123C with a grade of “C” or better.

This course consists of topics essential for a comprehensive background for the calculus sequence. Topics include function analysis, analytic geometry, theory of equations, matrices, induction, sequences and series.

265 - CALCULUS WITH ANALYTIC GEOMETRY I (5 UNITS) UC:CSU

Prerequisites: Completion of Mathematics 240 and 260 with grades of “C” or better.

Business majors are urged to take Mathematics 235 and 236 instead of Mathematics 260 and 265 unless they plan to take additional calculus courses.

This course is the first of three courses in calculus and analytic geometry. Topics include functions, limits, continuity, derivatives, integrals of rational and trigonometric functions. Applications include topics in engineering and physics.

266 - CALCULUS WITH ANALYTIC GEOMETRY II (5 UNITS) UC:CSU

Prerequisite: Completion of Mathematics 265 with a grade of “C” or better.

This course is the second of three courses in calculus with analytic geometry. Topics include applications of integrals to work and pressure, exponential, logarithmic, inverse trigonometric and hyperbolic functions; integration techniques, improper integrals, L'Hôpital Rule, infinite series and analytic geometry of conic sections.

267 - CALCULUS WITH ANALYTIC GEOMETRY III (5 UNITS) UC:CSU

Prerequisite: Completion of Mathematics 266 with a grade of “C” or better.

This is the third of three courses in calculus with analytic geometry. Topics include polar, spherical and cylindrical coordinates; parametric equations, vector algebra; calculus in two and three dimensions; partial derivatives; multiple integrals and applications.

270 - LINEAR ALGEBRA (3 UNITS) UC:CSU

Prerequisite: Completion of Mathematics 266 with a grade of “C” or better.

Recommended corequisite: Concurrent enrollment in Mathematics 267. This course emphasizes the study of matrix algebra, vector spaces and linear transformations, including theory and applications.

275 - ORDINARY DIFFERENTIAL EQUATIONS (3 UNITS) UC:CSU

Prerequisite: Completion of Mathematics 267 or concurrent enrollment in Mathematics 267.

This course introduces the theory of ordinary differential equations with emphasis on applications in the physical sciences. Traditional methods of solution by closed forms are studied together with series solutions, numerical methods and Laplace transforms solutions.

MEXICAN-AMERICAN STUDIES

Courses in Mexican-American Studies are listed below to enable interested students to see the complete offerings in this field. The descriptions of the courses can be found in numerical order in the appropriate section of the catalog listings in History and Spanish.

HISTORY 19 - HISTORY OF MEXICO (3 UNITS)
UC:CSU

HISTORY 20 - HISTORY OF CALIFORNIA AND THE PACIFIC COAST (3 UNITS) UC:CSU

HISTORY 23 - LATIN AMERICAN CIVILIZATION (3 UNITS) UC:CSU

HISTORY 24 - MEXICAN CIVILIZATION (3 UNITS) UC:CSU

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

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

SPANISH 12 - CONTEMPORARY MEXICAN LITERATURE (3 UNITS) UC:CSU

MICROBIOLOGY

20L – GENERAL MICROBIOLOGY L (1 UNIT)
UC:CSU

This course surveys the principles of microbiology and how they relate to the entire biological world and to humans. Topics include: chemistry of life, cell structure, metabolic processes, human infection and disease, immunology, molecular genetics, and microbe ecology.

20U – GENERAL MICROBIOLOGY U (3 UNITS)
UC:CSU

This course surveys the principles of microbiology and how they relate to the entire biological world and to humans. Topics include: chemistry of life, cell structure, metabolic processes, human infection and disease, immunology, molecular genetics, and microbe ecology.

40 - MICROBIOLOGY LABORATORY PREPARATIONS (1 UNIT) CSU - RPT 2

Prerequisite or corequisite: Completion of Microbiology 020 with a grade of "C" or better, or concurrent enrollment.

This course includes the preparation of culture media, indicators, reagents and stains; cleaning and care of glassware and bacteriological equipment; care, transfer and storage of culture organisms; and use of the autoclave. [This course requires 3:10 hours per week of student lab work to be scheduled as arranged with instructor. 3:10 TBA](#)

MUSIC

101 - FUNDAMENTALS OF MUSIC (3 UNITS)
UC:CSU

This course provides the basic knowledge of music needed by the candidate for the Standard Elementary Teaching Credential. It is also offered for the non-music major who wishes to study the basic rudiments of music, including notation, scales, keys and intervals, chords and chord progressions.

111 - MUSIC APPRECIATION I (3 UNITS)
UC:CSU

This course is an introduction to music and musical masterpieces. They are presented through lectures, reports, and recordings. The course is recommended for the general college student who wishes to improve his/her understanding of music.

141 - JAZZ APPRECIATION (3 UNITS) UC:CSU

This course is an introduction to music approached through the study of American jazz. An in-depth understanding of the music is developed by tracing historical, cultural, and political, as well as musical influences that shaped jazz. Recordings, video and concerts provide the musical experience.

161 - INTRODUCTION TO ELECTRONIC MUSIC (3 UNITS) CSU

This exploratory course emphasizes the application of technology in creating music. Technical, compositional, and performance skills utilizing synthesizers, computers, music related software applications and digital recording equipment are introduced and developed.

165 - INTRODUCTION TO RECORDING ARTS (3 UNITS) CSU

This course introduces the student to the basic principles of audio recording. Covered are basic principles of acoustics, multi-track recording, audio mixing, and effects processing.

**180 - APPLIED MUSIC LABORATORY
(1.5 UNITS) CSU - RPT 3**

Prerequisite: Placement audition.

Corequisite: Concurrent enrollment in Music Major Theory sequence and Performance ensemble classes are required and 181 or 182 or 183 or 184.

This course provides students with individual instruction and guided practice designed to improve instrumental or vocal technique, musicality, and performance skills. Basic repertoire and historical performance practices are emphasized. NOTE: Continued enrollment in this course is dependent upon a successful placement audition.

181 - APPLIED MUSIC I (.5 UNITS) UC:CSU

This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons and recital and jury performances. Parallels the offering for and requirements of UC and CSU music majors.

182 - APPLIED MUSIC II (.5 UNITS) UC:CSU

Prerequisite: A successful audition on the first day of classes is required for continued enrollment.

Corequisite: Concurrent enrollment in Music 180.

This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

183 - APPLIED MUSIC III (.5 UNITS) UC:CSU

Prerequisite: A successful audition on the first day of classes is required for continued enrollment.

Corequisite: Concurrent enrollment in Music 180.

This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

184 - APPLIED MUSIC IV (.5 UNITS) UC:CSU

Prerequisite: A successful audition on the first day of classes is required for continued enrollment.

Corequisite: Concurrent enrollment in Music 180.

This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

185 - DIRECTED STUDY (1 UNIT) UC*:CSU

By arrangement with instructor.

Special studies will be undertaken with the guidance of weekly faculty meetings. Topics or projects must be approved by the faculty member in charge, and the course

of study is to be submitted to the Humanities and Fine Arts Division Chairman at the beginning of the semester.

** UC credit may be granted by petition after transfer.*

**200 - INTRODUCTION TO MUSIC THEORY
(4 UNITS) UC:CSU**

Music theory is a set of principles used to analyze the construction and perception of music. This course is the first in a sequence of four levels of music theory intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents the principles of tonality—the tendency of certain types of music to progress toward a central tone or key. Topics will include a review of music fundamentals and an introduction to melodic construction, two-part counterpoint, figured bass, Roman numeral analysis, basic harmonic elaboration and reduction, cadences and four-part voice leading. In addition, it will address musicianship—the ability to read, perform and transcribe music—including techniques for sight singing, basic keyboard harmony and melodic and harmonic dictation.

201 - HARMONY I (3 UNITS) UC:CSU

Prerequisite: Completion of Music 200 or equivalent with a grade of “C” or better.

Corequisite: Concurrent enrollment of Music 211.

This course is the second in a sequence of four levels of music theory intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It continues where MUSIC 200 left off; presenting the principles of contrapuntal expansion of tonality. Topics will include the elaboration and reduction of tonic, pre-dominant and dominant harmonies, and phrase structure. Concurrent enrollment in MUSIC 211 is essential for the synthesis of concepts presented in this course.

202 - HARMONY II (3 UNITS) UC:CSU

Prerequisite: Completion of Music 201 or equivalent with a grade of “C” or better.

Corequisite: Concurrent enrollment in Music 212.

This course is the third in a sequence of four levels of music theory intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It continues where MUSIC 201 left off; presenting the principles of chromatic expansion of tonality and an introduction to musical form. Topics will include harmonic sequences, applied chords, modulation, binary form, modal mixture, Neapolitan chords, augmented sixth chords and period structure. Concurrent enrollment in MUSIC 212 is essential for the synthesis of concepts presented in this course.

203 - HARMONY III (3 UNITS) UC:CSU

Prerequisite: Completion of Music 202 or equivalent with a grade of “C” or better.

This course is the last in a sequence of four levels of music theory intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It continues where MUSIC 202 left off; presenting single-movement forms and an introduction to post-tonal theory. Topics will include ternary, rondo and sonata forms, semi-tonal voice-leading, plagal relation, extended tertian harmonies, symmetrical harmony, modal and synthetic tonality and chromatic sequences. Concurrent enrollment in MUSIC 213 is essential for the synthesis of concepts presented in this course.

211 - MUSICIANSHIP I (2 UNITS) UC:CSU

Prerequisite: Completion of Music 201 with a grade of “C” or better or concurrent enrollment.

This course is the second in a sequence of four levels of music theory and musicianship intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It continues where MUSIC 200 left off; presenting techniques for developing musicianship relating to the concepts presented in its counterpart course, MUSIC 201. Topics will include sight singing, basic keyboard harmony and melodic and harmonic dictation. Concurrent enrollment in or previous successful completion of MUSIC 201 is essential for the synthesis of concepts presented in this course.

212 - MUSICIANSHIP II (2 UNITS) UC:CSU

Prerequisite: Completion of Music 202 with a grade of “C” or better or concurrent enrollment.

This course is the third in a sequence of four levels of music theory and musicianship intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It continues where MUSIC 211 left off; presenting techniques for developing musicianship relating to the concepts presented in its counterpart course, MUSIC 202. Topics will include sight singing, basic keyboard harmony and melodic and harmonic dictation. Concurrent enrollment in or previous successful completion of MUSIC 202 is essential for the synthesis of concepts presented in this course.

213 - MUSICIANSHIP III (2 UNITS) UC:CSU

Prerequisite: Completion of Music 202 with a grade of “C” or better or concurrent enrollment.

This course is the last in a sequence of four levels of music theory and musicianship intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It continues where MUSIC 212

left off; presenting techniques for developing musicianship relating to the concepts presented in its counterpart course, MUSIC 203. Topics will include sight singing, basic keyboard harmony and melodic and harmonic dictation. Concurrent enrollment in or previous successful completion of MUSIC 203 is essential for the synthesis of concepts presented in this course.

216A – MUSIC THEORY 1 (3 UNITS) UC:CSU

Corequisite: Completion of MUSIC 216B with a grade of “C” or better or concurrent enrollment.

Music theory is the set of principles used to analyze the construction and perception of music. This course is the first in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents the principles of tonality and harmonic function—the tendency of certain types of music to progress toward a central tone or key. Topics will include music history, a review of the fundamentals of music, melodic construction, two-part counterpoint, harmonic progression, phrase structure and harmonization. The practical application of these topics will be addressed in the corresponding musicianship course. Thus, concurrent enrollment in or previous completion (with a minimum grade of ‘C’) of Musicianship 1 (MUSIC 216B) is required.

216B – MUSICIANSHIP 1 (1 UNIT) UC:CSU

Corequisite: Completion of MUSIC 216A with a grade of “C” or better or concurrent enrollment.

Musicianship is the ability to perceive and demonstrate musical artistry while reading, dictating and performing music. This course is the first in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of music featuring the concepts presented in its counterpart music theory course. Thus, concurrent enrollment in or previous successful completion (with a minimum grade of ‘C’) of Music Theory 1 (MUSIC 216A) is required.

217 A – MUSIC THEORY 2 (1 UNIT) UC:CSU

Prerequisite: Completion of MUSIC 216A with a grade of “C” or better.

Corequisite: Completion of MUSIC 217B with a grade of “C” or better or concurrent enrollment.

This course is the second in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents the principles of contrapuntal expansion of tonality. Topics will include the elaboration and reduction of tonic, pre-dominant and dominant harmonies, and phrase

structure. The practical application of these topics will be addressed in the corresponding musicianship course. Thus, concurrent enrollment in or previous completion (with a minimum grade of 'C') of Musicianship 2 (MUSIC 217B) is required.

217B – MUSICIANSHIP 2 (1 UNIT) UC:CSU

Prerequisite: Completion of MUSIC 216B with a grade of "C" or better.
Corequisite: Completion of MUSIC 217A with a grade of "C" or better or concurrent enrollment.

This course is the second in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of music featuring the concepts presented in its counterpart music theory course. Thus, concurrent enrollment in or previous successful completion (with a minimum grade of 'C') of Music Theory 2 (MUSIC 217A) is required.

218A – MUSIC THEORY 3 (1 UNIT) UC:CSU

Prerequisite: Completion of MUSIC 217A with a grade of "C" or better.
Corequisite: Completion of MUSIC 218B with a grade of "C" or better or concurrent enrollment.

This course is the third in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents the principles of chromatic expansion of tonality and an introduction to musical form. Topics will include harmonic sequences, applied chords, modulation, binary form, modal mixture, Neapolitan chords, augmented sixth chords and period structure. The practical application of these topics will be addressed in the corresponding musicianship course. Thus, concurrent enrollment in or previous completion (with a minimum grade of 'C') of Musicianship 3 (MUSIC 218B) is required.

218B – MUSICIANSHIP 3 (1 UNIT) UC:CSU

Prerequisite: Completion of MUSIC 217B with a grade of "C" or better.
Corequisite: Completion of MUSIC 218A with a grade of "C" or better or concurrent enrollment.

This course is the third in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of music featuring the concepts presented in its counterpart music theory course. Thus, concurrent enrollment in or previous successful completion (with a minimum grade of 'C') of Music Theory 3 (MUSIC 218A) is required.

219A – MUSIC THEORY 4 (1 UNIT) UC:CSU

Prerequisite: Completion of MUSIC 218A with a grade of "C" or better.

Corequisite: Completion of MUSIC 219B with a grade of "C" or better or concurrent enrollment.

This course is the last in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents the principles of single-movement forms and an introduction to post-tonal theory. Topics will include ternary, rondo and sonata forms, extended tertian harmonies, modal and synthetic tonality, an introduction to blues harmony, symmetrical harmony, chromatic sequences, and introductory concepts in non-diatonic harmony. The practical application of these topics will be addressed in the corresponding musicianship course. Thus, concurrent enrollment in or previous completion (with a minimum grade of 'C') of Musicianship 4 (MUSIC 219B) is required.

219B – MUSICIANSHIP 4 (1 UNIT) UC:CSU

Prerequisite: Completion of MUSIC 218B with a grade of "C" or better.

Corequisite: Completion of MUSIC 219A with a grade of "C" or better or concurrent enrollment.

This course is the last in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of music featuring the concepts presented in its counterpart music theory course. Thus, concurrent enrollment in or previous successful completion (with a minimum grade of 'C') of Music Theory 4 (MUSIC 219A) is required.

231 - ORCHESTRATION AND ARRANGING I (3 UNITS) UC:CSU

Prerequisite: Completion of Music 202 or equivalent with a grade of "C" or better.

Recommended Preparation: Knowledge of basic music theory.

This course focuses on the writing of arrangements for a variety of bands, orchestras, and vocal groups. The student will study harmony and voicing and the basics about all the common instruments. Student arrangements will be performed.

232 - ORCHESTRATION AND ARRANGING II (3 UNITS) UC:CSU

Prerequisite: Completion of Music 231 with a grade of "C" or better.

Instruments will be examined in detail and students will write in a variety of styles, with emphasis on their special interests. Student's arrangements will be performed.

**241 - MUSIC NOTATION AND COPYING I
(1 UNIT) CSU**

Lecture 1 hour and 5 minutes per week.

Techniques for hand drawing notes, rests, and other music symbols.

**242 - MUSIC NOTATION AND COPYING II
(1 UNIT) CSU**

Prerequisite: Completion of Music 241 with a grade of “C” or better.

Techniques for computer-aided scoring of notes, rests, and other music symbols.

**251 - JAZZ IMPROVISATION WORKSHOP
(1 UNITS) UC:CSU - RPT 3**

Here students learn to play improvised solos with various groups and big bands, and study the chords, scales, and “licks” used by great players. Students then practice these techniques in a weekly jam session.

**261 - ELECTRONIC MUSIC WORKSHOP
(3 UNITS) CSU RPT 2**

Prerequisite: Completion of Music 161 or equivalent with a grade of “C” or better.

This is a continuation of the Introduction to Electronic Music. Advanced synthesis and recording techniques are explored. Techniques for creating music with computers, synthesizers, and digital recorders are introduced.

**265 -RECORDING ARTS WORKSHOP (3 UNITS)
CSU - RPT 2**

Prerequisite: Completion of Music 165 or equivalent with a grade of “C” or better.

This course introduces the student to advanced principles of audio recording.

**271 - SONGWRITERS WORKSHOP I (3 UNITS)
CSU - RPT 2**

This course offers the student the opportunity to develop skills in writing original songs. Techniques of creating original melodies, harmonies, and lyrics will be presented.

**280 - THE BUSINESS OF COMMERCIAL MUSIC
(3 UNITS) CSU**

This course offers the student the opportunity to examine economic opportunities in the music business. Job opportunities and responsibilities for the performer, arranger, sales manager, audio engineer, and other music business related positions are explored. Students have the opportunity to research areas of interest and discuss the music industry.

285 - DIRECTED STUDY (2 UNITS) UC*:CSU

By arrangement with instructor.

Special studies will be undertaken with the guidance of weekly faculty meetings. Topics or projects must be approved by the faculty member in charge, and the course of study is to be submitted to the Humanities and Fine Arts Division Chairman at the beginning of the semester.

** UC credit may be granted by petition after transfer.*

**291 - MIDI INSTRUMENT INSTRUCTION I
(2 UNITS) CSU**

This is the first in a sequence of courses offering the opportunity to develop functional skills with synthesizers, sequencers, computers, music related software applications and other MIDI equipment.

**292 - MIDI INSTRUMENT INSTRUCTION II
(2 UNITS) CSU**

Prerequisite: The preceding semester is required for completion of Music 292, 293, and 294 with grades of “C” or better.

A continuation of Music 291.

**293 - MIDI INSTRUMENT INSTRUCTION III
(2 UNITS) CSU**

A continuation of Music 292.

**294 - MIDI INSTRUMENT INSTRUCTION IV
(2 UNITS) CSU**

A continuation of Music 293.

321 - ELEMENTARY PIANO I (2 UNITS) UC:CSU

This course provides the student with functional keyboard skills such as note reading, sight reading, simple improvisations, transpositions, harmonization, technical skills (scales, chords, pedal use, etc.) in addition to learning repertoire on a graded level.

322 - ELEMENTARY PIANO II (2 UNITS) UC:CSU

Prerequisite: Completion of Music 321 or equivalent with a grade of “C” or better.

**323 - ELEMENTARY PIANO III (2 UNITS)
UC:CSU**

Prerequisite: Completion of Music 322 or equivalent with a grade of “C” or better.

**324 - ELEMENTARY PIANO IV (2 UNITS)
UC:CSU**

Prerequisite: Completion of Music 323 with a grade of “C” or better. The primary function of this four-semester sequence is to provide the student with functional keyboard skills. Sight-reading, technique, repertoire, and functional skills

such as improvisation, transposition, and harmonization are stressed. Music majors whose major instrument is not piano must enroll in a piano class each of the four semesters or pass a proficiency exam.

361 - COMMERCIAL PIANO TECHNIQUES WORKSHOP (2 UNITS) CSU RPT 3

Prerequisite: Completion of Music 323 with a grade of “C” or better. This course offers the opportunity to develop the ability to play Jazz and related commercial styles at the piano. The student will improvise, read from lead sheets with chord symbols and read published song copies.

385 - DIRECTED STUDY (3 UNITS) UC*:CSU

By arrangement with instructor.

Special studies will be undertaken with the guidance of weekly faculty meetings. Topics or projects must be approved by the faculty member in charge, and the course of study is to be submitted to the Humanities and Fine Arts Division Chairperson at the beginning of the semester.

** UC credit may be granted by petition after transfer.*

411 - ELEMENTARY VOICE I (2 UNITS) UC:CSU

In this course the student receives guidance in the learning and presentation of several types and styles of solo song. Problems of tone production, breathing, diction, repertoire, and song interpretation are studied. The course is designed to meet the voice requirements for traditional and commercial music majors.

412 - ELEMENTARY VOICE II (2 UNITS) UC:CSU

Prerequisite: Completion of Music 411 with a grade of “C” or better.

413 - ELEMENTARY VOICE III (2 UNITS) UC:CSU

Prerequisite: Completion of Music 412 with a grade of “C” or better.

414 - ELEMENTARY VOICE IV (2 UNITS) UC:CSU

Prerequisite: Completion of Music 413 with a grade of “C” or better. In this four-semester sequence the student receives guidance in the learning and presentation of several types and styles of solo songs. Problems of tone production, breathing, diction, repertoire, and song interpretation are studied. The course is designed to meet the voice requirements of music majors, and to provide voice instruction for candidates working toward teaching credentials.

453 - MUSICAL THEATER REPERTOIRE FOR SINGERS (1 UNITS) CSU

This course is designed to teach the fundamentals of voice as utilized in the musical theater. Instruction includes text, music character analysis of songs, basic body dynamics and interpretation of Broadway song literature. Students will prepare solo, duet and ensemble projects excerpted from standard works.

511 - COLLEGIATE CHOIR (1 UNIT) UC:CSU - RPT 3

The course consists of analysis, rehearsal, and performance of choral vocal music with or without accompaniment. Emphasis is placed on reading and interpreting musical scores, learning to perform without music, and developing professional attitudes toward performance. No audition required for enrollment.

531 - PHILHARMONIC CHOIR (1 UNIT) UC:CSU - RPT 3

This course is the study and performance of standard choral literature from all periods and styles. Public performances are given each semester. No audition required for enrollment.

650 - BEGINNING GUITAR (2 UNITS) UC:CSU

This course consists of basic instruction in guitar playing from the beginning level. It includes appropriate exercises to develop technical facility, material for sight reading, and study of basic chords and repertoire.

651 - CLASSICAL GUITAR I (2 UNITS) UC:CSU

Prerequisite: Completion of Music 650 or equivalent with a grade of “C” or better.

This course is a continuation of Music 650. All aspects of guitar performance will be presented.

652 - CLASSICAL GUITAR II (2 UNITS) UC:CSU

Prerequisite: Completion of Music 651 with a grade of “C” or better. These courses are a continuation of Music 650 with emphasis placed upon repertoire. The students will develop their skills in all areas of classical guitar technique and repertoire.

653 - CLASSICAL GUITAR III (2 UNITS) UC:CSU

Prerequisite: Completion of Music 652 with a grade of “C” or better. Intermediate to advanced students probe deeper into analysis and performance practices of the classical guitarist. Compositions of greater harmonic and technical complexity are evaluated and performed.

654 - CLASSICAL GUITAR IV (2 UNITS) UC:CSU

Prerequisite: Completion of Music 653 with a grade of "C" or better. Advanced compositions incorporate the full range of classical guitar techniques are analyzed, prepared and performed at this level. Musicianship and aesthetics of music are considered in depth. Ensembles of various sizes prepare and perform music from all eras.

661 - COMMERCIAL GUITAR I (2 UNITS) CSU

Prerequisite: Completion of Music 650 with a grade of "C" or better. This course is designed for the students interested in popular and jazz guitar technique. Soloing styles and accompaniment patterns will be studied as well as ensemble playing in jazz bands and combos.

662 - COMMERCIAL GUITAR II (2 UNITS) CSU

Prerequisite: Completion of Music 661 with a grade of "C" or better. This course is designed to further enhance the student's interest in popular and jazz guitar technique. Basic chord progressions and their applications to Latin, Swing, Ballads, and Funk styles will be learned as well as practiced in ensembles, jazz bands, and combos.

663 - COMMERCIAL GUITAR III (2 UNITS) CSU

Prerequisite: Completion of Music 662 with a grade of "C" or better. This course is designed for the students interested in popular and jazz guitar technique. Soloing styles and accompaniment patterns will be studied as well as ensemble playing in jazz bands and combos.

664 - COMMERCIAL GUITAR IV (2 UNITS) CSU

Prerequisite: Completion of Music 663 with a grade of "C" or better. This course is designed for the students interested in popular and jazz guitar technique. Soloing styles and accompaniment patterns will be studied as well as ensemble playing in jazz bands and combos.

735 - COMMUNITY BAND (1 UNIT) UC:CSU - RPT 3

Recommended: Proficiency on an instrument. This class consists of reading and performance of standard concert band literature. A number of public performances are required.

737 - CONCERT BAND (1 UNIT) UC:CSU - RPT 3

Selected literature for the Concert Band is rehearsed and performed. Opportunities are available for the advanced student to perform selected band literature of a more advanced level.

765 - PERCUSSION ENSEMBLE (1 UNIT)**UC:CSU - RPT 3**

This course provides the student with the opportunity to learn the principles of percussion ensemble playing as they apply to standard percussion ensemble literature in the symphonic and commercial fields. Public performances will be given.

766 - DRUMSET ENSEMBLE (1 UNIT) UC:CSU - RPT 3

In this course the student will gain experience and skill on the drum set in a variety of styles and in a variety of roles from improvising soloist to integrated member of the ensemble.

771 - GUITAR ENSEMBLE (1 UNIT) UC:CSU - RPT 3

This course consists of the study and performance of standard guitar ensemble literature with emphasis on intonation, rhythmic togetherness, balance, style, and the requirements of effective ensemble playing.

775 - JAZZ ENSEMBLE (1 UNIT) UC:CSU - RPT 3

Prerequisite: A successful audition on the first day of class is required for continued enrollment.

This course provides experience in dance band/studio band performance. Students will rehearse standard and special arrangements with emphasis on sight-reading, intonation, jazz feel and improvisation. Music is prepared for public performances. Proficiency on an appropriate instrument and a successful audition are required for continued enrollment.

**CERTIFIED NURSE
ASSISTANT/CERTIFIED
HOME HEALTH AIDE**

Must have American Heart Association (AHA) Healthcare-Provider Basic Life Support card, background check, and Livescan prior to clinical placement. Must meet all health requirements of assigned clinical agency (student is responsible for costs).

399A - CERTIFIED NURSE ASSISTANT (5 UNITS)

This combined lecture/lab course teaches the student the theory and clinical skills needed to work with residents/patients in a skilled nursing facility. Modules covered include patient rights; communication/interpersonal skills; prevention of unusual occurrences; body mechanics; asepsis; weights and measures; patient care skills; patient care procedures; vital signs; nutrition; emergency procedures; long term care; rehabilitative care; observation and charting; and death and dying. This course has been approved by the Department of Health Services. After the successful completion of this course, the student will be eligible to take the State of California Certified Nurse Assistant examination. There is a mandatory 1-day orientation prior to the start of the course that students must attend. See Schedule of Classes for date/time/location.

399B - HOME HEALTH AIDE (2 UNITS)

Prerequisite: Completion of Nursing 399A with a grade of "C" or better. This combined lecture/lab course teaches the student the theory and clinical skills needed to work with clients in the home care setting. Emphasis is given to safety principles and to methods for providing physical care and emotional and social support. Upon successful completion of this course, the student is eligible to take the certification examination as a Home Health Aide in the State of California.

NURSING, ELECTIVE COURSES

These courses are designed to assist students preparing for entrance into the Nursing Program, students already in the Program, and practicing RNs

301 - A,B,C, SUCCESS STRATEGIES FOR NURSING (3 UNITS) CSU - RPT 1

This course is designed to assist the beginning and continuing nursing student to prepare for and to review nursing concepts and the roles and responsibilities of the Registered Nurse. Content includes review of basic mathematics skills, test taking skills, study skills, critical thinking and effective communication.

The course consists of three 1 unit consecutive modules. Each module may be taken separately for one unit of credit. The modules are as follows:

NURSING 301A - ORIENTATION TO NURSING (1 UNIT)**NURSING 301B - CRITICAL THINKING AND NURSING STUDY SKILLS (1 UNIT)****NURSING 301C - SUCCESSFUL TEST TAKING AND THE NURSING PROCESS (1 UNIT)****302 - MATHEMATICS OF DRUGS AND SOLUTIONS (3 UNITS) CSU**

After a review of relevant basic arithmetic, the student will use concepts of higher mathematics to gain knowledge of measurement systems, including apothecary and metric, and techniques, including solving for an unknown, for computing medication dosages, I.V. flow rates, and weight related dosages for children and adults.

364 - PHARMACOLOGY (3 UNITS) CSU

This course provides an understanding of basic pharmacology and the standards, policies, and regulations involved in medication administration. A brief review of the math concepts involved in the calculations of dosages is included. The course focus is on drug classifications, pharmacodynamics, chemical interactions, toxicology and the use of the nursing process in medication administration.

NURSING, PROFESSIONAL R.N.

Most Nursing courses have a lecture and a clinical component. It is necessary that the student perform satisfactorily in the clinical experience in order to receive credit in any nursing course. A grade "C" or better is required in all nursing and all general education courses that comprise the California Board of Registered Nursing approved nursing curriculum including communications, behavioral science, biological science, social science, humanities, and kinesiology courses.

As with any college-level courses, students should expect that several hours may be needed to prepare in advance for any class or clinical nursing assignment. It will be necessary throughout the program that preparation be accomplished in a local agency in advance and/or in addition to the scheduled class and clinical hours. In addition to final examinations, students are required to complete standardized nursing assessment examinations at specific times in each semester of the program.

Since most nursing program classes are “short-term” classes, unexcused absences or tardies are not acceptable. Students are expected to attend all class and clinical sessions.

185 - DIRECTED STUDY NURSING (1 UNIT) RPT 2 CSU

Students are encouraged to pursue Directed Study in Nursing under the direction of a supervising instructor. Study is coordinated with current course content and skill development needs, and response to individual learning styles for practice and feedback.

311 - COMMUNICATION IN NURSING (1 UNIT) CSU RPT 1

Prerequisites: Official admission to the Nursing Program or experience in nursing permitting advanced placement in the Nursing Program.

This course provides theoretical knowledge and practical application and experience of interpersonal communication skills needed to interact therapeutically, institute a teaching learning plan, and communicate with individuals and groups.

313 - INTRODUCTION TO NURSING PRACTICE (4 UNITS) CSU

Prerequisites: Completion and verification of all program prerequisites and official admission to the nursing program.

This course is an introduction to nursing and prepares the student to give care to the hospitalized client, with focus on the (geriatric) mature adult. It includes introduction to the hospital environment and universal standards, basic nursing procedures, and utilization of the Nursing Process. After satisfactory completion of the course, the student can function at the beginning nurse aide level.

315 - FUNDAMENTALS OF NURSING PROCESS AND PRACTICE (4 UNITS) CSU

Prerequisites: Completion of Nursing 313 with a grade of “C” or better.

This course uses the nursing process to assess adult and older adult needs, plan and implement nursing interventions and evaluate their effectiveness. Calculation and administration of medication, flow rate determinations, asepsis and sterile technique, preoperative care, nutritional problem solving, and advanced skills are developed. Principles and practice of therapeutic communication and teaching are utilized. Documentation and legal obligations are focused. There may be a practicum included with this course. (After successful this course student eligible to complete examination for Certified Nurse Attendant.)

318 - PATIENT CARE SEMINAR I (2 UNITS) CSU - RPT 3

Requires current enrollment in a required Nursing Program class.

This course is strongly recommended for continuing nursing students enrolled in classes with clinical labs. Sections are course specific. An elective, but strongly recommended, instructor guided course to facilitate development of knowledge and skills needed to safely assess, plan, and implement client care. Has individual and group work..

321 - NURSING PROCESS (1 UNIT) CSU - RPT 1

Prerequisite: Official admission into the nursing program or experience in nursing permitting advanced placement in the Nursing Program.

This course introduces the concepts and provides practice experiences to understand and use the nursing process and the Roy Adaptation Model for planning, implementing and evaluating client care. The course is divided into four modules: the Nursing Process, the Roy Adaptation Model, the use of the Nursing Process with the Physiological Mode, and the use of the Nursing Process with the Psycho-Social Modes.

323 - NURSING PROCESS AND PRACTICE IN THE CARE OF THE ADULT CLIENT I (5 UNITS) CSU

Prerequisite: Completion of all program prerequisites and all previous courses in nursing with a grade of “C” or better.

Care of the medical-surgical client with problems of the cardiovascular, peripheral vascular, endocrine, immune and hematological system, and oncological problems is emphasized. Nursing process based on the Roy Adaptation Model is continued. Communication and teaching are practiced. This course may have a practicum.

325 - NURSING PROCESS AND PRACTICE IN THE CARE OF THE ADULT CLIENT II (5 UNITS) CSU

Prerequisite: Completion of all program prerequisites and all previous courses in nursing with a grade of “C” or better.

Care of the adult medical-surgical client with problems of the gastro-intestinal, genitourinary, orthopedic, and neurological systems is emphasized. Nursing process based on the Roy Adaptation Model is continued. Communication and teaching are practiced. This course may have a practicum.

327 -PATIENT CARE MANAGEMENT I (2 UNITS) CSU-RPT 1

Prerequisite: Completion of Nursing 311, 313, 315, and 321 with a grade of “C” or better and eligibility for the second semester, or admitted to the program advanced placement and completed one semester of clinical course work with a grade of “C” or better. Repeat: Eligible for 4th semester of nursing program.

This elective course will increase proficiency in the use of the nursing process and Roy Adaptation Model for the administration of client care. The clinical focus of care of clients with physiological mode problems will increase competency in client care management. Client care may include practice in specialty areas already successfully completed prior to this course. Staff preceptors may be used.

329A - ROLE TRANSITION LVN TO RN (1 UNIT) CSU

Prerequisites: Current LVN license or experience in nursing permitting advanced placement in nursing program. Concurrent enrollment in Nursing 321 recommended.

This course is designed to assist the LVN to make a successful transition to the RN nursing student role. Lecture content will focus on resources available, role development, learning styles, and physical assessment. LVN and RN scope of practice and roles, and medication calculations.

329B - ROLE TRANSITION LVN TO RN (1 UNIT) CSU

Prerequisites: Completion of Nursing 329A with a grade of “C” or better. Current LVN license or experience in nursing permitting advanced placement in the Nursing program. Concurrent enrollment in Nursing 311 recommended.

Continues with content to assist the LVN to make a successful transition to the role of RN nursing student. Content focuses critical thinking, documentation, nursing process, and calculation and administration of IV piggyback medications.

333 - NURSING PROCESS AND PRACTICE IN THE HEALTH CARE OF WOMEN AND OF FAMILIES DURING CHILDBEARING (3 UNITS) CSU

Prerequisite: Completion of all program prerequisites and a grade of “C” or better in all first year Nursing Program courses OR admission through the Advanced Placement LVN to RN route, and grade “C” or better in Anatomy I, Physiology 1, Microbiology 1 or 20, Psychology 1, Psychology 41 and English 101.

Students experience includes both theory and practice in meeting the health care needs of women, and of families during childbearing. Psycho-social as well as physiological nursing concepts, including cultural,

emotional, developmental, and environmental are emphasized. Settings include hospitals, clinics, and parent education classes.

335 - NURSING PROCESS AND PRACTICE IN THE CARE OF CHILDREN (3 UNITS) CSU

Prerequisites: Completion of all program prerequisites and a grade of “C” or better in first year Nursing courses, or admission through the Advanced Placement LVN to RN route, and a grade “C” or better in Anatomy 1, Physiology 1, Microbiology 1 or 20, Psychology 1, Psychology 41 and English 101.

Through the utilization of developmental theories (primarily Erikson & Piaget) and the Roy Adaptation Model of Nursing, this course focuses on the assessment, identification and nursing interventions of the biopsychosocial problems of children and their families. Nursing action is directed toward the integration of growth and development principles in the care of the child in relation to health-illness continuum. The student will contribute to the development of an optimal environment of the child in the hospital setting, in clinics, and in school facilities

339 - NURSING PROCESS AND PRACTICE IN THE CARE OF THE GERIATRIC CLIENT (2 UNITS) CSU

Prerequisite: Completion of all program prerequisites and completion of Nursing 333 and 335 and preceding nursing courses, all with a grade of “C” or better, OR admission to Nursing Program “LVN-30 unit option route.

This course focuses on the Geriatric client, integrating content of the Roy Adaptation Model and the Nursing Process as well as the Roles of Practice. Clinical facilities include LTC facilities and Home Health Agencies. A more advanced role of the nurse is emphasized. Intravenous therapy is introduced in the course.

343 - NURSING PROCESS AND PRACTICE IN THE PSYCHO-SOCIAL ADAPTATION OF THE CLIENT (3 UNITS) CSU

Prerequisite: “LVN-30 unit” option: Admission to Nursing Program and completion of Nursing 339 with a grade of “C” or better.

LVN Advanced Placement: As above AND completion of required 2nd and/or 3rd semester nursing program courses and cognates, Sociology 1 or Anthropology 102 with grades of “C” or better.

Generic: As above, AND completion of all previous semester nursing courses and cognates with grade of “C” or better.

This course is designed to provide neurobiopsychosocial theoretical knowledge correlated with clinical experience in planning and administering evidence-based nursing care to the psychiatric client in the acute care setting. The Roy Adaptation Model is utilized as a framework for assessment within the Nursing Process for client care.

Emphasis is placed on holistic care of the client with mental health disorders across the lifespan, via therapeutic communication, incorporating relevant cultural or ethnic considerations.

345 - NURSING PROCESS AND PRACTICE IN THE CARE OF THE ADULT CLIENT III (3 UNITS) CSU

Prerequisite: "LVN-30 unit" option: Admission to Nursing Program and completion Nursing 339 with a grade of "C" or better.

LVN Advanced Placement: As above AND completion of required 2nd and/or 3rd semester nursing program courses and cognates, and Sociology 1 or Anthropology 102 with grades of "C" or better.

Generic: As above, AND completion of all previous semester nursing courses and cognates with grade of "C" or better.

This modularized course provides theoretical knowledge correlated with clinical experience in the care of complex adult medical-surgical clients with cardio-pulmonary and multi-system insufficiencies. The Roy Adaptation Model and Nursing Process are used to plan and implement care. Clinical experiences utilize critical care units. Theory content from previous nursing courses and required cognates are synthesized.

347 - LEADERSHIP AND MANAGEMENT (3 UNITS) CSU

Prerequisite: For lecture: Grade "C" or better in all required nursing courses and cognates listed in the Nursing curriculum for the selected route.

For Lab: Completion of the Nursing 347 lecture component with a grade of "C" or better and a grade of "C" or better in Nursing 343 and 345.

Non-traditional schedule: Lecture 10 hours scheduled over 12 weeks (0.5 units), plus a final examination and laboratory 36-48 hours per week for 3½ to 4 weeks for a total of 136 passing clinical hours (2.5 units).

This course includes historical perspectives, current issues, and legal, ethical, professional, and practice factors important to nursing. Leadership, management, and communication factors pertinent to client care are discussed. A four week full-time clinical preceptorship utilizing selected R.N. preceptors is performed in acute hospital settings. [This course requires 18:00 hours per week of student lab work to be scheduled as arranged with instructor. 18:00 TBA](#)

OCEANOGRAPHY

1 - INTRODUCTION TO OCEANOGRAPHY (3 UNITS) UC:CSU

This course introduces the student to the field of oceanography. Major topics to be studied include the formation and features of the sea floor, islands and

coastlines, properties of sea water, motions of the sea (waves, tides and currents), and marine life. Special reference is made to California and the problems of human uses of the sea. Field trips to marine areas of southern California are made.

10 - PHYSICAL OCEANOGRAPHY LABORATORY (2 UNITS) UC:CSU

Prerequisite or corequisite: Completion of Oceanography 001 with a grade of "C" or better or concurrent enrollment.

This course supplements Oceanography 1 by providing introductory practical experience in measurements, and quantitative analytical skills in oceanography. Major topics include navigational charts, scientific graphs, bathymetric contours and profiles, properties of seawater, waves, tides, atmospheric phenomena, coastal features, marine pollution, and sediments.

Field trips to coastal southern California are made.

12 - LECTURES IN MARINE BIOLOGY (3 UNITS) UC:CSU

This course investigates the inter-tidal and offshore habitats. Included in the course is the study of marine plants and animals; their morphology, physiology, symbiotic relationships, ecology and issues of pollution and economic uses. Field trips and special projects are among the many class activities.

OFFICE MACHINES

See Computer Applications Office Technologies (CAOT)

PERSONAL DEVELOPMENT

1 - INTRODUCTION TO COLLEGE (1 UNIT) - RPT 1 CSU

The purpose of this course is to provide information which will help the student to succeed in college work. Emphasis is placed on proper study techniques, note-taking methods, and procedures for preparing college papers and reports. The student learns about the college, its administrative organization, its plans and facilities for education, and its services to the student. All phases of college activity are presented.

**2 - INTERPERSONAL RELATIONSHIPS (1 UNIT)
CSU - RPT 3**

This course will provide the student with the opportunity to explore personal skills that will help promote success in school as well as in other aspects of his/her life.

4 - CAREER PLANNING (1 UNIT) CSU

This is an educational and vocational course designed to assist the vocationally undecided student to make a meaningful decision regarding a career goal. The course includes vocational interest tests, various self-appraisal techniques, and information regarding occupational characteristics, trends, entry level, and career ladder roles. Data presented will serve as an aid to career development and insights into a student's abilities, interests, values, and personality as they apply to decision making and the selection of a firm career choice. Working with this information, students will develop a tentative vocational plan.

**17 - COLLEGE SURVIVAL SKILLS DEVELOPMENT
(1 UNIT) UC:CSU**

This course provides the student with a variety of survival skills necessary to be a successful college student. Course includes instruction in using the library, study skills, time management, effective communication, self-esteem, stress management, and developing a healthy life style. Campus services are explored.

**20 - POST SECONDARY EDUCATION: THE SCOPE
OF CAREER PLANNING (3 UNITS) UC:CSU**

This course provides students with the information to make appropriate educational, career and lifestyle choices. Topics examined include educational programs and their requirements, career resources and the career decision-making process, study skills and the elements of a healthy lifestyle. Students will design their own individualized educational plan.

PHILOSOPHY

**1 - INTRODUCTION TO PHILOSOPHY I (3 UNITS)
UC:CSU**

This course is designed to introduce the student to philosophical thinking. Possible topics include: the existence of God; the relationship of mind to body; perception and knowledge of the external world; political theory; the free will issue; the nature, sources, and limits of knowledge; and the underlying principles of morality.

6 - LOGIC IN PRACTICE (3 UNITS) UC:CSU

This course is designed to improve critical thinking skills in evaluating arguments in everyday life, in particular, arguments over moral, social and political issues. Emphasis is placed upon the analysis of language as an aid to clear thinking. Informal fallacies of reasoning shall be studied and exercises in reasoning may be included. Techniques of formal logic are briefly introduced.

20 - ETHICS (3 UNITS) UC:CSU

A study of the basic principles of moral evaluation and issues of ethical theory, as well as of specific moral issues, such as sexual morality, abortion and the death penalty. The primary emphasis is in aiding students in developing critical abilities in moral evaluation.

**33 - COMPARATIVE SURVEY OF WORLD
RELIGIONS (3 UNITS) UC:CSU**

This course is a historical overview of the principal religious traditions of the world concentrating on Hinduism and Buddhism, Confucianism and Daoism, Judaism, Christianity and Islam. Course examines origins, principal beliefs and practices, and contemporary issues.

PHOTOGRAPHY

**47 – INTRODUCTION TO COMPUTERIZED
DIGITAL PHOTOGRAPHY (3 UNITS) CSU**

This course introduces the student to basic principles and artistic criteria of photography as implemented through the use of digital photographic technology. Students will be introduced to basic computer operation on either Macintosh or PC platforms, as well as functions of the digital camera and common software programs.

**48 – INTERMEDIATE COMPUTERIZED
DIGITAL PHOTOGRAPHY (3 UNITS) CSU**

This class is a continuation of Photography 47. Topics include advanced composition and exposure techniques, as well as more advanced techniques for digitally manipulating images, using state of the art software programs.

**121 - HISTORY AND APPRECIATION OF
PHOTOGRAPHY (3 UNITS) UC:CSU**

Prerequisite and/or Corequisite – Eligibility for English 101 or eligibility for concurrent enrollment in English 28.

This course covers the major historical developments in photography from the origin of the camera to the present. The influence of the camera in relation to societal changes, technological advances, and relationships with other art forms will be studied.

PHYSICAL EDUCATION

SEE KINESIOLOGY

PHYSICAL SCIENCE

1 - PHYSICAL SCIENCE I (3 UNITS) UC:CSU

This course is not available for credit to students who have completed a college-level physics course.

This course presents the fields of astronomy, chemistry, geology and physics in an interdisciplinary approach. The fundamental concepts and principles of each discipline are examined to demonstrate both science and the scientist's viewpoint.

14 - PHYSICAL SCIENCE LABORATORY (1 UNIT) UC:CSU

This course introduces laboratory experiments in the fields of astronomy, chemistry, geology and physics in an interdisciplinary approach. The fundamental concepts and principles of each discipline are examined to demonstrate both science and the scientist's viewpoint.

PHYSICS

6 - GENERAL PHYSICS I (4 UNITS) UC:CSU

Prerequisite: Completion of Mathematics 240 with a grade of "C" or better or concurrent enrollment.

This is the first of two trigonometry based physics courses presenting topics in mechanics of solids and fluids, heat and thermodynamics, vibrations and waves.

7 - GENERAL PHYSICS II (4 UNITS) UC:CSU

Prerequisite: Completion of Physics 006 with a grade of "C" or better. This course is the second of two trigonometry based physics courses presenting topics in light, electricity, magnetism and an introduction to modern physics.

11 - INTRODUCTORY PHYSICS (4 UNITS) UC:CSU

Prerequisite: Completion of Mathematics 123C with a grade of "C" or better. This course is not open for credit to students who have credit in Physics 006.

This course introduces the principles of general physics emphasizing algebra based computations. Topics include mechanics, heat, sound, light, electricity, magnetism and modern physics.

37 - PHYSICS FOR ENGINEERS AND SCIENTISTS I (5 UNITS) UC:CSU

Prerequisites: Completion of Physics 011 and Mathematics 265 or equivalents with grades of "C" or better.

This is the first of three courses in calculus based physics for science and engineering majors. Topics include Newton's three laws of motion, energy, momentum, rotational motion, gravitation and thermodynamics.

38 - PHYSICS FOR ENGINEERS AND SCIENTISTS II (5 UNITS) UC:CSU

Prerequisite: Completion of Physics 037 and Mathematics 265 or equivalents with grades of "C" or better.

This is the second of three courses in calculus based physics for science and engineering majors. Topics include electric charge and current, Maxwell's four equations of electromagnetism, resistors, capacitors and inductors, the laws of reflection and refraction, and optics.

39 - PHYSICS FOR ENGINEERS AND SCIENTISTS III (5 UNITS) UC:CSU

Prerequisite: Completion of Physics 037 and Mathematics 265 with grades of "C" or better.

This is the third of three courses in calculus based physics for science and engineering majors. Topics include wave phenomena, electromagnetic radiation, relativity, quantum mechanics and nuclear physics.

185 - DIRECTED STUDY PHYSICS (1 UNIT) UC*:CSU-RPT 2

The student will select a challenging topic or problem in astronomy or physics to write on or solve under the direction of a supervising instructor.

** UC credit may be granted by petition after transfer.*

285 - DIRECTED STUDY PHYSICS (2 UNITS) UC*:CSU

The student will select a challenging topic or problem in astronomy or physics to write on or solve under the direction of a supervising instructor.

** UC credit may be granted by petition after transfer.*

385 - DIRECTED STUDY PHYSICS (3 UNITS) UC*:CSU

Prerequisite: Completion of Physics 011 with a grade of "C" or better. The student will select a challenging topic or problem in astronomy or physics to write on or solve under the direction of a supervising instructor.

**UC credit may be granted by petition after transfer.*

Credit Limit: A maximum of 3 units in Directed Study.

PHYSIOLOGY

001U - INTRODUCTION TO HUMAN PHYSIOLOGY LECTURE (3 UNITS) UC:CSU

Prerequisite and/or corequisite: Completion of Chemistry 065, 066, 101 or one year of high school chemistry with a grade of "C" or better. **Required:** Concurrent enrollment in a lecture and a laboratory section.

An introduction to principles of human physiology from chemical/cellular to system levels of organization with an emphasis on the maintenance of homeostasis by the various organ systems. Success in human physiology is enhanced by prior background of human anatomy. This course meets the prerequisite for pre-nursing or preparation for allied-health occupations. Physiology 1 meets the California Nursing Board Standards for credit as Continuing Education for Registered Nurses and is approved for 80 hours of Continuing Education credit under provider number 02152. Completion of Anatomy 1 with physiology constitutes one option for fulfilling requirements in the R.N. program. A material fee is required.

001L - INTRODUCTION TO HUMAN PHYSIOLOGY LAB (1 UNIT) UC:CSU

Prerequisite and/or corequisite: Completion of Chemistry 065, 066, 101 or one year of high school chemistry with a grade of "C" or better. **Required:** Concurrent enrollment in a lecture and a laboratory section.

This laboratory course provides a basic understanding of the physiological processes with a focus on the human body. Basic concepts of cell structure, membrane transport and membrane potential are integrated within the concept of homeostasis involving various body systems: nervous, sensory, endocrine, muscular, cardiovascular, immune, respiratory, excretory, digestive and respiratory.

POLITICAL SCIENCE

1 - THE GOVERNMENT OF THE UNITED STATES (3 UNITS) UC:CSU

This is an introductory course in the principles and problems of the government in the national, state, and local areas. This course meets California State University requirements for United States Constitution and California state and local government.

2 - MODERN WORLD GOVERNMENTS (3 UNITS) UC:CSU

This course is an introduction to the comparative study of government and politics. The course examines similarities and differences in political institutions, political processes, and public policy across diverse states and regions of the world. Emphasis is on Great Britain, France, Germany Russia, and Asian, Latin American or African governments such as Japan, Mexico and Nigeria.

4 - INTRODUCTION TO STATE AND LOCAL GOVERNMENTS (3 UNITS) CSU

This general survey course introduces the student to the various functions, structures and services of state governments, their relations to local governments, and their interrelationships with the federal government.

7 - CONTEMPORARY WORLD AFFAIRS (3 UNITS) UC:CSU RPT 1

This course analyzes political, historical, geographic, economic and strategic factors that underlie conflict and cooperation among nation-states, international organizations, and other political actors in the international system. Emphasis is on international relations theories, processes and policies.

30 - THE POLITICAL PROCESS (3 UNITS) UC:CSU

This course surveys the nature and foundation of the democratic order. Specific focus is placed on traditional democratic theory, the contrasting philosophies of the Framers of the Constitution, and the impact of the decentralized, federal structure on the political processes of the United States.

41 - PRINCIPLES OF STUDENT LEADERSHIP (2 UNITS) CSU - RPT 1

This course surveys the nature and foundation of the democratic order. Specific focus is placed on traditional democratic theory, the contrasting philosophies of the Framers of the Constitution, and the impact of the decentralized, federal structure on the political processes of the United States.

385 - DIRECTED STUDY POLITICAL SCIENCE (3 UNITS) UC*:CSU

By arrangement with instructor.

This course allows students to pursue Directed Study in the field of Political Science on a contract basis under direction of the instructor. The student's writing will analyze the policymaking process in the policy area chosen, including the definition of a problem, placement

on the policy agenda, development/formulation and adoption of the policy, and its implementation and evaluation. **This course requires 3:10 hours per week of student lab work to be scheduled as arranged with instructor. 3:10 TBA**

** UC credit may be granted by petition after transfer.*

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

PROCESS PLANT TECHNOLOGY

Knowledge of elementary algebra would enhance success in these classes.

100 - INTRODUCTION TO INDUSTRIAL PROCESSES (3 UNITS) CSU

This course introduces the student to the workings and community impact of a process plant. The student will be presented with general and detailed concepts of process plants as they relate to oil refineries, waste water treatment, petro chemical and power generation plants. Topics discussed will include workplace environment, typical types of duties, shift work, advancement, training, workplace ethics, and impact of this industry on the community, city, county and state. Additionally, the topics of compliance, professional organizations, and Union roles as they pertain to the process plant operator will be studied.

102 - PROCESS MEASUREMENT AND CONTROL FUNDAMENTALS (3 UNITS) CSU

This course introduces the student to two (2 UNITS) process plant fundamental skills. Process measurements; (temperature, pressure, level and flow) and process controls (position, integral proportional and derivative). These fundamental skills are discussed in lecture and developed in hands-on practice in the laboratory.

103 - PROCESS PLANT EQUIPMENT (3 UNITS) CSU

This course introduces the student to the equipment used in a process plant. Students will learn the fundamentals of pipes, flanges, gaskets, valves, pumps, compressors and blowers, drivers, heat exchangers, fired heaters, tanks, columns and vessels, and process applications.

200 - PETROLEUM REFINING FUNDAMENTALS (3 UNITS) CSU

This course introduces the student to petroleum refining. Topics include fluid catalytic cracking, plants, alkylation, catalytic reforming, hydro cracking, hydro treating, isomerization, crude oil composition and product blending.

201 - WASTE WATER UNIT PROCESSES AND CHEMISTRY (3 UNITS) CSU

This course introduces the student to wastewater processes and chemistry. The following topics are discussed; unit processes at wastewater treatment plants, alternative secondary treatment, sludge dewatering processes, chemistry of chlorination, air emissions from wastewater treatment plants, and safety. Also discussed will be design of unit process loadings, detention times and removal efficiencies, and basic wastewater process calculations.

PSYCHOLOGY

1 - GENERAL BIOLOGY I (3 UNITS) UC:CSU

This course presents a basic introduction to the scientific study of human behavior including emotion, motivation, growth & development, learning & memory, personality, intelligence, sensation, perception, social psychology, biology of behavior, abnormal behavior, and mental health. Relevant areas such as dreams, interpersonal communication, sexuality, aging, death, creativity, multi-cultural diversity, and stress are also presented. Particular attention is given to the application of psychological concepts to the problems people face in contemporary society.

2 - BIOLOGICAL PSYCHOLOGY II (3 UNITS) UC:CSU

This course is a study of the physiological basis of human behavior through an understanding of the structure and function of the sensory receptors, the central nervous system, the muscular effectors, the glandular effectors, the physiological aspects of motivation, learning, emotion, memory, and other higher brain functions.

3 - PERSONALITY AND SOCIAL DEVELOPMENT (3 UNITS) CSU

This course encourages the attainment of more effective behavior through increased understanding of personality dynamics. Basic techniques for recognizing and dealing with emotions and defenses are studied. The student is invited to explore his or her own feelings and experiences

in the light of the fundamental principles of awareness, clarification, integration, and growth of selfhood.

10 - PRINCIPLES OF PSYCHOLOGY (3 UNITS) UC:CSU

Prerequisite: Statistics or Math 227 and Psych 001.

Note: Satisfies Research Methods for Social Sciences and Psychology. This course is an introduction to research design and statistical analysis for the behavioral sciences with a focus on the application of the philosophy of science and the scientific method. Students learn to design and conduct research, analyze data using descriptive and inferential statistics, and report results using the American Psychological Association format. The hands-on approach to this course exposes students to the challenges and skills involved in actively participating on a research team while conducting their own independent research projects

14 - ABNORMAL PSYCHOLOGY (3 UNITS) UC:CSU

Prerequisite: Completion of Psychology 001 with a grade of “C” or better.

This course considers the major diagnostic, etiologic, and treatment issues for a variety of categories of abnormal behavior and psychological disorders. The course examines disorders related to anxiety, stress, mood, schizophrenia, eating, substance abuse, memory and organic dysfunctions, and personality. Social, cultural, legal, and ethical issues of psychopathology are included.

41 - LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE (3 UNITS) UC:CSU

This course presents the psychosocial development of the person from the pre-natal period to old age and death. Emphasis is placed on theories and their application to the behavioral, cognitive, social and biological aspects of human development. Topics covered in this course include physical development, intelligence, personality, self-concept, and social roles, tasks, changes, and adjustments related to each phase of the life span.

43 – PRINCIPLES OF PSYCHOLOGY: GROUP DYNAMICS I CSU (3 UNITS)

Advisory: English 28/31 or concurrent enrollment in Learning Skills 1 and/or 7.

This is an introduction to the dynamics of group interactions with an emphasis upon the individual’s firsthand experience as the group studies itself. Students are evaluated on a credit/no credit basis.

44 – PRINCIPLES OF PSYCHOLOGY: GROUP DYNAMICS II CSU(3 UNITS)

Prerequisite: Completion of Psychology 43 with a grade of “C” or better.

This course covers the role of group processes in changing behavior, as well as the principle modes of counseling and therapy. Also covered are the principles of verbal and nonverbal communication, modes of learning, key concepts that enhance learning and significant communication.

81 - FIELD WORK I (3 UNITS) (RPT 1) CSU

Co-requisite: Completion of Psychology 1 or Psychology 43 with a grade of “C” or better.

This course is designed to orient the student to the field of Human Services. The primary emphasis is on observations of the application of interpersonal relationship skills in community settings. This class is intended for students new to Human Services fieldwork. Basic counseling and communication skills will be taught.

82 - FIELD WORK II (3 UNITS) CSU

Prerequisite: Completion of Psychology 81 with a grade of “C” or better or equivalent.

This is a continuation of Field Work I in which there will be more student participation, under supervision, at various facilities in the community that offer Human Services.

83 - FIELD WORK III (3 UNITS) CSU

Prerequisite: Completion of Psychology 82 with a grade of “C” or better or equivalent.

This course is an advanced course in Field Work which is designed to give the student more specialized participation in Human Services. This class is intended for the advanced student of the generalist option of Human Services.

84 - FIELDWORK I – DRUG/ALCOHOL (3 UNITS)

Co-requisite: Psychology 1 and Psychology 43.

This course is designed to orient the student to the field of Human Services, Drug/Alcohol Studies. The primary emphasis is on the observations of the application of interpersonal relationship skills in drug/alcohol treatment and community settings. This class is intended for students new to Human Services field work. Basic counseling and communication skills will be taught.

85 - FIELD WORK II: DRUG/ALCOHOL (3 UNITS) CSU

Prerequisite: Psychology 84 with a satisfactory grade or equivalent. This class is designed to orient the student to the field of Human Services, Drug/Alcohol Studies. The primary emphasis is on the observations of the application of interpersonal relationship skills in drug/alcohol treatment and community settings. This class is intended for students new to Human Services field work. Basic counseling and communication skills will be taught.

86 - FIELD WORK III: DRUG/ALCOHOL (3 UNITS) CSU

Prerequisite: Psychology 85 with a satisfactory grade or equivalent. This course is designed to orient the student to the field of Human Services, Drug/Alcohol Studies. The primary emphasis is on the observations of the application of interpersonal relationship skills in drug/alcohol treatment and community settings. This class is intended for students new to Human Services field work. Basic counseling and communication skills will be taught.

185 - DIRECTED STUDY PSYCHOLOGY (1 UNIT) UC*:CSU RPT 2

** UC credit may be granted by petition after transfer.*

285 - DIRECTED STUDY PSYCHOLOGY (2 UNITS) UC*:CSU

** UC credit may be granted by petition after transfer.*

385 - DIRECTED STUDY PSYCHOLOGY (3 UNITS) UC*:CSU

By arrangement with instructor.

Allows students to pursue Directed Study in Psychology on a contract basis under the direction of a supervising instructor.

** UC credit may be granted by petition after transfer.*

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

REAL ESTATE

also see

Accounting, Business, CAOT, CIS, Finance, International Business, Management, Marketing and Supervision.

1 - REAL ESTATE PRINCIPLES (3 UNITS) CSU

This is a fundamental real estate course covering the basic laws and principles of California real estate. It provides the background and terminology necessary for advanced

study in specialized courses. This course is required for all real estate salesperson's license applicants. It is the only course required to take the California Real Estate Sales exam.

3 - REAL ESTATE PRACTICES (3 UNITS) CSU

This course stresses day-to-day operations in real estate sales and brokerage activities. Subject areas include listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. The course is part of the State's educational requirements for the broker's examination.

5 - LEGAL ASPECTS OF REAL ESTATE I (3 UNITS) CSU

This course is a study of California real estate law. Areas covered include rights related to property ownership and management, agency contracts, and application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. This course is part of the State's educational requirements for the broker's examination.

7 - REAL ESTATE FINANCE I (3 UNITS) CSU

This course stresses the analysis of real estate financing including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties are also emphasized. This course applies toward the State's educational requirements for the broker's examination.

9 - REAL ESTATE APPRAISAL I (3 UNITS) CSU

This is an introductory course covering the purposes of appraisal, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis is placed on residential and single-unit properties. This course is part of the State's educational requirements for the broker's examination.

14 - PROPERTY MANAGEMENT (3 UNITS) CSU

This is a course for persons who plan to become real estate operators or owners of income-producing properties. Topics covered include the nature and types of property management and management techniques for contracting, leasing, space selling, renting, and rent scheduling. Budgets, purchasing, reports, and legal and professional relationships are topics also included. This course applies toward the State's educational requirements for the broker's examination.

16 -INCOME TAX ASPECTS OF REAL ESTATE (3 UNITS) CSU

This basic course covers the impact of Federal and California state income tax on the purchase, sale, exchange, and use of real property. Included among the topics covered are depreciation, capital gains, installment sales, and tax-saving opportunities.

18 - REAL ESTATE INVESTMENTS I (3 UNITS) CSU

A thorough analysis of investment factors is made to determine the value of commercial, industrial, and residential projects. Among the areas emphasized are site location, feasibility studies, zoning, other restrictions, financing, sales and leaseback, and condominiums.

For other courses that apply to the education requirements of the California Real Estate Broker's license see: Business 5 & Accounting 1.

SERVICE LEARNING

100 - INTRODUCTION TO SERVICE LEARNING (1 UNIT) CSU - RPT 3

This is an activity course in which students provide service to public and private agencies. It emphasizes course content while nurturing a sense of social responsibility, ethics of service, and civic skills in students. This course is integrated with and enhances the curriculum of the student by applying course content and classroom learning in courses with service learning components.

SOCIOLOGY

1 - INTRODUCTION TO SOCIOLOGY (3 UNITS) UC:CSU

This course provides an introduction to the general principles of sociology, emphasizing social organization, change and interaction. Reference is made to varied world cultures with concentration upon social institutions in our own society. Topics include culture, status, role, personality, socialization, social groups, social power, family, social stratification, collective behavior, and social change.

2 - AMERICAN SOCIAL PROBLEMS (3 UNITS) UC:CSU

This course analyzes social problems and aspects of social change in a multi-cultural environment. Problems

analyzed objectively include those which reflect the pressing issues of population and family life, personal and social disorganization, crime and delinquency, economics and politics, education and propaganda, race and ethnic relations, social planning and reform and war and peace in a contracting world.

12 - MARRIAGE AND FAMILY LIFE (3 UNITS) UC:CSU

This course is the same as Family and Consumer Studies 031. Credit is allowed in only one of Family and Consumer Studies 031 or Sociology 012.

Emphasis is placed on the analysis of social problems aspects of social change in a multi-cultural environment. Problems analyzed objectively include those which reflect the pressing issues of population and family life, personal and social disorganization, crime and delinquency, economics and politics, education and propaganda, race and ethnic relations, social planning and reform and war and peace in a contracting world.

21 - HUMAN SEXUALITY (3 UNITS) UC:CSU

Provider approved by the California Board of Registered Nursing, Provider 02152, for 54 contact hours. Same as Psychology 52.

This course provides a comprehensive introduction to the cultural, behavioral, psychosocial, and biological aspects of human sexuality in a way that is meaningful to students. Topics will also include AIDS, physical and emotional orgasmic response, myths, sexual variance and dysfunction, gender identity, gender roles, communication about sex, love. Improving sexual satisfaction, sexuality throughout life cycle and cross-cultural variations in sexual expression.

25 - DRUGS AND CULTURE (3 UNITS) CSU

Drugs and their effects on both the user and society will be considered. Cultural aspects of drug use are examined as well the values and norms placed upon their use. The economic, legal, and judicial systems and their relationship to the concepts of drug use are considered. Emphasis is placed upon methods of treatment and penalties attached to the violation of drug laws.

SPANISH

Note: The Spanish Department does not offer Credit by Exam.

1 - ELEMENTARY SPANISH I (5 UNITS) UC:CSU

Credit is allowed for only one: Spanish 001 or the Spanish 021 and 022 combination.

This course stresses the mastery of Spanish fundamentals. Particular emphasis is placed upon developing the student's ability to read, write, speak, and understand simple, idiomatic Spanish, including pronunciation, vocabulary, and elementary grammar.

2 - ELEMENTARY SPANISH II (5 UNITS) UC:CSU

Prerequisite: Completion of Spanish 001 or in the Spanish 021 and 022 combination with a grade of "C" or better, or two years of high school Spanish or equivalent.

This course stresses the mastery of speaking and understanding. Emphasis is also placed on correct pronunciation, vocabulary, and sentence structure. Reading and writing of basic Spanish are also further developed. Introduction to Hispanic culture is discussed.

3 - INTERMEDIATE SPANISH I (5 UNITS)

UC:CSU

Prerequisite: Completion of Spanish 002 with a grade of "C" or better, or three years of high school Spanish or equivalent.

A thorough review of Spanish grammar is given in this course along with an introduction to advanced grammatical concepts. Emphasis is also placed on the development of the student's ability to express written and oral language, vocabulary building, reading comprehension, and increasing proficiency in pronunciation.

4 - INTERMEDIATE SPANISH II (5 UNITS)

UC:CSU

Prerequisite: Completion of Spanish 003 with a grade of "C" or better, or four years of high school Spanish or equivalent.

This course is a continuation of Spanish 3. This course provides further development of written and communication skills through the study of representative Spanish and Latin American literary and cultural works where the focus is on analysis and discussion. Sustained study of grammar and vocabulary with emphasis on complex structures and stylistics and the use of idiomatic expressions will also be developed.

8 - CONVERSATIONAL SPANISH (2 UNITS)

UC:CSU - RPT3

Prerequisite: Completion of Spanish 002 or equivalent with a grade of "C" or better.

This course is designed to develop the student's ability to communicate fluently, idiomatically, and correctly in Spanish. Conversational material is selected from magazines, newspapers and selected texts.

12 - CONTEMPORARY MEXICAN LITERATURE (3 UNITS) UC:CSU

This course includes a presentation of Mexican and Chicano literary works of various genres with emphasis on the 20th century. Students will read the texts in English. Lecture is also in English.

14 - SPANISH FOR PUBLIC SERVICE PERSONNEL (3 UNITS) CSU - RPT 1

Provider approved by the California Board of Registered Nursing, Provider No. 02152, for 54 contact hours.

A foundation course in the practical use of Spanish for personnel serving the Spanish community. This course is specifically designed for policemen, clerks, teachers and other public service employees.

21 - FUNDAMENTALS OF SPANISH I (3 UNITS)

UC:CSU

Prerequisite: None. Not open to students having credit for Spanish 001.

This course is for absolute beginners. It covers the first half of Spanish 1, so it offers an introduction to the fundamentals of Spanish pronunciation, grammar, vocabulary, sentence structure, and the use of idiomatic expressions. It stresses the ability to understand, read, write, and speak simple Spanish. This course will introduce cultural insights into Spanish and Spanish-speaking worlds. Spanish 21 and 22 together are equivalent to Spanish 1.

22 - FUNDAMENTALS OF SPANISH II (3 UNITS)

UC:CSU

Prerequisite: Completion of Spanish 021 with a grade of "C" or better.

This course is a continuation of Spanish 21. It covers the second half of Spanish 1. It introduces the fundamentals of Spanish pronunciation, grammar, vocabulary, sentence structure, and idiomatic expressions. Furthermore, it stresses the ability to understand, read, write, and speak simple Spanish and introduces cultural insights into Spanish and Spanish-speaking worlds. Spanish 21 and 22 together are equivalent to Spanish 1. Both Spanish 21 and 22 must be taken for UC:CSU credit.

24 - SPANISH FOR MEDICAL PERSONNEL (3 UNITS) CSU RPT 1

Provider approved by the California Board of Registered Nursing, Provider No. 02152, for 54 contact hours.

A foundation course in the practical use of Spanish for personnel serving the Spanish speaking community in health services.

35 – SPANISH FOR SPANISH SPEAKERS I (5 UNITS) UC:CSU

This course addresses the needs of the native Spanish speaking student. It focuses on the acquisition of a solid grammar base, vocabulary enrichment, spelling, reading, and writing skills. Also included is a study of linguistic variants in the Spanish language and of Spanish and Latin American literature, culture, and civilization.

36 – SPANISH FOR SPANISH SPEAKERS II (5 UNITS) UC:CSU

Prerequisite: Completion of Spanish 035 with a grade of “C” or better.

This course is a continuation of Spanish 035. It completes the study of grammar, vocabulary, and continues the development of reading and writing skills. Further course study will be in linguistic variants in the Spanish language and of Spanish and Latin American literature, culture, and civilization.

101 - SPANISH LANGUAGE LABORATORY (1 UNIT) CSU RPT 3 (P/NP)

Concurrent enrollment in another Spanish class is required.

An independent course in which students improve their reading, writing, speaking and comprehension skills by use of audio materials. Students must complete 25 hours.

185 - DIRECTED STUDY SPANISH (1 UNIT) UC*:CSU RPT 2

** UC credit may be granted by petition after transfer.*

285 - DIRECTED STUDY SPANISH (2 UNITS) UC*:CSU

** UC credit may be granted by petition after transfer.*

385 - DIRECTED STUDY SPANISH (3 UNITS) UC*:CSU

Prerequisite: Completion of Spanish 001 with a grade of “C” or better. Allows students to pursue Directed Study in Spanish on a contract basis under the direction of a supervising instructor.

** UC credit may be granted by petition after transfer.*

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

SPECIAL EDUCATION

See Learning Foundations and Learning Skills

SPEECH COMMUNICATION

14 – RADIO AND TELEVISION PRODUCTION (4 UNITS) RPT 3 – CSU

This course offers practical training in multimedia production. Special emphasis is placed on broadcast communications, news casting, on camera performance, storyboarding, editing, light principles, audio and other multimedia communication skills.

101 - ORAL COMMUNICATION I (3 UNITS) UC:CSU

The purpose of this course is to train the student in critical thinking, research, and the organization of ideas presented in discussion and original speeches. To accomplish this purpose, students receive instruction and practical experience in audience analysis and adaptation, critical listening and evaluation. The entire course is designed to emphasize personal growth through effective oral communication. Public speaking is especially recommended for students who plan to enter the fields of salesmanship, law, teaching, or the ministry. It is a valuable part of leadership training.

102 - ORAL COMMUNICATION II (3 UNITS) UC:CSU

This course will emphasize speechmaking with an emphasis on using multimedia communications and current presentation technology. Students will learn effective content and organizational strategies and professional visual aids strategies. Students will develop proficiency in a variety of speech contexts including political and forensic oratory.

104 - ARGUMENTATION I (3 UNITS) UC:CSU

This course trains students in the theory and practice of collegiate debating. It includes a study of the fundamentals of logical thinking, the techniques of developing constructive arguments and refutation, and the methods of evaluating effective delivery.

111 - VOICE AND ARTICULATION (3 UNITS)

UC:CSU

In this course, students examine the use of spoken Standard American English. Emphasis is placed on personal improvement of spoken English through drills utilizing the International Phonetic Alphabet. Also included is an overview of the physiological process of speech and other forms of spoken English.

121 - THE PROCESS OF INTERPERSONAL COMMUNICATIONS (3 UNITS) UC:CSU

This course provides analysis of and practice in, nonplatform speaking which takes place when people interact. Communication is analyzed in terms of speaker self-concept, perception, language, listening, nonverbal communication, self disclosure and conflict management. Term paper is required.

151 - SMALL GROUP COMMUNICATION (3 UNITS) UC:CSU

A lecture/activity/discussion course which provides an analysis of the purposes, principles, and types of group processes. Development of individual skills in leadership, problem solving, and collaborative learning is achieved by responsible group participation.

STATISTICS

1 - ELEMENTARY STATISTICS I FOR THE SOCIAL SCIENCES (3 UNITS) UC:CSU

Prerequisite: Completion of Mathematics 123C or higher or equivalent with a grade of "C" or better.

Introduces fundamental tools of quantitative methods in research: data collection, organization, presentation, analysis and interpretation. Attention is given to tabulation, graphic presentation of data, measure of central tendency, variability, the normal curve, probability and statistical inference, linear correlation and research methods. This course will introduce the student to the basic application of the Statistical Package for the Social Sciences (SPSS).

SUPERVISED LEARNING ASSISTANCE

1T - SUPERVISED LEARNING ASSISTANCE (NDA)

In this course, students will receive tutoring in designated subject areas using course textbooks and other classroom related materials. Cumulative progress and positive attendance records will be maintained for this non-credit, zero-unit, open entry/open exit course. No enrollment fees will be charged, nor will grades be received for enrollment in this course. This course will not appear on the student transcript. [This course requires 22:15 hours per week of student lab work to be scheduled as arranged with instructor. 22:15 TBA](#)

SUPERVISION

also see

Management, Business, Accounting, CAOT, CIS, Finance, International Business, Marketing and Real Estate.

1 - ELEMENTS OF SUPERVISION (3 UNITS) CSU

This course involves the theory and principles of supervision, as well as the supervisor's responsibilities for organization, human relations, training, rating, quality-quantity control, and management-employee relations.

TELEVISION

46 – TELEVISION PRODUCTION (3 UNITS) CSU

This course offers the student a hands on experience in television production. Students who take this course will learn the operation and maintenance of studio equipment including camera, switchers and microphones. Students will also learn operational and organization procedures related to producing television programming.

49 – TELEVISION WORKSHOP (3 UNITS) – RPT 1

This course allows students to develop their skills in a variety of video production related activities. Students will be given the opportunity to practice different video operations, such as directing, technical direction, camera operation, switching, sound, and lighting.

THEATER

100 - INTRODUCTION TO THE THEATER (3 UNITS) UC:CSU

This is a lecture course designed to provide the beginning student with a general knowledge of theater, television, and motion pictures, and their influences on modern society. It emphasizes the historical growth, basic vocabulary, skills, and crafts of the theater. This course offers students a basis for critical analysis through attending and evaluating theatrical and motion picture productions which aid in a greater appreciation and understanding of good theater and other entertainment.

200 - INTRODUCTION TO ACTING (3 UNITS) UC:CSU

A review is made of actors and acting approaches, past and present, along with elements of the actors' work as artists. The course covers introductory exercises in voice, diction, movement, and personality projection. The reading of plays and viewing of theatrical performances are also included.

232 - PLAY PRODUCTION (2 UNITS) UC:CSU - RPT 3

Training and practice are given in all phases of mounting plays for stage and television. Topics considered are play selection, organization, directing, performance, costume and scenery designing, construction, and lighting.

250 - CHILDREN'S THEATER PRODUCTION (2 UNITS) CSU RPT 3

Experience is given in the acting, directing, and producing of children's plays for public presentation.

270 - BEGINNING ACTING (3 UNITS) UC:CSU

This is an introduction to the acting process with supervised practice in characterization, interpretation, body movement, pantomime, and concentration through exercises and improvisations. The selection study, and presentation of short scenes are emphasized.

275 - SCENE STUDY (2 UNITS) UC:CSU - RPT 3

Students are given the opportunity to plan, rehearse, stage, and produce all-student projects in a repertory theater atmosphere. Productions are presented before campus audiences during school hours and also in the evening. Students must be available for additional rehearsal and performance time outside of class.

291 - REHEARSALS AND PERFORMANCES I (1 UNIT) UC:CSU - RPT 3

292 - REHEARSALS AND PERFORMANCES II (2 UNITS) UC:CSU - RPT 3

300 - INTRODUCTION TO STAGE CRAFT (3 UNITS) UC:CSU

This course is required of all theater majors.

A survey is made through lectures and demonstrations of all technical phases of play production. Phases include construction, painting, drafting, and manipulation of stage scenery, lighting equipment and properties; the organization and management of stage activity; and stagecraft terminology. Students are given experience in preparing and mounting play production for public presentation. Students must be available for rehearsals and performances in addition to scheduled class hours.

310 - INTRODUCTION TO THEATRICAL LIGHTING (3 UNITS) UC:CSU

This course is required of all theater majors.

Training and practice are given in problems of lighting for television and stage. Related topics considered are the study of color, procedures, control, and equipment. Students must be available for rehearsals and performances.

323 - STAGE MANAGEMENT AND PRODUCTION (3 UNITS) UC:CSU

Study of all aspects of technical theater with emphasis on current college productions.

350 - THEATER MANAGEMENT (3 UNITS) CSU

A study is made of the principals of play production, including script selection, financing, selecting personnel, casting, theater organization and management, budgeting, advertising, and publicity.

550 - MULTIMEDIA PRODUCTION FOR THE STAGE (2 UNITS) CSU - RPT 2

This course investigates the use of "new technologies" and their incorporation in the performing arts. Areas covered include television production and editing, telecommunication and internet performance.

WILDLAND FIRE TECHNOLOGY

27 – WILDLAND FIRE FIGHTER (3 UNITS) CSU

This course provides information on the characteristics and behavior of wild land fires in the Southern California watershed systems. It covers the organization, staffing, equipment, initial fire attack procedures, large fire management procedures as well as the tactical strategies used on large fires.

93 - INTERMEDIATE INCIDENT COMMAND (1.5 UNITS) (I-300)

This course teaches the intermediate features of the incident command system. Topics include: orientation, principles and features, organization, incident fatalities, incident resources and common responsibilities. Intended for students who will pursue a career with a wild land fire suppression agency or for a specialty with a municipal fire control agency.

101 - WILDLAND FIRE BEHAVIOR (3 UNITS) CSU

Lecture 3 hours and 20 minutes per week.

This course of study is to provide wild land fire fighting personnel the information necessary to understand wild land fire behavior. Includes National Wildfire Coordinating Group curriculum for the S-290 Intermediate fire behavior course. Discusses effects of weather, topography and fuels on fire behavior. Intended for preparation for employment with public safety department or other agencies that cross train fire and law enforcement personnel.

102 - WILDLAND FIREFIGHTER SAFETY AND SURVIVAL (3 UNITS) CSU

Lecture 3 hours and 20 minutes per week.

This course includes a study of factors that lead to unsafe working conditions in wild land fire fighting and includes the procedures to limit risk. Two important documents designed to increase safety (1 UNIT) *The Ten Standard Fire Orders* and (2 UNITS) *The Eighteen Situations That Shout Watch Out* are studied in detail. This course is part of a certificate program required for employment with Public Safety Departments and other agencies that cross train fire and law enforcement personnel.

103 - WILDLAND FIRE OPERATIONS (3 UNITS) CSU

Lecture 3 hours and 20 minutes per week.

This course of study presents the command structure and operational processes for ground and air operations in the control of wild land fires. Fixed wing aircraft and helicopters are discussed. Includes interagency relationships, mobilization, trainee assignments, the incident assignment kit. Preparation for employment with public safety departments and other agencies that cross train fire and law enforcement personnel.

104 - WILDLAND PUBIC INFORMATION, PREVENTION AND INVESTIGATION (3 UNITS) CSU

Lecture 3 hours and 20 minutes per week.

A course of study which presents the information necessary to understand the roles and functions of the Wild land Fire Information Officer, wild land fire prevention, and investigation of wild land fires. Preparation for employment with public safety departments and other agencies that cross train fire and law enforcement personnel.

105 - WILDLAND LOGISTICS, FINANCE AND PLANNING (3 UNITS)

Lecture 3 hours and 20 minutes per week.

This course explains the roles, responsibilities and function of the planning, logistics, and finance sections that are utilized during the control of wild land fires. The course follows National Wildfire Coordinating Group criteria. Preparation for employment with public safety departments and other agencies that cross train fire and law enforcement personnel.

302 - BASIC INCIDENT COMMAND SYSTEM (1 UNIT)

This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). This course focuses on the management of single resources.

313 - INTRODUCTION TO WILDLAND FIRE BEHAVIOR (.05)

This course of study is to provide wild land fire fighting personnel the information necessary to understand wild Land fire behavior. Includes National Wild fire Coordination Group curriculum for the S-290 – Intermediate fire Behavior course. Discusses effects of weather, topography and fuels on fire behavior. Intended for preparation for employment with public safety departments or other agencies that cross train fire and

law enforcement personnel.

318 - WILD FIRE POWER SAWS (1.5 UNITS)

This course provides the knowledge needed to become a wildfire power saw operator. It covers safety considerations, techniques of saw operations, maintenance and repairs. The course wildfire power saws (S-212) is part of the required training found in the National Wildfire Coordinating Group suppression curriculum. It is intended for students desiring to pursue a career with a wild land fire management agency or for a specialty with a municipal fire control agency.

351 - FIRE SAFETY REVIEW (.5 UNITS)

This course is specifically designed for the safety of wild land fire fighters. It reviews the need to be aware of the environmental factors which impact the behavior of wild land fires. Safety activities to be taken when environmental factors change wild land fire behavior are covered. In addition, historical fire incidents are reviewed where deaths have occurred due to lack of environmental awareness

COLLEGE PRESIDENTS

Raymond J. Casey, (Director) 1949-1958

Wendell C. Black, 1958-1971

Kenneth W. Williams, (Acting) 1971-1972

Eugene A. Pimentel, 1972-1979

Edward W. Robings, (Acting) 1979-1980

James L. Heinselman, 1980-1989

Robert S. Standen, (Acting) 1989-1990

James L. Heinselman, 1990-1998

Jose L. Robledo, (Acting) 1998-1999

Francisco (Frank) C. Quiambao Jr., (Acting) 1999-2000

Dr. Linda M. Spink, 2000-2010

Marvin Martinez, 2010-

FACULTY

Joshua Abarbanel (2001)

Instructor, Art

B.S., UC Los Angeles; M.F.A., UC Berkeley

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Chairperson, Nursing

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Chairperson, Social and Behavioral Sciences Division

A.A., El Camino College; B.S., CSU Long Beach; M.A., Chapman Univ.

FACULTY EMERITI

Clare F. Adams, 1993-1998

Dean of Academic Affairs

***Claudius A.V. Aklamakpe, 1969-1992**

Assistant Professor of Anthropology

Norma Almquist, 1966-1980

Associate Professor of English

Ruth M. Anderson, 1966-1985

Professor of Music

David E. Arant, 1966-2003

Professor of Accounting

Ann I. Arnold, 1977-2004

Professor of Nursing

Susanne L. Aultz 1976-2007

Associate Professor of Music

***Nathan M. Banks, 1959-1982**

Professor of Physics

***Sydell L. Baral, 1965-1995**

Professor of Speech and Speech Pathology

Wayne E. Bates, 1969-1994

Instructor of Earth Science

***Camille L. Baxter, 1955-1976**

Professor; Library Coordinator

Edward R. Berger, 1970-1998

Professor of Mathematics

Richard F. Bernard, 1962-1979

Associate Professor of History; Assistant Dean of Student Personnel Svcs

***Joe H. Berry, 1950-1972**

Professor of Physical Education

***Robert H. Billings, 1961-1995**

Professor of Music

***Patricia A. Binding, 1961-1989**

Professor of Physical Education

***Wendell C. Black, L.H.D., 1958-1971**

President

Muriel R. Blatt, 1968-1989

Professor of English

Pamela A. Bleich, 1961-1989

Professor of Library Services

Samuel Bluefarb, Ph.D., 1958-1979

Associate Professor of English

***Mary P. Borell 2000-2007**

Instructor of English

Charles Bossler 1983-2006

Dean of Student Services

***Thomas L. Bottone, 1970-2006**

Professor of Speech

Muriel E. Brewer, 1969-1976

Instructor of Special Reading and English

Barbara S. Burd, 1970-1989

Instructor of Nursing

Peggy C. Burkhardt, Ph.D., 1979-1989

Professor of English

Nuria Bustamante, 1989-2003

Instructor of Spanish

Rosemary Butte, Ph.D., 1954-1980

Professor of English

Margaret B. Cain, Ed.D., 1964-1974

Professor of English

Russell I. Calkins, 1961-1980

Assistant Professor of Automotive Technology

Albert J. Campbell, 1970-1983

Associate Professor of Business

***Elisabeth R. Campbell, 1981-2000**

Chairperson, Library Division; Professor of Library Services

Nancy E. Carson 1977-2007

Academic Affairs; Professor of Nursing

King Carter, 1977 - 2012

Instructor of Afro-American Studies; Chairperson, PACE

Joyce Cannon, 1963-1991

Professor of Speech

Patrick D. Carey-Herrera, 1971-2000

Professor of Mexican-American Studies; Instructor of Spanish

***Donald V. Carlucci, 1965-1987**

Professor of Physical Education

***Raymond J. Casey, 1948-1958**

Director

***John Cassone, 1959-1994**

Associate Professor of Art

Geneva F. Cates, 1963-1995

Professor of Business

***Marjorie H. Chandler, 1970-1985**

Professor of Theater

Josephine A. Chapman, 1963-1995

Associate Professor of Physical Education

***Joseph F. Chartier, 1958-1982**

Instructor of Automotive Technology

Ruth M. Clarke, 1960-1979

Professor of Nursing

Dorothy Clayton 1976-2003

Professor of Education and Developmental Communications

F. James Clines, 1949-1980

Professor of Vocational Education; Coordinator of Vocational Education

***Deceased**

FACULTY EMERITI

Peter Coad, Ph.D., 1979-1989

Professor of Physics

Marilyn Cohn, 1964-2000

Professor of Health

Eugene B. Collins, 1957-1974

Professor of Chemistry

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Donald R. Coulton, Ph.D, 1968-1980, 1998-2001

Associate Professor of History and Political Science

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***Kermit Dale, 1967-1974**

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***Harold Daniels 1971-2000**

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***Joan Dawson, 1964-1990**

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***Deceased**

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***Frank E. Fishbaugh, 1957-1985**

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STUDY LIST WORKSHEET

LAST: _____ FIRST: _____ SEMESTER: _____ DATE: _____

STUDY LIST WORKSHEET

TO THE STUDENT:

1. This is a worksheet furnished to help you plot your classes hour by hour and day by day. You may keep it for your records.
2. It is suggested that you use a pencil; erase as often as changes require it.

MORNING		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8-9	Section No. Course No. Room/Units						
9-10	Section No. Course No. Room/Units						
10-11	Section No. Course No. Room/Units						
11-12	Section No. Course No. Room/Units						

AFTERNOON

12-1	Section No. Course No. Room/Units						
1-2	Section No. Course No. Room/Units						
2-3	Section No. Course No. Room/Units						
3-4	Section No. Course No. Room/Units						

EVENING

4-5	Section No. Course No. Room/Units						
5-6	Section No. Course No. Room/Units						
6-10	Section No. Course No. Room/Units						

ONLINE CLASS(ES)

Section No. Course No. Units							
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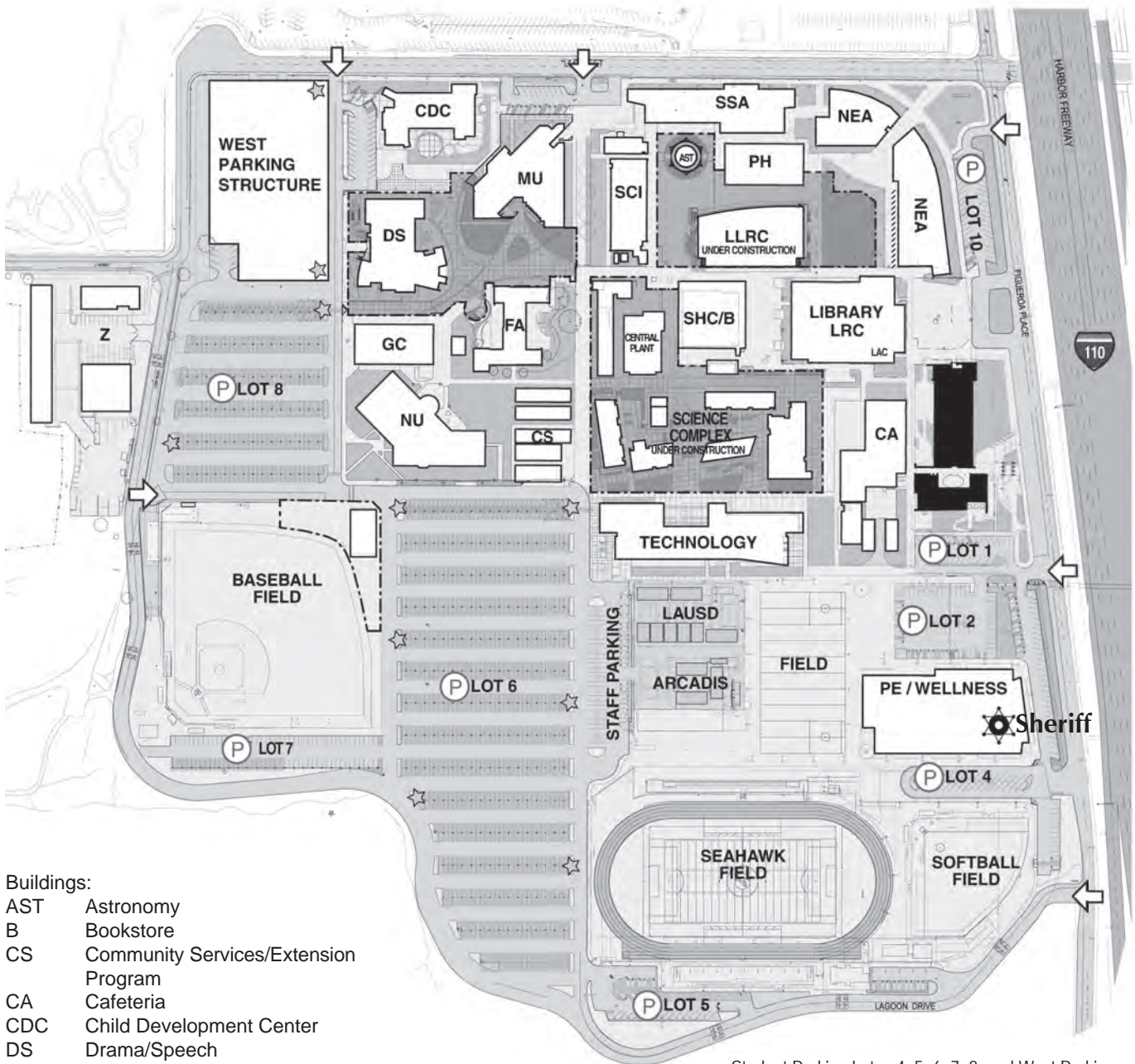
For a class listed as meeting at 8 MWF fill in the square 8-9 Monday, Wednesday, and Friday.

For a class listed as meeting at 8 T, 8-10 Th fill in the square of 8-9 Tuesday and 8-10 Thursday.

SUMMARY:

Lecture Hours: _____ Lab Hours: _____ Instructional Load Hours: _____

CAMPUS MAP



Buildings:

- AST Astronomy
- B Bookstore
- CS Community Services/Extension Program
- CA Cafeteria
- CDC Child Development Center
- DS Drama/Speech
- FA Fine Arts
- GC General Classrooms
- LIBRARY/LRC/LAC Library, Learning Resource & Learning Assistance Centers
- MU Music
- NEA Northeast Academic Hall
- NU Nursing
- PE/W Physical Education/Wellness
- PH Physics

- SCI Science
- SHC Seahawk Center
- SSA Student Services & Administration
- Technology Instruction
- LAUSD L.A. Unified School District
- Z Facilities, Maintenance. & Operations

Student Parking Lots: 4, 5, 6, 7, 8, and West Parking Structure
 Staff Parking Lots: 1, 4, 6, 8, 10, and West Parking Structure
 Guest/Visitor all day paid parking:
 Any student parking lot with \$2 paid permit from parking permit machines.

Parking Questions?
 Visit the Sheriff's Office or call (310) 233-4600

*Science Complex and LLRC - Under Construction at the time this catalog was published.

REVISIONS TO PRINTED CATALOG

Topic / Subject	Page	Revision	Date
Accounting Clerk Certificate of Achievement	56	Major Code: 050201	10/08/12
College Security and Safety	23	Add information on policy & crime stats	10/08/12
Computer Information Systems	69	Delete Certificate of Degree in Computer Information Systems	10/08/12
Computer Science and Engineering Degree	201	Add information regarding degree plan	10/08/12
Computer Science and Engineering Degree	201	Correct heading from CIS to CS&E	10/25/12
Psychology 010	170	Add Prerequisite information	04/18/13
Speech	201	Add information regarding degree plan	10/12/12
TBA (To Be Announced) Courses with Lab Work	Various	This course requires the indicated number hours per week of student lab work to be scheduled as arranged with instructor.	11/13/12
Updated CSU GE Requirements	203/4	Posted corrected versions for 2013-2014 and 2014-2015	10/11/17

COMPUTER SCIENCE AND ENGINEERING DEGREE AND CERTIFICATE PROGRAM

Major Code: 070400

The Associate of Science in Computer Science and Engineering is intended for students who are planning to transfer to a university, including University of California (UC) or California State University (CSU) as Computer Science or Engineering majors, particularly UCLA. Additional lower-division general education may be required for transfer, depending on the university selected. Students will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition.

Students interested in earning this degree must complete the following with at least 60 semester units total:

1. Complete LAHC's Graduation Plan B, including English 101 – minimum of 18 units
2. Complete the Computer Science and Engineering Core – minimum of 30 units
3. Complete a minimum of 12 additional units selected from a list of courses typically required for various Computer Science and Engineering major options at CSU and UC institutions.

Computer Science and Engineering Core (30 units)
Math 265, 266, and 267 (15 units)
Chemistry 101 (5 units)
Physics 037 and 038 (10 units)

Select a minimum of (12 units) from:

Math 270, 271, 275
Physics 039
Chemistry 102
Biology 101, 102, 103
Eng Electrical 220
Chemistry 211, 212
Computer Science Information Technology 059, 306, 313, 39, 340, 344, 347, 360
Physiology 001
Microbiology 001, 020
Geology 001, 006

Graduation Plan B – minimum (18 units):

Natural Science (3 units)
American Institutions (3 units)
Humanities (3 units)
English 101 (3 units)
Communications and Analytical Thinking (3 units)
Health and P.E. (3 units)

SPEECH DEGREE AND CERTIFICATE PROGRAM

Major Code: 150600

The Associate of Arts degree in Speech Communication is designed for students who either intend to transfer to the CSU system campuses, or other four-year institutions, as Speech Communication majors, or who want to develop and enhance their skills in oral communication. The classes prepare students who seek careers in which effective communication skills are needed such as education, law, public relations, and service industry. The AA degree consists of a core general education component, 18 units in the major, and additional elective units as needed to reach a minimum of 60 units overall.

1. LAHC G.E. Plan A (30 units)
2. CSU G.E. Breadth -- including Health or Nutrition, P.E. and U.S. History or U.S. Government (39-41 units)
3. IGETC -- including Health or Nutrition, P.E. and U.S. history or U.S. government (34-41 units)

Courses required for the major (18 units):

Core Major Requirements:

Speech 101, Oral Communication I (3 units)
Speech 121, The Process of Interpersonal Communications (3 units)
Speech 151, Small Group Communication (3 units)
Speech 104, Argumentation I (3 units)

A minimum of six additional units from:

Speech 014, Radio and Television Production (4 units)
Speech 102, Oral Communication II (3 units)
Speech 106, Forensics (2 units)
Speech 111, Voice and Articulation (3 units)
Speech 135, Storytelling (3 units)
Speech 385, Directed Study (3 units)



Los Angeles Harbor College
California State University GENERAL EDUCATION CERTIFICATION REQUIREMENTS 2013-2014

This pattern of CSU general education requirements applies to students beginning Fall (or Summer) 1981 or later. Thirty nine units (39) of general education coursework excluding the Statutory Requirement, may be certified by Harbor College as acceptable toward the bachelor's degree general education at a California State University. The student will have to complete 9 additional units of upper division coursework for G.E. after transfer. Beginning Spring 1987, courses to be used for Area A and B4 (Mathematics) must be completed with "C" grades or better.

A maximum of 30 units will be allowed in Areas "B", "C" and "D" collectively for certification. A minimum of 9 units must be completed in each of Areas "A", "B", "C", and "D" if the student wishes to have more than 30 units certified. If Areas "A" and "B" are not completed at time of transfer, the CSU campus may request proof that these subject requirements were cleared by high school coursework. Most universities will expect students to finish 60 transferable units with a minimum 2.0 GPA, usually higher.

Students not complying with the above minimum certification requirements must follow the catalog of the intended university of transfer in place of these requirements; consult with a counselor. **It is strongly recommended that students request certification through the Office of Admissions & Records before sending final transcripts to the University.**

C= Completed I=In Progress N= Mead

AREA A – ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (9 Units)			
Select one course from each A1, A2 and A3	C	I	N
A1 Oral Communication Communication Studies *(Speech) 101, 102, 121			
A2 Written Communication English 101			
A3 Critical Thinking Computer Sciences 58 Journalism 105**(5) Philosophy 6 Communication Studies*(Speech) 104 English 102			
AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (9 Units)			
Courses selected for this Area must include at least one course listed in each of the categories below			
B1 Physical Science (at least one course): Astron 1 Chem 65, 66, 101, 102, 211, 212 Env Sci 1 Geog 1 Geology 1 Oceano 1 Phys Sc 1 Physics 6, 7, 11, 37, 38, 39			
B2 Life Science (at least 1 course): Anatomy 1 Anthro 101 Biology 3, 5, 101 Env Sci 2 Oceano 12 Physiol 1 Psych 2			
B3 Laboratory Activity Anatomy 1 Anthro 111 Astron 5 Biology 3, 5, 101 Chem 65, 66, 101, 102, 211, 212 Geog 15 Geology 6 Oceano 10 Phys Sc 14 Physics 6, 7, 11, 37, 38, 39 Physiol 1			
B4 Mathematics/Quantitative Reasoning (at least 1 course): Math 215, 216, 227, 234, 235, 236, 240, 245, 260, 265, 266, 267, 270, 275 Stat 1			
AREA C- ARTS AND HUMANITIES (9 Units)			
Select at least one course from Arts (C1) and one course from Humanities (C2). The third course may be from either category			
C1 Arts (Arts, Cinema, Dance, Music, Theater) Art 100, 101, 102, 103, 111, 201 Arc 132**(43), 133**(44) Cinema 105 Music 101, 111, 116, 141 Photo 121 Theater 100			

C2 Humanities (Lit, Philos, Lang, other than Eng.) English 203, 204, 205, 206, 207, 208, 209, 211, 214, 215, 218, 219, 234, 239, 240 History 74^, 81^, 82^, 86^, 87^ Human 1, 6, 17, 60, 31 Japan 21, 22 Philos 1, 20, 23, 33 French 1, 2, Spanish 1, 2, 3, 4, 12, 21, 22, 35, 36			
AREA D – SOCIAL SCIENCES (9 Units)			
Select courses from at least two disciplines (Courses may be counted in only one D section).			
D1 Anthropology and Archeology Anthropology 102, 103, 121			
D2 Economics Econ 1, 2 Business 1			
D5 Geography Geog 2,7			
D6 History History 1, 2, 5, 6, 11, 12, 19, 20, 21, 41, 42, 43, 44, 52, 58, 74^, 81^, 82^, 86^, 87^			
D7 Interdisciplinary Social and Behavioral Science Engineering Gen Tech 28 same as Drafting 6 Comm 122^, 190			
D8 Political Science Government, & Legal Institutions Pol Sci 1, 2, 4, 7, 30, History 11, 41, 43			
D9 Psychology Psych 1, 14, 41 Ch Dev 1^			
D0 Sociology and Criminology Soc 1, 2, 12			
AREA E – LIFELONG LEARNING AND SELF DEVELOPMENT (3 Units)			
Select from E1 or the E1 and E2 combination			
E1 Lifelong Learning and Self-Development Ch Dev 1^, 11 Family & CS 21 Health 2, 6, 11 Counsel 20 Psych 3 Soc 21 *Please see note below			
E2 Activity (Limit 1 Unit) Kinesiology** (P.E.) All Kinesiology courses & Dance TQ 141 ** (PE 431) meet the E2 activity requirement except for 32, 100 to 105, 700 and 900 series			
STATUTORY REQUIREMENT (6 UNITS)			
These courses may be completed prior to transfer, they are not required for certification, and may be "double counted" in Area D above.			
Select one course from "A" and one course from "B" below: A Pol Sci 1, 30 B History 5, 6, 11, 12, 41, 42, 43, 44, 52, 58, 81, 82			

^ May be counted for one area only, not for both.

***Students wanting an AA Degree must take Health or Family & Consumer Studies 21 and one unit of Kinesiology** (P.E.)**

Name: _____ 88- _____ Counselor: _____ Date: _____



Los Angeles Harbor College
California State University GENERAL EDUCATION CERTIFICATION REQUIREMENTS 2014-2015

This pattern of CSU general education requirements applies to students beginning Fall (or Summer) 1981 or later. Thirty nine units (39) of general education coursework excluding the Statutory Requirement, may be certified by Harbor College as acceptable toward the bachelor's degree general education at a California State University. The student will have to complete 9 additional units of upper division coursework for G.E. after transfer. Beginning Spring 1987, courses to be used for Area A and B4 (Mathematics) must be completed with "C" grades or better.

A maximum of 30 units will be allowed in Areas "B", "C" and "D" collectively for certification. A minimum of 9 units must be completed in each of Areas "A", "B", "C", and "D" if the student wishes to have more than 30 units certified. If Areas "A" and "B" are not completed at time of transfer, the CSU campus may request proof that these subject requirements were cleared by high school coursework. Most universities will expect students to finish 60 transferable units with a minimum 2.0 GPA, usually higher.

Students not complying with the above minimum certification requirements must follow the catalog of the intended university of transfer in place of these requirements; consult with a counselor. **It is strongly recommended that students request certification through the Office of Admissions & Records before sending final transcripts to the University.**

C= Completed I=In Progress N= Need

AREA A – ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (9 Units)				
Select one course from each A1, A2 and A3	C	I	N	
A1 Oral Communication Communication Studies *(Speech) 101, 102, 121				
A2 Written Communication English 101				
A3 Critical Thinking Computer Sciences 58 Journalism 105*(5) Philosophy 6 Communication Studies*(Speech) 104 English 102				
AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (9 Units)				
Courses selected for this Area must include at least one course listed in each of the categories below				
B1 Physical Science (at least one course): Astron 1 Chem 65, 66, 101, 102, 211, 212 Env Sci 1 Geog 1 Geology 1 Oceano 1 Phys Sc 1 Physics 6, 7, 11, 37, 38, 39				
B2 Life Science (at least 1 course): Anatomy 1 Anthro 101 Biology 3, 5, 101 Env Sci 2 Oceano 12 Physiol 1 Psych 2				
B3 Laboratory Activity Anatomy 1 Anthro 111 Astron 5 Biology 3, 5, 101 Chem 65, 66, 101, 102, 211, 212 Geog 15 Geology 6 Oceano 10 Phys Sc 14 Physics 6, 7, 11, 37, 38, 39 Physiol 1				
B4 Mathematics/Quantitative Reasoning (at least 1 course): Math 215, 216, 227, 234, 235, 236, 240, 260, 265, 266, 267, 270, 275 Stat 1				
AREA C- ARTS AND HUMANITIES (9 Units)				
Select at least one course from Arts (C1) and one course from Humanities (C2). The third course may be from either category				
C1 Arts (Arts, Cinema, Dance, Music, Theater) Art 100, 101, 102, 103, 111, 201 Arc 132**(43), 133**(44) Music 101, 111, 116, 141 Photo 121 Theater 100				

C2 Humanities (Lit, Philos, Lang, other than Eng.) English 203, 204, 205, 206, 207, 208, 209, 211, 214, 215, 218, 219, 234, 239, 240 History 74^, 81^, 82^, 86^, 87^ Human 1, 6, 17, 60 Japan 21, 22 Philos 1, 20, 23, 33 French 1, 2, 10 Spanish 1, 2, 3, 4, 12, 21, 22, 35, 36				
AREA D – SOCIAL SCIENCES (9 Units)				
Select courses from at least two disciplines (Courses may be counted in only one D section).				
D1 Anthropology and Archeology Anthropology 102, 103, 121				
D2 Economics Econ 1, 2 Business 1				
D5 Geography Geog 2,7				
D6 History History 1, 2, 5, 6, 11, 12, 19, 20, 21, 41, 42, 43, 44, 52, 58, 74^, 81^, 82^, 86^, 87^				
D7 Interdisciplinary Social and Behavioral Science Engineering Gen Tech 28 same as Drafting 6 Comm 122^, 190				
D8 Political Science Government, & Legal Institutions Pol Sci 1, 2, 4, 7, 30, History 11, 41, 43				
D9 Psychology Psych 1, 14, 41 Ch Dev 1^				
D0 Sociology and Criminology Soc 1, 2, 12				
AREA E – LIFELONG LEARNING AND SELF DEVELOPMENT (3 Units)				
Select from E1 or the E1 and E2 combination				
E1 Lifelong Learning and Self-Development Ch Dev 1^, 11 Family & CS 21 Health 2, 6, 11 Counsel 20 Psych 3 Soc 21 *Please see note below				
E2 Activity (Limit 1 Unit) Kinesiology** (P.E.) All Kinesiology courses & Dance TQ 141 ** (PE 431) meet the E2 activity requirement except for 32, 100 to 105, 700 and 900 series				
STATUTORY REQUIREMENT (6 UNITS)				
These courses may be completed prior to transfer, they are not required for certification, and may be "double counted" in Area D above.				
Select one course from "A" and one course from "B" below:				
A Pol Sci 1, 30				
B History 5, 6, 11, 12, 41, 42, 43, 44, 52, 58, 81, 82				

^ May be counted for one area only, not for both.

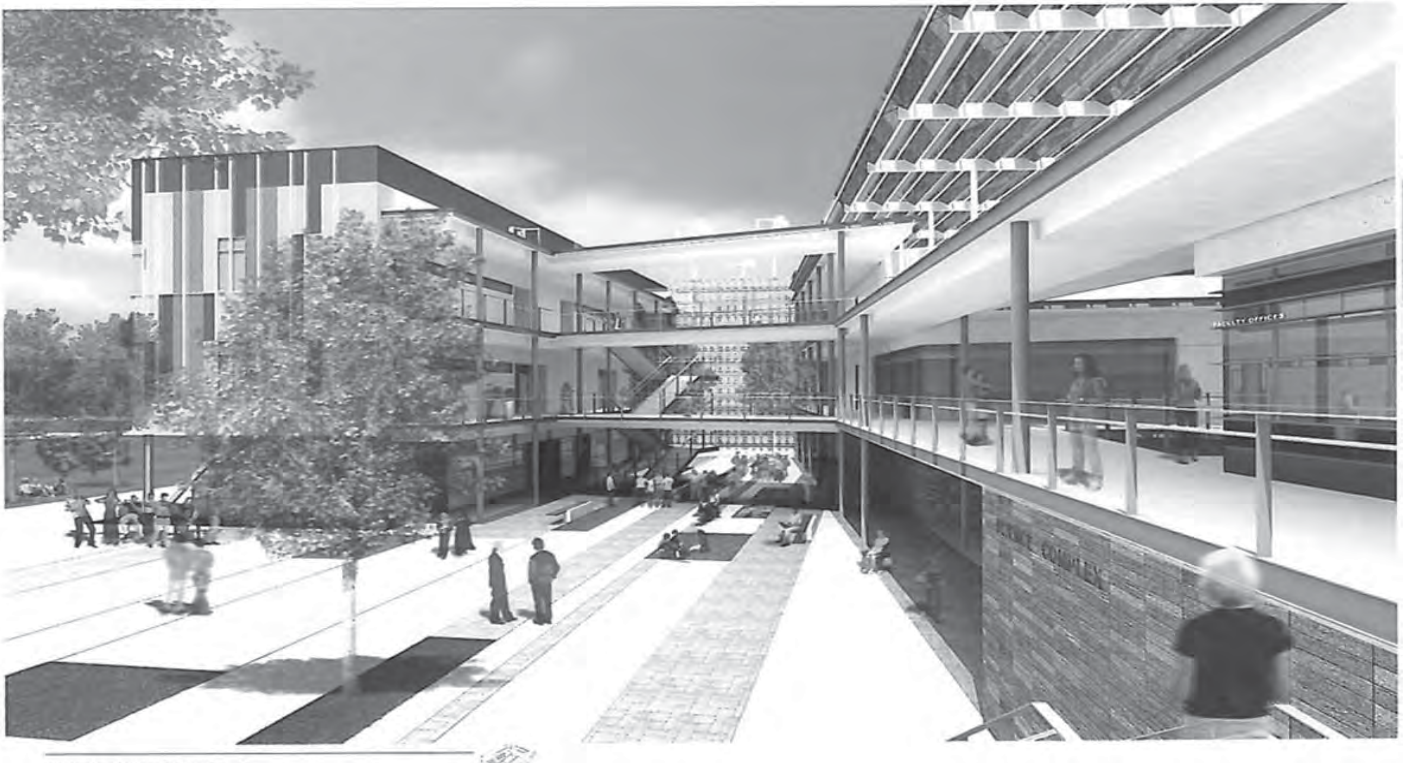
*Students wanting an AA Degree must take Health or Family & Consumer Studies 21 and one unit of Kinesiology** (P.E.)

Name: _____ 88- _____ Counselor: _____ Date: _____

BUILDING A NEW CAMPUS



Library / Learning Resource Center (LLRC) - Grand Opening - Spring 2013



Science Complex - Grand Opening - Spring 2013



San Pedro Harbor

Los Angeles Harbor College

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Wilmington, CA 90744
310-233-4000
www.lahc.edu