
LOS ANGELES MISSION COLLEGE 2023-2024 CATALOG ADDENDUM III

This addendum contains updates to existing courses and programs, as well as any new courses or programs that were approved after the publication of the 2023-2024 Catalog and Catalog Addenda I and II.

COURSE UPDATES

- ART 304, 305, 306
 - CH DEV 010, 039, 044, 045, 055, 058
 - CIS 185, 285, 219, 385
 - COLLEGE 101
 - FAM &CS 006
 - MATH 230
 - PSYCH 014
-

DEACTIVATED COURSES

- MATH 134 (effective Winter 2024)
-

NEW COURSES

- ANTHRO 322
 - BIOLOGY 408
 - BIOTECH 300, 310, 320, 330, 340, 360, 400, 410, 460, 470
 - ENGLISH 420
-

PROGRAM UPDATES

- ASSOCIATE IN SCIENCE (AS)
Engineering (M008345C)
 - ASSOCIATE IN SCIENCE (AS)
Health Science (M008338C)
 - ASSOCIATE IN ARTS (AA)
General Studies Communication & Literature (M018464C)
-

NEW PROGRAMS

- BACHELOR OF SCIENCE (BS)
Biomanufacturing (M043599B)
 - ASSOCIATE IN ARTS FOR TRANSFER (AA-T)
Communication Studies 2.0 (M043619G)
 - CERTIFICATE OF COMPETENCY
High Intermediate Level ESL (M043583F)
-

OTHER UPDATES

- List of Courses Eligible for Credit By Exam
 - List of Courses Eligible for Industry Certification
 - AP 4100, 4236
-

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COURSE UPDATES

ART 304 ACRYLIC PAINTING I – (UC:CSU) 3 UNITS

Prerequisite: ART 300 | **Lecture:** 2 hours | **Lab:** 3 hours

Introduction to principles, elements, and practices of acrylic painting through a historical lens. Focus is on exploration of oil painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter.

ART 305 ACRYLIC PAINTING II – (UC:CSU) 3 UNITS

Prerequisite: ART 304 | **Lecture:** 2 hours | **Lab:** 3 hours

Exploration of advanced concepts and ideas in Painting. Emphasis is on composition, color, concept and a variety of materials and techniques.

ART 306 ACRYLIC PAINTING III – (UC:CSU) 3 UNITS

Prerequisite: ART 305 | **Lecture:** 2 hours | **Lab:** 3 hours

Emphasis upon individuality of response to contemporary problems in painting related to representational or nonobjective imagery.

CH DEV 010 HEALTH, SAFETY & NUTRITION – (CSU:C-ID ECE 220) 3 UNITS

Prerequisite: None | **Lecture:** 3 hours

NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months, plus proof of immunizations for measles, (MMR) pertussis (Tdap) and influenza as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations or field work/practicum in early childhood settings.

NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months, plus proof of immunizations for measles, (MMR) pertussis (Tdap), influenza, and COVID-19 as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations or fieldwork/practicum in early childhood settings.
Fully certified in Pediatric CPR and First Aid within 2 years or completed concurrently during the class at the student's cost.

Laws, regulations, standards, policies, procedures, and best practices related to health, safety, and nutrition in care and education settings for children from birth through middle childhood, with the importance of collaboration with families and health professionals. Includes the teacher's role in prevention strategies, nutrition and meal planning, integrating health safety and nutrition experiences into daily routines, and overall risk management.

CH DEV 039 ADMINISTRATION II: PERSONNEL AND LEADERSHIP IN EARLY CHILDHOOD EDUCATION (CSU) 3 UNITS

Prerequisite: CH DEV 038 | **Lecture:** 3 hours

NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months, plus proof of immunizations for measles, (MMR) pertussis (Tdap) and influenza as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations or field work/practicum in early childhood settings.

NOTE: Students may be required to show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months, plus proof of immunizations for measles, (MMR) pertussis (Tdap), and COVID-19 as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations in early childhood settings.

Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program.

CH DEV 044 EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS – (CSU) 3 UNITS

Prerequisite: None | **Lecture:** 3 hours

(Effective Spring 2024)

NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months, plus proof of immunizations for measles, (MMR) pertussis (Tdap) and influenza as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations or field work/practicum in early childhood settings.

Designed for students interested in working with young children with special needs and their families. Instruction focuses on accommodating and adapting the physical environment, instructional strategies and curriculum to meet the needs of differently abled children from birth to preschool.

CH DEV 045 PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS – (CSU) 3 UNITS

Prerequisite: None | **Lecture:** 3 hours

(Effective Spring 2024)

NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months, plus proof of immunizations for measles, (MMR) pertussis (Tdap) and influenza as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations or field work/practicum in early childhood settings.

Overview of programs providing special education services for children with exceptionalities focusing on preschool through school age. Students will become familiar with strategies and techniques to adapt environments and curriculum across the continuum of instructional settings. It will include a study of various educational environments, legislation, characteristics of various exceptionalities and educational implications.

CH DEV 055 HOME VISITATION PROGRAMS – (CSU) 3 UNITS

Prerequisite: None | **Lecture:** 3 hours

(Effective Spring 2024)

NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months, plus proof of immunizations for measles, (MMR) pertussis (Tdap) and influenza as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations or field work/practicum in early childhood settings.

Examines the emerging field of home visitation as it relates to programs offering in home support and intervention services. Prepares the student to conduct home visitations in a variety of contexts including early intervention, family support systems, gerontology and publicly funded early childhood programs.

CH DEV 058 TRANSITIONAL KINDERGARTEN – (CSU) 3 UNITS

Prerequisite: None | **Lecture:** 3 hours

NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months, plus proof of immunizations for measles, (MMR) pertussis (Tdap) and influenza as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations or field work/practicum in early childhood settings.

NOTE: Students may be required to show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months, plus proof of immunizations for measles, (MMR) pertussis (Tdap), and COVID-19 as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations or fieldwork/practicum in early childhood settings.

An exploration of transitional kindergarten programs in relation to children’s developmental needs, curriculum models, the role of the teacher, and the context and structure of the learning environment.

CIS 185 DIRECTED STUDY - COMPUTER INFORMATION SYSTEMS – (CSU) 1 UNIT

Prerequisite: None | **Lecture:** 1 hour

Provides opportunity for in-depth study of a chosen area of Computer Science Information Technology on a contract basis, under the direction of a supervising instructor.

CIS 219 INTRODUCTION TO ORACLE: SQL AND PL/SQL (CSU) 3 UNITS

Prerequisite: None | **Advisories:** EO SCL 430 or CIS 124

Lecture: 2 hours | **Lab:** 2 hours

The student learns the concepts of both relational and object relational databases and the SQL language. Data server technology, creating and maintaining database objects, as well as storing, retrieving and manipulating data are also covered.

CIS 285 DIRECTED STUDY – COMPUTER INFORMATION SYSTEMS – (CSU) 2 UNITS

Prerequisite: None | **Lecture:** 2 hours

Students study Computer Information Systems on a contract basis under the direction of a supervising instructor.

CIS 385 DIRECTED STUDY – COMPUTER INFORMATION SYSTEMS – (CSU) 3 UNITS

Prerequisite: None | **Lecture:** 3 hours

Students study Computer Information Systems on a contract basis under the direction of a supervising instructor.

COLLEGE 101 NAVIGATING YOUR PATH THROUGH COLLEGE TO CAREER – (UC:CSU) 1 UNIT

Prerequisite: None | **Lecture:** 1 hour | **Lab:** 1 hour

This course is designed to provide students with opportunities to explore various career paths. Throughout the course, students will

assess their strengths and areas for improvement in college readiness, explore the resources available on campus, and develop essential academic skills to enhance their chances of success. Assignments and activities will challenge students to think critically, communicate effectively, conduct research, develop information literacy, and hone study skills.

FAM & CS 006 CHALLENGES OF AGING – (CSU) 3 UNITS

Prerequisite: None | **Lecture:** 3 hours

An examination of the developmental changes and specific needs of the older adult population. Included is investigation of everyday situations with emphasis on consumerism, housing, health, nutrition, community resources and changing family roles.

MATH 230 MATHEMATICS FOR LIBERAL ARTS STUDENTS (UC:CSU) 3 UNITS

Prerequisite: Intermediate algebra, the equivalent or higher, completed at the secondary or post-secondary level; or by meeting CA Title 5 CCR § 55063 math competency requirement of intermediate algebra, per LACCDAP4100; or by placing into any college-level math course. | **Lecture:** 3 hours | **Lab:** 1 hour

MATH 230 is an introduction to the spirit and style of mathematics and its pursuit as a human endeavor. Topics are chosen from a variety of mathematical fields including logic, set theory, systems of numeration, number theory, algebra, the metric system, geometry, mathematical systems, consumer mathematics, probability, statistics, graph theory, voting and apportionment which are intended to illustrate the nature of mathematical discovery, the utility of mathematical applications, and the beauty of geometrical design.

PSYCH 014 ABNORMAL PSYCHOLOGY – (UC:CSU) 3 UNITS

Prerequisite: PSYCH 001 | **Lecture:** 3 hours

This course examines the etiology, classification, assessment, classification, diagnosis, and treatment of abnormal behavior and major psychological disorders. This course will provide an introduction to the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) and explore anxiety, stress, mood, schizophrenia, eating, childhood and adolescence, sexual functioning, substance use and addiction, neurocognitive, stress and trauma, and personality disorders. Historical, social, cultural, legal and ethical contexts of psychopathology are also included.

NEW COURSES

ANTHRO 322 CULTURAL PERSPECTIVES IN HEALTH AND HEALING – (CSU) 3 UNITS

Prerequisite: None | **Lecture:** 3 hours

This course provides an introduction to the field of medical anthropology—the study of human health, disease, and curing from a cross-cultural, historical, archeological, and evolutionary perspective.

BIOLOGY 408 PHARMACOLOGY – (CSU) 3 UNITS

Prerequisite: None | **Lecture:** 3 hours

This course examines the theoretical basis for pharmacology treatment of common health problems. The topics covered include the classification of drugs, their pathophysiological basis for therapeutic use, potential adverse effects, drug interactions, and contraindications.

BIOTECH 300 SUPPLY CHAIN AND ENTERPRISE RESOURCE PLANNING IN BIOMANUFACTURING – (CSU) 3 UNITS

Prerequisite: None | **Lecture:** 3 hours

Note: This course is only open to students enrolled in the bachelor's degree program in biomanufacturing at LAMC.

Students gain knowledge of how companies manage the complete flow of materials in a supply chain from suppliers to customers. This course covers the design, planning, execution, monitoring, and control of raw materials, personnel resources, inventory management, and distribution. At the end students will have the knowledge required to take the CPIM (Certified in Production and Inventory Management) certification test administered by APICS (the American Production and Inventory Control Society). This course is open only to students enrolled in the biomanufacturing bachelor's degree program.

BIOTECH 310 BIOMANUFACTURING PROCESS SCIENCES – (CSU) 5 UNITS

Prerequisite: None | **Lecture:** 3 hours, **Lab:** 6 hours

Note: This course is only open to students enrolled in the bachelor's degree program in biomanufacturing at LAMC.

This lecture/laboratory course examines the biological, physical, and chemical scientific principles that support the design, development, and optimization of key parameters in a biomanufacturing process. Process sciences covers the essential theories that underpin the biomanufacturing operations from product formation through product purification and how those operations scale up and scale down. The topics include fermenter and bioreactor design and the design of downstream processes that maximize the yield, safety, and efficacy of a protein pharmaceutical. This course is open only to students enrolled in the biomanufacturing bachelor's degree program.

BIOTECH 320 DESIGN OF EXPERIMENTS FOR BIOMANUFACTURING – (CSU) 4 UNITS

Prerequisite: None | **Lecture:** 3 hours, **Lab:** 3 hours

Note: This course is only open to students enrolled in the bachelor's degree program in biomanufacturing at LAMC.

This course teaches formalized design of experiments (DOE), a system that optimizes a process through the methodical varying of key parameters and a formalized approach to analyzing, interpreting,

and applying the results. DOE is designed to make any process more robust and minimize variability from external sources. The course builds upon the statistical concepts required for DOE, including hypothesis testing, confidence intervals, statistical models, and analysis of variance (ANOVA). The DOE approach systematically varies the parameters of a biomanufacturing process to improve its operation. This course is open only to students enrolled in the biomanufacturing bachelor's degree program.

BIOTECH 330 ADVANCED TOPICS IN QUALITY ASSURANCE AND REGULATORY AFFAIRS – (CSU) 4 UNITS

Prerequisite: None | **Lecture:** 4 hours

Note: This course is only open to students enrolled in the bachelor's degree program in biomanufacturing at LAMC.

This course builds upon previous knowledge of quality assurance and regulatory affairs to study the harmonized quality system approaches of the International Council for Harmonisation Q8 through Q11. The course pays special attention to the topics of quality risk management, qualification, and validation. This course is open only to students enrolled in the biomanufacturing bachelor's degree program.

BIOTECH 340 SIX SIGMA AND LEAN MANUFACTURING – (CSU) 3 UNITS

Prerequisite: None | **Lecture:** 3 hours

Note: This course is only open to students enrolled in the bachelor's degree program in biomanufacturing at LAMC.

This course covers the Six Sigma approach to the maintenance and improvement of biomanufacturing processes. It incorporates the DMAIC phases: define, measure, analyze, improve, and control. The course covers the use and implementation of lean manufacturing tools that biomanufacturing companies use to reduce waste. At the end of the course, students will be prepared to take the certification test for qualification with a yellow belt in Six Sigma. This course is open only to students enrolled in the biomanufacturing bachelor's degree program.

BIOTECH 360 DESIGN OF BIOMANUFACTURING FACILITIES, CRITICAL UTILITIES, PROCESSES, AND EQUIPMENT – (CSU) 3 UNITS

Prerequisite: None | **Lecture:** 3 hours

Note: This course is only open to students enrolled in the bachelor's degree program in biomanufacturing at LAMC.

Students evaluate how the design of a biomanufacturing facility maintains appropriate levels of cleanliness and sterility and promotes the production of safe and effective products. Students analyze the design of the processes, equipment, and instrumentation used in biological production to generate critical utilities, aseptic systems, environmental control and monitoring, upstream production, and downstream (recovery and purification) production within a regulated environment. This course is open only to students enrolled in the biomanufacturing bachelor's degree program.

BIOTECH 400 BIOPROCESS MONITORING AND CONTROL – (CSU) 4 UNITS

Prerequisite: BIOTECH 310 | **Lecture:** 3 hours, **Lab:** 3 hours

Note: This course is only open to students enrolled in the bachelor's degree program in biomanufacturing at LAMC.

This course covers the measurement, monitoring, modeling, and control of biomanufacturing processes and the statistical methodology used for measuring, analyzing, and controlling quality during the manufacturing process, including control charts and the analysis of process capabilities. This course is open only to students enrolled in the biomanufacturing bachelor's degree program.

BIOTECH 410 METHODS IN QUALITY, IMPROVEMENTS, INVESTIGATIONS, AND AUDITS – (CSU) 4 UNITS

Prerequisite: BIOTECH 330 and BIOTECH 340 | **Lecture:** 4 hours

Note: This course is only open to students enrolled in the bachelor's degree program in biomanufacturing at LAMC.

This course examines investigational methods used by quality assurance departments to analyze process deviations and make decisions about severity of deviation. Students learn to write industry-standard corrective and preventive action (CAPA) reports to conclude what corrective and preventive actions result from the investigation. The course also covers how a company would perform an audit in anticipation of an inspection by the Food and Drug Administration or for the supplier of a key raw material. The course is designed in accordance with the American Society's Body of Knowledge to adequately prepare students for the Certified Quality Technician examination. This course is open only to students enrolled in the biomanufacturing bachelor's degree program.

BIOTECH 460 CAPSTONE SEMINAR IN BIOMANUFACTURING TECHNOLOGIES – (CSU) 3 UNITS

Prerequisite: BIOTECH 310 | **Lecture:** 3 hours

Note: This course is only open to students enrolled in the bachelor's degree program in biomanufacturing at LAMC.

This course examines the breadth of products that are manufactured through biological processes. It will focus on the advances and emerging technologies in biological production and purification operations. This course is open only to students enrolled in the biomanufacturing bachelor's degree program.

BIOTECH 470 CAPSTONE SEMINAR IN BIOMANUFACTURING QUALITY – (CSU) 3 UNITS

Prerequisite: BIOTECH 330 | **Lecture:** 3 hours

Note: This course is only open to students enrolled in the bachelor's degree program in biomanufacturing at LAMC.

This course will explore how quality systems in biomanufacturing have evolved by analyzing current trends in the laws and regulations

that govern biopharmaceutical manufacturing. Through critical evaluation, students will assess the efficacy of these laws and regulations. This course represents a capstone experience for students studying biomanufacturing quality. This course is open only to students enrolled in the biomanufacturing bachelor's degree program.

ENGLISH 420 RESEARCH, DESIGN AND METHODOLOGY - (CSU) 3 UNITS

Prerequisite: ENGLISH 103 | **Lecture:** 3 hours

This advanced course prepares students to develop a research project as well as evaluate scientific evidence-based literature. Research design components and methodology will be discussed, as well as evaluation of scientific evidence-based literature.

PROGRAM UPDATES

ASSOCIATE IN SCIENCE (AS) – Engineering (M008345C)

This program aims to prepare prospective engineering students in choosing their engineering discipline. The program consists of core required courses common to all tracks, track specific core courses, and track electives. The core courses common to all tracks satisfy most of the requirements for the first two years of the baccalaureate degree in engineering.

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

- Identify engineering fields of interest and develop a plan that will lead to career success in an engineering field.
- Apply critical thinking to solve engineering problems.

REQUIRED CORE	UNITS
ENG GEN 101 Introduction to Science, Engineering and Technology	2
MATH 261† Calculus I	5
MATH 262† Calculus II	5
MATH 263† Calculus III	5
MATH 275† Ordinary Differentials Equations	3
PHYSICS 037† Physics for Engineers and Scientists I	5
PHYSICS 038† Physics for Engineers and Scientists I	5

THE FOUR TRACKS THAT YOU MAY CHOOSE TO PURSUE ARE:

- Civil Engineering
- Computer Software Engineering
- Electrical Engineering
- Mechanical, Aerospace, Manufacturing Engineering

REQUIRED CIVIL TRACK CORE	UNITS
EGD TEK 101 Engineering Graphics	3
ENG GEN 122† Programming and Problem-Solving in MATLAB	3
ENG GEN 131† Statics	3
ENG GEN 151† Materials of Engineering	3

Select one (1) Elective	3-4
ENG GEN 220† Electrical Circuits I	

REQUIRED COMPUTER SOFTWARE TRACK CORE	UNITS
CS 113 Programming Java	3

Select one (1) Elective	3-5
CS 136† Introduction to Data Structures	
ENG GEN 131† Statics	
ENG GEN 151† Materials of Engineering	
MATH 272† Methods of Discrete Mathematics	

REQUIRED ELECTRICAL TRACK CORE	UNITS
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CS 116 Programming in C	3
CS 119 Programming in Python	3
ENG GEN 220† Electrical Circuits I	4
Select one (1) Elective	3
ENG GEN 131† Statics	
ENG GEN 151† Materials of Engineering	

MECHANICAL, AEROSPACE, MANUFACTURING TRACK CORE	UNITS
EGD TEK 101 Engineering Graphics	3
ENG GEN 131† Statics	3
ENG GEN 151† Materials of Engineering	3
Select one (1) Elective	2-4
EGD TEK 121† 3-D Computer-Aided Design with Solidworks	
ENG GEN 122† Programming and Problem-Solving in MATLAB	

Total

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

ASSOCIATE IN SCIENCE (AS) – Health Science (M008338C)

This curriculum provides an orientation to the health sciences while including the general background required for the allied health fields and family environmental sciences.

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

- Explain two or more disease processes and their biological foundations.
- Demonstrate proper application of basic laboratory methods such as using a microscope, taking blood pressure, and plating bacteria using aseptic technique.
- Read and analyze current literature from simple biomedical journals.

REQUIRED COURSES	UNITS
ANATOMY 001† Introduction to Human Anatomy	4
BIOLOGY 003 Introduction to Biology	4
or BIOLOGY 005 Introduction to Human Biology	
CHEM 051 Fundamentals of Chemistry I	4-5
or CHEM 065 Introductory General Chemistry	
MATH 227* Statistics	4
PHYSIOL 001† Introduction to Human Physiology	4
PSYCH 001 General Psychology I	3
or SOC 001 Introduction to Sociology	
Select one (1) Required Course:	4
MICRO 020† General Microbiology	
PHYSICS 006† General Physics I	

Select one (1) Elective course: 3-4
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BIOLOGY 033	Medical Terminology
NUTRTN 021	Nutrition
PHYSICS 007+	General Physics II
SOC 001	Introduction to Sociology

Total 30-32

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

† This course has a prerequisite or corequisite.

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

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

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

This program provides an opportunity to earn an AA degree in a broad area of study and is intended for students who may not be planning to transfer to a 4-year university or who may need to explore possibilities before committing themselves to a major. This program may serve students who have been out of school and need to review and assess their academic skills and interests before deciding on a definite major program.

Students are required to complete the general education requirements along with a minimum of 18 units in one area of concentration. Students interested in achieving a General Studies AA Degree must complete the following:

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

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

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

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

- Analyze the content, form, and significance of types of communication.
 - Assess communication as the process of human symbolic interaction.
 - Demonstrate skills in the areas such as reasoning and advocacy, organization, analysis and critical evaluation, accuracy, reading and listening effectively to facilitate the decision-making process.
 - Prepare them for a possible career within the fields of English communications, including creative writing and journalism.
- COMM 101, 121, 151
ENGLISH 101, 101X, 101Y, 101Z, 102+, 127, 208
E.S.L. 110
FRENCH 001, 002+
ITALIAN 001, 002+, 004+, 005+
JOURNAL 100
MATH 227, 227S, 227A+227B+
PHILOS 005+, 006
SPANISH 001, 002+, 003+, 006+, 026, 035, 036+
STAT 101

NEW PROGRAMS

BACHELOR OF SCIENCE (BS) Biomanufacturing (M043599B)

(Part of the Society, Culture, and Communication CAP)

The bachelor's degree program in biomanufacturing will build seamlessly upon the associate degree program in biotechnology, allowing students who complete the associate degree or equivalent coursework from other colleges to enter as juniors and earn a baccalaureate degree.

The biomanufacturing bachelor's degree program develops the skills, abilities, and knowledge that students need to work in the unique environment of biological production. It emphasizes the applied, quantitative analysis of biomanufacturing process design and performance to prepare students for employment in technical or quality positions in the manufacturing sector of the biotechnology industry, which includes biotherapeutics, diagnostics, supplies and services, and industrial products.

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

- Design and execute a project that identifies possible options of new biomanufacturing technologies that serve as process improvements, including technical and financial benefits, and write a report evaluation those options with a final recommendation.
- Demonstrate a knowledge of quality principles that enables them to perform an investigation that requires them to analyze an Out of Specification (OOS) occurrence during a production step in the manufacture of a biological substance, perform the analysis to justify the batch disposition, and incorporate this into a CAPA (Corrective Action Preventative Action) report.

PREREQUISITE COURSEWORK		UNITS
BIOTECH 002	Biotechnology I	4
BIOTECH 003†	Biotechnology II	4
BIOTECH 006	Biotechnology: Quality Control	2
BIOTECH 008†	Biological Research Internship	2
CHEM 101†	General Chemistry I	5
MATH 227	Statistics	4
or MATH 227S	Statistics with Support	
Select one (1) course:		4-5
BIOLOGY 003	Introduction to Biology	
BIOLOGY 005	Introduction to Human Biology	
BIOLOGY 006	General Biology I	
MICRO 020†	General Microbiology	

Additional CSU GE or IGETC units (minus 9-10 units that may be double counted)	24-30
CSU-transferable elective units	5-10
	Total 60

UPPER DIVISION COURSEWORK

BIOTECH 300	Supply Chain and Enterprise Resource Planning in Biomanufacturing	3
BIOTECH 310	Biomanufacturing Process Sciences	5
BIOTECH 320	Design of Experiments for Biomanufacturing	4
BIOTECH 330	Advanced Topics in Quality Assurance and Regulatory Affairs	4
BIOTECH 340	Six Sigma and Lean Manufacturing	3
BIOTECH 360	Design of Biomanufacturing Facilities, Critical Utilities, Processes, and Equipment	3
BIOTECH 400†	Bioprocess Monitoring and Control	4

BIOTECH 410†	Methods in Quality, Improvements, Investigations, and Audits	4
BIOTECH 460†	Capstone Seminar in Biomanufacturing Technologies	3
BIOTECH 470†	Capstone Seminar in Biomanufacturing Quality	3

UPPER DIVISION GENERAL EDUCATION COURSES*

ANTHRO 322	Cultural Perspectives in Health and Healing	3
BIOLOGY 408	Pharmacology	3
ENGLISH 420†	Research Design and Methodology	3

ADDITIONAL COURSEWORK

CHEM 102†	General Chemistry	5
CSU-transferable elective units		10
		Total 60

* Must be completed at LAMC.

† This course has a prerequisite or corequisite.

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

2.0 (M043619G)

(Part of the Society, Culture, and Communication CAP)

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

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

- Students will evaluate oral and written communication for sound argumentation and potential fallacies.
- Students will construct effective arguments using valid evidence and data.
- Students will present a well-organized speech using a variety of supporting materials.

REQUIRED CORE		UNITS
COMM 101	Public Speaking	3
COMM 121	Interpersonal Communication	3
List A: Select three (3) courses:		9
COMM 102	Oral Communication II	
COMM 104	Argumentation and Debate	
COMM 122	Intercultural Communication	
COMM 151	Small Group Communication	
JOURNAL 100	Social Values in Mass Communication	
List B: Select one (1) course:		3
ANTHRO 102	Human Ways of Life: Cultural Anthropology	
ENGLISH 102	College Reading and Composition II	
ENGLISH 103	Composition and Critical Thinking	
PSYCH 001	General Psychology I	
SOC 001	Introduction to Sociology	

Total 18

CERTIFICATE OF COMPETENCY High-Intermediate ESL (M043583F)

(Part of the Society, Culture, and Communication CAP)

This certificate helps non-English speaking students develop reading, writing, listening, and speaking skills to communicate in familiar situations they encounter at work, school, and in the community.

Upon successful completion of the program, students will be prepared to maximize job opportunities as well as community and civic participation and be ready to transition to vocational training and college-level course work. This certificate includes 2 required courses and 2 elective courses and is appropriate for students with scores between 211-220 on the CASAS Appraisal Exam.

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

- Students will process, understand, interpret, and engage with high-intermediate level literary and informational written text and oral presentations to construct meaning.

- Students will produce high-intermediate level written and spoken text and responses such that it clearly and meaningfully transmits meaning.
- Students will use strategies and techniques that will reinforce their academic skills and college preparation.

REQUIRED CORE		HOURS
ESL NC 127CE	High-Intermediate ESL – Part A	90
ESL NC 128CE	High-Intermediate ESL – Part B	90
Electives: Select two (2) courses:		36
BSICSKL 027CE	Foundations Study Skills	
BSICSKL 126CE	Foundations Reading Skillshop	
BSICSKL 127CE	Foundations Writing Skillshop	
BSICSKL 128CE	Foundations Math Skillshop	

Total Hours 216

OTHER UPDATES

LIST OF COURSES ELIGIBLE FOR CREDIT BY EXAM

The courses listed below are eligible for Credit by Exam.

Please consult with a counselor or the Transfer Center to determine the best plan to meet your educational goals:

- ADM JUS 001, 002, 003, 004, 005, 006, 014, 104, 160
- BIOTECH 002
- CIS 101, 148, 210, 222
- CS 101, 102, 119
- CLN ART 050, 060, 101
- MATH 112, 115, 120, 123A, 123B, 123C, 125, 240, 240S
- MULTIMD 100, 240, 340, 610

The courses listed below are eligible for Industry Certification.

Please consult with a counselor or the Transfer Center to determine the best plan to meet your educational goals:

- ADM JUS 001, 002, 003, 005, 006, 014, 104, 160
- CIS 192, 193, 194, 195, 210, 211, 222
- CS 119

AP 4100 Los Angeles Community College District (LACCD)

Graduation Requirements

The Graduation Requirements for programs at each of the nine colleges in the Los Angeles Community College District are published in the college’s catalogs.

Associate Degree Requirements

Unit Requirement

A minimum of 60 semester units of course credit in a selected curriculum with at least 18 semester units of study in a major or area of emphasis and at least 18 semester units of study in general education. The 18-unit major or area of emphasis unit minimum applies even when the units generated by the required courses exceeds 18 units. Thus, when a student meets a course requirement through any means other than enrolling in and successfully completing the required course(s) (e.g., credit-for-prior-learning,

credit-by-exam, external course credit bearing fewer units, etc.), the student does not have to make up the difference between the 18-unit minimum and the listed major/area of emphasis unit totals listed in the college catalog.

Associate Degrees for Transfer, as defined in Education Code Section 66746, must be aligned with transfer model curricula as approved by the Chancellor of the California Community Colleges and must require 60 semester units for completion, with at least 18 units of study in a major/area of emphasis and completion of the Intersegmental General Education Transfer Curriculum (IGETC), the California State University General Education Breadth Requirements (CSU GE-Breadth Plan) or their variations as required for approval by the California Community Colleges Chancellor’s Office.

Residency Requirement

Students must complete (i.e. earn) no fewer than 12 units at the college conferring the degree.

Exceptions to residency: The College President or designee may grant exceptions to residency to alleviate injustice or undue hardship upon review of student petition per established college protocol.

Scholarship Requirement

Local Associate Degrees: A "C" (2.0) cumulative grade point average or better in all degree applicable coursework in the curriculum upon which the degree is based including external degree applicable coursework used to meet degree requirements. When calculating the cumulative grade point average only include external coursework if it is being applied to satisfy a degree requirement (major, general education, elective).

Associate Degrees for Transfer: A "C" (2.0) cumulative grade point average in all CSU transferable coursework upon which the degree is based including external CSU transferable coursework used to meet degree requirements. When calculating the cumulative grade point average only include external coursework if it is being applied to satisfy a degree requirement (major, general education, elective).

Minimum Course Grade Requirements

Major coursework: Each course counted toward the major requirements must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.

General Education coursework: The following indicates the course grade requirement for each general education plan.

- LACCD General Education Plan: Course grades of D- or better are permissible.
 - *Some LACCD courses meet both a general education area and competency (math or reading and written expression). In cases where a student receives a grade lower than "C-", the course maybe applied to the LACCD GE area even though it does not meet the minimum grade of "C-" for competency.*
- California State University General Education Breadth Plan (CSU GE-Breadth Plan): Course grades of D- or better permissible except in Areas A1, A2, A3, B4 which require course grades of C- or better.
- Intersegmental General Education Transfer Curriculum (IGETC): Course grades of C or better required.

Elective coursework: Course grades of D- or higher permissible.

Competency Grade Requirements: See Additional Requirements section.

Additional Requirements

The associate degree also requires demonstrated competence in reading, written expression, mathematics and satisfactory completion of an ethnic studies course.

Coursework used to satisfy these additional requirements may also be applied toward satisfaction of general education requirements and major/area of emphasis requirements.

Through the collegial consultation process, the Chancellor, acting on behalf of the Board of Trustees, shall rely primarily upon the recommendation of the District Academic Senate, to establish procedures for determining these additional requirements.

1. Reading and Written Expression Competency for the Associate Degree may be met by completion of any of the following:
 - a. Satisfactory completion of a course in English at the level of the course typically known as Freshman Composition. This requirement may also be met by satisfactory completion of an English course taught in another department or discipline that requires entrance skills at a level equivalent to those for Freshman Composition, or by demonstrating competency that is comparable to satisfactory completion of a specified English course. The equivalence of English coursework, and the methods of demonstrating comparable competency in written expression and reading is determined by the college/district.
 - b. Verification of passing with a grade of C or P or higher Freshman Composition from any California Community College or the equivalent from any United States regionally accredited institution with a grade of C- or higher, or Credit/Pass/Satisfactory if equivalent to a grade of C- or higher per the sending institution's transcript key.
 - c. Verification of passing with a grade of C or P or higher a California Community College (CCC) course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area A2: Written Communication and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 1A: English Composition at the CCC where the course was taken including courses taken within the LACCD colleges.
 - d. Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Procedures.
2. Mathematics Competency for the Associate Degree may be met by completion of any of the following:
 - a. Satisfactory completion of a course in mathematics at or above the level of the course typically known as Intermediate Algebra (either Intermediate Algebra or another mathematics course at or above the same level, with the same rigor, and with Elementary Algebra as a prerequisite, approved locally). This requirement may also be met by satisfactory completion of a mathematics course taught in another department or discipline that requires entrance skills at a level equivalent to Intermediate Algebra, or by demonstrating competency that is comparable to satisfactory completion of a mathematics course at or above the level of the course typically known as Intermediate Algebra. The equivalence of mathematics coursework, and the method of demonstrating comparable competency in mathematics is determined by the college/district.
 - b. Verification of satisfactory completion of any credit course (C- or higher, or the equivalent) or noncredit course (Pass (P) or the equivalent) at or above the level of the course typically known as Intermediate Algebra or the equivalent from any United States regionally accredited secondary ("high school") or post-secondary institution. (Note: Non accredited secondary institutions shall be considered on a case-by-case basis.)
 - c. Verification of passing with a grade of C or P or higher a California Community College course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area B4: Mathematics/Quantitative Reasoning and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 2A: Mathematical Concepts and Quantitative Reasoning at the CCC where the course was taken including courses taken within the LACCD colleges.
 - d. Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Procedures.
 3. Ethnic Studies Course requirement for the Associate Degree may be met as follows:
 - a. Verification of passing with a grade of C or P or higher a transfer-level course (minimum of three semester units or four quarter units) in ethnic studies from any California Community College or the equivalent from any United States regionally accredited institution with a

grade of C- or higher, or Credit/Pass/Satisfactory if equivalent to a grade of C- or higher per the sending institution's transcript key. This requirement may be satisfied by obtaining a satisfactory grade in a course in ethnic studies taught in or on behalf of other departments and disciplines.

- b. California Community College courses approved to meet an ethnic studies area in any intersegmental general education pattern.
 - c. Ethnic studies courses deemed by the college ethnic studies faculty to meet the California Community Colleges Ethnic Studies core competencies, and approved by the college academic senate or curriculum committee as appropriate per local processes.
 - d. Coursework used to meet the Ethnic Studies local graduation requirement may be double-counted on the LACCD general education plan where applicable.
4. Students who maintain continuous catalog rights as defined in this administrative procedure may satisfy competency according to the requirements stated in college catalogs.
 5. The District Academic Senate shall establish whether a course meets the competency requirements as established in this administrative procedure.

General Education Requirement

General Education is designed to introduce students to the variety of means through which people comprehend the modern world. Developing and implementing a specific philosophy of General Education is a responsibility of each college, since each must be sensitive to the unique educational needs and learning environment of its students. Each college shall publish its statement of philosophy in their catalog.

The following general education plans are offered at the colleges of the Los Angeles Community College District: the LACCD General Education Plan; the California State University General Education Breadth Plan (CSU GE- Breadth Plan); and the Intersegmental General Education Transfer Curriculum (IGETC). The colleges of the LACCD shall not impose any requirements in addition to the CSUGE plan or IGETC requirements, including any local college or district requirements, for students completing any of these general education plans for an associate degree.

Associate in Arts/Science Degrees may use any of the GE plans documented herein. Associate Degrees for Transfer must use the CSUGE Breadth plan or the IGETC or their variations as required for approval by the California Community Colleges Chancellor's Office.

1. LACCD General Education Plan

This associate-level general education plan is appropriate for students planning to earn an associate degree who do not plan to transfer to a baccalaureate granting institution.

LACCD General Education reciprocity: LACCD General Education requirements satisfied through a course or an examination at one LACCD college shall be accepted as fulfilling the same requirement(s) at the LACCD college granting the associate degree. (For coursework completed outside the LACCD, see AP4051 Acceptance and Evaluation of External Coursework)

At least 21 semester/28 quarter units of general education coursework must be completed in the following areas, to include an ethnic studies course in at least one of the areas:

- a. Area A: Natural Sciences (3 semester/4 quarter units minimum)
Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. This category includes introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.
- b. Area B: Social and Behavioral Sciences and American Institutions (6semester/8 quarter units minimum)
Courses in the social and behavioral sciences are those which focus on people as members of society. This category includes introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology and related disciplines.
 - i. B1: American Institutions (3 semester/4 quarter units minimum)
 - ii. B2: Social and Behavioral Sciences (3 semester/4 quarter units minimum)
- c. Area C: Humanities (3 semester/4 quarter units minimum)
Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. Such courses include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.
- d. Area D: Language and Rationality (6 semester/8 quarter units minimum)
Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses. Such courses include:
 - i. D1: English Composition (3 semester/4 quarter units minimum)
 - ii. D2: Communication and Analytical Thinking (3 semester units/4quarter units minimum)
- e. Area E: Health and Physical Education (3 semester units/4 quarter units minimum)
 - i. E1: Health Education (one course minimum)
 - ii. E2: Physical Education Activity (1 semester/1 quarter unit minimum)

Area E waivers for Prior Learning and high-unit Majors

1. Area E shall be waived for students who complete a degree in Nursing.
2. Area E shall be waived for students who have completed a Public Service Academy training as determined by local college protocol.
3. Area E shall be waived for Emergency Medical Technicians (EMT), Licensed Vocational Nurses (LVN) and Certified Nursing Assistants (CNA) as determined by local college protocol.
4. Area E shall be satisfied with credit for military service:
 - a. Military Personnel on Active Duty: documentation must verify at least 181 days of active duty

- b. Former Military Personnel currently NOT on Active Duty: Active Duty documentation (DD 214) must indicate student’s length of service, which must include 181 days of active duty
5. High Unit Majors: After all double-counting of major units with general education units is completed, the number of units in Area E (E1 and/or E2) specified below shall be waived:

Degree major/area of emphasis total units:	Units in LACCD GE Area E (E1 and/or E2) that shall be waived:
39.5	0.5
40.0	1.0
40.5	1.5
41.0	2.0
41.5	2.5
42.0 or greater	3.0

2. **California State University General Education Breadth Plan (CSU GE-Breadth Plan)**

The CSU General Education-Breadth (GE-Breadth) program allows California community college transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. This plan is governed by the California State University system. All requirements of the plan, including the scholarship requirement, are the purview of the California State University system.

Additionally, varied forms of the CSU GE Breadth plan approved by the CSU (such as, but not limited to “CSU GE for STEM”) may be used in lieu of the standard CSU GE Breadth plan defined above for all local associate degrees.

- a. Guidelines for CSUGE Breadth Certification
 - i. A student must petition in order to obtain CSUGE Breadth Certification.
 - ii. LACCD colleges shall provide CSUGE Breadth Certification to students regardless of last California community college attended.
 - iii. CSUGE Breadth Certifications will be processed without regard to the student’s current enrollment status or number of units accrued at the certifying college.

3. **Intersegmental General Education Transfer Curriculum (IGETC)**

The Intersegmental General Education Transfer Curriculum is a general education program that California Community College transfer students can use to fulfill lower-division general education requirements at a California State University or University of California campus. This plan is governed by the Intersegmental Committee of the Academic Senates (ICAS). All requirements of the plan, including the scholarship requirement, are the purview of ICAS.

Additionally, varied forms of the IGETC plan approved by the CSU and/or UC (such as, but not limited to “IGETC for STEM”) may be used in lieu of the standard IGETC plan defined above for any major for which it is approved. Guidelines for IGETC Certification (see the IGETC Standards)

Degrees Earned from Other United States Regionally Accredited Postsecondary Institutions

Associate Degrees

LACCD Associate Degree general education requirements are fully satisfied by students who have earned an Associate degree from a United States Regionally Accredited Institution. The Associate Degree competency requirements in mathematics and written expression must still be satisfied and will be evaluated on an individual student basis.

Bachelor's Degrees

LACCD Associate Degree general education requirements and mathematics and written expression competency requirements are fully satisfied by students who have earned a Bachelor’s degree from a United States Regionally Accredited Postsecondary Institution.

California Community College Graduation Requirement in Ethnic Studies

All students must meet the Ethnic Studies course graduation requirement, regardless of the level of the previously earned degree, and will be evaluated on an individual basis.

Exception: Associate Degree in Nursing Students who have a baccalaureate or higher degree from a United States Regionally Accredited Postsecondary Institution.

Graduation Requirements for Associate Degree in Nursing

To obtain an associate degree in nursing, students who have baccalaureate or higher degrees from a United States Regionally Accredited Postsecondary Institution are only required to complete the course work that is unique and exclusively required for completion of the registered nursing program, including prerequisites and nursing course work.

These students are not to be required to complete any other courses required by the college for an associate degree.

Double-Counting of Coursework

A course may only be counted once for General Education purposes. However, a course may be used to simultaneously satisfy both a General Education requirement, a major/area of emphasis requirement and a local additional graduation requirement. There is no limit on the number of courses that may be used simultaneously in this manner. Unit credit for a course is only counted once. Students may also simultaneously apply the same course toward satisfaction of the LACCD General Education Plan, the CSU GE Breadth Certification requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements.

Associate Degrees for Transfer and Local Associate Degrees

A student who completes an Associate Degree for Transfer (ADT) in a particular major/area of emphasis may also be awarded a local associate in the same major/area of emphasis provided that the student completes any additional coursework required for the local associate degree.

Conferring the Degree when offered at multiple LACCD Colleges

A student may choose to earn a degree from any college in the LACCD regardless of home college status provided that the student meets the associate degree residency requirement at the college selected by the student to confer the degree. While students may meet all requirements at multiple LACCD colleges, including residency, for the same degree, as defined by degree type and major title, only one degree will be awarded by the LACCD

Additional and Concurrent Associate Degrees

Additional Associate Degrees: Students who have previously earned an associate degree or higher from a United States regionally accredited institution will be granted an additional associate degree when the following requirements have been met:

Pursuant to catalog rights, described herein, completion of all current degree requirements – i.e., scholarship, residency, competency, general education, and major requirements.

Major course requirements completed in previous degrees awarded can be used again for additional degrees. See AP 4051 Acceptance and Evaluation of External Coursework

There is no limit to the number of additional associate degrees that can be awarded provided that all the above requirements have been met.

Completion of any additional requirements, including new units, as determined by the college through collegial consultation with the college Academic Senate in accordance with the provisions of the Academic Senate and the Board of Trustees Shared Governance Board Policy (BP/AP 2510, Participation in Local Decision Making).

Concurrent degrees: Concurrent degrees are degrees awarded in the same semester. Students may petition and be awarded concurrent associate degrees in different majors if the following criteria are met:

- Pursuant to catalog rights, described above, completion of all current degree requirements: scholarship, residency, competency, general education, and major requirements.
- There is no maximum number of concurrent degrees that a student may be awarded.
- If a course is a major requirement for each concurrent degree, it may be applied toward satisfaction of each major degree requirement.

Completion of the General Education requirements for one associate degree will fulfill the general education requirements for additional and concurrent degrees, if the same general education pattern applies to the additional or concurrent degree. If each degree requires the completion of different general education patterns, the general education pattern of each degree must be fulfilled. Courses may be applied toward the general education requirements for each additional or concurrent degree.

Credit Certificate of Achievement Requirements Unit Requirements

A Certificate of Achievement that requires a minimum of 16 semester units must be submitted to the California Community College Chancellor's Office (CCCCO) for approval. The 16-unit minimum

applies even when the units generated by the required courses exceeds 16 units. Thus, when a student meets a course requirement through any means other than enrolling in and successfully completing the required course(s) (e.g., credit-for-prior-learning, credit-by-exam, external course credit baring fewer units, etc.), the student does not have to make up the difference between the 16-unit minimum and the listed unit totals listed in the college catalog

A Certificate of Achievement that requires fewer than 16 units may be submitted to the CCCCCO for approval if it requires at least 8 units of degree-applicable coursework. The 8-unit minimum applies even when the units generated by the required courses exceeds 8 units. Thus, when a student meets a course requirement through any means other than enrolling in and successfully completing the required course(s) (e.g., credit-for-prior-learning, credit-by- exam, external course credit baring fewer units, etc.), the student does not have to make up the difference between the 8-unit minimum and the listed unit totals listed in the college catalog.

Refer to the CCCCCO Program and Course Approval Handbook for guidelines and requirements for Certificates of Achievement.

Scholarship Requirement

Each course counted towards the certificate requirement must be completed with a grade of "C" or better, or a "P" if the course is taken on a "pass-no pass" basis. The CSUGE Breadth Certificate of Achievement is exempt from this requirement.

Noncredit Certificates of Completion and Competency Certificate of Competency

A Certificate of Competency prepares students to take non-degree-applicable credit coursework, including basic skills and English as a Second Language (ESL), or to take degree- applicable credit coursework leading to completion of a credit certificate, an associate of arts degree, or transfer to a baccalaureate institution.

Certificate of Completion

A Certificate of Completion may be awarded to students completing noncredit courses in a prescribed pathway, chaptered by the Chancellor's Office, leading to improved employability or job opportunities.

Scholarship Requirement

Each course counted towards the noncredit certificate requirement must be completed with a "P."

Credit Certificate of Achievement, Noncredit Certificate of Completion, and Noncredit Certificate of Competency Residency and Conference

There is no residency requirement for Credit Certificates of Achievement, Noncredit Certificates of Completion, and Noncredit Certificates of Competency. When a student meets the requirements for conference of the same certificate at multiple LACCD colleges, as defined by the certificate type and major title, it shall be conferred at only one of those college according to the student's choice.

College-initiated Conference of Credit Certificates of Achievement, Noncredit Certificates of Completion, and Noncredit Certificates of Competency (aka, Auto-awarding)

A student's home college may confer a credit certificate of achievement, noncredit certificate of completion, or noncredit

certificate of competency without the student initiating a graduation petition if all of the following are true:

1. The certificate is conferred in the term its requirements were completed per the conferring college's catalog in effect at the time or any previous version for which the student has maintained rights, and
2. The student is given the opportunity to opt out, and
3. During the opt-out period, the student does not opt out.

Degrees shall not be awarded in this manner.

Catalog Rights and Continuous Attendance

College catalogs cover an academic year that reflects enrollment beginning with the fall term and includes subsequent winter, spring and summer terms. Having "Catalog Rights" means students may choose to be held to the graduation requirements listed in the catalog at the time enrollment begins in the Los Angeles Community College District (LACCD), or for any subsequent catalog year during which they maintain continuous attendance.

"Continuous attendance" means attending at least one term (fall, winter, spring, summer) each academic year at any United States regionally accredited post-secondary institution. Courses with a "W" (withdrawal) count towards determining continuous attendance. Credit and Noncredit coursework both count toward attendance.

Students granted a "MW" (military withdrawal) or an "EW" (excused withdrawal) under the provisions of BP 4230 Grading and Academic Record Symbols, will be considered to be in "continuous attendance" for their required period of military service or excused withdrawal.

Exceptions to the Catalog Rights requirements stated in this procedure may be made at the discretion of the Articulation Officer on a case-by-case basis, in conjunction with discipline faculty as appropriate, provided that exceptions are not more restrictive than what is stated in this procedure.

Retroactive Awards

Current and former students who completed a degree or certificate during the period in which they maintained catalog rights for it, but have not yet been awarded said degree or certificate, may have it conferred retroactively, effective in the term in which it was completed. This can occur without the need to re-enroll in the LACCD.

Revoking of Degrees, Certificates and General Education Certifications

Degrees, certificates and general education certifications (i.e., CSU GE-Breadth Plan, IGETC, Interstate Passport) shall not be revoked except in cases of student academic dishonesty (see AP 5530 Student Discipline) or as specified below.

Colleges shall approve any student-initiated petition to revoke a certificate of achievement, certificate of completion, or certificate of competency that was conferred by the college without a student-initiated petition (aka, via auto-awarding).

AP 4236 Advanced Placement Credit

1. Use of Advanced Placement (AP) Exams for meeting the Associate of Arts and Associate of Science and Associate Degree for Transfer Major Requirements and Certificates of Achievement

Requirements as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates.

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

2. Use of AP exams for meeting LACCD General Education Requirements and Graduation Competency Requirements for the local Associate of Arts and Associate of Science Degrees as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates.

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

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

4. AP Unit Credit

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

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

- 3 semester hours are recommended in the case of a half-year course
- 6 semester hours for most full-year courses
- 8 semester hours for some of the mathematics, sciences, and foreign languages

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

5. CSU GE Breadth and IGETC

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

Updates to Appendices A and B are technical updates and not considered revisions to this Administrative Procedure. Both Appendices A and B shall be periodically reviewed and updated as needed by the District Academic Senate.