

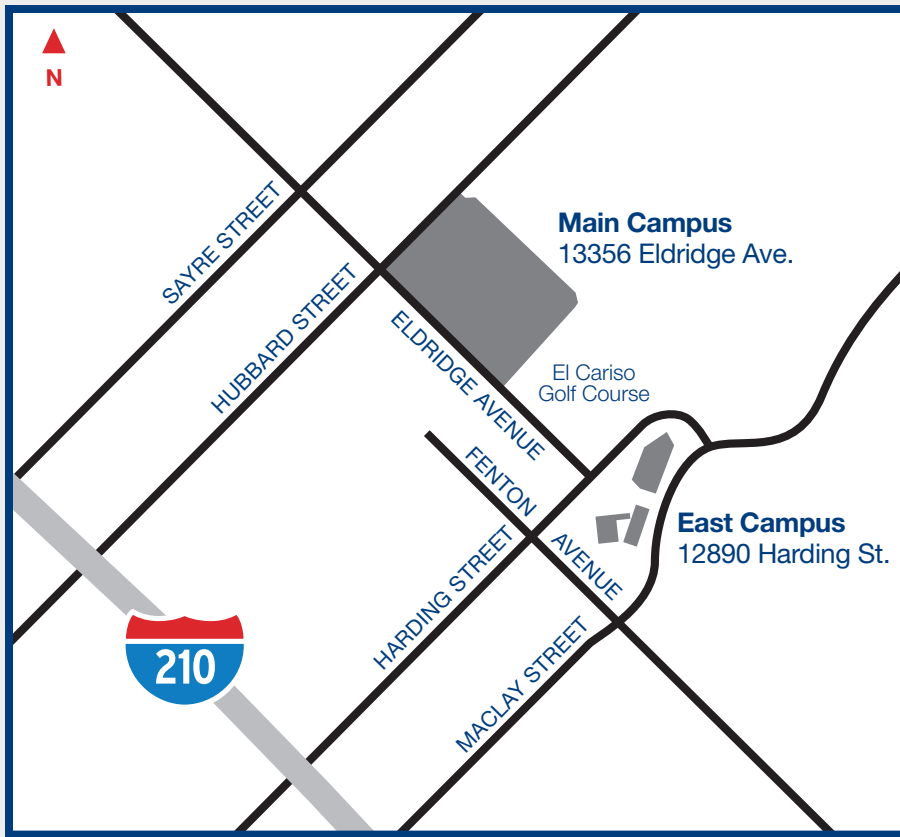


LOS ANGELES MISSION COLLEGE

# CATALOG 2020–2021



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**LOS ANGELES  
MISSION  
COLLEGE**  
 13356 Eldridge Avenue  
 Sylmar, CA 91342  
 (818) 364-7600  
[www.lamission.edu](http://www.lamission.edu)

## DIRECTORY OF COLLEGE SERVICES

OFFICES	EXTENSION
Academic Affairs .....	818.364.7632
Admissions & Records.....	818.833.3322
Assessment Center .....	818.364.7613
Associate Students Organization .....	818.364.7764
Athletics .....	818.364.7727
Business Office .....	818.364.7600 x7110
CalWORKs .....	818.364.7760
Campus Security .....	818.364.7843
Career Center .....	818.833.3403
Career and Workforce Education .....	818.833.3327
Center for Wellness .....	818.833.3599
Child Development Center .....	818.364.7863
College Culture Reentry Hub.....	818.833.3321
College Ombudsperson.....	818.364.7632
Counseling Department .....	818.364.7655
.....	or 818.364.7656
Disabled Student Programs & Services (DSPS).....	818.364.7732
Telecommunication Device for the Deaf (TDD).....	818.364.7861
Dream Resource Center .....	818.833.3599
Eagles' Landing Student Store.....	818.364.7798
Extended Opportunity Program & Services (EOPS)...	818.364.7645

OFFICES	EXTENSION
English as a Second Language (ESL) Credit Program .....	818.364.7666
.....	or 818.364.7722
English as a Second Language (ESL)	
Noncredit Program .....	818.364.7735
Financial Aid Office .....	818.364.7648
Foster & Kinship Care Education/ Guardian Scholars Program .....	818.364.7600 x7135
International Students .....	818.364.7741
L.A. College Promise.....	818.364.7699
Learning Center.....	818.364.7756
Library.....	818.364.7600 x7106
Outreach & Recruitment.....	818.364.7779
President's Office.....	818.364.7795
Student Activities .....	818.364.7820
Student Health Center.....	818.362.6182
Student Services.....	818.364.776
Student Success Center .....	818.364.7700
Transfer Center .....	818.364.7827
TRiO .....	818.364.7821
Veteran Resource Center.....	818.364.7658
.....	or 818.364.7864



# CATALOG 2020–2021



## 2020–2021 SEMESTER SCHEDULE

### Fall Semester 2020

**Class Instruction:** August 31 – December 13, 2020

**Finals:** December 14 – 20, 2020

### Spring Semester 2021

**Class Instruction:** February 8 – May 30, 2021

**Finals:** June 1 – 7, 2021

### Winter Session 2021

**Class Instruction:** January 4, 2021 – February 7, 2021

### Summer Session 2021

**Summer 2021 Class Instruction:** Begins June 13, 2021

#### LOS ANGELES COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

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<b>Kelly Enos</b>	Interim Dean, Academic Affairs
<b>Fabiola Mora, M.P.A.</b>	Assistant Dean, Academic Affairs
<b>Marla Uliana</b>	Dean, Career & Workforce Education
<b>Ludi Villegas-Vidal</b>	Dean, Student Services
<b>Carlos R. Gonzalez</b>	Dean, Student Success
<b>Alejandro Guzmán</b>	Public Relations Manager

# 2020–2021 ACADEMIC CALENDAR

## FALL 2020

Placement and Orientation ..... Year Round  
Matriculation Activities to Qualify for  
Priority Registration.....May 29, 2020

### PRIORITY REGISTRATION:

CalWORKs, DSPS, EOPS, Foster Youth,  
& Active Duty/Veterans .....June 8, 2020  
Athletes, Promise, Completion .....June 11, 2020

### REGISTRATION:

Continuing & New, Fully Matriculated Students....June 15, 2020  
Students Who Lost Priority .....June 29, 2020  
Open Enrollment, including  
K-12 Special Admits ..... July 1, 2020

Residency Determination Date..... Aug 30, 2020

**DAY AND EVENING CLASSES BEGIN .....Aug 31, 2020**

Saturday Classes Begin ..... Sep 5, 2020

Last Day to Add a credit class online  
with an Add Permission Code ..... Sep 13, 2020

Last Day to Drop (No Penalty) ..... Sep 13, 2020

Last Day to Drop with “W” .....Nov 22, 2020

Last Day of Instruction ..... Dec 13, 2020

**FINAL EXAMS .....Dec 14–20, 2020**

## FALL HOLIDAYS (COLLEGE CLOSED)

Labor Day..... Sep 7, 2020

Veteran’s Day..... Nov 11, 2020

Thanksgiving .....Nov 26–27, 2020

Non-Instructional Days..... Nov 28–Nov 29, 2020

Non-Instructional Days..... Dec 21–Dec 23, 2020

Holiday Break..... Dec 24–Dec 25, 2020

Holidays..... Dec 30–Dec 31, 2020

## WINTER 2021

### PRIORITY REGISTRATION:

CalWORKs, DSPS, EOPS, Foster Youth,  
& Active Duty/Veterans .....Oct 19, 2020  
Athletes, Promise, Completion .....Oct 22, 2020

### REGISTRATION:

Continuing & New, Fully Matriculated Students....Oct 26, 2020  
Students Who Lost Priority .....Nov 9, 2020  
K-12 Special Admits ..... Nov 16, 2020

Residency Determination Date.....Jan 3, 2021

**DAY AND EVENING CLASSES BEGIN ..... Jan 4, 2021**

## WINTER 2021 HOLIDAYS (COLLEGE CLOSED)

Holiday .....Jan 1, 2021

Martin Luther King Birthday .....Jan 18, 2021

## SPRING 2021

Placement and Orientation ..... Year Round  
Matriculation Activities to Qualify for  
Priority Registration.....Oct 23, 2020

### PRIORITY REGISTRATION:

CalWORKs, DSPS, EOPS, Foster Youth,  
& Active Duty/Veterans ..... Nov 9, 2020  
Athletes, Promise, Completion ..... Nov 12, 2020

### REGISTRATION:

Continuing & New, Fully Matriculated Students.... Nov 16, 2020  
Students Who Lost Priority ..... Dec 2, 2020  
Open Enrollment, including  
K-12 Special Admits ..... Dec 7, 2020

Residency Determination Date..... Feb 7, 2021

**DAY AND EVENING CLASSES BEGIN ..... Feb 8, 2021**

Saturday Classes Begin ..... Feb 20, 2021

Last Day to Add a credit class online  
with an Add Permission Code ..... Feb 21, 2021

Last Day to Drop (No Penalty) ..... Feb 21, 2021

Last Day to Drop with “W” .....May 9, 2021

Last Day of Instruction .....May 30, 2021

**FINAL EXAMS ..... June 1–7, 2021**

## SPRING HOLIDAYS (COLLEGE CLOSED)

President’s Day ..... Feb 12 & 15, 2021

Non-Instructional Days.....Feb 13–14, 2021

Cesar Chavez Birthday ..... Mar 31, 2021

Spring Break..... Apr 3–9, 2021

Non-Instructional Day .....Apr 13, 2021

Memorial Day .....May 25, 2021

## SUMMER 2021

Residency Determination Date.....June 13, 2021

**DAY AND EVENING CLASSES BEGIN ..... June 14, 2021**

## SUMMER 2021 HOLIDAYS (COLLEGE CLOSED)

Independence Day ..... July 5, 2021

# WELCOME TO LOS ANGELES MISSION COLLEGE



On behalf of all of our faculty, staff and administrators, welcome to Los Angeles Mission College.

Mission is ready to support you and ensure that you succeed in achieving your goals.

Mission is on the move. The college continues to grow. We recently unveiled our new Arts, Media & Performance building, which is

a state-of-the-art venue for art galleries, concerts, and theatre performances throughout the year.

We continue to add dedicated faculty and staff to our ranks that can provide you with the educational and career support you need. We also continue to expand programming that empowers you to find sustainable employment in high paying industries.

We offer Certificates of Achievement and Associate Degrees in areas like Allied Health, Child and Family Studies, Culinary Arts, Digital Media, Informational Technology and Paralegal Studies.

The Transfer Center is always ready to help you get on track

to transfer to a four-year university. The Career Center can help you explore majors so that you can select a pathway to graduation, transfer and jobs.

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

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

Very truly yours,

A handwritten signature in black ink that reads "Monte E. Perez". The signature is fluid and cursive, with a long horizontal stroke at the end.

Monte E. Perez, PhD

President, Los Angeles Mission College

# ACCREDITATION & ACCURACY STATEMENT



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

13356 Eldridge Avenue, Sylmar, California 91342-3245

Phone: **818.364.7600**

Telephone Device for the Deaf: **818.364.7861**

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

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

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

**ACCURACY STATEMENT** – The Los Angeles Community College District and Los Angeles Mission 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 Mission College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College Administration. The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures consistent with applicable laws.

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

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

# TELEPHONE EXTENSIONS

OFFICE	LOCATION	EXTENSION	OFFICE	LOCATION	EXTENSION
<b>A</b>					
Academic Affairs	INST	7632	Physical Sciences	CMS	7793
Academic Senate	INST	7876	Professional Studies	CAI	7756
Administrative Services	CMPS	7780	Social Sciences	CMS	7793
Admissions & Records	INST	818.833.3322	<b>F</b>		
Articulation	INST	7661	Financial Aid	INST	7648
Assessment	LRC	7613	Foster/Kinship Care Education (FKCE)	INST	7135
Associated Student Organization (ASO)	CMPC	818.364.7764	<b>G</b>		
Athletic Department	HFAC	7727	Guardian Scholars Program	INST	7135
<b>B</b>			<b>I</b>		
Bookstore (Student Store)	CAI	7798	International Students Program	CMPC	7741
Business Office	CMPS	7110	<b>L</b>		
<b>C</b>			Learning Center (LRC)	LRC	7682
CalWORKs	INST	7760	Library	LRC	7106
Career & Workforce Education	CSB	818.833.3327	Lost & Found	BUNG	7843
Center for Child Development Studies	CCDS	7722	<b>M</b>		
Center for Wellness	CMPC	818.833.3599	Matriculation	INST	7778
Child Development Center	CCDS	7865	Multimedia	AMP	7680
Citizenship & GED Center	LRC	7774	<b>N</b>		
College Culture Reentry Hub (CCRH)	CMPC	818.833.3321	Noncredit	LRC	7682
Credit Clerk	INST	7663	<b>O</b>		
Counseling Department	INST	7655	Outreach & Recruitment	CMPC	7779
<b>D</b>			<b>P</b>		
Disabled Students Programs & Services (DSPS)	INST	7732	President's Office	CMPS	7795
TDD Line (Disabled Students)	INST	818.364.7861	<b>R</b>		
Dream Resource Center	CMPC	818.833.3599	Records (Metropolitan College)	CMPS	7773
<b>E</b>			Recruitment	CMPC	7779
Emergency Services	BUNG	7843	<b>S</b>		
Extended Opportunities Programs & Services (EOPS)	INST	7645	Sheriff	BUNG	7843
<b>F</b>			Student Activities	CMPC	818.364.7600 x7120
Faculty Offices			Student Health Center	CMPS	818.362.6182
Adult Basic Education	LRC	7682	Student Services	INST	7766
Arts, Media, Performance	AMP	7680	Student Success Center	CMPC	7700
Business & Law	INST	7680	Student Support Services (TRIO)	CMPC	7821
Chicano Studies	INST	7722	<b>T</b>		
Child & Family Studies	CCDS	7722	Transcripts	INST	7659
English, Communication, Journalism	INST	7680	Transfer Center	CMPS	7827
Global Languages and Society	INST	7722	TRiO	LRC	7821
Health & Human Performance	HFAC	7727	Tutoring	LRC	7756
Life Sciences	CMS	7793	<b>V</b>		
Mathematics, Computer Science, Engineering	CMS	7894	Veterans Resource Center	CMPC	7864
			<b>W</b>		
			Workforce Development	LRC	7760

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

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

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

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# GENERAL INFORMATION



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

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

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

During its 45-year existence, Mission has provided higher education opportunities for more than 235,000 students and remains the premier institution of higher learning in the northeast San Fernando Valley.

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

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

During the fall 2019 semester, the College served nearly 11,700 students and enrollment continues to grow.

## COLLEGE MISSION STATEMENT

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

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

## VISION

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

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## LAMC VALUES

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

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## THEME

### *“Our Mission Is Your Success”*

In pursuit of this mission, we endeavor to:

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

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## COLLEGE COLORS & MASCOT

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

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## COLLEGE GOALS

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

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## EDUCATIONAL PHILOSOPHY

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

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

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## INSTITUTIONAL LEARNING OUTCOMES

We recognize the necessity to adapt to the changing educational needs of the Los Angeles Community Colleges

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

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

### **Written and Oral Communication**

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

### **Information Competency**

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

### **Critical Thinking (replaces formerly Problem Solving ILO)**

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

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

Students will demonstrate quantitative reasoning by identifying relevant data (numerical information in mathematical or other contexts), selecting or developing models appropriate to the problem which represents the data (organized representations of numerical information, e.g., equations, tables, graphs), obtaining and describing results and drawing inferences from data. Evidence of competency will be the ability to extract appropriate data from a problem, to arrange data into tables and graphs or to select or set up an equation or formula, to obtain correct results, to describe trends and features in those results and to make predictions or estimates while drawing qualitative conclusions about the original situation.

### **Aesthetic Responsiveness**

Students will demonstrate aesthetic responsiveness by taking a position on and communicating the merits of great works of the human imagination such as art, music, literature, theater and dance and how those works reflect human values. Evidence of competency will be effective written or oral communications that articulate a response to works of art, explain how personal and formal factors shape that response and connect works of art to broader contexts.

## Ethics and Values

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

## Global Awareness

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

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## FUNCTIONS OF THE COMMUNITY COLLEGE

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

### Transfer

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

### Career Technical Education (CE)

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

### General Education

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

### Transitional Education

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

### Counseling & Guidance

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

## Continuing Education

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

## Community Education

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

## Joint Programs

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

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## ACADEMIC SENATE FACULTY ETHICS STATEMENT

1. Community college faculty members, guided by a devout conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their students is to seek and to state the truth as they see it. To this end, faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, faculty members foster the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. Faculty members demonstrate respect for the student as an individual and adhere to their proper role as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to ensure that evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation of students for private advantage and acknowledge significant assistance from them. They protect the academic freedom of students.
3. Faculty members are obligated to ensure that students conduct themselves according to principles of academic honesty specified in the Standards of Student Conduct. They further recognize their responsibility to enforce sanctions against violations of these standards.
4. As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty members show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution. When faculty members have concern about the professional behavior of a colleague, they apprise the individual of their concern and attempt to resolve the matter collegially.

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

- Confidentiality by protecting the integrity and security of College information such as student records, employee files, and contract negotiation documents;
- Conflict resolution;
- A climate of tolerance and trust conducive to the pursuit of College goals.

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## COLLEGE FACILITIES & LOCATIONS

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

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## LOST & FOUND

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

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## PUBLICATIONS

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

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## CODE OF CONDUCT STATEMENT

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

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

- Commitment to student success and student learning;
- Integrity by maintaining an ongoing dedication to honesty and responsibility;
- Trustworthiness by acting in a reliable and dependable manner;
- Fairness by treating others with impartiality;
- Respect by treating others with civility;
- Stewardship by exercising custodial responsibility for College property and resources;
- Compliance by following State and Federal laws and regulations and College policies related to their duties and responsibilities;

## What's Your Career and Academic Pathway?

### WHAT IS A PATHWAY?

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

### WHAT IS A PROGRAM OF STUDY?

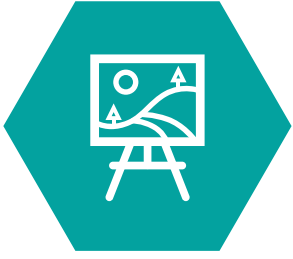
A program of study is comprised of a structured sequence of course(s), within a specified field of study, that culminates in an industry-recognized credential, Certificate of Achievement, Associate of Art or Science (AA/AS) degree, transfer readiness, and/or IGETC/CSU Certification.

### LAMC CAREER AND ACADEMIC PATHWAYS:

1. Arts, Media, and Performance
2. Business, Law, and Public Safety
3. Child, Family, and Education Studies
4. Culinary Arts
5. Society, Culture, and Communication
6. STEM, Health, and Fitness

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





# ARTS, MEDIA, AND PERFORMANCE

Are you creative? Do you enjoy artistic expression?

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

## CONTACT:

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



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

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

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

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

### REQUIRED CORE

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

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

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

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

ART 204 Life Drawing I	3
ART 501 Beginning Two-Dimensional Design	
ART 502 Beginning Three-Dimensional Design	
ART 700 Introduction to Sculpture	
ART 300 Introduction to Painting	
or ART 202 Drawing II	
or MULTIMD 320 Web Design	
or MULTIMD 610 Introduction to Digital Video Production	
PHOTO 010 Beginning Photography	

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

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

or Any List A or List B course not already used

**Total 18**

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

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

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

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

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

### REQUIRED CORE

	UNITS
ART 201 Drawing I	3
ART 209 Perspective Drawing	3
ART 501 Beginning Two Dimensional Design	3
ART 502 Beginning Three Dimensional Design	3
ARTHIST 120 Survey of Western Art History II	3

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

ARTHIST 110 Survey of Western Art History I	3
ARTHIST 130 Survey of Asian Art History	
ARTHIST 140 Survey of Arts of Africa, Oceania, and Ancient America	

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

DRAWING	ART 202 Drawing II	3
	or ART 204 Life Drawing I	
PAINTING	ART 300 Introduction to Painting	
SCULPTURE	ART 700 Introduction to Sculpture	
	or ART 701 Sculpture I	
PHOTOGRAPHY	PHOTO 007 Exploring Digital Photography	
	or PHOTO 010 Beginning Photography	

**Total 24**

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

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

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

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

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

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

### REQUIRED CORE

#### Select nine (9) units

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

#### List A: Select three (3) courses:

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

#### Or one of the following courses not used:

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

UNITS  
9

Total 18

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

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

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

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

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

### REQUIRED COURSES

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

ARTHIST 110	Survey of Western Art History I	UNITS	6
ARTHIST 120	Survey of Western Art History II		
ARTHIST 130	Survey of Asian Art History		
ARTHIST 140	Survey of Arts of Africa, Oceania, and Ancient America		
ART 111	History of Contemporary Art		

#### List B: Complete the following courses

ART 201	Drawing I	UNITS	18
ART 202	Drawing II		
Or ART 204	Life Drawing I		
Or ART 209	Perspective Drawing		
ART 300	Introduction to Painting		
Or ART 307	Oil Painting I		
ART 501	Beginning Two Dimensional Design		
ART 502	Beginning Three Dimensional Design		
MULTIMD 100	Introduction to Multimedia Computer Applications		
Or MULTIMD 220	Digital Imaging		
Or MULTIMD 240	Graphic Design for Multimedia		
Or MULTIMD 320	Web Design		
Or MULTIMD 400	Introduction to Experimental Animation		
Or PHOTO 007	Exploring Digital Photography		
Or ART 700	Introduction to Sculpture		

Total 24

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

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

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

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

- Synthesize knowledge of modern and contemporary art in the selection of artwork for a themed exhibition.
- Demonstrate ability to plan, design and install an exhibition of art.
- Demonstrate ability to document and market an exhibition through various media.
- Demonstrate ability to write a curators statement in relation to a themed exhibition.

### REQUIRED COURSES

#### Select two (2) courses:

	UNITS
ARTHIST 110 Survey of Western Art History I	6
ARTHIST 120 Survey of Western Art History II	
ARTHIST 140 Survey of Arts of Africa, Oceania, and Ancient America	
ARTHIST 170 History of Contemporary Art	

#### Complete the following courses:

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

#### Select one (1) course:

MULTIMD 100 Introduction to Multimedia Computer Applications	3
MULTIMD 240 Graphic Design for Multimedia	
MULTIMD 320 Web Design	
PHOTO 007 Exploring Digital Photography	
PHOTO 010 Beginning Photography	3

**Total 21**

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

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

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

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

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

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

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

- Analyze cultural, literary, humanistic activities and artistic expression of humanity;
- Synthesize aesthetic responsiveness and construct value judgments through evaluating and interpreting the ways in which people in different cultures have responded to themselves and the world around them in artistic and cultural creation throughout the ages;
- Prepare for a possible career within the fields of Arts, Foreign Languages, Humanities, Film, Music, Philosophy, and Religious Studies.

ANTHRO 104	INTRDGN 103, 104
ART 201	LING 001
ARTHIST 110, 120, 103, 170	MULTIMD 100, 200, 620
CHICANO 037, 052	MUSIC 101, 111, 141
CINEMA 003	PHILOS 001, 33
ENGLISH 102	THEATER 100, 200, 271
HUMAN 001, 031	

Any foreign language courses (max 5 units in same language) listed on IGETC or CSU GE advising form.

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

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

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

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

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

### REQUIRED COURSES

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

**Total 32**

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

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

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

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

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

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

### REQUIRED FOUNDATION COURSES

	UNITS
ART 201 Drawing 1	3
ART 501 Beginning Two-Dimensional Design	3
MULTIMD 100 Introduction to Multimedia Computer Applications	3
MULTIMD 110 Visual Communication	3
MULTIMD 200 Digital Imaging	3
PHOTO 007 Exploring Digital Photography or PHOTO 010 Beginning Photography	3

### REQUIRED COURSES

MULTIMD 220 Illustration for Multimedia	3
MULTIMD 240 Graphic Design for Multimedia	3
MULTIMD 310 Interactive Multimedia	3
MULTIMD 320 Web Design	3
MULTIMD 340 Vector Graphics	3
MULTIMD 350 Advanced Web Design	3
MULTIMD 500 Multimedia Laboratory	1

**Total 37**

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

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

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

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

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

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

REQUIRED FOUNDATION COURSES		UNITS
ART 201	Drawing 1	3
ART 501	Beginning Two-Dimensional Design	3
MULTIMD 100	Introduction to Multimedia Computer Applications	3
MULTIMD 110	Visual Communication	3
MULTIMD 200	Digital Imaging	3
PHOTO 007	Exploring Digital Photography	3
or PHOTO 010	Beginning Photography	
REQUIRED COURSES		
MULTIMD 220	Illustration for Multimedia	3
MULTIMD 240	Graphic Design for Multimedia	3
MULTIMD 310	Interactive Multimedia	3
MULTIMD 320	Web Design	3
MULTIMD 340	Vector Graphics	3
MULTIMD 350	Advanced Web Design	3
MULTIMD 500	Multimedia Laboratory	1
<b>Total 37</b>		

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

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

Students in the program are taught about cinematography, camera techniques, and postproduction. In our program, students take classes in Cinema History, Photography/Visual Storytelling, Audio Production, Digital Editing, and 2D Animation/motion Graphics. You can learn the ins and outs of pre- and post-production and non-linear editing, plus lighting and audio for video and field production. Before graduating, students compile work they created into a portfolio reel to show potential employers. Graduates of the program are prepared to seek entry-level jobs like cinematographer, video editor, scriptwriter, producer, and camera operator.

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

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

REQUIRED FOUNDATION COURSES		UNITS
CINEMA 003	History of Motion Pictures & Television	3
or CINEMA 004	History of Documentary Film	
MULTIMD 100	Introduction to Multimedia Computer Applications	3
MULTIMD 110	Visual Communication	3
MULTIMD 200	Digital Imaging	3
PHOTO 007	Exploring Digital Photography	3
or PHOTO 010	Beginning Photography	
THEATER 100	Introduction to Theater	3
or THEATER 200	Introduction to Acting	
REQUIRED COURSES		
MULTIMD 210	Digital Editing	3
MULTIMD 600	Story, Script and Screen	3
MULTIMD 610	Introduction to Digital Video Production	3
MULTIMD 620	Digital Audio	3
MULTIMD 630	Digital Video Production Footage Acquisition	3
MULTIMD 640	Digital Video Production Digital Editing	3
MULTIMD 500	Multimedia Laboratory	1
<b>Total 37</b>		

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

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

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

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

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

### REQUIRED COURSES

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

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

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

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

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

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

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

**List D: Select one (1) from the following two (2) Drawing courses:** 9

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

**Total 33**

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

## CERTIFICATE OF ACHIEVEMENT CSU General Education (M017956D)

See Transfer Information section for course requirements.

## CERTIFICATE OF ACHIEVEMENT IGETC General Education (M017957D)

See Transfer Information section for course requirements.

## CERTIFICATE OF ACHIEVEMENT Interior Design (M021767D)

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

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

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

### REQUIRED COURSES

	UNITS
INTRDGN 101 Interior Design Laboratory	1
INTRDGN 102 Introduction to Interior Design	3
INTRDGN 106 Digital Drafting for Interior Design	3
INTRDGN 107 Color Theory and Design	3
INTRDGN 110 Lighting Design	3
INTRDGN 111 Sustainable Design Fundamentals	3
INTRDGN 114 Interior Design Materials, Standards & Specifications	3
INTRDGN 115 Building Codes for Interiors	3

**Select one (1) of the following Interior Design History courses:** 3

INTRDGN 103 History of Architecture and Interiors I	
INTRDGN 104 History of Architecture and Interiors II	

**Select one (1) of the following Space Planning courses:** 4

INTRDGN 108 Residential Space Planning	
INTRDGN 109 Commercial Space Planning	

**Select one (1) of the following Building Information Modeling courses:** 3

INTRDGN 116 Building Information Modeling for Interior Design I	
INTRDGN 117 Building Information Modeling for Interior Design II	

**Total 32**

## CERTIFICATE OF ACHIEVEMENT Multimedia – Animation & 3D Design (M021767D)

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

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

### REQUIRED FOUNDATION COURSES

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

### REQUIRED COURSES

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

**Total 37**



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

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

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

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

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

### REQUIRED FOUNDATION COURSES

	UNITS
ART 201 Drawing 1	3
ART 501 Beginning Two-Dimensional Design	3
MULTIMD 100 Introduction to Multimedia Computer Applications	3
MULTIMD 110 Visual Communication	3
MULTIMD 200 Digital Imaging	3
PHOTO 007 Exploring Digital Photography or PHOTO 010 Beginning Photography	3

### REQUIRED COURSES

MULTIMD 220 Illustration for Multimedia	3
MULTIMD 240 Graphic Design for Multimedia	3
MULTIMD 310 Interactive Multimedia	3
MULTIMD 320 Web Design	3
MULTIMD 340 Vector Graphics	3
MULTIMD 350 Advanced Web Design	3
MULTIMD 500 Multimedia Laboratory	1

**Total 37**

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

Students in the program are taught about cinematography, camera techniques, and postproduction. In our program, students take classes in Cinema History, Photography/Visual Storytelling, Audio Production, Digital Editing, and 2D Animation/motion Graphics. You can learn the ins and outs of pre- and post-production and non-linear editing, plus lighting and audio for video and field production. Before graduating, students compile work they created into a portfolio reel to show potential employers. Graduates of the program are prepared to seek entry-level jobs like cinematographer, video editor, scriptwriter, producer, and camera operator.

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

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

### REQUIRED FOUNDATION COURSES

	UNITS
CINEMA 003 History of Motion Pictures & Television or CINEMA 004 History of Documentary Film	3
MULTIMD 100 Introduction to Multimedia Computer Applications	3
MULTIMD 110 Visual Communication	3
MULTIMD 200 Digital Imaging	3
PHOTO 007 Exploring Digital Photography or PHOTO 010 Beginning Photography	3
THEATER 100 Introduction to Theater or THEATER 200 Introduction to Acting	3

### REQUIRED COURSES

MULTIMD 210 Digital Editing	3
MULTIMD 600 Story, Script and Screen	3
MULTIMD 610 Introduction to Digital Video Production	3
MULTIMD 620 Digital Audio	3
MULTIMD 630 Digital Video Production Footage Acquisition	3
MULTIMD 640 Digital Video Production Digital Editing	3
MULTIMD 500 Multimedia Laboratory	1

**Total 37**

## CERTIFICATE OF ACHIEVEMENT Video For Live Entertainment (M037111D)

The program is designed to train and prepare students for entry level careers in the video and projection design areas of the live entertainment industry. The program is designed to provide a balance between digital content creation, technical and design skills, and integration of video with live performance. Successful students will be prepared to work as designers and technicians in many areas of the entertainment industry including theatre and dance, theme parks, corporate events, music concerts, and television production.

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

- Apply the elements of and principles of production design with competent skill and technique with video production equipment such as cameras, computer editing software, and projection systems
- Analyze historical, cultural, and aesthetic factors that led to the development of filmmaking and video production and its incorporation into the performing arts
- Devise and produce video content in a collaborative production scenario and incorporate content into a live performance event.

### REQUIRED COURSES

	UNITS
CINEMA 003 History of Motion Pictures and Television	3
MULTIMD 100 Introduction to Multimedia Computer Applications	3
MULTIMD 200 Digital Imaging	3
MULTIMD 210 Digital Editing	3
MULTIMD 300 Design for 3D Computer Applications	3
MULTIMD 610 Introduction to Digital Video Production	3
MULTIMD 640 Digital Video Production: Digital Editing	3
THEATER 100 Introduction to the Theater	3
THEATER 291 Rehearsals and Performances I	1
THEATER 292 Rehearsals and Performances II	2
THEATER 293 Rehearsals and Performances III	3
THEATER 300 Introduction to Stage Craft	3
THEATER 310 Introduction to Theatrical Lighting	3
THEATER 315 Introduction to Scenic Design	3
THEATER 330 Integrated Video and Live Performance	3

**Total 42**

## CERTIFICATE OF ACCOMPLISHMENT Interior Design Space Planning (M130200J)

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

- Demonstrate a variety of drawing media to reflect design development and solutions;
- Demonstrate design drawing, information gathering research and analysis, client and user needs;
- Demonstrate knowledge of construction, basics of kitchen and bath design, materials and estimations, lighting design and theme applications.

### REQUIRED COURSES

	UNITS
INTRDGN 106 Drafting for Interior Designers	3
INTRDGN 107 Color Theory and Design	3
INTRDGN 108 Residential Space Planning	4
INTRDGN 109 Commercial Space Planning	4
INTRDGN 110 Lighting Design	3

**Total 17**

## CERTIFICATE OF ACCOMPLISHMENT Multimedia – Animation & 3D Design (M061410J)

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

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

### REQUIRED COURSES

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

**Total 16**

## CERTIFICATE OF ACCOMPLISHMENT Multimedia – Graphic & Web Design (M061400J)

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

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

### REQUIRED COURSES

MULTIMD 240 Graphic Design for Multimedia	3
MULTIMD 310 Interactive Multimedia	3
MULTIMD 320 Web Design	3
MULTIMD 340 Vector Graphics	3
MULTIMD 350 Advanced Web Design	3
MULTIMD 500 Multimedia Laboratory	1

**Total 16**

## CERTIFICATE OF ACCOMPLISHMENT Multimedia: Video Production (M061603J)

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

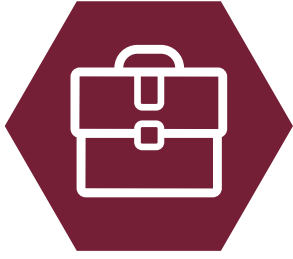
- Analyze and apply the elements and principles of production design with competent skill and technique with production equipment such as cameras and computer editing software;
- Appraise historical, cultural, and aesthetic factors that led to rise of popular narrative and documentary filmmaking and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

### REQUIRED FOUNDATION COURSES

	UNITS
MULTIMD 600 Story, Script & Screen	3
MULTIMD 610 Introduction to Digital Video Production	3
MULTIMD 620 Digital Audio	3
MULTIMD 630 Digital Video Production Footage Acquisition	3
MULTIMD 640 Digital Video Production Digital Editing	3
MULTIMD 500 Multimedia Laboratory	1

**Total 16**





# **BUSINESS, LAW, AND PUBLIC SAFETY**

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

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

## **CONTACT:**

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

**Maryanne Galindo**, Consulting Instructor, Adult Education



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

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

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

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

### REQUIRED COURSES

ADM JUS 001 Introduction to Administration of Justice

ADM JUS 002 Concepts of Criminal Law

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

ADM JUS 003 Legal Aspects of Evidence

ADM JUS 004 Principles & Procedures of the Justice System

ADM JUS 005 Criminal Investigation

ADM JUS 008 Juvenile Procedures

ADM JUS 075 Introduction to Corrections

ADM JUS 104 Introduction to Forensic Science

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

ADM JUS 160 Police Organization & Administration

MATH 227 Statistics

PSYCH 001 General Psychology

SOC 001 Introduction to Sociology

or Any List A course not already used

### UNITS

3

3

6

3-4

**Total 18-19**

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

## ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) Business Administration (M033217H)

The Associate in Science in Business Administration for Transfer degree provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Business Administration. This degree is designed to provide a clear pathway to a CSU. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework may also satisfy lower division Economics requirements at some CSU campuses.

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

- Transfer to an undergraduate program at the university level in the field of business;
- Apply ethical values, global awareness and technological skills to identify problems and issues making appropriate decisions related to business problems;
- Apply critical thinking skills to formulate viable solutions to business problems by using basic accounting, business, and financial concepts.

### REQUIRED CORE

ACCTG 001 Introductory Accounting I

ACCTG 002 Introductory Accounting II

BUS 005 Business Law I

ECON 001 Principles of Economics I

ECON 002 Principles of Economics II

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

MATH 227 Statistics

MATH 238 Calculus for Business & the Social Sciences

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

BUS 001 Introduction to Business

or CAOT 032 Business Communications

CAOT 082 Microcomputer Software Survey in the Office

or Any List A course not already used

### UNITS

5

5

3

3

3

4-5

6

**Total 29-30**

*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) – Accounting (M003340C)

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

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

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

### REQUIRED COURSES

	UNITS
ACCTG 001 Introductory Accounting I	5
ACCTG 002 Introductory Accounting II	5
BUS 001 Introduction to Business	3
BUS 005 Business Law I	3
CAOT 032 Business Communications	3
CAOT 078 Microcomputer Accounting Applications for the Electronic Office	3

### Select one (1) course:

ACCTG 015 Tax Accounting I	3
BUS 010 Fundamentals of Tax Return Preparation	3

### Select one (1) course:

ECON 001 Principles of Economics I	3
ECON 002 Principles of Economics II	3

### Select two (2) courses:

CAOT 082 Microcomputer Software Survey in the Office	6
CAOT 085 Microsoft Office Applications: Spreadsheet	
CS 101 Introduction to Computer Science	
ECON 001 Principles of Economics	
or ECON 002 Principles of Economics II	
FINANCE 001 Principles of Finance	
FINANCE 008 Personal Finance & Investments	

**Total 34**

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

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

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

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

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

### REQUIRED COURSES

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

**Total 24**

### RECOMMENDED COURSES

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

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



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

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

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

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

### REQUIRED COURSES

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

**Total 32**

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

## ASSOCIATE IN ARTS (AA) Legal Assisting (Paralegal) (M021769D)

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

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

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

- Correctly use legal terminology, and interpret the fundamentals of the legal system, its processes, deadlines and procedures;
- Conduct effective legal research;
- Effectively communicate in writing including the preparation of legal documents and court forms, and perform general paralegal tasks;
- Apply the appropriate rules of ethics and of professional conduct governing lawyers and paralegals in legal matters and in all employment settings.

### REQUIRED COURSES

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

**Total 36**

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

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

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

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

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

### REQUIRED COURSES

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

**Total 35**

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

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

The Restaurant Management AA degree program is designed for students preparing for an upwardly mobile career in Restaurant/ Food Service Management. Students learn the basic and advanced methods and techniques for managing a restaurant or other food service operation such as, Menu Planning, Purchasing & Receiving, Quality Food Production Standards, Quality Beverage Management Standards, Facilitating Performance of Production Staff, Managing Buffets, Banquets and Catered Events, Food & Beverage Analysis and Decision Making, Organization and Management Theory, and Small Business Entrepreneurship. Additionally this program serves to enable students to earn units transferable to more advanced schools.

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

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

### REQUIRED COURSES

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

**Total 42**

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

## CERTIFICATE OF ACHIEVEMENT Accounting (M035616D)

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

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

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

REQUIRED COURSES	UNITS
ACCTG 001 Introductory Accounting I	5
ACCTG 002 Introductory Accounting II	5
CAOT 032 Business Communications	3
CAOT 078 Microcomputer Accounting Applications for the Electronic Office	3
<b>Select one (1) course:</b>	<b>3</b>
ACCTG 015 Tax Accounting I	
BUS 010 Fundamentals of Tax Return Preparation	
<b>Select one (1) course:</b>	<b>3</b>
CAOT 082 Microcomputer Software Survey in the Office	
CS 101 Introduction to Computer Science	

**Total 22**

## CERTIFICATE OF ACHIEVEMENT Business Information Worker (M035231D)

The Business Information Worker (BIW) Certificate of Achievement is designed to prepare students for entry-level office and administrative support in a variety of job positions, including general office clerks, retail salespersons, customer service representatives, receptionists, and information clerks.

With a solid foundation in Microsoft Windows and Office, as well as strong digital and web literacy skills, students will be better prepared to meet the workforce demands of today's business environment.

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

- Employ basic oral and written communications
- Apply basic computer application skills, including beginning Excel, Word, and Outlook
- Analyze the fundamentals of computer systems
- Demonstrate critical thinking and problem solving skills

REQUIRED COURSES	UNITS
CAOT 001* Keyboarding I	3
CAOT 032 Business Communications	3
CAOT 084* Microcomputer Office Applications: Word Processing	3
CAOT 085 Microsoft Office Applications: Spreadsheet	3
CAOT 092* Computer Windows Application	2
CS 101 Introduction to Computer Science	3
MGMT 031 Human Relations for Employees	3

**Total 20**

## CERTIFICATE OF ACHIEVEMENT CSU General Education (M017956D)

See Transfer Information section for course requirements.

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

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

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

- Analyze medical language and component parts.
- Apply medical language to discussion of treatment of common diseased and injuries.
- Apply legal guidelines as they relate to health care situations including privacy, confidentiality and safety.
- Demonstrate the ability to minimize cultural conflict in the health care setting.
- Demonstrate understanding of the variation, complexity and ethical principles of the health care provider role in direct and indirect patient care settings.
- Demonstrate workplace traits that promote professional responses to patients, families, colleagues and other members of the healthcare system in simulated settings.
- Provide hands-on introduction to Microsoft Word, Excel, Access, and PowerPoint. Students gain basic knowledge necessary for using computers and becoming computer literate.
- Demonstrate proficiency in administrative medical office procedures applicable to medical office setting.
- Demonstrate interpersonal communication skills applicable to medical office administration.

REQUIRED COURSES	UNITS
HLTH OCC 063 Basic Medical Terminology, Pathophysiology, and Pharmacology	2
HLTH OCC 064 Cultural & Legal Topics for Healthcare Professionals	1
HLTH OCC 065 Fundamentals for the Healthcare Professional	2.5
HTHTEK 100 Introduction to Health Information Technology	3
HTHTEK 103 Introduction to Basic Coding	3
HTHTEK 110 Ambulatory Care Coding	3
HTHTEK 230 Electronic Health Records in the Health Elective	3
<b>Select Required Elective:</b>	<b>1</b>
Any degree applicable course of at least 1 unit	

**Total 18**

## CERTIFICATE OF ACHIEVEMENT IGETC General Education (M017957D)

See Transfer Information section for course requirements.

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

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

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

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

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

- Correctly use legal terminology, and interpret the fundamentals of the legal system, its processes, deadlines and procedures;
- Conduct effective legal research;
- Effectively communicate in writing including the preparation of legal documents and court forms, and perform general paralegal tasks;
- Apply the appropriate rules of ethics and of professional conduct governing lawyers and paralegals in legal matters and in all employment settings.

### REQUIRED COURSES

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

**Total 36**



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

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

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

- Enter a career in Corrections, Probation, and/or Parole Departments;
- Formulate a treatment program for juvenile criminal offenders.

### REQUIRED COURSES

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

**Total 18**

## CERTIFICATE OF ACHIEVEMENT Restaurant Management (M033365D)

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

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

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

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

**Total 42**

## CERTIFICATE OF ACHIEVEMENT Retail (W AFC) Management (M014776D)

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

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

REQUIRED COURSES		UNITS
BUS 038	Business Computations	3
CAOT 031	Business English	3
CAOT 078	Microcomputer Accounting Applications for the Electronic Office	3
COMM 101	Public Speaking	3
MARKET 021	Principles of Marketing	3
MARKET 031	Retail Merchandising	3
MGMT 002	Organization & Management Theory	3
MGMT 033	Personnel Management	3
<b>Select one (1) course:</b>		<b>3</b>
CS 101	Introduction to Computer Science	
CAOT 082	Microcomputer Software Survey in the Office	
CIS 124	Data Analytics (Advanced Excel and Access)	

**Total 27**

## CERTIFICATE OF ACCOMPLISHMENT Basic Police Academy Preparation (M210500J)

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

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

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

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

**Total 13**

## CERTIFICATE OF ACCOMPLISHMENT Crime Scene Technology (M210501J)

The Crime Scene Technology Certificate program is designed for students preparing for an entry-level career in forensic science or crime scene investigations. Students learn the basic forensic science methods and techniques for field work such as fingerprinting, shoe case impressions, photography and death investigation.

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

- Document and record evidence at a crime scene.
- Examine and conduct an analysis of evidence found at a crime scene.

REQUIRED COURSES	UNITS
ADM JUS 005 Criminal Investigation	3
ADM JUS 104 Introduction to Forensic Science	3
ADM JUS 111 Advanced Forensic Science	3
ADM JUS 204 Homicide and Death Investigation	3
ADM JUS 250 Forensic Photography	4
<b>Total 16</b>	

## CERTIFICATE OF ACCOMPLISHMENT Restaurant Management (M130635J)

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

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

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

\*Check catalog for additional prerequisites

## CERTIFICATE OF COMPLETION Job Readiness Skills (M036193E)

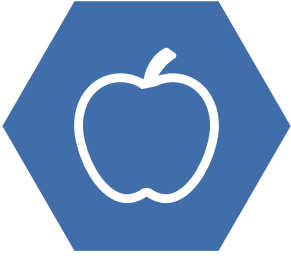
The Job Readiness Skills certificate program prepares students by providing training in financial literacy and will develop the basic interpersonal communication skills that are necessary to acquire a job and advance within an organization. Employers seek workers with strong basic skills to work smart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

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

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

REQUIRED COURSES	HOURS
BSICSKL 091CE Job Readiness 100	72 hours
BSICSKL 092CE Job Readiness 101	72 hours

**Total Hours 144**



# CHILD, FAMILY, AND EDUCATION STUDIES

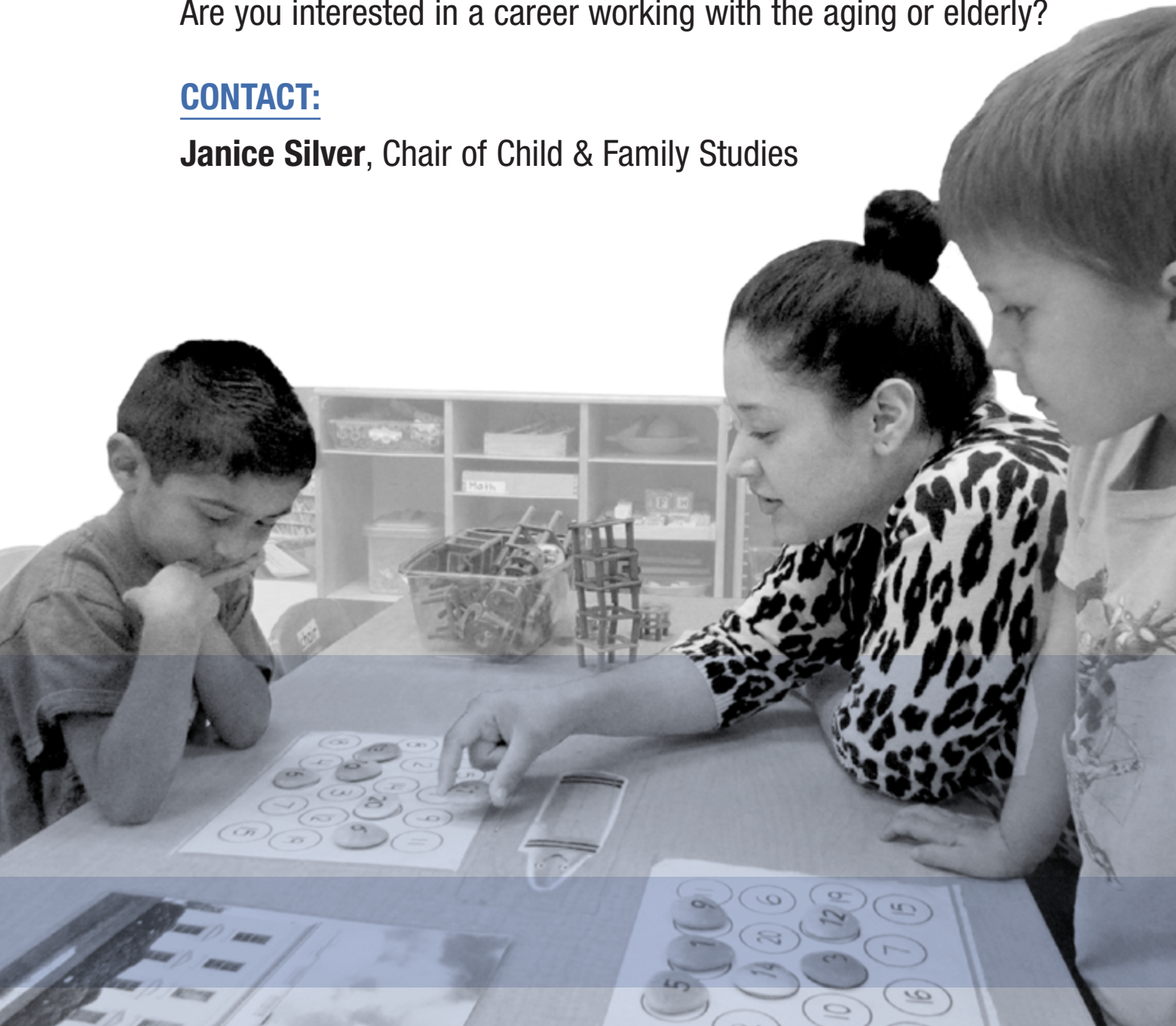
Are you interested in a rewarding career working with children, parents and families?

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

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

## CONTACT:

**Janice Silver**, Chair of Child & Family Studies



## The Child Development Program Offers Students:

- Transfer Programs
- Career and Technical Education Programs and workforce preparation

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

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

## Course and Program Recommendations

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

In order to meet Title 5 regulations to teach in a publicly funded program (e.g., State Preschool, Early Education Center), a California Child Development Permit is required, which has 3 components:

1. 24 units of Child Development: included in the completion of a Child Development Certificate.
2. 16 units of General Education Requirements
3. Experience: Some of which may be fulfilled by the completion of Child Development 22 and 23

*NOTE: If a student with a Bachelor's Degree in any major wants to earn a Child Development Permit, the student needs to complete any 12 units in Child Development AND one practicum course, either Child Development 22 or 23. Students may waive the prerequisite of Child Development 22 to enroll in Child Development 23. If needed, a waiver can be initiated thru the Counseling Office.*

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

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

It is strongly recommended that all students enrolling in Child Development courses have proof of a negative TB test (Mantoux test) or chest x-ray within the last twelve months. Additional proof of immunizations is required for specific courses.

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



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

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

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

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

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

**Total 25**

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

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

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

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

- Create lesson plans that conform to State Content Standards for California Public Schools and be related to the National Standards.
- Transfer to CSU campuses that offer bachelor’s degrees in Liberal Studies or Integrated Teacher Education Programs.

### REQUIRED CORE

	<b>UNITS</b>
BIOLOGY 003 Introduction to Biology	4
CH DEV 001 Child Growth & Development	3
COMM 101 Public Speaking	3
EARTH 001 Earth Science I	3
EARTH 002 Earth Science Laboratory	2
EDUC 001 Introduction to Teaching	3
ENGLISH 101 College Reading and Composition I	3
ENGLISH 102 College Reading and Composition II	3
GEOG 007 World Regional Geography	3
HISTORY 011 The Government of the United State	3
HISTORY 086 Introduction to World Civilization I	3
MATH 215 Principles of Mathematics I	3
POL SCI 001 The Government of the United States	3

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

CHEM 051 Fundamentals of Chemistry  
or CHEM 065 Introductory General Chemistry  
or PHYS SC 001 Physical Sciences  
and PHYS SC 014 Physical Sciences Laboratory

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

ENGLISH 103 Composition and Critical Thinking

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

ART 103 Art Appreciation I

MUSIC 111 Music Appreciation I

THEATER 100 Introduction to Theater

### List C: Select additional units from the following as needed: 0-6

CH DEV 45 Programs for Children with Special Needs

EDUC 203 Education in American Society

or Any List A or List B course not already used

**Total 49-56**

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

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

- Completion of any one of the six Child Development Certificates of Achievement with Specialization (36 units), as listed below:

– Specializing in Dual Language Learning

– Specializing in Family Child Care

– Specializing in Infant & Toddler

– Specializing in Preschool

– Specializing in School Age Care

– Specializing in Special Needs

- Completion of General Education Requirements

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

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

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

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

### REQUIRED COURSES

	<b>UNITS</b>
CH DEV 001 Child Growth & Development	3
CH DEV 011 Child, Family & Community	3
FAM & CS 031 Marriage & Family Life	3
FAM & CS 070 Field Experience in Family & Consumer Studies	3
<b>Select two (2) courses:</b>	<b>6</b>
CH DEV 055 Home Visitation Programs	
FAM & CS 006 Challenges of Aging	
FAM & CS 091 Life Management	
PSYCH 041 Life Span Psychology	
SOC 028 The Family: A Sociological Approach	
SOC 031 Sociology of Gender	

**Total 18**

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

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

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

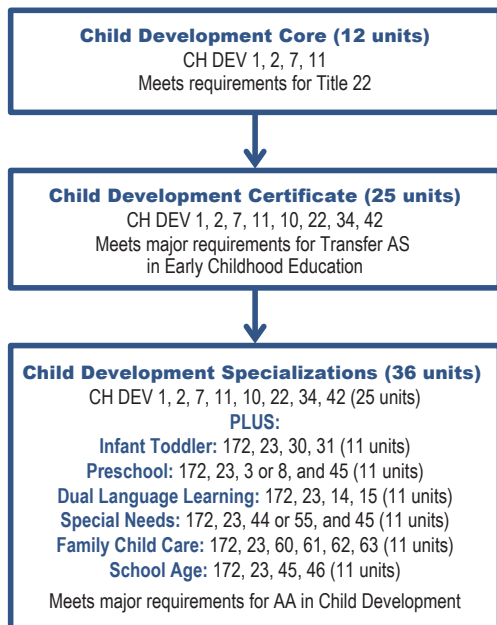
- Apply professional standards of practice in services to the aging and elderly and their families in the home and the community

REQUIRED COURSES	UNITS
FAM & CS 006 Challenges of Aging	3
FAM & CS 070 Field Experience in Family & Consumer Studies	3
HLTHOCC 063 Basic Medical Terminology, Pathophysiology, and Pharmacology	2
HLTHOCC 064 Cultural & Legal Topics for Healthcare Professionals	1
HLTHOCC 065 Fundamentals for the Healthcare Professional	2.5
NUTRTN 021 Nutrition	
<b>Select two (2) courses:</b>	<b>6</b>
CH DEV 055 Home Visitation Programs	
FAM & CS 031 Marriage & Family Life	
FAM & CS 091 Life Management	
PSYCH 041 Life Span Psychology	
SOC 002 American Social Problems	

**Total 20.5**

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

### Certificates of Achievement in Child Development



## CERTIFICATE OF ACHIEVEMENT Child Development (M003359D)

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

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

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

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

**Total: 25**

## CERTIFICATE OF ACHIEVEMENT Child Development Core (M035617D)

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

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

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

REQUIRED COURSES	UNITS
CH DEV 001 Child Growth & Development	3
CH DEV 002 Early Childhood: Principles & Practices	3
CH DEV 007 Introduction to Curriculum in Early Childhood Education	3
CH DEV 011 Child, Family & Community	3

**Total 12**

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

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

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

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

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

**Total 36**

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

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

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

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

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

**Total 36**

## Child Development Specializing in Infant & Toddler (M010715D)

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

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

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

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

**Total 36**

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

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

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

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

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

**Total 36**

## CERTIFICATE OF ACHIEVEMENT Child Development Specializing in School Age Care (M010716D)

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

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

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

REQUIRED COURSES	UNITS
CH DEV 001 Child Growth & Development	3
CH DEV 002 Early Childhood: Principles & Practices	3
CH DEV 007 Introduction to Curriculum in Early Childhood Education	3
CH DEV 010 Health, Safety & Nutrition	3
CH DEV 011 Child, Family & Community	3
CH DEV 022 Practicum in Child Development I	4
CH DEV 023 Practicum in Child Development II	4
CH DEV 034 Observing & Recording Children's Behavior	3
CH DEV 042 Teaching in a Diverse Society	3
CH DEV 046 School Age Programs I	3
CH DEV 045 Programs for Children with Special Needs	3
CH DEV 172 Introduction to Careers in Child Development	13
<b>Total 36</b>	



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

This Certificate will support teachers and paraprofessionals working with children with special needs and/or Early Intervention Programs.

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

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

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

## CERTIFICATE OF ACHIEVEMENT CSU General Education (M017957D)

See Transfer Information section for course requirements.

## CERTIFICATE OF ACHIEVEMENT Family Studies (M036864D)

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

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

REQUIRED COURSES	UNITS
CH DEV 001 Child Growth & Development	3
CH DEV 011 Child, Family & Community	3
FAM &CS 031 Marriage & Family Life	3
FAM &CS 070 Field Experience in Family & Consumer Studies	3
<b>Select two (2) courses:</b>	<b>6</b>
CH DEV 055 Home Visitation Programs	3
FAM &CS 006 Challenges of Aging	3
PSYCH 041 Life Span Psychology	3
SOC 031 Sociology of Gender	3
<b>Total 18</b>	

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## CERTIFICATE OF ACHIEVEMENT Gerontology (M021768D)

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

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

REQUIRED COURSES	UNITS
FAM & CS 006 Challenges of Aging	3
FAM & CS 070 Field Experience in Family & Consumer Studies	3
HLTHOCC 063 Basic Medical Terminology, Pathophysiology, and Pharmacology	2
HLTHOCC 064 Cultural & Legal Topics for Healthcare Professionals	1
HLTHOCC 065 Fundamentals for the Healthcare Professional	2.5
NUTRTN 021 Nutrition	3
<b>Select two (2) courses:</b>	<b>6</b>
CH DEV 055 Home Visitation Programs	
FAM & CS 031 Marriage & Family Life	
FAM & CS 091 Life Management	
PSYCH 041 Life Span Psychology	
SOC 002 American Social Problems	

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**Total 20.5**

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## CERTIFICATE OF ACHIEVEMENT IGETC General Education (M017957D)

See Transfer Information section for course requirements.

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## CERTIFICATE OF ACCOMPLISHMENT Child Development Administration (M130580J)

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

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

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

REQUIRED COURSES	UNITS
CH DEV 038 Administration & Supervision of Early Childhood Programs I	3
CH DEV 039 Administration II: Personnel and Leadership in Early Childhood Education	3
CH DEV 065 Early Childhood Mentoring & Adult Supervision	2
CH DEV 022 Practicum in Child Development I or CH DEV 023 Practicum in Child Development II	4

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**Total 12**

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## CERTIFICATE OF ACCOMPLISHMENT Family Child Care (M130500J)

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

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

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

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

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**Total 12**



# CULINARY ARTS

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

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

**CONTACT:**

**Nicole Albo-Lopez,**  
Acting Chair of Culinary Arts



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

The Culinary Arts AA degree program prepares students for employment in the area of Restaurant/Food Service Industry and/or to upgrade a position or career within this industry.

Through this program, students will obtain the necessary skills and competencies for entry-level employment and put them into a position of rapid upward mobility to manager/supervisor with minimum experience, as well as allow them to earn units transferable to Bachelor's Degree Programs. Specific occupational goals our students expect to acquire include careers as Executive Chef, Sous Chef, Assistant Restaurant Manager, Line Cook, Short Order Cook, Caterer, Personal/ Private Chef, Kitchen Supervisor, Chef Trainer, Butcher, Garde Manger Chef Banquet Chef, Restaurant Chef, Chef De Cuisine, Chef Tournant, Executive Steward, Owner/ Operator.

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

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

### REQUIRED COURSES

	<b>UNITS</b>
CLN ART 050 Sanitation & Safety	2
CLN ART 060 Culinary Arts Orientation & Techniques	4
CLN ART 101 Culinary Fundamentals I	4
CLN ART 102 Culinary Fundamentals II	4
CLN ART 103 Culinary Nutrition	2
CLN ART 104 Dining Room & Beverage Management	4
CLN ART 105 Menu Planning	2
CLN ART 106 Purchasing & Receiving	3
CLN ART 107 Principles of Garde Manger & Basic Baking	4
CLN ART 108 Restaurant Supervision & Training	2
CLN ART 109 Principles of Catering	4
CLN ART 110 Culinary Green Technology	3
CLN ART 150 Chefs Training for Apprenticeship I	2
CLN ART 155 Chefs Training for Apprenticeship II	2
<b>Total 42</b>	

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

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

The Restaurant Management AA degree program is designed for students preparing for an upwardly mobile career in Restaurant/ Food Service Management. Students learn the basic and advanced methods and techniques for managing a restaurant or other food service operation such as, Menu Planning, Purchasing & Receiving, Quality Food Production Standards, Quality Beverage Management

Standards, Facilitating Performance of Production Staff, Managing Buffets, Banquets and Catered Events, Food & Beverage Analysis and Decision Making, Organization and Management Theory, and Small Business Entrepreneurship. Additionally this program serves to enable students to earn units transferable to more advanced schools.

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

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

### REQUIRED COURSES

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

**Total 42**

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

## CERTIFICATE OF ACHIEVEMENT CSU General Education (M017956D)

See Transfer Information section for course requirements.

## CERTIFICATE OF ACHIEVEMENT Culinary Arts (M008364D)

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

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

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

### REQUIRED COURSES

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

**Total 42**

## CERTIFICATE OF ACHIEVEMENT IGETC General Education (M017957D)

See Transfer Information section for course requirements.

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

The Baking & Patisserie Certificate of Achievement program is designed for students preparing for an upwardly mobile career in Baking & Patisserie industry. The Baking & Patisserie Certificate of Achievement program prepares students for entry-level employment in bakeries, pastry shops, hotels and fine dining restaurants. Through this program, students will obtain the necessary skills and competencies for entry-level employment and put them into a position of rapid upward mobility to manager/supervisor with minimum experience. Specific occupational goals our students expect to acquire include careers as Baking Prep Cook, Pastry Cook, Lead Baker, Assistant Pastry Chef, Executive Pastry Chef, and Bake Shop or Pastry Shop Owner/Operator.

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

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

### REQUIRED COURSES

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

**Total 30**

## CERTIFICATE OF ACHIEVEMENT Restaurant Management (M033365D)

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

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

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

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

**Total 42**

## CERTIFICATE OF ACCOMPLISHMENT Baking Specialist I (M130631J)

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

- Apply for entry level employment in the Baking & Patisserie industry. Through this program, students will obtain the necessary skills and competencies for positions such as Junior Baker, Assistant Cake Decorator, and Junior Pastry Cook.

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

**Total 12**

## CERTIFICATE OF ACCOMPLISHMENT Baking Specialist II (M130632J)

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

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

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

**Total 12**

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## CERTIFICATE OF ACCOMPLISHMENT

### Culinary Specialist I (M130633J)

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

- Apply for entry-level employment in the Culinary Arts industry. Through this program, students will obtain the necessary skills and competencies for entry-level positions such as Dishwasher, Line Cook, and Short Order Cook. These positions are the foundation of every successful operation.

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

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## CERTIFICATE OF ACCOMPLISHMENT

### Culinary Specialist II (M130634J)

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

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

REQUIRED COURSES	UNITS
CLN ART 102 Culinary Fundamentals II	4
CLN ART 105 Menu Planning	2
CLN ART 106 Purchasing & Receiving	3
CLN ART 108 Restaurant Supervision & Training	2
CLN ART 150 Chefs Training for Apprenticeship I	2
<b>Total 13</b>	

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## CERTIFICATE OF ACCOMPLISHMENT

### Restaurant Management (M130635J)

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

- Apply for entry level to middle management employment in the Culinary Arts industry. Through this program, students will obtain the necessary skills and competencies for front-of-the-house positions such as Lead Waitstaff, Assistant Restaurant Manager, and Maitre D'Hotel in Training.

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

\*Check catalog for additional prerequisites



# SOCIETY, CULTURE, AND COMMUNICATION

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

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

Do you want to strengthen your language and communication skills?

## CONTACTS:

**Carolyn Daly,**  
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Studies, & Journalism

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Chair of Chicano Studies

**L. Jacob Skelton,**  
Chair of Global Languages  
& Society



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

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

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

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

### REQUIRED CORE

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

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

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

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

ART 204	Life Drawing I	3
ART 501	Beginning Two-Dimensional Design	
ART 502	Beginning Three-Dimensional Design	
ART 700	Introduction to Sculpture	
ART 300	Introduction to Painting	
or ART 202	Drawing II	
or MULTIMD 320	Web Design	
or MULTIMD 610	Introduction to Digital Video Production	
PHOTO 010	Beginning Photography	

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

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

**Total 18**

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

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

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

Communication is the study of how human beings communicate. People who study Communication are interested in learning how the communication process works and desire to improve and adapt their communication for intended recipients. Courses in the Communication 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:

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

### REQUIRED CORE

		UNITS
COMM 101	Public Speaking	3
<b>List A: Select two (2) courses:</b>		<b>6</b>
COMM 121	The Process of Interpersonal Communication	
COMM 151	Small Group Communication	

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

ANTHRO 104	Human Language & Culture	6
COMM 102	Oral Communication II	
MULTIMD 110	Visual Communication	
or Any List A course not already used		

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

ANTHRO 102	Human Ways of Life: Cultural Anthropology	6
ENGLISH 102	College Reading & Composition II	
ENGLISH 103	Composition & Critical Thinking	
PSYCH 001	General Psychology 1	
SOC 001	Introduction to Sociology	
or Any List A or List B course not already used		

**Total 18**

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

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

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

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

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

### REQUIRED CORE

	<b>UNITS</b>
ENGLISH 102 College Reading & Composition II	3
ENGLISH 103 Composition & Critical Thinking	3
<b>List A: Select two (2) courses:</b>	<b>6</b>
ENGLISH 203 World Literature I	
ENGLISH 205 English Literature I	
ENGLISH 206 English Literature II	
ENGLISH 208 American Literature II	
<b>List B: Select one (1) course:</b>	<b>3</b>
ENGLISH 127 Creative Writing	
or Any List A course not already used	
<b>List C: Select one (1) course:</b>	<b>3</b>
CHICANO 037 Chicano Literature	
or CHICANO 042 Contemporary Mexican Literature	
SPANISH 001 Elementary Spanish I	
SPANISH 002 Elementary Spanish II	
SPANISH 003 Intermediate Spanish I	
SPANISH 004 Intermediate Spanish II	
SPANISH 005 Advanced Spanish I	
SPANISH 006 Advanced Spanish II	
THEATER 100 Introduction to Theater	
or Any List A course not already used	

**Total 18-20**

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

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

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

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

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

### REQUIRED CORE

	<b>UNITS</b>
PHILOS 001 Introduction to Philosophy I	3
PHILOS 006 Logic in Practice	
or PHILOS 009 Symbolic Logic I	3
<b>List A: Select one (1) course:</b>	<b>3</b>
PHILOS 014 History of Modern European Philosophy	
or Any Required Core course not already used	
<b>List B: Select two (2) courses:</b>	<b>6</b>
HISTORY 001 Introduction to Western Civilization I	
HISTORY 002 Introduction to Western Civilization II	
PHILOS 006 Logic in Practice (if not taken as part of Required Core)	
or Any List A course not already used	
<b>List C: Select one (1) course:</b>	<b>3</b>
PHILOS 020 Ethics	
PHILOS 033 Comparative Survey of World Religions	
or Any List A or List B course not already used	

**Total 18**

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

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

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

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

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

REQUIRED CORE	UNITS
POL SCI 001 The Government of the United States	3
<b>List A: Select three (3) courses:</b>	<b>9-10</b>
MATH 227 Statistics	
POL SCI 002 Modern World Governments	
POL SCI 003 Introduction to Political Science	
POL SCI 005 The History of Western Political Thought	
POL SCI 007 Contemporary World Affairs	
<b>List B: Select two (2) courses:</b>	<b>6</b>
HISTORY 011 Political & Social History of the US I	
PSYCH 001 General Psychology I	
SOC 001 Introduction to Sociology	
or Any List A course not already used	

**Total 18-19**

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

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

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

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

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

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

**Total 19-21**

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

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

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

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

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

REQUIRED CORE	UNITS
SOC 011 Race and Ethnic Relations	3
SOC 031 Sociology of Gender	3
<b>Select one (1) course:</b>	<b>3</b>
CHICANO 002 The Mexican-American in Contemporary Society	
CHICANO 042 Contemporary Mexican Literature	
<b>List A: Select three (3) courses from at least two of the following areas (Only one course from Area 4 may be used)</b>	<b>9-10</b>

### AREA 1: HISTORY OR GOVERNMENT

CHICANO 007 The Mexican-American in the History of the United States I	
CHICANO 008 The Mexican-American in the History of the United States II	
CHICANO 019 History of Mexico	
CHICANO 020 The Mexican American in California	
CHICANO 044 Mexican Civilization	

### AREA 2: ARTS AND HUMANITIES

CHICANO 037 Chicano Literature	
CHICANO 042 Contemporary Mexican Literature	
CHICANO 046 Chicano and Mexican Folklore	
CHICANO 052 Mexican Art – Modern	
CHICANO 058 Latin American Dance Cultures	

### AREA 3: SOCIAL SCIENCE

CHICANO 047 Mexican-American Woman in Contemporary Society	
CHICANO 071 The Chicano in Los Angeles	

### AREA 4: QUANTITATIVE REASONING AND RESEARCH METHODS

MATH 227 Statistics	
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### AREA 5: MAJOR PREPARATION

Any Required Core course not already used

**Total 18-19**

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

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

The Associate in Arts in Sociology for Transfer provides the student with a strong foundation in the discipline, as well as breadth of exposure to various areas included in this field. This curriculum is designed to provide an opportunity for the student to complete an undergraduate major in Sociology by exploring topics such as Social Problems, Crime, Race Relations, Research, Gender, Family, and Social Psychology.

Sociology majors are given opportunities to develop a broad understanding of core sociological theories and the methodological skills used to evaluate human behavior and social organizations. Sociology provides an intellectual background for students considering careers in business, social services, public policy, government service, international non-governmental organizations, foundations, or academia. Students interested in transferring and/or completing an Associate in Arts in Sociology for Transfer should meet with a counselor to determine the coursework necessary to complete the requirements for general education and for the major.

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

- Evaluate the merits of sociological research methods (e.g., interviews, case studies, field work, content analysis, and survey design); select and apply these methods to formulate and investigate well-reasoned sociological research questions.
- Compare and assess the features of the major sociological theories and perspectives of human behavior and social situations.
- Demonstrate the ability to be academically successful in at least two separate areas of sociological emphasis (Marriage and Family, Race and Ethnic Relations, Crime and Delinquency, Social Psychology, Social Problems, and/or Gender).

REQUIRED CORE	UNITS
SOC 001 Introduction to Sociology	3
<b>Select two (2) courses:</b>	<b>6-7</b>
MATH 227 Statistics	
SOC 002 American Social Problems	
SOC 004 Sociological Analysis	
<b>List A: Select two (2) courses:</b>	<b>6</b>
SOC 003 Crime & Delinquency	
SOC 011 Ethnic & Racial Minorities in the U.S. or PSYCH 013 Social Psychology	
SOC 028 The Family: A Sociological Approach or any Required Core course not already used	
<b>List B: Select one (1) course:</b>	<b>3</b>
ADM JUS 001 Introduction to Administration of Justice	
ANTHRO 102 Human Ways of Life: Cultural Anthropology	
GEOG 002 Cultural Elements of Geography	
PHILOS 006 Logic in Practice	
SOC 031 Sociology of Gender or any course not already used above	

**Total 18-19**

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

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

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

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

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

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

### REQUIRED CORE

	UNITS
SPANISH 001 Elementary Spanish I	5
SPANISH 002 Elementary Spanish II	5
SPANISH 003 Intermediate Spanish I	5
SPANISH 004 Intermediate Spanish II	5
<b>List A: Select one (1) course:</b>	<b>3-5</b>
CHICANO 037 Chicano Literature	
CHICANO 044 Mexican Civilization	
SPANISH 005* Advanced Spanish I	
SPANISH 006* Advanced Spanish II	

**Total 23-25**

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

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

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

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

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

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

### REQUIRED COURSES

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

**Total 18**

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

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

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

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

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

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

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

- Analyze cultural, literary, humanistic activities and artistic expression of humanity;
- Synthesize aesthetic responsiveness and construct value judgments through evaluating and interpreting the ways in which people in different cultures have responded to themselves and the world around them in artistic and cultural creation throughout the ages;
- Prepare for a possible career within the fields of Arts, Foreign Languages, Humanities, Film, Music, Philosophy, and Religious Studies.

ANTHRO 104	INTRDGN 103, 104
ART 201	LING 001
ARTHIST 110, 120, 103, 170	MULTIMD 100, 200, 620
CHICANO 037, 052	MUSIC 101, 111, 141
CINEMA 003	PHILOS 001, 33
ENGLISH 102	THEATER 100, 200, 271
HUMAN 001, 031	

Any foreign language courses (max 5 units in same language) listed on IGETC or CSU GE advising form.

*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.*

**Total 21**

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

## ASSOCIATE IN ARTS (AA) General Studies – 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. Completion of general education requirements
2. Complete a minimum of 18 units in one area of concentration;
3. Complete a minimum of 60 total units (electives may be necessary to total the 60 required units).

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

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

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

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

COMM 101, 121, 151	MATH 227
ENGLISH 101, 102, 127, 208	PHILOS 005, 006
JOURNAL 100	

Any Foreign Language at level II or higher (max 5 units in same language) listed on the IGETC or CSU-GE advising form.

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

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

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

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

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

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

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

- Students will define and demonstrate knowledge of theories or research methodologies typically found in Social and Behavioral sciences.
- Students will demonstrate evidence of college level writing skills necessary for a possible career in the fields of Anthropology, Chicano Studies, Geography, History, Political Science, Psychology and Sociology.

ADM JUS 001	GEOG 001, 002, 007, 014
AFRO AM 002, 004	HISTORY 001, 002, 011, 012, 013, 052, 086
ANTHRO 101, 102, 121	LAW 001
ANTHRO 104	LING 001
BIOLOGY 003	MATH 227
CHICANO 002, 007, 008	POL SCI 001
CH DEV 001	PSYCH 001, 002, 013
ECON 001, 002, 010	SOC 001, 002, 004, 011, 028
FAM &CS 031, 091	

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

## CERTIFICATE OF ACHIEVEMENT CSU General Education (M017956D)

See Transfer Information section for course requirements.

## CERTIFICATE OF ACHIEVEMENT IGETC General Education (M017957D)

See Transfer Information section for course requirements.

## CERTIFICATE OF ACCOMPLISHMENT Advanced ESL (M493087J)

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

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

REQUIRED COURSES:		UNITS
E.S.L. 006A	College ESL 6A: Writing/Grammar	6
E.S.L. 006B	College ESL 6B: Reading/Vocabulary	3
ESL 006C	College ESL 6C: Listening/Speaking	3
		<b>TOTAL 12</b>

## CERTIFICATE OF ACCOMPLISHMENT High Intermediate ESL (M493081J)

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

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

REQUIRED COURSES:		UNITS
E.S.L. 004A	College ESL 4A: Writing/Grammar	6
E.S.L. 004B	College ESL 4B: Reading/Vocabulary	3
ESL 004C	College ESL 4C: Listening/Speaking	3
		<b>TOTAL 12</b>

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## CERTIFICATE OF ACCOMPLISHMENT

### Low Advanced ESL (M493080J)

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

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

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
E.S.L. 005A	College ESL 5A: Writing/Grammar	6
E.S.L. 005B	College ESL 5B: Reading/Vocabulary	3
ESL 005C	College ESL 5C: Listening/Speaking	3

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**TOTAL 12**

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## CERTIFICATE OF COMPLETION

### English Literacy and Civics (M024068E)

The ESL Civics program incorporate English literary and Civics education for immigrants and other limited-English-speaking populations. Participants will be able to increase their English proficiency in reading, writing, speaking, and listening in order to understand and navigate governmental, educational, and workplace systems.

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

- Analyze civic responsibilities and the political process through English literacy.

<b>REQUIRED COURSES:</b>		
ESL NC 007CE	English as a Second Language I	216 hrs
ESL NC 008CE	English as a Second Language II	216 hrs
ESL NC 009CE	English as a Second Language III	216 hrs
ESL NC 015CE	English as a Second Language IV	216 hrs
ESLCVCS 001CE	Civics	54 hrs

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**Total Hours 918**



# STEM, HEALTH, AND FITNESS

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

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

Do you enjoy fitness and health living?

## CONTACTS:

**Stephen Brown,**  
Chair of Life Sciences

**Cindy Cooper,**  
Chair of Health  
& Human Performance

**Mike Fenton,**  
Chair of Physical Sciences

**Maryanne Galindo,**  
Consulting Instructor,  
Adult Education

**Debby Wong,**  
Chair of Math, Computer Science  
& Engineering



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

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

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

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

REQUIRED CORE		UNITS
BIOLOGY 006	General Biology I - Molecular and Cellular Biology	5
BIOLOGY 007	General Biology II - Organismal, Evolutionary and Ecological Biology	5
<b>List A: (Complete ALL Courses)</b>		
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5
MATH 265	Calculus with Analytic Geometry I	5
PHYSICS 006	General Physics I	4
PHYSICS 007	General Physics II	4

**Total 33**

*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.*

## UCTP ASSOCIATE'S DEGREE in Chemistry (M039475H)

The University of California Transfer Pathway (UCTP) Associate's Degree in Chemistry is an extension of UC Pathways+. The degrees, which are created by the community colleges, include the major preparation outlined in the UC Transfer Pathway for Chemistry. As with UC Pathways+, in order to secure an admission guarantee in Chemistry, students must:

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

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

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

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

REQUIRED CORE		UNITS
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5
CHEM 211	Organic Chemistry for Science Majors I	5
CHEM 212	Organic Chemistry for Science Majors II	5
MATH 265	Calculus with Analytic Geometry I	5
MATH 266	Calculus with Analytic Geometry II	5
MATH 267	Calculus with Analytic Geometry III	5
MATH 275	Ordinary Differential Equations	3
PHYSICS 037	Physics for Engineers and Scientists I	5
PHYSICS 038	Physics for Engineers and Scientists II	5
PHYSICS 039	Physics for Engineers and Scientists III	5

**Total 53**

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

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

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

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

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

### REQUIRED CORE

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

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

### COMBATIVES

KIN 316-1	Karate I
KIN 361-2	Karate II

### DANCE

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

### FITNESS

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

### INDIVIDUAL SPORTS

KIN 266	Badminton Skills
KIN 268-1	Golf Skills I

### TEAM SPORTS

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

List A: Select two (2) courses: 7-9

BIOLOGY 003	Introduction to Biology
CHEM 051	Fundamentals of Chemistry I
or CHEM 101	General Chemistry I
KIN MAJ 101	First Aid and CPR
MATH 227	Statistics
PHYSICS 006	General Physics I

**Total 21-25**

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

## ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) Mathematics (M031007H)

The Associate in Science in Mathematics for Transfer degree provides the lower-division mathematics course requirements to all students who are planning on transferring to a California State University (CSU) or other four-year university and majoring in Mathematics, Physics, Engineering, or Computer Science.

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

- Demonstrate knowledge of the fundamental mathematical principles.

### REQUIRED CORE

		UNITS
MATH 265	Calculus with Analytic Geometry I	5
MATH 266	Calculus with Analytic Geometry II	5
MATH 267	Calculus with Analytic Geometry III	5

List A: Select one (1) course: 3

MATH 270 Linear Algebra

MATH 275 Ordinary Differential Equations

List B: Select one (1) course: 3-4

CS 114 Programming in C

or CS 216 Object-Oriented Programming in C ++

(formerly CO SCI 439 Programming in C or CO SCI 440 Programming in C ++)

MATH 227 Statistics

or Any List A course not already used

**Total 21-22**

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

## ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) Nutrition and Dietetics (M035394H)

The Associate in Science in Nutrition and Dietetics for Transfer is designed for prospective California State University (CSU) transfer students who are preparing for careers in the field of Nutrition and Dietetics such as a Registered Dietician (RD), Nutritionist, Licensed Nutritionist and Dietetic Technician Registered (DTR) to name a few. Completion of the Nutrition and Dietetics degree will provide a streamlined pathway for transfer to a CSU campus with a Family and Consumer Sciences or similar major.

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

- Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis while formulating a nutrition prescription.
- Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations and individuals.
- Perform management functions related to safety, security and sanitation that affect employees, customers and patients in facilities that prepare and serve food.

REQUIRED CORE		UNITS
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5
MICRO 020	General Microbiology	4
NUTRTN 021	Nutrition	3
PSYCH 001	General Psychology I	3
<b>List A: Select one (1) course:</b>		<b>4</b>
MATH 227	Statistics	4
<b>List B: Select one (1) course:</b>		<b>4</b>
BIOLOGY 003	Introduction to Biology	4

**Total 28**

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.

## UCTP ASSOCIATE'S DEGREE in Physics (M039476H)

The University of California Transfer Pathway (UCTP) Associate's Degree in Physics is an extension of UC Pathways+. The degrees, which are created by the community colleges, include the major preparation outlined in the UC Transfer Pathway for Physics. As with UC Pathways+, in order to secure an admission guarantee in Physics, students must:

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

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

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

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

REQUIRED CORE		UNITS
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5
MATH 265	Calculus with Analytic Geometry I	5
MATH 266	Calculus with Analytic Geometry II	5
MATH 267	Calculus with Analytic Geometry III	5
MATH 270	Linear Algebra	3
MATH 275	Ordinary Differential Equations	3
PHYSICS 037	Physics for Engineers and Scientists I	5
PHYSICS 038	Physics for Engineers and Scientists II	5
PHYSICS 039	Physics for Engineers and Scientists III	5

**Total 46**

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

## ASSOCIATE IN SCIENCE (AS) Biology, General (M020792C)

The Associate in Science (AS) Degree in Biology will provide the student with a strong, basic foundation in the science. The curriculum is generally required of lower-division life science majors, as well as pre-dental, pre-medical, pre-optometry, pre-pharmacy and pre-veterinary students. Students interested in transferring and/or completing an AS degree in Biology should meet with a counselor to determine the coursework necessary to complete the requirements for general education and for the major.

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

- Apply the scientific method by: developing a hypothesis, designing a controlled experiment, collecting data and interpreting the results.
- Make informed decisions regarding ethical concerns related to contemporary controversial issues in the life and/or biomedical sciences.
- Analyze the relationship between a structure and its function in living systems.

REQUIRED CORE		UNITS
BIOLOGY 006	General Biology I – Molecular and Cellular Biology	5
BIOLOGY 007	General Biology II – Organismal, Evolutionary and Ecological Biology	5
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5

**Total 20**

RECOMMENDED COURSES		UNITS
ANATOMY 001	Introduction to Human Anatomy	4
BIOTECH 002	Biotechnology I	4
BIOTECH 003	Biotechnology II	4
MATH 227	Statistics	4
MATH 265	Calculus with Analytic Geometry I or higher	5
MICRO 020	General Microbiology	4
PHYSICS 006	General Physics I	4
PHYSICS 007	General Physics II	4
PHYSIOL 001	Introduction to Human Physiology	4

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

## ASSOCIATE IN SCIENCE (AS) Biotechnology (M035603C)

This program is designed to prepare students for employment in biotechnology research. Upon successful completion of the required coursework, students will have acquired skills in basic laboratory techniques and practices in addition to proficiency in basic statistics, microbiology, and oral/written data presentation. Students will also be proficient in concepts of quality control and their application in biotechnology research.

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

- Employ the principles of proper documentation and record-keeping in keeping a laboratory notebook and creating standard operating procedures.
- Explain and properly perform molecular biology techniques commonly used in biotechnology-related academic and industrial laboratories.
- Correctly analyze and clearly present biotechnology data in oral and written form.
- Explain and apply the principles of quality control and quality assurance in a biotechnology environment.

REQUIRED COURSES	UNITS
BIOTECH 002 Biotechnology I	4
BIOTECH 003 Biotechnology II	4
BIOTECH 006 Biotechnology: Quality Control	2
BIOTECH 008 Biological Research Internship	2
CHEM 051 Fundamentals of Chemistry I	5
MATH 227 Statistics	4
MICRO 020 General Microbiology	4
<b>Total</b>	<b>25</b>

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

## ASSOCIATE IN SCIENCE (AS) Computer Programmer (M036322C)

The Associate of Science Degree in Computer Programming provides a student with the necessary skills to become a programmer. The program consists of core courses, programming languages and computer science transfer courses. Graduates can program business applications, web applications and participate as a member of project team that builds systems. This is to best qualify our students for positions in industry and provide for their future growth.

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

- Graduates will have an e-Portfolio with examples of business applications using professional database tools and current programming languages.
- Graduates will have an e-Portfolio with examples of web and mobile applications.

REQUIRED CORE COURSES	UNITS
CIS 124 Data Analytics (Advanced Excel and Access) <i>(formerly CO SCI 430 Data Analytics)</i>	3
CIS 148 Introduction to Web Development Using HTML and CSS <i>(formerly CO SCI 450 Web Application Development)</i>	3
CIS 219 Introduction to Oracle: SQL and PL/SQL <i>(formerly CO SCI 434 Introduction to Oracle: SQL)</i>	3
CS 101 Introduction to Computers Science <i>(formerly CO SCI 401 Introduction to Computers and Their Uses)</i>	3
CS 112 Programming in JavaScript <i>(formerly CO SCI 462 Programming in JavaScript)</i>	3
CS 113 Programming in Java <i>(formerly CO SCI 452 Programming in Java)</i>	
or CS 116 Programming in C++	
CS 119 Programming in Python	
CS 130 Introduction to Computer Architecture and Organization <i>(formerly CO SCI 416 Beginning Computer Architecture and Organization)</i>	3
CS 136 Introduction to Data Structures <i>(formerly CO SCI 436 Introduction to Data Structures)</i>	3
CS 213 Advanced Programming in Java <i>(formerly CO SCI 452 Programming in Java)</i>	3
or CS 216 Object-Oriented Programming in C++ <i>(formerly CO SCI 440 Programming in C++)</i>	
<b>Total 30</b>	

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

## ASSOCIATE IN SCIENCE (AS) Cyber Security Associate (M036319C)

The Associate of Science Degree, Cyber Security Associate builds on the Certificate of Achievement, Cyber Security Associate. The additional courses provide basic skills required for the computer science major. The student gains a broader perspective of the field by learning computer programming and design and maintenance of databases.

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

- Apply critical thinking to evaluate the new and emerging technologies and generate a report about their findings.
- Apply problem-solving skills to diagnose and repair computer systems and network problems.
- Have the skills and knowledge necessary to prepare for A+, Network+ and Security+ certificates.

REQUIRED CORE COURSES		UNITS
CIS 101	Introduction to Computers and Their Uses (formerly CO SCI 401 Introduction to Computers and Their Uses)	3
CIS 124	Data Analytics (Advanced Excel and Access) (formerly CO SCI 430 Data Analytics)	3
CIS 219	Introduction to Oracle: SQL and PL/SQL (formerly CO SCI 434 Introduction to Oracle: SQL)	3
CIS 162	Cyber Security I (formerly CO SCI 411 Cyber Security I)	3
CIS 165	Principles of Information Security (formerly CO SCI 483 Principles of Information Security)	3
CIS 210	Introduction to Computer Networking (formerly CO SCI 487 Introduction to Local Area Networks)	3
CIS 211	Security+ Certification Preparation (formerly CO SCI 488 Security+ Certification Preparation)	3
CIS 215	Network Security Fundamentals (formerly CO SCI 484 Network Security)	3
CIS 222	PC Maintenance and Troubleshooting (formerly CO SCI 453 A+ Certification Preparation)	3
CS 119	Programming in Python	3
<b>Total 30</b>		

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

## 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 265	Calculus with Analytic Geometry I	5
MATH 266	Calculus with Analytic Geometry II	5
MATH 267	Calculus with Analytic Geometry III	5
MATH 275	Ordinary Differentials Equations	3
PHYSICS 037	Physics for Engineers and Scientists I	5
PHYSICS 038	Physics for Engineers and Scientists I	5

## THE FOUR TRACKS THAT YOU MAY CHOOSE TO PURSUE ARE:

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

REQUIRED CIVIL TRACK CORE		UNITS
CHEM 101	General Chemistry I	5
ENG GEN 131	Statics	3
ENG GEN 151	Materials of Engineering	3
<b>Select one (1) Elective</b>		<b>3-4</b>
EGD TEK 101	Engineering Graphics	
ENG GEN 122	Programming and Problem-Solving in MATLAB	
ENG GEN 220	Electrical Circuits I	

REQUIRED COMPUTER SOFTWARE TRACK CORE		UNITS
CS 102	Programming Logic and Design (formerly CO SCI 407 Programming Logic and Design)	3
CS 113	Programming Java (formerly CO 452 Programming in Java)	3
<b>Select one (1) Elective</b>		<b>3-5</b>

CS 136	Introduction to Data Structures
ENG GEN 220	Electrical Circuits I
MATH 272	Methods of Discrete Mathematics

REQUIRED ELECTRICAL TRACK CORE		UNITS
CS 102	Programming Logic and Design (formerly CO SCI 407 Programming in Logic and Design (Introduction to Programming))	3
CS 114	Programming in C (formerly CO SCI 439 Programming in C)	3
ENG GEN 220	Electrical Circuits I	4
<b>Select one (1) Elective</b>		<b>3</b>
ENG GEN 131	Statics	
ENG GEN 151	Materials of Engineering	

REQUIRED MECHANICAL, AEROSPACE, MANUFACTURING TRACK CORE		UNITS
CHEM 101	General Chemistry I	5
EGD TEK 101	Engineering Graphics	3
ENG GEN 131	Statics	3
ENG GEN 151	Materials of Engineering	3
<b>Select one (1) Elective</b>		<b>2-4</b>
EGD TEK 121	3-D Computer-Aided Design with Solidworks	
ENG GEN 122	Programming and Problem-Solving in MATLAB	
ENG GEN 220	Electrical Circuits I	

**Total 39-48**

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

## ASSOCIATE IN ARTS (AA) General Studies – Natural Sciences (M018465C)

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

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

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

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

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

- Apply the scientific method and employ critical thinking to address questions in a field of the natural sciences.
- Apply ethical reasoning to controversial issues in the natural sciences.

ANATOMY 001	MICRO 020
ANTHRO 101	OCEANO 001
ASTRON 001, 005	PHYS SC 001, 014
BIOLOGY 003, 006, 007, 040	PHYSICS 006, 007
CHEM 051, 052, 065, 101, 102	PHYSIOL 001
ENV SCI 002	PSYCH 001, 002, 041
FAM &CS 021	SOC 001
GEOG 001, 007, 014, 015	
GEOLOGY 001	

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

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

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

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

REQUIRED COURSES	UNITS
FAM &CS 006 Challenges of Aging	3
FAM &CS 070 Field Experience in Family & Consumer Studies	3
HLTHOCC 063 Basic Medical Terminology, Pathophysiology, and Pharmacology	2
HLTHOCC 064 Cultural & Legal Topics for Healthcare Professionals	1
HLTHOCC 065 Fundamentals for the Healthcare Professional	2.5
NUTRTN 021 Nutrition	
<b>Select two (2) courses:</b>	<b>6</b>
CH DEV 055 Home Visitation Programs	
FAM &CS 031 Marriage & Family Life	
FAM &CS 091 Life Management	
PSYCH 041 Life Span Psychology	
SOC 002 American Social Problems	

**Total 20.5**

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

## ASSOCIATE IN SCIENCE (AS) Full Stack Developer (M036466C)

The A.S. Degree in Full Stack Development provides necessary skills required to design and code web applications. Core skills include introduction to computers, databases, programming logic and design, and programming languages. The emphasis in Full Stack Develop provides comprehensive coverage of both client-side and server-side web programming. In teaching programming and scripting languages employed to build desktop and mobile applications. Relational and NoSQL databases are also introduced.

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

- Graduates acquire the basic skills and knowledge necessary to code web and mobile applications in a team environment.
- Graduates create Full-Stack Web Application Programs in .NET and MEAN developing environment.
- Graduates compile a portfolio of web applications.

REQUIRED CORE COURSES	UNITS
CO SCI 401 Introduction to Computers and Their Uses	3
CO SCI 407 Programming Logic & Design	3
CO SCI 430 Data Analytics	3
CO SCI 434 Introduction to Oracle: SQL	3
REQUIRED COURSES	
CO SCI 450 Web Application Development	3
CO SCI 408 Programming in Visual Basic	3
CO SCI 409 Advanced Visual Basic	3
CO SCI 462 Programming in JavaScript	3
CO SCI 463 Full Stack Web Application Development	3

**Select one (1) course:**

CO SCI 408	Programming in Visual Basic
CO SCI 440	Programming in C++
CO SCI 452	Programming in Java
CO SCI 462	Programming in JavaScript

**Total 30**

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 a 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:**

CHEM 052 Fundamentals of College Chemistry II	4
MICRO 020 General Microbiology	
PHYSICS 006 General Physics I	

**Select one (1) Elective course:**

NUTRTN 021 Nutrition	3-4
PHYSICS 007 General Physics II	

**Total 30-32**

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

## ASSOCIATE IN SCIENCE (AS) – Pharmacy Technician (M035255C)

This program is designed to prepare students for a career in pharmacy technician. Upon successful completion of the required coursework students are eligible to apply for the State of California Pharmacy Technician licensure and are prepared to work in outpatient, inpatient, and home health care pharmacy settings.

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

- Work in various pharmacy settings
- Acquire the fundamental pharmacy technician skills in an outpatient, inpatient, or home health care pharmacy setting
- Apply ethics and growth related to the pharmacy technician profession

**REQUIRED COURSES**

	UNITS
PHRMCTK 021 Retail Products for Pharmacy Clerks	3
PHRMCTK 023 Introduction to Pharmacy	2
PHRMCTK 029 Body Systems I	3
PHRMCTK 030 Body Systems II	3
PHRMCTK 031 Pharmacy Calculations	2
PHRMCTK 032 Pharmacy Operations	4.5
PHRMCTK 034 Community Pharmacy Externship	2.5

**Total 20****RECOMMENDED ELECTIVE COURSES**

PHRMCTK 035 Inpatient Pharmacy Services	2
PHRMCTK 036 In-Patient Pharmacy Externship	2.5
PHRMCTK 037 Sterile Products	4.5
PHRMCTK 038 Sterile Products Externship	2.5

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 – Physical Science (M003356C)

This curriculum is designed to provide an opportunity for the student to complete an undergraduate major in Physical Science.

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

- Describe and analyze naturally occurring, repeatable physical events and interactions and identify their physical origin;
- Deduce cause and effect relationships between these interactions through progressive scientific modeling using a variety of mathematical techniques;
- Students will analyze and interpret data (from laboratory exercises, mathematical equations, or computer programs), and draw logical conclusions using the scientific method, inductive and deductive reasoning;
- Students will apply known scientific laws to predict outcomes of specific physical situations.

REQUIRED COURSES	UNITS
ASTRON 001 Elementary Astronomy	3
ASTRON 005 Fundamentals of Astronomy Laboratory	1
BIOLOGY 003 Introduction to Biology	4
CHEM 051 Fundamentals of Chemistry I or CHEM 065 Introductory General Chemistry	4-5
MATH 260 Precalculus	5
or MATH 265 Calculus with Analytic Geometry I	
or MATH 266 Calculus with Analytic Geometry II	
or MATH 267 Calculus with Analytic Geometry III	
PHYSICS 006 General Physics I	4

**Total 21-22**

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

## CERTIFICATE OF ACHIEVEMENT Biotechnology Lab Assistant (M035601D)

This program is designed to prepare students for employment in the field of biotechnology. Upon successful completion of the required coursework, students will have acquired skills in basic laboratory techniques, safety, documentation, and good manufacturing practices.

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

- Employ the principles of proper documentation and record-keeping in keeping a laboratory notebook and creating standard operating procedures.
- Explain and properly perform molecular biology techniques commonly used in biotechnology-related academic and industrial laboratories.

REQUIRED COURSES	UNITS
BIOTECH 002 Biotechnology I	4
BIOTECH 003 Biotechnology II	4
CHEM 051 Fundamentals of Chemistry I	5

**Total 13**

## CERTIFICATE OF ACHIEVEMENT Biotechnology Research Lab Assistant (M035600D)

This program is designed to prepare students for employment in biotechnology research. Upon successful completion of the required coursework, students will have acquired skills in basic laboratory techniques and practices in addition to proficiency in basic statistics, microbiology, and oral/written data presentation.

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

- Employ the principles of proper documentation and record-keeping in keeping a laboratory notebook and creating standard operating procedures.
- Explain and properly perform molecular biology techniques commonly used in biotechnology-related academic and industrial laboratories.
- Correctly analyze and clearly present biotechnology data in oral and written form.

REQUIRED COURSES	UNITS
BIOTECH 002 Biotechnology I	4
BIOTECH 003 Biotechnology II	4
BIOTECH 008 Biological Research Internship	2
CHEM 051 Fundamentals of Chemistry I	5
MATH 227 Statistics	4
MICRO 020 General Microbiology	4

**Total 23**

## CERTIFICATE OF ACHIEVEMENT Certified Nurse Assistant and Home Health Aide (M035254D)

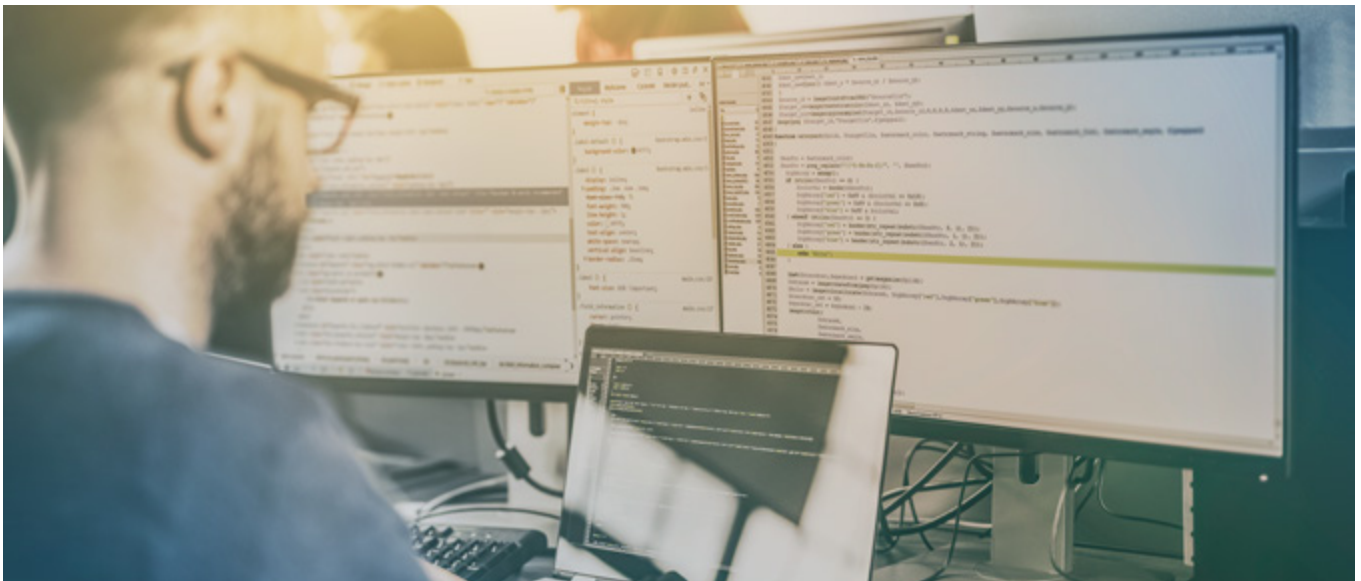
This certificate prepares students for a career in an area with a high demand for employment. Students will learn to become nurse assistants in long-term care facilities, acute-care settings, and home-care settings. Emphasis is given to safety principles, infection control, methods for providing physical care and emotional and social support. Also included are: medical legal issues, patient cultural differences, anatomy and physiology, pathophysiology, digital literacy, and resume/interview preparation, including practice interviews through LA Chamber of Commerce. The California Department of Public Health certifies the Certified Nurse and Home Health Aide programs of study.

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

- Be eligible to take the State of California Certification Examination.
- Analyze and apply the fundamental nursing skills as required by the State of California Nurse Assistant Certification Examination.

REQUIRED COURSES	UNITS
ALD HTH 021 Basic Life Support for the Healthcare Provider	0.5
HLTHOCC 062 Skill Set for the Healthcare Professional	2
HLTHOCC 063 Basic Medical Terminology, Pathophysiology, and Pharmacology	2
HLTHOCC 064 Cultural and Legal Topics for Healthcare Professionals	1
HLTHOCC 065 Fundamentals for the Healthcare Professional	2.5
NURSING 399A Nursing Assistant Training Program	6
NURSING 399B Home Health Aide Training Program	2
NURSING 056 Essential Practical Skills for Nurse Assistants	1

**Total 17**



## CERTIFICATE OF ACHIEVEMENT Cloud Computing (M038644D)

The Cloud Computing program prepares students to design solutions for Infrastructure as a Service (IaaS) architectures by provisioning computing instances, establishing virtual private networks, managing databases and storage within a secure online environment. Students produce dynamic solutions responsive to information and computing technology workloads with on-demand pay-as-you-go pricing allowing flexibility for small business, entrepreneurship and enterprise adoption. Industry certifications are Program Proposal Attributes embedded to prepare for occupations in Cloud Architect, Cloud Support Associate, Cloud Engineer or Cloud Technicians. Some preparation in information technology or computer programming is recommended.

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

- Design Infrastructure as a Service (IaaS) solutions by provisioning computing instances, establishing virtual private networks, managing databases and storage within a secure online environment.
- Analyze performance metrics of a cloud architecture to respond dynamically to information and computing technology workloads and optimize service costs.
- Collaborate in a team designing business solutions in an industry aligned project.

### REQUIRED COURSES

	UNITS
CIS 192 Introduction to Cloud Computing	3
CIS 193 Database Essentials in Amazon Web Services	3
CIS 194 Computer Engines in Amazon Web Services	3
CIS 195 Security in the Cloud	3
<b>Select two (2) courses:</b>	<b>6</b>
CIS 210 Introduction to Computer Networking <i>(formerly CO SCI 487 Introduction to Local Area Networks)</i>	
CIS 219 Introduction to Oracle: SQL and PL/SQL <i>(formerly CO SCI 434 Introduction to Oracle: SQL)</i>	
CIS 222 PC Maintenance and Troubleshooting <i>(formerly CO SCI 453 A+ Certification Preparation)</i>	
CS 112 Programming in JavaScript	
CS 119 Programming in Python	

**Total 18**

## CERTIFICATE OF ACHIEVEMENT Computer Programmer (M036321D)

The Certificate of Achievement in Computer Programming provides the student methods to analyze, design and implement an application. The program teaches structured programming language, object-oriented programming language, and a scripting language. The program prepares students for entry-level Computer Programmer.

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

- Create an e-Portfolio of examples using current programming languages

### REQUIRED COURSES

	UNITS
CIS 148 Introduction to Web Development Using HTML and CSS <i>(formerly CO SCI 450 Web Application Development)</i>	3
CS 101 Introduction to Computer Science <i>(formerly CO SCI 401 Introduction to Computers &amp; Their Uses)</i>	3
CS 112 Programming in JavaScript <i>(formerly CO SCI 462 Programming in JavaScript)</i>	3
CS 113 Programming in Java <i>(formerly CO SCI 452 Programming in Java)</i>	3
or CS 116 Programming in C++	
CS 119 Programming in Python	3
CS 213 Advanced Programming in Java <i>(formerly CO SCI 452 Programming in Java)</i>	3
or CS 216 Object-Oriented Programming in C++ <i>(formerly CO SCI 440 Programming in C++)</i>	

**Total 18**

## CERTIFICATE OF ACHIEVEMENT CSU General Education (M017956D)

See Transfer Information section for course requirements.

## CERTIFICATE OF ACHIEVEMENT Cyber Security Associate (M036317D)

Certification of Achievement in Cyber Security provides necessary skills required to take industry recognized certificates. Provides students specific skills sets required to pass the A+, Network+ and Security+ Certificates. The program prepares students for entry-level Cyber Security Specialist, Forensic Science Technician, or Information Security Analyst.

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

- Diagnose and repair computer systems and network problems
- Prepare and be eligible to sit for A+, Network+ and Security+ certificates

REQUIRED COURSES	UNITS
CIS 101 Introduction to Computers and Their Uses <i>(formerly CO SCI 401 Introduction to Computers &amp; Their Uses)</i>	3
CIS 162 Cyber Security I <i>(formerly CO SCI 411 Cyber Security I)</i>	3
CIS 165 Principles of Information Security <i>(formerly CO SCI 483 Principles of Information Security)</i>	3
CIS 210 Introduction to Computer Networking <i>(formerly CO SCI 487 Introduction to Local Area Networks)</i>	3
CIS 211 Security+ Certification Preparation <i>(formerly CO SCI 488 Security+ Certification Preparation)</i>	3
CIS 222 PC Maintenance and Troubleshooting <i>(formerly CO SCI 453 A+ Certification Preparation)</i>	3

**Total 18**

## CERTIFICATE OF ACHIEVEMENT Engineering Drafting Technician (M039525D)

This career and technical education program addresses qualifications in engineering drafting related fields that employers are looking for, including being a team player, being an independent and analytical thinker, being a problem solver, being knowledgeable in computer-aided drafting, blueprint reading and surveying. Some of the courses offered in this program will enable the student to become CSWA (Certified SolidWorks Associate) certified.

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

- Demonstrate the ability to read blue prints and draft using a computer aided software.
- Solve engineering drafting related problems using critical thinking.

REQUIRED COURSES	UNITS
CS 101* Introduction to Computer Science	3
DRAFT 016 Blueprint Reading I	2
DRAFT 017 Blueprint Reading II	2
EGD TEK 101 Engineering Graphics	3
EGD TEK 111 2-D Computer-Aided Drafting	3
EGD TEK 121 3-D Computer-Aided Design with SolidWorks	2
EGD TEK 131 CAD-Advanced Applications 3-D	2
ENG SUP 121 Plane Surveying I	3
ENGLISH 101 College Reading & Composition I	3
IND TEK 103 Technical Writing and Communication	2
MATH 240 Trigonometry	
or MATH 240S Trigonometry with Support	3-4

**Total 28-29**

\*Course can be substituted with CIS 101 Introduction to Computers and Their Uses

## CERTIFICATE OF ACHIEVEMENT Full Stack Developer (M036467D)

The Full Stack Developer Certificate of Achievement provides skills required to code and maintain web applications, with two options: Option A – Use the .NET for client-side and server-side web programming, Option B – Use MEAN (MongoDB, Express, AngularJS, Node.js) development environment.

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

- Create an e-Portfolio of web applications using JavaScript
- Create and design Full-Stack Web Application Programs with No SQL or SQL database as back-end

REQUIRED COURSES	UNITS
CIS 148 Introduction to Web Development Using HTML and CSS <i>(formerly CO SCI 450 Web Application Development)</i>	3
CIS 219 Introduction to Oracle: SQL and PL/SQL <i>(formerly CO SCI 434 Introduction to Oracle: SQL)</i>	3
CS 101 Introduction to Computer Science <i>(formerly CO SCI 401 Introduction to Computers and Their Uses)</i>	3
CS 119 Programming in Python	3
CS 112 Programming in JavaScript <i>(formerly CO SCI 462 Programming in JavaScript)</i>	3
CS 157 Full-Stack Web Application Development <i>(formerly CO SCI 463 Full Stack Web Application Development)</i>	3

**Total 18**

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

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

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

- Apply medical language to discussion of treatment of common diseases and injuries.
- Apply legal guidelines as they relate to health care situations including privacy, confidentiality and safety.
- Demonstrate proficiency in administrative medical office procedures applicable to medical office setting.

REQUIRED COURSES	UNITS
HLTH OCC 063 Basic Medical Terminology, Pathophysiology, and Pharmacology	2
HLTH OCC 064 Cultural & Legal Topics for Healthcare Professionals	1
HLTH OCC 065 Fundamentals for the Healthcare Professional	2.5
HTHTEK 100 Introduction to Health Information Technology	3
HTHTEK 103 Introduction to Basic Coding	3
HTHTEK 110 Ambulatory Care Coding	3
HTHTEK 230 Electronic Health Records in the Health Elective	3

**Select Required Elective:**

**0.5**

Any degree applicable course of at least 0.5 unit

**Total 18**

## CERTIFICATE OF ACHIEVEMENT Gerontology (M021768D)

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

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

REQUIRED COURSES	UNITS
FAM & CS 006 Challenges of Aging	3
FAM & CS 070 Field Experience in Family & Consumer Studies	3
HLTHOCC 063 Basic Medical Terminology, Pathophysiology, and Pharmacology	2
HLTHOCC 064 Cultural & Legal Topics for Healthcare Professionals	1
HLTHOCC 065 Fundamentals for the Healthcare Professional	2.5
NUTRTN 021 Nutrition	3
<b>Select two (2) courses:</b>	<b>6</b>
CH DEV 055 Home Visitation Programs	
FAM & CS 031 Marriage & Family Life	
FAM & CS 091 Life Management	
PSYCH 041 Life Span Psychology	
SOC 002 American Social Problems	

**Total 20.5**

## CERTIFICATE OF ACHIEVEMENT IGETC General Education (M017957D)

See Transfer Information section for course requirements.

## CERTIFICATE OF ACHIEVEMENT Land Surveying Technician I (M039524D)

This career and technical education is the first level of Land Surveying Technician program. It aims to prepare the prospective employees to meet and exceed employer's expectations in engineering land surveying related fields. Completion of the program will enable the individuals to start a career in Land Surveying.

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

- Demonstrate the ability to use surveying apparatus.
- Solve basic plane surveying related problems.

REQUIRED COURSES	UNITS
CS 101* Introduction to Computer Science	3
DRAFT 016 Blueprint Reading I	2
EGD TEK 101 Engineering Graphics	3
EGD TEK 111 2-D Computer-Aided Drafting	3
ENG SUP 121 Plane Surveying I	3
ENG SUP 200 Business Practices for Land Surveyors & Civil Engineers	1
ENGLISH 101 College Reading & Composition I	3
IND TEK 103 Technical Writing and Communication	2
MATH 240 Trigonometry	
or MATH 240S Trigonometry with Support	3-4

**Total 23-24**

\*Course can be substituted with CIS 101 Introduction to Computers and Their Uses.

## CERTIFICATE OF ACHIEVEMENT Land Surveying Technician II (M039535D)

This career technical education pathway is the level two of Land Surveying Technician program, designed to further the individuals' knowledge in plane surveying. The program aims to prepare the prospective employees for LSIT, Land Surveyor-in-training certification.

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

- Demonstrate the ability to use surveying apparatus.
- Solve advanced plane surveying related problems using critical thinking.

REQUIRED COURSES	UNITS
CS 101* Introduction to Computer Science	3
DRAFT 016 Blueprint Reading I	2
EGD TEK 101 Engineering Graphics	3
EGD TEK 111 2-D Computer-Aided Drafting	3
ENG SUP 121 Plane Surveying I	3
ENG SUP 200 Business Practices for Land Surveyors & Civil Engineers	1
ENG SUP 221 Plane Surveying II	3
ENG SUP 224 Land Surveyor-In-Training (LSIT) Review Course	2
ENG SUP 225 Boundary Control for Surveyors	2
ENGLISH 101 College Reading & Composition I	3
IND TEK 103 Technical Writing and Communication	2
MATH 240 Trigonometry	
or MATH 240S Trigonometry with Support	3-4

**Total 30-31**

\*Course can be substituted with CIS 101 Introduction to Computers and Their Uses.

## CERTIFICATE OF ACHIEVEMENT Pharmacy Technician – Advanced (M035263D)

This program is designed to prepare students for a career in pharmacy. Upon successful completion of the required coursework students are eligible to apply for the State of California Pharmacy Technician licensure and are prepared to work in outpatient, inpatient, and home health care pharmacy settings.

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

- Work in various pharmacy settings
- Acquire the fundamental pharmacy technician skills in an outpatient, inpatient, or home health care pharmacy setting
- Apply ethics and growth related to the pharmacy technician profession

REQUIRED COURSES	UNITS
PHRMCTK 023 Introduction to Pharmacy	2
PHRMCTK 029 Body Systems I	3
PHRMCTK 030 Body Systems II	3
PHRMCTK 031 Pharmacy Calculations	2
PHRMCTK 032 Pharmacy Operations	4.5
PHRMCTK 032 Community Pharmacy Externship	2.5
PHRMCTK 034 Inpatient Pharmacy Services	2
PHRMCTK 035 In-Patient Pharmacy Externship	2.5
PHRMCTK 037 Sterile Products	4.5
PHRMCTK 038 Sterile Products Externship	2.5

**Total 28.5**

## CERTIFICATE OF ACHIEVEMENT Pharmacy Technician – Basic (M035287D)

This program is designed to prepare students for a career in pharmacy. Upon successful completion of the required coursework students are eligible to apply for the State of California Pharmacy Technician licensure and are prepared to work in outpatient, inpatient, and home health care pharmacy settings.

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

- Work in various pharmacy settings
- Acquire the fundamental pharmacy technician skills in an outpatient, inpatient, or home health care pharmacy setting
- Apply ethics and growth related to the pharmacy technician profession

REQUIRED COURSES	UNITS
PHRMCTK 021 Retail Products for Pharmacy Clerks	3
PHRMCTK 023 Introduction to Pharmacy	2
PHRMCTK 029 Body Systems I	3
PHRMCTK 030 Body Systems II	3
PHRMCTK 031 Pharmacy Calculations	2
PHRMCTK 032 Pharmacy Operations	4.5
PHRMCTK 034 Community Pharmacy Externship	2.5

**Total 20**

## CERTIFICATE OF ACHIEVEMENT Health Occupations Fundamentals (M120100J)

This certificate introduces students to fundamentals in health occupations. The courses introduce students to basic knowledge and skill sets required in health care as well as cultural and legal issues in health occupations. This certificate will serve as a stepping stone for other allied health programs.

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

- Analyze and apply basic health care related skills, such as hygiene, safety, and basic concepts in patient care, such as ethics, medical terminology.

REQUIRED COURSES	UNITS
ALD HTH 021 Basic Life Support for the Healthcare Provider	0.5
ALD HTH 100 Job Application Skills for Healthcare	1
HLTH OCC 062 Skill Set for the Healthcare Professional	2
HLTH OCC 063 Basic Medical Terminology, Pathophysiology, and Pharmacology	2
HLTH OCC 064 Cultural & Legal Topics for Healthcare Professionals	1
HLTH OCC 065 Fundamentals for the Healthcare Professional	2.5

**Total 9**

*NOTE: The Allied Health 021 course may be substituted by a valid CPR certificate (Basic Life Support for the Health Care Provider) issued by the American Heart Association. The 0.5 units may be substituted with any associate degree applicable course.*

## CERTIFICATE OF ACCOMPLISHMENT Cyber Security Associate (M070800J)

Core courses for cyber security and cloud computing associate. A skills certificate that focuses on computer technology and work-based learning. A must have certificate for developers, marketers and entrepreneurs.

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

- Successfully take the vendor neutral certification exams in A+, Network+ and Security+

REQUIRED COURSES	UNITS
CIS 162 Cyber Security I <i>(formerly CO SCI 411 CyberSecurity I)</i>	3
CIS 210 Introduction to Computer Networking <i>(formerly CO SCI 487 Introduction to Local Area Networks)</i>	3
CIS 211 Security + Certification Preparation <i>(formerly CO SCI 488 Security+ Certification Preparation)</i>	3
CIS 222 PC Maintenance and Troubleshooting <i>(formerly CO SCI 453 A+ Certification Preparation)</i>	3

**Total 12**

## CERTIFICATE OF ACCOMPLISHMENT Programming (M070100J)

Core courses for programmer and web-based application programmer. A skills certificate that augments computer science major and non-major researchers and scientists. A must have certificate for developers, marketers and entrepreneurs.

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

- Understand computer concepts and web-page development.
- Understand how to access and analyze data.

REQUIRED COURSES	UNITS
CIS 124 Data Analytics (Advanced Excel and Access) <i>(formerly CO SCI 430 Data Analytics)</i>	3
CIS 148 Introduction to Web Development Using HTML and CSS <i>(formerly CO SCI 450 Web Application Development)</i>	3
CIS 219 Introduction to Oracle: SQL and PL/SQL <i>(formerly CO SCI 434 Introduction to Oracle: SQL)</i>	3
CS 101 Introduction to Computer Science <i>(formerly CO SCI 401 Introduction to Computers &amp; Their Uses)</i>	3

**Total 12**

## CERTIFICATE OF COMPLETION

### Introduction to Construction Technologies (M038392E)

The pre-apprenticeship Skills Certificate provides training and placement services to individuals seeking a career in the building trades. The program will lead to employment and successful careers in the building industry. The curriculum integrates contextual, work-based learning with vocational and academic skills training in the classroom. These include employability and life skills, career development, and on-the-job training. The program offers instruction that point to best practices in each trade area: carpentry, electrical, plumbing, brick masonry, landscaping, building construction technology, and painting. Students obtain the OSHA10 credential demonstrating knowledge of basic safety rules established by the Occupational Safety and Health Administration (OSHA).

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

- Demonstrate basic level carpentry skills and knowledge
- Pour cement foundations
- Demonstrate OSHA safety standards and practices
- Demonstrate basic First Aid and CPR
- Write a professional resume
- Display proper interviewing etiquette.

REQUIRED COURSES	HOURS
VOC ED 008CE Pre-employment Skills/Consumer Training	3
VOC ED 252CE Exploration of Construction and Maintenance Careers	6
VOC ED 259CE (O.S.H.A.) Safety Standards: Construction & Industry	2
<b>Total Hours 11</b>	

## CERTIFICATE OF COMPETENCY

### Advanced Math Application (M038415F)

This certificate will improve student comprehension in advanced math application skills that are necessary to be successful in entry level transfer math courses and better prepared for higher level math courses.

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

- Setup and solve word problems
- Analyze the results
- Translate application problems to equations
- Apply the proper derivative or integration techniques to solve the problems

REQUIRED COURSES	HOURS
ACAD PR 060CE Understanding Word Problems	9
ACAD PR 080CE Supplemental Derivatives and Integrations	9
<b>Total Hours 18</b>	

## CERTIFICATE OF COMPETENCY

### Algebra I (M038670E)

This certificate will improve student comprehension in basic algebraic skills that are necessary to be successful in entry level transfer math courses.

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

- Simplify algebraic expressions
- Solve algebraic equations

REQUIRED COURSES	HOURS
ACAD PR 065CE Understanding Algebra Simplification	9
ACAD PR 070CE Understanding Algebraic Equations	9
<b>Total Hours 18</b>	

## CERTIFICATE OF COMPETENCY

### Basic Math Application (M038414E)

This certificate will improve student comprehension in basic math application skills that are necessary to be successful in entry level transfer math courses.

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

- Setup and solve word equations that model a problem through critical thinking
- Find the equation of a line
- Evaluate a function
- Analyze solutions

REQUIRED COURSES	HOURS
ACAD PR 060CE Understanding Word Problems	9
ACAD PR 075CE Understanding Linear Lines & Basic Functions	9
<b>Total Hours 18</b>	

## CERTIFICATE OF COMPETENCY

### Business Calculus Preparation (M039502F)

The Business Calculus Preparation Certificate of Competency prepares students for the fundamental concepts in business calculus with emphasis on mathematical literacy, and critical thinking and hands-on business application problem solving skills necessary for success in their credit classes.

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

- Use fundamental skills and concepts in precalculus to analyze various functions and solve problems.

REQUIRED COURSES	HOURS
ACAD PR 080CE Supplemental Derivatives and Integrations	9
ACAD PR 245CE College Algebra Fundamentals	36
<b>Total Hours 45</b>	

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## CERTIFICATE OF COMPETENCY Geometry and Trigonometry Preparation (M039493F)

The Geometry and Trigonometry Preparation Certificate of Competency prepares students for the fundamental concepts in geometry and trigonometry with emphasis on critical thinking and mathematical literacy necessary for success in their credit classes.

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

- Use fundamental skills and concepts in geometry and trigonometry to analyze and solve real-world problems.

REQUIRED COURSES	HOURS
ACAD PR 121CE Geometry Fundamentals	45
ACAD PR 240CE Trigonometry Fundamentals	36

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**Total Hours 81**

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## CERTIFICATE OF COMPETENCY Introduction to CSIT (M038612F)

An introduction to CSIT Certificate of Competency that allows students to study, play and visualize what is Computer Science and Information Technology. Expands the student's vision and allows them to view the full spectrum of emerging careers in Computer Science and Information Technology. Provides basic understanding of programming, social media, web applications, and/or robots.

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

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

REQUIRED COURSES	HOURS
VOC ED 281CE Exploring Computer Science Information Technology Careers	18
VOC ED 286CE Everyone Can Code	18

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**Total Hours 36**

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## CERTIFICATE OF COMPETENCY Precalculus Preparation (M039503F)

The Precalculus Preparation Certificate of Competency prepares students for the fundamental concepts in precalculus with emphasis on critical thinking and mathematical literacy necessary for success in their credit classes.

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

- Use fundamental skills and concepts in precalculus to analyze various functions and solve problems.

REQUIRED COURSES	HOURS
ACAD PR 240CE Trigonometry Fundamentals	36
ACAD PR 245CE College Algebra Fundamentals	36

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**Total Hours 72**

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## CERTIFICATE OF COMPETENCY Statistics Skills and Preparation (M038391F)

The Statistics Skills and Preparation Certificate of Competency prepares students for the fundamental concepts in descriptive and inferential statistics with emphasis on statistical reasoning skills and interpretation of calculation results that are necessary for success in their credit classes. The use of technology is integrated into the coursework to perform statistical analysis and the relevance of the statistical findings is interpreted.

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

- Demonstrate knowledge of the fundamental statistical principles and use statistical skills to solve problems and interpret their results.

REQUIRED COURSES	HOURS
ACAD PR 027CE Statistical Skills and Preparation I	18
ACAD PR 028CE Statistical Skills and Preparation II	27

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**Total Hours 45**

# COURSE DESCRIPTIONS



The following pages are descriptions of the courses offered in the various disciplines at Los Angeles Mission College. The title of the course is shown on the first line.

**In addition, the following code letters will be found before the number of units:**

**UC** - This course is acceptable for credit by all University of California campuses. UC has a limit on the number of units allowable for transfer. Please check with an LAMC counselor and the appropriate UC catalog for information. Also acceptable at CSU.

**CSU** - This course is acceptable for credit by all California State Universities. CSU has a limit on the number of units allowable for transfer. Please check with an LAMC counselor and the appropriate CSU catalog for information.

**C-ID** - The purpose of a Course Identification Numbering System (C-ID) designation is to identify comparable courses within the California community college system.

**NDA** - AB 1725 establishes a new category called Non-Degree Applicable. These classes are marked (NDA) in the schedule. Credit for these classes does not apply toward the AA or AS Degree. These classes are not transferable.

**RPT** - This indicates that the course may be repeated for credit. The number following RPT determines the number of times that the course may be repeated.

**Prerequisite** - A class or skill that you must have prior to enrolling in the target class. A prerequisite must be completed with a passing grade of C or better prior to enrolling in the target course. The faculty of that discipline requires the prerequisite because they feel it is necessary for you to succeed in the target course.

**Corequisite** - A class that must be taken simultaneously with the target course.

**Advisory** - A class or skill you are advised to have, but not required to have, prior to enrolling in the target course

## ACADEMIC PREPARATION – NONCREDIT

### ACAD PR 027CE STATISTICS SKILLS AND PREPARATION I NONCREDIT

**Prerequisite:** None | **Lecture:** 1 hr

This course prepares students for the fundamental concepts in descriptive statistics and basic probability theory that are introduced in Statistics. Topics include summarizing data; descriptive statistics; correlation and linear regression; probability; discrete distributions; continuous distributions; statistical reasoning skills and interpretation of calculation results. The use of technology is integrated into the course to perform statistical analysis and the relevance of the statistical findings is interpreted. This class can be taken in conjunction with credit class or as a stand-alone introduction to basic statistics.

### ACAD PR 028CE STATISTICS SKILLS AND PREPARATION II NONCREDIT

**Prerequisite:** None | **Lecture:** 1.5 hrs

This course prepares students for the fundamental concepts in inferential statistics with emphasis on understanding statistics methods. Topics include sampling distributions; estimation and confidence intervals; hypothesis testing by choosing the appropriate distribution and inference; analysis of variance (ANOVA), chi-square and t-tests; statistical reasoning skills and interpretation of calculation results. The use of technology is integrated into the course to perform statistical analysis and the relevance of the statistical findings is interpreted. This class can be taken in conjunction with credit class or as a stand-alone introduction to basic statistics.

### ACAD PR 051CE BASIC DIMENSIONAL ANALYSIS FOR CHEMISTRY/PHYSICS/BIOLOGICAL SCIENCES – NONCREDIT

**Prerequisite:** None | **Lecture:** 0.5 hrs

This is a supportive course to review data measurements and unit conversions that are applicable to basic dimensional analysis.

### ACAD PR 060CE UNDERSTANDING WORD PROBLEMS NONCREDIT

**Prerequisite:** None | **Lecture:** 0.5 hrs

Students review the process of solving word problems and analyzing the results. This is a supportive course to enhance critical thinking skills as they relate to problem solving and better prepare for credit courses.

### ACAD PR 065CE UNDERSTANDING ALGEBRA SIMPLIFICATION – NONCREDIT

**Prerequisite:** None | **Lecture:** 0.5 hrs

Students review algebra simplification. This is a supportive course to recall the algebra simplification steps that are necessary for credit courses.

### ACAD PR 070CE UNDERSTANDING ALGEBRA EQUATIONS NONCREDIT

**Prerequisite:** None | **Lecture:** 0.5 hrs

Students review algebraic equations. This is a supportive course to strengthen the techniques in solving algebraic equations that are necessary for credit courses.

### ACAD PR 075CE UNDERSTANDING LINEAR LINES AND BASIC FUNCTIONS – NONCREDIT

**Prerequisite:** None | **Lecture:** 0.5 hrs

Students review two variable linear equations and functions. This is a supportive course to emphasize the concepts of straight lines and functions that are necessary for credit courses.

### ACAD PR 080CE SUPPLEMENTAL DERIVATIVES AND INTEGRATIONS – NONCREDIT

**Prerequisite:** None | **Lecture:** 0.5 hrs

Supplemental instructions to enhance hands-on applications problems that require derivative and integration calculations.

### ACAD PR 110CE INTRODUCTION TO ALGEBRAIC CONCEPTS NONCREDIT

**Prerequisite:** None | **Lecture:** 4 hrs, Lab: 2 hrs

This course covers the fundamentals of arithmetic through beginning algebra skills that are essential for Elementary Algebra. Topics include operations on whole numbers, fractions, decimals, and integers; order of operations; ratios, proportions, percents, and applications; perimeter, area, and volume applications; metric and English conversions; and simple algebraic expressions and equations. Basic word problems that embody these concepts are included throughout the course.

### ACAD PR 112CE PRE-ALGEBRA – NONCREDIT

**Prerequisite:** None | **Lecture:** 3 hrs

Bridges the gap between arithmetic and algebra. Topics include a review of arithmetic and an introduction to fundamental algebraic concepts.

### ACAD PR 115CE ELEMENTARY ALGEBRA – NONCREDIT

**Prerequisite:** None | **Lecture:** 5 hrs

Explores the concepts of algebra including: linear equations, exponents, polynomial operations, rational expressions, factoring, linear graphs, systems of linear equations in two variables, radicals and quadratic equations. Covers strategies for interpreting and solving application problems that can be modeled using the above topics.

### ACAD PR 121CE GEOMETRY FUNDAMENTALS – NONCREDIT

**Prerequisite:** None | **Lecture:** 2.5 hrs

This course prepares students for success in elementary geometry. Topics include geometry foundations, inductive and deductive reasoning, parallel and perpendicular lines, congruence, similarity, properties of triangles, polygons, right triangles and trigonometry, circle, and basic algebraic and geometric proofs. This class can be taken in conjunction with credit class or as a stand-alone introduction to geometry.

### ACAD PR 125CE INTERMEDIATE ALGEBRA – NONCREDIT

**Prerequisite:** None | **Lecture:** 5 hrs

Explores polynomials, rational expressions, quadratic functions, complex numbers, absolute value functions, exponential functions, logarithmic functions, inequalities and systems of inequalities, function operations and conics. Covers strategies for interpreting and solving application problems that can be modeled using the above topics along with graphing techniques for functions.

## **ACAD PR 240CE TRIGONOMETRY FUNDAMENTALS NONCREDIT**

**Prerequisite:** None | **Lecture:** 2 hrs

This course prepares students for success in trigonometry. Topics include angles; triangles; circles; trigonometric functions and their graphs; inverse trigonometric functions; trigonometric expressions, and identities; the laws of sines and cosines; polar coordinates and equations; polar form of complex numbers; and parametric equations. This class can be taken in conjunction with credit class or as a stand-alone introduction to trigonometry.

## **ACAD PR 245CE COLLEGE ALGEBRA FUNDAMENTALS NONCREDIT**

**Prerequisite:** None | **Lecture:** 2 hrs

This course prepares students for college algebra. Topics include functional analysis on linear, polynomial, rational, exponential, logarithmic functions, system of equations and inequalities, and analytic geometry, and sequences and series. This class can be taken in conjunction with credit class or as a stand-alone introduction to college algebra.

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## **ACCOUNTING – BUSINESS / LAW**

### **ACCTG 001 INTRODUCTORY ACCOUNTING I (UC:CSU:C-ID ACCT 110) 5 UNITS**

**Prerequisite:** None | **Lecture:** 5 hrs

Provides an introduction to accounting theory and practice using journals, ledgers and worksheets. An overview of the accounting cycle is presented for both service and merchandising businesses. Emphasis is placed on the application of accounting principles in the preparation and analysis of financial statements. The course is designed for students majoring in business disciplines and planning to transfer.

### **ACCTG 002 INTRODUCTORY ACCOUNTING II (UC:CSU:C-ID ACCT 120) 5 UNITS**

**Prerequisite:** ACCTG 001 | **Lecture:** 5 hrs

A continuation of Accounting 1, the course will emphasize the basic elements of managerial accounting used in decision making. Students will be introduced to manufacturing cost accounting, performance evaluation and investment analysis concepts. The course is designed for students majoring in business disciplines and planning to transfer.

### **ACCTG 015 TAX ACCOUNTING I – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

A study of Federal and California State Income Taxes as they apply to individuals and sole proprietorships and an analysis of laws, consideration of appropriate accounting procedures, and preparation of reports and returns.

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## **ADMINISTRATION OF JUSTICE BUSINESS / LAW**

### **ADM JUS 001 INTRODUCTION TO ADMINISTRATION OF JUSTICE – (UC:CSU:C-ID AJ 110) 3 UNITS**

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

The history and philosophy of Administration of Justice in the United States, including identification of the various subsystems such as the police, courts and corrections. Includes the theories of crime, punishment, rehabilitation, ethics, education and training for professionalism in the justice system.

### **ADM JUS 002 CONCEPTS OF CRIMINAL LAW (UC:CSU:C-ID AJ 120) 3 UNITS**

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

The historical development, philosophy and origins of today's criminal law. The course looks at Definitions and classifications of crimes and their applications to the system of administration of justice.

### **ADM JUS 003 LEGAL ASPECTS OF EVIDENCE (CSU:C-ID AJ 124) 3 UNITS**

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

A study of the origin, development, philosophy, and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search, and seizure; kinds and degrees of evidence, and rules governing admissibility; judicial decisions interpreting individual rights and case studies.

### **ADM JUS 004 PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM - (UC:CSU:C-ID AJ 122) 3 UNITS**

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

A study of the different aspects of the criminal justice system with an emphasis on the courts. Reviews the different procedures in court settings and how the courts decisions impact society as a whole.

### **ADM JUS 005 CRIMINAL INVESTIGATION – (CSU:C-ID AJ 140) 3 UNITS**

**Prerequisites:** None | **Lecture:** 3 hours

Police procedures in criminal investigations and legal aspects and procedures. Students will become familiar with techniques in processing crime scenes, interviewing suspects, witnesses and victims.

### **ADM JUS 006 PATROL PROCEDURES – (CSU) 3 UNITS**

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

Presents the history and development of patrol philosophy and planning for field activities. The topics include the functions of patrol, traffic, and other preliminary investigative duties of the field officer. The handling of civil and domestic disturbances and other community crime incidents are also discussed.

### **ADM JUS 008 JUVENILE PROCEDURES – (CSU:C-ID AJ 220) 3 UNITS**

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

The organization, function, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.

### **ADM JUS 014 REPORT WRITING FOR PEACE OFFICERS (CSU) 3 UNITS**

**Prerequisite:** None

**Advisory:** ENGLISH 021 or E.S.L. 006A | **Lecture:** 3 hours

The study of effective report writing in police work, including crime scene investigative reports and arrest reports. Students will become familiar with many of the reports and writing styles used by local law enforcement agencies.

### **ADM JUS 039 PROBATION AND PAROLE – (CSU) 3 UNITS**

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

An examination of community treatment in the correctional process, contemporary probation and parole practices, and an exploration of the various community corrections agencies and employment opportunities.

### **ADM JUS 062 FINGERPRINT CLASSIFICATION – (CSU) 3 UNITS**

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

Course covers the technical terminology of fingerprinting, pattern interpretation, and classification of fingerprints, the taking of fingerprints, searching and filing procedures and laboratory work related to fingerprinting.

### **ADM JUS 075 INTRODUCTION TO CORRECTIONS (CSU:C-ID AJ 200) 3 UNITS**

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

Basic course dealing with the nature of correctional work. It includes the aims and objectives of correctional administration, probation and parole, types of institutions, and career opportunities.

### **ADM JUS 104 INTRODUCTION TO FORENSIC SCIENCE (CSU:C-ID AJ 150) 3 UNITS**

**Prerequisites:** None | **Lecture:** 3 hours

The role of forensic science in Administration of Justice. Several different categories of evidence will be examined including fingerprints, impression evidence, firearms and blood stain pattern analysis.

### **ADM JUS 111 ADVANCED FORENSIC SCIENCE – 3 UNITS**

**Prerequisite:** ADM JUS 104 | **Lecture:** 3 hours

Advanced techniques of forensic science and their application in fingerprint evidence, physical anthropology, shooting reconstruction and impression evidence.

### **ADM JUS 150 UNDERSTANDING STREET & PRISON GANGS (CSU) 3 UNITS**

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

Provides an introduction to the history and sociology of a gang. Topics include the organization and structure of a street gang, recruitment into a gang, gang attire, hand signs, tattoos, body language, graffiti, and their effect on society. The organizational structure of a prison gang and the relationship with organized crime are also covered.

### **ADM JUS 160 POLICE ORGANIZATION & ADMINISTRATION - (CSU) 3 UNITS**

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

A comprehensive look into the history of policing, the issues police face today, and where the police are headed into the future. Issues focused on include the assessment of recruitment, career advancement, leadership, court decisions, contemporary strategies in policing, administrative problems of staffing, supervision, ethics, professionalism, misconduct and morale.

### **ADM JUS 204 HOMICIDE INVESTIGATION – 3 UNITS**

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

Provides an overview of the investigative techniques and resources that are utilized when investigating a homicide or death, including forensics and criminal profiling.

### **ADM JUS 250 FORENSIC PHOTOGRAPHY – (CSU) 4 UNITS**

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

Provides the basic skills of forensic photography. Course will look at how crime scenes and physical evidence are recorded using digital photography and video.

### **ADM JUS 385 DIRECTED STUDY – (CSU) 3 UNITS**

**Conference:** 1 hour per unit.

Provides opportunity for in-depth study of a chosen area of Administration of Justice on a contract basis, under the direction of a supervising instructor.

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## **AFRICAN-AMERICAN STUDIES SOCIAL SCIENCES**

### **AFRO AM 002 THE AFRICAN-AMERICAN IN CONTEMPORARY SOCIETY – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Surveys the urbanization of African Americans with emphasis on contemporary issues, public policy solutions, civil rights, and equality of opportunity. Other topics include education, housing, economics (welfare, poverty, and employment), politics, justice and law enforcement, urban and community development, and family.

### **AFRO AM 004 THE AFRICAN-AMERICAN IN THE HISTORY OF THE U.S. I – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

A survey of U.S. history from the Colonial Era (c. 1600) through the Reconstruction Era (1865-1877) with emphasis on Trans-Atlantic migration. Course provides critical analysis of African-American contributions to the political and social development of the United States.

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## ALLIED HEALTH – LIFE SCIENCES

### ALD HTH 021 BASIC LIFE SUPPORT FOR THE HEALTHCARE PROVIDER – 0.5 UNIT (RPT 3)

**Prerequisite:** None | **Lecture:** 0.5 hr

**NOTE:** Class graded pass/no-pass

Allied Health 21 is designed to teach CPR to healthcare providers and interested students. This course covers infant, child, and both one-rescuer and two-rescuer adult CPR. Treatment of choking the patient and heart disease prevention is also included. Successful course completion earns an American Heart Association Basic Cardiovascular Life Support Card for the Healthcare Provider valid for two years.

*NOTE: This course may be substituted by a valid CPR certificate (Basic Life Support for the Health Care Provider) issued by the American Heart Association. The 0.5 units may be substituted with any associate degree applicable course.*

### ALD HTH 100 JOB APPLICATION SKILLS FOR HEALTHCARE (CSU) 1 UNIT

**Prerequisite:** None | **Lecture:** 1 hr

**NOTE:** Class graded pass/no-pass

This course is designed to help students develop the skills necessary to gain employment in healthcare industry.

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## ANATOMY – LIFE SCIENCES

### ANATOMY 001 INTRODUCTION TO HUMAN ANATOMY (UC:CSU:C-ID BIOL 110 B) 4 UNITS

**Prerequisite:** BIOLOGY 003 or BIOLOGY 005

**Lecture:** 3 hrs, **Lab:** 3 hrs

Examines cells, tissues, and organs of these human systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, endocrine, lymphatic, and reproductive. Dissection and microscopy are used extensively in lab.

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## ANTHROPOLOGY – SOCIAL SCIENCES

### ANTHRO 101 HUMAN BIOLOGICAL EVOLUTION (UC:CSU) 3 UNITS

**Prerequisite:** ENGLISH 028 or E.S.L. 008 | **Lecture:** 3 hrs

Examination of the unifying principles of human evolution including: the basic principles of natural selection, the fossil record, the position of humans within the primate order, the features that make Homo sapiens unique.

### ANTHRO 102 HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY – (UC:CSU) 3 UNITS

**Prerequisite:** None | **Advisory:** ENGLISH 028 or E.S.L. 008

**Lecture:** 3 hrs

Comparative survey of human culture, including the study of human society, language, religion, political and economic organization, with examples drawn from earlier as well as contemporary preliterate, peasant, and urban societies.

### ANTHRO 104 HUMAN LANGUAGE & COMMUNICATION (UC:CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

Examines basic principles of linguistics: language components, diversity, origins, acquisition and use are explored, with emphasis on communication and sociocultural factors.

### ANTHRO 111 LABORATORY IN HUMAN BIOLOGICAL EVOLUTION – (CSU) 2 UNITS

**Prerequisite:** None. | **Corequisite:** ANTHRO 101

**Lecture:** 1 hr, **Lab:** 2 hrs

This laboratory course will cover topics in human evolution including genetics; modern human variation; pedigree analysis, natural selection, primate anatomy and behavior; fossil hominins; and forensic analysis.

### ANTHRO 121 ANTHROPOLOGY OF RELIGION, MAGIC & WITCHCRAFT – (UC:CSU) 3 UNITS

**Prerequisite:** ENGLISH 028 or E.S.L. 008 | **Lecture:** 3 hrs

Focuses on religious beliefs and practices around the world. Overview of forms of religious belief; variety of gods and supernatural forces; use of myth, ritual, religious ceremony; shamans, priests, and religious specialists.

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## ART – ARTS, MEDIA & PERFORMANCE

### ART 092 INTRODUCTION TO MUSEUM STUDIES (CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

Provides a broad introduction to the field of museum work. Topics include the history and philosophy of museums; the social, economic, and political trends that shape museums. The collection and care of objects, exhibition design, education programs, research activities, and public relations will be covered.

### ART 101 SURVEY OF ART HISTORY I – (UC:CSU) 3 UNITS (see ARTHIST 110 Survey Of Western Art History I)

### ART 102 SURVEY OF ART HISTORY II – (UC:CSU) 3 UNITS (see ARTHIST 120 Survey Of Western Art History II)

### ART 103 ART APPRECIATION I – (UC:CSU:C-ID ARTH 100) 3 UNITS (see ARTHIST 103 Art Appreciation I)

### ART 105 HISTORY OF ASIAN ART – (CSU) 3 UNITS (see ARTHIST 130 Survey Of Asian Art History)

### ART 109 THE ARTS OF AFRICA, OCEANIA & ANCIENT AMERICA – (UC:CSU) 3 UNITS (see ARTHIST 140 Survey Of Arts Of Africa, Oceania, And Ancient America)

### HISTORY OF CONTEMPORARY ART (UC:CSU) 3 UNITS

(see ARTHIST 170 History Of Contemporary Art)

### **ART 201 DRAWING I – (UC:CSU:C-ID ARTS 110) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 2 hrs

Introduction to principles, elements, and practices of drawing, employing a wide range of subject matter and drawing media. Focus on perceptually based drawing, observational skills, technical abilities, and creative responses to materials and subject matter, including great works of the human imagination.

### **ART 202 DRAWING II – (UC:CSU:C-ID ARTS 205) 3 UNITS**

**Prerequisite:** ART 201 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Continuation of Drawing I with an introduction to color. Students develop an intermediate ability to observe and render from life using perspective, with emphasis on the human head, hands, feet and anatomy.

### **ART 203 DRAWING III – (UC:CSU) 3 UNITS**

**Prerequisite:** ART 202 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Students create an advanced portfolio of drawings utilizing techniques and media which emphasize individual artistic development.

### **ART 204 LIFE DRAWING I – (UC:CSU:C-ID ARTS 200) 3 UNITS**

**Advisory:** ART 201 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Introduction to drawing the human figure from observation using a wide variety of drawing media and techniques. Topics include an introduction to human anatomy and the historical and contemporary roles of figure drawing in the visual arts. Students in this course will learn both descriptive and expressive approaches to drawing the figure. Proportion, structure, movement, form, and space are explored to create aesthetically balanced compositions.

### **ART 205 LIFE DRAWING II – (UC:CSU) 3 UNITS**

**Prerequisite:** ART 204 | **Lecture:** 2 hrs, **Lab:** 2 hrs

An intermediate course in drawing the human figure. Emphasis is on developing extended knowledge of human anatomy and acquiring enhanced skill in rendering its essential structure.

### **ART 206 LIFE DRAWING III – (UC:CSU) 3 UNITS**

**Prerequisite:** ART 205 | **Lecture:** 2 hrs, **Lab:** 2 hrs

An advanced course in drawing the human figure. Emphasis is placed on developing an advanced knowledge of human anatomy and acquiring advanced skill in rendering its essential structure.

### **ART 209 PERSPECTIVE DRAWING I – (CSU) 3 UNITS**

**Prerequisite:** ART 201 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Draw three-dimensional objects in space using measured vanishing point systems along with direct observation and freehand drawing. Explore methods of drawing cast shadows and mirror reflections in perspective.

### **ART 300 INTRODUCTION TO PAINTING – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** ART 201

**Lecture:** 2 hrs, **Lab:** 2 hrs

Introduction to principles, elements, and practices of painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. Historical and contemporary styles of painting from great works of the human imagination which will be studied in relation to painting techniques.

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

**Prerequisite:** ART 300 | **Lecture:** 2 hrs, **Lab:** 2 hrs

A continuation and reinforcement of techniques and styles learned in introduction to Painting, with emphasis on exploring personal expression through a series of paintings utilizing a common theme.

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

**Prerequisite:** ART 304 | **Lecture:** 2 hrs, **Lab:** 2 hrs

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 hrs, **Lab:** 2 hrs

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

### **ART 307 OIL PAINTING I – (UC:CSU) 3 UNITS**

**Prerequisite:** ART 300 | **Advisory:** ART 201

**Lecture:** 2 hrs, **Lab:** 2 hrs

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

### **ART 308 OIL PAINTING I – (UC:CSU) 3 UNITS**

**Prerequisite:** ART 307 | **Advisory:** ART 201 and ART 501

**Lecture:** 2 hrs, **Lab:** 2 hrs

A continuation of various historical techniques in Oil Painting I, focusing on a broader range of contemporary topics, including experimentation.

### **ART 309 OIL PAINTING III – (CSU) 3 UNITS**

**Prerequisite:** ART 308 | **Advisories:** ART 201 and ART 501

**Lecture:** 2 hrs, **Lab:** 2 hrs

Advanced oil painting course with emphasis on developing and exploring personal expression and style within contemporary context while building a professional portfolio.

### **ART 501 BEGINNING TWO DIMENSIONAL DESIGN (UC:CSU:C-ID ARTS 100) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 2 hrs

Introduction to the concepts, applications, and historical references related to two-dimensional art and composition, including the study of the basic principles and elements of line, shape, texture, value, color and spatial illusion. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments.

## **ART 502 BEGINNING THREE DIMENSIONAL DESIGN (UC:CSU:C-ID ARTS 101) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 2 hrs

Introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form. Development of a visual vocabulary for creative expression through lecture presentations and use of materials for three-dimensional studio projects.

## **ART 519 EXHIBITION DESIGN – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 2 hrs

Provides a practical application of design concepts as they relate to museum and art exhibitions, environments, displays, and installations. Students will gain a working knowledge of commercial and non-profit galleries. Exhibition preparation, installation, funding, gallery visits, and guest lectures will be part of the curriculum.

## **ART 520 DESIGN WORKSHOP – (CSU) 3 UNITS**

**Prerequisite:** ART 501 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Workshop on principles of design. Emphasis is placed on individual research, experimentation, and the development of style. Students will work with a variety of art materials.

## **ART 700 INTRODUCTION TO SCULPTURE – (UC:CSU) 3 UNITS**

**Prerequisite:** ART 502 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Introduction to three-dimensional sculptural principles, techniques, and concepts utilizing a wide range of materials and practices. Various sculpture methods are practiced with attention to creative self-expression and historical context.

## **ART 701 SCULPTURE I – (UC:CSU) 3 UNITS**

**Prerequisite:** ART 502 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Exploration of sculptural principles, techniques and concepts utilizing a wide range of materials and practices. Various sculpture methods are practiced with attention to creative self-expression and historical context. Emphasis is on contemporary materials, cultural identity, and public art.

## **ART 702 SCULPTURE II – (UC:CSU) 3 UNITS**

**Prerequisite:** ART 700 or ART 701 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Exploration of sculptural principles, techniques and concepts. Methods focus on carving, mold making and casting with attention to creative self-expression and historical context.

## **ART 703 SCULPTURE III – (UC:CSU) 3 UNITS**

**Prerequisite:** ART 701 or ART 702

**Lecture:** 2 hrs, **Lab:** 2 hrs

Explores the appreciation and creation of sculptural forms in contemporary applications. Emphasis is placed on concept, experimentation, and development of style while examining signature style and site-specific installation.

## **ART 185 DIRECTED STUDY – (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 0.5 hr, **Lab:** 1 hr

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

## **ART HISTORY – ARTS, MEDIA & PERFORMANCE**

### **ARTHIST 103 ART APPRECIATION I – (CSU:C-ID ARTH 100) 3 UNITS**

(formerly ART 103 Art Appreciation I)

**Prerequisite:** None | **Advisory:** ENGLISH 101 | **Lecture:** 3 hrs

This course provides a general introduction of art that offers a look at works of art through the study of theory, methodology, terminology, subject themes, art and design, principles, media, techniques, and with an introduction to the visual arts across time and diverse cultures.

### **ARTHIST 110 SURVEY OF WESTERN ART HISTORY I (CSU) 3 UNITS**

(formerly ART 101 Survey Of Art History I)

**Prerequisite:** None | **Advisory:** ENGLISH 101 | **Lecture:** 3 hrs

This course follows the historical development of visual art (including painting, sculpture, architecture, and other forms) produced by European, North African, and Middle Eastern peoples from prehistory to ca. 1300. Art is discussed in its historical and cultural context. Among the cultures covered are: Mesopotamian, Egyptian, Persian, Greek, Roman, Early Christian, Byzantine, Medieval, and Islamic.

### **ARTHIST 120 SURVEY OF WESTERN ART HISTORY II (CSU) 3 UNITS**

(formerly ART 102 Survey Of Art History II)

**Prerequisite:** None | **Advisory:** ENGLISH 101 | **Lecture:** 3 hrs

This course follows the historical development of visual art (including painting, sculpture, architecture, and other forms) produced in Europe and United States from ca. 1300 to the present. The following styles are covered: Late Gothic, International, Renaissance, Mannerism, Baroque, Rococo, Neoclassicism, Romanticism, Modern, and Contemporary.

### **ARTHIST 126 INTRODUCTION TO MODERN ART (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** ENGLISH 101 | **Lecture:** 3 hrs

This course provides an overview of art and architecture from the Western modern period of the 19th and 20th centuries. Beginning with the historical backdrop of the Enlightenment and French Revolution, this course will survey the major artists and stylistic movements of the modern period up until and including the Global contemporary.

### **ARTHIST 130 SURVEY OF ASIAN ART HISTORY (CSU) 3 UNITS**

(formerly ART 105 History of Asian Art)

**Prerequisite:** None | **Advisory:** ENGLISH 101 | **Lecture:** 3 hrs

This introductory survey course follows the development of Asian visual cultures, including India, China, Korea, Japan and Southeast Asia (Thailand, Cambodia, Java). Art is discussed in its historical and cultural context. Religious and philosophical influences on art and architecture; as well as, the interchange of cultural influence and artistic expression, are considered. The following major systems of belief and their impact on artistic production are covered: Buddhism, Hinduism, Jainism, Confucianism, Taoism, Shinto, Islam, and Sikhism.

## **ARTHIST 140 SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA – (UC:CSU) 3 UNITS**

(formerly ART 109 The Arts of Africa, Oceania and Ancient America)

**Prerequisite:** None | **Advisory:** ENGLISH 101

**Lecture:** 3 hrs

This introductory survey course follows the development of the visual arts of Africa, Oceania, and the Americas (with an emphasis on the period before European contact). Art is discussed in its historical and cultural context. Deconstruction of the historiography of these peoples, and critical analysis of methods of display used in exhibiting the visual culture produced, is central to this course.

## **ARTHIST 161 INTRODUCTION TO AMERICAN ART (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** ENGLISH 101

**Lecture:** 3 hrs

An introductory survey of American art from its pre-Colonial past to the contemporary era with a focus on the social, political, economic, and philosophical conditions that have resulted in a culturally diverse artistic tradition. The artistic traditions and influences of European immigrants, Native Americans, Chicano Americans, Latin Americans, and European Americans are studied in relation to historical contexts.

## **ARTHIST 170 HISTORY OF CONTEMPORARY ART (CSU) 3 UNITS**

(formerly ART 111 History of Contemporary Art)

**Prerequisite:** None | **Lecture:** 3 hrs

A history of the major stylistic movements of Contemporary art from 1945 to the present with attention to the historical circumstances of visual culture. While the Euro-American tradition will be the primary focus, art produced by the global community will also be considered with the advent of Globalism in the 1990s.

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## **ASTRONOMY – PHYSICAL SCIENCES**

### **ASTRON 001 ELEMENTARY ASTRONOMY (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** ENGLISH 021 or E.S.L. 006A

**Lecture:** 3 hrs

Surveys the contents and workings of the universe at an introductory level designed to satisfy the general education science requirement, primarily for non-science majors. Emphasizes the physical principles essential to fundamental understanding of astronomy. Discusses historical foundations, the tools of the astronomer, the solar system, stars and stellar evolution, galaxies and deep space, cosmology, and extraterrestrial life.

### **ASTRON 005 FUNDAMENTALS OF ASTRONOMY LABORATORY - (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Corequisite:** ASTRON 001 | **Lab:** 3 hrs

Includes the use and maintenance of telescopes. Emphasis is on observations of the moon, planets, binary stars, clusters, nebulae and galaxies. In-class explorations include telescope optics, Kepler's Laws, H-R diagram and analysis of scientific data.

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## **BASIC SKILLS – NONCREDIT**

### **BSICKSL 001CE READING AND MATHEMATICS BASIC SKILLS – NONCREDIT**

**Prerequisite:** None | **Advisory:** CASAS Level A (150–200)

Test of Basic Adult Education (TABE) scoring below 2.2 on locator test | **Lecture:** 3 hours

This is a developmental course in reading and mathematics skills. Students will be introduced to essential reading skills including phonemic awareness, phonics, fluency, vocabulary development, and comprehension skills. Students will also be introduced to basic arithmetic computational and problem-solving skills in addition, subtraction, multiplication, and division of whole numbers. This course moves at an appropriate pace for persons with learning disabilities.

### **BSICKSL 002CE DEVELOPING ENGLISH COMPOSITION SKILLS – NONCREDIT**

**Prerequisite:** None | **Advisory:** CASAS Level A (150–200)

Test of Basic Adult Education (TABE) scoring below 2.1 on locator test | **Lecture:** 3 hours

This is a developmental course in writing skills. Students will be introduced to the fundamentals of English usage, sentence mechanics, and sentence formation. This course moves at an appropriate pace for persons with learning disabilities.

### **BSICKSL 023CE COLLEGE AND SCHOLASTIC ASSESSMENT PREPARATION – NONCREDIT**

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

This is an open-entry course designed to provide an overview and review in Math, English, and Study Skills. The content in this course may be adapted for cohorts preparing for specific assessments or as intensive college or career preparation workshop in specific content areas in English, Math, or Study Skills.

### **BSICKSL 025CE BASIC SKILLS IN COMPUTERS NONCREDIT**

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

This is a basic computer skills class for students with no previous computer training or experience. It is designed to assist students understand the basic computer hardware and the computer operating system. The class will also focus on developing basic computer literacy skills using Microsoft Office. Students will also become familiar with online search engines and tools and will be able to conduct a simple on-line search and use e-mail to send and receive messages.

### **BSICKSL 038CE GED PREPARATION – NONCREDIT**

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

Designed to strengthen the student's test taking skills and prepare them for the General Educational Development (GED) exam. Provides instructions that develops the student's ability to take standardized tests in the areas of reading, Social Studies, Math and Science.

### **BSICKSL 075CE INTRODUCTION TO POST-SECONDARY EDUCATION – NONCREDIT**

**Prerequisite:** None | **Lecture:** 9 hours

This course introduces students to the opportunities and benefits of a post-secondary education and the importance of developing cognitive and learning strategies, content knowledge, and self-management skills to successfully achieve their academic and career goals. Students also focus on evaluating college and career options, financial aid options, and the basic steps to enrolling in community college.

### **BSICKSL 083CE GED/HISET PREPARATION: LITERATURE AND THE ARTS – NONCREDIT**

**Prerequisite:** None | **Lecture:** 3 hrs

This course is designed to prepare students for the General Educational Development (GED) Reasoning Through Language Arts component of the exam. Skills competencies include ability to read and analyze material from a variety of informational and literary sources. Students will use the evidence found in source content to develop and write convincing arguments in a cohesive and coherent format and demonstrate fluency in grammar and the conventions of English.

### **BSICKSL 084CE GED/HISET PREPARATION: MATHEMATICS NONCREDIT**

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

This course is designed to prepare students for the General Educational Development (GED): Mathematics Test. Skill competencies include math computation and applied math for statistics and data analysis, probabilities, algebraic and geometric functions, problem solving and reasoning.

### **BSICKSL 085CE GED/HISET PREPARATION: SCIENCE NONCREDIT**

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

This course is designed to prepare students for the General Educational Development (GED): Science Test. Topics covered in the course include life science, physical science, chemistry, and earth and space science.

### **BSICKSL 086CE GED/HISET PREPARATION: SOCIAL STUDIES NONCREDIT**

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

This course is designed to prepare students for the General Educational Development (GED): Social Studies Test. Topics covered in the course include Civics and Government, U.S. History, Economics, and Geography and the World.

### **BSICKSL 087CE GED/HISET PREPARATION: WRITING SKILLS NONCREDIT**

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

This course is designed to prepare students for the writing components of the General Educational Development (GED) Examination. Skills competencies include ability to analyze arguments and gather evidence found in source content, develop and organize writing in a cohesive and coherent format, and demonstrate fluency with conventions of English.

### **BSICKSL 091CE JOB READINESS 100 – NONCREDIT**

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

This course focuses on developing workplace readiness skills for the 21st Century that enable students to optimize their strengths and attain their career goals. This course prepares students to successfully collaborate with co-workers in diverse settings by identifying their existing leadership and interpersonal skills, practicing tools for effective communication, and crafting an ethical code of conduct that can be applied to respect differences, resolve conflicts, and find commonality to enhance the work environment. Students also develop their oral presentation skills.

### **BSICKSL 092CE JOB READINESS 101 – NONCREDIT**

**Prerequisite:** None | **Advisory:** CASAS Level A (150-200)

Test of Basic Education (TABE) Level 2.1 and below on Locator Test. | **Lecture:** 4 hrs

This is a developmental course in writing skills. Students will be introduced to the fundamentals of English usage, sentence mechanics, and sentence formation. This course moves at an appropriate pace for persons with learning disabilities.

### **BSICKSL 200CE COLLEGE READINESS: MATH SKILLS I NONCREDIT**

**Prerequisite:** None | **Advisory:** CASAS ABE Level B - 200–210

Test of Basic Education (TABE) Level E: Mathematics  
**Lecture:** 2 hrs

This foundational level course is designed to build math competency skills that meet the Common Core State Standards for Mathematics and prepare students for High School Equivalency examinations, vocational, and college readiness coursework. Competencies include basic arithmetic skills: addition, subtraction, multiplication, and division of whole numbers, negative numbers, and an introduction to fractions and decimals problems. Students will focus on computational and problem-solving skills in each area.

### **BSICKSL 201CE COLLEGE READINESS: MATH SKILLS II NONCREDIT**

**Prerequisite:** None | **Advisory:** CASAS ABE Level B- 210–220

TEST OF BASIC ADULT EDUCATION (TABE) Level M:  
Mathematics | **Lecture:** 2 hrs

This basic level course is designed to build math competency skills that meet the Common Core State Standards for Mathematics and prepare students for High School Equivalency examinations, vocational, and college readiness coursework. Competencies include using computation and applied math skills to solve problems in addition, subtraction, multiplication, and division of fractions, decimals, percentages, and ratios and proportions. Students will focus on computational and problem-solving skills in each area.

### **BSICKSL 202CE COLLEGE READINESS: MATH SKILLS III NONCREDIT**

**Prerequisite:** None | **Advisory:** CASAS ABE Level C - 220–235

TEST OF BASIC ADULT EDUCATION (TABE) Level D:  
MATHEMATICS | **Lecture:** 2 hrs

This intermediate level course is designed to build math competency skills that meet the Common Core State Standards for Mathematics and prepare students for High School Equivalency examinations and college and career readiness. Competencies include integers, exponents and roots, algebraic expressions and formulas, equations, and an introduction to geometry. Students will focus on computational and problem-solving skills in each area.

### **BSICKSL 204CE COLLEGE READINESS: WRITING SKILLS I NONCREDIT**

**Prerequisite:** None | **Advisory:** CASAS ABE Level B - 200–210  
TEST OF BASIC EDUCATION (TABE) Level E: Language

**Lecture:** 2 hrs

This foundational level course is designed to build writing skills that meet the Common Core State Standards for Language Arts, Writing, and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include English usage, sentence mechanics, and sentence formation.

### **BSICKSL 205CE COLLEGE READINESS: WRITING SKILLS II NONCREDIT**

**Prerequisite:** None | **Advisory:** CASAS ABE Level B - 210–220  
Test of Basic Education (TABE) Level M: Language

**Lecture:** 2 hrs

This basic level course is designed to build writing skills required to meet the Common Core State Standards for Language Arts, Writing, and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include English usage, sentence mechanics, sentence formation and paragraph development.

### **BSICKSL 206CE COLLEGE READINESS: WRITING SKILLS III NONCREDIT**

**Prerequisite:** None | **Advisory:** CASAS ABE Level C - 220–235  
Test of Basic Education (TABE) Level D: Language

**Lecture:** 2 hrs

This intermediate level course is designed to build writing skills required to meet the Common Core State Standards for Language Arts, Writing, and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include English usage, sentence mechanics, sentence formation, paragraph development, and composition writing.

### **BSICKSL 208CE COLLEGE READINESS: READING SKILLS I NONCREDIT**

**Prerequisite:** None | **Advisory:** CASAS ABE Level B - 200–210  
Test of Basic Education (TABE) Level E: Reading

**Lecture:** 2 hrs

This foundational level course is designed to build reading skills required to meet the Common Core State Standards for Language Arts, Reading, and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include constructing meaning, recalling information, interpreting graphic information, evaluating and extending meaning, and understanding and using vocabulary in context.

### **BSICKSL 209CE COLLEGE READINESS: READING SKILLS II NONCREDIT**

**Prerequisite:** None | **Advisory:** CASAS ABE Level B - 210–220  
Test of Basic Education (TABE) Level M: Reading

**Lecture:** 2 hrs

This basic level course is designed to build reading skills required to meet the Common Core State Standards for Language Arts, Reading, and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include developing reading comprehension, analysis, and interpretation skills including inferencing, predicting outcome, drawing conclusions, comparing and contrasting, recognizing cause and effect, and paraphrasing.

### **BSICKSL 210CE COLLEGE READINESS: READING SKILLS III NONCREDIT**

**Prerequisite:** None | **Advisory:** CASAS ABE Level C - 220–235  
Test of Basic Education (TABE) Level D: Reading

**Lecture:** 2 hrs

This intermediate level course is designed to build reading skills required to meet the Common Core State Standards for Language Arts, Reading, and prepare students for High School Equivalency examinations and college readiness. Skill competencies include developing strategies that assist students in understanding and responding to intermediate-level reading material. Skills include evaluating different genres of readings, summarizing, questioning validity and relevance of information, and analyzing and synthesizing information.

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## **BIOLOGY – LIFE SCIENCES**

### **BIOLOGY 003 INTRODUCTION TO BIOLOGY (UC:CSU) 4 UNITS**

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

Examines the fundamental principles of biology with laboratories emphasizing hands-on investigations. Topics include an introduction to evolutionary theory, basic biological chemistry, cell function and reproduction, cellular respiration and photosynthesis, classical and contemporary genetics, gene expression and an introduction to animal structure and function. Meets UC/CSU GE requirement of natural science with a lab.

### **BIOLOGY 005 INTRODUCTION TO HUMAN BIOLOGY (UC:CSU) 4 UNITS**

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

The course includes basic biological principles as they apply to humans. The course will provide a foundation for advanced courses in Human Anatomy, Physiology, and Microbiology. Topics include chemical principles, the cell, heredity, human anatomy and physiology, microbiology, pathology, ecology, and bioethics. Meets UC/CSU GE requirement of natural science with a lab.

### **BIOLOGY 006 GENERAL BIOLOGY I (UC:CSU:C-ID BIOL 190) 5 UNITS**

**Prerequisite:** CHEM 051 or CHEM 065 or CHEM 101

**Lecture:** 3 hrs, **Lab:** 6 hrs

Examines the unifying principles of biology through the study of biological molecules, cell structure and function, metabolism, inheritance, molecular genetics, evolution and population genetics. Together with Biology 7, this is a fundamental course for biology majors.

### **BIOLOGY 007 GENERAL BIOLOGY II – (UC:CSU:C-ID BIOL 140) 5 UNITS**

**Prerequisite:** None | **Advisory:** BIOLOGY 006

**Lecture:** 3 hrs, **Lab:** 6 hrs

Examines the unifying principles of biology through the study of phylogeny, taxonomy, animal and plant structure/function, population biology and ecology. Together with Biology 6, this is a fundamental course for biology majors.

## **BIOLOGY 033 MEDICAL TERMINOLOGY – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Examines medical vocabulary by examining the meanings of word components: roots, suffixes and verbs. It is ideal for allied health professionals and allied health students. Emphasis is on words used in clinical medicine.

## **BIOLOGY 185 DIRECTED STUDY – (CSU) 1 UNIT**

This course is a directed study in biological sciences on a contract basis under the direction of a supervising instructor.

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## **BIOTECHNOLOGY – LIFE SCIENCES**

### **BIOTECH 002 BIOTECHNOLOGY I – (CSU) 4 UNITS**

**Prerequisite:** None | **Advisories:** BIOLOGY 003 and CHEM 051 or CHEM 065

**Lecture:** 2 hours, **Lab:** 6 hours

An introduction to the field of biotechnology. Students examine the fundamentals of cellular and molecular biology and are introduced to basic biotechnology laboratory skills, including documentation, safety, solution and buffer preparation, quality control and bioethics. Students develop proficiency in aseptic technique, spectrophotometry, microscopy and centrifugation.

### **BIOTECH 003 BIOTECHNOLOGY II – (CSU) 4 UNITS**

**Prerequisite:** BIOTECH 002 | **Lecture:** 2 hours, **Lab:** 6 hours

This course expands concepts and techniques introduced in Biotechnology I. Students are introduced to modern molecular biology techniques, including nucleic acid isolation, recombinant DNA techniques, cell transformation, recombinant DNA analysis, nucleic acid hybridization, and DNA sequence analysis. Students explore the production and purification of proteins using biochemical techniques such as immunochemistry and chromatography.

### **BIOTECH 006 BIOTECHNOLOGY: QUALITY CONTROL – (CSU) 2 UNITS**

**Prerequisite:** None. | **Advisory:** BIOTECH 002 and BIOTECH 003. | **Lecture:** 2 hours

Introduces quality control and validation in the field of biotechnology. An overview of good manufacturing practices is given incorporating the importance of quality control and assurance in the manufacturing of biotechnology products focusing on validation assays, system evaluations and process testing and reporting.

### **BIOTECH 008 BIOLOGICAL RESEARCH INTERNSHIP 2 UNITS**

**Prerequisite:** None

**Corequisites:** BIOTECH 002 or BIOTECH 003

**Advisory:** MATH 227

**Lecture:** 1 hour **Lab:** 4 hours

Provides students the opportunity to work as an intern in an academic or industrial biotechnology environment. Students will apply skills and techniques learned in prerequisite courses toward an individual project determined by the director of the facility in which the internship will be done. Students will also attend lectures addressing the use of Microsoft Word and PowerPoint in preparing written and oral scientific presentations. At the end of the internship, students will present their internship accomplishments in the forms of a scientific paper, poster, and oral presentation.

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## **BUSINESS – BUSINESS / LAW**

### **BUS 001 INTRODUCTION TO BUSINESS – (UC:CSU:C-ID BUS 110) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

A survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, global, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the US and global society. Demonstrates how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management; marketing; technology; entrepreneurship; legal, accounting; financial practices; the stock and securities market; and therefore affect a business' ability to achieve its organizational goals.

### **BUS 005 BUSINESS LAW I – (UC:CSU:C-ID BUS 125) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Study of the fundamental principles of law as they apply in the business world by examining legal rights and remedies, business torts and crimes, contracts, agency, employment, intellectual property, business structure and negotiable instruments.

### **BUS 010 FUNDAMENTALS OF TAX RETURN PREPARATION 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Introduces the fundamentals of Federal and California income tax procedures. This class is associated with the Volunteer Income Tax Assistance program (VITA) which allows students to assist in the preparation of actual tax returns for residents in the community.

### **BUS 172 GLOBAL BUSINESS – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** ENGLISH 028 or E.S.L. 008  
**Lecture:** 3 hrs

An overview of the key issues and emerging trends of the global business environment, national business environment, international trade and investment, international financial systems, and international business management. The challenges of globalization in business and how to successfully combat them will be explored.

### **BUS 385 DIRECTED STUDY - BUSINESS – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

This course allows students to pursue directed study in Business Administration on an approved project-based topic under the direction of a supervising instructor.

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## CHEMISTRY – PHYSICAL SCIENCES

### CHEM 051 FUNDAMENTALS OF CHEMISTRY I (UC:CSU) 5 UNITS

**Prerequisite:** None | **Lecture:** 4 hrs, **Lab:** 3 hrs

NOTE: It is not intended for students planning to take Chemistry 101.

A course in basic concepts of inorganic chemistry designed for students with interests in nursing, nutrition, dietetics, food science, and environmental and occupational health majors, and for liberal arts students in need of a laboratory course in physical sciences.

### CHEM 065 INTRODUCTORY GENERAL CHEMISTRY (UC:CSU) 4 UNITS

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

An introductory course for students who wish to enroll in Chemistry 101. Course presents the basic principles, laws, and nomenclature of inorganic chemistry, with emphasis on the application of chemical principles to everyday life and the development of a basic chemical vocabulary.

### CHEM 101 GENERAL CHEMISTRY I – (UC:CSU:C-ID CHEM 110, C-ID CHEM 120S = CHEM 101 + CHEM 102) 5 UNITS

**Prerequisites:** CHEM 065 or Placement Exam

**Lecture:** 3 hrs, **Lab:** 6 hrs

A study of fundamental chemical principles and theories, as related to the structure of matter, with special emphasis on stoichiometry, atomic structure, periodic table, chemical bonding, solutions, acids and bases, oxidation-reduction, and properties of gases.

### CHEM 102 GENERAL CHEMISTRY II – (UC:CSU:C-ID CHEM 120S = CHEM 101 + CHEM 102) 5 UNITS

**Prerequisite:** CHEM 101 | **Lecture:** 3 hrs, **Lab:** 6 hrs

Topics include kinetics, general, ionic, acid-base and solubility equilibria, thermodynamics, electrochemistry, transition metals and introductory organic nomenclature. Laboratory work reviews kinetics, equilibria, thermodynamics, electrochemistry and qualitative analysis of selected cations.

### CHEM 211 ORGANIC CHEMISTRY FOR SCIENCE MAJORS I (UC:CSU:C-ID CHEM 160S = CHEM 211 + CHEM 212) 5 UNITS

**Prerequisite:** CHEM 102 | **Lecture:** 3 hrs, **Lab:** 6 hrs

First part of a two-course sequence presenting the structure, equilibrium, nomenclature including conformational analysis, hybridization, stereochemistry and mechanisms of reactions of aliphatic hydrocarbons and related functionalities. The laboratory presents the techniques of preparation, isolation, and analysis of organic compounds employing standard and modern instrumental methods, including Nuclear Magnetic Resonance (NMR) and Infrared (IR) Spectroscopy.

### CHEM 212 ORGANIC CHEMISTRY FOR SCIENCE MAJORS II (UC:CSU:C-ID CHEM 160S = CHEM 211 + CHEM 212) 5 UNITS

**Prerequisite:** CHEM 211 | **Lecture:** 3 hrs, **Lab:** 6 hrs

Second part of a two-course sequence presenting reaction mechanisms, stereochemistry, organic synthesis of a variety of organic compounds including but not limited to aromatic compounds, alcohols, phenols, amines, aldehydes, ketones, carboxylic acids and their derivatives, carbohydrates, amino acids, and polypeptides. The laboratory presents techniques preparation, isolation and analysis of organic compounds employing modern instrumental analysis including Nuclear Magnetic Resonance (NMR), Ultraviolet (UV), Infrared (IR), and Mass Spectroscopy.

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## CHICANO STUDIES – CHICANO STUDIES

### CHICANO 002 THE MEXICAN-AMERICAN IN CONTEMPORARY SOCIETY – (UC:CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

Introduces the student to the most relevant issues facing the Chicano community today. Special attention will be given to the growth and impact of political behavior and under-representation, public health concerns, educational inequities, and immigration policies affecting Mexicans, Chicanos, and other Latinos.

### CHICANO 007 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I – (UC:CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

A survey of United States history as it relates to the development of the Chicano in the United States with a special emphasis on Mexican-American contributions to the development of American civilization. This course covers Pre-Columbian and Mexican colonial periods, the northward advance and settlement of the present day U.S. Southwest/Southeast. Topics also include a background in the political and social development of both the United States and Mexico, the role and impact of the American Revolution, U.S. Constitution, and the Bill of Rights.

### CHICANO 008 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II – (UC:CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

Concentrates on Mexican American history of the nineteenth and twentieth centuries. Discussion centers on the participation, contributions, and experiences by Mexican Americans. Major areas include the socio-historical, political, judicial, legislative, economic and educational experiences. Topics include the Mexican American Southwest, the U.S Mexico War, American Expansionism, U.S. Treaties, U.S. Constitution, Bill of Rights, California Constitution, desegregation struggle, American Nativism, Mexican Repatriation, WWII, Zoot-Suit Riots, Bracero Program, Mexican American Labor Movement and the Chicano Movement and their impact on political participation. This course fulfills the American History and Institutions requirements under Social Sciences (Section D), both under U.S. History and Political science components.

### **CHICANO 019 HISTORY OF MEXICO – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Course covers the entire span of Mexican history. It includes a consideration of the pre-conquest period, Spanish invasion and colonization, the War of Independence, the turmoil of the nineteenth century, the period of Diaz, the 1910 Revolution, the post-Revolution period, and a view of trends in contemporary Mexico.

### **CHICANO 020 THE MEXICAN-AMERICAN IN CALIFORNIA (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Survey of the political, economic, social and intellectual history of the Pacific Coast from the Pre-Columbian Era, the Spanish Era, the Mexican years, and lastly, the Anglo presence, with special emphasis on California. A greater emphasis is given to the role of the Chicana/Latino people in the economic, political, social, and cultural development of California from the time of the Spanish Empire to the present.

### **CHICANO 037 CHICANO LITERATURE – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Same as Spanish 46 (Not offered at LAMC)

An introductory analysis of the literary, social, and cultural aspects of the novel, short story, essay, poetry, and drama written by Mexican-Americans. The course reveals the progression of a people and culture in American society, artistically expressed by Mexican-American writers who seek to understand themselves and the world around them.

### **CHICANO 042 CONTEMPORARY MEXICAN LITERATURE (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Same as Spanish 12 (Not offered at LAMC)

An introduction to contemporary Mexican literature and culture (with a background of earlier aesthetic works). Students read translations of major literary writers.

### **CHICANO 044 MEXICAN CIVILIZATION – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Same as Spanish 16 (Not offered at LAMC)

This course considers the significant elements of pre-Columbian Mexican civilization, the impact of the Spanish domination upon the indigenous population and its influence upon mores, art, and industry. It introduces the students to studies in the history, literature, art, and music of Mexico as they evolved from colonial times to the present. The impact of the Mexican Revolution upon all the Americas is considered. It examines the present-day culture of Mexican-Americans as influenced by their Mexican heritage and life in the United States. The course is taught in English.

### **CHICANO 046 MEXICAN-AMERICAN FOLKLORE (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Introduction to conventional studies of Chicano/Mexicano folklore. Students will analyze and evaluate the various folklore genres: myths, legends, folktales, folk medicine, folk speech, and related topics in both a historical and contemporary social context.

### **CHICANO 047 THE MEXICAN-AMERICAN WOMAN IN SOCIETY – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Examines the socio-historical development of Chicanas in the U.S. It analyzes issues relating to feminism, gender politics, history, and community activism. The class assesses specific social issues which are central to the Chicana experience.

### **CHICANO 052 MEXICAN ART – MODERN – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

A survey of the art of Mexico from the nineteenth century to the present, including the rise of Mexican Archeology and the rediscovery of ancient art, the renaissance of a new indigenous Mexican artform, the evolution of a Mexican-American art, and the cultural interplay between the United States and Mexico.

### **CHICANO 054 MEXICAN-AMERICAN ARTS IN AMERICAN CULTURE (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

A study of Mexican and Mexican American arts, literature, and music. Particular emphasis is given to the identification of the contributions of Mexican and Mexican American artists to the contemporary culture of the United States.

### **CHICANO 057 CHICANAS AND CHICANOS IN FILM (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

This course examines how film industry has depicted Chicanas and Chicanos through the medium of film from the early twentieth century to present day. Students analyze and interpret the techniques, contents, and historical context of relevant films. Analysis of the image of the Chicana and Chicano as presented in films and documentaries are summarized and interpreted by students.

### **CHICANO 058 LATIN-AMERICAN DANCE CULTURES (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Focuses on Latin American folk dance appreciation, studying dance as culture, and how each region manifests its traditions, history, and lifestyle as expressed through movement. Students explore and analyze folk dances and how they are reflected by the worldview of people who practice them. They also analyze symbolic movements from selected dances to recognize the quality of movement and the relationship between religious and secular dances.

### **CHICANO 071 THE CHICANO IN LOS ANGELES – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

A history of Chicanos in Los Angeles. It examines their role in Los Angeles political, economic, social, cultural, and intellectual history. It covers the period from the Native American era to the present.

## CHILD DEVELOPMENT – CHILD & FAMILY STUDIES

### CH DEV 001 CHILD GROWTH & DEVELOPMENT – (UC:CSU:C-ID CDEV 100) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

*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 major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. Emphasis is placed on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages.

### CH DEV 002 EARLY CHILDHOOD: PRINCIPLES & PRACTICES (CSU:C-ID ECE 120) 3 UNITS

**Prerequisite:** None | **Corequisite:** CH DEV 001

**Lecture:** 3 hrs

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

The student will explore the history of early childhood education as well as current philosophies and practices. Early Childhood programs will be observed and examined in relation to the needs of the child, the arrangement of the environment and the role of the teacher.

### CH DEV 007 INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION – (CSU:C-ID ECE 130) 3 UNITS

**Prerequisite:** CH DEV 002 | **Lecture:** 3 hrs

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

Exploration of appropriate curriculum and environments for young children. Students examine a teacher's role in supporting development and positive learning experiences for all young children using observation and assessment strategies and emphasizing the essential role of play. Planning, implementation and evaluation of curriculum includes but is not limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math, natural and physical sciences.

### CH DEV 008 CURRICULUM IN EARLY CHILDHOOD EDUCATION (CSU) 3 UNITS

**Prerequisite:** CH DEV 002 | **Lecture:** 3 hrs

*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.*

Students design and evaluate developmentally appropriate curriculum and environments for young children from birth to age 8. Based on the value of play, students demonstrate the teacher's role in applying theory to practice in supporting children's concept development. Preparing and assessing the implementation of curriculum will include but not be limited to: language and literacy, social studies, art and creativity, music and rhythm, physical and motor mastery, mathematics, and physical sciences.

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

**Prerequisite:** None | **Lecture:** 3 hrs

*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.*

Study of the laws, regulations, standards, policies, procedures and early childhood curriculum related to child health, safety and nutrition. Key components that ensure physical health, mental health, and safety for children and staff are identified along with importance of collaboration with families and health professionals. The interrelationship of health, safety and nutrition and the impact on children's growth and development are key areas of focus.

### CH DEV 011 CHILD, FAMILY & COMMUNITY (CSU:C-ID CDEV 110) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

An examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizing historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families.

### CH DEV 014 DUAL LANGUAGE DEVELOPMENT IN THE EARLY YEARS – (CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

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

Exploration of language acquisition and dual language development throughout early childhood. Current research will be reviewed as it relates to social and educational policies and practices, considering influences of families, cultures, schools, and communities.

## **CH DEV 015 INTRODUCTION TO CURRICULUM FOR DUAL LANGUAGE LEARNERS – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

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

Exploration of Best Practices in Early Childhood settings as they relate to dual language learners. Focus will be on knowledge and competencies required to meet the developmental needs of dual language learners and their families. Strategies for developing resources, curriculum, creative experiences and authentic assessment will be included.

## **CH DEV 022 PRACTICUM IN CHILD DEVELOPMENT I (CSU:C-ID ECE 210) 4 UNITS**

**Prerequisite:** CH DEV 001 and CH DEV 002 and CH DEV 004 or CH DEV 007 and CH DEV 011

**Lecture:** 2 hrs, **Lab:** 6 hrs

*NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months, plus proof of immunizations for measles (MMR), pertussis and influenza (Tdap).*

*NOTE: Total of 90 hours of supervised field experience plus 18 hours of curriculum/professional development.*

Supervised experience in an instructor approved setting: pre-school, child development center, elementary school, special education center, or other early care and education program. The student will relate all previous theory and curriculum courses to practical application in the classroom.

## **CH DEV 023 PRACTICUM IN CHILD DEVELOPMENT II (CSU) 4 UNITS**

**Prerequisites:** CH DEV 022 and TB clearance

**Lecture:** 2 hrs, **Lab:** 6 hrs

*NOTE: Students must show proof of a current negative TB test (Mantoux test) or chest x-ray within the last twelve months, plus proof of immunizations for measles (MMR), pertussis and influenza (Tdap).*

*NOTE: Total of 90 hours of supervised field experience plus 18 hours of curriculum/professional development.*

The second semester of practicum teaching experience must relate to the area of specialization being earned. This course provides the practical application of theories covered in prerequisite courses in an instructor approved setting.

## **CH DEV 030 INFANT/TODDLER DEVELOPMENT (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

*NOTE: Students must show proof of a current negative TB test (Mantoux test) or chest x-ray within the last twelve months.*

A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development.

## **CH DEV 031 INFANT/TODDLER CARE AND EDUCATION 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

*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.*

Applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months.

## **CH DEV 034 OBSERVING & RECORDING CHILDREN'S BEHAVIOR – (CSU:C-ID ECE 200) 3 UNITS**

**Prerequisite:** CH DEV 002 | **Lecture:** 3 hrs

*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.*

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.

## **CH DEV 038 ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I – (CSU) 3 UNITS**

**Prerequisite:** CH DEV 001 and CH DEV 002 and CH DEV 011 and CH DEV 007 or CH DEV 008 | **Lecture:** 3 hrs

Prepares students to establish and administer an early childhood program. Financial aspects of administration, legal rules and regulations pertaining to administration are emphasized. Concepts of budgeting, personnel management, marketing, as well as mentoring and working with families are explored.

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

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

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

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

### **CH DEV 042 TEACHING IN A DIVERSE SOCIETY (CSU:C-ID ECE 230) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Examines the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. The course involves self-reflection of one's own understanding of educational principles in integrating anti-bias goals in order to better inform teaching practices and/or program development.

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

**Prerequisite:** None | **Lecture:** 3 hrs

*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 hrs

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

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

### **CH DEV 046 SCHOOL AGE PROGRAMS I – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Examines school age care programs for those planning to work in before and after school programs. Students will explore the developmental needs of school age children, program models, creation of environments, classroom management techniques and designing developmentally appropriate experiences and curriculum.

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

**Prerequisite:** None | **Lecture:** 3 hrs

*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 hrs

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

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

### **CH DEV 060 INTRODUCTION TO FAMILY CHILD CARE I (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hr

Designed for family child care providers and persons entering the profession. Focuses on high quality physical environments in a home setting, age-appropriate activities for mixed age groups, communication with parents, and community resources. Includes field study of accredited programs.

### **CH DEV 061 INTRODUCTION TO FAMILY CHILD CARE II (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hr

An in-depth study of the business aspects of Family Child Care Programs: contracts, advertising, budgets, recordkeeping, staff relations, working with Parents and Licensing Regulations. Reviewing and utilizing the Family Home Day Care Rating Scale for facilities in evaluating and assessing the classroom and teacher effectiveness.

### **CH DEV 062 DEVELOPMENTAL PROFILES: PRE-BIRTH THROUGH AGE EIGHT – (CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 2 hrs

Provides the study of concise developmental profiles from pre-birth through age eight. Key concepts in current child development literature, development of curriculum plan and children's developmental assessment tools will be examined.

## **CH DEV 063 CREATIVE CURRICULUM IN A FAMILY CHILD CARE SETTING – (CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 2 hrs

Designed for family childcare providers and persons entering the profession. Emphasis is on play and creative experiences in the home setting for children. Course includes dramatic play, music, art, cooking.

## **CH DEV 065 ADULT SUPERVISION/EARLY CHILDHOOD MENTORING – 2 UNITS**

**Prerequisite:** CH DEV 022 or CH DEV 038

**Lecture:** 2 hrs

Methods and principles of supervising adults in early childhood education settings with emphasis on the role of administrators and experienced teachers acting as mentors to new teachers. This course is required for upper levels of the California Child Development Permit, and to become a California Early Childhood Mentor.

## **CH DEV 172 INTRODUCTION TO CAREERS IN CHILD DEVELOPMENT – (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hr

Introduces students to the variety of career options available to Child Development majors. It explores career opportunities, qualifications required, resources available, as well as academic and professional support systems.

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## **CINEMA – ARTS, MEDIA & PERFORMANCE**

### **CINEMA 003 HISTORY OF MOTION PICTURES (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 2 hrs

Covers classics and important films from the birth of the medium to the present time. Films are screened and discussed with regard to their cultural influence. The course follows the evolution of the art, industry and technology involved in movie making.

### **CINEMA 004 HISTORY OF THE DOCUMENTARY FILM (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 2 hrs

Examines the development of documentary and non-narrative films from the 1890's to present day. Includes historical, propaganda, educational, commercial, cinéma vérité and direct cinema. Students will develop critical standards for judging documentary films.

### **CINEMA 107 UNDERSTANDING MOTION PICTURES (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Students will examine a survey of motion pictures as an art form, entertainment industry, and communication medium via screenings, lectures, and readings about 'classic' and contemporary films, American and foreign, theatrical and non-theatrical. Students will also conduct research specific to film and explore analytical/critical discussions that show an understanding of film studies and aesthetics.

## **CINEMA 125 FILM PRODUCTION WORKSHOP – (CSU) 3 UNITS**

**Prerequisite:** CINEMA 107 and MULTIMD 610

**Advisory:** MULTIMD 600 | **Lecture:** 2 hrs, **Lab:** 2 hrs

This is an advanced course in practical filmmaking, with each student required to produce/write/direct and tech a professional short film with sound, as well as crew for other assigned films. Topics include pre-production planning, camera operation, location lighting, sound and editing. Emphasis is on producing, film and digital cinematography and lighting in studio and on location.

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## **COMMUNICATION STUDIES**

### **ENGLISH / COMMUNICATION STUDIES / JOURNALISM**

### **COMM 101 PUBLIC SPEAKING – (UC:CSU:C-ID COMM 110) 3 UNITS**

**Prerequisite:** None | **Advisory:** ENGLISH 028 or E.S.L. 008

**Lecture:** 3 hrs

Introduction to techniques of public speaking including writing and delivery of speeches to inform and persuade. Students refine critical thinking, research, organizational, and time management skills. They learn to adapt a message to any audience and occasion.

### **COMM 102 ORAL COMMUNICATION II – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Introduction to advanced phases of critical thinking, research, and public speaking. Course includes comprehension of structure, evaluation of arguments, researching and presenting evidence, language usage, and evaluation of fallacious reasoning. Adherence to ethics stressed in all communication settings.

### **COMM 121 THE PROCESS OF INTERPERSONAL COMMUNICATION – (UC: CSU:C-ID COMM 130) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Designed to provide skills and fuller understanding of how individuals cope with social interactions that build, maintain or dissolve interpersonal relationships with friends, significant others, family members and coworkers.

### **COMM 151 SMALL GROUP COMMUNICATION (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Provides an analysis of the purposes, principles, and types of group communication processes. Development of individual skills in leadership and problem solving is achieved by responsible group participation.

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## COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES – BUSINESS / LAW

### CAOT 031 BUSINESS ENGLISH – (CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

*Note: Credit by examination offered*

Students will learn fundamental English language skills as they relate to written and oral communication in business. Students will learn fundamental English grammar and punctuation rules as they relate to written and oral communication in business. Students develop the basic language skills needed to communicate effectively in today's workplace.

### CAOT 032 BUSINESS COMMUNICATIONS (CSU:C-ID BUS 115) 3 UNITS

**Prerequisite:** ENGLISH 101 | **Advisory:** CAOT 001 and CAOT 031 | **Lecture:** 3 hrs

Emphasizes the concepts of successful written and oral communication in business in order to write effective business communications including letters, electronic communications, and short reports. Develops the ability to create and present oral presentations.

### CAOT 064 COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES LABORATORY – (CSU) 1 UNIT

**Prerequisite:** None | **Lab:** 2 hrs

**Co-requisite:** Choose one of the following: CAOT 001, 002, 006, 031, 032, 033, 034, 076, 078, 082, 084, 085, 086, 092, 105, 108, 150, or 255.

*NOTE: Class is graded pass/no-pass*

Develops competency in the subject areas taught in the Computer Applications and Office Technologies Department. Designed as an aid to students who need additional time and practice to increase their knowledge and skills in any Computer Applications and Office Technologies course.

### CAOT 076 KEYBOARDING FOR DATA PROCESSING – 1 UNIT

**Prerequisite:** None | **Lab:** 2 hrs

*Note: Credit by examination offered*

Designed to meet the needs of students by giving them the skills necessary to keyboard efficiently and accurately. Designed to increase keyboarding speed and accuracy through specific drills and timings.

### CAOT 078 MICROCOMPUTER ACCOUNTING APPLICATIONS FOR THE ELECTRONIC OFFICE – (CSU) 3 UNITS

**Prerequisite:** None | **Advisory:** ACCTG 001

**Lecture:** 1 hr, **Lab:** 4 hrs

*Note: Credit by examination offered*

Acquaints students with the use of the microcomputer for bookkeeping and accounting applications. Students receive hands-on experience in analyzing business transactions, keeping records, preparing financial statements, and generating financial management reports using an accounting software package such as QuickBooks.

### CAOT 082 MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE – (CSU) 3 UNITS

**Prerequisite:** None | **Advisory:** CAOT 001

**Lecture:** 2 hrs, **Lab:** 3 hrs

Introduces students to the use of the computer and software used in the business Office. Provides hands on introduction to Microsoft Word, Excel, Access, and PowerPoint. Students gain basic knowledge necessary for using computers and becoming computer literate.

### CAOT 085 MICROSOFT OFFICE APPLICATIONS: SPREADSHEET (EXCEL) – (CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 3 hrs

Use Excel to plan, present, manipulate, and calculate numerical data by writing formulas with mathematical operators, linking workbooks and sharing workbooks. Format worksheets with advanced techniques, visual charts, and clip art images.

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## COMPUTER INFORMATION SYSTEMS MATHEMATICS / COMPUTER SCIENCE / ENGINEERING

### CIS 101 INTRODUCTION TO COMPUTERS AND THEIR USES (CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs, **Lab:** 1 hr

Students learn to use common productivity applications and will describe the uses, concepts, techniques and terminology of computing. Students will discover the possibilities and problems of computer use in historical, economical and social contexts. Students develop college-level and workplace skills in word processing, spreadsheets and presentation graphics in a practical lab environment, along with a conceptual view of databases, visual programming, and Internet methods and procedures.

### CIS 124 DATA ANALYTICS (ADVANCED EXCEL AND ACCESS) (CSU) 3 UNITS

(formerly CO SCI 430 Data Analytics)

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 2 hrs

Analytics and data-mining using Excel spreadsheets and Access databases. The course includes: using databases, spreadsheets and other systems to gather information, research, analyze, and interpret complex data, loan amortization schedules, automatic update of spreadsheets with data downloaded from other sources, database management and reporting, and automating processes with VBA. Recommended for Business Majors.

### CIS 148 INTRODUCTION TO WEB DEVELOPMENT HTML5 & CSS – (CSU) 3 UNITS

(formerly CO SCI 450 Web Application Development)

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 2 hrs

A beginning course where students will create web pages, set up personal or commercial web sites, upload to a web server that the class creates and use HTML as a foundation to JavaScript.

## **CIS 162 CYBER SECURITY I – (CSU) 3 UNITS**

(formerly CO SCI 411 Cyber Security I)

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 2 hrs

An introduction to the theory and practice of information security. The topics covered include Windows basics, Windows networking, accounts basics, threats, vulnerabilities, and exploits, routes, domain name servers, workgroups, domains, servers, access control, authentication and basic cryptography and design of system defensive strategies.

## **CIS 165 PRINCIPLES OF INFORMATION SECURITY (CSU) 3 UNITS**

(formerly CO SCI 483 Principles of Information Security)

**Prerequisite:** CO SCI 401 or CS 101 | **Lecture:** 2 hrs, **Lab:** 2 hrs

The principles of information security including new innovations in technology and methodologies. Course includes the historical overview of information security, risk management and security technology (Firewalls and VPNs), current certification information, legal, ethical, and professional issues. Cryptography, physical security, and implementing information security will be covered. Lab exercises allow students to apply the basics in a hands-on environment.

## **CIS 192 INTRODUCTION TO CLOUD COMPUTING (CSU) 3 UNITS**

**Prerequisite:** None | **Corequisite:** CO SCI 401 or CS 101

**Lecture:** 2 hrs, **Lab:** 2 hrs

This course introduces the fundamentals of cloud computing including the different cloud computing models: Infrastructure as a Service; Platform as a Service; and Software as a Service on the Amazon Web Services (AWS) platform. Review of the basic concepts of server, networking, storage and virtualization is covered. Industry trends of computing, storage and application migration to cloud computing is covered. Advantages and disadvantages of cloud computing are examined. Cloud careers and industry demand for cloud computing skills are listed.

## **CIS 193 DATABASE ESSENTIALS IN AMAZON WEB SERVICES – (CSU) 3 UNITS**

**Prerequisite:** CIS 192 | **Advisory:** CO SCI 434 or CIS 219

**Lecture:** 2 hrs, **Lab:** 2 hrs

This course introduces AWS' data storage services. It covers introduction of AWS database technologies and AWS block and object-based storage services. Students learn the principles of database design and management, AWS SQL and NoSQL database technologies. Students use principles of block and object-based storage options. They will study various use case scenario for AWS data storage services. The hands-on labs will allow them to apply the knowledge acquired.

## **CIS 194 COMPUTER ENGINES IN AMAZON WEB SERVICES (CSU) 3 UNITS**

**Prerequisite:** CIS 193 | **Lecture:** 2 hrs, **Lab:** 2 hrs

This course introduces AWS (Amazon Web Services) computing related services. Students will learn about the core computing services offered by AWS. The computing services will follow the computing models: Infrastructure as a Service, Platform as a Service, Function as a Service or Micro-services and server less computing (Lambda functions). Students will set up and manage computing services, configure auto scaling and load balancing. Students will learn to code auto deployment scripts to automate the management of AWS infrastructure.

## **CIS 195 SECURITY IN THE CLOUD – (CSU) 3 UNITS**

**Prerequisite:** CIS 194 | **Lecture:** 2 hrs, **Lab:** 2 hrs

This course explores AWS (Amazon Web Services) security at both the AWS services layer and Amazon data center infrastructure layer. This course will review how Amazon Web Services implements security measures in their global data center infrastructure. Student will learn about the AWS security shared responsibility model and how to use Amazon security and monitoring tool to ensure security in an AWS cloud infrastructure. Student will learn about how AWS security tools can provide hardware, service, network and user activity monitoring, key management services, server and application firewall services and an introduction to implementing private and public subnets.

## **CIS 210 INTRODUCTION TO COMPUTER NETWORKING (CSU) 3 UNITS**

(formerly CO SCI 487 Introduction to Local Area Networks)

**Prerequisite:** None | **Advisories:** CO SCI 453 or CIS 222

**Lecture:** 2 hrs, **Lab:** 2 hrs

Provides a solid foundation in computer networking technology. It covers network cables, connectors & devices, network topologies & architecture, wired and wireless networking protocols & standards, OSI model, TCP/IP, IP addressing, subnets, wide area networks, network security & troubleshooting and client/server operating systems survey.

## **CIS 211 SECURITY+ CERTIFICATION PREPARATION (CSU) 3 UNITS**

(formerly CO SCI 488 Security+ Certification Preparation)

**Prerequisite:** CO SCI 487 or CIS 210 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Students learn the concepts of computer and network-security and gain skills necessary to apply knowledge of security concepts, tolls, and procedures to react to security incidents, and guard against the security risks. At the end of the course students are prepared for the CopmpTIA Security+ certification exam.

## **CIS 215 NETWORK SECURITY FUNDAMENTALS (CSU) 3 UNITS**

(formerly CO SCI 484 Network Security)

**Prerequisite:** CO SCI 487 or CIS 210 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Examines the theory of the primary network security threats and the practical application of tools to mitigate those threats. Threats covered will include reconnaissance, access, and denial of services attacks, along with virus, worm and Trojan horse projections. Hardware and software based network protection, including firewalls, access control lists, intrusion detection systems, and cryptography will also be explored along with Virtual Private Networking. This course maps to the commercial Cisco CCNA Security certification.

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

(formerly CO SCI 434 Introduction to Oracle: SQL)

**Prerequisite:** None. | **Advisories:** CO SCI 430 or CIS 124

**Lecture:** 2 hrs, **Lab:** 2 hrs

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

## **CIS 222 PC MAINTENANCE AND TROUBLESHOOTING (CSU) 2 UNITS**

(formerly CO SCI 453 A+ Certification Preparation)

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 2 hrs

Provides student with the workable knowledge needed for the installation, setup, troubleshooting and optimization of hardware and software related to personal computer systems and peripheral devices. This course will cover information needed to prepare for the current A+ certification test and the CISCO IT certification test.

## **CIS 185 DIRECTED STUDY - COMPUTER SCIENCE- INFORMATION TECHNOLOGY – (CSU) 1 UNIT**

(formerly CO SCI 185 Directed Study – Computer Science- Information Technology)

**Prerequisite:** None | **Lecture:** 1 hr

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

## **CIS 285 DIRECTED STUDY – COMPUTER SCIENCE- INFORMATION TECHNOLOGY – (CSU) 2 UNITS**

(formerly CO SCI 285 Directed Study – Computer Science- Information Technology)

**Prerequisite:** None | **Lecture:** 2 hrs

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

## **CIS 385 DIRECTED STUDY – COMPUTER SCIENCE- INFORMATION TECHNOLOGY – (CSU) 3 UNITS**

(formerly CO SCI 385 Directed Study – Computer Science- Information Technology)

**Prerequisite:** None | **Lecture:** 3 hrs

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

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# **COMPUTER SCIENCE**

**MATHEMATICS / COMPUTER SCIENCE / ENGINEERING**

## **CS 101 INTRODUCTION TO COMPUTER SCIENCE (CSU) 3 UNITS**

(formerly CO SCI 401 Introduction to Computers & Their Uses)

**Prerequisite:** None | **Lecture:** 3 hrs, **Lab:** 1 hr

Describes computer development, uses of the computer by business management, the use of major workplace applications programs, operating systems and programming. Students will analyze, design and construct technology solutions for organizations.

## **CS 102 PROGRAMMING LOGIC AND DESIGN (CSU:C-ID COMP 112) 3 UNITS**

(formerly CO SCI 407 Programming Logic and Design Introduction to Programming)

**Prerequisite:** None. | **Advisory:** CO SCI 401 or CS 101

**Lecture:** 2 hrs, **Lab:** 2 hrs

Covers basic concepts of computer hardware, software, and information representation. Introduces concepts necessary to analyze, design, code, test, and document programs using top-down structured programming techniques. Introduces Object-Oriented Programming. Hands-on labs using high-level language reinforces structured programming and object-oriented programming concepts.

## **CS 112 PROGRAMMING IN JAVASCRIPT – (CSU) 3 UNITS (formerly CO SCI 462 Programming in Javascript)**

**Prerequisite:** None | **Advisory:** CO SCI 450

**Lecture:** 2 hrs, **Lab:** 2 hrs

Introduces JavaScript to Web developers with HTML and CSS background who want to create dynamic Web pages and to Server-side programmers who use languages like ASP, JSP, or PHP and would like to add JavaScript programming to their skill sets. Students integrate script elements, outputting to a web document, working with selections, repetition structures, writing functions; and accessibility to create dynamic web applications.

## **CS 113 PROGRAMMING IN JAVA (UC:CSU:C-ID COMP 122 = CS 113 + CS 216) 3 UNITS (formerly CO SCI 452 Programming in Java)**

**Advisories:** CO SCI 407 or CS 102 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Covers Java language and object-oriented programming paradigm. Topics include control structures, methods, Java classes, overloading, object references, Java library packages, and file I/O.

## **CS 114 PROGRAMMING IN C – (CSU) 3 UNITS (formerly CO SCI 439 Programming in C)**

**Prerequisite:** CO SCI 407 or CS 102

**Lecture:** 2 hrs, **Lab:** 2 hrs

Focuses on data types, operators and expressions, control flow, functions and program structure, pointers, arrays, arrays of pointers, structures, I/O, and text files. Examples illustrate programming techniques, algorithms, and the use of library routines.

## **CS 116 PROGRAMMING IN C++ – (CSU:C-ID COMP 112) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 2 hrs

This course introduces the discipline of computer science using a high-level programming language such as C++ and utilizing programming and practical hands-on problem solving. Students learn the fundamental concepts of programming by applying lecture content to practical hands-on problem solving laboratory activities. Students design, implement, test, and debug computer programs using top-down, structured programming techniques. Students examine program planning techniques, expressions, selection, repetition, arrays, data structures, functions, parameter passing, and file and interactive input/output. Intended as a first course in computer science. This course is required for computer information systems and computer science majors; and is desirable for students wishing to study programming.



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### **CS 119 PROGRAMMING IN PYTHON – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 2 hrs

Students will learn topics of the Python language such as data types, variables, control structures, Python Objects, standard and advanced mathematical libraries, tool-chain use and Python Frameworks, user-defined classes and abstract collections, single and multidimensional arrays, Python lists, tuples, collections, and dictionaries.

### **CS 130 INTRODUCTION TO COMPUTER ARCHITECTURE AND ORGANIZATION – (CSU:C-ID COMP 142) 3 UNITS**

(formerly CO SCI 416 Beginning Computer Architecture & Organization)

**Prerequisite:** CO SCI 407 or CS 102

**Advisory:** CS 113 or CS 216 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Covers organization and operation of real computer systems at the assembly-language level. Studies mapping statements and constructs in a high-level language onto sequences of machine instructions as well as the internal representations of simple data types and structures. Investigates basic principles of operating systems and programming language translation process.

### **CS 136 INTRODUCTION TO DATA STRUCTURES (CSU:C-ID COMP 132) 3 UNITS**

(formerly CO SCI 436 Introduction to Data Structures)

**Prerequisite:** CO SCI 440 or CO SCI 452 or CS 113 or CS 216

**Lecture:** 2 hrs, **Lab:** 2 hrs

Covers abstract data types including a deeper understanding of object-oriented programming concepts. Students will learn how to analyze running times of algorithms using analysis tools. Implements linear data structures including stacks, queues, and hash tables. Implement and utilize binary search trees to solve problems.

### **CS 157 FULL-STACK WEB APPLICATION DEVELOPMENT (CSU) 3 UNITS**

(formerly CO SCI 463 Full Stack Web Application Development)

**Prerequisite:** CO SCI 462 or CS 112

**Advisory:** CO SCI 450 and CS 113 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Students learn about web development using current technology. Topics include NOSQL databases, JavaScript and JSON, developing single page application using Angular and using Express to handle web page routing. This will be exemplified using the MEAN (Mongo, Express, Angular and Node) stack and students will create a meaningful CRUD (Create, Retrieve, Update and Delete) capstone project. Creating web sites and apps for mobile devices using Bootstrap and ionic framework will also be covered.

### **CS 213 ADVANCED PROGRAMMING IN JAVA (CSU:C-ID COMP 122) 3 UNITS**

(formerly CO SCI 452 Programming in Java)

**Prerequisite:** CO SCI 439 or CS 113 or CS 116

**Lecture:** 2 hrs, **Lab:** 2 hrs

Covers Java language and object-oriented programming paradigm. Topics include control structures, methods, Java classes, overloading, object references, inheritance, polymorphism, Java library packages, exception handling, file I/O (Input/Output) and recursion. Introduces data structures such as arrays, lists and stacks.

### **CS 216 OBJECT-ORIENTED PROGRAMMING IN C++ (UC:CSU:C-ID COMP 122 = CS 113 + CS 216) 3 UNITS**

(formerly CO SCI 440 Programming in C++)

**Prerequisite:** CO SCI 439 or CS 114

**Lecture:** 2 hrs, **Lab:** 2 hrs

Covers C++ language and object-oriented programming paradigm. Fundamental programming topics include control structures, functions, arrays, pointers, strings, input and output, recursion, and file processing. Object-oriented programming and advance topics include classes, operator overloading, inheritance, virtual functions, polymorphism, templates, and exception handling. Introduces to data structures such as stacks, queues, and trees in C++ object oriented programming.

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## **COMPUTER SCIENCE INFORMATION TECHNOLOGY – MATHEMATICS / COMPUTER SCIENCE / ENGINEERING**

### **CO SCI 401 INTRODUCTION TO COMPUTERS & THEIR USES (UC:CSU) 3 UNITS**

(see CS 101 Introduction To Computer Science)

**Prerequisites:** None | **Lecture:** 3 hrs, **Lab:** 1 hr

Describes computer development, uses of the computer by business management, the use of major workplace applications programs, operating systems and programming. Students will analyze, design and construct technology solutions for organizations.

### **CO SCI 407 PROGRAMMING LOGIC & DESIGN (UC:CSU:C-ID COMP 112) 3 UNITS**

(see CS 102 Programming Logic and Design (Introduction to Programming))

**Prerequisite:** MATH 115 or 123B

**Advisory:** CO SCI 401 | **Lecture:** 2 hours, **Lab:** 2 hours

Covers basic concepts of computer hardware, software, and information representation including binary and hexadecimal number systems. Introduces concepts necessary to analyze, design, code, test, and document programs using top-down structured programming techniques. Introduces Object-Oriented Programming. Hands-on labs using high-level language reinforces structured programming and object-oriented programming concepts.

### **CO SCI 411 CYBER SECURITY I – (CSU) 3 UNITS**

(see CIS 162 Cyber Security I)

**Prerequisite:** None | **Advisory:** CO SCI 431

**Lecture:** 2 hrs, **Lab:** 2 hrs

An introduction to the theory and practice of information security. The topics covered include Windows basics, Windows networking, accounts basics, threats, vulnerabilities, and exploits, routes, domain name servers, workgroups, domains, servers, access control, authentication and basic cryptography and design of system defensive strategies.

### **CO SCI 416 BEGINNING COMPUTER ARCHITECTURE & ORGANIZATION – (CSU:C-ID COMP 142) 3 UNITS**

(see CS 130 Introduction to Computer Architecture and Organization)

**Prerequisite:** CO SCI 407 | **Advisory:** CO SCI 440 or CO SCI 452 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Covers organization and operation of real computer systems at the assembly-language level. Studies mapping statements and constructs in a high-level language onto sequences of machine instructions as well as the internal representations of simple data types and structures. Investigates basic principles of operating systems and programming language translation process.

### **CO SCI 430 DATA ANALYTICS – (CSU) 3 UNITS**

(see CIS 124 Data Analytics Advanced Excel and Access)

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 2 hrs

Analytics and data-mining using Excel spreadsheets and Access databases. The course includes: using databases, spreadsheets and other systems to gather information, research, analyze, and interpret complex data, loan amortization schedules, automatic update of spreadsheets with data downloaded from other sources, database management and reporting, and automating processes with VBA. Recommended for Business Majors.

### **CO SCI 434 INTRODUCTION TO ORACLE: SQL – 3 UNITS**

(see CIS 219 Introduction To Oracle: SQL and PL/SQL)

**Prerequisite:** None | **Advisory:** CO SCI 430

**Lecture:** 2 hrs, **Lab:** 2 hrs

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.

### **CO SCI 436 INTRODUCTION TO DATA STRUCTURES (UC:CSU:C-ID COMP 132) 3 UNITS**

(see CS 136 Introduction to Data Structures)

**Prerequisite:** CO SCI 440 or 452 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Covers abstract data types including a deeper understanding of object-oriented programming concepts. Students will learn how to analyze running times of algorithms using analysis tools. Implements linear data structures including stacks, queues, and hash tables. Implement and utilize binary search trees to solve problems.

### **CO SCI 439 PROGRAMMING IN C – (UC:CSU) 3 UNITS**

(see CS 114 Programming in C)

**Prerequisite:** CO SCI 407 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Focuses on data types, operators and expressions, control flow, functions and program structure, pointers, arrays, arrays of pointers, structures, I/O, and text files. Examples illustrate programming techniques, algorithms, and the use of library routines.

### **CO SCI 440 PROGRAMMING IN C++ (UC:CSU:C-ID COMP 122 = CO SCI 440 + CO SCI 452) 3 UNITS**

(see CS 216 Object-Oriented Programming in C++)

**Prerequisite:** CO SCI 439 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Covers C++ language and object-oriented programming paradigm. Fundamental programming topics include control structures, functions, arrays, pointers, strings, input and output, recursion, and file processing. Object-oriented programming and advance topics include classes, operator overloading, inheritance, virtual functions, polymorphism, templates, and exception handling. Introduces to data structures such as stacks, queues, and trees in C++ object oriented programming.

### **CO SCI 450 WEB APPLICATION DEVELOPMENT (CSU) 3 UNITS**

(see CIS 148 Introduction to Web Development Using HTML5 & CSS)

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 2 hrs

A beginning course where students will create web pages, set up personal or commercial web sites, upload to a web server that the class creates and use HTML as a foundation to Javascript.

### **CO SCI 452 PROGRAMMING IN JAVA – (UC:CSU) 3 UNITS**

(see CS 113 Programming in Java and CS 213 Advanced Programming in Java)

**Prerequisite:** CO SCI 407 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Covers Java language and object-oriented programming paradigm. Topics include Java expressions, control structures, methods, Java classes, overloading, object references, inheritance, polymorphism, Java library packages, exception handling, file input/output and recursion. Introduces to data structures such as arrays, lists and stacks.

### **CO SCI 453 A+ CERTIFICATION PREPARATION – 3 UNITS**

(see CIS 222 PC Maintenance And Troubleshooting)

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 2 hrs

Provides student with the workable knowledge needed for the installation, setup, troubleshooting and optimization of hardware and software related to personal computer systems and peripheral devices. This course will cover information needed to prepare for the current A+ certification test and the CISCO IT certification test.

### **CO SCI 462 PROGRAMMING IN JAVASCRIPT (CSU) 3 UNITS**

(see CS 112 Programming in JavaScript)

**Prerequisite:** None | **Advisory:** CO SCI 450

**Lecture:** 2 hrs, **Lab:** 2 hrs

Introduces JavaScript to Web developers with HTML and CSS background who want to create dynamic Web pages and to Server-side programmers who use languages like ASP, JSP, or PHP and would like to add JavaScript programming to their skill sets. Students integrate script elements, outputting to a web document, working with selections, repetition structures, writing functions; and accessibility to create dynamic web applications.

### **CO SCI 463 FULL STACK WEB APPLICATION DEVELOPMENT (CSU) 3 UNITS**

(see CS 157 Full-Stack Web Application Development)

**Prerequisite:** CO SCI 462 | **Advisory:** CO SCI 450 or CO SCI 452 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Students learn about web development using current technology. Topics include NOSQL databases, JavaScript and JSON, developing single page application using Angular and using Express to handle web page routing. This will be exemplified using the MEAN (Mongo, Express, Angular and Node) stack and students will create a meaningful CRUD (Create, Retrieve, Update and Delete) capstone project. Creating web sites and apps for mobile devices using Bootstrap and ionic framework will also be covered.

### **CO SCI 483 PRINCIPLES OF INFORMATION SECURITY (CSU) 3 UNITS**

(see CIS 165 Principles Of Information Security)

**Prerequisite:** CO SCI 401 | **Lecture:** 2 hrs, **Lab:** 2 hrs

The principles of information security including new innovations in technology and methodologies. Course includes the historical overview of information security, risk management and security technology (Firewalls and VPNs), current certification information, legal, ethical, and professional issues. Cryptography, physical security, and implementing information security will be covered. Lab exercises allow the students to apply the basics in a hands-on environment.

### **CO SCI 484 NETWORK SECURITY – (CSU) 3 UNITS**

(see CIS 215 Network Security Fundamentals)

**Prerequisite:** CO SCI 487 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Examines the theory of the primary network security threats and the practical application of tools to mitigate those threats. Threats covered will include reconnaissance, access, and denial of services attacks, along with virus, worm and Trojan horse projections. Hardware and software based network protection, including firewalls, access control lists, intrusion detection systems, and cryptography will also be explored along with Virtual Private Networking. This course maps to the commercial Cisco CCNA Security certification.

### **CO SCI 487 INTRODUCTION TO LOCAL AREA NETWORKS (CSU) 3 UNITS**

(see CIS 210 Introduction To Computer Networking)

**Advisory:** CO SCI 453 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Provides a solid foundation in computer networking technology. It covers network cables, connectors & devices, network topologies & architecture, wired and wireless networking protocols & standards, OSI model, TCP/IP, IP addressing, subnets, wide area networks, network security & troubleshooting and client/server operating systems survey.

### **CO SCI 488 SECURITY+ CERTIFICATION PREPARATION (CSU) 3 UNITS**

(see CIS 211 Security+ Certification Preparation)

**Prerequisite:** CO SCI 487 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Students learn concepts of computer and network-security and gain skills necessary to apply knowledge of security concepts, tools, and procedures to react to security incidents, and guard against the security risks. At the end of the course students are prepared for the CompTIA Security+ certification exam.

### **CO SCI 185 DIRECTED STUDY – (CSU) 1 UNIT**

(see CIS 185 Directed Study – Computer Science-Information Technology)

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.

### **CO SCI 285 DIRECTED STUDY – (CSU) 2 UNITS**

(see CIS 285 Directed Study – Computer Science-Information Technology)

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.

### **CO SCI 385 DIRECTED STUDY – (CSU) 3 UNITS**

(see CIS 385 Directed Study – Computer Science-Information Technology)

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.

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## **COUNSELING**

### **COUNSELING (formerly Personal Development)**

#### **COUNSEL 004 CAREER PLANNING – (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hr

*NOTE: Class is graded pass/no-pass*

Designed to assist students in choosing a major or career. Students will explore their interests, skills, personality type and values through the use of career assessments and online resources. Students will access information regarding occupational characteristics, employment trends and labor market updates.

#### **COUNSEL 017 COLLEGE SURVIVAL SKILLS DEVELOPMENT (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hr

*NOTE: Class is graded pass/no-pass*

Examines a variety of academic survival skills including familiarization with college support services, time management, memory, reading, note-taking, testing techniques, and stress reduction. Included will be identifying different learning, educational, and decision making styles.

#### **COUNSEL 022 THE TRANSFER PROCESS – (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hr

This course is an introduction to the transfer process. It is designed to enable students to become active participants in planning their long-term educational and career goals and provides students with an understanding of the process and the requirements for transferring to a four-year college or university. These goals enable the student to develop a transfer educational plan and to be prepared to apply to a transfer institution.

## **COUNSEL 040 COLLEGE SUCCESS SEMINAR (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Course will explore issues related to higher education that impact student success. Topics will include an overview of academic success skills, value and purpose of higher education, college policies and procedures, ethics and responsibility, educational strategies and planning, interpersonal communication, career development and self-assessment techniques.

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## **CULINARY ARTS – CULINARY ARTS**

### **CLN ART 050 SANITATION & SAFETY – (CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 2 hrs

An introduction to the basic principles of sanitation, safety, work simplification, and use and care of institutional food service equipment. Emphasis is on the importance of proper employee training practices as related to food safety. ServSafe Food Handler's Manager Certification will be obtained upon successfully passing exam.

### **CLN ART 060 CULINARY ARTS ORIENTATION & TECHNIQUES (CSU) 4 UNITS**

**Corequisite:** CLN ART 050 | **Lecture:** 2 hrs, **Lab:** 6 hrs

Students will be introduced to culinary theories and develop skills in knife handling, food fabrication, ingredient identification, proper use of small and large equipment, use of recipe weights and measures, recipe development and cooking fundamentals. Students will apply history, description, and interrelationships of the hospitality industries with an emphasis on the multifaceted food service industry. Introduction to the world of commercial food production.

### **CLN ART 101 CULINARY FUNDAMENTALS I – (CSU) 4 UNITS**

**Corequisite:** CLN ART 060 | **Lecture:** 2 hrs, **Lab:** 6 hrs

Introduction to breakfast and lunch cooking techniques. Students will prepare breakfast and lunch items. Students will be part of a rotation in the Servery Cafe and Grille and rotate throughout the stations in the cafe. Student will cover culinary management, supervision, leadership, customer service, communication, teamwork and time management.

### **CLN ART 102 CULINARY FUNDAMENTALS II – (CSU) 4 UNITS**

**Prerequisite:** CLN ART 101 | **Lecture:** 2 hrs, **Lab:** 6 hrs

Introduction to lunch or dinner cooking techniques. Students will prepare lunch or dinner for the Servery Cafe & Grille. Students will be part of a rotation in the cafe and rotate all throughout the stations. Student will cover advanced cooking techniques, culinary management, supervision, leadership, customer service, communication, teamwork and time management.

### **CLN ART 103 CULINARY NUTRITION – (CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 2 hrs

Fundamental culinary nutrition principles and theories for various groups are investigated. Healthy foods, pleasing to the eyes and the palate, will be prepared to cater to the growing number of health-minded customers. Recipe and menu development including ingredient selection and cooking techniques will be discussed. Special diets such as low fat, low sodium, diabetic, gluten-free and caloric intake will be discussed.

## **CLN ART 104 DINING ROOM & BEVERAGE MANAGEMENT (CSU) 4 UNITS**

**Prerequisite:** CLN ART 101 | **Lecture:** 2 hrs, **Lab:** 6 hrs

Instruction and practical training covers all aspects of Front of the House/Dining Room service and Beverage Management in restaurants. This includes food and cash controls, Point of Sale systems, dining room service styles and dining area merchandising. Receptions, banquets, buffets are covered from the busperson to Maitre d' positions. Special event presentations included with wine serving techniques.

### **CLN ART 105 MENU PLANNING – 2 UNITS**

**Prerequisite:** CLN ART 101 | **Lecture:** 2 hrs

Examines the fundamentals of menu planning using the menu as a tool for ordering, selection and procurement of food and beverage items. Menu, labor, and facility computer generated cost analysis and percentages will be addressed. Emphasis is placed on developing the skills necessary to effectively create a professional menu. Provides training in duties and functions of the professional food buyer working in purchasing capacity.

### **CLN ART 106 PURCHASING & RECEIVING – (CSU) 3 UNITS**

**Prerequisite:** CLN ART 101 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Provides training in duties and functions of the professional food buyer. Basic information on sources, grades, quality, and standards for selecting food items. Points stressed are specifications for: receiving, storing, issuing procedures, cost and operational expenses, and seasonal variations.

### **CLN ART 107 PRINCIPLES OF GARDE MANGER & BASIC BAKING – (CSU) 4 UNITS**

**Prerequisite:** CLN ART 101 or PROFBKG 200

**Lecture:** 2 hrs, **Lab:** 6 hrs

A comprehensive study of Garde Manger and Basic Baking Techniques. This includes the study and preparation of classic and contemporary salads; dressings, appetizers; canapes; vegetable/fruit carvings and salt/ice carvings. Foundational basic baking techniques are covered.

### **CLN ART 108 RESTAURANT SUPERVISION & TRAINING (CSU) 2 UNITS**

**Prerequisite:** CLN ART 101 or PROFBKG 200

**Lecture:** 2 hrs

Students are introduced to human resource management and supervision techniques. Students will identify the recruiting process, communication skills, leadership styles, legal issues in the workforce, employee motivation and discipline. This course includes problem solving in food service operations and procedures for developing personnel programs and effective labor management relationships.

### **CLN ART 109 PRINCIPLES OF CATERING – (CSU) 4 UNITS**

**Prerequisite:** CLN ART 101 | **Lecture:** 2 hrs, **Lab:** 4 hrs

The study of catering sales and operations, including 'hands on' practicum and interpersonal dynamics from production through a catering service. Topics covered include the preparation of a menu, estimating cost and food quantities, planning the room arrangement, the setup of buffet and service tables, and the performance of services. In addition, the allocation of time to prepare, transport, and setup the equipment and food for a catered event are studied.

## **CLN ART 110 CULINARY GREEN TECHNOLOGY (CSU) 3 UNITS**

**Prerequisite:** CLN ART 060 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Procurement, identification and quality standards of vegetables, fruits, and herbs utilized in a restaurant or culinary setting. Integration of seasonality, grading, post-harvest handling and environmental impacts. Emphasis is on care, watering, fertilizer and weed control of the Organic Herb & Farm Garden by the Culinary Arts Institute and making sure that all products used in the Culinary Arts Institute building. Follows green standards as described by LEED Platinum Certification.

## **CLN ART 150 CHEFS TRAINING FOR APPRENTICESHIP I (CSU) 2 UNITS**

**Prerequisite:** CLN ART 101 | **Lecture:** 1 hr, **Lab:** 3 hrs

Provides supervised internship experience within the Culinary Arts Institute. Internship provides students with hands-on training and experience in working on the line in The Mission Café (AKA The Servery), customer service, catering, special events and prepares them for their externship experience. Students learn skills required for commercial, restaurant and hotel establishments. Students will complete 108 TBA hours as part of the class.

## **CLN ART 155 CHEFS TRAINING FOR APPRENTICESHIP II (CSU) 2 UNITS**

**Prerequisite:** CLN ART 102 or PROFBKG 210

**Lecture:** 1 hr, **Lab:** 3 hrs

Provides supervised externship opportunity within a selected outside restaurant, hotel or food service establishment who supports the Culinary Arts Institute program. This is a supervised fieldwork experience in the industry and gives hands-on training in food service, catering, fine dining, commercial service, hotel and restaurant establishments. Students learn skills required for job competence.

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## **DANCE STUDIES**

### **HEALTH & HUMAN PERFORMANCE**

#### **DANCEST 185 DIRECTED STUDY – (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 3 hrs

This course allows students to pursue directed studies in Dance on a contract basis, under the direction of a supervising instructor.

#### **DANCEST 805 HISTORY & APPRECIATION OF DANCE (UC:CSU) 3 UNITS (RPT 3)**

**Prerequisite:** None | **Lecture:** 3 hrs

Course will examine the historical evolution of dance throughout western society in the forms of court dance, ballet, modern dance, musical theater, dance theater, tap, jazz, social dance and ballroom dance. Will consider the impact of dance on the western world and some other cultures and how it has been affected by the different dance traditions worldwide and how the historical evolution, culture and social events, political, and philosophical climate of the period reflects on dance and its evolution.

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## **DANCE TECHNIQUES**

### **HEALTH & HUMAN PERFORMANCE**

#### **DANCETQ 121 JAZZ DANCE TECHNIQUES I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

This fundamental course in Jazz dance provides a foundation for performance-based dance techniques of Jazz by introducing fundamental step sequencing and combinations, music, terminology and appreciation of the evolution of Jazz dance as a performing art form, which prepares students for further study in Jazz dance technique.

#### **DANCETQ 122 JAZZ DANCE TECHNIQUES II – (CSU) 1 UNIT**

**Prerequisite:** DANCETQ 121 | **Lab:** 3 hrs

This beginning level Jazz dance course continues to establish basic knowledge of performance-based Jazz dance technique by utilizing compound step sequences and combinations, higher codified level terminology, diverse selections of musical rhythms and phrasing and affirms each student's appreciation of the evolution of Jazz dance as a performing art form by reviewing cumulative jazz technique and information while preparing students for further study at higher levels.

#### **DANCETQ 141 MODERN DANCE TECHNIQUES 1 (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

Teaches technique, principles, terminology and the practice of modern contemporary dance at the introductory level. Students will undergo an in depth exploration of how the body is used in modern dance technique with a focus on alignment, body part initiation, body organization and sequencing. The course will also include the history of modern dance and an introduction to the elements of space, time, and energy through improvisational and choreographic exercises. Students will develop coordination, flexibility, and cardiovascular strength using various movement combinations.

#### **DANCETQ 142 MODERN DANCE TECHNIQUES 2 (UC:CSU) 1 UNIT**

**Prerequisite:** DANCETQ 141 | **Lab:** 3 hrs

Teaches technique, principles, terminology and the practice of modern (contemporary) dance at the beginning level. Emphasis is on the correct placement and execution of beginning level modern dance movements, and will include an in-depth exploration of the choreographic element of space through improvisational and choreographic exercises. Students will develop coordination, flexibility, and cardiovascular strength using various movement combinations.

#### **DANCETQ 151 DANCE FOR FILM AND STAGE I – (CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

This course will cover introductory level dance steps and techniques commonly found in musical theater productions including jazz walks, chassé, grapevine, jazz square, pivot turn, kick ball change, and three-step turn. The course will introduce students to various choreographers and styles of dance found in film and musical theater productions.

### **DANCETQ 152 DANCE FOR FILM AND STAGE II (CSU) 1 UNIT**

**Prerequisite:** DANCETQ 151 | **Lab:** 3 hrs

Beginning level dance steps and techniques commonly found in musical theater productions including jazz walks, chassé, grapevine, jazz square, pivot turn, kick ball change, and three-step turn. The course will introduce students to various choreographers and styles of dance found in film and musical theater productions.

### **DANCETQ 171 HIP-HOP DANCE TECHNIQUES I (CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

This introductory course in Hip Hop dance provides a foundation for Hip Hop and Funk dance techniques by introducing fundamental step sequencing and combinations, music, terminology and the appreciation of Hip Hop dance as a historical performing art form, which prepares students for further study in Hip Hop dance technique.

### **DANCETQ 172 HIP-HOP DANCE TECHNIQUES II (CSU) 1 UNIT**

**Prerequisite:** DANCETQ 171 | **Lab:** 3 hrs

This beginning level Hip Hop course continues to establish a basic knowledge of Hip Hop and Funk dance techniques by utilizing compound step sequences and combinations, higher level codified terminology, diverse selections of musical rhythms and phrasing and affirms each student's appreciation of Hip Hop dance as a historical and performing art form by reviewing cumulative Hip Hop technique and information while preparing students for further study at higher levels.

### **DANCETQ 173 HIP-HOP DANCE TECHNIQUES III (CSU) 1 UNIT**

**Prerequisite:** DANCETQ 172 | **Lab:** 3 hrs

This intermediate level hip-hop course solidifies learned techniques and knowledge of a complete hip-hop and funk dance class through the application of acquired skills and technical elements demonstrated in compound step sequences and combinations. Advancement of hip-hop movement vocabulary, diverse selections of musical rhythms and phrasing, physical aptitude, and performance skills prepares students for higher study of hip-hop dance techniques and performance. Exploration of the origins of hip-hop movement and the artistic influences embedded within the culture affirms each student's appreciation of hip-hop dance as a historical and performing art form.

### **DANCETQ 231 CONDITIONING FOR DANCE I (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

This course uses a variety of exercise techniques and philosophies to help students establish a workout program they can use to improve fitness as it applies to dance technique. Introductory level exercises are geared specifically for dance training, and are drawn from a number of different sources including yoga, Pilates, and other dance conditioning practices.

### **DANCETQ 232 CONDITIONING FOR DANCE II – (CSU) 1 UNIT**

**Prerequisite:** DANCETQ 231 | **Lab:** 3 hrs

This course uses a variety of exercise techniques and philosophies to help students establish a workout program they can use to improve fitness as it applies to dance technique. Beginning level exercises are geared specifically for dance training, and are drawn from a number of different sources including yoga, Pilates, and other dance conditioning practices.

### **DANCETQ 321 SOCIAL DANCE I – (CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

This course is an introductory survey of common, codified styles of dance typically performed in a social setting as a couple or group. Three or four varying types of social dance are taught each semester from a list that includes: American Rhumba, Cha-Cha-Cha, Line Dancing/Country-Western Swing, East Coast Swing, or American Tango. The dance history and the cultural background are presented for each type of social dance covered in this course. Also, music selection, basic rhythms, and cultural influences on the dance and music of social dance are covered.

### **DANCETQ 322 SOCIAL DANCE II – (CSU) 1 UNIT**

**Prerequisite:** DANCETQ 321 | **Lab:** 3 hrs

This course is a beginning survey of common, codified styles of dance typically performed in a social setting as a couple or group. Three or four varying types of social dance are taught each semester from a list that includes: Waltz, Fox Trot, Samba, West Coast Swing, Danzon, or Disco. The dance history and the cultural background are presented for each type of social dance covered in this course. Also, music selection, basic rhythms, and cultural influences on the dance and music of social dance are covered.

### **DANCETQ 462 MODERN DANCE – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

Focuses on the development of dance skills through modern dance movement, emphasizing combinations on the floor and standing or traveling through space. Includes the historical development of modern dance. Students will develop coordination, muscular strength and endurance, flexibility and low intensity cardiovascular endurance by practicing choreographed dance movement exercises.

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## **DANCE SPECIALTIES**

### **HEALTH & HUMAN PERFORMANCE**

### **DNCESPC 441 LATIN SOCIAL AND SALSA DANCE I (CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

Instruction and practice in the introductory level of Latin Social and Salsa Dance, with focus on basic foot patterns, introductory level partnering sequences, cultural origins, and social etiquette.

### **DNCESPC 442 LATIN SOCIAL AND SALSA DANCE II (CSU) 1 UNIT**

**Prerequisite:** DNCESPC 441 | **Lab:** 3 hrs

Instruction and practice in the beginning level of Latin Social and Salsa Dance, with focus on basic foot patterns, introductory level partnering sequences, cultural origins, and social etiquette.

## **DNCESPC 443 LATIN SOCIAL AND SALSA DANCE III (CSU) 1 UNIT**

**Prerequisite:** DNCESPC 442 | **Lab:** 3 hrs

Instruction and practice in the intermediate level of Latin Social and Salsa Dance, with focus on basic foot patterns, introductory level partnering sequences, cultural origins, and social etiquette.

## **DNCESPC 444 LATIN SOCIAL AND SALSA DANCE IV (CSU) 1 UNIT**

**Prerequisite:** DNCESPC 443 | **Lab:** 3 hrs

Instruction and practice in the advanced level of Latin Social and Salsa Dance, with focus on basic foot patterns, introductory level partnering sequences, cultural origins, and social etiquette.

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## **DRAFTING**

### **MATHEMATICS / COMPUTER SCIENCE / ENGINEERING**

#### **DRAFT 016 BLUE PRINT READING I – (CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 1 hr, **Lab:** 2 hrs

The principles and practices of blueprint reading including the study of standard symbols and their applications, and interpretation of a variety of drawings.

#### **DRAFT 017 BLUE PRINT READING II – (CSU) 2 UNITS**

**Prerequisite:** DRAFT 016 | **Lecture:** 1 hr, **Lab:** 2 hrs

This course covers three-dimensional detail prints. Training is given in laying out reference lines and center points on various industrial parts involving simple linear and angular dimensions. Advanced terminology and symbol usage are stressed. A limited amount of drawing practices is included.

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## **EARTH SCIENCE – PHYSICAL SCIENCES**

#### **EARTH 001 EARTH SCIENCE (C-ID GEOL 120) – 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Course surveys the science of whole Earth inquiry and thereby includes the following topics: Scientific method, Earth systems, Earth materials, internal processes, surface processes, oceans, atmosphere, Earth origins, and Earth history with special attention to the cycling of elements within the organizing paradigms of contributory disciplines such as Plate Tectonic Theory, the Theory of Evolution, and the Big Bang.

#### **EARTH 002 EARTH SCIENCE LABORATORY (C-ID GEOL 120 L) – 1 UNIT**

**Prerequisite:** None | **Corequisite:** EARTH 001

**Lecture:** 0.5 hr, **Lab:** 2.5 hrs

Earth Science Laboratory supplements Earth Science Lecture. Students are introduced to the study of Earth materials by learning to identify common minerals and rocks. Interpretations of processes acting on and within the Earth are approached through the study of information contained in maps, aerial photographs, and data sets collected from a variety of Earth-sensing instruments.

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## **ECONOMICS – BUSINESS / LAW**

#### **ECON 001 PRINCIPLES OF ECONOMICS 1 (UC:CSU:C-ID ECON 201) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Introductory course in the principles of microeconomic theory, including economic analysis of the firm and resource allocation; analysis of the laws of supply and demand; market structures of the American economy; price theory; current domestic economic issues.

#### **ECON 002 PRINCIPLES OF ECONOMICS II (UC:CSU:C-ID ECON 202) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Introductory course in the principles of macroeconomic theory. Measurement of aggregate economic performance, including GNP and national income, money and banking business cycle, role of government and the Federal Reserve System (fiscal and monetary policies), economic growth and stability, international trade, and economics of under development are covered in this course.

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## **EDUCATION – CHILD & FAMILY STUDIES**

#### **EDUC 001 INTRODUCTION TO TEACHING (UC:CSU:C-ID EDUC 200) 3 UNITS**

**Prerequisite:** None | **Advisory:** ENGLISH 028

**Lecture:** 3 hrs

*Note: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months.*

This course introduces students to the field of professional education and the concepts and issues that are related to K-12 education. Topics of this course include a basic understanding of a teacher's role and challenges in society, contemporary education issues within historical, social, philosophical, legal, and political contexts, impact of government policies on schools and children, and the various perspectives on curriculum and instruction.

*Note: Education 1 includes 20 hours of fieldwork/observation components.*

#### **EDUC 006 METHODS & MATERIALS OF TUTORING – 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hr

*NOTE: Class graded pass/no-pass*

This class trains new tutors in theory and practice in tutoring techniques, group dynamics, interpersonal skills, and record-keeping. Tutors will be trained to work with self-instructional materials and will tutor students enrolled in supervised learning assistance and/or other college approved tutoring programs.

### **EDUC 203 EDUCATION IN AMERICAN SOCIETY (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

*Note: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months.*

Introduces the American educational enterprise, especially problems in urban multicultural schools. Employs concepts and methods from sociology, philosophy and the politics of education to analyze American schools. Includes K-12 content standards, Teaching Performance Expectations. Requires a minimum of 25 hours of observation/participation in a multicultural school.

*Note: Education 203 includes 25 hours of fieldwork/observation components.*

### **EDUC 185 DIRECTED STUDY (CSU) 1 UNIT**

Allows students to pursue Directed Study in Education on a contract basis under the direction of a supervising instructor.

### **EDUC 285 DIRECTED STUDY (CSU) 2 UNITS**

Allows students to pursue Directed Study in Education on a contract basis under the direction of a supervising instructor.

### **EDUC 385 DIRECTED STUDY (CSU) 3 UNITS**

Allows students to pursue Directed Study in Education on a contract basis under the direction of a supervising instructor.

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## **ENGINEERING**

### **MATHEMATICS / COMPUTER SCIENCE / ENGINEERING**

#### **ENG GEN 101 INTRODUCTION TO SCIENCE, ENGINEERING AND TECHNOLOGY – (UC:CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 2 hrs

Students learn about the engineering method and strategies for academic and career success in engineering. Students are introduced to mechanical, civil, electrical, and computer systems engineering through project work. The vast range disciplines and opportunities in engineering are presented. Students are guided through challenging design exercises to develop skills in planning, communication, team working, and creativity. Only basic mathematics skills are required

#### **ENG GEN 120 INTRODUCTION TO PROGRAMMING CONCEPTS AND METHODOLOGIES FOR SCIENTISTS AND ENGINEERS – (UC:CSU) 4 UNITS**

**Prerequisite:** MATH 260 | **Lecture:** 3 hrs, **Lab:** 3 hrs

Students learn the fundamentals of a high level programming language through completing hands-on projects involving sensors, motors, and displays. Students also learn how to interface hardware to a desktop computer or laptop. The course provides transfer preparation in computer programming for science and engineering majors.

#### **ENG GEN 122 PROGRAMMING AND PROBLEM-SOLVING IN MATLAB – (CSU) 3 UNITS**

**Prerequisite:** MATH 265 | **Lecture:** 2 hrs, **Lab:** 3 hrs

This course utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics.

#### **ENG GEN 131 STATICS – (UC:CSU) 3 UNITS**

**Prerequisite:** PHYSICS 037 and MATH 266 | **Lecture:** 3 hrs

This engineering course covers how to apply vector analysis of forces and moments to determine the equilibrium conditions in trusses, frames, and machines. It also covers center of mass, centroids, friction, and moment of inertia.

#### **ENG GEN 151 MATERIALS OF ENGINEERING (UC:CSU) 3 UNITS**

**Prerequisite:** CHEM 101 and PHYSICS 037 | **Lecture:** 3 hrs

This engineering course covers how the properties of materials are related to atomic and crystal structure and how processing influences structure and hence properties. Topics include atomic structure and bonding; crystalline structures; phases and phase diagrams; metals; polymers; ceramics; composites; mechanical deformation, fracture, electrical, and magnetic properties.

#### **ENG GEN 220 ELECTRICAL CIRCUITS I – (CSU) 4 UNITS**

**Prerequisite:** PHYSICS 038 | **Corequisite:** MATH 275

**Lecture:** 3 hrs, **Lab:** 3 hrs

Students learn the theory of circuit analysis and practice its application to areas of importance in electrical analysis in time and frequency domains, transient, and steady state solutions. Topics include linear circuit analysis techniques, Kirchhoff's Laws, Network Theorems, mesh and nodal analysis, OP amps and amplifiers, Thevenin/Norton equivalents circuits, natural-forced-complete response of RLC circuits and Laplace Transforms. Introduction to AC circuits, phasors, three phase power, and frequency response and resonance. The laboratory includes experimental verification of the laws of AC and DC circuits, Kirchhoff's laws, and Thevenin's theorem using instruments such as multimeter, oscilloscopes, and signal generators.

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## **ENGINEERING GRAPHICS & DESIGN**

### **MATHEMATICS / COMPUTER SCIENCE / ENGINEERING**

#### **EGD TEK 101 ENGINEERING GRAPHICS – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** MATH 121

**Lecture:** 2 hrs, **Lab:** 2 hrs

This course covers the principles of engineering drawings in visually communicating engineering designs and an introduction to computer-aided design (CAD). Topics include the development of visualization skills; orthographic projections; mechanical dimensioning and tolerancing practices; and the engineering design process. Assignments develop sketching and 2-D and 3-D CAD skills. The use of CAD software is an integral part of the course.

### **EGD TEK 111 2-D COMPUTER-AIDED DRAFTING (CSU) 3 UNITS**

**Prerequisite:** EGD TEK 101 or EGD TEK 102

**Lecture:** 2 hrs, **Lab:** 2 hrs

This course is an introductory course in Two-Dimensional Computer-Aided Drafting using AutoCAD. Students learn the basic tools to create and edit a simple drawing. Topics include object construction, object properties, layers, orthographic projections, auxiliary views, parametric tools, basic dimensioning, template building, and plotting.

### **EGD TEK 121 3-D COMPUTER-AIDED DESIGN WITH SOLIDWORKS – (CSU) 2 UNITS**

**Prerequisite:** EGD TEK 101 | **Lecture:** 1 hr, **Lab:** 2 hrs

This is an introductory course in Three-Dimensional Computer-Aided Design and solid modeling. Students learn the concept of creating parts by using features including extrusion, revolve, sweep and loft boss, base, and cut. Other topics covered include creating assemblies and making drawing files out of the solid model or the assembly, utilizing SolidWorks 3-D software.

### **EGD TEK 131 CAD-ADVANCED APPLICATIONS 3-D – 2 UNITS**

**Prerequisite:** EGD TEK 121 | **Lab:** 3 hrs

This course builds on the skills acquired in 2-D and 3-D CAD applications. The course explores advanced computer-aided design techniques using SolidWorks software such as Mold Tools, Simulation and Surface modeling, also students are prepared for the Certified SolidWorks Associate (CSWA) exam. During these training programs, students acquire advanced skills in using the software and design techniques for 3-D structures in various examples toward design, manufacturing, and mechanical applications.

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## **ENGINEERING SUPPORT**

### **MATHEMATICS / COMPUTER SCIENCE / ENGINEERING**

#### **ENG SUP 121 PLANE SURVEYING I – (CSU) 3 UNITS**

**Prerequisite:** MATH 240 or MATH 240S

**Lecture:** 2 hrs, **Lab:** 3 hrs

This is a beginning course in plane surveying. Topics include horizontal linear measurements using pacing, steel tape, stadia and electronic distance measurement (EDM); circuit and profile differential leveling; measurement of horizontal and vertical angles; computation of azimuth, bearing, latitude, departure and coordinates and area of a traverse; balancing a closed traverse using the compass rule and rotation adjustments of a closed traverse; and introduction to geographic information system (GIS) and global positioning system (GPS). Technical lectures also include topics pertaining to technical writing and presentations. An introductory topic in terrain modeling using Microstation and/or AutoCAD software is demonstrated and field work is also performed including a field demonstration of unmanned aerial systems for mapping and terrain analysis purposes.

#### **ENG SUP 200 BUSINESS PRACTICES FOR LAND SURVEYORS & CIVIL ENGINEERS – (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 0.5 hr, **Lab:** 1.5 hrs

This course teaches students fundamental business practices used in technical career opportunities in land development. Such skills include: An introduction to business practices in land development, professional conduct and ethics, proposal writing, office and field research and planning, quantity takeoff, pricing and cost estimates, and technical forms of communications.

#### **ENG SUP 221 PLANE SURVEYING II – (CSU) 3 UNITS**

**Prerequisite:** ENG SUP 121 | **Lecture:** 2 hrs, **Lab:** 3 hrs

This is an advanced course in plane surveying. Topics include topographic survey, earthmoving quantity take-off, horizontal and vertical curves, construction staking, real property survey using electronic data measurement (EDM), application of global positioning system (GPS) and geographic information systems (GIS), and green surveys including the usage and practical applications of unmanned aerial systems (UAS's). Field work is performed.

#### **ENG SUP 224 LAND SURVEYOR-IN-TRAINING (LSIT) REVIEW COURSE – 2 UNITS**

**Prerequisite:** None | **Lecture:** 1 hr, **Lab:** 3 hrs

This course, in conjunction with Engineering Support 225, prepares students for the State of California's Land Surveyor in Training (LSIT) certificate which is the first step required under California law towards becoming licensed as a Professional Land Surveyor. In this course, students review math topics as they apply to plane surveying. Some topics covered in this course are filed data and image data acquisition, development of GIS maps, boundary and cadastral law.

#### **ENG SUP 225 BOUNDARY CONTROL FOR SURVEYORS (CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 1 hr, **Lab:** 3 hrs

This course, in conjunction with Engineering Support 224, prepares students for the State of California's Land Surveyor in Training (LSIT) certificate which is the first step required under California law towards becoming licensed as a Professional Land Surveyor. In this course, students are introduced to the history and concepts of boundary control surveys and the role of the surveyor with field applications. The usage of unmanned aerial systems in boundary surveys is also demonstrated.

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## **ENGLISH**

### **ENGLISH / COMMUNICATION STUDIES / JOURNALISM**

#### **ENGLISH 021 ENGLISH FUNDAMENTALS – (NDA) 3 UNITS**

**Prerequisite:** DevCom 1 or appropriate skill level demonstrated through the ENL assessment process

**Lecture:** 3 hrs

*NOTE: Class is graded pass/no-pass*

This is a course in reading and writing designed to strengthen the student's basic communication skills, including grammar, spelling, punctuation, and sentence construction. Greatest emphasis is placed on the writing of competent paragraphs and short essays.

## **ENGLISH 028 INTERMEDIATE READING – (NDA) 3 UNITS**

**Prerequisite:** ENGLISH 021 with a grade of “C” or better or appropriate skill level demonstrated through the ENL assessment process, or by permit | **Lecture:** 3 hrs

A course in reading and writing designed to strengthen the student’s ability to use basic communication skills, including grammar, punctuation, and mechanics. Instruction will include the assignment of expository and argumentative essays, online grammar and writing exercises, and a research paper.

## **ENGLISH 072 ENGLISH BRIDGE – (NDA) 1 UNIT**

**Prerequisite:** None. | **Corequisite:** ENGLISH 101 | **Lab:** 3 hrs

*NOTE: Class is graded pass/no-pass*

In this course, students will identify and implement reading strategies to analyze and interpret a variety of text, formulate written arguments with effective support, demonstrate editing skills, and follow MLA style and documentation methods for primary and secondary sources cited in research projects.

## **ENGLISH 101 COLLEGE READING & COMPOSITION I (UC:CSU:C-ID ENGL 100) 3 UNITS**

**Prerequisite:** E.S.L. 008 | **Lecture:** 3 hrs

Develops proficiency in college-level reading and writing through the application of the principles of rhetoric, argument, and critical thinking. Students will write expository essays based on college-level readings. Emphasis is placed on the research paper. This course requires the writing of a minimum of 6000 words in essays and a research paper.

## **ENGLISH 102 COLLEGE READING & COMPOSITION II (UC:CSU:C-ID ENGL 120) 3 UNITS**

**Prerequisite:** ENGLISH 101 | **Lecture:** 3 hrs

An introduction to critical analysis of poetry, novels, short stories, and drama. A variety of analytical strategies will be used to distinguish between deductive and inductive reasoning. Emphasis is placed on writing a research paper.

## **ENGLISH 103 COMPOSITION & CRITICAL THINKING (UC:CSU:C-ID ENGL 105) 3 UNITS**

**Prerequisite:** ENGLISH 101 | **Lecture:** 3 hrs

Develops critical thinking and writing skills and emphasizes logical reasoning, analysis, and strategies of argumentation using expository prose as subject matter. Designed to improve critical thinking in written arguments by applying established modes of reasoning, analyzing rhetorical strategies, evaluating logical fallacies, and detecting bias.

## **ENGLISH 127 CREATIVE WRITING (UC:CSU:C-ID ENGL 200) 3 UNITS**

**Prerequisite:** ENGLISH 101 | **Lecture:** 3 hrs

Teaches students different ways to employ the elements of story in their original literary works and encourages them to find their own distinct voice as writers. Assignments consist of writing in various forms such as short story, poetry, play writing and creative nonfiction, critiquing the works of established writers and peers, and reading and discussing the process and conventions of the creative writing process.

## **ENGLISH 203 WORLD LITERATURE I (UC:CSU:C-ID ENGL 140) 3 UNITS**

**Prerequisite:** ENGLISH 101 | **Lecture:** 3 hrs

An introduction to the key literary works of the Western world, the Middle East, Africa, and Asia, from antiquity to the seventeenth century. Students will analyze readings, poetic forms, and literary themes from different cultures in reasoned analysis.

## **ENGLISH 205 ENGLISH LITERATURE I (UC:CSU:C-ID ENGL 160) 3 UNITS**

**Prerequisite:** ENGLISH 101 | **Lecture:** 3 hrs

An introduction to major works of English literature from the origins to the nineteenth century. Emphasis is placed on developing an understanding and appreciation of the poetry, fiction, and drama of these literary periods.

## **ENGLISH 206 ENGLISH LITERATURE II (UC:CSU:C-ID ENGL 165) 3 UNITS**

**Prerequisite:** ENGLISH 101 | **Lecture:** 3 hrs

An introduction to major works of English literature from the nineteenth century to the present. Focus will be on developing an understanding and appreciation of the poetry, fiction, and drama of these literary periods.

## **ENGLISH 208 AMERICAN LITERATURE II (UC:CSU:C-ID ENGL 135) 3 UNITS**

**Prerequisite:** ENGLISH 101 | **Lecture:** 3 hrs

Presents representative pieces of American literature from the early 19th century to the present. The selections are taken from a wide variety of literary forms, such as essays, short stories, poems, letters, speeches, and novels.

## **ENGLISH 240 LITERATURE & THE MOTION PICTURE I (UC:CSU) 3 UNITS**

**Prerequisite:** ENGLISH 101 | **Lecture:** 3 hrs

Examines the comparative arts of literature and the motion picture. Includes readings of literary works, both classic and modern, screenings of film versions based upon these literary sources, discussion, and writing of critical papers.

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## **ENGLISH AS A SECOND LANGUAGE ESL / FOREIGN LANGUAGES / LINGUISTICS**

### **ESL 003A COLLEGE ESL 3A: GRAMMAR/WRITING (NDA) 6 UNITS**

**Prerequisite:** ESL NC 009CE or appropriate placement

**Lecture:** 6 hrs

*NOTE: ESL courses at levels 003, 004, 005, and 006 are divided into three sections: A. Writing and Grammar, B. Reading and Vocabulary, C. Listening and Speaking. Students are highly encouraged to enroll in all three sections (A, B, C).*

*NOTE: Class is graded pass/no-pass*

This is a low-intermediate writing and grammar course for non-native writers of English. It emphasizes vocabulary, grammar, and writing through guided and free compositions of paragraphs on common subjects. Reading, speaking, and listening activities reinforce writing and grammar development.

### **ESL 003B COLLEGE ESL 3B: READING/VOCABULARY (NDA) 3 UNITS**

**Prerequisite:** ESL NC 009CE or appropriate placement

**Lecture:** 3 hrs

*NOTE: Student must take ESL 003B + ESL 003C together*

*NOTE: Class is graded pass/no-pass*

A low intermediate reading and vocabulary course that emphasizes the development of reading skills and the beginning of academic vocabulary.

### **ESL 003C COLLEGE ESL 3C: LISTENING/SPEAKING (NDA) 3 UNITS**

**Prerequisite:** ESL NC 009CE or appropriate placement

**Lecture:** 3 hrs

*NOTE: Student must take ESL 003B + ESL 003C together*

*NOTE: Class graded credit/no credit.*

This is a low-intermediate listening and speaking course for non-native speakers of English. Emphasis is on the development of listening comprehension skills, the acquisition of conversational grammar, basic English pronunciation skills, and participation in interactive speaking activities in academic and social contexts.

### **E.S.L. 004A COLLEGE E.S.L. 4A: WRITING/GRAMMAR (NDA) 6 UNITS**

**Prerequisite:** ESL 003A or appropriate placement

**Lecture:** 6 hrs

*NOTE: Class is graded pass/no-pass*

This is a course in written composition, grammar, and critical reading skills tailored for the English-as-a-second language student. Students in this intermediate ESL course learn skills in writing to prepare them for college work. The emphasis is on writing based on critical reading and personal experience. Students will be introduced to summarizing skills. Grammar skills and mechanics are emphasized throughout each lesson.

### **E.S.L. 004B COLLEGE E.S.L. 4B: READING/VOCABULARY (NDA) 3 UNITS**

**Prerequisite:** ESL 003B or appropriate placement

**Lecture:** 3 hrs

*NOTE: Student must take E.S.L. 004B + ESL 004C together*

*NOTE: Class is graded pass/no-pass*

A high intermediate reading and vocabulary course that emphasizes the development of reading skills and the beginning of academic vocabulary.

### **ESL 004C COLLEGE ESL 4C: LISTENING/SPEAKING (NDA) 3 UNITS**

**Prerequisite:** ESL 003C or appropriate placement

**Lecture:** 3 hrs

*NOTE: Student must take E.S.L. 004B + ESL 004C together*

*NOTE: Class is graded pass/no-pass*

This is a high-intermediate listening and speaking class that focuses on listening to short lectures, developing conversational ability, and improving pronunciation.

### **E.S.L. 005A COLLEGE E.S.L. 5A: WRITING/GRAMMAR (CSU) 6 UNITS**

**Prerequisite:** E.S.L. 004A or appropriate placement

**Lecture:** 6 hrs

*NOTE: Class is graded pass/no-pass*

This is a course in written composition, grammar, and critical reading skills tailored for the English-as-a-second language student. Students in this low-advanced ESL course learn skills in writing to prepare them for college work. The emphasis is on writing based on critical reading, interpretation/analysis, and personal experience. Students will develop paraphrasing and summarizing skills. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four compositions of 300-400 words.

### **E.S.L. 005B COLLEGE E.S.L. 5B: READING/VOCABULARY (CSU) 3 UNITS**

**Prerequisite:** E.S.L. 004B or appropriate placement

**Lecture:** 3 hrs

*NOTE: Student must take E.S.L. 005B + ESL 005C together*

*NOTE: Class is graded pass/no-pass*

This is a reading and vocabulary course that focuses on reading fictional and non-fictional materials. Students will study vocabulary lists and learn vocabulary development skills to become low-advanced ESL readers.

### **ESL 005C COLLEGE ESL 5C: LISTENING/SPEAKING (CSU) 3 UNITS**

**Prerequisite:** ESL 004C or appropriate placement

**Lecture:** 3 hrs

*NOTE: Student must take E.S.L. 005B + ESL 005C together*

*NOTE: Class is graded pass/no-pass*

This is a low-advanced listening and speaking class that focuses on listening to academic lectures, developing conversational and presentation ability, and understanding enunciation techniques.

### **E.S.L. 006A COLLEGE E.S.L. 6A: WRITING/GRAMMAR (CSU) 6 UNITS**

**Prerequisite:** E.S.L. 005A

**Lecture:** 6 hrs

*NOTE: Class is graded pass/no-pass*

This course is designed for students at the advanced level of English language acquisition and provides instruction in writing extended essays in a variety of ways, analysis of readings, grammar development, punctuation and spelling improvement, as well as verbal communication.

### **E.S.L. 006B COLLEGE E.S.L. 6B: READING/VOCABULARY (CSU) 3 UNITS**

**Prerequisite:** E.S.L. 005B or appropriate placement

**Lecture:** 3 hrs

*NOTE: Student must take E.S.L. 006B + ESL 006C together*

*NOTE: Class is graded pass/no-pass*

This course focuses on advanced reading and vocabulary development for students whose first language is not English. Students will read high interest fictional and non-fictional books and materials at an advanced ESL level.

## **ESL 006C COLLEGE ESL 6C: LISTENING/SPEAKING (CSU) 3 UNITS**

**Prerequisite:** ESL 005C or appropriate placement

**Lecture:** 3 hrs

*NOTE: Student must take E.S.L. 006B + ESL 006C together*

*NOTE: Class is graded pass/no-pass*

This is an advanced listening and speaking class for non-native speakers of English that focuses on listening to long academic lectures, developing critical conversational and presentation ability, and improving advanced English pronunciation.

## **E.S.L. 007B ADVANCED ESL: READING AND VOCABULARY (CSU) 3 UNITS**

**Prerequisites:** E.S.L. 006A or appropriate placement

**Lecture:** 3 hrs

*NOTE: Class is graded pass/no-pass*

In this advanced E.S.L. course, student learn reading comprehension, critical reading, and vocabulary skills to prepare for and support their academic work across the curriculum. This course is designed to build academic language fluency, academic vocabulary, and reading versatility.

## **E.S.L. 008 ADVANCED ESL COMPOSITION – (UC:CSU) 6 UNITS**

**Prerequisites:** : E.S.L. 006A or ENGLISH 021 or appropriate placement | **Lecture:** 6 hrs

*NOTE: Student receives a letter grade*

A course in written composition and critical reading skills tailored for the English-as-a-second-language student. Emphasis is on advanced language development, grammar skills, critical reading, and the writing of expository and argumentative essays and research papers.

## **E.S.L. 010 ADVANCED INTEGRATED LANGUAGE SKILLS (NDA) 1 UNIT**

**Prerequisites:** ENGLISH 028 or E.S.L. 008

**Advisory:** ENGLISH 101 | **Lab:** 3 hrs

*NOTE: Student receives a letter grade*

This is an advanced integrated language skills course designed to support ESL students in English 101. Students develop critical thinking, grammar, close reading and writing skills. Techniques for researching, documenting, analyzing, and using text-based evidence from fiction and non-fiction texts are emphasized.

## **E.S.L. 100 ESL FOR CHILD DEVELOPMENT – (NDA) 3 UNITS**

**Prerequisites:** None | **Lecture:** 3 hrs

*NOTE: Student receives a letter grade*

Focus on the development of English language proficiency needed to successfully complete Child Development 1, including reading comprehension, oral and written expression, lecture note taking, and vocabulary development.

## **ENGLISH AS A SECOND LANGUAGE NONCREDIT**

### **ESL NC 007CE ENGLISH AS A SECOND LANGUAGE I NONCREDIT**

**Prerequisite:** None | **Lecture:** 12 hrs

This is an open-entry open-exit course that emphasizes listening/speaking skills and reading/writing skills at a beginning level. The focus of the course is comprehension and communication at the basic skills level in relation to familiar contexts, such as health, survival skills, employment, and community resources. Basic grammatical structures are introduced.

### **ESL NC 008CE ENGLISH AS A SECOND LANGUAGE II NONCREDIT**

**Prerequisite:** None | **Lecture:** 12 hrs

An open-entry open-exit course that emphasizes listening/speaking skills and reading/writing skills at a beginning level. The focus of the course is on comprehending and engaging in extended conversations related to familiar contexts, such as health, employment, and community resources. Students read simple adapted narrative and descriptive passages and use basic grammatical structures to write short, clearly organized paragraphs and messages.

### **ESL NC 009CE ENGLISH AS A SECOND LANGUAGE III NONCREDIT**

**Prerequisite:** None | **Lecture:** 12 hrs

Course emphasizes listening/speaking and reading/writing skills at an intermediate-low level. Students participate in dialogues, open discussions, presentations, and journal writing about current events and cultural awareness. Students will develop skills to understand short reading passages and differentiate between fact and opinion with some accuracy as well as write clear and well-organized level appropriate short paragraphs. Completion of levels I and II or equivalent skills level is strongly recommended prior to registration.

### **ESL NC 015CE ENGLISH AS A SECOND LANGUAGE IV NONCREDIT**

**Prerequisite:** ESL 009CE | **Lecture:** 12 hours

ESL IV is designed to provide a transition from non-credit ESL level 3, to college credit ESL or ENL courses. The focus of the course is on continued development of reading, writing, speaking, and comprehension skills; composition of paragraphs with level-appropriate grammar and sentence structure; and oral presentations that demonstrate basic research and critical thinking skills in use of multimedia sources. Furthermore, transition strategies for transfer onto college credit courses are studied.

### **ESL NC 021CE ESL CONVERSATION – NONCREDIT**

**Prerequisite:** None | **Lecture:** 3 hrs

This is an open-entry, open-exit communicative-based course designed to develop the listening and speaking skills of beginning level non-native adult learners. Students will be introduced to vocabulary and life skills needed to function in routine social and vocational situations. Activities ranging from dialogues, pair work, group work, and role plays will be used to develop fluency and help students achieve the language competencies needed to succeed in academic and vocational settings.

## **ESL NC 023CE ENGLISH AS A SECOND LANGUAGE: SPEECH I NONCREDIT**

**Prerequisite:** None | **Lecture:** 4 hrs

An open-entry open-exit course centered on basic oral communication skills at the intermediate low ESL level. Pronunciation, rhythm, stress, and intonation are practiced for better oral communication and development of patterns of English conversation. Students learn to give brief prepared oral presentations.

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## **ESL CIVICS – NONCREDIT**

### **ESLVCVS 013CE – ESL AND CIVICS IV – NONCREDIT**

**Prerequisite:** None | **Advisory:** CASAS ELL Level B (200) Level E (250) | **Lecture:** 3 hrs

This is an open-entry, open-exit communicative-based course designed to introduce high-beginning level non-native adult learners to U.S. history and government and promote civic participation. This course will cover U.S. geography, American symbols and celebrations, the three branches of government, and types of government including state and local government. Students will also begin preparing for the U.S. Citizenship and Naturalization Oral Test.

### **ESLVCVS 014CE – ESL AND CIVICS V – NONCREDIT**

**Prerequisite:** None | **Advisory:** CASAS ELL Level B (200) Level E (250) | **Lecture:** 3 hrs

This is an open-entry, open-exit course designed to introduce intermediate level non-native learners to U.S. history and government and promote civic participation. This course will focus on introducing students to the important benchmarks in U.S. history beginning with the first North Americans until the present time. Students will also continue preparing for the U.S. Citizenship and Naturalization Oral Test.

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## **ENVIRONMENTAL SCIENCE LIFE SCIENCES**

### **ENV SCI 002 THE HUMAN ENVIRONMENT: BIOLOGICAL PROCESSES – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Introduces students to the biological aspects of our environmental systems. Study focuses on our large-scale systems including populations and ecosystems and small-scale issues such as nutrition and toxicity. Global population will be examined through the lens of population dynamics and carrying capacity.

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## **FAMILY & CONSUMER STUDIES CHILD & FAMILY STUDIES**

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

**Prerequisite:** None | **Lecture:** 3 hrs

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

### **FAM &CS 021 NUTRITION – (UC:CSU) 3 UNITS**

See NUTRITION 021

### **FAM &CS 031 MARRIAGE & FAMILY LIFE (UC:CSU:C-ID SOCI 130) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Course includes the family as a social institution, its structure and functions, including historical changes in marriage, emerging patterns, and the influence of contemporary society and social forces that shape marriage and family such as race, class, gender and sexuality.

### **FAM &CS 070 FIELD EXPERIENCE IN FAMILY & CONSUMER STUDIES – (CSU) 3 UNITS**

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

Field experience in a program offering services related to a certificate being earned in Family and Consumer Studies. The student will relate theory and coursework to practical application in a program, agency, facility or family service center.

### **FAM &CS 091 LIFE MANAGEMENT – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Provides students with the opportunity to develop their own career, academic and personal goals and to explore how these goals impact and are impacted by daily lifestyle. Based on theories, professional resources and practical experiences, students will develop strategies leading to professional, academic and personal success.

### **FAM &CS 185 DIRECTED STUDY – (CSU) 1 UNIT**

Directed Study in Family and Consumer Studies on a contract basis under the direction of a supervising instructor.

### **FAM &CS 285 DIRECTED STUDY – (CSU) 2 UNITS**

Directed Study in Family and Consumer Studies on a contract basis under the direction of a supervising instructor.

### **FAM &CS 385 DIRECTED STUDY – (CSU) 3 UNITS**

Directed Study in Family and Consumer Studies on a contract basis under the direction of a supervising instructor.

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## **FINANCE – BUSINESS / LAW**

### **FINANCE 001 PRINCIPLES OF FINANCE – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

This course is designed to cover the markets in which funds are traded, the financial institutions that participate in and aid the flow of funds, and the principles of financial management that guide the participants in making sound decisions.

### **FINANCE 008 PERSONAL FINANCE & INVESTMENTS (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

This course presents the theory and practice involved with applying personal financial decisions met in everyday living. Functions of several financial institutions that exist to serve the consumer and the financial advisor. Also included are a selection of services that are chosen from topics such as borrowing money, understanding credit scores, buying insurance, buying a new home, tax strategy, retirement planning, and buying stocks and bonds.

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## FRENCH – ESL / FOREIGN LANGUAGES / LINGUISTICS

### FRENCH 001 ELEMENTARY FRENCH I – (UC:CSU) 5 UNITS

**Prerequisite:** None | **Lecture:** 5 hrs

First course in understanding, speaking, reading, and writing French. Introduction to the cultures and civilization of the French-speaking world. Intended primarily for students with little or no knowledge of French.

### FRENCH 002 ELEMENTARY FRENCH II –(UC:CSU) 5 UNITS

**Prerequisite:** FRENCH 001 or equivalent | **Lecture:** 5 hrs

Second course in understanding, speaking, reading and writing French. Continuation of the study of the cultures and civilization of the French-speaking world. Intended primarily for students with the equivalent knowledge of first-semester French.

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## GEOGRAPHY – PHYSICAL SCIENCES

### GEOG 001 PHYSICAL GEOGRAPHY – (UC:CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

(GIS), Global Positioning System (GPS), and satellite imagery.

Explores the processes shaping the natural environmental systems. Students will explore where major elements of the natural environment are, why they are there, and how they are interrelated. Major topics include weather and climate, water, ecosystems, geologic processes, landform, and human-environment interdependence.

### GEOG 002 CULTURAL ELEMENTS OF GEOGRAPHY (UC:CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

Explores human cultural variables in the context of the globe, including the description, analysis, and explanation of population, migration, language, religion, ethnicity, political geography, and economic activities. Special emphasis is placed on the effects of globalization and the impact of human settlements on the natural environment. Tools of geographic inquiry may include maps, satellite imagery, and geographic information systems.

### GEOG 007 WORLD REGIONAL GEOGRAPHY (UC:CSU:C-ID GEOG 125) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

Examines the world geographic realms, with a specific reference to physical landscapes, climates, demographics, cultural patterns, livelihoods, and integration in the global economy. Tools used for geographic inquiries may include analogue maps and digital images.

### GEOG 015 PHYSICAL GEOGRAPHY LABORATORY (UC:CSU) 2 UNITS

**Prerequisite:** None | **Corequisite:** GEOG 001

**Lecture:** 1 hr, **Lab:** 2 hrs

Provides hands-on exercise in topics covered in the Physical Geography (GEOG 001) course. This laboratory course deals with skills of collecting, analyzing, and displaying of geographic data, with a specific reference to Earth's energy balance, weather and climate, vegetation, tectonic processes, landforms, and natural hazards. Students use both analogue maps and digital media (GIS, GPS, satellite images, and Internet maps).

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## GEOLOGY – PHYSICAL SCIENCES

### GEOLOGY 001 PHYSICAL GEOLOGY – (UC:CSU:C-ID GEOL 100) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

This course examines the composition, structure, and processes of the planet Earth. Topics include minerals & rocks, plate tectonics, forces & processes that create volcanoes & earthquakes, determination of the ages of rocks, processes of running and groundwater, renewable and non-renewable resources, and the environmental impacts of energy and mineral resource exploitation and use.

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## HEALTH – HEALTH & HUMAN PERFORMANCE

### HEALTH 008 WOMEN'S PERSONAL HEALTH (UC:CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

Presents health issues unique to women. Topics considered include physiological and psychological aspects of nutrition, exercise, hygiene, sexuality and reproduction, and diseases common to women. Open to men and women.

### HEALTH 011 PRINCIPLES OF HEALTHFUL LIVING (UC:CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

Offers health concepts to use today and tomorrow as guidelines for self-directed responsible living. Emphasis is placed on relating health concepts to the individual's well-being in personal, community, vocational and leadership roles.

### HEALTH 101 INTRODUCTION TO PUBLIC HEALTH (CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

This course provides an overview of the functions of various public health professions and institutions and an in-depth examination of the core public health disciplines. Students will gain an understanding of the basic concepts and terminologies of public health, and the history and accomplishments of public health officials and agencies. An overview of the functions of various public health professions and institutions and an in-depth examination of the core public health disciplines are covered. Topics of the discipline include the epidemiology of infectious and chronic disease; prevention and control of diseases in the community including the analysis of the social determinants of health and strategies for eliminating disease, illness and health disparities among various populations; community organizing and health promotion programming; environmental health and safety; global health; and healthcare policy and management.

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## HEALTH OCCUPATIONS – LIFE SCIENCES

### HLTH OCC 062 SKILL SET FOR THE HEALTHCARE PROFESSIONAL – (CSU) 2 UNITS

**Prerequisite:** None | **Lecture:** 1 hr, **Lab:** 3 hrs

Health Occupations 62 is an introduction of the concepts and skills that serve as a foundation for the healthcare professions. Topics include hygiene and safety, infection control, basic client monitoring and basic first aid, therapeutic communication and basic health documentation.

### HLTH OCC 063 BASIC MEDICAL TERMINOLOGY, PATHOPHYSIOLOGY AND PHARMACOLOGY FOR THE HEALTHCARE PROFESSIONAL – (CSU) 2 UNITS

**Prerequisite:** None | **Lecture:** 2 hrs

This basic medical language course will discuss common diseases and injuries and their pharmacological treatment using medical terminology in English and Spanish, when appropriate.

### HLTH OCC 064 CULTURAL AND LEGAL TOPICS FOR THE HEALTHCARE PROFESSIONALS – (CSU) 1 UNIT

**Prerequisite:** None | **Lecture:** 1 hr

This course provides an overview of the concepts of health and illness, cultural diversity and legal issues that affect the health care professionals.

### HLTH OCC 065 FUNDAMENTALS FOR THE HEALTHCARE PROFESSIONAL – (CSU) 2.5 UNITS

**Prerequisite:** None | **Lecture:** 2.5 hrs

Health Occupations 065 explores career options in the health care industry, healthy behavior for health care workers, work ethics, professional resumes and interviewing skills and personality traits of a healthcare professional. There will be an externship during which area employers will introduce students to direct and indirect patient care opportunities.

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## HEALTH INFORMATION TECHNOLOGY LIFE SCIENCES

### HTHTEK 100 INTRODUCTION TO HEALTH INFORMATION (CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 2 hrs

This course is an introduction to the Health Information Management (HIM) profession and the record keeping practices in alternative health care delivery systems. Emphasis is placed on the development, maintenance, and content of patient health records, including format and documentation requirements, filing and number system, medical staff organization, regulatory and accrediting agencies.

### HTHTEK 103 INTRODUCTION TO BASIC CODING (CSU) 3 UNITS

**Prerequisite:** HTHTEK 100 and BIOLOGY 033 or HLTHOCC 063

**Lecture:** 2 hrs, **Lab:** 2 hrs

This course introduces the use of the International Classification of Diseases Clinical Modification (CM) codes for diagnoses and Procedural Coding System (PCS) to code procedures. Students learn to analyze clinical disease processes, use diagnosis and procedural terminology, sequence and assign codes correctly using current coding manuals and computerized encoder.

### HTHTEK 110 AMBULATORY CARE CODING (CSU) 3 UNITS

**Prerequisite:** BIOLOGY 033 or HLTHOCC 063

**Lecture:** 2 hrs, **Lab:** 2 hrs

This course introduces the practice and principles of classification systems utilized in alternate health care facilities. Classification systems studied include Diagnostic and Statistical Manual of Mental Disorders (DSM), Systematized Nomenclature of Medicine (SNOMED), Ambulatory Payment Classification (APC), Healthcare Common Procedural Coding System (HCPCS Level II) used for reimbursement of outpatient services rendered.

### HTHTEK 230 ELECTRONIC HEALTH RECORDS IN THE HEALTH – (CSU) 3 UNITS

**Prerequisite:** CAOT 082 | **Lecture:** 3 hrs

This course is designed to provide health information students with the basic knowledge and skills necessary to use electronic health record (EHR) systems in the healthcare setting. The importance of national, regional, and state initiatives will be discussed in addition to practical experience using software.

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## HISTORY – SOCIAL SCIENCES

### HISTORY 001 INTRODUCTION TO WESTERN CIVILIZATION I (UC:CSU:C-ID HIST 170) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

A survey course emphasizing the main political, social, and economic currents that shaped the development of Western Civilization from Paleolithic times through the 17th century.

### HISTORY 002 INTRODUCTION TO WESTERN CIVILIZATION II (UC:CSU:C-ID HIST 180) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

A survey course emphasizing the main political, social, and economic currents that shaped the development of Western Civilization from the 17th century to today.

### HISTORY 011 POLITICAL & SOCIAL HISTORY OF THE UNITED STATES I – (UC:CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

A general survey of the political and social developments that shaped the history of the United States from pre-Columbian times to Reconstruction.

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## **HISTORY 012 POLITICAL & SOCIAL HISTORY OF THE UNITED STATES II – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Covers the second half of the standard survey of United States history, providing an analytical study of the history of the United States from the Reconstruction era to the present, focusing not only on political and social developments in the history of the United States but also on economic and cultural developments, and analyzing changes in both the United States' domestic policies and its ongoing and changing role in international affairs.

## **HISTORY 086 INTRODUCTION TO WORLD CIVILIZATION I (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

A historical survey of the major political, economic, intellectual and cultural movements and events of Early World Civilizations from Early World History from the Paleolithic Era, through the 16th Century.

## **HISTORY 185 DIRECTED STUDY – (CSU) 1 UNIT**

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

## **HISTORY 285 DIRECTED STUDY – (CSU) 2 UNITS**

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

## **HISTORY 385 DIRECTED STUDY – (CSU) 3 UNITS**

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

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## **HUMANITIES – ARTS, MEDIA & PERFORMANCE**

### **HUMAN 001 CULTURAL PATTERNS OF WESTERN CIVILIZATION – (UC:CSU) 3 UNITS**

**Prerequisite:** ENGLISH 028 or E.S.L. 008 | **Lecture:** 3 hrs

This course introduces the general concepts of Humanities. Mythology, music, history, philosophy, painting, drama, sculpture and architecture are studied and compared in relation to their background, medium, organization and style. The course surveys in depth the classical heritage of Greece and Rome. Emphasis is placed upon the awareness of cultural heritage, values, and perspectives as revealed in the arts.

### **HUMAN 003 THE ARTS OF CONTEMPORARY SOCIETY (UC:CSU) 3 UNITS**

**Prerequisite:** ENGLISH 028 or E.S.L. 008 | **Lecture:** 3 hrs

A study of the literature, philosophy, music, art and architecture of the late nineteenth and twentieth centuries in terms of the ideas and basic needs which stimulated the artists, and the contribution of their work toward the development of contemporary society.

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## **INDUSTRIAL TECHNOLOGY**

**MATHEMATICS / COMPUTER SCIENCE / ENGINEERING**

### **IND TEK 103 TECHNICAL WRITING AND COMMUNICATION (CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 1 hr, **Lab:** 2 hrs

This course introduces the principles and practices of writing a range of technical documents including emails, letters, technical evaluations and reports, and academic and scientific papers used in the engineering, science, and technology fields. The use of graphical information such as tables and charts are covered as well as technical resumes, letters, and instruction and operation manuals.

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## **INTERIOR DESIGN – ARTS, MEDIA & PERFORMANCE**

### **INTRDGN 101 INTERIOR DESIGN LABORATORY – (CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 2 hrs

Designed to reinforce lectures presented in Interior Design classes. Emphasis is placed on applying design principles to projects using selected computer applications.

### **INTRDGN 102 INTRODUCTION TO INTERIOR DESIGN (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Lecture course introduces the field of interior design including the elements and principles of design as applied to color, textiles, finishes, space planning, furniture and lighting selection. Introduces basic digital drafting techniques and overview of American with Disabilities Act and Green Codes. Products, services, career options and a brief history of interior design are covered.

### **INTRDGN 103 HISTORY OF ARCHITECTURE AND INTERIORS I (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

This course covers the development of architecture and interiors from the prehistoric era through the 17th century. Students study religious, political, social, and historical influences in the shaping of architecture and interior design. The class presents the story of architecture and interior design in a social and cultural context with the underlying theme of building technologies.

### **INTRDGN 104 HISTORY OF ARCHITECTURE AND INTERIORS II (CSU) 3 UNITS**

**Prerequisite:** None. | **Advisory:** INTRDGN 103

**Lecture:** 3 hrs

This course covers the development of architecture and interiors from the 18th Century to the Present. Students study religious, political, social, and historical influences in the shaping of architecture and interior design. The class presents the story of architecture and interior design in a social and cultural context with the underlying theme of building technologies.

### **INTRDGN 106 DIGITAL DRAFTING FOR INTERIOR DESIGN (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** MLTIMD 100

**Lecture:** 2 hours, **Lab:** 2 hours

This lecture and lab course introduces the fundamentals of drafting and visual communications for interior design and architecture using computer software. Skills are taught in computer aided design and drafting and computer graphic communication techniques for the built environment using two and three-dimensional computer drawing software. The fundamentals of computer model building, sketching, digital drawing and rendering methods and spatial comprehension are covered.

### **INTRDGN 107 COLOR THEORY AND DESIGN – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

This course covers the developments and use of color as it relates to interior design. The psychology of color, textures and light effects, the historic value of color, color trends past and present, and color in residential and commercial interior design.

### **INTRDGN 108 RESIDENTIAL SPACE PLANNING – (CSU) 4 UNITS**

**Prerequisite:** None

**Advisories:** INTRDGN 106 and INTRDGN 116

**Lecture:** 2 hrs, **Lab:** 4 hrs

Develop residential interior spaces that satisfy programmatic needs and use space efficiently. Learn techniques for assimilating client-project information, analyzing program requirements, and developing schematic space-planning solutions for residential situations that include barrier-free kitchens and bathrooms and adherence to CALGreen residential requirements. Covers basic 2D drafting and 3D Building Information Modeling (BIM) techniques in developing design solutions.

### **INTRDGN 109 COMMERCIAL SPACE PLANNING (CSU) 4 UNITS**

**Prerequisite:** None

**Advisories:** INTRDGN 106 and INTRDGN 116

**Lecture:** 2 hrs, **Lab:** 4 hrs

Develop commercial interior spaces that satisfy programmatic needs and use space efficiently. Learn techniques for assimilating client-project information, analyzing program requirements, and developing schematic space-planning solutions for commercial situations that include barrier-free kitchens and bathrooms and adherence to CALGreen requirements. Covers basic 2D drafting and 3D Building Information Modeling (BIM) techniques in developing design solutions.

### **INTRDGN 110 LIGHTING DESIGN – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** INTRDGN 102

**Lecture:** 3 hrs

This course covers lighting basics, sources of light, lighting hardware, lighting applications, lighting specifications, lighting as an art and natural daylighting. Residential and commercial lighting design are covered.

### **INTRDGN 111 SUSTAINABLE DESIGN FUNDAMENTALS (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** INTRDGN 102

**Lecture:** 3 hrs

This course covers an overview of sustainable building design including strategies for reducing the energy footprint of buildings, rainwater harvesting, graywater recycling, passive heating and cooling techniques, solar orientation, green roofs, wind energy, daylighting, indoor air quality, and material evaluation and specification. The interior design profession's ethical responsibility to design spacing that sustain our natural resources and working with green building certification programs is also covered.

### **INTRDGN 112 SUSTAINABLE DESIGN STANDARDS & CERTIFICATIONS I – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** INTRDGN 111

**Lecture:** 3 hrs

This course covers the California Green Building Standards Code (CALGreen) and Leadership in Energy and Environmental Design (LEED). CALGreen AND LEED requirements for commercial and residential projects will be covered including site selection, water and energy efficiency, material selection, and indoor environmental quality. This course is designed to prepare students to pass the LEED Green Associate exam.

### **INTRDGN 113 SUSTAINABLE DESIGN STANDARDS & CERTIFICATIONS II – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** INTRDGN 111

**Lecture:** 3 hrs

This course covers the WELL Building and Passive House building rating systems. Strategies for designing a WELL Building office interior and a Passive House compliant single family home will be covered.

### **INTRDGN 114 INTERIOR DESIGN MATERIALS, STANDARDS AND SPECIFICATIONS – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

This course covers specifications of paints, finishes, flooring materials, both hard and soft, walls, ceilings, moldings, doors, and windows for residential and commercial applications. Students learn about interior products for durability, health, environmental, sustainability, and American Disability Act considerations.

### **INTRDGN 115 BUILDING CODES FOR INTERIORS (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** INTRDGN 102

**Lecture:** 3 hrs

This course covers the latest codes and standards pertinent to interior designers and architects with emphasis on how residential and commercial building designs and finishes are affected by various building, accessibility, and green codes. Topics include the most recent International Building Code (IBC), International Residential Code (IRC), International Green Construction Code (IGCC), the CALGreen Code (Title 24 – Part 11), the American with Disabilities Act (ADA), and relevant Mechanical, Electrical, and Plumbing (MEP) codes.

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## **INTRDGN 116 BUILDING INFORMATION MODELING FOR INTERIOR DESIGN I – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 2 hrs

This beginner lecture and laboratory course introduces Building Information Modeling (BIM) for Interior Design. Students will use BIM techniques and apply the elements and principles of interior design to create a residential or commercial building on a computer complete with floor plans, sections, elevations, details, schedules and renderings.

## **INTRDGN 117 BUILDING INFORMATION MODELING FOR INTERIOR DESIGN II – (CSU) 3 UNITS**

**Prerequisite:** None. Advisory: INTRDGN 116

**Lecture:** 2 hrs, **Lab:** 2 hrs

Lecture and laboratory teaches advanced topics in Building Information Modeling (BIM) for interior design and architecture. Students utilize computer modeling techniques to apply the elements and principles of design to create architectural and interior drawings and a Building Information Model of a residential or commercial building. Daylighting and building energy analysis, Mechanical, Electrical and Plumbing (MEP) systems, as well as CALGreen and ADA code compliance are reviewed.

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## **ITALIAN – ESL / FOREIGN LANGUAGES / LINGUISTICS**

### **ITALIAN 001 ELEMENTARY ITALIAN I – (UC:CSU) 5 UNITS**

**Prerequisite:** None | **Lecture:** 5 hrs

First course in understanding, speaking, reading and writing Italian. Introduction to Italian culture and civilization. Intended primarily for students with little or no knowledge of Italian.

### **ITALIAN 002 ELEMENTARY ITALIAN II – (UC:CSU) 5 UNITS**

**Prerequisite:** ITALIAN 001 or equivalent | **Lecture:** 5 hrs

Second course in understanding, speaking, reading and writing Italian. Continuation of the study of the culture and civilization of Italy. Intended primarily for students with the equivalent knowledge of first-semester Italian.

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## **JOURNALISM**

### **ENGLISH / COMMUNICATION STUDIES / JOURNALISM**

#### **JOURNAL 100 SOCIAL VALUES IN MASS COMMUNICATION (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

A general interest survey and evaluation of the mass media in economic, historical, political, psychological and social terms. Focus is to help the media consumer better understand today's mass communications; newspapers, radio, television, motion pictures, magazines, the internet, advertising and public relations. Course content discusses relationships, ethics, rights and responsibilities of media in today's society.

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## **KINESIOLOGY – HEALTH & HUMAN PERFORMANCE**

See Also Dance Specialties, Dance Studies, and Dance Techniques.

### **KIN 035 ADAPTED ACTIVITIES – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 2 hrs

Adaptive activities for students with disabilities. Beginning, intermediate and advanced levels offered. All levels may not be taught each semester. Includes modified postural and static contraction exercises; adaptive games; modified aerobic and rhythmic activities; and prescribed individual exercises.

### **KIN 266 BADMINTON SKILLS – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 2 hrs

This course is designed to teach all skill levels. Basic strokes, footwork, and serves are introduced and expanded upon. Includes instruction on single and doubles strategy, rules, etiquette, and safety. Recreational and competitive play will be part of the class experience.

### **KIN 267 BOWLING SKILLS – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 2 hrs

This course provides instruction on the basic skills and rules of bowling. It addresses bowling etiquette, playing procedures and lifetime fitness components. Additional lab fee which includes shoes, ball, and game play.

### **KIN 268-1 GOLF SKILLS I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 2 hrs

Introduces introductory principles/theories/skills of golf. The course introduces the basic and fundamental skills for the grip, stance, swing and posture required for golf. Students will be required to pay a fee at the driving range. This course is designed for the beginning level player

### **KIN 286 BASEBALL SKILLS – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

Introduces introductory principles/theories/skills of baseball. The course introduces the basic and fundamental skills required to play the game of baseball.

### **KIN 291 VOLLEYBALL SKILLS – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 2 hrs

Introduces the basic skills and techniques of volleyball. Covers rules and strategies of volleyball as a team sport.

### **KIN 316-1 KARATE I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

Introduces students to the fundamental aspects of karate including basic kicking, punching, blocking, and grappling techniques. Through active participation, students will improve in the basic five components of fitness: cardio respiratory endurance, muscular strength, muscular endurance, flexibility, and body composition.

### **KIN 316-2 KARATE II – (CSU) 1 UNIT**

**Prerequisite:** KIN 316-1 | **Lab:** 3 hrs

Students continue their education in the fundamental aspects of karate including basic kicking, punching, blocking, and grappling techniques. The science behind martial arts such as physiology and physics of how and why specific techniques apply in certain situations is emphasized. Through active practice, students improve in the basic five components of fitness: cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition.

### **KIN 329-1 BODY CONDITIONING I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

Introduces the student to a wide range of training models including; cardiovascular endurance, muscular strength, muscular endurance, and flexibility. Students will be introduced to step aerobics, kick boxing, high/low aerobics, circuit training, free weights, resistance tubing, medicine balls, jump ropes and running/walking. The emphasis of this class is cardiovascular conditioning and weight training for the introductory student.

### **KIN 329-2 BODY CONDITIONING II – (CSU) 1 UNIT**

**Prerequisite:** KIN 329-1 | **Lab:** 3 hrs

Body Conditioning II expands upon the physical fitness fundamental skills learned in the introductory class. The beginning student will use a wide range of training models including; cardiovascular endurance, muscular strength, muscular endurance, and flexibility. Students will be introduced to step aerobics, kick boxing, high/low aerobics, circuit training, free weights, resistance tubing, medicine balls, jump ropes and running/walking. The emphasis of this class is cardiovascular conditioning and weight training for the beginning student.

### **KIN 329-3 BODY CONDITIONING III – (CSU) 1 UNIT**

**Prerequisite:** KIN 329-2 | **Lab:** 3 hrs

Body Conditioning III expands upon the physical fitness fundamental skills learned in the beginning class. The intermediate student will use a wide range of training models including; cardiovascular endurance, muscular strength, muscular endurance, and flexibility. Students will be introduced to step aerobics, kick boxing, high/low aerobics, circuit training, free weights, resistance tubing, medicine balls, jump ropes and running/walking. The emphasis of this class is cardiovascular conditioning and weight training for the intermediate student.

### **KIN 330 CARDIO KICKBOXING – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

Students learn non-contact kickboxing techniques to improve their overall fitness including: cardiorespiratory endurance, muscular strength and endurance, flexibility, and body composition.

### **KIN 332 STEPS AEROBICS – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

This course is designed to improve cardiovascular fitness and strengthen select muscle groups by performing stepping skills in rhythm with music. Stepping is primarily a low impact aerobic exercise. Activity includes muscle conditioning and flexibility exercises.

### **KIN 334-1 FITNESS WALKING I – (CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

Introduces students to the fundamentals of fitness with a focus on cardiovascular fitness, proper nutrition, and weight control through walking. Using a variety of walking and exercise techniques, based on personal needs, students establish programs that achieve these goals.

### **KIN 334-2 FITNESS WALKING II – (CSU) 1 UNIT**

**Prerequisite:** KIN 334-1 | **Lab:** 3 hrs

Walking for Fitness level 2 focuses on achieving cardiovascular fitness, building a walking training program, and enhancing a healthy lifestyle through walking at a beginner level. Includes fitness walking training principles, proper nutrition, aerobic training guidelines, intensity measures including Target Heart Rate, proper walking technique, shoe selection, posture, gait, flexibility, clothing, and safety limitations. This course will assess fitness levels and identify the physical health benefits from walking.

### **KIN 336-1 ZUMBA FITNESS I – (CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

Students will learn introductory level Zumba group exercise which combines a fusion of high energy Latin, international, and popular music with unique moves and combinations. Students will learn and experience the benefits of the integration of aerobic training with basic dance movements. Zumba provides a non-intimidating opportunity for non-dancers and dancers alike to participate in an aerobic group fitness class.

### **KIN 336-2 ZUMBA FITNESS II – (CSU) 1 UNIT**

**Prerequisite:** KIN 336-1 | **Lab:** 3 hrs

Students will learn beginning level Zumba Fitness group exercise which combines a fusion of high energy Latin, international, and popular music with unique moves and combinations. Students will learn and experience the benefits of the integration of aerobic training with basic dance movements. Zumba provides a non-intimidating opportunity for non-dancers and dancers alike to participate in an aerobic group fitness class.

### **KIN 347-1 PILATES MAT – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

Introductory techniques based on the Pilates concepts are used; concentration, control, center, fluidity, precision and breath. It is designed to improve flexibility while developing muscular strength and muscular endurance in the core muscles: abdominal area, lower back, hips, and buttocks.

### **KIN 347-2 PILATES MAT II – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 347-1 | **Lab:** 3 hrs

Beginning level Pilates techniques and concepts are used; concentration, control, center, fluidity, precision, and breath. Designed to improve total body flexibility, muscular strength and endurance of the core, and body control through the practice of beginning level Pilates exercises.

### **KIN 347-3 PILATES MAT III – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 347-2 | **Lab:** 3 hrs

Intermediate level Pilates techniques and exercises and enhanced kinesthetic awareness will be emphasized. Basic body motions and classifications of major muscle groups will be included. Designed to improve total body flexibility, muscular strength, and muscular endurance in the core muscles.

### **KIN 350-1 WEIGHT TRAINING I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

Weight Training enhances the lifting skills and knowledge, including enhanced spotting techniques, enhanced lifting techniques and an introduction to more advanced exercises used in a weight training program. An increased emphasis will be placed in the knowledge, understanding, value and practical application of building muscle strength and endurance. The course will include an increased understanding of the human muscular system. The objective is to further enhance the student's ability to prepare their own physical fitness program at any time in their life and to assist others based upon sound physiological and bio-mechanical principles.

### **KIN 350-2 WEIGHT TRAINING II – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 350-1 | **Lab:** 3 hrs

Weight Training II provides a higher level of weightlifting skills and knowledge, including enhanced spotting techniques, enhanced lifting techniques and an introduction to more advanced exercises used in a weight training program. An increased emphasis will be placed in the knowledge, understanding, value and practical application of building muscle strength and endurance. The course will include an increased understanding of the human muscular system. The objective is to further enhance the student's ability to prepare their own physical fitness program at any time in their life and to assist others based upon sound physiological and bio-mechanical principles.

### **KIN 350-3 WEIGHT TRAINING III – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 350-2 | **Lab:** 3 hrs

Weight Training III provides a higher level of weightlifting skills and knowledge, including enhanced spotting techniques, enhanced lifting techniques and an introduction to more advanced exercises used in a weight training program. An increased emphasis will be placed in the knowledge, understanding, value and practical application of building muscle strength and endurance. The course will include an increased understanding of the human muscular system. The objective is to further enhance the student's ability to prepare their own physical fitness program at any time in their life and to assist others based upon sound physiological and bio-mechanical principles.

### **KIN 351-1 YOGA I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

This introductory course teaches a 5,000 year old form of mostly isometric poses (asanas), breathing techniques, and meditation. Yoga promotes mental, physical, and spiritual fitness. In addition there are brief lectures covering basic information on hypertension, exercise precautions, body composition and how to live a healthy lifestyle.

### **KIN 351-2 YOGA II – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 351-1 | **Lab:** 3 hrs

Yoga II provides a higher level of teaching a 5,000 year old form of mostly isometric poses (asanas), breathing techniques, and meditation. Yoga promotes mental, physical, and spiritual fitness. In addition there are brief lectures covering basic information on hypertension, exercise precautions, body composition and how to live a healthy lifestyle.

### **KIN 351-3 YOGA III – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 351-2 | **Lab:** 3 hrs

Yoga III provides a higher level of teaching a 5,000 year old form of mostly isometric poses (asanas), breathing techniques, and meditation. Yoga promotes mental, physical, and spiritual fitness. In addition there are brief lectures covering basic information on hypertension, exercise precautions, body composition and how to live a healthy lifestyle.

### **KIN 371-1 TENNIS I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

In this introductory course students will focus on achieving the fundamentals of tennis. Topics taught are the basic tennis skills of the forehand and serve. Includes instruction of the selection and care of equipment, rules, proper etiquette, terminology, strategies of the game, and components of fitness.

### **KIN 371-2 TENNIS II – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 371-1 | **Lab:** 3 hrs

In this beginning course students will focus on achieving a basic level of tennis skill. Topics taught are the forehand backhand, volley, and serve. Includes instruction of the selection and care of equipment, rules, proper etiquette, terminology, strategies of the game, and components of fitness.

### **KIN 371-3 TENNIS III – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 371-2 | **Lab:** 3 hrs

In this intermediate course students will focus on achieving a higher level of tennis skill. Topics taught are the forehand, backhand, volley, and serve. Instruction in this course includes the selection and care of equipment, rules, proper etiquette, terminology, strategies of the game, and components of fitness.

### **KIN 387-1 BASKETBALL I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

Designed to introduce students to the fundamental aspects of basketball such as terminology, passing, dribbling, shooting and basic game strategies. The course will emphasize the introductory level of basketball skills and basic fitness development.

### **KIN 387-2 BASKETBALL II – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 387-1 | **Lab:** 3 hrs

Designed to introduce beginning levels of basketball skills such as passing, shooting, defense and rebounding. The course will introduce rules, proper etiquette, terminology, and the components of fitness at a beginning level. Additional skills will include learning a proper lay up at the beginning level.

### **KIN 387-3 BASKETBALL III – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 387-2 | **Lab:** 3 hrs

Develops basketball skills of passing, dribbling, shooting, and rebounding at an intermediate level. The course will cover rules, proper etiquette, terminology, and the components of fitness at an intermediate level. Additional skill will include learning a proper jump stop.

### **KIN 389-1 SOCCER I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hrs

Provides an introduction to soccer theory and practice using the specific skills of passing, dribbling, shooting, and goal-keeping. Students will also be introduced to individual and team concepts of offensive and defensive play, as well as the rules, soccer etiquette, terminology, and how the components of fitness play apart in the game.

### **KIN 389-2 SOCCER II – (CSU) 1 UNIT**

**Prerequisite:** KIN 389-1 | **Lab:** 3 hrs

Beginning techniques for the soccer skills of passing, dribbling, shooting, and goalkeeping. The course will cover rules, proper etiquette, terminology, and the components of fitness at a beginning level. The additional skills will include Push Passing, follow the leader, instep drive 1 and clock shooting with both right and left foot at the beginning level.

### **KIN 185 DIRECTED STUDY – (UC:CSU) 1 UNIT**

**Lecture:** 1 hr

This course allows students to pursue directed studies in kinesiology on a contract basis, under the direction of a supervising instructor.

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## **KINESIOLOGY ATHLETICS**

### **HEALTH & HUMAN PERFORMANCE**

### **KIN ATH 503 INTERCOLLEGIATE ATHLETICS – BASEBALL (UC:CSU) 3 UNITS (RPT 3)**

**Prerequisite:** None | **Lab:** 10 hrs

Intercollegiate baseball team. It offers advanced baseball skills and techniques. It provides an opportunity to learn the fine skills and strategies needed to compete at the collegiate level. The course also provides additional exposure to students interested in articulating to four-year colleges or professional baseball programs.

### **KIN ATH 504 INTERCOLLEGIATE ATHLETICS – BASKETBALL (UC:CSU) 3 UNITS (RPT 3)**

**Prerequisite:** None | **Lab:** 10 hours

This is the intercollegiate basketball team course. This course is designed to develop individual and team skills in basketball so that the student can compete on the intercollegiate level. Basketball theory, strategies, offense, defense, ball-handling skills and playing experience are emphasized. This course requires intercollegiate basketball competition.

### **KIN ATH 506 INTERCOLLEGIATE ATHLETICS – CROSS COUNTRY – (UC:CSU) 3 UNITS (RPT 3)**

**Prerequisite:** None | **Lab:** 10 hours

This is the intercollegiate cross country team course. It includes endurance workouts, speed training, hill training and weight training. Nutritional concepts are discussed, as well as psychological preparation. This course requires the student athletes to compete as a member of the cross country team.

### **KIN ATH 511 INTERCOLLEGIATE ATHLETICS – SOCCER (UC:CSU) 3 UNITS (RPT 3)**

**Prerequisite:** None | **Lab:** 10 hrs

Course teaches advanced soccer skills and techniques for the intercollegiate soccer team. It provides an opportunity to learn the fine skills and strategies needed to compete at the collegiate level. The course also provides additional exposure to students interested in articulating to four-year colleges or professional soccer programs.

### **KIN ATH 512 INTERCOLLEGIATE ATHLETICS – SOFTBALL (UC:CSU) 3 UNITS (RPT 3)**

**Prerequisite:** None | **Lab:** 10 hrs

Teaches advanced softball skills and techniques and is geared toward the intercollegiate softball team members. It provides an opportunity to learn the fine skills and strategies needed to compete at the collegiate level. The course also provides additional exposure to students interested in articulating to four-year colleges or professional softball programs.

### **KIN ATH 516 INTERCOLLEGIATE ATHLETICS – VOLLEYBALL (UC:CSU) 3 UNITS (RPT 3)**

**Prerequisite:** None | **Lab:** 10 hrs

Intercollegiate volleyball team. It offers advanced volleyball skills and techniques. It provides an opportunity to learn the fine skills and strategies needed to compete at the collegiate level. The course also provides additional exposure to students interested in articulating to four-year colleges or professional volleyball programs.

### **KIN ATH 552 INTERCOLLEGIATE SPORTS – CONDITIONING & SKILLS TRAINING – (UC:CSU) 1 UNIT (RPT 3)**

**Prerequisite:** None | **Lab:** 3 hrs

Training techniques for the intercollegiate student athlete. The following areas are emphasized: the analysis and training of athletic skills, the analysis of offensive and defensive systems, physical conditioning, strength training and aerobic conditioning.

### **KIN ATH 555 INTERCOLLEGIATE CROSS COUNTRY – FITNESS & SKILLS TRAINING – (UC:CSU) 1 UNIT (RPT 3)**

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

The intercollegiate cross country fitness class is designed for the student athlete to train in the off-season. Students will receive advanced strength and conditioning training specific to cross country with an emphasis on proper training principles, running fundamentals, injury prevention, and safety. The student also learns running strategies necessary for competition at intercollegiate levels.

### **KIN ATH 556 INTERCOLLEGIATE BASKETBALL – FITNESS & SKILLS TRAINING (UC:CSU) 1 UNIT (RPT 3)**

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

The student-athlete is provided an advanced strength and conditioning program specific to intercollegiate basketball with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns strategic play necessary for competition at advanced levels.

### **KIN ATH 557 INTERCOLLEGIATE BASEBALL – FITNESS & SKILLS TRAINING – (UC:CSU) 1 UNIT (RPT 3)**

**Prerequisite:** None | **Lab:** 3 hrs

This course is designed for the student athlete and provides an advanced strength and conditioning program specific to baseball with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns strategic play necessary for competition at advanced levels.

### **KIN ATH 558 INTERCOLLEGIATE SOCCER – FITNESS & SKILLS TRAINING – (UC:CSU) 1 UNIT (RPT 3)**

**Prerequisite:** None | **Lab:** 3 hrs

Student-athlete will be provided an advanced strength and conditioning program specific to soccer with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns strategic play necessary for competition at advanced levels.

### **KIN ATH 563 INTERCOLLEGIATE VOLLEYBALL – FITNESS & SKILLS TRAINING – (UC:CSU) 1 UNIT (RPT 2)**

**Prerequisite:** None | **Lab:** 3 hrs

Designed for the student athlete. It is intended to provide focused strength and conditioning and flexibility exercises, emphasize safety and injury prevention and present new rules and game plays for volleyball. This class can be scheduled as TBA where the student will setup a class/practice schedule with the instructor for a total of 54 hours.

### **KIN ATH 564 INTERCOLLEGIATE SOFTBALL – FITNESS & SKILLS TRAINING – (UC:CSU) 1 UNIT (RPT 3)**

**Prerequisite:** None | **Lab:** 3 hrs

Designed for the student athlete and provides an advanced strength and conditioning program specific to softball, emphasizing injury prevention and safety. The goal of this class is to improve general fitness and strength and to increase explosiveness and speed. The student also learns strategic plays necessary for competition at advanced levels.

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## **KINESIOLOGY MAJOR** **HEALTH & HUMAN PERFORMANCE**

### **KIN MAJ 100 INTRODUCTION TO KINESIOLOGY (UC: CSU:C-ID KIN 100) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

An introduction to the interdisciplinary approach to the study of human movement. Using a holistic and integrated approach, students will examine the multi-faceted field of Kinesiology. Students will explore strategies aimed at creating success as they pursue their university and professional goals.

### **KIN MAJ 101 FIRST AID AND CPR – (UC: CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hrs **Lab:** 2 hrs

Students will develop the ability to respond appropriately to cardiac, breathing and first aid emergencies. Using emergency preparedness guidelines, they will learn to give immediate care to a suddenly injured or ill person until more advanced medical care personnel arrive and take over.

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## **LAW – BUSINESS / LAW**

### **LAW 001 BUSINESS LAW I – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Study of the fundamental principles of law as they apply in the business world by examining legal rights and remedies, business torts and crimes, contracts, agency, employment, intellectual property, business structure and negotiable instruments.

### **LAW 002 BUSINESS LAW II – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Further study of the fundamental principles of law as they apply in the business world. Examines bailment, the rights and liabilities of agent, principle and liabilities of agent, principle and third parties, partnerships, corporations, stockholders, negotiable instruments and securities.

### **LAW 010 INTRODUCTION TO LEGAL ASSISTANT I (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Introductory study of law including an overview of the system of American law, legal reasoning, case law, statutes, the courts, court procedures, constitutional law, torts, intellectual property, criminal law, administrative law, international law, employment law and environmental law.

### **LAW 011 INTRODUCTION TO LEGAL ASSISTANT II (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Study of civil and criminal procedures. Emphasis is on parties and jurisdiction, pleadings, discovery, pre-trial and trial preparation, appeal, enforcement of judgments, and alternative dispute resolution.

### **LAW 012 TORT LAW & CLAIMS INVESTIGATION (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Study of the law of torts including intentional torts, privileges, negligence, joint & several Liability, damages, defenses, liability without fault, product liability, strict liability, nuisance, trespass, economic torts, misuses of legal process, defamation, invasion of privacy, insurance, and workers' compensation.

### **LAW 013 WILLS, TRUSTS & PROBATE ADMINISTRATION (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Study of the law of wills and trusts, including simple wills, codicils, trust forms, living trusts, pour over wills, advance directives, powers of attorney, guardianship, conservatorship, caretakers, basic estate planning, life estates, disposition of property outside probate, tax issues, and life insurance trusts.

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## **LAW 016 EVIDENCE – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Study of the rules of civil and criminal evidence and the admissibility of such evidence in court including relevancy, hearsay, hearsay exceptions, character evidence, habit and custom, witness & competency, impeachment, authentication and identification of documents, constitutional restraints, and common law privileges. Students analyze evidentiary objections to trial transcripts, and other legal documents.

## **LAW 017 LEGAL WRITING – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Study of legal drafting and writing including writing case briefs, demand letters, legal memoranda, motions, pleadings, and writing a legal research paper.

## **LAW 018 MARRIAGE & FAMILY LAW – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Study of marriage and family law with emphasis on dissolution of marriage, California community property laws, jurisdiction, forms completion, calendaring, discovery, support and custody issues, restraining orders, and domestic disputes.

## **LAW 019 PROPERTY & CREDITOR RIGHTS – 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Study of property and creditor rights including real and personal property, joint tenancy, leases, deeds, escrows, deeds of trust, the system of recording and search of public documents, bankruptcy laws and forms, landlord-tenant, secured transactions, collateral, purchase money security interests, liens, attachments, garnishments, and other creditor's remedies.

## **LAW 020 BASIC PROBATE PROCEDURES – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Study of the fundamental principles and methods of fact gathering, office procedures, and required court work involved in the handling of probates of both testate and intestate decedents, as well as the administration of estates in California Probate Courts.

## **LAW 034 LEGAL RESEARCH – 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Study of legal research including key search terms, precedents, citation format, finding cases, constitutions, statutes, regulations, ordinances, conducting, expanding and updating both federal and California legal research and reporting research results in various formats.

## **LAW 035 IMMIGRATION LAW FOR PARALEGALS (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Students learn the fundamental concepts of immigration law including ground of exclusion, defenses to deportation, petitions and visa applications. Research and writing will be emphasized in the areas of amnesty, naturalization, citizenship, international law, criminal aspects of immigration, and various types of immigration applications.

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## **LIBRARY SCIENCE – LIBRARY**

### **LIB SCI 101 COLLEGE RESEARCH SKILLS – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hr

Students will develop skills to find, evaluate and cite resources available in an academic library. These skills will help students become stronger researchers and life-long learners.

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## **LINGUISTICS**

### **ESL / FOREIGN LANGUAGES / LINGUISTICS**

#### **LING 001 INTRODUCTION TO LANGUAGE & LINGUISTICS (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

A summary of what is known about human language: the unique nature of human language, its structure, its universality, and its diversity; language in its social and cultural setting; language in relation to other aspects of human inquiry and knowledge.

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## **MANAGEMENT – BUSINESS / LAW**

#### **MGMT 002 ORGANIZATION AND MANAGEMENT THEORY (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

This is an introductory course in theory and practice of business and organization strategic management. This course connects how the management of people and resources accomplish organizational goals. Students examine strategic managerial decision-making, planning, and policy under changing environments. Through case studies and research, students get a realistic account of what managers actually do and what they face.

#### **MGMT 013 SMALL BUSINESS ENTREPRENEURSHIP (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

This course presents a systematic approach to startup and management of small business operations. It covers personal valuation, pre-ownership preparation, management and leadership, financing, location, record keeping, employees, purchasing, advertising, sales and credit, and emphasizes adequate planning and preparation for success.

#### **MGMT 031 HUMAN RELATIONS FOR EMPLOYEES (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Students will apply the psychological and sociological principles to the study of human relations in business and industry. The students will examine case studies and teamwork scenarios. Students will identify communication styles, self-esteem, ethics, attitude and motivation, self-disclosure, emotional balance, leadership strategies, work force diversity, and professional presence.

## **MGMT 033 HUMAN CAPITAL MANAGEMENT (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Consists of a critical examination of the principles, methods, and procedures related to the effective utilization of human resources in organizations. Includes the management of employment recruiting, testing, selection and placement; job evaluation; wage and salary administration; labor relations and communication; performance evaluation; promotion and transfer; discipline, motivation, and morale.

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## **MARKETING – BUSINESS / LAW**

### **MARKET 021 PRINCIPLES OF MARKETING – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

This course is designed to provide the student with a comprehensive introduction to concepts and principles of marketing from a marketing manager perspective. It examines the problems and decisions that marketing managers encounter in analyzing the marketing environment, the selection of a target market, market segmentation, product development, pricing, distribution and promotion, social marketing, international marketing and the role of social responsibility and ethics in marketing.

### **MARKET 022 GREEN MARKETING – (CSU) 3 UNITS**

**Advisory:** ENGLISH 028 or E.S.L. 008 | **Lecture:** 3 hrs

Analyzes emerging green marketing trends with an overview of key issues and challenges involved in sustainable marketing that relate to product development, product life cycle, marketing strategies, channels, communication and practices within the context of corporate social responsibility and environmental sustainability.

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## **MATHEMATICS**

### **MATHEMATICS / COMPUTER SCIENCE / ENGINEERING**

#### **MATH 105 ARITHMETIC – (NDA) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Reviews operations and applications of arithmetic, including whole numbers, fractions, decimals, and percents. Additional topics of ratios and proportion and measurement.

#### **MATH 110 INTRODUCTION TO ALGEBRAIC CONCEPTS (NDA) 5 UNITS**

**Prerequisite:** None | **Lecture:** 4 hrs, **Lab:** 2 hrs

Covers the fundamentals of arithmetic through beginning algebra skills that are essential for Elementary Algebra. Topics include operations on whole numbers, fractions, decimals, and integers; order of operations; ratios, proportions, percents, and applications; perimeter, area, and volume applications; metric and English conversions; and simple algebraic expressions and equations. Basic word problems that embody these concepts are included throughout the course. Students may not earn credit for both Math 110 and Math 112. This course has a laboratory component.

#### **MATH 112 PRE-ALGEBRA – (NDA) 3 UNITS**

**Prerequisite:** MATH 105 | **Lecture:** 3 hrs

This course will prepare students for Elementary Algebra. It is a review of arithmetic and an introduction to basic algebraic concepts. Topics include operations on the set of integers, fractions and decimals; algebraic expressions, solving equations, word problems involving integers, fractions and decimals; ratios, proportions and percents; and an introduction to geometry.

#### **MATH 115 ELEMENTARY ALGEBRA – 5 UNITS**

**Prerequisite:** MATH 110 or MATH 112 | **Lecture:** 5 hrs

Explores the concepts of algebra including: linear equations and inequalities, exponents and polynomials, solving quadratic equations by factoring, linear graphs, functions, systems of linear equations in two and three variables, radicals, and complex numbers. Covers strategies for interpreting and solving application problems that can be modeled using the above topics.

#### **MATH 121 ELEMENTARY GEOMETRY FOR COLLEGE STUDENTS – 3 UNITS**

**Prerequisite:** MATH 123C or MATH 125 or MATH 134

**Lecture:** 3 hrs

Covers the definitions, axioms, and theorems of geometry relating to angles, lines, circles, polygons, and polyhedra. It also provides an introduction to formal proofs, logic, and construction methods with straight-edge and compass.

#### **MATH 123A ELEMENTARY & INTERMEDIATE ALGEBRA I 4 UNITS**

**Prerequisite:** MATH 110 or MATH 112

**Lecture:** 3 hrs, **Lab:** 2 hrs

First of three modules for Math 123, covering topics from Elementary Algebra, including properties of real numbers; linear equations and inequalities; polynomials; factoring first- and second-degree expressions; application problems; graphing. Course has a computer lab component.

#### **MATH 123B ELEMENTARY & INTERMEDIATE ALGEBRA II 4 UNITS**

**Prerequisite:** MATH 123A | **Lecture:** 3 hrs, **Lab:** 2 hrs

Second of three modules for Math 123, covering topics from Elementary and Intermediate Algebra, including solving rational equations; systems of equations; quadratic equations; applications; radicals; rational exponents. Course has a computer lab component.

#### **MATH 123C ELEMENTARY & INTERMEDIATE ALGEBRA III 4 UNITS**

**Prerequisite:** MATH 123B | **Lecture:** 3 hrs, **Lab:** 2 hrs

Third of three modules for Math 123, covering topics from Intermediate Algebra, including operations on functions; complex numbers; conic sections; logarithms and exponential functions. Course has a computer lab component.

#### **MATH 125 INTERMEDIATE ALGEBRA – 5 UNITS**

**Prerequisite:** MATH 115 or MATH 123B | **Lecture:** 5 hrs

Explores polynomials, rational expressions, quadratic functions, complex numbers, absolute value functions, exponential functions, logarithmic functions, inequalities and systems of inequalities, function operations and conics. Covers strategies for interpreting and solving application problems that can be modeled using the above topics along with graphing techniques for functions.

### **MATH 134 ACCELERATED ELEMENTARY AND INTERMEDIATE ALGEBRA – 6 UNITS**

**Prerequisite:** MATH 110 or MATH 112 | **Lecture:** 6 hrs

An accelerated course covering topics from Elementary and Intermediate Algebra. Topics include linear equations and inequalities, exponents, polynomials and factoring, rational expressions, rational equations and inequalities, radical expressions and equations, quadratics equations and inequalities, graphing linear and nonlinear equations and inequalities, system of linear and nonlinear equations and inequalities, functions, exponential and logarithmic functions, and conics. This course has a computer lab component and satisfies any Intermediate Algebra requisite.

### **MATH 137 PRE-STATISTICS ALGEBRA – 5 UNITS**

**Prerequisite:** MATH 110 or MATH 112 | **Lecture:** 5 hrs

*NOTE: This course will meet Associate Degree and Graduation requirements.*

Introduces algebra topics and the basic elements of exploratory data analysis. Topics in the course include: solving algebraic equations, simplifying algebraic expressions, data analysis, sample statistics and graphs, measures of central tendency and spread, functions and their graphs, probability, sequences and series, and exponential and logarithmic functions. This class is intended as preparation for students who wish to take Statistics. Students wishing to take other 200 level math courses will require Math 125 and should consult the college catalog for prerequisites.

### **MATH 215 PRINCIPLES OF MATHEMATICS I (UC:CSU:C-ID MATH 120) 3 UNITS**

**Prerequisites:** MATH 123C or MATH 125 or MATH 134

**Advisory:** MATH 121 | **Lecture:** 3 hrs, **Lab:** 1 hr

Primarily for students who plan to teach arithmetic in elementary schools, this course focuses on the development of quantitative reasoning skills through in-depth, integrated explorations of topics in mathematics, including real number systems and subsystems. Emphasis is on comprehension and analysis of mathematical concepts and applications of logical reasoning.

### **MATH 227 STATISTICS – (UC:CSU:C-ID MATH 110) 4 UNITS**

**Prerequisite:** MATH 123C or MATH 125 or MATH 134 or MATH 137 | **Lecture:** 3 hrs, **Lab:** 2 hrs

Course covers descriptive statistics, basic probability theory and inferential statistics with emphasis on understanding statistics methods. Topics include summarizing data; descriptive statistics; probability; discrete distributions; continuous distributions; sampling distributions; estimation and confidence intervals; hypothesis testing and inference; correlation and linear regression; analysis of variance (ANOVA), chi-square and t-tests; applications using data from disciplines including business, social sciences, psychology, life science, health science, and education. The use of technology such as Excel, Minitab, or StatCrunch is integrated into the course to perform statistical analysis and the relevance of the statistical findings is interpreted.

### **MATH 227A STATISTICS I – (CSU) 2 UNITS**

**Prerequisite:** MATH 125 or MATH 134 or MATH 137

**Lecture:** 2 hrs, **Lab:** 1 hr

Course covers descriptive statistics, basic probability theory and inferential statistics with emphasis on understanding statistics methods. Topics include summarizing data; descriptive statistics; correlation and regression analysis; probability; discrete distributions and continuous distributions using data from disciplines including business, social sciences, psychology, life science, health science, and education. The use of technology such as StatCrunch is integrated into the course to perform statistical analysis and the relevance of the statistical findings is interpreted.

### **MATH 227B STATISTICS II – (CSU) 2 UNITS**

**Prerequisite:** MATH 227A. | **Lecture:** 2 hrs, **Lab:** 1 hr

Course covers descriptive statistics and inferential statistics with emphasis on understanding statistics methods. Topics include descriptive statistics; continuous distributions; sampling distributions; estimation and confidence intervals; hypothesis testing and inference; analysis of variance (ANOVA), chi-square and t-tests; applications using data from disciplines including business, social sciences, psychology, life science, health science, and education. The use of technology such as StatCrunch is integrated into the course to perform statistical analysis and the relevance of the statistical findings is interpreted.

### **MATH 227S STATISTICS WITH SUPPORT – 4 UNITS**

**Prerequisite:** MATH 125 or MATH 134 or MATH 137

**Lecture:** 3 hrs, **Lab:** 3 hrs

This course is an introduction to probability, measures of central tendency and dispersion, descriptive and inferential statistics including sampling, estimation, and hypothesis testing. Analysis of variance, chi-square and student t-distributions, linear correlation, and regression analysis are also presented as topics.

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

**Prerequisite:** MATH 122 or MATH 123C or MATH 125 or MATH 134 or MATH 137 | **Lecture:** 3 hrs, **Lab:** 1 hr

Students receive instruction in topics which include linear equations and functions, applications of linear functions, systems of linear equations, matrices, system of linear inequalities, linear programming using the graphical method, mathematics of finance, logic, set theory, probability, basic counting, and statistics.

### **MATH 235 FINITE MATHEMATICS – (CSU) 5 UNITS**

**Prerequisite:** MATH 123C or MATH 125 or MATH 134 or MATH 137 | **Lecture:** 5 hrs

This course covers topics in finite mathematics with applications to decision making, financial planning and social sciences. Systems of linear equations, inequalities, linear programming, mathematics of finance, matrix algebra, probability, statistics, and game theory are among the topics presented.

### **MATH 238 CALCULUS FOR BUSINESS & SOCIAL SCIENCE I (UC:CSU:C-ID MATH 140) 5 UNITS**

**Prerequisite:** MATH 123C or MATH 125 or MATH 134

**Advisory:** MATH 245 | **Lecture:** 4 hrs, **Lab:** 2 hrs

A course in Calculus intended for Business and Social Science majors. The following topics and their business applications are included: polynomial, rational, exponential, and logarithmic functions, differentiation, integration, and integration by parts.

### **MATH 238A CALCULUS FOR BUSINESS AND SOCIAL SCIENCE I – PART A – (CSU) 2.5 UNITS**

**Prerequisite:** MATH 123C or MATH 125 or MATH 134

**Advisory:** MATH 245 | **Lecture:** 2 hrs, **Lab:** 1 hr

A course in Calculus intended for Business and Social Science majors. The following topics and their business applications are included: polynomial, rational, exponential, and logarithmic functions, and differentiation.

### **MATH 238B CALCULUS FOR BUSINESS AND SOCIAL SCIENCE I – PART B – (CSU) 2.5 UNITS**

**Prerequisite:** MATH 238A | **Advisory:** MATH 245

**Lecture:** 2 hrs, **Lab:** 1 hr

A course in Calculus intended for Business and Social Science majors. The following topics and their business applications are included: polynomial, rational, exponential, and logarithmic functions, integration, and integration by parts.

### **MATH 240 TRIGONOMETRY – (CSU) 3 UNITS**

**Prerequisite:** MATH 125 or MATH 134

**Lecture:** 3 hrs, **Lab:** 1 hr

Introduces trigonometric functions, their graphs, inverses, and fundamental identities. Trigonometric equations are solved. The laws of sines and cosines; vectors; scalar and vector products are introduced. Polar coordinates and equations are introduced and used to represent complex numbers.

### **MATH 240S TRIGONOMETRY WITH SUPPORT – (CSU) 4 UNITS**

**Prerequisite:** MATH 125 or MATH 134

**Lecture:** 3 hrs, **Lab:** 2 hrs

Introduces trigonometric functions, their graphs, inverses, and fundamental identities. Trigonometric equations are solved. The laws of sines and cosines; vectors; scalar and vector products are introduced. Polar coordinates and equations are introduced and used to represent complex numbers.

### **MATH 245 COLLEGE ALGEBRA – (UC:CSU) 3 UNITS**

**Prerequisite:** MATH 125 or MATH 134

**Lecture:** 3 hrs, **Lab:** 1 hr

A college-level course in algebra. Topics include the properties of real numbers, relations, functions and their graphs, matrices and determinants, complex numbers, theory of equations, sequences and series, permutations, combinations, and probability.

### **MATH 260 PRE-CALCULUS – (UC:CSU) 5 UNITS**

**Prerequisite:** MATH 240 | **Lecture:** 5 hrs

Provides topics essential for a comprehensive background for the calculus sequence: functional analysis, analytic geometry, theory of equations, induction, sequences and series, trigonometry and polar coordinates.

### **MATH 265 CALCULUS WITH ANALYTIC GEOMETRY I (UC:CSU:C-ID MATH 210) 5 UNITS**

**Prerequisites:** MATH 260 or MATH 240 and MATH 245

**Lecture:** 5 hrs

The first course in differential and integral Calculus of a single variable. Topics include algebraic and transcendental functions; limits and continuity; techniques and applications of differentiation and integration; curve sketching and Fundamental Theorem of Calculus. Primarily for Science, Technology, Engineering & Math majors.

### **MATH 266 CALCULUS WITH ANALYTIC GEOMETRY II (UC:CSU:C-ID MATH 220) 5 UNITS**

**Prerequisite:** MATH 265 | **Lecture:** 5 hrs

The second course in differential and integral Calculus of a single variable. Topics include differentiation and integration of transcendental functions, polar coordinates, specialized methods of integration, parametric equations, and infinite series. Primarily for Science, Technology, Engineering & Math Majors

### **MATH 267 CALCULUS WITH ANALYTIC GEOMETRY III (UC:CSU:C-ID MATH 230) 5 UNITS**

**Prerequisite:** MATH 266 | **Lecture:** 5 hrs

Third course of calculus. Includes solid analytic geometry, vector analysis, vector valued functions, calculus of functions of multiple variables, partial derivatives, multiple integration, Green's Theorem, Stokes' Theorem, divergence theorem, and an introduction to differential equations.

### **MATH 270 LINEAR ALGEBRA – (UC:CSU:C-ID MATH 250) 3 UNITS**

**Prerequisite:** MATH 266 | **Lecture:** 3 hrs

Covers vector spaces, linear transformation, matrices, matrix algebra, determinants, eigen vectors and eigen values.

### **MATH 272 METHODS OF DISCRETE MATHEMATICS (UC:CSU:C-ID COMP 152) 5 UNITS**

**Prerequisite:** MATH 266 and CO SCI 440 or CO SCI 452

**Lecture:** 5 hrs

Introduction to the discrete structures used in Computer Science. Topics include sets, relations, functions and logic along with formal methods of proof such as contradiction, contrapositive, induction, diagonalization, recursion, and the Pigeonhole principle. These ideas and methods are developed by writing programs to solve problems from combinatorics and counting, elementary number theory, and graph theory. Topics from map coloring, complexity, and cryptography are also discussed.

### **MATH 275 ORDINARY DIFFERENTIAL EQUATIONS (UC:CSU:C-ID MATH 240) 3 UNITS**

**Prerequisite:** MATH 266 | **Lecture:** 3 hrs

An introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exist, and techniques for obtaining solutions, including, series solutions, variation of parameters, Laplace transforms and linear systems.

## **MATH 185 DIRECTED STUDY – (CSU) 1 UNIT**

Directed studies on a contract basis under the supervision of an instructor.

## **MATH 285 DIRECTED STUDY – (CSU) 2 UNITS**

Directed studies on a contract basis under the supervision of an instructor.

## **MATH 385 DIRECTED STUDY – (CSU) 3 UNITS**

Directed studies on a contract basis under the supervision of an instructor.

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## **MICROBIOLOGY – LIFE SCIENCES**

### **MICRO 020 GENERAL MICROBIOLOGY – (UC:CSU) 4 UNITS**

**Prerequisites:** ENGLISH 028 or E.S.L. 008, and CHEM 051 or 065, and BIOLOGY 003 or 005 | **Lecture:** 3 hrs, **Lab:** 3 hrs

Examines microbiological principles related to the morphology, metabolism and genetics of bacteria and distinguishing characteristics of viruses, protozoa, fungi, and multicellular parasites, with applications to human disease. It is intended principally for allied health majors with 3 hours of lab each week.

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## **MULTIMEDIA STUDIES**

### **ARTS, MEDIA & PERFORMANCE**

#### **MULTIMD 100 INTRODUCTION TO MULTIMEDIA COMPUTER APPLICATIONS – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** MULTIMD 500  
**Lecture:** 2 hrs, **Lab:** 2 hrs

Introduction to fundamental concepts, practices, and theories of digital art production. Topics include integration of traditional design, color, and compositional principles with contemporary digital tools. Students apply the principles and elements of design while developing the skills necessary to digitally manipulate graphic images and text with Adobe Photoshop and Illustrator.

#### **MULTIMD 110 VISUAL COMMUNICATION – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Students apply the principles of design to an electronic medium while developing the skills necessary to digitally manipulate graphic images and text with Adobe Photoshop. Students also learn the basics of Adobe Illustrator and integrate Photoshop materials with Illustrator documents.

#### **MULTIMD 200 DIGITAL IMAGING – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Exploration of advanced digital imaging using Adobe Photoshop and Lightroom while integrating established principles of the photographic medium. Photos images are created and manipulated through dial software processes for both fine art and commercial application. Covers techniques used by graphic designers and photographers to enhance images for portfolio and business strategies.

## **MULTIMD 210 DIGITAL EDITING – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Introduction to principles of motion graphics animation for multimedia. Students develop projects that integrate graphics, text and sound using non-linear post production tools.

## **MULTIMD 220 ILLUSTRATION FOR MULTIMEDIA (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Illustration techniques for commercial and graphic applications, such as logo design, character development, cover art and storyboards. The communication of original ideas through the use of various art media is emphasized.

## **MULTIMD 240 GRAPHIC DESIGN FOR MULTIMEDIA (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Graphic Design for Multimedia focuses on page layout, typography and image text relationships. Students use digital layout software to create graphic design projects. An overview of the theory and history of graphic design is presented and integrated into projects.

## **MULTIMD 250 MULTIMEDIA INTERNSHIP VIDEO PRODUCTION – (CSU) 1 UNIT**

**Prerequisites:** MULTIMD 100 & and MULTIMD 610 and MULTIMD 630 | **Lecture:** 1 hr, **Lab:** 1 hr

Students applying skills within the Multimedia program, receive on the job training and the unit credit for work experience or volunteer work/internship involving the employer, the student-employee and the college. Students may have the opportunity to be employed or intern while participating in the course. In addition, all students will have the opportunity to work on productions shot on campus. During the Fall and Spring semesters, students shall be enrolled in at least one additional course in a U.S. regionally accredited institution.

## **MULTIMD 300 DESIGN FOR 3-DIMENSIONAL COMPUTER APPLICATIONS – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 500  
**Lecture:** 2 hrs, **Lab:** 2 hrs

Introduction to the basics of 3D modeling and animation. Emphasis is on the development of 3D content while applying creative design principles to a 3D environment. Students will model, assemble and animate text or characters utilizing 3D software.

## **MULTIMD 310 INTERACTIVE MULTIMEDIA FOR EDUCATION & BUSINESS – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Students will create interactive publications, web animations and design for digital media projects and devices. Using innovative ways by which to conceptualize, design and create interactive/multimedia design, this course introduces computer applications that integrate design, motion, sound and interactivity in multimedia and digital media projects.

### **MULTIMD 320 WEB DESIGN – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hrs, **Lab:** 2 hrs

An introduction to web page design and site management. The characteristics of web page design and navigation structures are analyzed. Emphasis is on innovative ways by which to conceptualize, design and create interactive websites.

### **MULTIMD 340 VECTOR GRAPHICS – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Use of vector graphics based software to produce illustrations for commercial applications. Emphasis is placed on the fundamental principles such as color, use of layers and typographic skill. Step-by-step demonstrations will lead into more creative projects.

### **MULTIMD 350 WEB DESIGN II – (CSU) 3 UNITS**

**Prerequisite:** MULTIMD 320 | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Advanced development of aesthetic and conceptual skills related to design for Web Sites. Techniques are demonstrated to further student experience with design, Dreamweaver, HTML5 and CSS (Cascading Style Sheets). Focus is also placed on usability, accessibility and web standards.

### **MULTIMD 400 INTRODUCTION TO EXPERIMENTAL ANIMATION – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Introduces the student to the basic principles of experimental animation. Emphasis is placed on the techniques, tools, and resources required to create a wide range of animated projects, including hand-drawn, clay animation and cut-out. Students apply concepts of timing, weight, personality, balance and style.

### **MULTIMD 402 ANIMATION WORKSHOP – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hrs, **Lab:** 2 hrs

An introduction to the principles, practices, philosophy, and discipline of design for animation. Topics include treatments, character and object design, storyboards and animatics for time-based media such as animation and video.

### **MULTIMD 430 COMPUTER APPLICATIONS FOR 3D ANIMATION – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hrs, **Lab:** 2 hrs

3D Animation and Design includes topics such as modeling using polygons and NURBS surfaces. Students learn how to create basic texture mapping, lighting, rendering, rig 3D models and how to animate them using kinematics and path animation. Students learn industry standard software for creating sophisticated 3D animations and environments.

### **MULTIMD 500 MULTIMEDIA LABORATORY – (CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 2 hrs

This course is designed to reinforce lectures presented in multimedia classes. Emphasis is placed in applying design principles to projects using selected computer applications.

### **MULTIMD 600 STORY, SCRIPT & SCREEN – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

A fundamental course on creative writing and scripting basics. The course includes lectures; short and feature film screenings; writing assignments; in-class group discussion and critique.

### **MULTIMD 605 STUDIO PRODUCTION – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 2 hrs

Students write, produce, and direct a series of live-switched video productions. Each student functions as talent or crew in productions produced by classmates. Production protocol learned will include: operation of studio cameras; lighting instruments and control; and operation of control room equipment including switcher, audio mixer, video recording, and character generator as well as directing, writing and producing.

### **MULTIMD 610 INTRODUCTION TO DIGITAL VIDEO PRODUCTION – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hrs, **Lab:** 2 hrs

An introductory course emphasizing the technical and creative aspects of digital video production for film and television. Key aspects of studio production are covered such as lighting, microphone operation, camera operation, lenses, production switching, audio recording, and basic editing.

### **MULTIMD 620 DIGITAL AUDIO – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** MULTIMD 500  
**Lecture:** 2 hrs, **Lab:** 2 hrs

An introductory course in digital audio where students work with current digital audio equipment to capture, mix and compose audio. This course lays the groundwork for understanding the professional world of sound production and will focus in three key areas: theory of sound, use of Digidesign Pro Tools for music production and film/TV post-production sound.

### **MULTIMD 630 DIGITAL VIDEO PRODUCTION: FOOTAGE ACQUISITION – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 500 and MULTIMD 610 | **Lecture:** 2 hrs, **Lab:** 2 hrs

Intermediate level course on developing production skills and aesthetics of audio, video/television, and new media. Topics include pre-production planning, camera operation, location lighting, sound and editing. Emphasis is on video cinematography and lighting in studio and on location.

### **MULTIMD 640 DIGITAL VIDEO PRODUCTION: DIGITAL EDITING – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 500, and MULTIMD 610 and MULTIMD 630

**Lecture:** 2 hrs, **Lab:** 2 hrs

An intermediate course that focuses on post-production projects in video editing, compositing and motion graphics. Students will be exposed to the concepts and techniques of non-linear editing, computer generated imagery and live action video, special effects, and design of titling and motion graphics.

## **MUSIC – ARTS, MEDIA & PERFORMANCE**

### **MUSIC 101 FUNDAMENTALS OF MUSIC – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Students will learn the basic rudiments of musical notation, scales, keys, intervals, rhythms, and basic harmonization through written work, ear-training and sight reading.

### **MUSIC 111 MUSIC APPRECIATION I – (UC:CSU:C-ID MUS 100) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

A general introduction to music designed to enhance listening enjoyment and ability. It emphasizes the elements of music, the characteristic styles of major historical periods, and the lives and works of key composers within the Western musical tradition.

### **MUSIC 141 JAZZ APPRECIATION – (UC: CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

A survey of twentieth-century jazz including ragtime, blues, New Orleans and Chicago jazz, stride piano, swing, bebop, cool jazz, hard bop, modal jazz, third stream, avant-garde and free jazz, fusion, and experimental jazz styles.

### **MUSIC 216-1 MUSIC THEORY I – (CSU) 3 UNITS**

**Corequisite:** MUSIC 217-1 | **Advisories:** MUSIC 321 or MUSIC 322 or MUSIC 323 or MUSIC 324 | **Lecture:** 3 hrs

This course, through ear training, sight singing, analysis, and dictation, incorporates the following concepts: rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; diatonic chords, basic cadential formulas and phrase structure; dominant seventh; figured bass symbols; and non-harmonic tones. Development of skills in handwritten notation is expected. This course is the first in a sequence of four.

### **MUSIC 216-2 MUSIC THEORY II – (CSU) 3 UNITS**

**Prerequisites:** MUSIC 216-1 and MUSIC 217-1

**Corequisite:** MUSIC 217-2 | **Lecture:** 3 hrs

The student incorporates and expands upon the concepts from Music Theory I. In addition, through guided composition and analysis, the course will include: an introduction to two-part counterpoint; voice leading involving four-part choral writing; diatonic harmony; and an introduction to secondary/applied chords and modulation. This course is the second in a sequence of four.

### **MUSIC 217-1 MUSICIANSHIP I – (CSU) 1 UNIT**

**Corequisite:** MUSIC 216-1 | **Lab:** 3 hrs

This course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory I through ear training, sight singing, analysis, and dictation. This course is the first in a sequence of four.

### **MUSIC 217-2 MUSICIANSHIP II – (CSU) 1 UNIT**

**Prerequisites:** MUSIC 217-1 and MUSIC 216-1

**Corequisite:** MUSIC 216-2 | **Lab:** 3 hrs

The student applies and develops the rhythmic, melodic, and harmonic materials of Music Theory II through ear training, sight singing, analysis, and dictation. This course is the second in a sequence of four.

### **MUSIC 321 ELEMENTARY PIANO I – (UC:CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 1 hr, **Lab:** 2 hrs

This course provides instruction in basic piano skills, with emphasis on proper technique, note-reading, playing five-finger patterns, scales, chord progressions, basic music theory, and performing beginner-level pieces.

### **MUSIC 322 ELEMENTARY PIANO II – (UC:CSU) 2 UNITS**

**Prerequisite:** MUSIC 321 | **Lecture:** 1 hr, **Lab:** 2 hrs

Provides continuing instruction in basic piano skills, emphasizing all major and selected minor scales, primary chord progressions, triads, transposition, harmonization, repertoire and memorization.

### **MUSIC 323 ELEMENTARY PIANO III – (UC:CSU) 2 UNITS**

**Prerequisite:** MUSIC 322 | **Lecture:** 1 hr, **Lab:** 2 hrs

Continued instruction in developing and refining piano skills with emphasis on major and minor scale techniques, chord progressions, triads, arpeggios, harmonization, transposition, repertoire from the major historical periods and memorization.

### **MUSIC 324 ELEMENTARY PIANO IV – (UC:CSU) 2 UNITS**

**Prerequisite:** MUSIC 323 | **Lecture:** 1 hr, **Lab:** 2 hrs

Continues instruction in developing and refining piano skills with emphasis on piano technique, harmonization, transposition, stylistic consideration, and more advanced repertoire from the major historical periods. Open score reading and ensemble skills may also be introduced.

### **MUSIC 341 INTERMEDIATE PIANO – (UC:CSU) 2 UNITS**

**Prerequisite:** MUSIC 324 | **Lecture:** 1 hr, **Lab:** 2 hrs

Covers piano technique, stylistic consideration and interpretation, which are further explored through the study and performance of piano literature from the four stylistic periods: Baroque, Classical, Romantic, and 20th century. Exercises for further technical development are also studied. Students may only enroll with instructor permission and must have completed Music IV Elementary Piano IV or its equivalent.

### **MUSIC 411 ELEMENTARY VOICE I – (UC:CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 1 hr, **Lab:** 2 hrs

An introduction to vocal technique and aesthetic interpretation/expression, including posture and alignment, breath management, phonation, resonance, and articulation.

### **MUSIC 412 ELEMENTARY VOICE II – (UC:CSU) 2 UNITS**

**Prerequisite:** MUSIC 411 | **Lecture:** 1 hr, **Lab:** 2 hrs

Provides continuing instruction in vocal technique and repertoire, expanding on principles introduced in Elementary Voice I, with greater emphasis on understanding the voice, preparing songs and performances, utilizing breath and the body, and establishing a freer tone.

### **MUSIC 413 ELEMENTARY VOICE III – (CSU) 2 UNITS**

**Prerequisite:** MUSIC 412 | **Lecture:** 1 hr, **Lab:** 2 hrs

Provides continuing instruction in vocal technique and repertoire, expanding on principles introduced in Elementary Voice I and Elementary Voice II, with greater emphasis on vowels, including diphthongs and triphthongs, vocal color/timbre, diction, and expanding vocabulary for music and singing.

### **MUSIC 414 ELEMENTARY VOICE IV – (CSU) 2 UNITS**

**Prerequisite:** MUSIC 413 | **Lecture:** 1 hr, **Lab:** 2 hrs

Provides continuing instruction in vocal technique and repertoire, expanding on principles introduced in Elementary Voice I, II, and III, with greater emphasis on understanding the voice, preparing songs and performances, exploring advanced repertoire, and extending performance technique to include a greater variety of concepts.

### **MUSIC 501 COLLEGE CHOIR – (UC:CSU) 1 UNIT (RPT 3)**

**Prerequisite:** None | **Advisories:** MUSIC 411 or MUSIC 412 or MUSIC 413 or MUSIC 414 | **Lab:** 3 hrs

Introduction to choral ensemble singing. Emphasis is on vocal technique and choral elements, such as blend, intonation, diction and music reading. Repertoire is chosen on the basis of the ensemble's ability and represents historical and current styles of music.

### **MUSIC 561 CHAMBER CHORALE – (CSU) 1 UNIT (RPT 3)**

**Prerequisite:** None. | **Lab:** 3 hrs

The student prepares, rehearses and performs selected musical works for a small advanced choir, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

### **MUSIC 650 BEGINNING GUITAR – (UC:CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 1 hr, **Lab:** 2 hrs

The student learns basic positioning of body and hands, music notation and reading, finger picking and chord accompaniment. Designed for students with no previous musical training.

### **MUSIC 651 CLASSICAL GUITAR I – (UC:CSU) 2 UNITS**

**Prerequisite:** MUSIC 650 | **Lecture:** 1 hr, **Lab:** 2 hrs

The student reviews music reading techniques, right and left hand playing techniques and performance of elementary solo guitar compositions. For students who wish to continue beyond the beginning level. (If prerequisite is not met, enrollment is subject to audition.)

### **MUSIC 652 CLASSICAL GUITAR II – (CSU) 2 UNITS**

**Prerequisite:** MUSIC 651 | **Lecture:** 1 hr, **Lab:** 2 hrs

The student continues to gain proficiency in music reading, right and left hand playing techniques, exercises to develop technical facility, basic chords, sight-reading, and performance of elementary solo guitar repertoire. This course is the second level of continued study of elementary-intermediate classical guitar playing. (If prerequisite is not met, enrollment is subject to audition.)

### **MUSIC 653 CLASSICAL GUITAR III – (CSU) 2 UNITS**

**Prerequisite:** MUSIC 652 | **Lecture:** 1 hr, **Lab:** 2 hrs

The student continues to gain proficiency in music reading, right and left hand playing techniques, and exercises to develop technical facility, chords, sight-reading, and performance of solo guitar repertoire. This course consists of the third level of continued study in intermediate classical guitar playing. (If prerequisite is not met, enrollment is subject to audition.)

### **MUSIC 654 CLASSICAL GUITAR IV – (UC:CSU) 2 UNITS**

**Prerequisite:** MUSIC 653 | **Lecture:** 1 hr, **Lab:** 2 hrs

The student continues to gain proficiency in music reading, right and left hand playing techniques, and exercises to develop technical facility, chords, sight-reading, and performance of solo guitar repertoire. This course consists of the fourth level of continued study in intermediate-advanced classical guitar playing. (If prerequisite is not met, enrollment is subject to audition.)

### **MUSIC 745 SYMPHONIC BAND – (UC:CSU) 1 UNIT (RPT 3)**

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

Introduction to instrumental playing with emphasis in developing technical and artistic abilities using a wide range of band literature, and resulting in public performances.

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## **NURSING – LIFE SCIENCES**

### **NURSING 056 ESSENTIAL PRACTICAL SKILLS FOR NURSE ASSISTANTS – (CSU) 1 UNIT (RPT 3)**

**Corequisite:** Nursing 399A | **Lecture:** 1 hr

*NOTE: Class graded pass/no-pass*

Focuses on reinforcing and integrating the Certified Nurse Assistant duties and skills required to assist patients in long term care facilities with activities of daily living.

### **NURSING 399A NURSE ASSISTANT TRAINING PROGRAM (CSU) 6 UNITS**

**Prerequisite:** None | **Lecture:** 4 hrs, **Lab:** 6 hrs

Will provide students with an introduction to the health care field, working with residents/patients in the long-term care facility and the acute care setting. Emphasis will be given to safety principles, infection control, methods for providing physical care, and emotional and social support. Upon successful completion of this course students will be eligible to take the California's Nurse Assistant Certification Examination.

### **NURSING 399B HOME HEALTH AIDE TRAINING PROGRAM (CSU) 2 UNITS**

**Prerequisite:** NURSING 399A | **Lecture:** 1 hr, **Lab:** 2 hrs

Introduces students to the health care field, working with residents/patients in long-term care facilities, the acute care setting and the home care setting. Emphasis will be given to safety principles, infection control, methods for providing physical care, and emotional and social support. Upon successful completion of this course, the student is eligible to apply for certification as a Home Health Aide in the state of California.

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## **NUTRITION – HEALTH & HUMAN PERFORMANCE**

### **NUTRTN 021 NUTRITION – (UC:CSU:C-ID NUTR 110) 3 UNITS (Formerly FAM &CS 021 - NUTRITION)**

**Prerequisite:** None | **Advisories:** ENGLISH 028 or E.S.L. 008  
**Lecture:** 3 hours

Nutrition is the science that deals with the role of nutrients in the human body. These scientific concepts are related to individual needs during the changing life cycles. Interrelationships of nutrients are evaluated for promotion of optimum health.

### **NUTRTN 026 MODIFIED AND THERAPEUTIC DIETS (CSU) 4 UNITS**

**Prerequisite:** NUTRTN 021 | **Advisory:** MATH 105  
**Lecture:** 3 hrs, **Lab:** 3 hrs

Current concepts of dietary modification related to health promotion and disease management are explored, including therapeutic diets frequently used in health care institutions, medical nutrition therapy, and legislative environment.

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## **OCEANOGRAPHY – PHYSICAL SCIENCES**

### **OCEANO 001 INTRODUCTION TO OCEANOGRAPHY (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Explore the geological, physical, chemical and biological processes of oceans as they relate to the continents, the atmosphere, and the biosphere. Major topics include plate tectonics, seafloor topography, coastal processes, estuaries, seawater properties, marine ecosystem and the interactions with humans.

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## **PHARMACY TECHNICIAN – LIFE SCIENCES**

### **PHRMCTK 021 RETAIL PRODUCTS FOR PHARMACY CLERKS (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Designed for the Pharmacy Clerk student to provide basic knowledge about Over-the-Counter (OTC) products in relation to their accepted therapeutic uses. Students will understand the steps involved in safely choosing a non-prescription product.

### **PHRMCTK 023 INTRODUCTION TO PHARMACY (CSU) 2 UNITS**

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

Examines the roles and opportunities open to pharmacy clerks and technicians in various practice settings. Students will be introduced to pharmaceutical dosage forms, the drug development process, and drug classification systems. This course also includes an introduction to prescription labeling and to the law and ethics for pharmacy practice.

### **PHRMCTK 029 BODY SYSTEMS I – (CSU) 3 UNITS**

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

Students will learn the indications, dosage, and adverse effects of prescription medications, nonprescription medications, and alternative therapies used to treat diseases affecting the muscular, skeletal, respiratory, renal, cardiovascular, and hematologic systems. Students will master an understanding of basic anatomy, physiology, pharmacology, and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied.

### **PHRMCTK 030 BODY SYSTEMS II – (CSU) 3 UNITS**

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

Students will learn the indications, dosage, and adverse effects of prescription medications, nonprescription medications, and alternative therapies used to treat diseases affecting the nervous, endocrine, gastrointestinal, reproductive, immune, ears/nose/throat, and dermatologic systems. Students will master an understanding of basic anatomy, physiology, pharmacology, and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied.

### **PHRMCTK 031 PHARMACY CALCULATIONS – (CSU) 2 UNITS**

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

Students will learn calculations related to drug dosage, measurements of strength, and preparation of medications. This course also includes inter-conversion of units in the metric and common systems of measurement. Emphasis is placed on unit-cancellation for solving pharmacy problems. This course includes a strong verbal component.

### **PHRMCTK 032 PHARMACY OPERATIONS – (CSU) 4.5 UNITS**

**Prerequisites:** PHRMCTK 023, PHRMCTK 029, PHRMCTK 030 and PHRMCTK 031 | **Lecture:** 2.5 hours | **Lab:** 4.5 hours

Examines processing, handling, and preparing medications and medication orders in both the outpatient and compounding pharmacy settings in a manner consistent with the legal and ethical guidelines. This course will prepare the students to master the skills needed to begin an outpatient pharmacy externship.

### **PHRMCTK 034 COMMUNITY PHARMACY EXTERNSHIP (CSU) 2.5 UNITS**

**Prerequisites:** PHRMCTK 032 | **Lab:** 5 hours

*NOTE: Class graded pass/no-pass*

The externship will give the students the opportunity to apply and practice skills developed in other pharmacy technician courses in a community or outpatient pharmacy.

### **PHRMCTK 035 INPATIENT PHARMACY SERVICES (CSU) 2 UNITS**

**Prerequisites:** PHRMCTK 023, PHRMCTK 029, PHRMCTK 030 and PHRMCTK 031 | **Lecture:** 1 hour, **Lab:** 2 hours

Covers the technical aspects of drug distribution for the inpatient (hospital) pharmacy setting including hands-on training in medication order processing, pharmacy patient profile maintenance, medication preparation, and inpatient drug distribution using manual and automated systems.

### **PHRMCTK 036 IN-PATIENT PHARMACY EXTERNSHIP (CSU) 2.5 UNITS**

**Prerequisites:** PHRMCTK 035 | **Lab:** 5 hours

The externship will give the students the opportunity to apply and practice skills developed in other pharmacy technician courses in an in-patient pharmacy.

### **PHRMCTK 037 STERILE PRODUCTS – (CSU) 4.5 UNITS**

**Prerequisites:** PHRMCTK 023, PHRMCTK 029, PHRMCTK 030 and PHRMCTK 031 | **Lecture:** 2.25 hours, **Lab:** 4.5 hours

Examines the aseptic techniques and application of the laminar flow hood used in the preparation of sterile products. Emphasis is placed on parenteral calculations, sterile dosage forms, and quality assurance procedures.

### **PHRMCTK 038 STERILE PRODUCTS EXTERNSHIP (CSU) 2.5 UNITS**

**Prerequisites:** PHRMCTK 037 | **Lab:** 5 hours

The externship will give the students the opportunity to apply and practice skills developed in the Sterile Products class in an ambulatory clinic with infusion services.

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## **PHILOSOPHY – SOCIAL SCIENCES**

### **PHILOS 001 INTRODUCTION TO PHILOSOPHY (UC:CSU:C-ID PHIL 100) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

A survey of the fundamental questions about self, society, and the universe. Primary focus is on issues in metaphysics, theories of knowledge, moral theory, and philosophy of religion.

### **PHILOS 005 CRITICAL THINKING & COMPOSITION (UC:CSU) 3 UNITS**

**Prerequisite:** ENGLISH 101 | **Lecture:** 3 hrs

Focuses on critical thinking so students will develop necessary skills for evaluating and constructing argumentative essays, and practice in applying these skills. Deduction, induction, and logical fallacies are also addressed.

### **PHILOS 006 LOGIC IN PRACTICE – (UC:CSU:C-ID PHIL 110) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Introduces formal and informal methods for evaluating arguments. Students will learn to classify arguments as inductive or deductive, determine whether deductive arguments are valid or invalid, and identify strong and weak inductive arguments. Applications of critical thinking to social and political discourses will be considered.

### **PHILOS 009 SYMBOLIC LOGIC I – (CSU:C-ID PHIL 210) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

An introduction to the basic concepts of symbolic logic. This introduction will include the Origin and Use of Formal and Symbolic Logic, Truth Functional Connectives and Validity, Truth Tables, and Formal Deductive Proofs.

### **PHILOS 014 HISTORY OF MODERN EUROPEAN PHILOSOPHY (UC:CSU:C-ID PHIL 140) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

An introduction and survey of modern European Philosophy, beginning with the inception of Modern Science with Copernicus and Galileo, the inception of modern philosophy proper with Rene Descartes, through the Rationalists and Empiricists, German Idealism, Positivism, Marxism, Linguistic and Analytic Philosophy, Phenomenology, Philosophy of Science, Existentialism, Feminism, Deconstruction, and other recent trends.

### **PHILOS 020 ETHICS – (UC:CSU:C-ID PHIL 120) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Surveys the language of moral discourse (metaethics), different ways of deciding right and wrong (ethical theories), and the effort to reach acceptable judgments on both individual and social moral issues (practical ethics).

### **PHILOS 033 COMPARATIVE SURVEY OF WORLD RELIGIONS (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

An historical overview of the principal religious traditions of the world, concentrating on Hinduism and Buddhism, Confucianism and Daoism, Judaism, Christianity, and Islam. Considers origins, principal beliefs and practices, and contemporary issues.

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## **PHOTOGRAPHY – ARTS, MEDIA & PERFORMANCE**

### **PHOTO 007 EXPLORING DIGITAL PHOTO – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hours **Lab:** 3 hours

Introduction to the processes, principles, and tools of photography. Topics include the development of technical and aesthetic skills, elements of design and composition, camera technology, materials and equipment, and contemporary trends in photography.

### **PHOTO 010 BEGINNING PHOTOGRAPHY – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hrs, **Lab:** 3 hrs

**Supplies:** Students are encouraged to provide a Digital SLR camera and must have storage media.

Covers camera operation, exposure, scanning techniques, composition and aesthetics. The student will learn how to photograph, transfer images to a computer; edit the images using industry standard software and create their own prints. Emphasis is placed on communicating both fine art and commercial photography techniques.

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## PHYSICAL EDUCATION

See KINESIOLOGY

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## PHYSICAL SCIENCE – PHYSICAL SCIENCES

### PHYS SC 001 PHYSICAL SCIENCE I – (UC:CSU) 3 UNITS

**Prerequisite:** None | **Advisory:** MATH 115 | **Lecture:** 3 hrs

Course is designed for the non-science major, and provides an introduction to the fundamental principles of physics, chemistry, astronomy and geology. Elementary quantitative concepts are used to supplement the conceptual emphasis of this course.

### PHYS SC 014 PHYSICAL SCIENCE LABORATORY (UC:CSU) 1 UNIT

**Prerequisite:** None | **Corequisite:** PHYS SC 001 (lecture)

**Lab:** 2 hrs

Laboratory experiments and a limited number of demonstrations will be performed that will allow students to visualize and apply basic concepts in physics and chemistry. Students will acquire basic problem-solving and laboratory skills.

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## PHYSICS – PHYSICAL SCIENCES

### PHYSICS 006 GENERAL PHYSICS I – (UC:CSU:C-ID PHYS 105) 4 UNITS

**Prerequisite:** MATH 240 | **Lecture:** 3 hrs, **Lab:** 3 hrs

An introductory course in physics covering mechanics and solids, heat and sound. This course is designed for the health science majors (Environmental and Occupational Health, Physical Therapy, Radiologic Technology), Premedical, Pre-dental, Pre-optometry, Pre-pharmacy, and Geology majors.

### PHYSICS 007 GENERAL PHYSICS II – (UC:CSU:C-ID PHYS 110) 4 UNITS

**Prerequisite:** PHYSICS 006 | **Lecture:** 3 hrs, **Lab:** 3 hrs

This course is a continuation of Physics 6, covering electricity and magnetism, light and modern physics. The course is designed for the health science majors (Environmental and Occupational Health, Physical Therapy, Radiologic Technology), Pre-medical, Pre-dental, Pre-optometry, Pre-pharmacy, and Geology majors.

### PHYSICS 037 PHYSICS FOR ENGINEERS & SCIENTISTS I (UC:CSU:C-ID PHYS 205) 5 UNITS

**Prerequisite:** MATH 265 | **Lecture:** 4 hrs, **Lab:** 3 hrs

Designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors. This is the first semester of a three semester calculus-level sequence in introductory college Physics. Topics include kinematics, dynamics, laws of motion, and conservation laws for particles and systems of particles in both translation and rotation.

### PHYSICS 038 PHYSICS FOR ENGINEERS & SCIENTISTS II (UC:CSU:C-ID PHYS 210) 5 UNITS

**Prerequisite:** PHYSICS 037 and MATH 266

**Lecture:** 4 hrs, **Lab:** 3 hrs

Designed for Physics, Astronomy, Chemistry, Engineering and Mathematics majors. Topics include mechanical waves, electric charge and electric fields, electric energy storage, electric currents, magnetism, electromagnetic induction, electromagnetic oscillations, AC circuits, and Maxwell's Equations.

### PHYSICS 039 PHYSICS FOR ENGINEERS & SCIENTISTS III (UC:CSU:C-ID PHYS 215) 5 UNITS

**Prerequisite:** PHYSICS 037 and MATH 266

**Lecture:** 4 hrs, **Lab:** 3 hrs

Designed for Physics, Astronomy, Chemistry and Engineering majors. Topics include thermodynamics, geometric optics, the wave nature of light, special relativity, early quantum theory, atomic and nuclear physics.

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## PHYSIOLOGY – LIFE SCIENCES

### PHYSIOL 001 INTRODUCTION TO HUMAN PHYSIOLOGY (UC:CSU:C-ID BIOL 120 B) 4 UNITS

**Prerequisite:** BIOLOGY 003 or BIOLOGY 005, and

ANATOMY 001, and CHEM 051 or CHEM 065 or CHEM 101

**Lecture:** 3 hrs, **Lab:** 3 hrs

Examines the function of the following human systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, endocrine, lymphatic, and reproductive. Labs include many hands-on and computer-assisted applications.

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## POLITICAL SCIENCE – SOCIAL SCIENCES

### POL SCI 001 THE GOVERNMENT OF THE UNITED STATES (UC:CSU:C-ID POLS 110) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

Principles, institutions, functions, and policy processes of the American Political System: including ideology and government; the constitution; federalism; Congress; the Presidency, the Judiciary; Civil Rights and Liberties; the media, elections and voting, political parties, interest groups. Also includes California government structure and constitution.

### POL SCI 002 MODERN WORLD GOVERNMENTS (UC:CSU:C-ID POLS 130) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hrs

A comparative study of the major governments of the modern world in terms of their ideologies, political institutions and processes, AND political cultures. Emphasis is placed on the governments of the United Kingdom, Germany, Mexico, Brazil, Russian Federation, China, India, Nigeria and Iran.

## **POL SCI 003 INTRODUCTION TO POLITICAL SCIENCE (UC:CSU:C-ID POLS 150) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Introduction to politics and political science: power, democracy and authoritarianism, political participation, the state, political institutions, subfields of the discipline, and political research methodology.

## **POL SCI 005 THE HISTORY OF WESTERN POLITICAL THOUGHT – (UC:CSU:C-ID POLS 120, POLS 130) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Provides overall perspective of major political movements of history from the rising of Egyptian, Greek and Roman Empires to fascism and communism as seen by great political thinkers from Plato, Aristotle, St. Augustine, Machiavelli, Marx and Lenin. Includes discussions on modern and contemporary theories.

## **POL SCI 007 CONTEMPORARY WORLD AFFAIRS (UC:CSU:C-ID POLS 140) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Major themes and aspects of current international politics are introduced. Topics include but are not restricted to international relations theories, globalization, power, diplomacy, war and peace, terrorism, and economic development.

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## **PROFESSIONAL BAKING – CULINARY ARTS**

### **PROFBKG 200 PRINCIPLES OF BAKING & PATISSERIE I (CSU) 4 UNITS**

**Prerequisite:** None | **Corequisite:** CLNART 060

**Lecture:** 2 hrs, **Lab:** 6 hrs

Students will learn the proper production of quick breads, laminated doughs such as puff pastry, and cookies. An emphasis will be placed on learning the correct mixing methods, the role of leavening agents, starches, chemical reactions of ingredients - and the effect of heat and cold on baked goods. Recipes, ingredient selections, and menu development will be an essential theme of this class.

### **PROFBKG 210 PRINCIPLES OF BAKING & PATISSERIE II (CSU) 4 UNITS**

**Prerequisite:** PROFBKG 200 | **Lecture:** 2 hrs, **Lab:** 6 hrs

Students will learn advanced baking and patisserie techniques including yeast breads, cakes, pies, and danish doughs. Advanced fundamental techniques will be emphasized to include knowledge about ingredient yields and bakers percentages.

### **PROFBKG 215 RESTAURANT PLATED DESSERTS – 4 UNITS**

**Prerequisite:** PROFBKG 210 | **Lecture:** 2 hrs, **Lab:** 6 hrs

Introduction to hot, cold, and frozen desserts with concentration on the composition of restaurant style plated desserts. Topics include traditional composed desserts, modern menu fusion, international/ethnic and classical dessert combinations.

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## **PSYCHOLOGY – SOCIAL SCIENCES**

### **PSYCH 001 GENERAL PSYCHOLOGY I – (UC:CSU:C-ID PSY 110) 3 UNITS**

**Advisory:** ENGLISH 028 or E.S.L. 008 | **Lecture:** 3 hrs

Covers biological foundations of behavior, various theoretical perspectives including learning, sensation and perception, psychological disorders, health and stress, personality, and intelligence theories as well as experimental and research methodology.

### **PSYCH 002 BIOLOGICAL PSYCHOLOGY – (UC:CSU:C-ID PSY 150) 3 UNITS**

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

Introduction to the scientific study of the biological, physiological, and neuroanatomical foundations of behavior and mental processes. The structure and functions of the brain and nervous system and their effect on human behavior and mental processes are studied. The course explores biological bases of behavior and neurological correlates of psychological events such as sensation, perception, regulatory processes, emotion, learning, memory, and psychological disorders.

### **PSYCH 013 SOCIAL PSYCHOLOGY – (UC:CSU:C-ID PSY 170) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

This course examines how individual mental processes and behavior are influenced by the real or implied presence of others. Diverse topics are analyzed, including social cognition, social perception, attitude formation, social influence, interpersonal attraction, group processes, prosocial behavior, aggression, and prejudice.

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

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

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

### **PSYCH 041 LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE – (UC:CSU) 3 UNITS**

**Prerequisite:** PSYCH 001 | **Advisory:** ENGLISH 028 or E.S.L. 008

**Lecture:** 3 hrs

Individual psychological development from conception to death, including physical, cognitive and psychosocial aspects. Major theories and research methodologies are introduced. Family, peer, education and social influences on intelligence, gender, personality and relationships are explored. Practical applications are emphasized. Special emphasis is given to social and cultural influences.

## **PSYCH 052 PSYCHOLOGICAL ASPECTS OF HUMAN SEXUALITY – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

This course explores human sexuality from a psychological perspective. Topics include male and female sexual anatomy, sexual arousal and response, gender identity, sexual orientation, love and attraction, effective relationship communication, pregnancy, methods of contraception, sexually transmitted infections, normal versus abnormal sexual behavior, and sexual coercion.

## **PSYCH 074 RESEARCH METHODS IN THE BEHAVIORAL SCIENCES – (UC:CSU:C-ID PSY 200) 3 UNITS**

**Prerequisite:** PSYCH 001 and MATH 227 | **Lecture:** 3 hrs

Students are introduced to basic research concepts, designs, and statistical techniques used in the behavioral and social sciences. Covers literature reviews, critical evaluations of articles in professional journals, the design of research studies, and use of computer-based statistical packages to analyze data (Statistical Package for the Social Sciences-SPSS). Independent research focuses on the procedures involved in conducting studies and writing APA-style research reports.

## **PSYCH 090 INTRODUCTION TO COUNSELING – (CSU) 3 UNITS**

**Prerequisite:** PSYCH 001 | **Advisory:** ENGLISH 028 or E.S.L. 008  
**Lecture:** 3 hrs

Examines the various counseling styles and techniques and the theoretical foundations. Students will develop skills in the understanding of developmental, nondirective, psychodynamic, transactional and other approaches to individual and group counseling. The characteristics of a workable counseling and guidance program and the techniques used to collect, record, interpret, and use guidance data will be examined. The nature, purpose, objectives, and approaches to counseling in health, welfare, social service and rehabilitation agencies will be discussed.

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## **SOCIOLOGY – SOCIAL SCIENCES**

### **SOC 001 INTRODUCTION TO SOCIOLOGY (UC:CSU:C-ID SOCI 110) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Presents an orientation to the field of sociology, including core sociological theories in the areas of socialization; the impact of social institutions such as the family, culture, religion, education, government; concepts of conformity and deviance; and the study of social inequalities in U.S. society due to race/ethnicity, sex, gender and age.

### **SOC 002 AMERICAN SOCIAL PROBLEMS (UC:CSU:C-ID SOCI 115) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Sociological concepts and theories that explain a range of social problems in the US including: crime, drugs, immigration, poverty, racism, sexism, ageism, issues of social privilege, health care, the environment, educational inequalities, terrorism; and the potential solutions to these social problems.

### **SOC 003 CRIME & AND DELINQUENCY – (UC:CSU:C-ID SOCI 160) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Examines the nature and extent of crime and delinquency, theories of causation, types of juvenile and adult offenses, and efforts by society to cope with law violations: includes programs for prevention, correction, and rehabilitation.

### **SOC 004 SOCIOLOGICAL ANALYSIS – (UC:CSU:C-ID SOCI 120) 3 UNITS**

**Prerequisite:** SOC 001 | **Lecture:** 3 hrs

An introduction to the scientific study of social research: topics include research design, conceptualization, measurement, sampling methodology, qualitative and quantitative data analysis. Students will analyze specific data collected in the field.

### **SOC 011 RACE AND ETHNIC RELATIONS (UC:CSU:C-ID SOCI 150) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Explores the social, political, and economic forces that shape race relations in the United States. Focuses on the sociological analysis of race, ethnicity, and racism. Examines the social, cultural, political, and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, as well as the factors that impact racial/ethnic group relations.

### **SOC 013 SOCIETY AND PERSONALITY (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Students explore social psychology by focusing on how individuals are influenced by the behavior and presence of others in a sociocultural environment. Topics analyzed include self, identity, attitudes, conformity, persuasion, obedience, altruism, aggression, prejudice and stereotypes, and deviant behaviors.

### **SOC 028 THE FAMILY: A SOCIOLOGICAL APPROACH (UC:CSU:C-ID SOCI 130) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Examines the diverse definitions of the family; analysis of family as an institution, including historical changes in the role of marriage, divorce, cohabitation, parenting, work, communication, aging, and family violence. The impact of culture, race, social class, gender, and sexual orientation onto individuals and society, according to sociological research.

### **SOC 031 SOCIOLOGY OF GENDER – (UC:CSU:C-ID SOCI 140) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Examines the social significance of gender in contemporary U.S. society and analyzes the social construction of gender historically within the context of race, class, and sexual orientation. It focuses on social institutions such as the family, religion, education, work, politics, sports, media, criminal justice system, in shaping individual's experiences and identities through the life cycle. Students can also explore ways these social institutions can be transformed through social change.

### **SOC 185 DIRECTED STUDY – (CSU) 1 UNIT**

Allows students to pursue Directed Study in the field of Sociology on a contract basis under the direction of an instructor.

## SPANISH – ESL / FOREIGN LANGUAGES / LINGUISTICS

### SPANISH 001 ELEMENTARY SPANISH I (UC:CSU:C-ID SPAN 100) 5 UNITS

**Prerequisite:** None | **Lecture:** 5 hrs

Course explores basic grammar and communication through listening, reading, speaking, and writing. It emphasizes clear pronunciation, vocabulary building, the study of grammatical patterns and expressions, and idiomatic usages that prepare students to function within the contexts relevant to everyday life. Culture and geography are also integrated through readings, and supported and enhanced by multimedia.

### SPANISH 002 ELEMENTARY SPANISH II (UC:CSU:C-ID SPAN 110) 5 UNITS

**Prerequisite:** SPANISH 001 | **Lecture:** 5 hrs

Continues the introduction of the fundamentals of Spanish grammar, emphasizing communication of basic topics such as travel, housing, the extended family, health, shopping, and technology. The course stresses oral and written communication in the past, present, and future tenses and introduces basic compound tenses. Further studies on the cultural heritage of Latin America and Spain enrich students' understanding of the language.

### SPANISH 003 INTERMEDIATE SPANISH I (UC:CSU:C-ID SPAN 200) 5 UNITS

**Prerequisite:** SPANISH 002 or equivalent | **Lecture:** 5 hrs

A more intensive study of the language, including idiomatic expressions and irregular structures. Stress on fluency in oral expression and facility in writing. Comprehensive review of grammar and study of advanced grammatical concepts. Extensive reading and discussion in Spanish of literary and cultural texts. Discussion, in Spanish, of Spanish and Spanish-American life and difficulties.

### SPANISH 004 INTERMEDIATE SPANISH II (UC:CSU:C-ID SPAN 210) 5 UNITS

**Prerequisite:** SPANISH 003 or equivalent | **Lecture:** 5 hrs

Further development of writing and communication skills through the study of representative Spanish and Latin American literary and cultural works; focus is on analysis and discussion. Sustained study of grammar and vocabulary with emphasis on complex structures, stylistics, and use of idiomatic expressions. Basic computer skills required for accessing online activities.

### SPANISH 005 ADVANCED SPANISH I – (UC:CSU) 5 UNITS

**Prerequisite:** SPANISH 004 or equivalent | **Lecture:** 5 hrs

Introduction to the major literary movements in Spain and Latin American literature through the study of representative literary and cultural texts of different genres. Emphasis on improving oral expression, comprehension, reading and textual analysis, and composition. Stresses oral and written reports within the context of Latin American literature and civilization. Basic computer skills required for accessing and performing online activities.

### SPANISH 006 ADVANCED SPANISH II – (UC:CSU) 5 UNITS

**Prerequisite:** SPANISH 005 or equivalent | **Lecture:** 5 hrs

Study of the major Latin America/Spain literary movements in Spanish literature through the study of representative literary and cultural texts of different genres. Emphasis on improving oral expression, comprehension, reading and textual analysis, and composition. Stresses oral and written reports within the context of the literature and civilization of Spain. Basic computer skills required for accessing and performing online activities.

### SPANISH 008 CONVERSATIONAL SPANISH – (UC:CSU) 2 UNITS

**Prerequisite:** SPANISH 002 or equivalent | **Lecture:** 2 hrs

Practical conversation and improvement of conversational fluency based on everyday experiences, current events, cinema, cultural topics and readings. Emphasis on use of idiomatic expressions and current usages. Training in pronunciation, enunciation, and vocabulary-building. Basic computers required for accessing online information. Not open to native speakers of Spanish.

### SPANISH 024 SPANISH FOR MEDICAL PERSONNEL (CSU) 3 UNITS

**Prerequisite:** BIOLOGY 033 or HLTHOCC 063

**Lecture:** 3 hours

Emphasizes oral communication for medical personnel by exploring basic grammar structures and vocabulary related to various medical topics.

### SPANISH 026 UNDERSTANDING LATIN AMERICA THROUGH FILM – (UC:CSU) 3 UNITS

**Prerequisite:** None | **Advisory:** ENGLISH 028 | **Lecture:** 3 hrs

In this course, students explore the prolific output of feature and documentary films that emphasize social themes, particularly social justice and political conflict in Latin America. Discussion centers on how various Latin American countries express their resistance to and engagement with repressive social and political practices that often seek to stifle the voice of marginalized groups. The course is conducted in English. Films are subtitled in English.

### SPANISH 035 SPANISH FOR SPANISH SPEAKERS I (UC:CSU) 5 UNITS

**Prerequisite:** None | **Lecture:** 5 hours

This course is designed for students who have grown up speaking Spanish but have not formally studied it in an academic environment. It stresses the formal aspects of the language, including acquisition of vocabulary, spelling, and accent rules, and grammar, focusing on the present and past tenses. A high emphasis is placed on reading and writing. Students receive credit for either Spanish 2 or Spanish 35, but not both.

### SPANISH 036 SPANISH FOR SPANISH SPEAKERS II (UC:CSU:C-ID SPAN 230) 5 UNITS

**Prerequisite:** SPANISH 035 | **Lecture:** 5 hrs

The course is designed for students who are Native Speakers of Spanish but have had little or no academic preparation in standard Spanish. The course focuses on complex grammar, emphasizing the subjunctive mood and the compound tenses. A high emphasis is placed on reading and writing, including the use of written accents, spelling, and those areas of grammar with a high degree of English interference. Students also study the diverse cultures of the Spanish-speaking world. Students receive credit for Spanish 36 or Spanish 3 but not both.

## **SPANISH 037 COMPOSITION AND CONVERSATION FOR SPANISH SPEAKERS – (UC:CSU) 5 UNITS**

**Prerequisite:** SPANISH 036 | **Lecture:** 5 hrs

The course develops proficiency in writing and in presentational modes of communication, through more complex forms of expression, including advanced grammar and formal structures of communication. Thematically, the course explores topics common to the literary and cultural production of the US Latino population. This course familiarizes students with authentic texts written in different styles to provide a platform from which to practice the presentational mode and various rhetorical modes of writing, such as description, narration, exposition, and argumentation. Final projects consist of a research paper and a formal presentation.

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## **SPEECH**

See COMMUNICATION STUDIES

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## **SUPERVISED LEARNING ASSISTANCE LEARNING CENTER**

### **TUTOR 001T SUPERVISED LEARNING - NONCREDIT**

**Prerequisite:** None | **Lab:** 20 hrs

Upon faculty/counselor referral, student will receive tutoring in designated subject areas using course textbooks and other related materials. Cumulative progress and attendance records will be maintained for this non-credit, open entry course. Supervised Learning Assistance 001T will not appear on the student's transcript. This course may be scheduled at times to be arranged (TBA) for a minimum of 360:00 hours.

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## **TECHNICAL STAGE PRODUCTION ARTS, MEDIA & PERFORMANCE**

### **TECHTR 342 TECHNICAL STAGE PRODUCTION (UC:CSU) 2 UNITS (RPT 3)**

**Prerequisite:** None | **Lecture:** 1 hr, **Lab:** 3 hrs

Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews.

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## **THEATER – ARTS, MEDIA & PERFORMANCE**

### **THEATER 100 INTRODUCTION TO THE THEATER (UC:CSU:C-ID THTR 111) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Focuses on the relationship of theater to various cultures throughout history, and on the contributions of significant individual artists. This course introduces students to elements of the production process including playwriting, acting, directing, design, and criticism. Students will also survey different periods, styles and genres of theater through play reading, discussion, films and viewing and critiquing live theater, including required attendance of theater productions.

### **THEATER 110 HISTORY OF THE WORLD THEATER (UC:CSU:C-ID THTR 113) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

The study of the world history of theatre from its origins in Ancient Greece through the present day, across the globe. The history and development of theatre and drama are studied in relationship to geographical cultural, political and social conditions of the time. Plays are read for analysis of structure, plot, character and historical relevance.

### **THEATER 114 SCRIPT ANALYSIS – (CSU:C-ID THTR 114) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Fully explore an in-depth methodology of reading, analyzing and understanding play scripts in a variety of genres and styles intended for production. Investigate techniques used to determine how to read a play for its structure, scrutinizing the playwright's methods of creating theater through plot, character and imagery, and understanding what scripts 'mean' to the professional theater artist and theater-goer as distinct from other forms of literature.

### **THEATER 200 INTRODUCTION TO ACTING (UC:CSU:C-ID THTR 151) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Introduction to the art and craft of acting through lecture and demonstration. Students will explore an awareness of self on stage through improvisations and character work; including scenes and monologues. Student will analyze scripts and critique plays.

### **THEATER 271 INTERMEDIATE ACTING (UC: CSU:C-ID THTR 152) 2 UNITS**

**Prerequisite:** THEATER 200 | **Lecture:** 1 hr, **Lab:** 2 hrs

Acting principles are expanded and applied in staged scenes. The emphasis of scenes is on comprehension, translation into meaningful dramatic action, and creation. The actor's self-awareness is explored and developed before a classroom audience.

### **THEATER 272 INTERMEDIATE APPLIED ACTING – 3 UNITS**

**Prerequisite:** THEATER 200 | **Lecture:** 2 hrs, **Lab:** 4 hrs

Follows Acting I introduction to Acting and continues the exploration of theories and techniques used in preparation for the interpretation of drama through acting. The emphasis will be placed on deepening the understanding of the acting process through character analysis, monologues, and scenes.

### **THEATER 291 REHEARSALS & PERFORMANCES I (CSU) 1 UNIT (RPT 2)**

**Prerequisite:** None | **Lab:** 3 hrs

Students are actively involved in the production of a play to be presented before a public audience. All areas of the production process are incorporated including acting, design, stage management, technical theater and backstage crews, and house management.

*NOTE: Students must participate in a mandatory audition and/or interview.*

## **THEATER 292 REHEARSALS & PERFORMANCES II (CSU) 2 UNITS (RPT 3)**

**Prerequisite:** None | **Lab:** 6 hrs

Students are actively involved in the production of a play presented before a public audience. All areas of the production process are incorporated, including acting, stage management, technical theater and backstage crews, costumes, make up and house management. Students must be available to meet all scheduled technical rehearsal and performance dates.

*NOTE: Students must participate in a mandatory audition and/or interview.*

## **THEATER 293 REHEARSALS & PERFORMANCES III (CSU) 3 UNITS (RPT 3)**

**Prerequisite:** None | **Lab:** 9 hrs

Provides instruction and supervised student participation at an advanced level in the rehearsals and performances of plays produced at LA Mission College. Areas of involvement include scenic, lighting, sound, and costume design; acting; technical production; and management; etc. Student must be available for rehearsals, production meetings, and performance and technical schedules.

*NOTE: Students must participate in a mandatory audition and/or interview.*

## **THEATER 300 INTRODUCTION TO STAGE CRAFT (UC: CSU:C-ID THTR 171) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 2 hrs

Survey of the technical phases of play production for: scenery, properties, lighting, sound, costuming, and stage management and organization of stage activity.

## **THEATER 310 INTRODUCTION TO THEATRICAL LIGHTING (UC: CSU:C-ID THTR 173) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

Introduces the student to all aspects of lighting for television, film, and stage. Practical experience and problem solving are highlighted, including the study of color, procedures, control, and safe handling of lighting equipment. Students must be available for rehearsals and performances.

## **THEATER 315 INTRODUCTION TO THEATRICAL SCENIC DESIGN – (CSU) 3 UNITS**

**Prerequisite:** None. | **Advisory:** THEATER 100 | **Lecture:** 3 hrs

Explores the training, practice, and problem solving skills of designing scenery for the stage. Includes concept design development, construction and painting techniques, sketching and rendering media skills, and model making.

## **THEATER 330 INTEGRATING VIDEO AND LIVE PERFORMANCE – (CSU) 3 UNITS (RPT 3)**

**Prerequisite:** THEATER 100 & and MULTIMD 100

**Lecture:** 2 hrs, **Lab:** 2 hrs

Explores the conception, creation, and production of video design and its integration with live performance. Focus is on the practical application of video content in collaborative production scenarios, including on-campus theatrical productions and events.

## **THEATER 405 COSTUME DESIGN – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hrs

A survey of historical periods and their application to the stage; an intensive study of costuming design for the stage; introduction to shop procedures; beginning principles and techniques of costume design including figure drawing, character analysis, and sewing.

## **THEATER 450 BEGINNING STAGE MAKE-UP (CSU:C-ID THTR 175) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hrs, **Lab:** 2 hrs

Instruction and practice in a lecture/laboratory setting in all phases of makeup specifically designed for theatrical use. Analysis of character, script and production analysis in terms of makeup style and design. Make-up is performed by the student on their own face.

## **THEATER 185 DIRECTED STUDY – (CSU) 1 UNIT**

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

## **THEATER 285 DIRECTED STUDY – (CSU) 1 UNIT**

Allows students to pursue directed study in Theater on a contract basis under the direction of a supervising instructor. Special studies will be undertaken with the guidance of weekly meetings. Topics or projects must be approved by the faculty member in charge.

## **THEATER 385 DIRECTED STUDY – (CSU) 1 UNIT**

Provides opportunity for in-depth study of a chosen area of theatre arts on a contract basis, under the direction of a supervising instructor.

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## **VOCATIONAL EDUCATION – NONCREDIT**

### **VOC ED 174CE KEYBOARDING FOR DATA PROCESSING NONCREDIT**

**Prerequisite:** None | **Lab:** 2 hrs

This course is designed to assist students in developing the touch method of keyboarding. Emphasis will be on speed and accuracy using specific drills and timing as well as basic proofreading for grammar and sentence mechanics.

### **VOC ED 175CE – COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I – NONCREDIT**

**Prerequisite:** None | **Lecture:** 2 hrs **Lab:** 3 hrs

This course focuses on assisting students in developing fundamental skills in the operation of a computer keyboard and achieving accuracy and a minimum typing speed of 30 words per minute. Students will also be introduced to Microsoft Word to format letters, memos, tables, and reports.

### **VOC ED 176CE – COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II – NONCREDIT**

**Prerequisite:** None | **Lecture:** 1 hr, **Lab:** 4 hrs

This course focuses on assisting students in developing intermediate skills in the operation of a computer keyboard and achieving accuracy and a minimum typing speed of 40 words per minute. Students will use Microsoft Office Word to format letters, memos, tables, and reports and will also be introduced to formatting medical and legal documents.

### **VOC ED 181CE – COMPUTER WINDOWS APPLICATIONS NONCREDIT**

**Prerequisite:** None | **Lecture:** 1 hr, **Lab:** 2 hrs

This course is designed to assist students effectively use and manage computers and files using the Windows 10 operating system. Students will be introduced to the basic features of the Windows 10 operating system including personalizing, working with files and folders, using application and accessories, understanding the Cloud settings, and optimizing computer usage through disk management and security features.

### **VOC ED 182CE – MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING – NONCREDIT**

**Prerequisite:** None | **Lecture:** 1 hr, **Lab:** 4 hrs

This course will assist students learn the fundamentals of the Microsoft Office Word program including basic word processing operations such as: creating, editing, formatting, saving, retrieving, and printing text documents. Students will also learn how to design and format tables and graphics. Desktop publishing features to create newsletters, brochures, fliers and resumes will also be introduced.

### **VOC ED 183CE – PRESENTATION DESIGN FOR THE OFFICE NONCREDIT**

**Prerequisite:** None | **Lecture:** 1 hr, **Lab:** 2 hrs

This course provides students with an overview of the Microsoft Office PowerPoint program. Students will learn how to design, edit, and format slides using text, graphs, diagrams, multimedia and other content. They will also be introduced to creating and delivering an effective oral PowerPoint slide presentation.

### **VOC ED 008CE – (O.S.H.A.) PRE-EMPLOYMENT SKILLS/ CONSUMER TRAINING – NONCREDIT**

**Prerequisite:** None | **Lecture:** 3 hrs

This course provides soft skills training focused on a student ability to apply methods and strategies that lead to positive interactions in the workplace. Topics include proper communication, ability to problem solve, and the development of teambuilding while working in various simulated vocational settings.

### **VOC ED 252CE – EXPLORATION OF CONSTRUCTION AND MAINTENANCE CAREERS – NONCREDIT**

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

This course introduces students to careers, basic skills and common practices in the construction and maintenance industries; helping them discover their aptitudes and interests in the construction field and make more informed decisions about their future careers, education, and training. Students will learn and perform basic carpentry, masonry, and mechanical skills and tasks. Students will prepare to enter an apprenticeship program in the field of construction or maintenance.

### **VOC ED 259CE – (O.S.H.A.) SAFETY STANDARDS: CONSTRUCTION & INDUSTRY – NONCREDIT**

**Prerequisite:** None | **Lecture:** 1 hr, **Lab:** 1 hrs

This course provides instruction on industry safety and health rules as it applies to workers and employers within the construction industry. Topics such as fall protection, lock out tag out procedures, PPE, excavations, CPR/First Aid, etc. are covered. Participants that meet the required hourly attendance and successfully pass the final exam will be eligible to receive their OSHA (10 hrs) safety-training certificate.

### **VOC ED 281CE EXPLORING COMPUTER SCIENCE INFORMATION TECHNOLOGY CAREERS – NONCREDIT**

**Prerequisite:** None | **Lecture:** 1 hr

This course introduces students to the different types of careers and jobs available to computer science information technology professionals. Students will meet different professionals, identify key employers, and review educational and skill requirements for the different careers.

### **VOC ED 286CE EVERYONE CAN CODE – NONCREDIT**

**Prerequisite:** None | **Lab:** 0.5 hr, **Lab:** 0.5 hr

This course combines lecture, demonstrations and hands-on practice to provide students with the knowledge and skills necessary to learn to write code. They will solve visual puzzles using blocks of code. They will learn the three basic code structures: sequential, selection and iteration.

### **VOC ED 292CE ROBOTICS LAB I – NONCREDIT**

**Prerequisite:** None | **Lab:** 1 hr

This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills necessary to design, program and fabricate a working robot.

### **VOC ED 294CE INTRODUCTION TO SOCIAL MEDIA WORDPRESS BLOGS – NONCREDIT**

**Prerequisite:** None | **Lab:** 1 hr

This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills needed to create a website using WordPress and install, configure and use social media tools and plug-ins for your website and blog.

# ADMISSION & REGISTRATION



## ADMISSION ELIGIBILITY

Persons who possess a high school diploma or its equivalent meet the basic eligibility requirement for admission to any public California two-year community college.

Persons who do not possess a high school diploma or its equivalent but meet additional criteria are also eligible for admission if, in the judgment of the College Admissions Officer, they are capable of profiting from the instruction offered. Additional eligibility criteria include the following:

- Persons who are eighteen (18) years of age or older
- Persons who are apprentices, as defined by Section 3077 of the California Labor Code
- Persons in grades K-12, under special circumstances

The Los Angeles Community College District maintains a student record system that uses assigned identification numbers to identify an individual's records. This number shall be used at all campuses in this District. Changes in a student identification number may be made only in the Admissions Office.

Information regarding other eligibility criteria and/or admission procedures is available in the Office of Admissions and Records. Students may receive Admissions and Records information by calling the department directly at **818.833.3322** during regular office hours. Students may also receive more detailed information online at our webpage: [www.lamission.edu/admissions](http://www.lamission.edu/admissions).

## STUDENT RIGHT AND RESPONSIBILITIES: (TITLE 5 SECTION 55530)

- Identify an educational and career goal.
- Diligently engage in course activities and complete assigned coursework.
- Complete courses and maintain progress toward an education goal and completing a course of study.
- Matriculating Student:
  - a. Must identify a course of study.
  - b. Participate in the placement process.
  - c. Complete an orientation activity provided by the college.
  - d. Participate in counseling to develop at minimum an abbreviated student education plan.
  - e. A comprehensive educational plan must be completed by the 3rd semester or after completion of 15 semester units of degree applicable coursework (effective Fall 2015).

Failure to fulfill these requirements may result in a hold on a student's registration or loss of registrations priority. (Title 5 Section 55530)

## STATEMENT OF PHILOSOPHY

Los Angeles Mission College is committed to serving adults of all ages who can profit from instruction and provides open access to programs in transfer, occupational, general, transitional and continuing education, as well as community services.

In carrying out these functions and responsibilities, the District colleges have an obligation to assist students in attaining their educational goals by providing information and guidance concerning the choices that are available to them. Students, in turn, have a responsibility to pursue their goals with respect for college standards and a sense of accountability in the use of public funds.

# STUDENT INFORMATION



## THE MATRICULATION PROCESS: A STEP-BY-STEP GUIDE

### STEP 1 – COMPLETE & SUBMIT AN ONLINE APPLICATION FOR ADMISSION

- GO TO: [www.lamission.edu](http://www.lamission.edu) Click on “Apply Online”
- You will be sent directly to the [CCCApply.Org](http://CCCApply.Org) website, where you will follow the steps listed on the website.

### STEP 2 – ENGLISH, ESL, AND MATH PLACEMENT

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

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

#### Additional resources on AB 705:

- Assembly Bill 705: [https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=201720180AB705](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180AB705)
- Assembly Bill 1805: [https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=201720180AB1805](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180AB1805)
- CCC Chancellor’s Office Memo AA 18-40: <https://assessmentplacement.squarespace.com/s/0718-AB-705-Implementation-Memorandum.pdf>
- CCC Chancellor’s Office Memo AA 18-41: [https://assessmentplacement.squarespace.com/s/AA-18-41-AB-705-Initial-Guidance-Language-for-Credit-ESL\\_.pdf](https://assessmentplacement.squarespace.com/s/AA-18-41-AB-705-Initial-Guidance-Language-for-Credit-ESL_.pdf)

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

### ENGLISH AND ESL PLACEMENT CRITERIA

#### English

The following criteria is used for placement into transfer-level English composition courses. Assignment to a tier is based on the student’s HSGPA (US high school cumulative grade point average). All students who provide placement data may enroll in transfer-level English composition (English 101) with or without the optional support courses or services listed in the placement message.

Tier	Placement Criteria
ENG 1	HSGPA $\geq$ 2.6
ENG 2	$1.9 \leq$ HSGPA $<$ 2.6
ENG 3	HSGPA $<$ 1.9
ENG N	Insufficient data to apply the above

#### English as a Second Language (ESL)

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

## MATH PLACEMENT CRITERIA

### Business, Science, Technology, Engineering, and Mathematics (BSTEM) Placement Criteria

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

BSTEM Tiers [all but Mission and Pierce]	
Tier	Placement Criteria
1	HSGPA $\geq$ 3.4 or HSGPA $\geq$ 2.6 & HS Calculus
2	HSGPA $\geq$ 2.6 or HS Precalculus (or equivalent/higher)
3	HSGPA $<$ 2.6
N	Insufficient data to apply the above

BSTEM Tiers [Mission]	
Tier	Placement Criteria
<b>B</b>	<b>HSGPA <math>\geq</math> 2.6 &amp; HS Calculus</b>
<b>A</b>	<b>HSGPA <math>&lt;</math> 2.6 &amp; HS Calculus or HSGPA <math>\geq</math> 2.6 &amp; HS Precalculus</b>
<b>1</b>	<b>HSGPA <math>\geq</math> 3.4</b>
<b>2</b>	<b>Default</b>
<b>3</b>	<b>Default</b>
<b>N</b>	<b>Default</b>

BSTEM Tiers [Pierce]	
Tier	Placement Criteria
1	Grade $\geq$ B in HS Algebra 2 / Integrated Math 3 (or equivalent or higher)
3	Grade $<$ B in HS Algebra 2 / Integrated Math 3 (or equivalent)
N	Default

### Statistics and Liberal Arts Math (SLAM)

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

SLAM Tiers [for all colleges except Mission]	
Tier	Placement Criteria
1	HSGPA $\geq$ 3.0
2	$2.3 \leq$ HSGPA $<$ 3.0
3	HSGPA $<$ 2.3
N	Insufficient data to apply the above

SLAM Tiers [Mission]	
Tier	Placement Criteria
<b>1-M</b>	<b>HSGPA <math>\geq</math> 3.0 or HSGPA <math>\geq</math> 2.6 &amp; HS Precalculus or HSGPA <math>&lt;</math> 2.6 &amp; HS Calculus</b>
<b>2 and 3</b>	<b>HSGPA <math>&lt;</math> 3.0</b>
<b>N</b>	<b>Default</b>

### [City, Southwest, Valley, and West]

All students who provide placement data may enroll in **some form of transfer-level math**. In some cases these include courses with required additional hours per week and/or corequisites. Students are encouraged to see a counselor and the catalog to determine which (if any) of the courses they are cleared to take are required for their education plan.

### [East, Harbor, and Trade]

All students who provide placement data except those placed into a level including BSTEM or SLAM tier 3 may enroll in **some form of transfer-level math**. In some cases these include courses with required additional hours per week and/or corequisites. For levels including tier 3, students are required to take a below-transfer-level math courses prior to their transfer-level course. Students are encouraged to see a counselor and the catalog to determine which (if any) of the courses they are cleared to take are required for their education plan.

### [Mission]

All students who provide placement data except those placed into BSTEM tier 3 level may enroll in **some form of transfer-level math**. For BSTEM tier 3 level, students are required to take a below-transfer-level math course prior to their transfer-level course. Students are encouraged to see a counselor and the catalog to determine which (if any) of the courses they are cleared to take are required for their education plan.

### [Pierce]

All students who provide placement data may enroll in **some form of transfer-level math**. For students in BSTEM tier 3 who wish to enroll in Math 215, Math 238, Math 240, Math 260 or higher, students are required to take Math 134, a below-transfer-level math course, prior to their transfer-level course. Students are encouraged to see a counselor and the catalog to determine which (if any) of the courses they are cleared to take are required for their education plan.

## GUIDED SELF-PLACEMENT

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

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

The Guided Self-placement process cannot require the student to take any exam or test, solve any problems, provide any writing samples, or review any sample questions, problems, or prompts.

### STEP 3 – GROUP & ONLINE ORIENTATION

All new students are strongly encouraged to complete an orientation for priority registration consideration, unless exempt (please refer to exemptions listed after STEP 6). Orientation presents important information about the college, educational programs, requirements, resources and services that will help students register for classes and succeed in meeting their goals. Los Angeles Mission College offers group or online orientations. The group orientations are conducted by a counselor who will review English or ESL and Math placement information, the registration process, the College Catalog and the Schedule of Classes to assist in planning the first semester abbreviated student educational plan (ASEP). Students may sign up for the group orientation in the Counseling Office.

**Students who complete the online orientation are strongly encouraged to sign up for a student educational planning workshop in the Counseling Office to complete an ASEP:**

#### For More Information

- Visit [www.lamission.edu/Counseling/New-Students.aspx](http://www.lamission.edu/Counseling/New-Students.aspx)
- Online Orientation: Available through PeopleSoft SIS portal or by visiting [launch.comevo.com/lamission/567/-/pub?reload=1&](http://launch.comevo.com/lamission/567/-/pub?reload=1&)
- Counseling Office (Student Services Center of the Instructional Building) 818.364.7655 or 818.364.7656

### STEP 4 – COUNSELING

All new and returning students are strongly encouraged to meet with a counselor before registering for courses in order to develop an Abbreviated Student Educational Plan (ASEP), unless exempt (please refer to exemptions listed after STEP 6). Meeting with a counselor and completing an ASEP will count towards priority registration consideration. It is recommended that all students meet with a counselor regularly, as it provides an opportunity to review educational goals, course requirements, research majors, and plan courses. New students will need to declare a program of study and complete a comprehensive student educational plan (CSEP) before the completion of 15 degree applicable units or by their third semester. Completion of a CSEP will help students meet one of the criteria to maintain priority registration. It is HIGHLY recommended that students meet with a counselor each semester to receive updates on changes and review progress towards their educational goal.

Please contact the Counseling Office at 818.365.7655 for appointment and drop-in counseling availability.

Online or e-counseling is also available to students who are enrolled in an online or hybrid course at LAMC.

#### For More information

- Visit [www.lamission.edu/counseling](http://www.lamission.edu/counseling)
- Counseling Office (Student Services Center of the Instructional Building) 818.364.7655 or 818.364.7656

### STEP 5 – APPLY FOR FINANCIAL AID

All students are encouraged to apply for financial aid. Eligible students should complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). FAFSA applications are accepted beginning October 1 for the upcoming Academic year. The FAFSA is used to determine eligibility for federal and state financial aid, including grants, work-study, and loans. California residents can also apply for the California College Promise Grant (CCPG) through either the FAFSA or a separate paper application, available at the Financial Aid Office and on our website at [www.lamission.edu/financialaid](http://www.lamission.edu/financialaid), under “Apply for Aid.” Eligible AB540 students can apply for state financial aid through the California Dream Act Application (CADAA), available online at [www.caldreamact.org](http://www.caldreamact.org).

### STEP 6 – REGISTER FOR YOUR COURSES

The following registration tiers will register in this order:

**Priority Registration Tier 1:** CalWORKs, DSPS, EOPS, Foster Youth, Active Duty/Veterans

**Priority Registration Tier 2:** Athletes, Promise, Completion  
**Registration Tier 3:** Continuing & New Fully Matriculated Students

**Registration Tier 4:** Students who lost priority, Open Registration

**Registration Tier 5:** K-12 Special Admits

### REGISTER FOR COURSES ONLINE

1. Log in to your SIS student portal.
2. Click the Manage Classes tile found on your student portal homepage.
3. Click the Class Search and Enroll button.
4. Enter the course, subject or class number keyword information into the Search for Classes field.
5. Once you select the course, you may narrow your search by selecting from the options on the column on the left side.
  - a. For example, from the Campus menu, select Los Angeles Mission College or from the Class Status menu, select Open Classes.
6. Select the course options from the search results to view the class information.
  - a. To see the details of a specific class section, select the option from the list of classes. The class information sub-page will be displayed where you will view enrollment information, prerequisites, meeting times for the class, location, and class availability. Once you have reviewed this information, close the class sub-page.
7. Review the class selections and determine which classes you want to take.
8. Review and confirm the class selection and click Next.
9. Review the class preference and select Accept.
10. Once you have added all your desired classes, you now have the option to Enroll or Add to the shopping cart.
  - a. To enroll in the class, select Enroll. Select the Next button at the top right of the page.
11. Review the class information and enrollment request details. To continue with enrollment, click the Submit button.
  - a. You will see “Are you sure you want to submit” message to confirm you want to enroll in the class. Select Yes to move forward with the enrollment. A green banner will be displayed at the top off the page to confirm that the enrollment was successful.

12. To confirm the course has been added to your schedule, you can select View My Classes option from the menu on the left side, and select the semester of enrollment to view your schedule.

## EXEMPTIONS (TITLE 5 SECTION 55532)

Exemption from core matriculation services (placement, orientation, and counseling) if the student:

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

## STUDENT AGREEMENT

Matriculation is a program that connects Los Angeles Mission College with the students who enroll for credit courses into an agreement for the purpose of realizing the student's educational goals through the college's programs, policies, and requirements.

**Under this agreement, students are required to:**

1. Express at least a broad educational intent upon admission,
2. Declare a specific educational goal no later than the term after which the student completes fifteen (15) semester units of degree-applicable credit courses,
3. Diligently attend class and complete assigned coursework,
4. Complete courses and maintain progress toward an educational goal, and
5. Cooperate in the development of a Student Educational Plan with the assistance of counseling services.

If a student fails to fulfill the responsibilities listed above, the college may suspend or terminate matriculation services, however, the college will not terminate any service to which a student is otherwise entitled.

## PREREQUISITE, COREQUISITE & ADVISORY

Many courses listed in the Schedule of Classes will indicate Prerequisite, Corequisite, or Advisory courses listed after the name of the course. These recommendations were made after careful consideration by the faculty of that discipline. Our faculty has determined that each prerequisite, corequisite, or advisory will prepare you to be successful when you are ready to enroll in the next level course. L.A. Mission College follows the Los Angeles Community College District Policy on Prerequisites and state regulations that were designed to help you reach your goal.

## PREREQUISITE CHALLENGE PROCEDURE

All students need to demonstrate meeting the prerequisite or corequisite requirement in order to enroll into the target course.

- If the student satisfies the requirements by completing a class with a grade of "C" or better at LAMC or through the new placement process, he/she will be cleared for registering into the target course.
- If the student has satisfied the prerequisite or corequisite and/or placement at another college or through another method, he/she must submit the appropriate documentation (i.e., an official transcript and/or placement results) to the Counseling Office located in the Student Services Center of the Instructional Building.

Once a counselor reviews the documents and finds that the prerequisite or corequisite has been satisfied, the counselor will issue a course placement authorization form. This form, once signed by the counselor, needs to be turned into the Admissions Office along with the necessary add slip by the student for processing. Students without transcripts or other proof of meeting the specified prerequisite or corequisite but who believe that they have other clear and reliable evidence that they are adequately prepared to take the target course may go through the prerequisite or corequisite challenge process.

## RIGHT TO CHALLENGE PREREQUISITES

Students have the right to file a challenge for any prerequisite or corequisite. Grounds for challenge are as follows (per Title 5 §55003(p)):

- a. The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites
- b. The prerequisite or corequisite is in violation of Title 5 §55003
- c. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner
  - In the case of a challenge under 3c above, the district shall promptly advise the student that they may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10 of division 6 in Title 5 of the California Code of Regulations. If the student elects to proceed with the challenge, completion of the challenge procedure shall be deemed to constitute an informal complaint pursuant to section 59327. (per Title 5 section 55003(q))
- d. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite
- e. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.
- f. Each college shall implement a process for challenging prerequisites established through collegial consultation with the college academic senate.

## PREREQUISITE CHALLENGE PROCESS

1. Pick up the challenge form at the Counseling Office. It is required that students seeking to go through the challenge process meet with a counselor to discuss the process in further detail.
2. All challenge forms must be submitted at least five (5) working days prior to the first day of instruction as stated in the Schedule of Classes (PLEASE NOTE: the challenge process takes five working days to complete). Challenges filed after this deadline will be considered for the following semester. If the challenge is approved or the college fails to resolve the challenge within five (5) working days, the student shall be allowed to enroll in the course.
3. Once a petition packet is complete (including standard and discipline specific documents), the student will deliver it to the department responsible for the prerequisite or corequisite course. Once a complete packet is received, the department will have five (5) working days within which to make its decision, whereupon the department chair or department designee will sign and date the petition. Incomplete petition packets will not be accepted. If the Chair and/or Vice Chair is the instructor of the course that the student wishes to enter, then the Chair and/or Vice Chair will identify another faculty member in the discipline to review and approve the challenge form.

4. Upon review of the challenge, within three (3) working days of reaching its decision, the responsible department will attempt to notify the student using contact information provided on the petition form. All students requesting further information will be directed to contact the counselor of record. A copy of the form will be filed in the department office and the original will be returned to the counseling department.
  - If the challenge is approved, the student must obtain a course placement authorization from the counseling department and take it to Admissions along with the necessary add form for processing.

## APPEALING A CHALLENGE DETERMINATION

### Challenge Determination Appeal Process

A student may appeal the validity of this challenge by filing the appeal with the Vice President of Academic Affairs.

### Challenge Determination Appeal Process

1. Student receives the challenge results from the Department or Counseling Office.
2. The student must complete a general petition form which may be obtained from the Counseling Office.
3. The completed petition and all accompanying documentation that supports the appeal (the general petition, a copy of the original challenge form and any other supporting documentation) is submitted to the Vice President in the Office of Academic Affairs.
4. The Vice President of Academic Affairs will convene a committee to review the appeal. The Committee will consist of the Vice President of Academic Affairs or designee, a counselor from General Counseling and the Department Chair, Vice Chair or a designee of the Department denying the initial challenge.
5. The copy of the general petition appeal will be forwarded to the Counseling office to be filed with the original Challenge form. If the appeal is granted, the counselor will prepare a course authorization to be picked up from the General Counseling Office.
6. The Student will be contacted by the Office of Academic Affairs via email regarding the outcome of the appeal. If the appeal is granted the student will be directed to pick up a course authorization in the General Counseling Office.
7. All appeal decisions that occur after the "Add Deadline" will be for course enrollment in the following semester.

PLEASE NOTE: Appeals will ONLY be processed for challenges that were reviewed and signed by one faculty member. If the challenge was reviewed and signed by a minimum of two faculty members (the department chair or designee and an additional faculty in the discipline) then the appeal will NOT be considered.

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## RESIDENCY REQUIREMENTS

### CALIFORNIA RESIDENCE REQUIREMENTS

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

### NONRESIDENT

A nonresident student is one who has not had residence in the State of California for more than one year immediately preceding the Residence Determination Date. Residence is defined as a union of act and intent. Physical presence alone is not sufficient to establish California residency, nor is intent when not coupled with continuous physical presence in the state. Certain non-United States citizens are permitted to establish residency, and certain others are not. Check with the Admissions Office regarding your particular status. A student classified as a nonresident will be required to pay nonresident tuition fees as established by the District Board of Trustees. For the year 2019-2020 the non-resident tuition fee will be \$265.

### RESIDENCE RECLASSIFICATION

Students who have been classified as nonresidents must reapply to be reclassified as residents at any time they feel their status has changed. An updated application should be submitted to the Admissions Office. The new application must be submitted prior to the semester in which reclassification as a resident is to be effective. A Supplemental Residency Questionnaire may also be requested by the Admissions Office.

### RESIDENCE CLASSIFICATION APPEAL

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

### CALIFORNIA NONRESIDENT TUITION EXEMPTION FOR ELIGIBLE CALIFORNIA HIGH SCHOOL GRADUATES

(The state law passed by the California Legislature in 2001, known as "AB 540")

#### General Information

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at California Community Colleges, California State University, and University of California (all public colleges and universities in California).

#### Requirements

1. The student must have attended a high school (public or private) in California for three or more years
2. The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam).

3. An alien student who is without lawful immigration status must file an affidavit with the college or university stating that they have filed an application to legalize his or her immigration status or will file an application as soon as they are eligible to do so.
  - Students who are nonimmigrants (for example, those who hold F [student] visas, B [visitor] visas, etc.) are not eligible for this exemption.
  - Students must file an exemption request with the college including a signed affidavit that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
  - Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
  - Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be “nonresidents.”
  - AB 540 does not provide student financial aid eligibility for undocumented alien students. These students remain ineligible for state and federal financial aid.

### PROCEDURES FOR REQUESTING THE AB540 EXEMPTION FROM NONRESIDENT TUITION

**California Community Colleges** - The AB540 Exemption Form, available in the Admissions and Records Office, should be submitted to the Admissions Office at the community college where you are enrolled or intend to enroll. You may be required to submit additional documentation. Call the college Admissions Office if you have questions.

**University of California** - The AB540 Exemption Form, available in the Admissions and Records Office, should be submitted to the Office of the Registrar at the UC campus where you are enrolled or intend to enroll. Your campus has established deadlines for submission of exemption requests; however, requests are not to be submitted until students have been admitted to a UC campus. Some students, such as transfer, graduate, and professional students, also must submit their official high school transcripts; check with each campus regarding specific instructions. Once students are determined to be eligible for the exemption, they will continue to receive the exemption as long as they fulfill the eligibility requirements or until the University no longer offers this exemption. The exemption covers the Nonresident Tuition Fee and the Educational Fee differential charged to nonresident students. Applying for the exemption does not alter students’ responsibility to pay by the campus deadline any nonresident tuition and associated fees that may be due before their eligibility is determined. For campus-specific instructions regarding documentation and deadline dates, contact the campus Office of the Registrar.

**California State University** - The AB540 Exemption Form, available in the Admissions and Records Office, should be submitted to the Office of Admissions and Records at CSU campus where you are enrolled or intend to enroll. You will be required to submit final high school transcripts and appropriate records of high school graduation or the equivalent, if you have not done so already. For instructions on submission, deadline information and additional requirements call the Office of Admissions and Records at the CSU campus.

## INTERNATIONAL STUDENTS ADMISSIONS

Prospective nonimmigrant students and transfer (nonimmigrant students with valid “F” visa status), require the following to be considered for enrollment:

1. Be at least 18 years of age.
2. Submit completed International Student Application Package: [www.lamission.edu/international](http://www.lamission.edu/international)
3. Provide proof of adequate monetary funds to cover their entire costs of tuition and fees, housing and other living expenses.
4. Students are required to take the College Placement Assessment for English in place of the TOEFL exam.
5. Applications are accepted on a year-round basis.
6. Plan to arrive at the college up to 30 days but not less than one week prior to the date of enrollment.
7. All F-1 Visa Students are required to contact the International Student Office upon arrival. International students must enroll in a minimum of 12 units per semester, are classified as nonresident students, and must pay the regular tuition fees in addition to international student tuition fees, mandatory I-Med health insurance fee, SEVIS fee and the campus health fee for the duration of F1 status. F2 Visa students may enroll in 6 units or less of avocational courses. Grants-in-aid are not available to international students.

Effective April 12, 2002, the Department of the United States Citizenship and Immigration Services has issued an Interim Rule which requires those with B visas to change their visa status to an F-1 Student Visa prior to pursuing a course of study at a college.

International Students may not apply online.

ESTIMATED INTERNATIONAL STUDENTS EXPENSES FOR ONE ACADEMIC YEAR		
There is a <b>one-time fee of \$50</b> for the processing of the F1/I-20 Visa		
Item of Expense	Per Semester	Per Year
Nonresident Tuition (\$265 x 12 Units)	\$3,180	\$6,360
Enrollment Fee (\$46 x 12 Units)	\$552	\$1,104
Health Service Fee	\$11	\$22
Representation Fee	\$2	\$4
District SEVIS Fee	\$25	\$50
International Student Health PPO Plus	\$695	\$1,390
<b>Total Tuition and Fees</b>	<b>\$4,465</b>	<b>\$8,930</b>
Personal Living Expenses/Room and Meals (May be less if living with relatives or sharing living quarters)	\$5,000	\$10,000
Student is responsible for costs of all Books & Supplies. Transportation Cost: Varies depending upon choice of transportation mode.		
<b>Total Verified Expense Amount*</b>		<b>\$18,930</b>

\*For questions regarding Estimated International Students Expenses call the International Student Office at 818.364.7741.

## FEES & COSTS

Students are encouraged to pay online through the student portal with their personal debit or credit cards. You may pay cash, cashier's check or money order in person at the Business Office. Fees are subject to change by the California Legislature and District Board Rules.

### ENROLLMENT FEE

Section 72252 of the Education Code requires community colleges to charge an enrollment fee of each student enrolling in college. The fee prescribed by this section shall be forty-six dollars (\$46) per unit per semester.\*

Financial aid may be available to students who meet the qualification requirements. Students with questions concerning financial aid eligibility should contact the College Financial Aid Office. Applications should be submitted as soon as possible.

*\*Fees are subject to change without prior notification.*

### ENROLLMENT FEE ASSISTANCE

The College offers enrollment fee assistance, called the California College Promise Grant (CCPG) (formerly known as the Board of Governor's (BOG), to students who are unable to pay the enrollment fee. You are eligible to apply for the CCPG if you are a California resident and you are enrolled in at least one unit. For more information on the CCPG program, refer to the Financial Aid section.

### ENROLLMENT FEE REFUND POLICY

*For full-term courses* – The student will receive a full refund up to the end of the second week of classes. There will be no refunds after that, unless a class is canceled or rescheduled by the administration or college. Credit and Debit card refunds are automatic; students must request a refund at the Business Office for fees paid by cash, cashier's check or money order.

*For short-term courses* – The student will receive a full refund up to the end of a period of time equal to 10 percent of total class time. There will be no refunds after that, unless the class is canceled or rescheduled by the administration or College.

Any student who is a member of an active or reserve United States military service and who has withdrawn from courses due to military orders may file a petition with the district requesting refund of the enrollment fee. The district shall refund the entire enrollment fee unless academic credit has been awarded.

### HEALTH SERVICES FEES

The Los Angeles Community College Board of Trustees shall require that each campus collect a mandatory fee for health services to all full-time and part-time students pursuant to Education Code Section 76355 and Title 5 of the California Code of Regulations, Section 54702, which define the services, fee procedures, and specific allowable fee expenditures.

Except in cases where it is allowable under the law, health services will not be provided to minors under the age of eighteen (18), unless the student has a consent form signed by his or her parent or guardian.

Exempted from the payment of these fees are: (a) students who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect, (b) students who are attending classes under an approved apprenticeship training program, (c) noncredit education students, (d) students enrolled in District colleges exclusively at sites where student health services are not provided, (e) students who are enrolled in district colleges exclusively through contract education, (f) students admitted as Special Part-time Students (K-12) or Special Summer School Students under the provisions of Board Rule 81001.01 or 81001.02.

Students exempted under the provisions of (b), (c), or (f) above are eligible to receive the services of the college health program; all other exempted students are not eligible to receive the services of the college health program, unless they opt to pay the fee. Exemption Request must be submitted to the Admissions and Records office.

Your registration fee receipt or your current student ID must be presented to receive services.

### NONRESIDENT TUITION FEE

The tuition fee for nonresident (international) students is \$265 per semester unit. The tuition fee for nonresident (out-of-state) students is \$265 per semester unit. Fees **MUST** be paid at the time of registration and are subject to change each academic year.

*NOTE: Nonresident students are also required to pay the community college enrollment fee of \$46 per unit and other fees as mandated.*

### NONRESIDENT IMED FEE

Effective Fall 2007, International students attending LACCD under an I-20 issued by a college in the district are required to pay a Medical Insurance Fee per semester.

**Please see following LACCD International Insurance Rates and Dates for 2020-2021:**

#### Dates and Rates of Coverage

*Fall* - 8/15/19 to 1/31/20

Student Premium Rates: **\$695**

*Winter* - 12/15/19 to 1/31/20

Student Premium Rates: **\$183**

*Spring* - 2/01/20 to 8/14/20

Student Premium Rates: **\$695**

*Summer* - 5/15/20 to 8/14/20

Student Premium Rates: **\$351**

### NONRESIDENT TUITION REFUND CRITERIA & SCHEDULE

A nonresident F-1 Visa student who formally drops or otherwise separates from part or all of his or her enrollment may request a refund of previously paid nonresident tuition in accordance with the schedule below. Such requests must be made in writing and are subject to the International student advisor's approval. The date used for nonresident refund purposes is the date on which the request is filed and time stamped, regardless of when separation may have occurred. All nonresident refunds will be made by mail.

CHART A (Nonresident Refunds)		
CLASS TYPE	DATE REQUEST TIME STAMPED	REFUND
SHORT TERM (Less than regular length)	Thru 10% of class length	Full Tuition
	After 10% of class length	No Refund
REGULAR (Fall, Spring, Summer)	Thru second week	Full Tuition
	After second week	No Refund

### ASSOCIATED STUDENT ORGANIZATION FEE

Membership in the Associated Student Organization of Los Angeles Mission College is \$7 for Fall & Spring semesters, and \$3 for Summer & Winter intersessions. ASO fees support cultural, social, and co-curricular activities that are sponsored by the ASO. Participation in ASO entitles members to eligibility for ASO scholarships, computer and Internet access, free Scantrons and printing (limited number), and discounts on goods and services from selected businesses within the community. ASO membership is optional.

### ASSOCIATED STUDENT ORGANIZATION FEE REFUND POLICY

A full refund of the ASO fee can be issued up to the end of the second week of the semester.

### INSTRUCTIONAL MATERIALS

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

### PARKING FEE

Parking in all L.A. Mission College lots is by parking permit only. Student parking permits will be sold in the Business Office for \$20 for the full-length semester and \$10 for the summer and winter sessions. Vehicles that do not have a valid parking permit properly displayed on the vehicle will be cited. Please read the section on Student Parking Regulations.

### SERVICE CHARGE FOR RETURNED CHECKS, DEBIT AND CREDIT CARD PAYMENTS

A \$10 service charge must be paid for all returned checks (e.g., insufficient funds, stop payment, account closed, etc.)

### STUDENT REPRESENTATION FEE

In accordance with the Education Code Section #76060.5, Los Angeles Mission College created the Student Representation Fee through the election process. This fee became effective in the Winter 2020 semester for the amount of \$2. The money collected is to be used to provide for the support of governmental affairs representatives who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of the state government.

Although this is a mandatory fee, a student may refuse to pay for religious, political, financial, or moral reasons. The waiver must be submitted to the college Business Office.

## TRANSCRIPT & VERIFICATION FEES

TRANSCRIPTS (first two regular copies free)	FEE*
<b>Transcripts</b> (Will be mailed 5 to 7 business days)	\$3 each copy
<b>Rush Transcripts</b> (On the spot or mailed next day)	\$10 each copy
<b>Verifications</b> (Will be mailed 5 to 7 business days)	\$3 each copy
<b>Rush Verifications</b> (On the spot or mailed next day)	\$10 each copy

*\*Fees are subject to change by the Los Angeles Community College District Board of Trustees without further notification.*

### ADMISSIONS TRANSCRIPT POLICY

Transcripts and verifications will take five to seven working days to process and will be sent by regular mail. Rush transcript and rush verification requests received by mail will be processed within 24 hours with a next day postmark and will be sent through regular mail. Rush transcripts and verifications for pickup will be processed while the student waits. A picture identification is required for pickup. Written authorization is required to request transcripts or verifications by a person other than the student.

In addition, payment needs to be done by cash, Cashier's check or money order due to Business Office procedure changes.

## COLLEGE & HIGH SCHOOL

Students enrolled in high school may apply and register in up to eleven (11) units of college-level courses at Los Angeles Mission College through the Dual Enrollment Program. The high school principal or counselor recommends the college course(s) on the enrollment form and a signature from a parent is required. The enrollment approval form must be presented when the student initially files an application for admission, and a separate approval must be provided for each semester or term in which the student wishes to enroll. For further assistance, please contact the Dual Enrollment Office at 818.833.3421.

### K TO EIGHTH GRADE STUDENTS (YOUNG STUDENTS)

The admittance of young students requires that a committee review and determine the appropriateness of the student enrolling in a college-level course, and in the opinion of the committee, may benefit from instruction.

### COST PER UNIT

Enrollment fees are waived for special part-time students enrolled in 11 units or less.

### CONCURRENT ENROLLMENT

Rules to know when attending college and high school classes at the same time:

- Classes are available on campus, via the Internet or on high school campuses.

### COST PER UNIT

Enrollment fees are waived for special K-12 part-time students enrolled in 11 units or less pursuant to LACCD Board Rule 8100.07 and Education Code Section 76300 (f).

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## AUDITING CLASSES (LACCD BR 6706)

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

1. Payment of a fee of \$15 per unit. Fees may not be refunded.
2. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students desiring to take the course for credit.
4. Permission to enroll in a class on an audit basis is at the instructor's discretion.
5. Participation in class activities by student auditors will be solely at the discretion of the instructor, who may provide a written statement of the extent of participation allowed beyond observation.

*NOTE: Students CANNOT receive financial aid (including the CCPG) for enrollment in audited classes.*

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## CANCELLATION OF CLASSES

The college reserves the right to cancel or change classes, instructors, or locations.

### Add a Class/Wait List

Students are able to add any classes that have available spaces prior to the start of the semester. Students can choose to be added to a wait list for a closed class. If a seat becomes available in that class, the first student on the waitlist will be added and the second student on the waitlist will be moved to the number one space. The student will not be added if there are conflicts (including, overlap in class schedule, pre/corequisites not met, unit load, etc.) Students may follow up with Admissions and Records or Counseling.

ONCE THE SEMESTER BEGINS, students must obtain a "permission code" from the instructor to add a class, regardless of whether the class has availability. Priority will be given to students on the waitlist. The deadline to add a class will be enforced by college administration.

### Closed Classes/Wait List

A student may request to be added by an instructor into a closed class. The add permit must have a permission number, assigned by the instructor and must be submitted to Admissions by the add permit deadline. Add permits for closed classes must be obtained from the instructor of record or the Department Chair. Students are advised to enroll in classes before the semester begins.

A student may choose to add themselves to the wait list for a closed class. If a seat becomes available in that class, the first student on the waitlist will be added and the second student on the waitlist will be moved to the number one space. The student will not be added if there are conflicts (including, overlap in class schedule, pre/corequisites not met, unit load, etc.) Students may follow up with Admissions and Records or Counseling.

### Drop a Class

Students may drop a class without the instructor's signature up to the twelfth week of a regular semester (16-week semester). Instructor approval is not needed to drop a class. Students are advised to drop a class by Internet. The student will receive a confirmation number if the process is successful. Please visit the Admissions website for drop date deadlines (with/without a refund, with/without a W).

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## DAY & EXTENDED DAY CLASSES (HOURS)

Los Angeles Mission College offers classes during the day and evening for the convenience of students. Day classes meet 7:00am to 3:25pm Monday through Friday. Extended day (evening) classes are those scheduled to start at 3:30pm or later.

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## FULL-TIME & PART-TIME STUDENTS

For purposes of establishing eligibility for financial aid, veterans' benefits, athletics and other activities, students taking 12 units or more are considered full-time students; those taking less than 12 units are considered part-time students. Veterans enrolled in 6 units or more during the summer or winter semesters will be considered full-time for veteran benefits.

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## OPEN ENROLLMENT

Unless specifically exempted by law, every course for which state aid is claimed is fully open to any person who has been admitted to the College and who meets the appropriate academic prerequisites.

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## SUGGESTED STUDY LOAD

The maximum study load is 19 units during a regular semester and 9 units for intersession. Unit maximum is calculated based on the total unites attempted district-wide in a given semester or combined intersession (as in the case for multiple summer sessions). The normal class load for students in the fall or spring semesters ranges from 12 to 19 units in a semester and 6 units an intersession for full-time students (does not apply to financial aid or other program requirements). A college program of 15 units is equal to at least a 50-hour work week for most students. Students who desire to take 20 or more units may file a unit overload petition with the Office of Admissions & Records no later than the first two weeks of the semester.

# STUDENT SERVICES



## **CAREER CENTER**

**818.833.3403 | [www.lamission.edu/careercenter](http://www.lamission.edu/careercenter)**

**Location: Campus Center, Lower Level Room 1532**

Do you need help choosing a major? Do you need more information about careers? Make an appointment and get assistance on choosing a major and career path at the Career Center where you will take a FREE career assessment based on your personality. Your results will give you a list of careers and occupations that match your personality. Our goal is to help you “Discover Your Major” and choose a satisfying career. You can also use our online resources on our website to explore various career website resources. Job and internship listings are posted online at the LAMC Career Center website and in the Career Center to include part-time and full-time job opportunities. “Be Job Ready” workshops are available in: Resume Writing, Interview Skills, and Networking & LinkedIn. Please call to schedule an appointment or stop by the Career Center.

## **COLLEGE CULTURE REENTRY HUB (POST-RELEASE PROBATION)**

**818.833.3321 | [ReEntryHub@lamission.edu](mailto:ReEntryHub@lamission.edu)**

**Location: CSB 107**

The College Culture Reentry Hub (CCRH) provides services for formerly incarcerated students. CCRH will promote a college-going culture by connecting students to on-campus programs/services and community resources. The mission of the CCRH is to help students make the transition to higher education and complete academic goals.

## **COOPERATING AGENCIES FOSTER YOUTH EDUCATIONAL SUPPORT (CAFYES)**

**818.364.7654**

This Program was authorized by Chapter 771, Statutes of 2014. CAFYES is a supplemental component of the existing Extended Opportunity Programs and Services (EOPS) program. The purpose of CAFYES is to strengthen the capacity of community college districts to support the higher education success, health and well-being of some of the nearly 13,000 current and former foster youth who are enrolled in California’s community colleges. The law allows the Chancellor’s Office to enter into agreements with up to 10 community college districts to provide additional funds for services in support of postsecondary education for foster youth. A competitive, peer-review process recommended 10 districts to the Board of Governors to receive funding to begin CAFYES programs at 26 colleges in 2015-16. Los Angeles Mission College was selected as one of those institutions. For more information on CAFYES, please contact the EOP&S/CARE/CAFYES Office.

## **COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)**

**818.364.7645**

The Cooperative Agencies Resources for Education (CARE) program was established in 1982 to provide additional educational support services to Extended Opportunity Programs and Services (EOPS) students who are current recipients of assistance from CalWORKs/TANF/Tribal TANF, are single parents with at least one child under 14 years old at the time of acceptance into the CARE program.

The goal of the program is to provide academically high-risk students with educational support services, as a means of strengthening their retention, persistence, graduation and transfer rates. Supplemental services include counseling, tutoring, peer support, networking with other single parents, and workshops or activities that enhance their personal development and self-esteem. Meal tickets and child-care funding are provided for those who qualify.

In order to obtain a CARE application, you first need to apply to the EOPS program.

## **COUNSELING INSTRUCTION (FORMERLY PERSONAL DEVELOPMENT)**

These courses assist students in study skills, college success strategies, maximizing campus resources, career exploration, transfer preparation, and educational goal/plan development.

## **COUNSELING OFFICE**

**818.364.7655 OR 818.364.7656**

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

All students are strongly urged to make an appointment with a counselor for help in choosing a course of study in order to complete a comprehensive student educational plan prior to the completion of 15 degree-applicable units. Counseling assistance is also available for college transfer requirements, career planning, and personal concerns. To schedule a day or evening appointment, contact the Counseling Office.

### **Student Educational Plan**

Prior to enrollment and after the online orientation, all new students are advised to complete a one semester abbreviated student educational plan (ASEP). Students will also need to select a course of study and complete a comprehensive student educational plan (CSEP) prior to the completion of 15 degree-applicable units, or by their third semester.

The Student Educational Plan allows students to chart out a path to help them meet their educational goals. Students are advised to make an appointment to visit with a counselor each semester to ensure that their course selections are on track with their Student Educational Plan.

## **DISABLED STUDENTS PROGRAMS & SERVICES (DSPS)**

**818.364.7732 | [www.lamission.edu/dsps](http://www.lamission.edu/dsps)**

Disabled Students Programs & Services is committed to promoting student success.

The mission of the program is to assess for and address educational limitations that are the result of a student's disability. Once the disability and associated educational limitations have been identified, the student and DSPS professional staff member collaborate to create an Academic Accommodation Plan (AAP) that outlines reasonable accommodations, services and/or referrals that allow the student to have the opportunity for equal access and full participation in the curricular and related activities of the College. In order to qualify for services, a student must have a verifiable disability which can include: physical disabilities, psychological disabilities, learning or intellectual disabilities, visual impairment, hearing impairment, acquired brain injury, ADHA, autism and other health conditions. The DSPS Team is committed to developing strategies that promote success for all eligible students participating in the program. Services/accommodations may include: academic counseling; personal counseling; priority registration; note taking assistance; test proctoring; job development and career planning; mobility assistance; adaptive high tech computer access; alternate media production; classroom accommodations; adapted physical education; and sign language interpreting.

## **EXTENDED OPPORTUNITY PROGRAM & SERVICES (EOPS)**

**818.364.7645 | [www.lamission.edu/eops](http://www.lamission.edu/eops)**

EOPS is a program undertaken by Los Angeles Mission College and administered in accordance with state legislation (SB 164 and AB 1030). It is a state-funded program that provides positive educational support in order to improve retention, persistence, graduation, and transfer rates for students who may have language and socioeconomic disadvantages and who may be first generation college students. In addition, EOPS strives to facilitate these students' participation in college life and in successfully achieving their educational goals.

EOPS educational support services include in-depth academic counseling, tutoring, peer advising, transfer assistance, including completing university applications in addition to providing application fee waivers, university and cultural field trips, educational survival kits that include school supplies and book vouchers, and cash grants, when available.

### **To be considered for EOPS, students must meet the following minimum requirements:**

- A. Be a resident of California pursuant to the provisions of Part 41 commencing with Section 68000 of the Education Code
- B. Qualify to receive a Board of Governors Grant pursuant to Section 58620(1) or (2). (Code A or B)
- C. Be enrolled full-time (12 units or more) when accepted into the EOPS program. Exceptions for disabled students enrolled in less than full-time (must have documentation from LAMC Disabled Student Services Program).
- D. Not have completed more than 50 units of degree applicable credit course work in any combination of post-secondary higher education institutions

E. Be educationally disadvantaged as determined by the EOPS Director or designee. In making that determination, the EOPS Director shall consider one or more of the following factors:

1. Not qualified at the college of attendance for enrollment into the minimum level English or mathematics course that is applicable to the Associate Degree
2. Not have graduated from high school or obtained the General Education Diploma (G.E.D.)
3. Graduated from high school with a grade point average below 2.50 on a 4.00 scale
4. Been previously enrolled in remedial education
5. Other factors as approved by the California Community College Chancellor's Office

## **INTERCOLLEGIATE ATHLETICS**

**818.364.7727 | [www.lamathletics.com](http://www.lamathletics.com)**

The athletic programs of Los Angeles Mission College provide men and women with an equal opportunity to participate in intercollegiate athletics. The college teams, which include men's soccer, women's volleyball, men's baseball, women's softball, and women's cross country compete in the Western State Conference. Each sport activity is taught by highly qualified instructors, and individual attention is given to each student-athlete. All questions pertaining to athletic programs should be directed to the Director of Athletics.

## **INTERNATIONAL STUDENT SERVICES (ISS)**

**818.364.7741 | [www.lamission.edu/international](http://www.lamission.edu/international)**

Los Angeles Mission College welcomes F1 Visa students from other countries who choose to experience an American Education. Support services include assistance with obtaining an F1 Visa, F2 Dependent Visas, SEVIS Transfer requests and concurrent enrollment. The International Student Advisor is available to assist F1 Visa students throughout their college experience.

All international students must meet with the International Student counselor to create a Student Education Plan (SEP) in accordance with United States Citizenship and Immigration Services (USCIS) regulations. Additional information, applications, and necessary forms may be found at the LAMC ISS webpage.

## **NEW STUDENT ORIENTATION**

**818.364.7655 OR 818.364.7656**

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

Orientation provides important information about college programs, requirements, services, campus resources, academic expectations and institutional procedures. Students may access the online orientation by visiting the following link: <http://www.onlineorientation.net/lamission/> or by signing up for a group orientation by calling the Counseling Office at 818.364.7655 or 818.364.7656.

## **TRANSFER CENTER**

**818.364.7827 | [www.lamission.edu/transfercenter](http://www.lamission.edu/transfercenter)**

The Transfer Center assists students seeking to continue their studies at a four-year college or university. The Transfer Center provides information regarding the application process, opportunities to meet with admissions representatives from four-year schools, assistance with research on colleges and majors, and workshops on the transfer process. Students are encouraged to begin planning for transfer as early as possible.

## **TRiO/STUDENT SUPPORT SERVICES (SSS)**

**818.364.7821**

**[www.lamission.edu/student-support-services](http://www.lamission.edu/student-support-services)**

The TRIO/Student Support Services (SSS) Program is a federally funded program designed to identify and provide resources to help students persist through college. SSS provides support services that promote and facilitate students' academic and personal success. To qualify for SSS, students must meet at least one of these requirements:

- Be a first-generation college student (neither parent has a bachelor's degree)
- Meet an income guideline
- Be a student with a disability

Students chosen to participate in SSS, through a selective process, qualify for one-on-one academic advising and counseling, individual and group tutoring, career counseling, study skills workshops, trips to cultural sites/universities through a selective process.

## **VETERANS RESOURCE CENTER (VRC)**

**818.364.7658 | [www.lamission.edu/vrc](http://www.lamission.edu/vrc)**

**Location: Campus Center Lower Level**

The Los Angeles Mission College Veterans Resource Center (VRC) is the bridge between military-connected students and the College. The VRC supports the academic achievements of Veterans, Reservists, Active-Duty Military and Dependents. The VRC personnel work to (1) Process veteran educational benefits provided by the United States Department of Veterans Affairs; (2) Provide college and community resources that assist with academic retention/success, career/job opportunities, housing services, and disability services; (3) Create awareness of military-connected issues across campus to students and faculty; and (4) Serve as a clearinghouse for information on current issues and veteran related changes in law.

Those planning to receive VA Educational Benefits should visit the Veterans Resource Center for assistance with their enrollment and placement process. Students must schedule an appointment with the Veteran Academic Counselor to create a Student Education Plan (SEP) and register for courses prior to attaining certification. Those receiving benefits are responsible for observing VA regulations and college policy as they apply to all students. Additional information and forms may be found at the VRC website.

See information regarding "Credit for Military Service Training."

## FINANCIAL AID

818.364.7648 | [www.lamission.edu/financialaid](http://www.lamission.edu/financialaid)

### WHAT IS FINANCIAL AID?

Financial aid is funding provided by the federal and state governments, the college, and private entities, to assist students with their educational expenses and is available in the form of grants, scholarships, waivers, employment and loans. Financial aid is meant to supplement the family's existing resources in funding the costs of a college education.

### WHO IS ELIGIBLE?

To be considered for federal and state financial aid, students must generally meet the following minimum requirements

- Be a U.S. citizen or an eligible noncitizen
- Demonstrate financial need
- Be enrolled as a regular student, making satisfactory academic progress in a course of study leading to a certificate, an associate degree, or transfer to a baccalaureate degree program
- Not be in default on any federal student loans and not owe a refund of any federal student grants
- Be registered with the Selective Service if required to do so
- Have a valid social security number
- Have a high school diploma, have passed a high school proficiency examination, or have received a certificate of General Education Development (GED).

### Financial Aid for AB540 Students

With the passage of two state laws (known collectively as the California DREAM Act), students who are classified as AB540 students with the campus Admissions & Records Office may be eligible for state financial aid programs. Students apply through the California Dream Act application (CADAA), available online at [www.caldreamact.org](http://www.caldreamact.org). All deadlines mentioned in this section regarding the Cal Grant application process and FAFSA are applicable for CADAA applicants.

### U.S. Department of Education Disclosure Regulations Regarding Programs Leading to Gainful Employment

To qualify for federal financial aid students must declare participation in a program that leads to a degree (associate, bachelor, graduate or professional) or in a certificate program that prepares students for employment. Effective July 1, 2011, the U.S. Department of Education (Federal Regulations 75-FR66832) has established guidelines requiring that community colleges disclose specific information regarding programs that lead to gainful employment in a recognized occupation. Information includes but is not limited to occupational profiles, program costs, employment projections, number of students who complete the program and time to completion of the program.

In accordance with these regulations, a website is provided by Los Angeles Mission College which provides this information: [www.lamission.edu/careers/](http://www.lamission.edu/careers/)

### WHAT IS THE PROCESS?

To apply for federal and state financial aid, you need to complete a Free Application for Federal Student Aid (FAFSA) every year of college. The FAFSA is available online at [www.fafsa.gov](http://www.fafsa.gov). Eligible AB540 students apply through the California Dream Act application (CADAA), available online at [www.caldreamact.org](http://www.caldreamact.org). Both the FAFSA and CADAA are available annually starting October 1st for the following academic year. We encourage students to apply early as some financial aid resources are limited and may not be available for late applicants.

Once you have submitted your FAFSA (or CADAA), you will receive your results. All schools listed on your FAFSA (or CADAA) will also receive your results. The Financial Aid Office will send an email to your LACCD-assigned email account regarding any documents or forms we need to complete your file.

All email notifications from the LAMC Financial Aid Office will be sent to your LACCD-assigned email account, so make sure you check this account regularly.

After your information and any requested items are received and reviewed, the Financial Aid Office will send you an email regarding your Award Offer, with directions on how to view your information through the LACCD online Student Information System (SIS). Information on the SIS will provide you with the details of your financial aid eligibility.

To apply for scholarships through the Financial Aid Office at LAMC, visit our website at [www.lamission.edu/financialaid](http://www.lamission.edu/financialaid).

### WHEN TO APPLY

You need to apply for financial aid every year. The FAFSA and CADAA are available starting October 1st of each year for the following academic year. We encourage students to apply early, as some financial aid resources are limited and may not be available for late applicants.

TIMELINE & DEADLINES	
<b>Oct 1</b>	FAFSA and CADAA applications available online for the following academic year.
<b>Mar 2</b>	Application deadline for Cal Grant consideration.
<b>May 1</b>	L.A. Mission College Priority deadline. Submit your FAFSA (or CADAA) and any follow up documents and items by this date to ensure processing and awarding before the start of the Fall semester.
<b>Sept 2</b>	Extended Cal Grant B Competitive awards deadline for community college students only (applies only to FAFSA applicants).

Additional deadlines and important dates are available on the Financial Aid Office website ([www.lamission.edu/financialaid](http://www.lamission.edu/financialaid)) and are also included on forms that have specific filing deadlines.

## HOW IS FINANCIAL AID AWARDED?

Your financial aid eligibility is determined by using Federal Methodology. In practice, we subtract your Expected Family Contribution (EFC) from your Cost of Attendance (COA) to determine your Need. Your EFC is calculated from the information provided on your FAFSA (or CADAA) and is a measure of your (or your family's) ability to pay for college. Your COA is the estimated expenses related to a year of college (tuition and fees, books and supplies, room and board, personal expenses, and transportation). Once your need is calculated, our office will determine your financial aid awards. Awards can consist of a combination of grants, work-study, scholarships, and student loans.

## THE AID AWARD OFFER

Aid Award Offers are posted to the LACCD online Student Information System (SIS) and emails are sent to students once an offer has been made. The SIS will summarize a student's Cost of Attendance (COA), Expected Family Contribution (EFC), total awards, resources, and unmet need.

Students may accept or reject all or parts of their financial aid offer. However, if a student rejects an award, a substitute may not be available. Students may receive revised Aid Award offers throughout the academic year which may reflect additional allowances added to the cost of attendance, educational resources which must be accounted for, enrollment changes, and additions or deletions of awards.

Financial assistance is considered supplemental to the family's resources, student earnings, and assistance received from other sources. Applicants should NOT depend on financial aid to meet their basic living expenses.

The Financial Aid Office reserves the right to modify aid commitments at any time due to changes in the student's financial status; changes in the availability of funds; or changes in federal, state, Los Angeles Community College District, or institutional policies or regulations. The amounts that appear in an Aid Award Offer are based on full-time enrollment (12 units or more). Should a student decide to take fewer classes, disbursements will be adjusted accordingly.

## FINANCIAL AID DISBURSEMENT & REFUND PROCESS

Financial aid funds are disbursed at regular intervals at the start and during each semester. Funds in excess of institutional charges covered by financial aid are refunded to the student as either an Electronic Funds Transfer (EFT) to the student's bank account, or as a deposit to a Debit Card issued in the student's name.

Additional information about the schedule of disbursements and refunds for the academic year will be included with the Aid Award Offer and in supplemental materials sent to the student at the time the Award Offer is made.

Students who have an approved Extension Petition will have their disbursements calculated based on the number of approved units for which they enroll (i.e., units for courses listed on the student's Student Educational Plan and approved by the Financial Aid Office).

## CHANGE OF ENROLLMENT STATUS

It is your responsibility to drop your classes through the Admissions & Records Office if you do not attend your classes. Failure to drop classes may result in a financial aid overpayment, which may require repayment of financial aid you received. Owing a repayment of financial aid will make a student ineligible for continued receipt of federal and state financial aid until the debt is repaid.

## RETURN OF TITLE IV FUNDS

A student who completely withdraws from a period of enrollment (i.e., semester) may incur an overpayment of aid. Federal rules assume that a student earns aid based on the length of time the student attended during a given period of enrollment. Unearned aid, other than Federal Work-Study, must be returned. The Financial Aid Office will calculate the amount the student owes and notify them of their repayment options. Additional information on this and other policies is available at the Financial Aid Office and at their website, [lamission.edu/financialaid](http://lamission.edu/financialaid).

It is advised that students contact the Financial Aid Office before withdrawing from all classes to receive guidance as to the effects of withdrawal.

## AUDITED CLASSES

Students cannot receive financial aid (including the CCPG) for enrollment in audited classes.

## CONSORTIUM AGREEMENTS (ENROLLMENT AT OTHER COLLEGES)

Consortium Agreements are in effect for all colleges within the Los Angeles Community College District (LACCD). If you are attending more than one college within the District in the same academic period, your enrollment status will be the sum total of all approved units in which you are enrolled throughout the District. Disbursements are calculated using all approved units taken within the district.

If you plan to enroll in courses outside of the Los Angeles Community College District (LACCD) and wish to have those courses count for enrollment and payment, you must complete a consortium agreement form. The institution outside of the LACCD must be an eligible institution in order for us to process the consortium agreement. Also, classes taken at the non-LACCD school must be applicable towards your academic program at LA Mission College.

## STUDENT RESPONSIBILITIES

Students must take responsibility for the following:

1. For the purposes of reporting Grade Point Average (GPA) information (for Cal Grant consideration) and enrollment information (for loan deferments), a valid social security number (SSN) must be on file in the Admissions and Records Office. For eligible AB 540 students, no SSN is required for the college to submit GPA information.
2. Students must maintain satisfactory academic progress to receive financial aid and should meet with an academic counselor to develop or review their Student Educational Plan.
3. Students must submit all financial aid applications and documents by specified deadlines.
4. Students must complete all financial aid forms accurately and completely and submit them to the right place on time.
5. Students are responsible for reading and understanding all financial aid forms and information. We advise students to retain copies of all documents submitted.

6. Students MAY NOT receive financial aid from two or more institutions at the same time or periods of overlapping terms. The only exception to this rule is the California College Promise Grant (CCPG).
7. Students must notify the appropriate entity (college, lender, California Student Aid Commission, U.S. Department of Education) of changes in your name, address, school enrollment status, or transfer to another college.
8. Intentional misreporting of information on application forms for financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code and denial of the student's application. Additionally, regulations require that all cases of suspected fraud emanating from misrepresentation be reported to the Office of the Inspector General.

## FRAUD

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

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## TYPES OF FINANCIAL AID

### FEDERAL FINANCIAL AID PROGRAMS

#### Federal Pell Grant

The Pell Grant program is a federally funded program. Pell Grants do not need to be repaid (unless they are part of an overpayment of aid). To be eligible, an applicant must be an undergraduate student who has not earned a bachelor's or professional degree. Pell Grants range from \$500 to \$6,195 per academic year. The amount of the award is based on the results of the student's FAFSA and enrollment level (i.e., full-time, half-time).

#### Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program is a federal grant program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards range from \$400 to \$800 per academic year, depending on need and packaging policy constraints.

#### Federal Work Study Program (FWS)

FWS is a federal program which enables students to earn part of their financial aid award through part-time employment on-campus. FWS is awarded to students who indicated an interest in student employment through the online Federal Work Study Interest List and who demonstrate financial need. FWS is subject to funding availability.

### Federal Student and Parent Loans

Students are not obligated to apply for a loan. All loans require a minimum of half-time enrollment.

Los Angeles Mission College participates in the following student loan programs:

#### 1. Subsidized Federal/Direct (Student) Loans

Subsidized Federal Direct Student Loans are fixed-interest loans made to students who show financial need while attending college at least half-time. Please check with the Financial Aid Office for the current interest rate. Loans are made directly by the US Department of Education. The federal government pays the interest while you are in college. After a six-month grace period, repayment begins.

#### 2. Unsubsidized Federal/Direct (Student) Loans

Unsubsidized Federal Direct Stafford Loans are non-need based loans that you may be eligible for if your financial need is not met by need-based financial aid programs. The government does not pay interest for you while you are in school, in deferment status, or during your grace period. For both types of Direct Student Loans, an applicant must submit a Student Loan Form. First-time borrowers must complete the mandatory Loan Entrance Counseling requirement.

#### 3. Federal Direct Parent (PLUS) Loans

The Federal Direct PLUS loan program allows parents with good credit histories to borrow for dependent children who are enrolled at least half-time. These loans are made directly by the US Department of Education. Repayment begins within sixty days after the last disbursement.

### STATE FINANCIAL AID PROGRAMS

#### California College Promise Grant (CCPG)

The CCPG program is offered at the California Community Colleges for eligible students who are California residents or eligible AB540- classified students. The CCPG only waives the enrollment fees for the student. Applicants do not need to enroll in a specific number of units or courses to receive the CCPG.

Students who have applied for financial aid through the FAFSA (or CADAA) and listed Los Angeles Mission College (school code 012550) will automatically be reviewed for CCPG eligibility. If eligible, the CCPG will be automatically awarded and the student will be notified.

You are eligible to apply for the CCPG if you are a California resident and one of the following statements applies to you.

**Type A** - At the time of enrollment you are a recipient of benefits through the TANF/CalWORKs, SSI/SSP, or General Assistance programs.

**Type B** - You meet the state-determined income standards.

**Type C** - You are qualified for need-based financial aid, as determined by the results of your FAFSA or (CADAA).

**Special Classifications** - There are a number of special classifications which may qualify you for the CCPG.

Documentation or certification must be submitted for consideration. To find out if you meet one of these classifications, download the California College Promise Grant application form from the Financial Aid Office website: [www.lamission.edu/financialaid](http://www.lamission.edu/financialaid)

## Cal Grant Program

Cal Grants are the largest source of free money for college from the state and are administered by the California Student Aid Commission (CSAC). Students must meet the basic requirements for state and federal aid for consideration. Students must also meet the following additional eligibility requirements:

- Submit the FAFSA (or CADAA) and verified Cal Grant GPA by March 2nd
- Be a California resident or eligible AB540-classified student
- Be attending at least half-time
- Have family income and assets below established income and asset ceilings
- Have not already earned a bachelor or professional degree before receiving a Cal Grant

**Deadline Date:** The first deadline is March 2nd. A second deadline for community college applicants is September 2nd, but we highly recommend that applicants meet the March 2nd deadline as more funding is available. Students must also submit the FAFSA by the deadline date to apply for the Cal Grant. Students must submit their GPA verification to the California Student Aid Commission. GPA verification for students enrolled within LACCD will be electronically sent to the Commission before the deadline date for those who meet specific criteria. Please check with the Financial Aid Office to see if you meet the criteria to have your GPA electronically sent and for other possible options.

### Cal Grant A

Students with eligible dependents who receive Cal Grant A may be eligible for up to \$6,000 per academic year (2019-2020 academic year amount).

### Cal Grant B

At community colleges, students may be eligible to receive up to \$1,672 per academic year (2019-2020 academic year amount). Students with eligible dependents who receive Cal Grant B may be eligible for up to \$6,024 per academic year (2019-2020 academic year amount).

### Cal Grant C

Cal Grant C is for students in occupational or career training programs who are from low-income and middle-income families. Applicants who demonstrate financial need will be sent the Cal Grant C Supplement to complete as part of the process. At community colleges, students may be eligible to receive up to \$1,094 per year (2019-2020 academic year amount). Students with eligible dependents who receive Cal Grant C may be eligible for up to \$4,000 per academic year (2019-2020 academic year amount).

### Chafee Grant

The Chafee Grant provides grant money to foster youth and former foster youth to use for college courses or vocational school training. Eligible students may receive up to \$5,000 per academic year. For more information and to apply, you must complete the FAFSA (or CADAA) and complete a California Chafee Grant Program Application available at their website: [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov).

## STUDENT SUCCESS COMPLETION GRANT (SSCG)

The Student Success Completion Grant (SSCG) is a financial aid program for Cal Grant B and C recipients attending full-time. Maximum awards are \$1,298 per academic year for students enrolled in 12 or more units per semester (for both fall and spring semester) and \$4,000 per academic year for students enrolled in 15 or more units per semester (for both fall and spring semester).

## SCHOLARSHIPS

Scholarships are gift-aid awarded on the basis of merit, academic excellence, and in some cases, additional criteria such as study in a particular major, leadership, or financial need. Please visit the Financial Aid Office for scholarship listings, or visit our webpage: [www.lamission.edu/financialaid](http://www.lamission.edu/financialaid).

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## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

To be eligible for federal and state financial aid programs, students are required by the U.S. Department of Education and the State of California to maintain satisfactory academic progress (SAP) as they work toward completing their educational objective – certificate, associate degree, or transfer program. The Los Angeles Community College District (LACCD) has established guidelines to promote timely completion of its educational programs, which is applied to all classes taken in the LACCD.

### Programs governed by the SAP policy

The LACCD SAP policy applies to the following financial aid programs: Federal Pell Grant, Iraq and Afghanistan Service Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Direct student and parent (PLUS) loans, Cal Grants (A, B and C), and Student Success Completion Grant (SSCG). The California College Promise Grant (CCPG) is exempt from these SAP requirements, but eligibility is subject to institutional academic standards.

### Who is affected by the SAP policy?

All students who apply for, receive, and/or wish to receive financial aid are affected by the SAP policy and requirements.

All students are monitored for Satisfactory Academic Progress at the end of each payment period (Summer, Fall/ Winter, and Spring comprise our payment periods). Federal guidelines require that we count all classes even if a student was not receiving financial aid at the time they were enrolled. Units from all semesters and terms are counted and evaluated. Also, units from non-LACCD colleges noted on transcripts received by Admissions & Records Offices in the LACCD will be counted and evaluated.

### Satisfactory Academic Progress Standards

- **GPA:** Maintenance of a 2.00 or higher cumulative Grade Point Average (GPA).
- **Pace of Progression:** Successful completion of a minimum of 67% of cumulative units attempted.
- **Maximum Time Frame:** Attempted less than 150% of the number of units required for the student's academic program.

## Application of Standards

Warning Status: Students will be placed on Warning Status if a) they were initially in good standing (based on SAP standards or they do not have a previously-calculated standing), and b) at the end of their most current semester they do not meet the GPA and/or Pace of Progression standards. Students will remain eligible for financial aid during their Warning Status, assuming they are not disqualified due to the Maximum Time Frame standard. Students will be sent a Warning Status notification.

Advisory notifications (emails) are sent to students after the end of the first semester where their number of units attempted reaches or exceed 75% and 100% of their academic program Maximum Time Frame. Students should see an academic counselor to ensure they are taking the classes needed to reach their educational goal before reaching the 150% Maximum Time Frame limit.

Disqualification: Students are disqualified if they have one or more of the following academic deficiencies:

- Does not meet the GPA standard following a semester of attendance for which they were placed on Warning Status.
- Does not meet the Pace of Progression standard following a semester of attendance for which they were placed on Warning Status.
- Exceeds the Maximum Time Frame standard for their academic program.

Disqualification notifications (emails) are sent to students if they have one or more of the academic deficiencies noted above.

Additional information on the SAP policy and process at LAMC is available through the Financial Aid Office and their website at [www.lamission.edu/financialaid](http://www.lamission.edu/financialaid). Information regarding the petition process, timeline, and deadlines is available through the Financial Aid Office and their website.

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## SPECIAL PROGRAMS

### STUDENT ACTIVITIES

Co-curricular or extra class activities are intended to provide students with the opportunity to be better prepared to fulfill the duties of citizenship in a democratic society and to enrich their educational and personal development. This may be accomplished through extra class cultural activities; volunteer programs related to the instructional program; and participation in community-related affairs, athletics, and student government. Students who learn to work with groups will develop leadership skills to prepare them for cooperative and meaningful associations in both occupational and personal pursuits.

The development of a student activity program is a vital portion of the obligations that both faculty and administrators assume for students in any American college community. At Los Angeles Mission College, student activities are an integral part of the educational program.

## ASSOCIATED STUDENT ORGANIZATION 818.364.7820 | [lamission.edu/aso](http://lamission.edu/aso)

The Associated Student Organization (ASO) is open to all current students of Los Angeles Mission College. All students are welcomed and urged to participate. The Associated Student Organization provides a framework for many college student activities. Through active participation in student government and clubs, the student renders service, increases social and cultural awareness, improves leadership abilities, and creates a close association with other students. Students are encouraged to serve on campus and ASO committees.

Membership in the Associated Student Organization of Los Angeles Mission College is \$7 for Fall and Spring semesters and \$3 per for Summer and Winter intersessions. For more information, visit the Student Activities Office in the Campus Center, or visit the ASO website.

### QUALIFICATIONS FOR ASO OFFICERS

#### LACCD Administrative Regulation S-9

Administrative Regulation S-9 pertains to all officers of the Associated Student Organization. Administrative Regulation S-9 does not apply to clubs, club representatives, ASO special committees and all-college committees, or student trustees.

1. The following standards governing candidate and officer eligibility, as defined by the ASO constitution and by-laws, for appointed and elected Associated Student Organization officers (ASO) must be met:
  - a. The candidate or officer must be a currently paid member of the ASO at the college where the election is being held and have successfully completed no more than 80 degree-applicable units in the District.
  - b. The candidate may seek only one campus office within the District.
  - c. The candidate or officer must have and maintain a cumulative and current GPA of at least 2.00 in units completed at all the colleges in the District during the semesters in which the student government office is applied for and held. Current means the most recently completed semester or session. The ASO Constitution may not set a higher GPA requirement.
  - d. The candidate or officer must not be on academic or progress probation, as defined by LACCD Board Rule 8200.10.
  - e. At the time of election or appointment and throughout the term of office, the candidate or officer must be actively enrolled in and must successfully complete a minimum of five (5) units per semester. The ASO Constitution may not set a higher unit requirement. Units in which a student receives an Incomplete (INC) will not be counted in the determining the number of units completed. Students failing below this requirement will automatically forfeit their office. Students, who forfeit office for failing to meet this unit requirement, will not be reinstated in INC grades are converted to letter grades and units are awarded for those courses. Candidates may be enrolled in more than one college in the District, but the candidate must be currently enrolled in a minimum of five (5) units at the college where the candidate is seeking office. Officers must maintain that enrollment at the college where the office is held.

- f. Exceptions on the maximum unit requirement in Section 1a of this regulation may be made for students enrolled in a college degree, certificate or transfer program where the combination of program requirements and prerequisites may result in the student exceeding the 80 degree-applicable unit limit. Exceptions will be decided by the College President based upon recommendations made by the Chief Student Services Officer. In order to be considered for an exemption, a student who exceeds the 80 degree-applicable unit maximum must satisfy at least one of the following conditions:
  - i. The requirements of the student's declared Associate Degree major, certificate and/or transfer objective, as specified in the college catalog, caused the student to enroll in courses that exceeded the 80 degree applicable unit maximum.
  - ii. Program prerequisites, as specified in the college catalog, caused the student to exceed the 80 degree applicable unit maximum.
2. A candidate or officer is ineligible for ASO office in the following cases:
  - a. If they have served more than four (4) semesters in any one (1) or more student government-elected or appointed offices in the District.
  - b. If a candidate or officer, who exceeded the unit maximum in Section 1a of this regulation and was granted an exception, fails to be enrolled in courses that are specifically required for his or her declared Associate Degree, certificate, or transfer objective requirements as specified in the college catalog.
3. An officer may serve a fifth semester if eligible at the time of assuming office with the approval of the college president or designee (e.g., they have served three semesters and is a candidate for an office with a one-year term).
4. The Chief Student Services Officer and/or designee will verify a candidate's or officer's eligibility. If the student should disagree with the findings of the Chief Student Services Officer and/or designee, they can appeal the decision through the student grievance procedures contained in LACCD Administrative Regulation E-55. Officers not adhering to the standards for office will be required to forfeit their positions.
5. Candidates or officers must comply with the minimum standards of the District Code of Conduct. Failure to comply will result in forfeiture of the position (Board Rule, Article VIII, Sections 9801-9806).
6. Any candidate or officer with a disability may request an accommodation for the requirements of Section 1e:
  - a. The approval of the accommodation for candidates with a disability will be made in individual instances on a case-by-case basis by the Chief Student Services Officer in consultation with the college Compliance Officer and/or the Director of the Disabled Students Programs and Services (DSPS) in compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act, as appropriate.
  - b. Qualification for an accommodation will be based on the impact of the disability on the candidate's or officer's ability to take six units. However, a candidate or officer must be enrolled in a minimum of five units throughout his or her term in accordance with Education Code Section 76071.
- c. Procedures for requesting an accommodation under S-9:
  - 1) Candidates or officers must complete a written request form for accommodation available in the college's Student Services Office and return it to the Chief Student Services Officer.
  - 2) Each candidate or officer must present written documentation verifying the disability. Acceptable documentation includes, but is not limited to, written notice from the college DSPS office or a certified or licensed professional, such as a doctor, psychologist, rehabilitation counselor, or occupational or physical therapist.
7. Students enrolled in college credit and/or non-credit courses are eligible to vote at the college of attendance. Enrollment in Community Services classes does not meet this requirement.
8. Individual colleges may set forth standards for office in their ASO constitutions which are higher, but not lower, than those listed above with the exception of the accommodations listed in Section 6 above.

For further information, contact the Office of Student Services **818.364.7820**.

## **STUDENT CLUBS & ORGANIZATIONS**

[www.lamission.edu/associated-student-organization/student-clubs.aspx](http://www.lamission.edu/associated-student-organization/student-clubs.aspx)

Student clubs and organizations provide a variety of cultural, community, and vocational opportunities. Service clubs, special-interest clubs, department-related organizations, and religious clubs offer a variety of opportunities for student involvement. Students will find their college experience more meaningful and valuable through active participation in some social or extracurricular activity of the college program. Any group wishing to become a recognized L.A. Mission College club organization must submit an ASO Club Packet and club constitution to be approved by the Associated Students Organization Executive Council.

## **STUDENT TRUSTEE ELECTION PROCEDURE**

The Board of Trustees of the Los Angeles Community College District has established that within its membership there shall be one nonvoting student Board member. The term of office the Student Board member shall be one year commencing on June 1 and ending on May 31.

# ACADEMIC INFORMATION



## HONORS PROGRAM

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

### UCLA Honors Transfer Alliance Program (TAP)

The Los Angeles Mission College UCLA Transfer Alliance/Honors Program (TAP) is designed for motivated students who plan on transferring to a four-year college or university. It consists of academically enriched general education courses in which both written expression and the critical analysis of ideas are stressed. The TAP program offers participating students priority admissions to UCLA and additional opportunities at other universities. Both current and new students may apply to be part of the TAP program.

#### Honors program students receive:

- Priority admissions consideration to several prestigious four-year institutions, including UCLA. Admittance rates for UCLA (tabulated for Fall 2018) for TAP/Honors students was 77.7% versus 20.5% for non-TAP/Honors students!
- An enriched academic program allowing students to gain opportunities to pursue topics and projects of individual interest within courses taken; opportunity to gain valuable critical thinking, research and writing skills; opportunities to explore interdisciplinary approaches to course topics
- Assistance in the transfer process
- UCLA Library Card
- Transcripts that reflect participation in the program
- Participation in TAP/Honors allows you to have a non-impacted Alternative Major Selection at UCLA
- A “fast pass” into the bookstore during the first week of each semester
- Regular opportunities for interaction with faculty mentors and program director
- Individualized counseling with an Honors Counselor
- Opportunity to attend the annual Honors Students research Conference at UC Irvine and the TAP/Transfer Conference at UCLA

**Program Participation** - Students will complete five honors courses with a “B” or better on the Honors project and in the UC transferable class, and honors designation will appear on

students’ transcripts. For each honors course, students will complete a research project or paper designed in collaboration with the Honors Director Mike Fenton, and the faculty mentor teaching the course.

**Current LAMC students** must be eligible for English 101 and have completed 12 transferable units with a GPA of 3.25 or higher. Must be in the Honors Transfer Program at least one year prior to transferring.

**Entering students** must have a high school GPA of 3.50 or higher or an SAT score above 1,000, and English placement tests must indicate eligibility for English 101 or higher.

**Applying to the Honors Program** - These are general guidelines. If you do not meet a specific requirement but would like to be able to participate in TAP, please email Mike Fenton at [fentonnms@lamission.edu](mailto:fentonnms@lamission.edu) to discuss your particular situation.

**Completing an Honors Contract** - Students receive Honors credit by completing an Honors contract in any UC transferable course. In consultation with the Honors program, department and course instructor (mentor), the student develops a proposal for an Honors research project. In most cases, the project should be a written assignment that displays interpretation, critical analysis, and creative thinking of academic texts (journal articles or books written by experts in an academic discipline). The proposal is evaluated and graded by the mentor submitted to the Honors coordinator and evaluated by the Honors Director. The project will either be approved or returned with suggested revisions. When the final project is completed, the student must submit one copy to the instructor and a second copy to the Honors Coordinator along with an Honors Contract Completion form. This will result in an Honors notation on his or her transcript indicating that the course was completed for Honors credit.

**Honors Certification** - Students receive Honors certification by completing a total of five Honors contracts (minimum of 15 UC transferable units) and maintaining a minimum 3.25 overall transfer GPA.

### For more information and to apply contact:

- Honors Coordinator: Mike Fenton, 818.364.7888
- Honors Counselor: Mr. Afri Walker, 818.364.7647
- For more information, visit [www.lamission.edu/honors](http://www.lamission.edu/honors)

### ADDITIONAL HONORS TRANSFER AGREEMENTS

The Honors Transfer Council of California was created to promote academic excellence, to stimulate creative intellectual thinking and discussions of academic issues among students and faculty, to increase awareness of current social issues, to encourage community service, to celebrate cultural diversity, and to prepare students for successful university transfer.

Transfer agreements may be viewed at [htcca.org/transfer-partners/](http://htcca.org/transfer-partners/), and include agreements with the admissions department to: Amherst College, Brandeis, Chapman University, Colorado State University, Concordia University, Connecticut University, Gonzaga University, Illinois Institute of Technology, Chicago-Kent College of Law, Loyola Marymount University, Mills College, Occidental College, Pitzer College, Pomona College, Scripps College, Smith College, Trinity College, Tufts University, The University of Arizona, University of California Irvine, University of La Verne, University of San Francisco, Wheaton College, Whitman College, and Whittier College. Additionally, agreements with honors program at: Azusa Pacific University, California State University of Fullerton, La Sierra University, University of San Diego, and San Diego State University. Please visit [www.honorstcc.org](http://www.honorstcc.org) and view information about Honors Transfer Council of California, benefits, and partner schools ([www.honorstcc.org/transfer/HTCC\\_Agreements.pdf](http://www.honorstcc.org/transfer/HTCC_Agreements.pdf)).

Call Counseling 818.354.7655 or 818.364.7656 to meet with a counselor and to plan meeting the honors course requirements for these programs.

### INSTRUCTIONAL MATERIALS

Students may be required to provide instructional and other materials required for a credit or non-credit course.

### LEARNING RESOURCE CENTER (LRC)

818.364.7756 | [www.lamission.edu/learningcenter](http://www.lamission.edu/learningcenter)

The LRC is comprised of the Writing Center, Math Center, Science Center, and Testing Center and offers tutoring in a variety of topics. Comprised of peer tutors as well as graduate students, our staff offers one-on-one tutoring, group tutoring, and various workshops both in-person and online. Textbooks and computers for online homework and resources are available in the Learning Center. All services are free for registered students, with no appointment needed. The LRC also houses the Print Center and the Computer Commons with over 100 computers and a multitude of software programs, including accommodations for students with disabilities. For further information, please contact the LRC staff or visit the LRC Website.

### MATH TUTORING CENTER

818.364.7811 | [www.lamission.edu/mathcenter](http://www.lamission.edu/mathcenter)

Location: East Campus, Center for Math & Science (CMS), Room 121

The Math Tutoring Center provides tutoring for all mathematics courses offered by the college and guidance to complete online assignments and projects. Tutorial services and online resources are provided by friendly, knowledgeable, and patient tutors. Many instructors hold their office hours in the center to assist, advise and interact with students. Textbooks and computers for online homework and resources are available in the Center. All services are free for registered students. No appointment is needed.

### SCIENCE TUTORING CENTER

818.364.7811 | [www.lamission.edu/learningcenter](http://www.lamission.edu/learningcenter)

Location: East Campus, Center for Math & Science (CMS), Room 101

The Science Tutoring Center provides tutoring for all science courses offered by the college and guidance to complete online assignments and projects. Tutorial services and online resources are provided by friendly, knowledgeable, and patient tutors. Many instructors hold their office hours in the center to assist, advise and interact with students. Textbooks and computers for online homework and resources are available in the Center. All services are free for registered students. No appointment is needed.

### STEM OFFICE

818.364.7600 x4161 | [www.lamission.edu/stem](http://www.lamission.edu/stem)

Location: East Campus, Center for Math & Science (CMS), Room 13

The mission of the Los Angeles Mission College STEM program is to provide students majoring in Science, Technology, Engineering & Math with support to help achieve goals to graduate with an associate degree, transfer to a four-year university, or prepare for graduate school. Through support services, activities, and presentations from professionals in the field, the STEM office aims to promote the development of academic mastery and enhance a student's career success.

#### Benefits:

- Access to the STEM counselor who assists students with the exploration of their educational, career, and personal goals
- Develop a comprehensive student educational plan tailored specifically to STEM majors.
- Collaborate with the STEM office in the development of programs and activities for students.
- Ability to participate in Internships and undergraduate research opportunities for qualifying participants.
- Learn about different majors and careers in the field of STEM
- Participate in STEM related events, workshops, site visits, & College Tours
- Designated success coach to help you with college survival skills.

## STEM LOUNGE

818.364.7600 x4161 | [www.lamission.edu/stem](http://www.lamission.edu/stem)

Location: East Campus, Center for Math & Science (CMS), Room 14

The STEM Lounge is available for students to study and collaborate with others at all hours of campus operation. Computers and printers are available for student use.

## LIBRARY

818.364.7600 X7106 | [www.lamission.edu/library](http://www.lamission.edu/library)

The Library provides personal research help on a drop in basis and also maintains a collection of books, reference materials, magazines, newspapers, reserve materials, videos and DVDs and provides individual study areas and group study rooms.

## ADULT BASIC EDUCATION DEPARTMENT / NONCREDIT PROGRAM

818.364.7774 | [www.lamission.edu/non-credit](http://www.lamission.edu/non-credit) (LRC), Room 208

The ABE Department at Los Angeles Mission College offers free non-credit courses in ESL, Citizenship, GED Preparation (English/Spanish), Basic Skills – Math, English and Computer Literacy, as well as Certificates in Civics and Job Readiness.

### GED Preparation Services

The ABE Department offers free non-credit preparation classes taught in English and Spanish that focus on the four subjects tested by the GED exam. We do not offer the GED test at our location but our program will monitor the progress of each student and help with the registration process and a convenient location to take the test.

### English as a Second Language (ESL) Classes

The ABE Department offers free non-credit ESL courses that focus on conversation, reading and beginning grammar. Students are assessed and placed into appropriate levels. Progress is monitored by our ABE counselor who will help students transition into higher-level ESL courses and other credit programs.

### Citizenship Test Preparation Classes, Evaluation of Form N-400 and Naturalization Assistance Services

The ABE Department offers free non-credit preparation courses for the Naturalization (Citizenship) test. The courses focus on the personal interview, N-400 application process, important events in U.S. history and the structure of the U.S. Government.

## MULTIPLE ENROLLMENT

Multiple enrollment of the same course during a semester is not allowed, with the exception of certain kinesiology classes on a limited basis. Multiple 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).

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## WORKFORCE DEVELOPMENT & EDUCATIONAL PROGRAMS

### CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM | 818.364.7714

The purpose of the program is to improve the quality of early childhood programs while creating a career track for experienced teachers and program administrators as they offer training options at their worksites. Mentor teachers are experienced and specially trained teachers of young children whose classroom have been approved as supervision sites for student teacher placements. Stipends are paid to Mentors for their time spent supervising students as well as for participating in professional development activities.

### CALIFORNIA WORK OPPORTUNITY & RESPONSIBILITY TO KIDS (CalWORKs)

818.364.7760 OR 818.833.3511

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

The CalWORKs Program at Los Angeles Mission College assists students who are welfare recipients in making the transition from welfare to long-term self-sufficiency through the following coordinated student services:

- On- and off-campus work study, which allow students to meet work requirements while attending community college and obtaining valuable work experience leading to possible employment
- Job placement assistance
- Academic/Career/Personal Counseling
- Mental Health Counseling
- On-campus academic support services such as tutoring
- Referrals to community resources
- Assistance with navigating college and county services
- Completing county forms such as progress reports, monthly attendance reports, and child care resource center verifications.
- Problem solving and advocacy workshops
- Money for printing at the LRC
- Meal Vouchers
- Books and supplies

### Program Eligibility

- Must be enrolled at Los Angeles Mission College
- Must be a CalWORKs recipient

## **CAMPUS CHILD DEVELOPMENT CENTER/FAMILY CHILD CARE HOMES EDUCATION NETWORK**

**818.364.7865 | [www.lamission.edu/childev](http://www.lamission.edu/childev)**

The campus Child Development Center provides care and education for the children of Los Angeles Mission College student-parents (while they are attending classes) as well as for families in the community. The Center provides care from birth through age five. While student-parents have priority registration, the Center is also open to community families.

Off site, we have the Family Child Care Homes Education Network that consists of a wide range of family child care providers who are located in the community around LAMC. Each provider has their own hours of operation which can include evening and weekend care. Qualified families may receive child care services for infants, toddlers, preschoolers, and school age children with low or no fees. For hours and information contact the Child Development Center.

## **FOSTER & KINSHIP CARE EDUCATION (FKCE)**

**818.364.7600 x7135 | [www.lamission.edu/fosterkinship](http://www.lamission.edu/fosterkinship)**

LAMC provides more than 350 hours of training to relatives of caregivers, extended family members and foster parents (Resource Parents) annually. Classes consist of general parenting information on a variety of topics including behavior management, as well as specific information related to the needs of foster and kinship families. Our training includes classes in both English and Spanish.

## **RESOURCE FAMILY APPROVAL (RFA) TRAINING SERVICES | 818-364-7600 x7135**

This program is offered through a grant and contractual collaboration with County of Los Angeles Department of Children and Family Services and The Community College Foundation. The RFA training services meet the mandatory county requirement for caregiver training for those who have children placed through the Child Welfare system in Los Angeles.

## **SAN FERNANDO VALLEY SCHOLARS NETWORK/GUARDIAN SCHOLARS PROGRAM**

**818.364.7600 x7135**

This program was granted through the Pritzker Foster Care Initiative. This multi campus network comprised of 3 community colleges (Los Angeles

Mission College, Los Angeles Valley College, Pierce College) and California State University, Northridge combines efforts to reduce foster youth student attrition rates and increase successful foster youth student transfer and graduation rates. Eligible students receive support and resources to ensure college retention and educational success. Through this program, foster youth students meet with coaches and peer mentors on a monthly basis in order to prepare students for the necessary skills needed for future success.

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## **CAREER EDUCATION**

### **COLLEGE ADVISORY COMMITTEES**

Interaction with community residents provides an essential channel of communication through which the College informs the communities of its programs and is informed about special educational needs. Vocational advisory committees are drawn from the professional and business communities to assist in the evaluation of vocational programs.

This college-community exchange provides the College with sources of information that supplement the professional knowledge and information provided by the faculty, students, and staff.

Advisory committees include Administration of Justice, Biotechnology, Business, Child Development, Construction Technologies, Computer Science, Culinary Arts, Engineering, Family & Consumer Studies, Occupations, Interior Design, Law/Paralegal, Multimedia, Theater, and Specially-Funded Projects.

### **CAREER EDUCATION (CE)**

#### **CARL D. PERKINS CAREER AND TECHNICAL EDUCATION IMPROVEMENT ACT OF 2006**

**818.833.3327 | [www.lamission.edu/careereducation](http://www.lamission.edu/careereducation)**

**Location: CSB 107**

The Career and Technical Education program supports continuous program improvement of existing and new programs to meet business/industry standards and promotes the development of programs of study with secondary schools. The goals include increasing student retention and completion of CE programs, strengthening support services and career awareness for special populations and engaging business and industry in providing internships and work experience.

### **CAREER EDUCATION (CE) TRANSITIONS**

**818.833.3327 | [www.lamission.edu/careereducation](http://www.lamission.edu/careereducation)**

**Location: CSB 107**

CE Transitions is a federal initiative designed to provide students with a seamless transition from high school to college. Focused on addressing the demand for a highly skilled workforce, this program provides a means for students to begin a program of study in high school, and move seamlessly into a community college program. Transitions combines academic courses needed for college success with technical courses needed to prepare students for high-skill, high-wage and high-demand careers.

## **CHILD DEVELOPMENT TRAINING CONSORTIUM 818.364.7714**

The Child Development Training Consortium (CDTC) was created to address the critical shortage of qualified early childhood teachers in the state of California. The Child Development Training Consortium provides financial resources through the Community College Programs which assist students in meeting the educational requirement for any of the Child Development Permits. In addition, the CDTC administers four other programs, including the Child Development Permit Stipend Program, the Career Incentive Grant Program, and Professional Growth Advisory Project and the Administrator Institute.

## **STRONG WORKFORCE PROGRAM**

**818.833.3327 | [www.lamission.edu/careereducation](http://www.lamission.edu/careereducation)**

The SWP program is a state initiative that focuses on the needs of career education, with the goals of increasing enrollment and program completions, jobs, and wage gains. LAMC is focused on Career Education counseling, outreach, tutoring, and internship/job placement to provide students with opportunities for a comprehensive CE education.

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## **BUSINESS & FISCAL SERVICES**

### **EAGLES' LANDING STUDENT STORE (BOOKSTORE) C-STORE (located at the CMS building)**

**818.364.7798 or 818.364.7654**

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

**College Store Manager, Zoila Rodriguez-Doucette**

**818.364.7767 | [rodriguez@lamission.edu](mailto:rodriguez@lamission.edu)**

#### **Student Store Check Policy**

1. No personal or third party checks accepted. Work or Government Agency Sponsorship checks are allowed, however the student is responsible to give their work or Government Agency the store contact information and they will need prior approval from the Store Manager.
2. We accept credit cards – VISA, MasterCard, Discover, and American Express.

#### **Student Store/C-Store Refund Policy**

Check with Student Store for Books and General supplies Return Policy.

## **STUDENT PARKING REGULATIONS**

1. Liability: The Los Angeles Community College District and L.A. Mission College assume no responsibility for damage to any motor vehicle, theft of a vehicle or its contents, or injury to persons operating such vehicles on or off campus.
2. Students should avoid parking in designated LAMC STAFF PARKING LOTS and areas posted NO PARKING ZONES. A valid student parking permit must be displayed to park in the student parking lot.
3. The maximum speed limit is 10 mph on all parking facilities.
4. All persons driving a vehicle on the campus are required to comply with the traffic laws of the state of California and the rules and regulations pursuant to Section 21113A of the California Vehicle Code. Violations may result in a citation being issued.
5. All vehicles must be parked clearly within a designated parking stall.
6. All vehicles shall be parked heading into parking stall.
7. "No Parking" signs must be complied with.
8. Any vehicle parked in a space designated for "Disabled or Handicapped Only" must display a valid handicapped permit or placard issued by the Department of Motor Vehicles.
9. Persons parking illegally on campus will receive a parking citation.
10. Persons parking illegally in the "Disabled or Handicapped Only" parking area will be cited.
11. Parking citations are payable by mail to the address on the citation or online at [www.paymycite.com](http://www.paymycite.com). To appeal a citation, obtain an Administrative Review form from the college Sheriff's Office.
12. Short- term and visitor permits are available at the college Sheriff's Office.
13. The College reserves the right to remove vehicles from the campus for any of the following reasons:
  - a. Abandoned vehicles
  - b. Vehicles with no license plates
  - c. Vehicles parked in such a manner as to constitute a serious hazard
  - d. Vehicles which impede the operation of emergency equipment
  - e. Vehicles which are parked illegally on a recurring basis

*NOTE: The registered owner will be responsible for impound costs.*

## **COLLEGE SHERIFF'S DEPARTMENT**

**818.364.7843 | [www.lamission.edu/sheriffs](http://www.lamission.edu/sheriffs)**

The campus Sheriff's office personnel are responsible for the safety and well being of staff and students and for the security of college property and facilities. Campus safety escorts can be arranged 24 hours a day through the Sheriff's Office.

# DISTRICT INFORMATION



## ACADEMIC STANDARDS

### ACADEMIC HONORS

#### Latin Graduation Honors

Graduation honors and awards are to be based on the student's cumulative grade point average (GPA) for all degree applicable college work attempted at Los Angeles Community College District (LACCD). To qualify, graduation students must have completed at least 24 units of coursework in LACCD. Honors will be assigned as follows:

#### Summa Cum Laude

Will be awarded to students with a 3.90-4.00 GPA for all degree applicable coursework.

#### Magna Cum Laude

Will be awarded to students with a 3.70-3.89 GPA for all degree applicable coursework.

#### Cum Laude

Will be awarded to students with a 3.50-3.69 GPA for all degree applicable coursework.

## DEANS' AND PRESIDENT'S HONOR LIST (LACCD E-REG 88)

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

#### Definitions:

- a. Full Time Student: a student enrolled in 12 or more graded units in the qualifying semester.
  - b. Part Time Student: a student enrolled in 6 to 11 graded units in the qualifying semester.
  - c. Qualifying Semester: the semester for which the student is considered for the Deans' Honor List.
  - d. Graded Units: courses in which grades of A, B, C, D, or F were received. Grades of "Pass," "No Pass" and "incomplete" will not be counted in meeting the unit requirement for the LACCD Deans' or President's Honor List.
2. Dean's Honors List

#### Requirements

- a. Full-time Deans' Honor List
  1. Twelve (12) or more graded units completed in the qualifying semester
  2. Grade point average of 3.50 or higher
- b. Part-time Deans' Honor List
  1. Twelve (12) or more cumulative graded units completed in the LACCD.
  2. Grade point average of 3.50 or higher in the qualifying semester.
- c. Course work used in determination  
All coursework completed in the LACCD will be used in calculating the cumulative grade point average.

### 3. President's Honors List

Students who have appeared on LACCD's Full Time or Part Time Dean's Honors for three (3) or more consecutive semesters will be placed on the President's Honors List.

### 4. Transcript Designation

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

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## ACADEMIC PROBATION & DISMISSAL

### Academic Standards for Probation

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

### Probation

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

- A. Academic Probation - The student has attempted a minimum of 12 semester-units of work and has a grade point average less than a "C" (2.00).
- B. Progress Probation - The student has enrolled in a total of at least 12 semester-units and the percentage of all units in which a student has enrolled and for which entries of "W" (Withdrawal), "INC" (Incomplete), and "NP" (No-Pass) are recorded reaches or exceeds fifty percent (50%).
- C. Transfer Student - Either condition A or B above applies to a student transferring from another college within LACCD.

### Units Attempted to Determine Probation Status

"Units Attempted," for purposes of determining probation status only, means all units of credit in the current community college of attendance for which the student is enrolled.

### Removal from Academic Probation

A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.00 or higher.

### Progress Probation

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units enrolled contains 50% or more of No-Pass (NP), Incomplete (INC), and/or Withdrawal (W) in at least three (3) consecutive semesters.

A student on progress probation shall not be dismissed after a semester during which the total of units for which s/he has received a combination of "W," "INC," and "NP" is less than fifty (50) percent of his/her total units recorded.

### Academic Standards for Dismissal

A student shall be subject to dismissal and subsequently be dismissed under the conditions set forth within this section.

### Dismissal for Academic Probation

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.00 in all units attempted in each of three (3) consecutive semesters.

A student who is on academic probation and earns a semester grade point average of 2.00 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

### Dismissal for Progress Probation

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

A student who is on progress probation shall not be dismissed after a semester in which the percentage of units in which the student has been enrolled for which entries of "W," "INC," and "NP" are recorded is less than fifty percent (50%). VA students will have to get Academic Progress and Probation clarification from the Campus VA Office.

### Appeal of Dismissal

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

### Dismissal

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

### Readmission After Dismissal

A student who has been dismissed may request reinstatement after two (2) semesters have elapsed. The student shall submit a written petition requesting readmission to college in compliance with college procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the college.

### Academic Renewal (Title 5, CCR, Section 55046) (LACCD BR 6705)

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 2.50 in their last 15 semester units, or 2.00 in their last 30 semester units completed at any US regionally accredited college or university, subsequent to the coursework to be alleviated, and
- At least one calendar year must have elapsed from the time the course work to be removed was completed.

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

- Eliminating from consideration in the cumulative grade point average up to 30 semester units of course work, 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 based on the student's cumulative grade point average for all college work attempted, including all substandard grades despite granting of Academic Renewal.

This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ, and students planning to transfer should contact that institution regarding its policy.

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## ATTENDANCE

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

Students who have preregistered for a class and who do not attend the first meeting of the class may forfeit their right to a place in the class. Students should contact the instructor directly to inform them of the circumstances related to the absence. The instructor will then decide if the reasons provided for the absence are appropriate for allowing the student to remain in class. Mitigating circumstances may be considered by the instructor. Whenever absences "in hours" exceed the number of hours the class meets per week, the student may be excluded from class by the instructor.

It is the student's responsibility to officially drop from any class he/she does not plan to continue to attend. Any drops or exclusions that occur between the end of the 3rd week and the end of the 12th week will result in a "W" on the student's record. Drops are not permitted beyond the end of the 12th week. An evaluative grade ("A," "B," "C," "D," "F," "P," or "NP") will be assigned to students who are enrolled past the end of the 12th week. After the last day of the 12th week (or 75 percent of the time the class is scheduled, whichever is less) the student may petition to withdraw from class demonstrating extenuating circumstances. For further details, refer to the "W" section of "Grading Symbols and Definitions."

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## COURSE REPETITION & ACTIVITY REPETITION

Certain courses in the Catalog may be repeated for additional unit credit. These courses, marked "RPT" in the Course Section of the Catalog, allow the student to build on skills and proficiencies by supervised repetition and practice within class periods. Refer to the course description to determine if a course is repeatable.

### Course Repetition to Improve Substandard Grades (LACCD BR 6704.10)

Students may repeat courses in which substandard grades ("D", "F" or "NC", "NP") were awarded provided they have not already attempted the same course three times.

When course repetition under this section occurs, the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

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

A. Students who have received three substandard grades for the same course may repeat it one more time upon approval of a filed petition documenting extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

### Course Repetition: Special Circumstances (LACCD BR 6704.30)

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.

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## CREDIT FOR MILITARY SERVICE (LACCD E-REG 118)

1. Credit for military service will be awarded toward Associate Degree requirements as follows:
  - Three units of credit towards LACCD Associate Degree general education Area E: Health and Physical Education (Board Rule 6201.14)
  - Three units of elective credit toward the 60 units required for an associate degree.
2. Application Requirements
  - Complete an LACCD Application
  - Arrange for all transcripts (including AARTS, SMART, and CCAF) and other application materials to be sent to the LACCD campus of attendance
  - Provide verification of U.S. military service, as follows:
    - Military Personnel on Active Duty: documentation must verify at least 181 days of active duty
    - Former Military Personnel currently NOT on Active Duty: Active Duty documentation (DD 214) must indicate student's length of service, which must include 181 days of active duty
3. Acceptable Documentation for Verifying Military Course Completion
  - Army/American Council on Education Registry Transcript System (AARTS)
  - DD Form 295 – Application for the Evaluation of Learning Experiences During Military Service
  - DD Form 214 – Armed Forces of the United States Report of Transfer or Discharge
  - Course completion certificates
  - Sailor/Marine American Council on Education Registry Transcript (SMART)
  - Community College of the Air Force (CCAF) Transcript
  - Defense Acquisition University (DAU) Transcript
4. There is no LACCD residency requirement. Students may receive military credit upon entrance to any college within the LACCD.

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## CREDIT FOR LAW ENFORCEMENT ACADEMY TRAINING (LACCD E-REG 12)

1. Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall, for the purposes of meeting certificate of achievement and associate degree major requirements, be granted as follows:
  - a. Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
  - b. Course credit may be granted, if the faculty in the discipline determine that the content of the academy training is equivalent to courses offered in the discipline.
  - c. 1 unit of credit may be granted for each 50 hours of training, not to exceed 18 semester units or their equivalent.
2. This only applies to training received at public law enforcement academies; training provided by private agencies does not apply.
3. Credit awarded for law enforcement academy training will appear on that portion of the transcript designated for course and test (e.g. Advanced Placement) equivalencies.

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## CREDIT FOR COURSES TAKEN AT INSTITUTIONS OF HIGHER LEARNING OUTSIDE THE UNITED STATES (LACCD E-REG 101)

The intent of this policy is to provide a process for granting LACCD Associate Degree general education, graduation competency, and unit (elective) credit for course work completed at institutions of higher education outside the United States. This policy does not apply to Associate Degrees for Transfer (ADT's), IGETC or CSU GE: refer to the LACCD ADT Reciprocity Guidelines.

1. Students petitioning for credit must provide comprehensive, detailed, course by course evaluation of their transcripts completed by an independent transcript evaluation service approved by the *California Commission on Teacher Credentialing*.
2. Students may receive credit for the following:
  - a. LACCD General Education Plan, excluding Area B1 American Institutions.
  - b. LACCD Competency Requirement, excluding Reading and Written Expression.
  - c. LACCD unit (elective) credit. There is no maximum on the number of units that may be applied to local associate degrees. The LACCD residency requirement must still be met per LACCD Board Rule 6201.11.
  - d. LACCD Course Credit
    - Each college may develop procedures for determining whether the courses taken at the institution of higher education outside the United States are equivalent to courses in the college's curriculum. These procedures shall be developed in consultation with the college's Academic Senate in accordance with the provisions of Chapter XVIII of the Board Rules – *Academic Senate and the Board of Trustees Shared Governance Policy*.
    - Courses that are part of a program that also meets licensing requirements, must be approved by the receiving college, in accordance with college policies developed in consultation with the college's Academic Senate in accordance with the provisions of Chapter XVIII of the Board Rules – *Academic Senate and the Board of Trustees Shared Governance Policy*.
3. This evaluation is valid only in the Los Angeles Community College District and may not necessarily meet the requirements of other colleges and universities.

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## INTERNATIONAL EDUCATION PROGRAM: STUDY ABROAD CLASSES | 213.891.2390 | [www.laccd.edu](http://www.laccd.edu)

College credit classes are offered by the International Education Program with instructors and classes selected from the nine Los Angeles Community Colleges. Programs are offered in more than a dozen countries around the world. Partnership programs are established with overseas colleges and universities and international distance-learning programs.

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## PREVIOUSLY EARNED COLLEGE UNITS

College credits earned at U.S. regionally accredited institutions of higher education may be recognized upon evaluation. Students must arrange for each college previously attended to send official transcripts to the Office of Admission and Records, directly from that institution.

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## CREDIT BY EXAMINATION (LACCD BR 6702)

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:

- Administration of Justice 001, 002, 003, 005, 006, 014, 104, 160
  - Biotech 002
  - Computer Applications & Office Technologies 001, 002, 076, 078, 084, 092, 108
  - Computer Science 401, 407, 450, 453
  - Health 011
  - Mathematics 110, 112, 115, 125
  - Multimedia 100, 240, 340, 610
- a. The governing board shall adopt and publish policies and procedures pertaining to credit by examination; and
  - b. The governing board may grant credit to any student who satisfactorily passes an examination approved and conducted by proper authorities at each college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the college catalog.
  - c. The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the college curriculum committee. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. The faculty may accept an examination conducted at a location other than the college.
  - d. A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examinations are conducted.
  - e. The student's academic record shall be clearly annotated to reflect credit was earned by examination.
  - f. Grading shall be according to the regular grading system, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.
  - g. Units for which credit is given for credit by examination shall not be counted in determining the 12 semester units in residence required for an associate degree.

- h. The college may charge a student fee for administering an examination provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.

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**EXTERNAL EXAM CREDIT:  
ADVANCED PLACEMENT (AP),  
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)  
AND INTERNATIONAL BACCALAUREATE (IB)**

**IMPORTANT:** The following External Exam policies apply to Los Angeles Mission College programs only. Students who are planning to transfer should consult with the college or university to which they plan to transfer as all institutions have their own policies. Students should make an appointment with a counselor for help.

Students must meet with a counselor to complete the petition to have external exams considered for Los Angeles Mission College program requirements.

**Advanced Placement (AP) Exam Credit  
(LACCD E-reg 110)**

**1. Course Equivalency**

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

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

**2. Use of Advanced Placement exams for meeting General Education Requirements and graduation competency requirements for the Associate of Arts and Associate of Science Degrees**

Advanced Placement (AP) Exams shall be used toward meeting General Education requirements and Graduation Competency for the Associate of Arts and Associate of Science Degrees, as defined in Board Rule Chapter VI, Article II.

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

**3. Advanced Placement Unit Credit**

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

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

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

**4. CSU GE Breadth and IGETC**

The 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 policy on external exams for applicability to the IGETC and CSU GE Breadth areas.

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**CREDIT FOR PREREQUISITES**

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

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**FINAL EXAMINATIONS**

Final examinations are held in all subjects according to the published final examination schedule. No student will be excused from the final examinations. Should any circumstance develop requiring a special examination at a time other than the scheduled time, special authorization must be secured from the Office of the Vice President of Academic Affairs.

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**GRADE SYMBOL DEFINITIONS AND CONDITIONS  
(LACCD BR 6700)**

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

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

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Pass (At least satisfactory – units awarded not counted in GPA. Has the same meaning as “CR” as that symbol was defined prior to June 30, 2007.) Applies to credit and noncredit courses.	
NP	No Pass (Less than satisfactory – units awarded but not counted in GPA. NP has the same meaning as “NC” as that symbol was defined prior to June 30, 2007.) Applies to credit and noncredit courses.	
SP	Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol)	

# ADMINISTRATIVE REGULATION E-110: ADVANCED PLACEMENT CREDIT

AP Subject Area	AP Score	Total Semester Units Awarded Toward AA/AS/ADT	Semester Units Applied Toward LACCD GE Requirements	Associate Degree GE Area Fulfilled	Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201
Art History	3, 4, 5	6	3	Area C: Humanities	
Biology	3, 4, 5	6	3	Area A: Natural Science	
Calculus AB	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied
Calculus BC	3, 4, 5	6	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied
Calculus BC/AB Subscore	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied
Chemistry	3, 4, 5	6	3	Area A: Natural Science	
Chinese Language and Culture	3, 4, 5	6	3	Area C: Humanities	
Comparative Government and Politics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences	
Computer Science Exam A	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	
Computer Science Exam AB	3, 4, 5	6	3	Area D2:	
Communication and Analytical Thinking		3	3	Area D2: Communication and Analytical Thinking	
Computer Science Principles	3, 4, 5	6	3	Area D2:	Reading and Written Expression Competency Satisfied
Communication and Analytical Thinking	Mathematics Competency Satisfied	4	3	Communication and Analytical Thinking	
English Language and Composition	3, 4, 5	6	3	Area D1: English Composition	Reading and Written Expression Competency Satisfied
English Literature and Composition	3, 4, 5	6	3	Area C: Humanities or Area D1: English Composition	Reading and Written Expression Competency Satisfied
Environmental Science	3, 4, 5	4	3	Area A: Natural Science	
European History:	3, 4, 5	6	6	Area B2: Social and Behavioral Sciences or Area C: Humanities	Reading and Written Expression Competency Satisfied
French Language and Culture	3, 4, 5	6	3	Area C: Humanities	
German Language and Culture	3, 4, 5	6	3	Area C: Humanities	
Human Geography	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences	
Italian Language and Culture	3, 4, 5	6	3	Area C: Humanities	
Japanese Language and Culture	3, 4, 5	6	3	Area C: Humanities	
Latin	3, 4, 5	6	3	Area C: Humanities	
Macroeconomics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences	
Microeconomics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences	
Physics 1: Algebra-Based	3, 4, 5	4	3	Area A: Natural Science	
Physics 2: Algebra-Based	3, 4, 5	4	3	Area A: Natural Science	
Physics C: Mechanics	3, 4, 5	4	3	Area A: Natural Science	
Physics C Electricity and Magnetism	3, 4, 5	4	3	Area A: Natural Science	
Psychology	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences	
Spanish Language and Culture	3, 4, 5	6	3	Area C: Humanities	
Spanish Literature and Culture	3, 4, 5	6	3	Area C: Humanities	
Statistics	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied
Studio Art: Drawing	3, 4, 5	3	3	Area C: Humanities	
Studio Art:		3	3	Area C: Humanities	
2-D Design	3, 4, 5	3	3	Area C: Humanities	
Studio Art:		3	3	Area C: Humanities	
3-D Design	3, 4, 5	3	3	Area C: Humanities	
United States Government and Politics	3, 4, 5	3	3	Area B1: American Institutions	
United States History	3, 4, 5	6	3	Area B1: American Institutions or Area C: Humanities	
World History	3, 4, 5	6	3	Area B2:	

## COURSE CREDIT FOR AP EXAMS

The following course credit is applicable to Los Angeles Mission College AA/AS major requirements, certificate requirements and unit credit ONLY. This does not apply to Associate Degrees for Transfer. Students who are planning to transfer should meet with a counselor for help in determining how transfer institutions will accept external exam credit.

AP Subject area	LAMC Course Credit
Art: History Studio Drawing	ART 101, 102 ART 201, 202
Biology	BIOLOGY 003
Chemistry	CHEM 065
English Language & Composition	ENGLISH 101
Economics	ECON 001, 002
French Language	FRENCH 001
Government & Politics: US	POL SCI 001
Government & Politics: Comparative	POL SCI 002
History: U.S.	HISTORY 011 and 012

AP Subject area	LAMC Course Credit
History: World	HISTORY 086 + 3 elective units
Math: Calculus AB Calculus BC	MATH 265 MATH 265 and MATH 266
Multimedia	MULTIMD 100, 240, 610
Music Theory	MUSIC 111
Physics B	PHYSICS 006, 007
Psychology	PSYCH 001
Spanish Language Spanish Literature	SPANISH 003 SPANISH 003 (+6 add'l elective units if both exams taken)

## ASSOCIATE DEGREE, GENERAL EDUCATION, GRADUATION COMPETENCY AND UNITS AWARDED FOR CLEP EXAMS

### CLEP Credit (LACCD E-REG 123)

#### 1. Course Equivalency

Course equivalency for CLEP (College-Level Examination Program) exams, for purposes other than meeting the LACCD General Education Plan and Graduation Competency requirements for the Associate Degree, shall be determined by the college, using policies developed in consultation with the college's Academic Senate, in accordance with the provisions of LACCD Board Rules, Chapter XVIII, Article I.

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

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

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

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

#### 3. CLEP Unit Credit

For the purpose of granting unit credit towards meeting General Education and Graduation Competency requirements, the LACCD shall follow the guidelines for CLEP credit set by the American Council on Education:

- 3 semester hours are recommended in the case of a half-year course.
- 6 semester hours for most full-year courses.
- 12 semester hours for Level 2 Foreign Language exams equivalent to four semesters of college level foreign language course work.

CLEP Exam	ACE Recommended Score	Total Semester Units Awarded Toward Associate Degree <sup>1</sup>	Semester Units Applied Toward Associate Degree GE Requirements <sup>2</sup>	Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201.15	Graduation Competency Requirement Met Board Rule: Chapter VI: 6201.13
<b>BUSINESS EXAMS</b>					
Financial Accounting	50	3	NA		
Information Systems	50	3	3	Section D2: Communication and Analytical Thinking	
Introductory Business Law	50	3	NA		
Principles of Management	50	3	NA		
Principles of Marketing	50	3	NA		
<b>COMPOSITION AND LITERATURE</b>					
American Literature	50	3	3	Section C: Humanities	R&W Competency NOT Met
Analyzing and Interpreting Literature	50	3	3	Section C: Humanities	R&W Competency NOT Met

CLEP Exam	ACE Recommended Score	Total Semester Units Awarded Toward Associate Degree <sup>1</sup>	Semester Units Applied Toward Associate Degree GE Requirements <sup>2</sup>	Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201.15	Graduation Competency Requirement Met Board Rule: Chapter VI: 6201.13
College Composition Replaces English Composition w/essay effective 07/01/10	50	6	3	Section D: Language & Rationality: Area 1. English Composition	R&W Competency NOT Met
College Composition Modular Replaces English Composition and Freshman College Composition exams effective 07/01/10	50	3	3	Section D: Language & Rationality: Area 1. English Composition	R&W Competency NOT Met
English Literature	50	3	3	Section C: Humanities	R&W Competency NOT Met
Humanities	50	3	3	Section C: Humanities	
<b>FOREIGN LANGUAGES</b>					
French Language, Level 1	50	6	3	Section C: Humanities	
French Language, Level 2	59	9	3	Section C: Humanities	
German Language, Level 1	50	6	3	Section C: Humanities	
German Language, Level 2	60 <sup>3</sup>	9	3	Section C: Humanities	
Spanish Language, Level 1	50	6	3	Section C: Humanities	
Spanish Language, Level 2	63	9	3	Section C: Humanities	
Level 1 equivalent to the first two semesters (or 6 semester hours) of college level foreign language course work					
Level 2 equivalent to the first four semesters (or 12 semester hours) of college level foreign language course work					
<b>HISTORY AND SOCIAL SCIENCES</b>					
American Government	50	3	3	Section B1: American Institutions	
History of the United States I	50	3	3	Section B1: American Institutions	
History of the United States II	50	3	3	Section B1: American Institutions	
Human Growth and Development	50	3	3	Section B2: Social and Behavioral Sciences	
Introduction to Educational Psychology	50	3	3	Section B2: Social and Behavioral Sciences	
Introductory Psychology	50	3	3	Section B2: Social and Behavioral Sciences	
Introductory Sociology	50	3	3	Section B2: Social and Behavioral Sciences	
Principles of Macroeconomics	50	3	3	Section B2: Social and Behavioral Sciences	
Principles of Microeconomics	50	3	3	Section B2: Social and Behavioral Sciences	
Social Sciences and History	50	6	3	Section B2: Social and Behavioral Sciences	
Western Civilization I: Ancient Near East to 1648	50	3	3	Section B2: Social and Behavioral Sciences	
Western Civilization I: 1648 to Present	50	3	3	Section B2: Social and Behavioral Sciences	
<b>SCIENCE AND MATHEMATICS</b>					
Biology	50	6	3	Section A: Natural Sciences	
Calculus	50	4	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Met
Chemistry	50	6	3	Section A: Natural Sciences	
College Algebra	50	3	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Met
College Mathematics	50	6	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Met
Precalculus	50	3	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Met
Natural Sciences	50	6	3	Section A: Natural Sciences	

<sup>1</sup> The scores and credit hours that appear in this table are the credit-granting scores and semester hours recommended by the American Council on Education (ACE). The scores listed above are equivalent to a grade of C in the corresponding course. The credit in this table is applicable for local Associate Degrees only. For credit hours that apply toward CSU and Associate Degrees for Transfer (ADT's), refer to CSU Coded Memorandum AA-2015-19

<sup>2</sup> The credit listed applies toward Associate Degree GE requirements on the LACCD General Education Pattern only. For credit towards CSU GE Breadth, refer to CSU Coded Memorandum AA-2018-06.

# ASSOCIATE DEGREE, GENERAL EDUCATION, GRADUATION COMPETENCY AND UNITS AWARDED FOR INTERNATIONAL BACCALAUREATE (IB) EXAMS

## INTERNATIONAL BACCALAUREATE (IB) (E-REG 122)

### 1. Course Equivalency

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

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

### 2. Use of IB Exams for meeting General Education Requirements and Graduation Competency Requirements for the Associate of Arts and Associate of Science Degrees

IB Exams shall be used toward meeting General Education requirements and Graduation Competency for the Associate of Arts and Associate of Science Degrees, as defined in Board Rule Chapter VI, Article II.

Students must receive a minimum score of 4 on most IB exams; other exams may require a score of 5 as noted in Appendix A.

Credit will only be given for Higher Level (HL) exams. No credit is given for Standard Level (SL) exams.

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

### 3. IB Unit Credit

For the purpose of granting unit credit towards meeting General Education and graduation competency requirements, the LACCD shall follow the guidelines for IB credit set by the International Baccalaureate Organization:

Students can receive a score of 1 (poor or elementary) to 7 (excellent) for each subject studied. Universities and colleges typically expect individual HL subject scores to be a minimum of 4 (satisfactory) or sometimes 5 (good) for credit consideration.

### 4. CSU GE Breadth and IGETC

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

IB Subject Area	Minimum Passing Score AA/AS CSU GE IGETC	Total Semester Units Awarded Toward Associate Degree	Semester Units Applied Toward Associate Degree GE Requirements	Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201.14	Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201.12	IGETC Applicability Source: IGETC Standards v 1.3	CSU GE Breadth Applicability Source: CSU Coded Memo AA-2010-09
IB Biology HL	5 (ALL)	6	3	Section A: Natural Science			
IB Chemistry HL	5 (ALL)	6	3	Section A: Natural Science			
IB Economics HL	5 (ALL)	6	3	Section B2: Social and Behavioral Sciences			
IB Geography HL	5 (ALL)	6	3	Section B2: Social and Behavioral Sciences			
IB History (any region) HL	5 (ALL)	6	3	Section B2: Social and Behavioral Sciences OR Section C: Humanities			
IB Language A Literature HL	4	6	3	Section D Language & Rationality: Area 1. English Composition			
IB Language A Language and Literature HL	4	6	3	Section D Language & Rationality: Area 1. English Composition			
IB Language B (any language) HL	4	6	3	Section C: Humanities			
IB Language A2 (any language) HL	4	6	3	Section C: Humanities		3B 3 semester/ 4 quarter units	C2 3 semester units
IB Language B1 (any language) HL	4	6	3	Section C: Humanities		6A Meets Proficiency Req.	N/A
IB Mathematics HL	4	6	3	Section D: Language & Rationality: Area 2. Communication and Analytical Thinking	Mathematics Competency Satisfied	2A 3 semester/ 4 quarter units	B4 3 semester units
IB Physics HL	5	6	3	Section A: Natural Science		5A (without lab) 3 semester/ 4 quarter units	B1 3 semester units
IB Psychology HL	5	3	3	Section B2: Social and Behavioral Sciences		4I 3 semester/ 4 quarter units	D9 3 semester units
IB Theater HL	4	6	3	Section C: Humanities		3A 3 semester/ 4 quarter units	C1 3 semester units

## EXPLANATION OF SYMBOLS WITHOUT IMPACT ON GRADE POINT AVERAGE:

**SYMBOL:** I

**DEFINITION:** Incomplete

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

This record shall be given to the student until the "I" is made up and a final grade assigned, or when one year has passed. The "I" symbol shall not be used in calculating units attempted nor for grade points. The "I" may be made up no later than one year following the end of the term in which it was assigned. The student may petition for a time extension due to unusual circumstances.

**SYMBOL:** IP

**DEFINITION:** In Progress

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

**SYMBOL:** RD

**DEFINITION:** Report Delayed

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

**SYMBOL:** W

**DEFINITION:** Withdrawal

Withdrawal from a class or classes shall be authorized through the last day of the 14th week of instruction or 75% of the time the class is scheduled to meet whichever is less.

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

Withdrawal between the end of the 4th week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the 14th week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the 14th week or 75% of the time the class is scheduled shall be given a grade other than a "W", except in cases of extenuating circumstances.

After the last day of the 14th week (or 75% of the time the class is scheduled, whichever is less) the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty.

Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the 14th week (or 75% of the time the class is scheduled, whichever is less) which has been authorized in extenuating circumstances shall be recorded as a "W".

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

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

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

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

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

**SYMBOL:** EW

**DEFINITION:** Excused Withdrawal

Students may file a petition with the District/College requesting a refund of the enrollment fee only if the fee was originally paid by the student via debit/credit card, check or cash. The ESC Student Financials and Student Account Unit will work together to determine the best method to set-up this refund in PeopleSoft.

**SYMBOL:** MW

**DEFINITION:** Military Withdrawal

The MW symbol may be used to denote military withdrawal.

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

Military withdrawals shall not be counted in progress probation and dismissal calculations. "MW" shall not be counted for the permitted number of withdrawals. The District shall refund the entire enrollment fee unless academic credit has been awarded. Title 5, C.C.R., Section 55022, 55024

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## PASS/NO-PASS OPTION (LACCD BR 6701)

Colleges may designate courses in the college catalog wherein all students are evaluated on a Pass/No-Pass basis or wherein each student may elect on 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.

The Pass/No-Pass grading system shall be used in any course in which there is a single satisfactory standard of performance for which unit credit is assigned. A grade of Pass shall be assigned for meeting that standard (earning 70% or higher), and a grade of No Pass shall be assigned (earning a grade below 70%) for failure to do so.

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 same standards of evaluation as required for all students.

Title 5, C.C.R., 55022

#### **Acceptance of Pass Credits (LACCD BR 6701.10)**

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

“Accredited institution” shall mean a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution “approved” by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education. E.C. 66721. Title 5, C.C.R., 53406, 55000, 55022

#### **Recording of Grade (LACCD BR 6701.11)**

A student who is enrolled in a course on the Pass/No-Pass basis shall receive both course and unit credit upon satisfactory completion of the course. Satisfactory completion (earned 70% or higher) is equivalent to the grade of “C” or better. A student with unsatisfactory performance (earned less than 70%) will be assigned a No-Pass grade. Title 5, C.C.R., 55022

#### **Grade Point Calculation (LACCD BR 6701.12)**

Units earned on a “pass-no pass” basis shall not be used to calculate grade point averages. However, units attempted for which the “NP” (No Pass) symbol is recorded shall be considered in probationary and dismissal procedures. Title 5, C.C.R., 55022

#### **Conversion to Letter Grade (LACCD BR 6701.13)**

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. Title 5, C.C.R., 55022

#### **Campus Procedure on Pass/No-Pass Option**

A maximum of fifteen (15) units on a Pass/No-Pass basis may be applied toward the Associate Degree. Courses taken for Pass/No-Pass may not be a requirement of the student’s major. Unit and course credit will be granted on a Pass/No-Pass basis under the following conditions:

1. A student wishing to take a course on a Pass/No-Pass basis will go to the Admissions and Records Office before the end of the 6th week of a semester (the 2nd week of a Summer session or the 3rd week of a nine-week short-term session) and record her/his choice by completing the proper form.
2. A student who elects to be evaluated on a Pass/No-Pass basis does not have the option of reversing her/his decision at a later date.
3. Veteran students will not receive VA payment for No-Pass grades.

The general practice at most four-year colleges is to not accept Pass/No-Pass grades for courses required in the major or preparation for the major. The student at L.A. Mission College has the option of taking the majority of the courses available on a Pass/No-Pass basis or for a letter grade.

The following is a list of courses which are available only as Pass/No-Pass:

- Allied Health 021
- Counseling 004 & 017
- Education 006
- English as a Second Language (all courses except E.S.L. 008, E.S.L. 010 & E.S.L. 100)
- Learning Skills (all courses)
- Nursing 056
- Pharmacy Technician 034

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#### **GRADES & GRADE CHANGES (LACCD BR 6703)**

The instructor of the course shall determine the grade to be awarded to each student. The determination of the student’s grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. For purposes of this section, “mistake” may include, but is not limited to, clerical errors made by an instructor in calculating a student’s grade. The removal or change of an incorrect grade from a student’s record shall only be done upon authorization by the Instructor of Record of the course, or upon authorization by the College President upon the conclusion of the grade grievance process.

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

No grade may be challenged by a student more than one year from the end of the term in which the course was taken absent extenuating circumstances; if a college’s academic senate has determined that extenuating circumstances apply, then that period of time during which grades may be challenged should be more than one year, such longer period shall apply at that college.

EC 76224. Title 5, C.C.R., Section 55760

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#### **TRANSCRIPTS**

Upon written request from the student a copy of the student’s academic record shall be forwarded to the student or his designated addressee 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 rush processing to expedite their request for a total fee of \$10. This option is subject to the college’s ability to provide this service. Requests for transcripts or verifications may be obtained in the Office of Admissions and Records. Transcripts from another institution are not available for copying.

The student’s transcript may be withheld if any library books or other library materials are charged to the student and are unreturned or if there are any unpaid fees or charges due to the College. The transcript may be withheld until these obligations of the student to the College are resolved.

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## HOW TO ORDER A TRANSCRIPT ONLINE

To request a transcript online, you are required to submit the transcript fee with a credit card. The National Student Clearinghouse charges a \$2.50 convenience fee for processing an online order.

If you cannot log on to the Student Information System because you forgot your log on PIN or SID, because it has been a long time since you attended and your account is no longer active, or because it is between midnight and 7am and the Student Information System is not available, you may order online 24 hours per day 7 days per week directly through the NSC website.

1. Log on to the Student Information System.
2. Select Main Menu from the left bar menu.
3. In the Transcripts & Enrollment Verifications box, select LA Mission students.
4. Select Los Angeles Mission College from the drop down menu.
5. Click on the Submit button.
6. You are now on National Student Clearinghouse (NSC) website. Once you are on the NSC website, read the information and select the "Order or Track a Transcript" option and carefully follow the instructions for ordering transcripts.

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## DISTRICT POLICIES

### WITHDRAWAL

Students wishing to drop a class or withdraw from the college during the semester must do so by Internet. Failure to withdraw officially may result in an "F" grade. Students must withdraw on or before the last day of the 12th week (75 percent) in order to receive a "W." Students in short-term classes must withdraw before 75 percent of the course is completed.

After the 12th week or 75 percent completion of the course, a student is assigned a letter grade ("A" through "F").

Instructors are not obligated to exclude a student for non-attendance. IT IS THE STUDENT'S RESPONSIBILITY TO WITHDRAW OFFICIALLY.

### How to Drop Classes or Withdraw from College

1. Dropping classes or withdrawing from the college must be done online by the drop date deadlines.
2. You must have your STUDENT IDENTIFICATION NUMBER ready. Go to [www.lamission.edu](http://www.lamission.edu) and click on "register for classes" to access the STUDENT INFORMATION SYSTEM. Click on "Add/Drop Classes." Log in.
3. Click on "My Class Schedule." Next, click on the "Drop" tab and choose the class you want to drop and follow the prompts. Make sure you click "Finish" and you see a confirmation page.
4. Once the class is dropped, print the page with the confirmation number. This will be your receipt to show the class was dropped.
5. Fees are not automatically refunded. Fee refunds must be requested from the Business Office if you drop classes or withdraw by the end of the second week (full-term classes). If you drop a class beyond the 2nd week of class (full-term classes), you will not receive a refund. Contact the Admissions and records office for refund deadlines on late-start and short-term classes.
6. You may also withdraw online before the 12th week or 75 percent completion of the class.

### Withdrawal from Classes

THROUGH THE 2nd WEEK: No notation ("W" or other) will appear on the student's record if the class is dropped during the first two weeks of the semester (or 30 percent of the class for short-term classes).

THROUGH THE 12th WEEK: A notation of "W" (withdrawal) is recorded on the student's record for classes dropped during the 3rd through the 12th week of the semester.

AFTER THE 12th WEEK: Students who remain in class beyond the 12th week (or 75 percent of the class for short-term classes) are given a grade by the instructor. THAT GRADE CANNOT BE A "W" (withdrawal).

### THREE (3) REPEAT RULE

A student may enroll and receive an evaluative symbol of "D", "F" or "NC", or "NP" and/or a non-evaluative symbol of "W" in the same credit course a maximum of three times. Title 5 Regulation 55024 allows a district to establish a petition process for students attempting this same course a fourth time due to extenuating circumstances. According to Board Rule 6701.10, "Extenuating circumstances may include, but are not limited to, verified cases of accidents, illness, military service, significant lapses of time, changes in program or major, or other circumstances beyond the control of the student."

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### FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) NOTIFICATION

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

1. The right to inspect and review the student's educational records, which include discipline records, within 45 days from the date the College receives a request for access.
  - Students may submit to the College Admissions Office written requests that identify the specific record(s) they wish to inspect. Within 45 days, the College Admissions Office will make arrangements for access and will notify the student of the time and place where the records may be inspected.
  - Educational records are those records that are directly related to students and are maintained by the College. Students may not inspect educational records pertaining to parents' financial records and certain confidential letters or recommendations.
2. The right to request an amendment of the student's educational records which the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
  - With the exception of grade grievances which are handled through Administrative Regulation E-55, students may ask the College President or his/her designee to amend a record that they believe is inaccurate, misleading, or in violation of their privacy rights. A student seeking to amend an educational record should write to the College President and clearly identify the part of the record he/she wants changed and specify why it is inaccurate, misleading, or in violation of his/her privacy rights.
  - If the College President or his/her designee decides not to amend the record as requested by the student, the College, in accordance with section 99.21 of the Code of Federal Regulations and Section 76232 of the Education Code, will notify the student of the decision and of his/her right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA and California law authorize disclosures without consent.
  - If a student authorizes the release of his/her education record to a third party, he/she shall notify the College Admissions Office authorizing said release with a specific list of the information to be released.
  - Federal and California law authorize certain disclosures of personally identifiable information without a student's written consent. One such exception is the disclosure of personally identifiable information to school officials with legitimate educational interests. School officials with legitimate educational interests are employees or agents of the Los Angeles Community College District who need to review educational records in order to fulfill their professional responsibilities.
4. The right to restrict disclosure of personally identifiable information that the College has designated as directory information which may be released without the written consent of the student.
  - Directory information may be disclosed without a student's consent unless the student has notified the college that he/she does not want all or portions of the directory information released. To do so, the student must submit the appropriate District form to the College Admissions Office requesting that some or all of the categories of directory information not be released without his/her consent. This form must be submitted in accordance with College policy.
  - Pursuant to Board Rule 5202, the Los Angeles Community College District has designated the following student information as directory information:
    - a. The student's name, address, telephone number, email address, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.
    - b. Student employee records may be released in order to comply with collective bargaining agreements.
    - c. The names, addresses, and telephone numbers of students or former students may be released to the foundation for each college for college-related activities at the discretion of the College President, unless the student or former student has informed the College that such information should not be released. The release of this information is conditional upon the foundation's agreement that such information will be released in accordance with District policy and that information will not be released to third parties.
    - d. At the discretion of the College President, the names, addresses, and telephone numbers of students from the College may be released to heads of private and/or public institutions of higher education or their designees for the purpose of providing information to the student regarding transfer opportunities to those institutions, unless the student has indicated that such information should not be released. The release of this information will be conditional upon the institution's agreement that student privacy rights under federal and state law will be protected and that information will not be released to third parties.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue S.W.  
 Washington, DC 20202-5901

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## STUDENT RIGHT-TO-KNOW DISCLOSURE

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Los Angeles Community College District and Los Angeles Mission College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2013 a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students was tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at the College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 15.61 percent attained a certificate, degree, or became 'transfer-prepared' during a three-year period from Fall 2013 to Spring 2016. Students who are "transfer-prepared" have completed 60 transferable units with a GPA of 2.00 or better.

Based upon the cohort defined above, 796 percent transferred to another post-secondary institution prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five-semester period from Spring 2014 to Spring 2016.

Further information about Student Right-To-Know Rates and how they should be interpreted can be found at the California Community Colleges Chancellor's Office Student Right-To-Know Disclosure website located at <http://srtk.cccco.edu/index.asp>

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## STUDENT COMPLAINT/GRIEVANCE PROCEDURE

The Student Complaint/Grievance Procedure is designed to provide a prompt and equitable means for resolving student complaints. Follow these instructions, depending on the type of complaint you have:

### SEXUAL HARASSMENT

It is the policy of the Los Angeles Community College District to provide an educational, employment, and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Go to our Title IX page for further information and complaint forms.

### UNLAWFUL DISCRIMINATION

If your complaint involves unlawful discrimination, you may contact the Los Angeles Community College District Office for Diversity, Equity, and Inclusion at (213) 891-2315 770 Wilshire Blvd., 2nd Floor Los Angeles, CA 90017, visit [www.laccd.edu/Departments/DistrictResources/OfficeOfDiversity/Pages/Discrimination.aspx](http://www.laccd.edu/Departments/DistrictResources/OfficeOfDiversity/Pages/Discrimination.aspx) or complete the complaint form and send to the above address.

## ACCREDITATION

If your complaint is associated with the College's compliance with academic program quality and accreditation standards, contact the Accrediting Commission for Community and Junior Colleges (ACCJC) at [www.accjc.org/complaint-process](http://www.accjc.org/complaint-process). ACCJC is the agency that accredits the academic programs of the California Community Colleges.

## GENERAL COMPLAINTS

A general student complaint may be filed by a student who feels an action of a College staff member, office, or group violates an existing College rule, policy, or procedure or other local, state, or federal law. For general complaints, please follow the steps below.

### GENERAL COMPLAINTS STEP I – INFORMAL RESOLUTION

Students that have a complaint should be encouraged to seek an informal remedy, as described in the steps below. The student is expected to complete the following steps before making a formal complaint.

1. Meet with the person with whom the student has a complaint (whenever possible). If there is no resolution, proceed to step 2.
2. Meet with that person's immediate supervisor. If there is no resolution, proceed to step 3.
3. Meet with the appropriate college Administrator/Dean (see Chart One below). If there is no resolution, proceed to step 4.
4. Meet with the area Vice President (see Chart Two below). If there still no resolution, proceed to General Complaints Step II Formal Resolution (below).

CHART ONE	
Area of Responsibility	College Administrator/Dean
Dual Enrollment courses, Sunland Tujunga Campus, Chicano Studies, Social Sciences	<b>Dean Madelline Hernandez</b> 818-364-7618 <a href="mailto:hernandmk@lamission.edu">hernandmk@lamission.edu</a>
Admissions & Records, Outreach and Recruitment, Student Success Center, ASO, Career Center, TRiO, METAS, Dream Center, Wellness Center	<b>Dean Carlos Gonzalez</b> 818-364-7778 <a href="mailto:gonzalcr@lamission.edu">gonzalcr@lamission.edu</a>
EOP&S/Student Services, General Counseling, International Students, EOPS, CARE, CAFYES, L.A. Promise, Student Discipline	<b>Dean Ludi Villegas-Vidal</b> 818-364-7643 <a href="mailto:villgl@lamission.edu">villgl@lamission.edu</a>
CalWORKS, PS/MAPP/FKCE/YESS-LA, Kinesiology/Health, Child and Family Studies, Culinary Arts, Business and Law, Instructional Counseling, Arts, Media & Performance	<b>Dean Marla Uliana</b> 818-364-7729 <a href="mailto:ulianamr@lamission.edu">ulianamr@lamission.edu</a>
Institutional Research	<b>Dean Sarah Master</b> 818-364-7688 <a href="mailto:mastersl@lamission.edu">mastersl@lamission.edu</a>
Math/Computer Science/Engineering/Academic Prep, Life Sciences, Physical Sciences	<b>Assistant Dean Fabiola Mora</b> 818-364-7644 <a href="mailto:morafp@lamission.edu">morafp@lamission.edu</a>
CASAS/ESL Assessment, Adult Education/Noncredit, English/Journalism/Communication Studies, ESL Credit/Noncredit/Linguistics/Sociology, Foreign Languages, Library, Learning Resource Center	<b>Acting Dean Kelly William Enos</b> 818-364-7658 <a href="mailto:enoskw@lamission.edu">enoskw@lamission.edu</a>

CHART TWO	
Area of Responsibility	College Vice President
Academic Affairs	<b>Nicole Albo-Lopez</b> 818-364-7635 <a href="mailto:albolonm@lamission.edu">albolonm@lamission.edu</a>
Administrative Services	<b>Reagan Romali</b> <a href="mailto:romalir@lamission.edu">romalir@lamission.edu</a>
Student Services	<b>Larry Resendez</b> 818-364-7733 <a href="mailto:resendcl@lamission.edu">resendcl@lamission.edu</a>

### GENERAL COMPLAINTS STEP II – FORMAL RESOLUTION

Students unable to resolve their complaint through the informal process outlined above, may file a formal complaint by completing and sending the following forms available on the Student Complaints/Grievance website.

Go to [www.lamission.edu/students](http://www.lamission.edu/students) and click on Student Complaint/Grievance.

#### E-55 Form for Final Grade Disputes only

For all other disputes/complaints, complete one of the two following forms:

- Online Student Complaint/Grievance Form
- Downloadable/Printable Student Complaint/Grievance Form

#### Student Grievance Appeal Process

- A. Parties to the grievance may appeal the Grievance Hearing Committee's actions to the Grievance Appeals Committee. The Grievance Appeals Committee, consisting of the Chief Instructional Officer, the Chief Student Services Officer, the Academic Senate President (or designee), and one faculty member selected by the Academic Senate, shall review all appeals.
- B. In the event the Grievance Hearing Committee refuses to entertain a hearing, the Grievant may file a written appeal to the Grievance Appeals Committee with the VP of Student Services within ten (10) instructional days after the receipt of the Hearing Committee's decision. The appeal must state the specific basis on which it is made along with any supportive information. Within ten (10) instructional days of receipt of the appeal or as soon thereafter as practicable, the Grievance Appeals Committee will meet and review the Grievance Hearing Committee's decision not to hold a Grievance Hearing. Within ten (10) instructional days of its review of the appeal, the Grievance Hearing Committee will make a recommendation to the College President, through the Ombudsperson, on whether or not to hold a Grievance Hearing. Within ten (10) instructional days of receiving the recommendation from the Grievance Appeals Committee, the College President will make a final decision and notify the Grievant and the Respondent, through the Ombudsperson, on whether or not there will be a Grievance Hearing.

If the College President decides that a Grievance Hearing should be held, a Grievance Hearing Committee with different membership shall hear the grievance.

- A. Appeal of a Grievance Hearing Committee's Recommendation After a Grievance Hearing. If the Grievant or Respondent is dissatisfied with the Grievance Hearing Committee's recommendations regarding the merits of the grievance, a written appeal may be filed with the Grievance Appeals Committee (through the Chief Student Services Officer) within ten (10) instructional days after receipt of the Grievance Hearing Committee's recommendation. The appeal must state the specific basis on which it is made along with any supportive information. Within ten (10) instructional days of receipt of an appeal or as soon thereafter as practicable, the Grievance Appeals Committee will meet and review the Grievance Hearing
- B. Committee's recommendations and the appeal. Within ten (10) instructional days of its review of the Grievance Hearing Committee's recommendations and the appeal, the Grievance Appeals Committee will make one of the following written recommendations to the College President: 1) uphold the Grievance Hearing Committee's recommendation, 2) reverse the Grievance
- C. Hearing Committee's recommendation or 3) order a new Grievance Hearing, because proper procedures were not followed. Within ten (10) instructional days of receipt of the Grievance Appeals Committee's recommendations, or as soon thereafter as practicable, the College President will review the Grievance Appeals Committee's recommendations, make a final decision, and notify the Grievant and Grievance Hearing Committee, through the Ombudsperson, of that final decision.
- D. If, after meeting and reviewing an appeal, the Grievance Appeals Committee fails to make a determination regarding the appeal, the Ombudsperson will forward the appeal to the College President, who shall make a final decision on the appeal. The Grievance Appeals Committee will also provide the College President with a written explanation as to why it was unable to make a determination.

#### **Role of the Chancellor**

If the College President is a party to the action resulting in the grievance, the Chancellor or designee shall assume the responsibilities of the College President in the grievance process.

#### **Role & Duties of the Ombudsperson**

The President of each college appoints an ombudsperson to assist students with resolving problems, concerns, and complaints through informal means. If a problem cannot be resolved informally, the student may file a grievance under Administrative Regulation E-55 (Student Grievance Procedures). The ombudsperson will assist the student to prepare a case under this policy and present it to the Grievance Hearing Committee.

An ombudsperson handles complaints (hears and informally addresses problems, concerns, and complaints; opens channels of communication; serves as a neutral third party in conflict resolution; and seeks fair and equitable solutions to problems), provides information, and makes referrals to other campus resources as necessary.

- A. The role of the Ombudsperson is that of a facilitator of the grievance process, and not that of an advocate for either the Grievant(s) or Respondent(s). Each college shall have an Ombudsperson.

- B. The Ombudsperson shall provide information to Grievant(s) and Respondent(s) concerning the grievance procedures at any stage in the grievance process.
- C. The Ombudsperson may collect information, documents and records pertinent to the case.
- D. The Ombudsperson may hold and facilitate meetings and discussions that may lead to a resolution of the grievance.
- E. The Ombudsperson may train the Student Advocates prior to the Student Advocates assuming the duties of the position.
- F. The Ombudsperson shall sit with the Grievance Hearing Committee and may answer questions upon request but shall not serve as a member or vote.
- G. During the formal hearing stage of the grievance process, the Ombudsperson shall coordinate the preparation and conduct of the Grievance Hearing, including providing in-service training to committee members on hearing procedures and operation.
- H. The Ombudsperson shall ensure that the entire grievance process is conducted in an orderly, fair and respectful manner. The Ombudsperson shall have the authority to exclude from the hearing any individuals who fail to conduct themselves in an orderly, fair and respectful manner.
- I. The Ombudsperson shall be responsible for audio recording the Hearing and arranging for safe storage of the grievance file including the audio recording(s) and documents, for a period not less than seven (7) years.
- J. The Ombudsperson, shall assist the Grievant(s) in understanding the grievance procedures, filing the appropriate forms, meeting all the time lines of these procedures, communicating with college employees and officials and participating in the hearing process. (See Section 10 for non-student advocate options)

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#### **RECORDING DEVICES IN THE CLASSROOM**

Section 78907 of the California Education Code prohibits the use of any electronic listening or recording device without prior consent of the instructor. Any student violating this section is subject to disciplinary action. Any non-student who willfully violates this section is guilty of a misdemeanor.

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#### **COMPLIANCE OFFICER**

If students feel they have grounds for a grievance, they may contact the college President, who will help explain college rules and regulations, and, if a problem is resolvable, suggest the best method for resolving the problem. For additional information and a copy of Administrative Regulation E-55 (Student Grievance Procedures), see the College President, **818.364.7795**.

## STANDARDS OF STUDENT CONDUCT & DISCIPLINARY ACTION

Falsification of any record or signed statement or the withholding of information subjects the student to immediate suspension or expulsion.

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in a sustained and independent search for truth, and to exercise their rights to free inquiry and speech in a responsible, non-violent manner. Students shall respect and obey civil and criminal laws, and they shall be subject to legal penalties for violation of laws of the city, county, state, and nation. Student conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations.

Violations of such rules are subject to the following types of disciplinary actions, which are to be administered by appropriate college authorities against students who stand in violation. Each of the Los Angeles Community Colleges shall establish due process of law for administration of the penalties enumerated here. Penalties are listed in degree of severity but not as chronological administration. College authorities will determine which type of penalty is appropriate.

### 1. WARNING

Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

### 2. REPRIMAND

Written reprimand for violation of specified rules. A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the college. A person receiving a reprimand is notified that this is a warning that continued conduct of the type described in the reprimand may result in formal action against the student.

### 3. REMOVAL BY INSTRUCTOR

An instructor may remove a student from his or her class for the day of the incident and the next class meeting. During this period of removal, a summary investigation should take place to determine whether formal disciplinary action is necessary. Any classes missed during this process will be considered excused absences.

### 4. DISCIPLINARY PROBATION

Exclusion from participation in privileges or extracurricular college activities set forth in the notice of disciplinary probation for a specified period of time.

The imposition of disciplinary probation involves notification in writing of the reason for disciplinary probation to the student(s) or president of the student organization involved.

### 5. RESTITUTION

Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

### 6. SUMMARY SUSPENSION

A summary suspension is for purposes of investigation. It is a means of relieving the tension of the student body or individual class due to a serious infraction of student behavior standards, removing a threat to the well-being of the students, or removing for the good order of the college

a student or students whose presence would prevent the continued normal conduct of the academic community. Summary suspension is limited to that period of time necessary to insure that the purposes of the summary suspension are accomplished, and in any case, no more than a maximum of ten school days. Summary suspension is a type of suspension other than that ordinarily invoked by the instructor in the classroom. The College President, appropriate administrator, or other staff member designated by the President may summarily suspend a student when he/she deems it necessary for the safety and welfare of the college.

### 7. DISCIPLINARY SUSPENSION

Disciplinary suspension follows a hearing based on due process of law. It shall be invoked by the College President, appropriate administrator, or other staff member designated by the President upon students for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.

### 8. EXPULSION

An expulsion is a long-term or permanent denial of all campus privileges including class attendance. The President of the college and/or the Board of Trustees may expel a student who has been convicted of a crime arising out of a campus disturbance or, after a hearing by a campus body, has been found to have willfully disrupted the orderly operation of the campus. The President shall submit periodic reports on all expulsion cases to the Superintendent and the Board of Trustees.

### Violations of the Standards of Student Conduct are as follows:

**2419 Smoking/Nonsmoking Policy:** The Chancellor shall adopt regulations to prohibit the smoking of tobacco, plant, or processed substance, or the use of comparable, personal, vapor-generating devices in the District's buildings, offices, and any other enclosed spaces throughout the District, and limit such activity to a maximum of four locations on any campus.

**2420 Gun-Free Campuses:** Possession or display of firearms of any kind shall not be allowed on the principal campuses of the District except by law enforcement officials, for theatrical performances, or by others that may have been issued a license or permit that allows the possession of a firearm on campus. This prohibition shall apply even where a firearm is not operational.

**9803.10 Willful Disobedience:** Willful disobedience to directions of college officials acting in the performance of their duties.

#### 9803.11 Violation of College Rules and Regulations:

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

**9803.12 Dishonesty:** Dishonesty, such as cheating or knowingly furnishing false information to colleges.

**9803.13 Unauthorized Entry:** Unauthorized entry to or use of the college facilities.

**9803.14 College Documents:** Forgery, alteration, or misuse of college documents, records, or identification.

#### 9803.15 Disruption of Classes or College Activities:

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

**9803.16 Theft of or Damage to Property:** Theft of or damage to property belonging to the college, a member of the college community, or a campus visitor.

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

**9803.18 Assault or Battery:** Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.

**9803.19 Alcohol and Drugs:** Any possession of controlled substances which would constitute a violation of Health and Safety Code Section 11350 or Business and Professions Code Section 4230; any use of controlled substances the possession of which are prohibited by same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District. "Controlled substances," as used in this section, includes, but is not limited to, the following drugs and narcotics:

- a. Opiates, opium, and opium derivatives
- b. Mescaline
- c. Hallucinogenic substances
- d. Peyote
- e. Marijuana
- f. Stimulants and depressants
- g. Cocaine

**9803.20 Lethal Weapons:** Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden by all persons except sworn peace officers, police officers, and other government employees charged with policing responsibilities.

**9803.21 Discriminatory Behavior:** Behavior while on a college campus or at a college-sponsored function inconsistent with the District's non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of "Prohibited Discrimination," defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, natural origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status.

**9803.22 Unlawful Assembly:** Any assemblage of two or more persons to do an unlawful act, or do a lawful act in a violent, boisterous or tumultuous manner.

**9803.23 Conspiring to Perform Illegal Acts:** Any agreement between two or more persons to perform an illegal act.

**9803.24 Threatening Behavior:** A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions (such as stalking) that a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.

**9803.25 Disorderly Conduct:** Conduct that may be considered disorderly includes lewd or indecent attire, behavior that disrupts classes or college activities, breach of the peace of the college, or aiding or inciting other persons to breach the peace of college premises or functions.

**9803.26 Theft or Abuse of Computer Resources:** Theft or abuse of computer resources including but not limited to the following:

- a. Unauthorized entry into a file to use, read, or change the contents or for any other purpose
- b. Unauthorized transfer of a file
- c. Unauthorized use of another individual's identification or password
- d. Use of computing facilities to interfere with the work of a student, faculty member, or college official or to alter college or District records
- e. Use of unlicensed software
- f. Unauthorized copying of software
- g. Use of computing facilities to access, send, or engage in messages which are obscene, threatening, or defamatory; present a clear and present danger; violate a lawful regulation; and/or substantially disrupt the orderly operation of a college campus
- h. Use of computing facilities to interfere with the regular operation of the college or District computing system

**9803.27 Performance of an Illegal Act:** Conduct while present on a college campus or a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, State, or federal law.

**9803.28 Academic Dishonesty:** Violations of Academic Integrity include, but are not limited to the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitted the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.

**9804 Interference with Classes:** Every person who by physical force willfully obstructs or attempts to obstruct any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled, or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceeding one year, or by both such fine and imprisonment. As used in this section, "physical force" includes, but is not limited to, use of one's person, individually or in concert with others, to impede access to or movement within or otherwise to obstruct the student or teachers of the classes to which the premises are devoted.

**9805 Interference with Performance of Duties of Employees:** Action to cause, or attempt to cause, any employee of the District to do, or refrain from doing, any act in the performance of his or her duties by means of a threat to inflict any injury upon any person or property.

**9805.10 Assault or Abuse of an Instructor:** Assault or abuse of any instructor employed by the District in the presence or hearing of a community college student, or in the presence of other community college personnel or students, and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities.

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

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## COLLEGES AS A NON-PUBLIC FORUM

### FREE SPEECH AREAS AND CAMPUS ACCESS AT LOS ANGELES MISSION COLLEGE (LACCD Administrative Regulation B-38W)

#### I. Background

Education Code Section 76120 requires the Board of Trustees to adopt rules and regulations relating to the exercise of free expression by students upon the premises of each Community College campus. This section requires that these rules and regulations include provisions for the time, place, and manner for conducting free speech activities. The Board of Trustees has delegated to the Chancellor the responsibility for developing and implementing the required free speech rules and regulations on each LACCD campus.

The Chancellor, or his/her designee, shall work with each College President to identify campus areas available for student expressive activity and to develop the required time, place and manner regulations applicable to the exercise of free expression by students. In addition, the College President at each College shall identify a portion of his/her college campus as a Free Speech Area(s), and develop appropriate regulations to govern the use of such area(s). The identified Free Speech Area(s) is/are areas available to all persons for First Amendment activities, including the distribution of free literature or materials, and obtaining petition signatures.

The purpose of these regulations is to foster free speech, assembly, and other expressive activities, while addressing the need of each Community College campus to make necessary arrangements to assure that such activities do not interfere with the College's mission and operations or with the rights of others. Accordingly, these regulations are intended to facilitate peaceable assembly, the expression of ideas and opinions, and the distribution of materials, while ensuring the safe, orderly and peaceful flow of College business and activities.

Each campus shall have copies of this Administrative Regulation, copies of the campus time, place and manner regulation, and copies of the campus map identifying the FSA(s) and areas available for student expressive activity on hand at all times. Copies of this Administrative Regulation, the campus map, and the campus regulation shall be provided to persons seeking to use these areas.

#### II. Accessing the Free Speech Areas

The location of the Free Speech Area(s) on each College campus is/are identified on the College's campus map. The Office of Student Services, or similar office, is also identified on the campus map. A copy of the campus map is available online on each College's website.

Any visitor (defined as any persons unaffiliated with LACCD) seeking access to a College's Free Speech Area(s) shall first report his/her/their presence to the Office of Student Services, or similar office, identified on the campus map. The visitor or organization representative shall be provided: 1) a copy of this Administrative Regulation; 2) a copy of the campus time, place, and manner regulation; and 3) a copy of the campus map. The visitor or organization representative shall be asked to complete the attached "Voluntary Acknowledgement Form." Representatives of organizations will also be asked to identify the organization and indicate the number of persons expected to visit the Free Speech Area(s).

*Completing the "Voluntary Acknowledgement Form" is completely voluntary. No person or organization will be denied access to the FSA(s) for refusing to complete the "Voluntary Acknowledgement Form." The form is not a permit to use a Free Speech Area. The information provided on the form will be used to document your presence on campus, assess the need for security, and address capacity issues and overcrowding.*

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the Office of Diversity, Equity, and Inclusion, 770 Wilshire Boulevard, Los Angeles, CA 90017, Tel: (210) 891-2315, Fax: (213) 891-2295, and email [Diversity-Programs@email.laccd.edu](mailto:Diversity-Programs@email.laccd.edu).

**Los Angeles Community College District  
Free Speech Area  
Voluntary Acknowledgement Form**

Name of Individual/Organization: \_\_\_\_\_

Organization Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Date/Timeframe of Requested Use: Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

If organization, number of persons: \_\_\_\_\_

Any person requesting the use of a Free Speech Area(s) does so in accordance with all applicable California law and Los Angeles Community College campus rules and regulations.

As an individual, and/or on behalf of the group that I represent, I/we hereby agree to abide by all applicable California law and Los Angeles Community College campus rules and regulations pertaining to the use of the Free Speech Area(s) to which I am/ (we are) seeking access.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Los Angeles Mission College  
Free Speech Area  
Time, Place, and Manner Regulation**

The Los Angeles Mission College Free Speech Area(s) is/are identified on the attached campus map.

**The use of the campus Free Speech Area(s) is subject to the following restrictions:**

**1. Time:**

The Free Speech Area(s) is/are open from 8:30 am to 8:00 pm, Monday through Friday. If deemed necessary, the College President, or designee, may impose additional reasonable time limits in order to ensure equal access to all wishing to use the Free Speech Area(s).

**2. Place:**

The Free Speech Area(s) is/are the space(s) identified on the attached campus map (Page 6). The College President, or designee, may expand or relocate the Free Speech Area(s), or may open additional temporary space(s), as he/she may deem necessary.

**3. Manner:**

There are no restrictions on the subject matter or viewpoint that may be expressed by users.

**Persons using the Free Speech Area(s) shall not:**

- Use any means of amplification.
- Physically touch, strike, batter, or assault any person
- Impede the progress of passersby
- Undertake any activity that substantially disrupts the orderly operation, or substantially interferes with the education activities, of the College
- Use speech or expression which is obscene according to current legal standards
- Engage in illegal activities or activities which violate LACCD or campus rules
- Solicit donations of money or solicit or conduct any sale or business of any kind, except as otherwise provided in any applicable Board Rules or administrative regulations.

- All persons who distribute materials, such as circulars, leaflets, petitions, and other printed matter shall not litter. All persons are encouraged to remove or properly discard any materials that were not removed or discarded in an appropriate receptacle in or around the areas used for expressive activities prior to their departure from the College that day.
- All persons who wish to use a table or place any large object in the Free Speech Area(s), must obtain permission from the Student Success Center only to ensure that the placement of the table or large object will not obstruct the Free Speech Area's use.
- The Student Success Center should be notified at least five (5) business days in advance if the expressive activities are anticipated to require security, impede pedestrian traffic, pose a substantial risk of disrupting the functioning of the College, or draw a crowd of at least fifty (50) people. Prior notice is requested to ensure: there is sufficient space for the large group event, the large group event does not conflict with any other scheduled use of the space, there are sufficient resources available for crowd control and security, and there is continued access to the Free Speech Area(s). If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, such as because of very recent or still-unfolding news developments, the person or group should provide the Student Success Center with as much advance notice as circumstances reasonably permit.
- No unauthorized vehicles are allowed in the Free Speech Area(s).



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### **POLICY ON ILLEGAL FILE SHARING**

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liability. Civil liability for copyright infringement may include payment of monetary damages to the copyright owner. Criminal penalties for copyright infringement may include fines up to \$250,000 and imprisonment up to ten years. Students who violate the District's computing facilities usage policy (LACCD Administrative Regulation B-28) may also be subject to college disciplinary action, including, but not limited to, suspension or expulsion.

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### **NON-DISCRIMINATION POLICY**

All programs and activities of the Los Angeles Community College District shall be operated in a manner which is free of discrimination on the basis of ethnic group identification, race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer related), sexual orientation, age, physical or mental disability (including AIDS), or veteran status (Reference: Board Rule 15001).

#### **Non-Discrimination Policy Compliance Procedure**

In order to ensure nondiscrimination policy compliance at Los Angeles Mission College, please direct inquiries to the President of the college, **818.364.7795**. Matters involving Section 504 may be directed to the Dean of Disabled Students Programs and Services at **818.364.7734**. In addition, inquiries may be directed to the District Office for Diversity, Equity and Inclusion at **213.891.2315**.

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### **SEXUAL ASSAULT**

The Los Angeles Community College District is committed to providing a safe environment for its students, faculty, and staff. The Los Angeles Community College District Board of Trustees condemns any act of sexual assault committed on any of its facilities. In the event of sexual assault committed on grounds or in facilities maintained and/or used by the District, any victim of a sexual assault who is one of the District's students, faculty, staff, or visitors shall promptly receive appropriate treatment and full and accurate information. Individuals

who commit sexual assault while on properties within the control of the District shall be subject to appropriate criminal prosecution and/or District disciplinary procedures.

Confidentiality is fundamental to all aspects of cases dealing with sexual assault. The names of sexual assault victims shall not be revealed by persons responsible for implementing and enforcing the provisions of this Chapter, except with the consent of the victim. Victims of sexual assault may obtain a list of referrals to community agencies from the College Sheriff's office.

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### **SEXUAL HARASSMENT POLICY**

The Los Angeles Community College District has a policy which provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained from Angelica Toledo, Deputy Title IX Coordinator for East Los Angeles, Los Angeles Trade- Technical, Los Angeles Valley and Los Angeles Mission Colleges, and Van de Kamp Innovation Center (inclusive of all satellite campuses).

Regional Equity & Title IX Officer and Dean  
770 Wilshire Boulevard

Attention: Office for Diversity, Equity and Inclusion  
Los Angeles, CA 90017

213-891-2315

*toledoa@elac.edu*

- A. It is the policy of the Los Angeles Community College District is to provide a safe educational, employment and business environment free from Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct, as defined in the Administrative Regulations associated with this policy. Employees, students, or other persons acting on behalf of the District who engage in Prohibited Discrimination, Unlawful Harassment, or Sexual Misconduct as defined in the Administrative Regulations related to this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.
- B. The Los Angeles Community College District Board of Trustees condemns any act of Sexual Misconduct committed at any of its facilities or at any of its activities. The Los Angeles Community College District is committed to taking immediate and appropriate action upon learning of potential incidents of Sexual Misconduct.

- C. Investigation of all complaints alleging violations of this Chapter shall be conducted under the auspices of the Office for Diversity, Equity and Inclusion. Implementation of temporary, interim sanctions shall be overseen by the Title IX Coordinator for that site, with the advice and consent of relevant administrators. Implementation of permanent sanctions shall be overseen by the College President or at the Educational Services Center (“ESC”) by the Deputy Chancellor as set forth in the Administrative Regulations which compliment this policy.

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## ACADEMIC FREEDOM

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

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## SEXUAL MISCONDUCT

The District encourages members of the District community, including students, employees, applicants for admission and applicants for employment, to report sexual harassment. The District is committed to responding to all reports promptly, impartially and equitably.

This procedure only applies to allegations of misconduct on the basis of sex and if the conduct reported meets each of the following four (4) conditions:

1. The conduct occurred on or after August 14, 2020;
2. The conduct took place in the United States; and
3. The conduct took place in a District “education program or activity.” This includes locations, events, or circumstances over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred, including on-campus and off-campus property and buildings the District owns or controls or student organizations officially recognized by the District own or control; and
4. The conduct is one or more of the following circumstances:
  - a. A District employee conditioned the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct (quid pro quo harassment); or
  - b. Unwelcome conduct on the basis of sex determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
  - c. Sexual assault as defined in this procedure; or
  - d. Dating violence on the basis of sex as defined in this procedure; or
  - e. Domestic violence on the basis of sex as defined in this procedure; or
  - f. Stalking on the basis of sex as defined in this procedure.

When all four (4) conditions above are met, the conduct alleged meets the United States Department of Education’s definition of sexual harassment under Title IX (hereinafter “Title IX sexual harassment”) and shall be subject to review under this regulation as described herein.

Per relevant federal Title IX regulations, this administrative procedure constitutes the sole resolution process under which any conduct alleged that meets the four (4) conditions listed above can be investigated and addressed. This means that any finding by the District that an individual is responsible for violating the District’s policy prohibiting conduct meeting the four (4) conditions (i.e. Title IX sexual harassment) must be made exclusively through the provisions of this this procedure, and that such a finding must occur before the District responds to any substantiated report of Title IX sexual harassment by imposing discipline against a student or employee as a result of the findings. Any other District resolution process that previously addressed conduct meeting the four (4) conditions above is now expressly preempted as of August 14, 2020 by this procedure and shall not apply or be invoked to address any alleged conduct meeting the definition above. Existing procedures still apply to all conduct that does not meet the above definition of Title IX sexual harassment under this procedure.

### Distinction from Other Procedures

Alleged misconduct duly reported to the District that does not meet all four (4) conditions listed, including but not limited to, other allegations that may constitute sex-based discrimination or sexual harassment in LACCD programs and activities but not Title IX sexual harassment, will not be subject to review under this procedure, with the exceptions noted below. Conduct that does not meet all four (4) conditions shall instead be addressed through the other applicable District procedures, including but not limited to those provided for through the District’s Administrative Regulation C-14 (Procedures for Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Complaints), the District’s Student Conduct Code, relevant Human Resources policies, collective bargaining agreements and applicable state laws and regulations.

In the event a formal complaint of Title IX sexual harassment proceeds to a review and resolution through the grievance procedures outlined herein, the District will strive to address any other conduct reported that is alleged to have occurred in the same or substantially similar set of factual circumstances as the Title IX sexual harassment complaint in the same proceeding. In such a situation, all reported conduct will be addressed under this procedure in a single grievance proceeding so long as the formal complaint is not dismissed at the discretion of the District during the process before the complaint is resolved. If a Title IX sexual harassment complaint is dismissed at any stage of the grievance process, the District is prohibited from using alternative procedures to address the Title IX sexual harassment allegations within the submitted formal complaint, but it may still further address any other conduct alleged to have occurred in the same or substantially similar set of factual circumstances in the formal complaint under other applicable procedures, including District disciplinary procedures.

### How to Make a Report of Title IX Sexual Harassment

The District strongly encourages prompt reporting of Title IX sexual harassment as defined herein. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media and witness statements. A delay may limit the District’s ability to effectively investigate and respond. However, there is no time limit for making a report of misconduct that is covered by this procedure.

In order to make a report to the District about conduct which may constitute Title IX sexual harassment, an individual should contact the District's Title IX Coordinator or a Deputy Title IX Coordinator. The report may be made verbally or in writing. Any individual may report conduct that may constitute Title IX sexual harassment, as defined above, to the District's Title IX Coordinator, or a Deputy Title IX Coordinator. The individual may choose to submit their report on the form located at: [https://www.cccco.edu/-/media/CCCCO-Website/Files/General-Counsel/x\\_discrim-complaintform-ada.pdf?la=en&hash=CEA65F34EEAE-900CB00E68281A3907726B48CF08](https://www.cccco.edu/-/media/CCCCO-Website/Files/General-Counsel/x_discrim-complaintform-ada.pdf?la=en&hash=CEA65F34EEAE-900CB00E68281A3907726B48CF08).

An anonymous report that is received by a designated employee will be reviewed in accordance with these procedures. The District may be limited in its ability to address an anonymous report based on federally- required procedural requirements outlined below.

### **Title IX Coordinator and Deputy Title IX Coordinators**

The Title IX Coordinator, directly or through their designee(s), is required, among other duties, to respond to reports of misconduct as defined in this procedure. Questions concerning Title IX may be referred to either the District Title IX Coordinator or a Deputy Title IX Coordinator, using the contact information below. To make a report about a specific incident, individuals should contact the Deputy Title IX Coordinator assigned to their college or site within the District, as described in this section. The District Title IX Coordinator's contact information is:

#### **Brittany Grice**

Title IX Coordinator

Director of Diversity, Equity and Inclusion C-15 Page 6 of 35  
770 Wilshire Boulevard  
Attention: LACCD Office for Diversity, Equity and Inclusion  
Los Angeles, CA 90017  
213-891-2315

[titleix@email.laccd.edu](mailto:titleix@email.laccd.edu)

The contact information for the District Deputy Title IX Coordinator who serves as the District Title IX Coordinator's designee for specified functions and may act in the absence of the Title IX Coordinator on the Title IX Coordinator's behalf is:

#### **Angelica Toledo**

Deputy Title IX Coordinator for East Los Angeles, Los Angeles Trade- Technical, Los Angeles Valley and Los Angeles Mission Colleges, and Van de Kamp Innovation Center (inclusive of all satellite campuses)  
Regional Equity & Title IX Officer and Dean  
770 Wilshire Boulevard  
Attention: Office for Diversity, Equity and Inclusion  
Los Angeles, CA 90017  
213-891-2315

[toledoa@elac.edu](mailto:toledoa@elac.edu)

The Title IX Coordinator, any deputies and/or their designee(s) shall act independently and with authority free from bias and conflicts of interest in executing their duties. The Title IX Coordinator oversees all response under this policy and these procedures. The Title IX Coordinator supervises the Deputy Title IX Coordinators.

All members of the Title IX response team, which includes the Title IX Coordinator and Deputy Title IX Coordinators, as well as investigators, facilitators of informal resolution, the Decision-Maker, and the Appeal Officer, as described herein are selected and trained to ensure they are not biased

for or against any participant in a specific case, or for or against Complainants and/or Respondents, generally. The District will ensure that all personnel responsible for processing formal complaints filed under this procedure shall receive training on:

- The definition of Title IX sexual harassment under this procedure;
- The scope of the District's education program or activity;
- How to conduct an investigation of Title IX sexual harassment, including how to fairly assess the relevance of evidence;
- The grievance process, including conducting hearings, appeals and informal resolution processes; and
- How to serve impartially, including avoiding: prejudice of the facts at issue; conflicts of interest; and bias.

Inquiries and complaints regarding Title IX or matters subject to this procedure may also be made externally to:

Office for Civil Rights (OCR)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

Customer Service Hotline #: (800) 421-3481

Facsimile: (202) 453-6012

TDD#: (877) 521-2172

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Web: <http://www.ed.gov/ocr>

### **A. Submitting a Formal Complaint of Title IX Sexual Harassment**

Under this procedure, a Complainant is an individual who alleges they have been subjected to conduct that could constitute Title IX sexual harassment. Under this procedure, a Respondent is an individual reported to be the perpetrator of conduct that could constitute Title IX sexual harassment. As used in this procedure, Parties means the Complainant(s) and Respondent(s).

At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the District in order for the District to be able accept the formal complaint. Otherwise, the submission will not be considered a formal complaint filed under this procedure.

A formal complaint means a written document that is submitted or signed by the Complainant or signed by the District Title IX Coordinator:

1. Alleging, with sufficient detail, a violation of the District's policy prohibiting Title IX sexual harassment by a Respondent; and
2. (requesting that the District investigate the allegation(s).

As used in this section, the phrase "written document submitted or signed by the Complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the District) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person directly filing the complaint. Formal complaints may not be filed by a third Party on behalf of a Complainant, unless the third Party is the District's Title IX Coordinator.

A Complainant's formal complaint may be filed with the Title IX Coordinator or a Deputy Title IX Coordinator in person, by mail or by electronic mail, by using the relevant contact information in this procedure.

### III. District's Initial Response to Reports or Complaints Made Under this Procedure

#### A. When the District Receives Either a Report or Formal Complaint of Title IX Sexual Harassment

The District Title IX Coordinator or their designee shall notify an individual who submits a relevant report alleging Title IX sexual harassment, and/or a Complainant who submits a document intended to be a formal complaint of Title IX sexual harassment of its receipt by the Title IX Coordinator's office in writing within 5 calendar days. In this written acknowledgement, information regarding the grievance process will be provided to the individual making the report of alleged Title IX sexual harassment and to the Complainant, if the Complainant is not the individual making the report, along with a copy of this administrative procedure and a list of any applicable resources.

If a written document has been submitted by a Complainant, and the Title IX Coordinator or their designee initially determines that the information submitted by the Complainant does not meet the definition of a formal complaint of Title IX sexual harassment as defined above, the Title IX Coordinator or their designee will also inform the Complainant of this in the initial written acknowledgment, and will provide the Complainant with the opportunity to submit the written information in order to satisfy the requirements of filing a formal complaint under this grievance process.

Regardless of whether a formal complaint is ultimately filed by a Complainant, the Title IX Coordinator or designee will complete an initial assessment regarding each report to determine if there is an ongoing safety risk or threat to the District's sites, including its Colleges.

The Title IX Coordinator and all designees will handle information received with discretion and will share information with others on a need-to-know basis to accomplish the steps required under this procedure. Additionally, if, at any time, the District learns there are parallel criminal proceedings concerning the same or similar alleged underlying circumstances that may constitute a Title IX sexual harassment report or formal complaint under this procedure, the District will appropriately cooperate with the external law enforcement agency and will coordinate to ensure that the Title IX process does not hinder legal process or proceedings.

#### B. Providing Supportive Measures to Parties in Response to a Report or a Formal Complaint under this Procedure

The District will offer and implement appropriate and reasonable supportive measures under this procedure to the Parties upon receiving notice of a report or formal complaint of alleged Title IX sexual harassment, and/or any allegations of retaliation arising from the review or resolution of a relevant report or formal complaint addressed under this procedure.

Supportive measures are non-disciplinary, non-punitive individualized services, offered as appropriate, as reasonably available and without fee or charge to the Parties, which are intended to restore or preserve equal access to the District's education program or activity, to address the safety concerns of all Parties or the District's educational environment and/or deter Title IX sexual harassment and/or related retaliation.

The Title IX Coordinator or their designee will promptly make supportive measures available to the Parties upon receiving notice of a report or formal complaint of Title IX

sexual harassment and/or related retaliation, and will coordinate the effective implementation of such measures. At the time that supportive measures are offered, the District will inform the Complainant, in writing, that they may file a formal complaint with the District either at that time or in the future, if they have not done so already.

The District will maintain the privacy of the supportive measures, provided that maintaining the privacy does not impair the District's ability to reasonably provide the supportive measures. The District will act to ensure as reasonably minimal an academic or occupational impact on the Parties as possible. The District will implement measures in a way that does not unreasonably burden the other Party or District operations. Supportive measures may include, but are not limited to:

- a. Counseling and referral to medical and/or other health-care services;
- b. Referral to the Employee Assistance Program;
- c. Referral to community-based service providers
- d. Student financial aid counseling
- e. Altered work arrangements for employees or student-employees;
- f. Safety planning;
- g. Campus safety escorts;
- h. Implementing mutual contact limitations (no contact directives) between the Parties;
- i. Academic support, extensions of deadlines, or other course/program-related adjustments;
- j. Trespass orders;
- k. Class or work schedule modifications, withdrawals, or leaves of absence;
- l. Increased security and monitoring of certain areas of the campus; or
- m. Any other actions deemed appropriate by the Title IX Coordinator or their designee

#### C. District's Assessment for Possible Emergency Removal

During its initial response, and any time thereafter during the resolution process under this procedure, the District may remove a non-employee Respondent from the District's education program or activity on an emergency basis after it conducts an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Title IX sexual harassment justifies removal.

The District may not use emergency removal to address a Respondent's threat of obstructing the Title IX sexual harassment investigation or destroying relevant evidence. Emergency removal is only available to address health or safety risks against individuals arising out of Title IX sexual harassment allegations, not to address other forms of misconduct that a Respondent might commit pending the processing of a complaint.

The District's designee(s) will conduct the individualized safety and risk analysis.

If the District, through its designee(s), determines emergency removal is appropriate, the designee(s) will provide the person the District is removing from campus on an emergency basis with a notice and opportunity to attend a meeting and challenge the basis of their removal. This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested within two calendar

days of the emergency removal, objections to the emergency removal will be deemed waived. A Respondent may be accompanied by an Advisor of their choice when meeting to challenge the basis of their emergency removal. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The District's designee(s), in consultation with the Title IX Coordinator or appropriate Deputy Title IX Coordinator, will determine whether the emergency removal from campus order is warranted after considering information provided by the Respondent challenging the emergency removal.

Lesser restrictive emergency actions may be implemented as an alternative to emergency removal where appropriate.

Violation of an emergency removal or other emergency restrictions imposed under this section will be grounds for discipline of the Respondent separate and distinct from the grievance process for adjudicating any underlying formal complaint. Such discipline may include expulsion.

#### **IV. Grievance Process for Formal Complaints of Title IX Sexual Harassment**

##### **A. Notice to Parties**

Upon receipt of a formal complaint, the Title IX Coordinator or their designee will provide the following notice in writing, to the Parties:

1. Notice of the District's Title IX sexual harassment grievance process;
2. Notice of the allegations under review with sufficient details known at the time, including the identity of the Parties, a meaningful summary of what was reported, and all of the specific policies implicated, to provide for sufficient time to prepare a response before any initial interview;
3. A statement of the potential sanctions and/or responsive actions that could result;
4. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
5. A statement about the District's policy on retaliation;
6. Information about the privacy of the process;
7. Notice that the Parties may have Advisor of their choice, who may be, but is not required to be, an attorney;
8. Notice that the Parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a Party or other source;
9. An instruction to preserve any evidence that is directly related to the allegations; and
10. A statement informing the Parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice provided above, the Title IX Coordinator or designee will provide notice in writing of the additional allegations to the Parties.

##### **B. Standard of Proof for All Allegations Resolved Under This Grievance Process**

The District will use the "preponderance of the evidence" standard of proof throughout the process of reaching factual findings, conclusions and determinations of responsibility for policy violations pursuant to this Administrative Procedure. A preponderance of the evidence means that the evidence on one side outweighs, preponderates over or is more than, the evidence on the other side (e.g. more likely than not). This is a qualitative, not quantitative, standard.

##### **C. Dismissal of a Formal Complaint Initially Accepted for Investigation**

The District may only investigate allegations that constitute Title IX sexual harassment when they are included in a formal complaint, as well as any other allegations that are brought forward during the District's review of the formal complaint which arise out of the same or substantially similar alleged underlying facts of the formal complaint. As described herein, a formal complaint shall only be accepted as a written document signed by a Complainant or Title IX Coordinator that alleges, with sufficient detail, a violation of the District's policy prohibiting Title IX sexual harassment by a Respondent and includes a request that the District investigate the allegation(s).

The District shall not investigate any formal complaint under this procedure that does not include allegations which, if true, would constitute possible Title IX sexual harassment, as defined on page 2. If at any point during the review of a formal complaint, the District determines the conduct complained of in a formal complaint does not meet the definition of Title IX sexual harassment as defined on page 2, the District is required to dismiss the filing and not take any further action that would constitute a response beyond providing either or both Parties with supportive measures, described above. Such a dismissal shall be known as a mandatory dismissal under this procedure.

The District may also dismiss a formal complaint and any related allegation from further review and resolution under this grievance procedure under any of the following circumstances:

- If at any time during the investigation or hearing, a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations; or
- If the Respondent is no longer enrolled or employed by the District, or is otherwise reasonably deemed to be outside of the District's administrative control; or
- If there are specific circumstances that prevent the District from gathering evidence sufficient to reach a determination regarding responsibility as to the formal complaint.

Whenever the District dismisses a formal complaint or any related allegations, the Title IX Coordinator or designee shall simultaneously provide the Parties with written notice of the dismissal, including the type of dismissal, and reason for the action taken. The District will also notify the Parties of their right to appeal the dismissal with the designated Appeal Officer, as outlined below.

When a dismissal of a formal complaint occurs, the District may then commence proceedings under other policies and procedures in the event there are related allegations that are not required to be reviewed and resolved through this grievance procedure (i.e. any allegations that do not meet the definition of Title IX sexual harassment), including but not

limited to those provided for through the District's Administrative Regulation C-14 (Procedures for Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Complaints), the District's Student Conduct Code, relevant Human Resources policies, collective bargaining agreements and applicable state laws and regulations.

#### **D. Respondent Withdrawal or Resignation While Resolution of Formal Complaint is Pending**

##### **1. For Students**

Should a student decide to not participate in the grievance process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the District, the resolution process ends, as the District no longer has disciplinary jurisdiction over the withdrawn student. Records retained by the District Title IX Coordinator shall reflect that the student withdrew pending the outcome of the grievance process.

The District will continue to address any variables or circumstances it concludes may have contributed to the alleged violation(s), and any ongoing effects of the alleged Title IX sexual harassment and/or related retaliation.

##### **2. For Employees**

Should an employee decide to not participate in the grievance process, the process proceeds absent their participation to a reasonable resolution. Should an employee Respondent resign with unresolved allegations pending under this procedure, the resolution process ends, as the District no longer has disciplinary jurisdiction over the resigned employee. The employee who resigns with unresolved allegations pending is not eligible for rehire with the District or any College of the District, and the records retained by the Title IX Coordinator will reflect that status.

The District will continue to address any variables or circumstances it concludes may have contributed to the alleged violation(s), and any ongoing effects of the alleged Title IX sexual harassment and/or related retaliation.

#### **E. Consolidation of Formal Complaints Subject to Review Under this Procedure.**

The District may, at its discretion, consolidate formal complaints as to allegations of Title IX sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party (also known as a counterclaim), where the allegations of Title IX sexual harassment arise out of the same or substantially similar alleged facts or circumstances.

#### **F. Equitable Treatment of the Parties**

The District's determination of a Respondent's responsibility for whether a Respondent violated the policy prohibiting Title IX sexual harassment under the relevant circumstances is a neutral, fact-finding process. The District will treat Complainants and Respondents equitably. The procedures of the grievance process will apply equally to both Parties.

The District will not discipline a Respondent for violating the policy prohibiting Title IX sexual harassment unless it determines the Respondent was responsible for Title IX sexual harassment at the conclusion of the grievance process. Emergency removal due to a determination that a Respondent poses an immediate threat and/or safety risk

to the District during response to a relevant report does not constitute discipline towards a Respondent. Additionally, the District may place a non-student employee Respondent on administrative leave during the pendency of this grievance process to resolve a formal complaint that has been accepted for further review and investigation. Such action also does not constitute discipline towards a Respondent.

#### **G. Statement of Presumption of Non-Responsibility**

The District presumes all reports of alleged Title IX sexual harassment are made in good faith, unless the District receives sufficient evidence to the contrary. Further, the District presumes the Respondent is not responsible for the alleged conduct throughout the pendency of the grievance process. The District, through its independent Decision-Maker, only makes its determination regarding whether the Respondent is responsible for their alleged misconduct reviewed under this administrative procedure at the conclusion of the grievance process.

#### **H. Timeline for Completion of the Grievance Process**

The District will undertake its grievance process as reasonably promptly as possible. The District will generally complete the investigation and its determination regarding whether the Respondent is responsible for violating District policy, or any related informal resolution process within one hundred and eighty (180) calendar days.

When appropriate, the District Title IX Coordinator or designee may determine that good cause exists to extend the 180 calendar day period to conduct a fair and complete investigation, to accommodate an investigation by law enforcement, to accommodate the unavailability of witnesses or delays by the Parties, to account for District breaks or vacations and/or due to the complexity of the investigation. When this occurs, the District will provide notice of this extension to the Complainant and Respondent in writing and include the reason for the delay and anticipated timing of completion of the process.

A party may request an extension of the review timeline from the Title IX Coordinator in writing by explaining the reason for the requested delay and the length of the continuance requested. The Title IX Coordinator will consider the request and will notify the Parties and document the grant or denial of such a request for extension or delay as part of the case recordkeeping.

#### **I. Formal Complaints May Be Resolved through Informal Resolution**

If, at any time, the District determines that a formal complaint is appropriate for informal resolution, it may offer to provide the Parties with the opportunity to participate in an informal resolution process prior to reaching a determination regarding whether a Respondent violated the underlying policy prohibiting Title IX sexual harassment and any related allegations within the scope of the investigation which arise out of the same or substantially similar alleged facts.

The District may offer an informal resolution process, which can include, but is not limited to mediation, rearrangement of work/academic schedules, providing informal counseling or training, etc. The informal resolution process is intended to resolve a formal complaint without a full investigation and adjudication process. The informal resolution process must not be used to resolve allegations that a District employee committed Title IX sexual harassment against a student.

Informal resolution may be viable when (1) the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) to remedy the situation; (2) the Parties agree to resolve the matter through an alternate resolution mechanism, including mediation, usually before a formal investigation takes place; or (3) a Respondent accepts responsibility for violating underlying policy, and desires to accept a sanction and end the grievance process (similar to above, but usually occurs post-investigation).

The District must obtain the Parties' voluntary, written consent to the informal resolution process.

The District will provide the Complainant and Respondent written disclosure of the allegations as detailed above, and the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, as well as any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

At any time prior to agreeing to an informal resolution, any Party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. In the event the Parties sign an informal resolution agreement evidencing their acceptance of the terms of a mutually agreed upon informal resolution, the investigation and adjudication of the formal complaint of Title IX sexual harassment and related allegations under this procedure will cease and the matter will be considered resolved and closed, subject only to reopening in the event the District learns the conditions of the agreement have not been met as outlined and agreed to in writing by the parties.

#### **J. Role of an Advisor in the Grievance Process**

Each Party is entitled to be accompanied by an Advisor throughout the resolution process under this procedure, beginning with any initial meeting a Party may have with the District concerning a report of Title IX sexual harassment, as defined herein. The role of the Advisor is to provide support and assistance in understanding and navigating the resolution process. The Parties may each have an Advisor of their choice present with them for all meetings, interviews and hearings within the resolution process, if they so choose.

The Parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available to participate. An Advisor may be a District employee, friend, family member, or attorney. The Parties may choose Advisors from inside or outside of the District community. A person who serves as an Advisor may not also serve as a witness in the same grievance process, including during the investigation or the grievance hearing. Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

A Party may not directly participate in questioning any other participant at the hearing; an Advisor must conduct any cross-examination that occurs in the grievance process. Therefore, in the event a grievance process proceeds to a live hearing and a participating Party has not selected their own Advisor during the complaint resolution process thus far, the District will provide an Advisor of its choice, free of charge to any Party without an Advisor for purposes of the live hearing in order to conduct cross-examination of any other Party or witnesses. If an Advisor selected by a Party fails to appear at a scheduled live hearing, the District has the right

to provide an Advisor to serve in place of a Party's non-appearing Advisor so the hearing can proceed as planned.

The Advisor may not obstruct or disrupt the grievance process. The Title IX Coordinator has the right to determine what constitutes appropriate behavior of an Advisor and take reasonable steps to ensure an Advisor's compliance with this procedure.

#### **K. Use of Privileged Information**

The District's formal complaint procedure does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally-recognized privilege (e.g., attorney-client privilege, doctor-patient privilege, spousal privilege, etc.), unless the person holding the privilege provides voluntary, written consent to waive the privilege.

#### **L. Investigations**

The Title IX Coordinator is responsible for overseeing investigations to ensure timely resolution and compliance with Title IX and this procedure.

#### **M. District's Responsibility for Gathering Evidence During the Investigation**

The District, not the Parties, has the responsibility to gather information and interview witnesses.

#### **N. Notice of Investigative Interview**

The District will provide written notice of the date, time, location, participants and purpose of all investigative interviews to a Party whose participation is invited or expected, with sufficient time for the Party to prepare to participate.

#### **O. Evidence Review by Parties Prior to Conclusion of Investigation**

Both Parties have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination under this procedure regarding whether a relevant policy was violated. This includes any inculpatory (tending to prove a violation) or exculpatory evidence (tending to disprove a violation) whether obtained from a Party or other source.

Prior to the Investigator preparing a final investigative report, the District will send to each Party and the Party's Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have at least ten (10) calendar days to submit a written response to the materials. The investigator must consider this written response prior to completing the investigative report.

#### **P. Investigative Report**

The results of the investigation of a formal complaint will be set forth in a written report that fairly summarizes relevant evidence received during the investigation. The Investigator's final investigation report shall describe:

1. The factual allegations and alleged policy violations that are the subject(s) of the investigation;
2. The investigation process;
3. The evidence considered, including any evidence and other information provided by the Parties;
4. Any evidence of substance identified by the Parties or witnesses that the Investigator determined was not relevant (or duplicative) and the reason why the evidence was not considered to be relevant.

The Investigator will not decide whether the underlying policy prohibiting Title IX sexual harassment was violated based on the evidence gathered, nor make findings regarding other alleged policy violations if any such allegations are included within the investigation's scope, as defined by the notice provided to the Parties.

The District will send the final investigative report to each Party and their Advisors, if any, in an electronic format or a hard copy, for review and written response. The Parties will have at least ten (10) calendar days to submit a written response before any scheduled live hearing takes place.

## **Q. Live Hearing**

After completing an investigation and prior to completing a determination regarding responsibility, the District will hold a live hearing to provide the Complainant(s) and Respondent(s) an opportunity to respond to the evidence gathered before a Decision-Maker. The Decision-Maker will make a determination as to whether a Party violated District policy(ies) based on relevant information reviewed during the hearing portion of the grievance process, as described in more detail below. Neither Party may choose to waive the right to a live hearing when a formal complaint is not dismissed or otherwise informally resolved before the hearing takes place.

Parties and all witnesses can choose whether to participate in the live hearing and, if they participate, decide whether to answer some or all cross-examination questions.

### **1. Notice of Hearing**

If the District proceeds to a hearing, the District will provide all Parties written notice of the date, time, location, participants, and purpose of the hearing with sufficient time for the Party to prepare to participate. The notice shall include a description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.

### **2. Hearing Format**

The District may provide a live hearing with all Parties physically present in the same geographic location or, at the District's discretion or if either Party requests, the District may provide any or all Parties, witnesses, and other participants the ability to appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other in real time.

The District will make the information reviewed during the Evidence Review available at the hearing for reference and consultation. The District will not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.

The District will create either (1) an audio or audiovisual recording, or (2) transcript, of any live hearing and make it available to the Parties for inspection and review.

### **3. Decision-Maker**

The District will designate a Decision-Maker, at the discretion of the Title IX Coordinator. The Decision-Maker will preside over the live hearing and make all ultimate determinations of relevance of any evidence concerning the allegations, in addition to making the finding as to whether District policy(ies) were violated based on the allegations under review at the hearing. The District will determine any sanctions or responsive actions resulting from their findings on the allegations adjudicated at the live hearing. The Decision-Maker will not have had any previous involvement with the investigation. In cases

where the Complainant or Respondent objects to the Decision-Maker based on a conflict of interest, the Complainant or Respondent may request the Title IX Coordinator select a different Decision-Maker. The Complainant or Respondent must make this request to the Title IX Coordinator in writing at least five (5) business days prior to the hearing.

The Decision-Maker may ask the Parties and the witnesses questions during the hearing. The Decision-Maker must objectively evaluate all relevant evidence, both inculpatory and exculpatory, and must independently reach a determination regarding whether a Party is responsible for violating implicated District policy(ies) based on the investigation's scope without giving deference to the investigative report. The Decision-Maker must receive training on issues of relevance, how to apply the rape-shield protections for Complainants and any technology to be used at the hearing.

### **4. Presenting Witnesses**

The District will provide the Complainant and Respondent an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Witnesses, like Parties, cannot be required by the District to participate in the live hearing process under this administrative procedure.

Only relevant evidence, as determined by the Decision-Maker following the issuance of the District's investigative report, will be admissible during the hearing. Relevant evidence includes evidence relevant to the credibility of a Party or witness, or evidence having any tendency in reason to prove or disprove any disputed fact material to the allegations under investigation, as determined by the Decision-Maker presiding over the hearing. Any evidence determined by the Decision-Maker not to be relevant in advance of the live hearing shall not be included for review during the hearing, nor relied upon in the final decision as to whether a District policy violation occurred based on the circumstances alleged within the scope of the investigation.

### **5. Cross-Examination of Parties by Advisors**

The District will permit each Party's Advisor to ask the other Party(ies) and any witnesses all relevant questions and follow-up questions, including those questions challenging a Party's or witness's credibility. The Party's Advisor must conduct cross-examination directly, orally and in real time. A Party may never personally conduct cross-examination of another hearing participant. Advisors may only ask relevant cross-examination and other questions of a Party or witness. Before a Complainant, Respondent or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-Maker need not provide a lengthy or complicated explanation in support of a relevance determination. If a Party or witness disagrees with a relevance determination, that individual has the choice of either (1) abiding by the Decision-Maker's determination and answering the question or (2) refusing to answer the question.

If a Party or witness does not submit to cross-examination at the live hearing, the Decision-Maker will not rely on any statement of that Party or witness in reaching their findings. If an Advisor asks a relevant question of

another Party or a witness, and that Party or witness declines to respond to the question, then the Decision-Maker is precluded from relying on any statement made by that Party or witness. The same preclusion does not apply to questions a Decision-Maker may directly pose to a Party or witness during the live hearing that the Party or witness declines to answer.

A Decision-Maker cannot draw an inference about the determination regarding whether a policy was violated based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

#### 6. Determinations by the Decision-Maker

When the Decision-Maker makes a determination of their findings regarding whether any District policy(ies) were violated based on the allegations within the scope of review of the grievance process as well as any determination of resulting sanctions and responsive actions based on the underlying findings, the Decision-Maker will issue a written report on their determination(s) no later than 30 calendar days from the date that the hearing ends.

When making the determination(s), a Decision-Maker will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence. A Decision-Maker may not make credibility determinations based on an individual's status as a Complainant, Respondent, or witness. In evaluating the evidence, the Decision-Maker will use the preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that Title IX sexual harassment and any other related allegations in the scope of the investigation occurred. The District must have completed the grievance procedures (investigation, hearing, and any appeal, if applicable) before imposing disciplinary sanctions or any other actions that are not supportive measures against a Respondent.

If the Decision-Maker determines a Respondent(s) was responsible for conduct that constitutes Title IX sexual harassment, the District will also determine the appropriate sanction or disciplinary action against the Respondent(s), in addition to any remedies to be afforded to the Complainant(s). This decision shall be subject to appeal under the same procedure and timeline of an appeal of the Decision-Maker's other findings resulting from the hearing, as issued in their report to the Parties.

The written determination provided to the Parties by the Decision-Maker will include:

- Identification of the allegations potentially constituting Title IX sexual harassment as defined in these procedures and any other allegations within the scope of review of the underlying investigation and live hearing;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including who conducted the investigation and gave notifications to the Parties. The determination will also state when, where, and the date the investigator interviewed the Parties and witnesses, conducted site visits, the methods used to gather other evidence. The procedural section should also discuss the dates and how the Parties were provided the opportunity to review and inspect evidence and the date of any hearings held and who attended the hearing;

- Findings of fact supporting the determination. In making these findings, the Decision-Maker will focus on analyzing the findings of fact that support the determination of responsibility or non-responsibility of a Party for violating any implicated District policies;
- Conclusions regarding the application of the implicated District policy(ies) to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding whether each allegation is substantiated to have factually occurred, and if so, what District policy violation(s) resulted from each substantiated allegation;
- A statement of, and rationale for, any disciplinary sanctions the District imposes on the Respondent;
- A statement of whether the District will provide the Complainant with remedies designed to restore or preserve equal access to the District's education program or activity;
- The District need not disclose to the Respondent remedies that do not affect them as part of the written determination. The District can inform the Respondent that it will provide remedies to the Complainant. However, the District will inform the Complainant of the sanctions against the Respondent;
- The District's procedures and permissible bases for the Complainant and Respondent to appeal the Decision-Maker's determination on whether the allegations were substantiated, whether the substantiated allegations constitute a policy violation(s) and whether specific sanctions or responsive actions should result.

The District will provide the written determination to the Parties simultaneously, within the same business day. The determination(s) of the Decision-Maker described in this section become final either (1) on the date that the District provides the Parties with a written determination of the result of all appeals, if either or both Parties file an appeal, or (2) if the Parties do not file an appeal, the date on which an appeal filed by a Party would no longer be timely and accepted.

#### V. Disciplinary Sanctions and Remedies That May Result from the Grievance Process

The District will take disciplinary action against the Respondent and any other remedial action it determines to be appropriate. The action imposed will be commensurate with the severity of the offense. Possible disciplinary sanctions for student Respondents include, but are not limited to written or verbal reprimand, required training or counseling, non-academic probation, suspension and/or expulsion. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, reduction in pay, demotion, suspension and/or discharge.

Remedies for the Complainant might include, but are not limited to:

- a. Providing an escort to ensure that the Complainant can move safely between classes and activities;
- b. Ensuring that the Complainant and Respondent do not attend the same classes or work in the same work area;
- c. Providing counseling services or a referral to counseling services;
- d. Providing medical services or a referral to medical services;
- e. Providing academic support services, such as tutoring;
- f. Arranging for a Complainant, if a student, to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and

- g. Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant's discipline.

#### **VI. Addressing Concerns of Bias or Conflict of Interest**

The District's Title IX Coordinator, Investigator, Decision-Maker, or any other person designated by the District to facilitate an informal resolution process, will not have potential actual bias or conflict of interest in the investigatory, hearing, sanctioning or appeal process or bias for or against Complainants or Respondents generally. Actual bias is an articulated prejudice in favor of or against one Party or position; it is not generalized concern about the personal or professional backgrounds, positions, beliefs, or interests of the Decision-Maker in the process.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the office of the District's Deputy Chancellor.

Concerns of bias or a potential conflict of interest by any other Title IX team member should be raised directly with the Title IX Coordinator.

#### **VII. Retaliation is prohibited and violates the Policy Prohibiting Sexual Harassment Under Title IX**

The District prohibits retaliation against any individual who has made a report or formal complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this procedure.

Retaliatory acts may include (1) intimidation; (2) threats; (3) coercion, (4) discrimination for the purpose of interfering with any right or privilege secured by Title IX or this administrative procedure, or (5) charges for code of conduct violations that arise out of the same facts or circumstances as the report or complaint of sex discrimination are specifically prohibited by the District. The exercise of rights protected under the First Amendment or principles of academic freedom does not constitute retaliation.

Acts of alleged retaliation related to matters reviewed under this procedure should be reported immediately to the Title IX Coordinator or an assigned investigator. Reports shall be promptly addressed under the appropriate procedure. The District will take all reasonable steps to provide support to individuals who express concerns related to retaliation.

Charging an individual with a policy violation for making a materially false statement in bad faith in the course of the resolution process described under this procedure does not constitute retaliation, provided that a determination regarding whether allegations reviewed under this administrative procedure, alone, is not sufficient to conclude that any Party has made a materially false statement in bad faith.

#### **VIII. Appeal Procedures Regarding Dismissal of a Formal Complaint or of the Determination of Responsibility**

##### **A. Both Parties' Rights to Appeal**

A Complainant or Respondent may appeal the District's determination regarding responsibility and associated sanctions or remedies, or the dismissal of a formal complaint or any allegations. A Complainant or Respondent must submit a written appeal within fifteen (15) calendar days from the date of the notice of determination regarding responsibility or from the date of the District's notice of dismissal of a formal complaint or any allegations.

##### **B. Grounds for Submitting an Appeal**

A designated Appeal Officer will serve as the Decision-Maker on Appeal. In filing an appeal of the District's determination regarding responsibility or the District's dismissal of a formal complaint, the Party must state the grounds for appeal and a statement of facts supporting those grounds. The grounds for appeal are only as follows:

- A procedural irregularity affected the outcome;
- New evidence was not reasonably available at the time the District's determination regarding responsibility or dismissal was made, and this new evidence could affect the outcome; or
- The District's Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.

Appeals filed on the basis that fail to articulate sufficient facts demonstrating or supporting one of the grounds outlined above shall be subject to immediate dismissal rather than a determination on their merits.

##### **C. Appeal Procedure**

If the Complainant or Respondent submit an appeal to the District, the District, through an Appeal Officer, will:

- Notify the other Party in writing within ten (10) calendar days of receiving a Party's appeal;
- Allow the non-appealing Parties at least fifteen (15) calendar days from the date of receipt of the appeal to submit a written statement in support of, or challenging, the outcome;

The Appeal Officer will issue a written decision on whether to grant or deny the appeal, and the rationale for the decision, within thirty (30) calendar days after the Appeal Office receives the response to the appeal or the last day to provide a response. The District will provide the written decision simultaneously to the Parties.

The Appeal Officer may extend or otherwise modify the deadlines provided above. Either Party may seek an extension by submitting a written request to the Appeal Officer explaining the need for the extension and the proposed length of the extension. The Appeal Officer will respond to the request within five (5) calendar days and will inform the Parties simultaneously whether the extension is granted.

##### **IV. Training**

The District will provide training to Title IX Coordinators, investigators, Decision-Makers District-appointed Advisors and any other individual who may facilitate an informal resolution process, on the definition of sexual harassment, the scope of the District's education program or activities, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including avoiding pre-judgment of the facts at issue, conflicts of interest, and bias. Any materials used to train the District's Title IX Coordinator investigators, District-appointed Advisors, Decision-Makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment.

## IX. File retention

The District will retain on file for a period of at least seven years after closing the case copies of:

- The original report or complaint;
- Any actions taken in response to the complaint, including supportive measures;
- The investigative report including all evidence gathered and any responses from the Parties;
- The District's determination regarding responsibility;
- Audio or audiovisual recording or transcript from a hearing;
- Records of any disciplinary sanctions imposed on the Respondent;
- Records of any remedies provided to the Complainant;
- Any appeal and the result;
- Any informal resolution and the result; and
- All materials used to train Title IX Coordinators, investigators, District-appointed Advisors, Decision-Makers, and any person who facilitates an informal resolution process. The District will make these training materials available for inspection by the public upon request.

The District will make these documents available to the U.S. Department of Education Office for Civil Rights upon request.

## Additional Definition Information on Title IX Sexual Harassment

Sexual assault, under this procedure, is defined as:

1. Sex Offenses, Forcible:
  - a. Any sexual act<sup>1</sup> directed against another person,
  - b. without the consent of the Complainant,
  - c. including instances in which the Complainant is incapable of giving consent.
2. Sex Offenses, Non-forcible:
  - a. Incest:
    - i. Non-forcible sexual intercourse,
    - ii. between persons who are related to each other,
    - iii. within the degrees wherein marriage is prohibited by California law.
  - b. Statutory Rape:
    - i. Non-forcible sexual intercourse,
    - ii. with a person who is under the statutory age of consent of 18.

**Consent relevant to any sexual act described** under this procedure, is defined as **affirmative consent**, which means an affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in sexual activity to ensure that they have the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. In California, a minor (meaning a person under the age of 18) cannot consent to sexual activity.

### Forcible Rape:

1. Penetration,
2. no matter how slight,
3. of the vagina or anus with any body part or object, or
4. oral penetration by a sex organ of another person,
5. without the consent of the Complainant.

### Forcible Sodomy:

1. Oral or anal sexual intercourse with another person,
2. forcibly,
3. and/or against that person's will (non-consensually), or
4. not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

### Sexual Assault with an Object:

1. The use of an object or instrument to penetrate,
2. however slightly,
3. the genital or anal opening of the body of another person,
4. forcibly,
5. and/or against that person's will (non-consensually),
6. or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

### Forcible Fondling:

1. The touching of the private body parts of another person (buttocks, groin, breasts),
2. for the purpose of sexual gratification,
3. forcibly,
4. and/or against that person's will (non-consensually),
5. or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

It shall not be a valid response to alleged lack of affirmative consent that the Respondent believed that the Complainant consented to the sexual activity under either of the following circumstances:

- The Respondent's belief in affirmative consent arose from the intoxication or recklessness of the Complainant. Any allegation that alcohol or other drugs were involved in an incident will be reviewed.
- The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the complainant affirmatively consented.

It shall not be a valid response that the Respondent believed that the Complainant affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances:

- The Complainant was asleep or unconscious.
- The Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the Complainant could not understand the fact, nature, or extent of the sexual activity.
- The Complainant was unable to communicate due to a mental or physical condition.

Dating Violence, under this procedure, is defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a person,
- d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant. i) The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—

- i. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- ii. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence, under this procedure, is defined as:**

- a. violence,
- b. on the basis of sex,
- c. committed by a current or former spouse or intimate partner of the Complainant,
- d. by a person with whom the Complainant shares a child in common, or
- e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
- f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of California, or
- g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of California.

**Stalking, under this procedure, is defined as:**

- a. engaging in a course of conduct,
- b. on the basis of sex,
- c. directed at a specific person, that
  - i. would cause a reasonable person to fear for the person's safety, or
  - ii. the safety of others; or
- iii. Suffer substantial emotional distress. For the purposes of this definition—
  - i. Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third Parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
  - ii. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
  - iii. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

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## DIVERSITY PROGRAM

The policy of the Los Angeles Community College District is to implement equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination.

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## DRUG-FREE ENVIRONMENT

Los Angeles Mission College adheres to, supports, and is in full compliance with requirements that maintain our college as a drug-free institution of higher education.

### Standards of Conduct

Students and employees are prohibited from unlawfully possessing, using, or distributing illicit drugs and alcohol on district premises, in district vehicles, or as part of any activity of the Los Angeles Community College District.

### Legal Sanctions

Federal laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of driver's license and limitations of career choices.

### Health Risks

Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability, and death. Both drugs and alcohol may be damaging to the development of an unborn fetus. Personal problems include diminished self-esteem, depression, alienation from reality, and thoughts of suicide. Social problems include alienation from the abuse of family members, chronic conflict with authority, and loss of friends, academic standing, and co- and extra-curricular opportunities. A summary chart of various drugs and their effects is available at <https://www.dea.gov/druginfo/factsheets.shtml>.

Students should contact the Student Health Center or the campus Counseling Office for assistance and referrals; employees should contact the Los Angeles Community College District Employee Assistance Program.

## **Disciplinary Action**

Violation of Board Rule 9803.19 shall result in student discipline, imposed in accordance with the Student Discipline Procedures as stated in Board Rule 91101. Furthermore, institutional policies and practices may impose disciplinary sanctions on students and employees consistent with local, state, and federal law, up to and including expulsion, termination of employment, and referral for prosecution for violations of the standard of conduct.

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

## **Counseling, Treatment & Rehabilitation**

The following resources are available for the treatment of alcohol and drug dependence and abuse:

- **Los Angeles Community College District Employee Assistance Program**  
818.907.7701 or 800.521.9944
- **National Council on Alcoholism and Drug Dependence**  
213.384.0403 or 818.997.0414
- **Los Angeles County Drug Abuse Program**  
213.624.DRUG
- **Alcoholics Anonymous**  
213.387.8316 or 818.988.3001
- **Cocaine Anonymous**  
213.839.1141 or 818.988.1777
- **Narcotics Anonymous**  
213.283.1745 or 818.997.3822
- **Families Anonymous**  
800.736.9805

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## **SMOKING POLICY**

In accordance with Board Rule 7200.27, User agrees to enforce “no smoking” signs within any building; also in any other place if such a place is designated as non smoking.

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## **CAMPUS CRIME REPORT**

Los Angeles Mission College’s general statistics and crime can be viewed at the following URLs:

### **GENERAL INFORMATION**

<http://nces.ed.gov/ipeds/cool/InstDetail.asp?UNTID=117867>

### **CRIME**

<http://ope.ed.gov/SECURITY/instDetail.asp?UNTID=117867> then click on Criminal Offenses, Hate Offenses, or Arrests.

# PROGRAM COMPLETION



## GRADUATION REQUIREMENTS

LAMC offers the following credit programs:

### CERTIFICATE OF ACCOMPLISHMENT (AKA SKILL CERTIFICATES):

designed for students who have limited time or who wish to prepare for a particular field of study. Students may be seeking increased specialization that is job-related, advancement in their present jobs, or preparation for new employment. Certificates of Accomplishment are limited to 17 15 or fewer semester units. The courses that make up the Certificate of Accomplishment often apply toward the Certificate of Achievement and the Associate Degree Programs. Always consult a counselor for verification and to file a petition to be awarded the Certificate of Accomplishment. These awards do not appear on a student's transcript.

#### Certificate of Accomplishment Requirements:

**Residency:** Students must complete a minimum of one course required for the certificate of accomplishment at Los Angeles Mission College. (LAMC Academic Senate Fall 2017).

**Scholarship:** Each course counted toward the certificate of accomplishment must be completed with a grade of C (2.0) or better or a "P" if the course is taken on a "pass-no pass" basis. (LAMC Academic Senate Spring 2018).

### CERTIFICATE OF ACHIEVEMENT:

designed for students who are looking for instruction with a high degree of specialization. Certificate of Achievement programs vary in length, and may be pursued on a full-time or part-time basis. Upon completion of the requirements, students may file a petition with the Counseling Office to be issued a Certificate of Achievement. These awards appear on a student's transcript.

#### Certificate of Achievement Requirements:

**Residency:** Students must complete a minimum of one-fifth (20%) of the units required for a certificate at the college conferring the certificate. (LACCD BR 6202.10).

When the one-fifth (20%) residency requirement results in a fraction of units, units will be rounded down to the nearest

whole unit for the benefit of our students. (LAMC Academic Senate December 2017).

**Scholarship:** Each course counted toward the certificate of achievement must be completed with a grade of C (2.0) or better or a "P" if the course is taken on a "pass-no pass" basis.

The California State University, General Education-Breadth (CSU GE Breadth) Certificate of Achievement is exempt from this requirement. See a counselor for details.

**Associate Degrees (AA/AS):** 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.

### ASSOCIATE DEGREES (AA/AS):

Designed for students who may be considering pursuing a higher degree, or are looking for better prospects. Coursework includes General Education in addition to major prep. Upon completion of the requirements, students may file a petition with the Counseling Office to be issued an Associate Degree. These awards appear on the student's transcript.

#### Associate Degree (AA/AS) Requirements:

The awarding of an Associate Degree symbolizes a successful attempt on the part of the college to lead students through patterns of learning experiences. 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. (LACCD BR 6201) 5 C.C.R. section 55806

### 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.

(LACCD BR 6201.10)

### Residency Requirement

Students must complete no fewer than 12 units at the college conferring the degree.

(LACCD BR 6201.11)

### Scholarship Requirement

A "C" (2.0) grade average or better in all work attempted in the curriculum upon which the degree is based. Effective for all students admitted for the Fall 2009 term or any term thereafter, each course counted toward the major requirements must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.

(LACCD BR 6201.12)

### Competency Requirement:

- I. The competency requirements for the Associate of Arts (AA) and Associate of Science (AS) Degrees are met by the following criteria:
  - a. Mathematics Competency  
The competency requirement in mathematics for the Associate Degree may be met by completion of any of the following:
    - 1) Verification of passing with a grade of C or P or higher any course from a California Community College Chancellor's Office (CCCCO) Course Basic (CB) Code of "One Level Below Transfer" or higher with a TOP code beginning with 17.
    - 2) Verification of passing with a grade of C- or higher a mathematics course at or above the level of the course typically known as Intermediate Algebra or the equivalent from any United States regionally accredited secondary or post-secondary institution.
    - 3) 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.
    - 4) Achieving a satisfactory score (using a DAS-approved scoring-method) on a DAS-approved District Mathematics Competency Examination.
    - 5) Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Regulations.
  - b. Written Expression Competency  
The competency requirement in written expression for the Associate Degree may be met by completion of any of the following:
    - 1) 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.
    - 2) 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 A2: Written Communication and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 1A: English Composition.

- 3) Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Regulations.
  - c. Students who maintain continuous catalog rights (as defined in Board Rule 6203) may satisfy competency according to the requirements stated in college catalogs pursuant to relevant Board Rules and Administrative Regulations from the first term under those rights until the term all graduation requirements have been met or any intervening term.
- II. The District Curriculum Committee shall establish whether the course meets the competency requirement as established in this administrative regulation.  
(LACCD E-reg 79)

### Conferring the Degree when offered at multiple LACCD Colleges

When the same major is offered at multiple colleges in the LACCD, the degree shall be conferred by the college where the student has taken the majority (greater than 50.0%) of units in the major. When units are split equally among two or more colleges, the college where the student was last enrolled shall award the degree. (LACCD BR 6201.14)

### General Education Requirement

- a. General Education is designed to introduce students to the variety of means through which people comprehend the modern world.
- b. 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.
- c. The following three general education plans are offered at the colleges of the Los Angeles Community College District: the LACCD General Education Plan; the California State University General Education Breadth Plan (CSU GE-Breadth Plan); the Intersegmental General Education Transfer Curriculum (IGETC).  
(LACCD BR 6201.15)

### Acceptance of Courses to Meet Associate Degree Requirements

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

1. Coursework must be completed at an institution accredited by a recognized United States regional accrediting body.  
Note: For coursework taken at institutions of higher learning outside the United States, refer to LACCD Administration Regulation E-101.
2. Coursework must be degree applicable at the originating institution.
3. A student must submit official transcripts from the originating institution consistent with current Board policy.
4. Students may receive credit for the following:
  - LACCD General Education Plan
  - The college will honor each course in the same general education area in which the originating institution placed each course. Equivalency to an LACCD course

is not required and does not prohibit application of the course to an alternative general education area, if deemed beneficial to the student.

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

Note: for applicability to statewide transfer general education patterns refer to IGETC Standards, and CSU Executive Order 1100.

- LACCD Competency Requirement
  - A minimum grade of "C-" is required in each course used to fulfill the English and Mathematics competency requirement.
- LACCD unit (elective) credit. There is no maximum on the number of units that may be applied to local associate degrees. The LACCD residency requirement must still be met per LACCD Board Rule 6201.11.
- LACCD Course Credit
  - Each college shall develop procedures for determining whether the courses taken at other U.S. regionally accredited institutions of higher education are equivalent to courses in the college's curriculum. These procedures shall be developed in consultation with the college's Academic Senate in accordance with the provisions of Chapter XVIII of the Board Rules – Academic Senate and the Board of Trustees Shared Governance Policy.

\*This policy does not apply to Associate Degrees for Transfer (ADT's); refer to the LACCD ADT Reciprocity Guidelines. (LACCD E-reg 93)

## **ASSOCIATE DEGREE FOR TRANSFER (AA-T/AS-T)**

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer" (ADT). California Community College students interested in transfer to a California State University (CSU) are encouraged to learn more about the Associate in Arts for Transfer or Associate in Science for Transfer (AA-T or AS-T) Degrees. These Transfer Degrees are designed to provide a clear pathway for transfer. California Community College students awarded an AA-T or AS-T degree are guaranteed admission with junior standing in a program that is deemed "similar" within the CSU system. Although priority admission consideration is given to the student's local CSU campus within a "similar" program, it does not guarantee admission to a specific major or campus.

### **Associate Degree for Transfer (AA-T/AS-T) Requirements:**

The awarding of an Associate Degree symbolizes a successful attempt on the part of the college to lead students through patterns of learning experiences. 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.

(LACCD BR 6201) 5 C.C.R. section 55806

### **Unit Requirement**

Associate degrees for transfer, as defined in California Education Code §66746, must be aligned with transfer model curricula as approved by the State Chancellor and must require 60 semester units for completion, with at least 18 units of study in a major/area of emphasis and completion of Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education Breadth Requirements. (LACCD BR 6201.10)

### **Residency Requirement**

Students must complete no fewer than 12 units at the college conferring the degree. (LACCD BR 6201.11)

### **Scholarship Requirement**

A "C" (2.0) grade average or better in all work attempted in the curriculum upon which the degree is based. Effective for all students admitted for the Fall 2009 term or any term thereafter, each course counted toward the major requirements must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis. (LACCD BR 6201.12)

### **Competency Requirement**

Reading and Written Expression and Math Competency Requirements (E-reg 79)

1. Completion of a 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 shall meet the reading and written expression competency.
2. Completion of a 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 shall meet the Mathematics Competency. (LACCD BR 6201.13)

### **Conferring the Degree when offered at multiple LACCD Colleges**

When the same major is offered at multiple colleges in the LACCD, the degree shall be conferred by the college where the student has taken the majority (greater than 50.0%) of units in the major. When units are split equally among two or more colleges, the college where the student was last enrolled shall award the degree. (LACCD BR 6201.14)

### **General Education Requirement**

- a. General Education is designed to introduce students to the variety of means through which people comprehend the modern world.
- b. 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.
- c. The following three general education plans are offered at the colleges of the Los Angeles Community College District: the LACCD General Education Plan; the California State University General Education Breadth Plan (CSU GE-Breadth Plan); the Intersegmental General Education Transfer Curriculum (IGETC). (LACCD BR 6201.15)



## UNIVERSITY OF CALIFORNIA TRANSFER PATHWAY (UCTP) ASSOCIATE DEGREES IN CHEMISTRY AND PHYSICS

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

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

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

## ADDITIONAL AND CONCURRENT ASSOCIATE DEGREES (LACCD BR 6205)

### Additional Associate Degrees

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

1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements – i.e., scholarship, residency, competency, general education and major requirements.
2. For local associate degrees, completion of a minimum of six (6) units in the major at the college awarding the degree. For the Associate Degrees for Transfer (ADTs), there is no major unit minimum requirement that must be completed at the college awarding the degree.
3. Major course requirements completed in previous degrees awarded can be used again for additional degrees.

4. All courses that count towards the associate degree major or area of emphasis must be satisfactorily completed with a grade of "C" or higher or "P" (pass).
5. There is no limit to the number of additional associate degrees that can be awarded provided that all the above requirements have been met.
6. 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 Chapter XVII of the Board Rules – Academic Senate and the Board of Trustees Shared Governance Policy.

### 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

1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements: scholarship, residency, competency, general education and major requirements.
2. There is no maximum number of concurrent degrees that a student may be awarded.
3. If a course is a major requirement for each concurrent degree, it may be applied toward satisfaction of each major degree requirement

### Double-Counting of Coursework (LACCD BR 6201.18)

A course may only be counted once for General Education purposes. However, a course may be used to simultaneously satisfy both a General Education requirement and a major/area of emphasis requirement. There is no limit on the number of courses that may be used simultaneously in this manner.

Students may also simultaneously apply the same course toward satisfaction of the LACCD General Education Plan, the CSU GE Breadth Certification requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements.

### **Associate Degrees for Transfer and Local Associate Degrees (LACCD BR 6201.19)**

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.

### **Automatic Awarding of Certificates of Achievement (LACCD BR 6202.13)**

Students who have completed the degree requirements for which there is a paired Certificate of Achievement or other State approved and transcribed certificate(s), will be awarded the certificate(s) automatically.

### **Catalog Rights (LACCD BR 6203)**

For these purposes, a catalog year is defined as beginning with the fall semester through the subsequent summer. A student remaining in continuous attendance in the Los Angeles Community College District may elect to satisfy the degree, certificate or graduation requirements in effect at the college from which the student will either earn his/her degree, certificate or graduate:

1. at the time the student began such attendance at the college, or
2. allow students to select an intervening catalog in years between the time the student began continuous attendance and time of graduation, or at the time of graduation.

For the sole purpose of satisfying graduation competency requirements, students entering the Los Angeles Community College District prior to Fall 2009 who remain in continuous attendance within the LACCD may graduate from any LACCD College by satisfying graduation competency by either:

1. fulfilling competency requirements in place at the time the student began such attendance within the district, or
2. fulfilling competency requirements in place at the time of graduation.

This policy does not apply to college programs which are governed or regulated by outside government agencies or which require licensure or certification through one of these agencies.

### **Continuous Attendance (LACCD BR 6204)**

“Continuous attendance” means no more than one semester absence within a school year, excluding Summer Sessions and Winter Intersession.

Students granted a “military withdrawal” under the provisions of Board Rule 6701.10, will be considered to be in “continuous attendance” for their required period of military service.

### **Residency Requirements Exceptions (LACCD BR 6201.11)**

Exceptions to residence requirements for the associate degree may be made by the governing board when it determines that an injustice or undue hardship would be placed on the student.

### **U.S. Department of Education Disclosure Regulations Regarding Programs Leading to Gainful Employment**

To qualify for federal financial aid students must declare participation in a program that leads to a degree (associate, bachelor, graduate or professional) or in a certificate program that prepares students for employment. Effective July 1, 2011, the U.S. Department of Education (Federal Regulations 75-FR66832) has established guidelines requiring that

community colleges disclose specific information regarding programs that lead to gainful employment in a recognized occupation. Information includes but is not limited to occupational profiles, program costs, employment projections, number of students who complete the program and time to completion of the program. In accordance with these regulations, a website is provided by Los Angeles Mission College which provides this information: [www.lamission.edu/careers/programs.aspx](http://www.lamission.edu/careers/programs.aspx)

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### **PETITION FOR GRADUATION**

Schedule an appointment with a counselor each semester to check progress toward your degree.

If applicable, have an official copy of all transcripts (including those for AP, CLEP and IB exams) from other institutions SENT directly to the Admissions Office (by the institution via US Mail ONLY) reflecting grades of all coursework completed.

Schedule an appointment with your counselor during your final semester to verify that all degree requirements have been met and complete a Graduation Petition (deadlines for graduation petitions are posted each term).

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### **LATE GRADUATION PETITIONS**

Students who petition to graduate after the deadline will receive a graduation date of the semester that the petition is received. The permanent record and diploma will reflect the semester date when the student petitioned. A transcript memo will reflect the date that the certificate/degree was granted.

Please consult with a counselor to keep informed of the latest changes in graduation and transfer requirements.

# ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS 2020–2021

**General Education Requirements:** Minimum of 21 semester units.

**Major Requirements:** Minimum of 18 units in a single or related field. Effective for all students entering Fall 2014 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.

**THIS FORM IS SUBJECT TO CHANGE EACH YEAR:** Please see a counselor and check the college catalog for specific major requirements.

## A. Natural Sciences

Lab courses are underlined>.

3 semester/4 quarter units

ANATOMY	001
ANTHRO	101, 111
ASTRON	001, 005
BIOLOGY	003, 005, 006, 007, 040
BIOTECH	002, 003
CHEM	051, 052, 065, 101, 102, 211, 212
EARTH	001, 002
ENV SCI	002
FAM &CS	021
GEOG	001, 014, 015
GEOLOGY	001
MICRO	020
NUTRTN	021
OCEAN	001
PHYS SC	001, 014
PHYSICS	006, 007, 037, 038, 039
PHYSIOL	001
PSYCH	002

## B. Social & Behavioral Sciences

6 semester/8 quarter units

### B1. American Institutions

(3 semester units)

AFRO AM	004
CHICANO	007, 008
ECON	010
HISTORY	011, 012
POL SCI	001

### B2. Social & Behavioral Sciences

(3 semester units)

ADM JUS	001, 004
AFRO AM	002, 004
ANTHRO	102
BUS	001, 005
CHICANO	002, 007, 019, 020, 044, 047, 071
CH DEV	001
ECON	001, 002, 010
EDUC	203
FAM &CS	006, 031, 091
GEOG	002, 007, 014
HISTORY	001, 002, 011, 012, 086
LAW	001
POL SCI	002, 005, 007
PSYCH	001, 013, 014, 041, 052
SOC	001, 002, 003, 004, 011, 013, 028, 031

## C. Humanities

3 semester/4 quarter units

AFRO AM	002
ANTHRO	104, 121
ART	092, 201, 300, 501, 502, 700
ARTHIST	103, 110, 120, 126, 130, 140, 170, 161
CHICANO	037, 042, 044, 046, 052, 054, 058
CINEMA	003, 004, 107
DANCEST	805
ENGLISH	102, 127, 203, 205, 206, 208, 240
FRENCH	001, 002
HISTORY	086
HUMAN	001, 003, 030
INTRDGN	104
ITALIAN	001, 002
LING	001
MUSIC	101, 111, 141, 321, 322, 323, 324, 341, 411
PHILOS	001, 014, 020, 033
PHOTO	007
PORTGSE	001, 002
SPANISH	001, 002, 003, 004, 005, 006, 035, 036, 037
THEATER	100, 110, 114, 200, 271, 300

## D. Language & Rationality

6 semester/8 quarter units

### D1. English Composition\*

(Min. 3 semester units)

E.S.L.	008
ENGLISH*	101

### D2. Communication & Analytical Thinking\*\*

(Min. 3 semester units)

COMM	101, 102, 121, 151
<i>(previously Speech)</i>	
CIS	215
CS	101
ENGLISH	102, 103
LIB SCI	101
MATH**	115, 121, 123B, 123C, 125, 134, 215, 227, 238, 240, 245, 260, 265, 266, 267, 270, 272, 275
PHILOS	005, 006, 009, 020
PSYCH	074

## E1. Health & Kinesiology

3 semester/4 quarter units

### E1. Health Education

(one course minimum)

HEALTH	008, 011
KIN MAJ	100, 101

### E2. One Physical Education Activity

(1 semester/1 quarter unit minimum)

DANCETQ	121, 141, 142, 171, 172, 173, 231, 232, 321, 322, 462
DNCESPC	442, 443, 444
KIN ATH	503-564
KIN	035-552
<i>(previously PE)</i>	

\*English competency can be met by completing English 101 with a “C” (2.0) or better.

\*\*Math competency can be met by completing Math 123C, 125, 134, or a higher Math course with a grade of “C” (2.0) or better OR Math placement above intermediate algebra level.

LACCD Associate Degree general education requirements are fully satisfied by students who have an Associate, Baccalaureate or higher degree from a United States regionally accredited institution. This applies to general education requirements only; the Title V Associate Degree graduation competency requirements in Reading, Written Expression and Math will be evaluated on an individual student basis.

PROGRAM	AA-T	AS-T	AA	AS	C	CS	CN	CY
Accounting			X		X			
Administration of Justice		X		X				
Advanced ESL						X		
Advanced Math Application								X
Algebra I								X
Art			X					
Art, Gallery and Museum Studies			X					
Art History	X							
Baking Specialist I						X		
Baking Specialist II						X		
Basic Math Application								X
Basic Police Academy Preparation						X		
Biology		X						
Biology, General				X				
Biotechnology				X				
Biotechnology Lab Assistant					X			
Biotechnology Research Lab Assistant					X			
Business Administration		X	X					
Business Calculus Preparation								X
Business Information Worker					X			
Certified Nurse Assistant & Home Aide					X			
Chicano Studies			X					
Child Development			X	X				
Child Development Administration						X		
Child Development Core					X			
Child Development Specializing in Dual Language Learning			X	X				
Child Development Specializing in Family Child Care			X	X	X			
Child Development Specializing in Infant & Toddler			X	X				
Child Development Specializing in Preschool			X	X				
Child Development Specializing in School-Age Care			X	X				
Child Development Specializing in Special Needs			X	X				
Cloud Computing					X			
Communication Studies	X							
Computer Programmer				X	X			
Crime Scene Technology						X		
CSU General Education					X			
Culinary Arts			X	X				
Culinary Specialist I						X		
Culinary Specialist II						X		
Cyber Security Associate				X	X	X		
Early Childhood Education		X						
Elementary Teacher Education	X							
Engineering				X				
Engineering Drafting Technician					X			
English	X							
English Literacy and Civics							X	
Family Studies			X	X				
Full Stack Developer				X	X			
Fundamentals of Medical Billing & Coding					X			
General Studies - Arts & Humanities			X					
General Studies - Communication & Literature			X					
General Studies - Natural Sciences			X					
General Studies - Social & Behavioral Sciences			X					
Gemoetry and Trigonometry Preparation								X
Gerontology			X		X			
Health Occupations Fundamentals					X			

PROGRAM	AA-T	AS-T	AA	AS	C	CS	CN	CY
Health Science				X				
High Intermediate ESL						X		
IGETC General Education					X			
Interior Design			X		X			
Interior Design Space Planning						X		
Introduction to Construction Technologies							X	
Introduction to CSIT								X
Job Readiness Skills							X	
Kinesiology	X							
Land Surveying Technician I					X			
Land Surveying Technician II					X			
Legal Assisting (Paralegal)			X		X			
Low Advanced ESL						X		
Management			X					
Mathematics		X						
Multimedia: Animation & 3D Design			X		X	X		
Multimedia: Graphic & Web Design			X		X	X		
Multimedia: Video Production			X		X	X		
Nutrition & Dietetics		X						
Painting			X					
Pharmacy Technician				X				
Pharmacy Technician - Advanced					X			
Pharmacy Technician - Basic					X			
Philosophy	X							
Physical Science			X					
Political Science	X							
Precalculus Preparation								X
Probation/Correction Officer					X			
Professional Baking & Patisserie					X			
Programming						X		
Psychology	X							
Restaurant Management			X		X	X		
Retail Management (WAFIC)					X			
Social Justice Studies: Chicano/ Chicana Studies	X							
Sociology	X							
Spanish	X							
Statistics Skills and Preparation								X
Studio Arts	X							
Theater Arts	X							
UCTP Chemistry		X						
UCTP Physics		X						
Video for Live Entertainment					X			

**PETITION FOR GRADUATION** (to receive an AA/AS Degree):

- Schedule an appointment with a counselor each semester to check progress toward your degree.
- If applicable, have an official copy of all transcripts (including those for AP exams, CLEP or IB) from other institutions SENT directly to the Admissions Office reflecting grades of all coursework completed.
- Schedule an appointment with your counselor during your final semester to verify that all degree requirements have been met and complete a Graduation Petition (deadlines for graduation petitions are posted each term).

**AA-T** is Associate of Arts for Transfer

**AS-T** is Associate of Science for Transfer

**AA** is Associate of Arts

**AS** is Associate of Science

**C** is Certificate of Achievement

**CS** is Certificate of Accomplishment

**CN** is Certificate of Completion

**CY** is Certificate of Competency

Please consult with a counselor to keep informed of the latest changes in graduation and transfer requirements.

# TRANSFER INFORMATION



Students who plan to earn a Bachelor's Degree should take courses designed to complete the general education pattern and the lower division preparation for their major of the college to which they will transfer. Los Angeles Mission College can provide the lower division preparation for most majors. For purposes of classification, students who are paralleling the work of four-year colleges and universities are indicated as "transfer students."

## TRANSFER CENTER

818.364.7827 | [lamission.edu/transfercenter](http://lamission.edu/transfercenter)

The Transfer Center helps students prepare to continue their education at a four-year college or university. Counselors and the Transfer Center Staff are your link to transfer to UC, CSU and private institutions. Consult with a counselor regarding course requirements needed to transfer. The counselor will help you develop an educational plan to facilitate the process.

Transfer Center resources include online/traditional application filing, opportunities to meet with representatives from four-year institutions, a resource library, workshops on transfer issues and information regarding articulation agreements. Students are encouraged to begin planning for transfer as early as possible. Transfer students can earn an Associate Degree or Associate Degree for Transfer while completing transfer requirements.

Essential information for transfer students can be accessed via the following websites:

## ARTICULATION AGREEMENTS: [www.assist.org](http://www.assist.org)

ASSIST is the official statewide source for course articulation between the California Community Colleges, California State University and the University of California: [www.assist.org](http://www.assist.org). Additional articulation agreements can be found on the LAMC articulation website [www.lamission.edu/counseling/artic/](http://www.lamission.edu/counseling/artic/)

## CSU: [www.csumentor.edu](http://www.csumentor.edu)

CSU Mentor is a free online resource designed to help students learn about the CSU system. Students will be able to select a CSU campus, apply for admission and plan how to finance their higher education. The student will only pay the application fee charged directly by the CSU campus when an application for admission is submitted. Personal data entered by the user is not released without the user's express consent and direction.

## UC: [www.ucop.edu](http://www.ucop.edu)

University of California Pathways is a free online resource designed to help students learn about the UC system. Students will be able to use one online application to apply to various UC campuses. The student will only pay the application fee for each university when an application for admission is submitted. UC Pathways provides Answers for Transfers, Financial Aid Information, Campus Publications, Directories and links to all UC campus web pages. Personal data entered by the user is not released without the user's express consent and direction.

With careful planning, a student can complete the requirements for the Associate Degree while simultaneously completing the lower division preparation for most universities. Three requirements must be met in order to attain full junior standing at the UCs, the CSUs, or most independent universities to which students expect to transfer. These requirements are as follows:

1. Completion of 60 transferable units (units may vary at independent universities)
2. Completion of the specific General Education Requirements for junior standing in the proposed college or university
3. Completion of the lower division prerequisites for selected majors. These vary according to the institution in which students expect to enroll.

NOTE: Students expecting to transfer to such institutions should contact the Los Angeles Mission College Transfer Center to see a counselor and consult the respective catalog of these institutions regarding specific requirements for upper division standing.

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## **INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)**

Disclaimer: Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website @ [www.assist.org](http://www.assist.org). At the time of publication, the following IGETC pattern was available. Please check the Assist website for the most recent information and see a counselor for help in planning your coursework.

A minimum "C" grade is required in each course. A "C" is defined as a minimum 2.0 grade points on a 4.0 scale.

### **WHAT IS THE INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM?**

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which community college transfer students can use to fulfill lower-division General Education Requirements in either the UC or CSU system without the need to take additional lower-division general education courses after transfer.

The IGETC is NOT an admission requirement to the UC or CSU system. There is no connection between completion of the IGETC and eligibility for admission to the UC or CSU system, or admission to a specific campus or program. Existing segmental and campus-specific admission requirements for transfer students remain unchanged. Requirements for lower division courses for admission to particular majors also remain unchanged.

A minimum total of 60 transferable units must be completed before transfer, for priority admission status. It is recommended that students complete lower division (the first two years of a four-year college) major requirements and general education requirements for the UC and/or CSU prior to transfer.

It may not be advisable for all students to follow the IGETC. Some students may be better served by taking courses that fulfill the CSU General Education Breadth requirements or those of the UC campus or college to which they plan to transfer. Students pursuing majors that require extensive lower division major preparation, (such as engineering and computer science majors on all campuses or business majors at University of California, Berkeley) may not find the IGETC option to be advantageous. The Eleanor Roosevelt College and Revelle College of the University of California, San Diego do not accept IGETC. Additional lower division General Education Requirements may be needed prior to transfer. The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU campus.

If you are approaching readiness for transfer and are unable to complete one or two IGETC courses you may be eligible for Certification. "Certification" means that LAMC has verified that a student has completed the lower division General Education requirements listed in each area of the IGETC.

Certification does not guarantee admission or admission eligibility. Certification is not required and is not automatic; it must be requested by the student at the time the final official transcript is sent. A student may only be granted IGETC certification once (either partial or complete) prior to their first semester at the 4-year university. Students receiving partial certification must ensure that admission criteria for the university has been met (IGETC areas I and II). Students may complete the necessary coursework at the transfer institution and may NOT return to the Community College for complete certification if partial certification was granted. Without certification, the student will be held to the specific general education requirements of the university campus of choice. Please note, the UC Berkeley, College of Letters and Science does not accept partial Certification. Courses taken at several institutions may be used to fulfill the IGETC. Students should be aware, however, that placement of courses within IGETC subject areas may vary from college to college. Placement of a course will be based on the college of attendance and its IGETC pattern at the time the course was completed. Completion of the IGETC program will be certified by the last community college which the student attends."



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## CALIFORNIA STATE UNIVERSITIES

### Transfer Requirements

Disclaimer: Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website @ [www.assist.org](http://www.assist.org). At the time of publication, the following CSU-GE pattern was available. Please check the Assist website for the most recent information and see a counselor for help in planning your coursework.

It is recommended that students complete lower division (the first two years of a four-year college) major requirements and general education requirements of the California State University before transferring. Note that some California State Universities and some departments may require more than a "C" average for admission.

### WHAT IS THE CSU-GE (CSU GENERAL EDUCATION)?

Los Angeles Mission College has an agreement with the California State University System through which students at LAMC can complete all lower division General Education Requirements for any of the 23 CSU campuses. If the 39 unit pattern described is completed, Los Angeles Mission College will certify to the California State University System that all lower division General Education Requirements have been met. Students can receive partial certification in one of the categories A through E after completing the requirements for that category. However, a minimum of 12 units from the certification requirements must be completed for partial certification. CSU GE Breadth Certification may be certified by the last community college the student attends.

Students must petition for full or partial certification by seeing an LAMC counselor. With careful preparation, it is possible for a student to complete the AA General Education Requirements for Los Angeles Mission College while completing these certification requirements. Some courses appear in several areas, but one course may NOT be used to meet more than one General Education Requirement.

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## INDEPENDENT CALIFORNIA COLLEGES & UNIVERSITIES

California's fully accredited independent colleges and universities provide a host of options at undergraduate, graduate, and professional levels for students planning to continue their education beyond community college. Students who transfer to independent colleges or universities find they are given academic credit for most, if not all, of their community college studies. Virtually all institutions give full credit for general education courses and usually other courses designated for transfer by the community college.

Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. The requirements are outlined in the respective college catalogs, available for viewing at the Transfer Center.

Independent institutions are generous in awarding credit. They invite students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.

# 2020–2021 INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

**Disclaimer:** Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website at [www.assist.org](http://www.assist.org). A minimum “C” grade is required in each course. A “C” is defined as a minimum 2.0 grade points on a 4.0 scale.

## 1. ENGLISH COMMUNICATIONS

**CSU:** 3 courses required, one from each Area 1A, 1B, 1C

**UC:** 2 courses required, one from each Area 1A and 1B

### 1A. English Composition

ENGLISH 101

### 1B. Critical Thinking/English Composition

ENGLISH 102, 103

PHILOS 005

### 1C. Oral Communication (CSU Only)

COMM 101, 102, 151

## 2. MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING

1 course (3 semester/4 quarter units)

MATH 227, 227S, 230, 235, 238, 245, 260, 265, 266, 267, 270, 272, 275

## 3. ARTS & HUMANITIES

3 courses (9 semester/12 quarter units)

Choose one course from A, one course from B, and a third course from A or B.

### 3A. Art

ART 201, 300, 501, 502

ARTHIST 103, 110, 120, 130, 140, 170, 161

CHICANO 052, 054, 058

CINEMA 003, 107

DANCEST 805

HUMAN 001, 003

MUSIC 111, 141

THEATER 100, 114

### 3B. Humanities

ANTHRO 104

ARTHIST 126, 161

CHICANO 037, 042, 044, 046

CINEMA 004

ENGLISH 203, 205, 206, 208, 240

HUMAN 001, 002, 003, 030, 031

LING 001

PHILOS 001, 014, 020, 033

SPANISH 003, 004, 005, 006

## 4. SOCIAL & BEHAVIORAL SCIENCES

(9 semester/12 quarter units)

Choose three courses from at least two different disciplines:

ADMIN JUS 001, 004

AFRO AM 002, 004

ANTHRO 102, 104, 121

CH DEV 001

CHICANO 002, 007, 008, 019, 020, 044, 047

ECON 001, 002, 010

GEOG 002, 007, 014

HISTORY 001, 002, 011, 012, 086

JOURNAL 100

LING 001

POL SCI 001, 002, 003, 005, 007

PSYCH 001, 002, 013, 014, 041, 052

SOC 001, 002, 003, 011, 024, 028, 031

## 5. PHYSICAL & BIOLOGICAL SCIENCES

(7 semester/9 quarter units)

At least 2 courses, with one from the Physical Science and one from the Biological Science, at least one of the two courses must include a corresponding lab course: see Area 5C

### 5A. Physical Science

ASTRON 001

CHEM 051, 052, 065, 101, 102, 211, 212

EARTH 001

GEOG 001

GEOLOGY 001

OCEANO 001

PHYS SC 001

PHYSICS 006, 007, 037, 038, 039

### 5B. Biological Sciences

ANATOMY 001

ANTHRO 101

BIOLOGY 003, 005, 006, 007

BIOTECH 002

ENV SCI 002

MICRO 020

PHYSIOL 001

PSYCH 002

### 5C. Laboratory Science Requirement

ANTHRO 111

ANATOMY 001

ASTRON 005

BIOLOGY 003, 005, 006, 007

BIOTECH 002

CHEM 051, 052, 065, 101, 102, 211, 212

EARTH 002

GEOG 015

MICRO 020

PHYS SC 014

PHYSICS 006, 007, 037, 038, 039

PHYSIO 001

## 6. LANGUAGE OTHER THAN ENGLISH (UC Requirement ONLY)

Proficiency equivalent to two years of high school study in the same language:

FRENCH 002 or higher

ITALIAN 002 or higher

PORTGSE 002 or higher

SPANISH 002 or higher

If a language level 3 or higher is used to satisfy this requirement, it may also be used in Area 3B.

High School: 2 years of the same foreign language with a “C-” or better GPA in the final second-year course.

### CSU REQUIREMENT ONLY

Not part of IGETC, but may be completed prior to transfer.

For IGETC Certification purposes, courses used to satisfy this CSU graduation requirement may also be used to satisfy IGETC area 3 and/or 4. If a course is used to satisfy both an IGETC subject area and this CSU graduation requirement, some CSU campuses may require students to take an additional course(s) after transfer.

US 1. AFRO AM 004,  
CHICANO 008,  
ECON 010,  
HISTORY 011, 012

US 2. POL SCI 001

US 3. POL SCI 001

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 either of these general education plans for an associate degree. (LACCD BR 620I.16)

# 2020–2021 CALIFORNIA STATE UNIVERSITY SYSTEM – GENERAL EDUCATION PLAN

**Disclaimer:** Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website at [www.assist.org](http://www.assist.org).

## A. ENGLISH LANGUAGE COMMUNICATION & CRITICAL THINKING

9 semester/12 quarter units. Select one course from each area below.

### A-1 Oral Communication:

minimum grade of C required

COMM 101, 102, 151

### A-2 Written Communication:

minimum grade of C required

ENGLISH 101

### A-3 Critical Thinking:

minimum grade of C required

COMM 102

ENGLISH 102, 103

PHILOS 005, 006, 009

### Effective Fall 2016:

CSUGE Areas A1, A2, A3, and B4 must be completed with a grade of "C" or higher.

## B. SCIENTIFIC INQUIRY & QUANTITATIVE REASONING

9 semester/12 quarter units. At least one course from Physical Science, Life Science, and Mathematics/Quantitative Reasoning. At least one of the science courses must contain a laboratory component that corresponds to the lecture course used. See Area B-3 below.

### B-1 Physical Science

ASTRON 001  
CHEM 051, 052, 065, 101, 102, 211, 212  
EARTH 001  
GEOG 001  
GEOLOGY 001  
OCEAN 001  
PHYS SC 001, 014  
PHYSICS 006, 007, 038, 039

### B-2 Life Sciences

ANATOMY 001  
ANTHRO 101  
BIOLOGY 003, 005, 006, 007  
BIOTECH 002  
ENV SCI 002  
MICRO 020  
PHYSIOL 001  
PSYCH 002

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 either of these general education plans for an associate degree. (LACCD BR 6201.16)

### B-3 Laboratory Activity

ANATOMY 001  
ANTHRO 111  
ASTRON 005  
BIOLOGY 003, 005, 006, 007  
BIOTECH 002  
CHEM 051, 052, 065, 101, 102, 211, 212  
EARTH 002  
GEOG 015  
MICRO 020  
PHYS SC 014  
PHYSICS 006, 007, 037, 038, 039  
PHYSIOL 001

### B-4 Mathematics/Quantitative

#### Reasoning:

minimum grade of C required

MATH 215, 227, 227S, 230, 238, 240, 240S, 245, 260, 265, 266, 267, 270, 272, 275

## C. ARTS & HUMANITIES

9 semester/12 quarter units  
Select one course from C-1, one from C-2, and a third from C-1 or C-2.

### C-1 Arts

ART 201, 300, 501, 502  
ARTHIST 103, 110, 120, 126, 130, 140, 170, 161  
CHICANO 052, 054, 058  
CINEMA 003, 107  
DANCEST 805  
ENGLISH 240  
HUMAN 001, 003  
INTRDGN 104  
MULTIMD 110  
MUSIC 101, 111, 141, 321, 322, 323, 324, 341  
PHOTO 010, 011, 012  
THEATER 100, 114

### C-2 Humanities

ANTHRO 104  
ARTHIST 161  
CHICANO 007, 037, 042, 044, 046, 058  
CINEMA 004  
ENGLISH 127, 203, 205, 206, 208, 240  
FRENCH 001, 002  
HISTORY 086  
HUMAN 001, 030  
ITALIAN 001, 002  
LING 001  
PHILOS 001, 014, 020, 033  
SPANISH 001, 002, 003, 004, 005, 006

## D. SOCIAL SCIENCES

9 semester/12 quarter units

Courses must be chosen from at least two disciplines.

The American Institutions requirement may be completed as part of the 9 units required in Area D.

### AMERICAN HISTORY AND INSTITUTIONS REQUIREMENT

May be met by completing Political Science 1 AND one of the following courses:

AFRO AM 004, CHICANO 008, ECON 001; HISTORY 011, 012.

It is highly recommended students complete these requirements, as it will meet the CSU graduation requirement.

ADM JUS 001, 004  
AFRO AM 002, 004  
ANTHRO 102, 104, 121  
BUS 005  
CH DEV 001, 042  
CHICANO 002, 007, 008, 019, 020, 044, 047, 071  
COMM 121  
ECON 001, 002, 010  
GEOG 002, 007, 014  
HISTORY 001, 002, 011, 012, 086  
JOURNAL 100  
LAW 001  
LING 001  
POL SCI 001, 002, 003, 005, 007  
PSYCH 001, 002, 013, 014, 041, 052  
SOC 001, 002, 003, 007, 011, 024, 028, 031

## E. LIFELONG UNDERSTANDING & SELF DEVELOPMENT

3 semester/4 quarter units, not all in 1-unit Kinesiology/Dance Activity courses:

CHICANO 047  
CH DEV 001  
DANCETQ 121, 141, 142, 171, 172, 173, 231, 232, 321, 322, 462  
DNCESPC 441, 442, 443, 444  
ENV SCI 002  
FAM &CS 006, 021, 031, 091  
HEALTH 008, 011  
KIN ATH 503, 511, 512, 516, 552, 557, 558, 563, 564  
KIN MAJ 100  
KIN 035 - 552  
NUTRTN 021  
PSYCH 001, 002, 041, 052

# FACULTY

**Abed, Karineh****Mathematics**

B.S., M.A., California State University,  
Los Angeles

**Akl, Carole E.****Mathematics**

B.S., M.A., University of California, Los Angeles

**Allen, Veronica V.****Education & Child Development**

A.A., Los Angeles Valley College,  
B.A., M.A., California State University, Los Angeles  
Ed.D., University of Southern California

**Arora, Chandler P.****Biotechnology & Life Sciences**

B.S., Ph.D., HA University, Hisar, India

**Atondo, Elizabeth****Counseling**

B.A., Stanford University  
M.S., California State University, Los Angeles

**Avalos-Njie, Linda Marie****Counseling**

B.A., M.S., California State University, Northridge

**Bazikyan, Ivet****Family & Consumer Studies and Child Development**

B.A., M.S., California State University, Northridge

**Bernal, Vilma****Business**

B.A., Pepperdine University  
M.B.A., Woodbury University

**Bill, Emily B.****Psychology**

B.A., University of California, San Diego  
M.A., National University, San Diego

**Bonilla Hein, Diana I.****Counseling**

B.A., University of California, San Diego  
M.Ed., San Diego State University

**Bordbar, Jason****Business**

B.A., University of California Los Angeles  
M.B.A., Colorado State University

**Brown, Stephen T.****Life Sciences**

B.A., California State University, Northridge  
Ph.D., University of California, Los Angeles

**Cascione, Joe****Kinesiology**

B.A., California Lutheran University  
M.A., Walden University  
Teaching Credential, California State University,  
Northridge

**Climo, Michael J.****English as a Second Language**

B.A., Sonoma State University  
M.Ed., University of Nevada, Las Vegas

**Cooper, Cindy****Health & Kinesiology**

B.A., M.A., California State University, Northridge

**Crozer, Karen J.****English**

B.A., Cedarville University  
M.S., M.F.A., City College of New York  
M.A., Ph.D., Claremont Grad. University

**Cucuzza, Robert****Theater**

B.F.A., Carnegie Mellon University  
M.F.A., California Institute of the Arts

**Dakdouk, Roula R.****Mathematics**

B.S., M.S., California State University,  
Los Angeles

**Daly, Carolyn****English**

B.A., University of California, Berkeley  
M.A., Ph.D., University of Southern California

**De Guzman, Angela J.****Counseling**

B.A., University of California, Irvine  
M.Ed., University of Southern California

**De Silva, Lilamani****Child Development**

B.A., M.A., Pacific Oaks College, Pasadena

**Diaz-Cooper, Veronica****English**

B.A., M.A., California State University,  
San Bernardino

**Durukan, Ebru****Political Science**

B.A., Bilkent University  
M.A., University of Nottingham  
M.A., Ph.D., Claremont Graduate University

**Echeverri, Angela C.****Life Sciences & Chemistry**

B.S., M.S. University of Illinois at  
Urbana-Champaign  
Ph.D., University of California, Los Angeles

**Eguaras, Louis J.****Culinary Arts**

A.A., College of the Canyons  
B.A., Hospitality Restaurant Management  
New England Culinary Institute

**Enos, Kelly William****Administration of Justice**

A.S., College of the Canyons  
B.S., National University, San Diego  
M.S., California State University, Los Angeles

**Escobar, Mario****Spanish**

B.A., University of California, Los Angeles  
M.A., Arizona State University

**Fenton, Mike****Physical Science & Chemistry**

B.S., M.B.A., Ph.D., University of California,  
Los Angeles

**Folland, Thomas****Art History**

B.F.A. Nova Scotia College of Art & Design,  
Nova Scotia, Canada  
I.S.P. Whitney Museum of American Art, New York  
M.A., University of California, Riverside  
Ph.D., University of California, Los Angeles

**Gadd, Brian****Life Sciences**

B.A., Colorado College  
Ph.D. University of California, Riverside

**Garza, David****Library Science**

B.A., California State University, Los Angeles  
M.L.S., University of California, Los Angeles

**Godjoian, Gayane****Chemistry**

B.S. (ACS Certified), California State University, Los Angeles  
Ph.D., University of California Santa Cruz

**Gomez Dobbins, Aleida****Counseling**

B.A., M.S., California State University, Northridge

**Grigoryan, Rita****Child Development**

B.A., M.A., California State University, Northridge

**Harkins, Tracy****Health & Kinesiology**

B.S., San Jose State University  
M.S., California State University, Northridge

**Hobbs, Mark****Counseling**

B.A., University of California, Los Angeles  
M.Div., Claremont School of Theology  
M.S., California State University, Northridge

**Huynh, Huy (John)****Multimedia and Cinema**

B.A., University of Houston  
M.F.A., Florida State University

**King, Cedric****Counseling**

B.A., California State University, Northridge  
M.A., California State University, Dominguez Hills

**Kirst, Katherine****Counseling**

B.A., University of Southern California  
M.A., Argosy University

**Kourinian, Hripsime Christine**  
**Counseling**

B.A., University of California, Los Angeles  
M.S., University of La Verne

**Lemmon, James**  
**Interior Design**

A.S., Tidewater Community College  
B.S., University of Virginia, Charlottesville

**Levy, Myriam M.**  
**Sociology**

A.A., Los Angeles Valley College  
B.A., M.A., California State University, Northridge

**Livio, Diane L.**  
**Life Sciences**

B.S., Ph.D., University of California, Irvine

**Loper, Sherrie**  
**Counseling**

B.A., M.S., California State University,  
Northridge

**Luis, Cynthia**  
**English as a Second Language**

B.A., University of California, Los Angeles  
M.A., University of Southern California

**MacDowell, Sheila**  
**Library Science**

B.A., Communications, D.C.U. Dublin, Ireland  
M.L.I.S., University of California, Los Angeles

**Maldonado, Jose A.**  
**Chicano Studies**

B.A., California State University, Northridge  
M.A., Arizona State University

**Mellinger, Richard**  
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**Mkrtchyan, Tigran**  
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B.S., M.S., Yerevan State University, Armenia  
M.S., California State University, Northridge

**Mohammadian, Parvaneh**  
**Life Sciences**

B.S., M.S. University of Erlangen-Nuremberg,  
Germany  
Ph.D., University of Erlangen-Nuremberg,  
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**Molina, Aracely**  
**Nursing and Health Occupations**

A.S.N., Los Angeles Valley College  
B.S.N., University of Phoenix  
M.S.N./ED, University of Phoenix

**Montes, Esmeralda**  
**Library Science**

B.F.A., California State University, Long Beach  
M.F.A., Temple University  
M.L.I.S., San Jose State University

**Morales, John J., Jr.**  
**Chicano Studies**

B.A., California State Polytechnic University,  
Pomona  
M.A., San Diego State University

**Nerud, Steven**  
**Accounting**

B.S., Arizona State University  
M.B.A., Northwestern University

**Pan, Angela J.**  
**Counseling**

B.A., University of California, Irvine  
M.Ed., University of Southern California

**Park, Mi Chong**  
**Counseling**

B.A., M.S., California State University, Northridge

**Park, Riye**  
**English as a Second Language**

B.A., Santa Clara University  
M.S., University of Southern California  
M.A., Durham University  
Ed.D., California State University, Fullerton

**Paulsen, Deborah R.**  
**Art**

A.A.S., Spokane Falls Community College  
B.F.A., Eastern Washington University  
M.F.A., Claremont Graduate University

**Pazirandeh, Said**  
**Physical Science & Chemistry**

B.S., M.S., San Diego State University

**Phares, D'Art**  
**History**

B.A., Pepperdine University, Malibu  
M.A., University of California, Los Angeles

**Prostak, Gary**  
**English as a Second Language**

B.A., M.Ed., Worcester State University  
MATESL, Simmons College

**Pursley, Mark**  
**Philosophy**

B.A., Westmont College  
M.A., Fuller Theological Seminary

**Quinn, Ayra L.**  
**English**

B.A., Loyola Marymount University  
M.A., Ph.D., University of California, Riverside

**Ramirez, Jose Luis**  
**Counseling**

B.A., California State University, Northridge  
M.S., University of LaVerne, Los Angeles

**Ramirez-Yaglian, Claudia**  
**Counseling**

A.A., Santa Monica College  
B.A., M.A., Loyola Marymount University

**Reynolds, J. Michael**  
**Life Sciences**

B.S., M.S., Stanford University

**Riesberg, Curt**  
**English**

B.A., University of Minnesota  
M.A.T., Kent State University, Ohio  
M.P.W., University of Southern California

**Rodriguez, Patricia**  
**Child Development**

B.A., California State University, Northridge  
M.A., Pacific Oaks College

**Ruys, Steve**  
**Health & Kinesiology**

B.S., California Lutheran University  
M.A., Fresno Pacific University

**Samii, Bamdad**  
**Mathematics**

B.S., M.S., California State University, Northridge

**Samplewala, Milan**  
**Computer Science**

M.S., Physics, Bombay University, Mumbai  
M.S., Computer Science, University of  
Nebraska, Lincoln.

**Sanchez, Jesus**  
**Culinary Arts**

A.S., Los Angeles Mission College

**Sangkavichai, Marina**  
**Counseling**

A.A. Los Angeles Valley College  
B.A., M.S., California State University, Northridge

**Santana, Rodolfo**  
**Physics & Astronomy**

B.S., Massachusetts Institute of Technology  
Ph.D., University of Texas at Austin

**Sargsyan, Emil**  
**Mathematics**

B.A., University of California, Berkeley  
M.A., University of California, Davis  
M.A., Indiana University

**Serda, Adam**  
**Counseling**

A.A., College of the Sequoias  
B.S., M.S., Fresno State University

**Schwartz, Robert**  
**Social Work**

B.A., Macalester College  
M.S.W., Augsburg College

**Scott, Adam**  
**Art**

B.F.A., California State University, Long Beach  
M.F.A., The School of the Art Institute of Chicago

**Silva, Jose Trinidad**  
**Culinary Arts**

B.A., Hospitality Restaurant Management  
New England Culinary Institute

**Silver, Janice G.**  
**Child Development**

B.Ed., University of Saskatchewan  
Saskatoon, Canada  
M.A., Pacific Oaks College, Pasadena

**Skelton, Jacob**  
**English as a Second Language**

Certificate in Instructional Design,  
University of Florida  
B.A., University of Florida  
M.A., Florida Atlantic University

**Sparks-Jamal, Ashley V.****Library Science**

B.A., University of Southern California  
M.L.I.S., San Jose State University

**Stage, Curtis****Multimedia, Cinema, and Photography**

B.F.A., California State University, Long Beach  
M.F.A., Claremont Graduate University

**Stein, Diane B.****Child Development**

B.S., M.A., California State University, Northridge

**Walker, Afri****Counseling**

B.A., University of California, Los Angeles  
M.S., National University

**Walker, Tashini N.****Counseling**

B.A., University of California, Los Angeles  
M.S., California State University, Northridge

**Wentz, Joshua R.****Music**

A.A., Washington State Community College  
B.A., Muskingum University  
M.S., Nova Southeastern University  
M.M., Winthrop University  
D.M.A., University of South Carolina

**Williams, F. Christopher****Psychology**

B.A., M.Ed, Ed.D., Penn State University

**Wong, Debby****Mathematics**

B.S., M.S., California State University, Pomona

**Yamada, Ryan N.****Mathematics**

B.S., University of Puget Sound  
M.S., University of California, Riverside

**Ybarra, Albert D.****Learning Center and Library**

A.A., Cerritos College  
B.A., California State University, Fullerton  
M.L.I.S., University of Washington

**Yun, Yoon****Mathematics**

B.A., M.S., California State University, Northridge

**Zaiens, Marie Elaina****English**

B.A., Kean University  
M.A., Claremont Graduate University

**Zandalasini, Louis J.****Culinary Arts**

B.S., Golden Gate University, San Francisco  
M.Ed., California State University, Northridge

# EMERITI

**Ackerknecht, Charles**

1987-1999  
Department Chair of Mathematics  
Professor of Mathematics

**Ayers, Donna**

2001-2016  
Library Department Chair,  
Associate Professor of Library Science

**Barbato, Louise**

1989-2017  
English and Communication Studies  
Department Chair  
Professor of English

**Bommer, Terry**

1975-2010  
Professor of Accounting

**Bowman, Carla\***

1976-1993  
Math and Science Cluster Chair,  
Associate Professor of Biology, Microbiology

**Cantley, John D.**

1972-2005  
Department Chair and Professor of Art History

**Cantrell, Eloise Fernandez**

1975-2011  
Department Chair and Professor of  
Family & Consumer Studies, Food Service  
Management, Child Development

**Casson, Edward B.**

1988-2012  
Professor of Library Science

**Chow, Stanley**

1992-2001  
Professor of Accounting,  
Business Management

**Cook, Charles**

1975-1983  
Professor of Electronics

**Dirks, Charles**

1975-2009  
Professor of Political Science

**Dowd, Marie P.**

1975-1992  
Professor of Office Administration

**Duffy, Lucille**

1976-1983  
Professor of Developmental Communications

**Elkerdany, Mo K.\***

2002-2011  
Associate Professor of Biology

**English, Teresa A.**

2002-2013  
Instructor of Developmental  
Communications

**Farren, Cornelius D.\***

1985-1995  
Professor of Philosophy

**Fellows, Donald K.\***

1975-1992  
Professor of Geography

**Fenyés, Maria**

1982-2007  
Natural Sciences Department Chair  
Professor of Chemistry

**Flood-Moreno, Patricia**

1995-2014  
Business & Law Dept. Chair  
Professor of Computer Applications &  
Office Technologies

**Forbes, Cecile A.**

1975-1983  
Professor of English

**Foster, Dudley E., Jr.**

1975-2010  
Professor of Music

**Foster, Leslie**

1996-2009  
Professor of Mathematics

**Frank, Sherrill J.**

1975-2009  
Professor of Computer Applications &  
Office Technologies

**Gallager, William**

1977-1979  
Assistant Professor of Philosophy

**Garcia, Rudy**

1996 - 2013  
Instructor of Culinary Arts

**Goad, Eunice**

1975-1983  
Professor of Mathematics

**Godwin, Annabelle P.\***

1975-1992  
Professor of Child Development

**Goldberg, Harlan\***

1990-2008  
Professor of Humanities

**Greenberg, Rayma**

1975-1995  
Library Department Chair  
Professor of Library Science

**Greene, Lois**

1975-1992  
Instructor of Child Development

**Hoggatt, Clela P. Allphin**

1975-1992  
Professor of English

**Jacobson, Marvin M.**

1985-1994  
Professor of Journalism

**Johnson, Patricia D.**

2004-2014  
Professor of Psychology

- Jones, David\***  
1975-2001  
Assistant Professor of English
- Jordan, David\***  
1997-2017  
Professor of Law
- Kalter-Flink, Joanne**  
1990-2009  
Professor of Counseling
- Kearney, John H.**  
1975-1984  
Professor of Cooperative Education
- Kellogg, Edmund**  
1985-1995  
Professor of Law
- Kerwin-Wallis, Barbara**  
2000-2017  
Professor of Art
- Klitsner, John**  
1988-2013  
Athletic Director  
Professor of Health & Kinesiology
- Kubicki, Paul C.**  
1992-2020  
Professor of Computer Science
- Ladinsky, Gina\***  
2008-2016  
Assistant Professor of English
- Lampert, Sandra**  
1978-2006  
Professional Studies Department Chair  
Professor of Family & Consumer Studies
- La Rosa, Ralph**  
1992-2008  
English Department Chair  
Professor of English
- Leeds, Rachel L.**  
1975-2006  
Professor of Speech Communication
- Levine, Stanley M.**  
1986-2008  
Associate Professor of Humanities
- Long, Margie L.**  
1996-2017  
Vice Chair and Professor of Communication Studies
- Lopez, Benjamin**  
1976-1995  
Professor of Spanish, French
- Malki, Abdo**  
2001-2013  
Professor of Mathematics
- Manoogian, Lorraine**  
1999-2010  
Instructor of Geography
- Marek, Robert**  
1975-1986  
Assistant Professor of Mathematics
- McClain, Doris G.\***  
1975-1992  
Professor of Child Development
- McFerran, Douglas**  
1975-2003  
Professor of Philosophy
- Milke, Leslie**  
1993-2017  
Department Chair of Kinesiology, Health, Nutrition & Dance  
Professor of Health & Kinesiology
- Moss, David\***  
1975-1982  
Professor of Sociology
- Mucherson, George**  
1975-2001  
Professor of Sociology
- Orozco, John**  
1993-2008  
English Department Chair  
Professor of English
- Pardess, David Forbes**  
1975-2012  
Professor of Languages, Linguistics
- Peterson, Delbert**  
1978-1995  
Associate Professor of Cooperative Education
- Pitluck, Donna Mae**  
1975-1994  
Professor of Library Science
- Polk, Susan**  
1996-2014  
Instructor of Developmental Communications
- Rains, Richard**  
1981-2017  
Professor of Physics, Astronomy
- Raskin, Edward**  
1975-2017  
Veteran Affairs
- Retig, Arthur C.**  
1986-1994  
Professor of Electronics, Vocational Education
- Rettke, Mari**  
1989-2019  
Professor of Computer Science
- Risemberg, Leon A.**  
1990-2006  
Professor of Engineering
- Ritcheson, Suzanne**  
1989-2011  
Professor of Counseling
- Rivera, Phoebe**  
1975-2009  
Associate Professor of English, ESL, Spanish, Linguistics
- Ross, Febronia R.**  
1975-1991  
Cluster A Chair  
Professor of Romance Languages
- Ruelas, Julie Ann\***  
1992-2011  
Professor of Child Development
- Rush, Cleveland**  
1975-2009  
Associate Professor of Business Administration
- Scheib, Gerald\***  
1976-2001  
Cluster and Dept. Chair Arts & Letters  
Professor of Art
- Scheib, Jolie R.**  
1992-2017  
Foreign Language Dept. Chair,  
Associate Professor of Romance Languages
- Schrier, Aaron**  
1976-2002  
Professor of Counseling
- Scuderi, Richard J.**  
1980-2009  
Director of Disabled Student Programs & Services
- Silvers, Sally K.**  
1976-2001  
Professor of Family & Consumer Studies, Interior Design
- Smazenka, Robert L.**  
1996-2017  
Department Chair of Mathematics & Computer Science  
Professor of Mathematics
- Smith, Marshall L.**  
1975-1995  
Professor of Biology
- Suyama, Ruth**  
1975-2003  
Professor of History
- Thomsen, Sandy**  
1988-2014  
Library Dept. Chair  
Assistant Professor of Library Science
- Torres, Andres R.**  
1975-1995  
Professor of Speech
- Wada, Junko J.**  
1995-2009  
Professor of Child Development
- Waktola, Daniel**  
2012-2019  
Assistant Professor of Geography
- Walker, Gwen**  
1978-2010  
Professor of Counseling
- Weidler, John\***  
1978-1988  
Professor of Real Estate
- Woodmansee, Joyce**  
1993-2017  
Professor of Computer Applications & Office Technologies
- Yguado, Alex**  
1975-2007  
Professor of Economics

\*Deceased

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# GLOSSARY OF TERMS

## **Academic Probation**

After attempting 12 units, a student whose cumulative grade point average falls below 2.00 is placed on academic probation. A student whose cumulative grade point average falls below 2.00 for three consecutive semesters is subject to dismissal from the college.

## **Academic Renewal**

Previously recorded substandard academic performance, which is not reflective of the student's demonstrated ability, is removed from a student's academic record for the purpose of computing the grade point average.

## **Accredited institution**

A postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education.

E.C. 66721. Title 5, C.C.R., 53406, 55000, 55022

## **Add Permission Code**

The student may be issued a permission code to add the class if the instructor determines that there is room. Enrollment in the class is official only if the Add Permission Code is processed by Admissions and Records before the published deadline.

## **Admissions and Records**

The office staff that admits students and certifies record of college work; also provides legal statistical data for the college

## **Administration**

Officials of the college who direct and supervise the activities of the institution

## **Advisory**

A class or skill you are advised to have, but not required to have, prior to enrolling in the target course

## **Application for Admission**

A form provided by the college on which the student enters identifying data and requests admittance to a specific semester or session. A student may not register and enroll in classes until the application has been accepted and a permit to register issued

## **Articulation**

An agreement with another institution which certifies that courses will be accepted for credit upon transfer

## **ASO**

Organization to which all enrolled students are eligible to join called the Associated Student Organization

## **Associate Degree (AA or AS)**

A degree (Associate in Arts or Associate in Science) granted by a community college, which recognizes a student's satisfactory completion of an organized program of study consisting of a minimum of 60 semester units

## **Associate Degree for Transfer**

A degree (Associate in Arts for Transfer, AA-T or Associate in Science for Transfer, AS-T) granted which recognizes a student's satisfactory completion of an organized program of study and completion of the required general education for transfer (CSU GE or IGETC), totaling 60 transferable units. This degree is designed to facilitate transfer admission to a CSU in a similar major.

## **Bachelor's Degree (BA, AB, BS)**

A degree granted by a four-year college or university which recognizes a student's satisfactory completion of an organized program of study consisting of 120 to 130 semester units.

## **Certificate of Accomplishment**

A program designed for those students who have limited time or wish to prepare for a particular field of study. Students may be seeking increased specialization that is job-related, advancement in their present jobs, or preparation for new employment. Certificates of Accomplishment are limited to 17 or fewer semester units. The courses that make up the Certificate of Accomplishment often apply toward the Certificate Program and Associate Degree. Always consult a counselor for verification.

## **Certificate of Achievement**

A program designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, but must have 12 or more semester units, and may be pursued on a full-time or part-time basis. Upon completion, students may request the issuance of a Certificate of Achievement.

## **Certificate of Completion**

A document confirming that a student has completed a non-credit educational program of noncredit courses that prepares students to progress in a career path or to take degree-applicable credit courses.

## **Class Number**

A group of registered students meeting to study a particular course at a definite time. Each section has a ticket number listed in the Schedule of Classes along with the scheduled time and place of the class meeting.

## **Concurrent Enrollment**

Enrollment in one or more college classes while attending high school, or another educational institution. Also, enrollment in two or more classes during the same semester.

## **Continuous Attendance**

No more than one semester absence within a school year, excluding Summer Sessions and Winter Intersession. Students granted a "military withdrawal" under the provisions of LACCD BR 6701.10, will be considered to be in "continuous attendance" for their required period of military service.

## **Corequisite**

A class that must be taken simultaneously with the target course. A corequisite may be completed with passing grade ("C" or better) prior to enrollment in the target course.

**Counseling**

Guidance provided by professional counselors in collegiate, vocational, social, and personal matters

**Course**

A particular portion of a subject selected for study. A course is identified by a Subject Title and Course Number; for example: Accounting 1.

**Course Descriptions**

Also found in the following pages are descriptions of the courses offered in the various disciplines at Los Angeles Mission College. The title of the course is shown on the first line.

**Course Title**

A phrase descriptive of the course content; for example, the course title of Accounting 1 is "Introductory Accounting I."

**Credit by Examination**

Course or unit credit granted for demonstrated proficiency through testing

**CSU**

This course is acceptable for credit by all California State Universities. CSU has a limit on the number of units allowable for transfer. Please check with an LAMC counselor and the appropriate CSU catalog for information.

**Discipline**

A discipline is a field of study, and faculty that instruct in that field of study are provided.

**Dismissal**

A student on academic or progress probation may be dismissed from the college. Once dismissed, the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for readmittance at the end of that period of time.

**Full-time student**

A student enrolled in twelve (12) or more graded units in the qualifying semester

**Graded Units**

Courses in which grades of A, B, C, D, or F were received. Grades of "Pass," "No-Pass," and "Incomplete" will not be counted in meeting the unit requirement for the Dean's or President's Honors List.

**NDA**

AB 1725 establishes a new category called Non-Degree Applicable. These classes are marked (NDA) in the schedule. Credit for these classes does not apply toward the AA or AS Degree. These classes are not transferable.

**Part-time student**

A student enrolled in six (6) to eleven (11) graded units in the qualifying semester

**Placement Level**

The outcome from the placement process which is used for placing students into the appropriate level of English, Mathematics, and English as a Second Language courses

**Prerequisite**

A class or skill a student must have prior to enrolling in the target class. The faculty of that discipline requires the prerequisite because they feel it is necessary for you to succeed in the target course

**Qualifying semester**

The semester for which the student is considered for the Dean's Honors List

**RPT**

This indicates that the course may be repeated for credit. The number following RPT determines the number of times that the course may be repeated.

**Target Course**

Any course which the faculty has determined that requires completion of a prerequisite, corequisite, or advisory course

**UC**

This course is acceptable for credit by all University of California campuses. UC has a limit on the number of units allowable for transfer. Please check with an LAMC counselor and the appropriate UC catalog for information. Also acceptable at CSU.

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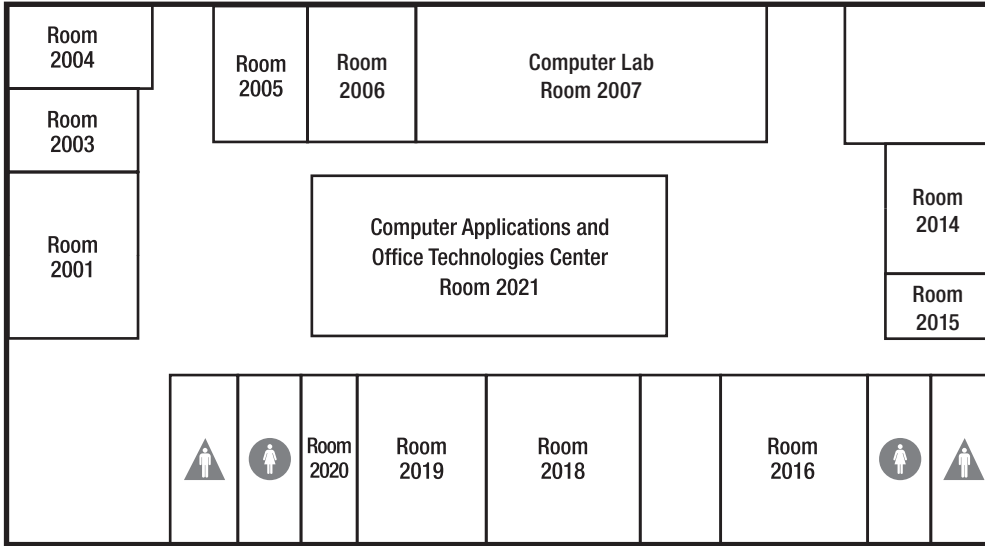
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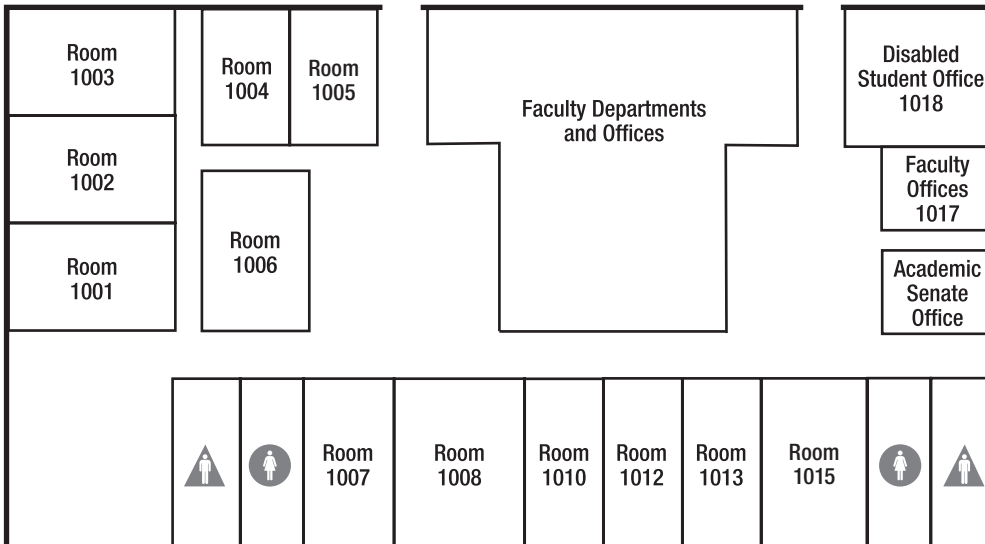
## DIRECTORY OF COLLEGE SERVICES

Academic Affairs.....	818.364.7632
Admissions & Records.....	818.833.3322 .....or 818.364.7773
Assessment Center.....	818.364.7613
Athletics.....	818.364.7727
Business Office.....	818.364.7600 x7110 .....or 818.833.3323
CalWORKs.....	818.364.7760
Campus Security.....	818.364.7843
Career Center.....	818.833.3403
Child Development Center.....	818.364.7865
College Ombudsperson.....	818.364.7632
Counseling Department.....	818.364.7655 ..... or 818.364.7656
Disabled Student Programs & Services (DSPS) .....	818.364.7732 .....or 818.364.7861
Telecommunication Device for the Deaf (TDD).....	818.364.7861
Eagles' Landing Student Store .....	818.364.7798
Extended Opportunity Program & Services (EOPS) .....	818.364.7645 .....or 818.364.7830
English as a Second Language (ESL) Credit Program.....	818.364.7666 ..... or 818.364.7722
English as a Second Language (ESL) Non-Credit Program.....	818.364.7774
Financial Aid Office .....	818.364.7648 .....or 818.364.7649
Honors/Transfer Alliance Program .....	818.364.7683
International Students .....	818.364.7741
Learning Center.....	818.833.3373
Library .....	818.364.7600 x7106
President's Office .....	818.364.7795
Student Activities .....	818.364.7820
Student Health Services.....	818.362.6182
Student Services .....	818.364.7766
Transfer Center.....	818.364.7827
Veteran Resource Center .....	818.364.7658
Veterans Office.....	818.364.7864

# BUILDINGS & CLASSROOMS



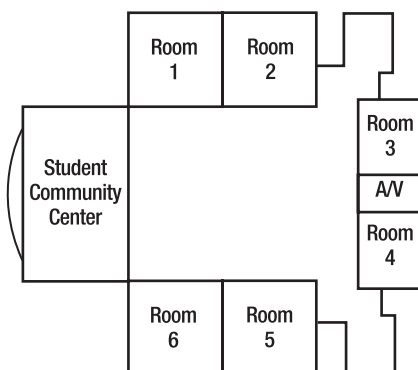
**Instructional Building (INST)**  
Second Floor



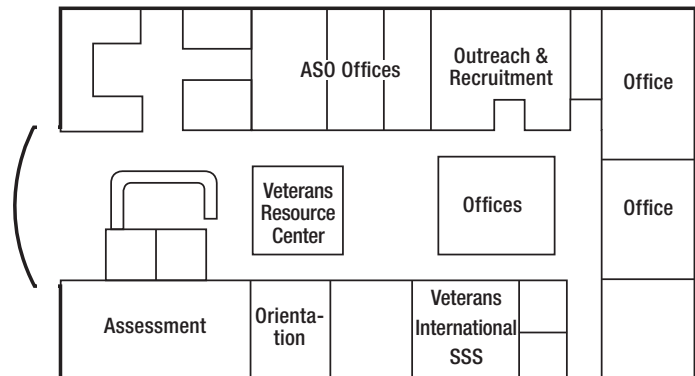
First Floor

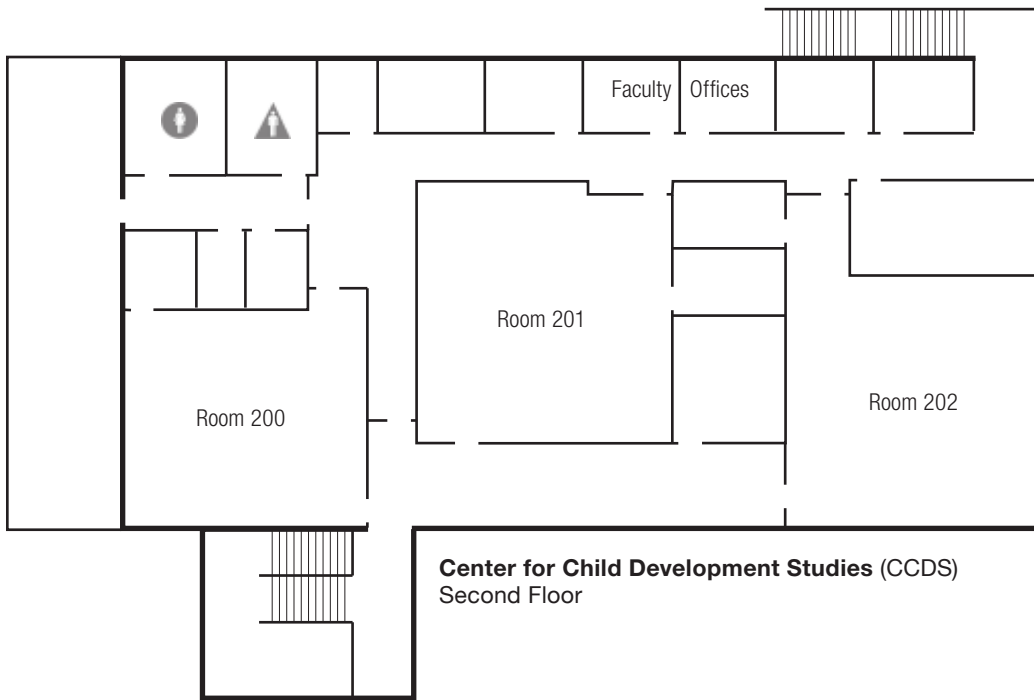
## Campus Center Building (CMPC)

Second Floor - Ground level



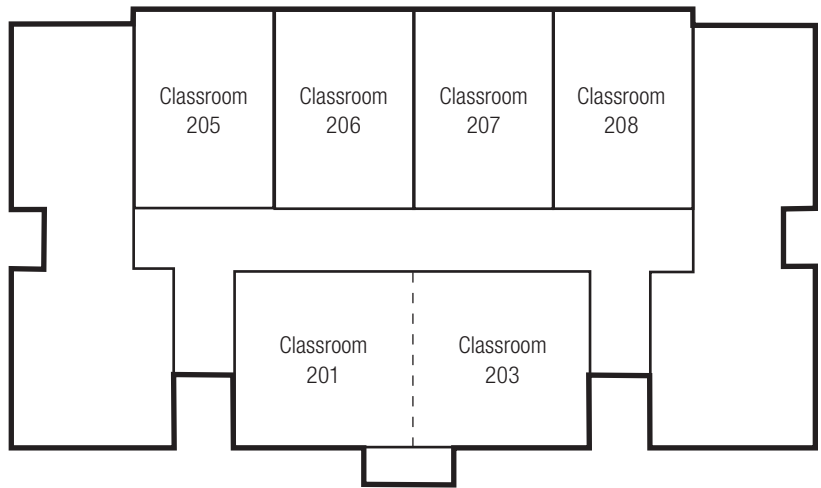
First Floor - Lower level



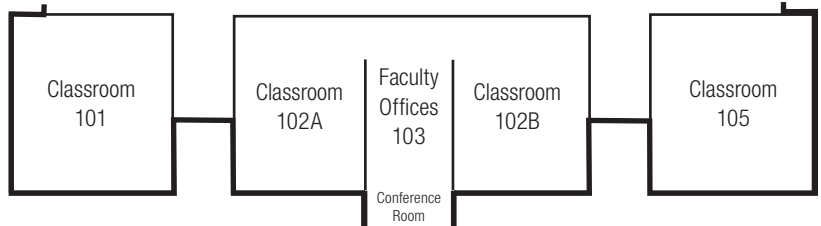
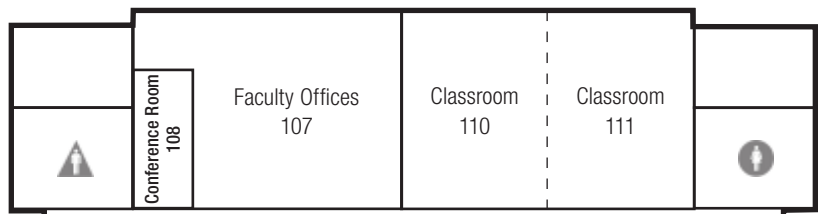


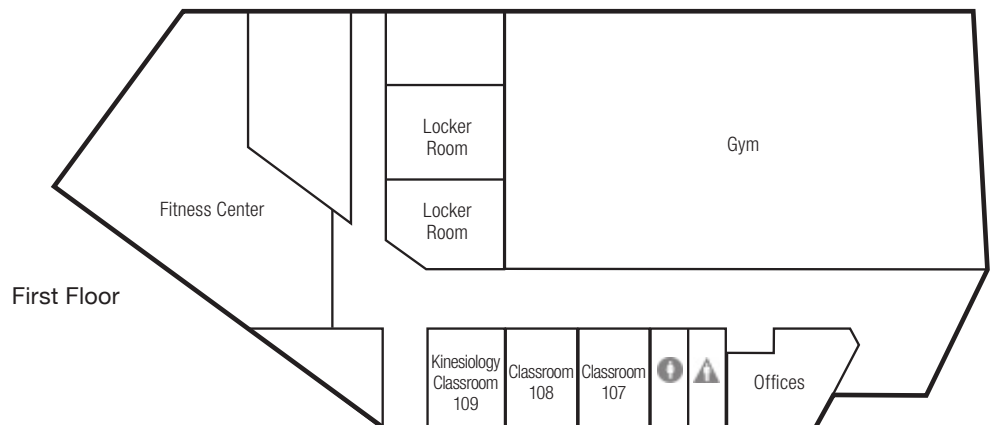
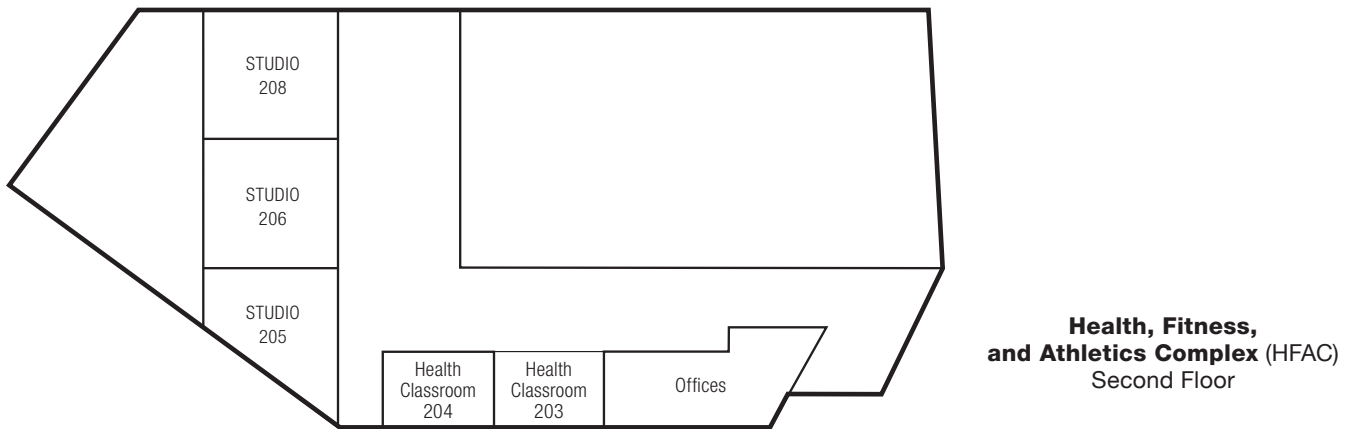
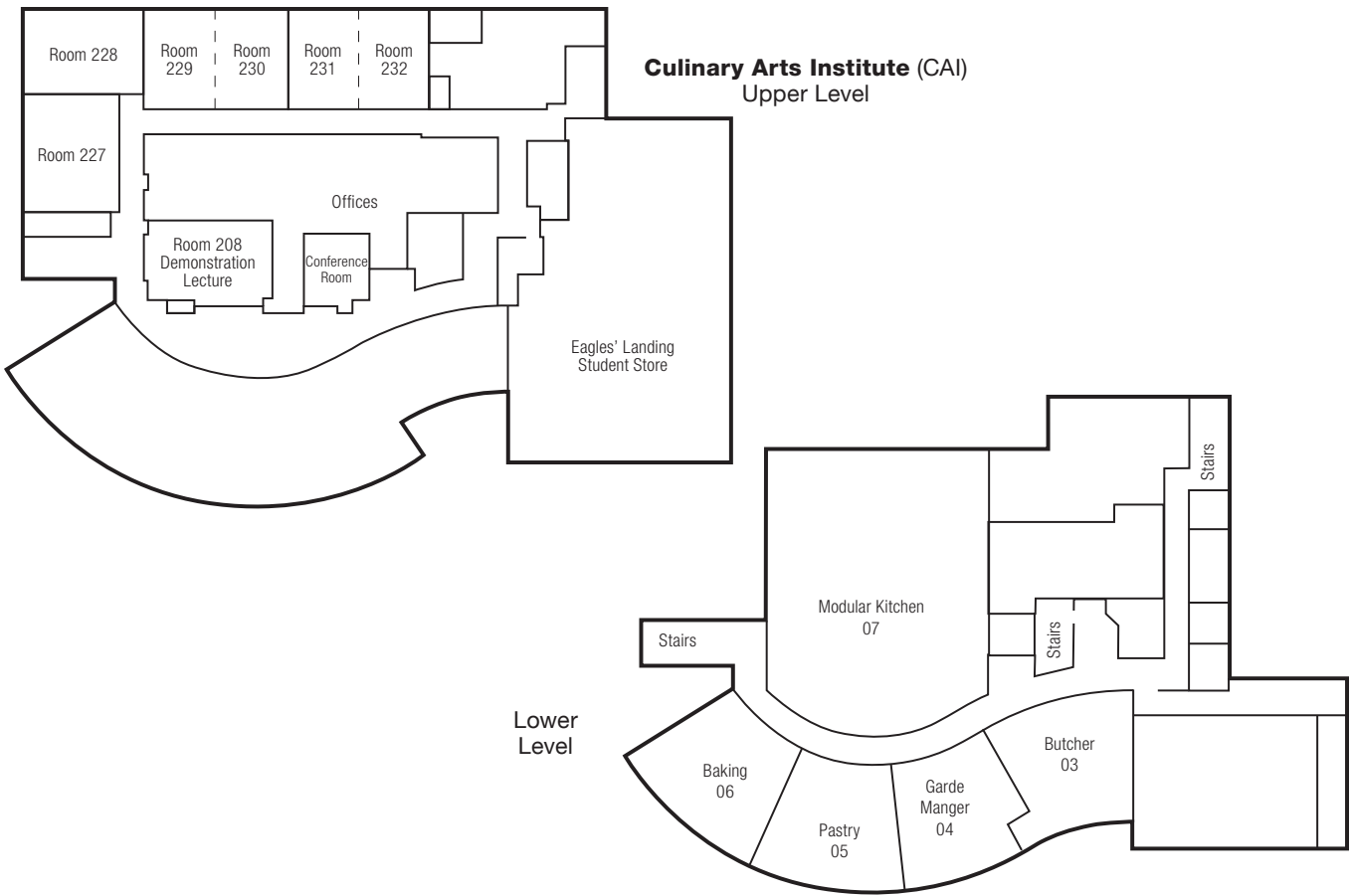
**Center for Child Development Studies (CCDS)**  
Second Floor

Guadalupe S. Ramirez  
**Collaborative Studies Building (CSB)**  
Second Floor

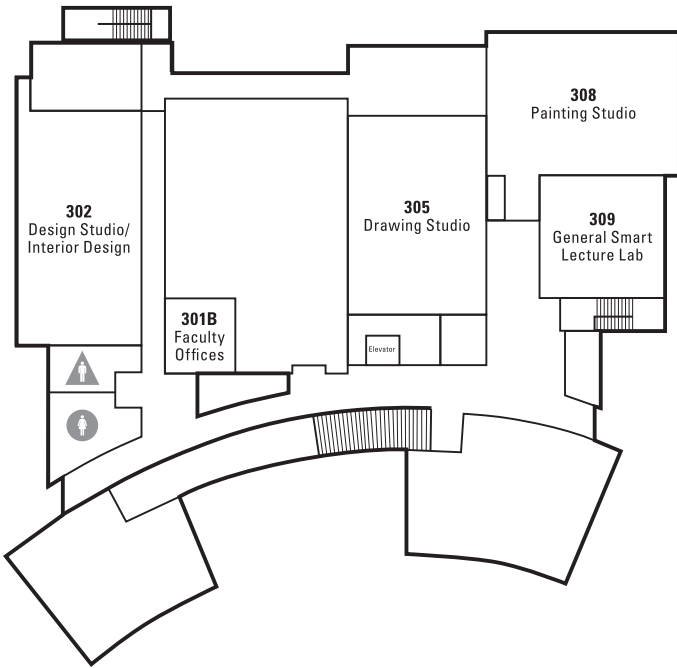


First Floor

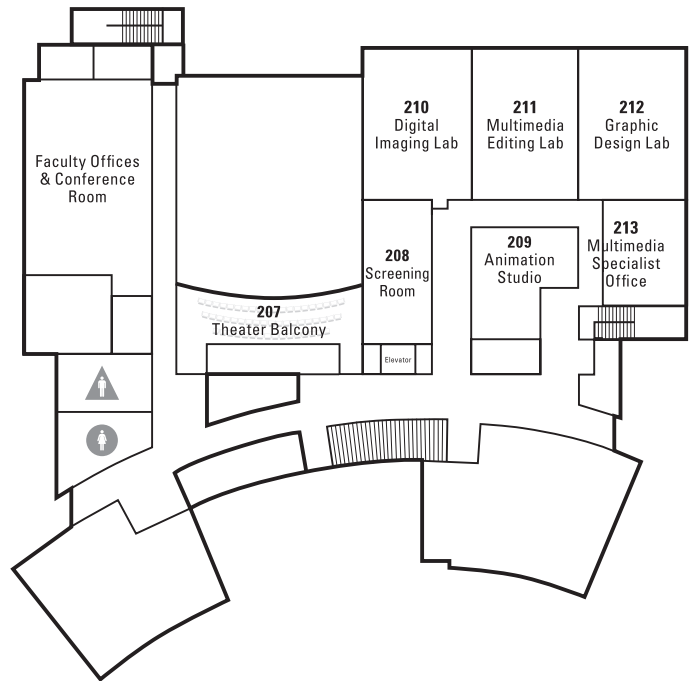




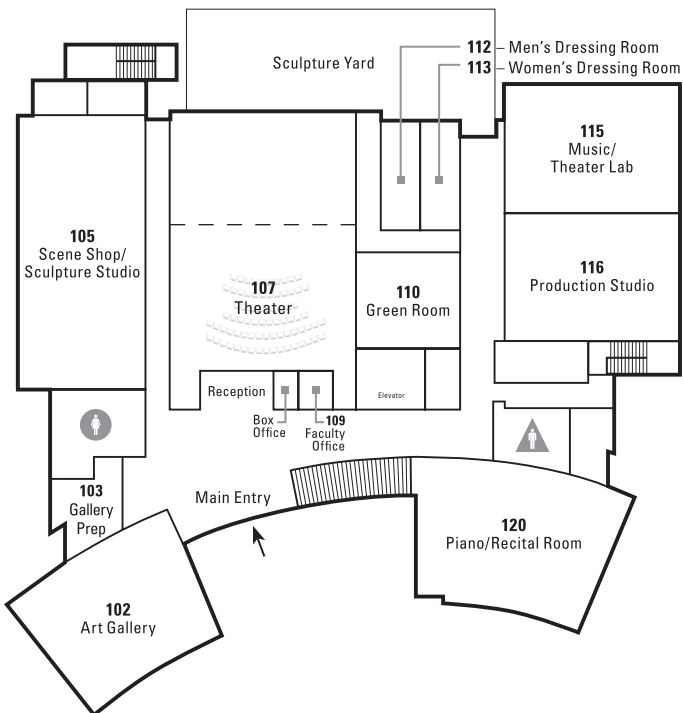
**Arts, Media & Performance (AMP)  
Third Floor**



**Arts, Media & Performance (AMP)  
Second Floor**

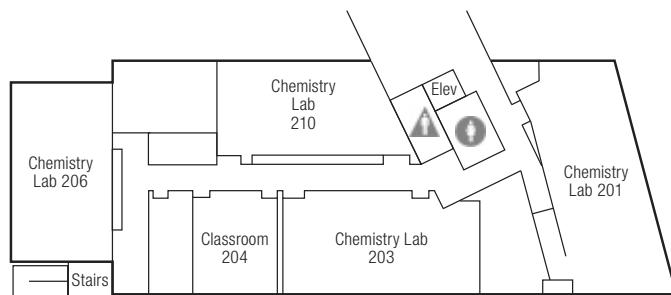
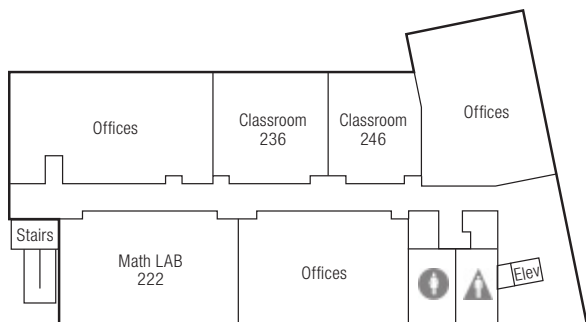
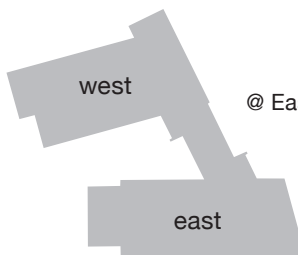


**Arts, Media & Performance (AMP)  
First Floor**

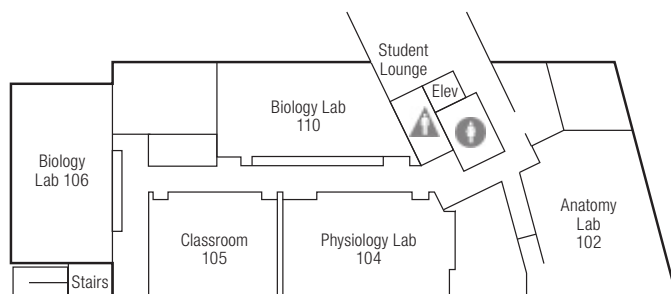
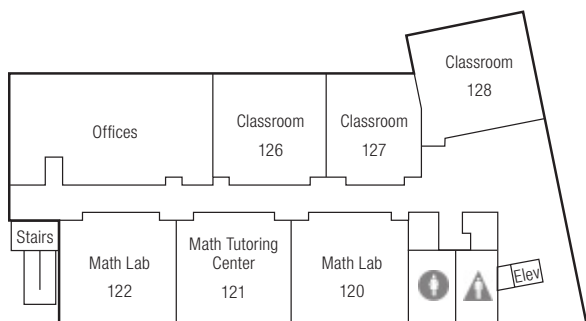


**Center for Math & Science  
(CMS)**

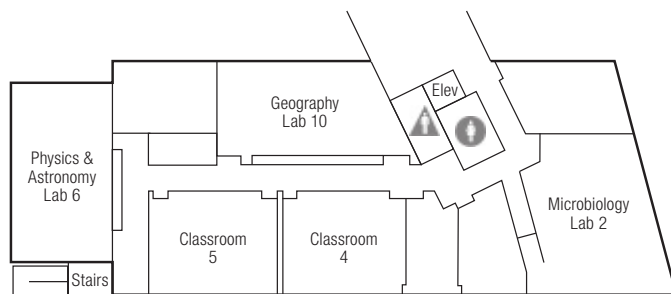
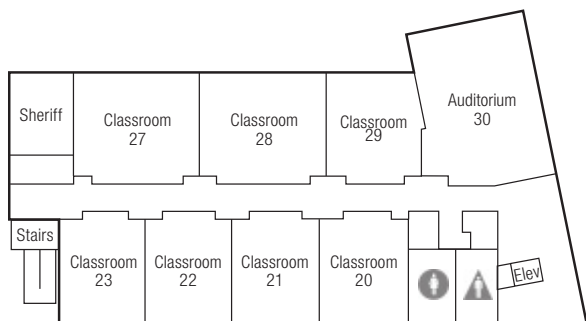
@ East Campus Complex



West ————— **Upper Level** ————— East

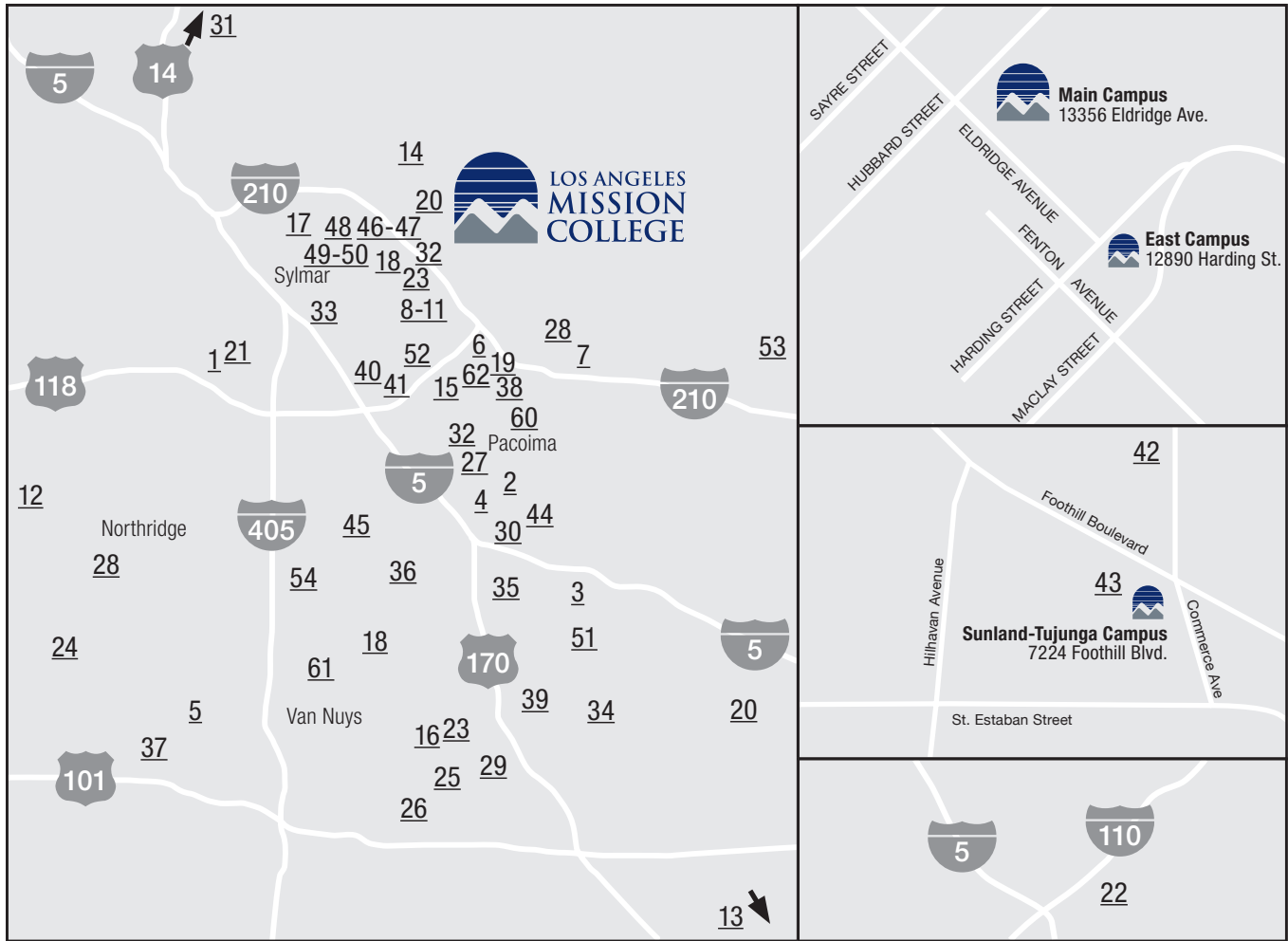


West ————— **Main Level** ————— East



West ————— **Lower Level** ————— East

# OFF-CAMPUS LOCATIONS



- |  |  |  |   |   |
|--|--|--|---|---|
| <p><b>1. ADMS - HS</b><br/>Jane Adams High School<br/>16341 Donmetz St, Granada Hills</p> <p><b>2. ALLMARINE</b><br/>Alliance Marina Innovation &amp; Technology<br/>11933 Allegheny St, Sun Valley</p> <p><b>3. ARMINTA</b><br/>Arminta Street Elementary School<br/>11530 Strathern St, North Hollywood</p> <p><b>4. BERT COR</b><br/>Bert Corona Charter High School<br/>9400 Remick Ave, Pacoima</p> <p><b>5. BIRMING</b><br/>Birmingham Community Charter HS<br/>1700 Haynes St., Van Nuys</p> <p><b>6. BROADUS</b><br/>Broadus Elementary School<br/>12561 Filmore St., Pacoima</p> <p><b>7. CCEC</b><br/>PUC Community Charter Early College HS<br/>11500 Eldridge Ave, Lake View Terrace</p> <p><b>8. CCLA - ART</b><br/>Cesar Chavez Learning Academies<br/>Arts, Theater, Entertainment School<br/>1001 Arroyo Ave, San Fernando</p> <p><b>9. CCLA - ASE</b><br/>Cesar Chavez Learning Academies –<br/>Academy of Scientific Exploration<br/>1001 Arroyo Ave, San Fernando</p> <p><b>10. CCLA - SJHS</b><br/>Cesar Chavez Learning Academies –<br/>Social Justice Humanitas Academy<br/>1001 Arroyo Ave, San Fernando</p> <p><b>11. CCLA - TPA</b><br/>Cesar Chavez Learning Academies –<br/>Teacher Preparatory Academy<br/>1001 Arroyo Ave, San Fernando</p> | <p><b>12. CC RC</b><br/>Child Care Resource Center<br/>20001 Prairie Street, Chatsworth</p> <p><b>13. DIEGO HS</b><br/>Diego Rivera Learning Center –<br/>Performing Arts HS<br/>6100 S. Central Ave, Los Angeles</p> <p><b>14. DISC PREP</b><br/>Discovery Charter Prep.<br/>13570 Eldridge Ave.</p> <p><b>15. EL NIDO</b><br/>El Nido – Pacoima Community Center<br/>11243 Glenoaks Blvd, Pacoima</p> <p><b>16. GRANT HS</b><br/>Grant High School<br/>13000 Oxnard St, Valley Glen</p> <p><b>17. HRRCK ES</b><br/>Herrick Elementary School<br/>13350 Herrick Avenue, Sylmar</p> <p><b>18. HZLTN-ES</b><br/>Hazeltine Elementary School<br/>7150 Hazeltine Avenue, Van Nuys</p> <p><b>19. INSP-MS</b><br/>PUC Inspire Charter Academy MS<br/>12550 Van Nuys Blvd., Pacoima</p> <p><b>20. JBUR HS</b><br/>John Burroughs High School<br/>1920 W Clark Ave, Burbank</p> <p><b>21. KENN HS</b><br/>John F. Kennedy High School<br/>11254 Gothic Ave, Granada Hills</p> <p><b>22. LA-LEAD</b><br/>Los Angeles Leadership Academy<br/>234 E. Avenue 33, Los Angeles</p> <p><b>23. LAKEVIEW</b><br/>Lakeview Charter High School<br/>919 Eight St, San Fernando</p> | <p><b>24. MAGNOLIA</b><br/>Magnolia Science Academy<br/>18238 Sherman Way, Reseda</p> <p><b>25. MAGNOLIA2</b><br/>Magnolia Science Academy 2<br/>17125 Victory Blvd., Van Nuys</p> <p><b>26. MILLIK-MS</b><br/>Millikan Middle School<br/>5041 Sunnyslope Ave, Sherman Oaks</p> <p><b>27. MONTAGUE</b><br/>Montague Elementary School<br/>13000 Montague St, Arleta</p> <p><b>28. NA HS</b><br/>Northridge Academy High School<br/>9601 Zelzah Ave, Northridge</p> <p><b>29. NOHO HS</b><br/>North Hollywood High School<br/>5231 Colfax Ave, North Hollywood</p> <p><b>30. NVM INST</b><br/>North Valley Military Institute<br/>12105 Allegheny St, Sun Valley</p> <p><b>31. OFL-CC</b><br/>Options for Learning Canyon Country<br/>18523 Soledad Road, Santa Clarita</p> <p><b>32. OFY-SYLM</b><br/>Options for Youth Sylmar<br/>13711 Foothill Blvd #B, Sylmar</p> <p><b>33. OSCEO-ES</b><br/>Osceola Elementary School<br/>14940 Osceola St, Sylmar</p> <p><b>34. OXNARD-ES</b><br/>Oxnard Street Elementary School<br/>10912 Oxnard St, North Hollywood</p> <p><b>35. POLY-HS</b><br/>Polytechnic High School<br/>12431 Roscoe Blvd, Sun Valley</p> | <p><b>36. RANCHITO</b><br/>El Ranchito Elementary School<br/>7940 Ranchito Ave, Panorama City</p> <p><b>37. RESEDA-HS</b><br/>Reseda High School<br/>18230 Kittridge St, Reseda</p> <p><b>38. SARA-COUG</b><br/>Sara Coughlin Elementary<br/>11035 Borden Ave, Pacoima</p> <p><b>39. SENDAK</b><br/>Sendak Elementary School<br/>11414 West Tiara St, North Hollywood</p> <p><b>40. SFDO-ES</b><br/>San Fernando Elementary School<br/>1130 Mott St, San Fernando</p> <p><b>41. SFDO-HS</b><br/>San Fernando High School<br/>11133 O'Melveny Ave, San Fernando</p> <p><b>42. ST-SDAC</b><br/>Sunland-Tujunga Seventh Day<br/>Adventist Church<br/>7156 Valmont St, Tujunga</p> <p><b>43. SUN-TUJ</b><br/>Sunland-Tujunga Campus<br/>7224 Foothill Blvd, Sunland-Tujunga</p> <p><b>44. SUNVL-HS</b><br/>Sun Valley High School<br/>9171 Telfair Ave, Sun Valley</p> <p><b>45. SUNVLMAG</b><br/>Sun Valley Magnet<br/>7330 Bakman Ave, Sun Valley</p> <p><b>46. SYLM-HS</b><br/>Sylmar High School<br/>13050 Borden Ave, Sylmar</p> <p><b>47. SYL-BIO</b><br/>Sylmar Biotechnology Academy<br/>13050 Borden Ave, Sylmar</p> | <p><b>48. SYL LRN</b><br/>Sylmar Leadership Academy<br/>14550 Bledsoe St, Sylmar</p> <p><b>49. TRIUMPH</b><br/>Triumph Charter High School<br/>13361 Glenoaks Blvd, Sylmar</p> <p><b>50. VALERIO</b><br/>Valerio St Elementary School<br/>13361 Glenoaks Blvd, Sylmar</p> <p><b>51. VALOR HS</b><br/>Valor Academy High School<br/>8015 Van Nuys Blvd., Panorama City</p> <p><b>52. VAUG CTR</b><br/>Vaugh Next Century Learning Center<br/>11505 Herrick Ave, San Fernando</p> <p><b>53. VERD-HS</b><br/>Verdugo Hills High School<br/>10625 Plainview Ave, Tujunga</p> <p><b>54. VISTA-MS</b><br/>Vista Middle School<br/>15040 Roscoe Blvd, Van Nuys</p> |
|--|--|--|---|---|



# SCHEDULING WORKSHEET

Semester: \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00							
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## Class List

Course	_____	_____	_____	_____	_____
Time	_____	_____	_____	_____	_____
Units	_____	_____	_____	_____	_____

# LAMC Campus



## MAIN CAMPUS

### LRC – LIBRARY/LEARNING RESOURCE CENTER

#### 1st Floor (Lower Level)

- METAS

#### 2nd Floor (Ground Level)

- Adult Basic Education Department/ Noncredit Program
- Career Center
- Computer Lab
- Electronic Training Rooms
- Faculty Learning Center
- Learning Center
- Teleconference Room

#### 3rd Floor (Top Level)

- Library

### CCDS – CENTER FOR CHILD DEVELOPMENT STUDIES

- Child Development Center
- Classrooms 200-202
- FCCHN Office

### INST – INSTRUCTIONAL BUILDING

#### 1st Floor

- Classrooms 1001-1018
- Disabled Students Programs & Services (DSPS)
- Faculty Offices

#### 2nd Floor

- Classrooms 2001-2021
- Computer Science Lab
- Computer Applications & Office Technologies Center

### ACADEMIC AFFAIRS & STUDENT SERVICES

- Vice President of Academic Affairs
- Academic Affairs
- Vice President of Student Services
- Student Services

### STUDENT SERVICES CENTER

- Information Booth
- Admissions & Records
- Counseling
- EOPS
- Financial Aid & Scholarships

### CSB – COLLABORATIVE STUDIES

#### 1st Floor

- Classrooms 101-111
- Faculty Offices

#### 2nd Floor

- Classrooms 201-208

### CMPC – CAMPUS CENTER

#### 1st Floor (Lower Level)

- Assessment & Orientation
- ASO Office
- Campus Resource Center
- Career Education
- College Promise
- Dream Center
- Food Pantry
- International Students Program
- LAUSD CATS
- Outreach & Recruitment
- Robotecas
- Student Success Center
- Title V
- TRIO
- Veterans Resource Center

#### 2nd Floor (Ground Level)

- Assembly Area
- Audio-Visual
- Meeting Rooms 1-6
- Student Community Center

### CS – CAMPUS SERVICES

- Office of the President
- Vice President of Administrative Services
- Business Office
- Fiscal Services
- Human Resources
- Mailroom
- Purchasing
- Receiving
- Reprographics
- Student Health Center
- Transfer Center

### AMP – ARTS, MEDIA & PERFORMANCE

#### 1st Floor (Ground Level)

- Art Gallery
- Scene Shop/Sculpture Studio
- Theater
- Green Room
- Music/Theater Lab
- Production Studio
- Piano/Recital Room

#### 2nd Floor

- Faculty Offices
- Theater Balcony
- Screening Room
- Animation Studio
- Digital Imaging Lab
- Multimedia Lab
- Graphic Design Lab
- Animation Studio

#### 3rd Floor (Top Level)

- Design Studio/Interior Design
- Drawing Studio
- Painting Studio
- General Smart Lecture Lab

### CAI – CULINARY ARTS

#### 1st Floor (Ground Level)

- Culinary Arts Institute
- Eagles' Landing Student Store

#### 2nd Floor (Top Level)

- Classrooms 208-232
- Faculty Offices

### BUNG – CLASSROOM BUNGALOWS

- Bungalows 1–10

### FACILITIES SERVICES

- Plant Facilities

## EAST CAMPUS

### HFAC – HEALTH, FITNESS & ATHLETICS COMPLEX

#### 1st Floor (Lower Level)

- Classrooms 107-109
- Fitness Center
- Gym

#### 2nd Floor (Ground Level)

- Classrooms 203-208
- Faculty Offices

### CMS – CENTER FOR MATH & SCIENCE

#### 1st Floor (Lower Level)

- Classrooms 2-29
- Auditorium Classroom 30

#### 2nd Floor (Ground Level)

- Classrooms 102-128
- Math Tutoring Center
- STEM Office & Lounge

#### 3rd Floor (Top Level)

- Classrooms 201-246



LOS ANGELES  
MISSION COLLEGE

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Sylmar, California 91342

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