



LOS ANGELES
MISSION
COLLEGE
EAST CAMPUS



CENTER FOR MATH & SCIENCE



WELCOME

to Los Angeles Mission College



Surrounded by mountain vistas,

Los Angeles Mission College (LAMC) is located in the beautiful northeast San Fernando Valley.

L.A. Mission College is known as an institution of higher learning that is flexible, adaptive and responsive to the constantly changing needs of our students and surrounding communities. With a

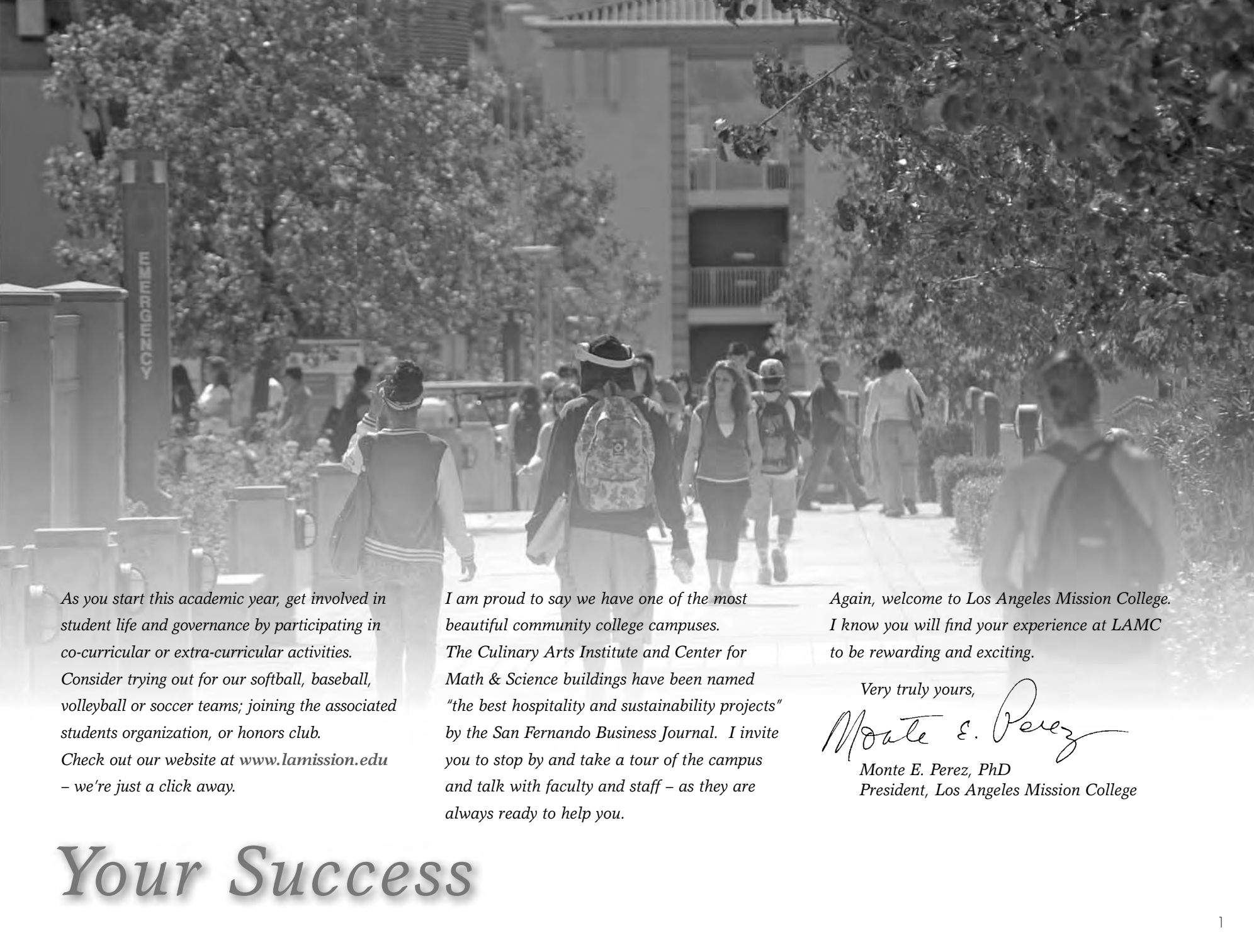
student body of 10,200 and the strong support of the community, LAMC is the leading source of post-secondary education and workforce training.

The catalog cover depicts our community and the freeway system that connects the college to our community, and also exemplifies how LAMC is working together to build and strengthen these communities. We are proud to serve students across our region and beyond.

I encourage you to take time to review this catalog as it contains information on curriculum offerings and course descriptions, and serves as a reference during your journey at L.A. Mission College. LAMC offers an array of programs of study that lead to transfer to a four-year higher education institution, associate degree, career and technical certificates, as well as a wide variety of continuing education courses. Classes are taught by highly qualified faculty committed to providing opportunities that will help you succeed and grow academically.



Our Mission Is



As you start this academic year, get involved in student life and governance by participating in co-curricular or extra-curricular activities.

Consider trying out for our softball, baseball, volleyball or soccer teams; joining the associated students organization, or honors club.

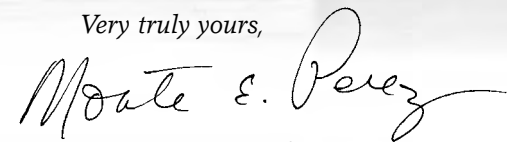
Check out our website at www.lamission.edu – we're just a click away.

I am proud to say we have one of the most beautiful community college campuses.

The Culinary Arts Institute and Center for Math & Science buildings have been named "the best hospitality and sustainability projects" by the San Fernando Business Journal. I invite you to stop by and take a tour of the campus and talk with faculty and staff – as they are always ready to help you.

Again, welcome to Los Angeles Mission College. I know you will find your experience at LAMC to be rewarding and exciting.

Very truly yours,



*Monte E. Perez, PhD
President, Los Angeles Mission College*

Your Success



Los Angeles Community College District

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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

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.

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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 37-year existence, over 234,000 students have chosen to pursue their education at the College. Los Angeles Mission College remains the only institution of higher learning primarily serving the Northeast San Fernando Valley.

In 2001, 2003 and again in 2008, voters approved three separate bond measures – Proposition A, Proposition AA, and Measure J designed to help the nine Los Angeles Community College District campuses expand and improve aging facilities. The College has completed the construction of the parking structure, totaling 1200 spaces, with 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; a

Culinary Arts Institute and Eagles' Landing Student Store consisting of classrooms and laboratories serving the culinary arts department, campus dining facilities, and the student store; and the Center for Math & Science building featuring state-of-the-art classrooms and science laboratories provided with research equipment and furnishing. In addition, construction of the Media Arts Center is approximately 30 percent completed. The College supports environmental concerns by incorporating the highest standards in green building design principles for renovation and new building projects.

In fall 2013, the College served nearly 10,200 students and enrollment remains steady.

Current projects include the Media Arts building which will provide the campus with performance accommodations with a 99-seat theatre offering our students experience in current technological advancements in sound and performance delivery.



COLLEGE MISSION STATEMENT

Los Angeles Mission College is committed to the success of our students. The College provides accessible, affordable, high-quality learning opportunities in a culturally and intellectually supportive environment by

- Ensuring that students successfully transfer to four-year institutions, prepare for successful careers in the workplace, and improve their basic skills;
- Encouraging students to become critical thinkers and lifelong learners;
- Providing services and programs that improve the lives of the diverse communities we serve.

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.

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

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
- Manage effectively educational and financial resources

COLLEGE GOALS

1. Expand access to educational programs and services
2. Refine institutional governance and planning processes and procedures to enhance the delivery of programs and services
3. Improve Quality of Educational Programs and Services
4. Maintain Fiscal Stability and encourage a greater focus on revenue enhancement
5. Use and allocation of innovative technology to improve institutional effectiveness and efficiency
6. Increase community responsiveness and expand business, community and civic partnerships

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.

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 & 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 will be the ability to find, evaluate, use and communicate information in all its various formats.

Problem Solving

Students will demonstrate the ability to solve problems by examining, selecting, using and evaluating various approaches to developing solutions. Evidence of competency will be the ability to observe and draw reasonable inferences from observations, distinguish between relevant and irrelevant data, define problems, analyze the structure of discipline- or profession-based problem-solving frameworks and to use such frameworks and strategies to develop solutions.

Quantitative Reasoning

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 of 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 & 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 distinguish between factual and value claims, to discern and analyze values in the arts, humanities, and sciences and to engage in reasoned ethical decision-making.

Global Awareness

Students will demonstrate global perspectives by generating theoretical and pragmatic approaches to global problems within a disciplinary or professional context. 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 those issues.

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

A college transfer program that enables 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.

Career Technical Education (CTE)

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

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

Counseling & Guidance

A counseling and guidance program incorporating 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 life work compatible with his or her interests, aptitudes and abilities.

Continuing Education

A program of continuing education 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.



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. 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.
1. *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.

2. *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.

3. *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.

4. *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 benefitting 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.



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

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 and other advisory committees assist in the development and review of various college 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, Business, Child Development, Culinary Arts Foster Parent, Independent Living, and Specially-Funded Projects Advisories, Computer Applications & Office Technologies, Computer Science, Culinary Arts, Family & Consumer Studies, Gerontology, Law/Paralegal & Multimedia.

By encouraging many avenues of communication among faculty, students, staff and community, Los Angeles Mission College strives to provide a personalized and meaningful educational environment for every one of its students. It is our continuing hope to serve the communities of the Northeast San Fernando Valley in a manner which meets their needs and encourages their participation.

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. The facilities include classrooms, library/learning center, child development center, computer commons, student store, faculty offices, administrative offices and parking structure. Additionally, various off-campus facilities are utilized in the offering of extended-day and outreach programs.

PUBLICATIONS

The College publishes the annual Catalog, 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. Publications are available at the Admissions and Records Office and at a number of convenient locations throughout the campus.



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

Student Services and Success Program (formerly Matriculation)

Senate Bill 1456, passed in the fall of 2012, now mandates community colleges to require all new students to take an Assessment Test for placement in Math, English and Reading courses, attend Orientation, and meet with a Counselor to develop an abbreviated or comprehensive Student Educational Plan. SB 1456 also requires that students declare a course of study by the completion of 15 credit units. Beginning academic year 2014 - 2015, these requirements will be implemented and required of all new students.

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.

THE APPLICATION AND STUDENT SUCCESS & SUPPORT PROGRAM (SSSP) PROCESS: A STEP-BY-STEP GUIDE

The steps to the SSSP process connects Los Angeles Mission College with 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.

SSSP Exemptions Status

At the time of application, all students are classified as Exempt or Non-Exempt from the three core components. Students may be exempt from one or more of the individual steps described below. Exempt students may participate in all SSSP components. Students may be exempt from one or more of the individual steps described below. Exempt students may participate in all matriculation components. All other students are coded as non-exempt and are expected to complete orientation, assessment, and counseling during their first semester at Los Angeles Mission College.

Please refer to exemptions as they pertain to the steps displayed here.

Student's Responsibilities

Non-exempt students are required to express at least a broad educational intent upon admission, declare a specific educational goal no later than the term after which 15 units of degree applicable credit courses are completed, diligently attend class, complete assigned coursework, complete courses and maintain progress toward an educational goal and cooperate in the development of a student educational plan.

Please follow the steps below. Contact information is indicated for each step so that you can call or email with your questions. The process described below is for new students and for returning students who have not attended any LACCD campus for two consecutive semesters.

STEP 1 – COMPLETE & SUBMIT AN ONLINE APPLICATION FOR ADMISSION

Online Application Process

- GO TO: www.lamission.edu
Click on "Apply Online"
- You will be sent directly to the CCCApply.Org website, where you will follow the steps listed on the website
- Allow approximately ten working days (excluding weekends and holidays) for the processing of your online application.
- Once your online application is successfully processed, you will receive an email confirmation containing your STUDENT IDENTIFICATION NUMBER. Your registration appointment will be assigned by the Los Angeles Community College District and will be available one to two weeks after you receive your student identification number. Log into the LACCD website at www.laccd.edu and select Student Information to view your appointment.
- Your student identification number and four digit pin number (your birth date without the year)

will allow you to access the District (LACCD) registration system located at www.laccd.edu during hours of operations.

LACCD Policy: Online Applications Only

All of the nine LACCD colleges accept online applications only. If there are special circumstances, administrative approval is required in advance to accept paper applications.

STEP 2 – ASSESSMENT

Campus Center Lower Level, Room 1529

ALL students who have submitted an application and have been issued a STUDENT IDENTIFICATION NUMBER are required to take the assessment tests in English or English as a Second Language (ESL) and Math, unless exempt (please refer to exemptions below). The assessment process helps to place students in classes where they are most likely to succeed. Assessments are available on a walk-in basis, Monday through Thursday. See website for current office hours: www.lamission.edu/assessment. Students must have their LACCD ID number and present a valid form of picture ID prior to taking the assessment tests.

PLEASE NOTE: The Math assessment process requires students to self select the appropriate test level (Algebra Readiness, Elementary Algebra, Intermediate Algebra or Pre-Calculus). For more information on choosing the appropriate Math assessment test, please visit www.lamission.edu/math/MDTP%20sample%20test%20and%20guide.aspx

Assessment Results

- Once the assessment tests have been completed, it will take approximately 24 hours for the results to be available.
- Full assessment reports will be available for pick up at the Assessment Center approximately 24 hours after test completion.
- Assessment reports for tests taken on Thursdays will be available for pick-up the following Monday.
- Students may also view their assessment results on

the Student Information System at the following: <https://eweb2.laccd.edu/WebStudent/signon.asp>

For More Information

- Visit www.lamission.edu/assessment/default.aspx
- Stop by the Assessment Office in the Campus Center Lower Level Room 1529
- Call 818.364.7613

Assessment Exemptions

1. Students who have already earned an AA/AS Degree or higher, or
2. Students who are enrolling in recreational and/or personal growth classes only and have no intention of earning a degree or certificate

NOTE: Students who have assessment results from another college or who have completed Math and English courses at other colleges may be exempt from Assessment. Proof of transcripts and/or assessment results need to be presented to a Counselor in the Counseling Office.

STEP 3 – GROUP & ONLINE ORIENTATION

Once the assessment tests have been completed and results received, students may sign-up at the Assessment Center to attend a group or online orientation. It is highly recommended for all new students to attend an online orientation session unless exempt (please refer to exemptions below). After online orientation, a counselor will review the College Catalog and Schedule of Classes to assist in planning a first semester student educational plan. Group or online 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.

For More Information

- Visit www.lamission.edu/assessment/orientation.aspx
- Stop by the Assessment Office in the Campus Center Lower Level Room 1529
- Call 818.364.7613

Group or Online Orientation Exemptions

1. Students who have already earned an AA/AS degree or higher, or
2. Students who are enrolling in recreational and/or personal classes only and have no intention of earning a degree or certificate, or
3. Students enrolling in fewer than 6 units of coursework and are concurrently enrolled at another college or university.

STEP 4 – COUNSELING

All new and returning students should meet with a counselor before registering for courses unless exempt (please refer to exemptions below). Meeting with a counselor regularly, provides an opportunity to review educational goals, course requirements, research majors, plan courses, and develop an abbreviated or comprehensive Student Educational Plan (SEP). All new students are required to have on record either an abbreviated or comprehensive SEP. It is HIGHLY recommended that students meet with a counselor each semester to receive updates on changes and review progress toward their educational goal.

Please contact the Counseling Office for appointment and drop-in availability.

For More information

- Visit www.lamission.edu/counseling
- Stop by the Counseling Office in the Instructional Building, Administration Wing
- Call 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. 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 Board of Governor's (BOG) Fee Waiver through either the FAFSA or a separate paper application, available at the Financial Aid Office and on our website at www.lamission.edu/financialaid, under "Apply for a Fee Waiver." Eligible AB540 students can apply for state financial aid (BOG fee waiver and Cal Grants) through the California Dream Act application, available online at www.caldreamact.org

STEP 6 – REGISTER FOR YOUR COURSES

Beginning fall 2014, the enrollment priorities will change. The following registration groups will register in this order:

- Group 1: Active military, veterans, Foster Youth, EOPS, DSPS and CalWorks.
- Group 2: Fully SSSP (matriculated) continuing students.
- Group 3: Fully SSSP (matriculated) new and returning students.
- Group 4: Non-SSSP (matriculated) continuing students.
- Group 5: Students with 101 or more degree applicable units Districtwide. Continuing students who are not in good standing (on academic or progress for two consecutive semesters).
- Group 6: New and returning students applying after the cutoff date to assign priority registration appointments.
- Group 7: Continuing K- 12 students, new and returning K-12 students and K-12 students who apply after the cut-off date for priority registration appointments.

Register for Courses Online

Check online at www.lamission.edu to verify that your class is open. Have your class section numbers ready.

1. Have your STUDENT IDENTIFICATION NUMBER ready before you log on
2. Have your four digit pin number ready, which is your birth day and month without the year
3. Go to the Los Angeles Community Colleges website, www.laccd.edu
4. Click on "Student Information System"
5. Select "Current Student"
6. Click on "Add/Drop Classes"

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.



TERMINOLOGY

Prerequisite

A class or skill you 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

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

Advisory

A class or skill you are advised to have, but not required to have, prior to enrolling in the target course

Target Course

Any course which the faculty has determined that requires completion of a prerequisite, corequisite, or advisory course

Placement Level

The outcome from the assessment process which is used for placing students into the appropriate level of English, Mathematics, and English as a Second Language courses

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 assessment 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 Instructional and Student Services 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 corequisites. Challenges can be based upon the following:

- The student has the knowledge or ability to succeed in the target course despite not meeting the prerequisite or corequisite. (Criteria for challenging based on knowledge or ability to succeed will be determined by each Academic Department.)
- The prerequisite or corequisite is not valid because it has not been established in accordance with the District's policy.
- The prerequisite or corequisite is being applied in an unlawfully discriminatory manner.
- The prerequisite or corequisite has not been made reasonably available, causing the student undue delay in completing his/her educational goal.

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. To appeal the student must submit a copy of the challenge form, supporting documentation and, if applicable, a brief statement explaining the reason for the appeal (beyond the written explanation already on the challenge form), via a general petition form that may be obtained in the Counseling Office.

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.

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.

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 2014-2015 the non-

resident tuition fee will be \$193 and the capital outlay fee will be \$22.

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).

- An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status or will file an application as soon as he or she is 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:

- Be at least 18 years of age.
- Submit completed International Student Application Package:
www.lamission.edu/international
- Provide proof of adequate monetary funds to cover their entire costs of tuition and fees, housing and other living expenses.
- Students are required to take the College Placement Assessment for English in place of the TOEFL exam.
- Applications are accepted on a year-round basis.
- Plan to arrive at the college up to 30 days but not less than one week prior to the date of enrollment.
- 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 one-time fee of \$35 for the processing of the F1/I-20 Visa | | |
| Item of Expense | Per Semester | Per Year |
| Nonresident Tuition (\$212 x 12 units) | \$2544 | \$5088 |
| Enrollment Fee (\$46 x 12 Units) | 552 | 1104 |
| Health Service Fee | 11 | 22 |
| Representation Fee | 1 | 2 |
| District SEVIS Fee | 25 | 50 |
| International Student Health PPO Plus | 576 | 1152 |
| Total Tuition and Fees | \$3709 | \$7418 |
| 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 and Supplies. Transportation Cost: Varies depending upon choice of transportation mode. | | |
| Total Verified Expense Amount* | | \$17,418 |

*Questions regarding Estimated International Students Expenses may be sent to estradgm@lamission.edu or call the International Student Office at 818.364.7741.

Fees & Costs

LAMC will be writing the new student identification (ID) number (not the social security number) on the front of all checks received for payment of fees, services, etc. If you do not wish to have this new student ID number written on your check, you may change your mode of payment (cash, credit card or money order).

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 Board of Governors (BOG) Fee Waiver, to students who are unable to pay the enrollment fee. You are eligible to apply for a waiver if you are a California resident and you are enrolled in at least one unit. You qualify if any one of the following statements apply to you.

- A. At the time of enrollment you are a recipient of benefits under the TANF/CalWORKs Program, SSI (Supplemental Security Income), or General Assistance (also known as General Relief).
- B. You meet the following income standards (Income Standards for 2012-2013)

| Number in Household (Including Yourself) | Total 2013 Family Income (Adjusted Gross Income and/or Untaxed Income) |
|--|--|
| 1 | \$16,245 |
| 2 | \$21,855 |
| 3 | \$27,465 |
| 4 | \$33,075 |
| Each additional family member income | Add \$5,610 |

NOTE: The income standards for the Fee Waiver Program may change every year. Check with the Financial Aid Office for current income standard information.

C. You are qualified for need-based financial aid. If you qualify under this criteria, you will need to complete the Free Application for Federal Student Aid (FAFSA). If you qualify for financial aid after you pay your enrollment fees, you should complete a "Request for Refund" form available in the College Business Office.

D. Special Classifications

1. You have certification from the California Department of Veterans Affairs or the National Guard Adjutant General that you are eligible for a dependent's fee waiver. You must submit certification.
2. You have documentation that you are eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient, or a dependent of a victim of the September 11, 2001, terrorist attack. You must submit documentation from the Department of Veterans Affairs or the CA Victim Compensation and Government Claims Board.
3. You have documentation that you are eligible as a dependent of a deceased law enforcement/ fire suppression personnel killed in the line of duty. You must submit documentation from the public agency employer of record and income information.

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Is
Your Success*

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

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. Refunds are not automatic; students must request a refund at the Business Office.

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 at its April 29, 1992, meeting modified Board Rule 8502, thus making the \$11 Health Services fee a mandatory fee for all students enrolled in credit classes. Health Fees are no longer waived for students who are recipients of the Fee Waiver.

The Los Angeles Community College District policy exempts the following students from paying the student health fee: (a) students who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect, (b) students who are attending classes under an approved apprenticeship training program, (c) non-credit education students, (d) students enrolled in district colleges exclusively at sites where student health services are not provided, (e) students who are enrolled in district colleges exclusively through Instructional Television or distance education classes, and (f) students who are enrolled in district colleges exclusively through contract education. Students exempted under the provisions of (a), (c) and (d) above are eligible to receive the services of the college health program; all other exempted students are not eligible to receive the services of the college health program. 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 \$212 per semester unit. The tuition fee for nonresident (out-of-state) students is \$193 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 \$576 Medical Insurance Fee per semester.

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 STUDENTS ORGANIZATION FEE

Membership in the Associated Students Organization of Los Angeles Mission College is \$7 per semester. 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 blue books (limited number), legal advice, tutoring, and discounts on goods and services from selected locations within the community. Membership in the ASO is not mandatory.

ASSOCIATED STUDENTS ORGANIZATION FEE REFUND POLICY

A full refund of the ASO fee will be made up to the end of the second week of the semester. Thereafter, no refund is authorized.

DUPLICATE RECEIPTS

A \$1 fee will be charged for all duplicate receipts.

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

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 Fall 1996 semester for the amount of \$1. 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* |
|---|----------------|
| Transcripts (Will be mailed 5 to 7 business days) | \$3 each copy |
| Rush Transcripts (On the spot or mailed next day) | \$10 each copy |
| Verifications (Will be mailed 5 to 7 business days) | \$3 each copy |
| Rush Verifications (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.

College & High School

Students may get a start on their college education by taking classes at Los Angeles Mission College while they are still in high school. Students may attend college classes on a limited basis with a permit from their high school counselor.

GETTING STARTED

Students may apply for admission while still in high school. Each semester that they wish to co-enroll, they will need to submit a high school counselor's permit. If students need assistance, they should see their high school counselor or contact the Los Angeles Mission College Recruitment Office at 818.364.7779.

CONCURRENT ENROLLMENT

Rules to know when attending college and high school classes at the same time:

- Classes available on campus or via the Internet or courses given on high school campuses.
- For English, Math, or a Science class requiring Math you must take a placement test prior to enrolling into the course. Take the exam as soon as possible after you apply for admissions. You may set an appointment or attain the Assessment Office's hours by calling 818.364.7613.



COST PER UNIT

The first 11 units for concurrently enrolled high school students are "free," as long as there are not any restrictions to your admissions process.

JUMP START ON COLLEGE

Community College units assist students to attain high school credits and graduate, they assist students to "get ahead" in their college requirements, and courses that are marked transferable will also transfer to the UC, CSU or Private University of their choice.

AB 540 is a State bill which allows students to enroll into college as a California Resident, and co-enrollment will be implemented for those who qualify. Regulations do apply, for more information please feel free to call our admissions office at 818.833.3322.

AUDITING CLASSES

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: See page 28 for Financial Aid policy regarding audited classes.

CANCELLATION OF CLASSES

The college reserves the right to cancel or change classes, instructors, or locations.

CHANGE OF PROGRAM

Program changes may be made starting the first full day of classes of the semester.

Add a Class

Students will be added into open classes until the add permit deadline. Students must obtain add permits from instructors once classes begin. If the instructor signs the add permit, the students must come to Admissions to process the add permit. The add permit deadline for semester length classes will be enforced by college administration.

Closed Classes/No Standby List

A student may request to be added by an instructor into a closed class. The add permit must be signed by the instructor and 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. The college no longer uses standby lists. Students are advised to enroll in classes before the semester begins.

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.

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.

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 fewer 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.

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.

SUGGESTED STUDY LOAD

In consultation with teachers and counselors, each student should determine what is an appropriate program. Most of the educational programs at Los Angeles Mission College are designed so that the full-time student, taking 12 to 15 units a semester, can complete those programs in 4 or 5 semesters. However, the student who works or who has unusual off-campus responsibilities may find that enrollment in 12 to 15 units of collegiate courses is excessive. The student must be sure to schedule adequate time for rest, for study, and for consultation with instructors. A student who is not working and who has no other restrictions on his or her study efforts should enroll in a minimum of 12 units. For those students who wish to accelerate their education, a maximum of 18 units is allowed. (Minimum and maximum units are exclusive of the kinesiology activity requirement.)

In unusual circumstances, it may be warranted for a student to carry more than the normal load of classes. Authorization to carry such a load may be granted by the counselor advising the student depending upon the excellence of the previous semester's scholarship and attendance.

Student Information

Student Services

COUNSELING OFFICE

Academic – Career – Personal

818.364.7655 or 818.364.7656

All students are strongly urged to make an appointment with a counselor for help in choosing a course of study prior to registering for classes. 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.

Career Planning Center

The professional staff in the Career Planning Center provides students with individual career counseling to evaluate personal abilities and interests, to explore occupational areas, and to decide on a career direction. The Eureka Computer Information System is available for use by appointment.

Student Educational Plan

Beginning in their first semester, all students need to see a counselor to create a Student Educational Plan. 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.

INTERNATIONAL STUDENT SERVICES (ISS)

818.364.7741

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 & ASSESSMENT PROGRAM

818.364.7613

After new students submit their college application to the Admissions Office, they should complete the assessment and orientation process before enrolling in their first semester. Please call the Assessment Center for assessment times and dates. Online Orientation appointments are given at the assessment sessions. The Online Orientation may also be done from home or any internet capable computer by going to following website: lamission.edu/orientation. The online orientation provides important information about college programs, requirements, services, campus resources, academic expectations and institutional procedures. It also helps students to better understand the college catalog and schedule of classes which are necessary in planning a course of study and educational goals.

PERSONAL DEVELOPMENT CLASSES

These courses are established to assist students in their quest for excellence. Covering personal, career, and academic areas, personal development classes introduce concepts geared to college success and personal fulfillment.

CHILD DEVELOPMENT CENTER

818.364.7865

The campus Child Development Center provides childcare for L.A. Mission College student-parents (while they are attending classes) and a learning experience for preschool children. A credentialed director supervises classroom instructors who provide an educational program related to child development. The program is free for parents who qualify or a fee is charged on a sliding scale according to income – from \$1 to \$5 per hour. While student-parents have priority registration, the Center is open to community families. For hours and other information, contact the Child Development Center.

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.

DISABLED STUDENTS PROGRAMS & SERVICES (DSPS)

818.364.7732

Los Angeles Mission College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSPS) has been established to provide support services for disabled students pursuing a college education.

Services include registration assistance, academic advisement and program planning, high-tech computer center, alternate media production, electronic access, tutors, classroom notetakers, recorded texts, instructor liaison, mobility assistance, testing assistance, interpreters, work experience, and the use of special equipment such as tape recorders and a courtesy wheelchair. Special classes are offered in basic skills, personal development, employment skills, study skills, and adaptive kinesiology. Other services may be arranged as needed. However, students are responsible for their own personal care while on campus.

Individuals qualify for Disabled Students Programs and Services by having a current LAMC application on file with the Admissions Office and verifiable documentation of a disability. If documentation is not readily available, the DSPS counselor may send for records with the individual's written permission. A special case may arise in which a learning disability is reasonably suspected, but no previous records are available or exist. In this case, DSPS can administer an assessment to see if the individual qualifies to be served as a person with learning disabilities. If qualified in this way, the individual may access all appropriate DSPS services.

The Office of Disabled Students Programs

and Services maintains a liaison with the California Department of Rehabilitation and other public agencies.

Any vehicle parked in a space designated for "Handicapped Only" must display a valid handicapped permit or placard issued by the Department of Motor Vehicles. Disabled individuals with the placard and student-parking permit may park anywhere on campus, in staff/visitor, student, or staff lots. For additional information concerning services for disabled students, please contact the Office of DSPS.

EXTENDED OPPORTUNITY PROGRAM & SERVICES (EOPS)

818.364.7645

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.

Its purpose is to provide positive educational support in order to improve retention, persistence, graduation, and transfer rates to 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, 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

The athletic programs of Los Angeles Community College District provide men and women with an equal opportunity to participate in intercollegiate athletics. The college teams, which include men's soccer and women's volleyball, men's baseball and women's softball, 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.

TRANSFER CENTER

818.364.7827 | 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, a reference library, and workshops on transfer issues. Students are encouraged to begin planning for transfer as early as possible.

VETERAN AFFAIRS PROGRAM

818.364.7864 | www.lamission.edu/vets

Los Angeles Mission College academic programs are approved for eligible veterans and their dependents seeking regular and Post 9/11 Educational Benefits provided by The United States Department of Veteran Affairs. Those planning to receive VA Educational Benefits should visit the Veteran Affairs Office for assistance with the enrollment and assessment process. Students must schedule an appointment with the VA 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 veteran student website.

See page 47 for information regarding "Credit for Military Service Training."



Financial Aid

WHAT IS FINANCIAL AID?

818.364.7648

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, 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 state laws AB130 and AB131 (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 (BOG fee waiver and Cal Grants). Students can apply through the California Dream Act application, available online at www.caldreamact.org. All deadlines

mentioned in this section regarding the Cal Grant application process are applicable for California Dream Act 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/programs.aspx

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 can be completed online at www.fafsa.gov. The form is available annually starting January 1st, for the following academic year. We encourage students to apply early, as some financial aid resources are limited and awarded to students who apply early and have financial need.

Once you have submitted your FAFSA, you will receive your results (known as the Student Aid Report, or SAR). All schools listed on your FAFSA will also receive your results. The Financial Aid Office will send an email to you regarding any

documents or forms we need to complete your file.

After your SAR 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, check out our website at www.lamission.edu/financialaid and select the "Scholarships" link.

WHEN TO APPLY

You need to apply for financial aid every year. The FAFSA is available starting January 1st of each year for the following academic year. We encourage students to apply early, as financial aid resources are limited and awarded to students who apply early and have some financial need.

TIMELINE & DEADLINES

| | |
|-------|---|
| Jan 1 | FAFSA application available online at www.fafsa.gov for the following academic year. |
| Mar 2 | Application deadline for Cal Grant consideration. |
| May 1 | L.A. Mission College "Priority" deadline. Submit your FAFSA and any follow up documents and items by this date for maximum financial aid consideration. |
| Sep 2 | Extended Cal Grant B "competitive" awards deadline for community college students only. |

Additional deadlines and important dates are available on the Financial Aid Office website (www.lamission.edu/financialaid) under "Calendar/Deadlines," 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 and is a measure of your (or your family's) ability to pay for college. COA is the estimated allowable expenses related to a year of college (tuition and fees, books and supplies, room and board, personal expenses, and transportation) as determined by a number of factors. 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) emails 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 fees or 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 are reminded that they 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

Financial Aid funds, in excess of institutional charges covered by financial aid, will be disbursed as either an Electronic Funds Transfer (EFT) to the student's bank account, or as deposit to a Debit Card issued in the student's name.

Additional information about the schedule of disbursements 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 and 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, www.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 BOG Fee Waiver) for enrollment in audited classes.

CONSORTIUM AGREEMENTS & ITV CLASSES

(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, payment will be based on all units taken within the district.

If you are attending a college within the District and taking courses at a college outside of the District and you wish to have these courses count toward your total enrollment, you will need to complete a Financial Aid Consortium Agreement form, available through the Financial Aid Office.

Students taking only ITV classes must have their financial aid processed through the LAMC Financial Aid Office. If a student has ITV classes and classes at other LACCD colleges, but is not enrolled at LAMC, they must have their financial aid processed at the LACCD college they are enrolled through for the specified semester/academic year.

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 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 a 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 BOG (Board of Governors) fee waiver.
7. Students must notify the appropriate entity (college, lender, California Student Aid Commission, U.S. Department of Education, etc.) of changes in your name, address, school enrollment status, or transfer to another college.
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.

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 \$400 to \$5,645 (as of the 2013-2014 academic year) 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 (SEOG)

The SEOG program is a federal grant program designed to supplement other sources of financial aid for students with exceptional need. SEOG awards range from \$200 to \$400 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 in no way 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. Federal Perkins Loan Program

The Federal Perkins Loan Program is a low-interest loan to help students with exceptional need meet their educational expenses. Loan amounts awarded are determined by the college and the availability of funds.

Repayment begins nine months after the borrower graduates, withdraws, or ceases to be at least in halftime studies. The repayment period will last no longer than ten years and may be shorter if a small amount has been borrowed. During the repayment period, five percent interest is charged on the unpaid balance of the loan principal.

2. Subsidized Federal/Direct Stafford (Student) Loans

Subsidized Federal Direct Stafford 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. "Subsidized" means the government pays the interest while you are in college. After a six-month grace period, repayment begins.

3. Unsubsidized Federal/Direct Stafford (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 Stafford Loans, an applicant must submit a Loan Request Form and complete the mandatory Loan Entrance Counseling requirement.

4. Federal Direct PLUS (Parent) 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

Board of Governors (BOG) Fee Waiver Program

The Board of Governors (BOG) Fee Waiver program is offered at the California Community Colleges for eligible students who are California residents. The waiver 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 BOG.

Students who have applied for financial aid through the FAFSA and listed Los Angeles Mission College (school code 012550) will automatically be reviewed for BOG eligibility. If they are eligible, a fee waiver will be automatically awarded and the student will be sent a postcard or email.

You are eligible to apply for a waiver if you are a California resident and one of the following statements applies to you.

BOG Type A - At the time of enrollment you are a recipient of benefits through the TANF/CalWORKs, SSI/SSP, or General Assistance programs.

BOG Type B - You meet the state-determined income standards.

BOG Type C - You are qualified for need-based financial aid, as determined by the results of your FAFSA.

Special Classifications - There are a number of special classifications which may qualify you for BOG eligibility. Documentation or certification must be submitted for consideration. To find out if you meet one of these classifications, download the BOG Fee Waiver application form from the Financial Aid Office website: 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 and verified Cal Grant GPA by March 2nd
- Be a California resident
- Be attending at least half-time
- Have family income and assets below established income and asset ceilings
- Have not already earned a bachelor's 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.

TYPES OF CAL GRANTS

Cal Grant B

At community colleges, students may be eligible to receive up to \$1,473 per academic year (2013-2014 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 \$547 per year (2013-2014 academic year amount).

Child Development Grant Program

The Child Development Grant Program is for students who plan to teach or supervise at a licensed children's center. The grant is renewable for an additional year. For more information about this program, you may call the California Student Aid Commission at 888.224.7268, E-mail: specialized@csac.ca.gov or visit the website at www.csac.ca.gov

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 and complete a California Chafee Grant Program Application available at their website: www.chafee.csac.ca.gov

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

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 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

SAP policy include: Federal Pell Grant, Iraq and Afghanistan Service Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study (FWS), Federal Perkins Loan, Federal Nursing Loan, Federal Direct Stafford (student) and PLUS (parent) Loans, Cal Grants (B & C), Child Development Grant, California Chafee Grant, and the California National Guard Education Assistance Award Program. The Board of Governors (BOG) fee waiver is exempt from SAP requirements.

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, all units taken outside the LACCD and reported to any LACCD Admissions & Records Office will be counted toward a student's total Attempted Units when determining SAP status.

Satisfactory Academic Progress Standards

- Maintain a cumulative Grade Point Average (GPA) of 2.00 or higher
- Successfully complete a minimum of 67% of all units attempted
- Have less than ninety (90) attempted units
- Have not earned an AA, AS, or higher degree outside of the LACCD

Application of Standards

Warning letters are sent to students who were initially in good standing but now have a cumulative GPA less than 2.0 and/or their cumulative non-grades are greater than 33%. Students who receive Warning letters should see an academic counselor as soon as possible.

Advisory letters are sent to students after the end of the semester when the number of units attempted reaches or exceeds forty-five (45). Again, you should see an academic counselor to make sure you are taking the classes you need to reach your educational goal before you reach the 90 attempted unit maximum.

Disqualification letters are sent to students if they continue to not meet the GPA or passing percentage requirements after the semester in which they received a Warning letter. Disqualification letters are also sent to students after they exceed 89 attempted units or they have earned an Associate degree or higher outside of the LACCD. Students receiving a Disqualification letter are no longer eligible for financial aid (other than a BOG fee waiver) in the LACCD.

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. Information regarding the petition process, timeline, and deadlines is available through the Financial Aid Office and their website.

Special Programs

NON-CREDIT PROGRAM

818.364.7774

The Non-Credit Program offers classes that are designed to provide opportunities for personal enrichment, enhancement of job opportunities orientation for a college career and preparation to successfully pass the GED or CAHSEE exams. Our instructors are trained in their fields and committed to providing our students with the best education.

GED Preparation Services

The General Education Development (GED) certificate is widely accepted as an equivalent to a high school diploma. The certificate is earned by passing five official GED tests in the areas of writing, reading, social studies, science and mathematics. Getting a GED certificate can make a big difference in a student's ability to get and keep a job or to qualify for further education. Prior to enrollment each student is assessed in the areas of math and English and placed into a class that best fits their needs. We offer free preparation classes that focus on all 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 them with the registration process and a convenient location to take the test.

English as a Second Language (ESL) Classes

Our ESL-NC program is designed to help our students speak, read and write English. We offer free courses that focus on conversation, reading and beginning grammar. Each student is assessed and placed into a class that best fits their needs. We offer free counseling services that help monitor the progress of each student; they also help with the transition into higher level credit ESL classes on campus.

Citizenship Test Preparation Classes, Evaluation of Form N-400 and Naturalization Assistance Services

During the naturalization eligibility interview, a USCIS Officer tests each applicant on the ability to read, write, and speak English (unless the applicant is exempt from the English requirements). Our program offers preparation for the civics test; we coach each student in the interview process, and teach them about U.S. history and government. Our classes are designed to help the student successfully pass the reading, writing and speaking tests. We also have services to help complete the N-400 form and to answer any questions regarding the process.

For more information about the Non-Credit program, call 818.833.3355 or log onto www.lamission.edu/noncredit

COOPERATIVE WORK EXPERIENCE EDUCATION (CWEE)

818.364.7700 | www.lamission.edu/cooped

CWEE combines on-the-job experience with regular classroom instruction. It is designed to expand skills and knowledge and to improve self-understanding by integrating classroom study with planned supervised work experience.

CWEE is based on the principle that well-educated individuals develop most effectively by incorporating related education and work experience. These structured experiences in business, industry, government, and human services bring enrichment to college studies and enhance the student's total development. The program is called CWEE because educational objectives are carefully planned and coordinated with the student's employer to provide realistic employment experience.

The objectives are as follows:

1. To provide an opportunity for students to secure employment on a part-time or full-time basis.
2. To gain realistic work experience that is related to the student's college study program.

3. To provide the student an opportunity to acquire knowledge, skills, and attitudes essential for successful employment.

Student Qualifications - Section 55254

In order to participate in Cooperative Work Experience Education, students shall meet the following criteria:

1. Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
2. Have on-the-job learning experiences that contribute to their occupational or education goals.
3. Have the approval of the certificated personnel.
4. Meet the following condition if self-employed: Identify a person who is approved by academic personnel to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:
 - a. Assist the student in identifying new or expanded on-the-job learning objectives.
 - b. Assist in the evaluation of the student's identified on-the-job learning objectives.
 - c. Validate hours worked.

In addition, students shall satisfy one of the following three criteria:

1. Be an apprentice (as defined by Labor Code Section 3077) who is enrolled in related or supplementary courses required of the apprenticeship programs; or
2. Be enrolled in the parallel plan.
 - a. During regular semesters or quarters, students must enroll in a minimum of seven units including Cooperative Work Experience Education.

Enrollment in an accredited secondary through four-year institution or equivalent course work may meet this requirement.

b. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education; or

3. Be enrolled in the alternate plan. Concurrent enrollment will be limited to one other class.

COOPERATIVE EDUCATION CREDIT GUIDE - CALIFORNIA STATE UNIVERSITY APPROVED COOPERATIVE EDUCATION SUBJECT AREAS

Los Angeles Community College District policy provides that a maximum of eight (8) semester units in Cooperative Work Experience Education courses completed in the subject areas listed below may be applied as elective credit for California State University. Major specific:

- Accounting
- Administration of Justice
- Business/Econ/Finance/Marketing
- Child Development
- Computer Science
- Family and Consumer Studies/Food Service Management
- Management

The Cooperative Education Office is located in the lower floor of the Campus Center. Call for further information at 818.364.7700.

GENERAL COOPERATIVE EDUCATION

General Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness. The work experience need not be related to the students' educational goals. Students may earn up to 6 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work

completed within the semester, 1 unit of credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. General Work Experience credits are counted as electives toward an Associate's Degree at L.A. Mission College and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor). General work experience may not be a payable class under VA benefits.

INSTRUCTIONAL TELEVISION (ITV) THE WEEKEND COLLEGE

818.833.3594 | www.lamission.edu/itv

Each semester the ITV/The Weekend College program of the Los Angeles Community College District offers college classes that meet general education and transfer requirements using a blended format of video lessons, online activities, and weekend class meetings. The classes are offered in five 8-week sessions.

ITV/The Weekend College classes are convenient, flexible, and especially suitable for working adults and college students wanting to supplement their on-campus program when campus attendance is not possible. Students complete reading and study assignments, watch video lessons broadcast on cable television or video streaming or on DVD, attend classes on weekends at a Los Angeles Community College near their home, and complete midterm and final examinations.

A Los Angeles Community College instructor is assigned to assist students in each class. It is advisable to meet with your counselor to ensure that you choose classes that meet your needs. For additional information, contact ITV in the Campus Center, Room 1528.

INTERNATIONAL EDUCATION PROGRAM - STUDY ABROAD CLASSES

213.891.2390 | 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. Opportunities for study include Spanish Language and Civilization; Art in Mexico, Spain, and Costa Rica; Creative Writing in Prague and Dublin; French, French Civilization and Art in Paris; Italian, Italian Civilization and Art in Florence; Marine Biology in Mexico; Theater in England; Business in China; Chinese Civilization and Chinese Language in China; and Art in Bali. Partnership programs are being established with overseas colleges and universities; international distance-learning programs are beginning to appear. Students may spend a semester in Salamanca, Spain; Paris, France; Florence, Italy; or London, England. Work-study programs are available in London, Paris, and Madrid. A program of cooperation has been arranged with Barnsley College in England for music students at Los Angeles Pierce College and theater students at Los Angeles Harbor College. On-site investigation of the history and cultures of other nations provides students and their instructors with some of the best educational experiences of their lives. The International Education Program demonstrates the commitment of Los Angeles Mission College to furthering development of international and intercultural awareness.

*Our Mission
Is
Your Success*

Student Activities

Cocurricular 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 STUDENTS ORGANIZATION

818.364.7600 x7120 | www.lamission.edu/aso

The Associated Students Organization (ASO) is open to all current students of Los Angeles Mission College. All students are welcomed and urged to participate. The Associated Students 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 Students Organization of Los Angeles Mission College is \$7 per semester and \$3 per summer and intersession. For more information, visit the Student Activities Office in the Campus Center, or visit the ASO website.

QUALIFICATIONS FOR ASO OFFICERS

Administrative Regulation E-22

Administrative Regulation E-22 pertains to all officers of the Associated Students Organization. Administrative Regulation E-22 does not apply to clubs, club representatives, ASO special committees and all-college committees, or student trustees.

1. As defined by the ASO constitution and by-laws, the following standards governing candidate and officer eligibility for appointed and elected Associated Students 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.
 - d. The candidate or officer must not be on academic or progress probation. Progress probation is defined as having recorded grade entries of "W" (Withdrawal), "INC" (Incomplete) or "NC" (No Credit) for fifty percent or more of all units in which a student has enrolled. Academic probation results when a student fails to maintain an accumulated grade point average of 2.00.
 - 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 six (6) units per semester. Students falling below this requirement will automatically forfeit their office. Candidates may be enrolled in more than

one college in the District, but the candidate must be currently enrolled in a minimum of six (6) 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. 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 he or she has 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., he or she has 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, he or she 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 E-22:

- 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 818.364.7766.

STUDENT CLUBS & ORGANIZATIONS

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 organization must submit a constitution and be approved by the Associated Students Organization Executive Council.

STUDENT TRUSTEE ELECTION PROCEDURE

The Los Angeles Community College District conducts an election annually whereby each student in the District has an opportunity to be involved in the process of selecting a student representative to the Los Angeles Community College District Board of Trustees. The process described in Regulation E-78 provides for a thorough evaluation of the candidates' qualifications and ensures an equal opportunity for any individual from any District college to seek the position of student representative to the Los Angeles Community College District Board of Trustees. In accordance with existing law, candidates for Student Trustee must meet the following criteria:

- A. Be currently enrolled and in good standing (i.e., not on academic or progress probation) at one or more colleges in the District
- B. Be currently enrolled in 5 units
- C. Have completed a minimum of 12 units in the Los Angeles Community College District and a maximum of 80 transferable units of college work within the Los Angeles Community College District. Exceptions on the maximum units requirement may be made for students enrolled in Los Angeles Community College District degree, certificate, or transfer programs where the combination of program requirements and prerequisites may result in the student exceeding the 80 transferable unit limit. Exceptions will be decided by the Chancellor or designee based upon recommendations made by the Chief Student Services Officer or designee at the student's primary college of attendance. In order to be considered for an exemption, a student who exceeds the requisite 80 transferable unit maximum must satisfy at least one of the following conditions:

1. The requirements of the student's declared Associate Degree major, certificate and/or transfer objective, as specified in the catalog at the student's primary college of attendance, caused the student to enroll in courses that exceeded the 80 transferable unit maximum.
 2. Program prerequisites, as specified in the catalog at the student's primary college of attendance, caused the student to exceed the 80 transferable unit maximum.
 3. A returning student who has already completed a college degree or certificated is enrolled in courses that are specifically required for the student's declared certificate, Associate Degree or transfer objective, as specified in the catalog at the student's primary college of attendance.
- For further information, contact the Office of Student Services 818-364-7820.

COLLEGE COLORS & THEME

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.

Honors Program

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 2011) for TAP/Honors students was 74.3% versus 27.5% 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 Dr. 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 write to Dr. Mike Fenton at fentonms@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 -

- Honors Coordinator: Dr. Mike Fenton, 818.364.7888
- Honors Counselor: Mr. Afri Walker, 818.364.7647
- www.lamission.edu/honors/default.aspx

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 www.honorstcc.org, and include agreements with UCI, Occidental College, Chapman University, Pomona, La Sierra University, Whitman College, CSU Fullerton, San Diego State, Azusa Pacific University, Pitzer College, Loyola Marymount University, Mills College, Whittier College, and University of San Diego. Please go to www.honorstcc.org and view the agreements page where information on specific benefits of agreements with each school are listed (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.

Standards of Student Conduct and Disciplinary Action

The Standards of Student Conduct and Disciplinary Action for violation of rules were established by the Board of Trustees of the Los Angeles Community College District on September 2, 1969. 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 law 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 (suspend) 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 as to determine the length of the suspension.

Any classes missed during this process will be considered excused absences.

4. **DISCIPLINARY PROBATION** – Exclusion from participation in privileges or extra-curricular 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 10 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 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:

- 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.

- 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 discrimination on the basis of race, color, natural origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap, 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

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.

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.

Academic Affairs

THE LEARNING CENTER (TLC)

818.364.7756 | www.lamission.edu/learningcenter
The Learning Center is a hub of activities designed to support student success. Our tutors and staff welcome the opportunity to assist students on their path to success by providing free academic support services to all students. Currently, the Center is comprised of the Academic Success Center, the Learning Lab, and the Math Lab. Students may access one-on-one and group tutoring as well as additional academic assistance for various college skills and subject areas including English, ESL, Literacy, Developmental Communications, and Mathematics. The tutoring staff includes peer tutors, graduate students, and professionals. Students may choose tutor assisted tutorial labs or may choose self-paced learning software. Walk-in workshops are offered periodically on areas such as critical thinking skills, study and test taking skills, essay writing, and computer literacy. The Learning Center also houses the Print Center and Computer Commons with 126 computers with internet access. Specialized software and hardware accommodate students with disabilities. For more information please contact our staff in person or visit the Learning Center online at lamission.edu/learningcenter

LIBRARY – AN INSTRUCTIONAL SERVICE

818.364.7600 x7106 | www.lamission.edu/library
As the informational heart of Los Angeles Mission College, the library encompasses a wide variety of materials and services planned to meet the curricular needs of students and to provide facilities conducive to college study.

The Library maintains a collection of books, reference materials, magazines, newspapers, and reserve materials, videos and DVDs and provides individual study areas and group study rooms.

Computers located in the library provide access to word processing, the Internet, research databases, and study aids. Students can access most of this information from home through the library website.

The library staff welcomes your questions and suggestions. A reference librarian is available at all times to help with information needs and to provide instruction in the use of the library either to groups or individuals. Workshops scheduled throughout the semester provide students with instruction on how to do research and how to use computer resources.

The Library has been developed to support and enhance the instructional program of the College. Students are urged to make maximum use of its resources; the staff is eager to assist them.

Title V Programs

TITLE V STRENGTHENING HSI PROGRAM -IMPROVING STUDENT SUCCESS & ACCESS (LRC/ISSA)

818.364.7778

The Title V HSI Program-Improving Student Success and Access (LRC/ISSA) is a five-year program funded by the U.S. Department of Education and is designed to increase the College's capacity to support, retain and successfully transfer a greater proportion of Hispanic and other minority students to four-year colleges and universities. The LRC/ISSA is comprised of three components, each proposing strategies designed to increase the capacity of L.A. Mission College to support, retain, and successfully graduate a greater proportion of Hispanic Students while strengthening the Learning Resource Center. The components are as follows:

1. Strengthening Academic Support for English, Developmental Communication, and ESL;
2. Strengthening Academic Support for Science;
3. Increase Access, especially for part-time, evening, weekends, and online students.



STEM PROGRAM

818.833.3425 | www.lamission.edu/stem

The LAMC STEM Program is made possible by a five-year grant (2011-2016) by the U.S. Department of Education. It serves as the hub for STEM faculty and students, strengthening academic services:

STEM Program Objectives:

- Offering STEM Summer Academy to incoming STEM majors
- Supporting curriculum development in math, life science, physical science and computer science
- Creating accelerated Math and Science series for STEM students
- Offering internships in industry and academia
- Development of mentoring program
- Development of seminar series
- Enhancing Technology in STEM classes

Benefits of Being a STEM Program Student:

- A scholarly community that provides support and mentoring opportunities
- Participation in the Summer Academy for Math and Sciences
- Priority enrollment in STEM funded Math and Science courses
- Provides free math and science tutoring
- STEM academic counseling that provides education plans and time management plans as well as transfer and career advisement
- Participation in the STEM activities (academic trips, fairs, and clubs)
- May be eligible to participate in Undergraduate Research internships in academia and industry

Student Tracks for the STEM Program

PRE-STEM STUDENT

- Recruit from high school through outreach program(s)
- Students that shows interest in STEM fields determined through counseling
- Student that has not taken a minimum of 2 defined STEM classes (see STEM chart on next page)
- Minimum overall high school GPA 2.5 or college GPA 2.5

STEM STUDENTS

- Students from the local area whose home school may or may not be LAMC
- Students that take STEM courses on the STEM chart and have declared a STEM major
- Students that take STEM funded courses and fill out a STEM funded course application (see college catalog for requirements and application)

PROB-STEM STUDENT TRACK 1

- Has completed two or more STEM courses on STEM Chart
 - GPA requirement 2.5 in STEM courses
 - Student must raise STEM GPA each semester until a minimum 3.25 STEM GPA is achieved
- Services STEM will provide
- Must use Math and Science Tutoring
 - Student receives a student education plan and time management plan
 - Has priority in all STEM funded courses
 - Exposure to new curriculum and teaching methods/improved laboratory facilities
 - Will attend at least two STEM program events (i.e. field trips, speakers, etc...)

STEM STUDENT TRACK 2

- Has completed at 2 or more STEM courses
 - GPA requirement 3.25 in STEM courses
- Services STEM will provide
- May use Math and Science tutoring
 - Will enter a mentoring program with STEM faculty and track 1 students

- Free child care at LAMC Child Development Center and off-campus licensed childcare providers
- Job placement assistance
- On-campus academic support services such as tutoring
- Computer lab with specialized software
- Referrals to community resources
- Assistance with navigating college and county services
- Progress reports and verifications (GN6005, GN6006, GN6070, Child Care Resource Center Verifications)
- Resume writing, job search, and problem solving workshops
- "Personal Skills for the 21st Century" workshops
- Free Learning Center print cards
- Books and supplies

Program Eligibility

- Must be enrolled at Los Angeles Mission College
- Must be a CalWORKs recipient
- Post Employment Students: former welfare recipient (whose last cash aid was received within the last two years) who is currently employed but needs help in upgrading his or her skills, job retention, or job advancement

CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM

818.364.7674

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.

CAREER & TECHNICAL EDUCATION (CTE)

Carl D. Perkins Career and Technical Education Improvement Act of 2006

818.364.7723

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 CTE programs, strengthening support services and career awareness for special populations and engaging business and industry in providing internships and work experience.

CAREER TECHNICAL EDUCATION (CTE) COMMUNITY COLLABORATIVE

818.364.7674

Los Angeles Mission College is the lead college for this collaborative project of three colleges: Los Angeles Mission College, Los Angeles Valley College and Los Angeles Pierce College. The project components include Career Pathway Development and Enhancement, Career Exploration for 7th and 8th graders, Teacher and Faculty Externships in business and Industry, and Career and Technical Education Professional Development.

CAREER TECHNICAL EDUCATION (CTE) TRANSITIONS

818.364.3401

CTE Transitions is a federal initiative developed to address the demand for a highly skilled workforce. The program provides a means for students to begin a program of study in high school, which continues to a community college. These programs combine academic courses needed for success in college and technical courses needed to prepare students for high skilled, 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 demand for qualified workers continues to grow. To accomplish this, the Child Development Training Consortium provides financial resources through the Community College Programs who 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 Administrator Institute.

FAMILY CHILD CARE HOMES EDUCATION NET EMC /SF/UCHEN/ BDC WORK

818.364.7865

The LAMC Family Child Care Homes Education Network consists of 20 licensed family child care homes that offer child care services for the students of Los Angeles Mission College and community. Thirteen of the homes have been accredited. All of the other providers have expressed an interest in completing the accreditation process. Accredited programs adhere to higher standards in all aspects of the program, including parent communication and interactions with children.

FOSTER/KINSHIP CARE EDUCATION (FKCE)

818.364.7600 x7135

LAMC provides more than 350 hours of training to licensed foster parents annually. Classes consist of general parenting information, as well as specific information related to the needs of foster and kinship families. Our training includes classes in both English and Spanish. The Foster and Kinship Care Education program receives funding from the State Chancellor's Office.

GUARDIAN SCHOLARS PROGRAM

818.364.7600 x7135

This program, which was granted through the California College Pathways, the John Burton Foundation and the Stuart foundation, utilizes a strength based approach with foster youth college students at Los Angeles Mission College. 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 to prepare students for the necessary skills needed for future success.

PARTNERING FOR SAFETY & PERMANENCE - MODEL APPROACH TO PARTNERSHIPS IN PARENTING (PS MAPP)

818.364.7600 x7135

This program is offered through collaboration with the County of Los Angeles and The Community College Foundation. PS-MAPP offers potential foster and adoptive parents a 33-hour training course to help them explore the requirements and challenges that they will accept in the role of foster parent.

SAN FERNANDO VALLEY SCHOLARS NETWORK

818.364.7600 x7135

This program was granted through the California College Pathways, the John Burton Foundation and the Anthony & Jeanne Pritzker Family Foundation. 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.

TRIO/STUDENT SUPPORT SERVICES (SSS)

818.364.7821 | 818.364.7629

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 selected to participate in SSS will qualify for one-on-one academic advising and counseling, individual and group tutoring, career counseling, study skills workshops, trips to cultural sites and colleges, and grant aid through a selective process.

TEACHER PATHWAYS

818.364.7600 x7831 | www.lamission.edu/teacherprep

The goal of the Teacher Pathways Program is to create a degree and transfer pathway leading to a teaching career in grades K-12. It also prepares students for employment working with children as school paraeducators or in the after-school workforce. The program places students in a two-year AA Liberal Studies Multiple Subject Teacher Prep degree plan leading to an accelerated teaching pathway at California State University, Northridge (CSUN). In addition to academic planning and workforce development, Teacher Pathways assists with placement in teaching volunteer experiences and community resource referrals. Teacher Pathways offers the following opportunities:

- One-on-one Academic Counseling
- Summer Bridge
- Learning Cohort

- Assistance in preparing for part-time employment in an after school program or as a school paraeducator
- Scholarship Opportunities
- Guaranteed admission to CSUN, College of Education (upon successful completion of program requirements)

Business & Fiscal Services

EAGLES' LANDING STUDENT STORE

(Bookstore) 818.364.7768

Student Store Check Policy

1. We accept checks if you have two forms of identification:
 - (a) A valid California driver's license or California identification card AND
 - (b) A current LAMC student registration receipt or current school ID.
2. Your current address must be imprinted on the check and verified by both your registration receipt and the California driver's license or California identification card.
3. Your check can be written for the amount of purchase only.
4. Your check cannot be a two-party or pre-signed check.
- 4a. Students who use their parent's check must write their parent's driver's license number and expiration date on the face of the check.
5. Checks can be accepted from registered students only.
6. The student store charges a \$10 fee for each returned check. Los Angeles Mission College will place a hold on registration, transcripts, and all other college transactions until the fee and the amount of the returned check are paid.
7. We accept credit cards - VISA, MasterCard, Discover, and American Express.

Student Store Refund Policy

1. All materials must be returned in the same condition as when purchased. This means that you must not unseal shrink wrap books or class handouts, write in or in any way mark, even with a pencil, a textbook until you are positive you are going to stay in the class and use the book. Watermarked books are "damaged" books and are non-refundable. The determination of the condition of a book is made by the student store staff. The student store manager is responsible for all decisions, approval or disapproval, concerning refunds.
2. Textbooks and required materials may only be returned between the first and ninth day of the Fall and Spring semesters and within the first week of the summer session and short-term courses.
3. Without exception, any refund, exchange, or replacement must be accompanied by a CURRENT DATED CASH REGISTER RECEIPT issued by the student store.
4. Generally, cash refunds are issued for cash purchases.
 - a. In the event that cash is limited for a particular day, a store credit is issued, which is redeemable on or after the following business day.
5. If you purchase a textbook after the ninth school day, it may only be returned within 24 hours accompanied by its dated cash register sales receipt with prior store manager's authorization, otherwise the sale is final. Any textbook or required material is a final sale after the ninth school day.
6. If a textbook fails to meet the refund policy, it will be treated as a used book. This means that it can be sold by the student during the book buyback period at a maximum of 50 percent of the original purchase price.
7. Supplies may be considered for refund under the following conditions: Items required as materials in certain classes may be refunded

during the first nine days of the Fall and Spring semesters and within the first five days of the Summer session. Items returned must be accompanied by their dated cash register receipt, and they must be in new condition. Athletic supporters, sweat socks, safety goggles, and other "personal items" governed by California health laws are not returnable.

8. Refunds for check purchases are subject to a twenty (20) day waiting period to allow time for bank processing.
9. No refunds will be given on books purchased during midterms and finals.

College Book Buy-Back Policy

During the first week and last week of Spring and Fall semesters ONLY, the student store buys back textbooks that have been pre-adopted by instructors at 50 percent or less of the original price.

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. 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

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.

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.

District Information

Academic Standards

ACADEMIC HONORS

Chancellor's Distinguished Honor Award

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

1. Petition for the Associate Degree.
2. Achieve a grade point average of 3.70 or better in all college work attempted at the time of petition and be in good standing.
3. Complete at least 50 percent of all units utilized for the award within the Los Angeles Community College District.
4. Achieve a grade point average of 3.70 and be in good standing in all college work attempted at the end of the Fall semester if graduation requirements will not be completed until the end of the Spring semester.

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

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. The overall GPA includes all work attempted at LAMC as well as all college-level transfer work attempted at any other regionally accredited institution, regardless of elapsed time.

Summa Cum Laude

Students in attendance at Los Angeles Mission College who have an overall grade point average of 3.90 to 4.00 in all work completed are placed on the Summa Cum Laude list of the College and are honored during graduation.

Magna Cum Laude

Students in attendance at Los Angeles Mission College who have an overall grade point average of 3.70 to 3.89 in all work completed are placed on the Magna Cum Laude list of the College and are honored during graduation.

Cum Laude

Students in attendance at Los Angeles Mission College who have an overall grade point average of 3.30 to 3.69 in all degree applicable college work completed are placed on the Cum Laude list of the College and are honored during graduation.

CRITERIA FOR HONORS CERTIFICATES

Definitions

- A. Full-time student: a student enrolled in twelve (12) or more graded units in the qualifying semester
- B. Part-time student: a student enrolled in six (6) to eleven (11) graded units in the qualifying semester
- C. Qualifying semester: the semester for which the student is considered for the Dean's Honors 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 Dean's or President's Honors List.

Dean's Honors List Requirements

- A. Full-time Dean's Honors List
 - 1. Twelve (12) or more graded units completed in the qualifying semester
 - 2. Grade point average of 3.50 or higher in the qualifying semester
- B. Part-time Dean's Honors List
 - 1. Twelve (12) or more cumulative graded units completed, student is being considered for inclusion on the Dean's Honors List
 - 2. Grade point average of 3.50 or higher in the qualifying semester
- C. Course work used in determination: Only the grades from courses completed at the campus where student is considered for the Dean's Honors List will be used in calculating the grade point average.

President's Honors List

Students who have appeared on the college's full-time or part-time Dean's Honors List for three (3) consecutive semesters will be placed on the President's Honors List.

Transcript Designation

The designation "Dean's Honors List" and "President's Honors List" will be placed on qualifying students' transcripts.

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* - The student has met the conditions of (A) or (B) at another college within the Los Angeles Community College District.

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 Probation

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

Academic Probation

A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.00 or higher.

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.

ACADEMIC STANDARDS FOR DISMISSAL

A student shall be subject to dismissal and subsequently be dismissed under the conditions set forth within this section.

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.

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

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 accredited college or university, and
- At least two calendar years must have elapsed from the time the course work to be removed was completed. If the above conditions are met, academic renewal shall be granted, consisting of the following:
 - Eliminating from consideration in the cumulative grade point average up to 18 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 to be based on the student's cumulative grade point average for all college work attempted.

This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

ATTENDANCE

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

Students who have 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 call the instructor's office to inform the instructor 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 4th week and the end of the 14th week will result in a "W" on the student's record. Drops are not permitted beyond the end of the 14th 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 14th week. After the last day of the 14th 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."

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 an expanded educational experience each time the student enrolls in the course. Enrollment in these courses is limited in any similar activity to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses. The activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several similar course titles in art, music, kinesiology and theater, which are

considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity, such as twice in Music 341, Intermediate Piano (RPT 3). Any combination may be used as long as the limit of four (4) enrollments in one activity is not exceeded.

Excess enrollment will result in administrative drop. Consult a counselor for the latest restricted activity enrollment list.

NOTE: Whenever the student's record is reviewed for the purpose of determining her/his unit credits, all of the student's record is reviewed.

Course Repetition to Improve Substandard Grades

Students may petition for approval to repeat substandard grades (less than "C", 2.00) awarded. Students may repeat the same course only once for this purpose.

Upon completion of a repeated course, the highest grade earned will be computed in the cumulative grade point average, and the student's academic record will be so annotated. No specific course or categories of courses shall be exempt from course repetition.

This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

Course Repetition: Special Circumstances

Repetition of courses for which substandard work has not been recorded shall be permitted only upon advance petition of the student and with written permission of the College President or designee based on a finding that circumstances exist which justify such repetition. In such repetition under special circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible. Grades

awarded for repetition under special circumstances shall not be counted in calculating a student's grade point average.

CONCURRENT ENROLLMENT

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

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

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

K to Eighth Grade Students (Young Students)

Any Concurrent Enrollment student application for a student who has not completed eighth grade must be reviewed by the K to 8 committee. These students must submit a letter of recommendation and current transcript. The application is reviewed by committee every semester until the student completes eighth grade.

AWARDING CREDIT

Los Angeles Mission College recognizes work completed at other accredited colleges and experiences outside of the traditional classroom setting.

CREDIT FOR COURSES COMPLETED AT NON-ACCREDITED INSTITUTIONS

Students transferring from non-accredited institutions may, after successful completion of 30 units with a "C" or better average, apply for up to

fifteen (15) units of credit in courses which parallel the offerings of the college. The following exceptions may be made to this regulation:

1. Credit for Graduates of Diploma Schools of Nursing

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

- a. Thirty (30) semester units of credit will be given to graduates of Diploma Schools of Nursing under the following conditions:
 - (1) The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer;
 - (2) The student has completed at least 12 units of credit at the college to which application is made.
- b. The work of graduates of Diploma Schools of Nursing outside California will be recognized if the student has a valid, current California license. Credit will be given even though the license was obtained on the basis of reciprocity with another state rather than by examination.
- c. Candidates for the Associate in Arts or Associate in Science Degree are exempt from Health Education as a General Education Requirement. No other general education requirements will be waived.
- d. Additional courses in nursing may be taken for credit only upon approval of the Nursing Department.
- e. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.

2. Credit for Military Service Training

Students who are currently serving in or have served in the military service may, after successful completion of at least one course with the Los Angeles Community Colleges or the Overseas Program, request an evaluation of credit earned

through military service training schools and/or military occupational specialties. Credit units may be granted up to the number recommended by the American Council on Education (ACE).

3. Credit for Law Enforcement Academy Training
Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:
 - a. Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission. This only applies to training received at public law enforcement academies; training provided by private agencies does not apply.
 - 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. One (1) unit of credit may be granted for each 50 hours of training, not to exceed eighteen (18) semester units or their equivalent.
 - d. Twelve (12) units must be completed in residence at L.A. Mission College.
 - e. Students granted block credit for basic academy training may receive 1 unit of Kinesiology (activity) to meet the AA/AS degree, general education requirements (area E2), at the time of graduation from LAMC.

CREDIT FOR COURSES COMPLETED AT FOREIGN INSTITUTIONS

Students who have completed college-level courses at schools outside the United States may petition for an unlimited number of lower division units of credit toward an associate degree or certificate after completion of 12 units at L.A. Mission College with a "C" or better GPA. The student may petition under

the following conditions:

1. Students must submit a detailed evaluation from an approved evaluation service. Students are responsible for the cost of this service.
2. The foreign university or college must have been approved by that country's Ministry of Education at the time the student attended.
3. No courses may be used to satisfy the associate degree's reading and written expression or oral communication requirement unless the course was taken in a country where English is the native language.
4. No course may be used to satisfy the associate degree's American Institutions requirement.
5. In cases where equivalent course credit is not granted, elective credit may be awarded.

PREVIOUSLY EARNED COLLEGE UNITS

College credits earned at regionally accredited institutions of higher education will be recognized. Acknowledgement of receipt of transcripts will be posted to the student's permanent record. Students must arrange for each college previously attended to mail official, sealed transcripts to the Office of Admission and Records, directly from that institution.

CREDIT BY EXAMINATION

Some courses in the college catalog are eligible for credit by examination.

1. Method of obtaining credit by examination
 - a. Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog
 - b. Achievement of a score that qualifies for credit on an examination administered by other agencies approved by the college
2. Determination of eligibility to take College administered examinations, students who qualify

- a. must be currently registered in the college, in good standing and with a minimum grade point average of 2.00 in any work attempted at the college;
 - b. may petition for credit by examination if they:
 - i. are eligible to take such course for credit under existing regulations, and
 - ii. have not completed a course or are not in the process of taking a course which is more advanced than the course for which credit is requested.
 - c. file a credit by examination petition with the credit clerk in Admissions and Records Office.
3. Maximum credit allowable for credit by examination
The maximum number of credits allowable for credit by examination for the associate degree shall be fifteen (15) units. Credit by examination transferred from other institutions is counted toward this maximum.
 4. Limitations
Credits acquired by examination are not applicable to meeting such unit load requirements as Selective Service deferment, Veteran's, or social security benefits.
 5. Recording of Credit
 - a. If a student passes the examination, the course shall be posted on his/her cumulative recording indicating "Credit" in the "Grade" column.
 - b. The number of units of credit recorded for any course may not exceed those listed in the college catalog.
 6. Acceptance Toward Residence
Units for which credit is given pursuant to the provision of this section shall not be counted in determining the 12 units of credit in residence requirement.

ADVANCED PLACEMENT INFORMATION

Advanced Placement (AP) Exam Credit

Awarding of advanced placement exam credit is applicable based on academic goal. Every college and university has its own policy for awarding credit for passed AP exams. Credit acquired by AP examinations is not applicable toward meeting unit-load requirements for athletic eligibility, social security benefits, or Veterans Administration benefits. *PLEASE NOTE: Transfer students must check with the college or university they plan to transfer to for the institution's Advanced Placement policy.*

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.

Official AP score reports must be mailed directly to the Admissions Office from the College Entrance Examination Board (www.collegeboard.com).

1. Passed Advanced Placement exams must have a score of 3 or higher, administered by the College Examination Board. Some institutions require higher scores for course credit, therefore students should check with the Transfer Center, their counselor and/or the institution to which they plan to transfer.
2. Course applicability is for L.A. Mission College Associate Degree requirements. To be eligible for course applicability for Advanced Placement exams, the student must have completed a minimum of 12 units in residence. Request must be submitted in writing to the office of Admissions and Records. It is recommended that the student meet with a counselor.

3. Students interested in transfer to a CSU or UC campus and are following the CSU GE Breadth or IGET EMC /Span /MCID 47 BDC C may count passed college exams toward fulfillment of subject areas on each of these plans as determined by the policies of the CSU and UC systems. Students must check with the individual campus to determine if any specific course credit will be awarded. There is no relation between the credit awarded on these general education patterns and the course credit that each CSU and UC campus may award; actual AP transfer credit awarded for these and other AP exams for admission is determined by the CSU and UC. Also, there is no relation between the credit awarded on these general education patterns and the course credit awarded by L.A. Mission College (see charts, pages 50-51). *NOTE: It is rare that a college or university allow a passed AP exam to fulfill a course requirement that is necessary to meet major preparation.* Private institutions also have their own AP policies that must be researched. It is highly recommended that students consult with a Counselor for more information.

CSU GE AP Policy details may be found on the CSU Chancellor's website: www.calstate.edu/app/general-ed-transfer.shtml

UC AP Policy details may be found on the UC website: www.universityofcalifornia.edu/admissions/counselors/ap-credits/index.html

4. Applicability as listed, will not grant course credit for L.A. Mission College Associate Degree major requirements, certificate requirements or units awarded. All course credit applicable to L.A. Mission College major requirements, certificate requirements or unit credit are listed separately. Please consult with a counselor for more information.

NOTE: L.A. Mission College course credit is not related to the AP policy of the CSU GE Breadth or IGETC patterns.

Campus Credit for AP Exams

All course credit applicable to L.A. Mission College major requirements, certificate requirements or unit credit ONLY, are listed separately in the following table. *PLEASE NOTE: Applicability for LAMC areas of general education are listed in the table below. All advanced placement exams used to fulfill LAMC requirements, as listed below, MUST have a passing score of 3, 4 or 5. All units listed as semester units only. Please consult with a counselor for more information.*

PLEASE NOTE: L.A. Mission College course credit is ONLY applicable to meet requirements for LAMC Associate Degree majors or Certificate requirements. LAMC course credit is not related to the AP policy of the CSU or UC system or the granting of applicability for the CSU GE Breadth, IGETC or Certification. For more information on those policies or applicability for CSU GE, IGETC and/or Certification, please consult the grid entitled "LACCD Credit for AP Exams."

| AP Subject area | LAMC Course Credit |
|--|---|
| Art: History Studio Drawing | Art 101, 102 Art 201, 202 |
| Biology | Biology 3 |
| Chemistry | Chem 65 |
| English Language & Composition | English 101 |
| Economics | Econ 1, 2 |
| French Language | French 1 |
| Government & Politics: US | PolSci 1 |
| Government & Politics: Comparative | PolSci 2 |
| History: U.S. | Hist 11 and 12 |
| History: World | Hist 86 + 3 elective units |
| Math: Calculus AB Calculus BC | Math 265 Math 265 (+5 add'l elective units if both exams taken) |
| Music Theory | Music 111 |
| Physics B | Physics 6, 7 |
| Psychology | Psych 1 |
| Spanish Language Spanish Literature | Spanish 3 Spanish 3 (+6 add'l elective units if both exams taken) |

LACCD Credit for Advanced Placement (AP) Exams - continued

| AP Subject Area | Total Units Towards Associate Degree | Associate Degree GE Area Fulfilled Rule: Chaper VI: 6201.14 | Board | CSU GE Breadth min units (CSU Coded Memo AA-2010-09) | CSU GE Applicability (CSU Coded Memo AA-2010-09) ^v | IGETC Applicability (IGETC Standards v 1.2) ^β |
|----------------------------------|--------------------------------------|---|-------|--|---|--|
| History: European | 6 | 6 units, Section B2: Social & Behavioral Sciences AND Section C: Humanities | | 6 | 3 units, Area: C2 or D6 | 3 units, Area: 4 |
| Human Geography | 3 | 3 units, Section B2: Social & Behavioral Sciences | | 3 | 3 units, Area: D5 | 3 units, Area: 4 |
| Italian Language & Culture | 6 | 3 units, Section C: Humanities | | 6 | 6 units, Area: C2 (removal Fall 10 [#]) | 3 units, Area: 3B and 6A |
| Japanese Language & Culture | | 3 units, Section C: Humanities | | 6 | 6 units, Area: C2 | 3 units, Area: 3B and 6A |
| Latin | 6 | 3 units, Section C: Humanities | | 3 | 3 units, Area: C2 | 3 units, Area: 3B and 6A |
| Latin Literature or Latin Vergil | 6 | 3 units, Section C: Humanities | | 6 | 6 units, Area: C2 (removal Fall 09 [#]) | 3 units, Area: 3B and 6A |
| Macro Economics | 3 | 3 units, Section B2: Social & Behavioral Sciences | | 3 | 3 units, Area: D2 | 3 units, Area: 4 |
| Micro Economics | 3 | 3 units, Section B2: Social & Behavioral Sciences | | 3 | 3 units, Area: D2 | 3 units, Area: 4 |
| Music Theory | 6 | 3 units, Section C: Humanities | | 6 | 6 units, Area: C1 (removal Fall 09 [#]) | |
| Physics B | 6 | 3 units, Section A: Natural Sciences | | 6 | 4 units, Area: B1 and B3** | 3 units, Area: 5A with lab |
| | | | | 6 | 6 units, Area: B1 and B3 (removal Fall 09 [#]) | |
| Physics C Electricity Magnetism | 4 | 3 units, Section A: Natural Sciences | | 4 | 4 units, Area: B1 and B3** | 3 units, Area: 5A with lab |
| Physics C Mechanics | 4 | 3 units, Section A: Natural Sciences | | 4 | 4 units, Area: B1 and B3** | 3 units, Area: 5A with lab |
| Psychology | 3 | 3 units, Section B2: Social & Behavioral Sciences | | 3 | 3 units, Area: D9 | 3 units, Area: 4 |
| Spanish Language & Culture | 6 | 3 units, Section C: Humanities | | 6 | 3 units, Area: C2 | 3 units, Area: 3B and 6A |
| | | | | 6 | 6 units, Area: C2 (removal Fall 09 [#]) | |
| Spanish Literature & Culture | 6 | 3 units, Section C: Humanities | | 6 | 3 units, Area: C2 | 3 units, Area: 3B and 6A |
| | | | | 6 | 6 units, Area: C2 (removal Fall 09 [#]) | |
| ‡ Statistics | 3 | 3 units, Section D2: Lang & Rationality - Communication and Analytical Thinking | | 3 | 3 units, Area: B4 | 3 units, Area: 2A |
| US Government & Politics | 3 | 3 units, Section B1: American Institutions | | 3 | 3 units, Area: D8 + US-2 | 3 units, Area: 4 and US-2 |
| US History | 6 | 3 units, Section B1: American Institutions | | 6 | 3 units, Area: C2 or D6 + US-1 | 3 units, Area: 3B or 4 and US-1 |
| World History | 6 | 3 units, Section B2: American Institutions | | 6 | 3 units, Area: C2 or D6 | 3 units, Area: 3B or 4 |

^v Areas of GE Breadth (A1-E) are defined in EO 1033. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 405, and at ASSIST.org.

^β IGETC EMC /Span /MCID 41 BDC C Policy: on the number of external exams that can be applied to IGETC. External exams may be used regardless of when the exam was taken.

[#] Students seeking CSU GE Breadth Certification must have passed the AP exam prior to this date. Students who passed the Environmental Science AP and tested PRIOR to Fall 2009 may apply 4 units of credit to either B1+B3 or B2+B3 of CSU GE Breadth. After Fall 2009, credits may only be applied to B1+B3.

⁺ American Institutions Satisfied [Fulfillment of Title 5: American Institutions, BR Chap VI: 6201.14]

[‡] Mathematics Competency Satisfied [Fulfillment of Graduation Competency, BR Chap VI: 6201.12]

^{**} CSU Policy: if more than one AP exam in Physics is passed, only one exam may be applied to the baccalaureate and only 4 units of credit may be applied to GE Breadth Certification.

CLEP INFORMATION (COLLEGE-LEVEL EXAMINATION PROGRAM)

CLEP Credit

Awarding of CLEP exam credit is applicable based on academic goal. Every college and university has its own policy for awarding credit for passed CLEP exams. CLEP exams shall be used to meet general education requirements and graduation competency for the Associate Degrees (BR Chapter VI, Article II). *PLEASE NOTE: For more information, students should check with the Transfer Center, a counselor and/or the college or university they plan to transfer to for the institution's CLEP policy.*

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.

Official CLEP score reports must be mailed directly to the Admissions Office from the College Entrance Examination Board (www.collegeboard.com).

1. Most CLEP exams must have a passing score of 50, except for Foreign Language level 2 which requires a higher score.
2. Course applicability is for LAMC Associate Degree requirements. To be eligible for course applicability for CLEP exams, the student must be enrolled at LAMC during the semester in which credit is to be granted and have completed a minimum of 12 units in residence. It is recommended that the student meet with a counselor prior to filing a petition with the Admissions and Records office.
3. Students interested in transfer to a CSU or UC campus and are following the CSU GE Breadth or IGETC may count passed CLEP exams toward fulfillment of subject areas on each of these plans as determined by the policies of the CSU and UC systems. Students must check with the individual campus to determine if any specific course credit will be awarded. There is no relation between the credit awarded on these general

education patterns and the course credit that each CSU and UC campus may award; actual CLEP transfer credit awarded for these and other CLEP exams for admission is determined by the CSU and UC. Private institutions also have their own AP policies that must be researched. It is highly recommended that students consult with a Counselor for more information.

CSU GE CLEP Policy details may be found on the CSU Chancellor's website: www.calstate.edu/app/general-ed-transfer.shtml

CLEP exams cannot be used on IGETC.

4. Applicability as listed, will not grant course credit for L.A. Mission College Associate Degree major requirements, certificate requirements or units awarded; course equivalency does not award unit credit. For the purpose of granting unit credit to meet general education and graduation competency requirements, the guidelines set by the American Council on Education (ACE) should be followed:
 - 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.

LACCD Credit for College-Level Examination Program (CLEP) Exams

All CLEP exams used to fulfill requirements as listed below MUST have a passing score of 50 unless otherwise noted. The scores and credit hours that appear in this table (and on next page) are the credit-granting scores and semester hours recommended by the

American Council on Education (ACE). The scores listed are equivalent to a grade of "C" in the corresponding course. All units listed as semester units only.

Please consult with a counselor and/or the Transfer Center for more information.

| CLEP Exam | | Total Units Towards Associate Degree | Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201.14 | CSU GE Breadth min units (CSU Coded Memo AA-2010-09) | CSU GE Applicability (CSU Coded Memo AA-2010-09) v |
|--------------------------|---|--------------------------------------|---|--|--|
| Business | Financial Accounting | 3 | N/A | 3 | N/A |
| | Information Systems and Computer Applications | 3 | 3 units, Section D2: Lang & Rationality - Communication and Analytical Thinking | 3 | N/A |
| | Introductory Business Law | 3 | N/A | 3 | N/A |
| | Principles of Management | 3 | N/A | 3 | N/A |
| | Principles of Marketing | 3 | N/A | 3 | N/A |
| Composition & Literature | American Literature | 6 | 3 units, Section C: Humanities | 3 | 3 units, Area: C2 |
| | Analytical and Interpreting Literature | 6 | 3 units, Section C: Humanities | 3 | 3 units, Area: C2 |
| | College Composition (replaces English Composition w/essay, effective 07/01/10) | 6 | 6 units, Section D1: Lang & Rationality - English Comp | 0 | N/A |
| | College Composition Modular (replaces English Composition and Freshman College Composition Exams, effective 07/01/10) | 6 | 6 units, Section D1: Lang & Rationality - English Comp | 0 | N/A |
| | English Literature | 6 | 3 units, Section C: Humanities | 3 | 3 units, Area: C2 |
| | Humanities | 6 | 3 units, Section C: Humanities | 3 | 3 units, Area: C2 |
| Foreign Languages | French Language, Level 1 | 6 | 3 units, Section C: Humanities | 6* | N/A |
| | French Language, Level 2 ^ | 12 | 3 units, Section C: Humanities | 12* | 3 units, Area: C2 |
| | German Language, Level 1 | 6 | 3 units, Section C: Humanities | 6* | N/A |
| | German Language, Level 2 ^ | 12 | 3 units, Section C: Humanities | 12* | 3 units, Area: C2 |
| | Spanish Language, Level 1 | 6 | 3 units, Section C: Humanities | 6* | N/A |
| | Spanish Language, Level 2 ^ | 12 | 3 units, Section C: Humanities | 12* | 3 units, Area: C2 |

Level 1 - equivalent to the first 2 semesters (6 semester hours) of college-level foreign language course work

Level 2 - equivalent to the first 4 semesters (12 semester hours) of college-level foreign language course work

LACCD Credit for College-Level Examination Program (CLEP) Exams - continued

| CLEP Exam | | Total Units Toward Associate Degree | Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201.14 | CSU GE Breadth min units (CSU Coded Memo AA-2010-09) | CSU GE Breadth Applicability (CSU Coded Memo AA-2010-09) ¹ |
|-----------------------------|--|-------------------------------------|---|--|---|
| Science and Mathematics | Biology | 6 | 3 units, Section A: Natural Science | 3 | 3 units, Area: B2 |
| | ‡ Calculus | 3 | 3 units, Section D2: Lang & Rationality - Communication and Analytical Thinking | 3 | 3 units, Area: B4 |
| | Chemistry | 6 | 3 units, Section A: Natural Science | 3 | 3 units, Area: B1 |
| | ‡ College Algebra | 3 | 3 units, Section D2: Lang & Rationality - Communication and Analytical Thinking | 3 | 3 units, Area: B4 |
| | ‡ College Mathematics | 6 | 3 units, Section D2: Lang & Rationality - Communication and Analytical Thinking | 0 | N/A |
| | ‡ Precalculus | 3 | 3 units, Section D2: Lang & Rationality - Communication and Analytical Thinking | 3 | 3 units, Area: B4 |
| | Natural Sciences | 6 | 3 units, Section A: Natural Science | 3 | 3 units, Area: B1 or B2 |
| | College Algebra – Trigonometry | | | 3 | 3 units, Area: B4 |
| | Trigonometry | | | 3 | 3 units, Area: B4 |
| History and Social Sciences | ⁺ American Government | 3 | 3 units, Section B1: American Institutions | 3 | 3 units, Area D8 |
| | ⁺ History of the United States I: Early Colonization to 1877 | 3 | 3 units, Section B1: American Institutions | 3 | 3 units, Area: D6 +US-1 |
| | ⁺ History of the United States II: 1865 to present | 3 | 3 units, Section B1: American Institutions | 3 | 3 units, Area: D6 +US-1 |
| | Human Growth and Development | 3 | 3 units, Section B2: Social & Behavioral Sciences | 3 | 3 units, Area: E |
| | Introduction to Educational Psychology | 3 | 3 units, Section B2: Social & Behavioral Sciences | 3 | NA |
| | Introductory Psychology | 3 | 3 units, Section B2: Social & Behavioral Sciences | 3 | 3 units, Area: D9 |
| | Introductory Sociology | 3 | 3 units, Section B2: Social & Behavioral Sciences | 3 | 3 units, Area: D0 |
| | Principles of Macroeconomics | 3 | 3 units, Section B2: Social & Behavioral Sciences | 3 | 3 units, Area: D2 |
| | Principles of Microeconomics | 3 | 3 units, Section B2: Social & Behavioral Sciences | 3 | 3 units, Area: D2 |
| | Social Science and History | 3 | 3 units, Section B2: Social & Behavioral Sciences | 0 | NA |
| | Western Civilization I: Ancient Near East | 3 | 3 units, Section B2: Social & Behavioral Sciences | 3 | 3 units, Area: C2 or D6 |
| | Western Civilization II: 1648 to Present | 3 | 3 units, Section B2: Social & Behavioral Sciences | 3 | 3 units, Area: D6 |

¹The 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).

²Areas of GE Breadth (A1-E) are defined in EO 1033. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 405, and at ASSIST.org.

³Level 2 Languages require the following minimum, passing score: French Level 2 = 59, German Level 2 = 60 (this is the recommended score for exams administered after June 30, 2008), Spanish Level 2 = 63. [Sources: <http://www.collegeboard.com/student/testing/clep/about.htm>]

*CSU Policy: if a student passes more than one CLEP exam in the same language other than English, only one exam may be applied to the baccalaureate.

‡Mathematics Competency Satisfied [Fulfillment of Graduation Competency, BR Chap VI: 6201.12]

⁺American Institutions Satisfied [Fulfillment of Title 5: American Institutions, BR Chap VI: 6201.14]

CREDIT FOR PREREQUISITES

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

PASS/NO-PASS OPTION

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

1. Usage for Single Performance Standard

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 Credit (CR) shall be assigned for meeting that standard, and a grade of No-Credit (NC) shall be assigned for failure to do so.

2. Acceptance of Credits

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

3. Recording of Grade

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

4. Grade Point Calculation

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

5. Standards of Evaluation

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

6. Conversion to Letter Grade

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

7. Course Repetition

A student who has received a grade of No-Credit (NC) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades Policy.

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-Credit 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. English 101 is NOT available on a Credit/No-Credit basis.

The following is a list of courses which are available only as Pass/No-Pass:

- Developmental Communications (all courses)
- English 21
- English as a Second Language (all courses)

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.

Our Mission Is Your Success

GRADING SYMBOLS & DEFINITIONS

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

Grades shall be averaged on the basis of the grade 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 |
| CR | Credit (at least equal to a "C" grade or better – units awarded are not counted in GPA) | |
| NC | No-Credit (equal to a "D" or "F" grade – units are not counted in GPA) CR and NC grades may be given only in courses authorized by the District Credit/No-Credit Option and Credit by Examination Policies | |



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

SYMBOL: CR/NCR

DEFINITION: Credit or Pass (at least satisfactory-units not counted on GPA)/No-Credit or No-Pass (less than satisfactory – units not counted in GPA)

SYMBOL: INC

DEFINITION: Incomplete

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "INC" symbol being entered in the student's record. The condition for removal of the "INC" shall be stated by the instructor in a written record.

This record shall contain the condition for removal of the "INC" and the grade assigned in lieu of its removal. This record shall be given to the student with a copy on file in the college Admissions and Records Office until the "INC" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for the work has passed.

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

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

SYMBOL: IP

DEFINITION: In Progress

The "IP" symbol shall be used only in those courses that extend beyond the normal end of an academic term. "IP" indicates that work is "in

progress," and that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work from the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned "IP" at the end of an attendance period and does not complete the course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) as specified above to be recorded on the student's permanent record for the course.

SYMBOL: P/NP

DEFINITION: Pass and No-Pass

SYMBOL: RD

DEFINITION: Report Delayed

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 percent of the time the class is scheduled to meet, whichever is less.

No notation ("W" or other) shall be made on the record of the student who withdraws during the first 4 weeks, or 30 percent of the time the class is scheduled, whichever is less.

Withdrawal between the end of the 4th week (or 30 percent of the time the class is scheduled to meet, whichever is less) and the last day of the 14th week of instruction (or 75 percent 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 percent 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 percent 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. Students should obtain a petition in the Admissions and Records Office. 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 percent of the time the class is scheduled, whichever is less) which has been recorded as "W." The "W" shall not be used in calculating units attempted nor for the student's grade point average. "W"s will be used as factors in progress probation and dismissal.

Military Withdrawal: The governing board of a district which decides to provide a withdrawal policy shall also adopt military withdrawal procedures consistent with the following:

"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 may be a "W" or, if necessary to distinguish military withdrawals, may be a "MW." Military withdrawals shall not be counted in progress probation and dismissal calculations. "W"s incurred during the period between January 1, 1990, and the effective date of this paragraph that meet the definition of military withdrawal herein shall not be counted in progress probation and dismissal calculations and may be changed to "MW"s.

GRADES & GRADE CHANGES

The instructor of the course shall determine the grade to be awarded to each student in accordance with Board Rule 6702. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course.

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

No grade may be challenged by a student more than one year from the end of the term in which the course was taken; however, if a college's academic senate has determined that the period of time during which grades may be challenged should be more than one year, such longer period shall apply at that college.

NOTAS DE CALIFICACION Y CAMBIOS EN LAS NOTAS

El instructor de cada curso determinará la nota de calificación de cada estudiante de acuerdo a la Regla 6702. Las notas reflejan primordialmente el nivel de dominio logrado en relación con el material expuesto en clase. La determinación de la nota por el instructor es permanente a menos que se haya cometido un error, ocurra fraude, mala fe o exista incompetencia. La eliminación o el cambio de notas incorrectas solo se autorizará por el instructor de ese curso. Si existió fraude, mala fe o incompetencia, el estudiante podrá completar una Petición para el Cambio de Nota. La petición deberá ser entregada al Decano de Asuntos Estudiantiles. La determinación final se hará por el presidente del Colegio.

PREREQUISITES, COREQUISITES & 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.

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 discharged.

District Policies

STUDENTS' STATEMENTS

Falsification of any record or signed statement or the withholding of information subjects the student to immediate suspension or expulsion.

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.

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 11th 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 11th 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 and click on "register for classes" to access the STUDENT INFORMATION SYSTEM. Click on "Add/Drop Classes."
3. Once the class is dropped, print the page with the confirmation number. This will be your receipt to show the class was dropped.
4. 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.
5. You may also withdraw online before the 11th week or 75 percent completion of the class.
6. For special program classes, contact them directly to get information about dropping deadlines.

Withdrawal from Classes

THROUGH THE 3rd WEEK: No notation ("W" or other) will appear on the student's record if the class is dropped during the first three weeks of the semester (or 30 percent of the class for short-term classes).

THROUGH THE 11TH WEEK: A notation of "W" (withdrawal) is recorded on the student's record for classes dropped during the 4th through the 11th week of the semester.

AFTER THE 11TH WEEK: Students who remain in class beyond the 11th 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

Effective summer 2012, course withdrawal ("W") or a substandard grade ("D," "F," or "NP") count as an attempt at a course. Only three attempts at any one course will be allowed, with some exceptions. Listed below are the new rules that all students need to know about.

- Students who drop or are excluded after the last day to drop without a grade of "W" will have a "W" appear on their transcript. The "W" will count as an attempt for that course.
- Deadlines to drop classes without a "W" are posted on the schedule of classes, available on the college website.
- A course in a student's transcript which currently shows a recorded "W" counts as an attempt for that course.
- Students will not be allowed to register for any course within the LACCD if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- Add permits for a course within the LACCD will not be processed if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- For courses specifically designated as "repeatable," students may repeat up to three times. (See Title 5 California Code of Regulations sections 55040, 55041, 58161)
- Where the student's number of enrollments in a course exceeds the allowable amount, the student may petition for an additional enrollment in cases of extenuating circumstances.

What students should do:

- Be sure you are academically ready for classes you enroll in.
- If you must drop a course, drop before the specified deadline for dropping a class without a grade of "W."

ACCESS TO RECORDS

The California Legislature passed S.B. 182 (Stull), which codifies provisions of the Education Code and the Federal statutes implementing the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). This permits students to inspect their personally identifiable records maintained by the College and permits access to these records only upon the student's request (other than to certain specified categories). Information on these laws and college procedures in implementing them may be obtained from the Associate Dean of Admissions, who serves as the College Records Officer. Copies of pertinent state and federal legislation are available for inspection.

Los Angeles Mission College considers the following information relating to a student to be directory information: student's name, city of residence, date of birth, major field of study, 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. Students who do not wish any or all of the above categories of information to be given out should so indicate on their application at time of enrolling. Los Angeles Mission College uses the social security number as a student identification number. Students are asked to voluntarily provide their social security number for this purpose.

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, including 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 that 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 5201.10, the Los Angeles Community College District has designated the following student information as directory information:
 - a. The student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most 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 20202-4605

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 1996 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 all California community colleges, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 28.2 percent attained a certificate, degree, or became "transfer-prepared" during a three-year period from Fall 1997 to Spring 2000. Students who are transfer-prepared have completed 56 transferable units with a GPA of 2.00 or better.

Based upon the cohort defined above, 29.8 percent transferred to another post-secondary institution (CSU, UC, or another California community college) prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five-semester period from Spring 1998 to Spring 2000.

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>

STUDENT GRIEVANCE PROCEDURE

The Student Grievance Procedure is to provide a prompt and equitable means for resolving student grievances. The grievance procedure may be initiated by a student or group of students who reasonably believe that he/she/they have been subject to unjust action or denied rights that adversely affect his/her/their status, rights, or privileges as a student. The grievance procedure is detailed in District Administrative Regulation E-55, which is available to any student or applicant to the college in the Student Services Office and from the Campus Ombudsperson.

This grievance procedure does not apply to the challenge process for prerequisites, corequisites, advisories, and limitations on enrollment; alleged violations of sexual harassment; actions dealing with student discipline; alleged discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, or physical or mental disability; an appeal for residency decision; or to eligibility, disqualification, or reinstatement of financial aid.

In addition, Section 76224 of the California Education Code provides the following:

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

The following steps should be taken to begin the grievance procedure:

Step I - Informal Resolution

All parties involved in a potential grievance should be encouraged to seek an informal remedy. The student shall make a reasonable effort to resolve the matter on an informal basis by:

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1. Meeting with the person with whom the student has a grievance
2. Meeting with that person's immediate supervisor
3. Meeting with the College administrator of the area
4. Meeting with the College ombudsperson to explore student rights and responsibilities, receive assistance with an informal resolution, and submit a written "Statement of Grievance"

Step II - Formal Resolution

Students unable to resolve their grievance through the informal process may file a "Formal Grievance Hearing Request Form" with the College ombudsperson. The College ombudsperson will provide students with information about the formal grievance hearing process and their rights and responsibilities in this process.

Students pursuing a formal grievance have the right to be represented by a student advocate who will assist students in the formal grievance process.

Additional information and assistance with the Student Grievance Procedure may be obtained from the Student Services Office.

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. Appeal of a Decision Not to Hold a Grievance Hearing. If the Grievant is dissatisfied with the decision of the Grievance Hearing Committee not to hold grant a Grievance Hearing, the Grievant may file a written appeal with the Grievance Appeals Committee (through the Chief Student Services Officer) within ten (10) instructional days after receipt of the Grievance Hearing Committee's decision or as soon thereafter as practicable. 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.

- C. 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 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 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

- 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)

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.

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.

OFICIAL DE ARBITRAJE

Si un estudiante cree que tiene motivos para formular una acusación, puede comunicarse con el presidente del colegio que le ayudara dándole una explicación de las reglas y procedimientos de la institución. Si el problema puede ser resuelto, le dara una sugerencia de cual es la mejor manera de resolverlo. Para obtener información adicional y para conseguir la formula E55 de las regulaciones administrativas (student grievance procedure), por favor de comunicarse a la oficina del presidente, 818.364.7795.

STANDARDS OF STUDENT CONDUCT & DISCIPLINARY ACTION

The Standards of Student Conduct and Disciplinary Action for violation of rules were established by the Board of Trustees of the Los Angeles Community College District on September 2, 1969. 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 (suspend) 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 as to determine the length of the suspension. Any classes missed during this process will be considered excused absences.

basis of race, color, natural origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap, 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

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.

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.

COLLEGES AS NON-PUBLIC FORUM

9901 The colleges of the Los Angeles Community College District are non-public forums, except for those portions of each college designated as Free Speech Areas by their respective college presidents. The Free Speech Areas are hereby designated as limited public forums, which designation may be removed and reverted to non-public forum designation by the Board of Trustees.

9902 Free Speech Areas: The College President shall designate an area or areas on the college campus as areas for free discussion and expression by all persons. A Free Speech Area may only be located where there is a normal flow of student traffic with unlimited accessibility. Necessary campus rules governing the operation of such areas are to be used. All such rules shall be applied equally and fairly to all persons desiring to use the Free Speech areas. No restriction shall be placed on subject matter, topics, or viewpoints expressed in Free Speech Areas.

9902.10 Responsibilities of Persons Using Free Speech Areas: All persons using the Free Speech Area of a college are expected to monitor the content of their speech such that the expression (1) is not obscene, libelous, or slanderous according to current legal standards, (2) does not create a clear and present danger of the commission of unlawful acts on community college premises, (3) is not violative of lawful community college regulations, (4) does not substantially disrupt the orderly operation of the college. Any person who is found to have expressed speech in violation of this section may be subject to the sanctions applicable respectively to students, staff, faculty, or visitors.

9902.11 Distribution of Materials: Persons using a Free Speech Area shall be allowed to distribute petitions, circulars, leaflets, newspapers, miscellaneous printed matter, and other materials, subject to the following restrictions:

1. Such distribution shall take place only within the geographical limits of the Free Speech Area;
2. Any material being distributed which is discarded or dropped in or around the Free Speech Area other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the Free Speech Area that day.
3. Persons distributing material shall not impede the progress of passers-by into taking the offered material.

9902.12 Forms of Speech: Persons using the Free Speech Area shall be entitled to exercise their speech privileges in any manner which does not violate the rules of conduct set forth in Article VII or in the Article; including but not limited to the use of printed materials and the wearing of buttons, badges, or other insignia, except that:

1. No means of amplification may be used, electronic or otherwise, which creates any noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at the time;
2. No person using the Free Speech Area shall physically touch, strike or impeded the progress of passers-by;
3. No person using the Free Speech Area shall solicit donations of money, through direct requests for funds, sales of tickets, or otherwise, except where he/she is using the Free Speech Area on behalf of and collecting funds for an organization which is registered with the Secretary of State as a non-profit corporation, or is an approved Associated Student Organization or Club.

9902.13 Time Allotments for Speech: The President of each college or his/her representative may set reasonable time restrictions on the use of the Free Speech Areas, in order to ensure that all persons are given equal access to the use of the Free Speech Area. If it appears to the President or his/her representative that granting extra time to a person for the use of the Free Speech Area will not impair equal access to the forum for all interested persons, such extra time shall be granted. Access to the Free Speech Area shall be granted on a weekly schedule on a first come, first served basis; however, priority shall be given to any person who has not yet used the Free Speech Area during a week over any persons who have already used the forum during that week. The times at which the Free Speech Area may be used shall be subject to reasonable campus regulations.

9903 Student Exercise of Free Speech in Areas Outside of Designated Free Speech Area: The President of each college may designate areas outside of the Free Speech Areas where students, faculty, and staff may exercise freedom of expression subject only to reasonable time, place and manner restrictions.

9903.10 Bulletin Boards: Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. The location and number of such bulletin boards shall be determined by the College President or his/her representative. Each college may have bulletin boards. The use of the bulletin boards shall be open to use only by the students or recognized student organizations and shall be based on a first come, first served basis. Posting of material on bulletin boards shall be subject to the limitations concerning the manner of exercising students' right of free expression in Free Speech Areas pursuant to Section 9902.10. All materials displayed shall clearly indicate the

author or agency responsible for its production and shall be dated with the date of posting by the College President's designee. The President of each college shall prescribe reasonable lengths of time during which such printed materials may be posted on the bulletin boards with the object of assuring fair access to the bulletin boards for all students.

9903.11 Posting Areas: The President of each college, or his/her representative, may designate areas other than the bulletin boards for display of material.

9904 Student Use of Areas Not Designated for Free Speech Activities: Student use of classrooms, buildings, facilities and grounds not designated as Free Speech Areas or otherwise designated for student free speech exercises in accordance with this article shall be governed by the rules and regulations established pursuant to Article X, relating to student activities and events.

9905 Visitor Use of Areas Not Designated Free Speech Activities: Visitor use of any areas, classroom, buildings, facilities and grounds not designated as Free Speech Areas is subjected to the Civic Center Permit rules set for in Chapter VII, Article 2 of these Board Rules.

91204 Non-Student on Campus Without Lawful Business Thereon: Any person who is not a student, officer, or employee of the District, or one who is not required by his/her employment to be on a campus or any other facility owned, operated, or controlled by the Board of Trustees, shall not be allowed on any campus or any facility owned, operated, or controlled by the Board of Trustees, unless he/she has lawful business thereon. "Lawful business" means a reason for being present which is not otherwise prohibited by statute, by ordinance, or by regulation adopted pursuant to statute or ordinance.

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.

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 1202).

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 Director of Disabled Students Programs and Services at 818.364.7734. In addition, inquiries may be directed to the District Office of Diversity Programs at 213.891.2315.

POLITICA NO DISCRIMINATORIA

Todos los programas y actividades de los colegios de la comunidad de Los Angeles se administrarán de una manera que no discrimine respecto a la identidad de grupos étnicos, raza, color, nacionalidad,

origen, ascendencia, religión, credo, sexo, embarazo, estado civil, condición médica (relacionada con cáncer), preferencia sexual, edad, incapacidad mental o física (incluyendo SIDA) o el ser veterano.

Politica De Acuerdo Con Los Procedimientos De Igualdad De Oportunidades

Para cumplir con la póliza no discriminatoria en Los Angeles Mission College, dirija sus preguntas a la oficina del Presidente, 818.364.7795. Para la Sección 504, dirijase al Coordinador del Programa de Personas Incapacitadas, al 818.364.7734. Además, puede dirigir sus preguntas a la oficina "Diversity Programs," 213.891.2315.

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.

POLITICA DE ABUSO SEXUAL

El "Community College District," se compromete a proveer un ambiente seguro a los estudiantes, visitantes y personal. Cualquier incidente de abuso sexual debe ser reportado de inmediato al departamento de policía del colegio al 818.364.7843. La palabra "abuso sexual," que se encuentra registrada bajo el código de educación de California en la sección 67385(d), incluye amenazas de violencia sexual. Cualquier persona acusada de abuso sexual en el colegio puede ser sujeto a penalización bajo las leyes de California. Los estudiantes también pueden ser sujetos a disciplina bajo los procedimientos disciplinarios para estudiantes. La política de acoso sexual puede ser aplicada y se puede comunicar con el presidente del colegio al número de teléfono 818.364.7795. Esta información se mantendrá confidencial.

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 the Compliance Officer by calling 818.364.7701 or by calling the District Office of Diversity Programs at 213.891.2315. 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. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

POLITICA DE ACOSO SEXUAL

La política de "Los Angeles Community College District," es proveer un ambiente educativo, de empleo y de trabajo exempto de avances sexuales, solicitud de favores sexuales o cualquier otra conducta inapropiada física o verbal o comunicación que se envuelva en acoso sexual. Los empleados, estudiantes u otras personas que representen el Distrito y que acosen a alguien sexualmente pueden ser de acuerdo a la política de discriminación sexual o del Estado o la ley federal sujetos a disciplina que puede incluir: despido, expulsión o finalización del contrato. Las reglas y procedimientos específicos para reportar acusaciones de acoso sexual que buscan una solución, se encuentran en el libro "Board of Rules" en el capítulo quince. "Los Angeles Community College District," tiene una política que provee procedimientos formales e informales para resolver quejas. Copias de esta política y sus procedimientos pueden obtenerse del presidente del colegio, al número de teléfono 818.364.7795, también puede comunicarse con el "Senior Director" de educación y apoyo a los servicios del estudiante (Educational and Student Support Services) al teléfono 213.891.2279 o a la oficina de diversificación de programas (Diversity Programs) al teléfono 213.921.2315. Cualquier miembro del "Community College" y que incluye: estudiantes, profesorado y personal y que cree, percibe o en realidad experimenta un comportamiento que pudiera significar acoso sexual, tiene el derecho de pedir ayuda del colegio. Todo empleado tiene la responsabilidad de reportar tal conducta cuando envuelve al estudiante al oficial de arbitraje. Se les informa a los posibles denunciadores que soluciones por la ley civil y administrativas y que incluyen pero no se limitan a interdictos judiciales, órdenes de restricción u otras órdenes pueden estar disponibles.

Academic Freedom

Academic freedom insures the faculty's right to teach and the student's right to learn. The discussion of sexual ideas, taboos, behavior, or language which is an intrinsic part of the course content does not constitute sexual harassment. The Board of Trustees reaffirms its commitment to academic freedom but recognizes that academic freedom does not allow discriminatory or harassing conduct.

Definition of Sexual Harassment

Harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

1. Is made either explicitly or implicitly a term or condition of an individual's employment, academic status, or progress;
2. Has the purpose or effect of having a negative impact upon the individual's work or academic performance, or creating an intimidating, hostile, or offensive work or educational environment;
3. Is used as the basis for employment or academic decisions or any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the District, regardless of submission to or rejection of such conduct.

For the purpose of further clarification, sexual harassment may include, but is not limited to, the following types of conduct:

- Making unwelcome, unsolicited written, verbal, physical, and/or visual contact with sexual overtones
- Verbal harassment or abuse
- Unwelcome pressure for dates
- Disparaging remarks about one's gender
- Sexist jokes about one's clothing, body, or sexual activities
- Deliberate blocking of physical movement
- Obscene gestures
- Demands for sexual favors accompanied by implied or overt threats

- Display of sexually suggestive objects, cartoons, or posters
- Request for sex in exchange for grades, earned or deserved; letters of recommendation; or employment opportunities
- Making reprisals, threats of reprisal, or implied threats of reprisal following rejection of harassment by suggesting or actually withholding grades, a promotion recommendation, scholarship recommendation, or a poor performance evaluation

Complaint Procedure

When an employee, student, or other individual feels, perceives, or has actually experienced conduct that may constitute sexual harassment, it is that person's responsibility to inform the individual engaging in such conduct that the behavior being demonstrated is offensive and must stop. When it is not possible or practical to confront the person directly, or if the situation continues, the conduct must be reported to the Sexual Harassment Compliance Officer at the work site. Complaints may be filed by persons other than the person who is the recipient of the unwanted conduct.

The Sexual Harassment Compliance Officer shall receive the complaint, make notes, conduct a preliminary investigation, and notify the alleged offender, the appropriate college President or District administrator, and the Director of the Office of Affirmative Action Programs within five (5) business days of a potential violation of this policy. During the process of the investigation, the complainant/victim and the alleged offender have the right to be represented, at all times, by a representative of their choice.

Each college President shall designate a Sexual Harassment Compliance Officer. The Chancellor shall designate the SHCO at the Educational Services Center. The District shall provide annual notice of the summary of this policy to each District employee. A summary of the policy shall be published in each college catalog and class schedule.

The Director of Diversity Programs shall be assigned the responsibility of District compliance. The Director shall provide mandatory education and training programs on sexual harassment as stipulated in this policy.

Necessary forms to file a complaint of sexual harassment may be obtained from the Sexual Harassment Compliance Officer at the site and from the Office of the Vice President of Student Services. Anyone who believes that he/she is a victim of sexual harassment may also call 213.891.2315.

The entire policy and procedures shall be prominently posted with other official District announcements.

Pre-Complaint Questionnaire

Prior to filing a formal complaint, the complainant must pursue informal resolution by filing a pre-complaint questionnaire. This process is limited to 30 days.

False Allegations

Anyone who files a pre-complaint questionnaire or a complaint in which he/she knowingly makes false allegations of facts shall also have violated this policy and shall be subject to applicable disciplinary action.

Formal Complaint

If an informal resolution is not reached within thirty (30) days, the formal process will begin at the request of the complainant. In conducting the investigation, the Sexual Harassment Compliance Officer (SHCO) will take every reasonable step to ensure due process for all parties. The Compliance Officer shall, within the prescribed time frame, make appropriate notification to the complainant, the alleged offender, and to the District administration.

Within sixty (60) calendar days, the SHCO shall complete the investigation and provide a written report to the college President at his/her college site, or at the District office, the Vice Chancellor or the

Chancellor. A copy of the report shall be sent to the Director of Diversity Programs.

The College President or, at the District office, the Vice Chancellor or the Chancellor, shall independently assess the investigative report and render a decision. Prior to making the decision, the alleged offender with a representative of his/her choice shall have the opportunity to make an oral statement within fifteen (15) calendar days from the receipt of the SHCO report.

By certified mail, a written decision shall be mailed to the complainant and to the alleged offender, with a copy to the Director of Diversity Programs.

Appeal

If the complainant/victim is not satisfied with the Written Decision he/she may appeal to the District's Board of Trustees by submitting a written appeal to the Chancellor's Office within fifteen (15) days. The appeal shall state with particularity the basis for the appeal.

The Chancellor shall present the written appeal, the Written Decision and the investigative report to the Board of Trustees in closed session.

The Board of Trustees' decision shall be the District's Final Written Decision. The complainant/victim has the right to file a written appeal with the State Chancellor's Office of the California Community Colleges within thirty (30) days of this Final District Decision.

Additional Remedies

The complainant or alleged victim may pursue independently civil law remedies, including but not limited to injunctions, restraining orders, or other orders. An individual who believes that he/she is the victim of sexual harassment may also file a complaint with the Department of Fair Employment and Housing, the Equal Employment Opportunity

Commission, the Office for Civil Rights, or the United States Department of Education, whether or not the complainant chooses to utilize the District's internal procedure.

Confidentiality

All persons involved in investigation of complaints shall maintain the confidentiality of the matters discussed, except as may be required or permitted by law, which include the rules and regulations of the District. A complete record of each complaint and investigation shall be kept by the Director of Diversity Programs. The Written Decision regarding the results of the investigation shall be placed in the personnel file of each employee involved as an alleged offender or alleged victim or complainant.

Disciplinary Procedure

Disciplinary action, if any, shall be pursued in accordance with the alleged offender's due process rights, as defined by law, the Board Rules, the Personnel Commission, and/or any applicable collective bargaining agreement or Memoranda of Understanding.

Disciplinary action shall include, without limitation, verbal warning, probation, suspension or expulsion, letters of reprimand, Notices of Unsatisfactory Service, suspensions, demotions, or dismissals.

Retaliation

Anyone who makes a complaint or participates in any action authorized under this policy shall not be subject to retaliatory action of any kind by any employee or student of the Los Angeles Community College District.

OMBUDSPERSON'S ROLE

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

Graduation Information

Graduation Requirements

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

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



The following requirements apply to all students.

Continuing students with uninterrupted attendance and demonstrating satisfactory progress, exclusive of summer and winter sessions, should refer to the graduation requirements listed in the catalog in effect at the time of their initial enrollment (catalog rights). A continuing student is one who has completed a minimum of one course per semester, except that completion with a "W" will be accepted for one semester only. Students who interrupt their attendance become subject to any new requirements which are in effect at the time they re-enroll.

LATE 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 A.A. degree was granted.

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

II. Scholarship Requirement - A "C" (2.00) grade point average or better in all work attempted.

III. English and Math Competency Requirement (Title 5) - Students must demonstrate competence in reading, and written expression, and in mathematics. The following courses and examinations are approved to meet the competency requirement for the Associate Degree in Board Rule 6201.12:

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

1. English 101
2. In meeting the reading and written expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.
- B. The competency requirement in mathematics may be met by completion of one of the following:
 1. Completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better: Mathematics 123C, 125, 134B or any higher level mathematics course with a prerequisite of Mathematics 125 or its equivalent
 2. A passing score on the District (Intermediate Algebra) Mathematics Competency Examination
 3. A score of 3 or higher on one of the following AP Exams: Calculus AB, Calculus BC, Statistics
 4. Completion of the college assessment exam in Mathematics and achieve a score determined comparable to satisfactory completion of Intermediate Algebra (that is, placement in a Math course above Math 125 level)
- IV. Competency Requirement in American Institutions and U.S. History - Students must demonstrate competency in their understanding of American Institutions and U.S. History. Students must successfully complete an appropriate course or courses in American Institutions and U.S. History.
- V. Residence Requirement - Completion of at least 12 units of work in residence and attendance at the college during the semester in which the graduation requirements are completed. Exceptions may be made under special circumstances.
- VI. Course Requirements - Students who are majoring in programs of study for which 18-35 units are required in the major shall complete Graduation

Plan A. Students who are majoring in programs of study for which 36 or more units are required in the major shall complete Graduation Plan B. Students interested in transfer to a 4-year institution and interested in receiving their AA/AS degree, may follow Plan A or the transfer general education requirements (for the Liberal Arts major ONLY). Please see a counselor to determine the best option.

**LOS ANGELES MISSION COLLEGE
ASSOCIATE IN ARTS/ASSOCIATE IN
SCIENCE DEGREE REQUIREMENTS**

Los Angeles Mission College offers three types of Associate Degrees: Plan A designated majors, Plan B designated majors, and a Transfer Associate Degree in Liberal Arts. Each of these degree options must satisfy the following requirements:

1. Students must complete a minimum of 60 semester units.
 2. Students must complete all work with a cumulative grade point average of 2.00 ("C") or better.
 3. Students must demonstrate competency in English and Mathematics.
 4. Students must complete at least 12 units in residence at Los Angeles Mission College and be in attendance at the college during the semester in which graduation requirements are completed.
- Continuing students with uninterrupted attendance and demonstrating satisfactory progress, exclusive of summer and winter sessions, should refer to the graduation requirements listed in the catalog in effect at the time of their initial enrollment (catalog rights). A continuing student is one who has completed a minimum of one course per calendar year; completion with a "W" will be accepted. Students who interrupt their attendance become subject to any new requirements that are in effect at the time of re-enrollment.

Los Angeles Mission College offers three types of associate (AA/AS) degrees:

- Plan A or B designated majors,
- Broad AA Degree in General Studies (non-transfer) or Liberal Arts (for transfer-bound), and
- Transfer AA Degrees (Communication Studies, Early Childhood Education, Mathematics)

Each of these degree options MUST satisfy the following requirements:

1. Students must complete a minimum of 60 degree-applicable, semester units.
2. Students must complete all work with a minimum cumulative grade point average of 2.00 ("C").
3. Students must complete all coursework in their major with a grade of "C" (2.00) or higher.

4. Students must demonstrate competency# in English* and Mathematics** (see following pages for more information).
5. Students must complete at least 12 units at Los Angeles Mission College and be in attendance at the college during the semester in which graduation requirements are completed.

| ASSOCIATE DEGREE PLAN A DESIGNATED MAJORS | ASSOCIATE DEGREE PLAN B DESIGNATED MAJORS | LIBERAL ARTS DEGREE | TRANSFER DEGREE |
|--|---|--|--|
| <ul style="list-style-type: none"> • Minimum of 30 GE units (as outlined) • Minimum of 18 units in a single or related discipline (as listed in the catalog) • Minimum 60 degree-applicable units completed • Administration of Justice • Art (Art, Painting) • Biology • Chicano Studies • Computer Science • English • Family & Consumer Studies (Consumer Ed & Mgmt, Foods & Nutrition, Gerontology, Marriage & Family Life) • General Studies • Health Science • History • Humanities • Liberal Studies (Multiple Subject Teacher Prep) • Mathematics • Philosophy • Physical Science • Political Science • Psychology • Sociology • Spanish | <ul style="list-style-type: none"> • Minimum of 18 GE units(as outlined) • Minimum of 36 units in a single or related discipline (as listed in the catalog) • Minimum 60 degree-applicable units completed • Accounting • Business Administration • Child Development • Computer Applications & Office Technologies • Computer Science: Business • Finance • Interior Design • Law /Paralegal (Legal Assisting) • Management • Marketing • Multimedia Studies | <ul style="list-style-type: none"> • Completion of IGETC or CSU GE Breadth requirements • A minimum of 18 units in ONE area of Concentration (as listed in the catalog) • One Health course • One Kinesiology course (or appropriate waiver) • One course in American History and Institutions (see CSU GE area D box) • Minimum of 60 total transferable units completed <p><i>Continuing students with uninterrupted attendance and demonstrating satisfactory progress, exclusive of Summer and Winter sessions, should refer to the graduation requirements listed in the catalog in effect at the time of their initial enrollment. A continuing student is one who has completed a minimum of one course per calendar year; completion with a "W" will be accepted. Students with interrupted attendance become subject to any new requirements that are in effect at the time of re-enrollment.</i></p> | <ul style="list-style-type: none"> • Completion of IGETC or CSU GE Breadth requirements • Completion of Major requirements as listed in the catalog • Minimum of 60 transferable units completed <p><i>Local Associate Degree criteria not required to receive this degree</i></p> <p>Communication Studies Early Childhood Education Mathematics</p> <p>PETITION FOR GRADUATION (to receive an AA/AS Degree):</p> <ul style="list-style-type: none"> • 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 from College Board for AP 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). • Submit your petition with all supporting documents to the Admissions Office. |

Please consult with a counselor to keep informed of the latest changes in graduation and transfer requirements

NOTE: Completion of the General Education and Major Requirements for an Associate Degree do NOT make the student eligible to transfer to a four-year college or university. Consult the college catalog, your counselor and ASSIST (www.assist.org) regarding transfer requirements.

The student interested in a General Studies or Liberal Arts AA Degree must complete courses within an area of concentration.

Areas of concentration include...

Liberal Arts:

Arts & Humanities, Business, Communication,
Literature & Languages, Natural Sciences,
Social & Behavioral Sciences

General Studies:

Arts & Humanities, Communication,
Literature & Languages, Natural Sciences,
Self-Development, Social & Behavioral Sciences

For a full description of each Degree, AND a complete list of course content required for each concentration, please review the information under the Disciplines, Educational Programs & Course Descriptions section of the catalog (pages 83-163).

GRADUATION PLAN TRANSFER

Transfer students may earn an Associate Degree by completing Transfer General Education Requirements as well as graduation requirements. For further information, please see a counselor.

ASSOCIATE DEGREE & CERTIFICATE PROGRAMS

Los Angeles Mission College offers several educational options. By completing the general education and major preparation requirements, students may earn an Associate in Arts (A.A.) or Associate in Science (A.S.) Degree. The Associate in Arts or Associate in Science Degree may also be earned in a specific occupational discipline. To earn the Associate Degree, students must complete the general education pattern fitting the LAMC major chosen. Major coursework must be completed as listed in the catalog in effect at the time of enrollment (catalog rights) or thereafter.

Students interested in earning a certificate in a specific area must complete the designated courses as listed in the catalog under that area of study in effect at the time of enrollment (catalog rights) or thereafter.

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

ADDITIONAL ASSOCIATE DEGREE REQUIREMENTS

Any student who contemplates acquiring a second Associate Degree must discuss this matter with a counselor to determine whether the student's goal would better be met by either a Baccalaureate Degree or an Occupational Certificate. The Student must petition for a second Associate Degree with a counselor's recommendation.

The requirements for a second Associate in Arts or Associate in Science Degrees are as follows:

1. Completion of a minimum of 18 NEW units for Plan A or 36 NEW units for Plan B, including those required by the NEW major. Major course requirements completed in previous degrees awarded can be used again for the second degree.
2. Additional coursework completed must be approved by a counselor to meet degree requirements AND be related to the major in which the degree is sought.
3. A ("C") 2.00 grade point average or better in all work attempted for the second degree.
4. Completion of at least 12 units of work in residence at LAMC.
5. Student must be attending one or more classes during the semester in which the degree is earned.
6. The graduation petition must be filed in the Admissions Office by the deadline date posted in the class schedule. Official transcripts of all colleges attended, including transcripts and documentation from first degree must be submitted to the Admissions Office.

NOTE: Students who wish to substitute or waive a required course for a Los Angeles Mission College certificate or degree requirement may petition for Exception of Academic Requirements. The petition may be obtained from the Counseling Department or online via the Counseling Department website. For more information, please see a counselor (or visit the Counseling Department website at www.lamission.edu/counseling).



Transfer Information

Students who plan to earn a Bachelor's Degree should take a pattern of 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 at most universities. 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 | www.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 general education course requirements needed to transfer. The counselor will help you develop an educational plan to facilitate the process. Transfer center staff will help establish specific goals and objectives.

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 while completing transfer requirements.

Essential information for transfer students can be accessed via the following websites:

Articulation Agreements: www.assist.org

ASSIST (Articulation System Stimulating Interinstitutional Student Transfer) is a computerized information system. It provides students with detailed course transfer and articulation information to help them plan their academic careers. The system facilitates a seamless transfer process, and reduces the number of redundant courses a student may take as they transition from the community college to the university. ASSIST is available for free to all students, faculty and staff via the Internet. It is the official statewide source for course articulation information and includes:

- Articulation agreements between the California Community Colleges and UC or CSU
- List of UC and CSU transferable courses
- List of IGETC approved courses for the advising form
- List of CSU GE approved courses for the advising form

CSU: 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

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.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

CSU - Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay (formerly Hayward), Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus

UC - Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, Santa Cruz

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 is NOT 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.

CALIFORNIA STATE UNIVERSITIES Transfer Requirements

Students must complete a minimum of 60 CSU transferable units with an overall 2.00 grade point average in all transferable units attempted. Applications and details are available in the L.A. Mission College Transfer Center. No more than 70 transferable units from community colleges will be counted toward the units required for the B.A. or B.S. Degree.

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.

Requirements for the Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (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", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.00. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn

a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of publication, no majors for the AA-T or AS-T have been approved. Majors are under development and pending approval from the State of California. For more information, please see a counselor for more information.

Requirements:

- The following is required for all AA-T or AS-T degrees:
1. Minimum of 60 CSU-transferable semester units
 2. Minimum grade point average (GPA) of at least 2.00 in all CSU-transferable coursework. While a minimum of 2.00 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
 3. Completion of a minimum of 18 semester units in an AA-T or AS-T major. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 section 55063)
 4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) (see page 81); OR the Intersegmental General Education Transfer Curriculum (IGET EMC /Span /MCID 6 BDC C) pattern (see page 80)

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 A.A. 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.

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.

ASSOCIATE DEGREE FOR TRANSFER

California Community College students interested in transfer to a California State University (CSU) are encouraged to learn more about the Associate in Arts 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.

Students who have been awarded an AA-T or AS-T are able to complete the remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

Los Angeles Mission College offers several Associate Degrees for Transfer and to find out which CSU campuses accept each degree, go to www.sb1440.org. Students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

At the time of catalog publication, a student may earn an AA-T or AS-T at LAMC in the following majors:

- AA-T in Communication Studies (page 106)
- AS-T in Early Childhood Education (page 102)
- AS-T in Mathematics (page 148)

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Requirements

The following is required for all AA-T or AS-T degrees:

1. Minimum 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of 2.0 in all CSU-transferable coursework. Although a 2.0 GPA is required for admission, some majors may require a higher, more competitive GPA. Please consult the counselor, the ASSIST website (www.assist.org) and the college catalog for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the Disciplines section of this catalog. All courses in the major must be completed with a grade of "C" (2.0) or better. Local graduation requirements are not needed for degree to be granted.
4. Certified completion of the California State University, General Education-Breadth (CSU GE Breadth) pattern (see page 81), OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 80).
5. Complete a minimum of 12 units at LAMC.



THREE (3) REPEAT RULE

Effective summer 2012, course withdrawal ("W") or a substandard grade ("D," "F," or "NP") count as an attempt at a course. Only three attempts at any one course will be allowed, with some exceptions. Listed below are the new rules that all students need to know about.

- Students who drop or are excluded after the last day to drop without a grade of "W" will have a "W" appear on their transcript. The "W" will count as an attempt for that course.
- Deadlines to drop classes without a "W" are posted on the schedule of classes, available on the college website.
- A course in a student's transcript which currently shows a recorded "W" counts as an attempt for that course.
- Students will not be allowed to register for any course within the LACCD if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- Add permits for a course within the LACCD will not be processed if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- For courses specifically designated as "repeatable," students may repeat up to three times. (See Title 5 California Code of Regulations sections 55040, 55041, 58161)
- Where the student's number of enrollments in a course exceeds the allowable amount, the student may petition for an additional enrollment in cases of extenuating circumstances.

What students should do:

- Be sure you are academically ready for classes you enroll in.
- If you must drop a course, drop before the specified deadline for dropping a class without a grade of "W."

Disciplines Educational Programs & Course Descriptions

The following pages provide a listing of Los Angeles Mission College's educational disciplines, faculty, educational programs, and course descriptions.

Discipline - A discipline is a field of study, and the permanent faculty that instruct in that field of study are provided.

Educational Programs - The educational programs offered at Los Angeles Mission College are varied.

Associate Degree - A degree (Associate in Arts, A.A., or Associate in Science, A.S.) granted which recognizes a student's satisfactory completion of an organized program of study consisting of a minimum of 60 degree-applicable semester units.

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 18 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.

Skill Certificate - A program designed for those students who have limited time or who want to limit their commitment to 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. Skill Certificates are limited to 17 or fewer semester units. The courses that make up the Skill Certificate often apply toward the Certificate Program and Associate Degree. Always consult a counselor for verification.

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.

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.

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 A.A. or A.S. 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. 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. A corequisite may be completed with passing grade ("C" or better) prior to enrollment in 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

ACCOUNTING

BUSINESS / LAW

FACULTY: Pat Flood, Chair | Steven Nerud

EDUCATIONAL PROGRAM

ASSOCIATE IN ARTS - Accounting

The specialization in Accounting is designed to provide a basic background in business and to meet the general requirements for graduation. It is also designed to provide sufficient preparation to enable the student to begin a career at the bookkeeper level. The training provided here will also serve as valuable preparation for other careers, both in and outside of the field of business. Additional information should be requested from a counselor or an instructor teaching in the field of accounting.

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.



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

- Demonstrate competency in preparing financial statements;
- Use financial statements to make decisions using internal and external information;
- Communicate effectively in quantitative and qualitative terms through writing and speaking;
- Apply ethical values, global awareness, and technological skills to identify financial problems and issues and make appropriate decisions.

REQUIRED COURSES

| | UNITS |
|---|-------|
| Acctg 1 Introductory Accounting I or Acctg 21+Acctg 22 | 5-6 |
| Acctg 2 Introductory Accounting II | 5 |
| Acctg 15 Tax Accounting I | 3 |
| Acctg 25 Automated Accounting Methods & Procedures | 3 |
| Bus 1 Introduction to Business | 3 |
| CAOT 31 Business English | 3 |
| CoSci 401 Introduction to Computers & Their Uses | 3 |
| Econ 1 Principles of Economics I | 3 |
| Econ 2 Principles of Economics II | 3 |
| Finance 1 Principles of Finance | 3 |
| Mgmt 2 Organization & Management Theory | 3 |
| Mgmt 13 Small Business Entrepreneurship | 3 |

Total 40-41

1 INTRODUCTORY ACCOUNTING I (UC:CSU) 5 UNITS

Prerequisite: None | Lecture 5 hrs

Acctg 21 and Acctg 22 together equal Acctg 1

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.

2 INTRODUCTORY ACCOUNTING II (UC:CSU) 5 UNITS

Prerequisite: Acctg 1 | Lecture 5 hrs

Introductory course in accounting, applying basic accounting principles to specialized business operations and organizations including partnerships, corporations, and manufacturing enterprises. Students will perform job order cost accounting, process cost accounting, budgeting and an analysis of the source and application of funds statement.

15 TAX ACCOUNTING I (CSU) 3 UNITS

Prerequisite: Acctg I or Acctg 21 and Acctg 22

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.



104 INTRODUCTION TO FORENSIC SCIENCE (CSU) 3 UNITS

Prerequisites: None | Lecture 3 hrs

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.

111 ADVANCED FORENSIC SCIENCE 3 UNITS

Prerequisites: AdmJus 104 | Lecture 3 hrs

Advanced techniques of forensic science and their application in fingerprint evidence, physical anthropology, shooting reconstruction and impression evidence.

150 UNDERSTANDING STREET GANGS & PRISON GANGS (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

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.

160 POLICE ORGANIZATION & ADMINISTRATION (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

Historical and modern policing approaches; effect of organizational structure and administrative procedure on the police function; assessment of decision-making processes, police-community relations, and misconduct.

204 HOMICIDE INVESTIGATION 3 UNITS

Prerequisite: None | Lecture 3 hrs

Provides an overview of the investigative techniques and resources that are utilized when investigating a homicide or death, including forensics and criminal profiling.

250 FORENSIC PHOTOGRAPHY (CSU) 4 UNITS

Prerequisite: None | Lecture 4 hrs

Provides the basics of forensic investigation. Course will demonstrate the maintenance of both physical evidence and a photographic record of a crime scene, including a chronological sequence of written and photographic evidence.

185 DIRECTED STUDY (CSU) 1 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. Credit limit: Maximum of 3 units may be taken for credit.

285 DIRECTED STUDY (CSU) 2 UNITS

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. Credit limit: Maximum of 3 units may be taken for credit.

385 DIRECTED STUDY (CSU) 3 UNITS

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. Credit limit: Maximum of 3 units may be taken for credit.

NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.

921 COOPERATIVE ED (CSU) 2 UNITS

931 COOPERATIVE ED (CSU) 3 UNITS

941 COOPERATIVE ED (CSU) 4 UNITS

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.

AFRICAN-AMERICAN STUDIES

SOCIAL SCIENCES

FACULTY: Myriam Levy, Chair
D'Art Phares, Vice Chair

AMERICAN HISTORY INSTITUTIONS TRANSFER REQUIREMENT

If you took a U.S. history course outside of California, make certain you meet the California State and local government transfer requirements to the California State Universities as listed below. Please consult with a counselor or a history instructor.

- U.S.-1 History – History 11, 12, 13, 52, AfroAm 4, Chicano 8, Econ 10
- U.S.-2 Constitution – PolSci 1
- U.S.-3 State and local government – PolSci 1

2 THE AFRICAN-AMERICAN IN CONTEMPORARY SOCIETY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

This course is a survey of the urbanization of African-Americans with emphasis on social and political contemporary problems, proposed solutions to civil rights, and equality of opportunity.

4 THE AFRICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

A survey of U.S. history from the Colonial Era through the Civil War 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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A NATOMY *LIFE SCIENCES*

FACULTY: J. Michael Reynolds, Chair
Dr. Par Mohammadian, Vice Chair

1 INTRODUCTION TO HUMAN ANATOMY (UC:CSU) 4 UNITS

Prerequisite: English 28 or ESL 8 and Biology 3
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 used extensively in lab.

A NTHROPOLOGY *LIFE SCIENCES*

FACULTY: J. Michael Reynolds, Chair

101 HUMAN BIOLOGICAL EVOLUTION (UC:CSU) 3 UNITS

Prerequisite: English 28 or ESL 8 | 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.

102 HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY (UC:CSU) 3 UNITS

Prerequisite: English 28 or ESL 8 | Lecture 3 hrs
Comparative survey of human culture, including the study of human society, language, religion, political and economic organization, with examples drawn from contemporary preliterate, peasant, and urban societies.

104 HUMAN LANGUAGE & COMMUNICATION (UC:CSU) 3 UNITS

Prerequisite: English 28 or ESL 8 | Lecture 3 hrs
Examines basic principles of linguistics: language components, diversity, origins, acquisition and use are explored, with emphasis on communication and sociocultural factors.

121 ANTHROPOLOGY OF RELIGION, MAGIC & WITCHCRAFT (UC:CSU) 3 UNITS

Prerequisite: English 28 or ESL 8 | 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.

A RT *ARTS / MEDIA / HUMANITIES*

FACULTY: Deborah Paulsen, Chair | Barbara Kerwin

EDUCATIONAL PROGRAMS

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.



ASSOCIATE IN ARTS - Art

This curriculum is designed to provide an opportunity to complete an undergraduate major in Art.

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

- Create works of art and design using problem solving methodologies and intuitive processes;
- Apply the elements and principles of design with competent skill and technique with two and three-dimensional media, including technology;
- 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.

| REQUIRED COURSES | | UNITS |
|--|--|-------|
| (Select two from the following four Art History courses) | | 6 |
| Art 101 | Survey of Art History I | |
| Art 102 | Survey of Art History II | |
| Art 109 | History of Arts of Africa, Oceania & Ancient America | |
| Art 111 | History of Contemporary Art | |
| Art 201 | Drawing I | 3 |
| Art 202 | Drawing II | 3 |
| or Art 204 | Life Drawing I | |
| Art 300 | Introduction to Painting | 3 |
| Art 501 | Beginning Two Dimensional Design | 3 |
| Art 502 | Beginning Three Dimensional Design | 3 |
| Multimd 100 | Introduction to Multimedia Computer Applications (Photoshop) | 3 |

Total 24

Disciplines • Educational Programs • Course Descriptions

- 204 LIFE DRAWING I** (UC:CSU) 3 UNITS
Advisory: Art 201 | Lecture 2 hrs, Lab 2 hrs
A beginning course in drawing the figure from life. Drawings with various time limitations are done to explore the relationships of movement, form, and space as they pertain to the human body. Emphasis is placed on proportion, structure and anatomy. This course is recommended for all art majors.
- 205 LIFE DRAWING II** (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.
- 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.
- 300 INTRODUCTION TO PAINTING** (UC:CSU) 3 UNITS
Prerequisite: None | Lecture 2 hrs, Lab 2 hrs
An introductory course in painting. Lectures and assignments utilize color theory, historical and contemporary styles of painting from great works of the human imagination which will be studied in relation to painting techniques.
- 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.
- 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.
- 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 presentation or nonobjective imagery.
- 307 OIL PAINTING I** (CSU) 3 UNITS
Advisory: Art 201 | Lecture 1 hr, Lab 4 hrs
An overview of basic oil painting techniques and materials. Composition, color, and form are studied through a range of projects in historical context to bring the individual in touch with contemporary ideas in the field of oil painting.
- 501 BEGINNING TWO DIMENSIONAL DESIGN** (UC:CSU) 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.
- 502 BEGINNING THREE DIMENSIONAL DESIGN** (UC:CSU) 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.
- 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.
- 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.
- 700 INTRODUCTION TO SCULPTURE** (UC:CSU) 3 UNITS
Prerequisite: Art 502 | Lecture 2 hrs, Lab 2 hrs
Students explore the creation of sculptural forms while refining their artistic expression. Emphasis is placed on concept, experimentation, and development of style while applying techniques related to assemblage and nontraditional media.



701 SCULPTURE I (UC:CSU) 3 UNITS
 Prerequisite: Art 502 | Lecture 2 hrs, Lab 2 hrs
 Students explore the creation of sculptural forms while refining their artistic expression and technique. Emphasis is placed on concept, experimentation and development of style while exploring cultural identity and public art.

702 SCULPTURE II (UC:CSU) 3 UNITS
 Prerequisite: Art 502 and 700
 Lecture 2 hrs, Lab 2 hrs
 Students explore the creation of sculptural forms while refining their artistic expression. Emphasis is placed on carving, mold making and casting.

703 SCULPTURE III (UC:CSU) 3 UNITS
 Prerequisite: Art 502 and 701
 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.

185 DIRECTED STUDY (CSU) 1 UNIT
 Prerequisite: None | Lecture .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. Credit limit: Maximum of 3 units may be taken for credit.

ASTRONOMY

PHYSICAL SCIENCES

FACULTY: Said Pazirandeh, Chair
 Richard Rains, Vice Chair

1 ELEMENTARY ASTRONOMY (UC:CSU) 3 UNITS
 Advisory: English 21 or ESL 6A | 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.

5 FUNDAMENTALS OF ASTRONOMY LABORATORY (UC:CSU) 1 UNIT
 Corequisite: Astronomy 1 | 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.

BAKING, PROFESSIONAL

PROFESSIONAL STUDIES

FACULTY: Louis Zandalasini, Chair | Louis Eguaras
 Jesus Sanchez

200 PRINCIPLES OF BAKING & PATISSERIE I (CSU) 4 UNITS
 Prerequisite: ClnArt 60 or FSMgmt 50 & 100
 Lecture 2 hrs, Lab 6 hrs
(formerly FSMgmt 109)

Covers the production of quick breads, introduction to puff pastry, laminated dough, and cookies with a emphasis placed on mixing methods. The role of leavening agents, starches, chemical reactions of ingredients and the effect on heat and cold on products. Recipe and menu development, including ingredient selection will be discussed.

210 PRINCIPLES OF BAKING & PATISSERIE II (CSU) 4 UNITS

Prerequisite: ProfBkg 200 or FSMgmt 50, 100 & 109 | Lecture 2 hrs, Lab 6 hrs
 Advanced baking and patisserie techniques including advanced formulas. Explore advanced fundamentals techniques in baking and patisserie. Examine how a formula works including changes of yields and altering percentages of ingredients in formulas to produce desired results are stressed.

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.



Disciplines • Educational Programs • Course Descriptions

BASIC SKILLS NON-CREDIT

7CE FOUNDATIONS: STUDY SKILLS NON-CREDIT

Prerequisite: None | Lecture 1 hr

This course covers learning techniques and strategies including learning styles, note-taking, test preparation, test-taking techniques, and time management.

8CE FOUNDATIONS: CRITICAL THINKING NON-CREDIT

Prerequisite: None | Lecture 1 hr

Course provides concrete and practical applications of critical thinking in everyday situations. It also covers evaluating arguments, recognizing errors in thinking and guidelines for persuasion.

14CE MATHEMATICS: WHOLE NUMBERS NON-CREDIT & DECIMALS

Prerequisite: None | Lecture 1 hr

Provides a review of operations such as addition, subtraction, division, and multiplication on Whole Numbers and decimals. Also includes practice with order of operations and problem solving on Whole Numbers and decimals.

15CE MATHEMATICS: FRACTIONS NON-CREDIT

Prerequisite: None | Lecture 1 hr

Provides a review of operations such as addition, subtraction, division, and multiplication on fractions. Also includes practice with order of operations and problem solving involving fractions.

16CE MATHEMATICS: RATIO, PROPORTION NON-CREDIT & PERCENT

Prerequisite: None | Lecture 1 hr

Provides a review of ratios, proportions, and percents. Also includes practice with problem solving and applications involving ratios, proportions, and percents.

17CE MATHEMATICS: GEOMETRY NON-CREDIT & INTEGERS

Prerequisite: None | Lecture 1 hr

Provides a review of operations such as addition, subtraction, division, and multiplication on Integers. Also includes practice with order of operations and problem solving on Integers as well as square roots and geometric concepts of perimeters, areas, angles and the Pythagorean Theorem.

BIOLGY LIFE SCIENCES

FACULTY: J. Michael Reynolds, Chair
Dr. Stephen Brown, Vice Chair | Dr. Angela Echeverri
Dr. Par Mohammadian

EDUCATIONAL PROGRAM

ASSOCIATE IN SCIENCE - Biology

A Biology degree is appropriate for students who want to pursue careers in the life sciences and allied health professions such as medicine, dentistry and pharmacy. In the 21st century, no field of science can compare to the biological sciences in terms 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. An Associate of Science Degree in Biology will transfer to most colleges and universities.

NOTE: A minimum of 60 units must be completed to earn the Associate in Science Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

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 a contemporary controversial issue in the life and/or biological sciences.

| REQUIRED COURSES | | UNITS |
|------------------|--|----------|
| Biology 6 | General Biology I - Molecular & Cellular Biology | 5 |
| Biology 7 | General Biology II - Organismal, Evolutionary & Ecological Biology | 5 |
| Chem 101 | General Chemistry I | 5 |
| Chem 102 | General Chemistry II | 5 |
| | | Total 20 |

RECOMMENDED COURSES

| | | |
|--|---|---|
| Math 265 | Calculus with Analytic Geometry I or higher | 5 |
| Physics sequence (dependent on transfer institution and major) | | |
| Biology 40 | The Science of Biotechnology | 4 |
| Anatomy 1 | Introduction to Human Anatomy | 4 |
| Physiol 1 | Introduction to Human Physiology | 4 |
| Micro 20 | General Microbiology | 4 |

3 INTRODUCTION TO BIOLOGY (UC:CSU) 4 UNITS

Prerequisite: English 28 or ESL 8

Advisory: Math 115 or 123B or 129B

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.

6 GENERAL BIOLOGY I – MOLECULAR & CELLULAR BIOLOGY (UC:CSU) 5 UNITS
 Prerequisite: English 28 or ESL 8, and Math 123C or Math 125 or Math 129B, and Chemistry 51 or Chemistry 65 or Chemistry 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.

7 GENERAL BIOLOGY II – ORGANISMAL, EVOLUTIONARY & ECOLOGICAL BIOLOGY (UC:CSU) 5 UNITS
 Prerequisite: English 28 or ESL 8, and Math 123C or Math 125 or Math 129B
 Advisory: Biology 6 | 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.

33 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.

40 THE SCIENCE OF BIOTECHNOLOGY (UC:CSU) 3 UNITS
 Prerequisites: Biology 6 and Chemistry 101
 Advisory: English 28 or ESL 8
 Lecture 2 hrs, Lab 2 hrs

This course provides a comprehensive introduction to the science of biotechnology by providing both theory and hands-on experience with laboratory methods such as DNA fingerprinting, PCR, cloning DNA fragments, and Western Blotting.

185 DIRECTED STUDY (CSU) 1 UNIT
 Allows students to pursue directed study in the Life Sciences on a contract basis under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

285 DIRECTED STUDY (CSU) 2 UNIT
 Allows students to pursue directed study in the Life Sciences on a contract basis under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

385 DIRECTED STUDY (CSU) 3 UNITS
 Allows students to pursue directed study in the Life Sciences on a contract basis under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

BUSINESS

BUSINESS / LAW

FACULTY: Pat Flood, Chair | Vilma Bernal, Vice Chair

EDUCATIONAL PROGRAM

ASSOCIATE IN ARTS Business Administration

The Business Administration program is designed to give the student a basic understanding of the field of business and business administration and to meet the general requirements for graduation. Through the use of electives, it is also designed with sufficient latitude to allow the student to explore fields of his or her choice, which he or she might not otherwise be able to do. For the “undecided” student who wishes more time and information to make a choice of careers, always consult a counselor for information on graduation requirements.

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.



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;
 - Demonstrate effective leadership, teamwork, and communication skills.

| REQUIRED COURSES | | UNITS |
|------------------------|--|-------|
| Acctg 1 | Introductory Accounting I | 5-6 |
| or Acctg 21 + Acctg 22 | | |
| Acctg 2 | Introductory Accounting II | 5 |
| Bus 1 | Introduction to Business | 3 |
| Bus 5* or Law 1 | Business Law I | 3 |
| CAOT 31 | Business English | 3 |
| CoSci 401 | Introduction to Computers & Their Uses | 3 |
| Econ 1 | Principles of Economics I | 3 |
| Econ 2 | Principles of Economics II | 3 |
| Finance 1 | Principles of Finance | 3 |
| Market 21 | Principles of Marketing | 3 |
| Math 227 | Statistics | 4 |
| Mgmt 2 | Organization & Management Theory | 3 |
| Mgmt 13 | Small Business Entrepreneurship | 3 |

Total 44-45

* Business majors are encouraged to complete courses within the Business Department.

Disciplines • Educational Programs • Course Descriptions

1 INTRODUCTION TO BUSINESS (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

Introduction to the various forms of business. The student will study business management, organization, financing and marketing and will also become acquainted with the risks involved in business and with government's role in business.

5 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, and negotiable instruments.

6 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 agents, principles and third parties, partnerships, corporations, stockholders, negotiable instruments and securities.

38 BUSINESS COMPUTATIONS (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

A course designed to cover the fundamentals of mathematics in business. Practical problems in trade and cash discounts, interest, taxes and insurance, accounting and finance, fractions and decimals, banking and payroll, and percentage applications.

172 GLOBAL BUSINESS (CSU) 3 UNITS

Advisory: English 28 or ESL 8 | 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.

173 EMERGING GREEN TECHNOLOGIES (EGT) (CSU) 3 UNITS

Advisory: English 28 or ESL 8 | Lecture 3 hrs

Examines emerging technologies that modify established means of operating for many industries. Risks and challenges of these new technologies and profitable market strategies will be evaluated. Students will be introduced to breakthroughs in scientific research that will formulate the future of new businesses.

NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.

921 COOPERATIVE ED (CSU) 2 UNITS

931 COOPERATIVE ED (CSU) 3 UNITS

941 COOPERATIVE ED (CSU) 4 UNITS

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.



Our Mission Is Your Success

37 CHICANO LITERATURE (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

Same as Spanish 46 (Not offered at LAMC)

An analysis of the literary, social, and historical aspects of essay, novel, drama, short story, and poetry written by Chicano writers who seek to define themselves and their communities within an American social context.

42 CONTEMPORARY MEXICAN LITERATURE (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

Same as Spanish 12 (Not offered at LAMC)

This course reviews the major literary trends in Mexico from the Mexican Revolution through the early 21st century. The course covers contemporary literary trends from Indigenismo to Postmodernism, and genres including poetry, theater, fiction, literary theory, biography and autobiography.

44 MEXICAN CIVILIZATION (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

Same as Spanish 16 (Not offered at LAMC)

This course examines the origins, establishment, and expansion of civilization and culture in Mexico and Meso-America. Course analyzes its evolution from pre-Columbian times to the early twenty-first century, and assesses the impact of the European and Euro-american invasions.

46 CHICANO & MEXICAN 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.

47 MEXICAN-AMERICAN WOMAN IN CONTEMPORARY 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.

52 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 renaissance of indigenous Mexican art, the evolution of a Mexican-American art, and the cultural interplay between the United States and Mexico.

54 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.

58 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.

71 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 DEVELOPMENT

FACULTY: Janice Silver, Chair | Lilamani de Silva
Patricia Rodriguez

EDUCATIONAL PROGRAMS

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 offered bilingually in English and Spanish
- Employment opportunities

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., Head Start, 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: Choose courses from each of the following areas in Graduation Plan B: English, Social Sciences, Math or Science, Humanities.

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 12 units in Child Development AND one practicum course, either Child Development 22 or 23, may waive the prerequisite of Child Development 22 to enroll in Child Development 23). If needed a waiver can be initiated through the counseling office.

Please check the Child Development permit matrix for further information: www.childdevelopment.org or call 209.572.6080.

NOTE: All Child Development courses must be completed with a grade of "C" or better.

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.

SKILL CERTIFICATES* (Total of 12 units)

- Child Development Skill Certificate
- Child Development Skill Certificate in Administration
- Family Child Care Skill Certificate

**To earn a Skill Certificate, all 12 units must be from Los Angeles Community College District.*

Child Development Skill Certificate

Students completing a Child Development Skill Certificate 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, characteristics and multiple influences on development of children birth to age eight as it relates to high quality care and education of young children;

- Apply effective teaching and guidance strategies that support the learning outcomes of young children in early learning settings;
- Develop strategies to enhance positive socially and culturally respectful partnerships with parents, families and communities.

REQUIRED COURSES

| REQUIRED COURSES | UNITS |
|--|-----------|
| ChDev 1 Child Growth & Development | 3 |
| ChDev 2 Early Childhood: Principles & Practices | 3 |
| ChDev 7 Intro to Curriculum in Early Childhood Education | 3 |
| ChDev 11 Child, Family & Community | 3 |
| Total | 12 |

Child Development in Administration Skill Certificate

Students completing a Child Development Skill Certificate 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:

- 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;
- 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;
- Develop strategies to enhance positive socially and culturally respectful partnerships with parents, families and communities.

Disciplines • Educational Programs • Course Descriptions

| | | |
|--------------------|--|-----------------|
| ChDev 34 | Observation & Assessment | 3 |
| ChDev 42 | Teaching in a Diverse Society | 3 |
| ChDev 23 | Practicum in Child Development II | 4 |
| ChDev 172 | Introduction to Careers in Child Development | 1 |
| ChDev 8 | Curriculum in Early Childhood Education | 3 |
| ChDev 3 or ChDev 3 | Creative Experiences for Children I | |
| ChDev 45 | Programs for Children with Special Needs | 3 |
| | | Total 36 |

CHILD DEVELOPMENT CERTIFICATE Specializing in Bilingual/Bicultural Preschool

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;
- Design, implement, and evaluate environments and activities that support positive, developmental play and learning outcomes for all young children;
- Apply effective guidance and interaction strategies that support all children's social learning, identity, and self-confidence;
- Develop strategies that promote partnership between programs, teachers, families, and their communities;
- Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to the Early Childhood Education and Child Development profession;
- Apply principles and practices based on sound understanding of dual language learners as it applies to an early learning setting.

| REQUIRED COURSES | | UNITS |
|------------------|---|-------|
| ChDev 1 | Child Growth & Development | 3 |
| ChDev 2 | Early Childhood: Principles & Practices | 3 |

| | | |
|-----------|---|-----------------|
| ChDev 7 | Introduction to Curriculum in Early Childhood Education | 3 |
| ChDev 10 | Health, Safety & Nutrition | 3 |
| ChDev 11 | Child, Family & Community | 3 |
| ChDev 22 | Practicum in Child Development I | 4 |
| ChDev 34 | Observation & Assessment | 3 |
| ChDev 42 | Teaching in a Diverse Society | 3 |
| ChDev 23 | Practicum in Child Development II | 4 |
| ChDev 172 | Introduction to Careers in Child Development | 1 |
| ChDev 14 | Bilingual/Bicultural Programs | 3 |
| ChDev 15 | Creative Curriculum in Bilingual/Bicultural Programs | 3 |
| | | Total 36 |

CHILD DEVELOPMENT CERTIFICATE Specializing in Infant & Toddler

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;
- Design, implement, and evaluate environments and activities that support positive, developmental play and learning outcomes for all young children;
- Apply effective guidance and interaction strategies that support all children's social learning, identity, and self-confidence;
- Develop strategies that promote partnership between programs, teachers, families, and their communities;
- Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to the Early Childhood Education and Child Development profession;
- Apply principles and practices based on sound understanding of Infant and toddler development as it applies to an early learning setting.



| REQUIRED COURSES | | UNITS |
|------------------|---|-------|
| ChDev 1 | Child Growth & Development | 3 |
| ChDev 2 | Early Childhood: Principles & Practices | 3 |
| ChDev 7 | Introduction to Curriculum in Early Childhood Education | 3 |
| ChDev 10 | Health, Safety & Nutrition | 3 |
| ChDev 11 | Child, Family & Community | 3 |
| ChDev 22 | Practicum in Child Development I | 4 |
| ChDev 34 | Observation & Assessment | 3 |
| ChDev 42 | Teaching in a Diverse Society | 3 |
| ChDev 23 | Practicum in Child Development II | 4 |
| ChDev 172 | Introduction to Careers in Child Development | 1 |
| ChDev 30 | Infant and Toddler Studies I | 3 |
| ChDev 31 | Infant and Toddler Studies II | 3 |

Total 36

CHILD DEVELOPMENT CERTIFICATE Specializing in School-Age Child Care

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:

- 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;
- Design, implement, and evaluate environments and activities that support positive, developmental play and learning outcomes for all young children;
- Apply effective guidance and interaction strategies that support all children's social learning, identity, and self-confidence;
- Develop strategies that promote partnership between programs, teachers, families, and their communities;
- Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to the Early Childhood Education and Child Development profession;
- Apply principles and practices based on sound understanding of school age development as it applies to a school age learning setting.

| REQUIRED COURSES | UNITS |
|--|-----------|
| ChDev 1 Child Growth & Development | 3 |
| ChDev 2 Early Childhood: Principles & Practices | 3 |
| ChDev 7 Intro to Curriculum in Early Childhood Education | 3 |
| ChDev 10 Health, Safety & Nutrition | 3 |
| ChDev 11 Child, Family & Community | 3 |
| ChDev 22 Practicum in Child Development I | 4 |
| ChDev 34 Observation & Assessment | 3 |
| ChDev 42 Teaching in a Diverse Society | 3 |
| ChDev 23 Practicum in Child Development II | 4 |
| ChDev 172 Introduction to Careers in Child Development | 1 |
| ChDev 46 School Age Programs I | 3 |
| ChDev 45 Programs for Children with Special Needs | 3 |
| Total | 36 |

CHILD DEVELOPMENT CERTIFICATE Specializing in Family Child Care

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:

- 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;
- Design, implement, and evaluate environments and activities that support positive, developmental play and learning outcomes for all young children;
- Apply effective guidance and interaction strategies that support all children's social learning, identity, and self-confidence;
- Develop strategies that promote partnership between programs, teachers, families, and their communities;
- Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to the Early Childhood Education and Child Development profession;
- Apply principles and practices based on sound understanding of the needs of mixed age groups of children in a family child care home.

| REQUIRED COURSES | UNITS |
|---|-------|
| ChDev 1 Child Growth & Development | 3 |
| ChDev 2 Early Childhood: Principles & Practices | 3 |
| ChDev 7 Introduction to Curriculum in Early Childhood Education | 3 |
| ChDev 10 Health, Safety & Nutrition | 3 |
| ChDev 11 Child, Family & Community | 3 |
| ChDev 22 Practicum in Child Development I | 4 |
| ChDev 34 Observation & Assessment | 3 |
| ChDev 42 Teaching in a Diverse Society | 3 |
| ChDev 23 Practicum in Child Development II | 4 |
| ChDev 172 Introduction to Careers in Child Development | 1 |

| | | |
|----------|--|-----------------|
| ChDev 60 | Introduction to Family Child Care 1 | 1 |
| ChDev 61 | Introduction to Family Child Care 11 | 1 |
| ChDev 62 | Developmental Profiles: Pre-Birth Through Eight | 2 |
| ChDev 63 | Creative Curriculum in a Family Child Care Setting | 2 |
| | | Total 36 |

CHILD DEVELOPMENT CERTIFICATE Specializing in Special Needs

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:

- 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;
- Design, implement, and evaluate environments and activities that support positive, developmental play and learning outcomes for all young children;
- Apply effective guidance and interaction strategies that support all children's social learning, identity, and self-confidence;
- Develop strategies that promote partnership between programs, teachers, families, and their communities;
- Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to the Early Childhood Education and Child Development profession;
- Apply principles and practices based on sound understanding of the needs of children with differing abilities as it applies to an early learning setting and/or natural environment.

| REQUIRED COURSES | UNITS |
|---|-------|
| ChDev 1 Child Growth & Development | 3 |
| ChDev 2 Early Childhood: Principles & Practices | 3 |

Disciplines • Educational Programs • Course Descriptions

| | | |
|-------------|---|----------|
| ChDev 7 | Introduction to Curriculum in Early Childhood Education | 3 |
| ChDev 10 | Health, Safety & Nutrition | 3 |
| ChDev 11 | Child, Family & Community | 3 |
| ChDev 22 | Practicum in Child Development I | 4 |
| ChDev 23 | Practicum in Child Development II | 4 |
| ChDeb 34 | Observation & Recording Children's Behavior | 3 |
| ChDev 42 | Teaching in a Diverse Society | 3 |
| ChDev 44 | Early Intervention for Children with Special Needs | 3 |
| or ChDev 55 | Home Visitation in Early Childhood Programs | |
| ChDev 45 | Programs for Children with Special Needs | 3 |
| ChDev 172 | Introduction to Careers in Child Development | 1 |
| | | Total 36 |

ASSOCIATE DEGREE - Child Development

- 1) ASSOCIATE IN ARTS – Child Development
 - Completion of any one of the six Child Development Certificates with Specialization (36 units), as listed below:
 - Specializing in Preschool
 - Specializing in Bilingual/Bicultural Preschool
 - Specializing in Infant & Toddler
 - Specializing in School-Age Child Care
 - Specializing in Family Child Care
 - Specializing in Special Needs
 - Completion of General Education Courses (Plan B)
- 2) ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)- Early Childhood Education
 - This transfer degree will allow students to transfer to a CSU as a Child Development, Human Development, and Early Childhood Education or related major.
 - Completion of General Education Transfer Requirements (CSU GE/IGETC)

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

- 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;
 - Design, implement, and evaluate environments and activities that support positive, developmental play and learning outcomes for all young children;
 - Apply effective guidance and interaction strategies that support all children's social learning, identity, and self-confidence;
 - Develop strategies that promote partnership between programs, teachers, families, and their communities;
 - Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to the Early Childhood Education and Child Development profession.

| REQUIRED COURSES | | UNITS |
|------------------|--|----------|
| ChDev 1 | Child Growth & Development | 3 |
| ChDev 2 | Early Childhood: Principles & Practices | 3 |
| ChDev 7 | Intro to Curriculum in Early Childhood Education | 3 |
| ChDev 10 | Health, Safety & Nutrition | 3 |
| ChDev 11 | Child, Family & Community | 3 |
| ChDev 22 | Practicum in Child Development I | 4 |
| ChDev 34 | Observation & Assessment | 3 |
| ChDev 42 | Teaching in a Diverse Society | 3 |
| | | Total 25 |

1 CHILD GROWTH & DEVELOPMENT (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs
Examines the major developmental milestones for children from conception through adolescence in the physical, social, emotional, and cognitive domains. Emphasis is placed on issues that affect typical and atypical development through the study of theories, research and child observation.

2 EARLY CHILDHOOD: PRINCIPLES & PRACTICES (CSU) 3 UNITS

Corequisite: ChDev 1 | Lecture 3 hrs
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.

3 CREATIVE EXPERIENCES FOR CHILDREN I (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs
Explores the creative approach to program planning in areas of sensory, motor, manipulative, art, dramatic play, puppetry, blocks, music and movement. Students will develop and implement creative curriculum for young children. Emphasis is on environments that promote creativity and the role of the teacher.

4 CREATIVE EXPERIENCES FOR CHILDREN II (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs
The creative approach to program planning in language arts, mathematics, social studies, science, perceptual motor and cooking will be explored. Emphasis will be on methods of presentation, values and teaching/learning styles.

7 INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION (CSU) 3 UNITS

Prerequisite: ChDev 2 | Lecture 3 hrs
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.

8 CURRICULUM IN EARLY CHILDHOOD EDUCATION (CSU) 3 UNITS

Prerequisite: ChDev 2 | Lecture 3 hrs
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.

10 HEALTH, SAFETY & NUTRITION (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs
Study of the laws, regulations, standards, policies, procedures and early childhood curriculum related to child health, safety and nutrition. The focus will be on planning and program development for all children. First Aid and CPR certificates will be earned.

11 CHILD, FAMILY & COMMUNITY (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs
Introduces the student to the effects of the home, the school and the community on the development and experience of the child. Issues, challenges and concerns will be explored as well as the importance of developing partnerships.

14 BILINGUAL-BICULTURAL PROGRAMS (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs
A general overview of bilingual-bicultural education, including programs for English language learners. Students gain an historical perspective of bilingual-bicultural education in the U.S., as well as, an in-depth view of current programs for English language learners.

15 CREATIVE CURRICULUM IN BILINGUAL/BICULTURAL PROGRAMS (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs
An overview of bilingual, bicultural resources available for educators of English Language Learners. Skills in research techniques to find these resources will be acquired. Curriculum development and lesson planning will be stressed.

22 PRACTICUM IN CHILD DEVELOPMENT I (CSU) 4 UNITS

Prerequisite: ChDev 4 or 7, and ChDev 1, 2 & 11, Eng 28 or ESL 8 | 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 two years.
NOTE: Total of 90 hours of supervised field experience.

Supervised experience in a preschool, child development center, elementary school, special education center, or other childcare and education setting. The student will relate all previous theory and curriculum courses to practical application in the classroom.

23 PRACTICUM IN CHILD DEVELOPMENT II (CSU) 4 UNITS

Prerequisites: English 28 or ESL 8, ChDev 22 and TB clearance | Lecture 2 hrs, Lab 6 hrs
NOTE: Total of 90 hours of supervised field experience.

The second semester of practicum teaching experience in a different setting, if possible, under the supervision of a master teacher or college instructor/coordinator. This course provides the practical application of theories covered in prerequisite courses.

30 INFANT & TODDLER STUDIES I (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs
This course reviews physical, social-emotional, language and cognitive development during the period of infancy and toddlerhood. Focus is on infant/toddler group care and licensing regulations related to this age. The course also addresses the role of the caregiver in meeting the needs of infants and toddlers and their families through responsive, respectful and sensitive caregiving practices. Varying philosophies and issues of diversity are explored.

31 INFANT & TODDLER STUDIES II 3 UNITS

Prerequisite: None | Lecture 3 hrs
The principles of inclusive and respectful caregiving for infants and toddlers within a variety of program designs will be studied and analyzed. Attention will be given to designing environments and curriculum that support current research into brain theory, language development, assessment, early intervention, and inclusion practices.

34 OBSERVING & RECORDING CHILDREN'S BEHAVIOR (CSU) 3 UNITS

Prerequisite: ChDev 2 | Lecture 3 hrs
NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last two years.
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.

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Disciplines • Educational Programs • Course Descriptions

- 38 ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I** (CSU) 3 UNITS
Prerequisite: ChDev 1, ChDev 2, ChDev 11 and ChDev 3 or ChDev 7 | 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.
- 39 ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS II** (CSU) 3 UNITS
Prerequisite: ChDev 38 | Lecture 3 hrs
Provides training for administrators of Early Childhood Programs, private and public. Topics include: state and federal regulations, grant and proposal writing, advocacy, supervision and staff development, conflict resolution, leadership skills and team management techniques, appropriate computer applications, family partnership, current assessment tools, legal issues, and disaster preparedness.
- 42 TEACHING IN A DIVERSE SOCIETY** (CSU) 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.
- 44 EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS** (CSU) 3 UNITS
Prerequisite: None | Lecture 3 hrs
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.
- 45 PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS** (CSU) 3 UNITS
Prerequisite: None | Lecture 3 hrs
Overview of programs providing special education services for children with special needs focusing on preschool through school age. Includes a study of various programs, legislation, characteristics of exceptionalities and educational implications. Observation in schools will be required.
- 46 SCHOOL AGE PROGRAMS I** (CSU) 3 UNITS
Prerequisite: None | Lecture 3 hrs
Students will be introduced to school-age programs. Topics will include the developmental issues of school age children, program models, creating environments, and designing appropriate and effective experiences and curriculum.
- 55 HOME VISITATION IN EARLY CHILDHOOD PROGRAMS** (CSU) 3 UNITS
Prerequisite: None | Lecture 3 hrs
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 and publicly funded early childhood programs.
- 60 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.
- 61 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.
- 62 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.
- 63 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.

65 ADULT SUPERVISION/EARLY CHILDHOOD MENTORING 2 UNITS

Prerequisite: ChDev 23 or 39 | 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.

172 INTRODUCTION TO CAREERS IN CHILD DEVELOPMENT 1 UNIT

Prerequisite: None | Lecture 1 hour
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.

185 DIRECTED STUDY (CSU) 1 UNIT

Provides opportunity for in-depth study of a chosen area of Child Development on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

285 DIRECTED STUDY (CSU) 2 UNITS

Provides opportunity for in-depth study of a chosen area of Child Development on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

385 DIRECTED STUDY (CSU) 3 UNITS

Provides opportunity for in-depth study of a chosen area of Child Development on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.

921 COOPERATIVE ED (CSU) 2 UNITS

931 COOPERATIVE ED (CSU) 3 UNITS

941 COOPERATIVE ED (CSU) 4 UNITS

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals.

CINEMA

ARTS, MEDIA & HUMANITIES

FACULTY: Deborah Paulsen, Chair

3 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.

4 HISTORY OF THE DOCUMENTARY FILM (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 2 hrs, Lab 2 hrs
Examines the development of the documentary as narrative film from the 1890s to present day. Includes historical, propaganda, educational, commercial, cinema verite and direct cinema. Students will develop critical standards for judging documentary films.



COMMUNICATION STUDIES

ENGLISH & COMMUNICATION STUDIES

FACULTY: Dr. Louise Barbato, Chair
Margie Long, Vice-Chair

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

The Associate in Arts (A.A.) 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 COURSES

| | UNITS |
|--|-------|
| Comm 101 Oral Communication I | 3 |
| Comm 121 The Process of Interpersonal Communication | 3 |
| Comm 151 Small Group Communication | 3 |
| Select two courses from the following: | 6 |
| Comm 102 Oral Communication II | |
| Human 1 Cultural Patterns of Western Civilization | |
| Anthro 104 Human Language & Culture | |
| Ling 1 Introduction to Language & Linguistics | |
| MultiMd 110 Visual Communication | |
| Select one courses from the following: | 3 |
| English 102 College Reading & Composition II | |
| English 103 Composition & Critical Thinking | |
| Anthro 102 Human Ways of Life: Cultural Anthropology | |
| Soc 1 Introduction to Sociology | |
| Psych 1 General Psychology I | |

Total 18

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

101 ORAL COMMUNICATION I (UC:CSU) 3 UNITS

Advisory: English 28 | 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.

102 ORAL COMMUNICATION II (UC:CSU) 3 UNITS

Advisory: English 28 | 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.

121 THE PROCESS OF INTERPERSONAL COMMUNICATION (UC: CSU) 3 UNITS

Advisory: English 28 | 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.

151 SMALL GROUP COMMUNICATION (UC:CSU) 3 UNITS

Advisory: English 28 | 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.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES

BUSINESS / LAW

FACULTY: Pat Flood, Chair | Joyce Woodmansee

EDUCATIONAL PROGRAMS

ASSOCIATE IN ARTS Computer Applications & Office Technologies

The individual pursuing the two-year program in Computer Applications and Office Technologies, which leads to the Associate in Arts Degree, will receive training in both the skills and the concept knowledge necessary for success in the business world. The courses listed below are those that fulfill the requirements for the Associate in Arts Degree.

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

Program Learning Outcomes –

upon completion, students will be able to:

- Create professional office documents using the Microsoft Office Suite including Word, Excel, Access, PowerPoint and the Microsoft Windows Operating System;
- Use effective oral, written communication, and teamwork skills to solve business problems and make decisions;
- Competently use a wide variety of office equipment including computers, printers, and calculators;
- Employ time management and organizational skills to work productively in an office environment.

| REQUIRED COURSES | UNITS |
|---------------------------------|-------|
| CAOT 1 Keyboarding I | 3 |
| CAOT 2 Keyboarding II | 3 |
| CAOT 31 Business English | 3 |
| CAOT 32 Business Communications | 3 |

| | |
|--|----|
| CAOT 33 Records Management & Filing | 2 |
| CAOT 34 Business Terminology | 2 |
| CAOT 82 Microsoft Office Survey | 3 |
| CAOT 84 Microcomputer Office Applications: Word Processing | 3 |
| CAOT 85 Microsoft Office Applications: Spreadsheet | 3 |
| CAOT 86 Microcomputer Office Applications: Database | 3 |
| CAOT 92 Microcomputer Applications: Windows Operating System | 3 |
| CAOT 105 School-to-Work Portfolio | 2 |
| CAOT 108 Presentation Design for the Office | 2 |
| CAOT 150 Social Media for Business | 3 |
| Total | 37 |

SKILL CERTIFICATE

The student will be given a Skill Certificate following the completion of any of the following programs if the student has maintained a minimum of a C grade in all required courses. Skill Certificates are for students who have limited time and wish to limit their commitment but desire an increased level of Specialization. Most courses taken in the programs apply toward curriculum leading to a Certificate of Achievement or the Associate Degree.

Communications Skill Certificate

Program Learning Outcomes –

upon completion, students will be able to:

- Use effective oral, written communication, and teamwork skills to solve business problems and make decisions.

| REQUIRED COURSES | UNITS |
|------------------------------------|-------|
| CAOT 31 Business English | 3 |
| CAOT 32 Business Communications | 3 |
| CAOT 34 Business Terminology | 2 |
| CAOT 150 Social Media for Business | 3 |
| Total | 11 |

Computer Applications Skill Certificate

Program Learning Outcomes –

upon completion, students will be able to:

- Create professional office documents using the Microsoft Office Suite including Word, Excel, Access, PowerPoint and the Microsoft Windows Operating System.

| REQUIRED COURSES | UNITS |
|--|-------|
| CAOT 82 Microcomputer Software Survey | 3 |
| CAOT 84 Microcomputer Office Applications: Word Processing | 3 |
| CAOT 85 Microcomputer Office Applications: Spreadsheet | 3 |
| CAOT 92 Microcomputer Applications: Windows Operating System | 3 |
| Total | 12 |

Office Assistant Skill Certificate

Program Learning Outcomes –

upon completion, students will be able to:

- Create professional office documents using the Microsoft Office Suite including Word, Excel, Access, PowerPoint and the Microsoft Windows Operating System;
- Competently use a wide variety of office equipment including computers, printers, and calculators;
- Employ time management and organizational skills to work productively in an office environment.

| REQUIRED COURSES | UNITS |
|--|-------|
| CAOT 2 Keyboarding II | 3 |
| CAOT 6 Electronic Calculators | 1 |
| CAOT 31 Business English | 3 |
| CAOT 33 Records Management & Filing | 2 |
| CAOT 34 Business Terminology | 2 |
| CAOT 82 Microcomputer Software Survey | 3 |
| CAOT 92 Microcomputer Applications: Windows Operating System | 3 |
| Total | 17 |

Disciplines • Educational Programs • Course Descriptions

- 1 KEYBOARDING I** (CSU) 3 UNITS
Prerequisite: None | Lecture 2 hrs, Lab 3 hrs
In this beginning computer keyboarding course, students will learn how to key by touch while developing speed and accuracy with the goal of achieving 30 words per minute by the end of the semester. Students also will learn how to use Microsoft Word to format letters, memos, tables, and reports.
- 2 KEYBOARDING II** 3 UNITS
Advisory: CAOT 1 | Lecture 2 hrs, Lab 3 hrs
An intermediate keyboarding course designed to further develop speed and accuracy in computer keyboarding to at least 40 words a minute. Emphasizes keyboarding and formatting letters, memos, reports, and business forms using Microsoft Word and introduces formatting of medical and legal documents.
- 3 KEYBOARDING III** 3 UNITS
Prerequisite: None | Lecture 2 hrs, Lab 3 hrs
An advanced course designed to develop speed and accuracy in computer keyboarding to at least 50 words a minute. Students will learn how to handle integrated office projects using Microsoft Word to produce legal, medical, insurance, banking, travel, government, and energy documents.
- 6 ADDING AND CALCULATING MACHINES** (CSU) 1 UNIT
Prerequisite: None | Lab 2 hrs
Develops skill in using the ten-key calculator and the computer numeric keypad to do basic mathematical operations. Develops the ability to use the ten-key numeric pad by touch. Reviews basic math concepts and develops the ability to solve computation problems by using a variety of mathematical and business functions.
- 9 COMPUTER KEYBOARDING IMPROVEMENT** (CSU) 1 UNIT
Prerequisite: None | Lab 3 hrs
Designed to increase keyboarding speed and accuracy through specific drills and timings.
- 20 MEDICAL OFFICE PROCEDURES** (CSU) 5 UNITS
Prerequisite: None | Lecture 4 hrs, Lab 2 hrs
An instructional and practical application course that facilitates the development of skills necessary for participants to become effective medical office administrative assistants. Students will be exposed to various components of medical office operations, terminology, insurance billing procedures, and communication skills through the use of concepts, principles, research, and practical application techniques.
- 31 BUSINESS ENGLISH** (CSU) 3 UNITS
Prerequisite: None | Lecture 3 hrs
A review of fundamental English language skills necessary for written and oral communication in business. Students develop competency in English usage through review of parts of speech, punctuation, and sentence structure. Develops ability to write logical, concise, coherent sentences and paragraphs. After successful completion of this course, students will be prepared for CAOT 32, Business Communications.
- 32 BUSINESS COMMUNICATIONS** (CSU) 3 UNITS
Advisory: CAOT 1 and CAOT 31
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.
- 33 RECORDS MANAGEMENT & FILING** 2 UNITS
Prerequisite: None | Lecture 1 hr, Lab 2 hrs
Provides an overview of the field of records management; alphabetic, subject, numeric, and geographic storage and retrieval systems; records management technology; and records control. Class includes records management theory using Microsoft Access.
- 34 BUSINESS TERMINOLOGY** (CSU) 2 UNITS
Prerequisite: None | Lecture 2 hrs
Develops and builds vocabulary with an emphasis on business terminology and improvement of ability to recognize, use and spell words correctly. Understanding of root words, suffixes, prefixes, synonyms, antonyms, business-related terminologies, computer-related terminologies and expansion of personal vocabularies is emphasized to help prepare students for not only a business career but also for consumer transactions in today's world.
- 64 COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES LABORATORY** (CSU) 1 UNIT
Corequisite: Enrollment in at least one other CAOT course | Lab 2 hrs
NOTE: Class is graded pass/no-pass
This course is designed as an aid to students who need additional time and practice to increase their skills in any CAOT subject area.
- 76 KEYBOARDING FOR DATA PROCESSING** 1 UNIT
Prerequisite: None | Lab 2 hrs
Designed to meet the needs of students by giving them the skills necessary to keyboard efficiently and accurately.

78 MICROCOMPUTER ACCOUNTING APPLICATIONS FOR THE ELECTRONIC OFFICE (CSU) 3 UNITS

Advisory: Acctg 1 or 21 | Lecture 1 hr, Lab 4 hrs
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.

82 MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE (CSU) 3 UNITS

Advisory: CAOT 1 | 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.

84 MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING (MICROSOFT WORD) 3 UNITS

Advisory: CAOT 1 | Lecture 2 hrs, Lab 3 hrs
Emphasizes learning how to use basic and advanced commands in Microsoft Word to create, format, edit, save, and print documents including letters, tables, reports, and merge documents. Desktop publishing features are used to create newsletters, brochures, fliers, and resumes.

85 MICROSOFT OFFICE APPLICATIONS: SPREADSHEET APPLICATIONS (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.

86 MICROCOMPUTER OFFICE APPLICATIONS: DATABASE (ACCESS) (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hrs, Lab 3 hrs
Use Access to plan, design, create, use, and maintain databases. Use Access to create forms, reports, queries, charts, mailing labels, PivotTables, and PivotCharts. Learn to import data, export data, and create links between other Microsoft Office applications.

92 COMPUTER WINDOWS APPLICATION (CSU) 2 UNITS

Prerequisite: None | Lecture 1 hr, Lab 2 hrs
Utilize and more effectively manage computers and files using the Windows 7 operating system, including using the Control Panel settings to customize a computer, using the accessory functions, and optimizing a computer by using the disk management and security features.

105 SCHOOL-TO-WORK PORTFOLIO 2 UNITS

Prerequisite: None | Lecture 2 hrs
Students prepare a comprehensive professional portfolio that contains a resume, cover letter, application for employment, reference letters, and personal achievement. The course will also include career planning, networking with business and industry, and job search using the Internet and other resources.

108 PRESENTATION DESIGN FOR THE OFFICE (CSU) 2 UNITS

Prerequisite: None | Lecture 1 hr, Lab 2 hrs
Provides an overview of presentation design software. Students learn to use PowerPoint templates, outlines, clip art, and Microsoft Office documents to create presentations, electronic slide shows, and websites.

126 INTRODUCTION TO MEDICAL CODING/BILLING 3 UNITS

Advisory: CAOT 1 or 82 | Lecture 3 hrs
Introduces students to the skills necessary to become proficient in basic medical office billing and coding procedures (Procedural Coding CPT as well as

ICD-9-CM Diagnostic Coding). Includes practice processing insurance claims and managing patient insurance billing and reimbursement using medical programming software.

150 SOCIAL MEDIA FOR BUSINESS (CSU) 2 UNITS

Advisory: CAOT 82 | Lecture 1 hr, Lab 4 hrs
Emerging trends and the impact of social media as it applies to business. Areas of coverage will include how to promote business on popular social networking websites, web marketing, video sharing, blogging, RSS feeds, and maximizing response rate. Legal, ethical, and political implications will be addressed. Students will learn how social media can be used to create, promote, and expand a business online.

255 ELECTRONIC COMMERCE (E-COMMERCE) (CSU) 3 UNITS

Advisory: CAOT 82 | Lecture 3 hrs
Introduces the theory and practice of conducting business over the Internet and World Wide Web. Covers the key business and technology elements of electronic commerce including technology infrastructure, selling and marketing on the web, business-to-business strategies, virtual communities and web portals, web server hardware and software, electronic commerce software and electronic commerce security.

185 DIRECTED STUDY (CSU) 1 UNIT

Provides opportunity for in-depth study of a chosen area of Computer Applications and Office Technology on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

285 DIRECTED STUDY (CSU) 2 UNITS

Provides opportunity for in-depth study of a chosen area of Computer Applications and Office Technology on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

385 DIRECTED STUDY (CSU) 3 UNITS

Provides opportunity for in-depth study of a chosen area of Computer Applications and Office Technology on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

COMPUTER SCIENCE INFORMATION TECHNOLOGY

MATHEMATICS / COMPUTER SCIENCE

FACULTY: Dr. Robert Smazenka, Chair
Mari Rettke, Vice Chair | Paul Kubicki

The Computer Science lab is a Microsoft Authorized Testing Center for MOS certification for both students and the general community. Practice tests are available.

The Computer Science Department is a member of the Microsoft Alliance which permits distribution of Microsoft operating systems and other programs to students enrolled in Computer Science courses.

EDUCATIONAL PROGRAMS

Associate in Arts (Computer Science Emphasis or Business Emphasis): These courses are designed both for those students desiring to pursue a transfer curriculum in Computer Science-Information Technology, and for those students wishing a terminal program and an Associate in Arts Degree in Computer Science. Questions about the program should be taken to the Faculty Advisor - Mari Rettke at 818.609.4761.

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

ASSOCIATE IN ARTS - Computer Science

Program Learning Outcomes –

upon completion, students will be able to:

- Demonstrate a basic understanding of computer hardware and software;
- Demonstrate basic level of competency in programming and logic skills;
- Utilize web technologies;
- Present conclusions effectively, orally and in writing;
- Use productivity software effectively (word processing, spreadsheets, and database software);
- Identify an area of interest through the selection of elective courses;
- Be competitive in the computing job market or be admitted to a bachelors program in computing.

REQUIRED COURSES

| | | |
|-----------|--|----------|
| CoSci 401 | Introduction to Computers & Their Uses | 3 |
| CoSci 407 | Programming Logic | 3 |
| CoSci 408 | Visual Basic | 3 |
| CoSci 430 | Microcomputer Applications Software I | 3 |
| CoSci 431 | Microcomputer Applications Software II | 3 |
| CoSci 439 | Programming in C | 3 |
| CoSci 440 | Programming in C ++ | 3 |
| CoSci 450 | Electronic Publishing II | 3 |
| CoSci 452 | Programming in Java | 3 |
| CoSci 487 | Introduction to Local Area Networks | 3 |
| | | Total 30 |

Computer Science: Business

Program Learning Outcomes –

upon completion, students will be able to:

- Demonstrate a basic understanding of computer hardware and software;
- Demonstrate basic level of competency in programming and logic skills;
- Utilize web technologies;
- Present conclusions effectively, orally and in writing;
- Use productivity software effectively (word processing, spreadsheets, and database software);
- Identify an area of interest through the selection of elective courses;
- Be competitive in the computing job market or be admitted to a bachelors program in computing.

REQUIRED COURSES

| | | |
|-----------------|--|----------|
| Acctg 21 | Bookkeeping and Accounting I | 3 |
| Bus 5* or Law 1 | Business Law I | 3 |
| CoSci 401 | Introduction to Computers & Their Uses | 3 |
| CoSci 407 | Programming Logic | 3 |
| CoSci 408 | Visual Basic | 3 |
| CoSci 430 | Microcomputer Applications Software I | 3 |
| CoSci 431 | Microcomputer Applications Software II | 3 |
| CoSci 439 | Programming in C | 3 |
| CoSci 450 | Electronic Publishing II | 3 |
| CoSci 452 | Programming in Java | 3 |
| CoSci 487 | Introduction to Local Area Networks | 3 |
| Econ 1 | Principles of Economics I | 3 |
| | | Total 36 |

* Business majors are encouraged to complete courses within the Business Department.

*Our Mission
Is
Your Success*

CERTIFICATE OF ACHIEVEMENT Computer Science & Information Technology

At the completion of the program a Certificate will be awarded to the student who completes the course or study with a 2.00 average. These Certificates are primarily for those students who have a limited time to pursue their formal education and wish to specialize in a particular area of Computer Science that is job related.

They may seek advancement in their present job, or they may prepare themselves for different or new employment. Many courses taken in the program apply toward an Associate Degree. See Faculty Advisor – Mari Rettke – 818.609.4761 for substitutions.

Computer Science: Microcomputer Applications Management Certificate Program Learning Outcomes –

upon completion, students will be able to:

- Demonstrate a basic understanding of computer hardware and software.

| REQUIRED COURSES | UNITS |
|--|-------|
| CoSci 401 Introduction to Computers & Their Uses | 3 |
| CoSci 407 Programming Logic | 3 |
| CoSci 408 Visual Basic | 3 |
| CoSci 430 Microcomputer Applications Software I | 3 |
| CoSci 431 Microcomputer Applications Software II | 3 |
| CoSci 450 Electronic Publishing II | 3 |
| CoSci 487 Introduction to Local Area Networks | 3 |
| ELECTIVES (Choose three [3] courses): | 9 |
| CoSci 439 Programming in C | |
| CoSci 440 Programming in C ++ | |
| CoSci 452 Programming in Java | |
| CoSci 453 A+ Certification Preparation | |

Total 30

Computer Science: Microcomputer Programming Certificate

Full Certificate—Microcomputer Programming
Program Learning Outcomes –

upon completion, students will be able to:

- Design and write computer programs that are correct, simple, clear, efficient, well organized, and well documented;
- Apply important data structures and algorithms;
- Design and correctly implement to significant computational problems in mathematics and business;
- Demonstrate the ability to reason and think in abstract terms, such as object orientation in order to build proper algorithms.

REQUIRED COURSES

| REQUIRED COURSES | UNITS |
|--|-------|
| CoSci 401 Introduction to Computers & Their Uses | 3 |
| CoSci 407 Programming Logic | 3 |
| CoSci 408 Visual Basic | 3 |
| CoSci 430 Microcomputer Applications Software I | 3 |
| CoSci 431 Microcomputer Applications Software II | 3 |
| CoSci 439 Programming in C | 3 |
| CoSci 450 Electronic Publishing II | 3 |
| CoSci 452 Programming in Java | 3 |
| CoSci 487 Introduction to Local Area Networks | 3 |
| ELECTIVES (Choose one [1] courses): | 3 |
| CoSci 436 Introduction to Data Structures | |
| CoSci 440 Programming in C ++ | |

Total 30



SKILL CERTIFICATE

At the completion of the following programs, a Skill Certificate will be awarded to the student who has completed the course of study with a 3.00 average.

These Skill Certificates are primarily for those students who have limited time to pursue their formal education and wish to specialize in a particular area of Computer Science that is job-related. They may seek advancement in their present job, or they may prepare themselves for different or new employment. All courses in the program apply toward a full Certificate and many courses apply toward an Associate Degree.

Computer Science: Microcomputer Applications Skill Certificate Program Learning Outcomes –

upon completion, students will be able to:

- Analyze a problem related to computing requirements and apply the appropriate solution;
- Design, implement and evaluate a computer-based system, process component or program to meet desired needs;
- Demonstrate the ability to address professional, ethical, legal, security and social issues and responsibilities.

| REQUIRED COURSES | UNITS |
|--|-------|
| CoSci 401 Introduction to Computers & Their Uses | 3 |
| CoSci 430 Microcomputer Applications Software I | 3 |
| CoSci 431 Microcomputer Applications Software II | 3 |
| CoSci 450 Electronic Publishing II | 3 |
| CoSci 487 Introduction to Local Area Networks | 3 |

Total 15

401 INTRODUCTION TO COMPUTERS & THEIR USES (UC:CSU) 3 UNITS

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.

407 PROGRAMMING LOGIC (UC:CSU) 3 UNITS

Prerequisite: Math 115 or 123B or 129B
Advisory: CoSci 401 | Lecture 3 hrs

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 to programming and fundamental programming concepts using a high level language.

408 VISUAL BASIC (UC:CSU) 3 UNITS

Prerequisite: CoSci 401 | Advisory: CoSci 407
Lecture 2 hrs, Lab 2 hrs

Introductory course in Object Oriented programming in the .NET environment. This course covers program planning, VB controls, events, objects, procedures, decision, repetition, arrays, graphics and sequential files.

411 CYBER SECURITY I (CSU) 3 UNITS

Advisory: CoSci 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.

416 BEGINNING COMPUTER ARCHITECTURE & ORGANIZATION (CSU) 3 UNITS

Prerequisite: CoSci 407
Advisory: CoSci 440 or 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.

430 MICROCOMPUTER APPLICATIONS I (CSU) 3 UNITS

Prerequisite: None
Lecture 2 hrs, Lab 2 hrs

The effective use of Excel and Access. The course includes: financial investment analysis spreadsheets, loan amortization schedules, automatic update of spreadsheets with data downloaded from the Internet, database management and reporting. Recommended for Business Majors.

431 MICROCOMPUTER APPLICATIONS II (CSU) 3 UNITS

Prerequisite: None
Lecture 2 hrs, Lab 2 hrs

Prepare to become MOS certified by taking this class. Students will use Windows and Word to create documents such as cover letters, resumes, term papers, sales proposals, multiple column newsletters and do mail merge operations.

435 MICROCOMPUTER OPERATING SYSTEMS (CSU) 3 UNITS

Prerequisite: CoSci 431
Lecture 2 hrs, Lab 2 hrs

The student will master advanced operating system techniques using a mouse driven/graphical interface.

Currently popular microcomputer operating systems programs such as DOS and Windows will be discussed, will be used. Commonly used utility programs will be discussed.

436 INTRODUCTION TO DATA STRUCTURES (UC:CSU) 3 UNITS

Prerequisite: CoSci 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. Introduces to trees and basic implementations.

439 PROGRAMMING IN C (UC:CSU) 3 UNITS

Prerequisite: CoSci 401 and CoSci 407
Lecture 2 hrs, Lab 2 hrs

Coverage includes 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.

440 PROGRAMMING IN C++ (UC:CSU) 3 UNITS

Prerequisite: CoSci 407
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.



450 ELECTRONIC PUBLISHING II (CSU) 3 UNITS

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, Dreamweaver, FLASH, AJAX and other commercial packages.

452 PROGRAMMING IN JAVA (UC:CSU) 3 UNITS

Prerequisite: CoSci 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 I/O, applets, GUI, and event handling. Introduces to data structures such as stacks, queues, and trees.

453 A+ CERTIFICATION PREPARATION 3 UNITS

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.

483 PRINCIPLES OF INFORMATION SECURITY (CSU) 3 UNITS

Prerequisite: CoSci 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.

487 INTRODUCTION TO LOCAL AREA NETWORKS (CSU) 3 UNITS

Prerequisite: CoSci 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.

185 DIRECTED STUDY (CSU) 1 UNIT

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. Credit limit: Maximum of 3 units may be taken for credit.

285 DIRECTED STUDY (CSU) 2 UNITS

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. Credit limit: Maximum of 3 units may be taken for credit.

385 DIRECTED STUDY (CSU) 3 UNITS

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. Credit limit: Maximum of 3 units may be taken for credit.

NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.

921 COOPERATIVE ED (CSU) 2 UNITS

931 COOPERATIVE ED (CSU) 3 UNITS

941 COOPERATIVE ED (CSU) 4 UNITS

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.

*Our Mission
Is
Your Success*



CULINARY ARTS PROFESSIONAL STUDIES

FACULTY: Louis Zandalasini, Chair | Louis Eguaras
Jesus Sanchez

EDUCATIONAL PROGRAMS

CERTIFICATE OF ACHIEVEMENT - Culinary Arts

The Culinary Arts Certificate of Achievement program prepares students for entry-level 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. 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:

- Establish and maintain safety and sanitation procedures;
- Prepare standardized recipes using a variety of cooking techniques which meet industry quality standards;
- Prepare a variety of American Regional and International recipes utilizing the correct techniques, ingredients and equipment which meet industry quality standards;
- Describe and perform tasks related to common business practices in the culinary industry, including inventory, menu planning, cost control, and food purchasing;
- Describe the principles of food and beverage management;
- Define and articulate the core values of the culinary professional;
- Seek entry-level positions in commercial and institutional food service settings.

REQUIRED COURSES

| COURSE NUMBER | COURSE TITLE | UNITS |
|---------------|--|-------|
| ClnArt 50 | Sanitation & Safety (formerly FSMgmt 50) | 2 |
| ClnArt 60 | Culinary Arts Orientation & Techniques (formerly FSMgmt 100) | 4 |
| ClnArt 101 | Culinary Fundamentals I (formerly FSMgmt 101) | 4 |
| ClnArt 102 | Culinary Fundamentals II (formerly FSMgmt 102) | 4 |
| ClnArt 103 | Culinary Nutrition (formerly Fam&CS 21) | 2 |
| ClnArt 104 | Dining Room & Beverage Management (formerly FSMgmt 104) | 4 |
| ClnArt 105 | Menu Planning (formerly FSMgmt 103) | 2 |
| ClnArt 106 | Purchasing & Receiving (formerly FSMgmt 105) | 3 |
| ClnArt 107 | Principles of Garde Manger & Basic Baking | 4 |
| ClnArt108 | Restaurant Supervision & Training (formerly Fam&CS 109) | 2 |
| ClnArt 109 | Principles of Catering (formerly FSMgmt 110) | 4 |
| ClnArt 110 | Culinary Green Technology | 3 |
| ClnArt 150 | Chefs Training for Apprenticeship I (formerly FSMgmt 108) | 2 |
| ClnArt 155 | Chefs Training for Apprenticeship II (formerly FSMgmt 108) | 2 |

Total: 42



- 50 SANITATION & SAFETY** (CSU) 4 UNITS
 Prerequisite: None | Lecture 2 hrs
(formerly FSMgmt 50)
 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.
- 60 CULINARY ARTS ORIENTATION & TECHNIQUES** (CSU) 4 UNITS
 Corequisite: ClnArt 50 or FSM 50
 Lecture 2 hrs, Lab 6 hrs
(formerly FSMgmt 100)
 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. Students are introduced to culinary theories and develop skills in knife handling, fabrication skills, ingredient identification, small and large equipment use, weights and measures, recipe development and cooking fundamentals.
- 101 CULINARY FUNDAMENTALS I** (CSU) 4 UNITS
 Corequisite: ClnArt 60 or FSMgmt 50 & 100
 Lecture 2 hrs, Lab 6 hrs
(formerly FSMgmt 101)
 Introduction to culinary fundamentals and techniques for basic food preparation is learned and experienced. Culinary arts basics and foundations, including classic knife cuts, mother sauces, soups, basic cooking methods, terminology, equipment, measurements, culinary math and ingredients are covered. Students will be on rotation in the Mission Cafe/Servery to enhance their experience in a real environment setting.
- 102 CULINARY FUNDAMENTALS II** (CSU) 4 UNITS
 Prerequisite: ClnArt 101 or FSMgmt 50, 100, 101
 Lecture 2 hrs, Lab 6 hrs
(formerly FSMgmt 102)
 Introduction to breakfast and lunch cookery. Students will prepare breakfast and lunch items. Students will be part of a rotation in the Mission Cafe (AKA The Servery) and rotate all throughout the stations in the cafe. Student will cover culinary management, supervision, leadership, customer service, communication, teamwork and time management.
- 103 CULINARY NUTRITION** (CSU) 2 UNITS
 Prerequisite: None | Lecture 2 hrs
(formerly Fam&CS 21)
 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.
- 104 DINING ROOM & BEVERAGE MANAGEMENT** (CSU) 4 UNITS
 Prerequisite: ClnArt 101 or FSMgmt 50, 100, 101
 Lecture 2 hrs, Lab 6 hrs
(formerly FSMgmt 104)
 Instruction and practical training covers all aspects of FOH/Dining Room service and Beverage Management in restaurants. This includes food and cash controls, POS 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.
- 105 MENU PLANNING** 2 UNITS
 Prerequisite: ClnArt 101 or FSMgmt 50, 100, 101
 Lecture 2 hrs
(formerly FSMgmt 103)
 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.
- 106 PURCHASING & RECEIVING** (CSU) 3 UNITS
 Prerequisite: ClnArt 101 or FSMgmt 50, 100, 101
 Lecture 2 hrs, Lab 2 hrs
(formerly FSMgmt 105)
 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.
- 107 PRINCIPLES OF GARDE MANGER & BASIC BAKING** (CSU) 4 UNITS
 Prerequisite: ClnArt 101 or FSMgmt 50, 100, 101
 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.

Disciplines • Educational Programs • Course Descriptions

108 RESTAURANT SUPERVISION & TRAINING (CSU) 2 UNITS

Prerequisite: ClnArt 101 or FSMgmt 50, 100, 101
Lecture 2 hrs
(formerly *Fam&CS 109*)

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.

109 PRINCIPLES OF CATERING (CSU) 4 UNITS

Prerequisite: ClnArt 101 or FSMgmt 50, 100, 101
Lecture 2 hrs, Lab 4 hrs
(formerly *FSMgmt 110*)

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.

110 CULINARY GREEN TECHNOLOGY (CSU) 3 UNITS

Prerequisite: ClnArt 101 or FSMgmt 50, 100, 101
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.

150 CHEFS TRAINING FOR APPRENTICESHIP I (CSU) 2 UNITS

Prerequisite: ClnArt 101 or FSMgmt 50, 100, 101
Lecture 1 hr, Lab 3 hrs
(formerly *FSMgmt 108*)

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 Cafe (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.

155 CHEFS TRAINING FOR APPRENTICESHIP II (CSU) 2 UNITS

Prerequisite: ClnArt 101 or FSMgmt 50, 100, 101
Lecture 1 hr, Lab 3 hrs
(formerly *FSMgmt 108*)

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.

DANCE TECHNIQUES

HEALTH / KINESIOLOGY / ATHLETICS

FACULTY: Leslie Milke, Chair

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.



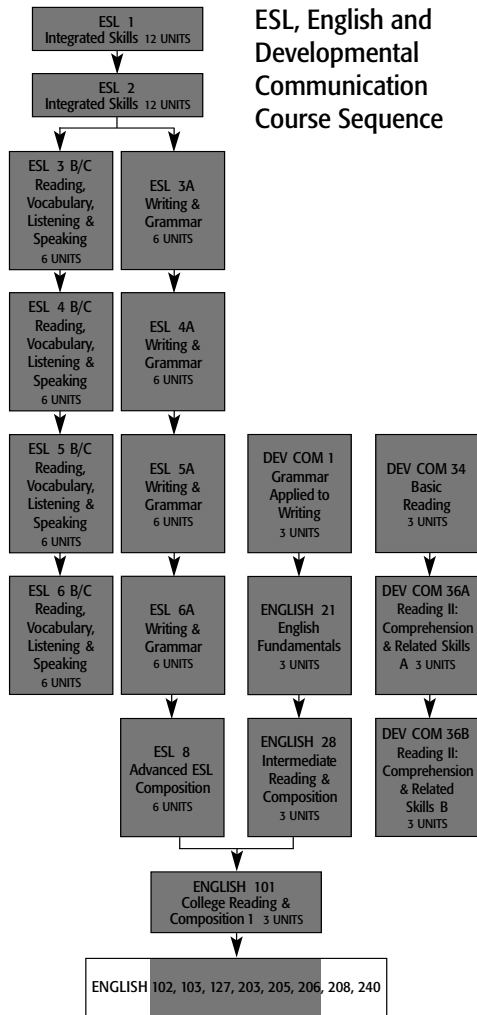
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DEVELOPMENTAL COMMUNICATIONS

ESL / DEV COM / LEARNING SKILLS

FACULTY: Gary Prostack, Chair
Curt Riesberg, Vice Chair

ESL, English and Developmental Communication Course Sequence



1 GRAMMAR: APPLIED (NDA) 3 UNITS TO WRITING

Prerequisite: None | Lecture 3 hrs

NOTE: Class graded pass/no-pass

This course offers an introduction to basic grammar as it relates to writing and other communication skills. It covers parts of speech, sentence structure, types of phrases and clauses, verb tenses and agreement, pronoun usage, comparison, capitalization, and punctuation.

34 BASIC READING (NDA) 3 UNITS

Prerequisite: None | Lecture 3 hrs

NOTE: Class graded pass/no-pass

A basic reading course designed to improve word-attack skills, build vocabulary, improve dictionary skills, and develop comprehension and critical reading skills.

36 READING II: (NDA) 6 UNITS COMPREHENSION & RELATED SKILLS

Prerequisite: DevCom 34 or appropriate skill level demonstrated by placement exam
Lecture 6 hrs

NOTE: Class graded pass/no-pass

36A - Intermediate course in reading; emphasizes finding main ideas, critical thinking, vocabulary skills, and study skills.

36B - Comprehensive course in advanced study skills, note-taking, and efficient study techniques. Transition from everyday reading skills to college reading skills.



ECONOMICS

BUSINESS / LAW

FACULTY: Pat Flood, Chair

AMERICAN HISTORY INSTITUTIONS TRANSFER REQUIREMENT

If you took a U.S. history course outside of California, make certain you meet the California State and local government transfer requirements to the California State Universities as listed below. Please consult with a counselor or a history instructor.

U.S.-1 History – History 11, 12, 13, 52, AfroAm 4, Chicano 8, Econ 10

U.S.-2 Constitution – PolSci 1

U.S.-3 State and local government – PolSci 1

1 PRINCIPLES OF ECONOMICS I (UC:CSU) 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 problems.

2 PRINCIPLES OF ECONOMICS II (UC:CSU) 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.

10 ECONOMIC HISTORY OF THE UNITED STATES (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

Historical development of the United States: its origins, modification and performance. The relationship to political economics and history in the US. Technology, ethnic groups, major social/economic groups and geographic development as they influence the economic history of the U.S. The social changes, social movements, internal and external relationships of the United States.

EDUCATION CHILD DEVELOPMENT

FACULTY: Janice Silver, Chair

6 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.

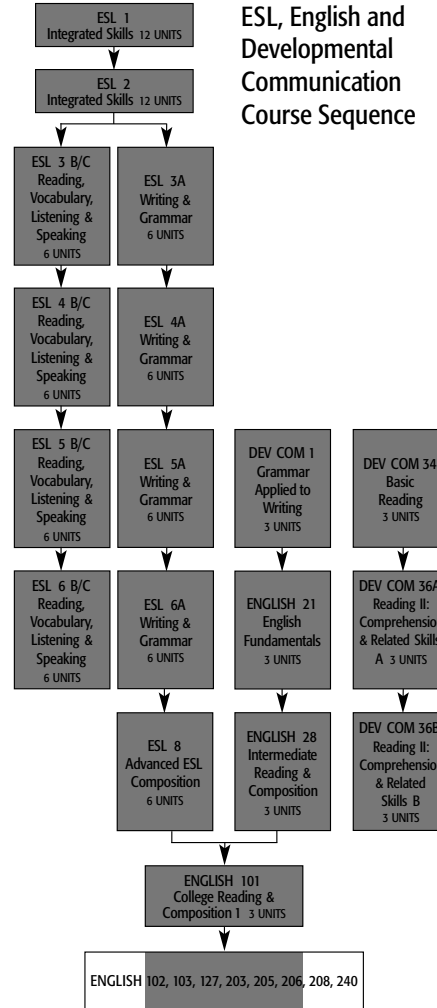
203 URBAN EDUCATION IN AMERICAN SOCIETY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

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 30 hours of observation/participation in a multicultural school.

ENGLISH ENGLISH / COMMUNICATION STUDIES

FACULTY: Dr. Louise Barbato, Chair
Dr. Carolyn Daly, Vice-Chair | Veronica Diaz-Cooper
Ruthie Grant | Gina Ladinsky



EDUCATIONAL PROGRAM

ASSOCIATE IN ARTS - English

An English degree is appropriate for all students who want to improve written and oral expression. It also affords you the opportunity to expand your 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. Consider the English major alone or as a double major with another field of study such as business.

An Associate in Arts English degree will transfer to most UCs and CSUs.

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

Program Learning Outcomes –

upon completion, students will be able to:

- Analyze written text to identify underlying logic and point of view;
- Develop a well-organized paper which develops cogent main ideas stated in a thesis 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 text in terms of style and relate a text to the period in which it was written;

- Distinguish fallacies in arguments and be able to recognize the validity or lack of validity of various points of view.

REQUIRED COURSES

| | | UNITS |
|---|----------------------------------|-------|
| English 101 | College Reading & Composition I | 3 |
| English 102 | College Reading & Composition II | 3 |
| English 205 | English Literature I | 3 |
| English 206 | English Literature II | 3 |
| English 208 | American Literature II | 3 |
| At least one course from the following: | | 3 |
| English 127 | Creative Writing | |
| English 203 | World Literature I | |
| English 240 | Literature & the Motion Picture | |
| Total | | 18 |

RECOMMENDED COURSE

| | | |
|-------------|---------------------------------|---|
| English 103 | Composition & Critical Thinking | 3 |
|-------------|---------------------------------|---|

21 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.

28 INTERMEDIATE READING & COMPOSITION (NDA) 3 UNITS

Prerequisite: English 21 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.

101 COLLEGE READING & COMPOSITION I (UC:CSU) 3 UNITS

Prerequisite: English 28 or ESL 8 or appropriate skill level demonstrated through the ENL assessment process | 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.

102 COLLEGE READING & COMPOSITION II (UC:CSU) 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.

103 COMPOSITION & CRITICAL THINKING (UC:CSU) 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.

127 CREATIVE WRITTING (UC:CSU) 3 UNITS

Prerequisite: English 101 | Lecture 3 hrs

This course is designed as an introduction to professional writing. Students write poems, plays, stories, and scripts and present them for informal discussion and peer critiques by the class and instructor. The course offers an opportunity to discover and develop talent.

203 WORLD LITERATURE I (UC:CSU) 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.

205 ENGLISH LITERATURE I (UC:CSU) 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.

206 ENGLISH LITERATURE II (UC:CSU) 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.

208 AMERICAN LITERATURE II (UC:CSU) 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.

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 / DEV COM / LEARNING SKILLS

FACULTY: Gary Prostack, Chair
Michael J. Climo, Vice Chair | Riye Park

1 COLLEGE ENGLISH AS A SECOND LANGUAGE I (NDA) 12 UNITS

Prerequisite: None | Lecture 12 hrs

NOTE: Class is graded pass/no-pass

A low-beginning integrated skills course for non-native learners of English. Emphasis is on the development of basic listening, speaking, pronunciation, reading, writing, and vocabulary abilities.

2 COLLEGE ENGLISH AS A SECOND LANGUAGE II (NDA) 12 UNITS

Prerequisite: ESL 1 or appropriate placement
Lecture 12 hrs

NOTE: Class is graded pass/no-pass

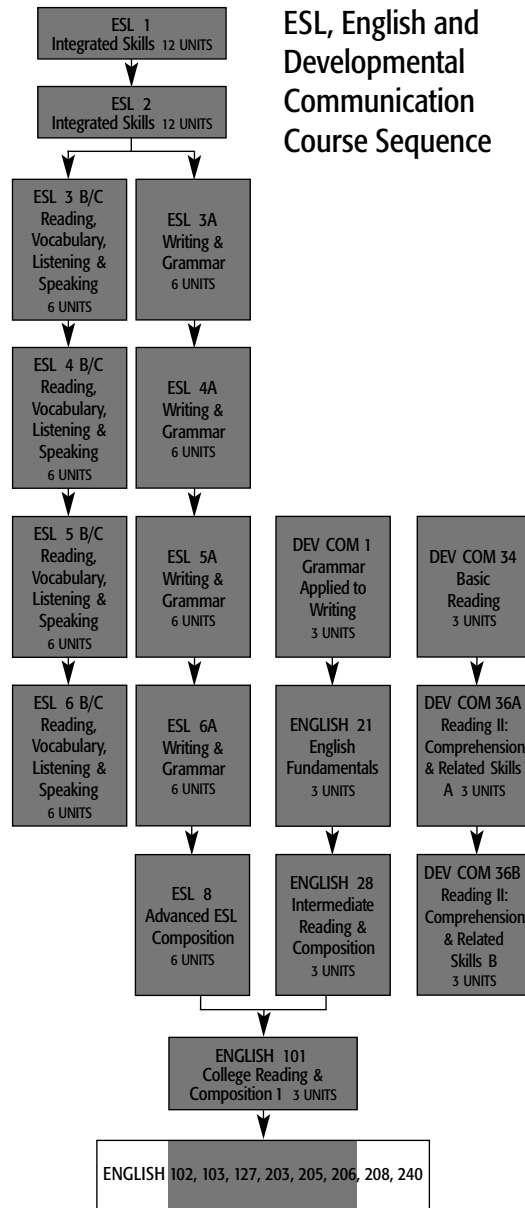
A high-beginning integrated skills course for non-native learners of English. Emphasis is on the development of basic listening, speaking, reading, writing, and vocabulary abilities.

3A COLLEGE ESL 3A: GRAMMAR/WRITING (NDA) 6 UNITS

Prerequisite: ESL 2 or appropriate placement
Lecture 6 hrs

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.



NOTE: ESL courses at levels 3, 4, 5, and 6 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).

3B COLLEGE ESL 3B: READING/VOCABULARY (NDA) 3 UNITS

Prerequisite: ESL 2 or appropriate placement
Lecture 3 hrs

NOTE: Student must take 3B + 3C 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.

3C COLLEGE ESL 3C: LISTENING/SPEAKING (NDA) 3 UNITS

Prerequisite: ESL 2 or appropriate placement
Lecture 3 hrs

NOTE: Student must take 3B + 3C 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.

4A COLLEGE ESL 4A: WRITING/GRAMMAR (NDA) 6 UNITS

Prerequisite: ESL 3A 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.

4B COLLEGE ESL 4B: (NDA) 3 UNITS
READING/VOCABULARY

Prerequisite: ESL 3B or appropriate placement
Lecture 3 hrs

NOTE: Student must take 4B + 4C 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.

4C COLLEGE ESL 4C: (NDA) 3 UNITS
LISTENING/SPEAKING

Prerequisite: ESL 3C or appropriate placement
Lecture 3 hrs

NOTE: Student must take 4B + 4C 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.

5A COLLEGE ESL 5A: (NDA) 6 UNITS
WRITING/GRAMMAR

Prerequisite: ESL 4A 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.



5B COLLEGE ESL 5B: (NDA) 3 UNITS
READING/VOCABULARY

Prerequisite: ESL 4B or appropriate placement
Lecture 3 hrs

NOTE: Student must take 5B + 5C 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.

5C COLLEGE ESL 5C: (NDA) 3 UNITS
LISTENING/SPEAKING

Prerequisite: ESL 4C or appropriate placement
Lecture 3 hrs

NOTE: Student must take 5B + 5C 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.

6A COLLEGE ESL 6A: (NDA) 6 UNITS
WRITING/GRAMMAR

Prerequisite: ESL 5A or appropriate placement
Lecture 6 hrs

NOTE: Class is graded pass/no-pass

Students learn written composition, grammar, and critical reading skills to prepare for college work. The emphasis is on writing based primarily on critical reading and interpretation / analysis. Students will be introduced to appropriate citation and basis bibliographic citations. Advanced grammar and mechanics are emphasized. Required: 8 to 10 writing assignments, including at least 4 essays of 400-600 words.

6B COLLEGE ESL 6B: (NDA) 3 UNITS
READING/VOCABULARY

Prerequisite: ESL 5B or appropriate placement
Lecture 3 hrs

NOTE: Student must take 6B + 6C 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.

6C COLLEGE ESL 6C: (NDA) 3 UNITS
LISTENING/SPEAKING

Prerequisite: ESL 5C or appropriate placement
Lecture 3 hrs

NOTE: Student must take 6B + 6C 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.

8 ADVANCED ESL COMPOSITION (UC:CSU) 6 UNITS

Prerequisites: ESL 6A or English 21 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.

ENVIRONMENTAL SCIENCE

LIFE SCIENCES

FACULTY: J. Michael Reynolds, Chair
Dr. Stephen Brown, Vice Chair | Dr. Angela Echeverri
Dr. Par Mohammadian

2 THE HUMAN ENVIRONMENT: (UC:CSU) 3 UNITS BIOLOGICAL PROCESSES

Prerequisite: English 28 or ESL 8 | 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.



FAMILY & CONSUMER STUDIES

PROFESSIONAL STUDIES

FACULTY: Louis Zandalasini, Chair | Louis Eguaras
Jesus Sanchez

EDUCATIONAL PROGRAMS

This curriculum is designed to provide an opportunity for the student to complete lower-division courses that may lead to an occupational Certificate, an Associate in Arts Degree, and/or transfer to a four-year college or university. A student completing the Family & Consumer Studies major (formerly Home Economics) is eligible for entry level jobs that may lead to a career as a consumer consultant, test kitchen home economist, (product and equipment demonstrators), nutrition (nutrition consultant, dietitian for institutions or individuals), interior design, consumer education (credit department employee, money management specialist, savings bank home economist, family financial economist, appliance specialist, credit counselor), marriage and family life, radio and television, journalism, advertising, gerontology (aide in home for senior citizens, community recreation programs and public housing projects, consultant in rehabilitation specialist, welfare home economist). Specialized programs are available in nutrition, consumer education, marriage and family, and gerontology as part of a two-year curriculum leading to an Associate in Arts Degree with a major in Family & Consumer Studies, or a Certificate in the various options. For further information, consult professors in the area.

Program Learning Outcomes –

upon completion, students will be able to:

- Demonstrate skills necessary to function in family roles and relationships which are transferable

- roles and responsibilities within the workforce and community;
- Students will demonstrate and analyze career opportunities, examine employability skills, and traits in families and communities;
- Demonstrate personal and family management skills that transfers to the workplace.

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

ASSOCIATE IN ARTS

Consumer Education & Management

Program Learning Outcomes –

upon completion, students will be able to:

- Demonstrate knowledge, skills, and practices required for management of human, economic, and nutritional resources in the family, workplace, and community;
- Analyze consumer buying practices that promote effective utilization of resources;
- Evaluate the impact of design and technology and options.

| REQUIRED COURSES | | UNITS |
|------------------|---|-------|
| CAOT 82 | Microcomputer Software Survey in the Office | 3 |
| ClnArt 108 | Restaurant Supervision & Training (formerly Fam&CS 109) | 2 |
| Fam&CS 21 | Nutrition | 3 |
| Fam&CS 22 | Nutrition & the Consumer | 3 |
| Fam&CS 31 | Marriage & Family Life | 3 |
| Fam&CS 70 | Development of Community Projects | 2 |
| Fam&CS 91 | Life Management | 3 |
| IntrDgn101 | Professional Career Opportunities | 2 |
| IntrDgn102 | Introduction to Interior Design | 3 |
| IntrDgn105 | Textiles | 3 |

Total 27

RECOMMENDED COURSE

| | | |
|------------|-------------------------------------|---|
| ChDev 10 | Health, Safety & Nutrition | 3 |
| ClnArt 105 | Menu Planning (formerly FSMgmt 103) | 2 |
| Fam&CS 26 | Modified Diets | 3 |

Foods & Nutrition

Program Learning Outcomes –

upon completion, students will be able to:

- Demonstrate basic meal management and preparation techniques;
- Demonstrate basic principles of sanitation and safety relating to meal management;
- Demonstrate basic food preparation techniques to achieve quality standards and preserve nutritive value.

| REQUIRED COURSES | | UNITS |
|------------------|---|-----------------|
| CAOT 82 | Microcomputer Software Survey in the Office | 3 |
| ClnArt 50 | Sanitation & Safety (formerly FSMgmt 50) | 2 |
| ClnArt 101 | Culinary Fundamentals I (formerly FSMgmt 101) | 4 |
| ClnArt 105 | Menu Planning (formerly FSMgmt 103) | 2 |
| ClnArt 150 | Chef Training for Apprenticeship I (formerly FSMgmt 108) | 2 |
| ClnArt 155 | Chef Training for Apprenticeship II (formerly FSMgmt 108) | 2 |
| Fam&CS 21 | Nutrition | 3 |
| Fam&CS 22 | Nutrition & the Consumer | 3 |
| Fam&CS 23 | Nutritional Aspects of Weight Control | 2 |
| Fam&CS 26 | Modified Diets | 3 |
| Fam&CS 91 | Life Management | 3 |
| | | Total 29 |

RECOMMENDED COURSE

| | | |
|-----------|--------------------------------|---|
| ChDev 10 | Health, Safety & Nutrition | 3 |
| Health 11 | Principles of Healthful Living | 3 |

Gerontology

Program Learning Outcomes –

upon completion, students will be able to:

- Demonstrate the working concepts in senior housing, which includes assisted living housing, as well as retirement communities;
- Demonstrate concepts in examining the process of aging and family interactions involving older adults and their families;
- Demonstrate the current needs and requirements of the working environment with older adults, including primary care and the necessity of multi-disciplinary teamwork.

| REQUIRED COURSES | | UNITS |
|------------------|---|-----------------|
| ClnArt 50 | Sanitation & Safety (formerly FSMgmt 50) | 2 |
| ClnArt 108 | Restaurant Supervision & Training (formerly Fam&CS 109) | 2 |
| Fam&CS 6 | Challenges of Aging | 3 |
| Fam&CS 21 | Nutrition | 3 |
| Fam&CS 30 | Family Relationships | 2 |
| Fam&CS 31 | Marriage & Family Life | 3 |
| Fam&CS 37 | Training for Gerontological Services | 3 |
| Fam&CS 38 | In-Home Care | 3 |
| Fam&CS 70 | Development of Community Projects | 2 |
| Fam&CS 91 | Life Management | 3 |
| HSO 65/99E | Physiology & Pharmacology: Alcohol & Other Drugs | 3 |
| | | Total 29 |

RECOMMENDED COURSES

| | | |
|-----------|-------------------------------------|---|
| Fam&CS 39 | Child/Adult Caregiving | 5 |
| Soc 28 | The Family: A Sociological Approach | 3 |

Marriage & Family Life

Program Learning Outcomes –

upon completion, students will be able to:

- Demonstrate the application of the decision making process to personal decisions such as parenthood that have lifelong impact;
- Determine the roles and responsibilities of parents and other care givers related to the emotional and social development of children;
- Demonstrate the consequences and responsibilities of personal decisions.

| REQUIRED COURSES | | UNITS |
|------------------|---------------------------------------|-----------------|
| Ch Dev1 | Child Growth & Development | 3 |
| Fam&CS 6 | Challenges of Aging | 3 |
| Fam&CS 21 | Nutrition | 3 |
| Fam&CS 31 | Marriage & Family Life | 3 |
| Fam&CS 39 | Child/Adult Caregiving | 5 |
| Fam&CS 91 | Life Management | 3 |
| Fam&CS164 | Introduction to Family Development I | 3 |
| Fam&CS165 | Introduction to Family Development II | 3 |
| Psych1 | General Psychology I | 3 |
| | | Total 29 |

RECOMMENDED COURSE

| | | |
|-----------|-------------------------------------|---|
| ChDev 11 | Child, Family & Community | 3 |
| Fam&CS 70 | Development of Community Projects | 2 |
| Soc 1 | Introduction to Sociology | 3 |
| Soc 28 | The Family: A Sociological Approach | 3 |



Disciplines • Educational Programs • Course Descriptions

CERTIFICATE OF ACHIEVEMENT

At the completion of the program, a Certificate will be awarded to the student. These Certificates are designed primarily for those students who have a limited time to pursue their career goals and wish to specialize in a particular aspect of Family & Consumer Studies that is job-related. They may seek upward mobility in their present job, or they may desire to prepare themselves for a new career. Most courses taken in the program apply toward a curriculum leading to an Associate Degree in Family & Consumer Studies.

Program Learning Outcomes –

upon completion, students will be able to:

- Demonstrate the application of the decision making process to personal decisions such as parenthood that have lifelong impact;
- Determine the roles and responsibilities of parents and other care givers related to the emotional and social development of children;
- Demonstrate the consequences and responsibilities of personal decisions.



Consumer Education & Management Certificate

Program Learning Outcomes –

upon completion, students will be able to:

- Examine the major areas of study in the Family & Consumer Science program area;
- Assess factors involved in successful leadership skills and teamwork traits;
- Demonstrate design and implement living working environments to create beautiful spaces that impact how we interact adding a sense of style in the process.

REQUIRED COURSES

| | | |
|-------------|---|---|
| ClnArt 105 | Menu Planning (formerly FSMgmt 103) | 2 |
| ClnArt 108 | Restaurant Supervision & Training (formerly Fam&CS 109) | 2 |
| Fam&CS 6 | Challenges of Aging | 3 |
| Fam&CS 21 | Nutrition | 3 |
| Fam&CS 22 | Nutrition & the Consumer | 3 |
| Fam&CS 70 | Development of Community Projects | 2 |
| Fam&CS 91 | Life Management | 3 |
| IntrDgn 101 | Professional Career Opportunities | 2 |
| IntrDgn 102 | Introduction to Interior Design | 3 |
| IntrDgn 105 | Textiles | 3 |

UNITS

Total 26

RECOMMENDED COURSE

| | | |
|---------|---|---|
| CAOT 82 | Microcomputer Software Survey in the Office | 3 |
|---------|---|---|

Gerontology Certificate

Program Learning Outcomes –

upon completion, students will be able to:

- Demonstrate an understanding of the current services available to older persons;
- Examine the contemporary policy issues facing the field of Gerontology;
- Demonstrate skills to assume leadership roles in the field of aging and the delivery of direct services to older people and their families.

REQUIRED COURSES

| | | |
|-----------|---------------------------------------|----------|
| Fam&CS 6 | Challenges of Aging | 3 |
| Fam&CS 21 | Nutrition | 3 |
| Fam&CS 23 | Nutritional Aspects of Weight Control | 2 |
| Fam&CS 31 | Marriage & Family Life | 3 |
| Fam&CS 37 | Training for Gerontological Services | 3 |
| Fam&CS 38 | In-Home Care Services | 3 |
| Fam&CS 91 | Life Management | 3 |
| | | Total 20 |

RECOMMENDED COURSES

| | | |
|-----------|----------------|---|
| Fam&CS 26 | Modified Diets | 3 |
|-----------|----------------|---|



SKILL CERTIFICATES

The student will be given a Skill Certificate following the completion of any of the following programs if the student has maintained a minimum of a C grade in all required courses. Skill Certificates are for students who have limited time and wish to limit their commitment but desire an increased level of specialization. Most courses taken in the programs apply toward curriculum leading to a Certificate of Achievement or the Associate Degree. Always consult a counselor for information on graduation requirements and transfer information.

Dietary Services Supervisor Skill Certificate

Program Learning Outcomes –

upon completion, students will be able to:

- Apply nutrition and food principles that enhance individual and family wellbeing across the life span;
- Analyze factors that influence personal and family nutrition and meal management;
- Examine basic nutrition needs and results of dietary practices across the life span.

| REQUIRED COURSES | | UNITS |
|------------------|--|-----------|
| ClnArt 50 | Sanitation & Safety (formerly FSMgmt 50) | 2 |
| ClnArt 101 | Culinary Fundamentals I (formerly FSMgmt 101) | 4 |
| ClnArt 108 | Restaurant Supervision & Training (formerly Fam&CS 109) | 2 |
| Fam&CS 21 | Nutrition | 3 |
| Fam&CS 26 | Modified Diets | 3 |
| Total | | 14 |

Introduction To Hospitality Skill Certificate

Program Learning Outcomes –

upon completion, students will be able to:

- Explain the types of businesses that make up the hospitality industry;
- Demonstrate the principal characteristics of service and contrast it to deliver of a physical product;
- Demonstrate knowledge of diverse workforce and alterations in family structure that affect consumer behavior and the markets for hospitality services.

| REQUIRED COURSES | | UNITS |
|---------------------|---|-----------|
| CAOT 82 | Microcomputer Software Survey in the Office | 3 |
| ClnArt 60 | Culinary Arts Orientation & Techniques (formerly FSMgmt 100) | 4 |
| Cln Art 108 | Restaurant Supervision & Training (formerly Fam&CS 109) | 2 |
| Fam&CS 91 | Life Management | 3 |
| Fam&CS 112 | Managing Guest Relations | 3 |
| Total | | 15 |
| RECOMMENDED COURSES | | |
| ClnArt 104 | Dining Room & Beverage Management (formerly FSMgmt 104) | 4 |

Restaurant Management Skill Certificate

Program Learning Outcomes –

upon completion, students will be able to:

- Describe the supervisor's obligations and responsibilities to owners, customers, and employees;
- Demonstrate several management skills necessary to supervisory success in a hospitality industry;
- Demonstrate the current theories of leadership style and draw from them in developing a style of your own.

| REQUIRED COURSES | | UNITS |
|------------------|--|-------|
| ClnArt 104 | Dining Room & Beverage Management (formerly FSMgmt 104) | 4 |
| ClnArt 108 | Restaurant Supervision & Training (formerly Fam&CS 109) | 2 |
| ClnArt 150 | Chefs Training for apprenticeship I (formerly FSMgmt 108) | 2 |

| | | |
|--------------|--------------------------------------|-----------|
| FSMgmt 106 | Food & Beverage Cost Control/Records | 3 |
| FSMgmt 115 | Restaurant Operations Management | 3 |
| Total | | 14 |

RECOMMENDED COURSES

| | | |
|---------|----------------------------------|---|
| Mgmt 2 | Organization & Management Theory | 3 |
| Mgmt 13 | Small Business Management | 3 |

Nutrition Skill Certificate

Program Learning Outcomes –

upon completion, students will be able to:

- Develop menu concepts based on the USDA and ethnic food guide pyramids;
- Explain the differences between the properties of fat and water soluble vitamins;
- Explain the needs for amino acids and how to obtain them from the diet.

| REQUIRED COURSES | | UNITS |
|------------------|---------------------------------------|-----------|
| Fam&CS 21 | Nutrition | 3 |
| Fam&CS 23 | Nutritional Aspects of Weight Control | 2 |
| Fam&CS 26 | Modified Diets | 3 |
| Fam&CS 36 | Nutrition for Older Adults | 3 |
| Fam&CS 34 | Child Nutrition | 3 |
| Total | | 14 |

RECOMMENDED COURSES

| | | |
|------------|------------------------------------|---|
| ChDev 10 | Health, Safety & Nutrition | 3 |
| ClnArt 105 | Menu Planning (formerly FSMgmt103) | 2 |
| Health 11 | Principles of Healthful Living | 3 |

6 CHALLENGES OF AGING (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

An analysis 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.

21 NUTRITION (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

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.

*Our Mission
Is
Your Success*

Disciplines • Educational Programs • Course Descriptions

- 23 NUTRITIONAL ASPECTS OF WEIGHT CONTROL** (CSU) 2 UNITS
Prerequisite: Fam&CS 21 and FSMgmt 50 or ClnArt 50 | Lecture 2 hrs
Food composition and nutritional aspects of food preparation during weight control will be explored. Causes of obesity will be analyzed. Plans for weight control will be examined.
- 24 MODIFIED DIETS** (CSU) 3 UNITS
Prerequisite: Fam&CS 21 and FSMgmt 50 or ClnArt 50 | Lecture 3 hrs
Modification of the normal diet to meet the needs of individuals according to age, disease, surgery and other health conditions. Current concepts of diet modification related to health are explored. Diets frequently used in health care institutions are included.
- 31 MARRIAGE & FAMILY LIFE** (UC:CSU) 3 UNITS
Prerequisite: None | Lecture 3 hrs
Interpersonal growth and rewarding relationships are explored over the course of the family life cycle. Examines the impact of social, psychological, emotional and economic forces on family stability. Emphasis will be placed on the intergenerational nature of family relationships.
- 37 TRAINING FOR GERONTOLOGICAL SERVICES** 2 UNITS
Prerequisite: None | Lecture 2 hrs
Approved class by the California Department of Social Services for those people licensed to work in Residential Care Facilities for the Elderly. Course covers business operations, state laws, drugs used by the elderly, psychosocial and physical needs among other topics.
- 38 IN-HOME CARE SERVICES** 3 UNITS
Prerequisite: None | Lecture 3 hrs
Provides training for those interested in providing basic in-home care to older adults.
- 39 CHILD/ADULT CAREGIVING** (CSU) 5 UNITS
Prerequisite: None | Lecture 3 hrs, Lab 2 hrs, field work 3 hrs
An introductory class for an Intergenerational Caregiver Certificate program. The class covers caregiving, entrepreneurial business issues, human development/lifespan, CPR/First Aid/Safety and Wellness.
- 50 SANITATION & SAFETY** (CSU) 3 UNITS
Prerequisite: None | Lecture 3 hrs
An introduction to 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.
- 70 DEVELOPMENT OF COMMUNITY PROJECTS** (CSU) 2 UNITS
Prerequisite: None | Lecture 2 hrs
This course involves development of awareness of community needs in relation to their buying practices, development of knowledge of public agencies available to the community to meet their needs and development of mini courses in various areas of Family and Consumer Studies to present to community groups.
- 91 LIFE MANAGEMENT** (CSU) 3 UNITS
Prerequisite: None | Lecture 3 hrs
Provides individuals with skills for understanding and using internal and external resources to function effectively in the present and future society. Techniques for improving self-understanding and interpersonal relationships that reflect decision-making, time, energy, stress, conflict and money management.
- 109 SUPERVISION & MANAGEMENT** (CSU) 3 UNITS
Prerequisite: None | Lecture 3 hrs
This course includes procedures and problems by food service operations in developing personnel programs, and desirable labor management relationships. Course includes the responsibility of selection, placement, orientation, training, counseling, rating, promotion and supervision of employee.
- 163 HOSPITALITY CULINARY EDUCATOR** 5 UNITS
Prerequisite: None | Lecture 3 hrs
This course includes pedagogical issues in developing hospitality industry training programs. The course consists of educational theories/practices, teaching methodologists, learning styles, testing, evaluation, and curriculum development. This course meets requirements for the American Culinary Federation's "Culinary Educator."
- 164 INTRODUCTION TO FAMILY DEVELOPMENT I** 3 UNITS
Prerequisite: None | Lecture 3 hrs
This course will introduce front-line workers with the skills and competencies needed to help families identify and reach their goals for self-reliance. Students will learn about effective communication, taking care of themselves, diversity, and strength-based assessment.
- 185 DIRECTED STUDY** (CSU) 1 UNIT
Provides opportunity for in-depth study of a chosen area of Family & Consumer Studies on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

285 DIRECTED STUDY (CSU) 2 UNITS
 Provides opportunity for in-depth study of a chosen area of Family & Consumer Studies on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

385 DIRECTED STUDY (CSU) 3 UNITS
 Provides opportunity for in-depth study of a chosen area of Family & Consumer Studies on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.

921 COOPERATIVE ED (CSU) 2 UNITS

931 COOPERATIVE ED (CSU) 3 UNITS

941 COOPERATIVE ED (CSU) 4 UNITS

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.



FINANCE *BUSINESS / LAW*

FACULTY: Pat Flood, Chair | Steven Nerud

EDUCATIONAL PROGRAM

The Finance and Banking curriculum provides an in-depth understanding of the operations of money and capital markets, institutions and management. The Finance and Banking curriculum is designed to prepare students for employment in such fields as investing, banking, corporate finance, insurance, savings and loans, credit unions, mortgage banking and related fields. Breadth is obtained in the program by completing all recommended or suggested electives. Always consult a counselor for information on graduation requirements.

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

ASSOCIATE IN ARTS - Finance

Program Learning Outcomes

upon completion, students will be able to:

- Apply ethical values, global awareness, and technological skills to identify financial problems and issues and make appropriate decisions;
- Apply critical thinking skills to formulate viable solutions to finance problems by using basic accounting, business, and financial concepts.

REQUIRED COURSES

| | UNITS |
|---|-------|
| Acctg 1 Introductory Accounting | 5-6 |
| or Acct 21 + 22 | |
| Acctg 2 Introductory Accounting | 5 |
| Acctg 25 Automated Accounting Methods & Procedures | 3 |
| Bus1 Introduction to Business | 3 |
| Bus 5 or Law 1 Business Law I | 3 |
| CAOT 31 Business English | 3 |
| CAOT 82 Microcomputer Software Survey in the Office | 3 |

| | | |
|--|----------------------------------|---|
| Econ1 | Principles of Economics | 3 |
| Econ 2 | Principles of Economic | 3 |
| Finance 1 | Principles of Finance | 3 |
| Finance 2 | Investments | 3 |
| Finance 8 | Personal Finance and Investments | 3 |
| Market 21 | Principles of Marketing | 3 |
| Mgmt 2 | Organization & Management Theory | 3 |
| Choose one of the three courses below: 3-4 | | |
| CAOT 1 | Keyboarding | |
| CAOT 32 | Business Communications | |
| Math 227 | Statistics | |

Total 49-51

1 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.

2 INVESTMENTS (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

A survey of the range of investment opportunities available and their characteristics. Included are stocks, options, commodities, bonds, government securities, real estate and savings. Includes investment objectives, and personal portfolio and administration.

8 PERSONAL FINANCE & INVESTMENTS (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

Helps the individual manage, optimize and preserve personal income, expenditure and investments. Discussions will be focused on institutions that exist to serve the consumer. Attention will be given to family budgeting, consumer protection, buying on credit and borrowing money, home ownership and financing, different types of insurance, retirement planning and investments.

FOOD SERVICE MANAGEMENT

PROFESSIONAL STUDIES

See CULINARY & BAKING

SKILL CERTIFICATES

The student will be given a Skill Certificate following the completion of any of the following programs if the student has maintained a minimum of a C grade in all required courses. Skill Certificates are for students who have limited time and wish to limit their commitment but desire an increased level of specialization. Always consult a counselor for information on graduation requirements and transfer information.

Food Service Management Skill Certificate

Program Learning Outcomes –

The Culinary Arts Institute’s Skill Certificate in Food Service Management prepares students with the necessary information they need to learn and be able to succeed in the culinary arts industry as dishwasher, prep cook, line cook, dining room server of a restaurant or food service facility.

| REQUIRED COURSES | | UNITS |
|------------------|--|-----------|
| ClnArt 50 | Sanitation & Safety (formerly FSMgmt 50) | 2 |
| ClnArt 60 | Culinary Arts Orientation & Techniques (formerly FSMgmt 100) | 4 |
| ClnArt 101 | Culinary Fundamentals I (formerly FSMgmt 101) | 4 |
| ClnArt 103 | Culinary Nutrition (formerly Fam&CS 21) | 2 |
| ClnArt 104 | Dining Room & Beverage Management (formerly FSMgmt 104) | 4 |
| Total | | 16 |

Restaurant Management Skill Certificate

The Culinary Arts Institute’s Skill Certificate in Restaurant Management prepares students with the necessary information they need to learn and be able to succeed in the culinary arts industry as a prep cook, line cook, asst. sous chef, dining room server, maitre’d of a restaurant or food service facility.

| REQUIRED COURSES | | UNITS |
|------------------|---|-----------|
| ClnArt 104 | Dining Room & Beverage Management (formerly FSMgmt 104) | 4 |
| ClnArt 108 | Restaurant Supervision & Training (formerly Fam&CS 109) | 2 |
| ClnArt 150 | Chefs Training for Apprenticeship I (formerly FSMgmt 108) | 2 |
| FSMgmt 106 | Food & Beverage Cost Control/Records | 3 |
| FSMgmt 115 | Restaurant Operations Management | 3 |
| Total | | 14 |

RECOMMENDED COURSES

| | | |
|---------|----------------------------------|---|
| Mgmt 2 | Organization & Management Theory | 3 |
| Mgmt 13 | Small Business Management | 3 |

Baking Skill Certificate

Program Learning Outcomes –

The Culinary Arts Institute’s Skills Certificate in Professional Baking prepares students with the necessary information they need to learn and be able to succeed in the culinary arts industry as an entry level baker or asst. pastry sous chef for a commercial bakery or artisan breads facilities.

| REQUIRED COURSES | | UNITS |
|------------------|---|----------|
| ClnArt 50 | Sanitation & Safety (formerly FSMgmt 50) | 2 |
| ProfBkg 200 | Principles of Baking & Patisserie I (formerly FSMgmt 109) | 4 |
| FSMgmt 130 | Cake Decoration I | 3 |
| Total | | 9 |

RECOMMENDED COURSES

| | | |
|-------------|--------------------------------------|---|
| ProfBkg 210 | Principles of Baking & Patisserie II | 4 |
|-------------|--------------------------------------|---|

FRENCH

FOREIGN LANGUAGES

FACULTY: Jolie Scheib, Chair

1 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.

2 ELEMENTARY FRENCH II (UC:CSU) 5 UNITS

Prerequisite: French 1 or equivalent
Lecture 5 hrs

Continuation of French 1.



GENERAL STUDIES

GENERAL STUDIES

This program provides an opportunity to earn an A.A. 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 Plan A general education requirements along with a minimum of 18 units in one area of concentration. Students interested in achieving a General Studies A.A. Degree must complete the following:

1. Completion of Plan A 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.

ASSOCIATE IN ARTS

General Studies: Arts & Humanities

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of humanity.

Students will learn to value aesthetic understanding and incorporate these concepts when constructing 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. The Arts and Humanities Concentration allows students to take courses that will prepare them for possible career within the fields of Arts, Foreign Languages, Humanities, Film, Music, Philosophy, Religious Studies and more.

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 104 |
| Art 101, 102, 103, 111, 201 | Ling 1 |
| Chicano 37, 52 | MultiMd 100, 200, 620 |
| Cinema 3 | Music 101, 111, 141 |
| English 102 | Philos 1, 33 |
| Human 1, 31 | Theater 100, 200, 271 |
| Any foreign language courses (max 5 units in same language) listed on IGETC or CSU GE advising form. | |

General Studies: Communication & Literature

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.

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 5, 6 |
| 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.

General Studies: Natural Sciences

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. The Natural Sciences Concentration allows students to take courses that may prepare them for possible careers within the fields of Science, including the Allied Health fields, Nursing Preparation, Health Science and related fields, Kinesiology and related fields, and more.

Program Learning Outcomes –

upon completion, students will be able to:

- Examine the physical universe, its life forms and its natural phenomena;
- Prepare for a possible career within the fields of Science, including the Allied Health fields, Nursing Preparation, Health Science and related fields, Kinesiology and related fields.

| | |
|---------------------------|--------------|
| Anatomy 1 | Geol 1 |
| Anthro 101 | Micro 20 |
| Astron 1, 5 | Oceano 1 |
| Biology 3, 6, 7, 40 | PhysSc 1, 14 |
| Chem 51, 52, 65, 101, 102 | Physics 6, 7 |
| Env Sci 2 | Physiol 1 |
| Fam&CS 21 | Psych 2 |
| Geog 1, 7, 14, 15 | |



General Studies: Social & Behavioral Sciences

These courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society to stimulate critical thinking and evaluate how societies and social subgroups operate. The Social and Behavioral Sciences Concentration allows students to take courses that may prepare them for possible careers within the fields of Chicano Studies, Psychology, Sociology, History, Political Science, and more. Coursework selected must be completed in at least two different disciplines.

Program Learning Outcomes –

upon completion, students will be able to:

- Analyze the perspective, concepts, theories and methodologies of the disciplines typically found in the Social and Behavioral Sciences;
- Reflect and analyze oneself and others as members of a larger society and evaluate how societies and social subgroups operate;
- Prepare for a possible careers within the fields of Anthropology, Chicano Studies, Geography, History, Political Science, Psychology, Sociology, and Urban Planning.

| | |
|----------------------|----------------------------------|
| AfroAm 2, 4 | Geog 1, 2, 7, 14 |
| Anthro 101, 102, 121 | History 1, 2, 11, 12, 13, 52, 86 |
| Anthro 104 | Law 1 |
| Biology 3 | Ling 1 |
| Chicano 2, 7, 8 | PolSci 1 |
| ChDev 1 | Psych 1, 2, 13 |
| Econ 1, 2, 10 | Soc 1, 2, 11, 28 |
| Fam&CS 31, 91 | |

GEOGRAPHY

PHYSICAL SCIENCES

FACULTY: Said Pazirandeh, Chair

1 PHYSICAL GEOGRAPHY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs
Explores the earth's ever-changing physical system, including human activities where they interface with the environment. Emphasis is given to earth-sun relationships, atmosphere-hydrosphere interactions, lithospheric processes, integration of climate, soils and biomes and their spatial patterns. Students interpret the spatial patterns using maps produced from Geographic Information System (GIS), Global Positioning System (GPS), and satellite imagery.

2 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.

7 WORLD REGIONAL GEOGRAPHY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs
This course offers a geographical survey of the world's major realms, regions, and countries. Emphasis is focused on those features important to understanding current global concerns, problems, and conflicts.

14 GEOGRAPHY OF CALIFORNIA (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

This course of study elaborates on California's physical geography regions and natural resources in relation to patterns of population and economic activities, transportation routes and trade. Emphasis is placed on the state's history, demographics, ethnicity, land use and economy.

15 PHYSICAL GEOGRAPHY LABORATORY (UC:CSU) 2 UNITS

Prerequisite or Corequisite: Geog 1

Lecture 1 hr, Lab 2 hrs

This earth environment laboratory emphasizes the scientific method by completing exercises and graphs, solve equations, determine measurements, construct diagrams, and make field observations about Earth-Sun relations, weather systems, climate regions, soil classification, rock types and agents of landform modification.

GEOLOGY

PHYSICAL SCIENCES

FACULTY: Said Pazirandeh, Chair

1 PHYSICAL GEOLOGY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

The course offers a study of the physical elements of the earth, with emphasis on the nature, distribution, and relationships of land forms, climate, soils, vegetation, and their integrated patterns of world distribution.



HEALTH

HEALTH / KINESIOLOGY / ATHLETICS

FACULTY: Leslie Milke, Chair

Cindy Cooper, Vice Chair

8 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.

11 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 SCIENCE

LIFE SCIENCES

This is an Associate in Science Program and not a discipline.

FACULTY: J. Michael Reynolds, Chair

Dr. Stephen Brown | Dr. Angela Echeverri

Dr. Par Mohammadian | Said Pazirandeh

EDUCATIONAL PROGRAM

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

NOTE: A minimum of 60 units must be completed to earn the Associate in Science Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

ASSOCIATE IN SCIENCE - Health Science

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

| COURSE | UNITS |
|--------------------|-------|
| Biology 3 | 3 |
| Anatomy 1 | 4 |
| Physiol 1 | 4 |
| Chem 51 or Chem 65 | 4-5 |
| Psych1 or Soc1 | 3 |
| Math 227 | 4 |

| | |
|----------------------------|--------------|
| Select one required course | 4-5 |
| Select one elective course | 3-4 |
| Total | 29-32 |

REQUIRED COURSES (choose one):

| | |
|-----------|---|
| Chem 52 | 4 |
| Micro 20 | 4 |
| Physics 6 | 4 |

ELECTIVE COURSES (choose one):

| | |
|-----------|---|
| Psych 1 | 3 |
| Soc 1 | 3 |
| Fam&CS 21 | 3 |
| Fam&CS 24 | 3 |
| Physics 7 | 4 |

HISTORY SOCIAL SCIENCES

FACULTY: Myriam Levy, Chair
D'Art Phares, Vice Chair

AMERICAN HISTORY INSTITUTIONS TRANSFER REQUIREMENT

If you took a U.S. history course outside of California, make certain you meet the California State and local government transfer requirements to the California State Universities as listed below. Please consult with a counselor or a history instructor.

U.S.-1 History – History 11, 12, 13, 52,
AfroAm 4, Chicano 8, Econ 10

U.S.-2 Constitution – PolSci 1

U.S.-3 State and local government – PolSci 1

1 INTRODUCTION TO WESTERN CIVILIZATION I (UC:CSU) 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.



2 INTRODUCTION TO WESTERN CIVILIZATION II (UC:CSU) 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.

11 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.

12 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.

13 UNITED STATES IN THE 20TH CENTURY (UC:CSU) 3 UNITS Prerequisite: None | Lecture 3 hrs

A historical survey of the major political, economic, intellectual and cultural movements and events of the American 20th century. Special emphasis is given to analyzing and evaluating the major forces and ideas that have shaped American political, social, and economic life.

20 HISTORY OF CALIFORNIA & THE PACIFIC COAST (UC:CSU) 3 UNITS Prerequisite: None | Lecture 3 hrs

History of California and the Pacific Coast from 1542 to the present with emphasis on Native, Spanish, and American cultures; political, economic and social developments; and California's constitution, history and role in the American system.

52 THE ROLE OF WOMEN IN THE HISTORY OF THE UNITED STATES (UC:CSU) 3 UNITS Prerequisite: None | Lecture 3 hrs

This course will explore the political, social, cultural, economic and intellectual history of women in the development of the United States from the early colonial era to the present.

86 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.

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. Credit limit: Maximum of 3 units may be taken for credit.

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. Credit limit: Maximum of 3 units may be taken for credit.

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. Credit limit: Maximum of 3 units may be taken for credit.

HUMANITIES

ARTS / MEDIA / HUMANITIES

FACULTY: Deborah Paulsen, Chair

EDUCATIONAL PROGRAM

The student in Humanities will have the opportunity to investigate the cultural, philosophical, sociological and historical trends which affect modern man. Studies of several cultures will be possible.

NOTE: Students are encouraged to take a foreign language as part of their college program.

NOTE: A minimum of 60 units must be completed for the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information for graduation requirements and transfer information.

ASSOCIATE IN ARTS - Humanities

Program Learning Outcomes -

upon completion, students will be able to:

- Communicate insights into the arts clearly, effectively, and with nuance in both oral and written form;
- Critically examine great works of the human imagination with significant reference to structure, metaphor, symbolism and subtext;
- Analyze how historical, political and social contexts influence various types of artistic expression;
- Articulate significant social, literary, and political perspectives found in humanities in such areas as class, ethnicity, gender, sex, and cultural orientation.



REQUIRED COURSES

| | | |
|-------------------------|---|---|
| Art 109 | The Arts of Africa, Oceania & Ancient America | 3 |
| Human 30 | The Beginning of Civilization | 3 |
| Music 111 | Music Appreciation I | 3 |
| Select two (2) courses: | | |
| Human 1 | Cultural Patterns of Western Civilization | 6 |
| Human 2 | Studies in Selected Cultures | 6 |
| Human 3 | The Arts of Contemporary Society | 6 |
| Human 31 | People in Contemporary Society | 6 |
| Select one (1) course: | | |
| Art 101 | Survey of Art History I | 3 |
| Art 102 | Survey of Art History II | 3 |
| Philos 1 | Introduction in Philosophy | 3 |
| Philos 33 | Comparative Survey of World Religions | 3 |

UNITS

3
3
3
6
3
Total 18

1 CULTURAL PATTERNS OF WESTERN CIVILIZATION (UC:CSU) 3 UNITS

Prerequisite: English 28 or ESL 8 | Lecture 3 hrs
An introduction to the general concepts of the Humanities. Mythology, music, history, philosophy, painting, drama, sculpture, architecture, and religion are studied and compared in relation to their background, medium, organization and style.

2 STUDIES IN SELECTED CULTURES (UC:CSU) 3 UNITS

Prerequisite: English 28 or ESL 8 | Lecture 3 hrs
The art, music, and literature of the cultures of the East, Middle East, Africa, and Ancient Americas are studied as they interrelate to reveal non-western views of philosophy, science, religion and the self.

3 THE ARTS OF CONTEMPORARY SOCIETY (UC:CSU) 3 UNITS

Prerequisite: English 28 or ESL 8 | 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.

30 THE BEGINNINGS OF CIVILIZATION (UC:CSU) 3 UNITS

Prerequisite: English 28 or ESL 8 | Lecture 3 hrs
A survey of cultural heritages from prehistoric times to the early civilizations of India, China, the Middle East, and Egypt; includes Classical Greek and Roman periods. Emphasis is placed on the arts, literature, religion, and cultural traditions of these civilizations.

31 PEOPLE IN CONTEMPORARY SOCIETY (UC:CSU) 3 UNITS

Prerequisite: English 28 or ESL 8 | Lecture 3 hrs
Cultural history of the arts, philosophies, science and politics of Western civilization from the Industrial Revolution to present. Evolutionary development, interrelationships and influences on modern culture are emphasized.

Interdisciplinary Studies

See General Studies.



Disciplines · Educational Programs · Course Descriptions

INTERIOR DESIGN

PROFESSIONAL STUDIES

FACULTY: Louis Zandalasini, Chair
Sharon Andershon, Vice Chair

EDUCATIONAL PROGRAM

The Interior Design Associate in Arts Degree and Certificate Program will help students qualify for state mandated certification. To fulfill LAMC Interior Design Certificate only, disregard units for A.A Degree requirements. All classes listed by number are required for LAMC Interior Design Certificate.

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

ASSOCIATE IN ARTS - Interior Design Program Learning Outcomes –

The curriculum for the AA degree in Interior Design will prepare students for numerous entry level jobs in the Interior Design field. Students will demonstrate the fields of Space Planning for Commercial and Residential Interiors, Kitchen and Bath Design, Draft person, Color Specialist, Window Treatment Specialist, Interior Design consultant, Textile Designer, and Set Designer. The program will also prepare the student for transfer to a 4-year university.

| REQUIRED COURSES | | UNITS |
|------------------|---|-------|
| IntrDgn 102 | Introduction to Interior Design | 3 |
| IntrDgn 103 | Interior Design Project Laboratory (2 semesters*) | 1+1 |
| IntrDgn 104 | Historical & Contemporary Interior Design | 3 |
| IntrDgn 105 | Textiles | 3 |
| IntrDgn106 | Drafting for Interior Designers | 4 |
| IntrDgn107 | Color for Interiors | 3 |
| IntrDgn108A | Space Planning A (Residential) | 2 |

| | | |
|-------------|-------------------------------|-----------------|
| IntrDgn108B | Space Planning B (Commercial) | 2 |
| IntrDgn109A | Kitchen Design | 2 |
| IntrDgn109B | Bath Design | 2 |
| IntrDgn110 | Lighting | 3 |
| IntrDgn 111 | Interior Design Portfolio | 3 |
| IntrDgn113 | Internship | 2 |
| IntrDgn114 | Materials & Components | 2 |
| IntrDgn115 | Window Treatments | 1 |
| | | Total 37 |

*1 unit Laboratory class must be taken two times to obtain a total of 2 units

RECOMMENDED COURSE

Drafting16 Blueprint Reading I 2

CERTIFICATE OF ACHIEVEMENT

At the completion of the program, a certificate will be awarded to the student. This certificate is designed primarily for those students who have a limited time to pursue their career goals and wish to specialize in a particular aspect of interior design. They may seek upward mobility in their present job, or they may desire to prepare themselves for a new career. Most courses taken in the program apply toward a curriculum leading to an Associate Degree in Interior Design.

Interior Design Certificate

Program Learning Outcomes –

upon completion, students will be able to:

- Demonstrate the understanding of design fundamentals, theory, process, communication and research;
- Demonstrate strategies about how to identify, comprehend, evaluate, and apply knowledge from reliable lighting sources pertaining to the lighting of the interior environment through the application of natural and artificial lighting sources;

- Demonstrate competency in the following areas: program and concept development, plan development and analysis, applications of design elements and principles to the design of interior spaces.

REQUIRED COURSES

| REQUIRED COURSES | | UNITS |
|------------------|---|-----------------|
| IntrDgn 101 | Professional Career Opportunities | 2 |
| IntrDgn 102 | Introduction to Interior Design | 3 |
| IntrDgn 104 | Historical & Contemporary Interior Design | 3 |
| IntrDgn 105 | Textiles | 3 |
| IntrDgn 106 | Drafting for Interior Designers | 4 |
| IntrDgn 108A&B | Space Planning | 4 |
| IntrDgn 109A&B | Kitchen & Bath Design | 4 |
| IntrDgn 110 | Lighting | 3 |
| IntrDgn 111 | Interior Design Portfolio | 3 |
| IntrDgn 112 | Interiors Management | 4 |
| IntrDgn 113 | Internship | 2 |
| | | Total 35 |

SUGGESTED ELECTIVES

| | | |
|-------------|------------------------------------|---|
| IntrDgn 103 | Interior Design Project Laboratory | 1 |
| IntrDgn 107 | Color for Interiors | 3 |
| IntrDgn 114 | Materials & Components* | 2 |
| IntrDgn 115 | Window Treatments | 1 |

*Required for degree

SKILL CERTIFICATE

The student will be given a Skill Certificate following the completion of the following program. Skill Certificates are for students who have limited time, and wish to limit their commitment, but desire an increased level of specialization. Most courses taken in the program apply toward curriculum leading to a Certificate of Achievement or the Associate Degree.

Program Learning Outcomes –

upon completion, students will be able to:

- Demonstrate various designs of interiors;
- Demonstrate knowledge of lighting sources and their relative energy impacts and appropriateness

to meet human needs via a lighting analysis assignment;

- Demonstrate application of technical information learned in previous courses, apply codes and regulations as appropriate to projects.

Intro to Interior Design Skill Certificate

Program Learning Outcomes –

upon completion, students will be able to:

- Demonstrate awareness of the material cultures and life styles associated with past civilizations and their relevancy to contemporary design
- Demonstrate an understanding of the craftsmanship materials and technology as they relate to furniture and interior design
- Identify furniture styles and understand why a style developed and its relationship to social, economic and political conditions

| REQUIRED COURSES | | UNITS |
|------------------|---|-------|
| IntrDgn 101 | Professional Career Opportunities | 2 |
| IntrDgn 102 | Introduction to Interior Design | 3 |
| IntrDgn 104 | Historical & Contemporary Interior Design | 3 |
| Total 8 | | |

Intro to Space Planning Skill Certificate

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 | 4 |
| IntrDgn 108A | Space Planning A (Residential) | 2 |
| IntrDgn 108B | Space Planning B (Commercial) | 2 |
| IntrDgn 109A | Kitchen Design | 2 |
| IntrDgn 109B | Bath Design | 2 |
| Total 12 | | |

Technology & Interior Design Skill Certificate

Program Learning Outcomes –

upon completion, students will be able to:

- Demonstrate some of the many different traditional, and contemporary styles of window treatment that designers use
- Identify different design trends and construction techniques in fabrics, trimmings, and accessories
- Demonstrate design light and detail, schematic design, reflected ceiling plans, and lighting calculations

| REQUIRED COURSES | | UNITS |
|------------------|------------------------|-------|
| IntrDgn 110 | Lighting | 3 |
| IntrDgn 114 | Materials & Components | 2 |
| IntrDgn 115 | Window Treatments | 1 |
| GenEng 211 | CADD for Engineers I | 3 |
| Total 9 | | |

101 PROFESSIONAL CAREER OPPORTUNITIES (CSU) 2 UNITS

Prerequisite: None | Lecture 2 hrs

Presents an overview of career opportunities in the area of interior design. Career development planning is covered in addition to job interview techniques and resume writing. Course includes speakers from the profession and field trips.

102 INTRODUCTION TO INTERIOR DESIGN (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

Introduction to interior design including color selection, textiles, space planning, furniture selection, wall coverings, window treatments and accessorizing. Introduces basic drafting skills. Career Options overview. Includes field trips.

103 INTERIOR DESIGN PROJECT LABORATORY (CSU) 1 UNIT

Prerequisite: None | Lab 3 hrs

Students will use this lab time to work on current interior design class projects in which they are enrolled with instructor supervision.

104 HISTORICAL & CONTEMPORARY (CSU) 3 UNITS INTERIOR DESIGN

Prerequisite: None | Lecture 3 hrs

Student will learn about the major forces in society and decorative arts that led to the development of styles from prehistoric time to the present. Field trips.

105 TEXTILES (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

The analysis of man-made and natural fibers, construction, weaves, dyes and finishes, relating to the selection, use and care of fabrics for residential and commercial interior design. Testing, evaluation and identification are covered. Field trips required.

106 DRAFTING FOR INTERIOR DESIGNERS (CSU) 4 UNITS

Prerequisite: None | Lecture 2 hrs, Lab 4 hrs

Develops skills in documenting interior concepts through models, designs, plans and symbols. Develops awareness of current concepts and conventions in interior design through practice, discussion and direct observation. Course covers quick sketching, lettering, dimensioning, finished drawings and models.

107 COLOR FOR INTERIORS (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.

108 SPACE PLANNING A + B (CSU) 4 UNITS

Prerequisite: None | Lecture 2 hrs, Lab 4 hrs

Space planning for interior design with an emphasis on complete environmental planning including client requirements, ADA compliance, architectural considerations, interior and exterior relationships to residential and commercial design. This course includes presentation methods and field trips.

109 KITCHEN & BATH DESIGN A + B (CSU) 4 UNITS
Advisory: IntrDgn 102 or IntrDgn115
Lecture 2 hrs, Lab 4 hrs

Kitchen design covers the cooking process, in relation to counters, cabinets, sinks, lighting, acoustics, flooring, safety, appliances and ergonomics. Bath design includes social, psychological and physical aspect of body care for residential, contract, public facilities and compliance with Americans with Disabilities Act.

110 LIGHTING (CSU) 3 UNITS
Prerequisite: None | Lecture 3 hrs

This course includes lighting basics, sources of light, lighting hardware, lighting applications and lighting as an art. Lighting specifications are covered. Applications including residential and commercial lighting are covered. Field trips required.

111 INTERIOR DESIGN PORTFOLIO (CSU) 3 UNITS
Advisory: IntrDgn102, or 106, or 108A, or 108B
Lecture 2 hrs, Lab 3 hrs

This course presents the professional tools needed to develop a professional portfolio of your interior design work as it progresses. Projects will be created and fine-tuned to include in a portfolio to secure a job in the profession.

112 INTERIORS MANAGEMENT (CSU) 4 UNITS
Prerequisite: None | Lecture 2 hrs, Lab 4 hrs

This course covers business procedures, contracts and business forms, time allocation and financial planning, bookkeeping and accounting procedures, complaints and adjustments, designer-client relations, compensations and fees, public relations and publicity.

113 INTERNSHIP (CSU) 2 UNITS

Prerequisite: None | Lecture 1 hour, Lab 3 hours
This class provides supervised fieldwork experience with professionals. This class offers numerous opportunities and hands on training in the field in a non paid position. 108 hours of fieldwork required. Beginning to advanced positions available.

114 MATERIALS & COMPONENTS (CSU) 2 UNITS
Prerequisite: None | Lecture 2 hrs

This course covers specifications of paints, finishes, flooring materials, both hard and soft, walls, ceilings, moldings, doors, windows and window treatments. Residential and Commercial applications will be covered. Field trips are required.

115 WINDOW TREATMENTS (CSU) 1 UNIT
Prerequisite: None | Lecture 1 hr

This course covers window history, hard and soft window treatments and installations, specialty installations, residential and commercial specifications, sources for design concepts, calculating fabric requirements, measuring techniques used by installers, workrooms, and interior designers and job costing.

ITALIAN FOREIGN LANGUAGES

FACULTY: Jolie Scheib, Chair

1 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.

2 ELEMENTARY ITALIAN II (UC:CSU) 5 UNITS
Prerequisite: Italian 1 or equivalent | Lecture 5 hrs
Continuation of Italian 1.

JOURNALISM ENGLISH / COMMUNICATION STUDIES

FACULTY: Louise Barbato, Chair

100 SOCIAL VALUES IN MASS COMMUNICATION (UC:CSU) 5 UNITS

Prerequisite: English 101 | 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.

KINESIOLOGY HEALTH / KINESIOLOGY / ATHLETICS

FACULTY: Leslie Milke, Chair
Cindy Cooper, Vice Chair | Joe Cascione | Steve Ruys

NOTE: The College also offers a class in Dance Techniques

35 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.

49 ADAPTED CARDIO-VASCULAR FITNESS (UC:CSU) 1 UNIT

Prerequisite: None | Lab 3 hrs
This course is designed to meet the needs of students with disabilities who can benefit from individualized cardiovascular endurance through the use of bicycle ergometers, treadmills, etc.

201 SWIMMING SKILLS (UC:CSU) 1 UNIT

Prerequisite: None | Lecture .5 hrs, Lab 1.5 hrs
This course is designed to include all levels of swimmers. Fundamental swimming skills will be developed and expanded upon. Water orientation, safety, poolside etiquette and components of fitness are included.

266 BADMINTON SKILLS (UC:CSU) 1 UNIT

Prerequisite: None | Lecture .5 hrs, Lab 1.5 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

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.

268 GOLF SKILLS (UC:CSU) 1 UNIT

Prerequisite: None | Lecture .5 hrs, Lab 1.5 hrs
The basic fundamentals of golf as well as some intermediate and advanced strategies and techniques for those who are past the novice stage are addressed. The class covers element of the game, such as the physical, mental and social aspects.

271 TENNIS SKILLS (UC:CSU) 1 UNIT

Prerequisite: None | Lecture .5 hrs, Lab 1.5 hrs
Course intended for all skill levels. It covers fundamental tennis skills and a basic understanding of the game, rules, scoring, and strategies are included. Singles and doubles play will allow students to participate in various kinds of game play.

286 BASEBALL SKILLS (UC:CSU) 1 UNIT

Prerequisite: None | Lab 3 hrs
Course will focus on developing fundamental skills, strategies, knowledge of the rules and history of

baseball. An opportunity for teamwork experience and game play will be provided. Open to all ability levels.

289 SOCCER SKILLS (UC:CSU) 1 UNIT

Prerequisite: None | Lab 3 hrs
Course will focus on developing fundamental skills, strategies, knowledge of the game and its rules while providing an opportunity for teamwork experience and game play. Open to all ability levels.

291 VOLLEYBALL SKILLS (UC:CSU) 1 UNIT

Prerequisite: None | Lecture .5 hrs, Lab 1.5 hrs
The basic fundamentals of volleyball as well as some intermediate and advanced strategies and techniques for those who are past the novice stage are addressed. The components of fitness are addressed as well as how volleyball plays a role as a lifetime activity.

303 AQUA AEROBICS (UC:CSU) 1 UNIT

Prerequisite: None | Lecture .5 hours, Lab 2.5 hours
A water aerobic exercise and conditioning class that emphasizes cardiovascular endurance and promotes fitness using water resistance. Students need not be a swimmer to participate in this class.

316 KARATE (UC:CSU) 1 UNIT

Prerequisite: None | Lecture .5 hrs, Lab 2.5 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.

329 BODY CONDITIONING (UC:CSU) 1 UNIT

Prerequisite: None | Lab 3 hrs
The class will include various aerobic activities to enhance cardiovascular conditioning. Weight resistance exercises and stretching exercises will be included to develop muscle strength, endurance, and flexibility. Training principles and concepts along with nutritional information will be introduced.

330 CARDIO KICKBOXING (UC:CSU) 1 UNIT

Prerequisite: None | Lecture .5 hrs, Lab 2.5 hrs
A non-contact aerobic activity course designed to use basic kicking and punching techniques to improve overall fitness including: cardio respiratory endurance, muscular strength and endurance, flexibility, and body composition. Weights, steps, and calisthenic exercises may also be utilized.

332 STEPS AEROBICS (UC:CSU) 1 UNIT

Prerequisite: None | Lecture .5 hrs, Lab 2.5 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.

347 PILATES MAT (UC:CSU) 1 UNIT

Prerequisite: None | Lecture .5 hrs, Lab 2.5 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.

350 WEIGHT TRAINING (UC:CSU) 1 UNIT

Prerequisite: None | Lecture .5 hrs, Lab 2.5 hrs
Weight Training and Conditioning includes progressive resistance exercises. There is an emphasis on the knowledge, understanding and values of building muscle strength and endurance. Students will develop their own physical fitness program based upon sound physiological principles.

351 YOGA (UC:CSU) 1 UNIT

Prerequisite: None | Lecture .5 hrs, Lab 2.5 hrs
Designed to introduce students to the fundamental aspects of yoga, such as postures, breathing, stretching and relaxation techniques. Through active participation students will decrease stress and improve mental wellbeing and improve overall fitness.

387 BASKETBALL (UC:CSU) 1 UNIT

Prerequisite: None | Lecture .5 hrs, Lab 2.5 hrs

This course is designed to teach all levels. It emphasizes fundamental basketball skills such as dribbling, passing and shooting. It also includes the selection and care of equipment, rules, offense and defense strategy, etiquette, terminology and the components of fitness.

185 DIRECTED STUDY (CSU) 1 UNIT

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

Credit limit: Maximum of 3 units may be taken for credit.

KINESIOLOGY ATHLETICS HEALTH / KINESIOLOGY / ATHLETICS

FACULTY: Leslie Milke, Chair
Cindy Cooper, Vice Chair | Joe Cascione | Steve Ruys

503 INTERCOLLEGIATE ATHLETICS - BASEBALL (UC:CSU) 2 UNIT

Prerequisite: None | Lab 10 hrs

Course offers advanced instruction on the fundamental skills and techniques of baseball and the opportunity for practical application in intercollegiate competition.

511 INTERCOLLEGIATE ATHLETICS - SOCCER (UC:CSU) 2 UNIT

Prerequisite: None | Lab 10 hrs

This course offers advanced instruction in the fundamental skills and techniques of soccer and the opportunity for practical application in intercollegiate competition. You must be enrolled in at least 12 units each semester and maintain at least a C grade point average.

516 INTERCOLLEGIATE ATHLETICS - VOLLEYBALL (UC:CSU) 2 UNIT

Prerequisite: None | Lab 10 hrs

Offers advanced instruction in the skills and techniques of volleyball and the opportunity for practical application in intercollegiate competition. Students must be enrolled in at least 12 units each semester and maintain at least C grade point average to participate.

552 INTERCOLLEGIATE SPORTS - CONDITIONING & SKILLS TRAINING (UC:CSU) 1 UNIT

Prerequisite: None | Lecture .5 hrs, Lab 2.5 hrs

This course is designed to improve and maintain the fitness condition of the athlete in preparation for the competitive season of play. It encompasses the mental aspects of sport performance, sport regulation and eligibility standards.

KINESIOLOGY MAJOR HEALTH / KINESIOLOGY / ATHLETICS

FACULTY: Leslie Milke, Chair
Cindy Cooper, Vice Chair | Joe Cascione | Steve Ruys

100 INTRODUCTION TO KINESIOLOGY (UC: CSU) 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.

LAW BUSINESS / LAW

FACULTY: Pat Flood, Chair | David Jordan, Vice Chair

EDUCATIONAL PROGRAMS

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, teamwork, 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.

The Los Angeles Mission College Paralegal Studies Program has been approved by the Board of Governors of the L.A. Community Colleges, and has been graduating paralegals/legal assistants since 1987. Its curriculum is continuously updated to ensure that it is a quality paralegal program.

The Paralegal Program at L.A. Mission College exceeds the mandate of 24 semester units for paralegal education requirements under the Business and Professions Code §§ 6400 and 6450 in the State of California. 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.

The student may choose an Associate in Arts Degree in Legal Assisting/Paralegal or a Certificate of Achievement. Students interested in earning an Associate Degree must also complete General Education Requirements and total a minimum of 60 units.

Since Paralegals may find work in other career fields, electives for the A.A. Degree should be considered in accounting, business, finance, and/or real estate, although none of these disciplines is specifically required. Always consult your counselor for graduation requirements. The following classes are required for both career options.

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

ASSOCIATE IN ARTS/ CERTIFICATE OF ACHIEVEMENT Legal Assisting (Paralegal)

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 1 | Business Law I | 3 |
| Law 2 | Business Law II | 3 |
| Law 10 | Introduction to Legal Assistant I | 3 |
| Law 11 | Introduction to Legal Assistant II | 3 |
| Law 12 | Tort Law & Claims Investigation | 3 |
| Law 13 | Wills, Trusts & Probate Administration | 3 |
| Law 16 | Civil & Criminal Evidence | 3 |
| Law 17 | Legal Writing | 3 |
| Law 18 | Marriage & Family Law | 3 |
| Law 19 | Property & Creditor Rights | 3 |
| Law 20 | Basic Probate Procedure | 3 |
| Law 34 | Legal Research Lab | 3 |
| | | Total 36 |

| RECOMMENDED COURSES | | UNITS |
|---------------------|---------------------------------|-------|
| CAOT 82 | Microcomputer Software Survey | 3 |
| English 101 | College Reading & Composition I | 3 |

1 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, and negotiable instruments.

2 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.

10 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.

11 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.

12 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.

13 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.

16 CIVIL & CRIMINAL 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.

17 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.

18 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.

19 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.

20 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.

34 LEGAL RESEARCH LABORATORY 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.

LEARNING SKILLS

ESL / DEV COM / LEARNING SKILLS

FACULTY: Gary Prostack, Chair

4 THE MECHANICS OF SPELLING (NDA) 1 UNIT

Prerequisite: None | Lab 2 hrs

NOTE: Class is graded pass/no-pass

Based on diagnostic assessment, the student will receive group and individualized spelling instruction designed to improve spelling skills to the level at which the student will be able to succeed in college/vocational coursework.

40 INTRODUCTION TO LEARNING DISABILITIES (NDA) 1 UNIT

Prerequisite: None | Lecture 2 hrs

NOTE: Class is graded pass/no-pass

Based on diagnostic assessment, the student receives group and individualized instruction in math fundamentals so that he/she can succeed in college vocational courses requiring computation skills. Topics covered include whole numbers, fractions, decimals, percents, ratios and proportions.

73 GRAMMAR & WRITING LAB (NDA) 1 UNIT

Prerequisite: None | Lab 3 hrs

NOTE: Class is graded pass/no-pass

This course provides students with an introduction to verb usage and grammar while completing short personal and impersonal writings. Students will have access to online writing labs and will be required to submit written assignments for peer and instructor review.

LIBERAL ARTS

LIBERAL ARTS

The Liberal Arts AA degree is intended for students who are planning to transfer to a 4-year university, including a California State University (CSU) or University of California (UC). Students are required to complete the general education requirements listed on the IGETC or CSU GE Breadth advising forms, along with a minimum of 18 units in one area of concentration. Each concentration is listed below. Students interested in achieving a Liberal Arts AA degree must complete the following:

1. Completion of a Certificate of Achievement - CSU GE Breadth or IGETC general education requirements.
2. Complete a minimum of 18 units in one area of concentration. Each area list courses needed to meet major requirements for transfer.*
3. Complete one Health and one Physical Education Course.
4. Complete one course in American History and Institutions (see CSU GE requirement areas D)
5. Complete a minimum of 60 total transferable units (electives may be necessary to total the 60 required units).

Upon completion of the IGETC or CSU GE Breadth Certificate of Achievement, 18 units in a concentration, a Health and a PE course, AND a total of 60 transferable units, students may petition for an AA degree in Liberal Arts.

**Please consult with a counselor and the Transfer Center for specific information regarding your intended major at the colleges/universities of choice to facilitate a seamless transition.*

Our Mission Is Your Success

ASSOCIATE IN ARTS

Liberal Arts: Arts & Humanities

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of humanity. Students will learn to value aesthetic understanding and incorporate these concepts when constructing 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. The Arts and Humanities Concentration allows students to take courses that will prepare them for possible majors within the fields of Art, Foreign Languages, Humanities, Film, Music, Philosophy, Religious Studies, and more.

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 major within the fields of Arts, Foreign Languages, Humanities, Film, Music, Philosophy, and Religious Studies.

| | |
|------------------------|------------------|
| Art 101, 102, 111, 201 | Multimd 100, 620 |
| Chicano 37 | Music 111, 141 |
| Cinema 3 | Philos 1, 33 |
| English 102 | Theater 100 |
| Human 1, 31 | |

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

Liberal Arts: Business

These courses promote ethical, moral, creative, critical, and practical, solution-based thinking. The Business Concentration allows students to take courses that will satisfy lower-division coursework requirements for areas within the field of Business, including Business Administration, Accounting, Finance, Marketing, Management, and more.

Program Learning Outcomes –

upon completion, students will be able to:

- Analyze and synthesize ethical, moral, creative, critical, and practical, solution-based thinking;
- Prepare for a possible major within the field of Business, including Business Administration, Accounting, Finance, Marketing, and Management.

| | |
|----------------|--------------------|
| Acctg 1, 2 | Econ 1, 2 |
| CAOT 32 | English 102 |
| CAOT 82 | Law 1 |
| CoSci 401, 430 | Math 227, 238, 260 |

Liberal Arts: Communication & Literature

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 majors within the fields of English, Creative Writing, Journalism, Communications and more. Coursework selected must be completed in at least two different disciplines.

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 for a possible major within the fields of English Communications, including Creative Writing and Journalism.

| | |
|----------------------------|-----------|
| Comm 101, 121 | Math 227 |
| English 101, 102, 127, 208 | Phil 5, 6 |
| 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.

Liberal Arts: Natural Sciences

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. The Natural Sciences Concentration allows students to take courses that will satisfy lower division coursework requirements for areas within the fields of Science, including the Allied Health fields, Nursing Preparation, Health Science and related fields, Kinesiology and related fields, Pre-Med and more.

Program Learning Outcomes –

upon completion, students will be able to:

- Examine the physical universe, its life forms and its natural phenomena;
- Prepare for a possible major within the fields of Science, including the Allied Health fields, Nursing Preparation, Health Science and related fields, Kinesiology and related fields, and Pre-Med.

| | |
|-----------------|--------------|
| Anatomy 1 | Physics 6, 7 |
| Biology 3 | Physiol 1 |
| Chem 51, 52, 65 | Psych 1, 41 |
| Fam&CS 21 | Soc 1 |
| Micro 20 | |

Liberal Arts: Social & Behavioral Sciences

These courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society to stimulate critical thinking and evaluate how societies and social subgroups operate.

The Social and Behavioral Sciences Concentration allows students to take courses that may prepare them for possible majors within the fields of Anthropology, Chicano Studies, Geography, History, Political Science, Psychology, Sociology, Urban Planning and more.

Coursework selected must be completed in at least two different disciplines.

Program Learning Outcomes –

upon completion, students will be able to:

- Analyze the perspective, concepts, theories and methodologies of the disciplines typically found in the Social and Behavioral Sciences;
- Reflect and analyze oneself and others as members of a larger society and evaluate how societies and social subgroups operate;
- Prepare for a possible major within the fields of Anthropology, Chicano Studies, Geography, History, Political Science, Psychology, Sociology, and Urban Planning.

| | |
|----------------------|--------------------------|
| AdmJus 1 | Econ 1, 2, 10 |
| AfroAm 2, 4 | Geog 1, 2, 7 |
| Anthro 101, 102, 121 | History 1, 2, 11, 12, 13 |
| Biology 3 | Math 227 |
| ChDev 1 | PolSci 1 |
| Chicano 2, 7, 8 | Psych 1, 2, 13 |
| | Soc 1, 2, 4, 11 |

LIBERAL STUDIES

LIBERAL STUDIES

The Liberal Studies Concentration is designed for students interested in entering the Teaching Profession (Elementary and Special Education). Courses taken within this concentration will satisfy lower-division coursework requirements for Liberal Studies Majors at California State University Northridge as well as at other universities. The required courses for the Liberal Studies – Multiple Subject Teacher Prep Concentration will help prepare students for transfer, but WILL NOT meet all the Liberal Studies requirements for transfer. Please consult with a counselor and the Transfer Center for specific information regarding your intended major at the specific colleges/universities of choice.

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

ASSOCIATE IN ARTS - Liberal Studies: Multiple Subject Teacher Preparation

Program Learning Outcomes –

upon completion, students will be able to:

- Synthesize a breadth of knowledge across the range of disciplines included in the major and pursue greater depth in the student's area of specialization;
- Demonstrate the ability to formulate goals for continued learning and inquiry based on a foundation of intellectual curiosity;
- Demonstrate ability to think critically and creatively;
- Demonstrate ability to write and speak clearly, coherently, and thoughtfully.

REQUIRED COURSES

| | | |
|-------------------------|------------------------------------|-----|
| Biology 3 | Introduction to Biology | 4 |
| English 101 | College Reading & Composition I | 3 |
| PolSci 1 | The Government of the U.S. | 3 |
| Comm 101 | Oral Communication 1 | 3 |
| ChDev 1 | Child Growth & Development | 3 |
| Math 215 or Math 227 | Principles of Math 1 Statistics | 3-4 |

Total 19-20

and Plan A Graduation Requirements

RECOMMENDED COURSES

| | | |
|--------------|--------------------------------------|-----|
| History 86 | Introduction to World Civilization 1 | 3 |
| PhysSc 1, 14 | Physical Science & Lab | 3-4 |

LIBRARY SCIENCE

LIBRARY

FACULTY: Sandy Thomsen, Chair | Donna Ayers
David Garza

101 LIBRARY RESEARCH METHODS (UC:CSU) 1 UNIT

Prerequisite: None | Lecture 1 hr

Students learn to use research tools found in most libraries to gather, organize, and evaluate information from various sources, including computer databases, catalogs, indexes, books, periodicals, microfilm, and the Internet.

LINGUISTICS

FOREIGN LANGUAGES

FACULTY: Jolie Scheib, Chair

1 INTRODUCTION TO LANGUAGE & LINGUISTICS (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

Examines basic linguistic concepts in cultural context. Language diversity, origins, acquisition and use are explored, with an emphasis on communication and sociocultural factors.

MANAGEMENT

BUSINESS / LAW

FACULTY: Pat Flood, Chair | Vilma Bernal

EDUCATIONAL PROGRAMS

The courses in this area of business prepare the student with the principles, basic concepts and applications underlying the management of business organizations. More specifically, the general management curriculum is for those students who want to analyze management problems and then solve them by applying relevant management theory; and to not only aspire to the middle management positions but also advance to a more responsible position of leadership in any organization.

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

ASSOCIATE IN ARTS - Management

Program Learning Outcomes -

upon completion, students will be able to:

- Demonstrate effective leadership, teamwork, and communication skills;
- Apply ethical values, global awareness, and technological skills to identify management problems and issues and make appropriate decisions;
- Apply critical thinking skills to formulate viable solutions to management problems by using basic accounting, business and financial concepts.

| REQUIRED COURSES | | UNITS |
|---------------------------------|---|-------|
| Acctg 1 or Acctg 21+Acctg 22 | Introductory Accounting I | 5-6 |
| Bus 1 | Introduction to Business | 3 |
| Bus 5 or Law 1 | Business Law I | 3 |
| CAOT 31 | Business English | 3 |
| CAOT 32 | Business Communications | 3 |
| CAOT 82 | Microcomputer Software Survey in the Office | 3 |
| Econ 1 | Principles of Economics I | 3 |

| | | |
|-----------|------------------------------------|-------------|
| Finance 8 | Personal Finance & Investments | 3 |
| Market 21 | Principles of Marketing | 3 |
| Mgmt 2 | Organization and Management Theory | 3 |
| Mgmt 13 | Small Business Management | 3 |
| Mgmt 31 | Human Relations for Employees | 3 |
| Mgmt 33 | Personnel Management | 3 |
| | | Total 41-42 |

CERTIFICATE OF ACHIEVEMENT Retail (WACF) Management

Students completing the following program will be awarded a Certificate of Achievement. This certificate is designed primarily for those students who have a limited amount of time to pursue their career goals and wish to specialize in a particular aspect of Management. They may seek upward mobility in their present job, or they may desire to prepare themselves for a new career.

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 |
|---|---|----------|
| Mgmt 2 | Organization & Management Theory | 3 |
| CAOT 31 | Business English | 3 |
| Bus 38 | Business Computations | 3 |
| Acctg 21 | Bookkeeping & Accounting I | 3 |
| Market 21 | Principles of Marketing | 3 |
| Comm 101 | Oral Communication I | 3 |
| Mgmt 33 or Fam&CS 109 | Personnel Management Supervision & Management | 3 |
| Mktg 31 | Retail Merchandising | 3 |
| Mgmt 31 | Human Relations for Employees | 3 |
| CoSci 401 or CoSci 430 or CAOT 82 | Introduction to Computers & Their Uses Microcomputer Applications I Microcomputer Software Survey in the Office | 3 |
| | | Total 30 |

2 ORGANIZATION & MANAGEMENT THEORY (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

A beginning course in theory and practice of management and organization. It gives a realistic account of what managers actually do and what they face. It presents various theories of management and organization. The functions of management with special emphasis on foreign operations and future trends in management are analyzed.

13 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 evaluation, pre-ownership preparation, management and leadership, financing, location, record keeping, employees, purchasing, advertising, sales and credit, and emphasizes adequate planning and preparation for success.

31 HUMAN RELATIONS (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

Demonstrates the practical application of basic psychology in planning, conducting and evaluating conferences and interviews. Special emphasis on dynamics of counseling, interviewing and conference leading. Attention is given to individual and group attitudes in the occupational situation as they affect motivation, status and morale.



33 PERSONNEL 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.

185 DIRECTED STUDY (CSU) 1 UNIT
Provides opportunity for in-depth study of a chosen area of Management on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

285 DIRECTED STUDY (CSU) 2 UNITS
Provides opportunity for in-depth study of a chosen area of Management on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

385 DIRECTED STUDY (CSU) 3 UNITS
Provides opportunity for in-depth study of a chosen area of Management on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.

921 COOPERATIVE ED (CSU) 2 UNITS

931 COOPERATIVE ED (CSU) 3 UNITS

941 COOPERATIVE ED (CSU) 4 UNITS

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.

MARKETING *BUSINESS / LAW*

FACULTY: Pat Flood, Chair | Vilma Bernal

EDUCATIONAL PROGRAM

The courses in the Marketing curriculum are designed for those students who wish to enter the field of marketing. The program not only provides training for a beginning career as a manufacturer's, wholesale or retail salesperson, retail buyer, and advertising account manager, but also helps the student see marketing through the eyes of the marketing manager.

The curriculum listed below provides an in-depth understanding of how to interact with customers, competition, suppliers, distributors and government. It is also designed to encourage the student to add breadth to the program by completing all recommended courses.

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

ASSOCIATE IN ARTS - Marketing

Program Learning Outcomes -

upon completion, students will be able to:

- Use marketing research tools/methods to conduct marketing research projects;
- Apply ethical values, global awareness and technological skills to identify marketing problems and issues and make appropriate decisions;
- Apply critical thinking skills to formulate viable solutions to marketing problems.

REQUIRED COURSES

| | UNITS |
|-------------------------------------|-------|
| Acctg 1 Introductory Accounting I | 5-6 |
| or Acctg 21+Acctg 22 | |
| Business 1 Introduction to Business | 3 |

| | |
|---|---|
| Bus 5 or Law 1 Business Law I | 3 |
| CAOT 31 Business English | 3 |
| CAOT 32 Business Communications | 3 |
| CAOT 82 Microcomputer Software Survey in the Office | 3 |
| Econ 1 Principles of Economics I | 3 |
| Finance 1 Principles of Finance | 3 |
| Finance 8 Personal Finance & Investments | 3 |
| Market 21 Principles of Marketing | 3 |
| Mgmt 2 Organization & Management Theory | 3 |
| Mgmt 13 Small Business Management | 3 |
| Mgmt 31 Human Relations for Employees | 3 |
| Total 41-42 | |

21 PRINCIPLES OF MARKETING (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

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 selecting an attractive target market.

22 GREEN MARKETING (CSU) 3 UNITS

Advisory: English 28 | 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.

31 RETAIL MERCHANDISING (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

Course covers the retail operation including a study of store location, layout, organization, merchandise buying, pricing, stock planning and retail sales promotion. Personnel duties and responsibilities are also studied including the tasks of all personnel.

FACULTY: Dr. Robert Smazenka, Chair
 Debby Wong, Vice Chair | Carole Akl | Roula Dakdouk
 Tigran Mkrtchyan | Bamdad Samii | Ryan Yamada | Yoon Yun

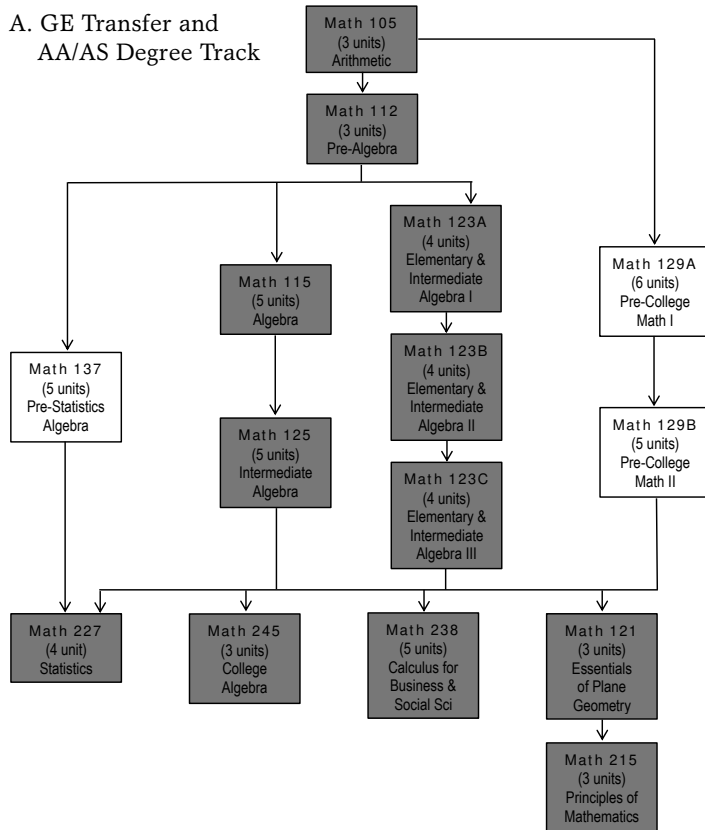
Program Learning Outcomes –

upon completion, students will be able to:

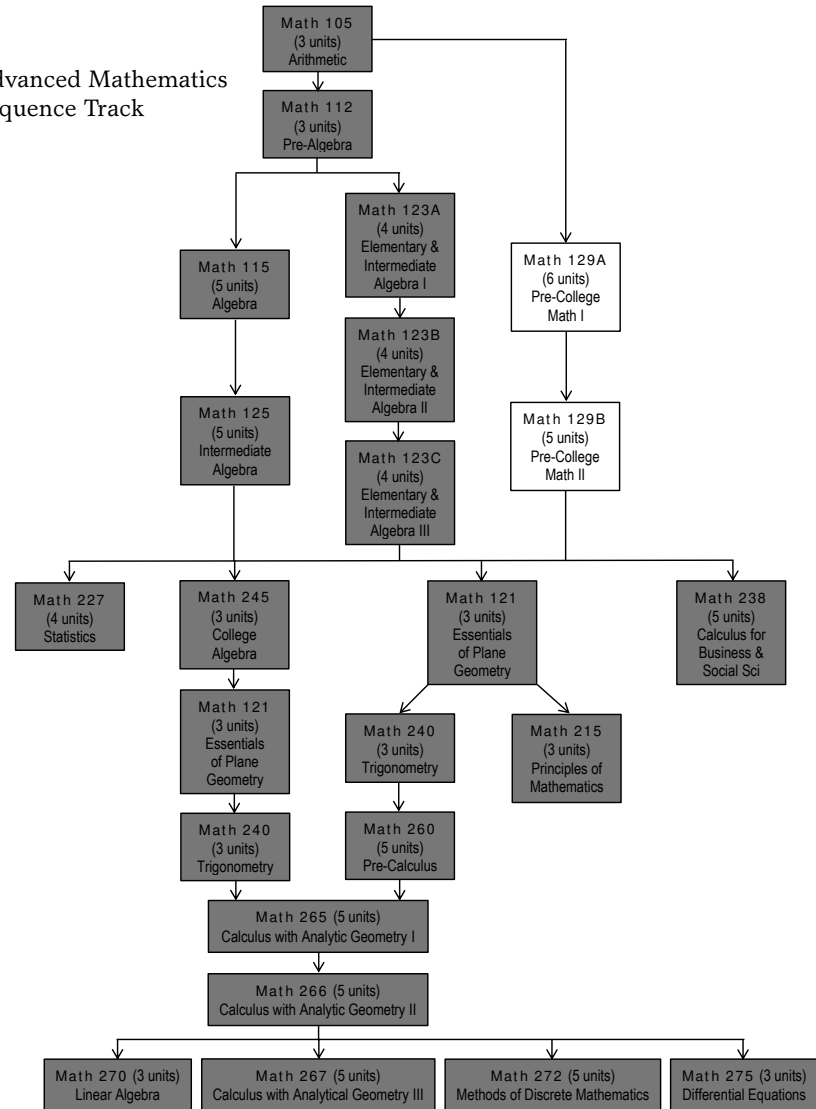
- Demonstrate proficiency in solving problems using mathematical reasoning and drawing inferences using data analysis.

MATHEMATICS COURSE SEQUENCES:

A. GE Transfer and AA/AS Degree Track



B. Advanced Mathematics Sequence Track



NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

EDUCATIONAL PROGRAM

In order to complete a major in Mathematics, students must complete a minimum of 18 units from among the following courses. Among the 18 units must be 5 units from Mathematics 266 or 267 to meet the major requirements.

ASSOCIATE IN ARTS - Mathematics

Program Learning Outcomes –

upon completion, students will be able to:

- Demonstrate proficiency in solving problems using mathematical reasoning and drawing inferences using data analysis;
- Demonstrate proficiency in extracting, analyzing and testing data, in order to draw scientifically-based inferences and conclusions.

| ELIGIBLE COURSES PREREQUISITES | | UNITS |
|--------------------------------|---|-------|
| Math 121 | Essentials of Plane Geometry | 3 |
| Math 215 | Principles of Mathematics | 3 |
| Math 227 | Statistics | 4 |
| Math 238 | Calculus for Business & Social Sciences | 5 |
| Math 240 | Trigonometry | 3 |
| Math 245 | College Algebra | 3 |
| Math 260 | Pre-calculus | 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 |
| Math 285 or Math 385 | Directed Study (see Note 1) | 3 |

NOTE 1: A maximum of 3 units from math 285 and 385 may be applied toward the degree. In order for these units to apply, a detailed plan of study must be presented and approved by the Mathematics Department. Only advanced post-calculus topics will be considered appropriate for directed study toward the degree.



ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) – Mathematics

Program Learning Outcomes –

upon completion, students will be able to:

- Demonstrate proficiency in solving problems using mathematical reasoning and drawing inferences using data analysis;
- Demonstrate proficiency in extracting, analyzing and testing data, in order to draw scientifically-based inferences and conclusions;
- Transfer to an undergraduate program at the university level in the field of mathematics.

| REQUIRED COURSES | | 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 |
| Select one course from the following: | | 3 |
| Math 270 | Linear Algebra | 3-4 |
| Math 275 | Ordinary Differential Equations | |
| Select one course from the following: | | |
| Math 227 | Statistics | Total 21-22 |
| Math 270 | Linear Algebra | |
| Math 275 | Ordinary Differential Equations | |
| CoSci 439 | Programming in C | |
| CoSci 440 | Programming in C ++ | |

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, measurement, geometric concepts, signed numbers, and a brief introduction of elementary algebra will be presented.

112 PRE-ALGEBRA (NDA) 3 UNITS

Prerequisite: Math 105 or appropriate skill level demonstrated through the math assessment process | Lecture 3 hrs

Bridges the gap between arithmetic and algebra. Topics include a review of arithmetic and an introduction to fundamental algebraic concepts.

115 ELEMENTARY ALGEBRA 5 UNITS

Prerequisite: Math 112, or appropriate skill level demonstrated through the math assessment process or by permit
Lecture 5 hrs

Explores the concepts of algebra, including signed numbers, exponents, linear equations, graphs, and quadratic equations. It also contains techniques for interpreting and solving verbal problems related to the above topics.

121 ESSENTIALS OF PLANE GEOMETRY 3 UNITS

Prerequisite: Math 123C or Math 125 or Math 129B or appropriate skill level demonstrated through the math assessment process
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.

123 ELEMENTARY & INTERMEDIATE ALGEBRA 12 UNITS

Prerequisite: Math 112 | Lecture 9 hrs, Lab 6 hrs

Course provides a combined study of elementary and intermediate algebra topics, fulfilling any intermediate algebra requisite. Topics covered include linear and quadratic equations and inequalities, graphing, polynomials, factoring, radicals, conics, functions, exponential and logarithms. Course has a computer lab component. Course equivalent to Math 115 and 125.

123A ELEMENTARY & INTERMEDIATE ALGEBRA I 4 UNITS
Prerequisite: Math 112 or or appropriate skill level demonstrated through the math assessment process
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.

123B ELEMENTARY & INTERMEDIATE ALGEBRA II 4 UNITS

Prerequisite: Math 123A or or appropriate skill level demonstrated through the math assessment process | 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.

123C ELEMENTARY & INTERMEDIATE ALGEBRA III 4 UNITS

Prerequisite: Math 123B or or appropriate skill level demonstrated through the math assessment process | 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.

125 INTERMEDIATE ALGEBRA 5 UNITS
Prerequisite: Math 115 or appropriate skill level demonstrated through the math assessment process | Lecture 5 hrs

Fundamental laws, exponents, radicals, equations (linear, quadratic, and some of higher degree), systems of equations and inequalities (linear and quadratic), conics, complex numbers, functions, logarithms and binomial theorem.

129 PRE-COLLEGE MATH 11 UNITS
Prerequisite: Math 105 or appropriate skill level demonstrated through the math assessment process | Lecture 9 hrs, Lab 4 hrs

Provides a combined study of Pre-Algebra, Beginning Algebra and Intermediate Algebra, fulfilling Intermediate Algebra requisite. Topics covered include linear and quadratic equations and inequalities, graphing, polynomials, factoring, radicals, conics, functions, exponential and logarithms. Course has a computer lab component. Course equivalent to Math 112, 115 and 125.

129A PRE-COLLEGE MATH I 6 UNITS
Prerequisite: Math 105 or appropriate skill level demonstrated through the math assessment process | Lecture 5 hrs, Lab 2 hrs

Covers topics from Pre-Algebra and Elementary Algebra, including Whole Numbers; Integers; Fractions; Decimals; Percents; Geometry; Linear Equations and Inequalities; Graphing Linear Equations; Polynomials and Factoring. Course has a computer lab component and fulfills any Pre-Algebra requisite.

129B PRE-COLLEGE MATH II 5 UNITS
Prerequisite: Math 129A or Math 115 or Math 123A or appropriate skill level demonstrated through the math assessment process
Lecture 5 hrs, Lab 2 hrs

Covers topics from Elementary and Intermediate Algebra including Factoring; Rational Expressions; Radical, Quadratic, Exponential and Logarithmic Functions; Systems of Equations and Conics. Course has a computer lab component and satisfies any Intermediate Algebra requisite.

137 PRE-STATISTICS ALGEBRA 5 UNITS
Prerequisite: Math 112, or appropriate skill level demonstrated through the math assessment process or by permit
Lecture 5 hrs, Lab 1 hr

NOTE: This course will not 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.

215 PRINCIPLES OF MATHEMATICS I (UC:CSU) 3 UNITS
Prerequisites: Math 121 and Math 123C or Math125 or Math 129B or appropriate skill level demonstrated through the math assessment process | Lecture 3 hrs

Primarily for students who plan to teach arithmetic in elementary schools. Course includes the language of sets; systems of numeration; nature of numbers and fundamental operations; number theory; functions and the field of real numbers.

227 STATISTICS (UC:CSU) 4 UNITS
Prerequisite: Math 123C or Math125 or Math 129B or appropriate skill level demonstrated through the math assessment process
Lecture 4 hrs

Includes the following topics: graphical techniques; probability and probability distributions; sampling; estimation; correlations; regression; hypotheses testing; categorical data. Emphasis is on data analysis and interpretation, using sample data to extrapolate population characteristics.

238 CALCULUS FOR BUSINESS & SOCIAL SCIENCES I (UC:CSU) 5 UNITS

Prerequisite: Math 123C or Math 125 or Math 129B or appropriate skill level demonstrated through the math assessment process

Advisory: Math 245 | Lecture 5 hrs

Includes the following topics and their business applications: polynomial, exponential and logarithmic functions; differentiation and integration; integration by parts; numerical integration; improper integrals; multivariable calculus.

240 TRIGONOMETRY (CSU) 3 UNITS

Prerequisite: Math 121 and Math 123C or Math 125 or Math 129B or appropriate skill level demonstrated through the math assessment process | Lecture 3 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.

245 COLLEGE ALGEBRA (UC:CSU) 3 UNITS

Prerequisite: Math 123C or Math 125 or Math 129B or appropriate skill level demonstrated through the math assessment process

Lecture 3 hrs

Topics include the properties of real numbers, relations, functions and their graphs, matrices and determinants, complex numbers, theory of equations, permutations, combinations, and probability.

260 PRE-CALCULUS (UC:CSU) 5 UNITS

Prerequisite: Math 240 or appropriate skill level demonstrated through the math assessment process | 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.

265 CALCULUS WITH ANALYTIC GEOMETRY I (UC:CSU) 5 UNITS

Prerequisites: Math 240 and 245 or 260

Lecture 5 hrs

The first Calculus course in a three-course sequence. Topics include: limits, continuity, derivatives, mean value theorem, fundamental theorem of calculus, definite integrals, area and volume of solids of revolution, exponential and logarithmic functions, and applications including work, curve sketching, and optimization.

266 CALCULUS WITH ANALYTIC GEOMETRY II (UC:CSU) 5 UNITS

Prerequisite: Math 265 | Lecture 5 hrs

Second course of calculus. Includes differentiation and integration of transcendental functions, polar coordinates, specialized methods of integration, parametric equations, and infinite series.

267 CALCULUS WITH ANALYTIC GEOMETRY III (UC:CSU) 5 UNITS

Prerequisite: Math 266 | Lecture 5 hrs

Third course of calculus. Includes solid analytic geometry, partial differentiation, multiple integration, vector analysis, and an introduction to differential equations.

270 LINEAR ALGEBRA (UC:CSU) 3 UNITS

Prerequisite: Math 266 | Lecture 3 hrs

Covers vector spaces, linear transformation, matrices, matrix algebra, determinants, eigen vectors and eigen values.

272 METHODS OF DISCRETE MATHEMATICS (UC:CSU) 3 UNITS

Prerequisite: Math 266 | Lecture 5 hrs

Introduction to sets, relations, functions and logic along with formal methods of proof such as contradiction, contrapositive, induction,

diagonalization, recursion, and the Pigeonhole principle. These ideas and methods are developed by looking at problems from combinatorics and counting, elementary number theory, and graph theory. Topics from map coloring, complexity, and cryptography are also discussed.

275 ORDINARY DIFFERENTIAL EQUATIONS (UC:CSU) 3 UNITS

Prerequisite: Math 266 | Lecture 3 hrs

First and higher linear equations are treated completely including techniques of exactness, separation of variables; special cases of nonlinear equations are investigated.

185 DIRECTED STUDY (CSU) 1 UNIT

Directed studies on a contract basis under the supervision of an instructor. Credit limit: Maximum of 3 units may be taken for credit.

285 DIRECTED STUDY (CSU) 2 UNITS

Directed studies on a contract basis under the supervision of an instructor. Credit limit: Maximum of 3 units may be taken for credit.

385 DIRECTED STUDY (CSU) 3 UNITS

Directed studies on a contract basis under the supervision of an instructor. Credit limit: Maximum of 3 units may be taken for credit.

MICROBIOLOGY

LIFE SCIENCES

FACULTY: J. Michael Reynolds, Chair

Dr. Stephen Brown | Dr. Angela Echeverri

20 GENERAL MICROBIOLOGY (UC:CSU) 4 UNITS

Prerequisites: English 28 or ESL, and Biology 3, and Chem 51 or Chem 65
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.

MULTIMEDIA STUDIES

ARTS / MEDIA / HUMANITIES

FACULTY: Deborah Paulsen, Chair
Curtis Stage, Vice-Chair

EDUCATIONAL PROGRAMS

ASSOCIATE IN ARTS

Students who complete Foundation and Advanced courses in one (1) Area of Concentration (37 units) and the General Education Requirements under Plan B will earn an Associate in Arts Degree in Multimedia. Consult the Graduation Requirements section of this catalog for the additional requirements. It is highly recommended that students interested in a career in Multimedia prepare for transferring to a four-year university or art school. Please contact the Transfer Center for requirements. Students who complete one of the Areas of Concentration will earn an A.A. Degree with an emphasis in that area.

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.



MULTIMEDIA: Animation & 3D Design Concentration

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 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 |

NOTE: This Program is also available as a 37-unit Certificate.

MULTIMEDIA: Graphic & Web Design Concentration

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;
- Demonstrate application of 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;
- Analyze 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 I | 3 |
| Art 501 | Beginning Two-Dimensional Design | 3 |
| Photo 10 | Beginning Photography | 3 |
| Multimd 100 | Introduction to Computer Applications | 3 |
| Multimd 110 | Visual Communication | 3 |
| Multimd 200 | Digital Imaging | 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: This Program is also available as a 37-unit Certificate.

Our Mission Is Your Success

Disciplines • Educational Programs • Course Descriptions

MULTIMEDIA: Video Production Concentration Program Learning Outcomes –

upon completion, students will be able to:

- Apply the elements and principles of production design with competent skill and technique with production equipment such as cameras and computer editing software;
- Analyze 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 |
|-----------------------------|--|-------|
| Theater 100 | Introduction to Theater | 3 |
| or Theater 200 | Introduction to Acting | |
| Cinema 3 | History of Motion Pictures & Television | 3 |
| or Cinema 4 | History of Documentary Film | |
| Photo 10 | Beginning Photography | 3 |
| Multimd 100 | Introduction to Computer Applications | 3 |
| Multimd 110 | Visual Communication | 3 |
| Multimd 200 | Digital Imaging | 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 |

NOTE: This Program is also available as a 37-unit Certificate.

CERTIFICATE OF ACHIEVEMENT

Students will receive a Certificate for the successful completion of any of the three 37-unit programs above. Certificate requirements are the same as Area of Concentration units. For additional information, consult a counselor or a faculty member in Multimedia.

SKILL CERTIFICATE

Students will receive a Skill Certificate for the successful completion of any of the following 16-unit programs. For additional information, consult a counselor or a faculty member in Multimedia.

Advanced Skills in Animation & 3D Design 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 | | UNITS |
|------------------|--|-------|
| 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 |

Advanced Skills in Graphic & Web Design 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;
- Demonstrate application of 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;
- Analyze visual forms and their aesthetic functions and basic design principles, with attention to such areas as design, color, and lighting.

| REQUIRED COURSES | | UNITS |
|------------------|-------------------------------|-------|
| 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 |



Advanced Skills in Video Production

Program Learning Outcomes –

upon completion, students will be able to:

- Apply the elements and principles of production design with competent skill and technique with production equipment such as cameras and computer editing software;
- Analyze 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 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 |



100 INTRODUCTION TO MULTIMEDIA (CSU) 3 UNITS COMPUTER APPLICATIONS

Corequisite: 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 image and text with Adobe Photoshop. Students also learn the basics of Adobe Illustrators and integrate Photoshop materials with Illustrators documents.

110 VISUAL COMMUNICATION (CSU) 3 UNITS

Advisory: MultiMd 100 & 500

Lecture 2 hrs, Lab 2 hrs

A fundamental course on the nature of visual communication. Emphasis is placed on historical, philosophical, theoretical, cultural and practical aspects of art, design and media arts. Students integrate theory and applied technology to a variety of multimedia projects.

200 DIGITAL IMAGING (CSU) 3 UNITS

Advisory: MultiMd 100 | Lecture 2 hrs, Lab 2 hrs

Explore fundamentals of photography and camera operations: Photography's relationship with digital imaging, including lighting, composition, depth of field, lens flare, incident/reflective light, motion, color and presentation. Includes photographic demonstrations, portfolio and business strategies.

210 DIGITAL EDITING (CSU) 3 UNITS

Prerequisite: None | 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.

220 ILLUSTRATION FOR MULTIMEDIA (CSU) 3 UNITS

Prerequisite: None | 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.

240 GRAPHIC DESIGN FOR MULTIMEDIA (CSU) 3 UNITS

Advisory: MultiMd 100 | 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.

300 DESIGN FOR 3-DIMENSIONAL COMPUTER APPLICATIONS (CSU) 3 UNITS

Corequisite: MultiMd 500 | Advisory: MultiMd 100

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.

310 INTERACTIVE MULTIMEDIA FOR EDUCATION & BUSINESS (CSU) 3 UNITS

Corequisite: MultiMd 500 | Advisory: MultiMd 100

Lecture 2 hrs, Lab 2 hrs

Students will create interactive environments and web animations. Introduces computer applications that integrate motion, sound and interactivity in multimedia projects. Emphasis is on innovative ways by which to conceptualize, design, and create interactive/multimedia art.

320 WEB DESIGN (CSU) 3 UNITS

Advisory: MultiMd 100 and 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.

Disciplines • Educational Programs • Course Descriptions

340 VECTOR GRAPHICS (CSU) 3 UNITS

Advisory: MultiMd 100 and 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.

350 WEB DESIGN II (CSU) 3 UNITS

Prerequisite: MultiMd 320
Advisory: MultiMd 100 and 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.

400 INTRODUCTION TO EXPERIMENTAL ANIMATION (CSU) 3 UNITS

Advisory: MultiMd 100 & 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.

402 ANIMATION WORKSHOP (CSU) 3 UNITS

Advisory: MultiMd 100 & 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.

430 COMPUTER APPLICATIONS FOR 3D ANIMATION (CSU) 3 UNITS

Advisory: MultiMd 100 & 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.

440 GAME DESIGN (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hrs, Lab 2 hrs

This is an introductory course in current techniques for electronic game design. Topics include creating graphic interfaces for games, the depiction of motion and the development of graphic components for games.

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.

600 STORY, SCRIPT & SCREEN (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

Story, Script and Screen is a fundamental course on creative writing and scripting basics. The course structure includes lectures; short and feature film screenings; writing assignments; in-class group discussion and critique.

610 INTRODUCTION TO DIGITAL VIDEO PRODUCTION (CSU) 3 UNITS

Advisory: MultiMd 100 and 500
Lecture 2 hrs, Lab 2 hrs

An introductory course emphasizing the technical and creative aspects of digital video production and editing. Professional techniques in production and post-production are stressed.

620 DIGITAL AUDIO (CSU) 3 UNITS

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.

630 DIGITAL VIDEO PRODUCTION: FOOTAGE ACQUISITION (CSU) 3 UNITS

Advisory: MultiMd 500 and 610
Lecture 2 hrs, Lab 2 hrs

A fundamental course on developing professional quality video images using HD cameras and small lighting kits, with an emphasis on shooting for flexible editing and compositing. The course structure will include: lectures, camera demos, lighting, microphone techniques, as well as in-class group productions and critiques.

640 DIGITAL VIDEO PRODUCTION: DIGITAL EDITING (CSU) 3 UNITS

Advisory: MultiMd 500, 610 and 630
Lecture 2 hrs, Lab 2 hrs

An advanced 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.

800 CURRENT TOPICS IN APPLIED MULTIMEDIA (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hrs, Lab 2 hrs

This course introduces the student to current trends in applied multimedia. Topics include new technologies, current research, troubleshooting and future directions in multimedia applications.

MUSIC

ARTS / MEDIA / HUMANITIES

FACULTY: Deborah Paulsen, Chair
Tobin Sparfeld, Vice-Chair

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.

111 MUSIC APPRECIATION I (UC:CSU) 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.

141 JAZZ APPRECIATION (UC: CSU) 3 UNITS

Advisory: English 28 or ESL 8 | 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.

321 ELEMENTARY PIANO I (UC:CSU) 2 UNITS

Prerequisite: None | Lecture 1 hr, Lab 2 hrs

Covers keyboard geography and functional keyboard skills in each key using popular tunes and classics arranged for the elementary pianist.

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.

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.

324 ELEMENTARY PIANO IV (UC:CSU) 2 UNITS

Prerequisite: Music 323 | Lecture 1 hr, Lab 2 hrs

Further study of technique and interpretation of works from all periods of the level of the Bach 2-part invention or Chopin preludes.

341 INTERMEDIATE PIANO (UC:CSU) 2 UNITS

Prerequisite: Music 324 | Lecture 1 hr, Lab 2 hrs

For those having two or more years of piano study. Standard repertoire of all periods, with assignments appropriate to level of proficiency. Technical studies of Czerny, Bergmuller, et al. All scales and arpeggios.

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.

501 COLLEGE CHOIR (UC:CSU) 1 UNIT

Prerequisite: None | 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.



OCEANOGRAPHY

PHYSICAL SCIENCES

FACULTY: Said Pazirandeh, Chair

1 INTRODUCTION TO OCEANOGRAPHY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

An introduction to Oceanography. Topics include the formation of the evolution of the sea floor, islands, coastlines, properties of seawater, motions of the sea (waves, tides and currents) and marine life. Specific reference is made to the Southern California coast.

PERSONAL DEVELOPMENT/ COUNSELING

COUNSELING

FACULTY: Michong Park, Chair

Diana Bonilla | Aleida Gomez | Sherrie Loper
Afri Walker | Tashini Walker | Linda Marie Avalos (EOPS)
Jose Luis Ramirez (EOPS) | Larry Resendez (DSPS)
Robert Schwartz (DSPS) | Adam Serda (DSPS)

4 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 vocational choice. Students will explore their interests, skills, and values through the use of career and vocational assessments. Students will access information regarding occupational characteristics, employment trends and labor market updates.

17 COLLEGE SURVIVAL SKILLS DEVELOPMENT (CSU) 1 UNIT

Prerequisite: None | Lecture 1 hr

NOTE: Class is graded pass/no-pass

This course covers 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.

22 THE TRANSFER PROCESS (CSU) 1 UNIT

Prerequisite: None | Lecture 1 hr

This course covers the community college transfer process including college/university selection, admission, and application procedures for public and private institutions of higher education. Research utilizing the internet will be included.

40 COLLEGE SUCCESS SEMINAR (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

Introduces students to the study of the educational, psychological, intellectual, social, and health-related factors that impact lifelong learning, well-being, and success. Topics include factors affecting internal and external motivation, critical thinking, effective learning strategies, interpersonal and cross-cultural communication, health and wellness issues, effective written and oral communication strategies, life management strategies, career exploration and educational planning.



PHILOSOPHY

SOCIAL SCIENCES

FACULTY: Myriam Levy, Chair | Mark Pursley

EDUCATIONAL PROGRAM

The following list of courses satisfies the requirements for a major in philosophy. Philosophy investigates concepts such as: knowledge, reason, truth, mind, freedom, destiny, identity, God, goodness, and justice. The study of philosophy cultivates the virtues of open-mindedness, tolerance of diverse perspectives, and critical thinking.

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

ASSOCIATE IN ARTS - Philosophy 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 A.A. 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 COURSES

| REQUIRED COURSES | UNITS |
|--|-------|
| Philos 1 Introduction to Philosophy I | 3 |
| Philos 6 Logic in Practice | 3 |
| Philos 20 Ethics | 3 |
| Philos 33 Comparative Survey of World Religions | 3 |
| Select two (2) additional courses: | 6 |
| Anthro 102 Human Ways of Life: Cultural Anthropology | |
| History 1 Introduction to Western Civilization I | |
| History 2 Introduction to Western Civilization II | |
| Human 31 People in Contemporary Society | |

Total 18

1 INTRODUCTION TO PHILOSOPHY (UC:CSU) 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.

5 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.

6 LOGIC IN PRACTICE (UC:CSU) 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.

20 ET EMC /Span /MCID 7 BDC (WICS) 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).

33 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.

PHOTOGRAPHY

ARTS / MEDIA / HUMANITIES

FACULTY: Deborah Paulsen, Chair
Curtis Stage, Vice Chair

9 INTRODUCTION TO CAMERAS & COMPOSITION (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

Course covers basic information in the use of cameras, lenses, film and exposure to produce good photographs.

10 BEGINNING PHOTOGRAPHY (UC:CSU) 3 UNITS

Advisory: MultiMd 100 & 500

Lecture 2 hrs, Lab 3 hrs

Supplies: Students are encouraged to provide a Digital SLR camera and must have storage media.

Covers basic digital 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.

11 ADVANCED PHOTOGRAPHY (UC:CSU) 4 UNITS

Prerequisite: Photo 10 or permission of instructor | Lecture 2 hrs, Lab 6 hrs

Provides theory and practice of contemporary use of the camera; training in projection control; includes 4x5 use, zone system, digital photography and special effects procedures with an emphasis on creative thinking and idea preparation and execution.

12 ADVANCED PHOTOGRAPHIC TECHNIQUES (CSU) 4 UNITS

Prerequisite: Photo 11 or permission of instructor | Lecture 2 hrs, Lab 6 hrs

Offers a study of advanced photographic techniques theory, chemicals and formulas necessary to the creative photographer. Includes special effects, such

as solarization, texture screens, controls of lighting, infrared photography, digital photography, etc.

47 INTRO TO COMPUTERIZED DIGITAL PHOTOGRAPHY (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hrs, Lab 3 hrs

This course is an introduction to digital image processing. Adobe Photoshop software will be used. Topics will include tools selection, processes, channels, layers, filters, sharpening, unsharp mask, despeckle, modes, filters, type effects, levels, curves, ethics.

Physical Education

See KINESIOLOGY

PHYSICAL SCIENCE

PHYSICAL SCIENCES

FACULTY: Said Pazirandeh, Chair
Richard Rains, Vice Chair

EDUCATIONAL PROGRAM

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

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

ASSOCIATE IN ARTS - 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

Disciplines • Educational Programs • Course Descriptions

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 1 | Elementary Astronomy | 3 |
| Astron 5 | Fundamentals of Astronomy Laboratory | 1 |
| Biology 3 | Introduction to Biology | 4 |
| Chem 51 or Chem 65 | Fundamentals of Chemistry I Introductory General Chemistry | 4-5 |
| Math 260 or Math 265 or Math 266 or Math 267 | Pre Calculus Calculus with Analytic Geometry I Calculus with Analytic Geometry II Calculus with Analytic Geometry III | 5 |
| Physics 6 | General Physics I | 4 |
| | | Total 21-22 |

| RECOMMENDED COURSES | | UNITS |
|---------------------|---|-------|
| Chem 101 | General Chemistry I | 5 |
| Chem 102 | General Chemistry II | 5 |
| EnvSci 2 | The Human Environment: Biological Processes | 3 |
| Physics 7 | General Physics II | 4 |

1 PHYSICAL SCIENCE I (UC:CSU) 3 UNITS
Advisory: Math 115 or 123B or 129B
Lecture 3 hrs

Course is designed for non-science majors. It meets the General Education requirements for Natural Sciences. This survey course covers the general principles of any three of the following subject areas: astronomy, chemistry, geology and physics.

14 PHYSICAL SCIENCE LABORATORY (UC:CSU) 1 UNIT
Corequisite: Physical Science I (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.

PHYSICS PHYSICAL SCIENCES

FACULTY: Said Pazirandeh, Chair
Richard Rains, Vice Chair

6 GENERAL PHYSICS I (UC:CSU) 4 UNITS
Prerequisite: Math 123C or Math 125 or Math 129B and 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), Pre-medical, Pre-dental, Pre-optometry, Pre-pharmacy, and Geology majors.

7 GENERAL PHYSICS II (UC:CSU) 4 UNITS
Prerequisite: Physics 6 | 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.

37 PHYSICS FOR ENGINEERS & SCIENTISTS I (UC:CSU) 4 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.

38 PHYSICS FOR ENGINEERS & SCIENTISTS II (CSU) 5 UNITS
Prerequisite: Physics 37 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.

39 PHYSICS FOR ENGINEERS & SCIENTISTS III (CSU) 5 UNITS
Prerequisite: Physics 37 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.

PHYSIOLOGY

LIFE SCIENCES

FACULTY: J. Michael Reynolds, Chair
Dr. Par Mohammadian, Vice Chair

Program Learning Outcomes –

upon completion, students will be able to:

- Explain and describe a fundamental homeostatic process of the human body and how they are controlled by the endocrine and nervous systems.

1 INTRODUCTION TO HUMAN PHYSIOLOGY (UC:CSU) 4 UNITS

Prerequisite: Biology 3, and Anatomy 1, and Chemistry 51 or Chemistry 65 or Chemistry 101, and English 28 or ESL 8

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.



POLITICAL SCIENCE

SOCIAL SCIENCES

FACULTY: Myriam Levy, Chair
Dr. Ebru Durukan, Vice Chair

EDUCATIONAL PROGRAM

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

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

AMERICAN HISTORY INSTITUTIONS TRANSFER REQUIREMENT

If you took a U.S. history course outside of California, make certain you meet the California State and local government transfer requirements to the California State Universities as listed below. Please consult with a counselor or a history instructor.

U.S.-1 History – History 11, 12, 13, 52, AfroAm 4, Chicano 8, Econ 10

U.S.-2 Constitution – PolSci 1

U.S.-3 State and local government – PolSci 1

ASSOCIATE IN ARTS - Political Science

Program Learning Outcomes –

upon completion, students will be able to:

- Complete a variety of course offerings to graduate with an A.A. 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;
- Demonstrate critical thinking skills necessary to assess real world issues and the various perspectives on them.

| REQUIRED COURSES | | UNITS |
|-----------------------------|---|----------|
| PolSci 1 | The Government of the United States | 3 |
| PolSci 2 | Modern World Governments | 3 |
| PolSci 5 or Geog 2 | The History of Western Political Thought Cultural Elements of Geography | 3 |
| PolSci 7 | Contemporary World Affairs | 3 |
| History 11 or History 12 | Political & Social History of the US I Political & Social History of the US II | 3 |
| Econ 1 or Econ 2 | Principles of Economics I Principles of Economics 2 | 3 |
| | | Total 18 |

RECOMMENDED COURSES

| | | |
|--------------------------------|--|---|
| English 102 | College Reading & Comprehension 2 | 3 |
| Math 227 | Statistics | 4 |
| Sociology 1 or Sociology 11 | Introduction to Sociology Racial & Ethnic Relations in US | 3 |

1 THE GOVERNMENT OF THE UNITED STATES (UC:CSU) 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.

2 MODERN WORLD GOVERNMENTS (UC:CSU) 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, political cultures, and foreign policies. Emphasis is placed on the governments of the United Kingdom, France, Germany, Mexico, Brazil, Russian Federation, China, India, Nigeria and Iran.

5 THE HISTORY OF WESTERN POLITICAL THOUGHT (UC:CSU) 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.

7 CONTEMPORARY WORLD AFFAIRS (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

Major themes and aspects of current international politics are introduced. Topics include but are not restricted to globalization, power, diplomacy, war and peace, terrorism, and economic development.

185 DIRECTED STUDY (CSU) 1 UNIT

Provides opportunity for in-depth study of a chosen area of Political Science on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

285 DIRECTED STUDIES (CSU) 2 UNITS

Provides opportunity for in-depth study of a chosen area of Political Science on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

385 DIRECTED STUDIES (CSU) 3 UNITS

Conference: 1 hour per unit

Provides opportunity for in-depth study of a chosen area of Political Science on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

PORTUGUESE
FOREIGN LANGUAGES

FACULTY: Jolie Scheib, Chair

1 ELEMENTARY PORTUGUESE I (UC: CSU) 5 UNITS

Prerequisite: None | Lecture 5 hours

First course in understanding, speaking, reading and writing Portuguese. Introduction to the culture and civilization of Brazil. Intended primarily for students with little or no knowledge of Portuguese.

PSYCHOLOGY
SOCIAL SCIENCES

FACULTY: Myriam Levy, Chair
Dr. Christopher F. Williams, Vice Chair
Dr. Patricia Johnson

EDUCATIONAL PROGRAM

This curriculum is designed to provide an opportunity for the student to complete an undergraduate major in Psychology or Psychological Services. The student is also urged to investigate related areas through elective courses.

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

ASSOCIATE IN ARTS - Psychology

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 psychological knowledge of current real world issues and the various perspectives on them;
- Compare and contrast at least two major psychological theories.

REQUIRED COURSES

| COURSE | UNITS |
|--|-------|
| Psych 1 General Psychology I | 3 |
| Psych 2 Biological Psychology | 3 |
| Biology 3 or Biology 6 Introduction to Biology / General Biology I | 4-5 |
| Math 227 Statistics | 4 |
| Select two (2) additional courses: | 6 |
| Psych 13 or Soc 24 Social Psychology | |
| Psych 14 Abnormal Psychology | |
| Psych 41 Life Span Psychology | |
| Psych 52 Psychological Aspects of Human Sexuality | |
| Soc 1 Introduction to Sociology | |

Total 20-21

RECOMMENDED COURSES

| | |
|----------|--|
| ChDev 1 | Child Growth & Development |
| Psych 32 | Psychology of Women |
| Soc 2 | American Social Problems |
| Soc 11 | Ethnic & Racial Minorities in the U.S. |



- 1 GENERAL PSYCHOLOGY I** (UC:CSU) 3 UNITS
Advisory: English 28 or ESL 8 | Lecture 3 hrs
This introductory psychology course covers biological foundations of behavior; various theoretical perspectives including learning, personality, and intelligence theories as well as experimental and research methodology.
- 2 BIOLOGICAL PSYCHOLOGY** (UC:CSU) 3 UNITS
Prerequisite: Psych 1 | Lecture 3 hrs
Introduction to the scientific study of the biological, physiological, and neuroanatomical foundations of behavior and mental processes through discussion of research of fundamental concepts and issues in psychology. The structure and functions of the brain and the nervous system and their effects on human behavior are studied.
- 13 SOCIAL PSYCHOLOGY** (UC:CSU) 3 UNITS
Prerequisite: None | Lecture 3 hrs
Examines how individuals are influenced by the behavior and presence of others. Emphasizes such topics as: liking and loving; forming impressions; aggression; changing attitudes; interactions within groups; and the psychology of conformity, obedience, and prejudice.
- 14 ABNORMAL PSYCHOLOGY** (UC:CSU) 3 UNITS
Prerequisite: Psych 1 | Lecture 3 hrs
Examines the etiology, assessment and classification, diagnosis, and treatment of the major psychological/psychiatric disorders. Topics include the history of abnormal psychology, as well as anxiety, mood, personality, dissociative, somatoform, cognitive disorders, sexual dysfunctions, addiction, schizophrenia, and disorders of childhood and adolescence. This course will provide an introduction to the Diagnostic and Statistical Manual of Mental Disorders Text Revision (DSM-IV-TR) Fourth Edition.

- 41 LIFE SPAN PSYCHOLOGY** (UC:CSU) 3 UNITS
Prerequisite: Psych 1 | Advisory: Eng 28 or ESL 8
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.
- 52 PSYCHOLOGICAL ASPECTS OF HUMAN SEXUALITY** (UC:CSU) 3 UNITS
Prerequisite: None | Lecture 3 hrs
Explores the psychological aspects of human sexuality. Addresses areas of sexual development and functioning including but not limited to: self-awareness/awareness of sexual identity: sex organs and their functions: sexual myths and fallacies; sexual dysfunction and variant behavior.
- 185 DIRECTED STUDY** (CSU) 1 UNIT
Allows students to pursue directed study in Psychology on a contract basis under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.
- 285 DIRECTED STUDY** (CSU) 2 UNITS
Allows students to pursue directed study in Psychology on a contract basis under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.
- 385 DIRECTED STUDY** (CSU) 3 UNITS
Provides opportunity for in-depth study of a chosen area of Psychology on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

SOCIOLOGY

SOCIAL SCIENCES

FACULTY: Myriam Levy, Chair Chair | Jill Biondo

EDUCATIONAL PROGRAM

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

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

ASSOCIATE IN ARTS - Sociology

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 service learning skills by participating in internships in local community agencies to obtain experience in social work related areas;
- Participate in educating others through activism, awareness of social problems, or educational campaigns to reduce those problems through on campus activities, community events, or volunteer work in non-profit organizations and more.

| REQUIRED COURSES | | UNITS |
|------------------|--|----------|
| Soc 1 | Introduction to Sociology | 3 |
| Soc 2 | American Social Problems | 3 |
| Soc 4 | Sociological Analysis | 3 |
| Soc 11 | Ethnic & Racial Minorities in the U.S. | 3 |
| Math 227 | Statistics | 4 |
| Psych 1 | General Psychology I | 3 |
| Hum 1 or Hum 2 | Cultural Patterns of Western Civilization Studies in Selected Cultures | 3 |
| | | Total 22 |

RECOMMENDED COURSES

| | | |
|-----------|--|---|
| AfroAm 2 | The African-American in Contemporary Society | 3 |
| AfroAm 4 | The African-American History in US 1 | 3 |
| Chicano 2 | The Mexican-American in Contemporary Society | 3 |

1 INTRODUCTION TO SOCIOLOGY (UC:CSU) 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.

2 AMERICAN SOCIAL PROBLEMS (UC:CSU) 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, issues of social privilege, health care, the environment, educational inequalities, terrorism; and the potential solutions to these social problems.

3 CRIME & DELINQUENCY (UC:CSU) 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.

4 SOCIOLOGICAL ANALYSIS (UC:CSU) 3 UNITS

Advisory: Soc 1 | Lecture 3 hrs

An introduction to the scientific study of social research: topics include research design, conceptualization, measurement, sampling methodology, and both qualitative and quantitative data analysis. Students will analyze specific data collected in the field.

11 ETHNIC & RACIAL MINORITIES IN THE UNITED STATES (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

Describes how race, class, religion and gender shape the experience of diverse groups in America: patterns of prejudice and discrimination that affect major ethnic, racial and minority groups; and the complexities of race relations and its impact on society.

24 SOCIAL PSYCHOLOGY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

Examines how individuals are influenced by the behavior and presence of others. Emphasized such topics as: liking and loving; forming impressions; aggression; changing attitudes; interactions within groups; and the psychology of conformity, obedience, and prejudice.

28 THE FAMILY: A SOCIOLOGICAL APPROACH (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hrs

Examines the diverse definitions of the family; the role of marriage, divorce, cohabitation, parenting, and work. The impact of culture, race, social class, gender, and sexual orientation onto individuals and society, according to sociological research.

185 DIRECTED STUDY (CSU) 1 UNIT

Provides opportunity for in-depth study of a chosen area of Sociology on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

285 DIRECTED STUDIES (CSU) 2 UNITS

Provides opportunity for in-depth study of a chosen area of Sociology on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

385 DIRECTED STUDY (CSU) 3 UNITS

Provides opportunity for in-depth study of a chosen area of Sociology on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.



Our Mission Is Your Success

SPANISH

FOREIGN LANGUAGES

FACULTY: Jolie Scheib, Chair

EDUCATIONAL PROGRAM

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.

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

ASSOCIATE IN ARTS - Spanish

Program Learning Outcomes –

upon completion, students will be able to:

- Communicate orally and in writing in Spanish with fluency and comprehension (Written and Oral Communication);
- Using the Spanish language describing people, situations, relationships and places (Written and Oral Communication);
- Read critically with ability to summarize and analyze main ideas (Written and Oral Communication).

REQUIRED COURSES

| | | |
|---|--|----|
| Linguistics 1 | Introduction to Language & Linguistics | 3 |
| and three courses from the following: (to include Spanish 4) | | 15 |
| Spanish 1 | Elementary Spanish I | |
| Spanish 2 | Elementary Spanish II | |
| Spanish 3 | Intermediate Spanish I | |
| Spanish 4 | Intermediate Spanish II | |
| Spanish 5 | Advanced Spanish I | |
| Spanish 6 | Advanced Spanish II | |
| Total 18 | | |

NOTE: Native or near-native speakers of Spanish normally begin with Spanish 3, followed by Spanish 4, 5, and 6 in that order.

1 ELEMENTARY SPANISH I (UC:CSU) 5 UNITS

Prerequisite: None | Lecture 5 hrs

Introduction to present and past tenses. Students learn vocabulary and related skills for oral and written comprehension and expression through discussion of topics such as clothing, food, family, sports and cultural aspects of Latin American and Spain.

2 ELEMENTARY SPANISH II (UC:CSU) 5 UNITS

Prerequisite: Spanish 1 or equivalent
Lecture 5 hrs

Elementary Spanish II continues the study of elementary grammar. Includes the reading of simplified texts with continued emphasis on aural and written comprehension, oral expression, and the writing of simple Spanish. Further study of Spanish and Hispanic cultures. Use of the language laboratory may be required. Basic computer skills required for accessing online activities.

3 INTERMEDIATE SPANISH I (UC:CSU) 5 UNITS

Prerequisite: Spanish 2 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.

4 INTERMEDIATE SPANISH II (UC:CSU) 5 UNITS

Prerequisite: Spanish 3 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.

5 ADVANCED SPANISH I (UC:CSU) 5 UNITS

Prerequisite: Spanish 4 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.

6 ADVANCED SPANISH II (UC:CSU) 5 UNITS

Prerequisite: Spanish 5 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.

8 CONVERSATIONAL SPANISH (CSU) 2 UNITS

Prerequisite: Spanish 2 or equivalent
Lecture 2 hrs

Practical conversation and improvement of conversational fluidity 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.

185 DIRECTED STUDY (CSU) 1 UNIT
 Provides opportunity for in-depth study of a chosen area of Spanish on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

Speech

See COMMUNICATION STUDIES

THEATER

ARTS / MEDIA / HUMANITIES

FACULTY: Deborah Paulsen, Chair

100 INTRODUCTION TO THE THEATER (UC:CSU) 3 UNITS

Prerequisite: English 21 or ESL 6A

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 theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions.

200 INTRODUCTION TO ACTING (UC:CSU) 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.

271 INTERMEDIATE ACTING (UC: CSU) 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.

272 INTERMEDIATE APPLIED ACTING 3 UNITS

Prerequisite: Theater 200

Lecture 2 hr, Lab 4 hrs

Follows 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.

300 INTRODUCTION TO STAGE CRAFT (UC: CSU) 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.

310 INTRODUCTION TO THEATRICAL LIGHTING (UC: CSU) 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.

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.

450 BEGINNING STAGE MAKE-UP (UC: CSU) 2 UNITS

Prerequisite: None | Lecture 1 hr, Lab 3 hrs

Techniques and practices of theatrical makeup design and application. Facial analysis, glamor, aging of the face, beards, stylized, and impersonation makeups are performed by the student on their own face. Topics include the use of makeup for film and television.



*Our Mission
Is
Your Success*



Faculty

Akl, Carole E.

Instructor of Mathematics
B.S., M.A., University of California,
Los Angeles

Ayers, Donna J.

Associate Professor of Library Science
B.S., University of Nebraska
M.Ed., University of Nebraska
M.L.I.S., San Jose State University

Barbato, Louise

English & Communication Studies
Department Chair
Professor of English
B.A., M.A., University of California,
Los Angeles
Ph.D., Dottore In Lettere, Università
degli Studi, Padova, Italy

Bernal, Vilma

Vice Chair of Business
Instructor of Business
B.A., Pepperdine University
M.B.A., Woodbury University

Biondo, Jill K.

Assistant Professor of Sociology
B.A., University of California, Santa Barbara
M.A., California State University, Northridge

Brown, Stephen T.

Vice Chair of Biology &
Environmental Science
Instructor of Life Sciences
B.A., California State University, Northridge
Ph.D., University of California, Los Angeles

Bonilla, Diana I.

Instructor of Counseling
B.A., University of California, San Diego
M.A., San Diego State University

Cascione, Joe

Assistant Professor of Kinesiology
Head Coach Baseball
B.A., California Lutheran University
M.A., Walden University
Teaching Credential, California State
University, Northridge

Climo, Michael J.

Vice Chair and Associate Professor of
English as a Second Language
B.A., Sonoma State University
M.Ed., University of Nevada, Las Vegas

Cooper, Cindy

Vice Chair and Instructor of
Health & Kinesiology
B.A., M.A., California State
University, Northridge

Dakdouk, Roula R.

Instructor of Mathematics
B.S., M.S., California State University,
Los Angeles

Daly, Carolyn

Vice Chair and Instructor of English
B.A., University of California, Berkeley
Ph.D., University of Southern California

De Silva, Lilamani

Professor of Child Development
B.A., M.A., Pacific Oaks College, Pasadena

Diaz-Cooper, Veronica

Instructor of English
B.A., M.A., California State University,
San Bernardino

Durukan, Ebru

Vice Chair and Assistant Professor of
Political Science
B.A., Bilkent University
M.A., University of Nottingham
M.A., Claremont Graduate University
Ph.D., Claremont Graduate University

Echeverri, Angela C.

Professor of Life Sciences & Chemistry
B.S., M.S. University of Illinois at
Urbana-Champaign
Ph.D., University of California, Los Angeles

Eguaras, Louis J.

Instructor of Food Service Management/
Culinary Arts
B.A., Hospitality Restaurant Mgmt
New England Culinary Institute

Enos, Kelly William

Vice Chair of Admin. of Justice
A.S., College of the Canyons
B.S., M.S., National University, San Diego

Fenton, Mike

Vice Chair of Chemistry
Instructor of Life Sciences & Chemistry
B.S., Ph.D., University of California,
Los Angeles

Flood, Patricia

Business & Law Department Chair
Professor of Computer Applications &
Office Technologies
B.S., M.Ed., Boston University

Garza, David

Instructor of Library Science
B.A., California State University, Los Angeles
M.L.S., University of California, Los Angeles

Gomez, Aleida

Instructor of Counseling
B.A., M.S., California State
University, Northridge

Godjoian, Gayane

Professor of Chemistry
B.S. (ACS Certified), California State
University, Los Angeles
Ph.D., University of California Santa Cruz

Johnson, Patricia D.

Professor of Psychology
B.A., California State University
Dominguez Hills
M.A., Antioch University
Psy.D., Ryokan College

Jordan, David

Vice Chair and Professor of Law
B.A., Georgetown University
J.D., Loyola Law School

Kerwin, Barbara

Professor of Art
B.A., Washington State University
M.A., California State University, Los Angeles
M.F.A., Claremont Graduate University

Kubicki, Paul C.

Associate Professor of Computer Science
B.S., California State University, Sacramento
MM III, CDB III Certified

Ladinsky, Gina

Assistant Professor of English
B.S., California State University, Long Beach
M.P.W., University of Southern California

Levy, Myriam M.

Social Sciences Department Chair
Associate Professor of Sociology
A.A., Los Angeles Valley College
B.A., M.A., California State University, Northridge

Long, Margie L.

Vice Chair and Professor of
Communication Studies
A.A, Spokane Community College
B.A., B.A., Gonzaga University
M.A., University of California, Davis

Loper, Sherrie

Assistant Professor of Counseling
B.A., M.S., California State University, Northridge

Luis, Cynthia

Assistant Professor of English as a
Second Language
B.A., University of California, Los Angeles
M.A., University of Southern California

Maldonado, Jose A.

Vice Chair of Chicano Studies
Associate Professor of
Chicano Studies & History
B.A., California State University, Northridge
M.A., Arizona State University

Mkrtchyan, Tigran

Instructor of Mathematics
B.S., M.S., Yerevan State University, Armenia
M.S., California State University, Northridge

Milke, Leslie

Health, Kinesiology & Athletics Dept. Chair
B.A., M.A., California State University, Northridge

Mohammadian, Parvaneh

Assistant Professor of Life Sciences
B.S., M.S. University of Erlangen-
Nuremberg, Germany
Ph.D., University of Erlangen-
Nuremberg, Germany

Morales, John J., Jr.

Chicano Studies Department Chair
Professor of Chicano Studies & History
B.A., California State Polytechnic University, Pomona
M.A., San Diego State University

Moreno, Monica M.

Director of Child Development Center
A.A., Los Angeles Mission College
B.A., M.A., Pacific Oaks College

Nerud, Steven

Instructor of Accounting/Finance
B.S., Arizona State University
M.B.A., Northwestern University

Park, Mi Chong

Counseling Department Chair
Associate Professor of Counseling
B.A., M.S., California State University, Northridge

Park, Riye

Assistant Professor of English as a
Second Language
B.A., Santa Clara University
M.S., University of Southern California

Paulsen, Deborah R.

Art, Media & Performance Dept. Chair
Professor of Art
A.A.S., Spokane Falls Community College
B.F.A., Eastern Washington University
M.F.A., Claremont Graduate University

Pazirandeh, Said

Physical Sciences Department Chair
Instructor of Physical Science/Chemistry
B.S., M.S., San Diego State University

Phares, D'Art

Vice Chair of African American Studies
& History
Assistant Professor of History
B.A., Pepperdine University, Malibu
M.A., University of California, Los Angeles

Polk, Susan

Vice Chair and Instructor of
Developmental Communications
B.A., M.A., California State University, Northridge

Prostak, Gary

ESL/DevCom/Learning Skills Dept. Chair
Professor of English as a Second Language
B.A., M.Ed., Worcester State University
MATESL, Simmons College

Pursley, Mark

Professor of Philosophy
B.A., Westmont College
M.A., Fuller Theological Seminary

Rains, Richard

Vice Chair of Astronomy, Physical
Science & Physics
Professor of Physics & Astronomy
B.S., University of California, Los Angeles
M.S., California State University, Los Angeles
M.A., Mount Saint Mary's College

Ramirez, Jose Luis

Professor of Counseling
B.A., California State University, Northridge
M.S., University of LaVerne, Los Angeles

Raskin, Edward

Professor of Business
B.A., M.A., California State University, Los Angeles

Rettker, Mari

Vice Chair and Assistant Professor of
Computer Science
B.A., California State University, Northridge

Reynolds, J. Michael

Department Chair and
Instructor of Life Sciences
B.S., M.S., Stanford University

Riesberg, Curt

Assistant Professor of
Developmental Communications
B.A., University of Minnesota
M.A.T., Kent State University, Ohio
M.P.W., University of Southern California

Rodriguez, Patricia

Assistant Professor of Child Development
B.A., California State University, Northridge
M.A., Pacific Oaks College

Faculty

Ruys, Steve

Athletic Director
Assistant Professor of Health & Kinesiology
B.S., California Lutheran University
M.S., Fresno Pacific University

Samii, Bamdad

Instructor of Mathematics
B.S., M.S., California State
University, Northridge

Sanchez, Jesus

Instructor of Food Service Management/
Culinary Arts
A.S., Food Service Management &
Related Techniques, LAMC

Serda, Adam

Instructor of Counseling (DSPS)
M.S., B.S., Fresno State University
A.A., College of the Sequoias

Schwartz, Robert

Disability Specialist
Assistant Professor of Social Work
B.A., Macalester College
M.S.W., Augsburg College

Scheib, Jolie R.

Foreign Language Dept. Chair, Associate
Professor of Romance Languages
B.A., M.A., California State
University, Northridge
Ph.D., University of California, Los Angeles

Silver, Janice G.

Department Chair and Associate Professor
of Child Development
B.Ed., University of Saskatchewan
Saskatoon, Canada
M.A., Pacific Oaks College, Pasadena

Smazenka, Robert L.

Mathematics & Computer Science
Department Chair
Professor of Mathematics
B.S., California State University, Northridge
M.S., California State University, Los Angeles
Ph.D., University of Southern California

Sparfeld, Tobin

Vice Chair and Assistant Professor of Music
B.A., Principia College
M.M., Illinois State University
D.M.A., University of Miami, Florida

Stage, Curtis

Associate Professor of Multimedia
Vice Chair of Multimedia & Photography
B.F.A., California State University, Long Beach
M.F.A., Claremont Graduate University

Thomsen, Sandy

Library Department Chair Assistant
Professor of Library Science
A.A., Fullerton College
B.A., California State University, Northridge
M.L.S., San Jose State University

Villegas-Vidal, Ludi

Professor of Counseling
B.S., M.S., California State University,
Los Angeles

Walker, Afri

Instructor of Counseling
B.A., University of California, Los Angeles
M.S., National University

Walker, Tashini N.

Instructor of Counseling
B.A., University of California, Los Angeles
M.S., California State University, Northridge

Waktola, Daniel

Assistant Professor of Geography
B.A., Addis Ababa University, Ethiopia
M.Sc., Wageningen University,
The Netherlands
Ph.D., Asian Institute of Technology, Thailand

Williams, Christopher F.

Vice Chair and Assistant Professor
of Psychology
B.A., M.Ed., Ed.D., Penn State University

Wong, Debby

Vice Chair and Professor of Mathematics
B.S., M.S., California State
University, Pomona

Woodmansee, Joyce

Professor of Computer Applications &
Office Technologies
B.S., M.S., California State
University, Northridge

Yamada, Ryan N.

Instructor of Mathematics
B.S., University of Puget Sound
M.S., University of California, Riverside

Yun, Yoon

Associate Professor of Mathematics
B.A., M.S., California State
University, Northridge

Zaiens, Marie Elaina

Director, Learning Center
Instructor of Developmental
Communications & English
B.A., Kean University
M.A., Claremont Graduate University

Zandalasini, Louis J.

Professional Studies Department Chair
Professor of Culinary Arts &
Food Service Management
B.S., Golden Gate University, San Francisco

Ackerknecht, Charles
1987-1999
Professor of Mathematics

Bommer, Terry
1975-2010
Professor of Accounting

Bowman, Carla *
1976-1993
Math and Science Cluster Chair, Associate
Professor of Biology, Microbiology

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 and
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

Farren, Cornelius D. *
1985-1995
Professor of Philosophy

Fellows, Donald K. *
1975-1992
Professor of Geography

Fenytes, Maria
1982-2007
Natural Sciences Department Chair
Professor of Chemistry

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, Child Development

Hoggatt, Clela P. Allphin
1975-1992
Professor of English

Jacobson, Marvin M.
1985-1994
Professor of Journalism

Jones, David
1975-2001
Assistant Professor of English

Kalter-Flink, Joanne
1990-2009
Professor of Counseling

Kearney, John H.
1975-1984
Professor of Cooperative Education

Kellogg, Edmund
1985-1995
Professor of Law

Klitsner, John
1988-2013
Athletic Director

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

Lopez, Benjamin

1976-1995
Professor of Spanish & French

Malki, Abdo

2001-2013
Professor of Mathematics

Manoogian, Lorraine

1999-2010
Instructor of Geography

McClain, Doris G. *

1975-1992
Professor of Child Development

McFerran, Douglas

1975-2003
Professor of Philosophy

Marek, Robert

1975-1986
Assistant Professor of Mathematics

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

Retig, Arthur C.

1986-1994
Professor of Electronics &
Vocational Education

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

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

Smith, Marshall L.

1975-1995
Professor of Biology

Suyama, Ruth

1975-2003
Professor of History

Torres, Andres R.

1975-1995
Professor of Speech

Wada, Junko J.

1995-2009
Professor of Child Development

Walker, Gwen

1978-2010
Professor of Counseling

Weidler, John *

1978-1988
Professor of Real Estate

Yguado, Alex

1975-2007
Professor of Economics

*Deceased

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.

Add Permit

A card issued by an instructor upon presentation of a valid identification card (ID Card) which permits the student to add the class if the instructor determines that there is room. Enrollment in the class is official only if the Add Permit is processed by 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 (A.A. or A.S.)

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

Bachelor's Degree (B.A., A.B., B.S.)

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

Career Education Certificate

A certificate granted by a community college which recognizes a student's satisfactory completion of an organized program of vocational study of 16 to 45 units

Career Program

A group of courses planned to lead to competency in a particular field of study and to either a Career Education Certificate or an A.A. Degree

Class Section

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.

Continuing Student

A student registering for classes who attended the college during the previous semester. A student registering for the Fall semester is a continuing student if he or she attended the college during the previous Spring semester; attendance during the summer session is not included in this determination.

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 Title

A phrase descriptive of the course content; for example, the course title of Accounting 1 is "Introductory Accounting I."

Glossary of Terms

Credit by Examination

Course or unit credit granted for demonstrated proficiency through testing

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.

Dropping

The action a student takes in withdrawing his or her enrollment from one or more classes during a semester and continuing in other class(es). See "withdrawal."

Educational Program

A planned sequence of credit courses leading to a defined educational objective such as a Career Education Certificate or Associate Degree

Electives

Courses recommended for a given major in addition to prescribed requirements

Enrollment

That part of the registration process during which students select classes by ticket number to reserve a seat in a selected class and be placed on the class roster. A student may also enroll in a class by processing an Add Permit obtained from the instructor of the class.

Full-time Student

A student may be verified as a full-time student if he/she is enrolled and active in 12 or more units during the Fall or Spring semester.

General Education Requirements

These are also called Breadth Requirements, groups of courses selected from several disciplines, which are required for graduation.

Grade Points

The numerical value of a college letter grade: A-4, B-3, C-2, D-1, F-0

Grade Point Average

A measure of academic achievement used in decisions on probation, graduation, and transfer. The GPA is determined by dividing the total grade points earned by the number of attempted units.

Grade Points Earned

Grade points times the number of units for a class

INC – Incomplete

The administrative symbol "INC" is recorded on the student's permanent record in situations in which the student has not been able to complete a course due to circumstances beyond the student's control. The student must complete the course within one year after the end of the semester or the "I" reverts to a letter grade determined by the instructor. Courses in which the student has received an Incomplete ("INC") may not be repeated unless the "INC" is removed and has been replaced by a grade of "D" or "F." This does not apply to courses which are repeatable for additional credit.

IP – In Progress

An "IP" is recorded on the student's permanent record at the end of the first semester of a course that continues over parts or all of two semesters. A letter grade is recorded at the end of the semester in which the course ends.

Lower Division

Courses at the freshman and sophomore levels of college

Major

A planned series of courses and activities selected by a student for primary emphasis during the student's study at the college

Minor

The subject field of study which a student chooses for secondary emphasis

Module

A portion of a parent course offered for the benefit of students who may not be able to attempt the work of the entire course in one semester. Students should, when possible, attempt to complete all modules of a parent course in one year. A letter in the course number field identifies a module.

Non Degree Applicable

Category of courses called Non Degree Applicable. These classes are marked (NDA) in the Catalog and Schedule. Credit for these classes does not apply toward the A.A. or A.S. degree. These classes are not transferable.

Non-Penalty Drop Period

The first four weeks of a regular Fall or Spring semester during which a student's enrollment in a class is not recorded on the student's permanent record if the student drops by the deadline. This deadline will be different for short term and summer session courses.

Pass/No-Pass

A form of grading whereby a student receives a grade of P or NP instead of an A, B, C, D, or F. A "P" is assigned for class work equivalent grade to a grade of C or above.

Parent Course

A course which may be offered in modules. Credit for all modules of a parent course is equivalent to credit for the parent course. Parent courses are all courses without letters in the course number field.

Permit to Register

A form listing an appointment day and time at which the student may register. The permit is issued to all new students upon acceptance to the college, and to all continuing students.

Placement Tests

Tests given prior to admission, which are used to determine the student's assignment to the most appropriate class level

Prerequisite

A class or skill you must have prior to enrolling into the target class. The faculty of that discipline require the prerequisite because they feel it is necessary for you to succeed in the target course.

Progress Probation

After enrolling in 12 units, a student whose total units for which a W, NCR, or I has been assigned equals 50 percent or more of the units enrolled is placed on progress probation. A student whose cumulative number of units for which a W, NCR, or I has been assigned equals 50 percent or more for two consecutive semesters is subject to dismissal from the college.

Report Delayed (RD)

This temporary administrative symbol is recorded on the student's permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

Registration

The process whereby a continuing student or a new or reentering student whose application has been accepted formally enters the college for a specific semester and receives an identification card (ID Card). The student may enroll in open classes as part of the registration process.

Returning Student

A student registering for classes who did not attend the college during the previous semester. A student registering for the Fall semester is a returning student only if he or she did not attend the college during the Spring semester; attendance during the summer session is not included in this determination.

Schedule of Classes

A booklet used during registration giving the Subject Title, Course Number, Course Title, Units, Time, Instructor, and Location of all classes offered in a semester

Semester

One half of the academic year, usually 18 weeks of instruction

Subject

A division into which knowledge is assembled for study, such as art, mathematics, or history

Subject Deficiency

Lack of credit for a course or courses required for some particular objective, such as graduation or acceptance by another institution

Transfer

Changing from one collegiate institution to another after having met the requirements for admission to the second institution

Transferable Units

College units earned through satisfactory completion of courses, which have been articulated with four-year institutions

Transcript

An official list of all courses taken at a college or university showing the final grade received for each course

Transfer Courses

Courses designed to match lower division courses of a four-year institution and for which credit may be transferred to that institution

Units

The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or other exercises not requiring outside preparation.

Units Attempted

Total number of units in the courses for which a student received a grade of A, B, C, D, or F

Units Completed

Total number of units in the courses for which a student received a grade of A, B, C, D, F, or CR

Units Enrolled

Total number of units in which the student is enrolled at the end of the non penalty drop period, which is the total number of units for all courses appearing on the student's transcript

W

An administrative symbol assigned to a student's permanent record for classes which a student has dropped or has been excluded by the instructor after the end of the non-penalty drop date but before the last day to drop

Withdrawal

The action a student takes in dropping all classes during any one semester and discontinuing course work at the college

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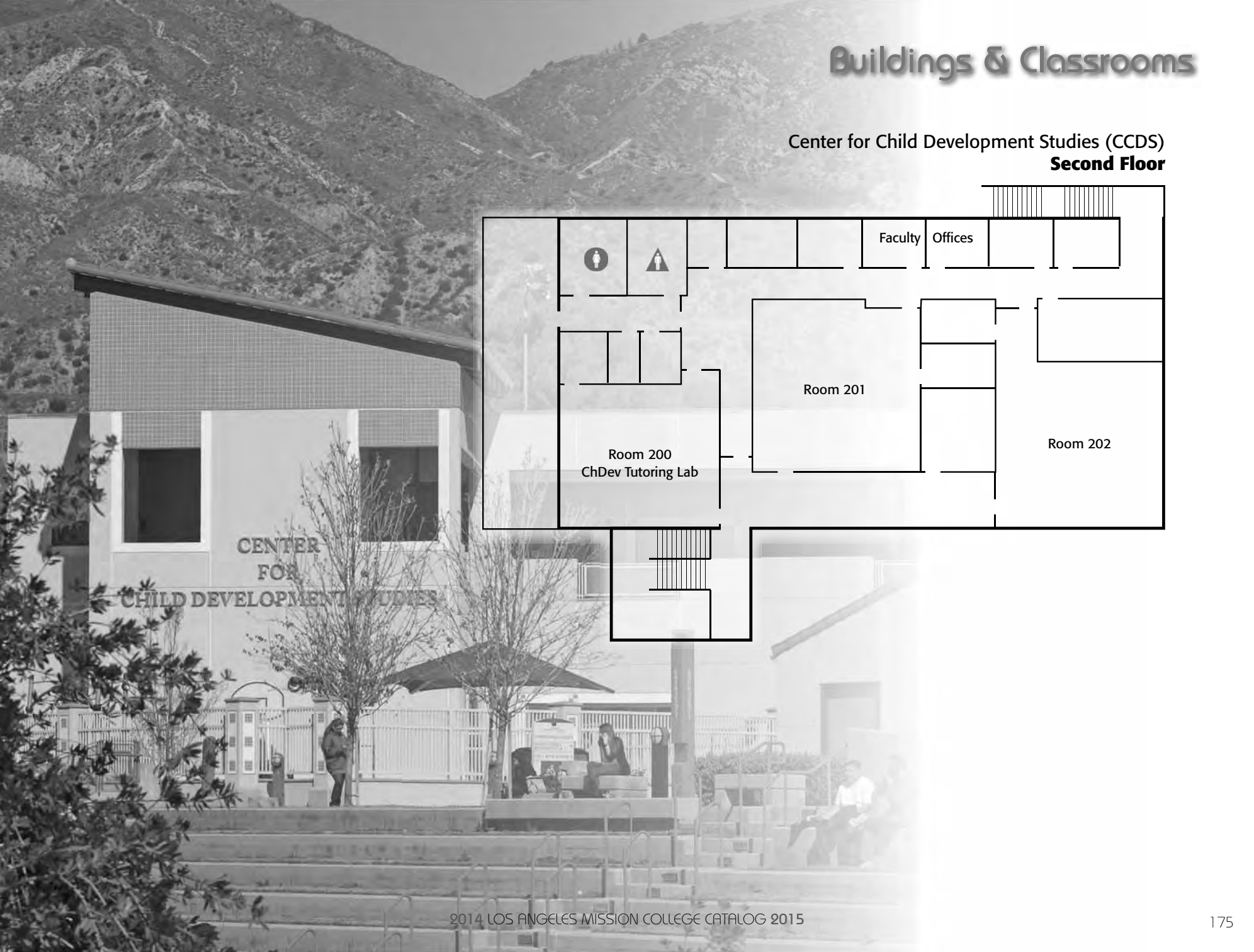
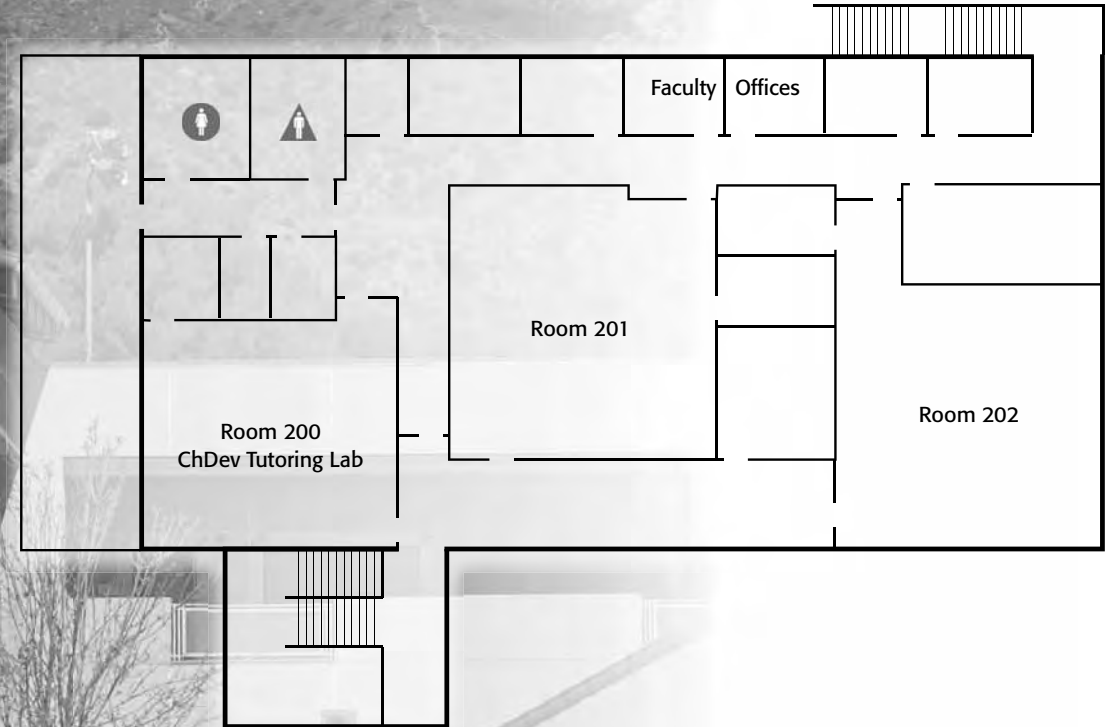
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DIRECTORY OF COLLEGE SERVICES

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|--|---------------------------------|
| Academic Affairs | 818.364.7632 |
| Admissions & Records | 818.833.3322 |
| Assessment Center | 818.364.7613 |
| Business Office | 818.364.7600 x7110 |
| CalWORKs | 818.364.7760 |
| Campus Security | 818.364.7843 |
| Child Development Center | 818.364.7865 |
| Cooperative Education | 818.364.7700 |
| 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 |
| Extended Opportunity Program & Services (EOPS) | 818.364.7645 |
| ESL Program | 818.364.7735 |
| Financial Aid Office | 818.364.7648 |
| Health Center | 818.362.6182 |
| Honors Transfer Agreements | 818.364.7655 |
| International Students | 818.364.7741 |
| ITV (Instructional Television) | 818.833.3594 |
| Learning Center | 818.364.7756 |
| Library | 818.364.7600 x7106 |
| Ombudsperson | 818.364.7690 |
| President's Office | 818.364.7795 |
| Student Activities | 818.364.7820 |
| Student Services | 818.364.7766 |
| Student Store/Bookstore | 818.364.7798 |
| Transfer Center | 818.364.7827 |
| UCLA Honors Transfer Alliance Program (TAP) | 818.364.7677 |
| Veterans Office | 818.364.7864 |

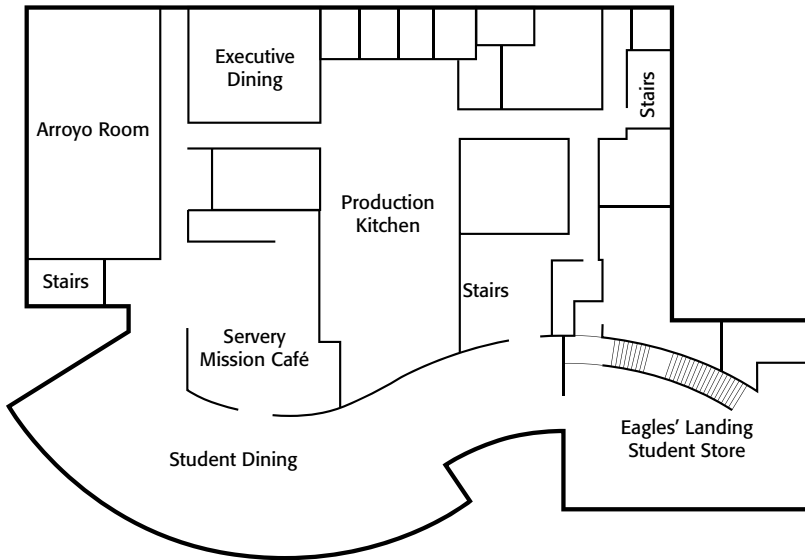
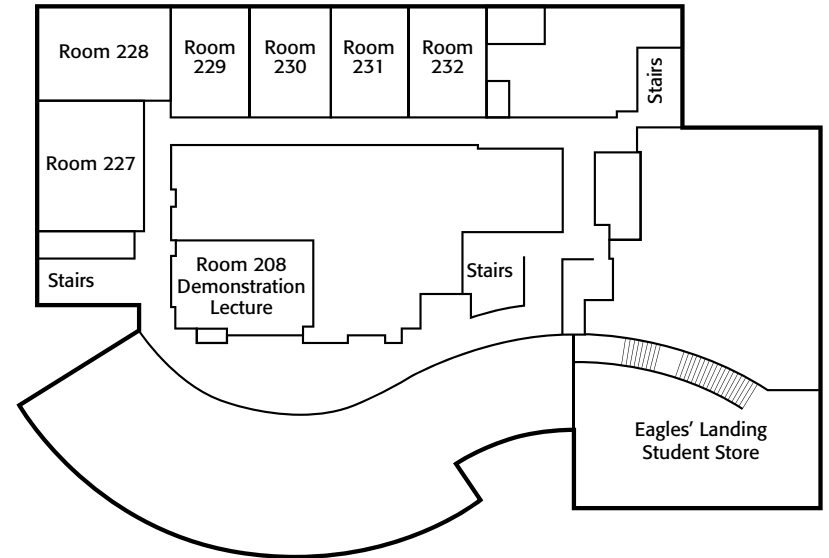
Buildings & Classrooms

Center for Child Development Studies (CCDS) Second Floor



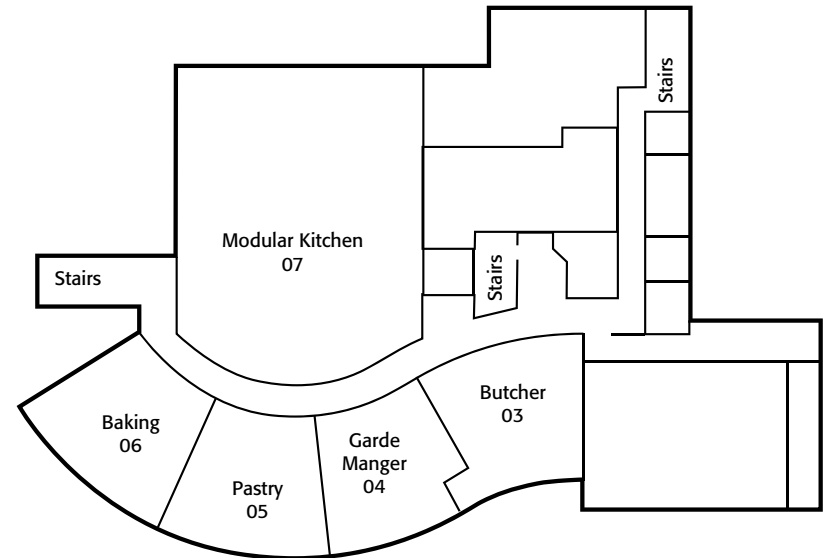
Buildings & Classrooms

**Culinary Arts Institute (CAI)
Upper Level**

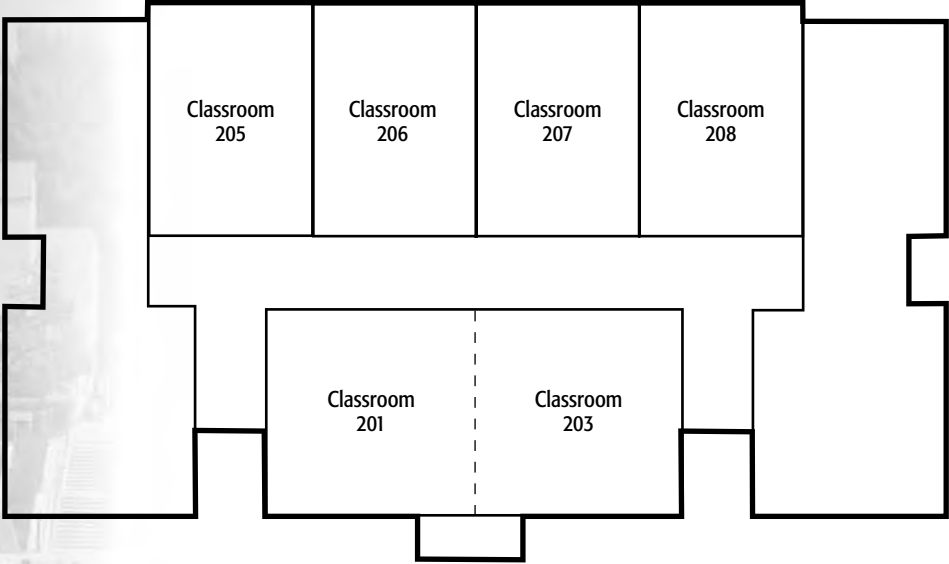


Main Level

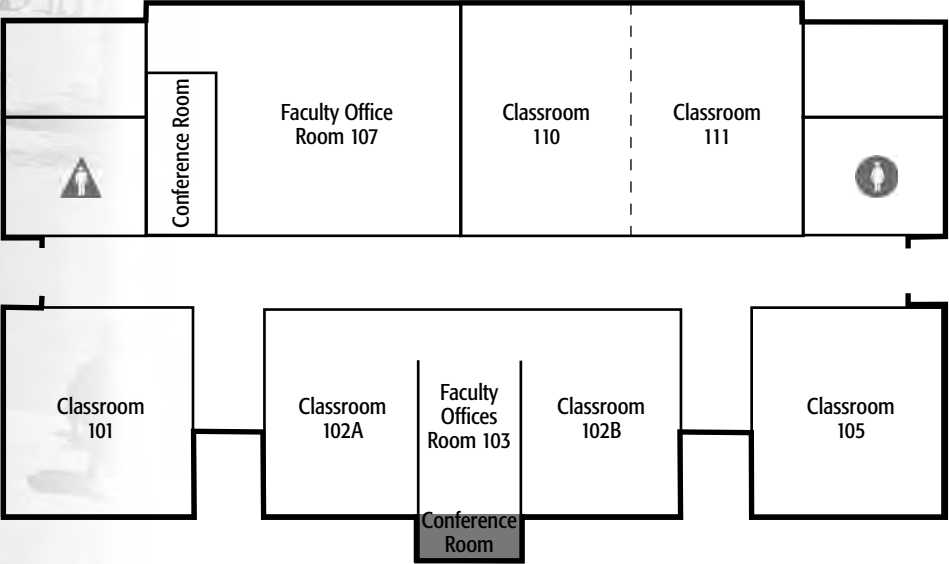
Lower Level



Guadalupe S. Ramirez Collaborative Studies Building (CSB)
Second Floor

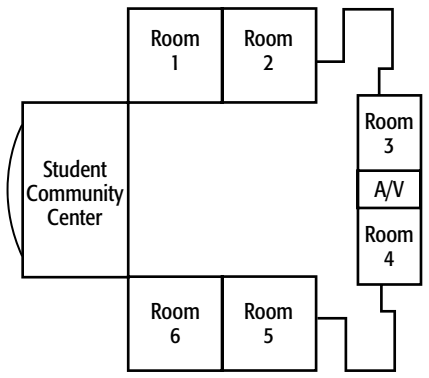


First Floor

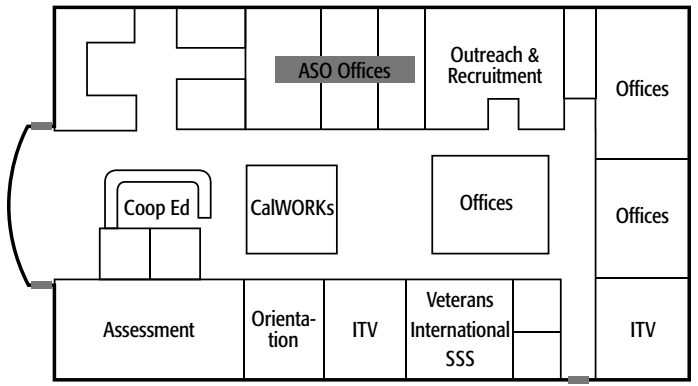


Buildings & Classrooms

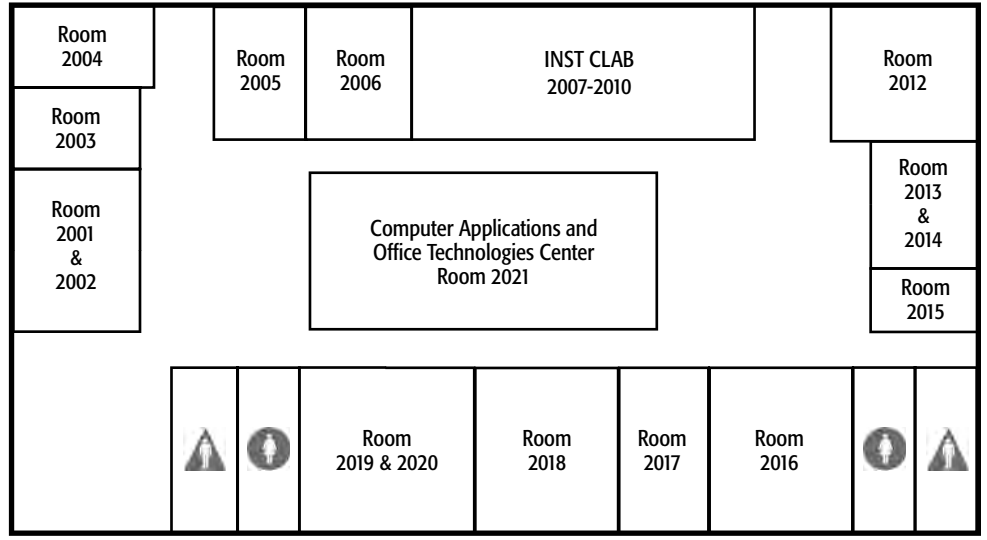
**Campus Center Building (CMPC)
Second Floor - Ground level**



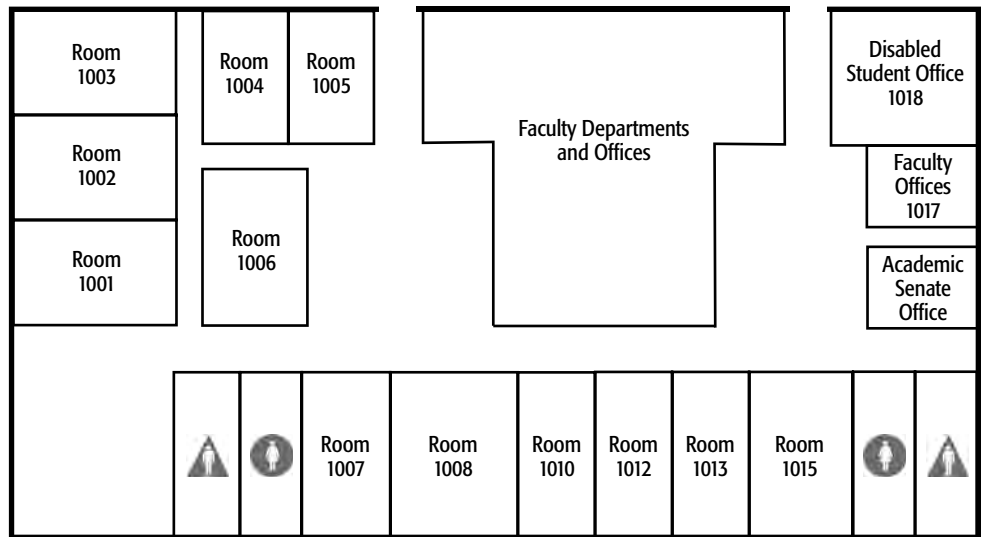
**Campus Center Building (CMPC)
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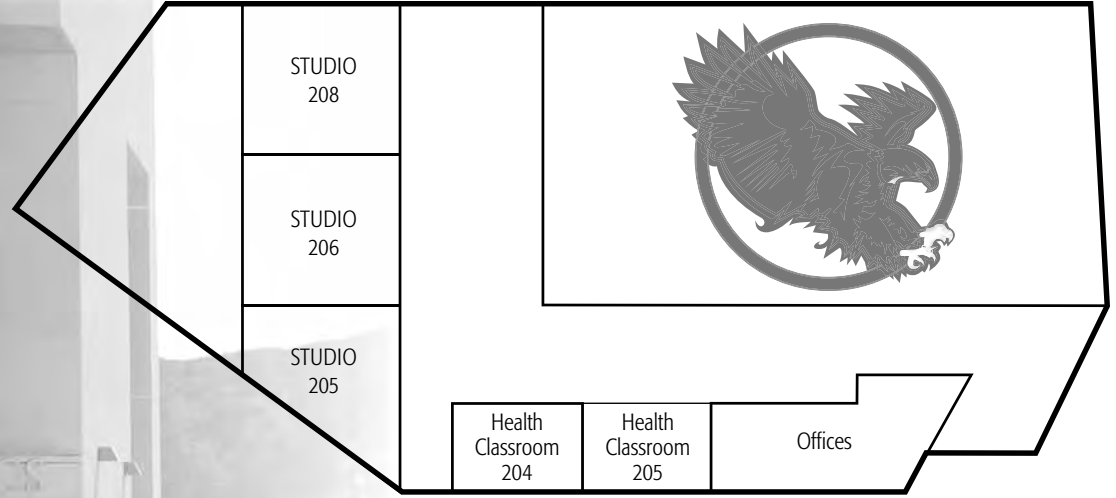


Instructional Building (INST) Second Floor

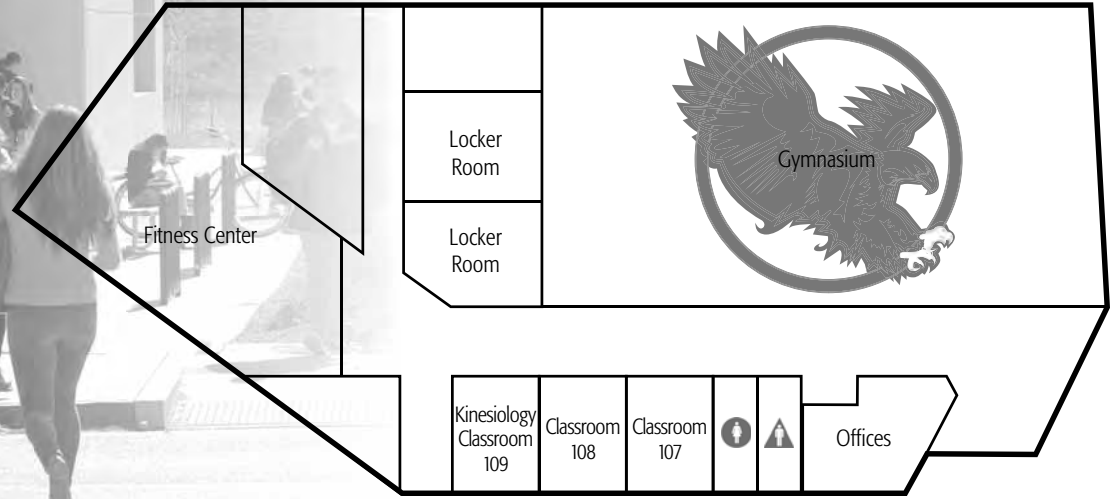


Instructional Building (INST) First Floor





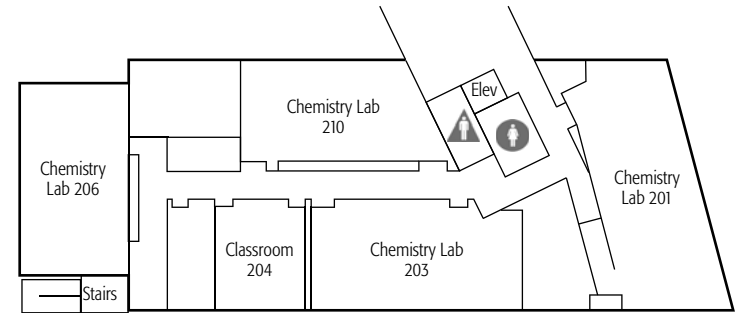
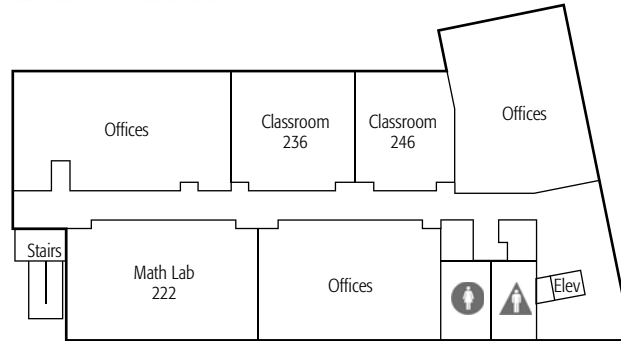
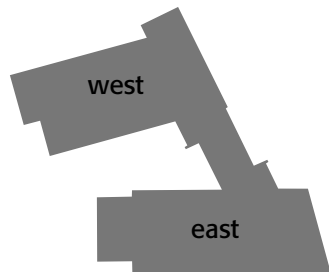
Health, Fitness & Athletics Complex (HFAC) - Second Floor @ East Campus



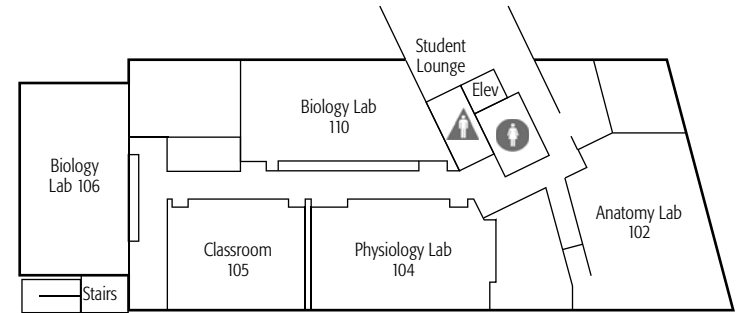
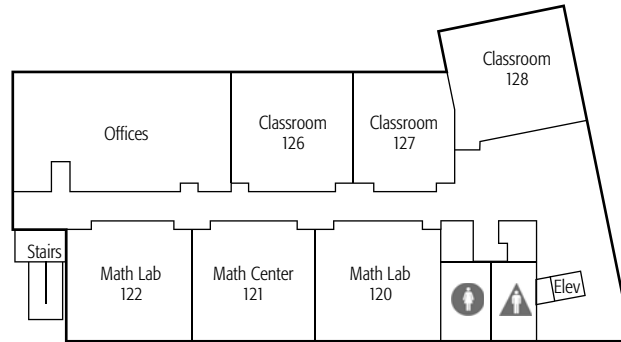
Health, Fitness & Athletics Complex (HFAC) - First Floor @ East Campus

Buildings & Classrooms

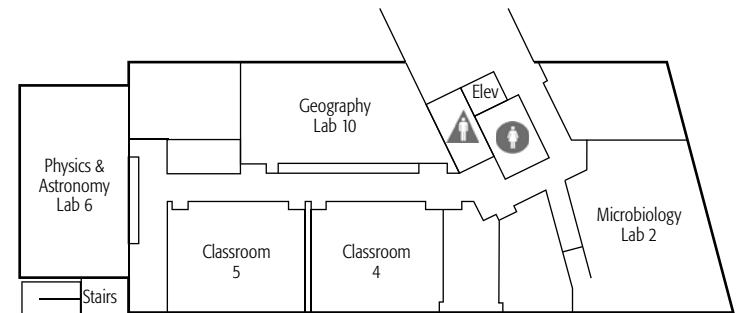
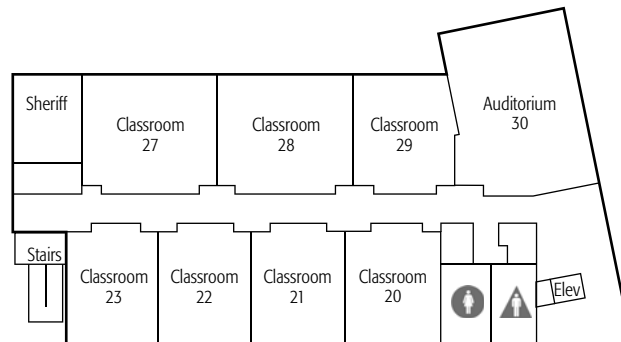
Center for Math & Science (CMS) @ East Campus



West ——— Upper Level ——— East



West ——— Main Level ——— East



West ——— Lower Level ——— East

Off Campus Locations

1 - ALEMANY

Bishop Alemany HS
11111 Alemany Dr, Mission Hills

2 - CCEP HS

Community Charter Early College HS
11500 Eldridge Ave, Lake View Terrace

3 - CCLA

Cesar Chavez Learning Academies
1001 Arroyo Ave, San Fernando

4 - GRID-ES

Gridley Elementary
1907 Eight St, San Fernando

5 - LAKEVIEW

Lakeview Charter High School
919 Eight St, San Fernando

6 - MONROE

James Monroe High School
9229 Haskell Ave, North Hills

7 - MSSNBOWL

Mission Hills Bowl
10430 Sepulveda Blvd, Mission Hills

8 - OLIVE MNR

Olive Manor Senior Apartments
13155 Bromont Ave, Sylmar

9 - SARA-COUG

Sara Coughlin Elementary
11035 Borden Ave, Pacoima

10 - SFDO-HS

San Fernando High School
11133 Omelveny Ave, San Fernando

11 - SYLM HS

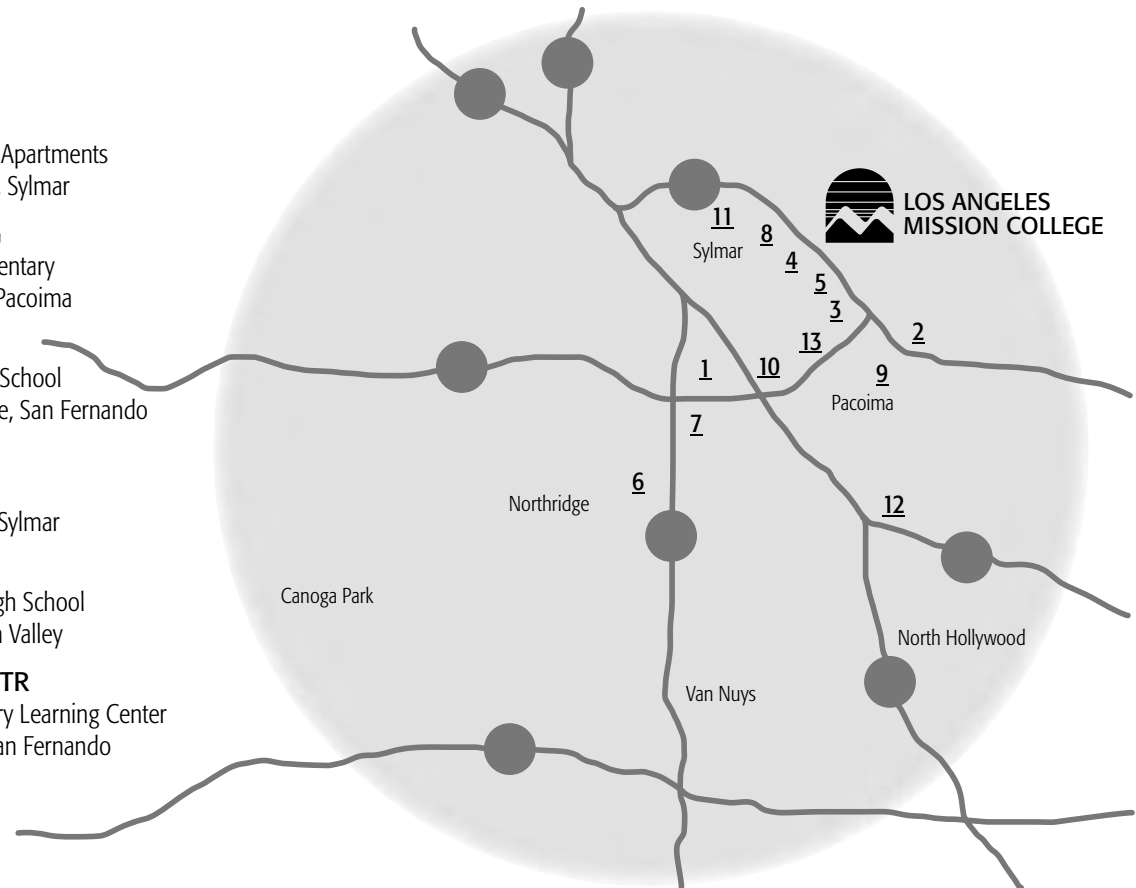
Sylmar High School
13050 Borden Ave, Sylmar

12 - TRIUMPH

Triumph Charter High School
9171 Telfair Ave, Sun Valley

13 - VAUGHN CTR

Vaughn Next Century Learning Center
13330 Vaughn St, San Fernando



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.

L.A. Mission College Location

LOS ANGELES
MISSION
COLLEGE
EAST CAMPUS



**LOS ANGELES
MISSION COLLEGE**
Main Campus
13356 Eldridge Avenue

LAMC
East Campus
12890 Harding Street



Student Education Planner

| Fall | Winter | Spring | Summer | | |
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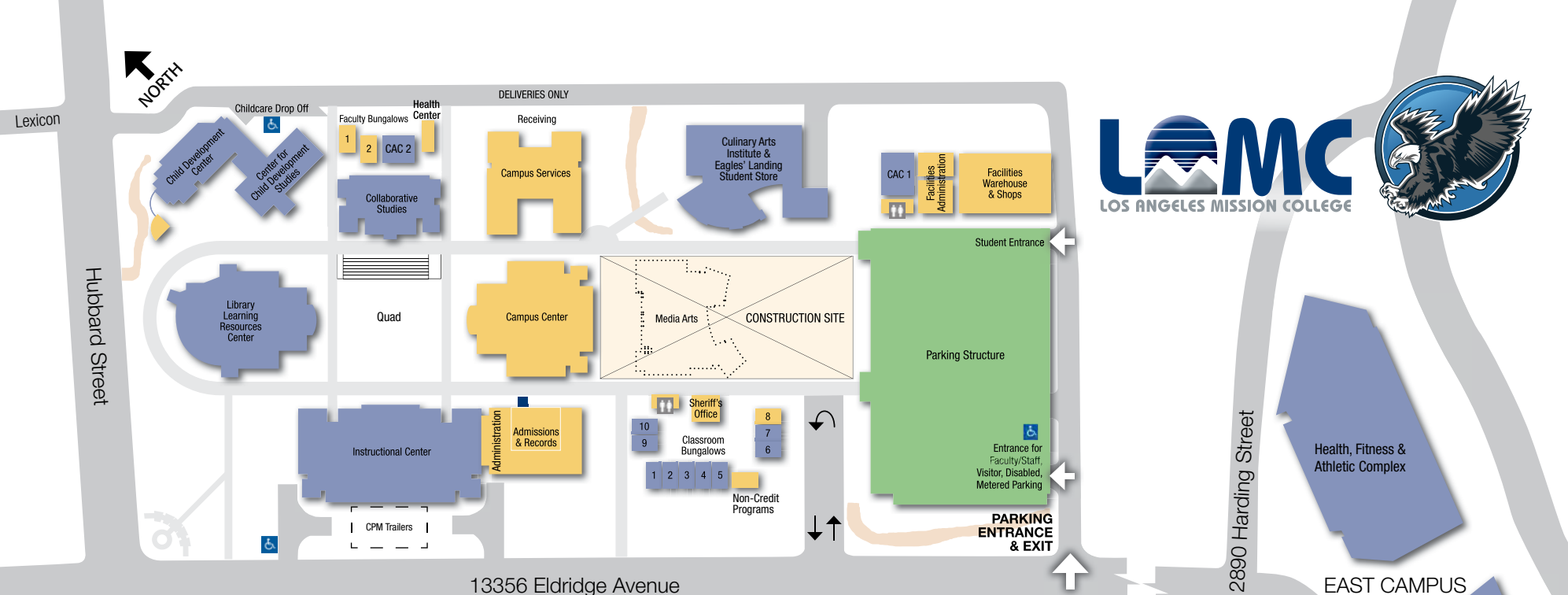
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CENTER FOR CHILD DEVELOPMENT STUDIES (CCDS)

- Child Development Center
- FCCHN Office

LIBRARY/LRC

- 1st Floor (Lower level)*
- Media Production/Multimedia Labs
- 2nd Floor (Ground level)*
- Vice President of Student Services
- Computer-Aided Instruction
- Electronic Training Rooms
- Learning Center
- Teleconference Room
- 3rd Floor (Top level)*
- Library

INSTRUCTIONAL BUILDING (INST)

- 1st Floor*
- Classrooms 1001-1018
- Disabled Student Services
- Faculty Offices
- 2nd Floor*
- Classrooms 2001-2003
- Computer Science Lab
- Computer & Office Applications Center

ADMINISTRATION WING

- Vice President of Academic Affairs
- Academic Affairs
- Admissions & Records
- Counseling • EOPS
- Financial Aid & Scholarships
- Information Booth

FACULTY OFFICE BUNGALOWS

- Faculty Bungalows 1 & 2

COLLABORATIVE STUDIES (CSB)

- 1st Floor*
- Classrooms 101-111
- Faculty Offices
- 2nd Floor*
- Classrooms 201-208

CAMPUS SERVICES (CMPS)

- Office of the President
- Vice President of Administrative Services
- Business Office
- Fiscal Services
- Human Resources
- Purchasing
- Mail Room/Reprographics
- Receiving
- Student Activities

CULINARY ARTS (CAI)

- Culinary Arts Institute
- Eagles' Landing Student Store

CAMPUS CENTER (CMPC)

- 1st Floor (Lower level)*
- Assessment • ASO Office
- International Students Office
- ITV • Cooperative Education
- Student Support Services (TRIO)
- Veterans Office
- 2nd Floor (Ground level)*
- Assembly Area
- Audio-Visual
- Meeting Rooms 1-6
- Student Community Center

CLASSROOM BUNGALOWS (BUNG)

- Bungalows 1-10
- Non-Credit, Basic Skills & Special Academic Programs

FACILITIES SERVICES

- Plant Facilities

HEALTH, FITNESS & ATHLETICS COMPLEX (HFAC)

- Classrooms
- Fitness Center
- Gymnasium

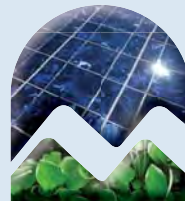
CENTER FOR MATH & SCIENCE (CMS)

- Classrooms/Labs



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13356 Eldridge Avenue
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818.364.7600 • 818.364.7861 tdd
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