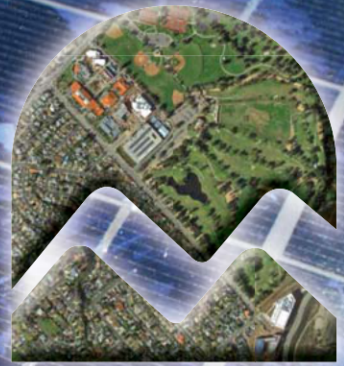


# SCHEDULE OF CLASSES



## SPRING 2014

Los Angeles Mission College's Center for Math & Science is the FIRST OFFICIAL LEED Platinum Building of the nine colleges and district office. LEED Platinum is the highest energy efficient building certified by the world's leading architects. ▼





# LAMC Calendar *SPRING 2014 ~ February 10 to June 9*



## GENERAL CALENDAR DATES

Online Applications Accepted .....	Year Round
Assessment and Orientation .....	Year Round
Residency Determination Date.....	February 9
DAY AND EVENING CLASSES BEGIN.....	February 10
Saturday classes begin.....	February 22
Last day to process Audit Add Request.....	February 21
Last day for Section Transfer.....	February 21
Last day to petition for Credit/No-Credit .....	March 14
Deadline to petition for Spring/Summer 2014 Graduation .....	April 4
Classes end.....	June 2
FINAL EXAMS .....	June 3 to 9
Graduation Day .....	June 10

**PRIORITY Registration Dates** - Enrollment is by appointment ONLY, through the Internet.  
(You may not register before your appointment date and time.)

CalWORKS, EOPS, DSPS, Foster Youth and Veterans.....	November 13 to 17
Continuing Students .....	November 18 to December 8
New and re-entering students .....	December 9

**ADD Dates** - Late ADDs are not permitted

Deadline to add online .....	February 9
Deadline to add full term (16-week) classes in person .....	February 21

**DROP CLASSES ON-LINE ONLY** (16-week classes)

Drop classes without receiving a "W" with refund (By Internet only).....	February 23*
Drop classes without incurring fees or with a refund (Registration/parking/non-resident fees/semester-length classes) (By Internet only) .....	February 23*
Drop classes with a "W" – A letter grade is required after this date forward - (By Internet only) .....	May 11

*\*PLEASE NOTE: The District required earlier and revised deadlines starting Summer 2012. A "W" will appear on your transcript record after this date. REMINDER: There is a new LACCD enrollment limit. The limit is now three times to take a class and includes both substandard grades and withdrawals. (See Important Notice, page 3).*

If you stop attending a class (or wish to drop a class), **YOU MUST DROP THE CLASS YOURSELF – OFFICIALLY – on or before May 11, 2014 (by Internet only).**  
*Failure to do so may result in a grade of "F" in that class.*

## REGISTRATION INFORMATION

**Website** – www.laccd.edu (Student Information System)  
**Admission Regular Office Hours**  
(Hours are subject to change. Please check the LAMC website)  
Monday and Thursday – 8am-5pm  
Tuesday and Wednesday – 8am-7pm  
Friday – 8am-12noon

**HOLIDAYS** (College CLOSED)  
**Martin Luther King** – January 20  
**President's Day** – February 14 to 17  
**Cesar Chavez Day** – March 31  
**Spring Break** – April 7 to 13  
**Memorial Day** – May 26  
**Non-Instructional Day** – May 27  
(No classes/College services open)  
**Independence Day** – July 4

VISIT OUR WEBSITE FOR UPDATED INFORMATION  
ON NEW CLASSES AND CANCELLED CLASSES

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

**LATE ENROLLMENT:** The college reserves the right to cancel or extend late enrollment for reasons relating to student enrollment, level of financial support, or any other reason at the discretion of the LACCD (District) and Los Angeles Mission College.

FOR THOSE WITH DISABILITIES, ALTERNATE FORMATS OF THIS SCHEDULE ARE AVAILABLE BY CALLING 818.833.3313

# *Our Mission Is Your Success*

LAMC... Our Mission  
Is Your Success

Message from  
the President



**LOS ANGELES COMMUNITY  
COLLEGE DISTRICT**

**BOARD OF TRUSTEES**

Miguel Santiago, *President*

Scott J. Svonkin, *Vice President*

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Ernest H. Moreno

Nancy Pearlman

Steve Veres

Michael J. Griggs, *Student Trustee*

**DISTRICT ADMINISTRATION**

Dr. Adriana D. Barrera

*Interim Chancellor*

*Vacant, Deputy Chancellor*

Bobbi Kimble, *Interim Vice Chancellor for  
Educational Programs & Institutional Effectiveness*

Dr. Felicito Cajayon, *Vice Chancellor for  
Economic & Workforce Development*

Jeanette Gordon, *Chief Financial  
Officer/Treasurer*

Camille A. Goulet, *General Counsel*

James D. O'Reilly, *Chief Facilities Executive*

Dr. Albert J. Roman, *Vice Chancellor  
for Human Resources*



**LAMC ADMINISTRATION**

Monte E. Perez, *PhD, President*

Michael K. Allen, *JD, Vice President, Academic Affairs*

Joe S. Ramirez, *Vice President, Student Services*

Daniel G. Villanueva, *Vice President,  
Administrative Services*

Ludi Villegas-Vidal, *Dean, Student Services*

Sarah Master, *PhD, Dean, Institutional Effectiveness*

Cathy J. Brinkman, *Associate Dean,  
CTE & Workforce Development*



*I am pleased that you are continuing your education and have decided to attend Los Angeles Mission College (LAMC). We are proud to offer you a high quality education and to provide the support you need to succeed. We know there may be many challenges*

*to face, but we are here to help you overcome these challenges and assist you in meeting your educational goals.*

*This year, Los Angeles Mission College's Center for Math & Science building received a national award from the Design-Build Institute of America for 'Best Sustainability Project.' We have world-class facilities that offer world-class education for our students.*

*Mission College is dedicated to its philosophy of providing high-quality services and programs in a supportive environment, which is the foundation of the college's mission—the success of our students. Faculty and staff are proud of the rigorous programs, and committed to helping students achieve their dreams. Here, you will be encouraged to exceed your potential to meet the challenges of tomorrow.*

*LAMC offers a variety of programs of study to obtain an associate degree, transfer to a four-year institution, or learn new skills to advance in the workplace. We have flexible scheduling and courses to fit your needs such as online, weekend, evening, short-term, and television courses.*

*There's a world of opportunities for building a brighter future for yourself through education. Whatever your reasons are for attending Mission College, you will be provided with a quality education and the tools necessary to help you succeed.*

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

*Very truly yours,*

A handwritten signature in black ink that reads "Monte E. Perez".

Monte E. Perez, PhD

President, Los Angeles Mission College

For complete information on programs at Los Angeles Mission College, please consult the Mission College Catalog at [www.lamission.edu](http://www.lamission.edu)

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## Special Programs at Mission College

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# IMPORTANT NOTICE



## All Students Please Read

### NEW 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.
- For the Spring semester, February 23, 2014 is the last day to drop a 16-week semester length class without a “W.” Students will be able to drop a class online until this date. Contact the office of Admissions and Records for deadlines on late start, short-term and special program classes.
- 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.”

LAMC has numerous agreements with university and college campuses that give students who participate in these programs various transfer application advantages, the most important being priority admission. If you are interested in transferring to UCLA, we have a

specific honors transfer program called UCLA Transfer Alliance/Honors Program (TAP). In addition, as a member of the Honors Transfer Council of California, LAMC participates in an alliance with many additional campuses. Information on both programs follows.

## ***UCLA Transfer Alliance/Honors Program***

The Los Angeles Mission College Transfer Alliance/Honors Program is designed for motivated students who plan on transferring to a four year college or university. The program 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. Admittance rates for UCLA (tabulated for Fall 2011) for TAP/Honors students was 74.3% versus 27.5% for non-TAP/Honors students! Both current and new students may apply to be part of the TAP program.

**Requirements:** Students will complete five honors courses (minimum 15 UC transferable units) and maintain at least a 3.25 grade average, and honors designation will appear on the 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 member teaching the course.

### ***Application requirements:***

**Current LAMC students** must be eligible for English 101 and have completed 12 transferable units with a GPA of 3.25 or higher.

**Entering students** must have a high school GPA of 3.50 or higher or an SAT score above 1,000, and their placement tests must place them in English 101 or higher.

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.

### ***Application Packet Requirements:***

Interested students should put together a packet that includes unofficial transcripts, a personal statement, faculty recommendation and a completed application which can be found on the Honors website:

[www.lamission.edu/honors/default.aspx](http://www.lamission.edu/honors/default.aspx)

### ***Benefits of TAP/Honors Participants @ UCLA:***

- Priority admissions consideration to several prestigious four-year institutions, including UCLA
- 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
- Participation in TAP/Honors allows you to have a non-impacted Alternative Major Selection at UCLA
- UCLA Library Card

### ***Benefits of TAP/Honors Participants Here @ LAMC:***

- Transcripts that reflect participation in the program
- Regular opportunities for interaction and individual conferences with faculty mentors and program director
- Priority counseling with the Honors Counselor
- Bookstore Fast Pass (Priority bookstore visits the first week of class)
- Recognition at LAMC graduation ceremony
- Opportunity to attend the annual Honors Students research Conference at UC Irvine as well as the UCLA TAP/Transfer Conference

### ***Contact Information for the UCLA Transfer Alliance/Honors Program:***

Contact Honors Counselor Afri Walker, 818.364.7647, or Honors Coordinator Dr. Mike Fenton, 818.364.7888

## ***Additional Transfer Agreements through the Honors Transfer Council of California***

This program 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. LAMC Membership in the Honors Transfer Council of California gives our students the opportunity to participate in many honors agreements and the primary benefit is priority admission. To learn more about the Honors Transfer Council of California and the programs, agreements, priority admission, scholarships and other activities they offer to our students, go to [www.honorstcc.org](http://www.honorstcc.org)

***Participating Universities and Colleges:*** Some of the universities and colleges that offer honors program transfer agreements and priority admission to those students

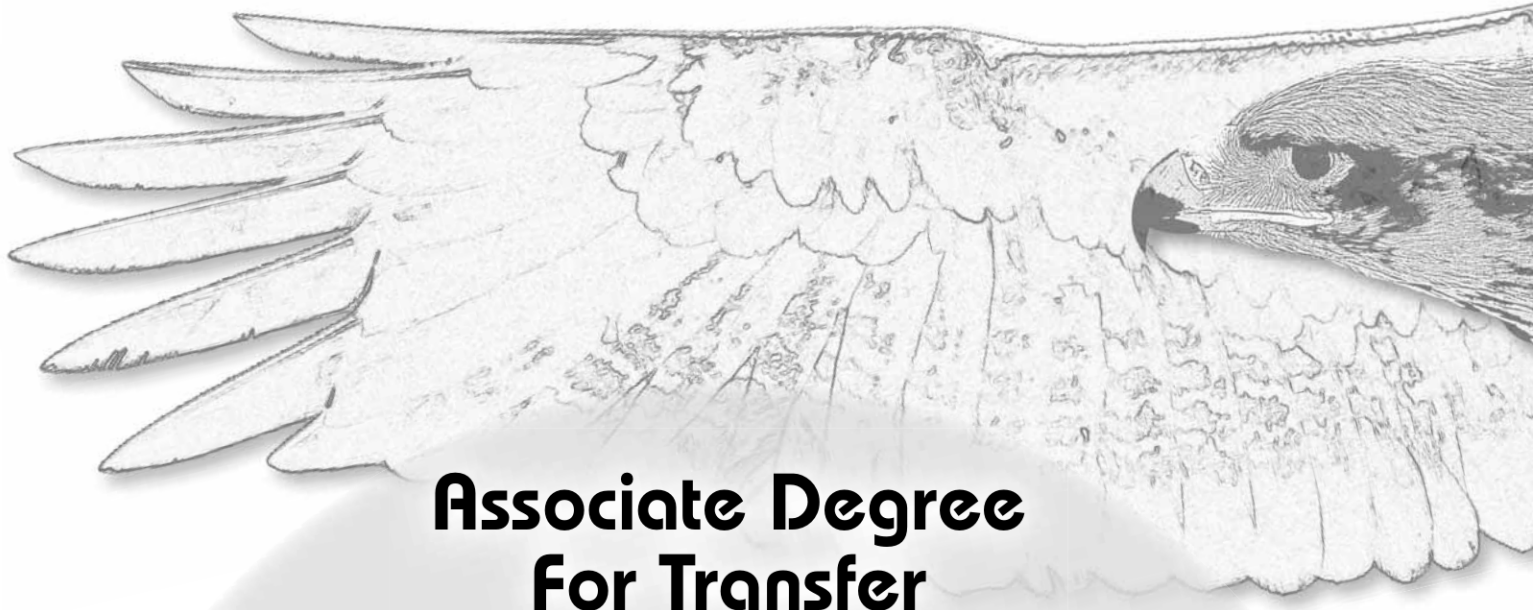
who complete all requirements at the time of application for transfer are:

Cal Berkeley	UC Irvine
CSU Fullerton	CSU Stanislaus
San Diego State	San Jose State, Engr
Azuza Pacific	Chapman
La Sierra	Loyola Marymount
Mills College	Occidental College
Pitzer College	Pomona College
University of San Diego	Whitman College

***Benefits to Honors Program Participants at Each School:*** Each University or College listed above has specific requirements and guidelines and each offers varying additional advantages outside of priority admission for students who complete the Honors Program requirements described. These advantages may include priority for housing, scholarships and other benefits. Transfer agreements for participating schools may be viewed at [www.honorstcc.org/transfer/HTCC\\_Agreements.pdf](http://www.honorstcc.org/transfer/HTCC_Agreements.pdf)

**Requirements:** The requirements are the same as they are for the UCLA TAP Program described above. Students must be eligible for English 101 and have completed 12 transferable units with a GPA of 3.25 or higher. Entering students must have a high school GPA of 3.50 or higher or an SAT score about 1000, and placement tests must place them in English 101 or higher. To earn Honors Program Certification, students must complete five honors courses with a 3.00 grade average, and honors designation will appear on the students' transcripts. For each honors course, students will complete a research project or paper with a specific faculty member for a class in which the student is enrolled.

***Contact Information for HTCC Honors Transfer Programs:*** Call Counseling at 818.354.7655 or 818.364.7656 and ask to meet with an honors counselor regarding all programs above. Go to [www.lamission.edu/honors/default.aspx](http://www.lamission.edu/honors/default.aspx) for additional materials.



# 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](http://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
- AS-T in Early Childhood Education
- AS-T in Mathematics

## 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](http://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, OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
5. Complete a minimum of 12 units at LAMC.

## *LAMC Awarded \$4.3 Million to Establish a STEM Center*



### ***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

*“This internship has really cemented my belief that mechanical Engineering is right for me. The professors and students have guided me in an opportunity that has not only given me an insight into what to expect from the engineering field, but has also helped me experience what it is like to work with others in the lab and conduct research.” – Eduardo Romero*

# *What do our STEM faculty say about opportunities the STEM grant will bring to students?*

**Said Pazirandeh**, Chair, Physical Sciences

"The STEM grant and the programs and support it provides to Mission College have been a great opportunity for faculty and students at the college to build a community that supports higher learning and professional growth in the fields of science, mathematics, engineering and other technology related disciplines. Through support from this grant calculus-based physics courses have been offered at the college during the past year, and organic chemistry courses will be offered at the college during Fall 2014 and Spring 2015 semesters. These courses are an integral part of many STEM related majors pursued by Mission college students. In addition, the STEM grant provides tutoring and other support services such as mentoring for STEM students that is essential in their success at the college."

**Robert Smazenka**, Chair, Math, Computer Science, Engineering

"This grant is giving the STEM faculty a unique opportunity to provide our students with access to the sciences and mathematics. Reinvigorating the Computer Science program and facilities will provide our students with the courses, computing facilities, and technical experience necessary to succeed in the STEM disciplines. Currently, STEM has assisted with the integration new curriculum and courses in Computer Science. In addition, the STEM grant has provided engineering summer internships at CSUN and is collaborating with UCLA for additional internships. We look forward over the next three years to meeting other challenges and create opportunities for continued student support in Math, Computer Science, and Engineering."

**Mike Fenton**, Chemistry Faculty

"I'm excited to be a part of the STEM community and to be able to encourage and promote student participation in all STEM areas. The STEM grant is providing important resources for students to excel in the STEM areas. Traditionally, the sciences, technology, engineering, and math are difficult topics for students; however, with additional resources faculty will be able to optimize the learning experience, and provide the support needed to properly guide students through these disciplines. The STEM grant is providing STEM tutorial services, STEM specific counseling, summer internships at UCLA and CSUN, as well as summer academy programs. This in turn should better prepare students for university transfer and/or careers in these flourishing fields. Ideally, the STEM opportunity will enrich the learning experience and create an environment conducive to encouraging interested students to pursue their education in the STEM fields."

**Richard Rains**, Physics Faculty

"This is the third semester in which I've taught the engineering-level physics courses that have been made possible by the Mission College STEM grant. It has been a thrill to watch the high level of talent emerging from these unassuming young people, who are themselves surprised to discover their own capabilities, developing in response to the high-quality, stimulating environment provided by the grant. I have no doubt that many of them will go on to make significant technological contributions to our community and our nation. Thanks, STEM!"



# Around the Campus

**DIVISION OF STUDENT SERVICES:** The Division of Student Services is dedicated to students getting quality advisement and information. There are several departments and programs where students can get the support needed to make the right decisions that will guide them in the direction they choose. With the right information and the knowledge that there is a “real” person willing and ready to assist you, you can achieve your goals. Please review the following programs to find out how they can guide and direct you through the community college process.

## ***Counseling Department***

Our counselors are here to assist you in the development of your Student Educational Plan, and to advise you on class selection, academic issues, and career and job development resources. You can make an appointment in advance, drop by for a quick question or two and walk-in for an appointment. If you are interested in the development of your Student Educational Plan, plan on making an appointment for an hour session. All counselors are here to help you!

The Counseling Department is open Monday and Thursday from 8am to 5pm, Tuesday and Wednesday from 8am to 7pm and Fridays until 12 noon. Phone 818.364.7655 for an appointment.

Department Chair: Diana Bonilla  
General Counselors: Afri Walker, Michong Park,  
Dianna Bonilla, Sherrie Loper  
Transfer Center Director: Diana Bonilla  
General Counselor/Articulation Officer: Madelline Hernandez

## ***Disabled Student Program & Services***

DSPS provides support for students with disabilities by setting up a student educational contract that addresses educational limitations. Students with disabilities are offered a wide array of support which can include: priority registration, academic/personal counseling; job development and career planning; assistive technology support; as well as linkage to campus/community referrals. Reasonable accommodations may include: test proctoring; note taking assistance; and classroom accommodations. The goal of DSPS is to assure that all students with disabilities are afforded equal access to the educational opportunities that exist at LAMC. Please visit us at [www.lamission.edu/dsps](http://www.lamission.edu/dsps) for additional information.

## ***Extended Opportunities Programs & Services (EOPS) Cooperative Agencies Resources for Education (CARE)***

EOPS/CARE works with a student population that must meet certain qualifications. Drop by the office to see if you qualify. Students are awarded vouchers valued at \$225 each that are used to purchase textbooks only at LAMC’s Eagles’ Landing Student Store. EOPS students also receive priority registration, three mandatory individual counseling sessions, tutorial support, available academic workshops and assistance with the financial aid process.

CARE students (EOPS single parents receiving CalWORKs with at least one dependent child less than 14 years old) also receive an additional \$150 CARE book grants used to purchase textbooks and supplies at LAMC student store. All new EOPS/CARE students are given survival kits, which include, but are not limited to, backpacks, LAMC binders, notebook paper, pens, pencils and LAMC t-shirts. In addition, CARE students are also awarded meal vouchers valued at \$6 each that are used in the cafeteria. EOPS/CARE students are awarded cash grants once or twice a year, depending on availability of funds.

## ***Office of Admission and Records***

Admissions is located in the Student Services annex of the Instructional Building, which is located near the clock tower. Admissions provides resources to support students, such as processing transcripts and verifications. Admissions accepts and processes a variety of petitions, including but not limited to course repetitions and general petitions. It is our goal to assist the best we can in the academic success of our students.

## ***Office of Financial Aid & Scholarships***

This office is located in the same location as Admissions & Records, EOPS and the Counseling Department. Make sure you stop by and request information about meeting your financial needs. Many options are available, and staff can assist you in identifying the financial resource for which you qualify.



*The Division of Student Services  
is here to serve YOU!*

## ***Transfer & Career Center***

The Transfer & Career Center provides students with career and transfer services to assist students through the career exploration process and ensure a smooth transition to four year universities. Our staff is highly dedicated to your success.

Our services include: counseling appointments to address career and transfer questions, appointments with university representatives, transfer and career fairs, spotlight on careers workshops (see below), transfer related workshops, career assessments to help you decide on a major. We provide access to the internet and specialized software for career exploration, information on university field trips, access to public and private University catalogs, and much more.

The Transfer & Career center has undergone several positive changes such as moving to a new more accessible location, longer hours of operation and additional support staff. These changes resulted in increased student contact and service.

The Transfer & Career Center is open Monday and Thursday from 8am to 5:30pm, Tuesday and Wednesday 8am to 7pm, and Friday 8am to 1pm. We are located in the Campus Services building. Please contact us by phone at 818.364.7827 or by e-mail at [transfer@lamission.edu](mailto:transfer@lamission.edu). Below is a tentative schedule of events. For specific dates, please visit our website at [www.lamission.edu/transfercenter](http://www.lamission.edu/transfercenter)

Make sure to watch the school calendar for Transfer/Career Center events that include the following:

- University representatives from CSU, UC, and Private Universities
- Career Fair
- Evening Transfer Fair
- Spotlight in Careers Workshops
- Career Exploration for the Undecided Student
- Interviewing Techniques to Help You Land that Job
- Writing a Winning Resume Workshop, and
- Transfer Admission Guarantee (TAG) Program

## ***TRIO/Student Support Services (SSS) Program***

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: 1) Be a first-generation college student (neither parent has a bachelor's degree); 2) meet an income guideline; 3) 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.

Contact us at 818.364.7821, or visit our website for more information: [www.lamission.edu/ss](http://www.lamission.edu/ss)



*Los Angeles Mission College is dedicated to providing you with a quality education...*

and to supporting students with diverse career, transfer and personal goals as they manage the demands of work, school and personal life. We offer a variety of class formats to fit your schedule needs, and we offer a wide range of transfer, professional, personal enrichment and support programs. Some programs are described in this schedule. For complete and up-to-date information please consult the college website at [www.lamission.edu](http://www.lamission.edu)

*transfer  
professional  
personal enrichment  
support programs*

**COURSE FORMATS** offering students a range of scheduling options include:

- **Traditional classes** - pages 24-47  
on campus, day, evening and weekends
- **Online Classes** - page 12  
also listed within the schedule of courses
- **Hybrid Classes** - page 12  
also listed within the schedule of courses  
(combination of online and on campus)
- **Short Term and Late Start Classes** - page 13  
also listed within the schedule of courses
- **ITV Classes** - page 14  
Televideo courses
- **Off-Campus Locations**  
Some courses are offered at area high school campuses.  
Check the schedule listings.

**PROGRAMS** that help you meet your career, professional and personal goals:

- **A.A. and A.S. Degree Programs**
- **College Transfer Courses**
- **Honors Transfer Program** - page 4
- **Career and Technical Education**
- **Teacher Pathways** - page 16
- **English as a Second Language Programs** - pages 17-19  
(Non-Credit and Credit)
- **GED and CAHSEE Preparation** - pages 17-18
- **Concurrent Enrollment:** For high school students who are eligible to take college classes while still in high school. See your high school counselor for complete eligibility.

Please consult the Los Angeles Mission College website, [www.lamission.edu](http://www.lamission.edu), for complete information on the programs below and to access our online catalog.

*and more...*

Go to [www.lamission.edu](http://www.lamission.edu) for complete information and to view our College Catalog. Contact information for departments, programs and for college counselors are listed.



# Which Course Formats Fit Best Into Your SPRING 2014 Schedule?

*campus*  
*online*  
*hybrid*  
*late start*  
*short term*  
*friday*  
*saturday*  
*itv*

COURSE/FORMAT	CAMPUS	ONLINE	HYBRID	SHORT TERM	LATE START			ITV
ACCOUNTING	X				X		X	
ADMINISTRATION OF JUSTICE	X	X						
ANATOMY	X							
ANTHROPOLOGY	X						X	X
ART	X	X				X	X	
ASTRONOMY	X							
BIOLOGY	X	X						
BUSINESS	X	X	X					
CHEMISTRY	X							
CHICANO STUDIES	X	X						
CHILD DEVELOPMENT	X				X	X	X	
CINEMA	X							
COMMUNICATION STUDIES	X				X			
COMPUTER APPS & OFFICE TECH	X						X	
COMPUTER SCIENCE INFO TECH	X	X						
DANCE TECHNIQUES	X							
COOPERATIVE EDUCATION	X							
DEVELOPMENTAL COMMUNICATIONS	X							
ECONOMICS	X					X		X
ENGLISH	X	X				X	X	X
ENGLISH AS A SECOND LANGUAGE	X							
FAMILY & CONSUMER STUDIES	X	X						
FINANCE	X							
FOOD SERVICE MANAGEMENT	X					X	X	
FRENCH	X							
GEOGRAPHY	X							
HEALTH	X	X					X	X
HISTORY	X					X		X
HUMANITIES	X							
INTERIOR DESIGN	X							
ITALIAN	X							
KINESIOLOGY	X					X	X	
LAW	X	X	X					
LEARNING SKILLS	X							
LIBRARY					X	X		
LINGUISTICS	X							
MANAGEMENT	X	X	X					
MARKET EMC /Span /MCID	BDC	ING						X
MATHEMATICS	X	X						X
MICROBIOLOGY	X							
MULTIMEDIA	X					X	X	
MUSIC	X							
PERSONAL DEVELOPMENT	X				X	X	X	
PHILOSOPHY	X							X
PHOTOGRAPHY	X							
PHYSICAL EDUCATION	SEE KINESIOLOGY OR DANCE TECHNIQUES							
PHYSICAL SCIENCE	X							
PHYSICS	X			X	X			
PHYSIOLOGY	X							
POLITICAL SCIENCE	X							X
PSYCHOLOGY	X	X						X
SOCIOLOGY	X	X						X
SPANISH	X							
SPEECH COMMUNICATION	SEE COMMUNICATION STUDIES							
THEATER	X							

# Online & Hybrid

Students often work full or part time jobs while going to college, so their time is valuable.

## BENEFITS OF TAKING ONLINE CLASSES

- Provides flexibility, convenience, and 24/7/365 education
- Provides independent learning
- Accommodates different learning styles
- Teaches you to be self-disciplined
- Access to great faculty from Mission College

## Online Courses Bring Education Right To Your Home.

Save time spent in traffic and invest it in your education. You can study from anywhere in the world. In an online environment, you are EMPOWERED to learn from others in your class. You can make intelligent and thoughtful contributions to discussions online.

You can read and review lecture notes as often as you want, interact within your courseware at any time, and you have the ability to send your professor questions at your convenience.

### Are you ready to take an online class?

See if you are ready to take an online class by taking this simple survey - [www.waol.org/getstarted/IsOnline4Me.asp](http://www.waol.org/getstarted/IsOnline4Me.asp)

### Have questions or need help deciding which path is best for you?

Contact an Online Counselor - 818.364.7655 or Email Afri Walker at [walkeraf@lamission.edu](mailto:walkeraf@lamission.edu) or Diana Bonilla at [bonilldi@lamission.edu](mailto:bonilldi@lamission.edu)  
Check out the Counseling Webpage for more information - [lamission.edu/counseling](http://lamission.edu/counseling)

### Get Started with your Online Classes today

1. Become a student at Mission College - apply online: [cccapply.org](http://cccapply.org)
2. Check which classes are offered online - [missiononline.pbwiki.com](http://missiononline.pbwiki.com)
3. Check to see if the online class is still available (it may be full - online classes are very popular so register early) - [mymission.lamission.edu/soco](http://mymission.lamission.edu/soco)
4. Add your online class to your schedule of classes - go to the Student Information System - [www.laccd.edu/student\\_information/sis\\_logon.asp](http://www.laccd.edu/student_information/sis_logon.asp) (you will need your 88-Student ID to enter) - [eweb4.laccd.edu/index.asp](http://eweb4.laccd.edu/index.asp)
5. Check to see who is your online instructor - and email him/her about your online class - [missiononline.pbwiki.com/faculty](http://missiononline.pbwiki.com/faculty)
6. Make sure your computer is properly set up to take the class - [tuneup.pbwiki.com](http://tuneup.pbwiki.com)
7. Find out which course management system your class uses. At Mission we have three different platforms - etudes ng, moodle and course compass - <http://missiononline.pbwiki.com>
8. Login to the correct online course management system for your online class - [missiononline.pbwiki.com/login](http://missiononline.pbwiki.com/login)

### Any problems?

Contact the Help Desk at 818.415.2015 or [olinemission@gmail.com](mailto:olinemission@gmail.com) or contact our Title V Tutor (Kelly) [kps70@hotmail.com](mailto:kps70@hotmail.com)

### Technical Support

Phone: 818.415.2015 or Email: [olinemission@gmail.com](mailto:olinemission@gmail.com)

*These classes are also listed in the SPRING schedule.*

## Online Classes

SEC #	COURSE	INSTRUCTOR	NOTES
0106	ADM JUN 1	HART, J	<a href="http://www.lamission.edu/online">www.lamission.edu/online</a>
0118	ART 109	LAVASANI, N	Email: <a href="mailto:LavasaNM@lamission.edu">LavasaNM@lamission.edu</a>
0144	BIOLOGY 33	SAEKI, W	<a href="http://www.lamission.edu/~saekiw">www.lamission.edu/~saekiw</a> NOTE: There will be two Saturday on-campus exams. Note syllabus for specific dates.
0145	BUS 1	BERNAL, V	<a href="http://www.lamission.edu/business/bernal">www.lamission.edu/business/bernal</a>
0146	BUS 1	BERNAL, V	<a href="http://www.lamission.edu/business/bernal">www.lamission.edu/business/bernal</a>
0154	CHICANO 2	MALDONADO, J	Email: <a href="mailto:maldonaja@lamission.edu">maldonaja@lamission.edu</a>
0155	CHICANO 7	GUTIERREZ, E	<a href="http://www.lamission.edu/online">www.lamission.edu/online</a>
0158	CHICANO 8	MORALES, J	<a href="http://www.lamission.edu/online">www.lamission.edu/online</a>
0159	CHICANO 8	MORALES, J	Email: <a href="mailto:moralej@lamission.edu">moralej@lamission.edu</a>
0163	CHICANO 37	MALDONADO, J	Email: <a href="mailto:maldonaja@lamission.edu">maldonaja@lamission.edu</a>
0164	CHICANO 37	MALDONADO, J	Email: <a href="mailto:maldonaja@lamission.edu">maldonaja@lamission.edu</a>
0187	CO SCI 401	GARCIA, C	Email: <a href="mailto:online401@hotmail.com">online401@hotmail.com</a>
0225	ENGLISH 101	BARBATO, L	<a href="http://www.lamission.edu/online">www.lamission.edu/online</a>
0266	FAM & CS 21	SHAW, S	E-mail: <a href="mailto:ShawS@lamission.edu">ShawS@lamission.edu</a>
0290	HEALTH 11	EUBANKS, H	Email: <a href="mailto:eubankha@lamission.edu">eubankha@lamission.edu</a>
0316	LAW 1	JORDAN, D	<a href="http://www.lamission.edu/law">www.lamission.edu/law</a>
0317	LAW 2	MORINAKA, B	<a href="http://www.lamission.edu/law">www.lamission.edu/law</a>
0318	LAW 11	JACKMAN, J	<a href="http://www.lamission.edu/law">www.lamission.edu/law</a>
0319	LAW 12	ROSE, E	<a href="http://www.lamission.edu/law">www.lamission.edu/law</a>
0320	LAW 13	LAMPERT, E	<a href="http://www.lamission.edu/law">www.lamission.edu/law</a>
0322	LAW 18	JORDAN, D	<a href="http://www.lamission.edu/law">www.lamission.edu/law</a>
0323	LAW 20	GUDINO, A	<a href="http://www.lamission.edu/law">www.lamission.edu/law</a>
0376	MATH 227	WONG, K	<a href="http://www.lamission.edu/online">www.lamission.edu/online</a> NOTE: Students must be adept at using email and the internet. Unlike a traditional classroom course, the successful student must be motivated and a disciplined learner. The majority of the work is online without the personal supervision of the instructor. Classes will meet in CMS 30 from 7-9:30 pm: Monday 2/10 - Orientation. Classes will meet in CMS 120 from 8-10:30 am: Sat. 3/8 - Questions & Answers/Exam 1, Sat. 4/5 - Questions & Answers/Exam 2, Sat. 5/3 - Questions & Answers/Exam 3, 5/31 Questions & Answers/Final Exam.
0333	MGMT 2	BERNAL, V	<a href="http://www.lamission.edu/business/bernal">www.lamission.edu/business/bernal</a>
0438	PSYCH 1	MCKENNA, P	Email: <a href="mailto:paul2317_psych1@yahoo.com">paul2317_psych1@yahoo.com</a>
0447	SOC 1	LEVY, M	Email: <a href="mailto:proflevym@hotmail.com">proflevym@hotmail.com</a>
0447	SOC 1	LEVY, M	Email: <a href="mailto:proflevym@hotmail.com">proflevym@hotmail.com</a>
0448	SOC 1	D'ANTONIO, V	Email: <a href="mailto:proflayne@yahoo.com">proflayne@yahoo.com</a>
0449	SOC 1	BIONDO, J	Email: <a href="mailto:JillB9191@yahoo.com">JillB9191@yahoo.com</a>
0457	SOC 2	LEVY, M	Email: <a href="mailto:proflevym@hotmail.com">proflevym@hotmail.com</a>
0459	SOC 3	BIONDO, J	Email: <a href="mailto:JillB9191@yahoo.com">JillB9191@yahoo.com</a>

## Hybrid Classes

0147	BUS 1	BERNAL, V	Meets Monday 8am-9:30am in CSB 207 <a href="http://www.lamission.edu/business/bernal">www.lamission.edu/business/bernal</a>
3301	LAW 1	STAFF	Meets Thursday 6:50pm-8:15pm in CSB 110 <a href="http://www.lamission.edu/law">www.lamission.edu/law</a>
3302	LAW 10	STAFF	Meets Tuesday 8:30pm-9:55pm in CSB 110 <a href="http://www.lamission.edu/law">www.lamission.edu/law</a>
3304	LAW 16	LOPEZ, V	Meets Tuesday 6:50pm-8:15pm in CSB 110 <a href="http://www.lamission.edu/law">www.lamission.edu/law</a>
3305	LAW 17	JORDAN, D	Meets Wednesday 6:50pm-8:15pm in CSB 207 <a href="http://www.lamission.edu/law">www.lamission.edu/law</a>
3306	LAW 19	SOLEDAD, H	Meets Thursday 8:30pm-9:55pm in CSB 110 <a href="http://www.lamission.edu/law">www.lamission.edu/law</a>
3307	LAW 34	JORDAN, D	Meets Wednesday 8:30pm-9:55pm in CSB 110 <a href="http://www.lamission.edu/law">www.lamission.edu/law</a>
3314	MGMT 31	BERNAL, V	Meets Tuesday 3:40pm-5:45pm in CSB 208 <a href="http://www.lamission.edu/business/bernal">www.lamission.edu/business/bernal</a>

LOS ANGELES MISSION COLLEGE

# Late Start & Short Term Classes These classes are also listed in the SPRING schedule.

## LATE START

**ACCTG 15 - TAX ACCOUNTING I (CSU) 3.00 UNITS**  
 0103 LEC 9:00 am - 2:50 pm S YAMAUCHI, R INST 2001  
 (9Wks - 4/5/2014 to 6/7/2014)

**CH DEV 60 - INTRODUCTION TO FAMILY CHILD CARE I (CSU) 1 UNIT**  
 0179 LEC 12:00 pm - 4:15 pm S MORENO, M CCDS 201  
 (4Wks - 3/8/2014 to 3/29/2014) Taught bilingually (English/Spanish)

**CH DEV 63 - CREATIVE CURRICULUM IN A FAMILY CHILD CARE SETTING (CSU) 2 UNITS**  
 0180 LEC 12:00 pm - 4:15 pm S MORENO, M CCDS 201  
 (8Wks - 4/5/2014 to 5/31/2014) Taught bilingually (English/Spanish)

**CH DEV 172 - INTRO TO CAREERS IN CHILD DEVELOPMENT 1 UNIT**  
 0181 LEC 8:50 am - 11:40 am F RODRIGUEZ, P CCDS 202  
 (5 Week Class - Starts 2/21/14, Ends 3/28/14) Taught Bilingually (English/Spanish)

**LIB SCI 101 - LIBRARY RESEARCH METHODS (UC:CSU) 1 UNIT**  
 0332 LEC 10:00 am - 11:50 am F MACDOWELL, S LRC 205  
 (9Wks - 2/21/2014 to 4/25/2014) Email: macdowsa@lamission.edu

**PERSDEV 4 - CAREER PLANNING (CSU) 1 UNIT**  
 0408 LEC 12:15 pm - 2:35 pm T ANDRADE, M CSB 203  
 (7Wks - 2/18/2014 to 4/1/2014)

0407 LEC 8:25 am - 10:30 am S DALE, J INST 1013  
 (8Wks - 2/22/2014 to 4/26/2014) Note: Class is geared towards students with disabilities

**PERSDEV 17 - COLLEGE SURVIVAL SKILLS DEVELOPMENT (CSU) 1 UNIT**  
 3391 LEC 4:20 pm - 6:40 pm Th BONILLA, D CSB 203  
 (7Wks - 2/20/2014 to 4/10/2014)

0409 LEC 9:25 am - 11:30 am F SCHWARTZ, R INST 1013  
 (8Wks - 3/14/2014 to 5/9/2014) Note: Class is geared towards students with disabilities

**PHYSICS 39 - PHYSICS FOR ENGINEERS & SCIENTISTS III (UC:CSU) 5 UNITS**  
 0423 LEC 10:35 am - 1:30 pm MWF RAINS, R CMS 246  
 AND LAB 10:35 am - 1:55 pm TTh RAINS, R CMS 6  
 (8Wks - 4/14/2014 to 6/6/2014)

## SHORT TERM

**PHYSICS 38 - PHYSICS FOR ENGINEERS & SCIENTISTS II (UC:CSU) 5.00 UNITS**  
 0422 LEC 10:35 am - 1:45 pm MWF RAINS, R CMS 246  
 AND LAB 10:35 am - 1:45 pm TTh RAINS, R CMS 6  
 (8Wks - 2/10/2014 to 4/4/2014)

## MOBILE ALERT NOTIFICATION SYSTEM LOS ANGELES MISSION COLLEGE



Sign up is simple:

Text **LAMC** to **253788** (AlertU) and reply **Y**

Or sign up online at [www.alertu.org/lamc](http://www.alertu.org/lamc)

- ALERT NOTIFICATIONS ARE ONLY SENT IN EMERGENCY SITUATIONS
- ALERTU SUBSCRIBERS WILL NOT RECEIVE SPAM
- SUBSCRIBER INFORMATION WILL NOT BE SHARED WITH THIRD PARTY MARKETERS
- STANDARD TEXT MESSAGE RATES APPLY

FOR MORE INFORMATION VISIT [WWW.ALERTU.ORG](http://WWW.ALERTU.ORG)

BROUGHT TO YOU BY





# The Weekend College

A Program of Los Angeles Community College District

**ITV/The Weekend College** classes allow students to complete general education classes in a focused eight-week format. The classes are offered on four campuses: **City [C]** and **Southwest [SW]** Colleges on Saturdays and **Valley [V]** and **Pierce [P]** Colleges on Sundays. The first college listed is **AM only 9:00-12:00 Noon**. The second college listed is **PM only 1:30-4:30 PM**. Students attend only one class meeting each weekend and may attend at any location.

The classes are taught by the same instructor at each campus. All classes are taught in a highly effective “blended format” combining the weekend class meetings with online activities and half-hour video lessons creating a dynamic learning environment for all students. Video lessons are available on cable television in the City of Los Angeles and in broadband, on DVD and in the College Learning Resource Centers on campus.

Students enroll online using the Student Information System, selecting ITV as the campus. Students are advised to consult with a College Counselor when planning their Associate Degree or transfer program. For questions or registration assistance, call 818/833-3595. Financial aid is available for qualified students; fee waivers also apply to these classes. Transcripts are issued by L.A. Mission College.

Spring 2014 <b>SESSION A</b> February 10 - April 6				Spring 2014 <b>SESSION B</b> April 14 - June 8			
Classes	Section	Saturday Campus	Sunday Campus	Classes	Section	Saturday Campus	Sunday Campus
Anthropology 101	7238	C/SW	P/V	Anthropology 102	7247	C/SW	P/V
Economics 2	7239	C/SW	P/V	English 101	7248	C/SW	P/V
English 101	7240	C/SW	P/V	English 102	7249	C/SW	P/V
Health 11	7241	C/SW	P/V	History 12	7250	C/SW	P/V
History 11	7242	C/SW	P/V	Mathematics 227	7251	SW/C	V/P
Mathematics 125	7243	SW/C	V/P	Political Science 1	7252	SW/C	V/P
Philosophy 1	7244	SW/C	V/P	Psychology 41	7253	SW/C	V/P
Political Science 1	7245	SW/C	V/P	Sociology 1	7254	SW/C	V/P
Psychology 1	7246	SW/C	V/P				
No class meetings: February 15 & 16 Saturday class meetings: February 22 - April 5 Sunday class meetings: February 23 - April 6 Last day to: ADD Classes: February 19 – Students who add after February 19 are responsible for fees. Drop without incurring fees: February 19 Drop without receiving a “W”: February 19 <b>Spring Break: April 7 -13</b>				No class meetings: Sunday, April 20 Saturday class meetings: April 19 - June 7 Sunday class meetings: April 27 - June 8 Last day to: ADD Classes: April 21 – Students who add after April 21 are responsible for fees. Drop without incurring fees: April 19 Drop without receiving a “W”: May 1			

Website: [www.lamission.edu/itv](http://www.lamission.edu/itv) • Telephone: 818/833-3594 or 800/917-9277

## Library

Library Building, Top Floor

**Hours:** Monday – Thursday 8am to 8pm,

Friday 8am to 1pm/Saturday 10am to 2pm

818.364.7600 x7106 | [www.lamission.edu/library](http://www.lamission.edu/library)

Online databases, books, reference materials, periodicals, and information from the Internet – the tools you need to succeed are all available in the Library. The library staff is eager to assist you. Check out your library.

- Many textbooks are available for library use. Most other books can be borrowed for home use.
- E-books, articles in periodicals and newspapers and reference information are available 24/7 from on campus and from home.
- Study rooms are available for small groups to use.
- Computers provide access to Microsoft Office Suite, the internet and online databases.
- Wireless access is available throughout the Library. Use your own laptop or check out a library laptop to use in the Library.
- Use your Student ID card to make copies or print black and white or color documents from computers.
- A scanner is available at the reference desk to scan documents.
- MLA and APA citation and style guides are available by clicking on Research Paper Guides from the Library home page.
- Reference librarians will help you find the information you need for your class assignment.

Increase your skills in using Library Resources. Attend a workshop on Databases, MLA and Research Strategies. Enroll in Library Science 101-Library Research Methods. Use our online tutorials and research guides. Ask a librarian for assistance.

## Science Success Center (SSC)

CMS (East Campus), main level, seminar rm 101 – Wheelchair accessible

**Hours:** Monday – Thursday 10am to 8pm/Saturday 10am to 2pm

The SSC provides FREE assistance in science courses to registered students: Library building, room 208. Workshops in Astronomy, Biology, Chemistry, and Physics are offered regularly. Midterm and FINAL EXAM review sessions, one-to-one assistance, and group study sessions are available. For more information, call 818.364.7133.

- Resources from professors, SSC handouts, science videos and animations, and links to social networking are on the SSC's web page
- Support for success in Anatomy classes includes Histology slides, microscopes, and various anatomical models as well as tutoring.
- Critical SSC Science tutorial videos to support the understanding of the science material are now available to view and/or check out.
- Science related manipulative models are available for use in the SSC.

Contact: Kristina Gonzales, Lead Coordinator, Title V HSI Science Success Center: [gonzalkm@lamission.edu](mailto:gonzalkm@lamission.edu) 818.364.7133

Website: <http://www.lamission.edu/learningcenter/ssc.aspx>

## Learning Center Math Lab

Library building, ground floor, room 215 – Wheelchair accessible

**Hours:** Monday – Thursday 11am to 7pm

Tutoring for Math 105 and Math 112 is provided in the Learning Center Math Lab.

Tutoring for Math 105 and Math 112 is provided in the Learning Center Learning Lab next to the Information Desk.

The Learning Center Math tutors are dedicated to student success and provide friendly assistance for class assignments and practice exams. Tutors can also direct students to online videos, assist with math computer programs, and lend calculators and Math textbooks to students for use in the Learning Center.

- Math 105 and 112 instructors often hold their office hours in the LRC to answer class/program related questions and provide tutoring.
- The Learning Center is equipped with computers that support interactive software: MyMathLab, MyLabsPlus, WebAssign, Mathematica, and Minitab.

Contact: Lilit Haroyan, Instructional Assistant, Mathematics [haroyanl@lamission.edu](mailto:haroyanl@lamission.edu) or 818.364.7628

## The Learning Center (TLC)

Marie Zaiens, Director: [zaiensme@lamission.edu](mailto:zaiensme@lamission.edu) | 818.364.7757

Ground floor of the LAMC Library building

**Hours: Individual Use Area** – Monday – Thursday, 8am to 7pm

**Learning Lab Area** - Monday – Thursday, 9am to 7pm

The Learning Center is a “hub” for activities designed to help students succeed in their classes. The Learning Center offers print and copy services and access to computers for general use in the Individual Use area as well as computers with academic software in the Learning Lab area. For students enrolled in Developmental Communications, computers are available Monday through Thursday from 8am to 7pm.

The Information Desk is staffed by student assistants who are trained to offer basic support for computing, printing, and copying. Highly qualified student tutors, many of whom are enrolled in master's degree programs, are trained to assist students with academic writing, reading, math, science, and computer assignments as well as class projects and homework.

The Learning Center has two centers funded by a Department of Education Title V Hispanic Serving Institution (HSI) grant that is devoted to student success: the *Academic Success Center* (ASC – LRC 218) and *Science Success Center* (SSC – located in CMS 101 on the East Campus). Each semester, a variety of workshops and review sessions are offered covering topics in study skills and grammar through the Academic Success Center. The ASC also offers weekly WORKOUTs in critical thinking topics are offered weekly in the “hub” to help students understand what critical thinking involves and how to apply critical thinking skills in any of their classes. The Writing WORKOUTs can prepare students for essay writing for English classes as well as any of other classes that include essay assignments. Workshops and study materials for Anatomy, Astronomy, Biology, Chemistry, Physics, and Science Success Skills are presented by the Science Success Center. Math tutoring for 105 and 112 students is held Monday through Thursday from 11am to 7pm in the Math Lab, LRC 215. The Learning Center is wheelchair accessible and provides automatic adjustable tables, adaptive software, and screen magnification.

For further information on Learning Center services, please contact the Information Desk at 818.364.7754.

## Academic Success Center (ASC)

In the LRC Library building, ground floor, room 219 – Wheelchair accessible

**Hours:** Monday – Thursday 10:30am to 7pm/Friday 9am to 1pm

The ASC provides FREE writing and reading assistance to registered students. We will help students to study, organize essays, learn MLA and APA styles, and improve grammar. Our knowledgeable writing coaches can help students to develop their skills or discuss writing styles for transfer level courses. Our new Reading Plus software program has helped some students improve their reading by five levels, and it is accessible from home. Students can take a Reading Plus or TABE reading assessment and begin improving their reading skills immediately. To make an appointment, visit the ASC.

- Eleven computers are available with grammar, writing, and reading software to use anytime the Center is open. Two laptops and two MacBook are also available for student use.
- Workshops are provided on grammar review, APA and MLA styles, writing essays, and note-taking techniques.
- Reading Plus, PLATO, and ESL software is available on lab computers.
- Critical thinking WORKOUTs focus on analysis, argumentation, presupposing, assumptions, implications, and interpretation.

Contact: Angela Keshishyan, Assistant Coordinator, Title V HSI Academic Success Center, [keshisa@lamission.edu](mailto:keshisa@lamission.edu) or 818.364.7134

## STEM Math Center (formerly Title V Math Center)

On the East Campus, Center for Math & Science (CMS)

**Hours:** Monday – Thursday 11am to 8pm

Saturday 10am to 2pm

Tutoring provided for Math 115 and above (For Math 105 and Math 112 tutoring, visit the Learning Center Learning Lab).

*NOTE: tutoring for students enrolled in Math 123A/B/C is available in the STEM Math Center AND in the Learning Center.*

Knowledgeable, friendly, and patient tutors and math instructors are available to guide students through class assignments and practice exams. We have math textbooks and calculators available for students to use in the lab. Our staff can also assist students with math computer programs and online assignments. All services are free for registered students.

No appointment needed.

Services include:

- The tutoring lab is equipped with computers that support interactive software: MyMathLab, MyLabsPlus, WebAssign, Mathematica, and Minitab.
- Access is provided to online resources: review exams and handouts provided by Math instructors
- Step-by-step solutions in video format are available for selected classes.
- Instructors often hold their office hours in the STEM Math Center to answer class/program related questions and provide tutoring.

Contact: Maria Renteria, STEM Math Center Coordinator  
rentermd@lamission.edu 818.364.7811

## Teacher Pathways

Teacher Pathways is a teacher preparation and career pathways program that supports students pursuing a Liberal Studies, Multiple Subject Teacher Prep associate's degree, transfer to a university, and a career in teaching K-12.

Services include:

- Learning Community
- Supportive Services: case management, academic counseling, and professional development
- Assistance in obtaining part-time employment and clinical experience in an afterschool setting or related educational field
- Guaranteed transfer admission to Cal State Northridge, School of Education (upon successful completion of program requirements)

For more information, please call 818.364.7600 x7145.

## Child Development Center

The Los Angeles Mission College Child Development Lab School has collaborated and partnered in the instruction of students since their inception 36 years ago. The CDC laboratory school is an institution of learning as well as offering students access to college. Our program is grounded in theory, the latest studies and current best practice. Early childhood education is fluid and changes with the needs of the community and society.

What has not changed in over 30 years is that the first 5 years of life is the most significant in learning and comprehension. Studies have only reinforced the need for early education, especially with new studies regarding brain development.

Our ratios and participation of vested individuals make us a utopian society of care and education for children. We have the ideal environment that is conducive to learning. We have highly experienced and educated staff, low ratios and purposeful collaboration.

## DISTRICTWIDE REGISTRATION

### REGISTER AT MORE THAN ONE COLLEGE!

Students registering for classes through the college's web-based registration system will also have the opportunity to register for classes at any of the other colleges in the Los Angeles Community College District – East L.A. College, L.A. City College, L.A. Harbor College, L.A. Mission College, Pierce College, L.A. Trade Technical College, L.A. Southwest College, L.A. Valley College, and West L.A. College. Students can register for Instructional Television (ITV) classes as well.

### Search for Classes on the Web!

Using the college's web registration system, students can search for available classes at any college in the Los Angeles Community College District. They can even search for a particular course by time and days of the week!

### Thousands of Classes to Choose From!

The opportunity to enroll at multiple colleges gives students access to thousands of classes throughout the nine colleges in the Los Angeles Community College District.



## DISTRICTWIDE PARKING

YOUR LAMC PARKING PERMIT IS GOOD  
AT ALL 9 CAMPUSES!



# The Non-Credit Program

Our classes are designed to provide opportunities for personal enrichment, enhancement of job opportunities and preparation for a college career. Our instructors are trained in their fields and committed to providing you with the best education.

**Do you need** to learn to speak English to advance your personal and career goals?

**Do you want** to get your GED or need help passing the CAHSEE exams?

**Are you beginning** your US citizenship process and want to prepare for the exam?

**Do you want** to go back to school and need academic preparation and guidance?

**If you answered "yes"** to any of the questions above, the Non-Credit program can help you. We offer...

## English as a Second Language (ESL) Classes

Learn to read, write and speak English today! Learn to speak, read and write English through our free courses that focus on conversation and beginning grammar. We will assess and place you in a class that best fits your needs. One of our counselors will also monitor your progress and help you transition into higher level credit ESL classes on campus.

## GED Preparation and Services

Pass your GED test today. We offer free preparation classes. 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 your GED certificate can make a big

difference in your ability to get and keep a job or to qualify for further education. We will assess your math and English levels and place you into a class that best fits your needs. We offer free preparation classes that focus on reading comprehension and mathematics. We do not offer the GED test at our location but our program will monitor your progress, help you with the registration process and find a convenient location for you to take the test.

## CAHSEE (High School Exit Exam) Preparation Classes

Do you need to pass the CAHSEE exam to get your high school diploma? All high school students in the state of California are required to pass the California High School Exit Exam (CAHSEE). Our program offers preparation courses in the areas of Math and Language Arts. We will also provide you with academic counseling services that will help you achieve your higher educational goals. We will assess your Math and English skills and place you in the class that best fits your needs. You will also get assistance finding locations and dates for the next CAHSEE exam.

## Citizenship Test Preparation Classes and Evaluation of Form N-400.

Let us help you begin the process to become a U.S. citizen today! During your naturalization eligibility interview, a USCIS Officer will test your ability to read, write, and speak English (unless you are exempt from the English requirements). You will also be given a civics test in English, to test your knowledge and understanding of U.S. history and government, unless you are exempt. Our classes will prepare you to pass the reading, writing and speaking tests. We also have services to help you complete the N-400 form and to answer any questions regarding the process.

SPRING 2014 - Non Credit Schedule

GED ENGLISH	CLASS	TIME	DAYS	ROOM	TEACHER
8850	GED COMPLETE	9AM - 1:15PM	M	Bungalow 5	JOSE GUTIERREZ
8851	GED COMPLETE	9AM - 1:15PM	W	Bungalow 5	JOSE GUTIERREZ
8852	GED COMPLETE	8AM - 12:15PM	F	Bungalow 5	JOSE GUTIERREZ
5850	GED MATH	7PM - 9:05PM	M W	Bungalow 5	ABRAHAM ARRIAGA
GED Spanish	CLASS	TIME	DAYS	ROOM	TEACHER
8855	GED SPANISH	9AM - 1:15PM	M	Bungalow 3	SILVIA YEHIA
8856	GED SPANISH	9AM - 1:15PM	W	Bungalow 3	SILVIA YEHIA
8853	GED MATH (Spanish)	8AM - 12:15PM	F	Bungalow 3	STAFF
8854	GED SPANISH	9AM - 1:15PM	S	INST 1012	SILVIA YEHIA
BASIC SKILLS	CLASS	TIME	DAYS	ROOM	TEACHER
8857	CAHSEE	8AM - 11:10AM	S	INST 1010	CESAR FUENTES
8858	LITERACY LAB	9AM - 11:05PM	M/W	LRG 218	LAURIE CARTER
8859	COMPUTERS	8:30AM - 12:45PM	T	SAR COUG	ELSA SARMIENTO
ESL	CLASS	TIME	DAYS	ROOM	TEACHER
8860	ESL 1	8AM - 11:10PM	MTWTH	OLIV MNR	ANTONIO LEIJA
5851	ESL 1	6PM - 9:10PM	MTWTH	GRID ES	LUZ DE LA CRUZ
8861	ESL 2	8:30AM - 11:40AM	T Th	GRID ES #45	LUIS GALVEZ
5852	ESL 2	6PM - 9:10PM	MTWTH	GRID ES #46	ELEUTERIO MICHEL
8862	ESL 3	9AM - 12:10PM	MTWTH	BUNG 4	MIRIAM KRAWCHUK
5853	ESL 3	7PM - 10:10PM	MTWTH	BUNG 4	ELSA SARMIENTO
5846	ESL Conversation	6PM - 9:10PM	M/W	Bungalow 3	PETER SCHNEIDER
5854	ESL MULTI	6PM - 9:10PM	MTWTH	MONR HS	DE LA CRUZ, J / MATURO
CITIZENSHIP	CLASS	TIME	DAYS	ROOM	TEACHER
5855	CITIZENSHIP	6PM - 9:10PM	W	GRID ES	SILVIA YEHIA
8864	CITIZENSHIP	9AM - 12:10PM	S	INST 1001	MIRIAM KRAWCHUK

**Classes are FREE and Registration is fast and easy!**

All services and classes are free of charge and open to everyone in the community. **Don't wait any longer**, call us today! For more information and for our schedule of classes please call 818.364.7774, or log on to <http://lamission.edu/noncredit>

*FREE  
GED Prep  
Courses*

# Programa Non-Credit

¿Necesitas aprender inglés para tu desarrollo personal y laboral?

¿Quieres obtener el GED o necesitas ayuda para pasar el examen de CAHSEE para obtener el Diploma de High School?

¿Quieres empezar el proceso para hacerte ciudadano de Los Estados Unidos y necesitas ayuda preparándote para el examen Naturalización?

¿Quieres regresar a la escuela y necesitas prepararte académicamente y obtener consejería?

**Si contestaste "Si"** a una de estas preguntas llámanos hoy. El programa de Non-Credit te puede ayudar. Todos los servicios son GRATIS y registrarse es fácil. Todos los miembros de la comunidad pueden participar en este programa.

## Clases de inglés Como Segundo Idioma

Aprende Inglés con nuestras clases gratuitas, inscríbete hoy. El idioma inglés es muy necesario para la comunicación diaria en este país, también es requerido hablarlo, leerlo y escribirlo para alcanzar metas académicas tanto como personales.

Aprende a hablar inglés con nuestras clases gratuitas.

Nuestro programa se enfoca en el área de conversación y los niveles básicos de gramática. Nosotros te asesoraremos para poder colocarte en una clase indicada a tu nivel. Nuestros consejeros te ayudaran dándote información que te ayudara a seguir adelante con tus metas académicas.

Tendras la oportunidad de continuar con clases de crédito en el colegio después de completar nuestro programa. Inscríbete hoy.

## Clases de preparación de GED en Español

Nosotros te preparamos para que pases tu GED en español.

¡Comienza a trabajar para un mejor futuro hoy!

El certificado de GED (General Education Development) es aceptado como un equivalente a un High School diploma. El certificado puede ser adquirido al pasar una serie de exámenes en las áreas de lectura, matemáticas, estudios sociales, historia de E.E.U.U. y ciencias. El examen lo puedes tomar en español o inglés y está diseñado para medir el nivel de conocimiento de un estudiante a nivel de la High School. El pasar el examen de GED te ayudara a conseguir un mejor empleo, seguir tu educación y calificar para ayuda financiera. Nosotros

asesoraremos al estudiante para colocarlo en el nivel indicado. Nuestras clases están diseñadas para preparar al estudiante a pasar el examen. Nuestro programa no administra el examen pero te ayudaremos a encontrar un lugar y una fecha conveniente de acuerdo a sus necesidades, sea en español o inglés.

## CAHSEE (Examen de Salida de Preparatoria)

Para poder obtener el diploma de preparatoria (High School) en el estado de California los estudiante tienen que pasar un examen de salida llamado CAHSEE. EL programa está diseñado para ayudarte a mejorar tu conocimiento en las materias de Inglés y Matemática. El programa te ofrece (1) una serie de clases en Matemáticas e Inglés que te asesora para pasar el examen, (2) ayuda individual en las materias de Matemática e Inglés (3) asesoría individual con uno de nuestros consejeros para seguir tus metas académicas. Visítanos o llámanos para mayor información.

## Clases de Ciudadanía y asesoramiento en la forma N-400

Prepárate y pase el examen de naturalización con la ayuda de nuestras clases, recibe ya los beneficios de ser un ciudadano de los Estados Unidos.

Durante la entrevista de naturalización un oficial de USCIS te hará un examen oral y escrito en inglés. (Excepto a personas que califican no tomarlo en ingles). La segunda parte del examen consiste en una prueba de conocimiento de historia y gobierno de Estados Unidos. Nuestras clases te ayudaran con una preparación solida para que puedas pasar el examen de naturalización y obtener tu ciudadanía. Te ayudaremos a llenar la aplicación N-400 y contestar todas las preguntas que tengas acerca del proceso.

**No Espere Más, ¡Lláme hoy!** Para más información y horario de clases llame a Dennis Solares al 818.364.7774 o visite nuestra página de internet <http://lamission.edu/noncredit>

*Cursos GRATIS de  
Preparación para GED*



## Why should you enroll in the Credit ESL Program at Mission College?

**Our Mission is Your Success! To help you succeed in meeting your goals, our ESL Program provides...**

- Dedicated, caring, and experienced instructors and staff
- Modern, technology-equipped classrooms
- State-of-the-art computer labs
- Multi-level program to meet your language development needs
- Day and evening classes to meet your busy schedule
- Financial Aid available for most students

**Students who complete the 7-Level Credit ESL Program at Mission College can...**

- Succeed in other college courses
- Be prepared to continue their college studies and earn AA and AS Degrees or complete certificates in fields like Culinary Arts, Child Development, Multimedia, Computer Science and other fields
- Enhance job skills and career advancement
- Increase vocabulary and reading skill
- Improve oral and written communication

Go to [www.lamission.edu](http://www.lamission.edu) and click on "Apply Online" or come in person with your valid picture ID to complete an application and start the registration process. Once you have applied, Mission College will provide Assessment, Orientation, and Counseling to help you enroll in the correct ESL classes.

### ESL Program at Mission College

#### Levels and Classes

The ESL program at Mission College consists of seven levels of instruction. Research in language acquisition advises that skills not be taught in isolation. Consequently, some ESL classes are combined, and other ESL classes have corequisites. Students receive maximum benefit by taking all classes in each level concurrently.

**Level 1:** ESL 1 integrated (combined skills) -12 units MTWTh

**Level 2:** ESL 2 integrated (combined skills) -12 units MTWTh

**Levels 3, 4, 5 and 6** have A, B, and C components:

ESL 3A, 4A, 5A, 6A: Writing/Grammar, 6 units, MW

ESL 3B, 4B, 5B, 6B: Reading/Vocabulary, 3 units, TTh

ESL 3C, 4C, 5C, 6C: Listening/Speaking, 3 units, TTh

**Level 7:** ESL 8: Advanced ESL Composition - 6 units, MW

ESL 8 is equivalent to English 28 and satisfies the prerequisite for English 101.

#### Assessment - Which Level Should I Take?

All new students must take the Mission College ESL Placement Test. The results of this test will indicate which level you should enroll in. Mission College does not accept assessment test results from other colleges or adult schools.

Once enrolled, students who believe they were incorrectly placed should confer with their instructor and the ESL Department Chair.

For information, call 818.364.7666

### El programa de (ESL) inglés como segundo lenguaje en Mission College

#### Niveles y clases

El programa de (ESL) inglés como segundo lenguaje consiste en siete niveles de instrucción. El estudio en la adquisición del lenguaje recomienda la enseñanza de las habilidades integradas. Consecuentemente algunas clases de (ESL) están combinadas y otras clases requieren pre-requisitos. Los estudiantes reciben el máximo beneficio tomando todas las clases en cada nivel al mismo tiempo.

**Nivel 1:** ESL 1, Habilidades Integradas - 12 unidades, MTWTh

**Nivel 2:** ESL 2, Habilidades Integradas - 12 unidades, MTWTh

**Nivel 3, 4, 5, y 6** Comprende las asignaturas A, B, y C.

ESL 3A, 4A, 5A, 6A: Escritura/Gramática - 6 unidades, MW

ESL 3B, 4B, 5B, 6B: Lectura/Vocabulario - 3 unidades, TTh

ESL 3C, 4C, 5C, 6C: Escuchar/Hablar - 3 unidades, TTh

**Nivel 7:** ESL8: Avanzado ESL composición - 6 unidades, MW

ESL 8 es equivalente a inglés 28 y satisface los requisitos para inglés 101.

#### Examen - ¿Cuál nivel debo tomar?

Todos los estudiantes nuevos deben tomar el examen de ESL en Mission College. Los resultados de este examen le indicarán a qué nivel deberá inscribirse. Mission College no acepta resultados de exámenes de otros colegios o escuela para adultos.

Una vez inscrito el estudiante que crea que fue asignado a un nivel incorrecto deberá comunicarse con su instructor o el jefe del departamento de ESL.

Para mas informacion llama al 818.364.7666

**ANNOUNCEMENT:** Title 5, section 55035, prohibits students, who have completed 30 units of "remedial" (basic skills) course work, from enrolling in any additional credit basic skills courses. Starting with the Winter 2010 registration cycle, this requirement will be reinforced by DEC. If a student who has exceeded the 30 unit limit enrolls in a credit or noncredit ESL course, the student will be permitted to enroll in additional basic skills courses. Also, Title 5 exempts students with learning disabilities. The DSPS Office can authorize a system override for these students. The actual override functionality is in A&R so the DSPS Office will have to coordinate this effort with the Admissions Office. This restriction does not apply to non-credit basic skills courses. Students, who have exceeded the 30 unit limit, should be encouraged to enroll in non-credit basic skills courses.

## The STEPS TO SUCCESS Matriculation 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.

**Matriculation Exemptions Status:** At the time of application, all students are classified as Exempt or Non-Exempt from various matriculation 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 below.

**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 AND SUBMIT AN ONLINE APPLICATION FOR ADMISSION

### Online Application Process:

- GO TO [www.lamission.edu](http://www.lamission.edu) and click on "Apply Online."
- You will be sent directly to the [CCCApply.Org](http://CCCApply.Org) website, where you will follow the steps listed on the website.
- Allow approximately 3 to 5 working days (excluding holidays and weekends) for the processing of your online application.
- Once your on-line application is successfully processed, you will receive an email confirmation containing your STUDENT IDENTIFICATION NUMBER and information explaining how to access your district wide registration appointment online. Your student identification number will allow you to access the registration system.

As per LACCD policy, only online applications will be accepted by Admissions. However, In rare and unusual circumstances paper applications will be accepted with prior approval.

### For more Information:

- Visit [www.lamission.edu/admissions](http://www.lamission.edu/admissions)
- Stop by the Admissions Office in the Student Services Lobby located in the Instructional Building.
- Call 818.833.3322 during our regular office hours, which are subject to change. Check [www.lamission.edu/admissions](http://www.lamission.edu/admissions) for current office hours

## STEP 2 ASSESSMENT

Campus Center Lower Level, Room 1529

ALL students who have submitted an application and have been issued a student ID 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 from 8am to 5pm. Students must have their LACCD ID Number and present a valid form of picture ID prior to taking the assessment tests.

*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](http://www.lamission.edu/math) and select "MDTP Sample Tests" from the Main Menu.*

### 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 – [eweb2.laccd.edu/WebStudent/signon.asp](http://eweb2.laccd.edu/WebStudent/signon.asp)

### For more Information:

- Visit [www.lamission.edu/assessment/default.aspx](http://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 a college that uses assessments that are on the approved list of assessment instruments for California Community Colleges 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 ONLINE ORIENTATION

Once the assessment tests have been completed and results received, students may sign up at the Assessment Center or Counseling Department to attend an Online or In Person Orientation. It is highly recommended for all new students to attend an Orientation session unless exempt (please refer to exemptions below). 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 educational goals.

**For more Information:**

- Visit [www.lamission.edu/assessment/orientation.aspx](http://www.lamission.edu/assessment/orientation.aspx)
- Stop by the Assessment Office in the Campus Center, Lower Level, Room 1529.
- Call 818.364.7613

**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). It is recommended that all students meet with a counselor regularly, as it provides an opportunity to review educational goals, course requirements, research majors, plan courses, and develop a Student Educational Plan (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](http://www.lamission.edu/counseling)
- Stop by the Counseling Office in the Instructional Building, Administration Wing
- Call 818.364.7655 or 818.364.7656

**Counseling 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 5 APPLY FOR FINANCIAL AID

All students are encouraged to apply for financial aid. Eligible students who are U.S. citizens and eligible non-citizens should complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA is used to determine eligibility for federal and state financial aid, including grants, work-study, and loans. Students qualifying under AB540 for an exemption to paying California Nonresident Tuition who do not possess permanent Social Security numbers can apply for state financial aid (Cal Grants and the Board of Governor's (BOG) Fee Waiver) through the California Dream Act Application available online at [www.caldreamact.org](http://www.caldreamact.org)

### STEP 6 ONLINE REGISTRATION FOR YOUR COURSES

**Register for Courses Online:**

*The first task is to go to [www.lamission.edu](http://www.lamission.edu) and check for open classes. Have the four-digit section number of the classes you want ready. Then check and make sure there are no time conflicts for your chosen classes. Next, follow the seven steps listed below.*

1. Have your student ID number ready before you sign 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](http://www.laccd.edu)
4. Click on "Student Information System."
5. Select "Current Student."
6. Select "View Registration Appointment." (State Title V regulations mandate that students may not register before their appointment date.)

Fees	
<b>Enrollment Fees</b>	
Resident Student	\$46 (per unit)
Out-of-State Student	\$46 (per unit)
International Students*	\$46 (per unit)
<b>Additional Tuition Fees (non-resident students only)</b>	
Out-of-State Student	\$190 (per unit)
International Students*	\$212 (per unit) includes additional capital outlay fee of \$25
<b>Health Fees</b>	
Fall & Spring	\$11 (each semester)
Winter & Summer	\$8 (each semester)
<b>Student Representation Fees</b>	
Each Semester	\$1
<b>Parking Fees</b>	
Fall & Spring	\$20 (each semester)
Winter & Summer	\$10 (each semester)
<b>Associated Student Organization (ASO) Membership Fee</b>	
Fall & Spring	\$7 (each semester)
Winter & Summer	\$3 (each semester)
<b>Audit Fee</b>	
Per Unit	\$15
<b>International Medical Insurance Coverage (IMED)</b>	
Per Semester	\$576
(required for International or foreign students only)	

*\*Additional \$25 Report Fee due once per semester*



*Our Mission Is Your Success*

# Prerequisites, Corequisites & Advisories

**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

## Registration Limitation

All students need to demonstrate meeting the prerequisite or corequisite requirement in order to enroll into the target course.

- If the student satisfies the requirement 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 or CCC placement results) to the Counseling Department located in the Instructional and Student Services Building (818.364.7655).

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.

## 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 or CCC placement results) to the Counseling Department 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 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 the a course placement authorization from the counseling department and take it to Admissions along with the necessary add form for processing.
  - If the challenge is denied, the student may be able to appeal the decision to the Vice President of Academic Affairs (see petition form for more details). Notification of the appeal decision will be sent to the student within 5 working days after its receipt. Students with complaints or challenges to any matriculation provision may appeal to the Vice President of Student Services.



Chair: Pat Flood 818.364.7715

**1 INTRODUCTORY ACCOUNTING I (UC:CSU) 5.00 UNITS**

Prerequisite: None

The student will learn basic accounting theory and procedures. Students will prepare books of original entry and post to general and subsidiary ledgers. Students will perform accounting procedures using the voucher system, and will prepare adjusting entries, and financial statements.

**DAY CLASSES**

0101	LEC	10:35AM - 1:05PM	MW	NERUD, S	BUNG 10
3101	LEC	2:30PM - 5:00PM	MW	NERUD, S	BUNG 10

**2 INTRODUCTORY ACCOUNTING II (UC:CSU) 5.00 UNITS**

Prerequisite: Accounting I with a grade of 'C' or better

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.

**DAY CLASSES**

0102	LEC	9:30AM - 12:00PM	TTh	NERUD, S	BUNG 10
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**921 COOP ED - ACCOUNTING (CSU) 2.00 UNITS**

9001	LEC	2:05 hrs/wk	TBA	RASKIN, E	SCHEDULE
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**931 COOP ED - ACCOUNTING (CSU) 3.00 UNITS**

9002	LEC	3:10 hrs/wk	TBA	RASKIN, E	SCHEDULE
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**941 COOP ED - ACCOUNTING (CSU) 4.00 UNITS**

9003	LEC	4:15 hrs/wk	TBA	RASKIN, E	SCHEDULE
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Chair: Pat Flood 818.364.7715 | Vice Chair: Kelly Enos 818.364.7610

**1 INTRODUCTION TO ADMINISTRATION OF JUSTICE (UC:CSU) 3.00 UNITS**

Prerequisite: None

The history and philosophy of Administration of Justice in the United States, including identification of the various subsystems such as the police, courts and corrections. Includes the theories of crime, punishment, rehabilitation, ethics, education and training for professionalism in the justice system.

**ONLINE CLASSES**

0106	LEC	3:10 hrs/wk	TBA	HART, J	INTERNET www.lamission.edu/online
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**DAY CLASSES**

0107	LEC	12:10PM - 3:20PM	M	RANDOLPH, D	INST 2001
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**EVENING CLASSES**

3102	LEC	3:30PM - 6:40PM	M	LOMAN, M	INST 2004
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**2 CONCEPTS OF CRIMINAL LAW (UC:CSU) 3.00 UNITS**

Prerequisite: None

The historical development, philosophy, and origins of today's criminal law. The course looks at definitions and classifications of crimes and their applications to the system of administration of justice.

**EVENING CLASSES**

3104	LEC	3:30PM - 6:40PM	W	ROCKE, J	INST 2004
3105	LEC	6:50PM - 10:00PM	M	SINCLAIR, R	INST 2001

**3 LEGAL ASPECTS OF EVIDENCE (CSU) 3.00 UNITS**

Prerequisite: None

A study of the origin, development, philosophy, and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search, and seizure; kinds and degrees of evidence, and rules governing admissibility; judicial decisions interpreting individual rights and case studies.

**EVENING CLASSES**

3106	LEC	6:50PM - 10:00PM	W	SMITH, P	INST 2004
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**4 PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM (UC:CSU) 3.00 UNITS**

Prerequisite: None

A study of the different aspects of the criminal justice system with an emphasis on the courts. Reviews the different procedures in court settings and how the courts decisions impact society as a whole.

**EVENING CLASSES**

3107	LEC	3:30PM - 6:40PM	W	ENOS, K	INST 2001
3108	LEC	6:50PM - 10:00PM	W	ENOS, K	INST 2001

**5 CRIMINAL INVESTIGATION (CSU) 3.00 UNITS**

Prerequisite: None

Course covers police procedures in criminal investigations and legal aspect and procedures. Students will become familiar with techniques in processing crime scenes, interviewing suspects, witnesses and victims.

**EVENING CLASSES**

3109	LEC	3:30PM - 6:40PM	Th	ENOS, K	INST 2001
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**8 JUVENILE PROCEDURES (CSU) 3.00 UNITS**

Prerequisite: None

The organization, function, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.

**EVENING CLASSES**

3111	LEC	3:30PM - 6:40PM	T	KOVNATOR, G	INST 2004
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**14 REPORT WRITING FOR PEACE OFFICERS (CSU) 3.00 UNITS**

Prerequisite: None

The study of effective report writing in police work, including crime scene investigative reports and arrest reports. Students will become familiar with many of the reports and writing styles used by local law enforcement agencies.

**EVENING CLASSES**

3112	LEC	3:30PM - 6:40PM	Th	ROCKE, J	INST 2004
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**39 PROBATION & PAROLE (CSU) 3.00 UNITS**

Prerequisite: None Advisory: Eng 21 or ESL 6A

An examination of community treatment in the correctional process, contemporary probation and parole practices, and an exploration of the various community corrections agencies and employment opportunities.

**EVENING CLASSES**

3113	LEC	6:50PM - 10:00PM	T	WOODS, M	INST 2001
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**160 POLICE ORGANIZATION & ADMINISTRATION (CSU) 3.00 UNITS**

Prerequisite: None

The effect of organizational structure and administrative procedure on the implementation of police functions; assessment of processes of recruitment, career advancement, and leadership; and administrative problems of staffing, supervision and morale.

**EVENING CLASSES**

3115	LEC	3:30PM - 6:40PM	M	ENOS, K	INST 2001
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**921 COOP ED - ADMINISTRATION OF JUSTICE (CSU) 2.00 UNITS**

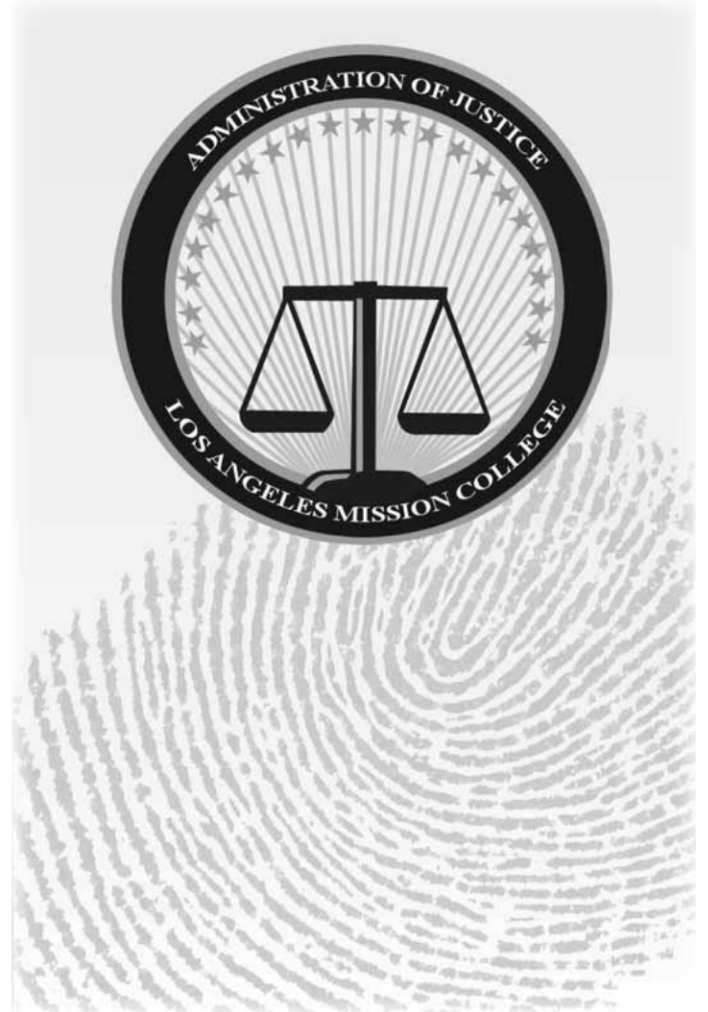
9093	LEC	2:05 hrs/wk	TBA	RASKIN, E	SCHEDULE
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**931 COOP ED - ADMINISTRATION OF JUSTICE (CSU) 3.00 UNITS**

9094	LEC	3:10 hrs/wk	TBA	RASKIN, E	SCHEDULE
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**941 COOP ED - ADMINISTRATION OF JUSTICE (CSU) 4.00 UNITS**

9095	LEC	4:15 hrs/wk	TBA	RASKIN, E	SCHEDULE
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SPRING 2014

Chair: Mike Reynolds 818.364.7695 | Vice Chair: Steve Brown 818.364.7665

**1 INTRODUCTION TO HUMAN ANATOMY (UC:CSU) 4.00 UNITS**

**Prerequisite:** Bio 3 with a grade of 'C' or better **Advisory:** English 28 or ESL 8  
 This course examines cells, tissues, and organs of these human systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, endocrine, lymphatic, and reproductive. Dissection and microscopy are used extensively in lab.

**DAY CLASSES**

0110	LEC	7:15AM - 8:40AM	MW	REYNOLDS, J	CMS 105
AND	LAB	8:50AM - 12:00PM	M	REYNOLDS, J	CMS 102
0111	LEC	7:15AM - 8:40AM	MW	REYNOLDS, J	CMS 105
AND	LAB	8:50AM - 12:00PM	W	REYNOLDS, J	CMS 102
0112	LEC	10:35AM - 12:00PM	TTh	COVITT, G	CMS 4
AND	LAB	12:10PM - 3:20PM	T	COVITT, G	CMS 102
0113	LEC	10:35AM - 12:00PM	TTh	COVITT, G	CMS 4
AND	LAB	12:10PM - 3:20PM	Th	COVITT, G	CMS 102

**EVENING/WEEKEND CLASSES**

3118	LEC	7:00PM - 9:00PM	W	ROSTAMI, M	CMS 105
AND	LAB	8:00AM - 11:10AM	S	ROSTAMI, M	CMS 102
AND	LEC	11:15AM - 12:10PM	S	ROSTAMI, M	CMS 4
3119	LEC	7:00PM - 9:00PM	W	ROSTAMI, M	CMS 105
AND	LEC	11:15AM - 12:10PM	S	ROSTAMI, M	CMS 4
AND	LAB	12:30PM - 3:40PM	S	ROSTAMI, M	CMS 102

Chair: Mike Reynolds 818.364.7695 | Vice Chair: Arthur Gribben 818.364.7600 x4235

**101 HUMAN BIOLOGICAL EVOLUTION (UC:CSU) 3.00 UNITS**

**Prerequisite:** None **Advisory:** English 28 or ESL 8  
 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.

Anthropology 101 is also offered through ITV. See page 14.

**DAY/WEEKEND CLASSES**

0114	LEC	7:15AM - 10:25AM	S	ARMSTRONG, A	CMS 4
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**DAY CLASSES**

0115	LEC	8:55AM - 10:20AM	TTh	GRIBBEN, A	CMS 4
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**EVENING CLASSES**

3120	LEC	6:50PM - 10:00PM	M	TARTAGLIA, L	CMS 4
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**ANTHROPOLOGY 102 is only offered through ITV.** See page 14.

**104 HUMAN LANGUAGE & COMMUNICATION (UC:CSU) 3.00 UNITS**

**Prerequisite:** None  
 Examines basic principles of linguistics: language components, diversity, origins, acquisition and use are explored, with emphasis on communication and sociocultural factors.

**EVENING CLASSES**

3121	LEC	3:30PM - 6:40PM	M	COHEN, M	CMS 4
3122	LEC	6:50PM - 10:00PM	T	TARTAGLIA, L	CMS 4

**121 ANTHROPOLOGY OF RELIGION, MAGIC & WITCHCRAFT (UC:CSU) 3.00 UNITS**

**Prerequisite:** None  
 Focuses on religious beliefs and practices around the world. Overview of forms of religious beliefs; variety of gods and supernatural forces; use of myth, ritual, religious ceremony; shamans, priests, and religious specialists. Topics: symbolism, ritual, magic, divination, witchcraft, religious syncretism, death and the afterlife; ghosts, souls, and reincarnation.

**EVENING CLASSES**

3124	LEC	6:50PM - 10:00PM	W	DALLA DEA, A	CMS 4
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Chair: Deborah Paulsen 818.364.7738

**101 SURVEY OF ART HISTORY I (UC:CSU) 3.00 UNITS**

**Advisory:** English 101  
 A survey of Western Art and Architecture from Pre-historic through Medieval periods; students develop perceptual and critical skills by analyzing the evolution and function of art within historical, cultural, and philosophical contexts.

**DAY CLASSES**

0116	LEC	10:35AM - 12:00PM	MW	STAFF	CSB 207
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**EVENING CLASSES**

3126	LEC	6:50PM - 10:00PM	Th	STAFF	INST 2004
3807	LEC	3:30PM - 6:40PM	W	STAFF	CSB 102B

**102 SURVEY OF ART HISTORY II (UC:CSU) 3.00 UNITS**

**Advisory:** English 101 *NOTE: It is not necessary to take Art 101 before 102, or 109.*  
 A survey of Western Art and Architecture from Renaissance through the Twentieth Century; students develop perceptual and critical skills by analyzing the evolution and function of art within historical, cultural, and philosophical context.

**DAY CLASSES**

0117	LEC	12:15PM - 1:40PM	MW	STAFF	CSB 207
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**103 ART APPRECIATION I (UC:CSU) 3.00 UNITS**

**Advisory:** English 28 or ESL 8  
 An introductory course that explores insight into the visual arts. Students will develop an understanding of the relationship of art to culture through the study of art movements throughout the western history and the traditional art forms of non-western religions.

**EVENING CLASSES**

3127	LEC	3:30PM - 6:40PM	M	STAFF	CSB 102B
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**109 THE ARTS OF AFRICA, OCEANIA & ANCIENT AMERICA (UC:CSU) 3.00 UNITS**

**Prerequisite:** English 28 or ESL 8 *NOTE: It is not necessary to take Art 101 before 102, or 109.*  
 Provides an overview of art and architecture from Africa, Oceania, and Native North and South America in relation their history, religion, and culture.

**ONLINE CLASSES**

0118	LEC	3:10 hrs/wk	TBA	LAVASANI, N	INTERNET
				Email: LavasaNM@lamission.edu	

**201 DRAWING I (UC:CSU) 3.00 UNITS**

**Prerequisite:** None  
 Introduction to principles, elements, and practices of drawing, employing a wide range of subject matter and drawing media. Focus on perceptually based drawing, observational skills, technical abilities, and creative responses to materials and subject matter, including great works of the human imagination.

**DAY CLASSES**

0119	LEC	8:20AM - 9:15AM	TTh	ZARCONI, J	CAC 1
AND	LAB	9:25AM - 10:20AM	TTh	ZARCONI, J	CAC 1
0120	LEC	8:50AM - 10:55AM	F	COLE, J	CAC 1
AND	LAB	10:55AM - 1:00PM	F	COLE, J	CAC 1

**EVENING CLASSES**

3129	LEC	5:50PM - 7:55PM	M	BRENNAN, K	CAC 1
AND	LAB	7:55PM - 10:00PM	M	BRENNAN, K	CAC 1

**202 DRAWING II (UC:CSU) 3.00 UNITS**

**Prerequisite:** Art 201  
 Continuation of Drawing I, introduces color. Students develop an intermediate ability to observe and render from life using perspective, with emphasis on the human head, hands, feet and anatomy.

**EVENING CLASSES**

3130	LEC	5:50PM - 7:55PM	W	SCHMELTZ, L	CAC 1
AND	LAB	7:55PM - 10:00PM	W	SCHMELTZ, L	CAC 1

**203 DRAWING III (UC:CSU) 3.00 UNITS**

**Prerequisite:** Art 202  
 Students create an advanced portfolio of drawings utilizing techniques and media which emphasize individual artistic development.

**EVENING CLASSES**

3131	LEC	5:50PM - 7:55PM	W	SCHMELTZ, L	CAC 1
AND	LAB	7:55PM - 10:00PM	W	SCHMELTZ, L	CAC 1

**204 LIFE DRAWING I (UC:CSU) 3.00 UNITS**

**Prerequisite:** None **Advisory:** Art 201  
 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.

**DAY CLASSES**

0121	LEC	12:10PM - 2:15PM	T	ZARCONI, J	CAC 1
AND	LAB	2:15PM - 4:20PM	T	ZARCONI, J	CAC 1

**Directed studies** opportunities are available on a contract basis under the supervision of an instructor. Students interested in enrolling in the Directed Courses must contact the Department Chair.

**205 LIFE DRAWING II****(UC:CSU) 3.00 UNITS****Prerequisite:** Art 204

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.

**DAY CLASSES**

0122	LEC	12:10PM - 2:15PM	T	ZARCONI, J	CAC 1
AND	LAB	2:15PM - 4:20PM	T	ZARCONI, J	CAC 1

**206 LIFE DRAWING III****(UC:CSU) 3.00 UNITS****Prerequisite:** Art 205

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.

**DAY CLASSES**

0123	LEC	12:10PM - 2:15PM	T	ZARCONI, J	CAC 1
AND	LAB	2:15PM - 4:20PM	T	ZARCONI, J	CAC 1

**300 INTRODUCTION TO PAINTING****(UC:CSU) 3.00 UNITS****Prerequisite:** None

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.

**DAY/WEEKEND CLASSES**

0124	LEC	8:50AM - 10:55AM	S	JOHNSON, D	CAC 1
AND	LAB	10:55AM - 1:00PM	S	JOHNSON, D	CAC 1

**EVENING CLASSES**

3132	LEC	4:50PM - 6:55PM	Th	PAULSEN, D	CAC 1
AND	LAB	6:55PM - 9:00PM	Th	PAULSEN, D	CAC 1

**501 BEGINNING TWO-DIMENSIONAL DESIGN****(UC:CSU) 3.00 UNITS****Prerequisite:** None

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.

**EVENING CLASSES**

3136	LEC	5:50PM - 7:55PM	Th	RUPPEL, B	INST 2018
AND	LAB	7:55PM - 10:00PM	Th	RUPPEL, B	INST 2018

**502 BEGINNING THREE-DIMENSIONAL DESIGN****(UC:CSU) 3.00 UNITS****Prerequisite:** None

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.

**EVENING CLASSES**

3137	LEC	5:50PM - 7:55PM	T	SCHMELTZ, L	INST 2018
AND	LAB	7:55PM - 10:00PM	T	SCHMELTZ, L	INST 2018

**520 DESIGN WORKSHOP****(CSU) 3.00 UNITS****Prerequisite:** Art 501

This is a course in the principles of design. Emphasis is placed on individual research, experimentation, and the development of style. Students work with a variety of art materials.

**EVENING CLASSES**

3138	LEC	5:50PM - 7:55PM	Th	RUPPEL, B	INST 2018
AND	LAB	7:55PM - 10:00PM	Th	RUPPEL, B	INST 2018

**701 SCULPTURE I****(UC:CSU) 3.00 UNITS****Prerequisite:** Art 502

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.

**EVENING CLASSES**

3139	LEC	5:50PM - 7:55PM	T	SCHMELTZ, L	INST 2018
AND	LAB	7:55PM - 10:00PM	T	SCHMELTZ, L	INST 2018

**703 SCULPTURE III****(UC:CSU) 3.00 UNITS****Prerequisite:** Art 502 and 701

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.

**EVENING CLASSES**

3140	LEC	5:50PM - 7:55PM	T	SCHMELTZ, L	INST 2018
AND	LAB	7:55PM - 10:00PM	T	SCHMELTZ, L	INST 2018

Chair: Said Pazirandeh 818.364.7705 | Vice Chair: Richard Rains 818.364.7702

**1 ELEMENTARY ASTRONOMY****(UC:CSU) 3.00 UNITS****Prerequisite:** None **Advisory:** English 21, or ESL 6A

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.

**EVENING CLASSES**

3141	LEC	6:50PM - 10:00PM	Th	MALLORY, C	CMS 30
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**5 FUNDAMENTALS OF ASTRONOMY LABORATORY****(UC:CSU) 1.00 UNIT****Corequisite:** Astronomy 1

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.

**EVENING CLASSES**

3142	LAB	6:50PM - 10:00PM	T	RAINS, R	CMS 6
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Chair: Mike Reynolds 818.364.7695 | Vice Chair: Steve Brown 818.364.7665

**3 INTRODUCTION TO BIOLOGY (UC:CSU) 4.00 UNITS**

**Prerequisite:** None **Advisory:** English 28 or ESL 8

This course examines the fundamental principles of biology with laboratories emphasizing hands-on investigations. Meets UC/CSU GE requirement of natural science with a lab.

**DAY CLASSES**

0134	LEC	7:15AM - 8:40AM	TTh	MOHAMMADIAN, P	CMS 4
AND	LAB	8:50AM - 12:00PM	T	MOHAMMADIAN, P	CMS 110
0135	LEC	7:15AM - 8:40AM	TTh	MOHAMMADIAN, P	CMS 4
AND	LAB	8:50AM - 12:00PM	Th	MOHAMMADIAN, P	CMS 110
0136	LEC	8:55AM - 10:20AM	MW	ECHEVERRI, A	CMS 4
AND	LAB	10:30AM - 1:40PM	M	ECHEVERRI, A	CMS 110
0137	LEC	8:55AM - 10:20AM	MW	ECHEVERRI, A	CMS 4
AND	LAB	10:30AM - 1:40PM	W	ECHEVERRI, A	CMS 110
0138	LEC	12:15PM - 1:40PM	MW	FENNOY, S	CMS 4
AND	LAB	1:50PM - 5:00PM	M	FENNOY, S	CMS 110
0139	LEC	12:15PM - 1:40PM	MW	FENNOY, S	CMS 4
AND	LAB	1:50PM - 5:00PM	W	FENNOY, S	CMS 110
0140	LEC	12:15PM - 1:40PM	TTh	CALDANI, P	CMS 4
AND	LAB	1:50PM - 5:00PM	T	CALDANI, P	CMS 110
0141	LEC	12:15PM - 1:40PM	TTh	CALDANI, P	CMS 4
AND	LAB	1:50PM - 5:00PM	Th	CALDANI, P	CMS 110

**EVENING CLASSES**

3143	LEC	5:15PM - 6:40PM	MW	VODA, M	CMS 5
AND	LAB	6:50PM - 10:00PM	M	VODA, M	CMS 110
3144	LEC	5:15PM - 6:40PM	MW	VODA, M	CMS 5
AND	LAB	6:50PM - 10:00PM	W	VODA, M	CMS 110
3145	LEC	5:15PM - 6:40PM	TTh	JAYACHANDRAN, S	CMS 4
AND	LAB	6:50PM - 10:00PM	T	JAYACHANDRAN, S	CMS 110
3146	LEC	5:15PM - 6:40PM	TTh	JAYACHANDRAN, S	CMS 4
AND	LAB	6:50PM - 10:00PM	Th	JAYACHANDRAN, S	CMS 110

**EVENING/WEEKEND CLASSES**

3147	LEC	6:50PM - 8:50PM	Th	LEDEZMA, M	CMS 4
AND	LAB	7:50AM - 11:00AM	S	LEDEZMA, M	CMS 110
AND	LEC	11:10AM - 12:10PM	S	LEDEZMA, M	CMS 5
3148	LEC	6:50PM - 8:50PM	Th	LEDEZMA, M	CMS 4
AND	LEC	11:10AM - 12:10PM	S	LEDEZMA, M	CMS 5
AND	LAB	12:20PM - 3:30PM	S	LEDEZMA, M	CMS 110

**6 GENERAL BIOLOGY I (UC:CSU) 5.00 UNITS**

**Prerequisite:** Chem 65 or Chem 101 with a grade of 'C' or better **Advisory:** English 28 or ESL 8  
*NOTE: Together with Biology 7 equivalent to: UCLA Life Science 1 & 2; CSUN Biology 106 & 107 CSULA Biology 100A, 102 & 100B, 100C Biology 6, 7, 40=UCLA Life Science 1, 2, 3.*

This course examines 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.

**DAY CLASSES**

0142	LEC	10:35AM - 12:00PM	MW	BROWN, S	CMS 2
AND	LAB	12:10PM - 3:20PM	MW	BROWN, S	CMS 2

**7 GENERAL BIOLOGY II (UC:CSU) 5.00 UNITS**

**Prerequisite:** Math 125 with a grade of 'C' or better, or equivalent placement on math placement exam **Advisory:** English 28 or ESL 8

This course 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.

**DAY CLASSES**

0143	LEC	7:15AM - 8:40AM	TTh	REYNOLDS, J	CMS 106
AND	LAB	8:50AM - 12:00PM	TTh	REYNOLDS, J	CMS 106

Note: There are two required Saturday fieldtrips

**33 MEDICAL TERMINOLOGY (CSU) 3.00 UNITS**

**Prerequisite:** None

This course examines medical vocabulary by examining the meanings of word components: roots, suffixes and prefixes. It is ideal for allied health professionals and allied health students. Emphasis is on words used in clinical medicine.

**ONLINE CLASSES**

0144	LEC	3:10 hrs/wk	TBA	SAEKI, W	INTERNET
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*NOTE: There will be two MANDATORY Saturday on-campus exams.*

*Note syllabus for specific dates. www.lamission.edu/~saekiw*

**Directed studies** opportunities are available on a contract basis under the supervision of an instructor. Students interested in enrolling in the Directed Courses must contact the Department Chair.

Chair: Pat Flood 818.364.7715 | Vice Chair: Vilma Bernal 818.833.3410

**1 INTRODUCTION TO BUSINESS (UC:CSU) 3.00 UNITS**

**Prerequisite:** None

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.

**ONLINE CLASSES**

0145	LEC	3:10 hrs/wk	TBA	BERNAL, V	INTERNET
					www.lamission.edu/business/bernal
0146	LEC	3:10 hrs/wk	TBA	BERNAL, V	INTERNET
					www.lamission.edu/business/bernal

**HYBRID CLASSES**

0147	LEC	8:00AM - 9:30AM	M	BERNAL, V	CSB 207
AND	LEC	1:20 hrs/wk	TBA	BERNAL, V	INTERNET

**EVENING CLASSES**

3150	LEC	3:30PM - 6:40PM	Th	STAFF	CSB 206
3151	LEC	6:50PM - 10:00PM	W	STAFF	CAI 230

**5 BUSINESS LAW I (UC:CSU) 3.00 UNITS**

**Prerequisite:** None

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.

**DAY CLASSES**

0148	LEC	8:55AM - 10:20AM	TTh	STAFF	CSB 105
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**EVENING CLASSES**

3149	LEC	6:50PM - 10:00PM	Th	STAFF	CSB 205
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**921 COOP ED - BUSINESS (CSU) 2.00 UNITS**

9013	LEC	2:05 hrs/wk	TBA	RASKIN, E	SCHEDULE
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**931 COOP ED - BUSINESS (CSU) 3.00 UNITS**

9014	LEC	3:10 hrs/wk	TBA	RASKIN, E	SCHEDULE
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**941 COOP ED - BUSINESS (CSU) 4.00 UNITS**

9015	LEC	4:15 hrs/wk	TBA	RASKIN, E	SCHEDULE
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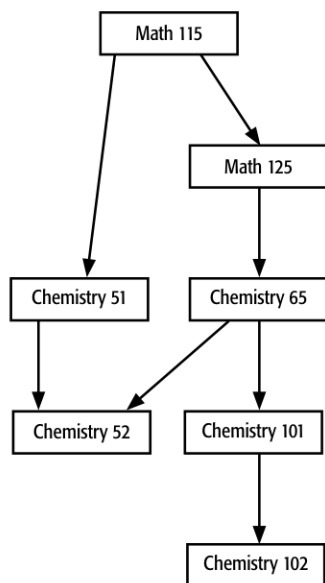


SPRING 2014

# CHEMISTRY

Chair: Said Pazirandeh 818.364.7705 | Vice Chair: Mike Fenton 818.364.7888

## CHEMISTRY COURSE SEQUENCE



### 51 FUNDAMENTALS OF CHEMISTRY I (UC:CSU) 5.00 UNITS

**Prerequisite:** Math 115 with a grade of 'C' or better, or appropriate Math placement results

*NOTE: It is not intended for students planning to take Chemistry 101.*

A course in basic concepts of inorganic chemistry designed for students with interests in nursing, nutrition, dietetics, food science, and environmental and occupational health majors, and for liberal arts students in need of a laboratory course in physical sciences.

#### DAY CLASSES

0150	LEC	8:20AM - 10:25AM	MW	FENTON, M	CMS 28
AND	LAB	10:35AM - 12:00PM	MW	PAZIRANDEH, S	CMS 201
0151	LEC	8:20AM - 10:25AM	MW	FENTON, M	CMS 28
AND	LAB	10:35AM - 12:00PM	MW	STAFF	CMS 203

#### EVENING CLASSES

3153	LEC	4:35PM - 6:40PM	TTh	PAZIRANDEH, S	CMS 28
AND	LAB	6:50PM - 8:15PM	TTh	STAFF	CMS 203
3154	LEC	4:35PM - 6:40PM	TTh	PAZIRANDEH, S	CMS 28
AND	LAB	6:50PM - 8:15PM	TTh	QURESHI, A	CMS 210

### 65 INTRODUCTORY GENERAL CHEMISTRY (UC:CSU) 4.00 UNITS

**Prerequisite:** Math 125 or 123C with a grade of 'C' or better

An introductory course for students who wish to enroll in Chemistry 101. Course presents the basic principles, laws, and nomenclature of inorganic chemistry, with emphasis on the application of chemical principles to everyday life and the development of a basic chemical vocabulary.

#### EVENING CLASSES

3155	LEC	4:45PM - 6:10PM	MW	GELLERT, R	CMS 28
AND	LAB	6:20PM - 9:30PM	M	GELLERT, R	CMS 210
3156	LEC	4:45PM - 6:10PM	MW	GELLERT, R	CMS 28
AND	LAB	6:20PM - 9:30PM	W	GODJOIAN, G	CMS 210

### 101 GENERAL CHEMISTRY I (UC:CSU) 5.00 UNITS

**Prerequisite:** Chem 65 and Math 125 or 123C with a grade of 'C' or better, or appropriate Math placement results.

A study of fundamental chemical principles and theories, as related to the structure of matter, with special emphasis on stoichiometry, atomic structure, periodic table, chemical bonding, solutions, acids and bases, oxidation-reduction, and properties of gases.

#### DAY CLASSES

0152	LEC	1:55PM - 3:20PM	TTh	GODJOIAN, G	CMS 236
AND	LAB	3:30PM - 4:05PM	TTh	GODJOIAN, G	CMS 236
AND	LAB	3:30PM - 5:55PM	MW	GODJOIAN, G	CMS 206
0153	LEC	1:55PM - 3:20PM	TTh	GODJOIAN, G	CMS 236
AND	LAB	3:30PM - 4:05PM	TTh	GODJOIAN, G	CMS 236
AND	LAB	4:15PM - 6:40PM	TTh	GODJOIAN, G	CMS 206

### 102 GENERAL CHEMISTRY II (UC:CSU) 5.00 UNITS

**Prerequisite:** Chem 101 with a grade of 'C' or better

Topics include kinetics, general, ionic, acid-base and solubility equilibria, thermo-dynamics, electrochemistry, transition metals and introductory organic nomenclature. Laboratory work reviews kinetics, equilibria, thermodynamics, electro-chemistry and qualitative analysis of selected cations.

#### EVENING CLASSES

3157	LEC	5:15PM - 6:40PM	MW	PAZIRANDEH, S	CMS 236
AND	LAB	6:50PM - 10:00PM	MW	FENYES, M	CMS 201
3158	LEC	5:15PM - 6:40PM	MW	PAZIRANDEH, S	CMS 236
AND	LAB	6:50PM - 10:00PM	MW	MALLORY, C	CMS 203

# CHEMISTRY STUDIES

Chair: John Morales 818.364.7679 | Vice Chair: Jose Maldonado 818.833.3412

### 2 THE MEXICAN-AMERICAN IN CONTEMPORARY SOCIETY (UC:CSU) 3.00 UNITS

**Prerequisite:** None

This course introduces students to the major characteristics of the Chicano community, with special emphasis on culture, ethnicity, gender, language, nationality, race, religion, and social class distinctions which differentiate Chicanos from other ethnic groups in the present-day United States.

#### ONLINE CLASSES

0154	LEC	3:10 hrs/wk	TBA	MALDONADO, J	INTERNET
				Email: maldonja@lamission.edu	

#### EVENING CLASSES

3160	LEC	6:50PM - 10:00PM	Th	CAMACHO, J	CMS 128
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### 7 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I (UC:CSU) 3.00 UNITS

**Prerequisite:** None

United States history viewed through the experience of Mexican-descended peoples.

Traces their evolution from pre-Columbian times to the end of the US War against Mexico.

Examines the contributions of Mexican communities to the development and growth of the United States.

#### ONLINE CLASSES

0155	LEC	3:10 hrs/wk	TBA	GUTIERREZ, E	INTERNET
				www.lamission.edu/online	
0156	LEC	7:15AM - 8:40AM	TTh	MORALES, J	CSB 201
				Email: moralejj@lamission.edu	

#### EVENING CLASSES

3161	LEC	6:50PM - 10:00PM	Th	MALDONADO, J	CSB 201
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### 8 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II (UC:CSU) 3.00 UNITS

**Prerequisite:** None

This course examines the Mexican-American historical experience from the nineteenth century to the present. It discusses the impact of U.S. Constitutional Law on the social, economic and political conditions of Mexican-Americans living in the United States.

#### ONLINE CLASSES

0158	LEC	3:10 hrs/wk	TBA	MORALES, J	INTERNET
				Email: moralejj@lamission.edu	
0159	LEC	3:10 hrs/wk	TBA	MORALES, J	INTERNET
				Email: moralejj@lamission.edu	

#### DAY CLASSES

0160	LEC	7:15AM - 8:40AM	MW	MORALES, J	CSB 201
0161	LEC	8:55AM - 10:20AM	MW	MORALES, J	CSB 201

#### EVENING CLASSES

3162	LEC	6:50PM - 10:00PM	W	MALDONADO, J	CSB 201
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### 37 CHICANO LITERATURE (UC:CSU) 3.00 UNITS

**Prerequisite:** None

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.

#### ONLINE CLASSES

0163	LEC	3:10 hrs/wk	TBA	MALDONADO, J	INTERNET
				Email: maldonaja@lamission.edu	
0164	LEC	3:10 hrs/wk	TBA	MALDONADO, J	INTERNET
				Email: maldonaja@lamission.edu	

#### DAY CLASSES

0165	LEC	10:35AM - 12:00PM	MW	JUAREZ, A	CSB 201
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#### EVENING CLASSES

3163	LEC	6:50PM - 10:00PM	T	MALDONADO, J	CSB 201
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**Directed studies** opportunities are available on a contract basis under the supervision of an instructor. Students interested in enrolling in the Directed Courses must contact the Department Chair.

**52 MEXICAN ART-MODERN****(UC:CSU) 3.00 UNITS**

Prerequisite: None

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.

**DAY CLASSES**

0166 LEC 8:55AM - 10:20AM TTh MORALES, J CSB 201

**EVENING CLASSES**

3165 LEC 6:50PM - 10:00PM M MUNGARAY, J CSB 201

Chair: Lilamani De Silva 818.364.7722

**1 CHILD GROWTH & DEVELOPMENT****(UC:CSU) 3.00 UNITS**

Prerequisite: None

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.

**DAY/WEEKEND CLASSES**0169 LEC 8:50AM - 12:00PM S ALLEN, V CSB 102A  
Taught bilingually (English/Spanish)**DAY CLASSES**

0167 LEC 8:50AM - 12:00PM T SINGH, M CCDS 201

0168 LEC 8:50AM - 12:00PM F SINGH, M CSB 102A

0170 LEC 12:10PM - 3:20PM Th ALLEN, V CSB 102A  
Taught bilingually (English/Spanish)**EVENING CLASSES**

3168 LEC 6:50PM - 10:00PM M BAZIKYAN, I CSB 102A

**2 EARLY CHILDHOOD: PRINCIPLES & PRACTICES****(CSU) 3.00 UNITS**

Prerequisite: None

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.

**DAY CLASSES**

0171 LEC 8:50AM - 12:00PM Th SILVER, J CCDS 202

0172 LEC 12:10PM - 3:20PM M DE SILVA, L CCDS 202

**EVENING CLASSES**3170 LEC 6:50PM - 10:00PM T DE SILVA, L CCDS 201  
Taught bilingually (English/Spanish)**3 CREATIVE EXPERIENCES FOR CHILDREN I****(CSU) 3.00 UNITS**

Prerequisite: None

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.

**EVENING CLASSES**3171 LEC 3:30PM - 6:40PM T GARCIA OLIVA, C CCDS 201  
Taught bilingually (English/Spanish)

3172 LEC 6:50PM - 10:00PM Th BERG, R CSB 102A

**7 INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION****(CSU) 3.00 UNITS**

Prerequisite: Ch Dev 2

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.

**DAY/WEEKEND CLASSES**0174 LEC 8:50AM - 12:00PM S ANAYA, E CCDS 200  
Taught bilingually (English/Spanish)**DAY CLASSES**

0173 LEC 8:50AM - 12:00PM Th DE SILVA, L CCDS 201

**EVENING CLASSES**

3174 LEC 6:50PM - 10:00PM W GRIGORYAN, R CCDS 201

**10 HEALTH, SAFETY & NUTRITION****(CSU) 3.00 UNITS**

Prerequisite: None

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.

**DAY CLASSES**

0175 LEC 8:50AM - 12:00PM M NASATIR, D CCDS 202

**EVENING CLASSES**3175 LEC 3:30PM - 6:40PM W RODRIGUEZ, P CCDS 202  
Taught bilingually (English/Spanish)**11 CHILD, FAMILY & COMMUNITY****(CSU) 3.00 UNITS**

Prerequisite: None

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.

**DAY CLASSES**

0176 LEC 8:50AM - 12:00PM W SILVER, J CCDS 202

**EVENING CLASSES**3177 LEC 6:50PM - 10:00PM W SAINZ-ANDERSON, C CCDS 200  
Taught bilingually (English/Spanish)**14 BILINGUAL-BICULTURAL PROGRAMS****(CSU) 3.00 UNITS**

Prerequisite: None

AA 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.

**EVENING CLASSES**3178 LEC 3:30PM - 6:40PM M RODRIGUEZ, P CCDS 201  
Taught bilingually (English/Spanish)**22 PRACTICUM IN CHILD DEVELOPMENT I****(CSU) 4.00 UNITS**

Prerequisite: Ch Dev 4 or 7, and Ch Dev 1, 2 &amp; 11, English 28 or ESL 8

*NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last two years.*

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

*NOTE: Please bring current transcripts of all completed course-work to first class.*

*NOTE: Total of 90 hours of supervised field experienced.*

**DAY CLASSES**

0177 LEC 9:00AM - 11:05AM M CAVAZOS, E CCDS 201

AND LAB 6:25 hrs/wk TBA CAVAZOS, E CCDS 201  
Taught bilingually (English/Spanish)**EVENING CLASSES**

3179 LEC 4:00PM - 6:05PM W DE SILVA, L CCDS 201

AND LAB 6:25 hrs/wk TBA DE SILVA, L CCDS 201

**23 PRACTICUM IN CHILD DEVELOPMENT II****(CSU) 4.00 UNITS**

Prerequisite: English 28 or ESL 8, ChDev 22 and TB clearance

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.

*NOTE: Total of 90 hours of supervised field experience.*

*NOTE: Students with a B.A. and the 12 core units (ChDev 4 or 7, and ChDev 1, 2 & 11) in Child Development can request faculty permission to get a waiver for ChDev 22.*

**EVENING CLASSES**

3180 LEC 4:30PM - 6:35PM T SILVER, J CCDS 202

AND LAB 6:25 hrs/wk TBA SILVER, J CCDS 202

3181 LEC 6:50PM - 8:55PM T RODRIGUEZ, P CCDS 200

AND LAB 6:25 hrs/wk TBA RODRIGUEZ, P CCDS 200  
Taught bilingually (English/Spanish)**30 INFANT & TODDLER STUDIES I****(CSU) 3.00 UNITS**Prerequisite: None *NOTE: Required by the state for those who work with infants*

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.

**EVENING CLASSES**

3182 LEC 6:50PM - 10:00PM M PREUSS, C CCDS 202

Taught bilingually (English/Spanish)

**31 INFANT & TODDLER STUDIES II****(CSU) 3.00 UNITS**

Prerequisite: None

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, brain intervention and inclusion practices.

**EVENING CLASSES**

3183 LEC 6:50PM - 10:00PM T GRONWOLD, J CCDS 202

**34 OBSERVING & RECORDING CHILDREN'S BEHAVIOR****(CSU) 3.00 UNITS**Prerequisite: Ch Dev 2 *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.

**EVENING CLASSES**

3184 LEC 6:50PM - 10:00PM M MERMELL, R CCDS 201

**39 ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS II (CSU) 3.00 UNITS**

Prerequisite: ChDev 38

This course covers study of budgets, using computer for administrative purposes, proposal writing, advocacy, staff relations, in-service training, working with parents, dealing with supervising agencies or boards, professionalism and professional activities, current research, as well as changes in laws.

**EVENING CLASSES**

3185	LEC	6:50PM - 10:00PM	Th	HERNANDEZ, A	CCDS 200
				Taught bilingually (English/Spanish)	

**42 TEACHING IN A DIVERSE SOCIETY (CSU) 3.00 UNITS**

Prerequisite: None

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.

**DAY CLASSES**

0178	LEC	8:50AM - 12:00PM	T	DE SILVA, L	CCDS 202
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**EVENING CLASSES**

3186	LEC	6:50PM - 10:00PM	Th	RODRIGUEZ, P	CCDS 202
				Taught bilingually (English/Spanish)	

**45 PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS (CSU) 3.00 UNITS**

Prerequisite: None

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.

**EVENING CLASSES**

3187	LEC	3:30PM - 6:40PM	Th	PREUSS, C	CCDS 201
				Taught bilingually (English/Spanish)	

**60 INTRODUCTION TO FAMILY CHILD CARE I (CSU) 1.00 UNIT**

Prerequisite: None

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.

**DAY/WEEKEND/LATE START CLASSES**

0179	LEC	12:00PM - 4:15PM	S	MORENO, M	CCDS 201
				Taught bilingually (English/Spanish) (4 Week Class - Starts 3/8/2014, Ends 3/29/2014)	

**63 CREATIVE CURRICULUM IN A FAMILY CHILD CARE SETTING (CSU) 2.00 UNITS**

Prerequisite: None

Designed for family child care 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.

**DAY/WEEKEND/LATE START CLASSES**

0180	LEC	12:00PM - 4:15PM	S	MORENO, M	CCDS 201
				Taught bilingually (English/Spanish) (8 Week Class - Starts 4/5/2014, Ends 5/31/2014)	

**172 INTRODUCTION TO CAREERS IN CHILD DEVELOPMENT 1.00 UNIT**

Prerequisite: None

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.

**DAY/SHORT-TERM CLASSES**

0181	LEC	8:50AM - 11:40AM	F	RODRIGUEZ, P	CCDS 202
				Taught Bilingually (English/Spanish) (6 Week Class - Starts 2/21/2014, Ends 3/28/2014)	

**921 COOP ED - CHILD DEVELOPMENT (CSU) 2.00 UNITS**

9021	LEC	2:05 hrs/wk	TBA	RASKIN, E	SCHEDULE
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**931 COOP ED - CHILD DEVELOPMENT (CSU) 3.00 UNITS**

9022	LEC	3:10 hrs/wk	TBA	RASKIN, E	SCHEDULE
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**941 COOP ED - CHILD DEVELOPMENT (CSU) 4.00 UNITS**

9023	LEC	4:15 hrs/wk	TBA	RASKIN, E	SCHEDULE
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Chair: Deborah Paulsen 818.364.7738 Vice Chair: Guillermo Aviles-Rodriguez 818.364.7711

**3 HISTORY OF MOTION PICTURES (UC:CSU) 3.00 UNITS**

Prerequisite: None

This course includes history of the development of motion pictures, with examples screened from the silent film to the present day. Emphasis is placed on American feature films.

**DAY CLASSES**

0182	LEC	9:00AM - 11:05AM	F	AVILES RODRIGUEZ, G	INST 2004
AND	LAB	11:05AM - 1:10PM	F	AVILES RODRIGUEZ, G	CSB 102B
0183	LEC	9:30AM - 11:35AM	Th	AVILES RODRIGUEZ, G	LRC TCR
AND	LAB	11:35AM - 1:40PM	Th	AVILES RODRIGUEZ, G	LRC TCR

**4 HISTORY OF THE DOCUMENTARY FILM (UC:CSU) 3.00 UNITS**

Prerequisite: None

Examines the development of the documentary as narrative film from the 1890's to present day. Includes historical, propaganda, educational, commercial, cinema verite and direct cinema. Students will develop critical standards for judging documentary films.

**EVENING CLASSES**

3192	LEC	5:50PM - 7:55PM	W	AVILES RODRIGUEZ, G	LRC TCR
AND	LAB	7:55PM - 10:00PM	W	AVILES RODRIGUEZ, G	LRC TCR

Chair: Louise Barbato 818.364.7687 | Vice Chair: Margie Long 818.364.7682

**101 ORAL COMMUNICATION I (UC:CSU) 3.00 UNITS**

Prerequisite: None

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.

**DAY CLASSES**

0125	LEC	7:15AM - 8:40AM	MW	LONG, M	INST 1012
0126	LEC	7:15AM - 8:40AM	TTh	LONG, M	INST 1012
0127	LEC	8:55AM - 10:20AM	MW	LONG, M	INST 1012
0128	LEC	8:55AM - 10:20AM	TTh	LONG, M	INST 1012
0129	LEC	10:35AM - 12:00PM	MW	LONG, M	INST 1012
0130	LEC	10:35AM - 12:00PM	TTh	LONG, M	INST 1012
0131	LEC	12:10PM - 3:20PM	W	GOODWYN, M	INST 1012

**EVENING CLASSES**

3361	LEC	3:30PM - 6:40PM	M	WALLACE, J	INST 1012
3362	LEC	3:30PM - 6:40PM	T	LERETTE, D	INST 1012
3363	LEC	3:30PM - 6:40PM	W	CASAREZ, R	INST 1012
3364	LEC	6:50PM - 10:00PM	T	SHANLEY, M	INST 1012

**102 ORAL COMMUNICATION II (CSU) 3.00 UNITS**

Prerequisite: None

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 setting.

**DAY CLASSES**

0133	LEC	8:50AM - 12:00PM	F	BARKER, B	INST 1012
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**121 THE PROCESS OF INTERPERSONAL COMMUNICATION (CSU) 3.00 UNITS**

Prerequisite: None

Designed to provide skills and fuller understanding of how individuals cope with social interactions that are difficult, problematic, distressing, and disruptive in personal and familial relationships.

**EVENING CLASSES**

3365	LEC	6:50PM - 10:00PM	Th	FU, P	INST 1012
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**151 SMALL GROUP COMMUNICATION (CSU) 3.00 UNITS**

Prerequisite: None

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.

**EVENING CLASSES**

3366	LEC	6:50PM - 10:00PM	W	KAMINSKY, A	INST 1012
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**Directed studies** opportunities are available on a contract basis under the supervision of an instructor. Students interested in enrolling in the Directed Courses must contact the Department Chair.

Chair: Pat Flood 818.364.7715

**1 COMPUTER KEYBOARDING I (CSU) 3.00 UNITS**

**Prerequisite:** None

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.

**DAY CLASSES**

7001	LEC	1:05PM - 2:00PM	TTh	WOODMANSEE, J	INST 2021
AND	LAB	2:05PM - 3:30PM	TTh	WOODMANSEE, J	INST 2021

**2 COMPUTER KEYBOARDING & DOCUMENT APPS II (CSU) 3.00 UNITS**

**Prerequisite:** None

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.

**DAY CLASSES**

7002	LEC	10:35AM - 11:30AM	TTh	WOODMANSEE, J	INST 2021
AND	LAB	11:35AM - 1:00PM	TTh	WOODMANSEE, J	INST 2021

**3 COMPUTER KEYBOARDING III (CSU) 3.00 UNITS**

**Prerequisite:** None

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.

**DAY CLASSES**

7003	LEC	10:35AM - 11:30AM	TTh	WOODMANSEE, J	INST 2021
AND	LAB	11:35AM - 1:00PM	TTh	WOODMANSEE, J	INST 2021

**6 ADDING & CALCULATING MACHINES (CSU) 1.00 UNIT**

**Prerequisite:** None

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.

**DAY CLASSES**

7004	LAB	9:25AM - 10:20AM	MW	WOODMANSEE, J	INST 2021
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**32 BUSINESS COMMUNICATIONS (CSU) 3.00 UNITS**

**Advisory:** CAOT 1 and CAOT 31

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.

**EVENING CLASSES**

6001	LEC	6:50PM - 10:00PM	M	LAMPERT, M	INST 2021
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**33 RECORDS MANAGEMENT & FILING 2.00 UNITS**

**Prerequisite:** None

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.

**DAY CLASSES**

7005	LEC	8:55AM - 9:25AM	TTh	WOODMANSEE, J	INST 2021
AND	LAB	9:25AM - 10:20AM	TTh	WOODMANSEE, J	INST 2021

**34 BUSINESS TERMINOLOGY (CSU) 2.00 UNITS**

**Prerequisite:** None

Improve written and oral communication skills by strengthening spelling and increasing knowledge and use of business terminology

**DAY CLASSES**

7006	LEC	10:30AM - 11:25AM	TTh	MORENO, P	INST 2021
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**64 COMPUTER APPLICATIONS & OFFICE TECH LAB (CSU) 1.00 UNIT**

**Prerequisite:** None **Corequisite:** Enrollment in at least one other CAOT course

*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.

**DAY CLASSES**

7007	LAB	9:25AM - 10:20AM	MW	WOODMANSEE, J	INST 2021
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**EVENING CLASSES**

6002	LAB	4:00PM - 4:55PM	MW	LAMPERT, M	INST 2021
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**78 MICROCOMPUTER ACCTG APPLICATIONS (CSU) 3.00 UNITS**

**Advisory:** Accounting 1 or 21

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.

**EVENING CLASSES**

6003	LEC	4:00PM - 4:30PM	MW	LAMPERT, M	INST 2021
AND	LAB	4:30PM - 6:30PM	MW	LAMPERT, M	INST 2021

**82 MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE (CSU) 3.00 UNITS**

**Prerequisite:** None **Advisory:** CAOT 1

Introduces students to the use of the computer and software used in the business office. Provides format on introduction to Microsoft Word, Excel, Access, and Power Point. Students gain basic knowledge necessary for using computer and becoming computer literate.

**DAY/WEEKEND CLASSES**

7009	LEC	9:00AM - 11:05AM	S	HOLT, S	INST 2021
AND	LAB	11:10AM - 2:20PM	S	HOLT, S	INST 2021

**84 MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING (CSU) 3.00 UNITS**

**Advisory:** CAOT 1

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 résumés.

**DAY CLASSES**

7010	LEC	1:20PM - 2:15PM	MW	WOODMANSEE, J	INST 2021
AND	LAB	2:20PM - 3:45PM	MW	WOODMANSEE, J	INST 2021

**86 MICROCOMPUTER OFFICE APPLICATIONS: DATABASE (CSU) 3.00 UNITS**

**Prerequisite:** None

Use Access to plan, design, create, use, and maintain databases. Use Access to create forms, reports, queries, charts, mailing labels, Pivot Tables, and Pivot Charts. Learn to import data, export data, and create links between other Microsoft Office applications.

**DAY CLASSES**

7011	LEC	10:35AM - 11:05AM	MW	WOODMANSEE, J	INST 2021
AND	LAB	11:10AM - 1:15PM	MW	WOODMANSEE, J	INST 2021

Chair: Robert Smazenka 818.364.7609 | Vice Chair: Mari Rettke 818.364.7697

**401 INTRODUCTION TO COMPUTERS & THEIR USES (UC:CSU) 3.00 UNITS**

**Prerequisite:** None

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.

**ONLINE CLASSES**

0187	LEC	3:10 hrs/wk	TBA	GARCIA, C	INTERNET
AND	LAB	0:55 hrs/wk	TBA	GARCIA, C	INTERNET

Email: online401@hotmail.com

**DAY CLASSES**

0188	LEC	8:20AM - 10:20AM	M	KUBICKI, P	INST 2005
AND	LEC	8:20AM - 9:20AM	W	KUBICKI, P	INST 2005
AND	LAB	9:25AM - 10:20AM	W	KUBICKI, P	INST 2007

**EVENING CLASSES**

3193	LAB	5:45PM - 6:40PM	M	KUBICKI, P	INST 2007
AND	LEC	6:50PM - 10:00PM	M	KUBICKI, P	INST 2005
3194	LAB	5:45PM - 6:40PM	T	KUBICKI, P	INST 2007
AND	LEC	6:50PM - 10:00PM	T	KUBICKI, P	INST 2005

**407 PROGRAMMING LOGIC (UC:CSU) 3.00 UNITS**

**Prerequisite:** Math 115 **Advisory:** Co Sci 401

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.

**DAY CLASSES**

0189	LEC	12:15PM - 1:40PM	MW	RETTKE, M	INST 2006
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**EVENING CLASSES**

3195	LEC	6:50PM - 10:00PM	W	RETTKE, M	INST 2005
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**408 VISUAL BASIC (UC:CSU) 3.00 UNITS**

**Prerequisite:** CoSci 401 **Advisory:** CoSci 407

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.

**EVENING CLASSES**

3196	LEC	5:45PM - 7:50PM	T	RETTKE, M	INST 2006
AND	LAB	7:55PM - 10:00PM	T	RETTKE, M	INST 2006

**430 MICROCOMPUTER APPLICATION I (CSU) 3.00 UNITS**

**Prerequisite:** None

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.

**DAY CLASSES**

0190	LEC	10:35AM - 11:30AM	TTh	KUBICKI, P	INST 2005
AND	LAB	11:35AM - 12:30PM	TTh	KUBICKI, P	INST 2007

**431 MICROCOMPUTER APPLICATIONS II****(CSU) 3.00 UNITS**

Prerequisite: None

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

**DAY CLASSES**

0191	LEC	8:25AM - 9:20AM	TTh	KUBICKI, P	INST 2005
AND	LAB	9:25AM - 10:20AM	TTh	KUBICKI, P	INST 2007

**439 PROGRAMMING IN C****(CSU) 3.00 UNITS**

Prerequisite: Co Sci 401 and 407

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.

**DAY CLASSES**

0193	LEC	10:35AM - 11:30AM	TTh	RETTKE, M	INST 2006
AND	LAB	11:35AM - 12:30PM	TTh	RETTKE, M	INST 2006

**450 ELECTRONICS PUBLISHING II****(CSU) 3.00 UNITS**

Prerequisite: None

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.

**EVENING CLASSES**

3197	LEC	5:45PM - 7:50PM	W	RETTKE, E	INST 2007
AND	LAB	7:55PM - 10:00PM	W	RETTKE, E	INST 2007

**453 A+ CERTIFICATION PREPRATION****3.00 UNITS**

Prerequisite: None

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 (provided by ECD).

**EVENING CLASSES**

3198	LEC	5:45PM - 7:50PM	Th	RETTKE, M	INST 2005
AND	LAB	7:55PM - 10:00PM	Th	RETTKE, M	INST 2007

**921 COOP ED - COMPUTER SCIENCE-INFORMATION TECH****(CSU) 2.00 UNITS**

9088	LEC	2:05 hrs/wk	TBA	RASKIN, E	SCHEDULE
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**931 COOP ED - COMPUTER SCIENCE-INFORMATION TECH****(CSU) 3.00 UNITS**

9024	LEC	3:10 hrs/wk	TBA	RASKIN, E	SCHEDULE
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**941 COOP ED - COMPUTER SCIENCE-INFORMATION TECH****(CSU) 4.00 UNITS**

9025	LEC	4:15 hrs/wk	TBA	RASKIN, E	SCHEDULE
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Faculty Advisor: Ed Raskin 818.364.7700 | www.lamission.edu/cooped

**921, 931 or 941 WORK EXPERIENCE II, III or IV (CSU) 2, 3 or 4 UNITS**

A program providing students with a linkage to their future career success and job placement. This program is open to all students who wish to gain college credit for working toward goals at their job. Students may enroll in this program for up to 4 semesters, a maximum of 4 units per semester. A student may take only one CoopEd section per semester. Students with disabilities will be accommodated and may contact the DSPS office at 818.364.7732.

CSU generally accepts up to eight (8) Cooperative Work Experience Education (CWEE) units as electives. Check with the Admissions Office at the college or university you wish to transfer for specific information.

CWEE/CoopEd forms are available at the LAMC Website, or may be purchased in the campus bookstore. All individuals must complete and turn in properly authenticated paperwork within two weeks of the start of the semester or the student will be dropped.

**Instructions on how to download the Cooperative Education Forms**

- First: Go to lamission.edu, then click on "Student"
- Second: Go to "Programs Offered" and click on "Cooperative Education"
- Third: Click on the left where it says "Forms"
- Fourth: Print the first 2 documents
  1. Application for enrollment
  2. Cooperative Education Agreement
- Fifth: Bring two (2) blank envelopes with U.S. stamps

Requirements: Students must be employed, or in a voluntary job.

Five (5) mandatory meetings per semester are required (see below).

Students may add a Cooperative Education class online or at the Admissions Office during open enrollment.

Required Meetings	Day Students	Evening Students
Introduction to CoopEd	February 11 at 9am	February 10 at 4:50pm
Using the Internet to Find a Job	March 4 at 9am	March 3 at 4:50pm
The Job Search	April 8 at 9am	April 7 at 4:50pm
The Job Interview	May 6 at 9am	May 5 at 4:50pm
Summit Meeting	May 20 at 9am	May 19 at 4:50pm

NOTE: All meetings are in CSB 203

Please ask the CoopEd advisor about the LAMC Volunteer and Job Placement Program.

If you qualify for a BOGG fee waiver, you will not have to pay for taking this course. For information on the BOGG fee waiver, contact the Financial Aid Office.

Students enrolled in CWEE/CoopEd must work in accordance with the following schedule. Students *employed* must work at least 75 hours per unit, per semester. For example, a student taking CoopEd 921 must work at least 150 hours per semester. Students in an unpaid or volunteer position must work at least 60 hours per unit, per semester. A student taking CoopEd 921 in the *unpaid* capacity must work at least 120 hours per semester.

**Additional CWEE/CoopEd Requirements:**

- A fully completed workbook ISBN 978-1-59357-914-2, available for purchase in the bookstore
- Title of book: Job Savvy, Latest Edition. Author: LaVerne L. Ludden, Ed.D., jst Works
- A completed resume in standard format
- An exam on material in the textbook will be required. Student must bring a standard 25 question scantron.

For questions or further information, call the CWEE/CoopEd Hot Line at 818.364.7700.

NOTE: Only one Cooperative Education class may be taken each semester. Students can repeat the same CoopEd class for a maximum of 4 semesters.

SECTION NUMBER	MAJOR
921) (931) (941)	
9001, 9002, 9003	ACCOUNTING
9093, 9094, 9095	ADMINISTRATION OF JUSTICE
9013, 9014, 9015	BUSINESS/ECONOMICS/FINANCE/MARKETING
9021, 9022, 9023	CHILD DEVELOPMENT
9088, 9024, 9025	COMPUTER SCIENCE
9092, 9038, 9039	FAMILY & CONSUMER STUDIES/FOOD SERVICE MANAGEMENT

**Directed studies** opportunities are available on a contract basis under the supervision of an instructor. Students interested in enrolling in the Directed Courses must contact the Department Chair.



## DANCE TECHNIQUES

Chair: Leslie Milke 818.364.7765

### 462 MODERN DANCE (CSU) 1.00 UNIT

**Prerequisite:** None

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.

#### DAY CLASSES

2050	LAB	10:35AM - 12:00PM	TTh	LUBOW, C	HFAC 206
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Chair: Gary Prostack 818.364.7666 | Vice Chair: Susan Polk 818.364.7753

### 1 GRAMMAR: APPLIED TO WRITING (NDA) 3.00 UNITS

**Prerequisite:** None | *Class is 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.

#### DAY CLASSES

0195	LEC	7:15AM - 8:40AM	MW	ENGLISH, T	INST 1013
0196	LEC	8:55AM - 10:20AM	MW	POLK, S	INST 1013
0197	LEC	8:55AM - 10:20AM	TTh	RIESBERG, C	INST 1013
0198	LEC	10:35AM - 12:00PM	MW	POLK, S	INST 1013
0199	LEC	10:35AM - 12:00PM	TTh	POLK, S	INST 1013

#### EVENING CLASSES

3203	LEC	5:15PM - 6:40PM	MW	HOLT, S	CAI 228
3204	LEC	5:15PM - 6:40PM	TTh	STAFF	INST 1013
3205	LEC	7:00PM - 8:25PM	TTh	STAFF	INST 1013

### 34 BASIC READING (NDA) 3.00 UNITS

**Prerequisite:** None | *Class is 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.

#### DAY CLASSES

0203	LEC	10:35AM - 12:00PM	TTh	RIESBERG, C	CAI 228
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#### EVENING CLASSES

3206	LEC	5:15PM - 6:40PM	MW	STAFF	INST 1013
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### 36A READING II: COMPREHENSION & RELATED SKILLS (NDA) 3.00 UNITS

**Prerequisite:** None | *Class is graded pass/no pass.*

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

#### DAY CLASSES

0204	LEC	8:55AM - 10:20AM	MW	RIESBERG, C	CAI 228
0205	LEC	10:35AM - 12:00PM	MW	RIESBERG, C	CAI 228
0206	LEC	10:35AM - 12:00PM	TTh	STAFF	INST 1010
0207	LEC	12:15PM - 1:40PM	MW	STAFF	INST 1013

#### EVENING CLASSES

3208	LEC	7:00PM - 8:25PM	MW	NAHM, H	INST 1013
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### 36B READING II: COMPREHENSION & RELATED SKILLS (NDA) 3.00 UNITS

**Prerequisite:** None | *Class is graded pass/no pass.*

Comprehensive course in advanced study skills, note taking, and efficient study techniques. Transition from every-day reading skills to college reading skills.

#### DAY CLASSES

0208	LEC	8:55AM - 10:20AM	TTh	POLK, S	CAI 228
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Chair: Pat Flood 818.364.7715

### 1 PRINCIPLES OF ECONOMICS I (UC:CSU) 3.00 UNITS

**Prerequisite:** None

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, and current domestic economic problems.

#### EVENING CLASSES

3213	LEC	6:50PM - 10:00PM	F	ESPINOZA, A	INST 1001
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### 2 PRINCIPLES OF ECONOMICS II (UC:CSU) 3.00 UNITS

**Prerequisite:** None

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.

Economics 2 is also offered through ITV. See page 14.

#### EVENING CLASSES

3214	LEC	6:50PM - 10:00PM	T	DANAI, M	CMS 126
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SPRING 2014 SCHEDULE OF CLASSES

## ENGLISH

Chair: Louise Barbato 818.364.7687 | Vice Chair: Carolyn Daly 818.833.3311

### ACCELERATED ENGLISH PILOT PROGRAM

These three courses classes are part of an accelerated English pilot program. Students in this program are required to enroll and maintain enrollment in all three courses for the entire semester. Given the intense nature of this program, this program is not ideal for all students. This program is designed for the student who is willing to make a commitment to dedicate a great deal of time to the homework component of these courses.

Acceptance into this program will be based on assessment scores and/or recommendation by English faculty. If you think that this program is a fit for you, please see Linda Carruthers, Assessment Coordinator. Her office is located in the Assessment Center in the Campus Center.

ENG 21 – English Fundamentals					
0551	LEC	7:15AM - 8:40AM	MW	COX, V	CSB 101
ENG 28 – Intermediate Reading & Composition					
0552	LEC	7:15AM - 8:40AM	TTh	COX, V	CSB 110
PERSDEV 17 – College Survival Skills Development					
0557	LEC	8:50AM - 9:45AM	T	HERNANDEZ, M	CSB 205

ENG 28 – Intermediate Reading & Composition					
0553	LEC	8:55AM - 10:20AM	MW	COX, V	CSB 101
ENG 101 – College Reading & Composition					
0554	LEC	8:55AM - 10:20AM	TTh	COX, V	CSB 101
PERSDEV 17 – College Survival Skills Development					
0558	LEC	10:35AM - 11:30AM	W	HERNANDEZ, M	CSB 208

### 21 ENGLISH FUNDAMENTALS (NDA) 3.00 UNITS

**Prerequisite:** DevCom 1, or appropriate skill level demonstrated through the English assessment process or by permit | *Class 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.

#### DAY CLASSES

0217	LEC	8:50AM - 12:00PM	F	KESHISHYAN, A	CSB 101
0218	LEC	8:50AM - 12:00PM	F	BLOOM, A	CSB 110
0219	LEC	10:35AM - 12:00PM	TTh	CAMHI, J	CSB 205
0220	LEC	12:15PM - 1:40PM	TTh	SELSBY, D	CSB 110

#### EVENING CLASSES

3219	LEC	3:30PM - 6:40PM	T	GRANT, R	CSB 206
3220	LEC	6:50PM - 10:00PM	Th	DARR, N	CSB 101
3221	LEC	6:50PM - 10:00PM	F	CABRAL, J	CSB 102A

### 28 INTERMEDIATE READING & COMPOSITION 3.00 UNITS

**Prerequisite:** English 21 with a grade of "C" or better, or appropriate skill level demonstrated through the ENL assessment process, or by permit

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.

#### DAY CLASSES

0222	LEC	12:10PM - 3:20PM	T	DALY, C	CMS 246
0223	LEC	12:10PM - 3:20PM	W	GRANT, R	CSB 101
0224	LEC	1:55PM - 3:20PM	TTh	LAWSON, R	CSB 246

#### EVENING CLASSES

3222	LEC	3:30PM - 6:40PM	W	KEMP, E	CSB 101
3223	LEC	6:50PM - 10:00PM	T	VOORHIS, M	CSB 207



**101 COLLEGE READING & COMPOSITION I (UC:CSU) 3.00 UNITS**

**Prerequisite:** English 28 or ESL 8 with a grade of 'C' or better, or appropriate skill level demonstrated through the English assessment process, or by permit  
 Develops proficiency in college-level reading and writing through the application of the principles of rhetoric and the techniques of critical thinking. Students will write expository essays based on college level readings. Emphasis is placed on the research paper.  
*NOTE: This is the first freshman composition course that meets requirements for the BA at four-year colleges and universities, comprising intensive reading, writing of essays, term papers, the study of style, methods of discourse, logic, and documentation.*  
 English 101 is also offered through ITV. See page 14.

**ONLINE CLASSES**

0225	LEC	3:10 hrs/wk	TBA	BARBATO, L	INTERNET
www.lamission.edu/online					

**DAY CLASSES**

0226	LEC	8:50AM - 12:00PM	S	SMITH, N	CSB 101
0227	LEC	10:35AM - 12:00PM	TTh	LADINSKY, G	CSB 102A
0228	LEC	12:10PM - 3:20PM	T	GRANT, R	CSB 205
0229	LEC	12:10PM - 3:20PM	Th	GRANT, R	CSB 101
0230	LEC	12:15PM - 1:40PM	MW	CAGGIANO, S	CSB 205
0231	LEC	12:15PM - 1:40PM	TTh	SPITLER, E	CSB 207
0232	LEC	1:55PM - 3:20PM	MW	LADINSKY, G	CSB 205

**EVENING CLASSES**

3218	LEC	3:30PM - 6:40PM	Th	KEMP, E	CSB 205
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**102 COLLEGE READING & COMPOSITION II (UC:CSU) 3.00 UNITS**

**Prerequisite:** English 101 with a grade of 'C' or better, or by permit  
 An introduction to critical analysis of poetry, novels, short stories, and drama. A variety of analytical strategies will be used to distinguish between deductive and inductive reasoning. Emphasis is placed on writing a research paper.  
 English 102 is also offered through ITV. See page 14.

**DAY CLASSES**

0234	LEC	7:15AM - 8:40AM	TTh	SMITH, N	CSB 101
0235	LEC	8:55AM - 10:20AM	TTh	NISHIMURA, M	CSB 102A
0236	LEC	10:35AM - 12:00PM	TTh	SELSBY, D	CSB 101
0237	LEC	12:15PM - 1:40PM	MW	DALY, C	CMS 28
0238	LEC	12:15PM - 1:40PM	TTh	LAWSON, R	CSB 208
0240	LEC	1:55PM - 3:20PM	MW	DALY, C	CMS 28
3229	LEC	1:55PM - 3:20PM	TTh	SPITLER, E	CSB 110

**EVENING CLASSES**

3230	LEC	6:50PM - 10:00PM	T	OROZCO, J	CSB 101
3231	LEC	6:50PM - 10:00PM	W	OROZCO, J	CSB 101

**103 COMPOSITION & CRITICAL THINKING (UC:CSU) 3.00 UNITS**

**Prerequisite:** English 101  
 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.

**DAY CLASSES**

0243	LEC	10:35AM - 12:00PM	MW	LADINSKY, G	CSB 102A
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**206 ENGLISH LITERATURE II (UC:CSU) 3.00 UNITS**

**Prerequisite:** English 101  
 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.

**DAY CLASSES**

0244	LEC	10:35AM - 12:00PM	MW	WELCH, T	CSB 101
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**208 AMERICAN LITERATURE II (UC:CSU) 3.00 UNITS**

**Prerequisite:** English 101  
 Presents representative pieces of American literature from the Civil War to the present. The selections are taken from a wide variety of literary forms, such as essays, short stories, poems, letters, speeches, and novels.

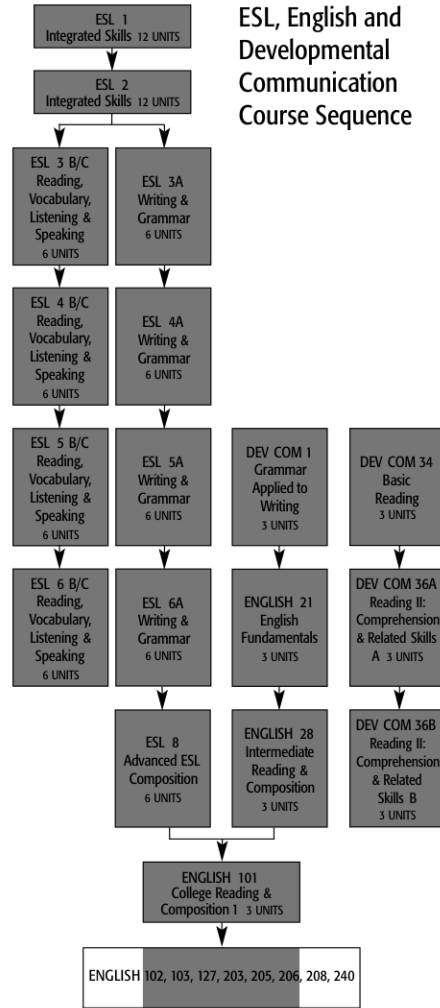
**DAY CLASSES**

0245	LEC	8:50AM - 12:00PM	T	DALY, C	CMS 246
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**ENGLISH SECOND LANGUAGE**

Chair: Gary Prostak 818.364.7666 | Vice Chair: Mike Climo 818.364.7693

**ESL, English and Developmental Communication Course Sequence**



DIRECTED STUDY available. See your instructor.  
*NOTE: ESL courses at level 3, 4, 5, and 6 are divided into three sections.*  
 (A) WRITING AND GRAMMAR, (B) READING AND VOCABULARY,  
 (C) LISTENING AND SPEAKING

**1 COLLEGE ESL I (NDA) 12.00 UNITS**

**Prerequisite:** None | *Class is graded credit/no-credit.*  
 Builds basic vocabulary development and pronunciation and simple grammar through simple conversations in English, short simplified reading passages, and sentence writing skills.

**DAY CLASSES**

0250	LEC	8:50AM - 12:00PM	MW	GALVEZ, L	CSB 110
AND	LEC	8:50AM - 12:00PM	TTh	CLIMO, M	CSB 110

**2 COLLEGE ESL II (NDA) 12.00 UNITS**

**Prerequisite:** ESL 1 or appropriate placement | *Class is graded pass/no pass.*  
 Builds grammar and vocabulary for students entering with a 500-800 word vocabulary level through conversations, listening, reading, and the development of writing simple sentences and short compositions.

**DAY CLASSES**

0251	LEC	8:50AM - 12:00PM	MW	ENGLE, S	CSB 206
AND	LEC	8:50AM - 12:00PM	TTh	CORTES, T	CSB 206

**EVENING CLASSES**

3236	LEC	6:50PM - 10:00PM	MW	LARSON, J	CSB 206
AND	LEC	6:50PM - 10:00PM	TTh	CHLEBEK, A	CSB 206

**Directed studies** opportunities are available on a contract basis under the supervision of an instructor. Students interested in enrolling in the Directed Courses must contact the Department Chair.

**3 COLLEGE ESL III****12.00 UNITS**

**Prerequisite:** ESL 2 or appropriate ESL placement results, or by permit  
*Class is graded pass/no pass. | NOTE: Students MUST take sections B&C together. Students are encouraged to enroll in all three sections (A, B, C).*

**DAY CLASSES**

ESL 3A – Writing and Grammar – 6 units					
0252 LEC 8:50AM - 12:00PM	MW	JARA, G		CSB 111	
ESL 3B – Reading and Vocabulary – 3 units					
0253 LEC 8:55AM - 10:20AM	TTh	OTOO, S		CSB 102B	
ESL 3C – Reading and Vocabulary – 3 units					
0254 LEC 10:35AM - 12:00PM	TTh	OTOO, S		CSB 102B	

**EVENING CLASSES**

ESL 3A – Writing and Grammar – 6 units					
3237 LEC 6:50PM - 10:00PM	MW	JACKSON, K		CSB 102B	
ESL 3B – Reading and Vocabulary – 3 units					
3238 LEC 6:55PM - 8:20PM	TTh	LILBURN, M		CSB 102B	
ESL 3C – Reading and Vocabulary – 3 units					
3239 LEC 8:35PM - 10:00PM	TTh	LILBURN, M		CSB 102B	

**4 COLLEGE ESL IV****12.00 UNITS**

**Prerequisite:** College ESL 3, or appropriate ESL placement results, or by permit  
*Class is graded pass/no pass. | NOTE: Students MUST take sections B&C together. Students are encouraged to enroll in all three sections (A, B, C).*

**DAY CLASSES**

ESL 4A – Writing and Grammar – 6 units					
0255 LEC 8:50AM - 12:00PM	MW	LUIS, C		CSB 102B	
ESL 4B – Reading and Vocabulary – 3 units					
0256 LEC 8:55AM - 10:20AM	TTh	FINE OLSON, A		CAI 230	
ESL 4C – Reading and Vocabulary – 3 units					
0257 LEC 10:35AM - 12:00PM	TTh	FINE OLSON, A		CAI 230	

**EVENING CLASSES**

ESL 4A – Writing and Grammar – 6 units					
3240 LEC 6:50PM - 10:00PM	MW	JOSE-EGUARAS, A		CAI 228	
ESL 4B – Reading and Vocabulary – 3 units					
3241 LEC 6:55PM - 8:20PM	TTh	KEESE, D		CSB 208	
ESL 4C – Reading and Vocabulary – 3 units					
3242 LEC 8:35PM - 10:00PM	TTh	KEESE, D		CSB 208	

**5 COLLEGE ESL V****12.00 UNITS**

**Prerequisite:** College ESL 4, or appropriate ESL placement results, or by permit  
*Class is graded pass/no pass. | NOTE: Students MUST take sections B&C together. Students are encouraged to enroll in all three sections (A, B, C).*

**DAY CLASSES**

ESL 5A – Writing and Grammar – 6 units					
0258 LEC 8:50AM - 12:00PM	MW	PARK, R		CAI 227	
ESL 5B – Reading and Vocabulary – 3 units					
0259 LEC 8:55AM - 10:20AM	TTh	PELLETIER, P		CAI 227	
ESL 5C – Reading and Vocabulary – 3 units					
0260 LEC 10:35AM - 12:00PM	TTh	PELLETIER, P		CAI 227	

**EVENING CLASSES**

ESL 5A – Writing and Grammar – 6 units					
3243 LEC 6:50PM - 10:00PM	MW	PARK, R		CAI 227	
ESL 5B – Reading and Vocabulary – 3 units					
3244 LEC 6:55PM - 8:20PM	TTh	SIMHA, C		CAI 228	
ESL 5C – Reading and Vocabulary – 3 units					
3245 LEC 8:35PM - 10:00PM	TTh	SIMHA, C		CAI 228	

**6 COLLEGE ESL VI****12.00 UNITS**

**Prerequisite:** College ESL 5, or appropriate ESL placement results, or by permit  
*Class is graded pass/no pass. | NOTE: Students MUST take sections B&C together. Students are encouraged to enroll in all three sections (A, B, C).*

**DAY CLASSES**

ESL 6A – Writing and Grammar – 6 units					
0261 LEC 8:50AM - 12:00PM	MW	CLIMO, M		CAI 230	
ESL 6B – Reading and Vocabulary – 3 units					
0262 LEC 8:55AM - 10:20AM	TTh	LUIS, C		CSB 207	
ESL 6C – Reading and Vocabulary – 3 units					
0263 LEC 10:35AM - 12:00PM	TTh	LUIS, C		CSB 207	

**EVENING CLASSES**

ESL 6A – Writing and Grammar – 6 units					
3246 LEC 6:50PM - 10:00PM	MW	CLIMO, M		CSB 208	
ESL 6B – Reading and Vocabulary – 3 units					
3247 LEC 6:55PM - 8:20PM	TTh	STAFF		CAI 227	
ESL 6C – Reading and Vocabulary – 3 units					
3248 LEC 8:35PM - 10:00PM	TTh	STAFF		CAI 227	

**8 ADVANCED ESL COMPOSITION****(UC:CSU) 6.0 UNITS**

**Prerequisite:** ESL 6A or appropriate placement  
*NOTE: Students receive a letter grade. NOTE: This course is equivalent to English 28.*  
 This course is tailored for the English-as-a-second-language student who is preparing to take English 101. Emphasis is on advanced language development, grammar skills, critical reading, and the writing of essays and research papers.

**DAY CLASSES**

0264 LEC 8:50AM - 12:00PM	MW	PROSTAK, G		CSB 205	
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**EVENING CLASSES**

3249 LEC 6:50PM - 10:00PM	MW	PROSTAK, G		CSB 205	
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Chair: Louis Zandalasini 818.364.7849

**6 CHALLENGES OF AGING****(CSU) 3.00 UNITS**

**Prerequisite:** None  
 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.

**EVENING CLASSES**

3803 LEC 3:30PM - 6:40PM	W	BURNETT, M		CAI 232	
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**21 NUTRITION****(UC:CSU) 3.00 UNITS**

**Prerequisite:** None  
 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.

*NOTE: Required for ACF Certificate, Dietary Supervisor and Food Production Certificate, meets Natural Science requirement*

**ONLINE CLASSES**

0266 LEC 3:10 hrs/wk	TBA	SHAW, S		INTERNET	
				Email: ShawS@lamission.edu	

**DAY CLASSES**

3806 LEC 1:50PM - 5:00PM	W	BERG, J		CAI 232	
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**EVENING CLASSES**

3252 LEC 6:50PM - 10:00PM	Th	EPPS, F		CAI 230	
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**26 MODIFIED DIETS****(CSU) 3.00 UNITS**

**Prerequisite:** Fam&CS 21 and Fam&CS 50/FSMgmt 50  
 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.

**EVENING CLASSES**

3253 LEC 6:50PM - 10:00PM	M	KIEFER, K		CAI 230	
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**31 MARRIAGE & FAMILY LIFE****(UC:CSU) 3.00 UNITS**

**Prerequisite:** None  
 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.

**EVENING CLASSES**

3802 LEC 3:30PM - 6:40PM	Th	VELAZQUEZ, J		CAI 230	
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**109 SUPERVISION & MANAGEMENT****(CSU) 3.00 UNITS**

**Prerequisite:** None  
 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 employees.

**EVENING CLASSES**

3257 LEC 6:50PM - 10:00PM	Th	VELAZQUEZ, J		CAI 232	
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**921 COOP ED - FAMILY & CONSUMER STUDIES****(CSU) 2.00 UNITS**

9092 LEC 2:05 hrs/wk	TBA	RASKIN, E		SCHEDULE	
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**931 COOP ED - FAMILY & CONSUMER STUDIES****(CSU) 3.00 UNITS**

9038 LEC 3:10 hrs/wk	TBA	RASKIN, E		SCHEDULE	
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**941 COOP ED - FAMILY & CONSUMER STUDIES****(CSU) 4.00 UNITS**

9039 LEC 4:15 hrs/wk	TBA	RASKIN, E		SCHEDULE	
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SPRING 2014

Chair: Pat Flood 818.364.7715

**1 PRINCIPLES OF FINANCE (CSU) 3.00 UNITS**

**Prerequisite:** None

This course covers the markets in which funds are traded, the financial institutions, and the principles of financial management that guide participants in making sound decisions.

**EVENING CLASSES**

3259 LEC 6:50PM - 10:00PM Th ORDONEZ, R INST 2006

Chair: Louis Zandalasini 818.364.7849

**50 SANITATION & SAFETY (CSU) 3.00 UNITS**

**Prerequisite:** None

Introduction to the basic principles of sanitation, safety, work simplification, and use and care of institutional food service equipment.

**DAY CLASSES**

0271 LEC 8:50AM - 12:00PM F EGUARAS, L CAI 232  
0272 LEC 12:10PM - 3:20PM T MCKAY, B CAI 230

*NOTE: The following series of classes, FSMgmt 100 through 108, are required for AA, AS, ACF certification, and Food Service Management Certificate Program.*

**100 INTRODUCTION TO HOSPITALITY INDUSTRIES (CSU) 3.00 UNITS**

**Advisory:** FSMgmt 100 and Fam&CS 21

Overview of food service and management in the hospitality industry. Careers are explored.

**DAY/WEEKEND CLASSES**

0270 LEC 8:50AM - 12:00PM S ZANDALASINI, L CAI 232

**EVENING CLASSES**

3260 LEC 3:30PM - 6:40PM M GILLIGAN, M CAI 232

**101 FOOD PRODUCTION I (CSU) 4.00 UNITS**

**Prerequisite:** FSMgmt 50 and negative TB test

Study and laboratory experience of quantity food production. Introduction and application of culinary principles and procedures for basic food preparation. Course is part of a one-year long series.

**DAY CLASSES**

0273 LEC 8:00AM - 8:55AM TTh SANCHEZ, J CAI 208  
AND LAB 9:10AM - 12:20PM TTh SANCHEZ, J PROD KIT

**EVENING CLASSES**

3261 LEC 5:05PM - 6:00PM MW EGUARAS, L CAI 208  
AND LAB 6:05PM - 9:15PM MW EGUARAS, L PROD KIT

**102 FOOD PRODUCTION II (CSU) 4.00 UNITS**

**Prerequisite:** FSMgmt 101 and negative TB test

Advanced study and laboratory experiences in food preparation and production that meet American Culinary Federation Certification/Competencies. Part of a one year certificate program.

**DAY CLASSES**

0275 LEC 8:00AM - 8:55AM MW SANCHEZ, J CAI 208  
AND LAB 9:10AM - 12:20PM MW SANCHEZ, J PROD KIT

**EVENING CLASSES**

3262 LEC 5:05PM - 6:00PM TTh GILLIGAN, M CAI 208  
AND LAB 6:05PM - 9:15PM TTh GILLIGAN, M PROD KIT

**103 MENU PLANNING (CSU) 2.00 UNITS**

**Prerequisite:** FSMgmt 100 and Fam&CS 21

Examines basic principles of menu planning for today's trends. Techniques of cost control and creation of interesting menus for the different types of establishments in the hospitality/food service industry.

**DAY CLASSES**

3263 LEC 2:55PM - 5:00PM W GILLIGAN, M CAI 232

**104 DINING ROOM PRESENTATION (CSU) 4.00 UNITS**

**Prerequisite:** FSMgmt 50, 101 **Corequisite:** FSMgmt 102

Instruction and practical training covers all aspects of service and management in food operations.

**DAY CLASSES**

0276 LEC 9:25AM - 10:20AM MW ZANDALASINI, L CAI 232  
AND LAB 10:30AM - 1:40PM MW ZANDALASINI, L CAI 232

**105 FOODSERVICE PURCHASING & INVENTORY MANAGEMENT (CSU) 2.00 UNITS**

**Prerequisite:** FSMgmt 50, 100, and Fam&CS 21 **Corequisite:** FSMgmt 106

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, and issuing procedures, cost and operational expenses, and seasonal variations.

**DAY CLASSES**

3264 LEC 2:55PM - 5:00PM Th VILLEGAS, R CAI 232

**106 FOOD & BEVERAGE COST CONTROL/RECORDS (CSU) 3.00 UNITS**

**Prerequisite:** FNone

Analyzing food, beverage and labor cost controls. Problem solving and solution techniques are applied by students in realistic operational situations. Areas covered include cost, volume, profit relationships, food costs determination, standard costs, forecasting, sales control and menu pricing.

**DAY CLASSES**

3808 LEC 1:100PM - 4:20PM T EGUARAS, L CAI 232

**108 INTERNSHIP (CSU) 2.00 UNITS**

**Prerequisite:** FSMgmt 50, 101 and Fam&CS 21

Provides supervised fieldwork experience in industry and gives hands-on training in a food service/hotel/restaurant establishment.

**DAY CLASSES**

0278 LEC 2:25PM - 3:20PM M SANCHEZ, J CAI 232  
AND LAB 3:10 hrs/wk TBA SANCHEZ, J SCHEDULE

**109 PROFESSIONAL BAKING (CSU) 4.00 UNITS**

**Prerequisite:** None

Course covers study of baking functions, practical instruction and skill development in yeast-raised products, cakes, pies, cobblers, cookies, bars, brownies, and breakfast breads.

**DAY CLASSES**

0279 LEC 8:00AM - 8:55AM MT GILLIGAN, M CAI 232  
AND LAB 9:10AM - 12:20PM MT GILLIGAN, M LL BAKE 6

**110 MANAGING CATERING OPERATIONS (CSU) 4.00 UNITS**

**Prerequisite:** FSM 50

This course is a study of catering sales and operations, including "on hands" practicum and interpersonal dynamics from production through a service.

**DAY CLASSES**

0280 LEC 9:25AM - 10:20AM TTh GILLIGAN, M CAI 232  
AND LAB 10:30AM - 12:35PM TTh GILLIGAN, M CAI 232

**115 RESTAURANT OPERATIONS MANAGEMENT 3.00 UNITS**

**Prerequisite:** None

Course provides overview of food service and restaurant industry with emphasis in operations management. Topics include labor cost, safety and sanitation, hospitality laws, food and beverage purchasing and control cycles.

**EVENING CLASSES**

3266 LEC 6:50PM - 10:00PM M LUNA, A CAI 232

**130 CAKE DECORATION I 2.00 UNITS**

**Prerequisite:** FAM&CS 101 or FSMgmt 101

Course emphasizes the fundamentals of the American Style of cake decoration. Exposure to basic equipment, procedures of cake production, coloring techniques, design transfer, cake construction, borders, and icings will be covered. Learn the art of cake decorating.

**EVENING CLASSES**

3268 LEC 4:45PM - 5:40PM M HOLTZ, S PASTRY  
AND LAB 5:50PM - 9:00PM M HOLTZ, S PASTRY

Chair: Jolie Scheib 818.364.7690

**2 ELEMENTARY FRENCH II (UC:CSU) 5.00 UNITS**

**Prerequisite:** French I or equivalent

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.

**DAY CLASSES**

0284 LEC 1:30PM - 4:00PM TTh LOPEZ, B CSB 102B

*Our Mission Is Your Success*

Chair: Said Pazirandeh 818.364.7705

**1 PHYSICAL GEOGRAPHY (UC:CSU) 3.00 UNITS**

Prerequisite: None

This course covers the changing processes within the Earth's major Geosystems: the Atmosphere, Hydrosphere, Lithosphere and Biosphere. Units of study include weather, climate, landforms, plate tectonics, gradational processes of mass wasting, soil formation, vegetation communities and the human impact of the environment.

**DAY CLASSES**

0286	LEC	8:55AM - 10:20AM	TTh	WAKTOLA, D	CMS 28
0287	LEC	10:35AM - 12:00PM	MW	WAKTOLA, D	CMS 28

**EVENING CLASSES**

3270	LEC	6:50PM - 10:00PM	M	WAKTOLA, D	CMS 28
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**2 CULTURAL ELEMENTS OF GEOGRAPHY (UC:CSU) 3.00 UNITS**

Prerequisite: None

*NOTE: Recommended for students enrolled in the PRECREDENTIAL OPTION of the Liberal Studies Program.*

This course covers the study of human culture system represented on Earth. Emphasis is placed on development of culture realms, languages economies, social and political systems and religions. Included will be human activity that leaves its culture imprint on the landscape.

**EVENING CLASSES**

3271	LEC	6:50PM - 10:00PM	T	WAKTOLA, D	CMS 28
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**15 PHYSICAL GEOGRAPHY LABORATORY (UC:CSU) 2.00 UNITS**

Prerequisite or Corequisite: Geog 1 | *NOTE: This course meets university transfer requirements for the laboratory portion of the Physical Sciences.*

This earth environment laboratory emphasizes the scientific method by competing 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.

**DAY CLASSES**

0288	LEC	12:10PM - 1:05PM	W	WAKTOLA, D	CMS 10
AND	LAB	1:10PM - 3:15PM	W	WAKTOLA, D	CMS 10

Chair: Leslie Milke 818.364.7765 | Vice Chair: Cindy Cooper 818.364.7707

**8 WOMEN'S PERSONAL HEALTH (UC:CSU) 3.00 UNITS**

Prerequisite: None

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.

**DAY CLASSES**

0289	LEC	8:55AM - 10:20AM	TTh	CHOUDHURY, B	HFAC 204
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**EVENING CLASSES**

3272	LEC	6:50PM - 10:00PM	Th	VALDEZ BARKWILL, M	HFAC 203
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**11 PRINCIPLES OF HEALTHFUL LIVING (UC:CSU) 3.00 UNITS**

Prerequisite: None

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 11 is also offered through ITV. See page 14.

**ONLINE CLASSES**

0290	LEC	3:10 hrs/wk	TBA	EUBANKS, H	INTERNET
				Email: eubankha@lamission.edu	

**DAY/WEEKEND CLASSES**

0292	LEC	9:00AM - 12:10PM	S	VALDEZ BARKWILL, M	HFAC 203
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**DAY CLASSES**

0293	LEC	7:15AM - 8:40AM	TTh	MILKE, L	HFAC 203
0294	LEC	8:55AM - 10:20AM	MW	RUYS, S	HFAC 204
0295	LEC	8:55AM - 10:20AM	TTh	MILKE, L	HFAC 203
0296	LEC	10:35AM - 12:00PM	MW	JEFFRIES, S	HFAC 204
0297	LEC	10:35AM - 12:00PM	TTh	CHOUDHURY, B	HFAC 204
0298	LEC	12:10PM - 3:20PM	M	CHOUDHURY, B	HFAC 204

**EVENING CLASSES**

3273	LEC	3:30PM - 6:40PM	W	ASILI, H	HFAC 204
3274	LEC	5:15PM - 6:40PM	TTh	LIPTON, J	HFAC 204
3275	LEC	6:50PM - 10:00PM	M	EPPS, F	HFAC 204
3276	LEC	6:50PM - 10:00PM	T	EPPS, F	HFAC 204
3277	LEC	6:50PM - 10:00PM	W	TEOLA, D	HFAC 204

Chair: Myriam Levy 818.833.3414 | Vice Chair: D'Art Phares 818.364.7681

**1 INTRODUCTION TO WESTERN CIVILIZATION I (UC:CSU) 3.00 UNITS**

Prerequisite: None

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.

**DAY CLASSES**

3280	LEC	6:50PM - 10:00PM	W	BUCHANAN, L	INST 1003
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**2 INTRODUCTION TO WESTERN CIVILIZATION II (UC:CSU) 3.00 UNITS**

Prerequisite: None

A survey course emphasizing the main political, social, and economic currents that shaped the development of Western Civilization from the 17th century to today.

**DAY CLASSES**

0301	LEC	1:50PM - 5:00PM	T	PHARES, D	INST 1003
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**11 POLITICAL & SOCIAL HISTORY OF THE UNITED STATES I (UC:CSU) 3.00 UNITS**

Prerequisite: None

A general survey of the political and social developments that shaped the history of the United States from pre-Columbian times to Reconstruction.

History 11 is also offered through ITV. See page 14.

**DAY CLASSES**

0302	LEC	8:50AM - 12:00PM	F	DENNIS, D	INST 1003
0303	LEC	8:55AM - 10:20AM	TTh	PHARES, D	INST 1003
0304	LEC	10:35AM - 12:00PM	TTh	PHARES, D	INST 1003

**EVENING CLASSES**

3281	LEC	6:50PM - 10:00PM	Th	CRAMER, A	INST 1003
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**12 POLITICAL & SOCIAL HISTORY OF THE UNITED STATES II (UC:CSU) 3.00 UNITS**

Prerequisite: None

Covers the second half of the standard survey of United States history, providing an analytical study of the history of the United States from the Reconstruction era to the present, focusing not only on political and social developments in the history of the United States but also on economic and cultural developments, and analyzing changes in both the United States' domestic policies and its ongoing and changing role in international affairs. History 12 is also offered through ITV.

**DAY CLASSES**

0305	LEC	8:55AM - 10:20AM	MW	PHARES, D	INST 1003
0306	LEC	10:35AM - 12:00PM	MW	PHARES, D	INST 1003

**EVENING CLASSES**

3282	LEC	3:30PM - 6:40PM	M	BEHLING, R	INST 1003
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**86 INTRODUCTION TO WORLD CIVILIZATION I (UC:CSU) 3.00 UNITS**

Prerequisite: None

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.

**EVENING CLASSES**

3284	LEC	6:50PM - 10:00PM	T	JIMENEZ, G	INST 2004
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Chair: Deborah Paulsen 818.364.7738

**2 STUDIES IN SELECTED CULTURES (UC:CSU) 3.00 UNITS**

Prerequisite: English 28 or ESL 8

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.

**DAY CLASSES**

0309	LEC	8:50AM - 12:00PM	W	BUCHANAN, L	CMS 5
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**30 THE BEGINNINGS OF CIVILIZATION (UC:CSU) 3.00 UNITS**

Prerequisite: English 28 or ESL 8

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.

**EVENING CLASSES**

3801	LEC	3:30PM - 6:40PM	T	O CONNELL, C	CSB 203
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**Directed studies** opportunities are available on a contract basis under the supervision of an instructor. Students interested in enrolling in the Directed Courses must contact the Department Chair.

**INTERIOR DESIGN**

Chair: Louis Zandalasini 818.364.7849 | Vice Chair: Sharon Anderson 818.364.7600 x4370

**102 INTRODUCTION TO INTERIOR DESIGN (CSU) 3.00 UNITS**

Prerequisite: None

Basic elements and principles of design theory applied to furniture selection and interiors. Includes selection of color schemes, floor coverings, window and wall treatments, lighting and accessories. Possible field trips.

**EVENING CLASSES**

3292 LEC 6:50PM - 10:00PM M WITHERS, K INST 1015

**103 INTERIOR DESIGN PROJECT LABORATORY (CSU) 1.00 UNIT**

Prerequisite: None

Students will use this lab time to work on current interior design class projects in which they are enrolled with instructor supervision.

*NOTE: All Interior Design students are encouraged to enroll in ID 103 Interior Design Project Lab. This will give the student additional time to work on all interior design homework projects.*

**EVENING CLASSES**

0307 LAB 12:15PM - 3:25PM T ANDERSON, S INST 1015

**104 HISTORICAL & CONTEMPORARY INTERIOR DESIGN (CSU) 3.00 UNITS**

Prerequisite: None.

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.

**EVENING CLASSES**

3293 LEC 6:50PM - 10:00PM Th KUNDU, A INST 1015

**108B SPACE PLANNING (CSU) 2.00 UNITS**

Prerequisite: None

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.

**EVENING CLASSES**

3294 LEC 6:50PM - 7:45PM W WITHERS, K INST 1015

AND LAB 7:55PM - 10:00PM W WITHERS, K INST 1015

**111 INTERIOR DESIGN PORTFOLIO (CSU) 1.00 .00 UNIT**

Advisory: Concurrent enrollment in IntrDgn 102, 106, 108A or 108B

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.

**EVENING CLASSES**

3295 LEC 3:40PM - 5:45PM T ANDERSON, S INST 1015

AND LAB 5:50PM - 9:00PM T ANDERSON, S INST 1015

**2 ELEMENTARY ITALIAN II (UC:CSU) 5.00 UNITS**

Prerequisite: Italian 1 or equivalent

Continuation of Italian 1.

**EVENING CLASSES**

3298 LEC 7:00PM - 9:30PM TTh PARDESS, D INST 1005

Chair: Yolanda Ramil 818.364.7690



**KINESIOLOGY**

Chair: Leslie Milke 818.364.7765 | Vice Chair: Cindy Cooper 818.364.7707

**FITNESS CENTER CLASSES**

These classes will be held in the Fitness Center and include cardiovascular exercises combined with strength and circuit training. **All students must download a copy of the Waiver form and bring to the first class meeting** ([www.lamission.edu/fitness](http://www.lamission.edu/fitness)).

Orientation and Fitness Assessments will be administered the first week of class and NO adds will be accepted after the first week of class.

Students are required to bring their student ID and towel to each class.

**350 WEIGHT TRAINING (UC:CSU) 1.00 UNIT**

Prerequisite: None

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.

**WEEKEND CLASSES**

2035 LAB 8:20AM - 11:30AM S GUNTERMAN, J HFAC FT CR

**DAY CLASSES**

2036 LAB 7:15AM - 8:40AM MW CASCIONE, J HFAC FT CR

2037 LAB 7:15AM - 8:40AM TTh RUYS, S HFAC FT CR

2038 LAB 8:55AM - 10:20AM MW CASCIONE, J HFAC FT CR

**35 ADAPTIVE ACTIVITIES (UC:CSU) 1.00 UNIT**

Prerequisite: None

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.

**DAY CLASSES**

2025 LAB 9:30AM - 10:25AM TTh PAREDES, S HFAC FT CR

*NOTE: Class is geared toward students with disabilities.*

*Students interested in this course must contact Disabled Students Programs & Services (DSPS) at 818.364.7732 prior to enrollment.*

**291 VOLLEYBALL SKILLS (UC:CSU) 1.00 UNIT**

Prerequisite: None

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.

**EVENING CLASSES**

2926 LEC 7:00PM - 7:30PM M TEOLA, D HFAC GYM

AND LAB 7:35PM - 9:00PM M TEOLA, D HFAC GYM

**316 KARATE (UC:CSU) 1.00 UNIT**

Prerequisite: None

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: cardiorespiratory endurance, muscular strength, muscular endurance, flexibility, and body composition.

**DAY CLASSES**

2027 LAB 12:15PM - 1:40PM MW CARLEN, N HFAC 206

**329 BODY CONDITIONING****(UC:CSU) 3.00 UNITS****Prerequisite:** None

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.

**DAY CLASSES**

2028	LAB	7:15AM - 8:40AM	MW	JEFFRIES, S	HFAC 205
2029	LAB	8:55AM - 10:20AM	TTh	SAN MARTIN, T	HFAC 205
2030	LAB	10:35AM - 12:00PM	TTh	RUYS, S	HFAC 205
2031	LAB	12:15PM - 1:40PM	MW	MILLER, C	HFAC 205

**EVENING CLASSES**

2927	LAB	7:00PM - 8:25PM	MW	NELSON, S	HFAC 205
2928	LAB	7:00PM - 8:25PM	TTh	LEVIN, K	HFAC 205

**330 CARDIO KICKBOXING****(UC:CSU) 1.00 UNIT****Prerequisite:** None

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.

**EVENING CLASSES**

2929	LAB	5:15PM - 6:40PM	TTh	LEVIN, K	HFAC 206
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**347 PILATES MAT****(UC:CSU) 1.00 UNIT****Prerequisite:** None

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.

**DAY CLASSES**

2033	LEC	12:15PM - 12:30PM	TTh	LUBOW, C	HFAC 206
AND	LAB	12:30PM - 1:40PM	TTh	LUBOW, C	HFAC 206

**351 YOGA****(UC:CSU) 1.00 UNIT****Prerequisite:** None

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.

**DAY CLASSES**

2039	LAB	8:55AM - 10:20AM	MW	JEFFRIES, S	HFAC 208
2040	LAB	8:55AM - 10:20AM	TTh	RUYS, S	HFAC 208

**EVENING CLASSES**

2933	LAB	5:15PM - 6:40PM	MW	HOJO, H	HFAC 208
2934	LAB	7:00PM - 8:25PM	MW	HOJO, H	HFAC 208

**387 BASKETBALL****(UC:CSU) 1.00 UNIT****Prerequisite:** None

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.

**DAY CLASSES**

2042	LAB	9:00AM - 12:10PM	F	CASCIONE, J	HFAC GYM
2043	LAB	10:35AM - 12:00PM	MW	CASCIONE, J	HFAC GYM

**503 INTERCOLLEGIATE ATHLETICS-BASEBALL****(UC:CSU) 3.00 UNITS**

**Prerequisite:** 1) Eligibility as required by State Athletic Code; (2) Signature of Coach; (3) Physical examination required

2045	LAB	11:05 hrs/wk	TBA	CASCIONE, J	ELCRPARK
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**512 INTERCOLLEGIATE ATHLETICS-SOFTBALL****(UC:CSU) 3.00 UNITS**

**Prerequisite:** 1) Eligibility as required by State Athletic Code; (2) Signature of Coach; (3) Physical examination required

2046	LAB	11:05 hrs/wk	TBA	DURAZO-LUSK, S	ELCRPARK
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**552 INTERCOLLEGIATE SPORTS-CONDITIONING & SKILLS TRAINING****(UC:CSU) 1.00 UNIT****Prerequisite:** None

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.

2047	LAB	3:10 hrs/wk	TBA	KAMINSKY, A	HFAC GYM Volleyball
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2048	LAB	3:10 hrs/wk	TBA	CASTILLO, J	HFAC GYM Men's Soccer
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Chair: Pat Flood 818.364.7715 | Vice Chair: David Jordan 818.364.7720

**1 BUSINESS LAW I****(UC:CSU) 3.00 UNITS****Prerequisite:** None

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.

**ONLINE CLASSES**

0316	LEC	3:10 hrs/wk	TBA	JORDAN, D	INTERNET www.lamission.edu/law
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**HYBRID CLASSES**

3301	LEC	6:50PM - 8:15PM	Th	SOLEDAD	CMS 5
AND	LEC	1:25 hrs/wk	TBA	SOLEDAD	INTERNET

**2 BUSINESS LAW II****(UC:CSU) 3.00 UNITS****Prerequisite:** None

Further study of the fundamental principles of law as they apply in the business world. Examines bailment, the rights and liabilities of agent, principles and liabilities of agent, principles and third parties, partnerships, corporations, stockholders, negotiable instruments and securities.

**ONLINE CLASSES**

0317	LEC	3:10 hrs/wk	TBA	MORINAKA, B	INTERNET www.lamission.edu/law
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**10 INTRODUCTION TO LEGAL ASSISTANT I****(CSU) 3.00 UNITS****Prerequisite:** None

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.

**EVENING/HYBRID CLASSES**

3302	LEC	8:30PM - 9:55PM	T	STAFF	CMS 5
AND	LEC	1:25 hrs/wk	TBA	STAFF	INTERNET www.lamission.edu/law

**11 INTRODUCTION TO LEGAL ASSISTANT II****(CSU) 3.00 UNITS****Prerequisite:** None

Study of civil and criminal procedures. Emphasis is on parties and jurisdiction, pleadings, discovery, pre-trial and trial preparation, appeal, enforcement of judgements, and alternate dispute resolution.

**ONLINE CLASSES**

0318	LEC	3:10 hrs/wk	TBA	JACKMAN, J	INTERNET www.lamission.edu/law
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**12 TORT LAW & CLAIMS INVESTIGATION****(CSU) 3.00 UNITS****Prerequisite:** None

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.

**ONLINE CLASSES**

0319	LEC	3:10 hrs/wk	TBA	ROSE, E	INTERNET www.lamission.edu/law
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**13 WILLS, TRUSTS & PROBATE ADMINISTRATION****(CSU) 3.00 UNITS****Prerequisite:** None

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.

**ONLINE CLASSES**

0320	LEC	3:10 hrs/wk	TBA	LAMPERT, E	INTERNET www.lamission.edu/law
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**EVENING CLASSES**

3303	LEC	6:50PM - 10:00PM	M	HIBLER, J	CSB 203
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**16 CIVIL & CRIMINAL EVIDENCE****(CSU) 3.00 UNITS****Prerequisite:** None

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.

**HYBRID CLASSES**

3304	LEC	6:50PM - 8:15PM	T	LOPEZ, V	CMS 5
AND	LEC	1:25 hrs/wk	TBA	LOPEZ, V	INTERNET www.lamission.edu/law

**Directed studies** opportunities are available on a contract basis under the supervision of an instructor. Students interested in enrolling in the Directed Courses must contact the Department Chair.

**17 LEGAL WRITING****(CSU) 3.00 UNITS**

Prerequisite: None

Study of legal drafting and writing including writing case briefs, demand letters, legal memoranda, motions, pleadings, and writing a legal research paper.

**HYBRID CLASSES**

3305	LEC	6:50PM - 8:15PM	W	JORDAN, D	CSB 203
AND	LEC	1:25 hrs/wk	TBA	JORDAN, D	INTERNET

www.lamission.edu/law

**18 MARRIAGE & FAMILY LAW****(CSU) 3.00 UNITS**

Prerequisite: None

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.

**ONLINE CLASSES**

0322	LEC	3:10 hrs/wk	TBA	JORDAN, D	INTERNET
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www.lamission.edu/law

**19 PROPERTY & CREDITOR RIGHTS****3.00 UNITS**

Prerequisite: None

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.

**HYBRID CLASSES**

3306	LEC	8:30PM - 9:55PM	Th	SOLEDAD, H	CMS 5
AND	LEC	1:25 hrs/wk	TBA	SOLEDAD, H	INTERNET

www.lamission.edu/law

**20 BASIC PROBATE PROCEDURES****(CSU) 3.00 UNITS**

Prerequisite: None

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.

**ONLINE CLASSES**

0323	LEC	3:10 hrs/wk	TBA	GUDINO, A	INTERNET
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www.lamission.edu/law

**34 LEGAL RESEARCH LABORATORY****3.00 UNITS**

Prerequisite: None

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.

**HYBRID CLASSES**

3307	LEC	8:30PM - 9:55PM	W	JORDAN, D	CSB 203
AND	LEC	1:25 hrs/wk	TBA	JORDAN, D	INTERNET

www.lamission.edu/law

Chair: Gary Probstak 818.364.7666

**4 THE MECHANICS OF SPELLING****(NDA) 1.00 UNIT**Prerequisite: None | *Class is graded pass/no pass.*

Based on 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.

**EVENING CLASSES**

3308	LEC	3:40PM - 5:45PM	T	KOBOSA, D	INST 2003
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*NOTE: Class is geared toward students with disabilities.*

**10B MATHEMATICS FUNDAMENTALS****(NDA) 1.00 UNIT**Prerequisite: None | *Class is graded pass/no pass.*

Based on assessment the student receives individualized instruction. Topics include whole numbers, fractions, decimals, percents, ratios and proportions.

**EVENING CLASSES**

3309	LAB	3:40PM - 5:45PM	Th	CHARLES, J	INST 2003
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*NOTE: Class is geared toward students with disabilities.*

**40 INTRODUCTION TO LEARNING DISABILITIES****(NDA) 1.00 UNIT**Prerequisite: None | *Class is graded pass/no pass.*

Individualized diagnostic assessment processes are conducted. Students identify problems, become aware of strengths and weaknesses, and develop individual educational plans outlining goals, objectives and recommendations.

0330	LEC	2:05 hrs/wk	TBA	RESENDEZ, C	INST 2003
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*NOTE: Class is geared toward students with disabilities.*

*Students interested in this course must contact Disabled Students Programs & Services (DSPS) at 818.364.7732 prior to enrollment.***73 ONLINE GRAMMAR & WRITING LAB****(NDA) 1.00 UNIT**Prerequisite: None | *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.

**DAY CLASSES**

0331	LAB	12:10PM - 3:20PM	T	LOFQUIST, M	CSB 101
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*NOTE: Class is geared toward students with disabilities.*

Chair: Sandy Thomsen 818.364.7750

**101 LIBRARY RESEARCH METHODS****(UC:CSU) 1.00 UNIT**

Prerequisite: None

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.

**DAY/LATE START CLASSES**

0332	LEC	10:00AM - 11:50AM	F	MACDOWELL, S	LRC 205
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www.lamission.edu (9 Week Class - Starts 2/21/2014, Ends 4/25/2014)

Chair: Jolie Scheib 818.364.7690

**1 INTRODUCTION TO LANGUAGE & LINGUISTICS****(UC:CSU) 3.00 UNITS**

Prerequisite: None

Examines basic linguistic concepts in cultural context. Language diversity, origins, acquisitions and use are explored, with an emphasis on communication and sociocultural factors.

**EVENING CLASSES**

3311	LEC	6:50PM - 10:00PM	W	PARDESS, D	INST 1005
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Chair: Pat Flood 818.364.7715

**2 ORGANIZATION & MANAGEMENT THEORY****(CSU) 3.00 UNITS**

Prerequisite: None

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.

**ONLINE CLASSES**

0333	LEC	3:10 hrs/wk	TBA	BERNAL, V	INTERNET
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www.lamission.edu/business/bernal

**13 SMALL BUSINESS ENTREPRENEURSHIP****(CSU) 3.00 UNITS**

Prerequisite: None

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.

**EVENING CLASSES**

3313	LEC	3:30PM - 6:40PM	Th	BERNAL, V	CSB 208
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**31 HUMAN RELATIONS FOR EMPLOYEES****(CSU) 3.00 UNITS**

Prerequisite: None

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.

**HYBRID CLASSES**

3314	LEC	5:15PM - 6:40PM	T	BERNAL, V	CSB 208
AND	LEC	1:25 hrs/wk	TBA	BERNAL, V	INTERNET

**921 COOP ED - MANAGEMENT****(CSU) 2.00 UNITS**

SCHEDULE

9049	LEC	2:05 hrs/wk	TBA	RASKIN, E	
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**931 COOP ED - MANAGEMENT****(CSU) 3.00 UNITS**

SCHEDULE

9050	LEC	3:10 hrs/wk	TBA	RASKIN, E	
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**941 COOP ED - MANAGEMENT****(CSU) 4.00 UNITS**

SCHEDULE

9051	LEC	4:15 hrs/wk	TBA	RASKIN, E	
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Chair: Pat Flood 818.364.7715

**22 GREEN MARKETING**

**(CSU) 3.00 UNITS**

Advisory: English 28

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.

**DAY CLASSES**

0334 LEC 10:35AM - 12:00PM TTh STAFF CSB 203

**31 RETAIL MERCHANDISING**

**(CSU) 3.00 UNITS**

Prerequisite: None

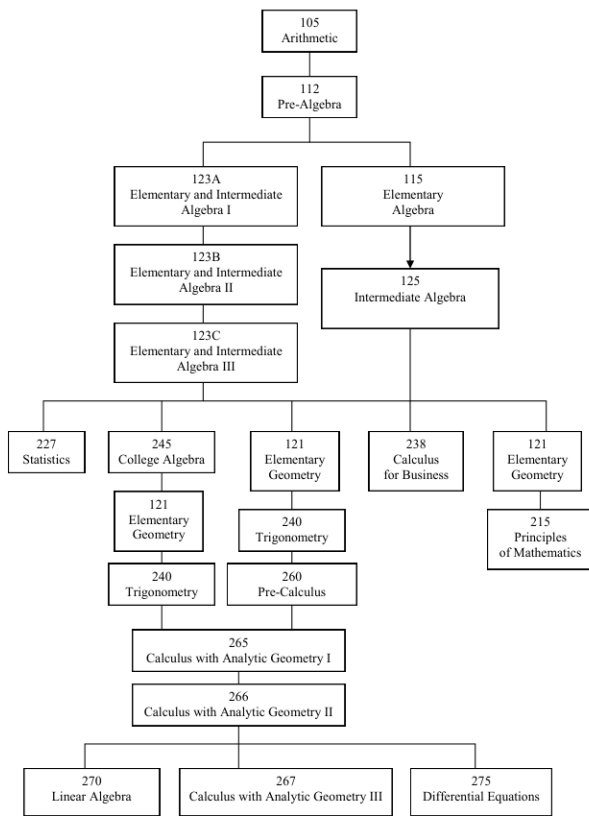
Course covers the retail operation including a study of store location, layout, organization, merchandise buying, pricing, stock planning and retail sales promotion. Personnel duties and responsibilities are also studied including the tasks of all personnel.

**EVENING CLASSES**

3316 LEC 3:30PM - 6:40PM T RASKIN, E INST 1001

Chair: Robert Smazenka 818.364.7609 | Vice Chair: Debby Wong 818.364.7887

**Mathematics Course Sequence**



**105 ARITHMETIC**

**(NDA) 3.00 UNITS**

Prerequisite: None

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.

**DAY CLASSES**

0335 LEC 8:50AM - 10:15AM TTh PAIGE, B CMS 20

0336 LEC 12:15PM - 1:40PM TTh BURDS, J CMS 204

**EVENING CLASSES**

3324 LEC 5:15PM - 6:40PM MW BLOOM, J CMS 204

**112 PRE-ALGEBRA**

**(NDA) 3.00 UNITS**

Prerequisite: Math 105 with grade of 'C' or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit

Bridges the gap between arithmetic and algebra. Topics include a review of arithmetic and an introduction to fundamental algebraic concepts.

**DAY CLASSES**

0341 LEC 8:55AM - 10:20AM MW AGVANIAN, Y CMS 20

0342 LEC 8:55AM - 10:20AM MW OGANYAN, K CMS 23

0344 LEC 8:55AM - 10:20AM TTh FERGUSON, T CMS 127

0345 LEC 9:25AM - 10:20AM MWF JAFARI, H CMS 22

0347 LEC 10:40AM - 12:05PM TTh FERGUSON, T CMS 23

0348 LEC 1:30PM - 2:55PM MW AKL, C CMS 20

**EVENING CLASSES**

3325 LEC 5:10PM - 6:35PM TTh YAMADA, R CMS 20

3326 LEC 6:50PM - 10:00PM T KAWAMATA, M CMS 128

3327 LEC 6:50PM - 10:00PM W CONSTANTINO, A CMS 27

3329 LEC 7:00PM - 8:25PM TTh WINDSOR, K CMS 22

**115 ELEMENTARY ALGEBRA**

**5.00 UNITS**

Prerequisite: Math 112 with a grade of 'C' or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit. Math 113 and 114 together are equivalent to Math 115.

NOTE: All Mathematics 115 students are required to pass a comprehensive department final. The exam will be administered by each instructor in the assigned classroom on the day and time as specified in the Final Exam Schedule appearing in the schedule of classes.

Failure to take this examination at the scheduled time and day will result in a score of zero.

Explores the concepts of algebra, including signed numbers, exponents, linear equations, graphs, and quadratic equations. It also contains techniques for interpreting and solving verbal programs related to the above topics.

**DAY CLASSES**

0349 LEC 7:40AM - 9:15AM MWF CHAU, E CMS 29

0350 LEC 7:55AM - 10:25AM TTh BUTLER, D CMS 23

0351 LEC 9:10AM - 10:20AM MTWTh PETIKYAN, G CSB 208

0352 LEC 8:55AM - 11:25AM MW HAGAR, M CMS 27

0353 LEC 10:35AM - 1:05PM MW AGVANIAN, Y CMS 22

0354 LEC 10:40AM - 1:10PM TTh AKL, C CMS 21

0355 LEC 12:20PM - 2:50PM MW YAMADA, R CMS 27

0356 LEC 12:20PM - 2:50PM MW NGO, H CMS 23

0357 LEC 12:20PM - 2:50PM TTh MAYORGA, D CMS 126

0358 LEC 12:20PM - 2:50PM TTh HOVASAPYAN, S CMS 128

**EVENING CLASSES**

3331 LEC 4:05PM - 6:35PM MW CONSTANTINO, A CMS 20

3332 LEC 4:05PM - 6:35PM MW MCGANN, E CMS 21

3333 LEC 4:05PM - 6:35PM TTh BURDS, J CMS 21

3334 LEC 7:00PM - 9:30PM MW DABAGIAN, M CMS 128

3335 LEC 7:00PM - 9:30PM TTh PARK, S CMS 21

**121 ESSENTIALS OF PLANE GEOMETRY**

**3.00 UNITS**

Prerequisite: Math 125 or appropriate skill level demonstrated through the Math assessment process

Covers the definition, 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.

**DAY CLASSES**

0359 LEC 12:15PM - 1:40PM MW MKRTCHYAN, T CMS 204

**EVENING CLASSES**

3336 LEC 3:35PM - 5:00PM TTh YAMADA, R CMS 20

**123A ELEMENTARY & INTERMEDIATE ALGEBRA I**

**4.00 UNITS**

Prerequisite: Math 112

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; graphics. Course has a computer lab component.

**DAY CLASSES**

0360 LEC 8:55AM - 10:20AM MW REYES, C CMS 126

AND LAB 10:30AM - 11:25AM MW REYES, C CMS 120

**EVENING CLASSES**

3337 LEC 4:00PM - 5:25PM MW WONG, K CMS 126

AND LAB 5:35PM - 6:30PM MW WONG, K CMS 120

3338 LEC 4:00PM - 5:25PM TTh DAKDOUK, R CMS 128

AND LAB 5:35PM - 6:30PM TTh DAKDOUK, R CMS 120

**123B ELEMENTARY & INTERMEDIATE ALGEBRA II****4.00 UNITS****Prerequisite:** Math 123A

Second of the 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.

**DAY CLASSES**

0361	LEC	8:55AM - 10:20AM	MW	MKRTCHYAN, T	CMS 128
AND	LAB	10:30AM - 11:25AM	MW	MKRTCHYAN, T	CMS 122
0362	LEC	9:20AM - 10:45AM	TTh	SAMII, B	CMS 126
AND	LAB	10:55AM - 11:50AM	TTh	SAMII, B	CMS 120

**EVENING CLASSES**

3363	LEC	7:00PM - 8:25PM	MW	HEMENWAY, L	CMS 127
AND	LAB	8:25PM - 9:20PM	MW	HEMENWAY, L	CMS 120

**123C ELEMENTARY & INTERMEDIATE ALGEBRA III****4.00 UNITS****Prerequisite:** Math 123B

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.

**DAY CLASSES**

0363	LEC	7:45AM - 9:10AM	TTh	MKRTCHYAN, T	CMS 126
AND	LAB	9:20AM - 10:15AM	TTh	MKRTCHYAN, T	CMS 120

**EVENING CLASSES**

3340	LEC	7:00PM - 8:25PM	MW	MARSUBIAN, A	INST 2006
AND	LAB	8:35PM - 9:30PM	MW	MARSUBIAN, A	INST 2006

**125 INTERMEDIATE ALGEBRA****5.00 UNITS**

**Prerequisite:** Math 115 or Math 114 with a grade of 'C' or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit  
Fundamental laws, exponents, radicals, equations (linear, quadratic, and some of higher degree), system of equations and inequalities (linear, and quadratic), conics, complex numbers, functions, logarithms and binomial theorem.

Math 125 is also offered through ITV. See page 14.

**DAY CLASSES**

0365	LEC	7:45AM - 10:15AM	MW	ANTONIOU, N	CMS 236
0366	LEC	7:45AM - 10:15AM	TTh	ASATRYAN, J	CMS 21
0367	LEC	7:40AM - 9:15AM	MWF	JAFARI, H	CMS 21
0369	LEC	9:25AM - 11:55AM	MW	SHARNAZYAN, E	CMS 29
0370	LEC	10:40AM - 12:15PM	MWF	DAKDOUK, R	CMS 23
0371	LEC	10:40AM - 1:10PM	MW	CHEN, C	CMS 20
0372	LEC	10:40AM - 1:10PM	TTh	EYKHER, M	CMS 29
0374	LEC	12:20PM - 2:50PM	TTh	BUTLER, D	CMS 23

**EVENING CLASSES**

3344	LEC	4:05PM - 6:35PM	MW	AVENDANO, J	CMS 128
3345	LEC	4:05PM - 6:35PM	TTh	WINDSOR, K	CMS 22
3347	LEC	7:00PM - 9:30PM	MW	MKRTCHYAN, T	CMS 23
3348	LEC	7:00PM - 9:30PM	TTh	YAMADA, R	CMS 23

**129B PRE-COLLEGE MATH II****5.00 UNITS**

**Prerequisite:** Math 129A or Math 115 or Math 123A or appropriate skill level demonstrated through the math assessment process

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.

**DAY CLASSES**

0375	LEC	8:20AM - 9:20AM	MTWTh	AKL, C	CMS 122
AND	LAB	9:30AM - 10:00AM	MTWTh	AKL, C	CMS 122

**137 PRE-STATISTICS ALGEBRA****5.00 UNITS**

**Prerequisite:** Math 112 with a grade of 'C' or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit

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.

**DAY CLASSES**

0555	LEC	12:30PM - 2:05PM	MWF	SAMII, B	CMS 127
AND	LAB	2:05PM - 2:25PM	MWF	SAMII, B	CMS 127

**227 STATISTICS****(UC:CSU) 4.00 UNITS**

**Prerequisite:** Math 125 or 123C with a grade of 'C' or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit

Includes the following topics: graphical techniques; probability and probability distributions; sampling; estimation; correlations; regression; hypothesis testing; categorical data. Emphasis is on data analysis and interpretation, using sample data to extrapolate population characteristics.

Math 227 is also offered through ITV. See page 14.

**ONLINE CLASSES**

0376	LEC	4:15 hrs/wk	TBA	WONG, K	INTERNET www.lamission.edu
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*NOTE: Students must be adept at using email and the internet. Unlike a traditional classroom course, the successful student must be motivated and a disciplined learner.*

*The majority of the work is online without the personal supervision of the instructor.*

*Classes will meet in CMS 30 from 7:00-9:30 pm: Monday 2/10 - Orientation*

*Classes will meet in CMS 120 from 8:00-10:30 am:*

*Saturday 3/8 - Questions & Answers/Exam 1*

*Saturday 4/5 - Questions & Answers/Exam 2*

*Saturday 5/3 - Questions & Answers/Exam 3*

*Saturday 5/31 - Questions & Answers/Final Exam*

**DAY CLASSES**

0378	LEC	10:40AM - 12:45PM	MW	EVINYAN, Z	CMS 236
0379	LEC	10:40AM - 12:45PM	TTh	CRACIUN, G	CMS 127
0380	LEC	12:20PM - 2:25PM	MW	WONG, K	CMS 126
0381	LEC	12:20PM - 2:25PM	TTh	WONG, L	CMS 27

**EVENING CLASSES**

3353	LEC	4:35PM - 6:40PM	MW	ADES, R	CMS 29
3354	LEC	7:00PM - 9:05PM	MW	ADES, R	CMS 29
3355	LEC	7:00PM - 9:05PM	TTh	AVENDANO, J	CMS 29
3356	LEC	7:00PM - 9:05PM	TTh	OGIMACHI, T	CMS 20

**238 CALCULUS FOR BUSINESS & SOCIAL SCIENCE I****(UC:CSU) 5.00 UNITS**

**Prerequisite:** Math 125 or 123C with a grade of 'C' or better **Advisory:** Math 245

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.

**EVENING CLASSES**

3357	LEC	7:00PM - 9:30PM	TTh	DAKDOUK, R	CMS 127
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**240 TRIGONOMETRY****(CSU) 3.00 UNITS**

**Prerequisite:** Math 120 or 121 or equivalent and Math 125 or 123C with a grade of 'C' or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit

Introduces trigonometric functions, their graphs, inverses, and fundamental identities. Trigonometric equations are solved. The laws of sines and cosines; vectors; scalar and vector products and introduced. Polar coordinates and equations are introduced and used to represent complex numbers.

**DAY CLASSES**

0382	LEC	8:50AM - 10:15AM	MW	DAKDOUK, R	CMS 246
0383	LEC	8:55AM - 10:20AM	TTh	CRACIUN, G	CMS 29

**245 COLLEGE ALGEBRA****(UC:CSU) 3.00 UNITS**

**Prerequisite:** Math 125 or 123C with a grade of 'C' or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit

Topics include the properties of real numbers, relations, functions and their graphs, matrices and determinants, complex numbers, theory of equations, permutations, combinations, and probability.

**DAY CLASSES**

0384	LEC	7:20AM - 8:45AM	MW	REYES, C	CMS 22
0385	LEC	8:50AM - 10:15AM	TTh	HAGAR, M	CMS 27
0386	LEC	10:40AM - 12:05PM	MW	BASTA, R	CMS 127

**EVENING CLASSES**

3358	LEC	7:00PM - 8:25PM	TTh	MARSUBIAN, A	CMS 204
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**260 PRE-CALCULUS****(UC:CSU) 5.00 UNITS**

**Prerequisite:** Math 240, with a grade of 'C' or better or appropriate skill level demonstrated through the Mathematics assessment process, or by permit

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.

**DAY CLASSES**

0391	LEC	9:25AM - 11:55AM	MW	YAMADA, R	CMS 222
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# Our Mission Is Your Success

**265 CALCULUS WITH ANALYTIC GEOMETRY I (UC:CSU) 5.00 UNITS**

**Prerequisite:** Math 240 and 245 or 260 with a grade of 'C' or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit  
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.

**DAY CLASSES**

0387 LEC 10:35AM - 1:05PM TTh WONG, K CMS 22

**EVENING CLASSES**

3359 LEC 7:00PM - 9:30PM TTh MKRITCHYAN, T CMS 27

**266 CALCULUS WITH ANALYTIC GEOMETRY II (UC:CSU) 5.00 UNITS**

**Prerequisite:** Math 265 with a grade of 'C' or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit  
Second course of calculus. Includes differentiation and integration of transcendental functions, polar coordinates, specialized methods of integration, parametric equations, and infinite series.

**DAY CLASSES**

0388 LEC 10:40AM - 1:10PM TTh SMAZENKA, R CMS 20

**267 CALCULUS WITH ANALYTIC GEOMETRY III (UC:CSU) 5.00 UNITS**

**Prerequisite:** Math 266 with a grade of 'C' or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit  
This course of calculus, includes solid analytic geometry, partial differentiation, multiple integration, vector analysis, infinite series and an introduction to differential equations.

**DAY CLASSES**

0389 LEC 8:35AM - 10:10AM MWF SAMII, B CMS 204

**275 ORDINARY DIFFERENTIAL EQUATIONS (UC:CSU) 3.00 UNITS**

**Prerequisite:** Math 266 with a grade of 'C' or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit  
First and higher linear equations are treated completely including techniques of exactness, separation of variables; special cases of nonlinear equations are investigated.

**EVENING CLASSES**

3360 LEC 5:15PM - 6:40PM TTh SMAZENKA, R CMS 29

Chair: Mike Reynolds 818.364.7695 | Vice Chair: Steve Brown 818.364.7665

**20 GENERAL MICROBIOLOGY (UC:CSU) 4.00 UNITS**

**Prerequisite:** Biology 3 and Chem 51 or Chem 65 or Chem 101 **Advisory:** English 28 or ESL 8  
This course 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.

**DAY CLASSES**

0328 LEC 8:55AM - 10:20AM TTh BROWN, S CMS 105

AND LAB 10:30AM - 1:40PM T BROWN, S CMS 2

0329 LEC 8:55AM - 10:20AM TTh BROWN, S CMS 105

AND LAB 10:30AM - 1:40PM Th BROWN, S CMS 2

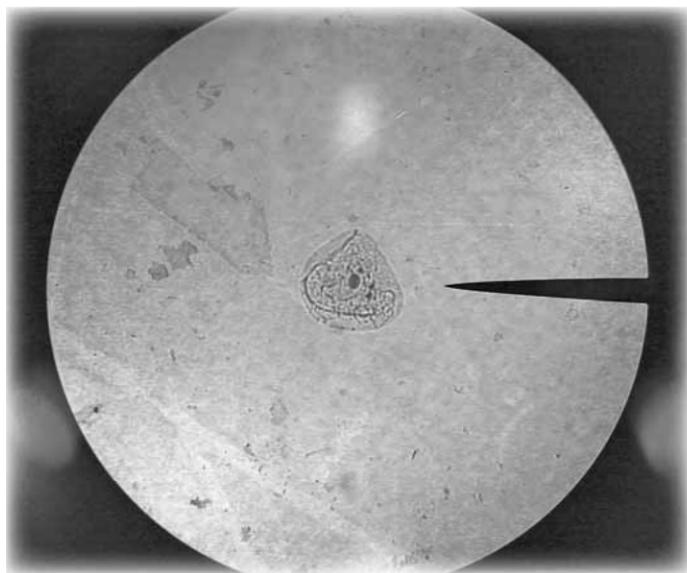
**EVENING CLASSES**

3370 LEC 5:15PM - 6:40PM TTh ECHEVERRI, A CMS 105

AND LAB 6:50PM - 10:00PM T ECHEVERRI, A CMS 2

3371 LEC 5:15PM - 6:40PM TTh ECHEVERRI, A CMS 105

AND LAB 6:50PM - 10:00PM Th ECHEVERRI, A CMS 2



Chair: Deborah Paulsen 818.364.7738 | Vice Chair: Curtis Stage 818.364.7771

**100 INTRO TO MULTIMEDIA COMPUTER APPLICATIONS (CSU) 3.00 UNITS**

**Prerequisite:** None **Corequisite:** MultiMd 500

Students apply the principles of design to an electronic medium while developing the skills necessary to digitally manipulate graphic images and text with Adobe Photoshop. Students also learn the basics of Adobe Illustrator and integrate Photoshop materials with Illustrator documents.

**DAY CLASSES**

0392 LEC 12:50PM - 2:55PM M STAGE, C LRC 233

AND LAB 2:55PM - 5:00PM M STAGE, C LRC 233

0393 LEC 12:50PM - 2:55PM W STAGE, C LRC 233

AND LAB 2:55PM - 5:00PM W STAGE, C LRC 233

**200 DIGITAL IMAGING (CSU) 3.00 UNITS**

**Prerequisite:** None **Corequisite:** Art 638 **Advisories:** MultiMd 100

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.

**DAY/WEEKEND CLASSES**

0394 LEC 9:45AM - 11:50AM S COLE, D LRC 233

AND LAB 11:55AM - 2:00PM S COLE, D LRC 233

**210 DIGITAL EDITING (CSU) 3.00 UNITS**

**Corequisite:** Art 638

Introduction to principles of motion graphics animation for multimedia. Students develop projects that integrate graphics, text and sound using non-linear post production tools.

**EVENING CLASSES**

3372 LEC 5:45PM - 7:50PM T RAMIREZ, C LRC 233

AND LAB 7:55PM - 10:00PM T RAMIREZ, C LRC 233

**240 GRAPHIC DESIGN FOR MULTIMEDIA (CSU) 3.00 UNITS**

**Prerequisite:** None **Advisory:** MultiMd 100

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.

**DAY CLASSES**

0395 LEC 9:50AM - 11:55AM F MEASURES, J LRC 233

AND LAB 11:55AM - 2:00PM F MEASURES, J LRC 233

**300 DESIGN FOR 3-DIMENSIONAL COMPUTER APPLICATIONS (CSU) 3.00 UNITS**

**Prerequisite:** None **Corequisite:** MultiMd 500 **Advisory:** MultiMd 100

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.

**EVENING CLASSES**

3373 LEC 5:50PM - 7:55PM M MARTIN, G LRC 233

AND LAB 7:55PM - 10:00PM M MARTIN, G LRC 233

**320 WEB DESIGN (CSU) 3.00 UNITS**

**Prerequisite:** None **Advisory:** MultiMd 100 and 500

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.

**EVENING CLASSES**

3374 LEC 5:50PM - 7:55PM W STAGE, C LRC 233

AND LAB 7:55PM - 10:00PM W STAGE, C LRC 233

**340 VECTOR GRAPHICS (CSU) 3.00 UNITS**

**Prerequisite:** None **Advisory:** MultiMd 100 and 500

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.

**EVENING CLASSES**

3257 LEC 5:50PM - 7:55PM Th MEASURES, J LRC 233

AND LAB 7:55PM - 10:00PM Th MEASURES, J LRC 233

**402 ANIMATION WORKSHOP (CSU) 3.00 UNITS**

**Prerequisite:** None **Advisory:** MultiMd 100 & 500

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.

**DAY CLASSES**

0396 LEC 12:50PM - 2:55PM Th HOOD, S LRC 106

AND LAB 2:55PM - 5:00PM Th HOOD, S LRC 106

**Directed studies** opportunities are available on a contract basis under the supervision of an instructor. Students interested in enrolling in the Directed Courses must contact the Department Chair.

**430 COMPUTER APPLICATIONS FOR 3-D ANIMATION (CSU) 3.00 UNITS**

Prerequisite: None Advisories: MultiMd 100 &amp; 500

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.

**EVENING CLASSES**

3375	LEC	5:50PM - 7:55PM	M	MARTIN, G	LRC 233
AND	LAB	7:55PM - 10:00PM	M	MARTIN, G	LRC 233

**500 MULTIMEDIA LABORATORY (CSU) 1.00 UNIT**

Prerequisite: None

This course is designed to reinforce lectures presented in multimedia classes. Emphasis is placed in applying design principles to projects using selected computer applications.

0397	LAB	2:05 hrs/wk	TBA	STAGE, C	LRC 233
0398	LAB	2:05 hrs/wk	TBA	STAGE, C	LRC 233
0399	LAB	2:05 hrs/wk	TBA	STAGE, C	LRC 233

**610 INTRODUCTION TO DIGITAL VIDEO PRODUCTION (CSU) 3.00 UNITS**

Prerequisite: None

An introductory course emphasizing the technical and creative aspects of digital video production and editing. Professional techniques in production and post-production are stressed.

**EVENING CLASSES**

3376	LEC	5:50PM - 7:55PM	Th	LAPIDOT, D	LRC 106
AND	LAB	7:55PM - 10:00PM	Th	LAPIDOT, D	LRC 106

**620 DIGITAL AUDIO (CSU) 3.00 UNITS**

Prerequisite: None Advisory: MultiMd 500

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.

**DAY/WEEKEND CLASSES**

0400	LEC	9:40AM - 11:45AM	S	WINIEMKO, G	LRC 106
AND	LAB	11:45AM - 1:50PM	S	WINIEMKO, G	LRC 106

**630 DIGITAL VIDEO PRODUCTION: FOOTAGE ACQUISITION (CSU) 3.00 UNITS**

Prerequisite: None Advisory: MultiMd 500 and 610

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 technique, as well as in-class group productions and critiques.

**EVENING CLASSES**

3377	LEC	5:50PM - 7:55PM	M	STAGE, C	LRC 106
AND	LAB	7:55PM - 10:00PM	M	STAGE, C	LRC 106

**800 CURRENT TOPICS IN APPLIED MULTIMEDIA (CSU) 3.00 UNITS**

Prerequisite: None

This course introduces the student to current trends in applied multimedia. Topics include new technologies, current research, troubleshooting and future direction in multimedia applications.

**EVENING CLASSES**

3378	LEC	5:50PM - 7:55PM	M	STAGE, C	LRC 106
AND	LAB	7:55PM - 10:00PM	M	STAGE, C	LRC 106



Chair: Deborah Paulsen 818.364.7738 | Vice Chair: Tobin Sparfeld 818.364.7890

**101 FUNDAMENTALS OF MUSIC (UC:CSU) 3.00 UNITS**

Prerequisite: None

Students will learn the basic rudiments of musical notation, scales, keys, intervals, rhythms, and basic harmonization through written work, ear-training and sight reading.

**DAY CLASSES**

0401	LEC	12:15PM - 1:40PM	MW	SPARFELD, T	CSB 102A
0402	LEC	1:55PM - 3:20PM	MW	CANON, S	CSB 102A

**111 MUSIC APPRECIATION I (UC:CSU) 3.00 UNITS**

Prerequisite: None

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.

**DAY CLASSES**

0403	LEC	10:35AM - 12:00PM	MW	SPARFELD, T	INST 1008
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**EVENING CLASSES**

3381	LEC	3:30PM - 6:40PM	M	SPARFELD, T	CSB 102A
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**321 ELEMENTARY PIANO I (UC:CSU) 2.00 UNITS**

Prerequisite: None

Covers keyboard geography and functional keyboard skills in each key using popular tunes and classics arranged for the elementary pianist.

**EVENING CLASSES**

3382	LEC	3:35PM - 4:05PM	TTh	CANON, S	BUNG 7
AND	LAB	4:05PM - 5:00PM	TTh	CANON, S	BUNG 7

**322 ELEMENTARY PIANO II (UC:CSU) 2.00 UNITS**

Prerequisite: Music 321 with a grade of 'C' or better

Course covers music reading, choral playing, introduction to the use of pedals, transportation, and more involved works than previous semester.

**EVENING CLASSES**

3383	LEC	5:15PM - 5:45PM	TTh	CANON, S	BUNG 7
AND	LAB	5:45PM - 6:40PM	TTh	CANON, S	BUNG 7

**323 ELEMENTARY PIANO III (UC:CSU) 2.00 UNITS**

Prerequisite: Music 322 with a grade of 'C' or better

Introduction continues at the level of the third semester of keyboard playing. Beginning piano repertoire by keyboard composer of the Baroque, Classic, romantic and contemporary periods. Continues studies in keyboard techniques.

**EVENING CLASSES**

3384	LEC	5:15PM - 5:45PM	TTh	CANON, S	BUNG 7
AND	LAB	5:45PM - 6:40PM	TTh	CANON, S	BUNG 7

**324 ELEMENTARY PIANO IV (UC:CSU) 2.00 UNITS**

Prerequisite: Music 323 with a grade of 'C' or better

Further study of technique and interpretation of works from all periods of the level of the Bach 2-part invention of Chopin preludes.

**EVENING CLASSES**

3385	LEC	5:15PM - 5:45PM	TTh	CANON, S	BUNG 7
AND	LAB	5:45PM - 6:40PM	TTh	CANON, S	BUNG 7

**341 INTERMEDIATE PIANO (UC:CSU) 2.00 UNITS**

Prerequisite: Music 324 with a grade of 'C' or better

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.

**EVENING CLASSES**

3386	LEC	5:15PM - 5:45PM	TTh	CANON, S	BUNG 7
AND	LAB	5:45PM - 6:40PM	TTh	CANON, S	BUNG 7

**411 ELEMENTARY VOICE I (UC:CSU) 2.00 UNITS**

Prerequisite: None

An introduction to vocal technique (posture and alignment, breath management, phonation, resonance, articulation) and aesthetic interpretation/expression.

**EVENING CLASSES**

3387	LEC	3:30PM - 4:25PM	W	SPARFELD, T	BUNG 7
AND	LAB	4:35PM - 6:40PM	W	SPARFELD, T	BUNG 7

**501 COLLEGE CHOIR (UC:CSU) 1.00 UNIT**

Prerequisite: None

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 represent historical and current styles of music.

**EVENING CLASSES**

3388	LAB	6:50PM - 10:00PM	M	SPARFELD, T	INST 1008
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Chair: Diana Bonilla 818.364.7699

**4 CAREER PLANNING (CSU) 1.00 UNIT**

**Prerequisite:** None | *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.

**DAY/WEEKEND/LATE START CLASSES**

0407	LEC	8:25AM - 10:30AM	S	DALE, J	INST 1013
NOTE: Class is geared toward students with disabilities (8 Week Class - Starts 2/22/2014, Ends 4/26/2014)					
0408	LEC	12:15PM - 2:35PM	T	ANDRADE, M	CSB 203
(7 Week Class - Starts 2/18/2014, Ends 4/1/2014)					

**17 COLLEGE SURVIVAL SKILLS DEVELOPMENT (CSU) 1.00 UNIT**

**Prerequisite:** None | *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.

**DAY/LATE START CLASSES**

0409	LEC	9:25AM - 11:30AM	F	SCHWARTZ, R	INST 1013
NOTE: Class is geared toward students with disabilities (8 Week Class - Starts 3/14/2014, Ends 5/9/2014)					

**EVENING/LATE START CLASSES**

3391	LEC	4:20PM - 6:40PM	Th	BONILLA, D	CSB 203
(7 Week Class - Starts 2/20/2014, Ends 4/10/2014)					

**40 COLLEGE SUCCESS SEMINAR (UC:CSU) 3.00 UNITS**

**Prerequisite:** None

This course will explore issues related to higher education that impact student success. Topics will include an overview of academic success skills, value and purpose of higher education, college policies and procedures, ethics and responsibility, educational strategies and planning, interpersonal communication, career development and self-assessment techniques.

**ONLINE CLASSES**

0800	LEC	2:40 hrs/wk	TBA	RODRIGUEZ, C	INTERNET www.lamission.edu/online
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Chair: Myriam Levy 818.833.3414

**1 INTRODUCTION TO PHILOSOPHY (UC:CSU) 3.00 UNITS**

**Prerequisite:** None

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. Philosophy 1 is also offered through ITV. See page 14.

**DAY CLASSES**

0410	LEC	8:55AM - 10:20AM	MW	PURSLEY, M	INST 1002
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**EVENING CLASSES**

3394	LEC	6:50PM - 10:00PM	Th	PURSLEY, M	INST 1001
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**5 CRITICAL THINKING & COMPOSITION (UC:CSU) 3.00 UNITS**

**Prerequisite:** English 101

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.

**DAY CLASSES**

0411	LEC	12:15PM - 1:40PM	MW	PURSLEY, M	INST 1002
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**6 LOGIC IN PRACTICE (UC:CSU) 3.00 UNITS**

**Prerequisite:** None

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.

**DAY CLASSES**

0412	LEC	10:35AM - 12:00PM	MW	PURSLEY, M	INST 2004
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**EVENING CLASSES**

3395	LEC	6:50PM - 10:00PM	T	PURSLEY, M	CSB 203
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**20 ETHICS (UC:CSU) 3.00 UNITS**

**Prerequisite:** None

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).

**EVENING CLASSES**

3396	LEC	3:30PM - 6:40PM	Th	PURSLEY, M	INST 1002
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Chair: Deborah Paulsen 818.364.7738 | Vice Chair: Curtis Stage 818.364.7771

**10 BEGINNING PHOTOGRAPHY (UC:CSU) 3.00 UNITS**

**Advisory:** MultiMd 100 & 500 | **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.

**DAY CLASSES**

0416	LEC	12:10PM - 2:15PM	T	GARCIA, J	LRC 233
AND	LAB	2:15PM - 5:25PM	T	GARCIA, J	LRC 233

SEE KINESIOLOGY & DANCE TECHNIQUES

Chair: Said Pazirandeh 818.364.7705 | Vice Chair: Richard Rains 818.364.7702

**1 PHYSICAL SCIENCE I (UC:CSU) 3.00 UNITS**

**Prerequisite:** None **Advisory:** Math 115 | *NOTE: Recommended for students enrolled in the PRECREDENTIAL OPTION of the Liberal Studies Program*

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.

**EVENING CLASSES**

3401	LEC	6:50PM - 10:00PM	W	STAFF	CMS 28
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Chair: Said Pazirandeh 818.364.7705 | Vice Chair: Richard Rains 818.364.7702

**6 GENERAL PHYSICS I (UC:CSU) 4.00 UNITS**

**Prerequisite:** Math 125 or 123C **Advisory:** Math 240

An introductory course in physics covering mechanics of 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).

**DAY CLASSES**

0420	LAB	8:50AM - 12:00PM	M	HAROYAN, L	CMS 6
AND	LEC	8:50AM - 12:00PM	W	HAROYAN, L	CMS 6

**7 GENERAL PHYSICS II (UC:CSU) 4.00 UNITS**

**Prerequisite:** Physics 6

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, and Geology majors).

**EVENING CLASSES**

3407	LEC	6:50PM - 10:00PM	M	MORALES, F	CMS 6
AND	LAB	6:50PM - 10:00PM	W	RAINS, R	CMS 6

**38 PHYSICS FOR ENGINEERS & SCIENTISTS II (UC:CSU) 5.00 UNITS**

**Prerequisite:** Physics 37 & Math 266

Designed for Physics, Astronomy, Chemistry, Engineering & 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.

**DAY/SHORT-TERM CLASSES**

0422	LEC	10:35AM - 1:45PM	MWF	RAINS, R	CMS 246
AND	LAB	10:35AM - 1:45PM	TTh	RAINS, R	CMS 6
(8 Week Class - Starts 2/10/2014, Ends 4/4/2014)					

**39 PHYSICS FOR ENGINEERS & SCIENTISTS III (UC:CSU) 5.00 UNITS**

**Prerequisite:** Physics 38 & Math 266

Designed for Physics, Astronomy, Chemistry, & Engineering majors. Topics include thermodynamics, geometric optics, the wave nature of light, special relativity, early quantum theory, atomic and nuclear physics.

**DAY/SHORT-TERM CLASSES**

0423	LEC	10:35AM - 1:30PM	MWF	RAINS, R	CMS 246
AND	LAB	10:35AM - 1:55PM	TTh	RAINS, R	CMS 6
(8 Week Class - Starts 4/14/2014, Ends 6/6/2014)					

**Directed studies** opportunities are available on a contract basis under the supervision of an instructor. Students interested in enrolling in the Directed Courses must contact the Department Chair.

**PSYCHOLOGY**

Chair: Mike Reynolds 818.364.7695 | Vice Chair: Steve Brown 818.364.7665

**1 INTRODUCTION TO HUMAN PHYSIOLOGY (UC:CSU) 4.00 UNITS**

**Prerequisite:** Anatomy 1 and Biology 3 with a grade of 'C' or better

**Advisory:** English 28 or ESL 8 and Chemistry 51 or 65 or 101

This course examines the function of the following human systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, endocrine, lymphatic, and reproductive. Labs include hands-on and computer-assisted applications.

**DAY CLASSES**

0424	LEC	8:55AM - 10:20AM	MW	MOHAMMADIAN, P	CMS 105
AND	LAB	10:30AM - 1:40PM	M	MOHAMMADIAN, P	CMS 104
0425	LEC	8:55AM - 10:20AM	MW	MOHAMMADIAN, P	CMS 105
AND	LAB	10:30AM - 1:40PM	W	MOHAMMADIAN, P	CMS 104

**EVENING CLASSES**

3410	LEC	5:15PM - 6:40PM	TTh	EBNESHAHIDI, A	CMS 5
AND	LAB	6:50PM - 10:00PM	T	EBNESHAHIDI, A	CMS 104
3411	LEC	5:15PM - 6:40PM	TTh	EBNESHAHIDI, A	CMS 5
AND	LAB	6:50PM - 10:00PM	Th	EBNESHAHIDI, A	CMS 104

Chair: Myriam Levy 818.833.3414 | Vice Chair: Ebru Durukan 818.364.7675

**1 THE GOVERNMENT OF THE UNITED STATES (UC:CSU) 3.00 UNITS**

**Prerequisite:** None

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.

Political Science 1 is also offered through ITV. See page 14.

**DAY CLASSES**

0430	LEC	8:55AM - 10:20AM	MW	DURUKAN, E	INST 1001
0431	LEC	8:55AM - 10:20AM	TTh	DURUKAN, E	INST 1001
0432	LEC	10:35AM - 12:00PM	MW	DURUKAN, E	INST 1001
0433	LEC	10:35AM - 12:00PM	TTh	DURUKAN, E	INST 1001

**EVENING CLASSES**

3412	LEC	3:30PM - 6:40PM	M	JOKEL, M	INST 1001
3413	LEC	3:30PM - 6:40PM	W	TABAKIAN, J	INST 1002
3414	LEC	6:50PM - 10:00PM	M	BECK, T	INST 1003
3415	LEC	6:50PM - 10:00PM	T	OSTROW, I	INST 1001
3416	LEC	6:50PM - 10:00PM	W	CHOUNLAMOUNTRY, S	INST 1001
3417	LEC	6:50PM - 10:00PM	Th	COFER, C	CSB 203

**7 CONTEMPORARY WORLD AFFAIRS (UC:CSU) 3.00 UNITS**

**Prerequisite:** None

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.

**DAY CLASSES**

0434	LEC	1:50PM - 5:00PM	W	DURUKAN, E	INST 1001
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**PSYCHOLOGY**

Chair: Myriam Levy 818.833.3414 | Vice Chair: Christopher F. Williams 818.364.3413

**1 GENERAL PSYCHOLOGY I (UC:CSU) 3.00 UNITS**

**Prerequisite:** None **Advisory:** English 28 or ESL 8

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.

Psychology 1 is also offered through ITV. See page 14.

**ONLINE CLASSES**

0438	LEC	3:10 hrs/wk	TBA	MCKENNA, P	INTERNET
					Email: paul2317_psych1@yahoo.com

**DAY CLASSES**

0439	LEC	8:55AM - 10:20AM	MW	HARRIS, C	INST 2004
0440	LEC	10:35AM - 12:00PM	MW	JOHNSON, P	INST 1002
0441	LEC	10:35AM - 12:00PM	TTh	JOHNSON, P	INST 2004
0442	LEC	10:35AM - 12:00PM	TTh	WILLIAMS, F	INST 1002
0443	LEC	12:15PM - 1:40PM	MW	JOHNSON, P	INST 1001

**EVENING CLASSES**

3418	LEC	3:30PM - 6:40PM	M	JOHNSON, P	INST 1002
3419	LEC	3:30PM - 6:40PM	T	WILLIAMS, F	CSB 201
3420	LEC	3:30PM - 6:40PM	W	WILLIAMS, F	CSB 201
3421	LEC	6:50PM - 10:00PM	M	WILLIAMS, F	INST 1002
3422	LEC	6:50PM - 10:00PM	T	HARRIS, C	INST 1002
3423	LEC	6:50PM - 10:00PM	Th	DENNIS, M	CMS 126

**2 BIOLOGICAL PSYCHOLOGY (UC:CSU) 3.00 UNITS**

**Prerequisite:** Psychology 1 with a grade of 'C' or better

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.

**EVENING CLASSES**

3424	LEC	3:30PM - 6:40PM	T	JOHNSON, P	INST 1002
3425	LEC	6:50PM - 10:00PM	W	MILANI, N	INST 1002

**14 ABNORMAL PSYCHOLOGY (UC:CSU) 3.00 UNITS**

**Prerequisite:** Psych 1 with a grade of 'C' or better

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 (DSM-IV).

**EVENING CLASSES**

3426	LEC	3:30PM - 6:40PM	M	WILLIAMS, F	CSB 201
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**41 LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE (UC:CSU) 3.00 UNITS**

**Prerequisite:** Psych 1 **Advisory:** English 28 or ESL 8

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.

Psychology 41 is also offered through ITV. See page 14.

**DAY CLASSES**

0445	LEC	8:55AM - 10:20AM	TTh	JOHNSON, P	INST 1002
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**52 PSYCHOLOGICAL ASPECTS OF HUMAN SEXUALITY (UC:CSU) 3.00 UNITS**

**Prerequisite:** None

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.

**EVENING CLASSES**

3427	LEC	6:50PM - 10:00PM	T	WILLIAMS, F	INST 1003
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Chair: Myriam Levy 818.833.3414

**1 INTRODUCTION TO SOCIOLOGY (UC:CSU) 3.00 UNITS**

**Prerequisite:** None

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.

Sociology 1 is also offered through ITV. See page 14.

**ONLINE CLASSES**

0447	LEC	3:10 hrs/wk	TBA	LEVY, M	INTERNET
Email: proflevym@hotmail.com					
0448	LEC	3:10 hrs/wk	TBA	D'ANTONIO, V	INTERNET
Email: profwayne@yahoo.com					
0449	LEC	3:10 hrs/wk	TBA	BIONDO, J	INTERNET
Email: JillB9191@yahoo.com					

**DAY CLASSES**

0451	LEC	7:15AM - 8:40AM	TTh	RASKIN, E	INST 1002
0452	LEC	8:55AM - 10:20AM	MW	LEVY, M	INST 2001
0453	LEC	8:55AM - 10:20AM	TTh	BIONDO, J	INST 2004
0454	LEC	10:35AM - 12:00PM	MW	LEVY, M	INST 2001
0455	LEC	10:35AM - 12:00PM	TTh	BIONDO, J	INST 2001
0456	LEC	12:15PM - 1:40PM	MW	BIONDO, J	INST 1003

**EVENING CLASSES**

3447	LEC	3:30PM - 6:40PM	W	KLEIN, M	CSB 203
3448	LEC	6:50PM - 10:00PM	M	RASKIN, E	INST 1001
3450	LEC	6:50PM - 10:00PM	Th	MENDEZ, M	CMS 28

**2 AMERICAN SOCIAL PROBLEMS (UC:CSU) 3.00 UNITS**

**Prerequisite:** None

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.

**ONLINE CLASSES**

0457	LEC	3:10 hrs/wk	TBA	LEVY, M	INTERNET
Email: proflevym@hotmail.com					

**DAY CLASSES**

0458	LEC	10:35AM - 12:00PM	MW	BIONDO, J	CSB 203
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**3 CRIME & DELINQUENCY (UC:CSU) 3.00 UNITS**

**Prerequisite:** None

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.

**ONLINE CLASSES**

0459	LEC	3:10 hrs/wk	TBA	BIONDO, J	INTERNET
Email: JillB9191@yahoo.com					

**4 SOCIOLOGICAL ANALYSIS (UC:CSU) 3.00 UNITS**

**Prerequisite:** None **Advisory:** Soc 1

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.

**EVENING CLASSES**

3451	LEC	6:50PM - 10:00PM	Th	LITTLE, D	INST 1002
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**11 RACE & ETHNIC RELATIONS (UC:CSU) 3.00 UNITS**

**Prerequisite:** None

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.

**DAY CLASSES**

0460	LEC	8:55AM - 10:20AM	TTh	LEVY, M	INST 2001
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Chair: Jolie Scheib 818.364.7690

**1 ELEMENTARY SPANISH I (UC:CSU) 5.00 UNITS**

**Prerequisite:** None

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 America and Spain.

**DAY CLASSES**

0462	LEC	10:35AM - 1:05PM	MW	SCHEIB, J	CSB 105
0463	LEC	10:35AM - 1:05PM	TTh	SCHEIB, J	CSB 105
0464	LEC	1:30PM - 4:00PM	MW	ZAMUDIO DAWA, M	CSB 105

**EVENING CLASSES**

3434	LEC	4:00PM - 6:30PM	TTh	SCHEIB, J	CSB 105
3435	LEC	7:00PM - 9:30PM	MW	MONTERROSO, E	CSB 105

**2 ELEMENTARY SPANISH II (UC:CSU) 5.00 UNITS**

**Prerequisite:** Spanish 1 or equivalent

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.

**DAY CLASSES**

0465	LEC	10:35AM - 1:05PM	TTh	WRIGHT, T	CSB 201
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**EVENING CLASSES**

3437	LEC	4:10PM - 6:40PM	MW	ZAMUDIO DAWA, M	CSB 105
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**3 INTERMEDIATE SPANISH I (UC:CSU) 5.00 UNITS**

**Prerequisite:** Spanish 2 or equivalent

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.

**EVENING CLASSES**

3438	LEC	4:00PM - 6:30PM	MW	SCHEIB, J	CSB 111
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**4 INTERMEDIATE SPANISH II (UC:CSU) 5.00 UNITS**

**Prerequisite:** Spanish 3 or equivalent

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.

**EVENING CLASSES**

3439	LEC	7:00PM - 9:30PM	MW	LERIN, L	CSB 111
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**6 ADVANCED SPANISH II (UC:CSU) 5.00 UNITS**

**Prerequisite:** Spanish 5 or equivalent

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.

**EVENING CLASSES**

3440	LEC	7:00PM - 9:30PM	TTh	LERIN, L	CSB 111
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SEE COMMUNICATION STUDIES

Director: Marie Zaiens 818.364.7757

**1T SUPERVISED LEARNING ASSISTANCE (NDA) 0.00 UNITS**

Upon instructor referral, students will receive tutoring in the LRC. It is a non-credit, open-entry, open-exit course which is non-graded and will not appear on student transcripts.

8950	LEC	22:15 hrs/wk	TBA	STAFF	LRC 219
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Chair: Deborah Paulsen 818.364.7738 | Vice Chair: Guillermo Aviles-Rodriguez 818.364.7711

**100 INTRODUCTION TO THE THEATER (UC:CSU) 3.00 UNITS**

**Prerequisite:** English 21 or ESL 6A

A survey of the dramatic structure and styles of theater from 5th Century B.C.E. to the late 20th Century. Students develop perceptual and critical thinking skills by analyzing the evolution and function of theater within historical, cultural and philosophical contexts.

**EVENING CLASSES**

0475	LEC	8:50AM - 12:00PM	T	AVILES RODRIGUEZ, G	INST 1008
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**200 INTRODUCTION TO ACTING (UC:CSU) 3.00 UNITS**

**Prerequisite:** None

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. Students will analyze scripts and critique plays.

**EVENING CLASSES**

3452	LEC	3:30PM - 6:40PM	M	AVILES RODRIGUEZ, G	INST 1008
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**Directed studies** opportunities are available on a contract basis under the supervision of an instructor. Students interested in enrolling in the Directed Courses must contact the Department Chair.

*This schedule is an official publication of Los Angeles Mission College. It sets forth rules and regulations and, in case of conflict with information previously published, supersedes those publications of earlier date.*

### **Mission of Los Angeles Community Colleges**

The mission of the Los Angeles Community Colleges is to provide comprehensive lower-division general education, occupational education, transfer education, transitional education, counseling and guidance, community services, and continuing education programs which are appropriate to the communities served and which meet the changing needs of students for academic and occupational preparation, citizenship, and cultural understanding.

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 multi-cultural, international, and intercultural collegiate experiences that foster individual and group understanding; and
- Manage effectively educational and financial resources.

### **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 noncredit 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 may do so easily online through the Student Information System at [www.laccd.edu](http://www.laccd.edu) or in person during the Admissions & Records Office hours. Failure to withdraw officially may result in an "F" grade. For the SPRING 2014 semester, students must withdraw online on or before February 23, 2014 in order to receive a W. Students in late start, short term, or special program classes must check with the Admissions & Records Office to determine the official drop date. 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 by the drop date deadline for that class.
2. To drop classes online, have your student identification number ready and go to [www.lamission.edu](http://www.lamission.edu). Click on the upper right corner "Register for Classes," then select registration and select drop. Follow the prompts. Make a note of your confirmation number and check that your class is no longer in your schedule.
3. To drop classes in person, fill out a "Drop Card" and present the form and a picture identification at the Admissions Office. To drop ALL classes (withdrawal), check item number one, the first box, on the drop card. The Admissions staff processes the form and gives you a receipt. Keep your receipt for your records.

4. Fees are not automatically refunded. Fee refunds must be requested from the Business Office if you drop classes or withdraw by the refund deadline for that class. Refund deadlines are earlier for short term classes.

5. Students in short term classes must check withdrawal deadlines with the appropriate program director, the instructor or with the Admissions & Records office.

### **Withdrawal from Classes**

FOR SPRING 2014 SEMESTER: No notation ("W" or other) will appear on the student's record if the class is dropped online on or before February 23, 2014.

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% of the class for short term classes) are given a grade by the instructor. THAT GRADE CANNOT BE A "W" (withdrawal).

### **IMPORTANT - All Students Please Read**

#### **Beginning Summer 2012: New 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.
- For the SPRING 2014 semester, February 23, 2014 is the last day to drop a 16-week semester length class without a "W." Students will be able to drop a class online until this date. Contact the office of Admissions and Records for deadlines on late start, short-term and special program classes.
- 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 Education 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. Students are asked to voluntarily provide their student identification number for this purpose.

## **Family Educational Rights and Privacy**

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

1. The right to inspect and review the student's education records which includes discipline records, within 45 days from the date the College receives a request for access.
  - Students may submit to the College Admissions Office written requests that identify the specific record(s) they wish to inspect. Within 45 days, the College Admissions Office will make arrangements for access and will notify the student of the time and place where the records may be inspected.
  - Education records are those records that are directly related to students and are maintained by the College. Students may not inspect education records pertaining to parents' financial records and certain confidential letters or recommendations.
2. The right to request an amendment of the student's educational records which the student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.
  - With the exception of grade grievances which are handled through Administrative Regulation E-55, students may ask the College President, or his/her designee to amend a record that they believe is inaccurate, misleading, or in violation of their privacy rights. A student seeking to amend an educational record should write to the College President and clearly identify the part of the record he/she wants changed and specify why it is inaccurate, misleading, or in violation of his/her privacy rights.
  - If the College President, or his designee, decides not to amend the record as requested by the student, the College, in accordance with section 99.21 of the Code of Federal Regulations and section 76232 of the Education Code, will notify the student of the decision and of his/her right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA and California law authorize disclosures without consent.
  - If a student authorizes the release of his/her education record to a third party, he/she shall provide a dated written consent to the College Admissions Office authorizing said release with a specific list of the information to be released.
  - Federal and California law authorize certain disclosures of personally identifiable information without a student's written consent. One such exception is the disclosure of personally identifiable information to school officials with legitimate educational interests. School officials with legitimate educational interests are employees or agents of the Los Angeles Community

College District who need to review educational records in order to fulfill their professional responsibilities.

4. The right to restrict disclosure of personally identifiable information that the College has designated as directory information which may be released without the written consent of the student.
  - Directory information may be disclosed without a student's consent unless the student has notified the college that he/she does not want all or portions of the directory information released. To do so, the student must submit the appropriate District form to the College Admissions Office requesting that some or all of the categories of directory information not be released without his/her consent. This form must be submitted in accordance with College policy.
  - Pursuant to Board Rule 5201.10, the Los Angeles Community College District has designated the following student information as directory information:
    - (a) the student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student;
    - (b) student employee records may be released in order to comply with collective bargaining agreements;
    - (c) the names, addresses and telephone numbers of students or former students may be released to the foundation for each college for college-related activities at the discretion of the College President, unless the student or former student has informed the College that such information should not be released. The release of this information is conditioned upon the foundation's agreement that such information will be released in accordance with District policy and that information will not be released to third parties;
    - (d) at the discretion of the College President, the names, addresses and telephone numbers of students from the College may be released to heads of private and/or public institutions of higher education, or their designees, for the purpose of providing information to 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 conditioned upon the institution's agreement that student privacy rights under federal and state law will be protected and that information will not be released to third parties.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, DC 20202-4605

## **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 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 certificates, degree, and transfer-seeking first-time, full-time students were 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 2.0 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 purpose of 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 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. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action. Grievances pertaining to grades are subject to California Education Code Section 76224(a) which states:

"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 incompetence, shall be final."

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, physical or mental disability; or an appeal for residency decision; or to eligibility, disqualification, or reinstatement of Financial Aid. Informal resolution is encouraged.

A written Statement of Grievance must be submitted to the Compliance Officer within thirty (30) instructional days of the incident or after the student(s) learns of the basis for the grievance.

## ***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.

## ***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. 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.
4. RESTITUTION – Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
5. 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.
6. 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.
7. 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 substance," 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 (1) do an unlawful act, or (2) 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) which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.

**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, 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, 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.

### ***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 groups 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).

## ***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.

## ***Compliance Procedure***

In order to insure nondiscrimination policy compliance at Los Angeles Mission College, please direct inquiries to the President of the college, Dr. Monte E. Perez, 818.364.7795. Matters involving Section 504 may be directed to the Coordinator of Disabled Student's Program at 818.364.7733. In addition, inquiries may be directed to the District Office of Diversity Programs at 213.891.2315.

## ***Proceso de arbitraje***

Para cumplir con la póliza no discriminatoria en Los Angeles Mission College, dirija sus preguntas a la oficina del Presidente, el Dr. Monte E. Perez, 818.364.7733. Para asuntos sobre la sección 504, favor de dirigirse al Coordinador de estudiantes incapacitados, 818.364.7733, además puede dirigir sus preguntas a la oficina "Diversity Programs," 213.891.2315.

## ***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, Dr. Monte E. Perez.

## ***Oficial de arbitraje***

Si un estudiante cree que tiene motivos para formular una acusación, puede comunicarse con el presidente del College 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 comunicarse con el Dr. Monte E. Perez.

## ***Sexual Assault Policy***

The Los Angeles Community College District is committed to providing a safe environment for students, visitors, and staff. Any incident of sexual assault should be immediately reported to campus police at 818.364.7843. The term "sexual assault" under the California Education Code, Section 67385(d), includes threats of sexual violence.

Anyone charged with campus-related sexual assault may be subject to prosecution under appropriate California criminal statutes; students may also be subject to discipline under the Student Disciplinary Procedures. The Sexual Harassment Policy may also apply, and the Compliance Officer may be contacted at 818.364.7701. Confidentiality shall be maintained (Reference: Board Rule 16400.11).

## ***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 policia 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 politica de acoso sexual puede ser aplicada y se puede comunicar al oficial de arbitraje al número de teléfono 818.364.7701. Esta información se mantendrá confidencial.

## ***Sexual Harassment Policy***

The policy of the Los Angeles Community College District is 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 the policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Board Rules in Chapter 15.

The Los Angeles Community College District has a policy which provides informal and formal procedures for resolving complaints. Copies of the policy and procedures may be obtained from the Compliance Officer located in the Administration Building, Room 123, 818.364.7701, or by calling the Senior Director of Educational and Student Support Services at 213.891.2279, or the Office of Diversity Programs at 213.891.2315. Any member of the College Community, which includes students, faculty, and staff, who believes, perceives, or actually experienced conduct that may constitute sexual harassment, has the right to seek the help of the College. Every employee has the responsibility to report such conduct when it is directed toward students to the Sexual Harassment Compliance Officer. Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.

## ***Politica de acoso sexual***

La polica de "Los Angeles Community College District", es proveer un ambiente educativo, de empleo y de trabajo excepto de avances sexuales, solicitud de favores sexuales o cualquier otra conducta inapropiada física o verbal o comunicación que envuelva acoso sexual. Los empleados, estudiantes u otras personas que representen el Distrito y que acosen a alguien sexualmente pueden ser de acuerdo a la politica de discriminación sexual o del Estado

## General Policies

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 oficial de arbitraje en el edificio de la administración (Administration Building), oficina 123, o puede llamar al teléfono 818.364.7701, 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 213.891.2315. 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 College. Todo empleado tiene la responsabilidad de reportar tal conducta cuando envuelve al estudiante al oficial de arbitraje. Se les informa a los posibles denunciados que soluciones por la ley civil y administrativas y que incluyen pero no se limitan a interdictos judiciales, ordenes de restricción u otras ordenes pueden estar disponibles.

### **Diversity Program**

The policy of the Los Angeles Community College District is to implement equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination. Inquiries regarding equal opportunity practices at Los Angeles Mission College should be directed to the college Compliance Officer located in the Campus Center, 818.364.7701.

### **Drug-Free Environment**

Los Angeles Mission College adheres to, supports, and is in full compliance with requirements that maintain our college as a drug-free institution of higher education.

On September 5, 1990, the Board of Trustees adopted the following standards of conduct:

- Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on District premises, in District vehicles, or as part of any activity of the Los Angeles Community College District.

On April 20, 1989, the Los Angeles Community College District Board of Trustees adopted Rule 9803.19, which prohibits:

- 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 the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the

District. "Controlled substances," as used in this section, include, but are not limited to, the following drugs and narcotics:

- a. opiates, opium and opium derivatives
- b. mescaline
- c. hallucinogenic substances
- d. peyote
- e. marijuana stimulants
- f. depressants and
- g. cocaine.

The Board's policy on the Drug Free Workplace, adopted March 22, 1989, restates these prohibitions.

- Legal Sanctions. Federal laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of driver's license and limitations of career choices.

- Health Risks. Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability, and death. Both drugs and alcohol may be damaging to the development of an unborn fetus.

- Other Risks. Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include loss of friends, academic standing, co- and extra-curricular opportunities, alienation from and abuse of family members, and chronic conflict with authority. Economic problems include loss of job, financial aid eligibility, homes, savings, and other assets.

Additionally, on June 28, 2000, the Board of Trustees adopted Rules 9803.24 Threatening Behavior, 9803.25 Disorderly Conduct, 9803.26 Theft or Abuse of Computer, and 9806 Unsafe Conduct.

Each are fully described in Standards of Student Conduct.

### **Smoking Policy**

In accordance with Board Rule 9804, smoking is permitted in designated areas only. A student who violates the rules is subject to the student disciplinary regulations.

### **Campus Security**

The campus Sheriff's office personnel are responsible for the safety and well being of staff, faculty and students, and of the security of college property and facilities, 818.364.7843.

### **Campus Crime Report**

Los Angeles Mission College's general statistics and crime can be viewed at the following URLs:

- General Information  
<http://nces.ed.gov/ipeds/cool/InstDetail.asp?UNTID=117867>
- Crime  
<http://ope.ed.gov/SECURITY/instDetail.asp?UNTID=117867>  
then click on Criminal Offenses, Hate Offenses, or Arrests.

### **When parking on campus...**

- watch for your fellow students walking to class
- drive slowly
- park in student parking lots only
- observe all posted signs and regulations
- display your LAMC student parking permit

For more details, request a parking brochure from the Sheriff's Department on campus.

## Los Angeles Mission College Offers These Special Services To Students

### Eagles' Landing Student Store

eagleslanding.lamission.edu | 818.364.7798 or 818.364.7768

The Eagles' Landing Student Store/Bookstore is an educational resource center that provides students, faculty and staff with a variety of products and services, including textbook purchase or rental, study aids, general merchandise, fashionable apparel, giftware, technology, special orders, and much more.

Students may purchase textbooks, handouts and reference material online via the website at eagleslanding.lamission.edu. To obtain the status of online orders, check availability, or for general questions call 818.364.7798 or 818.364.7654. Look for our new C-Store located at the Center for Math & Science building.

#### REGULAR STORE HOURS\*

Monday - Thursday 7:45am - 7:15pm

Friday 7:45am - 1pm

Saturdays, Sundays & Holidays Closed

Special Rush Hours during the first two weeks of the Spring and Fall semesters.

### Business Office

www.lamission.edu/services/businessoffice | 818.364.7600 x7110

Payment of enrollment fees, refund requests, faculty, staff and student ID issuance and other financial transactions are handled in the Business Office.

#### BUSINESS OFFICE HOURS\*

Monday & Tuesday 9am - 6pm

Tuesday & Thursday 9am - 7pm

Friday 9am - 4pm

Saturdays, Sundays & Holidays Closed

Special Rush Hours during the first two weeks of the Spring and Fall semesters

For more information,

visit [www.lamission.edu/services/businessoffice](http://www.lamission.edu/services/businessoffice)

### Campus Child Development Center Family Child Care Homes Education Network

818.364.7865

The Child Development Center provides a developmentally based curriculum for children of all ages infant/toddlers to 12 years old\*\* here on site. Off site, we have the Family Child Care Homes Education Network that consists of at least 19 licensed family child care providers who are located in the community around LAMC. Qualified students may receive child care services for infants and toddlers, preschoolers, school-age children, with low or no fees.

OFFICE HOURS: 8am to 4:30pm

Infant/Toddler Program and Preschool Program:

Monday - Friday 7:30am - 5pm

\*\*Qualified students may receive child care services with low to no fees.

### College Ombudsperson

818.364.7690

The college ombudsperson is a faculty member selected by the president to assist students in resolving issues or problems they may have with faculty or the college.

\* HOURS SUBJECT TO CHANGE

### Disabled Student Programs & Services (DSPS)

www.lamission.edu/dsps | 818.364.7732

DSPS offers counseling, tutoring, and assistive technology accommodations so that our campus upholds laws put in place to ensure all students equal rights to attend and succeed in higher education. Our counseling hours have increased, meaning more student support.

Regarding assistive technology accommodations services, we have upgraded our DSPS assistive technology software and hardware to meet the demand of disabled students. We are also looking at equipping other campus computer lab areas with adaptive software and hardware. We help inform faculty and administrative staff on compliance with The Americans with Disability Act and ADA technology laws. We are planning to provide workshops during the Spring and Fall semesters. Please contact us for more information on accommodations. Visit our website for contact information.

### Extended Opportunity Programs & Services/CARE

818.364.7645

EOPS provides qualifying students with academic counseling, peer advisement, peer tutoring, free workshops, free university/cultural tours, transfer assistance, and assistance with books. Single parents on CalWORKs may receive additional assistance through the CARE program.

EOPS/CARE students receive assistance to purchase their cap and gown for graduation. Graduating students are recognized at a special recognition ceremony toward the end of the semester.

### Student Activities

818.364.7820

The Student Activities Office offers many events/activities that welcomes students' participation; Student Government, student workshops, student clubs/organizations, fundraisers, dances, special events and welcome week. Student activities is also involved with the promotion of the campus Honor Awards events and the annual college commencement. All these activities are provided to support and enhance LAMC's student population college experience. Please come the Student Activities or visit the Associate Student Organization offices located on the lower floor of the Campus Center.



## *Offices Which Provide Services To Students*

Please note that the hours for Student Services will change after the registration period, which is one week before the first day of class and two weeks after the first day of class. During the registration period, Student Services operations will be from 8am to 7pm, Monday through Thursday and 8am to 4pm on Friday. After the registration period, Student Services operations hours will be 8am to 5pm, Monday and Thursday. On Tuesday and Wednesday, hours will be 8am to 7pm, and on Friday, 8am to noon. These hours refer to the following departments: Admissions & Records, Counseling Department, Financial Aid Office, EOPS, Transfer Center and DSPS. Department office hours are subject to change. Go to [www.lamission.edu](http://www.lamission.edu) for current office hours.

### **Admissions & Records**

818.833.3322

The Admissions and Records Office keeps all student records. Go to [www.lamission.edu](http://www.lamission.edu) to learn how you can apply online and also how to add or drop classes.

### **Career Center**

[www.lamission.edu/careercenter](http://www.lamission.edu/careercenter) | 818.364.7655

Are you undecided about your major? Or perhaps you don't know much about your chosen career. Allow the Career Center to assist you. Stop by and meet with a counselor to help you evaluate personal abilities and interests, participate in our career events and workshops, or use our electronic resources to explore career options and learn about different careers. Our goal is to help you formulate your career interests and choose a satisfying career.

### **Counseling**

[www.lamission.edu/counseling](http://www.lamission.edu/counseling) | 818.364.7655 or 818.364.7656

Students are strongly urged to make an appointment with a counselor to develop an Educational Plan. The Educational Plan is tailored to your needs and goals, and enables you to get the most from your studies.

Career planning is an important part of planning for your future. For students interested in completing an Associate degree and transferring to a four-year college, the Transfer Center has the latest information on majors, transfer requirements, and application procedures at many public and private four-year colleges and universities.

All new students must take the college's assessment of English and Mathematics. The assessment process is designed to inform students of areas in which they need improvement to be best prepared for success in college. The College Orientation Program is designed for students to learn about the college, educational programs, services, degree requirements, and the tools necessary to be a successful college student. Online counseling is now available. Please visit our website.

### **Financial Aid & Scholarships**

[www.lamission.edu/financialaid](http://www.lamission.edu/financialaid) | 818.364.7648

The Financial Aid Office offers many services to our students including financial aid awareness events and workshops. Financial aid advising is available by appointment with the Financial Aid Supervisor. Our staff can answer your questions about financial aid programs, processes and forms. We are here to help you fund your cost of education. Stop by the Financial Aid Office or visit our website. YOU are in charge of your education; we are here to help you finance it.

### **Health Center**

818.362.6182

The Student Health Center at LAMC offers a variety of medical and health education services available for all registered Los Angeles Community College District students. It is open varied hours which are posted on the trailer door. Students may call for an appointment or walk-in during scheduled clinic hours. Appointments can be made by calling 818.362.6182 or 818.837.7881. The hours for the Health Center vary and are posted on the trailer door, which is located next to the Collaborative Studies Building. This center will be staffed by medical and mental health professionals. Stop by the health center and check on available health services. Services not available at the on-campus center may be accessible through our San Fernando Health center located at 1600 San Fernando Road, and can be reached at 818.365.8086. We welcome all students to visit and utilize their Student Health Center.

### **Learning Center**

[www.lamission.edu/learningcenter](http://www.lamission.edu/learningcenter) | 818.364.7756

Comprised of the Academic Success Center, Science Success Center, Math Lab, and Learning Lab. The Learning Center is a hub of activity designed to support student success by providing a variety of free services to Mission College students. One-on-one assistance and small-group tutoring sessions are available on the first floor of the Library Building for many skills and subject areas, including Writing and Reading across the curriculum, English, ESL, Literacy, Developmental Communications, and Mathematics 105 and 112 and on the East Campus in the CMS Middle Level Seminar Room 101 for Physical Science and Life Sciences. Our tutoring staff includes peer tutors, graduate students, and professionals in these areas. In addition to the tutorial labs, where students receive in-depth help, learning software is available for self-paced study under the supervision of qualified tutorial support. Walk-in workshops are offered periodically on topics such as critical thinking skills, study and test taking skills, essay writing, and computer literacy. Our LRC staff welcomes the opportunity to assist students on the path to success. The Learning Center also houses the Computer Commons and Print Center providing two copy machines, two printers, and 126 state-of-the-art Internet linked computers. The Learning Center is wheelchair accessible and 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](http://lamission.edu/learningcenter)

## Library

[www.lamission.edu/library](http://www.lamission.edu/library) | 818.364.7600 x7106

Online databases, books, reference materials, periodicals, and information from the Internet – the tools you need to succeed are all available in the Library. One of the reference librarians will help you find the information you need. You can study in our quiet individual study areas and small groups can use our study rooms. Call or visit the Library website for hours.

## Transfer Center

[www.lamission.edu/transfercenter](http://www.lamission.edu/transfercenter) | 818.364.7827

Students are encouraged to begin planning for Transfer as early as possible. The Transfer Center helps students prepare to continue their education at a four-year college or university. Services include counseling appointments to assist you in developing a student educational plan to transfer, assistance with filling out your University applications, opportunities to meet one-on-one with representatives from four-year institutions, Transfer Admission Guarantee (TAG) assistance, a resource library, transfer-related workshops and university fairs, information regarding articulation agreements, and computer stations. Transfer students can also earn an Associates Degree while completing transfer requirements. The Transfer Center staff is here to help you transfer to UC, CSU and private institutions.

## TRIO/Student Support Services (SSS) Program

[www.lamission.edu/sss](http://www.lamission.edu/sss) | 818.364.7821

TRIO/Student Support Services (SSS) Program is a federally funded program designed to identify and provide resources to help students persist through college. TRIO/SSS provides qualifying students with services including tutoring, mentoring, one-on-one counseling, study skills workshops, financial aid assistance, and cultural activities which promote and facilitate students' academic and personal success.

## Student Health Fee Information

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.

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, (f) students who are enrolled in District colleges exclusively through contract education. Students exempted under the provisions of (a), (b) and (c) above are eligible to receive the services of the college health program; all other exempted students are not eligible to receive the services of the college health program.

Your registration fee receipt, or your current Student ID must be presented to receive services.

## Viewing Your Records

Under the provisions of the Family Education Rights and Privacy Act of 1974 students may see their records by making an appointment with a counselor for this purpose.



## Associated Students Organization and Inter-Club Council Clubs

- Associated Student Organization
- AB 540 Club
- Alpha Gamma Sigma-AGS
- Armenian Student Association
- Anime Alliance Club
- Astronomy Club
- ATA Poetry Club
- Azlan Graduation Committee
- Business Entrepreneurship Club
- Campus Advance
- Child Development for all Generations
- Classical Music Club
- Culinary Club
- Drama Club
- Eagles Taekwondo Club
- Gay Straight Alliance
- Interior Design Club
- Inter-Club Council
- LASOINCHI
- L.E.A.P
- LGBTs Club
- Mecha
- National Society of Collegiate Scholars
- Robotecas
- S.H.A.R.P.
- Society of Hispanic Professional Engineers
- Tiahui Ollin

## Emergency Information

### Fire

1. If you smell smoke or see fire, activate the nearest fire alarm pull box. Call the campus sheriff, extension 7845 or 7843 (outside telephone 818.833.3504). If you are unable to contact the sheriff, call 911.

2. When you hear the fire alarm, proceed in an orderly fashion to the designated building evacuation assembly area. The last person to leave the room should close the door.

3. At the assembly area, wait for further instructions from a faculty member or administrator.

### Earthquake

1. At first sign of shaking, get away from any potential falling objects. Try to get under a table or desk.

2. Do not run outside. If you are in a multistory building, do not use the elevator.

3. If you are aware of any gas lines or heaters in the area, attempt to shut off the gas line or heater.

4. Wait for a faculty member or administrator to give further instructions.

### Power Outage

1. Try to stay where you are and do not attempt to restore power.

2. Notify plant facilities, extension 7801 (outside telephone 818.364.7801).

3. Wait for the power to come back on or for information/instruction from plant facilities or an administrator to ascertain the probably length of the outage and to be advised of what to do next.

### Evacuation

1. If you hear the alarm, proceed in an orderly fashion to the nearest exit and assemble at the designated building evacuation assembly area.

2. If you are in a multistory building, do not use the elevator.

3. At the assembly area, wait for further instructions from a faculty member or administrator.

### Other Emergencies

1. In the case of other emergencies, you will be given instructions from a faculty member or administrator on what to do.

2. Please remain calm and follow instructions.

### EMERGENCY PHONE NUMBERS

	CAMPUS PHONES	OUTSIDE PHONES
Sheriff's Station	7843	818.364.7843
President	7795	818.364.7795
Academic Affairs Vice President	7635	818.364.7635
Administrative Services Vice President	7780	818.364.7780
Plant Facilities	7801	818.364.7801
Los Angeles County: Police Department	9 - 911	911
Fire Department	9 - 911	911

Pay Telephones: For any emergency - Press \*11 to reach L.A. County Sheriff's Office.

## LACCD Student Identification Number & Card

To comply with federal privacy requirements, Los Angeles Mission College and the Los Angeles Community College District has discontinued use of the Social Security Number as the student's identification number. Instead, a new Student Identification Number will be issued for each student. The college can only release this number to the student. The new nine-digit number is randomly generated, but each will begin with the digits "88." Students will use the same Identification Number in all nine colleges of the District.

Your first Student ID Card is free. Go to the business office to obtain yours. Student Identification cards are only issued for the current semester. All current semester fees must be paid in full to receive a student identification card. You will need to present your student registration/receipt for the current semester and also a second form of picture Identification such as a California ID or a high school picture ID.

Visit [www.lamission.edu/services/businessoffice](http://www.lamission.edu/services/businessoffice) for current office hours.

### Where to use your new student ID card:

A valid student ID card is required to access student services in the following areas:

- Library
- Student Store/Bookstore
- Financial Aid
- Health Center
- Computer Labs
- Health & Fitness Center

## IGETC - What is the Intersegmental General Education Transfer Curriculum?

The *Intersegmental General Education Transfer Curriculum* (IGETC) is a general education program that community college prospective transfer students may complete to satisfy the lower division general education requirements for either the UC (University of California) or CSU (California State University) system without the need to take additional lower-division general education courses after transfer.

All IGETC coursework must be completed with a “C” or better. Courses in which a student receives a “pass” grade may be used if the community college’s policy states that a “pass” is equivalent to a “C” grade (2.0) or better. The UC system allows a maximum of 14 semester units (of the 60 required, transferable units) on a Pass/No Pass basis. There is no CSU system-wide policy on limitations for a “pass” grade, therefore each CSU campus has its own established policy (please check with your CSU campus of choice). Courses may only be used once to satisfy one IGETC subject area (even if listed under multiple areas), however, courses may be used to satisfy IGETC general education areas AND major preparation requirements. Major preparation requirements can be accessed at [www.assist.org](http://www.assist.org), the official source for California articulation and student transfer information.

**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. The IGETC plan will total approximately 34-37 transferable units. A recommended total minimum of 60 units must be completed prior to transfer.

If you are approaching readiness for transfer and are unable to complete one or two IGETC courses, you may be eligible for partial certification (and complete IGETC after transferring). “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, 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 may be certified by the last community college, which the student attends. Foreign coursework (from non-U.S. regionally accredited institutions) may not be used on the IGETC.

**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 the general education pattern of the UC or CSU campus or college to which they plan to transfer. Students pursuing majors that require extensive lower division major preparation, (such as Engineering on all campuses or Business at UC Berkeley) may not find the IGETC option to be advantageous. *The Eleanor Roosevelt College and Revelle College of UC San Diego do not accept IGETC.* Additional lower-division general education requirements may be needed prior to transfer. **The IGETC will 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.**



# IGETC Advising Form

See information on previous page

Student Name \_\_\_\_\_

Student ID # \_\_\_\_\_



Los Angeles Mission College

## IGETC ADVISING FORM -- for transfer to the CSU / UC Systems General Education Plan (2013-2014)

<input type="checkbox"/> Certification: [ ] UC [ ] CSU
<input type="checkbox"/> Liberal Arts AA Degree Emphasis _____

**THIS FORM SUBJECT TO CHANGE EACH YEAR: Please Consult with a Counselor**

	C	IP	N
<b>I ENGLISH COMMUNICATIONS</b> <span style="float: right;"><b>2-3 COURSES (6-9 Sem/8-12 Quarter Units)</b></span> CSU transfer – complete one course from each group. UC transfer – complete one course from groups A and B only. A. English Composition: <b>English 101</b> B. Critical Thinking/ English Composition: <b>English 102, 103, Philos 5</b> C. Oral Communication (CSU requirement only): <b>Comm 101, 102, 151</b> Other College _____ Advanced Placement (Area IA only) _____			
<b>II MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</b> <span style="float: right;"><b>1 COURSE (3 Sem/4 Quarter Units)</b></span> <b>Math 227, 238, 245, 260, 265, 266, 267, 270, 275</b> <i>Math 238+265 OR 245+260 combined: max credit, one course</i> Other College _____ Advanced Placement _____			
<b>III ARTS AND HUMANITIES</b> <span style="float: right;"><b>3 COURSES (9 Sem/12 Quarter Units)</b></span> Choose 1 course from A, 1 course from B, and a third course from A or B A. Art: <b>Art 101, 102, 103, 109, 111, 201, 300, 501, 502, Chicano 52, Cinema 3, Human 1, 3, Music 111, 141, Theater 100</b> B. Humanities: <b>Anthro 104, Chicano 37, 42, 44, 46 Cinema 4, English 203, 205, 206, 208, 240, Human 1, 2, 3, 30, 31, 54, Ling 1, Philos 1, 20, 33, Spanish 3, 4, 5, 6</b> <sup>^see IGETC section VI</sup> Other College _____ Advanced Placement _____			
<b>IV SOCIAL AND BEHAVIORAL SCIENCES</b> <span style="float: right;"><b>3 COURSES (9 Sem/12 Quarter Units)</b></span> Choose 3 courses from at least two different disciplines <b>AJ 1, 4, Anthro 102, 104, 121, Afro Am 2, 4*, Chicano 2, 7*, 8#, 19, 20, 44, 47, Child Dev 1, Comm 121, Econ 1, 2, 10, Geog 2, 7, 14, Hist 1, 2, 11*, 12#, 13, 20, 52, 86, Ling 1, Pol Sci 1, 2, 5, 7, Psy 1, 2, 13, 14, 41, 52, Soc 1, 2, 3, 11, 22, 24, 28</b> <sup>* History 11, 43, Afro Am 4 and Chicano 7 combined: max credit, one course</sup> <sup># History 12, 44 and Chicano 8 combined: max credit, one course</sup> Other College _____ Advanced Placement _____			
<b>V PHYSICAL AND BIOLOGICAL SCIENCES</b> <span style="float: right;"><b>2 COURSES (7 Sem/9 Quarter Units)</b></span> Choose 1 course from A, 1 course from B. <b>At least 1 course must include a corresponding lab (lab courses are <u>underlined</u>).</b> A. Physical Science: <b>Astron 1, 5, Chem 51<sup>o</sup>, 52<sup>o</sup>, 65<sup>o</sup>, 101, 102, Geog 1, 15, Geology 1, Ocean 1, Phys Sc 1<sup>x</sup>, 14<sup>x</sup>, Physics 6, 7, 37, 38</b> <sup>o Chem 51, 52, and 65 combined: max credit, one course. No credit for Chem 51, 52 or 65 if taken after 101 or 102.</sup> <sup>x No credit for Phys Sci 1 or 14 if taken after a college level course in Physics, Chemistry or Astronomy.</sup> B. Biological Sciences: <b>Anatomy 1, Anthro 101, Bio 3, 6, 7, 40, Env Sci 2, Micro 20<sup>+</sup>, Physiol 1, Psy 2</b> <sup>*Micro 1 and 20 combined: max credit, one course</sup> C. <b>Laboratory Activity:</b> A corresponding lab course must be completed from A or B ( <i>labs are underlined</i> ). Other College _____ Advanced Placement _____			
<b>VI LANGUAGE OTHER THAN ENGLISH (UC Requirement ONLY)</b> Proficiency in any foreign language can be met by passing 2 years of a foreign language in high school with a grade of C or better, 2 years attendance at a foreign junior high or high school, proving competency by an acceptable exam, or choosing one of the following courses at a level 2 or higher: <b>French, Italian, Spanish</b> <i>If proficiency was met in high school, an official transcript must be provided (no units granted for HS coursework).</i> <sup>*Students will not be granted credit in any foreign language course if any portion of HS (9<sup>th</sup>-12<sup>th</sup>) was completed in a country where the language of instruction was that language.</sup> Other College _____ Advanced Placement _____			
<b>CSU Requirement ONLY – GRADUATION REQUIREMENT (NOT part of IGETC American Institutions)</b> <i>Not part of IGETC, but may be completed prior to transfer. For IGETC Certification purposes, courses used to satisfy this CSU graduation requirement may also be used to satisfy IGETC area IV. If a course is used to satisfy both IGETC area IV and CSU, some CSU campuses may require students to take an additional course(s) after transfer.</i> Choose 1 course from A, 1 course from B A. <b>Afro Am 4, Chicano 8<sup>#</sup>, Econ 10, History 11, 12<sup>#</sup>, 13, 52</b> B. <b>Pol Sci 1</b> Other College _____ Advanced Placement _____			
<b>Major Prep Courses:</b> _____ _____ _____			
<b>UC TOTAL</b> <b>CSU TOTAL</b>			

Counselor Signature \_\_\_\_\_

Date \_\_\_\_\_

# CSU ADVISING FORM

**IMPORTANT INFORMATION:** Courses on this list are approved for a specific academic year, which begins with the Fall 2013 semester and remains valid through Summer 2014.

The general education courses listed for the CSU system are specified within subject areas that satisfy lower division general education requirements for the CSU campuses. Students wishing to use a course to fulfill a CSU General Education (GE) requirement must be sure that the course is approved for the academic year in which it is taken. The CSU general education form changes each year. It is advised that students meet with a counselor regularly to review any changes. A course must be on the CSU GE Breadth during the term in which it is taken. If a course is taken before it is approved for inclusion, or after it is removed from the list, it cannot be used to meet the area requirement.

CSU GE Breadth Certification is available to community college transfer students who satisfy the general education requirements in each area. "Certification" means that LAMC has verified that a student has completed the lower division General Education requirements listed in each area of the CSU GE Breadth. Certification does not guarantee admission or admission eligibility. Students with full CSU GE Certification will only be responsible for an additional 9 semester units of upper division general education at the CSU campus. ***CSU Certification is not required and is not automatic; it must be requested by the student at the time the final official transcript is sent.*** Without certification, the student will be held to the specific general education requirements of the CSU campus of choice.

Students who have taken courses at other colleges can have these courses "passed along" in the certification process. Los Angeles Mission College will certify courses taken at other California Community Colleges in the areas designated by the offering college. Courses taken at California four-year colleges, or accredited out-of-state two-year, or four-year colleges, may be used for certification

– please consult a counselor for detailed information. Courses from foreign institutions cannot be used in the certification process. Students requesting CSU GE "pass along" certification must meet with a counselor.

## ADDITIONAL INFORMATION

1. A course cannot satisfy more than one General Education area requirement (even if listed under multiple areas).
2. Courses used to satisfy General Education requirements may also satisfy Major Preparation requirements.
3. LAMC recommends that students complete as much of the lower division requirements as possible for the major before transfer. Major preparation requirements can be accessed at [www.assist.org](http://www.assist.org), the official source for California articulation and student transfer information. Completion of these requirements may not guarantee admission into the major, but can increase the student's chances for acceptance. Other lower division courses that are not offered at LAMC may be required for the major after transfer.
4. Students who transfer to CSU may also complete an Associate degree by completing courses in the major (please see a counselor for major-specific information), a Health and a P.E. course to satisfy the General Education requirements for the Associate degree, along with a total of 60 transferable units completed.
5. Completion of the General Education requirements will not guarantee admission into a university but can increase the student's chances for acceptance.
6. Coursework in areas A1, A2, A3 and B4 must be completed with a "C" or better to meet admissions eligibility to a CSU campus.
7. All coursework must have a cumulative GPA of 2.0 ("C") or better.
8. This advising form may not be the best general education preparation pathway for ALL majors (such as Engineering, Computer Science and Liberal Studies – Teacher Prep). Please consult with a counselor to determine the best plan to meet your educational goals.



*GO to the four-year, college/university of your choice!*

### TRANSFER STRATEGY:

- Complete Transferable Math and English requirements in the beginning of your academic career.
- Prepare early with transferable general education courses for California State University and/or University of California, Private or Independent.
- Meet with a Counselor to establish and maintain an educational plan.
- Visit the Transfer Center for transfer advisement/counseling and resources.

### USEFUL TRANSFER RELATED WEBSITES:

- Articulation Agreements (California Community Colleges, CSU & UC) campuses: [www.assist.org](http://www.assist.org)
- California State University information and online application: [www.csumentor.edu](http://www.csumentor.edu)
- University of California: [www.ucop.edu](http://www.ucop.edu)
- The Association of Independent California Colleges & Universities: [www.aiccu.edu](http://www.aiccu.edu)

### VISIT OUR WEBPAGE AT:

[www.lamission.edu/counseling/transfercenter](http://www.lamission.edu/counseling/transfercenter)



Los Angeles Mission College  
**TRANSFER CENTER**  
*Helping You Get There*

**818.364.7827 • Campus Services Building**

# CSU Advising Form

See information on previous page

Student Name \_\_\_\_\_

Student ID # \_\_\_\_\_

 **Los Angeles Mission College**  
**California State University System**  
 CSU General Education Plan (2013-2014)

- Certification  
 [ ] Full [ ] Partial: A B C D E  
 Liberal Arts AA Degree:  
 Emphasis: \_\_\_\_\_

**THIS FORM SUBJECT TO CHANGE EACH YEAR: Please Consult with a Counselor**

	C	IP	N
<p><b>A ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING</b> <span style="float: right;"><b>9 Semester /12 Quarter UNITS</b></span></p> <p>Select 1 course from each area*.</p> <p>A-1. Oral Communication: <b>Comm</b> 101, 102, 151                      A-2. Written Communication: <b>English</b> 101                      A-3. Critical Thinking: <b>English</b> 102, 103, <b>Philos</b> 5, 6, <b>Comm</b> 102</p> <p>*All coursework in this area must be completed with a "C" or better to meet admissions requirements to a CSU campus.</p> <p>Other College _____</p>			
<p><b>B SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING</b> <span style="float: right;"><b>9 Semester /12 Quarter UNITS</b></span></p> <p>Select 3 courses to include one from B-1, one from B-2, and one from B-4. A related lab course is required</p> <p>B-1. Physical Science: <b>Astron</b> 1, <u>5</u>, <b>Chem</b> <u>51</u>, <u>52</u>, <u>65</u>, <u>101</u>, <u>102</u>, <b>Geog</b> 1, <u>15</u>, <b>Geology</b> 1, <b>Ocean</b> 1, <b>Phys Sc</b> 1, <u>14</u>, <b>Physics</b> 6, <u>7</u>, <u>37</u>, <u>38</u>, <u>39</u>                      B-2. Biological Sciences: <b>Anatomy</b> <u>1</u>, <b>Anthro</b> 101, <b>Bio</b> <u>3</u>, <u>6</u>, <u>7</u>, <u>40</u>, <b>Env Sci</b> 2, <b>Micro</b> <u>20</u>, <b>Physiol</b> <u>1</u>, <b>Psych</b> 2                      B-3. Laboratory Activity: A corresponding lab course must be completed from B-1 or B-2 (<i>lab courses are <u>underlined</u></i>).                      B-4. Mathematics/Quantitative Reasoning: <b>Math</b> 215, 227, 238, 240, 245, 260, 265, 266, 267, 270, 275  <i>coursework in area B-4 (Math/Quantitative Reasoning) must be completed with a "C" or better for admissions to a CSU.</i></p> <p>Other College _____ Advanced Placement _____</p>			
<p><b>C ARTS AND HUMANITIES</b> <span style="float: right;"><b>9 Semester /12 Quarter UNITS</b></span></p> <p>Choose 1 course from C-1, 1 course from C-2, and a third course from either C-1 or C-2.</p> <p>C-1. Arts: <b>Art</b> 101, 102, 103, 109, 111, 201, 300, 501, 502, <b>Chicano</b> 52, <b>Cinema</b> 3, <b>English</b> 240, <b>Fam&amp;CS</b> 16, <b>Human</b> 1, 3, 31, <b>Intrdgn</b> 104, <b>Music</b> 101, 111, 141, 321-324, 341, <b>Photo</b> 10, 11, 12, <b>Theater</b> 100                      C-2. Humanities: <b>Anthro</b> 104, <b>Chicano</b> 37, 42, 44, 46, <b>Cinema</b> 4, <b>English</b> 203, 205, 206, 208, 240, <b>French</b> 1, 2, <b>History</b> 86, <b>Human</b> 1, 2, 30, 31, 54, <b>Italian</b> 1, 2, <b>Ling</b> 1, <b>Philos</b> 1, 20, 33, <b>Portgse</b> 1, <b>Spanish</b> 1, 2, 3, 4, 5, 6</p> <p>Other College _____ Advanced Placement _____</p>			
<p><b>D SOCIAL SCIENCES</b> <span style="float: right;"><b>9 Semester /12 Quarter UNITS</b></span></p> <p>Courses must be chosen from at least two disciplines (<i>please review box below for additional options</i>).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><i>The American Institutions requirement may be completed as part of the 9 units required in Area D.</i></p> <p style="text-align: center;"><b>American History and Institutions Requirement</b></p> <p style="text-align: center;">May be met by completing: <b>Political Science</b> 1</p> <p style="text-align: center;"><b>AND</b> one of the following courses: <b>Afro Am</b> 4, <b>Chicano</b> 8, <b>Econ</b> 10, <b>History</b> 11, 12, 13, 52</p> <p style="text-align: center;"><i>It is highly recommended students complete these requirements, as it will meet 4-year, title 5, graduation requirements.</i></p> </div> <p>D-0. <b>AJ</b> 1, <b>Psy</b> 13, <b>Soc</b> 1, 2, 3, 11, 22, 24, 28                      D-1. <b>Anthro</b> 102, 104, 121, <b>Ling</b> 1                      D-2. <b>Econ</b> 1, 2, 10                      D-3. <b>Afro Am</b> 2, 4, <b>Chicano</b> 2, 7, 8, 20, 47, 71, <b>Soc</b> 11                      D-4. <b>Chicano</b> 47, <b>Hist</b> 52, <b>Soc</b> 22                      D-5. <b>Geog</b> 2, 7, 14                      D-6. <b>Afro Am</b> 4, <b>Chicano</b> 7, 8, 19, 44, <b>Econ</b> 10, <b>Hist</b> 1, 2, 11, 12, 13, 20, 52, 86                      D-7. <b>Ch Dev</b> 1, 42, <b>Comm</b> 121                      D-8. <b>AJ</b> 1, 4, <b>Bus</b> 5, <b>Law</b> 1, <b>Pol Sci</b> 1, 2, 5, 7                      D-9. <b>Ch Dev</b> 1, <b>Psych</b> 1, 2, 13, 14, 41, 52, <b>Soc</b> 24</p> <p>Other College _____ Advanced Placement _____</p>			
<p><b>E LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT</b> <span style="float: right;"><b>3 Semester /4 Quarter UNITS</b></span></p> <p><b>Chicano</b> 47, <b>Child Dev</b> 1, <b>Env Sci</b> 2, <b>Fam&amp;CS</b> 6, 21, 31, 91, <b>Health</b> 8, 11, <b>Psych</b> 1, 2, 41, 52, <b>Soc</b> 22                      (<i>Activity courses</i>): <b>Kin</b>* 96-742, <b>DanceTQ</b>* 462 <span style="float: right;">* Only 1 unit of Physical Activity may be counted</span></p> <p>Other College _____ Advanced Placement _____ Military Credit _____</p>			

**Major Prep Courses:**

<b>TOTAL</b>			

Counselor's Signature \_\_\_\_\_

Date \_\_\_\_\_

## Do you need assistance paying your enrollment fees?

The Board of Governors Fee Waiver Program (commonly referred to as BOG) is a California state program that waives enrollment fees. This waiver does not have to be repaid.

**Eligibility:** Students must be either residents of California or qualifying under AB540 for an exemption to paying California Nonresident Tuition, AND be enrolled at Los Angeles Mission College in at least one (1) unit. Fees for audited classes, cannot be waived through the BOG.

There are three ways to qualify for the Fee Waiver:

**Method A:** You (or your parents, if you are considered a Dependent student when completing the BOG Fee Waiver application) are a recipient of benefits under the TANF/CalWORKs Program, SSI (Supplemental Security Income), or General Assistance (also known as General Relief). You can also qualify for Method A if you meet one of the following criteria: 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 are a recipient of the Congressional Medal of Honor (or are a child of a recipient), you are a dependent of a victim of the September 11, 2001 terrorist attack, or you are a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty.

**Method B:** You (or your parents) income falls below the income standards set by the Board of Governors. By completing the FAFSA (or California Dream Act Application for eligible AB540 students) or BOG application your reported income will be used to determine your eligibility for BOG through Method B.

**Method C:** If you do not qualify based on Method A or Method B, you may be eligible for the BOG fee waiver through Method C. For eligible California residents, you must complete the Free Application for Federal Student Aid (FAFSA) available at [www.fafsa.gov](http://www.fafsa.gov). For students qualifying under AB540 for an exemption to paying California Nonresident Tuition who do not possess a permanent Social Security number, you must complete the California Dream Act Application available at [www.caldreamact.org](http://www.caldreamact.org). With this method, you may be eligible by demonstrating a minimal level of financial need as determined by the College and the California Community Colleges Chancellor's Office. Our Federal School Code (used on both the FAFSA and California Dream Act Application) is 012550.

**How to apply:** To qualify for Method A you must complete the Board of Governors (BOG) Fee Waiver Application. To qualify for Method B you can complete the BOG Fee Waiver Application or FAFSA/California Dream Act Application. You can pick up the BOG application at the Financial Aid & Scholarships Office or you may download it from the web at [www.lamission.edu/financialaid](http://www.lamission.edu/financialaid) by selecting the "Apply for a Fee Waiver" link on the left side.

**Do you know that you may request for a refund of your enrollment fees?** If you have already paid your enrollment fees for Summer 2013, Fall 2013, Winter 2014 and/or Spring 2014, AND you are eligible for a BOG fee waiver, contact the campus Business Office regarding a refund.

## Financial Aid & Scholarships

818.364.7648 Email: [lamcfinaid@lamission.edu](mailto:lamcfinaid@lamission.edu)

Website: [www.lamission.edu/financialaid](http://www.lamission.edu/financialaid)

Twitter: [www.twitter.com/LAMCFAO](http://www.twitter.com/LAMCFAO)

Facebook: [www.facebook.com](http://www.facebook.com) (Like "LAMC Financial Aid")

Federal School Code: 012550

### Office Hours:

Monday - Thursday 8am - 2pm, and 5pm - 6:45pm  
Friday 8am - noon

Getting a college education is an investment in your future! We want your educational experience at Los Angeles Mission College to be challenging, rewarding and supportive; therefore, we are pleased to provide you with the information and tools to assist you in completing your educational goals. Read through the information below about the financial aid process, and check out the links to our website and other websites to find updates and new information to assist you.

## What is Financial Aid?

Financial Aid is funding provided by the federal and state governments, the college, and private entities, to assist students with their educational expenses and is available in the form of grants, scholarships, employment and loans. Financial aid is meant to supplement the family's existing resources in funding the costs of a college education.

## How to Apply for Financial Aid:

Eligible students who are U.S. citizens and eligible non-citizens should complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA is used to determine eligibility for federal and state financial aid, including grants, work-study, and loans. Students qualifying under AB540 for an exemption to paying California Nonresident Tuition who do not possess permanent Social Security numbers can apply for state financial aid (Cal Grants and the Board of Governor's (BOG) Fee Waiver) through the California Dream Act Application available online at [www.caldreamact.org](http://www.caldreamact.org).

Both the FAFSA and California Dream Act Application are available annually, starting January 1st, for the following academic year. We encourage students to apply early, as some financial aid sources are limited and awarded to students who apply early and have financial need. To have your FAFSA or California Dream Act Application information sent to Los Angeles Mission College, make sure to use our Federal School Code: 012550.

To apply for scholarships through the Financial Aid Office at Los Angeles Mission College, check out our website at [www.lamission.edu/financialaid](http://www.lamission.edu/financialaid) and select the "Scholarships" link on the left.

## When Do I Apply?

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

## Key Dates

- **January 1** – FAFSA application available online at [www.fafsa.gov](http://www.fafsa.gov) for the following academic year. Also, the California Dream Act Application is available online at [www.caldreamact.org](http://www.caldreamact.org).
- **March 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.
- **September 2** – Extended Cal Grant B "competitive" awards deadline for eligible community college students only.

## FINANCIAL AID NEWS

There are a number of changes in federal and state aid eligibility that took effect in the prior academic year. In particular:

1. The federal government has instituted a "6 year" limit on Pell Grant eligibility. This will limit ALL STUDENTS, including students who have already received Pell Grants at any college or university, to no more than 6 full-time academic years of Pell Grant eligibility (based on 2 full-time semesters per academic year). Students can check their eligibility at the U.S. Department of Education's National Student Loan Data System (NSLDS) website at [www.nsls.ed.gov](http://www.nsls.ed.gov)
2. The "minimum need" for Board of Governors (BOG) fee waiver eligibility has been adjusted. In prior years, a student applying for the BOG fee waiver through the FAFSA would only need \$1 or more of "financial need" to qualify for BOG (type C). For the 2013-2014 academic year, the California Community Colleges Chancellor's Office (CCCCO) will determine a "minimum need" based on the value of a full-time BOG fee waiver award. Based on the \$46/unit Enrollment Fee for 2013-2014, and assuming full-time enrollment of 24 units for an academic year, the "minimum need" amount would be \$1104. We anticipate this will only affect a small portion of students, most of whom are not eligible for federal or state grant aid.
3. The federal government has removed the Ability to Benefit (ATB) option for students who do not have a high school diploma or GED. In past years a student could take an ATB test (or pass 6+ degree applicable units) and meet the "high school diploma/GED" standard for financial aid eligibility. As of July 1, 2012, students who have not started enrollment in college AND who are not high school graduates or possess a GED will NOT be eligible for financial aid (except for the BOG program).
4. Students qualifying under AB540 for an exemption to paying California Nonresident Tuition may be eligible for the Board of Governors (BOG) Fee Waiver. Also, students in this cohort may also qualify for Entitlement Cal Grants.

# California Nonresident Tuition Exemption Request

## CALIFORNIA NONRESIDENT TUITION EXEMPTION

Complete and sign the form to request an exemption from Nonresident Tuition. You must submit any documentation required by the College or University (for example, proof of high school attendance in California). Contact the California Community College, University of California or California State University campus where you intend to enroll (or are enrolled) for instructions on documentation, additional procedures and applicable deadlines.

### ELIGIBILITY:

I, the undersigned, am applying for a California Nonresident Tuition Exemption for eligible California high school graduates

at (specify college or university) \_\_\_\_\_ and I declare the following:

### Check YES or NO boxes:

YES  NO I have graduated from a California high school or have attained the equivalent thereof, such as a High School Equivalency Certificate, issued by the California State GED Office or a Certificate of Proficiency, resulting from the California High School Proficiency Examination.

YES  NO I have attended high school in California for three or more years.

### Provide information on all school(s) you attended in grades 9-12:

SCHOOL	CITY	STATE	DATES
			FROM - Month/Year TO - Month/Year

Documentation of high school attendance and graduation (or its equivalent) is required by the University of California, the California State University and some California Community Colleges. Follow campus directions.

### Check the box that applies to you (check only one box):

- I am a non-immigrant alien as defined by federal law (including, but not limited to, a foreign student [F visa] or exchange visitor [J visa]).
- I am NOT a non-immigrant alien (including, but not limited to, a U.S. citizen, permanent resident, or an alien without lawful immigration status).

### AFFIDAVIT:

I, the undersigned, declare under penalty of perjury under the laws of the State of California that information I have provided on this form is true and accurate. I understand that this information will be used to determine my eligibility for the nonresident tuition exemption for eligible California high school graduates. I hereby declare that, if I am an alien without lawful immigration status, I have filed an application to legalize my immigration status or will file an application as soon as I am eligible to do so. I further understand that if any of the above information is untrue, I will be liable for payment of all nonresident charges from which I was exempted and may be subject to disciplinary action by the College or University.

Print Full Name (as it appears on your campus student records)	Campus/Student Identification Number
Print Full Mailing Address (number, street, city, state, zip code)	Email address (optional)
	Phone number (optional)
Signature	Date

## DETERMINING YOUR RESIDENCY STATUS

• For enrollment fee purposes, you are considered a RESIDENT of the state of California if you are:

1. a citizen of the United States OR have permanent resident status, are a holder of an asylum or refugee visa, AND
2. have lived in the state of California for at least one year and one day.

• For enrollment fee purposes, you are considered a NON-RESIDENT of the state of California if you are:

1. a citizen of the United States OR have permanent resident status, are a holder of an asylum or refugee visa, AND
  2. have NOT lived in the state of California for at least one year and one day.
- For enrollment fee purposes, you are considered an INTERNATIONAL STUDENT if you hold an F-1 Visa or other non-resident visa.

## ARTS, MEDIA & PERFORMANCE

Chair: Deborah Paulsen 818.364.7738

Secretary: Maryland Harris 818.364.7680

Art

Cinema

Humanities

Multimedia – Vice Chair: Curtis Stage 818.364.7771

Music – Vice Chair: Tobin Sparfeld 818.364.7890

Photography – Vice Chair: Curtis Stage 818.364.7771

Theater

## BUSINESS & LAW

Chair: Pat Flood 818.364.7715

Secretary: Maryland Harris 818.364.7680

Accounting

Administration of Justice – Vice Chair: Kelly Enos 818.364.7610

Business – Vice Chair: Vilma Bernal 818.833.3410

Computer Applications & Office Technologies

Economics

Finance

Law – Vice Chair: David Jordan 818.364.7720

Management

Marketing

## CHICANO STUDIES

Chair: John Morales 818.364.7679

Secretary: Patricia Carter 818.364.7793

Vice Chair: Jose Maldonado 818.833.3412

## CHILD DEVELOPMENT

Chair: Janice Silver 818.364.7714

Secretary: James Armstrong 818.364.7632

## COOPERATIVE EDUCATION

Director: Ed Raskin 818.364.7700

## DISABLED STUDENT PROGRAMS & SERVICES (DSPS)

Director: Larry Resendez 818.364.7732

TDD 818.364.7861

## ENGLISH AS A SECOND LANGUAGE (ESL), DEVELOPMENTAL COMMUNICATIONS & LEARNING SKILLS

Chair: Gary Prostack 818.364.7666

Secretary: James Armstrong 818.364.7632

Developmental Communications –

Vice Chair: Susan Polk 818.364.7753

English as a Second Language (ESL) –

Vice Chair: Mike Climo 818.364.7693

## ENGLISH & COMMUNICATION STUDIES

Chair: Louise Barbato 818.364.7687

Secretary: Maryland Harris 818.364.7680

English – Vice Chair: Carolyn Daly 818.833.3311

Communication Studies –

Vice Chair: Margie Long 818.364.7682

## FOREIGN LANGUAGE

Chair: Yolanda Scheib 818.364.7690

Secretary: Maryland Harris 818.364.7680

French

Italian

Linguistics

Spanish

## HEALTH, KINESIOLOGY & ATHLETICS

Chair: Leslie Milke 818.364.7765

Secretary: Sally Romano 818.364.7727

Dance Techniques

Health – Vice Chair: Cindy Cooper 818.364.7707

Physical Education – Vice Chair: Cindy Cooper 818.364.7707

## LEARNING CENTER

Director: Marie Zaiens 818.364.7757

Secretary: Sheila Money 818.364.7756

## LIBRARY

Chair: Sandy Thomsen 818.364.7750

## LIFE SCIENCES

Chair: Mike Reynolds 818.364.7695

Secretary: Patricia Carter 818.364.7793

Anatomy

Anthropology – Vice Chair: Arthur Gribben 818.364.7600 x4235

Biology – Vice Chair: Steve Brown 818.364.7665

Environmental Science

Microbiology

Physiology

## MATHEMATICS, COMPUTER SCIENCE & ENGINEERING

Chair: Robert Smazenka 818.364.7609

Secretary: Margarita Padilla 818.364.7894

Computer Science Information Technology –

Vice Chair: Mari Rettke 818.364.7697

Drafting

Engineering

Mathematics – Vice Chair: Debby Wong 818.364.7887

## PERSONAL DEVELOPMENT

Chair: Diana Bonilla 818.364.7699

## PHYSICAL SCIENCES

Chair: Said Pazirandeh 818.364.7705

Secretary: Patricia Carter 818.364.7793

Astronomy – Vice Chair: Richard Rains 818.364.7702

Chemistry – Vice Chair: Mike Fenton 818.364.7888

Geography

Geology

Oceanography

Physical Science – Vice Chair: Richard Rains 818.364.7702

Physics – Vice Chair: Richard Rains 818.364.7702

## PROFESSIONAL STUDIES

Chair: Louis Zandalasini 818.364.7849

Secretary: Sheila Money 818.364.7756

Family & Consumer Studies

Food Service Management

Gerontology

Interior Design –

Vice Chair: Sharon Anderson 818.364.7600x4370

## SOCIAL SCIENCES

Chair: Myriam Levy 818.833.3414

Secretary: Patricia Carter 818.364.7793

African American Studies – Vice Chair: D'Art Phares 818.364.7681

History – Vice Chair: D'Art Phares 818.364.7681

Philosophy

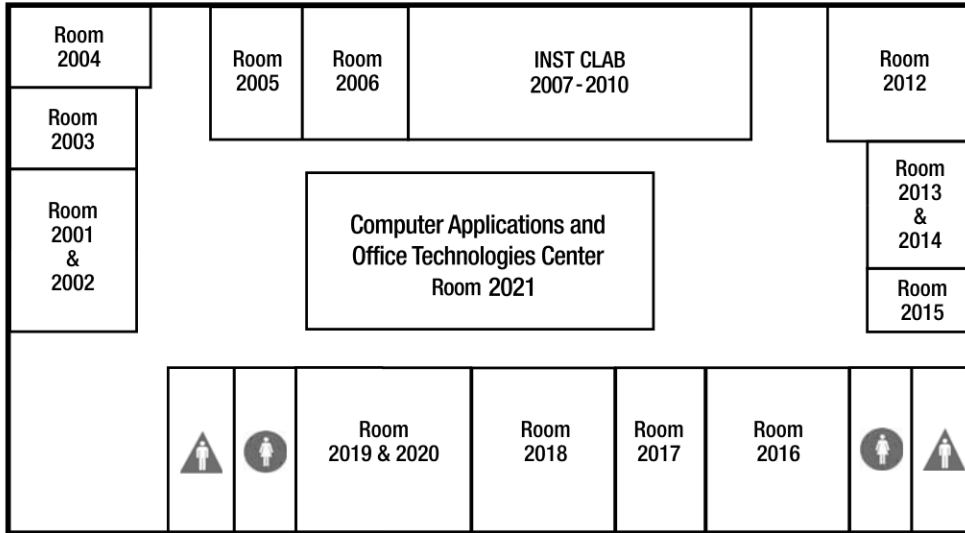
Political Science – Vice Chair: Ebru Durukan 818.364.7675

Psychology – Vice Chair: Christopher F. Williams 818.364.3413

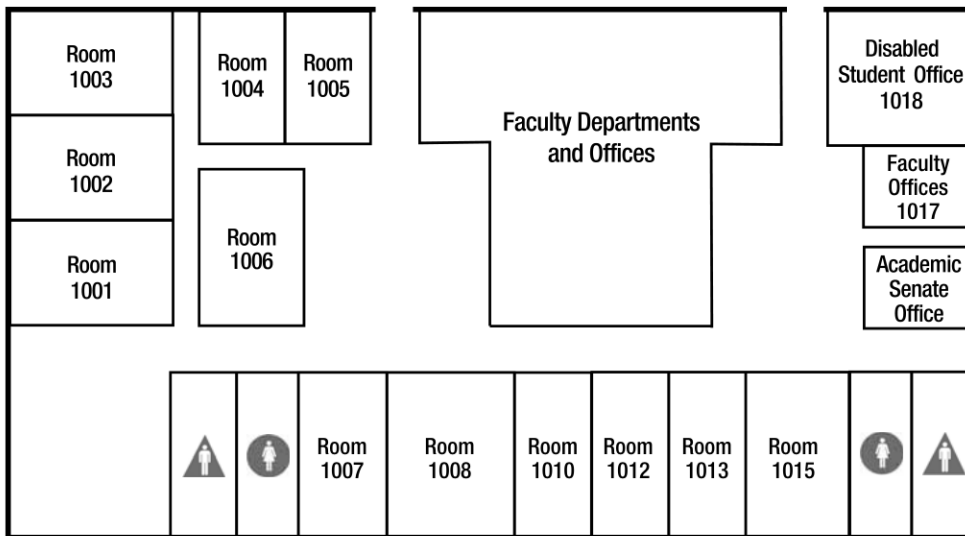
Sociology

# Buildings & Classrooms

## Instructional Building (INST) Second Floor

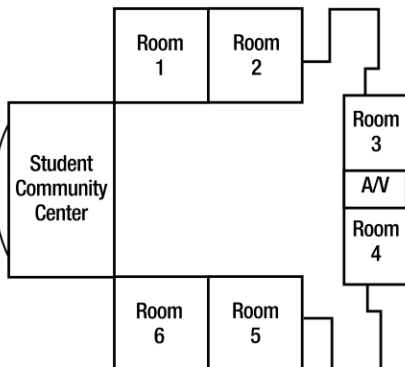


## First Floor

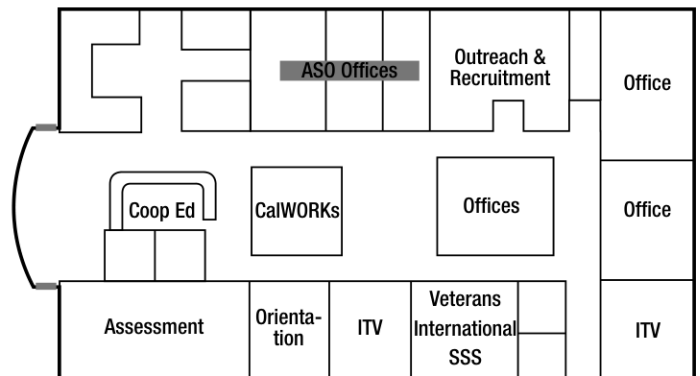


## Campus Center Building (CMPC)

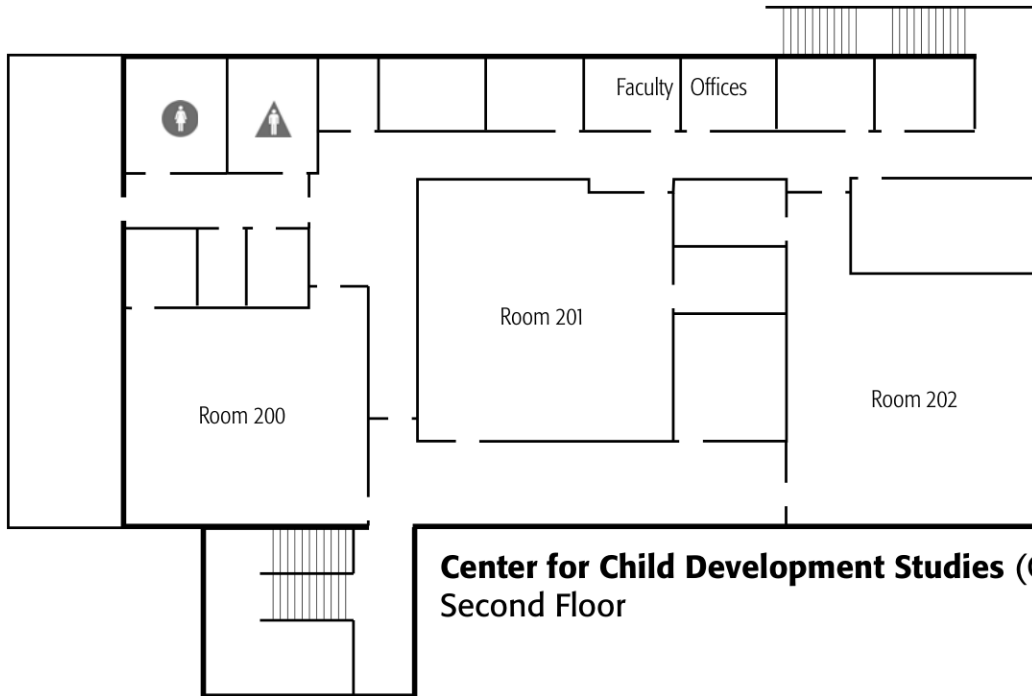
### Second Floor - Ground level



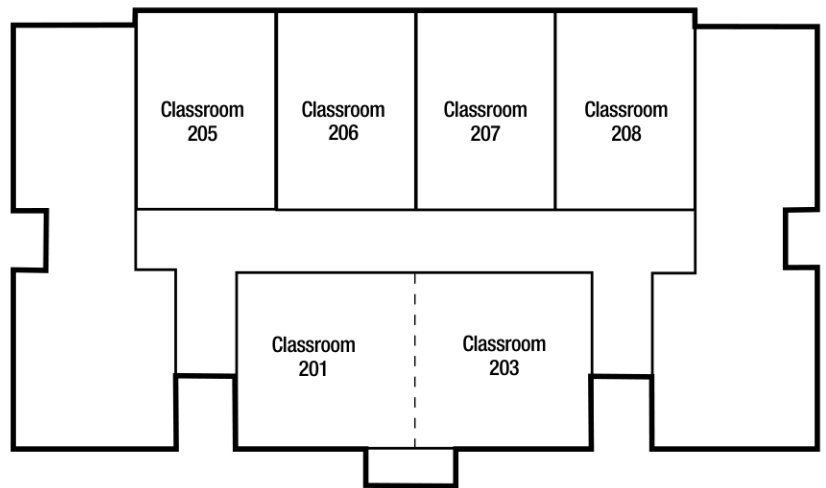
### First Floor - Lower level



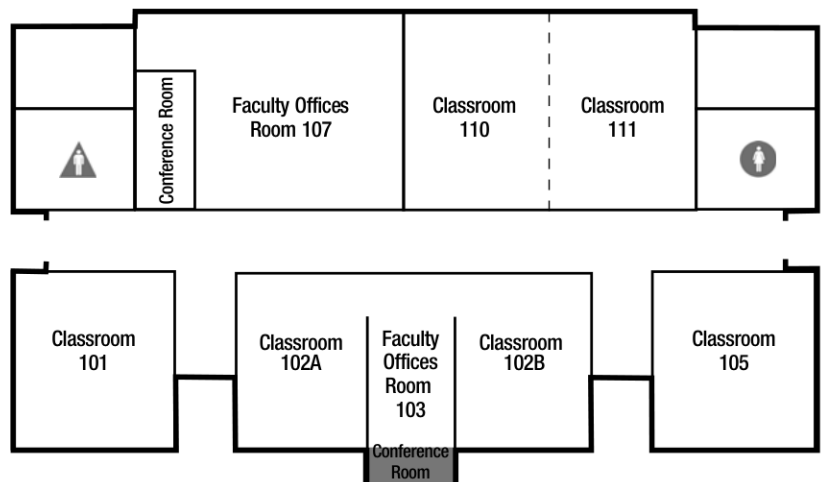
# Buildings & Classrooms



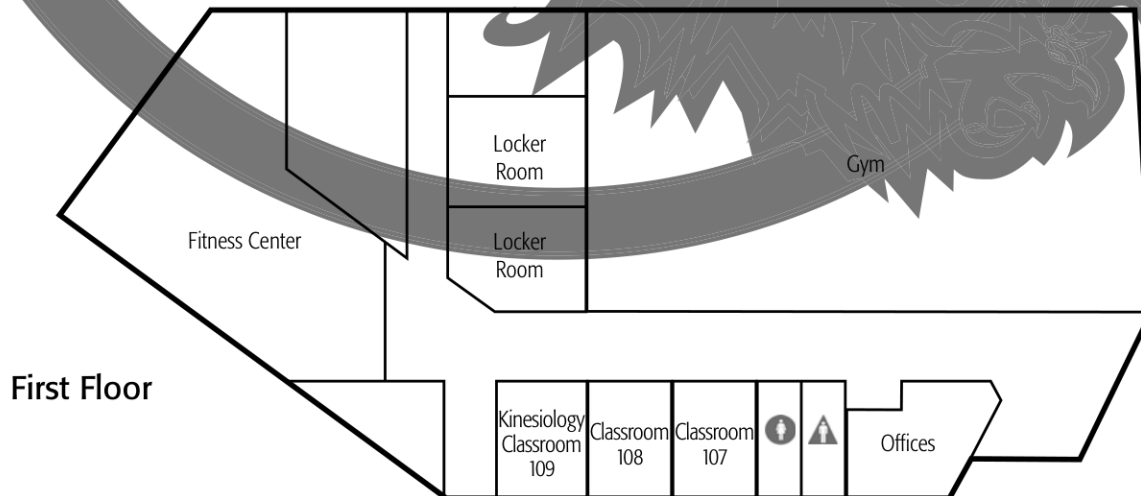
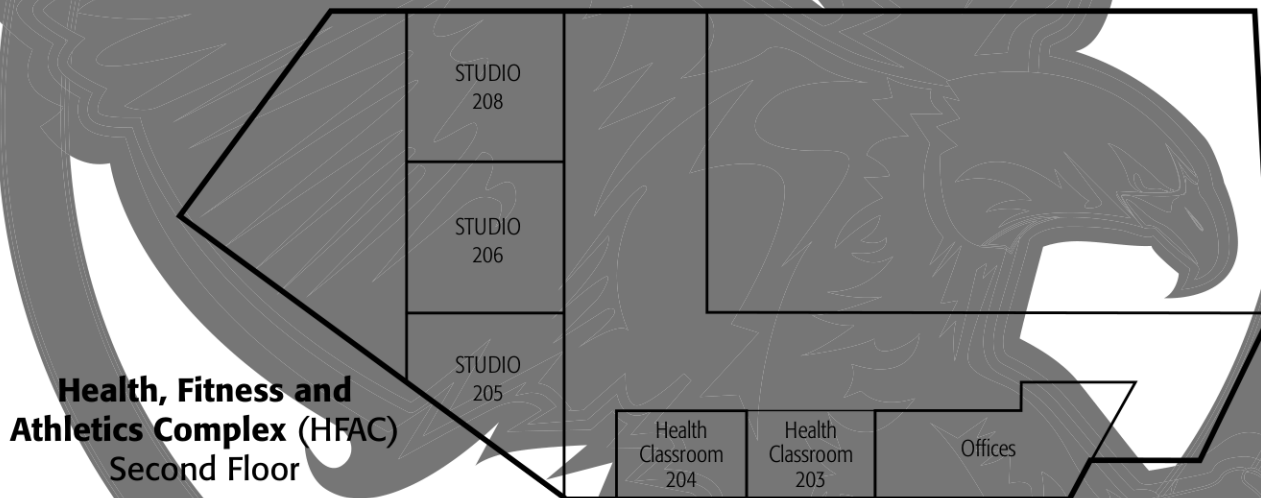
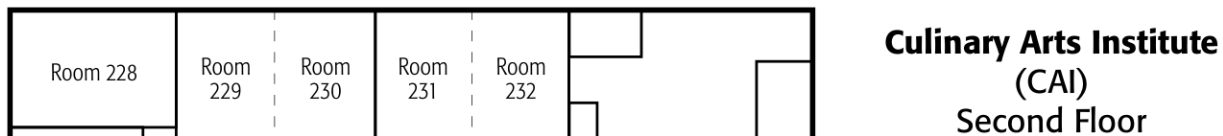
Guadalupe S. Ramirez  
Collaborative Studies Building (CSB)  
Second Floor



First Floor



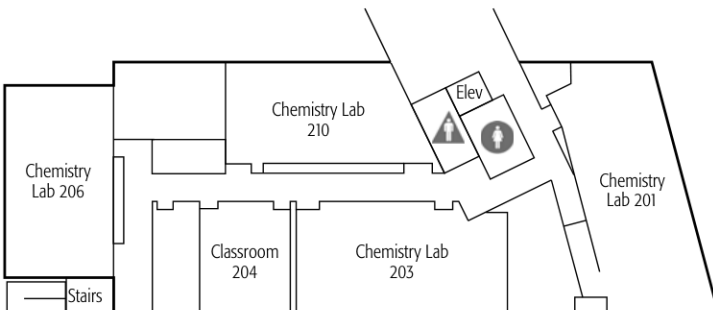
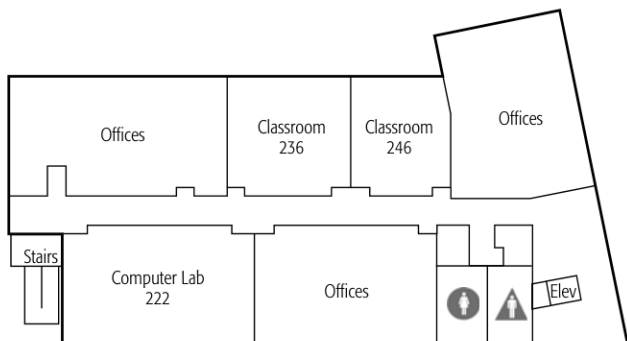
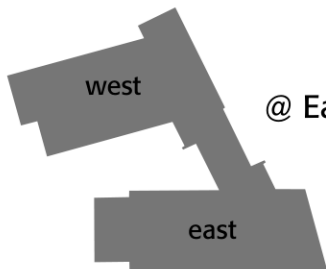
# Buildings & Classrooms



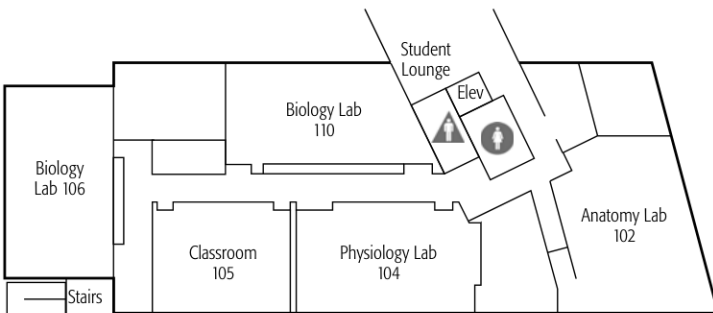
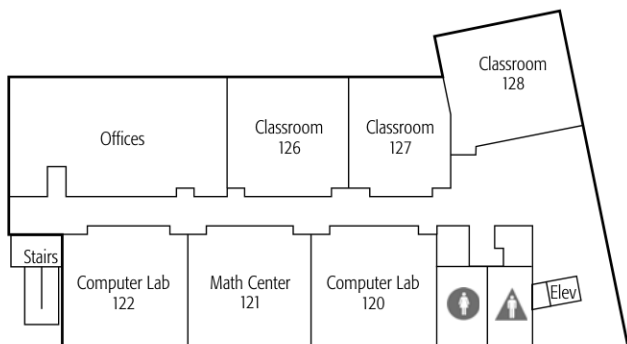
# Buildings & Classrooms

## Center for Math & Science (CMS)

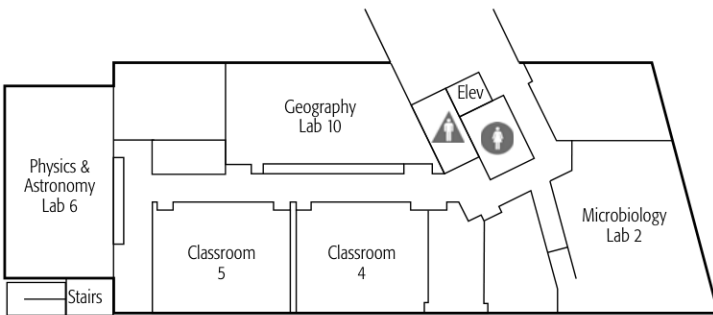
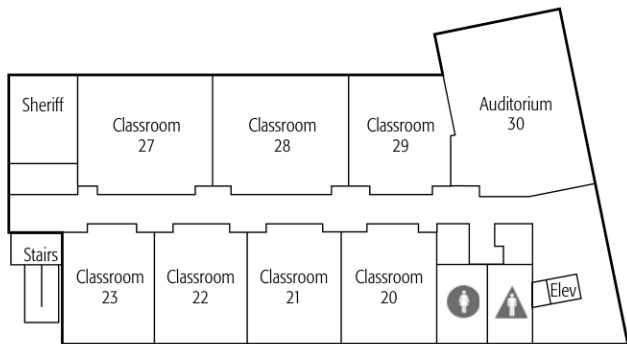
@ East Campus Complex



West ————— Upper Level ————— East

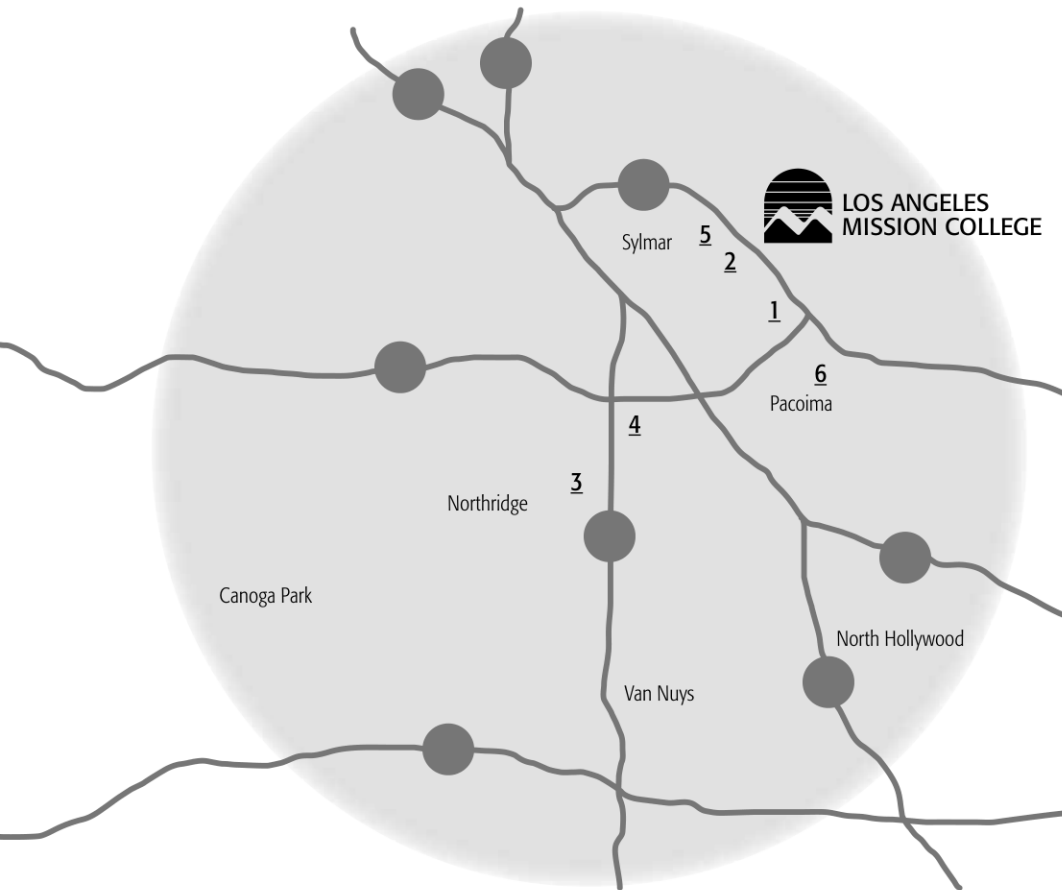


West ————— Main Level ————— East



West ————— Lower Level ————— East

## Off-Campus Locations



### 1 - CCLA

Cesar Chavez Learning Academies  
1001 Arroyo Ave, San Fernando  
818.838.3946

### 2 - GRID-ES

Gridley Elementary  
1907 Eight St, San Fernando  
818.364.1243  
Blanca Morales

### 3 - MONROE

James Monroe High  
9229 Haskell Ave, North Hills  
818.830.4200  
Brooke Vintrup 818.830.4354

### 4 - MSSNBOWL

Mission Hills Bowl  
10430 Sepulveda Blvd  
Mission Hills

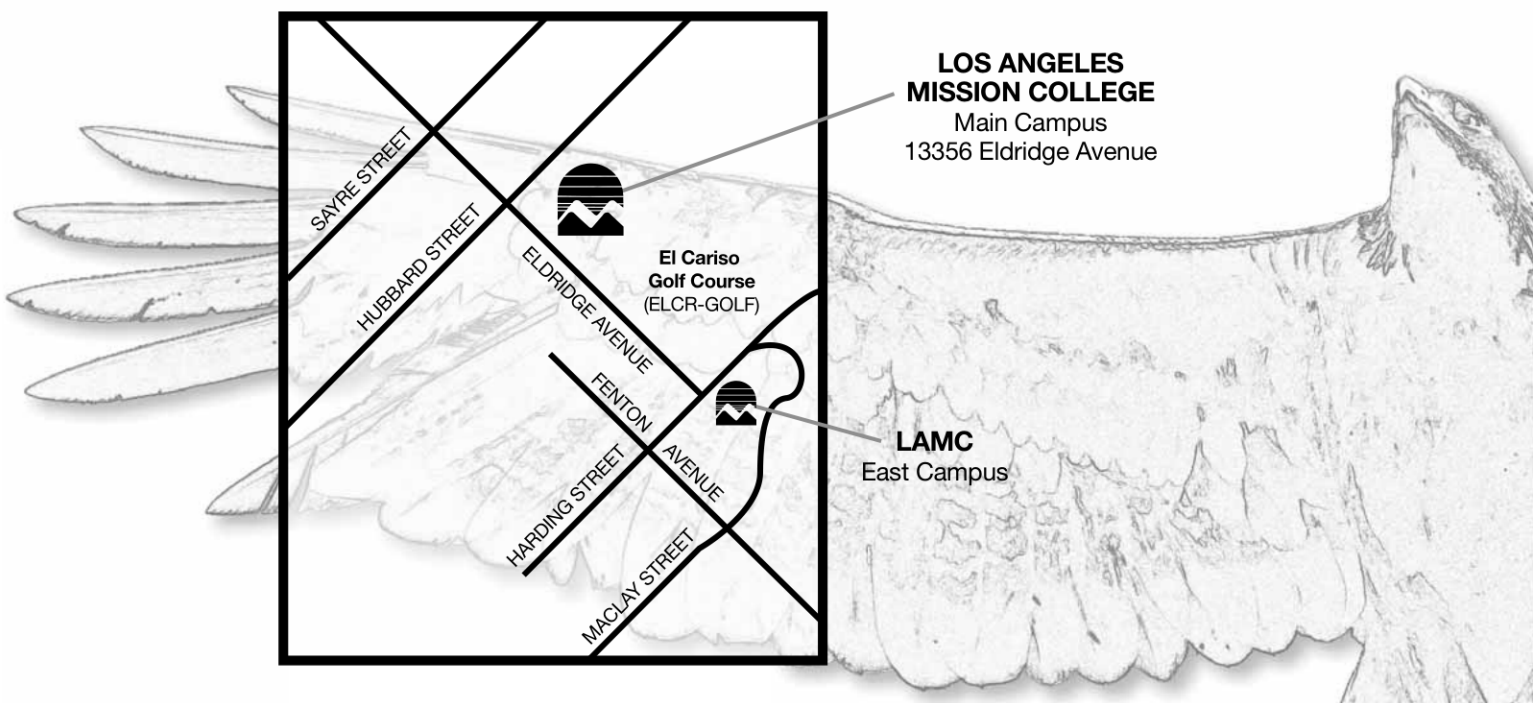
### 5 - OLIVE MNR

Olive Manor Senior Apartments  
13155 Bromont Ave, Sylmar  
818.833.0298

### 6 - SARA-COUG

Sara Coughlin Elementary  
11035 Borden Ave, Pacoima  
818.686.6428  
Sylvia Vasquez

## Location Map



### LOS ANGELES MISSION COLLEGE

Main Campus  
13356 Eldridge Avenue

El Cariso  
Golf Course  
(ELCR-GOLF)

LAMC  
East Campus

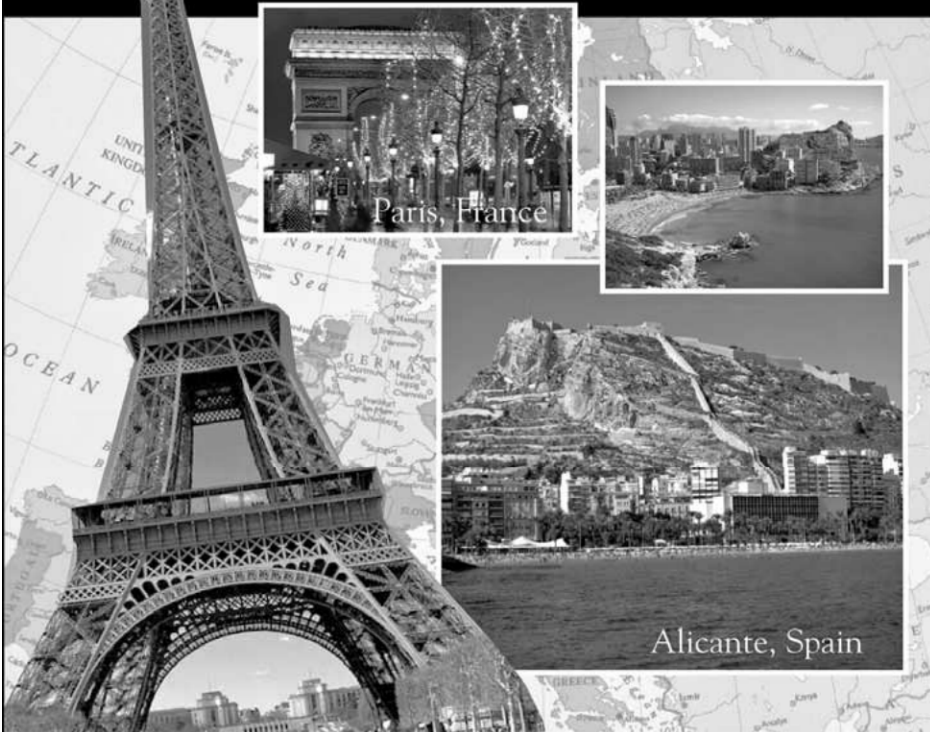
Time for a change?  
*Try one of these careers*

[www.piercecollege.edu](http://www.piercecollege.edu)

Horse Science  
GIS Certificate  
Auto Tech  
Vet Tech



## LAVC Invites you to **Study Away!**



The Los Angeles Valley College **Study Away Program** offers study abroad programs for community college students (and non-students) who want a memorable learning experience. These programs are open to any individual who wants the opportunity to study a subject in a foreign country or in the United States.

Visit [www.lavc.edu/studyaway](http://www.lavc.edu/studyaway) for information on our Summer programs

Check our website for information about **Study Away 2013**

# Los Angeles Mission College - STUDENT EDUCATION PLAN

Fall	Winter	Spring	Summer
<b>COURSES</b>			
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>			
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>			
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>			
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>			
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>			
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>			
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>			
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>			
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>			
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>			
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>			
<b>TOTALS</b>			

NOTES:

# Final Exam Schedule SPRING 2014

## Tuesday, June 3 – Monday, June 9

### HOW TO FIND WHEN YOUR FINAL EXAM WILL BE HELD:

1. At the top of the chart below, find the day(s) that your class is held.
2. At the left of the chart below, find the start time of your class.
3. Your exam day and time is at the intersection of the day(s) of your class and the start time of your class.
4. Check the Exceptions section below the chart to see if any of the exceptions apply to you.

### Example:

- If your class meets Mondays only at 4:35pm, then your final exam will be held on Mon, June 9 from 5:30-7:30pm.
- If your class meets Tu & Th at 10:35am, then your final exam will be held on Th, June 5 from 10am-12pm.

FINAL EXAM DAY, DATE AND TIME									
TIME ↓ DAY →	Mon & Wed	Tu & Th	Mon only	Tu only	Wed only	Th only	Fri only	Sat only	
7:00-8:35am	7:30-9:30am <i>June 9</i>	7:30-9:30am <i>June 3</i>	7:30-9:30am <i>June 9</i>	7:30-9:30am <i>June 3</i>	7:30-9:30am <i>June 4</i>	7:30-9:30am <i>June 5</i>	7:30-9:30am <i>June 6</i>	7:30-9:30am <i>June 7</i>	
8:40-10:30am	10am-12pm <i>June 9</i>	10am-12pm <i>June 3</i>	10am-12pm <i>June 9</i>	10am-12pm <i>June 3</i>	10am-12pm <i>June 4</i>	10am-12pm <i>June 5</i>	10am-12pm <i>June 6</i>	10am-12pm <i>June 7</i>	
10:35-10:50am	10am-12pm <i>June 4</i>	10am-12pm <i>June 5</i>	10am-12pm <i>June 9</i>	10am-12pm <i>June 3</i>	10am-12pm <i>June 4</i>	10am-12pm <i>June 5</i>	10am-12pm <i>June 6</i>	10am-12pm <i>June 7</i>	
10:55-1:25pm	12:30-2:30pm <i>June 9</i>	12:30-2:30pm <i>June 3</i>	12:30-2:30pm <i>June 9</i>	12:30-2:30pm <i>June 3</i>	12:30-2:30pm <i>June 4</i>	12:30-2:30pm <i>June 5</i>	12:30-2:30pm <i>June 6</i>	12:30-2:30pm <i>June 7</i>	
1:30-3:25pm	3:00-5:00pm <i>June 9</i>	3:00-5:00pm <i>June 3</i>	3:00-5:00pm <i>June 9</i>	3:00-5:00pm <i>June 3</i>	3:00-5:00pm <i>June 4</i>	3:00-5:00pm <i>June 5</i>	3:00-5:00pm <i>June 6</i>	3:00-5:00pm <i>June 7</i>	
3:30-5:00pm	5:30-7:30pm <i>June 9</i>	5:30-7:30pm <i>June 3</i>	5:30-7:30pm <i>June 9</i>	5:30-7:30pm <i>June 3</i>	5:30-7:30pm <i>June 4</i>	5:30-7:30pm <i>June 5</i>	5:30-7:30pm <i>June 6</i>	5:30-7:30pm <i>June 7</i>	
5:05-6:45pm	5:30-7:30pm <i>June 4</i>	5:30-7:30pm <i>June 5</i>	5:30-7:30pm <i>June 9</i>	5:30-7:30pm <i>June 3</i>	5:30-7:30pm <i>June 4</i>	5:30-7:30pm <i>June 5</i>	5:30-7:30pm <i>June 6</i>	5:30-7:30pm <i>June 7</i>	
6:50-8:25pm	8:00-10:00pm <i>June 9</i>	8:00-10:00pm <i>June 3</i>	8:00-10:00pm <i>June 9</i>	8:00-10:00pm <i>June 3</i>	8:00-10:00pm <i>June 4</i>	8:00-10:00pm <i>June 5</i>	8:00-10:00pm <i>June 6</i>	8:00-10:00pm <i>June 7</i>	
8:30-9:00pm	8:00-10:00pm <i>June 4</i>	8:00-10:00pm <i>June 5</i>	8:00-10:00pm <i>June 9</i>	8:00-10:00pm <i>June 3</i>	8:00-10:00pm <i>June 4</i>	8:00-10:00pm <i>June 5</i>	8:00-10:00pm <i>June 6</i>	8:00-10:00pm <i>June 7</i>	

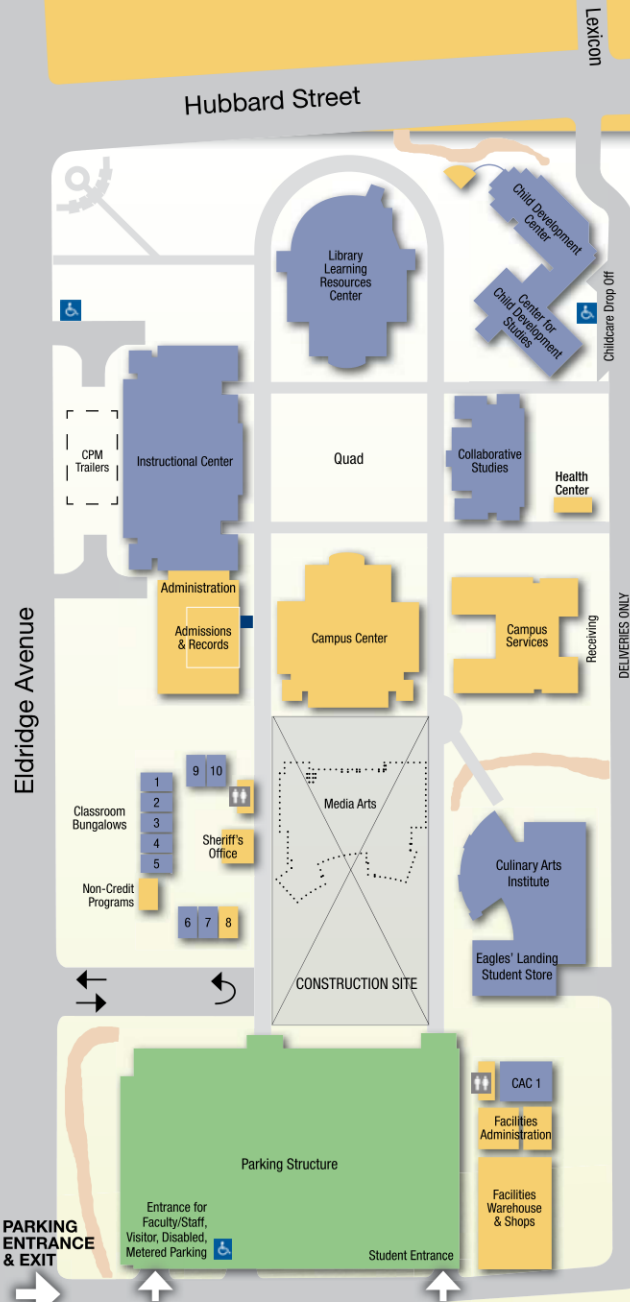
### Exceptions:

1. All classes that meet more than twice a week (MTWTh) should follow the Mon & Wed exam schedule.
2. Final exam for short-term classes ending at the end of semester will follow the same exam schedule as full-term classes.

### NOTE:

- Every instructor is required to give a final examination following the schedule above.
- Final exams are scheduled for two hours.
- Final exams will be held in the regularly scheduled classroom.
- If students indicate that a conflict is occurring, instructors are advised to contact their supervising dean immediately.
- Any change from this schedule must be approved by the Office of Academic Affairs.
- Any questions regarding this schedule should be directed to Academic Affairs.

# LAMC Campus



## LIBRARY/LRC

- 1st Floor (Lower level)*
  - Media Production Lab/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

## CENTER FOR CHILD DEVELOPMENT STUDIES (CCDS)

- Child Development Center
- Classrooms
- FCCHN Office

## INSTRUCTIONAL CENTER (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
- Information Booth
- Admissions & Records
- Counseling • EOPS
- Financial Aid & Scholarships

## COLLABORATIVE STUDIES (CSB)

- 1st Floor*
  - Classrooms 101-111
  - Faculty Offices
- 2nd Floor*
  - Classrooms 201-208

## FACULTY OFFICE BUNGALOWS

- Faculty Offices

## CAMPUS CENTER (CMPC)

- 1st Floor (Lower level)*
  - Assessment & Orientation • ASO Office
  - International Students Office
  - ITV • Cooperative Education
  - Student Support Services Program
  - Veterans Office
- 2nd Floor (Ground level)*
  - Assembly Area
  - Audio-Visual
  - Meeting Rooms 1-6
  - Student Community Center

## CAMPUS SERVICES (CS)

- Office of the President
- Vice President of Administrative Services
- Business Office • Fiscal Services
- Human Resources
- Mailroom • Purchasing
- Receiving • Reprographics
- Transfer Center

## CULINARY ARTS (CAI)

- Culinary Arts Institute
- Classrooms
- Eagles' Landing Student Store

## CLASSROOM BUNGALOWS (BUNG)

- Bungalows 1-10
- Non-Credit Programs

## FACILITIES SERVICES

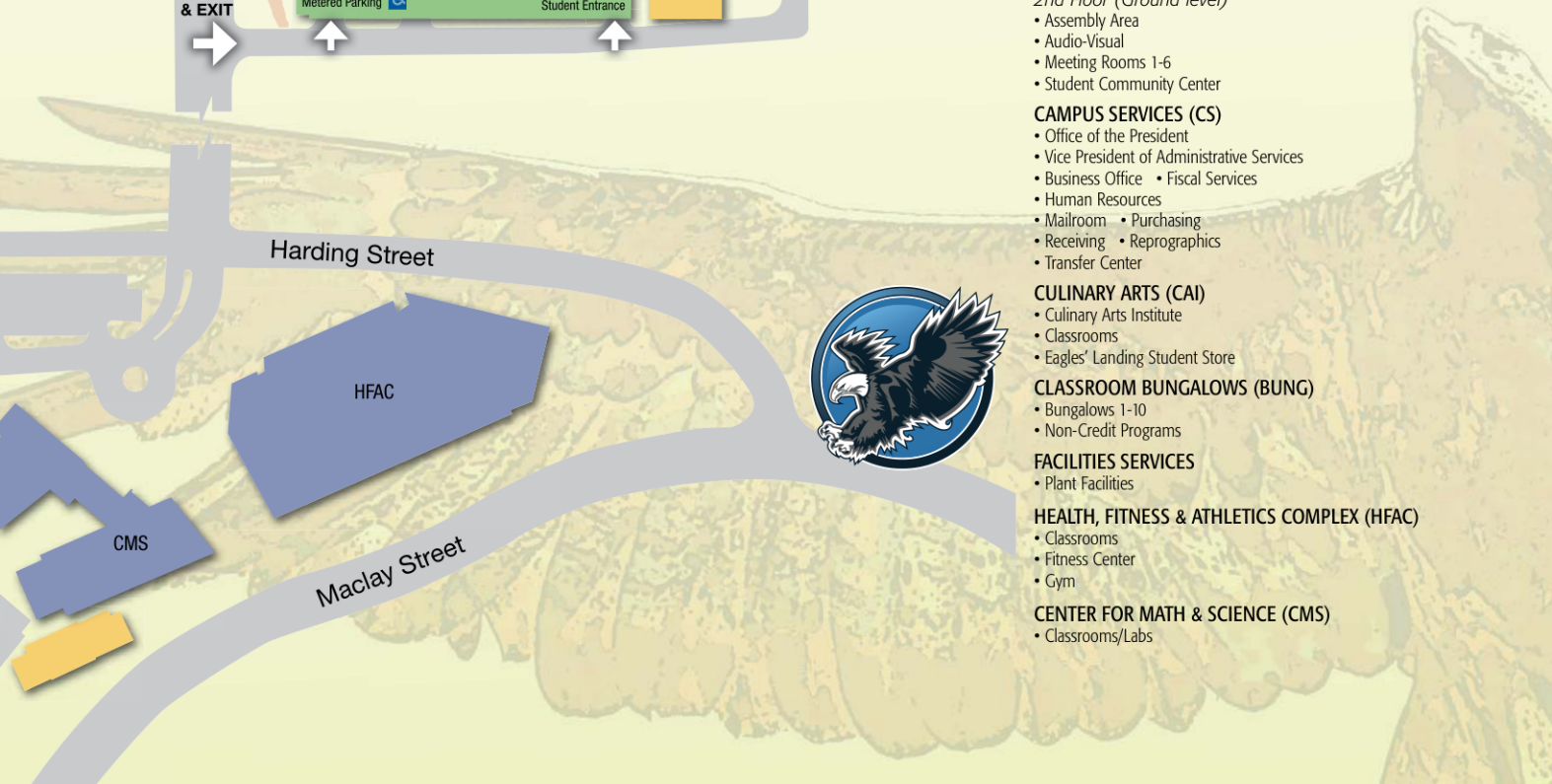
- Plant Facilities

## HEALTH, FITNESS & ATHLETICS COMPLEX (HFAC)

- Classrooms
- Fitness Center
- Gym

## CENTER FOR MATH & SCIENCE (CMS)

- Classrooms/Labs





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## Directory of College Services

Academic Affairs . . . . .	818.364.7635
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
Career Center . . . . .	818.364.7827
Child Development Center . . . . .	818.364.7863
College Ombudsperson . . . . .	818.364.7690
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
Eagles' Landing Student Store . . . . .	818.364.7798
Extended Opportunity Program & Services (EOPS) . . . . .	818.364.7645
English as a Second Language (ESL) Program . . . . .	818.364.7735
Financial Aid Office . . . . .	818.364.7648
Health Center . . . . .	818.362.6182
Honors/Transfer Alliance Program . . . . .	818.364.7683
International Students . . . . .	818.364.7741
ITV (Instructional Television) . . . . .	818.833.3594
Learning Center . . . . .	818.364.7756
Library . . . . .	818.364.7600 x7106
President's Office . . . . .	818.364.7795
Student Activities . . . . .	818.364.7820
Student Services . . . . .	818.364.7766
Transfer Center . . . . .	818.364.7827
Veterans Office . . . . .	818.364.7864



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