

2006-2007 CATALOG

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

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www.lamission.edu

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

Telephone Extensions

All campus phone numbers are direct lines, unless otherwise noted. To contact a direct on-campus number, dial 818.364.XXXX.

| OFFICE | LOCATION | EXTENSION |
|--|------------|--------------|
| A | | |
| Academic Affairs | INST | 7635 |
| Academic Senate | INST | 7765 |
| Administrative Services | CMPS | 7780 |
| Admissions | INST | 7658 |
| Art Center | CAC | 818.367.8561 |
| Articulation | CMPC | 7600/7113 |
| Assessment | CMPC | 7613 |
| Associated Student Organization (ASO) | CMPS | 7764 |
| Athletic Dept. | FOOT | 7886 |
| B | | |
| Bookstore | CMPS | 7768/7798 |
| Business Office | CMPS | 7783 |
| C | | |
| CalWORKs | LIBRARY | 7760 |
| Career Center | INST | 7653 |
| Child Development Center | CDCTR | 7863 |
| Citizenship & English Literacy Center | MACLAY | 818.837.2239 |
| Community Extension | CAC | 818.364.7387 |
| Cooperative Education | LIBRARY | 7700 |
| Credit Clerk | CMPC | 7663 |
| Counseling Dept. | INST | 7655/7656 |
| D | | |
| Disabled Students Programs & Services (DSP&S) | INST | 7732 |
| TDD LINE (Disabled Students) | INST | 818.364.7861 |
| E | | |
| Emergency Services | PLANTFAC | 7843 |
| Extended Opportunities Programs & Services (EOP&S) | INST | 7645 |
| F-G | | |
| Faculty Offices | | |
| Arts, Health, and PE Dept. | INST | 7680 |
| Business and Law | INST | 7894 |
| Engineering & Computer Science | INST | 7894 |
| English and Foreign Languages | INST | 7722 |
| ESL / English | INST | 7722 |
| Mathematics | CSB | 7894 |
| Natural Sciences | INST | 7722 |
| Professional Studies | INST & CSB | 7894 |
| Social Sciences | INST | 7680 |
| Financial Aid | INST | 7648 |
| Foods Lab | INST | 7665 |
| H-I | | |
| Instructional Television (ITV) | CMPC | 3594 |
| International Students | CMPS | 7741 |

| OFFICE | LOCATION | EXTENSION |
|--------------------------------|----------|--------------|
| J-L | | |
| Learning Center (LRC) | LRC | 7756 |
| Library | LIBRARY | 7600/7106 |
| Lost & Found | PLANTFAC | 7843/7845 |
| M-N | | |
| Matriculation | INST | 7868 |
| Multimedia | LIBRARY | 7771 |
| Music | CAC | 818.364.7493 |
| O-P | | |
| PACE | CMPC | 7684 |
| Physical Education | FOOT | 818.837.1200 |
| President's Office | CMPS | 7790 |
| Q-R | | |
| Records (Metropolitan College) | CMPS | 7773 |
| Recruitment | INST | 818.833.3506 |
| S | | |
| Sheriff | PLANTFAC | 7843 |
| Student Activities | CMPS | 7641/7820 |
| Student Services | CMPS | 7766 |
| Student Support Services | LRC | 7629 |
| T-U | | |
| TDD LINE (Information) | INST | 818.364.7895 |
| Traffic School | CAC | 818.364.7390 |
| Transcripts | INST | 7659 |
| Transfer Center | CMPC | 7827 |
| Tutoring | LIBRARY | 7756 |
| V | | |
| Veterans | CMPS | 7741 |
| W-Z | | |
| Workforce Dev./Grants Office | LIBRARY | 7760 |

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|-----------------|---|
| CAC | Cultural Arts Center, Veterans Park, 13000 Sayre St. (At top of hill) |
| CDCTR | Child Development Center |
| CMPC | Campus Center Building |
| CMPS | Campus Services Building |
| CSB | Collaborative Studies Building |
| FOOT | Foothill Building, Physical Education Building 12843 Foothill Blvd., Suite B |
| INST | Instructional Building |
| LIBRARY | Library/Learning Resources Center Building |
| MACLAY | 436 N. Maclay Ave., San Fernando, CA 91340 |
| PLANTFAC | Plant Facilities Building |

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General Information

College Information

COLLEGE HISTORY

Los Angeles Mission College was founded in 1975 as the ninth college in the Los Angeles Community College District and the 100th community college in California.

Mission College opened its doors in the city of San Fernando on February 3, 1975, with 1,228 students. Over the next 16 years, enrollment climbed steadily, even though the college was housed in storefronts and temporary facilities while a search for a permanent location continued.

The college moved to its present home on 22 acres of land in Sylmar in 1991. The new campus, consisting of three buildings, opened its doors to students on September 9, 1991. Enrollment jumped 26 percent over the previous fall and has continued to climb steadily.

Since its founding in 1975, Mission College has served nearly 150,000 students who have pursued their academic and career goals at our campus. Mission College remains the only institution of higher learning primarily serving the Northeast San Fernando Valley.

The first major addition to the campus occurred in 1997 with the opening of the Learning Resources Center, a state-of-the-art facility consisting of a library, computer commons, classrooms, labs, multimedia center, conference rooms, lounge, and offices.

On May 16, 2002, the college formally dedicated another major addition to the campus – the Guadalupe S. Ramirez Collaborative Studies Building. Named after the late community leader who helped found Mission College, this two-story building contains ten classrooms, faculty offices, and a conference room.

Today, Mission College's enrollment exceeds 8,000 and is expected to continue growing. In 2001 and again in 2003, voters approved bond measures designed to help the nine Los Angeles Community College District campuses improve aging facilities and expand. Mission College has proposed a Master Plan to meet the needs of a growing enrollment. Over the next several years, the "look" of Mission College will change dramatically with the addition of more classroom space, a fitness center, a media arts facility, a family and consumer studies building, a new child development center and additional parking.

COLLEGE MISSION STATEMENT

The mission of Los Angeles Mission College is the success of our students. To facilitate their success, Los Angeles Mission College provides accessible, affordable, high quality learning opportunities in a culturally and intellectually supportive environment by:

- Encouraging students to become critical thinkers and lifelong learners;
- Ensuring that students successfully transfer to four-year institutions, find meaningful employment, improve their basic skills, and enrich their lives through continuing community education;
- Providing services and programs that improve the life of its immediate community.

VISION

Los Angeles Mission College will provide high quality learning opportunities in an atmosphere that respects and assists all people in pursuit of their educational goals. Modes of instruction will match the changing needs of students in acquiring knowledge and skills necessary for success in the academic and work place environments. The college

will support a strong work ethic, student and staff learning, and personal growth as lifelong endeavors. The college will practice an honest, collegial, and inclusive decision-making process that respects the diversity and interdependence of the college, student body, and the community we are privileged to serve.

VALUES

1. We value lifelong learning by students and staff in a supportive environment.
2. We value hard work by students and employees.
3. We value excellence in the high standards we set for our students in and out of the classroom and in the high standards we set for the services we provide to enhance student learning.
4. We value diversity in the composition of our work force and student body, in the learning styles and prior experiences our students possess, in the learning experiences we introduce to students, and in the ideas we encourage students and faculty to explore.
5. We value honesty, fairness, collegiality and respect in all our interactions with each other.
6. We value a sense of community and commit ourselves to continual, respectful interaction with the internal and external constituencies we serve.

THEME

"Our Mission is Your Success."

In pursuit of this mission, we endeavor to:

- promote equal opportunity for participation;
- maintain appropriate standards for academic achievement;
- provide an educational environment which meets the needs of students with varied learning skills;

- provide support services which contribute to instructional effectiveness and student success;
- affirm the importance of multicultural, international and intercultural collegiate experiences that foster individual and group understanding;
- manage effectively educational and financial resources.

COLLEGE GOALS

1. Educational programs and services will be developed, evaluated and improved to ensure student access, learning and success while maintaining appropriate academic standards.
2. Human, physical, technological and financial resources will be managed effectively to enrich and expand educational programs and maintain fiscal stability.
3. Relationships with the community at large will be enhanced to promote common development.



EDUCATIONAL PHILOSOPHY

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

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

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

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

WRITTEN AND ORAL COMMUNICATION

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

INFORMATION COMPETENCY

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

PROBLEM SOLVING

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

QUANTITATIVE REASONING

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

AESTHETIC RESPONSIVENESS

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

ETHICS AND VALUES

Students will demonstrate facility in making value judgments and ethical decisions by analyzing and formulating the value foundation/framework of a specific area of knowledge in its

theory and practice or in a professional context. Evidence will be the ability to distinguish between factual and value claims, to discern and analyze values in the arts, humanities, and sciences and to engage in reasoned ethical decision-making.

GLOBAL AWARENESS

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

FUNCTIONS OF THE COMMUNITY COLLEGE

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

Transfer. A college transfer program which enables the student who completes two years of study to continue upper division (third year) work at accredited four-year colleges and universities through careful and continuous articulation with accredited collegiate institutions and high schools.

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

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

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

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

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

Community Services. A program of community services offered to meet the needs of the community for vocational and recreational courses, community and cultural events, and civic functions, completely financed by fees charged to those in attendance.

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

COLLEGE ADVISORY COMMITTEES

Another important source of information is found within the many communities, which the College serves. Interaction with community residents provides an essential channel of communication through which the College informs the communities of its programs and is informed about special educational needs. This college-community dialogue is accomplished

through vocational advisory committees drawn from the professional and business communities to assist in the evaluation of vocational programs, and other advisory committees to assist in the development and review of various college programs.

This college-community exchange provides the College with sources of information that supplement the professional knowledge and information provided by the faculty, students, and staff.

The Vocational Advisory Committees are Administration of Justice, Business/Supervision, Child Development, Foster Parent, Independent Living, Hospitality Culinary Arts, Engineering, Tech Prep, and Specially-Funded Projects Advisories. Computer Science, Engineering, Family Consumer Studies, Food Production Management and related technologies, Teacher Program, Gerontology, Law/Paralegal, Multimedia, Computer Applications and Office Technologies.

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

COLLEGE FACILITIES AND LOCATIONS

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



Admissions and Registration Procedures

Admission Eligibility

Persons who possess a high school diploma or its equivalent meet the basic eligibility requirement for admission to any public California two-year community college.

Persons who do not possess a high school diploma or its equivalent, but who meet additional criteria are also eligible for admission if in the judgment of the College Admissions Officer they are capable of profiting from the instruction offered. Additional eligibility criteria include:

- Persons who are eighteen (18) years of age or older.
- Persons who are apprentices, as defined by Section 3077 of the California Labor Code.
- Persons in grades K-12, under special circumstances.
- The Los Angeles Community College District maintains a student record system that uses the social security number to identify an individual's records. However, if students do not wish to report their social security numbers, an alternate identification number will be assigned by the College and shall be used at all campuses in this district. Changes in a student's ID# may be made only in the Admissions Office.

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

Matriculation

STATEMENT OF PHILOSOPHY

Los Angeles Mission College is committed to adults of all ages who can profit from instruction, and provides open access to programs in transfer, occupational, general, transitional and continuing education, and community services.

In carrying out these functions and responsibilities, the District colleges have an obligation to assist students in attaining their educational goals by providing information and guidance concerning the choices that are available to them. Students, in turn, have a responsibility to pursue their goals with respect for college standards and a sense of accountability in the use of public funds.

MISSION TO SUCCESS MATRICULATION

All new, non-exempt students should plan to complete the Admissions, Orientation, Assessment, and Counseling components before they register for their first semester at L.A. Mission College.

Steps to Success

1. **Admissions:** First, pick up an application. Completed applications can be submitted to the Admissions Office. Students can also apply online at www.lamission.edu.
2. **Assessment:** The English and Mathematics assessment process helps place students in classes where they are most likely to succeed. Assessment is required for all new students unless they are exempt (see exemptions). LAMC offers assessments for English as a Second Language **ESL**, native English speakers **ENL**, and **Math**. Call the Assessment Center at 818.364.7613 for assessment times and dates.
3. **Orientation:** Orientation presents important information about college programs, requirements, and services. Orientation helps students better understand the college catalog and schedule of classes, which are necessary in planning a course of study and educational goals. In addition, orientation familiarizes students with campus resources, academic expectations, and institutional procedures. Call 818.364.7613 or walk into the Assessment center (CC 1529) for an appointment.

4. **Counseling:** The Counseling Department provides pre-registration counseling for all new and returning students. Meeting with a counselor before registering in classes provides students with an opportunity to review their educational goals, research majors, plan courses, and develop a Student Educational Plan.

5. **Follow-up:** After enrolling for the first semester, students will continue to receive follow-up services through the Counseling Department. These services consist of choosing a major, preparing to transfer, further developing a Student Educational Plan, and earning an Associate Degree and/or Certificate from L.A. Mission College. It is advised that students meet with a counselor at least once a semester.

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

Exempt students are those who: (1) have already earned an Associate degree or higher or (2) plan to enroll in a personal interest P.E. class., (3) have previously taken an assessment at another college or university and are able to provide evidence of results, (4) have previously completed English 28 or 101 (or equivalent) and/or Math 115 (or equivalent) at a college or university and are able to provide verification. Some students may be exempt from one or more of the individual steps listed above. Exempt students may participate in all matriculation programs.

All other students are coded as non-exempt. Non-exempt students are expected to complete orientation, assessment, and counseling components during the first semester at L.A. Mission College.

Student Agreement: Matriculation is a program that connects L.A. Mission College with the students who enroll for credit courses into an agreement for

the purpose of realizing the student's educational goals through the college's programs, policies, and requirements.

Under this agreement students are required to:

1. Express at least a broad educational intent upon admission,
2. Declare a specific educational goal no later than the term after which the student completes fifteen (15) semester units of degree applicable credit courses,
3. Diligently attend class and complete assigned coursework,
4. Complete courses and maintain progress toward an educational goal, and
5. Cooperate in the development of a student Educational Plan with the assistance of counseling services within ninety (90) days after declaring a specific educational goal.

If a student fails to fulfill the responsibilities listed above, the college may suspend or terminate matriculation services; provided however, that the college will not terminate any service to which a student is otherwise entitled.

Residency Requirements

CALIFORNIA RESIDENCE REQUIREMENTS

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

NON-RESIDENT

A non-resident student is one who has not had residence in the State of California for more than one year immediately preceding the Residence Determination Date. Residence is

defined as a union of act and intent. Physical presence alone is not sufficient to establish California residency, nor is intent when not coupled with continuous physical presence in the state. Certain non-United States citizens are permitted to establish residency and certain others are not. Check with the Admissions Office regarding your particular status.

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

RESIDENCE RECLASSIFICATION

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

RESIDENCE CLASSIFICATION APPEAL

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

California Nonresident Tuition Exemption for Eligible California High School Graduates

(The law passed by the Legislature in 2001 as "AB 540")

General Information

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the California State University, and the University of California (all public colleges and universities in California).

Requirements:

1. The student must have attended a high school (public or private) in California for three or more years.
2. The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam).
3. An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

- Students who are nonimmigrants (for example, those who hold F [student] visas, B [visitor] visas, etc.) are not eligible for this exemption.
- Students must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
- Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
- Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be "non-residents."
- AB540 does not provide student financial aid eligibility for undocumented alien students. These students remain ineligible for state and federal financial aid.

PROCEDURES FOR REQUESTING THIS EXEMPTION FROM NONRESIDENT TUITION

California Community Colleges: Form, available in the Admissions and Records Office, should be submitted to the Admissions Office at the community college where you are enrolled or intend to enroll. You may be required

to submit additional documentation. Call the college Admissions Office if you have questions.

University of California: Form, available in the Admissions and Records Office, should be submitted to the Office of the Registrar at the UC campus where you are enrolled or intend to enroll. Your campus has established deadlines for submission of exemption requests; however, requests are not to be submitted until you have been admitted to a UC campus. Some students, such as transfer, graduate, and professional students, also must submit their official high school transcripts; check with your campus as to specific instructions. Once you are determined to be eligible for the exemption, you will continue to receive it as long as you fulfill the eligibility requirements or until the University no longer offers this exemption. The exemption covers the Nonresident Tuition Fee and the Educational Fee differential charged to nonresident students. Applying for the exemption does not alter your responsibility to pay by the campus deadline any nonresident tuition and associated fees that may be due before your eligibility is determined. For general information, visit the following website: www.ucop.edu/sas/sfs/ppolicies/ab540faqs.htm For campus-specific instructions regarding documentation and deadline dates, contact the campus Office of the Registrar.

California State University: Form, available in the Admissions and Records Office, should be submitted to the Office of Admissions and Records at the CSU campus where you are enrolled or intend to enroll for instructions on submission, deadline information, and additional requirements. You will be required to submit final high school transcripts and appropriate records of high school graduation or the equivalent, if you have not done so already. Call the Office of Admissions and Records at the campus if you have questions.

International Students Admissions

Prospective non-immigrant students (students holding an “F” visa) must conform to the following procedures:

1. Be at least 18 years of age.
2. Provide evidence of a secondary education equivalent to a high school in the United States.
3. Demonstrate a sufficient grasp of English to deal with lecture, reading, and understanding at the college freshman level. The minimum TOEFL score accepted is 450 on a standard exam or 133 on a computer based test. Students may take the College Placement Assessment for English in place of the TOEFL exam.
4. Have adequate monetary funds to cover their entire expenses – tuition, books, supplies, housing and other living costs.
5. Have submitted all required documents for admission by June 15 for the Fall semester, and November 15 for the Spring semester.
6. Plan to arrive at the College between 30 days but not less than one week prior to the date of enrollment.

ALL INTERNATIONAL STUDENTS ARE REQUIRED TO CONTACT THE INTERNATIONAL STUDENT OFFICE UPON ARRIVAL. TRANSFER APPLICANTS FROM WITHIN THE UNITED STATES ARE ACCEPTED.

The College cannot assure registration unless the student meets these requirements. International students must enroll in a minimum of 12 units per semester and are classified as non-resident students and must pay the non-resident fees. Grants-in-aid are not available to international students.

All international students are required to contact the International Student Office upon arrival. Transfer applicants from within the United States are accepted.

Effective April 12, 2002, the Immigration and Naturalization Service has issued an Interim Rule which requires students with B visas

to change their visa status to either an F-1 or M-1 nonimmigrant visa prior to pursuing a course of study at the College.

Fees and Costs

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

ENROLLMENT FEE

Section 72252 of the Education Code requires community colleges to charge an enrollment fee of each student enrolling in college. The fee prescribed by this section shall be twenty-six dollars (\$26) per unit per semester*.

Financial aid may be available to students who meet the qualification requirements. Students with questions concerning financial aid eligibility should contact the College Financial Aid Office. Applications should be submitted as soon as possible.

*Fees are subject to change without prior notification.

Enrollment Fee Assistance

The College offers enrollment fee assistance to students who are unable to pay the enrollment fee called the Board of Governor's Fee Waiver.

You are eligible to apply for a waiver if:

- you are a California resident, and
- you are enrolled in at least 1 unit

You qualify if any one of the following statements apply to you.

A. At the time of enrollment you are a recipient of benefits under the TANF/Cal Works Program (formerly AFDC), SSI (Supplemental Security Income), General Assistance (also known as General Relief). Or 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. Or a recipient of the Congressional Medal of Honor or as a child of a recipient, or dependent of a victim of the September 11, 2001 terrorist attack. Or a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty.

B. You meet the following income standards (Income Standards for 2004-2006)

| Number in Household (Including yourself) | Total 2003 Family Income (adjusted gross income and/or untaxed income) |
|---|---|
| 1 | \$ 13,470 or less |
| 2 | \$ 18,180 or less |
| 3 | \$22,890 or less |
| 4 | \$ 27,1600 or less |
| 5 | \$ 32,310 or less |
| 6 | \$ 37,020 or less |
| 7 | \$41,730 or less |
| 8 | \$46,440 or less |
| Each additional family member | Add \$4, 710 |
| Note: The income standards for the Fee Waiver Program may change every year. Check with the Financial Aid Office for a current income standard information. | |

C. You are qualified for financial aid. If you qualify under this criteria, you will need to complete the FAFSA. If you qualify after you pay your enrollment fees, you should complete a "Request for Refund" form available in the college Business Office.

ENROLLMENT FEE REFUND POLICY

For full-term courses: The student will receive a full refund up to the end of the second week of classes. There will be no refunds after that, unless a class is canceled or rescheduled by the administration or College. Refunds are not automatic; must request at the Business Office.

For short-term courses: The student will receive a full refund up to the end of a period of time equal to 10% of total class time. There will be no

refunds after that, unless the class is canceled or rescheduled by the administration or College.

Any student who is a member of an active or reserve United States military service and who has withdrawn from courses due to military orders, may file a petition with the district requesting refund of the enrollment fee.

The district shall refund the entire enrollment fee unless academic credit has been awarded.

HEALTH SERVICES FEES

The Los Angeles Community College Board of Trustees at its April 29, 1992 meeting modified Board rule 8502, thus making the \$11 Health Services fee a mandatory fee for all students enrolled in credit classes.

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

Your registration fee receipt, or your current student I.D. must be presented to receive services.

NON-RESIDENT TUITION FEE

The tuition fee for non-resident (International) students is \$159 per semester unit. The tuition fee for non-resident (out of state) students is \$149 per semester unit. Fees MUST be paid at the time of registration and are subject to change each academic year.

Note: Non-resident students are also required to pay the community college enrollment fee, of \$18 per unit.

NON-RESIDENT TUITION REFUND CRITERIA AND SCHEDULE

A non-resident student who formally drops or otherwise separates from part or all of his enrollment may request a refund of previously paid non-resident tuition in accordance with the schedule below. Such requests must be made in writing, and subject to the foreign student advisor's approval. The date used for non-resident refund purposes is the date on which the request

Internet accessibility, free Scantrons and blue books (limited number), legal advice, tutoring, and discounts on goods and services from selected locations within the community. Membership in the ASO is not mandatory.

ASSOCIATED STUDENTS ORGANIZATION FEE REFUND POLICY

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

DUPLICATE RECEIPTS

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

INSTRUCTIONAL MATERIALS

Students may be required to provide instructional and other materials required for a credit or non-credit course. Such materials shall be of

SERVICE CHARGE FOR RETURNED CHECKS

A \$10 service charge must be paid for all returned checks (e.g. Insufficient Funds; Stop Payment; Account Closed, etc.)

STUDENT REPRESENTATION FEE

In accordance with the Education Code section #76060.5, Los Angeles Mission College created the Student Representation Fee through the election process. This fee became effective in the Fall 1996 semester for the amount of \$1. The money collected is to be used to provide for the support of governmental affairs representatives who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of the state government.

Although this is a mandatory fee, a student may refuse to pay for religious, political, financial, or moral reasons. The waiver must be completed in, or submitted to the college Business Office.

TRANSCRIPT AND VERIFICATION FEES

| Transcripts (first two copies) | Fee * |
|-----------------------------------|----------------|
| Transcripts | \$3 each copy |
| Rush Transcripts | \$10 each copy |
| Verifications | \$3 each copy |
| Rush Verifications | \$10 each copy |

* Fees are subject to change without further notification.

During the semester, transcripts and verifications will take seven working days, and rush transcripts and rush verifications will take 24 hours. During registration, regular transcripts will take ten days.

College and High School

Students may get ahead on their college education by taking classes at Los Angeles Mission College while they are still in High School. Students

CHART A (NON-RESIDENT REFUNDS)

| Class Type | Date Request Time Stamped | Refund |
|--|---------------------------------------|--------------|
| SHORT TERM (Less than regular length) | Through 10% of class length | Full Tuition |
| | After 10% of class length | No Refund |
| REGULAR LENGTH (Fall, Spring, Summer) | Through second week of instruction | Full Tuition |
| | After second week of instruction | No Refund |

is filed and time stamped, regardless of when separation may have occurred. All non-resident refunds will be made by mail.

See Chart A for Non-resident refunds.

ASSOCIATED STUDENTS ORGANIZATION FEE

Membership in the Associated Student Organization of Los Angeles Mission College is \$7 per semester. ASO fees support cultural, social, and co-curricular activities, which are sponsored by the ASO. Participation in ASO entitles members eligibility for ASO scholarships, computer and

continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

PARKING FEE

Parking in all Mission College lots is by parking permit only. Student parking permits will be sold in the Business Office for \$20 for the full-length semester and \$10 for the summer session. Vehicles that do not have a valid parking permit properly displayed on the vehicle will be cited. Please read the section on Student Parking Regulations.



may attend college classes on a limited basis, with a permit from their high school counselor.

GETTING STARTED

Apply for admission and while still in high school. Each semester you wish to co-enroll you will need to submit a high school counselor's permit. If you need assistance please see your high school counselor or contact the Los Angeles Mission College recruitment office (818) 833-3421.

CONCURRENT ENROLLMENT

Attending college and high school classes at the same time; rules to know:

- Classes available on campus or via the internet, or courses given on high school campuses.
- For English, Math, or a Science class requiring Math you must take a placement test prior to enrolling into the course. Take the exam as soon as possible after you apply for admissions, you may set an appointment or attain the Assessment's Office hours by calling (818) 364-7613.

COST PER UNIT:

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

JUMP START ON COLLEGE

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

STUDENT IDENTIFICATION NUMBERS

AB 540 is a State bill which allows students to enroll into college as a California Resident, and co-enrollment will be implemented for those who qualify. Regulations do apply, for more information please feel free to call our recruitment office (818) 833-3421.

AUDITING CLASSES

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

1. Payment of a fee of \$15 per unit. Fees may not be refunded. Students enrolled in classes to receive credit for ten (10) or more semester units shall not be charged a fee to audit three or fewer semester units per semester.
2. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students desiring to take the course for credit.
4. Permission to enroll in a class on an audit basis is at the instructor's discretion.
5. Participation in class activities by student auditors will be solely at the discretion of the instructor, who may provide a written statement of the extent of participation allowed beyond observation.

CANCELLATION OF CLASSES

The College reserves the right to can-



cel or change classes, instructors, or locations.

CHANGE OF PROGRAM

Students must present fee receipts when adding or dropping classes. Program changes may be made starting the first full day of classes of the semester.

ADD A CLASS

Signed ADD cards can be obtained from the instructor. During the first two weeks students must have instructor's signature to add a class. Only ADDS signed by the instructor will be accepted.

DROP A CLASS

Students may drop a class without instructor's signature up to the twelfth week of the semester (15-wk semester). DROP cards can be obtained from the Office of Admissions.

DAY AND EXTENDED DAY CLASSES (HOURS)

Mission College offers classes day

and evening for the convenience of students. Day classes meet 7:00 a.m. to 3:50 p.m. Monday through Friday. Extended Day (evening) classes are those scheduled to start at 3:50 p.m. or later.

FULL AND PART-TIME STUDENTS

For purposes of establishing eligibility for financial aid, veterans' benefits, athletics and other activities, students taking 12 units or more are considered full-time students; those taking fewer than 12 units are considered part-time students.

OPEN ENROLLMENT

Unless specifically exempted by law, every course for which state aid is claimed is fully open to any person who has been admitted to the College and who meets the appropriate academic prerequisites.

SUGGESTED STUDY LOAD

In consultation with teachers and counselors, each student should determine what is an appropriate program. Most of the educational programs

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

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



Student Information

Student Services

INTERCOLLEGIATE ATHLETICS

The athletic programs of Los Angeles Community College District provide men and women with an equal opportunity to participate in intercollegiate athletics. The teams compete in the Western State Athletic Conference. Each sport activity is taught by highly qualified instructors, and individual attention is given to each student-athlete. All questions pertaining to athletic programs should be directed to the Director of Athletics.

CHILD DEVELOPMENT CENTER

The Campus Child Development Center provides both childcare for Mission College student-parents (while they are attending classes), and a learning experience for preschool children. A credentialed director supervises classroom instructors who provide an educational program related to child development. Fees are charged on a sliding scale according to income – from \$1.00 to \$3.00 per hour. While student-parents have priority registration, the Center is open to community families. For hours and other information, contact the Center Director.

DISABLED STUDENT PROGRAMS AND SERVICES (DSP&S)

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

Services offered include: registration assistance, academic advisement and program planning, high-tech computer center, alternate media production, electronic access, tutors, classroom

notetakers, recorded texts, instructor liaison, mobility assistance, testing assistance, special classes, interpreters, work experience, and the use of special equipment such as tape recorders and a courtesy wheelchair. Other services may be arranged as needed. However, students are responsible for their own personal care on campus.

The Office of Disabled Student Programs and Services also maintains a liaison with the California Department of Rehabilitation and other public agencies.

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

LEARNING DISABILITIES PROGRAM

Special services and individual instruction are available for students with learning disabilities. Students wishing to improve skills such as reading, writing, spelling, memory, arithmetic, and others areas in order to succeed in their classes may be eligible for this program.

Services available include tutorial support, liaison with instructors, special arrangements for testing, use of tape recorders, recorded textbooks, academic advisement, and registration assistance. Special classes are offered in basic skills, life management, personal adjustment, employment skills, and study skills.

Students who qualify may receive support services, special classes or both. For eligibility information, contact the

Office of Disabled Student Programs and Services.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOP&S) / C.A.R.E.

EOP&S is a program undertaken by Mission College and administered in accordance with state legislation (SB 164 and AB 1030). It is a state-funded program.

Its purpose is to provide positive encouragement to students who may be handicapped by language, social and/or economic disadvantages, and to facilitate their successful participation in the regular educational pursuits of the College. To be considered for EOP&S, students must meet the following minimum requirements:

- (a) Be a resident of California pursuant to the provisions of Part 41 commencing with Section 68000 of the Education Code.
- (b) Be enrolled full-time when accepted into the EOP&S program. (12 units or more)
- (c) Not have completed more than 50 units of degree –applicable credit course work in any combination of post secondary higher education institutions.
- (d) Qualify to receive a Board of Governors Grant pursuant to Section 58620(1) or (2).
- (e) Be educationally disadvantaged as determined by the EOP&S Director or designee. In making that determination the EOP&S Director shall consider one or more of the following factors:
 - (1) Not qualified at the college of attendance for enrollment into the minimum level English or mathematics course that is applicable to the Associate Degree.
 - (2) Not have graduated from high school or obtained the

General Education Diploma (G.E.D.).

- (3) Graduated from high school with a grade point average below 2.50 on a 4.00 scale.
- (4) Been previously enrolled in remedial education.
- (5) Other factors as approved by the California Community College Chancellor's Office.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

The Cooperative Agencies Resources for Education (C.A.R.E) program was established in 1982 to provide education support services to extended opportunity programs and services (EOP&S) students who are welfare-dependent single parents with children 14 years or younger. The goal of the program is to provide academically high-risk students with educational support services, including counseling, peer support, networking with single parents, and workshops or activities that enhance their personal development, and self-esteem. Meal tickets and child care funding is provided for those who qualify.

Financial Aid

WHAT IS FINANCIAL AID?

Financial aid is funding provided by the federal and state governments to assist students with their educational expenses and is available in the form of grants, scholarships, employment and loans. The goal of financial aid is to provide access to post-secondary education to those who otherwise would be unable to continue their education without financial assistance. The amount and type of aid offered to each student is determined by federal and state regulation, institutional policy and funding availability.

The basis for such assistance is the belief that parents have the primary responsibility to assist their dependents in meeting educational costs. Financial aid is meant to supplement your exist income/financial resources and should not be used as your sole

means of income to support other non-educational expenses.

WHO IS ELIGIBLE?

To be considered for financial aid, students must generally meet the following minimum requirements:

- Be a U.S. citizen or an eligible non-citizen. An eligible citizen is a U.S. permanent resident who has documentation from the Immigration and Naturalization Service verifying that his/her stay in the U.S. is for other than a temporary purpose.
- Show financial need.
- Be making satisfactory academic progress in a course of study leading to Certificate, an AA or AS degree, or Transfer to a Baccalaureate Degree program.
- Not be in default on any loans such as Federal Perkins Loans, Federal Stafford Loans (subsidized and unsubsidized), Federal Direct Loans (subsidized and unsubsidized), or FPLUS (Parental Loans for Undergraduate Students) at any school attended.
- Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Grant (FSEOG) or State Student Incentive Grant (SSIG).
- Be registered with the Selective Service if required to do so.
- Be enrolled as a regular student in an eligible program.
- Have a valid Social Security Number.
- Must have a high school diploma or received a certificate of General Education Development (GED) or pass an approved Ability-to-Benefit test.

ABILITY TO BENEFIT

Students who meet one of the qualifications listed below have demonstrated the ability to benefit from a college education in accordance with applicable Federal Regulations:

- Received a high school diploma, or
- Passed a high school proficiency examination, or
- Received a certificate of General Education Development (GED), or
- Passed an independently administered test that is approved by the

Secretary of the Department of Education.

WHEN TO APPLY

You need to apply for financial aid every year. Financial Aid applications are available January 2nd of each year for the next academic year. It is recommended that you apply early. Our priority filing deadline is March 2, 2006 for the 2006-2007 academic year. The priority date is established to encourage early application for financial aid. Students who have missed the priority date may still apply as funds may still be available.

KEY DATES IN THE FINANCIAL AID PROCESS

| | |
|-----------------|---|
| Jan. 2 | FAFSA applications and FAFSA on the Web are available for the next academic year |
| Mar. 2 | Deadline for PRIORITY financial aid consideration is March 2nd – be sure your FAFSA is filed. Application deadline for Cal Grant A & B Entitlement and Competitive Awards, and Cal Grant C |
| May 1 | Established priority deadline to encourage early application. To receive your financial aid disbursement by the first week of the Fall semester, all supporting documents must be submitted by May 1. |
| May/June | Award Notifications are issued for priority applicants! Be sure to accept or decline any financial aid offered at this time. |
| Sep. 2 | Cal Grant B Second Chance deadline for community college students. |

HOW TO APPLY

The financial aid process involves a series of steps. Following directions and completing each step correctly will minimize errors and prevent delays.

Step One: The Application Process

We strongly encourage you to apply online for financial aid at www.fafsa.

ed.gov. Our Federal School Code is **012550**. Prior to doing so, obtain a Department of Education Identification Number (PIN). Your PIN serves as an electronic signature. Both students and parents can obtain a PIN. Go to www.pin.ed.gov to apply for a PIN. Providing your email address will expedite the receipt of your PIN; otherwise it will be mailed.

Step Two: Follow Up

If you submitted your financial aid application (FAFSA) online and provided an email address, you will receive a Student Aid Report (SAR) via email. If you applied online but did not provide an email address, you will receive a SAR approximately 2 weeks by mail. Students who completed a paper FAFSA may expect their SAR within 4-6 weeks.

At the same time you receive your SAR, we will receive your information electronically from the Department of Education and will use the information to determine your financial aid eligibility. You will be notified of additional required documents. Please make sure that your address is correct with the Financial Aid and Admissions Offices. Please note that we process financial aid files on a first come, first serve basis. Therefore, it is very important that you respond to inquiries by the Financial Aid Office in a timely manner.

Step Three: The Notification Process

Once we determine your eligibility, you will receive an Award Notification.

Step Four: Disbursement

Financial Aid check(s) will be sent by mail to the address on file in the Admissions Office, are transferred electronically to the student's bank account, and on rare occasions sent to the campus. It is the student's responsibility to report address and phone number changes to the Admissions and Financial Aid Offices.

Your enrollment will be verified and the disbursement amount will be

adjusted accordingly.

Note: Financial Aid applicants must use their own social security number on all college records. Be sure to indicate this number on all documents that you submit.

VERIFICATION POLICY

Los Angeles Mission College must have verification documents and a valid output document (SAR/ISIR) for students whose application is selected for verification before the last date of the semester for which the student is enrolled.

Federal verification requirements apply to the following programs:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Program (FSEOG)
- Federal Work Study Program (FWS)
- Federal Perkins Loan Program
- Federal Direct Loan Program
- Federal Stafford Loan Program

- Verification of Untaxed Income
- Verification Worksheet
- Other documents as needed to verify your application or situation

For the Federal Family Educational Loan Programs, verification must be completed 20 working days prior to the last day of the enrollment period to allow for loan processing time.

If an applicant does not complete verification by the established deadline, all federal financial aid is forfeited for the award year.

TYPES OF FINANCIAL AID AVAILABLE

Fee Waiver Program

The Board of Governors Fee Waiver Program is offered by the California Community Colleges. Under this program enrollment fees are waived for students who qualify. Applicants do not have to be enrolled in a specific number of units or courses to receive



If your financial aid application has been selected for verification by the federal processor, you will be required to provide additional documentation based on the information submitted on your FAFSA such as:

- Federal Tax Returns

the waiver and no repayment of funds is required.

Students who have applied for Financial Aid and listed Los Angeles Mission College (school code 012550) will automatically be determined a fee waiver. If eligible, a fee waiver will

automatically be coded on the system and will be sent a postcard.

You are eligible to apply for a waiver if:

- you are a California resident, and
- you are enrolled in at least 1 unit

You qualify if any one of the following statements apply to you.

- A. At the time of enrollment you are a recipient of benefits under the TANF/Cal Works Program (formerly AFDC), SSI (Supplemental Security Income)/SSP (State Supplemental Program), General Assistance (also known as General Relief), or you have certification from the California Department of Veterans Affairs, or the National Guard Adjutant General that you are eligible for a dependent fee waiver.
- B. You meet the following income standards (Income Standards for 2006-2007)

| Number in Household (Including yourself) | Total 2004 Family Income (adjusted gross income and/or untaxed income) |
|---|---|
| 1 | \$ 13,965 or less |
| 2 | \$ 18,735 or less |
| 3 | \$ 23,505 or less |
| 4 | \$ 28,275 or less |
| 5 | \$ 33,045 or less |
| 6 | \$ 37,815 or less |
| 7 | \$ 42,585 or less |
| 8 | \$ 47,355 or less |
| Each additional family member | Add \$4,770 |

Note: These standards are based upon the federal poverty guidelines as published each year by the U.S. Department of Health and Human Services. Under Title 5 of the California Code of Regulations, the income standards for the BOGFW program equals 150% of the federal poverty guidelines for the base year. These standards are for the 2006-2007 academic year and are to be used to determine BOGFW-B eligibility effective July 1, 2006 through June 30, 2007. The income standards for the Fee Waiver Program may change every year. Check with the Financial Aid Office for a current income standard information.

- C. You are qualified for financial aid. If you qualify under this criteria, you will need to complete the FAFSA. If you qualify after you pay your enroll-

ment fees, you should complete a "Request for Refund" form available in the college Business Office.

D. Special Classifications

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

FEDERAL FINANCIAL AID PROGRAMS

Federal Pell Grant

The Federal Pell Grant Program is federally funded program. Grants do not need to be repaid. To be eligible, an applicant must be an undergraduate student who have not earned a bachelor's or professional degree. Grants range from \$400 to \$4,050 per academic year. The amount of the award, as determined by the Federal Pell Grant Program, is in most cases based on income and current asset information provided in the financial aid application.

In certain cases, a family's financial situation can change because of:

- Death in the family
- Separation or divorce
- Loss of employment
- Loss of non-taxable income or benefits

In such cases, the student should con-

tact the Financial Aid Office.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program is a federal program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards range from \$100 to \$400 per academic year, depending on need and packaging policy constraints. Students must be enrolled in at least 6 units at Los Angeles Mission College to be eligible for payment; units from other colleges may not be combined for this award.

Federal Work Study Program (FWS)

The FWS Program is a federal program which enables students to earn part of their financial aid award through part-time employment either on or off campus. FWS is awarded to students who indicated an interest on the FAFSA, who demonstrate financial need, and is subject to funding eligibility. FWS funds must be earned through part-time employment authorized by the Financial Aid Office. There is a minimum unit enrollment requirement of 6 units at Los Angeles Mission College.

Federal Student Loans

Students are in no way obligated to borrow a loan. All loans require a minimum unit enrollment of 6 units at Los Angeles Mission College; units from other colleges may not be combined.

LAMC participates in the following student loan programs:

1. Federal Perkins Loan Program

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

Repayment begins nine (9) months after the borrower graduates, withdraws, or ceases to be at least in half-

time studies, and can be extended to ten (10) years and nine (9) months after such date. During the repayment period, five percent (5%) interest is charged on the unpaid balance of the loan principal.

2. Federal Direct Loan Program

Federal Direct Loans (subsidized and unsubsidized) are loans borrowed directly from the federal government (the lender). These loans have the same provisions that apply to Stafford loans, but are not sold to secondary lenders. The repayment options also include an income contingency, which is based on the borrower's income upon graduation from school.

3. Federal Family Educational Loan Program

Federal Family Educational Loans (subsidized and unsubsidized) are loans insured by the federal government and guaranteed by guaranty agencies like the California Student Aid Commission.

For both Federal Direct Loan and Federal Family Educational Loan Programs, qualified financial aid applicants may be eligible for up to \$7,500 per academic year. The student's annual borrowing limit may vary based upon the following:

- the amount of unmet need after other federal assistance is considered, and
- the applicant's year in school (1st or 2nd), and
- the applicant's previous delinquent or defaulted loan history.

STATE FINANCIAL AID PROGRAMS

Cal Grant Program

With the expansion of the Cal Grant Program, there are now six types of Cal Grant awards. Cal Grant A and B entitlement, Cal Grant A and B Competitive, California Community College Transfer Entitlement, Cal Grant C. A student can only receive one type of Cal Grant in an award year.

Students applying for the Cal Grant A and B Entitlement and Competitive awards and Cal Grant C must also submit a GPA Verification form to the California Student Aid Commission by the March 2nd postmarked deadline. Community college students should also apply by March 2nd, although a limited number of competitive grants are available to those who apply by September 2nd.

■ Cal Grant A

Cal Grant A provides tuition and fee



assistance for students with financial need at California public and independent colleges and selected post-secondary schools. Minimum course length is two academic years.

Cal Grant A Entitlement Award is for graduating high school seniors who have at least a 3.0 grade point average and fall within the family income and asset ceilings. Students must apply within a year of graduating and meet the March 2 application deadline for filing the FAFSA and GPA Verification Form.

Cal Grant A Competitive Award is for all other Cal Grant eligible students who compete for 22,500 Cal Grant A or B award based on grade point average, financial need, and filing deadline. To apply, students must

file the FAFSA and the Commission's GPA Verification Form by the March 2 postmarked deadline. California Community College transfer students have an extended deadline of September 2.

Cal Grant A awards may be held in reserve for up to two years while the recipient attends a California Community College. Those enrolled in a mandatory five-year degree or teach preparation program may receive grant assistance for the fifth year.

■ Cal Grant B

Cal Grant B provides subsistence payments for entering freshmen, with tuition and fee assistance when renewed, for high potential students from disadvantaged, low income families who attend a California public or independent college, or postsecondary school. Minimum course length is one year.

Cal Grant B Entitlement Award is for graduating high school seniors who have at least a 2.0 grade point average and fall within the family income and asset ceilings. Students must apply within a year of graduating and meet the March 2 deadline for filing the FAFSA and GPA Verification Form.

Cal Grant B Competitive Award is for all other Cal Grant eligible students who competes for 22,500 Cal Grant A or B awards based on grade point average, financial need, and disadvantaged background.

At a community college, grants can range from \$300 to \$1,548 per academic year. Students must be enrolled in at least 6 units at Los Angeles Mission College to be eligible.

■ Cal Grant C

Cal Grant C pays tuition, fee, book and supply costs for students occupational or career training programs who are from low and middle income families. The award does not pay tuition assistance for students at community college. Selection is based on GPA, education and employment history, vocational aptitude, and financial need. Course length

must be at least four months. Cal Grant C is not for students pursuing a four year college degree.

To apply, students must file the FAFSA and GPA Verification form by March 2. Applicants who demonstrate financial need will be sent the Cal Grant C Supplement to complete as part of the competition.

Grants are limited to \$576 per year at community college for programs ranging in length from four months to two years. Students must be enrolled in at least 6 units at Los Angeles Mission College and demonstrate occupational achievement or aptitude in the chosen field.

Amounts of the grants vary according to individual agencies of the BIA. The BIA grant is advantageous because unlike other grants it may be used to replace the loan or work portion of the financial aid package.

Applications are available through the U.S. Department of Interior, Bureau of Indian Affairs, Education Branch, 2800 Cottage Avenue, Sacramento, CA 95813.

SCHOLARSHIPS

Scholarships are gift-aid awarded on the basis of merit, academic excellence, and in some cases, additional criteria such as study in a particular

expenses. Exceptions may be made to the budget in cases where need can be shown and documented.

| 2006-2007 COST OF ATTENDANCE for Fall & Spring | | |
|---|----------------|----------------|
| | Living At Home | Living Away |
| Fees | \$676 | \$676 |
| Books and Supplies | 1287 | 1287 |
| Room and Board | 3402 | 9117 |
| Transportation | 846 | 972 |
| Personal Expenses | 2331 | 2241 |
| TOTAL | \$ 8542 | \$14293 |

Most financial aid awards are based on demonstrated financial need, which is the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC), e.g. Cost of Attendance – Expected Family Contribution = Financial Need. The EFC is determined from the information you reported on the FAFSA.

HOW ARE EXPENSES ESTABLISHED?

Standardized budgets have been established by each college. This means that all students with similar circumstances will receive the same allowance for rent, food, personal expenses, books, supplies, transportation, and registration fees. Adjustments may be made on an exception basis to the budget for documented unusual expenses.

HOW IS FINANCIAL AID AWARDED?

Your financial aid eligibility is determined by using the Federal Methodology. Awards can consist of a combination of grants, work-study and student loans.

THE AID OFFER LETTER

Aid Offer Letters are mailed to the student. The aid offer letter lists the Cost

OTHER FEDERAL AID

Bureau of Indian Affairs Grant (BIA)

BIA Grants provide money to help defray the costs of education for students of American Indian heritage. Students may apply if they:

1. are at least one-quarter American Indian, Eskimo, or Aleut, as certified by the BIA and/or tribal group services by the BIA;
2. have financial aid eligibility and scholastic ability; are working toward an undergraduate or graduate degree; and
3. have completed all of the application requirements.

major, leadership, or financial need.

Please visit the Financial Aid Office for Scholarship listings or visit our website at www.lamission.edu/financialaid.

COST OF ATTENDANCE

In order to treat all students equally, standardized budgets (Costs of Attendance) are established and applied to all applicants. This means all students with similar circumstances will receive the same allowance for tuition and fees, books and supplies, room and board, personal expenses and transportation.

Other expenses may include, but are not limited to, dependent care, vocational/technical, and disability related



of Attendance budget, the EFC, total awards, resources, and unmet need amounts applicable to the academic year. Students may accept or reject all or part of their financial aid offer. However, if a student rejects an award, a substitute may not be available. Students may receive revised award letters throughout the academic year. The revisions may reflect additional fees or allowances added to the cost of attendance, educational resources which must be accounted for, semesters of enrollment changes, and addition or deletion of specific awards.

Financial assistance is considered supplemental to the family's resources, student earnings, and aid received from other sources. Applicants are reminded that they should NOT depend on financial aid to meet basic living expenses.

The Financial Aid Office reserves the right to modify aid commitments at any time because of changes in the student's financial status, changes in the availability of funds, or changes in the Federal, State, Los Angeles Community College District, or Institutional regulations.

The amounts that appear on the Aid Offer Letter are based on full-time enrollment (12 units or more). Should a student decide to take few classes, the disbursement will be adjusted accordingly. Cal Grants, Child Development Teacher Grant, Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG) and Loans require a minimum unit enrollment of half-time (6 units) at Los Angeles Mission College. Units from other colleges will not be combined for any of these awards.

DELIVERY OF FINANCIAL AID DISBURSEMENT

Disbursement dates and deadlines are mandated by Federal, State, District, and/or Institutional regulations and policies, and must be met or applications cannot be accepted or processed.

Grants and Federal Work-Study (FWS)

warrants are sent by mail to the address on file in the Admissions Office, are transferred electronically to the student's bank account, and on rare occasions sent to the College Business Office. It is the student's responsibility to report address and phone number changes to the Admissions Office and Financial Aid Office.

To expedite receipt of financial aid funds, we strongly encourage students to sign up for Electronic Fund Transfer (EFT). EFT is a service which eliminates the need to issue a check for student financial aid grants. Students must go to the Business Office to sign up for EFT. Be sure to bring a voided check.

Disbursements will be adjusted if enrollment is less than full-time (less than 12 units). Supplemental check runs occur throughout the academic year. The system has been programmed to issue additional payments to students for units not counted in earlier disbursements. Not all disbursements will adhere to this schedule because it depends upon when your award was processed and the date your classes begin. Payment for late starting classes will not be issued until the class begins. After the second disbursement run date of the Fall and Spring semesters, no further award adjustments will be made. This is to advise students that any outstanding institutional debt will be deducted from the financial aid disbursement(s).

CHANGE OF ENROLLMENT STATUS

Los Angeles Mission College Financial Aid Office must review payment of funds to students each enrollment period to determine if students have received an overpayment. If you are paid at one level of enrollment and then drop units, you may be subject to repayment of some of the funds you receive.

It is your responsibility to drop your classes through the Admissions And Records Office if you do not attend your classes. Failure to drop classes may result in a financial aid overpay-

ment, which may require repayment of the financial aid you received.

Example: You were enrolled in 12 units (full-time) at the beginning of the semester and receive your first check for \$1,000.00. You then drop 3 classes (9 units) and remain in 3 units (less than half-time). The full payment for less than half-time enrollment is \$432.00. You are overpaid \$568.00 and will need to repay this amount before receiving further financial aid.

If it is determined that you owe a repayment, and you DO NOT repay the funds, a hold will be placed on your academic record, your debt will be reported to the U.S. Department of Education for collection, and you will not be eligible for further financial aid at any postsecondary institution until the debt is paid in full.

No further award adjustments will be made after the second disbursement run date of the Fall and Spring semesters. Any outstanding debt will be deducted from your financial aid disbursement.

RETURN OF TITLE IV FUNDS

The student's eligibility for Financial Aid is based upon enrollment. The Higher Education Amendments of 1998 govern the Return of Title IV funds policy for a student who completely withdraws from a period of enrollment (i.e. semester). These rules assume that a student "Earns" aid based on his/her semester enrollment. "Unearned" aid, other than Federal Work-Study, must be returned. Unearned aid is the amount of Federal financial aid received that exceeds the amount the student has earned. Unearned aid may be subject to repayment.

Los Angeles Mission College will determine the amount of federal financial aid that a student has earned in accordance with federal law. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they received. Students who withdrew from all classes prior to completing more than 60%



of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed and will be required to repay any unearned financial aid they received.

It is advised that students contact the Financial Aid Office before withdrawing from all classes to receive guidance as to the results of withdrawal.

AUDITED CLASSES

Students CANNOT receive financial aid (including the Bogg Fee Waiver Program) for enrollment in audited classes.

CONSORTIUM AGREEMENT (ENROLLMENT AT OTHER COLLEGES)

Consortium Agreements are in effect for all colleges within the Los Angeles Community College District. If you are attending more than one college within the District in the same academic period, payment will be based on all units taken. If you are applying for a loan, you must be enrolled in a minimum of six (6) units at Los Angeles Mission College. For further information, please contact the Financial Aid Office.

If you are attending a college within the District and taking courses at a college outside of the District, and you wish to have these courses count toward enrollment level and payment, you will need to complete a Consortium Agreement. Please notify the Financial Aid Office. Payment for courses outside the District will be paid after the grade is obtained and submitted to the Financial Aid Office.

INSTRUCTIONAL TELEVISION (ITV)

Students taking ITV courses must be enrolled in at least one (1) unit at Los Angeles Mission College to receive Federal PELL Grant and Cal Grant payments provided eligibility exists. For all other programs, students must be enrolled in a minimum of six (6) units at Los Angeles Mission College; units from other colleges may not be

combined for all other programs.

STUDENT RESPONSIBILITIES

Students must take responsibility for:

1. For the purposes of reporting a Cal Grant Grade Point Average and loan deferments, etc., a valid Social Security Number (SSN) must be on file in the Admissions and Records Office.
2. Enrolling in an eligible program which is defined as a Certificate, an Associates Degree (AA/AS), or a two-year academic Transfer Program that is acceptable for full credit toward a Baccalaureate Degree. Students must declare an educational goal and major, and update any changes with the Admissions and Records Office.
3. Students must maintain Satisfactory Academic Progress to receive financial aid and should meet with an academic counselor to develop or review an Education Plan.
4. Students must submit all financial aid applications and documents by specified deadlines.
5. Completing all financial aid application forms accurately and completely and submitting them to the right place on time. If this is not done, aid could be delayed. Errors must be corrected before any financial aid can be received.
6. Students are responsible for reading and understanding all financial aid forms and information. We advise students to retain all copies of all documents submitted.
7. Students MAY NOT receive financial aid from two or more institutions at the same time or periods of overlapping terms.
8. Notifying the appropriate entity (college, lender California Student Aid Commission, U.S. Department of Education, etc.) of changes in your name, address, school enrollment status, or transfer to another college.
9. Repaying financial aid funds if it is determined that the student was ineligible to receive funds for any reason (i.e. Return to Title IV, overpayments, over-awards).
10. Intentional misreporting of information on application forms for financial aid is a violation of the law and is

considered a criminal offense subject to penalties under the U.S. Criminal Code, and subjects the student's application to denial. Additionally, regulations require that all cases of suspected fraud, emanating from misrepresentation, be reported to the Office of the Inspector General.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

SAP standards apply to ALL federal and state aid applicants, whether or not they have previously received aid. ALL students must meet the SAP Policy detailed below to be eligible to receive financial aid. Students receiving financial aid enter into an agreement to make Satisfactory Academic Progress toward their educational goal. Failure to maintain these standards will result in the loss of financial assistance. The Financial Aid Office reviews academic progress at the end of each academic year.

The standards apply to all financial aid students and to all coursework taken, including coursework taken prior to the time a student establishes financial aid eligibility. All students receiving federal and state financial aid (except the BOGW) must comply with the following academic progress standards.

General Information

- A. In accordance with the Higher Education Act of 1965, as amended, the Los Angeles Community College District (hereinafter referred to as LACCD) established the following Standards of Academic Progress. These Standards apply to all students who apply for and receive financial aid from the programs listed below.
 - i. Federal Pell Grant
 - ii. Federal Supplemental Educational Opportunity Grant (FSEOG)
 - iii. Federal Work Study (FWS)
 - iv. Federal Perkins Loan
 - v. Federal Nursing Loan
 - vi. Federal Family Educational Loan (FFEL)
 - vii. Federal Direct Student Loan

(FDSL)

viii. Cal Grant B and C

ix. Child Development Grant

- B. Professional Judgment may be exercised in applying these standards in accordance with Section 479A of the Higher Education Act of 1965 As Amended Through June 1994.
- C. Satisfactory Academic Progress Standards are reasonable if they are the same as or stricter than the institution's standards for a student enrolled in the same educational program who is not receiving assistance under Title IV Federal Financial Aid Programs.
- D. Current and previous coursework earned at any college within the LACCD will be reviewed for compliance with the standards put forth in this policy.
- E. Consortium Classes
 - i. All classes throughout the LACCD will be included when reviewing satisfactory academic progress.
 - ii. For students aided under a consortium agreement with colleges outside the LACCD, consortium classes will be included during satisfactory academic progress review by the home school (the college that processes the student's aid).

General Requirements

Students receiving financial aid must be enrolled in an eligible program. An eligible program is defined as:

- i. An educational program that leads to an Associate Degree, or
- ii. An educational program which leads to a Certificate, or
- iii. An educational program which is at least a two year academic Transfer Program that is acceptable for full credit toward a Baccalaureate Degree.

Satisfactory Academic Progress Standards

- Maintenance of a 2.0 cumulative GPA.
- Fewer than ninety (90) attempted units for students who indicated AA degree or Transfer as their educa-

tional goal.

- ESL and Basic Skills/Remedial classes are excluded from the ninety (90) unit limit when determining units attempted.
- Students who have already earned an Associate or higher degree will need to follow the appeal procedure.
- In Progress (IP) grades count as attempted units in the maximum time frame only. It does not affect cumulative grade point average in the qualitative measure nor is it included as completed units in the quantitative measure.
- Completion of 75% cumulative units attempted.
- Entries recorded in the students' academic record as Incomplete (INC), No Credit (NCR), and/or Withdrawal (W) are considered non-grades and must be 25% or less than the cumulative units attempted.

Application of Standards

- A. Satisfactory Academic Progress for financial aid students will be determined annually at the conclusion of the Spring semester.
- B. Students who are disqualified from financial aid will be notified by mail and receive the procedure for appeal.
- C. A student who has been disqualified at any college in the LACCD, is disqualified at all colleges within the LACCD.
- D. A change of one (1) educational goal or major course of study will be allowed during the course of enrollment at the institution.
- E. Disqualification. Students will be disqualified if they have one or more of the following academic deficiencies at the end of Spring semester:
 1. Total units attempted (excluding ESL and Basic Skill/Remedial classes) are equal to or greater than ninety (90).
 - i. Associate or higher degree has been earned.
 2. Cumulative GPA is less than 2.0;
 3. Cumulative Non-Grades are more than 25%;

Maximum Time Length

- A. Students attending for the purpose of obtaining an Associate of Arts Degree (AA), an Associate of Science Degree (AS), or completion of requirements for Transfer to a four year college, are allowed 90 attempted units in which to complete their objective.
 - i. Attending full time (12 units or more), a student is expected to complete his/her objective in three years.
 - ii. Attending part time (less than 12 units), a student is expected to complete his/her objective in six years.
 - iii. Exceptions will be made only when the requirements of a student's objective cause the student to exceed the maximum time limit.
- B. Short Length Certificate Programs.
 - i. Some certificate objectives at the Los Angeles Community Colleges may be completed in less time than that required for the Associate of Arts, Associate of Science and Transfer objectives.
 - ii. The following table shows the normal completion time and maximum time for certificate programs of varying length:

| Units Required for the Certificated Program | Normal Length | Maximum Length |
|---|---------------|----------------|
| 10 to 24 | 2 semesters | 3 semesters |
| 25 to 36 | 3 semesters | 5 semesters |
| 37 to 48 | 4 semesters | 6 semesters |

- C. To be eligible for financial aid, a program must be at least six (6) months in length with a minimum of sixteen (16) units. Students enrolled in a Certificate Program may continue to qualify for financial aid up to ninety (90) attempted units, six (6) full-time semesters, or the equivalent, if they are planning to obtain an Associates Degree or to Transfer to a four-year school in addition to obtaining the Certificate.

SUMMER AND WINTER FINANCIAL AID

Summer and Winter terms are included in the evaluation of Satisfactory Academic Progress standards.

Special Programs

CITIZENSHIP & ENGLISH LITERACY CENTER

The Citizenship & English Literacy Center offers free noncredit English as a Second Language classes, citizenship classes, and naturalization support services to the community. The goal of the Center is to assist students develop the skills and knowledge to enhance their roles as informed community members, parents, and workers.

The Citizenship & English Literacy Center is located at the Maclay Annex (436 N. Maclay Avenue, San Fernando, CA 91340, Telephone: 818.837.2239)

CONTINUING EDUCATION CREDIT

Nursing

Continuing Education credit for RNs and LVNs is available at Mission College under Provider Number 00752. Students are cautioned that they are responsible for course acceptability and must apply to the Board of Registered Nursing or the Board of Vocational Nursing and Psychiatric Technician Examiner.

Real Estate

Certain real estate courses at Los Angeles Mission College have been approved for Continuing Education credit by the California Department of Real Estate. These courses are available through Community Extension.

COMMUNITY EXTENSION PROGRAM

The Community Extension Program offers a wide variety of over 150 classes and one-time seminars and workshops in recreation, business and entrepreneurship, the arts, careers, computers, languages, kids college

and personal development. Classes are offered year-round.

For a schedule of community extension classes or information call 818.364.7387 from 8:00 a.m.-6:00 p.m., Monday through Thursday and Friday 8:00 a.m.-5:00 p.m.

For drivers who have received current traffic citations, Traffic Violator classes continue to be offered in both English and Spanish. Participation in the traffic



safety program may void the citation from the driver's record and protect current insurance rates. Pre-enrollment is necessary as space is limited. Please call 818.364.7387 for registration information.

COOPERATIVE WORK EXPERIENCE EDUCATION (CWEE)

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

CWEE is based on the principle that well-educated individuals develop most effectively by incorporating related education and work experience. These structured experiences in business, industry, government, and human ser-

vices bring an enrichment to college studies, which enhance the student's total development. It is called CWEE because the educational objectives are carefully planned and coordinated with the student's employer to provide realistic employment experience. The objectives are as follows:

1. To provide opportunity for the students to secure employment on a part-time or full-time basis.
2. To gain realistic work experience that is meaningfully related to the student's college study program.
3. To provide the student opportunity to acquire knowledge, skills, and attitudes essential for successful employment.

Student Qualifications

Section 55254.

- A. In order to participate in Cooperative Work Experience Education, students shall meet the following criteria:
 1. Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
 2. Have on-the-job learning experiences that contribute to their occupational or education goals.
 3. Have the approval of the certificated personnel.
 4. Meet the following condition if self-employed:

Identify a person who is approved by academic personnel to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:

- a. Assist the student in identifying new or expanded on-the-job learning objectives.
 - b. Assist in the evaluation of the student's identified on-the-job learning objectives.
 - c. Validate hours worked.
- B. In addition, students shall satisfy one of the following three criteria:

1. Be an apprentice as defined by Labor Code Section 3077 who is enrolled in related or supplementary courses required of the apprenticeship programs; or
2. Be enrolled in the parallel plan.
 - a. During regular semesters or quarters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. Enrollment in an accredited secondary through four-year institution or equivalent course work may meet this requirement.
 - b. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education; or
3. Be enrolled in the alternate plan. Concurrent enrollment will be limited to one other class.

Cooperative Education Credit Guide California State University Approved Cooperative Education Subject Areas

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

- Administration of Justice
- Biology
- Business
- Child Development
- Computer Science - Information Technology
- Economics
- Engineering
- English
- Family and Consumer Studies
- Humanities
- Management
- Music
- Physics
- Political Science

- Psychology
- Real Estate
- Sociology
- Speech

The Cooperative Education Office is located in the Learning Resource Center Building. Call (818) 364-7200 for further information.

CALWORKS

The CalWORKs Program at Los Angeles Mission College assists students who are welfare recipients in transitioning off of welfare to achieve long term self-sufficiency through the following coordinated student services:

- On and off campus work study, which allows students the opportunity to meet the work requirements while attending community college and obtaining valuable work experience leading to possible employment
- Free of charge child care at LAMC Child Development Center and Off-Campus licensed child care provider
- Academic, career, and personal counseling
- Job placement assistance
- On-campus academic support services such as tutoring
- Computer lab with specialized software
- Referrals to community resources
- Assistance with navigating college and county services
- Progress reports and Verifications (GN6005, GN6006, GN6070, Child Care Resource Center)
- Resume writing, job search, problem solving workshops
- "Personal Skills for the 21st Century" workshops
- Free Learning Center print card
- Books and supplies

Program Eligibility

- Must be enrolled at Los Angeles Mission College
- Must be a CalWORKs recipient
- Post Employment Students: former welfare recipient (whose last cash aid was received within the last two

years) who is currently employed but needs help in upgrading his or her skills, job retention or job advancement.

Please call (818) 364-7760 or (818) 833-3511 for further information. You can also visit our web site at: www.lamission.edu/calworks/

INSTRUCTIONAL TELEVISION (ITV)

Each semester, the Instructional Television program of the Los Angeles Community College District offers, college classes that meet general education and transfer requirements using a blended format of television, the Internet and weekend class meetings. The classes are offered in six 8-week sessions.

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

A Los Angeles Community College instructor is assigned to assist students in each class. It is advisable to meet with your counselor to ensure that you choose classes that meet your needs. For additional information contact ITV in the Campus Center, Room 1528; via telephone (818) 833-3594 or visit ITV's website: www.lamission.edu/itv

INTERNATIONAL EDUCATION PROGRAM STUDY ABROAD CLASSES

College credit classes are offered by the International Education Program with instructors and classes selected from the nine Los Angeles Community Colleges. Programs are offered in more than a dozen countries around the world. Opportunities for study include Spanish Language and Civilization, and Art in Mexico, Spain, and Costa Rica; Creative Writing in Prague and Dublin;

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

Call 213.891.2390 for further information. You can also visit our web site at: www.laccd.edu .

PROGRAM FOR ACCELERATED COLLEGE EDUCATION (PACE)

PACE offers convenient scheduling for working adult students. PACE students complete 12 transferable units in a semester by attending class one evening a week and two Saturdays a month. Most PACE courses are offered in an accelerated eight-week format. PACE Saturday sessions offer experiential learning opportunities with field trips, performances, and collaborative projects.

There are five PACE tracks to meet your transfer goals: Business, Elementary Teaching, General Studies, Health Sciences, and Social Sciences. Each track offers courses that satisfy IGETC and CSU General Education Breadth requirements. The LAMC PACE program has an open enrollment policy, any Mission College student may

enroll in a PACE class that fits their schedule.

Students who need the prerequisites for transferable Math and English courses may enroll in the PACE Bridge.

For information:

PACE Office: 818.364.7684

PACE Director: 818.364.7677

PACE Website: www.lamission.edu/pace

Student Activities

Co-Curricular or extra class activities are intended to provide students with the opportunity to be better prepared to fulfill the duties of citizenship in a democratic society and enrich their educational and personal development. This may be accomplished through extra class cultural activities, volunteer programs related to the instructional program, community-related affairs, athletics, and student government. Students learning to work with groups will develop skills to prepare them for cooperative and meaningful associations in both occupational and personal pursuits.

The development of a student activity program is a vital portion of the obligations that both faculty and administrators assume for students in any American college community. At Los Angeles Mission College, student activities are an integral part of the educational program.

ASSOCIATED STUDENT ORGANIZATION (ASO)

The Associated Student Organization is open to all current students of Los Angeles Mission College. All students are welcomed and urged to participate. The Associated Students Organization provides a framework for many college student activities. Through active participation in student government and clubs, the student renders service, increases social and cultural awareness, improves leadership abilities, and creates a close association with other students. Students are encouraged to serve on campus and A.S.O. committees.

Membership in the Associated Student

Organization of Los Angeles Mission College is \$7 per semester/\$3 summer and intersession. For more information visit the Student Activities Office in the Campus Center, or visit the ASO website at <http://www.lamission.edu/aso/>.

QUALIFICATIONS FOR ASO OFFICERS

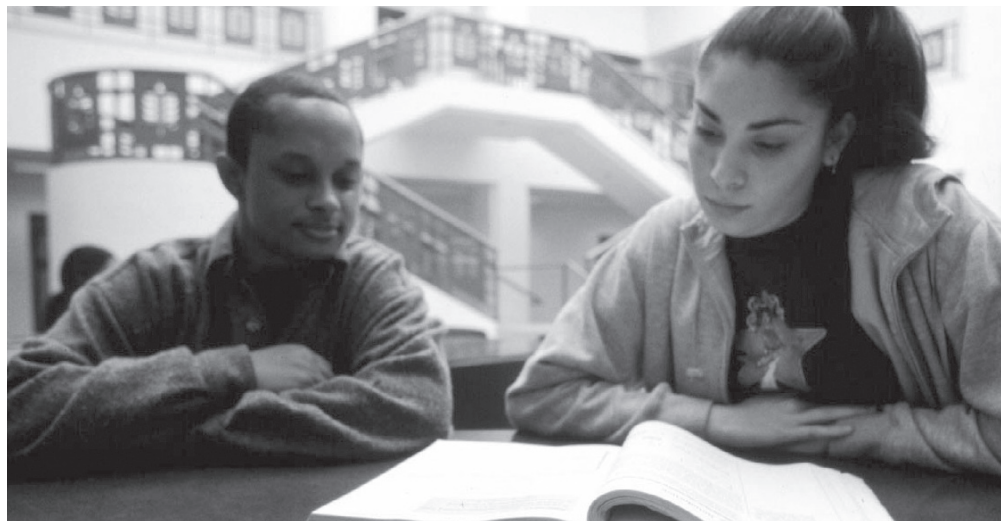
(ADMINISTRATIVE REGULATION E-22)

Administrative Regulation E-22 pertains to all officers of the Associated Students Organization (ASO).

Administrative Regulation E-22 does not apply to clubs, club representatives, ASO special committees and all-college committees, and student trustee.

1. The following standards governing candidate and officer (as defined by the ASO constitution and by-laws) eligibility for appointed and elected Associated Student Organization officers (ASO), must be met:
 - a. The candidate or officer must be a currently paid member of the ASO, at the college where the election is being held and have successfully completed no more than 80 degree-applicable units in the District.
 - b. The candidate may seek only one campus office within the District.
 - c. The candidate or officer must have and maintain a cumulative and current GPA of at least 2.0 in units completed at all the colleges in the District during
- d. The candidate or officer must not be on academic or progress probation. Progress probation is defined as having recorded grade entries of "W" (withdrawal), "I" (Incomplete), "NC" (No Credit) for fifty percent or more of all units in which a student has enrolled. Academic probation results when a student fails to maintain an accumulated grade point average of 2.0.
- e. At the time of election, or appointment, and throughout the term of office, the candidate or officer must be actively enrolled in, and must successfully complete a minimum of six (6) units per semester. Students falling below this requirement will automatically forfeit their office. Candidates may be enrolled in more than one college in the District, but the candidate must be currently enrolled in a minimum of six (6) units at the college where the candidate is seeking office. Officers must maintain that enrollment at the college where the office is held.
- f. Exceptions on the maximum units requirement in Section 1a of this regulation may be made for students enrolled in a college degree, certificate or transfer program where the combination of program requirements and prerequisites may result in the

the semesters in which the student government office is applied for and held. Current means the most recently completed semester or session.



student exceeding the 80 degree-applicable unit limit.

Exceptions will be decided by the College President based upon recommendations made by the Chief Student Services Officer.

In order to be considered for an exemption, a student, who exceeds the requisite 80 degree-applicable unit maximum, must satisfy at least one of the following conditions:

- 1) The requirements of the student's declared associate degree major, certificate and/or transfer objective, as specified in the college catalog, caused the student to enroll in courses that exceeded the 80 degree-applicable unit maximum.
 - 2) Program prerequisites, as specified in the college catalog, caused the student to exceed the 80 degree-applicable unit maximum.
2. A candidate or officer is ineligible for ASO office:

are specifically required for his or her declared associate degree, certificate or transfer objective requirements, as specified in the college catalog.

3. An officer may serve a fifth semester if eligible at the time of assuming office with the approval of the college president or designee (e.g., has served three semesters and is a candidate for an office with a one-year term).
4. The Chief Student Services Officer and/or designee will verify a candidate or officer's eligibility. If the student should disagree with the findings of the Chief Student Services Officer and/or designee, he/she can appeal the decision through the student grievance procedures contained in LACCD Administrative Regulation E-55. Officers not adhering to the standards for office will be required to forfeit their positions.
5. Candidates or officers must comply with the minimum standards of the District Code of Conduct. Failure to comply will result in forfeiture of the

by the Chief Student Services Officer in consultation with the college Compliance Officer and/or the Director of the Disabled Student Program and Service (DSP&S) in compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities, as appropriate.

- b. Qualification for an accommodation will be based on the impact of the disability on the candidate's/officer's ability to take 6 units. However, a candidate or officer must be enrolled in a minimum of five units throughout his/her term in accordance with Education Code section 76071.
- c. Procedures for requesting an accommodation under E-22:
 - 1) Candidates/officers must complete a written request form for accommodation available in the college's Student Services Office, and return it to the Chief Student Services Officer.

2) Each candidate or officer must present written documentation verifying the disability. Acceptable documentation includes, but is not limited to, written notice from the college DSP&S office or a certified or licensed professional, such as a doctor, psychologist, rehabilitation counselor, occupational or physical therapist.

7. Students enrolled in college credit and/or non-credit courses are eligible to vote at the college of attendance. Enrollment in Community Services classes does not meet this requirement.
8. Individual colleges may set forth standards for office in their ASO constitutions which are higher, but not lower, than those listed above with the exception of the accommodations listed in Section VI above.



- a. If he/she has served more than four (4) semesters in any one (1) or more student government elected or appointed offices in the District.
- b. If a candidate or officer, who exceeded the unit maximum in Section 1a of this regulation and was granted an exception, fails to be enrolled in courses that

position (Board Rule, Article VIII, Sections 9801-9806).

6. Any candidate or officer with a disability may request an accommodation for the requirements of Section 1e:
 - a. The approval of the accommodation for candidates with a disability will be made in individual instances on a case-by-case basis

COLLEGE COLORS AND THEME

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

Honors Program

HONORS/TRANSFER ALLIANCE PROGRAM

The Honors Program was created to promote academic excellence, to stimulate discussion 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.

Completing an Honors Contract

Students receive Honors credit by completing an Honors Contract in any UC transferable course. In consultation with the instructor, the student develops a proposal for an Honors research project. In most cases, the project should be a written assignment that displays interpretation and critical analysis of academic texts (journal articles or books written by experts in an academic discipline). The proposal is submitted to the Honors coordinator and evaluated by the Honors Advisory Committee. The committee will either approve the project or suggest revisions. When the final project is completed, the student must submit one copy to the instructor and a second copy to the Honors Coordinator. If the advisory committee approves the project, the student will receive an Honors notation on her transcript indicating that the course was completed for Honors credit.

Honors Certification

Students receive Honors Certification by completing a total of six Honors Contracts. Certified students receive access to a variety of scholarship opportunities and priority consideration for admission to UCLA, UCI, UCR, UCSC, Occidental College, Chapman University, Claremont College, Pomona Pitzer, La Sierra University, Whitman College, Pacific University, CSU Fullerton, CSU Stanislaus, and CSU San Diego.

Applying to the Honors Program

Applications for the Honors Program are available at the Honors/TAP office, which is located on the lower level of the Campus Center. 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 3.5 or higher or an SAT score above 1,000.

For Information

Honors Office: 818.364.7683
Honors Coordinator:
Mark Pursley, 818.364.7677
Honors Counselor:
Joanne Kalter-Flink, 818.364.7652

Publications

OTHER PUBLICATIONS

The College publishes the annual Catalog, two semester Schedules of Classes (Spring and Fall) plus summer session and winter intersession, if offered, and all brochures and recruitment materials. Submissions for inclusion in any publication, or request for a new publication, must be made through the Office of Academic Affairs. Publications are available at the Admissions and Records Office and at a number of convenient locations throughout the campus.

STUDENT CLUBS AND ORGANIZATIONS

Student clubs and organizations provide a variety of cultural, community, and vocational opportunities. Service clubs, special interest clubs, department-related organizations, and religious clubs offer a variety of opportunities for student involvement. Students will find their college experience more meaningful and valuable through active participation in some social or extra-curricular activity of the college program. Any group wishing to become a recognized Mission College organization must submit a constitution and be approved by the Associated Student Organization Executive Council.

STUDENT TRUSTEE ELECTION PROCEDURE

The Los Angeles Community College District conducts an election annually whereby each student in the District has an opportunity to be involved in the process of selecting a student representative to the Los Angeles Community College District Board of Trustees.

The process contained in Regulation E-78 provides for a thorough evaluation of the candidates' qualifications and insures an equal opportunity for any individual from any District college campus to seek the position of student representative to the Los Angeles Community College District Board of Trustees. In accordance with existing law, candidates for Student Trustee must:

- a. Be currently enrolled and in good standing (i.e. not on academic or progress probation) at one or more colleges in the District.
- b. Be currently enrolled in 6 units.
- c. Have completed a minimum of 12 units in the Los Angeles Community College District and a maximum of 80 transferable units of college work within the Los Angeles Community College District. Exceptions on the maximum units requirement may be made for students enrolled in Los Angeles Community College District degree, certificate, or transfer programs where the combination of program requirements and prerequisites may result in the student exceeding the 80 transferable unit limit. Exceptions will be decided by the Chancellor or designee based upon recommendations made by the Chief Student Services Officer or designee at the student's primary college of attendance. In order to be considered for an exemption, a student who exceeds the requisite 80 transferable unit maximum must satisfy at least one of the following conditions:
 1. The requirements of the student's declared associate degree major, certificate and/or transfer objective, as specified in the catalog at the student's primary college of attendance, caused the student to enroll in courses that exceeded the 80 transferable unit maximum.

2. Program prerequisites, as specified in the catalog at student's primary college of attendance, caused the student to exceed the 80 transferable unit maximum.

3. A returning student, who has already completed a college degree or certificate, and is enrolled in courses that are specifically required for the student's declared certificate, associate degree or transfer objective, as specified in the catalog at student's primary college of attendance.

For further information, contact the Office of Student Services.

For further information, contact the Office of Student Affairs.

Academic Affairs

COUNSELING OFFICE

Career Planning Center

The professional staff aids students through individual career counseling, to evaluate personal abilities and interests, explore occupational areas, and to decide on a career direction. The Eureka Computer Information System is available for use by appointment.

Educational Plan

Beginning in their first semester, all students need to see a counselor to make an Educational Plan. The Educational Plan allows students to chart out a plan to help them meet their educational goals. Students are advised to make an appointment to visit with a counselor each semester to ensure that their course selections are on track with their plans.

International Student Services

International students should schedule appointments with the International Students Advisor to review their program of study, their visa status, and their financial statements. The appointment can be made through the International Students Office.

New Student Orientation and Assessment Program

Once students submit the college application to the Admissions office,

all new students should complete the assessment and orientation process before enrolling in their first semester. Please call the Assessment Center at (818) 364-7613 for assessment times and dates. Orientation appointments are given at the assessment sessions. During orientation, students will develop their first semester Educational Plans with an Orientation Counselor.

Academic – Career – Personal Counseling

All students are strongly urged to make an appointment with a counselor for help in choosing a course of study, prior to registering for classes. Counseling assistance is also available for college transfer requirements, career planning and personal concerns. To schedule a day or evening appointment, contact the Counseling Office.

Personal Development Classes

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

TRANSFER CENTER

The Transfer Center assists students seeking to continue their studies at a four-year college or university. Services include information regarding the application process, opportunities to meet with admissions representatives from four-year schools, a reference library as well as workshops on transfer issues. Students are encouraged to begin planning for transfer as early as possible. For additional information contact the Transfer Center.

VETERANS PROGRAM

The academic programs at Los Angeles Mission College have been approved for veteran's benefits.

Veterans planning to attend Los Angeles Mission College and receive benefits from the Veterans Administration should schedule an

appointment for counseling prior to registration. Veterans receiving benefits are responsible for knowing and observing the regulations as they apply to all students. (See Veterans Bulletin Veterans Office.)

LEARNING CENTER – TUTORIAL SERVICES

The Learning Center provides a variety of free services to Mission College students. One-on-one and small-group tutoring is available in various subject areas: mathematics, writing, grammar, reading, ESL and nutrition. Walk-in workshops in English, math. and computer literacy are offered; schedules are available at the Learning Center. Students may also enroll in credit courses to build basic skills such as reading and vocabulary.

The Learning Center houses the Computer Commons with ninety state-of-the-art computers providing internet service for students. Educational computer software programs in many areas help students review or learn new skills. For additional information, please call the Learning Center at (818) 364-7756.

ACADEMIC AFFAIRS - TITLE V PROGRAM

The Title V program is a five year integrated plan to help students successfully complete math requirements and progress through the curriculum with the intention of increasing retention and transfer rates. We offer three components: The Math Center, the Math Assistance Program, and the Center for Excellence in Teaching.

THE MATH CENTER

Students will be provided free services in the Math Center located in the basement of the Campus Center. The Center features a 40 seat Computer Lab with state of the art equipment and software, and a Math Lab with

- a Collaborative study center
- Individualized learning modules
- Tutoring
- Supplemental instruction

- Assistance with selected developmental math courses

For more information, contact Debby Wong at the Math Center- (818) 364-7811.

MATH ASSISTANCE PROGRAM (MAP)

In addition, Title V in conjunction with the Counseling Office has developed the Math Assistance Program (MAP) to provide students with advisement and support services in the following areas:

- Assessment
- Math anxiety workshops
- Counseling
- Academic Planning
- Transfer information

For more information, contact Clive Gordon at the Counseling Office- (818) 364- 7653.

- Best practices at other campuses
- Collaborative learning
- Assessment and outcomes
- Strategies for incorporating math and problem solving in many disciplines

For more information, contact David Jordan at (818) 364- 7720.

LIBRARY – AN INSTRUCTIONAL SERVICE

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

It provides individual study areas and group study rooms and maintains a fine collection of books, reference materials, magazines, newspapers, and non-print materials such as microfilm and videos.

Computers located in the library pro-

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

The main floor of the Library/Learning Resources Center provides Mission College students with a variety of services. Computers are available for word processing, Internet access, tutorials and other software applications to support students with their course work.

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

Specially Funded Programs

AMERICORPS YOUTH MENTORING PROGRAM

(818) 364-7736

The AmeriCorps Youth Mentoring Program matches LAMC Students with youth who are in the foster system. The purpose is to assist youth who will emancipate at 18 to identify caring and trustworthy adults to be available as they make life decisions. The participants will engage in a variety of educational, social and recreational activities during the year, with the program coordinator identifying and providing training to the mentors on the needs of foster youth. In addition, joint activities will include tutoring, social events and educational classes for all.

CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKS)

(818) 364-7760

The California Work Opportunity and



CENTER FOR EXCELLENCE IN TEACHING (CET)

Title V is also developing the Center for Excellence in Teaching (CET) to assist faculty in learning new teaching strategies to promote student success.

- Workshops and training sessions for faculty and professional staff
- Visiting lecturers and guest speakers

vide access to word processing, the Internet, newspaper and magazine databases and other online information resources. Special collections include magazines on microfilm, children's literature, online collections of books, and a collection of materials for students in the English as a Second Language program and for students wishing to improve their basic skills.

Responsibility to Kids (CalWORKs) Program provides welfare-to-work services designed to help remove barriers to employment and to encourage personal responsibility. The CalWORKs program assists participants to become self-sufficient through employment and to establish a career path in an area of interest to them that will lead to increased income and personal growth through continued training and education. Services offered includes: on-campus work study; free of charge child care; academic, career, and personal counseling; job development and job placement; on-campus academic support services such as tutoring; computer labs with specialized software; referrals to community resources; filling out progress reports and verifications; resume writing, job interview workshops; life skills and

at least 16 units of General Education that include courses in the following discipline areas: English, Math or Science, Humanities, and Social Studies. In addition to this, each student in the program must complete 175 days of work experience in a high-quality childcare setting. Each day of experience must include three hours working directly with children. The volunteer work experience phase of the program begins during the 2nd semester. After the 1st year in the program, trainees should qualify for the Child Development Associate Teacher Permit. At this point they are prepared to apply for a paid position in a high-quality childcare and development program. Students work in their paid positions during the second year in the program.

children and children become better prepared to enter school. Community Literacy Academy (CLA) uses intergenerational sharing of children's literature to enhance parent and child bonding, encourage and teach adult literacy, and teach parenting informational skills. CLA is a collaborative effort with Los Angeles Mission College and Sarah Coughlin School.

EARLY START TO EMANCIPATION PREPARATION (ESTEP)

(818) 364-7600 Ext. 7138

The goal of the Community College Foundation Early Start to Emancipation Program (ESTEP) is to motivate foster youth aged 14 and 15 to begin preparing early for their eventual release from the foster care system and to identify academic and life skills needing enhancement. LAMC is one of 12 colleges in Southern California that conducts ESTEP training. This consists of a 16 hour module to help these teenagers become proficient in daily living and survival skills, interpersonal and social skills, educational goals, employment resources, life choices and consequences.

ENGLISH LITERACY AND CIVICS

(818) 837-2240

The Los Angeles Mission College Citizenship Center provides an integrated program of services incorporating English literacy and civics education to prospective United States citizens, students and members of the community. The Center offers a broad scope of academic and naturalization support services. In addition to acquiring citizenship, the Center assists immigrant students to develop the skills and knowledge to enhance their roles as informed community members, parents, and workers.

FAMILY CHILD CARE HOMES NETWORK (FCCHN)

(818) 364-7881

The LAMC Family Child Care Homes Network consists of at least 30 licensed family child care homes. Thirteen of the homes have been accredited. All of the other providers have expressed

problem solving workshops; books and supplies.

CAREERS IN CHILD CARE TRAINING PROGRAM

(818) 364-7600 ext. 7146

Participants must complete at least 24 units of Child Development coursework, including the core classes (CD1, CD 2, CD 3, CD 4, and CD 11), and,

COMMUNITY LITERACY ACADEMY (CLA)

(818) 837-2236 Ext. 236

Community Literacy Academy is a family literacy program based on the idea that when families read together and talk about what they have read, family ties are strengthened, parents become reading role models for their



an interest in completing the accreditation process. Accredited programs adhere to higher standards in all aspects of the program, including parent communication and interactions with children. 27 of the homes in the Network are licensed for 12 to 14 children, while the remaining three are licensed for up to 8 children.

FOSTER/KINSHIP CARE EDUCATION (FKCE)

(818) 364-7600 Ext. 7135

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

GAINING EARLY AWARENESS AND READINESS FOR UNDERGRADUATE PROGRAMS (GEAR-UP)

(818) 364-7600 ext. 7139

The GEAR-UP at Los Angeles Mission College is a federally funded program designed to provide the support system needed in order for students to be prepared to attend and be successful in college. There are currently two GEAR-UP partnerships at Los Angeles Mission College, one with California State University Northridge and the other Project GRAD Los Angeles. Each program is funded for a six year period. A major component of the GEAR-UP program is providing trained Mission College students as classroom tutors. Tutors will be trained to use collaborative learning techniques in a classroom setting and serve as mentors to middle and high school students. Along with tutoring students and their families will be informed of post secondary options and Financial Aid available to them.

HEALTH CARE CLERICAL ASSISTANT TRAINING PROGRAM (CAT)

(818) 890-9466

The Health Care Clerical Assistant

Training is a customized training that has a career ladder opportunity focusing in the medical and health care field. The program includes 7 weeks in-class training of computer applications, general office procedures, customer service, business English and math, and phone etiquette; 2 weeks in-class of medical terminology; 4 weeks on-the-job training internship at a hospital, clinic, or the private sector.

HISPANIC SERVING INSTITUTIONS ASSISTING COMMUNITIES (HSIAC/HUD) ~ FORMULA FOR SUCCESS~

(818) 890-9466

The HSIAC/HUD~ Formula for Success is a customized training with six components to ensure participants are prepared and well-trained to enter the

- Field Trip to downtown Los Angeles utilizing public transportation
- On-the-job internship training
- Finance and Banking workshop, and,
- Housing workshop

INDEPENDENT LIVING PROGRAM (ILP)

364-7600 ext. 7138

The goal of the Independent Living Program (ILP), funded by the County of LA, is to motivate foster youth ages 16 to 21 to be ready for their release from the foster care system at age 18, and to identify academic and life skills needed to succeed in the community. Los Angeles Mission College is one of seventeen colleges in Southern California that conducts this training. The program consists of 30 hours of



workforce with the goal to attain self-sufficiency. Additionally, Formula for Success educates the participants with finance, banking, and homeownership workshops. The components are as follow:

- In-class computer and general office procedures training
- Medical terminology

classroom training to help these teenagers develop skills that will enable them to locate jobs, manage money and survive as productive citizens outside the foster care system.

KINSHIP EDUCATION, PREPARATION & SUPPORT PROGRAM (KEPS)

(818) 364-7600 Ext. 7135

This program, funded by the County of LA, is offered to caregivers who are caring for children of relatives. This training consists of 36 hours of information including child development principles, current parenting roles, the rules and regulations of the Department of Children and Family Services (DCFS), and the rights, and the responsibilities of caregivers and the children in their care.

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

(818) 364-7600 Ext. 7135

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

SUBSIDIZED TRAINING AND EMPLOYMENT PROGRAM (STEP)

(818) 899-1529

The South Bay Workforce Investment Board awarded LAMC Workforce Investment Act (WIA) programs a contract to administer a Subsidized Training and Employment Program in the San Fernando Valley. The purpose of the program is to enable CalWORKs participants to secure unsubsidized employment after completing one or more subsidized training activities, particularly those who are near the end of their CalWORKs 60-month time limit. The activities include: short term classroom training linked to in-demand occupations, subsidized employment in the form of On-The-Job Training or Paid Work Experience, and Grant-Diverted Work Experience via GAIN activities.

TECH-PREP

(818) 364-7674

LAMC in collaboration with the 7 area high schools is planning to continue to expand the matrix of schools and courses offered through Tech Prep in the areas of Hospitality including Food Service, Lodging and Travel and Tourism.. Professional development activities for the faculty and counselors of the high schools and community college will be offered to develop knowledge and skills required for implementing and the integrated Tech Prep programs. This is facilitated by providing access to information through in-service programs provided by LAMC and on a website linked to collaborating partners that post current information and activities. Focus on Careers is presented to provide secondary school students with information about college programs, activities and benefits such as financial aid and student services. The Tech Prep program has two additional projects funded through the California Department of Education including the Tech Prep Distributions Points Project and the Tech Prep Model Program Project.

TEACH-HONOR-RESPECT-INFORM-VISION-EDUCATE FAMILY DEVELOPMENT NETWORK (THRIVE FDN)

(818) 837-2236 Ext. 222

THRIVE Family Development Network (FDN) is a collaborative effort in partnership with eleven (11) LAUSD Schools and various community based agencies. THRIVE FDN facilitates family support services, resources work force development and youth advocacy to families in the Community. The purpose of THRIVE FDN is to empower families towards self-reliance and mobilize communities into becoming self-sustained.

Through family activities and appropriate resource development, families develop a plan that recognizes their family's strengths and guides them in reaching their goals. Family Development Advocates serve as case managers to assist families in iden-

tifying their strengths and building positive family development. The FDN collaborate serve over 175 families during the 2007 program year.

In addition, the THRIVE FDN conducts a Youth Advocacy Program (YAP) for youth that are at risk and may need intervention services. This program consist of 15 contacts with a youth trainer either one on one or in a group setting. Parenting classes for parents of YAP participants are also provided. Referrals are received directly through Los Angeles Police Departments and L.A. City Attorney's Office.

Through this program participants will receive traffic and car seat safety education for the whole family. Family workshops conclude with distribution of safe car seats and safety helmets and body gear for infants, toddlers and youth.

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES-CHILD DEVELOPMENT CAREER PROGRAM

(TANF-CDC)

(818) 364-7600 ext. 7146

TANF-CDC is a collaboration of organizations with a common goal and vision to offer participants the opportunity of a life-long career path as an early childhood educator. This program works in cooperation with the College, the county CalWORKs program and the Foundation for California Community Colleges. Through an integrated training program of classes and work experience, participants are prepared to apply for the Associate Teacher Permit and Teacher Permit trough the California Child Development Training Consortium.

TITLE V-HSI

(818) 364-7778

Title V is a five year integrated plan to improve retention and progression in math using academic support initiatives, curriculum development for critical thinking skills, and computer-assisted instruction. Title V also provides faculty and staff development, strengthen comprehensive support



services, and initiate outcomes assessment and evaluation.

TRAILS

(818) 364-7704

Team Research Approach In Laboratory Science (TRAILS) program is a new molecular biology laboratory course and summer research internship at a partner university and a biotechnology company proposed and implemented by LAMC. TRAILS purpose is to improve academic success and employment opportunities for our students interested in biotechnology and biomedical studies and careers. TRAILS components include:

- Training in biology, chemistry and biotechnology while provide opportunity to participate in ongoing projects with LAMC, CSUN, and Mannkind Corporation
- Offer biotechnology and research workshops to students, faculty, and industry participants
- Summer research internship for LAMC students
- Counseling and advisement for all participants

- Publication of annual TRAILS research paper
- Establish a model for identification, scientific training, and professional guidance for students interested in the field of biotechnology

STUDENT SUPPORT SERVICES (SSS)

(818) 364-7629

Student Support Services (SSS) Program is a federally funded program designed to identify and provide resources to help students persist through college. SSS provides supportive services which promote and facilitate students' academic and personal success. To qualify for SSS, students must meet at least one of these requirements.

- Be a first-generation college student (neither parent has a bachelor's degree)
- Meet an income guideline
- Be a student with a disability.

Selected students for SSS will benefit from 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:

Young-Ji Lee, Program Coordinator
Learning Resource Center, Room 232

Tel: (818) 364-7629

www.lamission.edu/sss

VOCATIONAL & TECHNICAL EDUCATION ACT

(818) 364-7640

VTEA is authorized by Congress under Title I, Part C of the Carl D. Perkins Act. Its planning process is to strengthen vocational and technical education programs through Curriculum and Instructional Delivery, Student Support Structures and Student Services; Professional Development; Partnership Development; Accountability, Assessment and Evaluation. In addition, there is availability of classes with low tuition enrollment on the following disciplines: Computer Office Application Technology, Computer Science Information Technology, Multimedia, Child Development, Family and Consumer Studies/Foods and Nutrition, Administration of Justice, and Business Administration. Tutors and learning resource services for students enrolled in vocational and technical disciplines; Supplemental instructional support for vocational and technical education faculty; and Faculty Development is available as well.

WORKFORCE INVESTMENT ACT (WIA)

(818) 899-1529

The purpose of this program is to link job seekers to employment opportunities. The WorkSource Center provides a seamless, coordinated, and comprehensive referral system through a network of collaborating partners that are either physically co-located or virtually connected. Three levels of service are provided. These services are; 1) core services including job search assistance, referrals to programs, initial screening, and labor market information; 2) intensive services for eligible

participants, which include development of individual employment plans, and case management; and 3) training services provided only to those that are unable to obtain other grant assistance and include job readiness training, adult education and literacy. The Center also assists employers and the community by serving as a partner in continuing community enrichment and economic development.

Business and Fiscal Services

COLLEGE BOOKSTORE

College Bookstore Check Policy

- We accept checks if you have two forms of identification:
 - A valid California driver's license or California identification card AND
 - A current LAMC student registration receipt or current school ID.
- Your current address must be imprinted on the check as verified by both your registration receipt and the California driver's license or California identification card.
- Your check can be for the amount of purchase only.
- Your check cannot be a two-party or pre-signed check.
- For students using their parent's check, identification is required – parent's Driver's License # and expiration date needs to be written on the face of the check.
- Check payment can be accepted from registered students only.
- The bookstore charges a \$15 fee for each returned check. Los Angeles Mission College will place a hold on registration, transcripts, and all other college transactions until the return fee and the amount of the returned check are paid.
- We accept credit cards – VISA, MasterCard, DISCOVER, and AMERICAN EXPRESS.

College Bookstore Refund Policy

- All materials must be returned in the same condition as when purchased. This means that you must not write in or in any way mark, even with a pencil, a textbook until you are positive you are going to stay in the class and use the book. Watermarked books are "damaged" books and are non-refundable. The determination of the condition of a book is made by the bookstore staff. The bookstore manager is responsible for all decisions, approval or disapproval, concerning refunds.
- Textbooks and required materials must be returned between the first and tenth day of the fall and spring semesters, and within the first week of the summer session and short-term courses.
- Without exception, any refund, exchange, or replacement must be accompanied by a CURRENT DATED CASH REGISTER RECEIPT issued by the bookstore.
- Generally, cash refunds are issued for cash purchases.
- In the event that cash is limited for a particular day, a store credit is issued which is redeemable on or after the following business day.
- If you purchase a textbook after the tenth school day, it must be returned within 24 hours accompanied by its dated cash register sales receipt.
- If a textbook fails to meet the refund policy, it will be treated as a used book. This means that it can be sold during the buyback period at a maximum of 50% of the original purchase price.
- Supplies may be considered for refund under the following conditions: Items required as materials in certain classes may be refunded during the first ten days of the Fall and Spring semesters, and within the first five days of the Summer session. Items returned must be accompanied by their dated cash register receipt and they must be in new condition. Athletic supporters, sweat socks, safety goggles and other "personal items" governed by California health

laws are not returnable.

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

College Book Buy-Back Policy

During the first week and last week of Spring and Fall semesters ONLY, the bookstore buys most textbooks at 50% off the original purchase price.

STUDENT PARKING REGULATIONS

- Liability: The Los Angeles Community College District and Mission College assume no responsibility for damage to any motor vehicle, theft of a vehicle or its contents, or injury to persons operating such vehicles on or off campus.
- Students should avoid parking in designated LAMC STAFF PARKING LOTS and areas posted NO PARKING ZONES. A valid student parking permit must be displayed to park in the student parking lot.
- The maximum speed limit is 10 M.P.H. on all parking facilities.
- All persons driving a vehicle on the campus are required to comply with the traffic laws of the state of California and the rules and regulations pursuant to Section 21113A of the California Vehicle Code. Violations may result in a citation being issued.
- All vehicles must be parked clearly within a designated parking stall.
- All vehicles shall be parked heading into parking stall.
- "No Parking" signs must be complied with.
- Any vehicle parked in a space designated for "Disabled or Handicapped Only" must display a valid handicapped permit or placard issued by the Department of Motor Vehicles.
- Persons parking illegally on campus will receive a parking citation.

10. Persons parking illegally in the Disabled Persons parking area will be cited.
11. Parking citations are payable by mail to the address on the citation or online at www.paymycite.com. To appeal a citation, obtain an Administrative Review form from the College Sheriff's Office.
12. Short term and visitor permits are available at the College Sheriff's Office.
13. Students are encouraged to park at the Sayre Lot and must display a valid student parking permit.
14. The College reserves the right to remove vehicles from the campus for any of the following reasons:
 - (a) Abandoned vehicles
 - (b) Vehicles with no license plates
 - (c) Vehicles parked in such a manner as to constitute a serious hazard
 - (d) Vehicles which impede the operation of emergency equipment
 - (e) Vehicles which are parked illegally on a recurring basis

Note: The registered owner will be responsible for impound costs.

COLLEGE SHERIFF'S DEPARTMENT

Sheriff's office personnel are responsible for the safety and well being of staff and students and of the security of College property and facilities, extension 7843.

LOST AND FOUND

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



District Information

Academic Standards

ACADEMIC HONORS

Chancellor's Distinguished Honor Award

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

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

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

GRADUATION HONORS

Summa Cum Laude

Students in attendance at Los Angeles Mission College who have an overall grade point average of 3.9 to 4.0 in all work completed are placed on the Summa Cum Laude list of the College and are honored during graduation.

Magna Cum Laude

Students in attendance at Los Angeles Mission College who have an overall grade point average of 3.7 to 3.89 in all work completed are placed on the Magna Cum Laude list of the College and are honored during graduation.

Cum Laude

Students in attendance at Los Angeles Mission College who have an overall grade point average of 3.3 to 3.69 in all work completed are placed on the Cum Laude list of the College and are honored during graduation.

CRITERIA FOR HONORS CERTIFICATES

Definitions

- a. Full-time student: a student enrolled in twelve (12) or more graded units in the qualifying semester.
- b. Part-time student: a student enrolled in six (6) to eleven (11) graded units in the qualifying semester.
- c. Qualifying semester: the semester for which the student is considered for the Dean's Honors List.
- d. Graded Units: courses in which grades of A, B, C, D, or F were received. Grades of "Credit," "No credit," and "Incomplete" will not be counted in meeting the unit requirement for the Dean's or President's Honors List.

Dean's Honors List Requirements

- a. Full-time Dean's Honors List
 1. Twelve (12) or more graded units completed in the qualifying semester.
 2. Grade point average of 3.5 or higher in the qualifying semester.
- b. Part-time Dean's Honors List
 1. Twelve (12) or more cumulative graded units completed student is being considered for inclusion on the Dean's Honors List.

2. Grade point average of 3.5 or higher in the qualifying semester.

- c. Course work used in determination:

Only the grades from courses completed at the campus where student is considered for the Dean's Honors List will be used in calculating the grade point average.

President's Honors List

Students who have appeared on the college's full-time or part-time Dean's Honors List for three (3) consecutive semesters starting with the Spring 1996 semester will be placed on the President's Honors List.

Transcript Designation

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

ACADEMIC PROBATION AND DISMISSAL

Academic Standards for Probation

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

Probation

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

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

semester units and the percentage of all units in which a student has enrolled and for which entries of "W" (Withdrawal), "I" (Incomplete), and "NC" (No Credit) are recorded reaches or exceeds fifty percent (50%).

- c. **Transfer Student.** The student has met the conditions of (a) or (b) at another college within the Los Angeles Community College District.

Units Attempted to Determine Probation Status

"Units Attempted," for purposes of determining probation status only, means all units of credit in the current community college of attendance for which the student is enrolled.

Removal from Probation

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

Academic Probation

A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.

Progress Probation

A student on progress probation because of an excess of units for which entries of No-Credit (NC), Incomplete (I), and/or Withdrawal (W) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

ACADEMIC STANDARDS FOR DISMISSAL

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

Academic Probation

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three (3) consecutive semesters.

A student who is on academic probation and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

Progress Probation

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

A student who is on progress probation shall not be dismissed after a semester in which the percentage of units in which the student has been enrolled for which entries of "W," "I," and "NC" are recorded is less than fifty percent (50%). VA students will have to get Academic Progress and Probation clarification from the Campus VA Office.

Appeal of Dismissal

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

Dismissal

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

Re-admission After Dismissal

A student who has been dismissed may request reinstatement after two

(2) semesters have elapsed. The student shall submit a written petition requesting re-admission to college in compliance with college procedures. Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the college.

Academic Renewal

Students may submit a petition to the Office of Admissions and Records to have their academic record reviewed for academic renewal action of sub-standard academic performance under the following conditions:

- Students must have achieved a grade point average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university, and
- At least two calendar years must have elapsed from the time the course work to be removed was completed.

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

- Eliminating from consideration in the cumulative grade point average up to 18 semester units of course work, and
- Annotating the student academic record indicating where courses have been removed by academic renewal action.

Academic renewal actions are irreversible. Graduation honors and awards are to be based on the student's cumulative grade point average for all college work attempted.

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

ATTENDANCE

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

Students who have pre-registered for a class and who do not attend the first meeting of the class may forfeit their right to a place in the class. Students should call the instructor's office to inform the instructor of the circumstances related to the absence. The instructor will then decide if the reasons provided for the absence are appropriate for allowing the student to remain in class. Mitigating circumstances may be considered by the instructor. Whenever absences "in hours" exceed the number of hours the class meets per week, the student may be excluded from class by the instructor.

It is the student's responsibility to officially drop from any class he/she does not plan to continue to attend. Any drops or exclusions that occur between the end of the 4th week and the end of the 14th week will result in a "W" on the student's record. Drops are not permitted beyond the end of the 14th week. An evaluative grade ("A", "B", "C", "D", "F", "CR", or "NC") will be assigned to students who are enrolled past the end of the 14th week. After the last day of the 14th week (or 75% of the time the class is scheduled, whichever is less) the student may petition to withdraw from class demonstrating extenuating circumstances. For further details, refer to "W" section of "Grading Symbols and Definitions."

COURSE REPETITION AND ACTIVITY REPETITION

Certain courses in the Catalog may be repeated for additional unit credit. These courses, marked "RPT" in the Course Section of the Catalog, allow the student an expanded educational experience each time the student enrolls in the course. Enrollment in these courses is limited in any similar activity to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses. The activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several similar course titles

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

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

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

Course Repetition to Improve Substandard Grades

Students may petition for approval to repeat up to a total of 15 units in which substandard grades (less than "C," 2.0) were awarded.

Students may repeat the same course only once for this purpose.

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

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

Course Repetition: Special Circumstances

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

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

CONCURRENT ENROLLMENT

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

Concurrent enrollment in courses which are cross-referenced to each other is not permitted (i.e., courses designated "same as" in the District Directory of Educational Programs and Courses).

Violation of this regulation will result in exclusion from class and denial of course credit in both courses.

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

CREDIT FOR COURSES COMPLETED AT NON-ACCREDITED INSTITUTIONS

Students transferring from non-accredited institutions may, after successful completion of 30 units with a "C" or better average, apply for up to fifteen (15) units of credit in courses which parallel the offerings of the college.

The following exceptions may be made to this regulation:

1. Credit for Graduates of Diploma Schools of Nursing:

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

- a. Thirty (30) semester units of credit will be given to graduates of Diploma Schools of Nursing under the following conditions:

- (1) The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer;

(2) The student has completed at least 12 units of credit at the college to which application is made.

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

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

d. Additional courses in nursing may be taken for credit only upon approval of the Nursing Department.

e. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.

2. Credit for Military Service Training:

Students who are currently serving in or have served in the military service, may, after successful completion of at least one course with the Los Angeles Community Colleges or the Overseas Program, request an evaluation of credit earned through military service training schools and/or military occupational specialties. Credit units may be granted up to the number recommended by the American Council on Education.

3. Credit for Law Enforcement Academy Training:

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

a. Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.

b. A single block of credit will be given and identified as academy credit.

c. One (1) unit of credit may be granted for each 50 hours of training, not to exceed ten (10) semester units or their equivalent. Credits granted by an institution of higher education for basic recruit academy training, under the above provisions, shall not be identified as equivalent to any required course in the major.

CREDIT FOR COURSES COMPLETED AT FOREIGN INSTITUTIONS

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

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

CREDIT BY EXAMINATION

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

1. METHOD OF OBTAINING CREDIT BY EXAMINATION:

a. Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board. Course credit will be given for the following AP exams:

b. Achievement of a score of 4 or greater for the English 101 requirement. Some institutions require higher scores for course credit. Students should check with transfer center and/or institution to which they plan to transfer.

| CREDIT FOR ADVANCED PLACEMENT | | |
|--|----------------------------|--------|
| Test | Equivalent Course | Units |
| American History | History 11, 12 | 6 |
| Art: History | Art 101, 102 | 6 |
| Studio Drawing | Art 201, 202 | 6 |
| Studio General | Elective Credit* | 6 |
| Biology | Biology 3 | 4 |
| Chemistry | Chem 101, 102 | 10 |
| English Language & Composition | English 101 | 3 |
| Economics | Economics 1, 2 | 6 |
| French Language | French 1 | 5 |
| Math: Calculus AB | Math 265 | 5 |
| Calculus BC | Math 265, 266 | 10 |
| Music Listening | Music 111 | 3 |
| Physics B | Physics 6, 7 | 8 |
| C: Mechanics | Physics 1 | 4 |
| C: Elec & Mag | Physics 3 | 4 |
| Psychology 1 | Psych 1 | 3 |
| Spanish Language Literature | Spanish 1 Elective Credit* | 5 6 |
| US Govt. & Politics | Pol Sci 1 | 3 |
| US Government & Politics Comparative | Pol Sci 2 | 3 |
| *Satisfies six (6) units elective credit-only. Not G.E. Requirement. | | |

c. Achievement of a score that qualifies for credit by examination in the College Level Examination Program (CLEP).

d. Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.

e. Achievement of a score that qualifies for credit on an examination administered by other agencies approved by the college.

2. Determination of eligibility to take College administered examinations, students who qualify:

- a. Must be currently registered in the college, in good standing and with a minimum grade point average of 2.0 in any work attempted at the college.

- b. May petition for credit by examination if they are:

- (1) eligible to take such course for credit under existing regulations, and

- (2) have not completed a course or are not in the process of taking a course which is more advanced than the course for which credit is requested.

- c. File a credit by examination petition with the credit clerk in Admissions and Records Office.

3. MAXIMUM CREDIT ALLOWABLE FOR CREDIT BY EXAMINATION:

unit load requirements as Selective Service deferment, Veteran's of Social Security benefits.

5. RECORDING OF CREDIT:

- a. If a student passes the examination, the course shall be posted on his/her cumulative recording indicating "Credit" in the "Grade" column.

- b. The number of units of credit recorded for any course may not exceed those listed in the college catalog.

6. ACCEPTANCE TOWARDS RESIDENCE:

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

CREDIT FOR PREREQUISITES

Students may not concurrently enroll in and receive credit for an advanced course and its prerequisite(s).

CREDIT/NO-CREDIT OPTION

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

1. USAGE FOR SINGLE PERFORMANCE STANDARD.

The credit/no-credit grading system shall be used in any course in which there is a single satisfactory standard of performance for which unit credit is assigned. A grade of Credit (CR) shall be assigned for meeting that standard, and a grade of "No-Credit" (NC) shall be assigned for failure to do so.

2. ACCEPTANCE OF CREDITS.

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

3. RECORDING OF GRADE.

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

4. GRADE POINT CALCULATION.

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

5. STANDARDS OF EVALUATION.

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



The maximum number of credits allowable for credit by examination for the Associate Degree shall be fifteen (15) units. Credit by examination transferred from other institutions is counted toward this maximum.

4. LIMITATIONS:

Credits acquired by examination are not applicable to meeting such

Students may not enroll in and receive credit for the prerequisite(s) to an advanced course if they have previously completed the advanced course.

Violation of this regulation will result in exclusion from class and denial of course credit.

6. CONVERSION TO LETTER GRADE.

A student who has received credit for a course taken on a “credit/no-credit” basis may not convert this credit to a letter grade.

7. COURSE REPETITION.

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

Campus Procedure on Credit/No-Credit Option

A maximum of fifteen (15) units on a “credit/no-credit” basis may be applied toward the Associate Degree. Courses taken for credit/no-credit may not be a requirement of the student's major.

Unit and course credit will be granted on a “credit/no-credit” basis under the following conditions:

1. A student wishing to take a course on a “credit/no-credit” basis will go to the Admissions and Records Office before the end of the 6th week of a semester (the 2nd week of a Summer session or the 3rd week of a nine-week short-term session) and record her/his choice by completing the proper form.
2. A student who elects to be evaluated on a “credit/no-credit” basis does not have the option of reversing her/his decision at a later date.
3. Veteran students will not receive VA payment for "No-Credit" grades.

The general practice at most four-year colleges is to not accept credit/no-credit grades for courses required in the major or preparation for the major.

The student at Mission College has the option of taking the majority of the courses available on a “credit/no-credit” basis or for a letter grade.

The following course is NOT available on a “credit/no-credit” basis:

English 101

The following is a list of courses which are available only as “credit/no-credit”:

- Developmental Communications (all courses)
- English 21
- English as a Second Language (all courses)
- Speech Communication 61 & 65

FINAL EXAMINATIONS

Final examinations are held in all subjects according to the published final examination schedule. No student will be excused from the final examinations. Should any circumstance develop requiring a special examination at a time other than the scheduled time, special authorization must be secured from the Office of the Vice President of Academic Affairs.

GRADING SYMBOLS AND DEFINITIONS

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

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

| Symbol | Definition | Grade Point |
|-----------|--|-------------|
| A | Excellent | 4 |
| B | Good | 3 |
| C | Satisfactory | 2 |
| D | Passing, less than satisfactory | 1 |
| F | Failing | 0 |
| CR | Credit (at least equal to a "C" grade or better – units awarded are not counted in GPA) | |
| NC | No-Credit (equal to a "D" or "F" grade – units are not counted in GPA) CR and NC grades may be given only in courses authorized by the District Credit/No-Credit Option and Credit by Examination Policies | |

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

SYMBOL: I
DEFINITION: Incomplete

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

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

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

Note: Courses in which the student has received an Incomplete (“I”) may not be repeated unless the “I” is removed and has been replaced by a grade of “D” or “F”.

This does not apply to courses which are repeatable for additional credit.

SYMBOL: IP
DEFINITION: In Progress

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

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

SYMBOL: W
DEFINITION: Withdrawal

Withdrawal from a class or classes shall be authorized through the last day of the 14th week of instruction or 75% of the time the class is scheduled to meet, whichever is less.

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

Withdrawal between the end of the 4th week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the 14th week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the 14th week or 75% of the time the class is scheduled shall be given a grade other than a "W," except in cases of extenuating circumstances.

After the last day of the 14th week (or 75% of the time the class is scheduled, whichever is less), the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty. Students should obtain a petition in the Admissions and Records Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the 14th week (or 75% of the time the class is scheduled, whichever is less) which has been recorded as "W." The "W"

shall not be used in calculating units attempted nor for the student's grade point average. "W's" will be used as factors in progress probation and dismissal.

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

"Military withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned may be a "W" or, if necessary to distinguish military withdrawals, may be a "MW." Military withdrawals shall not be counted in progress probation and dismissal calculations. "W's" incurred during the period between January 1, 1990, and the effective date of this paragraph, which meet definition of military withdrawal herein, shall not be counted in progress probation and dismissal calculations and may be changed to "MW's."

GRADES AND GRADE CHANGES

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

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

No grade may be challenged by a student more than one year from the end of the term in which the course was taken; provided, that if a college's academic senate has determined that

the period of time during which grades may be challenged should be more than one year, such longer period shall apply at that college.

NOTAS DE CALIFICACION Y CAMBIOS EN LAS NOTAS

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

PREREQUISITES, COREQUISITES, AND ADVISORIES

Many courses listed in the Schedule of Classes will indicate Prerequisite, Corequisite, or Advisory listed after the name of the course. These recommendations were made after careful consideration by the faculty of that discipline. Our faculty has determined that each prerequisite, corequisite, or advisory will prepare you to be successful when you are ready to enroll in the next level course. Mission College follows the Los Angeles Community College District Policy on Prerequisites, and the state regulations, which were designed to help you reach your goal.

TERMINOLOGY

Prerequisite: A class or skill you must have prior to enrolling in the target class. The faculty of that discipline requires the prerequisite because they feel it is necessary for you to succeed in the target course.

Corequisite: A class that must be taken simultaneously with the target course.

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

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

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

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

Prerequisite Challenge Procedure

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

- If the student satisfies the requirements by completing a class with a grade of "C" or better at LAMC or through the assessment process, he/she will be cleared for registering into the target course.
- If the student has satisfied the prerequisite or corequisite and/or placement at another college or through another method, he/she must submit the appropriate documentation (i.e. an unofficial transcript and/or placement results) to the counseling office located in the Instructional and Student Services Building

Once a counselor reviews the documents and finds that the prerequisite or corequisite has been satisfied, the counselor will issue a course placement authorization form. This form, once signed by the counselor, needs to be turned into the Admissions office along with the necessary add slip by the student for processing.

Students without transcripts or other proof of meeting the specified prerequisite or corequisite but 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 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; and
- The prerequisite or corequisite has not been made reasonably available causing the student undo delay in completing his/her educational goal.

Prerequisite Challenge Process

1. Pick up the challenge form at the Counseling Office. It is recommended that a student seeking to go through the challenge process meet with a counselor to discuss the process in further detail.
2. All challenge forms must be processed prior to the add deadline 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 space is available in a course when a student files a challenge to the prerequisite or corequisite, the student will be allowed to enroll into the course during the challenge process. If the challenge is approved or the college fails to resolve the challenge within 5 working days, the student shall be allowed to remain in the course. If the challenge is denied, the student will be notified and dropped administratively. If no space is available in the course when a challenge is filed and approved, the student shall be permitted to enroll for the following semester.
3. Students need to complete the challenge form, attach appropriate

documentation and take the form to the Chair and/or Vice Chair of the department through which the course in question is being offered.

4. The Department Chair and/or Vice Chair will approve or deny the challenge. 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.

- Once the challenge is approved/denied and signed, the Chair and/or Vice Chair of the department or designated faculty member will return the form to the Matriculation Coordinator.
- The Matriculation Coordinator will contact the student of the results of the challenge.
- If the challenge is approved, the student will be given a course placement authorization that the student will take to Admissions along with the necessary add form for processing.

5. If the challenge is denied, the student may appeal the decision to the Vice President of Academic Affairs. Notification of the appeal decision will be sent to the student within 5 working days after its receipt.

TRANSCRIPTS

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

A student or former student shall be entitled to two free copies of the transcript of his record or to two free verifications of student records. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$3. Students may request special processing to expedite their request for an additional fee of \$10. This option is subject to the college's ability to provide this service. Requests for transcripts or verifications may be obtained in the

Office of Admissions and Records. Transcripts from another institution are not available for copying.

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

District Policies

STUDENTS' STATEMENTS

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

INSTRUCTIONAL MATERIALS

Students may be required to provide instructional and other materials required for a credit or 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 must do so through the Admissions and Records Office or use the telephone system. Failure to withdraw officially may result in an "F" grade. Students must withdraw on or before the 11th week (75%) in order to receive a W. Students in short-term classes must withdraw before 75% of the course is completed. After the 11th week or 75% completion of the course, a student is assigned a letter grade (A through F). Instructors are not obligated to exclude a student for non-attendance. IT IS THE STUDENT'S RESPONSIBILITY TO WITHDRAW OFFICIALLY.

How to Drop Classes or Withdraw from College

1. Dropping classes or withdrawing from the college must be done by the drop date deadline.

2. To drop classes, use the STEP telephone system, or fill out a "drop card" and present it, with your registration Fee Receipt, at the Admissions and Records Office. To drop ALL classes (withdrawal), use the STEP System or check item number one on the drop card.
3. The clerk processes the forms 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 end of the second week.
5. In order to do a complete withdrawal by mail, your request must be sent by certified mail with a receipt.
6. You may also withdraw by using the telephone system on or before the 11th week or 75% completion of the course is completed.

Students in PACE or other special programs must check withdrawal deadlines with the appropriate program director.

Withdrawal from Classes

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

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

AFTER THE 11TH WEEK: Students who remain in class beyond the 11th week (or 75% of the class for short-term classes) are given a grade by the instructor. THAT GRADE CANNOT BE A "W" (withdrawal).

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 main-

tained by the College, and permits access to these records only upon the student's request (other than to certain specified categories). Information on these laws and college procedures in implementing them may be obtained from the Associate Dean of Admissions, who serves as the College Records Officer. Copies of pertinent State and Federal legislation are available for inspection.

Los Angeles Mission College considers the following information relating to a student to be directory information: student's name, city of residence, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students who do not wish any or all of the above categories of information to be given out should so indicate on their application at time of enrolling. Los Angeles Mission College uses the social security number as a student identification number. Students are asked to voluntarily provide their social security number for this purpose.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTIFICATION

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

1. The right to inspect and review the student's 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/her designee, decides not to amend the record as requested by the student, the College, in accordance with section 99.21 of the Code of Federal Regulations and section 76232 of the Education Code, will notify the student of the decision and of his/her right to a hearing.

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

■ If a student authorizes the release of his/her education record to a third party, he/she shall 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 the Los Angeles Community College District and Los Angeles Mission College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall, 1996, a cohort of all 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 Student Grievance Procedure is to

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.

In addition, section 76224 of the California Education Code provides:

"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade deter-

supervisor.

3. meeting with the College administrator of the area.
4. meeting with the College Ombudsperson to explore student rights and responsibilities, receive assistance with an informal resolution, and submit a written "Statement of Grievance".

Step II Formal Resolution

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

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

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

RECORDING DEVICES IN THE CLASSROOM

Section 78907 of the California Education Code prohibits the use of any electronic listening or recording device without prior consent of the instructor. Any student violating this section is subject to disciplinary action. Any non-student who willfully violates this section is guilty of a misdemeanor.

COMPLIANCE OFFICER

If students feel they have grounds for a grievance, they may contact the college Compliance Officer, 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 Regulations E-55 (Student Grievance Procedures) see the Compliance Officer located in the Campus Center, 818.364.7701.

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

This grievance procedure does not apply to the challenge process for prerequisites, corequisites, advisories and limitations on enrollment; alleged

mined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

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

Step I Informal Resolution

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

1. meeting with the person with whom the student has a grievance.
2. meeting with that person's immediate



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 ten school days.

Summary Suspension is a type of suspension other than that ordinarily invoked by the instructor in the classroom. The College President, appropriate administrator, or other staff member designated by the President may summarily suspend a student when he 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.

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.

Non-Discrimination Policy Compliance Procedure

In order to insure nondiscrimination policy compliance at Los Angeles Mission College, please direct inquiries to the Compliance Officer – Title IX/Gender-Equity, and Sexual Harassment (818.364.7701). Matters involving Section 504 may be directed to the Director of Disabled Students Program and Services at 818.364.7734. In addition, inquiries may be directed to the District Office of Diversity Programs at 213.891.2315.

Política De Acuerdo Con Los Procedimientos De Igualdad De Oportunidades

Para asegurar que se cumpla una política no discriminatoria en Los Angeles Mission College, favor de dirigirse a la oficina de un mediador si se refiere al acoso sexual o a la discriminación – Compliance Officer Title IX/Gender Equity (818.364.7701). Para la Sección 504, diríjase al Coordinador del Programa de Personas Incapacitadas, al 818.364.7734. Además, puede también dirigir sus preguntas a la oficina de Diversity Programs del Distrito, teléfono 213.891.2315.

SEXUAL ASSAULT

The Los Angeles Community College

District is committed to providing a safe environment for its students, faculty, and staff. The Los Angeles Community College District Board of Trustees condemns any act of sexual assault committed on any of its facilities. In the event of sexual assault committed on grounds or in facilities maintained and/or used by the District, any victim of a sexual assault who is one of the District's students, faculty, staff, or visitors shall promptly receive appropriate treatment and full and accurate information. Individuals who commit sexual assault while on properties within the control of the District shall be subject to appropriate criminal prosecution and/or District disciplinary procedures.

Confidentiality is fundamental to all aspects of cases dealing with sexual assault. The names of sexual assault victims shall not be revealed by persons responsible for implementing and enforcing the provisions of this Chapter, except with the consent of the victim.

Victims of sexual assault may obtain a list of referrals to community agencies from the College Sheriff's office.

SEXUAL HARASSMENT POLICY

The Los Angeles Community College District has a policy which provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained from the Compliance Officer by calling (818) 364-7701, or by calling the District Office of Diversity Programs at (213) 891-2315. It is the policy of the Los Angeles Community College District to provide an educational, employment, and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract.

Academic Freedom

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

Definition of Sexual Harassment

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

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

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

- making unwelcome, unsolicited written, verbal, physical and/or visual contact with sexual overtones
- verbal harassment or abuse
- unwelcome pressure for dates
- disparaging remarks about one's gender
- sexist jokes about one's clothing, body, or sexual activities
- deliberate blocking of physical movement
- obscene gestures
- demands for sexual favors accompanied by implied or overt threats

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

Complaint Procedure

When an employee, student, or other individual feels, perceives, or has actually experienced conduct that may constitute sexual harassment, it is that person's responsibility to inform the individual engaging in such conduct that the behavior being demonstrated is offensive and must stop.

When it is not possible or practical to confront the person directly, or if the situation continues, the conduct must be reported to the Sexual Harassment Compliance Officer at the work site.

Complaints may be filed by persons other than the person who is the recipient of the unwanted conduct.

The Sexual Harassment Compliance Officer shall receive the complaint, make notes, conduct a preliminary investigation, and notify the alleged offender, the appropriate college President or District administrator, and the Director of the Office of Affirmative Action Programs, within five (5) business days of a potential violation of this policy.

During the process of the investigation, the complainant/victim and the alleged offender have the right to be represented, at all times, by a representative of their choice.

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

class schedule.

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

Necessary forms to file a complaint of sexual harassment may be obtained from the Sexual Harassment Compliance Officer at the site, and from the Office of the Vice President of Student Services. Anyone who believes that they are a victim of sexual harassment may also call (213) 891-2315.

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

Pre-Complaint Questionnaire

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

False Allegations

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

Formal Complaint

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

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

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

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

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

Appeal

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

The Chancellor shall present the written appeal, the Written Decision and the investigative report to the Board of Trustees in closed session. The Board of Trustees decision shall be the District's Final Written Decision.

The complainant/victim has the right to file a written appeal with

the State Chancellor's Office of the California Community Colleges within thirty (30) days of this Final District Decision.

Additional Remedies

The complainant or alleged victim may pursue independently civil law remedies, including but not limited to injunctions, restraining orders, or other orders. An individual who believes that he/she is the victim of sexual harassment may also file a complaint with the Department of Fair Employment and Housing, The Equal Employment Opportunity Commission, the Office for Civil Rights, United States Department of Education, whether or not the complainant chooses to utilize the District's internal procedure.

Confidentiality

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

Disciplinary Procedure

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

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

Retaliation

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

OMBUDSPERSON'S ROLE

The president of each college appoints a person to assist the students with their grievances. This person's responsibilities is to help the students to informally reach a resolution. If an informal resolution is not obtained, the ombudsperson will help the student to prepare a case and present it to the Grievances Hearing Committee. The Vice President of Students will refer students to the ombudsperson.

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.

Standards of Conduct

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.

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 thoughts of suicide. Social problems include loss of friends, academic standing, and co- and extracurricular 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.

Counseling, Treatment and Rehabilitation Students should contact the Student Health Center or the campus Counseling Office for assistance and referrals; employees should contact the Los Angeles Community College District Employee Assistance Program.

Disciplinary Action

Violation of Board Rule 9803.19 shall result in student discipline, imposed in accordance with the Student Discipline Procedures as stated in Board Rule 91101. Furthermore, institutional policies and practices may impose disciplinary sanctions on students and employees consistent with local, state, and federal law, up to and including expulsion, termination of employment, and referral for prosecution for violations of the standard of conduct.

The Los Angeles Community College District is committed to drug- and alcohol-free campuses, and we ask you to share in this commitment and dedication.

Counseling, Treatment and Rehabilitation

The following resources are available for the treatment of alcohol and drug dependence and abuse:

- Los Angeles Community College District Employee Assistance

Program
(818) 907-7701 or (800) 521-9944

- National Council on Alcoholism and Drug Dependence
(213) 384-0403 or (818) 997-0414
- Los Angeles County Drug Abuse Program (213)624-DRUG
- Alcoholics Anonymous
(213) 387-8316 or (818) 988-3001
- Cocaine Anonymous
(213) 839-1141 or (818) 988-1777
- Narcotics Anonymous
(213) 283-1745 or (818) 997-3822
- Families Anonymous
(800) 736-9805

SMOKING POLICY

In accordance with Board Rule 9804, smoking is permitted in designated areas only.

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 ESCORT SERVICE

Escorts can be arranged 24-hours a day through the Sheriff's Office.

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.



Graduation Information

Graduation Requirements

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

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

The following requirements apply to all students. Continuing students with uninterrupted attendance and demonstrating satisfactory progress, exclusive of summer session, should refer to the graduation requirements listed in the catalog in effect at the time of their initial enrollment. A continuing student is one who has completed a minimum of one course per semester, except that completion with a "W" will be accepted for one semester only.

Students who interrupt their attendance become subject to any new requirements which are in effect at the time they re-enroll.

Late Petitions: Students, who petition to graduate after the deadline, will receive a graduation date of the semester that the petition is received.

The permanent record and diploma will reflect the semester date when the student petitioned. A transcript memo will reflect the date that the A.A. degree was granted.

I. Unit Requirement: 60 to 72 units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.

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

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

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

1. English 28, English 101.
2. In meeting the reading and written expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.

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

1. Mathematics 113 and 114, 115, or any higher level mathematics course with a prerequisite of Mathematics 115 or its equivalent,

or

2. Achievement of a score of 15 or higher on the District Mathematics Competency Examination.

IV. Competency Requirement in American Institutions and U.S. History:

Students must demonstrate competency in their understanding of American Institutions and U.S. History. Students must successfully complete an appropriate course or courses in American Institutions and U.S. History.

V. Residence Requirement

Completion of at least 12 units of work in residence and attendance at the college during the semester in which the graduation requirements are completed. Exceptions may be made under special circumstances.

VI. Course Requirements:

Students who are majoring in programs of study for which 18-35 units are required in the major shall complete Graduation Plan A. Students who are majoring in programs of study for which 36 or more units are required in the major shall complete Graduation Plan B.

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

Los Angeles Mission College offers three types of Associate Degrees: Plan A designated majors, Plan B designated majors, and Transfer Associate Degree in Liberal Arts.

Each of these degree options must satisfy the following requirements:

1. Students must complete a minimum of 60 semester units.
2. Students must complete all work with a cumulative grade point average of 2.0 ("C").
3. Students must demonstrate competency in English and mathematics.
4. Students must complete at least 12 units at Los Angeles Mission College and be in attendance at the college during the semester in which gradua-

tion requirements are completed. Continuing students with uninterrupted attendance and demonstrating satisfactory progress, exclusive of Summer sessions, should refer to the

graduation requirements listed in the catalog in effect at the time of their initial enrollment. A continuing student is one who has completed a minimum of one course per calendar year; completion with a "W" will be accepted for one

semester only. Students who interrupt their attendance become subject to any new requirements that are in effect at the time of re-enrollment.

| ASSOCIATE DEGREE PLAN A DESIGNATED MAJORS | ASSOCIATE DEGREE PLAN B DESIGNATED MAJORS | TRANSFER ASSOCIATE DEGREE IN LIBERAL ARTS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|---------------------|---|---------------------------------|---|---------------|---|---------------------------|----|----------------|-----|-------|----|--|--|-------|---------------------|---|---------------------------------|---|---------------|---|---------------------------|---|----------------|-----|-------|----|---|
| <p>1. Major Requirements: At least 18 units in a single or related discipline. For a degree that specifies the major, students must complete major discipline requirements as listed in the catalog.</p> <p>2. GE Requirements: At least 30-31 units in the following manner:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;">UNITS</th> </tr> </thead> <tbody> <tr> <td>a. Natural Sciences</td> <td style="text-align: right;">3</td> </tr> <tr> <td>b. Social & Behavioral Sciences</td> <td style="text-align: right;">9</td> </tr> <tr> <td>c. Humanities</td> <td style="text-align: right;">3</td> </tr> <tr> <td>d. Language & Rationality</td> <td style="text-align: right;">12</td> </tr> <tr> <td>e. Health & PE</td> <td style="text-align: right;">3-4</td> </tr> <tr> <td style="border-top: 1px solid black;">TOTAL</td> <td style="text-align: right; border-top: 1px solid black;">60</td> </tr> </tbody> </table> | | UNITS | a. Natural Sciences | 3 | b. Social & Behavioral Sciences | 9 | c. Humanities | 3 | d. Language & Rationality | 12 | e. Health & PE | 3-4 | TOTAL | 60 | <p>1. Major Requirements: At least 36 units in a single or related discipline. For a degree that specifies the major, students must complete major discipline requirements as listed in the catalog.</p> <p>2. GE Requirements: At least 18 units in the following manner:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;">UNITS</th> </tr> </thead> <tbody> <tr> <td>a. Natural Sciences</td> <td style="text-align: right;">3</td> </tr> <tr> <td>b. Social & Behavioral Sciences</td> <td style="text-align: right;">3</td> </tr> <tr> <td>c. Humanities</td> <td style="text-align: right;">3</td> </tr> <tr> <td>d. Language & Rationality</td> <td style="text-align: right;">6</td> </tr> <tr> <td>e. Health & PE</td> <td style="text-align: right;">3-4</td> </tr> <tr> <td style="border-top: 1px solid black;">TOTAL</td> <td style="text-align: right; border-top: 1px solid black;">60</td> </tr> </tbody> </table> | | UNITS | a. Natural Sciences | 3 | b. Social & Behavioral Sciences | 3 | c. Humanities | 3 | d. Language & Rationality | 6 | e. Health & PE | 3-4 | TOTAL | 60 | <p>Completion of IGETC or CSU Breadth requirements.</p> <p>A minimum of 60 transferable units completed.</p> <p>One course in Physical Education or appropriate waiver.</p> <p>One course in Health.</p> <hr/> <p>Please consult with a counselor to keep informed of the latest changes in graduation and transfer requirements.</p> |
| | UNITS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a. Natural Sciences | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| b. Social & Behavioral Sciences | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| c. Humanities | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| d. Language & Rationality | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| e. Health & PE | 3-4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL | 60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | UNITS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a. Natural Sciences | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| b. Social & Behavioral Sciences | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| c. Humanities | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| d. Language & Rationality | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| e. Health & PE | 3-4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL | 60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| PLAN A MAJORS | <ul style="list-style-type: none"> ■ Administration of Justice ■ Art ■ Chicano Studies ■ Computer Science-Information Technology ■ English ■ Liberal Arts | <ul style="list-style-type: none"> ■ Family & Consumer Studies (Consumer Education & Mgmt, Foods & Nutrition, Gerontology, Marriage & Family Life) ■ Health Science ■ Humanities ■ Interdisciplinary Studies ■ Interior Design | <ul style="list-style-type: none"> ■ Mathematics ■ Philosophy ■ Physical Science ■ Political Science ■ Psychology ■ Sociology ■ Spanish |
|---------------|---|---|--|
| PLAN B MAJORS | <ul style="list-style-type: none"> ■ Accounting ■ Business Administration ■ Child Development ■ Computer Applications and Office Technologies ■ Computer Science-Information Technology (Business) ■ Food Service Management (Food Mgmt Production Services and Related Techniques) | <ul style="list-style-type: none"> ■ Engineering ■ Finance ■ Interdisciplinary Studies ■ Interior Design ■ Law (Legal Assisting) ■ Management/Small Bus Mgmt ■ Marketing ■ Multimedia Studies | <p>*This information is subject to change without notice.</p> <p>Please consult with a counselor to keep informed of the latest changes in graduation and transfer requirements.</p> |

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

ASSOCIATE DEGREE – PLAN A

A. Natural Sciences

| | |
|----------|----------------------|
| | 1 Course/3 Units |
| Anatomy | 1 |
| Anthro | 101 |
| Astron | 1, 5 |
| Bio | 3, 6, 7, 40 |
| Chem | 51, 52, 65, 101, 102 |
| Env Sci | 2 |
| Fam & CS | 21 |
| Geog | 1, 7, 14, 15 |
| Geology | 1 |
| Micro | 1, 20 |
| Ocean | 1 |
| Phys Sci | 1, 14 |
| Physics | 6, 7 |
| Physiol | 1 |
| Psych | 2 |

B. Social and Behavioral Sciences

– 3 Courses/9 Units
(one course from #1, one course from #2, one course from #1 or #2)

1. American Institutions

| | |
|---------|------|
| Afro Am | 4 |
| Chicano | 7, 8 |

| | |
|---------|----------------|
| Econ | 10 |
| History | 11, 12, 43, 44 |
| Pol Sci | 1 |

2. Social Sciences

| | |
|----------|----------------------|
| Afro Am | 2, 4 |
| Anthro | 102, 103 |
| Asian | 2 |
| Bus | 1, 5 |
| Chicano | 2, 7, 19, 47 |
| Ch Dev | 1 |
| Educ | 203 |
| Econ | 1, 2 |
| Fam & CS | 6, 31, 91 |
| Geog | 2, 7, 14 |
| History | 1, 2, 11, 12, 43, 86 |
| Law | 1 |
| Pol Sci | 2, 5, 7, 8 |
| Psych | 1, 11, 12, 14, 41 |
| Soc | 1, 2, 4, 7, 11, 12 |
| Spanish | 9, 10 |

C. Humanities - 1 Course/3

| | |
|--------|--------------------------|
| Units | |
| Anthro | 104, 121 |
| Art | 101, 102, 103, 109, 115, |

| | |
|--------------------|------------------------------|
| 201, 300, 501, 502 | |
| Chicano | 37, 52, 54, 58 |
| Cinema | 3 |
| English | 102, 127, 208, 210, 240, 255 |
| Fam & CS | 16 |
| French | 1, 2, 3, 4 |
| Human | 1, 2, 3, 30, 31, 54 |
| Intrdgn | 104 |
| Italian | 1, 2, 3, 4 |
| Music | 111 |
| Philos | 1, 20, 21, 33 |
| Photo | 10, 11, 47 |
| Spanish | 1, 2, 3, 4, 5, 6, 21, 22, 65 |
| Theater | 505 |

D. Language and Rationality

– 4 Courses/12 Units
(one course from #1, one course from #2, one course from #1 or #2)

1. English Composition*

| | |
|---------|---------|
| ESL | 8 |
| English | 28, 101 |

2. Communication and

Analytical Thinking**

| | |
|---------|---|
| Co Sci | 401 |
| English | 102 |
| Journal | 100, 101 |
| Math | 114, 115, 120, 125, 215, 227, 238, 240, 245, 260, 265, 266, 267, 270, 275 |
| Philos | 5, 6, 20 |
| Speech | 101, 102, 151 |

E. Health and Physical

Education – 2 Courses/3-4 Units

1. Health Education

| | |
|--------|-------|
| Health | 8, 11 |
|--------|-------|

2. Physical Education Activity

| | |
|----------|--------|
| (1 unit) | |
| PE | 91-690 |

ASSOCIATE DEGREE – PLAN B

A. Natural Sciences

| | |
|----------|----------------------|
| | 1 Course/3 Units |
| Anatomy | 1 |
| Anthro | 101 |
| Astron | 1, 5 |
| Bio | 3, 6, 7, 40 |
| Chem | 51, 52, 65, 101, 102 |
| Env Sci | 2 |
| Fam & CS | 21 |
| Geog | 1, 7, 14, 15 |
| Geology | 1 |
| Micro | 1, 20 |
| Ocean | 1 |
| Phys Sci | 1, 14 |
| Physics | 6, 7 |
| Physiol | 1 |
| Psych | 2 |

B. Social and Behavioral Sciences

| | |
|---------|------------------|
| | 1 Course/3 Units |
| Afro Am | 4 |
| Chicano | 7, 8 |

| | |
|---------|----------------|
| Econ | 10 |
| History | 11, 12, 43, 44 |
| Pol Sci | 1 |

C. Humanities -1 Course/3 Units

| | |
|----------|--|
| Anthro | 104, 121 |
| Art | 101, 102, 103, 109, 115, 201, 204, 300, 501, 502 |
| Chicano | 37, 52, 54, 58 |
| Cinema | 3 |
| English | 102, 127, 208, 210, 240, 255 |
| Fam & CS | 16 |
| French | 1, 2, 3, 4 |
| Human | 1, 2, 3, 30, 31, 54 |
| Intrdgn | 104 |
| Italian | 1, 2, 3, 4 |
| Music | 111 |
| Philos | 1, 20, 21, 33 |
| Photo | 10, 11, 47 |
| Spanish | 1, 2, 3, 4, 5, 6, 21, 22, 65 |

| | |
|---------|-----|
| Theater | 505 |
|---------|-----|

D. Language and Rationality

2 Courses/6 Units
(one course from #1, one course from #2)

1. English Composition*

| | |
|---------|---------|
| ESL | 8 |
| English | 28, 101 |

2. Communication and Analytical Thinking**

| | |
|---------|---|
| Co Sci | 401 |
| English | 102 |
| Journal | 100, 101 |
| Math | 114, 115, 120, 125, 215, 227, 235, 238, 240, 245, 260, 265, 266, 267, 270, 275, 291 |
| Philos | 5, 6, 20 |
| Speech | 101, 102, 151 |

E. Health and Physical

Education – 2 Courses/3-4 Units

1. Health Education

| | |
|--------|-------|
| Health | 8, 11 |
|--------|-------|

2. Physical Ed. Activity (1 unit)

| | |
|----|--------|
| PE | 91-690 |
|----|--------|

* English competency can be met by completing English 28 or 101 or ESL 8 with a "C" or better.

** Math competency can be met by completing Math 113 with 114 or Math 115 or a higher math course with a grade of "C" or better.

GRADUATION PLAN TRANSFER

Transfer students may also earn an Associate Degree by completing Transfer General Education Requirements as well as graduation requirements in Plan A or B. For further information, see a counselor.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Los Angeles Mission College offers several educational options. By completing the graduation requirements listed on the following pages, students may earn an Associate in Arts (AA) or Associate in Science (AS) Degree.

The Associate in Arts or Associate in Science Degree may also be earned in a specific occupational discipline. To earn the Associate Degree, students must complete Plan A or Plan B graduation requirements and the specific list of courses for the major as noted on the following pages. Students wishing to earn a certificate in a specific area must complete the designated courses.

DEGREES AND CERTIFICATES

| DISCIPLINES | AA | AS | PLAN A/B | CERT | SKILL CERT |
|--|----|----|-------------|------|---------------|
| Accounting | X | | B | | |
| Administration of Justice | | X | A | | |
| ■ Law Enforcement Officer Candidate | | | | X | |
| ■ Probation/Correction Officer Candidate | | | | X | |
| ■ Security Management Specialist | | | | X | |
| ■ Criminal Justice Professional | | | | X | |
| ■ Law Enforcement Academy | | | | X | |
| Art | X | | A | | |
| ■ Drawing | X | | A | | |
| ■ Painting | X | | A | | |
| ■ Sculpture | X | | A | | |
| Business Administration | X | | B | | |
| Child Development | X | | B | | X |
| ■ Family Child Care | X | | B | X | X |
| ■ Infant/Toddler | X | | B | X | |
| ■ Preschool | X | | B | X | |
| ■ Bilingual/Bicultural Preschool | X | | B | X | |
| ■ School-Age Care | X | | B | X | |
| ■ Teacher Assistant | X | | B | X | |
| ■ Special Needs | X | | B | X | |
| ■ Teacher's Assistant: Bicultural/Bilingual | X | | B | X | |
| ■ Child Dev in Administration | | | | | X |
| Chicano Studies | X | | A | | |
| Computer Applications & Office Technologies | X | | B | | X |
| ■ Office Assistant | | | | X | |
| ■ Business Communications | | | | X | X |
| ■ Administrative | | | | X | |
| ■ Keyboarding | | | | | X |
| ■ Law Office Skills | | | | | X |
| Computer Science – Info. Technology | X | | A | | |
| ■ Business Emphasis | X | | B | | |
| ■ Microcomputer Applications Management | | | | X | |
| ■ Microcomputer Programming | | | | X | X |
| ■ Microcomputer Applications | | | | | X |
| Engineering | | X | B | | |
| ■ Basic Engineering | | | | X | |
| ■ CADD & CAM | | | | X | |
| ■ Engineering Assistant | | | | X | |
| English | X | | A | | |

| DISCIPLINES | AA | AS | PLAN A/B | CERT | SKILL CERT |
|--|----|----|-------------|------|---------------|
| Family & Consumer Studies | | | | | |
| ■ Dietary Services Supervisor | | | | X | |
| ■ Consumer Ed & Management | X | | A | X | |
| ■ Foods and Nutrition | X | | A | | |
| ■ Gerontology | X | | A | X | |
| ■ Marriage & Family Life | X | | A | | |
| ■ Nutrition | | | | | X |
| ■ Family Development | | | | | X |
| ■ Family Dev/Gerontology | | | | | X |
| ■ Intro to Hospitality | | | | | X |
| ■ Lodging Management | | | | | X |
| ■ Travel & Tourism | | | | | X |
| ■ Restaurant Management | | | | | X |
| Finance | X | | B | | |
| Food Service Management | | | | | |
| ■ Food Management Production Services & Related Techniques | X | | B | | |
| ■ Culinary Arts | | | | X | |
| ■ Food Service Management | | | | X | |
| Health Sciences | | X | A | | |
| Humanities | X | | A | | |
| Interdisciplinary Studies | X | | A/B | X | |
| Interior Design | X | | A/B | X | |
| Law | X | | B | X | |
| ■ Legal Assisting | X | | B | X | |
| Liberal Arts | X | | A | | |
| Management | X | | B | | |
| ■ Small Business Management | X | | B | | |
| ■ Retail Management | | | | X | |
| Marketing | X | | B | | |
| Mathematics | X | | A | | |
| Multimedia Studies | X | | B | X | |
| ■ Design for Interactive Multimedia | | | | X | X |
| ■ Animation for Multimedia | | | | X | |
| ■ Intro to Graphic Design | | | | | X |
| ■ Advanced Graphic Design | | | | | X |
| ■ Animation | | | | | X |
| ■ Digital Video | | | | | X |
| Philosophy | X | | A | | |
| Physical Science | X | | A | | |
| Political Science | X | | A | | |
| Psychology | X | | A | | |
| Sociology | X | | A | | |
| Spanish | X | | A | | |



ANGELES MISSION COLLEGE

Welcome
You is your Success

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Transfer Information

Students who plan to earn a Bachelor's Degree should take a pattern of courses designed to complete the general education pattern and the lower division preparation for their major of the college to which they will transfer.

Los Angeles Mission College can provide the lower division preparation for most majors at most universities. For purposes of classification, students who are paralleling the work of four-year colleges and universities are indicated as "transfer students."

Transfer Center

The Transfer Center helps students prepare to continue their education at a four-year college or university. Counselors and the Transfer Center Staff are your link to transfer to UC, CSU and private institutions. Consult with a counselor regarding general education course requirements needed to transfer. The counselor will help you develop an educational plan to facilitate the process. Transfer center staff will help establish specific goals and objectives.

Transfer Center resources include online/traditional application filing, opportunities to meet with representatives from four-year institutions, a resource library, workshops on transfer issues and information regarding articulation agreements. Students are encouraged to begin planning for transfer as early as possible. Transfer students can earn an Associate Degree while completing transfer requirements.

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

■ **Articulation agreements:** www.assist.org

ASSIST (Articulation System Stimulating Interinstitutional Student Transfer) is a computerized

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

- Articulation agreements between the CA Community Colleges and UC or CSU
- List of UC and CSU transferable courses
- List of IGETC approved courses for the advising form
- List of CSU GE approved courses for the advising form
- **CSU:** www.csumentor.edu

CSU Mentor is a *free* online resource designed to help students learn about the CSU system. Students will be able to select a CSU campus, apply for admission and plan how to finance their higher education. The student will *only pay* the application fee charged directly by the CSU campus when an application for admission is submitted. Personal data entered by the user is not released without the user's express consent and direction.

■ **UC:** www.ucop.edu

University of California Pathways is a *free* online resource designed to help students learn about the UC system. Students will be able to use one on-line application to apply to various UC campuses. The student will *only pay* the application fee for each university when an application for admission is submitted. UC Pathways provides Answers for Transfers, Financial Aid Information, Campus Publications, Directories and links to all UC campus web pages. Personal data entered by the user

is not released without the user's express consent and direction.

With careful planning, a student can complete the requirements for the Associate Degree while simultaneously completing the lower division preparation for most universities. Three requirements must be met in order to attain full junior standing at the UCs, the CSUs, or most independent universities to which students expect to transfer.

These requirements are as follows:

1. Completion of 60 transferable units (Units may vary at independent universities).
2. Completion of the specific General Education Requirements for junior standing in the proposed college or university.
3. Completion of the lower division prerequisites for selected majors. These vary according to the institution in which students expect to enroll.

Note: Students expecting to transfer to such institutions should contact the Los Angeles Mission College Transfer Center to see a counselor and consult the respective catalog of these institutions regarding specific requirements for upper division standing.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

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

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

What is the Intersegmental General Education Transfer Curriculum?

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which community college transfer students can use to fulfill lower-division General Education Requirements in either the UC or CSU system without the need to take additional lower-division general education courses after transfer.

The IGETC is **NOT** an admission requirement to the UC or CSU system. There is no connection between completion of the IGETC and eligibility for admission to the UC or CSU system,

plan to transfer. Students pursuing majors that require extensive lower division major preparation, (such as engineering on all campuses or business at University of California, Berkeley) may not find the IGETC option to be advantageous. The Eleanor Roosevelt College and Revelle College of the University of California, San Diego do not accept IGETC. Additional lower division General Education Requirements may be needed prior to transfer. **The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU campus.**

Courses taken at several institutions may be used to fulfill the IGETC. Students should be aware, however, that placement of courses within IGETC subject areas may vary from college to college. Placement of a course will be based on the college of attendance and its IGETC pattern at the time the course was completed. Completion of the IGETC program will be certified by the last community college which the student attends.

REQUIRED IGETC COURSES FOR TRANSFER TO THE CSU AND UC SYSTEMS

The course requirements for all areas must be completed before the IGETC can be certified. All courses must be completed with grades of "C" or better.

I. English Composition

2-3 Courses/6-9 Units

CSU transfer— complete all three groups.

UC transfer— complete group A and B only.

A. ENGLISH COMPOSITION:
English 101

B. CRITICAL THINKING /
ENGLISH COMPOSITION:
English 102, Philos 5

C. ORAL COMMUNICATION
(CSU only)
Speech 101, 102

II. Mathematical Concepts and Quantitative Reasoning

1 Course/3 Units

Math 227, 238, 245, 260, 265,
266, 267, 270, 275

III. Arts and Humanities

3 Courses/9 Units

Choose one course from A, one course from B, and a third course from A or B.

A. ART: Art 101, 102, 103, 109, 115; Cinema 3; Music 111, Theater 505

B. HUMANITIES: Anthro 104; Chicano 37; English 208, 255; French 3, 4; Human 1, 2, 3, 30, 31, 54; Italian 3; Ling 1;



or admission to a specific campus or program. Existing segmental and campus-specific admission requirements for transfer students remain unchanged. Requirements for lower division courses for admission to particular majors also remain unchanged. A recommended total of 60 units must be completed before transfer, for priority admission status.

It is **NOT** advisable for *all* students to follow the IGETC. Some students may be better served by taking courses that fulfill the CSU General Education Breadth requirements or those of the UC campus or college to which they

If you are approaching readiness for transfer and, for good cause, are unable to complete one or two IGETC courses, you may be eligible to complete IGETC after transferring. To file for partial certification of IGETC, you must fill out a Petition for Exemption Academic Requirements. Typical situations which constitute good causes for not completing one or two IGETC courses are illness, military service, and unexpected hardships, such as family or employment problems, which are experienced in the final term before transfer.

Philos 1, 6*, 20, 21, 33; Spanish 3, 4, 5, 6, 65

*This course will be removed from this area on the advising form effective Fall 2007

IV. Social and Behavioral Sciences – 3 Courses/9 Units

Choose three courses from at least two different disciplines.

| | |
|---------|--------------------------|
| Anthro | 104 |
| Afro Am | 2 |
| Anthro | 102 |
| Ch Dev | 1 |
| Chicano | 2, 7, 8, 47 |
| Econ | 1, 2, 10 |
| Geog | 2, 7, 14 |
| History | 1, 2, 11, 12, 43, 44, 86 |
| Ling | 1 |
| Pol Sci | 1, 2, 5, 7, 8, 9 |
| Psych | 1, 2, 11, 12, 14, 41, 52 |
| Soc | 1, 2, 11 |

V. Physical and Biological Sciences – 2 Courses/7 Units

Choose two courses, one course from A and one course from B. At least one course must include a lab.

A. PHYSICAL SCIENCE:

| | |
|----------|----------------------|
| Astron | 1, 5 |
| Chem | 51, 52, 65, 101, 102 |
| Geog | 1, 15 |
| Geology | 1 |
| Ocean | 1 |
| Phys Sci | 1, 14 |
| Physics | 6, 7 |

B. BIOLOGICAL SCIENCES:

| | |
|---------|-------------|
| Anatomy | 1 |
| Anthro | 101 |
| Bio | 3, 6, 7, 40 |
| Env Sci | 2 |
| Micro | 1, 20 |
| Physiol | 1 |

Foreign Language Proficiency

(UC only) – 1 Course/5 Units

Proficiency in any foreign language can be met by passing two years of a foreign language in high school, with a grade of “C” or better, two years attendance at a foreign junior high or high school, or proving competency by an acceptable exam, or choosing one of the following courses:

French 2; Italian 2; Spanish 2

If proficiency was met in high school, transcript must be provided.

CALIFORNIA STATE UNIVERSITIES

Transfer Requirements

Students currently eligible from high school for admission to the CSU system may transfer at any time providing they have a “C” average in all CSU transfer units attempted. If ineligible from high school because of high school grade point average and SAT or ACT test scores, they must complete 56 CSU transferable units with an overall “C” grade point average in all transferable units attempted. If ineligible, in part or wholly, because of high school subject requirements, there are a number of ways they can make them up at Los Angeles Mission College. Applications and details are available in the Mission College Transfer Center. No more than 70 transferable units from community colleges will be counted toward the units required for the B.A. or B.S. Degree.

It is recommended that students complete lower division (the first two years of a four-year college) major requirements and general education requirements of the California State University and University of California before transferring. Note that some California State Universities and some departments may require more than a “C” average for admission.

CSU General Education Certification Plan

Los Angeles Mission College has an agreement with the California State University System through which students at Mission College can complete all lower division General Education Requirements for any of the 23 CSU campuses. If the 39 units pattern described below is completed, Los Angeles Mission College will certify to the California State University System that all lower division General Education Requirements have been met. Students will still be responsible for 9 upper division general education units after transfer to be taken at the university campus granting the baccalaureate degree. Students can receive

partial certification in one of the categories A through E after completing the requirements for that category. However, a minimum of 12 units from the certification requirements must be completed for partial certification.

It should also be noted, that for both full and partial certification, 12 units of residence as a student at Los Angeles Mission College must be completed. Students must petition for full or partial certification by seeing an LAMC counselor. With careful preparation, it is possible for a student to complete the A.A. General Education Requirements for Los Angeles Mission College while completing these certification requirements. The pattern presented below governs all students who began Los Angeles Mission College in the Fall or Spring of 2004-2006 and subsequently remain in continuous enrollment and earn credit each regular semester until they transfer. Some courses appear in several areas, but one course may NOT be used to meet more than one General Education Requirement. No more than two courses in any single discipline will be counted toward meeting General Education Requirements.

UNIVERSITY OF CALIFORNIA

The University of California has nine campuses throughout the state, of which the closest campus is UCLA. To transfer, students must complete a minimum of 60 UC transferable units. A maximum of 70 may be credited toward a Bachelor's Degree. A minimum of 2.4 grade point average is required for admission, unless eligibility was previously established in high school. UC campuses with many applicants, such as UCLA, require more than a 2.4 GPA. Students must also complete an exact pattern of subjects (A to F requirements) in high school or make up deficiencies in the pattern at the community college or complete an alternative option including college courses. Students must have a high school transcript on file and see a counselor by appointment to determine eligibility. All students must declare a major when they apply to a UC.

GENERAL EDUCATION BREADTH REQUIREMENTS FOR CERTIFICATION TO CALIFORNIA STATE UNIVERSITIES

Area “A”: COMMUNICATION AND CRITICAL THINKING – 9 Units

Three units from each sub-area.

- A. A-1 ORAL COMMUNICATION:
Speech 101, 102, 151
- B. A-2 WRITTEN COMMUNICATION:
English 101
- C. A-3 CRITICAL THINKING:
English 102
Journal 101
Philos 5, 6, 9
Speech 102

Area “B”: PHYSICAL UNIVERSE AND ITS LIFE FORMS – 9 Units

At least one course from each of the three sub-areas. A laboratory course, marked with bold type, must be included as one of the selections.

B-1 PHYSICAL SCIENCES

| | |
|---------|-----------------------------|
| Astron | 1, 5 |
| Chem | 51, 52, 65, 101, 102 |
| Geog | 1, 15 |
| Geology | 1 |
| Ocean | 1 |
| Phys Sc | 1, 14 |
| Physics | 6, 7 |

B-2 BIOLOGICAL SCIENCES

| | |
|---------|-------------|
| Anatomy | 1 |
| Anthro | 101 |
| Biology | 3, 6, 7, 40 |
| Env Sci | 2 |
| Micro | 1, 20 |
| Psych | 2 |
| Physiol | 1 |

B-3 LABORATORY ACTIVITY

One of the courses chosen from B-1 or B-2 must be a lab course – designated by bold type.

B-4 MATHEMATICS/ QUANTITATIVE REASONING

| | |
|------|--|
| Math | 227, 238, 240, 245, 260, 265, 266, 267, 270, 275 |
|------|--|

Area “C”: ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGES

9 Units

At least one course from area C1 and C2 and a third from C1 or C2.

C-1 ARTS

| | |
|-----------|--|
| Art | 101, 102, 103, 109, 115, 201, 300, 501, 502 |
| Cinema | 3, 18 |
| English | 240 |
| Fam & C S | 16 |
| Human | 1, 3, 31 |
| Intrdgn | 104 |
| Music | 101, 111, 201, 202, 321, 322, 323, 324, 341, 501 |
| Photo | 10, 11, 12 |
| Theater | 505 |

C-2 HUMANITIES

| | |
|---------|-----------------------------|
| Anthro | 104, 121 |
| Chicano | 37, 42, 44, 46 |
| English | 208, 210, 240, 255 |
| French | 1, 2, 3, 4 |
| History | 86 |
| Human | 1, 2, 30, 31, 54 |
| Italian | 1, 2, 3, 4 |
| Ling | 1 |
| Philos | 1, 6, 20, 21, 33 |
| Spanish | 1, 2, 3, 4, 5, 6, 9, 10, 65 |

Students may complete lower-division General Education Requirements by meeting the individual UC campus-specific criteria, or by completing Intersegmental General Education Transfer Curriculum (IGETC). It is advisable to complete lower division major courses before transferring. Some majors are impacted and will not accept students without the proper course work.

A counselor can help you in determining the appropriate courses at LAMC, which meet general education and major department requirements.

INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES

California's fully accredited independent colleges and universities provide a host of options at undergraduate, graduate, and professional levels for students planning to continue their education beyond community college.

Students who transfer to independent colleges or universities find they are given academic credit for most, if not all, of their community college studies. Virtually all institutions give full credit for general education courses and usually other courses designated

for transfer by the community college.

Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. The requirements are outlined in the respective college catalogs, available for viewing at the Transfer Center.

Independent institutions are generous in awarding credit. They invite students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.

GENERAL EDUCATION BREADTH REQUIREMENTS FOR CERTIFICATION TO CALIFORNIA STATE UNIVERSITIES

Area "D": SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR – 9 Units

Select one course from D-A, one from D-B, and a third from D-1 to D-O.

| | | |
|-----|---|---|
| D-1 | Anthro Ling | 102, 104 1 |
| D-2 | Econ | 1, 2, 10 |
| D-3 | Afro Am Asian Chicano History Soc | 2, 4; 2 2, 7, 8, 20, 47 43, 44 11 |
| D-4 | Chicano | 47 |
| D-5 | Geography | 2, 7, 14 |
| D-6 | Afro Am Chicano Econ History Law | 4 7, 8, 19, 44 10 1, 2, 11, 12, 43, 44, 86 25 |
| D-7 | Bus Ch Dev Psych | 1 1, 42 11 |
| D-8 | AJ Bus Law Pol Sci | 4 5 1 1, 2, 5, 7, 8, 9 |
| D-9 | Ch Dev Psych | 1 1, 2, 11, 12, 14, 41, 52 |
| D-0 | Soc | 1, 2, 7, 11 |

Area "E": LIFELONG UNDERSTANDING AND SELF DEVELOPMENT – 3 Units

| | |
|----------|-------------------------|
| Chicano | 47 |
| Ch Dev | 1 |
| Fam & CS | 6, 21, 31, 91 |
| Health | 8, 11, 12 |
| PE | 91-690* |
| Psych | 1, 2, 3, 11, 32, 41, 52 |
| Soc | 12 |
| Speech | 121 |

* Only one unit of PE may be counted.



Disciplines, Educational Programs and Course Descriptions

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

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

Educational Programs: the educational programs offered at Los Angeles Mission College are varied.

- **Associate Degree:** a degree (Associate in Arts, A.A., or Associate in Science, A.S.) granted which recognizes a student's satisfactory completion of an organized program of study consisting of a minimum of 60 degree-applicable semester units.
- **Certificate of Completion:** a program designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, but must have 18 or more semester units, and may be pursued on a full-time or part-time basis. Upon completion, students may request the issuance of a certificate of completion.
- **Skill Certificate:** a program designed for those students who have limited time or who want to limit their commitment to a particular field of study. Students may be seeking increased specialization that is job-related, advancement in their present jobs, or preparation for new employment. Skill Certificates are limited to 17 or fewer semester units. The courses that make up the Skill Certificate often apply toward the Certificate Program and Associate Degree. Always consult a counselor for verification.

Course Descriptions: Also found in the following pages are descriptions of the courses offered in the various disciplines at Los Angeles Mission College. The title of the course is shown on the first line. In addition, the following code letters will be found before the number of units:

UC – This course is acceptable for credit by all University of California campuses. UC has a limit on the number of units allowable for transfer. Please check with an LAMC counselor and the appropriate UC catalog for information.

CSU – This course is acceptable for credit by all California State Universities. CSU has a limit on the number of units allowable for transfer. Please check with an LAMC counselor and the appropriate CSU catalog for information.

NDA – AB 1725 establishes a new category called Non-Degree Applicable. These classes are marked (NDA) in the schedule. Credit for these classes does not apply towards the A.A. or A.S. Degree. These classes are not transferable.

RPT – This indicates that the course may be repeated for credit. The number following RPT determines the number of times that the course may be repeated.

Prerequisites are indicated. A student may not receive credit for a course for which the prerequisites have not been met.

Most of the courses listed in this catalog will be offered during the

academic year, but it is not possible to specify in advance whether or not a course will be offered in any given session. A Schedule of Classes is issued at the opening of the Fall, Spring, Winter and Summer sessions, describing the courses then offered. Students are encouraged to consult with a counselor regarding selection of courses.

Accounting

BUSINESS AND LAW DEPARTMENT

FACULTY: Terry Bommer, Chair

EDUCATIONAL PROGRAM: **Associate in Arts – Accounting**

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

FIRST SEMESTER UNITS

Bus 1 Introduction to Business 3

Bus 31 Business English 3

or

CAOT 31 Business English 9

Graduation Requirements and Electives 15

SECOND SEMESTER UNITS

Acctg 1 Introductory Accounting I 5

Co Sci 401 Introduction to Computers & Their Uses 3

Econ 1 Principles Of Economics I 3

Graduation Requirements and Electives 4

THIRD SEMESTER UNITS

Acctg 2 Introductory Accounting II 5

Acctg 15 Tax Accounting I 3

Econ 2 Principles of Economics II 3

Mgmt 2 Organization and Management Theory 3

Graduation Requirements and Electives 3

FOURTH SEMESTER UNITS

Acctg 16 Tax Accounting II 3

Acctg 25 Automated Accounting Methods 3

and Procedures

Mgmt 13 Small Business Management I 3

Graduation Requirements and Electives 6

15

RECOMMENDED:

Co Sci 415 Beginning COBOL Programming

Bus 5 Business Law I

Bus 15 Business Statistics

CAOT 1 Keyboarding I

CAOT 82 Microcomputer Software Survey

Soc 11 Ethnic and Racial Minorities in the United States

Cooperative Education (work experience) courses

1 INTRODUCTORY ACCOUNTING I 5 UNITS

UC:CSU (CAN BUS 2; CAN BUS SEQ A: Acctg 1+2)

Prerequisite: None | Lecture: 5 hours

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, closing entries, and financial statements.

2 INTRODUCTORY ACCOUNTING II 5 UNITS

UC:CSU (CAN BUS 4; CAN BUS SEQ A: Acctg 1+2)

Prerequisite: Accounting 1 | Lecture: 5 hours

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

15 TAX ACCOUNTING I 3 UNITS

CSU

Prerequisite: Accounting I | Lecture: 3 hours

A study of Federal and California State Income Taxes as they apply to individuals and sole proprietorships and an analysis of laws, consideration of appropriate accounting procedures, and preparation of reports and returns.

16 TAX ACCOUNTING II 3 UNITS

CSU

Prerequisite: Accounting 15 | Lecture: 3 hours

Continues the study of Federal and California State Income Taxes and the analysis of laws, considerations of appropriate accounting procedures, and preparation of reports and returns as they apply to partnerships, corporations, estates and trusts.

21 BOOKKEEPING AND ACCOUNTING I 3 UNITS

UC:CSU

Prerequisite: Business I | Lecture: 3 hours

Note: Acctg 21 and 22 together equal Acctg 1.

This course is designed for the student who is not an accounting or business administration major, but who is pursuing one of the occupational programs in Business or who wishes a knowledge of bookkeeping procedures for his or her personal needs. The student will perform double entry bookkeeping, work with special journals, and post entries to the general ledger accounts. Student will prepare trial balances, work sheets, income statements, balance sheets, and adjusting and closing journal entries.

22 BOOKKEEPING AND ACCOUNTING II 3 UNITS

UC:CSU

Prerequisite: Accounting 21 | Lecture: 3 hours

Note: Acctg 21 and 22 together equal Accounting 1.

Accounting 22 is the continuation of Accounting 21. The student will review the fundamentals of bookkeeping and accounting and prepare adjusting, closing, and reversing entries, work sheets and financial statements for a sole proprietorship. The student will also apply accounting principles to partnership and corporation accounting records, prepare payroll records, and perform bookkeeping procedures employing the voucher system.

25 AUTOMATED ACCOUNTING METHODS AND PROCEDURES 3 UNITS

CSU

Prerequisite: Accounting 1 or Accounting 21 and

Accounting 22

Course is designed for hands-on experience using computer application for accounting. Emphasis will be to learn computerized accounting with special emphasis on sales, receivables, payables, purchases, general accounting, end-of-period procedures, payroll and merchandising.

185 DIRECTED STUDY 1 UNIT RPT2
CSU

285 DIRECTED STUDY 2 UNITS
CSU

385 DIRECTED STUDY 3 UNITS
CSU
Conference: 1 hour per unit.
Directed study on a contract basis under the supervision of an instructor.
Credit limit: Maximum of 3 units may be taken for credit.

485 INTERNET RESEARCH 1 UNIT RPT2
CSU
Prerequisite: None | Lab: 2 hours
Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

921 COOPERATIVE EDUCATION 2 UNITS RPT3
CSU

931 COOPERATIVE EDUCATION 3 UNITS RPT3
CSU

941 COOPERATIVE EDUCATION 4 UNITS RPT3
CSU
Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals.
Limits to transfer credit: See cooperative education credit guide.

Administration of Justice

BUSINESS AND LAW DEPARTMENT

FACULTY: Terry Bommer, Chair

EDUCATIONAL PROGRAMS:

Associate in Science – Administration of Justice

Students completing the following program will be awarded an Associate in Science Degree in Administration of Justice. Always consult a counselor for information on graduation requirements. Students wishing to transfer to a four-year college or university should consult a counselor for appropriate programs of study.

FIRST SEMESTER UNITS

| | | |
|---------------------------------------|------------------------------------|-------|
| AJ 1 | Intro to Administration of Justice | 3 |
| AJ 2 | Aspects of Criminal Law | 3 |
| Graduation Requirements and Electives | | 9 |
| | | <hr/> |
| | | 15 |

SECOND SEMESTER

| | | |
|---------------------------------------|---------------------|-------|
| | | UNITS |
| AJ 3 | Criminal Evidence | 3 |
| AJ 67 | Community Relations | 3 |
| Graduation Requirements and Electives | | 9 |
| | | <hr/> |
| | | 15 |

| | | |
|-----------------------|---|-------|
| THIRD SEMESTER | | UNITS |
| AJ 4 | Principles & Procedures of the Justice System | 3 |
| AJ 14 | Report Writing | 3 |

| | | |
|---------------------------------------|--|-------|
| Graduation Requirements and Electives | | 9 |
| | | <hr/> |
| | | 15 |

FOURTH SEMESTER UNITS

| | | |
|------|------------------------|---|
| AJ 5 | Criminal Investigation | 3 |
| AJ 6 | Patrol Procedures | 3 |

| | | |
|---------------------------------------|--|-------|
| Graduation Requirements and Electives | | 9 |
| | | <hr/> |
| | | 15 |

RECOMMENDED ELECTIVES:

| | |
|--------|---------------------------------------|
| AJ 72 | Procedures |
| AJ 75 | Introduction to Corrections |
| AJ 104 | Introduction to Forensic Science |
| AJ 150 | Understanding Street and Prison Gangs |
| AJ 297 | Security Management |

Certificates of Completion

Students completing the following programs will be awarded a Certificate of Completion. These Certificates are designed primarily for those students who have a limited amount of time to pursue their career goals and wish to specialize in a particular aspect of the Administration of Justice. They may seek upward mobility in their present job, or they may desire to prepare themselves for a new career. Courses taken in the program apply toward a curriculum leading to an Associate in Science Degree in Administration of Justice. Students completing four semesters of Spanish will have their certificate highlighted with "Spanish Proficiency Demonstrated."

LAW ENFORCEMENT OFFICER CANDIDATE CERTIFICATE

| | | |
|-------------------------|---|-------|
| Required Courses | | UNITS |
| AJ 1 | Introduction to Administration of Justice | 3 |
| AJ 2 | Aspects of Criminal Law | 3 |
| AJ 3 | Criminal Evidence | 3 |
| AJ 4 | Principles & Procedures of the Justice System | 3 |
| AJ 5 | Criminal Investigation | 3 |
| AJ 6 | Patrol Procedures | 3 |
| AJ 14 | Report Writing | 3 |
| AJ 67 | Community Relations | 3 |
| AJ 150 | Understanding Street and Prison Gangs | 3 |
| | | <hr/> |
| | | 27 |

Additional courses from the following areas should be selected and completed to compose the 36-unit requirement for this certificate:

| | |
|-----------|----------------------------------|
| AJ 104 | Introduction to Forensic Science |
| CAOT 82 | Microsoft Software Survey |
| Psych 1 | General Psychology I |
| Spanish 1 | Elementary Spanish I |

CRIMINAL JUSTICE PROFESSIONAL CERTIFICATE

| | | |
|-------------------------|---|-------|
| Required Courses | | UNITS |
| AJ 1 | Introduction to Administration of Justice | 3 |
| AJ 2 | Aspects of Criminal Law | 3 |
| AJ 3 | Criminal Evidence | 3 |

| | | |
|------------|---|-------|
| AJ 4 | Principles & Procedures of the Justice System | 3 |
| AJ 5 | Criminal Investigation | 3 |
| AJ 14 | Report Writing for the Peace Officer | 3 |
| Eng 101 | College Reading and Composition I | 3 |
| AJ 427 | Understanding Terrorism | 3 |
| Mgmt 2 | Organizational and Management Theory | 3 |
| AJ 299 | Security Management | 3 |
| Psych 1 | General Psychology | 3 |
| Speech 101 | Oral Communications 1 | 3 |
| | | <hr/> |
| | | 36 |

**PROBATION/CORRECTION OFFICER
CANDIDATE CERTIFICATE**

| | | |
|-------------------------|--|--------------|
| Required Courses | | UNITS |
| AJ 1 | Introduction to Administration of Justice | 3 |
| AJ 2 | Aspects of Criminal Law | 3 |
| AJ 3 | Criminal Evidence | 3 |
| AJ 4 | Principles & Procedures of the Justice System | 3 |
| AJ 8 | Juvenile Procedures | 3 |
| AJ 39 | Probation and Parole | 3 |
| AJ 72 | Correctional Procedures | 3 |
| AJ 75 | Introduction to Corrections | 3 |
| AJ 425 | Legal Aspects of Corrections | 3 |
| AJ 426 | Custody and Control in Correctional Environment | 3 |
| AJ 385 | Directed Studies (Internship) | 3 |
| CAOT 82 | Microsoft Software Survey | 3 |
| | | <hr/> |
| | | 36 |

RECOMMENDED ELECTIVES:

| | |
|-------------|---------------------------------------|
| Fam & CS 31 | Marriage and Family Life |
| Soc 2 | American Social Problems |
| Soc 7 | Juvenile Delinquency |
| Speech 121 | Interpersonal Communications |
| AJ 150 | Understanding Street and Prison Gangs |

**SECURITY MANAGEMENT SPECIALIST
CERTIFICATE**

| | | |
|-------------------------|--|--------------|
| Required Courses | | UNITS |
| AJ 297 | Security Management | 3 |
| AJ 298 | Intro. to Guard Force Administration | 3 |
| AJ 299 | Legal Aspects of Security Law | 3 |
| AJ 300 | Private Investigations | 3 |
| AJ 301 | Report Writing for Security | 3 |
| AJ 302 | Crisis and Disaster Management | 3 |
| AJ 303 | Crime Prevention through Environmental Design | 3 |
| AJ 41 | Officer Safety | 3 |
| | | <hr/> |
| | | 24 |

Additional AJ courses should be selected and completed to compose the 36-unit requirement for this certificate.

LAW ENFORCEMENT ACADEMY CERTIFICATE

| | | |
|-------------------------|---|--------------|
| Required Courses | | UNITS |
| AJ 1 | Introduction to Administration of Justice | 3 |
| AJ 2 | Aspects of Criminal Law | 3 |
| AJ 3 | Criminal Evidence | 3 |
| AJ 4 | Principles & Procedures of the Justice System | 3 |
| AJ 5 | Criminal Investigation | 3 |
| AJ 6 | Patrol Procedures | 3 |

| | | |
|--------|-------------------------------|-------|
| AJ 14 | Report Writing | 3 |
| AJ 67 | Community Relations | 3 |
| AJ 100 | Basic Traffic Collision | 3 |
| AJ 424 | Ethics in the Judicial System | 3 |
| | | <hr/> |
| | | 30 |

**1 INTRODUCTION TO THE
ADMINISTRATION OF JUSTICE** 3 UNITS

UC:CSU (CAN AJ 2)
Prerequisite: None | Lecture: 3 hours

The history and philosophy of Administration of Justice in the United States. Students will learn about the various subsystems of criminal justice such as the police, courts and corrections.

2 CONCEPTS OF CRIMINAL LAW 3 UNITS

UC:CSU (CAN AJ 4)
Prerequisite: None | Lecture: 3 hours

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

3 LEGAL ASPECTS OF EVIDENCE 3 UNITS

CSU
Prerequisite: None | Lecture: 3 hours

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies.

**4 PRINCIPLES AND PROCEDURES OF
THE JUSTICE SYSTEM** 3 UNITS

UC:CSU
Prerequisite: None | Lecture: 3 hours

This course is a study of the various criminal justice agencies and their procedures. It also examines the various constitutional, federal and state laws that govern how the criminal justice system operates.

5 CRIMINAL INVESTIGATION 3 UNITS

CSU
Prerequisites: None | Lecture: 3 hours

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

6 PATROL PROCEDURES 3 UNITS

CSU
Prerequisite: None | Lecture: 3 hours

A critical study of effective and appropriate law enforcement patrol procedures. History of policing methods and current practices.

8 JUVENILE PROCEDURES 3 UNITS

CSU
Prerequisite: None | Lecture: 3 hours

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

14 REPORT WRITING FOR PEACE OFFICERS 3 UNITS
 CSU
 Prerequisite: None | Advisory: English 21 or ESL 6A
 Lecture: 3 hours
 The study of effective report writing in police work, including crime scene investigative reports and arrest reports. Students will become familiar with many of the reports and writing styles used by local law enforcement agencies.

24 INTRODUCTION TO COUNSELING 3 UNITS
 CSU
 Prerequisite: None | Lecture: 3 hours
 Course is an introduction and overview of counseling techniques used by entry level practitioners in correctional settings. It traces the development of positive relationships between clients and practitioners.

39 PROBATION AND PAROLE 3 UNITS
 CSU
 Prerequisite: None | Lecture: 3 hours
 Course covers examination of community treatment in the correctional process, contemporary usage of pre-sentence investigation, selection, and of probationers and parolees.

41 OFFICER SAFETY 3 UNITS
 CSU
 Prerequisite: None | Lecture: 3 hours
 Protection against persons armed with dangerous and deadly weapons; the moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms; the immediate and temporary care given in case of accident, illness and emergency child birth.

67 COMMUNITY RELATIONS 3 UNITS
 UC:CSU
 Prerequisite: None | Lecture: 3 hours
 This course focuses on the role of the members of the justice system, primarily the police, in gaining the support of the community in achieving society's goals regarding crime and justice.

72 CORRECTIONAL PROCEDURES 3 UNITS
 CSU
 Prerequisite: None | Lecture: 3 hours
 Current correctional procedures are studied in relation to prison/jail management, receiving prisoners, custody and security, supervision of prisoners, staff services, prisoner activities, custodial facilities, duties in coordinating inmate appearances in court, and human relations in correctional facilities.

75 INTRODUCTION TO CORRECTIONS 3 UNITS
 CSU
 Prerequisite: None | Lecture: 3 hours
 Basic course dealing with the nature of correctional systems and corrections work; the objectives of correctional administration, types of institutions and services; probation and parole practices; skills knowledge and attitudes required for employment in this field; and career opportunities.

86 ISSUES IN LAW ENFORCEMENT 3 UNITS
 CSU
 Prerequisite: None | Lecture: 3 hours
 This course is designed for students contemplating taking the exam for police officer. It presents an overview of law enforcement issues generally covered on exams.

87 CAMPUS PATROL 3 UNITS RPT3
 CSU
 Prerequisite: None | Lecture: 1 hour, lab 6 hours
 This course provides the student with an understanding of problems, situations, and procedures that a police officer faces on foot and campus patrol.

100 BASIC TRAFFIC COLLISION INVESTIGATION 3 UNITS
 CSU
 Prerequisite: None | Lecture: 3 hours
 This course provides officers and other students with the basic requirements for investigating a traffic collision, and for completing a standard traffic collision report.

104 INTRODUCTION TO FORENSIC SCIENCE 3 UNITS
 CSU
 Prerequisites: None | Lecture: 3 hours, lab 3 hours
 This course assists the student in attaining an understanding of the role of forensic science in Administration of Justice. Several different categories of evidence will be looked at including fingerprints, impression evidence and blood stain pattern analysis.

150 UNDERSTANDING STREET AND PRISON GANGS 3 UNITS
 CSU
 Prerequisite: None | Lecture: 3 hours
 This course is designed to provide information on the history, progression, and activities of street and prison gangs.

209 DOMESTIC VIOLENCE 3 UNITS
 CSU
 Prerequisite: None | Lecture: 3 hours
 Course covers theory of battering, kinds of battering, safety plans for victims, legal responsibilities of law enforcement, and individual rights and case studies.

250 FORENSIC PHOTOGRAPHY (NDA) 4 UNITS RPT1
 Prerequisite: None | Lecture: 4 hours
 This class will provide the basics of forensic investigation. Course will demonstrate the maintenance of both physical evidence and a photographic record of a crime scene, including a chronological sequence of written and photographic evidence.

297 SECURITY MANAGEMENT 3 UNITS
 Prerequisite: None | Lecture: 3 hours
 This course is a class designed to assist security professionals and build management skills. The class focus is on how to improve facility security in the ever-growing protection industry. Emphasis is placed on general security management, security personnel management, operational management, public relations and security mis-management.

- 298 INTRODUCTION TO GUARD FORCE ADMINISTRATION** 3 UNITS
Prerequisite: None | Lecture: 3 hours
This course will cover the various and diverse components that make up the security function in private corporations and government departments. Class also covers new developments in security, career opportunities in security, security training, security law, the security survey, risk analysis, physical security, and loss prevention.
- 299 LEGAL ASPECTS OF SECURITY LAW** 3 UNITS
Prerequisite: None | Lecture: 3 hours
Course is a study of criminal, civil, tort, contract, and property law relative to security law. Course covers areas of negligence in security, laws of arrest, intentional torts, agency law, contract law, use of force by private citizen, entrapment, deprivation of rights, and security investigative conduct.
- 300 PRIVATE INVESTIGATIONS** 3 UNITS
Prerequisite: None | Lecture: 3 hours
Course covers identification, evaluation, and management of traditional and emerging investigations methodologies and technologies used in the business environment. Course also includes sources and use of public and business records, fraud audits, interviews and interrogations, surveillance operations, undercover investigations, and forensic analysis.
- 301 REPORT WRITING FOR SECURITY** 3 UNITS RPT3
Prerequisite: None | Lecture: 3 hours
This course covers the fundamentals of gathering, organizing, and preparing written communication for security reports. Students must record in precise detail the actions of those involved in crimes against corporations as well as written reports applied to civil, criminal and correctional preparation for courtroom testimony.
- 302 CRISIS AND DISASTER MANAGEMENT** 3 UNITS
Prerequisite: None | Lecture: 3 hours
Course covers development of contingency plans and employee training programs to reduce the probability of security-related crises and disasters. Students learn to contain and minimize the level in the event of such incidents as robbery, bomb threat, executive kidnapping, workplace violence, and domestic violence.
- 303 CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN** 3 UNITS
Prerequisite: None | Lecture: 3 hours
This course is an analysis of general theories of crime prevention through environmental design (CPTED), development of physical security programs, risk assessment surveys, hardware and technology application, guard performance, technology interface assessment, and operational design and use of alternate cost-effective integrated security systems.
- 424 ETHICS AND THE JUDICIAL SYSTEM** 3 UNITS
Prerequisite: None | Lecture: 3 hours
This course includes an analysis of the challenging task of strengthening respect for human dignity in both the attitudes and behaviors of Police Officers. This class addresses how to control excessive force and misuse of authority by police.
- 425 LEGAL ASPECTS OF CORRECTION** 3 units
Prerequisite: AJ 75 | Lecture 3 hours
This course covers a description of the legal parameters governing correctional officers and correctional administrators in state correctional institutions. Extra points on the oral exam are given by the California State Department of Corrections for the "Correctional Officers Apprenticeship Program".
- 426 CUSTODY AND CONTROL IN A CORRECTIONAL ENVIRONMENT** 3 UNITS
Prerequisite: AJ 1 | Lecture: 3 hours
This course examines the procedural requirements for a safe and efficient operation within a correctional facility. It addresses critical issues of correctional patrol procedures, risk assessments, inmate control and inmate discipline. In addition, this class will outline correctional emergency operations protocol.
- 427 UNDERSTANDING TERRORISM** 3 UNITS
CSU
Prerequisite: None | Lecture: 3 hours
This course studies the methods used in terrorism against persons or property in violation of criminal laws of the United States. This course covers the techniques used by terrorists such as intimidation, coercion, or ransom from domestic/international terrorism.
- 485 INTERNET RESEARCH** 1 UNIT RPT2
CSU
Prerequisite: None | Lecture: 2 hours
Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources
- 185 DIRECTED STUDY** 1 UNIT RPT2
CSU
- 285 DIRECTED STUDY** 2 UNITS
CSU
- 385 DIRECTED STUDY** 3 UNITS
CSU
Conference: 1 hour per unit.
Directed study on a contract basis under the supervision of an instructor.
Credit limit: Maximum of 3 units may be taken for credit.
- 921 COOPERATIVE EDUCATION** 2 UNITS RPT3
CSU
- 931 COOPERATIVE EDUCATION** 3 UNITS RPT3
CSU
- 941 COOPERATIVE EDUCATION** 4 UNITS RPT3
CSU
Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals.
Limits to transfer credit: See cooperative education credit guide.

African-American Studies

SOCIAL SCIENCES DEPARTMENT

FACULTY: Harlan Goldberg

2 THE AFRICAN-AMERICAN IN CONTEMPORARY SOCIETY 3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

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

4 THE AFRICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I 3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

A survey of U.S. history from the Colonial Era through the Civil War with emphasis on Trans-Atlantic migration. Course provides critical analysis of African-American contributions to the political and social development of the United States.

Anatomy

NATURAL SCIENCES DEPARTMENT

FACULTY: Said Pazirandeeh, Chair | Mohamed Elkerdaya
J. Michael Reynolds

1 INTRODUCTION TO HUMAN ANATOMY 4 UNITS

UC:CSU (CAN BIOL 10; CAN BIOL SEQ B: Anatomy 1 + Physiol I)

Prerequisite: Biology 3 | Advisory: English 28 or ESL 8

Lecture: 3 hours, lab 3 hours

Students examine cells, tissues, and organs of these human systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, endocrine, lymphatic, and reproductive. Dissection and microscopy used extensively in lab.

Anthropology

NATURAL SCIENCES DEPARTMENT

FACULTY: Said Pazirandeeh, Chair

101 HUMAN BIOLOGICAL EVOLUTION 3 UNITS

UC:CSU (CAN ANTH 2)

Prerequisite: None | Advisory: English 28 or ESL 8

Lecture: 3 hours

Students examine the unifying principles of human evolution including: the basic principles of natural selection, the fossil record, the position of humans within the primate order and the features that make homo sapiens unique.

102 HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY 3 UNITS

UC:CSU (CAN ANTH 4)

Prerequisite: None | Lecture: 3 hours

Comparative study of the cultures, languages, technology, political organizations, and religion.

104 HUMAN LANGUAGE AND COMMUNICATION 3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

Same as Linguistics 1

This is an introductory course in linguistics, which surveys verbal and non-verbal forms of human communication. Focuses on the structure, function, and history of language, with selections on the sociology and psychology of language, language acquisition, and the origins and evolution of language.

121 ANTHROPOLOGY OF RELIGION, MAGIC AND WITCHCRAFT 3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

Focuses on religious beliefs and practices around the world. Overview of forms of religious belief; variety of gods and supernatural forces; use of myth, ritual, religious ceremony; shamans, priests, and religious specialists. Topics: symbolism, ritual, magic, divination, witchcraft, religious syncretism, death and the afterlife; ghosts, souls, and reincarnation.

Art

ARTS, HEALTH AND PHYSICAL EDUCATION DEPARTMENT

FACULTY: Leslie Milke, Chair | Barbara Kerwin, Vice Chair
Deborah Paulsen

EDUCATIONAL PROGRAMS:

Associate in Arts – Art

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

| Required Courses | | UNITS |
|---|---|-------|
| (Select two of the following art history courses) | | |
| Art 101 | Survey of Art History I | 3 |
| Art 102 | Survey of Art History II | 3 |
| Art 109 | History of Arts of Africa, Oceania, Ancient America | 3 |
| Art 201 | Drawing I | 3 |
| Art 202 | Drawing II or Art 204 Life Drawing I | 3 |
| Art 300 | Introduction to Painting | 3 |
| Art 501 | Beginning Two Dimensional Design | 3 |
| Art 502 | Beginning Three Dimensional Design | 3 |
| Multimedia 100 | Introduction to Multimedia | 3 |
| | Computer Applications (Photoshop) | 3 |
| | | 24 |

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

Associate in Arts – Drawing

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

| Required Courses | | UNITS |
|---|--|-------|
| (Select two of the following art history courses) | | |
| Art 101 | Survey of Art History I | 3 |
| Art 102 | Survey of Art History II | 3 |
| Art 109 | History of Arts of Africa, Oceania, Ancient America | 3 |
| Art 201 | Drawing I | 3 |
| Art 202 | Drawing II | 3 |
| Art 204 | Life Drawing I | 3 |
| Art 205 | Life Drawing II | 3 |
| Art 203 | Drawing III or Art 206 Life Drawing III | 3 |
| Art 300 | Introduction to Painting | 3 |
| Art 501 | Beginning Two Dimensional Design | 3 |
| Art 502 | Beginning Three Dimensional Design | 3 |
| Multimedia 100 | Introduction to Multimedia Computer Applications (Photoshop) | 3 |
| | | 33 |

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

Associate in Arts – Painting

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

| Required Courses | | UNITS |
|---|--|-------|
| (Select two of the following art history courses) | | |
| Art 101 | Survey of Art History I | 3 |
| Art 102 | Survey of Art History II | 3 |
| Art 109 | History of Arts of Africa, Oceania, Ancient America | 3 |
| Art 201 | Drawing I | 3 |
| Art 202 | Drawing II or Art 204 Life Drawing I | 3 |
| Art 300 | Introduction to Painting | 3 |
| Art 304 | Acrylic Painting I | 3 |
| Art 305 | Acrylic Painting II | 3 |
| Art 306 | Acrylic Painting III | 3 |
| Art 501 | Beginning Two Dimensional Design | 3 |
| Art 502 | Beginning Three Dimensional Design | 3 |
| Multimedia 100 | Introduction to Multimedia Computer Applications (Photoshop) | 3 |
| | | 33 |

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

Associate in Arts – Sculpture

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

| Required Courses | | UNITS |
|---|--|-------|
| (Select two of the following art history courses) | | |
| Art 101 | Survey of Art History I | 3 |
| Art 102 | Survey of Art History II | 3 |
| Art 109 | History of Arts of Africa, Oceania, Ancient America | 3 |
| Art 201 | Drawing I | 3 |
| Art 202 | Drawing II or Art 204 Life Drawing I | 3 |
| Art 501 | Beginning Two Dimensional Design | 3 |
| Art 502 | Beginning Three Dimensional Design | 3 |
| Art 700 | Introduction to Sculpture | 3 |
| Art 701 | Sculpture I | 3 |
| Art 702 | Sculpture II | 3 |
| Art 703 | Sculpture III | 3 |
| Multimedia 100 | Introduction to Multimedia Computer Applications (Photoshop) | 3 |
| | | 33 |

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

101 SURVEY OF ART HISTORY I 3 UNITS

UC:CSU (CAN ART 2; CAN ART SEQ A: Art 101 + 102)
 Prerequisite: None | Advisory: English 21 or ESL 6A
 Required of Art majors | Lecture: 3 hours

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.

102 SURVEY OF ART HISTORY II 3 UNITS

UC:CSU (CAN ART 4; CAN ART SEQ A: Art 101 + 102)
 Prerequisite: None | Advisory: English 21 or ESL 6A
 Required of Art majors | Lecture: 3 hours

A survey of Western Art and Architecture from the Renaissance through the Twentieth Century: students develop perceptual and critical skills by analyzing the evolution and function of art within historical, cultural, and philosophical contexts.

103 ART APPRECIATION I 3 UNITS

UC:CSU
 Prerequisite: English 21 or ESL 6A | Lecture: 3 hours

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 major art movements throughout western history and the traditional art forms of non-western regions.

109 THE ARTS OF AFRICA OCEANIA, AND ANCIENT AMERICA 3 UNITS

UC:CSU
 Prerequisite: None | Lecture: 3 hours

This course is a survey of the painting, sculpture, architecture and craft of Africa, the Pacific Ocean areas and the indigenous peoples of North and South America in relation to their history, religion, and general culture.

201 DRAWING I 3 UNITS

UC:CSU (CAN ART 8)

Prerequisite: None | Required of Art majors

Lecture: 2 hours, lab 2 hours

Introductory problems in two-dimensional representation of nature with various drawing media; utilizing the elements of design, introductory perspective, with emphasis on the organization of vision and thought in terms of drawing techniques, composition and structure.

202 DRAWING II 3 UNITS

UC:CSU

Prerequisite: Art 201 | Required of Art majors

Lecture: 2 hours, lab 2 hours

This is an intermediate course in drawing. Students develop an advanced ability to observe and render from life using perspective, with emphasis on the human head, hands, feet, and their anatomy, incorporating both contemporary and traditional media and techniques.

203 DRAWING III 3 UNITS

UC:CSU

Prerequisite: Art 202 | Required of Art majors

Lecture: 2 hours, lab 2 hours

Course extends the experiences from Intermediate Drawing with special emphasis on creating an advanced portfolio of drawings using techniques and media which emphasize individual artistic development.

204 LIFE DRAWING I 3 UNITS

UC:CSU

Prerequisite: None | Required of Art majors

Lecture: 2 hours, lab 2 hours

This is a beginning course in drawing the figure from life. Drawings with various time limitations are done to explore the relationships of movement, form, and space as they pertain to the human body. Emphasis is placed on proportion, structure and anatomy. This course is recommended for all art majors.

205 LIFE DRAWING II 3 UNITS

UC:CSU

Prerequisite: Art 204 | Required of Art majors

Lecture: 2 hours, lab 2 hours

This is an intermediate course in drawing the human figure. Emphasis is placed on developing extended knowledge of human anatomy and acquiring enhanced skill in rendering its essential structure.

206 LIFE DRAWING III 3 UNITS RPT 3

UC:CSU

Prerequisite: Art 205 | Required of Art majors

Lecture: 2 hours, lab 2 hours

This is an advanced course in drawing the human figure. Emphasis is placed on developing an advanced knowledge of human anatomy and acquiring advanced skill in rendering its essential structure.

300 INTRODUCTION TO PAINTING 3 UNITS

UC:CSU (CAN ART 10)

Prerequisite: None

Lecture: 2 hours, lab 2 hours

This is an introductory course in painting, utilizing historical and con-

temporary styles of painting. Emphasis is placed on color theory, composition and the application of fundamental painting techniques.

304 ACRYLIC PAINTING I 3 UNITS

UC: CSU

Prerequisite: Art 300 | Lecture: 2 hours, lab 2 hours

Course is a continuation and reinforcement of techniques and styles learned in Intro. to Painting, with emphasis on exploring personal expression through a series of paintings utilizing a common theme.

305 ACRYLIC PAINTING II 3 UNITS

UC:CSU

Prerequisite: Art 304 | Lecture: 2 hours, lab 2 hours

An exploration of advanced concepts and ideas in Painting; emphasis is on composition, color, concept and a variety of materials and techniques.

306 ACRYLIC PAINTING III 3 UNITS

UC:CSU

Prerequisite: Art 305 | Lecture: 2 hours, lab 2 hours

Emphasis upon individuality of response to contemporary problems in painting related to representational or non-objective imagery.

501 BEGINNING TWO-DIMENSIONAL DESIGN 3 UNITS

UC:CSU (CAN ART 14)

Prerequisite: None | Required of Art majors

Lecture: 2 hours, lab 2 hours

A foundation course in design. Students apply historical concepts of the elements and principles of design utilizing the techniques of traditional art media. Emphasis is placed on compositional attributes, including the relationship between visual perception and communication.

502 BEGINNING THREE-DIMENSIONAL DESIGN 3 UNITS

UC:CSU (CAN ART 16)

Prerequisite: None | Required of Art majors

Lecture: 2 hours, lab 2 hours

An introduction to art making utilizing three dimensional materials, including additive and subtractive methods. Students will study and apply historical concepts of space and form through drawing, visualization and construction of original works of art.

519 DISPLAY TECHNIQUES 3 UNITS RPT3

CSU

Prerequisite: None | Lecture: 1 hour, lab 5 hours

This course provides an introduction to the practical application of design concepts as they relate to exhibitions, environments and displays. Students will gain a working knowledge of commercial and college galleries. Exhibition preparation, installation and funding will be presented.

520 DESIGN WORKSHOP 3 UNITS

CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

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.

638 COMPUTER-AIDED ART LABORATORY 1 UNIT RPT3
CSU

Prerequisite: None | Lab: 2 hours

This course is designed to reinforce lectures presented in each art class. Emphasis is placed on applying design principles to projects using selected computer applications.

700 INTRODUCTION TO SCULPTURE 3 UNITS
UC:CSU

Prerequisite: Art 502 | Lecture: 2 hours, lab 2 hours

This course explores the study and creation of sculptural forms. Emphasis is placed on concept, experimentation, and development of style while applying the techniques of assemblage, wire and plaster, conceptual art, and non-traditional media.

701 SCULPTURE I 3 UNITS
UC:CSU

Prerequisite: Art 502 | Lecture: 2 hours, lab 2 hours

This course explores the appreciation of sculptural forms. Emphasis is placed on concepts experimentation, and development of style while specifically examining cultural identity and public art.

702 SCULPTURE II 3 UNITS
UC:CSU

Prerequisite: Art 502 | Lecture: 2 hours, lab 2 hours

This course explores the appreciation and creation of sculpture forms in both traditional and contemporary applications. Emphasis is placed on concept, experimentation, and development of style and skill while applying the techniques of relief design, additive plaster, and cast mold.

703 SCULPTURE III 3 UNITS
UC:CSU

Prerequisite: Art 502 | Lecture: 2 hours, lab 2 hours

This course explores the appreciation and creation of sculptural forms in both traditional and contemporary applications. Emphasis is placed on concept, experimentation, and development of style and skill while specifically examining signature style and site-specific installation.

185 DIRECTED STUDY 1 UNIT RPT2
CSU

Prerequisite: None | Lecture: 1 hour, lab 2 hours

Provides opportunity for in depth study of a chosen area of art on a contract basis, under the direction of a supervising instructor.

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

Asian-American Studies

SOCIAL SCIENCES DEPARTMENT

FACULTY: Harlan Goldberg

2 CONTEMPORARY ISSUES OF ASIANS IN AMERICA 3 UNITS
UC:CSU

Prerequisite: None | Lecture: 3 hours

This course examines current political, economic, social, and cultural issues of Asian and Pacific Islanders in America, affecting them as individuals or groups. The following groups are focused on:

Chinese, Japanese, Korean, Filipino, Samoan, and Southeast Asians as well as recent arrivals.

Astronomy

NATURAL SCIENCES DEPARTMENT

FACULTY: Richard Rains

1 ELEMENTARY ASTRONOMY 3 UNITS
UC:CSU

Prerequisite: None | Advisory: English 21 or ESL 6A

Lecture: 3 hours

This course is a journey through space, exploring the galaxies, stars, and planets, with an eye to the origin and proliferation of life in the universe.

5 FUNDAMENTALS OF ASTRONOMY LABORATORY 1 UNIT
UC:CSU

UC:CSU

Prerequisite: Astronomy 1 | Lab: 3 hours

This course includes use of astronomical instruments, motions of the sky, the celestial sphere, star charts, spectra of stars, observations celestial objects, and classification of galaxies. Telescopic observations will be made whenever possible.

Banking*See Finance.***Bilingual Bicultural Studies**

Mission College offers classes in the bilingual mode (English-Spanish) in several subject areas. Consult the Schedule of Classes for specific course offerings.

Biology

NATURAL SCIENCES DEPARTMENT

FACULTY: Said Pazirandeh | Angela Echeverri
Mohamed Elkerdany | J. Michael Reynolds**3 INTRODUCTION TO BIOLOGY** 4 UNITS
UC:CSU

Prerequisite: None | Advisory: English 28 or ESL 8

Lecture: 3 hours, lab 3 hours

Students examine the fundamental principles of biology with laboratory emphasizing active use of the scientific method. Meets UC/CSU GE requirement of natural science with a lab.

Acceptable for credit: UCLA, CSUN

6 GENERAL BIOLOGY I – MOLECULAR AND CELLULAR BIOLOGY 5 UNITS
UC:CSU (CAN BIOL 2; CAN BIOL SEQ A: Bio 6 + 7)

Prerequisite: Chemistry 101 or Chemistry 65 or appropriate

score on Chemistry Placement Exam

Advisory: English 28 or ESL 8 | Lecture: 3 hours, lab 6 hours

Students examine the unifying principles of biology through the study

of biological molecules, cell structure and function, metabolism, inheritance, molecular genetics, evolution and population genetics. Together with Biology 7, this is a fundamental course for biology majors.

7 GENERAL BIOLOGY II – ORGANISMAL, EVOLUTIONARY AND ECOLOGICAL BIOLOGY 5 UNITS

UC:CSU (CAN BIOL SEQ A: Bio 6 + 7)
Prerequisite: Math 125 | Advisory: English 28 or ESL 8
Lecture: 3 hours, lab 6 hours

Students examine the unifying principles of biology through the study of phylogeny, taxonomy, animal and plant structure/function population biology and ecology. Together with Biology 6, this is a fundamental course for biology majors.

33 MEDICAL TERMINOLOGY 3 UNITS

Prerequisite: None | Lecture: 3 hours

This course presents 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.

40 THE SCIENCE OF BIOTECHNOLOGY 3 UNITS

UC:CSU
Prerequisites: Biology 6 and Chemistry 101
Advisory: English 28 or ESL 8

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

921 COOPERATIVE EDUCATION 2 UNITS RPT3
CSU

931 COOPERATIVE EDUCATION 3 UNITS RPT3
CSU

941 COOPERATIVE EDUCATION 4 UNITS RPT3
CSU

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

Limits to transfer credit: See Cooperative Education Credit Section.

Bilingual Bicultural Education Aide

Please see Child Development.

Business

BUSINESS AND LAW DEPARTMENT

FACULTY: Terry Bommer, Chair | Vilma Bernal | Cleveland Rush
EDUCATIONAL PROGRAM:

Associate in Arts – Business Administration

The Business Administration program is designed to give the student a basic understanding of the field of business and

business administration and to meet the general requirements for graduation.

Through the use of electives, it is also designed with sufficient latitude to allow the student to explore fields of his or her choice which he or she might not otherwise be able to do. For the “undecided” student who wishes more time and information in order to make a choice of careers. Always consult a counselor for information on graduation requirements.

FIRST SEMESTER UNITS

| | | |
|---------------------------------------|--------------------------|----------|
| Bus 1 | Introduction to Business | 3 |
| Bus 31 | Business English | 3 |
| or CAOT 31 | | |
| Graduation Requirements and Electives | | 9 |
| | | <hr/> 15 |

SECOND SEMESTER UNITS

| | | |
|---------------------------------------|--|----------|
| Co Sci 401 | Introduction to Computers & their Uses | 3 |
| Econ 1 | Principles of Economics I | 3 |
| Mgmt 2 | Organization and Management Theory | 3 |
| Graduation Requirements and Electives | | 6 |
| | | <hr/> 15 |

THIRD SEMESTER UNITS

| | | |
|---------------------------------------|-----------------------------|----------|
| Acctg 1 | Introductory Accounting I | 5 |
| Law 1/Bus 5 | Business Law I | 3 |
| Econ 2 | Principles of Economics II | 3 |
| Mgmt 13 | Small Business Management I | 3 |
| Graduation Requirements and Electives | | 1 |
| | | <hr/> 15 |

FOURTH SEMESTER UNITS

| | | |
|---------------------------------------|----------------------------|----------|
| Acctg 2 | Introductory Accounting II | 5 |
| Bus 15 | Business Statistics | 3 |
| Finance 1 | Principles of Finance | 3 |
| Market 21 | Principles of Marketing | 3 |
| Graduation Requirements and Electives | | 3 |
| | | <hr/> 17 |

RECOMMENDED COURSES:

| | |
|---|---|
| Co Sci 415 | Beginning Cobol Programming |
| CAOT 1 | Typewriting I |
| CAOT 82 | Microcomputer Software Survey |
| Soc 11 | Ethnic and Racial Minorities in the United States |
| Cooperative Education (work experience) courses | |

1 INTRODUCTION TO BUSINESS 3 UNITS

UC:CSU
Prerequisite: None | Lecture: 3 hours

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

- 5 BUSINESS LAW I** 3 UNITS
UC:CSU (CAN BUS 8)
Prerequisite: None | Lecture: 3 hours
Same as Law 1
Business 5 is a study of the fundamental principles of law as they apply in the business world. The course examines legal rights and remedies, business torts and crimes, contracts, agency, employment, and negotiable instruments.
- 6 BUSINESS LAW II** 3 UNITS
UC:CSU
Prerequisite: None | Lecture: 3 hours
Same as Law 2
Business 6 is a further study of the fundamental principles of law as they apply in the business world. The course examines bailment: principles of agencies, principles and third parties, partnerships, formation and management of California corporations; legal aspects of negotiable instruments and securities.
- 15 BUSINESS STATISTICS** 3 UNITS
UC:CSU
Prerequisite: Math 238 | Lecture: 3 hours
Examines the collection, tabulation, and graphic presentation of data, average and index numbers, economic trends and cycles, correlation, and the applications.
- 31 BUSINESS ENGLISH** 3 UNITS
Prerequisite: None | Lecture: 3 hours
Same as CAOT 31
Review of grammar and punctuation fundamentals with practical applications.
- 32 BUSINESS COMMUNICATIONS** 3 UNITS
CSU
Advisory: Bus 31 or CAOT 31 | Lecture: 3 hours
Same as CAOT 32
This is a complete communications course with practical business applications with provide an opportunity to improve writing, speaking, and listening skills.
- 38 BUSINESS COMPUTATIONS** 3 UNITS
CSU
Prerequisite: None | Lecture: 3 hours
A course designed to cover the fundamentals of mathematics in business. Practical problems in trade and cash discounts, interest, taxes and insurance, accounting and finance, fractions and decimals, banking and payroll, and percentage applications.
- 185 DIRECTED STUDY** 1 UNIT RPT2
CSU
- 285 DIRECTED STUDY** 2 UNITS
CSU
- 385 DIRECTED STUDY** 3 UNITS
CSU
Conference: 1 hour per unit.
Directed study on a contract basis under the supervision of an instructor.
Credit limit: Maximum of 3 units may be taken for credit.

- 921 COOPERATIVE EDUCATION** 2 UNITS RPT3
CSU
- 931 COOPERATIVE EDUCATION** 3 UNITS RPT3
CSU
- 941 COOPERATIVE EDUCATION** 4 UNITS RPT3
CSU
Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals.
Limits to transfer credit: See Cooperative Education Credit Guide.

Business Data Processing

See Computer Science – Information Technology.

Chemistry

NATURAL SCIENCES DEPARTMENT

FACULTY: Maria Fenyes, Chair | Said Pazirandeh
Angela Echeverri

- 51 FUNDAMENTALS OF CHEMISTRY I** 5 UNITS
UC:CSU (CAN CHEM 6)
Prerequisite: Math 115 | Lecture: 3 hours, lab 3 hours
and discussion 1 hour
This course is intended for nursing, nutrition, dietetics, food science, and environmental and occupational health majors. It provides an introduction to chemistry for the student with no previous background in chemistry.
- 52 FUNDAMENTALS OF COLLEGE CHEMISTRY II** 4 UNITS
UC:CSU
Prerequisite: Chem 51 or Chem 65
Lecture: 3 hours, lab 3 hours
A continuation of Chemistry 51 required of the Allied Health Science and Environmental and Occupational Health majors. Along with Chemistry 51 satisfies the chemistry course requirement for an Associate in Science - Health Science degree at Los Angeles Mission College.
- 65 INTRODUCTORY GENERAL CHEMISTRY** 4 UNITS
UC:CSU
Prerequisite: Math 125
Lecture: 3 hours, lab 3 hours
This course covers the principles of general chemistry at an elementary level with special emphasis on the application of chemical principles to everyday life and the development of a basic chemical vocabulary.
- 101 GENERAL CHEMISTRY I** 5 UNITS
UC:CSU (CAN CHEM 2; CAN CHEM SEQ A: Chem 101 + 102)
Prerequisites: Chem 65 and Math 125 | Lecture: 3 hours, lab 6 hours
The course covers fundamental chemical principles and theories with

special emphasis on stoichiometry, atomic structure, periodic table, chemical bonding, solutions, acids and bases, oxidation-reduction, and properties of gases.

102 GENERAL CHEMISTRY II 5 UNITS

UC:CSU (CAN CHEM 4; CAN CHEM SEQ A: Chem 101 + 102)

Prerequisite: Chem 101 | Lecture: 3 hours, lab 3 hours

A continuation of Chemistry 101. Topics include kinetics, general, ionic, acid-base and solubility equilibria, thermodynamics, electro-chemistry, transition metals and introductory organic nomenclature. Laboratory work reviews kinetics, equilibria, thermodynamics, electro-chemistry and qualitative analysis of selected cations.

Chicano Studies

CHICANO STUDIES AND FOREIGN LANGUAGES DEPARTMENT

FACULTY: Yolanda Ramil, Chair | John J. Morales, Jr.

Jose A. Maldonado

EDUCATIONAL PROGRAM:

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

Associate in Arts – Chicano Studies

Required Courses UNITS

| | | |
|----------------------------|--|----------|
| Chic Studs 2 | The Mexican-American in Contemporary Society | 3 |
| Chic Studs 7 or Hist 43 | The Mexican-American in the History of the US I | 3 |
| Chic Studs 8 or Hist 44 | The Mexican-American in the History of the US II | 3 |
| Chic Studs 37 | Chicano Literature | 3 |
| Chic Studs 47 | The Mexican American Woman in Society | 3 |
| Spanish 2 | Elementary Spanish II, or higher | 5 |
| Sociology 1 | Introduction to Sociology | 3 |
| | | <hr/> 23 |

RECOMMENDED:

| | |
|--------------|---|
| Spanish 65 | Mexican Literature and Culture |
| Spanish 10 | Latin-American Civilization |
| Anthro 102 | Human Ways of Life Cultural Anthropology |
| Anthro 131 | Ethnic Identification in the United States |
| Sociology 11 | Ethnic and Racial Minorities in the United States |
| Psychology 1 | General Psychology |

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

2 THE MEXICAN-AMERICAN IN CONTEMPORARY SOCIETY 3 UNITS

UC:CSU
Prerequisite: None | Lecture: 3 hours

This course will attempt to introduce the student to the major characteristics of this third largest minority group in the United States and

largest in the Southwest. Special attention will be given to the social, cultural, economic and political elements which differentiate the Mexican-American from other groups in American society.

7 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I 3 UNITS

UC: CSU
Prerequisite: None | Lecture: 3 hours
Same as History 43

A survey history course of Mexican-Americans in the U.S. It traces their historical evolution from Pre-Columbian societies to the conquest of Mexico, through the Treaty of Guadalupe Hidalgo and its impact on the communities of Mexicans living in the Southwest.

8 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II 3 UNITS

UC:CSU
Prerequisite: None | Lecture: 3 hours
Same as History 44

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.

19 HISTORY OF MEXICO 3 UNITS

UC:CSU
Prerequisite: None | Lecture: 3 hours

This survey course covers the span of Mexican history. Topics include Indian civilizations, the Spanish period, the Independence movement, the turmoil of the nineteenth century, the 1910 Revolution, the post-revolution period, and a review of trends in contemporary Mexico.

20 THE MEXICAN AMERICAN IN CALIFORNIA 3 UNITS

UC:CSU
Prerequisite: None | Lecture: 3 hours

This course surveys the political, economic, social and intellectual history of the Pacific Coast from the Pre-Columbian Era, the Spanish Era, the Mexican Years and lastly, the Anglo presence, with special emphasis on California.

37 CHICANO LITERATURE 3 UNITS

UC:CSU
Prerequisite: None | Lecture: 3 hours

An analysis of the literary, social, and historical aspects of essay, novel, drama, short story and poetry written by Mexican Americans, revealing the progression of culture in America as interpreted by Mexican American writers who seek to define themselves and other Americans.

42 CONTEMPORARY MEXICAN LITERATURE 3 UNITS

UC:CSU
Prerequisite: None | Lecture: 3 hours

This is a survey course designed to review the major literary trends in Mexico. The period of Conquest and Exploration, Colonial Times involving the Baroque and the Neoclastic, the XIX Century involving Romanticism, Realism, Symbolism and Naturalism and the XX Century Contemporary movements.

- 44 MEXICAN CIVILIZATION** 3 UNITS
UC:CSU
Prerequisite: None | Lecture: 3 hours
This course is a broad survey of Mexican civilization and culture. Through classroom discussions and group project presentations, we will be covering the periods of pre-historic expansion of Mesoamerica, Pre-columbian Mexican Civilization, the Spanish conquest, the Colonial period, and Mexico in the nineteenth and twentieth century.
- 46 CHICANO AND MEXICAN FOLKLORE** 3 UNITS
UC:CSU
Prerequisite: None | Lecture: 3 hours
This course is an introduction to conventional studies of folklore. The various folklore genres: myths, legends, folktales, folk medicine, folk speech, and related topics are evaluated, analyzed in the context of historical and contemporary issues.
- 47 MEXICAN-AMERICAN WOMAN IN CONTEMPORARY SOCIETY** 3 UNITS
UC:CSU
Prerequisite: None | Lecture: 3 hours
The social-historical development of the Mexican American woman. Analyzes the forces and problems which have contributed to defining her role in Mexican American culture and as an integral part of society, as well as the role she has played in the development of our society. There will be discussions concerning future alternatives for a new role for her in America.
- 52 MEXICAN ART – MODERN** 3 UNITS
UC:CSU
Prerequisite: None | Lecture: 3 hours
A survey of the art of Mexico from the nineteenth century to the present, including the renaissance of indigenous Mexican art, the evolution of a Mexican-American art, and the cultural interplay between the United States and Mexico.
- 54 MEXICAN-AMERICAN ARTS IN AMERICAN CULTURE** 3 UNITS
UC:CSU
Prerequisite: None | Lecture: 3 hours
This course focuses on Mexican and Mexican-American arts, literature and music. Particular emphasis is given to the identification and the discussion of their contributions to the contemporary culture of the United States.
- 58 LATIN-AMERICAN DANCE CULTURES** 3 UNITS
UC:CSU
Prerequisite: None | Lecture: 3 hours
This class focuses on Latin-American folk dance appreciation, studying dance as culture, how each region manifests its traditions, history, and lifestyles through movement. Students explore and analyze folk dances and how they reflect the worldview of people who practice them.
- 71 THE CHICANO IN LOS ANGELES** 3 UNITS
CSU
Prerequisite: None | Lecture: 3 hours
The course surveys the role of the Chicano in Los Angeles in relation to political, economic, social, cultural, and intellectual history from

the Native American era, the colonial era, the Mexican years and lastly the European presence. Emphasis is placed on events in the twentieth century.

Child Development

PROFESSIONAL STUDIES DEPARTMENT

FACULTY: Sandra Lampert, Chair | Lilamani de Silva | Julie Ruelas
Janice Silver | June Wada

EDUCATIONAL PROGRAMS:

The Child Development Program offers the student several options. The student should carefully analyze these programs for their differences as well as similarities before choosing a specific option. Completion of each program leads to a Skill Certificate, Certificate of Completion and/or Associate in Arts degree. Those students interested in transferring to a four-year college or university should meet with a counselor to discuss requirements. The order for completion of the courses is suggested but can be modified to meet the needs of individual students.

The Child Development Program is planned to meet the needs of those preparing for employment or presently employed in private or public early childhood programs, elementary schools, Head Start and Early Education Centers, special education programs, family child care homes, school age, as well as infant and toddler programs.

Note: In order to meet Title 22 regulations to teach in a private Child Development Program, the Department of Social Services requires 12 units from the following courses: Child Dev 1 and 11, and 6 units from Child Dev 2*, 3 or 4*.

*If working with Infants and Toddlers, Child Dev 30 is required and may be substituted for Child Dev 2. If working with school age children in before and after school programs, Child Dev 46 is recommended as a substitute for Child Dev 2. Child Dev 15 may be substituted for Child Dev 4. Please refer to the Child Development Skill Certificate.

These substitutions do not apply to the Child Development certificates described in the pages that follow.

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

1. 24 units of Child Development: included in the completion of a Child Development Certificate.
2. 16 units of General Education: Choose courses from each of the following areas in Graduation Plan A or B: English, Social Sciences, Math or Science, Humanities.
3. Experience: Some of which may be fulfilled by the completion of Child Development 22 and 23.

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

Child Development Skill Certificate

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

Completion of the Skill Certificate requires 12 units:

| Required Courses | | UNITS |
|-------------------------|--|-------|
| ChDev1/Psy11 | Child Growth and Development | 3 |
| Ch Dev 11 | Home, School, and Community Relations | 3 |
| and | | |
| Ch Dev 3 | Creative Experiences for Children I | |
| <i>or</i> | | |
| Ch Dev 4 | Creative Experiences for Children II | |
| <i>or</i> | | |
| Ch Dev 15 | Creative Curriculum in Bilingual/Bicultural Programs | 3 |
| and | | |
| Ch Dev 2 | Early Childhood: Principles and Practices | |
| <i>or</i> | | |
| Ch Dev 30 | Infant and Toddler Studies I | |
| <i>or</i> | | |
| Ch Dev 46 | School Age Programs I | 3 |
| | | <hr/> |
| | | 12 |

Child Development Skill Certificate in Administration**

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

| Required Courses | | UNITS |
|-------------------------|---|-------|
| Ch Dev 38 | Administration and Supervision of Early Childhood Programs I | 3 |
| Ch Dev 39 | Administration and Supervision of Early Childhood Programs II | 3 |
| Ch Dev 65 | Early Childhood Mentoring and Adult Supervision | 2 |
| Ch Dev 22 | Practicum in Child Development I | 4 |
| <i>or</i> | | |
| Ch Dev 23 | Practicum in Child Development II | 4 |
| | | <hr/> |
| | | 12 |

Family Child Care Skill Certificate

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

Completion of this Skill Certificate requires 12 units:

| Required Courses | | UNITS |
|-------------------------|--|-------|
| ChDev1/Psy11 | Child Growth and Development | 3 |
| Ch Dev 10 | Child Health | 3 |
| Ch Dev 60 | Intro to Family Child Care 1 | 1 |
| Ch Dev 61 | Intro to Family Child Care 11 | 1 |
| Ch Dev 62 | Developmental Profiles: Pre-Birth Through Eight | 2 |
| Ch Dev 63 | Creative Curriculum in a Family Child Care Setting | 2 |
| | | <hr/> |
| | | 12 |

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

Associate in Arts Degree – Child Development

Students interested in earning an Associate in Arts Degree must complete the required coursework from one of the following eight certificate programs, as well as follow Graduation Plan A or B for General Education. Requirements include Fam&CS 31 Marriage and Family (3 units) for a minimum of 60 units.

Always consult a counselor for information on graduation requirements.

Certificate of Completion – Child Development

No substitutions will be accepted for the following certificates.

All courses must have been completed within eight (8) years of Certificate completion date.

PRESCHOOL CERTIFICATE

| Required Courses | | UNITS |
|-------------------------|---|-------|
| ChDev1/Psy11 | Child Growth and Development | 3 |
| Ch Dev 2 | Early Childhood: Principles and Practices | 3 |
| Ch Dev 3 | Creative Experiences for Children I | 3 |
| Ch Dev 4 | Creative Experiences for Children II | 3 |
| Ch Dev 10 | Child Health | 3 |
| Ch Dev 11 | Home, School, and Community Relations | 3 |
| Ch Dev 42 | The Child in a Diverse Society | 3 |
| Ch Dev 22-23 | Practicum in Child Development I, II | 4-4 |
| Eng 28 or ESL 8 | Intermediate Reading and Composition | 3 |
| Psych 1 | General Psychology I | 3 |
| | | <hr/> |
| | | 35 |

Note: An A.A. Degree in Child Development will also require Fam & CS 31.

BILINGUAL/BICULTURAL PRESCHOOL CERTIFICATE

| Required Courses | | UNITS |
|-------------------------|--|-------|
| ChDev1/Psy11 | Child Growth and Development | 3 |
| Ch Dev 2 | Early Childhood: Principles and Practices | 3 |
| Ch Dev 3 | Creative Experiences for Children I | 3 |
| Ch Dev 10 | Child Health | 3 |
| Ch Dev 11 | Home, School, and Community Relations | 3 |
| Ch Dev 14 | Bilingual/Bicultural Programs | 3 |
| Ch Dev 15 | Creative Curriculum in Bilingual/Bicultural Programs | 3 |
| Ch Dev 22-23 | Practicum in Child Development I, II | 4-4 |
| Spanish 1-3 | Spanish I, II, or III (5 units required) | 5 |
| Eng 28 or ESL 8 | Intermediate Reading and Composition | 3 |
| | | <hr/> |
| | | 37 |

RECOMMENDED:

Ch Dev 42 The Child in a Diverse Society

Note: An A.A. Degree in Child Development will also require Fam&CS 31.

INFANT AND TODDLER CERTIFICATE

| Required Courses | | UNITS |
|-------------------------|---------------------------------------|-------|
| ChDev1/Psy11 | Child Growth and Development | 3 |
| Ch Dev 3 | Creative Experiences for Children I | 3 |
| Ch Dev 10 | Child Health | 3 |
| Ch Dev 11 | Home, School, and Community Relations | 3 |
| Ch Dev 22-23 | Practicum in Child Development I, II | 4-4 |
| Ch Dev 30 | Infant and Toddler Studies I | 3 |
| Ch Dev 31 | Infant and Toddler Studies II | 3 |
| Ch Dev 42 | The Child in a Diverse Society | 3 |
| Eng 28 or ESL 8 | Intermediate Reading and Composition | 3 |
| Psych 1 | General Psychology I | 3 |
| | | 35 |

Note: An A.A. Degree in Child Development will also require Fam&CS 31.

SCHOOL-AGE CARE CERTIFICATE

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

| Required Courses | | UNITS |
|-------------------------|---------------------------------------|-------|
| ChDev1/Psy11 | Child Growth and Development | 3 |
| Ch Dev 3 | Creative Experiences for Children I | 3 |
| Ch Dev 10 | Child Health | 3 |
| Ch Dev 11 | Home, School, and Community Relations | 3 |
| Ch Dev 22-23 | Practicum in Child Development I, II | 4-4 |
| Ch Dev 42 | The Child in a Diverse Society | 3 |
| Ch Dev 46 | School Age Programs I | 3 |
| Ch Dev 47 | School Age Programs II | 3 |
| Eng 28 or ESL 8 | Intermediate Reading and Composition | 3 |
| Psych 1 | General Psychology I | 3 |
| | | 35 |

Note: An A.A. Degree in Child Development will also require Fam&CS 31.

FAMILY CHILD CARE CERTIFICATE

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

| Required Courses | | UNITS |
|-------------------------|--|-------|
| ChDev1/Psy11 | Child Growth and Development | 3 |
| Ch Dev 10 | Child Health | 3 |
| Ch Dev 11 | Home, School, and Community Relations | 3 |
| Ch Dev 60 | Intro to Family Child Care I | 1 |
| Ch Dev 61 | Intro to Family Child Care II | 1 |
| Ch Dev 62 | Developmental Profiles: Pre-Birth Through Eight | 2 |
| Ch Dev 63 | Creative Curriculum in a Family Child Care Setting | 2 |
| Ch Dev 30 | Infant and Toddler Studies I | |
| or | | |
| Ch Dev 46 | School Age Programs I | 3 |
| and | | |
| Ch Dev 15 | Materials and Media in Bilingual-Bicultural Programs | |
| or | | |
| Ch Dev 35 | Fostering Literacy Development in Young Children | |
| or | | |
| Ch Dev 42 | The Child in a Diverse Society | 3 |
| Ch Dev 22-23 | Practicum in Child Development I, II | 4-4 |

| | | |
|-----------------|--------------------------------------|----|
| Eng 28 or ESL 8 | Intermediate Reading and Composition | 3 |
| Psych 1 | General Psychology I | 3 |
| | | 35 |

Note: An A.A. Degree in Child Development will also require Fam&CS 31.

SPECIAL NEEDS CERTIFICATE

This certificate will support teachers and paraprofessionals working with children with special needs.

| Required Courses | | UNITS |
|-------------------------|---|-------|
| ChDev1/Psy11 | Child Growth and Development | 3 |
| Ch Dev 3 | Creative Experiences for Children I | 3 |
| Ch Dev 10 | Child Health | 3 |
| Ch Dev 11 | Home, School, and Community Relations | 3 |
| Ch Dev 22-23 | Practicum in Child Development I, II | 4-4 |
| Ch Dev 42 | The Child in a Diverse Society | 3 |
| Ch Dev 44 | Programs for Children with Special Needs I | 3 |
| Ch Dev 45 | Programs for Children with Special Needs II | 3 |
| Eng 28 or ESL 8 | Intermediate Reading and Composition | 3 |
| Psych 1 | General Psychology I | 3 |
| | | 35 |

RECOMMENDED:

| | |
|----------|-------------------|
| Psych 17 | Exceptional Child |
|----------|-------------------|

Note: An A.A. Degree in Child Development will also require Fam&CS 31.

TEACHER'S ASSISTANT CERTIFICATE

This certificate will support paraprofessionals in elementary classrooms and provide a foundation for those interested in working as elementary school teachers.

| Required Courses | | UNITS |
|-------------------------|--|-------|
| ChDev1/Psy11 | Child Growth and Development | 3 |
| Ch Dev 3 | Creative Experiences for Children I | 3 |
| Ch Dev 4 | Creative Experiences for Children II | 3 |
| Ch Dev 11 | Home, School, and Community Relations | 3 |
| Ch Dev 22-23 | Practicum in Child Development I, II | 4-4 |
| Ch Dev 32 | Teacher-Assistant in the Elem. Classroom | 3 |
| Ch Dev 42 | The Child in a Diverse Society | 3 |
| Eng 28 or ESL 8 | Intermediate Reading and Composition | 3 |
| Psych 1 | General Psychology I | 3 |
| | | 32 |

Note: An A.A. Degree in Child Development will also require Fam&CS 31.

TEACHER'S ASSISTANT: BILINGUAL/BICULTURAL CERTIFICATE

This certificate will support paraprofessionals in elementary classrooms and provide a foundation for those interested in working as elementary school teachers.

| Required Courses | | UNITS |
|-------------------------|--|-------|
| ChDev1/Psy11 | Child Growth and Development | 3 |
| Ch Dev 3 | Creative Experiences for Children I | 3 |
| Ch Dev 14 | Bilingual/Bicultural Programs | 3 |
| Ch Dev 15 | Creative Curriculum in Bilingual/Bicultural Programs | 3 |
| Ch Dev 32 | Teacher Assistant-Elementary Classroom | 3 |
| Ch Dev 22 | Practicum in Child Development I | 4 |

| | | |
|-----------------|--|---|
| Eng 28 or ESL 8 | Intermediate Reading and Composition | |
| or | | |
| English 101 | College Reading and Composition I | 3 |
| Fam&CS 31 | Marriage and Family | 3 |
| History 43 | The Mexican-American in the History of the United States I | |
| or | | |
| Chic Studies 7 | The Mexican-American in the History of the United States I | 3 |

(Note: Cultural History requirements may vary according to Foreign Language selected.)

| | | |
|---|------------------|----|
| Spanish 1/2/3 | Spanish I/II/III | 5 |
| Note: Any foreign language may be selected. | | 33 |

RECOMMENDED:

| | | |
|--------------|---------------------------|---|
| Math 215 | Principles of Mathematics | 3 |
| Chic Stud 37 | Chicano Literature | 3 |

Note: An A.A. Degree in Child Development will also require Fam&CS 31.

Note: A Family Development Certificate with an emphasis in Child Development is available under the Family and Consumer Studies Discipline. Please check the catalog listing for further information.

1 CHILD GROWTH AND DEVELOPMENT 3 UNITS
 UC:CSU (CAN Fam&CS 14)
 Prerequisite: None | Lecture: 3 hours
Same as Psych 11

The essential facts of development from conception through pregnancy, infancy, childhood and adolescence are studied. Adult states are reviewed with special attention to parenting. Particular emphasis is placed on the processes through which the normal human being reaches physical, social, mental and emotional maturity.

2 EARLY CHILDHOOD: PRINCIPLES AND PRACTICES 3 UNITS
 CSU
 Prerequisite: None | Lecture: 3 hours

The student will explore the history of early childhood education as well as current philosophies and practices. Programs will be observed and examined in relation to the needs of the child, the arrangement of the environment and the role of the teacher.

3 CREATIVE EXPERIENCES FOR CHILDREN I 3 UNITS
 CSU
 Prerequisite: None | Advisory: Child Dev 1 and 2
 Lecture: 3 hours

The creative approach to program planning in areas of art, crafts, dramatic play, puppetry, blocks, music and movement will be explored. Emphasis will be on the development of creative teaching strategies and the values of these curriculum areas.

4 CREATIVE EXPERIENCES FOR CHILDREN II 3 UNITS
 CSU
 Prerequisite: None | Advisory: Child Dev 1 and 2
 Lecture: 3 hours

The creative approach to program planning in language arts, mathematics, social studies, science, perceptual motor and cooking will be explored. Emphasis will be on methods of presentation, values and evaluation of the child's experience.

10 CHILD HEALTH 3 UNITS
 CSU
 Prerequisite: None | Lecture: 3 hours

This course addresses the areas of health, safety and nutrition in the early childhood setting. First Aid and CPR certificates will be earned. May be offered as a three-unit course or in one-unit modules.

11 HOME, SCHOOL, AND COMMUNITY RELATIONS 3 UNITS
 CSU
 Prerequisite: None | Lecture: 3 hours

This course introduces the student to the effects of the home, the school and the community on the development and experience of the child. Issues, challenges and concerns will be explored as well as the importance of developing partnerships.

14 BILINGUAL-BICULTURAL PROGRAMS 3 UNITS
 CSU
 Prerequisite: None | Lecture: 3 hours

Course is a general overview of bilingual-bicultural education. An in-depth study of current bilingual-bicultural programs, curriculum philosophy and rationale is offered. Emphasis on how to research and use bilingual-bicultural materials.

15 CREATIVE CURRICULUM IN BILINGUAL-BICULTURAL PROGRAMS 3 UNITS
 CSU
 Prerequisite: None | Lecture: 3 hours

Course is an overview of materials and media available in bilingual-bicultural education for the child. Skills in research techniques to find these materials will be acquired. Curriculum development and lesson planning will be stressed.

22 PRACTICUM IN CHILD DEVELOPMENT I 4 UNITS RPT 1
 CSU
 Prerequisite: English 21 or ESL 6A, and 12 units in Child Dev that apply to a Child Dev certificate; health examination; verification of TB test | Lecture: 2 hours, lab 6 hours

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

23 PRACTICUM IN CHILD DEVELOPMENT II 4 UNITS RPT1
 CSU
 Prerequisites: English 21 or ESL 6A, and Child Dev 1, 2, 3, 4, 11, 22 | Lecture: 2 hours, lab 6 hours

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

- 30 INFANT AND TODDLER STUDIES** 3 UNITS
CSU
Prerequisite: None | Lecture: 3 hours
This course focuses on group care for infants and toddlers including regulations, the role of the caregiver, the environment, positive relationships and appropriate experiences. Infant and toddler growth and development will be reviewed.
- 31 INFANT AND TODDLER STUDIES II** 3 UNITS
Prerequisite: None | Lecture: 3 hours
Study of infant and toddler development, brain research, and caregiving as related to environments, resources and curriculum. Home visits, assessment, intervention and inclusion skills will be developed. Curriculum development and direct observation in infant and toddler programs are requirements.
- 32 TEACHER ASSISTANT IN THE ELEMENTARY CLASSROOM** 3 UNITS
CSU
Prerequisite: None | Lecture: 3 hours
This course is designed for those currently employed or intending to become employed as teacher's assistant paraprofessionals in elementary school classrooms. The roles and responsibilities of a paraprofessional including activity planning will be examined.
- 35 FOSTERING LITERACY DEVELOPMENT IN YOUNG CHILDREN** 3 UNITS
CSU
Prerequisite: None | Lecture: 3 hours
Current and future early childhood teachers and caregivers will enhance their knowledge of early literacy development and acquire skills in teaching early literacy to young children from birth through age five. This course may be modularized.
- 38 ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD PROGRAMS I** 3 UNITS
CSU
Prerequisite: 12 units including Child Dev 1 and 11
Lecture: 3 hours
The establishment and administration of early childhood programs, both half-day and full-day. Laws governing early childhood programs, budgeting practices, regulatory agencies, staff relations and dealing with parents and children are covered.
- 39 ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD PROGRAMS II** 3 UNITS
CSU
Prerequisite: Child Dev 38 | Lecture: 3 hours
This course covers study of budget, 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.
- 42 THE CHILD IN A DIVERSE SOCIETY** 3 UNITS
CSU
Prerequisite: None | Lecture: 3 hours
This course includes the philosophy, principles and methods relating to teaching children from diverse backgrounds. Materials and experi-

ences will be explored relating to diversity, including cultural, ethnic, ability, gender and generation differences.

- 44 PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS I** 3 UNITS
CSU
Prerequisite: None | Lecture: 3 hours
This course is designed for students interested in working with young children with special needs and their families. Instruction focuses on accommodating and adapting the physical environment, instructional strategies and curriculum to meet the need of differently abled children from birth to preschool.
- 45 PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS II** 3 UNITS
CSU
Prerequisite: None | Lecture: 3 hours
This course is designed for students interested in working with children with special needs from preschool through school age. It will include a study of various programs, legislation, characteristics of various exceptionalities and educational implications. Observations in schools will be required.
- 46 SCHOOL AGE PROGRAMS I** 3 UNITS
CSU
Prerequisite: None | Lecture: 3 hours
Students will be introduced to school age care programs. Topics will include the developmental issues of school age children, program models, creating environments, and designing appropriate and effective experiences and curriculum.
- 47 SCHOOL AGE PROGRAMS II** 3 UNITS
Prerequisite: None | Lecture: 3 hours
Students will be introduced to school age care programs. Course is designed for those planning to work in before and after school programs. Topics to be covered will include issues affecting development and behavior, guidance of children, relationships with the community and administration of programs.
- 60 INTRODUCTION TO FAMILY CHILD CARE I** 1 UNIT
CSU
Prerequisite: None | Lecture: 1 hour
Designed for family childcare providers and persons entering the profession. Course focuses on business and environmental considerations, age-appropriate activities for mixed age groups, communication with parents, and community resources. Field study of accredited programs is included.
- 61 INTRODUCTION TO FAMILY CHILD CARE II** 1 UNIT
CSU
Prerequisite: None | Lecture: 1 hour
This course focuses on the business aspects of family childcare programs: contracts, advertising, budgets, and laws related to family child care.

- 62 DEVELOPMENTAL PROFILES: PRE-BIRTH THROUGH AGE EIGHT** 2 UNITS
 CSU
 Prerequisite: None | Lecture: 2 hours
 This course defines concise profiles of physical, emotional, social and intellectual development from pre-birth through age eight. It also deals with key concepts in current child development literature.
- 63 CREATIVE CURRICULUM IN A FAMILY CHILD CARE SETTING** 2 UNITS
 CSU
 Prerequisite: None | Lecture: 2 hours
 This course is designed for family childcare providers and persons entering the profession. Emphasis is on play and creative experiences in the home setting for children. Course includes dramatic play, music, art, cooking.
- 65 EARLY CHILDHOOD MENTORING AND ADULT SUPERVISION** 2 UNITS
 Prerequisite: Child Dev 23 or 39 or 82 | Lecture: 2 hours
 This course explores methods and principles of supervising adults in early childhood education settings. Emphasis will be on the role of administrators and experienced teachers acting as mentors to new and student teachers. This course is required for the Master Teacher, Site Supervisor and Program Director categories of the California Child Development Permit and for eligibility to apply to become a California Early Childhood Mentor.
- 172 INTRODUCTION TO CAREERS IN CHILD DEVELOPMENT** 1 UNIT
 Prerequisite: None | Lecture: 3 hours
 This course introduces students to the variety of career options available to Child Development majors. It explores career opportunities, qualifications required, resources available, as well as academic and professional support systems.
- 185 DIRECTED STUDY** 1 UNIT RPT2
 CSU
 Allows students to pursue Directed Study in Child Development on a contract basis under the direction of a supervising instructor.
- 285 DIRECTED STUDY** 2 UNITS
 CSU
- 385 DIRECTED STUDY** 3 UNITS
 CSU
 Conference: 1 hour per unit.
 Directed study on a contract basis under the supervision of an instructor.
 Credit Limit: Maximum of 3 units may be taken for credit.
- 921 COOPERATIVE EDUCATION** 2 UNITS RPT3
 CSU
- 931 COOPERATIVE EDUCATION** 3 UNITS RPT3
 CSU
- 941 COOPERATIVE EDUCATION** 4 UNITS RPT3
 CSU
 Supervised training is conducted in the form of on-the-job training

in an employment area that will enhance the student's educational goals.

Limits to transfer credit: See Cooperative Education Credit Guide.

Cinema

ARTS, HEALTH AND PHYSICAL EDUCATION DEPARTMENT

FACULTY: Leslie Milke, Chair | Stan Levine

3 HISTORY OF MOTION PICTURES AND TELEVISION 3 UNITS

UC:CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

Same as Th 505

This course covers 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.

Acceptable for credit: CSUN

Computer Applications and Office Technologies

BUSINESS AND LAW DEPARTMENT

FACULTY: Terry Bommer, Chair | Patricia Flood | Sherrill Frank
 Joyce Woodmansee

EDUCATIONAL PROGRAMS:

Associate in Arts – Computer Applications and Office Technologies

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

| FIRST SEMESTER | | UNITS |
|---------------------------------------|---|-------|
| CAOT 1 | Keyboarding I | 3 |
| CAOT 31 | Business English or Bus 31 | 3 |
| CAOT 34 | Business Vocabulary and Spelling | 2 |
| CAOT 89 | Microcomputer Office Application: Windows | 3 |
| Graduation Requirements and Electives | | 6 |
| | | 17 |
| SECOND SEMESTER | | UNITS |
| CAOT 2 | Keyboarding II | 3 |
| CAOT 33 | Records Management | 2 |
| CAOT 84 | Microcomputer Office Application: Word | 3 |
| Graduation Requirements and Electives | | 6 |
| | | 17 |
| THIRD SEMESTER | | UNITS |
| CAOT 3 | Keyboarding III | 3 |
| CAOT 86 | Microcomputer Office Application: Access | 3 |
| CAOT 91 | Advanced Word: Desktop Publishing | 2 |
| Graduation Requirements and Electives | | 8 |
| | | 16 |

| FOURTH SEMESTER | | UNITS |
|---------------------------------------|---|-------|
| CAOT 7 | Machine Transcription | 3 |
| CAOT 32 | Business Communications | 3 |
| CAOT 85 | Microcomputer Office Application: Excel | 3 |
| Graduation Requirements and Electives | | 8 |
| | | 17 |

Certificates of Completion

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

ADMINISTRATIVE CERTIFICATE

This program prepares a student for an office occupation. Previous training and level of proficiency will determine the amount of time and number of courses required to achieve this goal.

| Required Courses | | UNITS |
|------------------|--|-------|
| CAOT 3 | Keyboarding III | 3 |
| CAOT 6 | Electronic Calculators | 1 |
| CAOT 7 | Machine Transcription | 3 |
| CAOT 31 | Business English or Bus 31 | 3 |
| Bus32/CAOT32 | Business Communications | 3 |
| CAOT 33 | Records Management | 2 |
| CAOT 34 | Business Vocabulary and Spelling | 2 |
| CAOT 84 | Microcomputer Office Applications: Word | 3 |
| CAOT 85 | Microsoft Office Applications: Excel | 3 |
| CAOT 86 | Microcomputer Office Applications: Access | 3 |
| CAOT 89 | Microcomputer Office Applications: Windows | 3 |
| CAOT 91 | Advanced Word: Desktop Publishing | 3 |
| | | 32 |

BUSINESS COMMUNICATIONS CERTIFICATE

| Required Courses | | UNITS |
|------------------|---|-------|
| CAOT 3 | Keyboarding III | 3 |
| CAOT 7 | Machine Transcription | 3 |
| CAOT 31 | Business English or Bus 31 | 3 |
| Bus32/CAOT32 | Business Communications | 3 |
| CAOT 34 | Business Vocabulary & Spelling | 2 |
| CAOT 84 | Microcomputer Office Applications: Word | 3 |
| | | 17 |

OFFICE ASSISTANT CERTIFICATE

This program is for the student who would like to prepare for an entry-level position in an office within one year.

| Required Courses | | UNITS |
|------------------|----------------------------|-------|
| CAOT 1 | Keyboarding I | 3 |
| CAOT 2 | Keyboarding II | 3 |
| CAOT 6 | Electronic Calculators | 1 |
| CAOT 31 | Business English or Bus 31 | 3 |
| CAOT 33 | Records Management | 2 |

| | | |
|---------|--|----|
| CAOT 34 | Business Vocabulary and Spelling | 2 |
| CAOT 82 | Microcomputer Software Survey | 3 |
| CAOT 84 | Microcomputer Office Applications: Word | 3 |
| CAOT 89 | Microcomputer Office Applications: Windows | 3 |
| | | 23 |

Skill Certificates

The student will be given a Skill Certificate following the completion of any of the following programs. Skill Certificates are for students who have limited time and wish to limit their commitment but desire an increased level of specialization. Most courses taken in the programs apply toward curriculum leading to a Certificate of Completion or the Associate Degree.

COMMUNICATIONS SKILL CERTIFICATE

| Required Courses | | UNITS |
|------------------|----------------------------------|-------|
| CAOT 2 | Keyboarding II | 3 |
| CAOT 31 | Business English or Bus 31 | 3 |
| Bus32/CAOT32 | Business Communications | 3 |
| CAOT 34 | Business Vocabulary and Spelling | 2 |
| | | 11 |

COMPUTER APPLICATIONS SKILL CERTIFICATE

| Required Courses | | UNITS |
|------------------|---|-------|
| CAOT 82 | Microcomputer Software Survey | 3 |
| CAOT 84 | Microcomputer Office Applications: Word for Windows | 3 |
| CAOT 89 | Microcomputer Office Applications: Disk Operating Systems/Windows | 3 |
| CAOT 91 | Microcomputer Applications: Advanced Word Processing | 3 |
| | | 12 |

KEYBOARDING SKILL CERTIFICATE

| Required Courses | | UNITS |
|------------------|-----------------------|-------|
| CAOT 1 | Keyboarding I | 3 |
| CAOT 2 | Keyboarding II | 3 |
| CAOT 3 | Keyboarding III | 3 |
| CAOT 7 | Machine Transcription | 3 |
| | | 12 |

1 KEYBOARDING I 3 UNITS

Prerequisite: None | Lecture: 2 hours, lab 3 hours
Students will develop basic keyboarding skills on the computer using Microsoft Word.

2 KEYBOARDING II 3 UNITS

Prerequisite: None | Lecture: 2 hours, lab 3 hours
Computerized keyboarding includes general and specialized business communications using Microsoft Word.

3 KEYBOARDING III 3 UNITS

Prerequisite: None | Lecture: 2 hours, lab 3 hours
Legal, medical, and technical applications integrated into office projects using Microsoft Word.

- 6 ELECTRONIC CALCULATORS** 1 UNIT
Prerequisite: None | Lab: 2 hours
Learn basic business functions along with speed-touch addition on the computer numeric keypad and the electronic calculator.
- 7 MACHINE TRANSCRIPTION** 3 UNITS
Prerequisite: None | Lecture: 3 hours
Students use keyboarding, oral and written communications, and decision-making skills in transcribing documents from a variety of industries.
- 9 KEYBOARDING IMPROVEMENT** 1 UNIT
Prerequisite: None | Lab: 3 hours
This course is designed to increase speed and accuracy through specific drills and timings.
- 31 BUSINESS ENGLISH** 3 UNITS
Prerequisite: None | Lecture: 3 hours
Same as Business 31
Review of grammar and punctuation fundamentals with practical applications.
- 32 BUSINESS COMMUNICATIONS** 3 UNITS
CSU
Prerequisite: CAOT 1 and CAOT 31 | Lecture: 3 hours
Same as Business 32
This is a complete communications course which provides opportunities for improving writing, speaking, and listening skills.
- 33 RECORDS MANAGEMENT & FILING** 2 UNITS
Prerequisite: None | Lecture: 1 hour, lab 2 hours
This course will provide an overview of the field of records management; alphabetic, subject, numeric, and geographic storage and retrieval systems; records management technology; and records control. Class includes records management theory using Microsoft Access.
- 34 BUSINESS TERMINOLOGY** 2 UNITS
Advisory: CAOT 31 | Lecture: 2 hours
Sharpen written and oral communication skills by improving spelling and vocabulary.
- 47 APPLIED OFFICE PRACTICE** 2 UNITS RPT3
Corequisite: Enrollment in at least one other CAOT course.
Note: Obtain instructor's signature before enrolling.
Lecture: 1 hour, lab 4 hours
Students receive practical office experience by working on campus.
- 64 COMPUTER AND OFFICE APPLICATIONS LABORATORY** 1 UNIT RPT2
Prerequisite: None | Corequisite: Enrollment in at least one other CAOT course.
Note: Class graded credit/no-credit.
Lab: 2 hours
This course is designed as an aid to students who need additional time and practice to increase their skills in any CAOT subject area.

- 76 KEYBOARDING FOR COMPUTERS** 1 UNIT
Prerequisite: None | Lab: 2 hours
Designed to meet the needs of the data processing students by giving them skills necessary to input information into a computer efficiently and accurately.
- 82 MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE** 3 UNITS RPT2
CSU
Prerequisite: None | Advisory: CAOT 1
Lecture: 1 hour, lab 4 hours
Introduces students to the use of the microcomputer and commercially available software used in the business office. Provides hands-on introduction to Microsoft Word, Excel, Access and PowerPoint. Students gain basic knowledge necessary for using computers.
- 84 MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING (MICROSOFT WORD)** 3 UNITS RPT2
CSU
Prerequisite: None | Lecture: 1 hour, lab 4 hours
Using Microsoft Word to create documents, which include graphics and desktop publishing.
- 85 MICROSOFT OFFICE APPLICATIONS: SPREADSHEET (EXCEL)** 3 UNITS RPT1
Prerequisite: None | Lecture: 2 hours, lab 3 hours
Use Excel to plan, present, manipulate, and calculate numerical data by writing formulas with mathematical operators, linking workbooks and sharing workbooks. Format worksheets with advanced techniques, visual charts, and clip art images.
- 86 MICROCOMPUTER OFFICE APPLICATIONS: DATABASE (ACCESS)** 3 UNITS
CSU
Prerequisite: None | Lecture: 2 hours, lab 3 hours
Use Access to plan, design, create, use, and maintain databases. Use Access to create forms, reports, queries, charts, mailing labels, PivotTables, and PivotCharts. Learn to import data, export data, and create links between other Microsoft Office applications.
- 89 MICROCOMPUTER OFFICE APPLICATIONS: XP OPERATING SYSTEM** 3 UNITS RPT2
Prerequisite: None | Lab: 5 hours
Introduction to the Windows XP Operating System.
- 91 MICROCOMPUTER OFFICE APPLICATIONS: ADVANCED WORD PROCESSING** 2 UNITS
Prerequisite: None. | Lecture: 1 hour, lab 2 hours
Advanced Word features with emphasis on desktop-publishing terminology and concepts. Microsoft Word is used to create promotional documents, letterheads, business cards, PowerPoint presentations, Web pages, and newsletters.
- 108 PRESENTATION DESIGN FOR THE OFFICE** 2 UNITS RPT1
Prerequisite: None | Lecture: 1 hour, lab 2 hours
This course provides an overview of presentation design

software. Students learn to use PowerPoint templates, outlines, clipart, and Microsoft Office documents to create presentations, electronic slide shows, and web sites.

185 DIRECTED STUDY 1 UNIT RPT2

285 DIRECTED STUDY 2 UNITS

385 DIRECTED STUDY 3 UNITS

Conference: 1 hour per unit.

Directed studies on a contract basis under the supervision of an instructor.

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

921 COOPERATIVE EDUCATION 2 UNITS RPT3
CSU

931 COOPERATIVE EDUCATION 3 UNITS RPT3
CSU

941 COOPERATIVE EDUCATION 4 UNITS RPT3
CSU

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

Limits to transfer credit: See Cooperative Education Credit Guide.

Computer Science – Information Technology

ENGINEERING AND COMPUTER SCIENCE DEPARTMENT

FACULTY: Mari Rettke, Chair | Paul Kubicki

EDUCATIONAL PROGRAMS:

This is designed both for those students desiring to pursue a transfer curriculum in Computer Science-Information Technology, and those students wishing a terminal program and an Associate in Arts Degree in Computer Science. Students wishing to transfer to a four-year college or university should consult with their counselor and the respective catalog of the school they wish to attend for additional requirements. Questions about the program should be taken to a counselor or the course advisor.

Associate in Arts – Computer Science Emphasis – Plan A

| FIRST SEMESTER | | UNITS |
|---------------------------------------|--|-------|
| Co Sci 401 | Introduction to Computers & Their Uses | 3 |
| Co Sci 430 | Microcomputer Applications Software I | 3 |
| Co Sci 431 | Microcomputer Applications Software II | 3 |
| Graduation Requirements and Electives | | 6 |
| | | <hr/> |
| | | 15 |

| SECOND SEMESTER | | UNITS |
|---------------------------------------|--------------------------|-------|
| Co Sci 407 | Programming Logic | 3 |
| Co Sci 408 | Visual Basic | 3 |
| Co Sci 450 | Electronic Publishing II | 3 |
| Graduation Requirements and Electives | | 6 |
| | | <hr/> |
| | | 15 |

| THIRD SEMESTER | | UNITS |
|---------------------------------------|-------------------------------------|-------|
| Co Sci 409 | Advanced Visual Basic Programming | 3 |
| Co Sci 439 | Programming in C | 3 |
| Co Sci 487 | Introduction to Local Area Networks | 3 |
| Graduation Requirements and Electives | | 6 |
| | | <hr/> |
| | | 15 |

| FOURTH SEMESTER | | UNITS |
|---------------------------------------|---------------------|-------|
| Co Sci 440 | Programming in C++ | 3 |
| Co Sci 452 | Programming in Java | 3 |
| Graduation Requirements and Electives | | 9 |
| | | <hr/> |
| | | 15 |

Associate in Arts – Business Emphasis – Plan B

| FIRST SEMESTER | | UNITS |
|---------------------------------------|--|-------|
| Co Sci 401 | Introduction to Computers & their Uses | 3 |
| Co Sci 430 | Microcomputer Applications Software I | 3 |
| Co Sci 431 | Microcomputer Applications Software II | 3 |
| Graduation Requirements and Electives | | 6 |
| | | <hr/> |
| | | 15 |

| SECOND SEMESTER | | UNITS |
|---------------------------------------|------------------------------|-------|
| Co Sci 407 | Programming Logic | 3 |
| Co Sci 408 | Visual Basic | 3 |
| Acctg 21 | Bookkeeping and Accounting I | 3 |
| Graduation Requirements and Electives | | 6 |
| | | <hr/> |
| | | 15 |

| THIRD SEMESTER | | UNITS |
|---------------------------------------|-------------------------------------|-------|
| Co Sci 452 | Programming in Java | 3 |
| Co Sci 487 | Introduction to Local Area Networks | 3 |
| Econ 1 | Principles of Economics I | 3 |
| Graduation Requirements and Electives | | 6 |
| | | <hr/> |
| | | 15 |

| FOURTH SEMESTER | | UNITS |
|---------------------------------------|------------------------------|-------|
| Co Sci 439 | Programming in C | 3 |
| Co Sci 450 | Electronic Publishing II | 3 |
| Bus 5 or Law 1 | Principles of Business Law I | 3 |
| Graduation Requirements and Electives | | 6 |
| | | <hr/> |
| | | 15 |

Certificate of Completion

At the completion of the program a Certificate will be awarded to the student who completes the course or study with a 3.0 average. These Certificates are primarily for those students who have a limited time to pursue their formal education and wish to specialize in a particular area of Computer Science that is job-related. They may seek advancement in their present job, or they may prepare themselves for different or new employment. Many courses taken in the program apply toward an Associate Degree.

CO SCI – MICROCOMPUTER APPLICATIONS MANAGEMENT

| Required Courses | | UNITS |
|------------------|---------------------------------------|-------|
| Co Sci 401 | Introduction to Computer & their Uses | 3 |
| Co Sci 407 | Programming Logic | 3 |

| | | |
|------------|-------------------------------------|----|
| Co Sci 408 | Visual Basic | 3 |
| Co Sci 430 | Microcomputer Applications I | 3 |
| Co Sci 431 | Microcomputer Applications II | 3 |
| Co Sci 450 | Electronic Publishing II | 3 |
| Co Sci 487 | Introduction to Local Area Networks | 3 |
| | | 21 |

Electives: Choose two (2) courses: 9

| | | |
|------------|-----------------------------------|--|
| Co Sci 409 | Advanced Visual Basic | |
| Co Sci 417 | Beginning Micro Assembly Language | |
| Co Sci 433 | Advanced Database Programming | |
| Co Sci 439 | Programming in C | |
| Co Sci 440 | Programming in C ++ | |
| Co Sci 452 | Programming in Java | |
| Co Sci 453 | A+ Certification Preparation | |

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CO SCI – MICROCOMPUTER PROGRAMMING

Full Certificate—Microcomputer Programming

| Required Courses | | UNITS |
|------------------|--|-------|
| Co Sci 401 | Introduction to Computers & their Uses | 3 |
| Co Sci 407 | Programming Logic | 3 |
| Co Sci 408 | Visual Basic | 3 |
| Co Sci 430 | Microcomputer Applications I | 3 |
| Co Sci 431 | Microcomputer Applications II | 3 |
| Co Sci 439 | Programming in C | 3 |
| Co Sci 450 | Electronic Publishing II | 3 |
| Co Sci 452 | Programming in Java | 3 |
| Co Sci 487 | Introduction to Local Area Networks | 3 |

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Electives: Choose one (1) course: 3

| | | |
|------------|-----------------------------------|--|
| Co Sci 409 | Advanced Visual Basic | |
| Co Sci 417 | Beginning Micro Assembly Language | |
| Co Sci 433 | Advanced Database Programming | |
| Co Sci 440 | Programming in C ++ | |

30

Skill Certificates

At the completion of the following programs, a Skill Certificate will be awarded to the student who has completed the course of study with a 3.0 average. These Skill Certificates are primarily for those students who have limited time to pursue their formal education and wish to specialize in a particular area of Computer Science that is job-related. They may seek advancement in their present job, or they may prepare themselves for different or new employment. All courses in the program apply towards a full certificate and many courses apply towards an Associate Degree.

CO SCI – SKILL CERTIFICATE – MICROCOMPUTER APPLICATIONS

| Required Courses | | UNITS |
|------------------|--|-------|
| Co Sci 401 | Introduction to Computers & their Uses | 3 |
| Co Sci 430 | Microcomputer Applications Software I | 3 |
| Co Sci 431 | Microcomputer Applications Software II | 3 |
| Co Sci 450 | Electronic Publishing II | 3 |
| Co Sci 487 | Introduction to Local Area Networks | 3 |

15

CO SCI – SKILL CERTIFICATE – MICROCOMPUTER ROGRAMMING

| Required Courses | | UNITS |
|------------------|--------------------------|-------|
| Co Sci 407 | Programming Logic | 3 |
| Co Sci 408 | Visual Basic Programming | 3 |

Co Sci 409 Advanced Visual Basic 3

Co Sci 439 Programming in C 3

Co Sci 452 Programming in Java 3

15

401 INTRODUCTION TO COMPUTERS AND THEIR USES 3 UNITS

UC:CSU (CAN CSCI 2)

Prerequisites: None | Lecture: 3 hours, lab 1 hour

The student will become acquainted with electronic methods of data processing, and will learn about the development of the computer and the uses of the computer by business management. Topics covered are computer terminology, DOS, and programming in BASIC.

406 BEGINNING PASCAL PROGRAMMING 3 UNITS

UC:CSU (CAN CSCI 12)

Prerequisite: None | Lecture: 2 hours, lab 2 hours

An introduction to algorithms, their representation, design, structuring, analysis, and optimization. Implementation of algorithms as structured programs in a high level language.

407 PROGRAMMING LOGIC 3 UNITS

UC:CSU

Prerequisite: Math 115 | Lecture: 3 hours

Introduces concepts necessary to design, code, test and document computer programs using top-down structured programming techniques. Topics include data types, data structures, control structures, algorithm plus subalgorithm structures, parameter passing, file structures plus operations, class is machine plus language independent.

408 VISUAL BASIC 3 UNITS

UC:CSU (CAN CSCI 6)

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This course teaches programming in Visual Basic. A select set of problems using Visual Basic are assigned to be used.

409 ADVANCED VISUAL BASIC 3 UNITS

UC:CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This course is an application of Object-Oriented Programming principles to the Visual Basic Programming environment Topics will include implementing advanced graphical user interface and database front ends, using and creating ActiveX controls with special emphasis on E-commerce applications.

415 BEGINNING COBOL PROGRAMMING 3 UNITS

UC:CSU

Prerequisite: Co Sci 401 | Lecture: 2 hours, lab 2 hours

This course is designed to introduce the COBOL language. Students will gain a working knowledge of the language structure and basic business applications using COBOL.

- 417 BEGINNING MICRO ASSEMBLY LANGUAGE** 3 UNITS
UC:CSU
Prerequisite: Co Sci 406 | Lecture: 2 hours, lab 2 hours
The student will study the fundamentals and applications of Assembly language on microcomputers. This will include data representation and program organization. The use of registers, addressing, arithmetic, and macro instructions will be covered through programming projects.
- 430 MICROCOMPUTER APPLICATIONS I** 3 UNITS
CSU
Prerequisite: None | Lecture: 2 hours, lab 2 hours
The student will learn how to operate a micro-computer. The student will become familiar with the use of a spreadsheet program and a database program. The student will complete a series of projects on the microcomputer. Currently popular microcomputer software will be utilized IBM PC's and compatibles.
- 431 MICROCOMPUTER APPLICATIONS II** 3 UNITS
CSU
Prerequisite: None | Lecture: 2 hours, lab 2 hours
The students will learn how to operate a micro-computer. The student will master the use of an Operating System and be introduced to a word processing program. The student will complete a series of projects on a microcomputer. Currently popular microcomputer software will be utilized on IBM-PC's and compatibles.
- 432 ADVANCED TEXT PROCESSING APPLICATIONS** 3 UNITS
Prerequisite: Co Sci 431 | Lecture: 2 hours, lab 2 hours
The students will master the use of a text-processing program on a microcomputer and create a macro-driven text processing system. Graphics, desktop publishing, and merge processing applications using a text processor will be emphasized. Currently popular microcomputer software will be utilized on IBM-PC's and compatibles.
- 433 DATABASE PROGRAMMING FOR MICROCOMPUTERS** 3 UNITS
CSU
Prerequisite: Co Sci 430 | Lecture: 2 hours, lab 2 hours
The student will master the use of a database programming system on a microcomputer. Command language programming will be emphasized. The student will create a complete menu driven database system. Currently popular microcomputer software will be utilized on IBM PC's and compatibles.
- 435 MICROCOMPUTER OPERATING SYSTEMS** 3 UNITS
CSU
Prerequisite: Co Sci 431 | Lecture: 2 hours, lab 2 hours
The student will master advanced operating system techniques using a mouse driven/graphical interface. Currently popular microcomputer operating systems programs such as DOS and Windows will be discussed, will be used. Commonly used utility programs will be discussed.

- 436 INTRODUCTION TO DATA STRUCTURES** 3 UNITS
UC:CSU
Prerequisite: Co Sci 406 and Co Sci 407 | Lecture: 2 hours, lab 2 hours
Uses PASCAL programming language as a vehicle to examine the data types and structures employed in applications programming, compilers, file management, operating systems, and databases.
- 439 PROGRAMMING IN C** 3 UNITS
UC:CSU (CAN CSCI 16)
Prerequisite: Co Sci 401 and Co Sci 406 | Lecture: 2 hours, lab 2 hours
This is a structured-systems programming class. Students will learn types, operator's expressions, control flow, functions, arrays and file concepts. Unix system interface is also discussed. C is a highly portable structured systems programming language with widespread applications. Upon completion of the course students will be able to write programs in C, determine the suitability of C for particular applications and design C routines to be modular and compact.
- 440 PROGRAMMING IN C++** 3 UNITS
UC:CSU (CAN CSCI 18)
Prerequisite: None | Lecture: 2 hours, lab 2 hours
This course covers syntax, control and data structures, software life-cycle including design, development, styles, documentation, testing and maintenance, case studies and software projects. Critical features of the language include objects, encapsulations, inheritance and polymorphism and introduction to object-oriented design.
- 445 ADVANCED COBOL PROGRAMMING** 3 UNITS
CSU
Prerequisite: Co Sci 415 | Lecture: 2 hours, lab 2 hours
This course is an extension of the principles covered in Co Sci 415. Students will have the opportunity to apply COBOL to more complex business applications.
- 447 ADVANCED MICRO ASSEMBLY LANGUAGE** 3 UNITS
Prerequisite: Co Sci 417 | Lecture: 2 hours, lab 2 hours
This course is an extension of the principles covered in Co Sci 417. Students will have the opportunity to apply Assembler to more complex business applications.
- 448 ADVANCED MICROCOMPUTER SPREADSHEET APPLICATIONS** 3 UNITS
CSU
Prerequisite: Co Sci 430 | Lecture: 2 hours, lab 2 hours
The student will master the use of a spreadsheet program and a micro computer. The use of graphics, database commands, advanced functions and macros will be emphasized. The student will create a micro-driving, error trapped, and custom menu spreadsheet. Currently popular microcomputer spreadsheet software will be used on IBM-PC's and compatibles.
- 449 ELECTRONIC PUBLISHING** 3 UNITS
Prerequisite: Co Sci 432 | Lecture: 2 hours, lab 2 hours
The student will master the use of a desktop processing program on a microcomputer, and create newsletters, reports, and brochures.

Documents will be created that include text and graphics. Currently popular microcomputer software will be utilized on IBM-PC's and compatibles.

450 ELECTRONIC PUBLISHING II 3 UNITS RPT3
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This course is designed to teach students how to create effective WEB pages with graphics and links using various software packages and HTML.

452 PROGRAMMING IN JAVA 3 UNITS
UC:CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This course is designed to teach students to build applications in Java, the programming language designed to be written once and run effectively on almost any kind of machine connected to the Internet.

453 A+ CERTIFICATION PREPARATION 3 UNITS RPT3

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This course provides students with the workable knowledge needed for the installation, setup, troubleshooting, and optimization of hardware and software related to personal computer systems and peripheral devices. The course will cover information needed to prepare for the current A+ certification test.

472 INTRODUCTION TO PERSONAL COMPUTER HARDWARE 3 UNITS RPT2
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

Installation, setup, troubleshooting and optimization of hardware related to personal computer systems and peripheral devices. First of two classes to prepare students for the current A+ certification test.

487 INTRODUCTION TO LOCAL AREA NETWORKS 3 UNITS
CSU

Prerequisite: None | Lecture: 3 hours, lab 1 hour

This course will introduce students to the fun-damental concepts of local area networks (LANs) as well as provide practical experience implementing a LAN. Network topology, network operating system configuration and installation of software on a network will be covered.

185 DIRECTED STUDY 1 UNIT RPT2
CSU

285 DIRECTED STUDY 2 UNITS
CSU

385 DIRECTED STUDY 3 UNITS
CSU

Conference: 1 hour per unit.

Directed study on a contract basis under the supervision of an instructor.

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

485 INTERNET RESEARCH 1 UNIT RPT2
CSU

Prerequisite: None | Lab: 2 hours

Internet Research teaches how to use search engines; basic and

advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

921 COOPERATIVE EDUCATION 2 UNITS RPT3
CSU

931 COOPERATIVE EDUCATION 3 UNITS RPT3
CSU

941 COOPERATIVE EDUCATION 4 UNITS RPT3
CSU

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

Limits to transfer credit: See Cooperative Education Credit Guide.

Developmental Communications

LEARNING CENTER / DEVELOPMENTAL COMMUNICATIONS DEPARTMENT

FACULTY: Teresa English, Chair | Susan Polk

1 GRAMMAR: APPLIED TO WRITING (NDA) 3 UNITS RPT1

Prerequisite: None | Lecture: 3 hours

Note: Class graded credit/no credit.

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.

22 COMMUNICATIONS LABORATORY A/B/C/D/E (NDA) 5 UNITS RPT2

Prerequisite: None | Lab: 5 hours

Note: Class graded credit/no credit.

Provides students with the opportunity to improve academic skills. Recommended for students with deficiencies in specific areas such as reading, vocabulary, language skills, and study skills. Provides individualized tutoring and programmed media instruction as prescribed. May be taught in modules.

34 BASIC READING (NDA) 3 UNITS

Prerequisite: None | Lecture: 3 hours

Note: Class graded credit/no credit.

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

36A READING II COMPREHENSION AND RELATED SKILLS (NDA) 3 UNITS RPT 1

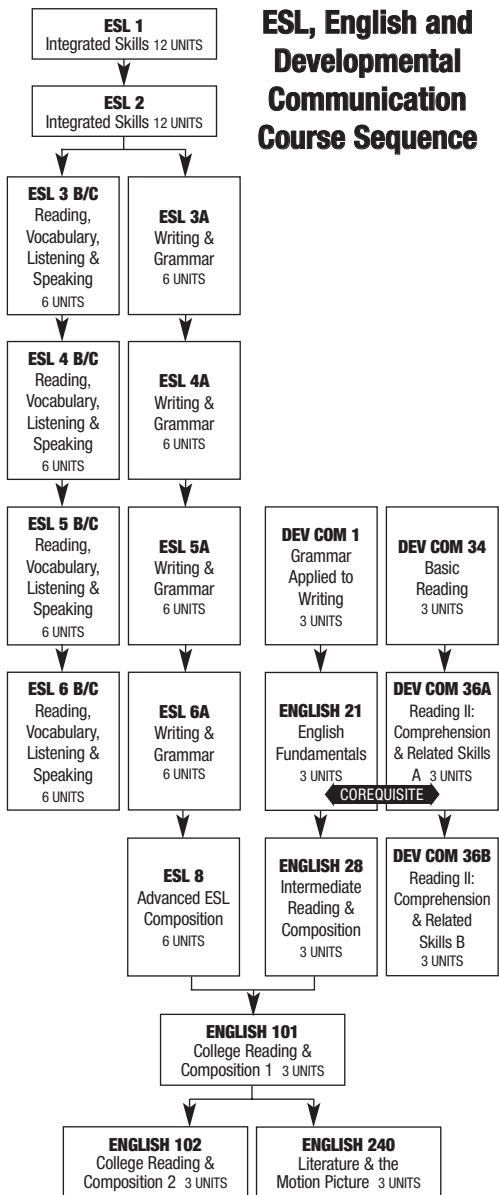
Note: Class graded credit/no credit.

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

36B READING II COMPREHENSION AND RELATED SKILLS (NDA) 3 UNITS RPT 1

Note: Class graded credit/no credit.

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



Drafting

ENGINEERING AND COMPUTER SCIENCE DEPARTMENT

FACULTY: Mari Rettke, Chair

16 BLUEPRINT READING 1 2 UNITS
CSU

Prerequisite: None | Lecture: 1 hour, lab 2 hours

The principles and practices of blueprint reading including the study of standard symbols and their applications, and interpretation of a variety of drawings.

Economics

BUSINESS AND LAW DEPARTMENT

FACULTY: Terry Bommer, Chair | Alex Yguado

1 PRINCIPLES OF ECONOMICS 1 3 UNITS
UC:CSU (CAN ECON 4)

Prerequisite: None | Lecture: 3 hours

An introductory course in the principles of microeconomic theory, including economic analysis of the firm and resource allocation; analysis of the laws of supply and demand; market structures of the American economy; price theory; current domestic economic problems.

2 PRINCIPLES OF ECONOMICS II 3 UNITS
UC:CSU (CAN ECON 2)

Prerequisite: None | Lecture: 3 hours

This is an 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.

4 ECONOMICS FOR THE CONSUMER 3 UNITS
Prerequisite: None | Lecture: 3 hours

The student will learn about budgeting a limited income. Consumer preferences, influences of advertising, and other factors related to consumer expenditures will be considered. Financial institutions and their relationship to the consumer will be analyzed. Savings, consumer aids, insurance, and investments will be detailed.

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

Prerequisite: None | Lecture: 3 hours

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

185 DIRECTED STUDY 1 UNIT RPT2
CSU

285 DIRECTED STUDY 2 UNITS
CSU

385 DIRECTED STUDY 3 UNITS
CSU

Conference: 1 hour per unit.

Directed studies on a contract basis under the supervision of an instructor.

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

485 INTERNET RESEARCH 1 UNIT RPT2
CSU

Prerequisite: None | Lab: 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

921 COOPERATIVE EDUCATION 2 UNITS RPT3
CSU

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

Limits to transfer credit: See Cooperative Education Credit Guide.

Education

LEARNING CENTER / DEVELOPMENTAL COMMUNICATIONS DEPARTMENT

FACULTY: Phoebe Rivera, Chair | Rick Scuderi | Mark Pursley

6 METHODS AND MATERIALS OF TUTORING 1 UNIT RPT3

Prerequisite: None | Lecture: 1 hour

Note: Class graded credit/no credit.

This class trains new tutors in theory and practice in tutoring techniques, group dynamics, interpersonal skills, and record-keeping. Tutors will be trained to work with self-instructional materials and will tutor students enrolled in supervised learning assistance and/or other college approved tutoring programs.

203 URBAN EDUCATION IN AMERICAN SOCIETY 3 UNITS
UC:CSU

Prerequisite: None | Lecture: 3 hours

Introduces the American educational enterprise, especially problems in urban multicultural schools. Employs concepts and methods from sociology, philosophy and the politics of education to analyze American schools. Includes K-12 content standards, Teaching Performance Expectations. Requires a minimum of 30 hours of observation/participation in a multicultural school.

921 COOPERATIVE EDUCATION 2 UNITS RPT2

931 COOPERATIVE EDUCATION 3 UNIT RPT3

385 COOPERATIVE EDUCATION 4 UNITS RPT4

Engineering, General

ENGINEERING AND COMPUTER SCIENCE DEPARTMENT

FACULTY: Mari Rettke, Chair | Lee Risenberg

EDUCATIONAL PROGRAMS:

The student may work towards a Bachelor of Science Degree by transferring to any of several four-year colleges and universities throughout the country.

All three major universities in the area – UCLA, USC and CSUN – have full articulation agreements with the Mission College Engineering Department. The recommended sequence for the transfer program requires six semesters (three years) to complete; that is only a recommended sequence and should not prevent students from completing

either program in a shorter period of time, if they are dedicated and capable of doing so. At any time, students may join the work force in industry or in professional offices with which the engineering faculty maintains close ties.

Employment opportunities for engineering students at Mission College are also available in many related fields such as aerospace, architecture, interior design, construction, engineering, and manufacturing. Many manufacturing firms and professional offices contact the engineering department offering employment to its students on a part-time as well as a full-time basis.

The greater Los Angeles area – the North San Fernando Valley in particular – is one of the most important sources of work for engineering in the United States. There are countless employment opportunities for the graduate engineer and the technician with a solid background in basic sciences and engineering concepts, especially when this includes hands-on training in Computer-Aided-Design-Drafting (CADD).

Mission College has developed a comprehensive program. This includes the basic sciences, such as chemistry, mathematics and physics and general engineering courses including Materials Science, Statics and Strength of Materials, plus vocational courses in computer drafting in two-dimensions and solid modeling in three-dimensions.

Thanks to generous donations from the Ralph Parsons Foundation and the Rocketdyne Division of the Boeing Company, the Engineering Lab is the most modern in the country, with state-of-the-art IBM computers, printers and plotters, numerical controlled lathe-milling machine and microscope/color-printer station for use in crystallography. The labs and programs are updated regularly to meet the needs of the students, the industry, and the community.

For the latest information on transfer requirements, certificates and Associate Degrees consult with Professor Lee Risenberg, telephone number 818.989.3700 or 818.364.7664.

Transfer Program for Bachelor of Science Degree

The Engineering Program at Mission College fulfills most of the lower-division engineering requirements for the Bachelor of Science Degree at various four-year colleges and universities.

The following is the recommended sequence which will allow the student to complete the lower division requirements in six semesters. Refer to graduation Plan B for the general graduation requirements. Always consult a counselor for information or graduation requirements and transfer as well as Professor Riesenberg. 18 units of general education courses are generally required, consult with the four-year college of your choice.

TRANSFER PROGRAM

Sequential Required Courses

| FIRST SEMESTER | | UNITS |
|----------------|--------------------------------------|-------|
| Gen Eng 101 | Intro to Science, Engineering & Tech | 2 |
| Math 265 | Calculus with Analytic Geometry I | 5 |
| RECOMMENDED: | | |
| Drafting 16 | Blueprint Reading | (2) |
| English 211A | General English | (2) |
| | | <hr/> |
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| SECOND SEMESTER | | UNITS |
|------------------------|---------------------------------|-------|
| Math 266 | Calculus with Analytic Geometry | 5 |
| Physics 1 | Mechanics of Solids | 4 |
| RECOMMENDED: | | |
| Gen Eng 211B | CADD for Engineers I | (1) |
| | Design CADD 3-D | (1) |
| | | 10 |

| THIRD SEMESTER | | UNITS |
|-----------------------|---|-------|
| Gen Eng 243 | Statics and Strength of Materials (Calculus based) | 4 |
| Math 267 | Calculus with Analytic Geometry III | 5 |
| RECOMMENDED: | | |
| Gen Eng 211C | AUTOCADD 2-D | (1) |
| | | 10 |

| FOURTH SEMESTER | | UNITS |
|------------------------|---------------------------------|-------|
| Math 275 | Ordinary Differential Equations | 3 |
| Chem 101 | General Chemistry I | 5 |
| RECOMMENDED: | | |
| Gen Eng 281A | Engineering Design I | (1) |
| | | 9 |

| FIFTH SEMESTER | | UNITS |
|-----------------------|-------------------------------------|-------|
| Gen Eng 151 | Materials of Engineering | 3 |
| Gen Eng 152 | Materials of Engineering Laboratory | 1 |
| Physics 3 | Electricity & Magnetism | 4 |
| RECOMMENDED: | | |
| Gen Eng 281B | Engineering Design II | (1) |
| | | 9 |

| SIXTH SEMESTER | | UNITS |
|-----------------------|-----------------------------------|-------|
| Physics 2 | Mechanics of Fluids, Heat & Sound | 4 |
| or | | |
| Chem 102 | General Chemistry II | (5) |
| RECOMMENDED: | | |
| Gen Eng 281C | Engineering Design III | (1) |
| | | 10 |

Total Number of Units **57**

Note: Recommended courses may not transfer, but they provide valuable additional preparation for engineering, units of these courses are shown within parentheses and do not count for transfer requirements. Some of the required courses may have to be taken elsewhere.

101 INTRODUCTION TO SCIENCE, ENGINEERING AND TECHNOLOGY

UC:CSU

Prerequisite: None | Lecture: 2 hours

Orientation to the engineering profession and related technician fields, to give students insight into the activities and rewards of engineering.

151 MATERIALS OF ENGINEERING

UC:CSU (CAN ENGR 4)

Prerequisites: Chem 101 & Physics 1 | Lecture: 3 hours

Introduction to the engineering properties of materials, atomic and crystal structures of solids and selection and use of engineering materials.

152 MATERIALS OF ENGINEERING LABORATORY

UC:CSU

Prerequisite: Physics 1, Chemistry 101 | Lab: 3 hours

Introduction to the engineering properties of materials, atomic and crystal structures of solids and selection and use of engineering materials.

211 CADD FOR ENGINEERS I

CSU

Prerequisite: None | Lab: 6 hours

Introduction to alternate CADD systems, develops design and drafting skills using computers and special software, to be used in other engineering courses and improve employment opportunities in the marketplace.

243 STATICS AND STRENGTH OF MATERIALS

UC:CSU

(Calculus based)

(For Transfer Program)

Prerequisite: Physics 1 | Lecture 3 hours, lab 3 hours

Examines vector and scalar methods of analyzing force systems, free body diagrams, equilibrium, structural mechanics, stress and strain, beams, columns and indeterminate structures.

284 PROJECTS LABORATORY

CSU

Prerequisite: None | Lab: 6 hours

Students will meet with the instructor to be assigned a specific project in the engineering field of their choice and at their level of knowledge.

185 DIRECTED STUDY

CSU

285 DIRECTED STUDY

CSU

385 DIRECTED STUDY

CSU

Conference: 1 hour per unit

Directed study on a contract basis under the supervision of an instructor.

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

485 INTERNET RESEARCH

CSU

Prerequisite: None | Lab: 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

921 COOPERATIVE EDUCATION

CSU

931 COOPERATIVE EDUCATION

CSU

941 COOPERATIVE EDUCATION
CSU

4 UNITS RPT3

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

Limits to transfer credit: See Cooperative Education Credit Guide.

English

ESL / ENGLISH DEPARTMENT

FACULTY: Louise Barbato, Chair | Carolyn Daly | Ruthie Grant
Ralph La Rosa | Victoria Oddino | John Orozco
Gary Prostak

EDUCATIONAL PROGRAM:

This curriculum is designed to provide an opportunity for the student to complete an Associate in Arts Degree in English.

Associate in Arts – English

| Required Courses | | UNITS |
|------------------|------------------------------------|-------|
| English 101 | College Reading and Composition I | 3 |
| English 102 | College Reading and Composition II | 3 |
| English 208 | American Literature II | 3 |
| English 210 | Twentieth Century Novel | 3 |
| English 240 | Literature and the Motion Picture | 3 |
| English 255 | Latin American Literature | 3 |
| | | <hr/> |
| | | 18 |

RECOMMENDED:

| | |
|--------------|---|
| Humanities I | Cultural Patterns of Western Civilization |
| Philosophy I | Introduction to Philosophy |
| History I | Introduction to Western Civilization I |

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

21 ENGLISH FUNDAMENTALS (NDA) 3 UNITS

Prerequisite: Appropriate skill level demonstrated through the ENL assessment process | Corerequisite: Dev Comm 36A
Lecture: 3 hours

Note: Class graded credit/no credit

This is a course in reading and writing designed to strengthen the student's basic communication skills, including grammar, spelling, punctuation, and sentence construction. Greatest emphasis is placed on the writing of competent paragraphs and short essays.

28 INTERMEDIATE READING AND COMPOSITION 3 UNITS

Prerequisite: English 21 or ESL 6A or appropriate skill level demonstrated through the ENL assessment process
Lecture: 3 hours

This is a course in reading and writing designed to strengthen the student's ability to use basic communication skills, including grammar, spelling, punctuation, and sentence construction. Instruction will include the assignment of full-length expository and argumentative essays.

101 COLLEGE READING AND COMPOSITION I 3 UNITS

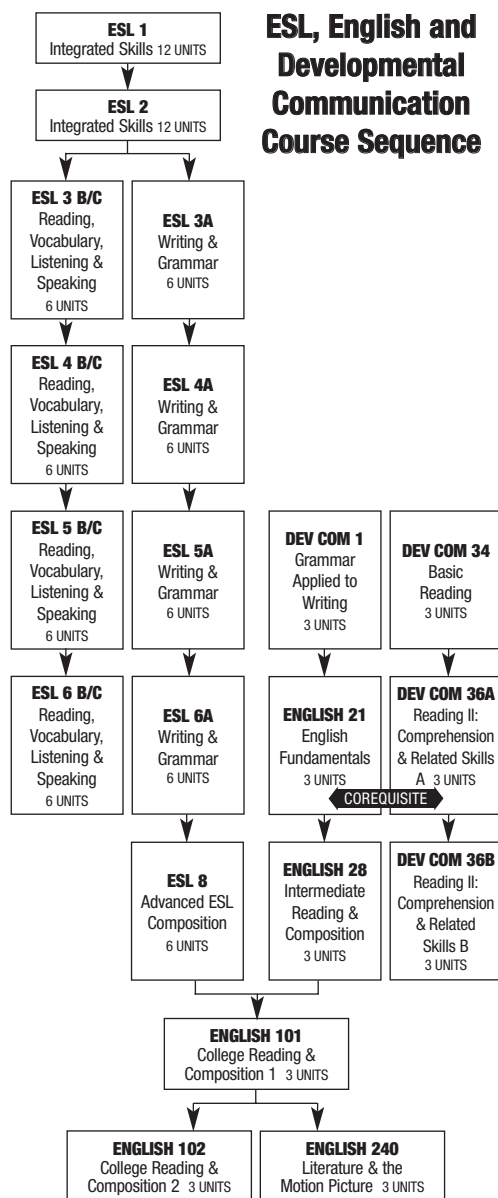
UC:CSU (CAN ENGL 2; CAN ENGL SEQA: Eng 101 + 102)
Prerequisite: English 28 or ESL 8 or appropriate skill level demonstrated through the ENL assessment process
Lecture: 3 hours

This course further develops proficiency in critical 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.

102 COLLEGE READING AND COMPOSITION II 3 UNITS

UC:CSU (CAN ENGL 4; CAN ENGL SEQA: Eng 101 + 102)
Prerequisite: English 101 | Lecture: 3 hours

This is 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 research paper.



DISCIPLINES, PROGRAMS & COURSES

240 LITERATURE AND THE MOTION PICTURE I 3 UNITS

PICTURE I

UC:CSU

Prerequisite: English 101 | Lecture: 3 hours

This is a course developing critical thinking, reading, and writing skills using literature and motion pictures as subject matter. Emphasis is placed on a comparison and contrast of literature to motion pictures.

921 COOPERATIVE EDUCATION 2 UNITS RPT3
CSU

931 COOPERATIVE EDUCATION 3 UNITS RPT3
CSU

941 COOPERATIVE EDUCATION 4 UNITS RPT3
CSU

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

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

English as a Second Language

ESL / ENGLISH DEPARTMENT

FACULTY: Louise Barbato, Chair | Michael J. Climo
Gary Prostack

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

Prerequisite: None | Lecture: 12 hours
Note: Class 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.

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

Prerequisite: ESL 1 or appropriate skill level demonstrated through the ESL assessment process
Lecture: 12 hours
Note: Class graded credit/no credit.

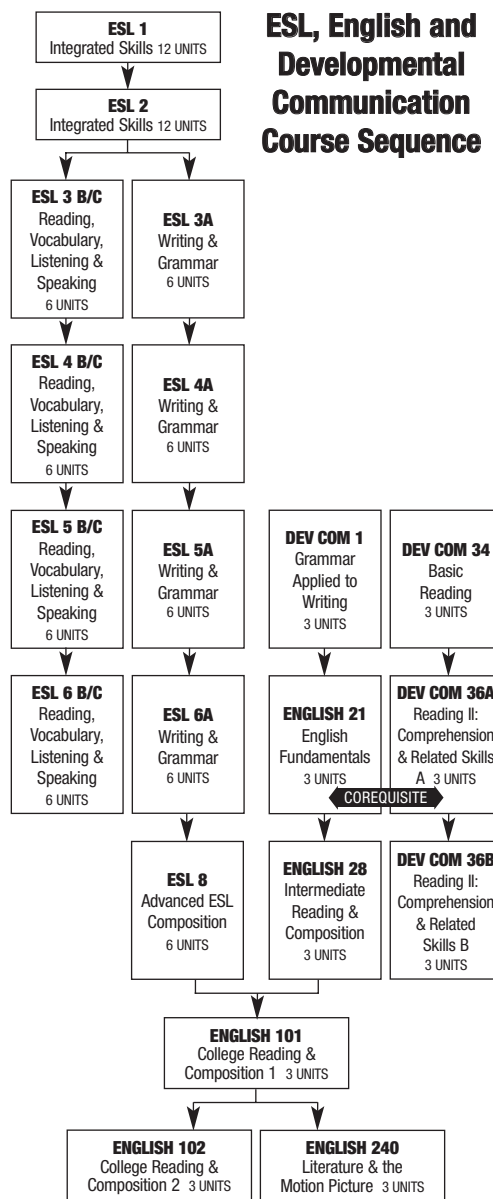
Builds grammar and vocabulary for students entering with a 500-600 work vocabulary level through conversations, listening, reading, and the development of writing simple sentences and short compositions.

NOTE: ESL COURSES AT LEVELS 3, 4, 5, AND 6 ARE DIVIDED INTO THREE SECTIONS:

- A. Writing and Grammar
- B. Reading and Vocabulary
- C. Listening and Speaking

Students are highly encouraged to enroll in all three sections (A, B, C).

ESL, English and Developmental Communication Course Sequence



3 COLLEGE ENGLISH AS A SECOND LANGUAGE III (NDA) 12 UNITS

Prerequisite: ESL 2 or appropriate skill level demonstrated through the ESL assessment process
Lecture: 12 hours
Note: Class graded credit/no credit.

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

Prerequisite: ESL 2 with "C" or appropriate placement
Lecture: 6 hours

Emphasizes low intermediate grammar and writing development through guided and free composition.

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

Prerequisite: ESL 2 with "C" or appropriate placement
Lecture: 3 hours

Builds reading and vocabulary skills through the reading of passages on a wide variety of interesting topics.

Note: Student must take 3B + 3C together.

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

Prerequisite: ESL 2 with "C" or appropriate placement

Lecture: 3 hours

Builds oral and listening comprehension skills, as well as the learning of new conversational forms.

Note: Student must take 3B + 3C together.

**4 COLLEGE ENGLISH AS A
SECOND LANGUAGE IV** (NDA) 12 UNITS

Prerequisite: ESL 3 or appropriate skill level demonstrated through the ESL assessment process

Lecture: 12 hours

Note: class graded credit/no-credit.

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

Prerequisite: ESL 3A with "C" or appropriate placement

Lecture: 6 hours

Emphasizes high intermediate grammar and writing development leading to college-level writing proficiency.

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

Prerequisite: ESL 3B with "C" or appropriate placement

Lecture: 3 hours

Builds reading and vocabulary skills through the reading and discussion of high-intermediate passages.

Note: Student must take 4B + 4C together.

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

Prerequisite: ESL 3C with "C" or appropriate placement

Lecture: 3 hours

Development of high intermediate oral and listening skills, necessary for the classroom, and professional and personal life.

Note: Student must take 4B + 4C together.

**5 COLLEGE ENGLISH AS A
SECOND LANGUAGE V** (NDA) 12 UNITS

Prerequisite: ESL 4 or appropriate skill level demonstrated through the ESL assessment process

Lecture: 12 hours

Note: Class graded credit/no-credit.

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

Prerequisite: ESL 4A with "C" or appropriate placement

Lecture: 6 hours

Designed to provide exposure to, and practice with, written academic language used in classroom and formal situations. Students will improve their writing and grammar skills to better able to participate in academic discussions.

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

Prerequisite: ESL 4B with "C" or appropriate placement

Corequisite: ESL 5C | Lecture: 3 hours

Designed to provide exposure to, and practice with, academic language used in the college classroom, textbooks and formal situations.

Students will improve their reading and vocabulary skills to be better able to participate in academic discussions.

Note: Student must take 5B + 5C together.

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

Prerequisite: ESL 4C with "C" or appropriate placement

Corequisite: ESL 5B | Lecture: 3 hours

Designed to provide exposure to and practice with, oral academic language and used in classroom and formal situations. Students will improve their listening and speaking skills to better able to participate in academic discussions.

Note: Student must take 5B + 5C together.

**6 COLLEGE ENGLISH AS A
SECOND LANGUAGE VI** (NDA) 12 UNITS

Prerequisite: ESL 5 or appropriate skill level demonstrated through the ESL assessment process

Lecture: 12 hours

Note: Class graded credit/no-credit.

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

Prerequisite: ESL 5A with a passing writing sample or appropriate placement

Lecture: 6 hours

There is intensive practice in writing and critical thinking skills that students need in college courses.

**6B COLLEGE ESL VI97: READING/
VOCABULARY** (NDA) 3 UNITS

Prerequisite: ESL 5B with "C" or appropriate placement

Lecture: 3 hours

Develops college reading versatility and efficiency, critical reading skills in analyzing difficult material.

Note: Student must take 6B + 6C together.

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

Prerequisite: ESL 5C with "C" or appropriate placement

Lecture: 3 hours

Improves listening skills to aid in the comprehension of lectures, and improves oral skills in order to participate more effectively in the classroom and business world.

8 ADVANCED ESL COMPOSITION 6 UNITS

Prerequisites: ESL 6A

Lecture: 6 hours

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 expository and argumentative essays and research papers.

**52 ESL READING AND
CONVERSATION A** (NDA) 3 UNITS

Prerequisite: Limited English

Lecture: 3 hours

Note: Class graded credit/no-credit.

This course builds reading, vocabulary and conversation skills for low to low-intermediate ESL students in ESL 1, 2 and 3.

53 ESL READING AND CONVERSATION B

(NDA) 3 UNITS

Prerequisite: ESL 3 or appropriate skill level demonstrated through the ESL assessment process
 Lecture: 3 hours
 Note: Class graded credit/no-credit.

Fluency in reading English, understanding literal and inferential comprehension questions, vocabulary development, listening in English.

Environmental Science

NATURAL SCIENCES DEPARTMENT

FACULTY: Said Pazirandeh

2 THE HUMAN ENVIRONMENT: BIOLOGICAL PROCESSES

3 UNITS

UC:CSU

Prerequisite: None | Advisory: English 28 or ESL 8

Lecture: 3 hours

Students examine the planet's major ecosystems, especially the impact of man on the environment. It satisfies the UC/CSU GE requirement of a natural science without lab.

Family and Consumer Studies

PROFESSIONAL STUDIES DEPARTMENT

FACULTY: Sandra Lampert, Chair | Eloise Fernandez Cantrell

EDUCATIONAL PROGRAMS:

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

Specialized programs are available in nutrition, consumer education, marriage and family, and gerontology as part of a two-year curriculum leading to an Associate in Arts Degree with a major in Family and Consumer Studies, or a Certificate in the various options.

For further information, consult professors in the area.

ASSOCIATE IN ARTS – CONSUMER EDUCATION AND MANAGEMENT

| FIRST SEMESTER | | UNITS |
|-----------------|---------------------------------------|-------|
| ID 101/Fam&CS 1 | Career Opportunities | 2 |
| Fam&CS 70 | Development of Community Services | 2 |
| Fam&CS 91 | Life Management | 3 |
| | Graduation Requirements and Electives | 8 |
| | | 15 |

| SECOND SEMESTER | | UNITS |
|-----------------|---------------------------------------|-------|
| Fam&CS 109 | Supervision and Management | 3 |
| Fam&CS 21 | Nutrition | 3 |
| CAOT 82 | Microcomputer Software Survey | 3 |
| | Graduation Requirements and Electives | 9 |
| | | 18 |

| THIRD SEMESTER | | UNITS |
|----------------|---------------------------------------|-------|
| Fam&CS15/ID102 | Introduction to Interior Design | 3 |
| Fam&CS 22 | Nutrition and the Consumer | 3 |
| | Graduation Requirements and Electives | 9 |
| | | 15 |

| FOURTH SEMESTER | | UNITS |
|-----------------|---------------------------------------|-------|
| Fam&CS17/ID105 | Textiles | 3 |
| Fam&CS 31 | Marriage and Family Life | 3 |
| | Graduation Requirements and Electives | 9 |
| | | 15 |

RECOMMENDED ELECTIVES:

Fam&CS 25 or FSM 103 Meal Planning and Purchasing

ASSOCIATE IN ARTS – FOODS AND NUTRITION

| FIRST SEMESTER | | UNITS |
|---------------------|---------------------------------------|-------|
| Fam&CS 50 | Sanitation and Safety | 3 |
| Fam&CS 91 | Life Management | 3 |
| Fam&CS 101/ FSM 101 | Food Production | 4 |
| | Graduation Requirements and Electives | 6 |
| | | 16 |

| SECOND SEMESTER | | UNITS |
|----------------------|---------------------------------------|-------|
| Fam&CS 22 | Food, Nutrition and the Consumer | 3 |
| Fam&CS 25 or FSM 103 | Menu Planning | 3 |
| Fam&CS 21 | Nutrition | 3 |
| | Graduation Requirements and Electives | 7 |
| | | 16 |

| THIRD SEMESTER | | UNITS |
|----------------|---------------------------------------|-------|
| Fam&CS 26 | Modified Diets | 3 |
| CAOT 82 | Microcomputer Software Survey | 3 |
| | Graduation Requirements and Electives | 9 |
| | | 15 |

| FOURTH SEMESTER | | UNITS |
|-----------------|---------------------------------------|-------|
| Fam&CS 23 | Nutritional Aspects of Weight Control | 2 |
| FSM/Fam&CS 108 | Internship | 4 |
| | Graduation Requirements and Electives | 9 |
| | | 15 |

ASSOCIATE IN ARTS – GERONTOLOGY – PLAN A

| FIRST SEMESTER | | UNITS |
|---------------------------------------|--------------------------------------|----------|
| Fam&CS 6 | Challenges of Aging | 3 |
| Fam&CS 31 | Marriage and Family Life | 3 |
| Fam&CS 37 | Training for Gerontological Services | 3 |
| Graduation Requirements and Electives | | 6 |
| | | <hr/> 15 |

| SECOND SEMESTER | | UNITS |
|---------------------------------------|--|----------|
| Fam&CS 21 | Nutrition | 3 |
| or | | |
| Fam&CS 36 | Nutrition for Older Adult | |
| Fam&CS 38 | In-Home Care | |
| Fam&CS 50 | Sanitation and Safety | |
| HS065/99E | Physiology & Pharmacology: Alcohol & Other Drugs | 3 |
| Graduation Requirements and Electives | | 10 |
| | | <hr/> 16 |

| THIRD SEMESTER | | UNITS |
|---------------------------------------|-----------------------------------|----------|
| Fam&CS 70 | Development of Community Projects | 2 |
| Fam&CS 91 | Life Management | 3 |
| Graduation Requirements and Electives | | 5 |
| | | <hr/> 10 |

| FOURTH SEMESTER | | UNITS |
|---------------------------------------|-------------------------------|----------|
| Fam&CS 30 | Family Relationships | 2 |
| Fam&CS 109 | Supervision and Management | 3 |
| CAOT 82 | Microcomputer Software Survey | 3 |
| Graduation Requirements and Electives | | 9 |
| | | <hr/> 17 |

ASSOCIATE IN ARTS – MARRIAGE AND FAMILY LIFE

| FIRST SEMESTER | | UNITS |
|---------------------------------------|------------------------------|----------|
| Ch Dev 1 | Child Growth and Development | 3 |
| Fam&CS 31 | Marriage and Family Life | 3 |
| Psych 1 | General Psychology I | 3 |
| Graduation Requirements and Electives | | 6 |
| | | <hr/> 15 |

| SECOND SEMESTER | | UNITS |
|---------------------------------------|-------------------------------|----------|
| Fam&CS 6 | Challenges of Aging | 3 |
| FCS 164 | Intro to Family Development I | 3 |
| Graduation Requirements and Electives | | 9 |
| | | <hr/> 15 |

| THIRD SEMESTER | | UNITS |
|----------------|--------------------------------|----------|
| Fam&CS 21 | Nutrition | 3 |
| FCS 165 | Intro to Family Development II | 3 |
| Fam&CS 39 | Child/Adult Caregiving | 5 |
| | | <hr/> 16 |

| FOURTH SEMESTER | | UNITS |
|---------------------------------------|-----------------|----------|
| Fam &CS 91 | Life Management | 3 |
| Graduation Requirements and Electives | | 12 |
| | | <hr/> 15 |

CERTIFICATE OF COMPLETION

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

CONSUMER EDUCATION AND MANAGEMENT CERTIFICATE

| Required Courses | | UNITS |
|--------------------|-----------------------------------|----------|
| ID 101/Fam&CS 1 | Career Opportunities | 2 |
| Fam&CS 6 | Challenges of Aging | 3 |
| <hr/> | | |
| Fam&CS 15/ID102 | Introduction to Interior Design | 3 |
| Fam&CS 17/ID105 | Textiles | 3 |
| Fam&CS 21 | Nutrition | 3 |
| Fam&CS 22 | Food, Nutrition and the Consumer | 3 |
| Fam&CS 25/ FSM 103 | Meal Planning and Purchasing | 3 |
| Fam&CS 70 | Development of Community Projects | 2 |
| Fam&CS 91 | Life Management | 3 |
| Fam&CS 109 | Supervision and Management | 3 |
| | | <hr/> 28 |

| RECOMMENDED: | | UNITS |
|--------------|-------------------------------|-------|
| CAOT 82 | Microcomputer Software Survey | 3 |

DIETARY SERVICES SUPERVISOR CERTIFICATE

| Required Courses | | UNITS |
|--------------------|--|-------------|
| Fam&CS/ FSM 50 | Sanitation and Safety | 3 |
| Fam&CS/FSM 101 | Food Production I | 4/3 |
| or | | |
| Fam&CS 24 | Food Preparation | 3 |
| Fam&CS 21 | Nutrition | 3 |
| Fam&CS 26 | Modified Diets | 3 |
| FSM 106 | Food and Beverage Cost Control/Records | 3 |
| Fam&CS 109 | Supervision and Management | 3 |
| FSM/Fam &CS 108 | Internship/Supervised Field Experience | 2 |
| | | <hr/> 21/20 |

GERONTOLOGY CERTIFICATE

| Required Courses | | UNITS |
|------------------|---------------------------------------|-------------|
| Fam&CS 6 | Challenges of Aging | 3 |
| Fam&CS 21 | Nutrition | 3 |
| Fam&CS 22 | Food, Nutrition and the Consumer | 3 |
| or | | |
| Fam&CS 23 | Nutritional Aspects of Weight Control | 2 |
| or | | |
| Fam&CS 36 | Nutrition for Older Adults | 3 |
| Fam&CS 31 | Marriage and Family Life | 3 |
| Fam&CS 37* | Training for Gerontological Services | 3 |
| Fam&CS 38 | In-Home Care | 3 |
| Fam&CS 70 | Development of Community Projects | 2 |
| Fam&CS 91 | Life Management | 3 |
| | | <hr/> 20-21 |

RECOMMENDED:

| | |
|-------------|-------------------------------|
| Fam&CS 50 | Sanitation and Safety |
| Fam&CS 101/ | |
| FSM 101 | Food Production I |
| CAOT 82 | Microcomputer Software Survey |

*Meets State DSS RCFE requirement..

INTRODUCTION TO HOSPITALITY SKILL CERTIFICATE

| Required Courses | | UNITS |
|-------------------------|---|-------|
| Fam&CS/ | | |
| FSM 100 | Introduction to Hospitality Industry (including the Internet) | 3 |
| Fam&CS 112 | Managing Guest Relations | 3 |
| CAOT 82 | Microcomputer Software Survey in the Office (Office 97 using Word, Excel, Access, and PowerPoint) | 3 |
| Fam&CS 91 | Life Management | 3 |
| Fam&CS 109 | Supervision & Management | 3 |
| | | 15 |

LODGING MANAGEMENT SKILL CERTIFICATE

| Required Courses | | UNITS |
|-------------------------|------------------------------------|-------|
| Fam&CS 108/ | | |
| FSM 108 | Internship | 2 |
| Fam&CS 110 | Hotel Operations | 3 |
| Fam&CS 114 | Convention Management | 3 |
| Fam&CS 113 | Housekeeping Management Operations | 3 |
| Acctg 21 | Bookkeeping & Accounting 1 | 3 |
| | | 14 |

TRAVEL AND TOURISM SKILL CERTIFICATE

| Required Courses | | UNITS |
|-------------------------|---|-------|
| Fam&CS 100/ | | |
| FSM 100 | Introduction to Hospitality | 3 |
| Fam&CS 108/ | | |
| FSM 108 | Internship – 2 semesters | 4 |
| Fam&CS 111 | Travel Agency Operations & Administration | 3 |
| Acctg 21 | Bookkeeping & Accounting 1 | 3 |
| | | 13 |

RESTAURANT MANAGEMENT SKILL CERTIFICATE

| Required Courses | | UNITS |
|-------------------------|--------------------------------------|-------|
| Fam&CS 109 | Supervision and Management | 3 |
| Fam&CS 104/ | | |
| FSM 104 | Dining Room Presentation | 4 |
| Fam&CS/ | | |
| FSM 106 | Food & Beverage Cost Control/Records | 3 |
| Fam&CS 108/ | | |
| FSM 108 | Internship | 2 |
| FSM 115 | Restaurant Operations Management | 3 |
| | | 15 |

NUTRITION SKILL CERTIFICATE

| Required Courses | | UNITS |
|-------------------------|---------------------------------------|-------|
| Fam&CS 21 | Nutrition | 3 |
| Fam&CS 23 | Nutritional Aspects of Weight Control | 2 |
| Fam&CS 26 | Modified Diets | 3 |
| Fam&CS 36 | Nutrition for Older Adults | 3 |
| | | 11 |

FAMILY DEVELOPMENT SKILL CERTIFICATE

| Required Courses | | UNITS |
|-------------------------|---------------------------------------|-------|
| Fam&CS 164 | Introduction to Family Development I | 3 |
| Fam&CS 165 | Introduction to Family Development II | 3 |
| Fam&CS 91 | Life Management | 3 |
| Fam&CS 31 | Marriage and Family Life | 3 |
| Fam&CS 70 | Development of Community Projects | 2 |
| | | 14 |

FAMILY DEVELOPMENT/GERONTOLOGY SKILL CERTIFICATE

| Required Courses | | UNITS |
|-------------------------|---------------------------------------|-------|
| Fam&CS 164 | Introduction to Family Development I | 3 |
| Fam&CS 165 | Introduction to Family Development II | 3 |
| Fam&CS 6 | Challenges of Aging | 3 |
| Fam&CS 39 | Child/Adult Caregiving | 5 |
| | | 14 |

1 PROFESSIONAL CAREER OPPORTUNITIES 2 UNITS

CSU
Prerequisite: None | Lecture: 2 hours
Same as ID 101

Presents an overview of career opportunities in the area of Family & Consumer Studies. Career development and planning is covered in addition to job interview techniques, and resume writing. Course includes speakers from the profession and field trips.

5 INTERIOR ENVIRONMENTS 3 UNITS

CSU
Prerequisite: Fam & CS 15 | Lecture: 3 hours
Same as ID 109

Covers kitchen design, including the cooking process, counters, cabinets, sinks, lighting, acoustics, flooring, safety, appliances, water quality and conservation. Includes design for social psychological and physical aspects of body care for residential, contract, public facilities, and for aged and disabled.

6 CHALLENGES OF AGING 3 UNITS

CSU
Prerequisite: None | Lecture: 3 hours

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.

15 INTERIOR DESIGN 3 UNITS

CSU
Prerequisite: None | Lecture: 3 hours
Same as ID 102

Introduction to interior design including color selection, textiles, space planning, furniture selection, wall coverings, window treatments and accessorizing. Introduces basic drafting skills. Career Options overview. Includes field trips.

16 HISTORICAL AND CONTEMPORARY INTERIOR DESIGN 3 UNITS

CSU
Prerequisite: None | Lecture: 3 hours
Same as ID 104

The 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.

17 TEXTILES 3 UNITS

UC:CSU
Prerequisite: None | Lecture: 3 hours
Same as ID 105

The analysis of man-made and natural fibers, construction, weaves, dyes and finishes, relating to the selection, use and care of fabrics for residential and commercial interior design. Testing, evaluation and identification are covered. Field trips required.

18 SPACE PLANNING 3 UNITS

CSU
Prerequisite: Fam & CS 15, 16 | Lecture: 2 hours, lab 3 hours
Same as ID 108

Continuation of design theory application to residential and commercial interiors. Emphasis on complete environmental planning including client requirements, architectural considerations, space planning and interior/exterior relationships. Includes professional presentation methods and portfolio development.

21 NUTRITION 3 UNITS

UC:CSU (CAN FCS 2)
Prerequisite: None | Lecture: 3 hours

Nutrition is the science that deals with the role of nutrients in the human body. These scientific concepts are related to individual needs during the changing life cycles. Interrelationships of nutrients are evaluated for promotion of optimum health.

22 FOOD, NUTRITION AND THE CONSUMER 3 UNITS

CSU
Prerequisite: None | Lecture: 2 hours, lab 2 hours

Practical application of basic nutrition information to economical and nutritional meal planning, food purchasing and food preparation will be presented in the course. Meals will be planned, prepared and evaluated that are texture modified, low calorie, low sodium and fat controlled.

23 NUTRITIONAL ASPECTS OF WEIGHT CONTROL 2 UNITS

CSU
Prerequisite: None | Lecture: 2 hours

Food composition and nutritional aspects of food preparation during weight control will be explored. Causes of obesity will be analyzed. Plans for weight control will be examined.

24 FOOD PREPARATION 3 UNITS

CSU (CAN Fam&CS 8)
Prerequisite: None | Lecture: 3 hours

Scientific principles of food preparation are emphasized using current technology. The role of food in cultures and the economy are integrated into meal planning and production.

25 MEAL PLANNING AND PURCHASING 3 UNITS

Prerequisite: None | Lecture: 2 hours, lab 2 hours

Analysis and construction of various types of menus based upon nutrient needs and suitability. Principles of purchasing with emphasis on specifications and cost control. Laws and regulations concerning food production and time management are emphasized.

26 MODIFIED DIETS 3 UNITS

CSU
Corequisite: Fam&CS 21 | Lecture: 3 hours

Modification of the normal diet to meet the needs of individuals according to age, disease, surgery and other health conditions. Current concepts of diet modification related to health are explored. Diets frequently used in health care institutions are included.

31 MARRIAGE AND FAMILY LIFE 3 UNITS

UC:CSU
Prerequisite: None | Lecture: 3 hours
Same as Soc 12

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.

34 CHILD NUTRITION 3 UNITS

Prerequisites: None | Lecture: 3 hours

Basic principles covering the nutritional needs of pregnant/lactating women/infants and children to promote optimum physical/mental development and disease prevention. Students will develop individual nutrition lesson projects and food, fun 'n fitness lifestyle materials for children.

36 NUTRITION FOR OLDER ADULTS 3 UNITS

CSU
Prerequisite: None | Lecture: 3 hours

This course is an in depth study of the unique nutritional health needs of the older adult in our society. Solutions to gerontological problems related to nutrition will be explored. Improving nutritional habits will be stressed.

37 TRAINING FOR GERONTOLOGICAL SERVICES 3 UNITS

Prerequisite: None | Lecture: 3 hours

Approved class by the California Department of Social Services for

those people licensed to work in Residential Care Facilities for the Elderly. Course covers business operations, state laws, drugs used by the elderly, psychosocial and physical needs among other topics.

38 IN-HOME CARE SERVICES 3 UNITS

Prerequisite: None | Lecture: 3 hours

Provides training for those interested in providing basic in-home care to older adults.

39 CHILD/ADULT CAREGIVING 5 UNITS

CSU

Prerequisite: None | Lecture: 3 hours, lab 2 hours, field work 3 hours

An introductory class for an Intergenerational Caregiver Certificate program. The class covers caregiving, entrepreneurial business issues, human development/lifespan, CPR/First Aid/Safety and Wellness.

50 SANITATION AND SAFETY 3 UNITS

CSU

Prerequisite: None | Lecture: 3 hours

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

70 DEVELOPMENT OF COMMUNITY PROJECTS 2 UNITS RPT2

CSU

Prerequisite: None | Lecture: 2 hours

This course involves development of awareness of community needs in relation to their buying practices, development of knowledge of public agencies available to the community to meet their needs and development of mini courses in various areas of Family and Consumer Studies to present to community groups.

91 LIFE MANAGEMENT 3 UNITS

CSU

Prerequisite: None | Lecture: 3 hours

Provides individuals with skills for understanding and using internal and external resources to function effectively in the present and future society. Techniques for improving self-understanding and interpersonal relationships that reflect decision-making, time, energy, stress, conflict and money management.

100 INTRODUCTION TO HOSPITALITY INDUSTRIES 3 UNITS

CSU

Advisory: Fam & CS 50 | Lecture: 3 hours

Same as FSM 100

Overview, history, description, and interrelationships of the hospitality industries. Emphasis on the multifaceted food service industry. Topics: social and economic forces influencing hospitality industry development, market trends, food service management, prospective career opportunities and requirements.

101 FOOD PRODUCTION I 4 UNITS

CSU

Prerequisites: TB clearance | Lecture: 2 hours, lab 6 hours

Same as FSM 101

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.

102 FOOD PRODUCTION II 4 UNITS

CSU

Prerequisite: FSM 101, negative TB test | Lecture: 2 hours, lab 6 hours

Same as FSM 102

Advanced study and laboratory experience of food preparation and production. Application of advanced preparation procedures requiring high production standards, attractive service and recipe standardization. American Culinary Federation competencies will be emphasized, including participation in foodservice operation.

103 MENU PLANNING 2 UNITS

CSU

Corequisites or Advisories: Fam & CS 21, 100

Lecture: 2 hours

Same as FSM 103

Course examines basic principles of menu design, including all phases of menu planning for today's trends as well as techniques of cost control and creation of interesting menus for the different types of establishments in the hospitality/food service industry.

104 DINING ROOM PRESENTATION, SERVICE AND MANAGEMENT 4 UNITS

CSU

Prerequisites: Fam & CS 50, 101 | Corequisites: Fam & CS 102 and English 21 | Lecture: 2 hours, lab 6 hours

Same as FSM 104

Provides training in duties and functions of the professional food buyer: basic information on sources, grades, quality and standards for selecting food items. Stressing points on specifications: receiving, storing, and issuing procedures. Cost and operational expense and seasonal variations included.

105 FOODSERVICE PURCHASING AND INVENTORY MANAGEMENT 2 UNITS

CSU

Prerequisites: Fam & CS 21, 50, and 100

Corequisite: Fam & CS 106 | Lecture: 2 hours

Same as FSM 105

Provides training in duties and functions of the professional food buyer: basic information on sources, grades, quality; and standards for selecting food items, stressing points on specifications: receiving, storing, and issuing procedures. Cost and operational expense and seasonal variations included.

106 FOOD AND BEVERAGE COST CONTROL/RECORDS 3 UNITS

CSU

Advisory: Fam & CS 104 | Lecture: 3 hours

Same as FSM 106

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 cost determination, standard costs, forecasting, sales control and menu pricing.

108 INTERNSHIP 2 UNITS
 CSU
 Prerequisite: Fam & CS 21 and completion of 12 units in discipline with 2.5 GPA
 Lecture: 1 hour, lab 3 hours and field work
Same as FSM 108
 This class provides supervised fieldwork experience with professionals. This class offers numerous opportunities and hands on training in the field in a non paid position. 108 HOURS OF Field work required. Beginning to advanced positions available.

109 SUPERVISION AND MANAGEMENT 3 UNITS
 CSU
 Prerequisite: None | Lecture: 3 hours
 This course includes procedures and problems by food service operations in developing personnel programs, and desirable labor management relationships. Course includes the responsibility of selection, placement, orientation, training, counseling, rating, promotion and supervision of employee.

110 HOTEL OPERATIONS 3 UNITS
 Prerequisite: None | Lecture: 3 hours
 Students will be introduced to management theory and responsibilities in the hospitality industry including: food and beverage and recreation and entertainment facilities, franchises, market analysis, feasibility studies, ethics and statistics, as well as management contracts and product segmentation.

111 TRAVEL AGENCY OPERATIONS & ADMINISTRATION 3 UNITS
 Prerequisite: None | Lecture: 3 hours
 Course is a comprehensive study of travel management, its principles, practices, philosophies, and systems. Included are ARC requirements, sales reports, and agency accounting.

112 MANAGING GUEST RELATIONS 3 UNITS
 Prerequisite: None | Lecture: 3 hours
 Course is an investigation of the critical ingredients that lead to customer service success in a hospitality setting. Service will be examined from the perspective of those who deliver it and those who manage it.

113 HOUSEKEEPING MANAGEMENT OPERATIONS 3 UNITS
 CSU
 Prerequisite: None | Lecture: 3 hours
 This course is designed to acquaint the student with housekeeping duties as they pertain to rooms and accommodations in a hotel or motel and the comfort of guest as a priority concern. Emphasis will be placed on required housekeeping reports.

114 CONVENTION MANAGEMENT 3 UNITS
 CSU
 Prerequisite: None | Lecture: 3 hours
 Course refines the scope and various segments of the convention market and explains what is required to meet individual needs. It includes company and corporate meetings, exhibitions, and trade, and rebooking.

115 PREVENTATIVE PRACTICES- WELLNESS & LONGEVITY 2 UNITS
 Prerequisite: None Lecture: 3 hours
 This class deals with topics that promote awareness and knowledge of preventative practices leading to a healthy, vital lifestyle necessary for a quality life.

132 INTERIOR DESIGN PROJECT LABORATORY 1 UNIT RPT 3
 CSU
 Corequisite: Fam & CS 15 or Fam & CS 18 or any ID course
 Lab: 3 hours
Same as ID 103
 Students will use this lab time to work on current interior design class projects in which they are enrolled with instructor supervision.

133 INTERIOR DESIGN PORTFOLIO 3 UNITS
 CSU
 Corequisite: Fam & CS 15, Fam & CS 18, or other ID course
 Lecture: 2 hours, lab 3 hours.
Same as ID 111
 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.

163 HOSPITALITY CULINARY EDUCATOR 5 UNITS RPT1
 Prerequisite: None | Lecture: 3 hours
 This course includes pedagogical issues in developing hospitality industry training programs. The course consists of educational theories/practices, teaching methodologists, learning styles, testing, evaluation, and curriculum development. This course meets requirements for the American Culinary Federation's "Culinary Educator".

164 INTRODUCTION TO FAMILY DEVELOPMENT I 3 UNITS
 Prerequisite: None | Lecture: 3 hours
 This course will introduce front-line workers with the skills and competencies needed to help families identify and reach their goals for self-reliance. Students will learn how to build on the strengths of families and communities and recognize important changes needed in the systems with which family members and workers interact.

165 INTRODUCTION TO FAMILY DEVELOPMENT II 3 UNITS
 Prerequisite: None | Lecture: 3 hours
 This course will continue to initiate front-line workers to the skills and competencies needed to help families identify and reach their goals for self-reliance. Students will learn how to build on the strengths of families and communities and recognize important changes needed in the systems with which family members and workers interact.

225 FOODS LABORATORY (NDA) 2 UNITS RPT3
 Prerequisite: None | Lab: 6 hours
Same as FSM 225
 Note: Class graded credit/no-credit.
 Supervised practice in college-operated food service operation, as well as food preparation in range, pantry, bakery, and short order. Offered on a credit/no credit basis.

325 FOODS LABORATORY 3 UNITS RPT3

Prerequisite: Fam & CS 101 or FSM 101 | Lab: 9 hours

Same as FSM 325

Note: Class graded credit/no-credit.

Supervised practice in college-operated food service operation, which includes food preparation in range, pantry, bakery, and short order.

185 DIRECTED STUDY 1 UNIT RPT2

CSU

285 DIRECTED STUDY 2 UNITS

CSU

385 DIRECTED STUDY 3 UNITS

CSU

Conference: 1 hour per unit.

Directed studies on a contract basis under the direction of a supervising instructor.

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

485 INTERNET RESEARCH 1 UNIT RPT2

CSU

Prerequisite: None | Lab: 2 hours

Hands on experience provided on the use of the Internet for gathering information for academic research and personal knowledge. Methods of accessing information in the World Wide Web using appropriate search engines and basic search tools are examined and tried.

921 COOPERATIVE EDUCATION 2 UNITS RPT3

931 COOPERATIVE EDUCATION 3 UNITS RPT3

941 COOPERATIVE EDUCATION 4 UNITS RPT3

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

Limits to transfer credit: See Cooperative Education Credit Guide.

Finance

BUSINESS AND LAW DEPARTMENT

FACULTY: Terry Bommer, Chair | Cleveland Rush

EDUCATIONAL PROGRAM:

The Finance and Banking curriculum provides an in-depth understanding of the operations of money and capital markets, institutions and management. The Finance and Banking curriculum is designed to prepare students for employment in such fields as investing, banking, corporate finance, insurance, savings and loans, credit unions, mortgage banking and related fields.

Breadth is obtained in the program by completing all recommended or suggested electives. Always consult a counselor for information on graduation requirements.

Associate in Arts – Finance

| FIRST SEMESTER | | UNITS |
|----------------|--------------------------|-------|
| Business 1 | Introduction to Business | 3 |

| | | |
|---------------------------------------|-------------------------------|----------|
| Business 31 | Business English | 3 |
| Finance 1 | Principles of Finance | 3 |
| CAOT 82 | Microcomputer Software Survey | 3 |
| Graduation Requirements and Electives | | 3 |
| | | <hr/> 15 |

| SECOND SEMESTER | | UNITS |
|---------------------------------------|------------------------------|----------|
| Acctg 21 | Bookkeeping and Accounting I | 3 |
| Economics 1 | Principles of Economics | 3 |
| Finance 2 | Investments | 3 |
| Finance 15 | Principles of Banking | 3 |
| Graduation Requirements and Electives | | 6 |
| | | <hr/> 18 |

| THIRD SEMESTER | | UNITS |
|---------------------------------------|----------------------------------|----------|
| Acctg 22 | Bookkeeping and Accounting II | 3 |
| Finance 8 | Personal Finance and Investments | 3 |
| Finance 31 | Insurance Principles | 3 |
| Marketing 21 | Principles of Marketing | 3 |
| Graduation Requirements and Electives | | 6 |
| | | <hr/> 18 |

| FOURTH SEMESTER | | UNITS |
|---------------------------------------|------------------------------------|----------|
| Business 5 | Business Law I | 3 |
| Finance 17 | Analysis of Financial Statements | 3 |
| Mgmt 2 | Organization and Management Theory | 3 |
| Real Estate 1 | Real Estate Principles | 3 |
| Graduation Requirements and Electives | | 3 |
| | | <hr/> 15 |

RECOMMENDED ELECTIVES:

| | |
|---------------|--|
| Business 15 | Business Statistics |
| Business 32 | Business Communications |
| Business 38 | Business Computation |
| Marketing 1 | Principles of Selling |
| CAOT 1 | Keyboarding I |
| Real Estate 7 | Real Estate Finance |
| Sociology 11 | Ethnic and Racial Minorities in the U.S. |

1 PRINCIPLES OF FINANCE 3 UNITS
CSU

Prerequisite: Business 1 | Lecture: 3 hours

This course is designed to cover the markets in which funds are traded, the financial institutions that participate in and aid the flow of funds, and the principles of financial management that guide the participants in making sound decisions.

2 INVESTMENTS 3 UNITS
CSU

Prerequisite: None | Lecture: 3 hours

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

8 PERSONAL FINANCE AND INVESTMENTS 3 UNITS
CSU

Prerequisite: None | Lecture: 3 hours

Helps the individual manage, optimize and preserve personal income,

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

15 PRINCIPLES OF BANKING 3 UNITS
CSU

Prerequisite: Finance 1 | Lecture: 3 hours

This course is designed to provide an understanding of bankers and a working knowledge of how they are not merely retailers of money, but are manufacturers of money.

17 ANALYSIS OF FINANCIAL STATEMENTS 3 UNITS
CSU

Prerequisite: Accounting 1 | Lecture: 3 hours

Stresses the analysis of financial statements, building upon the student's accounting ability and further extends his capability to understand and interpret financial statements with the possibility of extending credit on a sound and constructive basis.

31 INSURANCE PRINCIPLES 3 UNITS
CSU

Prerequisite: Finance 1 | Lecture: 3 hours

This course examines the insurance product and the use of insurance within the risk management framework in the reduction of loss caused by uncontrollable events.

485 INTERNET RESEARCH 1 UNIT RPT2
CSU

Prerequisite: None | Lab: 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

Food Service Management

PROFESSIONAL STUDIES DEPARTMENT

FACULTY: Sandra Lampert, Chair | Dr. Eloise Cantrell
Rudy Garcia | Louis Zandalasini

EDUCATIONAL PROGRAMS:

When enrolled in Food Service Management, there are both Certificate and Associate in Arts Degree programs. Most courses at Mission College are acceptable for credit toward a Bachelor's Degree at four-year universities. Completion of either the certificate, Associate in Arts Degree, or transfer program will provide a solid foundation upon which to build a life-long career. These programs prepare students to enter the food service field as cooks, junior chefs, restaurant managers, and hotel managers. In these positions, employees are required to prepare menus, requisition supplies, supervise equipment, maintain varied records, coordinate data with accountants and others in the organization, and serve as a liaison between senior management and employees. Always consult a counselor for information on graduation requirements.

The following culinary arts semester sequences include general education requirements for the A.A. Degree in Food Service Management and Culinary Arts, a Food Service Management Certificate, and National certification for Food Handlers required by the Los Angeles

County Health Department.

Culinary students may begin at the pre-culinary or culinary level. SOS is intended as a preparation semester for students needing literacy and basic skills.

Pre-Culinary Success Orientation Courses (SOS) UNITS

| | | |
|----------------|---------------------------------|-------|
| Fam&CS/FSM 100 | Intro to Hospitality Industry | 3 |
| Co Sci 430 | Microcomputer Applications | 3 |
| Eng 21 | English Fundamentals | 3 |
| Math 105 | Arithmetic for College Students | 3 |
| Dev Com 22 | Communications Laboratory | 5 |
| | | <hr/> |
| | | 17 |

Associate in Arts – Food Management Production Services and Related Techniques *

FIRST SEMESTER UNITS

| | | |
|-----------------|--|-------|
| FSM 50 | Sanitation and Safety | 3 |
| Fam&CS/FSM 100 | Intro to Hospitality Industry | 3 |
| Eng 28 | Intermediate Reading & Composition | 3 |
| Math 100 | Math Workshop 1: Elementary Algebra | 1 |
| Math 113 OR 100 | Intro to Elementary Algebra I | 3 |
| Co Sci 430 | Microcomputer Applications I | 3 |
| Pers Dev 16 | College Orientation & Educational Planning | 1 |
| | | <hr/> |
| | | 17 |

SECOND SEMESTER UNITS

| | | |
|-----------------|--------------------------------|-------|
| Fam&CS/FSM 101 | Food Production I | 4 |
| FSM 105 | Food Purchasing | 2 |
| Fam&CS 21 | Nutrition | 3 |
| Math 114 OR 100 | Intro to Elementary Algebra II | 3 |
| Hum 31 | People in Contemporary Society | 3 |
| | | <hr/> |
| | | 15 |

THIRD SEMESTER UNITS

| | | |
|-----------------|-----------------------------|-------|
| Fam&CS/FSM 102 | Food Production II | 4 |
| Fam&CS/FSM 103 | Menu Planning | 2 |
| Fam&CS/FSM 106 | Cost Control/Records | 3 |
| Fam&CS/FSM 108A | Internship | 2 |
| Econ 10 | Economic History of the USA | 3 |
| Pers Dev. 2 | Interpersonal Relationships | 1 |
| | | <hr/> |
| | | 15 |

FOURTH SEMESTER UNITS

| | | |
|-----------------|--------------------------------|-------|
| Fam&CS 109 | Supervision and Management | 3 |
| Fam&CS/FSM 108B | Internship | 2 |
| FSM 110 | Managing Catering Operations | 3 |
| Fam&CS/FSM 104 | Dining Room Presentation | 4 |
| Health 11 | Principles of Healthful Living | 3 |
| Speech 101 | Oral Communication I | 3 |
| | | <hr/> |
| | | 18 |

*Meets L.A. County Handler Certificate

Total 65

Certificate of Completion

Certificates of Completion are designed primarily for those students who have a limited time to pursue their career goals and wish of spe-

cialize in a particular aspect of food service management. Students may be seeking upward mobility in their present job, or they may desire to prepare themselves for a new career. Most courses taken in the program apply toward a curriculum leading to an Associate Degree in Food Service Management.

CULINARY ARTS CERTIFICATE

| Required Courses | | UNITS |
|------------------|--|-------|
| Fam&CS 21 | Nutrition | 3 |
| FSM 50 | Sanitation and Safety | 3 |
| Fam&CS/FSM 100 | Intro to Hospitality Industry | 3 |
| Fam&CS/FSM 101 | Food Production I | 4 |
| Fam&CS/FSM 102 | Food Production II | 4 |
| Fam&CS/FSM 103 | Menu Planning | 2 |
| Fam&CS/FSM 104 | Dining Room Presentation, Service and Management | 4 |
| Fam&CS/FSM 105 | Food Purchasing | 2 |
| Fam&CS/FSM 106 | Cost Control/Records | 2 |
| Fam&CS/FSM 108 | Internship | 4 |
| Fam&CS 109 | Supervision and Management | 3 |
| | | <hr/> |
| | | 34 |

FOOD SERVICE MANAGEMENT CERTIFICATE

| Required Courses | | UNITS |
|------------------|--|-------|
| Fam&CS 21 | Nutrition | 3 |
| FSM 50 | Sanitation and Safety | 3 |
| Fam&CS/FSM 100 | Intro to Hospitality Industry | 3 |
| Fam&CS/FSM 101 | Food Production I | 4 |
| Fam&CS/FSM 102 | Food Production II | 4 |
| Fam&CS/FSM 103 | Menu Planning | 2 |
| Fam&CS/FSM 104 | Dining Room Presentation, Service and Management | 4 |
| Fam&CS/FSM 105 | Food Purchasing | 2 |
| Fam&CS/FSM 106 | Cost Control/Records | 2 |
| Fam&CS/FSM 108 | Internship | 4 |
| Fam&CS 109 | Supervision and Management | 3 |
| | | <hr/> |
| | | 34 |

RESTAURANT MANAGEMENT SKILL CERTIFICATE

| Required Courses | | UNITS |
|------------------|----------------------------------|-------|
| Fam&CS/FSM 108 | Internship | 2 |
| Fam&CS/FSM 104 | Dining Room Presentation | 4 |
| FSM 115 | Restaurant Operations Management | 3 |
| Fam&CS/FSM 106 | Cost Control/Records | 3 |
| | | <hr/> |
| | | 12 |

BAKING SKILL CERTIFICATE

| Required Courses | | UNITS |
|------------------|-----------------------|-------|
| FSM 50 | Sanitation and Safety | 3 |
| FSM 109 | Professional Baking | 4 |
| FSM 130 | Cake Decoration I | 3 |
| | | <hr/> |
| | | 10 |

50 SANITATION AND SAFETY 3 UNITS

CSU

Prerequisite: None | Lecture: 3 hours

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

101 FOOD PRODUCTION I 4 UNITS

CSU

Prerequisites: TB Clearance | Lecture: 2 hours, lab 6 hours

Same as Fam&CS 101

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.

102 FOOD PRODUCTION II 4 UNITS

CSU

Prerequisites: Fam&CS 101 and negative TB test

Lecture: 2 hours, lab 6 hours

Same as Fam&CS 102

Advanced study and laboratory experience of food preparation and production. Application of advanced preparation procedures requiring high production standards, attractive service and recipe standardization. American Culinary Federation competencies will be emphasized, includes participation in foodservice operation.

103 MENU PLANNING 2 UNITS

CSU

Advisories: Fam&CS 100 or FSM 100 and Fam&CS 21 or FSM 21

Lecture: 2 hours

Same as Fam&CS 103

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.

104 DINING ROOM PRESENTATION 4 UNITS

CSU

Prerequisites: Fam&CS 50, 101 or FSM 50, 101

Corequisite: FSM 102 or Fam&CS 102

Lecture: 2 hours, lab 6 hours

Same as Fam&CS 104

Instruction and practical training covers all aspects of service and management in food operations. Includes food and cash controls, styles or service and dining area merchandising. Receptions, banquets, buffets are covered from busperson to maitre d'. Special event presentations included.

105 FOOD SERVICE PURCHASING AND INVENTORY MANAGEMENT 2 UNITS

CSU

Prerequisites: Fam&CS 21, 50, 100 or FSM 21, 50 100

Corequisite: FSM 106 or Fam&CS 106 | Lecture: 2 hours

Same as Fam&CS 105

Provides training in duties and functions of the professional food buyer: basic information on sources, grades, quality and standards for selecting food items, stressing points on specifications: receiving, storing, and issuing procedures. Cost and operational expense and seasonal variations included.

- 106 FOOD AND BEVERAGE COST CONTROL/RECORDS** 3 UNITS
 CSU
 Prerequisites: Fam&CS 50, 100, FSM 50, 100
 Corequisites: FSM 105 and Fam&CS 105 | Lecture: 3 hours
Same as Fam&CS 106
 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.
- 108 INTERNSHIP** 2 UNITS RPT2
 CSU
 Prerequisite: Completion of 12 units in discipline with 2.5 GPA
 Lecture: 1 hour, lab 3 hours, 15 hours in industry
Same as Fam&CS 108
 Provides supervised fieldwork experience in industry and gives hands-on training in a food service/hotel/restaurant establishment. Field work required. Students learn skill required for job competence.
- 109 PROFESSIONAL BAKING** 4 UNITS RPT2
 CSU
 Prerequisites: None | Lecture: 2 hours, lab 6 hours
 Course covers study of baking functions, practical instruction and skill development in yeast-raised products, cakes, pies, cobblers, cookies, bars, brownies, and breakfast breads.
- 110 MANAGING CATERING OPERATIONS** 4 UNITS
 CSU
 Prerequisite: FSM 50 | Lecture: 2 hours, lab 4 hours
 This course is a study of catering sales and operations, including "on hands" practicum and interpersonal dynamics from production through a service.
- 111 CULINARY COMPETITION** 3 UNITS
 Prerequisite: None | Lecture: 1 hour, lab 4 hours.
 This is a class for culinary students who desire to compete in culinary contests statewide and nationally following the rules of the American Culinary Federation.
- 115 RESTAURANT OPERATIONS MANAGEMENT** 3 UNITS
 Prerequisite: None | Lecture: 3 hours
 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.
- 125 FOODS LABORATORY** 1 UNIT RPT2
 Prerequisite: Fam&CS 101 or FSM 101 | Lab: 3 hours
 Note: Class graded credit/no-credit.
 Supervised practice in college-operated food service operation. Food preparation is in range, pantry, bakery, and short order.
- 130 CAKE DECORATION I** 2 UNITS RPT2
 Prerequisite: None | Lecture: 1 hour, lab 3 hours
 Course covers a variety of techniques that emphasize the funda-

mentals 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.

- 225 FOODS LABORATORY** (NDA) 2 UNITS RPT3
 Prerequisite: None | Lab: 6 hours
Same as Fam&CS 225
 Note: Class graded credit/no-credit
 Supervised practice in college-operated food service operation, as well as food preparation in range, pantry, bakery, and short order. Offered on a credit/no credit basis.
- 325 FOODS LABORATORY** 3 UNITS RPT3
 Prerequisite: FSM 101 or Fam&CS 101 | Lab: 9 hours
Same as Fam&CS 325
 Note: Class graded credit/no-credit
 Supervised practice in college-operated food service operation. Food preparation in range, pantry, bakery, and short order.

French

CHICANO STUDIES AND FOREIGN LANGUAGES DEPARTMENT

FACULTY: Yolanda Ramil, Chair | David Pardess

- 1 ELEMENTARY FRENCH I** 5 UNITS
 UC:CSU (CAN FREN 2; CAN FREN SEQ A: French 1+2)
 Prerequisite: None | Lecture: 5 hours
 First course in understanding, speaking, reading, and writing French. Introduction to the cultures and civilization of the French-speaking world. Intended primarily for students with little or no knowledge of French.
- 2 ELEMENTARY FRENCH II** 5 UNITS
 UC:CSU (CAN FREN 4; CAN FREN SEQ A: French 1+2)
 Prerequisite: French 1 or equivalent | Lecture: 5 hours
 Continuation of French 1.
- 3 INTERMEDIATE FRENCH I** 5 UNITS
 UC:CSU (CAN FREN 8; CAN FREN SEQ B: French 3+4)
 Prerequisite: French 2 or equivalent
 Lecture: 5 hours
 Review and development of grammatical concepts learned in previous courses. Amplification of vocabulary and practice in composition. Introduction to literature and further study of culture and civilization through short stories.
- 4 INTERMEDIATE FRENCH II** 5 UNITS
 UC:CSU (CAN FREN 10; CAN FREN SEQ B: French 3+4)
 Prerequisite: French 3 or equivalent
 Lecture: 5 hours
 Continuation of French 3.
- 185 DIRECTED STUDIES** 1 UNIT RPT2
 CSU
- 285 DIRECTED STUDY** 2 UNITS
 CSU

385 DIRECTED STUDY 3 UNITS

CSU

Conference: 1 hour per unit.

Directed studies on a contract basis under the supervision of an instructor.

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

Geography

NATURAL SCIENCES DEPARTMENT

FACULTY: Maria Fenyes, Chair | Lorraine Manoogian

1 PHYSICAL GEOGRAPHY 3 UNITS

UC:CSU (CAN GEOG 2)

Prerequisite: None | Lecture: 3 hours

This course covers the changing processes within the Earth's Major Ecosystems: 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 on the environment.

2 CULTURAL ELEMENTS OF GEOGRAPHY 3 UNITS

UC:CSU (CAN GEOG 4)

Prerequisite: None | Lecture: 3 hours

This course covers the study of human culture systems 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.

7 WORLD REGIONAL GEOGRAPHY 3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

This course offers a geographical survey of the world's major realms, regions, and countries. Emphasis is focused on those features important to understanding current global concerns, problems, and conflicts.

14 GEOGRAPHY OF CALIFORNIA 3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

This course of study elaborates on California's physical geography regions and natural resources in relation to patterns of population and economic activities, transportation routes and trade. Emphasis is placed on the state's history, demographics, ethnicity, land use and economy.

15 PHYSICAL GEOGRAPHY LABORATORY 2 UNITS

UC:CSU

Prerequisite or corequisite: Geog 1 | Lecture: 1 hour, lab 2 hours

This earth environment laboratory emphasizes the scientific method by completing exercises and graphs, solve equations, determine measurements, construct diagrams, and make field observations about Earth-Sun relations, weather systems, climate regions, soil classification, rock types and agents of landform modification.

Geology

NATURAL SCIENCES DEPARTMENT

FACULTY: Maria Menyes, Chair

1 PHYSICAL GEOLOGY 3 UNITS

UC:CSU

Prerequisite: None | Advisory: English 28 | Lecture: 3 hours

The course offers a study of the physical elements of the earth, with emphasis on the nature, distribution, and relationships of land forms, climate, soils, vegetation, and their integrated patterns of world distribution.

Health

ARTS, HEALTH AND PHYSICAL EDUCATION DEPARTMENT

FACULTY: Leslie Milke, Chair | Cindy Cooper | John Klitsner

8 WOMEN'S PERSONAL HEALTH 3 UNITS

CSU

Prerequisite: None | Lecture: 3 hours

This course presents health problems unique to women. Topics considered include physiological and psychological aspects of nutrition, exercise, hygiene, sexuality and reproduction, drugs, and diseases common to the female. This course is open to men.

11 PRINCIPLES OF HEALTHFUL LIVING 3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

Implements the World Health Organization's definition of health that Health is the state of physical, mental and social well being, not merely the absence of disease.

185 DIRECTED STUDY 1 UNIT RPT2

CSU

285 DIRECTED STUDY 2 UNITS

CSU

385 DIRECTED STUDY 3 UNITS

CSU

Conference: 1 hour per unit directed studies on a contract basis under the supervision of an instructor.

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

Health Science

NATURAL SCIENCES DEPARTMENT

This is an Associate in Science Program and not a discipline.

FACULTY: Angela Echeverri | Mohamed Elkerdany
J. Michael Reynolds

EDUCATIONAL PROGRAM:

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

Associate in Science – Health Science

| Required Courses | | UNITS |
|------------------|--------------------------------------|-------|
| Biology 3 | Introduction to Biology | 3 |
| Anatomy 1 | Introduction to Human Anatomy | 4 |
| Micro 20 | General Microbiology | 4 |
| Chemistry 51 | Fundamentals of Chemistry I | 5 |
| Chemistry 52 | Fundamentals of College Chemistry II | 4 |
| Physiology I | Introduction to Human Physiology | 4 |
| Math 227 | Elementary Statistics | 4 |
| | | <hr/> |
| | | 28 |

RECOMMENDED:

| | |
|--------------|---------------------------|
| Physics 6 | General Physics I |
| Psychology I | General Psychology I |
| Sociology I | Introduction to Sociology |

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

History

SOCIAL SCIENCES DEPARTMENT

FACULTY: Harlan Goldberg, Chair

Note: U.S. History – History 11, 12, 43.

U.S. Constitution – History 11, 43.

State and local government – History 12, 44.

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

| | | |
|----------|---|---------|
| 1 | INTRODUCTION TO WESTERN CIVILIZATION I | 3 UNITS |
| | UC:CSU (CAN HIST 2; CAN HIST SEQ A: Hist 1+2) | |
| | Prerequisite: None Lecture: 3 hours | |

The development of man from Paleolithic times through the civilizations of the Ancient Middle East, Greece, Rome, the Middle Ages, Renaissance and the emergence of nation states is emphasized.

| | | |
|----------|--|---------|
| 2 | INTRODUCTION TO WESTERN CIVILIZATION II | 3 UNITS |
| | UC:CSU (CAN HIST 4; CAN HIST SEQ A: Hist 1+2) | |
| | Prerequisite: None Lecture: 3 hours | |

A continuation of History 1 from the 17th Century to the present emphasizing those events and developments most significant in shaping our world today.

| | | |
|-----------|--|---------|
| 11 | POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I | 3 UNITS |
| | UC:CSU (CAN HIST 8; CAN HIST SEQ B: Hist 11+12) | |
| | Prerequisite: None Lecture: 3 hours | |

This course is a general survey of the social and political developments that shaped the history of the United States from before the European Invasions to the Civil War.

| | | |
|-----------|---|---------|
| 12 | POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES II | 3 UNITS |
| | UC:CSU (CAN HIST 10; CAN HIST SEQ B: Hist 11+12) | |
| | Prerequisite: None Lecture: 3 hours | |

This course is a general survey of the social and political developments that shaped the history of the United States from before the Civil War to the Present.

| | | |
|-----------|---|---------|
| 43 | THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I | 3 UNITS |
| | UC:CSU | |
| | Prerequisite: None Lecture: 3 hours | |

Same as Chicano Studies 7

A survey history course of Mexican-Americans in the U.S. It traces their historical evolution from Pre-Columbian societies to the conquest of Mexico, through the Treaty of Guadalupe Hidalgo and its impact on the communities of Mexicans living in the Southwest.

| | | |
|-----------|--|---------|
| 44 | THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II | 3 UNITS |
| | UC:CSU | |
| | Prerequisite: None Lecture: 3 hours | |

Same as Chicano Studies 8

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.

| | | |
|-----------|---|---------|
| 86 | INTRODUCTION TO WORLD CIVILIZATION I | 3 UNITS |
| | UC:CSU | |
| | Prerequisite: None Lecture: 3 hours | |

This course traces the development and inter-relationships of the major world civilizations and their cultural traditions and contributions from the earliest times to the beginning of the era of European expansion in the sixteenth century.

| | | |
|------------|------------------------------|-------------|
| 185 | DIRECTED STUDY | 1 UNIT RPT2 |
| 285 | DIRECTED STUDY | 2 UNITS |
| 385 | DIRECTED STUDY | 3 UNITS |
| | CSU | |
| | Conference: 1 hour per unit. | |

Directed studies on a contract basis under the supervision of an instructor.

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

| | | |
|------------|-----------------------------------|-------------|
| 485 | INTERNET RESEARCH | 1 UNIT RPT2 |
| | CSU | |
| | Prerequisite: None Lab: 2 hours | |

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

Hospitality

PROFESSIONAL STUDIES DEPARTMENT

99 RECREATION SERVICES IN CONTEMPORARY SOCIETY

3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

This introductory course provides an overview of the impact of the recreation service industry on personal, social, economic and political vitality of individuals, organizations, communities, regions and institutions.

135 MEETING, EVENT AND CONCENTION PLANNING

3 UNITS

Prerequisite: None

Lecture: 3 hours

An introduction to all elements needed to successfully plan and execute meetings, expositions, events and conventions.

Humanities

SOCIAL SCIENCES DEPARTMENT

FACULTY: Harlan Goldberg, Chair | Stan Levine

EDUCATIONAL PROGRAM:

The student in Humanities will have the opportunity to investigate the cultural, philosophical, sociological and historical trends which affect modern man. Studies of several cultures will be possible.

Associate in Arts – Humanities

Required Courses

UNITS

Select four (4) courses:

| | | |
|----------|---|----|
| Human 1 | Cultural Patterns of Western Civilization | 12 |
| Human 2 | Studies in Selected Cultures | |
| Human 3 | The Arts of Contemporary Society | |
| Human 30 | The Beginning of Civilization | |
| Human 31 | People in Contemporary Society | |
| Human 54 | Studies in American Culture | |

Select two (2) courses:

| | | |
|-----------|------------------------------|---|
| Art 101 | Survey of Art History I | 6 |
| Art 102 | Survey of Art History II | |
| Music 111 | Music Appreciation I | |
| Philos I | Introduction in Philosophy I | |
| Philos 33 | Philosophy of World Religion | |

18

A minimum of 60 units must be completed for the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information for graduation requirements.

1 CULTURAL PATTERNS OF WESTERN CIVILIZATION

3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

Course is a one-semester survey of the arts in Western civilization and serves as an introduction to the general concepts of the humanities. Music, literature, painting, sculpture, and architecture are studied and compared in relation to their background,

medium, organization, and style. Stress is placed on awareness of differences in cultural heritages, values, and perspectives as revealed in the arts.

2 STUDIES IN SELECTED CULTURES

3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

Art, music, and literature are studied as they interrelate to reveal non-western man's views of philosophy, science, religion and the self. Emphasis is placed on Japan, China, the Middle East, and Sub-Sahara Africa.

3 THE ARTS OF CONTEMPORARY SOCIETY

3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

A study of the literature, music, painting, and sculpture of the late nineteenth and twentieth centuries in terms of the ideas and basic needs which stimulated the artists, and the contribution of their work toward the development of contemporary society.

30 THE BEGINNINGS OF CIVILIZATION

3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

Course is a survey of the cultural heritage of Western civilization from ancient times to the Renaissance. Literature, philosophy and art are studied and compared in relation to their background, medium, organization and style.

31 PEOPLE IN CONTEMPORARY SOCIETY

3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

Traces the arts in their interrelations with each other and their interactions with philosophy, science, and politics from the Baroque to the present. Stress is placed on the arts as mirrors of western man's view of himself in a changing world.

54 STUDIES IN AMERICAN CULTURE

3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

This course will assist in the investigation of the relationship between the individual and various cultural influences in contemporary American life through examples in art, music, and literature.

921 COOPERATIVE EDUCATION

2 UNITS RPT3

CSU

931 COOPERATIVE EDUCATION

3 UNITS RPT3

CSU

941 COOPERATIVE EDUCATION

4 UNITS RPT3

CSU

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

Limits to transfer credit: See Cooperative Education Credit Guide.

Interdisciplinary Studies

This is an Associate in Arts Program and not a discipline.

This curriculum provides an opportunity to earn an Associate in Arts Degree in a broad area of study, rather than a specific discipline. Plan A must be completed plus a minimum of 18 additional units in related disciplines. General Education requirements and Math and English competency requirements must be completed. A minimum total of 60 units must be completed.

Interior Design

PROFESSIONAL STUDIES DEPARTMENT

FACULTY: Sandra Lampert, Chair

EDUCATIONAL PROGRAMS:

The Interior Design Associate in Arts Degree and Certificate Program will help students qualify for state mandated certification. To fulfill LAMC Interior Design Certificate only, disregard units for A.A Degree requirements. All classes listed by number are required for LAMC Interior Design Certificate.

Associate in Arts – Interior Design

| FIRST SEMESTER | | UNITS |
|-------------------|-----------------------------------|-------|
| Fam&CS 1/ID 101 | Career Opportunities | 2 |
| Fam&CS 15/ID 102 | Beginning Interior Design | 3 |
| Fam&CS 132/ID 103 | Project Lab | 1 |
| Fam&CS 16 | | |
| or ID 104 | Historical and Contemporary I. D. | 3 |
| ID 106 | Drafting for Interior Designers | 3 |
| ID 114 | Materials and Components | 2 |
| G.E. Requirements | | 3 |
| | | <hr/> |
| | | 17 |
| SECOND SEMESTER | | UNITS |
| Fam&CS 132/ID 103 | Project Lab | 1 |
| Fam&CS 17 | | |
| or ID 105 | Textiles | 3 |
| ID 107 | Color | 3 |
| Fam&CS 18/ID 108A | Space Planning I | 2 |
| ID 112 | Interiors Management | 4 |
| ID 115 | Window Treatments | 1 |
| G.E. Requirements | | 3 |
| | | <hr/> |
| | | 17 |
| THIRD SEMESTER | | UNITS |
| Fam&CS 132/ID 103 | Project Lab | 1 |
| Fam&CS 18/ID 108B | Space Planning II | 2 |
| Fam&CS 5/ID 109A | Kitchen Design | 2 |
| ID 110 | Lighting | 3 |

| | | |
|-----------------------|----------------------|-------|
| Gen. Eng. 211A & 211B | | |
| (1 unit each) | CADD for Engineers I | 2 |
| G.E. Requirements | | 5 |
| | | <hr/> |
| | | 15 |

| FOURTH SEMESTER | | UNITS |
|-------------------|-------------|-------|
| Fam&CS 5/ID 109B | Bath Design | 2 |
| Fam&CS 33/ID 111 | Portfolio | 3 |
| ID 113 | Internship | 2 |
| G.E. Requirements | | 8 |
| | | <hr/> |
| | | 15 |

SUGGESTED COURSE:

| | | |
|-------------|-------------------|---|
| Drafting 16 | Blueprint Reading | 2 |
|-------------|-------------------|---|

Interior Design Certificate Only

At the completion of the program a Certificate will be awarded to the student. This Certificate is designed primarily for those students who have a limited time to pursue their career goals and wish to specialize in a particular aspect of interior design. They may seek upward mobility in their present job, or they may desire to prepare themselves for a new career. Most courses taken in the program apply toward a curriculum leading to an Associate Degree in Interior Design.

| Required Courses | | UNITS |
|---------------------|---|-------|
| Fam&CS 1/ID 101 | Career Opportunities | 2 |
| Fam&CS 15/ID 102 | Beginning Interior Design | 3 |
| ID 104 or Fam&CS 16 | Historical & Contemporary Interior Design | 3 |
| ID 105 or Fam&CS 17 | Textiles | 3 |
| ID 106 | Drafting for Interior Designers | 3 |
| Fam&CS 18/ID 108A/B | Space Planning I and II | 2+2 |
| Fam&CS 5/ID 109A/B | Kitchen and Bath Design | 2+2 |
| ID 110 | Lighting | 3 |
| Fam&CS 133/ID 111 | Portfolio | 4 |
| ID 112 | Interiors Management | 4 |
| ID 113 | Interior Design Internship | 2 |
| Eng. 211A/B | CADD for Engineers I | 1+1 |
| | | <hr/> |
| | | 36 |

SUGGESTED ELECTIVES:

| | | |
|-------------------|---------------------------|---|
| Fam&CS 132/ID 103 | Project Lab | 1 |
| ID 107 | Color for Interiors* | 3 |
| ID 114 | Materials and Components* | 2 |
| ID 115 | Window Treatments | 1 |

*Required for degree

Skill Certificate Only

The student will be given a Skill Certificate following the completion of the following program. Skill Certificates are for students who have limited time, and wish to limit their commitment, but desire an increased level of specialization. Most courses taken in the program apply toward curriculum leading to a Certificate of Completion or the Associate Degree.

INTRODUCTION TO INTERIOR DESIGN SKILL CERTIFICATE I

| | | |
|------------------|---|---|
| FCS 1/ID 101 | Career Opportunities | 2 |
| Fam&CS 15/ID 102 | Beginning Interior Design | 3 |
| ID 104/Fam&CS 16 | Historical & Contemporary Interior Design | 3 |
| | | 8 |

INTRODUCTION TO SPACE PLANNING SKILL CERTIFICATE II

| | | |
|-------------------|----------------------------|----|
| ID 106 | Drafting | 3 |
| Fam&CS 18/ID 108A | Space Planning I | 2 |
| ID 108B | Space Planning II | 2 |
| Fam&CS 5/ID 109A | Kitchen and Bath Design I | 2 |
| ID 109B | Kitchen and Bath Design II | 2 |
| | | 11 |

TECHNOLOGY AND INTERIOR DESIGN SKILL CERTIFICATE III

| | | |
|--------------|---|---|
| ID 110 | Lighting | 3 |
| ID 114 | Materials & Components of Interior Design | 2 |
| ID 115 | Window Treatments | 1 |
| Gen Eng 211A | CADD for Engineers I | 1 |
| Gen Eng 211B | CADD for Engineers I | 1 |
| | | 8 |

99A INTRODUCTION TO INTERIOR DECORATIVE FINISHES 1 UNIT

CSU

Prerequisite: None | Lab: 3 hours

Students will learn beginning techniques used by interior designers and faux finish artists. Techniques in sponging, ragging, marbling and dragging will be presented. Students will learn to mix paint colors and apply finishes to surfaces.

101 PROFESSIONAL CAREER OPPORTUNITIES 2 UNITS

CSU

Prerequisite: None | Lecture: 2 hours

Same as Fam&CS 1

Presents an overview of career opportunities in the area of interior design. Career development planning is covered in addition to job interview techniques and resume writing. Course includes speakers from the profession.

102 INTRODUCTION TO INTERIOR DESIGN 3 UNITS

CSU

Prerequisite: None | Lecture: 3 hours

Same as Fam&CS 15

Introduction to interior design including color selection, textiles, space planning, furniture selection, wall coverings, window treatments and accessorizing. Introduces basic drafting skills. Career Options overview. Includes field trips.

103 INTERIOR DESIGN PROJECT LABORATORY 1 UNIT RPT2

CSU

Corequisite: Fam&CS/ID 5, 15, 18, 19, 131, 133, 134 or other ID course | Lab: 3 hours

Same as Fam&CS 132

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

104 HISTORICAL AND CONTEMPORARY INTERIOR DESIGN 3 UNITS

CSU

Prerequisite: None | Lecture: 3 hours

Same as Fam&CS 16

Student will learn about the major forces in society and decorative arts that led to the development of styles from prehistoric time to the present. Field trips.

105 TEXTILES 3 UNITS

CSU

Prerequisite: None | Lecture: 3 hours

Same as Fam&CS 17

The analysis of man-made and natural fibers, construction, weaves, dyes and finishes, relating to the selection, use and care of fabrics for residential and commercial interior design. Testing, evaluation and identification are covered. Field trips required.

106 DRAFTING FOR INTERIOR DESIGNERS 4 UNITS

CSU

Prerequisite: None | Lecture: 2 hours, lab 4 hours

Develops skills in documenting interior concepts through models, designs, plans and symbols. Develops awareness of current concepts and conventions in interior design through practice, discussion and direct observation. Course covers quick sketching, lettering, dimensioning, finished drawings and models.

107 COLOR FOR INTERIORS 3 UNITS

CSU

Prerequisite: None | Lecture: 3 hours

This course covers the developments and use of color as it relates to interior design, the psychology of color, textures and light effects, the historic value of color, color trends past and present, and color in residential and commercial interior design.

108 SPACE PLANNING A + B 4 UNITS

CSU

Advisory: ID 15, or Fam&CS 15 | Lecture: 2 hours, lab 4 hours

Same as Fam&CS 18

Space planning, applied to interior design. Emphasis on complete environmental planning including client requirements, American Disabilities Act compliance, architectural considerations and interior/exterior relationships. Includes professional presentation methods and portfolio development.

109 KITCHEN AND BATH DESIGN A + B 4 UNITS

CSU

Advisory: ID115 or Fam&CS15 | Lecture: 2 hours, lab 4 hours

Same as Fam&CS 5

Kitchen design covers the cooking process, in relation to counters, cabinets, sinks, lighting, acoustics, flooring, safety, appliances and ergonomics. Bath design includes social, psychological and physical aspect of body care for residential, contract, public facilities and compliance with Americans with Disabilities Act.

- 110 LIGHTING** 3 UNITS
CSU
Prerequisite: None | Lecture: 3 hours
This course includes lighting basics, sources of light, lighting hardware, lighting applications and lighting as an art. Lighting specifications are covered. Applications including residential and commercial lighting are covered.
- 111 INTERIOR DESIGN PORTFOLIO** 3 UNITS
CSU
Advisory: concurrent enrollment in ID 15, ID 18, ID 19, ID 133, and/or ID 134 | Lecture: 2 hours, lab 3 hours
Same as Fam&CS 133
This course presents the professional tools needed to develop a professional portfolio of your interior design work as it progresses. Projects will be created and fine-tuned to include in a portfolio to secure a job in the profession.
- 112 INTERIORS MANAGEMENT** 4 UNITS
CSU
Prerequisite: None | Lecture: 2 hours, lab 4 hours
This course covers business procedures, contracts and business forms, time allocation and financial planning, bookkeeping and accounting procedures, complaints and adjustments, designer-client relations, compensations and fees, public relations and publicity.
- 113 INTERNSHIP** 2 UNITS RPT2
CSU
Prerequisite: Completion of 12 units in Interior Design
Lecture: 1 hour, lab 3 hours
This class provides supervised fieldwork experience with professionals. This class offers numerous opportunities and hands on training in the field in a non paid position. 108 hours of Field work required. Beginning to advanced positions available.
- 114 MATERIALS AND COMPONENTS** 2 UNITS
CSU
Prerequisite: None | Lecture: 2 hours
This course covers paints, finishes, costing products, their application methods and surface preparations, carpet construction and quality, flooring, wall and ceiling materials and their construction and quality, and other components such as moldings, door hardware and door materials.
- 115 WINDOW TREATMENTS** 1 UNIT
CSU
Prerequisite: None | Lecture: 1 hour
This course covers window history, hard and soft window treatments and installations, specialty installations, residential and commercial specifications, sources for design concepts, calculating fabric requirements, measuring techniques used by installers, workrooms, and interior designers and job costing.
- 116 INTRODUCTION TO DECORATIVE INTERIOR FINISHES** 1 UNIT
Prerequisite: None
Lab: 3 Hours
Students will learn beginning techniques used by interior designers and faux finish artists. Techniques in sponging, ragging, marbling and dragging will be presented. Students will learn to mix paint colors and apply finishes to surfaces.

International Business

BUSINESS AND LAW DEPARTMENT

- 3 EXPORT PROCEDURES** 3 UNITS
Prerequisite: None | Lecture: 3 hours
This course will identify and explain that which is required by U.S. regulatory agencies to export from the U.S. Emphasis will be placed on how to determine if a commodity is acceptable for export and how to fill out the required forms including those required by the country of destination.
- 4 IMPORT PROCEDURES** 3 UNITS
Prerequisite: None | Lecture: 3 hours
This course will identify, define and explain that which is required by U.S. regulatory agencies to import to the United States. Emphasis will be placed on how to determine what duties commodities might be subject to and how to prepare and present the shipment and its documents to the Bureau of Customs.

Italian

CHICANO STUDIES AND FOREIGN LANGUAGES DEPARTMENT

FACULTY: Yolanda Ramil | David Pardess

- 1 ELEMENTARY ITALIAN I** 5 UNITS
UC:CSU (CAN ITAL 2; CAN ITAL SEQ A: Ital 1+2)
Prerequisite: None | Lecture: 5 hours
First course in understanding, speaking, reading and writing Italian. Introduction to Italian culture and civilization. Intended primarily for students with little or no knowledge of Italian.
- 2 ELEMENTARY ITALIAN II** 5 UNITS
UC:CSU (CAN ITAL 4; CAN ITAL SEQ A: ITAL 1+2)
Prerequisite: Italian 1 or equivalent | Lecture: 5 hours
Continuation of Italian I.
- 3 INTERMEDIATE ITALIAN I** 5 UNITS
UC:CSU
Prerequisite: Italian 2 or equivalent | Lecture: 5 hours
Course covers review and development of grammatical concepts learned in previous Italian courses as well as amplification of vocabulary and practice in composition. Also included is introduction to literature and further study of culture and civilization through short stories.
- 4 INTERMEDIATE ITALIAN II** 5 UNITS
UC:CSU
Prerequisite: Italian 3 or equivalent | Lecture: 5 hours
Expands the structural concepts studied in Italian 1, 2, 3. Develops additional vocabulary and related skills for comprehension and expression. Provides a wider range of reading. Encourages discussion and analysis of the material. Continues the study of Italian life, culture and civilization.
- 8 CONVERSATIONAL ITALIAN** 2 UNITS
UC:CSU
Prerequisite: None
Provides students the opportunity to utilize Italian and increase communication skills through readings and conversational practice in real life situations, such as introductions, asking information, giving directions, and renting an apartment.

Journalism

ESL / ENGLISH DEPARTMENT

FACULTY: Louise Barbato, Chair

100 SOCIAL VALUES IN MASS COMMUNICATION 3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

This general interest survey and evaluation of the mass media economic, historical, political, psychological, and social terms focuses on helping the media consumer better understand today's mass communications. Content includes relationships, ethics, rights, and responsibilities of media in society.

101 COLLECTING AND WRITING NEWS 3 UNITS

CSU (CAN JOUR 2)

Prerequisite: English 21 or ESL 6A | Lecture: 3 hours

Stresses instruction and practice in news gathering and news writing. As related to the campus newspaper. Includes a study of newspaper, radio and television news. Adherence to professional writing style plus legal and ethical aspects of the profession are included.

Law

BUSINESS AND LAW DEPARTMENT

FACULTY: Terry Bommer, Chair | David Jordan

EDUCATIONAL PROGRAMS:

The legal profession has expressed a need for personnel to combine some of the duties of the legal secretary with those of the attorney. These personnel are highly trained in various facets of the law, and function under the supervision of the lawyer. This new profession is the Legal Assistant, or Paralegal, who performs duties which include legal research, client interviewing, preparation of briefs and other documents, conducting investigations, drafting wills and deeds, and researching tax matters. Legal Assistants, or Paralegals, also specialize in specific areas, such as probate, torts, family law, personal injury, insurance claims, civil litigation, and real estate law. Previously these tasks were beyond the training of the legal secretary and therefore, had to be performed by the attorney. A recent survey showed that a law office could save 50% of the cost of a simple incorporation by assigning the job to a legal assistant.

The student may choose an Associate in Arts Degree in Legal Assisting/Paralegal or a Certificate of Completion. Students interested in earning an Associate Degree must also complete General Education Requirements and total a minimum of 60 units. Since Paralegals may find work in other career fields, electives for the A.A. Degree should be considered in accounting, business, finance, and/or real estate, although none of these disciplines is specifically required. Always consult your counselor for graduation requirements. The following classes are required for both career options.

Associate in Arts/Certificate of Completion – Legal Assisting (Paralegal)

| Required Courses | UNITS |
|-----------------------------|-------|
| Bus 5/Law 1 Business Law I | 3 |
| Bus 6/Law 2 Business Law II | 3 |

| | | |
|--------|--|----------|
| Law 10 | Intro to Legal Assisting I | 3 |
| Law 11 | Civil Litigation | 3 |
| Law 12 | Tort Law & Claims Investigation | 3 |
| Law 13 | Wills, Trusts & Probate Administration | 3 |
| Law 16 | Civil and Criminal Evidence | 3 |
| Law 17 | Legal Writing | 3 |
| Law 18 | Marriage and Family Law | 3 |
| Law 19 | Property and Creditor Rights | 3 |
| Law 20 | Basic Probate Procedure | 3 |
| Law 34 | Legal Research Lab | 3 |
| | | <hr/> 36 |

RECOMMENDED:

| | |
|-------------|--|
| CAOT 84 | Microcomputer Office Applications: Word Processing |
| English 101 | College Reading and Composition I |
| Law 14 | Law Office Management |

1 BUSINESS LAW I 3 UNITS

UC:CSU (CAN BUS 8)

Prerequisite: None | Lecture: 3 hours

Same as Business 5

Law I is a study of the fundamental principles of law as they apply in the business world. The course examines legal rights and remedies, business torts and crimes, contracts, agency, employment, and negotiable instruments.

2 BUSINESS LAW II 3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

Same as Business 6

Law 2 is a study of the fundamental principles of law as they apply in the business world. The course examines bailment, principles of agency, including rights and liabilities of agent, principle and liabilities of agent, principle and third parties, partnerships, corporations, stockholders, negotiable instruments and securities.

3 CIVIL RIGHTS AND THE LAW 3 UNITS

CSU

Prerequisite: None | Lecture: 3 hours

Law 3 is a comparative and analytical study of the law and related problems concerning Civil Rights. Due process of law, freedom of expression, freedom of religion, racial equality, and democratic processes are studied with emphasis on recent court decisions and international trends.

10 INTRODUCTION TO LEGAL ASSISTANT I 3 UNITS

CSU

Prerequisite: None | Lecture: 3 hours

Law 10 is an introductory course, which formalizes the career of the legal assistant. It is an introduction to law, social forces and the law, a comparison of the role of the lawyer and the legal assistant, and an introduction to legal terminology and bibliography, preparing a litigation project.

11 INTRODUCTION TO LEGAL ASSISTANT II 3 UNITS

Prerequisite: None | Lecture: 3 hours

This course is a detailed examination of civil and criminal cases, including civil litigation from the filing of a suit to the conclusion of a trial.

- 12 TORT LAW AND CLAIMS INVESTIGATION** 3 UNITS
Prerequisite: None | Lecture: 3 hours
This course explores the fundamental principles of the law of torts, including insurance law, and an examination of the techniques of investigation involved in the handling of tort and insurance claims.
- 13 WILLS, TRUSTS, AND PROBATE ADMINISTRATION** 3 UNITS
Prerequisite: None | Lecture: 3 hours
This course explores the fundamental principles of the law of wills, and trusts, including simple will and trust forms; an examination of the organization and jurisdiction of a California Probate Court; and the administration of estates in California Probate Courts.
- 14 LAW OFFICE MANAGEMENT** 3 UNITS
Prerequisite: None | Lecture: 3 hours
Law 14 is a study of the basic objectives of the management of a law office; a study of various machines, computers, software, and databases used in a law office; an examination of indexing and filing principles; a detailed look at the law office manual; a review of basic accounting principles; and a study of law office correspondence.
- 16 CIVIL AND CRIMINAL EVIDENCE** 3 UNITS
Prerequisite: None | Lecture: 3 hours
Law 16 is a study of the rules of civil and criminal evidence and the admissibility of such evidence in court, as well as deposition comprehension and use in court, and interrogatory summarizing and use in court.
- 17 LEGAL WRITING** 3 UNITS
Prerequisite: None | Lecture: 3 hours
This course explores legal drafting and writing, including legal memoranda, motions, pleadings, demand letters, a research brief, and special projects.
- 18 MARRIAGE AND FAMILY LAW** 3 UNITS
Prerequisite: None | Lecture: 3 hours
This course is a study of family law, with emphasis on Dissolution of Marriage, California community property laws, Restraining Orders, and domestic disputes. This course covers jurisdiction, forms completion, calendaring, discovery, support and custody issues.
- 19 PROPERTY AND CREDITOR RIGHTS** 3 UNITS
Prerequisite: None | Lecture: 3 hours
Law 19 is a study of the law of personal property and real property including community property, joint tenancy, leases, deeds, contracts, escrows, deeds of trust, a study of the system of recording and search of public documents, a study of bankruptcy laws and forms.
- 20 BASIC PROBATE PROCEDURES** 3 UNITS
Prerequisite: None | Lecture: 3 hours
This course explores 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.

- 25 CALIFORNIA LEGAL HISTORY** 3 UNITS
CSU
Prerequisite: None | Lecture: 3 hours
This course covers legal, political, and social history of California highlighting Southern California and the San Fernando Valley.
- 34 LEGAL RESEARCH LABORATORY** 3 UNITS
Prerequisite: None | Lecture: 3 hours
This course explores legal research. The student learns how to do legal research using primary and secondary legal resources and how to do federal and state law reporting.
- 35 IMMIGRATION LAW FOR PARALEGALS** 3 UNITS
Prerequisite: None | Lecture: 3 hours
This course is a study of concepts of immigration law including grounds of exclusion, defenses to deportation, petitions and visa applications. Research and writing will be emphasized in the areas of amnesty, naturalization, citizenship, international law and criminal aspects of immigration.
- 36 DOCUMENT PRODUCTION** 3 UNITS RPT1
Advisory: Law 2 | Lecture: 3 hours
This course is designed to link the academic knowledge of law and word processing skills resulting in the production of legal documents as required by Law 2 for the student who wishes to pursue the paralegal certificates for law majors.
- 42 PARALEGAL INTERNSHIPS** 3 UNITS
Prerequisite: None | Lecture: 1 hour
This course provides "hands on" legal experience to better prepare the student to enter the paralegal job market. The internship translates the legal theories learned in the classroom into the practical legal work in the real world of work.
- 43 ELDER LAW** 3 UNITS
Prerequisite: None | Lecture: 3 hours
Elder law is the study of medical, social, financial, and legal issues related to aging and introduces the student to advance directives, wills, living trusts, guardianships, patients rights in healthcare decision making, entitlement programs (Medicare/Medicaid), managed care (HMOs) and long-term care insurance.
- 185 DIRECTED STUDY** 1 UNIT RPT2
- 285 DIRECTED STUDY** 2 UNITS
- 385 DIRECTED STUDY** 3 UNITS
Conference: 1 hour per unit.
Directed studies on a contract basis under the supervision of an instructor.
Credit limit: Maximum of 3 units may be taken for credit.
- 921, 931, 941 LAW FIELD PRACTICE**
2, 3, 4 UNITS RPT3
All certificate or degree students in Legal Assisting need to fulfill a Field Practice requirement by earning at least four units of work experience in a law office or other appropriate establishment. Enroll in Cooperative Education Law section number 9046 for three units credit if you are working 15-19 hours per

week, or in Law section number 9047 for four units credit if you are working 20 hours or more per week. In all cases, notify Dr. David Jordan in writing with your mailing address and telephone number so that you can be contacted regarding the first class meeting.

921 COOPERATIVE EDUCATION 2 UNITS RPT3

931 COOPERATIVE EDUCATION 3 UNITS RPT3

941 COOPERATIVE EDUCATION 4 UNITS RPT3

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

Limits to transfer credit: See Cooperative Education Credit Guide.

Learning Skills

LEARNING CENTER / DEVELOPMENTAL COMMUNICATION DEPARTMENT

FACULTY: Phoebe Rivera, Director | Rick Scuderi

1 READING (NDA) 3 UNITS RPT3

Prerequisite: None | Lab: 9 hours

Note: Class graded credit/no-credit.

Based on assessment, the student receives group and individualized instruction aimed at success in college/vocational coursework. Some examples include word attack, main ideas, inference, supporting sentences, intent, attitude, bias, tone and mood, and a writing sample critique.

1A READING FUNDAMENTALS (NDA) 1 UNIT RPT3

Prerequisite: None | Lab: 2 hours

Note: Class graded credit/no-credit. Based on

assessment, the student receives group and individualized instruction aimed at success in college/vocational coursework. Some examples of topics include word attack skills, identifying main ideas, identifying obvious inference, identifying supporting sentences.

1B READING FUNDAMENTALS (NDA) 1 UNIT RPT3

Prerequisite: None | Lab: 2 hours

Note: Class graded credit/no-credit. Based on assess-

ment, the student receives group and individualized instruction aimed at success in college/vocational coursework. Some examples include word attack skills, identifying main ideas, identifying obvious inference, identifying supporting sentences, identifying author's intent and attitude.

1C READING FUNDAMENTALS (NDA) 1 UNIT RPT3

Prerequisite: None | Lab: 2 hours

Note: Class graded credit/no-credit. Based on

assessment, the student receives group and individualized instruction aimed at success in college/vocational coursework. Some examples include word attack skills, main ideas, obvious inference, supporting sentences, author's intent and attitude, bias, tone and mood, and a writing sample critique.

2 ENGLISH FUNDAMENTALS (NDA) 3 UNITS RPT3

Prerequisite: None | Lab: 9 hours

Note: Class graded credit/no-credit.

Based on diagnostic assessment, the student will receive group and individualized English instruction with emphasis on grammar, punctuation, and sentence structure. Paragraph structure will be introduced.

2A ENGLISH FUNDAMENTALS (NDA) 3 UNITS RPT3

Prerequisite: None | Lab: 2 hours

Note: Class graded credit/no-credit. Based

on assessment, the student will receive group and individualized English instruction with emphasis on grammar, punctuation and sentence structure. Paragraph

2B ENGLISH FUNDAMENTALS (NDA) 3 UNITS RPT3

Prerequisite: None | Lab: 2 hours

Note: Class graded credit/no-credit. Based on

diagnostic assessment, the student will receive group and individualized English instruction with emphasis on grammar, punctuation, and sentence structure. Paragraph structure will be introduced.

2C ENGLISH FUNDAMENTALS (NDA) 3 UNITS RPT3

Prerequisite: None | Lab: 2 hours

Note: Class graded credit/no-credit. Based on

diagnostic assessment, the student will receive group and individualized English instruction with emphasis on grammar, punctuation, and sentence structure. Paragraph structure will be introduced.

3 VOCABULARY DEVELOPMENT (NDA) 5 UNITS RPT3

Prerequisite: None | Lecture: 5 hours

Note: Class graded credit/no-credit.

This is a lecture course focused on continued vocabulary growth and development, as well as providing helpful strategies for understanding complex vocabulary words in order to better function in an academic environment.

3A VOCABULARY DEVELOPMENT: IDIOMS AND CONVERSATION (NDA) 1 UNIT

Prerequisite: None

Note: Class graded credit/no-credit.

This is a group conversation course for students in ESL 1 or ESL 2. In groups or pairs, students will practice vocabulary, idiomatic expressions and discuss topics of everyday and college life to promote fluency in English.

3B VOCABULARY DEVELOPMENT: ADVANCED CONVERSATION (NDA) 2 UNITS

Prerequisite: None

Note: Class graded credit/no-credit.

This is a conversation course for ESL students focused on continued vocabulary growth and development, as well as providing helpful strategies for understanding complex vocabulary words and idioms. Students will practice in small groups.

3C VOCABULARY DEVELOPMENT: WORD POWER (NDA) 2 UNITS

Prerequisite: None

Note: Class graded credit/no-credit.

This is a vocabulary-building course that will present language concepts and structural analysis, vocabulary reference materials, word attack skills, and language levels. Completion of the course will add approximately 500 words to each student's vocabulary.

4 THE MECHANICS OF SPELLING (NDA) 1 UNIT RPT3

Prerequisite: None | Lab: 3 hours
Note: Class graded credit/no-credit.

Based on diagnostic assessment, the student will receive group and individualized spelling instruction designed to improve spelling skills to the level at which the student will be able to succeed in college/vocational coursework.

10 MATHEMATICS FUNDAMENTALS (NDA) 3 UNITS RPT3

Prerequisite: None | Lab: 6 hours
Note: Class graded credit/no-credit.

Based on assessment, the student receives group and individualized instruction in math fundamentals aimed at success in college vocational courses requiring computation skills. Topics covered include whole numbers, fractions, decimals, percents, ratios and proportions.

10A MATHEMATICS FUNDAMENTALS (NDA) 1 UNIT RPT3

Prerequisite: None | Lab: 2 hours
Note: Class graded credit/no-credit.

Based on assessment, the student receives group and individualized instruction in math fundamentals aimed at success in college vocational courses requiring computational skills. Topics include whole numbers, fractions, decimals, percents, ratios and proportions.

10B MATHEMATICS FUNDAMENTALS (NDA) 1 UNIT RPT3

Prerequisite: None | Lab: 2 hours
Note: Class graded credit/no-credit.

Based on diagnostic assessment, the student receives group and individualized instruction in math fundamentals aimed at success in college vocational courses requiring computational skills. Topics include whole numbers, fractions, decimals, percents, ratios and proportions.

10C MATHEMATICS FUNDAMENTALS (NDA) 1 UNIT RPT3

Prerequisite: None | Lab: 2 hours
Note: Class graded credit/no-credit.

Based on assessment, the student will receive group and individualized instruction in math fundamentals aimed at success in college vocational courses requiring computational skills. Topics covered include whole numbers, fractions, decimals, percents, ratios and proportions, English and metric systems, perimeters, volume, and introduction to algebraic expressions.

20 EFFECTIVE NOTE TAKING (NDA) 1 UNIT

Prerequisite: None | Lab: 3 hours
Note: Class graded credit/no-credit.

This course will survey a variety of study techniques designed to maximize the student's learning potential. The topics will include memory enhancement, note taking, testing strategies, study reading, and library research.

40 LEARNING DISABILITIES (NDA) 1 UNIT RPT1

Prerequisite: None | Lab: 3 hours
Note: Class graded credit/no-credit.

Individualized diagnostic assessment processes are conducted. Students identify problems, become aware of individual strengths and weaknesses in achievements and learning skills, and develop individual educational plans outlining goals, objectives and recommendations. Students identified as learning disabled

qualifies for further services and classes in the Learning Disabilities Program.

73 GRAMMAR AND WRITING LAB (NDA) 1 UNIT RPT1

Prerequisite: None | Lab: 3 hours
Note: Class graded credit/no-credit.

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.

185 DIRECTED STUDY (NDA) 1 UNIT RPT2

This course consists of directed studies on a contract basis under the supervision of a Learning Skills instructor.

285 DIRECTED STUDY 2 UNITS

Conference: 1 hour per unit.

Directed studies on a contract basis under the supervision of an instructor.

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

485 INTERNET RESEARCH 1 UNIT RPT2

CSU
Prerequisite: None | Laboratory: 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

Liberal Arts

This curriculum is intended for students wanting to transfer to a four-year college or university and complete a baccalaureate degree. Students must complete 60 transferable units, which must include the following:

1. General Education Requirements identified in the Intersegmental General Education Transfer Curriculum (IGETC) or the General Education Breadth Requirements of the California State Universities.
2. One course in Health Education and one course in Physical Education.

Completion of the various emphases or options in the PACE Program (Project Adult College Education) results in the student awarded an Associate in Arts in Liberal Arts.

Library Science

LIBRARY DEPARTMENT

FACULTY: Sandy Thomsen, Chair | Donna Ayers | Ed Casson
David Garza

101 LIBRARY RESEARCH METHODS 1 UNIT

CSU
Prerequisite: None | Lecture: 1 hour

Students learn to use research tools found in most libraries to gather,

DISCIPLINES, PROGRAMS & COURSES

organize, and evaluate information from various sources, including computer databases, catalogs, indexes, books, periodicals, microfilm, and the Internet.

102 INTERNET RESEARCH METHODS 1 UNIT
CSU

Prerequisite: None | Lecture: 0.5 hour, lab 1 hour

This course will focus on finding and evaluating information and resources on the Internet. Principles of information access, search tools, search strategies, evaluation criteria, intellectual property, censorship and on-line publishing will be discussed.

Linguistics

CHICANO STUDIES AND FOREIGN LANGUAGES DEPARTMENT

FACULTY: Yolanda Ramil, Chair | David Pardess

1 INTRODUCTION TO LANGUAGE AND LINGUISTICS 3 UNITS
UC:CSU

Prerequisite: None | Lecture: 3 hours

Same as Anthropology 104

Course is a summary of what is known about human language; the unique nature of human language, its structure, its universality, and its diversity; language in its social and cultural setting; language in relation to other aspects of human inquiry and knowledge.

Management

BUSINESS AND LAW DEPARTMENT

FACULTY: Terry Bommer, Chair | Vilma Bernal

EDUCATIONAL PROGRAMS:

The courses in this area of business prepare the student with the principles, basic concepts and applications underlying the management of business organizations. More specifically, the general management curriculum is for those students who want to analyze management problems and then solve them by applying relevant management theory; and to not only aspire to the middle management positions but also advance to a more responsible position of leadership in any organization.

In addition to the courses listed below for the Associate in Arts Degree, it is also designed to add breadth to the program by completing all recommended electives. Always consult a counselor for information on graduation requirements.

Associate in Arts – Management

| FIRST SEMESTER | | UNITS |
|----------------|---------------------------------------|-------|
| Business 1 | Introduction to Business | 3 |
| Business 31 | Business English | 3 |
| CAOT 82 | Microcomputer Software Survey | 3 |
| | Graduation Requirements and Electives | 6 |
| | | 15 |

| SECOND SEMESTER | | UNITS |
|-----------------|---------------------------------------|-------|
| Acctg 1 | Introduction to Accounting I | 5 |
| Business 32 | Business Communications | 3 |
| Mgmt 2 | Organization and Management Theory | 3 |
| Mgmt 31 | Human Relations for Employees | 3 |
| | Graduation Requirements and Electives | 3 |
| | | 17 |

| THIRD SEMESTER | | UNITS |
|----------------|---------------------------------------|-------|
| Business 5 | Business Law I | 3 |
| Economics 1 | Principles of Economics I | 3 |
| Mgmt 13 | Small Business Management | 3 |
| | Graduation Requirements and Electives | 4 |
| | | 13 |

| FOURTH SEMESTER | | UNITS |
|-----------------|---------------------------------------|-------|
| Finance 1 | Principles of Finance | 3 |
| Mgmt 48 | Management Systems and Procedures | 3 |
| Marketing 21 | Principles of Marketing | 3 |
| | Graduation Requirements and Electives | 6 |
| | | 15 |

RECOMMENDED ELECTIVES:

| | |
|---------------|--|
| Business 15 | Business Statistics |
| CAOT 1 | Keyboarding I |
| Sociology 11 | Ethnic and Racial Minorities in the U.S. |
| Supervision 1 | Elements of Supervision |

Small Business Management

The Small Business Management curriculum is designed to give the student an in-depth understanding and appreciation of how to start and manage a small business for growth. The student is oriented in practical applications of starting new ventures and or effectively applying practical concepts to an existing small business for long-term growth and survival. The curriculum is also designed to promote the entrepreneurial spirit and keep it alive.

Although the courses in this area of business offer an in-depth perspective of Small Business Management, it is highly recommended that the student complete all recommended electives. Always consult a counselor for information on graduation requirements.

Associate in Arts – Small Business Management

| FIRST SEMESTER | | UNITS |
|----------------|---------------------------------------|-------|
| Business 1 | Introduction to Business | 3 |
| Business 31 | Business English | 3 |
| CAOT 82 | Microcomputer Software Survey | 3 |
| | Graduation Requirements and Electives | 6 |
| | | 15 |

| SECOND SEMESTER | | UNITS |
|-----------------|---------------------------------------|-------|
| Acctg 21 | Bookkeeping and Accounting I | 3 |
| Business 32 | Business Communications | 3 |
| Mgmt 13 | Small Business Management | 3 |
| Mgmt 31 | Human Relations for Employees | 3 |
| | Graduation Requirements and Electives | 3 |
| | | 15 |

| THIRD SEMESTER | | UNITS |
|---------------------------------------|-------------------------------|-------|
| Acctg 22 | Bookkeeping and Accounting II | 3 |
| Finance 11 | Credits and Collections | 3 |
| Marketing 21 | Principles of Marketing | 3 |
| Graduation Requirements and Electives | | 6 |
| | | 15 |

| FOURTH SEMESTER | | UNITS |
|---------------------------------------|-----------------------------------|-------|
| Mgmt 48 | Management Systems and Procedures | 3 |
| Marketing 1 | Principles of Selling | 3 |
| Finance 31 | Insurance Principles | 3 |
| Graduation Requirements and Electives | | 9 |
| | | 18 |

RECOMMENDED ELECTIVES:

| | |
|---------------|--|
| Accounting 15 | Tax Accounting I |
| Business 5 | Business Law I |
| Business 15 | Business Statistics |
| Economics 1 | Principles of Economics I |
| Finance 17 | Analysis of Financial Statements |
| CAOT 1 | Keyboarding I |
| Sociology 11 | Ethnic & Racial Minorities in the U.S. |
| Supervision 1 | Elements of Supervision |

RETAIL MANAGEMENT CERTIFICATE

| Required Courses | | UNITS |
|---------------------------|---|-------|
| Management 2 | Management and Organization Theory | 3 |
| Business 31 | Business English | 3 |
| <u>same as</u> CAOT 31 | Business English | 3 |
| Business 38 | Business Computations | 3 |
| Accounting 21 | Bookkeeping and Accounting | 3 |
| Marketing 21 | Principles of Marketing | 3 |
| Speech 101 | Oral Communication I | 3 |
| Management 33 | Personnel Management | 3 |
| <u>or</u> Fam&CS 109 | Supervision and Management | 3 |
| Marketing 31 | Retail Merchandising | 3 |
| Management 31 | Human Relations for Employees | 3 |
| Co Sci 401 | Introduction to Computers & Their Uses | 3 |
| <u>or</u> Co Sci 430 | Microcomputer Applications I | 3 |
| <u>or</u> CAOT 82 | Microcomputer Software Survey in the Office | 3 |
| | | 30 |

2 MANAGEMENT AND ORGANIZATION THEORY 3 UNITS
 CSU
 Prerequisite: None | Advisory: Bus 1 | Lecture: 3 hours
 This is 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 manage-

ment and organization. The functions of management, with special emphasis on foreign operations and future trends in management, are analyzed.

13 SMALL BUSINESS MANAGEMENT 3 UNITS
 CSU
 Prerequisite: None | Lecture: 3 hours

This course presents a systematic approach to startup and management of small business operations. It covers personal evaluation, pre-ownership preparation, management and leadership, financing, location, record keeping, employees, purchasing, advertising, sales and credit, and emphasizes adequate planning and preparation for success.

31 HUMAN RELATIONS 3 UNITS
 CSU
 Prerequisite: None | Lecture: 3 hours

Demonstrates the practical application of basic psychology in planning, conducting and evaluating conferences and interviews. Special emphasis on dynamics of counseling, interviewing and conference leading. Attention is given to individual and group attitudes in the occupational situation as they affect motivation, status and morale.

33 PERSONNEL MANAGEMENT 3 UNITS
 CSU
 Prerequisite: None | Lecture: 3 hours

This course is designed for all those interested in people working within organizations. Human Resource Management helps managers to understand the environment of managing employees so that they are in a better position to utilize this valuable organizational resources.

185 DIRECTED STUDY 1 UNIT RPT2
 CSU

285 DIRECTED STUDY 2 UNITS
 CSU

385 DIRECTED STUDY 3 UNITS
 CSU
 Conference: 1 hour per unit.

Directed studies on a contract basis under the supervision of an instructor.
 Credit limit: Maximum of 3 units may be taken for credit.

485 INTERNET RESEARCH 1 UNIT RPT2
 CSU
 Prerequisite: None | Lab: 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

921 COOPERATIVE EDUCATION 2 UNITS RPT3
 CSU

931 COOPERATIVE EDUCATION 3 UNITS RPT3
 CSU

941 COOPERATIVE EDUCATION 4 UNITS RPT3
 CSU

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

Marketing

BUSINESS AND LAW DEPARTMENT

FACULTY: Terry Bommer, Chair | Vilma Bernal

EDUCATIONAL PROGRAM:

The courses in the Marketing curriculum are designed for those students who wish to enter the field of marketing. The program not only provides training for a beginning career as a manufacturer's, wholesale or retail salesperson, retail buyer, and advertising account manager, but also helps the student see marketing through the eyes of the marketing manager.

The curriculum listed below provides an in-depth understanding of how to interact with customers, competition, suppliers, distributors and government. It is also designed to encourage the student to add breadth to the program by completing all recommended electives. Always consult a counselor for information on graduation requirements.

Associate in Arts – Marketing

| FIRST SEMESTER | | UNITS |
|----------------|---------------------------------------|-------|
| Business 1 | Introduction to Business | 3 |
| Business 31 | Business English | 3 |
| CAOT 82 | Microcomputer Software Survey | 3 |
| Marketing 21 | Principles of Marketing | 3 |
| | Graduation Requirements and Electives | 3 |
| | | 15 |

| SECOND SEMESTER | | UNITS |
|-----------------|---------------------------------------|-------|
| Acctg 1 | Introduction to Accounting I | 5 |
| Mgmt 2 | Organization and Management Theory | 3 |
| Marketing 1 | Principles of Selling | 3 |
| | Graduation Requirements and Electives | 6 |
| | | 17 |

| THIRD SEMESTER | | UNITS |
|----------------|---------------------------------------|-------|
| Business 32 | Business Communications | 3 |
| Business 15 | Business Statistics | 3 |
| Economics 1 | Principles of Economics I | 3 |
| | Graduation Requirements and Electives | 6 |
| | | 15 |

| FOURTH SEMESTER | | UNITS |
|-----------------|---------------------------------------|-------|
| Business 5 | Business Law I | 3 |
| Finance 1 | Principles of Finance | 3 |
| | Graduation Requirements and Electives | 9 |
| | | 15 |

RECOMMENDED ELECTIVES:

| | |
|--------------|--|
| Mgmt 31 | Human Relations for Employees |
| CAOT 1 | Keyboarding I |
| <i>or</i> | |
| CAOT 84 | Microcomputer Office Applications |
| Sociology 11 | Ethnic & Racial Minorities in the U.S. |

1 PRINCIPLES OF SELLING 3 UNITS

CSU
Prerequisite: None | Lecture: 3 hours

Emphasizes how to structure a complete professional sales presentation in the proper psychological sequence for maximum motivation appeal. Makes an analysis of the product knowledge, prospecting, and how to start the sale, demonstrate, handle sales objections, and close the sale.

3 SALES MANAGEMENT 3 UNITS

CSU
Prerequisite: None | Lecture: 3 hours

A course designed to provide students with an understanding of the key decisions required of the sales manager to establish an effective sales organization.

21 PRINCIPLES OF MARKETING 3 UNITS

CSU
Prerequisite: None | Lecture: 3 hours

A course designed to provide the student with a lively and comprehensive introduction to concepts and principles of marketing from a marketing manager perspective. It outlines the problems and decisions that marketing managers encounter in selecting an attractive target market.

24 MARKETING PROBLEMS 3 UNITS

CSU
Prerequisites: None | Lecture: 3 hours

This course is designed to permit students to do marketing research (library, Internet, and field research) on marketing problems or opportunities of their own interest with the advice and guidance help and support of the instructor.

31 RETAIL MERCHANDISING 3 UNITS

CSU
Prerequisite: None | Lecture: 3 hours

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.

485 INTERNET RESEARCH 1 UNIT RPT2

CSU
Prerequisite: None | Lab: 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

Mathematics

MATHEMATICS DEPARTMENT

FACULTY: Robert Smazenka, Chair | Leslie Foster
Abdo Malki | Debby Wong | Yoon Yun

EDUCATIONAL PROGRAMS:

In order to complete a major in Mathematics, students must complete a minimum of 18 units from among the following courses. Among the 18 units must be 5 units from Mathematics 266 or 267 to meet the major requirements.

Associate in Arts – Mathematics

Sequential Required Courses

| | | |
|-----------|-------------------------------------|---------------|
| Math 113* | Elementary Algebra A | PREREQUISITES |
| Math 114* | Elementary Algebra B | Math 112 |
| Math 115 | Elementary Algebra | Math 113 |
| Math 121 | Geometry | Math 112 |
| Math 125 | Intermediate Algebra | Math 125 |
| Math 240 | Trigonometry | Math 115 |
| Math 260 | Pre-calculus | Math 121, 125 |
| Math 265 | Calculus with Analytic Geometry I | Math 240 |
| Math 266 | Calculus with Analytic Geometry II | Math 260 |
| Math 267 | Calculus with Analytic Geometry III | Math 265 |
| Math 275 | Differential Equations | Math 266 |
| | | Math 266 |

*Together are equivalent to Math 115

The following classes are not sequential in nature, but may be applied to the 18 unit major requirement.

| | | |
|----------|-----------------------------|--------------|
| Math 215 | Principles of Mathematics I | Math 121,125 |
| Math 227 | Elementary Statistics | Math 125 |

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

100 MATH WORKSHOP 1 UNIT RPT 3

Corequisite: Math 113 or Math 114

This course provides computer-assisted instruction to students enrolled in elementary algebra courses in order to supplement and enhance their learning experience.

105 ARITHMETIC FOR COLLEGE STUDENTS (NDA) 3 UNITS

Prerequisite: None | Lecture: 3 hours

A review of elementary arithmetic. Topics include whole numbers, fractions, decimals, percent, measurements (including the metric system), and an introduction to elementary algebra.

112 PRE-ALGEBRA (NDA) 3 UNITS

Prerequisite: Math 105 or appropriate skill level demonstrated through the MATH assessment process | Lecture: 3 hours

This course bridges the gap between arithmetic and algebra. Topics include a review of arithmetic and an introduction to fundamental algebraic concepts.

113 ELEMENTARY ALGEBRA A (NDA) 3 UNITS

Prerequisite: Math 112, or appropriate skill level demonstrated through the MATH assessment process or by permit

Corequisite: Math 100 | Lecture: 3 hours

Mathematics 113 and 114 together are equivalent to Mathematics 115 (see course description for Mathematics 115). Credit is allowed in only one of Mathematics 115, or the Mathematics 113 and 114 combination. Concurrent enrollment in Mathematics 113 and 114 is not permitted.

114 ELEMENTARY ALGEBRA B 3 UNITS

Prerequisite: Math 113 or appropriate skill level demonstrated through the MATH assessment process

Corequisite: Math 100 | Lecture: 3 hours

Mathematics 113 and 114 together are equivalent to Mathematics 115 (see course description for Mathematics 115). Credit is allowed in only one of Mathematics 115, or the Mathematics 113 and 114 combination. Concurrent enrollment in Math 113 and 114 is not permitted.

115 ELEMENTARY ALGEBRA 5 UNITS

Prerequisite: Math 112, or appropriate skill level demonstrated through the MATH assessment process or by permit

Lecture: 5 hours

An introduction to the concepts of algebra, including signed numbers, exponents, linear equations, graphs, and quadratic equations. Contains a variety of problems.

120 PLANE GEOMETRY 5 UNITS

Prerequisite: Math 125 or appropriate skill level demonstrated through the MATH assessment process | Lecture: 5 hours

This course provides an introduction to formal proofs, logic and the study of plane figures such as triangles, parallelograms, other polygons and circles. It also covers construction methods with straight-edge and compass, and computations for area and volume.

121 ESSENTIALS OF PLANE GEOMETRY 3 UNITS

Prerequisite: Math 125 or appropriate skill level demonstrated through the MATH assessment process | Lecture: 3 hours

This course covers the definitions, axioms, and theorems of geometry relating to angles, lines, circles, polygons, and polyhedra. It also provides an introduction to formal proofs, logic, and construction methods with straight-edge and compass.

125 INTERMEDIATE ALGEBRA 5 UNITS

Prerequisite: Math 115 or appropriate skill level demonstrated through the MATH assessment process | Lecture: 5 hours

Fundamental laws, exponents, radicals, equations (linear, quadratic, and some of higher degree), systems of equations and inequalities (linear and quadratic), conics, complex numbers, functions, logarithms and binomial theorem.

215 PRINCIPLES OF MATHEMATICS I 3 UNITS

UC:CSU (CAN MATH 4)

Prerequisites: Math 121 and 125, or Math 120 and 125, or appropriate skill level demonstrated through the MATH assessment process | Lecture: 3 hours

Primarily for students who plan to teach arithmetic in elementary schools. Course includes the language of sets; systems of numeration; nature of numbers and fundamental operations; number theory; functions and the field of real numbers.

227 ELEMENTARY STATISTICS 4 UNITS

UC:CSU (CAN STAT 2)

Prerequisite: Math 125 or appropriate skill level demonstrated through the MATH assessment process | Lecture: 4 hours

Course includes the following topics: graphical techniques; probability and probability distributions; sampling; estimation; correlations; regression; hypotheses testing; categorical data. Emphasis is on data analysis and interpretation, using sample data to extrapolate population characteristics.

238 CALCULUS FOR BUSINESS AND SOCIAL SCIENCE I

5 UNITS

UC:CSU

Prerequisite: Math 125 or appropriate skill level demonstrated through the MATH assessment process | Lecture: 5 hours

Course includes the following topics and their business applications: polynomial, exponential and logarithmic functions; differentiation and integration; integration by parts; numerical integration; improper integrals; multivariable calculus

240 TRIGONOMETRY

3 UNITS

CSU (CAN MATH 8)

Prerequisite: Prerequisites: Math 121 and 125, or Math 120 and 125 or appropriate skill level demonstrated through the MATH assessment process | Lecture: 3 hours

This course studies the trigonometric functions, including their values, graphs, inverses, and verifying identities. It also includes solving right triangles and others, radian measure and polar equations.

245 COLLEGE ALGEBRA

3 UNITS

UC:CSU (CAN MATH 10)

Prerequisite: Math 125 or appropriate skill level demonstrated through the MATH assessment process | Lecture: 3 hours

The properties of real numbers, relations, functions and their graphs, matrices and determinants, complex numbers, theory of equations, permutations, combinations, and probability.

260 PRE-CALCULUS

5 UNITS

UC:CSU (CAN MATH 16)

Prerequisite: Math 240 or appropriate skill level demonstrated through the MATH assessment process | Lecture: 5 hours

This course consists of topics essential for a comprehensive background for the calculus sequence. Topics include functional analysis, analytic geometry, theory of equations, induction, sequences and series, trigonometry and polar coordinates.

265 CALCULUS WITH ANALYTIC GEOMETRY I

5 UNITS

UC:CSU (CAN MATH 18; CAN MATH SEQ B: Math 265 + 266; CAN MATH SEQ C: Math 265 + 266 + 267)

Prerequisites: Math 240 and 245 or 260 or appropriate skill level demonstrated through the MATH assessment process | Lecture: 5 hours

First course of calculus and includes functions, limits, derivatives and their applications, differentials, integrals and their applications.

266 CALCULUS WITH ANALYTIC GEOMETRY II

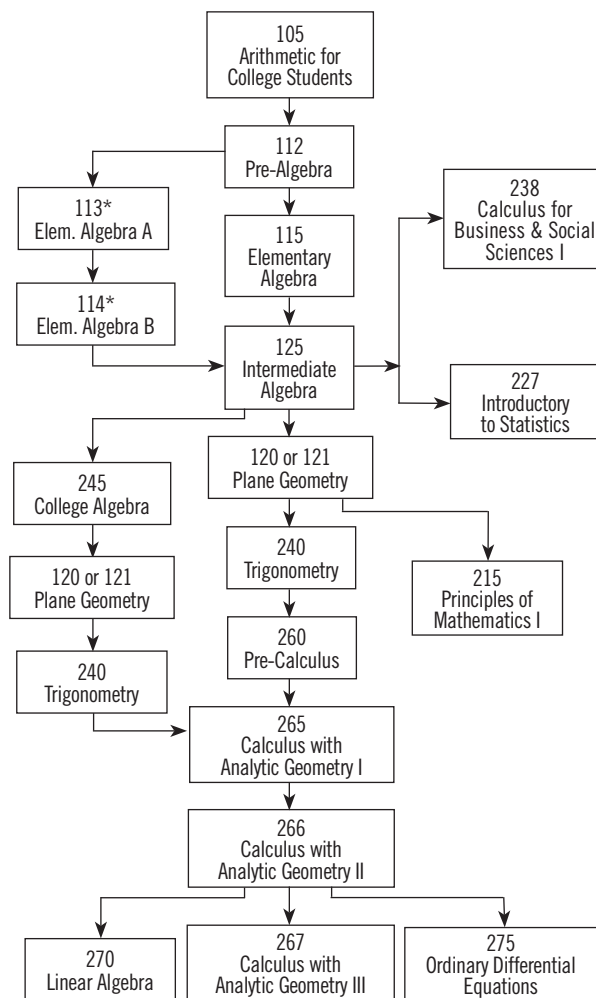
5 UNITS

UC:CSU (CAN MATH 20; CAN MATH SEQ B: MATH 265 + 266; CAN MATH SEQ C: Math 265 + 266 + 267)

Prerequisite: Math 265 or appropriate skill level demonstrated through the MATH assessment process | Lecture: 5 hours

Second course of calculus. Includes differentiation and integration of transcendental functions, polar coordinates, specialized methods of integration, vectors, parametric equations, and infinite series.

MATHEMATICS COURSE SEQUENCE



Please note: Students first placed by exam or by permit and all prerequisites must have a grade of “C” or better.

*Corequisite Math 100: Math Workshop for Math 113 and 114

267 CALCULUS WITH ANALYTIC GEOMETRY III

5 UNITS

UC:CSU (CAN MATH 22; CAN MATH SEQ C: Math 265 + 266 + 267)

Prerequisite: Math 266 or appropriate skill level demonstrated through the MATH assessment process | Lecture: 5 hours

Third course of calculus, includes solid analytic geometry, partial differentiation, multiple integration, vector analysis, infinite series, and an introduction to differential equations.

270 LINEAR ALGEBRA

3 UNITS

UC:CSU (CAN MATH 26)

Prerequisite: Math 266, or appropriate skill level demonstrated through the MATH assessment process | Lecture: 3 hours

This course covers vector spaces, linear transformation, matrices, matrix algebra, determinants, eigen vectors and eigen values.

275 ORDINARY DIFFERENTIAL EQUATIONS 3 UNITS

UC:CSU (CAN MATH 24)

Prerequisite: Math 266 or appropriate skill level demonstrated through the MATH assessment process | Lecture: 3 hours
First and higher linear equations are treated completely including techniques of exactness, separation of variables; special cases of nonlinear equations are investigated.

285 DIRECTED STUDY 2 UNITS
CSU

Directed studies on a contract basis under the supervision of an instructor.

385 DIRECTED STUDY 3 UNITS
CSU

Conference: 1 hour per unit

Directed studies on a contract basis under the supervision of an instructor. Credit Limit: Maximum of 3 units may be taken for credit.

Microbiology

NATURAL SCIENCES DEPARTMENT

FACULTY: Maria Fenyes, Chair | Angela Echeverri

1 INTRODUCTORY MICROBIOLOGY 5 UNITS
UC:CSU (CAN BIOL 14)

Prerequisites: Bio 3 and Chem 51 or Chem 65 or Chem 101 or appropriate score on Chemistry Placement Exam

Advisory: English 28 or ESL 8 | Lecture: 3 hours, lab 6 hours

Students examine 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 for both allied health majors and biology majors with 6 hours of lab each week.

20 GENERAL MICROBIOLOGY 4 UNITS
UC:CSU

Prerequisites: Bio 3 and Chem 51 or Chem 65 or Chem 101 or appropriate score on Chemistry Placement Exam

Advisory: English 28 or ESL 8 | Lecture: 3 hours, lab 3 hours

Students examine 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. Recommended for nursing and allied health majors.

Multimedia Studies

ARTS, HEALTH AND PHYSICAL EDUCATION DEPARTMENT

FACULTY: Leslie Milke, Chair

EDUCATIONAL PROGRAMS:

Associate in Arts Degree

Students who complete Foundation Blocks I and II, one Area of Concentration and the General Education Requirements under Plan B will earn an Associate in Arts Degree in Multimedia. Consult the Graduation Requirements section of this catalog for the additional requirements. Students who complete one of

the Areas of Concentration will earn an A.A. Degree with an emphasis in that area. It is highly recommended that students interested in a career in Multimedia prepare for transferring to a four-year university or art school. Please contact the Transfer Center for requirements.

Certificate Requirements

Students will earn a separate skills Certificate after successfully completing each of the Foundation Blocks and each Area of Concentration. (Students will earn a Certificate in Multimedia Studies after successfully completing both Foundation Blocks and one area of Concentration.) The following blocks of courses are taught in an interdisciplinary manner and students are encouraged to enroll in all courses in a block at the same time.

FOUNDATION BLOCK I

(INTRODUCTION TO GRAPHIC DESIGN FOR MULTIMEDIA)

| Required Courses | | UNITS |
|------------------|---------------------------------------|-------|
| Art 501 | Beginning Two-Dimensional Design | 3 |
| Art 201 | Drawing I | 3 |
| Art 300 | Introduction to Painting | 3 |
| Multimedia 100 | Introduction to Computer Applications | 3 |
| Multimedia 110 | Visual Communication | 3 |
| Art 638 | Computer-Aided Art Laboratory | 1 |
| | | <hr/> |
| | | 16 |

FOUNDATION BLOCK II

(ADVANCED GRAPHIC DESIGN FOR MULTIMEDIA)

| Required Courses | | UNITS |
|------------------|-------------------------------------|-------|
| Multimedia 200 | Digital Imaging | 3 |
| Multimedia 210 | Digital Editing | 3 |
| Multimedia 220 | Illustration for Multimedia | 3 |
| Multimedia 230 | Visual Communication for Multimedia | 3 |
| Multimedia 240 | Graphic Design for Multimedia | 3 |
| Art 638 | Computer-Aided Art Laboratory | 1 |
| | | <hr/> |
| | | 16 |

Areas of Concentration for Multimedia Studies

Students may choose any or all of the following areas of concentration after completing the Foundation Blocks. The blocks of courses are taught in an interdisciplinary manner and students are encouraged to enroll in all courses in a block at the same time.

DESIGN FOR INTERACTIVE MULTIMEDIA

| Required Courses | | UNITS |
|-------------------|--|-------|
| Art 202, 203, 204 | Life Drawing I, II, III | 3 |
| Art 638 | Computer-Aided Art Laboratory | 1 |
| Multimedia 300 | Design for 3-D Computer Applications | 3 |
| Multimedia 310 | Computer Applications for Interactive Multimedia | 3 |
| Multimedia 320 | Web Design | 3 |
| Multimedia 340 | Vector Graphics | 3 |
| | | <hr/> |
| | | 16 |

ANIMATION FOR MULTIMEDIA

| Required Courses | | UNITS |
|------------------|---|-------|
| Multimedia 300 | Design for 3-D Computer Applications | 3 |
| Multimedia 400 | Introduction to Experimental Animation | 3 |
| Multimedia 430 | Computer Applications for 3-D Animation | 3 |
| Multimedia 500 | Multimedia Laboratory | 1 |
| Multimedia 402 | Animation Workshop | 3 |
| Multimedia 440 | Game Design | 3 |
| | | 16 |

DIGITAL VIDEO

| Required Courses | | UNITS |
|------------------|---|-------|
| Multimedia 600 | Story, Script and Screen | 3 |
| Multimedia 610 | Introduction to Digital Video Production | 3 |
| Multimedia 620 | Digital Audio | 3 |
| Multimedia 630 | Digital Video Production A: Footage Acquisition | 3 |
| Multimedia 640 | Digital Video Production B: Digital Editing | 3 |
| Multimedia 500 | Multimedia Laboratory | 1 |
| | | 16 |

CURRENT TOPICS IN MULTIMEDIA

(CAPSTONE COURSES)

Not designed to be a block of instruction. Students may choose any or all individual elective courses.

| Required Courses | | UNITS |
|--------------------|--|-------|
| Multimedia 401 | Current Topics in Experimental Animation | 3 |
| Multimedia 431 | Current Topics in Computer Applications for 3D Animation | 3 |
| Multimedia 411 | Current Topics in 3D Animation | 3 |
| Multimedia 700 | Web Animation | 3 |
| Multimedia 99P/800 | Current Topics in Applied Multimedia | 3 |
| | | 15 |

Certification of Completion Requirements

There are two Certificates of Completion available in Multimedia Studies. Students will earn a Certificate after successfully completing both Foundation Blocks and one of the Areas of Concentration.

CERTIFICATE OF COMPLETION: DESIGN FOR INTERACTIVE MULTIMEDIA

Foundation Block I

| Required Courses | | UNITS |
|------------------|---------------------------------------|-------|
| Art 501 | Beginning Two-Dimensional Design | 3 |
| Art 201 | Drawing I | 3 |
| Art 300 | Introduction to Painting | 3 |
| Multimedia 100 | Introduction to Computer Applications | 3 |
| Multimedia 110 | Visual Communication | 3 |
| Art 638 | Computer-Aided Art Laboratory | 1 |
| | | 16 |

Foundation Block II

| Required Courses | | UNITS |
|------------------|-------------------------------------|-------|
| Multimedia 220 | Illustration for Multimedia | 3 |
| Multimedia 230 | Visual Communication for Multimedia | 3 |
| Multimedia 240 | Graphic Design for Multimedia | 3 |
| Multimedia 200 | Digital Imaging | 3 |
| Multimedia 210 | Digital Editing | 3 |
| Art 638 | Computer-Aided Art Laboratory | 1 |
| | | 16 |

Area of Concentration I: Design for Interactive Multimedia

| Required Courses | | UNITS |
|-----------------------|--|-------|
| Art 202 or 203 or 204 | Drawing II, III, or Life Drawing I | 3 |
| Multimedia 340 | Vector Graphics | 3 |
| Multimedia 300 | Design for 3-D Computer Applications | 3 |
| Multimedia 310 | Computer Applications for Interactive Multimedia | 3 |
| Multimedia 320 | Web Design | 3 |
| Art 638 | Computer-Aided Art Laboratory | 1 |
| | | 16 |

RECOMMENDED ELECTIVES:

| | |
|--------------------|---------------|
| Multimedia 700 | Web Animation |
| Multimedia 990/440 | Game Design |

CERTIFICATE OF COMPLETION: ANIMATION FOR MULTIMEDIA

Foundation Block I

| Required Courses | | UNITS |
|------------------|---------------------------------------|-------|
| Art 501 | Beginning Two-Dimensional Design | 3 |
| Art 201 | Drawing I | 3 |
| Art 300 | Introduction to Painting | 3 |
| Multimedia 100 | Introduction to Computer Applications | 3 |
| Multimedia 110 | Visual Communication | 3 |
| Art 638 | Computer Aided Art Laboratory | 1 |
| | | 16 |

Foundation Block II

| Required Courses | | UNITS |
|------------------|-------------------------------------|-------|
| Multimedia 220 | Illustration for Multimedia | 3 |
| Multimedia 230 | Visual Communication for Multimedia | 3 |
| Multimedia 240 | Graphic Design for Multimedia | 3 |
| Multimedia 200 | Digital Imaging | 3 |
| Multimedia 210 | Digital Editing | 3 |
| Art 638 | Computer-Aided Art Laboratory | 1 |
| | | 16 |

Area of Concentration II: Animation for Multimedia

| Required Courses | | UNITS |
|------------------|---|-------|
| Multimedia 300 | Design for 3-D Computer Applications | 3 |
| Multimedia 400 | Introduction to Experimental Animation | 3 |
| Multimedia 402 | Animation Workshop | 3 |
| Multimedia 440 | Game Design | 3 |
| Multimedia 430 | Computer Applications for 3-D Animation | 3 |

| | | |
|------------------------|--|----------|
| Multimedia 500 | Multimedia Laboratory | 1 |
| | | <hr/> 16 |
| RECOMMENDED ELECTIVES: | | |
| Multimedia 401 | Current Trends in Experimental Animation | 3 |
| Multimedia 411 | Current Trends in 3-D Animation | 3 |
| Multimedia 700 | Web Animation | 3 |

Area of Concentration III: Digital Video for Multimedia

| Required Courses | | UNITS |
|------------------|--|----------|
| Multimedia 600 | Story, Script and Screen | 3 |
| Multimedia 610 | Introduction to Digital Video | 3 |
| Multimedia 620 | Audio for Digital Video | 3 |
| Multimedia 630 | Digital Video Production: Footage Acquisition | 3 |
| Multimedia 640 | Digital Video Production: Digital Editing | 3 |
| Multimedia 500 | Multimedia Laboratory | 1 |
| | | <hr/> 16 |

Skill Certificate

Students will receive a Skill Certificate for the successful completion of any of the following 16 unit programs. Beginning students are advised to complete Foundation Blocks I and II before enrolling in the areas of concentration. The courses that make up the Skill Certificate are called a block and are taught in an interdisciplinary manner. Students are encouraged to enroll in all of the courses in the block at the same time. For additional information, consult a counselor or a faculty member in Multimedia.

SKILL CERTIFICATE FOUNDATION BLOCK I – INTRODUCTION TO GRAPHIC DESIGN FOR MULTIMEDIA

| Required Courses | | UNITS |
|------------------|---------------------------------------|----------|
| Art 501 | Beginning Two-Dimensional Design | 3 |
| Art 201 | Drawing I | 3 |
| Art 300 | Introduction to Painting | 3 |
| Multimedia 100 | Introduction to Computer Applications | 3 |
| Multimedia 110 | Visual Communication | 3 |
| Art 638 | Computer-Aided Art Laboratory | 1 |
| | | <hr/> 16 |

SKILL CERTIFICATE FOUNDATION BLOCK II – ADVANCED GRAPHIC DESIGN FOR MULTIMEDIA

| Required Courses | | UNITS |
|------------------|-------------------------------------|----------|
| Multimedia 220 | Illustration for Multimedia | 3 |
| Multimedia 230 | Visual Communication for Multimedia | 3 |
| Multimedia 240 | Graphic Design for Multimedia | 3 |
| Multimedia 200 | Digital Imaging | 3 |
| Multimedia 210 | Digital Editing | 3 |
| Art 638 | Computer-Aided Art Laboratory | 1 |
| | | <hr/> 16 |

SKILL CERTIFICATE – DESIGN FOR INTERACTIVE MULTIMEDIA

| Required Courses | | UNITS |
|------------------|--|-------|
|------------------|--|-------|

| | | |
|---------------------|---|----------|
| Art 202, 203 or 204 | Drawing II, III, or Life Drawing I | 3 |
| Multimedia 340 | Vector Graphics | 3 |
| Multimedia 300 | Design for 3-D Computer Applications | 3 |
| Multimedia 310 | Computer Applications for Interactive Multimedia | 3 |
| Multimedia 320 | Web Design | 3 |
| Art 638 | Computer-Aided Art Laboratory | 1 |
| | | <hr/> 16 |

SKILL CERTIFICATE – ANIMATION FOR MULTIMEDIA

| Required Courses | | UNITS |
|------------------|--|----------|
| Multimedia 300 | Design for 3-D Computer Applications | 3 |
| Multimedia 400 | Introduction to Experimental Animation | 3 |
| Multimedia 402 | Animation Workshop | 3 |
| Multimedia 440 | Game Design | 3 |
| Multimedia 430 | Computer Applications for 3-D Animation | 3 |
| Multimedia 500 | Multimedia Laboratory | 1 |
| | | <hr/> 16 |

SKILL CERTIFICATE – DIGITAL VIDEO FOR MULTIMEDIA

| Required Courses | | UNITS |
|------------------|--|----------|
| Multimedia 600 | Story, Script and Screen | 3 |
| Multimedia 610 | Introduction to Digital Video | 3 |
| Multimedia 620 | Audio for Digital Video | 3 |
| Multimedia 630 | Digital Video Production: Footage Acquisition | 3 |
| Multimedia 640 | Digital Video Production: Digital Editing | 3 |
| Multimedia 500 | Multimedia Laboratory | 1 |
| | | <hr/> 16 |

100 INTRODUCTION TO MULTIMEDIA COMPUTER APPLICATIONS

CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This course develops the skills necessary to digitally manipulate graphic images and text in industry standard multimedia computer applications. Emphasis is placed on mastering basic computer skills while applying design principles to finished projects.

110 VISUAL COMMUNICATION

CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This is a fundamental course on the nature of visual communication. Emphasis is placed on historical, philosophical, theoretical, cultural and practical aspects of art, design, and multimedia.

200 DIGITAL IMAGING

CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This is a fundamental course in digital imaging. Emphasis is placed on techniques used in computer manipulation of photographs, digital capture, color theory, lighting, the printing process, and presentation.

210 DIGITAL EDITING

CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This course introduces the student to computer applications for the

digital editing of video and sound. Emphasis is placed on non-linear post-production tools.

220 ILLUSTRATION FOR MULTIMEDIA 3 UNITS
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This introductory course is in illustration for multimedia. Topics include storyboards, sequential sketching, and selected illustration techniques for the communication of original ideas.

230 VISUAL COMMUNICATION FOR MULTIMEDIA 3 UNITS
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This course examines visual communication as it is affected by recent trends in multimedia. Students create original projects that they must examine in the context of multimedia development.

240 GRAPHIC DESIGN FOR MULTIMEDIA 3 UNITS
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This is an introductory course in graphic design for multimedia. Topics include composition for digital layouts, typography and image-text relationships. Emphasis is placed on the application of the principles of design to professional presentations in graphic design.

300 DESIGN FOR THREE-DIMENSIONAL COMPUTER APPLICATIONS 3 UNITS
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This course provides the student with the skills needed to create computer-generated 3D images using selected modeling and rendering software.

310 INTERACTIVE MULTIMEDIA 3 UNITS
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This course covers the use of multimedia computer applications to create interactive projects for the web and CD-ROM. Emphasis is placed on the application of the principles of design to final projects. Projects range from interactive games to web-based portfolios.

320 WEB DESIGN 3 UNITS
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This is a fundamental course in the application of the principles of design to building Web sites. Students use multiple software applications to prepare graphics and design a consistent visual interface for Internet sites.

340 VECTOR GRAPHICS 3 UNITS
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This is a course in vector graphics for multimedia, using multimedia computer applications to produce full-color vector illustrations. Students will examine the role of vector graphics in various multimedia applications, such as game design and animation.

400 INTRODUCTION TO EXPERIMENTAL ANIMATION 3 UNITS
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This course introduces the student to the basic principles of experimental animation. Emphasis is placed on the techniques, tools, and resources required to create a wide range of animated projects.

402 ANIMATION WORKSHOP 3 UNITS RPT3
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This is an introduction to the principles and practices of animation. Topics include character and object design, storyboards and animatics for traditional and non-traditional animation.

410 PRINCIPLES OF 3-D ANIMATION 3 UNITS
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This course introduces the student to the basic principles of 3-D animation. Emphasis is placed on the application of the principles of design to completed projects.

430 COMPUTER APPLICATIONS FOR 3-D ANIMATION 3 UNITS
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This course introduces the student to computer applications for 3-D animation. Emphasis is placed on the application of the principles of design to completed projects. Students learn industry standard software for creating sophisticated 3-D animations.

440 GAME DESIGN 3 UNITS RPT3
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This is an introductory course in current techniques for electronic game design. Topics include creating graphic interfaces for games, the depiction of motion and the development of graphic components for games.

500 MULTIMEDIA LABORATORY 1 UNIT
CSU

Prerequisite: None | Lab: 2 hours

This laboratory course is designed to reinforce lectures presented in multimedia classes. Emphasis is placed in applying design principles to projects using selected computer applications.

600 STORY, SCRIPT AND SCREEN 3 UNITS RPT 3
CSU

Prerequisite: None | Lecture: 3 hours

This is a fundamental course on the development of the film story. Equal emphasis is placed on story, script, and screen. Students analyze films while developing short screenplays.

610 INTRODUCTION TO DIGITAL VIDEO PRODUCTION 3 UNITS RPT3
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This is an introductory course emphasizing the technical and creative aspects of digital video production and editing. Professional

techniques in production and post-production are stressed. Students work on several small video projects to develop a personal style in digital filmmaking.

620 DIGITAL AUDIO 3 UNITS RPT3
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This is an introductory course in audio that equips students with digital audio production and editing skills. Students work with digital equipment to capture mix, and compose audio.

630 DIGITAL VIDEO PRODUCTION: FOOTAGE ACQUISITION 3 UNITS RPT3
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This course presents advanced production techniques for capturing footage to be applied to digital film projects for Multimedia 630 and 640 simultaneously. Students will progress through the entire production process for digital video filmmaking. Projects span film genres from documentary to narrative.

640 DIGITAL VIDEO PRODUCTION: DIGITAL EDITING 3 UNITS RPT3
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This course presents principles of digital filmmaking editing and the techniques of non-linear editing, digitizing and accessing source footage. Students create digital video projects in various film genres, from documentary to narrative, in coordination with Multimedia 630, the digital video production course for footage acquisition.

700 WEB ANIMATION 3 UNITS RPT3
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This is a fundamental course in creating animation. Students will develop vector and bitmap images for use in interactive and stand-alone animations. Many current popular television cartoons stem from web-based animations.

800 CURRENT TOPICS IN APPLIED MULTIMEDIA 3 UNITS RPT3
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This course introduces the student to current trends in applied multimedia. Topics include new technologies, current research, troubleshooting and future directions in multimedia applications.

Music

ARTS, HEALTH AND PHYSICAL EDUCATION DEPARTMENT

FACULTY: Leslie Milke, Chair | Dudley Foster

101 FUNDAMENTALS OF MUSIC 3 UNITS
UC:CSU

Prerequisite: None | Lecture: 3 hours

A course for students who wish to study the basic rudiments of musical notation, scales, keys, intervals, rhythms, ear-training and sight reading, and introduction to basic harmonization.

111 MUSIC APPRECIATION 3 UNITS
UC:CSU

Prerequisite: None | Lecture: 3 hours

Course is an introduction to musical masterpieces designed as a general course to develop an understanding of music heard in the concert hall and via the media.

321 ELEMENTARY PIANO I 2 UNITS
UC:CSU (CAN MUS 22)

Prerequisite: None | Lecture: 1 hour, lab 2 hours

This course provides instruction from the level of the complete beginner. Acquisition of basic skills and techniques in piano playing is stressed. Terminology and performance methods as related to the music studied are covered.

322 ELEMENTARY PIANO II 2 UNITS
UC:CSU (CAN MUS 24)

Prerequisite: Music 321 | Lecture: 1 hour, lab 2 hours

Course covers music reading, choral playing, introduction to the use of pedals, transposition, and more involved works than previous semester.

323 ELEMENTARY PIANO III 2 UNITS
UC:CSU

Prerequisite: Music 322 | Lecture: 1 hour, lab 2 hours

Instruction 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. Continued studies in keyboard techniques.

324 ELEMENTARY PIANO IV 2 UNITS
UC:CSU

Prerequisite: Music 323 | Lecture: 1 hour, lab 2 hours

Further study of technique and interpretation of works from all periods of the level of the Bach 2-part invention or Chopin preludes.

341 INTERMEDIATE PIANO 2 UNITS RPT3
UC:CSU

Prerequisite: Music 324 | Lecture: 1 hour, lab 2 hours

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.

185 DIRECTED STUDY 1 UNIT RPT2
CSU

285 DIRECTED STUDY 2 UNITS

Conference: 1 hour per unit.

Directed studies on a contract basis under the supervision of an instructor.

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

921 COOPERATIVE EDUCATION 2 UNITS RPT3
CSU

931 COOPERATIVE EDUCATION 3 UNITS RPT3
CSU

941 COOPERATIVE EDUCATION

4 UNITS RPT3

CSU

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

Limits to transfer credit: See Cooperative Education Credit Guide.

Oceanography

NATURAL SCIENCES DEPARTMENT

1 INTRODUCTION TO OCEANOGRAPHY

3 UNITS

UC:CSU

Prerequisite: None | Lecture 3 hours

An introduction to Oceanography. Topics include the formation of the evolution of the sea floor, islands, coastlines, properties of seawater, motions of the sea (waves, tides and currents) and marine life. Specific reference is made to the Southern California coast.

Office Administration

See Computer Applications and Office Technologies.

Personal Development / Counseling

COUNSELING DEPARTMENT

FACULTY: Gwen Walker, Chair | Clive Gordon | Joanne Kalter-Flink
Michong Park | Jose Luis Ramirez (EOPS)
Suzanne Ritcheson | Bonnie Sherman (EOPS)
Sonia Soto-Bair

4 CAREER PLANNING

1 UNIT

CSU

Prerequisite: None | Lecture: 2 hours

Note: Class graded credit/no-credit.

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.

6 COLLEGE AND CAREER PLANNING FOR THE HANDICAPPED

1 UNIT

CSU

Prerequisite: None | Lecture: 1 hour

Introduces the disabled to the world of work. Includes discussions of disabilities in relation to educational and vocational goals, job preference survey, career choice research, locating and applying for jobs, resume writing, interviewing and on-the-job communication skills.

17 COLLEGE SURVIVAL SKILLS DEVELOPMENT

1 UNIT

CSU

Prerequisite: None | Lecture: 1 hour

Note: Class graded credit/no-credit.

This course covers a variety of academic survival skills including familiarization with college support services, time management,

memory, reading, note-taking, testing techniques, and stress reduction. Included will be identifying different learning, educational, and decision-making styles.

22 THE TRANSFER PROCESS

1 UNIT

CSU

Prerequisite: None | Lecture: 1 hour

This course covers the community college transfer process including college/university selection, admission, and application procedures for public and private institutions of higher education. Research utilizing the internet will be included.

105 COLLEGIATE FINANCIAL ASSISTANCE RESEARCH AND PROCESS

0.5 UNIT RPT1

Prerequisite: None

Collegiate financial assistance research, process, and policies are covered. Internet resources are to be included.

106 COLLEGE: THE LEARNING COMMUNITY

3 UNITS

CSU

Prerequisite: None | Lecture: 2 hours, lab 1 hour

Course assists in the transition to higher education, includes discussion of intellectual pursuit and integrity, college policies, services and resources with web exploration and skills necessary to function in an information society.

Philosophy

SOCIAL SCIENCES DEPARTMENT

FACULTY: Harlan Goldberg, Chair | Mark Pursley

EDUCATIONAL PROGRAM:

The following list of courses satisfies the requirements for a major in philosophy, as well as the university transfer requirements. Philosophy is the attempt to develop an understanding of man's nature, including his views of reality, religious aspirations, morality, and his concepts of truth and the good society. It also aims at developing the values of open-mindedness, tolerance of a wide variety of viewpoints and logical thinking. Always consult a counselor for information on graduation requirements.

Associate in Arts – Philosophy

Required Courses

| | UNITS |
|---------------------------------------|-------|
| Philos 1 Introduction to Philo I | 3 |
| Philos 6 Logic in Practice | 3 |
| Philos 20 Ethics | 3 |
| Philos 33 The World's Great Religions | 3 |
| | <hr/> |
| | 12 |

Select two (2) courses:

| | |
|--|-------|
| Anthro 102 Human Ways of Life: Cultural Anthropology | 6 |
| History 1 Introduction to Western Civilization I | |
| History 2 Introduction to Western Civilization II | |
| Human 31 People in Contemporary Society | |
| | <hr/> |
| | 18 |

A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Consult Graduation Requirements section for additional requirements.

- 1 INTRODUCTION TO PHILOSOPHY** 3 UNITS
UC:CSU (CAN PHIL 2)
Prerequisite: None | Lecture: 3 hours
Course is a survey of the fundamental questions about self, society, and universe. Primary focus is on theories of reality, theories of knowledge, philosophy of religion, and philosophy of death.
- 5 CRITICAL THINKING AND COMPOSITION** 3 UNITS
UC:CSU
Prerequisite: English 101 | Lecture: 3 hours
This course develops the critical thinking skills necessary for evaluating and formulating argumentative essays, and practice in applying these skills. Critical writing is the focus of this course.
- 6 LOGIC IN PRACTICE** 3 UNITS
UC:CSU (CAN PHIL 6)
Prerequisite: None | Lecture: 3 hours
Introduces skills of argument identification and evaluation. Students will learn to classify arguments as inductive or deductive and acquire techniques for recognizing valid deductive and strong inductive reasoning. Stresses the application of critical thinking skills to social and political discourse.
- 9 SYMBOLIC LOGIC I** 3 UNITS
UC:CSU
Prerequisite: None | Lecture: 3 hours
Introduces techniques for representing truth-functional statements using letters and symbols, determining the validity of arguments using such statements, and demonstrating validity through formal proofs using a natural deduction system. Covers both propositional and quantificational logic through to first-order predicated and identity.
- 20 ETHICS** 3 UNITS
UC:CSU (CAN PHIL 4)
Prerequisite: None | Lecture: 3 hours
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).
- 21 PHILOSOPHY OF ART** 3 UNITS
UC:CSU
Prerequisite: None | Lecture: 3 hours
This introductory class will discuss and evaluate: the meaning of art, the meaning of beauty, truth in art, creativity and art, various philosophical theories regarding the nature of art. Beauty and the aesthetic experience will be examined in the course of these discussions and evaluations.
- 33 COMPARATIVE SURVEY OF WORLD RELIGIONS** 3 UNITS
UC:CSU
Prerequisite: None | Lecture: 3 hours
The history, practices, and world views of the major religions originating in India, China, Japan, and the Near East (Judaism, Christianity, and Islam). Topics include primitive religions, the nature of belief, religious symbols and interpretations; the diversity and unity of religions, the plausibility of reincarnation, and more.

- 185 DIRECTED STUDY** 1 UNIT RPT2
- 285 DIRECTED STUDY** 2 UNITS
- 385 DIRECTED STUDY** 3 UNITS
Conference: 1 hour per unit
Directed studies on a contract basis under the supervision of an instructor.
Credit Limit: Maximum of 3 units may be taken for credit.
- 485 INTERNET RESEARCH** 1 UNIT RPT2
CSU
Prerequisite: None | Lab: 2 hours
Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

Photography

BUSINESS AND LAW DEPARTMENT

FACULTY: Terry Bommer, Chair | Harlan Goldberg

Note: UC has a limit on the number of units allowable for transfer. Please consult with an LAMC counselor and the appropriate UC program advisor for information.

- 9 INTRODUCTION TO CAMERAS AND COMPOSITION** 3 UNITS
CSU
Prerequisite: None | Lecture: 3 hours
Course covers basic information in the use of cameras, lenses, film and exposure to produce good photographs.
- 10 BEGINNING PHOTOGRAPHY** 3 UNITS
UC:CSU (CAN ART 18)
Prerequisite: None | Lecture: 2 hours, lab 3 hours
Supplies: Students must provide own 35-mm camera, film and paper.
This introductory course is for students without photographic training who do not plan to major in photography. Basic camera and photo laboratory techniques are studied to enable students to communicate through photographic statements.
- 11 ADVANCED PHOTOGRAPHY** 4 UNITS RPT2
UC:CSU
Prerequisite: Photo 10 | Lecture: 2 hours, lab 6 hours
Provides theory and practice of contemporary use of the camera; training in projection control; includes special effects procedures with an emphasis on creative thinking and idea preparation and execution.
- 12 ADVANCED PHOTOGRAPHIC TECHNIQUES** 4 UNITS RPT2
CSU
Prerequisite: Photo 11 | Lecture: 2 hours, lab 6 hours
Offers a study of advanced photographic techniques theory, chemicals and formulas necessary to the creative photographer. Includes special effects, such as solarization, texture screens, controls of lighting, infrared photography, etc.

47 INTRODUCTION TO COMPUTERIZED DIGITAL PHOTOGRAPHY

3 UNITS

CSU

Prerequisite: None | Lecture: 2 hours, lab 3 hours

This course is an introduction to digital image processing. Adobe Photoshop software will be used. Topics will include tools selection, processes channels, layers, filters, sharpening, unsharp mask, despeckle, modes, filters, type effects, levels, curves, ethics.

Physical Education

ARTS, HEALTH AND PHYSICAL EDUCATION DEPARTMENT

FACULTY: Leslie Milke, Chair | Cindy Cooper | John Klitsner

91 THEORY AND APPLICATION OF AEROBICS AND CONDITIONING

3 UNITS

CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

Course covers the scope of practice of the group exercise instructor, what such instructors are required to do and what knowledge they need to do their job. Course is designed to prepare students to work in the fitness industry.

96 COMBINED ACTIVITIES

1 UNIT RPT3

UC:CSU

Prerequisite: None | Lab: 2 hours

Principles, techniques and practices used in sports activities, rhythmic activities, aquatics, gymnastics and other conditioning activities as directed in this course.

INDIVIDUAL AND DUAL ACTIVITIES

1 UNIT RPT3

UC:CSU

Prerequisite: None | Lab: 2 hours

Beginning, intermediate, and advanced levels offered for all courses listed below, but all levels may not be taught each semester.

212 TENNIS

259 GOLF SKILLS

(3 hours)

289 BOWLING

295 ADAPTIVE ACTIVITIES

666 BODY CONDITIONING

(3 hours)

690 WEIGHT TRAINING

TEAM SPORTS

1 UNIT RPT3

UC:CSU

Prerequisite: None | Lab: 2 hours

Beginning, intermediate, and advanced levels offered for all courses listed below, but all levels may not be taught each semester.

301 BASEBALL SKILLS

313 SOCCER SKILLS

INTERCOLLEGIATE SPORTS

2 UNITS RPT1

UC:CSU

Prerequisite: Eligibility as required by the California State Athletic Code, consent of the coach, physical exam required.

Intercollegiate sport activity requiring a minimum of 10 hours during

the sport season.

503 INTERCOLLEGIATE BASEBALL

506 INTERCOLLEGIATE CROSS COUNTRY

511 INTERCOLLEGIATE SOCCER

289 BOWLING SKILLS

1 UNIT

Prerequisite: None

This course provides instruction on the basic skills and rules of bowling. It addresses bowling etiquette, playing procedures and lifetime fitness components. Additional lab fee which includes shoes, ball, and game play.

295 ADAPTED ACTIVITIES

1 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.

552 ATHLETICS PRE-SEASON CONDITIONING

1 UNIT RPT4

UC:CSU

Prerequisite: None | Lab: 3 hours

This course is designed for the student athlete and covers the following areas: (1) the analysis and training of athletic skills, (2) analysis of offensive and defensive skills, and (3) physical and aerobic conditioning.

646 ADAPTED CARDIOVASCULAR FITNESS

1 UNIT RPT3

UC:CSU

Prerequisite: None | Lab: 3 hours

This course is designed to meet the needs of students with disabilities who can benefit from individualized cardiovascular endurance through the use of bicycle ergometers, treadmills, etc.

Physical Science

NATURAL SCIENCES DEPARTMENT

FACULTY: Said Pazirandeh | Richard Rains

EDUCATIONAL PROGRAM:

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

Associate in Arts – Physical Science

Required Courses

| | | UNITS |
|-----------|------------------------------------|-------|
| Astron 1 | Elementary Astronomy | 3 |
| Biology 3 | Introduction to Biology | 4 |
| Chem 51 | Fundamentals of Chemistry | 5 |
| <i>or</i> | | |
| Chem 65 | Introductory General Chemistry | 4 |
| Math 260 | Pre Calculus (260 level or higher) | 4 |
| Physics 6 | General Physics I | 4 |
| | | 21 |

ELECTIVES:

Chem 101 General Chemistry I

| | |
|-----------|---|
| Chem 102 | General Chemistry II |
| Env Sci 2 | The Human Environment: Biological Processes |
| Math 265 | Calculus with Analytic Geometry I |
| Math 266 | Calculus with Analytic Geometry II |
| Math 267 | Calculus with Analytic Geometry III |
| Physics 1 | Mechanics of Solids |
| Physics 2 | Mechanics of fluids, Heat, and Sound |
| Physics 3 | Electricity and Magnetism |
| Physics 7 | General Physics II |

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

1 PHYSICAL SCIENCE 3 UNITS
UC:CSU

Prerequisite: None | Advisory: Math 115 | Lecture: 3 hours

Course is designed for non-science majors. It meets the General Education requirements for Natural Sciences. This survey course covers the general principles of any three of the following subject areas: astronomy, chemistry, geology and physics.

14 PHYSICAL SCIENCE LABORATORY 1 UNIT
UC:CSU

Prerequisite: None | Corequisite: Physical Science I (lecture)
Lab 2 hours

Laboratory experiments and a limited number of demonstrations will be performed that will allow students to visualize and apply basic concepts in physics and chemistry. Students will acquire basic problem-solving and laboratory skills.

Physics

NATURAL SCIENCES DEPARTMENT

FACULTY: Maria Fenyes, Chair | Richard Rains

6 GENERAL PHYSICS I 4 UNITS
UC:CSU (CAN PHYS 2; CAN PHYS SEQ A: Physics 6 + 7)

Prerequisite: Math 125 | Advisory: Math 240
Lecture: 3 hours, lab 3 hours

An introductory course in physics covering mechanics and solids, heat and sound. This course is designed for the health science majors (Environmental and Occupational Health, Physical Therapy, Radiologic Technology), Pre-medical, Pre-dental, Pre-optometry, Pre-pharmacy, and Geology majors.

7 GENERAL PHYSICS II 4 UNITS
UC:CSU (CAN PHYS 4; CAN PHYS SEQ A: Physics 6 + 7)

Prerequisite: Physics 6 | Lecture: 3 hours, lab 3 hours

This course is a continuation of Physics 6, covering electricity and magnetism, light and modern physics. The course is designed for the health science majors (Environmental and Occupational Health, Physical Therapy, Radiologic Technology), Pre-medical, Pre-dental, Pre-optometry, Pre-pharmacy, and Geology majors.

Physiology

NATURAL SCIENCES DEPARTMENT

FACULTY: Mohamed Elkerdany | J. Michael Reynolds

1 INTRODUCTION TO HUMAN PHYSIOLOGY 4 UNITS

UC:CSU (CAN BIOL 12; CAN BIOL SEQ B: Anatomy 1 + Physiol 1)

Prerequisite: Bio 3 | Advisories: English 28 or ESL 8 and Anatomy 1 and Chem 51 or Chem 65 or Chem 101

Lecture: 3 hours, lab 3 hours

This course involves the study of the function of the following human systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, endocrine, lymphatic, and reproductive. Labs include hands-on applications.

Political Science

SOCIAL SCIENCES DEPARTMENT

FACULTY: Harlan Goldgerg, Chair | Charles Dirks

EDUCATIONAL PROGRAM:

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

Associate in Arts – Political Science

| Required Courses | | UNITS |
|------------------|---|-------|
| Poli Science 1 | The Government of the United States | 3 |
| Poli Science 2 | Modern World Governments | 3 |
| Poli Science 5 | The History of Western Political Thought | 3 |
| Poli Science 7 | Contemporary World Affairs | 3 |
| History 11 | Political and Social History of the US I | |
| <i>or</i> | | |
| History 12 | Political and Social History of the US II | 3 |
| History 1 | Introduction to Western Civilization I | |
| <i>or</i> | | |
| History 2 | Introduction to Western Civilization II | 3 |
| Poli Science 8 | The Modern Far East | |
| <i>or</i> | | |
| Poli Science 9 | Government and Politics in Africa | 3 |
| | | <hr/> |
| | | 21 |

RECOMMENDED:

| | |
|-------------|---|
| Anthro 102 | Human Ways of Life: Cultural Anthropology |
| Sociology 1 | Introduction to Sociology |
| Economics 1 | Principles of Economics I |

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

1 THE GOVERNMENT OF THE UNITED STATES 3 UNITS

UC:CSU (CAN GOVT 2)

Prerequisite: None | Lecture: 3 hours

Meets the graduation and transfer requirements for all majors to take a course in federal, state and local governments. Deals

with how the U.S. Constitution and Government meet democracy's challenge in a world of change: plus California and local governments.

2 MODERN WORLD GOVERNMENTS 3 UNITS
UC:CSU

Prerequisite: None | Lecture: 3 hours

History and political pageants of England, France, the collapse of the Berlin Wall and the Soviet Republics. Examines the changes from King Arthur's castle and colorful cathedrals to the Euro-Communism after Gorbachev, the emergence of democracy, and the New Europe.

5 THE HISTORY OF WESTERN POLITICAL THOUGHT 3 UNITS
UC:CSU

Prerequisite: None | Lecture: 3 hours

Provides overall perspective of major political movements of history from the rising of Egyptian, Greek and Roman Empires to Fascism and Communism as seen by great political thinkers from Plato, Aristotle, St. Augustine, Machiavelli, Marx and Lenin.

7 CONTEMPORARY WORLD AFFAIRS 3 UNITS RPT1
UC:CSU

Prerequisite: None | Lecture: 3 hours

Deals with dynamics of geo-politics of international relations, causes of revolution, war and peace between major European powers, U.S., former Soviet Union, Peoples Republic of China and the Third World.

8 THE MODERN FAR EAST 3 UNITS
UC:CSU

Prerequisite: None | Lecture: 3 hours

Explores political traditions, Forbidden City's palaces, golden pagodas of remote Tibet, rise of Japan and Pearl Harbor, Communist China and the Beijing Massacre of the "Democracy Movement." Class ends in L.A. Chinatown's Buddhist Temple.

9 GOVERNMENT AND POLITICS IN AFRICA 3 UNITS
UC:CSU

Prerequisite: None | Lecture: 3 hours

A comparative study of the governments and politics of emerging Africa, with its explosive background of slavery, imperialism, racism, tribalism, revolution, nationalism, socialism, and cold war competition, amidst the problems and challenges of building the world's newest group of nations.

41 PRINCIPLES OF STUDENT LEADERSHIP 2 UNITS RPT1
CSU

Prerequisite: None | Lecture: 2 hours | Open to all students
Note: Required of all current student government officers.

Provides general training in parliamentary procedure, group dynamics, democratic procedures, and the mechanics of group process. Meets the need of potential student government and organization officers.

185 DIRECTED STUDIES 1 UNIT RPT2
CSU

285 DIRECTED STUDIES 2 UNITS
CSU

385 DIRECTED STUDIES 3 UNITS
CSU

Conference: 1 hour per unit.

Directed studies on a contract basis under the supervision of an instructor.

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

485 INTERNET RESEARCH 1 UNIT RPT2

Prerequisite: None | Lab: 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

921 COOPERATIVE EDUCATION 2 UNITS RPT3
CSU

931 COOPERATIVE EDUCATION 3 UNITS RPT3
CSU

941 COOPERATIVE EDUCATION 4 UNITS RPT3
CSU

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

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

Limits to transfer credit: See Cooperative Education Credit Guide.

Portuguese

CHICANO STUDIES AND FOREIGN LANGUAGES DEPARTMENT

FACULTY: Yolanda Ramil, Chair | David Pardess

21 FUNDAMENTALS OF PORTUGUESE I 3 UNITS
UC:CSU

Prerequisite: None | Lecture: 3 hours

First half of first course in understanding, speaking, reading, and writing Portuguese. Introduction to Luso-Brazilian cultures and civilization. Intended primarily for students with little or no knowledge of Portuguese.

22 FUNDAMENTALS OF PORTUGUESE II 3 UNITS
UC:CSU

Prerequisite: Portuguese 21 or equivalent | Lecture: 3 hours

Second half of first course in understanding, speaking, reading, and writing Portuguese. Introduction to Luso-Brazilian cultures and civilization. Intended primarily for students with little or no knowledge of Portuguese.

Psychology

SOCIAL SCIENCES DEPARTMENT

FACULTY: Harlan Goldberg, Chair | Patricia Johnson

EDUCATIONAL PROGRAM:

This curriculum is designed to provide an opportunity for the student to complete an undergraduate major on Psychology or Psychological

Services. The student is also urged to investigate related areas through elective courses.

Associate in Arts – Psychology

| Required Courses | | UNITS |
|------------------------------|--|-------|
| Psych 1 | General Psychology I | 3 |
| Psych 2 | General Psychology II | 3 |
| Biology 3 or Biology 6 | Introduction to Biology General Biology I | 4-5 |
| Math 227 | Introductory Statistics | 4 |
| | | 14-15 |

| Select two (2) courses: | | 6 |
|-------------------------|--|-------|
| Psych 3 | Personality and Social Development | |
| Psych 14 | Abnormal Psychology | |
| Psych 52 | Psychological Aspects of Human Sexuality | |
| Soc 1 | Introduction to Sociology | |
| | | 20-21 |

RECOMMENDED COURSES:

| | |
|------------|---|
| Anthro 101 | Human Biological Evolution |
| Anthro 102 | Human Ways of Life: Cultural Anthropology |
| Ch Dev 1 | Child Growth and Development |
| Soc 2 | American Social Problems |
| Soc 11 | Ethnic & Racial Minorities in the U.S. |

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

1 GENERAL PSYCHOLOGY 3 UNITS

UC:CSU (CAN PSY 2)

Prerequisite: English 21 or ESL 6A | Advisory: English 28 or ESL 8 | Lecture: 3 hours

This introductory psychology course covers biological foundations of behavior, various theoretical perspectives including learning, personality, and intelligence theories as well as experimental and research methodology.

2 GENERAL PSYCHOLOGY II 3 UNITS

UC:CSU (CAN PSY 10)

Prerequisite: Psych 1 | Lecture: 3 hours

Covers the biological and physiological basis of behavior. It is presented in the context 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.

Acceptable for credit: CSUN

3 PERSONALITY AND SOCIAL DEVELOPMENT 3 UNITS

CSU

Prerequisite: Psych 1 | Lecture: 3 hours

To provide the student with a basic conceptual and experimental understanding of the application of modern techniques of behavioral control and modification as they relate to the student's personal and social adjustment.

11 CHILD PSYCHOLOGY 3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

Same as Ch Dev 1

This course covers the psychological development of children from infancy to adolescence including a discussion of techniques for the enhancement of the child's physical, mental, emotional and social competency as well as strategies promoting parent-child relations.

12 ADOLESCENT PSYCHOLOGY 3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

Behavior patterns during the teenage years. This course deals with physical, social and emotional development, male-female roles and stereotypes, cross-cultural differences in adolescence; psychological needs of the period and how they may be met. Practical application of research findings is emphasized.

13 SOCIAL PSYCHOLOGY 3 UNITS

UC:CSU

Prerequisite: Psych 1 | Lecture: 3 hours

Social Psychology is a specialty area within psychology addressing the influences of other people on our own behavior. Additionally, social Psychology will focus on the behavior of people within groups or mobs, organizations, interpersonal attraction, attitudes towards persons of various ethnic backgrounds, and will hope to address issues of tolerance within an increasingly ethnically diverse society.

14 ABNORMAL PSYCHOLOGY 3 UNITS

UC:CSU

Prerequisite: Psych 1 | Lecture: 3 hours

This course examines the definition, causes, and treatment of behaviors which are considered abnormal through assessment and diagnosis utilizing the DSM-IV. Topics covered include the history of abnormal psychology, classifications, clinical frameworks, possible causal factors and treatment of mental disorders

17 EXCEPTIONAL CHILD 3 UNITS

CSU

Prerequisite: Psych 1 | Lecture: 3 hours

An exploration of the physical, mental, and emotional development of the gifted, learning disabled, mentally retarded, emotionally disturbed and physically handicapped child. The course includes research into causes, prevention of disabilities, teaching and counseling methods.

32 PSYCHOLOGY OF WOMEN 3 UNITS

UC:CSU

Prerequisite: English 28 or ESL 8 | Lecture: 3 hours

This course explores the biological and cultural factors influencing women's personality development. Explores cultural stereotypes, sex and gender, role development, female sexuality, and women's health issues in terms of the implications for personal and social change.

41 LIFE SPAN PSYCHOLOGY 3 UNITS

UC:CSU

Prerequisite: Psych 1 | Lecture: 3 hours

An introduction to human development from infancy to old age, including basic psychological processes, emotional and social development as well as adjustments related to each phase of the life cycle. Special emphasis is given to social and cultural influences.

- 52 PSYCHOLOGICAL ASPECTS OF HUMAN SEXUALITY** 3 UNITS
 UC:CSU
 Prerequisite: None | Lecture: 3 hours
 Explores the psychological aspects of human sexuality. Topics include male/female anatomy and function of sex organs. Senses of sexuality myths and fallacies regarding the sexual process.
- 185 DIRECTED STUDY** 1 UNIT RPT2
 CSU
- 285 DIRECTED STUDY** 2 UNITS
 CSU
- 385 DIRECTED STUDY** 3 UNITS
 CSU
 Conference: 1 hour per unit.
 Allows students to pursue directed studies on a contract basis under the supervision of an instructor.
 Credit Limit: Maximum of 3 units may be taken for credit.
- 485 INTERNET RESEARCH** 1 UNIT RPT2
 CSU
 Prerequisite: None | Lab: 2 hours
 Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.
- 921 COOPERATIVE EDUCATION** 2 UNITS RPT3
 CSU
- 931 COOPERATIVE EDUCATION** 3 UNITS RPT3
 CSU
- 941 COOPERATIVE EDUCATION** 4 UNITS RPT3
 CSU
 Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.
 Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals.
 Limits to transfer credit: See Cooperative Education Credit Guide.

Reading

See Developmental Communications, English or Learning Skills.

Sociology

SOCIAL SCIENCES DEPARTMENT

FACULTY: Harlan Goldberg, Chair | Myriam Mekelburg

EDUCATIONAL PROGRAM:

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

Associate in Arts – Sociology

Required Courses

| | UNITS |
|--------------|---|
| Sociology 1 | Introduction to Sociology 3 |
| Sociology 2 | American Social Problems 3 |
| Sociology 4 | Sociological Analysis 3 |
| Sociology 11 | Ethnic & Racial Minorities in the U.S. 3 |
| Math 227 | Elementary Statistics 4 |
| Psychology I | General Psychology 3 |
| Anthro 102 | Human Ways of Life: Cultural Anthropology 3 |
| | 22 |

RECOMMENDED:

| | |
|----------------------------|--|
| Anthro 131 | Ethnic Identification in the US |
| African-American Studies 2 | The African-American in Contemporary Society |
| Chic. Studies 2 | The Mexican-American in Contemporary Society |
| Asian-American Studies 2 | Contemporary Issues of Asians in America |

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

1 INTRODUCTION TO SOCIOLOGY 3 UNITS

UC:CSU (CAN SOC 2)

Prerequisite: None | Lecture: 3 hours

Develops the sociological perspective that behavior is determined largely by human interactions and membership in groups. The main elements of sociological analysis are presented, emphasizing social organization, culture, socialization, social stratification, and population. These elements are applied to topics such as crime and delinquency.

Acceptable for credit: UCLA, CSUN

2 AMERICAN SOCIAL PROBLEMS 3 UNITS

UC:CSU (CAN SOC 4)

Prerequisite: None | Lecture: 3 hours

Sociological concepts and theories are used to describe and explain social problems in the United States such as gender roles, race/ethnicity, urbanization, immigration, drugs, marriage, populations, aging, crime, violence, poverty, and the health care system.

4 SOCIOLOGICAL ANALYSIS 3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

This course considers the logic of the scientific analysis various methodological tools utilized in social science research and emphasizes clarification of the basic social science issues. Students will analyze collected data.

7 JUVENILE DELINQUENCY 3 UNITS

CSU

Prerequisite: None | Lecture: 3 hours

A non-technical course for students interested in the juvenile justice process, which deals with problems concerning maladjusted juveniles, ranging in type from the potential delinquent to the institutionalized offender. Delinquency is related to other areas of social disorganization such as alcoholism.

**11 ETHNIC AND RACIAL MINORITIES
IN THE UNITED STATES** 3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

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.

12 MARRIAGE AND FAMILY LIFE 3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

The course analyzes the concepts of commitment, love and intimacy, as found in human relationships of a multicultural American society. The role of marriage, divorce, cohabitation, parenting and the diverse functions of the contemporary family.

28 THE FAMILY: A SOCIOLOGICAL APPROACH 3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

This course examines the diverse definitions of the family; the role of marriage, divorce, cohabitation, parenting, and work. The impact of culture, race, social class, gender, and sexual orientation onto individuals and society, according to sociological research.

385 DIRECTED STUDY 3 UNITS

Conference: 1 hour per unit.

Directed studies on a contract basis under the supervision of an instructor.

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

485 INTERNET RESEARCH 1 UNIT RPT2

CSU

Prerequisite: None | Lab: 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

921 COOPERATIVE EDUCATION 2 UNITS RPT3

CSU

931 COOPERATIVE EDUCATION 3 UNITS RPT3

CSU

941 COOPERATIVE EDUCATION 4 UNITS

CSU

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

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

Limits to transfer credit: See Cooperative Education Credit Guide.

Spanish

CHICANO STUDIES AND FOREIGN LANGUAGES DEPARTMENT

FACULTY: Yolanda Ramil, Chair | David Pardess

EDUCATIONAL PROGRAM:

This curriculum is designed to prepare native and near-native speakers of Spanish as well as those students studying Spanish as a foreign language to complete a Bachelor's Degree in Spanish. Students will have the opportunity to develop proficiency in understanding, speaking, reading and writing Spanish and to acquaint themselves with Hispanic cultures and civilization.

All Spanish majors must take Spanish 9 or 10 plus four courses from Spanish 1-6 for a total of 23 units. Always consult a counselor for information on graduation requirements and transfer.

Associate in Arts – Spanish

Required Courses

| | UNITS | |
|------------|-----------------------------|----|
| Spanish 1 | Elementary Spanish I | 5 |
| Spanish 2 | Elementary Spanish II | 5 |
| Spanish 3 | Intermediate Spanish I | 5 |
| Spanish 4 | Intermediate Spanish II | 5 |
| Spanish 5 | Advanced Spanish I | 5 |
| Spanish 6 | Advanced Spanish II | 5 |
| Spanish 9 | Hispanic Civilization | 3 |
| or | | |
| Spanish 10 | Latin-American Civilization | 3 |
| | | 23 |

RECOMMENDED COURSES:

| | |
|-----------------|------------------------|
| Chic Studies 37 | Chicano Literature |
| Spanish 8 | Conversational Spanish |

Native or near-native speakers of Spanish normally begin with a section of Spanish 1 designated in the current schedule of classes as "for native or near-native speakers," followed by Spanish 4, 5, and 6 in that order.

Note: All sections of Spanish 2 and 3 are designed for students learning Spanish as a foreign language.

Students learning Spanish as a foreign language begin with a section of Spanish 1 designated in the schedule of classes "as a foreign language," or with Spanish 2 or 3, depending on prior preparation, followed by Spanish 4, 5, or 6, all in numerical order.

Spanish 9 and 10 are taught in English and may be taken at any time.

Spanish 21 and 22 taken in sequence are the equivalent of Spanish 1.

1 ELEMENTARY SPANISH I 5 UNITS

UC:CSU (CAN SPAN 2; CAN SPAN SEQ A: Span 1 + 2)

Prerequisite: None | Lecture: 5 hours

Elementary Spanish 1 is the introduction to present and past tenses. Students learn vocabulary and related skills for oral and written comprehension and expression through discussion of topics such as clothing, food, family, sports and cultural aspects of Latin American and Spain.

- 2 ELEMENTARY SPANISH II** 5 UNITS
UC:CSU (CAN SPAN 4; CAN SPAN SEQ A: Span 1 + 2)
Prerequisite: Spanish 1 or equivalent
Lecture: 5 hours
Second course is understanding, speaking, reading and writing Spanish. Introduction to Hispanic culture and civilization.
- 3 INTERMEDIATE SPANISH I** 5 UNITS
UC:CSU (CAN SPAN 8; CAN SPAN SEQ B: Span 3 + 4)
Prerequisite: Spanish 2 or equivalent
Lecture: 5 hours
Review and development of grammatical concepts learned in previous courses. Amplification of vocabulary and practice in composition. Introduction to literature and further study of culture and civilization through short stories.
Acceptable for credit: CSUN
- 4 INTERMEDIATE SPANISH II** 5 UNITS
UC:CSU (CAN SPAN 10; CAN SPAN SEQ B: Span 3 + 4)
Prerequisite: Spanish 3 or equivalent
Lecture: 5 hours
Expands structural concepts studied in previous Spanish courses especially those related to verb usage and voice. Provides additional vocabulary and related skills for reading and discussion of functional and cultural topics. Analysis of short stories.
- 5 ADVANCED SPANISH I** 5 UNITS
UC:CSU
Prerequisite: Spanish 4 or equivalent
Lecture: 5 hours
A more detailed study of grammatical concepts, refinement of vocabulary and further practice in composition at a more advanced level. Continuation of the study of literature, culture and civilization.
- 6 ADVANCED SPANISH II** 5 UNITS
UC:CSU
Prerequisite: Spanish 5 or equivalent | Lecture: 5 hours
Continuation of Spanish 5.
- 8 CONVERSATIONAL SPANISH** 2 UNITS RPT3
CSU
Prerequisite: Spanish 2 or equivalent | Lecture: 2 hours
Practical conversation on everyday topics, current events and cultural material.
- 9 HISPANIC CIVILIZATION** 3 UNITS
UC:CSU
Prerequisite: None | Lecture: 3 hours.
Note: Class taught in English.
Highlights of the civilization of Spain and Portugal, with emphasis on artistic, economic, social and historical developments. Required of Spanish and Portuguese majors at UCLA.
- 10 LATIN-AMERICAN CIVILIZATION** 3 UNITS
UC:CSU
Prerequisite: None | Lecture: 3 hours
Highlights of the civilization of Spanish America and Brazil, with emphasis on artistic, economic, social and historical developments. Required of Spanish and Portuguese majors at UCLA.

- 185 DIRECTED STUDY** 1 UNIT RPT2
CSU
- 285 DIRECTED STUDY** 2 UNITS
CSU
- 385 DIRECTED STUDY** 3 UNITS
CSU
Conference: 1 hour per unit.
Directed studies on a contract basis under the supervision of an instructor.
Credit Limit: Maximum of 3 units may be taken for credit.

Speech Communication

SOCIAL SCIENCES DEPARTMENT

FACULTY: Harlan Goldberg, Chair | Rachel Leeds | Margie Long

- 101 ORAL COMMUNICATION I** 3 UNITS
UC:CSU (CAN SPCH 4)
Prerequisite: None | Lecture: 3 hours
This introductory speech course emphasizes techniques of Public Speaking including writing and delivery of speeches to inform and persuade. Students refine critical thinking, research, organizational, and time management skills. They learn to adapt a message to any audience and occasion.
- 102 ORAL COMMUNICATION II** 3 UNITS
UC:CSU
Prerequisite: None | Lecture: 3 hours
An introduction to all advanced phases of public speaking and critical thinking, including structure and evaluation of argument, semantics, evidence, fallacies in reasoning, evidence and language; ethics; processes and techniques of group discussion; argumentation and debate; refutation; parliamentary procedure; extemporaneous, impromptu, professional and persuasive speaking situations.
- 121 INTERPERSONAL COMMUNICATIONS** 3 UNITS
CSU (CAN SPCH 8)
Prerequisite: None | Lecture: 3 hours
In as much as the quality of our lives depends on the quality of our communication, this course is committed to improving skills and to increasing understanding of the communication process.
Acceptable for credit: CSUN
- 151 SMALL GROUP COMMUNICATION** 3 UNITS
UC:CSU
Prerequisite: None | Lecture: 3 hours
This activity/lecture/discussion course provides you with an analysis of the purposes, principles, and types of group processes. Development of individual skills in leadership, problem solving, conflict management, and collaborative learning is achieved through responsible group participation and small group activities. You will learn how to make decisions and function effectively in a variety of group situations.

921 COOPERATIVE EDUCATION 2 UNITS RPT3
CSU

931 COOPERATIVE EDUCATION 3 UNITS RPT3
CSU

941 COOPERATIVE EDUCATION 4 UNITS RPT3
CSU

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

Limits to transfer credit: See Cooperative Education Credit Guide.

Supervision

BUSINESS AND LAW DEPARTMENT

FACULTY: Terry Bommer, Chair

1 ELEMENTS OF SUPERVISION 3 UNITS
CSU

Prerequisite: None | Lecture: 3 hours

This introductory course teaches the basic principles of dealing with people in business and industry to assist the supervisor in understanding the people with whom he/she works. Course includes TOM.

6 LABOR RELATIONS 3 UNITS

Prerequisite: None | Lecture: 3 hours

Course covers the history and development of the labor movement/development of National Labor Relations Board as well as The Wagner Act and its effect, union contracts, and grievance procedure.

485 INTERNET RESEARCH 1 UNIT RPT2
CSU

Prerequisite: None | Lab: 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.



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Glossary of Terms

Academic Probation: After attempting 12 units, a student whose cumulative grade point average falls below 2.00 is placed on academic probation. A student whose cumulative grade point average falls below 2.00 for two consecutive semesters is subject to dismissal from the college.

Academic Renewal: Previously recorded substandard academic performance, which is not reflective of the student's demonstrated ability, is removed from a student's academic record for the purpose of computing the grade point average.

Add Permit: A card issued by an instructor upon presentation of a valid identification card (ID Card) which permits the student to add the class if the instructor determines that there is room. Enrollment in the class is official only if the Add Permit is processed by Admissions and Records before the published deadline.

Admissions and Records: The office staff that admits students and certifies record of college work; also provides legal statistical data for the college.

Administration: Officials of the college who direct and supervise the activities of the institution.

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

Application for Admission: A form provided by the college on which the student enters identifying data and requests admittance to a specific semester or session. A student may not register and enroll in classes until the application has been accepted and a Permit to register issued.

Articulation: An agreement with another institution which certifies that courses will be accepted for credit upon transfer.

ASO: Organization to which all enrolled students are eligible to join called the Associated Student Organization.

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

Bachelor's Degree (B.A., A.B., B.S.): A degree granted by a four-year college or university which recognizes a student's satisfactory completion of an organized program of study consisting of 120 to 130 semester units.

Career Education Certificate: A certificate granted by a community college which recognizes a student's satisfactory completion of an organized program of vocational study of 16 to 45 units.

Career Program: A group of courses planned to lead to competency in a particular field of study and to either a Career Education Certificate or an A.A. Degree.

Class Section: A group of registered students meeting to study a particular course at a definite time. Each section has a ticket number listed in the Schedule of Classes along with the scheduled time and place of the class meeting. Community College, two-year college, offering a wide range of programs of study, many determined by local community need.

Concurrent Enrollment: Enrollment in one or more college classes while

attending high school. Also, enrollment in two or more classes during the same semester.

Continuing Student: A student registering for classes who attended the college during the previous semester. A student registering for the Fall semester is a continuing student if he or she attended the college during the previous Spring semester; attendance during the summer session is not included in this determination.

Corequisite: A class that must be taken simultaneously with the target course. A corequisite may be completed with passing grade ("C" or better) prior to enrollment in the target course.

Counseling: Guidance provided by professional counselors in collegiate, vocational, social, and personal matters.

Course: A particular portion of a subject selected for study. A Course is identified by a Subject Title and Course Number; for example: Accounting 1.

Course Title: A phrase descriptive of the course content; for example, the course title of Accounting 1 is "Introductory Accounting I."

Credit by Examination: Course or unit credit granted for demonstrated proficiency through testing.

Credit/No Credit: A form of grading whereby a student receives a grade of CR or NCR instead of an A, B, C, D, or F. A CR is assigned for class work equivalent grade to a grade of C or above.

Dismissal: A student on academic or progress probation may be dismissed from the college. Once dismissed the student may not attend any college within the Los Angeles Community College

District for a period of one year and must petition for readmittance at the end of that period of time.

Dropping: The action a student takes in withdrawing his or her enrollment from one or more classes during a semester and continuing in other class(es). See “withdrawal.”

Educational Program: A planned sequence of credit courses leading to a defined educational objective such as a Career Education Certificate or Associate Degree.

Electives: Courses recommended for a given major in addition to prescribed requirements.

Enrollment: That part of the registration process during which students select classes by ticket number to reserve a seat in a selected class and be placed on the class roster. A student may also enroll in a class by processing an Add Permit obtained from the instructor of the class.

Full-time Student: A student may be verified as a full-time student if he/she is enrolled and active in 12 or more units during the Fall or Spring semester.

General Education Requirements: These are also called Breadth Requirements. Groups of courses selected from several disciplines, which are required for graduation.

Grade Points: The numerical value of a college letter grade: A=4, B=3, C=2, D=1, F=0.

Grade Point Average: A measure of academic achievement used in decisions on probation, graduation, and transfer. The GPA is determined by dividing the total grade points earned by the number of attempted units.

Grade Points Earned: Grade points times the number of units for a class.

I – Incomplete: The administrative symbol “I” is recorded on the student's permanent record in situations in which the student has not been able to complete a course due to circumstances beyond the student's control. The student must complete the course within one year after the end of the semester or the “I” reverts to a letter grade determined by the instructor. Courses in which the student has received an Incomplete (“I”) may not be repeated unless the “I” is removed and has been replaced by a grade of “D” or “F”. This does not apply to courses which are repeatable for additional credit.

IP – In Progress: An “IP” is recorded on the student's permanent record at the end of the first semester of a course that continues over parts or all of two semesters. A letter grade is recorded at the end of the semester in which the course ends.

Lower Division: Courses at the freshman and sophomore levels of college.

Major: A planned series of courses and activities selected by a student for primary emphasis during the student's study at the college.

Minor: The subject field of study which a student chooses for secondary emphasis.

Module: A portion of a parent course offered for the benefit of students who may not be able to attempt the work of the entire course in one semester. Students should, when possible, attempt to complete all modules of a parent course in one year. A letter in the course number field identifies a module.

Non Degree Applicable: Category of courses called Non Degree Applicable. These classes are marked (NDA) in the Catalog and Schedule. Credit for these classes does not apply toward the A.A. or A.S. degree. These classes are not transferable.

Non-Penalty Drop Period: The first four weeks of a regular Fall or Spring semester during which a student's enrollment in a class is not recorded on the student's permanent record if the student drops by the deadline. This deadline will be different for short term and summer session courses.

Parent Course: A course which may be offered in modules. Credit for all modules of a parent course is equivalent to credit for the parent course. Parent courses are all courses without letters in the course number field.

Permit to Register: A form listing an appointment day and time at which the student may register. The permit is issued to all new students upon acceptance to the college, and to all continuing students.

Placement Tests: Tests given prior to admission which are used to determine the student's assignment to the most appropriate class level.

Prerequisite: A class or skill you must have prior to enrolling into the target class. The faculty of that discipline require the prerequisite because they feel it is necessary for you to succeed in the target course.

Progress Probation: After enrolling in 12 units, a student whose total units for which a W, NCR, or I has been assigned equals 50 percent or more of the units enrolled is placed on progress probation. A student whose cumulative number of units for which a W, NCR, or I has been assigned equals 50 percent or more for two consecutive semesters is subject to dismissal from the college.

Report Delayed (RD): This temporary administrative symbol is recorded on the student's permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

Registration: The process whereby a continuing student or a new or reentering student whose application has been accepted formally enters the college for a specific semester and receives an identification card (ID Card). The student may enroll in open classes as part of the registration process.

Returning Student: A student registering for classes who did not attend the college during the previous semester. A student registering for the Fall semester is a returning student only if he or she did not attend the college during the Spring semester; attendance during the summer session is not included in this determination.

Schedule of Classes: A booklet used during registration giving the Subject Title, Course Number, Course Title, Units, Time, Instructor, and Location of all classes offered in a semester.

Semester: One half of the academic year, usually 18 weeks of instruction.

Subject: A division into which knowledge is assembled for study, such as art, mathematics, or history.

Subject Deficiency: Lack of credit for a course or courses required for some particular objective, such as graduation or acceptance by another institution.

Ticket Number: A term used interchangeably with Class Section Number; see "Class Section," above.

Transfer: Changing from one collegiate institution to another after having met the requirements for admission to the second institution.

Transferable Units: College units earned through satisfactory completion of courses, which have been articulated with four-year institutions.

Transcript: An official list of all courses taken at a college or university showing the final grade received for each course.

Transfer Courses: Courses designed to match lower division courses of a four year institution and for which credit may be transferred to that institution.

Units: The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or other exercises not requiring outside preparation.

Units Attempted: Total number of units in the courses for which a student received a grade of A, B, C, D, or F.

Units Completed: Total number of units in the courses for which a student received a grade of A, B, C, D, F, or CR.

Units Enrolled: Total number of units in which the student is enrolled at the end of the non penalty drop period, which is the total number of units for all courses appearing on the student's transcript.

W: An administrative symbol assigned to a student's permanent record for classes which a student has dropped or has been excluded by the instructor after the end of the non-penalty drop date but before the last day to drop.

Withdrawal: The action a student takes in dropping all classes during any one semester and discontinuing course work at the college.

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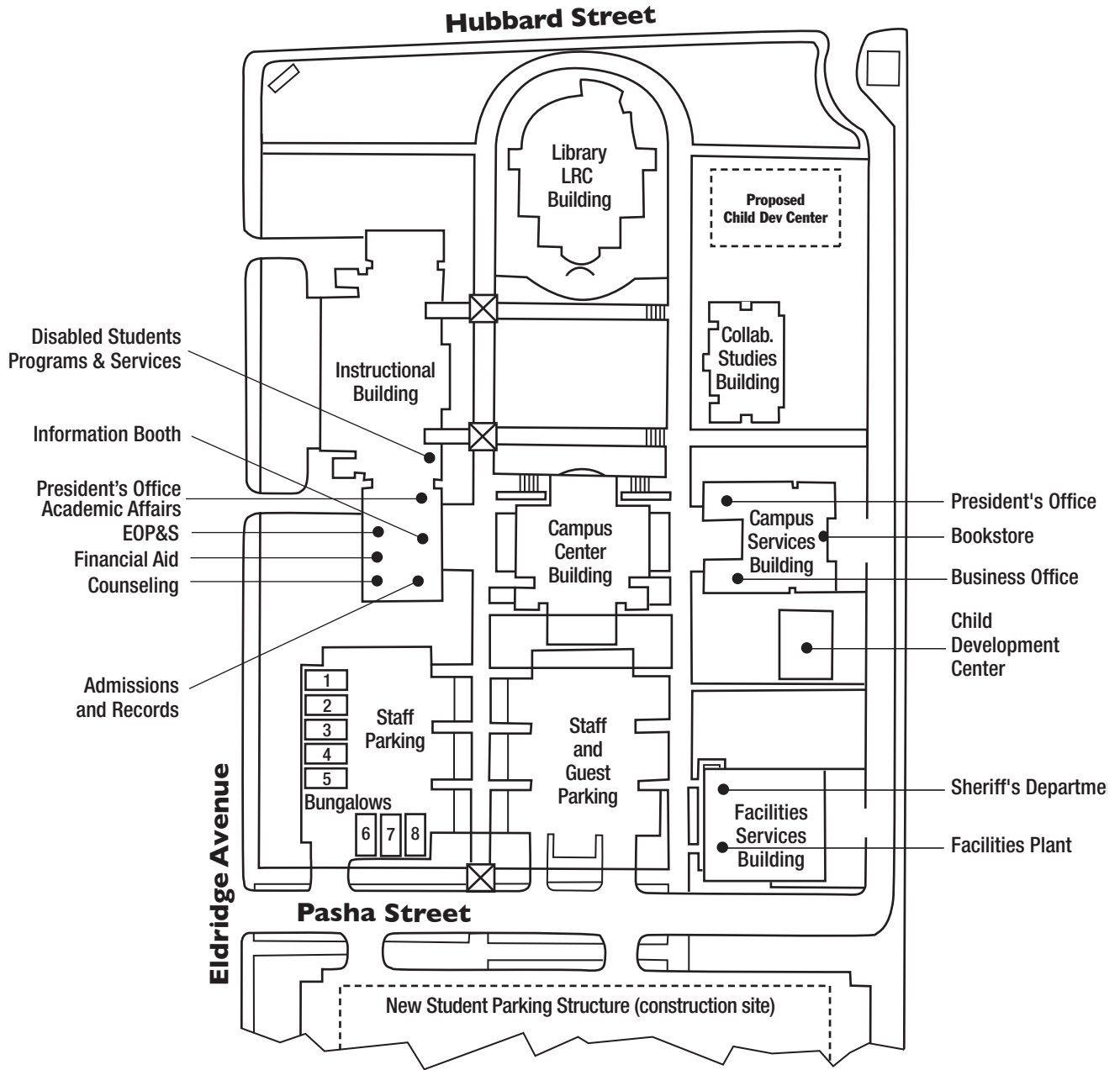
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* *Español*

Campus Map



INSTRUCTIONAL BUILDING

- 1st Floor**
- Classrooms 1001-1018
 - Child Development Lab
 - Disabled Student Services
 - Engineering Lab
 - Faculty Offices
 - Foods Lab
 - Physics/Astronomy Lab

ADMINISTRATION WING

- Vice President of Academic Affairs
- Academic Affairs
- Information Booth
- Admissions & Records
- Counseling

- Financial Aid
- EOP&S

2nd Floor

- Classrooms 2001-2003
- Accounting Lab
- Chemistry Lab
- Computer Science Lab
- Life Sciences Lab
- Computer & Office Applications Center

LIBRARY/LRC BUILDING

- 3rd Floor (Top level)**
- Library
- 2nd Floor (Ground level)**
- Computer-Aided Instruction
 - Electronic Training Rooms
 - Learning Center

1st Floor (Lower level)

- Educational Development Services
- Media Production Lab/ Multimedia Labs
- Teleconference Room

COLLABORATIVE STUDIES BUILDING

- 1st Floor**
- Classrooms 101-111
 - Faculty Offices

- 2nd Floor**
- Classrooms 201-208

CAMPUS CENTER BUILDING

- 1st Floor (Lower level)**
- Assessment

- ASO Office
- Center for Student Success
- ITV
- PACE
- Transfer Center
- FCCHN Office
- Classrooms

2nd Floor (Ground level)

- Assembly Area
- Audio-Visual
- Meeting Rooms 1-6
- Staff Lounge
- Student Community Center

CAMPUS SERVICES BUILDING

- Administrative Services
- Bookstore
- Central Supply

- Fiscal Services
- International Students Office
- Office of the President
- Reprographics & Mailroom
- Student Activities
- Veterans Office
- Vice President of Student Services

FACILITIES SERVICES BUILDING

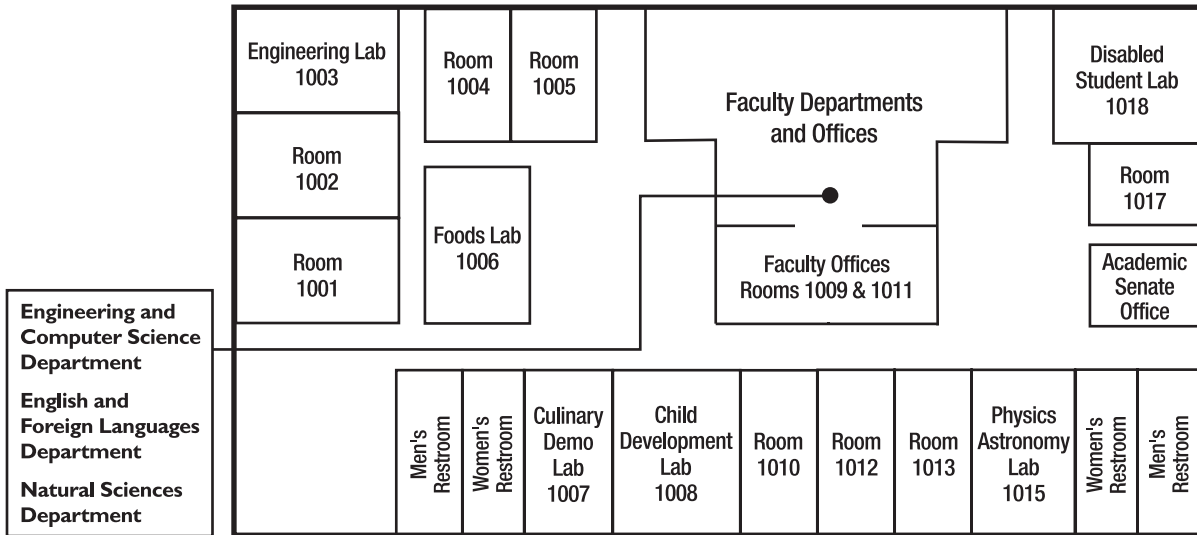
- Sheriff's Department
- Plant Facilities

BUNGALOWS

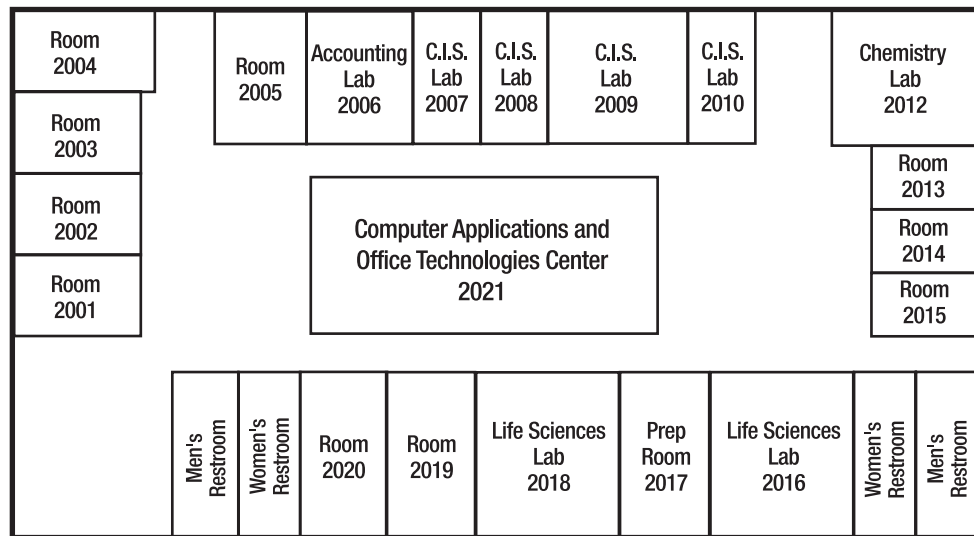
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Buildings and Classrooms

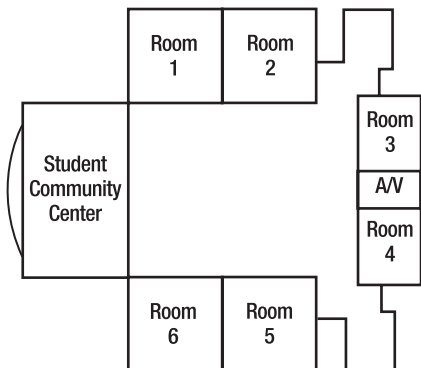
INSTRUCTIONAL BUILDING – 1ST FLOOR



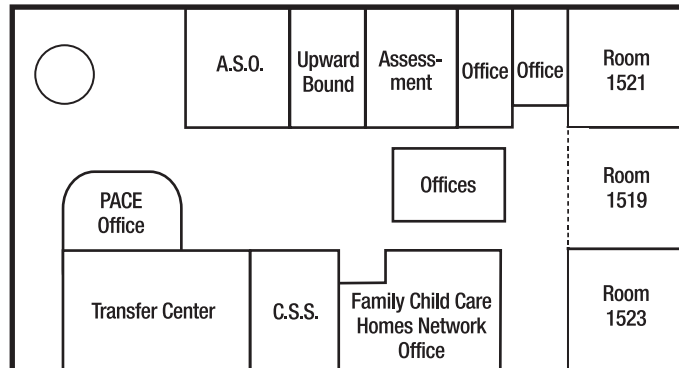
INSTRUCTIONAL BUILDING – 2ND FLOOR



CAMPUS CENTER BUILDING 2ND FLOOR (Ground Level)



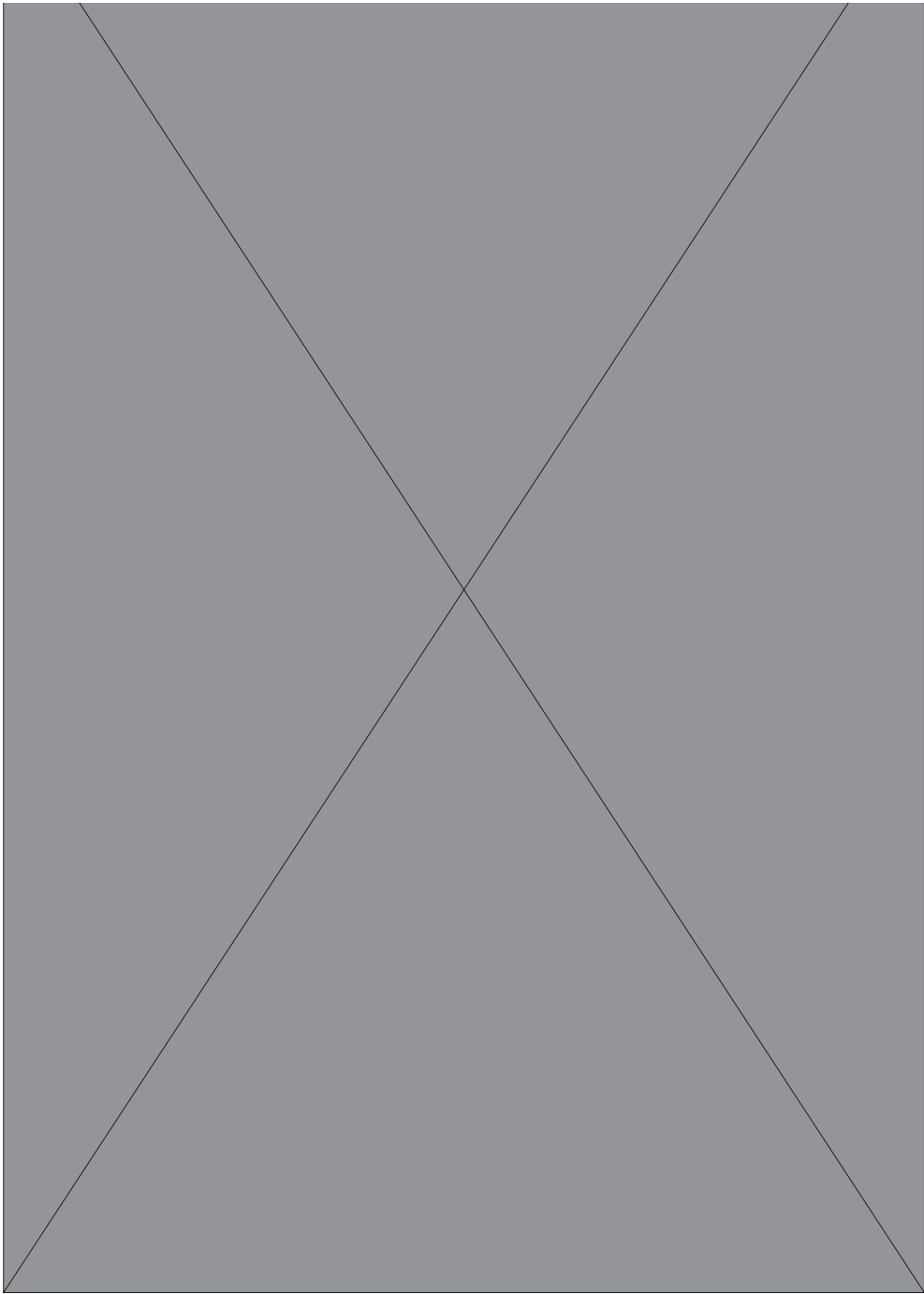
CAMPUS CENTER BUILDING 1ST FLOOR (Lower Level)



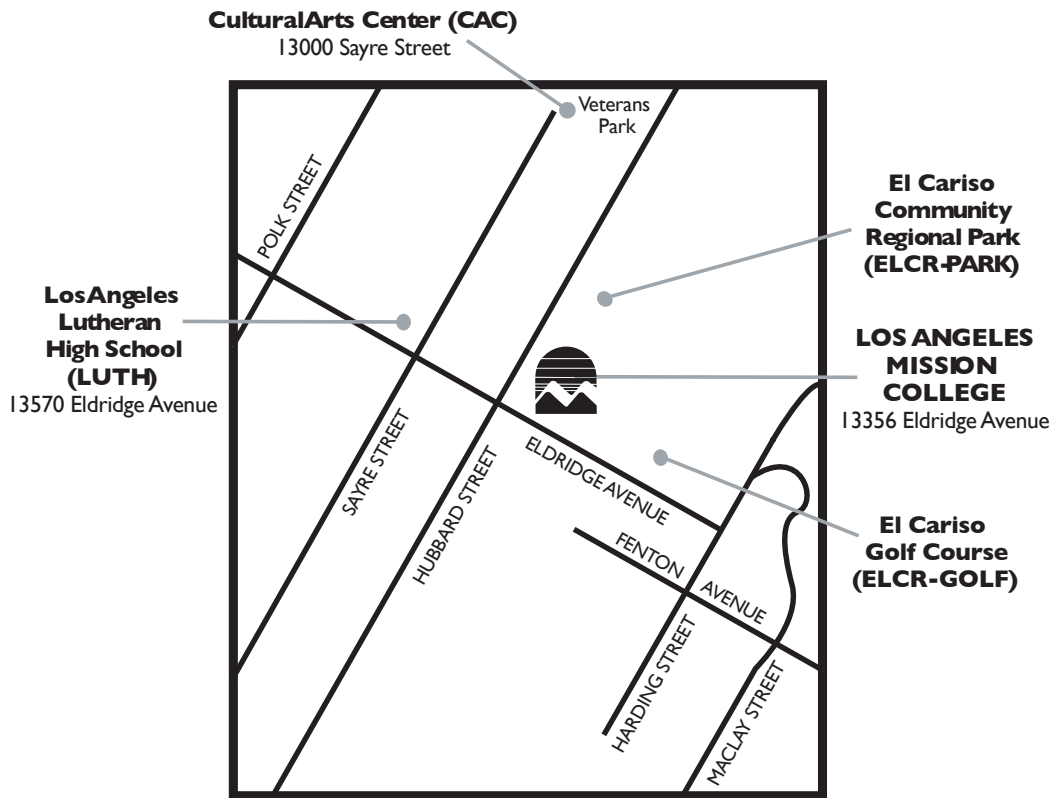
Buildings and Classrooms

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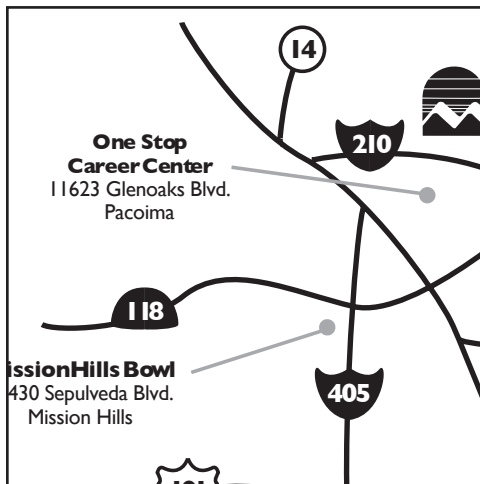
MAPS



Directions to Mission College and Outreach Locations



Freeway Map and Legend



- A / CCRC:**
Child Care Resource Center
8510 Balboa Boulevard, Northridge
- B / CHAT-HS:**
Chatsworth High School
10027 Lurline Avenue, Chatsworth
- C / FOOT:**
Physical Education Building
12843 Foothill Boulevard, Suite B, Sylmar
- D / GRAN-HS:**
Granada High School
10535 Zelzah Avenue, Granada Hills
- E / MONT-PREP:**
Montclair College Prep
8071 Sepulveda Boulevard, Van Nuys
- F / MSSH-BOWL:**
Mission Hills Bowl
10430 Sepulveda Boulevard, Mission Hills

- G / One Stop Career Center**
11623 Glenoaks Boulevard, Pacoima
- H / SFDO-HS:**
San Fernando High School
11133 O'Melveny Avenue, San Fernando
- I / SFVJACC:**
San Fernando Valley
Japanese American Community Center
12953 Branford Street, Pacoima
- J / SYLM:**
Sylmar High School
13050 Borden Avenue, Sylmar
- K / VANN-HS:**
Van Nuys High School
6535 Cedros Avenue, Van Nuys
- L / VERD:**
Verdugo Hills High School
10625 Plainview Avenue, Tujunga

Los Angeles Community College District

770 WEST WILSHIRE BOULEVARD | LOS ANGELES, CALIFORNIA 90017 | 213.891.2000

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ACCURACY STATEMENT

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

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 race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, sexual orientation, or veteran status (Reference: Board Rule 1202).

Occupational education classes are open to all students. Although the lack of proficiency in English is no barrier to enrollment in occupational education courses, it is suggested that students

deficient in English utilize the services of the college that are provided for persons who are limited in English proficiency or have English as a second language.

POLITICA NO-DISCRIMINATORIA

Todos los programas y actividades de los colegios comunitarios de Los Angeles se llevan a cabo de una manera libre de discriminación en cuanto se refiere a raza, color, nacionalidad, ascendencia, religión, sexo, embarazo, estado civil, orientación sexual, edad, incapacidad física o el ser veterano.

Las clases de educación de trabajo u ocupación están abiertas para todos los estudiantes. Aunque la falta de conocimiento del idioma inglés no es una barrera para poder matricularse en los cursos de educación de trabajo, se sugiere que los estudiantes que tengan deficiencia en el conocimiento del inglés, utilicen los servicios que ofrece el colegio para las personas con un limitado conocimiento de esta lengua o que la hablen como segundo idioma.

EQUAL OPPORTUNITY POLICY COMPLIANCE PROCEDURE

In order to ensure equal opportunity or sexual harassment policy compliance at Los Angeles Mission College, please direct inquiries to Dave Green, Compliance Officer, 818.364.7701. For Section 504 Compliance, contact Rick Scuderi,

Program Director – Students with Disabilities, 818.364.7734. The campus Ombudsperson, Yolanda Ramil, may be reached at 818.364.7690. In addition, inquiries may also be directed to the District Office of Diversity Programs at 213.891.2315.

PROCEDIMIENTO PARA OBSERVAR LAS REGLAS DE IGUALDAD DE OPORTUNIDAD

Para asegurar que se cumplan los procedimientos de igualdad de oportunidad o las Reglas de Acoso Sexual en Los Angeles Mission College, favor de dirigir sus preguntas al representante de la oficina de Cumplimiento de las Reglas de Igualdad de Oportunidad, David Green, 818.364.7701. Para la oficina de cumplimiento de la sección 504, llame a Rick Scuderi, Director del Programa para Estudiantes Incapacitados, 818.364.7734. Puede ponerse en contacto con Yolanda Ramil, Mediadora de Asuntos Académicos, llamando al 818.364.7690. También puede dirigir sus preguntas a la Oficina de Programas de Diversidad del Distrito, teléfono 213.891.2315.

Notes

Notes
