

“ 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. ”

LOS ANGELES MISSION COLLEGE

catalog 2005-2006

13356 ELDRIDGE AVENUE | SYLMAR, CALIFORNIA 91342-3245
Phone 818.364.7600 | Telephone Device for the Deaf 818.364.7861
www.lamission.edu

Los Angeles Mission College 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.	7662
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 Center	MACLAY	818.837.2236 ext. 227
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 and Speech	INST.	7722
Mathematics	INST.	7680
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	3593
International Students	CMPS	7741

OFFICE	LOCATION	EXTENSION
J-L		
Learning Center (LRC)	LIBRARY	7889
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
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

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 St.
PLANTFAC	Plant Facilities Building

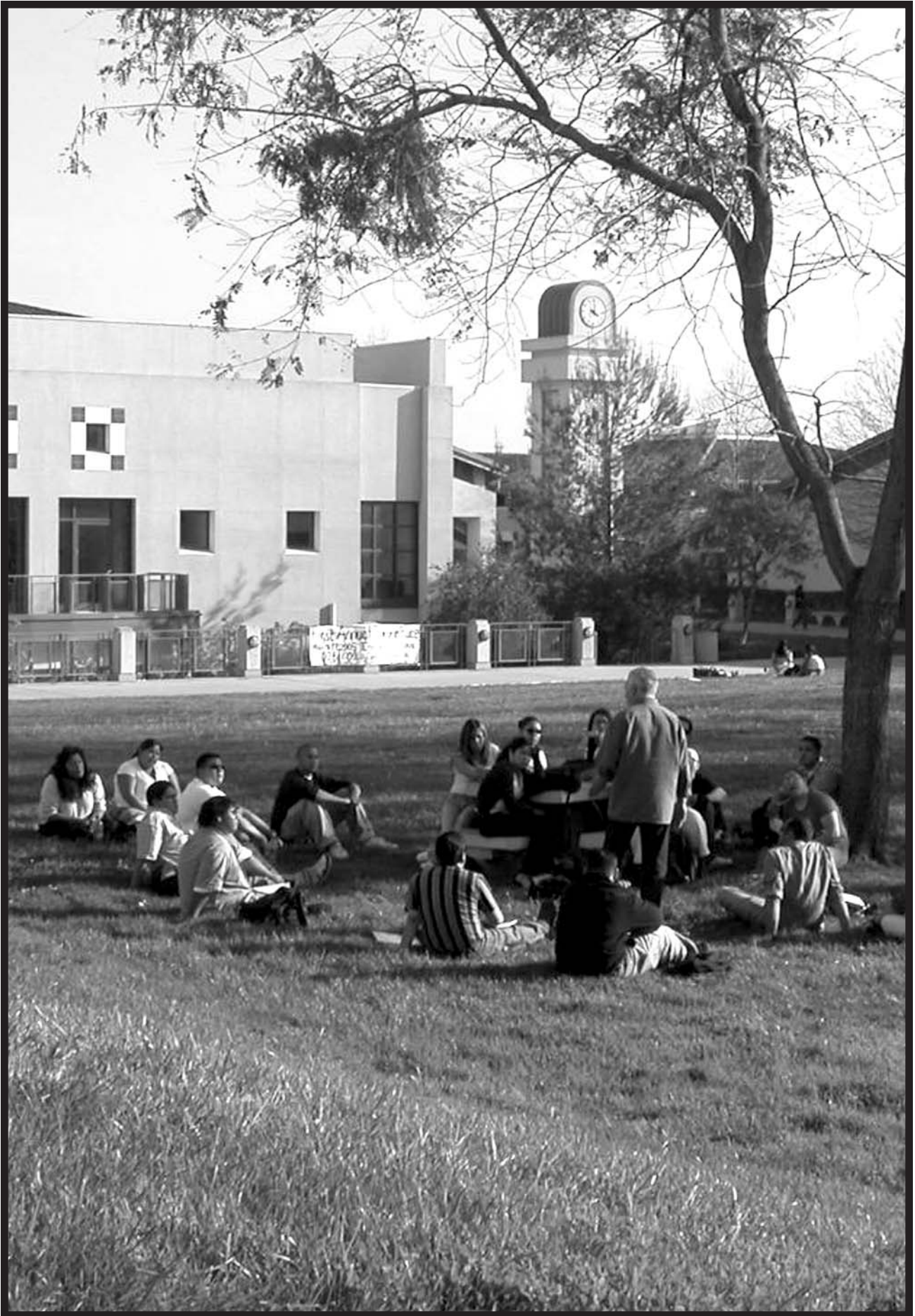
Table of Contents

College President's Letter to Students	i
Accreditation Statement	ii
College Address	ii
Telephone Extensions for College	iii
GENERAL INFORMATION	I
ADMISSIONS AND REGISTRATION PROCEDURES	5
Admissions Eligibility ■ Matriculation ■ Residency Requirements ■ International Student Admissions ■ Fees and Costs Auditing Classes ■ Cancellation of Classes ■ Change of Program ■ Day and Extended Day Classes (Hours) Full and Part-Time Students ■ Open Enrollment ■ Suggested Study Load	
STUDENT INFORMATION (<i>Inglés y Español</i>)	13
Student Services Intercollegiate Athletics ■ Child Development Center ■ Disabled Student Programs and Services (DSP&S) Learning Disabilities Program ■ Extended Opportunity Program and Services (EOP&S)	
Financial Aid Introduction ■ When to Apply ■ Types of Financial Aid Available ■ Loans ■ Scholarships	
Satisfactory Academic Progress Policy for Financial Aid	
Special Programs Citizenship Center ■ Continuing Education Credit ■ Community Extension Office ■ Cooperative Work Experience Education (CWEE) ■ Instructional Television (ITV) ■ International Education Program Study Abroad Program for Accelerated College Education (PACE)	
Student Activities	
College Colors and Theme	
Honors Program	
Publications	
Student Clubs and Organizations	
Academic Affairs Counseling Office ■ Transfer Center ■ Veterans Program ■ Learning Center – Tutorial Services ■ Library	
Business and Fiscal Services College Bookstore ■ Student Parking Regulations ■ College Sheriff's Department ■ Lost and Found	
DISTRICT INFORMATION	31
Academic Standards Academic Honors ■ Academic Probation and Dismissal ■ Attendance ■ Course Repetition and Activity Repetition Concurrent Enrollment ■ Credit Information ■ Final Examinations ■ Grading Symbols and Definitions Prerequisites, Corequisites and Advisories ■ Transcripts	
District Policies Students' Statements ■ Instructional Materials ■ Withdrawal ■ Access to Records ■ Family Educational Rights and Privacy Act (FERPA) Notification ■ Student Right-to-Know Disclosure ■ Student Grievance Procedure Recording Devices in the Classroom ■ Compliance Officer ■ Standards of Student Conduct and Disciplinary Action Non-Discrimination Policy ■ Sexual Assault Policy ■ Sexual Harassment Policy ■ Ombudsperson's Role Diversity Program ■ Drug-Free Environment ■ Smoking Policy ■ Campus Security	
GRADUATION INFORMATION	49
Graduation Requirements Associate in Arts/Associate in Science Degree Requirements ■ Graduation Plan Transfer ■ Certificate Programs	
TRANSFER INFORMATION	55
Intersegmental General Education Transfer Curriculum (IGETC) ■ California State Universities ■ University of California Independent California Colleges and Universities.	

DISCIPLINES, EDUCATIONAL PROGRAMS, AND COURSE DESCRIPTIONS

Accounting	61	Computer Science – Information Technology	83
Associate in Arts – Accounting		Associate in Arts – Computer Science Emphasis – Plan A	
Administration of Justice	63	Associate in Arts – Business Emphasis – Plan B	
Associate in Science – Administration of Justice		Certificate – Microcomputer Applications Management	
Certificate – Law Enforcement Officer Candidate		Certificate – Microcomputer Programming	
Certificate – Criminal Justice Professional		Skill Certificate – Microcomputer Applications	
Certificate – Probation/Correction Officer Candidate		Skill Certificate – Microcomputer Programming	
Certificate – Security Management Specialist		Developmental Communications	87
Certificate – Law Enforcement Academy		Drafting	88
African-American Studies	66	Economics	88
Anatomy	67	Education	88
Anthropology	67	Engineering, Electrical	89
Art	67	Engineering, General	89
Associate in Arts – Art		Associate in Science – Engineering (Transfer)	
Associate in Arts – Drawing		Associate in Science – Engineering (Non-Transfer)	
Associate in Arts – Painting		Certificate – CADD and CAM (Manufacturing)	
Associate in Arts – Sculpture		Certificate – Basic Engineering (Without Calculus)	
Asian-American Studies	71	Certificate – Engineering Assistant (With Calculus)	
Astronomy	71	English	93
Biology	71	Associate in Arts – English	
Business	72	English as a Second Language	94
Associate in Arts – Business Administration		Environmental Science	96
Chemistry	73	Family and Consumer Studies	96
Chicano Studies	73	Associate in Arts – Consumer Education and Management	
Associate in Arts – Chicano Studies		Associate in Arts – Foods and Nutrition	
Child Development	75	Associate in Arts – Gerontology – Plan A	
Associate in Arts – Child Development		Associate in Arts – Marriage and Family Life	
Certificate – Preschool		Certificate – Consumer Education and Management	
Certificate – Bilingual/Bicultural Preschool		Certificate – Dietary Services Supervisor	
Certificate – Infant and Toddler		Certificate – Gerontology	
Certificate – School-Age Care		Skill Certificate – Introduction to Hospitality	
Certificate – Family Child Care		Skill Certificate – Lodging Management	
Certificate – Special Needs		Skill Certificate – Travel & Tourism	
Certificate – Teacher's Assistant		Skill Certificate – Restaurant Management	
Certificate – Teacher's Assistant: Bilingual/Bicultural		Skill Certificate – Nutrition	
Skill Certificate – Child Development		Skill Certificate – Family Development/Gerontology	
Skill Certificate – Child Development in Administration		Skill Certificate – Family Development	
Skill Certificate – Family Child Care		Finance	103
Chinese	80	Associate in Arts – Finance	
Cinema	80	Fire Technology	104
Computer Applications and Office Technologies	81	Food Service Management	104
Associate in Arts – Computer Applications and Office Technologies		Associate in Arts – Food Management Production Services and Related Techniques	
Certificate – Administrative		Certificate – Culinary Arts	
Certificate – Business Communications		Certificate – Food Services Management	
Certificate – Office Assistant		Skill Certificate – Restaurant Management	
Skill Certificate – Computer Applications		Skill Certificate – Baking	
Skill Certificate – Keyboarding		French	106
Skill Certificate – Communications		Geography	107
Skill Certificate – Law Office Skills			

Geology	107	Microbiology	122
Health	107	Multimedia Studies	123
Health Science	108	Associate in Arts – Multimedia Studies	
Associate in Science – Health Science		Certificate – Design for Interactive Multimedia	
History	108	Certificate – Animation for Multimedia	
Humanities	109	Skill Certificate Foundation Block I –	
Associate in Arts – Humanities		Introduction to Graphic Design for Multimedia	
Interdisciplinary Studies	110	Skill Certificate Foundation Block II –	
Associate in Arts – Interdisciplinary Studies		Advanced Graphic Design for Multimedia	
Interior Design	110	Skill Certificate – Design for Interactive Multimedia	
Associate in Arts – Interior Design		Skill Certificate – Animation for Multimedia	
Certificate – Interior Design		Skill Certificate – Digital Video for Multimedia	
Skill Certificate I – Introduction to Interior Design		Music	127
Skill Certificate II – Introduction to Space Planning		Oceanography	128
Skill Certificate III – Technology and Interior Design		Personal Development/Counseling	128
International Business	112	Philosophy	129
Italian	113	Associate in Arts – Philosophy	
Japanese	113	Photography	130
Journalism	113	Physical Education	131
Law	113	Physical Science	132
Associate in Arts – Legal Assisting (Paralegal)		Associate in Arts – Physical Science	
Certificate – Legal Assisting (Paralegal)		Physics	132
Learning Skills	116	Physiology	133
Liberal Arts	116	Political Science	133
Associate in Arts – Liberal Arts		Associate in Arts – Political Science	
Library Science	116	Portuguese	134
Linguistics	117	Psychology	134
Management	117	Associate in Arts – Psychology	
Associate in Arts – Management		Sociology	136
Associate in Arts – Small Business Management		Associate in Arts – Sociology	
Certificate – Retail Management		Spanish	137
Marketing	119	Associate in Arts – Spanish	
Associate in Arts – Marketing		Speech Communication	138
Mathematics	120	Supervision	140
Associate in Arts – Mathematics		Theater	140
FACULTY AND STAFF	143		
GLOSSARY OF TERMS	149		
INDEX	153		
L.A. MISSION COLLEGE CAMPUS MAPS	156		
LOS ANGELES MISSION COMMUNITY COLLEGE DISTRICT	160		
Board of Trustees ■ District Administration ■ College Administration ■ Accuracy Statement ■ Non-Discrimination Policy (<i>Inglés y Español</i>) ■ Equal Opportunity Policy Compliance Procedure (<i>Inglés y Español</i>)			



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 PHILOSOPHY

Los Angeles Mission College is dedicated to providing the highest quality education in an atmosphere that respects and assists all people in pursuit of their educational goals. We believe that the acquisition of knowledge and skills necessary for success in the academic and workplace environments requires modes of instruction that match the changing needs of students. Furthermore, the college is committed to supporting student learning and personal growth as lifelong processes. Finally, we are dedicated to an inclusive decision-making process that respects the interdependency of the college, the student body, and the community we are privileged to serve.

COLLEGE MISSION STATEMENT

Los Angeles Mission College will ensure that students master academic and workplace knowledge and skills by providing comprehensive lower-division general education, AA and AS degree programs, occupational education, occupational certificates, transfer education, developmental education, counseling and guidance, and community services which will meet the needs of people in the San Fernando Valley while protecting academic freedom and maintaining academic standards.

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 mission of the Los Angeles Community Colleges is to provide comprehensive lower-division general education, occupational education, transfer education, transitional education, counseling and guidance, community extension, and continuing education programs, which are appropriate to the communities served and which meet the changing needs of students for academic and occupational preparation, citizenship, and cultural understanding. In pursuit of this mission, we endeavor to:

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

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 com-

pleted 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 “nonresidents.”
 - 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 over 18 years of age.
2. Be a graduate of a secondary school equivalent to a high school in the United States and have a minimum grade point average of 2.0 or “C”.
3. Demonstrate a sufficient grasp of English to deal with lecture, reading, and understanding at the college freshman level. A score of 450 on the “Test of English as a Foreign Language” (TOEFL) will meet this requirement.
4. Have adequate monetary funds to cover their entire expenses – tuition, 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 at least one week prior to the date of enrollment.

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.

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

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 anyone 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 2004-2005)

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

Non-resident refunds will be computed as follows:

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

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 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 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.

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.

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 cancel 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.

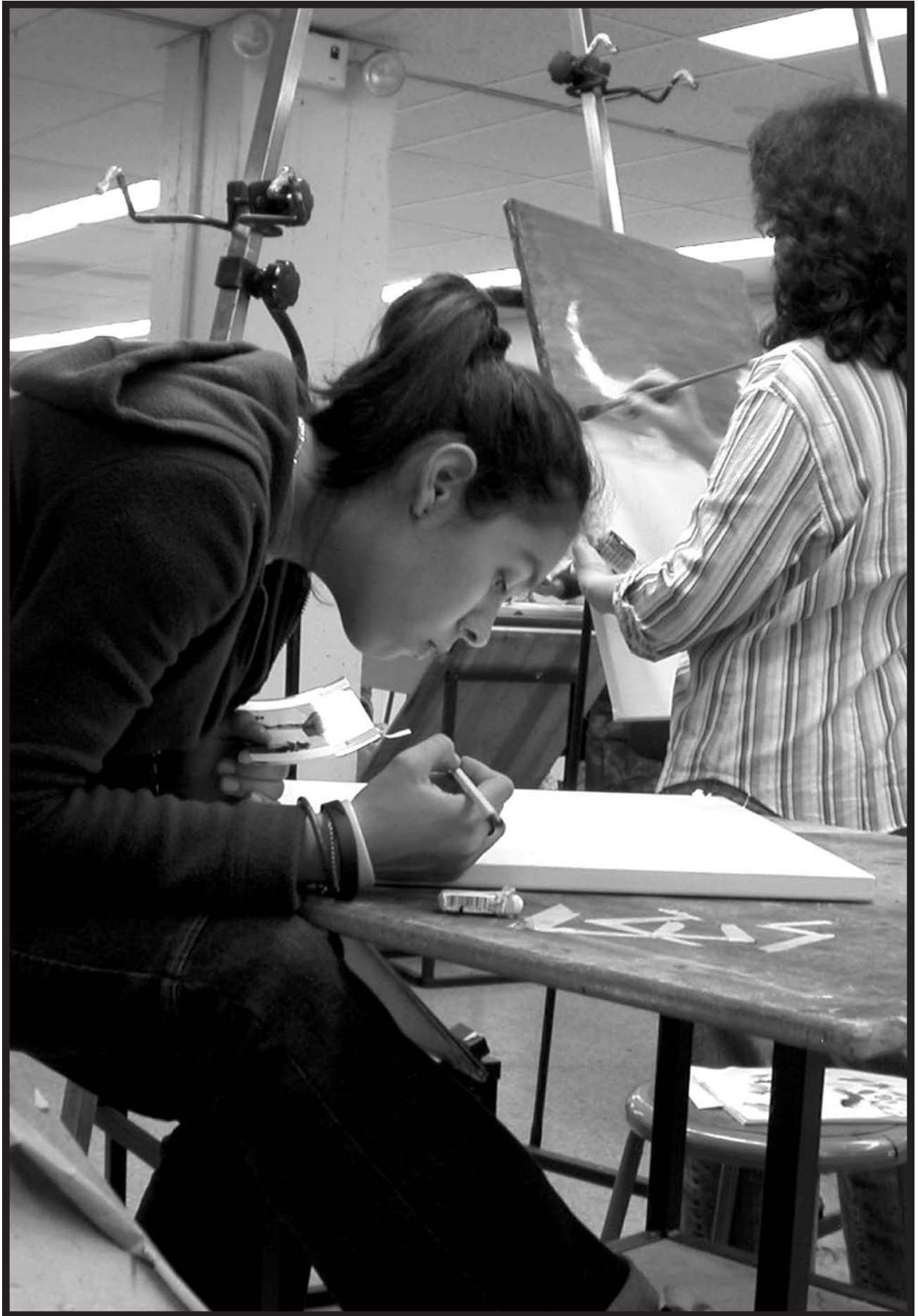
Suggested Study Load

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 FOR FINANCIAL AID?

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, 2005

for the 2005-2006 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

January 2	FAFSA applications and FAFSA on the Web are available for the next academic year
March 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.
September 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

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
- 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 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 2005-2006)

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 2005-2006 academic year and are to be used to determine BOGFW-B eligibility effective July 1, 2005 through June 30, 2006. 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.
- 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 a federally funded program. Grants do not need to be repaid. To be eligible, an applicant must be an undergraduate student who has 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 contact 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. Loans 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 graduate, 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 postsecondary 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 chose field.

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.

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

2005-2006 COST OF ATTENDANCE

	Living At Home Fall & Spring	Living Away From Home Fall & Spring
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 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 overpayment, 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 unit) 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.
- 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).

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

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 educational 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 CENTER

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

The Citizenship Center is located at the Maclay Annex (436 N. Maclay Avenue, San Fernando, CA 91340, Telephone: 818.837.2236, ext. 227)

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 Examiners.

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 services 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 | ■ Humanities |
| ■ Biology | ■ Law |
| ■ Business | ■ Management |
| ■ Child Development | ■ Music |
| ■ Computer Applications and Office Technologies | ■ Physics |
| ■ Computer Science - Information Technology | ■ Political Science |
| ■ Economics | ■ Psychology |
| ■ Engineering | ■ Real Estate |
| ■ English | ■ Sociology |
| ■ Family and Consumer Studies | ■ Speech |

CalWORKs

The CalWORKs program assists LAMC students who are also TANF participants in transitioning from dependency to self-sufficiency by providing the following services:

- Childcare at the LAMC Child Development Center and with off-campus licensed childcare providers.
- Work-study
- Job development and placement
- On-campus academic support services, such as tutoring and counseling
- Computer labs with specialized software
- Referrals to community resources

The support services assist students in completing their education programs, complying with state work participation requirements and acquiring employment. Students establish a career path through continued training and education, which leads to increased income.

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

A varied program of student activities is offered at Los Angeles Mission College. The program includes student government, student orientations, honors, commencement, student clubs, sports tournaments, dances, special events, and a centrally located student lounge for relaxation and interaction with others.

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 purpose and intent of the ASO is to involve students directly in formulating and actualizing student activities on campus and in the community. ASO also provides the means for student/faculty interaction and, as such, provides a vehicle for having the students' needs expressed at the administrative level, through shared governance.

The ASO Executive Council meets once a week in the ASO Conference Room. Student body activities as well as co-curricular, and extra-curricular events are financed by money received from student membership in the Associated Student Organization of LAMC.

Funds are budgeted to activities concerned with the health and general welfare of the student body in accordance with policies, rules and regulations defined by the Board of Trustees of the Los Angeles Community College District.

Membership in the Associated Student Organization of Los Angeles Mission College is \$7 per semester/\$3 summer and intersession.

Extracurricular Activities

QUALIFICATIONS FOR ASO OFFICERS

(ADMINISTRATIVE REGULATION E-22)

Administrative Regulation E-22 pertains to elected

Associated Student Organization (ASO) officers, officers appointed to elected positions and heads of ASO Standing Committees. Administrative Regulation E-22 does not apply to clubs, club representatives, ASO special committees and all-college committees.

Administrative Regulation E-22

A student cannot be a candidate for ASO office if he or she has served more than four semesters in a student government elected and/or appointed office, or in any office or position where he or she voted on the expenditure of ASO funds in any college.

1. An officer may serve a fifth semester if he or she is eligible at the time of assuming office (e.g., has served three semesters and is a candidate for an office with a one-year term).
2. Ten weeks or more of student service in office or service anytime after the tenth week will be counted as a full semester.

All students running for office or voting for the student officers must be paid members in good standing in the Associated Student Organization at the college where the election is being held.

A student senator or a candidate for office must be actively and continuously enrolled, attending and successfully completing classes in a minimum of six units with a cumulative and current GPA of 2.0 at the college during the semester in which the student government office is applied for or held. All units must be taken at the college where the office is sought or held. Student officers reducing units below the required number will be required to forfeit their student offices. Unit checks will be made to assure that students maintain eligibility at least every five (5) weeks.

A candidate for student office must have a cumulative grade-point-average of 2.0 or better for all college work completed within the past two years and the number of "W" units must not exceed the number of units completed during that two-year period.

Note: Individual colleges, in their ASO constitutions, may set forth standards for office, which are higher than those listed above.

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. 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.

There are four types of chartered student organizations:

1. Departmental clubs are organized to cover special fields of interest allied with the student's academic major.
2. Special interest clubs are organized on the basis of a common interest in a special activity.
3. Service clubs are organized to render special services to Los Angeles Mission College or the surrounding community.
4. Honor societies are composed of students who have attained high scholastic records.

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:

- Be currently enrolled and in good standing (i.e. not on academic or progress probation) at one or more colleges in the District.
- Be currently enrolled in 6 units.
- 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:

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

Academic Affairs

COUNSELING OFFICE

Career Planning Center

The professional staff aids students through individual career counseling, to evaluate personal abilities and inter-

ests, 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 many subject areas; appointments are recommended for this type of assistance. Walk-in workshops in English and math 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. To schedule a day or evening appointment or for additional information, please call the Learning Center.

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, pamphlets, magazines, newspapers, and non-print materials such as microfilm, audiotapes, and videotapes.

Computers located in the library provide access to the Internet and other online and CD-ROM information resources. Special collections include magazines on microfilm, children's literature, and a collection of materials for students in the English as a Second Language program and for students wishing to improve their basic skills.

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.

The Learning Resources Center within the library 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. A collection

of instructional videos is also available in the Learning Resources Center.

The library and 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.

Business and Fiscal Services

COLLEGE BOOKSTORE

College Bookstore Check Policy

1. We accept checks if you have two forms of identification:
 - (a) A valid California driver's license or California identification card AND
 - (b) A current LAMC student registration receipt or current school ID.
2. Your current address must be imprinted on the check as verified by both your registration receipt and the California driver's license or California identification card.
3. Your check can be for the amount of purchase only.
4. Your check cannot be a two-party or pre-signed check.
 - 4a. 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.
5. Check payment can be accepted from registered students only.
6. 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.
7. We do accept credit cards – VISA, MasterCard, DISCOVER, and AMERICAN EXPRESS.

College Bookstore Refund Policy

1. 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. 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.
2. 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.

3. Without exception, any refund, exchange, or replacement must be accompanied by a CURRENT DATED CASH REGISTER RECEIPT issued by the bookstore.
4. Generally, cash refunds are issued for cash purchases.
 - 4a. In the event that cash is limited for a particular day, a store credit is issued which is redeemable on or after the following business day.
5. If you purchase a textbook after the tenth school day, it must be returned within 24 hours accompanied by its dated cash register sales receipt.
6. If a textbook fails to meet the refund policy, it will be treated as a used book. This means that it can be sold during the buyback period at a maximum of 50% of the original purchase price.
7. Supplies may be considered for refund under the following conditions: Items required as materials in certain classes may be refunded during the first 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.
8. Refunds for check purchases are subject to a twenty (20) day waiting period to allow time for bank processing.
9. No refunds will be given on books purchased during midterms and finals.

College Book Buy-Back Policy

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

STUDENT PARKING REGULATIONS

1. 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.
2. Students should avoid parking in designated LAMC STAFF PARKING LOTS and areas posted NO PARKING ZONES. A valid student parking permit must be displayed to park in the student parking lot.
3. The maximum speed limit is 10 M.P.H. on all parking facilities.

4. All persons driving a vehicle on the campus are required to comply with the traffic laws of the state of California and the rules and regulations pursuant to Section 21113A of the California Vehicle Code. Violations may result in a citation being issued.
5. All vehicles must be parked clearly within a designated parking stall.
6. All vehicles shall be parked heading into parking stall.
7. "No Parking" signs must be complied with.
8. Any vehicle parked in a space designated for "Disabled or Handicapped Only" must display a valid handicapped permit or placard issued by the Department of Motor Vehicles.
9. Persons parking illegally on campus will receive a parking citation.
10. Persons parking illegally in the Disabled Persons parking area will be cited.
11. Parking citations are payable by mail only to the address on the citation. To appeal a citation, obtain an Administrative Review form from the College Sheriff's Office.
12. Short term and visitor permits are available for purchase from the parking permit dispenser located on the main walkway adjacent to the student parking lot.
13. The College reserves the right to remove vehicles from the campus for any of the following reasons:
 - (a) Abandoned vehicles
 - (b) Vehicles with no license plates
 - (c) Vehicles parked in such a manner as to constitute a serious hazard
 - (d) Vehicles which impede the operation of emergency equipment
 - (e) Vehicles which are parked illegally on a recurring basis

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

COLLEGE SHERIFF'S DEPARTMENT

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

CONCURRENT ENROLLMENT

Concurrent enrollment in more than one section of the same course during a semester is not permitted, with the exception of certain 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.
- 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:

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

4. Limitations:

Credits acquired by examination are not applicable to meeting such unit load requirements as Selective Service deferment, Veteran's 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 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.

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 I, 2	6
French Language	French I	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 I	Psych I	3
Spanish Language	Spanish I	5
Literature	Elective Credit*	6
US Government & Politics	Pol Sci I	3
US Government & Politics Comparative	Pol Sci 2	3

*Satisfies six (6) units elective credit-only. Not G.E. Requirement.

CREDIT FOR PREREQUISITES

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

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

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

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.

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

Los Angeles Mission College considers the following information relating to a student to be directory information: student's name, city of residence, date of birth, major field of study, participation in officially recognized

activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students who do not wish any or all of the above categories of information to be given out should so indicate on their application at time of enrolling. Los Angeles Mission College uses the social security number as a student identification number. Students are asked to voluntarily provide their social security number for this purpose.

FAMILY EDUCATIONAL RIGHTS 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
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA and California law authorize disclosures without consent.
 - If a student authorizes the release of his/her education record to a third party, he/she shall provide a dated written consent to the College Admissions Office authorizing said release with a specific list of the information to be released.
 - Federal and California law authorize certain disclosures of personally identifiable information without a student's written consent. One such exception is the disclosure of personally identifiable information to school officials with legitimate educational interests. School officials with legitimate educational interests are employees or agents of the Los Angeles Community College District who need to review educational records in order to fulfill their professional responsibilities.
4. The right to restrict disclosure of personally identifiable information that the College has designated as directory information which may be released without the written consent of the student.
 - Directory information may be disclosed without a student's consent unless the student has notified the college that he/she does not want all or portions of the directory information released. To do so, the student must submit the appropriate District form to the College Admissions Office requesting that some or all of the categories of directory information not be released without his/her consent. This form must be submitted in accordance with College policy.
 - Pursuant to Board Rule 5201.10, the Los Angeles Community College District has designated the following student information as directory information:
 - (a) the student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency

- or institution attended by the student;
 - (b) student employee records may be released in order to comply with collective bargaining agreements;
 - (c) the names, addresses and telephone numbers of students or former students may be released to the foundation for each college for college-related activities at the discretion of the College President, unless the student or former student has informed the College that such information should not be released. The release of this information is conditioned upon the foundation's agreement that such information will be released in accordance with District policy and that information will not be released to third parties;
 - (d) at the discretion of the College President, the names, addresses and telephone numbers of students from the College may be released to heads of private and/or public institutions of higher education, or their designees, for the purpose of providing information to student regarding transfer opportunities to those institutions, unless the student has indicated that such information should not be released. The release of this information will be conditioned upon the institution's agreement that student privacy rights under federal and state law will be protected and that information will not be released to third parties.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue S.W.
 Washington, DC 20202-4605

STUDENT RIGHT-TO-KNOW DISCLOSURE

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of 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 purpose of the Student Grievance Procedure is to provide a prompt and equitable means for resolving student grievances. The grievance procedure may be initiated by a student or group of students who reasonably believe he/she/they have been subject to unjust action or denied rights that adversely affect his/her/their status, rights, or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action.

Grievances pertaining to grades are subject to California Education Code Section 76224(a) which states:

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

This grievance procedure does not apply to the challenge process for prerequisites, corequisites, advisories, and limitations on enrollment; alleged violations of sexual harassment; actions dealing with student discipline; alleged discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation,

physical or mental disability; or an appeal for residency decision; or to eligibility, disqualification, or reinstatement of Financial Aid. Informal resolution is encouraged.

A written Statement of Grievance must be submitted to the Compliance Officer within thirty (30) instructional days of the incident or after the student(s) learns of the basis for the grievance.

RECORDING DEVICES IN THE CLASSROOM

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

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 Regulation E-55 (Student Grievance Procedures) see the Compliance Officer located in the Campus Center, 818.364.7701.

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.

Politica 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, dirijase 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 POLICY

The Los Angeles Community College District is committed to providing a safe environment for students, visitors, and staff. Any incident of sexual assault should be immediately reported to campus police at 818.364.7843. The term “sexual assault” under the California Education Code, Section 67385(d), includes threats of sexual violence.

Anyone charged with campus-related sexual assault may be subject to prosecution under appropriate California criminal statutes; students may also be subject to discipline under the Student Disciplinary Procedures. The Sexual Harassment Policy may also apply, and the Compliance Officer may be contacted at 818.364.7701. Confidentiality shall be maintained. (Reference: Board Rule 16400.11.)

SEXUAL HARASSMENT POLICY

The policy of the Los Angeles Community College District is to provide an educational, employment, and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in the policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Board Rules in Chapter 15.

The Los Angeles Community College District has a policy which provides informal and formal procedures for resolving complaints.

Copies of the policy and procedures may be obtained from the Compliance Officer located in the Administration Building, Room 123 at 818.364.7701, or by calling the Senior Director of Educational and Student Support Services at 213.891.2279, or the Office of Diversity Programs at 213.891.2315. Any member of the College Community, which includes students, faculty, and staff, who believes, perceives, or actually experienced conduct that may constitute sexual harassment, has the right to seek the help of the College. Every employee has the responsibility to report such conduct when it is directed towards students to the Sexual Harassment Compliance Officer. Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.

OMBUDSPERSON'S ROLE

The president of each college appoints a person to assist the students with their grievances. This person's responsibility is to help the student 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 Grievance 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.

On September 5, 1990, the Board of Trustees adopted the following standards of conduct:

- Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on District premises, in District vehicles, or as part of any activity of the Los Angeles Community College District.

On April 20, 1989, the Los Angeles Community College District Board of Trustees adopted Rule 9803.19, which prohibits:

- Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances, the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District. “Controlled substances,” as used in this section, include, but are not limited to, the following drugs

and narcotics:

- a. opiates, opium and opium derivatives
- b. mescaline
- c. hallucinogenic substances
- d. peyote
- e. marijuana stimulants
- f. depressants and
- g. cocaine.

The Board's policy on the Drug Free Workplace, adopted March 22, 1989, restates these prohibitions.

- **Legal Sanctions.** Federal laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of driver's license and limitations of career choices.
- **Health Risks.** Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability, and death. Both drugs and alcohol may be damaging to the development of an unborn fetus.
- **Other Risks.** Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include loss of friends, academic standing, co- and extra-curricular opportunities, alienation from and abuse of family members, and chronic conflict with authority. Economic problems include loss of job, financial aid eligibility, homes, savings, and other assets.

Additionally, on June 28, 2000, the Board of Trustees adopted Rules 9803.24 Threatening Behavior, 9803.25 Disorderly Conduct, 9803.26 Theft or Abuse of Computer, and 9806 Unsafe Conduct. Each are fully described in Standards of Student Conduct.

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. A student who violates the rules is subject to the student disciplinary regulations.

CAMPUS SECURITY

The campus Sheriff's office personnel are responsible for the safety and well being of staff, faculty and students, and of the security of college property and facilities, (818) 364-7843.

CAMPUS CRIME REPORT

Los Angeles Mission College's general statistics and crime can be viewed at the following URLs:

General Information

<http://nces.ed.gov/ipeds/cool/InstDetail.asp?UNTID=117867>

Crime

<http://ope.ed.gov/SECURITY/InstDetail.asp?UNTID=117867>
then click on Criminal Offenses, Hate Offenses, or Arrests.



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 graduation 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></th> <th style="text-align: right;">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="text-align: right;">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></th> <th style="text-align: right;">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="text-align: right;">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	<ol style="list-style-type: none"> 1 Completion of IGETC or CSU Breadth requirements. 2 A minimum of 60 transferable units completed. 3 One course in Physical Education or appropriate waiver. 4 One course in Health. <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 I
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; Chinese 1, 2, 3, 10, 21, 22; Cinema 3; English 102, 127, 208, 210, 240, 255; Fam & CS 16; French 1, 2, 3, 4; Human 1, 2, 3, 30, 31, 54; Intradgn 104; Italian 1, 2, 3, 4; Japan 1, 2; 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, 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 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 I

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; Chinese 1, 2, 3, 10, 21, 22; Cinema 3; English 102, 127, 208, 210, 240, 255; Fam & CS 16; French 1, 2, 3, 4; Human 1, 2, 3, 30, 31, 54; Intradgn 104; Italian 1, 2, 3, 4; Japan 1, 2; 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 Education 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		
Family & Consumer Studies					
■ Dietary Services Supervisor				X	

DISCIPLINES	AA	AS	PLAN A/B	CERT	SKILL CERT
■ 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					
■ 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		



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, 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 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.**

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.

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.

The material in this publication has been prepared from the IGETC handouts as carefully as possible. Los Angeles Mission College does not assume responsibility for inaccuracies or changes in the information contained herein after the date of publication.

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, 235, 238, 245, 260, 265, 266, 267, 270, 275, 291

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: Chicano 37; English 208, 255; French 3, 4; Human 1, 2, 3, 30, 31, 54; Italian 3; Philos 1, 6, 20, 21, 33; Spanish 3, 4, 5, 6, 65

IV. Social and Behavioral Sciences –

3 Courses/9 Units

Choose three courses from at least two different disciplines.

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; 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:

Chinese 2; French 2; Italian 2; Japan 2; Spanish 2

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

CSU Graduation Requirement (NOT Part of IGETC American Institutions) – 2 Courses/6 Units
CSU transfer ONLY – Choose one course from A, one course from B.

At the time this catalog was printed, LAMC had not received confirmation of approval for the courses in this section.

Courses in this area may be subject to change. Please verify area requirements for 2005-2006 with a counselor.

A. Afro Am 4; Chicano 7; History 11, 12, 43, 44

B. Chicano 8; Pol Sci 1

Courses used for this requirement may NOT be used to satisfy any areas of IGETC.

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 2004-2005 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.

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; 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, 235, 238, 240, 245, 260, 265, 266, 267, 270, 275, 291

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 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; Japan 1, 2; Philos 1, 6, 20, 21, 33; Spanish 1, 2, 3, 4, 5, 6, 9, 10, 65

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-0.

AMERICAN HISTORY AND INSTITUTIONS:

At the time this catalog was printed, LAMC had not received confirmation of approval for the courses in this section. **Courses in area D-A and D-B may be subject to change.** Please verify area "D" requirements for 2005-2006 with a counselor.

D-A Afro Am 4; Chicano 7; History 11, 12, 43, 44

D-B Chicano 8; Pol Sci 1

D-1 Anthro 102

D-2 Econ 1, 2, 10

D-3 Afro Am 2, 4; Asian 2; Chicano 2, 7, 8, 20, 47; History 43, 44; Soc 11

D-4 Chicano 47

D-5 Geography 2, 7, 14

D-6 Afro Am 4; Chicano 7, 8, 19, 44; Econ 10; History 1, 2, 11, 12, 43, 44, 86; Law 25

D-7 Bus 1; Ch Dev 1, 42; Psych 11

D-8 AJ 4; Bus 5; Law 1; Pol Sci 1, 2, 5, 7, 8, 9

D-9 Ch Dev 1; Psych 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; 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.

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.

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.



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

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

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
		<hr/>
		17

FOURTH SEMESTER		UNITS
Acctg 16	Tax Accounting II	3
Acctg 25	Automated Accounting Methods and Procedures	3
Mgmt 13	Small Business Management I	3
Graduation Requirements and Electives		6
		<hr/>
		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 I | 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 I 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 CSU	2 UNITS RPT3
931 COOPERATIVE EDUCATION CSU	3 UNITS RPT3
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.

Administration of Justice

BUSINESS AND LAW DEPARTMENT

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 pri-

marily 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 I 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
AJ427 Understanding Terrorism	3
Mgmt 2 Organizational and Management Theory	3
AJ299 Security Management	3
Psych 1 General Psychology	3
Speech 101 Oral Communications I	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 RPT I
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

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: Mohamed Elkerdany | J. Michael Reynolds

I INTRODUCTION TO HUMAN ANATOMY 4 UNITS

UC:CSU (CAN BIOL 10; CAN BIOL SEQ B: Anatomy I + 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

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 I

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

Course is a consideration of the origins, functions, and varieties of religious beliefs and practices, with special emphasis on primitive and prehistoric societies.

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 Computer Applications	3
	<hr/> 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	3
		<hr/>
		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	3
		<hr/>
		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	3
		<hr/>
		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 crafts of Africa, the Pacific Ocean areas and the Indians of North and South America in relation to their history, religion, and general culture.

112 CURRENT ART EVENTS 3 UNITS

CSU

Prerequisite: None | Lecture: 3 hours

This course is an enrichment of the student's academic experiences and expansion of student's cultural awareness by providing opportunities to attend a wide variety of art exhibits and events presented in the greater Los Angeles area and opportunities to discuss these activities with quest artists and faculty.

115 HISTORY OF MODERN ART 3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

This course is an examination of the history of Western art and its relationship to social, political, and economic aspects of modern society, from the mid-nineteenth century to the present.

<p>201 DRAWING I 3 UNITS UC:CSU (CAN ART 8) Prerequisite: None Required of Art majors Lecture: 2 hours, lab 2 hours</p> <p>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.</p>	<p>300 INTRODUCTION TO PAINTING 3 UNITS UC:CSU (CAN ART 10) Prerequisite: None Lecture: 2 hours, lab 2 hours</p> <p>A study is made of the major representational and non-objective styles of painting with emphasis on fundamental painting techniques.</p>
<p>202 DRAWING II 3 UNITS UC:CSU Prerequisite: Art 201 Required of Art majors Lecture: 2 hours, lab 2 hours</p> <p>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.</p>	<p>304 ACRYLIC PAINTING I 3 UNITS UC: CSU Prerequisite: Art 300 Lecture: 2 hours, lab 2 hours</p> <p>Course is a continuation of Art 300 with emphasis on fundamental acrylic painting techniques and selected ideas and processes of painting.</p>
<p>203 DRAWING III 3 UNITS UC:CSU Prerequisite: Art 202 Required of Art majors Lecture: 2 hours, lab 2 hours</p> <p>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.</p>	<p>305 ACRYLIC PAINTING II 3 UNITS UC:CSU Prerequisite: Art 304 Lecture: 2 hours, lab 2 hours</p> <p>Emphasis on two-dimensional pictorial structure. An application of design fundamentals to imagery and continued study of acrylic painting techniques.</p>
<p>204 LIFE DRAWING I 3 UNITS UC:CSU Prerequisite: None Required of Art majors Lecture: 2 hours, lab 2 hours</p> <p>This course presents a fundamental approach to learning to draw the human figure with an emphasis on anatomy and essential structure.</p>	<p>306 ACRYLIC PAINTING III 3 UNITS UC:CSU Prerequisite: Art 305 Lecture: 2 hours, lab 2 hours</p> <p>Emphasis upon individuality of response to contemporary problems in painting related to representational or non-objective imagery.</p>
<p>205 LIFE DRAWING II 3 UNITS UC:CSU Prerequisite: Art 204 Required of Art majors Lecture: 2 hours, lab 2 hours</p> <p>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.</p>	<p>501 BEGINNING TWO-DIMENSIONAL DESIGN 3 UNITS UC:CSU (CAN ART 14) Prerequisite: None Required of Art majors Lecture: 2 hours, lab 2 hours</p> <p>A study of the elements and principles of design. A foundation course in design for application in all subsequent Art major courses. Emphasis is placed upon line, color, texture, shape, and composition.</p>
<p>206 LIFE DRAWING III 3 UNITS RPT 3 UC:CSU Prerequisite: Art 205 Required of Art majors Lecture: 2 hours, lab 2 hours</p> <p>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.</p>	<p>502 BEGINNING THREE-DIMENSIONAL DESIGN 3 UNITS UC:CSU (CAN ART 16) Prerequisite: None Required of Art majors Lecture: 2 hours, lab 2 hours</p> <p>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.</p>
	<p>519 DISPLAY TECHNIQUES 3 UNITS RPT3 CSU Prerequisite: None Lecture: 1 hour, lab 5 hours</p> <p>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.</p>

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 individual abilities. Students work with a variety of equipment including computer applications.

604 GRAPHIC DESIGN I 3 UNITS
 UC:CSU
 Prerequisite: None | Lecture :2 hours, lab 2 hours
 This is an introductory course in graphic design. Topics include historical overview, terminology, tools, working methods, and basic layout using computer applications. Projects include design and use of symbols, typography, photographs, illustrations, and text in all forms of print and multimedia applications.

605 GRAPHIC DESIGN II 3 UNITS
 CSU
 Prerequisite: Art 604 | Lecture: 2 hours, lab 2 hours
 This is an intermediate course in graphic design. Topics include an overview of contemporary styles and advanced computer applications. Advanced projects in design and the use of symbols, typography, photographs, illustrations, and text in multimedia are presented.

606 GRAPHIC DESIGN III 3 UNITS
 CSU
 Prerequisite: Art 605 | Lecture: 2 hours, lab 2 hours
 This is an advanced course in graphic design. Topics include an in-depth study of the graphic design industry, computer applications used in the design of both print publication and interactive multimedia and professional portfolio presentations.

620 ILLUSTRATION I 3 UNITS
 CSU
 Prerequisite: None | Lecture: 2 hours, lab 2 hours
 This is an introductory course in illustration. Topics include a historical overview, terminology, drawing skills, tools, working methods, the design and use of symbols and basic layout using computer applications.

633 INTRODUCTION TO COMPUTER GRAPHICS 3 UNITS
 Advisory: Art 501 | Lecture: 2 hours, lab 2 hours
 Develops the understanding and skills necessary in integrating word-processed files, graphic elements and page formatting options in a Macintosh computer desktop publishing environment. Students will develop desktop published documents using basic computer operating skills and today's more popular publishing software.

635 DESKTOP PUBLISHING DESIGN 3 UNITS
 Prerequisite: Art 634 | Lecture: 2 hours, lab 2 hours
 Continues the development of understanding and skills necessary in integrating text and graphic elements with a Macintosh computer. Students will further explore and develop Desktop Published documents emphasizing the elements and principles of design.

637 PRESENTATION GRAPHICS 3 UNITS
 CSU
 Prerequisite: None | Lecture: 2 hours, lab 2 hours
 This is a fundamental course in presentation graphics. Topics include terminology, matching audience to presentation type and media, and the use of computer applications to create interactive multimedia for business, education, and entertainment.

638 COMPUTER-AIDED ART LABORATORY 1 UNIT RPT3
 CSU
 Prerequisite: None | Lab: 2 hours
 This course is designed to reinforce lectures presented in each computer-aided art class. It allows the student needed practice in applying the concepts learned to various class assignments.

639 INTRODUCTION TO DIGITAL IMAGING 3 UNITS
 UC:CSU
 Prerequisite: None | Lecture: 2 hours, lab 2 hours
 This is a fundamental course in digital imaging. Topics include terminology, techniques used in computer manipulation of photographs, digital capture, color theory, lighting, the printing process, and presentation.

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.

805 INTRODUCTION TO FINE ART PHOTOGRAPHY 3 UNITS
UC:CSU
Prerequisite: None | Lecture: 1 hour, lab 5 hours
Employs the tools and techniques of both the artist and the photographer to explore and develop creative and expressive projects.

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.

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.

Asian-American Studies

SOCIAL SCIENCES DEPARTMENT

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

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
Prerequisite: Astronomy I | 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: 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 placement 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: Vilma Bernal | Terry Bommer | 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

I 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 | Angela Echeverri
Said Pazirandeh

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, electrochemistry, transition metals and introductory organic nomenclature. Laboratory work reviews kinetics, equilibria, thermodynamics, electrochemistry and qualitative analysis of selected cations.

Chicano Studies

SOCIAL SCIENCES DEPARTMENT

FACULTY: John J. Morales, Jr., Chair | 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 The Mexican-American in or Hist 43 the History of the US I	3
Chic Studs 8 The Mexican-American in or Hist 44 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: 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 Award.

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.

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
Ch Dev I/Psy 11 Child Growth and Development	3
Ch Dev 11 Home, School, and Community Relations	3
and	

Ch Dev 3	Creative Experiences for Children I	
or		
Ch Dev 4	Creative Experiences for Children II	
or		
Ch Dev 15	Creative Curriculum in Bilingual/Bicultural Programs	3
and		
Ch Dev 2	Early Childhood: Principles and Practices	
or		
Ch Dev 30	Infant and Toddler Studies I	
or		
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
or		
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
Ch Dev I/Psy II	Child Growth and Development	3
Ch Dev 10	Child Health	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
		<hr/>
		12

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
Ch Dev I/Psy II	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 I	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
Ch Dev I/Psy II	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
Ch Dev I/Psy II	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 I	General Psychology I	3
		<hr/>
		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
Ch Dev I/Psy II 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 I General Psychology I	3
	<hr/>
	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
Ch Dev I/Psy II 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
or	
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 I General Psychology I	3
	<hr/>
	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
Ch Dev I/Psy II 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 I General Psychology I	3
	<hr/>
	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
Ch Dev I/Psy II 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 I General Psychology I	3
	<hr/>
	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
Ch Dev I/Psy II 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 I/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 I 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 I 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 I

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 RPT I

CSU

Prerequisites: English 21 or ESL 6A, and Child Dev I, 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 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 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 I and II
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 experiences 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: 2 hours
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: 4 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.

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.

Chinese

ENGLISH AND FOREIGN LANGUAGES DEPARTMENT

FACULTY: Yolanda Ramil, Chair

1 ELEMENTARY CHINESE I 5 UNITS
UC:CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hour

This course stresses the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases, and the ability to understand, speak read, and write basic Chinese. It includes an introduction to Chinese civilization and culture.

2 ELEMENTARY CHINESE II 5 UNITS
UC:CSU

Prerequisite: Chinese I or equivalent | Lecture: 5 hours

This course emphasizes Mandarin Chinese communication of travelling, dining out, and daily living, along with culture and geography.

3 INTERMEDIATE CHINESE I 5 UNITS
UC:CSU

Prerequisite: Chinese 2 or equivalent | Lecture: 5 hours

Course emphasizes Mandarin Chinese communication relative to historic sites, like the Great Wall, the Forbidden City, and the customs of China's 55 nationalities, Beijing Opera, and Chinese cuisine.

4 INTERMEDIATE CHINESE II 5 UNITS
UC:CSU

Prerequisite: Chinese 3 or equivalent | Lecture: 5 hours

Course emphasizes Mandarin Chinese communication which covers the colorful culture of China – the country's maternal river from the Potala Palace in Tibet, the old alley and courtyard in Beijing, and the conflict between traditional and modern values in people's thoughts.

10 CHINESE CIVILIZATION 3 UNITS
CSU

Prerequisite: None | Lecture: 3 hours

This course explores the fabulous world of Chinese history, geography, arts literature, religion, customs, and the impact of 1/4 of mankind beyond the Great Wall. Conducted in English, enriched with optional Chinese.

21 FUNDAMENTALS OF CHINESE I 3 UNITS
CSU

Prerequisite: None | Lecture: 3 hours

First half of the first course in understanding, reading, and writing Chinese. Emphasis will be on Mandarin with an introduction to Chinese culture and civilization. Chinese 21 + 22 together are equivalent to Chinese I.

22 FUNDAMENTALS OF CHINESE I 3 UNITS
 CSU
 Prerequisite: Chinese 21 or equivalent | Lecture: 3 hours
 Second half of the first course in understanding, reading, and writing Chinese. Emphasis will be on Mandarin with an introduction to Chinese culture and civilization. Chinese 21 + 22 together are equivalent to Chinese I.

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

Acceptable for credit: CSUN

18 MAIN CURRENTS IN MOTION PICTURES 3 UNITS
 UC:CSU
 Prerequisite: None | Lecture: 2 hours

This course is a critical survey of motion picture as an art form, entertainment industry, and communication medium via screenings, lectures, readings about "classic" contemporary films, American and foreign, theatrical and non-theatrical.

Computer Applications and Office Technologies

BUSINESS AND LAW DEPARTMENT

FACULTY: Patricia Flood, Chair | 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
	<hr/> 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
	<hr/> 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
	<hr/> 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
	<hr/> 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/CAOT 32 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
	<hr/> 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/CAOT 32 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/CAOT 32	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
Course is designed to increase speed and accuracy.

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 2 UNITS
Prerequisite: None | Lecture: 1 hour, lab 2 hours
Overview of records management, including theory and practice.

34 BUSINESS TERMINOLOGY 2 UNITS
Advisory: CAOT 31 | Lecture: 2 hours
Sharpen your communication skills by improving your 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.

79 WORD PROCESSING APPLICATIONS: WORDPERFECT FOR WINDOWS 3 UNITS RPT2

Advisory: CAOT I | Lecture: 1 hour; lab 4 hours

Uses various word processing programs to develop advanced skills in preparing a variety of business documents on a personal computer. Covers formats for tables, outlines, form documents, paragraph libraries, graphics, desktop publishing, merge documents, and two-column setups.

82 MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE 3 UNITS RPT2

CSU
Prerequisite: None | Advisory: CAOT I
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

Course uses Access to plan, design, use, and maintain databases.

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
Use Microsoft Word 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.

CSIT is a member of the **Microsoft Alliance Partnership**. The **Alliance** membership allows the distribution of Microsoft Software to our students. Those who join **THE Computer Club** can receive this software for a nominal fee. **THE Computer Club** meets on Mondays in the Computer lab, Instructional Building, Room 2009, from 5pm to 6pm.

CSIT Lab is a Microsoft Authorized Testing Center for MOUS certification.

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
	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
	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
	15

FOURTH SEMESTER	UNITS
Co Sci 440 Programming in C ++	3
Co Sci 452 Programming in Java	3
Graduation Requirements and Electives	9
	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
	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
	15

THIRD SEMESTER	UNITS
Co Sci 452 Programming in Java	3
Co Sci 487 Introduction to Local Area Networks	3
Econ I Principles of Economics I	3
Graduation Requirements and Electives	6
	15

FOURTH SEMESTER	UNITS
Co Sci 439 Programming in C	3
Co Sci 450 Electronic Publishing II	3
Bus 5 or Law I Principles of Business Law I	3
Graduation Requirements and Electives	6
	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:

Co Sci 409 Advanced Visual Basic	3
Co Sci 417 Beginning Micro Assembly Language	3
Co Sci 433 Advanced Database Programming	3
Co Sci 439 Programming in C	3
Co Sci 440 Programming in C ++	3
Co Sci 452 Programming in Java	3
Co Sci 453 A+ Certification Preparation	3
	30

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
	27

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 PROGRAMMING

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 fundamental 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: Dale Newman, Chair | Teresa English
Susan Polk | Rick Scuderi

I GRAMMAR: APPLIED TO WRITING (NDA) 3 UNITS RPT I

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 part of speech, sentence structure, types of phrases and clauses, verb tenses and agreement, noun possessives and plurals, pronoun usage, comparative and superlative forms of adjectives, capitalization, and punctuation.

20 FUNDAMENTALS OF READING AND WRITING (NDA) 6 UNITS RPT I

Prerequisite: None | Lecture: 6 hours

Note: Class graded credit/no credit.

An individualized course designed to assist students at varying levels of competency in improving reading, vocabulary, grammar and study skills. It is designed for any student who wishes to work independently on communication skills.

22 COMMUNICATIONS (NDA) 5 UNITS RPT2
LABORATORY A/B/C/D/E
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, and 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 diagnose reading problems, improve word-attack skills, increase sight and speaking vocabularies, develop dictionary skills, and help students acquire the ability to comprehend and identify main ideas and supporting details.

36A READING II (NDA) 3 UNITS RPT I
COMPREHENSION AND RELATED SKILLS
Note: Class graded credit/no credit.

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

36B READING II (NDA) 3 UNITS RPT I
COMPREHENSION AND RELATED SKILLS
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.

485 INTERNET RESEARCH I 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.

Drafting

ENGINEERING AND COMPUTER SCIENCE DEPARTMENT

16 BLUEPRINT READING I 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: Alex Yguado

I PRINCIPLES OF ECONOMICS I 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

Course covers historical development of the present economic system; its origins, modification and performance as well as its relation to political economics with relationship to you and technology.

185 DIRECTED STUDY I 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: Dale Newman, Chair | Rick Scuderi

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. Requires a minimum of 20 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, Electrical

ENGINEERING AND COMPUTER SCIENCE DEPARTMENT

FACULTY: Lee Risemberg

220 ELECTRICAL CIRCUITS I 4 UNITS
 UC:CSU
 Prerequisite: Physics 3 | Corequisite: Math 275 (May be taken previously) | Lecture: 3 hours, lab 2 hours

Electric Circuit Analysis in both time and frequency domains; including Linear Circuit Analysis Techniques, Kirchoff's Laws, circuit theorems. It will include laboratory experiments.

Engineering, General

ENGINEERING AND COMPUTER SCIENCE DEPARTMENT

FACULTY: Mari Rettke, Chair

EDUCATIONAL PROGRAMS:

Engineering at Mission College is a program with many alternatives. The student may earn the Basic Engineering Certificate (without calculus), the Engineering Assistant Certificate (with calculus), and/or a CADD and CAM Certificate; plus an Associate in Science Degree in Engineering (with two tracks: calculus based or non-calculus based); and at the same time 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, which is the only one in the San Fernando Valley and one of only two in the Los Angeles Community College District that offers a full engineering program. All engineering courses are offered every semester.

The recommended sequence for the transfer program as well as for the Associate Degree programs require 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) and Computer-Numerical-Control (CNC).

Mission College has developed a comprehensive program. This includes the basic sciences, such as chemistry, mathematics and physics and general engineering courses including Descriptive Geometry, Materials Science, Statics and Strength of Materials, Basic Computer Language and Electric Circuits plus vocational courses in computer drafting in two-dimensions and solid modeling in three-dimensions as well as computer numerical control.

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 Risemberg, telephone number 818.989.3700 or 818.364.7664.

Transfer Program for Bachelor of Science Degree

The Engineering Program at Mission College fulfills all 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 Riesemberg. 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
Gen Eng 115 A/B	Engineering Descriptive Geometry using CADD (Design CAD2-D) (CSUN, UCD & USC)	3
Math 265	Calculus with Analytic Geometry I	5
Graduation Requirements and Electives		2

RECOMMENDED:

Drafting 16	Blueprint Reading	(2)
		<hr/>
		12

SECOND SEMESTER		UNITS
Math 266	Calculus with Analytic Geometry	5
Physics I	Mechanics of Solids	4
Graduation Requirements and Electives		3

RECOMMENDED:

Gen Eng 211B	CADD for Engineers I	(1)
		<hr/>
		12

THIRD SEMESTER		UNITS
Gen Eng 243	Statics and Strength of Materials (Calculus based)	4
Math 267	Calculus with Analytic Geometry III	5

Graduation Requirements and Electives		3
RECOMMENDED:		
Gen Eng 211C	CADD for Engineers I	(1)
Gen Eng 214B	CADCAM Applications I	(1)
		<hr/>
		12

FOURTH SEMESTER		UNITS
Math 275	Ordinary Differential Equations	3
Chem 101	General Chemistry I	5
Graduation Requirements and Electives		4

RECOMMENDED:

Gen Eng 214B	CADCAM Applications II	(1)
Gen Eng 281A	Engineering Design I	(1)
		<hr/>
		12

FIFTH SEMESTER		UNITS
Gen Eng 121	Programming for Engineers	3
Gen Eng 151	Materials of Engineering	3
Gen Eng 152	Materials of Engineering Laboratory	1
Physics 3	Electricity & Magnetism	4
Graduation Requirements and Electives		1

RECOMMENDED:

Gen Eng 214C	CADCAM Applications III	(1)
Gen Eng 281B	Engineering Design II	(1)
		<hr/>
		12

SIXTH SEMESTER		UNITS
Elec Eng 220	Electrical Circuits	4
Physics 2	Mechanics of Fluids, Heat & Sound	4
or		
Chem 102	General Chemistry II	(5)
Graduation Requirements and Electives		4

RECOMMENDED:

Gen Eng 281C	Engineering Design III	(1)
		<hr/>
		12

Total Number of Units **72**

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.

Associate in Science Degree – Engineering

(Plan B graduation requirements – 18 units of general education courses)

An Associate in Science Degree in Engineering may be earned by satisfactory completion of a minimum of 60 units and a maximum of 70 as outlined below (70 with calculus and 60 without calculus), refer to Graduation Plan B for the General Education Requirements. A student must have a minimum grade of C (2.0) in each course and a minimum GPA of 2.5 to earn this degree. Calculus or calculus based courses are not required for the Associate in Science Degree in Engineering without calculus, so that those students not interested in a Bachelor of Science Degree would not be required to take advanced courses in engineering, mathematics and physics. However, the advanced classes (calculus and calculus based courses) are required for the

Engineering Assistant Certificate as well as for the Transfer Program as listed after the following section. Always consult a counselor for graduation requirements as well as Professor Riesemberg.

Associate in Science Degree –Without Calculus (Non-Transfer Track)

(All courses are required for a degree)

Sequential Required Courses

FIRST SEMESTER UNITS

Drafting 16	Blueprint Reading I	2
Gen Eng 101	Intro to Science, Engineering & Tech	2
Gen Eng I 15A/B	Engineering Descriptive Geometry Using CADD (Design CAD2-D)	3
Math 240	Trigonometry	3
		<hr/>
		10

SECOND SEMESTER UNITS

Gen Eng 211B	CADD for Engineers I	1
Math 245	College Algebra	3
Physics 6	General Physics I	4
	Graduation Requirements and Electives	2
		<hr/>
		10

THIRD SEMESTER UNITS

Gen Eng 211C	CADD for Engineers I	1
Gen Eng 214A	CADCAM Applications I	1
Gen Eng 240	Statics and Strength of Materials (Non-calculus based)	4
	Graduation Requirements and Electives	4
		<hr/>
		10

FOURTH SEMESTER UNITS

Gen Eng 214B	CADCAM Applications II	1
Gen Eng 281A	Engineering Design I	1
Math 260	Pre-Calculus	5
	Graduation Requirements and Electives	3
		<hr/>
		10

FIFTH SEMESTER UNITS

Gen Eng 214C	CADCAM Applications III	1
Gen Eng 281B	Engineering Design II	1
Physics 7	General Physics II	4
	Graduation Requirements and Electives	4
		<hr/>
		10

SIXTH SEMESTER UNITS

Gen Eng 281C	Engineering Design III	1
Chem 65	Intro General Chemistry	4
	Graduation Requirements and Electives	5
		<hr/>
		10

Total number of units 60

Associate in Science Degree –With Calculus (Transfer Track)

(All courses are required for a degree)

Sequential Required Courses

FIRST SEMESTER UNITS

Drafting 16	Blueprint Reading I	2
Gen Eng 101	Intro to Science, Engineering & Tech	2
Gen Eng I 15A/B	Engineering Descriptive Geometry Using CADD (Design CAD2-D)	3
Math 265	Calculus with Analytic Geometry I	5
		<hr/>
		12

SECOND SEMESTER UNITS

Gen Eng 211B	CADD for Engineers I	1
Math 266	Calculus with Analytic Geometry II	5
Physics I	Mechanics of Solids	4
	Graduation Requirements and Electives	2
		<hr/>
		12

THIRD SEMESTER UNITS

Gen Eng 211C	CADD for Engineers I	1
Gen Eng 214A	CADCAM Applications I	1
Gen Eng 243	Statics and Strength of Materials (Calculus based)	4
Math 267	Calculus with Analytic Geometry III	5
		<hr/>
		11

FOURTH SEMESTER UNITS

Gen Eng 151	Materials of Engineering	3
Gen Eng 152	Materials of Engineering Laboratory	1
Gen Eng 214B	CADCAM Applications II	1
Gen Eng 281A	Engineering Design I	1
	Graduation Requirements and Electives	6
		<hr/>
		12

FIFTH SEMESTER UNITS

Gen Eng 214C	CADCAM Applications III	1
Gen Eng 281B	Engineering Design II	1
Physics 3	Electricity & Magnetism	4
	Graduation Requirements and Electives	6
		<hr/>
		12

SIXTH SEMESTER UNITS

Gen Eng 281C	Engineering Design III	1
Chem 101	General Chemistry I	5
	Graduation Requirements and Electives	5
		<hr/>
		11

Total number of units 70

Note: Some of the courses listed above are not required for transfer but are required to earn this degree.

Certificate of Completion

The Engineering Certificate Program at Mission College offers three types of Certificates, which the student can earn by passing the required courses. Students must have a minimum grade of C (2.0) in each course and a minimum GPA of 2.5 to earn any or all of these Certificates. There is a CADD and CAM Certificate (Manufacturing – 18 units), a Basic Engineering

Certificate (which does not require the student to take calculus courses – 18 units) and an Engineering Assistant Certificate (for which calculus is required – 30 units).

**CADD AND CAM CERTIFICATE
(MANUFACTURING)**

This Certificate will be issued by the College upon application by the student who has satisfactorily completed the following courses:

Required Courses	UNITS
Drafting 16	2
Gen Eng 101	2
Gen Eng 115A/B	3
Gen Eng 211B/C	2
Gen Eng 212A B/C	3
Gen Eng 213A B/C	3
Gen Eng 214A B/C	3
Total number of units	18

**BASIC ENGINEERING CERTIFICATE
(WITHOUT CALCULUS)**

This Certificate will be issued by the College upon application by the student who has satisfactorily completed the following courses:

Required Courses	UNITS
Drafting 16	2
Gen Eng 101	2
Gen Eng 115 A/B	3
Gen Eng 211B	1
Gen Eng 211C	1
Gen Eng 214	3
Gen Eng 240	3
Gen Eng 281	3
Total number of units	18

**ENGINEERING ASSISTANT CERTIFICATE
(WITH CALCULUS)**

This Certificate will be issued by the College upon application by the student who has satisfactorily completed the following courses:

Required Courses	UNITS
Drafting 16	2
Elec Eng 220	4
Gen Eng 101	2
Gen Eng 115 A/B	3
Gen Eng 121	3
Gen Eng 151	3
Gen Eng 152	1
Gen Eng 211B	1
Gen Eng 211C	1
Gen Eng 214	3
Gen Eng 243	4
Gen Eng 281	3
Total number of units	30

**101 INTRODUCTION TO SCIENCE,
ENGINEERING AND TECHNOLOGY** 2 UNITS

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. Includes visits to related industries.

**115 ENGINEERING DESCRIPTIVE
GEOMETRY USING CADD** 3 UNITS

UC:CSU

Prerequisite: None | Lecture: 1 hour; lab 5 hours

Note: Additional materials may be required.

Note: Additional non-credit lab hours will be assigned

Develops problem solving ability with graphic methods of multi-view projections, pictorial representations (isometrics) and using Design CAD 2-D to develop these skills and the preparation of engineering working drawings.

121 PROGRAMMING FOR ENGINEERS 3 UNITS

UC:CSU

Prerequisite: None | Corequisite: Math 266 (May be taken previously) | Lecture: 2 hours, lab 3 hours

Note: Additional materials may be required.

This course is an introduction to computing, problem solving and programming intended for engineering majors. Laboratory practice uses high level structured languages. Course is non-language specific to allow the use of different languages as required by the changing needs in the profession.

151 MATERIALS OF ENGINEERING 3 UNITS

UC:CSU (CAN ENGR 4)

Prerequisites: Chem 101 & Physics I | 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** 1 UNIT

UC:CSU

Prerequisite: Physics I, 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 3 UNITS RPT3

CSU

Prerequisite: None | Lab: 6 hours

Introduction to alternate CADD systems, develops drafting-design skill using computers to improve employment opportunities. Continued the development of CADD skills taught in Gen Eng 115 by introducing students to Design CAD 3-D and AUTOCAD 2-D, used in the current marketplace.

212 CADD FOR ENGINEERS II 3 UNITS RPT3

CSU

Prerequisite: None | Lab: 6 hours

General Engineering 212 is a course designed to help students develop more advanced techniques in 2 and 3 dimensional CADD and improve their skills for competing in the marketplace.

213 CADD FOR ENGINEERS III 3 UNITS RPT3
CSU

Prerequisite: None | Lab: 6 hours

Gen Eng 213 is a course designed to allow students to further advance their knowledge of CADD developed in Gen Eng 212 and also to get hands-on experience on the use of the latest enhanced releases of selected software.

214 CAD/CAM APPLICATIONS 3 UNITS RPT3
CSU

Prerequisite: None | Lab: 6 hours

Introduction to the use of CADD (Design CAD) to CAM (Computer-Aided-Manufacturing) by actual hands-on production of machine parts in the laboratory.

240 STATICS AND STRENGTH OF MATERIALS 4 UNITS

(Non-calculus based)

(Not for Transfer Program)

Prerequisites: Math 240 and Physics 6 | Lecture: 3 hours, lab 3 hours

Course examines vector and scalar methods of analyzing force systems, free body diagrams, equilibrium, structural mechanics, stress and strain, beams, columns and indeterminate structures without the use of calculus.

243 STATICS AND STRENGTH OF MATERIALS 4 UNITS

UC:CSU

(Calculus based)

(For Transfer Program)

Prerequisite: Physics I | 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.

281 ENGINEERING DESIGN I 3 UNITS
CSU

Prerequisite: Gen Eng 243 | Lecture: 2 hours, lab 6 hours

Review of the basic concepts of Mathematics and related sciences and their application to the solution of real engineering problems. Student will design components and/or complete structures; problems which will be encountered in the market-place. This course can be modularized.

281A ENGINEERING DESIGN I 1 UNIT
CSU

Prerequisite: Gen. Eng. 243

Review of the basic concepts of Mathematics and related sciences and their application to the solution of real engineering problems. Student will design components and/or complete structures; problems which will be encountered in the market-place.

281B ENGINEERING DESIGN I 1 UNIT
CSU

Prerequisite: Gen. Eng. 243

Review of the basic concepts of Mathematics and related sciences and their application to the solution of real engineering problems. Student will design components and/or complete structures; problems which will be encountered in the market-place.

281C ENGINEERING DESIGN I 1 UNIT
CSU

Prerequisite: Gen. Eng. 243

Review of the basic concepts of Mathematics and related sciences and their application to the solution of real engineering problems. Student will design components and/or complete structures; problems which will be encountered in the market-place.

284 PROJECTS LABORATORY 3 UNITS RPT3
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 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.

English

ENGLISH AND FOREIGN LANGUAGES DEPARTMENT

FACULTY: Maria Bates | Roxann Dalrymple | Carolyn Daly
Ruthie Grant | Ralph La Rosa | Victoria Oddino
John Orozco

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.

127 CREATIVE WRITING 3 UNITS

UC:CSU
Prerequisite: English 28 or ESL 8 or appropriate skill level demonstrated through the ENL assessment process
Lecture: 3 hours

This course surveys and analyzes the narrative structure of story writing. The student will produce two stories during the semester.

200 ENGLISH OF BUSINESS COMMUNICATIONS 3 UNITS

CSU
Prerequisite: English 101 | Lecture: 3 hours

Course covers concepts and methods for gathering, organizing, analyzing, and presenting information in various modes of business communications. Emphasis is on critical writing skills used in memos, letters, reports, and proposals.
Acceptable for credit: CSUN

208 AMERICAN LITERATURE II 3 UNITS

UC:CSU (CAN ENGL 16)
Prerequisite: English 101 | Lecture: 3 hours

English 208 presents representative pieces of American literature from the Civil War to the present. The selections are taken from a wide variety of literary forms, such as essays, short stories, poems, letters speeches, and novels.
Acceptable for credit: CSUN

210 THE TWENTIETH CENTURY NOVEL 3 UNITS

UC:CSU
Prerequisite: None | Lecture: 3 hours

English 210 comprises a study of selected novels of the twentieth century. Landmark American, European, and British novels are read and discussed.

240 LITERATURE AND THE MOTION PICTURE I 3 UNITS
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.

255 LATIN AMERICAN LITERATURE 3 UNITS
UC:CSU

Prerequisite: None | Lecture: 3 hours

This course surveys Latin American literature by examining essays, poetry, drama, short stories, and novels of various people of Latin America. This course will examine the historical, political, social, and aesthetic influences on the writers of this region through reading discussion, and writing.

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

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

ENGLISH AS A SECOND LANGUAGE
AND SPEECH DEPARTMENT

FACULTY: Louise Barbato, Chair | Michael J. Climo, Vice Chair
Gary Prostack, Vice Chair | Phoebe Rivera, Vice Chair

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

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 12 UNITS
(NDA)

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).

3 COLLEGE ENGLISH AS A SECOND LANGUAGE III 12 UNITS
(NDA)

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 6 UNITS
(NDA)

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 3 UNITS
(NDA)

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 VII01: 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

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.

50 ENGLISH AS A SECOND LANGUAGE LEVEL 1 (NDA) 5 UNITS

Prerequisite: None | Lecture: 5 hours
 Note: Class graded credit/no-credit.

This course is for students who are beginning to learn English as a second language. It is an introduction to basic English structure and to the sound system integrating oral and written communication.

51 ENGLISH AS A SECOND LANGUAGE LEVEL 2 (NDA) 5 UNITS

Prerequisite: Appropriate skill level demonstrated through the ESL assessment process
 Lecture: 5 hours
 Note: Class graded credit/no-credit.

This course focuses on content-centered units from which relevant vocabulary will be learned, and around which grammar lessons will be centered. Emphasis is on tenses, irregular past tense verbs, modals, comparatives and superlative forms of adjectives. Score on the placement test determines placement.

52 ESL READING AND CONVERSATION A (NDA) 3 UNITS

Prerequisite: Limited English
 Lecture: 3 hours
 Note: Class graded credit/no-credit.

This course offers reading and conversation applying the principles taught in ESL 1, 2, and 3. Vocabulary acquisition and dictation are emphasized as well as listening skills in English.

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.

54 COLLEGE CONVERSATIONAL ESL (NDA) 5 UNITS

Prerequisite: Appropriate skill level demonstrated through the ESL assessment process
 Lecture: 5 hours
 Note: Class graded credit/no-credit.

Students enrolled in this course will hold conversations and give reports based on readings and vocabulary essential for everyday life situations, the college environment and other areas of cultural and social interest.

185 DIRECTED STUDY 1 UNIT RPT2

285 DIRECTED STUDY 2 UNITS

385 DIRECTED STUDY 3 UNITS

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.

Environmental Science

NATURAL SCIENCES DEPARTMENT

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
		<hr/>
		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
		<hr/>
		18

THIRD SEMESTER		UNITS
Fam&CS 15/ID 102	Introduction to Interior Design	3
Fam&CS 22	Nutrition and the Consumer	3
Graduation Requirements and Electives		9
		<hr/>
		15

FOURTH SEMESTER		UNITS
Fam&CS 17/ID 105	Textiles	3
Fam&CS 31	Marriage and Family Life	3
Graduation Requirements and Electives		9
		<hr/>
		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
		<hr/>
		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
		<hr/>
		16

THIRD SEMESTER		UNITS
Fam&CS 26	Modified Diets	3
CAOT 82	Microcomputer Software Survey	3
Graduation Requirements and Electives		9
		<hr/>
		15

FOURTH SEMESTER		UNITS
Fam&CS 23	Nutritional Aspects of Weight Control	2
FSM/Fam&CS 108	Internship	4
Graduation Requirements and Electives		9
		<hr/>
		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
<u>or</u>		
Fam&CS 36	Nutrition for Older Adult	
Fam&CS 38	In-Home Care	
Fam&CS 50	Sanitation and Safety	

HSO65/99E	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 I	Child Growth and Development	3
Fam&CS 31	Marriage and Family Life	3
Psych I	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
Fam&CS 15/ID 102	Introduction to Interior Design	3
Fam&CS 17/ID 105	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:

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
		<hr/> 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 I	3
		<hr/> 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 I	3
		<hr/> 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
		<hr/> 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
		<hr/> 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

I 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

Basic elements and principles of design theory applied to furniture selection and interior spaces. Includes color schemes, floor coverings, window and wall treatments, lighting and accessories.

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

This course stresses the analysis of natural and man-made fibers, yarns, fabric constructions, dyes and finishes. The students will learn the effective selection, use, care, merchandising, and design application of various types of textiles for interior design and fashion. New developments in textiles are also studied.

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.
- 30 FAMILY RELATIONSHIPS** 2 UNITS
 Prerequisite: None | Lecture: 2 hours
 Students will study ways to enhance the positive aspects of human relations and leadership in order to effectively manage the challenges and obstacles that cannot be avoided. The course covers ways of helping individuals be more enabling healthy, and successful.
- 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 through the study of family roles and expectations. Examines the impact of social, psychological and economic forces on family stability.
- 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 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.
- 92 FAMILY & CONSUMER STUDIES PROJECT LABORATORY** 1 UNIT RPT3
 CSU
 Prerequisite: None | Lab: 3 hours
 Students will receive instruction and guidance with class projects and assignments as required in Fam&CS 10, 11, 12, 14 and other Family & Consumer Studies sewing classes.
- 100 INTRODUCTION TO HOSPITALITY INDUSTRIES** 3 UNITS
 CSU
 Advisory: Fam & CS 50 | Lecture: 3 hours
Same as FSM 100
 Course is overview, history, description and interrelationships of the hospitality industries. Emphasis on the multifaceted foodservice industry including, hotels, restaurants, club fields and institutions. 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
Prerequisites: Fam & CS 50, 100 | Corequisite: Fam & CS 105
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

Provides supervised fieldwork experience in industry and gives hands-on training in a food service/hotel/ restaurant establishment, interior design, or gerontology. Field work required. Students learn skills required for job competence.

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.

I 13 HOUSEKEEPING MANAGEMENT OPERATIONS 3 UNITS
CSU

Prerequisite: None | Lecture: 3 hours

This course is designed to acquaint the student with house-keeping 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.

I 14 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.

I 30 COMPUTER ASSISTED INTERIOR DESIGN 3 UNITS
CSU

Prerequisite: Co Sci 401 | Lecture: 2 hours, lab 3 hours

This course teaches students to use the computer to assist them with floor plans, furniture arrangements, elevations and perspectives. Students will also learn to expedite routine office tasks, estimate costs, prepare specifications and orders by using the computer.

I 32 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 receive instruction and guidance with color projects, floor plans, furniture arrangements, kitchen and bath design, materials boards and other projects used for portfolio.

I 33 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 offers tools and materials and their use in relation to professional interior design presentations. Projects suitable for inclusion in an interior design portfolio are developed.

I 34 COLOR FOR INTERIORS 3 UNITS
CSU

Prerequisite: None | Lecture: 3 hours

This course covers color specifically a it related to Interior Design: color schemes, color effects, psychological aspects of color, color and texture, the history of color in interior design, color trends, color in residential and contract interior design.

163 HOSPITALITY CULINARY EDUCATOR 5 UNITS RPT I

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
 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

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: 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

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

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
		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
		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 I | 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 I | 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
		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 103	Math Study Skills Workshop I: Elementary Algebra	1
Math 113	Intro to Elementary Algebra I	3
Co Sci 430	Microcomputer Applications I	3
Pers Dev 16	College Orientation & Educational Planning	1
		17

SECOND SEMESTER		UNITS
Fam&CS/FSM 101	Food Production I	4
FSM 105	Food Purchasing	2
Fam&CS 21	Nutrition	3
Math 114	Intro to Elementary Algebra II	3
Hum 31	People in Contemporary Society	3
		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
		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
		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 to specialize 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.

100 INTRODUCTION TO HOSPITALITY INDUSTRIES 3 UNITS

CSU

Prerequisite: None | Lecture: 3 hours

Same as Fam&CS 100

Course covers overview, history, description and interrelationships of the hospitality industries. Emphasis on the multifaceted foodservice industry including, hotels, restaurants, club fields and institutions. Topics: Social and economic forces influencing hospitality industry development; market trends; foodservice management; prospective career opportunities and requirements.

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/foodservice 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 fundamentals of the American style of cake decoration. Exposure to basic equipment, procedures of cake production, coloring techniques, design transfer, cake construction, borders, and icings will be covered.

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

ENGLISH AND FOREIGN LANGUAGES DEPARTMENT

FACULTY: 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 I or equivalent | Lecture: 5 hours

Continuation of French I.

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: Lorraine Manoogian

I 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 Geosystems: the Atmosphere, Hydrosphere, Lithosphere and Biosphere. Units of study include, weather, climate, land-forms, 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 I | 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 land-form modification.

Geology

NATURAL SCIENCES DEPARTMENT

I 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

3 CARDIO PULMONARY RESUSCITATION 1 UNIT RPT3
CSU

Prerequisite: None | Lab: 2 hours

Theory and practice of basic life support cardio-pulmonary resuscitation. Basic life support certificate is issued upon successful completion of course requirements. This course is taught by a certified instructor.

(Does not meet health requirement for graduation.)

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.

12 SAFETY EDUCATION AND FIRST AID 3 UNITS
UC:CSU

Prerequisite: None | Lecture: 3 hours

Application of medical self-help principles and procedures to maintain health in emergency situations. A primary standard first aid certificate will be issued upon successful completion of course (Adult CPR certificate included). This course is taught by a certified instructor.

(Does not meet health requirements for graduation.)

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.

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 I	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
		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

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.

I INTRODUCTION TO WESTERN CIVILIZATION I 3 UNITS

UC:CSU (CAN HIST 2; CAN HIST SEQ A: Hist I+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 I+2)

Prerequisite: None | Lecture: 3 hours

A continuation of History I 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.

Humanities

SOCIAL SCIENCES DEPARTMENT

FACULTY: Dudley Foster | Harlan Goldberg | 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 1	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

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:	UNITS
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
		<hr/>
		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
		<hr/>
		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
		<hr/>
		8

101 PROFESSIONAL CAREER OPPORTUNITIES 2 UNITS

CSU
Prerequisite: None | Lecture: 2 hours
Same as Fam&CS I

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

Basic elements and principles of design theory applied to furniture selection and interior spaces. Includes color schemes, floor coverings, window and wall treatments, lighting and accessories.

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 receive instruction and guidance with color projects, floor plans, furniture arrangements kitchen and bath design, materials boards and other projects used for portfolio.

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

This course stresses the analysis of natural and man-made fibers, yarns, fabric construction, dyes and finishes. The students will learn the effective selection, use care, merchandising, and design application of various types of textiles for interior design and fashion. New developments in textiles are also studied.

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: ID 115 or Fam&CS 15 | 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 offers information and experience regarding tools and materials and their use in relation to professional interior design presentations. Projects suitable for inclusion in an interior design portfolio are developed.

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
 Provides opportunity for supervised fieldwork experience with professional interior designers and gives hands-on training in interior design. Field work required.

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.

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

ENGLISH AND FOREIGN LANGUAGES DEPARTMENT

FACULTY: David Pardess

1 ELEMENTARY ITALIAN I 5 UNITS
 UC: CSU (CAN ITAL 2; CAN ITAL SEQ A: Ital I+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 I+2)
 Prerequisite: Italian I 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.

Japanese

ENGLISH AND FOREIGN LANGUAGES DEPARTMENT

1 ELEMENTARY JAPANESE I 5 UNITS
UC:CSU (CAN JAPN SEQ A: Japan 1 + 2)
Prerequisite: None | Lecture: 5 hours
First course in Japanese stresses the fundamentals of pronunciation and the ability to understand, speak and write simple Japanese. Includes some basic structural aspects and incorporates basic facts on the Japanese cultural values.

2 ELEMENTARY JAPANESE II 5 UNITS
UC:CSU (CAN JAPN 4; CAN JAPN SEQ A: Japan 1 + 2)
Prerequisite: Japanese I or equivalent | Lecture: 5 hours
Continues the study of fundamentals of aural comprehension, basic vocabulary and ability to speak, read and write simple Japanese. Includes orientation to cultures, customs, and geography.

8 ELEMENTARY CONVERSATIONAL JAPANESE 2 UNITS RPT3
UC:CSU
Advisory: Japanese 2 or equivalent | Lecture: 2 hours
Course covers the essentials of Japanese as oral communication and uses language actively in everyday situations. Includes an overview of cultural background and social, entertainment and business situations.

Journalism

ENGLISH AND FOREIGN LANGUAGE DEPARTMENT

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 communicatins. Content includes relationships, ethics, rights, and responsibilities of media in society.

101 COLLECTING AND WRITING NEWS 3 UNITS
UC:CSU (CAN JOUR 2)
Prerequisite: English 21 or ESL 6A | Lecture: 3 hours
Stresses instruction and practice in news gathering and newswriting. 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.

104 FEATURE AND EDITORIAL WRITING 3 UNITS
UC:CSU
Prerequisite: Journal 101 | Lecture: 3 hours
Provide experiences in writing material suitable for publication and mass media. Includes practice in editing and the use of illustrative materials.

217 PUBLICATION LABORATORY 2 UNITS RPT3
UC:CSU
Prerequisite: Journal 101 | Lab: 6 hours
Stresses constructive development of students writing style as related to the needs of the campus newspaper. Provides newsroom and production laboratory experiences.

Law

BUSINESS AND LAW DEPARTMENT

FACULTY: 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 I 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: Rick Scuderi

- 1 READING** (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 reading comprehension skills to the level at which the student will be able to succeed in college/vocational coursework.
- 2 ENGLISH FUNDAMENTALS** (NDA) 3 UNITS RPT3
Prerequisite: None | Lab: 9 hours
Note: Class graded credit/no-credit.
Based on a 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.

Instruction will present language concepts and structural analysis, vocabulary, reference materials, work attack skills, and language levels. Completion of unit 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: 5 hours
Note: Class graded credit/no-credit.

Based on diagnostic assessment, the student will receive group and individualized instruction in math fundamentals so that he/she can succeed in college vocational courses requiring computational skills.

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.

185 DIRECTED STUDY 1 UNIT RPT2

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, 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 using a variety of applications (World Wide Web, Listservs, FTP). Principles of information access, search tools, search strategies, evaluation criteria, intellectual property, censorship and on-line publishing will be discussed.

Linguistics

ENGLISH AND FOREIGN LANGUAGES DEPARTMENT

FACULTY: David Pardess

I 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: 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
		<hr/>
		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
		<hr/>
		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
		<hr/>
		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
		<hr/>
		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
		<hr/>
		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
		<hr/>
		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
		<hr/>
		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
		<hr/>
		18

RECOMMENDED ELECTIVES:

Accounting 15	Tax Accounting I
Business 5	Business Law I
Business 15	Business Statistics

Economics I	Principles of Economics I
Finance 17	Analysis of Financial Statements
CAOT I	Keyboarding I
Sociology 11	Ethnic & Racial Minorities in the U.S.
Supervision I	Elements of Supervision

RETAIL MANAGEMENT CERTIFICATE

Required Courses	UNITS
Management 2 Management and Organization Theory	3
Business 31 Business English <i>same as</i>	3
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
<i>or</i>	
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
<i>or</i>	
Co Sci 430 Microcomputer Applications I	3
<i>or</i>	
CAOT 82 Microcomputer Software Survey in the Office	3
	30

2 MANAGEMENT AND ORGANIZATION THEORY 3 UNITS

CSU

Prerequisite: None | Advisory: Bus I | 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 management 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 personnel evaluation, pre-ownership preparation, management and leadership, financing, location, taxation, records, 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: 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
		<hr/>
		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
		<hr/>
		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
		<hr/>
		15

FOURTH SEMESTER		UNITS
Business 5	Business Law I	3
Finance 1	Principles of Finance	3
Graduation Requirements and Electives		9
		<hr/>
		15

RECOMMENDED ELECTIVES:

Mgmt 31	Human Relations for Employees
CAOT 1	Keyboarding I
or	
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

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		PREREQUISITES
Math 113*	Elementary Algebra A	Math 112
Math 114*	Elementary Algebra B	Math 113
Math 115	Elementary Algebra	Math 112
Math 121	Geometry	Math 125
Math 125	Intermediate Algebra	Math 115
Math 240	Trigonometry	Math 121, 125
Math 260	Pre-calculus	Math 240
Math 265	Calculus with Analytic Geometry I	Math 260

Math 266	Calculus with Analytic Geometry II	Math 265
Math 267	Calculus with Analytic Geometry III	Math 266
Math 275	Differential Equations	Math 266

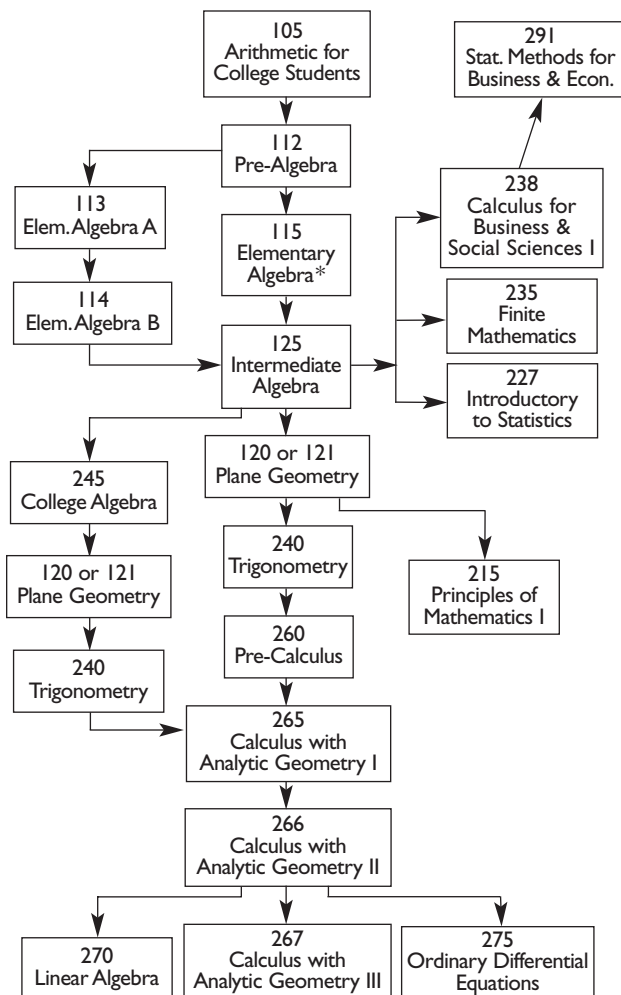
*Together are equivalent to Math 115

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
Math 235	Mathematical Analysis for Business and Social Science	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.

MATHEMATICS COURSE SEQUENCE



Please note: Students first placed by exam or by permit and all prerequisites must have a grade of “C” or better.

*Also available Math 103: Study Workshop for Math 115.

100 MATH WORKSHOP I 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.

103 MATH STUDY SKILLS WORKSHOP – ELEMENTARY ALGEBRA I UNIT RPT2

Prerequisite: None | Corequisite: Math 115 | Lecture: 1 hour

Note: Class graded credit/no credit.

This workshop provides various techniques for studying Elementary Algebra, including small group collaboration and test-taking strategies.

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.

235 FINITE MATHEMATICS 5 UNITS

UC:CSU

Prerequisite: Math 125 or appropriate skill level demonstrated through the MATH assessment process | Lecture: 5 hours

This course is an introduction to mathematical topics of a non-calculus nature, introducing logic and set theory, matrix algebra and linear spaces, probability and statistics, linear programming, and game theory.

238 CALCULUS FOR BUSINESS AND 5 UNITS**SOCIAL SCIENCE I**

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 5 UNITS**GEOMETRY I**

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 5 UNITS**GEOMETRY II**

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.

267 CALCULUS WITH ANALYTIC 5 UNITS**GEOMETRY III**

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 3 UNITS**EQUATIONS**

UC:CSU (CAN MATH 24)

Prerequisite: Math 266 or appropriate skill level demonstrated through the MATH assessment process | Lecture: 3 hours

First and higher order linear equations are treated completely including techniques of exactness, separation of variables, 1 special cases of nonlinear equations are investigated.

291 STATISTICAL METHODS FOR 3 UNITS**BUSINESS AND ECONOMICS**

UC:CSU

Prerequisite: Math 235 or 238 or 266 | Lecture: 3 hours

Basic concepts of probability theory are developed. The course then proceeds with a detailed study of commonly used statistical techniques. Emphasizing applications in economics and business, these include estimation, hypothesis testing, regression analysis and quality control.

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.

Microbiology

NATURAL SCIENCES DEPARTMENT

FACULTY: Angela Echeverri

I 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
		<hr/>
		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
		<hr/>
		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
		<hr/>
		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
		<hr/>
		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
		<hr/>
		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
		<hr/>
		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
		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
		16

Skill Certificate

Students will receive a Skill Certificate for the successful completion of any of the following 16 unit programs. Beginning stu-

dents 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
		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
		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
		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
		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
		16

100 INTRODUCTION TO MULTIMEDIA COMPUTER APPLICATIONS 3 UNITS

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 3 UNITS

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 3 UNITS

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 3 UNITS

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.

330 WRITING FOR MULTIMEDIA 3 UNITS

CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This is a fundamental course in writing scripts for interactive multimedia. Students will create script for a wide variety of applications.

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.

401 CURRENT TRENDS IN EXPERIMENTAL ANIMATION 3 UNITS

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This course introduces the student to current trends in contemporary experimental animation including the techniques, tools, styles and subject matter. Students will work in production teams to create short experimental animated film and video.

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.

411 CURRENT TRENDS IN 3-D ANIMATION 3 UNITS

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This course introduces the student to current trends in contemporary three-dimensional animation including the techniques, tools, styles, and practiced in 3-D animation.

420 DIGITAL EFFECTS 3 UNITS
CSU

Prerequisite: None | Lecture: 2 hours, lab 2 hours

This course introduces the student to computer applications for special effects in digital post-production in video, and multimedia. 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, rhythm, 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.

134 MEXICAN FOLK ENSEMBLE 2 UNITS RPT3 UC:CSU

Prerequisite: None | Lecture: 1 hour; lab 2 hours

Folk ensemble playing and folk singing is coordinated according to those regional styles found in the Mexican state of Jalisco, Veracruz, Guerrero, Chihuahua, Oaxaca, and Michoacan. Contact is made between native folk musicians and students to provide greater authenticity of performance style.

200 INTRODUCTION TO MUSIC THEORY 4 UNITS UC:CSU

Prerequisite: None | Lecture: 3 hours, lab 2 hours

Course is a study of the notational structure of music and the elements of singing and ear training. Development of basic keyboard skills is integrated into the course.

201 HARMONY I 3 UNITS UC:CSU

Prerequisite: Music 101 | Lecture: 3 hours

Course covers diatonic harmony, primary and secondary triads in all inversions. Non-chord tones consisting of unaccented types. Harmonization of simple melodies, harmonic analysis, and principles of voice-leading.

202 HARMONY II 3 UNITS UC:CSU

Prerequisite: Music 201 | Lecture: 3 hours

Course is a study of all secondary dominants, non-dominant sevenths and chromatic harmony. Analysis of selected works and writings of original material incorporating the above techniques.

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.

501 COLLEGE CHOIR 0.5 UNIT RPT3 UC:CSU

Prerequisite: None | Lab: 3 hours

A wide scope of choral literature for mixed voices is rehearsed and prepared for public performance. Emphasis placed on correct vocal techniques, increased skill in score reading, and on artistic interpretation of choral scores.

650 BEGINNING GUITAR 2 UNITS UC:CSU

Prerequisite: None | Lecture: 1 hour; lab 2 hours

Course covers general theory, reading music on guitar, 15 basic cords, various picking and strumming styles and uses right hand finger picking.

651 CLASSICAL GUITAR I 2 UNITS UC:CSU

Prerequisite: Music 650 | Lecture: 1.5 hours, performance 1.5 hours

This course covers all the basics of classical guitar technique, ligado, arpeggio, counterpoint, single line playing, as well as regular sight reading practice through the study of ensemble repertoire.

711 REHEARSAL ORCHESTRA 0.5 UNITS UC:CSU

Prerequisite: None | Lecture: 1 hour; lab 2 hours

Course includes preparation for concert appearance as well as development of individual technical and artistic ability, a more discriminative understanding of music through experience with a wide range of orchestral literature, and the opportunity to perform with more advanced players.

731 REHEARSAL BAND 0.5 UNITS

UC:CSU

Prerequisite: None | Lab: 3 hours

Course is designed to offer the instrumental performer an opportunity to practice reading quality music in the jazz and related commercial styles.

737 CONCERT BAND 0.5 UNITS

UC:CSU

Prerequisite: None | Lab: 3 hours

Selected literature for the concert band is rehearsed and performed. Opportunities are available for the advanced student to perform band literature of a more advanced level.

781 STUDIO JAZZ BAND 0.5 UNITS RPT3

UC:CSU

Prerequisite: None | Lecture: 1 hour; lab 3 hours

Course provides experience in the technique and interpretation of jazz, rock, and Latin music styles; sight-reading; improvisation; and public performance.

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

I 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 | Enrique B. Gonzalez
Clive Gordon | Joanne Kalter-Flink
Michong Park | Jose Luis Ramirez (EOPS)
Suzanne Ritcheson | Bonnie Sherman (EOPS)
Sonia Soto-Bair

2 INTERPERSONAL RELATIONSHIPS 1 UNIT RPT3

Prerequisite: None | Lecture: 1 hour

Note: Class graded credit/no-credit.

This course will provide the student with the opportunity to explore personal values, goals, and interests as well as develop interpersonal skills that will help promote success in school as well as in other aspects of his/her life.

4 CAREER PLANNING 1 UNIT

CSU

Prerequisite: None | Lecture: 2 hours

Note: Class graded credit/no-credit.

Designed to assist undecided students in choosing a major or vocational choice. Students will explore their interests, skills and values through the use of vocational assessments. Students will access updated information regarding occupational characteristics, employment trends and labor market updates through the use of the Career Library and other computerized resources. Students will gain a better understanding of their individual career decision-making process.

6 COLLEGE AND CAREER PLANNING FOR THE HANDICAPPED 1 UNIT

CSU

Prerequisite: None | Lecture: 1 hour

Open to all students. 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.

16 COLLEGE ORIENTATION AND EDUCATIONAL PLANNING 1 UNIT

NDA

Prerequisite: None | Lecture: 1 hour

Open to all students.

Note: Class graded credit/no-credit.

This course provides the student with information essential for survival in college, including and overview and visitations to various support services. Emphasis will be placed on development in study skills, productive time management skills, an understanding of college terminology, knowledge of and utilization of college support services This student will be graded on a credit/no credit basis.

17 COLLEGE SURVIVAL SKILLS DEVELOPMENT 1 UNIT

CSU

Prerequisite: None | Lecture: 1 hour

Note: Class graded credit/no-credit.

Provides the students with information and enabling to succeed in college.

18 (GUIDANCE) SKILLS DEVELOPMENT AND PREPARATION FOR EMPLOYMENT 1 UNIT

CSU

Prerequisite: None | Lecture: 1 hour

Designed to help students develop skills and attitudes that will assist them in finding and succeeding in a job. Course includes instruction in job sources, resume and cover letter writing, job application, interview techniques, and job survival skills.

20 POST SECONDARY EDUCATION: THE SCOPE OF CAREER PLANNING 3 UNITS

Prerequisite: None | Lecture: 2 hours, lab 1 hour

Note: Class graded credit/no-credit.

This course provides information on college services and college survival skills. It includes career planning and job hunting techniques.

22 THE TRANSFER PROCESS 1 UNIT

CSU

Prerequisite: None | Lecture: 1 hour

This course covers the college transfer process including requirements and application procedures for public and private institutions of higher education. Research utilizing the www will be included.

105 COLLEGIATE FINANCIAL ASSISTANCE RESEARCH AND PROCESS 0.5 UNIT RPT I

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.

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.

Philosophy

SOCIAL SCIENCES DEPARTMENT

FACULTY: 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
		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	
		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.

I 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: 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
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

UC: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.

97 PHYSICAL EFFICIENCY 2 UNITS

UC:CSU

Prerequisite: None | Lecture: 1 hour, lab 2 hours

An active program of physical fitness through flexibility and strength exercises. Including weight conditioning and aerobic activities. Personalized fitness programs are developed for each student. The student will also learn the principles of fitness conditioning, weight control and nutrition guidance.

102 SWIMMING SKILLS 1 UNIT RPT3

UC:CSU

Prerequisite: None | Lab: 2 hours

Introduction for the non-swimmer, which includes fundamental skills for basic swimming strokes, safety, and survival techniques.

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.

203 BADMINTON SKILLS	289 BOWLING
212 TENNIS	295 ADAPTIVE ACTIVITIES
228 BODY CONDITIONING	666 BODY CONDITIONING
229 BODY DYNAMICS	(3 hours)
230 WEIGHT TRAINING	690 WEIGHT TRAINING
259 GOLF SKILLS	(3 hours)

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
- 304 BASKETBALL SKILLS
- 313 SOCCER SKILLS
- 322 VOLLEYBALL SKILLS

DANCE 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.

- 434 BALLET TECHNIQUE SKILLS
- 437 JAZZ DANCE
- 440 SOCIAL DANCE

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
- 509 INTERCOLLEGIATE GOLF
- 511 INTERCOLLEGIATE SOCCER

550 INTERCOLLEGIATE SPORTS: 2 UNITS RPT3

CHEER/YELL LEADER, MARCHING BAND

UC:CSU

Prerequisite: None | Lab: 6 hours

Course covers technique and practice in marching, drill patterns, cheer and yell leading. Students will be required to perform at athletic events as course requirement.

552 ATHLETICS PRE-SEASON 1 UNIT RPT4

CONDITIONING

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 1 UNIT RPT3

FITNESS

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: Angela Echeverri | Said Pazirandeh | Richard Rains
J. Michael Reynolds

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
or	
Chem 65 Introductory General Chemistry	4
Math 260 Pre Calculus (260 level or higher)	4
Physics 6 General Physics I	4
	<hr/>
	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.

I 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)

Lecture: 2 hours, 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: 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

I INTRODUCTION TO HUMAN PHYSIOLOGY

4 UNITS

UC:CSU (CAN BIOL 12; CAN BIOL SEQ B: Anatomy I + Physiol I)

Prerequisite: Bio 3 | Advisories: English 28 or ESL 8 and Chem 51 and Anatomy I 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: 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 or History 12	Political and Social History of the US I Political and Social History of the US II	3
History 1 or History 2	Introduction to Western Civilization I Introduction to Western Civilization II	3
Poli Science 8 or Poli Science 9	The Modern Far East 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 RPT I

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 RPT I

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

ENGLISH AND FOREIGN LANGUAGES DEPARTMENT

FACULTY: 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: 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	Introduction to Biology	
or		
Biology 6	General Biology I	4-5
Math 227	Introductory Statistics	4
		<hr/> 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 I 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.

I 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 I | 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 I | 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.

II CHILD PSYCHOLOGY 3 UNITS
 UC:CSU

Prerequisite: None Lecture: 3 hours

Same as Ch Dev I

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 I | 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 I | Lecture: 3 hours
This course examines the definition, possible causes, and treatments of behaviors, which are considered dysfunctional. Topics such as anxiety, depression, psychoses, addiction will be emphasized.
- 17 EXCEPTIONAL CHILD** 3 UNITS
CSU
Prerequisite: Psych I | 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 I | Lecture: 3 hours
An introduction to human development from infancy through 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: Myriam Mekelburg | Edward Raskin

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 1	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 | Advisory: Soc 1 | Lecture: 3 hours

Surveys, identifies and analyzes past, present and future social problem areas in the United States. Criteria are developed by which one can evaluate the probable effectiveness of various proposals for change in problem areas such as personal and social disorganization.

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: Soc 1 or 2 | Lecture: 3 hours

Cultures of the major ethnic and racial groups in the United States, social processes affecting and influencing their adjustment and assimilation into the dominant trends of American life, and the legal and social solutions to their problems.

12 MARRIAGE AND FAMILY LIFE 3 UNITS

UC:CSU

Prerequisite: None | Lecture: 3 hours

Interpersonal growth and rewarding relationships are explored over the course of the family life cycle. Examines the impact of social, psychological and economic forces that affect the family.

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

ENGLISH 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 I.

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 I 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 I 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.
- 21 FUNDAMENTALS OF SPANISH I** 3 UNITS
UC:CSU
Prerequisite: None | Lecture: 3 hours
First half of the first course in understanding, speaking, reading, and writing Spanish. This introduction to Hispanic cultures and civilization is intended primarily for students with little or no knowledge of Spanish. Spanish 21 and 22 together are equivalent to Spanish I.
- 22 FUNDAMENTALS OF SPANISH II** 3 UNITS
UC:CSU
Prerequisite: Spanish 21 or equivalent | Lecture: 3 hours
Second half of the first course in understanding, speaking, reading, and writing Spanish. Introduction to Hispanic cultures and civilization. Intended primarily for students with a very limited knowledge of Spanish. Spanish 21 and 22 together are equivalent to Spanish I.
- 45 SPANISH LANGUAGE ARTS FOR TEACHER ASSISTANTS** 3 UNITS
CSU
Prerequisite: None | Lecture: 3 hours
Designed to develop strategies and techniques in Spanish reading through language arts. For teacher assistants, but open to all.
- 65 MEXICAN LITERATURE AND CULTURE** 3 UNITS
UC:CSU
Prerequisite: None | Lecture: 3 hours
This course will familiarize the student with Mexican civilization and literature since the Spanish conquest. Mainly in Spanish, the lectures will underline the continuity, permutation, and loss of basic cultural metaphors. There will be comparative reference to European and American cultures.
- 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

ENGLISH AS A SECOND LANGUAGE AND
SPEECH DEPARTMENT

FACULTY: Margie Long, Vice Chair | Rachel Leeds

- 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.
- 111 VOICE AND ARTICULATION** 3 UNITS
CSU
Prerequisite: None | Lecture: 3 hours
Study of the physiology and aesthetics of voice production; voice drill to improve tone control, pitch, volume, articulation, pronunciation, phrasing and enunciation; introduction to study of phonetics; oral presentations incorporating understanding and application of scientific and aesthetic principles of all of these elements.
- 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.
- 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.

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

I 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.

Theater

ARTS, HEALTH AND PHYSICAL EDUCATION DEPARTMENT

505 HISTORY OF MOTION PICTURES 3 UNITS
UC:CSU
Prerequisite: None | Lecture: 3 hours
Same as Cinema 3

This survey course traces the development of motion pictures, through the use of lectures and the presentation of representative films, from its beginning to the present day. Included are the scientific, economic, and artistic forces that forged motion pictures into one of America's most important industries.



Faculty

Ayers, Donna J.

Assistant Professor of Library Science
B.S., University of Nebraska
M.Ed., University of Nebraska
M.L.I.S., San Jose State University

Barbato, Louise

*English as a Second Language and
Speech Department Chair*
Professor of English as a Second Language
B.A., M.A., University of California,
Los Angeles
Dottore In Lettere, Università
degli Studi, Padova, Italy

Barrera, Adriana D.

President
B.A., Texas A&M University
Ph.D., Texas Tech University

Bates, Maria

Instructor of English
B.A., University of California,
Santa Barbara
Ph.D., University of California,
Berkeley

Bernal, Vilma

Instructor of Business
B.A., Pepperdine University
M.B.A., Woodbury University

Bommer, Terry

Professor of Accounting
B.A., University of California,
Santa Barbara
M.A., University of
Southern California

Cantrell, Eloise Fernandez

*Professor of Family and Consumer
Studies, Food Service Management*
B.S., M.S., California State University,
Northridge
Ed.D., Nova Southeastern University
Certified Executive Chef
Certified Culinary Educator,
American Academy of Chefs

Casson, Edward B.

Professor of Library Science
B.A., Brooklyn College
M.S.L.S., Long Island University

Climo, Michael J.

*Assistant Professor of
English as a Second Language*
B.A., Sonoma State University
M.Ed., University of Nevada, Las Vegas

Cooper, Cindy

Instructor of Health/Physical Education
B.A., M.A., California State University,
Northridge

Dalrymple, Roxann

Assistant Professor of English
B.A., University of California,
Los Angeles
M.A., Howard University

Daly, Carolyn

Instructor of English
B.A., University of California, Berkeley
Ph.D., University of
Southern California

De Silva, Lilamani

Instructor of Child Development
B.A., M.A., Pacific Oaks College

Dirks, Charles E.

Professor of Political Science/History
B.A., Occidental College
M.A., California State University,
Northridge

Echeverri, Angela C.

Professor of Life Sciences & Chemistry
B.S., M.S. University of Illinois at
Urbana-Champaign
Ph.D., University of California,
Los Angeles

Elkerdany, Mo K.

Associate Professor of Biology
D.D.S., M.Sc., Alexandria University,
Egypt
Ph.D., University of
Southern California

English, Teresa A.

*Instructor of Developmental
Communications*
B.A., California State University,
Northridge
M.A., California State University,
Los Angeles

Gloria R. Estrada

Instructor, Child Development Center
B.S., California State University,
Northridge

Fenyés, Maria

Natural Sciences Department Chair
Professor of Chemistry
B.S., Babes-Bolyai University,
Bucharest, Romania
M.S., Concordia University,
Montreal, Canada

Flood, Patricia

*Assistant Professor of Computer
Applications and Office Technologies*
B.S., M.Ed., Boston University

Foster, Dudley E., Jr.

Professor of Music
B.A., M.A., University of California,
Los Angeles
Fellow, Trinity College;
London, England

Foster, Leslie

Professor of Mathematics
B.S., M.S., California State University,
Northridge

Frank, Sherrill J.

*Professor of Computer Applications
and Office Technologies*
B.S., University of New Mexico
M.A., California Lutheran University
Ed.D., University of
Southern California

Garcia, Rudy

Instructor of Culinary Arts
A.A., Los Angeles Mission College
Certified Executive Chef,
American Academy of Chefs

Garza, David

Instructor of Library Science
B.A., California State University,
Los Angeles
M.L.S., University of California,
Los Angeles

Goldberg, Harlan

Professor of Humanities
 B.F.A., University of New Mexico
 M.A., California State University,
 Northridge

Gonzalez, Enrique B.

Professor of Counseling
 A.A., Los Angeles Valley College
 B.V.E., M.S., California State University,
 Los Angeles

Gordon, Clive

Student Career Center Coordinator
Instructor of Counseling
 B.S., California State University,
 San Bernardino
 M.S., California State University,
 Northridge

Grant, Ruthie

Instructor of English
 B.A., University of Houston
 M.A., California State University,
 Dominguez Hills
 Ph.D., The International University

Hoefel, Karen

Vice President, Administrative Services
 B.S., M.B.A., California State
 University, Northridge
 Ph.D., University of California,
 Los Angeles

Johnson, Patricia D.

Instructor of Psychology
 B.A., California State University,
 Dominguez Hills
 M.A., Antioch University
 Psy. D., Ryokan College

Jordan, David

Professor of Law
 B.A., Georgetown University
 J.D., Loyola Law School

Kalter-Flink, Joanne

Professor of Counseling
 B.S., Hofstra University
 M.A., California State University,
 Northridge

Keller, Ife

Instructor, Child Development Center
 B.S., California State University, Fresno
 M.S., Pacific Oaks College

Kerwin, Barbara

Assistant Professor of Art
 B.A., Washington State University
 M.A., California State University,
 Los Angeles
 M.F.A., Claremont
 Graduate University

Klitsner, John

Director of Athletics
Professor of Physical Education
 B.A., M.A., California State University,
 Northridge

Kubicki, Paul C.

Associate Professor of Computer Science
 B.S., California State University,
 Sacramento
 MM III, CDB III Certified

Lampert, Sandra

Professional Studies Department Chair
Professor of Family and
Consumer Studies
 A.A., Boston University
 B.S., M.S., California State University,
 Northridge
 Certificate in Gerontology, University
 of Southern California
 Certified Culinary Educator
 Certified Food Executive
 Certified Family Consumer Sciences

La Rosa, Ralph C.

Instructor of English
 B.A., M.A., University of Michigan
 Ph.D., University of Wisconsin

Leeds, Rachel L.

Professor of Speech Communication
 B.A.H., Sophie Newcomb
 M.Ed., University of California,
 Los Angeles
 M.A., Speech, California State
 University, Northridge

Levine, Stanley M.

Associate Professor of Humanities
 B.A., San Francisco State University
 M.F.A., California Institute of the Arts

Long, Margie L.

Professor of Speech Communication
 A.A, Spokane Community College
 B.A., B.A., Gonzaga University
 M.A., University of California, Davis

Maldonado, Jose A.

Instructor of Chicano Studies
 B.A., California State University,
 Northridge
 M.A., Arizona State University

Malki, Abdo

Instructor of Mathematics
 B.A., B.S., M.S., M.A., California State
 University, Los Angeles
 Ph.D., University of California,
 Los Angeles

Manoogian, Lorraine

Instructor of Geography
 B.A., M.S., California State University,
 Northridge

Mekelburg, Myriam M.

Assistant Professor of Sociology
 A.A., Los Angeles Valley College
 B.A., California State University,
 Northridge
 M.A., California State University,
 Northridge

Milke, Leslie

Arts, Health, and Physical Education
Department Chair
Associate Professor of
Physical Education/ Health
 B.A., M.A., California State University,
 Northridge

Morales, John J., Jr.

Social Sciences Department Chair
Professor of Chicano Studies
 B.A., California State Polytechnic
 University, Pomona
 M.A., San Diego State University

Moreno, Monica M.

Director, Child Development Center
 A.A., Los Angeles Mission College
 B.A., Pacific Oaks College

Newman, Dale Anne

Learning Center Director /
Department Chair
Associate Professor of
Developmental Communications
 A.A., Los Angeles Mission College
 B.A., University of California,
 Los Angeles
 M.A., California State University,
 Northridge

Oddino, Victoria A.

Instructor of English
 B.J., University of Missouri, Columbia
 M.A., California State University,
 Northridge

Orozco, John

Instructor of English
 B.A., California State University,
 Sonoma
 M.A., California State University,
 Los Angeles

Pardess, David Forbes

Professor of Languages and Linguistics
 B.A., M.A., Ph.D., University of
 California, Los Angeles

Park, Michong

Instructor of Counseling
 B.A., California State University,
 Northridge
 M.S., California State University,
 Northridge

Paulsen, Deborah R.

Assistant Professor of Art
 B.F.A., Eastern Washington University
 M.F.A., Claremont
 Graduate University

Pazirandeh, Said

Instructor of Physical Science/Chemistry
 M.S., San Diego State University

Pearl, Maury

*Associate Dean, Institutional Research
 and Planning*
 B.S., University of Houston
 M.A., University of California,
 Los Angeles

Polk, Susan

*Instructor of Developmental
 Communications*
 B.A., M.A., California State University,
 Northridge

Prostak, Gary

*Instructor of English as a
 Second Language*
 B.A., M.Ed., Worcester State College
 MATESL, Simmons College

Pursley, Mark

PACE Director
Instructor of Philosophy
 B.A., Westmont College
 M.A., Fuller Theological Seminary

Rains, Richard

Professor of Physics/Astronomy
 B.S., University of California,
 Los Angeles
 M.S., California State University,
 Los Angeles
 M.A., Mount Saint Mary's College

Ramil, Yolanda R.

*English and Foreign Languages
 Department Chair*
*Associate Professor of
 Romance Languages*
 B.A., M.A., California State University,
 Northridge
 Ph.D., University of California,
 Los Angeles

Ramirez, Jose Luis

Professor of Counseling
 B.A., California State University,
 Northridge
 M.S., University of LaVerne,
 Los Angeles

Raskin, Edward

Professor of Sociology
 B.A., M.A., California State University,
 Los Angeles

Rettke, Mari

Assistant Professor of Computer Science
 B.A., California State University,
 Northridge

Reynolds, J. Michael

Instructor of Life Sciences
 B.S., M.S., Stanford University

Risemberg, Leon A.

Professor of Engineering
 B.S., M.S., National University of
 Cordoba, Argentina

Ritcheson, Suzanne

Professor of Counseling
 B.A., California State University,
 Fresno
 M.S., California Lutheran University

Rivera, Phoebe

*Associate Professor of English, E.S.L.,
 Spanish and Linguistics*
 B.A., Duke University
 M.A., Kansas State University
 M.A., University of Arizona

Ruelas, Julie Ann

Professor of Child Development
 B.A., California State University,
 Northridge
 M.A., Pacific Oaks College

Rush, Cleveland

*Associate Professor of
 Business Administration*
 B.S., M.S., Woodbury University

Scuderi, Richard J.

*Director, Disabled Student Programs
 and Services*
 B.S., Loyola University
 M.S., Ph.D., University of
 Southern California

Sherman, Bonnie J.

Instructor of Counseling
 B.A., California State University,
 San Bernardino
 M.S., California State University,
 Los Angeles

Silver, Janice G.

Associate Professor of Child Development
 B.Ed., University of Saskatchewan
 Saskatoon, Canada
 M.A., Pacific Oaks College

Smazenka, Robert L.

Mathematics Department Chair
Professor of Mathematics
 B.S., California State University,
 Northridge
 M.S., California State University,
 Los Angeles
 Ph.D., University of
 Southern California

Soto, Martha

Dean, Academic Affairs
 B.A., University of California,
 Los Angeles
 Ph.D., University of
 Southern California

Soto-Bair, Carmen Sonia

Professor of Counseling
A.A., Los Angeles Harbor College
B.A., California State University,
Dominguez Hills
M.A., Chapman College

Thomsen, Sandy

Library Department Chair
Assistant Professor of Library Science
A.A., Fullerton College
B.A., California State University,
Northridge
M.L.S., San Jose State University

Villegas, Ludi

Professor of Counseling
B.S., M.S., California State University,
Los Angeles

Wada, Junko J.

Assistant Professor of Child Development
M.A., California State University,
Northridge

Walker, Gwen

Counseling Department Chair
Professor of Counseling
B.A., M.A., California State University,
Northridge

Wong, Debby

Instructor of Mathematics
B.S., M.S., California State University,
Pomona

Woodmansee, Joyce

Associate Professor of Computer
Applications and Office Technologies
B.S., M.S., California State University,
Northridge

Yguado, Alex R.

Professor of Economics
B.A., M.A., California State University,
Northridge
M.S., University of Southern California

Zandalasini, Louis J.

Associate Professor of Culinary Arts /
Food Service Management
B.S., Golden Gate University,
San Francisco

Zayas, Edgardo E.

Dean, Academic Affairs
Instructor of Spanish
B.A., M.S., Brigham Young University
M.S., University of Redlands

Staff

Academic Affairs Office

Linda Le Doux
Dorothy Mundt
Nery Ocasio
N.D. Ondoy
Bertha E. Villa

Administrative Services Office

Connie Reyes
Josefina Blanco
Ronn Gluck
Jerry Huang
Linda Solar
Karina Weatherly

Admissions Office

Angela V. Merrill, Senior Admissions
and Records Office Supervisor
Jena Acosta
Michelle Augustine
Luz Nuñez
Ida Thrift
Rosalie Torres

Arts, Health, and Physical Education Department

Jill Changaris

Audio Visual

Terry Carter

Bookstore

Charlotte Saldick, College
Bookstore Manager
Asma Begum
Denise Prince
Zoila Rodriguez-Doucette

Business and Law Department

Margarita Padilla

Business Office

Andres Guerrero, College
Financial Administrator
Paula Riggs
Bonnie Christensen
Agavny Gulderian
Tina Levi
Steven Van Antwerp

CaWORKs Office

Angela Aghajanian
Jaime Avina
Young-Ji Lee

Child Development Center

Elizabeth Ruiz-Contreras

Compliance Office

David Green

Community Extension

Diane Astadurian, Director
Melody Kishimoto

Computer Applications and Office Technologies

Maria C. Padilla
James Acuros

Computer Science Lab

Michael Hoit
Ruth Zuniga

Network Support Group

Arnel Arenas
John Beck
Carlos Garcia
Jerry Garcia
Joyce Holloway
Derek Law
Julie Pepe
Eric Rettke

Counseling Office

Trina Murphy-Cater
Stacy Sarria
Lourdes Villanueva

Disabled Students Program and Services Office

Adrian Gonzalez

Engineering and Computer Science Department

Margarita Padilla

English and Foreign Languages Department

Crystal Caldwell

ESL and Speech Department

Crystal Caldwell

Extended Opportunity Program and Services Office

Carlos Gonzalez
Marcella Lozano
Fern Reisner

Financial Aid Office

Anafe Robinson, Financial Aid
Director
Mary Louise Mendoza
Toan Nguyen

Martha A. Perez
Shushan Solakian
Amy Tong
Marisol Velasquez

Food Service Management

Amy Tong
Jesse Sanchez

G.E.D. Office

Valerie Disney

Learning Center

Emmanuel Ferrer
Sheila Money
Eric Wilhite

Library

Donald Carney
Faith McLaughlin

Life Science Lab

Nadine Cano
Pong Nimnual

Mathematics Department

Manny Rodriguez

Matriculation

Linda Carruthers

Metropolitan College Records

Mary Zarlenga

Natural Sciences Department

Crystal Caldwell
Nadine Cano
Gabriel Gar
Pong Nimnual

PACE

Laura Villegas

Payroll Office

Trina Drucco
Carol Salas

Personnel Office

Eva Berend
Alice Yee

Physical Science Lab

Gabriel Gar

Plant Facilities

Pete Avendano
Titus Brown
Andy Davis
Terry Carter
Mark Cupp
Erik Danam

Augustine Garibay Victor Renolds
 Edgardo Gonzalez Bill Roane
 Jorge Gonzalez Yekhil Shvarts
 Kimberly James Hy Tang
 Beatrice Kuhn Carolyn Urrutia
 Teresa Lira Julius B. Walker, Jr.
 Irma Lopez Ruth Ward
 Marina Pineda Bobby Wells

President's Office

Shirley Hollingsworth
 Eduardo Pardo
 Lydia Chung

Professional Studies Department

Margarita Padilla

Receiving Office

Charles Perkins, Stock Control
 Supervisor
 Jason Weatherly

Reprographics/Mail Room

Vivian Jackson
 Sonia Ornelas
 Lisa Thornley

Sheriff's Department

William Dease, Senior Deputy
 Jartino Spencer, Deputy
 Laura Murphy

Social Sciences Department

To be determined

Specially-Funded Programs

■ **Careers in Child Care Training**

Morena Escobar
 Nancy Flores Gallardo

■ **Child Development Training Consortium (CDTC)**

Janice Silver

■ **Citizenship**

Guadalupe Jara

■ **Community Literacy Academy (CLA)**

Angelica Toledo
 Richie Aribuabo
 Georgina De La Cruz

■ **Early Start to Emancipation Preparation (ESTEP)**

Rosalie Hilger
 Maria Granados
 Gina Romo

■ **Job Development Incentive Training Fund (JDIF): Health Care Clerical Office Assistant Training Program (HCCAT)**

Susan Rhi-Kleinert
 Jaime Avina
 Hsin-Neh Rogers

■ **Family Child Care Homes Network**

Mary Burnet
 Linda Shellenbarger
 Estee Ayala
 Dora Rodriguez

■ **Family Development Network/THRIVE (Teach Honor Respect Inform Vision Educate)**

Angelica Toledo
 Roman Juarez
 Eric Aldaco
 Lorena Rodriguez
 Monica Carmona
 Sylvia Yehia

■ **Foster/Kinship Care Education**

Rosalie Hilger

■ **Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR-UP)**

Alan De La Vara
 Isabel Batres

■ **Independent Living Program (INL)**

Rosalie Hilger
 Gina Romo
 Maria Granados

■ **Kinship Education, Preparation, and Support (KEPS)**

Rosalie Hilger
 Gina Romo
 Maria Granados

■ **Limited English Proficient (LEP)**

Maria Granados

■ **Minority Science & Engineering Improvement Program (MSEIP): Team Research Approach in Laboratory Science (TRAILS)**

Angela Echeverri
 Mike Reynolds

■ **Navigator Demonstration Program**

Victor Tapia

■ **Program Technician-Tech Prep**

Geri Shapiro
 Dani Condon

■ **Student Support Services**

To be determined

■ **Tech Prep**

Geri Shapiro
 Dani Condon

■ **Tech Prep Distribution Points**

Geri Shapiro
 Dani Condon

■ **Tech Prep Industry Sector**

Geri Shapiro
 Dani Condon

■ **Temporary Assistance for Needy Families-Child Development Careers (TANF-CDC) Project)**

Morena Escobar
 Nancy Flores

■ **Title V**

To be determined

■ **Verizon**

Guadalupe Jara

■ **Vocational Education (VTEA)**

ND Ondoy

■ **WIA STEP (GAIN)**

Victor Tapia

■ **Workforce Investment Act (WorkSource Center)**

Victor Tapia
 Norma Flores
 Carlos Garcia
 Maricela Guevedo
 Patty Manzano
 Sheila Wright

Student Services Office

Robert Crossley, ASO Advisor
 Debra Manning

Veterans/International Students Office

Georgia Estrada

Worksource Development/ Grants Office

Young-Ji Lee

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 I.

Course Title: A phrase descriptive of the course content; for example, the course title of Accounting I 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.

Index

A

A.A. Degree & Certificate	52
Academic Affairs	26
Academic Honors	31
Academic Probation & Dismissal	31
Academic Progress Policy for Financial Aid	19
Academic Renewal	33
Academic Standards for Dismissal	32
Access to Records	40
Accounting	61
Accreditation	ii
Accuracy Statement	160
Adding and Dropping Classes	10
Administration of Justice	63
Admission Eligibility	5
Admission & Registration Procedures	5
Advisory Committees	2
African-American Studies	66
Anatomy	67
Anthropology	67
Art	67
Asian-American Studies	71
Assessment (Matriculation)	5
Associate in Arts/Associate in Science	
Degree Requirements	50
Associate Degrees and Certificate Programs	52
Associated Students Organization	24
Astronomy	71
Attendance	33
Auditing Classes	10

B

Biology	71
Board of Trustee Members	160
Bookstore	27
Bookstore Refund Policy	27
Book Buy-Back Policy	27
Business	72

C

California Residence Requirements	6
California State Universities and Colleges	
Transfer Requirements	56
CalWORKs	22
Campus Security & Crime Report	47
Cancellation of Classes	10
Career Planning Center	26
Chancellor's Distinguished Honor Award	31
Change of Program	10

Chemistry	73
Chicano Studies	73
Child Development	75
Child Development Center	13
Chinese	80
Cinema	80
Clubs & Organizations, Student	25
College Facilities and Locations	3
Colors and Theme of College	24
Community Extension Program	21
Compliance Officer	43
Computer Applications and Office Technologies	81
Computer Science – Information Technology	83
Concurrent Enrollment	34
Continuing Education Credit	21
Cooperative Work Experience Education	22
Counseling Office	26
Course Repetition	33
Credit for Courses Completed at	
Non-Accredited Institutions	34
Credit by Examination	35
Credit/No-Credit Option	36

D

Day and Extended Day Class Hours	10
Dean's Honor List	31
Developmental Communications	87
Disabled Student Programs & Services	13
Disciplinary Action	43
Disciplines, Educational Programs &	
Course Descriptions	61
Dismissal, Academic Standards for	32
District Administration	160
District Information	31
District Policies	40
Diversity Program	46
Drafting	88
Drug-Free Environment	46

E

Economics	88
Education	88
Educational Philosophy	I
Engineering, Electrical	89
Engineering, General	89
English	93
English as a Second Language	94
Environmental Science	96
Equal Opportunity Policy	160

Extended Opportunity Program & Services (EOP&S) . . . 13

F

Faculty 143
Family and Consumer Studies 96
Family Education Rights & Privacy Act (FERPA) 40
Fee Waiver Program. 15
Fees & Costs 8
Final Examinations 37
Finance 103
Financial Aid 14
Fire Technology. 104
Food Service Management. 104
French. 106
Full-Time & Part-Time Students 10
Functions of the Community Colleges 2

G

General Information. 1
Geography 107
Geology 107
Glossary of Terms 149
Goals, College. 1
Grade Changes *(*Notas, Cambios*) 38
Grade Upon Withdrawal 38
Grading Symbols 37
Graduation Honors 31
Graduation Plan A 51
Graduation Plan B 51
Graduation Requirements 49
Grants. 16

H

Health. 107
Health Science 108
Health Services Fee 8
History 108
Honors Program 24
Humanities 109

I

Incompletes 37
Independent California Colleges & Universities
Transfer Requirements. 58
Instructional Television (ITV) 23
Instructional Materials 9
Intercollegiate Athletics 13
Interdisciplinary Studies 110
Interior Design 110
International Business. 112
International Education Program 23
International Students Admission. 7

Intersegmental General Education

Transfer Curriculum (IGETC) 55
Italian 113

J

Japanese 113
Journalism. 113

L

Law. 113
Learning Center. 26
Learning Disabilities Program 13
Learning Skills 116
Liberal Arts. 116
Library 26
Library Science. 116
Linguistics 117
Loans 17
Lost and Found 28

M

Maps, College. 156
Management. 117
Marketing 119
Mathematics 120
Matriculation 5
Microbiology. 122
Mission Statement, College 1
Multimedia Studies 123
Music 127

N

Non-Discrimination Policy *(*Politica No Discriminatoria*) . 160
Non-Resident Student Information 6
Non-Resident Tuition Fee. 8

O

Oceanography 128
Ombudsperson 46

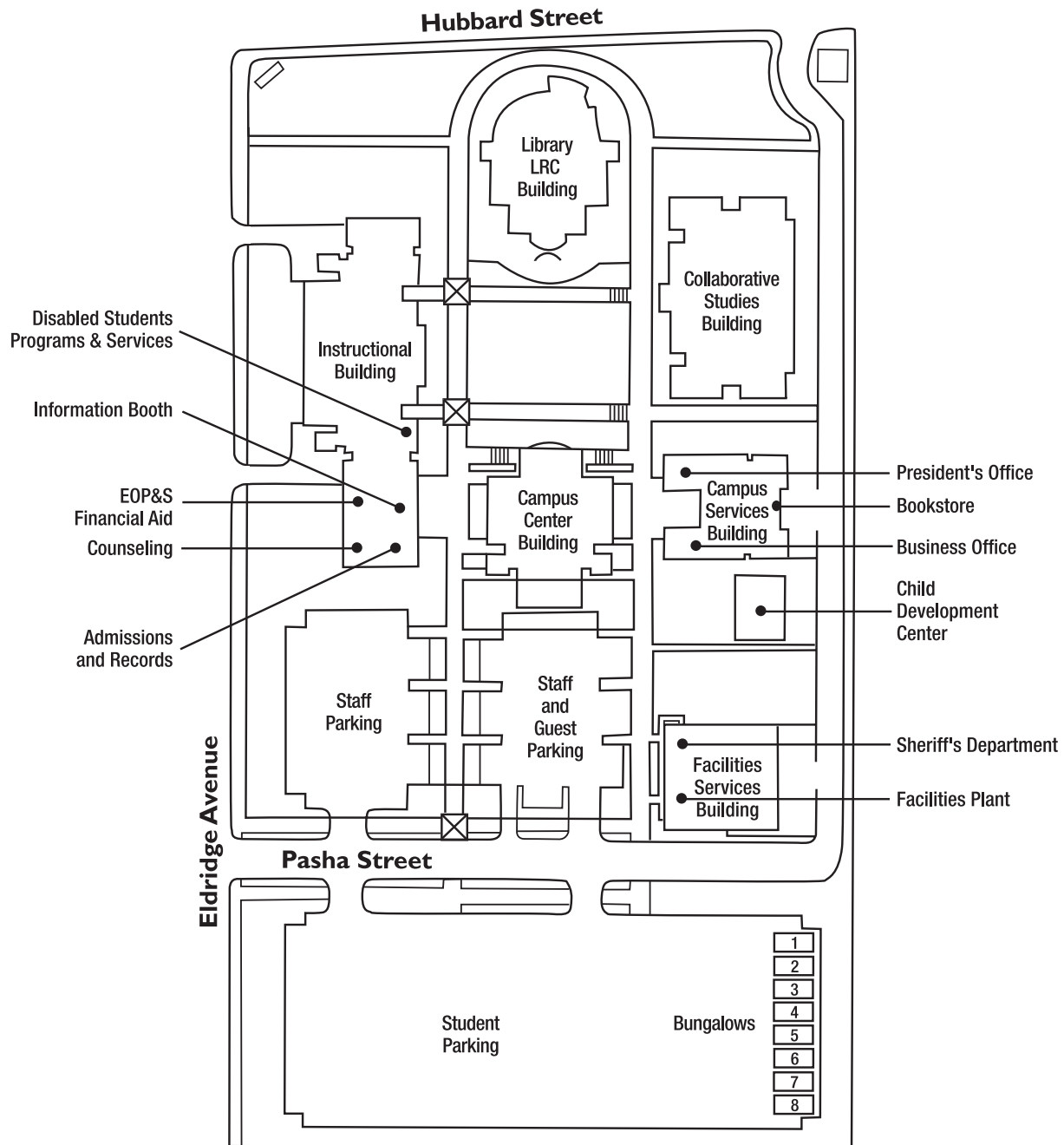
P

Parking Regulations, Student 27
Personal Development/Counseling 128
Philosophy 129
Philosophy, College. 1
Photography 130
Physical Education 131
Physical Science 132
Physics 132
Physiology. 133
Political Science 133
Portuguese 134

Prerequisites, Corequisites & Advisories	39	Student Grievance Procedures	42
President's Honor List	31	Student Information	13
President's Message	i	Student Right-to-Know Disclosure	42
Probation & Dismissal, Academic	31	Student Services	13
Program for Accelerated College Education (PACE)	23	Student Trustee	25
Psychology	134	Students' Statements	40
Publications	25	Study Load, Suggested	11
		Supervision	140
R		T	
Re-admission after Academic Dismissal	32	Telephone Extensions, College	iii
Recording Devices	42	Theater	140
Refund Policy, Enrollment Fee	8	Transcripts	10, 39
Residency Requirements	6	Transfer Information	55
		Tutorial Services, Learning Center	26
S		U	
Scholarships	18	University of California Transfer Requirements	58
Sexual Assault Policy	46	V	
Sexual Harassment Policy	46	Veterans Program	26
Sheriff's Department, College	28	W	
Smoking Policy	47	Withdrawal Policy	40
Sociology	136		
Spanish	137		
Special Programs	21		
Speech Communication	138		
Staff	147		
Student Activities	23		
Student Conduct	43		

**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

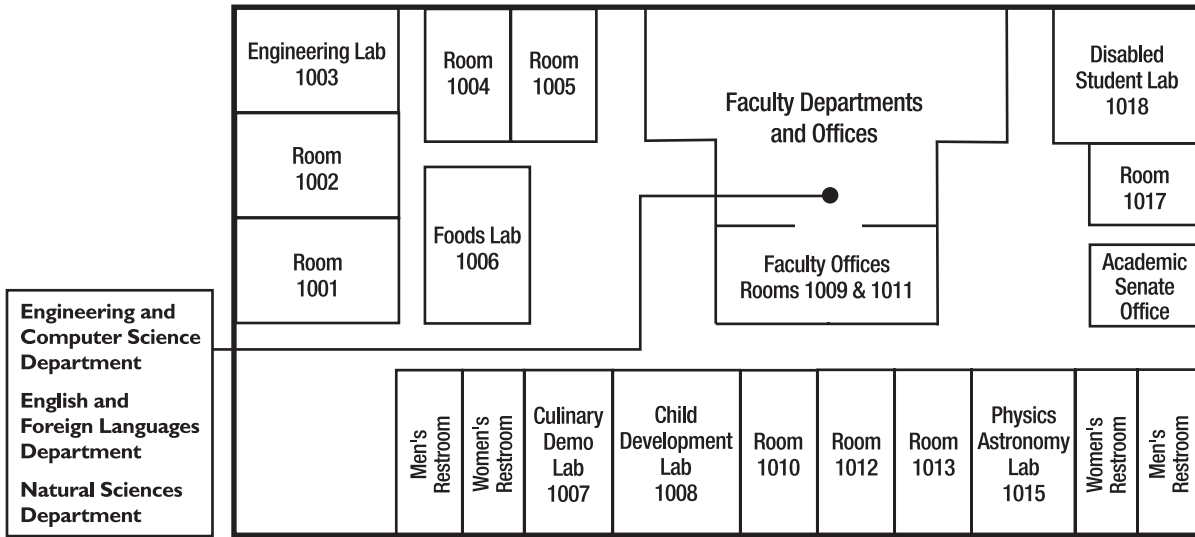
- Sheriff's Department
- Plant Facilities

BUNGALOWS

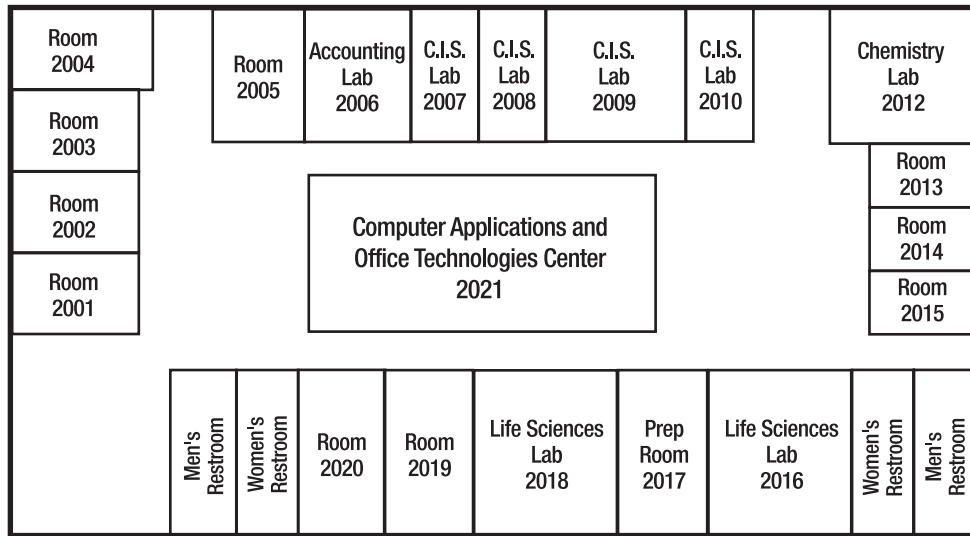
- Bungalows 1-8

Buildings and Classrooms

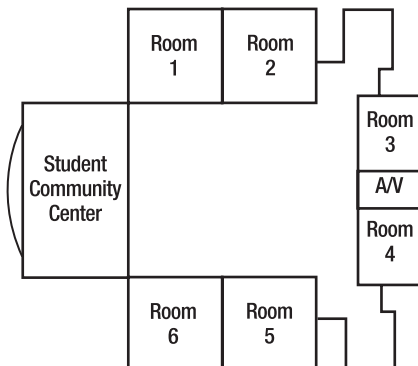
INSTRUCTIONAL BUILDING – 1ST FLOOR



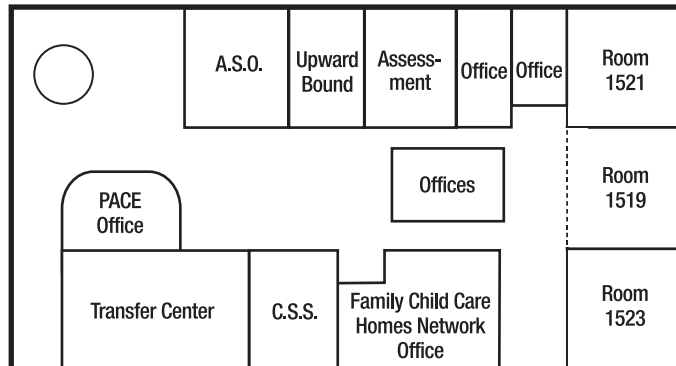
INSTRUCTIONAL BUILDING – 2ND FLOOR



CAMPUS CENTER BUILDING 2ND FLOOR (Ground Level)



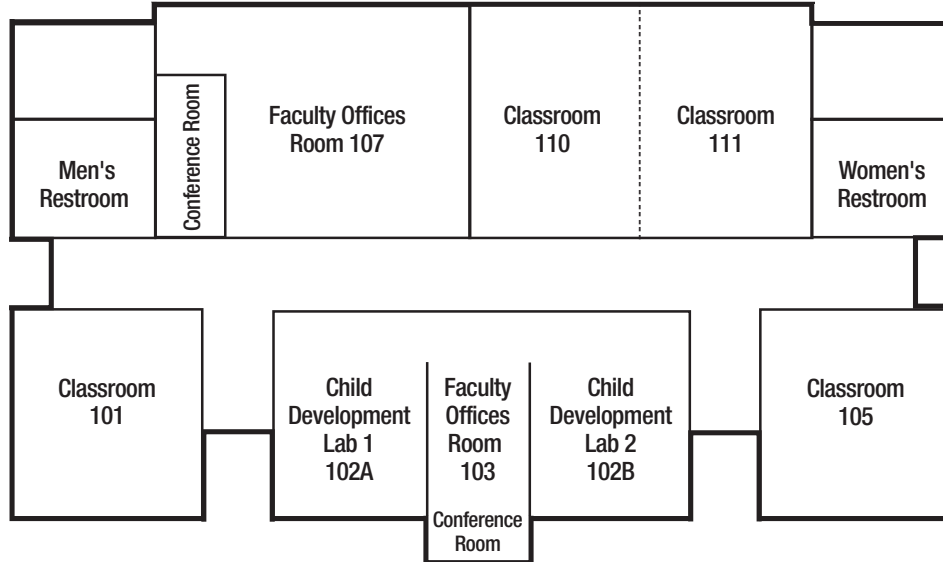
CAMPUS CENTER BUILDING 1ST FLOOR (Lower Level)



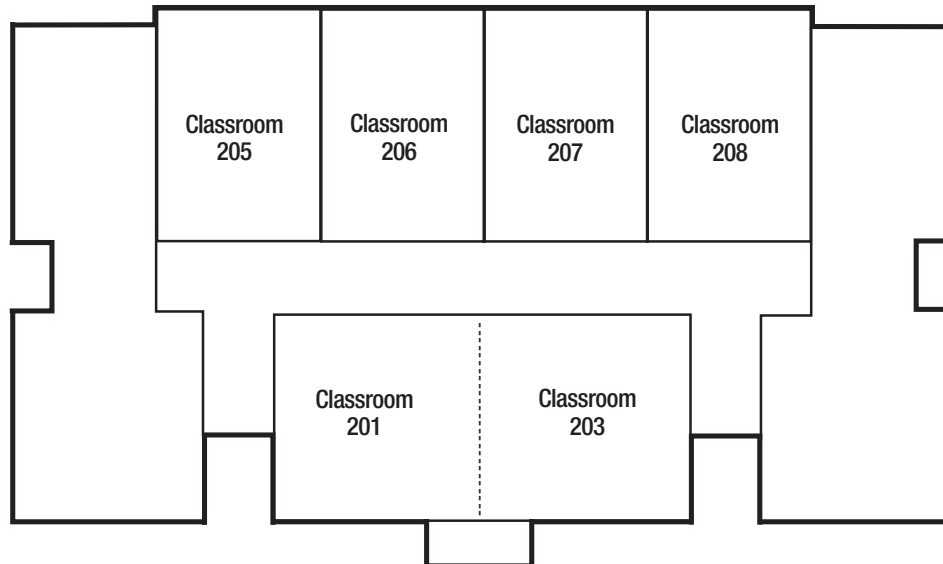
Buildings and Classrooms

(continued)

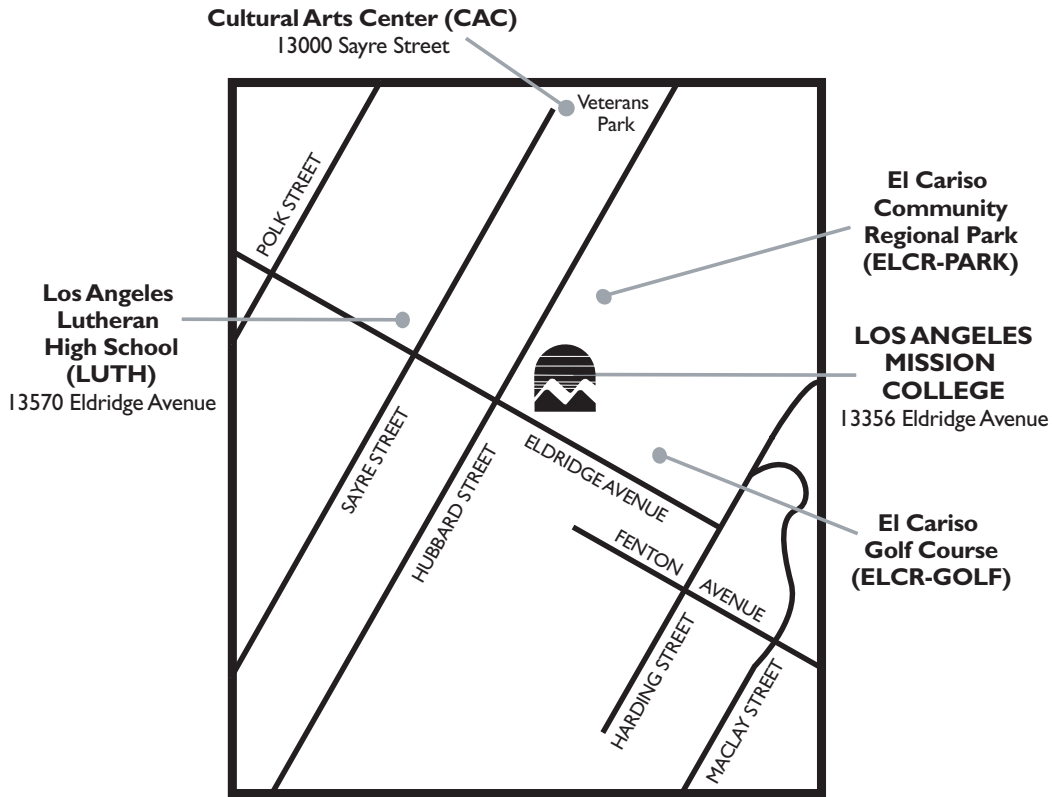
GUADALUPE S. RAMIREZ COLLABORATIVE STUDIES BUILDING – 1ST FLOOR



GUADALUPE S. RAMIREZ COLLABORATIVE STUDIES BUILDING – 2ND FLOOR



Directions to Mission College and Outreach Locations



Freeway Map and Legend

A / CCRC: Child Care Resource Center
8510 Balboa Boulevard, Northridge

B / CHATHS: 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

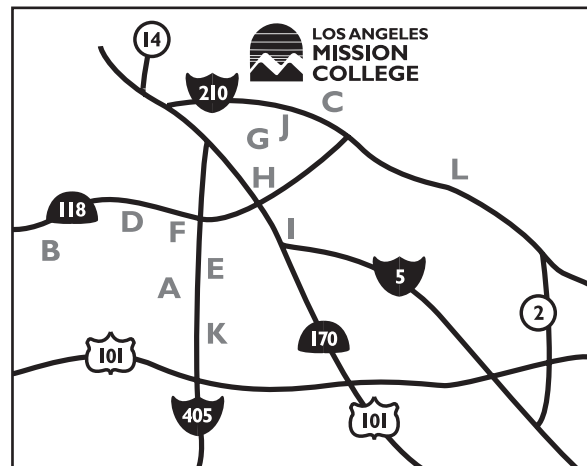
H / SFDO-HS:
San Fernando High School
11133 O'Melveny Avenue, San Fernando

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

BOARD OF TRUSTEES

Kelly G. Candaele, *President*
Sylvia Scott-Hayes, *Vice President*
Mona Field
Warren T. Furutani
Georgia L. Mercer
Nancy Pearlman
Michael D. Waxman
Robyn Mims, *Student Trustee*

COLLEGE ADMINISTRATION

Dr. Adriana D. Barrera
President
William C. Farmer, Jr.
Vice President, Academic Affairs
David Green
Acting Vice President, Student Services
Dr. Karen A. Hoefel
Vice President, Administrative Services
Maury Pearl
Interim Dean of Technology
Dr. Martha Soto
Dean, Academic Affairs
Edgardo E. Zayas
Dean, Academic Affairs

DISTRICT ADMINISTRATION

Darroch "Rocky" Young, *Chancellor*
Darroch "Rocky" Young, *Senior Vice Chancellor*
Larry H. Eisenberg, *Executive Director,
Facilities Planning and Development*
Camille A. Goulet, *General Counsel*

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
