

LATTC CATALOG

2014-2016

addendum

Celebrating
90 Years
of Excellence!

Effective: Winter 2015

LOS ANGELES TRADE-TECH
LATTC
A Community College

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LOS ANGELES COMMUNITY COLLEGE DISTRICT OFFICE

770 Wilshire Blvd.
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Academic Standards and Policies

Credit by Examination (Pg. 31)

- Nursing, Registered: RN 131, 132
- Nursing, Vocational: all courses deleted

Graduation Requirements

2014 - 2015 CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION CHECK SHEET-39 Units Required

Complete at least 30 units of general education including all of Area A and Area B4 which must be completed with a "C" or better for admissions purposes. Students who complete only 30 units will have at least 9 units of lower division courses to complete upon transfer. **It is advisable to complete all 39 UNITS OF LOWER DIVISION GENERAL EDUCATION before transfer and to have your GE certified.** Full GE certification is required for the AA-T/AS-T degrees. Courses may be used to satisfy both major and general education requirements – the units will be counted only once for the degree. ****Courses Listed in More Than One Area Shall Not Be Certified in More Than One Area****

		9 UNITS	units completed	units in progress	units needed	pass-along or exam
AREA A	ENGLISH LANGUAGE COMMUNICATION & CRITICAL THINKING 3 courses - Select <u>ONE</u> from each group: A1, A2 AND A3	9 UNITS				
A1	Oral Communication • Communication Studies (formally Speech) 101, 151	3 units				
A2	Written Communication • English 101, 101H	3 units				
A3	Critical Thinking • English 102, 102H, 103, 103H • Philosophy 8	3 units				
AREA B	SCIENTIFIC INQUIRY & QUANTITATIVE REASONING 3 courses: 1. Select ONE course from group B1 <i>Physical Science</i> AND ONE course from group B2 <i>Life Science</i> 2. LAB requirement: At least ONE of the courses from B1 OR B2 must include a lab. Eligible courses are identified with * 3. Select ONE course from group B4, <i>Mathematics / Quantitative Reasoning</i>	9 UNITS				
B1	Physical Science • Astronomy 1, 5* • Chemistry 51*, 65*, 70*, 70H*, 101*, 101H*, 102*, 102H*, 211*, 211H*, 212*, 212H*, 221*, 221H* • Environmental Science 1 • Geography 1 • Geology 1, 6* • Physics 1*, 2*, 3*, 4*, 6*, 7*, 11*, 12, 14*	1 course				
B2	Life Science • Anatomy 1* • Anthropology 101, 101H • Biology 3*, 5*, 6*, 7*, (20* through Fall 2012) • Microbiology 1*, 20* • Physiology 1* • Psychology 2	1 course				
B4	Mathematics / Quantitative Reasoning • Math 215, 225, 227, 235, 236, 240, 245, 260, 265, 266, 267, 270, 275	1 course				
AREA C	ARTS & HUMANITIES Select 3 courses: at least ONE from each group C1 & C2	9 UNITS				
C1	Arts (Arts, Cinema, Dance, Music, Theater) • Architecture 130 (2 units), 131 (2 units) • Art 101, 102, 103, 201, 501 • Music 101, 141, 141H • Theater 100					
C2	Humanities (Literature, Philosophy, Languages Other than English) • American Sign Language 1, 2 • English 102, 203, 205, 205H, 206, 206H, 207, 208, 212, 212H, 215, 215H, 240 • French 1, 2 • Humanities 1, 2 • Kinesiology Major 106 • Labor Studies 21 • Philosophy 1 • Spanish 1, 2, 35, 36					
AREA D	SOCIAL SCIENCES Select 3 courses: at least ONE from 2 different groups ≠ denotes courses meeting CSU American History & Institution <i>Cross listed courses can only be used once</i>	9 UNITS				
D0	Sociology & Criminology • Sociology 1, 2, 28					
D1	Anthropology & Archeology • Anthropology 102, 102H					
D2	Economics • Economics 1, 2					
D4	Gender Studies • Psychology 32					
D5	Geography • Geography 2					
D6	History • History 11*, 11H*, 12*, 12H, 41*, 42*, 86, 87					
D7	Interdisciplinary Social or Behavioral Science • Labor Studies 4					
D8	Political Science, Government & Legal Institutions • Administration of Justice 1, 4, • Political Science 1*, 2, 7					
D9	Psychology • Child Development 1** • Psychology 1, 14, 32, 69					
AREA E	LIFELONG LEARNING & SELF-DEVELOPMENT	3 units				
	• Child Development 1** • Health 2, 6, 8, 11, 21, 43 • Kinesiology (activity) 201-1 thru 334-4, 387, 500 • Kinesiology Athletics 516 (Effective Fall 2014) • Kinesiology Major 101 • Personal Development 20 • Psychology 41 • Sociology 28					

≠ CSU GRADUATION REQUIREMENTS

The CSU graduation requirements listed below are NOT part of the CSU GE Requirements, but may be completed prior to transfer.

AMERICAN HISTORY AND INSTITUTIONS – 6 semester units *or* 9-12 quarter units, with **one course selected from each group**; may also be credited toward satisfying GE requirements from Areas D6 and D8, these courses are identified with this symbol ≠)

Group 1 (GE Area D6) Political Science 1[≠] 3 units
Group 2 (GE Area D8) History 11[≠], 11H[≠], 12[≠], 41[≠], 42[≠] 3 units

Counselor (print)

Counselor's Signature

Date

Evaluator (print)

Evaluator's Signature

Date

Full Certification

Partial Certification

CSU Admission Requirements

- A1. Communication Studies (formally Speech) 101
- A2. English 101
- A3. Critical Thinking (one course)
(for CSULA take English 103, this also meets a graduation requirement)
- B 4. Mathematics (one course)
(check your major requirements to make sure your math also satisfies this requirement)

Note: All courses above must be completed with a grade of "C" or better.

60 transferrable units are required for admission to CSU as an upper division student.

- **The Admission requirements and unit requirements must be completed prior to admission**
 - Fall semester: completed by spring for following fall (September)
 - Winter quarter: completed by summer for following winter quarter (January)
 - Spring semester: completed by summer for following spring semester (January)
 - Spring quarter: completed by fall for following spring quarter (March)

Note: USE www.assist.org to check admission and selection for impacted majors and programs.

Certification is not automatic:

- Meet with a counselor to review CSU GE completion
- Official transcripts must be on file in Admissions & Records for GE credit from other institutions attended outside of LACCD.
- Counselor must sign this verification before submission to the Admissions & Records office.

Credit Degree and Certificate Programs

Administration of Justice (AS-T)

Associate in Science for Transfer

Major Units: 18

Effective: 3/4/2015

The **Associate in Science in Administration of Justice for Transfer (AS-T)** prepares students for seamless transfer into the CSU system to complete a baccalaureate degree in Administration of Justice or related major. Upon completion of the AS-T in Administration of Justice, students will be able to demonstrate the following:

Program Learning Outcomes:

1. Identify the education stages to successfully enter a law enforcement academy consisting of academics, physical training, firearms and Code of Ethics requirements for the law enforcement officer as a professional.
2. Demonstrate fundamental knowledge of the law enforcement profession consisting of the role of the police, courts and corrections.
3. Explain an understanding of the role of the community in a partnership with law enforcement including, but not limited to interpersonal skills of effective written and oral communications plus critical thinking required of a law enforcement officer.
4. Outline and discuss the moral/legal aspects of the use of firearms, impact weapons, chemical agents, Laws of Evidence, the preparation of search warrants and the collection of physical evidence at a crime scene.

The **Associate in Science in Administration of Justice for Transfer** degree will be awarded upon completion of the following:

- *Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.*
- *The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.*
- *A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.*
- *Obtainment of a minimum grade point average of 2.0.*
- *A grade of “C” or better in all courses required for the major or area of emphasis.*

REQUIRED TWO COURSES (6 UNITS)

		UNITS
ADM JUS 1	Intro Administration of Justice	3
ADM JUS 2	Concepts of Criminal Law	3

LIST A: SELECT 2 COURSES FROM BELOW (6 UNITS)

ADM JUS 3	Legal Aspects of Evidence	3
ADM JUS 5	Principles of Investigation	3
ADM JUS 67	Community Relations	3
ADM JUS 4	Principals & Procedures of the Justice System	3
ADM JUS 8	Juvenile Procedures	3
ADM JUS 75	Introduction to Corrections	3

-Continued on Page 8-

LIST B: SELECT 2 COURSES FROM BELOW (6 UNITS)

Any course NOT used in List A or:

	UNITS
MATH 225 Introductory Statistics	3
PSYCH 1 Introductory Psychology	3
SOC 1 Introduction to Sociology	3
REQUIRED SUBTOTAL	18 Units
CSU or IGETC for CSU GE Pattern	37-39 Units
TRANSFERABLE ELECTIVES	6-17 Units
TOTAL UNITS THAT MAY BE DOUBLE COUNTED	3-12 Units
DEGREE TOTAL	60 Units

Automotive Collision Repair (Pg. 67-68)

Associate in Science Degree

Major Units: 46

Requirements for the Associate in Science degree in Automotive Collision Repair may be met by completing 36 units of Required Courses and 10 units of Major Electives with a “C” or better along with general education courses meeting Plan B graduation requirements. Information on the Plan B requirements may be found in the catalog under Graduation/Transfer Requirements.

REQUIRED COURSES

SEMESTER I **UNITS**

AUTOCOR 112	Auto Body Construction, Repair and Welding Fundamentals	9
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SEMESTER II **UNITS**

AUTOCOR 122	Intermediate Collision Repair-Parts Replacement, Metal Repair, Frame Straightening & Refinishing	9
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SEMESTER III **UNITS**

AUTOCOR 132	Unitized Body Panel, Section, & Frame; Replacement & Alignment	9
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SEMESTER IV **UNITS**

AUTOCOR 142	Advanced Automotive Collision Repair, Estimating, Refinishing, Color Matching	9
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MAJOR ELECTIVES

Select at least 10 units from the courses below **UNITS**

AUTOCOR 148	Paint Preparation and Application	3
AUTOCOR 149	Estimating Body Damage	3
AUTOCOR 185	Directed Study	1
AUTOCOR 226	Auto Collision Repair I	3
AUTOCOR 227	Auto Body & Fender II	3

Automotive Collision Repair (Pg. 68)

Certificate of Achievement

Major Units: 36

A Certificate of Achievement in Automotive Collision Repair may be earned by completing 36 units of Required Courses listed under for the Associates degree in Automotive Collision Repair with a “C” or better in each course.

Automotive and Related Technology: Transmission Repair

Certificate of Achievement

Major Units: 18

Effective: 10/5/2014

A Certificate of Achievement in Automotive and Related Technology: Transmission Repair may be earned by completing 18 units of Required Courses with a “C” or better in each course.

<u>REQUIRED COURSES</u>		<u>UNITS</u>
AUTORTK 100	Heating and Air Conditioning Theory, Inspection, and Repair	3
AUTORTK 113	Drive Train Components Principles & Practices	3
AUTORTK 114	Steering, Suspension, Brakes, Principles & Practices	3
AUTORTK 121	Basic Engine Theory, Inspection & Repair	3
AUTORTK 122	Electrical/Electronic Systems, Theory, Inspection, and Repairs	3
AUTORTK 123	Fuel Systems and Emissions	3

Barbering

Certificate of Achievement

Major Units: 48

Effective: 3/6/2015

PROGRAM OVERVIEW

Barbering is the study and practice of professional care of the hair, skin and nails. The LATTC Barbering program offers training in basic hair styling, and shaving techniques, hair cutting with clippers, razor, shears; chemical straightening, permanent waving, and coloring; skin care, manicures. The Barbering occupation is governed by stringent state laws which stipulate that all who enter the field must complete 1500 hours of instruction. The LATTC Barbering program is carefully designed to prepare students to pass the California State Board of Barbering examination. By fulfilling the program requirements, students will have the knowledge and skills needed to successfully compete in the Barbering industry as barber stylists, salon managers, educators, product sales, manicurists and business owners.

Important Notes: All hours and operations on time cards are kept for five years per state requirements. Please note regarding transfer hours: Transfer students with more than 300 hours from another Barbering program who have not received college level units from an accredited institution may not transfer into Los Angeles Trade Technical College. However, students who cannot transfer hours can start the LATTC Barbering program at the freshman level.

PROGRAM LEARNING OUTCOMES (PLOs)

Upon completion of the Degree/Certificate program, students are able to:

- Perform, practice, and demonstrate all areas of cosmetology skills observing the safety and sanitation rules set forth by the California Board of Barbering and Cosmetology.
- Be prepared to take the written and practical California Board of Barbering and Cosmetology Licensure Examination.
- Demonstrate skills necessary to build and maintain an ongoing clientele in the Barbering environment and industry.
- Demonstrate knowledge of cosmetology industry requirements regarding good work ethic, resumes and employment guidelines, track and maintain business transactions.

A Certificate of Achievement is awarded for the successful completion of all 48 units of the required courses listed with a grade of “C” or better in each course.

REQUIRED COURSES

SEMESTER I		UNITS
BAR 113	Freshman Barbering I	6
BAR 114	Freshman Barbering II	6
SEMESTER II		UNITS
BAR 123	Jr. Salon I	6
BAR 124	Jr. Salon II	6
SEMESTER III		UNITS
BAR 133	Jr. Salon III	6
BAR 134	Jr. Salon IV	6
SEMESTER IV		UNITS
BAR 143	Sr. Salon I	6
BAR 144	Sr. Salon II	6

Note: Completion of 1500 hours of instruction as required by the State Board of Cosmetology regulations. This program is currently pending approval for federal financial aid; please consult a LATTC counselor for assistance.

Community Planning & Economic Development (Pg. 81)

Certificate of Achievement

Major Units: 21

Effective: 10/5/2014

REQUIRED COURSES

Select 18 units from

—DEVELOPMENT		UNITS
COMPLAN 1	Introduction to Community Economic Development	3
COMPLAN 2	Introduction to Community Organizing	3
COMPLAN 3	Introduction to Affordable Housing Development	3
COMPLAN 4	School-Based Community Organizing/Development	3
COMPLAN 6	Non-Profit Management	3
COMPLAN 7	Popular Education Research	3
COMPLAN 9	Commercial Real Estate Development	3
COMPLAN 10	Comprehensive Violence Prevention Strategies	3
COMPLAN 11	Professional Development Skills and Issues and Community Development	3
COMPLAN 32	Community Building Principles and Strategies	1
COMPLAN 33	Community Engagement Principles and Strategies	1
COMPLAN 35	Health Leadership and Community Development	3
COMPLAN 36	Introduction to Applied Community Development	3

SELECT 3 UNITS FROM

—PROFESSIONAL DEVELOPMENT		UNITS
CAOT 82	Computer Applications and Office Technologies	3
CO INFO 701	Computer Information Systems	3
BUS 5	Business Law	3
BUS 33	Technical Report Writing	3
-or- ENGLISH 28	<i>Intermediate Reading and Comp (3)</i>	
-or- ENGLISH 101	<i>College Reading and Composition I (3)</i>	

Computer Information Systems (Pg. 86)

Associate in Science Degree

Major Units: 45

Effective: 10/5/2014

Requirements for the Associate in Science degree in Computer Information Systems may be met by completing 21 units of Required Courses and 24 units of Major Electives with a “C” or better along with general education courses meeting Plan B graduation requirements. Information on the Plan B requirements may be found in the catalog under Graduation/Transfer Requirements.

Students planning to continue studies at a four-year institution should consult with a counselor concerning a transfer curriculum.

REQUIRED COURSES		UNITS
CO INFO 700	Computer Concepts	3
CO INFO 701	Introduction to Computers and Their Uses	3
CO INFO 709	Object Oriented Programming	3
CO INFO 733	Microcomputer Data Base Programming	3
CO INFO 739	Programming in C ++	3
CO INFO 757	XHTML Programming and Applications	3
CO INFO 787	Network Essentials	3

MAJOR ELECTIVES:

A.S. DEGREE: Select at least 24 units from the courses below

CERTIFICATE: Select at least 24 units from the courses below

		UNITS
CO INFO 035	Multimedia Presentations for the Internet I	3
CO INFO 11	Network Security Fundamentals	3
CO INFO 40	Beginning Level Programming/Computer Games	3
CO INFO 42	Video Game Programming I	3
CO INFO 741	Programming Windows Applications in C++	3
CO INFO 743	Object-Oriented Programming in C++	3
CO INFO 750	Dreamweaver Concepts and Techniques	3
CO INFO 762	Web Scripting	3
CO INFO 770	Local Area Network Administration	3
CO INFO 771	Local Area Network Technical Support	3
CO INFO 790	Programming in JAVA	3
MICROTR 160	Operating Systems	2
MICROTR 166	CCNA Security	3

Computer Information Systems (Pg. 86)

Certificate of Achievement

Major Units: 45

A Certificate of Achievement in Computer Information Systems may be earned by completing 21 units of Required Courses and 24 units of Major Electives listed under for the Associates degree in Computer Information Systems with a grade of “C” or better in each course.

English for Transfer (AA-T) (pg. 94)

Associate in Arts for Transfer

Major Units: 18-20

Effective: 3/4/2015

The Associate in Arts in English for Transfer Degree (AA-T) is for students who intend to complete a bachelor's degree in English at a California State University. Core course work explores primarily British and American writers through an array of literary traditions, providing opportunities for students to express their understanding and appreciation of the literary world through analysis, research and composition.

This degree provides lower division preparation for students planning to transfer into English programs. Students will take courses in English as well as related fields required for English majors. Students who complete this degree will be guaranteed admission with junior status to the California State University, though not a particular campus or major, and will be given priority admission to our local CSU campus.

The Associate in Arts in English for Transfer Degree will be awarded upon completion of the following:

(1) *Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:*

(A) *The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.*

(B) *A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.*

(2) *Obtainment of a minimum grade point average of 2.0.*

(3) *All courses in the major must be completed with a grade of “C” or better. Students completing this degree are not required to fulfill additional LATTC graduation requirements.*

Completion of 18 - 20 semester units of major prep as follows:

REQUIRED CORE (6 Units):

		UNITS
ENGLISH 102	Introduction to Literature	3
ENGLISH 103	Composition & Critical Thinking	3

ELECTIVE Courses: List A- Select any two (2) of the following (6 units)

ENGLISH 203	Intro to World Literature	3
ENGLISH 205	English Literature I	3
ENGLISH 206	English Literature II	3
ENGLISH 207	American Literature I	3
ENGLISH 208	American Literature II	3

ELECTIVE Courses: List B- Select any one (1) course. Any course not used in LIST A or one course from this list **(3 units)**

ENGLISH 127	Creative Writing	3
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ELECTIVE Courses: List C- Select any one (1) course not already used in LISTS A or B or one of the following courses. **(3 units)**

ENGLISH 212	Poetry	3
ENGLISH 215	Introduction to Shakespeare	3
HUMAN 1	Cultural Patterns of Western Civilization	3

TOTAL UNITS18 UNITS

Note: 37-39 GE unit total is reduced due to double counting of 15 units of major courses towards general education.

Kinesiology for Transfer (AA-T)

Associate in Arts for Transfer

Major Units: 20-23

Effective: 3/4/2015

The Associate in Arts in Kinesiology for Transfer (AA-T) program is designed to prepare students for CSU transfer to complete a bachelor's degree in Kinesiology, Exercise Science, Physical Education, pre-Physical Therapy, Athletic Training and other related allied health professions. Interested students may also pursue careers as personal trainers.

Students completing the AA-T in Kinesiology are guaranteed admission to the California State University system, although not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Kinesiology degree may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

Program Learning Outcomes:

Upon completion, students will be able to:

1. Display increasing confidence in the ability to use a range of speaking, listening and collaboration skills.
2. Apply fitness concepts to individuals seeking training programs.
3. Analyze, evaluate, and respond to requests for individualized fitness programs by weighing research, examining evidence, and critical reasoning. I just remembered
4. Display competence in a variety of sports and activities.

The Associate in Arts in Kinesiology for Transfer (AA-T) degree will be awarded upon completion of the following:

(1) *Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:*

(A) *The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.*

(B) *A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.*

(2) *Obtainment of a minimum grade point average of 2.0.*

(3) *All courses in the major must be completed with a grade of “C” or better. Students completing this degree are not required to fulfill additional LATTC graduation requirements.*

Completion of Major Requirements Below:

REQUIRED CORE (11 units)

		UNITS
KIN MAJ 100	Introduction to Kinesiology	3
ANATOMY 1	Introduction to Human Anatomy	4
PHYSIOLOGY 1	Introduction to Human Physiology	4

AND

MOVEMENT BASED COURSES (3 Units). Take a minimum of one unit from any three of the following five categories: *Aquatics, Fitness, and Team Sports*

Aquatics

KIN 300 1	Swimming / Non-Swimmer	1
KIN 303 1	Aqua Aerobics	1

Fitness

KIN 329 1	Body Conditioning	1
KIN 350 1	Weight Training	1

-Continued on Page 14-

MOVEMENT BASED COURSES continued (from Page 13):

		UNITS
<i>Team Sports</i>		
KIN 387	Basketball	1

RESTRICTED ELECTIVES. Select courses (minimum 6 units) from the following (6-9 units total units):

MATH 225	Introductory Statistics	3
-or- MATH 227	<i>Statistics (4)</i>	
CHEM 051	Fundamentals of Chemistry I	5
-or- CHEM 101	<i>General Chemistry I (5)</i>	
PHYSICS 6	General Physics I	4
KIN MAJ 101	First Aid and CPR	3
-or- HEALTH 12	<i>Safety Education and First Aid (3)</i>	

REQUIRED SUBTOTAL.....	20-23 Units
CSU or IGETC for CSU GE Pattern.....	37-39 Units
TRANSFERABLE ELECTIVES.....	4-13 Units
TOTAL UNITS THAT MAY BE DOUBLE COUNTED.....	4-10 Units
DEGREE TOTAL.....	60 Units

Paralegal Studies (Pg. 111-112)

Associate in Arts Degree

Major Units: 42

Requirements for the Associate in Arts degree in Paralegal Studies may be met by completing 39 Units of Required Courses and 3 Units of Elective Courses with a “C” or better along with general education courses meeting Plan B graduation requirements. Information on the Plan B requirements may be found in the catalog under Graduation/Transfer Requirements.

REQUIRED COURSES

SEMESTER I **UNITS**

CAOT 84	Microcomputer Office Applications: Word Processing	3
COMM 101	Oral Communications I	3
PALEGAL 10	Introduction to Law and Legal Profession	3
LIB SCI 101	Library Research	1

SEMESTER II **UNITS**

BUS 5	Business Law I	3
-or- BUS 6	<i>Business Law II (3)</i>	
PALEGAL 11	Introduction to Civil Litigation	3
PALEGAL 12	Tort Law	3
PALEGAL 19	Property and Creditor Rights	3

SEMESTER III **UNITS**

PALEGAL 17	Legal Writing	3
CAOT 93	Legal Document Production	2
PALEGAL 16	Civil and Criminal Evidence	3
-or- Law 38	<i>Criminal Law & Procedure (3)</i>	

SEMESTER IV **UNITS**

ENGLISH 103	Composition and Critical Thinking	3
PALEGAL 4	Legal Internship	3
PALEGAL 51	Legal Research	3

ELECTIVES **UNITS**

*BUS 5	Business Law I	3
-or- BUS 6	<i>Business Law II (3)</i>	
PALEGAL 14	Law Office Management	3
*PALEGAL 16	Civil and Criminal Evidence	3
-or- Law 38	<i>Criminal Law & Procedure (3)</i>	
PALEGAL 3	Constitutional Law	3
PALEGAL 13	Wills, Trusts & Estates	3
PALEGAL 20	Probate	3
LAW 18	Marriage and Family Law	3

**Where one or the other course has been previously credited, the other course can serve as elective.*

Paralegal Studies (Pg. 112)

Certificate of Achievement

Major Units: 39

A Certificate of Achievement in Paralegal Studies may be earned by completing 39 units of Required Courses with a “C” or better in each course.

REQUIRED COURSES

SEMESTER I **UNITS**

CAOT 84	Microcomputer Office Applications: Word Processing	3
COMM 101	Oral Communications I	3
PALEGAL 10	Introduction to Law and Legal Profession	3
LIB SCI 101	Library Research	1

SEMESTER II **UNITS**

BUS 5	Business Law I	3
-or- BUS 6	<i>Business Law II (3)</i>	
PALEGAL 11	Introduction to Civil Litigation	3
PALEGAL 12	Tort Law	3
PALEGAL 19	Property and Creditor Rights	3

SEMESTER III **UNITS**

PALEGAL 17	Legal Writing	3
CAOT 93	Legal Document Production	2
PALEGAL 16	Civil and Criminal Evidence	3
-or- Law 38	<i>Criminal Law & Procedure (3)</i>	

SEMESTER IV **UNITS**

ENGLISH 103	Composition and Critical Thinking	3
PALEGAL 4	Legal Internship	3
-or- PALEGAL 14	<i>Law Office Management (3)</i>	
PALEGAL 51	Legal Research	3

Note: Certificate is awarded to students who already possess an Associate’s degree in Paralegal Studies or higher.

Course Descriptions

Prerequisite Updates

ANATOMY 001 INTRODUCTION TO HUMAN ANATOMY (4) UC:CSU

Lecture: 3 hour(s) Lab: 3 hour(s)

Prerequisite: BIO 3 or 5

A detailed study of structures and systems of the human body. Laboratory work includes microscopy, mammalian dissections, and use of anatomical models.

Student Learning Outcome:

Students will demonstrate technical skills to study anatomy including use of the microscope and dissection tools. Students will identify human body structures and pathways using models and dissections. Students will understand health applications and pathology for each body system.

BAR 123 BARBERING JR. SALON I (6)

Lecture: 3 hour(s) Lab: 9 hour(s)

Prerequisite: Barbering 114

The students will be exposed to intermediate instructions in chemical straightening, thermal straightening and curling, permanent waving, skin and hair care, with instructions of hair cutting.

Student Learning Outcome:

Students will be able to demonstrate application of chemical relaxers. Students will be able to identify chemical compounds for chemical services. Students will be able to demonstrate a resting facial. Students will be able to perform hair sculpting procedures using shears, razor and clippers.

CRPNTRY 114 HAND AND POWER TOOL APPLICATION (4) CSU

Lecture: 1 hour(s) Lab: 9 hour(s)

Corequisite: Carpentry 115; Carpentry 117

This course focuses on the safe use of hand and power tools used in the carpentry and construction industry. Operation and safety instruction will be given on both portable and stationary power tools including skill saws, table saws, jointers, planers, band saws, etc. Students will use hand and power tools to complete woodworking and carpentry projects.

Student Learning Outcome:

Students demonstrate knowledge of safe use of hand and power tools.

CRPNTRY 115 BASIC BLUEPRINT READING AND CORE CONSTRUCTION SKILLS (3) CSU

Lecture: 1 hour(s) Lab: 6 hour(s)

Corequisite: Carpentry 114, Carpentry 117

Students will be familiarized with the basic terms for construction drawings, components, and symbols. emphasis is placed on the different types of drawings and how to interpret and use the dimensions.

Student Learning Outcome:

Students identify information from blueprints such as dimensions, symbols and location. Students complete 8 NCCER certification tests on Basic Safety, Introduction to Construction Math, Introduction to Hand tools, Introduction to Power Tools, Introduction to Construction Drawings, Basic Communication Skills, Basic Employability Skills, Introduction to Material Handling.

CRPNTRY 117 CONSTRUCTION MATERIALS (2) CSU

Lecture: 1 hour(s) Lab: 3 hour(s)

Corequisite: Carpentry 114; Carpentry 115

This course focuses on building materials such as concrete, steel and a variety of woods used for exterior and interior carpentry finish; insulation, flashing, roof covering, interior and exterior wall covering, wood trim and other finish materials in residential construction; rough and finish hardware such as nails, screws, bolts, timber fasteners, gang nailing, power fastening, powder actuated fasteners, joist hangers, clips, etc.; methods of installation.

Student Learning Outcome:

Students identify basic construction materials including framing, finishing, millwork and wood materials.

CH DEV 022 PRACTICUM IN CHILD DEVELOPMENT I (4) CSU

Lecture: 2 hour(s) Lab: 6 hour(s)

Prerequisite: Child Development 1; and Child Development 2 and Child Development 7 and Child Development 8;and Child Development 11.

Students are required to complete 90 hours at an approved field site. Must be available between 8:00 a.m. and noon. In this course the student will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children.

Student Learning Outcome:

1. Integrate understandings of children's characteristics and needs to develop healthy, safe, respectful, supportive and challenging learning environments for all children.
2. Evaluate the effectiveness of an early childhood environment, curriculum, parent involvement, and teaching strategies to improve teaching practices for all children.
3. Utilize the observation and assessment outcomes to design, implement, and evaluate curriculum activities and daily routines.
4. Demonstrate the abilities to apply a variety of effective approaches, strategies and techniques that support positive relationships with children and adults.
5. Critically reflect one's own teaching experiences to guide and improve collaborative practice.

CAOT 082 MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE (3) CSU

Lecture: 2 hour(s) Lab: 3 hour(s)

Advisory: CAOT 1.

This course provides students with the basis for understanding office applications and information systems and their role in business. Computer literacy will be developed by incorporating group discussions, research, and hands-on-experience in a variety of Windows applications. The software used in this course includes word processing, spreadsheets, databases, communications, graphics and operating systems, scheduling, and the Internet. Concepts and methods are applied through the completion of hands-on computer-based projects using spreadsheet and database software that seek solutions to business problems.

Student Learning Outcome:

Students will be able to create a resume with associated cover letter, envelope, and a web page with frames and themes. Students will be able to design and modify the structure of, create and add records to an Access database, and then to use it to generate reports. Students will be able to integrate Word, PowerPoint, Excel and Access into a real business model.

CO INFO 042 VIDEO GAME PROGRAMMING I (3) CSU

Lecture: 2 hour(s) Lab: 2 hour(s)

Prerequisite: Computer Information Systems 700 or 701.

This hands-on course teaches the technical skills behind 3D game programming, using the latest version of Torque from GarageGames, or similar software, and provides the very best tools available to the game maker. Students will gain practical experience needed to create their own games. As students create a first person shooter, the class will cover the techniques behind the programming, textures, and models that go into successful game creation. Students will cover the Torque Engine and will learn how to integrate sound and music into their games.

Student Learning Outcome:

Design algorithm, create and test 3D game applications using gaming software such as GarageGames or BlitzMax.

CO INFO 733 MICROCOMPUTER DATABASE PROGRAMMING (3) CSU

Lecture: 2 hour(s) Lab: 2 hour(s)

Prerequisite: Computer Information Systems 700 or Computer Information Systems 701;

A complete presentation of database management using Access, including database design, queries, macros, toolbars, VBA and SQL. Also includes advanced work in Excel, use of the Internet in these products.

Student Learning Outcome:

Students will create advanced database objects to improve the accuracy and speed for analyzing data. Students customize database objects and tools to simplify data analysis for the end-user.

CO INFO 762 WEB SCRIPTING (3) CSU

Lecture: 2 hour(s) Lab: 2 hour(s)

Prerequisite: Computer Information Systems 700 or 701. Advisory: Computer Information Systems 757

This class provides an introduction to the use of the Java Script programming system. It emphasizes the syntax and grammar of its coding language and it is embedded into the Web page structure. The method of instruction is projects which include the design and implementation of calculations and related actions into a Web page.

Student Learning Outcome:

The students will be able to explain and use the syntax of JavaScript programming system to create client-side scripts to interact with the user, control the browser, and alter the displayed document content.

PALEGAL 011 INTRODUCTION TO CIVIL LITIGATION (3) CSU

Lecture: 3 hour(s)

Prerequisite: Paralegal 10

Continuation of Paralegal I with the study of composition, location, and jurisdiction of all courts including an introduction to legal drafting and writing with continued study of document production and administration within the judiciary and a detailed examination of civil and criminal litigation.

Student Learning Outcome:

1. Student will be able to differentiate between the various areas of civil law and apply the appropriate rules relevant to each specific area.

PHYSICS 006 GENERAL PHYSICS I (4) UC:CSU

Lecture: 3 hour(s) Lab: 3 hour(s)

Prerequisite: Mathematics 240

This course provides a survey of physics at the pre-calculus level, with emphasis on mechanics, wave motion, fluids, heat and thermodynamics. The laboratory consists of engineering applications and problem solving.

Student Learning Outcome:

At the completion of this course the student will: 1. Demonstrate understanding of the laws of Physics, and have hands on experience, as applied to linear motion, Newton's laws of Motion, and rotation, the law of conservation of energy, conservation of momentum, conservation of angular momentum. 2. Recognize and demonstrate understanding of the principles of fluids, pressure, Bernoulli's equations and their applications. 3. Demonstrate understanding of the basic properties of matter, the atomic structure of matter, such as elasticity, and thermal conductivity. 4. Demonstrate understanding of Newton's law of cooling, and other cooling mechanisms such as convection and radiation. 5. Demonstrate a basic understanding of elasticity, oscillations and waves. 6. Demonstrate understanding of the application of Physics to health sciences. 7. Perform simple experiments that demonstrate these principles and Laws of Physics.

Course(s) Reinstated

DEV COM 024 FUNDAMENTALS OF TUTORING (1) NDA

Lab: 3 hour (s)

This class is designed to provide the techniques, styles, strategies, and skills required to become an effective tutor.

Student Learning Outcome:

1. Develop comprehensive e-portfolio on subjects covered on methods and techniques of tutoring.

Course(s) Archived

- AUTOCOR 114 *Basic Welding Theory And Practices (3)*
- AUTOCOR 115 *Auto Body Construction (3)*
- AUTOCOR 116 *Basic Collision Repair (3)*
- AUTOCOR 124 *Intermediate Collision Repair -Parts & Replacement Alignment (3)*
- AUTOCOR 125 *Intermediate Collision Repair -Metal Repair And Refinishing (3)*
- AUTOCOR 126 *Intermediate Collision Repair -Frame Straightening (3)*
- AUTOCOR 134 *Body Panel Replacement (3)*
- AUTOCOR 135 *Body Section Replacement (3)*
- AUTOCOR 136 *Unitized Body And Frame Alignment (3)*
- AUTORTK 114B *Steering, Suspension, Brakes, Principles and Practices (3)*
- BIOLOGY 036 *Bioscience For Health Occupations (4)*
- COMM 151 *Small Group Communication (3)*
- COMPLAN 050 *Practical Multi -Family/Apartment Manager (3)*
- LABR ST 010 *Gender And Race Issues In The Workplace (3)*

Index

- ❖ Communication Studies (formerly *Speech*)
- ❖ Kinesiology (formerly *Physical Education*)