



2014-2016 College Catalog Addendum #2

Last Updated: December 1, 2015

**Note: Items in red denote a substantial change*

PRESIDENT'S WELCOME

1) GENERAL INFORMATION

LATTC Department Organization Overview

Trade Tech: A Proud History

Mission Statement of Los Angeles Trade Technical College

- Mission and Vision Statements
- Institutional Learning Outcomes
- College Advisory Committees
- Accreditation (new programmatic accreditations added)
- Accuracy Statement

About the Los Angeles Community College District (LACCD)

- Educational Philosophy of LACCD
- Functions of the Los Angeles Community College District
- Mission Statement of the LACCD

Emergency Information

2) ADMISSION AND REGISTRATION

Admission Eligibility

- Residency Requirements
- Enrollment Policies
- International Students Admission

Matriculation Services

- Assessment
- Orientation
- Follow-up (Early Alert)

Student Fees and Costs

3) DISTRICT AND COLLEGE POLICIES

- Academic Freedom
- Campus Security Act
- Drug-free Workplace Policy
- Family Education Rights and Privacy Act
- Freedom of Speech Area and Procedures
- Graduation Rates
- Higher Education & Opportunity Act Peer-to-Peer (HEOCP2P)
- Compliance Implementation
- Nondiscrimination Policy
- Open Enrollment
- Sexual Assault
- Sexual Harassment
- Smoking/Non-Smoking Policy

Standards of Student Conduct

- Board Rule 9803.26, Item f.
- Student Discipline Procedures
- Compliance Officer
- Student Grievance Procedures
- Student Records and Directory Information
- Student Right To Know
- Access To Campus Facilities
- Policy For Responsible Computing Use

4) ACADEMIC STANDARDS AND POLICIES

Attendance and Enrollment

Academic Standards

- Academic Renewal

Credits and Grades

- Credit For Advanced Placement (AP)
- College Level Examination Program (CLEP)
- Credit For Prerequisites
- Credit By Examination
 - ❖ Designated Courses-Credit By Exam
- Pass/No Pass Option
- Credit For Courses Completed At Non-Accredited Institutions
- Course Repetition
- Petitions
- Grading Symbols and Definitions
- Grades and Grade Changes
- Grade Request Procedures
- Transcripts
- Prerequisite Policy

Academic Honors

5) FINANCIAL AID

- Applying for Financial Aid
- Financial Aid Programs
- Enrollment Fee Assistance
- Scholarships
- Satisfactory Academic Progress For Financial Aid
- Important Information Regarding Gainful Employment Disclosure Requirements

6) STUDENT SERVICES AND ACADEMIC RESOURCES

Student Support

- Career and Student Employment Center
- Child Development Center
- Counseling Services
- [Disabled Students Programs and Services \(DSP&S\)](#)
- [Extended Opportunity Program and Services \(EOPS\)](#)
- Cooperative Agencies Resources For Education (CARE)
- GAIN/CalWorks Program
- Ombudsperson
- Puente Program
- [Student Health Center](#)
- University Transfer Center

Veterans Services

- Office of Veterans Affairs
- Credit For Prior Military Service Training
- Attendance and Withdrawal
- Program Planning For Veterans
- Academic Requirements
- 60 Unit Rule and Unit Workload

Academic Support Services

- Academic Connections
- Library
- Community Programs and Alternative Education
LATTC On-Line Program
- Instructional Television (ITV)
- Bridges to Success Center
- Early College/Concurrent Enrollment
- [21st Century Program](#)
- Foster & Kinship Care Education Program

Student Activities

- Associated Student Organization (ASO)
- Campus Clubs and Organizations
- College Colors and Mascot
- [Student Intercollegiate Athletics](#)

Other Campus Offices and Services

- Business Office
- [Bookstore](#)
- [College Cafe and Garden Room Restaurant](#)
- Sheriff's Department
- [Student Parking](#)
- Transportation

7) GRADUATION REQUIREMENTS

Associate Degree (AA/AS) and Associate Transfer Degree (AA-T/ AS-T)

- [Graduation Application for Degree/Certificate](#)
- Plan A
- Plan B
- IGETC
- California State University General Education Check Sheet (CSU-GE)

8) EDUCATIONAL PROGRAMS AND COURSES

Student Learning Outcomes

Degree and Certificate Listing

- Educational Programs
 - ❖ Program Learning Outcomes (updated through Program Review process)
 - ❖ New: Biotechnology, Associate of Science & Certificate
 - ❖ Modified: Retail Management, Associate of Arts
 - Apprenticeship
 - Cooperative Work Experience Education
 - Non Credit Educational Programs and Courses
- ### Credit Course Descriptions (courses listed below)
- ❖ Prerequisites/Corequisites/Advisories
 - ❖ New Courses
 - ❖ Course Reinstatements
 - ❖ Course Archives
 - ❖ UC:CSU Transferability (refer to Catalog)

9) GLOSSARY OF TERMS

10) FACULTY AND ADMINISTRATION

- Directory
- Listing: Full Time Faculty and Administration
- Adjunct Faculty
- Emeriti

11) INDEX

12) CAMPUS MAP

- Student Parking Guidelines

Prerequisites/Corequisites/Advisories

The following courses have updated Prerequisites/Corequisites/Advisories; please refer to the College Catalog for details.

Course	Course Title
CH DEV 042	TEACHING IN A DIVERSE SOCIETY
CO INFO 012	WEB SECURITY
ENGLISH 100	ACCELERATED PREP: COLLEGE WRITING
FASHDSN 137	BUSTIER CREATION
FASHDSN 138	TAILORING TECHNIQUES FOR READY TO WEAR
FASHDSN 148	ACTIVEWEAR DESIGN
FASHDSN 258	COMPUTER-AIDED PATTERN SYSTEMS
MICRO 001	INTRODUCTORY MICROBIOLOGY
MICRO 020	GENERAL MICROBIOLOGY
PALEGAL 014	LAW OFFICE MANAGEMENT AND PROCEDURES
PHYSICS 011	INTRODUCTORY PHYSICS
VISCOM 119	DIGITAL PAGE LAYOUT
WELDG/E 125	APPLIED MATHEMATICS II

New Courses

Course	Course Title
DIGLMD 104	DIGITAL MEDIA ENTREPRENEURSHIP
DIGLMD 106	ESSENTIALS FOR LIVE AUDIO
DIGLMD 107	DIGITAL AUDIO STUDIO RECORDING
DIGLMD 117	INTERMEDIATE WEB PAGE DESIGN
DIGLMD 118	IMAGE MANIPULATION FOR MULTIMEDIA
EGD TEK 101	ENGINEERING GRAPHICS
ENG GEN 122	PROGRAMMING AND PROBLEM-SOLVING IN MATLAB
ENG GEN 220	ELECTRICAL CIRCUITS I
HLTHOCC 049	FUNDAMENTALS OF ELDER CARE
HLTHOCC 062	SKILL SET FOR THE HEALTH CARE PROFESSIONAL
HLTHOCC 063	BASIC MEDICAL TERMINOLOGY, PATHOPHYSIOLOGY AND PHARMACOLOGY FOR THE HEALTHCARE PROFESSIONAL
HLTHOCC 064	CULTURAL AND LEGAL TOPICS FOR HEALTH CARE PROFESSIONALS
HLTHOCC 065	FUNDAMENTALS FOR THE HEALTH CARE PROFESSIONAL
KIN 332-1	STEP AEROBICS I
KIN 366-1	BADMINTON SKILLS I
KIN 366-2	BADMINTON SKILLS II
KIN 391-1	VOLLEYBALL I
MIT 220	INTRODUCTION TO ROBOTICS
ST MAIN 242	MANAGEMENT IN PUBLIC WORKS
ST MAIN 252	MANAGEMENT IN PUBLIC WORKS II
WATER 101	INTRODUCTION TO SUPPLY WATER TECHNOLOGY
WATER 102	CALCULATIONS AND MEASUREMENT FOR WATER TECHNOLOGY PROGRAMS

Course Reinstatements

Course	Course Title
BLDGCTQ 911	COOPERATIVE EDUCATION - BUILDING CONSTRUCTION TECHNIQUES
BLDGCTQ 921	COOPERATIVE EDUCATION - BUILDING CONSTRUCTION TECHNIQUES
BLDGCTQ 931	COOPERATIVE EDUCATION - BUILDING CONSTRUCTION TECHNIQUES
BLDGCTQ 941	COOPERATIVE EDUCATION - BUILDING CONSTRUCTION TECHNIQUES
COOP ED 195	WORK EXPERIENCE - GENERAL I
COOP ED 295	WORK EXPERIENCE - GENERAL I
HISTORY 052	THE ROLE OF WOMEN IN THE HISTORY OF THE U.S.

Course Archives

Course	Course Title	Course	Course Title
ACCTG 017	PAYROLL ACCOUNTING	CAOT 100	WINDOWS BASED COMPUTER APPLICATIONS
ACCTG 022	BOOKKEEPING AND ACCOUNTING II	CAOT 103	ADVANCED WINDOWS BASED COMPUTER APPLICATIONS
ACCTG 185	DIRECTED STUDY-ACCOUTING	CAOT 114	ADOBE ACROBAT FOR THE OFFICE AND THE WEB
ANTHRO 101H	HUMAN BIOLOGICAL EVOLUTION-HONORS	CAOT 133	HOW TO SUCCEED IN AN ONLINE COURSE
ANTHRO 102H	HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY-HONORS	CAOT 134	HOW TO TEACH AN ONLINE COURSE
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	CAOT 185	DIRECTED STUDY- COMPUTER APPLICATIONS OFFICE TECHNOLOGY
AUTOCOR 114	BASIC WELDING THEORY AND PRACTICES	CAOT 941	COOPERATIVE EDUCATION-CAOT
AUTOCOR 115	AUTO BODY CONSTRUCTION	CHEM 101H	GENERAL CHEMISTRY I
AUTOCOR 116	BASIC COLLISION REPAIR	CHEM 102H	GENERAL CHEMISTRY II
AUTOCOR 124	INTERMEDIATE COLLISION REPAIR-PARTS & REPLACEMENT ALIGNMENT	CLN ART 100	INTRODUCTION TO CULINARY ARTS
AUTOCOR 125	INTERMEDIATE COLLISION REPAIR-METAL REPAIR AND REFINISHING	CSMTLGY 101	INTRODUCTION TO COSMETOLOGY
AUTOCOR 126	INTERMEDIATE COLLISION REPAIR-FRAME STRAIGHTENING	CSMTLGY 217	MULTI-TEXTURE DESIGN (LEVEL 1-2)
AUTOCOR 134	BODY PANEL REPLACEMENT	CSMTLGY 218	LONG HAIR AND PERIOD HAIR DESIGN AND HAIR PIECE CONSTRUCTION
AUTOCOR 135	BODY SECTION REPLACEMENT	CSMTLGY 221	ADVANCED MAKEUP TECHNIQUES
AUTOCOR 136	UTILIZED BOYD AND FRAME ALIGNMENT	CSMTLGY 222	INTRODUCTION TO SPECIAL EFFECTS MAKEUP TECHNIQUES
AUTOCOR 140	ADVANCED COLLISION REPAIR-ESTIMATING	CSMTLGY 223	HAIR SCULPTING TECHNIQUES FOR WOMEN
AUTOCOR 144	ADVANCED COLLISION REPAIR-PRIMERS AND PAINTS	CSMTLGY 224	SEMI PERMANENT EYELASH EXTENSIONS
AUTOCOR 145	ADVANCED COLLISION REPAIR-SPECIAL PROBLEMS & SOLUTIONS	CSMTLGY 225	HAIR SCULPTING TECHNIQUES FOR MEN
AUTORTK 136	AUTOMOTIVE EMISSION CONTROL SYSTEMS	CSMTLGY 228	INTERMEDIATE & ADVANCE SPECIAL EFFECTS MAKEUP TECHNIQUES
AUTORTK 216A	AUTOMOTIVE TUNE-UP IIIA	DEV COM 021	FUNDAMENTALS OF WRITING
BSICKSL 003CE	JOB SEEKING SKILLS DEVELOPMENT	E.S.L. 010	ENGLISH GRAMMAR & SENTENCE PATTERNS
BSICKSL 047CE	MICROSOFT WORD BASICS	EARTH 001	EARTH SCIENCE
BSICKSL 050CE	MICROSOFT POWERPOINT BASICS	ECON 185	DIRECTED STUDY-ECONOMICS
BSICKSL 051CE	INTERNET BASICS	ENG GEN 284	PROJECTS LABORATORY
BSICKSL 054CE	SOFTSKILL BASICS, IIIB-IMAGE, ETIQUETTE, & INTERPERSONAL COMMUNICATIONS	ENGLISH 067	ACCELERATED PREP: COLLEGE WRITING
BUS 018	BUSINESS COMPUTER LABORATORY	ENGLISH 068	READING LABORATORY
BUS 034	LEGAL OFFICE PROCEDURES	ENGLISH 101H	COLLEGE READING & COMPOSITION I
BUS 037	BUSINESS COMPUTATION LABORATORY	ENGLISH 102H	COLLEGE READING & COMPOSITION II
BUS 185	DIRECTED STUDY-BUSINESS	ENGLISH 103H	COMPOSITION & CRITICAL THINKING
CAOT 001A	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS1A	ENGLISH 203H	WORLD LITERATURE II
CAOT 003	COMPUTER KEYBOARDING III	ENGLISH 206H	ENGLISH LITERATURE II
CAOT 009	COMPUTER KEYBOARDING IMPROVEMENT	ENGLISH 212H	POETRY
CAOT 022	MEDICAL SECRETARIAL PROCEDURES II	ENGLISH 215H	SHAKESPEARE I
CAOT 047	APPLIED OFFICE PRACTICES	ESL 010CE	VOCATIONAL ENGLISH AS A SECOND LANGUAGE
		F & VM 040A	INTERNATIONAL APPAREL BUSINESS: BUYING & SELLING

Course Archives (cont'd)

Course	Course Title	Course	Course Title
FASHDSN 001	FASHION INDUSTRY EMPLOYMENT INFORMATIUON	LRNSKIL 002A	ENGLISH FUNDAMENTALS
FASHDSN 003	FASHION DESIGN ESSENTIAL SKILLS	LRNSKIL 003A	VOCABULARY DEVELOPMENT
FASHDSN 101	INTRODUCTION TO FASHION DESIGN	LRNSKIL 004	THE MECHANICS OF SPELLING
FASHDSN 230	CONTEMPORARY GARMENT CONSTRUCTION TECHNIQUES	LRNSKIL 010A	MATHEMATICS FUNDAMENTAL
FASHDSN 231	CONTEMPORARY PATTERN MAKING TECHNIQUES	LRNSKIL 023	LEARNING SKILLS FOR CAREER DEVELOPMENT
FASHDSN 251	ADVANCED COMPUTER APPAREL SYSTEMS	LRNSKIL 062	GED PREPARATION: LITERATURE AND THE ARTS
FASHDSN 252	APPAREL MANUFACTURING PROCESS	LRNSKIL 063	GED PREPARATION: WRITING SKILLS
FASHDSN 259	CAD APPAREL DESIGN (GERBER ARTWORKERS)	LRNSKIL 066	GED PREPARATION: SOCIAL STUDIES
FASHDSN 262	INTRODUCTION TO CAD DESIGN AND PRE-PRODUCTION APPLICATIONS	MARKET 030	CONTEMPORARY ISSUES IN RETAILING
FINANCE 011	CREDITS AND COLLECTIONS	MARKET 185	DIRECTED STUDY-MARKETING
FINANCE 015	PRINCIPLES OF BANKING	MGMT 050	LOCAL GOVERNMENT FOR THE MANAGER
GEOG 007	WORLD REGIONAL GEOGRAPHY	MORTFIN 020	PERSONAL MONEY MANAGEMENT & ASSET BUILDING
HISTORY 011H	POLITICAL & SOCIAL HISTORY OF THE UNITED STATES I	MORTFIN 023	HOMEBUYER EDUCATION-FAST TRACK
HISTORY 012H	POLITICAL & SOCIAL HISTORY OF THE UNITED STATES II	MUSIC 931	COOPERATIVE EDUCATION-MUSIC
INTBUS 001	INTERNATIONAL TRADE	NURSING 941	COOPERATIVE EDUCATION-NURSING
INTBUS 003	EXPORT PROCEDURES I	REAL ES 010	REAL ESTATE APPRAISAL II
INTBUS 006	INTERNATIONAL MARKETING	REAL ES 018	REAL ESTATE INVESTMENTS I
KIN 020	AEROBICS FOR DANCE	REAL ES 921	COOPERATIVE EDUCATION-REAL ESTATE
KIN 024	AEROBICS FOR DANCE	REF A/C 111	FUNDAMENTALS OF REFRIGERATION
KIN 307	SWIM AND RUN	REF A/C 113	REFRIGERATION COMPONENT CONSTRUCTION
KIN ATH 506	INTERCOLLEGIATE ATHLETICS-CROSS COUNTRY	REF A/C 114	REFRIGERATION MAINTENANCE PROCEDURES
KIN ATH 515	INTERCOLLEGIATE AHTLETICS-TRACK AND FIELD	SGNGRPH 185	DIRECT STUDY-SIGN GRAPHICS
KIN ATH 554	INTERCOLLEGIATE TRACK/FIELD- FITNESS & SKILLS TRAINING	SGNGRPH 285	DIRECT STUDY-SIGN GRAPHICS
KIN ATH 555	INTERCOLLEGIATE CROSS COUNTRY- FITNESS & SKILLS TRAINING	SGNGRPH 385	DIRECT STUDY-SIGN GRAPHICS
LABR ST 116	NEW STRATEGIES FOR LABOR	SPANISH 002E	ELEMENTARY SPANISH II
LABR ST 120	UNION ISSUES FOR WOMEN WORKERS	SUPV 002	BASIC PSYCHOLOGY FOR SUPERVISORS
LAW 003	CIVIL RIGHTS AND THE LAW	SUPV 006	LABOR-MANAGEMENT RELATIONS
LAW 010	INTRODUCTION TO LEGAL ASSISTANT I	SUPV 008	WORK SIMPLIFICATION
LAW 011	INTRODUCTION TO LEGAL ASSISTANT II	SUPV 012	WRITTEN COMMUNICATIONS FOR SUPERVISORS
LAW 017	LEGAL WRITING	SUPV 014	DEVELOPING EMPLOYEES THROUGH TRAINING
LRNSK 001A	READING	SUPV 185	DIRECTED STUDY-SUPERVISION
LRNSK 002A	ENGLISH FUNDAMENTALS	TAILRNG 234	MEN'S CUSTOM PATTERN DRAFTING AND DESIGN II
LRNSK 023	LEARNING SKILLS FOR CAREER DEVELOPMENT	TAILRNG 233	MEN'S CUSTOM PATTERN DRAFTING AND DESIGN I
LRNSK 062	GED PREPARATION: LITERATURE AND THE ARTS	TAILRNG 285	DIRECTED STUDY-TAILORING
LRNSK 063	GED PREPARATION: REASONING THROUGH LANGUAGE ARTS	TAILRNG 385	DIRECTED STUDY-TAILORING
LRNSK 065	GED PREPARATION: MATHEMATICS	TRKM AP 704	TRUCK MECHANIC IV
LRNSKIL 001A	READING	VISCOM 135	WEB PAGE GRAPHICS ON THE MACINTOSH
		WELDG/E 003	BRAZING
		WELDG/E 085	INDEPENDENT STUDY/WELDING GAS AND ELECTRIC