

LOS ANGELES TRADE-TECH

**LATTC**

A Community College



# 2013 Catalog 2014



LOS ANGELES TRADE-TECHNICAL COLLEGE

## 2013 - 2014 GENERAL CATALOG

**Los Angeles Trade-Technical College**  
400 W. Washington Boulevard  
Los Angeles, California 90015  
(213) 763-7000

**[www.lattc.edu](http://www.lattc.edu)**

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

### **Accreditation**

Los Angeles Trade Technical College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949 (405) 506-0234, an institutional accrediting body recognized by the Commission on Higher Education Accreditation and the U.S. Department of Education.

## A MESSAGE FROM THE PRESIDENT

Welcome to Los Angeles Trade-Technical College.

We are excited that you have selected our community college to further your education. This campus is a global leader in providing career-technical training and education in many disciplines. If you take a look inside this catalog, you will get a sense of the wide array of classes we provide.

Everyone here at Trade Tech is working toward your success. We are determined to assist you in achieving your goals for higher education. We will be able to provide you with tools needed to enter the workforce or to transfer to a four-year institution.

Please take a look at all that we have to offer. I look forward to seeing you on campus!

*Laurence B. Frank*

President

Los Angeles Trade-Technical College



# LOS ANGELES TRADE-TECHNICAL COLLEGE

## RESPONSIBILITY TO BE INFORMED

It is the student's responsibility to read the information presented in this catalog and to know and observe all policies and procedures related to his/her program. Regulations will not be waived nor exceptions granted because a student pleads ignorance of policies, procedures, or deadlines.

## 2013-2014 ACADEMIC CALENDAR

### FALL SEMESTER 2013

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|                                                                             |                                |
|-----------------------------------------------------------------------------|--------------------------------|
| Fall semester begins .....                                                  | August 26, 2013                |
| Saturday classes begin .....                                                | August 31, 2013                |
| Labor Day .....                                                             | September 2, 2013              |
| Last day to apply for graduation for students completing in Fall 2013 ..... | October 4, 2013                |
| Veterans Day (College closed) .....                                         | November 11, 2013              |
| Thanksgiving Holidays (College closed) .....                                | November 28 - December 1, 2013 |
| Final examination period .....                                              | December 9 - 15, 2013          |
| Fall semester ends .....                                                    | December 15, 2013              |

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### WINTER INTERSESSION 2014

|                                                 |                  |
|-------------------------------------------------|------------------|
| Winter intersession begins .....                | January 6, 2014  |
| Martin Luther King's Day (College closed) ..... | January 20, 2014 |
| Winter intersession ends .....                  | February 9, 2014 |

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### SPRING SEMESTER 2014

|                                                                              |                        |
|------------------------------------------------------------------------------|------------------------|
| Spring semester begins .....                                                 | February 10, 2014      |
| Saturday classes begin .....                                                 | February 22, 2014      |
| President's Day (College closed) .....                                       | February 14 - 17, 2014 |
| Last day to apply for graduation for students completing in Spring 2014 .... | March 21, 2014         |
| Cesar Chavez Day (College closed) .....                                      | March 31, 2014         |
| Spring recess .....                                                          | April 7 - 14, 2014     |
| Non-instruction .....                                                        | April 20, 2014         |
| Memorial Day (College closed) .....                                          | May 26, 2014           |
| Non-instruction .....                                                        | May 27, 2014           |
| Final examination period .....                                               | June 3 - 9, 2014       |
| Spring semester ends .....                                                   | June 9, 2014           |

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### SUMMER SESSION 2014

|                                         |                 |
|-----------------------------------------|-----------------|
| Summer intersession begins .....        | June 16, 2014   |
| Independence Day (College closed) ..... | July 4, 2014    |
| Summer intersession ends .....          | August 31, 2014 |

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| • Library                                                            |           |
| • Community Programs and Alternative Education LATTC On-Line Program |           |
| • Instructional Television (ITV)                                     |           |
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# LATTC DEPARTMENT ORGANIZATION

| Department & Disciplines                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Chairperson & E-mail                                  | Phone / Office                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------------------------|
| <b>ACADEMIC CONNECTIONS</b> <ul style="list-style-type: none"> <li>• Basic Skills</li> <li>• Center for Academic Success</li> <li>• ESL – Noncredit</li> <li>• Developmental Communications</li> <li>• Supervised Learning Assistance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Christina Anketell</b><br>AnketeCP@lattc.edu       | <b>213-763-3741</b><br>MA-109e |
| <b>ALLIED HEALTH</b> <ul style="list-style-type: none"> <li>• Health Occupations</li> <li>• Nursing, Registered</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Rita Weingourt</b><br>WeingoRL@lattc.edu           | <b>213-763-7182</b><br>MH-165a |
| <b>APPRENTICESHIP</b> <ul style="list-style-type: none"> <li>• Electrical Lineman - Apprenticeship</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>William (Bill) Elarton</b><br>cdm@lattc.edu        | <b>213-763-3700</b><br>SQ-122  |
| <b>ATHLETICS</b> <ul style="list-style-type: none"> <li>• Athletics</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Dimitri Lagos</b><br>LagosDR@lattc.edu             | <b>213-763-3728</b><br>WH-203  |
| <b>BEHAVIORAL/SOCIAL SCIENCES/CHILD DEVELOPMENT</b> <ul style="list-style-type: none"> <li>• Administration of Justice</li> <li>• Anthropology</li> <li>• Child Development</li> <li>• Education</li> <li>• Geography</li> <li>• History</li> <li>• Political Science</li> <li>• Psychology</li> <li>• Sociology</li> </ul>                                                                                                                                                                                                                                                                                                                                            | <b>Alicia Rodriguez-Estrada</b><br>RodriqAI@lattc.edu | <b>213-763-3938</b><br>AH-516  |
| <b>BUSINESS ADMINISTRATION/COMPUTER APPLICATIONS &amp; OFFICE TECHNOLOGIES</b> <ul style="list-style-type: none"> <li>• Accounting</li> <li>• Business</li> <li>• Community Planning/Economic Development</li> <li>• Computer Applications Office Tech.</li> <li>• Economics</li> <li>• Law</li> <li>• Management</li> <li>• Marketing</li> <li>• Office Machines</li> <li>• Paralegal</li> <li>• Public Relations</li> <li>• Real Estate</li> <li>• Supervision</li> </ul>                                                                                                                                                                                            | <b>Paulette Bailey</b><br>BaileyP@lattc.edu           | <b>213-763-7269</b><br>CH-225  |
| <b>CONSTRUCTION, DESIGN, &amp; MANUFACTURING</b> <ul style="list-style-type: none"> <li>• Architectural Interiors</li> <li>• Architecture</li> <li>• Building Construction Techniques</li> <li>• Carpentry</li> <li>• Drafting</li> <li>• Electrical Construction &amp; Maintenance.</li> <li>• Engineer-Operation/Maintenance</li> <li>• Environmental Design</li> <li>• Plumbing</li> <li>• Power Line Mechanic Trainee</li> <li>• Refrigeration &amp; Air Conditioning Mechanics</li> <li>• Street Maintenance Welding Gas and Electric</li> <li>• Solid Waste Management Technology</li> <li>• Supply Water Technology</li> <li>• Wastewater Technology</li> </ul> | <b>William (Bill) Elarton</b><br>cdm@lattc.edu        | <b>213-763-3700</b><br>SQ-122  |
| <b>COOPERATIVE WORK EXPERIENCE EDUCATION</b> <ul style="list-style-type: none"> <li>• Cooperative Education</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Carole Anderson</b><br>AndersCL@lattc.edu          | <b>213-763-3640</b><br>CY-222  |
| <b>COUNSELING</b> <ul style="list-style-type: none"> <li>• Personal Development</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Thomas Dawkins</b><br>DawkinTL@lattc.edu           | <b>213-763-7361</b><br>JH-416  |
| <b>COSMETOLOGY</b> <ul style="list-style-type: none"> <li>• Cosmetology</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Elton Robinson</b><br>RobinsEJ@lattc.edu           | <b>213-763-7138</b><br>MH-130  |
| <b>CULINARY ARTS/PROFESSIONAL BAKING</b> <ul style="list-style-type: none"> <li>• Baking, Professional</li> <li>• Culinary Arts</li> <li>• Restaurant Management</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Steven Kasmar</b><br>KasmarSL@lattc.edu            | <b>213-763-7332</b><br>SA-117  |

| Department & Disciplines                                                                                                                                                                                                                                                              | Chairperson & E-mail                               | Phone / Office                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|--------------------------------|
| <b>DESIGN AND MEDIA ARTS</b> <ul style="list-style-type: none"> <li>Digital Media</li> <li>Fashion Design</li> <li>Fashion Merchandising</li> <li>Sign Graphics</li> <li>Tailoring</li> <li>Visual Communications</li> </ul>                                                          | <b>Carole Anderson</b><br>AndersCL@lattc.edu       | <b>213-763-3640</b><br>CY-222  |
| <b>ELECTRONICS &amp; COMPUTER INFORMATION SYSTEMS</b> <ul style="list-style-type: none"> <li>Computer Information Systems</li> <li>Electronics</li> <li>Electronics Technology</li> <li>Microcomputer Technician</li> </ul>                                                           | <b>Eric Chavez</b><br>ChavezEL@lattc.edu           | <b>213-763-3782</b><br>CH-325  |
| <b>ENGLISH / ENGLISH AS A SECOND LANGUAGE</b> <ul style="list-style-type: none"> <li>English</li> <li>English As A Second Language</li> </ul>                                                                                                                                         | <b>Janice Gangel-Vasquez</b><br>GangelJM@lattc.edu | <b>213-763-3739</b><br>AH-515  |
| <b>HEALTH/KINESIOLOGY (Formerly Physical Education)</b> <ul style="list-style-type: none"> <li>Health</li> <li>Kinesiology</li> <li>Kinesiology - Athletic</li> <li>Kinesiology - Major</li> </ul>                                                                                    | <b>Joseph Ratcliff</b><br>RatcliJE@lattc.edu       | <b>213-763-3730</b><br>WH-202a |
| <b>LABOR CENTER</b> <ul style="list-style-type: none"> <li>Labor Studies</li> </ul>                                                                                                                                                                                                   | <b>John McDowell</b><br>McDoweJR@lattc.edu         | <b>213-763-7129</b><br>MA-05   |
| <b>LANGUAGE ARTS &amp; HUMANITIES</b> <ul style="list-style-type: none"> <li>American Sign Language</li> <li>Art</li> <li>Communication Studies (Formerly Speech)</li> <li>French</li> <li>Humanities</li> <li>Music</li> <li>Philosophy</li> <li>Spanish</li> <li>Theater</li> </ul> | <b>John Glavan</b><br>GlavanJJ@lattc.edu           | <b>213-763-3931</b><br>AH-520  |
| <b>LIBRARY SCIENCE</b> <ul style="list-style-type: none"> <li>Library Science</li> </ul>                                                                                                                                                                                              | <b>Judith Samuel</b><br>SamuelJC@lattc.edu         | <b>213-763-3959</b><br>MA-205b |
| <b>MATHEMATICS</b> <ul style="list-style-type: none"> <li>Mathematics</li> </ul>                                                                                                                                                                                                      | <b>Margaret Murphy</b><br>MurphyMM@lattc.edu       | <b>213-763-7320</b><br>AH-506  |
| <b>SCIENCES</b> <ul style="list-style-type: none"> <li>Astronomy</li> <li>Biology</li> <li>Chemical Technology</li> <li>Chemistry</li> <li>Geography</li> <li>Microbiology</li> <li>Physics</li> <li>Process Plant Technology</li> </ul>                                              | <b>Ricky K. Wong</b><br>WongRK@lattc.edu           | <b>213-763-7295</b><br>CH-405  |
| <b>TRANSPORTATION</b> <ul style="list-style-type: none"> <li>Automotive and Related Technology</li> <li>Automotive Collision Repair</li> <li>Diesel And Related Technology</li> <li>Machine Shop - CNC</li> <li>Motorcycle Repair Mechanic</li> </ul>                                 | <b>Jesus (Jess) Guerra</b><br>GuerraJ@lattc.edu    | <b>213-763-3919</b><br>OH-114A |

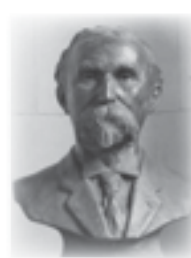


# TRADE TECH: A PROUD HISTORY

*Los Angeles Trade-Technical College (LATTC) has been proud to serve the greater Los Angeles community for more than 85 years.*

Our history began shortly after the close of World War I, when members of the Los Angeles Board of Education, the Chamber of Commerce, and business and labor leaders held a series of conferences to talk about Los Angeles' need for a centralized vocational training program. Out of those meetings came the initial concept of what would become Trade Tech, modeled on a class in power sewing offered to downtown garment workers. By the end of 1924, training programs in "beauty culture", printing, plumbing, and the building trades were offered at various locations around the city and briefly consolidated in a soon-to-be outgrown building located at Eighth and Grand Avenues.

In the early Spring of 1925, the Los Angeles Board of Education created the Frank Wiggins Trade School, naming it after a prominent Los Angeles Chamber of Commerce member who had been a driving force in promoting the development of vocation training. The school relocated to a new building at 1646 South Olive Street in 1926, and through the ensuing years gained a reputation for the success of its graduates in industrial careers as well as the dedication of its faculty and staff.



*Frank Wiggins, whose original vision helped create Trade Tech*



*During WWII, thousands of "Rosie the Riveters" enrolled at Trade Tech, lending their skills to support the war effort.*

The advent of World War II created an exponential demand for the college's training programs in support of the war effort. The college's Aircraft and Welding Trades departments operated directly under the supervision of the federal War Production Training Program, while the majority of other programs were quickly reformatted to provide short-term training of six to ten weeks' duration, often at war production plants located throughout the city.

The end of the war and the return to a civilian economy, together with the infusion of federal funds for training veterans, led to an expanded demand for education and training at the college. In July of 1948, in response to veteran's retraining needs as well as Los Angeles' post-war population boom, the college was granted the authority to expand their curriculum and offer an Associate in Arts degree in vocational disciplines as well as academic and Liberal Arts areas.

LATTC moved to its current location in 1957. In 1966, an existing educational institution with a strong business program, Metropolitan College, was merged with Trade Tech, resulting in an even broader range of educational offerings. Finally, in 1969, LATTC joined the newly formed Los Angeles Community College District (LACCD), making LATTC one of the nine colleges that comprise the District.

Trade Tech occupies a unique position among institutions of higher education. Throughout eight decades, the college has remained true to its founding premise of vocational education, while expanding to provide transfer programs, adapt to rapidly changing technologies and remain responsive to the needs of the surrounding community. Students come from all over the Los Angeles basin to participate in our unique mix of programs, some of which have been in existence since the school's inception. As of Fall 2006, the campus is undergoing massive renovation and building programs under the auspices of Proposition A and AA bond funds, and we look forward to serving our community for another 85 years.

# GENERAL INFORMATION

## MISSION STATEMENT AND VISION

### *Our Mission*

We provide our students and community with high-quality academic, technical, and professional educational opportunities that:

- Meet their career development and academic goals;
- Foster a climate of life-long learning;
- Prepare our students to participate effectively in our society; and
- Generate economic development with our educational, governmental, community and business partners.

### *Our Vision*

LATTC will be a global leader known for effectively incorporating leading-edge theories, proven educational practices, hands-on experiences, and technology into our career technical and professional programs, as well as our offerings for our transfer students.

To achieve our vision:

We will be known for our experimentation with new ideas and innovations to improve student success.

LATTC graduates will be in high demand. Many will become community and business leaders and innovators.

We know that a single positive experience – a course, a program, a service, or a person who cares – can be transformational for a student.

We are transforming our institution from being “good” to being “great” – a national and international leader in meeting students’ needs, particularly those at “ground zero” of socio-economic levels.

### LATTC Core Competencies – Institutional Learning Outcomes

Los Angeles Trade Technical College students who have completed their designated coursework should expect to have gained competency in the following areas:

- Students will use critical thinking skills to gather, identify, analyze, synthesize information, and evaluate problems and solutions
- Students will use visual, numerical, verbal, written, and practical skills to create useful and original products
- Students will demonstrate technical skills that meet industry and/or employment standards
- Students will demonstrate effective communication and comprehension skills
- Students will demonstrate ability to interface in a culturally diverse socio-economic environment



## CODE OF ETHICAL CONDUCT

Los Angeles Trade Technical College is committed to compliance with the law and regulations to which it is subject and to the policies and procedures established by the college. In order to encourage ethical conduct and strengthen and promote ethical practices among college employees, members of the college community, and those who conduct business with the college, LATTC hereby adopts this Code of Ethical Conduct.

This Code of Ethical Conduct is an integral part of the college policies and procedures, which also includes the College Vision Statement. LATTC believes that a shared statement of ethical values will strengthen the overall quality of the college community, promote proper conduct among college employees. It is a vital component in the pursuit of the college vision, mission, and values.

LATTC employees shall:

- Uphold the highest standards of intellectual honesty and academic, professional, and personal integrity in the conduct of instruction, research, college services, and all other functions of the college.
- Act in a way that promotes healthy working relationships based on mutual trust and support among one's fellow employees.
- Abstain from knowingly making slanderous and libelous statements against colleagues while upholding the principles of freedom of speech.
- Act as good stewards of the resources and information entrusted to our care.
- Perform assigned duties and professional responsibilities in such a manner so as to further the LATTC mission.
- Treat fellow employees, students, and the public with dignity and respect.
- Comply with laws, rules, regulations, and professional standards that prohibit discriminating against, harassing, or threatening others.
- Respect the intellectual property rights of others.
- Respect differences of opinion and approaches to issues and problems.
- Avoid improper political activities as defined in law.
- Protect human health and safety and the environment in all LATTC operations and activities.
- Refrain from using our employment to improperly advance the interests of a friend or relative and comply with nepotism policies as define in Board Rule 10108.
- Comply with conflict of interest codes as defined in Board Rule 14000.

## COLLEGE ADVISORY COMMITTEES

The demands of industry determine the various phases of business, technical and trade training carried on by the college. Placement and successful progress of students are the measures of effectiveness of the pre-employment training. Increased productivity, job satisfaction, and advancement of the employed trainee attest to the effectiveness of the program. For these reasons all training is developed and carried on with the advice and assistance of the college advisory committees.

Membership in each of the groups is composed of community-wide representatives from labor and management, and from federal, state and local agencies who are concerned with the business, trade and technical programs offered. These advisory committees meet on the invitation of the college administration at least once a year and on additional occasions when considered necessary. They give counsel and advice in regard to evaluating training programs, approve plans to meet current training needs, review past accomplishments, and forecast trends affecting training and employment. Members of the various advisory committees are an important part of the educational program of the college. The people who serve on the committees

are selected because of their leadership in the economic life of Los Angeles. The advisors bring to the college expert advice and sound thinking on business, trade and technical problems. Thus the work of the classroom reflects the rapid changes in community and industry.

## ACCREDITATION

Los Angeles Trade-Technical College, a California public, tax-supported community college, is officially accredited by the Western Association of Schools and Colleges and is fully approved by the Board of Governors of the California State University and independent colleges and universities to give full credit for appropriate courses completed. The Culinary Arts program is also accredited by the American Culinary Federation and Educational Foundation.

## ACCURACY STATEMENT

The Los Angeles Community College District and Los Angeles Trade-Technical College have made every effort to make this catalog accurate and may, without notice, change general information, courses, or programs offered. The reasons for change may include student enrollment, level of funding, or other issues decided by the district or college. The district and college also reserve the right to add, change, or cancel any rules, regulations, policies and procedures as provided by law.

## ABOUT THE LOS ANGELES COMMUNITY COLLEGE DISTRICT (LACCD)

### EDUCATIONAL PHILOSOPHY OF LACCD

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.

## FUNCTIONS OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

Consistent with the educational philosophy and mission of the Los Angeles Community Colleges, Los Angeles Trade-Technical College offers the following types of educational programs and services:

- **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 comprised 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 un-graded classes to provide opportunities for personal and occupational competence that supplement formal full-time college attendance.
- **Joint Programs.** Joint programs with business, industry, labor, education, government and other institutions which are of mutual benefit to sponsoring institutions, enhance the educational opportunities of program participants, and advance the mission and functions of the District.

## MISSION STATEMENT OF THE LACCD

### “Changing Lives in a Changing Los Angeles”

In an era of civic renewal, economic change, and cultural revitalization that is unprecedented in the history of Los Angeles, we—the faculty, staff, and administrators of the nine Los Angeles community colleges—dedicate ourselves to the goal of expanding access to educational opportunity across the many, diverse communities that contribute to the greater Los Angeles area.

We serve all Angelenos by providing an unparalleled array of educational offerings, including programs that prepare students for successful careers, for transfer to four-year colleges and universities, for the improvement of essential life and workplace skills, and for civic engagement and life-long learning.

To achieve this mission, we strive to create supportive instructional environments that challenge students to meet rigorous academic standards, to become active, self-directed learners, to develop critical and creative habits of mind, and to develop an abiding appreciation for other peoples and other cultures.

### District Guiding Principles...

**ACCESS & OPPORTUNITY**--We are committed to expanding educational opportunity and access to everyone who has the desire to learn, and we welcome all students, including those from communities that have been traditionally underserved.

**EXCELLENCE & INNOVATION**--In all of our services and institutional activities, we strive to create a culture of excellence and innovation, and we challenge our students to meet the highest educational standards.

**STUDENT LEARNING & SUCCESS**--All of our institutional efforts and resources are dedicated to one central purpose--the support of our students as they work toward the achievement of their academic and professional goals.

**FREE INQUIRY**--We value the vigorous, critical and free exchange of ideas and opinions, and we work actively to create communities of mutual respect and shared concern that support and sustain open debate and constructive, democratic discourse.

**THE POWER OF DIVERSITY**--We embrace diversity as a central part of our civic and institutional identity and as a powerful element in the education and development of every individual.

**COMMUNITY CONNECTION**--Our colleges must be rooted in the communities they serve, and we are determined to build and maintain strong, durable, and responsive collaborations with our educational partners across Los Angeles, and with business, labor, and other organizations that contribute to the fabric of our larger community.

**THE PROMISE OF TECHNOLOGY**--Technology plays a critical role in all of our institutional operations and educational programs, and we are committed to keeping both our district systems and classrooms on the forefront of technological innovation and efficiency.

**PUBLIC ACCOUNTABILITY**--We are accountable to the public for all aspects of our mission, and we owe the students we serve, the people of Los Angeles, and the State of California regular and timely assessments of all of our efforts in support of student learning and student success.

## EMERGENCY INFORMATION

The college is concerned about your safety in case of an emergency. Detailed instructions are posted in every classroom and throughout the LATTC campus. Additionally, you may visit the Environmental Health and Safety Website for more information: <http://college.lattc.edu/safety/>

In case of emergency, remember these key points. "S.A.F.E."

|          |                                                    |
|----------|----------------------------------------------------|
| <b>S</b> | <b>Secure yourself</b>                             |
| <b>A</b> | <b>Assess the situation</b>                        |
| <b>F</b> | <b>Forward information</b>                         |
| <b>E</b> | <b>Enact according to the campus disaster plan</b> |

## EMERGENCY RESPONSE INFORMATION

### LATTC-Sheriff Telephone Numbers For Emergency

In case of an emergency, you should immediately contact the College's Sheriff's Office on campus. **Dial Ext 3611 or 911** to reach the College Sheriff's office from any campus phone.

- You may also press the extension button marked "**EMERGENCY**", on all campus phones.
- Pick up the campus emergency blue telephone station "dial direct" to the College Sheriff's Office.
- If you are using a **campus pay phone**, you may dial **\*80** to reach the College Sheriff's office.
- If you use your **cell phone** you may dial **213-763-3611** to connect to the College Sheriff's office.

**Please note** if you dial **911** from your cell phone or pay phone on campus, it **will not connect directly to the College Sheriff's, but it will connect to outside emergency services.**

### MEDICAL EMERGENCY

- Call the College Sheriff if the injury is life threatening and calmly provide detailed information to the Sheriff's Office;
- Stay on the line to answer any questions.
- Comfort the injured person by talking to them until help arrives.

### EARTHQUAKE

In the event of earthquake:

- **Stay Calm.**

If inside

- Stay inside.
- **IMMEDIATELY** get away from windows and large objects that may topple; **DROP, COVER, and HOLD ON**
  - **DROP** to the ground.
  - **COVER** by getting under a sturdy desk or table, and
  - **HOLD ON** to it until the shaking stops.

If outside

- Stay outside.
- Go to an open area away from buildings, trees, and power lines.

### FIRE/SMOKE

If you detect fire or smoke

- Immediately activate the nearest fire alarm pull station.
- Call the College Sheriff and notify them of the location of the fire.

If you hear a fire alarm

- Immediately **EVACUATE** the area.
- Turn off all equipment and close doors as you leave.
- Proceed to the nearest exit and to your designated "Evacuation Area".
- Remain calm and await further instructions.

### ELEVATOR ENTRAPMENT

If you become trapped in an elevator, remain calm.

- Press the red emergency button to activate the audible elevator alarm system which automatically notifies College Sheriff and Physical Plant Ext: 3612, then
- Wait for qualified personnel to respond and assist. **DO NOT ATTEMPT TO STEP OFF THE ELEVATOR** unless specifically instructed to do so.

# ADMISSION AND REGISTRATION

## ADMISSION AND REGISTRATION

Phone: (213) 763-5300  
 Location: JH-Lobby  
 Hours: Monday – Thursday 8:00 a.m. – 7:00 p.m.  
 Friday 8:00 a.m. – 3:00 p.m.

The following procedure should be followed to enroll in Los Angeles Trade-Technical College: Students must disclose any previous enrollment in institutions of collegiate level. Failure to list any school, college, or university which you previously attended, or any deliberate falsification of information, is basis for dismissal from the college.

**APPLICATION** is submitted and completed online at [www.lattc.edu](http://www.lattc.edu). A student identification number will be assigned to all students because of recently passed state laws. Once a student I.D. number is assigned, this number shall be used when students apply at another LACCD campus. Non-U.S. Citizens should bring proof of their immigration status so that the College may determine their residency for tuition purposes. You may also submit your application on line at [www.lattc.edu](http://www.lattc.edu). If you are a returning student or have attended one of the LACCD colleges, you may submit your application on line.

**ORIENTATION** is designed to introduce our many educational programs, services and explain how to complete the enrollment process.

**ASSESSMENT** will help students determine which courses are most appropriate for your skill level. This is NOT a pass or fail nor a graded test. It will be used with other factors to help the counselor or faculty mentor assist students with course selection. Please allow approximately 2 hours for this portion of your enrollment. NOTE: If students have an Associate degree or higher, completed a college level English or Math class, or have taken an assessment within the last two years, they may be exempted from this assessment. However, we want students to be aware of the many services and programs available at Los Angeles Trade-Technical College.

During the Orientation and/or the Assessment, students may **speak to a counselor**. Counselors will recommend appropriate courses based on educational goals; students may then **register for classes at their appointed day and time**. See class schedule or college website ([www.lattc.edu](http://www.lattc.edu)) for exact registration dates.

After registration students can proceed to the Business Office, JH-Lobby, to pay all fees. Student I.D. Cards with the student I.D. number will be issued in JH-Lobby.

## COLLEGE DEADLINE POLICY

The college strictly enforces the published deadlines for admissions application, dropping, adding classes, fee refunds and graduation applications.

## RESIDENCY REQUIREMENTS

### California Residence Requirement

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 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-U.S. citizens are permitted to establish residency and certain others are not. Check with the Admission Office regarding your particular status.

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

### IMPORTANT INFORMATION

Effective January, 2002, all students regardless of their immigration status, who meet all the requirements set under the new law AB540, can be exempted from Non-Resident Tuition. Please see Admission Office, JH-Lobby, for details.

### Residence Reclassification

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

## ADMISSION ELIGIBILITY

You are eligible to attend LA Trade-Technical College if you meet any of the following criteria:

1. You have graduated from high school or have successfully passed the California High School Exit Examination.
2. You are over 18 years of age and are no longer attending high school and are capable of benefiting from the instruction offered.
3. You are under 18 years of age and not a high school student, with special permission as a full-time student, or concurrently enrolled student.

## CONCURRENT ENROLLMENT AT LA TRADE-TECHNICAL COLLEGE

As a high school student you may enroll concurrently at L.A. Trade-Technical College. In addition to the application for admission, you must submit a separate concurrent enrollment form, approved by your high school counselor and your parents. All K-12 students require special processing. Call (213)-763-5560 for details. Concurrent students are given the last priority for registration.

## ENROLLMENT POLICIES

### Adding Classes

Only students who have been admitted to the college and are in approved active status may add classes. Enrolled students who wish to add a class prior to the first day of classes should use the internet system at [www.lattc.edu](http://www.lattc.edu).

### Auditing Classes

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

1. Complete an application and be authorized to register in the college.
2. Obtain permission of the instructor of the class at the beginning of the semester.
3. Pay a fee of \$15 per unit. Fees may **not** be refunded. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester. Students who drop below ten units will be required to pay the 3 units audit fee.

No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course. Students taking course for credit shall not be permitted to drop to audit the same course. Priority in class enrollment shall be given to students desiring to take the course for credit.

### Enrollment in Same Course

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. Students will be excluded from both classes and denial of credits and subject to disciplinary action (See Standards of Student Conduct).

### Dropping Classes

Students wishing to drop one or more classes must do so through the registration system, at [www.lattc.edu](http://www.lattc.edu).

It is the student's responsibility to officially drop from class by the Trade Tech website or in person. Students must drop by the end of the second week of semester-length classes to avoid fees. Any drops or exclusions that occur after the no penalty drop date (under last day to drop without a "W") and up to 75% of the time the class is scheduled will result in a "W" on the student's record which will be included in the determination of progress probation. Withdrawals are not permitted beyond 75% of class meeting time.

A grade (A, B, C, D, F, P, INC, or NP) will be assigned to students who are enrolled past the last day to drop even if they stop attending class, except in cases of extenuating circumstances. After the last day to drop students may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty.

### Verification of Enrollment

Verification of the Student's Enrollment may be obtained upon written request. Verification Request forms are available in the Admission Office. District policy prohibits the acceptance of a Verification Request over the phone. **Please allow ten (10) working days** for processing. The first two verifications or transcripts **EVER** requested are free. Each additional request is \$3.00 per copy. Students may request same day processing to expedite their request for an additional fee of \$7.00 per verification. Verification Request by agencies or individuals other than the student must be accompanied by a signed release permitting the College to release that student's information. A valid photo ID is required when picking up the transcripts.

## INTERNATIONAL STUDENTS ADMISSION (F-1 VISA)

**Phone:** (213) 763-5345  
**Fax:** (213) 763-5991  
**Location:** JH-316  
**Hours:** Monday through Friday  
 9:00am - 4:00pm  
**Website:** <http://college.lattc.edu/international/>  
**Email:** [instud@lattc.edu](mailto:instud@lattc.edu)

### F-1 International Students Admission

Los Angeles Trade-Technical College (LATTC) welcomes applications from international students. We also accept transfer applications for F-1 Visa students currently studying in the U.S. as well as Change of Status applications for visitors who currently have other visas. Applications may be obtained by contacting the office or on-line.

### F-1 International Students Application Deadlines:

- Fall Semester: July 1
- Spring Semester: December 1

F-1 students transferring from schools within the United States (US) and students who are applying for a Change of Status have a more flexible deadline. Call our office for more information.

### The applicant must provide:

1. The supplemental International Students Application.
2. Official TOEFL scores sent directly from Educational Testing Services – this may be waived if you are from a country that uses English as its primary language of instruction or if you are transferring from a school within the United States. We also accept the International English Language Test Skills (IELTS) report and the Step Eiken in lieu of the TOEFL. Please contact us for all test cut scores.
3. Two recent passport-sized photographs of applicant.
4. Official transcripts and/or diplomas from secondary school or colleges attended – Student must be a high school/secondary school graduate. If these documents are not in English, an official translation must also be submitted.

5. The LATTC Affidavit of Support with an attached official bank statement or letter with a minimum of \$17,000 USD in available funds dated within the last 6 months.
6. Non-refundable \$35 application fee – check, cash, or money order (do not send cash in the mail).
7. Copy of valid passport identification page.
8. Transfer students must also submit the following documents: the LATTC Transfer Eligibility Form, a copy of your current I-20, a copy of your visa, and a copy of the front and back of your I-94.

Please allow 2 – 4 days for application processing time once ALL documents are received by the college. Eligible students will be issued an I-20A form by LATTC. This document can be used by the student to obtain an F-1 Visa from a US Embassy in his/her home country. Students who are already in the country may use this new I-20 to change their visa status or to complete their transfer process from another educational institution.

International student fees are approximately \$243 per unit, which is subject to change by the California legislature. Health care in the United States can be costly without proper insurance coverage. Starting the Fall 2007 semester, LATTC International Students will automatically be enrolled in an insurance plan through Renaissance Insurance. The cost for a 6-month period of coverage is \$474, which is subject to change. The \$474 will be included as part of your LATTC fees every Fall and Spring Semester (no waivers). Please visit our office for a copy of your benefits.

Per U.S. Citizenship and Immigration Services (USCIS) regulations, all F-1 International Students must maintain a full-time course load during the Fall and Spring semesters – certain exceptions apply, please see your Designated School Official (DSO) for more information. A full-time course load is defined as a minimum of 12 units. Dropping below 12 units without PRIOR written permission from the DSO places your student status at risk. F-1 students are not required to attend the Winter and Summer sessions but may do so if they wish.

## MATRICULATION SERVICES

|                  |                        |                              |
|------------------|------------------------|------------------------------|
| <b>Phone:</b>    | <b>(213) 763-5348</b>  |                              |
| <b>Location:</b> | <b>Building JH-303</b> |                              |
| <b>Hours:*</b>   | <b>Monday</b>          | <b>8:00 a.m. – 7:00 p.m.</b> |
|                  | <b>Tuesday</b>         | <b>8:00 a.m. – 7:00 p.m.</b> |
|                  | <b>Wednesday</b>       | <b>8:00 a.m. – 7:00 p.m.</b> |
|                  | <b>Thursday</b>        | <b>8:00 a.m. – 7:00 p.m.</b> |
|                  | <b>Friday</b>          | <b>8:00 a.m. – 1:00 p.m.</b> |

Matriculation is a process that brings LATTC and students (who enroll in credit courses) into an agreement to assist students in attaining their educational goal through the college's programs, policies and requirements. It involves a partnership between the student and the college which begins when students apply for admission and ends after completing your studies.

\* Hours subject to change

## ASSESSMENT

Students receive an assessment that may be used to select their courses and plan their educational career goals. Course recommendations are advisory and should be discussed with a counselor.

The Assessment Center provides services to complete the Prerequisite/Co-requisite Challenge Exams and course prerequisite/co-requisites clearances. The Assessment Center offers "Tests of Adult Basic Education (TABE)" a diagnostic test. This test will measure the student's grade level in Language, Math, and Reading. This is not a pass/fail test. This is a timed test. Additional testing is available through department referral. Please see the Assessment Center for further information. Located MA-001

## ORIENTATION

Orientation – provides students with a variety of programs and services at LATTC. Students who would like to speak directly with college representatives and receive information regarding the programs and services may attend an in-person orientation (see Matriculation webpage at <http://college.lattc.edu/matriculation/orientation/> for dates).

## EARLY ALERT

Early Alert provides mid-semester evaluation and feedback of a students' academic progress according to their classroom instructors. Referrals to support services are made when needed or requested and College Success workshops are offered throughout the semester (see Matriculation webpage for dates).

# FEES AND COSTS

## ASSOCIATED STUDENT ORGANIZATION (ASO) FEE

ASO programs are supported by a \$7.00 membership fee, available at the Business Office, for day and evening students. These fees are necessary to utilize ASO services. Any student, upon enrolling, is eligible to become a paid member of the Associated Student Organization. Associated Student Organization members are entitled to all rights and privileges, including preferred parking, loan application, dances, athletic contests, and all activities of the Associated Students. Also, all students must also pay one dollar Student Representation Fee that supports student issues, policy and procedures, and advocacy activities that benefit students.

## ENROLLMENT FEE

The State Education Code requires Community Colleges to charge enrollment fees\* of each student enrolling in college. The fee prescribed by these sections shall be forty-six dollars (\$46) per unit per semester with no maximum amount per semester. For example, if you enroll for ten units, the fee will be \$460. If you enroll for fifteen units, the fee will be \$690. See the Financial Aid Office prior to payment for enrollment fee waiver assistance. Non-resident students paying non-resident fees are required to pay the forty-six dollars (\$46) per unit enrollment fee. All students who pay fees are provided with a Registration Fee Receipt at the time of payment. Los Angeles Trade-Technical College does not automatically drop students from a class for nonpayment of enrollment fees.

## ENROLLMENT FEE REFUND POLICY

For full term courses: a student may receive a full refund for classes dropped (and refunds requested from the Business Office) through the end of the second week of instruction. There will be no refunds for classes dropped after that, unless a class is canceled or rescheduled by the college administration. After the second week of classes, the student may drop a course and use the fee previously paid that semester to add another class. Therefore, we advise the student to drop and add at the same time.

For short term, Summer session, and Winter Intersession courses, students may receive a full refund for classes dropped (and refunds requested in the Business Office) through the end of a period of time equal to 10% of total class time usually during the first week of classes. There will be no refunds after that, unless a class is canceled or rescheduled by the administration. Students are required to request refunds at the Business Office at the time they drop their classes even if dropping by telephone. If college expenses have been paid by federal financial aid funds, any refund due will revert to the financial aid program rather than to the student. Expenses paid by financial aid may be subject to a special pro-rata refund calculation.

Contact the Financial Aid Administrator or the College Financial Administrator for specific information regarding refund calculations for financial aid recipients.

## HEALTH SERVICES FEE

The Board of Trustees has required that each college collect a mandatory eleven-dollar (\$11) health services fee during the Fall and Spring semesters and an eight-dollar (\$8) fee during Summer session and Winter Intersession. This fee must be paid at the time of registration. Los Angeles Community College District Policy exempts the following students from paying the student health fee: (a) students who depend exclusively on prayer for healing in accordance with the teaching of a bonafide religious sect, (b) students who are attending classes under an approved apprenticeship training program, (c) non-credit education students, (d) students enrolled in District colleges exclusively at sites where student health services are not provided, (e) students who are enrolled District colleges exclusively through Instructional Television or distance education classes, (f) student who are enrolled in District colleges exclusively through contract education. Students exempted under the provisions of (b), and (c) above are eligible to receive the services of the college health program; all other exempted students are not eligible to receive the services of the college health program. Students who are exempted may obtain a Health Services Exemption Form from the Admission Office (JH-Lobby). Completed forms must be returned to the Admission Office for approval. See the Financial Aid Office (JH-214) for other possible exemptions.

## INSTRUCTIONAL MATERIALS

Students may be required to provide and/or pay for instructional and other materials for credit or noncredit courses. 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. If class materials are provided, the student may be assessed those costs for materials. Payment and verification of material fees is to be completed at the college Bookstore, CH-102 or Business Office, JH-Lobby.

## NON-RESIDENT TUITION FEE

The 2013-2014 tuition for non-resident students is \$190 per unit plus the \$46 per unit enrollment fee. Fees must be paid at the time of registration. The 2013-2014 tuition for foreign students is \$190 per unit plus the \$46 per unit enrollment fee and the Board of Trustees adopted \$22 per unit fee pursuant to Education Code Section 76140. These fees are subject to change each academic year. International students must first pay a non-refundable \$35 application fee. The Board established a twenty-five dollars \$25.00\* per semester processing fee for students classified as nonresidents who are both citizens and residents of a foreign country. These fees are subject to change each academic year.

*\*Subject to change by the California Legislature*

### Notes:

1. Fees paid by federal financial aid funds will be subject to a special refund calculation.
2. Non-resident students are also required to pay the community college enrollment fee.

A non-resident student who formally drops or otherwise separates from part or all of his/her enrollment may request a refund of previously paid non-resident tuition in accordance with the schedule below. Such request must be made in writing at the Business Office at the time the classes are dropped. The date used for non-resident refund purposes is the date on which such 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 FILED                 | REFUND       |
|-------------------------------------------------------------------------------------------------|------------------------------------|--------------|
| <b><u>Regular Length</u></b><br>(Fall and Spring semesters)                                     | Through second week of instruction | Full Tuition |
|                                                                                                 | After second week of instruction   | No Refund    |
| <b><u>Short Term</u></b><br>(Less than regular length, Summer Session, and Winter Intersession) | Through 10% of class length        | Full Tuition |
|                                                                                                 | After 10% of class length          | No Refund    |

## STUDENT REPRESENTATION FEE

The student representation fee is a mandatory \$1.00 (one dollar) per semester fee to provide support for students/ representatives who support student viewpoints before various governmental offices and agencies. Students may for religious, political, financial or other reasons, refuse to pay the fee in writing on a form provided for this purpose.

## PARKING FEE

To encourage membership in the Trade Tech Associated Students' Organization (ASO), the College Administration has entered into an agreement with the ASO whereby students who pay both the District parking fee and join the ASO will receive as a benefit of membership preferred parking privileges in Fall and Spring Semesters. A limited number of Preferred Student Parking Permits sold on a first come basis are available for purchase at the Business Office for \$27.00 (includes \$7.00 ASO fee), General Student Parking Permits cost \$20.00 at the 18th Street & Grand Avenue Lot and at Glory Church located at Washington Boulevard & Grand Avenue. General Student Parking for Winter and Summer Session is \$10.00. Parking in areas marked "parking by permit only" is restricted to vehicles displaying a valid permit. Vehicles parking on college property without a valid permit will be subject to citation.



# DISTRICT AND COLLEGE POLICIES

## ACADEMIC FREEDOM

The Faculty shall have the academic freedom to seek the truth and guarantee freedom of learning to the students.

## CAMPUS SECURITY ACT

As required by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the college's Annual Security Report contains policy statements and crime statistics for the campus. The Annual Security Report includes statistics for the previous three years concerning certain reported crimes that occurred on campus, in off-campus buildings or property owned or controlled by the college, and on public property within or immediately adjacent to the college. The report also includes institutional policies concerning campus safety and security, such as policies on drug and alcohol use, crime prevention, the reporting of crimes, sexual assault, and emergency response and evacuation procedures. You can obtain the college's Annual Security Report online at <http://college.lattc.edu/sheriff/crime-statistics>. You may also request a paper copy by contacting Dr. Mary Gallagher, Vice President of Administrative Services, JH-532.

## CONOCIMIENTO LIMITADO DEL INGLÉS

Las clases para aprender oficios están abiertas a todos los estudiantes, aún para los que tienen dificultad con el idioma. Aunque la falta de conocimiento del idioma inglés no es una barrera para matricularse en estas clases, se recomienda a los alumnos que utilicen los servicios que el colegio ofrece con este fin.

## DRUG-FREE WORKPLACE POLICY

In accordance with SECTION 22 of the DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989, Los Angeles Trade-Technical College strives to maintain a drug and alcohol free campus for its students and employees. The unlawful manufacture, distribution, dispensation, use or possession by students and college employees of illegal controlled substances or alcohol in all buildings, property, facilities, service areas, or on District business is prohibited (per Board Rules regarding Standards Of Conduct, Section 9803.19).

The College shall maintain a drug and alcohol free awareness policy to inform students and employees about the dangers and health risk of drug and alcohol abuse in the workplace, on the campus and during college sponsored activities. Students and employees will be informed of the sanctions that will be imposed for policy violations and the availability of drug/alcohol counseling, treatment and rehabilitation assistance. This information will be distributed yearly to all students and employees.

All students and employees are required to comply with this policy as a condition of their continued student status or employment. Any student or employee violating this policy may be required to participate satisfactorily in a substance abuse rehabilitation program, and/or may be subject to disciplinary action, up to and including dismissal or exclusion under applicable District policies. In addition, an employee convicted of any workplace drug crime, must notify the college personnel office within five (5) days of conviction.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

See Student Records and Directory Information on page 18. For more information on student rights under the FERPA, please go to our LA Community College web link [http://www.laccd.edu/admin\\_regs/documents/E-105.pdf](http://www.laccd.edu/admin_regs/documents/E-105.pdf).

## EQUAL EMPLOYMENT OPPORTUNITY

The policy of the Los Angeles Community College District is to implement affirmatively, equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, age, handicap, 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. A vigorous Equal Employment Opportunity Program will be maintained to ensure appropriate utilization of certain protected groups in specific areas and levels within the district workforce through the implementation of specific result oriented procedures and activities (Board Rule 101301). Inquiries regarding Equal Employment Opportunity at Los Angeles Trade-Technical College should be directed to the College Equal Employment Opportunity Representative, Dr. Mary Gallagher, (213) 763-7040.

## FREEDOM OF SPEECH AREA AND PROCEDURES

Board Rule 9902, Article IX, States, "The college president shall designate an area or areas on the college campus as areas for free discussion and expression by all persons. A Free Speech Area may only be located where there is a normal flow of student traffic with unlimited accessibility. Necessary campus rules governing the operation of such areas shall govern only the time, place and manner in which said areas are to be used. All such rules shall be applied equally and fairly to all persons desiring to use the Free Speech Areas. No restrictions shall be placed on subject matter, topics or viewpoints expressed in Free Speech Areas.

In compliance with the above Board Rule, the college president has designated the CH-Mall Quad as the Free Speech Area. All individuals or organizations wanting to use the Free Speech Area, fill out an application and approval from the Vice President of Student Services office, located in JH-512, prior to use of this area. The guidelines and rules for use of this area, along with time, place, manner will be distributed to the interested party. This procedure does not apply to activities sponsored by the college.

## GRADUATION RATES

More information about Student Right-to-Know Rates can be found at the California Community Colleges "Students Right-to-Know Rates Information Clearinghouse Website" located at <http://srk.cccco.edu/index.asp>.

## HIGHER EDUCATION OPPORTUNITY ACT/PEER-TO-PEER – (HEOA P2P) COMPLIANCE IMPLEMENTATION (ILLEGAL FILE SHARING):

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liability. Civil liability for copyright infringement may include payment of monetary damages to the copyright owner. Criminal penalties for copyright infringement may include fines up to \$250,000 and imprisonment up to ten years. Students who violate the District's computing facilities usage policy (LACCD Administrative Regulation B-28) may also be subject to college disciplinary action, including, but not limited to, suspension or expulsion.

## LIMITED ENGLISH PROFICIENCY

Occupational education classes are open to all students. Although the lack of proficiency in English is not a barrier to enrollment in occupational education courses, it is recommended that students needing remedial English assistance utilize the services of the college that are provided for persons who are limited in English proficiency or have English as a second language as a bridge for entry into the vocational program.

## NONDISCRIMINATION 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, gender, national origin, ancestry, religion, creed, pregnancy, marital status, medical condition (cancer related), gender orientation, age, disability, or veteran status (Reference: Board Rule 1202). Inquiries regarding Equal Employment Opportunity issues should be directed to Dr. Mary Gallagher, (213) 763-7040. Inquiries relating to disabilities and special accommodations per the Americans with Disabilities Act should be directed to Ms. Klaudia Macias, Director of Disabled Students Programs and Services, (213) 763-3778, TDD (213) 763-5375.

## POLÍTICA SIN DISCRIMINACIÓN

Los Angeles Community College District ofrece igualdad de oportunidades en todos los programas y actividades educativas, libre de discriminación en cuanto se refiere a raza, color, lugar de origen, ascendencia, religión, creencias, sexo, estado de gestación, estado civil, estado de salud (tratándose de cáncer), orientación sexual, edad, incapacidad física o estado como veterano. (Referencia: Board Rule 1202). Las indagaciones o quejas acerca de la Equal Employment Opportunity deberán ser dirigidas a la Dr. Mary Gallagher, (213) 763-7040. Las indagaciones relacionadas con la incapacidad o arreglos especiales para incapacitados, según el Acta para Americanos Incapacitados, deberán ser dirigidas a la Srta. Klaudia Macias, Directora de los Programas y Servicios a Estudiantes Incapacitados, al teléfono (213) 763-3778 y para Medios de Telecomunicación para sordomudos o TDD al teléfono (213) 763-5375.

## OPEN ENROLLMENT

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

## SEXUAL ASSAULT

In compliance with AB 1088, the Los Angeles Community College District is committed to providing a safe environment for its students, faculty, and staff. The Los Angeles Community College District Board of Trustees condemns any act of sexual assault committed on any of its facilities. In the event of sexual assault committed on the grounds or in facilities maintained and/or used by the District, any victim of a sexual assault who is one of the District's students, faculty, staff, or visitors shall promptly receive appropriate treatment and full and accurate information. Individuals who commit sexual assault while on properties within the control of the District shall be subject to appropriate criminal prosecution and/or District disciplinary procedures. Confidentiality is fundamental to all aspects of cases dealing with sexual assault. The names of sexual assault victims shall not be revealed by persons responsible for implementing and enforcing the provisions of this Chapter, except with the consent of the victim. District Office of Equal Employment Opportunity/Diversity (213) 891-2315 or College Sheriff (213) 763-3600. LATTIC HART (Healthy Advocacy Response Team) provides information resources and referrals on sexual assault and domestic violence. For more information contact HART Co-chairs Ashraf Hossein, (213) 763-7157, Klaudia Macias, (213) 763-3779, or Angles Abraham, (213) 763-7117.

## SMOKING/NON-SMOKING POLICY

In an effort to preserve the rights of both smokers and non-smokers, the college has designated both smoking and non-smoking areas. This policy ensures that drifting smoke will not be sucked into classrooms, offices and other non-smoking areas. Non-smoking areas of the College are designated as any classroom, building or other enclosed facility, including hallways, porches, decks, arcades, and sidewalk adjacent to the building which any student is required to occupy or which is customarily occupied by non-smoking students.

# Summary of The LACCD Policy 2013

## Prohibited Discrimination and Harassment

Los Angeles Community College District • 770 Wilshire Boulevard • Los Angeles • CA • 90017 • (213) 891-2317

### The Policy

It is the policy of the Los Angeles Community College District to provide an educational, employment and business environment free from Prohibited Discrimination. Employees, students or other persons acting on behalf of the District who engage in Prohibited Discrimination as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract.

### Academic Freedom

The Board of Trustees reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow Prohibited Discrimination. The discussion of ideas, taboos, behavior or language which is an intrinsic part of the course content shall in no event constitute Prohibited Discrimination, though such ideas may cause some students discomfort. It is recognized that academic freedom insures the faculty's right to teach and the student's right to learn.

### Definition of Prohibited Discrimination

Prohibited Discrimination is defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status.

### Definition of Sexual Harassment

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting.

### Retaliation

Retaliation means adverse personal, employment or academic decisions made against anyone who makes a complaint, refers a matter for investigation, participates in an investigation, represents or serves as an advocate for a complainant or alleged offender.

### False Allegations

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

### Confidentiality

All persons involved in investigation of complaints shall have a duty to maintain the confidentiality of the matters discussed, except as may be required or permitted by law, which include the rules and regulations of the District.

A complete record of each complaint and investigation shall be kept by the Office of Diversity Programs.

The Written Decision or any Settlement Agreement regarding the results of the investigation shall be placed in the personnel file of each employee involved as an alleged offender or complainant.

## Complaint Procedure

### General Provisions

All Supervisors shall be responsible for maintaining a work environment consistent with this policy. Any supervisor who becomes aware of a situation which could be reasonably perceived to be a violation of this policy must report it to the Office of Diversity Programs. All employees are responsible for maintaining an educational environment consistent with this policy. Any employee who becomes aware of a situation which could reasonably be perceived as a violation of this policy should refer it to the Office of Diversity Programs.

### Investigation

A Compliance Officer shall promptly investigate all potential violations of this policy of which he or she becomes aware. A Compliance Officer shall receive the complaint, and notify the complainant, alleged offender, the College President or District administrator, and the Director of Diversity Programs, within 5 business days of a potential violation of this policy. During the process of the investigation, the alleged offender has the right to be represented.

### Informal Procedure

A Compliance Officer shall undertake efforts to informally resolve and investigate the charges. This process is limited to 30 days. If a resolution is reached, a Compliance Officer shall draft a Settlement Agreement to be signed by the complainant and the alleged offender. A Compliance Officer shall monitor the situation to insure that the resolution is properly implemented and maintain records.

### Complaint Procedure

A written or verbal complaint shall be submitted to the LACCD Office of Diversity Programs. Employment based complaints shall be filed within 180 days. Non employment based complaints shall be filed no later than one year from the date when the complainant knew or reasonably should have known of the facts underlying the complaint.

### Compliance Officer's Report

Within 60 days after becoming aware of a potential violation of this policy, a Compliance Officer shall complete the investigation and make a written report to the College President or Deputy Chancellor.

The College President, or Deputy Chancellor, shall independently assess whether the "preponderance of the evidence" establishes a violation and shall determine what action is to be taken, if any. Prior to making the decision, the alleged offender and complainant shall have the opportunity to make an oral statement, within 15 days from the receipt of the Compliance Officer's report.

Within 90 days from the start of the investigation a Written Decision shall be mailed to the complainant and the alleged offender.

### Disciplinary Action

If appropriate, the College President, Deputy Chancellor, or the Chancellor shall initiate the applicable disciplinary process within 10 business days of receiving the Written Decision.

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

### Appeals

If the complainant is not satisfied with the Written Decision, he/she may appeal to the District's Board of Trustees by submitting a written appeal to the Chancellor's Office within 15 days.

The Chancellor shall present the written appeal, the Written Decision and the investigative report to the Board of Trustees in closed session. If the 45 days elapse without further action, the Written Decision shall be the final decision of the District. In non-employment cases the complainant has the right to file an appeal with the State Chancellor's Office within 30 days after the Board decision is issued, or the 45 days have elapsed, whichever comes first.

### Additional Remedies

The complainant may pursue independently civil law remedies, including but not limited to injunctions, restraining orders, or other orders. An individual who believes that he/she is the victim of Prohibited Discrimination may also file a complaint with the Department of Fair Employment & Housing at (800) 884-1684, the Equal Employment Opportunity Commission at (213) 894-1000, for employment based complaints; and the Department of Education, Office for Civil Rights at (415) 556-4275, for non-employment complaints whether or not the complainant chooses to utilize the District's internal procedure. Complaints may also be filed with the State Chancellor's Office.

*This is an excerpt. The specific Rules and Procedures for reporting charges of Prohibited Discrimination and for pursuing available remedies are incorporated in the Board Rules in Chapter 15, Board Rules 1501-1522.*

Copies of the policy and procedures may be obtained from the LACCD Office of Diversity Programs and District Website at [www.laccd.edu/diversity](http://www.laccd.edu/diversity) or by calling the Office of Diversity Programs at (213) 891-2315 or (213) 891-2317.

2013

# What You Can Do About

## Prohibited Discrimination and Harassment

Any member of the college community which includes students, faculty, staff, other LACCD employees and general public who believes, perceives or has actually experienced conduct related to LACCD that may constitute prohibited discrimination or harassment, has the right to seek help. Everyone has the responsibility and obligation to report such conduct.

### ■ Talk to the Offender

Often problems will stop once the offender realizes the conduct is unacceptable.

### ■ Put it in Writing

Let the offender know that you don't like being treated this way and will report him/her unless it stops.

### ■ Keep a Record

Record the date, time, place and names of witnesses and describe the exact nature of the incident.

### ■ Don't Ignore It

Ignoring prohibited discrimination and hoping it will not be repeated is the most common reaction, yet it is the most ineffective way to deal with such incidents.

### ■ Contact the Office of Diversity Programs

Prohibited discrimination should be reported immediately to the Office of Diversity Programs.

Compliance Officers are always available to confidentially discuss any possible discrimination or sexual harassment complaint.

### *You have the right!* **You have the right!** **YOU HAVE THE RIGHT!**

- To work and study in an atmosphere free of harassment and discrimination
- To be judged by the same criteria as all others, not by standards that are less demanding, or more rigorous, or different in any way
- To complain, free of retaliation

#### **Discrimination may include, but is not limited to the following type of behavior:**

- exclusion from employment opportunities such as training, transfer or promotion
- allocation of poor grades based on one's protected class
- denial of reasonable accommodation because of a disability
- decisions based on stereotypes or assumptions about one's abilities, traits or performance

#### **Sexual harassment may include, but is not limited to the following type of conduct:**

- unwelcome, unsolicited contact with sexual overtones (written, verbal, physical and/or visual contact)
- unwelcome pressure for dates
- display of sexually suggestive objects, cartoons, posters
- request for sex in exchange for grades, recommendations, job opportunities

## Office of Diversity Programs

**(213) 891-2317**

**diversityprograms@laccd.edu**

**laccd.edu/diversity**

### **Los Angeles Community College District**

**Board of Trustees** - Kelly G. Candaele • Mona Field • Tina Park • Nancy Pearlman • Miguel Santiago • Scott J. Svonkin • Steve Veres

**District Administration** - Dr. Daniel J. LaVista, Chancellor • Dr. Adriana Barrera, Deputy Chancellor • Dr. Yasmin Delahoussaye, Vice Chancellor for Educational Programs & Institutional Effectiveness • Dr. Felicito Cajayon, Vice Chancellor for Economic & Workforce Development • Jeanette Gordon, Chief Financial Officer/Treasurer • Camille Goulet, General Counsel • James D. O'Reilly, Executive Director, Facilities Planning & Development

**Office of Diversity Programs: (213) 891-2317**

# STUDENT RIGHTS AND RESPONSIBILITIES

## STANDARDS OF STUDENT CONDUCT

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the colleges 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 and to engage in the sustained and independent search for truth. All persons shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation.

All visitors making use of the facilities or grounds of any college of the District will be asked to sign a statement that they have received the Standards of Conduct and the rules relating to campus visitors adopted by the Board of Trustees. A signature will not be a prerequisite to activities on campus. A record will be kept of all persons who use the facilities or grounds of the college.

Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor. Violations of conduct on campus rules and regulations include but are not limited to the following:

### Board Rule 6201.12

**COMPETENCY REQUIREMENT:** Students entering prior to Fall 2009 must demonstrate competence in reading, in written expression, and in mathematics. This requirement may be met by achieving a grade of "C" or better in appropriate courses, recommended by the District Academic Senate, and approved by the Chancellor or by achieving a passing score on an examination or examinations recommended by the District Academic Senate and approved by the Chancellor.

Effective for all students entering on or after the Fall 2009 semester, competence in written expression shall be demonstrated by obtaining a satisfactory grade in English 101, or another English course at the same level and with the same rigor as recommended by the District Academic Senate and approved by the Chancellor. Competence in mathematics shall be demonstrated by obtaining a satisfactory grade in Mathematics 125 (Intermediate Algebra), or another mathematics course at the same level and rigor, or higher, and with elementary algebra or higher as a prerequisite, as recommended by the District Academic Senate and approved by the Chancellor.

The competency requirements in written expression or mathematics may also be met by completing an assessment, conducted pursuant to Title 5, CCR, section 55500 and achieving a score determined to be comparable to satisfactory completion of English 101 or Mathematics 125 respectively. That is, students may either place into English or mathematics courses above level of English 101 or Mathematics 125, or they may achieve a satisfactory score on a competency exam or other approved exam as recommended by the District Academic Senate and approved by the Chancellor.

The competency requirements may also be met by obtaining a satisfactory grade in courses with English and mathematics content (but taught in subjects other than English and mathematics), which require entrance skills at a level equivalent to those necessary for English 101 and Mathematics 125, respectively, and are taught at the same level and with the same rigor. The District Academic Senate shall recommend such courses to the Chancellor for approval.

### Board Rule 6202.

**CATALOG RIGHTS:** For these purposes, a catalog year is defined as beginning Fall semester and continuing through the proceeding summer. A Student remaining in the College District may elect to satisfy the degree, certificate or graduation requirements in effect at the college from which the student will either earn his/her degree, certificate or graduate:

1. At the time the student began such attendance at the college, or
2. at the time of graduation.

For the purposes of implementing this policy, the college may develop a policy to:

1. authorize or require substitutions for discontinued courses; or
2. require a student changing his/her major to complete the major requirements in effect at the time of the change;
3. allow students to select an intervening catalog in years between time student began continuous attendance and time of graduation.

The college's policy shall be developed in consultation with the college Academic Senate in accordance with the provisions of Chapter XVIII of the Board Rules - ACADEMIC SENATE AND THE BOARD OF TRUSTEES SHARED GOVERNANCE POLICY, and published in all college catalogs under appropriate headings.

This policy does not apply to college programs which are governed or regulated by outside government agencies or which require licensure or certification through one of these agencies.

### Board Rule 6703.11

#### Acceptance of Credits.

All courses and units used to satisfy LACCD curriculum requirements, including graduation requirements (Chapter VI, Article II, LACCD Board Rules), educational program requirements (Board Rule 6708) and transfer core curriculum requirements (Board Rule 6600), shall be from accredited institutions, unless otherwise specified in this Board Rule.

For purposes of this Board Rule, "accredited institution" shall mean a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education.

Courses which have a grade of "C- (C minus grade)" do not satisfy any LACCD curriculum requirement that requires a grade of "C" or higher.

**Board Rule 9803.10**

Willful Disobedience. Willful disobedience to directions of College officials acting in the performance of their duties.

**Board Rule 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.

**Board Rule 9803.12**

Dishonesty. Dishonesty, such as cheating, or knowingly furnishing false information to the colleges.

**Board Rule 9803.13**

Unauthorized Entry. Unauthorized entry to or use of the college facilities.

**Board Rule 9803.14**

College Documents. Forgery, alteration, or misuse of college documents, records, or identification.

**Board Rule 9803.15**

Disruption of Classes. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.

**Board Rule 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.

**Board Rule 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. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.

**Board Rule 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.

**Board Rule 9803.19**

Alcohol and Drugs. Any possession of controlled substance 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:

- opiates, opium and opium derivatives
- mescaline
- hallucinogenic substances
- peyote
- marijuana
- stimulants and depressants
- cocaine

**Board Rule 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 for all persons except sworn peace officers, police officers, Sheriff, and other governmental employees charged with policing responsibilities.

**Board Rule 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, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veterans status.

**Board Rule 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.

**Board Rule 9803.23**

Conspiring to Perform Illegal Acts. Any agreement between two or more persons to perform illegal acts.

**Board Rule 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.

**Board Rule 9803.25**

Disorderly Conduct. Conduct which may be considered disorderly includes; lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding, or inciting another person to breach the peace of the college premises or functions.

**Board Rule 9803.26**

Theft or Abuse of Computer Resources. Theft or abuse of computer resources including but not limited to:

- 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 and 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
- 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.

**Board Rule 9803.27**

Performance of an Illegal Act. Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, State, or federal law.

**Board Rule 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 both such fine and imprisonment. As used in this section, "physical force" includes, but is not limited to, use of one's person, individually or in concert with other, to impede access to or movement within or otherwise to obstruct the students or teachers of the classes to which the premises are devoted.

**Board Rule 9805**

Interference with performance of duties of employees. Every person who attempts to cause, or causes, any officer or employee of any of the Los Angeles Community Colleges or any public officer or employee to do or refrain from doing, any act in the performance of his/her duties, by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.

**Board Rule 9805.10**

Assault or abuse of Instructor. Every parent, guardian, or other person who assaults or abuses 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 is guilty of a misdemeanor.

**Board Rule 9806**

Unsafe Conduct. Conduct which poses a threat or 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 to safety rules as adopted by the District and/or college; negligent behavior which creates an unsafe environment.

**STUDENT DISCIPLINE PROCEDURES**

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66300). The Los Angeles Community College District has complied with this requirement by adopting Board Rule 9803, Standards of Student Conduct (See above).

The District has adopted Board Rule 9804, Student Discipline Procedures, to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of Student Conduct. These provisions do not apply to grievance procedures, or residence determination and other academic and legal requirements for admission and retention.

Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both.

Copies of the Student Discipline Procedures are available in the Vice President of Student Services Office, Student Services Building, JH-512.

**CONFLICT RESOLUTION**

The College has approved a student conflict resolution process where if there is an issue between student and instructor, that student is to complete the required form at the following link - <http://college.lattc.edu/student-conflict-resolution/>. The Department Chairperson over the area will respond to your request within two business days (Monday-Friday) regarding your situation. If the issue is not resolved on campus, the student can request for a formal grievance.

The student grievance procedure is designed to provide a prompt and equitable means for resolving student grievances, including but not limited to the grading process. The grievance procedure may be initiated by a student or group of students who reasonably believe that they have been subject to unjust action or denied rights that adversely affect their status, rights, or privileges as a student. To initiate a student grievance, please contact the Dr. Mary Gallagher, (213) 763-7040.

**STUDENT GRIEVANCE PROCEDURES**

The purpose of the Student Grievance Procedures is to provide a prompt and equitable means for resolving student grievances, per Board Rules 91101-91102.

The procedures enumerated in Administrative Regulation E-55 shall be available to any student or applicant for admission, who believes a College decision or action has adversely affected his or her status, rights, and/or privileges as a student. The procedures shall include, but not be limited to, alleged violations of Title IX of the Higher Education Amendments of 1972 (and applicable regulations), grievances relating to disabled students as defined by Section 504 of the Rehabilitation Act of 1973, and grievances relating to course grades to the extent permitted by Education Code Section 76224(a). Section 76224(a) provides:

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

For additional information regarding the procedures for filing a student grievance, or for copies of the adopted Student Grievance Procedures, contact Vice President of Administrative Office, Student Services Building, JH-532.

**STUDENT RECORDS AND DIRECTORY INFORMATION**

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The Los Angeles Community College District recognizes that student records are a confidential matter between the individual student and the College. At the same time the District has a responsibility to fulfill public information needs (i.e., information about students participating in athletics, announcement of scholarships and awards, etc.). To meet this responsibility the District may release Directory Information unless the student states in writing that he or she does not want it released. The responsibility for carrying out these provisions is charged to the College Registrar, designated by the chief administrative officer on each campus. The Registrar may be contacted via the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the Registrar and are available for inspection and inquiry.

All student records maintained by the various offices and departments of the College, other than those specifically exempted by law, are open to inspection by the student concerned. The accuracy and appropriateness of the records may be challenged in writing to the Registrar. A student has the right to receive a copy of his or her record, at a cost not to exceed the cost of reproduction. (Requests for transcripts should be made directly to the Office of Admissions & Records).

No student records, including Directory Information, will be released without the written consent of the student concerned except as authorized by law. A log of persons and organizations requesting or receiving student record information is maintained by the Registrar. The log is open to inspection only to the student and the community college official or his or her designee responsible for the maintenance of student records.

Directory Information includes 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 recent previous educational agency or institution attended by the student. This information will not be released to anyone if the student marks "NO" on question "permission to Release Student Information" on the College Application or if the student marks "NO" on the College's Release of Directory Information form. This form is available in the Admission Office.

In addition, under federal law, the military is entitled to receive the following student information for recruitment purposes: student directory information as defined above, student address, telephone number, date and place of birth, and major field of study. This information will not be released to the military if the student marks "NO" on question "permission to Release Student Information" on the College Application or if the student marks "NO" on the College's Release of Directory Information form.

All inquiries regarding student records, Directory Information, and policies for records access, release, and challenge should be directed to the Registrar via the Office of Admissions. Students have the right to file a complaint with the United States Department of Education concerning alleged violations of Federal and State laws governing student records.

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## STUDENT RIGHT-TO-KNOW

Los Angeles Trade-Technical College in compliance with the Federal Student Right-To-Know and Campus Security Act of 1990 provides campus crime statistics in the college schedule of classes and on the college website at [www.LATTC.edu](http://www.LATTC.edu).

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## ACCESS TO CAMPUS FACILITIES

Most campus buildings are open from 6:00 a.m. – 10:00 p.m. Monday through Thursday. Persons may be asked to produce identification if there is a question regarding their authorization to be in a certain area. Campus buildings are normally locked from 5:30 p.m. Friday to 6:00 a.m. Monday. The college Sheriff will open specific areas for Saturday classes and special events.

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## POLICY FOR RESPONSIBLE COMPUTING USE

The Los Angeles Community College District and Los Angeles Trade-Technical College provide computing facilities (computers, networks, software and computerized records) for use by students and college personnel to facilitate education, research, academic development and service to the public. Each individual user of these facilities is expected to do so responsibly, to use computing resources ethically, to respect the rights and privacy of others, and to use computing facilities so as not to violate copyright or patent protections or license agreements.

College computing facilities are not to be used for commercial purposes or non-College related activities without written authorization from the College. The College reserves the right to limit, restrict, or extend computing privileges and access to its information resources as it deems necessary to ensure the rules and regulations of the District and College are followed.

Students receive computer lab user guidelines as part of their course information. To obtain more specific information about College policies and standards for computing use, or to obtain a copy of the full text of Los Angeles Community College Administrative Regulation, E-76, Use of District and College Computing Facilities, contact the Administrative Projects Office/ College Computing, JH-532, (213) 763-7040.

# ACADEMIC STANDARDS AND POLICIES

## ATTENDANCE AND ENROLLMENT

### ATTENDANCE

Only students who have been admitted to the college and are in approved active status may attend classes.

Students should attend every meeting of all classes for which they register. To avoid being dropped from class, students should contact the instructor when they are absent for emergency reasons.

**PLEASE NOTE:** Students who are pre-registered in a class and miss the first meeting may lose their right to a place in the class.

Students are responsible for dropping a class that they stop attending. If the class is not dropped, the student may receive an "F" in that class and be responsible for enrollment fee. Any drops or exclusions that occur between the 4th week and the 12th week will result in a "W" on the student's record. Drops are not permitted beyond the 12th week. A grade ("A", "B", "C", "D", "F", "INC", "P", or "NP") will be assigned to students who are enrolled past the 12th week even if they stop attending class. For further details, refer to "W" section of "Grading Symbols and Definitions."

### FINAL EXAMINATIONS

Final examinations are required in all courses; no student will be excused.

### UNITS OF WORK/STUDY LOAD

Maximum and minimum unit requirements may apply, as follows:

#### Unit Maximum

- The maximum study load is 19 units during a regular semester, 12 units in two summer sessions, and 7 units during winter session. The normal class load for students in the Fall or Spring semester is from 12 to 18 units a semester for full-time students. Students who desire to take 19 1/2 or more units must obtain approval from the Registrar through petition.
- Those students who will be employed while attending college should consider reducing their programs accordingly. It is suggested that those students who are employed full-time should enroll in no more than one or two classes or 9 units maximum.

#### Full-Time Definition

- A study program of 12 units or more (4 units or more in Summer and Winter session) is considered a full time study program.

### Minimum study loads for specific programs:

- Veterans and veterans' dependents: 12 units
- Social Security benefits: 12 units
- Foreign Students (F-1 visa): 12 units
- Athletes: 12 academic units

### The Veterans Administration uses the following definition for eligibility:

- full-time benefits: 12 or more units
- 3/4-time benefits: 9 — 11 units
- 1/2-time benefits: 6 — 8 units
- less than 1/2 time: 3 — 5 units  
(Reservist and National Guard)

## ACADEMIC STANDARDS

### ACADEMIC PROBATION

#### Academic Standards - 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 all student course work dating from Fall, 1981; course work completed prior to Fall of 1981 is excluded from probation calculations. 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 cumulative 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 "NP" (No Pass) are recorded reaches or exceeds fifty percent of all units attempted.
- c. **TRANSFER STUDENT.** The student has met the conditions of the above "a" or "b" at another college within the Los Angeles Community College District.

### Units Attempted

"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-Pass (NP), 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 - Dismissal

A student shall be subject to dismissal and subsequently be dismissed under the conditions set forth within this section. Dismissal shall be determined based on student course work dating from Fall, 1981; course work completed prior to Fall of 1981 is excluded from dismissal calculations.

### 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 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-Pass (NP), Incomplete (I), and/or Withdrawal (W) are recorded in at least three 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 "NP" are recorded is less than fifty percent (50%).

## DISMISSAL

A student who is subject to dismissal, and who has not been continued on probation through 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.

### Appeal of Dismissal

A student who is subject to dismissal may appeal to the College Dismissal Committee by submitting a Return From Disqualification Petition to the College Admissions Officer (see a counselor to initiate petitions). 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.

### Readmission After Dismissal

A student who has been dismissed may request reinstatement after 2 semesters have elapsed. The student shall submit a written petition requesting Return From Disqualification in compliance with College procedures. The College Dismissal Committee will meet in the first week of August and the first week of December each year to review these petitions. See the current College schedule for the date of the next meeting. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the college.

**PLEASE NOTE: Students may file a Reinstatement Petition at any of the nine LACCD colleges that they are attempting to enroll in for the term.**

## 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 (less than "C") under the following conditions:

1. 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. These units must be completed after the coursework to be renewed; and
2. 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:
3. Eliminating from consideration in the cumulative grade- point average up to 18 semester units of course work, and
4. 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 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.

# WITHDRAWING FROM A CLASS IS A SERIOUS DECISION

***New statewide regulations are now in effect that change the way students should think about enrolling in, and then withdrawing from classes.***

Community colleges get most of their money from the state based on enrollment. Your fees cover only a fraction of the cost. Each class you enroll in results in compensation to the college is funding from the state, and that is how the college stays open.

In the past a student could withdraw from the same course up to 4 times, and in addition repeat the course up to two times to try to improve a grade of D or F. In other words, you could get a "W" in the same course 4 times and complete the course up to three times until attaining a grade of "C" or better.

**AS OF JULY 1ST, 2012, A WITHDRAWAL W " COUNTS AS AN ATTEMPT AND YOU ONLY GET THREE ATTEMPTS AT ANY ONE COURSE.**

After that, the state won't pay the college for you to take the course again.

## What this means for LATTC students

- Students who drop or are excluded after the last day to drop without a grade of "W" will have a "W" appear on their transcript. The "W" will count as an attempt for that course.
- A course on a student's transcript which currently shows a recorded "W" counts as an attempt for that course.
- Students will not be allowed to register for any course within the LACCD if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- Add permits for a course within the LACCD will not be processed if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- For courses specifically designated as "repeatable," students may repeat up to three times. (See Title 5 California Code of Regulations sections 55040, 55041, 58161).
- You may petition through Admissions and Records for one more try citing "extenuating circumstances;" however, for the most part the only extenuating circumstances that are allowed are military deployment or natural disaster.
- If your registration is blocked because of this rule; getting an add permit will not help.

## WHAT YOU SHOULD DO

- **If you must drop a course, drop before the specified deadline for dropping classes without a grade of "W".**
- **Be sure you're academically ready for classes in which you enroll.**
- **See a counselor to help you make good decisions about your educational plan.**

## Academic Petition/Administrative Petition

Students should file an Academic Petition form when they are requesting assistance with: course repetition, course substitution, enrollment in more than 19 units, catalog rights and other related concerns. The petition forms may be obtained from the Counseling Office. Petitions must be signed by the counselors before submittal to Admissions and Records Office, Building JH-416. Students should file an Administrative Petition form when they are requesting assistance with Academic renewal, return from disqualification (dismissal), and other related concerns. Administrative Petition forms are available in the Office of Admissions and Records, JH-Lobby and submitted in the same office. When filing for return from disqualification, the petition forms must be reviewed and signed by the counselors before submittal to Admissions and Records Office. Specific petition forms are available for requesting permission for: grade changes, Credit By Examination, and lining out successfully repeated course.

## CREDITS AND GRADES

### CREDIT FOR ADVANCED PLACEMENT (AP)

The College offers credit for grades of 3 or better on a variety of College Board Advanced Placement Exams. Students should file a General Petition in the Admission Office, JH-Lobby and have an official copy of their test results sent to the school.

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The college grants credit for scores of 500 points (or 50%) or better on a variety of CLEP examinations. Students should contact counseling (JH-416) or Admissions (JH-Lobby) for additional information.

### CREDIT BY EXAMINATION

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

#### 1. Methods of obtaining credit by examination

- Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- 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

- 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.
- Must have completed 12 or more units in the LACCD.
- May petition for credit by examination if they are
  - eligible to take such course for credit under existing regulations.
  - 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. This requirement may be waived at the discretion of the appropriate administrator.

#### 3. Maximum credit allowable for credit by examination

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

#### 4. Limitations

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

#### 5. Recording of Credit

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

#### 7. Recording of Grade

Students who successfully pass an approved examination shall have the record of such examination entered on their record as "P" as provided by the District Grading Symbols and Definitions Policy. The student's records shall also be annotated "Credit by Examination".

#### Designated Courses - Credit By Exam

|                                           |                    |
|-------------------------------------------|--------------------|
| Automotive Collision Repair               | all courses        |
| Astronomy                                 | 1                  |
| Baking, Professional                      | 111, 112           |
| Building Construction Techniques          | all courses        |
| Cabinetmaking and Millwork                | all courses        |
| Carpentry                                 | all courses        |
| Chemical Technology                       | 113, 123, 141      |
| Computer Applications/Office Technologies | 2                  |
| Computer Information Systems              | 700, 701           |
| Cosmetology                               | 121, 122           |
| Culinary Arts                             | 111, 112, 121, 122 |

|                                              |                                                                                          |
|----------------------------------------------|------------------------------------------------------------------------------------------|
| Drafting                                     | all courses                                                                              |
| Electrical Construction and Maintenance      | all courses                                                                              |
| Electronics Technology                       | 151, 152, 153, 154, 155, 156, 157, 158                                                   |
| Environmental Science                        | 1                                                                                        |
| Fashion Design                               | 111, 112, 120, 122, 222, 223, 224, 225, 226, 227, 228, 229, 236, 237, 238, 239, 240, 241 |
| Fashion Merchandising                        | 1, 10                                                                                    |
| Geography                                    | 1                                                                                        |
| Geology                                      | 1                                                                                        |
| Health Occupations                           | 17                                                                                       |
| History                                      | 11, 12                                                                                   |
| Machine Shop-CNC                             | all courses                                                                              |
| Mathematics                                  | all courses                                                                              |
| Nursing, Registered                          | 50, 60, 61, 62, 63, 65, 66, 67, 68, 69, 185, 285, 385                                    |
| Nursing, Vocational                          | 185, 285, 385, 615, 625, 626, 631, 632, 635                                              |
| Office Machines                              | 2                                                                                        |
| Plumbing                                     | all courses                                                                              |
| Refrigeration and Air Conditioning Mechanics | all courses                                                                              |
| Sign Graphics                                | all courses                                                                              |
| Solid Waste Management Technology            | all courses                                                                              |
| Street Maintenance                           | all courses                                                                              |
| Supply Water Technology                      | all courses                                                                              |
| Tailoring                                    | all courses                                                                              |
| Visual Communications                        | all courses                                                                              |
| Waste Water Technology                       | 12, 13, 14, 16, 17, 18                                                                   |
| Welding Gas: Electric                        | all courses                                                                              |

## PASS/NO-PASS OPTION

The College President may designate courses in the College Catalog wherein all students are evaluated on a "Pass/No-Pass" 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 "Pass/No-Pass" or a letter grade. These courses will be noted in the College Catalog as being eligible for the Pass/No-Pass Option.

- 1. USAGE FOR SINGLE PERFORMANCE STANDARD.** The Pass/No-Pass 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 Pass (P) shall be assigned for meeting that standard, and a grade of No-Pass (NP) shall be assigned for failure to do so.
- 2. ACCEPTANCE OF CREDITS.** All units earned on a "Pass/No-Pass" 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 "Pass/No-Pass" 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-Pass" (NP) grade.

**4. GRADE POINT CALCULATION.** Units earned on a "Pass/No-Pass" basis shall not be used to calculate grade-point averages. However, units attempted for which "No-Pass" (NP) is recorded shall be considered in probationary and dismissal procedures.

**5. STANDARDS OF EVALUATION.** The student who is enrolled in a course on a "Pass/No-Pass" 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 "Pass/No-Pass" basis may not convert this credit to a letter grade.

**7. COURSE REPETITION.** A student who has received a grade of "No-Pass" (NP) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades Policy.

## Designated Courses - Pass/No-Pass

|                                           |                 |
|-------------------------------------------|-----------------|
| Architectural Technology                  | all courses     |
| Architecture                              | all courses     |
| Astronomy                                 | 1, 2            |
| Biology                                   | 3, 6, 7, 20, 23 |
| Chemical Technology                       | all courses     |
| Chemistry                                 | all courses     |
| Computer Applications & Office Technology | 64              |
| Cooperative Education                     | all courses     |
| Developmental Communications              | 23, 35          |
| Electronics Communications                | all courses     |
| Electronics Technology                    | all courses     |
| Geology                                   | 1, 6            |
| Labor Studies                             | all courses     |
| Learning Skills                           | all courses     |
| Mathematics                               | all courses     |
| Microbiology                              | all courses     |
| Microcomputer Technician                  | all courses     |
| Physics                                   | all courses     |
| Solid Waste Management                    | all courses     |
| Supply Water Technology                   | all courses     |
| Waste Water Technology                    | all courses     |

## 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 grade-point average, apply for up to 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 Military Service Training

Students who are currently serving in or have served in the military service, should, after successful completion of at least one course with the Los Angeles Community Colleges, request an evaluation of credit earned through military service training schools and/or military occupational specialties.

### 2. 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:

- Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
- A single block of credit will be given and identified as academy credit.
- 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.

## COURSE REPETITION

### Course Repetition to Improve Sub-standard Grades

No specific course or categories of courses shall be exempt from course repetition. This policy applies to courses taken at colleges within the Los Angeles Community College District. Courses completed through the provisions of Board Rule 6704 - Credit by examination may not be used to remove a substandard grade.

### First Course Repetition to Remove a Sub-standard Grade

Upon completion of a repeated course the highest grade earned will be computed in the cumulated grade point average and the student's academic record so annotated. All grades awarded will show on student's permanent records to insure a true and complete academic history. **It is the student's responsibility to file a petition for removal of the substandard grade.**

### Second Course Repetition to Remove a Sub-standard Grade

Upon completion of the second repetition, the grade used in computing the student's cumulative grade point average shall be the highest grade earned, and the student's record so annotated. The two lower substandard grades will not be used in the computation of the grade point average. All grades awarded will show on student's permanent records to insure a true and complete academic history. **It is the student's responsibility to file a petition for removal of the substandard grade.**

### Third Course Repetition to Remove a Sub-standard Grade

A student may repeat the same course for a third time provided the student has:

- Received two substandard grades for the same district course
- Filed a petition specifying the course(s) to be repeated and stating the extenuating circumstances upon which the petition is based. "Extenuating circumstances" are verified cases of accidents, illness, or other circumstances beyond the control of the student.
- The petition is approved by the Department Chairperson, if denied, petition is forwarded to Dean for review.

Upon completing the third repeat, the grade earned will not be used in the computation of the grade point average. All grades awarded will show on student's permanent records to insure a true and complete academic history.

### Course Repetition: Special Circumstances

Repetition of courses for which substandard work (less than "C") 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.

### Campus Procedure

Student will be notified of an Administrative Exclusion from a class if the student is enrolled in a class under above circumstances and has not filed a petition in advance and received approval. In this case the student may file a petition to repeat under special circumstances in the Student Services Building, JH-Lobby following receipt of a Drop notice.

### 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, Theater, and Physical Education 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 Theater 279, Musical Theater (RPT 3), and twice in Theater 280, Musical Theater Workshop (RPT 3). Any combination may be used as long as four enrollments in one activity is not exceeded.

This activity enrollment limitation begins with the Fall 1983 term. Excess enrollment will result in administrative exclusion. Consult a counselor for the latest restricted activity enrollment list.

**NOTE:** Whenever the student's record is reviewed for the purpose of determining his or her unit credits, all of the student's record is reviewed, not just the course work since the beginning of Fall 1983.

## PETITIONS

Students should file a petition form when they are requesting assistance with: academic renewal, course substitution, enrollment in more than 19 units, return from disqualification (dismissal), and other related concerns. Specific petition forms are available for course repetition to improve substandard grades, grade change, and lining out successfully repeated courses. The petition forms may be obtained in the Office of Admissions and Records, room, JH-Lobby, and filed in the same office. Students must consult a counselor, advisor, mentor or Department Head when filing a petition.

## GRADES AND GRADE CHANGES

The instructor of the course shall determine the grade to be awarded to each student in accordance with the preceding Grading Symbols and Definitions Policy. 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. Petitions for grade changes are obtained and filed in the office of Admissions and Records, JH-Lobby. **Grade Change Petitions must be submitted within one year after the grade was assigned.**

## 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           |
| I      | Incomplete                                                                                                                                                                                                |             |
| P      | Pass (at least equal to a "C" grade or better - units awarded are not counted in GPA)                                                                                                                     |             |
| P-CRX  | Credit by exam                                                                                                                                                                                            |             |
| NP     | No-Pass (equal to a "D" or "F" grade - units are not counted in GPA)<br>(P and NP grades may be given only in courses authorized by the District Pass/No-Pass Option and Credit by Examination Policies.) |             |

Grade Point Average (GPA), cumulative and semester, may be calculated by dividing the total Grade Points by the total units attempted. (The symbol for Units Attempted is U-A, the symbol for grade points is G-P). The following non-evaluative symbols may be entered on a student's record:

## Symbol Definition

### (I) 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 conditions 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 Admission 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 completing the work has passed. The "I" symbol shall not be used in calculating units attempted nor for grade points. **THE "I" MUST BE MADE UP NO LATER THAN ONE YEAR FOLLOWING THE END OF THE TERM IN WHICH IT WAS ASSIGNED.** The student may petition the instructor 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.

### (IP) 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 of 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.

### (W) Withdrawal

Withdrawal from a class or classes shall be authorized through the last day of the twelfth 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 a student who withdraws during the first four weeks, or 30% of the time the class is scheduled, whichever is less. Withdrawal between the end of the fourth week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the twelfth 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 twelfth week or 75% of the time the class is scheduled shall be given a grade other than a "W".

## STUDENT GRADE CHANGE PETITIONS

The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of a mistake or fraud. Petition for grade change forms can be obtained and filed in the Office of Admissions and Records.

A grade change petition can be submitted if you feel an error has been made on your record. These petitions must be approved by the instructor of the course specified, and must be submitted within one year after the grade is assigned.

## STUDENT GRADE GRIEVANCE PROCEDURES

Education Code Section 76224(a) defines the circumstances under which a student may initiate a grade grievance. Section 76224(a) provides: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade 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." For additional information, contact the Vice President of Administrative Service at (213) 763-7040.

## STATE COMPLAINT PROCESS

Final federal regulations published October 29, 2010, and effective July 1, 2011, included in the State Authorization section of the package a new requirement that eligible institutions have and disclose a state administered complaint process (HEA Title IV, CFR, Sections 600.9 and 668.4(3)(b)). The intention behind the new requirement is that students and others have a method and process outside of the institution that takes, investigates and responds to complaints regarding the institution.

For more info. regarding the State Complaint Process, please go to <http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>.

## GRADE REQUEST PROCEDURES

Students can receive information on their grades through the internet at [www.laccd.edu](http://www.laccd.edu). See Grade Request Procedures in the class schedule for instruction on how to receive grade information by the internet. If you need an Official Transcript or a Verification of Enrollment, you may request them from the Admission Office.

## TRANSCRIPTS

Upon written request of the student, a copy of the student's academic record shall be forwarded to the student or his or her designated addressee in ten (10) working days or less 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 or her record or to two free verifications of the student's records or combination of both. Additional copies shall be made available to the student, or to an addressee designated by the student at a cost of \$3.00 each. Students may request same day processing to expedite their requests for an additional fee of \$7.00 per transcript. These transcripts are NOT sent via Fed Ex or special postage service; they are sent only via U.S. mail. **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, charges or other obligations due to the College or District. The transcript may be withheld until these obligations of the student are discharged.

Incoming transcripts: Official academic transcripts submitted to the college will only be honored if they are addressed and directly mailed from the institution to the Los Angeles Trade-Technical College, Admission Office.

## PREREQUISITE POLICY

Many courses listed in the class schedule will indicate suggested prerequisite, co-requisite/concurrent enrollment or recommended preparation/advisory listed after the name of the course. These recommendations were made after careful consideration by the faculty of that department. The Los Angeles Community College District has adopted a policy based upon a model developed by the State Chancellor's Task Force in conjunction with the State Academic Senate and Chief Instructional Officers and based upon Title V Article 2.5 Section 55200 and Article 4 Section 55530 of the Matriculation Regulations. In other words, your success is our primary goal. Your rights entitle you to file a "Challenge Form" to challenge any prerequisite if you believe one or more of the following:

1. I have the knowledge, ability or skill to succeed in the course despite not meeting the prerequisite or co-requisite.
2. I will be subject to undue delay in attaining the goal of my educational plan because of the enrollment limitation, or because the prerequisite or co-requisite course has not been made reasonably available.
3. The prerequisite or co-requisite has not been established in accordance with applicable college policies and procedures.
4. The prerequisite or co-requisite is in violation of Title 5, Section 55200-55202 of the California Code of regulations.
5. The prerequisite or co-requisite, or enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
6. The basis upon which the college established the enrollment limitation does not exist. Note: You have the right to participate in all activities related to matriculation components whether eligible for exemption or not. The matriculation program is our plan to ensure your success. For more information contact the Matriculation Department in Student Services Building, MA-001, Tel. 213-763-5348 or the Assessment Center, MA-001, 213-763-5339.

### Challenge Process Information:

1. Complete the Challenge Application; provide an explanation and supporting documentation for your reason to challenge. You will need to present a valid photo ID to the Assessment proctor at the time of challenging.
2. Complete the Subject Exam of the prerequisite course you are challenging. This exam is to be completed in the Assessment Center in MA-001.
3. This is a one-time test. You will not be given any credit or grade for successfully passing the Challenge Exam. You will need to receive at least 70% to pass. If you are challenging several levels within the same subject you will need to pass the first test before you can challenge the next level.
4. Once you have completed the Challenge Exam it will be reviewed for approval by the Challenge Committee.
5. The Matriculation Department along with the committee has five business days (working) to notify you of your results. The committee consists of the following: Matriculation/Student Services Dean, General Counselor, and a Faculty of the subject you are challenging. Once your challenge results are in, you will be notified by phone or in-person. You will also receive a copy of the challenge application for your records.
6. Deadline to challenge: If you plan to enroll for the course in the most current term you will need to complete the challenge exam one month before the semester begins. Otherwise, you will need to wait for the next semester to enroll in the course.

For more information contact the Matriculation Department in JH-303, 213-763-5348 or the Assessment Center in MA-001 at 213-763-5339.

## ACADEMIC HONORS

### DEAN'S HONOR LIST

Each semester (Fall and Spring) - an Honor List is composed of students who have satisfactorily completed 12 or more units in a given semester with a 3.5 grade point average OR have completed 6 to 11.5 units in a semester with a 3.5 grade point average and have completed a cumulative total of 12 or more units with a 3.5 grade-point average in all work attempted. In recognition of this scholastic accomplishment, each student is honored and awarded a Dean's Honors Awards Certificate. For more information visit RH-105, or call 213-763-7200.

### PRESIDENT'S HONOR AWARD

Students who have met the requirements for the Dean's Honor List for three consecutive semesters qualify for the President's Honor Award.

### DISTINGUISHED GRADUATE AWARD

The Distinguished Graduate Award is one of the most significant and prestigious honors available to students at Los Angeles Trade-Technical College. This honor is bestowed on graduates during the College Commencement exercises. In order to be considered for the award, a candidate must:

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

Students who have earned an Associate Degree or equivalent or advanced degrees are not eligible for the award.

## FINANCIAL AID

## FINANCIAL AID

**Phone:** (213) 763-7082  
**Location:** Student Services Building, JH-214  
**Hours:** Monday – Thursday 8:00 a.m. – 2:00 p.m.  
                                 & 4:30 p.m. – 7:00 p.m.

## FINANCIAL AID STAFF ASSISTED LAB

**Location:** Student Services Building, JH-314  
**Hours:** Monday – Thursday 8:00 a.m. – 7:00 p.m.  
 Friday 8:00 a.m. – 3:00 p.m.

## GOAL

The goal of the Financial Aid Program is to provide access to various types of post-secondary education for those who otherwise would be unable to start or continue their schooling and/or training.

## FINANCIAL AID - WHAT IS IT?

Financial Aid is funding provided by the federal and state governments, and private sources in the form of grants, scholarships, loans and employment. These funds are available to make it possible for students to continue their education beyond high school even if they and/or their family cannot meet the full costs of the post secondary school they choose to attend. The basis for such programs is the belief that students and their families have the primary responsibility to meet educational costs. Financial aid is meant to supplement your existing income and/ or financial resources and should not be depended upon as your sole mean of income to support all educational and other non-educational expenses.

## WHO CAN APPLY?

To be considered for financial aid, a student must meet the following minimum requirements:

- Be a U.S. citizen or an eligible non-citizen. A eligible non-citizen is a U.S. permanent resident as determined by the Immigration and Naturalization Service verifying that their stay in the U.S. is for other than a temporary purpose.
- Show financial need.
- Enroll as a regular student in an eligible program.
- Make satisfactory progress in a course of study leading to an AA or AS degree, certificate, or transfer to a baccalaureate degree program.
- Must not be in default on a Federal Perkins Loan (formerly National Direct Student Loan), Stafford Loan (formerly Guaranteed Student Loan (GSL), Supplemental Loans for Students (SLS), or Direct Loan at any school the student attended.
- Must not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) or Leveraging Educational Assistance Partnership (LEAP) Grant.
- Register with the Selective Service if required to do so.
- Have a valid Social Security Number (SSN).

- Have a valid State picture ID or Driver License.
- Have a high school diploma or its equivalency, such as GED, CA Proficiency Exam or approved Home Schooling.

## WHEN TO APPLY

- January 1 of each calendar year is the beginning of the application period for Federal and State financial aid.

**PRIORITY and DEADLINE DATES FOR 2013-2014:**

- March 2, 2013 - CAL GRANT DEADLINE for both high school seniors and community college students
- September 2, 2013– Second deadline for community college students to apply for CAL GRANT B
- June 30, 2014 is the deadline for filing a Free Application for Federal Student Aid (FAFSA) for 2013-2014
- May 2, 2014 – is the Priority date for Fall & Spring

Students should continue filing their Free Application for Federal Student Aid (FAFSA) even if they miss the PRIORITY DATE because Pell Grants, enrollment fee waivers, Federal Work Study, and loans will continue to be awarded to qualified applicants throughout the academic year if funds are available.

## HOW TO APPLY

Students can apply for the Free Application for Federal Student Aid (FAFSA) on line. The financial aid staff in the Financial Aid Staff Assisted Lab located at JH-314 provides application assistance to students. The web-site for the application is [www.fafsa.gov](http://www.fafsa.gov). Make sure you enter the school code: 001227 on your application. Student should come to the Financial Aid Office to submit the required documents and forms to complete the process after applying on-line for about two weeks. An award letter and financial aid disbursements will be deposited into student's Higher One Debit Card after the application is completely processed.

## FINANCIAL AID PROGRAMS

The Financial Assistance Programs available at Trade Tech are:

- FEDERAL PELL GRANT
- FEDERAL SUPPLEMENTAL OPPORTUNITY GRANT (FSEOG)
- FEDERAL WORK STUDY (FWS)
- FEDERAL PERKINS LOAN
- FEDERAL DIRECT LOAN
- SCHOLARSHIPS
- BOARD OF GOVERNORS FEE WAIVER
- CALIFORNIA STATE GRANTS (CAL GRANTS)

The California Student Aid Commission provides grant programs for undergraduate students. To qualify for these programs, a student must be a California resident, be a US citizen or permanent resident, possess a Social Security Card, and attending an eligible college in

California. Students can receive only one CAL Grant at a time. Starting the 2013 - 2014 academic year, AB540 students will be eligible to apply for CAL Grants and other California state funded grants by completing the Dream Act Application ([caldreamact.org](http://caldreamact.org)).

Students can apply for one or more of these programs by filing a Free Application for Federal Student Aid (FAFSA). Campus scholarships and the Board of Governors Fee Waiver require separate applications.

## ENROLLMENT FEE ASSISTANCE

For enrollment fee assistance, students should complete the Free Application for Federal Student Aid (FAFSA) so they will be considered for all federal and state financial aid programs. The Board of Governors' Enrollment Fee Waiver is offered by the California Community Colleges. Students who had a fee waiver for the 2012-2013 academic year must submit a new application for the new academic year which includes Summer session 2013, Fall semester 2013, Winter session 2014, and Spring semester 2014. Applications are available at the Information Center and the Financial Aid Office.

Students who qualify under AB540 should complete the California Dream Act available at [caldreamact.org](http://caldreamact.org) to be eligible for California State financial aid programs.

**There are three ways to qualify:**

**Method A (BOG A) —** *Proof of these benefits is required.*

For families or students who receive TANF/CALWORKS, General Relief (GR), Supplemental Security Income (SSI/SSP).

**Method B (BOG B) —** *Financial documentation required.*

For families or students whose family income and size fall with the following limits:

### BOARD OF GOVERNORS FEE WAIVER PROGRAM (BOGFW-B)

#### 2013-2014 INCOME STANDARDS

| FAMILY SIZE | 2012 INCOME |
|-------------|-------------|
| 1           | \$16,755    |
| 2           | \$22,695    |
| 3           | \$28,635    |
| 4           | \$34,575    |
| 5           | \$40,515    |
| 6           | \$46,455    |
| 7           | \$52,395    |
| 8           | \$58,335    |

Each additional family member add \$5,940

Special Classification Enrollment Fee Waivers:

You are also eligible for a BOG if:

- A dependent of a deceased or disabled veteran of the U.S. Military
- A recipient of a Congressional Medal of Honor or a child of a recipient
- A dependent of a victim of the September 11, 2001 terrorist attack
- A dependent of a deceased law enforcement/ fire suppression person killed in the line of duty.

### Method C (BOG C)

Students who do not meet the above criteria, but have financial need as established by the College Financial Aid Office, may also be eligible for an Enrollment Fee Waiver. To qualify, students must complete a Free Application for Federal Student Aid (FAFSA) and provide proof of prior year income. Processing of this type of fee waiver takes approximately five working days.

There are no fee waivers for audited classes. Other 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, JH-214.

## CONSORTIUM AGREEMENT

If you are attendign a college within the Los Angeles Community College District (LACCD), and are taking classes at a college outside the LACCD and wish to obtain approval to receive financial aid for those classes, you must complete a Financial Aid Consortium Agreement Form which is availalbe at the Financial Aid Office. The approval of the Consortium Agreement is determined by the Financial Aid Office.

## SCHOLARSHIPS

Because of the nature of the College and the close cooperation with business, industry and alumni, there is an on-going scholarship program available to students of the College. In addition to the availability of college-wide general scholarships, various departmental scholarship opportunities are offered to students majoring in those areas. Specific information on the availability of campus scholarships is located in the Financial Aid Office website.

## SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

To be eligible for federal and state financial aid, students are required by the U.S. Department of Education and the State of California to maintain satisfactory progress toward completing their degrees or certificates. In compliance with prescribed regulations, the Los Angeles Community College District (LACCD) has established guidelines designed to promote timely advancement toward specific degree and certificate objectives. Students' satisfactory academic progress is checked after each semester. To satisfy academic progress requirements, financial aid students must meet the following:

- Maintain a cumulative Grade Point Average (GPA) of 2.0.
- Have less than 90 units attempted (including not having received Associates's Degree or higher) at the beginning of the academic year.
- Non-grades (W, INC, NP, RD) must be 33% or less of cumulative units attempted.

**Disqualification –** Students will be disqualified and will not receive financial aid if they have one or more of the following deficiencies at the end of each semester:

- Total units attempted (excluding ESL and 30 units of Basic Skill/ Remedial classes) are equal to or greater than ninety (90);
- Associate or higher degree has been earned outside of LACCD;
- Cumulative GPA is less than 2.0;
- Cumulative non-grades are more than 33%

**Warning letter** – Students will receive a warning letter at the end of the fall semester if they have one or more of the following academic deficiencies:

- Cumulative GPA is less than 2.0;
- Cumulative non-grades are greater than 33%
- Number of units attempted reaches forty-five (45).

**Appeal** – Students who are disqualified from receiving financial aid may submit a written appeal to the financial aid office. The appeal must include an education plan signed by a counselor and an explanation of why the satisfactory academic progress requirements were not met. The appeal form must be received by the Financial Aid Office on or before the deadline day of the semester that the students are appealing for.

If you have any questions, call or visit your college Financial Aid Office. Staff members are available to answer your questions and to help you complete any of the forms. Keep in mind that it takes two months, sometimes longer, between the time you apply for aid and the time your award is completely processed. For additional information related to the programs offered and the application process, contact the campus Financial Aid Office at (213) 763-7082 or stop by the office during our office hours to pick-up a copy of the "Financial Aid Guide"

#### NEW!!!

- Starting July 1st, 2012, all new students who never enrolled in College before July 1st, 2012 need to have a high school diploma or GED, passed the CA Proficiency Exam or completed approved home schooling to receive financial aid.
- Starting July 1st, 2012, all students have a lifetime limit of 6 years full-time (600%) of Pell Grants.

#### IMPORTANT NOTICE

Students who drop below 6 units or who withdraw from all classes before 60% of the term of enrollment has passed will be required to pay back a percentage of the Federal financial aid grant funds they have received. E-mail the Financial Aid Office at [tfinaid@lattc.edu](mailto:tfinaid@lattc.edu) before withdrawing from all or part of your classes! (213) 763-7082, Student Services Building JH-214.

For more information regarding the Financial Aid process, please attend the financial aid workshops held throughout the year. A schedule of workshops can be found on the Financial Aid homepage (<http://college.lattc.edu/financialaid/>).

## IMPORTANT INFORMATION REGARDING GAINFUL EMPLOYMENT DISCLOSURE REQUIREMENTS

To qualify for federal financial aid, the law requires that an educational program at a community college must lead to a degree (associate, bachelor's, graduate, or professional) or prepare students for "gainful employment in a recognized occupation. Further, federal regulations [75 FR 66832] require community colleges that participate in the Federal student financial assistance programs to report certain information about students who are enrolled in Gainful Employment Programs. At Los Angeles Trade-Technical College, Gainful Employment programs are programs that prepare students for obtaining a Certificate of Achievement.

In accordance with the Gainful Employment disclosure regulations, a website has been developed to provide students with important information on each Certificate of Achievement program (e.g., Gainful Employment program) at the college including, but not limited to: program costs, employment projections and profiles related to the occupation(s) the program trains students for, and program completers. The Certificate of Achievement website is available at: <http://college.lattc.edu/certificates/>. The information provided for each Certificate of Achievement program on this website fulfills the Gainful Employment federal reporting requirements described above.



# STUDENT SERVICES AND ACADEMIC RESOURCES

## CAREER AND STUDENT EMPLOYMENT CENTER

**Phone:** (213) 763-7104/ 7124  
**Location:** JH-403  
**Hours:** Monday – Thursday 8:30 a.m. – 5:30 p.m.  
 Friday 9:00 a.m. – 2:00 p.m.

The Career Center's mission is to promote effective career planning for all students. Experienced staff will assist with career options and provide the testing and interpretation of career assessments, career guidance, and develop the student's awareness of the educational opportunities available. The following career inventories are available: The Myers/Briggs Personality Assessment, the COPS-COPESCAPS career inventory, the EUREKA Career Information System, Career/Life Skills workshops, a library with Career resources and computer aided job development are available to assist with career and job opportunities.

The The Employment Center's mission is to assists students in finding full-time, part-time or temporary jobs. It also provides information on internships, working abroad and summer employment, as well as employment information for alumni. The Center maintains a file of current job bulletins from city, state, county and federal government agencies, as well as school districts and private industry.

Individual employment advising is available by appointment, as well as assistance with resumes and cover letters. Computers and printers are available for students to use for job search and completing their resume and cover letter.

## CHILD DEVELOPMENT CENTER

**Phone:** (213) 763-3690  
**Location:** Corner of Olive and 21st Street  
**Hours:** See below

The Campus Child Development Center is designed to provide a supportive educational environment for children while parents attend classes, job training, or work. The center believes that a warm and nurturing atmosphere is the best for both children and adults to learn and grow. Therefore, our focus is to provide developmentally appropriate activities for children and to provide opportunities for parents to enhance their parental skills. The center is staffed by dedicated teachers trained in the field of early childhood education. Student assistants and college lab students work with the staff to provide an environment that is developmentally appropriate for young children. Activities are planned to meet the child's emotional, social, physical and intellectual needs. Programs are as follows:

### Day Program:

**Hours:** Half Day Care: Monday – Friday 6:30 a.m. – 12:00 p.m.  
 Full Day Care: Monday – Friday 6:30 a.m. – 3:30 p.m.

**Ages:** Infants through Preschool Children, 16 months to 5 years of age (before entrance to kindergarten)

**Meals served:** Breakfast, Lunch and Snack

To receive an application contact the Center located on the corner of Olive and 21st Street. Each application is to be completed and returned to the Child Development Center with current income verification in order to establish enrollment priority for your child's admission. Child care is free for income eligible parents.

## COUNSELING SERVICES

**Phone:** (213) 763-7354  
**Location:** JH-416  
**Hours:** Monday – Thursday 7:30 a.m. – 7:00 p.m.  
 Friday 7:30 a.m. – 3:00 p.m.

The mission of the Counseling Department is to provide the opportunity for our students and the community to receive professional counseling services to assist them in the exploration, planning and successful completion of coursework leading toward obtaining their academic, career and personal goals. The Counseling Department supports student success and promotes achievement through persistence, retention and the use of technology in order to foster life-long learning and effective participation in our democratic society. Advisement in Spanish is available upon request. Students may consult with a Counselor to discuss any of the following:

- Student Educational Plan
- Orientations
- Early Alert Workshops
- Financial Aid Advisement
- Transcript Evaluation
- Graduation Requirements
- General Education Certification (UC/CSU)
- Transfer Requirements to Four-Year Colleges and Universities (see "University Transfer Center" for more information)
- Interpreting Assessment Results
- Personal Concerns
- Personal Development Classes
- Substance Abuse Counseling Referrals
- Intervention Planning

## DISABLED STUDENTS PROGRAMS AND SERVICES (DSP&S)

Phone: (213) 763-3773  
 TDD: (213) 763-5375  
 Location: MA-100  
 Hours: Monday – Thursday 8:00 a.m. – 4:30 p.m.  
 Friday 8:00 a.m. – 3:30 p.m.

The services provided by the DSP&S program are designed to minimize the effect a disability may have on a student's academic, social and cultural performance while attending Los Angeles Trade Technical College. A primary goal of the statewide Disabled Students' Program and Services is to assure an equal educational opportunity for students with disabilities. DSP&S is an integral part of the college and provides the following support services to students with long-term and short-term disabilities:

- Specialized counseling and advisement for students with disabilities.
- Priority Registration - Assistance provided in scheduling classes and completing the registration process.
- Parking - issued to students with medical documentation of a physical disability or health impairment. A disabled placard is usually required.
- Special accommodations: Sign Language Interpreters, tutors, test proctoring, readers, and note takers available upon request.
- Materials available in alternate media format upon request.
- Liaison with the college's instructional staff.
- High Tech Computer Center lab that offers computer-assisted instruction in a format accessible to students with disabilities. The tables and computer keyboards can be adapted, and text may be enlarged and /or read out loud. Voice activated systems are available for students who may not be able to use a keyboard. The computers may be used for coursework or skill-building activities. Internet access is also available.
- Liaison with the State Department of Rehabilitation and other agencies providing services for the disabled.

To request services please call 213-763-3773.

### \*\*\* ATTENTION DISABLED PLACARD HOLDERS ONLY\*\*\*

If the building elevators are not functioning. Please contact the Sheriff's Office at 213-763-3600, or you may also use the emergency blue phone next to the elevator.

## EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS) COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

Phone: (213) 763-7098 or (213) 763-7117  
 Location: JH-205  
 Hours: Monday – Thursday 8:30 a.m. – 7:00 p.m.  
 Friday 8:30 a.m. – 4:00 p.m.

The Extended Opportunity Programs and Service (EOPS) is a state funded program, which provides support services to eligible students attending Los Angeles Trade Technical College. The program's aim is to serve and encourage students to continue their education in the community college

level. The specific responsibility of EOPS is to develop and provide programs, services, techniques and activities that support students in addition to the ones received through traditional college program.

### THE ELIGIBILITY REQUIREMENTS ARE AS FOLLOWS:

- Recipient of Financial Aid BOGG Fee Waiver ( BOGG A and B only)
- Full-Time Student
  - 12 units
  - 6 units for DSPS
- Have Less Than 70 College Units Completed
- No More Than 6 Consecutive Semesters With EOPS
- California Resident (living in CA for one year and one day)

### BENEFITS INCLUDE BUT NOT LIMITED TO:

- Priority Registration
- Counseling (academic, career, personal)
- Book Grants (amount varies)
- Health Workshops
- Tutoring
- Field Trips to Universities
- Personal Development 2: Volunteer Program
- Personal Development 2: Interpersonal Development
- Personal Development 4: Career Planning
- Student Support Program (for students with low GPAs)
- CARE (not all will qualify)

Extended Opportunity Programs and Services (EOPS) is a college success, counseling support program for low income and educationally disadvantaged students. EOPS students receive assistance and support with their college education. Special attention is given to identify, plan, develop and achieve the academic, career and personal goals of our students.

The EOPS Counseling Faculty assists students with various issues relating to their academic, career and personal development. EOPS Counselors understand that students may be unfamiliar with the college environment and culture; therefore, they are readily available to guide you during your academic journey at LATTC. They assist students with the registration procedures, and guide them with class selections, generate a student educational plan (SEP) and acquaint them to the resources available on campus. They also work with students on a personal level as they know that students may encounter many life obstacles and challenges that can interfere with their pursuit toward achieving their academic goals. EOPS Counselors believe that students should be given the appropriate tools and skills to enhance their college experience. They consistently sharpen their counseling skills, techniques, interventions, logic and intuition to help students in making decisions that lead to a successful college and life experience.

The CARE (Cooperative Agencies Resources for Education) Program is targeted at providing educational opportunities and enhancing personal growth to students receiving CalWORKS. CARE students must be single head of household, a CalWORK recipient and meet EOPS eligibility. It is our commitment to extend support services to CARE students in order to help them achieve their educational goals at LATTC. The concept of "over & above" in assisting CARE students is embraced and exercised among our dedicated staff.

### Services:

- Childcare Assistance
- Counseling
- Educational and Developmental Workshops
- Access to Community Resources
- Meal Tickets
- Resource Referrals
- Transportation Assistance
- Educational Supplies

## GAIN/CALWORKS PROGRAM

**Phone:** (213) 763-7109  
**Location:** JH-403  
**Hours:** Monday – Friday 8:00 a.m. – 4:00 p.m.  
 and posted evening hours.

GAIN/CalWORKs is a job training program that provides extensive services for the participants receiving Temporary Aid for Needed Families (TANF). Educational services include instructional programs in Adult Basic Education, GED Preparation, Tutoring, English as a Second Language, Vocational ESL, AA/AS Degree Programs, Career Technical Training, Educational Programs and Personal Development.

The GAIN/CalWORKs staff provides extensive services for the participants receiving Temporary Aid for Needed Families (TANF). Our highly trained staff provide academic, career and personal counseling and case management. Job development including career/lifeskills workshops, work study, work experience, community service and post employment services are also available. Childcare is provided through our campus Child Development Center.

The collaborative services with the County Department of Public Services/ GAIN (DPSS) include: contracts, childcare, transportation, textbooks, and supplies, progress reports, training and employment and outside agency verifications. Collaborative partnerships with the campus Student Employment Center, Employment Development Division (EDD) and County DPSS/GAIN involve: Job Fairs, Job Assistance, Employment Skills and Career Workshops. We work closely with One Stops, Work Source Centers, Workforce Investment Boards and, other community based agencies including our CalWORKs Advisory Board.

The ultimate program goal is to provide quality training and services to all eligible students in their transition from welfare-to-work.

## INFORMATION CENTER

**Phone:** (213) 763-5337  
**Location:** JH-Lobby  
**Hours:** Monday – Thursday 8:00 a.m. – 7:00 p.m.  
 Friday 8:00 a.m. – 3:00 p.m.

The College Information Center provides information about the campus, various programs, and provides assistance with all student related inquiries. The Center issues ticket numbers for department services. The center conducts group campus tours and issues student identification cards. Bilingual assistance is available. For more details, visit our website at <http://college.lattc.edu/sic/>

## OMBUDSPERSON

**Phone:** (213) 763-7066  
**Location:** JH-532

The College Ombudsperson is available to assist students to informally seek resolution to concerns and problems they encounter.

## PUENTE PROJECT

**Phone:** (213) 763-3771  
**Location:** JH-413  
**Hours:** Monday – Thursday 8:30 a.m. – 4:30 p.m.

The Puente Project is an academic preparation program whose mission is to increase the number of educationally disadvantaged students who:

- Enroll in four-year colleges and universities
- Earn college degrees
- Return to the community as mentors and leaders for future generations.

The Puente Project will prepare students to successfully transfer to four-year colleges and universities and return as role models in the community.

Puente uses a combination of teaching, counseling and mentoring to achieve its educational objectives. These three components combine to provide a focused and engaging learning community that allows students to achieve greater gain than would be possible using any single component alone-the whole is greater than the sum of its parts. To be eligible for the program prospective Puente students must:

- Attend a Puente orientation in the spring or summer prior to entering the program in the Fall semester
- Be interested in transferring to a four-year university
- Be eligible to register for English 28 or English 100 in the Fall semester
- Be willing to make a one year commitment to the program
- Be willing to take Puente English and Personal Development classes during Fall and Spring semesters
- Be available to participate in extracurricular activities

## STUDENT HEALTH CENTER

**Phone:** (213) 763-3764 and (213) 763-3765  
**Location:** EL-102  
**Fall and Spring Hours:**  
 Monday & Wednesday 8:00 a.m. – 6:00 p.m.  
 Tuesday & Thursday 8:00 a.m. – 4:00 p.m.  
 Friday 8:00 a.m. – 2:00 p.m.

The LATTC Student Health Center in partnership with Mosaic Health Services provides many services for currently enrolled students. The Student Health Fee provides the majority of services free of charge.

This includes:

- Non-emergency care, including health screenings, general physical exams and limited treatment of illnesses
- Health and nutrition Information; health education literature
- Free immunizations
- Laboratory tests
- TB skin tests
- Mental health and substance abuse counseling
- Women's health services
- Health workshops

## UNIVERSITY TRANSFER CENTER

|                  |                  |                       |
|------------------|------------------|-----------------------|
| <b>Phone:</b>    | (213) 763-7154   |                       |
| <b>Location:</b> | JH-203           |                       |
| <b>Hours:</b>    | <b>Monday</b>    | 9:00 a.m. – 6:00 p.m. |
|                  | <b>Tuesday</b>   | 8:30 a.m. – 3:30 p.m. |
|                  | <b>Wednesday</b> | 8:30 a.m. – 3:30 p.m. |
|                  | <b>Thursday</b>  | 9:00 a.m. – 5:00 p.m. |
|                  | <b>Friday</b>    | 9:00 a.m. – 1:00 p.m. |

The University Transfer Center's primary purpose is to assist students interested in transferring to a four-year college or university. The Center serves as a valuable resource to students who have questions regarding course preparation, admission requirements, transfer admission guarantee programs, college and university searches, articulation agreements, financial aid, housing, and other transfer issues. Representatives from the University of California System, the California State University System, as well as private institutions such as USC, visit the Center to provide up-to-date information to students via workshops or individual appointments. Catalogs, brochures and applications are available for the UC, CSU, and private institutions, including a wealth of on-line resources. Visit our website: <http://college.lattc.edu/transfer/>

## VETERANS SERVICES

### VETERANS STUDENT CENTER

|                  |                                  |                       |
|------------------|----------------------------------|-----------------------|
| <b>Phone:</b>    | (213) 763-5305 or (213) 763-5572 |                       |
| <b>Location:</b> | JH-405                           |                       |
| <b>Hours:</b>    | <b>Monday – Thursday</b>         | 8:00 a.m. – 4:30 p.m. |
|                  | <b>Friday</b>                    | 8:00 a.m. – 3:00 p.m. |

Los Angeles Trade-Technical College courses are approved for the training of eligible Veterans, Reservist, National Guard, and eligible dependents, under Federal and State Assistance programs. In order to start training under any of these programs, eligible students should visit the Veterans Student Center located in Building RH-100A.

All Veterans Administration rules and regulations apply to all eligible students attending a Los Angeles Community College and receiving benefits under Chapter 30, 31, 33, 35 & 1606 and National Guard of the United States. All benefits have to be approved through the Department of Defense (DOD).

### CREDIT FOR PRIOR MILITARY SERVICE TRAINING

Veterans and other eligible persons who are receiving benefits must provide the College with documentation of all previous educational and training experience, including Military Service Training Schools and/or Military Occupational Specialties. This experience will be evaluated and appropriate credit granted.

## ATTENDANCE AND WITHDRAWAL

Students are required to attend all meetings of every class in which they are registered. The last day of a student's attendance in class must be reported to the Veterans Administration (VA) to avoid overpayments. It is the responsibility of the student to immediately inform the Office of Veterans Affairs of any reduction in unit load. It is the responsibility of the instructor to notify the Admission Office of the last day of attendance of students. The Veterans Administration will then be notified in a timely manner of the students who withdraw from class.

## PROGRAM PLANNING FOR VETERANS

To be eligible for VA Education Benefits the student must select a major and choose courses from those listed under the major in the catalog. The student is advised to seek counseling from Counseling Services. The Veterans Administration will not pay benefits for courses that do not fit in a student's selected major. If a student has prior training and education from another institution, it is the student's responsibility to have the transcripts forwarded to the Admission Office.

## ACADEMIC REQUIREMENTS

All students are subject to the academic standards for probation and dismissal as listed in this catalog. If a Veteran or other eligible person fails to obtain a cumulative grade point average of 2.0 or better after 3 consecutive semesters, the student's educational benefits will be discontinued.

## 60 UNIT RULE AND UNIT WORKLOAD

Once the student has received units sufficient to equal or exceed the normal program printed in the catalog, the Office of Veteran's Affairs must certify the additional units needed for the student to complete the Associate degree in any major. The student is eligible for further training at the college only by taking courses which are required for upper division status at a transfer institution, or by changing the objective. These courses must be approved by the Veterans Administration. The 60 Unit Rule requires that an eligible student see a counselor before any more courses can be certified by the Office of Veteran's Affairs for payment of benefits.

The Veterans Administration uses the following definition for eligibility:

- **full-time benefits:** 12 or more units
- **3/4-time benefits:** 9 through 11 units
- **1/2-time benefits:** 6 through 8 units
- **less than 1/2 time:** 3 through 5 units (Reservist and National Guard)

## ACADEMIC SUPPORT SERVICES

### CENTER FOR ACADEMIC SUCCESS

Phone: (213) 763-3754  
Location: MA-109

The Center for Academic Success provides students with academic instruction and support services in an environment that facilitates successful retention and persistence during their academic career. The Center focuses on the individual needs of all LATTC students by providing courses, workshops, tutoring, computer access, and instructional resources to help ensure success in their academic, career, and personal goals. A Los Angeles Trade Technical College student ID is required for ALL Center for Academic Success services.

### Learning Skills/Non-Credit Computer Lab and Classroom Courses

The Center for Academic Success offers credit Learning Skills and non-credit Basic Skills courses to all students who want to reinforce their skills as independent critical thinkers, analytical readers, and proficient writers, effective mathematic problem solvers with the use of practical study strategies while mastering course materials. The Learning Skills computer lab is available to LATTC students taking Learning Skills/Basic Skills courses in basic reading, writing, math, spelling, vocabulary, computer literacy, and GED preparation. The Lab hours are Monday through Thursday from 8:00 a.m. to 6:00 p.m., Friday 8:00 a.m. to 2:00 p.m. in MA-109. Winter and summer hours may vary. For more information, please call (213) 763-3754.

### Tutoring Center

Free tutoring services are available to all LATTC students. Tutoring is conducted in one-on-one and small group formats. Students need a instructor or counselor referral to obtain tutoring services. The Center also provides interactive sessions on a variety of math, reading, writing, and computer literacy topics. Basic Moodle and Mahara assistance is also provided. The Tutoring Center hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Friday 8:00 a.m. to 1:00 p.m. in MA-109. Winter and summer hours may vary. For more information, please call (213) 763-3754.

## LIBRARY

Circulation Desk: (213) 763-3950  
Reference Desk: (213) 763-3962  
Location: MA-104  
Hours: Monday – Thursday 8:00 a.m. – 7:00 p.m.  
Friday 8:00 a.m. – 1:00 p.m.  
Saturdays 8:00 a.m. – 12:00 p.m.

**Summer and winter intersession - Library hours may vary. For more information, please call (213) 763-3950.**

The Library is located in Mariposa Hall. The Library offers a diverse collection of curriculum-centered, academic and vocational education materials. Research resources include Library subscription databases, books, a selection of Faculty Reserve course textbooks, print periodicals, and internet access. The book collection, research databases and online periodicals are accessible 24/7 via the online public access catalog and the Library research databases remote access available at website: <http://library.lattc.edu>. The Library offers free, time-limited internet access to currently enrolled LATTC

students and individual study areas and small group rooms are available. Students need a valid, current student identification card to qualify for Library borrowing privileges. Loan periods are four weeks for circulating books and two hours or one week for selected Library Reserve materials.

Faculty Librarians offer individualized research assistance at the Reference desk and educate students in developing research skills to enable them to succeed in their course work and research interests. Library Faculty also offer Library resources instruction in Library workshops, Faculty-scheduled Library orientations, and one-unit Library Science 101 Library Research Methods classes. Library Reference (213) 763-3958.

### The Open Computer Lab

The Open Computer Lab ("Open Lab") is available to all LATTC students and faculty free of charge. Students must be enrolled at LATTC or any college in the Los Angeles Community College District and have a current student ID card. Students may use the Open Lab for general computer use, the Internet, and online class access. The Open Lab hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m., Friday 8:00 a.m. to 1:00 p.m. in MA-104. Winter and summer hours may vary. For more information, please call (213) 763-3950.

## COMMUNITY PROGRAMS AND ALTERNATIVE EDUCATION

### LATTC ON-LINE PROGRAM

**For a current listing of LATTC On-Line Program courses go to <http://moodle.lattc.edu> and click on the Student Information button.**

#### What do you need to take an on-line class?

- Computer access where you can regularly connect to the Internet, plus
- Sufficient computer skills to send/receive email and to navigate the World Wide Web, and
- Ability to log into the Student Information System (SIS) and use the LACCD-issued student email account. Students may forward email from the LACCD account to a personal account.

#### How to register for on-line classes:

- If you are an existing LATTC student, just enroll in the online class as you would any other class, or
- If you are a new LATTC student, enroll in the college first. Please go to <http://www.laccolleges.net/admissions/> to enroll online. Once you are enrolled in the college, you can proceed to register for your online class. You should print the confirmation of online enrollment page at the end of the process. The online applications takes two days to process.

**What to do after you register for an on-line class:**

- Go to the LATTTC Moodle home page at <http://moodle.latttc.edu>
- Download the Online Student Guide and read it carefully. A new Guide is created for each term, so get the correct Guide.
- Be sure to check if your class requires a campus edition of a textbook to coordinate with your online class. If you purchase the textbook at another campus, the key may not work for your LATTTC class.
- Check the System Requirements button to get information on preparing your computer to take online classes. You'll need to be able to enable pop-ups and cookies on your computer.

Students who will be using the Moodle course management system will be able to log into one week prior to the start of the class. Login is identical to that for the Student Information System. Login id = Student ID number and password was originally set to mmdd of date of birth. If a student changes the PIN for the SIS, then it changes the password for Moodle since they use the same authorization process.

Students who will be using a course management system other than Moodle for their online class will need to either attend the scheduled class orientation or follow all directions on the class home page to set up the software.

**Are there any special meetings, either on campus or online? Do I have to log in at a specific time?**

Each teacher has the right to request either on-campus or online meetings if they feel it is best to do so. Some of the reasons they may choose to require these meetings is to ensure the student is who s/he claims to be and is the person actually doing the work. This is a new federal mandate. Or, teachers may require an on-campus meeting to provide materials or an orientation to help students get off to a great start.

Most online classes are done asynchronously. This means a student logs in at regular intervals of his/her choosing during the week. Some classes do schedule chats where students gather online at the same time. Some instructors have online office hours at set times for students to log on and get help. Students should log into their class every couple of days and more often for short term classes.

**What is considered attendance in online classes?**

Online classes consider the weekly submission of assigned work as attendance. Logging into the system and not keeping up with assigned activities is not considered attendance in online or hybrid classes.

**Class have already started. How do I get into an online class?**

Send the instructor an email request to add the class. This email needs to come from the same ID listed in the Student Information System (SIS). Include your name, student ID number and the class name and section number in your email.

**How do I contact my instructor?**

The Online Student Guide has a list of instructor phone numbers and email addresses. If you are not successfully contacting your instructor that way, call the department office or the LATTTC Online Program office.

**What if I need additional information?**

You can contact the Online Program Office at 213-763-3733 or 213-763-1167, or email [online@student.latttc.edu](mailto:online@student.latttc.edu). If you need to fax forms, the fax number is (213) 406-1237.

**INSTRUCTIONAL TELEVISION (ITV)**

Each semester, the District-wide Instructional Television program presents, via television, transferable undergraduate college credit courses. Instructional Television courses are convenient, flexible and especially suitable for college students needing to supplement their on campus program or to add classes for those times when campus attendance is not possible.

Students enroll by mail, telephone or the Internet. They may view telecourse lessons at home or at a Learning Center at one of the Colleges. Students will complete reading and study assignments, attend seminars held approximately once a month on weekends at a Los Angeles Community College near their home, and complete a midterm and final exam. Interested students are invited to attend the ITV class orientations held at the beginning of each semester or to visit the Instructional Television program on the campus of Los Angeles Mission College, 13356 Eldridge Avenue, Sylmar, CA 91342. Call 800-917-9277 or (818) 833-3594 for information.

**BRIDGES TO SUCCESS CENTER**

**Location:** MA-105 & 106  
**Hours:** Monday—Thursday 8:00am – 7:00pm  
 Friday 8:00am – 3:00pm  
**Telephone:** (213) 763-5560  
**Fax:** (213) 763-5979  
**E-mail:** [bridge@latttc.edu](mailto:bridge@latttc.edu)

**BRIDGES TO SUCCESS CENTER PROGRAMS AND SERVICES**

- Bridge to College Program: K-12 Concurrent Enrollment
- Provides students the opportunity to concurrently enroll in college courses while still in high school, getting early college experience and take advantage of advanced scholastic and educational enrichment opportunities for eligible students

**High School and GED Diploma Program**

- Instructor-led college preparation courses strengthen students' reading, writing, math, critical thinking and study skills in preparation for college placement, ATB, CAHSEE, GED and HS diploma completion

**Assistance for AB 540 Students**

- Assist and inform eligible nonresident students of existing law establishing that California High School graduates are authorized to attend community college and be exempt from nonresident tuition

**Continuing Education**

- Provides non-credit courses, free of charge, in subject areas such as ESL (English as a Second Language), Citizenship, Basic Computer Skills, and CPR/First Aid Courses.

**Career and Job Training**

- Provides training free of charge to facilitate student entry into various fields such as:
  - Green Construction/Clean Energy
  - Healthcare Prep
  - Bank Teller Training
  - Employment Prep

## EARLY COLLEGE/CONCURRENT ENROLLMENT

**Phone:** (213) 763-5560  
**Location:** MA-105 & 106

The Early College Program at Los Angeles Trade-Technical College (LATTC) provides students the opportunity to concurrently enroll in college courses while still in high school. The purpose of the program is to provide advanced scholastic and educational enrichment opportunities for eligible students. Students who desire to participate in concurrent enrollment must be recommended by their principal or counselor and have parental permission. Early College students can take degree-applicable, noncredit, vocational and transferable courses. Students are required to complete a Special K-12 Admission Application for each semester. Special admissions criteria apply for K-8 students. For additional information contact the Early College Program at 213-763-5560 or by email at [bridge@lattc.edu](mailto:bridge@lattc.edu).

## 21<sup>ST</sup> CENTURY GRANT

**Phone:** (213) 763-5510  
**Location:** JH-320  
**Hours:** Monday — Friday 8:00am – 4:00pm

The 21<sup>st</sup> Century Program, funded by the No Child Left Behind Act (NCLB), offers an enriching experience that is specifically designed to boost middle school students' performance in Mathematics, English, Reading and Science. This after-school program is designed to enhance students' knowledge and prepare them for future college or university coursework. Students are given the opportunity to take college-level courses that may be credited towards high school electives or an associate's or bachelor's degree. For more information call (213) 763-5510. The 21<sup>st</sup> Century office is located in JH-320.

## FOSTER & KINSHIP CARE EDUCATION PROGRAM

**Director:** Dr. Dione Washington  
**Phone:** (213) 763-3665  
**Location:** CY-324

The Los Angeles Trade-Technical College Foster and Kinship Care Education Program is highly dedicated to meeting the educational needs of foster/kinship youth, foster parents, adoptive parents, relative care providers, non-relative extended-family care providers and legal guardians.

Our primary goal is to produce the 4 E's: Enlightened, Effective, Efficient, and Encouraged care providers and foster youth.

We are currently offering motivating and resourceful events, seminars and workshops. Available workshops include: Foster & Kinship Care Education (FKCE); Independent Living Program – "Project YESS Program"; Working With Special Needs Children (D-Rate Certification & Renewal); Working With The Medically Fragile Child (F-Rate Renewal); and Partnering for Permanence and Safety, Model Approaches to Partnerships in Parenting (PS-MAPP/Foster Parent Certification).

## OFFICE OF STUDENT LIFE

**Phone:** (213) 763-7200  
**Location:** MA-101

The Student Activities Office provides opportunities for students to engage in educational, social and community service activities in and outside the classroom. Services such as the Dean's Honors Awards Ceremony, club activities, discounts to social events, publicity through the student bulletin and bulletin boards are offered. Other activities handled by this office include: weekly ASO student government board meetings, ethnic and multicultural programs, club fairs, blood drives and scholarships. Students who participate in the activities become familiar with the civic and legislative process.

## ASSOCIATED STUDENT ORGANIZATION (ASO)

### Membership

ASO programs are supported by a \$7.00 membership fee, available at the Business Office for day and evening students. These fees help support the services ASO provides. Any student, upon enrolling, is eligible to become a paid member of the Associated Student Organization. Members are entitled to all rights and privileges, including educational, social and community services programs and all associated activities.

### Organization

The governing body of the Associated Students, the Student Council, is composed of the Executive Board which consists of the President, Vice President, Parliamentarian, Treasurer, Historian and the Recording Secretary. The Senators serve as the representative liaisons for every department on campus. Commissioners are also approved as voting board members who serve in specialized positions.

The purpose of student government is best expressed in the preamble to the constitution: "We the students of Los Angeles Trade-Technical College, in order to guide and encourage cultural, social, athletic, and scholastic activities, to promote the welfare of the students, and to provide a representative student government, do hereby establish this constitution, and assume the powers of self-government delegated to us by the President of the College."

All students are encouraged to become involved in the governance of their affairs by becoming department representatives or by running for an elected office. Governance flow is from individual students to department representatives to the student council and in reverse. Elections are held every spring for the Executive Board positions. Officers are elected for a one year term.

LATTC is a member of the California Community College Student Affairs Association (CCCSAA) and the California Student Association of Community Colleges (CAL-SACC). The two organizations meet separately each semester to discuss topics in Student Government and activities of importance to the member schools. The groups were organized to help promote better relations among the community colleges of the state and to help solve problems relative to each. Trade Tech regularly sends delegates to these statewide and regional meetings.

### Qualifications for ASO Officers (Administrative Regulation S-9)

Los Angeles Community College District Administrative Regulation S-9 pertains to elected Associated Student Organization (ASO) officers only. Others appointed such as Senators and Commissioners are governed by the ASO By-Laws.

Regulation S-9 is as follows: "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. 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). 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 must be paid members in good standing in the Associated Students Organization at the college where the election is "held."

A student officer or a candidate for office must be actively and continuously enrolled, attending and successfully completing classes in a minimum of 5 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 automatically forfeit their student office.

### 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. Student Trustee eligibility requirements can be found on the LACCD website.

## CAMPUS CLUBS AND ORGANIZATIONS

### Inter-Club Council

The Inter-Club Council is composed of the ASO Vice- President, who serves as chairman, and the Vice-Presidents of all campus clubs. It is the purpose of the Inter-Club Council to serve as a coordinating and planning body for club activities, for an improved program of student activities and, as a liaison between the college clubs. LATTC has had a number of consistent clubs.

**STUDENTS ARE ENCOURAGED TO ORGANIZE NEW SPECIAL INTEREST CLUBS ON CAMPUS.** Before a group is recognized officially, a constitution must be submitted and approved by the ASO Advisor and Executive Board. Every club is required to have a Faculty Advisor. An Administrator can also serve as a Club Advisor.

### COLLEGE COLORS AND MASCOT

The college colors are purple and gold. The college mascot is the Beaver, and Trade Tech students are known as Beavers.

## STUDENT INTERCOLLEGIATE ATHLETICS

Phone: (213) 763-3726  
Location: WH-202

Trade Tech College is a member of the South Coast Conference of which there are 10 colleges. The other colleges are: East Los Angeles College, Los Angeles City College, El Camino College, Cerritos College, Long Beach City College, Mt. SAC College, Pasadena City College, Los Angeles Southwest College, and Compton College. In the Fall, sports offered are Men's and Women's Cross Country, Men's and Women's Water Polo, Men's and Women's Basketball and Women's Volleyball. In the Spring, sports offered are Men's and Women's Track and Field and Men's and Women's swimming.

To be eligible for intercollegiate athletic program participation, students must be enrolled and attending 12 or more units. Between seasons of competition in a sport, students must complete 24 units and maintain a 2.0 G.P.A.



# OTHER CAMPUS OFFICES AND SERVICES

## BUSINESS OFFICE

Phone: (213) 763-7225  
 Location: JH-Lobby  
 Hours: Monday — Thursday 8:30 a.m. – 7:00 p.m.  
 Friday 8:30 a.m. – 3:00 p.m.

Student accounts are managed through the College Business Office. Student fees including enrollment fees, nonresident tuition, health fees, parking, Associated Student Organization, child care, transcripts and Community Service fees are payable at the Business Office. Upon payment of fees, the Business Office then issues student's official confirmation of course enrollment/fee receipt. In addition, the Business Office accepts, disburses and accounts for some student financial aid, loan and scholarship checks, and issues all student refunds. Metropolitan Transit Authority bus passes and tokens are also available for sale at the Business Office.

## BOOKSTORE

Phone: (213) 763-7210  
 Location: CH-102  
 Hours: Monday — Thursday 7:30 a.m. – 6:00 p.m.  
 Friday 7:30 a.m. – 3:00 p.m.

See Bookstore website: <http://www.lattc.bkstr.com>

### Bookstore Return / Refund Policy

#### A. Textbooks

***Textbooks must be returned within the first 15 school days of the Fall and Spring semester, and within the first 5 days of Summer, and Winter Sessions, and short-term courses. Textbooks purchased after the 10th school day must be returned within 24 hours.***

***All textbooks being returned must be accompanied by an ORIGINAL DATED CASH REGISTER SALES RECEIPT issued by the Bookstore. NO EXCEPTIONS!***

***Refunds and/or exchanges will not be allowed on textbooks purchased during the last 4 (four) weeks of the semester. No refunds will be allowed after the 1st week of the Summer and Winter Sessions.***

Textbooks must be returned in the same condition as when purchased, with final determination of condition made by the Bookstore Staff. New textbooks must be in new condition (no writing or marks of any kind). Textbooks failing to meet the policy will be considered Used and be governed by the Used textbook policy. Catalogs, Class Schedules, Paperbacks, Scantrons, regular supplies, Study Guides, Dictionaries, Clothing, Workbooks, Computer Discs, and specially assembled kits are not refundable.

#### B. Supplies and Tools

Materials required by a specific class may be returned during the first 48 hours of the Fall and Spring semesters and within the first 48 hours

of the Summer and Winter Sessions. Items must be accompanied by a dated cash register receipt and must be in NEW condition. NO REFUNDS will be given for any clothing, athletic supporters, sweat socks, safety goggles, food, and other "personal items" governed by California Health Laws.

#### C. Policy For Personal Checks

A current LATTC Registration Receipt or ASO card must be presented when making purchases by personal check PLUS a valid California Driver's License or California Identification Card. Checks must be imprinted with the student's name and current address, and drawn on a local bank. Checks will be accepted only for the amount of purchase.

#### D. Book Buy-Back Period

Book Buy-Back periods occur during the final exam week of each Fall and Spring semester. Summer and/or Winter Buy-back dates are not predictable. Buy-back dates are posted with signs and on the receipt.

## COLLEGE CAFE & GARDEN ROOM RESTAURANT

Phone: (213) 763-7331  
 Location: SA-Building

The LATTC College Cafe offers a wide variety of exceptional menu choices for your dining pleasure. Students enrolled in the Culinary Arts and Professional Baking programs prepare fresh food daily that is served in the on-campus bakery, cafeteria, and Garden Room Restaurant. Selections include hot entrees, hot off the griddle breakfasts, grab and go sandwiches and salads, as well as a variety of fresh baked goods. Join us in the Garden Room Restaurant on Wednesdays for our international buffet, an all you can eat themed menu based on food from all over the world!! The College Cafe can also provide on-site catering for your special events. Please contact 213-763-7331 for more details.

## SHERIFF'S DEPARTMENT

Phone: (213) 763-3600  
 Location: CY-150

The college contracts with the Los Angeles County Sheriff's Department for all of its law enforcement services. These officers undergo specialized training through the Los Angeles County Sheriff's Academy designed to meet the needs and problems of a contemporary college.

The college prides itself on its safety record maintained on campus. However, effective law enforcement and protection require citizen cooperation and assistance. To that end, please follow a few basic safety tips: if you must remain in campus buildings after closing time, make an effort to do so in the company of at least one other co-worker, or student. The campus is well lighted but it is wise, again, to employ the "buddy system" when walking to your car or traveling to other locations. Refrain from using shortcuts, staying on the well-traveled thoroughfares.

Personal property, purses, briefcases, etc., should never be left unattended. Take such items with you if you are leaving the office, classroom, or library study area. Keep your auto locked, never leave the keys in the ignition, and avoid leaving property where it is visible on the seats. Give your car the quick "once over with a critical eye" before entering, for possible break-in or persons in the rear seat or floor area.

The rapid and successful detection of crime and apprehension of criminals depends heavily on speedy reporting and dissemination of facts to the College Sheriff's Department. For information, inquire at the "CY" building, Room 150 or call (213) 763-3600.

The lost and found is located in the College Sheriff's Department, Rm. CY-150. A valid California Driver's License, California Identification Card or LATTC Student Identification Card is required for claimed property.

## STUDENT PARKING

See Also: *Parking Fees and Permit Sales*

### GENERAL INFORMATION

*Please note: At the time of this publication, every effort was made to indicate available parking at the college. Construction demands will create changes and information will always be available through the College Sheriff's Office, CY150, (213) 763-3600, 24 hours per day, 7 days a week.*

Parking permits must be displayed at all times when a vehicle is parked on campus, including week-ends. Individuals who are unsure as to where they may park, or where a permit is recognized as valid, are encouraged to contact the College Sheriff's office for clarification prior to parking their vehicle in a College parking lot.

Lot identification signs showing which lots are for use by students, visitors, and/or employees are posted at the entrance to College parking lots unless specifically re-directed by College Sheriff personnel. Students may not park in any space designated for specific use. Parking in a space designated for specific use can result in a citation for failure to display a valid permit.

Vehicles displaying an invalid parking permit are subject to citation. Invalid permits include, but are not limited to: permits that have been altered, reported lost or stolen, or issued to an individual other than the permit holder (in which case are subject to confiscation), and also permits in which the authorization period has expired, or are not clearly and completely visible. Individuals using or obtaining a permit illegally are subject to administrative disciplinary action.

Student and visitor parking is allowed in designated lots as follows:

- **Preferred Student Parking (\$27.00 and includes \$7.00 ASO fee)** is in the Olive Street Parking Facility, Oak Hall Building Roof Lot.
- **General Student Parking (\$20.00)** is in the 18th Street & Grand Avenue Lot and at Glory Church located at Washington Boulevard & Grand Avenue.
- **Summer & Winter Sessions (\$10.00)** for General Student Parking is accepted in Preferred Student Parking areas above.
- **Disabled Parking:** Students/Visitors, Roof Lot and Olive Street Parking Structure or as directed by parking attendant. A valid LATTC parking permit and a DMV placard must be displayed on any vehicle parked in a designated handicapped stall. Students with a verified

disability should go to the Disabled Students Program and Services Office, EL-110, to arrange for an accommodation. If for any reason the elevator is not available, contact College Sheriff at 213-763-3600.

- **Motorcycle and Moped Parking:** No permit required; parking is, however, restricted to the designated motorcycle/moped parking area located on the east side of Building D only (enter from Grand Ave.).
- **Bicycle Parking:** No permit required but restricted to designated areas; bike racks are located throughout the campus.
- **Guest Parking:** Guests coming to the campus may obtain a guest permit at the Main Gate (entrance to the Roof Lot) or from the College Sheriff Office, CY-150. Guest permits are issued on a limited day basis only. Parking is available on the Roof.

### Saturday/Sunday Parking Permit Adjustment

Unless directed otherwise by College Sheriff personnel due to a special event or other College activity, lot designations are enforced on weekends as printed on the parking permit.

## PARKING RULES AND REGULATIONS

Parking rules and regulations are enforced 24 hours a day, including Saturdays, Sundays, and holidays. A valid parking permit must be displayed at all times the vehicle is parked on campus. The permits are made of removable mylar and should be affixed to the inside rear window, (lower right side, facing outward.) Failure to display a valid parking permit will result in issuance of a citation.

Student parking permit regulations are enforced from the first day of classes each semester through the last day of final examinations. Student vehicles parked in places not authorized for student parking are subject to citation or tow away at owner's expense. Permits are not valid at parking meters.

All traffic and road signs must be obeyed. Speed limit on campus is eight (8) miles per hour. All vehicles shall be parked clearly within the designated lines. Vehicle parking regulations applicable to motorcycles and mopeds will be enforced at all times.

Regulations governing handicapped parking, red curbs, no parking zones, fire lanes, loading docks, special permit areas, and areas having time limitations are enforced at all times. Illegally parked vehicles may be towed away at owner's expense.

- Trade Tech recognizes other student parking permits in the Los Angeles Community College District.
- Construction zones and special college events may cause access to parking areas and roadways to change. Please follow directions on signs carefully.
- No vehicle, motorcycle, or moped may be parked overnight on campus.

## ENFORCEMENT OF TRAFFIC AND PARKING REGULATIONS

All persons driving a motor vehicle on 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 of the regulations set forth above will result in a citation being issued. The College reserves the right to remove vehicles from parking lots as follows: abandoned vehicles; vehicles parked in such a manner as to constitute a serious hazard; vehicles which impede the operation of emergency equipment; vehicles which park illegally on a recurring basis. The registered owner is responsible for any removal costs which may occur.

**Liability**

Los Angeles Trade-Technical College, the Board of Trustees, and the Los Angeles Community College District shall not be responsible for damage to any motor vehicle, theft of its contents, or injury to persons operating a vehicle parked on or off the campus unless liable under Government Codes including, but not limited to Government Code 810 to 9666.6 inclusive (Reference: LACCD Board Rules 7401 and 7402) Direct inquiries to College Sheriff, CY-150, (213) 763-3600.

**CITATIONS AND BAIL**

Citations will be issued to all vehicles on college property in violation of parking rules and regulations and must be paid within 21 days of the date issued. Parking Citation Appeals: Individuals who believe a parking citation was issued to them in error must appeal it immediately by completing an Administrative Review form (available at the College Sheriff Office, CY-150, or the LATTC Sheriff Department website under Parking Citations and Appeals). Appeals must be mailed to: Los Angeles Trade Technical College, c/o Parking Citation Service Center, P.O. Box 11923, Santa Ana, CA 92711. Failure to immediately pay or appeal a citation may result in substantial penalties and a Department of Motor Vehicle (DMV) hold on vehicle registration. Please call or contact the Sheriffs Department in person to obtain the results of your appeal.

**PARKING INFORMATION AND ASSISTANCE**

Inquiries regarding the College's parking program should be directed to the offices listed below during normal business hours. College Sheriff personnel are, however, on duty 24 hours a day, seven days a week to assist with permit use and enforcement issues.

- Parking Rules, Regulations, Permit Use, and Enforcement: College Sheriff, CY-150 (213) 763-3600.
- Permit Sales, Refunds, and Exchanges: Business Office, JH-Lobby, (213) 763-7225.
- Policy: Administrative Projects, JH-532, (213) 763-7040.

**NOTE:** The parking information shown above is subject to change without notice.

**PARKING FEES AND PERMIT SALES****Parking Fees**

A limited number of student parking permits are available for purchase at the Business Office for \$27.00 for Preferred Student Parking (includes \$7.00 ASO fee), or \$20.00 for General Student Parking is in the 18th Street & Grand Avenue Lot and at Glory Church located at Washington Boulevard & Grand Avenue per permit per semester. The purchase of a parking permit does not guarantee a parking space; it is only a license to park one vehicle in designated parking lots as posted at the entrance of each parking lot. Parking permit sales begin at the time of registration for the effective semester on a first-come, first serve basis while supplies last. Student parking permits are purchased at the Business Office, JH-Lobby, as part of the registration process. All enrollment fees must be paid in full before the permit can be issued.

**Refunds**

Student parking fees are refundable each semester through the enrollment refund period. (Please see the current semester's schedule of classes for the exact deadline date.) The parking permit must be returned at the time the refund is requested.

**Lost or Stolen Permits**

There is no replacement for lost or stolen permits. A student may, however, purchase another parking permit should one be available. Lost or stolen permits should be reported to the College Sheriff, CY-150, immediately.

**TRANSPORTATION**

The college is located near the intersection of the Harbor and Santa Monica freeways, and is directly across the street from the Metro Blue Line's Grand Avenue and Metro Expo Line's 23<sup>rd</sup> Street stations. In addition to the light rail system, there are more than 40 bus lines stopping at or within two blocks of the College. For more information, please consult the College website at [www.LATTC.edu](http://www.LATTC.edu).

# GRADUATION REQUIREMENTS

## GRADUATION REQUIREMENTS

### ASSOCIATE DEGREE

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 program of study leading to the Associate Degree requires sufficient depth in a field of knowledge (the major) to contribute to lifetime interest and broad exposure to other areas of learning (the general education requirements).

#### Philosophy of General Education

General Education 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, and sense of, self-understanding.

#### Associate Degree Requirements

The following Associate Degree requirements apply to students entering for the first time after July 1, 1983. Continuing students with uninterrupted attendance and demonstrating satisfactory graduation requirements listed in the catalog in effect at the time of their initial enrollment (Catalog Rights). A continuing student is one who has completed a minimum of one course calendar year, 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.

##### I. Unit Requirement

60 to 64 units of degree applicable 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 average or better in all college work attempted in the curriculum upon which the degree is based.

##### III. Competency Requirement.

Students must demonstrate competence in reading, in written expression, and in mathematics. The following courses and examinations are approved to meet the competency requirement for the associate degree as defined in Board Rule 6201.12:

A. The competency requirement in reading and written expression may be met by:

1. Completion of a course in College Reading and Composition with a grade of "C" or better. Or

2. Completion of any one of the following courses (or its equivalent at another college) with a grade of "C" or better: English 101; Journalism 101

B. The competency requirement in Mathematics\* may be met by:

1. Completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better: Math 123C, 125, 134B or any higher level mathematics with a prerequisite of Mathematics 125 or its equivalent.
2. A passing score on the District (Intermediate Algebra) Mathematics Competency Examination.
3. A score of 3 or higher on one of the following AP Exams: Calculus AB, Calculus BC, Statistics.
4. Completion of the college assessment exam in Mathematics and achieve a score determined comparable to satisfactory completion of Intermediate Algebra (that is, placement in a Math course above Math 125 level)

\*Board Rules 6201.14, 62201.12, & 6012.12

#### IV. 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.

#### V. Course Requirements

Majors requiring 18-35 units complete Graduation Plan A. Majors requiring 36 or more units complete Graduation Plan B. Effective for all students admitted for the Fall 2009 term or any term thereafter, each course counted toward the major requirements must be completed with a grade of "C" or better or a "P" if the course is taken on a "Pass-No Pass" basis.

### ASSOCIATE TRANSFER DEGREE (AA-T OR AS-T)

The Student Transfer Achievement Reform Act, Senate Bill 1440 codified in California Education Code sections 66746-66749, guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

At the time of catalogue publication, the following AA-T or AS-T have been approved. Please see a counselor for more information.

1. Mathematics
2. Early Childhood Education

### Associate Transfer Degree Requirements

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the section of the catalog. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) ; or the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

### Graduation Application for Degree/Certificate

Applications are available in JH-Building lobby at the Information Desk. Students must complete an application with a Counselor and submit the application in the Admissions & Records drop box located at the Information Desk during the first 6 weeks of the Fall/Spring semester in which the student expects to complete the Degree/Certificate requirements. All students must file an application for degree/certificate evaluation during the first 6 weeks of the semester in which they expect to complete their degree/certificate requirements with a Counselor. Students completing the course work during the Winter/Summer semester Session must submit an application during the first 6 weeks of the preceding Fall/Spring semester. Late applications will NOT be accepted. Applications for Degree/Certificate, of a discontinued instructional program, will NOT be accepted beyond 3 years after the program is removed from the College Catalog. Students should see a counselor for evaluation of requirements for graduation.

Students will be informed by mail of the results of their Degree/Certificate evaluation before the end of the semester in which the application is submitted:

- Fall/Winter Candidate will be notified by December/January
- Spring/Summer Candidate will be notified by May/June

Students who do not meet the graduation requirements must submit a new application during the first 6 weeks of the semester (Fall/Spring) in which they expect to complete all the requirements (excluding Winter/Summer).

By submitting an application the student has the option to participate in the graduation ceremony whether they meet the requirements or not. Students will be notified by mail regarding the Graduation Ceremony held in June.

Students successfully completing all the requirements will be notified through the mail when the degrees/certificates are ready for pick up:

- Fall/Winter semester – will be ready for pick up after June
- Spring semester – will be ready for pick up after August
- Summer session – will be ready for pick up after September

Transcripts from other institutions must be mailed directly to the Admissions & Records Office by the respective colleges for credit .

STUDENTS MUST PRESENT THE NOTIFICATION CARD AND PICTURE IDENTIFICATION WHEN PICKING-UP DEGREE/ CERTIFICATE.

Diplomas and/or Certificates will only be held for one year after the Diploma/ Certificate graduation date. Qualified graduates who do not pick-up their Diploma/Certificate within the above time frame must submit a request for a duplicate Diploma/Certificate and will be assessed a fee for duplicate preparation.

### CERTIFICATE OF ACHIEVEMENT

A Certificate of Achievement is issued in State-approved programs designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, but most have 18 or more semester units, and may be pursued on a full-time or part-time basis. Certificate programs are usually one year educational programs that offer courses needed to prepare students for immediate employment. A Certificate program is specific, and no course substitution will be permitted unless approved by the department. A grade of "C" or better is required in each course required for the major.

The Certificate of Achievement shall be granted by Los Angeles Trade - Technical College to any student who successfully completes a sequence of courses established by the department and approved by the college in certain designated programs. That sequence of courses shall include but not be limited to the essential occupational courses required in the major. All courses applied to a certificate program must be completed with a grade of "C" or better.

Application for a Certificate of Achievement must be filed in the semester in which the certificate is granted with a Counselor. Students completing the course work during the summer session must file an application during the first six weeks of the prior spring semester.



Student

Student ID

**Los Angeles Trade Technical College**  
**ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS**  
**PLAN A (2013-2014)**

**General Education Requirements:** Minimum of 30 semester units.

**Major Requirements:** Minimum of 18 semester units in a single or related field. Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirements must be completed with a "C" (2.0 or equivalent) or better or a "P" if the course is taken on a pass-no-pass basis.

*Please see a counselor and check the college catalog or the LATTC homepage "Program Fact Sheets" for specific major requirements.*

**THIS FORM IS SUBJECT TO CHANGE EACH YEAR**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | C | IP | N |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----|---|
| <b>A. Natural Sciences</b> <span style="float: right;"><b>3 Semester units minimum</b></span><br><b>ANTHRO</b> 101; <b>ANATOMY</b> 1; <b>ASTRON</b> 1, 5 <sup>^</sup> ; <b>BIOLOGY</b> 3, 5, 6, 7, 36; <b>CHEM</b> 51, 65, 70, 101, 102, 201, 202, 221;<br><b>CHEM TECH</b> 111, 112; <b>ELECTRN</b> 2; <b>ENV SCI</b> 1; <b>GEOG</b> 1; <b>GEOLOGY</b> 1, 6 <sup>^</sup> ; <b>MICRO</b> 1, 20;<br><b>PHYSICS</b> 1, 2, 3, 4, 6, 7, 11, 12, 14 <sup>^</sup> ; <b>PHYSIOL</b> 1; <b>PSYCH</b> 2 <span style="float: right;"><small><sup>^</sup> these lab courses alone will not meet requirement</small></span><br><b>OTHER COLLEGE COURSE</b> _____ <span style="float: right;"><b>AP/IB/CLEP EXAM</b> _____</span>                                                                                                                                                                                                  |   |    |   |
| <b>B. SOCIAL AND BEHAVIORAL SCIENCES</b> <span style="float: right;"><b>9 Semester units minimum</b></span><br><b>B1. AMERICAN INSTITUTIONS (3 Semester Units minimum)</b><br><b>HISTORY</b> 11, 12, 41, 42; <b>LABOR ST</b> 4; <b>POL SCI</b> 1<br><b>B2. SOCIAL AND BEHAVIORAL SCIENCES (3 Semester Units minimum)</b><br><b>ADM JUS</b> 1, 67; <b>ANTHRO</b> 102; <b>BUSINESS</b> 1, 5; <b>CH DEV</b> 1, 2, 11, 42; <b>COMM</b> (formerly Speech) 121, 122;<br><b>ECON</b> 1, 2; <b>GEOG</b> 2; <b>HISTORY</b> 86, 87; <b>POL SCI</b> 2, 7; <b>PSYCH</b> 1, 32, 41, 69; <b>SOC</b> 1, 2, 28<br><b>B3. Minimum of 3 additional semester units from B1 or B2 above.</b><br><b>OTHER COLLEGE COURSE</b> _____ <span style="float: right;"><b>AP/IB/CLEP EXAM</b> _____</span>                                                                                                                                         |   |    |   |
| <b>C. HUMANITIES</b> <span style="float: right;"><b>3 Semester units minimum</b></span><br><b>A S L</b> 1, 2; <b>ARC</b> 130*, 131* (*only 2 sem. Units); <b>ART</b> 101, 102, 103, 104, 201, 300, 501; <b>ENGLISH</b> 102**, 203, 205<br><b>ENGLISH</b> 206, 207, 208, 212, 215, 240; <b>FRENCH</b> 1, 2; <b>HUMAN</b> 1, 2; <b>KIN</b> 32 (formerly PHYS ED 800); <b>KIN MAJ</b> 108<br>(formerly PHY ED 762); <b>LABOR ST</b> 21; <b>MUSIC</b> 101, 111, 141; <b>PHILOS</b> 1; <b>SPANISH</b> 1, 2, 21, 22, 35, 36;<br><b>THEATER</b> 100; <b>VISCOM</b> 106*, 108*, 120*, 130* (*only 2 sem. Units)<br><b>OTHER COLLEGE COURSE</b> _____ <span style="float: right;"><b>AP/IB/CLEP EXAM</b> _____</span>                                                                                                                                                                                                          |   |    |   |
| <b>D. LANGUAGE AND RATIONALITY</b> <span style="float: right;"><b>12 Semester units minimum</b></span><br><b>D1. ENGLISH COMPOSITION (3 semester Units minimum)</b><br><b>ENGLISH</b> 101*, 102**, 103<br><i>*Refer to Competency Requirements on page two. New requirements for students entering beginning Fall 2009.</i><br><b>D2. COMMUNICATION AND ANALYTICAL THINKING (6 semester Units minimum one course from D2a and D2b)</b><br><b>a. MATH</b> 125* or higher<br><i>*Refer to Competency Requirements on page two. New requirements for students entering beginning Fall 2009.</i><br><b>b. COMM</b> (formerly Speech) 101, 151; <b>CO INFO</b> 701; <b>ENGLISH</b> 28; <b>MATH</b> 114, 115, 215 or higher; <b>PHILOS</b> 8<br><b>D3. Minimum of 3 additional semester units from D1 or D2 above.</b><br><b>OTHER COLLEGE COURSE</b> _____ <span style="float: right;"><b>AP/IB/CLEP EXAM</b> _____</span> |   |    |   |
| <b>E. HEALTH AND PHYSICAL EDUCATION</b> <span style="float: right;"><b>3 Semester units minimum</b></span><br><b>E1. HEALTH EDUCATION (2 semester Units minimum)</b><br><b>HEALTH</b> 2*, 6*, 8, 11, 12 <sup>effective F 2011</sup> , 21, 43<br><i>Note: *Health 2 and 6 includes the physical education activity.</i><br><b>E2. ONE PHYSICAL EDUCATION ACTIVITY (1 semester Unit minimum, unless exempt)</b><br><b>KIN</b> 20, 24, 201 any level, 300 any level, 301 any level, 303 any level, 307 any level, 329 any level, 330 any level,<br><b>KIN</b> 334 any level, 350-1, 387, 500; <b>KIN ATH</b> 504 – 563<br><b>OTHER COLLEGE COURSE</b> _____ <span style="float: right;"><b>MILITARY CREDIT (if applicable)</b> _____</span>                                                                                                                                                                              |   |    |   |

\*\* courses can only be used in one GE category

Updated 9/2013(rev)

Counselor's Signature

Date

**Los Angeles Trade Technical College**  
**ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS**  
**PLAN A (2013-2014)**

| Major / Area of Emphasis:     |                         |  |                         |  |       | C | IP | N |
|-------------------------------|-------------------------|--|-------------------------|--|-------|---|----|---|
| Major Courses (min. 18 units) |                         |  |                         |  |       |   |    |   |
| Electives                     |                         |  |                         |  |       |   |    |   |
|                               |                         |  |                         |  |       |   |    |   |
| Competency Met:               | English:<br>Course/test |  | Math:<br>Course or test |  | TOTAL |   |    |   |

C = Completed IP = In Progress N = Need

**ASSOCIATE DEGREE GRADUATION REQUIREMENTS**

- I. **Unit Requirement:** 60 – 64 units of course credit in a selected curriculum. (6201.10)
- II. **Scholarship Requirement:** A “C” (2.0) grade average or better in all work attempted in the curriculum upon which the degree is based. (6201.10)
- III. **Competency Requirements: (Administrative Regulation E-79)**  
 The following courses and examinations are approved to meet the competency requirement for the Associate Degree as defined in Board Rule 6201.12:

| For all students entering <u>prior</u> to Fall 2009                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | For all new / returning students entering beginning Fall 2009                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A. Mathematics Competency -</b> <ol style="list-style-type: none"> <li>Completion of one of the following courses (or its equivalent at another college) with a grade of “C” or better.<br/><br/> <b>Mathematics 113 &amp; 114, 115</b> or any higher-level mathematics course with a prerequisite of Mathematics 115 or its equivalent.<br/> <b>Electronics 10, 12, 14</b><br/> <b>General Engineering Technology 121</b> </li> <li><b>Achievement of a score of 15 or higher</b> on the District Mathematics Competency Examination</li> </ol> | <b>Mathematics Competency –</b><br><b>May be met by completion of one of the following:</b> <ol style="list-style-type: none"> <li><b>Completion of one of the following courses</b> (or its equivalent at another college) with a grade of “C” or better.<br/><br/> <b>Math 125</b> or any higher-level mathematics course with a prerequisite of Mathematics 125 or its equivalent.</li> <li><b>A passing score</b> on the District (Intermediate Algebra) Mathematics Competency Examination.</li> <li><b>A score of 3 or higher</b> on one of the following AP Exams; Calculus AB, Calculus BC or Statistics.</li> <li><b>Completion of the college assessment exam in mathematics</b> and achieve a score determined comparable to satisfactory completion of intermediate algebra. That is, students who place into a mathematics course <u>above the level of intermediate algebra</u> have met the competency requirement. (BR 6201.12, Title 5 CCR, 55063)</li> </ol> |
| <b>B. Reading and Written Expression Competency –</b> <ol style="list-style-type: none"> <li>Completion of one of the following courses) or its equivalent at another college) with a grade of “C” or better.<br/> <b>English 28</b><br/> <b>English 101</b><br/> <b>Journalism 101</b></li> <li>In meeting the Reading and Written Expression competency requirement, coursework is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.</li> </ol>          | <b>Reading and Written Expression Competency –</b><br><b>May be met by completion of one of the following:</b> <ol style="list-style-type: none"> <li><b>Completion of English 101</b> (or its equivalent at another college) with a grade of “C” or better.</li> <li><b>A score of 3 or higher</b> on one of the following AP Exams: English Language &amp; Composition<br/>English Composition &amp; Literature</li> <li>In meeting the Reading and Written Expression competency requirement, coursework is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges</li> <li>Complete the college assessment exam in English and achieve a score determined comparable to satisfactory completion of English 101. That is, students who place into an English course <u>above the level of English 101</u> have met the competency requirement (Title 5, CCR, section 55500)</li> </ol>   |

- IV. **Residency Requirement:** Completion of at least 12 units of work in residence and attendance at the college during the semester in which the requirements are completed. Exceptions may be made for injustice or undue hardship. (6201.13)

**How to Choose the Correct General Education Plan**

Students will follow either PLAN A or B depending on the number of units in their major.

*Please see a counselor and check the college catalog or the LATTC homepage “Program Fact Sheets” for specific major requirements*

Student \_\_\_\_\_

Student ID \_\_\_\_\_

**Los Angeles Trade Technical College**  
**ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS**  
**PLAN B (2013-2014)**

**General Education Requirements:** Minimum of 18 semester units.

**Major Requirements:** Minimum of 36 semester units in a single or related field. Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirements must be completed with a "C" (2.0 or equivalent) or better or a "P" if the course is taken on a pass-no-pass basis.

*Please see a counselor and check the college catalog or the LATTC homepage "Program Fact Sheets" for specific major requirements.*

| THIS FORM IS SUBJECT TO CHANGE EACH YEAR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | C | IP | N |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---|----|---|
| <b>A. Natural Sciences</b> <span style="float: right;"><b>3 Semester units minimum</b></span><br><b>ANTHRO</b> 101; <b>ANATOMY</b> 1; <b>ASTRON</b> 1, 5 <sup>^</sup> ; <b>BIOLOGY</b> 3, 5, 6, 7, 36; <b>CHEM</b> 51, 65, 70, 101, 102, 201, 202, 221;<br><b>CHEM TECH</b> 111, 112; <b>ELECTRN</b> 2; <b>ENV SCI</b> 1; <b>GEOG</b> 1, 6 <sup>^</sup> ; <b>GEOLOGY</b> 1; <b>MICRO</b> 1, 20;<br><b>PHYSICS</b> 1, 2, 3, 4, 6, 7, 11, 12, 14 <sup>^</sup> ; <b>PHYSIOL</b> 1; <b>PSYCH</b> 2 <span style="float: right;"><sup>^</sup> these lab courses alone will not meet requirement</span><br><br>OTHER COLLEGE COURSE _____ AP/IB/CLEP EXAM _____                                   |  |   |    |   |
| <b>B. SOCIAL AND BEHAVIORAL SCIENCES</b> <span style="float: right;"><b>3 Semester units minimum</b></span><br><b>1. AMERICAN INSTITUTIONS</b><br><b>HISTORY</b> 11, 12, 41, 42; <b>LABOR ST</b> 4; <b>POL SCI</b> 1<br><br>OTHER COLLEGE COURSE _____ AP/IB/CLEP EXAM _____                                                                                                                                                                                                                                                                                                                                                                                                               |  |   |    |   |
| <b>C. HUMANITIES</b> <span style="float: right;"><b>3 Semester units minimum</b></span><br><b>A S L</b> 1, 2; <b>ARC</b> 130*, 131* (*only 2 sem. Units); <b>ART</b> 101, 102, 103, 104, 201, 300, 501; <b>ENGLISH</b> 102**, 203, 205<br><b>ENGLISH</b> 206, 207, 208, 212, 215, 240; <b>FRENCH</b> 1, 2; <b>HUMAN</b> 1, 2; <b>KIN</b> 32 (formerly PHYS ED 800); <b>KIN MAJ</b> 108<br>(formerly PHY ED 762); <b>LABOR ST</b> 21; <b>MUSIC</b> 101, 111, 141; <b>PHILOS</b> 1; <b>SPANISH</b> 1, 2, 21, 22, 35, 36;<br><b>THEATER</b> 100; <b>VISCOM</b> 106*, 108*, 120*, 130* (*only 2 sem. Units)<br><br>OTHER COLLEGE COURSE _____ AP/IB/CLEP EXAM _____                            |  |   |    |   |
| <b>D. LANGUAGE AND RATIONALITY</b> <span style="float: right;"><b>6 Semester units minimum</b></span><br><b>D1. ENGLISH COMPOSITION (3 semester Units minimum)</b><br><b>ENGLISH</b> 101*, 102**, 103<br><i>*Refer to Competency Requirements on page two. New requirements for students entering beginning Fall 2009.</i><br><br><b>D2. COMMUNICATION AND ANALYTICAL THINKING (at least 3 semester Units minimum)</b><br><b>MATH</b> 125* or higher<br><i>*Refer to Competency Requirements on page two. New requirements for students entering beginning Fall 2009.</i><br><br>OTHER COLLEGE COURSE _____ AP/IB/CLEP EXAM _____                                                          |  |   |    |   |
| <b>E. HEALTH AND PHYSICAL EDUCATION</b> <span style="float: right;"><b>3 Semester units minimum</b></span><br><b>E1. HEALTH EDUCATION (2 semester Units minimum)</b><br><b>HEALTH</b> 2°, 6°, 8, 11, 12 <sup>effective F'2011</sup> , 21, 43<br><i>Note: *Health 2 or 6 includes physical education activity.</i><br><br><b>E2. ONE PHYSICAL EDUCATION ACTIVITY (1 semester Unit minimum, unless exempt)</b><br><b>KIN</b> 20, 24, 201 any level, 300 any level, 301 any level, 303 any level, 307 any level, 329 any level, 330 any level,<br><b>KIN</b> 334 any level, 350-1, 387, 500; <b>KIN ATH</b> 504 – 563<br><br>OTHER COLLEGE COURSE _____ MILITARY CREDIT (if applicable) _____ |  |   |    |   |

\*\* courses can only be used in one GE category

Updated 9/2013 (rev)

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
Date

**Los Angeles Trade Technical College**  
**ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS**  
**PLAN B (2013-2014)**

| Major / Area of Emphasis:     |                            |  |                         |  | C     | IP | N |
|-------------------------------|----------------------------|--|-------------------------|--|-------|----|---|
| Major Courses (min. 36 units) |                            |  |                         |  |       |    |   |
| Electives                     |                            |  |                         |  |       |    |   |
|                               |                            |  |                         |  |       |    |   |
| Competency Met:               | English:<br>Course or test |  | Math:<br>Course or test |  | TOTAL |    |   |

C = Completed IP = In Progress N = Need

**ASSOCIATE DEGREE GRADUATION REQUIREMENTS**

- I. **Unit Requirement:** 60 – 64 units of course credit in a selected curriculum. (6201.10)
- II. **Scholarship Requirement:** A “C” (2.0) grade average or better in all work attempted in the curriculum upon which the degree is based. (6201.10)
- III. **Competency Requirements: (Administrative Regulation E-79)**  
 The following courses and examinations are approved to meet the competency requirement for the Associate Degree as defined in Board Rule 6201.12:

| For all students entering <u>prior</u> to Fall 2009                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | For all new / returning students entering beginning Fall 2009                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A. Mathematics Competency -</b> <ol style="list-style-type: none"> <li>Completion of one of the following courses (or its equivalent at another college) with a grade of “C” or better.<br/><br/> <b>Mathematics 113 &amp; 114, 115</b> or any higher-level mathematics course with a prerequisite of Mathematics 115 or its equivalent.<br/> <b>Electronics 10, 12, 14</b><br/> <b>General Engineering Technology 121</b> </li> <li><b>Achievement of a score of 15 or higher</b> on the District Mathematics Competency Examination</li> </ol> | <b>Mathematics Competency –</b><br><b>May be met by completion of one of the following:</b> <ol style="list-style-type: none"> <li><b>Completion of one of the following courses</b> (or its equivalent at another college) with a grade of “C” or better.<br/> <b>Math 125</b> or any higher-level mathematics course with a prerequisite of Mathematics 125 or its equivalent.</li> <li><b>A passing score</b> on the District (Intermediate Algebra) Mathematics Competency Examination.</li> <li><b>A score of 3 or higher</b> on one of the following AP Exams; Calculus AB, Calculus BC or Statistics.</li> <li><b>Completion of the college assessment exam in mathematics</b> and achieve a score determined comparable to satisfactory completion of intermediate algebra. That is, students who place into a mathematics course above the level of intermediate algebra have met the competency requirement. (BR 6201.12, Title 5 CCR, 55063)</li> </ol>          |
| <b>B. Reading and Written Expression Competency –</b> <ol style="list-style-type: none"> <li>Completion of one of the following courses) or its equivalent at another college) with a grade of “C” or better.<br/> <b>English 28</b><br/> <b>English 101</b><br/> <b>Journalism 101</b> </li> <li>In meeting the Reading and Written Expression competency requirement, coursework is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.</li> </ol>         | <b>Reading and Written Expression Competency –</b><br><b>May be met by completion of one of the following:</b> <ol style="list-style-type: none"> <li><b>Completion of English 101</b> (or its equivalent at another college) with a grade of “C” or better.</li> <li><b>A score of 3 or higher</b> on one of the following AP Exams: English Language &amp; Composition<br/>English Composition &amp; Literature</li> <li>In meeting the Reading and Written Expression competency requirement, coursework is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges</li> <li><b>Complete the college assessment exam in English</b> and achieve a score determined comparable to satisfactory completion of English 101. That is, students who place into an English course above the level of English 101 have met the competency requirement. Title 5, CCR, section 55500</li> </ol> |

- IV. **Residency Requirement:** Completion of at least 12 units of work in residence and attendance at the college during the semester in which the requirements are completed. Exceptions may be made for injustice or undue hardship. (6201.13)

**How to Choose the Correct General Education Plan**

Students will follow either PLAN A or B depending on the number of units in their major.

*Please see a counselor and check the college catalog or the LATTC homepage “Program Fact Sheets” for specific major requirements.*

## 2013 - 2014 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

| AREA          | COURSE DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                 | UNITS                   | units completed | units in progress | units needed | pass-along or exam |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------|-------------------|--------------|--------------------|
| <b>AREA A</b> | <b>ENGLISH LANGUAGE COMMUNICATION &amp; CRITICAL THINKING</b><br>3 courses - Select one course each from group A1, A2 & A3                                                                                                                                                                                                                                                                                         | <b>9 UNITS</b>          |                 |                   |              |                    |
| <b>A1</b>     | <b>Oral Communication</b><br>• Communication Studies (formerly Speech) 101, 151                                                                                                                                                                                                                                                                                                                                    | 3 units                 |                 |                   |              |                    |
| <b>A2</b>     | <b>Written Communication</b><br>• English 101                                                                                                                                                                                                                                                                                                                                                                      | 3 units                 |                 |                   |              |                    |
| <b>A3</b>     | <b>Critical Thinking</b><br>• English 102**, 103<br>• Philosophy 8                                                                                                                                                                                                                                                                                                                                                 | 3 units                 |                 |                   |              |                    |
| <b>AREA B</b> | <b>SCIENTIFIC INQUIRY &amp; QUANTITATIVE REASONING</b><br>3 courses: 1. Select one course from group B1 <i>Physical Science</i> & one course from group B2 <i>Biological Sciences (Life Science)</i><br>2. At least one of the courses from B1 or B2 must include a lab. Eligible lab courses are identified with an asterisk *<br>3. Select one course from group B4, <i>Mathematics / Quantitative Reasoning</i> | <b>At least 9 UNITS</b> |                 |                   |              |                    |
| <b>B1</b>     | <b>Physical Sciences</b><br>• Anatomy 1*(pending F13)<br>• Astronomy 1, 5*<br>• Chemistry 51*, 65*, 101*, 102*, 211*, 212*, 221*<br>• Environmental Science 1                                                                                                                                                                                                                                                      | 1 course                |                 |                   |              |                    |
| <b>B2</b>     | <b>Biological Sciences</b><br>• Anthropology 101<br>• Biology 3*, 5* (pending F13) 6*, 7*, 20 (thru Fall 2012)*<br>• Microbiology 1*, 20*<br>• Psychology 2                                                                                                                                                                                                                                                        | 1 course                |                 |                   |              |                    |
| <b>B4</b>     | <b>Mathematics / Quantitative Reasoning</b><br>• Math 225, 227, 235, 236, 240, 245, 260, 265, 266, 267, 270, 275                                                                                                                                                                                                                                                                                                   | 1 course                |                 |                   |              |                    |
| <b>AREA C</b> | <b>ARTS &amp; HUMANITIES</b><br>Select 3 courses: at least one from each group C1 & C2                                                                                                                                                                                                                                                                                                                             | <b>9 UNITS</b>          |                 |                   |              |                    |
| <b>C1</b>     | <b>Arts</b><br>• Architecture 130 (2 units), 131 (2 units)<br>• Art 101, 102, 103, 104, 201, 501<br>• Music 101, 111, 141<br>• Kinesiology 32<br>• Theater 100                                                                                                                                                                                                                                                     |                         |                 |                   |              |                    |
| <b>C2</b>     | <b>Humanities</b><br>• American Sign Language 1, 2<br>• English 102**, 203, 205, 206, 207, 208, 212, 215<br>• French 1, 2<br>• Humanities 1, 2<br>• Labor Studies 21<br>• Philosophy 1<br>• Kinesiology Major 106<br>• Spanish 1, 2, 3, 4, 21, 22, 35, 36                                                                                                                                                          |                         |                 |                   |              |                    |
| <b>AREA D</b> | <b>SOCIAL SCIENCES</b><br>Select 3 courses: at least one from 2 different groups<br># denotes courses meeting CSU American History                                                                                                                                                                                                                                                                                 | <b>9 UNITS</b>          |                 |                   |              |                    |
| <b>D0</b>     | <b>Sociology &amp; Criminology</b><br>• Sociology 1, 2                                                                                                                                                                                                                                                                                                                                                             |                         |                 |                   |              |                    |
| <b>D1</b>     | <b>Anthropology &amp; Archeology</b><br>• Anthropology 102                                                                                                                                                                                                                                                                                                                                                         |                         |                 |                   |              |                    |
| <b>D2</b>     | <b>Economics</b><br>• Economics 1, 2                                                                                                                                                                                                                                                                                                                                                                               |                         |                 |                   |              |                    |
| <b>D3</b>     | <b>Ethnic Studies</b><br>• Communication Studies (formerly Speech) 121                                                                                                                                                                                                                                                                                                                                             |                         |                 |                   |              |                    |
| <b>D4</b>     | <b>Gender Studies</b><br>• Psychology 32                                                                                                                                                                                                                                                                                                                                                                           |                         |                 |                   |              |                    |
| <b>D5</b>     | <b>Geography</b><br>• Geography 2                                                                                                                                                                                                                                                                                                                                                                                  |                         |                 |                   |              |                    |
| <b>D6</b>     | <b>History</b><br>• History 11*, 12*, 41*, 42*, 86, 87                                                                                                                                                                                                                                                                                                                                                             |                         |                 |                   |              |                    |
| <b>D7</b>     | <b>Interdisciplinary Social or Behavioral Science</b><br>• Labor Studies 4<br>• Communication Studies (formerly Speech) 122                                                                                                                                                                                                                                                                                        |                         |                 |                   |              |                    |
| <b>D8</b>     | <b>Political Science, Government &amp; Legal Institutions</b><br>• Political Science 1*, 2, 7                                                                                                                                                                                                                                                                                                                      |                         |                 |                   |              |                    |
| <b>D9</b>     | <b>Psychology</b><br>• Child Development 1**<br>• Psychology 1, 32                                                                                                                                                                                                                                                                                                                                                 |                         |                 |                   |              |                    |
| <b>AREA E</b> | <b>LIFELONG LEARNING &amp; SELF-DEVELOPMENT</b><br>Select one course                                                                                                                                                                                                                                                                                                                                               | <b>3 units</b>          |                 |                   |              |                    |
|               | • Child Development 1**<br>• Health 2, 6, 8, 11, 21<br>• Personal Development 20<br>• Psychology 41                                                                                                                                                                                                                                                                                                                |                         |                 |                   |              |                    |

### ≠ 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 D, these courses are identified in Area D with this symbol #)

Group 1 (GE Area D6) Political Science 1\* 3 units  
Group 2 (GE Area D8) History 11\*, 12\*, 41\* or 42\* 3 units

Counselor (print)

Counselor's Signature

Date

Evaluator (print)

Evaluator's Signature

Date

☐ Full Certification

☐ Partial Certification

LAST NAME

FIRST NAME

M.I.

STUDENT ID

**CSU Admission Requirements**

- A1.** Communication Studies (formerly Speech) 101  
**A2.** English 101  
**A3.** Critical Thinking (one course) English 102, 103 or Philosophy 8.  
 (for CSULA take English 103, this also meets a graduation requirement)  
**B 4.** Mathematics (one course) Check list on front side\*\*\*  
 (\*\*\*)check your major requirements to make sure your math also satisfies this requirement)

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

60 transferrable units are required for admission to CSU as an upper division student.  
 The Admission requirement and unit requirement must be completed prior to admission

- Fall:** completed by spring for following fall  
**Winter quarter:** completed by summer for following winter quarter (January)  
**Spring sem.:** completed by summer for following spring semester (January)  
**Spring quarter:** completed by fall for following spring quarter (March)

**Note:** USE [www.assist.org](http://www.assist.org) to check admission policies 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
- Counselor must sign this verification before submission to the Admissions & Records office.

LAST NAME

FIRST NAME

M.I.

STUDENT ID

## 2013 – 2014 IGETC CSU / UC GENERAL EDUCATION CHECK SHEET—39 Units Required

**\*\*COURSES LISTED IN MORE THAN ONE AREA SHALL NOT BE CERTIFIED IN MORE THAN ONE AREA EXCEPT FOR  
^LANGUAGES OTHER THAN ENGLISH, WHICH CAN BE CERTIFIED IN AREAS 3B AND 6A.**

| AREA            | REQUIREMENTS                                                                                                                                                                                                                                                                                                                 | UNITS            | units completed | units in progress | units needed | pass-along or exam |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|-------------------|--------------|--------------------|
| <b>AREA 1</b>   | <b>ENGLISH LANGUAGE COMMUNICATION &amp; CRITICAL THINKING</b><br>UC: 2 courses: one each from Group 1A and 1B. (6 semester units)<br>CSU: 3 courses: one each from Group 1A, 1B & 1C (9 semester units)                                                                                                                      | <b>6-9 UNITS</b> |                 |                   |              |                    |
| 1A              | English Composition<br>• English 101                                                                                                                                                                                                                                                                                         | 3 units          |                 |                   |              |                    |
| 1B              | Critical Thinking<br>• English 102**, 103                                                                                                                                                                                                                                                                                    | 3 units          |                 |                   |              |                    |
| 1C              | Oral Communication (CSU)<br>• Communication Studies (formerly Speech) 101, 151                                                                                                                                                                                                                                               | 3 units          |                 |                   |              |                    |
| <b>AREA 2</b>   | <b>MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</b>                                                                                                                                                                                                                                                                      | <b>3-5 UNITS</b> |                 |                   |              |                    |
| 2A              | Mathematics<br>• Math 225, 227, 235, 236, 245, 260, 265, 266, 267, 270, 275                                                                                                                                                                                                                                                  |                  |                 |                   |              |                    |
| <b>AREA 3</b>   | <b>ARTS &amp; HUMANITIES</b><br>Select 3 courses: at least one from each group 3A & 3B                                                                                                                                                                                                                                       | <b>9 UNITS</b>   |                 |                   |              |                    |
| 3A              | Arts<br>• Art 101, 102, 103, 104<br>• Kinesiology 32                                                                                                                                                                                                                                                                         |                  |                 |                   |              |                    |
| 3B              | Humanities<br>• American Sign Language 2^<br>• English 102**, 203, 205, 206, 207, 208, 212, 215<br>• French 2^<br>• Humanities 1, 2                                                                                                                                                                                          |                  |                 |                   |              |                    |
| 3C              | Music<br>• Music 101, 111<br>• Theater 100**                                                                                                                                                                                                                                                                                 |                  |                 |                   |              |                    |
| 3D              | Labor Studies<br>• Labor Studies 21<br>• Philosophy 1<br>• Spanish 2^, 3^, 4^<br>• Theater 100**                                                                                                                                                                                                                             |                  |                 |                   |              |                    |
| <b>AREA 4</b>   | <b>SOCIAL SCIENCES</b><br>Select 3 courses: at least one from 2 different groups<br># denotes courses meeting CSU American History & Institutional graduation requirements                                                                                                                                                   | <b>9 UNITS</b>   |                 |                   |              |                    |
| 4A              | Anthropology & Archeology<br>• Anthropology 102                                                                                                                                                                                                                                                                              |                  |                 |                   |              |                    |
| 4B              | Economics<br>• Economics 1, 2                                                                                                                                                                                                                                                                                                |                  |                 |                   |              |                    |
| 4C              | Ethnic Studies<br>• Communication Studies (formerly Speech) 122                                                                                                                                                                                                                                                              |                  |                 |                   |              |                    |
| 4E              | Geography<br>• Geography 2                                                                                                                                                                                                                                                                                                   |                  |                 |                   |              |                    |
| 4F              | History<br>• History 11#, 12#, 41#, 42#, 86, 87<br>• Political Science 1#, 7                                                                                                                                                                                                                                                 |                  |                 |                   |              |                    |
| 4I              | Psychology<br>• Child Development 1<br>• Psychology 1, 32                                                                                                                                                                                                                                                                    |                  |                 |                   |              |                    |
| 4J              | Sociology & Criminology<br>• Sociology 1, 2                                                                                                                                                                                                                                                                                  |                  |                 |                   |              |                    |
| <b>AREA 5</b>   | <b>PHYSICAL AND BIOLOGICAL SCIENCES</b><br>Select 2 courses: at least one from Group 5A & 5B<br>Complete at least one science course with a lab from 5A or 5B.<br>Eligible lab course are identified with a hash tag #                                                                                                       | <b>7-9 units</b> |                 |                   |              |                    |
| 5A              | Physical Sciences<br>• Astronomy 1, 5^<br>• Chemistry 51^, 65^, 70^, 101^, 102^, 211^, 212^, 221^<br>• Environmental Science 1                                                                                                                                                                                               | 1 course         |                 |                   |              |                    |
| 5B              | Biological Sciences<br>• Anatomy 1# (pending F13)<br>• Anthropology 101<br>• Biology 3#, 5# (pending F13), 6#, 7#, (20# thru F13)                                                                                                                                                                                            | 1 course         |                 |                   |              |                    |
| 5C              | Geography<br>• Geography 1<br>• Geology 1, 6#<br>• Physics 1#, 2#, 3#, 4#, 6#, 7#, 11#, 12, 14#                                                                                                                                                                                                                              |                  |                 |                   |              |                    |
| 5D              | Microbiology<br>• Microbiology 1#, 20#<br>• Physiology 1# (pending F13)<br>• Psychology 2                                                                                                                                                                                                                                    |                  |                 |                   |              |                    |
| <b>AREA 6</b>   | <b>LANGUAGES OTHER THAN ENGLISH (UC Requirement Only)</b><br>Equivalency: 1 year of Foreign Language level 1                                                                                                                                                                                                                 | <b>4-5 units</b> |                 |                   |              |                    |
| 6A              | American Sign Language 1, 2^<br>French 1, 2^<br>Spanish 1, 2^, 3^, 4^, 21, 22, 35, 36                                                                                                                                                                                                                                        |                  |                 |                   |              |                    |
| 6B              | 2 years of the same Foreign Language from high school with "C's" or better.<br>Validation by completing level 2^ language or higher in AREA 3B.<br>AP Language Exam with a score of 3 or higher.                                                                                                                             |                  |                 |                   |              |                    |
| <b>AH&amp;I</b> | <b>CSU GRADUATION REQUIREMENTS IN AMERICAN INSTITUTIONS (CSU Requirement Only)</b><br>Select one course from A. and B.<br>CSU Requirement in U.S. History, Constitution, and American Ideals. Not part of IGETC, but may be completed prior to transfer. These courses may also count in Area 4. # denotes eligible courses. |                  |                 |                   |              |                    |
| A               | Political Science 1#                                                                                                                                                                                                                                                                                                         |                  |                 |                   |              |                    |
| B               | History 11#, 12#, 41#, 42#                                                                                                                                                                                                                                                                                                   |                  |                 |                   |              |                    |

LAST NAME

FIRST NAME

M.I.

STUDENT ID

GRADUATION  
REQUIREMENTS

Counselor (print)

Counselor's Signature

Date

☐ Full Certification

Evaluator (print)

Evaluator's Signature

Date

☐ Partial Certification

## 2013 – 2014 IGETC CSU / UC GENERAL EDUCATION CHECK SHEET—39 Units Required

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program that community colleges transfer students may use to fulfill lower-division general education requirements in either the UC or the CSU system without the need, after transfer, to take additional lower-division general education courses. The IGETC pattern is 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. Completion of IGETC does NOT guarantee admission, nor is it required for admission.

Some students may be better served by taking courses, that fulfill the CSU General Education-Breadth requirements or the requirements of the UC campus or other college to which they plan to transfer. Students pursuing majors that require extensive lower-division major preparation may not find the IGETC option to be advantageous. Engineering, Architecture, and Liberal Studies are examples of those majors. UC San Diego Colleges of Roosevelt and Revelle, UC Berkeley Haas School of Business and the College of Environmental Design (Architecture & Landscape Architecture majors) will not accept the IGETC. Schools of Engineering do not generally recommend the IGETC. Before selecting any courses, please see a counselor for assistance in planning your program.

Courses completed at a California Community College will be applied to the subject area in which they were listed by the institution where the work was completed. Coursework from other United States regionally accredited institutions may be used on IGETC. Coursework must be evaluated by a counselor. All courses must be completed with a grade of C (2.0) or higher. A "Credit" or "Pass" that is defined by institutional policy as being equivalent to a grade of C (2.0) or higher may be applied to meet IGETC requirements. Foreign coursework from non-US regionally accredited institutions may not be used. Course credit earned on the basis of acceptable scores on Advanced Placement (AP) or International Baccalaureate (IB) exams can be applied toward IGETC certification.

**IGETC CERTIFICATION**

The IGETC requirements should be completed and certified prior to transfer. "Certification" means that the last California Community College a student attended for a regular term (Fall or Spring for semester schools or Fall, Winter, Spring for quarter schools) prior to transfer to the UC or CSU system will verify that the student has completed the IGETC requirements. It is the student's responsibility to request IGETC certification during the last semester of attendance at Los Angeles Trade Tech College prior to transfer.

**Requests for IGETC certification may be filed in the Admissions and Records Office**

Before petitioning for IGETC certification, students must meet with a LATTC counselor to sign and verify that they have fulfilled their IGETC requirements.

Some private and out-of-state colleges and universities will accept the completed IGETC to meet their lower-division general education requirements.

**NOTE:** Revelle Colleges at UC San Diego, the Haas School of Business at UC Berkeley, and the Environmental Design (architecture & Landscape Architecture majors) at UC Berkeley, will not accept IGETC. In addition, some students may be better served by taking courses that fulfill the CSU General Education- Breadth Pattern, or that meet requirements for the specific general education pattern of the UC campus or college to which the students plan to transfer. Students pursuing majors that require extensive lower-division major preparation may not find the IGETC option advantageous. Engineering, Architecture, and Liberal Studies are examples of those majors.

**PRIVATE AND OUT OF STATE SCHOOLS THAT ACCEPT IGETC**

AICU, Alliant International University (formerly United States International University), American University of Paris, Arizona State University, Biola University, California College of the Arts, California Lutheran University, Chapman University, City University of London-England, Cogswell Polytechnical College, Concordia University, Dominican College of San Rafael, Hawaii Pacific University, Holy Names College, John Cabot University, Rome, JFK University, Menlo College, National University, Northern Arizona University, Notre Dame de Namur University (formerly College of Notre Dame), Oregon State University, Saint Mary's College of California, Scripps College, Southern University-Baton Rouge, (LA), University of La Verne, University of Northern Colorado, University of San Francisco, University of the Pacific, University of the West, Vanguard University of Southern California, and Woodbury University.

**UC TRANSFER REQUIREMENTS FOR ADMISSIONS IN ADVANCED STANDING (JUNIOR TRANSFERS)**

Students planning to transfer as juniors to a UC campus should keep the following in mind: Applications for Fall transfers are due November 30<sup>th</sup> for priority consideration.

- Not all UC campuses accept in Winter/Spring. Check with the University Transfer Center or a LATTC counselor.
- Complete 60 UC-transferable semester units.
- Earn at least a 2.4 GPA or 2.8 GPA for California non-residents (**Please note: a 2.4 GPA is the minimum GPA for UC eligibility. However, many UC campuses require a higher GPA to be competitive. Consult the University Transfer Center or a counselor for specific information.**)
- Complete a specific pattern of courses: two transferable English courses, one transferable math course, four transferable courses chose from at least two of the following areas: Art and Humanities, Social and Behavioral Sciences, Physical and Biological Sciences. Completion of IGETC will automatically fulfill these requirements.

**IGETC CHECKLIST**

A summary of requirements for IGETC certification is listed below:

1. The institution is accredited by the Western Association of Schools and Colleges or an equivalent accrediting body.
2. A course taken at a California Community College is applied to the subject area in which it is listed by the institution where the work was completed (check [www.assist.org](http://www.assist.org) for college IGETC lists).
3. Coursework from other U.S. regionally accredited institutions may be used on IGETC. Coursework may be evaluated by a counselor.
4. The grade received in course is C (2.0) or higher. A grade of C- (C minus) is not acceptable. A "Credit" or "Pass" that is defined by institutional policy as being equivalent to a grade of C (2.0) or higher may be applied to IGETC requirements.
5. Foreign coursework from non-United States regionally accredited institutions cannot be used for IGETC.
6. Each course is a minimum of 3 semester or 4 quarter units. (*Exceptions may be made for English Composition or Math. See a counselor for details.*)
7. All courses that meet IGETC requirements are completed by the end of the semester that the student is petitioning for certification.

LAST NAME

FIRST NAME

M.I.

STUDENT ID



# GENERAL EDUCATION LEARNING OUTCOMES (GELOs)

## GENERAL EDUCATION LEARNING OUTCOMES (GELOS) ASSESSMENT

Because General Education is usually the largest interdisciplinary program at any institution of higher learning, we have created a separate section to describe its unique qualities. General education assessment is the evaluation of student learning within the curricular areas meeting the College's general education requirements for a degree: natural sciences, social and behavioral sciences, humanities, language and rationality, and health and physical education. Because the general education requirement is an institutional requirement that crosses disciplines, assessment occurs on a broader scale than course or program assessment. The general education areas are assessed for whether students are achieving the learning outcomes as stated in the College Catalogue for each area. General education assessment can be done through standardized testing (for writing, mathematics, and natural science), surveys or prompts (for social and behavioral science and arts and humanities), evaluated speeches (for speech), and institutionally developed or administered exams (for critical thinking and computer and information literacy). General education assessment may occur in any of the courses that meet the general education requirement, and certain institutional assessments may also take place in courses outside the general educational areas. Click the icon to the left for a PLOs and GELOs Powerpoint Presentation.

The general learning outcomes (GELOs) statements for each area are listed below:

### Humanities:

Examine the human response to the world around them through artistic and cultural creation.

Demonstrate an understanding and appreciation of the ways in which arts, literature, philosophy or foreign languages reflect historical, intellectual, and cultural contexts, as well as aesthetic tastes.

### Natural Sciences

Demonstrate a knowledge of natural phenomena and recognize the processes that explain them.

Assess the relationships between science and other human activities through the examination of the physical universe, its life forms, and its natural phenomena.

### Language & Rationality

Apply formal systems of reasoning in solving problems or analyzing arguments.

Critically evaluate communication in a symbol system appropriate to the academic discipline being studied.

### Behavioral and Social Sciences:

Demonstrate an understanding of the perspectives, theories, methods, and core concepts of the social and behavioral sciences.

Explain the major problems and issues in the disciplines in their contemporary, historical and geographical contexts.

### Health & Kinesiology (formerly Physical Education)

Demonstrate awareness of attributes for healthy physical and psychological life styles.

Practice proper techniques and skills as related to the designated physical activities.

# EDUCATIONAL PROGRAMS AND COURSES

## LATTC CERTIFICATE AND DEGREE PROGRAM BY DEFINITION:

Many certificate and degree programs are available within each department and discipline at Los Angeles Trade-Technical College. A description and requirements for each program offered at the college is provided in this section.

### ASSOCIATE DEGREE PROGRAMS

Associate in Science (AS) and Associate in Arts (AA) degree programs are composed of three parts: general education, a program of study or an area of emphasis, and additional graduation requirements or electives to bring the total units to a minimum of 60 semester units. However, the associate degree represents more than an accumulation of units. Instead, it embodies completion of a well-defined pattern of learning experiences that are designed to develop certain capabilities. All the general requirements for the associate degree at Los Angeles Trade-Technical College are specified in the Associate Degree Requirements section of this catalog. The specific degree requirements—majors or areas of emphasis, electives, and general education graduation plan—is provided for each degree program on the following pages.

### CERTIFICATE OF ACHIEVEMENT PROGRAMS

A Certificate of Achievement is issued in State-approved programs designed for students who are looking for instruction with a high degree of specialization. Certificate of Achievement programs vary in length (typically ranging anywhere from 12 to 48 units), but most have 18 or more semester units, and may be pursued on a full-time or part-time basis. Certificate of Achievement programs are usually less than a two-year educational program comprised of courses needed to prepare students for immediate employment. In addition, a website is provided by Los Angeles Trade-Technical College to equip students with important information on each Certificate of Achievement program offered at the college including, but not limited to: program costs, employment projections and profiles related to the occupation(s) the program trains students for, and program completers. The website is available at: <http://college.lattc.edu/certificates/>. noted on the student's transcript.

### NONCREDIT PROGRAMS

Noncredit programs are an organized sequence of two or more courses leading to a defined objective, certificate, a diploma, or license. Noncredit programs at Los Angeles Trade-Technical College generally fall into these two program areas: career development and college preparation or career technical programs with "high employment potential" that provide 288 hours or more of instruction. Courses comprising noncredit programs are not applicable to a credit certificate or degree program.

### APPRENTICESHIP PROGRAMS

Apprenticeship programs prepare students for any profession, trade, or craft that are learned through a combination of supervised, on-the-job training with off-the-job formal education. Los Angeles Trade-Technical College's apprenticeship programs are intended for students who are indentured to learn a trade under agreement with the State of California Division of Apprenticeship Standards. As such these programs are restricted to indentured apprentices only.

## PROGRAM AND STUDENT LEARNING OUTCOMES

LATTC has established learning outcomes for the courses and programs it offers. Throughout this section, program learning outcomes are provided for each approved degree and certificate program.

### THE WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES (WASC)

Outcomes are used to describe the anticipated or achieved results of programs or the accomplishment of institutional objectives, as demonstrated by such indicators as student attitudes, knowledge, and/or performance. (WASC Handbook of Accreditation/2001)

### THE ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES (ACCJC)

Student Learning Outcomes are the knowledge, skills, abilities, and attitudes that a student has attained at the end (or as a result) of his or her engagement in a particular set of collegiate experiences. (p.49, Accreditation Standards—ACCJC Standards Glossary)

### THE ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES

Student Learning Outcomes refer to overarching specific observable characteristics developed by local faculty that allow them to determine or demonstrate evidence that learning has occurred as a result of a specific course, program, activity, or process.

Outcomes are broader statements of intent or vision that are not necessarily measurable, but observable. Objectives are small steps that lead toward an outcome or goal. Measurability refers to both quantitative and qualitative means of measuring. (p.9, Standards and Practices Committee: Faculty Role in Accreditation.)

# DEGREE AND CERTIFICATE LISTING

The degree and certificate programs in the table below are grouped in related areas by Top Codes. Detailed degree and certificate information is located alphabetically in the Credit Degree and Certificate Programs section of the catalog.

| PROGRAM TITLE                                                    | DEGREE | CERT. | MAJOR UNITS | TOP CODE |
|------------------------------------------------------------------|--------|-------|-------------|----------|
| <b>Accounting</b>                                                |        |       |             |          |
| Accounting                                                       | AA     |       | 47          | 0502.00  |
| Accounting Clerk                                                 |        | C     | 30          | 0502.00  |
| Architectural Technology                                         | AA     | C     | 47          | 0201.00  |
| <b>Automotive Collision Repair</b>                               |        |       |             |          |
| Automotive Collision Repair                                      | AS     |       | 46          | 0949.00  |
| Automotive Collision Repair                                      |        | C     | 36          | 0949.00  |
| <b>Automotive Technology</b>                                     |        |       |             |          |
| Automotive and Related Technology                                | AS     | C     | 36          | 0948.00  |
| Auto & Related Technology: Tune-Up                               |        | C     | 18          | 0948.00  |
| Hybrid & Electric Plug-In Vehicle Technology                     |        | C     | 12          | 0948.40  |
| <b>Business Management</b>                                       |        |       |             |          |
| Management/Supervision                                           | AA     |       | 47          | 0506.30  |
| Management/Supervision                                           |        | C     | 33          | 0506.30  |
| Small Business Entrepreneurship                                  |        | C     | 32          | 0506.40  |
| Retail Merchandising                                             | AA     |       | 47          | 0506.50  |
| <b>Carpentry</b>                                                 |        |       |             |          |
| Carpentry                                                        | AS     | C     | 48          | 0952.10  |
| Carpentry - Construction Technologies                            | AA     | C     | 48          | 0952.10  |
| Chemical Technology                                              | AS     | C     | 47          | 0955.00  |
| Chemistry                                                        | AS     |       | 38          | 1905.00  |
| <b>Child Development/Early Care and Education</b>                |        |       |             |          |
| Child Development Plan A                                         | AA     |       | 31          | 1305.00  |
| Child Development: Plan B                                        | AA     |       | 47          | 1305.00  |
| Early Childhood Education                                        | AS-T   |       | 25          | 1305.00  |
| Infant/Toddler Teacher                                           |        | C     | 27          | 1305.00  |
| Preschool Associate Teacher                                      |        | C     | 15          | 1305.00  |
| Preschool Teacher                                                |        | C     | 35          | 1305.00  |
| School Age Program Teacher                                       |        | C     | 33          | 1305.00  |
| Site Supervisor                                                  |        | C     | 43          | 1305.00  |
| Teacher with Special Needs                                       |        | C     | 30          | 1305.00  |
| <b>Community Planning &amp; Economic Development</b>             |        |       |             |          |
|                                                                  |        | C     | 21          | 2199.00  |
| <b>Computer Applications &amp; Office Technology</b>             |        |       |             |          |
| CAOT: Administrative Asst                                        | AA     |       | 43          | 0514.00  |
| CAOT: Administrative Asst                                        |        | C     | 31          | 0514.00  |
| CAOT: Information Processing Specialist                          | AA     |       | 44          | 0514.00  |
| CAOT: Information Processing Specialist                          |        | C     | 33          | 0514.00  |
| CAOT: Office Assistant-Clerical                                  | AA     |       | 42          | 0514.00  |
| CAOT: Office Assistant-Clerical                                  |        | C     | 34          | 0514.00  |
| Medical Office Assistant                                         |        | C     | 32          | 0514.20  |
| <b>Computer Information Systems</b>                              |        |       |             |          |
| Computer Information Systems                                     | AS     |       | 44          | 0702.00  |
| Computer Information Systems                                     |        | C     | 39          | 0702.00  |
| <b>Correctional Science</b>                                      |        |       |             |          |
|                                                                  | AS     | C     | 36          | 2105.10  |
| <b>Cosmetology, Skin Therapy and Barbering</b>                   |        |       |             |          |
| Cosmetology                                                      | AA     | C     | 48          | 3007.00  |
| Skin Therapy                                                     |        | C     | 24          | 3007.00  |
| <b>Culinary Arts, Baking and Restaurant Management</b>           |        |       |             |          |
| Baking Professional                                              | AA     | C     | 48          | 1306.30  |
| Culinary Arts                                                    | AA     | C     | 48          | 1306.30  |
| Restaurant Management                                            | AA     |       | 42          | 1307.10  |
| <b>Diesel and Related Technologies</b>                           |        |       |             |          |
| Diesel and Related Technology                                    | AS     | C     | 45          | 0947.00  |
| Hybrid & Electric Plug-In Vehicle Technology                     |        | C     | 12          | 0948.40  |
| <b>Electrical</b>                                                |        |       |             |          |
| Electrical Construction & Maintenance                            | AS     | C     | 48          | 0952.20  |
| Electrical Construction & Maintenance: Construction Technologies | AA     | C     | 43          | 0952.20  |
| <b>Electronics and Electric Technology</b>                       |        |       |             |          |
| Electronics Communications                                       | AS     | C     | 44          | 0934.30  |
| Microcomputer Technician                                         | AS     | C     | 42          | 0934.10  |
| <b>English</b>                                                   |        |       |             |          |
|                                                                  | AA     |       | 18          | 1501.00  |
| <b>Environmental Control Technology</b>                          |        |       |             |          |
| Operation & Maintenance Engineering: Steam Plant                 |        | C     | 36          | 0946.00  |

| PROGRAM TITLE                                                                           | DEGREE | CERT. | MAJOR UNITS | TOP CODE |
|-----------------------------------------------------------------------------------------|--------|-------|-------------|----------|
| Refrigeration & Air Conditioning Mechanics                                              | AS     | C     | 48          | 0946.00  |
| Renewable Energy: Energy Efficiency Emphasis                                            | AS     |       | 40-42       | 0946.10  |
| Weatherization and Energy Efficiency                                                    |        | C     | 12          | 0946.10  |
| Energy Systems Technology Fundamentals                                                  |        | C     | 16          | 0946.10  |
| Renewable Energy Technician: Solar PV Installation and Maintenance                      | AS     |       | 42          | 0946.10  |
| Solar PV Installation and Maintenance Technician                                        |        | C     | 26          | 0946.10  |
| Renewable Energy Technician: Solar Thermal                                              | AS     |       | 42          | 0946.10  |
| Solar Thermal Installation & Maintenance Technician                                     |        | C     | 30          | 0946.10  |
| <b>Fashion Design, Merchandising and Production</b>                                     |        |       |             |          |
| Fashion Design                                                                          | AA     | C     | 46          | 1303.10  |
| Fashion Technology                                                                      | AA     |       | 42          | 1303.10  |
| Fashion Technology                                                                      |        | C     | 28          | 1303.10  |
| Fashion Merchandising                                                                   | AS     | C     | 45          | 1303.20  |
| Tailoring                                                                               |        | C     | 45          | 1303.20  |
| <b>Industrial Systems Technology and Maintenance</b>                                    |        |       |             |          |
| Renewable Energy Generation, Transmission & Distribution w. Powerline Mechanic Emphasis | AS     |       | 40-43       | 0945.00  |
| Powerline Mechanic                                                                      |        | C     | 18-20       | 0945.00  |
| Utility Industry Fundamentals                                                           |        | C     | 19-21       | 0945.00  |
| <b>Labor Studies</b>                                                                    |        |       |             |          |
| Labor Studies                                                                           | AA     |       | 36          | 0516.00  |
| Labor Studies                                                                           |        | C     | 24          | 0516.00  |
| <b>Liberal Arts &amp; Sciences</b>                                                      |        |       |             |          |
| Interdisciplinary Studies: Arts & Sciences                                              | AA     |       | 49          | 4901.20  |
| Interdisciplinary Studies: Natural Sciences                                             | AA     |       | 18          | 4902.00  |
| <b>Machine Shop: CNC</b>                                                                |        |       |             |          |
|                                                                                         | AS     | C     | 48          | 0956.30  |
| <b>Marketing and Public Relations</b>                                                   |        |       |             |          |
| Marketing and Public Relations                                                          | AA     |       | 44          | 0509.00  |
| Marketing and Public Relations                                                          |        | C     | 33          | 0509.00  |
| <b>Mathematics</b>                                                                      |        |       |             |          |
|                                                                                         | AS-T   |       | 21-22       | 1701.00  |
| <b>Motorcycle Repair Mechanics-Adjunct</b>                                              |        |       |             |          |
|                                                                                         |        | C     | 23          | 0948.30  |
| <b>Nursing</b>                                                                          |        |       |             |          |
| Nursing, Registered                                                                     | AS     |       | 41          | 1230.10  |
| Nursing, Registered - LVN-RN Career Ladder                                              | AS     |       | 33          | 1230.10  |
| LVN to RN 30-Unit Option                                                                |        |       | 30          |          |
| <b>Paralegal Studies</b>                                                                |        |       |             |          |
|                                                                                         | AA     | C     | 42          | 1402.00  |
| <b>Plumbing</b>                                                                         |        |       |             |          |
| Plumbing                                                                                | AS     | C     | 48          | 0952.30  |
| Plumbing: Construction Tech                                                             | AA     | C     | 45          | 0952.30  |
| <b>Process Technology</b>                                                               |        |       |             |          |
|                                                                                         | AS     | C     | 45          | 0999.00  |
| <b>Real Estate</b>                                                                      |        |       |             |          |
| Real Estate                                                                             | AA     |       | 45          | 0511.00  |
| Real Estate                                                                             |        | C     | 30          | 0511.00  |
| <b>Sign Graphics &amp; Visual Communications</b>                                        |        |       |             |          |
| Sign Graphics                                                                           | AA     | C     | 44          | 1013.00  |
| Visual Communications                                                                   | AA     | C     | 48          | 1013.00  |
| <b>Solid Waste Management Technology</b>                                                |        |       |             |          |
|                                                                                         |        | C     | 24          | 0999.00  |
| <b>Street Maintenance Technology</b>                                                    |        |       |             |          |
|                                                                                         | AA     | C     | 30          | 2102.10  |
| <b>Water and Wastewater Technology</b>                                                  |        |       |             |          |
| Water Systems Technology: Supply Water Technology                                       | AS     |       | 22          | 0958.00  |
| Supply Water Systems Technology                                                         |        | C     | 22          | 0958.00  |
| Wastewater Systems Technology                                                           | AS     |       | 21          | 0958.00  |
| <b>Welding Technology</b>                                                               |        |       |             |          |
| Welding, Gas and Electric                                                               | AS     | C     | 48          | 0956.50  |
| Welding, Gas and Electric: Construction Technologies                                    |        | C     | 28          | 0956.50  |
| <b>Noncredit - Continuing Education</b>                                                 |        |       |             |          |
| College Readiness                                                                       |        | CN    |             | 4930.62  |
| ESL: Beginning                                                                          |        | CN    |             | 4930.82  |
| Workplace Readiness Certificate of Completion                                           |        | CN    |             | 4930.12  |

# CREDIT DEGREE AND CERTIFICATE PROGRAMS

## ACCOUNTING

**Department:** Business Administration/Computer Applications & Office Technologies  
**Department Chair:** Ms. Paulette Bailey, Room CH-225  
 (213) 763-7269, BaileyP@lattec.edu

| Award Title      | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|------------------|------------|------------|-----------------------|----------------------|-------------------|
| Accounting       | A.A.       | Plan B     | 47                    | -                    | 47                |
| Accounting Clerk | C          |            | 30                    | -                    | 30                |

At least 60 degree applicable units (47 total major units and Plan B units) are required to earn an Associate degree.

### PROGRAM OVERVIEW

The Accounting program offers occupational training to the student who plans to work in general and corporate accounting. Instruction is provided in financial and managerial accounting theory and in various practical aspects of the accounting field. General accountants record transactions involving receivables, payables, payroll, and property into a general ledger and examine the financial records for compliance with accounting standards and applicable laws. Corporate accountants record financial transactions, analyze and evaluate financial records, apply tax law and finance techniques, and may design and implement accounting/ bookkeeping systems and procedures. Many of the courses offer practical accounting training to the owner/operators of a small business. Courses required in the Associate Degree program are basic to the study of more advanced accounting for the student who wishes to continue formal education at a four-year institution. Courses required for the Accounting Clerk Certificate are designed to prepare students for entry-level positions in specialized occupational areas after 2 to 3 semesters of study.

By fulfilling the program requirements, students are proficient in the application of basic financial and managerial accounting principles and techniques. They will be adept at analyzing and recording economic transactions using Generally Accepted Accounting Principles (GAAP) and relevant computer applications. They will understand the application of the accounting principles and techniques to service, merchandising, and manufacturing businesses. Typical positions are bookkeeper, accounting clerk, junior-accountant and tax preparer. The program will prepare students for advancement to senior accountant or chief bookkeeper. This program of study may also lead to many other careers in business and industry.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Analyze and apply accounting theory to service and merchandising, governmental and nonprofit, and corporate organizations in compliance

with accounting principles.

- Employ managerial and cost accounting principles.
- Apply business laws to the business environment.
- Utilize specialized ledgers and software to record and process expenditures, receipts, payroll, and other financial transactions for a business or organization.
- Prepare and process payroll records and reports in compliance with state and federal requirements.
- Analyze and prepare financial statements in accordance with accounting principles.
- Use the Internal Revenue Code as it relates to individual, partnership, and corporation income taxes.
- Demonstrate effective business communication skills.

## ACCOUNTING

### Associate in Arts Degree

Major Units: 47

Requirements for the Associate in Arts degree in Accounting may be met by completing 47 units of Required 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 |
|---------------|--------------------------------------------------------------|-------|
| BUS 1         | Introduction to Business                                     | 3     |
| BUS 32        | Business Communications                                      | 3     |
| -or- BUS 33   | Technical Report Writing (3)                                 |       |
| BUS 38        | Business Computations                                        | 3     |
| CAOT 82       | Microcomputer Software Survey in the Office                  | 3     |
| SUPV 11       | Oral Communications                                          | 3     |
| SEMESTER II   |                                                              | UNITS |
| ACCTG 1       | Introductory Accounting I                                    | 5     |
| ACCTG 25      | Computerized Accounting Methods and Procedures (Spring only) | 3     |
| ECON 2        | Principles of Economics II (Macro)                           | 3     |
| OFF MCH 2     | Office Machines                                              | 1     |
| SEMESTER III  |                                                              | UNITS |
| ACCTG 2       | Introductory Accounting II                                   | 5     |
| BUS 5         | Business Law I                                               | 3     |
| CAOT 85       | Spreadsheet Analysis                                         | 3     |
| SEMESTER IV   |                                                              | UNITS |
| ACCTG 3       | Intermediate Accounting                                      | 3     |
| ACCTG 11      | Cost Accounting                                              | 3     |
| ACCTG 15      | Tax Accounting or Computerized                               | 3     |
| -or- ACCTG 18 | Payroll Accounting (3)                                       |       |

**NOTE:** Students planning for a career in financial accounting may wish to take Accounting 3 offered in the FALL semester.

## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Apply math knowledge, attention to detail, and familiarity with basic accounting procedures to provide clerical and accounting support for an accounting department.
- Demonstrate effective business communication skills.
- Utilize specialized ledgers and software, such as Quickbooks, to record and process expenditures, receipts, payroll, and other financial transactions for a business or organization

## ACCOUNTING CLERK

## Certificate of Achievement

Major Units: 30

A Certificate of Achievement in Accounting Clerk may be earned by completing 30 units of Required Courses with a "C" or better in each course.

## REQUIRED COURSES

| SEMESTER I  |                                                | UNITS |
|-------------|------------------------------------------------|-------|
| ACCTG 1     | Introductory Accounting I                      | 5     |
| BUS 1       | Introduction to Business                       | 3     |
| BUS 38      | Business Computations                          | 3     |
| CAOT 82     | Microcomputer Software Survey in the Office    | 3     |
| OFF MCH 2   | Office Machines                                | 1     |
| SEMESTER II |                                                | UNITS |
| ACCTG 18    | Computerized Payroll Accounting                | 3     |
| ACCTG 25    | Computerized Accounting Methods and Procedures | 3     |
| ECON 2      | Principles of Economics II (Macro)             | 3     |
| CAOT 85     | Spreadsheet Analysis                           | 3     |
| SUPV 11     | Oral Communications                            | 3     |

## ADMINISTRATION OF JUSTICE

Please refer to Correctional Science.

## ARCHITECTURE TECHNOLOGY

**Department:** Construction, Design, and Manufacturing  
**Department Chair:** Mr. William (Bill) Elarton, ROOM SQ-122  
 (213) 763-3700, cdm@lattc.edu

| Award Title              | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|--------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Architectural Technology | A.A.       | Plan B     | 46                    | 1                    | 47                |
| Architectural Technology | C          |            | 46                    | 1                    | 47                |

At least 60 degree applicable units (47 total major units and Plan B units) are required to earn an Associate degree.

## PROGRAM OVERVIEW

In keeping with the LATTC and Construction, Design, and manufacturing mission, we offer transfer courses and provide assistance with job placement in various venues, including architectural, urban planning and engineering offices; construction management firms; the construction manufacturing industry; and government agencies. We meet Leadership in Energy and Environmental Design (LEED) standards and use sustainable design strategies and current computer tools (including Global Positioning System—GPS, CFM, Computer-aided design—CAD, Geographic Information System—GIS, Building Information Modeling—BIM, 3-D modeling and others) to record, organize, design and maintain the life cycle of the built environment.

Our courses are integrated and comprehensive, covering four clusters of study: 1) design/space-planning/programming; 2) construction documents/BIM; 3) building systems/materials/historical context; and 4) sustainable tools, such as BIM, GPS, CAD, GIS, 3-D modeling, and simulation. Every class includes training in organizational skills, time management, teamwork, communication and digital file management, and the equipment used in the classroom is the same found in professional offices.

In the architecture design program, students learn additional skills, such as prototyping, visualization, conceptualization, 3-D composition, lighting, proportion, sketching and modeling.

This critical foundational knowledge can be applied to the fields of industrial design, toy design, furniture design, interior design, landscape architecture, set design and virtual reality spaces.

Architecture design is a social mechanism that stimulates the sensory system, affecting the intellect and the desire to create by means of spatial languages and computer technologies. Our program provides innovative templates to create spaces, objects, and solutions for local needs — with cutting-edge innovation in particular demand in the Los Angeles area — as well as the global market. We recognize the untapped talent of visual thinkers in our communities and we provide them with a nurturing environment in which learning can happen in the context of doing.

In addition, these new tools can process multiple layers of information, helping us to understand the complex ways in which a single building interacts with its neighborhood, city and world, and thus enhancing our ability to create the necessary innovative solutions.

Given the importance of the built environment and its place in society, a revolution in architecture and design has taken place. New tools — GIS/CAD and 3-D modeling — facilitate an unprecedented analytical and comprehensive means of looking at human-made ecosystems, with these new lenses, we are able to see patterns and relationships we never saw before, helping us to sustain ourselves on the planet.

While some of these tools have been used successfully in design and construction for many years, they now support a broad range of additional applications, such as first response, national intelligence, operations planning, emergency management, Americans with Disabilities Act (ADA) compliance, safety and security planning, space utilization, LEED neighborhood planning, and land optimization.

Architecture design professionals are used throughout the life cycle of a building — from site selection, design and construction to use, maintenance and adaptation, and, ultimately, through closing, repurposing and reclamation. The new challenge is to facilitate each step of the process in a way that maximizes the benefits of the built environment to society while at the same time minimizing the short- and long-term impact on the natural environment.

Architecture design professionals service our communities with solutions for rooms, buildings, campuses, cities, countries and even the global market. Experience in the field and credits from other institutions can be transferred, by examination on a one-to-one basis, for up to 15 units.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Visualize and translate drawing information to actual physical objects and completed construction components.
- Apply building codes and standards as they pertain to the life, health, and safety of the public.
- Demonstrate skill and proficiency in computer-aided drafting and design by showing technical mastery in the use of industry-relevant computer technology and software.
- Explain the role, duties, and responsibilities of the members of the design team, including the working relationship between technicians and professionals.

## ARCHITECTURAL TECHNOLOGY

### Associate in Arts Degree

Major Units: 47

Requirements for the Associate in Arts degree in Architectural Technology may be met by completing 46 units of Required Courses and 1 unit 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.

By fulfilling the program requirements, students will have the skills needed to enter the field as an Architectural Technician who is both a problem solver and an integral part of the design process. Students will master the skills necessary to

work in the construction, drafting, estimating, building inspection, civil, electrical, mechanical and structural engineering, construction computer rendering, and computer-aided drawing arenas. General education classes provide a well rounded education, imparting the knowledge and skills needed to successfully participate in all aspects of society.

### REQUIRED COURSES

| SEMESTER I |                           | UNITS |
|------------|---------------------------|-------|
| INT 200    | Residential Planning      | 3     |
| ARC 130    | History of Architecture I | 2     |
| ARC 172    | Architectural Drawing I   | 3     |
| DRAFT 62   | C.A.D.D. for Architects   | 3     |

| SEMESTER II |                                          | UNITS |
|-------------|------------------------------------------|-------|
| ENV 101     | Elements of Architecture                 | 3     |
| ARC 151     | Materials of Construction                | 3     |
| ARC 173     | Architectural Drawing II                 | 3     |
| ARC 261     | Computer Aided Design for Architecture I | 3     |

| SEMESTER III |                               | UNITS |
|--------------|-------------------------------|-------|
| ARC 131      | History of Architecture II    | 2     |
| ARC 201      | Basic Architectural Drawing   | 3     |
| ARC 271      | Architectural Drawing III     | 3     |
| DRAFT 63     | C.A.D.D. for Building Systems | 3     |

| SEMESTER IV |                                    | UNITS |
|-------------|------------------------------------|-------|
| ARC 152     | Equipment of Buildings             | 3     |
| ARC 202     | Basic Architectural Design II      | 3     |
| ARC 341     | GIS-Metropolitan Access Planning I | 3     |
| DRAFT 010   | Sustainable Landscaping Design I   | 3     |

### MAJOR ELECTIVES

| Select at least 1 unit from the courses below |                          | UNITS |
|-----------------------------------------------|--------------------------|-------|
| ARC 135 †                                     | Historic Preservation    | 2     |
| ARC 160                                       | Computers for Designer   | 3     |
| DRAFT 60 †                                    | Introduction to C.A.D.D. | 3     |
| DRAFT 64 †                                    | C.A.D.D. Laboratory      | 3     |

## ARCHITECTURAL TECHNOLOGY

### Certificate of Achievement

Major Units: 47

A Certificate of Achievement in Architectural Technology may be earned by completing 46 units of Required Courses and 1 unit of Major Electives listed under for the Associates degree in Architectural Technology with a "C" or better in each course.

† Course currently unavailable

# AUTOMOTIVE COLLISION REPAIR

**Department:** Transportation  
**Department Chair:** Mr. Jess Guerra, Room OH-114A  
 (213) 763-3919, GuerraJ@lattc.edu

| Award Title                 | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-----------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Automotive Collision Repair | A.S.       | Plan B     | 36                    | 10                   | 46                |
| Automotive Collision Repair | C          |            | 36                    | -                    | 36                |

At least 60 degree applicable units (36 total major units and Plan B units) are required to earn an Associate degree.

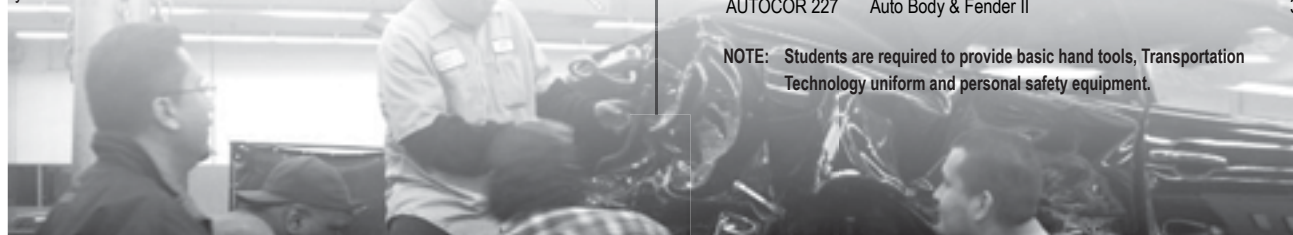
For additional related degrees and certificates, refer to programs under Automotive Technology, Diesel and Related Technologies, and Motorcycle Repair Mechanics.

## PROGRAM OVERVIEW

Los Angeles is a leading collision capital center in the automotive design world. Insurance companies are increasingly demanding Auto Collision Technicians trained in damage cost estimations. The demand for fully trained Automotive Repair Technicians is very high where skilled technicians are readily employable and command excellent incomes. These technicians use highly sophisticated devices, such as laser for straightening frames, computer for mixing paint, and dust control contamination vacuum tools for smoothing paint.

The LATTC Automotive Collision Repair program is designed for students who want to enter this growing field. Classes are a combination of classroom instruction coupled with hands-on training. Students learn welding procedures, diagnostic and repair procedures, body part alignment processes, metal finishing/shrinking/filling techniques, auto body electrical wiring systems, body section replacement and structural sectioning practices, body damage estimating techniques, auto body construction methods, paint color application skills, and body shop practices.

By fulfilling the program requirements, students are proficient in a variety of automotive collision techniques and will have the knowledge and skills necessary to maintain, repair, and diagnose body and fender repairs. They will be proficient at all aspects of preparation and painting, including computerized mixing and matching, damage estimation, creating computerized reports and digital imaging. Students who complete this degree will be able to perform jobs as estimators, service managers equipped to repair problems occurring in automotive collision systems.



## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Identify different types of vehicle frame types, components, and structure chemistries and outline the procedures of repair on the various materials.
- Demonstrate efficiency in the use of various paints, primers, sealers and the tools required to complete collision repairs on a vehicle using the latest trade proficiencies
- Use the various computer software available to create collision repair estimates in accordance to the latest industry standards.

## AUTOMOTIVE COLLISION REPAIR

### 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 114  | Basic Welding Theory and Practices    | 3     |
| AUTOCOR 115  | Auto Body Construction                | 3     |
| AUTOCOR 116  | Basic Collision Repair                | 3     |
| SEMESTER II  |                                       | UNITS |
| AUTOCOR 124  | Parts Replacement and Alignment       | 3     |
| AUTOCOR 125  | Metal Repair and Refinishing          | 3     |
| AUTOCOR 126  | Frame Straightening                   | 3     |
| SEMESTER III |                                       | UNITS |
| AUTOCOR 134  | Body Panel Replacement                | 3     |
| AUTOCOR 135  | Body Section Replacement              | 3     |
| AUTOCOR 136  | Unitize Body and Frame Alignment      | 3     |
| SEMESTER IV  |                                       | UNITS |
| AUTOCOR 140  | Advanced Collision Repair - Section A | 3     |
| AUTOCOR 144  | Advanced Collision Repair - Section B | 3     |
| AUTOCOR 145  | Advanced Collision Repair - Section C | 3     |

## 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     |

NOTE: Students are required to provide basic hand tools, Transportation Technology uniform and personal safety equipment.

**AUTOMOTIVE COLLISION REPAIR****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.

A Certificate of Achievement is awarded for the completion of 36 units in the first through fourth semester Required Courses listed above. This program includes DuPont Paint Systems Certificate of Achievement for Rule 1151 of the South Coast Air Quality Management District (SCAQMD).

**AUTOMOTIVE AND RELATED TECHNOLOGY****Department: Transportation****Department Chair: Mr. Jess Guerra, Room OH-114A  
(213) 763-3919, GuerraJ@latc.edu**

| Award Title                                                                                                                                                             | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Automotive and Related Technology                                                                                                                                       | A.S.       | Plan B     | 36                    | -                    | 36                |
| Automotive and Related Technology                                                                                                                                       | C          |            | 36                    | -                    | 36                |
| Automotive and Related Technology: Tune-up                                                                                                                              | C          |            | 18                    | -                    | 18                |
| At least <u>60 degree applicable units</u> (36 total major units and Plan B units) are required to earn an Associate degree.                                            |            |            |                       |                      |                   |
| For additional related degrees and certificates, refer to programs under Automotive Collision Repair, Diesel and Related Technologies, and Motorcycle Repair Mechanics. |            |            |                       |                      |                   |

**PROGRAM OVERVIEW**

Los Angeles' long-time infatuation with the motorcar has made it a leading center in automotive design. Employment opportunities continue to thrive, and the demand for trained automotive technicians in the field continues to increase. The Automotive and Related Technology program trains students to work as professionals in this field, offering instruction in maintenance, diagnosis and overhaul procedures of electrical and fuel injection systems.

By fulfilling the program requirements, students will have gained the skills necessary to maintain, repair, and diagnose electrical, fuel injection systems, and overhaul procedures, as well as basic shop practices needed to meet industry standards.

**PROGRAM LEARNING OUTCOMES (PLOs)**

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

- Diagnose and repair various types of vehicles using specialty shop tools and diagnostic equipment.
- Perform vehicle repairs using manufacturer technical programs while demonstrating proficiency in adhering to all applicable shop safety regulations.
- Ability to write mechanical repair estimates in accordance to the latest industry standards.

**AUTOMOTIVE AND RELATED TECHNOLOGY****Associate in Science Degree****Major Units: 36**

Requirements for the Associate in Science degree in Automotive and Related Technology may be met by completing 36 units of Required 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.

Students who complete this degree will be able to perform jobs as a diagnostics, to troubleshoot and repair problems occurring in automotive anti-lock braking systems (ABS), electrical/electronic systems, engine performance, drivability, suspension and steering, automatic and manual transmissions, transaxles, engine repair, heating and air conditioning.

Students should take the 6 basic courses during Semester I and Semester II:

| <b>SEMESTER I &amp; II</b> |                                                                | <b>UNITS</b> |
|----------------------------|----------------------------------------------------------------|--------------|
| 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            |
| AUTORTK 135                | Computer Control and Fuel Injection                            | 3            |

| <b>SEMESTER III</b> |                                                             | <b>UNITS</b> |
|---------------------|-------------------------------------------------------------|--------------|
| AUTORTK 100         | Heating and Air Conditioning Theory, Inspection, and Repair | 3            |
| AUTORTK 130         | Automotive Theory and Repair I - Section A                  | 3            |
| AUTORTK 131         | Automotive Theory and Repair II - Section B                 | 3            |

| <b>SEMESTER IV</b> |                                              | <b>UNITS</b> |
|--------------------|----------------------------------------------|--------------|
| AUTORTK 140        | Automotive Theory and Repair III - Section A | 3            |
| AUTORTK 141        | Automotive Theory and Repair IV - Section B  | 3            |
| AUTORTK 142        | Automotive Theory and Repair V - Section C   | 3            |

**NOTE:** Students are required to provide basic hand tools, Transportation Technology uniform and personal safety equipment.

**AUTOMOTIVE AND RELATED TECHNOLOGY****Certificate of Achievement****Major Units: 36**

A Certificate of Achievement in Automotive and Related Technology may be earned by completing 36 units of Required Courses listed above for the Associates degree in Automotive and Related Technology with a "C" or better in each course.

## AUTOMOTIVE AND RELATED TECHNOLOGY: TUNE-UP

### Certificate of Achievement Major Units: 18

A Certificate of Achievement in Automotive and Related Technology: Tune-Up may be earned by completing 18 units of Required Courses with a "C" or better in each course.

| REQUIRED COURSES |                                                                | UNITS |
|------------------|----------------------------------------------------------------|-------|
| AUTORTK 100      | Heating and Air Conditioning Theory, Inspection, and Repair    | 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     |
| AUTORTK 131      | Automotive Theory and Repair II - Section B                    | 3     |
| AUTORTK 135      | Computer Control and Fuel Injection                            | 3     |

## BAKING

**Department:** Culinary Arts/Professional Baking  
**Department Chair:** Mr. Steve Kasmar, ROOM SA-118  
 (213) 763-7332, KasmarSL@lattc.edu

| Award Title                                                                                                                  | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|------------------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Baking Professional                                                                                                          | A.A.       | Plan B     | 48                    | -                    | 48                |
| Baking Professional                                                                                                          | C          |            | 48                    | -                    | 48                |
| At least <u>60 degree applicable units</u> (48 total major units and Plan B units) are required to earn an Associate degree. |            |            |                       |                      |                   |
| For additional related degrees and certificates, refer to programs under Culinary Arts and Restaurant Management.            |            |            |                       |                      |                   |

### PROGRAM OVERVIEW

The Professional Baking program is accredited by the American Culinary Federation Educational Foundation (ACFEF). This two year program prepares students for successful careers within the hospitality community. Baking program students, under the direct supervision of their chef instructor, will discuss, prepare, and analyze various baked goods including quick breads, yeast breads, laminated dough, specialty and wedding cakes, cookies, batters, and restaurant-style plated desserts. Baking formulas, cost controls, ingredient identification and usage is practiced throughout the program.

Students prepare baked goods on a daily basis for a retail bakery located on the LATTC campus, the college cafeteria and faculty dining room as well as catering for special events and holiday functions.

The greater Los Angeles area hosts many bakeries, markets, hotels, restaurants,

and theme parks where baking graduates readily find employment as bakers, retail bakers, cake decorators, pastry cooks, managers, and production assistants.

The Professional Baking program will prepare students for employment in areas of baking and pastry arts. Students will demonstrate the ability to prepare and formulate baking/pastry recipes and formulas, assess food costs and sales price, and organize daily tasks for successful completion of baked goods. The National Restaurant Association Serve Safe Exam is administered at the completion of the first semester.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Practice safety and sanitation in a working environment.
- Define basic culinary and baking and patisserie terminology and procedures.
- Employ correct baking and patisserie methods of preparation.
- Correctly use, identify kitchen tools and equipment, baking and patisserie tools and equipment.
- Identify the use, purpose and application of major categories of ingredients as they relate to culinary and baking procedures.

## BAKING PROFESSIONAL

### Associate in Arts Degree Major Units: 48

Requirements for the Associate in Arts degree in Professional Baking may be met by completing 48 units of Required 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 |
|--------------|---------------------------------------------------------|-------|
| CLN ART 111  | Culinary Arts - Orientation I                           | 4     |
| CLN ART 112  | Sanitation and Safety                                   | 2     |
| CLN ART 170  | Culinary Nutrition                                      | 2     |
| PROFBAK 112  | Application of Basic Techniques, Bakers Math            | 4     |
| SEMESTER II  |                                                         | UNITS |
| PROFBAK 121  | Yeast Breads                                            | 6     |
| PROFBAK 122  | Artesian Breads, Specialty Breads                       | 6     |
| SEMESTER III |                                                         | UNITS |
| PROFBAK 131  | Plated Restaurant Style Desserts                        | 6     |
| PROFBAK 132  | Multi Component Desserts and Pastries                   | 6     |
| SEMESTER IV  |                                                         | UNITS |
| CLN ART 235  | Menu Planning & Purchasing                              | 4     |
| CLN ART 240  | Supervision & Training                                  | 2     |
| PROFBAK 141  | Advanced Baking: Centerpieces and Decorative Techniques | 6     |

**NOTE:** Most Baking/Culinary Arts courses have prerequisites and/or co-requisites. Refer to the Course Descriptions section of the catalog for additional details.

**BAKING PROFESSIONAL****Certificate of Achievement****Major Units: 48**

A Certificate of Achievement in Professional Baking may be earned by completing 48 units of Required Courses listed above for Associates degree in Baking Professional with a "C" or better in each course.

The Professional Baking Certificate prepares the student for a career as a baker, retail baker, pastry cook, production assistant or as a cake decorator.

# **CARPENTRY/BUILDING AND CONSTRUCTION TECHNOLOGIES**

**Department:** Construction, Design, and Manufacturing  
**Department Chair:** Mr. William (Bill) Elarton, ROOM SQ-122  
 (213) 763-3700, cdm@lattc.edu

| Award Title                                                                                                                  | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|------------------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Carpentry<br>—(day only)                                                                                                     | A.S.       | Plan B     | 45                    | 3                    | 48                |
| Carpentry<br>—(day only)                                                                                                     | C          |            | 45                    | 3                    | 48                |
| Carpentry Construction Technologies<br>—(evening only)                                                                       | A.A.       | Plan B     | 39                    | 9                    | 48                |
| Carpentry Construction Technologies<br>—(evening only)                                                                       | C          |            | 39                    | 9                    | 48                |
| At least <u>60 degree applicable units</u> (48 total major units and Plan B units) are required to earn an Associate degree. |            |            |                       |                      |                   |

**PROGRAM OVERVIEW**

To meet the training needs of persons interested in becoming a Carpenter, LATTC offers a Carpentry Associate in Science degree and a Carpentry Construction Technologies Associates in Arts degree as well as Certificates of Achievement.

The Associate in Science degree is designed for individuals seeking entry level positions in the field. Students enrolling in this program should be able to commit to full-time student status, which is approximately 24 hours per week. This time commitment is necessary to allow for hands-on training with the laboratory applications used during the course of instruction.

The Associate in Arts degree is an evening-only course of study designed for individuals currently in the field who want to improve their skills or learn new ones. Due to limitations on available evening hours, the utilization of hands-on laboratory application is assumed to be provided at the students' place of employment.

By fulfilling the program requirements, students will have the necessary knowledge and skills for a career as a Carpenter in the Construction or Maintenance arena. The construction, installation, and repair of structures and fixtures made from wood and other materials. Working from blueprints, layout, measuring, marking, and arranging materials in accordance with local building codes, cutting and shaping wood, plastic, fiberglass, or drywall using hand and power tools, joining materials with nails, screws, staples, or adhesives are just some of the skills that will be mastered during this program.

**PROGRAM LEARNING OUTCOMES (PLOs)**

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

- Use hand and power tools to perform work within the building construction industry.
- Demonstrate sustainable industry principles and practices.
- Perform calculations and measurements required for work in the building construction industry.
- Work independently and interdependently to safely accomplish shared professional outcomes.

**CARPENTRY****Associate in Science Degree****Major Units: 48**

Requirements for the Associate in Science degree in Carpentry may be met by completing 45 units of Required Courses and 3 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 |
|--------------|----------------------------------------------------------|-------|
| CRPNTRY 105  | Calculations and Measurement for Woodworking Students I  | 3     |
| CRPNTRY 114  | Hand and Power Tools Application                         | 4     |
| CRPNTRY 115  | Basic Blueprint Reading                                  | 3     |
| CRPNTRY 117  | Construction Materials                                   | 2     |
| SEMESTER II  |                                                          | UNITS |
| CRPNTRY 123  | Basic House Construction                                 | 4     |
| CRPNTRY 124  | Blueprint Reading II                                     | 3     |
| CRPNTRY 129  | Basic Residential Estimating                             | 2     |
| CRPNTRY 130  | Calculations and Measurement for Woodworking Students II | 3     |
| SEMESTER III |                                                          | UNITS |
| CRPNTRY 132  | Applied Blueprint Reading                                | 3     |
| CRPNTRY 133  | Advanced Residential Estimating                          | 3     |
| CRPNTRY 134  | Advanced Residential Construction                        | 4     |
| CRPNTRY 135  | Concrete Construction                                    | 2     |
| SEMESTER IV  |                                                          | UNITS |
| CRPNTRY 144  | Residential Exterior Finish                              | 4     |
| CRPNTRY 145  | Residential Interior Finish                              | 5     |

**MAJOR ELECTIVES**

| Select at least 3 units from the courses below |                                                         | UNITS |
|------------------------------------------------|---------------------------------------------------------|-------|
| BLDGCTQ 7                                      | Weatherization - Practical Energy Efficiency Techniques | 3     |

|               |                                                        |   |
|---------------|--------------------------------------------------------|---|
| BLDGCTQ 8     | Weatherization - Energy Efficiency Practices           | 1 |
| BLDGCTQ 9     | Energy Auditor – Residential                           | 3 |
| BLDGCTQ 12    | Energy Auditor – Residential Practice                  | 1 |
| BLDGCTQ 102   | (O.S.H.A.) Safety Standards: Construction and Industry | 2 |
| BLDGCTQ 921 † | Cooperative Education – Residential Practice           | 2 |
| CBNTMKG 170 † | Introduction to the CNC Woodworking Center             | 3 |
| CRPNTRY 111   | Construction I                                         | 7 |
| CRPNTRY 126   | Construction II                                        | 6 |
| CRPNTRY 148   | Computer Assisted Estimating I                         | 3 |
| CRPNTRY 149   | Computer Assisted Estimating II                        | 3 |
| CRPNTRY 170   | Computer Assisted Estimating II                        | 3 |
| CRPNTRY 243   | Building Estimating I                                  | 3 |
| CRPNTRY 247   | Building Estimating II                                 | 3 |
| CRPNTRY 941   | Cooperative Education                                  | 4 |
| ECONMT 100    | (O.S.H.A.) Safety Standards: Construction and Industry | 2 |

## CARPENTRY

### Certificate of Achievement

Major Units: 48

A Certificate of Achievement in Carpentry may be earned by completing 45 units of Required Courses and 3 units of Major Electives listed for the Associates degree in Carpentry with a “C” or better in each course.

## CARPENTRY - CONSTRUCTION TECHNOLOGIES

### Associate in Arts Degree

Major Units: 48

Requirements for the Associate in Arts degree in Carpentry Construction Technologies may be met by completing 39 units of Required Courses and 9 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

| LEVEL I        |                                                           | UNITS |
|----------------|-----------------------------------------------------------|-------|
| CRPNTRY 105    | Calculations and Measurements for Woodworking Students I  | 3     |
| CRPNTRY 111A   | Construction IA                                           | 3     |
| CRPNTRY 126A † | Construction IIA                                          | 3     |
| LEVEL II       |                                                           | UNITS |
| CRPNTRY 130    | Calculations and Measurements for Woodworking Students II | 3     |
| CRPNTRY 148    | Computer Assisted Estimating I                            | 3     |
| CRPNTRY 241    | Blueprint Reading                                         | 3     |
| CRPNTRY 243    | Building Estimating I                                     | 3     |
| LEVEL III      |                                                           | UNITS |
| ECONMT 100     | (O.S.H.A.) Safety Standards                               | 2     |
| CRPNTRY 149    | Computer Assisted Estimating II                           | 3     |
| CRPNTRY 240    | Building Construction Specialties                         | 4     |
| CRPNTRY 251    | IVC Building Code I                                       | 3     |
| LEVEL IV       |                                                           | UNITS |
| CRPNTRY 247    | Building Estimating II                                    | 3     |
| CRPNTRY 252    | IVC Building Code II                                      | 3     |

† Course currently unavailable

## MAJOR ELECTIVES

| Select at least 9 units from the courses below |                                                         | UNITS |
|------------------------------------------------|---------------------------------------------------------|-------|
| BLDGCTQ 7                                      | Weatherization - Practical Energy Efficiency Techniques | 3     |
| BLDGCTQ 8                                      | Weatherization - Energy Efficiency Practices            | 1     |
| BLDGCTQ 9                                      | Energy Auditor – Residential                            | 3     |
| BLDGCTQ 12                                     | Energy Auditor – Residential Practice                   | 1     |
| BLDGCTQ 101                                    | Contractor's License Law                                | 3     |
| BLDGCTQ 102                                    | (O.S.H.A.) Safety Standards: Construction and Industry  | 2     |
| BLDGCTQ 921 †                                  | Cooperative Education – Residential Practice            | 2     |
| CRPNTRY 114                                    | Hand and Power Tool Application                         | 4     |
| CRPNTRY 115                                    | Blueprint Reading                                       | 3     |
| CRPNTRY 117                                    | Construction Materials                                  | 2     |

## CARPENTRY - CONSTRUCTION TECHNOLOGIES

### Certificate of Achievement

Major Units: 48

A Certificate of Achievement in Carpentry Construction Technologies may be earned by completing 39 units of Required Courses and 9 units of Major Electives listed under for the Associates degree in Carpentry Construction Technologies with a “C” or better in each course.

## CHEMICAL TECHNOLOGY

Department: Sciences

Department Chair: Mr. Ricky Wong, Room CH-405  
(213) 763-7295, WongRK@lattc.edu

| Award Title                                                                                                           | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-----------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Chemical Technology                                                                                                   | A.S.       | Plan B     | 47                    | -                    | 47                |
| Chemical Technology                                                                                                   | C          |            | 47                    | -                    | 47                |
| At least 60 degree applicable units (47 total major units and Plan B units) are required to earn an Associate degree. |            |            |                       |                      |                   |

## PROGRAM OVERVIEW

The Chemical Technician (CT) occupations are becoming the fastest growing occupational category in the United States. The chemical technician generally performs laboratory analysis or testing in a wide variety of biological and physical science settings such as; environmental, water, drinking and wastewater and pharmaceutical, cosmetics and petroleum refineries; grading studies of materials, and quality control of industrial chemicals. Training is provided in applied chemistry, physics and mathematics as well as instrumentation, industrial processes, computerized analysis and quality control. The CT program is also designed to help students prepare for a smooth transition into other science related BA/BS degree programs.

At the conclusion of this program, students will have the skills necessary for:

- Working in the chemical process industry, including treatment plants
- Monitoring safety/health and environmental regulations
- Sampling and handling chemical materials
- Measuring physical properties
- Performing chemical analysis
- Performing instrumental analysis
- Planning, designing and conducting experiments, and
- Synthesizing compounds

## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Evaluate and apply knowledge of laboratory and chemical processes.
- Demonstrate good verbal and written communication.
- Practice basic knowledge of Good Laboratory Practice (GLP).
- Evaluate and apply knowledge of regulatory policies for laboratory business practices.
- Demonstrate and apply knowledge of Environmental Health and Safety Regulations.

## CHEMICAL TECHNOLOGY

### Associate in Science Degree

Major Units: 47

Requirements for the Associate in Science degree in Chemical Technology may be met by completing 47 units of Required 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 |
|--------------------------------------------|-------|
| CHEM T 111 Applied Chemistry I             | 5     |
| CHEM T 113 Applied Chemistry Mathematics I | 2     |
| CHEM T 185 † Directed Study                | 1     |
| PHYSICS 11 Introductory Physics            | 4     |

| SEMESTER II                                 | UNITS |
|---------------------------------------------|-------|
| CHEM T 121 Applied Chemistry II             | 5     |
| CHEM T 123 Applied Chemistry Mathematics II | 2     |
| PHYSICS 29 Basic Physics for Technicians    | 4     |

| SEMESTER III                                    | UNITS |
|-------------------------------------------------|-------|
| CHEM T 132 Quantitative Instrumental Analysis I | 5     |
| CHEM T 133 Organic Chemistry I                  | 4     |
| CHEM T 168 Chemical Quality Control I           | 2     |

| SEMESTER IV                                          | UNITS |
|------------------------------------------------------|-------|
| CHEM T 131 Industrial Processes                      | 3     |
| CHEM T 141 Basic Employment Information              | 1     |
| CHEM T 142 Quantitative and Instrumental Analysis II | 5     |
| CHEM T 143 Organic Chemistry II                      | 4     |

† Course currently unavailable

## MAJOR ELECTIVES

|                                                  | UNITS |
|--------------------------------------------------|-------|
| BIOLOGY 3 Introduction to Biology                | 4     |
| CHEM T 140 Laboratory Techniques in Microbiology | 1     |
| CHEM T 161 Special Projects I                    | 1     |
| CHEM T 162 Special Projects II                   | 2     |
| MATH 115 Elementary Algebra                      | 5     |
| MATH 125 Intermediate Algebra                    | 5     |
| MICRO 20 General Microbiology                    | 4     |
| PRPLTEK 104 Introduction to Process Plant Safety | 3     |
| COMM 101 Oral Communications I                   | 3     |
| WATER 1 Modern Water Works I                     | 3     |
| WASTE 12 Wastewater Operations I                 | 3     |

## CHEMICAL TECHNOLOGY

### Certificate of Achievement

Major Units: 47

A Certificate of Achievement in Chemical Technology may be earned by completing 47 units of Required Courses with a "C" or better in each course.

## CHEMISTRY

Department: Sciences

Department Chair: Mr. Ricky Wong, Room CH-405  
(213) 763-7295, WongRK@lattec.edu

| Award Title                                                                                                                  | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|------------------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Chemistry (Transfer)                                                                                                         | A.S.       | Plan B     | 38                    | -                    | 38                |
| At least <u>60 degree applicable units</u> (38 total major units and Plan B units) are required to earn an Associate degree. |            |            |                       |                      |                   |

## PROGRAM OVERVIEW

The Associate of Science Degree in Chemistry provides students interested in the physical, health, and biological sciences with a strong academic background in chemistry and coursework required to transfer to several four-year institutions and professional school. This degree certifies the students' ability to analyze and solve problems in the area of chemistry and areas where knowledge of chemistry is required. Chemistry related fields include the pharmaceutical sciences, food sciences, biotechnology, nanotechnology, environmental sciences and engineering among many others. Our students pursue careers in chemistry, pharmacy, medicine, dentistry, physician assistant, and in other health or physical sciences careers. The degree presents curriculum for two major concentrations: One in Chemistry and a second one in Biochemistry. Students should select the concentration appropriate to their majors.

## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Demonstrate conceptual understanding of inorganic, organic, analytical, biological, and physical chemistry.
- Utilize fundamentals and application of current chemical and scientific theories.
- Articulate and demonstrate proper chemical procedures and regulations for safe handling and use of chemicals.
- Characterize chemical compounds, perform accurate and precise quantitative measurements using proper techniques and modern instruments, and properly execute common laboratory practices (such as laboratory safety, waste management, record keeping, and preparations solutions and dilutions).
- Demonstrate problem-solving, analytical, and critical thinking skills.
- Communicate scientific results orally and in writing, including operating and interpreting data from instrumentation.

## CHEMISTRY

### Associate in Science Degree

Major Units: 38

Requirements for the Associate in Science degree in Chemistry may be met by completing 38 units of Required 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

## CHEMISTRY CONCENTRATION UNITS

|                                               |                                      |   |
|-----------------------------------------------|--------------------------------------|---|
| CHEM 101                                      | General Chemistry I                  | 5 |
| CHEM 102                                      | General Chemistry II                 | 5 |
| CHEM 211                                      | Organic Chemistry I                  | 5 |
| -or- CHEM 211H Organic Chemistry I—Honors (5) |                                      |   |
| CHEM 212                                      | Organic Chemistry II                 | 5 |
| MATH 265                                      | Calculus with analytical geometry I  | 5 |
| MATH 266                                      | Calculus with analytical geometry II | 5 |
| PHYSICS 1                                     | Mechanics of Solids                  | 4 |
| PHYSICS 2                                     | Mechanics of Fluids, Heat and Sound  | 4 |
| -or- PHYSICS 3 Electricity and Magnetism (4)  |                                      |   |

## BIOCHEMISTRY CONCENTRATION UNITS

|                                               |                                      |   |
|-----------------------------------------------|--------------------------------------|---|
| CHEM 101                                      | General Chemistry I                  | 5 |
| CHEM 102                                      | General Chemistry II                 | 5 |
| CHEM 211                                      | Organic Chemistry I                  | 5 |
| -or- CHEM 211H Organic Chemistry I—Honors (5) |                                      |   |
| CHEM 221                                      | Biochemistry                         | 5 |
| -or- CHEM 221H Biochemistry—Honors (5)        |                                      |   |
| MATH 265                                      | Calculus with analytical geometry I  | 5 |
| MATH 266                                      | Calculus with analytical geometry II | 5 |
| PHYSICS 6                                     | GENERAL PHYSICS I                    | 4 |
| PHYSICS 7                                     | GENERAL PHYSICS II                   | 4 |

**NOTE:** Required Courses are sequential and contain pre-requisites.  
**TRANSFER—**Students interested in transferring to a four-year college or university should visit the University Transfer Center or meet with a counselor to select appropriate transferable courses.

## CHILD DEVELOPMENT

**Department:** Behavioral/Social Sciences/Child Development

**Department Chair:** Ms. Alicia Rodriguez-Estrada, Room AH-516  
 (213) 763-3938, [RodriguezA@lattc.edu](mailto:RodriguezA@lattc.edu)

| Award Title                          | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|--------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Child Development: Plan A (Transfer) | A.A.       | Plan A     | 28                    | 3                    | 31                |
| Child Development: Plan B            | A.A.       | Plan B     | 38                    | 9                    | 47                |
| Early Childhood Education (Transfer) | A.S.T.     | Plan A     | 25                    | -                    | 25                |
| Infant/Toddler Teacher               | C          |            | 27                    | -                    | 27                |
| Preschool Associate Teacher          | C          |            | 15                    | -                    | 15                |
| Preschool Teacher                    | C          |            | 35                    | -                    | 35                |
| School Age Program Teacher           | C          |            | 33                    | -                    | 33                |
| Site Supervisor                      | C          |            | 43                    | -                    | 43                |
| Teacher with Special Needs           | C          |            | 30                    | -                    | 30                |

## PROGRAM OVERVIEW

The LATTC Child Development Program is designed to meet the needs of those students who wish to prepare themselves for employment or who are currently employed in the Early Childhood Education (ECE) or Elementary Education field. This curriculum prepares student to teach in programs for children including: private facilities, parent cooperative, Head Start programs, Children's Centers and infant/toddler or school age programs. In addition, this program also prepares students to transfer to four-year universities in either Child Development or Teacher Education majors.

The Child Development Program offers various educational options. Completion of each program leads to a certificate, transfer option and/or an Associate in Arts degree. With additional general education units and required experience, the student will be eligible for the Child Development Permit as defined under Title 5. Meeting this requirement will enable the student to teach in both Federal and State preschool programs.

The Child Development courses provide training in infant and toddler care; working with school age children; supervising and administering childcare programs, as well as working with special needs children. Students who complete this degree program will be proficient in the methodology of working with young children through the extensive overview of theories and application of child development, the development of curriculum and lesson planning techniques, ways to observe and record child behavior, and classroom management techniques.

## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Successfully manage an Early Childhood Education (ECE) classroom; and provide children with responsive care, developmentally appropriate and

anti-bias curriculum, and a healthy and safe environment.

- Operate a high-quality ECE program that complies with licensing and title V regulations.
- Demonstrate professionalism while working with children, parents, staff, and community.

## PLANNING AHEAD:

**MANTOUX TEST:** Some Child Development courses may require you to obtain a Mantoux test for Tuberculosis. The college Health Center provides this service. Please call ahead for days and times the Health Center provides this service.

**CRIMINAL CLEARANCE:** In order to fulfill State licensing requirements for employment in private and public programs you must receive a Criminal Clearance to work with young children. Consult with faculty for additional information.

**CPR CLASS:** Your employer may require you to take a 15-hour Cardiopulmonary Resuscitation class. This class covers training on basic first aid for infants and children, CPR techniques as well as information on basic health and sanitation procedures.

## CHILD DEVELOPMENT: PLAN A

### Associate in Arts Degree

Major Units: 31

Requirements for the Associate in Arts degree in Child Development may be met by completing 28 units of Required Courses and 3 units of Major Electives with a "C" or better along with general education courses meeting Plan A graduation requirements. Information on the Plan A requirements may be found in the catalog under Graduation/Transfer Requirements.

The Child Development courses required for the Associate in Arts degree provide training in infant and toddler care; working with school age children; supervising and administering childcare programs, and working with special needs children.

### REQUIRED COURSES

|                                                                  | UNITS |
|------------------------------------------------------------------|-------|
| CH DEV 1 Child Growth and Development                            | 3     |
| CH DEV 2 Early Childhood Principles and Practices                | 3     |
| CH DEV 7 Introduction to Curriculum in Early Childhood Education | 3     |
| CH DEV 8 Curriculum in Early Childhood Education                 | 3     |
| CH DEV 10 Health, Safety & Nutrition                             | 3     |
| CH DEV 11 Home, School and Community                             | 3     |
| CH DEV 22 Practicum in Child Development I                       | 4     |
| CH DEV 34 Observing and Recording Children's Behavior            | 3     |
| CH DEV 42 The Child in a Diverse Society                         | 3     |

### MAJOR ELECTIVES

| Select at least 3 units from the courses below               | UNITS |
|--------------------------------------------------------------|-------|
| CH DEV 30 Infant and Toddler Studies I                       | 3     |
| CH DEV 31 Infant and Toddler Studies II                      | 3     |
| CH DEV 38 Administration of Early Childhood Programs I       | 3     |
| CH DEV 39 Administration of Early Childhood Programs II      | 3     |
| CH DEV 44 Early Intervention for Children with Special Needs | 3     |
| CH DEV 45 Programs for Children with Special Needs           | 3     |
| CH DEV 46 School Age Programs I                              | 3     |
| CH DEV 47 School Age Programs II                             | 3     |

|           |                                                                                             |   |
|-----------|---------------------------------------------------------------------------------------------|---|
| CH DEV 57 | Children Ethnic Identity Development & Awareness<br>(Transfer to Teacher Education Program) | 3 |
| CH DEV 65 | Adult Supervision/Early Childhood Mentoring                                                 | 2 |
| EDUC 1    | Introduction to Teaching<br>(Transfer to Teacher Education Program)                         | 3 |
| SOC 28    | Sex Roles and Family Patterns                                                               | 3 |

**NOTE:** Most Child Development courses have prerequisites and/or co-requisites except for Child Development 1, 10 and 11. Refer to the Course Descriptions section of the catalog for additional details.

**TRANSFER—**Students interested in transferring to a four-year college or university should visit the University Transfer Center or meet with a counselor to select appropriate transferable courses.

## CHILD DEVELOPMENT: PLAN B

### Associate in Arts Degree

Major Units: 47

Requirements for the Associate in Arts degree in Child Development may be met by completing 38 units of Required Courses and 9 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

|                                                                  | UNITS |
|------------------------------------------------------------------|-------|
| CH DEV 1 Child Growth and Development                            | 3     |
| CH DEV 2 Early Childhood Principles and Practices                | 3     |
| CH DEV 7 Introduction to Curriculum in Early Childhood Education | 3     |
| CH DEV 8 Curriculum in Early Childhood Education                 | 3     |
| CH DEV 10 Health, Safety & Nutrition                             | 3     |
| CH DEV 11 Home, School and Community                             | 3     |
| CH DEV 22 Practicum in Child Development I                       | 4     |
| CH DEV 23 Practicum in Child Development II                      | 4     |
| CH DEV 34 Observing and Recording Children's Behavior            | 3     |
| CH DEV 38 Administration of Early Childhood Programs I           | 3     |
| CH DEV 42 The Child in a Diverse Society                         | 3     |
| CH DEV 45 Programs for Children with Special Needs               | 3     |

### MAJOR ELECTIVES

| Select at least 9 units from the courses below               | UNITS |
|--------------------------------------------------------------|-------|
| CH DEV 30 Infant and Toddler Studies I                       | 3     |
| CH DEV 31 Infant and Toddler Studies II                      | 3     |
| CH DEV 39 Administration of Early Childhood Programs II      | 3     |
| CH DEV 44 Early Intervention for Children with Special Needs | 3     |
| CH DEV 46 School Age Programs                                | 3     |
| CH DEV 47 School Age Programs II                             | 3     |
| CH DEV 65 Adult Supervision/Early Childhood Mentoring        | 2     |
| SOC 28 Sex Roles and Family Patterns                         | 3     |

**NOTE:** Most Child Development courses have prerequisites and/or co-requisites except for Child Development 1, 10 and 11. Refer to the Course Descriptions section of the catalog for additional details.

## EARLY CHILDHOOD EDUCATION

| Award Title                                                                                                           | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-----------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Early Childhood Education (Transfer)                                                                                  | A.S.T      | Plan A     | 25                    | -                    | 25                |
| At least 60 degree applicable units (25 total major units and Plan A units) are required to earn an Associate degree. |            |            |                       |                      |                   |

### PROGRAM OVERVIEW

Associate in Science in Early Childhood Education for Transfer degree is intended for students who plan to complete a baccalaureate degree in a similar program or major at a CSU campus. Students who complete this degree will gain priority admission to a CSU and to a similar program or major. Students who are pursuing the Associate in Science in Early Childhood Education who complete this degree program will be proficient in the methodology of working with young children through the extensive overview of theories and application of child development, the development of curriculum and lesson planning techniques, ways to observe and record child behavior, and classroom management techniques.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Enter the field of preschool teaching upon graduation.
- Teach in child development programs (pre-kindergarten).

### EARLY CHILDHOOD EDUCATION: TRANSFER DEGREE

**Associate in Science**  
Major Units: 25

Requirements for the Associate in Science degree in Early Childhood Education may be met by completing 25 units of Required Courses with a "C" or better along with general education courses meeting Plan A graduation requirements. Information on the Plan A requirements may be found in the catalog under Graduation/Transfer Requirements.

| REQUIRED COURSES |                                                         | UNITS |
|------------------|---------------------------------------------------------|-------|
| CH DEV 1         | Child Growth and Development                            | 3     |
| CH DEV 2         | Early Childhood: Principles and Practices               | 3     |
| CH DEV 7         | Introduction to Curriculum in Early Childhood Education | 3     |
| CH DEV 10        | Health, Safety and Nutrition                            | 3     |
| CH DEV 11        | Child, Family and Community                             | 3     |
| CH DEV 22        | Practicum in Child Development I                        | 4     |
| CH DEV 34        | Observing and Recording Children's Behavior             | 3     |
| CH DEV 42        | Teaching in a Diverse Society                           | 3     |

### CSU-GE PATTERN OR IGETC REQUIREMENTS 37-39 UNITS

37-39 units of General Education coursework are required as detailed by the UC/CSU – IGETC General Education requirements in this catalog. Up to 9 units of the CSU GE pattern coursework may be double-counted toward the 25 unit major course requirements (Child Development 1, 10 and 11). The major requires 60 total units—double counting does not lower the required unit count for the degree.

### CSU TRANSFERABLE ELECTIVES 0-7 UNITS

The balance of units would be made up with CSU transferable elective coursework from 0-7 units for a total of 60 units.

**NOTE:** Most Child Development courses have prerequisites and/or co-requisites except for Child Development 1, 10 and 11. Refer to the Course Descriptions section of the catalog for additional details.

**TRANSFER**—Students interested in transferring to a four-year college or university should visit the University Transfer Center or meet with a counselor to select appropriate transferable courses.

## INFANT/TODDLER TEACHER

| Award Title            | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Infant/Toddler Teacher | C          |            | 27                    | -                    | 27                |

### PROGRAM OVERVIEW

The LATTC Infant/Toddler Teacher certificate program provides the student with a career preparation for working with young children age 0 to 2. In addition to basic course requirements, this certificate enables students to acquire a specialty in the area of infants/toddlers. With additional general education units and the required experience, students are eligible for the Child Development Teacher Permit as defined under Title 5. Meeting this requirement will enable the students to work with young children ages 2 – 5 in both Federal and state programs.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Recognize and identify critical milestones during the 0 – 2 developmental years.

### INFANT / TODDLER TEACHER

**Certificate of Achievement**  
Major Units: 27

A Certificate of Achievement in Infant/Toddler Teacher may be earned by completing 27 units of Required Courses with a "C" or better in each course.

## REQUIRED COURSES

|           |                                                    | UNITS |
|-----------|----------------------------------------------------|-------|
| CH DEV 1  | Child Growth and Development                       | 3     |
| CH DEV 2  | Early Childhood: Principles and Practices          | 3     |
| CH DEV 10 | Health, Safety and Nutrition                       | 3     |
| CH DEV 11 | Child, Family and Community                        | 3     |
| CH DEV 30 | Infant and Toddler Studies I                       | 3     |
| CH DEV 31 | Infant and Toddler Studies II                      | 3     |
| CH DEV 34 | Observing and Recording Children's Behavior        | 3     |
| CH DEV 42 | Teaching in a Diverse Society                      | 3     |
| CH DEV 44 | Early Intervention for Children with Special Needs | 3     |

NOTE: Most Child Development courses have prerequisites and/or co-requisites except for Child Development 1, 10 and 11. Refer to the Course Descriptions section of the catalog for additional details.

## PRESCHOOL TEACHER

| Award Title                 | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-----------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Preschool Associate Teacher | C          |            | 15                    | -                    | 15                |
| Preschool Teacher           | C          |            | 35                    | -                    | 35                |

## PROGRAM OVERVIEW

Students completing the certificate are qualified to teach preschool age children (ages 2 – 5) in a private Child Development program as licensed under Title 22 of the Department of Social Services. With required work experience (50 days of 3+ hours per day within 2 years), students are eligible for the Child Development Associate Teacher Permit as defined under Title 5. Meeting this requirement will enable the students to teach in both federal and state preschool programs.

## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Students completing this certificate will be able to compose and construct a developmentally appropriate lesson plan in either math or science subject area.

## PRESCHOOL ASSOCIATE TEACHER

### Certificate of Achievement

Major Units: 15

A Certificate of Achievement in Preschool Associate Teacher may be earned by completing 15 units of Required Courses listed above, with a "C" or better in each course.

## REQUIRED COURSES

|           |                                                         | UNITS |
|-----------|---------------------------------------------------------|-------|
| CH DEV 1  | Child Growth and Development                            | 3     |
| CH DEV 2  | Early Childhood: Principles and Practices               | 3     |
| CH DEV 7  | Introduction to Curriculum in Early Childhood Education | 3     |
| CH DEV 11 | Child, Family and Community                             | 3     |
| CH DEV 34 | Observing and Recording Children's Behavior             | 3     |

NOTE: Most Child Development courses have prerequisites and/or co-requisites except for Child Development 1, 10 and 11. Refer to the Course Descriptions section of the catalog for additional details.

## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Successfully manage an Early Childhood Education (ECE) classroom and provide children with responsive care, developmentally appropriate and anti-bias curriculum, and healthy and safe environment.
- Operate a high-quality ECE program that complies with licensing and Title V regulations.
- Demonstrate professionalism while working with children, parents, staff, and community.

## PRESCHOOL TEACHER

### Certificate of Achievement

Major Units: 35

A Certificate of Achievement in Preschool Teacher may be earned by completing 35 units of Required Courses with a "C" or better in each course.

With additional general education units and the requisite experience, students are eligible for the Child Development Matrix Permit as defined under Title 5. Meeting this requirement will enable the student to teach in federal and state preschool programs.

## REQUIRED COURSES

|           |                                                         | UNITS |
|-----------|---------------------------------------------------------|-------|
| CH DEV 1  | Child Growth and Development                            | 3     |
| CH DEV 2  | Early Childhood Principles and Practices                | 3     |
| CH DEV 7  | Introduction to Curriculum in Early Childhood Education | 3     |
| CH DEV 8  | Curriculum in Early Childhood Education                 | 3     |
| CH DEV 10 | Health, Safety & Nutrition                              | 3     |
| CH DEV 11 | Home, School and Community                              | 3     |
| CH DEV 22 | Practicum in Child Development I                        | 4     |
| CH DEV 23 | Practicum in Child Development II                       | 4     |
| CH DEV 34 | Observing and Recording Children's Behavior             | 3     |
| CH DEV 42 | The Child in a Diverse Society                          | 3     |
| CH DEV 45 | Programs for Children with Special Needs                | 3     |

NOTE: Most Child Development courses have prerequisites and/or co-requisites except for Child Development 1, 10 and 11. Refer to the Course Descriptions section of the catalog for additional details.

## SCHOOL AGE PROGRAM TEACHER

| Award Title                | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|----------------------------|------------|------------|-----------------------|----------------------|-------------------|
| School Age Program Teacher | C          |            | 33                    | -                    | 33                |

### PROGRAM OVERVIEW

This Certificate of Achievement qualifies students for a teacher position within school-age programs. School-age program teachers work with children from kindergarten through middle school, and before and/or after school programs. Some responsibilities might be to design and implement developmentally age-appropriate activities that are fun, exciting and challenging to a variety of age groups.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Students completing this certificate will be able to design and plan 5 different after-school activities in the areas of science, math, art, language arts, and social studies.

## SCHOOL AGE PROGRAM TEACHER

### Certificate of Achievement

Major Units: 33

A Certificate of Achievement in School Age Program Teacher may be earned by completing 33 units of Required Courses with "C" or better in each course

### REQUIRED COURSES

|           |                                             | UNITS |
|-----------|---------------------------------------------|-------|
| CH DEV 1  | Child Growth and Development                | 3     |
| CH DEV 2  | Early Childhood: Principles and Practices   | 3     |
| CH DEV 7  | Introduction to Curriculum in ECE           | 3     |
| CH DEV 8  | Curriculum in Early Childhood Education     | 3     |
| CH DEV 10 | Health, Safety and Nutrition                | 3     |
| CH DEV 11 | Child, Family and Community                 | 3     |
| CH DEV 34 | Observing and Recording Children's Behavior | 3     |
| CH DEV 42 | Teaching in a Diverse Society               | 3     |
| CH DEV 45 | Programs for Children with Special Needs    | 3     |
| CH DEV 46 | School Age Programs I                       | 3     |
| CH DEV 47 | School Age Programs II                      | 3     |

**NOTE:** Most Child Development courses have prerequisites and/or co-requisites except for Child Development 1, 10 and 11. Refer to the Course Descriptions section of the catalog for additional details.

## SITE SUPERVISOR

| Award Title     | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-----------------|------------|------------|-----------------------|----------------------|-------------------|
| Site Supervisor | C          |            | 43                    | -                    | 43                |

### PROGRAM OVERVIEW

This Certificate of Achievement qualifies students for a center director or site supervisor position in a child development program. With additional general education units and the required experience, students are eligible for the Child Development Site Supervisor Permit as defined under Title 5. Meeting this requirement will enable the student to supervise both federal and state funded preschool and school age programs.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Articulate and implement licensing code for Title 22.

## SITE SUPERVISOR

### Certificate of Achievement

Major Units: 43

A Certificate of Achievement in Site Supervisor may be earned by completing 43 units of Required Courses listed, with "C" or better in each course

| PROGRAM REQUIREMENTS                                                 | UNITS |
|----------------------------------------------------------------------|-------|
| CH DEV 1 Child Growth and Development                                | 3     |
| CH DEV 2 Early Childhood: Principles and Practices                   | 3     |
| CH DEV 7 Introduction to Curriculum in ECE                           | 3     |
| CH DEV 8 Curriculum in Early Childhood Education                     | 3     |
| CH DEV 10 Health, Safety and Nutrition                               | 3     |
| CH DEV 11 Child, Family and Community                                | 3     |
| CH DEV 22 Practicum in Child Development I                           | 4     |
| CH DEV 23 Practicum in Child Development II                          | 4     |
| CH DEV 34 Observing and Recording Children's Behavior                | 3     |
| CH DEV 38 Administration & Supervision of Early Childhood Program I  | 3     |
| CH DEV 39 Administration & Supervision of Early Childhood Program II | 3     |
| CH DEV 42 Teaching in a Diverse Society                              | 3     |
| CH DEV 45 Programs for Children with Special Needs                   | 3     |
| CH DEV 65 Adult Supervision/Early Childhood Mentoring                | 2     |

**NOTE:** Most Child Development courses have prerequisites and/or co-requisites except for Child Development 1, 10 and 11. Refer to the Course Descriptions section of the catalog for additional details.

## TEACHER WITH SPECIAL NEEDS

| Award Title                | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|----------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Teacher with Special Needs | C          |            | 30                    | -                    | 30                |

### PROGRAM OVERVIEW

The LATTC Teacher with Special Needs certificate of achievement program provides the student with a career preparation for working with children with special needs in the infant/toddler and preschool settings. In addition to basic course requirements, this certificate enables students to acquire a specialty in the area of special needs. With additional general education units and the required experience, students are eligible for the Child Development Teacher Permit as defined under Title 5. Meeting this requirement will enable the student to work with special needs children in both Federal and state programs.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Set a goal for a special needs child and 3 supportive objectives reflective of those used in an Individual Education Plan (IEP).

## TEACHER WITH SPECIAL NEEDS

### Certificate of Achievement

Major Units: 30

A Certificate of Achievement in Teacher with Special Needs may be earned by completing 30 units of Required Courses, with a "C" or better in each course.

### REQUIRED COURSES

|                                                              | UNITS |
|--------------------------------------------------------------|-------|
| CH DEV 1 Child Growth and Development                        | 3     |
| CH DEV 2 Early Childhood: Principles and Practices           | 3     |
| CH DEV 10 Health, Safety and Nutrition                       | 3     |
| CH DEV 11 Child, Family and Community                        | 3     |
| CH DEV 30 Infant and Toddler Studies I                       | 3     |
| CH DEV 31 Infant and Toddler Studies II                      | 3     |
| CH DEV 34 Observing and Recording Children's Behavior        | 3     |
| CH DEV 42 Teaching in a Diverse Society                      | 3     |
| CH DEV 44 Early Intervention for Children with Special Needs | 3     |
| CH DEV 45 Programs for Children with Special Needs           | 3     |

**NOTE:** Most Child Development courses have prerequisites and/or co-requisites except for Child Development 1, 10 and 11. Refer to the Course Descriptions section of the catalog for additional details.

## COMMUNITY PLANNING & ECONOMIC DEVELOPMENT

Department: Labor Center

Department Chair: John McDowell, Room MA-005  
(213) 763-7129, McDoweJR@lattc.edu

| Award Title                                 | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|---------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Community Planning and Economic Development | C          |            | 21                    | -                    | 21                |

### PROGRAM OVERVIEW

The Community Planning program at LATTC is the only program offered at an accredited community college in the United States. Our unique program provides students the knowledge and training needed for successful employment in the field of community and economic development. The community and economic development industry focuses on revitalizing low and moderate income communities. Rebuilding the economic, physical and social infrastructure of urban communities represents a new, growing and exciting career opportunity.

Students can learn basic planning terminology, development strategies, and other technical skills needed to enter the industry, earning a Certificate of Achievement in two semesters.

The Community Planning curriculum and courses are regularly reviewed and refined to ensure that courses are relevant, industry appropriate and cutting-edge. Industry experts and professionals develop, design and teach our courses. Our industry partnerships provide critical resources for our students, providing them with invaluable employment, volunteer, internship and networking opportunities. Our courses are structured to be laboratories that combine lecture, project driven learning and hands-on application of knowledge to contemporary issues affecting communities. Community planning courses are taught during the evening/weekends on campus, online and in the community to provide students with the greatest range of educational opportunities.

The Community Planning program is designed as the entry point for students wanting to begin a rewarding career in the community and economic development industry by working to build livable communities. Community development specialists are needed to help local residents, government and businesses solve complex neighborhood problems. Community developers work in community-based organizations; banks, city, state and federal governments; foundations; real estate development companies; social service agencies; job training and placement organizations; investment firms; and think tanks.

The community and economic development industry has three main goals. First, to change the economy of a community for the better increasing the income and wealth of residents and stimulating investments in the community, while placing assets and economic opportunities in the hands of resident leaders. A second goal is to improve the physical nature of the neighborhood, from its housing to its shopping areas, transportation, public spaces, and environment. The third is to strengthen the social bonds among residents and strengthen the infrastructure in communities – organizing the community, building leadership, civic engagement and quality social services.

The community and economic development industry allows individuals to improve the quality of life in communities while getting paid competitive salaries. Many community developers begin with community organizing and transition to housing and workforce development as a natural growth of the industry. The skills and knowledge learned in the Community Planning program allow students to be marketable in the non-profit and for-profit corporations. Companies and organizations are interested in hiring individuals that have solid skills and a good understanding of the problems and conditions facing low and moderate income cities across the country.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Examine and understand the issues in the community and economic development field, and apply strategies to engage various issues.
- Develop and implement a work plan consisting of goals, objectives and timelines to evaluate the effectiveness of programs aimed at addressing a community need.

## COMMUNITY PLANNING & ECONOMIC DEVELOPMENT

### Certificate of Achievement

Major Units: 21

A Certificate of Achievement in Community Planning and Economic Development may be earned by completing 21 units of Required Courses with a "C" or better in each course.

A total of 6 units must be completed in each development component area (economic, community organizing/social, physical/built environment/real estate) and 3 units in professional development area.

### REQUIRED COURSES

#### SELECT 6 UNITS FROM

| —ECONOMIC DEVELOPMENT COMPONENT |                                                        |  | UNITS |
|---------------------------------|--------------------------------------------------------|--|-------|
| COMPLAN 1                       | Introduction to Community Economic Development         |  | 3     |
| COMPLAN 6                       | Non-Profit Management                                  |  | 3     |
| COMPLAN 36                      | Introduction to Applied Community Development Research |  | 3     |

#### SELECT 6 UNITS FROM

| —COMMUNITY ORGANIZING AND SOCIAL DEVELOPMENT COMPONENT |                                                |  | UNITS |
|--------------------------------------------------------|------------------------------------------------|--|-------|
| COMPLAN 2                                              | Introduction to Community Organizing           |  | 3     |
| COMPLAN 4                                              | School-Based Community Organizing/Development  |  | 3     |
| COMPLAN 6                                              | Non-Profit Management                          |  | 3     |
| COMPLAN 7                                              | Popular Education                              |  | 3     |
| COMPLAN 10                                             | Comprehensive Violence Prevention Strategies   |  | 3     |
| COMPLAN 35                                             | Health Leadership and Community Development    |  | 3     |
| COMPLAN 32                                             | Community Building Principles and Strategies   |  | 1     |
| COMPLAN 33                                             | Community Engagement Principles and Strategies |  | 1     |

#### SELECT 6 UNITS FROM

| —PHYSICAL/BUILT ENVIRONMENT AND REAL ESTATE DEVELOPMENT COMPONENT |                                                |  | UNITS |
|-------------------------------------------------------------------|------------------------------------------------|--|-------|
| COMPLAN 3                                                         | Introduction to Affordable Housing Development |  | 3     |
| COMPLAN 9                                                         | Commercial Real Estate Development             |  | 3     |

#### SELECT 3 UNITS FROM

| —PROFESSIONAL DEVELOPMENT |                                                                      |  | UNITS |
|---------------------------|----------------------------------------------------------------------|--|-------|
| CAOT 82                   | Computer Applications and Office Technologies                        |  | 3     |
| CO INFO 701               | Computer Information Systems                                         |  | 3     |
| COMPLAN 11                | Professional Development Skills and Issues and Community Development |  | 3     |
| BUS 33                    | Technical Report Writing                                             |  | 3     |
| -or- ENGLISH 28           | Intermediate Reading and Comp (3)                                    |  |       |
| -or- ENGLISH 101          | College Reading and Composition I (3)                                |  |       |
| BUS 5                     | Business Law                                                         |  | 3     |

## COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES

Department: Business Administration and Administrative Technologies

Department Chair: Ms. Paulette Bailey, Room CH-225  
(213) 763-7269, BaileyP@lattc.edu

| Award Title                                                                                                               | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|---------------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| CAOT: Administrative Assistant                                                                                            | A.A.       | Plan B     | 31                    | 12                   | 43                |
| CAOT: Administrative Assistant                                                                                            | C          |            | 22                    | 9                    | 31                |
| CAOT: Information Processing Specialist                                                                                   | A.A.       | Plan B     | 41                    | 3                    | 44                |
| CAOT: Information Processing Specialist                                                                                   | C          |            | 33                    | -                    | 33                |
| CAOT: Office Assistant-Clerical                                                                                           | A.A.       | Plan B     | 32                    | 10                   | 42                |
| CAOT: Office Assistant-Clerical                                                                                           | C          |            | 27                    | 7                    | 34                |
| CAOT: Medical Office Assistant                                                                                            | C          |            | 29                    | 3                    | 32                |
| At least <u>60 degree applicable units</u> (total major units and Plan B units) are required to earn an Associate degree. |            |            |                       |                      |                   |
| For additional related certificates, refer to Medical Office Assistant.                                                   |            |            |                       |                      |                   |

### PROGRAM OVERVIEW

The Computer Applications and Office Technologies (CAOT) degree and certificate programs are designed to provide students with administrative and clerical skills required for employment in a variety of areas, such as business and industry, government agencies, schools, and hospitals. Office workers use a variety of computer software applications, produce correspondence, maintain databases, organize meetings, manage records and projects, and schedule appointments. The degree and certificate options include courses that are integral to many different administrative fields, and most include specific technical skills, relevant computer applications, and the necessary training in communicating, problem solving, and decision-making required for a variety of administrative and clerical entry-level positions as well as promotion and career advancement opportunities. The course content is designed to meet the varying needs of a wide spectrum of students, including those seeking:

- Associate in Arts degree(s)
- Certificate(s) that are specific to a discipline or area
- Entry into the job market
- Advanced training and/or retraining
- Lifelong learning

By fulfilling the program requirements, students are prepared for entry-level positions, promotion, and career advancement in a variety of office occupations. They will be adept at analyzing business situations and using critical thinking skills to apply technological solutions in an office environment. The student will be proficient in the use of current software application programs such as Microsoft Word, Excel, PowerPoint, Access, and Internet-related skills and techniques. Typical positions: Administrative Assistant, Office Assistant, Medical Office Assistant, Information Processing, and a variety of data entry/office/clerical occupations.

Instruction in this program focuses on four specialty areas: (1) Administrative Assistant (2) Information Processing (3) Medical Office Assistant (4) Office Assistant – Clerical.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Successfully use the computer to process, organize and present data and information in basic business format with no errors.
- Communicate effectively via spoken word, print and media, and work collaboratively with others in an office setting.

## COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES: ADMINISTRATIVE ASSISTANT

### Associate in Arts Degree Major Units: 43

Requirements for the Associate in Arts degree in CAOT Administrative Assistant may be met by completing 31 units of Required Courses and 12 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.

The Administrative Assistant program prepares students for employment in business, government, and educational offices using automated systems and procedures. Emphasis is placed on the development of basic business office procedure and language skills, and training in the use of relevant computer application programs and office equipment.

By fulfilling the program requirements, students are prepared to assume intermediate office duties and decision-making office responsibilities. The program prepares students for career advancement and retraining in the use of current computer application programs. The program provides the foundation for entry into office management positions. Typical positions: Administrative Assistant, Secretary, Senior Office Clerk.

### REQUIRED COURSES

The following suggested sequence of Required Courses can be taken in any order provided prerequisites are met.

| SEMESTER I |                                                                       | UNITS |
|------------|-----------------------------------------------------------------------|-------|
| CAOT 2     | Computer Keyboarding II<br>(Must have completed CAOT 1 or equivalent) | 3     |
| CAOT 33    | Records Management and Filing                                         | 2     |

|         |                                             |   |
|---------|---------------------------------------------|---|
| CAOT 34 | Business Terminology                        | 2 |
| CAOT 82 | Microcomputer Software Survey in the Office | 3 |

| SEMESTER II |                  | UNITS |
|-------------|------------------|-------|
| CAOT 31     | Business English | 3     |
| CAOT 84     | Microsoft Word   | 3     |

| SEMESTER III |                         | UNITS |
|--------------|-------------------------|-------|
| BUS 32       | Business Communications | 3     |
| BUS 38       | Business Computations   | 3     |

| SEMESTER IV |                         | UNITS |
|-------------|-------------------------|-------|
| CAOT 7      | Machine Transcription   | 3     |
| CAOT 30     | Office Procedures       | 3     |
| CAOT 98     | Introduction to Windows | 3     |

### MAJOR ELECTIVE

Select 12 units from the CAOT Major Electives list located after the Medical Office Assistant Certificate.

## COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES: ADMINISTRATIVE ASSISTANT

### Certificate of Achievement Major Units: 31

A Certificate of Achievement in CAOT Administrative Assistant may be earned by completing 22 units of Required Courses and 9 units of Major Electives with a "C" or better in each course.

By fulfilling the program requirements, students are prepared to assume entry-level office duties and responsibilities. The program prepares students for retraining in the use of current computer application programs. Typical positions include entry-level secretary, office clerk, and receptionist.

### REQUIRED COURSES

| SEMESTER I |                                                                       | UNITS |
|------------|-----------------------------------------------------------------------|-------|
| CAOT 2     | Computer Keyboarding II<br>(Must have completed CAOT 1 or equivalent) | 3     |
| CAOT 33    | Records Management and Filing                                         | 2     |
| CAOT 34    | Business Terminology                                                  | 2     |
| CAOT 82    | Microcomputer Software Survey in the Office                           | 3     |

| SEMESTER II |                         | UNITS |
|-------------|-------------------------|-------|
| CAOT 7      | Machine Transcription   | 3     |
| CAOT 30     | Office Procedures       | 3     |
| CAOT 31     | Business English        | 3     |
| BUS 32      | Business Communications | 3     |

### MAJOR ELECTIVES

Select 12 units from the CAOT Major Electives list located after the Medical Office Assistant Certificate.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Use the computer to process, organize and present data and information in basic business format with no errors.
- The ability to communicate effectively via spoken word, print and media, and work collaboratively with others in an office setting.

## COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES: INFORMATION PROCESSING SPECIALIST

### Associate in Arts Degree Major Units: 44

Requirements for the Associate in Arts degree in CAOT Information Processing Specialist may be met by completing 41 units of Required Courses and 3 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..

The Information Processing program prepares students for employment in business, government, and educational offices using computerized systems and procedures. Emphasis is placed on training and competency in the use of relevant computer applications software programs including word processing, spreadsheets, databases, presentation graphics, desktop publishing, utilization of the Internet, and popular operating systems. The development of basic business office procedure and language skills, and training in the use of office equipment are also emphasized.

By fulfilling the program requirements, students are prepared to assume intermediate automated office duties and decision making office responsibilities. The program prepares students for career advancement and retraining in the use of current computer application programs. Selected courses provide the background and skills to help students prepare to take Microsoft Office Specialist (MOS) certification exams. The program provides the foundation for entry into office data management positions and the skills that promote success in the workplace. Typical positions include data entry clerk and office clerk.

### REQUIRED COURSES

The following suggested sequence of Required Courses can be taken in any order provided prerequisites are met:

| SEMESTER I |                                                                       | UNITS |
|------------|-----------------------------------------------------------------------|-------|
| BUS 22     | E-Commerce                                                            | 3     |
| CAOT 2     | Computer Keyboarding II<br>(Must have completed CAOT 1 or equivalent) | 3     |
| CAOT 82    | Microcomputer Software Survey in the Office                           | 3     |
| CAOT 101   | Hands-on Internet                                                     | 1     |

| SEMESTER II |                       | UNITS |
|-------------|-----------------------|-------|
| CAOT 30     | Office Procedures     | 3     |
| CAOT 31     | Business English      | 3     |
| CAOT 84     | Microsoft Word        | 3     |
| BUS 38      | Business Computations | 3     |

| SEMESTER III |                               | UNITS |
|--------------|-------------------------------|-------|
| CAOT 7       | Machine Transcription         | 3     |
| BUS 32       | Business Communications       | 3     |
| CAOT 33      | Records Management and Filing | 2     |
| CAOT 85      | Spreadsheet Analysis          | 3     |

| SEMESTER IV |                         | UNITS |
|-------------|-------------------------|-------|
| CAOT 86     | Database                | 3     |
| CAOT 88     | Desktop Publishing      | 3     |
| CAOT 100    | Introduction to Windows | 3     |

### ELECTIVE

Select 12 units from the CAOT Major Electives list located after the Medical Office Assistant Certificate.

## COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES: INFORMATION PROCESSING SPECIALIST

### Certificate of Achievement Major Units: 33

A Certificate of Achievement in CAOT Information Processing Specialist may be earned by completing 33 units of Required Courses with a "C" or better in each course.

The Information Processing Certificate prepares students for employment in business, government, and educational offices using computerized systems and procedures.

By fulfilling the program requirements, students are prepared to assume entry-level computerized/automated office duties and responsibilities. The program prepares students for retraining in the use of current computer application programs. The program provides the foundation for entry into data-entry clerical positions. Typical positions: Data-Entry Clerk, Office Clerk, Junior Clerk.

| SEMESTER I |                                             | UNITS |
|------------|---------------------------------------------|-------|
| BUS 22     | E-Commerce                                  | 3     |
| CAOT 2     | Computer Keyboarding II                     | 3     |
| CAOT 31    | Business English                            | 3     |
| CAOT 82    | Microcomputer Software Survey in the Office | 3     |
| CAOT 85    | Spreadsheet Analysis                        | 3     |
| CAOT 101   | Hands-on Internet                           | 1     |

| SEMESTER II |                         | UNITS |
|-------------|-------------------------|-------|
| CAOT 30     | Office Procedures       | 3     |
| BUS 32      | Business Communications | 3     |
| CAOT 34     | Business Terminology    | 2     |
| CAOT 84     | Microsoft Word          | 3     |
| CAOT 86     | Database                | 3     |
| CAOT 98     | Introduction to Windows | 3     |

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- The ability to successfully use the computer to process, organize and present data and information in basic business format with no errors.
- The ability to communicate effectively via spoken word, print and media, and work collaboratively with others in an office setting.

## COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES: OFFICE ASSISTANT-CLERICAL

### Associate in Arts Degree Major Units: 42

Requirements for the Associate in Arts degree in CAOT Office Assistant-Clerical may be met by completing 32 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.

The Office Assistant - Clerical Associate in Arts degree prepares students for employment in business, government, and educational offices using automated

systems and procedures. Emphasis is placed on the development of basic business office procedure and language skills, acquiring basic accounting knowledge, and training in the use of relevant computer application programs and office equipment.

General office clerks mostly are employed in relatively small businesses. Although they work in every sector of the economy, about 46% worked in local government; healthcare and social assistance; administrative and support services; finance and insurance; or professional, scientific, and technical industries. (Source: U.S. Bureau of Labor Statistics)

By fulfilling the program requirements, students are prepared to assume intermediate office duties and decision-making office responsibilities. The program prepares students for career advancement and retraining in the use of current computer application programs. The program provides the foundation for entry into office management positions and the skills that promote success in the workplace. Typical positions include assistant office manager, secretary, and senior office clerk.

### REQUIRED COURSES

The following suggested sequence of Required Courses can be taken in any order provided prerequisites are met:

| SEMESTER I   |                                             | UNITS |
|--------------|---------------------------------------------|-------|
| CAOT 2       | Computer Keyboarding II                     | 3     |
| CAOT 33      | Records Management and Filing               | 2     |
| CAOT 34      | Business Terminology                        | 2     |
| CAOT 82      | Microcomputer Software Survey in the Office | 3     |
| SEMESTER II  |                                             | UNITS |
| CAOT 31      | Business English                            | 3     |
| BUS 38       | Business Computations                       | 3     |
| SEMESTER III |                                             | UNITS |
| CAOT 84      | Microsoft Word                              | 3     |
| BUS 32       | Business Communications                     | 3     |
| ACCTG 1      | Introductory Accounting I                   | 5     |
| SEMESTER IV  |                                             | UNITS |
| CAOT 7       | Machine Transcription                       | 3     |
| CAOT 30      | Office Procedures                           | 3     |
| OFF MCH 2    | Office Machines                             | 1     |

### MAJOR ELECTIVES

Select at least 10 units from the CAOT Major Electives list located after the Medical Office Assistant Certificate.

## COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES: OFFICE ASSISTANT-CLERICAL

### Certificate of Achievement

Major Units: 34

A Certificate of Achievement in CAOT Office Assistant-Clerical may be earned by completing 27 units of Required Courses and 7 units of Major Electives, with a "C" or better in each course.

The Office Assistant – Clerical program prepares students for employment in business, government, and educational offices using automated systems and procedures.

By fulfilling the program requirements, students are prepared to assume entry-level office duties and responsibilities. The program prepares students for

retraining in the use of current computer application programs. The program provides the foundation for entry into office clerical positions. Typical positions include entry-level secretary, office clerk, office assistant, and junior clerk.

| SEMESTER I  |                                                                       | UNITS |
|-------------|-----------------------------------------------------------------------|-------|
| BUS 38      | Business Computations                                                 | 3     |
| CAOT 2      | Computer Keyboarding II<br>(Must have completed CAOT 1 or equivalent) | 3     |
| CAOT 33     | Records Management and Filing                                         | 2     |
| CAOT 34     | Business Terminology                                                  | 2     |
| CAOT 82     | Microcomputer Software Survey in the Office                           | 3     |
| CAOT 84     | Microsoft Word                                                        | 3     |
| SEMESTER II |                                                                       | UNITS |
| ACCTG 1     | Introductory Accounting I                                             | 5     |
| BUS 32      | Business Communications                                               | 3     |
| CAOT 7      | Machine Transcription                                                 | 3     |
| CAOT 30     | Office Procedures                                                     | 3     |
| CAOT 31     | Business English                                                      | 3     |

### MAJOR ELECTIVES

Select at least 3 units from the CAOT Major Electives list located after the Medical Office Assistant Certificate.

### CAOT MAJOR ELECTIVES

The following list of electives are applicable towards CAOT degrees and certificates of achievements.

The following courses may be used as electives provided that the course is NOT a requirement in the major.

|           |                             | UNITS |
|-----------|-----------------------------|-------|
| BUS 1     | Introduction to Business    | 3     |
| BUS 5     | Business Law                | 3     |
| BUS 40    | Business Project Management | 3     |
| CAOT 7    | Machine Transcription       | 3     |
| CAOT 85   | Spreadsheet Analysis        | 3     |
| CAOT 86   | Microsoft Access            | 3     |
| CAOT 88   | Desktop Publishing          | 3     |
| CAOT 98   | Introduction to Windows     | 3     |
| CAOT 101  | Hands-on-Internet           | 1     |
| OFF MCH 2 | Office Machines             | 1     |
| SUPV 1    | Elements of Supervision     | 3     |
| SUPV 11   | Oral Communications         | 3     |

NOTE: Completion of English 21 with a grade of "C" or better prior to enrollment is recommended for success in the classes.

## MEDICAL OFFICE ASSISTANT

### Certificate of Achievement

Major Units: 32

| Award Title              | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|--------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Medical Office Assistant | C          |            | 29                    | 3                    | 32                |

A Certificate of Achievement in Medical Office Assistant may be earned by completing 29 units of Required Courses and 3 units of major electives listed below.

## REQUIRED COURSES

| SEMESTER I |                               | UNITS |
|------------|-------------------------------|-------|
| CAOT 2     | Computer Keyboarding II       | 3     |
| CAOT 44    | Medical Terminology           | 3     |
| CAOT 30    | Office Procedures             | 3     |
| CAOT 82    | Microcomputer Software Survey | 3     |
| CAOT 33    | Records Management and Filing | 2     |

| SEMESTER II |                                               | UNITS |
|-------------|-----------------------------------------------|-------|
| CAOT 84     | Microsoft Word                                | 3     |
| CAOT 46     | Medical Transcription for Medical Secretaries | 3     |
| BUS 32      | Business Communications                       | 3     |
| OFF MCH 2   | Business Office Machines                      | 1     |

| SEMESTER III |                                     | UNITS |
|--------------|-------------------------------------|-------|
| CAOT 20      | Medical Assistant Office Procedures | 5     |

NOTE: Select 3 units from the CAOT Major Electives list located after the Medical Office Assistant Certificate.

## CAOT ELECTIVES:

|           |                             | UNITS |
|-----------|-----------------------------|-------|
| BUS 1     | Introduction to Business    | 3     |
| BUS 5     | Business Law                | 3     |
| BUS 40    | Business Project Management | 3     |
| CAOT 7    | Machine Transcription       | 3     |
| CAOT 85   | Spreadsheet Analysis        | 3     |
| CAOT 86   | Microsoft Access            | 3     |
| CAOT 88   | Desktop Publishing          | 3     |
| CAOT 98   | Introduction to Windows     | 3     |
| CAOT 101  | Hands-on-Internet           | 1     |
| OFF MCH 2 | Business Office Machines    | 1     |
| SUPV 1    | Elements of Supervision     | 3     |
| SUPV 11   | Oral Communications         | 3     |

## COMPUTER INFORMATION SYSTEMS

Department: **Electronics & Computer Information Systems**

Department Chair: **Mr. Eric Chavez, Room CH-325**  
(213) 763-3782, ChavezEL@lattc.edu

| Award Title                                                                                                           | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-----------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Computer Information Systems                                                                                          | A.S.       | Plan B     | 21                    | 23                   | 44                |
| Computer Information Systems                                                                                          | C          |            | 21                    | 18                   | 39                |
| At least 60 degree applicable units (44 total major units and Plan B units) are required to earn an Associate degree. |            |            |                       |                      |                   |

## PROGRAM OVERVIEW

The Computer Information Systems program is designed to prepare students for careers in exciting Information Technology fields such as programming, software engineering, database administration, computer networking, multimedia, and web technologies. Microcomputer usage continues to grow at an ever increasing pace as does the demand for workers with solid technical skills and knowledge of programming, networking, and website development and management. The primary goal of the program is to prepare students for entry-level employment as well as providing marketable career advancement knowledge and skills. Students with interest in transferring to an Information Systems program at four-year institutions should consult with the Counseling department for needed course work.

Demand for computer software engineers will increase as computer networking continues to grow. For example, expanding Internet technologies have spurred demand for computer software engineers who can develop Internet, intranet, and World Wide Web applications. Programmers are employed in almost every industry, but the largest concentration is in computer systems design and related services. Large numbers of programmers also work for telecommunications companies, software publishers, financial institutions, insurance carriers, educational institutions, and government agencies. Prospects should be best for college graduates with knowledge of, and experience working with, a variety of programming languages and tools – including C++ and other object-oriented languages such as Java, as well as newer, domain-specific languages that apply to computer networking, database management, and Internet application development.

By fulfilling the program requirements, students are proficient in the use of current software application programs. They will be adept at integrating computer-based technology by applying both data and word processing aspects of information systems. They will understand how computers and software applications are utilized in today's information systems that support business decisions. Computer Information Systems personnel are involved in a variety of administrative, clerical, and accounting functions required to efficiently operate and maintain computerized business systems. This program leads to entry-level positions that maintain databases, manage projects, create presentations, and design, develop, and maintain websites. Typical positions are website creator, data entry/records clerk, computerized business systems supervisor, and self-employment.

## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Create and debug code for specifications and write comprehensive program documentation.
- Demonstrate comprehensive understanding of language tools by synthesizing and integrating multiple languages constructs in a single project.
- Demonstrate basic understanding of computer hardware and software.

## COMPUTER INFORMATION SYSTEMS

## Associate in Science Degree

Major Units: 44

Requirements for the Associate in Science degree in Computer Information Systems may be met by completing 21 units of Required Courses and 23 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 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 23 units from the courses below

**CERTIFICATE:** Select at least 18 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 12  | Web Security                                | 3     |
| CO INFO 40  | Beginning Level Programming/Computer Games  | 3     |
| CO INFO 42  | Video Game Programming I                    | 3     |
| CO INFO 734 | Operating Systems                           | 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     |

## COMPUTER INFORMATION SYSTEMS

## Certificate of Achievement

Major Units: 39

A Certificate of Achievement in Computer Information Systems may be earned by completing 21 units of Required Courses and 18 units of Major Electives listed under for the Associates degree in Computer Information Systems with a "C" or better in each course.

The Computer Information Systems Certificate of Achievement is designed to prepare students for entry-level careers in exciting Information Technology fields such as entry-level programming, multimedia, and web technologies. Microcomputer usage continues to grow at an ever increasing pace as does the demand for workers with solid technical skills and knowledge of programming, and website development and management. The primary goal of the program is to prepare students for entry-level employment as well as providing marketable career advancement knowledge and skills.

## CORRECTIONAL SCIENCE

**Department:** Behavioral/Social Sciences/Child Development

**Department Chair:** Ms. Alicia Rodriguez-Estrada, Room AH-516  
(213) 763-3938, RodriqAl@lattc.edu

| Award Title          | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|----------------------|------------|------------|-----------------------|----------------------|-------------------|
| Correctional Science | A.S.       | Plan B     | 30                    | 6                    | 36                |
| Correctional Science | C          |            | 30                    | 6                    | 36                |

At least 60 degree applicable units (36 total major units and Plan A units) are required to earn an Associate degree.

## PROGRAM OVERVIEW

LATTC's Correctional Science program will prepare you to enter the rapidly growing field of corrections. The correctional field has an enormous range of career options, and with the proper training a future filled with job opportunity and flexibility will be opened. Substantial and growing employment opportunities exist in corrections, public and private detention facilities, law enforcement, private security, immigration and customs, secret service, Federal Bureau of Investigation (FBI), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), homeland security are just some of the areas open to you. Students will also have the opportunity to gain experience in the field participating in ride-a-longs and internships with local agencies.

## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Demonstrate an understanding of the workings of the correctional system by applying definitions, concepts, and principles to courts and correctional settings.
- Apply critical thinking to research, evaluate, and analyze and synthesize the appropriate procedures for the collection of evidence and data in criminal case preparation pertaining to correctional institutions.
- Develop, organize and write an objective report that meets the legal and detailed requirements of correctional institutions.

## CORRECTIONAL SCIENCE

## Associate in Science

Major Units: 36

Requirements for the Associate in Science degree in Correctional Science may be met by completing 30 units of Required Courses and 6 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

|             |                                           | UNITS |
|-------------|-------------------------------------------|-------|
| ADM JUS 2   | Introduction to California Criminal Codes | 3     |
| ADM JUS 3   | Legal Aspects of Evidence                 | 3     |
| ADM JUS 14  | Report Writing for Peace Officers         | 3     |
| ADM JUS 62  | Finger Print Classification               | 3     |
| ADM JUS 73  | Law and Minority Groups                   | 3     |
| ADM JUS 75  | Introduction to Corrections               | 3     |
| ADM JUS 501 | Careers in the Criminal Justice Field     | 3     |
| ADM JUS 502 | Introduction to Forensic Psychology       | 3     |
| ADM JUS 750 | Ethics in the Criminal Justice System     | 3     |
| PSYCH 14    | Abnormal Psychology                       | 3     |

## MAJOR ELECTIVES

| Select at least 6 units from the courses below |                                                 |  | UNITS |
|------------------------------------------------|-------------------------------------------------|--|-------|
| ADM JUS 1                                      | Introduction to Administration of Justice       |  | 3     |
| ADM JUS 4                                      | Principles and Procedures of the Justice System |  | 3     |
| ADM JUS 5                                      | Criminal Investigation                          |  | 3     |
| ADM JUS 8                                      | Juvenile Procedures                             |  | 3     |
| ADM JUS 41                                     | Officer Safety                                  |  | 3     |
| ADM JUS 67                                     | Community Relations I                           |  | 1     |

## CORRECTIONAL SCIENCE

## Certificate of Achievement

Major Units: 36

A Certificate of Achievement in Correctional Science may be earned by completing 30 units of Required Courses and 6 units of Major Electives listed under for the Associates degree in Correctional Science with a "C" or better in each course.

## COSMETOLOGY

Department: Cosmetology

Department Chair: Mr. Elton Robinson, Room MH-241E  
(213) 763-7138, RobinsEJ@lattc.edu

| Award Title                                                                                                           | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-----------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Cosmetology                                                                                                           | A.A.       | Plan B     | 48                    | -                    | 48                |
| Cosmetology                                                                                                           | C          |            | 48                    | -                    | 48                |
| At least 60 degree applicable units (48 total major units and Plan B units) are required to earn an Associate degree. |            |            |                       |                      |                   |
| For additional related certificates, refer to programs under Skin Therapy.                                            |            |            |                       |                      |                   |

## PROGRAM OVERVIEW

Cosmetology is the study and practice of professional care of the hair, skin and nails. The LATTC Cosmetology program offers training in hair styling, and cutting; chemical treatments, waving, straightening and coloring; skin care and make-up techniques; nail art, manicures, and pedicures. The Cosmetology occupation is governed by stringent state laws which stipulate that all who enter the field must complete 1600 hours of instruction. The LATTC Cosmetology program is carefully designed to prepare students to pass the California State Board examination and integrates a mock state board exam to help familiarize the students with the examination procedures.

The beauty industry is a 3 billion-dollar business in the United States and the demand for professional and creative cosmetologists is always high. Professionals in the beauty industry can be found in runway dressing rooms, movie sets, and in salons and day spas. Emphasis on skin and hair care for men and women is at the forefront of services in this high visibility industry. In addition the beauty industry holds a wide array of entrepreneurial opportunities. The Cosmetology department prides itself in working with each individual graduate to assist them with job placement upon completion of the program and successfully

passing the California State Board examination.

By fulfilling the program requirements, students will have the knowledge and skills needed to successfully compete in the beauty industry. The Cosmetology program will prepare students to enter the beauty industry as stylists, salon managers, educators, make-up artists (both conventional and theatrical), 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 Cosmetology 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 Cosmetology 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 Cosmetology Licensure Examination.
- Demonstrate skills necessary to build and maintain an ongoing clientele in the cosmetology salon environment and industry.
- Demonstrate knowledge of cosmetology industry requirements regarding good work ethic, resumes and employment guidelines, track and maintain business transactions.

## COSMETOLOGY

## Associate in Arts Degree

Major Units: 48

Requirements for the Associate in Arts degree in Cosmetology may be met by completing 48 units of Required 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 |
|-------------|----------------------|--|-------|
| CSMTLGY 111 | Freshman Cosmetology |  | 6     |
| CSMTLGY 112 | Junior Salon I       |  | 6     |
| SEMESTER II |                      |  | UNITS |
| CSMTLGY 121 | Junior Salon II      |  | 6     |
| CSMTLGY 122 | Junior Salon III     |  | 6     |
| SEMESTER II |                      |  | UNITS |
| CSMTLGY 131 | Tinting I            |  | 6     |
| CSMTLGY 132 | Tinting II           |  | 6     |
| SEMESTER IV |                      |  | UNITS |
| CSMTLGY 141 | Senior Salon I       |  | 6     |
| CSMTLGY 142 | Senior Salon II      |  | 6     |

(Completion of 1600 hours of instruction as required by the State Board of Cosmetology regulations.)

**MAJOR ELECTIVES**

|             |                                                   | UNITS |
|-------------|---------------------------------------------------|-------|
| CSMTLGY 101 | Introduction to Cosmetology                       | 3     |
| CSMTLGY 210 | Introduction to Hair Coloring and Styling         | 3     |
| CSMTLGY 211 | Intermediate Hair Coloring and Styling            | 3     |
| CSMTLGY 214 | Advanced Hair Coloring and Styling                | 3     |
| CSMTLGY 215 | Contemporary Hair Styling                         | 3     |
| CSMTLGY 217 | Multi-Texture Design                              | 3     |
| CSMTLGY 221 | Advanced Makeup Techniques                        | 3     |
| CSMTLGY 222 | Introduction to Special Effects Makeup Techniques | 3     |

**COSMETOLOGY****Certificate of Achievement****Major Units: 48**

A Certificate of Achievement in Cosmetology may be earned by completing 48 units of Required Courses listed under for the Associate degree in Cosmetology with a "C" or better in each course.

**CULINARY ARTS**

**Department:** Culinary Arts/Professional Baking  
**Department Chair:** Mr. Steve Kasmar, ROOM SA-118  
 (213) 763-7332, [KasmarSL@lattc.edu](mailto:KasmarSL@lattc.edu)

| Award Title   | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|---------------|------------|------------|-----------------------|----------------------|-------------------|
| Culinary Arts | A.A.       | Plan B     | 48                    | -                    | 48                |
| Culinary Arts | C          |            | 48                    | -                    | 48                |

At least 60 degree applicable units (48 total major units and Plan B units) are required to earn an Associate degree.

For additional related degrees and certificates, refer to programs under Baking Professional and Restaurant Management.

**PROGRAM OVERVIEW**

The Culinary Arts department at LATTC has the proud history of being one of the oldest cooking schools in the nation. We offer an extensive "hands on" and theory based culinary arts education that prepares students to enter the highly competitive hospitality industry. The department hosts professional industry-seasoned chefs as faculty, bringing their experiences from around the world. In addition to rigorous classroom instruction, students are trained in a working foodservice facility while attending classes. The Culinary Arts Associate in Arts degree and Certificate of Achievement are recognized and accredited by the American Culinary Federation Educational Foundation (ACFEF).

Los Angeles is a major hub to the ever changing, dynamic hospitality industry. The melting pot of cultures within the Los Angeles area dictates a cosmopolitan dining environment, and restaurants, hotels, caterers, cruise ships, theme parks

and private homes readily employ LATTC students and graduates. On graduating from the LATTC Culinary Arts program, students are qualified to work as cooks, line cooks, caterers, private chefs, chef assistants, and sous chefs.

The Culinary Arts program has successfully prepared students for the hospitality industry for many years. By fulfilling the program requirements, students will possess a working foundation of skills necessary to work in a professional industry kitchen. Within the program, students will illustrate a working foundation of a professional industry kitchen. students are proficient in cooking techniques and terminology including meat fabrication and cookery, hot and cold sauce preparation, vegetable identification and production, task organizing and time management. Successful students will graduate with a working knowledge of culinary nutrition and fundamental management skills, as well as National Restaurant Association Serve Safe Certification.

**PROGRAM LEARNING OUTCOMES (PLOs)**

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

- Recognize industry standards for entry, supervisory, and management level employment.
- Demonstrate professional culinary techniques according to industry standards.
- Evaluate proper practices in various industry segments.

**CULINARY ARTS****Associate in Arts Degree****Major Units: 48**

Requirements for the Associate in Arts degree in Culinary Arts may be met by completing 48 units of Required 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.

The foodservice industry provides a wealth of career opportunities, with employers seeking successful graduates of Culinary Arts programs around the nation and the world. LATTC offers a Certificate of Achievement that allows the student to open the door to a successful career in the foodservice industry.

The Culinary Arts program has successfully prepared students for the hospitality industry for many years. By fulfilling the program requirements, students will possess a working foundation of skills necessary to work in a professional industry kitchen. students are proficient in cooking techniques and terminology including meat fabrication and cookery, hot and cold sauce preparation, vegetable identification and production, task organizing and time management. Successful students hold the National Restaurant Association Serve Safe Certificate as well as a working knowledge of culinary nutrition and fundamental management skills.

**REQUIRED COURSES**

| SEMESTER I  |                                     | UNITS |
|-------------|-------------------------------------|-------|
| CLN ART 120 | Front of House Dining Room Services | 4     |
| CLN ART 111 | Culinary Arts Orientation I         | 4     |
| CLN ART 112 | Sanitation and Safety               | 2     |
| CLN ART 170 | Culinary Nutrition                  | 2     |
| SEMESTER II |                                     | UNITS |
| CLN ART 121 | Garde Manger I/ Baking              | 6     |
| CLN ART 122 | Garde Manger II/Charcuterie         | 6     |

| SEMESTER III |                               | UNITS |
|--------------|-------------------------------|-------|
| CLN ART 131  | Breakfast Cookery, Management | 6     |
| CLN ART 132  | Entremetier / Saucier         | 6     |

| SEMESTER IV |                                                                                   | UNITS |
|-------------|-----------------------------------------------------------------------------------|-------|
| CLN ART 141 | Advanced Restaurant Practices/Meat Fabrication and Cookery, Quantity Food Cookery | 6     |
| CLN ART 235 | Menu Planning & Purchasing                                                        | 4     |
| CLN ART 240 | Supervision & Training                                                            | 2     |

**NOTE:** Most Baking/Culinary Arts courses have prerequisites and/or co-requisites. Refer to the Course Descriptions section of the catalog for additional details.

## CULINARY ARTS

### Certificate of Achievement

Major Units: 48

A Certificate of Achievement in Culinary Arts may be earned by completing 48 units of Required Courses listed under for the Associate degree in Culinary Arts with a "C" or better in each course.

## DIESEL AND RELATED TECHNOLOGY

Department: Transportation

Department Chair: Mr. Jess Guerra, Room OH-114A  
(213) 763-3919, GuerraJ@lattc.edu

| Award Title                   | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Diesel and Related Technology | A.S.       | Plan B     | 45                    | -                    | 45                |
| Diesel and Related Technology | C          |            | 45                    | -                    | 45                |

At least 60 degree applicable units (45 total major units and Plan B units) are required to earn an Associate degree.

For additional related degrees and certificates, refer to programs under Automotive Collision Repair, Automotive Technology, and Motorcycle Repair Mechanics.

## PROGRAM OVERVIEW

If you live in the United States, almost every single thing you eat, wear or use was delivered by a diesel-powered vehicle. Our trucks, trains, buses are almost all diesel fueled; freighters, ocean liners, and electrical generators are also diesel powered. LATTC trains the professionals who keep this vast pool of machines productive. Graduates of the Diesel Technology program are well paid and have a diverse choice of areas in which to specialize. In recent years, the demand from local employers has exceeded our supply of qualified graduates as the program continues to grow.

By fulfilling the program requirements, students are proficient in all aspects

of diesel engine fundamentals, electrical components, fuel systems, overhaul procedures, air brake system and the construction and operation of diesel engines.

## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Identify and explain the operation of diesel vehicle systems ( such as engine, transmissions, brakes, electrical and suspension ) along with their related subsystems.
- Utilize the various manufacturer diagnostic software to accurately diagnose and repair diesel powered vehicles.
- Demonstrate proficiency in utilizing specialized tools and shop equipment in the repair of diesel vehicles while adhering to all applicable industry safety standards.

## DIESEL AND RELATED TECHNOLOGY

### Associate in Science Degree

Major Units: 45

Requirements for the Associate in Science degree in Diesel and Related Technology may be met by completing 45 units of Required 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 |
|--------------|----------------------------------|-------|
| DIESLTK 112  | Diesel Engine Fundamentals       | 11    |
| -or-         |                                  |       |
| DIESLTK 112A | Diesel Engine Fundamentals (5.5) |       |
| - and -      |                                  |       |
| DIESLTK 112B | Diesel Engine Fundamentals (5.5) |       |

| SEMESTER II      |                                                                                           | UNITS |
|------------------|-------------------------------------------------------------------------------------------|-------|
| DIESLTK 122      | Diesel Fuel Injection Systems                                                             | 11    |
| -or-             |                                                                                           |       |
| DIESLTK 122A     | Diesel Fuel Systems (5.5)                                                                 |       |
| - and -          |                                                                                           |       |
| DIESLTK 122B     | Diesel Fuel Systems (5.5)                                                                 |       |
| WELDG/E 201A     | Welding and Related Technical Information<br>(may be taken in either 1st or 2nd semester) | 1     |
| -or- DIESLTK 185 | Directed Studies (1)                                                                      |       |

Admission to third semester courses is limited to those who have received a grade of "C" or better in all first year Diesel courses.

| SEMESTER III |                                           | UNITS |
|--------------|-------------------------------------------|-------|
| DIESLTK 132  | Heavy Duty Drive Train & Air Brake        | 11    |
| -or-         |                                           |       |
| DIESLTK 132A | Heavy Duty Drive Train Fundamentals (5.5) |       |
| - and -      |                                           |       |
| DIESLTK 132B | Air Brake Systems (5.5)                   |       |

| SEMESTER IV  |                                           | UNITS |
|--------------|-------------------------------------------|-------|
| DIESLTK 142  | Diesel Engine Overhaul & Electronic       | 11    |
| -or-         |                                           |       |
| DIESLTK 142A | Diesel Engine Overhaul Fundamentals (5.5) |       |
| - and -      |                                           |       |
| DIESLTK 142B | Electronic Engine Controls (5.5)          |       |

**NOTE:** Students are required to provide basic hand tools, Transportation Technology uniform and personal safety equipment.

## DIESEL AND RELATED TECHNOLOGY

### Certificate of Achievement

Major Units: 45

A Certificate of Achievement in Diesel and Related Technology may be earned by completing 45 units of Required Courses listed under for the Associate degree in Diesel and Related Technology with a "C" or better in each course.

By fulfilling the program requirements, students are able to enter the job market as diesel technicians.

## ELECTRICAL CONSTRUCTION & MAINTENANCE

Department: Construction, Design, and Manufacturing  
Department Chair: Mr. William (Bill) Elarton, ROOM SQ-122  
(213) 763-3701, ElartoWD@lattc.edu

| Award Title                                                                                                        | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|--------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Electrical Construction and Maintenance —(day only)                                                                | A.S.       | Plan B     | 47                    | 1                    | 48                |
| Electrical Construction and Maintenance —(day only)                                                                | C          |            | 47                    | 1                    | 48                |
| Electrical Construction and Maintenance: Construction Tech —(evening only)                                         | A.A.       | Plan B     | 43                    | -                    | 43                |
| Electrical Construction and Maintenance: Construction Tech —(evening only)                                         | C          |            | 43                    | -                    | 43                |
| At least 60 degree applicable units (total major units and Plan B units) are required to earn an Associate degree. |            |            |                       |                      |                   |

### PROGRAM OVERVIEW

To meet the training needs of persons interested in becoming an Electrician LATTC offers an Electrical Construction and Maintenance Associate in Science degree, and Electrical Construction and Maintenance Construction Technologies Associates in Arts degree, as well as Certificates of Achievement.

The Associate in Science degree is designed for individuals seeking entry level positions in the field. Students enrolling in this program should be able to commit to full-time student status, which is approximately 24 hours per week. This time commitment necessary to allow for hands-on training in the laboratory applications used during the course of instruction.

The Associate in Arts degree is an evenings-only course of study designed for individuals currently in the field who want to improve or expand their skills. Due to limitations on available evening hours, the utilization of hands-on laboratory application is assumed to be provided at the student's place of employment.

Depending on availability, the Associate in Arts degree may require slightly longer to complete. Check with the Department Chair for more details prior to enrolling.

By fulfilling the program requirements, students will have the necessary knowledge and skills for a career in Residential, Commercial, and Industrial Construction and Maintenance of Electrical Systems. Electrical theory, electrical controls, conduit installation, blueprints, low voltage systems, maintenance practices, equipment installation, etc are just some of the skill that will be mastered during this program.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Use hand and power tools to perform electrical construction and maintenance work.
- Demonstrate sustainable electrical construction and maintenance practices.
- Perform trade calculations related to electrical construction and maintenance work.
- Work independently and interdependently to safely accomplish shared professional outcomes.
- Demonstrate knowledge of reading electronic symbols and schematic diagrams.

## ELECTRICAL CONSTRUCTION AND MAINTENANCE

### Associate in Science Degree

Major Units: 48

Requirements for the Associate in Science degree in Electrical Construction and Maintenance may be met by completing 47 units of Required Courses and 1 unit 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 |
|--------------------------------------------------------------|-------|
| ECONMT 115 Fundamentals of D.C. Electricity                  | 3     |
| ECONMT 116 Hand Tools and Wiring Practices                   | 2     |
| ECONMT 117 Elementary Circuit Practices                      | 4     |
| ECONMT 119 Applied Electrical Calculations and Measurements. | 3     |
| -or- ECONMT 173 Electrical Mathematics I (3)                 |       |

| SEMESTER II                                         | UNITS |
|-----------------------------------------------------|-------|
| ECONMT 120 Industrial Control Systems               | 3     |
| ECONMT 128 Industrial Control Systems and Practices | 3     |
| ECONMT 129 Fundamentals of Alternating Current      | 3     |
| ECONMT 169 Alternating Current Practices            | 2     |

| SEMESTER III                                                 | UNITS |
|--------------------------------------------------------------|-------|
| ECONMT 130 Principles of Industrial Electric Power           | 3     |
| ECONMT 136 Industrial Power Applications                     | 3     |
| ECONMT 137 Industrial Electronic Control Systems.            | 3     |
| ECONMT 138 Applications of Electrical and Electronic Devices | 2     |
| ECONMT 142 Basic Programmable Logic Controls (PLC)           | 1     |

| SEMESTER IV                                             | UNITS |
|---------------------------------------------------------|-------|
| ECONMT 140 Construction Wiring Principles and Practices | 3     |

|             |                                           |   |
|-------------|-------------------------------------------|---|
| ECONMT 150  | Introduction to the Electrical Codes      | 3 |
| ECONMT 167  | Electrical Construction Wiring Techniques | 3 |
| ECONMT 168  | Installation of Electrical Wiring         | 2 |
| ECONMT 193A | Conduit Bending Laboratory                | 1 |

### MAJOR ELECTIVES

| Select at least 1 unit from the courses below |                                                                               | UNITS |
|-----------------------------------------------|-------------------------------------------------------------------------------|-------|
| BLDGCTQ 101                                   | Contractor's License Law                                                      | 3     |
| ECONMT 6                                      | Security and Alarm Technician Certificate                                     | 3     |
| ECONMT 7                                      | Home Theater and Commercial Audio and Video Installation Theory and Practices | 3     |
| ECONMT 100                                    | (O.S.H.A.) Safety Standards                                                   | 2     |
| ECONMT 101                                    | Electrical Craft Helper                                                       | 4     |
| ECONMT 105                                    | Fundamentals of Solar Energy                                                  | 3     |
| ECONMT 139 †                                  | Electrical Maintenance Practice                                               | 2     |
| ECONMT 143 †                                  | Solid State Fundamentals of Automation                                        | 4     |
| ECONMT 159                                    | Programmable Logic Controls (PLC)                                             | 4     |
| ECONMT 163 †                                  | Electro Mechanical Principles and Practices                                   | 4     |
| ECONMT 171                                    | Electrical Codes and Ordinances I                                             | 3     |
| ECONMT 172                                    | Electrical Codes and Ordinances II                                            | 3     |
| ECONMT 173                                    | Electrical Mathematics I                                                      | 3     |
| ECONMT 174                                    | Electrical Mathematics II                                                     | 3     |
| ECONMT 177                                    | Electric Motor Control I                                                      | 3     |
| ECONMT 178                                    | Electric Motor Control II                                                     | 3     |
| ECONMT 181                                    | Basic Wiring Practices                                                        | 3     |
| ECONMT 182                                    | Basic Wiring Diagrams and Circuit Practices                                   | 1     |
| ECONMT 183                                    | Residential and Practices                                                     | 3     |
| ECONMT 184                                    | Motor Control Principles and Practices                                        | 3     |
| ECONMT 186                                    | Industrial Electrical Principles and Practices                                | 3     |
| ECONMT 187                                    | Advanced Programmable Logics Controllers (PLC)                                | 4     |
| ECONMT 188 †                                  | Offline (PLC) Programming                                                     | 3     |
| ECONMT 190                                    | Electrical Code Calculations                                                  | 3     |
| ECONMT 191                                    | Electrical Wiring Systems                                                     | 2     |
| ECONMT 192                                    | Residential Wiring and Practices                                              | 2     |
| ECONMT 193                                    | Conduit Bending and Calculations                                              | 3     |
| ECONMT 193A                                   | Conduit Bending Laboratory                                                    | 1     |
| ECONMT 194 †                                  | Documentation Control in Construction Projects                                | 2     |
| ECONMT 195                                    | Grounding: Fundamentals, Applications and Practices                           | 3     |
| ECONMT 196                                    | Infrastructure Wiring Practices (Fiber optic and Copper)                      | 4     |
| ECONMT 197                                    | Low Voltage Wiring Practices                                                  | 3     |
| ECONMT 199                                    | Journeyman Electrician Exam Preparation                                       | 3     |
| ECONMT 200 †                                  | Electrical Construction Inspection                                            | 3     |
| ECONMT 205                                    | Solar Energy Installation & Maintenance Principles and Practices              | 2     |
| ECONMT 210 †                                  | Introduction to Instrumentation                                               | 3     |
| ECONMT 941                                    | Cooperative Education                                                         | 4     |

### ELECTRICAL CONSTRUCTION & MAINTENANCE

#### Certificate of Achievement

Major Units: 48

A Certificate of Achievement in Electrical Construction and Maintenance may be earned by completing 47 units of Required Courses and 1 unit of Major Electives listed under for the Associates degree in Electrical Construction and Maintenance with a "C" or better in each course.

† Course currently unavailable

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Use hand and power tools to perform electrical construction and maintenance work.
- Demonstrate sustainable electrical construction and maintenance practices.
- Perform trade calculations related to electrical construction and maintenance work.
- Work independently and interdependently to safely accomplish shared professional outcomes.

### ELECTRICAL CONSTRUCTION & MAINTENANCE: CONSTRUCTION TECH

#### Associate in Arts Degree

Major Units: 43

Requirements for the Associate in Arts degree in Electrical Construction and Maintenance: Construction Tech may be met by completing 43 units of Required 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

| LEVEL I    |                                                | UNITS |
|------------|------------------------------------------------|-------|
| ECONMT 115 | Fundamentals of D.C. Electricity               | 3     |
| ECONMT 116 | Hand Tools and Wiring Practices                | 2     |
| ECONMT 173 | Electrical Mathematics I                       | 3     |
| ECONMT 181 | Basic Wiring Practices                         | 3     |
| ECONMT 182 | Basic Diagrams and Circuit Practices           | 1     |
| LEVEL II   |                                                | UNITS |
| ECONMT 120 | Industrial Control Systems                     | 3     |
| ECONMT 129 | Fundamentals of Alternating Current            | 3     |
| ECONMT 177 | Electric Motor Control I                       | 3     |
| ECONMT 183 | Residential Electric Wiring                    | 3     |
| LEVEL III  |                                                | UNITS |
| ECONMT 128 | Industrial Control Systems Practices           | 3     |
| ECONMT 171 | Electrical Codes and Ordinances I              | 3     |
| ECONMT 184 | Motor Control Principles and Practices         | 3     |
| LEVEL IV   |                                                | UNITS |
| ECONMT 159 | Programmable Logic Controls (PLC)              | 4     |
| ECONMT 172 | Electrical Code and Ordinances II              | 3     |
| ECONMT 186 | Industrial Electrical Principles and Practices | 3     |

### MAJOR ELECTIVES

|              |                                                                               | UNITS |
|--------------|-------------------------------------------------------------------------------|-------|
| BLDGCTQ 101  | Contractor's License Law                                                      | 3     |
| ECONMT 6     | Security and Alarm Technician Certificate                                     | 3     |
| ECONMT 7     | Home Theater and Commercial Audio and Video Installation Theory and Practices | 3     |
| ECONMT 100   | (O.S.H.A.) Safety Standards                                                   | 2     |
| ECONMT 101   | Electrical Craft Helper                                                       | 4     |
| ECONMT 105   | Fundamentals of Solar Energy                                                  | 3     |
| ECONMT 139 † | Electrical Maintenance Practice                                               | 2     |

|              |                                                                  |   |
|--------------|------------------------------------------------------------------|---|
| ECONMT 143 † | Solid State Fundamentals of Automation                           | 4 |
| ECONMT 163 † | Electro Mechanical Principles and Practices                      | 4 |
| ECONMT 174   | Electrical Mathematics II                                        | 3 |
| ECONMT 178   | Electric Motor Control II                                        | 3 |
| ECONMT 187   | Advanced Programmable Logics Controllers (PLC)                   | 4 |
| ECONMT 188 † | Offline (PLC) Programming                                        | 3 |
| ECONMT 190   | Electrical Code Calculations                                     | 3 |
| ECONMT 191   | Electrical Wiring Systems                                        | 2 |
| ECONMT 192   | Residential Wiring and Practices                                 | 2 |
| ECONMT 193   | Conduit Bending and Calculations                                 | 3 |
| ECONMT 193A  | Conduit Bending Laboratory                                       | 1 |
| ECONMT 194 † | Documentation Control in Construction Projects                   | 2 |
| ECONMT 195   | Grounding: Fundamentals Applications and Practices               | 3 |
| ECONMT 196   | Infrastructure Wiring Practices (Fiber optic and Copper)         | 4 |
| ECONMT 197   | Low Voltage Wiring Practices                                     | 3 |
| ECONMT 199   | Journeyman Electrician Exam Preparation                          | 3 |
| ECONMT 200 † | Electrical Construction Inspection                               | 3 |
| ECONMT 205   | Solar Energy Installation & Maintenance Principles and Practices | 2 |
| ECONMT 210 † | Introduction to Instrumentation                                  | 3 |

## ELECTRICAL CONSTRUCTION & MAINTENANCE: CONSTRUCTION TECH

### Certificate of Achievement Major Units: 43

A Certificate of Achievement in Electrical Construction and Maintenance: Construction Tech may be earned by completing 43 units of Required Courses with a "C" or better in each course.

## ELECTRONICS COMMUNICATIONS

**Department:** Electronics & Computer Information Systems

**Department Chair:** Mr. Eric Chavez, Room CH-325  
(213) 763-3782, ChavezEL@lattec.edu

| Award Title                | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|----------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Electronics Communications | A.S.       | Plan B     | 44                    | -                    | 44                |
| Electronics Communications | C          |            | 44                    | -                    | 44                |

At least 60 degree applicable units (44 total major units and Plan B units) are required to earn an Associate degree.

† Course currently unavailable

## PROGRAM OVERVIEW

This program covers, circuit analysis of several complete FM systems. Included are a wideband microwave multiplex system and several mobile communications systems.

Students acquire information required by the Electronics Technician to aid in passing the Federal Communications Commission (FCC) general radiotelephone license examination. The FCC rules, regulations, and theory areas are explained and sample FCC-type tests are taken. Marine and aeronautical rules and regulations are also studied and are necessary for passing the general radiotelephone examination. Students may come day and/or evening. Additional hours taking general studies courses will lead to the Associate in Science degree.

By fulfilling the program requirements, students are proficient in the operation of AM/FM Transmitters and trouble shoot AM/FM Receivers. students are able to install C Band, K/U Band, and digital satellites systems (DSS). Students will have an understating of cordless phones, microwave receivers/transmitters, and cell phone systems.

## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Demonstrate knowledge of reading electronic symbols and schematic diagrams.
- Perform mathematical calculations and measurements related to electronics circuit analysis.
- Demonstrate basic understanding of semiconductors devices, digital circuits, and electronics communications theory.

## ELECTRONICS COMMUNICATIONS

### Associate in Science Degree Major Units: 44

Requirements for the Associate in Science degree in Electronics Communications may be met by completing 44 units of Required 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.

The electronics industry today is faced with a changing and dynamic marketplace. In response, the Electronics and Computer Information Systems program at LATTC continuously updates it's courses and labs, responding to the latest industry demands. Students receive training in the most current electronics and computer technology techniques and degree and certificate programs allow students the flexibility of not having to commit to a full-time schedule. The Electronics Department is proud of it's twenty year partnership with the Federal Aviation Administration (FAA), where our students are frequently offered employment prior to their graduation.

The Electronics Communications program covers, circuit analysis of several complete FM systems including wideband microwave multiplex system and several mobile communication systems. students are able to apply basic radio fundamentals necessary to understand transmitters and receivers used in modern AM and FM communication systems. The program also prepares students to passing the F.C.C. general radiotelephone license examination. F.C.C. theory and regulations, and marine and aeronautical rules are covered and students are offered a sample test.

## REQUIRED COURSES

| SEMESTER I  |                                                  | UNITS |
|-------------|--------------------------------------------------|-------|
| ETNTLGY 150 | Soldering Surface Mount Technology               | 3     |
| ETNTLGY 151 | DC Theory and Circuit Fundamentals               | 3     |
| ETNTLGY 152 | DC Theory and Circuit Fundamentals Lab           | 2     |
| ETNTLGY 153 | Applied DC Calculations                          | 1     |
| ETNTLGY 254 | Computer Applications for Electronics Technology | 3     |

| SEMESTER II |                                        | UNITS |
|-------------|----------------------------------------|-------|
| ETNTLGY 154 | AC Theory and Circuit Fundamentals     | 3     |
| ETNTLGY 155 | AC Theory and Circuit Fundamentals Lab | 2     |
| ETNTLGY 156 | Applied AC Calculations                | 1     |
| ETNTLGY 255 | Computer-Based Electronics             | 1     |
| PHYSICS 11  | Introductory Physics                   | 4     |

| SEMESTER III |                                           | UNITS |
|--------------|-------------------------------------------|-------|
| ETNTLGY 157  | Semiconductors Devices and Applications   | 3     |
| ETNTLGY 158  | Semiconductor Devices and Electronics Lab | 3     |
| ETNTLGY 159  | Digital Circuits and Applications         | 3     |
| ETNTLGY 160  | Digital Circuits and Applications Lab     | 2     |

| SEMESTER IV |                                                | UNITS |
|-------------|------------------------------------------------|-------|
| ETNTLGY 161 | FCC Radio Operator License                     | 3     |
| ETNTLGY 162 | Introduction to Electronics Communications     | 3     |
| ETNTLGY 163 | Introduction to Electronics Communications Lab | 3     |
| ECONMT 142  | Basic Programmable Logic Controls              | 1     |

## MAJOR ELECTIVES

|             |                                                    | UNITS |
|-------------|----------------------------------------------------|-------|
| ETNTLGY 252 | Networking Cabling Specialist                      | 3     |
| ETNTLGY 253 | Fiber Optics                                       | 3     |
| MICROTK 077 | Cisco Networking Academy Semester 1                | 3     |
| MICROTK 160 | I.T. Essentials Application Software Fundamentals  | 2     |
| MICROTK 162 | I.T. Essentials Networking Personal Computers      | 4     |
| MICROTK 164 | I.T. Essentials Microcomputer Theory and Servicing | 5     |

## ELECTRONICS COMMUNICATIONS

## Certificate of Achievement

Major Units: 44

A Certificate of Achievement in Electronics Communications may be earned by completing 44 units of Required Courses listed under for the Associate degree in Electronics Communication with a "C" or better in each course.

## ENGLISH

Department: English /ESL

Department Chair: Ms. Janice Gangel-Vasquez, ROOM AH-515  
(213) 763-5516, GangeJMJM@lattec.edu

| Award Title                                                                                                           | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-----------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| English (Transfer)                                                                                                    | A.A.       | Plan A     | 15                    | 3                    | 18                |
| At least 60 degree applicable units (18 total major units and Plan A units) are required to earn an Associate degree. |            |            |                       |                      |                   |

## PROGRAM OVERVIEW

The English Associate in Arts degree is designed for students interested in general studies or who plan to transfer to a four-year institution for a Bachelor of Arts (B.A.) degree. This program provides students with an opportunity to read widely in American, British and world literature. Students are trained in writing, and analytical and critical thinking skills that will prepare them for various academic and business-related pursuits.

## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Write coherent college-level in-class essays with clear syntax and varied sentence structure, and exhibiting knowledge of Standard American English rules of punctuation and grammar.
- Conduct and present research, conforming to Modern Language Association (MLA) Standards.
- Analyze and evaluate a diverse body of literature in a variety of presentation formats.

## ENGLISH

## Associate in Arts Degree

Major Units: 18

Requirements for the Associate in Arts degree in English may be met by completing 15 units of Required Courses and 3 units of Major Electives with a "C" or better along with general education courses meeting Plan A graduation requirements. Information on the Plan A requirements may be found in the catalog under Graduation/Transfer Requirements.

The English major may not be declared as a double major with Liberal Arts.

## REQUIRED COURSES

|             |                                    | UNITS |
|-------------|------------------------------------|-------|
| ENGLISH 102 | College Reading and Composition II | 3     |
| ENGLISH 103 | Composition and Critical Thinking  | 3     |
| ENGLISH 203 | World Literature I                 | 3     |
| ENGLISH 205 | English Literature I               | 3     |
| ENGLISH 206 | English Literature II              | 3     |

## MAJOR ELECTIVES

| Select at least 3 units from the courses below |                        |  | UNITS |
|------------------------------------------------|------------------------|--|-------|
| ENGLISH 127                                    | Creative Writing       |  | 3     |
| ENGLISH 207                                    | American Literature I  |  | 3     |
| ENGLISH 208                                    | American Literature II |  | 3     |
| ENGLISH 212                                    | Introduction to Poetry |  | 3     |
| ENGLISH 215                                    | Shakespeare            |  | 3     |

**NOTE:** TRANSFER—Students interested in transferring to a four-year college or university should visit the University Transfer Center or meet with a counselor to select appropriate transferable courses.

## FASHION

**Department:** Design and Media Arts  
**Department Chair:** Ms. Carole Anderson, ROOM CY-222  
 (213) 763-3640, AndersCL@lattc.edu

| Award Title                           | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|---------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Fashion Design<br>—(day only)         | A.A.       | Plan B     | 42                    | 4                    | 46                |
| Fashion Design<br>—(day only)         | C          |            | 42                    | 4                    | 46                |
| Fashion Technology<br>—(evening only) | A.A.       | Plan B     | 36                    | 6                    | 42                |
| Fashion Technology<br>—(evening only) | C          |            | 28                    | -                    | 28                |

At least 60 degree applicable units (total major units and Plan B units) are required to earn an Associate degree.

For additional related degrees and certificates, refer to programs under Fashion Merchandising and Tailoring.

## PROGRAM OVERVIEW

The Fashion Design program is formulated to provide specialized training in the latest methods of garment construction, illustration, draping, and pattern making, including the most widely used apparel software programs. Students are encouraged to continually experiment with creative design problems during the two-year program. The fashion department is staffed by professional instructors who have spent many years in the fashion industry as designers, pattern makers, production managers and manufacturers in all categories of apparel. The Fashion Design classrooms are equipped like design rooms complete with industrial sewing machines, pressing equipment, grading machines and dress forms. In addition, the college has state-of-the-art computer lab classrooms where instruction is offered in Gerber Technology, Lectra Inc. and Tukatech, which allows students to master technology along with traditional skills. The newest computer lab was developed to answer industry demand for training in fashion and technical illustration using Adobe Photoshop and Illustrator.

The fashion community contributes to the program through student scholarships donated by professional groups, companies and individuals. Fashion professionals are invited to work with and critique student designs and prominent speakers visit the campus on a regular basis to lecture on current fashion industry trends. Foreign and domestic fashion publications are available for student reference as well as an extensive collection of historical fashion magazines. The Sharon Tate Costume Collection houses a vast collection of apparel from noted designers and historical costumes, used to inspire students and offer creative solutions to design problems.

Los Angeles is the leading center for apparel manufacturing in the United States. These firms require personnel trained in the design and technical aspects of clothing production. Many local apparel manufacturing firms employ LATTCC graduates as designers, assistant designers, grader/marker makers, pattern makers, technical designers, specification writers, and production managers.

The Fashion Design program prepares students for careers in all areas of apparel manufacturing from assistant designers to production management.

By fulfilling the program requirements, students are proficient in construction and assembly, patternmaking and grading, technical and fashion illustration, and draping techniques used to manufacture soft goods. In addition they will understand and be able to apply computer technology to industry related tasks. The comprehensive two-year program stresses industrial problem solving using professional techniques.

## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Perform mathematical calculations for apparel.
- Use industrial sewing machines for apparel construction.
- Communicate design ideas visually using flat sketches or illustrations.
- Use and manipulate a basic pattern block.
- Use fabric manipulation to create three-dimensional forms.

## FASHION DESIGN

### Associate in Arts Degree Major Units: 46

Requirements for the Associate in Arts degree in Fashion Design may be met by completing 42 units of Required Courses and 4 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.

The daytime fashion design classes are part of a structured program, which each student are strongly advised take in sequential order. Each semester is divided into two segments, and classes meet five days per week.

## REQUIRED COURSES

| SEMESTER I  |                                 |  | UNITS |
|-------------|---------------------------------|--|-------|
| FASHDSN 111 | Clothing Construction I         |  | 4     |
| FASHDSN 112 | Basic Fashion Art and Design    |  | 4     |
| SEMESTER II |                                 |  | UNITS |
| FASHDSN 122 | Grading and Marker Making       |  | 4     |
| FASHDSN 120 | Basic Pattern Making and Design |  | 4     |

| SEMESTER III |                                    | UNITS |
|--------------|------------------------------------|-------|
| FASHDSN 130  | Draping and Design                 | 4     |
| FASHDSN 132  | Advanced Pattern Making and Design | 4     |

| SEMESTER IV |                          | UNITS |
|-------------|--------------------------|-------|
| FASHDSN 141 | Advanced Design          | 4     |
| FASHDSN 142 | Manufacturing Production | 4     |

**A- ND—**

|             |                                   | UNITS |
|-------------|-----------------------------------|-------|
| FASHDSN 119 | History of Costume                | 3     |
| FASHDSN 125 | Textile Manufacturing Methods     | 3     |
| FASHDSN 139 | Coordinated Sportswear            | 2     |
| FASHDSN 264 | Apparel Computer Systems Analysis | 2     |

**MAJOR ELECTIVES**

| Select at least 4 units from the courses below |                                       | UNITS |
|------------------------------------------------|---------------------------------------|-------|
| FASHDSN 101                                    | Introduction to Fashion               | 2     |
| FASHDSN 118                                    | Advanced Clothing Construction        | 2     |
| FASHDSN 126                                    | Manufacturing and Design Room Process | 1     |
| FASHDSN 137                                    | Bustier Creation                      | 2     |
| FASHDSN 138                                    | Tailoring for Ready to Wear           | 2     |
| FASHDSN 140                                    | Advanced Draping and Design           | 2     |
| FASHDSN 147                                    | Fashion Show Production               | 2     |
| FASHDSN 148                                    | Active Wear Design                    | 2     |
| FASHDSN 151                                    | Advanced Fashion Art and Design       | 2     |
| FASHDSN 941                                    | Cooperative Education                 | 4     |
| FASHMER 1                                      | Entrepreneurial Fashion               | 3     |
| FASHMER 20                                     | Apparel Product Development           | 3     |
| FASHMER 25                                     | Fashion Industry Interchange          | 3     |
| FASHMER 30                                     | Wholesale Merchandising               | 3     |
| FASHMER 50                                     | International Business                | 3     |

**R—**

Fashion Design Evening &amp; Weekend Courses

**FASHION DESIGN****Certificate of Achievement**

Major Units: 46

A Certificate of Achievement in Fashion Design may be earned by completing 42 units of Required Courses and 4 units of Major Electives listed under for the Associates degree in Fashion Design with a "C" or better in each course.

**FASHION TECHNOLOGY****Associate in Arts Degree**

Major Units: 42

Requirements for the Associate in Arts degree in Fashion Technology may be met by completing 36 units of Required Courses and 6 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.

The Fashion Technology Associate in Arts degree is designed for those students attending in the evening and on Saturday. Since the structure of the evening courses does not allow for extensive lab experience, the department has a

comprehensive internship program offered through the Cooperative Education Office which allows students to obtain valuable on the job experience.

Los Angeles is the leading center for apparel manufacturing in the United States. These firms require personnel trained in the design and technical aspects of clothing production. This evening/Saturday program allows industry professionals the opportunity to upgrade their skills and advance in the latest technology.

**REQUIRED COURSES**

|             |                                      | UNITS |
|-------------|--------------------------------------|-------|
| FASHDSN 225 | Pattern Making and Design I          | 2     |
| FASHDSN 226 | Pattern Making and Design II         | 2     |
| FASHDSN 227 | Pattern Making and Design III        | 2     |
| FASHDSN 228 | Pattern Grading and Design I         | 2     |
| FASHDSN 229 | Pattern Grading and Design II        | 2     |
| FASHDSN 236 | Fashion Sketching and Design I       | 2     |
| FASHDSN 237 | Fashion Sketching and Design II      | 2     |
| FASHDSN 238 | Fashion Sketching and Design III     | 2     |
| FASHDSN 239 | Draping I: Fundamentals              | 2     |
| FASHDSN 240 | Draping II: Intermediate             | 2     |
| FASHDSN 241 | Draping III: Gown Draping and Design | 2     |
| FASHDSN 941 | Cooperative Education                | 8     |

**A- ND—**

Select 6 units from one of the options below:

| OPTION 1: SAMPLE MAKING AND DESIGN |                              | UNITS |
|------------------------------------|------------------------------|-------|
| FASHDSN 222                        | Sample Making and Design I   | 2     |
| FASHDSN 223                        | Sample Making and Design II  | 2     |
| FASHDSN 224                        | Sample Making and Design III | 2     |

| OPTION 2: TAILORING TECHNIQUES |                          | UNITS |
|--------------------------------|--------------------------|-------|
| TAILRNG 250                    | Tailoring Techniques I   | 2     |
| TAILRNG 251                    | Tailoring Techniques II  | 2     |
| TAILRNG 252                    | Tailoring Techniques III | 2     |
| TAILRNG 253                    | Tailoring Techniques IV  | 2     |

**MAJOR ELECTIVES**

| Select at least 6 units from courses below |                                                  | UNITS |
|--------------------------------------------|--------------------------------------------------|-------|
| FASHDSN 244                                | Computer Fashion Art                             | 2     |
| FASHDSN 255                                | Computerized Product Design                      | 2     |
| FASHDSN 256                                | CAD Apparel Pre-Production Techniques            | 2     |
| FASHDSN 257                                | Apparel Pattern Design Systems                   | 2     |
| FASHDSN 250                                | Beginning Computer Apparel Systems (Spring only) | 2     |
| FASHDSN 258                                | Computer Aided Pattern Systems                   | 2     |
| FASHDSN 270                                | Illustrator for Fashion Art                      | 2     |

**NOTE:** Courses offered for the Fashion Design, Associate in Arts degree may be substituted for courses required for the Fashion Technology, Associates in Arts degree

**FASHION TECHNOLOGY****Certificate of Achievement****Major Units: 28**

A Certificate of Achievement in Fashion Technology may be earned by completing 28 units of Required Courses with a "C" or better in each course.

A full range of condensed lab courses in clothing construction, sketching, grading, draping and pattern making are offered during the evening and on Saturdays. These courses may be taken in any order, and lead to a Certificate in Fashion Technology.

By fulfilling the program requirements, students are proficient in construction and assembly methods, illustration, both technical and fashion, pattern making, grading, and draping techniques. These courses will prepare students for apparel computer courses where they will apply skills using the latest computer technology.

Evening students may receive a Certificate of Achievement after taking 28 units that include:

**REQUIRED COURSES**

|             |                                      | UNITS |
|-------------|--------------------------------------|-------|
| FASHDSN 225 | Pattern Making and Design I          | 2     |
| FASHDSN 226 | Pattern Making and Design II         | 2     |
| FASHDSN 227 | Pattern Making and Design III        | 2     |
| FASHDSN 228 | Pattern Grading and Design I         | 2     |
| FASHDSN 229 | Pattern Grading and Design II        | 2     |
| FASHDSN 236 | Fashion Sketching and Design I       | 2     |
| FASHDSN 237 | Fashion Sketching and Design II      | 2     |
| FASHDSN 238 | Fashion Sketching and Design III     | 2     |
| FASHDSN 239 | Draping I: Fundamentals              | 2     |
| FASHDSN 240 | Draping II: Intermediate             | 2     |
| FASHDSN 241 | Draping III: Gown Draping and Design | 2     |

**AND**

Select six units from one of the options below

| OPTION 1: SAMPLE MAKING AND DESIGN       | UNITS |
|------------------------------------------|-------|
| FASHDSN 222 Sample Making and Design I   | 2     |
| FASHDSN 223 Sample Making and Design II  | 2     |
| FASHDSN 224 Sample Making and Design III | 2     |

| OPTION 2: TAILORING TECHNIQUES       | UNITS |
|--------------------------------------|-------|
| TAILRNG 250 Tailoring Techniques I   | 2     |
| TAILRNG 251 Tailoring Techniques II  | 2     |
| TAILRNG 252 Tailoring Techniques III | 2     |
| TAILRNG 253 Tailoring Techniques IV  | 2     |

**FASHION MERCHANDISING**

**Department:** Design and Media Arts  
**Department Chair:** Ms. Carole Anderson, ROOM CY-222  
 (213) 763-3640, AndersCL@lattc.edu

| Award Title                                                                                                                  | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|------------------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Fashion Merchandising                                                                                                        | A.S.       | Plan B     | 45                    | -                    | 45                |
| Fashion Merchandising                                                                                                        | C          |            | 45                    | -                    | 45                |
| At least <u>60 degree applicable units</u> (45 total major units and Plan B units) are required to earn an Associate degree. |            |            |                       |                      |                   |
| For additional related degrees and certificates, refer to programs under Fashion and Tailoring.                              |            |            |                       |                      |                   |

**PROGRAM OVERVIEW**

Fashion Merchandising is the-planning, organization, and development of fashion products to be sold at a profit. The program at LATTC is unique in that it offers instruction covering both manufacturing processes and retail expertise. Computer technology plays an important role in the program offering instruction on AIMS 2000.

Retail is a major industry in Southern California and fashion constitutes one of its largest segments. Retail positions range from major department stores to specialty outlets, and from personal stylists to employment in wholesale manufacturing. Los Angeles has taken the lead as the largest apparel manufacturing center in the United States, and the Fashion Merchandising curriculum is designed to provide specialized training in fashion trends, and consumer demand, as well as wholesale concepts.

Upon completion of the program, students will understand the cultural aspects of fashion in history, entrepreneurial opportunities in the fashion industry, and how to communicate the latest fashion trends and styling. Students will also be proficient in international business processes preparing them for the global apparel market.

**PROGRAM LEARNING OUTCOMES (PLOs)**

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

- Evaluate business ideas and develop strategies.
- Research and analyze industry data.
- Perform calculations related to industry.
- Use various forms of communication to complete projects.
- Use technology to assimilate data and make presentations.
- Contribute and work in a group to complete a project.
- Merchandise apparel assortments.

**FASHION MERCHANDISING****Associate in Sciences Degree****Major Units: 45**

Requirements for the Associate in Sciences degree in Fashion Merchandising may be met by completing 45 units of Required 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.

| SEMESTER I                                                  | UNITS |
|-------------------------------------------------------------|-------|
| FASHMER 10 Retail Merchandising                             | 3     |
| FASHMER 25 Fashion Industry Interchange                     | 3     |
| FASHMER 21 Cultural Perspectives of Dress                   | 3     |
| CAOT 82 Microcomputer Software Survey in the office         | 3     |
| -or- CO INFO 701 Introduction to Computers & Their Uses (3) |       |

| SEMESTER II                                                        | UNITS |
|--------------------------------------------------------------------|-------|
| FASHMER 20 Apparel Product Development                             | 3     |
| FASHMER 35 Fashion Promotion                                       | 3     |
| FASHMER 40 Modern Merchandising Math                               | 3     |
| CAOT 85 Microcomputer Office Application: Spreadsheet              | 3     |
| -or- CAOT 84 Microcomputer Office Application: Word Processing (3) |       |
| -or- BUS 1 Introduction to Business (3)                            |       |

| SEMESTER III                                                | UNITS |
|-------------------------------------------------------------|-------|
| FASHMER 30 Wholesale Merchandising                          | 3     |
| FASHMER 50 International Fashion Business                   | 3     |
| FASHDSN 244 Computer Fashion Art                            | 2     |
| -or- VIS COM 129 Digital Photo Manipulation (Photoshop) (2) |       |
| -or- FASHDSN 270 Illustrator for Fashion Design (2)         |       |
| COMM 101 Oral Communications                                | 3     |

| SEMESTER IV                                    | UNITS |
|------------------------------------------------|-------|
| FASHMER 1 Entrepreneurial Fashion              | 3     |
| FASHMER 27 Advanced Retail Merchandising       | 3     |
| -or- FASHMER 41 Fashion Merchandise Buying (3) |       |
| FASHMER 941 Cooperative Education              | 4     |

## FASHION MERCHANDISING

### Certificate of Achievement

Major Units: 45

Requirements for the Certificate of Achievement in Fashion Merchandising may be met by completing 45 units of Required Courses with a "C" or better.

| SEMESTER I                                                  | UNITS |
|-------------------------------------------------------------|-------|
| FASHMER 10 Retail Merchandising                             | 3     |
| FASHMER 25 Fashion Industry Interchange                     | 3     |
| FASHMER 21 Cultural Perspectives of Dress                   | 3     |
| CAOT 82 Microcomputer Software Survey in the office         | 3     |
| -or- CO INFO 701 Introduction to Computers & Their Uses (3) |       |

| SEMESTER II                                                        | UNITS |
|--------------------------------------------------------------------|-------|
| FASHMER 20 Apparel Product Development                             | 3     |
| FASHMER 35 Fashion Promotion                                       | 3     |
| FASHMER 40 Modern Merchandising Math                               | 3     |
| CAOT 85 Microcomputer Office Application: Spreadsheet              | 3     |
| -or- CAOT 84 Microcomputer Office Application: Word Processing (3) |       |
| -or- BUS 1 Introduction to Business (3)                            |       |

| SEMESTER III                                                | UNITS |
|-------------------------------------------------------------|-------|
| FASHMER 30 Wholesale Merchandising                          | 3     |
| FASHMER 50 International Fashion Business                   | 3     |
| FASHDSN 244 Computer Fashion Art                            | 2     |
| -or- VIS COM 129 Digital Photo Manipulation (Photoshop) (2) |       |
| -or- FASHDSN 270 Illustrator for Fashion Design (2)         |       |
| SPEECH 101 Oral Communications                              | 3     |

| SEMESTER IV                                    | UNITS |
|------------------------------------------------|-------|
| FASHMER 1 Entrepreneurial Fashion              | 3     |
| FASHMER 27 Advanced Retail Merchandising       | 3     |
| -or- FASHMER 41 Fashion Merchandise Buying (3) |       |
| FASHMER 941 Cooperative Education              | 4     |

## HYBRID & ELECTRIC PLUG-IN VEHICLE TECHNOLOGY

Department: Transportation  
Department Chair: Mr. Jess Guerra, Room OH-114A  
(213) 763-3919, GuerraJ@latc.edu

| Award Title                                  | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|----------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Hybrid & Plug-in Electric Vehicle Technology | C          |            | 12                    | -                    | 12                |

### PROGRAM OVERVIEW

The courses listed in this certificate compile a comprehensive list of job related skills needed to acquire hybrid and electric plug-in vehicle maintenance and repair technical skills. They cover basic, intermediate and advanced level training of these vehicles including the different configurations used in the automotive, transit and trucking industries. These skills will prepare an individual for entry-level employment or career advancement in the maintenance and repair of hybrid vehicles in all sectors of the transportation industry.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Identify alternative fuel and hybrid vehicles and explain their operation and related safety repair procedures.
- Safely remove and replace various hybrid and plug-in electric vehicle components using specialty tools and equipment according to manufacturer and industry safety guidelines.
- Perform complex hybrid and plug-in electric vehicle troubleshooting using manufacturer diagnostic software, schematics, and specialty tools designed for hybrid and electric vehicle repair.

## HYBRID & ELECTRIC PLUG-IN VEHICLE TECHNOLOGY

### Certificate of Achievement

Major Units: 12

A Certificate of Achievement in Hybrid and Plug-in Electric Vehicle Technology may be earned by completing 12 units of Required Courses with a "C" or better in each course.

**REQUIRED COURSES**

| UNITS       |                                                               |   |
|-------------|---------------------------------------------------------------|---|
| DIESLTK 301 | Introduction to Alternative Fuels & Hybrid Vehicle Technology | 1 |
| DIESLTK 302 | Hybrid and Plug-in Electric Vehicle                           | 6 |
| DIESLTK 303 | Advanced Hybrid and Plug-in Electric Vehicles                 | 5 |

**NOTE:** Students are required to provide basic hand tools, Transportation Technology uniform and personal safety equipment.

**LABOR STUDIES**

**Department:** Labor Studies  
**Department Chair:** John McDowell, Room MA-005  
 (213) 763-7129, McDoweJR@lattc.edu

| Award Title   | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|---------------|------------|------------|-----------------------|----------------------|-------------------|
| Labor Studies | A.A.       | Plan B     | 18                    | 18                   | 36                |
| Labor Studies | C          |            | 15                    | 9                    | 24                |

At least 60 degree applicable units (36 total major units and Plan B units) are required to earn an Associate degree.

**The Labor Center**

The Labor Center, located in LA-117, offers Labor Studies classes leading to an Associate in Arts Degree or Certificate of Achievement in Labor Studies. Classes and programs are held both on campus and off site at union halls and community organizations. Students can register by mail, online, on site in class or at the Labor Center Office.

The Labor Center maintains strong relationships with leaders of organized labor and the community, including a broad based Advisory Board. These leaders help promote participation in the Labor Studies program, and assure evaluation and feedback from the labor movement to help shape future programs. The Labor Center staff also advise Labor Studies students and prospective students, and the Center maintains a collection of labor DVDs available for free loan.

**PROGRAM OVERVIEW**

Labor Studies is designed to train students, union leaders, human relations professionals, and workers in the practical, applied skills and up-to-date knowledge of labor relations and for positions in union leadership. Employees in labor and human relations can develop career skills and prepare for positions or advancement in labor unions, labor relations, human relations and government. The instructors are all experts who are active in the field.

The Labor Studies Program offers the following alternative patterns of learning: 1) courses may be completed as desired to develop specific skills to meet the needs of the individual student; 2) courses may be completed to meet the requirements of the Associate Degree; 3) courses may be completed to meet the

24 units required to earn the Certificate of Achievement in Labor Studies.

By fulfilling the program requirements, students will have a greater understanding of the contributions of labor and the necessary skills for union leadership. This is particularly applicable to Los Angeles, with over 300 local unions with a combined membership approaching 800,000 union members.

Students who complete the requirements for the Associate Degree in Labor Studies will have a working knowledge of labor organizations, their structure, philosophy and day to day operation.

**PROGRAM LEARNING OUTCOMES (PLOs)**

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

- Use effective communication, mobilizing and leadership skills to organize, build and strengthen unions.

**LABOR STUDIES****Associate in Arts Degree**

**Major Units: 36**

Requirements for the Associate in Arts degree in Labor Studies may be met by completing 18 units of Required Courses and 18 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**

**A.A. DEGREE: Select at least 18 units from Required Courses**

**CERTIFICATE: Select at least 15 units from Required Courses**

|            | UNITS                            |
|------------|----------------------------------|
| LABR ST 1  | U.S. Labor History               |
| LABR ST 2  | Collective Bargaining            |
| LABR ST 3  | Labor Relations Law              |
| LABR ST 4  | Labor in America                 |
| LABR ST 5  | Grievance and Arbitration        |
| LABR ST 6  | Labor Community Services         |
| LABR ST 7  | Labor and Political Action       |
| LABR ST 9  | Union Organizing Strategies      |
| LABR ST 10 | Workplace Gender and Race Issues |
| LABR ST 11 | Labor in the Public Sector       |
| LABR ST 12 | Building Strong Unions           |
| LABR ST 13 | Union Leadership                 |
| LABR ST 20 | Labor Law                        |
| LABR ST 21 | The Working Class in Movies      |

**NOTE:** Additional Labor Studies courses may be used to fulfill Required Courses. For additional information, contact the Labor Center.

## MAJOR ELECTIVES

**A.A. DEGREE:** May select up to 18 units from the courses below  
**CERTIFICATE:** May select up to 9 units from the courses below

|             |                                      | UNITS |
|-------------|--------------------------------------|-------|
| LABR ST 101 | Introduction to Unions               | 1     |
| LABR ST 102 | Contract Negotiations Skills         | 1     |
| LABR ST 103 | Labor Law Update                     | 1     |
| LABR ST 104 | Current Issues for Labor             | 1     |
| LABR ST 105 | Grievance Handling Skills            | 1     |
| LABR ST 106 | Labor and Disaster Relief            | 1     |
| LABR ST 107 | Political Action Skills              | 1     |
| LABR ST 108 | Labor and Globalization              | 1     |
| LABR ST 109 | Union Building Strategies            | 1     |
| LABR ST 113 | Union Leadership Skills              | 1     |
| LABR ST 114 | Workers' Legal Rights                | 1     |
| LABR ST 115 | Workplace Health and Safety          | 1     |
| LABR ST 116 | New Strategies for Labor             | 1     |
| LABR ST 118 | Employee Benefit Plans               | 1     |
| LABR ST 120 | Union Issues for Women Workers       | 1     |
| LABR ST 121 | Labor Communications                 | 1     |
| LABR ST 122 | Framing the Message for Labor        | 1     |
| LABR ST 123 | Steward Training                     | 1     |
| LABR ST 125 | Labor Arbitration                    | 1     |
| LABR ST 126 | Issues in Labor Arbitration          | 1     |
| LABR ST 127 | Workers' Compensation                | 1     |
| LABR ST 128 | Sexual Harassment and Discrimination | 1     |
| LABR ST 132 | Strategic Bargaining Techniques      | 1     |
| LABR ST 134 | California Workers' Rights           | 1     |
| LABR ST 136 | When the Paycheck Stops              | 1     |

**NOTE:** A maximum of 3 units of COOP ED may be applied to meet the 36 units AA Degree requirement in Labor Studies.

## LABOR STUDIES

### Certificate of Achievement

Major Units: 24

A Certificate of Achievement in Labor Studies may be earned by completing at least 15 units of Required Courses and 9 units of Major Electives listed under the Associate degree in Labor Studies with a "C" or better in each course.

Students who complete the requirements for the Certificate of Achievement in Labor Studies will have developed practical skills in representation, negotiations, advocacy, and problem solving at the workplace.

Students who earn a Certificate will be qualified for entry level positions in labor, industry, and government.

A maximum of 3 units of COOP ED may be applied to meet the 24 units Certificate requirement in Labor Studies.

**NOTE:** A maximum of 3 units of COOP ED may be applied to meet the 24 units Certificate requirement in Labor Studies.

Additional Labor Studies courses may be used to fulfill total major units. For additional information, contact the Labor Center.

## LIBERAL ARTS AND SCIENCES

| Award Title                                                                                                                 | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-----------------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Liberal Arts and Sciences: Arts and Sciences                                                                                | A.A.       | Plan B     | 33                    | 16                   | 49                |
| Liberal Arts and Sciences: Natural Sciences (Transfer)                                                                      | A.A.       | Plan A     | -                     | 18                   | 18                |
| At least 60 degree applicable units (total major units and graduation plan units) are required to earn an Associate degree. |            |            |                       |                      |                   |

## PROGRAM OVERVIEW

Students planning to transfer to a four-year college or university may choose the Associate in Arts degree with a major in Liberal Arts and Sciences by choosing one of the options listed below.

The Liberal Arts degree is designed for students who desire a broad base of knowledge in the liberal arts and sciences. The Liberal Arts degree is one option for students who plan to transfer to a four-year university, including the California State University (CSU) or the University of California (UC).

## Select one of the options for the General Education Requirement

- OPTION 1: LATTC Graduation Plan A or Plan B depending upon the degree selection
- OPTION 2: Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth)
- OPTION 3: Intersegmental General Education Transfer Curriculum (IGETC) pattern IGETC

**NOTE:** Students need to complete additional units to meet the required 60 units for the Associate of Arts degree.

Students should be aware that not all courses on this list are offered every semester.

## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Utilize their broad and well balanced educational experience in the area of arts, and sciences to transfer to a 4-year college or university.
- Think and communicate clearly and effectively both orally and in writing.
- Use mathematics.
- Understand the modes of inquiry of the major disciplines.
- Be aware of other cultures and times.
- Achieve insights gained through experience in thinking about ethical problems.
- Develop the capacity for self-understanding.
- Possess sufficient depth in some field of knowledge to contribute to lifetime interest.

† Course currently unavailable

**INTERDISCIPLINARY STUDIES: ARTS AND SCIENCES****Associate in Arts Degree****Major Units: 49**

Requirements for the Associate in Arts degree in Interdisciplinary Studies may be met by completing 33 units of Required Courses and 16 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 for transfer are cautioned that this curriculum may not provide for the completion of lower division requirements for transfer. Students should consult with a counselor for specific information regarding an intended major if transfer to a four-year university is a goal.

**REQUIRED COURSES**

|             |                                                     | UNITS |
|-------------|-----------------------------------------------------|-------|
| ENGLISH 101 | College Reading and Composition I                   | 3     |
| ENGLISH 102 | College Reading and Composition II                  | 3     |
| ENGLISH 103 | Critical Thinking and English Composition           | 3     |
| SPEECH 101  | Oral Communication I                                | 3     |
| MATH 125    | Intermediate College Algebra                        | 5     |
| BIOLOGY 3   | Introduction to Biology                             | 4     |
| GEOLOGY 1   | Physical Geology                                    | 3     |
| HISTORY 11  | Political and Social History of the United States I | 3     |
| HISTORY 86  | Introduction to World Civilization I                | 3     |
| POL SCI 1   | The Government of the United States I               | 3     |

**CORE ELECTIVE COURSES:****MINIMUM REQUIRED 16 UNITS**

Complete at least one course from each area plus any additional elective units to meet the 49 unit requirement.

**LANGUAGE ARTS AND CRITICAL REASONING 3 UNITS****Select at least 3 units from the following:**

|             |                                          |   |
|-------------|------------------------------------------|---|
| ENGLISH 203 | World Literature I                       | 3 |
| ENGLISH 205 | English Literature I                     | 3 |
| PHILOS 8    | Deductive Logic                          | 3 |
| CO INFO 701 | Introduction to Computers and Their Uses | 3 |

**MATHEMATICS & NATURAL SCIENCE 3 UNITS****Select at least one course:**

|               |                                           |   |
|---------------|-------------------------------------------|---|
| ANTHRO 102    | Human Ways of Life: Cultural Anthropology | 3 |
| MATH 215      | Principles of Mathematics I               | 3 |
| MATH 225      | Introductory Statistics                   | 3 |
| - or MATH 227 | Statistics                                | 4 |
| MATH 235      | Finite Mathematics                        | 5 |
| MATH 236      | Calculus for Business and Social Sciences | 5 |
| MATH 240      | Trigonometry                              | 3 |
| MATH 245      | College Algebra                           | 3 |
| MATH 260      | Pre Calculus                              | 5 |
| MATH 265      | Calculus with Analytic Geometry I         | 5 |

† Course currently unavailable

|            |                                           |   |
|------------|-------------------------------------------|---|
| MATH 266   | Calculus with Analytic Geometry II        | 5 |
| MATH 267   | Calculus with Analytic Geometry III       | 5 |
| MATH 270   | Linear Algebra                            | 3 |
| MATH 275   | Ordinary Differential Equations           | 3 |
| ASTRON 1   | Elementary Astronomy                      | 3 |
| ASTRON 5   | Fundamentals of Astronomy Lab             | 1 |
| ENV SCI 1  | The Human Environment: Physical Processes | 3 |
| GEOG 1     | Physical Geography                        | 3 |
| GEOLOGY 6  | Physical Geology Laboratory               | 2 |
| PHYSICS 11 | Introductory Physics                      | 4 |
| PHYSICS 12 | Physics Fundamentals                      | 3 |

**ARTS & HUMANITIES****3 UNITS****Select at least 3 units from the following:**

|             |                                 |   |
|-------------|---------------------------------|---|
| A S L 001   | American Sign Language I        | 4 |
| A S L 002   | American Sign Language II       | 4 |
| ART 101     | Survey of Art History I         | 3 |
| ART 103     | Art Appreciation I              | 3 |
| FRENCH 001  | Elementary French I             | 5 |
| FRENCH 002  | Elementary French II            | 5 |
| MUSIC 111   | Music Appreciation I            | 3 |
| PHILOS 001  | Introduction to Philosophy      | 3 |
| SPANISH 001 | Elementary Spanish I            | 5 |
| SPANISH 002 | Elementary Spanish II           | 5 |
| SPANISH 035 | Spanish for Spanish Speakers I  | 5 |
| SPANISH 036 | Spanish for Spanish Speakers II | 5 |
| THEATER 100 | Introduction to the Theater     | 3 |

**SOCIAL SCIENCE****3 UNITS****Select at least 3 units from the following:**

|             |                                                      |   |
|-------------|------------------------------------------------------|---|
| CH DEV 1    | Child Growth and Development                         | 3 |
| GEOG 002    | Cultural Elements of Geography                       | 3 |
| HISTORY 012 | Political and social history of the United States II | 3 |
| HISTORY 087 | Introduction to World Civilizations II               | 3 |
| PSYCH 001   | General Psychology I                                 | 3 |
| ANTHRO 101  | Human Biological Evolution                           | 3 |
| SOC 001     | Introduction to Sociology                            | 3 |

**PROGRAM LEARNING OUTCOMES (PLOs)**

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

- Utilize their broad and well balanced educational experience in the area of arts and sciences to transfer to a 4-year college or university.
- Think and to communicate clearly and effectively both orally and in writing.
- Use mathematics.
- Understand the modes of inquiry of the major disciplines.
- Be aware of other cultures and times.
- Achieve insights gained through experience in thinking about ethical problems.
- Develop the capacity for self-understanding.
- Possess sufficient depth in some field of knowledge to contribute to lifetime interest.

## LIBERAL ARTS AND SCIENCES: NATURAL SCIENCES

### Associate in Arts Degree

Major Units: 18

Requirements for the Associate in Arts degree in Liberal Arts and Sciences: Natural Sciences may be met by completing 18 units of Required Courses with a "C" or better along with general education courses meeting Plan A graduation requirements. Information on the Plan A requirements may be found in the catalog under Graduation/Transfer Requirements.

This area of emphasis examines the physical universe, its life forms, and its natural phenomena. Emphasis is placed on students using the methodologies of science as an investigative tool. The Natural Sciences area of emphasis allows the students to take courses that MAY satisfy lower-division requirements with the fields of science including Biology, Chemistry, Allied Health fields, Nursing preparation, Health Science and related fields, Kinesiology, Pre-Med, Dental Hygiene and more.

Students planning for transfer are cautioned that this curriculum may not provide for the completion of lower division requirements for transfer. Students should consult with a counselor for specific information regarding an intended major if transferring to a four-year university is a goal.

Degree Requirements in Natural Sciences:

- Complete 18 units of coursework from courses listed below.
- At least one science course have a lab.

### REQUIRED COURSES

|              |                                           | UNITS |
|--------------|-------------------------------------------|-------|
| ANATOMY 1    | Introduction to Human Anatomy             | 4     |
| ANTHRO 101   | Human Biological Evolution                | 3     |
| ASTRON 1     | Elementary Astronomy                      | 3     |
| ASTRON 002 † | Elementary Astronomy Lab                  | 1     |
| ASTRON 5     | Fundamentals of Astronomy Lab             | 1     |
| BIOLOGY 3    | Intro to Biology                          | 4     |
| BIOLOGY 6    | General Biology I                         | 5     |
| BIOLOGY 7    | General Biology II                        | 5     |
| BIOLOGY 36   | The Bioscience for Health Occupations     | 4     |
| CHEM 51      | Fundamentals of Chemistry                 | 5     |
| CHEM 65      | Introductory General Chemistry            | 4     |
| CHEM 70      | Introductory Organic and Biochemistry     | 4     |
| CHEM 101     | General Chemistry I                       | 5     |
| CHEM 102     | General Chemistry II                      | 5     |
| CHEM 211     | Organic Chemistry I for Science Majors    | 5     |
| CHEM 212     | Organic Chemistry II for Science Majors   | 5     |
| CHEM 221     | Biochemistry for Science Majors I         | 5     |
| CHEM T 111   | Applied Chemistry I                       | 5     |
| CHEM T 121   | Applied Chemistry II                      | 5     |
| ELECTRN 2    | Introduction to Electronics               | 3     |
| ENV SCI 1    | The Human Environment: Physical Processes | 3     |
| GEOG 1       | Physical Geography                        | 3     |
| GEOLOGY 1    | Physical Geology                          | 3     |
| GEOLOGY 6    | Physical Geology Laboratory               | 2     |
| MICRO 1      | Introductory Microbiology                 | 4     |
| MICRO 20     | General Microbiology                      | 4     |
| PHYSIO 1     | Introduction to Human Physiology          | 4     |
| PHYSICS 1    | Mechanics of Solids                       | 4     |
| PHYSICS 2    | Mechanics of Fluids, Heat, and Sound      | 4     |
| PHYSICS 3    | Electricity and magnetism                 | 4     |

|            |                                 |   |
|------------|---------------------------------|---|
| PHYSICS 4  | Optics and Modern Physics       | 4 |
| PHYSICS 6  | General Physics I               | 4 |
| PHYSICS 7  | General Physics II              | 4 |
| PHYSICS 12 | Physics Fundamentals            | 3 |
| PHYSICS 14 | Physics Fundamentals Laboratory | 1 |
| PSYCH 2    | General Psychology II           | 3 |

**NOTE:** Lab courses for ASTRON 5 and GEOLOGY 6 cannot apply in this area unless the lecture courses that are prerequisite or co-requisite to the lab courses are also taken.

**TRANSFER**—Students interested in transferring to a four-year college or university should visit the University Transfer Center or meet with a counselor to select appropriate transferable courses.

## MACHINE SHOP: CNC

Department: Transportation

Department Chair: Mr. Jess Guerra, ROOM OH-114A  
(213) 763-3919, GuerraJ@lattc.edu

| Award Title                                                                                                           | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-----------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Machine Shop CNC                                                                                                      | A.S.       | Plan B     | 48                    | -                    | 48                |
| Machine Shop CNC                                                                                                      | C          |            | 48                    | -                    | 48                |
| At least 60 degree applicable units (48 total major units and Plan B units) are required to earn an Associate degree. |            |            |                       |                      |                   |

### PROGRAM OVERVIEW

LATTC offers an Associate in Science degree in Machine Shop CNC as well as a Certificate of Achievement.

The Associate in Science degree and Certificate of Achievement, is designed for individuals seeking entry level positions in the field. Students enrolling in this program should be able to commit to full-time student status, which is approximately 21 hours per week. This time commitment is necessary to allow for hands-on training in the lab applications used during the course of instruction.

By fulfilling the program requirements, students will have the necessary knowledge and skills for a career in the Machining Industry. Students will properly use related terminology, safely set-up and operate numerous conventional and computer numerically controlled (CNC) machine tools, use computers to program various CNC machines directly or with Computer Assisted Machinery (CAM), and interpret most related parts and assembly drawings. The general education component classes will give the student a well rounded education and provide knowledge and skills to assist in successful participation in all aspects of society.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Use hand and power tools to perform work within the machining technology industry.

- Demonstrate sustainable industry principles and practices.
- Perform calculations and measurements required for work in the machining technology industry.
- Work independently and interdependently to safely accomplish shared professional outcomes.

## MACHINE SHOP: CNC

### Associate in Science Degree

Major Units: 48 units

Requirements for the Associate in Science degree in Machine Shop CNC may be met by completing 48 units of Required 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.

| SEMESTER I |                                                  | UNITS |
|------------|--------------------------------------------------|-------|
| MSCNC 111  | Principles of Machine Tools I                    | 2     |
| MSCNC 112A | Technology and Application of Machining IA       | 3     |
| MSCNC 112B | Technology and Application of Machining (CAD) IB | 1     |
| MSCNC 114  | Print Interpretation and Sketching (Blueprint I) | 3     |
| MSCNC 115  | Basic Applied Mathematical Calculations          | 3     |

| SEMESTER II |                                                       | UNITS |
|-------------|-------------------------------------------------------|-------|
| MSCNC 121   | Principles of Machine Tools I                         | 2     |
| MSCNC 122A  | Technology and Application of Machining IIA           | 3     |
| MSCNC 122B  | Technology and Application of Machining (CAD/CAM) IIB | 1     |
| MSCNC 124   | Print Interpretation and Inspection (Blueprint II)    | 3     |
| MSCNC 125   | Intermediate Applied Mathematical Calculations        | 3     |

| SEMESTER III |                                                    | UNITS |
|--------------|----------------------------------------------------|-------|
| MSCNC 131A   | Principles of Machine Tools IIIA                   | 2     |
| MSCNC 131B   | Principles of Machine Tools (CNC) IIIB             | 3     |
| MSCNC 132A   | Technology and Application of Machining IIIA       | 3     |
| MSCNC 132B   | Technology and Application of Machining (CAM) IIIB | 1     |
| MSCNC 135    | Advanced Applied Mathematical Calculations         | 3     |

| SEMESTER IV |                                                | UNITS |
|-------------|------------------------------------------------|-------|
| MSCNC 141   | Principles of Machine Tools (CNC) IV           | 2     |
| MSCNC 142A  | Technology and Application of Machining IVA    | 3     |
| MSCNC 142B  | Technology and Application of Machining IVB    | 1     |
| MSCNC 161A  | Computer Assisted Machine Programming (CAM) IA | 3     |
| MSCNC 161B  | Computer Assisted Machine Programming (CAM) IB | 3     |

## MACHINE SHOP: CNC

### Certificate of Achievement

Major Units: 48

A Certificate of Achievement in Machine Shop CNC may be earned by completing 48 units of Required Courses listed under for the Associate degree in Machine Shop with a "C" or better in each course.

## MANAGEMENT/ SUPERVISION

Department: **Business Administration/Computer Applications & Office Technologies**

Department Chair: **Ms. Paulette Bailey, Room CH-225  
(213) 763-7269, BaileyP@lattc.edu**

| Award Title            | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Management/Supervision | A.A.       | Plan B     | 47                    | -                    | 47                |
| Management/Supervision | C          |            | 33                    | -                    | 33                |

At least 60 degree applicable units (47 total major units and Plan B units) are required to earn an Associate degree.

## PROGRAM OVERVIEW

The Management/Supervision program is designed to comprehensively cover the major aspects of business, management, and supervision necessary to advance and succeed in business and industry. Course work will cover the basic business management skills with emphasis on human relations, leadership, and written and oral communications specifically related to managerial/supervisory positions. It is designed to meet the needs of those who plan to (1) prepare for supervisory positions, (2) existing supervisors/management personnel seeking advancement to more responsible positions, and (3) individuals planning to own and operate their own business.

This program prepares students to move into positions as supervisors, team-leaders, or first-line managers by adding basic management/supervisory skills to the occupational/technical skills they may already possess.

By fulfilling the program requirements, students are adept at problem solving, decision-making, communicating, motivating people in groups and teams, and understanding and applying management skills required for entry-level positions in business and industry, or for their own businesses. Typical positions are supervisor/manager in business, industry, government, and nonprofit sectors, self-employed business owners/operators.

## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Apply project management skills through the use of appropriate technology to implement, track and manage data reporting.
- Implement organizational policies and procedures for recruiting, interviewing, orienting, training and assessing performance.
- Apply leadership theories and skills to create a supportive and ethical work environment.
- Facilitate the management of change, conflict, and diversity in an organization.
- Demonstrate effective facilitation skills to systematically solve problems while building a team environment.
- Ensure compliance with all federal, state and local laws that pertain to businesses and organizations.
- Apply continuous improvement strategies to processes and systems to maximize productivity and quality.
- Employ effective speaking, listening coaching, assertiveness, and time and stress management skills.

**MANAGEMENT/SUPERVISION****Associate in Arts Degree**

Major Units: 47 units

Requirements for the Associate in Arts degree in Management/Supervision may be met by completing 47 units of Required 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 |
|--------------|---------------------------------------------|-------|
| BUS 1        | Introduction to Business                    | 3     |
| BUS 32       | Business Communications                     | 3     |
| -or- BUS 33  | Technical Report Writing (3)                |       |
| BUS 38       | Business Computations                       | 3     |
| CAOT 82      | Microcomputer Software Survey in the Office | 3     |
| SUPV 11      | Oral Communications                         | 3     |
| SEMESTER II  |                                             | UNITS |
| ACCTG 1      | Introductory Accounting I                   | 5     |
| ECON 2       | Principles of Economics II (Macro)          | 3     |
| SUPV 1       | Principles of Supervision                   | 3     |
| MARKET 21    | Principles of Marketing                     | 3     |
| SEMESTER III |                                             | UNITS |
| BUS 5        | Business Law I                              | 3     |
| MGMT 2       | Organization and Management Theory          | 3     |
| BUS 40       | Business Project Management                 | 3     |
| SUPV 3       | Human Relations                             | 3     |
| SEMESTER IV  |                                             | UNITS |
| MGMT 13      | Small Business Entrepreneurship             | 3     |
| MGMT 33      | Personnel Management                        | 3     |

**MANAGEMENT/SUPERVISION****Certificate of Achievement**

Major Units: 33

A Certificate of Achievement in Management/Supervision may be earned by completing 33 units of Required Courses with a "C" or better in each course.

The Management/Supervision certificate program is designed to cover the major aspects of business, management and supervision necessary to obtain entry-level positions and succeed in business industry.

**REQUIRED COURSES**

| SEMESTER I  |                                             | UNITS |
|-------------|---------------------------------------------|-------|
| BUS 1       | Introduction to Business                    | 3     |
| BUS 5       | Business Law I                              | 3     |
| BUS 32      | Business Communications                     | 3     |
| -or- BUS 33 | Technical Report Writing (3)                |       |
| CAOT 82     | Microcomputer Software Survey in the Office | 3     |
| MGMT 2      | Organization and Management Theory          | 3     |
| SEMESTER II |                                             | UNITS |
| ACCTG 21    | Bookkeeping and Accounting I                | 3     |
| MGMT 33     | Personnel Management                        | 3     |
| MARKET 21   | Principles of Marketing                     | 3     |
| CAOT 85     | Spreadsheet Analysis                        | 3     |

|         |                     |   |
|---------|---------------------|---|
| SUPV 3  | Human Relations     | 3 |
| SUPV 11 | Oral Communications | 3 |

**MARKETING AND PUBLIC RELATIONS**

**Department:** Business Administration/Computer Applications & Office Technologies

**Department Chair:** Ms. Paulette Bailey, Room CH-225  
(213) 763-7269, BaileyP@lattc.edu

| Award Title                    | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|--------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Marketing and Public Relations | A.A.       | Plan B     | 44                    | -                    | 44                |
| Marketing and Public Relations | C          |            | 33                    | -                    | 33                |

At least 60 degree applicable units (44 total major units and Plan B units) are required to earn an Associate degree.

**PROGRAM OVERVIEW**

This program is designed for students who wish to enter the fields of marketing or public relations. It is designed to meet the needs of those who wish to become store managers, department store buyers, or retail/wholesale salespersons. Publicity, sales, and business writing are stressed.

By fulfilling the program requirements, students will have a background in the principles and practices involved in the promotion and distribution of products and services from producers through middleman to the ultimate consumer. This program leads to entry-level positions in public relations and marketing careers in business, industry, agency, government, and nonprofit sectors of society. Typical positions are retail, wholesale, industrial sales, buyer, merchandising supervisor, and self-employment.

**PROGRAM LEARNING OUTCOMES (PLOs)**

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

- Develop a marketing plan for a business using fundamental marketing theories and principles.
- Design, implement and evaluate a marketing/public relations campaign.
- Apply marketing research principles to a company's product or service.
- Write for internal and external publications with an understanding of the needs of the target audiences.
- Apply basic graphic design principles to newsletters, brochures, reports, and related PR projects.
- Serve as an effective spokesperson for an organization or business.
- Apply ethical principles to decision making and crisis management.
- Explain the role of the public relations practitioner within the context of mass communication.
- Describe the effects of print and broadcast media on the practice of public relations.
- Apply advertising principles to promote a firm's image and product/service offering.

**MARKETING AND PUBLIC RELATIONS****Associates in Arts Degree**

Major Units: 44

Requirements for the Associate in Arts degree in Marketing and Public Relations may be met by completing 44 units of Required 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**

The following is a suggested sequence of Required Courses to be taken:

| SEMESTER I   |                                             | UNITS |
|--------------|---------------------------------------------|-------|
| BUS 1        | Introduction to Business                    | 3     |
| BUS 32       | Business Communications                     | 3     |
| -or- BUS 33  | Technical Report Writing (3)                |       |
| BUS 38       | Business Computations                       | 3     |
| CAOT 82      | Microcomputer Software Survey in the Office | 3     |
| SUPV 11      | Oral Communications                         | 3     |
| SEMESTER II  |                                             | UNITS |
| ACCTG 1      | Introductory Accounting I                   | 5     |
| ECON 2       | Principles of Economics II (Macro)          | 3     |
| MARKET 1     | Principles of Selling                       | 3     |
| PUB REL 1    | Principles of Public Relations              | 3     |
| SEMESTER III |                                             | UNITS |
| BUS 5        | Business Law I                              | 3     |
| MARKET 21    | Principles of Marketing                     | 3     |
| PUB REL 2    | Public Relations Techniques                 | 3     |
| SEMESTER IV  |                                             | UNITS |
| MARKET 11    | Fundamentals of Advertising                 | 3     |
| PUB REL 3    | Writing for Public Relations                | 3     |

**MARKETING AND PUBLIC RELATIONS****Certificate of Achievement**

Major Units: 33

A Certificate of Achievement in Marketing and Public Relations may be earned by completing 33 units of Required Courses with a "C" or better in each course.

**REQUIRED COURSES**

| SEMESTER I  |                                             | UNITS |
|-------------|---------------------------------------------|-------|
| BUS 1       | Introduction Business                       | 3     |
| BUS 5       | Business Law                                | 3     |
| BUS 32      | Business Communications                     | 3     |
| -or- BUS 33 | Technical Report Writing (3)                |       |
| CAOT 82     | Microcomputer Software Survey in the Office | 3     |
| SUPV 11     | Oral Communications                         | 3     |
| SEMESTER II |                                             | UNITS |
| MARKET 1    | Principles of Selling                       | 3     |
| MARKET 11   | Fundamentals of Advertising                 | 3     |

|           |                                |   |
|-----------|--------------------------------|---|
| MARKET 21 | Principles of Marketing        | 3 |
| PUB REL 1 | Principles of Public Relations | 3 |
| PUB REL 2 | Public Relations Techniques    | 3 |

**MATHEMATICS**Department: **Mathematics**

Department Chair: **Ms. Margaret Murphy, ROOM AH-506**  
(213) 763-7320, [MurphyMM@lattec.edu](mailto:MurphyMM@lattec.edu)

| Award Title                                                                                                                  | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|------------------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Mathematics (Transfer)                                                                                                       | A.S.T      | Plan A     | 15                    | 6-7                  | 21-22             |
| At least <u>60 degree applicable units</u> (22 total major units and Plan B units) are required to earn an Associate degree. |            |            |                       |                      |                   |

**PROGRAM OVERVIEW**

The Associate of Science for Transfer Degree in Mathematics will provide students interested in Mathematics, or any of the related fields such as Engineering, Physics or Statistics, with a strong academic background in mathematics. The courses taken by students in the pursuit of this degree will help develop students' ability to approach and solve problems in pure or applied mathematics where this is required.

By successfully completing the Associate in Science in Mathematics for Transfer degree requirements at Los Angeles Trade Technical College, students are prepared to transfer to a four-year Mathematics program. Completion of coursework in single and multivariable Calculus, Linear Algebra, Differential Equations and Statistics will meet the lower division mathematics requirements of the California State University. CSU is required to "guarantee admission with junior status to any community college student who meets all of the requirements". This degree is intended for students who are interested in transferring to a four-year university and majoring in Mathematics, Engineering, Physics and Statistics.

The Associate in Science in Mathematics for Transfer degree requirements are as following.

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.
3. Completion of a minimum of 22 semester units from the list of required and Major Electives in the mathematics major with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

**PROGRAM LEARNING OUTCOMES (PLOs)**

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

- Apply the techniques of both differential calculus and integral calculus to problems involving functions of both one and several variables.
- Approach and solve problems in pure and applied mathematics where this is required.
- Use calculus to solve applications related to mathematics, engineering, physics, and statistics.
- Solve higher order constant-coefficient linear differential equations and systems of differential equations and use these methods to solve applied problems.

**MATHEMATICS**

Associate in Science for Transfer Degree  
Major Units: 21-22

Requirements for the Associate in Arts degree in Mathematics may be met by completing 15 units of Required Courses and 6-7 units of Major Electives with a "C" or better along with general education courses meeting Plan A graduation requirements. Information on the Plan A requirements may be found in the catalog under Graduation/Transfer Requirements.

**REQUIRED COURSES**

|          |                                     | UNITS |
|----------|-------------------------------------|-------|
| MATH 265 | Calculus with Analytic Geometry I   | 5     |
| MATH 266 | Calculus with Analytic Geometry II  | 5     |
| MATH 267 | Calculus with Analytic Geometry III | 5     |

**MAJOR ELECTIVES**

| Select at least 7 units from the courses below |                                 | UNITS |
|------------------------------------------------|---------------------------------|-------|
| MATH 270                                       | Linear Algebra                  | 3     |
| MATH 275                                       | Ordinary Differential Equations | 3     |
| MATH 227                                       | Statistics                      | 4     |

**MEDICAL OFFICE ASSISTANT**

Department: Business Administration/Computer Applications & Office Technologies  
Department Chair: Ms. Paulette Bailey, Room CH-225  
(213) 763-7269, BaileyP@latc.edu

| Award Title                                                                                                                  | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|------------------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Medical Office Assistant                                                                                                     | C          |            | 29                    | 3                    | 32                |
| For additional related degrees and certificates, refer to programs under Computer Applications & Office Technologies (CAOT). |            |            |                       |                      |                   |

**PROGRAM OVERVIEW**

The Medical Office Assistant Certificate of Achievement prepares students for entry-level employment in a medical/dental front office, such as a doctor/dentist's office, hospital, clinic, and/or medical insurance company.

Upon completion of the certificate program, students are prepared to assume entry-level medical/dental office duties and responsibilities. The program may also prepare students for career advancement and retraining in the use of current computer application programs. The program also provides the basic skills that promote success in the workplace. Typical positions include medical clerk, medical transcriber, medical office assistant, and assistant medical office manager.

**PROGRAM LEARNING OUTCOMES (PLOs)**

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

- Successfully use the computer to process, organize and present data and information in basic business format.
- Communicate effectively via spoken word, print and media, and work collaboratively with others in an office setting.

**MEDICAL OFFICE**

Certificate of Achievement  
Major Units: 32

A Certificate of Achievement in Medical Office Assistant may be earned by completing 29 units of Required Courses and 3 units of major electives listed below.

**REQUIRED COURSES**

| SEMESTER I |                               | UNITS |
|------------|-------------------------------|-------|
| CAOT 2     | Computer Keyboarding II       | 3     |
| CAOT 44    | Medical Terminology           | 3     |
| CAOT 30    | Office Procedures             | 3     |
| CAOT 82    | Microcomputer Software Survey | 3     |
| CAOT 33    | Records Management and Filing | 2     |

| SEMESTER II |                                               | UNITS |
|-------------|-----------------------------------------------|-------|
| CAOT 84     | Microsoft Word                                | 3     |
| CAOT 46     | Medical Transcription for Medical Secretaries | 3     |
| BUS 32      | Business Communications                       | 3     |
| OFF MCH 2   | Office Machines                               | 1     |

| SEMESTER III |                                     | UNITS |
|--------------|-------------------------------------|-------|
| CAOT 20      | Medical Assistant Office Procedures | 5     |

**MAJOR ELECTIVES**

| Select at least 3 units from the courses below |                             | UNITS |
|------------------------------------------------|-----------------------------|-------|
| BUS 1                                          | Introduction to Business    | 3     |
| BUS 5                                          | Business Law                | 3     |
| BUS 40                                         | Business Project Management | 3     |
| CAOT 7                                         | Machine Transcription       | 3     |
| CAOT 85                                        | Spreadsheet Analysis        | 3     |
| CAOT 86                                        | Microsoft Access            | 3     |
| CAOT 88                                        | Desktop Publishing          | 3     |
| CAOT 98                                        | Introduction to Windows     | 3     |

|           |                         |   |
|-----------|-------------------------|---|
| CAOT 101  | Hands-on-Internet       | 1 |
| OFF MCH 2 | Office Machines         | 1 |
| SUPV 1    | Elements of Supervision | 3 |
| SUPV 11   | Oral Communications     | 3 |

## MICROCOMPUTER TECHNICIAN

**Department:** Electronics & Computer Information Systems

**Department Chair:** Mr. Eric Chavez, Room CH-325  
(213) 763-3782, ChavezEL@lattc.edu

| Award Title              | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|--------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Microcomputer Technician | A.S.       | Plan B     | 42                    | -                    | 42                |
| Microcomputer Technician | C          |            | 42                    | -                    | 42                |

At least 60 degree applicable units (42 total major units and Plan B units) are required to earn an Associate degree.

### PROGRAM OVERVIEW

You can acquire the basic skills and knowledge to earn the Microcomputer Technician Associate in Science Degree / Certificate of Achievement here, in the Electronics Department, at LATTC. This program will not only prepare you for an award, but will also prepare you for the A+ Certification exam, and help you to prepare for the Cisco Certified Networking Associate (CCNA) exam along with the N+ exam. General education classes in this program also provide individuals with a well-rounded education, imparting the knowledge and skills needed to successfully participate in all aspects of society.

By fulfilling the program requirements, students are able to format a computer, install the operating system, and install all the necessary drivers. The students are able to successfully configure and create a network system consisting of a number of computers all for employment in a field related to microcomputer technician

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Install, configure, and add auxiliary equipment for a microcomputer.
- Load software and suggest programs to answer the needs of individuals and companies.
- Format a computer, install the operating system, and install all the necessary drivers.
- Configure and create a network system consisting of a number of computers.

## MICROCOMPUTER TECHNICIAN

### Associate in Science Degree

**Major Units: 42**

Requirements for the Associate in Science degree in Microcomputer Technician may be met by completing 42 units of Required 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.

The Microcomputer Technician program is designed to prepare a technician to install, configure, and add auxiliary equipment for a microcomputer. The technician is also able to load software and suggest programs to answer the needs of individuals and companies. Microcomputer Technicians must be above average in knowledge of mechanical systems. They must also have interest and ability in mathematics to successfully apply the training presented in this program.

The computer industry is expanding due to the continuing drop in the price of computers and the introduction of new models with greater power. The fastest growing segment of this field is the microcomputer segment. The power and speed of these units continue to increase and, at the same time, the price continues to decrease. This has placed the computer within financial reach of many small businesses and individuals. With more systems being manufactured and installed, more technicians are needed.

### REQUIRED COURSES

| SEMESTER I                                                   | UNITS |
|--------------------------------------------------------------|-------|
| ELECTRN 2 Introduction to Electronics                        | 3     |
| ETNTLGY 252 Networking Cabling Specialist                    | 3     |
| ETNTLGY 254 Computer Applications for Electronics Technology | 3     |
| MICROTK 077 Cisco Networking Academy Semester 1              | 3     |

| SEMESTER II                                                   | UNITS |
|---------------------------------------------------------------|-------|
| ETNTLGY 253 Fiber Optics                                      | 3     |
| MICROTK 78 Cisco Networking Academy Semester 2                | 3     |
| MICROTK 160 I.T. Essentials Application Software Fundamentals | 2     |
| MICROTK 162 I.T. Essentials Networking Personal Computers     | 4     |

| SEMESTER II                                                    | UNITS |
|----------------------------------------------------------------|-------|
| MICROTK 79 Cisco Networking Academy Semester 3                 | 3     |
| PHYSICS 11 Introductory Physics                                | 4     |
| MICROTK 164 I.T. Essentials Microcomputer Theory and Servicing | 5     |

| SEMESTER IV                                    | UNITS |
|------------------------------------------------|-------|
| MICROTK 80 Cisco Networking Academy Semester 4 | 3     |
| MICROTK 165 Linux Survival Course              | 3     |

### MAJOR ELECTIVES

|                                                        | UNITS |
|--------------------------------------------------------|-------|
| ETNTLGY 150 Soldering Surface Mount Technology         | 3     |
| ETNTLGY 162 Introduction to Electronics Communications | 3     |
| ETNTLGY 255 Computer-Based Electronics                 | 1     |
| MICROTK 166 CCNA Security                              | 3     |

**MICROCOMPUTER TECHNICIAN****Certificate of Achievement**

Major Units: 42

A Certificate of Achievement in Microcomputer Technician may be earned by completing 42 units of Required Courses listed under for the Associate degree in Microcomputer Technician with a "C" or better in each course.

This Certificate is designed for students who wish to train for employment as a microcomputer technician but do not wish to transfer to a four year university.

**MOTORCYCLE REPAIR MECHANICS**

Department: Transportation

Department Chair: Mr. Jess Guerra, Room OH-114A  
(213) 763-3919, GuerraJ@lattc.edu

| Award Title                                                                                                                                                       | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Motorcycle Repair Mechanics: Adjunct                                                                                                                              | C          |            | 16                    | 7                    | 23                |
| For additional related degrees and certificates, refer to programs under Automotive Collision Repair, Automotive Technology, and Diesel and Related Technologies. |            |            |                       |                      |                   |

**PROGRAM OVERVIEW**

The Los Angeles basin is the leader in off road motorcycle racing. The Certificate of Achievement in Motorcycle Repair is designed for both new students as well as industry professionals who want to upgrade their skills and show validation of technology training.

Courses leading to the Certificate are offered during evenings and on weekends. Upon completion of the program, students will have the skills necessary to maintain, repair, and diagnose electrical and fuel induction systems, and will be proficient in tune-up overhaul procedures and basic shop practices.

**PROGRAM LEARNING OUTCOMES (PLOs)**

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

- Diagnose and repair issues related to various models of motorcycles.
- Maintain, repair, and diagnose electrical and fuel induction systems
- Demonstrate proficiency in tune-up overhaul procedures.
- Exemplify basic shop practices.

**MOTORCYCLE REPAIR MECHANICS: ADJUNCT****Certificate of Achievement**

Major Units: 23

A Certificate of Achievement in Motorcycle Repair Mechanics: Adjunct may be earned by completing 16 units of Required Courses and 7 units of Major Electives with a "C" or better in each course.

**REQUIRED COURSES**

|             |                                                  | UNITS |
|-------------|--------------------------------------------------|-------|
| MCYCMEK 210 | Internal Combustion Engine Theory                | 4     |
| MCYCMEK 212 | Motorcycle Service and Tune-up Theory and Repair | 4     |
| MCYCMEK 214 | Multi-cylinder Electrical Principles and Repair  | 4     |
| MCYCMEK 216 | Multi-cylinder Diagnosis and Overhaul            | 4     |

**MAJOR ELECTIVES**

| Select at least 7 units from the courses below                   | UNITS |
|------------------------------------------------------------------|-------|
| AUTORTK 122 Electric Systems, Principles, and Repair             | 3     |
| AUTORTK 123 Fuel & Emissions Systems Theory, Inspection & Repair | 3     |
| AUTORTK 135 Computer Control and Fuel Injection                  | 3     |

NOTE: Students are required to provide basic hand tools, Transportation Technology uniform and personal safety equipment.

**NURSING, REGISTERED**

Department: Allied Health

Department Chair: Dr. Rita Weingourt, Room MH-165A  
(213) 763-7182, WeingoRL@lattc.edu

| Award Title                                                                                                        | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|--------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Nursing, Registered                                                                                                | A.S.       | Plan B     | 41                    | -                    | 41                |
| Nursing, Registered: LVN to RN Career Ladder                                                                       | A.S.       | Plan B     | 33                    | -                    | 33                |
| Nursing, Registered 30-Unit Option                                                                                 |            |            | 30                    | -                    | 30                |
| At least 60 degree applicable units (total major units and Plan B units) are required to earn an Associate degree. |            |            |                       |                      |                   |

**PROGRAM OVERVIEW**

The Registered Nursing (RN) Program at LATTC combines nursing and general education courses with selected laboratory experiences during which students provide nursing care to clients in hospitals and other health care facilities. Nursing courses include medical-surgical nursing, geriatric nursing, maternal child health nursing, pediatric nursing, psychiatric nursing, pharmacology, and nursing management and leadership/preceptorship. The program is designed to

be completed within four semesters after admission for non-licensed candidates and within three semesters for candidates who have a valid California Licensed Vocational Nurses (LVN) license.

Applicants must meet health as well as other requirements mandated by the program and affiliating hospitals/clinic prior to entry. Candidates are admitted to the program in the Fall and Spring semesters. Candidates must enter the program with a minimum overall 2.5 grade point average in prerequisites and a 2.5 grade point average in the science prerequisites. A candidate may file an application only after all prerequisites have been completed. At that time the student will be eligible to take the nursing entrance examination called TEAS (Test of Essential Academic Skills). If the student achieves a passing score on the TEAS, he or she will be placed on the waiting list. If a student does not achieve a passing score on the TEAS, he or she will be provided with remediation opportunities and permitted to retake the exam. Students may retake the entrance exam once. Program flyers with prerequisites and admission information may be obtained from the Counseling Office or the Department of Allied Health.

Nursing is a field that is in high demand and is one that is personally rewarding and constantly stimulating. Well paying jobs for nurses are available in almost every city in America. More importantly, nurses have the opportunity to improve and even save lives; teach people how to achieve better health; and advocate for patients/clients and their families. Please visit the Department of Allied Health to learn more about this exciting field.

The Registered Nursing Program is approved by the California Board of Registered Nursing (BRN). Upon completion of the program, graduates are eligible to apply for the State Board of Registered Nursing Licensing Examination (NCLEX). Student graduates will be able to:

1. Use nursing process to assess, diagnose, plan, implement, and evaluate care for clients of all ages who are experiencing acute or chronic health problems.
2. Collaborate with other health care personnel to provide coordinated care for clients of all ages who are experiencing acute or chronic health problems.
3. Function within the scope of the California Nurse Practice Act.
4. Demonstrate commitment to the profession of nursing.

## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Utilize nursing process and Maslow's Hierarchy of Needs to provide nursing care to clients along the health-illness curriculum across the life span.
- Demonstrate ability to apply theoretical knowledge and clinical skills to practice as an entry level registered nurse.

## NURSING, REGISTERED

### Associate in Science Degree Major Units: 41

Requirements for the Associate in Science degree in Registered Nursing may be met by completing 41 units of Required 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.

### PREREQUISITE COURSES

- A GPA of 2.5 or better must be earned in all prerequisite courses.
- A GPA of 2.5 or better must be earned in Biology and Microbiology.

High school diploma, GED, U.S. university degree or A.S./A.A. degree is required. Foreign education may be considered after transcript evaluation.

Requirements for the Associate in Science degree in Registered Nursing may be met by completing the Required Courses below and 18 units of general education courses to meet the Plan B graduation requirement.

|               |                                          | UNITS |
|---------------|------------------------------------------|-------|
| ANATOMY 1     | Introduction to Human Anatomy            | 4     |
| MICRO 1       | Introductory Microbiology                | 5     |
| -or- MICRO 20 | General Micro Biology (4)                |       |
| PHYSIO 1      | Introduction to Human Physiology         | 4     |
| PSYCH 1       | General Psychology I                     | 3     |
| PSYCH 41      | Life Span Psychology: Infancy to Old Age | 3     |
| ENGLISH 101   | College Reading and Composition I        | 3     |
| TEAS 5.0 EXAM | (passing grade 62%)                      |       |

### REQUIRED COURSES

Nursing courses must be taken in sequence and completed with a grade of "C" or better.

| SEMESTER I  |                                          | UNITS |
|-------------|------------------------------------------|-------|
| REGNRSG 121 | Introduction to Nursing (First 8 weeks)  | 3     |
| REGNRSG 123 | Nursing Process (First 8 weeks)          | 1     |
| REGNRSG 122 | Fundamentals of Nursing (Second 8 weeks) | 3     |
| REGNRSG 124 | Nursing Communication (Second 8 weeks)   | 1     |
| REGNRSG 125 | Nursing Pharmacology                     | 2     |
| REGNRSG 134 | Basic Skills Enhancement Lab             | 1     |

| SEMESTER II |                                                   | UNITS |
|-------------|---------------------------------------------------|-------|
| REGNRSG 126 | Medical-Surgical Nursing I (8 weeks)              | 5     |
| REGNRSG 129 | Gerontology and Community Based Nursing (8 weeks) | 2     |
| REGNRSG 130 | Psychiatric Mental Health Nursing (8 weeks)       | 3     |
| REGNRSG 134 | Basic Skills Enhancement Lab                      | 1     |

| SEMESTER III |                                           | UNITS |
|--------------|-------------------------------------------|-------|
| REGNRSG 127  | Medical-Surgical Nursing II (8 weeks)     | 5     |
| REGNRSG 131  | Reproductive and Women's Health (8 weeks) | 3.5   |
| REGNRSG 134  | Basic Skills Enhancement Lab              | 1     |

| SEMESTER IV |                                                  | UNITS |
|-------------|--------------------------------------------------|-------|
| REGNRSG 128 | Medical-Surgical Nursing III (First 8 weeks)     | 3     |
| REGNRSG 132 | Nursing Care of Child and Family (First 8 weeks) | 3.5   |
| REGNRSG 133 | Nursing Leadership and Management (2nd 8 weeks)  | 3     |
|             | (Includes 135 hr. Preceptorship)                 |       |

## NURSING, REGISTERED: LVN TO RN CAREER LADDER

### Associate in Science Degree Major Units: 33

| PREREQUISITES                                             |                                  | UNITS |
|-----------------------------------------------------------|----------------------------------|-------|
| Current valid California LVN license, plus the following: |                                  |       |
| ANATOMY 1                                                 | Introduction to Human Anatomy    | 4     |
| MICRO 1                                                   | Introductory Microbiology        | 5     |
| -or- MICRO 20                                             | General Micro Biology (4)        |       |
| PHYSIO 1                                                  | Introduction to Human Physiology | 4     |

|                                   |                                                                                                |   |
|-----------------------------------|------------------------------------------------------------------------------------------------|---|
| PSYCH 1                           | General Psychology I                                                                           | 3 |
| PSYCH 41                          | Life Span Psychology: Infancy to Old Age                                                       | 3 |
| ENGLISH 101                       | College Reading and Composition I                                                              | 3 |
| TEAS 5.0 EXAM (passing grade 62%) |                                                                                                |   |
| REGNRSG 135                       | Transition from LVN to RN<br>(Must be taken after all other prerequisites have been completed) | 2 |

**REQUIRED COURSES**

| SEMESTER II |                                         | UNITS |
|-------------|-----------------------------------------|-------|
| REGNRSG 126 | Medical-Surgical Nursing I              | 5     |
| REGNRSG 129 | Gerontology and Community Based Nursing | 2     |
| REGNRSG 130 | Psychiatric Mental Health Nursing       | 3     |
| REGNRSG 134 | Basic Skills Enhancement Lab            | 1     |

| SEMESTER III |                                         | UNITS |
|--------------|-----------------------------------------|-------|
| REGNRSG 127  | Medical-Surgical Nursing II             | 5     |
| REGNRSG 131  | Reproductive and Women's Health Nursing | 3.5   |
| REGNRSG 134  | Basic Skills Enhancement Lab            | 1     |

| SEMESTER IV |                                   | UNITS |
|-------------|-----------------------------------|-------|
| REGNRSG 128 | Medical-Surgical Nursing III      | 3     |
| REGNRSG 132 | Nursing Care of Child and Family  | 3.5   |
| REGNRSG 133 | Nursing Leadership and Management | 3     |

**LVN TO RN 30-UNIT OPTION****Major Units: 30**

This is an option mandated by the Board of Registered Nursing for Licensed Vocational Nurses. Candidates selecting this option are not eligible for an Associate Degree in Nursing from LATTC Registered Nursing Program.

**NOTE:** This educational option may not be recognized in states outside of California. Check with an individual state BRN for more information.

**PREREQUISITES**

A grade of "C" or better must be obtained in all courses. High school graduate or GED, U.S. university degree or A.S./A.A. degree is required.

|               |                                                                                                  | UNITS |
|---------------|--------------------------------------------------------------------------------------------------|-------|
| MICRO 20      | General Microbiology                                                                             | 4     |
| ANATOMY 1     | Introduction to Human Anatomy                                                                    | 4     |
| PHYSIO 1      | Introduction to Human Physiology                                                                 | 4     |
| TEAS 5.0 EXAM | (passing grade 62%)                                                                              |       |
| REGNRSG 135   | Transition from LVN to R.N.<br>(Must be taken after all other prerequisites have been completed) | 2     |

**REQUIRED COURSES**

| SEMESTER II |                                         | UNITS |
|-------------|-----------------------------------------|-------|
| REGNRSG 129 | Gerontology and Community Based Nursing | 2     |
| REGNRSG 130 | Psychiatric Mental Health Nursing       | 3     |
| REGNRSG 134 | Basic Skills Enhancement Lab            | 1     |

| SEMESTER III |                              | UNITS |
|--------------|------------------------------|-------|
| REGNRSG 127  | Medical-Surgical Nursing II  | 5     |
| REGNRSG 134  | Basic Skills Enhancement Lab | 1     |

| SEMESTER IV |                                                   | UNITS |
|-------------|---------------------------------------------------|-------|
| REGNRSG 128 | Medical-Surgical Nursing III                      | 3     |
| REGNRSG 133 | Nursing Leadership and Management (Preceptorship) | 3     |

**NOTE:** Nursing courses must be taken in sequence and completed with a grade of "C" or better.

## OPERATION AND MAINTENANCE ENGINEERING: STEAM PLANT

**Department:** Construction, Design, and Manufacturing  
**Department Chair:** Mr. William (Bill) Elarton, ROOM SQ-122  
 (213) 763-3700, cdm@lattc.edu

| Award Title                                      | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|--------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Operation & Maintenance Engineering: Steam Plant | C          |            | 12                    | 24                   | 36                |

For additional related degrees and certificates, refer to programs under Refrigeration and Air Conditioning Mechanics.

**PROGRAM OVERVIEW**

Most craft workers specialize in one kind of work, such as plumbing or carpentry. General maintenance and repair workers, however, have skills in many different crafts. They repair and maintain machines, mechanical equipment, and buildings and work on plumbing, electrical, and air-conditioning and heating systems. They build partitions, make plaster or drywall repairs, and fix or paint roofs, windows, doors, floors, woodwork, and other parts of building structures. They also maintain and repair specialized equipment and machinery found in cafeterias, laundries, hospitals, stores, offices, and factories.

A general maintenance worker's typical duties include troubleshooting and fixing faulty electrical switches, repairing air-conditioning motors, and unclogging drains. In addition, newer buildings sometimes have computer-controlled systems that allow maintenance workers to make adjustments in building settings and monitor for problems from a central location; for example, they can remotely control light sensors that turn off lights automatically after a set amount of time or identify a broken ventilation fan that needs to be replaced.

General maintenance and repair workers inspect and diagnose problems and determine the best way to correct them, frequently checking blueprints, repair manuals, and parts catalogs. They obtain supplies and repair parts from distributors or storerooms. Using common hand and power tools such as screwdrivers, saws, drills, wrenches, and hammers, as well as specialized equipment and electronic testing devices, these workers replace or fix worn or broken parts, where necessary, or make adjustments to correct malfunctioning equipment and machines.

General maintenance and repair workers also perform routine preventive maintenance tasks to ensure that machines continue to run smoothly, building systems operate efficiently, and the physical condition of buildings does not deteriorate. Following a checklist, they may inspect drives, motors, and belts, check fluid levels, replace filters, and perform other maintenance actions. Maintenance and repair workers keep records of their work.

The "Certified Steam Boiler License" is a specialized certification required for many maintenance workers. LATTC offers a Certificate of Achievement-Steam Plant to address this need. The core of the program is designed to prepare students to take the Boiler/Steam Plant certification exam, while the remainder is structured to create students who possess an array of skills which would be transferable to a variety of job settings, creating a highly capable general maintenance worker.

By fulfilling the program requirements, students will have the necessary skills for entry and mid level jobs in the general maintenance industry. This program prepares the student for basic electrical, heating and refrigeration, plumbing, and carpentry work, and to pass the "Certified Boiler/Steam Plant" License exam.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Use and interpret technical manuals to properly identify all major components of a high and low pressure boiler system and state and describe their function.
- Demonstrate sustainable industry principles and practices.
- Apply the proper procedures for calculation and measurement necessary in the operations and maintenance field.
- Safely use appropriate materials, test equipment and tools in order to connect and or troubleshoot a high and low pressure boiler system in addition use charging, evacuation, and recovery equipment properly and safely on a heating, ventilation, air conditioning and refrigeration (HVACR) system.

## OPERATION & MAINTENANCE ENGINEERING: STEAM PLANT

### Certificate of Achievement

Major Units: 36

A Certificate of Achievement in Operation and Maintenance Engineering: Steam Plant may be earned by completing 12 units of Required Courses and 24 units of Major Electives with a "C" or better in each course.

### REQUIRED COURSES

|             |                          | UNITS |
|-------------|--------------------------|-------|
| OPMAINT 228 | Steam Plant Operation I  | 6     |
| OPMAINT 229 | Steam Plant Operation II | 6     |

### MAJOR ELECTIVES

| Select at least 24 units from the courses below | UNITS |
|-------------------------------------------------|-------|
| CRPNTRY 111A Construction IA                    | 3     |
| CRPNTRY 241 Blueprint Reading                   | 3     |
| ECONMT 100 (O.S.H.A.) Safety Standards          | 2     |
| ECONMT 105 Fundamentals of Solar Energy         | 3     |
| ECONMT 110 Renewable Energy Systems             | 3     |
| ECONMT 171 Electrical Codes and Ordinances I    | 3     |
| ECONMT 181 Basic Wiring Practices               | 3     |
| ECONMT 182 Basic Diagrams and Circuit Practices | 1     |

|             |                                                            |   |
|-------------|------------------------------------------------------------|---|
| PLUMBNG 28  | Plumbing Code I                                            | 3 |
| PLUMBNG 31  | Backflow Prevention Devices                                | 2 |
| PLUMBNG 145 | Plumbing Installation and Service                          | 3 |
| REF A/C 159 | Principles and Practices of Electric Circuits and Controls | 4 |
| REF A/C 160 | Refrigeration System Principles and Practices              | 4 |
| REF A/C 161 | Air Conditioning System Principles and Practices           | 4 |
| REF A/C 162 | Piping Principles and Practices                            | 4 |
| REF A/C 164 | Gas Heating Systems                                        | 4 |
| REF A/C 165 | Thermal Energy Storage & Heat Recovery                     | 4 |
| REF A/C 176 | Heating and Air Conditioning I                             | 3 |
| REF A/C 177 | heating and Air Conditioning II                            | 3 |
| REF A/C 187 | Servicing I                                                | 3 |
| REF A/C 188 | Servicing II                                               | 3 |
| REF A/C 202 | Fundamentals of Refrigeration                              | 3 |
| REF A/C 203 | Compression Systems of Refrigeration                       | 3 |
| REF A/C 204 | Functions of Compression Systems Components                | 3 |
| REF A/C 208 | Refrigerant Management – EPA Section 608 Certification     | 4 |
| REF A/C 199 | Mechanical Code I - HVACR                                  | 3 |

## PARALEGAL STUDIES

Department: Business Administration/Computer Applications & Office Technologies

Department Chair: Ms. Paulette Bailey, Room CH-225  
(213) 763-7269, BaileyP@lattc.edu

| Award Title       | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-------------------|------------|------------|-----------------------|----------------------|-------------------|
| Paralegal Studies | A.A.       | Plan B     | 42                    | -                    | 42                |
| Paralegal Studies | C          |            | 42                    | -                    | 42                |

At least 60 degree applicable units (42 total major units and Plan B units) are required to earn an Associate degree.

### PROGRAM OVERVIEW

The Paralegal Studies program at LATTC will prepare students for employment as paralegals or legal assistants in both the private and public sectors. Students who complete the program will be able to work with lawyers in law offices, corporations, governmental agencies or other entities. Upon completion of the program students will have the following skill-sets: Prepare cases for courts, collect data and investigate case facts, and build arguments based on data; Review previous judiciary decisions and make information available and accessible to attorneys; Prepare legal reports for attorneys; Identify the law pertaining to individual cases and all required information; and Prepare legal documents, draft motions, and obtain affidavits.

The program will also provide hands-on experience in legal assistance practices through research studies on legal cases, internships within law firms, and other employment sectors complementing the Paralegal Job Market.

The Paralegal Studies program will enhance the professional specialized skills of a law office clerk. The graduate possessing the Certificate of Achievement or the AA Degree will be able to work closely with attorneys and be responsible for researching, analyzing, and managing tasks associated with legal cases and the delivery of legal services. The eminence of the Paralegal Studies program

at LATTC stems from its partnership with practicing lawyers, paralegals from the public and private sectors, and other law school's faculty members.

The mission of the program is to provide an environment of excellence in knowledge and the latest practices of the legal field. LATTC's Paralegal Studies program aims at preparing students for the Certified Legal Assistant/Certified Paralegal (CLA/CP) exam.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Prepare cases for courts, collect data and investigate case facts, and build arguments based on data.
- Review previous judiciary decisions and make information available and accessible to attorneys.
- Identify the law pertaining to individual cases and all required information.
- Prepare legal documents, draft motions, and obtain affidavits, including legal reports for attorneys.

## PARALEGAL STUDIES

### Associate in Arts Degree

Major Units: 42

Requirements for the Associate in Arts degree in Paralegal Studies may be met by completing 42 units of Required 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 Methods                           | 1     |
| SEMESTER II  |                                                    | UNITS |
| BUS 5        | Business Law I                                     | 3     |
| PALEGAL 11   | Introduction to Civil Litigation                   | 3     |
| PALEGAL 12   | Tort Law                                           | 3     |
| PALEGAL 19   | Property and Creditor Rights                       | 3     |
| SEMESTER III |                                                    | UNITS |
| BUS 6        | Business Law II                                    | 3     |
| PALEGAL 17   | Legal Writing                                      | 3     |

|             |                              |   |
|-------------|------------------------------|---|
| CAOT 93     | Legal Document Production    | 2 |
| PALEGAL 16  | Civil and Criminal Evidence  | 3 |
| -or- Law 38 | Criminal Law & Procedure (3) |   |

| SEMESTER IV     |                                   | UNITS |
|-----------------|-----------------------------------|-------|
| ENGLISH 103     | Composition and Critical Thinking | 3     |
| PALEGAL 4       | Legal Internship                  | 3     |
| -or- PALEGAL 14 | Law Office Management (3)         |       |
| PALEGAL 51      | Legal Research                    | 3     |

NOTE: Upon completion of this program students may choose to become a Certified Paralegal Assistant in the State of California by passing the Paralegal Advanced Competency Exam (PACE).

## PARALEGAL STUDIES

### Certificate of Achievement

Major Units: 42

A Certificate of Achievement in Paralegal Studies may be earned by completing 42 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 Methods                           | 1     |
| SEMESTER II     |                                                    | UNITS |
| BUS 5           | Business Law I                                     | 3     |
| PALEGAL 11      | Introduction to Civil Litigation                   | 3     |
| PALEGAL 12      | Tort Law                                           | 3     |
| PALEGAL 19      | Property and Creditor Rights                       | 3     |
| SEMESTER III    |                                                    | UNITS |
| BUS 6           | Business Law II                                    | 3     |
| PALEGAL 17      | Legal Writing                                      | 3     |
| CAOT 93         | Legal Document Production                          | 2     |
| PALEGAL 16      | Civil and Criminal Evidence                        | 3     |
| -or- Law 38     | Criminal Law & Procedure (3)                       |       |
| SEMESTER IV     |                                                    | UNITS |
| ENGLISH 103     | Composition and Critical Thinking                  | 3     |
| PALEGAL 4       | Legal Internship                                   | 3     |
| -or- PALEGAL 14 | Law Office Management (3)                          |       |
| PALEGAL 51      | Legal Research                                     | 3     |



**NOTE:** Certificate is awarded to students who already possess an Associate's degree in Paralegal Studies or higher.

## PLUMBING

**Department:** Construction, Design, and Manufacturing  
**Department Chair:** Mr. William (Bill) Elarton, ROOM SQ-122  
 (213) 763-3700, cdm@lattec.edu

| Award Title                                       | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|---------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Plumbing —(day only)                              | A.S.       | Plan B     | 48                    | -                    | 48                |
| Plumbing —(day only)                              | C          |            | 48                    | -                    | 48                |
| Plumbing: Construction Technology —(evening only) | A.A.       | Plan B     | 37                    | 8                    | 45                |
| Plumbing: Construction Technology —(evening only) | C          |            | 37                    | 8                    | 45                |

At least 60 degree applicable units (48 total major units and Plan B units) are required to earn an Associate degree.

For additional related degrees and certificates, refer to Water Systems Technology.

### PROGRAM OVERVIEW

Most people are familiar with plumbers, those individuals who come to their home to unclog a drain or install an appliance. Plumbers install, maintain, and repair many different types of pipe systems. Some systems move water to a municipal water treatment plant and then to residential, commercial, and public buildings. Other systems dispose of waste, provide gas to stoves and furnaces, or provide for heating and cooling needs. Pipe systems in power plants carry the steam that powers huge turbines, while pipes also are used in manufacturing plants to move material through the production process. Specialized piping systems are critical in both pharmaceutical and computer-chip manufacturing. The existence of such various pipe systems generate the need for trained plumbers.

Plumbers must be able to follow building plans or blueprints and instructions, lay out the job, and work efficiently with the materials and tools of their trade. Computers and specialized software are used to create blueprints and plan layouts. To meet the training needs of persons interested in becoming a service and repair plumber or a commercial construction plumber, LATTC offers a Plumbing Associate in Science degree and a Plumbing Construction Technologies Associate in Arts degree, as well as Certificates of Achievement.

The Associate in Science degree is designed for individuals seeking entry level positions in the field. Students enrolling in this program should be able to commit to full-time student status, which is approximately 24 hours per week. This time commitment is necessary to allow for hands-on training with the laboratory applications used during the course of instruction.

The Associate in Arts degree is an evenings-only course of study designed for

individuals currently in the field who want to improve or expand their skills. Due to limitations on available evening hours, the utilization of hands-on laboratory application is assumed to be provided at the student's place of employment. Depending on availability, the Associate in Arts degree may require slightly longer time to complete due to limited hours available. Check with the Department Chair for more details prior to enrolling.

Plumbers work in commercial and residential settings where water and septic systems need to be installed and maintained. They also work outdoors, sometime in remote areas, as they build the pipelines that connect sources of oil, gas, and chemicals with the users of these materials. Because plumbers frequently must lift heavy pipes, stand for long periods, and sometimes work in uncomfortable or cramped positions, they need physical strength as well as stamina.

By fulfilling the program requirements, students will have the necessary knowledge and skills for a career in residential, commercial, and industrial service and repair or construction plumbing. Reading of blueprints, layout, estimating, installation of piping systems and fixtures, repair of supply and waste water systems are just some of the skills that will be mastered during this program.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Use hand and power tools to perform plumbing operations.
- Demonstrate sustainable plumbing practices.
- Perform trade calculations related to plumbing practices.
- Create and use construction documentation.

## PLUMBING

### Associate in Science Degree

**Major Units: 48**

Requirements for the Associate in Arts degree in Plumbing may be met by completing 48 units of Required 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

| LEVEL I     |                                               |  | UNITS |
|-------------|-----------------------------------------------|--|-------|
| PLUMBNG 111 | Introduction to Plumbing                      |  | 3     |
| PLUMBNG 112 | Fundamentals of Plumbing                      |  | 3     |
| PLUMBNG 113 | Basic Plumbing principles and Practices       |  | 6     |
| LEVEL II    |                                               |  | UNITS |
| PLUMBNG 121 | Working Drawing and Layout I                  |  | 3     |
| PLUMBNG 122 | Plumbing Mathematics and Procedures           |  | 3     |
| PLUMBNG 123 | Plumbing Practices and Installation           |  | 6     |
| LEVEL III   |                                               |  | UNITS |
| PLUMBNG 131 | Working Drawing II                            |  | 3     |
| PLUMBNG 132 | Plumbing Mathematics and Procedures II        |  | 3     |
| PLUMBNG 133 | Installation and Plumbing Fixtures            |  | 6     |
| LEVEL IV    |                                               |  | UNITS |
| PLUMBNG 141 | Advanced Layout and Procedures                |  | 3     |
| PLUMBNG 142 | Servicing of Plumbing Fixtures and Appliances |  | 3     |
| PLUMBNG 143 | Plumbing Code I                               |  | 3     |
| PLUMBNG 144 | Special Purpose Installation                  |  | 3     |

## MAJOR ELECTIVES

|             |                                   | UNITS |
|-------------|-----------------------------------|-------|
| BLDGCTQ 101 | Contractor's License Law          | 3     |
| ECONMT 100  | (O.S.H.A.) Safety Standards       | 2     |
| PLUMBNG 26  | Plumbing Layout and Estimating I  | 3     |
| PLUMBNG 27  | Plumbing Layout and Estimating II | 3     |
| PLUMBNG 28  | Plumbing Code I                   | 3     |
| PLUMBNG 29  | Plumbing Code II                  | 3     |
| PLUMBNG 31  | Backflow Prevention Devices       | 3     |
| PLUMBNG 33  | Plumbing Code III                 | 3     |
| PLUMBNG 145 | Plumbing Installation and Service | 3     |
| PLUMBNG 941 | Cooperative Education             | 4     |

## PLUMBING

## Certificate of Achievement

Major Units: 48

A Certificate of Achievement in Plumbing may be earned by completing 48 units of Required Courses listed under for the Associate degree in Plumbing with a "C" or better in each course.

By fulfilling the program requirements, students will have the necessary knowledge and skills for a career in residential, commercial, and industrial service and repair or construction plumbing.

## PLUMBING: CONSTRUCTION TECHNOLOGIES

## Associate in Arts Degree

Major Units: 45

Requirements for the Associate in Arts degree in Plumbing: Construction Technology may be met by completing 37 units of Required Courses and 8 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.

By fulfilling the program requirements, students will have the necessary knowledge and skills for a career in Residential, Commercial, and Industrial Service and Repair or Construction Plumbing.

## REQUIRED COURSES

| SEMESTER I   |                                                        | UNITS |
|--------------|--------------------------------------------------------|-------|
| PLUMBNG 28   | Plumbing Code I                                        | 3     |
| PLUMBNG 112  | Fundamentals of Plumbing                               | 3     |
| WELDG/E 201A | Welding Gas and Electric IA                            | 1     |
| SEMESTER II  |                                                        | UNITS |
| PLUMBNG 26   | Plumbing Layout and Estimating I                       | 3     |
| PLUMBNG 29   | Plumbing Code II                                       | 3     |
| WELDG/E 202B | Welding – Gas and Electric IIB                         | 1     |
| SEMESTER III |                                                        | UNITS |
| OPMAINT 228  | Steam Plant Operations I                               | 6     |
| PLUMBNG 27   | Plumbing Layout and Estimating II                      | 3     |
| PLUMBNG 33   | Plumbing Code III                                      | 3     |
| SEMESTER IV  |                                                        | UNITS |
| OPMAINT 229  | Steam Plant Operations II                              | 6     |
| PLUMBNG 31   | Back flow Prevention Devices                           | 1     |
| PLUMBNG 246  | Principles and Practices of Plumbing Design and Layout | 4     |

## MAJOR ELECTIVES

| Select at least 8 units from the courses below |                                       | UNITS |
|------------------------------------------------|---------------------------------------|-------|
| BLDGCTQ 101                                    | Contractor's License Law              | 3     |
| ECONMT 181                                     | Basic Wiring Practices                | 3     |
| ECONMT 100                                     | (O.S.H.A.) Safety Standards           | 2     |
| ENGLISH 101                                    | Reading and Composition I             | 3     |
| LABR ST 115                                    | Issues in Workplace Health and Safety | 1     |
| LABR ST 127                                    | Workers' Compensation                 | 1     |
| MARKET 21                                      | Principles of Marketing               | 1     |
| MATH 115                                       | Elementary Algebra                    | 5     |
| MATH 245                                       | College Algebra                       | 3     |
| PLUMBNG 145                                    | Plumbing Installation and Service     | 3     |
| PLUMBNG 250                                    | Design and Construction Specialties   | 4     |
| PLUMBNG 941                                    | Cooperative Education                 | 4     |

## PLUMBING: CONSTRUCTION TECHNOLOGIES

## Certificate of Achievement

Major Units: 45

A Certificate of Achievement in Plumbing: Construction Technology may be earned by completing 37 units of Required Courses and 8 units of Major Electives listed under for the Associates degree in Plumbing: Construction Technology with a "C" or better in each course.

PROCESS PLANT  
TECHNOLOGY

Department: Sciences

Department Chair: Mr. Ricky Wong, Room CH-405  
(213) 763-7295, WongRK@lattc.edu

| Award Title                                                                                                           | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-----------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Process Plant Technology                                                                                              | A.S.       | Plan B     | 45                    | -                    | 45                |
| Process Plant Technology                                                                                              | C          |            | 45                    | -                    | 45                |
| At least 60 degree applicable units (45 total major units and Plan B units) are required to earn an Associate degree. |            |            |                       |                      |                   |

## PROGRAM OVERVIEW

The Chemical Process Industries (CPI) are a major part of U.S. business and represent a diverse industries ranging from pharmaceuticals to large-scale processing of gasoline and waste water treatment and food and beverage. Working in the CPI represents a particular challenge with regard to handling materials, which range from small quantities of specialized products to large quantities of potentially hazardous materials.

Process Technicians (PTs) team with engineers and other technicians with specialties such as instrumentation, electronics, or maintenance to adjust and optimize conditions for the production of large quantities of products. The

quality of the production is dependent on the skill and knowledge of the Process Technician in carrying out the operations of the plant. PTs must be concerned with issues such as personal and co-worker safety, impact of materials on the environment, and process skills that deal with all aspects of controlling processes and maintaining equipment.

CPI is the fourth largest manufacturing industry in the United States. It encompasses plants manufacturing an almost endless range of products, such as chemicals, (both organic and inorganic), food and beverages, cleaning preparations, plastics, agricultural chemicals, paints, pharmaceuticals, cosmetics, power generation, pulp and paper, petroleum refining and wastewater treatment, to name just a few.

The LATTC Process Technology program is a member of the California Chemical and Process Technology Alliance (CCPTA) and the Pacific Technology Career Alliance, an education/industry consortia of major chemical industries both public and private. The CCPTA was founded for the purpose of ensuring that Process Technology instructors and students are on the receiving end of current industry analytical methods, techniques, equipment and standards. The Alliance is also committed to providing a well skilled employee pool for chemical industry employment opportunities.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Evaluate and apply basic knowledge of operations and industrial processes.
- Demonstrate good verbal and written communication.
- Practice basic knowledge of current Good Manufacturing Practices (cGMPs).
- Evaluate and apply knowledge of regulatory policies for process practices.
- Demonstrate knowledge of Environmental Health and Safety.

## PROCESS TECHNOLOGY

### Associate in Science Degree

Major Units: 45

Requirements for the Associate in Science degree in Process Plant Technology (PTEC) may be met by completing 45 units of Required 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.

The Process Technology program prepares students to become process operators in chemical industries such as:

- Petroleum refining
- Oil and gas exploration and production
- Power generation
- Alternative energy
- Pharmaceuticals
- Food and beverage
- Cosmetics
- Water and wastewater
- Chemical manufacturing
- Biotechnology

Processing plants for most of the above mentioned industries can be found locally in Los Angeles County and adjoining counties and nationwide. The Associate of

Science degree in Process Technology will lead to a highly skilled, high benefits and high-wage, life-long profession. The student will be trained in the proper use of safety, processing, and equipment.

At the end of the Associate degree in Process Technology, a student will be able to perform such task as:

- Operating a process plant
- Perform all task in a safe manner, protecting plant personnel and our environment
- Operate the plant economically
- Recognize abnormal situations
- Identify plant equipment
- Explain the important functions of the plant
- Explain interrelationships between components of a system
- Analyze the overall processing system
- Diagram control systems
- Analyze information

High school students preparing for the PTEC program are encouraged to take courses in Chemistry/Chemical Technology, Physics, English, and at least one year of Algebra.

### PROPOSED SEQUENCE OF COURSE TITLES AND UNITS

#### REQUIRED COURSES

| SEMESTER I (FALL) |                                          | UNITS |
|-------------------|------------------------------------------|-------|
| PRPLTEK 100       | Introduction to Process Plant Technology | 3     |
| PRPLTEK 103       | Process Plant Equipment                  | 3     |
| PHYSICS 11        | Introduction to Physics                  | 4     |
| CHEM T 111        | Applied Chemistry 1                      | 5     |

| SEMESTER II (SPRING) |                                                 | UNITS |
|----------------------|-------------------------------------------------|-------|
| PRPLTEK 102          | Process Measure/Control Fundamentals            | 3     |
| PRPLTEK 200          | Petroleum Refining Fundamentals (Systems)       | 3     |
| PRPLTEK 204          | Process Instrumentation - Computer Applications | 2     |

| SEMESTER III(FALL)                                     |                                      | UNITS |
|--------------------------------------------------------|--------------------------------------|-------|
| PRPLTEK 206                                            | Process Tech Adv. Instrumentation    | 3     |
| PRPLTEK 210                                            | Applied Instrumentation Analysis I   | 4     |
| -or- CHEM T 132 Quantitative/Instrumental Analysis (4) |                                      |       |
| PRPLTEK 104                                            | Introduction to Process Plant Safety | 3     |

| SEMESTER IV (SPRING) |                                               | UNITS |
|----------------------|-----------------------------------------------|-------|
| PRPLTEK 202          | Introduction to Process Plant Troubleshooting | 3     |
| PHYSICS 29A/B        | Physics for Technician                        | 4     |
| MATH 125             | Intermediate College Algebra                  | 5     |
| -or- higher          |                                               |       |

#### MAJOR ELECTIVES

|              |                               | UNITS |
|--------------|-------------------------------|-------|
| BUS 33       | Tech Report Writing           | 3     |
| CO INFO 701  | Intro to Computers            | 3     |
| ENGLISH 28   | Intermediate Reading and Comp | 3     |
| LABR ST 4    | Emerging Issues               | 3     |
| PER DEV 2    | Inter Relations               | 3     |
| PHILOS 006 † | Logical Thinking              | 3     |
| COMM 101     | Oral Communication I          | 3     |

† Course currently unavailable

## PROCESS TECHNOLOGY

### Certificate of Achievement

Major Units: 45

A Certificate of Achievement in Process Plant Technology may be earned by completing 45 units of Required Courses listed under for the Associates degree in Process Technology with a "C" or better in each course.

## REAL ESTATE

**Department:** Business Administration/Computer Applications & Office Technologies

**Department Chair:** Ms. Paulette Bailey, Room CH-225  
(213) 763-7269, BaileyP@lattc.edu

| Award Title | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-------------|------------|------------|-----------------------|----------------------|-------------------|
| Real Estate | A.A.       | Plan B     | 45                    | -                    | 45                |
| Real Estate | C          |            | 30                    | -                    | 30                |

At least 60 degree applicable units (45 total major units and Plan B units) are required to earn an Associate degree.

### PROGRAM OVERVIEW

The Real Estate program prepares students seeking careers as real estate professionals and equips the general public who are prospective property owners, present property owners, or real estate investors with important real estate knowledge. The program explores many aspects of the real estate profession allowing students to acquire entry-level marketable skills while gaining much of the necessary course work to obtain a California state license as a real estate sales agent and/or broker. The program also offers advanced courses for real estate agents or for individuals in real estate related fields and industries.

In October of 2007 the 18-month conditional license will be eliminated and potential licensees must take REAL ES 1, REAL ES 3 and one other 3 unit course to qualify to sit for the Real Estate Salesperson's examination. Many other industries are directly or indirectly related to real estate and often require a basic knowledge of the subject area for employment consideration. Typical positions: Real Estate agent, broker, appraiser, property manager, escrow officer,

real estate office manager, land developer, urban planner, construction, and investor/owner of income producing properties.

By fulfilling the program requirements, students are prepared for a variety of entry-level and advanced career opportunities in the real estate profession. Completion of the degree program satisfies most of the formal education requirements to obtain a California Real Estate Broker's License.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Demonstrate knowledge of real estate principles and practices in fulfillment of Department of Real Estate Licensure requirement.

## REAL ESTATE

### Associate in Arts Degree

Major Units: 45

Requirements for the Associate in Arts degree in Real Estate may be met by completing 45 units of Required 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 |
|--------------|---------------------------------------------|-------|
| REAL ES 1    | Principles of Real Estate                   | 3     |
| BUS 5        | Business Law I                              | 3     |
| BUS 1        | Introduction to Business                    | 3     |
| BUS 32       | Business Communications                     | 3     |
| SEMESTER II  |                                             | UNITS |
| BUS 38       | Business Computations                       | 3     |
| CAOT 82      | Microcomputer Software Survey in the Office | 3     |
| REAL ES 9    | Real Estate Appraisal I                     | 3     |
| SEMESTER III |                                             | UNITS |
| ACCTG 1      | Principles of Accounting I                  | 5     |
| REAL ES 7    | Real Estate Finance                         | 3     |
| REAL ES 3    | Real Estate Practice                        | 3     |
| CAOT 101     | Hands-on Internet                           | 1     |
| SEMESTER IV  |                                             | UNITS |
| REAL ES 14   | Property Management                         | 3     |
| SUPV 11      | Oral Communications for Supervisors         | 3     |
| REAL ES 5    | Legal Aspects of Real Estate                | 3     |
| ECON 2       | Principles of Economics II                  | 3     |

**NOTE:** Students should verify the broker's and salesperson's licensing requirements with the California Department of Real Estate.



**REAL ESTATE****Certificate of Achievement**

Major Units: 30

A Certificate of Achievement in Real Estate may be earned by completing 30 units of Required Courses with a "C" or better in each course.

**REQUIRED COURSES**

| SEMESTER I  |                                             | UNITS |
|-------------|---------------------------------------------|-------|
| REAL ES 1   | Real Estate Principles                      | 3     |
| REAL ES 3   | Real Estate Practice                        | 3     |
| BUS 5       | Business Law I                              | 3     |
| CAOT 82     | Microcomputer Software Survey in the Office | 3     |
| REAL ES 7   | Real Estate Finance                         | 3     |
| SEMESTER II |                                             | UNITS |
| REAL ES 9   | Real Estate Appraisal I                     | 3     |
| ACCTG 1     | Principles of Accounting                    | 5     |
| MARKET 1    | Principles of Selling                       | 3     |
| BUS 1       | Introduction to Business                    | 3     |
| CAOT 101    | Hands-on Internet                           | 1     |

**REFRIGERATION AND AIR  
CONDITIONING MECHANICS**

Department: Construction, Design, and Manufacturing  
 Department Chair: Mr. William (Bill) Elarton, ROOM SQ-122  
 (213) 763-3700, cdm@lattc.edu

| Award Title                                                                                                           | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-----------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Refrigeration and Air Conditioning Mechanics —(day only)                                                              | A.S.       | Plan B     | 42                    | 6                    | 48                |
| Refrigeration and Air Conditioning Mechanics —(day only)                                                              | C          |            | 42                    | 6                    | 48                |
| Refrigeration and Air Conditioning Mechanics —(evening only)                                                          | A.S.       | Plan B     | 43                    | 5                    | 48                |
| Refrigeration and Air Conditioning Mechanics —(evening only)                                                          | C          |            | 43                    | 5                    | 48                |
| At least 60 degree applicable units (48 total major units and Plan B units) are required to earn an Associate degree. |            |            |                       |                      |                   |
| For additional related certificates, refer to programs under Operation & Maintenance Engineering: Steam Plant.        |            |            |                       |                      |                   |

**PROGRAM OVERVIEW**

Cooling and heating devices help regulate the temperature, humidity, and air quality in residential homes, commercial locations, and industrial facilities. Critical items like food and medicine require refrigeration to keep them from spoiling. Technicians repair, maintain, and install heating, air-conditioning, and refrigeration systems. Our program trains these technicians. Los Angeles Trade Technical College offers an Associate in Science degree in Refrigeration and Air Conditioning Mechanics, as well as Certificate of Achievement.

By fulfilling the program requirements, students will have the necessary knowledge and skills for a career in residential, commercial, and Industrial service and repair of air conditioning, heating and refrigeration systems. Environmental Protection Agency (EPA) refrigerant certification will be received. Electrical controls, piping installation, compressor installation and repair are just some of the skills that would be mastered during this program.

**PROGRAM LEARNING OUTCOMES (PLOs)**

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

- Use and interpret technical manuals to properly identify all major components of a refrigeration system and state and describe their function.
- Demonstrate sustainable industry principles and practices.
- Apply the proper procedures for calculation and measurement necessary in the air conditioning and refrigeration field.
- Safely use appropriate materials, test equipment and tools in order to connect or troubleshoot a refrigeration and air conditioning system.
- Use charging, evacuation, and recovery equipment properly and safely.

**REFRIGERATION & AIR CONDITIONING  
MECHANICS****Associate in Science Degree**

Major Units: 48

Requirements for the Associate in Science degree in Refrigeration and Air Conditioning Mechanics may be met by completing 48 total major units 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.

Courses from the day or evening programs should not be mixed in an attempt to meet the degree requirements.

**OPTION 1: DAY PROGRAM****REQUIRED COURSES**

| SEMESTER I       |                                                       | UNITS |
|------------------|-------------------------------------------------------|-------|
| REF A/C 111      | Fundamentals of Refrigeration                         | 3     |
| REF A/C 113      | Refrigeration Component Construction                  | 3     |
| REF A/C 114      | Refrigeration Maintenance Procedures                  | 3     |
| -or- REF A/C 101 | AC And Ref. Principles & Practices-First Semester (9) |       |
| ECONMT 119       | Applied Electrical Calculations and Measurements      | 3     |
| -or- ECONMT 173  | Electrical Mathematics I (3)                          |       |
| SEMESTER II      |                                                       | UNITS |
| REF A/C 123      | Pipe and Tube Joining Processes                       | 3     |
| REF A/C 124      | Refrigeration Electrical Circuits and Controls        | 3     |
| REF A/C 125      | Refrigeration System Components                       | 3     |
| ECONMT 174       | Electrical Mathematics II                             | 3     |

| SEMESTER III |                                          | UNITS |
|--------------|------------------------------------------|-------|
| REF A/C 133  | Refrigeration Service Procedures I       | 3     |
| REF A/C 134  | Service for Air Conditioning Equipment I | 3     |
| REF A/C 135  | Air Conditioning and Refrigeration       | 3     |

| SEMESTER IV |                                                       | UNITS |
|-------------|-------------------------------------------------------|-------|
| REF A/C 141 | Applied Refrigeration and Air Conditioning Principles | 3     |
| REF A/C 143 | Refrigeration Service Procedures II                   | 3     |
| REF A/C 145 | Air Conditioning and Refrigeration Mechanics I        | 3     |

## OPTION 2: EVENING PROGRAM

### REQUIRED COURSES

| LEVEL I     |                                  | UNITS |
|-------------|----------------------------------|-------|
| REF A/C 202 | Refrigeration Fundamentals       | 3     |
| REF A/C 250 | Indoor Air Quality               | 3     |
| ECONMT 115  | Fundamentals of D.C. Electricity | 3     |
| ECONMT 173  | Electrical Mathematics I         | 3     |

| LEVEL II    |                                                | UNITS |
|-------------|------------------------------------------------|-------|
| REF A/C 159 | Refrigeration and Air Conditioning Electricity | 4     |
| REF A/C 203 | Compression System of Refrigeration            | 3     |
| REF A/C 204 | Functions of Compression Systems               | 3     |
| ECONMT 129  | Fundamentals of Alternating Current            | 3     |

| LEVEL III   |                                              | UNITS |
|-------------|----------------------------------------------|-------|
| REF A/C 187 | Servicing I                                  | 3     |
| REF A/C 188 | Servicing II                                 | 3     |
| REF A/C 208 | Refrigerant Management-EPA 608 Certification | 4     |

| LEVEL IV    |                                               | UNITS |
|-------------|-----------------------------------------------|-------|
| REF A/C 160 | Refrigeration System Principles and Practices | 4     |
| REF A/C 164 | Gas Heating Systems                           | 4     |

### MAJOR ELECTIVES

DAY PROGRAM: **Select at least 6 units from the courses below**  
 EVENING PROGRAM: **Select at least 5 units from the courses below**

|             |                                                   | UNITS |
|-------------|---------------------------------------------------|-------|
| BLDGCTQ 101 | Contractor's License Law                          | 3     |
| ECONMT 100  | (O.S.H.A.) Safety Standards                       | 2     |
| PHYSICS 12  | Physics Fundamentals                              | 3     |
| REF A/C 100 | Air Conditioning Project Management               | 3     |
| REF A/C 161 | Air Conditioning Systems Principles and Practices | 3     |
| REF A/C 162 | Piping Principles and Practices                   | 4     |
| REF A/C 164 | Gas Heating Systems                               | 3     |
| REF A/C 165 | Thermal Energy Storage and Heat Recovery          | 4     |
| REF A/C 176 | Heating and Air Conditioning I                    | 3     |
| REF A/C 177 | Heating and Air Conditioning II                   | 3     |
| REF A/C 187 | Servicing I                                       | 3     |
| REF A/C 188 | Servicing II                                      | 3     |
| REF A/C 250 | Indoor Air Quality                                | 3     |
| REF A/C 199 | Mechanical Code I - HVACR                         | 3     |
| REF A/C 208 | Refrigerant Management-EPA 608 Certification      | 4     |
| REF A/C 209 | NATE Certification Prep                           | 3     |
| REF A/C 210 | Refrigeration System Efficiency Factors           | 3     |
| REF A/C 941 | Cooperative Education                             | 4     |

## REFRIGERATION & AIR CONDITIONING

## MECHANICS

### Certificate of Achievement Major Units: 48

A Certificate of Achievement in Refrigeration and Air Conditioning Mechanics may be earned by completing 48 total major units with a "C" or better.

Courses from the day or evening programs should not be mixed in an attempt to meet the degree requirements.

## RENEWABLE ENERGY GENERATION, TRANSMISSION, AND DISTRIBUTION: POWERLINE MECHANIC

Department: **Construction, Design, and Manufacturing**  
 Department Chair: **Mr. William (Bill) Elarton, ROOM SQ-122**  
**(213) 763-3700, cdm@latc.edu**

| Award Title                                                                     | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|---------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Renewable Energy Generation, Transmission, and Distribution: Powerline Mechanic | A.S.       | Plan B     | 34-36                 | 6-7                  | 40-43             |
| Powerline Mechanic                                                              | C          |            | 18-20                 | -                    | 18-20             |
| Utility Industry Fundamentals                                                   | C          |            | 19-21                 | -                    | 19-21             |

At least 60 degree applicable units (43 total major units and Plan B units) are required to earn an Associate degree.

## PROGRAM OVERVIEW

LATTC offers a series of courses in the Renewable Energy Generation, Transmission, and Distribution Associate in Science degree, with a Powerline Mechanic emphasis, program for individuals interested in working in occupations in the utility industry sector—particularly transmission and distribution occupations. The courses comprising this program enable individuals to be prepared to obtain entry-level positions in the utility sector.

## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Use hand and power tools to perform basic utility powerline work.
- Perform calculations and measurements commensurate to entry level powerline work.

- Pole Climbing Competencies.

## RENEWABLE ENERGY GENERATION, TRANSMISSION, AND DISTRIBUTION: POWERLINE MECHANIC

**Associate in Science Degree**  
Major Units: 43

Requirements for the Associate in Science degree in Renewable Energy Generation, Transmission, and Distribution: Powerline Mechanic may be met by completing 34-36 units of Required Courses and 6-7 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.

Recommended sequence of courses for Renewable Energy Generation, Transmission, and Distribution AS Degree with Power line Mechanic Emphasis

### REQUIRED COURSES

| SEMESTER I                                         | UNITS |
|----------------------------------------------------|-------|
| ECONMT 115 Fundamentals of D.C. Electricity        | 3     |
| ECONMT 116 Hand Tools and Wiring Practices         | 2     |
| ECONMT 100 (O.S.H.A.) Safety Standards             | 2     |
| ECONMT 119 Electrical Construction and Maintenance | 3     |
| -or- ECONMT 173 <i>Electrical Mathematics</i> (3)  |       |
| -or- MATH 115 or higher (3-5)                      |       |
| SEMESTER II                                        | UNITS |
| ECONMT 129 Fundamentals of Alternative Current     | 3     |
| ECONMT 130 Principles of Industrial Electric Power | 3     |
| BLDGCTQ 10 Energy and Utility Industry Careers     | 3     |
| SEMESTER III                                       | UNITS |
| ELECL 601 Powerline Mechanic Trainee               | 15    |

### MAJOR ELECTIVES

| Select 6-7 units from the courses below                                     | UNITS |
|-----------------------------------------------------------------------------|-------|
| ECONMT 105 Fundamentals of Solar Electricity                                | 3     |
| ECONMT 110 Renewable Energy Systems                                         | 3     |
| ECONMT 205 Solar Energy Installation & Maintenance Principles and Practices | 2     |
| ECONMT 215 Small Wind Energy Systems Principles and Practices               | 3     |
| REF A/C 105 Solar Water & Pool Heating System Principles                    | 3     |
| REF A/C 110 Solar Water & Pool Heating System Practices                     | 2     |
| REF A/C 165 Thermal Energy Storage / Heat Recovery                          | 4     |

## POWERLINE MECHANIC

**Certificate of Achievement**  
Major Units: 18-20

A Certificate of Achievement in Powerline Mechanic may be earned by completing 18-20 units of Required Courses with a "C" or better in each course.

### REQUIRED COURSES

|                                                     | UNITS |
|-----------------------------------------------------|-------|
| ELECL 601 Powerline Mechanic Trainee                | 15    |
| ECONMT 119 Electrical Construction and Maintenance  | 3     |
| -or- ECONMT 173 <i>Electrical Mathematics I</i> (3) |       |
| -or- MATH 115 <i>Elementary Algebra</i> (5)         |       |

## UTILITY INDUSTRY FUNDAMENTALS

**Certificate of Achievement**  
Major Units: 19-21

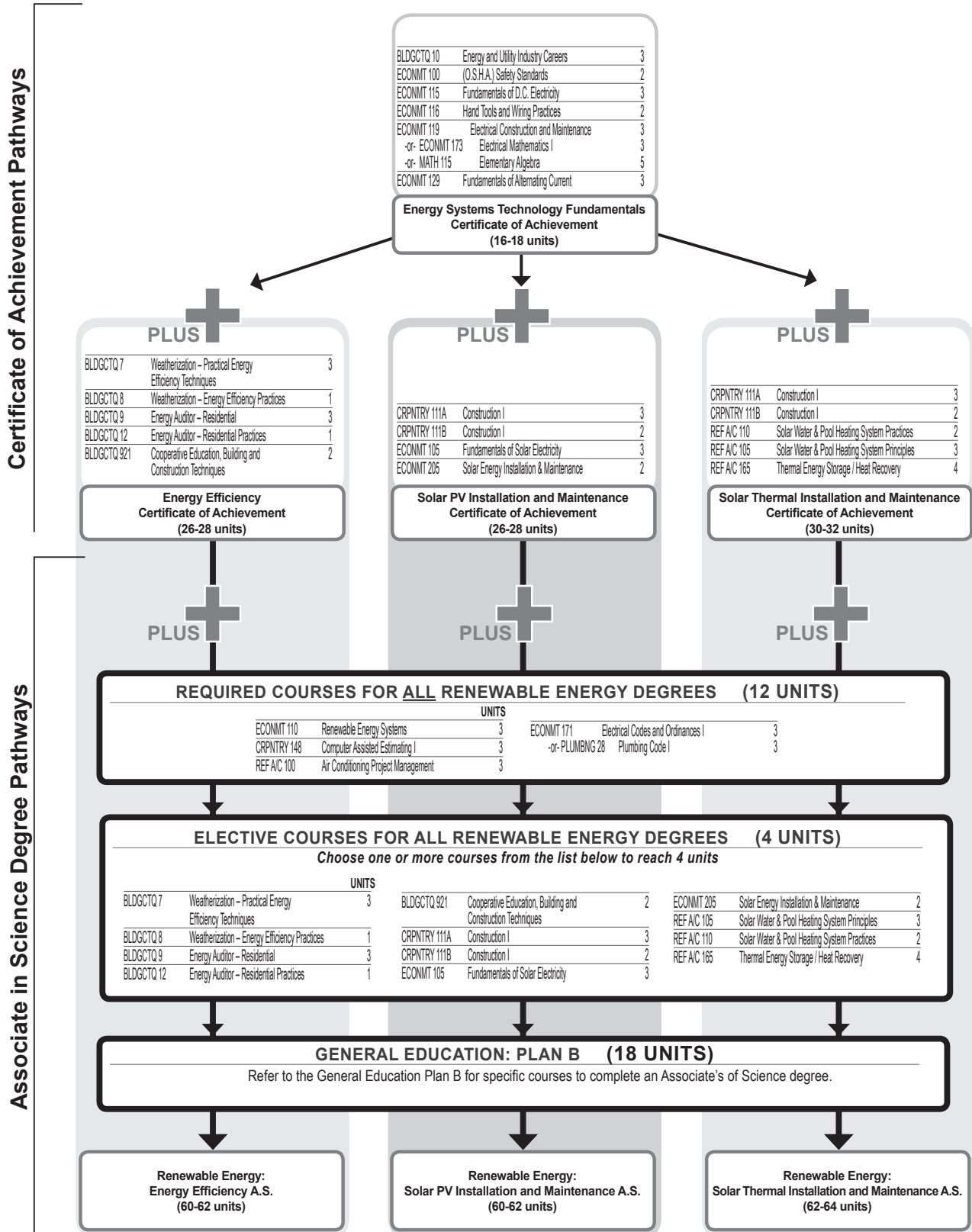
A Certificate of Achievement in Utility Industry Fundamentals may be earned by completing 19-21 units of Required Courses with a "C" or better in each course.

### REQUIRED COURSES

|                                                         | UNITS |
|---------------------------------------------------------|-------|
| ECONMT 100 (O.S.H.A.) Safety Standards                  | 2     |
| ECONMT 130 Principles of Industrial Electric Power      | 3     |
| BLDGCTQ 10 Energy and Utility Industry Careers          | 3     |
| ECONMT 115 Fundamentals of D.C. Electricity             | 3     |
| ECONMT 116 Hand Tools and Wiring Practices              | 2     |
| ECONMT 129 Fundamentals of Alternating Current          | 3     |
| ECONMT 119 Electrical Construction and Maintenance      | 3     |
| -or- ECONMT 173 <i>Electrical Mathematics I</i> (3)     |       |
| -or- MATH 115 or higher <i>Elementary Algebra</i> (3-5) |       |



## RENEWABLE ENERGY CERTIFICATE AND DEGREE PATHWAYS



## RENEWABLE ENERGY WITH ENERGY EFFICIENCY EMPHASIS

**Department:** Construction, Design, and Manufacturing  
**Department Chair:** Mr. William (Bill) Elarton, ROOM SQ-122  
 (213) 763-3700, [cdm@lattc.edu](mailto:cdm@lattc.edu)

| Award Title                                                                                                           | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-----------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Renewable Energy Technician W/ Energy Efficiency Emphasis                                                             | A.S.       | Plan B     | 36-38                 | 4                    | 40-42             |
| Weatherization and Energy Efficiency                                                                                  | C          |            | 12                    | -                    | 12                |
| Energy Systems Technology Fundamentals                                                                                | C          |            | 16                    | -                    | 16                |
| At least 60 degree applicable units (42 total major units and Plan B units) are required to earn an Associate degree. |            |            |                       |                      |                   |

### PROGRAM OVERVIEW

LATTC offers a series of courses for individuals interested in working in the new, emerging renewable energy and energy efficiency industry. This degree program includes courses that enable individuals to: (1) have the requisite knowledge and skills to obtain employment in the energy/utility sector and (2) obtain skills and expertise to pursue other renewable energy and/or energy efficiency occupations.

By fulfilling the program requirements, students will have the necessary knowledge and skills for a career in residential and commercial renewable energy-related occupations.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Use hand and power tools to perform new and retrofit weatherization and related energy efficiency operations.
- Demonstrate sustainable industry principles and practices.
- Perform calculations and measurements related to weatherization and other energy efficiency operations.
- Work independently and interdependently to safely accomplish shared professional outcomes.

## RENEWABLE ENERGY TECHNICIAN W/ ENERGY EFFICIENCY EMPHASIS

### Associate in Science Degree

Major Units: 40-42

Requirements for the Associate in Science degree in Renewable Energy Technician W/ Energy Efficiency Emphasis may be met by completing 38 units

of Required Courses and 4 units of Major Electives with a "C" or better along with general education courses meeting Plan B graduation Requirement. Information on the Plan B requirements may be found in the catalog under Graduation/Transfer Requirements.

### REQUIRED COURSES

| LEVEL I                                            | UNITS |
|----------------------------------------------------|-------|
| BLDGCTQ 10 Energy and Utility Industry Careers     | 3     |
| ECONMT 100 (O.S.H.A.) Safety Standards             | 2     |
| ECONMT 115 Fundamentals of D.C. Electricity        | 3     |
| ECONMT 116 Hand Tools and Wiring Practices         | 2     |
| ECONMT 119 Electrical Construction and Maintenance | 3     |
| -or- ECONMT 173 Electrical Mathematics I (3)       |       |
| -or- MATH 115 Elementary Algebra (5)               |       |
| ECONMT 129 Fundamentals of Alternating Current     | 3     |

| LEVEL II                                                                  | UNITS |
|---------------------------------------------------------------------------|-------|
| BLDGCTQ 7 Weatherization – Practical Energy Efficiency Techniques         | 3     |
| BLDGCTQ 8 Weatherization – Energy Efficiency Practices                    | 1     |
| BLDGCTQ 9 Energy Auditor – Residential                                    | 3     |
| BLDGCTQ 12 Energy Auditor – Residential Practices                         | 1     |
| BLDGCTQ 921 † Cooperative Education, Building and Construction Techniques | 2     |

| LEVEL III                                       | UNITS |
|-------------------------------------------------|-------|
| CRPNTRY 148 Computer Assisted Estimating I      | 3     |
| ECONMT 110 Renewable Energy Systems             | 3     |
| ECONMT 171 Electrical Codes and Ordinances I    | 3     |
| -or- PLUMBNG 28 Plumbing Code I (3)             |       |
| REF A/C 100 Air Conditioning Project Management | 3     |

### MAJOR ELECTIVES

| Select at least 4 units from the courses below           | UNITS |
|----------------------------------------------------------|-------|
| ECONMT 105 Fundamentals of Solar Electricity             | 3     |
| ECONMT 205 Solar Energy Installation & Maintenance       | 2     |
| REF A/C 105 Solar Water & Pool Heating System Principles | 3     |
| REF A/C 110 Solar Water & Pool Heating System Practices  | 2     |
| REF A/C 165 Thermal Energy Storage / Heat Recovery       | 4     |

## WEATHERIZATION AND ENERGY EFFICIENCY

### Certificate of Achievement

Major Units: 12

A Certificate of Achievement in Weatherization and Energy Efficiency may be earned by completing 12 units of Required Courses listed, with a "C" or better in each course.

LATTC offers a series of courses for individuals interested in employment as weatherization and energy efficiency specialists. The courses are developed both for new building professionals and for professional builders/contractors already in the workforce in need of these skills. Homeowners may also find the introduction class helpful. Individuals will be prepared to be weatherization, energy efficiency, and retrofit technicians, home improvement retrofit trainees, residential air sealing technicians, insulation installers, energy conservation representatives or residential energy field auditors.

† Course currently unavailable

## REQUIRED COURSES

|               |                                                         | UNITS |
|---------------|---------------------------------------------------------|-------|
| BLDGCTQ 7     | Weatherization - Practical Energy Efficiency Techniques | 3     |
| BLDGCTQ 8     | Weatherization - Energy Efficiency Practices            | 1     |
| BLDGCTQ 9     | Energy Auditor – Residential                            | 3     |
| BLDGCTQ 12    | Energy Auditor – Residential Practice                   | 1     |
| BLDGCTQ 921 † | Cooperative Education – Residential Practice            | 2     |
| ECONMT 100    | (O.S.H.A.) Safety Standards: Construction and Industry  | 2     |

## ENERGY SYSTEMS TECHNOLOGY FUNDAMENTALS

## Certificate of Achievement

Major Units: 16

A Certificate of Achievement in Energy Systems Technology Fundamentals may be earned by completing 16 units of Required Courses listed, with a "C" or better in each course.

The goal of the Energy Systems Technology Fundamentals Certificate of Achievement Program is to provide short-term industry-recognized training for entry-level professionals in the utility/energy sector; a significant industry sector in the Los Angeles region.

Skills gained from this program prepare a student for employment at the entry level in jobs such as; Los Angeles Department of Water and Power "Electrical Utility Helper" classification, Southern California Edison's "Utility Helper" position, City of Los Angeles "Electrical Craft Helper".

## REQUIRED COURSES

|                 |                                         | UNITS |
|-----------------|-----------------------------------------|-------|
| BLDGCTQ 10      | Energy and Utility Industry Careers     | 3     |
| ECONMT 100      | (O.S.H.A.) Safety Standards             | 2     |
| ECONMT 115      | Fundamentals of D.C. Electricity        | 3     |
| ECONMT 116      | Hand Tools and Wiring Practices         | 2     |
| ECONMT 119      | Electrical Construction and maintenance | 3     |
| -or- ECONMT 173 | Electrical Mathematics I (3)            |       |
| ECONMT 129      | Fundamentals of Alternating Current     | 3     |

RENEWABLE ENERGY  
TECHNICIAN WITH  
EMPHASIS IN SOLAR  
PV INSTALLATION AND  
MAINTENANCE

Department: Construction, Design, and Manufacturing  
 Department Chair: Mr. William (Bill) Elarton, ROOM SQ-122  
 (213) 763-3700, [cdm@latc.edu](mailto:cdm@latc.edu)

| Award Title                                                                        | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Renewable Energy Technician With Emphasis in Solar PV Installation and Maintenance | A.S.       | Plan B     | 38                    | 4                    | 42                |
| Solar PV Installation and Maintenance Technician                                   | C          |            | 26                    | -                    | 26                |

At least 60 degree applicable units (42 total major units and Plan B units) are required to earn an Associate degree.

For additional related certificates, refer to programs under Energy Systems Technology Fundamentals.

## PROGRAM OVERVIEW

LATTC offers a series of courses for individuals interested in working in the new, emerging field of solar energy. The courses enable individuals to be prepared to become certified by North American Board of Certified Energy Practitioners (NABCEP). The solar courses have also obtained NABCEP approval. In addition, one of the courses—Fundamentals of Solar Electricity (ECONMT 105 —54 hours)—prepares individuals to be able to take the NABCEP Photovoltaic (PV) Entry Level Certificate of Knowledge test. This Certificate program also prepares individuals and is required to successfully complete other renewable energy or energy efficiency Certificate of Achievement and degree programs at the college. As such, it serves as one of the "stackable" certificates in the renewable energy/energy efficiency certificate and degree pathway.

## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Use hand and power tools to perform solar (PV) installation and maintenance work.
- Demonstrate sustainable industry principles and practices.
- Perform calculations and measurements required for solar (PV) installation and maintenance work.
- Work independently and interdependently to safely accomplish shared professional outcomes.

† Course currently unavailable

## RENEWABLE ENERGY TECHNICIAN WITH EMPHASIS IN SOLAR PV INSTALLATION AND MAINTENANCE

### Associate in Science Degree

Major Units: 42

Requirements for the Associate in Science degree in Renewable Energy Technician With Emphasis in Solar PV Installation and Maintenance may be met by completing 38 units of Required Courses and 4 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

|                                                     | UNITS |
|-----------------------------------------------------|-------|
| BLDGCTQ 10 Energy and Utility Industry Careers      | 3     |
| CRPNTRY 111A Construction IA                        | 3     |
| CRPNTRY 111B Construction IB                        | 2     |
| CRPNTRY 148 Computer Assisted Estimating I          | 3     |
| ECONMT 100 (O.S.H.A.) Safety Standards              | 2     |
| ECONMT 105 Fundamentals of Solar Electricity        | 3     |
| ECONMT 115 Fundamentals of D.C. Electricity         | 3     |
| ECONMT 110 Renewable Energy Systems                 | 3     |
| ECONMT 116 Hand Tools and Wiring Practices          | 2     |
| ECONMT 119 Electrical Construction and Maintenance  | 3     |
| -or- ECONMT 173 <i>Electrical Mathematics I (3)</i> |       |
| -or- MATH 115 <i>Elementary Algebra (5)</i>         |       |
| ECONMT 129 Fundamentals of Alternating Current      | 3     |
| ECONMT 171 Electrical Codes and Ordinances I        | 3     |
| -or- PLUMBNG 28 <i>Plumbing Code I (3)</i>          |       |
| ECONMT 205 Solar Energy Installation & Maintenance  | 2     |
| REF A/C 100 Air Conditioning Project Management     | 3     |

### MAJOR ELECTIVES

| Select at least 4 units from the courses below                    | UNITS |
|-------------------------------------------------------------------|-------|
| BLDGCTQ 7 Weatherization – Practical Energy Efficiency Techniques | 3     |
| BLDGCTQ 8 Weatherization – Energy Efficiency Practices            | 1     |
| BLDGCTQ 9 Energy Auditor – Residential                            | 3     |
| BLDGCTQ 12 Energy Auditor – Residential Practices                 | 1     |
| REF A/C 105 Solar Water & Pool Heating System Principles          | 3     |
| REF A/C 110 Solar Water & Pool Heating System Practices           | 2     |
| REF A/C 165 Thermal Energy Storage / Heat Recovery                | 4     |

## SOLAR PV INSTALLATION AND MAINTENANCE TECHNICIAN

### Certificate of Achievement

Major Units: 26

A Certificate of Achievement in Solar PV Installation and Maintenance Technician may be earned by completing 26 units of Required Courses with a "C" or better in each course.

### REQUIRED COURSE

|                                                       | UNITS |
|-------------------------------------------------------|-------|
| BLDGCTQ 10 Energy and Utility Industry Careers        | 3     |
| ECONMT 100 (O.S.H.A.) Safety Standards                | 2     |
| ECONMT 115 Fundamentals of D.C. Electricity           | 3     |
| ECONMT 116 Hand Tools and Wiring Practices            | 2     |
| ECONMT 119 or Electrical Construction and Maintenance | 3     |
| -or- ECONMT 173 <i>Electrical Mathematics I (3)</i>   |       |
| -or- MATH 115 <i>Elementary Algebra (5)</i>           |       |
| ECONMT 129 Fundamentals of Alternating Current        | 3     |
| CRPNTRY 111A Construction IA                          | 3     |
| CRPNTRY 111B Construction IB                          | 2     |
| ECONMT 105 Fundamentals of Solar Electricity          | 3     |
| ECONMT 205 Solar Energy Installation & Maintenance    | 2     |

## RENEWABLE ENERGY TECHNICIAN W/ SOLAR THERMAL EMPHASIS

Department: Construction, Design, and Manufacturing

Department Chair: Mr. William (Bill) Elarton, ROOM SQ-122  
(213) 763-3700, cdm@lattc.edu

| Award Title                                                                                                                  | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|------------------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Renewable Energy Technician with Emphasis in Solar Thermal                                                                   | A.S.       | Plan B     | 38                    | 4                    | 42                |
| Solar Thermal Installation and Maintenance Technician                                                                        | C          |            | 30                    | -                    | 30                |
| At least <u>60 degree applicable units</u> (42 total major units and Plan B units) are required to earn an Associate degree. |            |            |                       |                      |                   |
| For additional related certificates, refer to programs under Energy Systems Technology Fundamentals.                         |            |            |                       |                      |                   |

### PROGRAM OVERVIEW

LATTC offers a series of courses for individuals interested in working in the new, emerging renewable energy and energy efficiency industry. This degree program includes courses that enable individuals to: (1) have the requisite knowledge and skills to obtain employment in the energy/utility sector, (2) be prepared to obtain solar thermal installation and maintenance entry-level occupations, and (3) obtain skills and expertise to pursue other renewable energy and/or energy efficiency occupations.

By fulfilling the program requirements, students have the necessary knowledge and skills for a career in residential and commercial solar thermal and renewable energy-related occupations.

**PROGRAM LEARNING OUTCOMES (PLOs)**

Upon completion of the Degree program, students will be able to:

- Use hand and power tools to perform solar thermal installations & maintenance work.
- Demonstrate sustainable industry principles and practices.
- Perform calculations & measurements required for solar thermal work.
- Work independently & interdependently to safely accomplish shared professional outcomes.

**RENEWABLE ENERGY TECHNICIAN W/ SOLAR THERMAL EMPHASIS****Associate in Science Degree**

Major Units: 42

Requirements for the Associate in Science degree in Renewable Energy Technician with Emphasis in Solar Thermal may be met by completing 38 units of Required Courses and 4 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**

| LEVEL I                                             | UNITS |
|-----------------------------------------------------|-------|
| ECONMT 100 (O.S.H.A.) Safety Standards              | 2     |
| BLDGCTQ 10 Energy and Utility Industry Careers      | 3     |
| ECONMT 115 Fundamentals of D.C. Electricity         | 3     |
| ECONMT 116 Hand Tools and Wiring Practices          | 2     |
| ECONMT 129 Fundamentals of Alternating Current      | 3     |
| ECONMT 119 Electrical Construction and Maintenance  | 3     |
| -or- ECONMT 173 <i>Electrical Mathematics I (3)</i> |       |

| LEVEL II                                                 | UNITS |
|----------------------------------------------------------|-------|
| CRPNTRY 111A Construction I                              | 3     |
| CRPNTRY 111B Construction I                              | 2     |
| REF A/C 105 Solar Water & Pool Heating System Principles | 3     |
| REF A/C 110 Solar Water & Pool Heating System Practices  | 2     |
| REF A/C 165 Thermal Energy Storage / Heat Recovery       | 4     |

| LEVEL III                                       | UNITS |
|-------------------------------------------------|-------|
| ECONMT 110 Renewable Energy Systems             | 3     |
| CRPNTRY 148 Computer Assisted Estimating I      | 3     |
| REF A/C 100 Air Conditioning Project Management | 3     |
| ECONMT 171 Electrical Codes and Ordinances I    | 3     |
| -or- PLUMBNG 28 <i>Plumbing Code I (3)</i>      |       |

**SOLAR THERMAL INSTALLATION AND MAINTENANCE TECHNICIAN****Certificate of Achievement**

Units: 30

A Certificate of Achievement in Solar Thermal Installation and Maintenance Technician may be earned by completing 30 units of Required Courses with a "C" or better in each course.

| LEVEL I                                        | UNITS |
|------------------------------------------------|-------|
| ECONMT 100 (O.S.H.A.) Safety Standards         | 2     |
| BLDGCTQ 10 Energy and Utility Industry Careers | 3     |

|                 |                                         |   |
|-----------------|-----------------------------------------|---|
| ECONMT 115      | Fundamentals of D.C. Electricity        | 3 |
| ECONMT 116      | Hand Tools and Wiring Practices         | 2 |
| ECONMT 129      | Fundamentals of Alternating Current     | 3 |
| ECONMT 119      | Electrical Construction and Maintenance | 3 |
| -or- ECONMT 173 | <i>Electrical Mathematics I (3)</i>     |   |

| LEVEL II                                                 | UNITS |
|----------------------------------------------------------|-------|
| CRPNTRY 111A Construction I                              | 3     |
| CRPNTRY 111B Construction I                              | 2     |
| REF A/C 105 Solar Water & Pool Heating System Principles | 3     |
| REF A/C 110 Solar Water & Pool Heating System Practices  | 2     |
| REF A/C 165 Thermal Energy Storage / Heat Recovery       | 4     |

| LEVEL III       |                                     |   |
|-----------------|-------------------------------------|---|
| ECONMT 110      | Renewable Energy Systems            | 3 |
| CRPNTRY 148     | Computer Assisted Estimating I      | 3 |
| REF A/C 100     | Air Conditioning Project Management | 3 |
| ECONMT 171 or   | Electrical Codes and Ordinances I   | 3 |
| -or- PLUMBNG 28 | Plumbing Code I (3)                 |   |

**RESTAURANT MANAGEMENT**

**Department:** Culinary Arts/Professional Baking  
**Department Chair:** Mr. Steve Kasmar, ROOM SA-118  
 (213) 763-7732, KasmarSL@lattc.edu

| Award Title                                                                                                                  | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|------------------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Restaurant Management                                                                                                        | A.A.       | Plan B     | 42                    | -                    | 42                |
| At least <u>60 degree applicable units</u> (42 total major units and Plan B units) are required to earn an Associate degree. |            |            |                       |                      |                   |
| For additional related degrees and certificates, refer to programs under Baking Professional and Culinary Arts.              |            |            |                       |                      |                   |

**PROGRAM OVERVIEW**

The Greater Los Angeles area needs qualified individuals who can lead the numerous hotel, restaurant, and catering kitchens in our region. The Restaurant Management program at LATTC offers a foundation in management theory, cooking fundamentals, sanitation, safety and restaurant supervision. Students practice and demonstrate culinary and management skills in a working foodservice facility located on the college campus.

The Restaurant Management program provides a foundation in kitchen fundamentals including preparation of hot and cold sauces, vegetable and meat cookery, identifying accounting procedures and reports, operating kitchen equipment, expression and employing management theory and supervision techniques.

By fulfilling the program requirements, students are prepared to find positions as restaurant managers, manager's assistant, kitchen manager, dining room manager, or kitchen supervisors.

**PROGRAM LEARNING OUTCOMES (PLOs)**

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

- Practice and demonstrate culinary and management skills in a working foodservice facility on a college campus.
- Demonstrate foundational kitchen fundamentals, including operating kitchen equipment.
- Employ management and supervision techniques.
- Utilize accounting procedures and reports.

**RESTAURANT MANAGEMENT****Associate in Arts Degree**

Major Units: 42

Requirements for the Associate in Arts degree in Restaurant Management may be met by completing 42 units of Required Courses 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**

| <b>SEMESTER I</b>   |                                     | <b>UNITS</b> |
|---------------------|-------------------------------------|--------------|
| CLN ART 111         | Culinary Arts Orientation I         | 4            |
| CLN ART 112         | Sanitation and Safety               | 2            |
| CLN ART 120         | Front of House Dining Room Services | 4            |
| CLN ART 170         | Culinary Nutrition                  | 2            |
| <b>SEMESTER II</b>  |                                     | <b>UNITS</b> |
| ACCT 21             | Bookkeeping and Accounting          | 3            |
| RESTMG 100          | Restaurant Management               | 3            |
| <b>SEMESTER III</b> |                                     | <b>UNITS</b> |
| CLN ART 121         | Garde Manger/Baking                 | 6            |
| CLN ART 122         | Garde Manger/Charcuterie            | 6            |
| <b>SEMESTER IV</b>  |                                     | <b>UNITS</b> |
| CLN ART 131         | Breakfast Cookery, Management       | 6            |
| CLN ART 235         | Menu Planning & Purchasing          | 4            |
| CLN ART 240         | Supervision & Training              | 2            |

**NOTE:** Most Baking/Culinary Arts courses have prerequisites and/or co-requisites. Refer to the Course Descriptions section of the catalog for additional details.

**RETAIL MERCHANDISING**

**Department:** Business Administration/Computer Applications & Office Technologies

**Department Chair:** Ms. Paulette Bailey, Room CH-225  
(213) 763-7269, BaileyP@lattc.edu

| Award Title                                                                                                           | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-----------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Retail Merchandising (Transfer)                                                                                       | A.A.       | Plan B     | 41                    | 6                    | 47                |
| At least 60 degree applicable units (47 total major units and Plan B units) are required to earn an Associate degree. |            |            |                       |                      |                   |

**PROGRAM OVERVIEW**

This program will prepare students for employment in the retail sales industry by providing studies in a multitude of essential disciplines, including marketing, management, supervision and business, as well as fashion merchandising. Further, it will allow each student to select the 'track' that best suits his/her educational goals; Sales, Store Operations, or Personnel.

By fulfilling the program requirements, students are prepared to gain employment as a sales associate/retail clerk in retail operations with the chance to advance into management.

**PROGRAM LEARNING OUTCOMES (PLOs)**

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

- Perform, recognize and understand ethical issues related to the retail merchandising.

**RETAIL MERCHANDISING****Associates in Arts Degree**

Major Units: 47

Requirements for the Associate in Arts degree in Retail Merchandising may be met by completing 41 units of Required Courses and 6 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**

| <b>SEMESTER I</b>                                  |                                             | <b>UNITS</b> |
|----------------------------------------------------|---------------------------------------------|--------------|
| CAOT 82                                            | Microcomputer Software Survey in the Office | 3            |
| FASHMER 10                                         | Retail Merchandising                        | 3            |
| MARKET 1                                           | Principles of Selling                       | 3            |
| BUS 1                                              | Introduction to Business                    | 3            |
| -or- FASHMER 50 International Fashion Business (3) |                                             |              |

| SEMESTER II                                            | UNITS |
|--------------------------------------------------------|-------|
| MARKET 21 Principles of Marketing                      | 3     |
| BUS 33 Technical Report Writing                        | 3     |
| -or- ENGLISH 101 College Reading and Composition I (3) |       |
| ACCTG 1 Introductory Accounting I                      | 5     |

| SEMESTER III                                | UNITS |
|---------------------------------------------|-------|
| BUS 5 Business Law I                        | 3     |
| SUPV 11 Oral Communications for Supervisors | 3     |
| -or- BUS 32 Business Communications (3)     |       |
| -or- SPEECH 101 Oral Communications I (3)   |       |
| ECON 2 Principle of Economics II            | 3     |
| BUS 38 Business Computations                | 3     |

| SEMESTER IV                  | UNITS |
|------------------------------|-------|
| MGMT 33 Personnel Management | 3     |
| SUPV 3 Human Relations       | 3     |

### MAJOR ELECTIVES

| Select at least 6 units from the following:                              | UNITS |
|--------------------------------------------------------------------------|-------|
| ACCTG 017 † Payroll Accounting                                           | 3     |
| -or- ACCTG 18 Computerized Payroll Accounting (3)                        |       |
| CAOT 85 Spreadsheet Analysis<br>(Day section offered Fall semester only) | 3     |
| FASHMER 35 Fashion Promotion                                             | 3     |
| FASHMER 40 Modern Merchandising Math                                     | 3     |
| INTBUS 001 † International Trade                                         | 3     |
| MARKET 11 Fundamentals of Advertising                                    | 3     |
| MGMT 2 Organization and Management Theory                                | 3     |
| MGMT 13 Small Business Entrepreneurship                                  | 3     |
| SUPV 1 Elements of Supervision                                           | 3     |

**NOTE: TRANSFER**—Students interested in transferring to a four-year college or university should visit the University Transfer Center or meet with a counselor to select appropriate transferable courses.

## SIGN GRAPHICS

**Department:** Design and Media Arts  
**Department Chair:** Ms. Carole Anderson, ROOM CY-222  
 (213) 763-3640, AndersCL@lattc.edu

| Award Title   | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|---------------|------------|------------|-----------------------|----------------------|-------------------|
| Sign Graphics | A.A.       | Plan B     | 40                    | 4                    | 44                |
| Sign Graphics | C          |            | 40                    | 4                    | 44                |

At least 60 degree applicable units (44 total major units and Plan B units) are required to earn an Associate degree.

For additional related degrees and certificates refer to Visual Communications.

### PROGRAM OVERVIEW

Sign makers design and produce signs to advertise and identify businesses, industries, public services, entertainment, as well as other areas. Students learn how to design and execute a wide variety of signs including temporary signs such as posters and paper banners plus permanent signs on wood, metal, canvas, vehicles, walls and glass. Students learn the fundamentals of lettering, design, composition, and color, while practicing hand and eye coordination. Students also learn to both draw and brush a diverse set of alphabets and a variety of interior and exterior signs. In addition, students study how to design and execute signs on sign specific software including patterns, vinyl lettering, and vinyl application plus how to use plotters, scanners, and clip art images.

Many sign makers are self-employed, work freelance or are employed in a commercial sign shop. Employment opportunities are competitive and only those with good hand skills and knowledge have the best chance for employment. Specialty skill instruction like dimensional letters, sandblasted signs, gold leaf and high-end layout and design are offered to advanced students. Advanced students participate in a business module for pricing and eventual self-employment.

By fulfilling the program requirements, students are proficient in basic hand lettering, sign design and layout, the production of temporary signs, exterior permanent signs, window signs and specialty signs, computer operation including printing, cutting and applying vinyl lettering and general production skills needed to complete a successful sign. Students will also understand basic pricing and sales techniques, record keeping or small business operation, and obtaining licenses.

**SILKSCREEN:** Silkscreening is a printing method for multiple or large number jobs. The student will learn how to make a screen, cut a variety of stencils, prepare the screen and print an image. Proper ink usage and clean-up will be taught. Students will print on a variety of substrates including multicolor prints on T-shirts.

**MURAL CLASS:** Techniques for producing large format murals are taught using a variety of methods including the grid method. Students will learn layout and design, pattern making and transferring artwork to the wall. Surface preparation, paints, tools and brushes will also be covered.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Draw and hand letter basic alphabets
- Design and layout signs
- Produce computer generated design and letters.
- Construct sign blanks and prep for lettering.
- Design, execute digital prints.
- Construct a basic silk screen.
- Silk-screen prints on various substrates.
- Design, layout a mural.
- Prepare wall, layout a mural.
- Paint finished mural.

### SIGN GRAPHICS

**Associate in Arts Degree**  
**Major Units: 44**

Requirements for the Associate in Arts degree in Sign Graphics may be met by completing with a "C" or better 40 units of Required Courses and 4 units of Major Electives along with general education courses meeting Plan B

† Course currently unavailable

graduation requirements. Information on the Plan B requirements may be found in the catalog under Graduation/Transfer Requirements.

## REQUIRED COURSES

| SEMESTER I   |                              | UNITS |
|--------------|------------------------------|-------|
| SGNGRPH 101  | Introduction to Lettering    | 10    |
| SEMESTER II  |                              | UNITS |
| SGNGRPH 102  | Exterior Display Signs       | 10    |
| SEMESTER III |                              | UNITS |
| SGNGRPH 103  | Window Signs                 | 10    |
| SEMESTER IV  |                              | UNITS |
| SGNGRPH 104  | Advanced Computer and Design | 10    |

## MAJOR ELECTIVES

| Select at least 4 units from the courses below | UNITS |
|------------------------------------------------|-------|
| VIS COM 110 † Occupational Information         | 2     |
| VIS COM 113 † Color Theory                     | 2     |
| SGNGRPH 201 Fundamentals of Mural Painting     | 2     |
| SGNGRPH 203 Silk Screen Processing I           | 2     |
| SGNGRPH 204 Silk Screen Processing II          | 2     |
| SGNGRPH 211 Automotive Graphics                | 2     |

## SIGN GRAPHICS

### Certificate of Achievement

Major Units: 44

A Certificate of Achievement in Sign Graphics may be earned by completing 40 units of Required Courses and 4 units of Major Electives listed under for the Associates degree in Sign Graphics with a "C" or better in each course.

## SKIN THERAPY

Department: Cosmetology  
Department Chair: Mr. Elton Robinson, Room MH-241E  
(213) 763-7138, RobinsEJ@lattc.edu

| Award Title  | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|--------------|------------|------------|-----------------------|----------------------|-------------------|
| Skin Therapy | C          |            | 24                    | -                    | 24                |

For additional related degrees and certificates, refer to programs under Cosmetology.

## PROGRAM OVERVIEW

By fulfilling the program requirements, students are able to apply knowledge and skills preparing them for the California State Board of Barbering and Cosmetology license and the Esthetic industry.

† Course currently unavailable

## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Apply scientific concepts about cells, metabolism, bacteriology, human anatomy and physiology to demonstrate success as a skin therapist.
- Utilize best practices in medical esthetics, customized skin therapies, hair removal, and facial treatments.
- Demonstrate understanding of medical esthetics, dermaplaning, peels, waxing, makeup techniques, facials and spa business.
- Use theory and clinical practice to effectively interact with and service guests in a real-world setting.

## SKIN THERAPY

### Certificate of Achievement

Major Units: 24

A Certificate of Achievement in Skin Therapy may be earned by completing 24 units of Required Courses listed with a "C" or better in each course.

## REQUIRED COURSES

| UNITS      |                  |   |
|------------|------------------|---|
| CSMTLGY 35 | Skin Therapy I   | 6 |
| CSMTLGY 36 | Skin Therapy II  | 6 |
| CSMTLGY 37 | Skin Therapy III | 6 |
| CSMTLGY 38 | Skin Therapy IV  | 6 |

## SMALL BUSINESS ENTREPRENEURSHIP

Department: Business Administration/Computer Applications & Office Technologies  
Department Chair: Ms. Paulette Bailey, Room CH-225  
(213) 763-7269, BaileyP@lattc.edu

| Award Title                     | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|---------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Small Business Entrepreneurship | C          |            | 32                    | -                    | 32                |

## PROGRAM OVERVIEW

The Small Business Entrepreneurship Certificate of Achievement is designed to teach the student to understand the problems of organizing and operating a small business and how to analyze one's own personal qualifications for small business management. Particular emphasis is placed on record keeping for small businesses, hiring appropriate personnel, and selling techniques. This program is recommended for individuals who are planning to work in a small business or who are thinking of starting and operating their own business.

By fulfilling the program requirements, students are proficient in the process and procedures needed to transform an initial entrepreneurial idea into a viable business operation. They will be adept at in-depth analysis of ways new business ventures are created, designed, developed, and operated. They will understand and perform the basic planning and management skills required to form and operate a entrepreneurial business.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Convey an understanding of the legal and social environment of business, in particular civil and criminal law, consumer protection, contracts, employment and personal property rights.
- Demonstrate competence in financial accounting processes and systems.
- Express competence in budgeting, financial statements, performance evaluations, differential analysis, product pricing, and capital investment analysis.
- Demonstrate competence in corporate and management accounting.
- Understand microeconomic theory, financial analysis, and policy applications.
- Communicate effectively in a business setting both orally and in writing.

## SMALL BUSINESS ENTREPRENEURSHIP

### Certificate of Achievement

Major Units: 32

A Certificate of Achievement in Small Business Entrepreneurship may be earned by completing 32 units of Required Courses listed, with a "C" or better in each course.

### REQUIRED COURSES

| SEMESTER I   |                                             | UNITS |
|--------------|---------------------------------------------|-------|
| BUS 38       | Business Computations                       | 3     |
| BUS 5        | Business Law I                              | 3     |
| MGMT 13      | Small Business Entrepreneurship             | 3     |
| MARKET 1     | Principles of Selling                       | 3     |
| CAOT 82      | Microcomputer Software Survey in the Office | 3     |
| SEMESTER II  |                                             | UNITS |
| SUPV 1       | Elements of Supervision                     | 3     |
| -or- MGMT 33 | Personnel Management (3)                    |       |
| ACCTG 1      | Principles of Accounting I                  | 5     |
| MARKET 21    | Principles of Marketing                     | 3     |
| SUPV 11      | Oral Communications                         | 3     |
| CAOT 85      | Spreadsheet Analysis                        | 3     |

## SOLID WASTE MANAGEMENT TECHNOLOGY

Department: Construction, Design, and Manufacturing

Department Chair: Mr. William (Bill) Elarton, ROOM SQ-122  
(213) 763-3701, ElartoWD@lattc.edu

| Award Title                       | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-----------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Solid Waste Management Technology | C          |            | 12                    | 12                   | 24                |

### PROGRAM OVERVIEW

The program is designed for any interested individuals seeking to learn the most updated information in recycling and solid waste management. The program addresses environmental, technological, political, legal, planning and economic aspects of recycling and solid waste management policies.

By fulfilling the program requirements, students are prepared and advance in the Solid Waste Management industry to work as a Solid Waste Operator, Solid Waste Technician, Solid Waste Supervisor, Hazardous Waste Operator, or Environmental Specialist.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Understand and be able to apply concepts and principles of integrated solid waste management and waste reduction.
- Demonstrate good verbal and written communication skills.
- Understand how sound waste management practices protect environmental health and safety.
- Demonstrate and apply sound supervisory principles and skills
- Understand and demonstrate the importance of public outreach and effective public relations practice.
- Have a sound knowledge of federal, state, and local rules, regulations and mandates as they relate to solid waste management.

## SOLID WASTE MANAGEMENT TECHNOLOGY

### Certificate of Achievement

Major Units: 24

A Certificate of Achievement in Solid Waste Management Technology may be earned by completing 12 units of Required Courses and 12 units of Major Electives listed with a "C" or better in each course.

Students completing the Certificate program will be proficient in performing the duties involved in landfill management including collection, transportation, storage and disposal.

**REQUIRED COURSES**

|             |                                            | UNITS |
|-------------|--------------------------------------------|-------|
| SWM TEK 101 | Introduction to Solid Waste Management     | 3     |
| SWM TEK 102 | Collection Systems, Routing and Management | 3     |
| SWM TEK 107 | Waste Reduction and Recycling              | 3     |
| SWM TEK 108 | Solid Waste Facilities                     | 3     |

**MAJOR ELECTIVES**

| Select at least 12 units from the courses below |                                    | UNITS |
|-------------------------------------------------|------------------------------------|-------|
| CHEM 51                                         | Introductory Chemistry             | 3     |
| GEOLOGY 1                                       | Physical Geology                   | 3     |
| LABOR 2                                         | Collective Bargaining              | 3     |
| LABOR 3                                         | Applied Labor Law                  | 3     |
| MGMT 2                                          | Organization and Management Theory | 3     |
| MGMT 33                                         | Personnel Management               | 3     |
| MICRO 20                                        | General Microbiology               | 4     |
| SUPV 002 †                                      | Basic Psychology for Supervisors   | 3     |
| WASTE 12                                        | Wastewater Operations I            | 3     |

# STREET MAINTENANCE TECHNOLOGY

**Department:** Construction, Design, and Manufacturing  
**Department Chair:** Mr. William (Bill) Elarton, ROOM SQ-122  
 (213) 763-3701, ElartoWD@lattc.edu

| Award Title                   | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Street Maintenance Technology | A.A.       | Plan A     | 30                    | -                    | 30                |
| Street Maintenance Technology | C          |            | 30                    | -                    | 30                |

At least 60 degree applicable units (30 total major units and Plan A units) are required to earn an Associate degree.

**PROGRAM OVERVIEW**

The Street Maintenance Technology program is designed primarily for those involved in public works maintenance operations. Asphaltic and concrete pavement, construction, plan reading, calculation of materials, state and municipal codes, report writing, and heavy equipment operation and maintenance are some of the skills required in this field. To meet the training needs of persons interested in becoming a street maintenance worker, LATTC offers a Street Maintenance Associate degree and a Certificate of Achievement.

The street maintenance field has evolved into a broader category of workers. Workers in this arena are primarily employed by governmental agency that perform maintenance operations on public highways and streets. Professionals in this field are involved at the ground level through upper level management.

By fulfilling the program requirements, students will have the necessary

knowledge and skills for a career as a Street Services Worker. Knowledge and skills will be mastered in the area of installation and maintenance of various types of street construction and material including asphalt and concrete. Students will also gain the supervisory skills needed to be promoted into management.

**PROGRAM LEARNING OUTCOMES (PLOs)**

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

- Use hand and power tools to perform street services work.
- Demonstrate sustainable industry principles and practices.
- Perform calculations and measurements required for street services work.
- Work independently and interdependently to safely accomplish shared professional outcomes.

**STREET MAINTENANCE TECHNOLOGY****Associate in Arts Degree**

Major Units: 30

Requirements for the Associate in Arts degree in Street Maintenance Technology may be met by completing 30 units of Required Courses with a "C" or better, along with the general education courses meeting Plan A graduation requirements. Information on the Plan A requirements may be found in the catalog under Graduation/Transfer Requirements.

**REQUIRED COURSES**

|             |                                                     | UNITS |
|-------------|-----------------------------------------------------|-------|
| ST MAIN 103 | Applied Calculations in Public Works                | 3     |
| ST MAIN 200 | Survey of Street Services                           | 3     |
| ST MAIN 201 | Street Maintenance I: (Intro to Street Maintenance) | 3     |
| ST MAIN 202 | Street Maintenance II                               | 3     |
| ST MAIN 203 | Street Maintenance III                              | 3     |
| ST MAIN 204 | Street Maintenance IV                               | 3     |
| ST MAIN 205 | Street Maintenance V                                | 3     |
| ST MAIN 206 | Street Maintenance VI                               | 3     |
| ST MAIN 207 | Street Maintenance VII                              | 3     |
| ST MAIN 208 | Street Maintenance VIII (Supervision)               | 3     |

**MAJOR ELECTIVES**

|             |                                 | UNITS |
|-------------|---------------------------------|-------|
| ST MAIN 209 | Class "B" Drivers License Prep. | 3     |
| ST MAIN 210 | Motor Sweeper Operator          | 3     |

**STREET MAINTENANCE TECHNOLOGY****Certificate of Achievement**

Major Units: 30

A Certificate of Achievement in Street Maintenance Technology may be earned by completing 30 units of Required Courses listed under for the Associates degree in Street Maintenance Technology with a "C" or better in each course.

† Course currently unavailable

## TAILORING

**Department:** Design and Media Arts  
**Department Chair:** Ms. Carole Anderson, ROOM CY-222  
 (213) 763-3640, AndersCL@lattc.edu

| Award Title                                                                                                        | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|--------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Tailoring                                                                                                          | C          |            | 12                    | 8                    | 20                |
| For additional related degrees and certificates, refer to programs under Fashion Design and Fashion Merchandising. |            |            |                       |                      |                   |
| For additional related degrees and certificates, refer to programs under Fashion and Fashion Merchandising.        |            |            |                       |                      |                   |

### PROGRAM OVERVIEW

The LATTC Tailoring Certificate program is uniquely designed for the working adult. Courses are offered during evening and weekend hours and cover all aspects of the pattern making and construction techniques necessary to complete tailored garments. Courses include construction techniques for bespoke men's and women's garments including trousers, jackets and coats. Tailors are distinctly different from dressmakers in that they are specialized in constructed garments such as jackets, coats and trousers or slacks.

The skills for custom tailoring are always in demand. Stylists work with tailors to outfit sports figures, celebrities, and specialty customers. Costume designers work with tailors to create multiple versions of garments needed in film production, and customers seeking individual design and fit seek out the assistance of professional tailors.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Perform basic tailoring techniques
- Construct a tailored jacket
- Construct tailored men's pants
- Execute hand-made buttonholes
- Construct a man's style shirt
- Draft basic men's patterns
- Draft men's jackets

## TAILORING

### Certificate of Achievement

Major Units: 20

A Certificate of Achievement in Tailoring may be earned by completing 12 units of Required Courses and 8 units of Major Electives listed, with a "C" or better in each course.

The Tailoring Certificate of Achievement prepares students to construct trousers, jackets, vests and coats for personal fit and for custom tailoring. Upon completion of the program students are able to draft patterns as well as construct tailored garments.

## REQUIRED COURSES

|             |                           | UNITS |
|-------------|---------------------------|-------|
| TAILRNG 250 | Tailoring Techniques I    | 2     |
| TAILRNG 251 | Tailoring Techniques II   | 2     |
| TAILRNG 252 | Tailoring Techniques III  | 2     |
| TAILRNG 253 | Tailoring Techniques IV   | 2     |
| TAILRNG 255 | Men's Pattern Drafting I  | 2     |
| TAILRNG 256 | Men's Pattern Drafting II | 2     |

## MAJOR ELECTIVES

| Select at least 8 units from the courses below    | UNITS |
|---------------------------------------------------|-------|
| FASHDSN 101 Introduction to Fashion               | 2     |
| FASHDSN 118 Advanced Clothing Construction        | 2     |
| FASHDSN 126 Manufacturing and Design Room Process | 1     |
| FASHDSN 137 Bustier Creation                      | 2     |
| FASHDSN 138 Tailoring for Ready to Wear           | 2     |
| FASHDSN 140 Advanced Draping and Design           | 2     |
| FASHDSN 147 Fashion Show Production               | 2     |
| FASHDSN 148 Active Wear Design                    | 2     |
| FASHDSN 151 Advanced Fashion Art and Design       | 2     |
| FASHDSN 941 Cooperative Education                 | 4     |
| FASHMER 1 Entrepreneurial Fashion                 | 3     |
| FASHMER 20 Apparel Product Development            | 3     |
| FASHMER 25 Fashion Industry Interchange           | 3     |
| FASHMER 30 Wholesale Merchandising                | 3     |
| FASHMER 50 International Business                 | 3     |

### R—

Fashion Design Evening & Weekend Courses

## VISUAL COMMUNICATIONS

**Department:** Design and Media Arts  
**Department Chair:** Ms. Carole Anderson, ROOM CY-222  
 (213) 763-3640, AndersCL@lattc.edu

| Award Title                                                                                                           | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|-----------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Visual Communications                                                                                                 | A.A.       | Plan B     | 46                    | 2                    | 48                |
| Visual Communications                                                                                                 | C          |            | 46                    | 2                    | 48                |
| At least 60 degree applicable units (48 total major units and Plan B units) are required to earn an Associate degree. |            |            |                       |                      |                   |
| For additional related degrees and certificates, refer to programs under Sign Graphics.                               |            |            |                       |                      |                   |

### PROGRAM OVERVIEW

The Visual Communications program at LATTC is the starting point for exciting careers in animation, art direction, digital imaging, graphic design,

illustration, multi-media, web design and other related fields. The fast paced two-year program begins with fundamentals: color, design, drawing, prepress and typography. Advanced levels create finished portfolios on a Macintosh computer, utilizing industry standard digital software. Student portfolios demonstrate creativity and discipline, displaying dynamic art sensibilities and creating visual solutions for problems of marketing and publishing. The Visual Communications program focuses on four core areas:

- **GRAPHIC DESIGN:** Beginning levels will study the areas of layout and design, typography, and advertising concepts. Advanced levels will develop logos and corporate identity programs, design brochures with extended text, and create original magazine advertising, which is directed to specific audience demographics. Problem solving, brainstorming and computer training will receive equal emphasis. Graduating student portfolios incorporate a wide variety of projects showcasing the student's ability to conceptualize, design and use typography as a communication tool.
- **DRAWING:** Beginning levels will study freehand observational drawing, perspective and the principles of light and shade. Black and white mediums will be explored in pencil, markers and ink. Advanced levels create comprehensive layouts in color marker and pencil as preliminary development. Finished designs and illustrations for advertising and on-line usage are then created traditionally or digitally and serve as portfolio samples.
- **DIGITAL PREPRESS:** Thorough study of the preparation of art, graphics, photography, and typography for reproduction in print. Beginning levels concentrate on understanding the mechanics of color separations and print specifications. This knowledge is then applied as students create digital files that utilize specific print requirements. Advanced levels prepare complex graphic computer files for output at commercial printers.
- **COMPUTER GRAPHICS:** The creation of art and design on the computer requires mechanical know-how and considerable familiarization with the workings of several graphic software applications. The Visual Communications program offers instruction in Adobe Creative Suites: Acrobat, Dreamweaver, Flash, Fireworks, Illustrator, InDesign and Photoshop and HTML. Graduating student portfolios demonstrate familiarization with each of these software applications and an ability to manipulate each for specific uses and creative affects.

Today's commercial marketplace for artists has never been more available. Flash motion graphics and web design have initiated new and creative directions. Traditional artists and conventional designers continue as before but have incorporated digital software within their accomplished collection of talents. This blending of tradition and technology is the primary emphasis within the Visual Communications program.

By fulfilling the program requirements, students can pursue many different creative careers. While it is advisable for students to continue higher education, many graduates have entered the workplace upon completion of the Visual Communications program alone realizing creative and financial success. Graduating students will have acquired visual sensitivities with respect to type, images and graphics; they will be trained in the visual software used by industry, and will understand marketing as it applies to commercial art and understand how to tailor their work appropriately to specific audiences. Graduates must present their portfolio to a panel of industry professionals as a condition of course completion. With this review, students are measured in the scope and quality of their work, problem solving ability, presentation skills and ability to interact as they explain their ideas and work.

## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Understand computer applications and formats for graphic design
- Use of advertising principles to guide graphic and visual problem solving.
- Formalize business practice skills in preparation for employment.
- Develop competencies for on-line design and publication.
- Demonstrate understanding of history, theories, and terminology of reproduction as applied to design.

## VISUAL COMMUNICATIONS

### Associate in Arts Degree

Major Units: 48

Requirements for the Associate in Arts degree in Visual Communication may be met by completing with a "C" or better 46 units of Required Courses and 2 units of Major Electives 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 |
|--------------|------------------------------------|-------|
| VIS COM 100  | Graphic Design I                   | 2     |
| VIS COM 103  | Basic Computer Systems             | 2     |
| VIS COM 105  | Digital Prepress I                 | 2     |
| VIS COM 106  | Drawing I                          | 2     |
| VIS COM 108  | 2D Design Fundamentals             | 2     |
| VIS COM 118  | Adobe Illustrator                  | 2     |
| SEMESTER II  |                                    | UNITS |
| VIS COM 112  | Digital Prepress II                | 2     |
| VIS COM 114  | Digital Typesetting                | 2     |
| VIS COM 115  | Graphic Design II                  | 2     |
| VIS COM 116  | Advertising Concepts               | 2     |
| VIS COM 119  | Digital Page Layout                | 2     |
| VIS COM 129  | Digital Photo Manipulation         | 2     |
| SEMESTER III |                                    | UNITS |
| VIS COM 120  | Drawing II                         | 2     |
| VIS COM 124  | Computer Illustration I            | 2     |
| VIS COM 126  | Portfolio Development I            | 2     |
| VIS COM 127  | Digital Prepress III               | 2     |
| VIS COM 128  | Designing Logos and Trademarks     | 2     |
| VIS COM 135  | Web Page Graphics on the Macintosh | 2     |
| SEMESTER IV  |                                    | UNITS |
| VIS COM 130  | Drawing III                        | 2     |
| VIS COM 131  | Computer Illustration II           | 2     |
| VIS COM 132  | Portfolio Development II           | 2     |
| VIS COM 133  | Digital Portfolio Preparation      | 2     |
| VIS COM 134  | Graphic Design Business Practices  | 2     |

### MAJOR ELECTIVES

| Select at least 2 units from the courses below |                       | UNITS |
|------------------------------------------------|-----------------------|-------|
| VIS COM 204                                    | Flash Motion Graphics | 2     |

**VISUAL COMMUNICATIONS****Certificate of Achievement**

Major Units: 48

A Certificate of Achievement in Visual Communication may be earned by completing with a "C" or better 46 units of Required Courses and 2 units of Major Electives listed under for the Associates degree in Visual Communication with a "C" or better in each course.

**WATER SYSTEMS TECHNOLOGY**

**Department:** Construction, Design, and Manufacturing  
**Department Chair:** Mr. William (Bill) Elarton, ROOM SQ-122  
 (213) 763-3701, ElartoWD@lattc.edu

| Award Title                                                                                                        | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|--------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Wastewater Systems Technology                                                                                      | A.S.       | Plan A     | 21                    | -                    | 21                |
| Water System Technology: Supply Water Technology                                                                   | A.S.       | Plan A     | 22                    | -                    | 22                |
| Supply Water Technology                                                                                            | C          |            | 22                    | -                    | 22                |
| At least 60 degree applicable units (total major units and Plan A units) are required to earn an Associate degree. |            |            |                       |                      |                   |
| For additional related degrees and certificates, refer to Plumbing.                                                |            |            |                       |                      |                   |

**PROGRAM OVERVIEW**

Projected retirements of existing operators will fuel this demand as well. The net result of these shifts will be increased openings for personnel in all areas: plant operations, distribution/collection field maintenance, administration, customer service, line supervision, meter readers, engineers, and plant maintenance.

The Water Systems Technology programs at LATTC offers students a choice of two concentrations within water systems industry:

- WASTEWATER OPTION offers courses focusing on preliminary, primary, secondary, and tertiary treatment systems as well as disinfection methods, solids treatment, and solids and effluent disposal practices.
- SUPPLY WATER OPTION offers courses focused on the operation and design of water systems, wells, pumps and meters; water treatment for potable water; and technical phases of automatic controls, including power and code considerations.

**PROGRAM LEARNING OUTCOMES (PLOs)**

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

- Have the basic knowledge of the sources of wastewater, its collection and available treatment technology.
- Knowledge of and understanding of factors affecting treatment of wastewater.
- Basic knowledge of the Regulations governing wastewater treatment and organizations involved.
- Basic knowledge of the wastewater treatment processes and process control strategies.
- Knowledge wastewater math as it applies to process control.

**WASTEWATER SYSTEMS TECHNOLOGY****Associate in Science Degree**

Major Units: 21

Requirements for the Associate in Science degree in Wastewater Systems Technology may be met by completing 21 units of Required Courses with a "C" or better, along with general education courses meeting Plan A graduation requirements. Information on the Plan B requirements may be found in the catalog under Graduation/Transfer Requirements.

In the State of California, there are five operator grade levels of profession in operating and maintaining publicly owned wastewater treatment facilities. Each grade level requires passing an examination administered by the State of California, after meeting qualifying experience and educational requirements. An Associates degree and 6 years of performance of an Operator Duty while holding a certificate, qualifies a person to be promoted to grade five level.

**REQUIRED COURSES**

|          |                                                                    | UNITS |
|----------|--------------------------------------------------------------------|-------|
| WASTE 12 | Wastewater Operations I                                            | 3     |
| WASTE 13 | Wastewater Operations II                                           | 3     |
| WASTE 14 | Wastewater Operations III                                          | 3     |
| WASTE 15 | Wastewater operations IV (Basic Laboratory Analyses)               | 4     |
| WASTE 16 | Wastewater Operations V (Mechanics, Fluids, Electricity)           | 3     |
| WASTE 17 | Wastewater Operations VI (Public Health, Environment & Management) | 3     |
| WASTE 18 | Water & Wastewater Mathematics                                     | 3     |

**PROGRAM LEARNING OUTCOMES (PLOs)**

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

- Have the basic knowledge of the surface water and groundwater sources and be able to identify characteristics of different sources of water.
- Knowledge of and understanding of factors affecting what it takes to bring water from source to the tap (environmental issues, engineering studies, construction, etc.)
- Basic knowledge of the Safe Drinking Water Act Regulations.
- Basic knowledge of the water treatment processes.
- Knowledge of the hydraulics of the water distribution system and functions of the elements of the distribution system (reservoirs, pumps, pipes, valves, hydrants, meters, etc.)
- Knowledge of the operation of the water treatment and the distribution systems and the skills and knowledge to take the State Operator Certification Exams and become a water distribution or treatment operator.

## WATER SYSTEM TECHNOLOGY: SUPPLY WATER TECHNOLOGY

### Associate in Science Degree

Major Units: 22

Requirements for the Associate in Science degree in Water Systems Technology: Supply Water Technology may be met by completing 22 units of Required Courses along with general education courses meeting Plan A graduation requirements. Information on the Plan A requirements may be found in the catalog under Graduation/Transfer Requirements.

By fulfilling the program requirements, students are prepared for certification by the American Water Works Association (AWWA) as well as the State Department of Health. Students will also have the background to advance in the Supply Water Industry.

### REQUIRED COURSES

|             |                                  | UNITS |
|-------------|----------------------------------|-------|
| WATER 1     | Modern Waterworks I              | 3     |
| WATER 2     | Modern Waterworks II             | 3     |
| WATER 3     | Water Systems Controls           | 3     |
| WATER 4     | Water Purification I (Potable)   | 3     |
| WATER 5     | Water Purification II (Potable)  | 3     |
| PLUMBNG 26  | Plumbing Layout and Estimating I | 3     |
| PLUMBNG 31  | Backflow Prevention Devices      | 3     |
| PLUMBNG 185 | Directed Study-Plumbing          | 1     |

### MAJOR ELECTIVES

|            |                                                      | UNITS |
|------------|------------------------------------------------------|-------|
| BUS 32     | Business Communications                              | 3     |
| BUS 33     | Technical Report Writing                             | 3     |
| MATH 115   | Introduction to Elementary Algebra I                 | 5     |
| SUPV 002 † | Basic Psychology for Supervisors                     | 3     |
| SUPV 012 † | Written Communication for Supervisors                | 3     |
| WASTE 15   | Wastewater Operations IV (Basic Laboratory Analyses) | 4     |
| WASTE 18   | Water & Wastewater Mathematics                       | 3     |

## SUPPLY WATER TECHNOLOGY

### Certificate of Achievement

Major Units: 22

A Certificate of Achievement in Supply Water Technology may be earned by completing 20 units of Required Courses and 2 units of Major Electives listed under for the Associates degree in Water System Technology with a "C" or better in each course.

† Course currently unavailable

## WELDING, GAS AND ELECTRIC

Department: Construction, Design, and Manufacturing

Department Chair: Mr. William (Bill) Elarton, ROOM SQ-122  
(213) 763-3701, ElartoWD@lattc.edu

| Award Title                                          | Award Type | Grad. Plan | Required Course Units | Major Elective Units | Total Major Units |
|------------------------------------------------------|------------|------------|-----------------------|----------------------|-------------------|
| Welding, Gas and Electric                            | A.S.       | Plan B     | 48                    | -                    | 48                |
| Welding, Gas and Electric                            | C          |            | 48                    | -                    | 48                |
| Welding, Gas and Electric: Constriction Technologies | C          |            | 24                    | 4                    | 28                |

At least 60 degree applicable units (48 total major units and Plan B units) are required to earn an Associate degree.

### PROGRAM OVERVIEW

The Associate in Science degree and Certificate of Achievement in Welding Gas and Electric is a full-time program designed for individuals seeking entry level positions in the field. Students enrolling in this program should be able to commit to full-time student status, which is approximately 21 hours per week. This time commitment is necessary to allow for hands-on training with the lab applications used during the course of instruction.

LATTC's welding program is a Certified Welding Test Center. Individuals seeking certification as a welder can take the required certification exams on site.

By fulfilling the program requirements, students will have the necessary skills for all positions that are related to welding on plate. This program prepares the student for fabrication work, construction work, job shops and other entry-to-mid level related jobs.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Use hand and power tools to perform welding construction and maintenance work.
- Demonstrate sustainable welding construction and maintenance practices.
- Perform trade calculations related to welding construction and maintenance work.
- Work independently and interdependently to safely accomplish shared professional outcomes.

## WELDING, GAS AND ELECTRIC

### Associate in Science Degree

Major Units: 48

Requirements for the Associate in Science degree in Welding, Gas and Electric may be met by completing 48 units of Required 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**

| <b>SEMESTER I</b> |                                         | <b>UNITS</b> |
|-------------------|-----------------------------------------|--------------|
| WELDG/E 112       | Welding Related Technical Instruction I | 3            |
| WELDG/E 113       | Applied Mathematics I                   | 3            |
| WELDG/E 121       | Acetylene & Electric Welding I          | 6            |

| <b>SEMESTER II</b> |                       | <b>UNITS</b> |
|--------------------|-----------------------|--------------|
| WELDG/E 124        | Blueprint Reading I   | 3            |
| WELDG/E 125        | Applied Mathematics I | 3            |
| WELDG/E 131        | Electric Welding II   | 6            |

| <b>SEMESTER III</b> |                                           | <b>UNITS</b> |
|---------------------|-------------------------------------------|--------------|
| WELDG/E 101         | Flux Core                                 | 6            |
| WELDG/E 132         | Blueprint Reading II                      | 3            |
| WELDG/E 133         | Welding Related Technical Instruction III | 3            |

| <b>SEMESTER IV</b> |                                          | <b>UNITS</b> |
|--------------------|------------------------------------------|--------------|
| WELDG/E 141        | Electric Welding III                     | 6            |
| WELDG/E 142        | Inert Gas Welding (TIG and MIG)          | 3            |
| WELDG/E 143        | Welding Related Technical Instruction IV | 3            |

**MAJOR ELECTIVES**

|              |                                           | <b>UNITS</b> |
|--------------|-------------------------------------------|--------------|
| WELDG/E 100  | Metal Sculpture I                         | 3            |
| WELDG/E 112  | Welding Related Technical Instruction I   | 3            |
| WELDG/E 113  | Applied Mathematics I                     | 3            |
| WELDG/E 124  | Blueprint Reading I                       | 3            |
| WELDG/E 133  | Welding Related Technical Instruction III | 3            |
| WELDG/E 200  | Metal Sculpture II                        | 3            |
| WELDG/E 201A | Welding-Gas and Electric IA               | 1            |
| WELDG/E 201B | Welding-Gas and Electric IB               | 1            |
| WELDG/E 202A | Welding-Gas and Electric IIA              | 1            |
| WELDG/E 202B | Welding-Gas and Electric IIB              | 1            |
| WELDG/E 203  | Welding and Related Technical Information | 2            |
| WELDG/E 204  | Introduction to Gas and Arc Welding       | 2            |
| WELDG/E 210  | Metal Sculpting LAB                       | 2            |

**WELDING, GAS AND ELECTRIC****Certificate of Achievement****Major Units: 48**

A Certificate of Achievement in Welding, Gas and Electric may be earned by completing 48 units of Required Courses listed under for the Associates degree in Welding, Gas and Electric with a "C" or better in each course.

**WELDING, GAS AND ELECTRIC:  
CONSTRUCTION TECHNOLOGY****Certificate of Achievement****Major Units: 28**

A Certificate of Achievement in Welding, Gas and Electric may be earned by completing 24 units of Required Courses and 4 units of Major Electives with a "C" or better in each course.

**REQUIRED COURSES**

|              |                                           | <b>UNITS</b> |
|--------------|-------------------------------------------|--------------|
| WELDG/E 101  | Flux Cored Arc Welding                    | 6            |
| WELDG/E 112  | Welding Related Technical Instructions I  | 3            |
| WELDG/E 113  | Applied Mathematics I                     | 3            |
| WELDG/E 124  | Blueprint Reading I                       | 3            |
| WELDG/E 133  | Welding Related Technical Instruction III | 3            |
| WELDG/E 201A | Welding-Gas and Electric IA               | 1            |
| WELDG/E 201B | Welding-Gas and Electric IB               | 1            |
| WELDG/E 202  | Welding-Gas and Electric II               | 2            |
| WELDG/E 251  | Tungsten Inert Gas Welding                | 2            |

**MAJOR ELECTIVES**

| <b>Select at least 4 units from the courses below</b> |                            | <b>UNITS</b> |
|-------------------------------------------------------|----------------------------|--------------|
| WELDG/E 100                                           | Metal Sculpture I          | 3            |
| WELDG/E 200                                           | Metal Sculpture II         | 3            |
| WELDG/E 210                                           | Metal Sculpting Laboratory | 2            |

# APPRENTICESHIP EDUCATION

## APPRENTICESHIP EDUCATION

**Department Chair:** Mr. William (Bill) Elarton, ROOM SQ-122  
(213) 763-3700, [cdm@lattc.edu](mailto:cdm@lattc.edu)

**NOTE:** Available to Registered Apprentices only.

### EDUCATIONAL PROGRAMS AND COURSES

- Electrical Lineman
- Engineer: Operating/Maintenance

LATTC's Apprenticeship Education program offers classes to students who are registered to learn a trade under agreement with the State of California Division of Apprenticeship Standards, and are required to attend college classes during their registered apprenticeship program. The LATTC Apprenticeship Education program is part of a state approved industrial plan for training skilled workers. It is enabled nationally by the Federal Apprenticeship Law (known as the Fitzgerald Act of 1937) and on the state level by the Shelley-Maloney Labor Standards Act of 1939. The program is authorized and supported by the California Apprenticeship Council under the supervision of the joint Apprenticeship Committee (equal employer and employee representation) for each trade under standards approved by the State of California.

Apprentices training under the cooperative direction of the college and Apprenticeship committees for their trade may petition to receive credit toward the Associate in Arts degree or the Associate in Science degree for all courses successfully completed. A Certificate of Achievement will be awarded when the proper application is made and the student has successfully completed all the apprenticeship assigned in their discipline. Additional courses may be substituted with the approval of the apprenticeship coordinator. Substitutions will be limited to 50%.

There are two primary parts to the training of an apprentice: (1) on-the-job training and instruction in the manipulative processes, and (2) in-school training which involves instruction in technical subjects related to the on-the-job training. On-the-job training is comprised of 40 hours per week of supervised work experience and instruction wherein an apprentice rotates through a series of sequential work experiences which are designed to develop the all-around skills of the trade.

State apprenticeship law requires that state and local boards responsible for vocational education administer related and supplemental instruction for apprentices. College offerings provide the apprentice with a study of technical subjects, subject to regular class attendance for the duration of the apprenticeship training period. An example of topics studied, which are generally applicable to a majority of trades, includes applied math and science, blueprint reading and drawing, materials, equipment, processes, and health and safety.

Los Angeles Trade Technical College plays no part in the apprenticeship selection process. For further information about apprenticeship programs operating in California and the possibility of becoming a registered apprentice in any trade, contact the California State Division of Apprenticeship Standards at 8th floor, Room 8000, 320 West Fourth Street, Los Angeles, California 90012. Their phone number is (213) 576-7750.

For more information, contact the LATTC apprentice information center located in room SQ-122. Phone: (213) 763-7151.

### PROGRAM LEARNING OUTCOMES (PLOs)

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

- Use hand and power tools to perform electrical line work operations.
- Demonstrate sustainable industry principles and practices.
- Perform calculations and measurements related to electrical line work.
- Work independently and interdependently to safely accomplish shared professional outcomes.

## ELECTRICAL LINEMAN APPRENTICESHIP

### ■ Certificate of Achievement

**Prerequisites:** Students enrolling in these classes must have been accepted into a California Registered Apprenticeship Program. Student apprentices will be monitored and evaluated during this program by the joint apprenticeship committee for their trade and will gain the skills necessary to perform as a journeyman in their trade. A Certificate of Achievement may be awarded when a student completes 18 units in this program.

**See "Course Descriptions" Section for detail course information for the following -**

|      |                                         |   |
|------|-----------------------------------------|---|
| 701A | Electrical Lineman Apprenticeship I A   | 3 |
| 701B | Electrical Lineman Apprenticeship I B   | 3 |
| 702A | Electrical Lineman Apprenticeship II A  | 3 |
| 702B | Electrical Lineman Apprenticeship II B  | 3 |
| 703A | Electrical Lineman Apprenticeship IIIA  | 3 |
| 703B | Electrical Lineman Apprenticeship III B | 3 |
| 702A | Cable Splicer Apprenticeship IA         | 3 |
| 702B | Cable Splicer Apprenticeship IIB        | 3 |
| 709  | Electrical Craft Helper Apprenticeship  | 4 |

## OPERATION MAINTENANCE ENGINEER APPRENTICES

### ■ Certificate of Achievement

Prerequisites: Students enrolling in these classes must have been accepted into a California Indentured Apprenticeship Program. A Certificate of Achievement may be awarded for completion of a combination of 36 units in this program and the A/C Refrigeration Mechanic program.

Student apprentices will be monitored and evaluated during this program by the joint apprenticeship committee for their trade and will gain the skills necessary to perform as a journeyman in their trade.

See "Course Descriptions" Section for detail course information for the following -

|     |                                                   |   |
|-----|---------------------------------------------------|---|
| 100 | O.S.H.A. BASED SAFETY STANDARDS:                  |   |
|     | CONSTRUCTION & INDUSTRY                           | 2 |
| 703 | ENERGY MANAGEMENT                                 | 4 |
| 704 | Motor Control I                                   | 2 |
| 720 | HVACR - i                                         | 2 |
| 724 | Fundamentals of Electricity                       | 2 |
| 727 | Industrial mechanics                              | 2 |
| 739 | Locksmithing and Security Systems for Apprentices | 4 |
| 740 | Tenant Relations and Reports for Apprentices      | 4 |
| 744 | HVACR - Conditioning Controls                     | 2 |
| 745 | Plumbing code i                                   | 4 |
| 746 | Plumbing Code Principles and Practices            | 2 |
| 747 | Electrical Trouble Shooting                       | 2 |
| 748 | Electrical Codes & Ordinances (NEC)               |   |
| 749 | HVACR ii                                          | 2 |
| 750 | Indoor Air quality                                | 4 |
| 751 | Print Reading                                     | 3 |
| 753 | Boilers for Apprentices                           | 4 |

# PRE-PROFESSIONAL EDUCATIONAL PATHWAYS

## COOPERATIVE WORK EXPERIENCE EDUCATION

### PROGRAM OVERVIEW

Cooperative Work Experience Education (CWEE) combines on-the-job experience with regular classroom instruction. It is designed to expand students' skills and knowledge, and to improve self-understanding by integrating classroom study with supervised work experience.

CWEE is based on the principle that well educated individuals develop most effectively through the incorporation of related education and work experience. By monitoring structured work experiences in business, industry, government and human services settings, LATTC provides enrichment to college studies which enhance the student's total development.

In the Cooperative Work Experience Education program, individual students' educational objectives are carefully planned and coordinated between the College and employer to ensure a positive and realistic employment experience.

#### Cooperative Work Experience Education has the following objectives:

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

#### A student enrolled in Cooperative Work Experience Education:

- Has the opportunity to learn or improve employment skills under actual working conditions.
- Gains perspective on career goals through application of classroom theory to "real life experience."
- Builds self-identity and confidence as a worker through individual attention given by instructor/coordinators and employers.
- Has opportunities to test personal abilities in work environments.
- Has a more realistic approach to the Job market.
- May refer to work experience education in future job applications.
- Benefits financially while learning, and can begin a career earlier.

Students employed in a job not related to their major should enroll in:

COOP ED General Course: 395  
Section: 9001  
Units: 3  
Room: CH-236

Students employed in a job related to their major should enroll in:

COOP ED MAJOR Course: 941  
Section: See schedule  
Units: 4  
Room: CH-236

### STUDENT QUALIFICATIONS

#### OCCUPATIONAL WORK EXPERIENCE (PARALLEL PLAN)

Hours by arrangement: 1-4 units

Prerequisite: Approval of Work Experience Coordinator.

This is a program of on-the-job learning experience for students employed in a job related to an occupationally oriented major. The program may be repeated three times for a maximum of 16 units. To receive credit a student must complete a minimum of seven units during the semester, including work experience.

#### OCCUPATIONAL WORK EXPERIENCE (ALTERNATE PLAN)

Hours by arrangement: 1-8 units

Prerequisite: Approval of Work Experience Coordinator

This is a program of on-the-job learning experiences full-time one semester and work full-time the following semester. Work must relate directly to the student's educational goal. Students must have satisfactorily completed at least seven units of credit and not be enrolled concurrently in more than one other course. The program may be repeated three times for a maximum of 16 units.

#### 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 education courses completed in the subject areas listed below may be applied toward the California State University 56 unit admission requirement.

### Cooperative Education COURSE DESCRIPTIONS

The following courses provide Cooperative Work Experience Education credit:

|     |                            |                |
|-----|----------------------------|----------------|
| 911 | Work Experience in Major I | (1) RPT3 (CSU) |
| 921 | Work Experience in Major I | (2) RPT3 (CSU) |
| 931 | Work Experience in Major I | (3) RPT3 (CSU) |
| 941 | Work Experience in Major I | (4) RPT3 (CSU) |

Prerequisite: Employment in a field related to the students' program of study as verified by the signature of the cooperative education advisor. Supervised training is conducted in the form of on-the-line job training in an employment area that will enhance the students' educational goals on campus.

Additional courses within the disciplines listed below provide Cooperative Work Experience Education credit:

- Automotive Technology
- Business
- Carpentry
- Child Development
- Computer Application and Office Technology
- Cooperative Education
- Culinary Arts
- Diesel Technology
- Electrical Construction and Maintenance
- Fashion Design
- Fashion Merchandising
- Labor Studies
- Machine Tool Technology
- Nursing
- Operating/ Maintenance Engineer
- Plumbing Technology
- Refrigeration and Air Conditioning Mechanic
- Solid Waste Management Technology
- Supply Water Systems Technology
- Waste Water Management
- Welding/Gas and Electric



# NONCREDIT CONTINUING EDUCATION

## NONCREDIT - CONTINUING EDUCATION

**Department:** Academic Connections

**Department Chair:** Christina Anketell, Room MA-109  
213-763-3738, AnketeCP@lattc.edu

### PROGRAM OVERVIEW

Los Angeles Trade Technical College offers a variety of tuition-free noncredit courses on campus and at community-based organizations throughout Los Angeles. As a key aspect of lifelong learning, noncredit instruction at LATTC serves as a gateway to college and career preparation; provides programs for immigrants to actively engage in the economy and civic life; and provides access to basic skills and English as a Second Language. Students can register for classes through the Bridges to Success Center located in the Student Services building (ST), Room 316, online, or off-site at the first class meeting. For additional information and registration assistance, contact the Bridges to Success Center at (213) 763-5560 or via email at [bridge@lattc.edu](mailto:bridge@lattc.edu).

### PROGRAM LEARNING OUTCOMES (PLOs)

- Use basic English and critical thinking skills to successfully transition to college classes and start working towards their certificate, degree, or transfer goals.
- Demonstrate basic math skills to successfully transition to college classes and start working towards their certificate, degree, or transfer goals.
- Utilize basic computer literacy skills to successfully transition to college classes and start working towards their certificate, degree, or transfer goals.
- Employ basic study skills to successfully transition to college classes and begin working towards their certificate, degree, or transfer goals.

### COLLEGE READINESS

#### Certificate

This certificate prepares students for success in college. Students will obtain the basic skills needed to successfully transition to college classes and start working towards their certificate, degree, or transfer goals.

#### REQUIRED COURSES

|                                                      | UNITS |
|------------------------------------------------------|-------|
| BSICSKL 2 CE Basic English Skills                    | 0     |
| BSICSKL 23 CE College and Scholastic Assessment Prep | 0     |
| BSICSKL 35 CE Basic Math Skills                      | 0     |
| BSICSKL 60 CE Basic Computer Literacy                | 0     |

### PROGRAM LEARNING OUTCOMES (PLOs)

- Utilize the basic speaking and listening skills necessary for success in obtaining employment and/or advancement in the workplace.
- Demonstrate the basic reading and writing skills necessary for success in obtaining employment and/or advancement in the workplace.

### ENGLISH AS A SECOND LANGUAGE: BEGINNING

#### Certificate

Students who earn this certificate will receive instruction in speaking, listening, reading and writing and the basic skills necessary for success in obtaining employment and/or advancement in the workforce.

#### REQUIRED COURSES

|                                           | UNITS |
|-------------------------------------------|-------|
| E S L 6 CE English as a Second Language-0 | 0     |
| E S L 7 CE English as a Second Language-1 | 0     |
| E S L 8 CE English as a Second Language-2 | 0     |

### PROGRAM LEARNING OUTCOMES (PLOs)

- Demonstrate the necessary computer literacy skills to successfully search for, obtain, and maintain employment.
- Utilize pre-employment / consumer training skills to successfully search for, obtain, and maintain employment.
- Demonstrate job search skills to successfully search for, obtain, and maintain employment.
- Employ effective image, etiquette, and interpersonal communication skills to successfully obtain and maintain employment.

### WORKPLACE READINESS

#### Certificate

This program will provide students with the skills to successfully search for, obtain and maintain employment.

#### REQUIRED COURSES

|                                                                                      | UNITS |
|--------------------------------------------------------------------------------------|-------|
| BSICSKL 45 CE Microsoft Office Application Basics                                    | 0     |
| BSICSKL 41 CE Softskills Basic 1A - Job Search Planning                              | 0     |
| BSICSKL 42 CE Softskills Basic 1B - The Successful Job Search                        | 0     |
| BSICSKL 55 CE Softskills Basic 3B - Image, Etiquette and Interpersonal Communication | 0     |

## NON CREDIT COURSE DESCRIPTIONS

### BASIC SKILLS

#### 2CE BASIC ENGLISH SKILLS (0)

Basic listening, reading, speaking, and writing skills for students with minimum English language skills. (54 hours)

#### 23CE COLLEGE AND SCHOLASTIC ASSESSMENT PREP (0)

This course provides students with study, computational, writing, and critical thinking skills to prepare for the college assessment test. (72 hours)

#### 35CE BASIC MATH SKILLS (0)

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems. (54 hours)

#### 42CE SOFTSKILLS BASIC 1B - THE SUCCESSFUL JOB SEARCH (0)

This course covers the basic knowledge and skills necessary for gaining employment. Topics include telephone contact of prospective employers, resume writing, employer expectations, and interviewing skills. (9 hours)

#### 43CE SOFTSKILLS BASIC 1C - PRE-EMPLOYMENT READINESS (0)

This course provides an introduction for starting successful employment or a new job. Topics include: making good first impressions, basic workplace expectations, developing good work habits, time management, communication skills, dealing with job-related stress, and techniques for good interpersonal relationships. (9 hours)

#### 45CE MICROSOFT OFFICE APPLICATION BASICS (0)

An introduction to basic functions of Microsoft Office® applications namely Word®, Excel®, Outlook®, and Powerpoint®. (36 hours)

#### 47CE MICROSOFT WORD BASICS (0)

An introduction to basic functions of Microsoft Word®. Topics include: document management, editing techniques, and formatting text and documents. (9 hours)

#### 50CE MICROSOFT POWERPOINT BASICS (0)

An introduction to basic functions and features of Microsoft Powerpoint®. Topics include: Powerpoint® definitions and terminology; using fonts, colors, graphics, and much more! (9 hours)

#### 51CE INTERNET BASICS (0)

An introduction to basic functions and features of the internet. Topics include internet providers, web browsers, search engines, navigating the internet, methods for handling worms and viruses, and more. (9 hours)

#### 54CE SOFTSKILLS BASIC 3A – CUSTOMER SERVICE AND RELATIONS (0)

This course introduces basic customer service and relations skills. Topics include principles of customer service and relations, employee responsibilities in customer relations, communication skills, handling customer complaints, telephone skills, and using new technologies related to customer service. (9 hours)

#### 55CE SOFTSKILLS BASIC 3B—IMAGE, ETIQUETTE, AND INTERPERSONAL COMMUNICATIONS (0)

This course covers the interpersonal and professional image skills necessary for succeeding in the workplace. Topics include basic business manners and etiquette, interacting with people or "people skills", how to develop a professional image, problem solving, and handling workplace conflict. (9 hours)

#### 60CE BASIC COMPUTER LITERACY (0)

This course introduces basic computer components and functions including computer hardware, software, using the internet, operating systems, and software applications, (e.g. word processing, spreadsheets, email and communications). (54 hours)

#### 65CE FINANCIAL LITERACY – CREDIT BASICS (0)

Students will learn the basic skills involved in establishing and maintaining good credit, improving their credit scores, managing their debt responsibly, and preventing becoming victims of predatory lending. (9 hours)

#### 66CE FINANCIAL LITERACY – PERSONAL MONEY MANAGEMENT (0)

Students will learn the basic skills involved in managing their personal finances and using basic savings and checking products and services offered by regulated financial institutions. (9 hours)

#### 73CE INDUSTRY OVERVIEW AND CAREER OPPORTUNITIES (0)

This course provides students with the basic information about the targeted industry and sectors they are focused on for their career; including essential facts, key institutions, history, career pathways and trends. This course provides students with the basic research and networking skills to become well-informed job seekers so they can effectively prepare for their career and become employed. (18 hours)

#### 74CE EMPLOYMENT TEST PREPARATION (0)

This course provides an orientation to test-taking, math, reading, mechanical and other contextualized basic skills to adequately prepare students for employer-based tests. (72 hours)

#### 75CE INTRODUCTION TO POST-SECONDARY EDUCATION (0)

This course introduces students to the opportunities and benefits post-secondary education offers them. This course helps dispel many of the myths and reduce information overload that may discourage students and their caregivers from applying to and attending post-secondary education institutions. Students will learn tips and strategies that will help them select and successfully apply to and enroll in post-secondary institutions that best fit their education and career goals and needs. (9 hours)

#### 77CE FUNDAMENTALS FOR WORKPLACE SUCCESS – TEAMWORK (0)

This course will prepare students to successfully collaborate and work effectively with their colleagues and co-workers in diverse settings by strengthening their employability, interpersonal and leadership skills. Students will gain insights about themselves and learn new tools and strategies that optimize their strengths and help them increase their effectiveness and efficiency at work. (36 hours)

#### 78CE FUNDAMENTALS FOR WORKPLACE SUCCESS II – EFFECTIVE COMMUNICATION AND LEADERSHIP SKILLS (0)

This course gives students the opportunity to develop their listening, communication and leadership skills appropriate for the workplace in a supportive and interactive environment. Students are introduced to skills that can help them become active, purposeful listeners and more effective communicators and leaders for career success. (36 hours)

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## ENGLISH AS A SECOND LANGUAGE

### 1CE ENGLISH AS A SECOND LANGUAGE - BEGINNING I (0)

This course provides a basic introduction to the English language to the limited English speaker. Topics include listening, speaking, and reading English for the immediate need. (54 hours)

### 5CE ENGLISH AS A SECOND LANGUAGE (0)

This course provides listening, reading, speaking, and writing skills for ESL learners with basic English language skills. (36 hours)

### 6CE ENGLISH AS A SECOND LANGUAGE 0 (0)

This course basic listening, reading, speaking, and writing skills for ESL learners with zero to minimum English language skills. Students will learn basic pronunciation, survival vocabulary, cultural differences, self-sufficiency for tasks and activities, and basic English structure. (54 hours)

### 7CE ENGLISH AS A SECOND LANGUAGE - 1 (0)

This course basic listening, reading, speaking, and writing skills for ESL learners with zero to minimum English language skills. Students will learn basic pronunciation, survival vocabulary, cultural differences, self-sufficiency for tasks and activities, and basic English structure. (54 hours)



# COURSE DESCRIPTIONS

## ACCOUNTING

### ACCTG 001 INTRODUCTORY ACCOUNTING I (5) UC:CSU

*Lecture: 5 hour(s)*

*Advisory: Business 38 and English 21*

Introduces the fundamental principles and concepts of accounting as a basis for financial communication in business. This includes the procedures for maintaining records in business transactions and the preparation of financial statements for the sole proprietorship in a service and merchandising firm. Procedures and techniques for internal control, deferrals and accruals, inventory, plant assets, accounts receivable, accounts payable, and payroll are included.

Student Learning Outcome:

1. Student will use Cost Volume Profit (CVP) analysis to analyze decisions.

### ACCTG 002 INTRODUCTORY ACCOUNTING II (5) UC:CSU

*Lecture: 5 hour(s)*

*Prerequisite: Accounting 1*

Continues the introductory phase of accounting. Topics covered include: Partnerships, Corporations, Income Tax, Bonds, Cash Flow, Financial Statement Analysis, Managerial Accounting, Job Order and Process Cost Systems, Cost Behavior and Analysis, Budgeting, Performance Evaluation, Product Pricing, Capital Investment Analysis.

Student Learning Outcome:

1. Prepare statements of cash flow using the indirect method.

### ACCTG 003 INTERMEDIATE ACCOUNTING I (3) CSU

*Lecture: 3 hour(s)*

*Advisory: Accounting 2 and Business 38*

This course provides complete analytical application and an advanced review of topics discussed in Accounting I and II. Topics include assets (current, fixed, and intangible), investments, financial statements, income taxes, liabilities, stockholders equity, revenue recognition, asset acquisition and leases. This course places a high emphasis on financial reporting standards.

Student Learning Outcome:

1. Students will demonstrate skills and knowledge of income statement preparation and presentation.

### ACCTG 011 COST ACCOUNTING (3) CSU

*Lecture: 3 hour(s)*

*Advisory: Accounting 1; Accounting 2; Business 38*

This course covers both managerial and cost accounting, with emphasis on cost and nonsystems; types of cost; elements of cost; cost behavior; variances for labor, materials and overhead; indirect expenses; allocation of cost to byproducts; standard cost and budgets.

Student Learning Outcome:

1. Student will be able to use cost-volume-profit (CVP) analysis to analyze decisions.

### ACCTG 015 TAX ACCOUNTING I (3) CSU

*Lecture: 3 hour(s)*

This course is a study of Federal Income Taxes as they apply to individuals and sole proprietorships and an analysis of appropriated tax laws.

Consideration of applicable accounting procedures and preparation of reports and returns are emphasized.

Student Learning Outcome:

1. Students will learn how to complete an individual income tax return.
2. Students will learn how to calculate gross income with exclusions.

### ACCTG 018 COMPUTERIZED PAYROLL ACCOUNTING (3)

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

*Advisory: Accounting 1*

This course will cover procedures and practices involved in a manual or automated payroll system. Students will become familiar with current Federal and California laws affecting payroll, computation of payroll taxes and preparation of required payroll tax returns/forms.

Student Learning Outcome:

1. Students will demonstrate competency in computing federal and state liabilities for employer's payroll taxes.

### ACCTG 021 BOOKKEEPING AND ACCOUNTING I (3) UC:CSU

*Lecture: 3 hour(s)*

*Advisory: Business 38*

This course includes fundamentals of double entry bookkeeping; preparation of the trial balance; worksheets and financial statement; use of controlling accounts; the control of cash and bank reconciliation statements. Students may complete a mercantile firm practice set.

Student Learning Outcome:

1. Students will analyze and record financial transactions and post to ledger.

### ACCTG 022 BOOKKEEPING AND ACCOUNTING II (3) UC:CSU

*Lecture: 3 hour(s)*

*Advisory: Accounting 21*

This course includes fundamentals of double entry bookkeeping; preparation of worksheets and financial statements. The voucher system; payroll accounting; accounting for notes, bad debts, inventories, cost of goods sold, fixed assets, depreciation, adjustments and interim statements are presented. Together with Accounting 21, these courses equal Accounting 1.

Student Learning Outcome:

1. Students will prepare a basic financial statement.

### ACCTG 025 AUTOMATED ACCOUNTING METHODS AND PROCEDURES (3)

*Lecture: 3 hour(s)*

This course emphasizes the hands-on use of popular computer software applications to accounting and business, with special reference to the general ledger, billing, accounts receivable, accounts payable, payroll, and inventory control.

Student Learning Outcome:

1. Students will demonstrate the application of the accounting software to record various types business transactions and prepare standard financial reports for a service business.

**ACCTG 055 ACCOUNTING COMPUTER LABORATORY (1)***Lab: 2 hour(s)*

This is an accounting computer lab which provides the student with an opportunity to apply the accounting concepts being studied in a concurrent lecture/discussion Accounting class section.

Student Learning Outcome:

1. Students will demonstrate the utilization of a computerized accounting program to record accounting transactions and prepare financial statements.

# ADMINISTRATION OF JUSTICE

**ADM JUS 001 INTRODUCTION TO ADMINISTRATION OF JUSTICE (3) UC:CSU***Lecture: 3 hour(s)*

Philosophy, history, and theories of the criminal justice system, including the origins and evolution of criminal law and due process, the roles and functions of the local, state, and federal jurisdictions, and the interrelationships among criminal justice agencies: law enforcement, courts, and corrections; crime causation, analysis and the social impact of crime. The conceptual approach utilized in this course recognizes that criminal justice is itself a distinct academic discipline rather than an interdisciplinary course of study. Three hours lecture per week.

Student Learning Outcome:

1. Gather information on the various components of the criminal justice system. 2. Critically analyze and then organize information on the criminal justice system. 3. Properly apply the English language to write an explanatory paper about the criminal justice system.

**ADM JUS 002 CONCEPTS OF CRIMINAL LAW (3) UC:CSU***Lecture: 3 hour(s)*

This course deals with the structure of law, definitions, and the most frequently used sections of the California Penal Code. Topics include origins of federal and state laws, interpretation and application of laws, identifying elements of property crimes and criminal liability.

Student Learning Outcome:

1. Explain the major historical steps leading to the development of U.S. criminal law patterns. 2. Explain the elements, conduct, results of conduct, and attendant circumstances of certain crimes. 3. Explain the sources of development in the case law of significant criminal law matters.

**ADM JUS 003 LEGAL ASPECTS OF EVIDENCE (3) CSU***Lecture: 3 hour(s)*

This course provides instruction in the origins, development and philosophy of criminal evidence. This course looks at the many different types of evidence brought into the justice system. Also covered are the rules governing the admissibility of evidence in court.

Student Learning Outcome:

1. Explain the origins, development and philosophy of criminal evidence. 2. Explain the types of criminal evidence utilized by our courts. 3. Explain rules regarding the use of evidence in our court system.

**ADM JUS 004 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM (3) CSU***Lecture: 3 hour(s)*

A detailed study of the role and responsibilities of the American court system and its purpose; an examination of the philosophy, history, structure,

operation, concepts and services related to the judiciary; a study of case law methodology and case research and their impact on society; an examination of the legal process from prearrest through trial, sentencing options and correctional procedures.

Student Learning Outcome:

1. List historical and conceptual significance of the court system, administration and management. 2. Discuss the criminal trial process and the specific roles and responsibility of each member. 3. Evaluate the judicial process and its effect on society.

**ADM JUS 005 CRIMINAL INVESTIGATION (3) CSU***Lecture: 3 hour(s)*

Fundamentals of the theories, concepts, and methodology of criminal investigation. This course will look at the investigative procedures from the crime scene to the courtroom, inclusive of legal constraints, ethics, and types of evidence; techniques and procedures for basic interview and interrogation procedures; identification of proper crime scene management, followup, case preparation and organization.

Student Learning Outcome:

1. Describe all the steps involved in a criminal investigation. 2. Identify, classify, collect and preserve physical evidence.

**ADM JUS 008 JUVENILE PROCEDURES (3) CSU***Lecture: 3 hour(s)*

This course covers the juvenile justice system and related juvenile justice issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, history, theories, methodology, and special areas and laws unique to juveniles.

Student Learning Outcome:

1. Discuss the histories and philosophies of the juvenile justice system. 2. Identify and compare the legislative policies related to juvenile offenders and the procedures for implementation. 3. Describe the impact of legislative change on the development of national standards for juvenile justice.

**ADM JUS 014 REPORT WRITING FOR PEACE OFFICERS (3) CSU***Lecture: 3 hour(s)*

This course provides instruction in the practice of various types of technical writing commonly used in police agencies, the appropriateness of different styles in different contexts and the conceptualization of the material, and the utilization of machine tabulation in reports and methods of reporting criminal statistics.

Student Learning Outcome:

1. Write clear and concise law enforcement reports. 2. Improve basic grammar and apply the grammar rules to writing police reports.

**ADM JUS 041 OFFICER SAFETY (3) CSU***Lecture: 3 hour(s)*

The study of techniques of protection against persons armed with dangerous and deadly weapons. Students examine the moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms and other weapons.

Student Learning Outcome:

1. List safety hazards that pose threats to officers. 2. Describe the operation and application of safety equipment used to protect officers. 3. List the many factors that should be considered when approaching a dangerous situation.

**ADM JUS 053 FORENSIC FINGERPRINT EVIDENCE (3)***Lecture: 3 hour(s)*

Students will be able to locate, develop and lift fingerprints from crime scenes; a must for those students interested in law enforcement as a police officer or evidence specialist or private investigations.

Student Learning Outcome:

1. Define technical terminology used in fingerprint processing work.

2. Explain and interpret fingerprint patterns and classifications.
3. Explain fingerprint searching & filing procedures.
4. Classify finger print cards.

**ADM JUS 062 FINGERPRINT CLASSIFICATION (3) CSU**

*Lecture: 3 hour(s)*

This is a practical course which covers the technical terminology of fingerprinting, pattern interpretation, and classification of fingerprints, the taking of fingerprints, searching and filing procedures and laboratory work in the classroom.

Student Learning Outcome:

1. Define technical terminology used in fingerprint processing work.
2. Explain and interpret fingerprint patterns and classifications.
3. Explain fingerprint searching & filing procedures.
4. Classify finger print cards.

**ADM JUS 067 COMMUNITY RELATIONS I (3) UC:CSU**

*Lecture: 3 hour(s)*

Examination of the complex relationship between the community and the justice system with emphasis on the challenges of dealing with the role of race, ethnicity, gender relations, sexual orientation, social class, language, and culture in shaping these relations.

Student Learning Outcome:

1. Analysis of assigned textual readings; inclass debate on the increasing social and economic bifurcation of society.
2. Differentiate value systems and ideologies as they apply to community relations and diversity.
3. Evaluate immigration and its effect on society; examining inclass videos on race relations for content synthesis.

**ADM JUS 073 LAW AND MINORITY GROUPS (3) CSU**

*Lecture: 3 hour(s)*

This course examines the growing crises of race, ethnicity, gender and discrimination within the American Justice System. Myths and realities about crime and minorities are analyzed. Racism, and inequities within the legal structures including court trials, corrections and the death penalty are discussed. Changes in criminal justice administration advocated by minority groups are reviewed.

Student Learning Outcome:

1. Analyze and evaluate how myths about race, ethnicity and crime have influenced our Criminal Justice System.
2. Compare and contrast the crime rates within and without minority communities.
3. Analyze, evaluate and describe the factors that have influenced racebased differences in the crime rate. Propose steps to be implemented for the reduction or eradication of race based criminal justice disparities.

**ADM JUS 075 INTRODUCTION TO CORRECTIONS (3) CSU**

*Lecture: 3 hour(s)*

This course surveys the total correctional cycle and the relationships of its components, including historical, theoretical and philosophical explanations of criminal behavior; statistics and research findings; employment opportunities; and employment requirements. This course will also examine the basic nature of correctional work; aims and objectives of correctional administration; probation and parole; skills; knowledge and attitudes required for employment in this field.

Student Learning Outcome:

1. Identify the components of the U.S. Corrections system and its history of development.
2. Understand the procedures used in jails and prisons and their effect on inmates.
3. Compare and contrast the various alternatives to incarceration and for which populations each are best suited.

**ADM JUS 501 AN A TO Z GUIDE TO CRIMINAL JUSTICE CAREERS (3) CSU**

*Lecture: 3 hour(s)*

This course reviews the hot jobs in the criminal justice arena and outlines a method for the student to decide on their career path. Hiring process and

interview skills will be explored. Fitness for duty and other physical and physiological characteristics will be discussed. An A to Z guide to Local, State, and Federal Criminal Justice Careers will be presented.

Student Learning Outcome:

1. List career opportunities.
2. Develop a self-career map/plan.

**ADM JUS 502 INTRODUCTION TO FORENSIC PSYCHOLOGY (3) CSU**

*Lecture: 3 hour(s)*

This is a basic course dealing with the nature of Psychology within the criminal justice system. The aims and objectives of Forensic Psychology as applied to corrections, probation practices, institutions, services, and inmate supervision will be discussed.

Student Learning Outcome:

1. Define various psychological traits and conditions and discuss the impact they have on corrections and probations institution services.

**ADM JUS 750 ETHICS AND THE CRIMINAL JUSTICE SYSTEM (3) CSU**

*Lecture: 3 hour(s)*

This course identifies and explores ethics, values definitions and applications in the criminal justice system: police, courts, probation, parole, corrections and private security organizations. Remedial strategies relating to unethical behavior by individuals and groups will also be addressed.

Student Learning Outcome:

1. Discuss strategies addressing unethical behavior by staff.
2. Explain the ethical right and wrong when applied to various aspects of the criminal justice system.

# AMERICAN SIGN LANGUAGE

**ASL 001 AMERICAN SIGN LANGUAGE I (4) UC:CSU**

*Lecture: 4 hour(s)*

This is an introductory course designed to develop basic conversational skills using the manual alphabet and American Sign Language. It is planned to assist in communicating with deaf individuals and have a better understanding of deaf culture. This course develops basic vocabulary and grammar of American Sign Language. Its emphasis is placed on comprehension skills and vital aspects of the Deaf culture and community.

Student Learning Outcome:

1. Distinguish between Deaf and Hearing Culture.
2. Student will prepare and present a Formal ASL Presentation incorporating expressive and receptive ASL language skills.

**ASL 002 AMERICAN SIGN LANGUAGE II (4) UC:CSU**

*Lecture: 4 hour(s)*

*Prerequisite: American Sign Language 1*

This is an intermediate course in American Sign Language with special emphasis on vocabulary, grammar dialog, and on the improvement of expressive and receptive skills. This course includes exposure to deaf culture and the history of sign languages.

Student Learning Outcome:

1. The student will demonstrate comprehension of ASL vocabulary and grammar.
2. The student will demonstrate ASL conversational fluency on an intermediate level.
3. The student will demonstrate use of descriptive classifiers, personal and possessive pronouns.

## ANATOMY

### ANATOMY 001 INTRODUCTION TO HUMAN ANATOMY (4) CSU

Lecture: 3 hour(s) Lab: 3 hour(s)  
Prerequisite: BIO 003 or 036

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:

1. Students will demonstrate technical skills to study anatomy including use of the microscope and dissection tools. 2. Students will identify human body structures and pathways using models and dissections. 3. Students will understand health applications and pathology for each body system.

### ANTHRO 102H HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY HONORS (3) UC:CSU

Lecture: 3 hour(s)  
Advisory: English 28

This course provides a comparative survey of human culture, including the study of human society, language, religion, political and economic organization, with examples drawn from contemporary preliterate, peasant, and urban societies.

Student Learning Outcome:

1. Students will develop comprehension and appreciation of human cultural variation and diversity.

## ANTHROPOLOGY

### ANTHRO 101 HUMAN BIOLOGICAL EVOLUTION (3) UC:CSU

Lecture: 3 hour(s)  
Advisory: English 28

This course is an introduction to the field of biological anthropology. Topics covered include genetic inheritance, the mechanisms of evolution, the biology and behavior of living primates, the history of human evolution as seen in the fossil record, and modern human biological variation.

Student Learning Outcome:

1. Students will understand human beings as the result of a natural evolutionary process. a. Comprehend the basics of modern evolutionary theory and Mendelian genetics b. Compare and contrast humans beings with our closest living relatives, the nonhuman primates c. Examine the fossil record of human evolution d. Critically analyze human variation and its relationship to the concept of "race" and its practical applications.

### ANTHRO 101H HUMAN BIOLOGICAL EVOLUTION HONORS (3) UC:CSU

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### ANTHRO 102 HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY (3) UC:CSU

Lecture: 3 hour(s)  
Advisory: English 28

This course provides a comparative survey of human culture, including the study of human society, language, religion, political and economic organization, with examples drawn from contemporary preliterate, peasant, and urban societies.

Student Learning Outcome:

1. Students will develop comprehension and appreciation of human cultural variation and diversity.

## ARCHITECTURAL INTERIORS

### INT 200 RESIDENTIAL PLANNING (3) CSU

Lecture: 1 hour(s) Lab: 4 hour(s)

Using sustainable Design strategies, standards and geospatial tools (CAD/BIM/GIS), the student will learn how to participate in the interior design profession as a viewer and a doer for the entire life cycle of a building and focusing on interior residential planning. Basic concepts will be covered in class to understand the fundamentals variables that determine interior spaces: lights, air, circulation, texture, pattern, geometry, experience, styles, natural resources, energy efficiency, form, materials, thermal/moisture protection and others. A study is made using a small house project layout, livability, functionality, size, orientation, cost, furnishing, equipment, and ornamentation and future inhabitants. The small house project is put in context through a brief history of American shelters " their construction types and styles. At this point the student is ready for developing, retrofitting, adding and remodeling the small house project including basic interior construction details and finishes. Residential construction problems are explored with an emphasis placed in functional design.

Student Learning Outcome:

1. Create an ePortfolio. 2. Research and order appropriate sustainable materials. 3. Address organizational sustainability issues, such as waste stream management, green building practices, and green procurement plans. 4. Analyze air quality, ventilation, and indoor air circulation. 5. Analyze solar path, views, orientation. 6. Utilize a variety of texture of materials, styles and other consideration of interior design. 7. Address appropriate lighting quality and energy management lighting and solar passive/active response. 8. Use appropriate Space Planning solutions and furniture arrangement. 9. Use LEED standards. 10. Address code, site and environmental requirements.

## ARCHITECTURE

### ARC 130 HISTORY OF ARCHITECTURE I (2) UC:CSU

Lecture: 2 hour(s)

This course covers the study of architecture history from the prehistoric times to the Renaissance, the development of place and function as it is influenced by the geographical, climatic, religious, social, economic and historical forces. This course analyzes the difference between world architecture history and western architecture history, including the characteristics of Latin America, Islamic and Asia. The history of architecture

is seeing through a perspective of how the built environment has responded to nature forces and resources; air, water, air and land. In addition each period identifies technological innovation that characterized the historical roots in numerous civilizations.

Student Learning Outcome:

1. Sketch a building example, describe typology, style and life cycle characteristics. 2. Describe the form, shape geometry and design principles used. 3. Identify the social, technological, environmental and economic forces that shaped the building form. 4. Do an e Portfolio. 5. Discuss with class their research and findings. 6. Describe to the class findings and discoveries for each period.

### ARC 131 HISTORY OF ARCHITECTURE II (2) UC:CSU

*Lecture: 2 hour(s)*

This course covers the study of architecture history from the Renaissance to our current times, the development of place and function as it is influenced by the geographical, climatic, religious, social, economic and historical forces. This course analyzes the difference between world architecture history and western architecture history, including the characteristics of Latin America, Islamic and Asia. The history of architecture is seeing through a perspective of how the built environment has responded to nature forces and resources; air, water, air and land. In addition each period identifies technological innovation that characterized the historical roots in numerous civilizations.

Student Learning Outcome:

1. Sketch a building example, describe typology, style and life cycle characteristics. 2. Describe the form, shape geometry and design principles used. 3. Identify the social, technological, environmental and economic forces that shaped the building form. 4. Do an e Portfolio. 5. Discuss with class their research and findings. 6. Describe to the class findings and discoveries for each period.

### ARC 151 MATERIALS OF CONSTRUCTION (3) CSU

*Lecture: 1 hour(s) Lab: 4 hour(s)*

This course covers materials and methods of construction in the field of architecture, engineering and construction; wood, concrete, steel and masonry. This course analyzes each material characteristics, methods of construction, testing requirements, allowable uses, energy transfer capacity, structural behavior and their use in multiple construction assemblies. Materials and methods of constructions are covered in this class in alignment with sustainable standards, government agencies regulations, local incentives, carbon footprint and geospatial simulations.

Student Learning Outcome:

1. The student will create an eportfolio for each sustainable material and method of construction covering the entire life cycle, application, industry standards, new tools and methodologies.

### ARC 152 EQUIPMENT OF BUILDINGS (3) CSU

*Lecture: 1 hour(s) Lab: 4 hour(s)*

Using geospatial tools and sustainable strategies this course applies the basic principles of design, selection and operation of equipment in buildings. Building equipment are systems that integrate architectural design with water distribution, water recycling and harnessing, air circulation, natural air flow, air heating and cooling, natural light, and acoustics. Passive and solar strategies are integrated into equipment as well as new technologies.

Student Learning Outcome:

1. Design an Energy Saving Plan for a Building System for Water, Electricity, Air Circulation, Sound, and Vertical Transportation. 2. Design electrical generators using rule of thumbs and existing tables; wind turbine, photovoltaic, biomass, etc. 3. Draw a Mechanical & Electrical Plan using standard templates and symbols. 4. Develop a reflected ceiling plan that integrates ceiling, lighting, mechanical, and structural systems and incorporates life safety considerations. 5. Sketch and delineate all variables for a building section that integrates structural, mechanical, and lighting systems and incorporates life safety considerations.

### ARC 160 COMPUTERS FOR DESIGNERS (3) CSU

*Lecture: 1 hour(s) Lab: 4 hour(s)*

The student will learn how to become a designer and a technologist in three dimensional digital environments. The student will use the power of the tools to be inspired and to collaborate. This course is geared towards the built environment, ecological, entertainment and industrial designers. Students will learn how the space of a place affects the way we think, act and create. Emphasis is placed on how designers can optimize and understand the role of digital mediums in today's competitive edge and sustainable demands. Basic computer operations like operating systems, interfaces, print, view, export, file management, image manipulation are covered within the design exercises.

Student Learning Outcome:

1. Students will complete a set of 10 drawings and design Students will submit an e Portfolio.

### ARC 172 ARCHITECTURAL DRAWING I (3) CSU

*Lecture: 1 hour(s) Lab: 4 hour(s)*

This is an architecture drawing class that will focus on construction documents for wood construction. The course will cover how these architectural drawings are documents that instruct all the stake holders how to use, build and maintain a high performance building. The course will explain how construction documents made out of wood are connected to the life cycle of a building. It covers an integrated building approach, as it identifies the deliverables for: programing (identify the need), design drawings (identify the solutions), construction documents (drawings used to build the building), operation/maintain (as built drawings) and assessment (analysis for upgrade and improvement). This course will also cover CAD, BIM, GIS tools, LEED Credits, Sustainable Standards and their relationship to a set of construction documents for wood construction. Fundamentals of architectural drafting, symbols, dimensioning, and methods of representation are also mastered during this course. The student will prepare a set of construction documents for a simple wood building structure.

Student Learning Outcome:

1. A set of construction drawings with accurate implementation of green building codes and space requirements. 2. Use BIM Building Information Model to analyze a case study and life cycle of a building. 3. Document smart manufacture techniques for buildings for a green environment Develop. 4. Submit an e Portfolio. 5. Integrate LEED Standards. 6. Integrate AIA Standards.

### ARC 173 ARCHITECTURAL DRAWING II (3) CSU

*Lecture: 1 hour(s) Lab: 4 hour(s)*

This is an architecture drawing class that will focus on construction documents for concrete and masonry construction. The course will cover how these architectural drawings are documents that instruct all the stake holders how to use, build and maintain a high performance building. The course will explain how construction documents made out of concrete and masonry are connected to the life cycle of a building. It covers an integrated building approach as it identifies the deliverables for: programing (identify the need), design drawings (identify the solutions), construction documents (drawings used to build the building), operation/maintain (as built drawings) and assessment (analysis for upgrade and improvement). In addition this course will cover CAD, BIM, and GIS tools, LEED Credits, Sustainable Standards and their relationship to a set of construction documents for concrete and masonry construction. The student will develop a simple set of construction documents for concrete and masonry.

Student Learning Outcome:

1. Students complete set of construction documents for masonry and concrete. 2. A set of construction drawings with accurate implementation of building codes and space requirements. 3. Use BIM Building Information Model to analyze a case study. 4. Document smart manufacture techniques for buildings for a green environment Development. 5. Submit an e Portfolio. 6. Integrate LEED Standards. 7. Integrate AIA Standards.

### ARC 185 DIRECTED STUDY ARCHITECTURE (1) CSU

*Lecture: 1 hour(s)*

This course allows students to pursue a directed study in the Architecture Technology field on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

1. The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in Architecture Technology.

**ARC 201 ARCHITECTURAL DESIGN I (3) UC:CSU**

Lecture: 1 hour(s) Lab: 4 hour(s)

This course will use sustainable strategies and geospatial tools to explore architecture design solutions. In this course students will work in a design laboratory studio exploring space and form. The solutions focus on analysis, proportion, solar passive, water conservation, biomimicry, planning layout, aesthetic, interpretation, and the nature of materials. Methods of presentations are studied, as well as design methodologies.

Student Learning Outcome:

1. Document design objectives including site characteristics, spatial and functional relationships, and building systems considerations \* Implement Digital Solar and Energy Studies. 2. Establish preliminary project scope, phasing, budget, and schedule. 3. Partner with a University like USC School of Cinematography Arts/Multimedia Learning to explore one of the geometries to be used by a given concept. 4. Develop an e portfolio. 5. Implement Design Innovation LEED Standards. 6. Implement Sustainable Design Strategies. 7. Partner with LATTIC Carpentry for the Green Sandbox Construction Yard Incorporate a case study and existing road maps that best match their design proposal. 8. Describe in words their project what it is, why it is important and how it will be build. 9. Display a Space and Form design based on nature patterns.

**ARC 202 ARCHITECTURAL DESIGN II (3) UC:CSU**

Lecture: 1 hour(s) Lab: 4 hour(s)

This course looks at space and form as a canvas for an architect, moving beyond abstraction language paradoxes, and formal gymnastics. Design and form integrates embodied energy of all resources, cognitive experiences, new materials, stronger social concerns and the need to react to location and space. It will see the creation of place and space, as a first act of human intention and use nature templates to solve holistic solutions. This course analyzes how the geometry of space influences how we communicate, behave, think, create, and produce; as well as its influences in cognition and mental model. This course will focus on building a better future through participatory design and the use of digital age tools including fabrication and geospatial

Student Learning Outcome:

1. Design a project that has the following characteristics: a) communicates with new media navigates and work in information environments b) use 3d modeling c) involves community participation d) adapts, transforms and beautifies living standards.

**ARC 261 COMPUTERAIDED DESIGN FOR ARCHITECTURE I (3) CSU**

Lecture: 1 hour(s) Lab: 4 hour(s)

This is a digital modeling course for space and form design. This course covers space modeling, energy simulation, solar paths, light analysis, texture, rendering and materials, as well as its relationship to BIM, CAD and geospatial tools

Student Learning Outcome:

1. Students will submit the following according to standards: a) Renderings b) Lighting Studies c) Solar simulation d) Walk through of any built environment (if applicable) e) Texture studies f) e Portfolio.

**ARC 271 ARCHITECTURAL DRAWING III (3) CSU**

Lecture: 1 hour(s) Lab: 4 hour(s)

This is an architecture drawing class that will focus on construction documents for steel construction. The course will cover how these architectural drawings are documents that instruct all the stakeholders how to use, build and maintain a high performance building. The course will explain how construction documents made out of concrete and masonry are connected to the life cycle of a building. It covers an integrated building approach as it identifies the deliverables for: programming (identify the

need), design drawings (identify the solutions), construction documents (drawings used to build the building), operation/maintain (as built drawings) and assessment (analysis for upgrade and improvement). The student will prepare a complete set of construction documents for a simple steel building structure. Appropriate reference material that focus on concrete and masonry will be covered in class like fastening, flashing, crack control and others.

Student Learning Outcome:

1. Students complete set of construction documents for masonry and concrete. 2. A set of construction drawings with accurate implementation of building codes and space requirements. 3. Use BIM Building Information Model to analyze a case study. 4. Document smart manufacture techniques for buildings for a green environment Develop. 5. Submit an e Portfolio. 6. Integrate LEED Standards. 7. Integrate AIA Standards.

**ARC 285 DIRECTED STUDY ARCHITECTURE (2) CSU**

Lecture: 2 hour(s)

This course allows students to pursue a directed study in the Architecture Technology field on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

1. The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in Architecture Technology.

**ARC 341 GIS METROPOLITAN ACCESS PLANNING SYSTEMS I (3) CSU**

Lecture: 1 hour(s) Lab: 4 hour(s)

This course will cover the interconnection of BIM, CAD, GIS, spatial systems and online mapping in one construct. GIS technology and related geospatial technologies will explore intelligent building drawings as they connect to multiple environments; ecological, buildings and socio economic forces. GIS are spatial drawings with multiple types of information associated with them; business, land use, roads, rivers, parcel maps, census, others. This course introduces fundamental concepts and functionality of spatial thinking and visual computation. The course uses the GIS analytical process to quantify and qualify multiple layers of spatial information applied to sustainable projects.

Student Learning Outcome:

1. Enter data into Geographic Information Systems (GIS) databases using techniques such as coordinate geometry, keyboard entry of tabular data, manual digitizing of maps, scanning or automatic conversion to vectors, and conversion of other sources of digital data. 2. Perform geospatial data building, modeling, or analysis using advanced spatial analysis, data manipulation, or cartography software. 3. Analyze Geographic Information Systems (GIS) data to identify spatial relationships or display results of analyzes using maps, graphs, or tabular data.

**ARC 385 DIRECTED STUDY ARCHITECTURE (3) CSU**

Lecture: 3 hour(s)

This course allows students to pursue a directed study in the Architecture Technology field on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

1. The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in Architecture Technology.

# ART

## ART 101 SURVEY OF ART HISTORY I (3) UC:CSU

*Lecture: 3 hour(s)*

This course encompasses the historic study of architecture, painting and sculpture, with incidental references to the related minor arts. A survey is made of the chronological development of Western and nonEuropean art from the Prehistoric to the Renaissance, with special emphasis upon the cultural factors that contributed to its evolution.

Student Learning Outcome:

1. Students will identify, compare, and analyze Western and NonWestern art and architecture from the Prehistoric to the Renaissance and demonstrate knowledge of art terminology and artistic styles through objective and essay exams, oral presentations and museum projects.

## ART 102 SURVEY OF ART HISTORY II (3) UC:CSU

*Lecture: 3 hour(s)*

A survey of the major visual arts of the Western world from the Early Renaissance to the present, linking art and architecture with social, economic, political and religious aspects of western and global cultures.

Student Learning Outcome:

1. Students will identify, compare, and analyze art and architectural styles, theories, and individual artistic expression from the Early Renaissance to present in the Western World while demonstrating knowledge of art terminology and artistic styles through objective and essay exams, oral presentations and museum projects.

## ART 103 ART APPRECIATION I (3) UC:CSU

*Lecture: 3 hour(s)*

This course is designed specifically for those students who desire to expand their visual awareness through training in visual perceptual skills. The course includes exploration of the basic elements of art; visual skills are enhanced by practice in drawing techniques based on perception. Students will acquire a broad understanding of the nature of art through study of selected works from art history.

Student Learning Outcome:

1. Students will identify and compare the various media and techniques of arts as well as analyze the nature of art, the use of the elements and principles and identify selected works from art history.

## ART 104 ART APPRECIATION II (3) UC:CSU

*Lecture: 3 hour(s)*

Students participate in art experiences through the study of specific periods of world art, artists, and works of art, basic drawing exercises stressing visual perception, and individual research projects on the art and artists of various cultures.

Student Learning Outcome:

1. Students will analyze the themes and ideas that motivate people to make art as well as identify works of art from different periods and geographical areas and evaluate the functions and purposes of art in various cultures to examine the role it plays in our existence.

## ART 201 DRAWING I (3) UC:CSU

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

Instruction is given in basic pencil drawing, charcoal, pastel, and other sketching media. Painting in wash, ink, and watercolor, from still life and outdoor assignments is included. This is a course for beginners and non-art majors, as well as, a brush up course for artists.

Student Learning Outcome:

1. Students will create drawings in a variety of materials using line, shape, form and light logic.

## ART 300 INTRODUCTION TO PAINTING (3) UC:CSU

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

An introduction to various painting materials, media, and techniques. Emphasis is placed on color mixing, value, intensity and compositional organization.

Student Learning Outcome:

1. Students will create paintings in a variety of media using color theory, color mixing, value, and intensity. Students will demonstrate compositional organization and techniques in their paintings.

## ART 501 BEGINNING TWODIMENSIONAL DESIGN (3) UC:CSU

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

This course introduces the elements and principles of twodimensional (flat) design in the visual arts. Color, color theory, psychology of perception, and historical and cultural foundations are explored.

Student Learning Outcome:

1. Students will create designs using the elements and principles of twodimensional design in the visual arts including line, shape, value, color and texture.

# ASTRONOMY

## ASTRON 001 ELEMENTARY ASTRONOMY (3) UC:CSU

*Lecture: 3 hour(s)*

This course is a general introduction and overview of Astronomy and covers many topics including constellations, seasons, history of Astronomy, the electromagnetic spectrum, telescopes, the Earth and other planets of our solar system, the Sun, binary stars, the Milky Way Galaxy, properties of galaxies and the Big Bang Theory. Students are kept abreast of current developments in the field.

Student Learning Outcome:

1. To describe the origins of the Universe, the Big Bang Theory, and the present general structure of the Universe. 2. To recognize components and facts of the solar system, including planets, satellites, asteroids, comets, and theories of the origin of the solar system. 3. To examine the methods astronomers use to explore the natural phenomena of the universe including the scientific method, the nature of matter, energy, radiation and the historical development of astronomical ideas. 4. To describe the nature of stars, including star formation and evolution, stellar energy sources and how this is related to our sun. 5. To describe the nature of the Milky Way and other galaxies and their distribution in the universe and currently accepted theories of Cosmology. 6. To describe the current theory of the origin of life on Earth.

## ASTRON 005 FUNDAMENTALS OF ASTRONOMY LABORATORY (1) UC:CSU

*Lab: 3 hour(s)*

This course provides the laboratory work to accompany or follow Astronomy 1. This course uses astronomical instruments and laboratory equipment. Includes work with celestial sphere, sky charts, optical bench, telescopes, spectroscopes, and photometer. The course requires field trips for evening observations.

Student Learning Outcome:

1. Be able to set up and use an astronomical telescope to observe and identify features of selected astronomical bodies. 2. Be able to examine and analyze data from astronomical charts and images. 3. Be able to use and examine a planisphere and charts to identify constellations, stars and planets in the night sky, as demonstrated during evening viewing sessions. 4. Be able to identify constellations, stars, planets, and other objects in the night sky by direct observation.

# AUTOMOTIVE AND RELATED TECHNOLOGY

## AUTORTK 100 HEATING AND AIR CONDITIONING SYSTEMS THEORY, INSPECTION & RPR (3) CSU

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

Instruction is offered in the area of (HVAC) heating, ventilation & air conditioning systems, with emphasis on function & testing of heater controls, heater cores, air conditioning compressors, clutch & controls.

### Student Learning Outcome:

1. The students will be able to inspect and diagnose air conditioning components for damage, wear and performance using proper procedures and equipment. 2. The student will be able to install an air conditioning manifold gage set and analyze pressure readings to determine system performance. 3. The students will be able to operate various automotive scanners to communicate with air conditioning controllers (ECM, PCM, BCM Etc.) retrieving repair codes to diagnose various components and sensors. 4. The students will be able to rebuild, repair, or replace as necessary various air conditioning components using proper equipment and procedures.

## AUTORTK 113 DRIVE TRAIN COMPONENTS PRINCIPLES AND PRACTICES (3) CSU

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

Instruction is offered in the, principles of operation, function and testing of manual/automatic transmissions and transaxles. Emphasis is placed on, power train systems, torque converter & planetary gear operation, gears & gear reduction. Laboratory instruction is offered in servicing of manual/automatic transmissions including, electronic shift controls, hydraulic fundamentals, fluids and sealing, clutches, and differentials.

### Student Learning Outcome:

1. Test, diagnose, and inspect automotive transmissions using industry standard tools and equipment. 2. The student will disassemble/ reassemble various transmissions sub assemblies and explain their operation.

## AUTORTK 114 STEERING, SUSPENSION, BRAKES, PRINCIPLES AND PRACTICES (3) CSU

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

This course provides instruction in the theory, design, principles, diagnostics, and proper system service of automotive brake, suspension, and steering systems.

### Student Learning Outcome:

1. Troubleshoot, diagnose and repair components of the automotive braking systems, suspension and steering systems including tires, wheels and alignment.

## AUTORTK 121 BASIC ENGINE THEORY INSPECTION AND REPAIR (3) CSU

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

This course offers instruction in the types of operating principles and performance characteristics of automotive engines. Applied mathematics and related physics are emphasized throughout the course. Students will disassemble and assemble a complete engine and apply related theory to factory procedures.

### Student Learning Outcome:

1. Define and explain the engine related components theory / operation and systematical method of troubleshooting system failures within the engine performance environment. 2. Identify and describe component location / function and operation within their perspective systems. 3. Identify the

difference between component failure and lack of maintenance problems associated with engine related service, troubleshoot, test and repair. 4. Charge a Battery and perform a load test to determine the condition of the Battery. 4. Perform basic engine condition diagnosis and define basic principles of troubleshooting engine problems. 5. Perform cranking vacuum, running vacuum, snap acceleration, exhaust restriction tests, power balance test, dry / wet compression test, and cylinder leakage test. 6. Perform cooling system pressure test and dye leakage test. 7. Perform oil pressure test. 8. Perform Fuel System Pressure and Volume Test on a Fuel Delivery System, determine the state of system and compare test results to manufacturer's specifications and make the correct recommendations. 9. Identify fuel injection system components describe basic theory and operation, and methods of testing and repair of components. 10. Perform a fuel injection system tests, diagnose and service components and interpret the results. 11. Identify basic fuel injection components and explain basic theory and operation of input and output devices. 12. Identify common automotive tools and equipment used in fuel injection troubleshooting and repair. 13. Demonstrate safe and proper use of equipment. 14. Know and follow state, federal, EPA and OSHA guidelines and regulations. 15. Complete a written quiz, which is similar in format to tests given by the Automotive Service Excellence (ASE) with a score of 70% or higher. 16. Identify parts and components. 17. Demonstrate proper tool usage and repair techniques. 18. Practice safe methods of using hand and power tools. 19. Remove and replace parts. 20. Identify and use the different types and sizes of fasteners used on electrical and electronic components. 21. Read trade and equipment manuals. 22. Practice quality assurance standards. 23. Use common sense. 24. The student will be able to perform an engine vacuum test, compression test, cylinder power balance test, cylinder leak down test, oil leak & pressure test and exhaust restriction test.

## AUTORTK 122 ELECTRICAL/ELECTRONIC SYSTEMS THEORY, INSPECTION & REPAIR (3) CSU

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

Instruction on theory, inspection & repair of automotive electronic/electrical systems and components. Emphasis is placed on charging, battery/starting & ignition systems component inspection, diagnosis & repair. This course also offers instruction on electrical wiring diagram analysis.

### Student Learning Outcome:

1. Troubleshoot, diagnose and repair of electrical and electronic systems using the appropriate test equipment such as scanners, DVOMs (Digital Volt Ohm Meters), ETMs (Electrical Troubleshooting Manuals) and wiring schematic circuit diagrams. 2. Diagnose automotive electrical problems, to include electrical principles, use of basic electrical test equipment, and how to interpret wiring diagrams, and to gather and analyze information. 3. Diagnose and repair automotive batteries, starting, and charging, lighting systems, advanced automotive electrical systems, to include body electrical accessories, and basic computer control.

## AUTORTK 123 FUEL & EMISSIONS SYSTEMS THEORY, INSPECTION & REPAIR (3) CSU

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

Instruction is offered on engine performance, diagnosis and repair. Emphasis is placed on ignition, fuel, and emission systems. Instruction is offered on related technologies of automotive fuel delivery systems, induction and scavenging systems. The proper use of test equipment and automotive engine evaluation procedures are stressed in this course.

### Student Learning Outcome:

1. The students will complete appropriate NATEF task sheets provided in student work book accompanying text as related to fuel and ignition systems and tuneup.

## AUTORTK 130 AUTOMOTIVE THEORY AND REPAIR I (3) CSU

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

Instruction is offered on the areas of advanced engine construction & use of engine diagnostic equipment, standard transmissions & clutches, with emphasis on diagnosis and repair procedures. Shop practice is offered on most areas of automotive repairs: engine, transmissions, drivability, brakes, suspension, steering, and automotive accessories.

Student Learning Outcome:

1. The student will be able to perform an engine vacuum test, compression test, cylinder power balance test, cylinder leak down test, oil leak & pressure test and exhaust paper test. 2. The student will be able to use engine condition and performance data to determine necessary engine repair procedures. 3. The student will be able to use industry standard tools and equipment to perform necessary engine repair procedures.

**AUTORTK 131 AUTOMOTIVE THEORY AND REPAIR II (3) CSU**

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

Instruction is offered on the areas of advanced emission systems diagnosis, with emphasis on diagnosis & repair procedures to prepare vehicles for the State of California smog test. Shop practice is offered on most areas of automotive repairs: engine, transmissions, drivability, brakes, suspension, steering, and automotive accessories.

Student Learning Outcome:

1. The students will be able to inspect and diagnose emission components for damage, wear and performance using proper procedures and equipment. 2. The students will be able to operate DSO'S/DMM'S to analyze electrical emission control circuits for correct electrical signals and performance using proper procedures. 3. The students will be able to operate various automotive scanners to communicate with emission system controllers (ECM and PCM) retrieving repair codes to diagnose various components and sensors. 4. The students will be able to repair, or replace as necessary various emission control components using proper equipment and procedures.

**AUTORTK 135 COMPUTER CONTROL AND FUEL INJECTION (3) CSU**

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

Instruction is offered in Automotive Computer Control and Fuel Injection Systems. Emphasis is placed on computer control electronic and fuel systems construction, function, inspection, component theory and operation, troubleshooting principles and engine condition diagnosis, testing,

Student Learning Outcome:

1. Define and explain the fuel injection components theory / operation and systematical method of troubleshooting system failures within the engine performance environment. 2. Identify and describe component location / function and operation within their perspective systems. 3. Identify the difference between opens, shorts and grounds within circuits, troubleshoot, test and repair. 4. Charge a Battery and perform a load test to determine the condition of the Battery. 5. Perform a Fuel System Pressure and Volume Test on a Fuel Delivery System, determine the state of system and compare test results to manufacturer's specifications and make the correct recommendations. 6. Identify fuel injection system components describe basic theory and operation, and methods of testing and repair of components. 7. Perform a fuel injection system tests, diagnose and service components and interpret the results. 8. Identify basic fuel injection components and explain basic theory and operation of input and output devices. 9. Identify common automotive tools and equipment used in fuel injection troubleshooting and repair. 10. Demonstrate safe and proper use of equipment. 11. Know and follow state, federal, EPA and OSHA guidelines and regulations. 12. Complete a written quiz, which is similar in format to tests given by the Automotive Service Excellence (ASE) with a score of 70% or higher. 13. Identify parts and components. 14. Demonstrate proper tool usage and repair techniques. 15. Practice safe methods of using hand and power tools. 16. Remove and replace parts. 17. Identify and use the different types and sizes of fasteners used on electrical and electronic components. 18. Read trade and equipment manuals. 19. Practice quality assurance standards. 20. Use common sense. 21. Demonstrate ability to assemble and disassemble fasteners, components, etc. 22. Diagnose and repair electrical and electronic components and noises associated with repair. 23. Demonstrate proper safety practices and use of equipment.

**AUTORTK 136 AUTOMOTIVE EMISSION CONTROL SYSTEMS (3)**

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

This course is designed to upgrade the knowledge of students who are currently employed in the automotive field. It will prepare students to take the Alternative Test for the State of California Bureau of Automotive Repair: These are the alternative to the ASE A6, A8, and L1 test. Materials and

content comply with B.A.R. requirements. This is not to be considered and entry level class.

Student Learning Outcome:

1. Troubleshoot, diagnose and inspect automotive engine performance and electrical systems using industry standard tools and equipment.

**AUTORTK 140 AUTOMOTIVE THEORY AND REPAIR IV (3) CSU**

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

Classroom lecture is offered in the areas of brake systems, front suspension systems, batteries, starting and charging systems, with emphasis on diagnosis and repair procedures. Shop practice is offered in most areas of automotive repairs: engine, transmissions, tune up, brakes, suspension, steering, and automotive accessories, and various other repairs using available vehicles.

Student Learning Outcome:

1. The students will be able to inspect and diagnose braking, suspension/steering and battery/starter components for damage, wear and performance using proper procedures and equipment. 2. The students will be able to operate DSO'S/DMM'S to analyze electrical braking, suspension/steering and battery/starter circuits for correct electrical signals and performance using proper procedures. 3. The students will be able to operate various automotive scanners to communicate with brake, suspension/steering, and battery/starter controllers retrieving repair codes to diagnose various components and sensors. The students will be able to repair, rebuild or replace as necessary various brake, suspension/steering, and battery/starter components using proper equipment and procedures.

**AUTORTK 141 AUTOMOTIVE THEORY AND REPAIR V (3) CSU**

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

Instruction is offered on, the use of electrical diagnostic equipment, interpretation of wiring diagrams, engine computer controls and charging systems. Shop practice is offered on most areas of automotive repairs: engine, transmissions, drivability, brakes, suspension, steering, and automotive accessories.

Student Learning Outcome:

1. The students will be able to inspect and diagnose charging, ignition and computer control components for damage, wear and performance using proper procedures and equipment. 2. The students will be able to operate DSO'S/DMM'S to analyze electrical charging, ignition and computer control circuits for correct electrical signals and performance using proper procedures. 3. The students will be able to operate various automotive scanners to communicate with charging, ignition, and engine controllers (ECM, PCM, BCM Etc.;) retrieving repair codes to diagnose various components and sensors. 4. The students will be able to repair, or replace as necessary various charging, ignition, and computer control components using proper equipment and procedures.

**AUTORTK 142 AUTOMOTIVE THEORY AND REPAIR VI (3) CSU**

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

Instruction is offered on fuel injection, automatic transmissions & heating, ventilation & air conditioning systems, with emphasis on diagnosis and repair procedures. Shop practice is offered on most areas of automotive repairs: engine, transmissions, drivability, brakes, suspension, steering, automotive accessories, and various other repairs.

Student Learning Outcome:

1. The students will be able to inspect and diagnose fuel injection, automatic transmissions and air conditioning system components for damage, wear and performance using proper procedures and equipment. 2. The students will be able to operate DSO'S/DMM'S to analyze electrical fuel injection, automatic transmission and air conditioning circuits for correct electrical signals and performance using proper procedures. 3. The students will be able to operate various automotive scanners to communicate with fuel injection, automatic transmission and air conditioning controllers retrieving repair codes to diagnose various components and sensors. 4. The students will be able to repair, rebuild or replace as necessary various fuel injection, automatic transmission and air conditioning components using proper equipment and procedures.

**AUTORTK 144 CALIFORNIA STATE BUREAU OF AUTOMOTIVE REPAIR CLEAN AIR CAR (3)***Lecture: 1 hour(s) Lab: 6 hour(s)*

The course is designed to upgrade knowledge of the students who are currently employed in the automotive field. This course also prepares students for employment and licensing in the California State Smog Check Program and prepares them for the California State Smog License Examination. Materials and content comply with Bureau of Automotive Repair requirements.

Student Learning Outcome:

1. Level One Engine and Emission Control Training Components: Level Two Smog Check Training Inspection Procedures.

**AUTORTK 185 DIRECTED STUDY AUTOMOTIVE AND RELATED TECHNOLOGY (1)***Lecture: 1 hour(s)*

This course allows students to pursue a directed study in Automotive and Related Technology on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

1. The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in automotive and related technology.

**AUTORTK 285 DIRECTED STUDY AUTOMOTIVE AND RELATED TECHNOLOGY (2)***Lecture: 2 hour(s)*

This course allows students to pursue a directed study in Automotive and Related Technology on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

1. The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in automotive and related technology.

**AUTORTK 385 DIRECTED STUDY AUTOMOTIVE AND RELATED TECHNOLOGY (3)***Lecture: 3 hour(s)*

This course allows students to pursue a directed study in Automotive and Related Technology on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

1. The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in automotive and related technology.

**AUTORTK 941 COOPERATIVE EDUCATION AUTOMOTIVE AND RELATED TECHNOLOGY (4) CSU***Lecture: 4 hour(s)*

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

Student Learning Outcome:

1. The student will develop at least three learning objectives to be accomplished on the job. The objectives will be related to the educational/occupational goals of the student.

**AUTOMOTIVE COLLISION REPAIR****AUTOCOR 112 AUTO BODY CONSTRUCTION, REPAIR AND WELDING FUNDAMENTALS (9)***Lecture: 3 hour(s) Lab: 18 hour(s)*

This course covers basic auto body construction types, nomenclature, body adjustments, and repairs. Instruction includes welding on high strength steels, alloys, and plastic composites. Replacement of structural and nonstructural auto body components is also covered.

Student Learning Outcome:

The student will be able to show proper tool usage and demonstrate welding techniques according to ICAR standards.

The student will be able to analyze various types of structural and nonstructural damage.

**AUTOCOR 114 BASIC WELDING THEORY AND PRACTICES (3)***Lecture: 1 hour(s) Lab: 6 hour(s)*

Instruction is given in the theory and safety of MIG and plastic welding/plastic adhesives. The main components of this class include the following: introduction to the collision repair industry and potential careers, shop safety and efficiency, and welding equipment technology.

Student Learning Outcome:

1. The student will be able to demonstrate proper tool usage and repair techniques, practice proper welding techniques, practice job safety. 2. They will read trade and equipment manuals, adhere to CALOSHA and EPA safety regulations, check for broken welds, tears, stress, and repair/replace as needed. 3. The student will properly use welding equipment, safely use hand and power tools, assure vehicle's structural integrity, perform final inspection, and practice quality assurance standards.

**AUTOCOR 115 AUTO BODY CONSTRUCTION (3)***Lecture: 1 hour(s) Lab: 6 hour(s)*

Instruction is given in the study of auto body construction and body part nomenclature. The study offers an understanding of diagnostic and repair procedures for movable and/or stationary glass and hardware.

Student Learning Outcome:

1. The student will be able to identify vehicle frame, major body sections, and body classifications. 2. The student will be able to use industry standard tools and equipment to perform necessary engine repair procedures.

**AUTOCOR 116 BASIC COLLISION REPAIR (3)***Lecture: 1 hour(s) Lab: 6 hour(s)*

Instruction is given in occupational information that includes body shop safety, work habits, job orientation and local laws and ordinances. The type of auto body tools and their uses are discussed and demonstrated. Laboratory experiences are provided for using basic hand and power tools in repairing minor sheet metal damage.

Student Learning Outcome:

1. The student will be able to demonstrate proper tool usage and repair techniques, practice proper welding techniques, practice job safety. 2. They will read trade and equipment manuals, adhere to CALOSHA and EPA safety regulations, check for broken welds, tears, stress, and repair/replace as need. 3. The student will properly use welding equipment, safely use hand and power tools, assure vehicle's structural integrity, perform final inspection, and practice quality assurance standards.

**AUTOCOR 124 INTERMEDIATE COLLISION REPAIRPARTS & REPLACEMENT ALIGNMENT (3)***Lecture: 1 hour(s) Lab: 6 hour(s)*

This course offers instruction in auto body repair procedures and alignment. Instruction is given on techniques used on outer body panel repairs, replacements, and adjustments. Instruction covers removing, repairing, and replacing steel, aluminum, and plastic composition on body panels, doors, deck lids, and hoods to manufacturers' specifications. Emphasis is placed on types and usage of auto body pull equipment, pulling points, and anchor points on damaged vehicles.

Student Learning Outcome:

1. The student will be able to demonstrate proper tool usage and repair techniques, practice proper outer panel replacement.

**AUTOCOR 125 INTERMEDIATE COLLISION REPAIRMETAL REPAIR AND REFINISHING (3)***Lecture: 1 hour(s) Lab: 6 hour(s)*

This course offers instruction in the study of auto body construction and body part nomenclature. Instruction is given in metal finishing, shrinking, and filled application. Instruction covers grinding, sanding, and restoring contours with heat and plastic body fillers/fiberglass fillers/SMC (Sheet molded compound) fillers/adhesives to industry standards.

Student Learning Outcome:

1. The student will be able to repair sheet metal to its original shape according to ASE and ICar standards.
2. Students will be able to describe different types of metals used in vehicle construction.
3. Students will be able to summarize paintless dent removal according to ASE and ICar standards.

**AUTOCOR 126 INTERMEDIATE COLLISION REPAIRFRAME STRAIGHTENING (3)***Lecture: 1 hour(s) Lab: 6 hour(s)*

This course offers instruction in auto body electrical wiring systems. Instruction covers the types of usage of auto body pull equipment and pulling and anchor points on damaged vehicles. Laboratory projects include proper pulling of damaged parts in conjunction with alignment and body repair.

Student Learning Outcome:

1. The student will be able to identify electrical components in vehicles and use alignment equipment to pull the damaged metal back out to its original shape according to ASE and Icar standards.
2. Students will be able to identify signs of stress/deformation and make necessary repair according to ASE and Icar standards.

**AUTOCOR 134 BODY PANEL REPLACEMENT (3)***Lecture: 1 hour(s) Lab: 6 hour(s)*

Instruction is given in bolton procedures and welding procedures of panel replacements and the use of pulling equipment for proper sheet metal alignment. Students will understand the techniques of outer body panel repairs, replacements, and adjustments. Students will repair, remove and replace steel / aluminum / SMC / plastic body panels, doors, deck lids, bumpers, and hoods. Students will adjust and align panels to manufacturer's specifications.

Student Learning Outcome:

1. Students will utilize proper safety equipment when working in the lab.
2. Students will properly remove and replace body panels to OEM specifications.
3. Students will properly set up the Squeezetype resistance spot welding machine.
4. Students will properly create spot welds to factory specifications.
5. Students will properly repair steel body panels.
6. Students will properly repair aluminum body panels.
7. Students will replace bolton aluminum body panels, riveted bonded aluminum body panels, and adhesively bonded aluminum body panels.
7. Students will properly prepare plastics for repair and welding.

**AUTOCOR 135 BODY SECTION REPLACEMENT (3)***Lecture: 1 hour(s) Lab: 6 hour(s)*

Instruction is given in body section replacement and structural sectioning, including removing and replacing mechanical parts, using manufacturers' body repair manual and ICAR recommendations. Measuring for cutting and proper alignment of sections is stressed. Students will understand the proper techniques of body/structural sectioning and anticorrosion protection.

Student Learning Outcome:

1. Students will utilize proper safety equipment when working in the lab.
2. Students will be able to differentiate between High Strength Steel (HSS), Advanced High Strength Steel (AHSS), and Ultra High Strength Steel.
3. Students will be able to repair and replace complete and partial unibody frame panels made of HSS, AHSS, and UHSS.
4. Students will be able to repair and replace complete and partial fullframe sections made of HSS, AHSS, and UHSS.
5. Students will be able to take corrosion precautions and apply corrosion preventing materials where needed.

**AUTOCOR 136 UNITIZED BODY AND FRAME ALIGNMENT (3)***Lecture: 1 hour(s) Lab: 6 hour(s)*

Students learn proper frame alignment and the methods of straightening damaged frames and unitized body construction. Students learn to utilize computerized laser beam frame measuring equipment. Body shop practices are also covered.

Student Learning Outcome:

1. Students will utilize proper safety precautions when measuring and straightening frames with equipment.
2. Students will identify proper measurements by examining Body Dimension Specifications from vehicle manufacturers.
3. Students will be able to evaluate the effects of impact forces through fullframe and unibody construction by measuring with specific gauge type measuring equipment and comparing the measurements to OEM specification measurements found in Body Dimension Charts.
4. Students will be able to evaluate the effects of impact forces through fullframe and unibody construction by measuring with specific computerized measuring systems and comparing the measurements to OEM specification measurements found in Software Dimension Charts.
5. Students will be able to utilize various types of unibody and fullframe straightening equipment to include infloor straightening equipment, portable body and frame pullers, rack straightening systems and bench straightening systems.

**AUTOCOR 140 ADVANCED COLLISION REPAIR ESTIMATING (3)***Lecture: 1 hour(s) Lab: 6 hour(s)*

Students are taught collision analysis for body, frame and refinishing of damaged vehicles. Students create damage reports for customers and insurance companies. Students are given access to Mitchell University online instruction and certification website. Instruction is given in proper repair procedures, nomenclature, and terminology so students can clearly justify damage reports to customers, insurance adjusters, and technicians. This course provides training on the basics of UltraMate Premier Suite eClaim Manager, a tool that allows users to place all claim related data (estimates, images, etc.) into a single electronic claim folder.

Student Learning Outcome:

1. Students will acquire supervisor skills relating to city, state, and national rules and regulations in regards to hazardous materials and employee safety.
2. Students will acquire certification for mastering Mitchell UltraMate Premier Suite eClaim Manager 3.7 Basic Training.
3. Students will acquire certification for mastering Mitchell UltraMate Premier Suite eClaim Manager 3.7 Advanced Training.
4. Students will be able to demonstrate proper analysis of structural and nonstructural vehicle damage.
5. Students will be able to recognize and illustrate accident reconstruction.
6. Students will be able to create damage reports using Mitchell UltraMate Software.
7. Students will be able to organize estimates along with pertinent information to communicate with industry partners.
8. Students will be able to build and configure communication avenues to direct repair partners.

**AUTOCOR 144 ADVANCED COLLISION REPAIR PRIMERS AND PAINTS (3)***Lecture: 1 hour(s) Lab: 6 hour(s)*

This course offers a review of auto collision repair techniques and includes lectures, demonstrations and guest speakers. Advanced instruction is offered in inspection, paint repair and repaint to ICAR and industry standards. The first part of DuPont Certification for Compliant Coatings Rule 1151 is taught in this course.

Student Learning Outcome:

1. Students will utilize proper safety equipment when spraying compliant coatings.
2. Students will properly apply DuPont compliant pretreatments and specialty coatings.
3. Students will properly apply primer surfacers.
4. Students will properly apply primer sealers.
5. Students will properly apply basecoats.
6. Students will properly apply clearcoats.
7. Students will properly mix factory colors using the DuPont ColorNet software.

**AUTOCOR 145 ADVANCED COLLISION REPAIR SPECIAL PROBLEMS & SOLUTIONS (3)***Lecture: 1 hour(s) Lab: 6 hour(s)*

This course offers a review of auto collision repair techniques, including paint application problems and solutions. Spot and panel paint options including color matching are taught. The second half of DuPont Certification for Compliant Coatings Rule 1151 is taught in this course. Certification testing for the DuPont Certificate is given and certificates are awarded to qualifying students.

Student Learning Outcome:

1. Students will acquire and utilize safety skills relating to Hazardous Materials Training for Auto Dealers.
2. Students will acquire the skills needed to refinish plastic and flexible parts.
3. Students will acquire the skills needed to refinish spot and panel repairs.
4. This includes color matching.
5. Students will acquire the skills needed to refinish complete paint jobs.
6. Students will acquire certification for compliant coatings for Rule 1151.

**AUTOCOR 148 PAINT PREPARATION AND APPLICATION (3)***Lecture: 1 hour(s) Lab: 6 hour(s)*

Students receive instruction in the types and properties of paint, solvent and spot painting. Cause and effect relationships of paint and surface blemishes, paint application problems, repairs and final detailing as required to ICAR and industry standards are introduced.

Student Learning Outcome:

1. Students will utilize proper safety equipment when spraying compliant coatings.
2. Students will ascertain and utilize the various types of safety equipment when spray painting.
3. Students will mix and formulate compliant coatings to industry standards.
4. Students will practice spraying spot and panel repairs.
5. Students will detail vehicles for delivery to customers.

**AUTOCOR 149 ESTIMATING BODY DAMAGE (3)***Lecture: 1 hour(s) Lab: 6 hour(s)*

Students are taught body repair and computerized estimating collision

Student Learning Outcome:

1. Students will properly identify vehicles.
2. Students will be able to demonstrate proper analysis of structural and nonstructural vehicle damage.
3. Students will be able to recognize and illustrate accident reconstruction.

**AUTOCOR 185 DIRECTED STUDY AUTOMOTIVE COLLISION REPAIR (1)***Lecture: 1 hour(s)*

This course allows students to pursue a directed study in Automotive Collision Repair on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

1. The outcome will vary depending on the contract with the instructor.
2. The student will formulate a research paper based on a topic in automotive collision and related technology.

**AUTOCOR 226 AUTOMOTIVE COLLISION REPAIR I (3)***Lecture: 1 hour(s) Lab: 6 hour(s)*

This course introduces students to MIG welding, aluminum welding, and resistance welding. Students will learn to repair and replace body panels on unibody and fullframe vehicles. Repairing and replacing structural panels made of High Strength Steel (HSS), Advanced High Strength Steel (AHSS), and Ultra High Strength Steel (UHSS) are incorporated into this course. Students will learn aluminum welding techniques and panel bonding for both aluminum and steels. Students will understand the proper techniques of body/structural sectioning and anticorrosion protection. Students will repair vehicles to industry standards.

Student Learning Outcome:

1. Students will utilize proper safety equipment when working in the lab.
2. Students will properly remove and replace body panels to OEM specifications.
3. Students will properly set up the Squeezetype resistance spot welding machine.
4. Students will properly create spot welds to factory specifications.
5. Students will properly repair steel body panels.
6. Students will properly repair aluminum body panels.
7. Students will be able to repair and replace complete and partial fullframe sections made of HSS, AHSS, and UHSS.
8. Students will be able to take corrosion precautions and apply corrosion preventing materials where needed.
9. Students will be able to evaluate the effects of impact forces through fullframe and unibody construction by measuring with specific gauge type measuring equipment and comparing the measurements to OEM specification measurements found in Body Dimension Charts.
10. Students will be able to utilize various types of unibody and fullframe straightening equipment to include infloor straightening equipment, portable body and frame pullers, rack straightening systems and bench straightening systems.

**AUTOCOR 227 AUTO BODY AND FENDER II (3)***Lecture: 1 hour(s) Lab: 6 hour(s)*

This course offers advanced training in refinishing, color mixing and matching of OEM (Original Equipment manufacturer) color codes. Proper paint gun operation and use of air pressure and spray patterns are emphasized, as well as VOC (Volatile Organic Compounds) log calculation systems. Students will learn to repair/repaint as required to ICAR and industry standards. This course will emphasize on the STAR Training Program whose goal is to train technicians to reduce material consumption costs and pollution through increased spray efficiency.

Student Learning Outcome:

1. Students will utilize proper safety equipment when spraying compliant coatings.
2. Students will learn how to use the sandpaper grading system.
3. Students will understand proper techniques of preparing panels.
4. Students will learn the proper operating and maintenance procedures for HVLP spray equipment.
5. Students will learn proper mixing techniques.
6. Students will properly apply DuPont compliant sealers, waterborne basecoats and clears.
7. Students will learn the proper operating and maintenance procedures for Laser Touch spray system.

**AUTOCOR 285 DIRECTED STUDY AUTOMOTIVE COLLISION REPAIR (2)***Lecture: 2 hour(s)*

This course allows students to pursue a directed study in Automotive Collision Repair on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

1. The outcome will vary depending on the contract with the instructor.
2. The student will formulate a research paper based on a topic in automotive collision and related technology.

**AUTOCOR 385 DIRECTED STUDY AUTOMOTIVE COLLISION REPAIR (3)***Lecture: 3 hour(s)*

This course allows students to pursue a directed study in Automotive Collision Repair on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

1. The outcome will vary depending on the contract with the instructor.
2. The student will formulate a research paper based on a topic in automotive collision and related technology.

**AUTOCOR 941 COOPERATIVE EDUCATION AUTOMOTIVE COLLISION REPAIR (4)***Lecture: 4 hour(s)*

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

Student Learning Outcome:

1. The student will develop at least three learning objectives to be accomplished on the job.
2. The objectives will be related to the educational/occupational goals of the student.

# BAKING, PROFESSIONAL

**PROFBKG 101 ASSEMBLING AND DECORATING CAKES (2)***Lecture: 1 hour(s) Lab: 2 hour(s)**Prerequisite: Culinary Arts 112*

The course provides an introduction to cake decorating and design. Students will recognize and prepare various piping methods as they pertain to a professional bakery.

Student Learning Outcome:

Recognize basic cake piping and frosting techniques Demonstrate various piping techniques Assess finished technique per classroom and industry standard

**PROFBKG 112 BAKING PROCESSES AND THEORY OF INGREDIENTS (4)***Lecture: 2 hour(s) Lab: 6 hour(s)**Corequisite: Culinary Arts 112*

Course Covers the production of quick breads, introduction to puff pastry, laminated dough, and cookies with an emphasis placed on mixing methods. The role of leavening agents, starches, chemical reactions of ingredients and the effect on heat and cold on products. Recipe and menu development, including ingredient selection will be discussed.

Student Learning Outcome:

1. Identify Beginning Baking terminology and bakers math.
2. Practice Various Baking methods of preparation.
3. Evaluate and critique finished product.

**PROFBKG 121 BEGINNING YEAST BREADS AND QUICKBREADS (6)***Lecture: 3.75 hour(s) Lab: 6.75 hour(s)**Prerequisite: Professional Baking 112 and Culinary Arts 112*

Class introduces student to volume lean & rich yeast bread and quick bread production with an emphasis on flour usage, chemical and natural leavening

agents, as well as fat and sugar ingredient identification. Speed, accuracy, and increased productivity are stressed along with preparation of a variety of bread products up to industry standards.

Student Learning Outcome:

1. Identify a wide variety of baking procedures.
2. Demonstrate and apply methods of preparation for yeast, laminated and quickbreads.
3. Compare and Contrast the various preparations and evaluate finished product.

**PROFBKG 122 ARTESIAN BREADS, SPECIALTY BREADS (6)***Lecture: 3.75 hour(s) Lab: 6.75 hour(s)*

Recognize formulas and demonstrate the ability to alter formulas in yeast, rolled-in, and quick bread formulas central to this class. View bread baking from an artisan's perspective. Explore the fundamentals of baking science: How a formula works including changes of yields and altering percentages of ingredients in formulas to produce desired results are stressed. Work on increasing productivity, speed and accuracy is continued in this class.

Student Learning Outcome:

1. Students will demonstrate and apply the Artisanal Yeast Dough Production techniques that meet baking industry and/or employment standards.
2. Students will correctly demonstrate and apply the 12 Steps of Artisanal Yeast Dough Production.

**PROFBKG 131 PLATED RESTAURANT STYLE DESSERTS (6)***Lecture: 3.75 hour(s) Lab: 6.75 hour(s)**Prerequisite: Professional Baking 112; Professional Baking 121; Professional Baking 122; Culinary Arts 112*

The course covers a wide range of baking techniques and topics with concentration on the composition of restaurant style plated desserts made up of a number of components.

Student Learning Outcome:

1. Differentiate various baking preparation of dough, cakes, fillings, sauces and garnishes.
2. Demonstrate said preparations within a professional bakery setting.
3. Assess finished products according to industry standard.

**PROFBKG 132 MULTICOMPONENT DESSERTS AND PASTRIES (6)***Lecture: 3.75 hour(s) Lab: 6.75 hour(s)**Prerequisite: Professional Baking 112; Professional Baking 121; Professional Baking 122; Professional Baking 131 and Culinary Arts 112*

Students will discuss and demonstrate contemporary style multicomponent plated restaurant style desserts. Topics include traditional composed desserts, modern menu fusion, international/ethnic and classical dessert combinations.

Student Learning Outcome:

1. Identify multicomponent plated desserts used in the modern restaurant.
2. Demonstrate preparation of multicomponent plated desserts.
3. Evaluate multicomponent plated desserts.

**PROFBKG 141 ADVANCED BAKING CENTERPIECE AND DECORATING TECHNIQUES (6)***Lecture: 3.75 hour(s) Lab: 6.75 hour(s)**Prerequisite: Professional Baking 112; Professional Baking 121; Professional Baking 122; Professional Baking 131; Professional Baking 132; Culinary Arts 111; Culinary Arts 112*

This class applies procedures and techniques for preparing advanced decorative bakery items for display in a professional food service facility. Students will prepare and demonstrate various advanced techniques including: Molded and tempered chocolate show pieces, marzipan, nougatine, pastillage, pulled and molded sugar, wedding and other occasional cakes, rolled and poured fondant, and gum paste will be prepared and evaluated.

Student Learning Outcome:

Recognize and Demonstrate preparation of advanced bakery techniques and procedures Evaluate finished products per class and industry standard

**PROFBKG 941 COOPERATIVE EDUCATION BAKING, PROFESSIONAL (4)**

*Lecture: 4 hour(s)*

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

Student Learning Outcome:

The student will develop at least three learning objectives to be accomplished on the job. The objectives will be related to the educational/occupational goals of the student.



## BARBERING

**BAR 113 FRESHMAN BARBERING I (6)**

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

The beginning course includes sanitation, client protection, scalp treatments, shampooing, hair cutting, finger waves, curl constructions, and manicuring.

Student Learning Outcome:

Student will be able to perform basic hair designs. Students will be able to demonstrate a basic manicure. Students will be able to perform hair sculpting procedures and practice industry safety and sanitation standards.

**BAR 114 FRESHMAN BARBERING II (6)**

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

*Prerequisite: Barbering 113*

Beginning course with plain facials, permanent waving techniques, hair cutting with a razor and clippers and thermal texture hair styling.

Student Learning Outcome:

Students will be able to perform a plain facial using massage manipulations. Student will be able to demonstrate a plain straight back permanent wave. Student will be able to perform a variety of hair sculpting using the shears and clipper.

**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.

**BAR 124 BARBERING JR. SALON II (6)**

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

*Prerequisite: Barbering 123*

The students are instructed in advanced permanent waving, soft permanent wave, men hairpieces, thermal straightening and curling, hair cutting, clipper cutting and electricity.

Student Learning Outcome:

Students will be able to perform advanced cold waving, soft permanent waving. Students will be able to perform chemical straightening. Students will demonstrate competence in hair cutting. Students will be able to demonstrate proper use of electricity.

**BAR 133 BARBERING JR. SALON III (6)**

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

*Prerequisite: Barbering 114*

The course will cover basic, intermediate, and advance hair coloring, bleaching, lighteners, facial hair color, and color correction techniques. Course will cover shaving techniques and soft perm waving. The subjects mentioned will be discussed.

Student Learning Outcome:

The students will be able to apply law of color in identifying and demonstrating the applications of basic and intermediate hair coloring, bleaching and toning. Students will be able to apply shaving and hair sculpting. Student will be able to apply permanent/soft waving techniques.

**BAR 134 BARBERING JR. SALON IV (6)**

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

*Prerequisite: Barbering 133*

The course will cover basic, intermediate, and advanced hair coloring, bleaching, lighteners, facial hair color, and color correction techniques.

Student Learning Outcome:

Students will be able to describe the benefits of facial massage. Students will be able to identify the 14 shaving areas of the face. Students will be able to discuss, identify, and name the sections of the head as applied to hair cutting.

**BAR 143 BARBERING SR. SALON I (6)**

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

*Prerequisite: Barbering 124; Barbering 134*

The students will review all areas of cosmetology. Theory is focused on what is required by State Board and practical assignments related to services provided. There will be emphasis on communication, customer service, time management, booking of appointments and proper sales attitude.

Student Learning Outcome:

Student will be able to perform a chemical straightener. Student will be able to demonstrate a resting facial. Student will be able to list and describe the properties of the hair and scalp.

**BAR 144 BARBERING SR. SALON II (6)**

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

*Prerequisite: Barbering 143*

The students will be introduced to clinic floor practicum and advanced client services. Mock State Board procedures for licensure will be employed. Business practices include: client services, effective communication, job search skills, networking, strategies for building a clientele, selling techniques, starting and operation a business.

Student Learning Outcome:

Student will model industry standard business practices including customer rapport, service planning, professional communication, client retention, referrals, marketing and cooperation with coworkers. Student will review individual competency requirements, both skill and theory, and passing a mock examination, student will demonstrate readiness to pass the state certification exam.

## BIOLOGY

### BIOLOGY 003 INTRODUCTION TO BIOLOGY (4) UC:CSU

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

This is an introductory course dealing with the fundamental properties of living things. The structure and physiology of plants and animals, with emphasis on humans, are covered. Relationships between biological communities, genetics, and evolution are stressed.

Student Learning Outcome:

1. Be able to explain the cell theory, and discuss the structure and function of cell organelles and basic cell division processes. 2. Explain mechanisms of evolutionary changes. 3. Discuss the consequences of the evolutionary processes on biological diversity and adaptation patterns. 4. Describe patterns and processes of heredity (with emphasis on humans) using both classical and molecular genetics. 5. Relate the structure of organs and organ systems of multicellular organisms to their specific functions. 6. Discuss factors that affect the structure of biological communities and ecosystems. 7. Use basic biological (ecological) principles to analyze major environmental issues.

### BIOLOGY 005 INTRODUCTION TO HUMAN BIOLOGY (4) UC:CSU

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

The course includes basic biological principles as they apply to humans. The course will provide a foundation for advanced courses in Human Anatomy, Physiology, and Microbiology. Topics include chemical principles, the cell, heredity, human anatomy and physiology, microbiology, pathology, ecology, and bioethics.

Student Learning Outcome:

1. Student will apply the scientific method to understand biological principles. 2. Student will describe basic principles in human biology such as biochemistry and the cell. 3. Student will describe different types of bacteria, their staining methods, and how they cause disease. 4. Student will describe the anatomy and physiology of human organ systems.

### BIOLOGY 006 GENERAL BIOLOGY I (5) UC:CSU

Lecture: 3 hour(s) Lab: 6 hour(s)

Prerequisite: Chemistry 51 or Chemistry 101

This is the first of a sequence of two General Biology courses designed for life science and premed majors. It deals with basic cellular processes within and between cells, metabolism, genetics and recombinant DNA technology.

Student Learning Outcome:

1. Discuss the cell theory. 2. Discuss how cell structure is related to its function. 3. Discuss metabolism, cell communication and cell division processes. 4. Describe patterns of inheritance and discuss processes of heredity using concepts in Mendelian and molecular genetics. 5. Solve genetic problems involving Mendelian traits. 6. Discuss basic principles and applications of DNA technology.

### BIOLOGY 007 GENERAL BIOLOGY II (5) UC:CSU

Lecture: 3 hour(s) Lab: 6 hour(s)

Prerequisite: Biology 6

This is the second of a sequence of two General Biology courses designed for life science and premed majors. It deals with basic concepts in evolution, systematics, anatomy, physiology and ecology of organisms.

Student Learning Outcome:

1. Explain mechanisms of evolutionary change. 2. Discuss consequences of evolution on biological diversity and adaptation patterns. 3. Reconstruct phylogeny and explain principles of phylogenetic reconstruction using morphological and molecular data. 4. Identify and classify major taxa using phylogenetic systematics and explain the basis of classification. 5. Describe the most important events in the history of life on earth. 6. Relate the structure of organs of multicellular eukaryotes (with emphasis on plants and animals) to their functions. 7. Discuss how abiotic and biotic factors affect individuals, populations, communities and ecosystems. 8. Use ecological principles to analyze human impact on environment.

### BIOLOGY 036 BIOSCIENCE FOR HEALTH OCCUPATIONS (4)

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

This is an elementary course including basic chemistry, basic microbiology and anatomy and physiology. Basic chemistry, as related to health care and microbiological principles including asepsis will be treated. Anatomy and physiology, both microscopic and gross, of the human body are studied using a systems approach.

Student Learning Outcome:

1. Be able to use the Scientific Method in understanding biological principles. 2. Be able to describe basic chemical principles in human biology. 3. Be able to identify the structure and function of cell organelles. 4. Be able to describe different types of bacteria, their staining methods, and how they cause disease. 5. Be able to discuss the anatomy and physiology of human organ systems.

### BIOLOGY 185 DIRECTED STUDY BIOLOGY (1) CSU RPT 2

Lecture: 1 hour(s)

This course allows students to pursue directed study in Biology on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

Student will acquire the critical thinking and problem solving skills necessary for the study of a relevant topic in biology. Student will apply methods used by scientists while studying a selected topic in biology.

## BUILDING CONSTRUCTION TECHNIQUES

### BLDGCTQ 002 PREEMPLOYMENT APPLIED TRADES CALCULATIONS AND MEASUREMENTS (3) CSU

Lecture: 3 hour(s)

This is an entry level course in applied calculations and measurements with special emphasis on application problems encountered in the utility, manufacturing, and construction industries.

Student Learning Outcome:

1. Add, subtract, multiply, and divide whole numbers, with and without a calculator. 2. Use a standard ruler, a metric ruler, and a measuring 3. Recognize some of the basic shapes used in the construction industry and apply basic geometry to measure them.

### BLDGCTQ 007 WEATHERIZATION PRACTICAL ENERGY EFFICIENCY TECHNIQUES (3)

Lecture: 3 hour(s)

This course provides expertise advice on various techniques that can be used to weatherize homes and other structures. The course is suitable for application by a professional home or energy inspector. Homeowners would also benefit from the knowledge and application of the simpler techniques. Efficiency techniques related to: Energy basics, sealing, insulating, window replacement/installation, environmental air, water, appliance energy efficiency, and lighting are just some of the areas that will be covered.

Student Learning Outcome:

Students pass Basic Weatherization test.

**BLDGCTQ 008 WEATHERIZATIONENERGY EFFICIENCY PRACTICES (1) CSU**

*Lab: 3 hour(s)*

This course provides laboratory exercises to build skills necessary for the effective application of energy techniques that can be used to weatherize homes and other structures. Course is suitable for application by a professional weatherization contractor training entry level workers or a homeowner looking to improve their own home. Efficiency practices related to: Energy basics, sealing, insulating, window replacement/installation, environmental air, water, appliance energy efficiency, and lighting are just some of the areas that will be covered.

Student Learning Outcome:

Students install the 6 basic weatherization measures: Attic insulation, caulking gaps, window repair and glass cutting, door weather-stripping, water heater blanket, and low flow shower head.

**BLDGCTQ 009 ENERGY AUDITOR RESIDENTIAL (3) CSU**

*Lecture: 3 hour(s)*

A course focusing on residential energy requirements, loss and efficiency. How energy is used and lost will be discussed, along with the testing techniques and approaches to measure the amount of energy lost. Students will learn the components of an energy audit report and complete necessary forms.

Student Learning Outcome:

Students complete an energy audit form from testing data and take national certification test.

**BLDGCTQ 010 ENERGY AND UTILITY INDUSTRY CAREERS (3) RPT 3**

*Lecture: 3 hour(s)*

This course reviews the hot jobs in the energy and utility industry, and outlines a method for the student to decide on their career path. Hiring process and interview skills will be explored. Fitness for duty and other physical and physiological characteristics will be discussed. An A to Z guide to private, State, Federal, and international career opportunities will be presented.

Student Learning Outcome:

1. List career opportunities.
2. Develop a self-career map/plan.

**BLDGCTQ 011 CADD FOR SUSTAINABLE LANDSCAPE DESIGN (4) CSU**

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

This course covers the use of computer Aided Design/Drafting (CADD) applications specific to landscape professionals, including the introduction to CADD skills, block functions, Internet applications, three-dimensional design, presentation drawings, building systems, working drawings, and working drawing coordination.

Student Learning Outcome:

Students will complete a set of Three Dimensional Models with Libraries, Meta tags and Information using CAD MEP as the drawing tool for a sustainable landscape design project.

**BLDGCTQ 012 ENERGY AUDITOR RESIDENTIAL PRACTICES (3)**

*Lab: 3 hour(s)*

A course focusing on the practical application of residential energy requirements, loss and efficiency. Testing techniques and measurement the amount of energy lost. Students will perform actual energy audits of simulated structures and complete necessary forms.

Student Learning Outcome:

Students install the 6 basic weatherization measures: Attic insulation, caulking gaps, window repair and glass cutting, door weather-stripping, water heater blanket, and low flow shower head.

**BLDGCTQ 014 CARPENTRY AND CONSTRUCTION FOR SOLAR INSTALLATION (4)**

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

This course covers the roof structure principles necessary for installation of solar panels. Construction techniques and principles of roof framing and construction will be emphasized. Roof covering and flashing will also be a focus of the course. The installation and mounting of different panel mounting systems will also be demonstrated and covered in class.

Student Learning Outcome:

Students install residential Solar PV panels, including mounting rails , flashing and panel installation.

**BLDGCTQ 101 CONTRACT'S LICENSE LAW (3) CSU**

*Lecture: 3 hour(s)*

Contractor's License Law is designed to prepare personnel in the construction industry on the California Law requirements for attaining a California State Contractor's License. Topics covered are License Law, Mechanic's Lien Law, Employment Regulations, Worker's Compensation, Safety in Employment and Business Management.

Student Learning Outcome:

1. Complete a mock contractor's license examination.
2. Identify and interpret various Contractors' Licensure regulations.
3. Identify and interpret mechanics lean laws and regulations.

**BLDGCTQ 102 O.S.H.A. BASED SAFETY STANDARDS: CONSTRUCTION & INDUSTRY (2) RPT 3**

*Lecture: 2 hour(s)*

*(Same as Electrical Construction Maintenance 100)*

This course provides instruction on industry safety and health rules as it applies to workers and employers within the construction industry. Topics such as fall protection, lock out tag out procedures, PPE, excavations, etc. are covered. Participants that meet the required hourly attendance and successfully pass the final exam will be eligible to receive their OSHA (30 hrs.) safety training certificate.

Student Learning Outcome:

1. Recognize appropriate training requirements and training methods.
2. Define OSHA specific construction terms such as; competent person, construction work, confined space, working space, general duty clause.
3. Select situational appropriate PPE.

## BUSINESS

**BUS 001 INTRODUCTION TO BUSINESS (3) UC:CSU**

*Lecture: 3 hour(s)*

Special emphasis is placed on the meaning and purpose of business in our society, the historical development of business, the general economic setting for business today, and the following business areas: forms of business organization, manufacturing, marketing, human relations, financing, accounting, budgeting, reports, government-based relations and the social responsibilities of people in business.

Student Learning Outcome:

1. Comprehension of ten significant business concepts that are included in the established objectives for this course, per the course outline.

**BUS 005 BUSINESS LAW I (3) UC:CSU***Lecture: 3 hour(s)*

Introductory course in civil law emphasizing laws relating to contracts, agency, personal property, business organizations, partnerships, corporations, security transactions, and torts. Students also explore logical reasoning and the application of rules of law to everyday business affairs.

Student Learning Outcome:

1. Student will recognize particular legal issues inhering to a given case scenario and determine which laws come to bear on the issues towards arriving at a resolution of those issues.

**BUS 006 BUSINESS LAW II (3) CSU***Lecture: 3 hour(s)*

Introductory course in civil law emphasizing commercial paper, secured transactions, bankruptcy, real and personal property, and trusts and estates.

Student Learning Outcome:

1. Students will identify the laws, rules, and regulations that bound the exchange of goods and services between producers and consumers in the marketplace.

**BUS 012 CUSTOMER SERVICE PRINCIPLES (3)***Lecture: 3 hour(s)*

Instruction will focus on those skills the customer service student needs to be well prepared for a work environment characterized by demanding customers, changing economic conditions, constant change and a new level of competitiveness. This interpersonal skills approach places greater emphasis on the application of knowledge through practice, followed by feedback and reinforcement. The skills, strategies, and techniques used in this class are directed toward identifying customer needs and the satisfaction of those needs.

Student Learning Outcome:

Student will be able to describe customer service excellence. Student will be able to assess customer expectations and model effective responses to typical customer service scenarios. Student will be able to summarize methods to effectively communicate with customers.

**BUS 013 CUSTOMER SERVICE ISSUES (3)***Lecture: 3 hour(s)*

This course covers customer service issues such as decisionmaking, problem solving, handling conflict, teamwork, managing change, attitude and self-esteem, in the customer service workplace.

Student Learning Outcome:

Student will be able to summarize methods to effectively communicate with customers. Student will be able to demonstrate an understanding of techniques and strategies for handling difficult customers.

**BUS 014 ORAL COMMUNICATIONS FOR CUSTOMER SERVICE (3)***Lecture: 3 hour(s)*

Instruction will focus on the key issues of positive and productive customer service communications, identifying customer needs and problems and finding viable solutions.

Student Learning Outcome:

Student will be able to relate customer service behaviors to profits and customer retention. Student will be able to demonstrate positive customer service language and behaviors, and active listening techniques.

**BUS 032 BUSINESS COMMUNICATIONS (3) CSU***Lecture: 2 hour(s) Lab: 2 hour(s)*

The course emphasizes the concepts of successful written and oral communication skills in business in order to write effective business communications including letters, electronic communications, and short reports. This course also helps students develop the ability to create and present oral presentations.

Student Learning Outcome:

Students will become effective communicators to today's changing workplace. Students will learn the writing process as it applies to email messages and memorandums.

**BUS 033 TECHNICAL REPORT WRITING (3) CSU***Lecture: 3 hour(s)**Advisory: English 67*

This course provides student with technical communication skills that help in finding and using information to share with others in the workplace. It also provides techniques that communicators use to analyze an audience and purpose, to create and find the best information on a subject, to arrange the information skillfully to meet the audience's needs and preferences, and to deliver the information effectively using the most appropriate software application.

Student Learning Outcome:

Students will plan and draft documents using templates and style in Microsoft application. Student will learn how to write collaboratively in an office environment.

**BUS 038 BUSINESS COMPUTATIONS (3) CSU***Lecture: 3 hour(s)*

This course provides the principles of mathematics, financial accounting and general business problems that include the following: Bank services including checking account and credit card account activity, payroll calculations, cash and trade discounts merchandise markup and inventory valuation, simple and compound interest, annuities, stock and bond transactions, business consumer loans, taxes and insurance, depreciation, financial statements, ratios, and business statistics.

Student Learning Outcome:

Students will demonstrate speed and accuracy in analyzing the fundamental processes of mathematics commonly used in making business calculations. Students will demonstrate an understanding of mathematical skills required in other business subjects such as accounting, management, marketing, and computer operations.

**BUS 040 BUSINESS PROJECT MANAGEMENT (3) CSU***Lecture: 2 hour(s) Lab: 2 hour(s)*

This course will identify all phases of project management. Students will learn the tools for completing projects on time and within budget. Specific topics will include project life cycles, setting objectives, identifying activities and resources, work breakdown structures, workflow, network analysis, contingency planning, scheduling, budgeting, work in progress and reporting. Special emphasis will be placed on MS project.

Student Learning Outcome:

Students will be able to develop project proposals in regards to identifying project scope, developing project schedules while utilizing efficient resources, determining cost in respect to project risk and effectively closing the proposed project while building strong relationships with customers and partners.

**BUS 941 COOPERATIVE EDUCATION BUSINESS (4) CSU***Lecture: 4 hour(s)*

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

Student Learning Outcome:

The student will develop at least three learning objectives to be accomplished on the job. The objectives will be related to the educational/occupational goals of the student.

# CARPENTRY

## CRPNTRY 105 CALCULATIONS AND MEASUREMENT FOR WOODWORKING STUDENTS I (3) CSU

Lecture: 3 hour(s)

This course covers the basic math skills needed to perform in the construction field. Emphasis is placed on the basic operations and how they are applied to carpentry. Measurement calculations will be performed in both standard and metric measurements.

### Student Learning Outcome:

Students complete national certification test for Introduction to Construction Math

## CRPNTRY 111 CONSTRUCTION I (7) CSU

Lecture: 3 hour(s) Lab: 12 hour(s)

This course covers use and operation of hand tools, machine tools, and portable electric tools commonly used in the construction trades. Fundamentals of residential foundation and wall construction, use of rough and finish hardware, glues and adhesives, federal, state, and local building codes and ordinances are studied

### Student Learning Outcome:

1. Students will use common power and hand tools to perform basic framing operations. 2. The student will calculate rafter lengths and cut the rafters to size using a Skill saw. 3. The student will fasten framing members together using hand nailing techniques. 4. The student will measure and cut framing members to length using the worm drive circular saw, power miter box and radial arm saws.

## CRPNTRY 111A CONSTRUCTION I (3) CSU

Lecture: 3 hour(s)

This course covers use and operation of hand tools, machine tools, and portable electric tools commonly used in the construction trades. Fundamentals of residential foundation and wall construction, use of rough and finish hardware, glues and adhesives, federal, state, and local building codes and ordinances are studied.

### Student Learning Outcome:

Students identify parts of a wood framed structure and describe their purpose

## CRPNTRY 111B CONSTRUCTION I (2) CSU

Lab: 6 hour(s)

This is the second laboratory course in the Carpentry 111 sequence. This covers use and operation of hand tools, machine tools, and portable electric tools commonly used in the construction trades. Fundamentals of residential foundation and wall construction will be the focus of this course.

### Student Learning Outcome:

1. Students will use common power and hand tools to perform basic framing operations. 2. The student will calculate rafter lengths and cut the rafters to size using a Skill saw. 3. The student will fasten framing members together using hand nailing techniques. 4. The student will measure and cut framing members to length using the worm drive circular saw, power miter box and radial arm saws.

## CRPNTRY 111C CONSTRUCTION I (2) CSU

Lab: 6 hour(s)

This course covers use and operation of hand tools, machine tools, and portable electric tools commonly used in the construction trades. Fundamentals of wall construction, roof construction, and applications of federal, state, and local building codes and ordinances are studied.

### Student Learning Outcome:

1. Students will use common power and hand tools to perform basic framing operations. 2. The student will calculate rafter lengths and cut the rafters to size using a Skill saw. 3. The student will fasten framing members together using hand nailing techniques. 4. The student will measure and cut framing members to length using the worm drive circular saw, power miter box and radial arm saws.

## CRPNTRY 114 HAND AND POWER TOOL APPLICATION (4) CSU

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

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 (3) CSU

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

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.

## CRPNTRY 117 CONSTRUCTION MATERIALS (2) CSU

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

Corequisite: Carpentry 114

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

## CRPNTRY 123 BASIC HOUSE CONSTRUCTION (6) CSU

Lecture: 2 hour(s) Lab: 12 hour(s)

Prerequisite: Carpentry 114

This course covers the basic framing operations involved in residential construction. students will complete the framing process using large scale models. Basic construction tool operations, and processes will be emphasized and tested.

### Student Learning Outcome:

1. Students will use common power and hand tools to perform basic framing operations. 2. The student will calculate rafter lengths and cut the rafters to size using a Skill saw. 3. The student will fasten framing members together using hand nailing techniques. 4. The student will measure and cut framing members to length using the worm drive circular saw, power miter box and radial arm saws.

## CRPNTRY 124 BLUEPRINT READING AND ESTIMATING 1 (3) CSU

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

Prerequisite: Carpentry 115

Students will learn blueprint reading through the process of estimation. Material take offs, detail methods, labor calculations, profit, overhead and bid procedures will be examined.

### Student Learning Outcome:

Students complete national print reading certification test (nccer)

**CRPNTRY 126 CONSTRUCTION II (6) CSU***Lecture: 3 hour(s) Lab: 9 hour(s)*

The course focuses on principles of estimating, quantity takeoff, materials and labor costs, bidding procedures, for new construction, renovation for both residential and commercial construction.

Student Learning Outcome:

Students calculate construction materials, labor and business costs for a residential structure from a set of plans.

**CRPNTRY 129 BASIC RESIDENTIAL ESTIMATING (2) CSU***Lab: 6 hour(s)*

This course introduces the process of construction estimation. Students will learn the estimation process of individual systems as well as the whole structure. Students complete building data sheets and materials price sheet. They will gain experience through a complete materials estimate of a structure.

Student Learning Outcome:

Students complete a material takeoff for a construction project from blueprints.

**CRPNTRY 130 CALCULATIONS AND MEASUREMENT FOR WOODWORKING STUDENTS II (3) CSU***Lecture: 3 hour(s)*

Students complete common woodworking and construction calculations with an emphasis on percentage, area and volume calculations, algebra, geometry and trigonometry as they apply to the carpentry and woodworking trades. Students calculate concrete volume, lumber requirements and material quantities, as well as perform length and size calculations.

Student Learning Outcome:

Students will apply basic mathematical operations to construction calculations such as area, volume diagonal length and roof angles.

**CRPNTRY 132 APPLIED BLUEPRINT READING (3) CSU***Lecture: 1 hour(s) Lab: 6 hour(s)*

This course focuses on construction documents used in the construction of residential and light commercial projects. Emphasis is placed on the interpretation of drawings, standards, specifications, and symbols used in construction. Gathering information for material requirements and estimates will be major component of the course.

Student Learning Outcome:

STUDENTS WILL HIGHLIGHT AND DETAIL THE FOUNDATION, FLOOR AND FRAMING PLANS ACCORDING TO THE SHEAR PANEL SCHEDULE, THEN INDEX AND TAPE PLANS ACCORDING TO INSTRUCTIONS.

**CRPNTRY 133 ADVANCED RESIDENTIAL ESTIMATING (3) CSU***Lecture: 3 hour(s)*

Students complete a comprehensive residential estimation project including materials, labor, overheads costs and expenses. Students perform materials take off using detailed and unit methods. Students estimate concrete and rebar requirements, lumber needs for floor, wall and roof construction as well as interior and exterior finishing materials. Labor costs are also calculated for common construction jobs. At the end of the course students will complete a comprehensive estimate for a residential construction project.

Student Learning Outcome:

Prepare a takeoff estimate of materials using a set of architectural plans.

**CRPNTRY 134 ADVANCED RESIDENTIAL CONSTRUCTION (4) CSU***Lecture: 2.5 hour(s) Lab: 4.5 hour(s)*

This course is a continuation of Basic Construction. Students will complete framing operations involving floor, wall, ceiling and roof construction. In addition, this course goes into greater depth in the areas of rough in for the preparation of electrical, plumbing, heating and ventilation.

Student Learning Outcome:

Students will detail wall plates off architectural plans that includes layout for all holdowns, posts, windows, doors, channels, shear panels, studs and anchor bolts.

**CRPNTRY 135 CONCRETE CONSTRUCTION (2) CSU***Lecture: 1 hour(s) Lab: 3 hour(s)*

Students explore and experience concrete concepts and forming. Emphasis will be placed on slab on grade forms and construction and stem forming. Students will use leveling instruments to square, level and layout buildings and forms.

Student Learning Outcome:

1. Estimating cubic yardage of concrete for footings, foundations walls and slabs from architectural drawings.

**CRPNTRY 144 RESIDENTIAL EXTERIOR FINISH (4) CSU***Lecture: 1 hour(s) Lab: 9 hour(s)*

In this course, students will learn the tools, techniques, and principles of residential exterior finish. Students will install exterior finish materials such as siding, stucco and shingles. An emphasis will be placed on installation of roofing materials such as asphalt shingles.

Student Learning Outcome:

Students will assemble and install a door jamb, hang a door and install door stop.

**CRPNTRY 145 RESIDENTIAL INTERIOR FINISH (5) CSU***Lecture: 2 hour(s) Lab: 9 hour(s)*

The course will focus on the materials, practices, and principles of interior finish work for residential construction. Emphasis will be placed on drywall installation and finishing, installation of interior door, installation of door hardware. Students will also install door and window casing, baseboard, and crown molding. Stair layout and construction will also be reviewed.

Student Learning Outcome:

Students complete door installation including the installation of lock set, casing, weather-stripping, threshold and door shoe.

**CRPNTRY 148 COMPUTER ASSISTED ESTIMATING I (3) CSU***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

Students receive instruction in using specialized software to generate 2D and 3D plans for residential construction. Emphasis will be placed on using the developed plans to generate estimation information including material and cut lists.

Student Learning Outcome:

Students create a complete set of building documents including material lists.

**CRPNTRY 149 COMPUTER ASSISTED ESTIMATING II (3) CSU***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

This course includes instruction in advanced computer assisted estimating techniques. Students will learn to make design projects with emphasis on material applications, structural design, framing lumber, concrete reinforcement, producing a cost break down and bidding procedures.

Student Learning Outcome:

Students will prepare complete cost estimates using software, including cost of materials and labor from outside sources.

**CRPNTRY 170 INTRODUCTION TO CNC WOODWORKING MACHINING AND PROGRAMMING (3)***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

This course presents an introduction to the use of a CNC router. Topics include safety, feed speeds, spindle speeds, tooling, setups and programming to include related attachments and accessories for the machine.

Student Learning Outcome:

1. Create a name plate with the CNC Router using MaterCam.

**CRPNTRY 185 DIRECTED STUDY CARPENTRY (1) CSU***Lecture: 1 hour(s)*

This course allows students to pursue directed study in Carpentry on a contract basis under the direction of a supervising instructor. Students must be enrolled in at least one carpentry course to take this class.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a project based on a topic in Carpentry and related topics.

**CRPNTRY 240 BUILDING CONSTRUCTION SPECIALTIES (4) CSU***Lecture: 2.5 hour(s) Lab: 4.5 hour(s)*

This course is a continuation of Basic Construction. Students will complete framing operations involving floor, wall, ceiling and roof construction. In addition, this course goes into greater depth in the areas of rough in for the preparation of electrical, plumbing, heating and ventilation.

Student Learning Outcome:

Students will detail wall plates off architectural plans that includes layout for all holdowns, posts, windows, doors, channels, shear panels, studs and anchor bolts.

**CRPNTRY 241 BLUEPRINT READING AND ESTIMATING (3) CSU***Lecture: 3 hour(s)*

Students will learn blueprint reading through the process of estimation. Material take offs, detail methods, labor calculations, profit, overhead and bid procedures will be examined.

Student Learning Outcome:

Prepare a takeoff estimate of materials using a set of architectural plans.

**CRPNTRY 243 BUILDING ESTIMATING I (3) CSU***Lecture: 3 hour(s)*

This course introduces the process of construction estimation. Students will learn the estimation process of individual systems as well as the whole structure. Students complete building data sheets and materials price sheet. They will gain experience through a complete materials estimate of a structure.

Student Learning Outcome:

Students complete a material takeoff for a construction project from blueprints.

**CRPNTRY 247 BUILDING ESTIMATING II (3) CSU***Lecture: 3 hour(s)*

Students complete a comprehensive residential estimation project including materials, labor, overheads costs and expenses. Students perform materials take off using detailed and unit methods. Students estimate concrete and rebar requirements, lumber needs for floor, wall and roof construction as well as interior and exterior finishing materials. Labor costs are also calculated for common construction jobs. At the end of the course students will complete a comprehensive estimate for a residential construction project.

Student Learning Outcome:

Prepare a takeoff estimate of materials using a set of architectural plans.

**CRPNTRY 251 BUILDING CODES 1: INTERNATIONAL RESIDENTIAL CODE (IRC) (3) CSU***Lecture: 3 hour(s)*

This class will examine the most current version of the International Residential Code. Topics will include administration and planning, and the structure, logic and layout of the code. It will then take up relevant code sections for all phases of residential construction. Namely, foundation, floor, wall, roof/ceiling, electrical, plumbing and mechanical, lighting distribution and fixtures, appliance installation and swimming pools. Study materials will be aligned with the most current ICC publications.

Student Learning Outcome:

Student will provide the code section and installation locations for smoke detectors

**CRPNTRY 252 BUILDING CODES 2 INTERNATIONAL BUILDING CODE (3) CSU***Lecture: 3 hour(s)*

This course provides the most updated international building codes. Topics to be covered are Administration, Use and Occupancy Classifications, types of Construction, General Heights and Areas, Fire and Smoke Protection features and Systems, Means of Egress, Accessibility, Detailed Occupancy Requirements, Exterior Wall Coverings, Roofs, and Foundations, Special Inspections, Concrete, Masonry and Wood, Interior Finishes, Interior Environment, Gypsum Board, Elevators, and Glazing.

Student Learning Outcome:

Student will provide code sections for Means of Egress code provisions.

**CRPNTRY 285 DIRECTED STUDY CARPENTRY (2) CSU***Lecture: 2 hour(s)*

This course allows students to pursue directed study in Carpentry on a contract basis under the direction of a supervising instructor. Students must be enrolled in at least one Carpentry course to take this class.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a project based on a topic in Carpentry and related topics.

**CRPNTRY 385 DIRECTED STUDY CARPENTRY (3) CSU***Lecture: 3 hour(s)*

This course allows students to pursue directed study in Carpentry on a contract basis under the direction of a supervising instructor. Students must be enrolled in at least one Carpentry course to take this class.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a project based on a topic in Carpentry and related topics.

**CRPNTRY 941 COOPERATIVE EDUCATION CARPENTRY (4)***Lecture: 4 hour(s)*

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

Student Learning Outcome:

The student will develop at least three learning objectives to be accomplished on the job. The objectives will be related to the educational/occupational goals of the student.

# CHEMICAL TECHNOLOGY

## CHEM T 111 APPLIED CHEMISTRY I (5) CSU

Lecture: 3 hour(s) Lab: 6 hour(s)

This course is dedicated to the study of principles and concepts of chemistry and laboratory techniques used in chemistry. Introduced in this course are concepts involving the structure of matter, the mole concept, properties of solutions, chemical reactions, test for purity, introduction to physical methods of analysis involving the use of separation and instrumental methods.

### Student Learning Outcome:

1. Determine and apply significant figures and scientific notation; calculate density, unit conversions, temperature; identify physical and chemical properties and changes.

## CHEM T 113 APPLIED CHEMISTRY MATHEMATICS I (2)

Lecture: 2 hour(s)

This course is about application of basic mathematical operations to problemsolving strategy in Chemical Technology.

### Student Learning Outcome:

The student will be able to apply basic mathematical skills to solve chemical Technology problems.

## CHEM T 121 APPLIED CHEMISTRY II (5) CSU

Lecture: 3 hour(s) Lab: 6 hour(s)

This course covers the principles as applied to aqueous solutions, energy and chemical reactions, modern atomic theory, chemical bonding, gases, chemical equilibrium, acids and bases, nuclear chemistry, and introduction to organic chemistry. Laboratory studies include qualitative and quantitative analysis of common anions and cations and introduction to instrumental analysis.

### Student Learning Outcome:

Students will be able to use the concept of modern atomic theory (in particular, quantum theory) to explain chemical behavior.

## CHEM T 123 APPLIED CHEMISTRY MATHEMATICS II (2)

Lecture: 2 hour(s)

This course covers further applications of mathematical techniques in chemical technology including techniques used in chemistry, physics and technical mathematics. The emphasis includes further topics in units, concentration, graphs, equilibrium, thermodynamics, and oxidation/reduction and industry related methods.

### Student Learning Outcome:

1. Discuss and explain the concept of average mass and explore how counting can be done by weighing. 2. Discuss and calculate mole, mass and Avogadro's number problems. 3. Discuss and calculate molar mass. 4. Explain and calculate unit conversion using. 5. Dimensional Analysis. 6. Explain and calculate % composition. 7. Discuss and calculate % yield. 8. Discuss and calculate pressure and volume. 9. Discuss and calculate solution preparation problems and molarity. 10. Discuss an calculate Standard Deviation. 11. Explain and calculate pH and pOH.

## CHEM T 131 INDUSTRIAL PROCESSES (3)

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

Instruction is given in the fundamental theories of chemical and physical processes used in various manufacturing industries. Also, instruction is given in operation of equipment including the introduction of concepts of quality control validation as it relates to manufacturing in regulated industries.

### Student Learning Outcome:

1. Apply GLP and GMP techniques. 2. Perform the synthesis of lab samples. 3. Analyze unknown lab samples. 4. Perform and evaluate all lab procedures in a final team project. 5. Apply computer applications necessary for data acquisitions.

## CHEM T 132 QUANTITATIVE AND INSTRUMENTAL ANALYSIS I (5) CSU

Lecture: 3 hour(s) Lab: 6 hour(s)

This course is dedicated to the study of principles and concepts of Quantitative and Instrumental methods of analysis including techniques using gravimetric and titrimetric analysis. Instrumental analysis such as, Gas Chromatography, Infrared Chromatography, Atomic Absorption and others are offered.

### Student Learning Outcome:

1. Apply GLP and techniques, perform the synthesis of lab samples, analyze unknown lab samples.

## CHEM T 133 ORGANIC CHEMISTRY I (4) CSU

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

This course includes systematic study of hydrocarbons including nomenclature, physical and chemical properties, occurrences, synthesis, and reactions of alkanes, alkenes, and alkynes. Laboratory studies include distillations, liquid/liquid extractions, and chromatographic techniques and IR spectroscopy.

### Student Learning Outcome:

The student will be able to recognize and name aliphatic hydrocarbons applying the IUPAC nomenclature rules.

## CHEM T 140 MICROBIOLOGY LABORATORY TECHNIQUES FOR TECHNICIANS (1)

Lab: 3 hour(s)

This course studies techniques and procedures used regularly in microbiology laboratories. It includes laboratory safety and aseptic techniques, media preparation, handling and maintaining cultures and the use and care of lab equipment, especially microscopes. The course is designed specifically for chemical, process and biomanufacturing technicians.

### Student Learning Outcome:

1. Demonstrate knowledge of lab safety techniques and standards and use them appropriately in the laboratory. 2. Isolate and transfer pure cultures of bacteria under aseptic conditions. 3. Demonstrate knowledge of bacteria and fungi commonly found in microbiology laboratories. 4. Prepare and observe under brightfield microscope stained bacterial smear. 5. Determine bacterial population density using standard plate count and turbidimetric techniques. 6. Prepare different types of liquid and solid culture media. 7. Prepare and properly store stock bacterial cultures. 8. Evaluate effects of physical and chemical agents on microbial growth. 9. Identify the scientific name of an unknown pure cultures of microbe using standard microbiological techniques.

## CHEM T 141 BASIC EMPLOYMENT INFORMATION (1)

Lecture: 1 hour(s)

Instruction covers safety precautions, professional ethics, health habits, responsibilities to the customer and management, personal appearance, employment trends and professional organizations. The course also includes writing resources and cover letters, and job search techniques.

### Student Learning Outcome:

1. Student will compose a resume using current employment formats. 2. Student will construct a cover letter and thank you note. 3. Student will demonstrate the ability successfully interview for an employment opportunity. 4. Student will create and present power point presentations covering employment criteria.

**CHEM T 142 QUANTITATIVE AND INSTRUMENTAL ANALYSIS II (5)***Lecture: 3 hour(s) Lab: 6 hour(s)*

This course is a continuation of Quantitative and Instrumental Analysis I. It is an advanced course covering the theory and application of modern instrumentation and techniques for the analysis of chemical systems such as fuels, waste water, food and beverages, pharmaceuticals, metal etc. It also includes interpretative spectroscopy and computer-assigned experimentation.

Student Learning Outcome:

1. Apply GLP and techniques. 2. Perform the synthesis of lab samples. 3. Analyze unknown lab samples. 4. Evaluate basic flowcharts in instrumentation. 5. Evaluate and quantify the sample composition and concentration.

**CHEM T 143 ORGANIC CHEMISTRY II (4) CSU***Lecture: 2 hour(s) Lab: 6 hour(s)*

This course addresses IUPAC nomenclature, physical and chemical properties, occurrences, synthesis, reactions and industrial applications of aldehydes and ketones, alcohols, ethers including cyclic and crown ethers, aromatic compounds, esters, amino acids, peptides, proteins, carbohydrates synthetic and natural polymers, polarimetry, IR, UV/VIS, NMR spectroscopy, and mass spectrometry.

Student Learning Outcome:

The student will be able to elucidate the structure of complex organic molecules by analyzing and interpreting the nmr spectrum of such compounds.

**CHEM T 161 SPECIAL PROJECTS I (1)***Lab: 3 hour(s)*

This course addresses the principles and instrumentation of gas chromatography (GC) with particular reference to Shimadzu GC8A gas chromatograph.

Student Learning Outcome:

The student will be able to perform distillation analysis of ethyl acetate and nbutyl acetate mixture using the GC8A gas chromatograph.

**CHEM T 162 SPECIAL PROJECTS II (2)***Lab: 6 hour(s)*

This is a course in which the student specializes in a particular laboratory instrument, device, or procedure.

Student Learning Outcome:

Students will be able to calibrate the FTIR spectrometer and perform liquid and/or solid analysis by IR spectroscopy. Students will be able to standardize the lambda35 UV/VIS spectrometer and perform liquid analysis by UV spectroscopy.

**CHEM T 168 CHEMICAL QUALITY CONTROL I (2)***Lab: 6 hour(s)*

This course provides Introduction to quantitative and qualitative analysis of common anions and cations in aqueous solution.

Student Learning Outcome:

The student will be able to assign oxidation states to individual atoms in molecules and ions and balance redox equations under acidic and basic conditions.

**CHEMISTRY****CHEM 051 FUNDAMENTALS OF CHEMISTRY I (5) UC:CSU***Lecture: 4 hour(s) Lab: 3 hour(s)**Prerequisite: Mathematics 114 or Mathematics 115*

This course with laboratory emphasizes the principles of inorganic chemistry and introduces elementary organic chemistry. It is planned primarily for health science majors, as a preparatory course for higherlevel chemistry courses, and for nonscience majors requiring a onesemester course with laboratory. High school students may obtain both: high school and college credit for this course. UC/CSU systems limit Chem 51/ Chem 65 credit to one course.

Student Learning Outcome:

1. Students will apply basic chemistry concepts to solve problems using the scientific method: a) Categorize matter according to its physical state and according to its chemical composition b) Describe the atom in terms of subatomic particles and their properties c) Name inorganic compounds d) Classify, balance and perform calculations with chemical reactions e) Explain properties of matter in terms of electron configurations f) Calculate concentration of solutions g) Solve acidbase, redox, and radioactivity problems h) Recognize simple organic compounds. 2. Students will perform quantitative experiments and relate experimental data to concepts learned in class.

**CHEM 065 INTRODUCTORY GENERAL CHEMISTRY (4) UC:CSU***Lecture: 3 hour(s) Lab: 3 hour(s)**Prerequisite: Mathematics 114 or Mathematics 115*

This course emphasizes basic inorganic chemistry concepts including composition of matter, families of compounds and chemical and physical changes leading the students to a better understanding of their environment. Students develop problemsolving skills applying the scientific method and perform experiments to reinforce the material learned in class. It is planned primarily as a preparatory course for higherlevel chemistry courses, and for nonscience majors requiring a onesemester course with laboratory. High school students may obtain both: high school and college credit for this course. UC/CSU systems limit Chem 51/ Chem 65 credit to one course.

Student Learning Outcome:

1. Students will apply basic chemistry concepts to solve problems using the scientific method: a) Categorize matter according to its physical state and according to its chemical composition b) Describe the atom in terms of subatomic particles and their properties c) Name inorganic compounds d) Classify, balance and perform calculations with chemical reactions e) Explain properties of matter in terms of electron configurations f) Calculate concentration of solutions g) Solve acidbase, redox, and radioactivity problems h) Recognize simple organic compounds. 2. Students will perform quantitative experiments and relate experimental data to concepts learned in class.

**CHEM 070 INTRODUCTORY ORGANIC AND BIOCHEMISTRY (4) UC:CSU***Lecture: 3 hour(s) Lab: 3 hour(s)**Prerequisite: Chemistry 51 or Chemistry 65 or Chemistry 101*

This course studies the structure, physical properties and nomenclature of organic compounds and biomolecules. Simple chemical reactions are introduced. Students use physical and chemical properties of compounds to characterize them in the laboratory. It is strongly recommended to take this course before taking chemistry 211. This course provides credit towards the Associate of Sciences degree in Chemistry

Student Learning Outcome:

1. Students will name small organic compounds; hydrocarbons, alcohols, ethers, thiols, aldehydes, ketones, carboxylic acids, esters, amines and amides. 2. Students will describe the structure of small organic compounds. 3. Students will classify constitutional and stereoisomers. 4. Students will describe structure and identify physical and chemical properties of carbohydrates, lipids, proteins and nucleic acids. 5. Students will use the physical and chemical properties of compounds to characterize them in the laboratory.

**CHEM 101 GENERAL CHEMISTRY I (5) UC:CSU**

Lecture: 3 hour(s) Lab: 6 hour(s)  
Prerequisite: Mathematics 125

This course presents the principles of chemistry, including modern atomic structure, chemical bonding, stoichiometry, gases, solids, liquids, descriptive inorganic chemistry, and introduces equilibrium and electrochemistry.

The laboratory emphasizes the quantitative aspects of chemistry and instrumentation. This course is part of the transfer sequence for careers in the physical, biological, and health sciences and a requirement for the Associate of Sciences degree in Chemistry

Student Learning Outcome:

1. Students will apply fundamental principles of chemistry to identify problems, propose solutions and demonstrate concepts: a) Students will use the Scientific method to solve problems using the proper units, precision and significant figures. b) Interpret the law of conservation of mass c) Calculate molar mass of compounds and molarity of solutions d) Analyze atomic theory, subatomic particles and isotopes e) Translate a word equation into a chemical equation, balance it and use it for stoichiometric calculations. f) Analyze precipitation, acid base, oxidation-reduction, equations g) Illustrate kinetic theory of ideal gases h) Analyze the units of energy and express a thermochemical equation i) Illustrate the concept of enthalpy and enthalpy change j) Use quantum numbers to define electrons. k) Illustrate the building up principle with the periodic table relating periodic properties to electron configuration. l) Describe ionic and covalent bonds m) Use Lewis formulas to illustrate the concepts of resonance, the octet rule and formal charge n) Relate bond lengths and bond orders to bond energies. o) Describe phase diagrams and properties of the solid, liquid and gaseous states of matter and relate their properties to intermolecular forces. p) Express concentration of solutions and analyze colligative properties of solutions. 2. Students will perform experiments and draw conclusions from experimental data.

**CHEM 101H GENERAL CHEMISTRY I (5) UC:CSU**

Lecture: 3 hour(s) Lab: 6 hour(s)  
Prerequisite: Mathematics 125

This course presents the principles of chemistry, including modern atomic structure, chemical bonding, stoichiometry, gases, solids, liquids, descriptive inorganic chemistry, and introduces equilibrium and electrochemistry.

The laboratory emphasizes the quantitative aspects of chemistry and instrumentation. This course is part of the transfer sequence for careers in the physical, biological, and health sciences and a requirement for the Associate of Sciences degree in Chemistry

Student Learning Outcome:

1. Students will apply fundamental principles of chemistry to identify problems, propose solutions and demonstrate concepts: a) Students will use the Scientific method to solve problems using the proper units, precision and significant figures. b) Interpret the law of conservation of mass c) Calculate molar mass of compounds and molarity of solutions d) Analyze atomic theory, subatomic particles and isotopes e) Translate a word equation into a chemical equation, balance it and use it for stoichiometric calculations. f) Analyze precipitation, acid base, oxidation-reduction, equations g) Illustrate kinetic theory of ideal gases h) Analyze the units of energy and express a thermochemical equation i) Illustrate the concept of enthalpy and enthalpy change j) Use quantum numbers to define electrons. k) Illustrate the building up principle with the periodic table relating periodic properties to electron configuration. l) Describe ionic and covalent bonds m) Use Lewis formulas to illustrate the concepts of resonance, the octet rule and formal charge n) Relate bond lengths and bond orders to bond energies. o) Describe phase diagrams and properties of the solid, liquid and gaseous states of matter and relate their properties to intermolecular forces. p) Express concentration of solutions and analyze colligative properties of solutions. 2. Students will perform experiments and draw conclusions from experimental data.

**CHEM 102 GENERAL CHEMISTRY II (5) UC:CSU**

Lecture: 3 hour(s) Lab: 6 hour(s)  
Prerequisite: Chemistry 101

This course is a continuation of General Chemistry I. It includes detailed study of chemical equilibrium, kinetics, electrochemistry, nuclear and coordination chemistries. Quantitative and qualitative analysis and inorganic preparations are part of the laboratory. This course is part of the transfer sequence for careers in the physical, biological, and health sciences and a requirement for the Associate of Sciences Degree in Chemistry

Student Learning Outcome:

1. Students will describe kinetic, equilibrium and redox concepts for inorganic reactions and apply radioactivity principles: a) Relate rates of reactions to mechanisms a) Evaluate rates of reactions and their dependence on concentration and temperature b) Illustrate and evaluate dynamic equilibrium and effect of catalysts the effect of catalysis c) Interpret the Arrhenius, Bronsted-Lowry and Lewis concepts of acids and bases, analyze relative strength of acids and base and relationship of molecular structure to acid strength d) Define and determine the pH of solutions d) Describe and analyze acid base equilibria e) Assess the properties of salt solution and buffer solutions and perform acid base titrations f) Define the solubility product Ksp and apply it to calculate solubility of compounds g) State the first, second and third laws of thermodynamics and perform calculations for phase transitions and chemical changes h) Relate free energy to equilibrium constants and temperature i) Balance redox reactions and illustrate their applications. j) Define radioactivity, formulate nuclear equations and evaluate nuclear stability k) Identify, describe and interpret the properties of main group elements, transition elements and coordination compounds. 2. Students will perform experiments to illustrate these concepts following safety practices in the laboratory.

**CHEM 102H GENERAL CHEMISTRY II HONORS (5) UC:CSU**

Lecture: 3 hour(s) Lab: 6 hour(s)  
Prerequisite: Chemistry 101

This course is a continuation of General Chemistry I. It includes detailed study of chemical equilibrium, kinetics, electrochemistry, nuclear and coordination chemistries. Quantitative and qualitative analysis and inorganic preparations are part of the laboratory. This course is part of the transfer sequence for careers in the physical, biological, and health sciences and a requirement for the Associate of Sciences Degree in Chemistry

Student Learning Outcome:

1. Students will describe kinetic, equilibrium and redox concepts for inorganic reactions and apply radioactivity principles: a) Relate rates of reactions to mechanisms a) Evaluate rates of reactions and their dependence on concentration and temperature b) Illustrate and evaluate dynamic equilibrium and effect of catalysts the effect of catalysis c) Interpret the Arrhenius, Bronsted-Lowry and Lewis concepts of acids and bases, analyze relative strength of acids and base and relationship of molecular structure to acid strength d) Define and determine the pH of solutions d) Describe and analyze acid base equilibria e) Assess the properties of salt solution and buffer solutions and perform acid base titrations f) Define the solubility product Ksp and apply it to calculate solubility of compounds g) State the first, second and third laws of thermodynamics and perform calculations for phase transitions and chemical changes h) Relate free energy to equilibrium constants and temperature i) Balance redox reactions and illustrate their applications. j) Define radioactivity, formulate nuclear equations and evaluate nuclear stability k) Identify, describe and interpret the properties of main group elements, transition elements and coordination compounds. 2. Students will perform experiments to illustrate these concepts following safety practices in the laboratory.

**CHEM 185 DIRECTED STUDY CHEMISTRY (1)**

Lecture: 1 hour(s)

This course allows students to pursue directed study in Chemistry on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The student will formulate a research project based on a specific chemistry topic, interpret the current chemical research literature on that topic and write a report about it.

**CHEM 211 ORGANIC CHEMISTRY FOR SCIENCE MAJORS I (5) UC:CSU***Lecture: 3 hour(s) Lab: 6 hour(s)**Prerequisite: Chemistry 102*

Structure, dynamics, equilibrium and nomenclature of organic compounds including conformational analysis, potential energy plots, hybridization, reaction mechanisms and molecular modeling. Students employ modern synthetic and chromatographic techniques. Guest speakers enhance the topics covered in class. This course is part of the transfer sequence for careers in the physical, biological, and health sciences and a requirement for the Associate of Sciences degree in Chemistry.

Student Learning Outcome:

1. Students will describe structure dynamics and equilibrium of organic compounds i.e. Hydrocarbons, haloalkanes, alcohols, thiols, ethers, sulfides and epoxides: a) Describe bonding and structure of functional groups in organic compounds. b) Name them according to the IUPAC system. c) Relate their physical properties to structure. d) Inspect conformations of alkanes and cycloalkanes. e) Describe chirality, optical activity and inspect properties of stereoisomers. f) Evaluate acidity of organic compounds and illustrate the thermochemistry of acidbase reactions. g) Describe preparation and reactions of organic compounds including mechanisms, reaction intermediates and potential energy diagrams. h) Employ multistep organic synthesis and retrosynthesis to produce the functional groups learned in class. 2. Students will employ modern synthetic and chromatographic techniques to characterize organic synthesis.

**CHEM 211H ORGANIC CHEMISTRY FOR SCIENCE MAJORS I HONORS (5) UC:CSU***Lecture: 3 hour(s) Lab: 6 hour(s)**Prerequisite: Chemistry 102*

Structure, dynamics, equilibrium and nomenclature of organic compounds including conformational analysis, potential energy plots, hybridization, reaction mechanisms and molecular modeling. Students employ modern synthetic and chromatographic techniques. Guest speakers enhance the topics covered in class. This course is part of the transfer sequence for careers in the physical, biological, and health sciences and a requirement for the Associate of Sciences degree in Chemistry. Honors students will be assigned extensive reading and research assignments beyond the regular chemistry 211 course.

Student Learning Outcome:

1. Students will describe structure dynamics and equilibrium of organic compounds i.e. Hydrocarbons, haloalkanes, alcohols, thiols, ethers, sulfides and epoxides: a) Describe bonding and structure of functional groups in organic compounds. b) Name them according to the IUPAC system. c) Relate their physical properties to structure. d) Inspect conformations of alkanes and cycloalkanes. e) Describe chirality, optical activity and inspect properties of stereoisomers. f) Evaluate acidity of organic compounds and illustrate the thermochemistry of acidbase reactions. g) Describe preparation and reactions of organic compounds including mechanisms, reaction intermediates and potential energy diagrams. h) Employ multistep organic synthesis and retrosynthesis to produce the functional groups learned in class. 2. Students will employ modern synthetic and chromatographic techniques to characterize organic synthesis.

**CHEM 212 ORGANIC CHEMISTRY FOR SCIENCE MAJORS II (5) UC:CSU***Lecture: 3 hour(s) Lab: 6 hour(s)**Prerequisite: Chemistry 211*

Continuing studies of organic molecules started in chemistry 211 with emphasis on carbonyl containing compounds, macromolecules and naturally occurring nitrogen and oxygencontaining compounds. Noncovalent interactions and catalyst. A mechanistic approach to reactions and a focus on multistep synthesis is emphasized throughout the course. This course is part of the transfer sequence for careers in the physical, biological, and health sciences and a requirement for the Associate of Sciences degree in Chemistry.

Student Learning Outcome:

1. Students will describe structure dynamics and equilibrium of organic compounds; organolithium, organomagnesium compounds, diorganocopper reagent, carbenes, carbenoids, aldehydes, ketones, carboxylic acids, derivatives of carboxylic acids, dienes, amines and benzene as well

as other aromatic compounds: a) Describe bonding and structure of the functional groups in organic compounds. b) Name according to the IUPAC system. c) Relate physical properties to structure and inspect chirality. d) Apply spectroscopic techniques to characterize organic compounds. e) Describe preparation and reactions of organic compounds including mechanisms, reaction intermediates and potential energy diagrams. f) Examine stability of organic compounds g) Employ multistep organic synthesis and retrosynthesis to produce the functional groups learned in class. 2. Students will employ modern synthetic, chromatographic and spectroscopic techniques to prepare and characterize them. 3. Students will perform multistep synthesis and draw conclusions from experimental data.

**CHEM 221 BIOCHEMISTRY FOR SCIENCE MAJORS (5) UC:CSU***Lecture: 3 hour(s) Lab: 6 hour(s)**Prerequisite: Chemistry 211*

This course introduces structure, thermodynamics and metabolism of biologically important molecules. Students use modern techniques for purification, structure and function characterization including chromatography, gel electrophoresis, spectroscopy and molecular modeling. This course is part of the transfer sequence for careers in the physical biological and health sciences and a requirement for the Associate of Sciences degree in Chemistry: Concentration biochemistry.

Student Learning Outcome:

1. Students will describe structure, thermodynamics and metabolism of biologically important molecules: a) Describe the connections of thermodynamics and life. b) Analyze acid base titration curves and describe buffer systems. c) Interpret characteristics of amino acids in terms of structure. d) Assess how the structure of proteins determine their function and illustrate the thermodynamics of protein folding. e) Describe methods for protein isolation and characterization. f) Illustrate the differences between kinetic and thermodynamic aspects of reactions. g) Describe enzyme kinetics in mathematical terms. h) Assess the models for kinetic behavior of enzymes. i) Relate events at the active site to reaction mechanisms. k) Describe lipids and related molecules to illustrate models of membrane structure and their function. l) Describe levels of structure in nucleic acids and the flow of genetic information in the cell. m) Describe techniques for nucleic acid research. n) Formulate ways to study DNA/protein interaction and use bioinformatics to study genomics and proteomics. o) Assess the thermodynamics of metabolism. p) Analyze structure and reactivity of carbohydrates and describe the overall pathway of glycolysis and the production of energy. q) Explain production and degradation of glycogen and production of glucose from pyruvate, the pentose phosphate pathway and control mechanisms. h) Assess the role of the citric acid cycle and electron transport in the production of energy. 2. Students will use techniques for the purification, structure determination and function characterization of biomolecules.

**CHEM 221H BIOCHEMISTRY FOR SCIENCE MAJORS (5) UC:CSU***Lecture: 3 hour(s) Lab: 6 hour(s)**Prerequisite: Chemistry 211*

This course introduces structure, thermodynamics and metabolism of biologically important molecules. Students use modern techniques for purification, structure and function characterization including chromatography, gel electrophoresis, spectroscopy and molecular modeling. This course is part of the transfer sequence for careers in the physical biological and health sciences and a requirement for the Associate of Sciences degree in Chemistry: Concentration biochemistry. Honors students will be assigned extensive reading and research assignments beyond the regular chemistry 221 course.

Student Learning Outcome:

1. Students will describe structure, thermodynamics and metabolism of biologically important molecules: a) Describe the connections of thermodynamics and life. b) Analyze acid base titration curves and describe buffer systems. c) Interpret characteristics of amino acids in terms of structure. d) Assess how the structure of proteins determine their function and illustrate the thermodynamics of protein folding. e) Describe methods for protein isolation and characterization. f) Illustrate the differences between kinetic and thermodynamic aspects of reactions. g) Describe enzyme kinetics in mathematical terms. h) Assess the models for kinetic behavior of enzymes. i) Relate events at the active site to reaction mechanisms. k) Describe lipids and related molecules to illustrate models of membrane structure and their function. l) Describe levels of structure in nucleic acids

and the flow of genetic information in the cell. m) Describe techniques for nucleic acid research. n) Formulate ways to study DNA/protein interaction and use bioinformatics to study genomics and proteomics. o) Assess the thermodynamics of metabolism. p) Analyze structure and reactivity of carbohydrates and describe the overall pathway of glycolysis and the production of energy. q) Explain production and degradation of glycogen and production of glucose from pyruvate, the pentose phosphate pathway and control mechanisms. h) Assess the role of the citric acid cycle and electron transport in the production of energy. 2. Students will use techniques for the purification, structure determination and function characterization of biomolecules.

### CHEM 285 DIRECTED STUDY CHEMISTRY (2) CSU

*Lecture: 2 hour(s)*

This course allows students to pursue directed study in Chemistry on a contract basis under the direction of a supervising instructor.

#### Student Learning Outcome:

The student will formulate a research project based on a specific chemistry topic, interpret the current chemical research literature on that topic and write a report about it.

### CHEM 385 DIRECTED STUDY CHEMISTRY (3) CSU

*Lecture: 3 hour(s)*

This course allows students to pursue directed study in Chemistry on a contract basis under the direction of a supervising instructor.

#### Student Learning Outcome:

The student will formulate a research project based on a specific chemistry topic, interpret the current chemical research literature on that topic and write a report about it.

## CHILD DEVELOPMENT

### CH DEV 001 CHILD GROWTH AND DEVELOPMENT (3) UC:CSU

*Lecture: 3 hour(s)*

*Advisory: English 28*

This course examines the major physical, psychosocial, and cognitive/ language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages.

#### Student Learning Outcome:

1. Analyze major developmental milestones for children from conception through adolescence in the developmental domains and compare and contrast various theoretical frameworks that relate to the study of human development. 2. Examine the effects that social context have on children's development. These include but are not limited to cultural, economic, political, historical factors. 3. Differentiate between various theories that are related to children's development. 4. Collect research data using child observations, surveys, and/or interviews and analyze information according to various developmental theories. 5. Compare and contrast typical and atypical developmental characteristics at each stage. 6. Discuss the impacts that interaction between genetic and social/environmental factors has on young children's development in physical, cognitive, and socioemotional domains.

### CH DEV 002 EARLY CHILDHOOD: PRINCIPLES AND PRACTICES (3) CSU

*Lecture: 3 hour(s)*

*Prerequisite: Child Development 1*

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult/child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity.

#### Student Learning Outcome:

1. Articulate the best teaching and care practices in ECE field and the history of education, methods of delivery systems, various program types, philosophies, and ethical standards. 2. Develop a personal philosophy of teaching from a professional point of view based upon theoretical perspective. 3. Evaluate ECE settings, curriculum, and teaching strategies using indicators of quality early childhood practice that support all children and their families. 4. Discuss the value of play as a tool for developing skills, knowledge, dispositions, and strengthening relationships among young children. 5. Compare and contrast a variety of guidance and interactions strategies to increase children's social competence and promote a caring and responsive classroom community. 6. Analyze the correlation between observation, planning, implementation, and assessment in developing effective strategies and positive environment for learning and development.

### CH DEV 007 INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION (3) CSU

*Lecture: 3 hour(s)*

*Prerequisite: Child Development 1; Child Development 2*

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine a teacher's role in supporting development and engagement for all young children. This course provides strategies for developmentally appropriate practice based on observation and assessments across the curriculum, including 1) academic content areas, 2) play, art, and creativity, and 3) development of socioemotional, communication, and cognitive skills.

#### Student Learning Outcome:

1. Investigate and apply developmentally appropriate principles and learning strategies to positively influence all young children's development and acquisition of knowledge and skills. 2. Evaluate the teachers' role in providing best and promising practices in early childhood programs. 3. Compare and contrast playbased curriculum that supports children's cognitive, language, creative, physical and social/emotional development. 4. Design and implement curriculum based on observation and assessment to support play and learning using developmental, inclusive and anti-bias principles in collaboration with families to support all children.

### CH DEV 008 CURRICULUM IN EARLY CHILDHOOD EDUCATION (3) CSU

*Lecture: 3 hour(s)*

*Prerequisite: Child Development 1; Child Development 2 and Child Development 7*

Students design and evaluate developmentally appropriate curriculum and environments for young children from birth to age 8. Based on the value of play, students demonstrate the teacher's role in applying theory to practice in supporting children's concept development. Preparing and assessing the implementation of curriculum will include but not be limited to: language and literacy, social studies, art and creativity, music and rhythm, perceptual motor development, mathematics, natural and physical sciences.

#### Student Learning Outcome:

1. Demonstrate and design the active implementation of an integrated curriculum.

**CH DEV 010 HEALTH, SAFETY AND NUTRITION (3) CSU***Lecture: 3 hour(s)**Advisory: English 21*

This course introduces the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety, and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. This course also focuses on integrating the concepts into everyday planning and program development for all children. Students are required to participate in and pass the American Red Cross Infant/Child CPR and First Aid course.

Student Learning Outcome:

1. Develop strategies to promote the mental and physical health of children and adults in a culturally and developmentally appropriate environment.
2. Demonstrate the understanding of risk factors in children's program that affects children's health and safety.
3. Analyze and identify the nutritional needs of children at different developmental stages.
4. Explain the interrelationship of health, safety and nutrition and its connection to development.
5. Evaluate regulations, standards, and policies and procedures related to health, safety, and nutrition in support of young children, teachers and families; as well as identify the health, safety and environmental risks in children's programs.
6. Identify the required health and safety components in a quality early childhood program and the importance of collaboration with families and the community.

**CH DEV 011 CHILD, FAMILY AND COMMUNITY (3) CSU***Lecture: 3 hour(s)**Advisory: English 21*

An examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and sociocultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families.

Student Learning Outcome:

1. Identify the major socializing agents and analyze the impact of home, school, peers, media and community on a child's development.
2. Examine the American educational and political policies and socioeconomic system as to how these factors affect both the development and interactions of children and their families.
3. Demonstrate understanding of research on social changes, transitions and challenges that confront children, families, schools and communities.
4. Compare and contrast strategies that involve all family members to develop respectful and equal relationships with their children and enhance their children's development and learning.
5. Inspect community resources and agencies that are available to assist children, families, and community.
6. Examine one's own selfidentity, values, beliefs, and goals as related to family history, cultural backgrounds, and life experiences, and evaluate the effects of these factors have on children's relationships with families.

**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 3 and Child Development 7; Child Development 11*

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, playoriented 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.

**CH DEV 023 PRACTICUM IN CHILD DEVELOPMENT II (4) CSU***Lecture: 2 hour(s) Lab: 6 hour(s)**Prerequisite: Child Development 22*

This course provides an advanced practicum experience. Students apply assessment strategies to plan, implement, and evaluate developmentally appropriate activities. Techniques that promote partnerships between teachers and families are developed. Educational philosophy statement, a resume and a professional portfolio are created. State law requires a TB test (Mantoux Test) or chest xray. In addition to the seminar class, students are required to complete a minimum of 90 hours at an APPROVED field site.

Student Learning Outcome:

1. Design, implement and evaluate curriculum activities based on observation and assessment of young children.
2. Apply a wide array of effective approaches, strategies and tools in developing relationships with children and colleagues.
3. Evaluate how teachers involve families in their children's development and learning.
4. Critically assess one's own teaching experiences to guide and inform practice.

**CH DEV 030 INFANT AND TODDLER STUDIES I (3) CSU***Lecture: 3 hour(s)**Prerequisite: Child Development 1*

This course provides an indepth study of cognitive/language, social/emotional and perceptual/motor developmental domains and milestones of infants from birth to 36 months. As well as, an overview of major theories including attachment, brain development, the value of play, early intervention and relationshipbased care in the context of family systems: culture, home language, and traditions. Students will be introduced to the laws and regulations of safe healthy environments and the rights of all infants and toddlers including children at risk for disabilities. Class instruction includes objective observations of infants and toddlers in diverse settings.

Student Learning Outcome:

Recognize major developmental milestones in infants and toddlers and explain the stages and characteristics of infants/toddlers' physical, cognitive and social and emotional development.

**CH DEV 031 INFANT AND TODDLER STUDIES II (3) CSU***Lecture: 3 hour(s)**Prerequisite: Child Development 1 and Child Development 30*

This course implements the principles of inclusive, respectful caregiving for infants and toddlers within a variety of program designs, routines and schedules. Topics cover typical and atypical development, principles of early intervention, design, implementation and assessment of developmentally appropriate curriculum and environment; health, safety and licensing issues. Coursework includes documentation of learning through observation, guidance towards selfregulation, family communications and community resources. Current research within the context of home language, culture and traditions will be addressed.

Student Learning Outcome:

Students will evaluate principles of respectful care focusing on routines and schedules.

**CH DEV 034 OBSERVING AND RECORDING CHILDREN'S BEHAVIOR (3) CSU***Lecture: 3 hour(s)**Prerequisite: Child Development 1*

This course focuses on the appropriate use of a variety of assessment and observation strategies to document child development, growth, behaviors, play and learning, and to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. Child observations will be conducted and analyzed.

Student Learning Outcome:

1. Critically compare the purpose, value and use of formal and informal

observation and assessment strategies and ethical implications within cultural and social contexts in early childhood settings. 2. Describe and evaluate the characteristics, strengths, and limitations of common observation methods and assessment tools with all children's developmental, cultural and linguistic characteristics. 3. Demonstrate systematic observation methods to provide data to assess the impact of the environment, interactions and curriculum on all domains of children's learning and development. 4. Assess the value of partnership with families and other professionals in utilizing interpretation of observational data to inform teaching responses and strategies. 5. Embed activities related to assessment within playbased environments, curriculum and care routines for typically and atypically developing children.

#### CH DEV 038 ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I (3) CSU

*Lecture: 3 hour(s)*

*Prerequisite: Child Development 1; Child Development 2; Child Development 10; Child Development 11*

This course examines administrative principles and practices for Early Childhood Programs. Topics covered include: licensing regulations, leadership skills, budget preparation and analysis, personnel management, parent involvement programs and community resources. Professionalism and quality standard are emphasized. Partially fulfills licensing requirement for the director.

##### Student Learning Outcome:

Students will incorporate licensing guidelines to design an early childhood space that meets the needs of children, staff members and parents within a reasonable budget.

#### CH DEV 039 ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS II (3) CSU

*Lecture: 3 hour(s)*

*Prerequisite: Child Development 38*

This course provides training for administrators of Early Childhood Programs on a variety of topics pertaining to administration of early childhood programs. Topics include: state and federal regulations, computer applications for administration, grant and proposal development, advocacy, leadership skills and team management techniques, developing a comprehensive parent partnership, working with Desired Results, and legal issues. This course partially fulfills the licensing requirement for the director.

##### Student Learning Outcome:

Student will analyze his/her own administrative style and utilize management strategies that match individual's leadership style, evaluate his/her own ability and develop a timeline for a personal and professional development plan. Formulate strategies to create a positive climate and motivate the staff.

#### CH DEV 042 TEACHING IN A DIVERSE SOCIETY (3) CSU

*Lecture: 3 hour(s)*

*Corequisite: Child Development 11*

This course will examine the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education and schooling. Various classroom strategies will be explored emphasizing culturally relevant and linguistically appropriate antibias approaches supporting all children in becoming competent members of a diverse society. Course includes examination on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. Course also involves selfreflection of one's own understanding of educational principles in integrating antagoals in order to better inform teaching practices and/or program development.

##### Student Learning Outcome:

1. Compare and contrast the identity developmental theories and discuss the various impacts on young children's social identity. 2. Investigate different aspects of children's experience as members of families targeted by social bias, considering the significant role of education in reinforcing or contradicting such experiences. 3. Critically assess the components of linguistically and culturally relevant, inclusive, ageappropriate, antibias approaches in promoting optimum learning and development. 4. Analyze the impact of personal experiences and social identity on teaching effectiveness in various social contexts.

#### CH DEV 044 EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS (3) CSU

*Lecture: 3 hour(s)*

*Prerequisite: Child Development 1*

This course is designed for students interested in specializing in or 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 needs of differently able children from birth through preschool.

##### Student Learning Outcome:

Students will be able to recognize the needs of a family with a young exceptional child and propose an intervention approach that is appropriate for their needs.

#### CH DEV 045 PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS (3) CSU

*Lecture: 3 hour(s)*

*Prerequisite: Child Development 1*

This course is an overview of programs providing special education services for children with special needs focusing on preschool through school age. It will include a study of various programs, legislation, characteristics of exceptionalities and educational implications. Observation in schools will be required.

##### Student Learning Outcome:

Students will assess characteristics of a quality special education class/ program and services necessary for children with special needs.

#### CH DEV 046 SCHOOL AGE PROGRAMS I (3) CSU

*Lecture: 3 hour(s)*

*Prerequisite: Child Development 1*

The students will be introduced to the care of school age children. This course is designed for those currently working, or planning to work in before and after school child care. Students will develop ageappropriate curriculum, learn how to support the family and make use of community resources.

##### Student Learning Outcome:

Students will compare diverse models of school age care to assess how programs meet the needs of school age children. They will apply their understanding of developmental needs by preparing curriculum activities to support children's growth and development.

#### CH DEV 047 SCHOOL AGE PROGRAMS II (3) CSU

*Lecture: 3 hour(s)*

*Prerequisite: Child Development 46*

Introduction to before and after school age programs. Topics covered are guidance of child behavior, the child in context of the family, community and administration of programs. Hiring and supervision of staff, working with parents and marketing and advertising the school age program will be also covered.

##### Student Learning Outcome:

1. Upon successful completion of this course students will learn how to evaluate a quality school age program.

**CH DEV 049 PRACTICUM IN EARLY INTERVENTION (4) CSU**

*Lecture: 2 hour(s) Lab: 2 hour(s)*  
*Prerequisite: Child Development 44*

This course provides students with practicum experience working with infants, toddlers and young children with special needs in a variety of early intervention and educational settings, including natural environments, self-contained and fully-included early childhood classrooms. The course integrates learned theoretical models to real-life situations and affords students opportunities for supervised practice as an assistant in an early childhood special education setting, home visiting program or as an early intervention support person in a general education classroom. Students will be required to do 90 hours of supervised fieldwork in an early intervention setting.

**Student Learning Outcome:**

Evaluate the effectiveness of Early Intervention, parent involvement, and specific modality used. Demonstrate the ability to implement Early Intervention strategies and support positive relationships with child and family.

**CH DEV 057 CHILDREN ETHNIC IDENTITY DEVELOPMENT AND AWARENESS (3) CSU**

*Lecture: 3 hour(s)*  
*Prerequisite: Child Development 1*

This course explores children's ethnic identity developmental process and their awareness of identity issues. Students will examine ethnic identity developmental stages, the impact of culture, ethnic traditions, values and beliefs on children, and the challenges of identity formation process that children encounter within multiple social and cultural contexts. Culturally sensitive assessment methods and intervention programs to support families from diverse backgrounds will also be discussed.

**Student Learning Outcome:**

Students will be able to compare and contrast various theoretical frameworks that relate to the study of identity formation. Students will be able to apply various culturally sensitive strategies to teaching experiences.

**CH DEV 065 ADULT SUPERVISION/EARLY CHILDHOOD MENTORING (2) CSU**

*Lecture: 2 hour(s)*  
*Corequisite: Child Development 23 or Child Development 39*

The class focuses on the principles and practices of supervision and evaluation of staff in Early Childhood Programs. Emphasis is placed on the role of experienced teachers who mentor or supervise new teachers and student teachers. This meets supervision requirement for the Child Development Permit.

**Student Learning Outcome:**

Students will be able to demonstrate ability to evaluate a preschool classroom based on developmentally appropriate guidelines and to facilitate positive interaction between adults in the center/classroom environment.

**CH DEV 941 COOPERATIVE EDUCATION CHILD DEVELOPMENT (4)**

*Lecture: 4 hour(s)*

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

**Student Learning Outcome:**

The student will develop at least three learning objectives to be accomplished on the job. The objectives will be related to the educational/occupational goals of the student.

**COMMUNICATION STUDIES****COMM 101 ORAL COMMUNICATION I (3) UC:CSU**

*Lecture: 3 hour(s)*

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.

**Student Learning Outcome:**

1. Students will be able to write a well-organized speech upon completion of this course. 2. Students will be able to speak informatively and persuasively upon completion of this course. 3. Students will be able to identify, and evaluate evidence to support claims used both in informative and persuasive speeches.

**COMM 121 THE PROCESS OF INTERPERSONAL COMMUNICATION (3) UC:CSU**

*Lecture: 3 hour(s)*  
*Prerequisite: English 28*

This lecture/activity/discussion course examines the theory, scope and purpose of human communication in interpersonal environments. Students participate together in oral exercises.

**Student Learning Outcome:**

1. Students will differentiate between effective and ineffective interpersonal communication in a variety of settings.  
 2. Students will demonstrate familiarity with contemporary research and thought in the field of interpersonal communication.  
 3. Students will demonstrate interpersonal skills in dyadic and small group structured communication exercises.

**COMM 122 COMMUNICATION ACROSS CULTURES (3) UC:CSU**

*Lecture: 3 hour(s)*  
*Prerequisite: English 28*

This course provides an introduction to communication between people from different cultures. Through the study of the theory and practice of intercultural communication, this course provides for the development of both a more global communication perspective and greater appreciation of other cultures. This course will examine variable affecting intercultural communication including language, verbal and nonverbal communication, cultural values, perception, communication inferences, communication expectations and the impact of media images on intercultural communication.

**Student Learning Outcome:**

1. Students who successfully complete this course should be able to recognize and analyze the various values that structure different communication styles across cultures.  
 2. Students who successfully complete this course should be able to recognize and explain the roles one's needs, values, beliefs, and attitudes play in their own personal communication.

**COMM 151 SMALL GROUP COMMUNICATION (3) UC:CSU**

*Lecture: 3 hour(s)*

This course provides an analysis of the purposes, principles, and types of group communication processes. Development of individual skills in leadership and problem solving is achieved by responsible group participation.

**Student Learning Outcome:**

1. Demonstrate effective verbal and nonverbal communication skills by collaboratively working in small groups.  
 2. Apply problem solving, conflict management, decision making, and leadership skills in group settings.  
 3. Produce and implement solutions to problems to reach mutually satisfactory results.

# COMMUNITY PLANNING/ ECONOMIC DEVELOPMENT

## COMPLAN 001 INTRODUCTION TO COMMUNITY ECONOMIC DEVELOPMENT (3) CSU

*Lecture: 3 hour(s)*

This course is an introduction to the theory, history, and practice of community development. The course covers: neighborhood development and community building strategies; land use and real estate development; and business and labor force development strategies used to revitalize urban neighborhoods. Students will produce a neighborhood plan using eplanning tools including: asset maps, a housing plan and a workforce development plan. The course is also offered as three modules that run concurrently with the full course.

Student Learning Outcome:

1. Students will be able to develop a neighborhood plan and demonstrate research competency with the use of census data and other communitybased data sources to perform a socioeconomic analysis and community building or organizing plan for a specific neighborhood.

## COMPLAN 002 INTRODUCTION TO COMMUNITY ORGANIZING (3) CSU

*Lecture: 3 hour(s)*

This course focuses on community organizing efforts by people working together to improve their neighborhoods and cities. The course prepares students to become professional organizers, community developers, and effective citizen leaders. The course explores the history, theory, and different approaches to grassroots community organizing. Students will analyze the current context for organizing, the impact of social change theories, organizing strategies, tools and new methodologies used in community organizing.

Student Learning Outcome:

1. Students will discuss the role of community organizing skills and techniques in electoral campaigns.

## COMPLAN 003 AFFORDABLE HOUSING DEVELOPMENT (3) CSU

*Lecture: 3 hour(s)*

This is a required course for the community planning degree and certificate, as well as the urban real estate development certificate. Students formulate real estate development skills needed to develop multifamily affordable housing projects. Through projectbased learning and case studies, students acquire basic competencies in: stages of the affordable housing development process, project feasibility analyses, including neighborhood, site and financial analyses; sources and uses of financing; project management, marketing and operations.

Student Learning Outcome:

1. Students will utilize the real estate development process, including project concepts, feasibility analysis, site control, predevelopment activities, and property management.

## COMPLAN 004 SCHOOL BASED COMMUNITY DEVELOPMENT APPROACHES (3) CSU

*Lecture: 3 hour(s)*

A onesemester course on critical community development issues in school reform in Los Angeles. Students will examine the relationship between school outcomes and community selfsufficiency. Students will be exposed to new models and cutting edge efforts for linking school reform to broader community development needs. The course will draw on student's experiences, cutting edge policy research, and best practices in school reform organizing.

Student Learning Outcome:

1. Students will compare and contrast the current state of public schools in lowincome communities of color to origins and historical evolution of public schools in the U.S.

## COMPLAN 005 SECTOR DEVELOPMENT AND EMPLOYMENT STRATEGIES (3) CSU

*Lecture: 3 hour(s)*

This course will focus on how a strong understanding of industry sectors can be linked to viable job creation and employment strategies. Particular attention will be devoted to sector initiatives and training programs in the greater Los Angeles region.

Student Learning Outcome:

To understand general economic principles and how marketplace dynamics determine employment and labor market patterns.

## COMPLAN 006 MANAGING NONPROFIT AND PUBLIC ORGANIZATIONS (3) CSU

*Lecture: 3 hour(s)*

This course deals with the organizational opportunities and challenges faced by directors and managers of nonprofit and public service organizations. Students will gain an understanding of the roles and accountabilities of nonprofit directors and managers and learn to work effectively within such organizations by recognizing and applying knowledge about different governance structures and the functional domains common to most public benefit organizations including strategic and operational planning, fund development and community engagement.

Student Learning Outcome:

1. Students will be able to create an effective mission and vision statement for anew, burgeoning or existing nonprofit organization through reflective individual and group processes, including: selecting the vision and mission statement writing team; identifying stakeholders; clarifying core values; generating alternatives options through 4 different approaches, including: critical issues; news stories' metaphors and pictures; and the desires for stakeholders; drafting the vision and mission statements; presenting the vision and mission statements to a larger body for review, modification and adoption.

## COMPLAN 007 CONTEMPORARY ISSUES AND STRATEGIES IN POPULAR EDUCATION AND ORGANIZING (3) CSU

*Lecture: 3 hour(s)*

This course will explore current issues of land use, housing, workers' rights, environmental justice and the fight for jobs in Los Angeles by utilizing field research and direct interaction with local nonprofit organizations working to make change in these sectors.

Student Learning Outcome:

1. Analyze and examine contemporary social justice issues. 2. Assess the current state of campaigns to impact the most urgent social justice issues and needs of communities of color in L.A. 3. Formulate arguments to support the need for reform to support positive social change in communities of color in L.A.

## COMPLAN 009 COMMERCIAL REAL ESTATE DEVELOPMENT (3) CSU

*Lecture: 3 hour(s)*

Demonstrate how to develop commercial real estate projects with a specific focus on retail and inner city development. The introductory course builds skills and competencies in land development, development financing, marketing and leasing of small and mid-size commercial projects. Through case studies, simulations and projectbased learning, students recognize development strategies and tools used by public, private and nonprofit organizations.

Student Learning Outcome:

1. Students will identify and analyze various community development methods and strategies that address and prevent community violence.

**COMPLAN 010 COMPREHENSIVE COMMUNITY VIOLENCE PREVENTION (3) CSU***Lecture: 3 hour(s)*

The course prepares students for work in the field of community violence prevention. Students will learn to analyze root causes of youth and community violence and will become familiar with a variety of community development strategies to reverse those conditions. The course will also cover strategies for building community collaborations to engage youth, parents, community organizations, public sector agencies, schools, law enforcement agencies, and businesses in a comprehensive effort to prevent youth and community violence.

Student Learning Outcome:

1. Students will employ current theoretical frameworks to examine complex and multiple root causes of violence.

**COMPLAN 011 PROFESSIONAL DEVELOPMENT SKILLS/ISSUES IN COMMUNITY DEV (3) CSU***Lecture: 3 hour(s)*

Students will learn to identify and understand a variety of personal, professional development strategies, writing and communication skills and industry networks/language used by professionals in community development corporations, community organizing networks and community based nonprofit organizations.

Student Learning Outcome:

Students will be able to develop their individual professional skills in the field of Community and Economic Development (i.e., power point presentations and oral communication, technical writing, time management, public speaking, work plan development and implementation and networking).

**COMPLAN 018 CAREER AND EDUCATION EXPLORATION (3)***Lecture: 3 hour(s)*

This course examines emerging careers by applying alternative, hands-on and field methods to facilitate student learning. Through the discourse, project-based learning, field trips, and guest speakers. Students will be exposed to career and educational pathways available to them.

Student Learning Outcome:

1. Students will differentiate between public service and social justice.
2. Compare and contrast between the work done within these two concepts and potential careers.

**COMPLAN 022 SOCIAL MEDIA, POWER AND CULTURE FOR COMMUNITY ORGANIZING AND CIVIC ENGAGEMENT (1) CSU***Lecture: 2 hour(s)*

This course provides students with a basic understanding of community building principles, strategies and tools for community and economic development.

Student Learning Outcome:

1. Students will examine the principles and application of Community Building procedures.

**COMPLAN 030 MARKET RESEARCH TOOLS FOR THE ECONOMIC DEVELOPMENT PROFESSIONAL (3)***Lecture: 3 hour(s)*

This course is specifically designed for professionals in community economic development organizations that provide technical assistance to small businesses. This hands-on course will provide professionals with the tools needed to assess client needs and develop and implement effective market research and marketing plans for small businesses. This is a hybrid course, utilizing a combination of in-class and online/web-based instruction. The content of this course is geared towards individuals with 23 years of professional experience and whose organizations provide assistance to small businesses.

Student Learning Outcome:

1. Students will develop a tool for documenting the consulting meetings, decisions, and progress on the scope of work.

**COMPLAN 032 COMMUNITY BUILDING PRINCIPLES AND STRATEGIES (1)***Lecture: 1 hour(s)*

This course provides students with a basic understanding of community building principles, strategies and tools for community and economic development.

Student Learning Outcome:

1. Students will identify and quantify community needs, assets and opportunities utilizing data research, social assessment surveys and small focus groups.

**COMPLAN 033 COMMUNITY ENGAGEMENT PRINCIPLES AND STRATEGIES (1)***Lecture: 1 hour(s)*

This course provides students with a basic understanding of community engagement principles, strategies and tools for community and economic development.

Student Learning Outcome:

1. Student will examine the value and role of engaging community stakeholders in the process of Community Development.

**COMPLAN 035 HEALTH LEADERSHIP AND COMMUNITY DEVELOPMENT (3)***Lecture: 3 hour(s)*

This course provides students with a basic understanding of the health disparities and conditions affecting low-income, inner-city communities and the leadership skills required to improve them.

Student Learning Outcome:

1. Students will examine and articulate the health crisis in South Los Angeles.
2. Interpret and analyze health data and graphs.

**COMPLAN 036 INTRODUCTION TO APPLIED COMMUNITY DEVELOPMENT RESEARCH (3)***Lecture: 3 hour(s)*

This course provides students with a basic understanding of community-based research principles, tools and strategies. The course is taught in a training/workshop format where students will work in small groups to apply classroom lessons to investigate local community issues, such as transportation, environment and economic health. Topics covered include participatory action research theory and methodology, history of Los Angeles, mobility issues in urban settings, sources and impacts of pollution and income and wealth inequality.

Student Learning Outcome:

1. Students will identify major historical people and events that have had a lasting impact on the region.

**COMPLAN 040 NONPROFIT PROGRAM DESIGN AND DEVELOPMENT (2)***Lecture: 2 hour(s)*

This course guides students to design a program and services that are highly integrated with an organization's mission, vision and values. Topics included program goals, outcomes, strategies, and objectives. Students will also learn about service delivery, work plan creation, timeline and the similarities of program development with a business plan.

Student Learning Outcome:

1. Students will be able to create a Logic Model as a tool to show how the program components and rationale of a nonprofit program fit together.

**COMPLAN 042 SUSTAINING SOCIAL JUSTICE CAMPAIGN VICTORIES AND ORGANIZATION (1)***Lecture: 1 hour(s)*

This course will introduce students to current models for sustaining a social justice organization including evaluating the nonprofit, social entrepreneurship and selfhelp models to support community revitalization and empowerment.

Student Learning Outcome:

1. Identify and compare three different types of social movement organizational models. 2. Compare and contrast the opportunities, challenges and successes of these models. 3. Identify funding and sustainability opportunities for various organizations fitting the various models.

**COMPLAN 050 PRACTICAL MULTIFAMILY/APARTMENT MANAGER (3) CSU***Lecture: 3 hour(s)*

This course will provide students with an understanding of the necessary legal and practical aspects of apartment management, primarily focusing on building with 8+ units.

Student Learning Outcome:

1. The student will be able to develop policies and procedures within fair housing guidelines to mitigate financial, legal and environmental risk to ownership.

**COMPLAN 100 HISTORY OF COMMUNITY DEVELOPMENT IN LOS ANGELES (2) CSU***Lecture: 2 hour(s)*

The course explores the historic development of Los Angeles from the early settlements to the rise of industrialization, neighborhood development, demographic transitions and the intersection between race, class, politics and power. This course provides students with a critical analysis of how lowincome communities of color were developed as a result of economic disinvestment, deindustrialization, segregation, housing discrimination and local, state and federal policy.

Student Learning Outcome:

Students will understand the movement of ethnic and racial populations in Los Angeles region. Students will understand equity issues and the impacts of economic development trends in Los Angeles on various communities. Students will demonstrate understanding of differences between communities in Los Angeles in relation to power, economics, and social infrastructure. Students will articulate the roles of different partners played in the redevelopment and strategies for improving the economic, political, social and environmental conditions in Los Angeles.

**COMPLAN 101 HISTORY OF SOCIAL JUSTICE MOVEMENT THEORY, IDEOLOGY AND PRACTICE IN AMERICA (2) CSU***Lecture: 2 hour(s)*

The Course "History of Social Justice Movement Theory, Ideology and Practice in America" seeks to provide students with a comprehensive experience that reinforces key lessons from social movements based in the United States. From the beginnings of European colonization of the continent to contemporary issues of movement building, students will be challenged to closely analyze the guiding principles and work of key organizations that have fought for justice along racial, gender and multiissue lines. Furthermore, students will be challenged to transform their analysis into theories that they will apply to projects based upon current day problems. Combining theory with a projectbased curriculum, this course will provide students the opportunity to lift history from the pages of books and actively engage with it in creative and expanding ways.

Student Learning Outcome:

1. Students will learn the correlations between capitalism in the U.S. and cultural domination. 2. Students will relate global political history and colonization to national and local impacts. 3. Students will learn the historical dynamics and developments of U.S. social movements. 4. Students will assess and critique equitybuilding concepts and practices.

**COMPLAN 102 CULTIVATING CONSCIOUSNESS: REFLECTION OF THE SELF IN COMMUNITY AS AN ORGANIZER (1)***Lecture: 1 hour(s)*

Cultivating Consciousness is a course intended to provide a space for community organizers to explore issues of race, class and privilege and its impact on the self and communities. Students will learn skills and knowledge related to group dynamics, sustainability, self-analysis and macro and micro issues related to the role of community organizers.

Student Learning Outcome:

Will develop understanding of race, power, and privilege in interpersonal relationships. Will develop skills incorporating health, wellbeing, and peace in daily practice. Will learn and develop conflict resolution, communication/ facilitation active listening skills Will develop framework for selfreflection and lifelong learning and create onyear selfdevelopment plan;

**COMPLAN 105 INTERNATIONAL MODELS OF COMMUNITY ORGANIZING (1)***Lecture: 1 hour(s)*

Students will learn about international models of community organizing and the connection between local and international issues.

Student Learning Outcome:

1. Understand the impact of globalization and neoliberalism on local and national systems and economies. 2. Illustrate the contribution of organizing efforts and the United Nations in rebuilding communities all over the world. 3. Distinguish between strategies, tools and systems in international organizing efforts.

**COMPLAN 106 ELECTIONS, COMMUNITY, POWER AND SYSTEMS REFORM IN COMMUNITY DEVELOPMENT (1)***Lecture: 1 hour(s)*

Students will learn about local and national efforts for elections and systems reform for social change including evaluating successful electoral campaigns

Student Learning Outcome:

1. Compare strengths and challenges in utilizing electoral and system reform campaigns especially in the state of California. 2. Analyze history of electoral campaigns and their impact on positive social change. 3. Identify key components of developing a successful movementbuilding electoral campaign.

**COMPUTER APPLICATIONS OFFICE TECHNOLOGIES****CAOT 001 COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I (3) CSU***Lecture: 2 hour(s) Lab: 3 hour(s)*

This is a beginning course designed to develop touch control of the keyboard and proper keyboarding techniques, using the microcomputer and printer, build basic speed and accuracy, and provide practice in applying these basic skills to the formatting of letters, tables, reports, and business forms using MS Word. The achievement of a speed of at least 30 words a minute for 5 minutes with no more than 5 errors is expected.

Student Learning Outcome:

1. Student will be able to create a simple business report, block style letter and boxed table.

**CAOT 001A COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS 1A (1)***Lecture: 1 hour(s)*

This is a beginning course designed to develop touch control of the keyboard and proper keyboarding techniques, using the microcomputer and printer, build basic speed and accuracy, and provide practice in applying these basic skills to the formatting of letters, tables, reports, and business forms using MS Word. The achievement of a speed of at least 30 words a minute for 5 minutes with no more than 5 errors is expected.

Student Learning Outcome:

1. Student will be able to create simple business report, block style letters and boxed table.

**CAOT 002 COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II (3) CSU***Lecture: 2 hour(s) Lab: 3 hour(s)*

This is an intermediate course designed to develop speed and accuracy and a review of computer keyboarding techniques. It also includes training in the production of letters, manuscripts, business forms, and legal documents using MS Word. An achievement of a speed of at least 40 words a minute for 5 minutes with no more than 5 errors is expected.

Student Learning Outcome:

1. Student will create a Formal Report Project using advanced wordprocessing commands and features.

**CAOT 003 COMPUTER KEYBOARDING III (3) CSU***Lecture: 2 hour(s) Lab: 3 hour(s)**Prerequisite: CAOT 2*

Develops production skills in using advanced features of Microsoft Word to create properly formatted business documents. Includes composition at keyboard, decision making, and timed production of letters, tables, and reports. Develops minimum speed at end of course of 50 wpm.

Student Learning Outcome:

1. Students will produce business letters, tables, forms, reports, and news releases, legal and medical documents in business format using Microsoft Word.

**CAOT 007 MACHINE TRANSCRIPTION (3)***Lecture: 2 hour(s) Lab: 2 hour(s)*

This course provides an opportunity for students to develop skill in voice transcriptions, related English skills, and general office routines.

Student Learning Outcome:

1. Students will demonstrate effective listening skills by transcribing professional business documents.

**CAOT 020 MEDICAL OFFICE PROCEDURES (5)***Lecture: 5 hour(s)*

Student will become proficient in keying medical correspondence, case histories, insurance forms, and reports. Telephone techniques, medical record keeping, filing and internet activities are taught. Students will learn to perform the duties of the administrative medical assistant under realistic conditions requiring them to organize work and set priorities.

Student Learning Outcome:

1. Student will compose a referral letter applying effective written communication techniques such as: proper grammar, word usage, correct spelling, and correct letter format, give wellbalanced and attractive appearance.

**CAOT 030 OFFICE PROCEDURES (3) CSU***Lecture: 2 hour(s) Lab: 2 hour(s)*

The student is instructed in the development of attitudes and personality traits essential to successful office work. Training is received in office organization, duties of office workers, office problems and their solutions,

receptionist and telephone techniques, processing written communication, administrative responsibility, and professional growth.

Student Learning Outcome:

1. Students will apply knowledge in office procedures and techniques for entrylevel positions in business offices.

**CAOT 031 BUSINESS ENGLISH (3) CSU***Lecture: 3 hour(s)*

This course offers thorough training in the mechanics of English: spelling, grammar, punctuation, sentence structure, and word usage. It develops business vocabulary as well as the English skills necessary for business situations.

Student Learning Outcome:

1. Students will use a dictionary to answer questions about spelling, syllabication, pronunciation, parts of speech, and definitions.

**CAOT 033 RECORDS MANAGEMENT AND FILING (2)***Lecture: 1 hour(s) Lab: 2 hour(s)*

This course will provide an overview of the field of records management; alphabetic, subject, numeric, and geographic storage and retrieval systems; records management technology; and records control. Class includes records management theory using Microsoft Access.

Student Learning Outcome:

1. The purpose of this quiz is to determine your ability to properly index and code and crossreference names of individuals, businesses, and governmental agencies using ARMA Rules 110.

**CAOT 034 BUSINESS TERMINOLOGY (2)***Lecture: 2 hour(s)**Advisory: English 68*

The course is designed to develop spelling ability and vocabulary enrichment with application for business use. It develops an understanding of common business and technology terms, as well as emphasizing vocabulary development and expansion.

Student Learning Outcome:

- Students will differentiate between similar words that sound alike but are spelled differently and have different meanings. Students will compose and edit text that correctly incorporate common business and technology terms as well as new general vocabulary. Students will understand common prefixes, suffixes, and roots, which will assist students in decipher challenging words that are included in business courses.

**CAOT 035 CONCEPTS IN INFORMATION SYSTEMS (3)***Lecture: 3 hour(s)*

This course provides an introduction to the basic concepts of microcomputers and information systems with the notion of understanding computer components. Understanding computer components includes application software, system software, input/output devices, communications, files and databases.

Student Learning Outcome:

- Students will understand how to communicate by using web resources. Students will understand how to operate system and application software.

**CAOT 044 MEDICAL TERMINOLOGY (3)***Lecture: 3 hour(s)*

The student develops a comprehensive medical vocabulary applicable to all specialties of medicine through the learning of Greek and Latin prefixes, word roots, etc. A basic understanding of anatomy and physiology is provided. Training in the spelling, pronunciation and definition of medical terms is given as well as training in the use of a medical dictionary.

Student Learning Outcome:

1. Students will be able to spell, pronounce, and define basic medical terms with 90 percent accuracy.

**CAOT 046 MEDICAL TRANSCRIPTION (3)***Lecture: 2 hour(s) Lab: 2 hour(s)*

This course develops skill in correct transcription procedures and in transcribing medical materials. Production typing of recorded material stressing terminology from medical reports, diagnoses, case histories, is included. Correct spelling of medical terms is stressed.

Student Learning Outcome:

1. Students will transcribe medical reports using correct capitalization, number punctuation, abbreviation, symbol, and merit measurement rules.

**CAOT 064 COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES LABORATORY (1)***Lab: 2 hour(s)*

This course helps students develop competency in the subject areas taught in the Computer Application and Office Technologies disciplines. It is designed as an aid for students who need additional time and practice to increase their knowledge and skills in any computer applications and office technologies course.

Student Learning Outcome:

Student will have the ability to complete all CAOT projects and assignments.

**CAOT 082 MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE (3) CSU***Lecture: 1 hour(s) Lab: 4 hour(s)*

This course is an introduction to office information systems and computer literacy 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.

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.

**CAOT 084 MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING (3) CSU***Lecture: 2 hour(s) Lab: 3 hour(s)**Advisory: CAOT 1*

This course provides instructions on Microsoft Word applications using basic and advanced commands to create, format, edit, save, and print documents including letters, tables, reports, and merge documents. The application also utilizes publishing features that includes creating newsletters, brochures, fliers, and resumes on the web and through cloud computing.

Student Learning Outcome:

Students will demonstrate knowledge of wordprocessing terminology and the comprehensive capabilities of Microsoft Word. Students will integrate word and excel by linking an excel worksheet to a word document using charts and edit link objects.

**CAOT 085 MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET (3) CSU***Lecture: 1 hour(s) Lab: 4 hour(s)*

This course prepares students to apply practical business analysis concepts and techniques using the Microsoft Excel spreadsheet. Students learn to create professional and powerful worksheets with emphasis of Whatif analysis and business functions; complex problemsolving; auditing, scenario manager; data validation; importing external data; Web queries; creating templates; consolidating workbooks and/or worksheets; goal seeking; and integration features. The business applications include those used by office employees, accountants, management, and marketing personnel.

Student Learning Outcome:

Students will be able to calculate formulas on large worksheets.

**CAOT 086 MICROCOMPUTER OFFICE APPLICATIONS: DATABASE (3) CSU***Lecture: 2 hour(s) Lab: 3 hour(s)*

This course provides instructions on office database applications using a relational database program, such as, Microsoft Access. Covers records design, file creation and maintenance, and data manipulation and presentation. Emphasizes office applications such as records for personnel, inventory, and sales. Integrates a word processing program to produce automated mailings.

Student Learning Outcome:

Students will create working databases using Access 2007 professional use. Students will produce queries by setting criteria in professional databases. Student acquire the ability to maintain databases for professional use.

**CAOT 088 MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING (3) CSU***Lecture: 1 hour(s) Lab: 4 hour(s)*

This course provides hands-on training using a personal computer, a printer and desktop publishing software. Includes producing camera ready, near typeset quality publications, newsletters, trifold brochures, business information sets, merging publication data, creating an interactive websites and linking and embedding objects.

Student Learning Outcome:

Students will produce a variety of professional looking business publications, such as, newsletters, flyers, brochures, business cards, letterhead, event programs, and a wide range of other business documents.

**CAOT 093 LEGAL DOCUMENT PRODUCTION (2) CSU***Lecture: 2 hour(s)**Advisory: CAOT 84*

This course prepares students to produce legal documents within the law firm setting, including briefs, memos, pleadings and all other legal documents. Recommended for paralegal students and required for legal administrative assistants.

Student Learning Outcome:

Students will have the ability to work with a variety of legal templates to key documents, such as, comprehensive legal documents for the courts, wills and trusts and to key many different contracts.

**CAOT 098 MICROCOMPUTER OFFICE APPLICATIONS: INTRO TO WINDOWS (3)***Lecture: 2 hour(s) Lab: 3 hour(s)*

This course is designed to prepare students to operate a computer in the Windows environment. This course covers elements of Windows including: Windows operation, disk and file management, modification and customization of the Windows environment, and application of Windows accessories. This class requires both on campus and online work.

Student Learning Outcome:

1. Students will gain an understanding of computer concepts, ethics and terminology as it relates to Windows 7 based applications.

**CAOT 101 HANDSON INTERNET (1) CSU***Lecture: 0.5 hour(s) Lab: 1.5 hour(s)*

This course provides hands-on introduction to the World Wide Web and its components with emphasis on using traditional Internet services, downloading programs, sharing files, using email, extending browser capabilities and increasing Web security.

Student Learning Outcome:

Students will understand how the Internet is used in a technological environment. Student will understand the linear nature of the Back and Forward list.

**CAOT 941 COOPERATIVE EDUCATION CAOT (4)***Lecture: 4 hour(s)*

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

Student Learning Outcome:

The student will develop at least three learning objectives to be accomplished on the job. The objectives will be related to the educational/occupational goals of the student.

Student Learning Outcome:

Students will examine and critically discuss the various levels of computer game programming. Students will use critical thinking skills to gather, identify, analyze, synthesize information, and evaluate problems and solutions. In the laboratory students will create computer game programs and debug any related compiler errors.

**CO INFO 042 VIDEO GAME PROGRAMMING I (3)***Lecture: 2 hour(s) Lab: 2 hour(s)*

This hands-on course teaches the technical skills behind 3D game programming, using the latest version of Torque from GarageGames, 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:

1. Student will program a video game using Beginner's all-purpose Symbolic Instruction Code (BASIC)

# COMPUTER INFORMATION SYSTEMS

**CO INFO 011 NETWORK SECURITY FUNDAMENTALS (3) CSU***Lecture: 2 hour(s) Lab: 2 hour(s)*

This course provides instruction and hands-on training in the following computer information systems concepts: Basic security principles, methods of establishing security baselines, and the most recent attack and defense techniques and technologies. It will also help prepare for CompTIA's examination and professional security certification.

Student Learning Outcome:

Students will be able to identify and evaluate basic threats to the network.

**CO INFO 700 COMPUTER CONCEPTS (3) CSU***Lecture: 2 hour(s) Lab: 2 hour(s)**Advisory: Mathematics 105 and English 21*

This course provides an overview of computer concepts. It emphasizes the physical components of a computer system, an introduction to operating systems with emphasis on Windows and DOS, and an introduction to programming concepts. It is intended for students who want to understand the basic concepts of both computer hardware and software.

Student Learning Outcome:

The student will be able to explain the basic structure and components of computer hardware, operating systems, applications and programming systems, and the use of the Internet for email messages.

**CO INFO 012 WEB SECURITY (3) CSU***Lecture: 2 hour(s) Lab: 2 hour(s)*

This course is designed to educate users in the technologies, terms, and processes related to Internet Security. Methods for testing security and implementing proper defense measures are covered for both Linux and Windows Operating Systems.

Student Learning Outcome:

1. Students will create a Network Security Policy for a fictitious company

**CO INFO 701 INTRODUCTION TO COMPUTERS AND THEIR USES (3) UC:CSU***Lecture: 2 hour(s) Lab: 2 hour(s)**Advisory: English 101; Mathematics 105*

The students will be introduced to computer applications using Microsoft OfficeWord, Excel, Access are covered. Also, the students will learn to integrate different applications, and understand the fundamentals of the Windows operating system.

Student Learning Outcome:

The student be able to explain and use the most common business systems text processing, spreadsheets, database systems, and web email.

**CO INFO 035 MULTIMEDIA PRESENTATIONS FOR THE INTERNET I(3) CSU***Lecture: 1.5 hour(s) Lab: 3 hour(s)*

This course examines the power of using the Internet as a presentation tool and includes Internet History, simple document conversion for the World Wide Web, use of FrontPage, PowerPoint and Producer. Student will prepare presentations for the Internet by assembling ready-made digital audio, video, and images.

Student Learning Outcome:

1. Students in this course will demonstrate the ability to use multimedia elements to organize, design, and develop and procedure a multimedia project for the Internet. 2. Organizing, designing, and producing multimedia projects.

**CO INFO 040 BEGINNING LEVEL PROGRAMMING/COMPUTER GAMES (3)***Lecture: 2 hour(s) Lab: 2 hour(s)**Advisory: Computer Information Systems 701*

This course will provide students with a basic understanding of how a game 'idea' is transformed to a marketable product, while educating them on the roles and duties of a game development team and the practices exercised within the game development industry. This course is an in-depth study of level plans for computer video games.

**CO INFO 709 VISUAL BASIC PROGRAMMING (3) UC:CSU***Lecture: 2 hour(s) Lab: 2 hour(s)**Advisory: Computer Information Systems 701*

The primary topic of this class is the structure and methods of the Visual Basic programming system. This system is widely used to create computer applications that include interaction with a user, and is called object-oriented programming.

Student Learning Outcome:

The students will be able to explain and use the syntax and grammar of the Visual Basic programming system to create programs that are representative of commonly used business and engineering procedures.

**CO INFO 733 MICROCOMPUTER DATABASE PROGRAMMING (3) CSU***Lecture: 2 hour(s) Lab: 2 hour(s)**Advisory: 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:

1. The student will demonstrate the ability to create database Queries, Reports, and Forms containing a 5ubform.

### CO INFO 734 OPERATING SYSTEMS (3) CSU

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

This course provides students a solid foundation in the basics of the opensource Linux operating system that currently powers a majority of network servers the world over due to its robust features from security to efficiency, reliability, and its modest costofownership. Unix/Linux powers a greater segment of the Internet than Microsoft. Topics included are An Overview of the Linux Architecture, The Kernel and Shell, File System, Users and Groups Management, Permission and Ownership Management, Services and Processes Management. Students gain systemlevel experience through problemsolving handson lab exercises at the command line and in the graphical user interface.

Student Learning Outcome:

1. Identify and describe the essential components of the Linux system from its architecture to its constituent administrative level functions and interfaces.
2. Apply and demonstrate fundamental concepts in graphical user and command line interface operation, and associated concepts in system and network security administration in a systematic manner.
3. Install and deploy a Linux system.
4. Apply and demonstrate concepts in system and network security administration.

### CO INFO 739 PROGRAMMING IN C++ (3) UC:CSU

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

*Advisory: Computer Information Systems 701*

This class provides an introduction to the use of the C++ programming system. It emphasizes the syntax and grammar of its coding language. The method of instruction is the use of the system to implement computer application projects using the traditional programming structures of sequence, selection, and loops, use of functions, arrays and strings and how different data types work.

Student Learning Outcome:

The students will be able to explain and use the syntax and grammar of the C++ programming system to create programs that are representative of commonly used business and engineering procedures.

### CO INFO 741 PROGRAMMING IN C# (3) UC:CSU

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

*Advisory: Computer Information Systems 701*

This class provides an overview of computer programming in C#. It emphasizes the structure and methods of object oriented programming. This consists of form design, the properties lists, and the syntax and grammar of the code language. The class also stresses problem solving methods, development of algorithms, the programming structures of sequence, selection, and loops, use of functions, arrays and strings and how different data types work.

Student Learning Outcome:

The students will be able to explain and use the C# programming system to create object oriented programs.

### CO INFO 742 WEB DEVELOPMENT USING PHPMYSQL (3)

*Lecture: 3 hour(s)*

*Advisory: Computer Information Systems 701*

This class provides an intermediatelevel course in Ecommerce using the PHP scripting language and the MySQL database platform to develop robust and secure dynamic websites with special emphasis on objectoriented programming and the application of realworld website features such as Secure Socket Layer (SSL), shopping carts, and payment systems.

Student Learning Outcome:

Student will learn the fundamentals of website development and Ecommerce using PHPMySQL.

### CO INFO 743 OBJECTORIENTED PROGRAMMING IN C++ (3)

UC:CSU

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

*Prerequisite: Computer Information Systems 739*

This class provides an overview of computer programming in C++. It emphasizes the syntax and grammar of the language, problem solving methods, development of algorithms, the programming structures of sequence, selection, and loops, use of functions, arrays and strings and how different data types work.

Student Learning Outcome:

1. Student will be able to explain the procedure to print reports from a data file in the C# programming system.

### CO INFO 750 DREAMWEAVER CONCEPTS AND TECHNIQUES (3)

CSU

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

*Advisory: Computer Information Systems 701 or Computer Information Systems 757*

The course covers concepts and techniques of the Dreamweaver system. It consists of projects that provide experience in the methods used to produce and modify documents for the World Wide Web.

Student Learning Outcome:

The students will be able to explain and use websites and webpages to create and enhance various methods of the Dreamweaver application.

### CO INFO 757 XHTML PROGRAMMING AND APPLICATIONS (3)

CSU

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

The course covers the fundamental operations of the eXtensible HyperText Markup Language (XHTML) system. It consists of projects that provide experience in the methods used to produce and modify documents for the World Wide Web.

Student Learning Outcome:

1. Student will create and modify a webpage by adding a form to communicate a message.

### CO INFO 762 WEB SCRIPTING (3) CSU

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

*Advisory: Computer Information Systems 701 or Computer Information Systems 757*

This class provides an introduction to the use of the JavaScript 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 and grammar of the C++ programming system to create programs that are representative of commonly used business and engineering procedures.

### CO INFO 770 LOCAL AREA NETWORK ADMINISTRATION (3) CSU

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

This course will prepare students for a challenging career in Information Technology with a focus in Local Area Network Administration. Students will develop skills to administer and support data communication hardware such as, file servers, printers and other related peripheral input/output devices, and provide technical direction to lower level network technicians. Serverbased network, setup file and print resources, network infrastructure, monitor and troubleshoot services running over the network.

Student Learning Outcome:

1. Develop a network proposal that will accommodate the needs of a small business.
2. Create a fully functional network using network simulation software.

**CO INFO 771 LOCAL AREA NETWORK TECHNICAL SUPPORT (3) CSU**

*Lecture: 2 hour(s) Lab: 2 hour(s)*  
*Advisory: Computer Information Systems 701*

This course will provide students with a comprehensive understanding of Local Area Network (LAN) topologies; and with the skills necessary to install, configure, customize, and troubleshoot Ethernet and Wireless computer networks. This course will prepare students for the newest 2010 CompTIA Network+ N10004 examination.

Student Learning Outcome:

Students will demonstrate technical skills that meet industry and/or employment standards. Students will use critical thinking skills to gather, identify, analyze, synthesize information, and evaluate problems and solutions.

**CO INFO 787 NETWORK ESSENTIALS (3) CSU**

*Lecture: 2 hour(s) Lab: 2 hour(s)*  
*Prerequisite: Computer Information Systems 701*

The purpose of this course is to provide a baseline level of knowledge for success in industry and preparation for networking certifications. Students are exposed to new industry topics and get hands on experience networking the lab and configuring the network. Local area and Wide area networks are covered.

Student Learning Outcome:

Students will be able to explain LAN and WAN networking concept and terminology. Students will be able to explain internetwork for networks, servers and workstations. Students will also be able to describe OSI model in details and able to understand interoperability of level of OSI model. Students will be able to explain techniques to protect workstations, servers and networks.

**CO INFO 790 PROGRAMMING IN JAVA (3) UC:CSU**

*Lecture: 2 hour(s) Lab: 2 hour(s)*  
*Advisory: Computer Information Systems 709 or Computer Information Systems 739*

This course covers the fundamental operations of the Java programming system. It consists of projects that provide experience in the methods used to create Java applications and applet that will run in Internet web pages. Also to create GUI user interface screens.

Student Learning Outcome:

1. Students are expected to be able create Java Application programs.

**COOPERATIVE EDUCATION**

**COOP ED 395 WORK EXPERIENCE GENERAL I (3) CSU**

*Lecture: 3 hour(s)*

General Cooperative Education is a work experience program involving the employer, the student/employee, and the college to insure that the student receives on the job training and unit credit for work experience. Work experience requires that the student be employed in a paid or unpaid position and need not be related to the students educational goals.

Student Learning Outcome:

1. Develop learning objectives related to educational/occupational goals to be accomplished on the job.

**COSMETOLOGY**

**CSMTLGY 035 SKIN THERAPY I (6) NDA**

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

Students will be introduced to disinfection and sanitation procedures, basic facial manipulations, proper cleansing, toning and moisturizing applications, masks and pack techniques and operational procedures for using facial machines.

Student Learning Outcome:

The student will be able to demonstrate sanitation and disinfection, client draping, skin analysis, cleansing, massage and plain facial techniques.

**CSMTLGY 036 SKIN THERAPY II (6) NDA**

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

*Prerequisite: Cosmetology 35*

Students will be introduced to waxing services, makeup applications, desincrustation, iontophoresis, light therapy and high frequency treatments. Skin analysis equipment, facial and body machines, airbrushing machines and hair removal techniques will be employed.

Student Learning Outcome:

The student will be able to demonstrate sanitation procedures while performing basic facial manipulations, proper cleanings, toning and moisturizing applications, masks and pack techniques and operational procedures for utilizing the facial machine.

**CSMTLGY 037 SKIN THERAPY III (6) NDA**

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

*Prerequisite: Cosmetology 36*

Students will be introduced to hand and foot treatments, body scrubs, wraps, reflexology and massage treatments. Aromatherapy treatments will be employed.

Student Learning Outcome:

Students will perform hand and foot treatments utilizing reflexology. Students will demonstrate body scrubs, wraps, massage and aromatherapy treatments.

**CSMTLGY 038 SKIN THERAPY IV (6) NDA**

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

*Prerequisite: Cosmetology 37*

Students will be introduced to clinic floor practicum, advanced facial and makeup applications, arching and waxing services and body treatments. Mock state board procedures for licensure will be employed.

Student Learning Outcome:

Students will be able to perform all skin therapy services such as facials, advanced makeup application, arching, waxing and body treatments.

**CSMTLGY 101 INTRODUCTION TO COSMETOLOGY (3) NDA**

*Lecture: 3 hour(s)*

This course will introduce the students to the opportunities in the field of cosmetology. Students will learn how vocabulary, math skills, and study skills are applicable to the field, and will be better prepared to enter a fulltime cosmetology program.

Student Learning Outcome:

The student will be able to identify key concepts, define technical terminology and explore the opportunities offered in the cosmetology industry.

**CSMTLGY 111 FRESHMAN COSMETOLOGY (6)***Lecture: 3 hour(s) Lab: 9 hour(s)*

The course covers basic manipulative skills and proper application of shampooing, scalp treatments, finger waving, curl construction, hair design, haircutting, and manicuring. Basic lecture and theory include topics on bacteriology, trichology, decontamination.

Student Learning Outcome:

Student will be able to perform basic hair design concepts. Students will be able to demonstrate a plain manicure. Students will be able to perform hair sculpting procedures and identify and practice industry safety and sanitation standards.

**CSMTLGY 112 JUNIOR SALON I (6)***Lecture: 3 hour(s) Lab: 9 hour(s)**Prerequisite: Cosmetology 111*

The course covers basic applications of skin care and facial massage manipulations, permanent waving, haircutting techniques, and all phases of thermal texture hair designing. Theories related to all areas mentioned above are also discussed.

Student Learning Outcome:

Students will be able to demonstrate the proper procedures for cleansing, toning and moisturizing the skin, massage manipulations, eyebrow arching and basic makeup application. Students will be able to demonstrate procedures for sectioning and wrapping a permanent wave.

**CSMTLGY 121 JUNIOR SALON II (6)***Lecture: 3 hour(s) Lab: 9 hour(s)**Prerequisite: Cosmetology 112*

The students are exposed to intermediate instruction in permanent waving, chemical straightening, thermal straightening and curling, skin and hair care, with instruction on the use of facials, hair cutting and nail care. Theories that are related to all areas mentioned above will be discussed.

Student Learning Outcome:

Student will be able to demonstrate the proper procedures for waxing facial areas, applying masks, packs, scrubs and dermal lights for different skin types. Students will be able to perform thermal texture procedures utilizing the pressing comb, oven, Marcel and electrical irons.

**CSMTLGY 122 JUNIOR SALON III (6)***Lecture: 3 hour(s) Lab: 9 hour(s)**Prerequisite: Cosmetology 121*

The students are instructed in advanced permanent waving, soft permanent wave, chemical straightening, thermal straightening and curling, hair cutting, and electricity. Theories related to the above mentioned subjects will be discussed.

Student Learning Outcome:

Students will be able to perform permanent waving, soft permanent waving and chemical straightening techniques. Advanced cold waving. Students will be able to demonstrate facial techniques using chemical compounds and electrical modalities.

**CSMTLGY 131 TINTING I (6)***Lecture: 3 hour(s) Lab: 9 hour(s)**Prerequisite: Cosmetology 112*

The course covers basic, intermediate and advanced hair coloring, bleaching, toning, highlighting, frosting and color correction techniques. A variety of artificial nail procedures will be demonstrated. Theories to the above mentioned subjects will be discussed.

Student Learning Outcome:

The students will be able to apply the law of color in identifying and demonstrating the applications of basic and intermediate hair coloring, bleaching, and toning techniques.

**CSMTLGY 132 TINTING II (6)***Lecture: 3 hour(s) Lab: 9 hour(s)**Prerequisite: Cosmetology 131*

The course covers all aspects of hair coloring, bleaching, toning, 'special effect' highlighting, foiling, cap frosting and color correction. Additional subjects are: haircutting, thermal and wet hair styling, and the study and applications of artificial nail products. Theories related to the above mentioned subjects will be discussed.

Student Learning Outcome:

Students will be able to analyze, discuss, and demonstrate the procedures for a variety of hair coloring/bleaching applications. Students will be able to demonstrate a variety of artificial nail applications.

**CSMTLGY 141 SENIOR SALON I (6)***Lecture: 3 hour(s) Lab: 9 hour(s)**Prerequisite: Cosmetology 122 or Cosmetology 132*

The course reviews all areas of cosmetology, rules, regulations and State Board requirements for licensing. Students will perform client services, conduct consultations, record services, track client appointments and tickets. Theories that are related to all areas mentioned above will be discussed.

Student Learning Outcome:

Students will complete all final preparations and procedures for customer service and licensure of the Cosmetology State Board Examination in haircutting, hair designing, chemical services, hair coloring and skin care.

**CSMTLGY 142 SENIOR SALON II (6)***Lecture: 3 hour(s) Lab: 9 hour(s)**Prerequisite: Cosmetology 141*

The student will be introduced to clinic floor practicum and advanced client services. Mock State Board procedures for licensure will be employed. Business practices include: client services, effective communication, job search skills, networking, strategies for building a clientele, selling techniques, starting and operating a business.

Student Learning Outcome:

Student will model industry standard business practices including customer rapport, service planning, professional communication, client retention, referrals, marketing and cooperation with coworkers. Student will review individual competency requirements, both skill and theory, and by passing a mock examination, student will demonstrate readiness to pass the state certification exam.

**CSMTLGY 210 INTRODUCTION TO HAIR COLORING (3)***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)**Prerequisite: Cosmetology 112*

Students are offered an introduction to basic hair coloring categories, applications and bleaching techniques. In addition, the course will concentrate on hair cutting, hair styling, and permanent waving procedures.

Student Learning Outcome:

Students will be able to apply temporary and semipermanent hair coloring and perform highlighting techniques using foils.

**CSMTLGY 211 INTERMEDIATE HAIR COLORING AND STYLING (3)***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)**Prerequisite: Cosmetology 112*

Students are offered an introduction to intermediate hair coloring, bleaching and toning applications and techniques. In addition, the course will concentrate on hair cutting, hair styling, and skin care procedures.

Student Learning Outcome:

Students will be able to identify and demonstrate the skills required for mixing and applying demipermanent, permanent hair coloring and bleaching compounds.

**CSMTLG 214 ADVANCED HAIR COLORING AND STYLING (3)***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)**Prerequisite: Cosmetology 112*

Students are offered instruction in permanent hair coloring applications, color correction techniques, zonal and block highlighting effects. In addition, the course will concentrate on hair cutting, thermal hair styling, long hair designing and nail technology.

**Student Learning Outcome:**

Students will be able to identify and demonstrate the skills required for special effects applications of hair color and bleach, while employing color correction techniques needed for industry.

**CSMTLG 215 CONTEMPORARY STYLING TECHNIQUES (3)***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)**Prerequisite: Cosmetology 112*

Students receive instruction in advanced hair designing, hair coloring, hair sculpting, and chemical texture services.

**Student Learning Outcome:**

Students will be able to analyze and create contemporary hair designs utilizing wet and thermal styling techniques meeting industry standards.

**CSMTLG 217 MULTITEXTURE DESIGN (LEVEL 12) (3)***Lecture: 2 hour(s) Lab: 3 hour(s)*

This class teaches the basic techniques of the five most popular methods for applying hair additions: strand by strand, braiding, bonding, track and sew and netting.

**Student Learning Outcome:**

Students will be able to identify the proper procedures and application for various hair augmentation techniques and demonstrate several different braiding patterns and tension control.

**CSMTLG 218 LONG HAIR AND PERIOD HAIR DESIGN AND HAIR PIECE CONSTRUCTION (3) NDA***Lecture: 2 hour(s) Lab: 3 hour(s)*

The course will cover long hair styling, period hair designing and hair piece construction techniques.

**Student Learning Outcome:**

Students will be able to identify and perform a variety of period hairstyles from the 20's through the 90's.

Students will be able to create a head piece using Styrofoam, chicken wire, synthetic and human hair.

**CSMTLG 221 ADVANCED MAKEUP TECHNIQUES (3) NDA***Lecture: 2 hour(s) Lab: 3 hour(s)*

This course is designed to teach students makeup applications in contouring techniques, correct shaping of eyes, lips and eyebrows; makeup applications for women of all ages and ethnicities, and tool knowledge and camouflage procedures.

**Student Learning Outcome:**

Students will be able to mix and apply makeup compounds creating a variety of special effects applications.

**CSMTLG 222 INTRODUCTION TO SPECIAL EFFECTS MAKEUP TECHNIQUES (3) NDA***Lecture: 2 hour(s) Lab: 3 hour(s)*

The purpose of this course is to offer introductory FX Special Effects Makeup Techniques for basic applications utilized in the movie and television industry.

**Student Learning Outcome:**

Students will be able to mix and apply makeup compounds creating a variety of special effects applications.

**CSMTLG 223 HAIR SCULPTING TECHNIQUES FOR WOMEN (3)***Lecture: 2 hour(s) Lab: 3 hour(s)*

Basic to advanced hair cutting techniques that include shape, texture, and structure. Students will learn how to sculpt hair, understand design concepts, analyze form and use a variety of tools and cutting techniques.

**Student Learning Outcome:**

Student will perform hair sculpting techniques using razor and shears.

**CSMTLG 224 SEMI PERMANENT EYELASH EXTENSIONS (1) NDA***Lecture: 0.5 hour(s) Lab: 2 hour(s)*

Students will be introduced to the application of semipermanent eyelash extensions. Topics covered include: Safety and sanitation procedures, analysis of the eyelashes, materials, tools, equipment, methods and techniques for eyelash extension application.

**Student Learning Outcome:**

1. Perform a complete and thorough consultation. 2. Prepare for them self and the client for the semipermanent eyelash extension application. 3. Select the proper materials, tools and equipment for the application of semipermanent eyelash extensions. 4. Perform a basic and advanced techniques for semipermanent eyelash extensions and provide a demonstration for client care of lashes.

**CSMTLG 225 HAIR SCULPTING TECHNIQUES FOR MEN (3)***Lecture: 2 hour(s) Lab: 3 hour(s)*

Basic to advanced hair cutting and clipper cutting techniques that include shape, texture, lines, fades, designs and structure. Student will learn how to sculpt hair, understand design concepts, analyze form and use a variety of tools and techniques.

**Student Learning Outcome:**

Students will perform hair sculpting techniques using razor, trimmers, clippers, and shears.

**CSMTLG 228 INTERMEDIATE & ADVANCE SPECIAL EFFECTS MAKEUP TECHNIQUES (3)***Lecture: 2 hour(s) Lab: 3 hour(s)*

The purpose of this course is to offer intermediate and advance Special Effects Makeup Techniques (FX) for applications utilized in the movie and television industry

**Student Learning Outcome:**

Students will be able to create a half cast mold.

Students will be able to sculpt and appliance.

Students will be able to create different appliance from several chemical compounds.



## CULINARY ARTS

**CLN ART 100 INTRODUCTION TO CULINARY ARTS (2) CSU***Lecture: 1 hour(s) Lab: 2 hour(s)**Advisory: Culinary Arts 112*

This class is designed as an introduction to the culinary field. Topics include basic foodservice sanitation, introduction to knife skills. Preparation of soups, sauces, stock and cold salad dressings are also covered.

**Student Learning Outcome:**

1. Identify basic culinary terminology and practices. 2. Demonstrate basic cooking methods and procedures.

**CLN ART 111 CULINARY ARTS ORIENTATION I (4) CSU***Lecture: 2 hour(s) Lab: 6 hour(s)**Prerequisite: Culinary Arts 112; Corequisite: Culinary Arts 112*

With a combination of lecture and lab practice, the students are introduced to the world of commercial food production. Students are introduced to culinary theories and develop skills in knife handling, ingredient identification, small and large equipment use, weights and measures, recipe development and cooking fundamentals

**Student Learning Outcome:**

Students will define basic culinary terminology, identify cooking processes and techniques, and evaluate completed products. Define Cooking processes and techniques. Prepare food items according to demonstration standards. Evaluate food items and revise finished products as needed.

**CLN ART 112 SANITATION AND SAFETY (2) CSU***Lecture: 2 hour(s)**Prerequisite: Culinary Arts 111; Culinary Arts 112*

This class discusses sanitation and safety as it applies to the restaurant industry; HACCP protocol, preventing food borne outbreaks, introduction to microbiology and establishing 'flow of food systems' will be covered, federal, state and local legislation and employee training. National Restaurant Association Serve Safe Test will be given at conclusion of this class.

**Student Learning Outcome:**

Recognize proper hygiene and sanitation standards. Apply HACCP (Hazard Analysis Critical Control Points) protocol in a professional foodservice facility. Score a 75 % or higher on a National Restaurant Association foodhandlers test.

**CLN ART 120 FRONT OF HOUSE/DINING SERVICES (4)***Lecture: 2 hour(s) Lab: 6 hour(s)*

Front of house topics pertinent to restaurant & hospitality management, dining room management, service, staffing, use of POS system, money management, stewarding. Serve Safe "Alcohol" test will be administered at the conclusion of the course.

**Student Learning Outcome:**

1. Practice proper front of the house operations as it pertains to the food service industry. 2. Describe customer relations and service as performed in a culturally diverse arena. 3. Appraise effective service as it relates to the Hospitality industry. 4. Recognize, identify and assess guidelines of the safe, sale and service of Alcohol.

**CLN ART 121 GARDE MANGER I BAKING (6) CSU***Lecture: 3.75 hour(s) Lab: 6.75 hour(s)**Prerequisite: Culinary Arts 111; Culinary Arts 112*

Introduction to Garde Manger and Baking. Introduction to basic garde manger, salads, cold sauces and salad dressings dressing, baking principles including yeast and sweet dough, laminated dough, mixing methods, and decorating.

**Student Learning Outcome:**

1. Be able to identify cold kitchen & bakery operations & procedures. 2. Demonstrate recipes and preparation. 3. Evaluate completed assignments and adjust as needed.

**CLN ART 122 GARDE MANGER II CHARCUTEIRE (6) CSU***Lecture: 3.75 hour(s) Lab: 6.75 hour(s)**Prerequisite: Culinary Arts 111 and Culinary Arts 112*

Students will become proficient in the historical features of the garde manger stations including planning and preparation of cold soups, hors d'oeuvres, appetizers, canape, mousse, timbale, cold sauces, relishes, forcemeat, galantine, terrine, pate en croute components. Preparation and usages of specialty meats, sweetbreads, and sausage will be defined; gelee, aspic, chaud froid, glazing, marinating, curing will be practiced; and buffet presentation, the display of carved fruit and vegetable garnishes and centerpieces will be studied. Projects will include international cuisine, salt dough sculpting and ice carving.

**Student Learning Outcome:**

Students will define and identify classic Garde Manger items, design menu items, and evaluate and access finished products.

**CLN ART 131 CULINARY ARTS BREAKFAST I (6) CSU***Lecture: 3.75 hour(s) Lab: 6.75 hour(s)**Prerequisite: Culinary Arts 111; Culinary Arts 112*

Students are introduced to a la minute breakfast cookery, hot sandwiches, culinary management and supervision. Upon completion the students will be able to identify and safely use the tools and equipment used in breakfast cookery as well as egg cookery, breakfast meats, cereals, beverages, hot sandwiches, ala minute preparation, brunch items, pancakes, and waffles. Other areas covered include portion control, inventory pars, weights and measures, labor and cost control. Management, supervision, leadership, customer relations, communication, and teamwork and time management methods are introduced, discussed and practiced. Effective evaluation, discipline and delegation methods are outlined. computerized food and labor cost and inventory controls are presented and practiced.

**Student Learning Outcome:**

1. Describe a la minute cookery, management applications, and cycle menu procedures. 2. Practice and employ a la minute and cycle menu protocol in a fast paced food service facility. 3. Compare and contrast a la minute and various management styles.

**CLN ART 132 CULINARY ARTS ENTREMETIER SAUCIER (6) CSU***Lecture: 3.75 hour(s) Lab: 6.75 hour(s)**Prerequisite: Culinary Arts 111; Culinary Arts 112*

Students will examine and prepare the theory and production techniques involved in the preparation of stocks, soups, sauces, starches, and vegetables in a classical and contemporary cooking approach. Students will develop a practical understanding of the role and application of sauce pairing with the center of the plate, vegetables, starches, and dessert items.

**Student Learning Outcome:**

1. Identify classic stock, soups, sauces, vegetable and starch cookery. 2. Prepare and assess completed product.

**CLN ART 141 BUTCHERY/CENTER OF THE PLATE AND QUANTITY FOOD COOKERY (6) CSU***Lecture: 3.75 hour(s) Lab: 6.75 hour(s)**Prerequisite: Culinary Arts 111; Culinary Arts 131; Culinary Arts 132; and Culinary Arts 121 and Culinary Arts 122 and Culinary Arts 112*

This course covers quantity and quality food production of meats, fish, and poultry. Students will practice center of the plate food preparation, meat identification and fabrication with an emphasis on portion control, sauce pairing and accompaniment compatibility. Students will discuss, compare and prepare various international foods.

**Student Learning Outcome:**

Students will define and practice advanced culinary skills and techniques.

**CLN ART 142 ADVANCED RESTAURANT PRACTICES II MENU PLANNING AND PURCHASING, SUPERVISION AND TRAINING (6) CSU***Lecture: 3.75 hour(s) Lab: 6.75 hour(s)**Prerequisite: Culinary Arts 111; Culinary Arts 112*

This course covers menu planning and purchasing for the restaurant, cafeteria, banquet and specialty restaurant settings. Fundamentals of storeroom operations, including ordering, receiving, storage controls, pars and inventory controls will be identified and best practices studied. Supervision and Training of the food service worker will be discussed and practiced.

**Student Learning Outcome:**

1. Discuss food purchasing, receiving, and facility supervision. 2. Distinguish various supervisory techniques and inventory applications. 3. Evaluate systems and assess for change.

**CLN ART 170 CULINARY NUTRITION (2) CSU***Lecture: 2 hour(s)*

This course provides a quick overview of applied culinary nutrition. Recipe and menu development including ingredient selection and cooking techniques will be discussed. Special diet (low fat, low sodium, diabetic, and caloric intake) will be discussed. Appropriate for food service professionals who would like to work as personal chefs, with sports teams, at spas and resorts, major hospital chains, entertainment or transportation industries or in health care.

Student Learning Outcome:

Student will identify micro and macro nutrients Design and analyze recipes and menus per nutrient content Select ingredients that meet particular nutritional requirements.

**CLN ART 235 MENU PLANNING AND PURCHASING (4) CSU***Lecture: 3 hour(s) Lab: 3 hour(s)**Prerequisite: Culinary Arts 111; Culinary Arts 112*

Advanced course in menu planning and purchasing using the menu as a tool for ordering, selection and procurement of food and beverage items. Menu, labor, and facility computer generated cost analysis and percentages will be addressed.

Student Learning Outcome:

1. Define Menu development for a professional food service facility. 2. Recognize ordering and costing procedures based on menu offered. 3. Compose a flow of food and sale price (door to table) based on the menu, menu item, and food cost. 4. Evaluate system and make changes based on outcome.

**CLN ART 240 RESTAURANT SUPERVISION AND TRAINING (2) CSU***Lecture: 2 hour(s)**Prerequisite: Culinary Arts 111; Culinary Arts 112*

Students are introduced to human resource management and supervision techniques. Students will identify the recruiting process, communication skills, leadership styles, legal issues in the workforce, employee motivation and discipline.

Student Learning Outcome:

1. Identify the supervisors role as a leader in a restaurant management situation. 2. Discuss the various supervisor obligation in a food service establishment. 3. Evaluate supervisors ability to make changes for their employees and themselves.

**CLN ART 941 COOPERATIVE EDUCATION CULINARY ARTS (4)***Lecture: 4 hour(s)*

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

Student Learning Outcome:

The student will develop at least three learning objectives to be accomplished on the job. The objectives will be related to the educational/occupational goals of the student.

## DIESEL AND RELATED TECHNOLOGY

**DIESLTK 112 DIESEL ENGINE AND ELECTRICAL FUNDAMENTALS (11)***Lecture: 6 hour(s) Lab: 15 hour(s)*

This course is designed to cover the theory and operation of diesel engine components, shop safety, tools, fastening devices, use of measuring instruments, and electrical systems. The student should develop, handson skills, manual dexterity skills, critical thinking skills and basic employment skills.

Student Learning Outcome:

Student should be able to explain the basic principles of operation of any diesel engine and subassemblies Student should be able to explain and test the basic principles of operation of the electrical system, charging system, starting system, and the use of a VOM

**DIESLTK 112A DIESEL ENGINE FUNDAMENTALS (6)***Lecture: 3 hour(s) Lab: 7.5 hour(s)*

This course is designed to cover the theory and operation of diesel engine components and supporting systems, shop safety, tools, fastening devices, and use of measuring instruments.

Student Learning Outcome:

Student should be able to explain the basic principles of operation of any diesel engine and subassemblies.

**DIESLTK 112B DIESEL ENGINE FUNDAMENTALS (6)***Lecture: 3 hour(s) Lab: 7.5 hour(s)*

This course is designed to cover the theory and operation of electrical fundamentals. The student should develop, handson skills, manual dexterity skills, critical thinking skills on electrical parts and systems.

Student Learning Outcome:

Student should be able to explain and test the basic principles of operation of the electrical system, charging system, starting system, and the use of a VOM

**DIESLTK 122 DIESEL FUEL INJECTION SYSTEMS (11)***Lecture: 6 hour(s) Lab: 15 hour(s)*

This course covers the principles of fuel injection systems. Emphasis is placed on the proper construction, operation, disassembly, diagnosis, reassembly, testing and calibrating of different type of pumps and fuel injectors. Various models will be examined, including electronic systems.

Student Learning Outcome:

Students will demonstrate the understanding of how different types of injectors work. Students will demonstrate the ability to diagnose and repair, various diesel fuel pumps.

**DIESLTK 122A DIESEL FUEL SYSTEMS (6)***Lecture: 3 hour(s) Lab: 7.5 hour(s)*

This course covers the principles of fuel injection systems. Emphasis is placed on the proper construction, operation, disassembly, diagnosis, reassembly, testing and calibrating of different type of pumps and fuel injectors.

Student Learning Outcome:

Students will demonstrate the understanding of how different types of injectors and pumps work.

**DIESLTK 122B DIESEL FUEL SYSTEMS (6)***Lecture: 3 hour(s) Lab: 7.5 hour(s)*

This course will cover electronic fuel systems, including electronically controlled fuel pumps and injectors. Practical application by hands on exercises consisting of disassembly and assembly, calibration testing and troubleshooting.

Student Learning Outcome:

Students will demonstrate the ability to diagnose and repair, various diesel fuel pumps.

**DIESLTK 132 HEAVY DUTY DRIVE TRAIN & AIR BRAKE SYSTEMS (11)***Lecture: 6 hour(s) Lab: 15 hour(s)**Prerequisite: DIESLTK 112 and DIESLTK 122*

This course will cover the operating principles and repair of heavy duty clutches, transmissions, drive shafts, and differentials. In addition, students will also learn the operation and repair of air systems, foundation brakes, and antilock brake systems.

Student Learning Outcome:

Student will be able to perform various tasks of transmission and clutch maintenance. Student will use various OEM software to diagnose antilock brake systems.

**DIESLTK 132A HEAVY DUTY DRIVE TRAIN (6)***Lecture: 3 hour(s) Lab: 7.5 hour(s)*

This course will cover the operating principles and repair of heavy duty clutches, transmissions, drive shafts, and differentials.

Student Learning Outcome:

Student will be able to perform various tasks of transmission and clutch maintenance.

**DIESLTK 132B AIR BRAKE SYSTEMS (6)***Lecture: 3 hour(s) Lab: 7.5 hour(s)*

This course will cover the operation and repair of air systems, foundation brakes, and antilock brake systems.

Student Learning Outcome:

Student will use various OEM software to diagnose antilock brake systems.

**DIESLTK 142 DIESEL ENGINE OVERHAUL & ELECTRONIC ENGINE CONTROLS (11)***Lecture: 6 hour(s) Lab: 15 hour(s)**Prerequisite: Diesel and Related Technology 112; and Diesel and Related Technology 122*

This course covers diesel engine overhaul principles including disassembly, inspection, and reassembly as part of overhauling a diesel engine. The operation of electronic engine controls will also be covered with an emphasis on using OEM diagnostic software in the troubleshooting of a diesel engine.

Student Learning Outcome:

Student will be able to perform various tasks of an engine overhaul Student will use various OEM software to diagnose electronic engine controls

**DIESLTK 142A DIESEL ENGINE OVERHAUL (6)***Lecture: 3 hour(s) Lab: 7.5 hour(s)*

This course covers diesel engine overhaul principles including disassembly, inspection, and reassembly as part of overhauling a diesel engine.

Student Learning Outcome:

Student will be able to perform various tasks of an engine overhaul

**DIESLTK 142B ELECTRONIC ENGINE CONTROLS (6)***Lecture: 3 hour(s) Lab: 7.5 hour(s)*

The operation of electronic engine controls will be covered with an emphasis on using OEM diagnostic software in the troubleshooting of a diesel engines.

Student Learning Outcome:

Student will be able to utilize various OEM software to diagnose electronic engine controls

**DIESLTK 185 DIRECTED STUDY DIESEL AND RELATED TECHNOLOGY (1)***Lecture: 1 hour(s)*

This course allows students to pursue a directed study in Diesel and Related Technology on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in diesel and related technology.

**DIESLTK 265 HEAVY DUTY ELECTRONIC SYSTEMS (4)***Lecture: 3 hour(s) Lab: 3 hour(s)*

This course provides an introduction to Compressed Natural Gas (CNG) and Liquefied Natural Gas (LNG) fuel safety and handling, CNG/LNG fuel system layout, ignition systems, and the electronic controls that support the use of this alternative fuel.

Student Learning Outcome:

1. Students will be able to use a Digital Volt / Ohmmeter (DVOM) to measure voltage drop on the positive and negative cables of the starter as per classroom textbook.

**DIESLTK 285 DIRECTED STUDY DIESEL AND RELATED TECHNOLOGY (2)***Lecture: 2 hour(s)*

This course allows students to pursue a directed study in Diesel and Related Technology on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in diesel and related technology.

**DIESLTK 301 INTRODUCTION TO ALTERNATIVE FUELS & HYBRID VEHICLE TECHNOLOGY (1) CSU***Lecture: 1 hour(s)*

This course provides an introduction to various alternative fuel technologies being used in the automotive and heavyduty diesel fields. Covers description and basic operation of Biodiesel, Compressed Natural Gas (CNG), Liquefied Natural Gas (LNG), Fuel Cell and hybrid vehicle technologies.

Student Learning Outcome:

Student will be able to explain the differences between regular diesel and biodiesel fuels. Student will understand the differences between Compressed Natural Gas (CNG) and Liquefied Natural Gas (LNG)

**DIESLTK 302 HYBRID AND PLUGIN ELECTRIC VEHICLE (6) CSU***Lecture: 3.5 hour(s) Lab: 5 hour(s)*

This course covers hybrid vehicle system fundamentals including hybrid vehicle safety, special tools, different hybrid system configurations, high voltage battery construction and maintenance, depower procedures and basic service.

Student Learning Outcome:

1. Students will understand the operating principle of a hybrid and plugin electric vehicle and identify all of its components. 2. They will learn the safety requirements for working with hybrid systems.

**DIESLTK 303 ADVANCED HYBRID AND PLUGIN ELECTRIC VEHICLES (5) CSU***Lecture: 2 hour(s) Lab: 6 hour(s)*

This course covers advanced hybrid vehicle system diagnostics and replacement of hybrid and plugin electric components such as high voltage battery, electric motor, capacitors, etc. Troubleshooting of gasoline/diesel engine will also be covered.

Student Learning Outcome:

1. Students will perform advanced hybrid system troubleshooting and hybrid component replacement. 2. They correctly troubleshoot regenerative brake systems used in hybrid vehicles.

**DIESLTK 385 DIRECTED STUDY DIESEL AND RELATED TECHNOLOGY (3)***Lecture: 1 hour(s) Lab: 6 hour(s)*

This course allows students to pursue a directed study in Diesel and Related Technology on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in diesel and related technology. The student will assemble a fully functioning laboratory mockup based on the research determined by the contract between the instructor and student.

**DIESLTK 941 COOPERATIVE EDUCATION DIESEL AND RELATED TECHNOLOGY (4)***Lecture: 4 hour(s)*

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

Student Learning Outcome:

The student will develop at least three learning objectives to be accomplished on the job. The objectives will be related to the educational/occupational goals of the student.



## DIGITAL MEDIA

**DIGLMD 100 INTRODUCTION TO DIGITAL VIDEO (3) CSU***Lecture: 2 hour(s) Lab: 2 hour(s)*

Students are introduced to the process and tools of nonlinear video editing. Basic skills will be developed in editing techniques, video formats, compression types, industry terminology, and understanding key concepts of shooting for digital systems. Students will produce short video sequences that are appropriately compressed for delivery via web/Internet and various digital media.

Student Learning Outcome:

1. Upon completion of the course, students will be able to shoot and edit videos using HD cameras and nonlinear editing systems.

**DIGLMD 103 FUNDAMENTAL OF DIGITAL AUDIO (3) CSU***Lecture: 2 hour(s) Lab: 2 hour(s)*

Students are introduced to the principles and process of digital audio recording and reproduction. Topics include such aspects as sound design, acoustics, Dolby surround sound, microphones, mixers, outboard gear, signal flow, and recording and editing audio. Further exploration will involve analog over digital formats and destructive over nondestructive editing.

Student Learning Outcome:

1. Students will learn to use sound editing software to record, cut, loop, and mix audio tracks.

**DIGLMD 110 VIDEO PRODUCTION: FOOTAGE ACQUISITION (3) CSU***Lecture: 2 hour(s) Lab: 2 hour(s)*

Students will learn the craft of video production through hands-on producing of short digital video projects. Over the duration of the course, the students will discover planning, preproducing, shooting, and postproduction of short projects. Projects will emphasize resourcefulness, collaboration and group discourse and introduce students to the technical and creative crafts of shooting and directing digital video.

Student Learning Outcome:

1. Student will be able to operate a video camera, shoot footage, and digitize for the purposes of editing. 2. Students will be able to produce a visually balanced video with footage appropriate to the assigned project.

**DIGLMD 115 VIDEO PRODUCTION: NONLINEAR EDITING (3) CSU***Lecture: 2 hour(s) Lab: 2 hour(s)*

Students will engage in film and video editing techniques on a nonlinear editing platform. A series of video editing projects will explore technical nonlinear editing system skills and editing tools in the service of storytelling craft. Topics covered include theme, structure, continuity, rhythm, flow, suspense, and dramatic irony.

Student Learning Outcome:

1. Students will learn advanced video editing techniques and concepts using a nonlinear editor. 2. Students will create a video sequence using footage in need of both audio and video adjustments and balancing.

**DIGLMD 150 INTRODUCTION TO MOBILE APPLICATIONS (2)***Lecture: 1 hour(s) Lab: 3 hour(s)**Advisory: VISCOM 103*

Students will develop an understanding of the core principles necessary to design and create mobile applications. Course covers preproduction, interface design, asset behavior and user experience.

Student Learning Outcome:

Student will design and create a fully functional mobile application including file and asset management.

**DIGLMD 151 INTRODUCTION TO INTERFACE DESIGN (2)***Lecture: 1 hour(s) Lab: 3 hour(s)**Advisory: VISCOM 103*

Students will develop an understanding of the core principles necessary to design successful and dynamic Graphical User Interfaces. Course covers the essentials of visual design: color theory, layout and composition, as well as interface behavior and user experience.

Student Learning Outcome:

Student will concept and design a number of visual graphical interfaces.

**DIGLMD 152 DIGITAL ART (2)***Lecture: 1 hour(s) Lab: 3 hour(s)**Advisory: Visual Communications 103*

Students will develop an understanding of the core principles of digital art and design. Course covers the essentials of digital visual design using Photoshop and Illustrator: color theory, composition, software tools, photo manipulation and image creation.

Student Learning Outcome:

Student will learn the tools and procedures for creating professional quality visual assets for games and mobile applications.

**DIGLMD 153 2D DIGITAL ANIMATION (2)***Lecture: 1 hour(s) Lab: 3 hour(s)**Advisory: Visual Communications 103*

Students will develop an understanding of the core principles of digital 2D animation. Course covers the essentials of animation using Flash: drawing, key framing, tweening, and exporting animation.

Student Learning Outcome:

Student will examine the principles of animation and create an animated short using industry standard software.

**DIGLMD 155 MOBILE APPLICATION PRODUCTION (2)***Lecture: 1 hour(s) Lab: 3 hour(s)**Advisory: Visual Communications 103*

Students will develop and build a completed mobile application. Course covers preproduction, interface design, asset behavior, user experience, and publication of a finished mobile application.

Student Learning Outcome:

Students will develop and build a completed mobile application.

**DIGLMD 199 DIGITAL MEDIA LAB (1) CSU***Lab: 2 hour(s)*

This is an open lab to offer students access to professional creative applications such as Adobe Illustrator, Flash, DreamWorks, AfterEffects, Photoshop, Premiere, and Soundbooth, and Apple Final Cut Pro, as well as video production equipment to complete coursework in the Digital Media program.

Student Learning Outcome:

The outcome will vary depending on the needs of the student. The student will complete digital media related projects based on course projects.

**DRAFTING****DRAFT 010 CADD FOR SUSTAINABLE LANDSCAPE DESIGN (4) CSU***Lecture: 3 hour(s) Lab: 3 hour(s)*

Computer Aided Design/Drafting (CADD) applications specific to landscape professionals. Includes introduction to CADD skills, block functions, Internet applications, three-dimensional design, presentation drawings, building systems, working drawings, and working drawing coordination.

Student Learning Outcome:

1. Students will complete a set of Three Dimensional Models with Libraries, Meta tags and Information using CAD MEP as the drawing tool for a sustainable landscape design. 2. Students will submit an ePortfolio.

**DRAFT 062 CAD FOR ARCHITECTS (3) CSU***Lecture: 1 hour(s) Lab: 4 hour(s)*

This course will focus on the process of generating and managing building data during the life cycle of a building from 'cradle to cradle'. CADD and BIM drawings can create automatically consistent and dynamic views of the building, detail design and increase the productivity, transparency and accountability. CADD and BIM symbols, templates and standards are used to generate simple models from site design to finish products. Virtual information models made with CADD and BIM transform every field, as it connects data to place and space.

Student Learning Outcome:

Operate computeraided drafting (CAD) software and equipment basic commands, tool bar menus, project navigator and standard templates to document a building in 2d and 3d

**DRAFT 063 CADD FOR BUILDING (3) CSU***Lecture: 1 hour(s) Lab: 4 hour(s)*

This course covers CAD (Computer Aided Drafting) and BIM (Building Information Model) for Mechanical, Electrical and Plumbing fundamentals, as it applies to the Architecture Field. Standards, codes, regulatory frameworks and templates are applied as per industry guidance. The student learns how to draw in digital environments and visualize multiple disciplines into a single digital model. This procedure eliminates many of the uncertainties found during the construction phase as well as clashing, scheduling conflicts, construction alignment and 'cradle to cradle' strategies.

Student Learning Outcome:

Operate computeraided drafting (CAD MEP software and equipment basic commands, tool bar menus, project navigator and standard templates to document a building in 2d and 3d

**ECONOMICS****ECON 001 PRINCIPLES OF ECONOMICS I (3) UC:CSU***Lecture: 3 hour(s)*

This course provides an introductory of microeconomic analysis and their application to business situation. Emphasis is on supply and demand, elasticities, consumer choice optimization, profits, economic rent, financial environment of business, market structure, economic and social regulations, antitrust policy in a globalized economy.

Student Learning Outcome:

1. Student will evaluate individual, professional and government choices in terms of scarcity. 2. Student will apply the understanding of the interaction of demand and supply concept to determine the market price and market quantity of commodity that is produced and consumed. 3. Student will apply the rationing functions of prices and assess the effect of price floor related to under production and over production in the economy. 4. Student will apply the concept of economic change to career development and lifelong learning.

**ECON 002 PRINCIPLES OF ECONOMICS II (3) UC:CSU***Lecture: 3 hour(s)*

This macroeconomics course concentrates on the behavior of the economy as a whole and includes such economy wide phenomena as changes in unemployment, general price level and national income. Emphasis is placed on public spending and public choice, economic fluctuations and business cycles. Other topics include fiscal and monetary policy, deficit spending and public debt, money creation, banking and central banking, policies and prospects for global economic growth, comparative advantage, international trade and contemporary economic developments.

Student Learning Outcome:

1. Student will evaluate individual, professional and governmental choices in terms of scarcity. 2. Student will evaluate the limitations of using GDP as a measurement of social welfare. 3. Student will assess the influence of Federal Reserve's monetary policy actions on the market interest rates. 4. Student will assess why nations can gain from specializing in production and gain from international trade and incorporate the concept for career goals and lifelong learning.

Define a coulomb, ampere, volt, ohm, watt and calculate different electrical values using Ohm's law and select the proper formula to use. Discuss the nature of static electricity and lightning protection and list nuisance charges and useful charges as related to static electricity. 2. Define the terms used to describe magnetism and magnetic quantities. List the major types of fixed resistors and solve resistor problems using the color code. Evaluate whether or not a resistor is operating within its power rating. Discuss the properties of series and parallel circuits. 3. List the rules for solving electrical values of a series circuit as well as discuss the properties and calculate values of voltage, current, resistance, and power for series and parallel circuits.

**ECONMT 006 SECURITY AND FIRE ALARM TECHNICIAN CERTIFICATION (3) CSU***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

This course offers instruction in the installation of Fire and Security alarms. Upon successful completion of the course the student will be eligible to request and test for an installer certification by the National Alarm Association of America.

Student Learning Outcome:

1. Draw and construct coaxial patch cables.

**EDUCATION****EDUC 001 INTRODUCTION TO TEACHING (3) CSU***Lecture: 3 hour(s)**Prerequisite: Child Development 1; Advisory: English 28*

This course introduces students to the field of professional education and the concepts and issues that are related to K-8 education. Topics of this course include a basic understanding of a teacher's role and challenges in society, contemporary education issues within historical, social, philosophical, legal, and political contexts, impact of government policies on schools and children, and the various perspectives on curriculum and instruction. Students are required to complete a minimum of 45 hours of fieldwork in an approved elementary, self-contained classroom. TB test, finger print (live scan), and background check may be required by individual elementary school.

Student Learning Outcome:

Students will be able to compare and contrast various theoretical frameworks that relate to the study of education. Students will be able to apply various instructional approaches to teaching experiences. Students will be able to identify the problems of public educational system and provide the feasible solutions.

**ECONMT 007 HOME THEATER & COMMERCIAL AUDIO, VIDEO INSTALLATION THEORY AND PRACTICES (3) CSU***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

This course offers instruction in the installation of Home Theater Video and Audio systems as well as commercial and industrial applications for audio and video technology. Upon successful completion of the course the student will have the skills to enter this area of the electrical trade.

Student Learning Outcome:

1. Analyze job requirements and select proper equipment to meet the needs of the job. 2. Design, layout and install a complete home theater system in a laboratory setting. 3. Demonstrate troubleshooting of an installed system, including a repair plan to correct identified defects.

**ECONMT 100 (O.S.H.A.) SAFETY STANDARDS: CONSTRUCTION & INDUSTRY (2) CSU***Lecture: 2 hour(s)**(Same as Building Construction Techniques 102)*

This course provides instruction on industry safety and health rules as it applies to workers and employers within the construction industry. Topics such as fall protection, lock out tag out procedures, PPE, excavations, etc. are covered. Participants that meet the required hourly attendance and successfully pass the final exam will be eligible to receive their OSHA (30 hrs.) safety training certificate.

Student Learning Outcome:

1. Recognize appropriate training requirements and training methods. 2. Define OSHA specific construction terms such as; competent person, construction work, confined space, working space, general duty clause. 3. Select situational appropriate PPE.

**ECONMT 101 ELECTRICAL CRAFT HELPER (4) CSU***Lecture: 4 hour(s)*

This course is designed as entry level preparation for a student interested in careers in the electrical power industry. This introductory course covers the basic fundamentals of planning, installation and maintenance of high and low voltage electrical systems. Basic functions of generation, both hydro and steam are covered. The transmission and distribution of electrical power will be reviewed. Fundamentals of electricity, identification, function, and operation of components will be surveyed. Ohm's law, safety, ropes, knots, rigging, and tools required in the trade will be reviewed. Civil service exam assistance will also be covered.

**ELECTRICAL CONSTRUCTION AND MAINTENANCE****ECONMT 001 RESISTIVE CIRCUIT ELECTRICAL FUNDAMENTALS (3)***Lecture: 3 hour(s)*

The course covers the basic principles of D.C. electricity. Course content will center on the analysis of basic series and parallel circuits, using Ohm's law, the power equations, and Kirchhoff's laws. Proper application of appropriate mathematical concepts will be stressed.

Student Learning Outcome:

1. Discuss electrical safety as it applies to the electrical industry. List main principal parts of an atom. State the law of charges. Discuss centripetal force and distinguish the difference between conductors and insulators.

Student Learning Outcome:

1. List the types of knots utilized for common rigging operations. 2. State the required safety regulation and practices of the power line industry. 3. Describe the precautions and safeguards required of employees working in the power line industry.

**ECONMT 105 FUNDAMENTALS OF SOLAR ELECTRICITY (3) CSU**

*Lecture: 3 hour(s)*

This course is designed for students interested in a career in the solar industry. The fundamental principles and functions of photo voltaic industry will be introduced. This course covers planning, installation, maintenance and all the necessary components for a photo voltaic system. The transmission and distribution of electric power will be reviewed. Basic concepts of electricity, identification, functions and operations of components will be surveyed.

Student Learning Outcome:

1. Describe the history of PV technology and the industry and list available markets and possible applications for PV systems. Identify types of PV systems and their application. Describe the advantage and disadvantage of each. Identify safety practices and protective equipment used to mitigate hazards in the installation and maintenance of PV systems. 2. Define basic electrical/solar terms including: energy, power, , series and parallel electrical circuits. Define basic solar terms including: irradiation, irradiance, tilt angle, latitude, longitude, azimuth angle etc. Determine series/parallel PV array arrangement based on module and inverter specifications. 3. Describe the testing standards for solar modules and identify measurement conditions for solar cells and modules. Label key points and describe effects of environmental conditions on a typical IV curve. 4. Describe the use of a digital multimeter, pyranometer, compass, and given a declination map, differentiate true south from magnetic south. Identify parts and demonstrate the ability to use the Sun pathfinder and do shading analysis.

**ECONMT 110 RENEWABLE ENERGY SYSTEMS (3) CSU**

*Lecture: 3 hour(s)*

This course will cover energy basics, solar basics, both active and passive, solarthermal and solarelectric, wind, hydropower, wave and tidal power, biofuel and biomass resources, geothermal power, energy storage and hydrogen fuel cells. Both large and small scale, grid interactive and standalone systems will be discussed. Energy collection, site evaluation, design analysis of various systems, material use, and methods of construction will also be covered, along with overviews of California and US energy policy and global energy use.

Student Learning Outcome:

1. Discuss the history of renewable energy development. 2. List the regions of the globe where specific renewable options are most or least viable. 3. List the components needed for various renewable energy sources.

**ECONMT 115 FUNDAMENTALS OF D.C. ELECTRICITY (3) CSU**

*Lecture: 3 hour(s)*

This course offers study in the Fundamentals of D.C. Electricity. Subjects include: Electrical safety, the basic principles of atomic structure, electrical quantities, static electricity, magnetism, induction, resistors, series circuits, parallel circuits, and combination circuits. The proceeding resistive circuits will be analyzed using Ohm's Law, The Power Equation and Kirchoff's Voltage and Current Laws.

Student Learning Outcome:

1. Students will demonstrate an understanding of the basic principles of D.C. Electricity and will be able to analyze and solve series circuits, utilizing Ohm's Law, the power equation, and Kirchoff's current and voltage laws. 2. Students will demonstrate an understanding of the basic principles of D.C. Electricity and will be able to analyze and solve parallel circuits, utilizing Ohm's Law, the power equation, and Kirchoff's current and voltage laws. 3. Students will demonstrate an understanding of the basic principles of D.C. Electricity and will be able to analyze and solve Combination circuits, utilizing Ohm's Law, the power equation, and Kirchoff's current and voltage laws.

**ECONMT 116 HANDTOOLS AND WIRING PRACTICES (2) CSU**

*Lab: 6 hour(s)*

This course covers the proper use of Hand Tools, Wiring Methods, Conductor Identification, Selection, Splicing and Termination. Trade Practices and an Introduction to the National Electrical Code.

Student Learning Outcome:

1. Analyze and interoperate various VOMM readings.

**ECONMT 117 ELEMENTARY CIRCUIT PRACTICES (4) CSU**

*Lab: 12 hour(s)*

This course offers instruction in the drawing and analysis of wiring plans, wiring diagrams, and ladder diagrams. Including the wiring of both low and high voltage circuits utilizing: push button, single pole, standard three way, coast three way, standard four way, coast four way, and master switching systems.

Student Learning Outcome:

1. Interpret Wiring Diagrams and Construct a 4 Way Switching System. 2. Interpret Wiring Diagrams and Construct a 3 Way Switching System. 3. Interpret Wiring Diagrams and Construct a Master Switching System.

**ECONMT 119 ELECTRICAL CONSTRUCTION AND MAINTENANCE (3) CSU**

*Lecture: 3 hour(s)*

This is an entry level course in electrical calculations and measurements with special emphasis on the application problems encountered in the electrical construction industry.

Student Learning Outcome:

1. Apply appropriate mathematical rules to solving electrical calculations such as; whole numbers, fractions, percent, ratios and proportions, basic algebra, order of operations, multiplication, division, addition, and subtraction, etc. 2. Apply appropriate units of measure such as; percent, volt, ohms, amperes, watts, sq. ft. cubic volume, etc. 3. Select situational appropriate formula and or apply proper measurements and calculations to solve various real world problems such as: inventories, material estimates, volume, area, size, etc.

**ECONMT 120 INDUSTRIAL CONTROL SYSTEMS (3) CSU**

*Lecture: 3 hour(s)*

*Prerequisite: Electrical Construction and Maintenance 115; and Electrical Construction and Maintenance 119*

This course is a study of motors, circuits and devices used for controlling electric motors and the National Electrical Code covering motor installation.

Student Learning Outcome:

1. Given the horsepower rating along with other nameplate data, and the distance from the motor branch circuit disconnect to the auxiliary gutter; the student will apply the National Electrical Codes to find the correctly sized conduit, wire, magnetic motor starter, safety switch, fuses, tap feeders, tap feeder conduit and the minimum cross sectional area for the auxiliary gutter. The answers must be correct to the industry standard of 70% correct.

**ECONMT 128 INDUSTRIAL CONTROL SYSTEMS PRACTICES (3) CSU**

*Lab: 9 hour(s)*

*Prerequisite: Electrical Construction and Maintenance 115*

This course fosters the development and application of control circuitry through the use of instructional wiring panels and lab project boards. The course includes manual and electromagnetic control of motors using switches, pushbuttons, relays and starters for sequencing, jogging, reversing and timed control of motors and circuits.

Student Learning Outcome:

1. Connect control and power circuits using schematic and wiring diagrams.

**ECONMT 128A INDUSTRIAL CONTROL SYSTEMS PRACTICES A****(1) CSU***Lab: 3 hour(s)*

This course fosters the development and application of control circuitry through the use of instructional wiring panels and lab project boards. The course includes manual and electromagnetic control of motors using switches, pushbuttons, relays and starters for sequencing, jogging, reversing and timed control of motors and circuits.

Student Learning Outcome:

1. Connect control and power circuits using schematic and wiring diagrams.

**ECONMT 128B INDUSTRIAL CONTROL SYSTEMS PRACTICES B****(1) CSU***Lab: 3 hour(s)*

This course is the second module of the 128 A,B,C series and continues to foster the development and application of control circuitry through the use of instructional wiring panels and lab project boards. The course includes manual and electromagnetic control of motors using switches, pushbuttons, relays and starters for sequencing, jogging, reversing and timed control of motors and circuits.

Student Learning Outcome:

1. Connect control and power circuits using schematic and wiring diagrams.

**ECONMT 128C INDUSTRIAL CONTROL SYSTEMS PRACTICES C****(1) CSU***Lab: 3 hour(s)*

This course is the final module of the 128 A,B,C series and finalizes the development and application of control circuitry through the use of instructional wiring panels and lab project boards. The course includes manual and electromagnetic control of motors using switches, pushbuttons, relays and starters for sequencing, jogging, reversing and timed control of motors and circuits.

Student Learning Outcome:

1. Connect control and power circuits using schematic and wiring diagrams.

**ECONMT 129 FUNDAMENTALS OF ALTERNATING CURRENT (3)****CSU***Lecture: 3 hour(s)*

*Prerequisite: Electrical Construction and Maintenance 115; Electrical Construction and Maintenance 119*

This course offers a study in operating principles of electrical power systems, the theory of A.C. generators and motors, load calculations, efficiencies, power factor correction, and calculations related to these theories.

Student Learning Outcome:

1. Apply appropriate Ohms laws, mathematical rules and trigonometry to solving electrical calculations. Given a supply voltage, the current flowing into a motor and the resistance of the motor's windings, the student will apply ohm's laws and calculate the total Apparent Power, True Power, Reactive Power, Impedance, Inductive Reactance, Phase Angle and the Power Factor of the motor circuit. 2. Apply appropriate units of measure using Engineering notation. 3. Calculate AC circuit and transformer; power, voltage, current, resistance and impedance.

**ECONMT 130 PRINCIPLES OF INDUSTRIAL ELECTRIC POWER (3)****CSU***Lecture: 3 hour(s)*

This course offers a study in operating principles and maintenance procedures and code requirements for electrical power systems. Theory of D.C. and A.C. generators and motors, load calculations, efficiencies and power factor correction are also covered.

Student Learning Outcome:

1. Analyze drawings of control and power circuits used in industry. 2. Analyze various motor acceleration methods. 3. The students will compare and contrast the efficiency of the different methods. 4. Calculate transformer voltage, current, and KVA ratings.

**ECONMT 136 INDUSTRIAL POWER APPLICATIONS (3) CSU***Lab: 9 hour(s)*

This course offers a practical study on shop experience in testing, servicing and repairing industrial plant electrical equipment, connection and operation of generators, as well as motors and their control systems.

Student Learning Outcome:

1. Connect electrical motor control equipment to single and three phase motors to National Electrical Code standards in a safe and workmanlike manner. 2. Demonstrate electrical control troubleshooting skills, and the ability to identify electrical opens, shorts and ground faults. 3. Perform all work in the lab using proper lock out and tag out procedures. 4. Present finished drawings of all connections made during class.

**ECONMT 137 INDUSTRIAL ELECTRONIC CONTROL SYSTEMS (3)****CSU***Lecture: 3 hour(s)*

In this course fundamental electronic and semiconductor theory as well as applications of electronic devices to industrial control systems are studied. Boolean algebra, logic circuits and numbering systems as they used in industrial controls are examined. Transducers, photoelectric limit switches and other industrial devices are studied.

Student Learning Outcome:

Students will analyze electronic control and power circuits. The student will be able to identify different discrete electronic components and explain their operation in an industrial motor controller. Students will reconfigure basic logic circuits to achieve alternate logical results.

**ECONMT 138 APPLICATIONS OF ELECTRICAL AND ELECTRONICS DEVICES (2) CSU***Lab: 6 hour(s)*

This course studies identification and operational tests on various types of electrical and electronic equipment, including transformers, electronic motor speed control systems and other industrial control devices.

Student Learning Outcome:

1. Construct digital logic circuits, and analyze them using Boolean Algebra. 2. Use solid state relays to energize motor starters. 3. Compare and contrast logic gates using truth tables.

**ECONMT 140 CONSTRUCTION WIRING PRINCIPLES AND****PRACTICES (3) CSU***Lecture: 3 hour(s)*

*Prerequisite: Electrical Construction and Maintenance 130; and Electrical Construction and Maintenance 136; Corequisite:*

*Electrical Construction and Maintenance 167;*

This class teaches the wiring of electrical systems, including: layout, construction methods, code requirements, installation standards, and best practices.

Student Learning Outcome:

Students will design wiring plans, which conform to various load and control requirements, which result in minimum material use. Students will calculate the full load currents, and the appropriately sized wire and protective devices for an assigned transformer according to the current National Electrical Code.

**ECONMT 142 BASIC PROGRAMMABLE LOGIC CONTROLS (PLC) (1) CSU***Lab: 3 hour(s)*

Introduction to Basic Programmable Logic Controllers, Programming Devices, Ladder Diagrams and Designing PLC Programs for Industrial Processes.

Student Learning Outcome:

1. Identify the advantages a programmable controller. 2. Identify inputs and output devices connected to a programmable controller. 3. Identify five components of a programmable controller. 4. Troubleshoot a programmable controller program.

**ECONMT 150 INTRODUCTION TO THE ELECTRICAL CODES (3) CSU***Lecture: 3 hour(s)*

*Prerequisite: Electrical Construction and Maintenance 120; and Electrical Construction and Maintenance 136 or Electrical Construction and Maintenance 184*

This is a study and interpretation of the National Electrical Code, local ordinances, and regulations covering wiring installations and principal circuit requirements.

Student Learning Outcome:

Students will calculate loads and currents for assigned industrial, commercial, and residential occupancies. Students will calculate the appropriately sized wire, conduit, and protective devices for the assigned industrial, commercial, and residential occupancies according to the current National Electrical Code.

**ECONMT 159 PROGRAMMABLE LOGIC CONTROLS (PLC) (4) CSU***Lecture: 2.5 hour(s) Lab: 4.5 hour(s)*

*Prerequisite: Electrical Construction and Maintenance 120; and Electrical Construction and Maintenance 136 or Electrical Construction and Maintenance 184*

Programmable Logic Controller wiring, programming, and troubleshooting techniques are learned and practiced in a hands-on laboratory environment.

Student Learning Outcome:

1. Identify, illustrate, and apply PLC Input/Output components. 2. Plan, design, and construct PLC wiring diagrams. 3. Plan, design, and construct working PLC programs. 4. Troubleshoot faulty PLC hardware and software.

**ECONMT 164 SUSTAINABLE LIGHTING PRINCIPLES & PRACTICES (3) CSU***Lecture: 2.5 hour(s) Lab: 4.5 hour(s)*

*Prerequisite: ECONMT 119*

This course offers study in the design of residential and commercial lighting systems. Included, are both indoor and outdoor lighting applications, emphasizing sustainable lighting design and energy saving strategies.

Student Learning Outcome:

1. Analyze and interpret ballast wiring diagram and install replacement ballast.

**ECONMT 167 ELECTRICAL CONSTRUCTION WIRING TECHNIQUES (3)***Lab: 9 hour(s)*

*Prerequisite: Electrical Construction and Maintenance 120; and Electrical Construction and Maintenance 136 or Electrical Construction and Maintenance 184*

Students are taught and practice electrical rough-in methods, while emphasizing safe working methods and compliance with Electrical Codes and trade standards.

Student Learning Outcome:

Students will correctly install different cable and different conduit wiring methods as laboratory projects. Students will install various switches and receptacles in the cable and conduit wiring projects. Students will install the appropriately sized wire, conduit, and protective devices for the assigned

laboratory projects. Students will correctly splice and terminate electrical building wire as part of each lab project. Student will follow Lockout/Blockout procedures and other recognized electrical workplace safety procedures at all times in lab.

**ECONMT 168 INSTALLATION OF ELECTRICAL WIRING (2)***Lab: 6 hour(s)*

Students calculate and layout of interior electric wiring systems followed by practical installations including rough-in and finishing techniques.

Student Learning Outcome:

Students will draw, read, and interpret electrical schematic diagrams and wiring plans. Students will analyze and troubleshoot faulty electrical wiring systems

**ECONMT 169 ALTERNATING CURRENT PRACTICES (2)***Lab: 6 hour(s)*

This course offers a study in operating principles, and electrical power systems. Theory of A.C. generators and motors, load calculations, efficiencies and power factor correction, and calculations related to these theories demonstrated with projects.

Student Learning Outcome:

1. Apply appropriate Ohm's laws, mathematical rules and trigonometry to solving electrical calculations. Given a supply voltage, the current flowing into a motor and the resistance of the motor's windings, the student will apply Ohm's laws and calculate the total Apparent Power, True Power, Reactive Power, Impedance, Inductive Reactance, Phase Angle and the Power Factor of the motor circuit. 2. Apply appropriate units of measure using Engineering notation. 3. Calculate AC circuit and transformer; power, voltage, current, resistance and impedance. 4. Given a project workstation that may be wired as an Edison 3 Wire Supply (two different phases of 120 volts and a neutral) students will calculate the current imbalance with various imbalanced loads. Then students will open the neutral circuit and find the imbalance in voltage as the circuit becomes a combination circuit. Finally, these calculations are checked against measured values on the workstation.

**ECONMT 171 ELECTRICAL CODES AND ORDINANCES I (3)***Lecture: 3 hour(s)*

Basic electrical codes and ordinances are the focus of this course. General codes, wiring methods and fittings, and circuit requirements specified in the various ordinances are reviewed.

Student Learning Outcome:

1. List electrical codes by topic and article. 2. Identify topic specific electrical code requirements such as; service size, circuit protection, branch circuits, and box sizing. 3. Interpret various electrical codes applied to various electrical installation examples.

**ECONMT 172 ELECTRICAL CODES AND ORDINANCES II (3)***Lecture: 3 hour(s)*

Advanced electrical codes and ordinances are the focus of this course. General codes, wiring methods and fittings, and circuit requirements specified in the various ordinances are reviewed.

Student Learning Outcome:

1. List electrical codes by topic and article. 2. Identify topic specific electrical code requirements such as; service size, circuit protection, branch circuits, and box sizing. 3. Interpret various electrical codes applied to various electrical installation examples.

**ECONMT 173 ELECTRICAL MATHEMATICS I (3)***Lecture: 3 hour(s)*

This is an entry level course in electrical calculations and measurements with special emphasis on the application problems encountered in the electrical construction industry.

Student Learning Outcome:

1. Apply appropriate mathematical rules to solving electrical calculations such as; whole numbers, fractions, percentages, ratios and proportions, basic algebra, order of operations, multiplication, division, addition, and subtraction, etc. 2. Apply appropriate units of measure such as; percentages, volt, ohms, amperes, watts, sq. ft. cubic volume, etc. 3. Select situational appropriate formula and or apply proper measurements and calculations to solve various real world problems such as: inventories, material estimates, volume, area, size, etc.

**ECONMT 174 ELECTRICAL MATHEMATICS II (3)***Lecture: 3 hour(s)*

Topics covered in this course are problems relating to A.C. power applications, use of the scientific calculator, percentage ratio and proportions, wire sizing, voltage drops, energy and efficiency calculations, trigonometric functions, phasor diagrams, A.C. single and polyphase circuits, transformers, star and delta connections and mathematics for logic controls.

Student Learning Outcome:

1. Analyze and solve electrical equations applying the fundamentals of Algebra and Trigonometry.

**ECONMT 177 ELECTRIC MOTOR CONTROL I (3)***Lecture: 3 hour(s)*

This course studies basic motor control fundamentals including the basic functions of control. Magnetic principles of D.C. and A.C. motors, types of motors, motor selection fundamentals are reviewed. Topics covered also include definitions for controller components and symbols, familiarization with N.E.M.A. standards and review of oneline, wiring and schematic diagrams.

Student Learning Outcome:

1. Demonstrate familiarity with many of the concepts and principles of motor control systems including solid state controls. 2. Create elementary diagrams of basic motor control systems from written or verbal instructions.

**ECONMT 178 ELECTRIC MOTOR CONTROL II (3)***Lecture: 3 hour(s)*

This course focuses on a brief review of material covered in Electric Motor Control I and the selection and application of D.C. and A.C. controllers with emphasis on the A.C. devices. Study areas include manual, magnetic, across the line starters, as well as most forms of reduced voltage starters including the auto transformer, primary resistor, stardelta, partwinding and wound rotor type reduced voltage starters. Synchronous, multispeed starters and the many methods of decelerating and braking and static components are discussed.

Student Learning Outcome:

1. Analyze various motor acceleration methods. 2. The students will compare and contrast the efficiency of the different methods. 3. Analyze drawings of control and power circuits used in industry.

**ECONMT 181 BASIC WIRING PRACTICES (3)***Lecture: 3 hour(s)*

This course contains the study of basic electrical diagrams; such as, wiring plans, wiring diagrams, and ladder diagrams. Topics of discussion include: Architectural symbols and drawings, reading and interpreting plans and specifications, as well as the drawing of basic circuits.

Student Learning Outcome:

1. Identify and draw electrical symbols associated with signal, switching and vole voltage relay circuits. 2. Identify, draw, and interpret wiring and schematic diagrams associated with signal, switching and vole voltage relay circuits. 3. Convert wiring diagrams and wiring plans into associated schematic diagrams.

**ECONMT 182 BASIC DIAGRAM AND CIRCUIT PRACTICES (1)***Lab: 3 hour(s)*

This course provides practical shop practice in the wiring of signal, communication and control circuits. Connection of device mechanisms such as, lights, buzzers and relays are specifically reviewed.

Student Learning Outcome:

1. Interpret Wiring Diagrams, Ladder Diagrams and Wiring Plans; then construct various switching systems from the drawings to industry standards.

**ECONMT 183 RESIDENTIAL ELECTRIC WIRING (3)***Lecture: 3 hour(s)*

This Course covers the design and layout of residential electrical wiring in accordance with the National Electrical Code and recognized best trade practices.

Student Learning Outcome:

Students who complete this class with an aggregate score exceeding 70% will be able to calculate feeder and service loads for residential occupancies. Students who complete this class with an aggregate score exceeding 70% will be able to select wiring methods suitable for residential occupancies. Students who complete this class with an aggregate score exceeding 70% will be able to design wire sizes and outlet locations suitable for residential occupancies.

**ECONMT 184 MOTOR CONTROL PRINCIPLES AND PRACTICES (3)***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

This course will examine the testing, adjusting, servicing and connecting motors, generators and associated controllers. Reduced voltage starters and other motor starting techniques will be studied.

Student Learning Outcome:

1. Demonstrate familiarity with the theory and principles of AC single and threephase motors, DC motors, generators and alternators. 2. Be able to install above machines by connecting power and control circuits, as well as demonstrate motor control troubleshooting skills, and the ability to identify electrical opens, shorts and ground faults. 3. Demonstrate the ability to solve motor control calculations, design and convert elementary diagrams of the advanced motor control systems from both written and oral instructions into workable wiring installations.

**ECONMT 185 DIRECTED STUDY ELECTRICAL CONSTRUCTION AND MAINTENANCE (1)***Lecture: 1 hour(s)*

This course allows students to pursue a directed study in Electrical Construction & Maintenance on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in Electrical Construction & Maintenance.

**ECONMT 185L DIRECTED STUDY, ELECTRICAL CONSTRUCTION AND MAINTENANCE (LAB) (1)***Lab: 3 hour(s)*

This course allows students to pursue a directed study in Electrical Construction & Maintenance on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will design and construct a lab project based on a topic in Electrical Construction & Maintenance.

**ECONMT 186 INDUSTRIAL ELECTRICAL PRINCIPLES AND PRACTICES (3)***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

This course content includes the use of measuring instruments, connecting and testing transformer banks and connecting and testing industrial electronic control devices. This course discusses single phase and three phase transformers.

Student Learning Outcome:

1. Identify single phase and three transformers as well as differentiate between the two types. 2. Safely connect three single phase transformers into a variety of connections for a three phase bank operation. 3. Be able to do calculations involving single phase as well as three phase transformers.

**ECONMT 187 ADVANCED PROGRAMMABLE CONTROLLERS (4)***Lecture: 2.5 hour(s) Lab: 4.5 hour(s)**Prerequisite: Electrical Construction and Maintenance 159*

Programmable Logic Controller lecture and laboratory class, including Sequencers, Shift Registers, Analog I/O, and Subroutines, taught using RSLogix software.

Student Learning Outcome:

1. Design, construct, and develop working PLC programs using advanced PLC instructions.

**ECONMT 190 ELECTRICAL CODE CALCULATIONS (3)***Lecture: 3 hour(s)*

This is a course to improve one's skill in the application of mathematical calculations for determining wire/conductor sizes, outlet number and size, pull boxes dimensions, conduit fill, device and conductor ampacities, voltage drop, motor circuit components sizing, and service loads. The calculation will be based on the current rules and regulation as noted in the National Electrical Code standards.

Student Learning Outcome:

1. List electrical codes by topic and article. 2. Identify topic specific electrical code requirements such as; service size, circuit protection, branch circuits, and box sizing. 3. Interpret various electrical codes applied to various electrical installation examples.

**ECONMT 191 COMMERCIAL WIRING AND PRACTICES (2)***Lecture: 1 hour(s) Lab: 3 hour(s)*

Instruction is given in installation of wiring systems such as nonmetallic sheathed cable, armored cable, flexible metal conduit, electrical metallic tubing, and PVC. Emphasis is given on National Electric Code standards.

Student Learning Outcome:

The student will be able to wire a commercial electrical circuit following a wiring diagram using approved methods. The student will be able to take accurate voltage measurements using the meter's low impedance scale and discern between actual voltage and so called ghost or phantom voltages.

**ECONMT 192 RESIDENTIAL WIRING AND PRACTICES (2)***Lecture: 1 hour(s) Lab: 3 hour(s)*

The course content includes the installation of residential wiring materials including nonmetallic sheathed cable, armored cable and flexible metal conduit for outlets, appliances and lighting.

Student Learning Outcome:

The student will be able to wire a residential electrical circuit following a wiring diagram using approved methods.

**ECONMT 193 CONDUIT BENDING AND CALCULATIONS (3)***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

This class teaches bending cutting and threading of conduits and the calculations that are included in these operations. EMT, rigid, and IMC conduit will be bent with hand and hydraulic benders.

Student Learning Outcome:

1. Bend stubs, saddles, offsets, and backto back bends in EMT, IMC, and rigid conduit. 2. Thread IMC and rigid conduit.

**ECONMT 193A CONDUIT BENDING LABORATORY (1)***Lab: 3 hour(s)**Corequisite: Electrical Construction and Maintenance 168*

This class teaches bending and cutting of conduits and the calculations that are included in these operations. EMT conduit will be bent with hand benders.

Student Learning Outcome:

Students will bend stubs, saddles, offsets, and backto back bends in EMT conduit.

**ECONMT 195 GROUNDING: FUNDAMENTALS, APPLICATIONS AND PRACTICES (3)***Lecture: 3 hour(s)*

This course will cover the fundamentals of electrical system grounding principles of reviewing definitions, theory, and equipment installations. Application to accepted industry practices, compliance to the National Electrical Code, review of lightning protection and electronic equipment grounding will be covered.

Student Learning Outcome:

1. Differentiate between Grounding and Bonding. Define terms associated with grounding and bonding such as: ground, grounding, grounded, bonding, bonded, ground fault current etc. 2. State Grounding and Bonding requirements and identify NEC code sections for safety and compliance. 3. Be able to identify and apply NEC sections pertaining to Grounding and Bonding.

**ECONMT 196 INFRASTRUCTURE WIRING PRACTICES (4)***Lecture: 1 hour(s) Lab: 6 hour(s)*

This course offers instruction in the installation, termination, testing and documentation of commercial infrastructure wiring including the following: Coaxial Cable, Category 3,5, & 6 Unshielded Twisted Pair, and Fiber Optics.

Student Learning Outcome:

Students will be able to install, terminate, test and document infrastructure wiring.

**ECONMT 197 LOW VOLTAGE ELECTRICAL PRACTICES (3)***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

This course offers instruction in the installation, termination, testing and documentation of low voltage systems, such as lighting, communication, telephone, data, control systems, and similar low voltage applications.

Student Learning Outcome:

1. Design and install structured cabling for residential low voltage applications.

**ECONMT 199 JOURNEYMAN ELECTRICIAN EXAM PREPARATION (3)***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

This course will prepare the student for the State of California Electricians' Certification Examination. The distance education version of the class uses the Internet, World Wide Web and personal email.

Student Learning Outcome:

1. Applies electrical calculations and measurements. 2. Identify trade specific electrical codes. 3. Pass a simulated Certification exam.

**ECONMT 205 SOLAR ENERGY INSTALLATION & MAINTENANCE PRINCIPLES AND PRACTICES (2)**

*Lab: 6 hour(s)*

This course is designed for individuals who have the basic electrical and mechanical skills of an energy technician or electrician and are looking to expand into the renewable energy field. This is a hands on class to develop the fundamental principles and practices for installation and maintenance of solar, wind, and similar renewable energy systems. This course covers basic planning, installation, and maintenance of the necessary components for various renewable energy systems.

Student Learning Outcome:

1. Demonstrate the ability to use safety harnesses while working on roofs. Follow all safety rules and regulations while working on roofs, in attics and around all electrical equipment during the installation of a renewable energy system. 2. Analyze a site assessment and select the appropriate system and design. Conduct a site survey and develop a written report that accounts for shading, array orientation, mounting methods and equipment BOS locations. Perform a system installation following manufacturer's directions. 3. Adapt a systems mechanical design to conform to the individual site assessment needs taking into account ambient temperature, verify component sizes and capacities. Demonstrate and install subsystem components to an industry acceptable standard.

**ECONMT 212 SIGNIFICANT CHANGES NEC NATIONAL ELECTRICAL CODE (3) CSU**

*Lecture: 3 hour(s)*

*Prerequisite: Electrical Construction and Maintenance 172*

Continuing education for the journeyman electrician. This course covers the changes to the National Electrical Code made during each 3 year code revision cycle. Each change to the code will be highlighted and how the change will impact the industry practices will be covered.

Student Learning Outcome:

1. List electrical codes by topic and article. 2. Identify topic specific electrical code changes, such as; grounding, OCP, motors, transformers, hazardous locations, healthcare facilities. 3. Interpret and discuss the trade impact of various electrical codes changes.

**ECONMT 215 SMALL WIND ENERGY SYSTEMS PRINCIPLES AND PRACTICES (3) CSU**

*Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

This course is designed for individuals that have the basic electrical and mechanical skills of an energy technician or electrician and are looking to expand into the small wind energy field. This class will help one to develop the fundamental knowledge and skill sets typically required for small wind system practitioners and to help ensure safety, quality and consumer acceptance of small wind installations.

Student Learning Outcome:

1. Discuss the history and development of wind energy. 2. List the regions of the globe where wind is a renewable option. 3. Install the components needed for various wind renewable energy sources.

**ECONMT 285 DIRECTED STUDY ELECTRICAL CONSTRUCTION AND MAINTENANCE (2)**

*Lecture: 2 hour(s)*

This course allows students to pursue a directed study in Electrical Construction & Maintenance on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in Electrical Construction & Maintenance.

**ECONMT 285L DIRECTED STUDY, ELECTRICAL CONSTRUCTION AND MAINTENANCE (LAB) (2)**

*Lab: 6 hour(s)*

This course allows students to pursue a directed study in Electrical Construction & Maintenance on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will design and construct a lab project based on a topic in Electrical Construction & Maintenance.

**ECONMT 385 DIRECTED STUDY ELECTRICAL CONSTRUCTION AND MAINTENANCE (3)**

*Lecture: 3 hour(s)*

This course allows students to pursue a directed study in Electrical Construction & Maintenance on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in Electrical Construction & Maintenance.

**ECONMT 385L DIRECTED STUDY, ELECTRICAL CONSTRUCTION AND MAINTENANCE (LAB) (3)**

*Lab: 9 hour(s)*

This course allows students to pursue a directed study in Electrical Construction & Maintenance on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will design and construct a lab project based on a topic in Electrical Construction & Maintenance.

**ECONMT 941 COOPERATIVE EDUCATION ELECTRICAL CONSTRUCTION & MAINTENANCE (4)**

*Lecture: 4 hour(s)*

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

Student Learning Outcome:

The student will develop at least three learning objectives to be accomplished on the job. The objectives will be related to the educational/occupational goals of the student.

**ELECTRICAL LINEMAN APPRENTIC**

**ELECLNM 701A ELECTRICAL LINEMAN APPRENTICE RELATED TRAINING I (3)**

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

Module 1A; Instruction is given in the generation of electricity; hydro, steam, wind, the elements of electricity, static, magnetism, electric circuit, transmission lines and cables, subtransmission lines and cables, distribution lines and cables. Students receive training in pole climbing; safe practices,

installation of cross arms, insulator guys, hanging of transformer, stringing of lines, pulling cables, pole top rescue and vault rescue. Safety and first aid are emphasized.

Student Learning Outcome:

1. Discuss the history and development of the electric utility industry.
2. Identify specific industry tools and materials and discuss their usage.
3. Select and demonstrate proper electric utility PPE equipment.

### ELECLNM 701B ELECTRICAL LINEMAN APPRENTICE RELATED TRAINING I (3)

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

This course provides instruction in the generation of electricity; hydro, steam, wind, the elements of electricity, static, magnetism, electric circuit, transmission lines and cables, subtransmission lines and cables, distribution lines and cables. Students receive training in pole climbing; safe practices, installation of cross arms, insulator guys, hanging of transformer, stringing of lines, pulling cables, pole top rescue and vault rescue. Safety and first aid are emphasized.

Student Learning Outcome:

1. Discuss the history and development of the electric utility industry.
2. Identify specific industry tools and materials and discuss their usage.
3. Select and demonstrate proper electric utility PPE equipment.

### ELECLNM 702A ELECTRICAL LINEMAN APPRENTICE RELATED TRAINING II (3)

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

Instruction is given in electricity including; electrical math, series and parallel circuits, motors, induced emf, mutual and self-induction, direct current, alternating current, transformers connections, transformer fusing, capacitors, voltage regulators, definitions, core losses, polarity, markings, oil insulation, cooling practices, loading and testing, and oil circuit breakers. Street light practices, circuits, utilitarian systems, lamps, sodium and mercury lights, glassware, refractors, control of streetlights, map reading, forms, test, regulators and safety in maintenance are all emphasized. In electricity including; electrical math, transformers, street light practices, map reading, and safety in maintenance.

Student Learning Outcome:

1. Applied calculations of measurement involved with electrical installations such as; transformer calculations, lighting loads in series, and parallel.
2. Demonstrate map reading.
3. Identify safety in general utility maintenance.

### ELECLNM 702B ELECTRICAL LINEMAN APPRENTICE RELATED TRAINING II (3)

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

Instruction is given in electricity including; electrical math, series and parallel circuits, motors, induced emf, mutual and self-induction, direct current, alternating current, transformers connections, transformer fusing, capacitors, voltage regulators, definitions, core losses, polarity, markings, oil insulation, cooling practices, loading and testing, and oil circuit breakers. Street light practices, circuits, utilitarian systems, lamps, sodium and mercury lights, glassware, refractors, control of streetlights, map reading, forms, test, regulators and safety in maintenance are all emphasized.

Student Learning Outcome:

1. Applied calculations of measurement involved with electrical installations such as; transformer calculations, lighting loads in series, and parallel.
2. Demonstrate map reading.
3. Identify safety in general utility maintenance.

### ELECLNM 703A ELECTRICAL LINEMAN APPRENTICE RELATED TRAINING III (3)

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

Instruction is given in the stringent use of state law G.0.095, safety orders, OSHA requirements, overhead construction standards, overhead jobs, joint pole agreement of California, and electrical service requirements. Course reviews conductor sizes, splices, stringing, deadending, guying, rigging, transformer fusing, circulation current, trouble shooting, street lighting and public relations, liveline maintenance using liveline tools, safety and first aid.

Student Learning Outcome:

1. Restate law G.0.095, safety orders, OSHA requirements.
2. Discuss the joint pole agreement of California.
3. State electrical service requirements.

### ELECLNM 703B ELECTRICAL LINEMAN APPRENTICE RELATED TRAINING III (3)

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

Instruction is given in the stringent use of state law G.0.095, safety orders, OSHA requirements, overhead construction standards, overhead jobs, joint pole agreement of California, and electrical service requirements. Course reviews conductor sizes, splices, stringing, deadending, guying, rigging, transformer fusing, circulation current, trouble shooting, street lighting and public relations, liveline maintenance using liveline tools, safety and first aid.

Student Learning Outcome:

1. Restate law G.0.095, safety orders, and OSHA requirements.
2. Discuss the joint pole agreement of California.
3. State electrical service requirements.

### ELECLNM 704A ELECTRICAL LINEMAN APPRENTICE CABLE SPLICER MODULE I (3)

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

This course provides instruction in the application of rigging principles and practices on underground installations. In addition, the installation of equipment, splicing theory, distribution circuits, oil circuit breakers, transformer characteristics, and connections will also be covered. State law requirements, safety and street lighting electrical systems will be introduced in this course.

Student Learning Outcome:

1. Discuss the history and development of the underground electric utility industry.
2. Identify specific underground industry tools and materials and discuss their usage.
3. Select and demonstrate proper underground electric utility PPE equipment.

### ELECLNM 704B ELECTRICAL LINEMAN APPRENTICE CABLE SPLICER MODULE B (3)

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

This course provides instruction in the application of rigging principles and practices on underground installations. In addition, the installation of equipment, splicing theory, distribution circuits, oil circuit breakers, transformer characteristics, and connections will also be covered. State law requirements, safety and street lighting electrical systems will be introduced in this course.

Student Learning Outcome:

1. Discuss the history and development of the underground electric utility industry.
2. Identify specific underground industry tools and materials and discuss their usage.
3. Select and demonstrate proper underground electric utility PPE equipment.

### ELECLNM 709 ELECT CRAFT HELPER, ELECT LINEMAN APPR RELATED TRAINING IV (4)

*Lecture: 4 hour(s)*

This course is designed as entry level preparation for a student interested in careers in the electrical power industry. This introductory course covers the basic fundamentals of planning, installation and maintenance of high and low voltage electrical systems. Basic functions of generation, both hydro and steam are covered. The transmission and distribution of electrical power will be reviewed. Fundamentals of electricity, identification, function, and operation of components will be surveyed. Ohms law, safety, ropes, knots, rigging, and tools required in the trade will be reviewed. Civil service exam assistance will also be covered.

Student Learning Outcome:

1. Discuss industry history & development of the grid.
2. List utility industry terms and definitions.
3. State electrical utility industry careers opportunities and requirements.

## ELECTRONICS

### ELECTRN 002 INTRODUCTION TO ELECTRONICS (3) CSU

*Lecture: 3 hour(s)*

An overview of the field of applied electronics and its employment opportunities. Introduction to components, nomenclature and symbols. A familiarization of equipment, specifications and physical units. This is a broad introductory course for all students who need a survey of electronic applications and principles. Electronics as applied both historically and in today's society is investigated. Typical topics included are a study of the natural forces that make electronics possible, present applications of electronics to the fields of medicine, transportation, science, communications, industry, and the start of the digital invasion into our homes and work.

Student Learning Outcome:

Students will learn the basic electronics quantities and their application in analyzing DC and AC circuits.

## ELECTRONICS TECHNOLOGY

### ETNTLGY 150 SOLDERING SURFACE MOUNT TECHNOLOGY (3) CSU

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

This course provides an introduction of through hole soldering technology as well as principles of surface mount rework, show the range of specific equipment used in that process and provide a framework for learning about various rework methods. Recommended procedures for removal and replacement of surface mount chip components are also covered.

Student Learning Outcome:

Students will be able to solder and desolder throughhole and surface mount components.

### ETNTLGY 151 DC THEORY AND CIRCUIT FUNDAMENTALS (3) CSU

*Lecture: 3 hour(s)*

Instruction is given in basic electrical concepts, electron theory, Ohm's Law, Kirchhoff's Laws, series circuits, Parallel circuits, combination circuits, principles of magnetism; and the care, use, and construction of basic meters for voltage, current, and resistance measurements. Problems illustrating accuracy necessary in measurements are given.

Student Learning Outcome:

Students will be able to analyze series, parallel, seriesparallel, thevenin and Norton circuits.

### ETNTLGY 152 DC THEORY AND CIRCUIT FUNDAMENTALS LAB (2)

*Lab: 6 hour(s)*

*Corequisite: Electronics Technology 151*

Instruction is given in constructing basic electrical circuits. Series, parallel and series/parallel circuits are constructed and troubleshot to understand the concept of troubleshooting techniques. Problems illustrating accuracy necessary in measurements are given.

Student Learning Outcome:

Students will be able to use the equipment such as Digital Multimeter (DMM) and DC power supply to measure and troubleshoot various DC circuits.

### ETNTLGY 153 APPLIED DC CALCULATIONS (1)

*Lecture: 1 hour(s)*

*Corequisite: Electronics Technology 151*

This course offers a review on basic arithmetic including addition, subtraction, multiplication, division, fractions, decimals, square roots, signed numbers, powers of ten, an introduction to algebra, and problems solving Ohm's Law and power calculations. Instruction is also provided in algebra, calculators, logarithms, graphs, phasers, and basic trigonometry as used in electronics.

Student Learning Outcome:

Students will be able to apply mathematical problemsolving models to DC circuits.

### ETNTLGY 154 AC THEORY AND CIRCUIT FUNDAMENTALS (3)

*Lecture: 3 hour(s)*

*Prerequisite: Electronics Technology 151*

This course offers the Theory of AC Electronics as it applies to basic and advanced circuits found in analog electronics. The course prepares the student for more advanced studies in Communications and Digital Electronics. Subjects covered include Capacitors, Magnetic Circuits, Inductors, Sinusoidal Alternating Waveforms, Basic Elements and Phasers, Series and Parallel AC Circuits, SeriesParallel AC Networks, Methods of Analysis, Network Theorems (AC), Power (AC), Resonance, Filters and Bode Plots, Pulse waveforms, and an introduction to System Analysis. Basic algebra and trigonometry will be used as the tools for understanding the AC circuit as it applies to electronics systems.

Student Learning Outcome:

Students will use alternating current, inductance and capacitance, time constants and filters in analyzing and troubleshooting AC circuits.

### ETNTLGY 155 AC THEORY AND CIRCUIT FUNDAMENTALS LAB (2)

*Lab: 6 hour(s)*

*Prerequisite: Electronics Technology 152*

An overview of the field in AC electronics that measures and analyzes the parameters and characteristics of AC circuits: The students studies their applications in electronic systems and becomes familiar with the various components used to make a viable circuit. In class, the students will also learn to construct and troubleshoot AC circuits.

Student Learning Outcome:

Students will develop and improve their abilities to follow instructions, make accurate measurements and calculations for different AC circuits.

### ETNTLGY 156 APPLIED AC CALCULATIONS (1)

*Lecture: 1 hour(s)*

*Prerequisite: Electronics Technology 153*

At the completion of this course, students will be able to perform mathematical functions used in AC circuit analysis. The topics include solving various algebraic equations, fractional equations, simultaneous equations, trigonometric functions, vector algebra, and logarithms. These topics will be covered with emphasis on calculations involving series, parallel, and seriesparallel AC circuits.

Student Learning Outcome:

Students will be able to apply mathematical problemsolving models to AC circuits.

### ETNTLGY 157 SEMICONDUCTORS DEVICES AND APPLICATIONS (3)

*Lecture: 3 hour(s)*

*Prerequisite: Electronics Technology 154*

This course imparts knowledge of semiconductors, electron devices including diodes, transistors, and their application in electronic circuits such as Amplifiers, Switches, Power Supplies, Oscillators, and Integrated Circuits.

Student Learning Outcome:

Students will be able to analyze and troubleshoot semiconductor circuits.

**ETNTLGY 158 SEMICONDUCTORS DEVICES AND ELECTRONICS LABORATORY (3)***Lab: 9 hour(s)**Prerequisite: Electronics Technology 155*

This is a semiconductor devices laboratory course. It includes lab exercises using semiconductor devices including diodes, transistors, and their application in electronic circuits such as Amplifiers, Switches, Power Supplies, Oscillators, and Integrated Circuits.

Student Learning Outcome:

Students will demonstrate the ability to build, test and trouble shoot successfully, 12 Lab circuits constructed of semiconductor devices.

**ETNTLGY 159 DIGITAL CIRCUITS AND APPLICATIONS (3)***Lecture: 3 hour(s)**Prerequisite: Electronics Technology 154*

This is an introductory course in digital electronics and applications. The course covers the number systems, including the decimal, binary, octal, and hexadecimal number systems. The topics covered include the characteristics of TTL and CMOS logic families, combinational logic circuits, minimizing logic circuits, minimizing logic circuits using Boolean Operations and Karnaugh maps, encoders and decoders, sequential logic devices such as flipflops, counters, shift registers, and memory devices.

Student Learning Outcome:

Students will be able to analyze and troubleshoot combinational and sequential digital circuits.

**ETNTLGY 160 DIGITAL CIRCUITS AND APPLICATIONS LAB (2)***Lab: 6 hour(s)**Prerequisite: Electronics Technology 154*

This course is designed to provide students with the fundamentals of digital circuits and their applications. Lab activities include the characteristics of TTL and CMOS logic families, combinational logic, minimizing logic circuits using Boolean operations and Karnaugh maps, encoders and decoders, sequential logic devices such as flipflops, counters, shift registers, and memory devices.

Student Learning Outcome:

Students will be able to construct, analyze, and troubleshoot combinational and sequential digital circuits.

**ETNTLGY 161 F.C.C. RADIO OPERATOR LICENSE (3)***Lecture: 3 hour(s)*

This course provides information required by the Electronics Technician to aid in passing the F.C.C. general radiotelephone license examination. The F.C.C. rules, regulations, and theory areas are explained and sample F.C.C. type tests are given. Marine and aeronautical rules and regulations are also studied and are necessary for passing the general radiotelephone examination.

Student Learning Outcome:

The student will be able to pass Element 3 FCC Exam.

**ETNTLGY 162 INTRODUCTION TO ELECTRONICS COMMUNICATIONS (3)***Lecture: 3 hour(s)*

This course covers circuit analysis of several complete AM/FM systems. The installations of C Band, K/U Band, and DSS satellite systems, the theory of cordless phones, microwave receivers/transmitters, cell phones, and TV video are covered.

Student Learning Outcome:

1. After completion of this course, students will understand the principles of Electronics Communications.

**ETNTLGY 163 INTRODUCTION TO ELECTRONICS COMMUNICATIONS LAB (3)***Lab: 9 hour(s)**Corequisite: Electronics Technology 158*

This course allows students direct laboratory application of the radio principles and techniques acquired in the lecture sessions. Laboratory experiments will include the construction and analysis of circuits, AM modulation, AM detection, FM modulation, frequency multiplication, limiting, FM discrimination, and the construction, testing and alignment complete AM superheterodyne radio receiver. Microprocessor, digital and solid state troubleshooting techniques are analyzed and performed, as are system level to component level troubleshooting and repair. Basic antenna measurements, troubleshooting and repairs are made.

Student Learning Outcome:

The students will demonstrate the skills necessary to build an AM/FM Radio kit.

**ETNTLGY 252 NETWORK CABLING SPECIALIST (3)***Lecture: 2 hour(s) Lab: 3 hour(s)*

This course is designed to provide students with the basic skills used in network technology. The successful completion of the course leads to a certificate in network cabling. Students will become familiar with EIA/TIA 568 Standards (Electronics Industry Alliance/ Telecommunications Association). Students will learn various cables used in network cabling industry such as CAT 5, CAT5E, and coaxial cables and correctly terminate them.

Student Learning Outcome:

Students will be able to construct cables and make terminations used in network cabling.

**ETNTLGY 253 FIBER OPTICS (3)***Lecture: 2 hour(s) Lab: 3 hour(s)*

This course is designed to provide students with the knowledge and skills necessary to become entrylevel technicians in the network cabling industry with a concentration in fiber optics. Successful completion of this course leads to industry certification.

Student Learning Outcome:

Students will be able to construct and test fiber optic cables.

**ETNTLGY 254 COMPUTER APPLICATIONS FOR ELECTRONICS TECHNOLOGY (3)***Lecture: 2 hour(s) Lab: 3 hour(s)*

This course introduces students to computer hardware, software related technology and their uses impact on society and education; hands on experience with applications of software, such as Excel, Word, Power Point with an emphasis on electronics applications software such as Electronic Work Bench and VISIO.

Student Learning Outcome:

Students will be able to utilize computer software to effectively organize and communicate their work.

**ETNTLGY 255 COMPUTERBASED ELECTRONICS I (1)***Lab: 3 hour(s)*

This course introduces the students to Electronics Workbench (MultiSim), Electronics Technology ComputerAided Instruction (ETCAI), and MultiSim ComputerBased Training (CBT) Software Programs. This course is designed to enable students to construct and analyze circuits using Electronics Workbench. It also enables students to increase their knowledge of electronics, using CAI.

Student Learning Outcome:

Students will be able to utilize the Multisim software to construct and analyze different circuits.

**ETNTLG941 COOPERATIVE EDUCATION ELECTRONICS TECHNOLOGY (4)***Lecture: 4 hour(s)*

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

Student Learning Outcome:

The student will develop at least three learning objectives to be accomplished on the job. The objectives will be related to the educational/occupational goals of the student.

are covered. Participants that meet the required hourly attendance and successfully pass the final exam will be eligible to receive their OSHA (30 hrs.) safety training certificate.

Student Learning Outcome:

1. Recognize appropriate training requirements and training methods. 2. Define OSHA specific construction terms such as; competent person, construction work, confined space, working space, general duty clause. 3. Select situational appropriate PPE.

**OPMA AP 703 ENERGY MANAGEMENT (4)***Lecture: 3 hour(s)*

The computer's use in the HVACR industry and the application of energy management technology in the improvement of energy efficiencies. The goal is to prepare the maintenance engineer to use of modern technology, including computers in the continuing quest for improved energy management.

Student Learning Outcome:

1. Gather information on the various components of an energy management system. 2. Critically analyze and then organize information on the application of an energy management system. SLO #3 Properly apply the English language to write an explanatory paper about rationales for using various energy management systems or practices. System. Relates to OPMA AP Program SLO: #3: Work independently & interdependently to accomplish a shared professional outcome. Relates to CDM Department PLO's: #1. Locating Information. #2. Reading for information. Relates To College Core SLOs: A: Critical Thinking D: Communications

**OPMAINT 228 STEAM PLANT OPERATION I (6)***Lecture: 6 hour(s)*

Related engineering information concerning high pressure steam plants in office buildings and industrial establishments are studied in this course. Emphasis is given to steam power plant, use of steam tables, types of boilers, construction of boilers, boiler accessories, settings for combustion equipment and heating surfaces; operation of steam boilers and the combustion of fuels.

Student Learning Outcome:

1. Gather information on the various components of a boiler system. 2. Critically analyze and then organize information on the application of boiler devices and or systems.

**OPMA AP 704 ELECTRIC MOTOR CONTROL I FOR APPRENTICES (2)***Lecture: 1 hour(s) Lab: 3 hour(s)*

This course provides instruction in basic motor control fundamentals, including the basic function of controlling devices, review of basic motors, selection of motors and definitions. The class will discuss definitions for controller components and symbols, familiarization of N.E.M.A. standards and review of oneline, wiring and schematic diagrams. The class will also introduce the use of digital controllers for use in industry.

Student Learning Outcome:

1. Gather information on the various components of a motor control system. 2. Critically analyze and then organize information on the application of motor control systems. SLO #3 Properly install various motor control systems. Relates to OPMA AP Program SLO: #3: Work independently & interdependently to accomplish a shared professional outcome. Relates to CDM Department PLO's: #1. Locating Information. #2. Reading for information. #4. Working safely with tools. Relates To College Core SLOs: A: Critical Thinking D: Communications

**OPMAINT 229 STEAM PLANT OPERATION II (6)***Lecture: 6 hour(s)*

Instruction is given in steam engines, valve operating mechanisms and governors, and operating characteristics of steam engines. Course covers steam turbines, pumps, and auxiliary power plant equipment, steam plant efficiencies, boiler water treatment, troubleshooting, and power transmission. Completion of this second course prepares trainee to take Los Angeles City examination for steam engineer's license.

Student Learning Outcome:

1. Gather information on the various components of a boiler system. 2. Critically analyze and then organize information on the application of boiler devices and or systems.

**OPMA AP 720 HVACR I (2)***Lecture: 1 hour(s) Lab: 3 hour(s)*

An introduction to the Principles and practices for the installation and maintenance of residential, commercial, and industrial heating, air conditioning, ventilation, and refrigeration systems. Equipment selection, maintenance, and safety will be covered.

Student Learning Outcome:

1. Gather information on the various components of a HVACR system. 2. Critically analyze and then organize information on the application of HVACR equipment. SLO #3 Properly install various HVACR systems. Relates to OPMA AP Program SLO: #3: Work independently & interdependently to accomplish a shared professional outcome. Relates to CDM Department PLO's: #1. Locating Information. #2. Reading for information. #4. Working safely with tools. Relates To College Core SLOs: A: Critical Thinking D: Communications

**ENGINEER OPR/ MAINTENANCE APPRENTICE****OPMA AP 100 O.S.H.A. BASED SAFETY STANDARDS: CONSTRUCTION & INDUSTRY (2)***Lecture: 2 hour(s)*

This course provides instruction on industry safety and health rules as it applies to workers and employers within the construction industry. Topics such as fall protection, lock out tag out procedures, PPE, excavations, etc.

**OPMA AP 724 FUNDAMENTALS OF ELECTRICITY (2)***Lecture: 1 hour(s) Lab: 3 hour(s)*

This course covers the basic principles and practices of A/C & D/C electricity. Analyzing series, parallel and complex circuits, using Ohm's law, the power equation, Kirchhoff's laws, and other applicable laws and equations.

Student Learning Outcome:

1. Gather information on the various components of a circuit analysis. 2. Critically analyze and then organize information on the application of a circuit analysis. SLO #3 Construct various electrical circuits. Relates to OPMA AP Program SLO: #3: Work independently & interdependently to accomplish a shared professional outcome. Relates to CDM Department PLO's: #1. Locating Information. #2. Reading for information. #4 Working safely with tools. Relates To College Core SLOs: A: Critical Thinking D: Communications

**OPMA AP 727 INDUSTRIAL MECHANICS FOR APPRENTICES (2)***Lecture: 1 hour(s) Lab: 3 hour(s)*

Principles and practices for application of electro mechanics in environmental and manufacturing process control. The course will cover the use of devices and equipment in the control of industrial production and the maintenance of a healthy and comfortable environment in buildings.

Student Learning Outcome:

1. Gather information on the various components of a mechanical system installation. 2. Critically analyze and then organize information on the application of a mechanical system installation. 3. Construct or troubleshoot various mechanical systems. Relates to OPMA AP Program. 4. Work independently & interdependently to accomplish a shared professional outcome.

**OPMA AP 739 LOCKSMITHING AND SECURITY SYSTEMS FOR APPRENTICESHIP (4)***Lecture: 4 hour(s)*

This course is for the beginner. It is designed to teach a facilities maintenance worker how to perform in house locksmithing in a realistic and practical way. Topics will include; preventative maintenance, basic locksmithing tools, keys and locking devices, parts of a key, master key systems, installing basic lock sets, "Warded & Leer" tumbler, side bar wafer locks, electromagnetic locks, electric strikes and key coding machines.

Student Learning Outcome:

1. Gather information on the various components of a lock system. 2. Critically analyze and then organize information on the application of locking systems. Relates to OPMA AP Program. 3. Work independently & interdependently to accomplish a shared professional outcome.

**OPMA AP 740 TENANT RELATIONS AND REPORTS FOR APPRENTICES (4)***Lecture: 4 hour(s)*

The techniques used in maintaining wholesome and mutually beneficial relations with tenants and others is the primary purpose of this course. The need to understand the needs of all persons associated with a building is stressed. Instruction in the use of systems to maintain records and deliver timely and accurate reports is provided.

Student Learning Outcome:

1. Gather information on the various of good tenant relations. 2. Critically analyze and then organize information on tenant relations. Relates to OPMA AP Program. 3. Work independently & interdependently to accomplish a shared professional outcome.

**OPMA AP 744 HVACR CONTROL SYSTEMS (2)***Lecture: 1 hour(s) Lab: 3 hour(s)*

This course provides an introduction to the principles and practices for the installation and maintenance of residential, commercial, and industrial heating, air conditioning, ventilation, and refrigeration control systems. System control equipment selection, maintenance, and safety will be covered.

Student Learning Outcome:

1. Gather information on the various components of a HVACR control system. 2. Critically analyze and then organize information on the application of HVACR controls equipment. 3. Properly install various HVACR control systems.

**OPMA AP 745 PLUMBING CODE (4)***Lecture: 4 hour(s)*

Instruction in plumbing codes and ordinances that affect roughin work in city and county areas; installation of wastes, vents, clean outs, traps, gas fittings, and gas vents: water pipe requirements.

Student Learning Outcome:

1. Gather information on the various aspect of the international plumbing code. 2. Critically analyze and then organize information on the application of the international plumbing code.

**OPMA AP 746 MAINTENANCE PLUMBING PRINCIPLES & PRACTICES (2)***Lecture: 1 hour(s) Lab: 3 hour(s)*

The course will provide instruction in plumbing principles and common practices. Theory and hands on application will be applied on various common maintenance plumbing installations and repairs operations.

Student Learning Outcome:

1. Gather information on the various components of a plumbing system installation. 2. Critically analyze and then organize information on the application of plumbing devices and code for a basic plumbing system installation. 3. Construct or troubleshoot various plumbing system applications.

**OPMA AP 747 ELECTRICAL TROUBLESHOOTING (2)***Lecture: 1 hour(s) Lab: 3 hour(s)*

This course covers the basic principles and practices of electrical equipment and system troubleshooting. Proper use of tools and safety equipment will be covered.

Student Learning Outcome:

Construct and troubleshoot various applications of electrical systems.

**OPMA AP 748 ELECTRICAL CODES & ORDINANCES (NEC) (4)***Lecture: 4 hour(s)*

This course will introduce students to basic rule for the electrical trade. General codes, wiring methods and fittings, and circuits requirements specified in the various codes and ordinances will be covered.

Student Learning Outcome:

1. List electrical codes by topic and article. 2. Identify topic specific electrical code requirements such as; service size, circuit protection, branch circuits, and box sizing. 3. Interpret various electrical codes applied to various electrical installation examples.

**OPMA AP 749 HVACR II (2)***Lecture: 1 hour(s) Lab: 3 hour(s)*

This course introduces advanced principles and practices for the installation and maintenance of residential, commercial, and industrial heating, air conditioning, ventilation, and refrigeration systems. Equipment selection, maintenance, and safety will be covered.

Student Learning Outcome:

1. Gather information on the various components of a HVACR system installation. 2. Critically analyze and then organize information on the application of a HVACR system installation. 3. Construct or troubleshoot various HVACR systems.

**OPMA AP 750 INDOOR AIR QUALITY (4)***Lecture: 4 hour(s)*

This course emphasizes on operation of systems to provide quality air to indoor environments. AQMD requirements and pending regulations are reviewed. Organizing and implementing maintenance programs that include indoor air quality assessment and air balancing HVAC systems are covered.

Student Learning Outcome:

1. Discuss the health aspects of IAQ.
2. Discuss airflow as it relates to IAQ.
3. Discuss chemicals that can have a negative impact on IAQ.

**OPMA AP 751 PRINT READING (4)***Lecture: 4 hour(s)*

This course covers instruction in basic blueprint reading including symbols identification. Various drawing types, the information contained, and the primary uses for each type of drawing will be covered.

Student Learning Outcome:

1. Gather information from various types of blueprints.
2. Critically analyze and then organize information gathered from various types of blueprints and related documentation.

**OPMA AP 753 BOILERS FOR APPRENTICES (4)***Lecture: 4 hour(s)*

Related engineering information concerning high pressure steam plants in office buildings and industrial establishments are studied in this course. Emphasis is given to steam power plant, use of steam tables, types of boilers, construction of boilers, boiler accessories, settings for combustion equipment and heating surfaces; operation of steam boilers and the combustion of fuels

Student Learning Outcome:

1. Gather information on the various components of a boiler system.
2. Critically analyze and then organize information on the application of boiler devices and or systems.

**ENGLISH****ENGLISH 021 ENGLISH FUNDAMENTALS (3) NDA***Lecture: 3 hour(s)**Prerequisite: Developmental Communications 21*

This course focuses on the fundamentals of academic reading, writing, and critical thinking. It reinforces basic skills such as the correct use of punctuation, spelling, and sentence structure. Students incorporate these skills, along with sentence combining techniques, to write single paragraph responses progressing to short essays (250-500 words) that have an introduction, body, and conclusion.

Student Learning Outcome:

1. Write a mechanically sound 5 paragraph essay.
2. Write a brief (500-600 word) research paper, demonstrating rudimentary MLA format.

**ENGLISH 028 INTERMEDIATE READING AND COMPOSITION (3)***Lecture: 3 hour(s)**Prerequisite: English 21*

In this course, students plan, draft, revise, and edit compositions of increasing sophistication and complexity, progressing from multiparagraph essays to research papers. Writing is based on readings that cover topics that challenge students' thinking and provide an intellectual background for the assignments. Readings, discussion, and writing assignments may focus on fiction, nonfiction, memoirs, and/or poetry. This course prepares students for English 101.

Student Learning Outcome:

Write a well-developed, coherent inclass essay. Write a 4page research paper, demonstrating MLA format and citations.

**ENGLISH 046 READING AND STUDY IMPROVEMENT (3) NDA***Lecture: 3 hour(s)*

Students review reading skills and strategies necessary for college success, including reading for main ideas, determining organizational patterns of details presented, and drawing logical conclusions in paragraphs and short essays. Readings and vocabulary study skills are 9th grade to college level. Students are introduced to more critical reading skills (determining author's purpose, tone, point of view, and intended audience) and literacy concepts (interpreting figures of speech, characterization, plot, setting, and theme).

Student Learning Outcome:

1. Identification of topics and paraphrasing main ideas.
2. Development of vocabulary
3. Application of critical reading skills.

**ENGLISH 067 WRITING LABORATORY (1) NDA***Lab: 1 hour(s)*

Students will improve their writing skills through one-to-one conferences, workshops, and computer instruction with oversight from an instructor and assistance from tutors. Students will develop their understanding of purpose, audience, drafting, revision, and editing. Students will also focus on improving sentence and paragraph structure, and grammar and punctuation. This class is open to all students.

Student Learning Outcome:

1. Navigate the course management system.
2. Summarize texts.
3. Timed five paragraph essay.

**ENGLISH 068 READING LABORATORY (1) NDA***Lab: 1 hour(s)*

Students will improve their reading comprehension and develop critical reading skills through individual help from instructor, one-on-one tutoring conferences, group workshops, and computer instruction by practicing previewing, paraphrasing, drawing inferences and summarizing a chosen text. This course can complement any other class that has assigned readings, or it can be taken independently.

Student Learning Outcome:

1. Develop reading strategies.
2. Identify main ideas for summaries and responses.
3. Develop and/or improve vocabulary and comprehension.

**ENGLISH 094 INTENSIVE GRAMMAR REVIEW (3) NDA***Lecture: 3 hour(s)**Prerequisite: English 21*

This course offers an intensive review of the principles of standard American English: sentence structure and variety, diction, and grammar, including parts of speech, verb forms and tenses, fragments, run-ons, and other issues in grammar and usage. Students will learn to identify errors and correct errors in selected texts. Instruction will also include research paper format and avoidance of plagiarism.

Student Learning Outcome:

1. Identify and correct intrusive mechanical errors
2. Inclass timed essays
3. MLA format for source information.

**ENGLISH 100 ACCELERATED PREP: COLLEGE WRITING (3) NDA***Lecture: 3 hour(s)**Corequisite: English 67*

This class prepares students for academic reading, critical thinking, and writing expected in transfer and associated degree classes. Students plan, draft, revise, and edit compositions of increasing sophistication and complexity, progressing from multiparagraph essays to research papers. Writing is based on readings that cover topics that challenge students' thinking and provide an intellectual background for the assignments. Readings, discussion, and writing assignments may focus on fiction, nonfiction, memoirs, drama, and/or poetry. This course prepares students for English 101.

Student Learning Outcome:

Write a well-developed, coherent inclass essay. Write a 4page research paper, demonstrating familiarity with MLA format and citations.

**ENGLISH 101 COLLEGE READING AND COMPOSITION I (3)****UC:CSU***Lecture: 3 hour(s)**Prerequisite: English 28*

In English 101, students extend their knowledge of the principles and structure of academic writing beyond the level of English 28 through the practice of writing essays and the analysis of nonfiction and select short and fulllength fiction. The course includes an introduction to persuasive discourse, research skills, critical reading and thinking, and argumentation. Various compositions and extensive research assignments are required. English 101 fulfills the writing requirement for the Associate of Arts degree and fulfills the transfer requirement to a fouryear college.

Student Learning Outcome:

1. Comprehend structure and themes of works of fiction and nonfiction, from short essays to fulllength novels. 2. Conduct academic research. 3. Integrate sources using MLA format. 4. Demonstrate critical thinking and analytical skill.

**ENGLISH 101H COLLEGE READING AND COMPOSITION I (3)****UC:CSU***Lecture: 3 hour(s)**Prerequisite: English 28*

In English 101, students extend their knowledge of the principles and structure of academic writing beyond the level of English 28 through the practice of writing essays and the analysis of nonfiction and select short and fulllength fiction. The course includes an introduction to persuasive discourse, research skills, critical reading and thinking, and argumentation. Various compositions and extensive research assignments are required. English 101 fulfills the writing requirement for the Associate of Arts degree and fulfills the transfer requirement to a fouryear college. Honors students will be assigned readings and written analyses that extend wellbeyond the scope of the regular English 101 course.

Student Learning Outcome:

1. Comprehend structure and themes of works of fiction and nonfiction, from short essays to fulllength novels. 2. Conduct academic research. 3. Integrate sources using MLA format. 4. Demonstrate critical thinking and analytical skill.

**ENGLISH 102 COLLEGE READING AND COMPOSITION II (3)****UC:CSU***Lecture: 3 hour(s)**Prerequisite: English 101*

This course develops critical thinking, reading, and writing skills beyond the level achieved in English 101. It emphasizes logical reasoning, analysis, and strategies of argumentation using literature and theories of literary criticism. Evaluations are made of texts that reveal the multicultural/global aspects of society, which include traditional and contemporary forms in fiction, poetry, essays, and drama.

Student Learning Outcome:

1. Analyze a literary work that employs themes and theories, using MLA citation, emphasizing student interpretation not synthesis of sources. 2. Write an inclass essay.

**ENGLISH 102H COLLEGE READING AND COMPOSITION II (3)****UC:CSU***Lecture: 3 hour(s)**Prerequisite: English 101*

This course develops critical thinking, reading, and writing skills beyond the level achieved in English 101. It emphasizes logical reasoning, analysis, and strategies of argumentation using literature and theories of literary criticism. Evaluations are made of texts that reveal the multicultural/global aspects of society, which include traditional and contemporary forms in fiction, poetry, essays, and drama.

Student Learning Outcome:

1. Analyze a literary work that employs themes and theories, using MLA citation, emphasizing student interpretation not synthesis of sources. 2. Write an inclass essay.

**ENGLISH 103 COMPOSITION AND CRITICAL THINKING (3)****UC:CSU***Lecture: 3 hour(s)**Prerequisite: English 101*

English 103 helps students to develop their critical thinking and writing skills beyond the level achieved in English 101. The course emphasizes the application of research, logical reasoning, analysis, and strategies of argumentation in critical thinking and writing, using literature (both fiction and nonfiction) and literary criticism as subject matter.

Student Learning Outcome:

Students will be able to write argumentative essays and research papers integrating credible evidence that is clearly cited in MLA Format; students will be able to perform academic research resulting in the identification and integration of facts, opinions of authority and statistics from credible sources into their formal argumentative papers; students will be able to recognize the inappropriate and appropriate use of appeals in their sources; and students will be able to write a well-developed argumentative essay.

**ENGLISH 103H COMPOSITION AND CRITICAL THINKING (3)****UC:CSU***Lecture: 3 hour(s)**Prerequisite: English 101*

English 103 helps students to develop their critical thinking and writing skills beyond the level achieved in English 101. The course emphasizes the application of research, logical reasoning, analysis, and strategies of argumentation in critical thinking and writing, using literature (both fiction and nonfiction) and literary criticism as subject matter. Honors students will be assigned extensive readings and research papers beyond the regular English 103 course.

Student Learning Outcome:

Students will be able to perform academic research resulting in the identification and integration of facts, opinions of authority and statistics from credible sources into their formal argumentative papers. Students will be able to write a well-developed argumentative inclass essay that is relatively free of grammatical errors within a time restricted format. Students will be able to recognize the inappropriate and appropriate use of appeals in their sources.

**ENGLISH 127 CREATIVE WRITING (3) CSU***Lecture: 3 hour(s)**Prerequisite: English 28*

Introductory workshop offers writers accessible, handson exercises in crafting poetry, personal narratives, short stories, and screenplays. Content includes analysis of select prose, poetry and basic vocabulary related to structure, form, genre and style, with special focus on inclass peer critiques and revision as an integral component of the writing process. Workshop culminates in the delivery of a 4050 page Writer's Portfolio containing original writings students have created and revised during the semester.

Student Learning Outcome:

1. Analyze and deconstruct the varied genres and techniques that exemplify creative writing. 2. Compose a variety original writings that reflect creative modes. 3. Interpret, critique and (help to) improve writings of fellow students.

**ENGLISH 203 WORLD LITERATURE I (3) UC:CSU***Lecture: 3 hour(s)**Prerequisite: English 101*

This course surveys world literature in translation, including representative selections from Asian, Greek, and Latin literature, and European masterpieces of the Middle Ages and Renaissance, and the Bible.

Student Learning Outcome:

1. Analyze a selection of World Literature by discussing its literary significance. Analyze a selection of World Literature within its cultural and historical contexts. 2. Discuss literary works as they relate to their political and social contexts.

**ENGLISH 203H WORLD LITERATURE I (3) UC:CSU**

*Lecture: 3 hour(s)*  
*Prerequisite: English 28*

This course surveys world literature in translation, including representative selections from Asian, Greek, and Latin literature, and European masterpieces of the Middle Ages and Renaissance, and the Bible.

Student Learning Outcome:

1. Analyze a selection of World Literature by discussing its literary significance. Analyze a selection of World Literature within its cultural and historical contexts. 2. Discuss literary works as they relate to their political and social contexts.

**ENGLISH 205 ENGLISH LITERATURE I (3) UC:CSU**

*Lecture: 3 hour(s)*  
*Prerequisite: English 101; Advisory: English 102*

This course is a chronological survey of the English language, literary forms, and ideas from the AngloSaxon period through the eighteenth century (Old English to the Neoclassical period), with special attention to Chaucer, Spenser, Shakespeare, Milton, Dryden, Pope, Swift, and Johnson as representatives of their respective periods. Extensive reading and discussion of works. Strong writing component and emphasis on textual analysis. Examination of the relationship between historical events and literary works.

Student Learning Outcome:

1. Students will be able to analyze assigned readings in relation to their historical period.

**ENGLISH 206 ENGLISH LITERATURE II (3) UC:CSU**

*Lecture: 3 hour(s)*  
*Prerequisite: English 101*

Course will consist of a chronological survey of major authors and texts of British literature from the Romantic period, the Victorian Age, The Twentieth Century, and after. There is extensive reading and discussion of works as well as a strong writing component and emphasis on textual analysis, including examination of the relationship between historical events and literary works.

Student Learning Outcome:

To gain an overview of the themes of British Literature from the Romantic Period through the Twentieth Century and After. To present analytical and critical responses to representative texts to develop written argumentative skills. To explore personal and academic interests for academic and lifelong learning interests.

**ENGLISH 206H ENGLISH LITERATURE II (3) UC:CSU**

*Lecture: 3 hour(s)*  
*Prerequisite: English 101*

Course will consist of a chronological survey of major authors and texts of British literature from the Romantic period, the Victorian Age, The Twentieth Century, and after. There is extensive reading and discussion of works as well as a strong writing component and emphasis on textual analysis, including examination of the relationship between historical events and literary works.

Student Learning Outcome:

To gain an overview of the themes of British Literature from the Romantic Period through the Twentieth Century and After. To present analytical and critical responses to representative texts to develop written argumentative skills. To explore personal and academic interests for academic and lifelong learning interests.

**ENGLISH 207 AMERICAN LITERATURE I (3) UC:CSU**

*Lecture: 3 hour(s)*  
*Prerequisite: English 101*

This course surveys American literature from 1608 to the Civil War, emphasizing major writers and works, as well as writers who suggest the diversity of subject and opinion in American literature.

Student Learning Outcome:

1. Demonstrate an understanding of the context "historical, intellectual, social, and cultural" on a broad range of American literature from the Colonial Period to the Civil War Period. SLO 2: Identify major literary figures and their works in the period. SLO 3: Assess the historical development and cultural impact of ideas that recur in American literature

**ENGLISH 208 AMERICAN LITERATURE II (3) UC:CSU**

*Lecture: 3 hour(s)*  
*Prerequisite: English 101*

This survey of American literature from the Civil War period to the present emphasizes major writers and works in order to understand, appreciate, and investigate multicultural influences within national identity.

Student Learning Outcome:

1. Recognize distinctive features of the major writers, literary works, movements, trends and genres in a broad range of American Literature from the mid 1800s to the present. 2. Demonstrate an understanding of these works in context, including, though not limited to, historical, philosophical, social, political, religious, psychological, biographical, artistic backgrounds.

**ENGLISH 212 POETRY (3) UC:CSU**

*Lecture: 3 hour(s)*  
*Prerequisite: English 101*

English 212 features the reading, discussion, and analysis of selected American, British, and world poetry. Students will also write poetry. The course is designed to increase the students'™ understanding and enjoyment of poetry.

Student Learning Outcome:

1. Demonstrate knowledge of voice, imagery, and poetic conventions of form and sound, using original language. 2. Effectively analyze poetry in light of historical context, critical theories, and/or formal elements.

**ENGLISH 212H POETRY (3) UC:CSU**

*Lecture: 3 hour(s)*  
*Prerequisite: English 28*

English 212 features the reading, discussion, and analysis of selected American, British, and world poetry. Students will also write poetry. The course is designed to increase the students'™ understanding and enjoyment of poetry. Honors students will be assigned extensive readings and research papers beyond the regular English 212 course.

Student Learning Outcome:

1. Demonstrate knowledge of voice, imagery, and poetic conventions of form and sound, using original language. 2. Effectively analyze poetry in light of historical context, critical theories, and/or formal elements.

**ENGLISH 215 SHAKESPEARE I (3) UC:CSU**

*Lecture: 3 hour(s)*  
*Prerequisite: English 101; Advisory: English 102*

Course introduces students to Shakespeare's prose and poetry through several major plays and sonnets with an additional examination of Elizabethan England and the relationship between historical events and literary works. Course features a strong reading and writing component with an emphasis on class discussion, research and textual analysis.

Student Learning Outcome:

1. Understand dramatic technique and nuances of language in Shakespearean poetry and drama. 2. Recognize and analyze Shakespearean use of genre (Comedy, History, Tragedy, Romance), theme, character, setting, humor and allusion. 3. Compare and interpret Shakespearean drama through theatrical presentation.

**ENGLISH 215H SHAKESPEARE I (3) UC:CSU***Lecture: 3 hour(s)**Prerequisite: English 101; Advisory: English 102*

Course introduces students to Shakespeare's prose and poetry through several major plays and sonnets with an additional examination of Elizabethan England and the relationship between historical events and literary works. Course features a strong reading and writing component with an emphasis on class discussion, research and textual analysis. Honors students will be assigned extensive readings and research papers belong the regular Shakespeare 215 course.

Student Learning Outcome:

1. Understand dramatic technique and nuances of language in Shakespearean poetry and drama. 2. Recognize and analyze Shakespeare's use of genre (Comedy, History Tragedy, Romance), theme, character, setting, humor, and allusion. 3. Compare and interpret Shakespearean drama through theatrical presentation.

**ENGLISH 240 LITERATURE AND THE MOTION PICTURE I (3) UC:CSU***Lecture: 3 hour(s)**Prerequisite: English 28*

This course focuses on the relationship between literature and film. It is designed to give students the opportunity to study the fundamental components of telling story. They compare and contrast the elements of literature in both genres: theme (ideology), story (plot), narration (narratology), point of view, characterization, dialogue, setting, scene descriptions (mise en scene, imagery, symbolism, tone) and editing. Students study texts as well as view, analyze, and evaluate films of literary, artistic, and cultural significance.

Student Learning Outcome:

In creating an analysis of both media, students will locate research materials on various works, issues, ideas in texts and online. Students will demonstrate an understanding of MLA format and source documentation in their essays.

taking notes on readings and summarizing main ideas from notes, beginning outlining, and expanding dictionary skills. Students also learn new vocabulary, including different forms of new words.

Student Learning Outcome:

Students will take notes on readings and summarize main ideas, begin outlining and expand dictionary skills to develop vocabulary.

**E.S.L. 005A COLLEGE ESL V: WRITING AND GRAMMAR (6)***Lecture: 6 hour(s)**Prerequisite: ESL 4A*

In ESL 5A, students consolidate grammar and paragraph writing skills. They also practice writing organized, welldeveloped essays. ESL 5A is part of a sequence of courses that prepare students for college level composition.

Student Learning Outcome:

Students will write organized, welldeveloped fiveparagraph essays in a variety of rhetorical modes.

**E.S.L. 005B COLLEGE ESL V: READING AND VOCABULARY (3)***Lecture: 3 hour(s)**Prerequisite: ESL 4B*

ESL 5B students review the skills learned in ESL 4B, plus take reading notes and organize them into an outline and practice strategic reading skills for testtaking. Students also acquire new vocabulary and practice figuring out new words using prefixes and suffixes.

Student Learning Outcome:

Students will review the skills learned in ESL 4B and practice new skills, including understanding inferences and organizing notes into a detailed outline. Students will learn reading strategies for test taking.

**E.S.L. 006A COLLEGE ESL VI: WRITING AND GRAMMAR (6)***Lecture: 6 hour(s)**Prerequisite: ESL 5A*

ESL 6A students practice prewriting, editing, and rewriting skills that will lead to organized, well developed essays. A short research paper is also included. ESL 6A is part of sequel of ESL writing courses that leads to college level composition.

Student Learning Outcome:

Students will use critical thinking skills to write college level compositions, including research based topics. Students will learn selfediting and peerediting skills.

**E.S.L. 006B COLLEGE ENGLISH AS A SECOND LANGUAGE VI: READING AND VOCABULARY (3) CSU***Lecture: 3 hour(s)**Prerequisite: ESL 5B*

This course complements E.S.L. 6A and ESL 6C, providing intensive instruction in reading comprehension and vocabulary development at an advanced level. Emphasis is placed on developing critical reading skills needed to understand academic texts. Students develop skills in annotating, outlining, and summarizing texts. Students acquire knowledge of more sophisticated, academic vocabulary.

Student Learning Outcome:

1. Annotate, outline, and summarize academic texts.
2. Develop critical reading skills, including distinguishing fact from opinion and making logical inferences.
3. Conduct basic research by finding articles from a variety of textual sources.

**E.S.L. 004A COLLEGE ESL 4 WRITING AND GRAMMAR (6)***Lecture: 6 hour(s)**Prerequisite: ESL 3A*

In ESL 4A, students continue to study grammar, sentence writing and paragraph writing. They also move forward to producing simple essays. ESL 4A is part of a sequence of ESL writing courses that prepare students for college level composition.

Student Learning Outcome:

Students will employ appropriate grammar to produce simple, organized, threeparagraph descriptive, narrative, and expository essays.

**E.S.L. 004B COLLEGE ESL IV: READING AND VOCABULARY (3)***Lecture: 3 hour(s)**Prerequisite: ESL 3B*

Students review the skills learned in 3B and practice new skills, including

**ENGLISH AS A SECOND LANGUAGE**

**ESL 003A COLLEGE ESL III : WRITING AND GRAMMAR (6)**

Lecture: 6 hour(s)  
Prerequisite: ESL 2

In ESL 3A, students continue to learn good sentence writing, which includes basic punctuation and grammar. Students are also introduced to beginning level paragraph writing. ESL 3A is part of a sequence of ESL writing courses that prepare students for college level composition.

Student Learning Outcome:

Students will be able to identify, utilize and demonstrate basic speaking, listening, grammar, reading, and writing skills at a beginning/intermediate level.

**ESL 003B COLLEGE ESL III: READING AND VOCABULARY (3)**

Lecture: 3 hour(s)  
Prerequisite: ESL 2

ESL 3B students learn basic English reading skills including previewing, skimming, scanning, main idea identification, and basic dictionary skills. Students learn new vocabulary and practice figuring out word meaning from context.

Student Learning Outcome:

Students will utilize previewing, skimming, and scanning to comprehend a text, and will be able to understand simple charts and graphs and summarize readings.

**ESL 003C COLLEGE ESL III: LISTENING AND SPEAKING (3)**

Lecture: 3 hour(s)  
Prerequisite: ESL 2

In ESL 3C, students practice listening and speaking to communicate basic information regarding everyday school, work and social topics. They make class presentations based on oral interviews, learn common idioms, and practice pronunciation of pairs of similar sounding words which commonly present difficulty.

Student Learning Outcome:

Students will be able to understand and follow oral and written directions by responding appropriately to spoken questions, statement, and prompts; discriminate between statements of fact and opinion, questions and commands; and produce short answers and simple sentences expressing fact and personal opinion.

**ESL 006C COLLEGE ENGLISH AS A SECOND LANGUAGE VI: LISTENING AND SPEAKING (3)**

Lecture: 3 hour(s)  
Prerequisite: ESL 5C

This course complements E.S.L. 6A and 6B and focuses on development of advanced speaking and listening skills necessary for college and vocational study. Students refine their abilities to participate in academic and vocational discussions and meetings.

Student Learning Outcome:

1. Students will utilize formal, academic language to present and support an argument. OUTCOME #2: Students will take notes from videos and inclass academic topics. OUTCOME #3: Students will summarize and respond to natural speech from media sources.

**ESL 008 COLLEGE ENGLISH AS A SECOND LANGUAGE 8: ADVANCED ESL COMPOSITION (6)**

Lecture: 6 hour(s)  
Prerequisite: English 21; ESL 6S

ESL 8 is a course in written composition and critical reading skills for the English as a Second Language student. The emphasis is on writing based primarily on critical reading and secondarily on life experiences. Advanced grammar skills are emphasized throughout each lesson.

Student Learning Outcome:

Students will write a series of essays leading up to a research paper.

**ENVIRONMENTAL DESIGN****ENV 101 FOUNDATIONS OF DESIGN I (3) CSU**

Lecture: 1 hour(s) Lab: 4 hour(s)

Students develop creative, conceptual and analytical skills by creating simple to complex two and three dimensional projects based on nature systems and structural integrity. Connections between movement, rhythm, cycle, kinematics and mathematical formulation are explored in class as a foundation for smart spaces. Students will learn to properly communicate architectural concepts through drawings, renderings, physical models, and computer 3D modeling. Form and space design principles, theories, order and methodologies are explored and incorporated into student projects. Process and procedures are applied to personal innovative projects inspired by Gaudi, Buck Fuller, Frank Lloyd Wright and Peter Eiseman. The profession of architecture and its relationship to others for the life cycle and sustainable synergy in the AEC Industry (Architecture, Engineering and Construction) are defined. This course is critical for students interested in pursuing a higher degree in architectural or a related design field. Students will also create a e portfolio of their work.

Student Learning Outcome:

1. Students will identify patterns found in nature. 2. Students will apply nature patterns in developing structural design model compositions. 3. Students will develop drawing using balance, rhythm, cycles, movement and mathematical formulation.

**ENVIRONMENTAL SCIENCE****ENV SCI 001 THE HUMAN ENVIRONMENT: PHYSICAL PROCESSES (3) UC:CSU**

Lecture: 3 hour(s)

Introduction to the environmental mechanisms that constitute our life support systems and the social, political and economic factors that are the ultimate cause of these problems. This includes an examination of the difference between science and technology and the limits to technological solutions to our environmental problems. The basic science required to understand how our environmental systems work is presented followed by analysis of the essential components of our life support systems and how we impact them. Finally, the major environmental issues are analyzed along with potential solutions to these problems where they exist.

Student Learning Outcome:

1. Articulate the basics of environmental science including the earth's systems, human population dynamics, and the status of our natural resources. 2. Discuss the basic science that explains how our environmental system works. 3. Describe the scientific method, the nature of scientific inquiry and apply the scientific process to assess real world problems and situations. 4. Discuss the status of environmental quality and pollution, and suggest possible remediation of problems. 5. Discuss information on global changes and the implications for the future. 6. Understand and discuss the interrelationship between the environment and society including influences of economics, aesthetics, culture, ethics, and law. 7. Observe the various views of others on the state of our environment. 8. Reflect on his or her own experiences about the environment and its present status.

# FASHION DESIGN

## FASHDSN 101 INTRODUCTION TO FASHION DESIGN (2)

*Lecture: 1.5 hour(s) Lab: 1.5 hour(s)*

This course will introduce the student to the opportunities in the field of fashion design. Students will learn how vocabulary, math skills, and study skills are applicable to the field, better preparing them to enter a fulltime program. Course will include handson activities demonstrating the applicability of the above skills.

### Student Learning Outcome:

Students will develop a stylized skirt from the basic skirt block and construct in fashion fabric.

## FASHDSN 111 CLOTHING CONSTRUCTION (5) CSU

*Lecture: 1.5 hour(s) Lab: 7.5 hour(s)*

The students will be given instruction in single needle machine operation, sewing technique projects, garment assembly projects, occupational information and method of evaluation and relationship to the Fashion Industry. Basic information needed for entry level employment is provided.

### Student Learning Outcome:

Student will compile a notebook consisting of industry construction techniques. Student will construct a trouser pant and a button front shirt.

## FASHDSN 112 BASIC FASHION ART AND DESIGN (5) CSU

*Lecture: 1.5 hour(s) Lab: 7.5 hour(s)*

Instruction includes drawing the women's fashion figure, drawing children and men's figures, flats, various styles and details. Introduction to color, design theory, fabric properties and rendering. Merchandising a garment line.

### Student Learning Outcome:

Student will draw a group of technical flat sketches. Student will develop a portfolio of drawings including men's and women's wear.

## FASHDSN 118 ADVANCED CLOTHING CONSTRUCTION (2)

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

*Prerequisite: Fashion Design 111*

The objective of this course is to advance the sewing skills of students using specialized machinery. Students will construct garments using knit fabric, lycra/spandex, and Chiffon.

### Student Learning Outcome:

Students will construct a onepiece swimsuit with bra cups hellenca lining and specialized elastics Students will construct a lined skirt with French seams and invisible zipper

## FASHDSN 119 HISTORY OF COSTUME (3)

*Lecture: 3 hour(s)*

This course surveys the origins and development of clothing from prehistoric times through the 20th century. Students will explore costume from its earliest origins through adaptation and assimilation into popular 'fashion' in each century. Instruction will include indepth study of fashion trends, creators, and political climate that has influenced the creation of men's and women's fashion. The influence of historical costume on contemporary dress is discussed.

### Student Learning Outcome:

Students will create a presentation board tracing the historical and or cultural influences of a present day garment. Students will write a research paper including multiple media resources, a bibliography and the option of including visual elements.

## FASHDSN 120 BASIC PATTERN MAKING & DESIGN (5) CSU

*Lecture: 1.5 hour(s) Lab: 7.5 hour(s)*

*Prerequisite: Fashion Design 111; Fashion Design 112*

Instruction is given on drafting the basic block, multiple darts and gathers, style lines, sleeves, collars, skirts, and bodice silhouettes.

### Student Learning Outcome:

Student will execute a pattern and garment utilizing basic pattern manipulations. Student will design and create a sketch for an original dress style from pattern through sewn garment that will include specific elements.

## FASHDSN 122 GRADING AND MARKER MAKING (5)

*Lecture: 1.5 hour(s) Lab: 7.5 hour(s)*

Instruction is given in grading the basic block, multipatterns, the complete pattern for men, women and children, in a variety of sizes, make a marker, manipulate the one and two darts block, draft the basic dart positions, demonstrate the slash and pivot methods, draft extensions, button placement and facing.

### Student Learning Outcome:

Student will grade a princess style pattern including facings. Student will grade a stylized dress including stylized darts and facings. Student will use industry related software procedures to grade basic patterns

## FASHDSN 125 TEXTILES, FIBERS AND FABRICS, PROPERTIES AND MANUFACTURING (3) CSU

*Lecture: 3 hour(s)*

This course is an introduction and overview of trade terminology, characteristics of fabric and the difference between cellulose, protein and manmade fibers. Topics discussed include: types of yarns and properties, twist yarn, yarn numbering systems and factors in yarn influencing quality. Woven, knitted, tufted, nonwoven fabrics and additional fabrication methods will be discussed.

### Student Learning Outcome:

1. Student will identify and name specific fabrications and compile a fabric notebook 2. Students will be able to distinguish between basic fiber groups through burn and chemical tests. 3. Students will recognize and understand basic weaves and knits.

## FASHDSN 126 MANUFACTURING AND DESIGN ROOM PROCESS (1) CSU

*Lecture: 1 hour(s)*

*Prerequisite: Fashion Design 225*

Instruction is provided on manufacturing and design room process including industry overview and terminology. Cost sheets, specification sheets and inspiration boards will be emphasized in the course.

### Student Learning Outcome:

Student will execute a specification sheet. Student will create a cost sheet. Student will design and present an inspiration board.

## FASHDSN 130 DRAPING & DESIGN (5) CSU

*Lecture: 1.5 hour(s) Lab: 7.5 hour(s)*

*Prerequisite: Fashion Design 120*

Instruction is given in fundamental draping procedures. The basic block and dart variations, yoke styles, torso styles, advanced skirts, cowls, stretch knits, and current style adaptation are practiced.

### Student Learning Outcome:

Student will drape a cowl blouse and stylized skirt in woven fabric including a finished pattern. Student will drape and create an original style in knit fabric and complete a finished pattern.

**FASHDSN 132 ADVANCED PATTERNS AND DESIGN (5) CSU***Lecture: 1.5 hour(s) Lab: 7.5 hour(s)**Prerequisite: Fashion Design 120 and Fashion Design 122*

Instruction is given in torso, jacket and pant blocks, sleeveless one with the bodice, neckline variations, and style adaptations according to current styling.

Student Learning Outcome:

Student will design and create a contour blouse style and complete a finished pattern. Student will design and create a casual coordinate group including a knit top, pant and jacket and completion of a finished pattern.

**FASHDSN 137 BUSTIER CREATION (2)***Lab: 6 hour(s)**Prerequisite: FASHDSN 111, 112, 120*

Research historical bustier (corset foundation) designs and construction methods and adapt them to create currently fashionable bustier.

Student Learning Outcome:

1. Students will be able to alter a basic French block to fit a form and construct an evening dress foundation with pads and bones. 2. Students will be able to drape or draft a bustier or strapless foundation and construct and fit from 3 options. 3. Students will be able to drape or draft a bustier or corset using corset boning techniques.

**FASHDSN 138 TAILORING TECHNIQUES FOR READY TO WEAR (2)***Lab: 4 hour(s)**Prerequisite: FASHDSN 111 or 222*

The objective of this course is to advance the tailoring skills of fashion design students. Instruction will be given on preparation and cutting of fabric, basic hand stitching, the use of steam pressing equipment, and basic elements of tailored apparel.

Student Learning Outcome:

1. Students will construct a lined jacket incorporating required elements.

**FASHDSN 139 COORDINATED SPORTSWEAR (2) CSU***Lecture: 1 hour(s) Lab: 3 hour(s)**Prerequisite: Fashion Design 132; Advisory: Fashion Design 118; Fashion Design 138*

Instruction is given on the development of coordinated sportswear including story board presentation and critique. This class has been developed to focus on this most important component of the local apparel industry with concentration on jacket and pant construction and coordination of multiple fabrications within a group.

Student Learning Outcome:

Student will develop and present a story board for a coordinated sportswear group. Student will design produce elements of a coordinated sportswear group.

**FASHDSN 140 ADVANCED DRAPING & DESIGN (2)***Lecture: 1 hour(s) Lab: 2 hour(s)**Prerequisite: Fashion Design 130*

This course includes the draping of selected garment types & style innovations. Students use either muslin or fashion fabric according to design and fabrication. Original designs are created & executed in fabric.

Student Learning Outcome:

Student will drape and create a bias gown inspired by Vionette including a complete pattern. Student will drape and create an advanced style contemporary jacket using innovative style lines and will draft a complete pattern

**FASHDSN 141 ADVANCED DESIGN (5) CSU***Lecture: 1.5 hour(s) Lab: 7.5 hour(s)**Prerequisite: Fashion Design 130 and Fashion Design 132*

Instruction is given in knit blocks, specialized fabrics, dartless blocks, knockoffs, and specialized projects relating to current trends.

Student Learning Outcome:

Student will replicate an intricate pant style including a complete pattern and finished garment. Student will design and create a swim suit using industry required fabrications and draft of complete pattern. Student will design and construct a cocktail dress in appropriate assigned fabrications using drafting and draping techniques and complete pattern.

**FASHDSN 142 MANUFACTURING PRODUCTION (5) CSU***Lecture: 1.5 hour(s) Lab: 7.5 hour(s)**Prerequisite: Fashion Design 141*

Instruction is given in design and creation of garments for showing to the apparel industry. Included is the creation of children's and men's designs along with evening and avant garde styles and the development of a perfect production patterns for a minimum of two ensembles. Field trips, senior evaluation, and job orientation are also included.

Student Learning Outcome:

Student will be required to complete two original designs for selected categories to be presented in the department fashion show.

**FASHDSN 147 FASHION SHOW PRODUCTION (2)***Lecture: 1.5 hour(s) Lab: 1.5 hour(s)*

Instruction is given on developing a theme and overall concept for presenting a fashion show. Topics include history of fashion presentations, model selection, fitting, stage design and execution plus behind the scenes production of a department fashion show.

Student Learning Outcome:

1. Formulate a fashion show production plan including: a preliminary budget, venue description, and show categories.

**FASHDSN 148 ACTIVEWEAR DESIGN (2)***Lecture: 1 hour(s) Lab: 2 hour(s)**Prerequisite: Fashion Design 132*

Instruction is given in the specialized area of activewear. Focusing on fabrication, design, innerconstruction, and sewing techniques. The student will draft basic pattern blocks, design and construct an activewear garment.

Student Learning Outcome:

1. Students draft and correct a basic dartless knit block to their personal measurements and body alignment.

**FASHDSN 151 ADVANCED FASHION ART AND DESIGN (2)***Lecture: 1 hour(s) Lab: 2 hour(s)**Prerequisite: Fashion Design 112*

Instruction is given on design and creation of garments for showing to the apparel industry. Included is the creation of children's and men's designs along with evening and avant garde styles and the development of a perfect production patterns for a minimum of two ensembles. Field trips, senior evaluation, and job orientation are also included.

Student Learning Outcome:

Student will develop a portfolio and prepare a resume.

**FASHDSN 185 DIRECTED STUDY FASHION DESIGN (1)***Lecture: 1 hour(s)*

This course allows students to pursue directed study in Fashion Design on a contract basis under the direction of a supervising instructor. Students must be enrolled in at least one fashion course to take this class.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a project based on a topic in Fashion Design and related topics.

**FASHDSN 222 SAMPLE MAKING AND DESIGN I (2)***Lab: 6 hour(s)*

The fundamentals of garment construction using industrial patterns, marker making and industrial power machines. Students are assigned garment projects which demonstrate basic techniques, combining classic with modern manufacturing techniques, with special emphasis on pattern layouts for plaids and prints.

Student Learning Outcome:

Students will develop a portfolio of sewing techniques and list the sequence of assembly.

**FASHDSN 223 SAMPLE MAKING AND DESIGN II (2)***Lab: 6 hour(s)*

The objective of this course is to advance the sewing skills of fashion design students. Students are assigned to create and construct a coordinated group using industrial patterns. Selected blouses, shirts, pants and jacket are made.

Student Learning Outcome:

Students execute a coordinated group including a shirt, pant, and jackets. This project will be completed in children's wear.

**FASHDSN 224 SAMPLE MAKING AND DESIGN III (2)***Lab: 6 hour(s)*

Instruction is provided on construction and fitting of selected commercial patterns adapted to industry standards. Students receive instruction in the theory of color, line and proportion. They create or select designs suitable to the individual and occasion. Selected soft dressmaker type coats, suits, vests, blouses, and dresses are made.

Student Learning Outcome:

Students will execute independent items including a lined vest and jacket, a lined pant or skirt, a shirt or blouse and 1 knit style.

**FASHDSN 225 PATTERN MAKING AND DESIGN I (2)***Lab: 6 hour(s)**Advisory: Fashion Design 222*

Entry level class offering instruction in development of a basic block, test fitting, and additional basic pattern making fundamentals.

Student Learning Outcome:

Student will draft and construct a basic block. Student will create and construct an original design based on required elements and quality of construction.

**FASHDSN 226 PATTERN MAKING AND DESIGN II (2)***Lab: 6 hour(s)**Prerequisite: Fashion Design 225*

Intermediate level class offering instruction on the torso bodice, dartless block and drafting a basic pant then using the blocks to create dresses, shirt styles and pant variations. Advanced skirts styling is also included.

Student Learning Outcome:

Students will draft and construct a torso block from the basic sloper. Students will draft a shift dress with mandarin collar, princess seams, required sleeve elements, and construct a full muslin. Students will draft and construct a princess dress including required elements.

**FASHDSN 227 PATTERN MAKING AND DESIGN III (2)***Lab: 6 hour(s)**Prerequisite: Fashion Design 226*

Advanced level class offering instruction on jackets, advanced sleeve styles, contouring fundamentals, and basic bodysuits and leotards.

Student Learning Outcome:

1. Students will draft or knockoff and construct a basic pant including required elements to personal measurements. 2. Students will draft a bolero with a close fitting raglan and a shawl collar and construct a muslin. 3. Students will draft a tailored jacket block, construct a shell with 2 piece sleeve, revere collar, and traditional jacket facing.

**FASHDSN 228 PATTERN GRADING AND DESIGN I (2)***Lab: 6 hour(s)*

This course offers training in increasing and decreasing the pattern size for basic slopers in the several size ranges of men's, women's and children's wearing apparel. Also includes practice in selected methods and in the use of "grading machines" currently used in industry.

Student Learning Outcome:

Student will grade a princess style pattern including facings.

**FASHDSN 229 PATTERN GRADING AND DESIGN II (2)***Lab: 6 hour(s)*

Selected whole garments are graded. Research and study is done on the laws of proportionate growth, size ranges, and difficult pattern shapes. Principles of design are correlated to grading problems.

Student Learning Outcome:

Student will grade a stylized dress including stylized darts and facings

**FASHDSN 230 CONTEMPORARY GARMENT CONSTRUCTION TECHNIQUES (1)***Lab: 3 hour(s)*

This course provides the opportunity for students to review and practice various hand and machine sewing techniques. Students concentrate on garment assembly projects using industrial methods.

Student Learning Outcome:

1. The outcome will vary depending on the needs of the student. The student will complete sewing related projects based on a topics in core Fashion classes.

**FASHDSN 231 CONTEMPORARY PATTERN MAKING TECHNIQUES (1)***Lab: 3 hour(s)*

This course provides fashion students the opportunity to review and practice various pattern making techniques. Students concentrate on pattern drafting projects using industry methods.

Student Learning Outcome:

The outcome will vary depending on the needs of the student. The student will complete pattern related projects based on a topics in core Fashion classes.

**FASHDSN 236 FASHION SKETCHING AND DESIGN I (2)***Lab: 6 hour(s)*

Instruction includes fashion figure drawing, rendering fabrics and garments on figures, designing selected garments, study of color theory and techniques.

Student Learning Outcome:

1. Student will draw a group of technical flat.

**FASHDSN 237 FASHION SKETCHING AND DESIGN II (2)***Lab: 6 hour(s)**Prerequisite: Fashion Design 236*

Instruction includes women's day dresses, children's fashion figures and garment designs, watercolor or gouache techniques, technical illustrations, contemporary graphic layouts and the portfolio development.

Student Learning Outcome:

1. Students will execute fabric rendering with water colors and markers including design of women's, men's and children's styles.

**FASHDSN 238 FASHION SKETCHING AND DESIGN III (2)***Lab: 6 hour(s)**Prerequisite: Fashion Design 236; Fashion Design 237*

Instruction includes developing male croquis models, designing formal wear for men, women and children, exploring marker techniques, developing illustrations with markers and other mediums combined in categories of interest and concentration, writing a resume, cover letter and calling card and developing a refined professional portfolio in preparation for job interviews.

Student Learning Outcome:

1. Student will develop a portfolio of drawings including men's and women's wear.

**FASHDSN 239 GOWN DRAPING AND DESIGN I (2)***Lab: 6 hour(s)*

Instruction is offered on draping, fitting basic blocks, and transferring the drape to a paper pattern. Students will drape basic type bodices, sleeves, skirts, collars, and construction details. Theory includes basic principles of design, line, proportion, and fabric use.

Student Learning Outcome:

Students will drape and create a detailed blouse and skirt style including a complete pattern. Students will drape and create a stylized dress including a complete pattern.

**FASHDSN 240 GOWN DRAPING AND DESIGN II (2)***Lab: 6 hour(s)*

This course includes the draping of casual knit garments and dress and jacket style innovations. Students use either muslin or fashion fabric according to their capabilities. Fashion trends are studied and original designs are created.

Student Learning Outcome:

Students will drape and create a woven shift dress with stylized neckline. Students will drape and create innovative coordinated separates in knit fabric using specialized machinery.

**FASHDSN 241 GOWN DRAPING AND DESIGN III (2)***Lab: 6 hour(s)*

This course correlates the designer's knowledge of designing, sketching, patternmaking, draping, and construction. Students develop confidence as they study the problems of merchandising and manufacturing. Original designs for special occasion garments are executed in various fabrics.

Student Learning Outcome:

Students will drape an evening gown using selected elements in specific evening fabrications

**FASHDSN 244 COMPUTER FASHION ART (2)***Lab: 6 hour(s)*

This course offers computer fashion art instruction using the MAC computer. Emphasis is placed on the preparation and input of fashion images for portfolios and design presentations as required by industry standards.

Student Learning Outcome:

1. Students will create a computer aided Fashion Croquis Illustration completed with Moodboard and textile design.

**FASHDSN 250 BEGINNING COMPUTER APPAREL SYSTEMS (2)***Lab: 6 hour(s)*

This course concentrates on grading the commercial pattern using a computer. Inputting the pattern, establishing grade rules and correcting the pattern are included. Marker making, with emphasis on difficult garments and fabric problems is covered. Housekeeping and tape routines are explained.

Student Learning Outcome:

1. Students will create system files, digitize and verify pattern pieces using Gerber hardware and software.

**FASHDSN 255 COMPUTERIZED PRODUCT DESIGN (2)***Lab: 6 hour(s)*

This course offers advanced training and development of skills in apparel utilizing the latest versions of apparel pattern making software. Design students will concentrate on working on advanced pattern and design projects ranging from haute couture to ready-to-wear clothing.

Student Learning Outcome:

1. Students will execute computer patterns from sketch using blocks in PDS 2000 Gerber Apparel System.

**FASHDSN 256 CAD APPAREL PREPRODUCTION TECHNIQUES (2)***Lab: 6 hour(s)*

This course offers advanced training in apparel preproduction process, and marker making as it applies to computerized apparel production. The class will cover specialized computer software applications, such as Lectra Systems, used for marker making. Students will learn to identify menus associated with marker making applications and composing a full scale marker using industry standards.

Student Learning Outcome:

1. Students will create a storyboard in Artworks software compiling their own textile Designs using design and repeat, colorway, reduction and cleaning, easy knit and Easy weave.

**FASHDSN 257 APPAREL PATTERN DESIGN SYSTEMS (2)***Lab: 6 hour(s)*

This course provides an overview of current computeraided design applications used in apparel pattern development. The class will cover manual pattern development and demonstrate how twodimensional patterns translate to the computer. Students will learn to identify menus associated with pattern applications, used for Tukatech software, and will compose a fullscale pattern on the computer as it applies to industry.

Student Learning Outcome:

1. Students will design a computer pattern from Tukatech systems basic blocks.

**FASHDSN 258 COMPUTERAIDED PATTERN SYSTEMS (2)***Lab: 6 hour(s)**Prerequisite: FASHDSN 120 or 225*

This course is designed to introduce computer aided patternmaking using Lectra Systems software programs. Class instruction will cover translating manual patterns to the computer as well as pattern creation using technology. Instruction will be given on system menus in their relation to pattern applications.

Student Learning Outcome:

1. Student will create a pattern from design through marker to prepare for the production process.

**FASHDSN 259 CAD APPAREL DESIGN (GERBER ARTWORKS) (2)***Lab: 6 hour(s)*

This course provides an overview of apparel computer design techniques as they apply to textiles and apparel production. The class will cover specialized computer software applications, such as Gerber systems "Artworks" and similar design software geared toward apparel design and manufacturing. Students will learn to identify menus associated with design applications and create projects using industry standards.

Student Learning Outcome:

1. Students will create a storyboard in Artworks software compiling their own textile designs using design and repeat, colorway, reduction and cleaning, easy knit and easy weave.

**FASHDSN 262 INTRODUCTION TO CAD DESIGN AND PREPRODUCTION APPLICATIONS (2)***Lab: 6 hour(s)*

This course offers new and existing design and preproduction applications using Lectra U4ia and Gerber Artworks for textile design, Gerber classic PDS, and Lectra DIAMINO (marker making)

Student Learning Outcome:

1. Students will create textile designs using Lectra U4IA and Gerber Artworks.

Student Learning Outcome:

The student will develop at least three learning objectives to be accomplished on the job. The objectives will be related to the educational/occupational goals of the student.

**FASHDSN 264 APPAREL COMPUTER SYSTEMS ANALYSIS (2) CSU***Lecture: 1 hour(s) Lab: 2 hour(s)*

This lab course demonstrates how the apparel industry uses commercial and Vendor apparel technology in the global market. Topics covered are apparel software and commercial hardware used to design and manufacture products.

Student Learning Outcome:

Student will create a template design using Microsoft PowerPoint. Student will complete a project including digitizing, a patternmaking sample, grade rule application, marker creation, and specification sheet. Student will compare and contrast the 3 major apparel systems.

**FASHDSN 270 ILLUSTRATOR FOR FASHION DESIGN (2)***Lab: 6 hour(s)*

This course offers Adobe Illustrator instruction using the Macintosh computer. Emphasis is placed on the preparation and input of fashion design ideas in flat drawings for portfolios, pattern information cards, and cost sheets as required to meet industry standards.

Student Learning Outcome:

1. Students will create Fashion Flat sketches according to Fashion industry standard. 2. Students will learn to create acceptable file formats for different output mediums like web and print.

**FASHDSN 285 DIRECTED STUDY FASHION DESIGN (2)***Lecture: 2 hour(s)*

This course allows students to pursue directed study in Fashion Design on a contract basis under the direction of a supervising instructor. Students must be enrolled in at least one fashion course to take this class.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a project based on a topic in Fashion Design and related topics.

**FASHDSN 385 DIRECTED STUDY FASHION DESIGN (3)***Lecture: 3 hour(s)*

This course allows students to pursue directed study in Fashion Design on a contract basis under the direction of a supervising instructor. Students must be enrolled in at least one fashion course to take this class.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a project based on a topic in Fashion Design and related topics.

**FASHDSN 941 COOPERATIVE EDUCATION FASHION DESIGN (4)***Lecture: 4 hour(s)*

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

**FASHION MERCHANDISING****FASHMER 001 ENTREPRENEURIAL FASHION (3) CSU***Lecture: 2.5 hour(s) Lab: 1.5 hour(s)**Advisory: English 101; Mathematics 105*

This course delivers the information needed to develop an effective business plan and provides a background in entrepreneurship for apparel related businesses. Students will examine the development of a fashion retail business from concept evaluation to strategy articulation. Procedures and resources for researching and opening a business are covered, as well as assortment planning, pricing and financing.

Student Learning Outcome:

Students will be able to evaluate a potential business idea and write a business plan for a retail or wholesale business.

**FASHMER 010 RETAIL MERCHANDISING (3) CSU***Lecture: 3 hour(s)**Advisory: English 101; Mathematics 105*

This course introduces all phases of fashion retailing from the creative to the financial. It is designed to familiarize students to the crucial functions of merchandising and product management in a modern retail company. The course covers special aspects of retailing including: the evolution of the industry, merchandising roles and careers, market knowledge, consumer behavior, planning and control and retail pricing.

Student Learning Outcome:

Students will be able to identify a consumer market for a retail store through the research of demographic, psychographic, and behavioristic traits of a target market.

**FASHMER 020 APPAREL PRODUCT DEVELOPMENT (3) CSU***Lecture: 2.5 hour(s) Lab: 1.5 hour(s)**Advisory: English 101; Mathematics 105*

This course covers the stepbystep development of apparel products in a retail or wholesale environment. Students will use research, merchandising knowledge and the application of merchandising concepts and theories in a simulated process. The course includes visual presentation of design concepts, raw materials sourcing, overviews of production technology, wholesale marketing and retail distribution. Special emphasis is placed on the California apparel industry.

Student Learning Outcome:

Students will learn the process of product development and understand how to plan, organize, develop, produce and sell an apparel line. They will create and cost samples for a fashion collection.

**FASHMER 021 CULTURAL PERSPECTIVES OF DRESS (3) CSU***Lecture: 3 hour(s)*

This course covers the factors that influence human behavior in the selection of dress in societies and cultural groups, and the influence of these factors on the design and production of textiles and apparel. Students will study consumer's purchasing decisions. Topics include the cultural context of dress, dress as nonverbal communication, dress through life stages, dress in the workplace, ethnic influences on dress, and technological changes of dress.

Student Learning Outcome:

Students will demonstrate how to present oneself in a professional setting to the best advantage and relate how dress affects specific jobs in business, sports and several other occupations.

**FASHMER 025 FASHION AND INDUSTRY INTERCHANGE (3) CSU**

*Lecture: 3 hour(s)*  
*Advisory: English 101*

This course covers current trends and relationships in the Fashion Industry between apparel, accessories, cosmetics, and home goods. Each category of goods is reviewed from the perspectives of historical development, organization and operation, merchandising and marketing in order to gain broad insight to the unique aspects of these industry segments.

Student Learning Outcome:

Students will be able to identify relationships in the fashion industry between apparel, accessories, cosmetics, jewelry and hard lines. Students will understand the unique characteristics of these categories, and learn to identify and track current trends.

**FASHMER 027 ADVANCED RETAIL MERCHANDISING (3) CSU**

*Lecture: 3 hour(s)*  
*Prerequisite: Fashion Merchandising 10; Advisory: English 101; Mathematics 105*

An advanced retail research and study course covering retail demographics, site selection, stock assortments, planning, retail budgets, and sales applicable to all retail environments. Merchandise coordination and seasonal planning are given detailed coverage.

Student Learning Outcome:

Students will be able to conduct market, fabric, and sourcing research to create a line of LATTC Logo Apparel, and illustrate their work in a Power Point presentation.

**FASHMER 030 WHOLESALE MERCHANDISING (3) CSU**

*Lecture: 3 hour(s)*  
*Advisory: English 101; Mathematics 105*

This course prepares students for a merchandising position with an apparel manufacturing company. All phases, including line development, design, costing, sales, production, contracting and distribution are covered. Current trends and specialized knowledge in merchandising a successful line are emphasized.

Student Learning Outcome:

Students will understand the steps of wholesale merchandising relating to marketing the line, preproduction processes, quality assurance and distribution.

**FASHMER 035 FASHION PROMOTION (3) CSU**

*Lecture: 3 hour(s)*  
*Advisory: English 101*

This course covers the promotional aspects of the retail fashion industry. Emphasis is given to the processes of fashion communication and how they connect company profit and performance with skillful and creative promotional strategies. Sales promotion, advertising formats, public relations, and direct marketing are presented.

Student Learning Outcome:

Student will be able to write a press release for a new apparel product or event. They will be proficient in the use of an industry standard template to create and write a document for the purpose of publicizing a fashion item or event.

**FASHMER 040 MODERN MERCHANDISING MATH (3) CSU**

*Lecture: 3 hour(s)*  
*Advisory: Mathematics 105*

Students will learn to use the computer for costing, pricing, inventory control as well as vendor analysis. All current concepts in wholesale and retail merchandise planning are presented. The emphasis is on practical knowledge and the use of computers in today's apparel business. The class will cover the principles and procedures involved in the business applications of the apparel industry using Apparel Information Management System (AIMS) software for wholesale and Microsoft Excel for making retail buying decisions.

Student Learning Outcome:

Students will be able to calculate retail price, wholesale cost, markup dollars, and markup percent for apparel items using manual calculations as well as computer software applications. They will create inventory management reports and vendor analysis.

**FASHMER 041 FASHION MERCHANDISE BUYING (3) CSU**

*Lecture: 2.5 hour(s) Lab: 1.5 hour(s)*  
*Advisory: Fashion Merchandising 10; English 101; Mathematics 105*

This course provides specific instruction on fashion/merchandise buying tasks such as: identifying target customers, creating six month merchandise plans, departmental assortment plans, shopping the market and placing orders, inseason sales planning and forecasting, and calculating open to buy. This course covers the process of retail buying for a small business as well as for larger companies.

Student Learning Outcome:

Students will be able to identify a retail product opportunity and articulate a well-developed strategy to accomplish their proposed sales and marketing plan. They will be able to demonstrate their strategy through a computer generated six month plan (excel), window and floor displays (Smart Draw, Photoshop, etc.), and written text presented in an organized binder/portfolio.

**FASHMER 050 INTERNATIONAL FASHION BUSINESS (3)**

*Lecture: 3 hour(s)*  
*Advisory: English 101*

This course provides an active study of the dynamics and challenges of the international apparel industry. Topics covered include: International business today; cultural diversity and dynamics; international legal issues; global opportunities in marketing; importing/exporting strategies; and international fashion business vocabulary terms.

Student Learning Outcome:

Students will develop a vocabulary and understanding of the global apparel and textile trade. They will read, summarize, and discuss current business news and relate it to issues in apparel and textile manufacturing both domestically and internationally.

**FASHMER 941 COOPERATIVE EDUCATION FASHION MERCHANDISING (4)**

*Lecture: 4 hour(s)*

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

Student Learning Outcome:

The student will develop at least three learning objectives to be accomplished on the job. The objectives will be related to the educational/occupational goals of the student.

## FRENCH

### FRENCH 001 ELEMENTARY FRENCH I (5) UC:CSU

*Lecture: 5 hour(s)*

This course introduces the cultures and civilization of France and the Frenchspeaking world. This introductory course stresses the fundamentals of French pronunciation and grammar; the building of a practical basic vocabulary; and the development of the ability to speak, understand, read, and write simple contemporary French.

Student Learning Outcome:

1. Produce simple sentences in the present and future tenses. 2. Respond appropriately to basic questions in French. 3. Follow simple directions in French. 4. Produce sentences with helping verbs.

### FRENCH 002 ELEMENTARY FRENCH II (5) UC:CSU

*Lecture: 5 hour(s)*

*Prerequisite: French 1*

This course completes the study of elementary grammar, increases vocabulary, includes the reading of simplified texts with continued emphasis on aural and written comprehension, oral expression, and the writing of simple French. Further study of French and Francophone cultures are expected to be covered.

Student Learning Outcome:

1. Listen with understanding. 2. Respond meaningfully in personal and community situations. 3. Speak the target language effectively and articulately in personal, community, and work settings. 4. Read confidently and competently for personal information, professional and academic needs at an advance elementary level. 5. Write in target language to communicate with purpose, meaning, and grammatical correctness. 6. Develop processes that lead to insight an understanding of the French culture.

## GEOGRAPHY

### GEOG 001 PHYSICAL GEOGRAPHY (3) UC:CSU

*Lecture: 3 hour(s)*

This course studies the physical environment of earth. Emphasis is placed on climate, soils, vegetation, landforms, maps, weather systems, oceans, and the atmosphere, and their pattern on Earth.

Student Learning Outcome:

Students will apply basic geography concepts to answer the following questions: a) Classify rock types according with their geologic origin. b) Describe the concept of plate tectonic boundaries and types. c) Describe the types of waves generated during an earthquake.

### GEOG 002 CULTURAL ELEMENTS OF GEOGRAPHY (3) UC:CSU

*Lecture: 3 hour(s)*

*Advisory: English 28*

This course examines a broad array of the elements and expressions of human culture including population distribution, use and reuse of natural resources, principle modes of transportation and commerce, sources of energy, languages and religions, the globalization of culture, as well as the social, political, and economic causes of war and climate change.

Student Learning Outcome:

Students will be able to asses and list how organic agriculture improves the U.S. economy, its environment and the physical health of its citizens.

## GEOLOGY

### GEOLOGY 001 PHYSICAL GEOLOGY (3) UC:CSU

*Lecture: 3 hour(s)*

In this elementary course, the students learn Earth's internal and external forces and the features that these forces create. Students study minerals, rocks, volcanoes, earthquakes, mountain building, plate tectonics, tsunamis, global warming, natural resources, and alternative energy resources. Students will also learn basic scientific principles, the process of the scientific method, map reading and geographic literacy.

Student Learning Outcome:

The student will be able to correctly describe all of the three rock types and accurately discuss and give concrete examples of the basic components of the rock cycle, processes such as plate tectonics, and earth's natural resources.

### GEOLOGY 006 PHYSICAL GEOLOGY LABORATORY (2) UC:CSU

*Lecture: 1 hour(s) Lab: 2 hour(s)*

This course supplements Geology 1 with additional exercises in the identification of rocks and minerals, reading of maps, and study of rock structures. Studies of local geology are made based upon field trips and the collection of specimens.

Student Learning Outcome:

1. Analyze the role of plate tectonics in changing the sizes of the Earth's continents and oceans; Graph seismic data to determine the magnitude of earthquakes and locate the epicenter of earthquakes. 2. Identify common minerals & rock types on the basis of their physical properties; interpret past environment through detailed observation of mineral composition, fossil types and rock structures. 3. Construct topographic cross sections and geologic cross sections to analyze the geologic and deformational history of an area. 4. Determine the relative and absolute ages of rocks based on their physical relationships; using fossils to determine their age relationships, and determine absolute ages from radiometric data. 5. Analyze landforms formed by and hazards related to surface and groundwater, oceans, glaciers and wind. Interpret global climate change patterns on the basis of variations in sea level and glacier sizes.

# HEALTH

## HEALTH 002 HEALTH AND FITNESS (3) UC:CSU

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

This course promotes healthy physical and psychological lifestyles, with emphasis on disease prevention, including violence/abuse, nutrition, sexuality, reproduction, drugs, alcohol, tobacco, aging, stress management, and weight control. The physical fitness segment emphasizes individual improvement utilizing aerobic, flexibility, and strengthening activities.

### Student Learning Outcome:

Students will use critical thinking skills to gather, identify, analyze, synthesize information, and evaluate problems and solutions to reaching improving their personal health and fitness.

## HEALTH 006 NUTRITION FOR HEALTHFUL LIVING AND FITNESS ACTIVITIES (3) UC:CSU

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

Basic nutrition theories, information for healthful food purchasing, and relationship of nutrition to disease. Benefits of exercise and techniques for body conditioning are learned. Class time includes participation in fitness activities including aerobic, developmental and flexibility exercises.

### Student Learning Outcome:

Students will develop flexibility that is within the optimal health range.

## HEALTH 008 WOMEN'S PERSONAL HEALTH (3) UC:CSU

Lecture: 3 hour(s)

A study of factors affecting physical, social and emotional wellbeing of women in our society.

### Student Learning Outcome:

1. Student will be able to identify the major health issues affecting women and the lifestyle changes which can be made to improve their own health and the health of their family members. 2. Student will demonstrate an understanding of abortion procedures through research.

## HEALTH 011 PRINCIPLES OF HEALTHFUL LIVING (3) UC:CSU

Lecture: 3 hour(s)

This course offers concepts to use today and tomorrow as guidelines for selfdirected responsible living. Health topics cover the emotional and mental health, cardiovascular fitness, nutrition, chronic and communicable diseases, environmental issues, and the life cycle. Student is provided with selfassessments for examining their lifestyle habits and relationships, as well as, resources for getting help when they need it.

### Student Learning Outcome:

The Student will be able to define and measure their BMI (Body Mass Index).

## HEALTH 012 SAFETY EDUCATION AND FIRST AID (3) UC:CSU

Lecture: 3 hour(s)

This course involves the theory and detailed demonstration of the first aid care of the injured. The student will learn to assess a victim's condition and incorporate proper treatment. Standard first aid, CPR, and AED certification(s) will be granted upon successful completion of requirements.

### Student Learning Outcome:

1. Student will be able to perform Red Cross Adult CPR "Compression On 3. Student will be able to identify a person experiencing a stroke using the FAST recognition mnemonic.ly" on an adult manikin in correct sequence. 2. Student will be able to apply a pressure bandage to forearm in correct sequence.

## HEALTH 021 HUMAN SEXUALITY (3) UC:CSU

Lecture: 3 hour(s)

This course provides a comprehensive introduction to the cultural, behavioral, biological and psychosocial aspects of human sexuality. Topics presented include acquired immune deficiency syndrome and other sexually transmitted diseases, as well as sexual variance and dysfunction, and sexuality throughout the human life cycle.

### Student Learning Outcome:

Student will define the various sexually transmitted infections, their causes and the treatment for each.

## HEALTH 043 MEN'S HEALTH AND FITNESS (3) CSU

Lecture: 1 hour(s)

This course explores men's health issues and adds a fitness component so that men can learn to understand and control their life long health practices, attitudes and challenges that contemporary men experience in urban areas. It studies topics important to men such as domestic abuse and violence, stress, alcoholism, disease transmission and other physical, emotional and social topics related to men's health, fitness and wellness.

### Student Learning Outcome:

Student will identify key factors that specifically affect a Man's health and ways to improve a man's health.

# HEALTH OCCUPATIONS

## HLTHOCC 037 NURSE ASSISTANT (5)

Lecture: 3 hour(s) Lab: 6 hour(s)

This course is approved by the State of California. It prepares students to perform basic nursing tasks and educates them about the roles and responsibilities of the Certified Nurse Assistant. Skills include principles of safety, infection control and basic patient care practices. Students who successfully complete the course are eligible to take the State Certification Examination.

### Student Learning Outcome:

Student will demonstrate the ability to perform patient care skills in a restorative care setting. Perform skills that assist with activities of daily living for people in a residence care setting.

## HLTHOCC 038 HOME HEALTH AIDE (2)

Lecture: 1.2 hour(s) Lab: 1.2 hour(s)

Prerequisite: Health Occupations 37

This course is approved by the State of California. It prepares students to perform inhome care to patients and assist them with activities of daily living. Students will provide care to clients in the areas of comfort, hygiene, nutrition, elimination, sleep and rest. Emphasis is on the role of the home health aide, interpretation of client needs, personalcare services, nutrition and cleaning and care tasks in the home.

### Student Learning Outcome:

1. Perform patient care skills and procedures listed under Title 22, Division V for HHA's. 2. Learn and apply legal issues, safety issues, and management care in a home/hospice setting.

# HISTORY

## HISTORY 011 POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I (3) UC:CSU

Lecture: 3 hour(s)

Advisory: English 28

This course will examine the historical development of the United States of America from 1492 to the close of the Civil War. Emphasis is placed on the relationship of regions, the role of major ethnic and social groups, the continuity of the American experience, and its derivation from other cultures, politics, economics, social movements, and its geography.

### Student Learning Outcome:

1. Defend a position on a debatable historical issue. 2. Describe and analyze the actors, locations, timelines, actions, and reasons surrounding a historical event. 3. Examine and assess the key events leading up to the Civil War.

## HISTORY 011H POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I (3) UC:CSU

Lecture: 3 hour(s)

Advisory: English 28

This course will examine the historical development of the United States of America from 1492 to the close of the Civil War. Emphasis is placed on the relationship of regions, the role of major ethnic and social groups, the continuity of the American experience, and its derivation from other cultures, politics, economics, social movements, and its geography. Students must be admitted into the Honors Program. See instructor and Honors Program Transfer Counselor for information. The LATTC Honors Program is designed to encourage the development of talent and ability in highly motivated students as they begin their academic studies and prepare to transfer to a fouryear college or university.

### Student Learning Outcome:

1. Defend a position on a debatable historical issue. 2. Describe and analyze the actors, locations, timelines, actions, and reasons surrounding a historical event. 3. Examine and assess the key events leading up to the Civil War.

## HISTORY 012 POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES II (3) UC:CSU

Lecture: 3 hour(s)

Advisory: English 28

This course will examine the historical development of the United States of America from the close of the Civil War to the present. Emphasis is placed on the role of the major ethnic and social groups, the continuity of the American experience, and its derivation from other cultures, politics, economics, social movements, and its geography.

### Student Learning Outcome:

1. Students will be able to defend a position on a debatable historical issue. 2. Describe and analyze the actors, locations, timelines, actions, and reasons surrounding a historical event. 3. Students will be able to examine and assess the key events from 1865 to the Present.

## HISTORY 012H POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES II (3) UC:CSU

Lecture: 3 hour(s)

Advisory: English 28

This course will examine the historical development of the United States of America from the close of the Civil War to the present. Emphasis is placed on the role of the major ethnic and social groups, the continuity of the American experience, and its derivation from other cultures, politics, economics, social movements, and its geography. Student must admitted into Honors program. See instructor or Honors Program Transfer Counselor for more information. The LATTC Honors Program is designed to encourage

the development of talent and ability in highly motivate students as they begin their academic studies and prepare to transfer to a fouryear college or university.

### Student Learning Outcome:

1. Students will be able to defend a position on a debatable historical issue. 2. Describe and analyze the actors, locations, timelines, actions, and reasons surrounding a historical event. 3. Students will be able to examine and assess the key events from 1865 to the Present.

## HISTORY 041 THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. I (3) UC:CSU

Lecture: 3 hour(s)

Advisory: English 28

This course will examine the historical development of the African American from pre-colonial Africa through the Civil War. This course will examine the political, social, economic and intellectual development of the United States, as well as the State and local government and constitution of the U.S.

### Student Learning Outcome:

1. Students will critically examine how the decade of the 1850's offered a preview of the coming of the Civil War. 2. Students will assess the key events as primary causes of the Civil War. 3. Students will describe the events they perceive as pivotal events that led African American participation in the Civil War. 4. Students will include the following key people, events, issues: AntiSlavery society, Fugitive Slave Laws, the Dred Scott Decision, Kansas Nebraska Act, John Brown Raid, Frederick Douglass, Abraham Lincoln, Mary Ellen Pleasant, Thomas Sims and Martin R. Delany.

## HISTORY 042 THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. II (3) UC:CSU

Lecture: 3 hour(s)

Advisory: English 28

This course will examine the historical development of the United States of America from the end of the Civil War to the present with special emphasis on the contributions of the Afro American. Emphasis is placed on the relationship of regions, both internal and external, the role of major ethnic and social groups, the continuity of the American experience, and its deviation from other cultures, politics, economics, social movements, and its geography will be examined.

### Student Learning Outcome:

Students will be able to critically analyze experiences of African Americans from the post-Civil War to the present, New Millennium. 1. Students will be able to research and analyze a topic that affected African Americans post-Civil War to present. 2. Students will analyze an event from this period and be able to link the people, issues and factors that influence the event (s).

## HISTORY 086 INTRODUCTION TO WORLD CIVILIZATION I (3) UC:CSU

Lecture: 3 hour(s)

Advisory: English 28

Introductory survey of World Civilization to 1500. This course will examine and compare the social, economic, and political formations of various societies and world cultures. Major topics will include religion, philosophy, technology, and migration and settlement patterns.

### Student Learning Outcome:

1. Discuss the development of major world civilizations and understand the basic components that make up a culture. 2. Identify and compare major world civilizations. In addition, the student will be able to gather and evaluate primary and secondary source materials. 3. Critically analyze social patterns, economic trends, political formations and religious and cultural changes of various cultures and civilizations. 4. Achieve a greater appreciation of the variety of cultural contributions to world history.

**HISTORY 087 INTRODUCTION TO WORLD CIVILIZATION II (3)****UC:CSU***Lecture: 3 hour(s)*

Introduction survey of World Civilization from 1500 to the Present. This course will examine and compare the social, economic, and political formations of various governments, societies, and world cultures. Major topics will include the development of the nation state, economic systems and technology, industrialization, colonization, and global conquest, revolutions, and migration and settlement patterns.

Student Learning Outcome:

1. Students will be able to critically analyze world cultures and their importance and contribution to humankind from 1500 to the Present. 2. Discuss the development of major world governments and gain a basic understanding of how these governments and cultures interact in modern times. 3. Identify and compare major world civilizations. In addition, the student will be able to gather and evaluate primary and secondary source materials. 4. Critically analyze social patterns, economic trends, political formations and religious and cultural changes of various civilizations.

**HUMANITIES****HUMAN 001 CULTURAL PATTERNS OF WESTERN CIVILIZATION****(3) UC:CSU***Lecture: 3 hour(s)**Prerequisite: English 28*

This course is an introduction to the general concepts of the humanities. Music, painting, sculpture and architecture are studied and compared in relation to their background, medium, organization and style. Included is a survey of the most productive periods of Western history, from classical Greek through the Medieval period. Stress is placed on awareness of difference in cultural heritage, values and perspective as revealed in the arts.

Student Learning Outcome:

Students will demonstrate familiarity with a broad spectrum of world civilizations with particular emphasis on how their artistic legacies reflect political and religious traditions. 1. Students will demonstrate familiarity with several early world civilizations. 2. Students will compare and contrast world religions. 3. Students will assess the ways in which visual art and literature reflect social, political and religious traits of the society that produced them.

**HUMAN 002 STUDIES IN SELECTED CULTURES (3) UC:CSU***Lecture: 3 hour(s)**Prerequisite: English 28*

Students study in depth the social, political, economic and cultural features of a particular culture or set of related cultures. Customs, traditions, values, historical events and trends, religious traditions, pop cultural practices, achievements and trends in the arts and the sciences of the cultures studied are also examined. Western, Eastern, MidEastern, African and other cultures and societies both past and present may be studied.

Student Learning Outcome:

Students will be able to analyze ways in which modern social and political history are reflected in the arts, including literature, visual arts and music: 1. Students will explore art and architecture within the context of the society that created it. 2. Students will interpret social, religious, and psychological dimensions of works of poetry, prose and drama. 3. Students will compare and contrast art, literature and music from different cultures or time periods

**KINESIOLOGY****KIN 020 AEROBICS FOR DANCE (1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)*

This course introduces students to standardized basic steps to include locomotor and axial movement performed to musical accompaniment. A warmup, basic footwork integrating fundamental rhythmic skill, will create cardiovascular development and strengthening exercises for major muscle groups.

Student Learning Outcome:

1. Students will demonstrate knowledge of basic dance aerobic footwork in rhythm and improved cardiovascular conditioning techniques.

**KIN 024 AEROBICS FOR DANCE (1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)*

This course teaches technique, principles, terminology and the practice of modern (contemporary) dance. The course will emphasize not only the correct placement and execution of a wide variety of modern dance movements, but will also teach the history of the movements, and focus on the elements of space, time, and energy through improvisational and choreographic exercises. Students will develop coordination, flexibility, and cardiovascular strength using various movement combinations.

Student Learning Outcome:

1. Be able to learn and perform a dance routine.

**KIN 201-1 SWIMMING SKILLS I (1) UC:CSU***Lecture: 0.5 hour(s) Lab: 1.5 hour(s)**Placement test of KIN 3001*

This course introduces students to basic aquatic skills, such as floating, kicking and swimming the crawl and backstroke, as well as, the basics water safety, to assure confidence and mobility in basic aquatic activities and the development of confidence in deep water.

Student Learning Outcome:

1. Students will be able to successfully swim Freestyle without flotation support in deep water. 2. Students will be able to successfully swim Backstroke without flotation support in deep water. 3. Student will be able to successfully perform a streamline glide in a prone position. 4. Student will be able to successfully float on back unassisted in deep water. 5. Student will be able to successfully swim under water.

**KIN 201-2 SWIMMING SKILLS II (1) UC:CSU***Lecture: 0.5 hour(s) Lab: 1.5 hour(s)**Placement test of KIN 3002*

This course continues to enhance the skills of the students in floating, kicking and swimming the crawl and backstroke, that were developed in Swimming I. Additionally, skills in the sidestroke and the elementary backstroke will be taught as well as the ability to safely enter the water with a jump and a long shallow dive.

Student Learning Outcome:

1. Students will be able to successfully swim Freestyle, Backstroke, Sidestroke and Elementary backstroke for 25 yards. 2. Student will be able to demonstrate the eggbeater kick keeping their hands out of the water. 3. Student will be able to demonstrate a long shallow dive from side of pool and starting blocks.

**KIN 201-3 SWIMMING SKILLS III (1) UC:CSU***Lecture: 0.5 hour(s) Lab: 1.5 hour(s)*

This course continues to enhance the skills of the students in Freestyle, backstroke, elementary backstroke and sidestroke that were developed in SwimmingII. Additionally, the basic skills of the Breaststroke, competitive starts and turns, and interval training will be taught.

Student Learning Outcome:

1. Students will be able to successfully swim Freestyle, Backstroke, Sidestroke and Elementary backstroke and Breaststroke for 25 yards. 2. Student will be able to demonstrate the eggbeater kick while holding a diving brick above their head. 3. Student will be able to demonstrate competitive racing turns.

**KIN 300-1 SWIMMING NONSWIMMER 1I(1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)*

This course will enhance the skills of the students in floating, kicking and swimming the crawl and backstroke.

Student Learning Outcome:

1. Students will be able to successfully swim Freestyle, Backstroke, Sidestroke and Elementary backstroke for 25 yards. 2. Student will be able to demonstrate the eggbeater kick keeping their hands out of the water.

**KIN 300-2 SWIMMING NONSWIMMER 2(1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)*

This course continues to enhance the skills of the students in floating, kicking and swimming the crawl and backstroke, that were developed in SwimmingI. Additionally, skills in the sidestroke and the elementary backstroke will be taught as well as the ability to safely enter the water with a jump and a long shallow dive.

Student Learning Outcome:

1. Students will be able to successfully swim Freestyle, Backstroke, Sidestroke and Elementary backstroke for 25 yards. 2. Student will be able to demonstrate the eggbeater kick keeping their hands out of the water. 3. Student will be able to demonstrate a long shallow dive from side of pool and starting blocks.

**KIN 300-3 SWIMMING NONSWIMMER 3(1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)**KIN 3002*

This course continues to enhance the skills of the students in Freestyle, backstroke, elementary backstroke and sidestroke that were developed in SwimmingII. Additionally, the basic skills of the Breaststroke, competitive starts and turns, and interval training will be taught.

Student Learning Outcome:

1. Students will be able to successfully swim Freestyle, Backstroke, Sidestroke and Elementary backstroke and Breaststroke for 25 yards. 2. Student will be able to demonstrate the eggbeater kick while holding a diving brick above their head. 3. Student will be able to demonstrate competitive racing turns.

**KIN 301-1 SWIMMING 1(1) CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)*

This course is designed to further enhance the skills of competitive swimming in freestyle and backstroke including competitive flip turns, starts and finishes. The course will also introduce the basic principles of training.

Student Learning Outcome:

1. Student will complete 30 lengths (750 yards) in a combination of freestyle and backstroke within 20 minutes.

**KIN 301-2 SWIMMING 2(1) CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)**Prerequisite: KIN 3001*

This course is designed to further enhance the skills of competitive swimming in freestyle and backstroke learned in 3011 as well as introduce

the basic principles of the competitive Breaststroke. The course will also use slightly advanced principles of training and increased yardage.

Student Learning Outcome:

1. Student will complete 40 lengths (1000 yards) in a variety of strokes within 20 minutes 2. Successfully complete a 100 Ind. Medley Swim

**KIN 301-3 SWIMMING 3(1) CSU***Lecture: 5 hour(s) Lab: 2.5 hour(s)**Prerequisite: KIN 3012*

This course is designed to further enhance the skills of competitive swimming in freestyle and backstroke learned in 3011 as well as the skills learned in 3012 for the competitive breaststroke and introduce the skills of the competitive butterfly. The course will also use advanced principles of training and increased yardage.

Student Learning Outcome:

1. Student will be able to successfully complete a 200 IM and demonstrate the proper techniques and skills within the swim.

**KIN 303-1 AQUAEROBICS 1(1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)*

INSTRUCTION AND PRACTICE IN DEEP WATER EXERCISE TO INCREASE KNOWLEDGE AND LEVELS OF CARDIOVASCULAR FITNESS, MUSCULAR STRENGTH AND ENDURANCE, AND FLEXIBILITY. NO SWIMMING SKILLS REQUIRED.

Student Learning Outcome:

1. Students will engage in and assess their performance in a variety of deep water exercises that promote overall health and fitness.

**KIN 303-2 AQUAEROBICS 2(1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)**Advisory: KIN 3031*

INSTRUCTION AND PRACTICE IN DEEP WATER EXERCISE TO INCREASE KNOWLEDGE AND LEVELS OF CARDIOVASCULAR FITNESS, MUSCULAR STRENGTH AND ENDURANCE, AND FLEXIBILITY. NO SWIMMING SKILLS REQUIRED. THIS COURSE BUILDS UPON KNOWLEDGE ACQUIRED IN KIN 3031.

Student Learning Outcome:

1. Students will engage in and assess their performance in a variety of deep water exercises that promote overall health and fitness.

**KIN 303-3 AQUAEROBICS 3(1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)**Advisory: KIN 3031 and KIN 3032*

This course applies the knowledge and experience gained from KIN 3031 and KIN 3032 to exercise at intensities designed to prevent and reverse Type 2 Diabetes. Students will journal their workouts and caloric intake to focus on reducing body fat and insulin resistance. Exercises will be done in both shallow and deep water with specialized water resistance equipment designed to exhaust stored muscle glycogen.

Student Learning Outcome:

1. Students will engage in and assess their performance in a variety of water activities at a level capable of reducing insulin resistance.

**KIN 303-4 AQUAEROBICS 4(1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)**Advisory: KIN 3033*

This course applies the knowledge and experience gained from KIN 3031 and KIN 3032 to develop personal water exercise programs to meet the demands of career, improve posture, and alleviate pain caused by muscle imbalances. Students will utilize water exercises and resistance equipment in both shallow and deep water to strengthen weaker muscles. Water Yoga techniques will be used to stretch muscles and build core strength.

Student Learning Outcome:

1. Students will engage in and assess their performance in a variety of water activities at a level capable of reducing insulin resistance.

**KIN 307-2 SWIM AND RUN 2 (1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)*

This course develops cardiovascular conditioning and fitness through running and swimming laps. It enables students to gain awareness of the importance of proper running techniques/postural alignment, including progressive resistance training and conditioning for the purpose of training for a triathlon. Nutrition and concepts of fitness are also covered.

Student Learning Outcome:

1. The student will be able to run and swim with the proper technique with an emphasis on the principles of training including overload and specificity of training.

**KIN 307-3 SWIM AND RUN 3 (1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)*

This course develops cardiovascular conditioning and fitness through running and swimming laps. It enables students to gain awareness of the importance of proper running techniques/postural alignment, including progressive resistance training, hill training, intervals and conditioning for the purpose of training for a triathlon. Nutrition and concepts of fitness are also covered.

Student Learning Outcome:

1. The student will be able to run and swim with the proper technique with an emphasis on the principles of training including overload and specificity of training, and be able to transition between the run and swim phases of a triathlon.

**KIN 329-1 BODY CONDITIONING 1 (1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)*

This class is designed to incorporate forms, concepts and techniques associated with body conditioning. Including Pilates, Core Strengthening, Cardiovascular Exercise and Muscular Strength and Endurance exercises.

Student Learning Outcome:

1. Students will be able to incorporate fitness principles and techniques and create a personalized fitness program.

**KIN 329-2 BODY CONDITIONING2 (1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)**Prerequisite: KIN 3291*

This class is designed to incorporate intermediate forms, concepts and techniques associated with body conditioning. Including Pilates, Core Strengthening, Cardiovascular Exercise and Muscular Strength and Endurance exercises.

Student Learning Outcome:

1. Students will be able to incorporate fitness principles and techniques and create a personalized fitness program.

**KIN 329-3 BODY CONDITIONING3 (1) UC:CSU***Lecture: 1 hour(s)*

Body Conditioning intermediate concepts and mastery of exercise techniques associated with the application of exercise concepts to design an individualized exercise program implementing concepts discussed in class. Concepts discussed include: Muscle anatomy, Muscle Fiber Recruitment, Cardiovascular Adaptations to Exercise, Muscle adaptation to Specific Loads, and Energy systems utilized in cardiovascular exercise training. Methods incorporated in class activities include: Pilates Core Strengthening, Cardiovascular Exercise, Muscular Strength and Endurance, Flexibility; and Body Composition.

Student Learning Outcome:

1. Students will learn basic fitness principles and techniques and will be able to show proficiency.

**KIN 330-1 CARDIO KICKBOXING 1 (1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)*

This is the first level of a noncontact activity course designed to use basic kicking and punching techniques to improve overall fitness including: cardiorespiratory endurance, muscular strength and endurance, flexibility, and body composition.

Student Learning Outcome:

1. Student will be able to demonstrate a jab/reverse punch combination.

**KIN 330-2 CARDIO KICKBOXING2 (1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)*

This is the second level of a noncontact activity course designed to build on basic kicking and punching techniques from Cardio Kickboxing1. New techniques and combinations will be added to improve overall fitness including: cardiorespiratory endurance, muscular strength and endurance, flexibility, and body composition.

Student Learning Outcome:

1. Including the jab/reverse combination from Cardio Kickboxing1, student will be able to demonstrate the proper Kenpo selfdefense technique against one of four attacks.

**KIN 330-3 CARDIO KICKBOXING3 (1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)**Prerequisite: KIN 3302*

This is the third level of a noncontact martial arts activity course designed to build on techniques from Cardio Kickboxing1 and Cardio Kickboxing2. New techniques and combinations will be added to improve overall fitness including: cardiorespiratory endurance, muscular strength and endurance, flexibility, and body composition.

Student Learning Outcome:

1. Drawing from the Kenpo techniques in Cardio Kickboxing 2 and 3, student will be able to demonstrate the proper Kenpo selfdefense technique against one of eight attacks.

**KIN 334-1 WALKING FOR FITNESS I (1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)*

Walking for Fitness level 1 focuses on achieving cardiovascular fitness, building upon level 1 workouts and enhancing a healthy lifestyle through walking. Includes such topics as fitness walking training principles overload and specificity, proper nutrition, differences of aerobic versus anaerobic workouts, Target Heart Rate, proper technique, shoe selection, posture, gait, flexibility, clothing, and safety limitations. This course will assess fitness levels and identify the physical health benefits from walking.

Student Learning Outcome:

1. Students will demonstrate an optimal healthy flexibility range.

**KIN 334-2 FITNESS WALKING 2 (1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)**Prerequisite: KIN 3341*

Walking for Fitness level 2 focuses on achieving cardiovascular fitness, building upon level 1 workouts and enhancing a healthy lifestyle through walking. Includes such topics as fitness walking training principles overload and specificity, proper nutrition, differences of aerobic versus anaerobic workouts, Target Heart Rate, proper technique, shoe selection, posture, gait, flexibility, clothing, and safety limitations. This course will assess fitness levels and identify the physical health benefits from walking.

Student Learning Outcome:

1. Students will demonstrate an optimal healthy flexibility range. 2. Students will complete the Mile Walk Test to determine aerobic capacity.

**KIN 334-3 FITNESS WALKING 3 (1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)**Prerequisite: KIN 3342*

Walking for Fitness level 3 focuses on developing cardiovascular fitness at an advanced level. This course will introduce principles and strategies of interval training building upon level 1 and 2 workouts and developing a healthy lifestyle through walking. This course includes the five health related components of fitness (muscular strength, muscular endurance, flexibility, cardiovascular fitness and body composition). Includes such topics as fitness walking training principles including: frequency, intensity, overload and specificity, nutritional analysis, differences of aerobic versus anaerobic workouts, Target Heart Rate, proper technique, shoe selection, flexibility, clothing and safety limitations. Student's will gain the ability to assess fitness level and the physical health benefits from walking.

Student Learning Outcome:

1. Students will demonstrate an optimal healthy flexibility range.
2. Students will complete the Mile Walk Test to determine aerobic capacity.
3. Students will determine Target Heart Rate to monitor intensity of workouts

**KIN 334-4 FITNESS WALKING 4 (1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)**Prerequisite: KIN 3343*

Walking for Fitness level 4 is for the advanced Fitness Walker. Level 4 focuses on achieving developing fitness walking programs based upon exercise physiological principles. This course includes the five health related components of fitness (muscular strength, muscular endurance, flexibility, cardiovascular fitness and body composition). Building upon fitness Walking level 1, 2 and 3 workouts students will develop individual walking plans used throughout one's lifetime. Includes topics as fitness walking training principles including: frequency, intensity, overload and specificity, nutritional analysis, differences of aerobic versus anaerobic workouts, Target Heart Rate, proper technique, shoe selection, flexibility, clothing and safety limitations. Student's will gain the ability to assess fitness level and the physical health benefits from walking.

Student Learning Outcome:

1. Students will demonstrate an optimal healthy flexibility range.
2. Students will complete the Mile Walk Test to determine aerobic capacity.
3. Students will determine Target Heart Rate to monitor intensity of workouts
4. Students will determine BMI for optimal healthy body weight

**KIN 350-1 WEIGHT TRAINING 1 (1) UC:CSU***Lecture: 0.5 hour(s) Lab: 2.5 hour(s)*

This course enhances training skills, including enhanced spotting techniques, enhanced lifting techniques and an introduction to more advanced exercises used in a weight training program. An increased emphasis will be placed in the knowledge, understanding, value and practical application of building muscle strength and endurance. The course will include an increased understanding of the human muscular system. The objective is to further enhance the student's ability to prepare their own physical fitness program at any time in their life and to assist others based upon sound physiological and biomechanical principles.

Student Learning Outcome:

Demonstrate and increased knowledge in weight training, including safety techniques and level 2 exercises. Define the main muscles in the human muscular system

**KIN 387 BASKETBALL (1) UC:CSU***Lab: 3 hour(s)*

This course is designed to teach all levels of basketball skills. It not only emphasizes fundamental basketball skills such as dribbling, passing and shooting but it also includes the selection and care of equipment, rules, offense and defense strategy, etiquette, terminology and the components of fitness.

Student Learning Outcome:

1. Student will be able to identify the basic rules of the game of basketball.
2. Students will be able to participate in a game situation basketball scrimmage using proper skills.

**KIN 500 BASKETBALL THEORY (3) UC:CSU***Lecture: 2 hour(s) Lab: 2 hour(s)*

This course will help the advanced basketball student acquire a more in depth understanding of the various offensive and defensive theories in the sport of basketball. Analysis of strategies and outcomes will be emphasized.

Student Learning Outcome:

1. At the conclusion of this course, students will be able to diagram offensive and defensive plays.

# KINESIOLOGY ATHLETICS

**KIN ATH 504 INTERCOLLEGIATE ATHLETICSBASKETBALL (3) UC:CSU***Lab: 10 hour(s)*

Fundamental, intermediate and advance principles/theories and skills of Basketball. Instruction, demonstration and practice of basic basketball skills, include passing, dribbling, shooting, rebounding, individual and team offense/defense and basketball intercollegiate competition.

Student Learning Outcome:

Students will demonstrate the skills and strategies necessary to succeed in a game, meet or match.

**KIN ATH 506 INTERCOLLEGIATE ATHLETICSCROSS COUNTRY (3) UC:CSU***Lab: 10 hour(s)*

This course concentrates on the theory, technique and practice of intercollegiate competition associated with running Cross Country. Conditioning and preparing for competition in regularly scheduled meets are integral parts of the daily class meetings. This course is designed to develop an understanding of advanced theory and technique of intercollegiate Cross Country competition.

Student Learning Outcome:

1. Students will demonstrate the skills and strategies necessary to succeed in a game, meet or match.

**KIN ATH 513 INTERCOLLEGIATE ATHLETICSSWIMMING AND DIVING (3) UC:CSU***Lab: 10 hour(s)*

Intercollegiate Athletic competitive swimming and diving team course. Instruction, demonstration and practice of fundamental and advanced swimming and diving techniques, including starts, turns, stroke technique, breathing, interval training and intercollegiate competition.

Student Learning Outcome:

Students will compete in Intercollegiate Athletics

**KIN ATH 515 INTERCOLLEGIATE ATHLETICSTRACK AND FIELD (3) UC:CSU***Lab: 10 hour(s)*

This class is the Intercollegiate Athletic competitive Track and Field team course designed for members of the Intercollegiate Track & Field program. Instruction, demonstration and practice of sprinting, hurdling, throwing, jumping (vertical and horizontal), pole vaulting, middle and long distance skills will all be emphasized. Students must get permission of the Instructor to participate and must have a physical exam prior to beginning the course.

Student Learning Outcome:

Students will compete in an intercollegiate competition.

**KIN ATH 516 INTERCOLLEGIATE ATHLETICSVOLLEYBALL (3)**  
**UC:CSU**

*Lab: 10 hour(s)*

This course provides the skills, training and allows for participation in the intercollegiate volleyball team. Students who take this class must meet eligibility requirements as requested by the conference and/or CCCAA.

Student Learning Outcome:

Students will demonstrate the skills and strategies necessary to succeed in a game, meet or match.

**KIN ATH 517 INTERCOLLEGIATE ATHLETICSWATER POLO (3)**  
**UC:CSU**

*Lab: 10 hour(s)*

Intercollegiate Athletic competitive Water Polo team course. Fundamental and advanced principles/theories of water polo techniques. Instruction, demonstration and practice of swimming, eggbeater, offense, defense, counter attack, man up and man down situations.

Student Learning Outcome:

Students will demonstrate the skills and strategies necessary to succeed in a game, meet or match.

**KIN ATH 552 INTERCOLLEGIATE SPORTSCONDITIONING & SKILLS TRAINING (1) UC:CSU**

*Lab: 3 hour(s)*

This course is designed for the student athlete. The following areas are emphasized: the analysis and training of athletic skills, the analysis of offensive and defensive systems, physical conditioning, strength training and aerobic conditioning.

Student Learning Outcome:

Students will demonstrate the skills and strategies necessary to succeed in a game, meet or match.

**KIN ATH 554 INTERCOLLEGIATE TRACK/FIELDFITNESS & SKILLS TRAINING (1) UC:CSU**

*Lab: 3 hour(s)*

This course involves an overview of all aspects of competitive Track & Field with lectures and student participation.

Student Learning Outcome:

Students will demonstrate the skills and strategies necessary to succeed in a game, meet or match.

**KIN ATH 555 INTERCOLLEGIATE CROSS COUNTRYFITNESS & SKILLS TRAINING (1) UC:CSU**

*Lab: 3 hour(s)*

This course is designed for studentsathletes planning on competing in intercollegiate cross country. Training will include various forms of Aerobic and Anaerobic conditioning and strength training in order to prepare for the intercollegiate season. Students are recommended to have a physical exam prior to enrolling in the class.

Student Learning Outcome:

Students will be prepared to compete in intercollegiate athletics.

**KIN ATH 561 INTERCOLLEGIATE WATER POLOFITNESS & SKILLS TRAINING (1) UC:CSU**

*Lab: 3 hour(s)*

The course is a designed to provide strength and fitness training for current or perspective intercollegiate athletes in the sport. The class provides conditioning for an upcoming season, the rules and regulations of the sport as well as provides information on the requirements of being a competitive player.

Student Learning Outcome:

1. Students will demonstrate exceptional ball handling skills in passing and receiving. 2.) Students will demonstrate exceptional defensive play in game situations. 3.) Students will meet eligibility standards. 4.) Students will demonstrate exceptional shooting abilities.

**KIN ATH 563 INTERCOLLEGIATE VOLLEYBALLFITNESS & SKILLS TRAINING (1) CSU RPT 3**

*Lab: 3 hour(s)*

This course is designed to provide focused strength and conditioning exercises, emphasize safety and injury prevention, cover new rules, techniques and skills for the sport of volleyball.

Student Learning Outcome:

Students will demonstrate the skills and strategies necessary to succeed in a game, meet or match.

## KINESIOLOGY MAJOR

**KIN MAJ 100 INTRODUCTION TO KINESIOLOGY (3) CSU**

*Lecture: 3 hour(s)*

Introduction to the discipline of Kinesiology/Physical Education; examination of the study of physical activity from the perspectives of experience, research, and professional practice. Topics include career opportunities, history, philosophy, current trends and curriculum development.

Student Learning Outcome:

1. Evaluate different career paths in Kinesiology and describe the basic requirements needed to pursue a career in this field. 2. Explain the importance of physical activity in daily life and its relationship to health. 3. Identify the career options available to students graduating from departments of kinesiology, and the qualifications associated with 3 different careers.

**KIN MAJ 101 FIRST AID AND CPR (3) CSU**

*Lecture: 3 hour(s)*

This course covers and expands standard emergency first aid to include situations where help is delayed, during natural disasters and major catastrophies. This course also covers the recommendations by the American Heart Association, National Safety Council and the American National Red Cross for community members to respond to nonbreathing and sudden cardiac emergencies. Includes techniques for all ages along with emergency action plans, safety, and prevention of disease transmission.

Student Learning Outcome:

1. Student will be able to perform Red Cross Adult CPR "Compression On 3. Student will be able to identify a person experiencing a stroke using the FAST recognition mnemonic.ly" on an adult manikin in correct sequence. 2. Student will be able to apply a pressure bandage to forearm in correct sequence.

**KIN MAJ 106 SPORTS ETHICS (3) CSU**

*Lecture: 3 hour(s)*

This course addresses a wide range of moral and ethical issues in sports. Topics include values, principles, racial and gender equity, coaching, commercialization, enhancing stimulants and ergogenic aids, eligibility, violence, sportsmanship and Code of Ethics in sports. Examines current and historical events, rules, laws and governing organizations.

Student Learning Outcome:

1. Identify of performance substances used in sports and the impact they have had to the game.

**KIN MAJ 108 ANCIENT OLYMPIC GAMES (3) CSU***Lecture: 3 hour(s)*

This course addresses a wide range of topics that are specific to the field of the Ancient Olympic Games. Topics include Prehistory of the Games, Athletics and Education, The Olympic Games in Ancient Greece, The Events, Sport in the Hellenistic and Roman Periods. The course will examine the historical and continuing effect of the Ancient Games on the present day Olympic movement.

Student Learning Outcome:

1. Define the role of Ancient Athletes in Greek society.

**KIN MAJ 134 ADVANCED LIFESAVING (2) CSU***Lecture: 1 hour(s) Lab: 2 hour(s)**Prerequisite: KIN 303-3 and KIN 201-1 or KIN 307-1*

This class provides training in and the opportunity to get certified in the latest Red Cross Lifeguarding program. The Red Cross Lifeguarding certificate includes training in cardiopulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), oxygen administration, and Lifeguard Management materials.

Student Learning Outcome:

Students are prepared to respond to emergencies in and around the swimming pool.

## LABOR STUDIES

**LABR ST 001 U.S. LABOR HISTORY (3) CSU***Lecture: 3 hour(s)*

This course covers the often untold story of workers' struggle to improve their lives through union organizing and collective bargaining, ranging from early craft unions, the bloody battles to form industrial unions, and the rise of labor federations and public sector unions.

Student Learning Outcome:

Students will be able to describe the lessons learned from labor history and their current relevance.

**LABR ST 002 COLLECTIVE BARGAINING (3) CSU***Lecture: 3 hour(s)*

This course examines the dynamics of collective bargaining including: preparation of demands and negotiation strategies, offers and counteroffers, major bargaining trends, contract campaigns, and 'mock' bargaining.

Student Learning Outcome:

Students will demonstrate the skills and knowledge to bargain a union contract.

**LABR ST 003 LABOR RELATIONS LAW (3) CSU***Lecture: 3 hour(s)*

This course provides a comprehensive overview of labor relations laws, primarily for the private sector, covering employee, employer and union rights and obligations, unfair labor practices, union representation elections and other Labor Board procedures.

Student Learning Outcome:

The student will be able to recognize the main provisions of the National Labor Relations Act.

**LABR ST 004 LABOR IN AMERICA (3) UC:CSU***Lecture: 3 hour(s)*

Examines how labor organizations and labor laws impact workers, families and American society focusing on worksiterelated issues such as job

security, income, workers' rights, immigration and role of unions.

Student Learning Outcome:

The student will be able to describe how unions operate and their economic and political impact.

**LABR ST 005 GRIEVANCE AND ARBITRATION PROCEDURES (3) CSU***Lecture: 3 hour(s)*

Students learn to identify, investigate, write and present grievances and arbitrations with emphasis on participant's own contract, grievance procedure and experiences.

Student Learning Outcome:

The student will be able to identify, investigate, write and present a union grievance through the grievance process, including arbitration.

**LABR ST 006 LABOR AND COMMUNITY SERVICES (3) CSU***Lecture: 3 hour(s)*

This course is designed to train Union Counselors to aid members in need. Topics include: financial assistance, debt counseling, unemployment/disability, health and mental health services, child care and other important community support.

Student Learning Outcome:

Students will be able to identify public and private agencies that provide assistance to members in need. Students will be able to develop a program to assist their members in need.

**LABR ST 007 LABOR AND POLITICAL ACTION (3) CSU***Lecture: 3 hour(s)*

Covers current political issues facing working people, labor movement, methods and techniques for lobbying, political action, member mobilization, monitoring legislation and campaign laws.

Student Learning Outcome:

The student will be able to use effective electioneering techniques, including methods to mobilize members to political action.

**LABR ST 009 ORGANIZING STRATEGIES AND TECHNIQUES (3) CSU***Lecture: 3 hour(s)*

Students will learn basic skills and techniques needed to organize new workers, build and strengthen their unions and learn about relevant laws and winning strategies.

Student Learning Outcome:

The student will be able to effectively use organizing strategies and techniques. The student will be able to formulate effective nonNLRA strategies.

**LABR ST 010 GENDER AND RACE ISSUES IN THE WORKPLACE (3)***Lecture: 3 hour(s)*

This course covers legal framework and strategies to combat discrimination and promote diversity as an asset for more effective workplaces and stronger unions. Students learn to overcome workplace divisions by developing respect for differences based on: race, sex, ethnicity, disability, age, sexual orientation, etc.

Student Learning Outcome:

Students will be able to employ legal framework and strategies to combat discrimination and promote diversity in the workplace.

**LABR ST 011 LABOR IN THE PUBLIC SECTOR (3) CSU***Lecture: 3 hour(s)*

This course covers public employment practices, policies, laws and labor relations at the federal, state and local levels.

Student Learning Outcome:

Students will be able to analyze public labor relation practices, policies and laws at the federal, state and local levels. The student will be able to identify the legal frame work regulating public sector unions. The student will be able to design and evaluate effective strategies for representation and collective bargaining in the public sector.

**LABR ST 012 BUILDING STRONG UNIONS (3) CSU***Lecture: 3 hour(s)*

This course examines how to manage and lead a union: including strategic planning and goal setting; effective communications; time management; team building; increasing member participation; leading organizational change.

Student Learning Outcome:

The student will be able to set goals and plan strategically to motivate and mobilize members. The student will be able to build structures for communicating, team building and staff development.

**LABR ST 013 UNION LEADERSHIP (3) CSU***Lecture: 3 hour(s)*

This class covers basic leadership skills for building influence and advancing in a union. Includes public speaking, parliamentary procedure, strategic planning, staff development, motivating and mobilizing members.

Student Learning Outcome:

Students will develop a strategic plan to build power for their union to organize, and mobilize members contract and political campaigns.

**LABR ST 015 HEALTH AND SAFETY IN WORKPLACE (3) CSU***Lecture: 3 hour(s)*

Students learn to become health and safety resource people. Covers: hazard identification, controls, legal rights, and outside resources. Students will develop skills in communication and education, problem solving, and group decision making to handle health and safety matters.

Student Learning Outcome:

1. The student will demonstrate the ability to identify and propose effective solutions to threats to worker health and safety. 2. The student will be able to identify the underlying causes of workplace injuries and illnesses. 3. The student will be able to identify and present workers' perspectives in defining and addressing workplace health and safety issues.

**LABR ST 020 WORKERS' RIGHTS (3) CSU***Lecture: 3 hour(s)*

Basic legal rights for workers, including: wage and hour laws, overtime, leaves, workplace privacy including email and computers, accommodating disabilities, including pregnancy, and combating sexual harassment and employment discrimination.

Student Learning Outcome:

Students will be able to identify workers' rights deriving from federal, California and local labor laws.

**LABR ST 021 THE WORKING CLASS AND CINEMA (3) UC:CSU***Lecture: 3 hour(s)*

This course will examine feature film portrayals of the working class and labor unions. Students will learn to evaluate how popular culture dramatizes the struggle for workers' rights and analyze how the movies have shaped public perception and values.

Student Learning Outcome:

The student will be able to describe how Hollywood portrayals affect Americans' views of unions.

**LABR ST 101 INTRODUCTION TO UNIONS (1) CSU***Lecture: 1 hour(s)*

Overview of union impact on wages, benefits, working conditions and public policies by industry. Surveys basic union structures, operation and governance.

Student Learning Outcome:

Students will be able to describe the role of unions in society and discuss how unions work in their specific industry. Students will be able to discuss the role of unions and how they work. Students will be able to describe the unions in their particular industry.

**LABR ST 102 CONTRACT NEGOTIATIONS SKILLS (1) CSU***Lecture: 1 hour(s)*

This course covers the basics of union contract negotiations, including preparation of demands, negotiations strategies and tactics, contract language, and major bargaining trends.

Student Learning Outcome:

Students will learn and demonstrate the skills and techniques needed to bargain union contracts.

**LABR ST 103 LABOR LAW UPDATE (1) CSU***Lecture: 1 hour(s)*

This course covers recent changes in labor law related to labor relations, state and local bargaining, federal, state and local labor boards, employment and discrimination, union organizing, and campaign election laws.

Student Learning Outcome:

The student will be able to identify recent changes in labor relations and related laws which govern the relationships between labor unions, employees and employers

**LABR ST 104 CURRENT ISSUES FOR LABOR (1) CSU***Lecture: 1 hour(s)*

This course explores challenges facing the American Labor Movement, including strategies and programs to address them.

Student Learning Outcome:

Student will be able to describe the strategies to organize workers. Student will be able to describe strategies to engage their members to influence public policy.

**LABR ST 105 GRIEVANCE HANDLING SKILLS (1) CSU***Lecture: 1 hour(s)*

The student will investigate, write and present union grievances.

Student Learning Outcome:

Students will investigate, evaluate, document, write and present a union grievance.

**LABR ST 106 LABOR AND DISASTER RELIEF (1) CSU***Lecture: 1 hour(s)*

Training labor representatives to respond to disasters, emergencies, acts of terrorism or union/employer economic actions through utilizing appropriate community, public and private resources and agencies.

Student Learning Outcome:

Student will be able to describe how local and national disaster relief programs work and how unions utilize them to help their members. Student will be able to identify federal, state and local public and private resources available for emergency services and disaster response. Student will be able to employ effective techniques to disseminate information to members during crisis or economic actions.

**LABR ST 107 ORGANIZING FOR POLITICAL ACTION (1) CSU***Lecture: 1 hour(s)*

A primer for political activists: phone banks, precinct walks, polling, get out the vote, and voteby mail, campaign financing regulations, and communication strategies to mobilize members and the public.

Student Learning Outcome:

The student will be able to analyze and choose successful strategies unions use to recruit and mobilize activists around political issues. The student will be able to describe the essential elements of a grassroots political campaign, such as phone bank and/or a precinct walk.

**LABR ST 108 LABOR AND GLOBALIZATION (1) RPT 3***Lecture: 1 hour(s)*

Explores how the economic forces of globalization affect national and local economies, unions and individual jobs. Overviews labor strategies: policies on trade and labor standards, international union coordination and local tactics for addressing outsourcing.

Student Learning Outcome:

Students will be able to describe current economic issues regarding globalization and labor strategies to address the issues.

**LABR ST 109 UNION BUILDING STRATEGIES (1) CSU***Lecture: 1 hour(s)*

Skills and techniques to build a strong union through strategic planning, leadership development, communication techniques, 1to1 techniques, and running effective meetings.

Student Learning Outcome:

Student will learn skills and techniques to build strong organizations. Student will be able to apply effective communication techniques to mobilize members. Student will be able to develop leadership skills and describe methods to identify and develop new leaders. Student will be able to employ strategic planning and implementation techniques.

**LABR ST 113 UNION LEADERSHIP SKILLS (1) CSU***Lecture: 1 hour(s)*

Basic leadership skills for building influence and advancing in your union. Includes public speaking, parliamentary procedure, running effective meetings, communications and dealing with difficult people.

Student Learning Outcome:

Students will develop leadership skills to be effective union leaders. The student will be able to develop a strategic plan for their union. Students will be able to speak effectively in various public forums. Student will be able to employ effective communication strategies in a variety of situations.

**LABR ST 114 WORKER'S LEGAL RIGHTS (1) CSU***Lecture: 1 hour(s)*

Basic workers' rights such as privacy, leaves, wage and hour laws, accommodating disabilities, including pregnancy and protections against wrongful discharge, etc.

Student Learning Outcome:

Students will be able to identify and explain the basic legal rights and protections that workers have under California and federal law. The student will distinguish between employee rights vs. employer rights. The student will discuss the interplay of these laws with union contracts.

**LABR ST 115 WORKPLACE HEALTH AND SAFETY (1) CSU***Lecture: 1 hour(s)*

Strategies to identify and address current issues in workplace health and safety, such as stress, understaffing, workload, chemical hazards and ergonomic problems. Strategies covered: hazard identification, legal rights, Cal/OSHA, contract language, effective Health & Safety Committees, outside resources, and training programs.

Student Learning Outcome:

The student will be able to identify and create an action plan to address workplace health and safety hazards.

**LABR ST 116 NEW STRATEGIES FOR LABOR (1) CSU***Lecture: 1 hour(s)*

The course will explore strategies to support negotiations and organizing including: labor solidarity, media, community and political campaigns, and strategic organizing.

Student Learning Outcome:

The student will be able to effectively demonstrate his/her knowledge of union rights and laws. The student will learn effective techniques to recruit and mobilize union activists around labor issues. The student will develop a grassroots organizing campaign plan on any labor issue.

**LABR ST 118 EMPLOYEE BENEFITS PLANS (1) CSU***Lecture: 1 hour(s)*

This course covers employee health and retirement plans: how they work, how they are funded, how workers can maximize their benefits, proposed changes in these plans, and labor's role in negotiating and preserving employee benefits.

Student Learning Outcome:

The student will list and describe the three basic elements of employee retirement security: employer based pensions, social security, and personal savings. The student will recognize how health plans are negotiated, funded, and maintained.

**LABR ST 120 UNION ISSUES FOR WOMEN WORKERS (1) CSU***Lecture: 1 hour(s)*

This course explores strategies for improving women's rights at work including: sexism, racism, wage inequities, sexual harassment, stereotyping, temporary work, and meeting family needs. The course also reviews the history of union victories in these areas and examines leadership development for union women.

Student Learning Outcome:

The student will be able to identify problems and issues faced by working women, such as sexism, pay equity, harassment, and meeting family needs.

**LABR ST 121 LABOR COMMUNICATIONS (1) CSU***Lecture: 1 hour(s)*

This course surveys methods and techniques that modern labor organizations use in ecommunications, including web sites, text messaging, Twitter and Facebook, list serves, and eblasts.

Student Learning Outcome:

The student will be able to list and explain the different new media tools currently available.

**LABR ST 122 FRAMING THE MESSAGE FOR LABOR (1) CSU***Lecture: 1 hour(s)*

Students examine the language of labor and progressive action and learn to sharpen the message to broaden public support, build power, and gain political results.

Student Learning Outcome:

The student will be able to craft effective messages based on the union's goals and audience assessment.

**LABR ST 123 STEWARD TRAINING (1) CSU***Lecture: 1 hour(s)*

In this course, students will survey the role of union stewards and practice basic skills necessary. Students will overview skills and procedures for communicating with members, processing grievances, solving problems, organizing and mobilizing members.

Student Learning Outcome:

Students will employ the steps necessary to handle employee grievance under a union contract. Students will be able to develop a plan to mobilize members.

### LABR ST 125 LABOR ARBITRATION (1) CSU

*Lecture: 1 hour(s)*

The arbitration process covers: selection and authority of arbitrators, preparation and elements of cases, how arbitrators decide cases, settlement techniques, and tips for effective use of arbitration.

Student Learning Outcome:

The student will be able to prepare and present a case for labor arbitration.

### LABR ST 126 ISSUES IN LABOR ARBITRATION (1) CSU RPT 3

*Lecture: 1 hour(s)*

Covers current issues in Arbitration in two major areas, discipline and discharge and contract interpretation.

Student Learning Outcome:

The student will be able to describe in writing the standards for arbitrating union contract interpretation cases.

### LABR ST 127 WORKER'S COMPENSATION (1) CSU

*Lecture: 1 hour(s)*

The course provides a basic understanding of how Workers Compensation works, including: types of injuries and disability benefits, medical care, rehabilitation and financial support; and procedures for filing a claim and appeals.

Student Learning Outcome:

Students will describe basic California Workers' Comp benefits, procedures, and how to file claims.

### LABR ST 128 SEXUAL HARASSMENT AND DISCRIMINATION (1) CSU RPT 1

*Lecture: 1 hour(s)*

This course surveys sexual harassment and job discrimination including: criteria for claims, the law, court decisions, and protective agencies, policies and procedures for prevention.

Student Learning Outcome:

The student will be able to understand the legal definitions of various forms of employment discrimination and sexual harassment. The student will be able to explain various ways for employers and unions to prevent and address sexual harassment and job discrimination.

### LABR ST 132 STRATEGIC BARGAINING (1) CSU

*Lecture: 1 hour(s)*

Strategic analysis of factors affecting bargaining, power analysis, leverage and pressure strategies including building power through member and community involvement.

Student Learning Outcome:

The student will be able to appraise and choose the best strategic bargaining techniques to match difficult bargaining situations. The student will be able to assess the balance of power between the union and employer. The student will be able to discuss techniques for applying pressure and leverage in contract negotiations. The student will be able to employ strategic planning techniques to develop a strategic contract campaign.

### LABR ST 134 CALIFORNIA WORKERS' RIGHTS (1) CSU

*Lecture: 1 hour(s)*

This course examines how the California Labor Code extends basic rights beyond federal law, including: minimum wage, maximum hours, timely pay, overtime and meal periods, right to know, parental and other leave rights, and enforcement procedures.

Student Learning Outcome:

Students will learn and demonstrate an understanding of California labor laws and protections, leaves and enforcement procedures.

### LABR ST 136 WHEN THE PAYCHECK STOPS (1) CSU

*Lecture: 1 hour(s)*

Union representatives occasionally must counsel members when the paycheck stops due to strikes, layoff, or plant closure. This course overviews professional services available for referral and teaches strategies for negotiating with landlords, mortgage companies, utility companies and other creditors.

Student Learning Outcome:

Students will be able to identify public and private agencies that provide assistance to members in need. Students will be able to develop a program to assist your members in need.

## LAW

### LAW 018 MARRIAGE AND FAMILY LAW (3) CSU

*Lecture: 3 hour(s)*

An examination of parental prerogatives, marriage, separation, divorce, custody and support, adoption and guardianship.

Student Learning Outcome:

1. Students will assess and evaluate their rights, responsibilities and obligations to the minors and other adult(s) sharing their home/residence based on legally recognized nature of their interrelationships.

### LAW 038 CRIMINAL LAW & PROCEDURE (3)

*Lecture: 3 hour(s)*

This course will introduce the student to Criminal Law and Criminal Procedure. The student will learn the elements of a crime that must be proven as to the allegations of the commission of that particular crime. The student will learn the regulatory procedures, both federal and state, that must be followed in order to realize criminal culpability. The student will also examine the roles of the parties to a criminal action.

Student Learning Outcome:

1. Student will be able to define a crime in terms of its elements and properly classify it. 2. Student will be able to determine if the parties to a crime have met their requisite juridical obligations and procedures in defending against the allegation of having engaged in a criminal act.

## LEARNING SKILLS

### LRNSKIL 001A READING (1) NDA

*Lab: 3 hour(s)*

This course will teach students how to apply the basic features of reading to improve their oral and silent reading fluency, draw upon a variety of learning skills and comprehension strategies to understand and respond to beginning level reading material, and distinguish between the structural features of expository and narrative texts. Students will progress from reading sentences to paragraphs to short selections and excerpts from longer pieces of writing. This course is open entry/open exit and provides individualized and computer-assisted instruction. Grades are on a pass/nopass basis. The course is repeatable up to three times to enhance skills and proficiencies. This course is the first in a sequence of three progressive modules and prepares students for academic and vocational success.

Student Learning Outcome:

1. Word Analysis, Fluency, and Systematic Vocabulary Development: Students understand the basic features of reading. They select letter patterns and know how to translate them into spoken language by using phonics, syllabication, and word parts. They apply this knowledge to achieve

fluent oral and silent reading. 2. Reading Comprehension: Students read and understand level appropriate material and draw upon a variety of comprehension strategies as needed. 3. Literary Response and Analysis: Students read and respond to a wide variety of significant works of literature (classic and contemporary), and distinguish between the structural features of the text and literary terms or elements (e.g., theme, plot, setting, characters).

### LRNSKIL 001B READING (1) NDA

*Lab: 3 hour(s)*

This course will teach students how to apply the basic features of reading to improve their oral and silent reading fluency, draw upon a variety of learning skills and comprehension strategies to understand and respond to intermediate level reading material, and distinguish between the structural features of expository and narrative texts. Students will progress from reading sentences to paragraphs to short selections and excerpts from longer pieces of writing. This course is open entry/open exit and provides individualized and computer-assisted instruction. Grades are on a pass/nopass basis. The course is repeatable up to three times to enhance skills and proficiencies. This course is the first in a sequence of three progressive modules and prepares students for academic and vocational success.

#### Student Learning Outcome:

1. Select letter patterns and know how to translate them into spoken language by using phonics, syllabification, and word parts and apply this knowledge to achieve fluent oral and silent reading. 2. Draw upon a variety of comprehension strategies as needed (e.g., generating and responding to essential questions, making predictions, comparing information from several sources) to understand and respond to intermediate level narrative and expository reading material. 3. Distinguish between the structural features of the text and the literary terms or elements (e.g., theme, plot, setting, characters).

### LRNSKIL 002A ENGLISH FUNDAMENTALS (1) NDA

*Lab: 3 hour(s)*

This course covers standard English writing conventions and language structure including grammar, punctuation, capitalization, spelling mechanics, and sentence structure. Students learn how to write simple sentences.

#### Student Learning Outcome:

1. Students will demonstrate the ability to write clear and structurally accurate sentences. 2. Identify and use nouns correctly in sentences. 3. Identify the basic parts of speech in the context of sentences. 4. Utilize the verb form in a sentence with the verb agreeing with its subject(s), and have a pronoun reference consistency. 5. Use correct capitalization rules. 6. Recognize and write complete simple sentences with correct word order, subject-verb agreement, and correct punctuation and spelling.

### LRNSKIL 002B ENGLISH FUNDAMENTALS (1) NDA

*Lab: 3 hour(s)*

This course covers the standard English writing conventions and language structure including grammar, punctuation, capitalization, spelling mechanics, and sentence structure. Students learn how to write simple, compound, and complex sentences. The past, present, and future present and progressive tenses are introduced. Students also learn to recognize and correct sentence fragments, run-on sentences, and demonstrate proofreading skills. Students are introduced to paragraph structures and learn to identify topic sentences, supporting details, and concluding sentences.

#### Student Learning Outcome:

1. Write clear and structurally accurate sentences using subject-verb sentence patterns, subject-verb object (direct and indirect) sentence patterns. 2. Identify and use the basic parts of speech in the context of the sentences. 3. Identify different types of clauses and phrases and use them in clear and structurally accurate sentences. 4. Use correct punctuation rules. 5. Write clear and structurally accurate simple, compound, complex sentences using conjunctions and subordinate clauses. 6. Utilize proofreading skills. 7. Identify the basic parts of a paragraph and write cohesive paragraphs.

### LRNSKIL 003A VOCABULARY DEVELOPMENT (1) NDA

*Lecture: 1 hour(s)*

This is a beginning level lecture course focused on reading and vocabulary development. The course teaches students the skills that will help them deal with unfamiliar vocabulary. Students will develop skills using timed word recognition and reading exercises to help improve reading rates.

#### Student Learning Outcome:

1. Use decoding and word recognition skills. 2. Identify and decode basic multisyllabic words. 3. Identify and use high frequency sight words with fluency and accuracy. 4. Identify and begin to recognize prefixes and suffixes to determine the meaning of words. 5. Identify and begin to practice the use of antonyms, synonyms, homophones, and homographs to determine the meanings of words. 6. Identify and begin to practice the use of sentence and word context to find the meaning of unknown words. 7. Use a dictionary to learn the meaning and other features of unknown words.

### LRNSKIL 004 THE MECHANICS OF SPELLING (1) NDA

*Lecture: 1 hour(s)*

This is a lecture class. 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. Basic spelling rules, syllabification, vowel and consonant patterns are reviewed and practiced.

#### Student Learning Outcome:

1. Develop their knowledge of basic spelling rules, syllabification, and vowel and consonant patterns. 2. Identify sound-symbol association, names and sounds of letters of the alphabet. 3. Distinguish vowel and consonant patterns. 4. Use basic spelling rules: recite and use spelling rules pertaining to: ie, ei; final e; adding k; final consonant; final y. 5. Determine Homonyms and homophones correctly spell the appropriate word when confronted with words that sound alike. correctly spell words that look alike but sound differently. 6. Select and correct mispronounced words. 7. Use apostrophes correctly to indicate possession, and the combination of words. 8. Use spelling rules to access and identify words in their correct spelling from the dictionary.

### LRNSKIL 010A MATHEMATICS FUNDAMENTALS (1) NDA

*Lecture: 1 hour(s)*

This is basic math course covers addition and subtraction of whole numbers, progressing into multiplication and division. Students will receive individualized, small group instruction designed to build skills for entry into basic skills math classes and other college courses.

#### Student Learning Outcome:

1. Demonstrate understanding of small and large numbers using addition, subtraction, multiplication, and division of whole numbers. 3. Choose, represent, and analyze data to answer questions. 3. Distinguish between addition, subtraction, multiplication, and division word problems, solve the word problems, and represent the answers appropriately.

### LRNSKIL 010B MATHEMATICS FUNDAMENTALS (1) NDA

*Lab: 2 hour(s)*

This is a lab course which focuses on the skills needed to succeed in computing and understanding the relationship between fractions, decimals, ratios, and percentages. Students will add, subtract, multiply, and divide related problems and use strategies, skills and concepts in finding solutions to word problems and real world situations. This class provides individualized and computer-assisted instruction. The course is repeatable up to three times to enhance skills and proficiencies and is the second in a sequence of three progressive modules which prepare students for academic and vocational success.

#### Student Learning Outcome:

1. Use appropriate learning skills to enhance math efficacy and success. 2. Identify the place value of whole numbers and how whole numbers and decimals relate to simple fractions.

## LRNSKIL 010C MATHEMATICS FUNDAMENTALS (1) NDA

Lab: 2 hour(s)

This basic math fundamental course focuses on the learning skills needed to succeed in prealgebra up to beginning algebra, and is designed to help students develop symbolic reasoning and calculations with symbols that are central in algebra and geometry. This openentry/openexit class provides individualized and computerassisted instruction. The course is repeatable up to three times to enhance skills and proficiencies. This course is the third in a sequence of three progressive modules and prepares students for academic and vocational success.

### Student Learning Outcome:

1. Use appropriate learning skills to enhance math efficacy and success. 2. Compute and interpret very large and small numbers, positive and negative integers. 3. Perform calculations and solve problems using exponents, roots, and scientific notation. 4. Use variables in simple expressions and equations, compute the value of the expression for specific values of the variable, and plot and interpret the results 5. Identify and compute the volumes and areas of simple objects 6. Identify, describe, and classify the properties of, and the relationships between, plane and solid geometric figures 7. Display, analyze, compare, and interpret different data sets, including data sets of different sizes 8. Choose decisions on how to approach problems 9. Use strategies, skills, and concepts in finding solutions for equations. 10. Apply knowledge to generalized situations.

## LRNSKIL 023 LEARNING SKILLS FOR CAREER DEVELOPMENT (1)

Lab: 3 hour(s)

This course prepares students with the learning skills to enhance interpersonal competencies for communicating and building effective work and personal relationships, particularly as they relate to career development. The focus is on selfconcept, behavior, work habits, relationships, communication, and workplace skills. It also assists students with the job search process and helps improve selfconfidence. This course is a partnership between the Career Center and the Learning Skills Center.

### Student Learning Outcome:

1. Develop a personal plan of action for systematically monitoring the relationship between self and academic/career goals using multiple selfassessment and selfdiscovery tools. 2. Identify their needs, values, and beliefs in relationship to career and job preparation. 3. Increase their selfawareness of interests, aptitudes, abilities and values in relationship to the world of work. 4. Clarify career goals and choices. 5. Construct a portfolio for the collection and organization of critical academic documents and materials for future reference.

## LRNSKIL 062 GED PREPARATION: LITERATURE AND THE ARTS (1) NDA

Lab: 3 hour(s)

This course is designed to prepare students for the General Educational Development (GED): Literature and the Arts Test. The class will include critical thinking skills reading comprehension skills, interpreting graphs, analyzing literature and the arts including tone and style/prose fiction, interpreting poetry, drama, plays, nonfiction and commentaries. Grading is on a pass/no pass basis.

### Student Learning Outcome:

Comprehend reading material in the areas of Prose Fiction, Prose Nonfiction, Poetry, and Drama. Apply reading comprehension skills in the areas of Prose Fiction, Prose Nonfiction, Poetry, and Drama. Analyze readings in the areas of Prose Fiction, Prose Nonfiction, Poetry, and Drama. Synthesize reading content in the areas of Prose Fiction, Prose Nonfiction, Poetry, and Drama. Demonstrate preparedness for the GED test through simulated testing and receiving a passing score of 410.

## LRNSKIL 063 GED PREPARATION: WRITING SKILLS (1) NDA

Lab: 3 hour(s)

This course is designed to prepare students for the Language, Writing Skills component of the General Educational Development (GED) examination. It will include sentence structure, English usage, mechanics, and writing 5paragraph essays. Grades are based on a credit/nocredit basis.

### Student Learning Outcome:

1. Organize, (exclude or include) information in a paragraph or document.

2. Be able to demonstrate effective and accurate sentence structure. 3. Be able to demonstrate and identify sentence parts and usage. 4. Be able to identify and utilize correct mechanics of a sentence. 5. Write cohesive and coherent 5 paragraph essays with thesis, topic sentences, and supporting details.

## LRNSKIL 066 GED PREPARATION: SOCIAL STUDIES (1) NDA

Lab: 3 hour(s)

This course is designed to assist students prepare for the Social Studies component of the General Education Development(GED) examination. This course enhances students' ability to read, understand, and use information in the context of social studies. Students will focus on the five basic social studies content areas: United States history, civics and government, economics, and geography. Grades are based on a credit/nocredit basis.

### Student Learning Outcome:

The student will be able to comprehend Social Studies concepts in the areas of United States history, world history, civics and government, economics, and geography. The student will be able to apply Social Studies concepts in the areas of United States history, world history, civics and government, economics, and geography. The student will be able to analyze Social Studies concepts in the areas of United States history, world history, civics and government, economics, and geography. The student will be able to evaluate Social Studies concepts in the areas of : United States history, world history, civics and government, economics, and geography Students will be able to achieve Social Studies a basic GED preparedness of 410 on a simulated GED Social Studies tests.

## LRNSKIL 068 STUDY SKILLS (1) NDA

Lecture: 0.5 hour(s) Lab: 1 hour(s)

This course helps students develop basic study skills needed for college success. Study skills covered include but are not limited to: time management, organization skills, vocabulary building, reading, note taking, and listening strategies.

### Student Learning Outcome:

1. Identify class requirements and how they apply to them as a learner. 2. Identify their personal learning strengths and weaknesses 3. Identify and utilize strategies toward improvement 4. Set up an effective time management tool 5. Identify and utilize at least 3 organizational strategies appropriate to meet their personal and academic needs 6. Identify and apply vocabulary building strategies based on reading level 7. Identify and use appropriate reading strategies based on the type of reading material 8. Identify and use appropriate and effective note taking strategies based on the given context 9. Identify and use appropriate listening strategies

# LEARNING SKILLS LAB

## LRNSK 001A READING (1) NDA

Lab: 3 hour(s)

This course covers the foundational reading skills that develop oral and silent reading fluency. Emphasis is placed on understanding beginning level reading material with the development of vocabulary, reading rate, fluency, and comprehension. This is the first in a sequence of three progressive courses that prepare students for academic and vocational success.

### Student Learning Outcome:

1. Demonstrate ability to select and use vocabulary in context while increasing comprehension, reading rate, and fluency. 2. Demonstrate the ability to recall information and details, identify the sequence of ideas and events, and identify the speaker. 3. Distinguish between main ideas and supporting details.

**LRNSK 001B READING (1) NDA RPT 2***Lab: 3 hour(s)*

This course is an intermediate reading course which focuses on developing reading comprehension, analysis, and interpretation skills. Students develop strategies that assist them in understanding and responding to intermediate level reading material. Students will learn reading skills including: inferencing, predicting outcome, drawing conclusions, comparing and contrasting, recognizing cause and effect, and paraphrasing. This course is the second in a sequence of three progressive modules and prepares students for academic and vocational success.

Student Learning Outcome:

1. Identify main idea and supporting details. 2. Assess context clues to determine meaning, make inferences, and draw conclusions. 3. Demonstrate the ability to compare and contrast reading prose while determining cause and effect. 4. Demonstrate the ability to paraphrase and summarize reading prose.

**LRNSK 001C READING (1) NDA RPT 2***Lab: 3 hour(s)*

This course focuses on developing advanced reading skills including interpretation, analysis, and evaluation of fictional and non-fictional prose. Students utilize strategies to improve their understanding of the structural features of expository and narrative texts. This course is the third in a sequence of three progressive modules and prepares students for academic and vocational success.

Student Learning Outcome:

1. Interpretation Students will demonstrate the ability to utilize interpretation when reading various types of prose. 2. Analysis Students will be able to analyze and synthesize reading prose. 3. Evaluation Students will be able to critically evaluate and distinguish fact and opinion in reading prose.

**LRNSK 002A ENGLISH FUNDAMENTALS (1) NDA***Lab: 3 hour(s)*

This course covers standard English writing conventions and language structure including grammar, punctuation, capitalization, spelling mechanics, and sentence structure. Students learn how to write simple sentences.

Student Learning Outcome:

1. Write 10 sentences on given topics using complete simple sentences with correct word order, subjectverb agreement, and correct punctuation and spelling. 2. Pass grammar test based on language structures, mechanics, and spelling (pretest administered on entry to class).

**LRNSK 002B ENGLISH FUNDAMENTALS (1) NDA***Lab: 3 hour(s)*

This course covers the standard English writing conventions and language structure including grammar, punctuation, capitalization, spelling mechanics, and sentence structure. Students learn how to write simple, compound, and complex sentences. Students also learn to recognize and correct sentence fragments, runon sentences, and demonstrate proofreading skills. Students are introduced to paragraph structures and learn to identify topic sentences, supporting details, and concluding sentences.

Student Learning Outcome:

1. Final writing test: Write a basic (56 sentence) paragraph with a topic sentence, supporting details, and a concluding sentence. 2. Final Grammar test: Use grammar and structural knowledge to successfully complete a postgrammar test.

**LRNSK 002C ENGLISH FUNDAMENTALS (1) NDA***Lab: 3 hour(s)*

This course focuses on the fundamentals of academic writing. It reinforces basic skills such as the correct use of punctuation, spelling, and writing simple, compound, and complex sentence structures. Students incorporate these skills to develop and write paragraph responses that have a topic sentences, supporting details, and conclusions. Students are also

introduced to Basic MLA formatting and work on Moodle activities and assignments.

Student Learning Outcome:

1. Writing Assignment: A paragraph of 250300 words following the steps in the writing process (prewriting, drafting, revising, editing and proofreading) to produce typed academic paragraphs using MLA page format. 2. Grammar Test: Use grammar and structural knowledge to successfully complete a postgrammar test.

**LRNSK 010B MATH FUNDAMENTALS B (1) NDA***Lab: 3 hour(s)*

This is a lab course which focuses on the skills needed to prepare students for academic and vocational success by teaching the ability to compute, understand, and apply the relationship between fractions, decimals, ratios, and percentages. Students will add, subtract, multiply, and divide related problems and utilize effective learning strategies in order to find solutions to word problems and real world situations. This course is the second in a series of three progressive Learning Skills courses offering basic math to advanced math curriculum. This class provides individualized and computerassisted instruction.

Student Learning Outcome:

1. Use appropriate learning skills to enhance math efficacy and success. 2. Identify the place value of whole numbers and how whole numbers and decimals relate to simple fractions. 3. Compute with very large and very small numbers, decimals, and fractions and understand the relationship between decimals, fractions, and percent. 4. Express the relative magnitudes of numbers. 5. Perform calculations and solve problems involving addition, subtraction, and simple multiplication and division of fractions and decimals. 6. Solve problems involving addition, subtraction, multiplication, and division of whole numbers and understand the relationships among the operations. 7. Determine how to factor small whole numbers. 8. Use and interpret, mathematical symbols, and properties to write and simplify expressions and sentences. 9. Organize, represent, and interpret numerical and categorical data and clearly communicate their findings. 11. Make decisions about how to approach problems. 12. Use strategies, skills, and concepts in finding solutions. 13. Apply knowledge from particular problems to more generalized problems/situations.

**LRNSK 010C MATH FUNDAMENTAL C (1) NDA***Lab: 3 hour(s)*

This basic math fundamental course focuses on the learning skills needed to succeed in prealgebra up to beginning algebra, and is designed to help students develop symbolic reasoning and calculations with symbols that are central in algebra and geometry. This class provides individualized and computerassisted instruction. The course is repeatable up to three times to enhance skills and proficiencies. This course is the third in a sequence of three progressive modules and prepares students for academic and vocational success.

Student Learning Outcome:

1. Use appropriate learning skills to enhance math efficacy and success. 2. Compute and interpret very large and small numbers, positive and negative integers. 3. Perform calculations and solve problems using exponents, roots, and scientific notation. 4. Use variables in simple expressions and equations, compute the value of the expression for specific values of the variable, and plot and interpret the results. 5. Identify and compute the volumes and areas of simple objects. 6. Identify, describe, and classify the properties of, and the relationships between, plane and solid geometric figures. 7. Display, analyze, compare, and interpret different data sets, including data sets of different sizes. 8. Choose decisions on how to approach problems. 9. Use strategies, skills, and concepts in finding solutions for equations. 10. Apply knowledge to generalized situations.

## LRNSK 023 LEARNING SKILLS FOR CAREER DEVELOPMENT (1) NDA RPT 2

Lab: 3 hour(s)

This course focuses on career development skills. Specific skills addressed include career readiness and interpersonal competencies for developing effective workplace and personal relationships.

### Student Learning Outcome:

1. Develop a personal plan of action for systematically monitoring the relationship between self and academic/career goals using multiple selfassessment and selfdiscovery tools. 2. Identify their needs, values, and beliefs in relationship to career and job preparation. 3. Increase their selfawareness of interests, aptitudes, abilities and values in relationship to the world of work. 4. Clarify career goals and choices. 5. Construct a portfolio for the collection and organization of critical academic documents and materials for future reference.

## LRNSK 062 GED PREPARATION: LITERATURE AND THE ARTS (1) NDA

Lab: 3 hour(s)

This course is designed to prepare students for the General Educational Development (GED): Literature and the Arts Test. The class will include critical thinking skills reading comprehension skills, interpreting graphs, analyzing literature and the arts including tone and style/prose fiction, interpreting poetry, drama, plays, nonfiction and commentaries. Grading is on a pass/no pass basis.

### Student Learning Outcome:

Analyze readings in the areas of Prose Fiction, Prose Nonfiction, Poetry, and Drama. Demonstrate preparedness for the GED test through simulated testing and receiving a passing score of 410.

## LRNSK 063 GED PREPARATION: WRITING SKILLS (1) NDA

Lab: 3 hour(s)

This course is designed to prepare students for the Language, Writing Skills component of the General Educational Development (GED) examination. It will include sentence structure, English usage, mechanics, and writing 5paragraph essays. Grades are based on a credit/nocredit basis.

### Student Learning Outcome:

1. demonstrate effective and accurate sentence structure. 2. identify and utilize correct mechanics of a sentence. 3. write cohesive and coherent 5 paragraph essays with thesis, topic sentences, and supporting details.

## LRNSK 065 GED PREPARATION: MATHEMATICS (1) NDA

Lab: 3 hour(s)

This course will prepare students for the mathematics components of the GED test. The course will cover number operations and number sense, measurement and geometry, data analysis, statistics, and probability, algebra, functions, and patterns. This is a credit/no credit course.

### Student Learning Outcome:

1. Students will solve mathematical equations and demonstrate competency in the following areas:

- a) Number operations and number sense
- b) Measurement and geometry
- c) Data analysis, statistics, and probability
- d) Algebra, functions, and patterns.

## LRNSK 066 GED PREPARATION: SOCIAL STUDIES (1) NDA

Lab: 3 hour(s)

This course is designed to assist students prepare for the Social Studies component of the General Education Development(GED) examination. This course enhances students' ability to read, understand, and use information in the context of social studies. Students will focus on the five basic social studies content areas: United States history, civics and government, economics, and geography. Grades are based on a credit/nocredit basis.

### Student Learning Outcome:

1. Apply reading comprehension skills to prose of practical and historic documents. 2. Analyze reading of graphic text : cartoons, photos, timelines, and, graphs, and charts. 3. Demonstrate preparedness of GED Social Studies test and be able to successfully obtain 410 on the Social Studies GED component.

# LIBRARY SCIENCE

## LIB SCI 101 LIBRARY RESEARCH METHODS (1) CSU

Lecture: 1 hour(s)

This is an introductory course designed to teach students basic library research methods. This course will provide students with a broad knowledge of the use of libraries utilizing both print and electronic information sources. Information search techniques and specialized information tools are examined with an emphasis on finding research resources, writing research papers, citation styles, and plagiarism.

### Student Learning Outcome:

1. Access books and articles electronically. 2. Gather, identify, and analyze library resources. 3. Appraise a Web site for its currency, accuracy and authority. 4. Evaluate sample paraphrases to detect plagiarism and explain how a paraphrase is or is not plagiarized. 5. Construct MLA and APA citations and a Works Cited List.

# MACHINE SHOP CNC

## MSCNC 111 PRINCIPLES OF MACHINE TOOLS I (2) CSU

Lecture: 1.5 hour(s) Lab: 1.5 hour(s)

MSCNC 111 (Principles of Machine Tools I) is a course that will engage students with Machine Shop specific topics including; safety practices, hand tools, precision measuring tools, setup and operation of band saws, drill presses, lathes, mills, pedestal grinders, power saws as well as computer numerical control (CNC) machine tools. Theoretical and manipulative exercises will challenge students' understanding of practical subject matter.

### Student Learning Outcome:

Students will utilize applied machine shop theory to identify and know the safe use of various basic hand and machine tools

## MSCNC 112A TECHNOLOGY AND APPLICATION OF MACHINING IA (3) CSU

Lab: 9 hour(s)

MSCNC 112A (Technology and Application of Machining IA) is a lab course that will engage students with machine shop specific topics including; shop safety, speeds, feeds, setup, operation and technology of basic machine tools. Band saws, drill presses, lathes, mills, pedestal grinders, power saws as well as computer numerical control (CNC) machine tools will be introduced and used by the students. Along with the machine tools, students will be expected to identify, manipulate and properly use and read basic hand tools and precision measuring instruments.

### Student Learning Outcome:

Students will demonstrate knowledge of safety practices in the shop

## MSCNC 112B TECHNOLOGY AND APPLICATION OF MACHINING (CAD) IB (1) CSU

Lab: 3 hour(s)

MSCNC 112B (Technology and Application of Machining (CAD) IB) is a course that will engage students with Machine Shop specific topics related to computer aided design (CAD). Topics will include solid model creation, blueprint creation, dimensioning, product development and assembling individual parts into completed assemblies.

### Student Learning Outcome:

Students will utilize the computer aided design (CAD) software to create a solid model and generate a blueprint

**MSCNC 114 PRINT INTERPRETATION & SKETCHING (BLUEPRINT I) (3) CSU***Lecture: 3 hour(s)*

MSCNC 114 (Print Interpretation & Sketching (Blueprint I)) is a course that will engage students in Machine Shop topics that are related to blueprint reading, interpretation and sketching techniques. Mechanical drawings of multiple views, different drawing standards, dimensioning techniques, as well as sketching techniques for free hand drawings will also be covered.

Student Learning Outcome:

Students will utilize industry specific blueprint reading skills to visualize and communicate part shape, form and function

**MSCNC 115 BASIC APPLIED MATHEMATICAL CALCULATIONS (3) CSU***Lecture: 3 hour(s)*

MSCNC 115 (Basic Applied Mathematical Calculations) is a course that will engage students with machine shop specific topics related to calculations and calculator manipulation. Number theory, inch & metric calculations, algebra, ratios & proportions and fractions will all be covered in this course.

Student Learning Outcome:

Student will utilize applied machine shop calculations to perform addition, subtraction, multiplication & division of whole numbers, decimals, fractions & mixed numbers

**MSCNC 121 PRINCIPLES OF MACHINE TOOLS II (2) CSU***Lecture: 1.5 hour(s) Lab: 1.5 hour(s)*

MSCNC 121 (Principles of Machine Tools II) is a course that will engage students with Machine Shop specific topics including; safety practices, Principles of lathes, milling machines, attachments, and special lathe and milling operations. Introduction to other special machinery and basic CNC programming will also be covered.

Student Learning Outcome:

Students will utilize applied machine shop theory to identify and know the safe use of various milling and turning machines as well as their accessories.

**MSCNC 122A TECHNOLOGY AND APPLICATION OF MACHINING IIA (3) CSU***Lab: 9 hour(s)*

MSCNC 122A (Technology and Application of Machining IIA) is a course that will engage students with Machine Shop specific topics, such as implementation of safety, speeds, feeds, form tools, setups including related attachments and accessories for lathe and milling machine operations. Inspection techniques and CNC machine setup and operations will also be covered.

Student Learning Outcome:

Students will utilize CNC programming techniques to write and run part programs

**MSCNC 122B TECHNOLOGY AND APPLICATION OF MACHINING IIB (1) CSU***Lab: 3 hour(s)*

MSCNC 122B (Technology and Application of Machining IIB) is a course that will engage students with Machine Shop specific topics related to computer aided design (CAD). Topics will include geometric dimensioning and tolerancing (GD&T), section views, auxiliary views and advanced modeling and assembling techniques.

Student Learning Outcome:

Students will utilize a computer aided design (CAD) program to create intermediate part models, product assemblies and related blueprints

**MSCNC 124 PRINT INTERPRETATION AND INSPECTION (BLUEPRINT II) (3) CSU***Lecture: 3 hour(s)*

MSCNC 124 (Print Interpretation and Inspection (Blueprint II)) is a course that will engage students in Machine Shop specific topics regarding; advanced interpretation of machine shop/CNC related drawings with introduction to inspection, geometric tolerancing, and SPC.

Student Learning Outcome:

Students will utilize industry accepted standards for reading, form, fit and function of parts described on MSCNC related blueprints

**MSCNC 125 INTERMEDIATE APPLIED MATHEMATICAL CALCULATIONS (3) CSU***Lecture: 3 hour(s)*

MSCNC 125 (Intermediate Applied Mathematical Calculations) is a class that will engage students with Machine Shop specific topics such as; algebraic formulas related to good machining practices and geometric relationships and formulas are used to get correct cutting positions and programming code.

Student Learning Outcome:

Students will utilize applied machine shop calculations to perform machine shop related algebraic & geometric calculations

**MSCNC 131A PRINCIPLES OF MACHINE TOOLS IIIA (2)***Lecture: 1.5 hour(s) Lab: 1.5 hour(s)*

MSCNC 131A (Principles of Machine Tools IIIA) is a course that will engage students with Machine Shop specific topics including; shop safety, engine lathe, milling machine, vertical milling machine, grinders as well as materials, inspection techniques and machining topics. Theoretical and manipulative exercises will challenge students' understanding of practical subject matter.

Student Learning Outcome:

Students will utilize applied machine shop theory to identify and know the safe use of various materials, sawing machines, grinding machines & specialized tools and equipment

**MSCNC 131B PRINCIPLES OF MACHINE TOOLS (CNC) IIIB (3)***Lecture: 3 hour(s)*

MSCNC 131B (Principles of Machine Tools (CNC) IIIB) is a course that will engage students with Machine Shop specific topics related to machine tool programming. Both numerical control (NC) and computer numerical control (CNC) machine tools must have 'part programs' written for them to perform their intended function and create parts that are correct in fit, form and function.

Student Learning Outcome:

Students will utilize CNC programming knowledge to draw a picture that represents the "part" that the machine tool program would make.

**MSCNC 132A TECHNOLOGY AND APPLICATION OF MACHINING IIIA (3) CSU***Lab: 9 hour(s)*

MSCNC 132A (Technology and Application of Machining IIIA) is a course that will engage students with Machine Shop specific topics related to the setup, operation, and/or programming of grinding machines, milling machines, engine lathes, CNC machining centers, CNC turning centers and EDM machines. Assigned projects will allow students to continue to build their skills on previously encountered machine tools as well as being introduced to new technologies, including unconventional machining techniques.

Student Learning Outcome:

Students will utilize industry accepted procedures to create shop projects

**MSCNC 132B TECHNOLOGY AND APPLICATION OF MACHINING (CAM) IIIB (1) CSU**

*Lab: 3 hour(s)*

MSCNC 132B (Technology and Application of Machining (CAM) IIIB) is a course that will engage students with Machine Shop specific topics regarding computer aided manufacturing (CAM) computer programs. Students will create geometry, cutting tools, process information in order for the CAM program to create cutter paths that will create the correct fit, form and function on the part.

Student Learning Outcome:

Students will utilize the computer aided manufacturing (CAM) program to create simple geometry, cutting tools and processes and then have the CAM program write a part program

**MSCNC 135 ADVANCED APPLIED MATHEMATICAL CALCULATIONS (3) CSU**

*Lecture: 3 hour(s)*

MSCNC 135 (Advanced Applied Mathematical Calculations) is a course that will engage students with Machine Shop specific topics as they relate to trigonometric and compound angular calculations.

Student Learning Outcome:

Students will utilize applied machine shop calculation problems related to machine shop trigonometric problems and programming related problems

**MSCNC 141 PRINCIPLES OF MACHINE TOOLS (CNC) IV (2) CSU**

*Lecture: 1.5 hour(s) Lab: 1.5 hour(s)*

MSCNC 141 (Principles of Machine Tools (CNC) IV) is a course that will engage students with Machine Shop specific topics: Advanced theory related to safety, programming, setup and operation of CNC machine tools. Introduction to specialized machining for intricate parts and/or tool and die and/or mold making will also be covered.

Student Learning Outcome:

Students will utilize applied machine shop theory to program various computer numerical control machine tools

**MSCNC 142A TECHNOLOGY AND APPLICATION OF MACHINING IVA (3)**

*Lab: 9 hour(s)*

MSCNC 142A (Technology and Application of Machining IV A) is a course that will engage students with Machine Shop specific topics: advanced safety, application, programming, setup and operation of CNC lathes and milling machines. Setup and operation of precision machine tools for intricate parts and/or tool and die and/or plastic mold fabrication will also be covered.

Student Learning Outcome:

Students will utilize industry approved techniques and procedures to program, setup and machine several parts to create a multiple part assembly.

**MSCNC 142B TECHNOLOGY AND APPLICATION OF MACHINING IV B (1)**

*Lab: 3 hour(s)*

MSCNC 142B (Technology and Application of Machining IV B) is a course that will engage students with Machine Shop specific topics: shop safety, advanced manufacturing techniques, CNC operations, advanced inspection techniques and manufacturing economy.

Student Learning Outcome:

Students will utilize knowledge of computer aided design (CAD) and computer aided manufacturing (CAM) programs to model, generate a part program and then cut the part on a CNC machine tool

**MSCNC 161A COMPUTER ASSISTED MACHINE PROGRAMMING (CAM) IA (3) CSU**

*Lecture: 3 hour(s)*

MSCNC 161A (Computer Assisted Machining Programming (CAM) IA) is a course that will engage students with Machine Shop specific topics: application of Computer Aided Manufacturing (CAM) systems for development of computer numerical control (CNC) programs for complex two and three axis machined parts. Use of 3D graphics and part verification software systems will also be explored.

Student Learning Outcome:

Students will utilize the computer aided manufacturing (CAM) program to generate a part program for a specified CNC machine tool control

**MSCNC 161B COMPUTER ASSISTED MACHINE PROGRAMMING (CAM) IB (3) CSU**

*Lecture: 3 hour(s)*

MSCNC 161B (Computer Assisted Machine Programming (CAM) IB) is a course that will engage students with Machine Shop specific topics: advanced topics of computer aided design (CAD), computer aided manufacturing (CAM) and computer numerical control (CNC) and the integration of these three technologies in modern manufacturing.

Student Learning Outcome:

Students will utilize the computer aided manufacturing (CAM) program to generate a part program to run a CNC machine with a specified control

## MANAGEMENT

**MGMT 002 ORGANIZATION AND MANAGEMENT THEORY (3) CSU**

*Lecture: 3 hour(s)*

As part of the study of industrial organization, this course covers such topics as financing enterprise, building the internal organization, and plant layout. The study of industrial operations includes production planning and control, inventory and materials handling, quality control, and methods analysis and work simplification. In addition, this course includes a consideration of the principles of industrial relations and personnel management, office management, and internal coordination and environmental issues.

Student Learning Outcome:

1. Students will understand the overview of organization development. 2. Student will understand the nature of planned change in organizations. 3. Student will be able to diagnose organizations along with groups and jobs. 4. Students will understand individual, interpersonal and group process approaches in organizations. 5. Student will be able to evaluate the restructuring of an organization. 6. Student will understand work design and performance management. 7. Student will understand organizational transformation that includes cultural change, organization learning and knowledge management. 8. Student will understand organizational development in global settings. 9. Students will be able to examine future trends in organizational development.

**MGMT 013 SMALL BUSINESS ENTREPRENEURSHIP (3) CSU**

*Lecture: 3 hour(s)*

This course will present a systematic approach to successful small business operation. The course covers personnel evaluation, preownership evaluation, management and leadership, financing, location, taxation, records, employees, purchasing, advertising, sales, and credit. The course emphasizes the development of a business plan.

Student Learning Outcome:

Students will research, compose, and write a comprehensive business plan. Student will apply the principles of marketing, financial requirements, operations, and management to a small business. Student will analyze and evaluate the competitive environment and identify direct competition. Student will understand, evaluate and compare starting a business versus buying an ongoing business.

**MGMT 033 PERSONNEL MANAGEMENT (3) CSU***Lecture: 3 hour(s)*

This course is concerned with the development of the personnel function, personnel tools and records, and the use of psychology in personnel administration. Training and education of employees, incentives, special problems of personnel administration and management, employee representation, and social controls are included as topics of discussion.

Student Learning Outcome:

1. Students will understand the environment of Human Resource Management by being able to grasp the role played by the global, financial, legal and diversity aspects of Human Resource Management. 2. Students will understand the elements of planning, recruiting and staffing as they relate to Human Resource Management. 3. Students will learn and understand the elements of workplace training, performance management and career planning. 4. Students will learn the numerous methods of compensation both direct and indirect. 5. Students will learn and understand the function and roles of unions/bargaining units, and union representation. Additionally, students will understand procedural justice and dispute resolution as well as the ethics in employee relations. 6. Students will learn the elements of Safety, Health and Employee Assistance Programs and will also be introduced to the International Dimensions of the workplace as it relates to Human Resource Management.

**MGMT 941 COOPERATIVE EDUCATION MANAGEMENT (4)***Lecture: 4 hour(s)*

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

Student Learning Outcome:

The student will develop at least three learning objectives to be accomplished on the job. The objectives will be related to the educational/occupational goals of the student.

**MARKETING****MARKET 001 PRINCIPLES OF SELLING (3) CSU***Lecture: 3 hour(s)*

This course includes the development of the fundamental principles of wholesale and specialty selling, including such phases as developing the sales plan, securing prospects, effective goods and service presentation, product analysis, closing the sale, and service after the sale.

Student Learning Outcome:

Student will be able to determine appropriate technique to suit the sale of a product or service.

**MARKET 011 FUNDAMENTALS OF ADVERTISING (3) CSU***Lecture: 3 hour(s)*

This course will provide students the introduction to the role of advertising in our economy. It gives a comprehensive overview of the planning and managing of advertising. The course also covers how the major forms of media, such as television, radio, newspapers, magazines, the Internet are integrated into the advertising campaign.

Student Learning Outcome:

1. Analyze and apply the advertising strategies and concepts in the advertising industry along with the core advertising components of the advertising agency, media, research and sales promotion services.

**MARKET 021 PRINCIPLES OF MARKETING (3) CSU***Lecture: 3 hour(s)*

This course will provide students a managerial approach to marketing principles. It covers marketing research, sales forecasting, sales cost analysis, domestic and international markets, customer motivation, production analysis, consumer and industrial markets, retailing and wholesaling, distribution channels, sales promotion and advertising, personal selling, pricing policies, market legislation and environment factors which impact marketing.

Student Learning Outcome:

Students will explain and analyze the marketing concepts and its core components.

**MARKET 031 RETAIL MERCHANDISING (3) B***Lecture: 3 hour(s)*

This marketing retail merchandising course covers the retail operation including a study of store location, layout, organization, merchandising buying, pricing, stock planning and retail sales promotion. Personnel duties and responsibilities are also studied including the works of department managers, store buyer, merchandise manager, publicity director, and the store superintendent.

Student Learning Outcome:

Students will examine a retail operation store layout and propose a layout that will improve customer flow. Students will differentiate the various types of retailers and their functions.

**MATHEMATICS****MATH 101 THE WORLD OF NUMBERS (3) NDA***Lecture: 3 hour(s)*

This is the first course in the sequence of courses in mathematics. Reading and writing whole numbers; addition, subtraction, multiplication, division and order of operations with whole numbers; divisibility tests, factorization, finding greatest common factor and least common multiple; solving simple application problems with whole numbers.

Student Learning Outcome:

1. Perform the four basic operations on whole numbers 2. Apply and follow the mathematical principles and order of operations to evaluate numerical expressions. 3. Apply divisibility tests and prime factorization to find the greatest common factor ( GCF ) and the least common multiple ( LCM ). 4. Solve application problems by using critical thinking skills Apply divisibility tests and prime factorization to find the greatest common factor and least common multiple. SLO TESTED Apply divisibility tests and prime factorization to find the greatest common factor and least common multiple.

**MATH 105 ARITHMETIC (3) NDA***Lecture: 3 hour(s)**Prerequisite: Mathematics 101; Corequisite: Mathematics 100*

This course reviews fundamentals of arithmetic in college and business. Topics include basic operations with fractions, decimals, percent, and measurement. The course emphasizes problem solving techniques that are useful in practical situations.

Student Learning Outcome:

Perform the four basic operations on rational numbers Apply and follow the mathematical principles and order of operations to evaluate numerical expressions involving rational number problems. Solve application problems by using criticalthinking skills

## MATH 110 INTRODUCTION TO ALGEBRAIC CONCEPTS (5) NDA CSU

Lecture: 5 hour(s)  
Prerequisite: Math 105

This course discusses abstract ideas necessary for understanding algebra and reviews selected topics in arithmetic relevant to algebra. Students are introduced to fundamental notions of algebra including signed numbers, variables, simple equations, proportional reasoning, applications, and modeling. This course also includes instruction in mathematics study skills.

### Student Learning Outcome:

1. Perform operations on real numbers and basic algebraic expressions without the use of a calculator. 2. Apply and follow the mathematical principles and operations to solve linear equations. 3. Model and solve real-life applications involving math principals, operations, and strategies.

## MATH 112 PREALGEBRA (3) NDA

Lecture: 3 hour(s)  
Prerequisite: Mathematics 105

This course prepares students for their first course in Algebra. Topics include brief review of arithmetic, operations with signed numbers, variables, expressions, linear equations and word problems.

### Student Learning Outcome:

1. Perform operations on real numbers and basic algebraic expressions without the use of a calculator. 2. Apply and follow the mathematical principles and operations to solve linear equations. 3. Model and solve real-world applications involving math principles, operations, and strategies.

## MATH 113 ELEMENTARY ALGEBRA A (3)

Lecture: 3 hour(s)  
Prerequisite: Mathematics 112; Corequisite: Mathematics 100

Topics include review of signed numbers, variables, the order of operations; addition and subtraction of polynomials; solve and graph linear equations, solve inequalities; solve systems of equations.

### Student Learning Outcome:

1. Perform operations on real numbers and algebraic expressions. 2. Apply and follow the mathematical principles, operations and strategies to write, solve, graph and interpret linear equations and inequalities. 3. Solve systems of linear equations in two variables. 4. Perform operations on polynomials. 5. Solve application problems by using critical thinking skills.

## MATH 114 ELEMENTARY ALGEBRA B (3)

Lecture: 3 hour(s)  
Prerequisite: Mathematics 113; Corequisite: Mathematics 100

The course covers multiplication and division of polynomials, factoring, rational expressions, radicals, quadratic, rational, and radical equations, and application problems. This course is the second half of Math 115. Math 113 and 114 together are equivalent to Math 115. Credit is allowed in only one of Math 115 or the Math 113/114 combination. Concurrent enrollment in Math 113 and 114 is not permitted.

### Student Learning Outcome:

Perform operation on real numbers and algebraic expressions. Perform factoring on polynomial expressions. Apply and follow the mathematical principles, operations and strategies to solve nonlinear equations such as rational, radical and quadratic. Solve application problems by using critical thinking skills

## MATH 115 ELEMENTARY ALGEBRA (5)

Lecture: 5 hour(s)  
Prerequisite: Mathematics 112; Corequisite: Mathematics 100

Topics include signed numbers, variables, the order of operations; addition, subtraction, multiplication, and division of signed numbers and polynomials. Solve linear equations, inequalities, factoring, graphs. Solve word problems, systems of equations, rational equations, radicals and quadratic equations.

### Student Learning Outcome:

1. Perform operations on real numbers and algebraic expressions. 2. Apply and follow the mathematical principles, operations, and strategies to write,

solve, graph and interpret linear equations and inequalities. 3. Apply and follow the mathematical principles, operations, and strategies to solve nonlinear equations such as rational, radical, and quadratic equations. 4. Solve application problems by using critical thinking skills.

## MATH 121 ESSENTIALS OF PLANE GEOMETRY (3)

Lecture: 3 hour(s)  
Prerequisite: Mathematics 115; Corequisite: Mathematics 100

This course is an introduction to Euclidean geometry and it is equivalent to one year of high school geometry. This course reviews the basic geometric construction, definitions, postulates, theorems and their proofs for triangles, parallel lines and circles.

### Student Learning Outcome:

Determine angle measures in different geometric figures. Construct geometric figures using a straightedge and compass. Write direct and indirect proofs of theorems and corollaries. Solve problems involving geometric figures using definitions, postulates, and theorems.

## MATH 125 INTERMEDIATE ALGEBRA (5)

Lecture: 5 hour(s)  
Prerequisite: Mathematics 114 or Mathematics 115; Corequisite: Mathematics 100

This course is a study of the properties of real numbers, laws of exponents, radicals, equations & inequalities in linear and quadratic form, system of equations, matrices, graphing in two variables, rational expressions & equations, complex numbers, conic sections & their graphs, exponential and logarithmic functions.

### Student Learning Outcome:

1. Solve Linear and nonlinear equations and inequalities by performing mathematical operations on complex numbers, algebraic, exponential and logarithmic expressions. 2. Solve systems of linear equations using graphical and algebraic methods. 3. Describe and analyze the characteristics of different types of functions. 4. Solve mathematical application problems by applying critical thinking skills.

## MATH 215 PRINCIPLES OF MATHEMATICS I (3) UC:CSU

Lecture: 3 hour(s)  
Prerequisite: MATH 125

This course is the first of two in a sequence designed primarily for prospective elementary school teachers. The course covers language of sets, system of numeration, nature of real numbers and fundamental operations, relations and functions, elementary logic, and various algorithms used in calculations.

### Student Learning Outcome:

1. Show different representations of fractions (part-whole, ratio, measurement) and use them to solve problems. 2. Give explanation of conceptual and procedural basis of arithmetic algorithms. 3. Select appropriate math strategies for solving and handling real life problems involving finance, economics, and family issues.

## MATH 225 INTRODUCTORY STATISTICS (3) UC:CSU

Lecture: 3 hour(s)  
Prerequisite: Mathematics 125

The course discusses basic concepts and techniques of descriptive and inferential statistics including sampling, probability, statistical distributions, tables and graphs, central limit theory, hypothesis testing, confidence interval estimation, correlation and regression.

### Student Learning Outcome:

Test hypothesis for sample proportion, mean and standard deviation. Given a distribution, determine the probability of an event. Perform correlation and linear regression analysis

**MATH 227 STATISTICS (4) UC:CSU***Lecture: 4 hour(s)**Prerequisite: Mathematics 125*

Discusses basic concepts and techniques of descriptive and inferential statistics including sampling, probability, statistical distributions, tables and graphs, central limit theory, hypothesis testing, confidence interval estimation, correlation and regression. Most analysis will be done using Excel spreadsheet program.

Student Learning Outcome:

Test hypothesis for sample proportion, mean and standard deviation. Given a distribution, determine the probability of an event. Perform correlation and linear regression analysis Quiz or test

**MATH 235 FINITE MATHEMATICS (5) UC:CSU***Lecture: 5 hour(s)**Prerequisite: Mathematics 125*

This course consists of the basic concepts and operations of algebra essential to business, life and social science majors. The course includes the study of rational exponents, quadratic equations, graphs, logarithms, mathematics of finance, linear programming and an introduction to probability and statistics.

Student Learning Outcome:

1. Analyze a wide range of applications from many disciplines and graphically solve these optimization problems in two variables with linear constraints. 2. Solve the above applications in more than two variables using the simplex method. 3. Understand the principles of borrowing and saving to compare different financial opportunities and make informed decisions. 4. Use some of the principles from probability and statistics to extract useful information from raw data.

**MATH 236 CALCULUS FOR BUSINESS AND SOCIAL SCIENCE (5) UC:CSU***Lecture: 5 hour(s)**Prerequisite: Mathematics 125*

This course is an introduction to one and two variable calculus as applied to business, economics, and social sciences, included are applications of partial derivatives and multiple integrals to extrema problems.

Student Learning Outcome:

1. Students will be able to apply the first and second derivatives to analyze Business and Economics applications, as well as Life and Physical Science applications. 2. Students will demonstrate how to find the absolute maximum or minimum value of some varying quantity,  $Q$ , and the point at which that maximum or minimum occurs. 3. Students will be able to analyze a rational function using the first and second derivatives; find intercepts, vertical asymptotes and horizontal or oblique asymptotes. 4. Students will be able to use regression analysis to predict outcomes.

**MATH 240 TRIGONOMETRY (3) CSU***Lecture: 3 hour(s)**Prerequisite: Mathematics 125; Mathematics 121*

Topics include trigonometric functions, circular functions; trigonometric equations; trigonometric identities; solutions of right and oblique triangles; inverse trigonometric functions, graphing; complex numbers and De Moivre's Theorem; polar coordinates; vectors and applications.

Student Learning Outcome:

1. Develop reciprocal, quotient and Pythagorean identities from the definitions of the trigonometric functions. 2. Solve application problems that are right triangle based. 3. Graph the trigonometric functions; define and graph the inverse circular functions. 4. Use the Law of Sines and Law of Cosines to solve vector applications. 5. Solve such application problems as length of an arc, area of a sector, velocity and angular speed.

**MATH 245 COLLEGE ALGEBRA (3) UC:CSU***Lecture: 3 hour(s)**Prerequisite: Mathematics 125*

Upon successful completion of this course, students will reinforce the concept of functions and their graphs important in later courses of mathematics, science, business, nursing, or computer science. Polynomial, rational, radical, exponential, and logarithmic equations, both linear and nonlinear systems, sequences and series, and basics of probability are covered to allow students to solve a wide variety of real-life applications.

Student Learning Outcome:

1. Use functions and graphing concepts to analyze and solve scientific application problems. 2. Solve polynomial, rational, exponential and logarithmic equations. 3. Solve linear and nonlinear system of equations and their applications. 4. Write and analyze conic sections involving parabola, ellipse and hyperbola.

**MATH 260 PRECALCULUS (5) UC:CSU***Lecture: 5 hour(s)**Prerequisite: Mathematics 240*

After a brief review of algebra with real and complex numbers, this course will cover the following topics: polynomial and rational functions with informal limits; exponential, logarithmic and trigonometric functions; systems of equations and matrices; sequences, series and the binomial theorem; conics and polar coordinates.

Student Learning Outcome:

1. Analyze and graph higher-degree polynomial functions and rational functions. 2. Analyze and graph exponential and logarithmic functions; solve exponential and logarithmic equations. 3. Analyze and graph trigonometric functions; solve trigonometric equations; verify and use trigonometric identities and formulas. 4. Write recursive and explicit formulas for sequences; evaluate partial sums and infinite series; apply the Binomial Theorem. 5. Write equations of conics, and graph conics; convert equations from rectangular to polar coordinates, and vice versa.

**MATH 265 CALCULUS WITH ANALYTIC GEOMETRY I (5) UC:CSU***Lecture: 5 hour(s)**Prerequisite: Mathematics 260*

Introduction to real analysis with analytic geometry; functions, limits and continuity; derivatives and integrals of algebraic and transcendental functions; applications of the derivative to graphing and optimization; the Fundamental Theorem of Calculus and applications of the definite integral.

Student Learning Outcome:

1. Demonstrate the rigorous definition of the limit, and how it applies to differential and integral calculus. 2. Use the definition and the properties of differentiation to calculate the derivative of algebraic and trigonometric functions. 3. Apply the derivative to geometric and dynamic problems. 4. Demonstrate the ability to integrate, to use the integral in applications and to relate the integral to the derivative. 5. Apply the integral to geometric and dynamic problems.

**MATH 266 CALCULUS WITH ANALYTIC GEOMETRY II (5) UC:CSU***Lecture: 5 hour(s)**Prerequisite: Mathematics 265*

This course includes differentiation and integration of trigonometric, exponential, logarithmic functions, and hyperbolic functions; conic sections with translations and rotations, techniques of integration; improper integrals, infinite series and polar coordinates.

Student Learning Outcome:

1. Differentiate and integrate algebraic and transcendental functions. 2. Select and use the appropriate technique to correctly perform a specific integration. 3. Solve application problems involving the definite integral. 4. Test for the convergence of an infinite series and apply the theory of power series to application problems. 5. Graph, differentiate and integrate functions in polar and parametric form.

**MATH 267 CALCULUS WITH ANALYTIC GEOMETRY III (5) UC:CSU***Lecture: 5 hour(s)**Prerequisite: Mathematics 266*

This course reviews operations with vectors in two and three-dimensional spaces as well as vector-valued functions with their applications. Topics include partial derivatives, Lagrange multiplier, Line integrals, multiple integrals in polar, cylindrical and spherical coordinates, Green's theorem, Surface integrals, Divergence and Stokes' theorems.

Student Learning Outcome:

1. Apply vector operations to derive equations of lines and planes; analyze the motion of a particle in space. 2. Find limits and partial derivatives of functions of two or more variables; use differentials to find local linear approximations; find directional derivatives and gradient. 3. Locate relative and absolute extrema of functions of two variables. 4. Evaluate integrals over a region, along a curve, and over a surface in both scalar and vector fields; solve associated application problems. 5. Apply the Fundamental Theorem of Line Integrals, Green's Theorem, Stokes' Theorem, and the Divergence Theorem.

**MATH 270 LINEAR ALGEBRA (3) UC:CSU***Lecture: 3 hour(s)**Prerequisite: Mathematics 267*

Introduction to linear algebra and matrix theory. Topics include: linear systems, matrices and determinants; vector spaces and linear transformations; eigenvectors and eigenvalues; inner product spaces and canonical forms.

Student Learning Outcome:

1. Solve systems of linear equations using matrices. 2. Prove or disprove if a set, together with addition and scalar multiplication defined, satisfies the ten axioms of a vector space. 3. Graph and geometrically describe the action of a linear transformation in two and three dimensions. 4. Find the eigenvalues and the corresponding eigenvectors as well as the characteristic equation of a linear transformation.

**MATH 275 ORDINARY DIFFERENTIAL EQUATIONS (3) UC:CSU***Lecture: 3 hour(s)**Prerequisite: Mathematics 267*

Topics include ordinary differential equations with concentration on first and higher order, homogeneous and nonhomogeneous linear differential equations with or without initial value conditions; system of linear first order differential equations; Cauchy-Euler equation; series solutions; Laplace transform; numerical solutions.

Student Learning Outcome:

1. Solve first order separable linear differential equations and use these methods to solve applied problems. 2. Solve higher order constant coefficient linear differential equations and systems of differential equations and use these methods to solve applied problems. 3. Apply appropriate transform methods to solve differential equations. 4. Construct power series solutions for various classes of ordinary differential equations.

**MICROBIOLOGY****MICRO 001 INTRODUCTORY MICROBIOLOGY (5) UC:CSU***Lecture: 3 hour(s) Lab: 6 hour(s)**Prerequisite: CHEM 051 or CHEM 065 or CHEM 101; and BIO 003 or BIO 006 or BIO 036*

This course covers fundamental principles of microbiology and standard laboratory techniques. It includes systematics, morphology, physiology, genetics, ecology and evolution of microorganisms. Medical applications include concepts in microbial growth and control, epidemiology, immunology and disease. Industrial and environmental applications cover use of microorganisms' diverse metabolic abilities in the production of food, chemicals and medicine, including role in biotechnology and environment.

Student Learning Outcome:

1. Be able to apply basic chemical principles in microbiology.
2. Be able to differentiate cellular structures in prokaryotic and eukaryotic cells.
3. Be able to discuss fundamental concepts in microbial metabolism, microbial growth, and microbial genetics.
4. Be able to compare and contrast bacteria, fungi, algae, protozoa, helminthes, and viruses.
5. Be able to differentiate nonspecific and specific defenses of the host.
6. Be able to discuss infectious diseases of the human organ systems.

**MICRO 020 GENERAL MICROBIOLOGY (4) UC:CSU***Lecture: 3 hour(s) Lab: 3 hour(s)**Prerequisite: CHEM 051 or CHEM 101, or CHEM 003 or CHEM 006 or CHEM 065; and BIO 020 or BIO 036*

This is a comprehensive course for nursing and allied health majors. It covers fundamental principles and laboratory techniques related to systematics, morphology, physiology, genetics, ecology and evolution of microorganisms. Medical applications include basic concepts of microbial growth and control, epidemiology, immune response and a survey of important human diseases.

Student Learning Outcome:

1. Be able to apply basic chemical principles in microbiology.
2. Be able to differentiate cellular structures in prokaryotic and eukaryotic cells.
3. Be able to discuss fundamental concepts in microbial metabolism, microbial growth, and microbial genetics.
4. Be able to compare and contrast bacteria, fungi, algae, protozoa, helminthes, and viruses.
5. Be able to differentiate nonspecific and specific defenses of the host.
6. Be able to discuss infectious diseases of the human organ systems.

**MICROCOMPUTER TECHNICIAN****MICROTK 077 CISCO NETWORKING ACADEMY SEMESTER I (3) CSU***Lecture: 2 hour(s) Lab: 3 hour(s)*

The first in a four course sequence that qualifies the student to take the CISCO CCNA Certification Test; and covers Fundamentals of Computer Internetworking, Safety Technology, Protocols, Network Theory and Standards, Cabling, Electrical Considerations, OSI Models, IP Addressing and basic networking Hardware.

Student Learning Outcome:

The student will have an understanding of network terminology and theory, recognize various Ethernet configurations.

**MICROTK 078 CISCO NETWORKING ACADEMY SEMESTER II (3) CSU***Lecture: 2 hour(s) Lab: 3 hour(s)**Prerequisite: Microcomputer Technician 77*

This is the second course in a four course sequence that qualifies the student to take the CISCO CCNA Certification Test; and covers router fundamentals, beginning router setup and configuration, routed and routing protocols, WAN fundamentals, network troubleshooting and network management.

Student Learning Outcome:

The student will understand beginning router setup and configuration, routed and routing protocols, wide area inter networking fundamentals, network troubleshooting, and network management.

**MICROTK 079 CISCO NETWORKING ACADEMY SEMESTER III (3) CSU***Lecture: 2 hour(s) Lab: 3 hour(s)**Prerequisite: Microcomputer Technician 78*

This is the third course in a four course sequence that qualifies the student to take the CISCO CERTIFICATION TEST; and covers advanced router setup and configurations, LAN switching theory and VLANs, advanced LAN and LAN switched design, Novell IPX, and Threaded case studies.

Student Learning Outcome:

SingleArea OSPF, EIGRP, Switching Concepts, Switches and Switch Configuration, the Spanning Tree Protocol, Virtual LANs, Trunking Protocols, and Scaling IP Addresses. The WAN technologies PPP, ISDN and DDR, and Frame Relay are introduced. The student will also become familiar with Network Administration.

**MICROTK 080 CISCO NETWORKING ACADEMY SEMESTER IV (3) CSU***Lecture: 2 hour(s) Lab: 3 hour(s)**Prerequisite: Microcomputer Technician 79*

This is the fourth course in a four course sequence that qualifies the student to take the CISCO CCNA Certification Exam; and covers advanced WAN theory and design; WAN Technology, PPP, Frame Relay, ISDN; Application of National SCANS skills in managing a network and network threaded case studies.

Student Learning Outcome:

Advanced WAN theory and design, WAN technologies PPP, Frame Relay, ISDN, applications of national SCAN skills in managing a network, and Network Threaded case studies.

**MICROTK 160 IT ESSENTIALS APPLICATION SOFTWARE FUNDAMENTALS (2) CSU***Lecture: 1 hour(s) Lab: 3 hour(s)*

Instruction and demonstrations are provided on the application, setup, configuration and operation of a wide range of computer programs.

Student Learning Outcome:

Students will demonstrate the ability to install a computer Operating System with all its driver devices.

**MICROTK 162 IT ESSENTIALS NETWORKING PERSONAL COMPUTERS (4) CSU***Lecture: 2 hour(s) Lab: 6 hour(s)*

The course will assist students in designing, selecting, configuring and installing local area networks. System administration and troubleshooting is also covered in detail.

Student Learning Outcome:

Upon completion students will be able to connect to the Internet and share resources in a network environment.

**MICROTK 164 IT ESSENTIALS MICROCOMPUTER THEORY AND SERVICING (5)***Lecture: 3 hour(s) Lab: 6 hour(s)*

The course provides servicing techniques for microcomputers and their related peripherals. Hands-on instruction is provided in diagnosing a range of microcomputers malfunctions.

Student Learning Outcome:

Students will assemble a computer system and troubleshoot the system using appropriate tools and diagnostic software.

**MICROTK 165 LINUX SURVIVAL COURSE (3)***Lecture: 2 hour(s) Lab: 3 hour(s)*

This course provides an introduction to the world of Linux (considered the success story of Open Source Software development). Linux and Open

Source fundamentals will be taught as well as configuration and basic troubleshooting.

Student Learning Outcome:

Students will be able to deploy and troubleshoot a Linux installation.

**MICROTK 166 CCNA SECURITY (3) NDA***Lecture: 2 hour(s) Lab: 3 hour(s)*

This course provides knowledge and skills to administer network devices and applications in a security infrastructure, recognize network vulnerabilities, and detect security threat. This course offers an overview of security challenges and solutions, and installing, monitoring, and troubleshooting Cisco security solutions to secure a network.

Student Learning Outcome:

Students will be able to control administrative access to network devices using ssh and configure administrative roles on network devices for network security.

## MOTORCYCLE REPAIR MECHANIC

**MCYCMEK 210 INTERNAL COMBUSTION ENGINE THEORY AND REPAIR (4)***Lecture: 3 hour(s) Lab: 3 hour(s)*

A study is made of engine types, construction operating principles and performance. Shop practice is given on engine disassembly and inspection, valve reconditioning, bearing replacement, piston and ring service and engine reassembly.

Student Learning Outcome:

1. Students will be able to disassemble and reassemble two and fourstroke engines.

**MCYCMEK 212 MOTORCYCLE SERVICE AND TUNEUP THEORY AND REPAIR (4)***Lecture: 3 hour(s) Lab: 3 hour(s)*

Lecture and laboratory experiences are given on routine motorcycle service and tuneup as well as troubleshooting and repairing engine performance problems.

Student Learning Outcome:

1. Students will use diagnostic equipment to troubleshoot and repair tires, drive trains, ignitions, and carburetors.

**MCYCMEK 214 MULTICYLINDER ELECTRICAL PRINCIPLES AND REPAIR (4)***Lecture: 3 hour(s) Lab: 3 hour(s)*

Instruction is offered in electrical theory, diagnosis, and repair as applied to the electrical systems of multicylinder motorcycles. Shop practices are given on testing procedures and test equipment, and repair.

Student Learning Outcome:

1. Students will use electrical test equipment to troubleshoot ignitions, charging systems and starting systems.

# MCYCMK 216 MULTICYLINDER DIAGNOSIS AND OVERHAUL (4)

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

Multicylinder engine principles, operation and overhaul methods are stressed. Shop instruction on diagnosis, disassembly, repair, overhaul and assembly of multicylinder engines is offered.

## Student Learning Outcome:

1. Students shall learn the extra steps required for multicylinder engines.
2. Special emphasis will be placed on the fuel systems with respect to troubleshooting and synchronizing carburetors, or troubleshooting fuel injection systems for multicylinder engines.

2. Students will be able to read standard notation.
3. Students will be able to identify Major, minor, and seventh chords.
4. Students will use the skills they have learned to perform melodies and songs.
5. Students will be able to perform a song demonstrating proper left hand and right hand technique.

# MUSIC 931 COOPERATIVE EDUCATION MUSIC (3)

Lecture: 3 hour(s)

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

## Student Learning Outcome:

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

## MUSIC

# MUSIC 101 FUNDAMENTALS OF MUSIC (3) UC:CSU

Lecture: 3 hour(s)

This course provides an introduction to Western music theory and composition. The goal is to increase students' enjoyment and appreciation of music by understanding musical terminology, theory, and techniques. By the end of the course, students will be able to write a short musical composition.

## Student Learning Outcome:

1. Students will understand the fundamentals of Western music theory and composition through an awareness of music terminology, theoretical structures, and techniques.
2. Students will be able to identify the notes of a piano keyboard.
3. Students will be able to write and read melodic, harmonic, and rhythmic notation in treble and bass clef.
4. Students will be able to write a short musical composition.

# MUSIC 111 MUSIC APPRECIATION I (3) UC:CSU

Lecture: 3 hour(s)

An introductory survey course designed to develop an understanding of the literature of Western art music from the Middle Ages through the present day. Emphasis is given to music heard in concert, motion pictures, radio and television and to techniques of perceptive listening.

## Student Learning Outcome:

1. Students will be able to distinguish among various musical styles as they relate to the major historical periods.
2. Students will be able to identify, describe, and analyze music characteristics and identify the significant composers of representative songs from the major historical periods.
3. Students will match historical events and works of art and literature of each era to the significant works of Western art music.

# MUSIC 141 JAZZ APPRECIATION (3) UC:CSU

Lecture: 3 hour(s)

A survey of twentieth century ragtime, blues, New Orleans and Chicago jazz, stride piano, swing, bebop, cool jazz, hard bop, modal jazz, third stream, avantgarde and free jazz, fusion, and experimental jazz styles. Emphasis is placed on the music and personalities of those artists who made original contributions and whose work influenced that of other important jazz figures.

## Student Learning Outcome:

1. Students will do indepth research on an artist of their choosing by reading a biography of the artist and writing a critical review of the book.

# MUSIC 650 BEGINNING GUITAR (2) UC:CSU

Lecture: 1 hour(s) Lab: 2 hour(s)

Learning the basics of guitar with emphasis on right and left hand techniques, tuning, chords, strumming and notation. Students will learn to read and play simple melodies and accompaniments to gain a firm grasp of the instrument. Student must possess a guitar.

## Student Learning Outcome:

1. Students will demonstrate the understanding of the fundamentals of left and right hand technique for both finger style and pick style guitar playing.



## NURSING

# NURSING 941 COOPERATIVE EDUCATION NURSING (4)

Lecture: 4 hour(s)

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

## Student Learning Outcome:

1. The student will develop at least three learning objectives to be accomplished on the job.
2. The objectives will be related to the educational/occupational goals of the student.



## NURSING SCIENCE

# NRSCE 100 TRANSITION FROM LVN TO RN (2)

Lecture: 2 hour(s)

This is a bridge course for students who have a valid current California Vocational Nursing License. It focuses on content necessary to make the role transition from LVN to RN. Content will include Professional Nursing, Nursing Process, Maslow's Hierarchy of Needs, communication skills, ethical and legal issues affecting nursing practice, cultural assessment techniques and pharmacology and dosage calculation review.

## Student Learning Outcome:

Student will compare and contrast current LVN role with RN role. Student will demonstrate competence in applying Nursing Process and Maslow's Hierarchy of needs to RN Nursing Care Plans. Student will demonstrate understanding of basic concepts in pharmacology and dosage calculation.

**NRSCE 102 FUNDAMENTALS OF NURSING (4)***Lecture: 1 hour(s) Lab: 7.5 hour(s)**Prerequisite: Nursing Science 101 and Nursing Science 103*

This course will be an introduction to medicalsurgical nursing concepts and issues based on Maslow's Hierarchy of Needs. The course content will be presented within the framework of wellness/illness continuum, and normal physiological, psychological, and sociocultural needs of the client. The client care issues will range from mild to moderate.

**Student Learning Outcome:**

The student will be able to utilize the nursing process and Maslow's Hierarchy of Needs to assess and plan how to meet the basic needs of medical surgical client.

**NRSCE 103 NURSING PROCESS (1)***Lecture: 1 hour(s)*

This course is designed to acquaint the student with the components of Nursing Process: assessment, nursing diagnosis, planning, implementation and evaluation. Students will use Nursing Process in conjunction with Maslow's Hierarchy of Needs to make appropriate nursing judgments.

**Student Learning Outcome:**

Student will be able to utilize the nursing process in the care of patients in an acute healthcare setting.

**NRSCE 104 NURSING COMMUNICATION (1)***Lecture: 1 hour(s)**Prerequisite: Nursing Science 101 and Nursing Science 103*

The course is designed to acquaint the student to the elements of communication process and how communication is affected by culture and variations in health and illness. Included in the course is a discussion on how the student can meet the client's communication needs, which will require the application of nursing process and critical thinking.

**Student Learning Outcome:**

Students will demonstrate understanding of elements in a therapeutic nurse patient relationship.

**NRSCE 105 NURSING PHARMACOLOGY (2)***Lecture: 1.5 hour(s) Lab: 1.5 hour(s)*

This course focuses on the effects of drug therapy on human body systems. The body systems include: the central nervous system, autonomic nervous, cardiovascular, renal, endocrine, respiratory and Gastrointestinal systems. Also included are antiinfective, antiinflammatory, immune and biological modifiers, chemotherapeutic, hematological, dermatologic, ophthalmic and otic agents. This student will learn and practice principles of medication administration.

**Student Learning Outcome:**

1. Students will be able to identify uses, actions, side effects, and adverse reactions to commonly used medications. 2. Students will demonstrate administration of oral, enteral, and parenteral medications.

**NRSCE 106 MEDICALSURGICAL NURSING I (6)***Lecture: 3 hour(s) Lab: 7.5 hour(s)**Prerequisite: Nursing Science 102 and Nursing Science 104 and Nursing Science 105*

This basic course focuses on the nursing care of the adult client with moderate stress posed by common endocrine, gastrointestinal, cardiac and respiratory disorders. The student will function as a member of the health care team and beginning leadership skills will be presented. Emphasis will be placed on classroom and clinical application of critical thinking and therapeutic nursing interventions in acute, chronic and community health care settings.

**Student Learning Outcome:**

Student will be able to care for clients with fluid and electrolyte imbalances, acidbase imbalances, infections, endocrine disorders, gastrointestinal disorders, cardiovascular disorders, and respiratory disorders in the acute healthcare setting.

**NRSCE 107 MEDICALSURGICAL NURSING II (6)***Lecture: 3 hour(s) Lab: 6 hour(s)**Prerequisite: Nursing Science 106 and Nursing Science 109 and Nursing Science 110*

This intermediate level medical/surgical nursing course focuses on nursing care of adult clients with high acuity problems within hospital and community settings. Students will use nursing process and Maslow's Hierarchy of needs to plan and implement nursing care. The course builds on the theory and skills presented in NS 106 and continues the focus on leadership that was introduced in NS 106. Assessment Technologies Institute (ATI) materials will be incorporated into the course.

**Student Learning Outcome:**

Student will be able to formulate a comprehensive plan of care, organize and prioritize the needs of high acuity clients based upon Maslow's Hierarchy of Needs and nursing process for clients with intermediate high acuity problems, and multisystem illnesses in the acute healthcare environment.

**NRSCE 108 MEDICALSURGICAL NURSING III (4)***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)**Prerequisite: Nursing Science 107 and Nursing Science 111*

This course focuses on the nursing care of medicalsurgical clients in a variety of setting. Emphasis will be on classroom and clinical application of critical thinking and caring interventions in chronic, acute, critical care and community health care settings. Assessment Technologies Institute (ATI) materials will be incorporated into the course. The ATI comprehensive predictor assessment exam will be administered.

**Student Learning Outcome:**

Students will demonstrate classroom and clinical application of critical thinking and caring interventions for medicalsurgical clients in chronic, acute, critical care and community health care settings.

**NRSCE 109 GERONTOLOGY & COMMUNITY BASED NURSING (2)***Lecture: 1 hour(s) Lab: 3 hour(s)**Prerequisite: Nursing Science 102; Nursing Science 104; Nursing Science 105*

This course focuses on nursing care of the older adult client with common health and illness needs. Emphasis will be on classroom and clinical application of critical thinking and caring therapeutic nursing interventions in acute, chronic and community health care settings for the older adult population.

**Student Learning Outcome:**

Students will be able to assess and provide care for elderly clients in acute and community settings.

**NRSCE 110 PSYCHIATRICMENTAL HEALTH NURSING (3)***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)**Prerequisite: Nursing Science 102 and Nursing Science 104 and Nursing Science 105*

This course focuses on nursing care of clients with common psychiatric mental health needs/disorders across the lifespan. Students will apply the nursing process, critical thinking, psychosocial theory and Maslow's Hierarchy of Needs to care of clients in acute, chronic and community based psychiatricmental health settings.

**Student Learning Outcome:**

Students will be able to use the nursing process in providing psychiatric and mental health care to patients. Student will be able to use therapeutic communication techniques to form therapeutic alliances with psychmental health patients.

**NRSCE 111 REPRODUCTIVE NURSING AND WOMENS HEALTH (4)***Lecture: 2 hour(s) Lab: 4.5 hour(s)**Prerequisite: Nursing Science 106 and Nursing Science 109 and Nursing Science 110*

This course focuses on the nurse as a provider of care, manager of care and a member of the profession in a variety of maternal/newborn and women's health settings. Assessment Technologies Institute materials will be incorporated into the course.

Student Learning Outcome:

The student will demonstrate an understanding of the reproductive system and the characteristics of normal pregnancy, physiological and psychological elements, process of labor and delivery, postpartum care, and care of the newborn.

**NRSCE 112 CARE OF CHILDREN AND FAMILY (4)***Lecture: 2 hour(s) Lab: 4.5 hour(s)**Prerequisite: Nursing Science 107 and Nursing Science 111*

This course focuses on the nurse as a provider of care, manager of care and member of the profession in a variety of settings involving children and families. Course content includes physiological, psychological, developmental and sociocultural needs of children and families. Course content in Pediatric Nursing will be presented within the framework of the wellness/illness continuum of the client and family from birth through adolescence. Assessment Technologies Institute materials will be included in the course.

Student Learning Outcome:

Utilize biopsychosocial concepts and theories, communication skills, and principles of critical thinking to apply the nursing process when caring for children and their families.

**NRSCE 114 NURSING LEADERSHIP & MANAGEMENT (3)***Lecture: 0.5 hour(s) Lab: 7.5 hour(s)**Prerequisite: Nursing Science 108 and Nursing Science 112*

This course focuses on the transitioning role of the graduating Associate Degree nurse as a provider of care, manager of care and member of the profession. Concepts and issues to be examined include effective leadership styles, advanced therapeutic communication, delegation, conflict resolution, time management, nursing ethics and professional issues. Clinical experience is in the form of a preceptorship.

Student Learning Outcome:

1. Demonstrate leadership skills and ability to practice as entrylevel registered nurse.

**NRSCE 116 SKILLS ENHANCEMENT LABORATORY (2) RPT 3***Lab: 6 hour(s)*

This course is designed to allow students to practice and/or remediate in nursing skills in a structured setting. The class will be individualized to meet students' needs. It may be repeated every semester.

Student Learning Outcome:

1. Demonstrate proficiency in identified clinical skills.

Student Learning Outcome:

1. The student will be able to describe the development of nursing as a profession. 2. The student will be able to provide basic nursing care to a hospitalized patient using principles of nursing process and Maslow's Hierarchy of Needs.

**REGNRSG 122 INTRODUCTION TO MEDICAL SURGICAL NURSING (3) CSU***Lecture: 1 hour(s) Lab: 6 hour(s)**Prerequisite: REGNRSG 123 and REGNRSG 121*

This course is designed to introduce the student to the concept of medical surgical nursing using Maslow's Hierarchy of Needs as a framework.

Student Learning Outcome:

The student will be able to utilize the nursing process and Maslow's Hierarchy of Needs to assess and plan how to meet the basic needs of medical surgical client.

**REGNRSG 123 NURSING PROCESS (2) CSU***Lecture: 1 hour(s)*

This course is designed to acquaint the students with the components of Nursing Process: assessment, nursing diagnosis, planning, implementation and evaluation. Students will use Nursing Process in conjunction with Maslow's Hierarchy of Needs to make appropriate nursing judgments.

Student Learning Outcome:

Student will be able to utilize the nursing process in the care of patients in an acute healthcare setting.

**REGNRSG 124 NURSING COMMUNICATION (1) CSU***Lecture: 1 hour(s)**Prerequisite: Registered Nursing 121 and Registered Nursing 123*

The course is designed to acquaint the student to the elements of communication process and how communication is affected by culture and variations in health and illness. Included in the course is a discussion on how the student can meet the client's communication needs, which will require the application of nursing process and critical thinking.

Student Learning Outcome:

Students will demonstrate understanding of elements in a therapeutic nurse patient relationship.

**REGNRSG 125 NURSING PHARMACOLOGY (2) CSU***Lecture: 1.5 hour(s) Lab: 1.5 hour(s)*

This course focuses on the effects of drug therapy on human body systems. The body systems include: the central nervous system, autonomic nervous, cardiovascular, renal, endocrine, respiratory and Gastrointestinal systems. Also included are antiinfective, antiinflammatory, immune and biological modifiers, chemotherapeutic, hematological, dermatologic, ophthalmic and otic agents. The students will learn and practice principles of medication administration.

Student Learning Outcome:

1. Students will be able to identify uses, actions, side effects, and adverse reactions to commonly used medications. 2. Students will demonstrate administration of oral, enteral, and parenteral medications.

**REGNRSG 126 MEDICALSURGICAL NURSING I (5) CSU***Lecture: 3 hour(s) Lab: 6 hour(s)**Prerequisite: Registered Nursing 122 and Registered Nursing 124 and Registered Nursing 125 and Registered Nursing 134*

This basic course focuses on the nursing care of the adult client with moderate stress posed by common endocrine, gastrointestinal, cardiac and respiratory disorders. The student will function as a member of the health care team and beginning leadership skills will be presented. Emphasis will be placed on classroom and clinical application of critical thinking and therapeutic nursing interventions in acute, chronic and community health care settings.



# NURSING, REGISTERED

**REGNRSG 121 FUNDAMENTAL OF NURSING (3) CSU***Lecture: 1 hour(s) Lab: 6 hour(s)*

This course is an introduction to the philosophy of nursing, nursing history, Maslow's Hierarchy of needs, and legal and ethical issues in nursing. Concurrent with the theory, the nursing student will have basic client care experience in the skills lab and hospital setting.

Student Learning Outcome:

Student will be able to care for clients with fluid and electrolyte imbalances, acidbase imbalances, infections, endocrine disorders, gastrointestinal disorders, cardiovascular disorders, and respiratory disorders in the acute healthcare setting.

**REGNRSG 127 MEDICALSURGICAL NURSING II (5) CSU**

*Lecture: 3 hour(s) Lab: 6 hour(s)*

*Prerequisite: Registered Nursing 126 and Registered Nursing 129 and Registered Nursing 130 and Registered Nursing 134*

This intermediate level medical/surgical nursing course focuses on nursing care of adult clients with high acuity problems within hospital and community settings. Students will use nursing process and Maslow's Hierarchy of needs to plan and implement nursing care. The course builds on the theory and skills presented in RN 126. Leadership role will be expanded.

Student Learning Outcome:

Student will be able to formulate a comprehensive plan of care, organize and prioritize the needs of high acuity clients based upon Maslow's Hierarchy of Needs and nursing process for clients with intermediate high acuity problems, and multisystem illnesses in the acute healthcare environment.

**REGNRSG 128 MEDICALSURGICAL NURSING III (3) CSU**

*Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

*Prerequisite: Registered Nursing 127 and Registered Nursing 131 and Registered Nursing 134*

This course focuses on the nursing care of medicalsurgical clients in a variety of setting. Emphasis will be on classroom and clinical application of critical thinking and caring interventions in chronic, acute, critical care and community health care settings.

Student Learning Outcome:

Students will demonstrate classroom and clinical application of critical thinking and caring interventions for medicalsurgical clients in chronic, acute, critical care and community health care settings.

**REGNRSG 129 GERONTOLOGY & COMMUNITY BASED NURSING (2) CSU**

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

*Prerequisite: Registered Nursing 122; Registered Nursing 124; Registered Nursing 125 and Registered Nursing 134*

This course focuses on nursing care of the older adult client with common health and illness needs. Emphasis will be on classroom and clinical application of critical thinking and caring therapeutic nursing interventions in acute, chronic and community health care settings for the older adult population.

Student Learning Outcome:

Students will be able to assess and provide care for elderly clients in acute and community settings.

**REGNRSG 130 PSYCHIATRICMENTAL HEALTH NURSING (3) CSU**

*Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

*Prerequisite: Registered Nursing 122 and Registered Nursing 124 and Registered Nursing 125 and Registered Nursing 134*

This course focuses on nursing care of clients with common psychiatric mental health needs/disorders across the lifespan. Students will apply the nursing process, critical thinking, psychosocial theory and Maslow's Hierarchy of Needs to care of clients in acute, chronic and community based psychiatricmental health settings.

Student Learning Outcome:

Students will be able to use the nursing process in providing psychiatric and mental health care to patients. Student will be able to use therapeutic communication techniques to form therapeutic alliances with psychmental health patients.

**REGNRSG 131 REPRODUCTIVE NURSING AND WOMENS HEALTH (4) CSU**

*Lecture: 2 hour(s) Lab: 4.5 hour(s)*

*Prerequisite: Registered Nursing 126 and Registered Nursing 129 and Registered Nursing 130 and Registered Nursing 134*

This course focuses on the nurse as a provider of care, manager of care and a member of the profession in a variety of maternal/newborn and women's health settings.

Student Learning Outcome:

The student will demonstrate an understanding of the reproductive system and the characteristics of normal pregnancy, physiological and psychological elements, process of labor and delivery, postpartum care, and care of the newborn.

**REGNRSG 132 CARE OF CHILDREN AND FAMILY (4) CSU**

*Lecture: 2 hour(s) Lab: 4.5 hour(s)*

*Prerequisite: Registered Nursing 127 and Registered Nursing 131 and Registered Nursing 134*

This course focuses on the nurse as a provider of care, manager of care and member of the profession in a variety of settings involving children and families. Course content includes physiological, psychological, developmental and sociocultural needs of children and families. Course content in Pediatric Nursing will be presented within the framework of the wellness/illness continuum of the client and family from birth through adolescence.

Student Learning Outcome:

Utilize biopsychosocial concepts and theories, communication skills, and principles of critical thinking to apply the nursing process when caring for children and their families.

**REGNRSG 133 NURSING LEADERSHIP & MANAGEMENT (3) CSU**

*Lecture: 0.5 hour(s) Lab: 7.5 hour(s)*

*Prerequisite: Registered Nursing 127 and Registered Nursing 131 and Registered Nursing 134*

This course focuses on the transitioning role of the graduating Associate Degree nurse as a provider of care, manager of care and member of the profession. Concepts and issues to be examined include effective leadership styles, advanced therapeutic communication, delegation, conflict resolution, time management, nursing ethics and professional issues. Clinical experience is in the form of a preceptorship.

Student Learning Outcome:

1. Demonstrate leadership skills and ability to practice as entrylevel registered nurse.

**REGNRSG 134 NURSING SIMULATION LAB (1) CSU**

*Lab: 3 hour(s)*

This course is designed to allow students to practice nursing skills in a structured setting. It will make use of patient care scenarios in which evidence based practice will be emphasized. The class will be individualized to meet students' needs.

Student Learning Outcome:

1. Demonstrate proficiency in applying patient care skills to simulated clinical setting.

**REGNRSG 135 TRANSITION FROM LVN TO RN (2) CSU**

*Lecture: 2 hour(s)*

This is a bridge course for students who have a valid current California Vocational Nursing License. It focuses on content necessary to make the role transition from LVN to RN. Content will include Professional Nursing, Nursing Process, Maslow's Hierarchy of Needs, communication skills, ethical and legal issues affecting nursing practice, cultural assessment techniques and pharmacology and dosage calculation review.

Student Learning Outcome:

Student will compare and contrast current LVN role with RN role. Student will demonstrate competence in applying Nursing Process and Maslow's Hierarchy of needs to RN Nursing Care Plans. Student will demonstrate understanding of basic concepts in pharmacology and dosage calculation.

**REGNRSG 136 NURSING SIMULATION LAB INTERMEDIATE (1)**

*Lab: 3 hour(s)*

This course is designed to allow students to practice nursing skills in a structured setting. It will make use of patient care scenarios in which evidence based practice will be emphasized. The class will be individualized to meet students' needs.

Student Learning Outcome:

1. Demonstrate proficiency in applying patient care skills to simulated clinical setting.

**REGNRSG 137 NURSING SIMULATION LAB ADVANCED (1)**

*Lab: 3 hour(s)*

This course is designed to allow students to practice nursing skills in a structured setting. It will make use of patient care scenarios in which evidence based practice will be emphasized. The class will be individualized to meet students' needs.

Student Learning Outcome:

1. Demonstrate proficiency in applying patient care skills to simulated clinical setting.



## OFFICE MACHINES

**OFF MCH 002 ADDING AND CALCULATING MACHINES (1) CSU**

*Lab: 2 hour(s)*

*Advisory: Mathematics 105*

This course demonstrates the 10key touch method and explains the various computerized calculator function keys. The methods used help develop the proper skills needed to use computerized 10key calculators in the workplace. The review of basic math functions, with emphasis on practical business problems.

Student Learning Outcome:

1. Understand calculator functions. 2. Calculate complex functions used in business. Calculations will include interest, discounts, investments in stocks and bonds, and converting fractions to percentages. 3. Understand touch method addition, subtraction, decimal point key, percent, constant multiplication, division rounding, mixed operations, and decimals.



## PARALEGAL

**PALEGAL 003 CIVIL RIGHTS AND THE LAW (3) CSU**

*Lecture: 3 hour(s)*

This course will analyze United States Supreme Court decisions as they relate to civil rights in the context of their historical periods. Its ultimate purpose is to give the student an understanding of how the United States Supreme Court has had to respond to social movements within the United States, including but not limited to movements relating to racial equality, gender equality, religious expression, and sexual orientation, and how its interpretations of associated laws have impacted those movements as to their objectives, carriage, and reach.

Student Learning Outcome:

1. Student will be able analyze the sociopolitical impact of Court decisions upon specific societal groups as those groups perceive protections guaranteed them by the United States Constitution. 2. Student will be able to assess conflicts between U.S. Supreme court mandates and Congressional prescriptions.

**PALEGAL 004 LEGAL INTERNSHIP (3)**

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

*Prerequisite: Paralegal 10; Advisory: English 101*

Under the instructor's direction and according to guidelines, paralegal student will be assigned to a law related institution, a local court, district attorney's office, city attorney's office, private law firm or a law library to demonstrate their career technical education skills and abilities.

Student Learning Outcome:

1. Student will gain an intimate understanding of how a legal institution operates. 2. Student will experience firsthand the demands of a legal institution such as those of a law office. 3. Student will experience firsthand how to interact with office personnel and clients/customers of diverse interests and socio-ethnic backgrounds.

**PALEGAL 010 INTRODUCTION TO LAW AND LEGAL PROFESSION (3) CSU**

*Lecture: 3 hour(s)*

*Prerequisite: English 28*

This introductory course provides an introduction to legal terminology, research of legal problems, law and ethics, and the role of the paralegal as a legal assistant.

Student Learning Outcome:

1. Comprehend and use legal terminology. 2. Access and utilize traditional and electronically formatted resources related to legal research. 3. Draft documents outline and/or summarizing their research findings and conclusions based on those findings.

**PALEGAL 011 INTRODUCTION TO CIVIL LITIGATION (3) CSU**

*Lecture: 3 hour(s)*

*Prerequisite: Paralegal 10; Corequisite: 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.

**PALEGAL 012 TORT LAW (3)**

*Lecture: 3 hour(s)*

This course provides an overview of the fundamentals of Tort Law including intentional torts to the person and to property, negligence, and strict liability. Additionally students will study personal injury investigation, preparation of legal pleadings, preparation and analysis of discovery materials, and how to prepare for tort litigation.

Student Learning Outcome:

1. Comprehend when and under what circumstances another owes them a legal duty to prevent harm to their person and/or property. 2. Initiate and engage an appropriate course of lawful action toward realizing a commensurate remedy for the harm or harms suffered to themselves and/or their property.

**PALEGAL 013 WILLS, TRUSTS, AND PROBATE ADMINISTRATION (3)**

*Lecture: 3 hour(s)*

Study of the fundamental principles of the law of wills, trusts, and probate including an examination of the organization and jurisdiction of the California Probate Court and the administration of estates through that court.

Student Learning Outcome:

1. Student will be able to analyze the sociopolitical impact of the United States Supreme Court decisions.

**PALEGAL 014 LAW OFFICE MANAGEMENT AND PROCEDURES (3)***Lecture: 3 hour(s)*

Study of the basic objectives of the management of a law office including examining the hardware and software used in a law office, office manuals, and law office correspondence.

Student Learning Outcome:

1. Student will gain an intimate understanding of how a legal institution operates. 2. Student will experience firsthand the demands of a legal institution such as those of a law office. 3. Student will experience firsthand how to interact with office personnel and clients/customers of diverse interests and socio-ethnic backgrounds.

**PALEGAL 016 CIVIL AND CRIMINAL EVIDENCE (3)***Lecture: 3 hour(s)*

Students will examine the rules of court including deposition and interrogatory preparations and how each affects the admissibility of evidence in a civil or criminal proceeding.

Student Learning Outcome:

1. Students will utilize resource materials in determining application rules of law and rules of state and federal evidence.

**PALEGAL 017 LEGAL WRITING (3)***Lecture: 3 hour(s)*

Students will be introduced to traditional sources of law related information. Students will also be introduced to electronically formatted sources of law related information. Students will utilize both source types in researching legal issues and preparing documents related to their findings.

Student Learning Outcome:

1. Perform legal research utilizing traditional and electronically formatted resources. 2. Draft legal documents including memoranda, briefs, and opinion letters.

**PALEGAL 019 PROPERTY AND CREDITOR RIGHTS (3)***Lecture: 3 hour(s)*

Students will be introduced to the study of the different classifications of property interests including community property, tenancies, leases and other property interests. Students will also be introduced to the study of systems of recording those interests and how to search those databases. Students will examine secured transactions and bankruptcy laws.

Student Learning Outcome:

1. Demonstrate a comprehension of terminology associated with various classifications of property and property interests. 2. Properly assess and evaluate the legal ramifications and attendant rights related to the acquisition and distribution of property interests as an individual possessor or as copossessor of that interest. 3. Demonstrate a comprehension of and properly evaluate their rights as a creditor or debtor toward resolution of a debt issue.

**PALEGAL 020 PROBATE PROCEDURES (3)***Lecture: 3 hour(s)*

A comprehensive study of methods for fact gathering, office procedures, and required court work involved in the processing of probates for testate and intestate decedents.

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.

**PALEGAL 051 LEGAL RESEARCH (3)***Lecture: 3 hour(s)**Corequisite: Paralegal 10; Advisory: English 101*

Student will learn to acquire information from traditional and electronic resources. Student will perform research in law libraries and through computerbased catalogs. Student will be taught to access and utilize primary, secondary, and CALPR research resources to resolve legal

problems. Resources will include federal and state statutes, federal and state cases, federal and state regulations, digests, law reviews, treatises, citators, and other practice works.

Student Learning Outcome:

Student will be able to conduct legal research using primary and secondary authorities. Student will be able to utilize traditional and electronically formatted resources

**PERSONAL DEVELOPMENT****PERSDEV 002 INTERPERSONAL RELATIONSHIPS (1) CSU***Lecture: 1 hour(s)*

This course enhances interpersonal skills for building effective communication for personal and professional growth. It utilizes group dynamics by enhancing self-esteem through self-awareness, acceptance, ability to listen and workplace habits. An honest appraisal of individual strengths and weaknesses is made in an effort to help remove barriers to social and academic growth.

Student Learning Outcome:

1. Students will identify their personality preference and communication patterns based on the Myers Briggs Test Inventory (MBTI). 2. Students will identify social barriers (e.g. cultural, economic) to effective interpersonal relationship as well as strategies to overcome those barriers. 3. Students learn to achieve and maintain a balance in their work, school, and personal time.

**PERSDEV 004 CAREER PLANNING (1) CSU***Lecture: 1 hour(s)*

This is a career planning course designed to assist the student in selecting an appropriate career goal by introducing critical strategies, and information which is essential in selecting a career. The main areas covered in this course are self-assessment, problem solving, discovering your strengths and weaknesses, and understanding your personality style. Some tools which will be used to help identify the areas of concern are the Myers Briggs and the COPES. Students will also learn how to prepare a functional and chronological resume, as well as a standard cover letter.

Student Learning Outcome:

1. Student will be able to explain specific characteristics of at least one career they are interested in. 2. Student will be able to prepare a resume which is appropriate to their skills, education level, abilities, and work history. 3. Student will be able to identify the appropriate courses required for his or her career goal.

**PERSDEV 020 POSTSECONDARY EDUCATION: THE SCOPE OF CAREER PLANNING (3) UC:CSU***Lecture: 3 hour(s)*

This course introduces students to the role of higher education in society and to their role as students. Students explore personal attributes needed for college success, critical thinking and effective study strategies, relating to others in a diverse world, the career planning and decision making process, and transfer and educational planning. This course will also provide students with an overview of campus resources and policies.

Student Learning Outcome:

1. Students will explore and match college resources to their educational needs. 2. Students will define personal attributes needed for college success. 3. Students will examine requirements for Associate degree, certificate and transfer to four-year college/university. 4. Students will compare personality attributes with chosen career.

**PERSDEV 020E POST SECONDARY EDUCATION: THE SCOPE OF CAREER PLANNING (1) CSU***Lecture: 1 hour(s)*

College Success is a course designed to increase the opportunity for success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Topics in this course include information about college catalog, success, self-esteem, values and beliefs, study skills, communication skills, and healthy lifestyles.

Student Learning Outcome:

1. The students will be able to evaluate self in relation to qualities of a successful college student.

**PERSDEV 022 THE TRANSFER PROCESS (1) UC:CSU***Lecture: 1 hour(s)*

This course is an introduction to the transfer process. It is designed to enable students to become active participants in planning their longterm educational and career goals and will provide students with an understanding of the process and the requirements for transferring to a fouryear college or university. The course will consist of lecture, use of internet resources, guest speakers and student assignments.

Student Learning Outcome:

1. Student will be able to define transfer requirements to fouryear colleges/universities. 2. Students will be able to differentiate between UC, CSU, and private general education checklist. 3. Students will be able to differentiate between Associate degrees and certificates. 4. Students will compare and contrast a UC, a CSU, and a private school in terms of transfer requirements and campus profiles 5. Student will explore the Internet, visit campuses, and create an educational plan that will meet the requirements for transfer to the desired major and school/s.

**PHILOSOPHY****PHILO 001 INTRODUCTION TO PHILOSOPHY (3) UC:CSU***Lecture: 3 hour(s)*

This course introduces students to philosophy, covering the topics of ethics, logic and language, metaphysics, theory of knowledge, philosophy of religion, and political philosophy. Some of the questions examined include: 'What is the good life?' 'What is right and wrong, and how do we know?' 'What is knowledge and what are its sources? Is it possible that we know nothing at all?' 'Does God exist?' 'Could we ever know?' 'What is the mind?' 'What is justice?' 'What is the basic nature of reality?' An emphasis is placed on developing critical reasoning skills, and relating the topics to larger cultural issues and debates.

Student Learning Outcome:

The student will be able to describe the impact of philosophy on past and present society and to begin to critically examine their own ideas about truth, methods of thinking, and the nature of reality.

**PHILO 008 DEDUCTIVE LOGIC (3) UC:CSU***Lecture: 3 hour(s)*

This is an introductory course in logic. The student is introduced to the standards and techniques of correct thought with regular practice with short specimens of correct and incorrect reasoning taken from daily life. Consistency, thoroughness, and other aspects of rational thought are fostered.

Student Learning Outcome:

1. Identify parts of simple arguments (premises and conclusions). 2. Identify basic logical fallacies in short passages. 3. Test categorical syllogisms for validity. 4. Translate simple English sentences into categorical logic.

**PHYSICS****PHYSICS 001 MECHANICS OF SOLIDS (4) UC:CSU***Lecture: 3 hour(s) Lab: 3 hour(s)**Prerequisite: Physics 11 or Physics 12; Corequisite: Mathematics 265*

This course covers elements of classical mechanics, including motion in three dimensions, vectors, laws of motion, circular motion, energy and energy transfer, linear momentum, rigid body rotation, angular momentum, static equilibrium and elasticity.

Student Learning Outcome:

To deduce the value and its uncertainty of physical observables based on empirical values. To deduce the value of the density of a liquid based on measurements of the mass and the volume of the liquid. Use the experimental uncertainties in the measurements of the mass and the volume to determine the uncertainty in the deduced value of the density of the liquid. A level of performance of 60% is expected as a minimum.

**PHYSICS 002 MECHANICS OF FLUIDS, HEAT, AND SOUND (4) UC:CSU***Lecture: 3 hour(s) Lab: 3 hour(s)**Prerequisite: Physics 1; Corequisite: Mathematics 266*

This course covers elements of classical mechanics, thermodynamics, fluid dynamics, mechanical waves and geometrical optics, including universal gravitation, hydrostatics, hydrodynamics, oscillations, wave motion, sound, superposition of waves, temperature, first and second laws of thermodynamics, kinetic theory, entropy, nature of light and lenses. Differential and integral calculus are often needed.

Student Learning Outcome:

To deduce the mass of the Moon from data taken by the NASA Explorer satellite. Using the experimental uncertainties of the satellite orbit parameters and the orbital period, one should determine the uncertainty in the deduced value of the Moon mass.

**PHYSICS 003 ELECTRICITY AND MAGNETISM (4) UC:CSU***Lecture: 3 hour(s) Lab: 3 hour(s)**Prerequisite: Physics 1; Mathematics 266*

This course covers the elements of electricity and magnetism, including electric and magnetic fields and circuits and their application as well as inductance. Capacitance, Gauss's law, Ampere's law, Faraday's law, and resonance.

Student Learning Outcome:

1. Be able to demonstrate the understanding of theoretical and experimental concept of Coulomb's law, electrical and magnetic forces, electrical circuits and Ohm's law. 2. Be able to describe the Gauss's law, batteries, generators, motors and electrical circuits. 3. Be able to discuss the Faraday's law of Induction, properties of electromagnetic waves, and electromagnetic spectrum. 4. Be able to describe the Maxwell's equations of Electromagnetism and the principles of optics.

**PHYSICS 004 OPTICS AND MODERN PHYSICS (4) UC:CSU***Lecture: 3 hour(s) Lab: 3 hour(s)**Prerequisite: Mathematics 267*

This course covers the fundamentals of physical optics including radiation, spectra, wave mechanics, uncertainty principle, radioactivity and nuclear physics.

Student Learning Outcome:

1. Be able to describe Young's double-slit experiment using the Michelson Interferometer, and demonstrate the understanding of diffraction of light from narrow slits and diffraction gratings. 2. Be able to discuss the nature of light as an electromagnetic wave, and how it is expressed in Maxwell's equations. 3. Be able to discuss Einstein's Special Theory of Relativity, especially in terms of time dilation, length contraction and relativistic energy and momentum. 4. Be able to describe Quantum Physics, including the photoelectric and Compton effects, the dual nature of matter and Heisenberg's Uncertainty Principle, Schrodinger's wave equation and different particle scenarios. 5. Be able to discuss atomic spectra and Bohr's Model of the atom, the wave function of hydrogen, the Pauli Exclusion Principle and the Periodic Table. 6. Be able to describe the molecular bonds in solids, energy states and spectra of molecules, electrical conduction in metals, insulators and semiconductors. 7. Be able to discuss the nature of atomic nuclei, different forms of radioactivity, nuclear fission and fusion, and Elementary Particle Physics. For the lab course content: 1. Be able to use a red Helium/Neon laser shining through a double slit plate and analyze the separation of the bright fringes and calculate the average wavelength of the laser. 2. Be able to use the Michelson Interferometer and demonstrate that if the path distance changes, the fringe pattern changes also, and calculate the number of fringes that travel for a given change in path difference. 3. Be able to use known spectra of Helium and calibrate the spectrometer, and measure the wavelength of the incoming light and compare to the standard value. 4. Be able to use a prism spectrometer to calculate the group velocity of packets of waves based on the Quantum Mechanics theory. 5. Be able to use the Hall Effect apparatus and measure the Hall voltage of two different metal strips, and compare to their actual Hall voltage. 6. Be able to use the Frank Hertz apparatus and analyze the quantization of atomic energy levels, and measure/calculate the amount of energy absorbed by an electron in the mercury atom in the gas. 7. Be able to plot a graph of radioactivity and examine the half-life of radioactive decay.

**PHYSICS 006 GENERAL PHYSICS I (4) UC:CSU***Lecture: 3 hour(s) Lab: 3 hour(s)**Prerequisite: MATH 240*

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

Student Learning Outcome:

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.

**PHYSICS 007 GENERAL PHYSICS II (4) UC:CSU***Lecture: 3 hour(s) Lab: 3 hour(s)**Prerequisite: Physics 6*

This course provides a survey of physics at the precalculus level, with emphasis on electricity and magnetism, optics and modern physics. The laboratory consists of engineering applications and problem solving.

Student Learning Outcome:

1. At the completion of this course the student will know and understand the Laws of Physics and how to use the laws of Physics to do problem solving in the areas described in 2 below. 2. The student will have a basic understanding of Elasticity, Oscillations and Waves, Electricity, Magnetism,

Optics. Theory of Relativity and Modern Physics. 3. The student will be able to perform simple experiments that demonstrate the laws and principles of Physics.

**PHYSICS 011 INTRODUCTORY PHYSICS (4) UC:CSU***Lecture: 3 hour(s) Lab: 3 hour(s)**Corequisite: Mathematics 113 or Mathematics 115 or Chemical Technology 113 and Chemical Technology 111*

This is a survey course describing the major areas of physics: mechanics, heat, wave motion, electricity and magnetism, electromagnetic radiation and optics. Mathematical solution of simple problems are covered. This course is not open to students receiving credit for Physics 12.

Student Learning Outcome:

The student will be able to convert measurements into metric or US units.

**PHYSICS 012 PHYSICS FUNDAMENTALS (3) UC:CSU***Lecture: 3 hour(s)**Corequisite: Mathematics 113 or Mathematics 115 or Chemical Technology 113 and Chemical Technology 111*

This is a survey course describing the major areas of physics: mechanics, heat, wave motion, electricity and magnetism, electromagnetic radiation and optics. Mathematical solution of simple problems are covered. This course is not open to students receiving credit for Physics 11.

Student Learning Outcome:

The student will be able to convert measurements into metric or US units.

**PHYSICS 014 PHYSICS FUNDAMENTALS LABORATORY (1) UC:CSU***Lab: 3 hour(s)**Corequisite: Physics 12*

This course covers laboratory experiments in basic measurements, mechanical, thermal, sound, electrical and optical phenomena at an introductory level.

Student Learning Outcome:

The student will be able to convert measurements into metric or US units.

**PHYSICS 029A BASIC PHYSICS FOR TECHNICIANS (3)***Lecture: 3 hour(s)**Corequisite: Mathematics 114 or Mathematics 115 or Physics 11*

This course covers basic mechanical, fluid, thermal, electrical, magnetic, and optical topics at an introductory level.

Student Learning Outcome:

The student will be able to analyze a problem in the area of mechanics.

**PHYSICS 029B BASIC PHYSICS FOR TECHNICIANS (1)***Lab: 3 hour(s)**Corequisite: Mathematics 114 or Mathematics 115 or Physics 11*

This course covers basic mechanical, fluid, thermal, electrical, magnetic, and optical topics at an introductory level.

Student Learning Outcome:

The student will be able to analyze a problem in the area of mechanics.

## PHYSIOLOGY

### PHYSIOL 001 INTRODUCTION TO HUMAN PHYSIOLOGY (4) CSU

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

Prerequisite: ANATOMY 001 and CHEM 051 or CHEM 065 or CHEM 101

A detailed study of the function of major systems of the human body. Laboratory experiments will be based on physiological processes covered in lecture.

Student Learning Outcome:

Student will demonstrate technical skills to study physiology including use of computer simulations and ECG recording devices. Student will apply scientific method to lab experiments. Student will describe physiological processes and control mechanisms of the human body. Student will understand health applications and pathology for each body system.

## PLUMBING

### PLUMBNG 026 PLUMBING LAYOUT AND ESTIMATING I (3)

Lecture: 3 hour(s)

This course covers fundamentals of blueprint reading for residential plumbing with an introduction to piping layout and design and basic estimating procedures. An overview of piping and fitting nomenclature, measurements and related calculations, as well as techniques in sketching, along with orthographic, and isometric drawing creation are included.

Student Learning Outcome:

1. Student will be able to read a basic blueprint for plumbing symbols and requirements. 2. The student will take information from a set of plumbing plans.

### PLUMBNG 027 PLUMBING LAYOUT AND ESTIMATING II (3)

Lecture: 3 hour(s)

This course is a study of blueprints and specifications as related to plumbing layout and estimating. Knowledge and experience of students, including the application of codes and standards, are utilized in the creation of estimates. Principles of estimating, including materials, labor, overhead, and profit are reviewed. Layout procedures for one and two story residential, commercial and industrial units are examined as well as estimating procedures for each of these units. Pricing methods and bidding practices are included.

Student Learning Outcome:

1. Water Distribution Design and Material Take off: Student will create an isometric plumbing plan for the water distribution system from a set of blueprints and determine pipe and fittings required to perform job.

### PLUMBNG 028 PLUMBING CODE I (3)

Lecture: 3 hour(s)

Introduction is given in plumbing codes and ordinances that affect roughin work, in city and county areas. Installation of wastes, vents, cleanouts, traps, gas fittings, gas vents and water pipe requirements are reviewed.

Student Learning Outcome:

1. Apply plumbing trade calculations and measurements. 2. Calculate fixture unit values for DWV. 3. Design a basic residential drainage system

### PLUMBNG 029 PLUMBING CODE II (3)

Lecture: 3 hour(s)

Instruction is given in the uniform plumbing code that involves the current regulations of water and gas systems, fixture installation, water heaters, joints and connections, introduction to appendix 'A' and reference standards.

Student Learning Outcome:

1. Calculate building and available pressure. 2. Calculate fixture load values. 3. Apply plumbing trade math.

### PLUMBNG 031 BACKFLOW PREVENTION DEVICES (3)

Lecture: 1.5 hour(s) Lab: 4.5 hour(s)

This course is designed to prepare student for Backflow Prevention Assembly Tester Certification. Instruction is given in fundamentals of crossconnection control including State, County, County Health Department, and Municipal codes. Water Purveyor rules and regulations are also reviewed in this course. Emphasis is given to laboratory work in installing, operating, testing, troubleshooting, and maintaining Pressure, Spill Resistant Pressure, and Two Check Type Pressure, Vacuum Breakers as well as Double Check Valve, Double Check Valve Detector, Reduced Pressure Principle, and Reduced Pressure Principle Detector Backflow prevention Assemblies.

Student Learning Outcome:

The trainee will use hand tools to perform plumbing operations by using the differential pressure test gauge and the test tubes to fully test a Pressure Vacuum Breaker Assembly. Skill #1 The trainee will: test air inlet using test tube procedure Skill #2 The trainee will: test checking member using test tube procedure. Skill #3 The trainee will: test air inlet using differential test gauge procedure. Skill #4 The trainee will: test checking member using differential test gauge procedure.

### PLUMBNG 033 PLUMBING CODE III (3)

Lecture: 3 hour(s)

This course presents indepth coverage of plumbing standards, including acceptable installation practices and acceptable materials. All standards are based on the current IAPMO uniform plumbing code.

Student Learning Outcome:

1. Calculate load values for fuel gas systems. 2. Design a fuel gas system. 3. Identify basic materials and agencies. 4. Convert heat calculations of butts and com.

### PLUMBNG 111 INTRODUCTION TO PLUMBING (3)

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

This course surveys the history of the Plumbing Industry; Highlights occupational information, Evokes job ethics and instructs on career information; The course also covers occupational health and safety hazards, provides an overview of Plumbing systems, and introduces the tools of the trade.

Student Learning Outcome:

1. Student will use common power tools to perform basic plumbing operations by drilling holes through wood framing members using the Milwaukee Hole Hawg. 2. Skill #1 The student will measure and mark stud bay and calculate to locate center of drilled hole in stud bay. 3. Drill hole in center of bay and plumb using Hole Hawg and selffeedingbit safely without binding drill bit. 4. Mark second hole in simulated fireblock plumb and centered under first hole in top plat. 5. Drill second hole centered and plumb through top plate using auger bit safely without binding bit.

**PLUMBNG 112 FUNDAMENTALS OF PLUMBING (3)***Lecture: 3 hour(s)*

This course studies fundamentals of plumbing calculations and elementary drawings for beginners. Topics include pipe sizes and calculations, flow in pipe, friction design application. Instruction is given in the principles and design of water supply, fuel gas distribution, and D.W.V. (Drain, Waste and Vent).

Student Learning Outcome:

1. The student will be able to calculate grade and fall of drainage and building drain to sewer.

**PLUMBNG 113 BASIC PLUMBING PRINCIPLES AND PRACTICES (6)***Lecture: 3.5 hour(s) Lab: 7.5 hour(s)*

This course introduces fundamentals of plumbing principles and practices. Topics include installation, repair, and nomenclature of pipes, fittings, and fixtures. Instruction is given on elementary drawings, plan reading, general specifications, and trade calculations as related to construction documents.

Student Learning Outcome:

1. The student will be able to scale drawings using an architect's scale or a rule. 2. The student will take measurements off a scaled floor plan using the architect's scale. 3. The student will use an architect scale and a floor plan to: a) Measure how far apart, center to center, the stub outs are for the water closets in the Girl's Restroom. b) Measure and calculate number of feet of 2" type L copper tubing required for job plus/minus 20ft. c) Measure how far apart, center to center, the urinals are in the Boys Restroom. d) Measure distance from exterior of South Wall West side of building to center line of Plumbing Wall behind water closets on South Side of Girls Restroom.

**PLUMBNG 121 WORKING DRAWINGS AND LAYOUT I (3)***Lecture: 3 hour(s)*

This course offers instruction in basic blueprints, estimating and drafting related to the plumbing industry; proper methods and procedures of plan interpretation and application. This course also offers exposure to the plumbing code, manufacturer's data sheets, and plumbing specifications.

Student Learning Outcome:

Utilize basic drawing tools Create and design basic isometric plumbing systems according to the current UPC Identify and list load values and pipe sizes according to the current UPC

**PLUMBNG 122 PLUMBING MATHEMATICS AND PROCEDURES II (3)***Lecture: 3 hour(s)*

This course offers instructions in measuring, material purchases and return procedures, capacity loading, pressure calculations and gas conversions related to the plumbing industry, with emphasis on formulas calculations peculiar to the industry

Student Learning Outcome:

1. Apply plumbing trade calculations and measurements. 2. Calculate fixture load values and pipe sizes. 3. Calculate grade and fall.

**PLUMBNG 123 PLUMBING PRACTICES AND INSTALLATION (6)***Lecture: 1.5 hour(s) Lab: 13.5 hour(s)*

This course offers the study and practice of the proper methods and procedures used in installing plumbing fixtures and accessories. Installing, fabricating and testing fixtures applicable to residential and commercial plumbing are covered.

Student Learning Outcome:

1. It is expected that students will be able to properly design and size a functioning drainage system complete with venting and in compliance with the current uniform plumbing codes. 2. Recognize various plumbing systems: gas, water, and dwv. 3. Identify and calculate fixture unit values and capacities for fixtures and pipes. 4. Calculate aggregate cross sectional areas for vents, using inch square calculations. 5. Read, calculate, and apply footnotes, fixture unit values and load capacities for fixtures and pipes

using sizing charts from the upc. 6. Apply current and legal installation methods, procedures, and practices as adopted by the upc.

**PLUMBNG 131 WORKING DRAWING II (3)***Lecture: 3 hour(s)*

This course is a study of blueprints, plans, and drawings as related to the plumbing trade. Skills, including the interpretation of applicable code and standards. Basic principles of estimating, including materials and their quantities are reviewed.

Student Learning Outcome:

1. Students will be able to demonstrate knowledge of and proficiency in the study blueprints, plans and drawings including the interpretation of applicable plumbing codes and standards. 2. The student will locate and properly mark the centerline of water closet. 3. The student will locate and properly mark the centerline of the closet flange. 4. The student will locate and properly mark the height and distance for the center of the water closet for the water supply stub out.

**PLUMBNG 132 PLUMBING CALCULATIONS AND PROCEDURES II (3)***Lecture: 1 hour(s) Lab: 6 hour(s)*

Instruction is given in layout procedures involving applied calculations concerning the plumbing trades. Instruction is also given in layout and design criteria with hands on laboratory procedures.

Student Learning Outcome:

Students will be able to demonstrate knowledge and proficiency in using plumbing manuals to find area and volume for roof drainage: The student will be able to calculate square footage. The student will be able to calculate a percentage of sidewalls added to total roof area. The student will be able to calculate the roof drain size and piping by finding the proper table in the plumbing manual. The student will be able to find the formulas and tables to size the minimum scupper opening.

**PLUMBNG 133 INSTALLATION AND PLUMBING FIXTURES (6)***Lecture: 3.5 hour(s) Lab: 7.5 hour(s)*

This course covers fabrication, erection of piping, layout methods, process piping, blueprint installations and testing of plumbing fixtures and appliances.

Student Learning Outcome:

1. The Student will be able to use technical documents and manuals to calculate pipe sized in a gas system. 2. The student will be able to find developed lengths on branch lines and calculate pipe size. 3. The student will be able to use technical manuals to choose the correct size of water heater. 4. The student will be able to correctly read fittings from technical documents on a gas system.

**PLUMBNG 141 ADVANCE LAYOUT AND PROCEDURES (3)***Lecture: 3 hour(s)*

This course covers proper methods of layout and installation procedures, fabrication, and erection of piping in commercial buildings in compliance with local and national codes.

Student Learning Outcome:

1. Students will be able to apply information in Plumbing manual to determine adequate size DWV piping: Student will be able to find the correct table to find adequate pipe size

**PLUMBNG 142 SERVICING OF PLUMBING FIXTURES AND APPLIANCES (3)***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

This course covers proper methods of repairing plumbing fixtures and appliances, preparing for the repair job, and estimating the job.

Student Learning Outcome:

1. Finding Information in manufacturer's manuals to repair basic parts of a water closet.
  2. Student will correctly identify different parts in a water closet.
  3. Student will correctly find replacement parts in manufacture manual
- Student will correctly find and total price of replacement parts.

**PLUMBNG 143 PLUMBING CODE I (3)***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

This course covers building codes as they relate to plumbing, with emphasis on the effective use of applicable codes and hands-on laboratory projects.

Student Learning Outcome:

1. Students will be able to use Technical Plumbing Manual to calculate support systems for piping systems.
2. Students will be able to correctly calculate support of ABS DWV piping systems.
3. Students will be able to correctly calculate support for copper potable water piping.
4. Students will be able to correctly calculate support for PEX potable water piping.

**PLUMBNG 144 SPECIAL PURPOSES INSTALLATION (3)***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

This course covers fabrication and erection of piping for the proper installation of special appliances and fixtures and special methods used in the construction of these fixtures, as well as testing procedures.

Student Learning Outcome:

1. Students will be able to demonstrate knowledge and proficiency in finding and applying information from technical plumbing manuals.
2. The student will be able to identify wet vented sections.
3. The student will be able to determine correct fixture unit values.
4. The student will be able to determine proper pipe size.

**PLUMBNG 185 DIRECTED STUDY PLUMBING (1)***Lecture: 1 hour(s)*

This course allows students to pursue a directed study in plumbing technology on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in plumbing technology.

**PLUMBNG 185L DIRECTED STUDY, PLUMBING TECHNOLOGY (LAB) (1)***Lab: 3 hour(s)*

This course allows students to pursue a directed study in plumbing technology on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will design and construct a lab project based on a topic in plumbing technology.

**PLUMBNG 246 PRINCIPLES AND PRACTICES OF PLUMBING DESIGN (4)***Lecture: 2.5 hour(s) Lab: 4.5 hour(s)*

Students are trained on skills such as measuring with an architect's scale, construction drawings that include piping layout, fixture layout, disability requirements, orthographic drawings and basic isometric drawings

Student Learning Outcome:

1. Apply basic plumbing calculations Utilize basic drawing tools.
2. Name basic plumbing tools.

**PLUMBNG 285 DIRECTED STUDY PLUMBING (2)***Lecture: 2 hour(s)*

This course allows students to pursue a directed study in Plumbing technology on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in plumbing technology.

**PLUMBNG 285L DIRECTED STUDY, PLUMBING TECHNOLOGY (LAB) (2)***Lab: 6 hour(s)*

This course allows students to pursue a directed study in plumbing technology on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will design and construct a lab project based on a topic in plumbing technology.

**PLUMBNG 385 DIRECTED STUDY PLUMBING (3)***Lecture: 3 hour(s)*

This course allows students to pursue a directed study in plumbing technology on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in plumbing technology.

**PLUMBNG 385L DIRECTED STUDY, PLUMBING TECHNOLOGY (LAB) (3)***Lab: 9 hour(s)*

This course allows students to pursue a directed study in plumbing technology on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will design and construct a lab project based on a topic in plumbing technology.

**PLUMBNG 941 COOPERATIVE EDUCATION PLUMBING (4)***Lecture: 4 hour(s)*

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

Student Learning Outcome:

The student will develop at least three learning objectives to be accomplished on the job. The objectives will be related to the educational/occupational goals of the student.

## POLITICAL SCIENCE

### POL SCI 001 THE GOVERNMENT OF THE UNITED STATES (3) UC:CSU

Lecture: 3 hour(s)

Advisory: English 28

Political Science 1 is an introductory course in the principles, institutions and policy processes of the American Political System and an examination of major tenets in Federalism, Representative Government and the scope of the Executive, Legislative and Judicial powers. It offers an overview of local, state and national governance.

Student Learning Outcome:

Students will be able to evaluate current political situations and develop defensible positions on the events.

### POL SCI 002 MODERN WORLD GOVERNMENTS (3) UC:CSU

Lecture: 3 hour(s)

Advisory: English 28

This course will explore a selected variety of major nationstates to develop a comparative overview of political philosophies, constitutions, political processes, systems and institutions. Emphasis is placed on geographic, cultural, historic, economic, and demographic factors that contribute to differences in the development and establishment of nationstates.

Student Learning Outcome:

To increase knowledge of diverse political systems around the world, including empirical areabased knowledge; broader theoretical understanding of different political systems, institutions and processes; and the changing domestic and global contexts within which they operate.

### POL SCI 007 CONTEMPORARY WORLD AFFAIRS (3) UC:CSU

Lecture: 3 hour(s)

Advisory: English 28

This course will focus on the relationships of nations in modern times emphasizing the nationstate system, diplomacy, international law, and international organizations. Students will explore the causes, consequences, and methods of resolving international conflicts, and the impact of internal economic, political, and military factors on foreign policy.

Student Learning Outcome:

Students will demonstrate an ability to analyze relations between nations, international government and nongovernmental organizations, and global actors, organize ideas and synthesize the critical overall objectives of the assignment or presentation.

of competencies is granted to students who successfully complete this course. This course meets or exceeds the equivalent industry recognized 600 hour programs. Special Note: Students during the course of instruction will be required to lift up to 60 lbs. with repetition and will be required to climb and perform installation and maintenance operations at the top of 30 foot power poles. Physical or psychological impairments that might limit your abilities to succeed should be considered.

Student Learning Outcome:

Students will complete pole climbing certificate including successful completion of three climbs: Climb 1 " Free climb, circle, adjust belt Climb 2 " Combination free climb and belted climb over obstructions Climb 3 " 55 foot pole climb with maximum reach left and right

### ELECL 601A POWERLINE MECHANIC TRAINEE (600 HOURS) PART A (6)

Lecture: 6 hour(s)

Prerequisite: Electrical Construction and Maintenance 1 or Electrical Construction and Maintenance 173 or Electrical Construction and Maintenance 119

The goal of this course is to produce qualified candidates for various Powerline Mechanic training programs. Development of basic preapprentice skills needed to be successful will be emphasized. These skills include: overall safety considerations, power pole and tower climbing skills, knowledge of the basic tools and materials involved with the electrical line crafts, general construction standards, basic rigging principles, and basic electrical theory that is specific to this trade. A power poleclimbing certificate of competencies is granted to students who successfully complete this course. This course meets or exceeds the equivalent industry recognized 600 hour programs. Special Note: Students during the course of instruction will be required to lift up to 60 lbs. with repetition and will be required to climb and perform installation and maintenance operations at the top of 30 foot power poles. Physical or psychological impairments that might limit your abilities to succeed should be considered. Part A is the lecture module of the standard 601 class, allows for offering the program over an extended period.

Student Learning Outcome:

1. Solving Series Circuits using Ohm's Law and the Power Equation. 2. Solving Parallel Circuits using Ohm's Law and the Power Equation. 3. Solving Combination Circuits using Ohm's Law and the Power Equation.

### ELECL 601B POWERLINE MECHANIC TRAINEE (600 HOURS) PART B (3)

Lab: 9 hour(s)

Prerequisite: Electrical Construction and Maintenance 116 or Building Construction Techniques 4

The goal of this course is to produce qualified candidates for various Powerline Mechanic training programs. Development of basic preapprentice skills needed to be successful will be emphasized. These skills include: overall safety considerations, power pole and tower climbing skills, knowledge of the basic tools and materials involved with the electrical line crafts, general construction standards, basic rigging principles, and basic electrical theory that is specific to this trade. A power poleclimbing certificate of competencies is granted to students who successfully complete this course. This course meets or exceeds the equivalent industry recognized 600 hour programs. Special Note: Students during the course of instruction will be required to lift up to 60 lbs. with repetition and will be required to climb and perform installation and maintenance operations at the top of 30 foot power poles. Physical or psychological impairments that might limit your abilities to succeed should be considered. Part B is first of 3 laboratory modules of the standard 601 class, allows for offering the program over an extended period.

Student Learning Outcome:

Students will complete first 1/3 of pole climbing certificate including successful completion of one climb: Climb 1 " Free climb, circle, adjust belt

## POWERLINE MECH TRNE

### ELECL 601 POWERLINE MECHANIC TRAINEE (600 HOURS) (15)

Lecture: 6 hour(s) Lab: 27 hour(s)

Prerequisite: Electrical Construction and Maintenance 119 or Electrical Construction and Maintenance 173 or Electrical Construction and Maintenance 1 and Building Construction Techniques 4 or Electrical Construction and Maintenance 116

The goal of this course is to produce qualified candidates for various Powerline Mechanic training programs. Development of basic preapprentice skills needed to be successful will be emphasized. These skills include: overall safety considerations, power pole and tower climbing skills, knowledge of the basic tools and materials involved with the electrical line crafts, general construction standards, basic rigging principles, and basic electrical theory that is specific to this trade. A power poleclimbing certificate

**ELECL 601C POWERLINE MECHANIC TRAINEE (600 HOURS)  
PART C (3)***Lab: 9 hour(s)**Prerequisite: Electrical Construction and Maintenance 116 or Building Construction Techniques 4*

The goal of this course is to produce qualified candidates for various Powerline Mechanic training programs. Development of basic preapprentice skills needed to be successful will be emphasized. These skills include: overall safety considerations, power pole and tower climbing skills, knowledge of the basic tools and materials involved with the electrical line crafts, general construction standards, basic rigging principles, and basic electrical theory that is specific to this trade. A power poleclimbing certificate of competencies is granted to students who successfully complete this course. This course meets or exceeds the equivalent industry recognized 600 hour programs. Special Note: Students during the course of instruction will be required to lift up to 60 lbs. with repetition and will be required to climb and perform installation and maintenance operations at the top of 30 foot power poles. Physical or psychological impairments that might limit your abilities to succeed should be considered. Part C is the second of 3 laboratory modules of the standard 601 class, allows for offering the program over an extended period.

Student Learning Outcome:

Students will complete second 1/3 of pole climbing certificate including successful completion of one climb: Climb 1 " Combination free climb and belted climb over obstructions

**ELECL 601D POWERLINE MECHANIC TRAINEE (600 HOURS)  
PART D (3)***Lab: 9 hour(s)**Prerequisite: Electrical Construction and Maintenance 116 or Building Construction Techniques 4*

The goal of this course is to produce qualified candidates for various Powerline Mechanic training programs. Development of basic preapprentice skills needed to be successful will be emphasized. These skills include: overall safety considerations, power pole and tower climbing skills, knowledge of the basic tools and materials involved with the electrical line crafts, general construction standards, basic rigging principles, and basic electrical theory that is specific to this trade. A power poleclimbing certificate of competencies is granted to students who successfully complete this course. This course meets or exceeds the equivalent industry recognized 600 hour programs. Special Note: Students during the course of instruction will be required to lift up to 60 lbs. with repetition and will be required to climb and perform installation and maintenance operations at the top of 30 foot power poles. Physical or psychological impairments that might limit your abilities to succeed should be considered. Part D is the third of 3 laboratory modules of the standard 601 class, allows for offering the program over an extended period.

Student Learning Outcome:

Students will complete third 1/3 of pole climbing certificate including successful completion of one climb: Climb 1 " 55 foot pole climb with maximum reach left and right

Student Learning Outcome:

1. Define key terms used in process technology. 2. Explain the basic principles of safety, health, and environment in the process industry. 3. Describe the basic hand tools, equipment and instruments used in industry. 4. Describe various systems operated in industry. 5. Describe the fundamental principles of chemistry and physics.

**PRPLTEK 102 PROCESS MEASUREMENT AND CONTROL  
FUNDAMENTALS (3)***Lecture: 3 hour(s)*

The purpose of this course is to provide an introduction to the fundamentals of process variables and a variety of instruments used to sense, measure, transmit, and control process plant operations within chemical manufacturing, oil refineries and wastewater treatment industries.

Student Learning Outcome:

1. Define terms associated with industrial instrumentation. 2. Describe the major process variables controlled in the Process Industry. 3. Explain the relationship between common process variables. 4. Describe the components of control loops. 5. Explain the function of process control loops. 6. Define and describe the symbols used in Process and Instrumentation Diagrams and Process Flow diagrams.

**PRPLTEK 103 PROCESS PLANT EQUIPMENT (3)***Lecture: 2 hour(s) Lab: 3 hour(s)*

This course introduces the student to the generic equipment used in the process plant industry. Students will learn the fundamental principles of operation, construction, and application of piping, pipe fitting, steam traps, valves, pumps compressors, steam turbines, electric motors, furnaces, heat exchangers, cooling towers, storage tanks, distillation towers reactors and process instrumentation.

Student Learning Outcome:

1. Define terms associated with process equipment. 2. Explain the function of process equipment. 3. Describe the internal components of the equipment. 4. Explain the operating principles of the equipment. 5. Explain the operator's role in safe operation of equipment. 6. Explain the operator's role in troubleshooting equipment malfunction. Describe the general maintenance procedures that operators are expected to perform.

**PRPLTEK 104 INTRODUCTION TO PROCESS PLANT SAFETY (3)***Lecture: 3 hour(s)*

This course provides an introduction to the field of environmental, safety, and health within the chemical laboratory and process industry. Students will be introduced to various types of laboratory and plant safety techniques and hazards. In addition an overview of safety and environmental systems and equipment, and state and federal regulations under which laboratory testing, plant processes, bio and chemical manufacturing are governed.

Student Learning Outcome:

1. ID four main types of hazards. 2. ID types of environmental hazards. 3. Discuss the parts and purpose of a MSDS. 4. Discuss equipment and energy hazards. 5. Recognize physical and chemical hazards in the chemical/process industry. 6. Name hazards associated with pressure/temperature/heat/ventilation/height. 7. ID GLP.

**PRPLTEK 200 PETROLEUM REFINING FUNDAMENTALS (3)***Lecture: 3 hour(s)*

The purpose of this course is to provide an introduction to the unique combinations of equipment and systems used to separate materials in chemical manufacturing, oil refineries, wastewater treatment, pharmaceutical industries, biomanufacturing and others. The study will include process systems such as, reactions, water treatment, distillation, absorbing/stripping, evaporation, extraction and fundamental organic chemistry principles involved in process systems.

Student Learning Outcome:

1. Define terms associated with process systems. 2. Explain the function of process systems. 3. Describe the components and equipment in process systems. 4. Explain the operating principals of the process systems. 5.

**PROCESS PLANT  
TECHNOLOGY****PRPLTEK 100 INTRODUCTION TO INDUSTRIAL PROCESS (3)***Lecture: 3 hour(s)*

The purpose of this course is to provide an overview or introduction into the field of Process Operations within the Chemical Process Industries, such as the oil refinery and wastewater industries. Students will be introduced to the roles and responsibilities of Process Technicians, the environment in which they work, and the equipment and systems in which they operate.

Explain the operator's role in safe operation of process systems. 6. Explain the operator's role in troubleshooting process system malfunction. 7. Identify the different equipment systems used to make up a distillation system. 8. Explain how the methods of heat transfer apply to the distillation process.

### PRPLTEK 202 INTRODUCTION TO PROCESS PLANT TROUBLESHOOTING (3)

*Lecture: 3 hour(s)*

This course introduces students to the troubleshooting processes involved in the investigation, identification and eliminating of the type of faults which are common to process plant operations.

#### Student Learning Outcome:

1. Recognize the difference between trial and error and systematic troubleshooting methodologies. 2. Differentiate the categories of potential causes: probable, plausible and possible. 3. Describe the phases and steps that constitute an effective troubleshooting methodology. 4. Successfully apply the phases of the troubleshooting process to a variety of operational problems. 5. Recognize the adverse impact that human, organization and system behavior have on effective troubleshooting.

### PRPLTEK 204 PTECH INSTRUMENTATION COMPUTER APPLICATIONS (2)

*Lecture: 2 hour(s)*

This advanced course introduces students to the computerized software used to manipulate process operations in chemical industries including petrochemical, wastewater, pharmaceutical and numerous other operations.

#### Student Learning Outcome:

1. Define terms associated with industrial instrumentation. 2. Describe the major process variables controlled in the process industry. 3. Explain the relationship between common process variables. 4. Describe the components of control loops. 5. Explain the function of process control loops. 6. Define and describe the symbols used in process and instrumentation diagrams and process flow diagrams. 7. Define terms associated with process control. 8. Demonstrate the following Console Operator duties: change controller mode change setpoint change valve output access process history.

### PRPLTEK 206 PTECADVANCED INSTRUMENTATION II (3)

*Lecture: 3 hour(s)*

This course provides students with exposure to advanced process operation variables and a variety of instruments used to sense, measure, transmit, and control plant operations within the chemical manufacturing, biopharma/ manufacturing, oil refinery, wastewater treatment and other chemical industries.

#### Student Learning Outcome:

1. Define terms associated with process control and controllers. 2. Describe the relationship between measuring instruments and their role in control loops. 3. Explain the purpose and operation transmitters and transducers. 4. Describe / Demonstrate the operation of local, remote, split range, cascade and ratio controllers & Describe / Demonstrate how to switch between control modes. 5. Given a process control schematic, explain how the control loop functions. 6. Identify the components of a control valve. 7. Describe how the components of a control valve interact. 8. Explain fail Safe positions for various types of control schemes. 9. Describe and explain the operation of regulators. 10. Describe common switches and their function. 11. Explain how relays are used in process industries. 12. Describe methods for maintaining integrity and reliability of signal transmission. 13. Perform scaling calculations. 14. Identify and describe the various control schemes used in process industries. 15. Describe / Demonstrate bumpless transition between control modes.

### PRPLTEK 210 APPLIED INSTRUMENTATION ANALYSIS I (4)

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

This class offers students hands on experience with the analytical instruments used in typical laboratories such as gas chromatography and chemical titrating equipment. Students will learn to apply various methods of sampling and analyzing to determine the composition of typical liquids, solids, and gases used by the chemical industry.

#### Student Learning Outcome:

1. Describe the types of petrochemical and refining industry drawings that contain instrumentation. 2. Explain the importance of process knowledge in troubleshooting. 3. Describe the differences between analog and digital control. 4. Explain and define the terms associated with PLCs. 5. Define terms associated with advanced control schemes. 6. Define terms associated with instrumentation power supply. 7. Explain advantages of a DCS system. 8. Define terms associated with ESD. 9. Recall the methods used for determining if a sensing device functions properly.

## PSYCHOLOGY

### PSYCH 001 GENERAL PSYCHOLOGY I (3) UC:CSU

*Lecture: 3 hour(s)*

*Advisory: English 28*

This is an introductory course in psychology as the scientific study of behavior and mental processes. Topics treated include history and systems of psychology, biological bases of behavior, sensation and perception, states of consciousness, learning, memory, cognition, personality, human development, motivation and emotion, health and stress, psychological disorders, and therapies.

#### Student Learning Outcome:

Students will learn and demonstrate their knowledge of the basic psychological principles of neuroscience, consciousness, lifespan, learning, memory, sensation, motivation, health/stress, personality theory, intelligence, disorders, and therapies. Specifically: Students will demonstrate their knowledge in the area of learning, including classical conditioning and operant conditioning.

### PSYCH 002 BIOLOGICAL PSYCHOLOGY (3) UC:CSU

*Lecture: 3 hour(s)*

*Prerequisite: Psychology 1; Advisory: English 28*

The course is about the biological bases of human behavior and as such it deals with the scientific understanding of the relationship between the brain and behavior. The course focuses on how biological mechanisms and brain processes may help to explain behavior. Topics covered include the following: issues in biopsychology, nerve cells and nerve impulses, synapses, the nervous system, brain plasticity, sleep, internal regulation, reproductive behaviors, emotional behaviors, learning and memory, language, and psychological disorders.

#### Student Learning Outcome:

1. describe, explain, and evaluate the differences between psychological and biological bases of behavior. 2. describe, explain, and evaluate the biological explanations of behavior. 3. describe, explain, and evaluate the structure and function of the neuron. 4. describe, explain, and evaluate the methods and approaches utilized in obtaining information about the brain.

### PSYCH 014 ABNORMAL PSYCHOLOGY (3) CSU

*Lecture: 3 hour(s)*

*Prerequisite: Psychology 1; Advisory: English 28*

This course examines the definition, possible causes, signs and symptoms and treatment of psychological disorders. Topics such as anxiety, mood disorders, schizophrenia, substance-related disorders, and personality disorders are emphasized. Additional topics will include cognitive disorders, disorders of childhood and adolescence, as well as sexual dysfunctions and substance-related disorders.

#### Student Learning Outcome:

Student presents a strong, detailed statement regarding the reasons that a particular behavior would meet DSM criteria for a disorder and student lists all four perspective viewpoints regarding the possible cause of the behavior. Student develops a detailed treatment plan including prospective timelength of intervention, follow up assessment procedures and a maintenance plan for increasing effective living skills.

**PSYCH 032 PSYCHOLOGY OF WOMEN (3) UC:CSU**

*Lecture: 3 hour(s)*  
*Advisory: English 28*

This course explores the biological and cultural determinants of women's personality development. Explores cultural stereotypes, sex role development, female sexuality, and women's health issues in terms of the implications for personal and social change.

Student Learning Outcome:

Students will demonstrate their knowledge of the biological and cultural determinants of women's personality development, including cultural stereotypes, sex role development, female sexuality, and women's health issues in terms of the implications for personal and social change. Specifically: Students will be able to describe the cycle of abuse and domestic violence.

**PSYCH 041 LIFESPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE (3) UC:CSU**

*Lecture: 3 hour(s)*  
*Prerequisite: Psychology 1; Advisory: English 28*

This course examines the interaction of physical, psychological, and social factors and their impact on human development and behavior from conception to death.

Student Learning Outcome:

Students will be able to compare and contrast the developmental principles and theories and lifespan development. Specifically: Students will learn and demonstrate their knowledge in the theories of lifespan development, and theorists such as Piaget, Vygotsky, and Erikson.

**PSYCH 069 PSYCHOLOGY IN FILM (3) CSU**

*Lecture: 3 hour(s)*  
*Advisory: English 28 and Psychology 1*

This course will survey a variety of films that portray specific human behaviors, characteristics, and disorders as discussed in General Psychology I. A lecture/discussion will accompany each film that provides a more in depth analysis of the relevant topic than is covered in General Psychology I. Topics covered will be drawn from research methods, biological psychology, sensation & perception, states of consciousness, learning, memory, intelligence, motivation, human development, personality, emotions & stress, human sexuality & gender, social psychology, abnormal psychology, and clinical psychology.

Student Learning Outcome:

Students will demonstrate critical observational skills through a rubric designed to evaluate students' ability to deconstruct and analyze films for accuracy in their depictions of the associated psychological topics discussed. Specifically: Students will analyze the portrayal of classical conditioning in film.

**PUB REL 002 PUBLIC RELATIONS TECHNIQUES (3) CSU**

*Lecture: 3 hour(s)*  
*Advisory: Public Relations 1*

This course is a comprehensive study of various public relations techniques utilized in campaigns by businesses, educational institutions, public agencies, and other organizations. Case histories are used to stimulate student initiative in problem solving. The social impact of the various communications media and their role in public relations will also be stressed. The accompanying practicum gives students the opportunity to work with an oncampus or nonprofit organization to create and implement a public relations plan.

Student Learning Outcome:

Students will be able to understand the broad aspects of relationships with the public as they apply to business, education, public agencies, and other organizations. Demonstrate a clear understanding of the basic fourstep process of public relations, and its role in forming public opinion, as well as comprehend the history and ethics of public relations.

**PUB REL 003 WRITING FOR PUBLIC RELATIONS (3)**

*Lecture: 3 hour(s)*  
*Advisory: Public Relations 1 and English 101*

This course will provide students with the persuasive powers of the written and spoken words that are explored and utilized in creating viable communicative messages, such as, news releases, feature stories, interviews, public service announcements, speeches, and institutional advertising.

Student Learning Outcome:

Students will be able to demonstrate excellent oral and written communication skills using print, broadcast, digital and social media.



## REAL ESTATE

**REAL ES 001 REAL ESTATE PRINCIPLES (3) CSU**

*Lecture: 3 hour(s)*

This course covers the nature of real property, types of estates and tenancy, real estate and contract law, types of agency, title and title insurance, trust deeds/mortgages, liens/encumbrances, taxes, zoning, community property, financing and real estate math concepts. This course is one of three required courses as preparation for the examination given by the State of California for real estate brokers and salespersons.

Student Learning Outcome:

Student will describe and analyze the real estate industry with regards to residential sales in California. Students will understand the nature of encumbrances, liens, easements and encroachments.



## PUBLIC RELATIONS

**PUB REL 001 PRINCIPLES OF PUBLIC RELATIONS (3)**

*Lecture: 3 hour(s)*

This course provides students an understanding of the broad aspects of relationships with the public as they apply to business, education, public agencies, and other organizations. It includes methods of either promoting favorable relations with various segments of the public or coping with situations involving adverse public opinion.

Student Learning Outcome:

1. Apply public relations communication theory in order to create essential public relations tools including news releases and a strategic public relations plan for a client. 2. Formulate a publicity campaign using effective communication strategies.

**REAL ES 003 REAL ESTATE PRACTICES (3) CSU**

*Lecture: 3 hour(s)*

This course covers office procedures and practices in listings, advertising, prospecting, financing, exchanges, property management, salesmanship, land utilization and public relations. This course also provides students necessary information and materials a real estate agent utilizes in the daytoday operations of a real estate business.

Student Learning Outcome:

Students will be able complete basic contracts used in residential real estate transactions. Student will learn the basics in conducting effective sales of lease transactions with clients. Students will construct a rent roll for commercial properties.

**REAL ES 005 LEGAL ASPECTS OF REAL ESTATE I (3) CSU***Lecture: 3 hour(s)*

This course covers the principles of property ownership and management with special emphasis on the law as it applies to community property, conveyances, deeds, trust deeds, leases, brokerage activities, liens, homesteads, wills, estates and taxes. Attention is also given to logical reasoning and the application of rules of law to everyday affairs in business.

Student Learning Outcome:

Students will understand the options for vesting and holding title in a real estate transaction. Students will understand the elements of contract formation. Students will be able to differentiate between single and dual agency.

**REAL ES 007 REAL ESTATE FINANCE I (3) CSU***Lecture: 3 hour(s)*

This course provides and explains the real estate lending process in detail from the initial loan application to the closing of the transaction. It provides a practical, stepbystep guide to the most popular real estate financing programs available in the country today. Subjects include: the loan application process, loan underwriting standards, conventional, FHA, and VA loans, seller financing, fair lending practices, and predatory lending.

Student Learning Outcome:

Student will identify different types of mortgages available in the market and explain their characteristics. Student will understand how to calculate fixedrate mortgages (FRM) and adjustablerate mortgages (ARM) as monthly payments. Student will identify the major players in the United States secondary mortgage market and explain how the market is functioning.

**REAL ES 009 REAL ESTATE APPRAISAL I (3) CSU***Lecture: 3 hour(s)*

The principles and methods for the estimation of value and price of land and improvements, factors affecting income and values of real estate, and trends in real property values are covered in this course. The role of the appraiser in determining the highest and best use for a particular site is presented. The importance of appraisal to the lender, insurer, seller, and potential buyer are discussed as are appraisal of partial real estate interests.

Student Learning Outcome:

1. Student will be able to identify various methods of appraising real property.

**REAL ES 014 PROPERTY MANAGEMENT (3)***Lecture: 3 hour(s)*

This course will give students an indepth view of practical issues facing practitioners, such as maintenance, accounting, administrative, and legal activities, and has updatate content on federal regulations, such as civil rights, fair housing, ADA issues, and environmental concerns.

Student Learning Outcome:

Students completing this course will understand the legal relationship between a landlord and a tenant. Students completing this course will know what a trust fund is and the importance of maintaining records on trust fund receipts.

values, purchase orders, submittals, transmittals, reading of air balance reports, warranty letters and close out packages.

Student Learning Outcome:

1. The student will be able to use the Uniform Mechanical Code to locate standards in regards to the design, construction, installation, quality of materials, location, operation, and maintenance of heating, ventilating, cooling and refrigeration equipment.

**REF A/C 101 AIR CONDITIONING AND REFRIGERATION PRINCIPLES AND PRACTICESFIRST SEMESTER (9)***Lecture: 3 hour(s) Lab: 18 hour(s)*

This course covers Refrigeration and Air Conditioning Theory, Fundamentals, and practices for entry level students. Topics discussed include refrigeration and air conditioning system components, maintenance procedures, service procedures, and Thermodynamics.

Student Learning Outcome:

1. Students properly identify the 4 major components of a refrigeration system. 2. Students will use technical manuals to select appropriate compression system components. 3. Students will identify the operating characteristics of the (5) major compressor types. 4. Students will identify appropriate maintenance procedures for air and water cooled condensers.

**REF A/C 105 SOLAR WATER & POOL HEATING SYSTEM PRINCIPLES (3)***Lecture: 3 hour(s)*

This is an introductory lecture course on Solar Thermal. The need for renewable energies, along with planning and installing solar thermal systems will be covered. The solar heating of swimming pools, domestic hot water, and building air will be emphasized.

Student Learning Outcome:

1. List the reasons for Solar and Green Technologies. 2. List the Components of a Solar Thermal System. 3. Recite the sequence of operation of a solar thermal system.

**REF A/C 110 SOLAR WATER & POOL HEATING SYSTEM PRACTICES (2)***Lab: 6 hour(s)*

This course is designed for students interested in a career in the solar thermal industry. The fundamental practices and functions of the solar thermal industry will be introduced. This course covers the skills and practices for planning, installation, and maintenance of all the necessary components for a solar thermal water system.

Student Learning Outcome:

1. Discuss the history of solar thermal as a renewable energy and its development. 2. List the regions of the globe where solar thermal as a renewable option is most or least viable. 3. List the components needed for various solar thermal renewable energy sources and systems.

**REF A/C 111 FUNDAMENTALS OF REFRIGERATION (3)***Lecture: 3 hour(s)*

This course covers the basic principles of heating, ventilating, air conditioning, and refrigeration, including an indepth study of the refrigeration cycle. A brief history of refrigeration, basic orientation to the HVACR industry, and career opportunities are also discussed.

Student Learning Outcome:

1. Students properly identify the 4 major components of a refrigeration system. 2. Students will use technical manuals to select appropriate compression system components.

**REF A/C 100 AIR CONDITIONING PROJECT MANAGEMENT (3)***Lecture: 3 hour(s)*

This course provides HVAC Industry Project Manager instruction. Topics covered will include blueprint reading, Microsoft spreadsheets, Microsoft Word documents, Microsoft Project, design build criteria, estimating, change orders, request for information, GANTT Charts, scheduling, schedule of

# REFRIGERATION&AIR CONDITIONING MECHANICS

**REF A/C 113 REFRIGERATION COMPONENT CONSTRUCTION (3)***Lab: 9 hour(s)*

This course provides an indepth study of the function of the four major components that make up a refrigeration system: compressor, condenser, evaporator and metering device.

Student Learning Outcome:

1. Students will describe the operating characteristics of the (5) major compressor types.

Student Learning Outcome:

1. The student will be able to use test equipment in order to diagnose a refrigeration and air conditioning system. 2. The student will use refrigerant gages and thermometers to calculate superheat subcooling, and air temperature readings, and interpret their meaning. 3. The student will use volt, ohm, and amperage readings to check the function of individual refrigeration system components.

**REF A/C 114 REFRIGERATION MAINTENANCE PROCEDURES (3)***Lab: 9 hour(s)*

This course covers general equipment maintenance procedures including filter replacement, lubrication, coil cleaning, safety inspections, control adjustments, and record keeping.

Student Learning Outcome:

Students will identify appropriate maintenance procedures for air and water cooled condensers.

**REF A/C 134 SERVICE FOR COMMERCIAL REFRIGERATION (3)***Lab: 9 hour(s)*

*Prerequisite:* Refrigeration and A/C Mechanics 123; Refrigeration and A/C Mechanics 124; Refrigeration and A/C Mechanics 125;  
*Corequisite:* Refrigeration and Air Conditioning Mechanics 133; and Refrigeration and Air Conditioning Mechanics 135

This course focuses on troubleshooting procedures in diagnosing and repairing malfunctions in domestic and commercial refrigeration systems. The lab work emphasizes the analyzing and repairing of mechanical and electrical components, with the proper use of tools and test equipment.

Student Learning Outcome:

1. The student will gain mastery of Refrigeration and Air Conditioning Tools. 2. The student will use a torch safely. 3. The student will take amperage, voltage, and ohm readings. 4. The student will evacuate a system with a vacuum pump. 5. The student will utilize a gage manifold safely.

**REF A/C 123 PIPE AND TUBE JOINING PROCESSES (1)***Lab: 3 hour(s)*

This course assesses assembly of components into operating systems using techniques employed by the industry.

Student Learning Outcome:

1. After students construct a copper form, called a "monster".

**REF A/C 135 AIR CONDITIONING AND REFRIGERATION (3)***Lecture: 3 hour(s)*

*Prerequisite:* Refrigeration and A/C Mechanics 123; Refrigeration and A/C Mechanics 124; Refrigeration and A/C Mechanics 125;  
*Corequisite:* Refrigeration and Air Conditioning Mechanics 133; and Refrigeration and Air Conditioning Mechanics 134

This course focuses on refrigeration principles including theory of heat, automatic controls, electric motors, and commercial refrigeration. This course gives an in depth look at the refrigeration cycle and refrigeration components. This course discusses thermodynamics, including the pressure temperature chart, latent heat, and system efficiency.

Student Learning Outcome:

The student will evaluate various air conditioning and refrigeration symptoms. The student will evaluate how different heat load conditions affect a refrigeration system. The student will utilize superheat and subcooling readings to determine system performance.

**REF A/C 124 REFRIGERATION ELECTRICAL CIRCUITS AND CONTROLS (5)***Lab: 9 hour(s)*

This course covers the application of electrical principles and practices, including safety and PPE, utilized in the performance of the duties required of a HVACR Technician.

Student Learning Outcome:

The Student Learning Outcome consists of reading an electrical schematic that simulates the TV show "Jeopardy" and constructing a project board that functions properly.

**REF A/C 125 REFRIGERATION SYSTEM COMPONENTS (3)***Lecture: 3 hour(s)*

Instruction is given in basic electricity and electrical components as they relate to the HVAC&R industry. The use of electrical schematic diagrams is stressed throughout the semester.

Student Learning Outcome:

1. List the types of copper tubing and appropriate applications, along with connection and leak detection techniques. 2. List refrigeration and A/C electrical systems, furnace ignition systems, and other related controls. 3. List the types of electric motors used in the HVAC&R industry and their applications.

**REF A/C 141 APPLIED REFRIGERATION AND AIR CONDITIONING PRINCIPLES (3)***Lecture: 3 hour(s)*

*Prerequisite:* Refrigeration and A/C Mechanics 133; and Refrigeration and A/C Mechanics 134; and Refrigeration and A/C Mechanics 135;  
*Corequisite:* Refrigeration and Air Conditioning Mechanics 143

This course focuses on Chemistry as applied to the HVAC and R industry. Areas covered include Hydronics, heating and cooling load calculations, control wiring, introduction to the Uniform Mechanical Code, pneumatic controls, troubleshooting approaches, and employment.

Student Learning Outcome:

Students will calibrate a direct acting thermostat

**REF A/C 133 REFRIGERATION SERVICE PROCEDURES I (3)***Lab: 9 hour(s)*

*Prerequisite:* Refrigeration and A/C Mechanics 123; and Refrigeration and A/C Mechanics 124; and Refrigeration and A/C Mechanics 125;  
*Corequisite:* Refrigeration and Air Conditioning Mechanics 134; and Refrigeration and Air Conditioning Mechanics 135

This course involves servicing procedures applied to commercial and domestic refrigeration systems including restaurants, supermarkets and industrial process cooling. Students are required to inspect and analyze coolers, freezers and ice makers.

**REF A/C 143 REFRIGERATION SERVICING PROCEDURES II (3)***Lab: 9 hour(s)*

*Prerequisite:* Refrigeration and A/C Mechanics 133; Refrigeration and A/C Mechanics 134; Refrigeration and A/C Mechanics 135 ;  
*Corequisite:* Refrigeration and Air Conditioning Mechanics 141; and Refrigeration and Air Conditioning Mechanics 145

Troubleshooting procedures in diagnosing and repairing malfunctions in refrigeration systems are studied in this course with emphasis on mechanical problems.

Student Learning Outcome:

Students will install a time clock.

**REF A/C 145 AIR CONDITIONING AND REFRIGERATION MECHANICS (3)***Lecture: 9 hour(s)**Prerequisite: Refrigeration and A/C Mechanics 133; and Refrigeration and A/C Mechanics 134; and Refrigeration and A/C Mechanics 135; Corequisite: Refrigeration and Air Conditioning Mechanics 141; and Refrigeration and Air Conditioning Mechanics 143*

This is a study on diagnosis and repair of refrigeration, air conditioning, and gas heating systems with emphasis on the correct application of electrical theory.

Student Learning Outcome:

Students will replace a three phase hermetic compressor.

**REF A/C 159 PRINCIPLES AND PRACTICES OF ELECTRICAL CIRCUITS AND CONTROLS (4)***Lecture: 2.5 hour(s) Lab: 4.5 hour(s)*

This course covers basic electricity, magnetic starters, contactors, and relays. Pressure and temperature controls, millivolt and low voltage systems, modulating controls, time clocks, and defrost systems are studied.

Student Learning Outcome:

1. Plan, design, and construct working REF AC Circuit.

**REF A/C 160 REFRIGERATION SYSTEM PRINCIPLES AND PRACTICES (4)***Lecture: 2.5 hour(s) Lab: 4.5 hour(s)*

Students learn the fundamental refrigeration system principles, including system components refrigerants, basic electricity, motors, controls, and test equipment in domestic and commercial systems. Students get an introduction to air conditioning with an emphasis on the refrigeration cycle, and appropriate temperatures.

Student Learning Outcome:

1. The student will be able to identify and describe the function of the compressor, metering device and evaporator. 2. The student will be able to identify the compressor, condenser, metering device, and evaporator. 3. The student will be able to state the locations of the suction line, discharge line.

**REF A/C 161 AIR CONDITIONING SYSTEM PRINCIPLES AND PRACTICES (4)***Lecture: 2.5 hour(s) Lab: 4.5 hour(s)*

This is a study of human comfort, psychometrics and heat loads. Air distribution and duct sizing, air conditioning equipment, test instruments and measurements and servicing are explored.

Student Learning Outcome:

1. Students will be able to critically analyze the processes that takes place in a compression type refrigeration system.

**REF A/C 162 PIPING PRINCIPLES AND PRACTICES (4)***Lecture: 2.5 hour(s) Lab: 4.5 hour(s)*

Instruction is given on refrigerant tubing and fittings, water piping and fittings, pipe sizing, soft soldering, silver brazing and schematic drawings.

Student Learning Outcome:

1. After students construct a copper form, called a "monster".

**REF A/C 164 GAS HEATING SYSTEMS (3) CSU***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

This course will provide the necessary skills needed for proper installation, servicing and troubleshooting of natural gas furnaces. Topics include principles of gas combustion, gas ignition, controls, installation, and ventilation.

Student Learning Outcome:

Students will replace a defective gas valve.

**REF A/C 165 THERMAL ENERGY STORAGE/HEAT RECOVERY (4)***Lecture: 2.5 hour(s) Lab: 4.5 hour(s)*

Thermal Energy Storage theory and component selection based on load profile and cost.

Student Learning Outcome:

1. Discuss the types of pipe & copper tubing and appropriate application, along with connection and leak detection techniques. 2. Discuss ice refrigeration and A/C electrical systems, furnace ignition systems, and other related controls.

**REF A/C 166 WATER TOWERS, EVAPORATIVE CONDENSERS AND CHEMICAL TREATMENT (4)***Lecture: 4 hour(s)*

This course will focus on the fundamentals of water towers and evaporative condensers used to obtain high efficiency performance of refrigeration and air conditioning systems. Students will learn how to select the proper size depending on local humidity and desired operating conditions, proper maintenance, additives and procedures and techniques available to the technician.

Student Learning Outcome:

Students will develop water treatment procedures for cooling towers and evaporative condensers.

**REF A/C 176 HEATING AND AIR CONDITIONING I (3)***Lecture: 3 hour(s)*

Instruction is given in heating for workers in the heating and air conditioning field. Fundamentals of fuels, venting, and heat transfer are covered. An introduction to natural gas furnaces, hot water systems and heat pumps are emphasized.

Student Learning Outcome:

1. The student will be able to differentiate the main types of heating systems and explain their operation. 2. The student will state the sequence of operation of a residential furnace. 3. The student will define the major components of a heat pump.

**REF A/C 177 HEATING AND AIR CONDITIONING II (3)***Lecture: 3 hour(s)*

The cooling portion of the air conditioning field for employed mechanics is explored in this course. Types of systems, the refrigeration cycle, heat gain and heat loss calculations, air distribution equipment, selection of controls, and sales procedures are reviewed.

Student Learning Outcome:

1. Perform heat gain and heat loss calculations. 2. Perform air duct sizing of air ducts in a residential A/C system.

**REF A/C 185 DIRECTED STUDY AIR CONDITIONING/ REFRIGERATION (1)***Lecture: 1 hour(s)*

This course allows students to pursue a directed study in Air conditioning & Refrigeration on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in HVACR.

**REF A/C 187 SERVICING I (3)***Lecture: 3 hour(s)*

This course reviews servicing procedures, manufacturer's recommendations, installation and servicing of commercial and industrial refrigeration and air conditioning systems.

Student Learning Outcome:

Students will describe the operation of a watersource heat pump.

**REF A/C 188 SERVICING II (3)***Lecture: 3 hour(s)*

Topics covered in this course include: electrical diagrams for testing control circuits; the total electrical system and protection devices on package units; analysis of failure and compressor motor burnout cleanup procedures.

Student Learning Outcome:

1. Discuss soldering and brazing techniques as they relate to servicing.
2. Discuss refrigeration and A/C electrical schematics.

**REF A/C 199 MECHANICAL CODE I HVACR (3)***Lecture: 3 hour(s)*

An introduction to the California Mechanical Code for the installation and maintenance of heating, ventilating, cooling, and refrigeration systems

Student Learning Outcome:

1. The student will be able to use the Uniform Mechanical Code to locate standards in regards to the design, construction, installation, quality of materials, location, operation, and maintenance of heating, ventilating, cooling and refrigeration equipment.

**REF A/C 202 REFRIGERATION FUNDAMENTALS (3) CSU***Lecture: 3 hour(s)*

This course covers applied thermodynamics, types of energy, gas laws, sensible and latent heat transfer.

Student Learning Outcome:

1. Students properly identify the 4 major components of a refrigeration system.
2. Students will use technical manuals to select appropriate compression system components.

**REF A/C 203 COMPRESSION SYSTEMS OF REFRIGERATION (3) CSU***Lecture: 3 hour(s)*

Instruction is given in the vapor cycle of refrigeration systems, including the study of refrigerants and their behavior in the system.

Student Learning Outcome:

Students will develop a checklist for leak checking vapor refrigeration systems.

**REF A/C 204 FUNCTIONS AND COMPRESSION SYSTEM COMPONENTS (3)***Lecture: 3 hour(s)*

This Course covers the technical aspects of all major refrigeration system components. Topics covered include the principles of operation of various types of compressors, refrigerant flow controls, and system design.

Student Learning Outcome:

1. Students will select the correct type of compressor for various applications.
2. Students will select the most appropriate metering device for various refrigeration systems.

**REF A/C 208 REFRIGERENT MANAGEMENT EPA SECTION 608 CERTIFICATION (4) CSU***Lecture: 4 hour(s)*

This course covers Refrigerant Management including the EPA Section 608 ruling, the Montreal Protocol, Ozone depletion and Global Warming. Preparatory course for the EPA section 608 technician certification. Type I, II, III, and Universal Certification. NOTE: Certification test will be available at the end of the semester for an additional fee.

Student Learning Outcome:

1. Students will define the three R's, Recovery, Recycle and Reclaim.
2. Students will identify TYPE I, Type II, and TYPE III equipment.
3. Students will describe the EPA Section 608 ruling.

**REF A/C 209 NORTH AMERICAN TECHNICIAN EXCELLENCE (NATE) AIR CONDITIONING SPECIALIST CERTIFICATION PREPARATION (4)***Lecture: 4 hour(s)*

This course is a preparatory course for the industry standard NATE A/C Specialist certification examination. Topics covered in this course include safety, thermodynamics, electrical system diagnostics, airflow measurements, mechanical code, installation, service, tools, and more!

Student Learning Outcome:

1. Students will identify refrigerant types and appropriate application.
2. Students will define recovery, recycle, reclaim.
3. Students will define high, medium, and low temperature ranges.

**REF A/C 210 REFRIGERATION SYSTEM EFFICIENCY FACTORS (3)***Lecture: 3 hour(s)*

This course will cover refrigerant, pressure enthalpy diagram, refrigeration piping, system evacuation, charging, and maintenance. The beginning of the class will include a review of terminology and the refrigeration cycle.

Student Learning Outcome:

Students will develop a checklist for performing preventive maintenance on a packaged air conditioning unit.

**REF A/C 250 INDOOR AIR QUALITY (3)***Lecture: 3 hour(s)*

This course emphasizes on operation of systems to provide quality air to indoor environments. AQMD requirements and pending regulations are reviewed. Organizing and implementing maintenance programs that include indoor air quality assessment and air balancing HVAC systems are covered.

Student Learning Outcome:

1. Discuss the health aspects of IAQ.
2. Discuss airflow as it relates to IAQ.
3. Discuss chemicals that can have a negative impact on IAQ.

**REF A/C 255 ENERGY MANAGEMENT (4)***Lecture: 4 hour(s)*

The course covers the use of computers in the HVACR industry and the application of energy management technology in the improvement of energy efficiencies. The goal is to prepare the HVACR Technician in the use of modern technology, including computers in the continuing quest for improved energy management.

Student Learning Outcome:

1. The student will gather information on the various components of an energy management system.
2. The student will critically analyze and then organize information on the application of an energy management system.
3. The student will properly apply the English language to write an explanatory paper about rationales for using various energy management systems or practices. System.

**REF A/C 285 DIRECTED STUDY AIR CONDITIONING/ REFRIGERATION (2)***Lecture: 2 hour(s)*

This course allows students to pursue a directed study in the HVACR industry on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in HVACR.

**REF A/C 385 DIRECTED STUDY AIR CONDITIONING/ REFRIGERATION (3)***Lecture: 3 hour(s)*

This course allows students to pursue a directed study in HVACR on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in HVACR.

**REF A/C 941 COOPERATIVE EDUCATION REFRIGERATION & AIR CONDITIONING MECH (4)***Lecture: 4 hour(s)*

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

Student Learning Outcome:

The student will develop at least three learning objectives to be accomplished on the job. The objectives will be related to the educational/occupational goals of the student.

**SGNGRPH 102 EXTERIOR DISPLAY SIGNS (10)***Lecture: 5 hour(s) Lab: 15 hour(s)**Prerequisite: Sign Graphics 101*

This course covers the tools and materials used to produce outdoor signs. In addition, students design, paint, and letter signs inside and outside the classroom. Students will work on a variety of materials including: canvas, plywood, aluminum, and plastic substrates. Introduction to computer generated lettering and application techniques for vinyl letters. Instruction will emphasize sign layout and design. Students will produce a 4'X8' plywood sign and an exterior wall sign.

Student Learning Outcome:

Student will design, layout and create a 4' X 8' plywood sign. Students will produce a plaque and gild with 24 karat gold.

**SGNGRPH 103 WINDOW SIGNS (10)***Lecture: 5 hour(s) Lab: 15 hour(s)**Prerequisite: Sign Graphics 102*

Instruction covers the use of specialized tools and materials used to produce window signs. Training includes painting on exterior and reverse windows, stippling techniques, and applications of vinyl letters on glass, both exterior and reverse. In addition, students will paint a temporary splash window and apply 23K gold leaf (water gilding). Intermediate computer design including the use of plotters and application techniques.

Student Learning Outcome:

Students will produce an exterior window sign using computer generated vinyl letters. Students will hand paint a reverse window sign.

**SGNGRPH 104 ADVANCE COMPUTER & DESIGN (10)***Lecture: 5 hour(s) Lab: 15 hour(s)**Prerequisite: Sign Graphics 103*

Students will learn advanced design techniques, backgrounds, and color theory. Practical experience will be gained on advanced computer study, applications, and a variety of computer sign software. In addition, information will be given on small business practices including management and pricing. Students will produce a sandblasted sign, a custom contour cut sign, and an antique sign.

Student Learning Outcome:

Students will design and layout a sandblasted dimensional sign, Students will research design and hand paint an antique sign. Students will design and print a digital ink jet sticker or decal.

**SGNGRPH 201 FUNDAMENTALS OF MURAL PAINTING (2)***Lab: 6 hour(s)*

This course will teach basic mural painting techniques including; design, layout, and execution. Students will be introduced to the proper tools and paints for exterior, long term murals.

Student Learning Outcome:

Students will research historical material and contemporary mural designs to facilitate layout and design of a large wall mural. Students will grid off and participate in the direct layout to the wall. Students will paint a finished wall mural as part of a team.

**SGNGRPH 203 SILK SCREEN PROCESSING 1 (2) RPT 1***Lab: 6 hour(s)*

This course will provide an introduction to the screen printing trade. Students will learn to make silk screens and will learn about copy preparation, mesh selection, frames, stencil systems, printing techniques, ink & substrate compatibility, reclamation of screens. Students will print on a variety of surfaces.

Student Learning Outcome:

Students will create a finished screen and printed project including two color using photo emulsion. Students will set up and print a multi-color textile.

**RESTAURANT MANAGEMENT****RESTMGT 100 RESTAURANT MANAGEMENT (3) CSU***Lecture: 3 hour(s)*

Introduction to managing in the restaurant industry. Effective communication, goal setting, management theory, problem solving and creating a team work environment will be discussed.

Student Learning Outcome:

1. Identify proper Hospitality Restaurant Management styles, techniques, goal setting, problem solving, motivating and protocol. 2. Compare and contrast legal issues as they pertain to the hospitality industry. 3. Evaluate proper management practices in the hospitality industry.

**SIGN GRAPHICS****SGNGRPH 101 INDIVIDUAL LETTERING (10)***Lecture: 5 hour(s) Lab: 15 hour(s)*

Instruction covers identification of materials, tools, and brushes. Training is offered in drawing and brush lettering Gothic, Roman, Script, and casual letter styles. This course also includes training in techniques of layout, letter spacing, color mixing in reference to the production and sale of temporary signs. Students prepare showcards, paper signs, and other temporary display saleable items.

Student Learning Outcome:

Students will be able to design and execute a show card using basic layout and design techniques using industry standard tools to produce a finished product. Students will be able to design and execute a paper banner using basic layout and design techniques and employing the proper materials and tools to complete a finished product.

**SGNGRPH 204 SILK SCREEN PROCESSING II (2)**

*Lab: 6 hour(s)*

*Prerequisite: Sign Graphics 203*

Students will be introduced to the use of solvent based inks; including; color mixing, application, and cleanup. This course also offers practice on a variety of substrates and uses including four color process printing.

Student Learning Outcome:

Students will create artwork using Photoshop for photo reproduction and execute finished screen and print a minimum of 25 consistent copies. Students will develop a multi color design using a dark textile substrate.

**SGNGRPH 211 AUTOMOTIVE GRAPHICS (2)**

*Lecture: 1 hour(s) Lab: 2 hour(s)*

This course will teach the fundamentals of computer software in producing vinyl graphics, patterns, and stencils for application of vehicle graphics. Students will design and cut various materials for the production of painted and vinyl graphics on vehicles. They will learn various application techniques and the use of paints including basic lettering and design for vehicle appropriate graphics.

Student Learning Outcome:

Students will research and execute a computer generated stencil for an automobile graphic. Students will execute a basic casual letter style directly onto a vehicle surface.

## SOCIOLOGY

**SOC 001 INTRODUCTION TO SOCIOLOGY (3) UC:CSU**

*Lecture: 3 hour(s)*

This course is designed to acquaint students with the major principles of sociology as they are applied to contemporary social issues. With the use of several theoretical perspectives it examines social structures within American society and other cultures from macro and micro perspectives. There are extensive references to contemporary research findings on social structure, group dynamics, social stratification, and social institutions.

Student Learning Outcome:

1. Students will identify basic concepts and ideologies in the field of sociology. 2. Students will develop and apply the research methodologies to social behaviors. 3. Students will analyze and apply the relationships between theory and research to social behaviors. 4. Students will utilize basic theoretical perspectives and identify their strengths and weaknesses.

**SOC 002 AMERICAN SOCIAL PROBLEMS (3) UC:CSU**

*Lecture: 3 hour(s)*

This course provides identification and analysis of contemporary social problems in the United States with an attempt to establish criteria by which an individual can judge the probable effectiveness of various schemes for social betterment.

Student Learning Outcome:

1. What is a Social Problem and discuss the objectives and subjective elements of social problems. 2. Be able to define and give examples of the following elements of social structure and culture (institutions, social groups, status, roles, beliefs, values, norms, sanctions and symbols). 3. Be able to explain "social imagination" and discuss its relevance to the study of social problems.

**SOC 028 THE FAMILY: A SOCIOLOGICAL APPROACH (3) UC:CSU**

*Lecture: 3 hour(s)*

This course provides a sociological analysis which contributes to an understanding of the origin, structure, and functions of marriage and family life. This course includes, but is not limited to, studies of gender roles, legal controls, religious attitudes, mixed marriages and financial and family planning.

Student Learning Outcome:

1. Understand family trends from the past sixty years and analyze the changes in family dynamics.

## SOLID WASTE MANAGEMENT TECHNOLOGY

**SWM TEK 101 INTRODUCTION TO SOLID WASTE MANAGEMENT (3)**

*Lecture: 3 hour(s)*

This course offers instruction in the fundamentals of solid waste management including characteristics of solid wastes, refuse storage, collection, transportation, disposal methods, financing methods, and solid waste planning.

Student Learning Outcome:

1. Be able to describe the characteristics of solid waste 2. Be able to describe different solid waste disposal methods 3. Be able to discuss the proper collection, transportation, and storage of refuse 4. Be able to discuss the accepted financing and planning methods in solid waste management

**SWM TEK 102 COLLECTION SYSTEMS, ROUTING, AND MANAGEMENT (3)**

*Lecture: 3 hour(s)*

This course offers indepth instruction in the techniques and fundamentals involved in efficient solid waste routing, including topographical variables such as: alleys, oneway streets, hilly areas, downtown areas, and residential communities. The course studies routing for mechanized solid waste collection activities, routing to affect increased productivity, cost reduction, and improved public relations through proper route planning and safety.

Student Learning Outcome:

1. Be able to demonstrate the understanding of how to communicate with the public in a positive manner 2. Be able to identify and list the purpose of public information exchange as it affects his/her responsibility in Solid Waste Management 3. Be able to demonstrate the understanding of organized refuse collection through efficient routing techniques 4. Be able to demonstrate the knowledge of different types of collection systems and vehicles 5. Be able to demonstrate the understanding of how to measure productivity and routing and how to specify equipment to maximize route productivity

**SWM TEK 107 WASTE REDUCTION AND RECYCLING (3)**

*Lecture: 3 hour(s)*

This course is an introduction to the science of solid resource recovery. It presents a broad overview of the methods and techniques, equipment and facilities required in recovery processes. Emphasis is placed on costs and management of the recovery process. Nuclear and nonnuclear types of resource recoveries are studied.

Student Learning Outcome:

1. Be able to demonstrate an understanding of solid waste characteristics as it pertains to resource recovery 2. Be able to differentiate various methods of collection, handling and disposal of a multifaceted municipal solid waste stream 3. Be able to demonstrate the understanding of increasing prominence of recycling programs along with resultant regulatory developments in the solid waste field

**SWM TEK 108 SOLID WASTE FACILITIES (3)***Lecture: 3 hour(s)*

This course covers history and legislation of solid waste generation, and the need for effective transfer stations and landfills. It contains an overview of the handling of materials for both resource recovery and disposition of hazardous and nonhazardous waste. The future needs of the public and private sectors are studied.

Student Learning Outcome:

1. Be able to demonstrate an understanding of the history, concept, and development of landfills 2. Be able to discuss the concept, importance, and design of transfer stations 3. Be able to describe the concept of materials recovery facilities 4. Be able to demonstrate an understanding of compost and mulch processing facilities 5. Be able to discuss the concept of wastetoenergy and conversion technology

**SPANISH****SPANISH 001 ELEMENTARY SPANISH I (5) UC:CSU***Lecture: 5 hour(s)*

This course stresses the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases, and the ability to understand, read, write and speak simple Spanish. It includes basic facts on geography, customs, and culture of Spain and Latin America.

Student Learning Outcome:

Students will communicate in Spanish, orally and in writing, at a novice high level (see ACTFL), using the present tense, the present progressive, the periphrastic future tense and the preterite tense: 1) Students will be able to hold a conversation at a novice high level, 2) Students will be able to read a graded paragraph containing elementary vocabulary, and 3) Students will be able to write sentences in Spanish dealing with daily life.

**SPANISH 002 ELEMENTARY SPANISH II (5) UC:CSU***Lecture: 5 hour(s)**Prerequisite: Spanish 1; Spanish 22*

This course is a continuation of Spanish 1. It stresses further aspects of pronunciation and grammar, practical vocabulary, useful phrases, and the ability to understand, read, write and speak Spanish. It includes further facts on geography, customs, and culture of Spain and Latin America.

Student Learning Outcome:

1. Students will be able to describe their childhood in the imperfect tense of the indicative mood.

**SPANISH 021 FUNDAMENTALS OF SPANISH I (3) UC:CSU***Lecture: 3 hour(s)*

This course introduces the fundamentals of pronunciation and grammar structures. Stresses speaking, reading and writing, and offers practical vocabulary and idiomatic expressions. Spanish 21 and 22 together equal Spanish 1. UC:CSU UC limits credit for Spanish 21 and 22 to 5 units.

Student Learning Outcome:

1. Students will be able to write sentences describing other people.

**SPANISH 022 FUNDAMENTALS OF SPANISH II (3) UC:CSU***Lecture: 3 hour(s)**Prerequisite: Spanish 21*

This course completes the fundamentals of pronunciation and grammar structures, presented in Spanish 21. Practical material is provided for simple conversations Based on every day activities, utilizing practical vocabulary and idiomatic expressions. Spanish 21 and 22 together equal Spanish 1. UC: CSU UC limits credits for Spanish 21 and 22 to 5 units.

Student Learning Outcome:

1. Students will be able to describe their family members in the present tense.

**SPANISH 035 SPANISH FOR SPANISH SPEAKERS I (5) UC:CSU***Lecture: 5 hour(s)*

This course addresses the needs of the native Spanish speaking student. It focuses on the acquisition of a solid grammar base, vocabulary enrichment, spelling, reading, and writing skills. Also included is a study of linguistic variants in the Spanish language and of Spanish and Latin American literature, culture, and civilization.

Student Learning Outcome:

The student will write a short essay in Spanish about a cultural tradition or a family celebration that is personally meaningful.

**SPANISH 036 SPANISH FOR SPANISH SPEAKERS II (5) UC:CSU***Lecture: 5 hour(s)*

This course is a continuation of Spanish 35 and it completes the study of grammar and continues the development of reading and writing skills.

Student Learning Outcome:

The student will write a 3 page essay analyzing a short story in Spanish.

**STREET MAINTENANCE****ST MAIN 103 STREET MAINTENANCE (APPLIED CALCULATIONS IN PUBLIC WORKS) (3)***Lecture: 3 hour(s)*

This course is a practical mathematics exploration with an emphasis on application problems encountered in 'Street Maintenance', 'Street Services', and other areas of 'Public Works'.

Student Learning Outcome:

1. Apply appropriate mathematical rules to solving electrical calculations such as; whole numbers, fractions, percentages, ratios and proportions, basic algebra, order of operations, multiplication, division, addition, and subtraction, etc. 2. Apply appropriate units of measure such as; percentages, volt, ohms, amperes, watts, sq. ft. cubic volume, etc. 3. Select situational appropriate formula and or apply proper measurements and calculations to solve various word problems such as: inventories, material estimates, volume, area, size, etc.

**ST MAIN 200 SURVEY OF STREET SERVICES (3)***Lecture: 3 hour(s)*

This course provides an introduction to all common functions of Street Services, as an element of 'Public Works'. The history, current practices in Street Services, trends, and programs will be covered.

Student Learning Outcome:

1. Discuss the history and development of the "Bureau of Street Services." 2. Identify the principles and practices of Urban Forestry. 3. Describe resurfacing operations.

**ST MAIN 201 STREET MAINTENANCE I (3)***Lecture: 3 hour(s)*

This course covers the history and current practices in street maintenance techniques and programs. This is a basic course in the general theory of street maintenance as applied to concrete and asphalt.

Student Learning Outcome:

1. Discuss principle and practices for asphalt and concrete usage as a road material. 2. Describe the cleaning and sanitation of roadwork equipment. 3. Describe the laws and ordinances pertaining to resurfacing operations.

**ST MAIN 202 STREET MAINTENANCE II (3)**

*Lecture: 3 hour(s)*

This course provides an in depth study of asphalt, preventative maintenance of asphalt and of concrete pavements, and applicable codes for improvement and repair. Also included is the introduction of estimating and calculations for materials usage.

Student Learning Outcome:

1. Discuss the history and development of asphalt and concrete pavements.
2. Identify tool & techniques for preventive maintenance on asphalt and concrete pavements.
3. Identify appropriate codes related to asphalt and concrete maintenance work.

**ST MAIN 203 STREET MAINTENANCE III (3)**

*Lecture: 3 hour(s)*

This course covers engineering plan reading and math concepts necessary for the calculation of amounts of material required for public works maintenance operations. Emphasis on solving practical math problems in estimating concrete, asphalt, and other materials necessary for the completion of street, sidewalk and other types of maintenance work.

Student Learning Outcome:

1. Discuss the principles and practices of estimating.
2. Demonstrate estimating for a classroom defined job requirement.

**ST MAIN 204 REPORT WRITING FOR PUBLIC WORKS (3)**

*Lecture: 3 hour(s)*

This course covers report writing in the public works arena. The basic mechanics of the English language and analysis and preparation of reports for public works will be covered.

Student Learning Outcome:

1. Write clear and concise public work reports.
2. Improve basic grammar and apply the grammar rules to writing public work reports.

**ST MAIN 205 ISSUES AND PRACTICES IN PUBLIC WORKS (3)**

*Lecture: 3 hour(s)*

This course covers street use, street lighting, street trees, lot cleaning, sanitation, engineering and personnel management. State and Municipal Codes, property descriptions and public relations will also be covered.

Student Learning Outcome:

1. Using a map, locate several location for calls of service.
2. Drive to various predetermined map locations.

**ST MAIN 206 STREET MAINTENANCE VI (3)**

*Lecture: 3 hour(s)*

This course provides an overview along with hands on experiences with heavy equipment used in street maintenance. Safety and preventative maintenance included.

Student Learning Outcome:

1. Discuss the principles and practices of heavy equipment operations.
2. List safety concerns and discuss mitigation when operating heavy equipment.

**ST MAIN 207 STREET MAINTENANCE VII (HAZARDOUS MATERIALS EMERGENCY MANAGE) (3)**

*Lecture: 3 hour(s)*

This course covers the prescribed responses in the first hour of a hazardous materials incident. This course satisfies OSHA Standards in Hazardous Waste Operations Code 29 CFR 1910.120. The course includes specific training requirements of hazardous waste workers and emergency responders.

Student Learning Outcome:

1. List hazardous materials, and describe how to identify and limits exposure.
2. Describe how to mitigate various hazardous material under normal and emergency situations.

**ST MAIN 208 STREET MAINTENANCE TECHNOLOGY (3)**

*Lecture: 3 hour(s)*

The basic concepts of management and supervision in the area of public works are introduced. Topics include motivating employees, effective communication, problem solving, leadership skills and current practices.

Student Learning Outcome:

1. Discuss the principles and practices of organizational management.
2. List the pros and cons of various management approaches.

**ST MAIN 209 DRIVERS LICENSE PREPARATION (CLASS "B") (2)**

*Lecture: 1.5 hour(s) Lab: 1.5 hour(s)*

This class prepares the student to successfully obtain a California Class B Driver's License. Information is provided to prepare the student for the written portion of the exam and laboratory/field driving is provided to prepare the student for the driving portion of the exam.

Student Learning Outcome:

1. Obtain a Class "B Driver's License.

**ST MAIN 210 MOTOR SWEEPER OPERATOR (3)**

*Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

*Prerequisite: Street Maintenance 209*

Motor Sweeper Operator School is to serve as the focal point for the development and training of Street Services personnel to enhance the capability and effectiveness of street cleaning operations. This course spans the entire spectrum of safety, maintenance, and operations.

Student Learning Outcome:

1. Discuss the safety aspects of sweeper operation.
2. Discuss maintenance aspects of sweeper operation.
3. Demonstrate proper set up, operation, and shut down of a motor sweeper unit.

## SUPERVISION

**SUPV 001 ELEMENTS OF SUPERVISION (3) CSU**

*Lecture: 3 hour(s)*

This course covers the theory and principles of supervision, as well as the supervisor's responsibilities for organization, human relations, training, rating, quality quantity control, and management employee relations.

Student Learning Outcome:

Student will identify and address key issues in supervision.

**SUPV 003 HUMAN RELATIONS (DEVELOPING SUPERVISORY LEADERSHIP) (3)**

*Lecture: 3 hour(s)*

Instruction will focus on those human relation skills the supervisory student needs to be well rounded and thoroughly prepared for a work environment characterized by economic volatility, constant change and a new level of competitiveness. This interpersonal skills approach places greater emphasis on the application of knowledge through practice, followed by feedback and reinforcement.

Student Learning Outcome:

Students will demonstrate an understanding of the impact of human relations from a supervisory and personal perspective in the workplace. Students will be able to describe and apply the major themes in human relations. Students will be able to assess and develop techniques for managing interpersonal relationships in the workplace. Students will understand and implement the elements of Emotional Intelligence and create a plan for continual improvement.

**SUPV 004 SUPERVISOR'S RESPONSIBILITY FOR MANAGEMENT OF PERSONNEL (3) CSU***Lecture: 3 hour(s)*

This course teaches personnel techniques for the supervisor. Selection, placement, orientation, training, counseling, promotion, evaluation, discipline, grievance handling, and affirmative action are topics included in this course.

Student Learning Outcome:

1. Students will be able to apply supervision principles and skills in a variety of situational settings. 2. Students will be able to identify the skills and examine the roles and responsibilities of a supervisor 3. Students will demonstrate problem solving and appropriate decisionmaking skills.

**SUPV 011 ORAL COMMUNICATIONS (3)***Lecture: 3 hour(s)*

This course will focus on the basics of the oral communication process and how it is intertwined with the work of a supervisor. Students will plan, compose, and deliver oral presentations designed to strengthen verbal and nonverbal skills. Finally, the student will be exposed to the basic principles of management and supervision and how successful communication is fundamental to the success of supervisors.

Student Learning Outcome:

Students will use critical thinking skills to gather, identify, analyze synthesize information, and evaluate problems. Students will demonstrate effective communication and comprehension skills.

**SUPV 941 COOPERATIVE EDUCATION SUPERVISION (4) CSU***Lecture: 4 hour(s)*

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

Student Learning Outcome:

The student will develop at least three learning objectives to be accomplished on the job. The objectives will be related to the educational/occupational goals of the student.

# SUPPLY WATER TECHNOLOGY

**WATER 001 MODERN WATER WORKS I (3)***Lecture: 3 hour(s)*

This course provides instructions to water works design and operation for operators and others involved in the operation and design of water distribution systems. All major components of the distribution system including wells, storage reservoirs, pumps, water mains, valves, meters and fire hydrants are fully discussed.

Student Learning Outcome:

1. Be able to discuss the components of the drinking water distribution system and their functions. 2. Be able to describe the hydraulics, reservoirs, water wells, water mains, valves, and pumps of the distribution system. 3. Be able to discuss the causes of crossconnection in the distribution system. 4. Be able to describe the safety rules and record keeping of the distribution system. 5. Be able to compare and contrast different methods of disinfection and the use of chlorine in the distribution system.

**WATER 002 MODERN WATER WORKS II (3)***Lecture: 3 hour(s)*

This is an advanced course in water distribution systems. Included are special considerations of pipe types and uses, reservoirs, maps, records applied hydraulics as applied to Distribution Systems. Emphasis will be placed on the practical layout, operation and maintenance of a water distribution system. Students are prepared for a Grade 2 Distribution Operation Certification of the AWWA.

Student Learning Outcome:

1. Be able to discuss the drinking water regulations related to the Surface Water Treatment Rule (SWTR). 2. Be able to discuss the Total Coliform Rule (TCR) and its application to water treatment. 3. Be able to describe the Water Treatment Plant (WTP) processes, and its basic design and operation. 4. Be able to discuss the WTP filtration process, its function and characteristics. 5. Be able to describe the chlorination process, use of chlorine and its capabilities, limitations and different forms of chlorine products. 6. Be able to discuss WTP mathematics, specifically the application of chlorination dose. 7. Be able to differentiate treatment processes such as blending, iron and manganese removal, and organic chemical treatment.

**WATER 003 WATER SYSTEMS CONTROLS (3)***Lecture: 3 hour(s)*

The purpose of this course is to introduce the basics of water supply, sources of water supply, water chemistry, drinking water regulations, water microbiology, water quality control, and some basic arithmetic related to water distribution and water treatment problems.

Student Learning Outcome:

1. Be able to discuss the importance of water, water supply components, the process of developing water projects, and sources of water. 2. Be able to describe basic water chemistry and microbiology of water. 3. Be able to list different contaminants in the different sources of water and explain drinking water regulations. 4. Be able to describe water sampling for examination and coliform bacteria tests. 5. Be able to discuss basic hydraulics. 6. Be able to discuss units used in components of water supply, and basic arithmetic related to water supply.

**WATER 004 WATER PURIFICATION I (POTABLE WATER) (3)***Lecture: 3 hour(s)*

This beginning course in water treatment covers public health, water quality control, and operation and maintenance. The student is prepared for the Grade 1 and 2 Treatment Certification by the State Department of Health.

Student Learning Outcome:

1. Be able to describe drinking water regulations related to Surface Water Treatment Rule (SWTR) and Total Coliform Rule (TCR). 2. Be able to discuss the basic design and operation of the Water Treatment Plant (WTP) including coagulation, flocculation, and sedimentation. 3. Be able to differentiate methods of disinfection, especially the chlorination process. 4. Be able to practice WTP mathematics, specifically the application of chlorination dose and its relation to the concentration of the chlorine dose.

**WATER 005 WATER PURIFICATION II (POTABLE WATER) (3)***Lecture: 3 hour(s)*

This is an advanced course in water treatment covering public health, water quality control and operation and maintenance. The student is prepared for the Grade 3 Treatment Certification by the State Department of Health.

Student Learning Outcome:

1. Be able to discuss the elements and hydraulics of the distribution system. 2. Be able to differentiate storage reservoirs and drinking water wells, and their purposes and function. 3. Be able to describe the distribution system mains, valves, pumps and pump stations. 4. Be able to discuss the crossconnection in the distribution system. 5. Be able to discuss record keeping and maps of the distribution system. 6. Be able to discuss distribution system arithmetic.

**WATER 941 COOPERATIVE EDUCATION SUPPLY WATER TECHNOLOGY (4)***Lecture: 4 hour(s)*

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

Student Learning Outcome:

1. The student will develop at least three learning objectives to be accomplished on the job. 1. The objectives will be related to the educational/occupational goals of the student.

# TAILORING

**TAILRNG 250 TAILORING TECHNIQUES I (2)***Lab: 6 hour(s)**Advisory: Fashion Design 222 or Fashion Design 111*

Training is offered in basic tailoring techniques. Students be instructed in welt pockets, hand tailored stitching, and finishing techniques. This course will consist of a basic and stylized tailored vest.

Student Learning Outcome:

Student will be able to construct a basic tailored vest. Student will be able to construct a pair of men's style pants with fly front, slash pockets, tailored waistband.

**TAILRNG 251 TAILORING TECHNIQUES II (2)***Lab: 6 hour(s)**Prerequisite: Tailoring 226 or Tailoring 250*

Students will receive training on trousers and casual men's style jackets. Instruction will include fly closures, welt pockets, and half linings, and jacket tailoring techniques.

Student Learning Outcome:

Students will be able to construct a basic man's style shirt. Students will be able to construct a basic man's style jacket

**TAILRNG 252 TAILORING TECHNIQUES III (2)***Lab: 6 hour(s)**Prerequisite: Tailoring 227 or Tailoring 251*

Students receive training in tailored coats, men's style shirts. Instruction will include stylized seams, cold weather techniques.

Student Learning Outcome:

Students will be able to construct a man's style suit.

**TAILRNG 253 TAILORING TECHNIQUES IV (2)***Lab: 6 hour(s)**Prerequisite: Tailoring 228 or Tailoring 252*

Students will receive instruction on man's style tailored jacket including inner construction using traditional tailoring techniques.

Student Learning Outcome:

Students will be able to construct a basic tailored coat. Students will be able to construct a stylized man's style shirt or a woman's blouse.

**TAILRNG 255 MEN'S PATTERN DRAFTING I (2)***Lab: 6 hour(s)*

In this course students will learn the fundamentals of taking and using men's measurements for pattern making. Students will draft patterns for basic trousers, men's sport shirts, and a basic man's vest. Each pattern will be tested for fit.

Student Learning Outcome:

Students will draft trousers including fly front and other required elements. Students will draft a shirt to personal or standard measurements incorporating required elements. Students will draft a classic or contemporary lined vest incorporating required elements.

**TAILRNG 256 MEN'S PATTERN DRAFTING II (2)***Lab: 6 hour(s)*

This course in men's pattern making will introduce students to advanced styling including, jackets, and stylized pants. Students will make complete patterns for each element of a three piece suit.

Student Learning Outcome:

Students will draft a classic or contemporary jacket with easy or close fit incorporation required elements, and will construct a muslin sample.

# THEATER

**THEATER 100 INTRODUCTION TO THE THEATER (3) UC:CSU***Lecture: 3 hour(s)*

This course surveys the history of theater from the ancient Greek to modern times. Stage vocabulary, production crafts and acting techniques are introduced. Students will analyze how theater relates to motion pictures, television, and radio in contemporary American life, as well as compare themes in literature, compare and contrast adaptations of famous plays to their original written form and apply critical analysis to live dramatic productions.

Student Learning Outcome:

1. Students will understand the various types of theatre as determined by historical period or style. 2. They will understand what a variety of theatre artists do to create a play, including the actor, playwright, director and technical personnel. 3. They will know how to find a play to their liking how to make reservations and the proper etiquette for attending a performance.

**THEATER 270 BEGINNING ACTING (3) UC:CSU***Lecture: 3 hour(s)*

This course introduces students to performing in front of a live audience. Exercises for the body and voice are demonstrated and sensory identification is used to explore and reenact situations. Students will perform readings from a variety of published plays and practice the technical skill of "cold" reading without rehearsal. They will practice psychological interpretation of characters with the help of character analysis, memorize scenes and monologues, and learn to improvise on stage.

Student Learning Outcome:

1. Develop self-expression through performance. 2. Acquire communication and social skills. 3. Create theatre through individual effort, group interaction, and artistic collaboration. 4. Experience theatre in its multicultural, social, and historical contexts. 5. Form aesthetic judgment of theatre experiences. 6. Understand and demonstrate knowledge of Acting Theory. 7. Enhance reading comprehension, writing and vocabulary proficiency.

# VISUAL COMMUNICATIONS

## VISCOM 100 GRAPHIC DESIGN I (2) CSU

Lecture: 0.5 hour(s) Lab: 4.25 hour(s)

An introduction to the profession of Graphic Design. Projects will stress design basics, typography, the computer as a design tool, the basics of visual problem solving, and art production and advertising.

### Student Learning Outcome:

1. Students will apply color systems to their graphic design solutions that provide color harmony. 2. Students will be able to utilize typography for the purpose of effective visual communication. 3. Students will create a self-mailer for a current MOCA exhibition. This mailer must incorporate the Principles and Elements of Design.

## VISCOM 103 BASIC COMPUTER SYSTEMS (2) CSU

Lecture: 0.5 hour(s) Lab: 4.25 hour(s)

Introduction to using the Macintosh computer for graphic design. Students will learn basic computer functionality, with an emphasis on an understanding of the operations systems, configuration for use with graphic applications, file management and working in a network environment.

### Student Learning Outcome:

1. Student will design and create a business card on the Macintosh computer using Apple and Adobe applications for print and web.

## VISCOM 105 DIGITAL PREPRESS I (2) CSU

Lecture: 0.5 hour(s) Lab: 4.25 hour(s)

Beginning level course in the preparation of art for the reproduction process, and its application to the industries of Advertising and Graphic Design. Students will study the history of graphic design, typesetting, pasteup to digital prepress (in black and white and two color reproduction) as an emphasized focus within the course.

### Student Learning Outcome:

1. Students recognize technical processes and terms gathered from study of the history of graphic design. 2. Students will retouch a logo using type, line art, and spot color.

## VISCOM 106 DRAWING I (2) CSU

Lecture: 0.5 hour(s) Lab: 4.25 hour(s)

Introduction to concepts of basic observational drawing, perspective and the principles of light and shade. Black and white and color mediums will be utilized.

### Student Learning Outcome:

1. Students will draw images of 3D space correctly using Two Point Perspective. 2. Students will draw from life and from photographs for the purpose of creating camera ready illustrations. 3. Students will execute finished line art in various ink techniques.

## VISCOM 108 2D DESIGN FUNDAMENTALS (2) CSU

Lecture: 2 hour(s)

A course in the principles and elements of 2D design. Principles of unity, variety, emphasis, balance and proportion guide every mark a designer creates. Elements of line, shape, form, value, color, and texture provide for a control that all visual artists seek as they manipulate their work.

### Student Learning Outcome:

1. Apply organization and compose with visual relationships. 2. Create projects that consider the most appropriate use of design principles and elements. 3. Utilize typography and visual elements together in a single document and provide for clear readership and unified compositional layouts.

## VISCOM 112 DIGITAL PREPRESS II (2) CSU

Lecture: 0.5 hour(s) Lab: 4.25 hour(s)

Intermediate level course where students design and produce projects that utilize the Macintosh computer. Line art projects in single color and two colors are created in Adobe Illustrator. Technical processes for reproduction will be covered with instruction in the use of QuarkXPress.

### Student Learning Outcome:

1. Students will layout and design a poster using Pantone colors and a four color process printing including proofing, color separations and prepare for press.

## VISCOM 114 DIGITAL TYPESETTING (2) CSU

Lecture: 0.5 hour(s) Lab: 4.25 hour(s)

Introduction of the principles of computer typesetting as a career. The course will cover the standards and guidelines used to set type for ads, brochures, and stationary. Proofreading and setting copy in multiple computer programs will be stressed.

### Student Learning Outcome:

Students will study, identify and examine the principles techniques, factors and aesthetics that make a clear and powerful ad.

## VISCOM 115 GRAPHIC DESIGN II (2) CSU

Lecture: 0.5 hour(s) Lab: 4.25 hour(s)

Intermediate level course that will stress Graphic Design as a profession. Problems will emphasize the development of creativity, typography as communication, art production and the computer, and methods for developing brochures, ads and web pages.

### Student Learning Outcome:

1. Student will assess textual information and then apply the principles of gestalt to organize and present the information typographically in a visual hierarchy that is clear and consistent and helps the reader to understand how the different elements of the text relate to one another and so to navigate and more easily access the information he seeks.

## VISCOM 116 THREEDIMENSIONAL PACKAGE DESIGN (2) CSU

Lecture: 0.5 hour(s) Lab: 4.25 hour(s)

Introduction to the development of advertising concepts for magazines, television, and the internet. Use research, brainstorming and standard advertising methodology to plan, design and produce an advertising campaign.

### Student Learning Outcome:

1. Students will compare and assess both the editorial and advertising content of a cross section of retail magazines and then prepare a written summary of their findings and write a general description of the magazines' readership based on those findings. The student will then present this information orally to the class and answer spontaneous questions from the teacher and class members.

## VISCOM 118 DIGITAL DRAWING (2) CSU

Lecture: 0.5 hour(s) Lab: 3.75 hour(s)

Advisory: Visual Communications 103

Basic training in computer illustration using the Adobe software application Illustrator. Toolbox familiarity and manipulation, menus items, and general skill application will constitute this beginning level course.

### Student Learning Outcome:

1. Students will utilize Toolbox Tools to create images and typography. 2. Students will utilize Menus to alter and manipulate images and typography. 3. Students will create a poster design for a local entertainment venue.

**VISCOM 119 DIGITAL PAGE LAYOUT (2) CSU***Lecture: 2 hour(s)**Prerequisite: Visual Communications 103*

A hands on course in the use of the relevant industry pagination software. These applications are used for designing brochures, ads, flyers, stationery, magazines, and books. Students will learn how to work seamlessly with other applications. Students will learn to set up and construct page layouts and how to use software applications as design tools. Students will learn how to specify type, set type for columns, work with spreads and long copy documents using fonts and photos. In addition, students will create spot illustration drawings and graphics. Preflight and final preparation of finished art work for printing.

Student Learning Outcome:

Students will understand typesetting terms. Students will comprehend layout and design of magazine articles in relation to advertising and graphic design.

**VISCOM 120 DRAWING II (2) CSU***Lecture: 0.5 hour(s) Lab: 4.25 hour(s)*

An advanced drawing course in which indoor and outdoor observational drawing concepts are linked with magazine and book publishing for the creation of cover art and feature article page layouts.

Student Learning Outcome:

1. Students will be able to draw from observation with correct proportions, value variations in their line applications, and with an overall understanding of composition including positive and negative space.

**VISCOM 124 COMPUTER ILLUSTRATION I (2) CSU***Lecture: 0.5 hour(s) Lab: 4.25 hour(s)*

An intermediate level course in digital picture making techniques. It combines the Adobe software applications "Illustrator" and "Photoshop" for the creation of digital illustrations that include drawing, photo manipulations, and typography stylizations for advertising and editorial purposes.

Student Learning Outcome:

1. Students will redesign the packaging graphics for a consumer food product, or the #10 brochure for a SoCal theme park. 2. Students will create photography and illustration for container packaging. 3. Students will create digital files for all packaging components.

**VISCOM 126 PORTFOLIO DEVELOPMENT I (2) CSU***Lecture: 0.5 hour(s) Lab: 4.25 hour(s)*

This is a course in the production of a finished portfolio; all course projects will be reviewed for portfolio consideration. Some projects will require reworking. Preparation of 10 completed works with preliminary developmental books culminates in a simulated job interview with Advisory Board members.

Student Learning Outcome:

1. Students will apply organizational and design systems to a multi-page portfolio book document. 2. Students will create original digital files in Photoshop, Illustrator, InDesign, and other visual digital software applications and format each as PDFs for the purpose of printing. 3. Students will build the first half of a marketable portfolio.

**VISCOM 127 DIGITAL PREPRESS III (2) CSU***Lecture: 0.5 hour(s) Lab: 4.25 hour(s)*

An advanced course in digital prepress. Students will utilize photographic images, typography, and original artwork to create printing files for advertising and graphic design. Advanced Macintosh based theories will be covered to include Adobe Illustrator and Photoshop, and QuarkXPress.

Student Learning Outcome:

1. Students will create and design a presentation e-book including: personal identity (logo, business cards, envelopes and letterhead), research, thumbnails.

**VISCOM 128 DESIGNING LOGOS AND TRADEMARKS (2) CSU***Lecture: 2 hour(s)*

Introduction to the principles of trademark design and computer stationary production. Research, marketing, color theory, and corporate identity principles will be stressed. Logos, letterheads, business cards and envelopes will be designed for a variety of clients.

Student Learning Outcome:

1. Manipulate typography for the purpose of creating original letterform constructions. 2. Create small, simple graphic images for incorporation into logos and trademarks. 3. Create original logo designs for a variety of clients and business organizations.

**VISCOM 129 DIGITAL PHOTO MANIPULATION (2) CSU***Lecture: 1 hour(s) Lab: 3 hour(s)*

An introductory course that concentrates on the software application Adobe Photoshop. Students will be instructed on how to use this application to create original art and graphics by manipulating scanned photography and other imagery.

Student Learning Outcome:

1. Students will utilize Toolbox Tools to manipulate images and typography. 2. Students will utilize Menus to alter and manipulate color and transformations. 3. Students will utilize default Photoshop Brushes and create and use new brushes. 4. Students will create a DVD box design.

**VISCOM 130 DRAWING III (2) CSU***Lecture: 0.5 hour(s) Lab: 4.25 hour(s)*

An advanced drawing course in which quick observational drawings are refined in black and white and color mediums. Renderings, or more highly refined tonal work, will be performed in dry and wet mediums from indoor and outdoor locations.

Student Learning Outcome:

1. Students will be able to compose and design a multiple image montage illustration. The incorporation of scale change, strong positive and negative shapes and line variations will provide depth to the illustration content and suggest a strong graphic composition.

**VISCOM 131 COMPUTER ILLUSTRATION II (2) CSU***Lecture: 0.5 hour(s) Lab: 4.25 hour(s)*

An advanced course in digital picturemaking techniques. It combines the Adobe software applications "Illustrator" and "Photoshop" for the creation of digital illustrations that include drawing, photo manipulations, and typography stylizations for advertising and editorial purposes.

Student Learning Outcome:

1. Students will redesign the packaging graphics for a consumer food product, or the #10 brochure for a SoCal theme park. 2. Students will create photography and illustration for container packaging. 3. Students will create digital files for all packaging components.

**VISCOM 132 PORTFOLIO DEVELOPMENT II (2) CSU***Lecture: 0.5 hour(s) Lab: 4.25 hour(s)*

An advanced course in the production of a finished portfolio. Preparation of 10 completed works with preliminary developmental books culminates in a simulated job interview with Advisory Board members.

Student Learning Outcome:

1. Students will apply organizational and design systems to a multi-page portfolio book document. 2. Students will create original digital files in Photoshop, Illustrator, InDesign, and other visual digital software applications and format each as PDFs for the purpose of printing. 3. Students will complete the production files of all finished, marketable portfolio book.

**VISCOM 133 DIGITAL PORTFOLIO PREPARATION (2) CSU***Lecture: 0.5 hour(s) Lab: 4.25 hour(s)*

Preparation of the digital portfolio required for employment as a Graphic Designer or as an Art Director. Theories of resume preparation, job interview techniques and the development of the students' personal stationary will be stressed. The digital portfolio will show advanced Adobe Illustrator, Photoshop and QuarkXPress files needed for review by prospective employers.

Student Learning Outcome:

1. Students will produce a Digital portfolio including a resume and reevaluation of past designs. Portfolio will include photographs, illustrations and new creative projects.

**VISCOM 134 GRAPHIC DESIGN BUSINESS PRACTICES (2) CSU***Lecture: 2 hour(s)*

Introduction to the financial aspects of running a Graphic Design business. Lecture and projects will include billing procedures, business overhead costs, taxes and retirement planning. Taxes, small business legal issues and understanding business ethics are stressed.

Student Learning Outcome:

Students will study, learn, identify and examine the legal and changing world of Graphic Art. Studio and alternative careers and strategies are examined and explored.

**VISCOM 135 WEB PAGE GRAPHICS ON THE MACINTOSH (2) CSU***Lecture: 1 hour(s) Lab: 4 hour(s)*

An introductory course in the use of the Macintosh computer to construct web page graphics for the internet. Macromedia Dreamweaver is utilized and particular emphasis is placed on the construction process, design, art and photographic images, typography, RGB Color, HTML and DHTML.

Student Learning Outcome:

1. Students will design and create a website for portfolio presentation using Adobe Dreamweaver, and Fireworks.

**VISCOM 204 FLASH MOTION GRAPHICS (BEGINNING LEVEL) (2) CSU***Lecture: 1 hour(s) Lab: 3 hour(s)*

This course concentrates on the software application Macromedia Flash MX. It teaches beginning Flash users principles and techniques for designing web sites with motion graphics: how to layout pages, use color and text effectively, work with multiple image types, build navigation, and incorporate sound and video.

Student Learning Outcome:

1. Students will create animated movie for web advertisement using Flash Motion Graphics.

control of wastewater. 5. Be able to describe ponds in terms of the origin, chemical and biological compositions, and relations to wastewater. 6. Be able to discuss sludge handling and disposal, and reclamation and reuse of wastewater.

**WASTE 013 WASTEWATER OPERATIONS II (3)***Lecture: 3 hour(s)*

A comprehensive study is made of preliminary, primary, and secondary treatment systems and operations including selected field studies.

Student Learning Outcome:

1. Be able to describe the origins, composition and characteristics of wastewater. 2. Be able to discuss the technique, analysis, calculations and data evaluation of laboratory examination of wastewater. 3. Be able to compare and contrast preliminary, primary, chemical, and secondary treatments 4. Be able to discuss the theory, history, chlorination, ozonation, and calculations involved in disinfection. 5. Be able to compare and contrast the chemical and biological aspects of odor control.

**WASTE 014 WASTEWATER OPERATIONS III (3)***Lecture: 3 hour(s)*

This is a comprehensive study of disinfection methods, tertiary treatment, water reclamation, solids treatment, solids and effluent disposal practices.

Student Learning Outcome:

1. The student will be able to convert measurements from US units to metric. 2. Students will diagnose the health of the digester. 3. Students will take the proper steps to correct and remedy a sick digester.

**WASTE 015 WASTEWATER OPERATIONS IV (4)***Lecture: 3 hour(s) Lab: 3 hour(s)*

This is an introduction into the fundamentals of chemistry and laboratory techniques used to monitor wastewater treatment operations.

Student Learning Outcome:

1. Be able to describe the techniques, location, and times of sampling wastewater. 2. Be able to compare and contrast atoms, molecules, elements, and compounds. 3. Be able to discuss units, conversions, stoichiometric relationships, and problem solving in laboratory measurements and calculations. 4. Be able to discuss nomenclature and purpose of laboratory equipment and material. 5. Be able to describe the laboratory techniques in measuring liquid and weight, and analyzing samples using gravimetric, coulometric, colorimetric, electrometric, and instrumental analysis. 6. Be able to compare and contrast settleable solids, suspended solids, dissolved solids, volatile solids, pH, DO, BOD, and chlorine demand.

**WASTE 016 WASTEWATER OPERATIONS V (3)***Lecture: 3 hour(s)*

This course is a comprehensive study of the practical application of engineering fundamentals, such as hydraulics, mechanics, electricity and instruments as practiced in wastewater treatment.

Student Learning Outcome:

1. Be able to discuss pressure, buoyancy, force, statics, definitions, terms, units, and basic calculations in elementary hydraulics. 2. Be able to discuss the definitions, fluid friction, head loss, open channel flow, hydraulic equation problem units, and basic calculations in fluid dynamics. 3. Be able to describe symbols, dimensions, sections, views, and units in interpreting plans and specifications. 4. Be able to describe conduits, valves, wet wells storage tanks, and ponds in hydraulic appurtenances. 5. Be able to discuss units, weirs, venturis, other meters, and flow calculations in fluid measurements. 6. Be able to discuss forces, tension, compressions, shear, friction, stress, strain, factor of safety, typipproblems, and mechanical advantage in elementary mechanics. 7. Be able to describe pump, pump characteristics, energy requirements, energy and flow calculations in fluid mechanics. 8. Be able to discuss direct and alternating current, terms, definitions, power, and motors in elementary electricity.

**WASTEWATER TECHNOLOGY****WASTE 012 WASTEWATER OPERATIONS I (3)***Lecture: 3 hour(s)*

This course is a survey and introductory course into wastewater systems for operations and maintenance personnel. Administrative, engineering and laboratory personnel may benefit from this course.

Student Learning Outcome:

1. Be able to discuss the origin, chemical and biological compositions, and treatment methods of wastewater. 2. Be able to describe laboratory analysis of wastewater including the methods, materials, and procedures. 3. Be able to compare and contrast preliminary, primary, chemical, secondary, and tertiary treatments of wastewater. 4. Be able to discuss disinfection and odor

**WASTE 017 WASTEWATER OPERATIONS VI (3)***Lecture: 3 hour(s)*

Public health, the environment, regulations, management/supervision and report writing as practiced in wastewater and water reclamation plants safety are covered.

Student Learning Outcome:

1. Be able to describe pretreatment, collection system, public treatment system, and disposal system in a wastewater system. 2. Be able to discuss energy levels for various treatment methods, the costs involved, and social impacts of the effects on energy and natural resources. 3. Be able to describe the different levels of operator certification including the educational and experience requirements. 4. Be able to discuss public relations and professional organizations. 5. Be able to describe oral and written forms of communications, and the importance of record keeping. 6. Be able to discuss the administrative methods, human relations, CalOSHA, and labor relations in plant management. 7. Be able to describe how to fill out job applications, what to do in job interviews and discuss personnel practices.

**WASTE 018 WATER AND WASTEWATER MATHEMATICS (3)***Lecture: 3 hour(s)*

This is a review and practice of basic mathematical concepts required to solve wastewater treatment problems. (Note: this is not a remedial math class).

Student Learning Outcome:

1. Be able to discuss basic mathematics concepts such as fractions, decimals, exponents, percentages, averages, ratios, proportions, unit conversions, areas, volumes graphs, charts, velocity, weights, flow, equations, solving for an unknown, and combination calculations. 2. Be able to discuss preliminary treatment calculations in pumping, horsepower, detention time, velocity, and volume. 3. Be able to describe tank volumes, surface loading rate, weir overflow rate, hydraulic detention time, and removal efficiency in primary treatment. 4. Be able to describe oxidation pondstrickling filtersactivated sludge, detention time, solid loading rate, recirculation ratios, sludge age, air rates, WAS rate, RAS rate, and F to M ratio in secondary treatment. 5. Be able to describe loading rate, gas production, volatile solid reduction, and detention time in solids handling. 6. Be able to discuss Seattle ability, suspended solids, total solids, BOD, DO, SVI, and dosage rate in laboratory and disinfection.

# WELDING GAS AND ELECTRIC

**WELDG/E 100 METAL SCULPTURE I (3) CSU***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

Expand beginning welding skills and metal working techniques into an exploration of metal sculpture. This course covers hot and cold working of steel. Shielded metal arc welding, oxyfuel and plasma arc cutting, weld design and finishing techniques. Technical skills will be emphasized through hands on instruction and practice. There will be opportunity for creative expression and practical application.

Student Learning Outcome:

Students will complete metal sculpture using welding processes such as oxyfuel and SMAW,

**WELDG/E 101 FLUX CORED ARC WELDING (6)***Lecture: 1.5 hour(s) Lab: 13.5 hour(s)*

This course provides instructions on the principles, equipment, welding techniques, mode of operations, and safety for flux cored arc welding used for structural steel. The course content follows the FCAW competencies published in American Welding Society Guide for the Training of Welding

Personnel: Level I, Entry. This course prepares student for the performance portion of the Los Angeles Department of Building and Safety Structural Steel Certified Field Welder Examination.

Student Learning Outcome:

1. Conduct a safety inspection for Flux Cored Arc Welding Process. 2. Perform minor external repairs on FCAW equipment and accessories. 3. Perform assigned weldments using the FCAWG and FCAWS processes to detailed in the American Welding Society Structural Steel D1.1 Section 4.

**WELDG/E 102 PIPE HORIZONTAL(2G) AND UPHILL(5G) (3) NDA RPT 3***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

This course provide instruction on welding carbon steel pipe to requirements of the American Society of Manufacturing Engineers Boiler and Pressure Vessel Code Section 9 Welding and Brazing Qualification using the shielded metal arc welding process. The course objective requires proficiency in producing high quality welds on 6 inch diameter schedule 80 pipe in the 2G and 5G welding positions.

Student Learning Outcome:

Students will be able to produce a high quality weld on carbon steel 6 inch, schedule 80 pipe using the SMAW in the 2G and 5G welding positions

**WELDG/E 103 OCCUPATIONAL ORIENTATION FOR WELDERS (1) NDA***Lecture: 1 hour(s)*

This course introduce the employability skills outlined in the American Welding Society Guide for the Training and Qualification of Welding Personnel, AWSEG3.096. Topics includes: problem solving, identify resources, effective time management, evaluating information sources and ethical issues relating to the welding field.

Student Learning Outcome:

Student will be aware of the campus resources, interpersonal skills and employability skill needed for successful completion of the welding program and entrylevel employment in the welding field.

**WELDG/E 104 GAS TUNGSTEN ARC/SHIELDED METAL ARC WELDING (3) NDA***Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

This course provide instruction on welding carbon steel pipe to requirements of the American Society of Manufacturing Engineers Boiler and Pressure Vessel Code Section 9 Welding and Brazing Qualification using the Gas Tungsten Arc and the Shielded Metal Arc welding processes. The course objective requires proficiency in producing high quality welds on 6 inch diameter schedule 80 pipe in the 6G welding positions.

Student Learning Outcome:

Students will be able to produce a high quality weld on carbon steel 6 inch, schedule 80 pipe using the GTAW process for the root pass, and SMAW process for the fill and cover passes in the 6G welding position. Student will be able to produce a high quality weld on carbon steel 6 inch schedule 80 pipe using the GTAW process in the 5G welding process.

**WELDG/E 111 ACETYLENE WELDING, CUTTING AND BRAZING (6)***Lecture: 1.5 hour(s) Lab: 13.5 hour(s)*

Basic applications in oxyacetylene welding, brazing and cutting in flat and vertical positions. Students will perform SMAW on light gauge steel in all positions. Safety procedures and metal welding characteristics.

Student Learning Outcome:

Identify three types of flames in oxyfuel welding  
complete twelve basic weld to AWS standard D 1.3

**WELDG/E 112 WELDING RELATED TECHNICAL INSTRUCTIONS I (3)***Lecture: 3 hour(s)*

This course will cover the principles of oxyacetylene welding, brazing and cutting; safety, material selection, equipment assembly, fuels torch adjustments, and movements.

Student Learning Outcome:

Students will describe how to safely light and adjust an oxyacetylene flame

**WELDG/E 113 APPLIED MATHEMATICS I (3)***Lecture: 3 hour(s)*

Elementary arithmetic problems related to welding technology and solutions of whole numbers, fractions, and decimals.

Student Learning Outcome:

1. Add, Subtract, Multiply, Divide Whole Numbers, Fractions, Mixed Numbers and Decimals. 2. Round off decimals in one or more places. 3. Use measuring devices to determine size, Length, Angle or Distance. 4. Use a calculator to perform basic arithmetic operations. 5. Convert mixed numbers fraction to decimals and vice versa.

**WELDG/E 115 STRUCTURAL STEEL AND BOLTING SPECIAL INSPECTION (3)***Lecture: 3 hour(s)*

This course provides instructions on obtaining a certification as a Structural Bolting Special Inspector by the International Code Council. This course includes a review of the technical aspects of structural bolting inspection and quality assurance activities. Topics include: duties and responsibilities, safety practices, materials sampling, testing verification, high strength bolting, steel framing observation, referencing appropriate building codes and standards structural steel plan reading, and report writing.

Student Learning Outcome:

1. Upon the completion of this course all students will obtain the skill required to pass the Structural Steel and Bolting Special Inspector license issued by the International code council. Skills include: duties and responsibilities, referencing appropriate building codes and standards, materials identification and sampling, high strength bolting procedures, structural steel plan reading, and report writing.

**WELDG/E 120 STRUCTURAL WELDING SPECIAL INSPECTION (3)***Lecture: 3 hour(s)*

This course provides instructions on obtaining a certification as a Structural Welding Special Inspector by the International Code Council. This course includes a review of the technical aspects of structural welding inspection and quality assurance activities. Topics include: duties and responsibilities, safety practices, metal joining and cutting process, weld joint geometry and welding symbols, weld and base metal discontinuities, visual inspection, nondestructive testing referencing appropriate building codes and standards, materials identification and sampling, structural steel plan reading, and report writing.

Student Learning Outcome:

1. This course includes a review of the technical aspects of structural welding inspection and quality assurance activities. Topics include: duties and responsibilities, safety practices, metal joining and cutting process, weld joint geometry and welding symbols, weld and base metal discontinuities, visual inspection, nondestructive testing referencing appropriate building codes and standards, materials identification and sampling, high strength bolting procedures, structural steel plan reading, and report writing

**WELDG/E 121 ELECTRIC WELDING I (6)***Lecture: 1.5 hour(s) Lab: 13.5 hour(s)*

Students perform basic manipulative exercises in electric welding using low alloy and mild steel materials in all positions, safety precautions, and fire prevention.

Student Learning Outcome:

Students set up and safely light and adjust oxyacetylene flame.

**WELDG/E 124 BLUEPRINT READING I (3)***Lecture: 3 hour(s)*

This course covers the principles of reading and interpreting basic industrial blueprints as applied to the welding trade.

Student Learning Outcome:

Students will sketch oblique, isometric and pictorial views.

**WELDG/E 125 APPLIED MATHEMATICS II (3)***Lecture: 3 hour(s)**Prerequisite: Welding 111; Welding 112; Welding 113*

Related mathematical problems in welding in project design and construction using the fundamental principles of algebra.

Student Learning Outcome:

1. Convert SI(Metric) to U.S. (Customary) Units, and vice versa. 2. Identify geometric shapes. 3. Understand the function of angles and parts of a circle. 4. Prepare parts using the principles of geometry. 5. Read and use a U.S (Customary)/SI(Metric) Tape, Rule and Square.

**WELDG/E 131 ELECTRIC WELDING II (6)***Lecture: 1.5 hour(s) Lab: 13.5 hour(s)*

This course will offer students an opportunity to prepare for certification testing in SMAW. There will be opportunities for improvement through supervised practice and individual coaching in SMAW technique.

Student Learning Outcome:

Students use shielded metal arc welding (SMAW) techniques to weld in vertical position using a 7018 electrode.

**WELDG/E 132 BLUEPRINT READING II (3)***Lecture: 3 hour(s)**Prerequisite: Welding 113*

The course covers the principles of lines, view, size, description, print formats, fasteners, and different types of fabrication drawings; review of industrial welding prints.

Student Learning Outcome:

Students will sketch oblique, isometric and pictorial views.

**WELDG/E 133 WELDING RELATED TECHNICAL INSTRUCTION III (3)***Lecture: 3 hour(s)*

The course places an emphasis on materials, design, assembly procedures, electrodes selection, equipment, welding joints, terminology, welding metallurgy, and preparation for AWS and ASME welding examination.

Student Learning Outcome:

Identify five types of welding joints and seven common structural steel shapes used in industry.

**WELDG/E 141 ELECTRIC WELDING III (6)***Lecture: 1.5 hour(s) Lab: 13.5 hour(s)*

Students complete activities in sheet metal welding, cast iron welding, inert gas welding (MIG and TIG) and semiautomatic gas shielded welding.

Student Learning Outcome:

Weld a lap joint in flat position on aluminum using GTAW process.

**WELDG/E 142 INERT GAS WELDING (TIG & MIG) (3)***Lecture: 3 hour(s)*

The course covers principles in welding aluminum, stainless steel, carbon steel and the maintenance and operation of welding equipment.

Student Learning Outcome:

1. Identify three types of shielding gases used in GMAW and explain the functions of the shielding gasses.

**WELDG/E 143 WELDING RELATED TECHNICAL INSTRUCTION IV (3)**

*Lecture: 3 hour(s)*

The course covers the principles and theory of operating semiautomatic gas shielded welding equipment and the metallurgy of metals.

Student Learning Outcome:

1. Identify three types of shielding gases used in GMAW and explain the functions of the shielding gasses.

**WELDG/E 151 SHIELD METAL, FLUX CORE & GAS TUNGSTEN ARC WELDING LABORATORY (2)**

*Lab: 6 hour(s)*

Practical laboratory exercises to improve one's welding techniques in SMAW, FCAW & GTAW and to prepare for certification testing.

Student Learning Outcome:

1. At the completion of this course all students will select an electric arc welding process covered in the course and demonstrate a common knowledge of basic operating principles, component identification, equipment setup and performance.

**WELDG/E 185 DIRECTED STUDY WELDING GAS AND ELECTRIC (1)**

*Lecture: 1 hour(s)*

This course allows students to pursue a directed study in welding technology on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in plumbing technology.

**WELDG/E 200 METAL SCULPTURE II (3) CSU**

*Lecture: 1.5 hour(s) Lab: 4.5 hour(s)*

*Prerequisite: Welding 100*

Expand beginning welding skills and metal working techniques into an exploration of metal sculpture. This course covers hot and cold working of steel. Shielded metal arc welding, oxyfuel and plasma arc cutting, weld design and finishing techniques. Technical skills will be emphasized through hands on instruction and practice. There will be opportunity for creative expression and practical application.

Student Learning Outcome:

All students will be able to produce sound multipass fillet welds using both the E6010 and E7018 in all welding positions.

**WELDG/E 201 WELDING GAS AND ELECTRIC I (2)**

*Lab: 6 hour(s)*

Basic manipulative exercises in electric welding using low alloy and mild steel materials in all positions, safety precautions, and fire prevention.

Student Learning Outcome:

1. At the completion of the course all students will demonstrate general and operating knowledge in oxyacetylene welding, oxyacetylene cutting and braze welding.

**WELDG/E 201A WELDING GAS AND ELECTRIC I (1)**

*Lab: 3 hour(s)*

Basic manipulative exercises in electric welding using low alloy and mild steel materials in all positions, safety precautions, and fire prevention.

Student Learning Outcome:

1. At the completion of the course all students will demonstrate general and operating knowledge in oxyacetylene welding, oxyacetylene cutting and braze welding.

**WELDG/E 201B WELDING GAS AND ELECTRIC I (1)**

*Lab: 3 hour(s)*

This course will offer students an opportunity to prepare for certification testing in SMAW. There will be opportunities for improvement through supervised practice and individual coaching in SMAW technique.

Student Learning Outcome:

1. Students will weld a Vee Groove in the Flat position using 1" steel plate with 100% joint penetration.

**WELDG/E 202 WELDING GAS AND ELECTRIC II (2)**

*Lab: 6 hour(s)*

This course will offer students an opportunity to prepare for certification testing in SMAW. There will be opportunities for improvement through supervised practice and individual coaching in SMAW technique.

Student Learning Outcome:

1. Students use shielded metal arc welding (SMAW) techniques to weld in vertical position using a 7018 electrode.

**WELDG/E 210 METAL SCULPTING LABORATORY (2) CSU**

*Lab: 6 hour(s)*

*Prerequisite: Welding 100*

Expand beginning welding skills and metal working techniques into an exploration of metal sculpture.

Student Learning Outcome:

1. All students will be able to produce sound multipass fillet welds using both the E6010 and E7018 in all welding positions.

**WELDG/E 251 TUNGSTEN INERT GAS WELDING (2)**

*Lab: 6 hour(s)*

Students will learn Inert Gas Welding. Gas Tungsten Arc Welding (TIG) and Gas Metal arc welding. (MIG) Distinguish among manual, semiautomatic, and automatic modes of operation and Safety.

Student Learning Outcome:

Weld a lap joint in flat position on aluminum using GTAW process.

**WELDG/E 285 DIRECTED STUDY WELDING GAS AND ELECTRIC (2)**

*Lecture: 2 hour(s)*

This course allows students to pursue a directed study in welding technology on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in plumbing technology.

**WELDG/E 385 DIRECTED STUDY WELDING GAS AND ELECTRIC (3)**

*Lecture: 3 hour(s)*

This course allows students to pursue a directed study in welding technology on a contract basis under the direction of a supervising instructor.

Student Learning Outcome:

The outcome will vary depending on the contract with the instructor. The student will formulate a research paper based on a topic in plumbing technology.

**WELDG/E 941 COOPERATIVE EDUCATION WELDING GAS AND ELECTRIC (4)**

*Lecture: 4 hour(s)*

Cooperative Education is a work experience program involving the employer, the student/employee and the college to insure that the student receives on the job training and the unit credit for work experience or volunteer work/internship. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

Student Learning Outcome:

The student will develop at least three learning objectives to be accomplished on the job. The objectives will be related to the educational/occupational goals of the student.

# GLOSSARY OF TERMS

**Academic Probation**

After attempting 12 units, a student whose cumulative grade-point average falls below 2.0 is placed on academic probation. A student whose cumulative grade point average falls below 2.0 for three consecutive semesters is subject to dismissal from the College.

**Academic Renewal**

A student may initiate a petition to have his/her record reviewed for the removal of grade(s) from their permanent record for the purpose of computing the grade-point average. A student must meet specific conditions and may have a maximum of 18 units removed.

**Add Permit**

A form issued by an instructor 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 the office of Admissions and Records.

**Advisory**

An advisory is condition of enrollment that a student is advised (but not required) to meet before, or in conjunction with, enrollment in a course.

**Appeal**

A student request for reconsideration of a decision made affecting disciplinary action, grade change, prerequisite challenge, etc.

**Application for Admission**

A form provided by the office of Admissions and Records on which the student enters identifying data and requests admittance for a specific semester.

**Articulation Agreement**

An agreement with another institution that certifies that courses will be accepted for credit upon transfer.

**ASSIST**

An online student-transfer information system that shows how course credits earned at one public California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's public colleges and universities and provides the most accurate and up-to-date information about student transfer in California ([assist.org](http://assist.org)).

**Assessment**

Assessment is the process the college uses to evaluate student skills in areas such as Reading, English and English as a Second Language (ESL), and Mathematics.

**ASO (Associated Student Organization)**

An organization which all enrolled students are eligible to join.

**Associate Degree**

A degree (Associate in Arts, A.A., or Associate in Science, A.S.) granted by a community college which recognizes a student's satisfactory completion of an organized program of study consisting of a minimum of 60 degree applicable semester units.

**Audit**

A student's attendance in a class with permission of the instructor and payment of a fee. No college credit nor grade is given.

**CalWORKS Program**

CalWORKs (California Work Opportunity and Responsibility to Kids) program offers training and support services to students receiving TANF (Temporary Assistance to Needy Families), previously AFDC.

**Catalog Rights**

Catalog rights refer to the right of every continuing student to choose one, and only one, catalog under whose course requirements the student is to be evaluated for the purpose of determining whether the student meets the requirements for graduation or for certification to transfer to UC or CSU. The continuing student may select the catalog which was in effect when the student initially enrolled at LATTC, or the catalog in effect when the student petitions for graduation or transfer certification.

**Certificate of Achievement**

Programs designed for students who are looking for instruction with a high degree of specialization. Certificates of Achievement vary in length and may require less than two years of full-time study, and may be pursued on a part-time basis. At the point of completion, students may request the issuance of a Certificate of Achievement.

**Certificate of Completion**

A document confirming that a student has completed a program or sequence of noncredit courses that prepares him or her to progress in a career path or to undertake degree-applicable or nondegree-applicable credit courses.

**Certification of CSU General Education Requirements**

Completion of a body of transfer courses which meet the general education requirements of the California State University system (CSU).

**Concurrent Enrollment**

A student may enroll in two mutually dependent courses within the same semester and/or may be simultaneously enrolled at both LATTC and a K-12 or another college.

**Continuing Student**

A student who maintains continuous attendance which is defined as no more than one semester absence within a school year, excluding Summer Sessions and Winter Intersessions.

**Cooperative Education**

An instructional program that is designed to complement the student's academic training with on-the-job experiences.

**Corequisite**

A condition of enrollment consisting of what course a student is required to simultaneously take in order to enroll in another course.

**Counseling**

Guidance provided by professional counselors in academic, vocational, and personal matters.

**Course**

A subject of study identified by Title and Number; for example: Art 101.

**Credit by Examination**

Credit granted for proficiency accomplished through testing.

**Dismissal**

A student on academic or progress probation for three semesters 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 re-admittance at the end of that period of time.

**Drop**

A student's official withdrawal from a class.

**Elective**

Courses recommended for a given major in addition to prescribed requirements.

**Full-Time Student**

A student enrolled and active in 12 or more units during the Fall or Spring Semester.

**General Education Requirements**

A group of courses from several subject areas which are required for graduation by state law.

**Grade Point**

The numerical value of a college letter grade. A=4, B=3, C=2, D=1, F=0, times the number of units of the course: An "A" in a 5 unit course equals 20 points.

**Grade-Point Average (GPA)**

The GPA is determined by dividing the total grade point earned by the number of attempted units.

**IGETC (Intersegmental General Education Transfer Curriculum)**

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or the University of California system.

**INC (Incomplete)**

The administrative symbol "INC" is recorded on the student's permanent record in special situations in which the student has not been able to complete a course due to circumstances beyond the student's control.

**IP (In Progress)**

A symbol which indicates a course which continues over parts or all of two semesters.

**Lower Division**

College courses at the freshman and sophomore levels.

**Major (Program of Study)**

A concentration of study in a specified discipline.

**MW (Military Withdrawal)**

This 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 last day of the fourteenth week of instruction or 75% of the time the class is scheduled to meet, whichever is less.

**NDA (Non-Degree Applicable)**

Credit courses that do not apply toward a degree and are not transferable.

**Non-Penalty Drop Period**

The first two 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.

**Pass/No-Pass**

A form of grading whereby a student receives a grade of Pass (P) or No Pass (NP) instead of an A, B, C, D, or F. A grade of "P" is assigned for class work equivalent to a "C" or above. "NP" denotes work below a grade of "C."

**Prerequisite**

A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

**Progress Probation**

A student will be placed on progress probation if, after enrolling in 12 units, the total number of units for which a W, NP or INC has been assigned equals 50 percent or more of the units enrolled.

**RD (Report Delayed)**

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.

**Returning Student**

A previously enrolled student who did not attend the College during the previous two semesters. Attendance during the summer session is not included in this determination.

**Satisfactory Completion**

Completion of a course with a grade of "C" or better.

**Schedule of Classes**

A schedule giving directions for enrollment and detailed information about the times, locations, and instructors of the classes to be offered. It is issued before the beginning of each semester and summer session.

**Section Number**

A four-digit class identification number which appears in the first column in the class schedule before the time of day or evening the class meets.

**Semester**

One-half of the academic year, usually 16 weeks.

**Substandard Grade**

An earned grade of "D" or "F".

**Transcripts**

A student's permanent record and an official list of all courses taken at a college or university showing the final grade received for each course.

**Transfer**

A student may change from one collegiate institution to another after having met the requirements for admission to the second institution.

**Transfer Courses**

Courses designed to match lower-division courses of a four-year institution and for which credit may be transferred to that institution.

**Transferable Units**

College units earned through satisfactory completion of courses acceptable for credit at a four-year college or university (e.g. UC – University of California, CSU – California State University)

**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 courses for which a student was ever actively enrolled.

**Units Completed**

Total number of units in courses for which a student received a grade of A, B, C, D, or P.

**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 transcripts.

**W**

An administrative symbol assigned to a student's permanent record for all classes which a student has dropped or has been excluded from by the instructor after the end of the non-penalty drop date, but by the last day to drop.

**Withdrawal**

The action a student takes in dropping all classes during any one semester and discontinuing coursework at the College.

# DIRECTORY

FROM OFF CAMPUS: DIAL (213) 763-XXXX (SEE LISTED PHONE NUMBER)

## INFORMATION & SERVICES

| ACTIVITIES                                                                                                                                                                                                                                           | PHONE NO.        | ROOM      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------|
| <b>A</b>                                                                                                                                                                                                                                             |                  |           |
| Academic Connections                                                                                                                                                                                                                                 | 763-3754         | MA-109    |
| <ul style="list-style-type: none"> <li>• Learning Skills Computer Lab</li> <li>• Open Computer Lab</li> </ul>                                                                                                                                        |                  |           |
| Academic Senate                                                                                                                                                                                                                                      | 763-7167         | TG        |
| Admissions & Records                                                                                                                                                                                                                                 | 763-5300         | JH-Lobby  |
| <ul style="list-style-type: none"> <li>• Academic Renewal</li> <li>• Adding/Dropping a Class</li> <li>• Applying for Admissions</li> <li>• Academic, Administrative &amp; Grade Change Petition</li> <li>• CCCApply (on-line application)</li> </ul> |                  |           |
| A – C .....                                                                                                                                                                                                                                          | 763-5314 or 5317 |           |
| D – E .....                                                                                                                                                                                                                                          | 763-5318         |           |
| F – G .....                                                                                                                                                                                                                                          | 763-5314         |           |
| H – J .....                                                                                                                                                                                                                                          | 763-5311         |           |
| K – L .....                                                                                                                                                                                                                                          | 763-5304         |           |
| M – N .....                                                                                                                                                                                                                                          | 763-5313         |           |
| O – Q .....                                                                                                                                                                                                                                          | 763-5307         |           |
| R – S .....                                                                                                                                                                                                                                          | 763-5313         |           |
| T – V .....                                                                                                                                                                                                                                          | 763-5309         |           |
| W – Z .....                                                                                                                                                                                                                                          | 763-5303         |           |
| • Credit by Exam                                                                                                                                                                                                                                     | 763-5320         | JH-Lobby  |
| • General Petitions                                                                                                                                                                                                                                  | 763-5314 or 5317 | JH-Lobby  |
| A – L .....                                                                                                                                                                                                                                          | 763-5314         | JH-Lobby  |
| M – Z .....                                                                                                                                                                                                                                          | 763-5317         | JH-Lobby  |
| • Graduation Application                                                                                                                                                                                                                             | 763-5306         | JH-Lobby  |
| A – E .....                                                                                                                                                                                                                                          | 763-5308         | JH-Lobby  |
| F – K .....                                                                                                                                                                                                                                          | 763-5320         | JH-Lobby  |
| L – R .....                                                                                                                                                                                                                                          | 763-5302         | JH-Lobby  |
| S – Z .....                                                                                                                                                                                                                                          | 763-5322         | JH-Lobby  |
| • Registration Questions                                                                                                                                                                                                                             | 763-5300         | JH-Lobby  |
| • Residency Questions                                                                                                                                                                                                                                | 763-5300         | JH-Lobby  |
| • Transcript Request                                                                                                                                                                                                                                 | 763-5318         | JH-Lobby  |
| A – I .....                                                                                                                                                                                                                                          | 763-5318         | JH-Lobby  |
| J – Q .....                                                                                                                                                                                                                                          | 763-5303         | JH-Lobby  |
| R – Z .....                                                                                                                                                                                                                                          | 763-5304         | JH-Lobby  |
| • Verification of Enrollment                                                                                                                                                                                                                         | 763-5307         | In Person |
| • Veterans Student Center                                                                                                                                                                                                                            | 763-5305         | JH-315    |
| • Withdraw from College                                                                                                                                                                                                                              | 763-5300         | JH-Lobby  |
| Allied Health/Health Occupation                                                                                                                                                                                                                      | 763-7170         | MH-165    |
| Assessment                                                                                                                                                                                                                                           | 763-5339         | MA-001    |
| Associated Student Organization (ASO)                                                                                                                                                                                                                | 763-7200         | MA-101    |
| Athletics                                                                                                                                                                                                                                            | 763-3726         | WH-200    |

| ACTIVITIES                           | PHONE NO. | ROOM                     |
|--------------------------------------|-----------|--------------------------|
| <b>B</b>                             |           |                          |
| Bookstore                            | 763-7210  | CH-102                   |
| • Books, Supplies, Catalog, Schedule |           |                          |
| Bridges to Success Center            | 763-5560  | MA-105/106               |
| • I.D. Cards                         |           |                          |
| • Orientation/Campus Information     |           |                          |
| Business Office                      | 763-7225  | JH-109                   |
| • Accounts Payable                   | 763-7236  | JH-109                   |
| • Bus Passes and Tokens              | 763-7225  | JH-109                   |
| • Check Distribution                 | 763-7225  | JH-109                   |
| • Fees Payment and Refund            | 763-7225  | JH-109                   |
| • Registration Receipt               | 763-7225  | JH-109                   |
| • Student ID Stickers                | 763-5337  | JH-Lobby                 |
| • Student Parking Permits            | 763-7225  | JH-109                   |
| <b>C</b>                             |           |                          |
| Cafeteria                            | 763-7331  | SA Bldg                  |
| CalWORKs/GAIN                        | 763-7109  | JH-403                   |
| Career Center                        | 763-7104  | JH-403                   |
| Child Development Center             | 763-3690  | Olive & 21 <sup>st</sup> |
| College Information Center           | 763-5337  | JH-Lobby                 |
| College Sheriff                      | 763-3600  | CY-150                   |
| • Emergencies                        | 763-3611  | CY-150                   |
| • Locating a Student (emergency)     | 763-3611  | CY-150                   |
| • Lost & Found                       | 763-3600  | CY-150                   |
| • Parking Enforcement                | 763-3600  | CY-150                   |
| Compliance Office                    | 763-7066  | JH-523                   |
| Continuing Education/Noncredit       | 763-5560  | MA-109                   |
| Counseling                           | 763-7354  | JH-416                   |

**INFORMATION & SERVICES**

| ACTIVITIES | PHONE NO. | ROOM |
|------------|-----------|------|
|------------|-----------|------|

**D—F**

|                                      |          |        |
|--------------------------------------|----------|--------|
| Disabled Student Programs & Services | 763-3773 | MA-100 |
| EOPS Programs                        | 763-7097 | JH-205 |
| EOPS/CARE                            | 763-7117 | JH-205 |
| Financial Aid Lab                    | 763-7082 | MA-108 |

- FAFSA Application
- Loan Application
- Activate Debit Card
- Check status of financial aid and disbursements

|                                                                                                                                                                                          |          |        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|
| Financial Aid Office                                                                                                                                                                     | 763-7082 | JH-214 |
| <ul style="list-style-type: none"> <li>• Federal and State Grants</li> <li>• Federal Loans</li> <li>• Federal Work-Study</li> <li>• Fee Waiver Grants</li> <li>• Scholarships</li> </ul> |          |        |

**G—I**

|                                                                        |          |          |
|------------------------------------------------------------------------|----------|----------|
| GAIN/CalWORKs                                                          | 763-7109 | JH-403   |
| Garden Room Restaurant                                                 | 763-7331 | SA-108   |
| Health/Kinesiology (formerly Physical Education)                       | 763-3726 | WH-200   |
| Information Center                                                     | 763-5337 | JH-Lobby |
| <ul style="list-style-type: none"> <li>• Campus Information</li> </ul> |          |          |
| International Students                                                 | 763-5345 | JH-415   |

**L—P**

|                                                                                                                                                           |                                              |                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|------------------------------------------|
| Labor Studies                                                                                                                                             | 763-7129                                     | LA-117                                   |
| Learning Skills Center, <i>see Center for Academic Connections</i>                                                                                        |                                              |                                          |
| Library                                                                                                                                                   | 763-3950                                     | MA-104                                   |
| <ul style="list-style-type: none"> <li>• Circulation</li> <li>• Reference Desk</li> <li>• Tutoring Center</li> </ul>                                      | 763-3950<br>763-3958                         |                                          |
| Matriculation                                                                                                                                             | 763-5348                                     | JH-303                                   |
| <ul style="list-style-type: none"> <li>• Assessment</li> <li>• Orientation</li> <li>• New Student Counseling</li> <li>• Prerequisite Clearance</li> </ul> | 763-5339<br>763-5336<br>763-7354<br>763-5339 | MA-001<br>MA-105/106<br>JH-416<br>MA-001 |

| ACTIVITIES | PHONE NO. | ROOM |
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|                                                                       |          |                  |
|-----------------------------------------------------------------------|----------|------------------|
| <ul style="list-style-type: none"> <li>• Challenge Process</li> </ul> | 763-5339 | MA-001           |
| Open Computer Lab                                                     | 763-7208 | MA-104 (Library) |
| PUEENTE Program                                                       | 763-3771 | JH-413           |

**R—S**

|                                                                                                                                                                |                      |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------|
| Student Relations/Recruitment/Outreach                                                                                                                         | 763-5329             | JH-Lobby         |
| Student Activities                                                                                                                                             | 763-7205             | MA               |
| <ul style="list-style-type: none"> <li>• Awards/Honors</li> <li>• Campus Clubs</li> <li>• Notices (Posting on Campus)</li> <li>• Student Government</li> </ul> |                      |                  |
| Student Employment Center                                                                                                                                      | 763-7124             | JH-403           |
| <ul style="list-style-type: none"> <li>• Job Placement</li> </ul>                                                                                              | 763-7124             | JH-403           |
| Student Grievance                                                                                                                                              | 763-7066             | JH-523           |
| Student Health Center                                                                                                                                          | 763-3764             | EL-102           |
| <ul style="list-style-type: none"> <li>• Accidents</li> <li>• Health Services</li> </ul>                                                                       | 763-3764<br>763-3764 | EL-102<br>EL-102 |
| Student ID Card                                                                                                                                                | 763-5339             | MA-105/106       |

**T—W**

|                            |                  |        |
|----------------------------|------------------|--------|
| Tutoring Center            | 763-3738         | MA-109 |
| University Transfer Center | 763-7154         | JH-203 |
| Veterans Student Center    | 763-5305 or 5572 | JH-315 |

## COLLEGE ADMINISTRATION

| NAME                                    | PHONE NO.       | ROOM          |
|-----------------------------------------|-----------------|---------------|
| <b>Dr. Laurence Frank,</b><br>President | <b>763-7052</b> | <b>JH-542</b> |

## ACADEMIC AFFAIRS & WORKFORCE DEVELOPMENT

|                                                                                     |                 |               |
|-------------------------------------------------------------------------------------|-----------------|---------------|
| <b>Leticia Barajas,</b><br>Vice President, Academic Affairs & Workforce Development | <b>763-7071</b> | <b>JH-503</b> |
| Nicole Albo-Lopez,<br>Dean, Academic Affairs                                        | 763-7025        | MA-205G       |
| Joseph Guerrieri,<br>Dean, Academic Affairs                                         | 763-3683        | JH-511        |
| Vincent Jackson,<br>Dean, Academic Affairs                                          | 763-7035        | JH-521        |
| Cynthia Morley-Mower,<br>Dean, Academic Affairs                                     | 763-7074        | JH-517        |

## ADMINISTRATION

|                                                              |                 |               |
|--------------------------------------------------------------|-----------------|---------------|
| <b>Dr. Mary Gallagher,</b><br>Vice President, Administration | <b>763-7040</b> | <b>JH-534</b> |
| Marcus Anglin,<br>College Financial Administrator            | 763-7225        | JH-532        |
| Bill Smith,<br>Facilities Manager                            | 763-3612        | CY-152        |

## INSTITUTIONAL EFFECTIVENESS

|                                                         |          |        |
|---------------------------------------------------------|----------|--------|
| Dr. Anna Badalyan,<br>Dean, Institutional Effectiveness | 763-7064 | JH-305 |
|---------------------------------------------------------|----------|--------|

## STUDENT SERVICES

|                                                      |                 |               |
|------------------------------------------------------|-----------------|---------------|
| <b>(Vacant),</b><br>Vice President, Student Services | <b>763-7078</b> | <b>JH-512</b> |
| Luis Dorado<br>Dean, Student Services                | 763-7207        | MA-100        |
| Dorothy Smith,<br>Dean, Student Success              | 763-5507        | JH-320        |

## DEPARTMENT HEADS

| NAME                                                                                            | PHONE NO.     | ROOM           |
|-------------------------------------------------------------------------------------------------|---------------|----------------|
| <b>ACADEMIC CONNECTIONS</b><br>Christina Anketell                                               | 763-3741      | MA-109e        |
| <b>ADMISSIONS &amp; RECORDS</b><br>(Vacant)                                                     | 763-5316      | JH-116         |
| <b>ALLIED HEALTH</b><br>Dr. Rita Weingourt                                                      | 763-7182      | MH-165A        |
| <b>APPRENTICESHIP</b><br>Bill Elarton                                                           | 763-7151      | SQ-122         |
| <b>ATHLETICS</b><br>Dimitri Lagos                                                               | 763-3728      | WH-200         |
| <b>BEHAVIORAL/SOCIAL SCIENCES/CHILD DEVELOPMENT</b><br>Alicia Rodriguez-Estrada                 | 763-3938      | AH-516         |
| <b>BRIDGES TO SUCCESS</b><br>Luis Dorado                                                        | 763-3683      | MA-105 & 106   |
| <b>BUSINESS ADMINISTRATION/COMPUTER APPLICATIONS &amp; OFFICE TECHNOLOGY</b><br>Paulette Bailey | 763-7269      | CH-225         |
| <b>BUSINESS OFFICE</b><br>Marcus Anglin                                                         | 763-7227      | JH-532         |
| <b>CHILD DEVELOPMENT CENTER</b><br>LaTanya Hardy                                                | 763-3690      | Olive & 21st   |
| <b>COLLEGE SHERIFF</b><br>Deputy Diane Dodd                                                     | 763-3600      | CY-150         |
| <b>COMPLIANCE</b><br>Dorothy Smith                                                              | 763-7044      | JH-320         |
| <b>CONSTRUCTION, DESIGN &amp; MANUFACTURING</b><br>William D. Elarton                           | 763-3701      | SQ-122         |
| <b>COSMETOLOGY</b><br>Elton Robinson                                                            | 763-7138      | MH-241E        |
| <b>COUNSELING</b><br>Thomas Dawkins                                                             | 763-7361      | JH-418         |
| <b>CULINARY ARTS</b><br>Steve Kasmar                                                            | 763-7332      | SA-118         |
| <b>DIGITAL &amp; MEDIA ART</b><br>Carole Anderson                                               | 763-3640      | CY-222         |
| <b>DISABLED STUDENT PROGRAMS &amp; SERVICES</b><br>Klaudia Macias                               | 763-3778      | MA-100         |
| <b>ELECTRONICS TECHNOLOGY/CIS</b><br>Eric Chavez                                                | 763-3789      | CH-325         |
| <b>ENGLISH/ESL</b><br>Janice Gangel-Vasquez                                                     | 763-5516      | AH-515         |
| <b>EOPS/CARE</b><br>Derek Majors                                                                | 763-7116      | JH-217         |
| <b>FINANCIAL AID OFFICE</b><br>Ruth Bledsoe                                                     | 763-7082      | JH-224         |
| <b>GAIN/CALWORKS/CAREER CENTER</b><br>Linda Cole                                                | 763-7109/7104 | JH-403/RH-107A |
| <b>HEALTH/KINESIOLOGY (FORMERLY PHYSICAL EDUCATION)</b><br>Joseph Ratcliff                      | 763-3730      | WH-200         |
| <b>LABOR CENTER</b><br>John McDowell                                                            | 763-7129      | MA-005         |
| <b>LANGUAGE ARTS/HUMANITIES/COMMUNICATION STUDIES (FORMERLY SPEECH)</b><br>Dr. John Glavan      | 763-3931      | AH-518         |
| <b>LIBRARY</b><br>Judith Samuel                                                                 | 763-3959      | MA-205B        |
| <b>MATH</b><br>Margaret Murphy                                                                  | 763-7320      | AH-508         |
| <b>PHYSICAL PLANT</b><br>Bill Smith                                                             | 763-3612      | CY-152         |
| <b>PUENTE</b><br>Ashraf Hosseini                                                                | 763-3771      | JH-413         |
| <b>SCIENCES</b><br>Ricky Wong                                                                   | 763-7295      | CH-405         |
| <b>STUDENT SUCCESS</b><br>Dorothy Smith                                                         | 763-5507      | JH-320         |
| <b>TRANSPORTATION</b><br>Jess Guerra                                                            | 763-3900      | OH-108K        |
| <b>UNIVERSITY TRANSFER CENTER</b><br>David Esparza                                              | 763-7154      | JH-203         |

**FACULTY**

| NAME | PHONE NO. | ROOM |
|------|-----------|------|
|------|-----------|------|

**ACADEMIC CONNECTIONS****Learning Skills**

|                        |      |         |
|------------------------|------|---------|
| Learning Skills Center | 3738 | MA-109  |
| Anketell, Christina    | 3741 | MA-109E |
| Armstrong, Maria       | 3698 | MA-109  |
| Cole, Valerie          | 3742 | MA-109  |
| Galindo, Maryanne      | 5554 | MA-109  |
| Nwoko, John            | 3749 | MA-109  |
| Tom-Miura, Dr. Allison | 3759 | MA-109  |

**ALLIED HEALTH**

|                                     |      |         |
|-------------------------------------|------|---------|
| Allied Health &, Health Occupations | 7170 | MH-165  |
| Wickman, Yvette                     | 7185 | MH-165  |
| Ashby, Cynthia                      | 7178 | MH-208  |
| Battams, Brian                      | 7172 | MH-153  |
| Brown, Dr. Stephen                  | 7184 | MH-208  |
| Chandler, Dr. Christine             | 7194 | MH-208  |
| Davis-Kendrick, Maggie              | 7181 | MH-208  |
| Jacobs, Loreto                      | 7177 | MH-208  |
| Jenkinson, Deborah                  | 7176 | MH-208  |
| Johnson, Paula                      | 7175 | MH-208  |
| Rodriguez, Angel                    | 7186 | MH-165  |
| Soles, Barbara                      | 7193 | MH-208  |
| Villora, Dr. Rosalie                | 7180 | MH-208  |
| Washington, Carolyn                 | 7174 | MH-208  |
| Weingourt, Dr. Rita                 | 7182 | MH-165A |

**BEHAVIORAL, SOCIAL SCIENCES & CHILD DEVELOPMENT**

|                     |      |        |
|---------------------|------|--------|
| Main Office         | 5513 | AH-516 |
| Van Wagner, Vanessa | 5513 | AH-516 |

**Administration of Justice**

|             |      |        |
|-------------|------|--------|
| Main Office | 5513 | AH-516 |
|-------------|------|--------|

**Anthropology**

|              |      |         |
|--------------|------|---------|
| Huld, Philip | 5504 | AH-520r |
|--------------|------|---------|

**Child Development**

|                    |      |          |
|--------------------|------|----------|
| Babb, Dr. Jing     | 3954 | CH- 203g |
| Maina, Dr. Gathoni | 3953 | CH- 203h |
| Vega, Cecilia      | 3986 | CH- 203g |

**Education**

|                     |      |         |
|---------------------|------|---------|
| Randall, Dr. Ayesha | 3739 | AH-520Q |
|---------------------|------|---------|

**History**

|                           |      |         |
|---------------------------|------|---------|
| Rodriguez-Estrada, Alicia | 3938 | AH-516  |
| Robinson, Thurman         | 3932 | AH-520V |

**Political Science**

|             |      |        |
|-------------|------|--------|
| Main Office | 5513 | AH-516 |
|-------------|------|--------|

**Psychology**

|               |      |         |
|---------------|------|---------|
| Bentley, Mara | 5514 | AH-520R |
|---------------|------|---------|

| NAME | PHONE NO. | ROOM |
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|                  |      |         |
|------------------|------|---------|
| Koritzke, Leslee | 5505 | AH-520U |
|------------------|------|---------|

**Sociology**

|                      |      |         |
|----------------------|------|---------|
| McClain, Dr. Freddie | 3936 | AH-520X |
|----------------------|------|---------|

**BUSINESS ADMINISTRATION/ COMPUTER APPLICATIONS OFFICE TECHNOLOGY (CAOT)**

|                   |      |         |
|-------------------|------|---------|
| Bailey, Paulette  | 7269 | CH- 225 |
| Amarawansa, Karen | 7253 | CH- 225 |

**Business / Management**

|                    |      |         |
|--------------------|------|---------|
| Ahmad, Jamil       | 7257 | CH- 260 |
| Brumell, Bertis    | 7252 | CH- 226 |
| Emerson, Victoria  | 7252 | CH- 226 |
| Endman, James      | 7252 | CH- 226 |
| Gary, Esq., Karl   | 7255 | CH- 264 |
| Gonzalez, Raymond  | 7259 | CH- 226 |
| Johnson, Ed        | 7252 | CH- 226 |
| Johnson, Robert    | 7252 | CH- 226 |
| McIntosh, Artina   | 7266 | CH- 209 |
| Montour, Clifford  | 7260 | CH- 260 |
| Scudder, Stuart    | 7252 | CH- 226 |
| Sonnier, Greta     | 7259 | CH- 266 |
| Taylor, Pamela     | 7252 | CH- 226 |
| Toure, Yolanda     | 7252 | CH- 226 |
| Wilson-Aus, Aileen | 7267 | CH- 209 |

**Computer Applications/Office Technologies**

|                    |      |          |
|--------------------|------|----------|
| Bailey, Paulette   | 7258 | CH- 306  |
| Burton, Wanda      | 7252 | CH- 226  |
| Fletcher, LaCandas | 7252 | CH- 226  |
| Haymon, Sharon     | 7252 | CH- 226  |
| Kapaku, Okima      | 7252 | CH- 226  |
| Lindsay, Michael   | 7252 | CH- 226  |
| Mathieu, Raymond   | 7252 | CH- 226  |
| Ozuah, Basil       | 7252 | CH- 226  |
| Palacios, Valda    | 7252 | CH- 226  |
| Viramontes, Max    | 7256 | CH- 208a |

**CONSTRUCTION, DESIGN & MANUFACTURING**

|                             |      |         |
|-----------------------------|------|---------|
| Construction Design, & Mtg. | 3700 | SQ- 122 |
| Elarton, William            | 3701 | SQ- 122 |
| Walters, Yvonne             | 3700 | SQ- 122 |

**Architecture**

|                |      |          |
|----------------|------|----------|
| Oliva, Marcela | 3676 | CY- 330b |
|----------------|------|----------|

**Carpentry**

|                  |      |          |
|------------------|------|----------|
| Dunn, Roger      | 3704 | SQ- 104a |
| Hubbard, Larry   | 3709 | SQ- 134b |
| Olszewski, John  | 3703 | SQ- 122  |
| Vessella, Thomas | 3707 | SQ- 134a |

**Electrical**

|               |      |          |
|---------------|------|----------|
| Burke, Dennis | 3740 | SQ- 337c |
|---------------|------|----------|

## FACULTY

| NAME              | PHONE NO. | ROOM     |
|-------------------|-----------|----------|
| Bushman, Ken      | 3944      | SQ- 154F |
| Goluza, Brano     | 3700      | SQ- 122  |
| Jackson, Ronald   | 3723      | SQ- 337a |
| Lester, John      | 3721      | SQ- 330a |
| Nieves, Thomas    | 3722      | SQ- 304b |
| Pogoler, Lawrence | 3720      | SQ- 304a |
| Robinson, David   | 3718      | SQ- 301a |
| Rogers, Merle     | 3724      | SQ- 351a |
| Uchida, Hiroshi   | 3719      | SQ- 304a |
| Ying, Supot       | 3700      | SQ- 122  |

### Machine Shop

|                  |      |          |
|------------------|------|----------|
| Rauterkus, Peter | 3941 | OH-166b  |
| Shibuya, Steven  | 3946 | OH- 164j |

### Plumbing

|                |      |          |
|----------------|------|----------|
| Galvan, Willie | 3711 | SQ- 200a |
| Jones, Larry   | 3717 | SQ- 200c |

### Refrigeration & Air Conditioning

|                  |      |          |
|------------------|------|----------|
| Barnett, Craig   | 3712 | SQ- 237c |
| Cioffi, Gabriel  | 3714 | SQ- 238a |
| Dozier, Kelly    | 3715 | SQ- 221c |
| Needham, Matthew | 3743 | SQ- 204a |

### Welding

|              |      |          |
|--------------|------|----------|
| Chancy, Che  | 3949 | OH- 150b |
| Legohn, Lisa | 3942 | OH- 156j |

## COSMETOLOGY

|                     |      |        |
|---------------------|------|--------|
| McClendon, Jamille  | 7133 | MH-241 |
| Aguilar, David      | 7133 | MH-241 |
| Chen, Lina          | 7136 | MH-241 |
| Ley, Lidia          | 7147 | MH-241 |
| Lopez, Rosa         | 7145 | MH-241 |
| Mercado, Dyana      | 7133 | MH-241 |
| Meyers, Alannah     | 7133 | MH-241 |
| Monge, Jacqueline   | 7133 | MH-241 |
| Nunley, Roslyn      | 7133 | MH-241 |
| Robinson, Elton     | 7138 | MH-241 |
| Shackelford, Sondra | 7140 | MH-241 |
| Smith, Felicia      | 7133 | MH-241 |
| Williams, Shirley   | 7133 | MH-241 |
| Young, Carolyn      | 7133 | MH-241 |

## CULINARY ARTS

|                   |      |         |
|-------------------|------|---------|
| Culinary, Arts    | 7331 | SA- 118 |
| Kasmar, Steven    | 7332 | SA- 118 |
| Cole, Pamela      | 7333 | SA- 117 |
| Blanchard, Leroy  | 7342 | SA- 108 |
| Feigenbaum, Susan | 7341 | SA- 108 |
| Kanemaki, James   | 7331 | SA- 118 |
| Lisanti, Jim      | 7343 | SA- 108 |

| NAME            | PHONE NO. | ROOM    |
|-----------------|-----------|---------|
| Robles, Luis    | 7344      | SA- 106 |
| Sims, Eddie     | 7346      | SA- 131 |
| Spence, Roselyn | 7331      | SA- 108 |
| Vachon, Jerry   | 7331      | SA- 108 |

### Professional Baking

|                    |      |         |
|--------------------|------|---------|
| Damaso, Stacy      | 7335 | SA- 106 |
| Thompson, Deborah  | 7351 | SA- 315 |
| Wemischner, Robert | 7352 | SA- 315 |

## DESIGN & MEDIA ART

|                  |      |         |
|------------------|------|---------|
| Fashion, Center  | 3640 | CY- 222 |
| Anderson, Carole | 3642 | CY- 222 |
| Fernando, Tessie | 3640 | CY- 222 |

### Digital Media

|                 |      |         |
|-----------------|------|---------|
| Reed, Patrick W | 3640 | CY- 222 |
|-----------------|------|---------|

### Fashion Design

|                         |      |          |
|-------------------------|------|----------|
| Adams, Ludmila          | 3640 | CY- 222  |
| Alcala, Carlos          | 3640 | CY- 222  |
| Brooks, Marva           | 3640 | CY- 222  |
| Coreas, Madeline        | 3643 | CY- 230a |
| Cunnigan, Dixie         | 3640 | CY- 222  |
| Drebskaya, Finna        | 3650 | CY- 130a |
| Foral, Dorothy          | 3640 | CY- 222  |
| Glass-Villalobos, Nurit | 3657 | CY- 105b |
| Jackson, Tiffany        | 3661 | CY- 332b |
| Johnson, Deborah        | 3640 | CY- 222  |
| Kim, Hyein              | 3644 | CY- 106A |
| Lee, Aileen             | 3658 | CY- 102A |
| Melin, Linda            | 3640 | CY- 222  |
| Sapos, Carol            | 3651 | CY- 133b |
| Stafford, William       | 3640 | CY- 222  |
| Thornton, Delia         | 3648 | CY- 106b |
| Torda, Benito           | 3640 | CY- 222  |
| Watanabe, Ruth          | 3645 | CY- 105a |

### Fashion Merchandising

|               |      |          |
|---------------|------|----------|
| Murphy, Diane | 3654 | CY- 203a |
|---------------|------|----------|

### Tailoring

|              |      |         |
|--------------|------|---------|
| Iapalo, Nino | 3640 | CY- 222 |
|--------------|------|---------|

### Sign Graphics

|                |      |         |
|----------------|------|---------|
| Guthrie, Ralph | 7367 | SA- 204 |
| Johnson, Bert  | 7367 | SA- 204 |

### Visual Communications

|                   |      |        |
|-------------------|------|--------|
| Evans, George     | 7372 | OH-240 |
| Hubbard, Roger    | 7363 | OH-240 |
| Millar, Norman    | 7363 | OH-240 |
| Morris, Fred      | 7363 | OH-240 |
| Robles, William   | 7363 | OH-240 |
| Rodriguez, Caesar | 7363 | OH-240 |

## FACULTY

| NAME | PHONE NO. | ROOM |
|------|-----------|------|
|------|-----------|------|

**ELECTRONICS TECHNOLOGY/CIS****Computer Information Systems**

|                    |      |          |
|--------------------|------|----------|
| Crunkleton, Joseph | 7252 | CH- 226  |
| Hahne, Louis       | 7254 | CH- 309b |
| Pakbaz, Matt       | 7268 | CH- 309a |
| Phillips, G. W.    | 7252 | CH- 226  |
| Proctor, Ernest    | 7252 | CH- 226  |
| Tee, Vincent       | 7252 | CH- 226  |

**Electronics Technology**

|                         |      |          |
|-------------------------|------|----------|
| Electronics, Technology | 3782 | CH- 325  |
| Chavez, Eric            | 3789 | CH- 325  |
| Campbell, Dr. Robert    | 3782 | CH- 366b |
| Cyrus, Shawn            | 3786 | CH- 364b |
| Roosta, Soroya          | 3971 | CH- 366a |

**ENGLISH/ESL**

|                             |      |          |
|-----------------------------|------|----------|
| Ahmed, Ahmed                | 3923 | AH- 520  |
| Blake, George               | 3923 | AH- 520  |
| Daniels, Jeff               | 3923 | AH- 520  |
| De La Pena, Norma           | 3923 | OH- 212  |
| Dolan, Theresa              | 5502 | AH- 520I |
| Doss, Howaida               | 3923 | AH- 520  |
| Gangel-Vasquez, Janice      | 5516 | AH- 515  |
| Gonzalez, Dr. Michael       | 7288 | AH- 520D |
| Gregory, Eric               | 3923 | AH- 520  |
| Jacobs, Brian               | 3923 | AH- 520  |
| Kinyon, Kindra              | 3738 | AH- 520K |
| Kobler, Mark                | 3923 | AH- 520  |
| Mancia, Roberto             | 3770 | AH- 520J |
| Mendez, Armando             | 5518 | AH- 520L |
| Mitchell, Sharis            | 3923 | AH- 520  |
| Moreno, Lisa                | 5506 | AH- 520H |
| Ryder, William              | 3923 | AH- 520  |
| Shakir-Blackshere, Rashidah | 3930 | AH- 520F |
| Sharma, Roxann              | 5511 | AH- 520E |
| Smith, Dorothy              | 5507 | JH - 320 |
| Viliesid, Carmen            | 5524 | AH-520G  |
| Villani, Frank              | 3923 | AH- 520  |

**HEALTH/ KINESIOLOGY (FORMERLY PHYSICAL EDUCATION)/ ATHLETICS**

|                                                  |      |             |
|--------------------------------------------------|------|-------------|
| Health/Kinesiology (formerly Physical Education) | 3726 | WH 200      |
| Ratcliff, Joseph                                 | 3730 | WH 202a     |
| Hale, Tracy                                      | 3727 | WH 203      |
| Browne, James                                    | 3726 | WH 204      |
| Budinger, John                                   | 3726 | CH Basement |

| NAME | PHONE NO. | ROOM |
|------|-----------|------|
|------|-----------|------|

|                     |      |         |
|---------------------|------|---------|
| Delzeit, Linda      | 3733 | CH 203d |
| Lagos, Dimitri      | 3728 | WH 202  |
| Orozco, Oscar       | 3734 | LG 104  |
| Athletics           | 3726 | WH 200  |
| Sullivan, Dr. Sally | 3731 | OH 212g |
| Vallejo, Wendy      | 3735 | WH 103  |
| Wagenbach, Michael  | 3729 | WH 207  |
| Wells, Richard      | 3737 | WH 201  |

**LABOR CENTER**

|                                  |      |          |
|----------------------------------|------|----------|
| Labor Center                     | 7129 | MA-005   |
| McDowell, John                   | 7129 | MA-005   |
| De La Torre, Vivien              | 7129 | MA-005   |
| Garcia, Olga                     | 7129 | MA-005   |
| Siegel, Lou                      | 7129 | MA-005   |
| Yasuda, Kathleen                 | 7160 | MA-005   |
| Community Planning &, Econ. Dev. | 3757 | CH- 203E |

**LANGUAGE ARTS / HUMANITIES/ COMMUNICATION STUDIES (FORMERLY SPEECH)****Art**

|                 |      |        |
|-----------------|------|--------|
| Herbert, Pamela | 3937 | MH 304 |
| Szymanski, Gary | 7378 | MH 304 |

**Communication Studies (FORMERLY SPEECH)**

|                     |      |         |
|---------------------|------|---------|
| Borne, Alvin        | 3923 | OH- 225 |
| Glavan, Dr. John    | 3931 | AH-520C |
| McDermoff, Deirdre  | 3926 | AH-520A |
| McNamara, Catherine | 3923 | OH- 225 |
| Mock, Jearold       | 5517 | AH-520B |

**French**

|              |      |         |
|--------------|------|---------|
| Tamer, Norma | 3923 | OH- 225 |
|--------------|------|---------|

**Humanities**

|                       |      |         |
|-----------------------|------|---------|
| Parker-Lopez, Carolie | 7285 | OH- 225 |
| Tropf, Ralph          | 3923 | OH- 225 |

**Music**

|                |      |         |
|----------------|------|---------|
| Carter, Terry  | 5560 | OH- 229 |
| Ray, Eric      | 3923 | OH- 229 |
| Wachs, Michael | 3668 | OH- 229 |

**Philosophy**

|                |      |         |
|----------------|------|---------|
| Egan, Richard  | 3923 | OH- 225 |
| Sargeant, Mark | 3923 | OH- 225 |
| Shirjian, Vahe | 3925 | OH- 222 |

**Spanish**

|                    |      |         |
|--------------------|------|---------|
| Buscaglia, Renatta | 7274 | OH- 225 |
| Drake, Millie      | 3923 | OH- 225 |
| Linares, Manuel    | 3923 | OH- 225 |
| Quinones, Hernan   | 7291 | OH- 225 |
| Ross, Rose         | 3923 | OH- 225 |

## FACULTY

| NAME           | PHONE NO. | ROOM    |
|----------------|-----------|---------|
| <b>Theater</b> |           |         |
| Horn, Mitchell | 3923      | OH- 225 |
| Watson, C.     | 3923      | OH- 225 |

### LIBRARY SCIENCE

|                |      |            |
|----------------|------|------------|
| Nitsch, Lisa   | 3978 | MA-Library |
| Samuel, Judith | 3959 | MA-Library |

### MATHEMATICS

|                     |      |          |
|---------------------|------|----------|
| Campos, Wendy       | 7330 | AH- 506  |
| Murphy, Margaret    | 7320 | AH- 508  |
| Avila, Luis         | 7300 | AH-520DD |
| Bakman, Dr. Anna    | 7299 | AH-520AA |
| Kunarak, Sanya      | 7310 | AH-520FF |
| Light, Eugene       | 7301 | AH-520BB |
| Liu, Hsiao-Ling     | 7315 | AH-520EE |
| Maheta-Wells, Parul | 7314 | AH-520-O |
| Meftagh, Tayebbeh   | 7319 | AH-520Y  |
| Simpson-Rogers, Nii | 7329 | AH-520CC |

### PERSONAL DEVELOPMENT

|                   |      |        |
|-------------------|------|--------|
| Abraham, Angeles  | 7117 | JH-205 |
| Brent, Lourdes    | 7117 | JH-205 |
| Cole, Linda       | 7109 | JH-403 |
| Esparza, David    | 7158 | JH-201 |
| Hosseini, Ashraf  | 7157 | JH 413 |
| Madrid, George    | 7360 | JH-430 |
| Rosario, Gliceria | 7117 | JH-205 |
| Skinner, Kyle     | 7117 | JH-205 |

### SCIENCES

#### Biology

|                        |      |          |
|------------------------|------|----------|
| Aniceto, Enrique       | 7295 | CH- 405  |
| Brockmann, Erika       | 7306 | CH- 408c |
| Denton, Dr. Timothy    | 7297 | CH- 423c |
| Gbonegun, Olu          | 7295 | CH- 405  |
| Gee, Dr. Angela        | 7296 | CH- 423f |
| Lavinger, Steve        | 7295 | CH- 405  |
| Liu, Dr. Jerry         | 7295 | CH- 405  |
| Neal-Bernard, Mary Ann | 7295 | CH- 405  |
| Neddermeyer, Karl      | 7295 | CH- 405  |
| Olsen, Bruce           | 7295 | CH- 405  |
| Shank, Barbara         | 7295 | CH- 405  |
| Sobhanzan, Soha        | 7295 | CH- 405  |
| Wong, Ricky            | 7313 | CH- 405a |

#### Chemical Technology

|                 |      |          |
|-----------------|------|----------|
| Acerio, Gustavo | 7295 | CH- 405  |
| Babajide, Rasaq | 7295 | CH- 405  |
| Dumity, Luis    | 7295 | CH- 405  |
| Madyun, Renee   | 7318 | CH- 423e |

#### Chemistry

| NAME                    | PHONE NO. | ROOM     |
|-------------------------|-----------|----------|
| Acosta-Buruel, Manuel   | 7295      | CH- 405  |
| Ajie, Dr. Henry         | 7295      | CH- 405  |
| Diaz, Dr. Martin        | 7302      | CH- 423b |
| Harutunian, Dr. Vahak   | 7317      | CH- 423e |
| Houban, Dr. Karl        | 7324      | CH- 423h |
| Jeffress, David         | 7304      | CH- 401  |
| Lee, Dr. Hans           | 7295      | CH- 405  |
| Parkin, Steve           | 7295      | CH- 405  |
| Ruiz-Silva, Dr. Beatriz | 7311      | CH- 423f |
| Sachdev, Vineeta        | 7295      | CH- 405  |
| Villena-Visi, Mandana   | 7295      | CH- 405  |
| Weber, Dr. Kevin        | 7295      | CH- 405  |

#### Geology

|                 |      |         |
|-----------------|------|---------|
| Ortega, Gustavo | 7295 | CH- 405 |
|-----------------|------|---------|

#### Microbiology

|                                |      |          |
|--------------------------------|------|----------|
| Abdulmalek, Sulaiman           | 7295 | CH- 405  |
| Hosseini, Mansour              | 7295 | CH- 405  |
| Lobos, Jedidiah                | 7295 | CH- 405  |
| Pantastico-Caldas, Dr. Marissa | 7298 | CH- 423f |

#### Physical Geography

|                    |      |         |
|--------------------|------|---------|
| Landau, Dr. Daniel | 7295 | CH- 405 |
|--------------------|------|---------|

#### Physics

|                     |      |         |
|---------------------|------|---------|
| Goodman, Todd       | 7295 | CH- 405 |
| Powers, Dr. Richard | 7295 | CH- 405 |
| Rupa, De            | 7295 | CH- 405 |
| Vazquez, Carlos     | 7295 | CH- 405 |
| Whiting, Russ       | 7295 | CH- 405 |

#### Physics/Astronomy

|                    |      |          |
|--------------------|------|----------|
| Moreno, Dr. Miguel | 7322 | CH- 423g |
| Padilla, Fred      | 7323 | CH- 423h |

#### Physics/Engineering

|                     |      |          |
|---------------------|------|----------|
| El Tawansy, Mohamed | 7321 | CH- 423g |
|---------------------|------|----------|

#### Process Plant Technology

|                      |      |          |
|----------------------|------|----------|
| Chapman, Joe         | 7295 | CH- 405  |
| Madyun, Renee        | 7318 | CH- 423e |
| Shields, Virgil      | 7295 | CH- 405  |
| Sutton III, Dr. Cash | 7295 | CH- 405  |

#### Solid Waste Management

|              |      |         |
|--------------|------|---------|
| Blount, Paul | 7295 | CH- 405 |
|--------------|------|---------|

#### Supply Water

|                      |      |         |
|----------------------|------|---------|
| Amir-Teymoori, Abbas | 7295 | CH- 405 |
|----------------------|------|---------|

#### Wastewater

|                     |      |         |
|---------------------|------|---------|
| Abd El Aal, Mohamed | 7295 | CH- 405 |
| Abkian, Varouj      | 7295 | CH- 405 |

## STUDENT SERVICES - COUNSELORS

|                  |      |        |
|------------------|------|--------|
| Abraham, Angeles | 7117 | JH-205 |
|------------------|------|--------|

## FACULTY

| NAME                    | PHONE NO. | ROOM   |
|-------------------------|-----------|--------|
| Ahn, Inhae              | 7156      | JH-422 |
| Almada, Christina       | 7360      | JH-424 |
| Brent, Lourdes          | 7117      | JH-205 |
| Bukasa, Lorna           | 7117      | JH-205 |
| Burnett, Maurice        | 7358      | JH-418 |
| Campbell, Deborah       | 7359      | JH-434 |
| Cole, Linda             | 7109      | JH-403 |
| Dawkins, Thomas         | 7361      | JH-432 |
| Esparza, David          | 7158      | JH-201 |
| Guerrero-Cantor, Jamila | 7366      | JH-416 |
| Hopper, Michael         | 7109      | JH-403 |
| Hosseini, Ashraf        | 7157      | JH-413 |
| Macias, Klaudia         | 3778      | MA-___ |
| Munoz, Ana              | 7117      | JH-205 |
| Osorio, Maria           | 3779      | MA-___ |
| Skinner, Kyle           | 7117      | JH-205 |
| Tishler, Sheila         | 7097      | JH-420 |

## TRANSPORTATION

|                  |      |          |
|------------------|------|----------|
| Transportation   | 3900 | OH- 126a |
| Guerra, Jesus    | 3919 | OH- 114  |
| Scherb, Eva      | 3902 | OH- 114  |
| Encinas, Dan     | 3939 | OH- 132  |
| Goyin, Bruce     | 3900 | OH- 114  |
| Grissett, Robert | 3900 | OH- 114  |
| Guerra, Ricardo  | 3900 | OH- 114  |
| McFall, Thomas   | 3917 | OH- 122  |

| NAME            | PHONE NO. | ROOM     |
|-----------------|-----------|----------|
| Serrato, Rudy   | 3901      | OH- 114  |
| Spear, George   | 3907      | OH- 104  |
| Uribe, John     | 3910      | OH- 108a |
| Williams, Terry | 3906      | OH- 102  |
| Woo, William    | 3920      | OH- 128  |

## Collision Repair

|                  |      |          |
|------------------|------|----------|
| Ferre, Brian     | 3912 | OH- 110g |
| Morago, Fred     | 3916 | OH- 120b |
| Muradian, Sarkis | 3916 | OH- 120b |

## Diesel and Related Technology

|                  |      |          |
|------------------|------|----------|
| Cavanaugh, John  | 3905 | OH- 100a |
| Perez, George    | 3905 | OH- 100a |
| Rojas, Carlos    | 3921 | OH- 118  |
| Semadeni, Albert | 3904 | OH- 114  |

## Motorcycle Repair

|               |      |          |
|---------------|------|----------|
| Price, Robert | 3918 | OH- 124a |
|---------------|------|----------|

# FULL TIME FACULTY AND ADMINISTRATION

**Abraham, Angeles (2005)**

Associate Professor, Counseling  
Counselor, EOPS  
Coordinator - Student Support Program  
B.A., CSU, Dominguez Hills  
M.A., Loyola Marymount University

**Ahmad, Jamil (2000)**

Professor, Economics  
B.A., Panjab University, Lahore  
M.A., Dhaka University, Dhaka, Bangladesh  
M.B.A., University of Texas Pan-American, Edinburg, Texas

**Ahn, Inhae (2007)**

Associate Professor, Counseling  
B.S., SUNY at Buffalo  
M.S., CSU, Northridge  
MBA, University of Nevada, Las Vegas  
Licensed MFT

**Alcala, Carlos (2010)**

Instructor, Fashion Design  
A.A., Los Angeles Trade-Technical College

**Albo-Lopez, Nicole (2013)**

Dean, Academic Affairs/Curriculum  
M.H.P.E., Midwestern University

**Almada, Christina (2006)**

Associate Professor, Counseling  
M.S.W., UCLA  
B.A., CSU Los Angeles

**Anderson-Houlihan, Carole (1994)**

Department Chair, Design & Media Arts, Co-op  
Instructor, Fashion Design  
A.A., Los Angeles Trade-Technical College  
B.V.E., CSU Los Angeles

**Anketell, Christina (2006)**

Department Chair, Learning Skills/Noncredit  
Associate Professor, Learning Skills  
B.A., University of Sri Lanka  
M.A., CSU Los Angeles  
M.Ed., Point Loma Nazarene University

**Armstrong, Maria (2006)**

Associate Professor, Learning Skills  
B.A., M.S., CSU Long Beach

**Ashby, Cynthia (2007)**

Associate Professor, Nursing  
B.S.N., St. Mary's College  
M.S.N., University of Phoenix

**Avila, Luis (2009)**

Assistant Professor, Math  
B.S (physics), M.S. (Mathematics),  
CSU Los Angeles

**Babb, Dr. Jing (2004)**

Associate Professor, Child Development  
B.A., Chinese Cultural University, Taiwan  
M.Ed., University of Arizona, Arizona  
Ph.D., Claremont Graduate University, California

**Badalyan, Dr. Anna (2010)**

Dean, Institutional Effectiveness  
Institutional Research and Planning  
MBA, American University of Armenia  
MS, Computer Science, Yerevan State University  
Ed.D., CSU Northridge

**Bailey, Paulette (2000)**

Department Chair, Business/CAOT  
Professor, CAOT-Business  
B.S., Grambling State University  
M.S., CSU, Dominguez Hills  
MOUS Certified

**Bakman, Dr. Anna A (1999)**

Professor, Mathematics  
M.S., Ph.D., Moscow University of Railing Transport

**Barnett, Craig J. (1987)**

Professor, Refrigeration & Air Conditioning  
Mechanics  
B.A. CSU, Northridge  
M.S. University of Maryland  
California State Contractors Licenses: C20 & C38

**Barajas, Leticia (2005)**

Vice President, Academic Affairs & Workforce  
Development  
B.A., UC Irvine  
M.P.A., CSU Dominguez Hills

**Blanchard, LeRoy (1992)**

Instructor, Culinary Arts  
AOS, Culinary Institute of America (CIA)  
CEC Certification – ACF

**Brent, Lourdes M. (1996)**

Immediate Past President, Academic Senate  
Professor, Counseling  
Counselor, EOPS  
Coordinator/Volunteer Program  
B.A., Immaculate Heart College  
M.S., Mount St. Mary's College

**Bentley, Mara (2012)**

Assistant Professor, Psychology  
B.A., CSU Long Beach  
M.A., Pepperdine University

**Brown, Stephen (2010)**

Instructor, Nursing  
ADN, Santa Ana College  
BSN, MSN, UC Fullerton

**Browne, James G.**

Professor, Health & Physical Education  
(Kinesiology)  
A.S., Los Angeles Trade-Technical College  
B.S., M.A. CSU, Long Beach

**Budinger, John E. (2002)**

Professor, Health & Kinesiology (formerly Phys Ed)  
B.A., Duke University  
M.A., University of Florida

**Bukasa, Lorna C. (1996)**

Professor, Counseling  
Counselor, CARE  
EOPS Coordinator  
B.S., CSU Dominguez Hills  
M.A., National University

**Burke, Dennis C.**

Professor, Electrical Construction & Maintenance  
A. S., Los Angeles Trade-Technical College  
Electrical Contractors License C-10

**Burnett, Maurice L. (2006)**

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AA., El Camino College  
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**Buscaglia, Renatta (2003)**

Instructor, Spanish  
A.A., Rio Hondo College  
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**Campbell, Deborah N. (2007)**

Counselor, Counseling  
Associate Professor, Counseling  
B.A., Whittier College  
M.A., San Diego State University

**Campbell, Dr. Robert W. (1978)**

Associate Professor, Electronics  
B.S.E.E., Heald Engineering College  
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Technology  
B.S. M.A., CSU, Long Beach.  
A.S. Welding-, Los Angeles Trade-Technical  
College.

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Associate Professor, Nursing  
B.S.N., CSULA  
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Professor, Electronics  
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**Chavira, Jacqueline (2002)**

Child Development Center Teacher  
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**Chen, Lina (1988)**

Professor, Cosmetology  
B.A., University of Taiwan  
Certificate, Pomona Valley Vocational College

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Contractor's License, C20 & C38

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Professor, Counseling  
B.A., Douglass College, Rutgers University  
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B.A., UCLA

**Cyrus, Shawn (1998)**

Associate Professor, Electronics  
B.S., CSU Northridge  
M.S., West Coast University

**Damaso, Stacy (2008)**

Instructor, Culinary Arts  
A.A., Diablo Valley College  
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Associate Professor, Nursing  
B.S.N., CSUDH  
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**Dawkins, Thomas (1988)**

Department Chair, Counseling  
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Professor, Counseling  
B.A., Ripon College, Wisconsin  
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**Delzeit, Linda D (1995)**

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B.A., M.A., CSU, Long Beach

**Denton, Dr. Timothy (2000)**

Instructor, Biology  
B.A., M.S., CSU Northridge  
Ph.D., UCLA

**Diaz, Dr. Martin (2007)**

Instructor, Chemistry  
B.A., M.S., CSULA  
Ph.D., UCLA

**Dolan, Theresa (2001)**

Instructor, English  
B.A., University of Massachusetts  
M.A., Boston College

**Dorado, Luis (2010)**

Dean, Student Services  
B.A., University of La Verne  
M.P.A., Cal Poly Pomona

**Dozier, Kelly (2007)**

Refrigeration & Air Conditioning Mechanics

**Drebskaya, Finna (1999)**

Professor, Fashion Design  
A.A., Los Angeles Trade-Technical College  
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**Dunn, Roger W. (1992)**

Instructor, Carpentry  
A.S., Los Angeles Trade-Technical College

**Elarton, William D. (1988)**

Department Chair, Construction, Design & Manufacturing  
Apprenticeship Coordinator, LATTC  
Professor, Electrical Construction & Maintenance  
B.S., Southern Illinois University  
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**Encinas, Dan A. (2001)**

Instructor, Automotive Technology  
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B.A. M.A., CSU Los Angeles  
ASE, STS, SAE, MACS Licensed

**Esparza, David (1996)**

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Honors Counselor  
Associate Professor, Counseling  
B.A., UCLA  
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**Evans, George (1997)**

Instructor, Visual Communications  
B.F.A., California Institute of the Arts

**Feigenbaum, Susan B. (1991)**

Instructor, Culinary Arts  
A.A., Paul Smith's College

**Ferre, Brian (2005)**

Instructor, Automotive Technology  
A.A., Cerritos College  
I-CAN Certified  
ASE Master Certified

**Gallagher, Dr. Mary P. (2008)**

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B.S., Cal Poly Pomona  
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Ph.D., Claremont Graduate University

**Gangel-Vasquez, Janice (2000)**

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Associate Professor, English  
B.S., CSU Long Beach  
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**Galvan, Willie (2010)**

Instructor, Plumbing  
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Certified Green Plumbing Trainer  
Certified BPI Trainer  
Nate Certified

**Gary, Dr. Karl L. (2002)**

Professor, Business  
B.A., Occidental College  
M.B.A., J.D. Willamette University  
Licensed Attorney, State of California

**Gee, Dr. Angela (2012)**

Instructor, Biology  
B.A. UC Berkeley  
Ph.D., Columbia University

**Glass-Villalobos, Nurit (2005)**

Instructor, Fashion Design  
A.A. Los Angeles Trade-Technical College

**Glavan, Dr. John (2006)**

Department Chair, Language Arts/Humanities  
Associate Professor, Speech  
B.A., University of San Francisco  
M.A., Pepperdine University  
Ph.D., Oregon State University

**Goluza, Brano (2008)**

Associate Professor, Electrical Construction & Maintenance  
A.S., Los Angeles Trade-Technical College  
Electrical Contractor's License C-10

**Gonzalez, Dr. Michael A. (1982)**

Professor, English & Humanities  
B.A., CSU, Los Angeles  
M.A., University of California, Irvine  
M.F.A., Ph.D., UCLA

**Guerra, Jesus (2005)**

Department Chair, Transportation  
Associate Professor, Transportation  
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**Guerrieri, Joseph (2007)**

Dean, Academic Affairs & Workforce Development  
B.A., University of Virginia  
M.F.A., University of Southern California

**Guerrero-Cantor, Jamila (2012)**

Counselor, General Counseling  
B.A., U.C. Santa Cruz  
M.A., Gallaudet University

**Guthrie, Ralph T. (1993)**

Instructor, Sign Graphics  
A.A., Los Angeles Trade-Technical College

**Hahne, Louis M. (1982)**

Professor, Computer Information Systems  
A.A., El Camino College  
B.A., CSU, Los Angeles  
M.S., USC  
Microsoft Certified Trainer

**Hanley, Wallace (2008)**

Associate Professor, Carpentry  
B.A. Antioch University  
M.A. Antioch University

**Harutunian, Dr. Vahak (2000)**

Instructor, Chemical Technology  
B.T. Brunel University, London  
M.S., Loughboro University, England  
Ph.D., USC

**Herbert, Pamela Jo (1980)**

Instructor, Fine Arts  
B.F.A., M.F.A., USC

**Hopper, Michael L. (2008)**

Counselor, GAIN/CalWORKs  
Assistant Professor, Counseling  
B.A., M.S.W., San Francisco State University

**Hosseini, Ashraf (1999)**

Counselor, Counseling  
Puente Counselor  
Instructor, Counseling  
B.S., Coe College, Iowa  
M.S., USC  
M.F.T. Certification

**Houben, Dr. Karl (2009)**  
Instructor, Chemistry  
*Ph.D., University of California, Riverside*

**Hubbard, Larry E. (1999)**  
Instructor, Carpentry & Cabinetmaking  
*A.A., Los Angeles Pierce College*  
*B.A., CSU, Los Angeles*

**Hubbard, Roger (1989)**  
Instructor, Visual Communications  
*AA., Los Angeles Trade-Technical College*  
*B.F.A., Art Center College of Design, Los Angeles*

**Huld, Phil (2000)**  
Instructor, Anthropology  
*B.A., M.A., CSU, Los Angeles*

**Jackson, Ronald E. (1994)**  
Associate Professor, Electrical Construction & Maintenance  
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*Electrical Contractor's License C-10*

**Jackson, Tiffany (2007)**  
Instructor, Fashion Design  
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Dean, Academic Affairs & Workforce Development  
*B.S., CSU, Dominguez Hills*  
*M.P.A., CSU, Dominguez Hills*

**Jacobs, Loreto (2000)**  
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*B.S., M.S.N., CSU Dominguez Hills*

**Jenkinson, Deborah A. (1999)**  
Associate Professor, Nursing  
*A.A., Pasadena City College*  
*B.S.N., M.N., UCLA*

**Johnson, Paula (2010)**  
Instructor, Nursing  
*B.S.N., Mount St. Mary's College*  
*M.S.N., Mount St. Mary's College*

**Jones, Larry (2002)**  
Associate Professor, Plumbing  
*A.A., Los Angeles Southwest College*  
*A.S., Los Angeles Trade-Technical College*  
*B.S., CSU Dominguez Hills*  
*Licensed Plumbing Contractor's License, California*  
*Certified Green Plumbing Instructor-Trainer*

**Kanemaki, James (2007)**  
Instructor, Culinary Arts  
*A.A., El Camino*  
*A.A., LA Trade Tech*  
*B.A., CSU Dominguez Hills*

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Department Chair, Culinary Arts  
Instructor, Culinary Arts  
*A.A., Orange Coast College*  
*CEC Certification ACF*

**Kim, Hyein (1999)**  
Professor, Fashion Design  
*M.A., Seoul National University*  
*M.S., Kansas State University*

**Kinyon, Kindra (1992)**  
Professor, ESL  
*B.A., M.A., University of Southern California*

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Assistant Professor, Psychology  
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**Kunarak, Sanya (2008)**  
Associate Professor, Mathematics  
*B.A., M.S., CSULA*  
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**Lee, Aileen (2005)**  
Instructor, Fashion Design  
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**Legohn, Lisa M. (1994)**  
Associate Professor, Welding Gas & Electric

**Lester, John (1991)**  
Assistant Professor, Electrical  
*A.S., Los Angeles Trade-Technical College*  
*Contractor's License C-10*

**Ley, Lidia (2002)**  
Instructor, Cosmetology  
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**Light, Eugene M. (1995)**  
Associate Professor, Mathematics  
*B.A., University of California, Irvine*  
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**Lisanti, James (1999)**  
Instructor, Culinary Arts  
*Culinary Arts Diploma, Western Culinary Institute*  
*B.S.E., Indiana State University, Terre Haute*  
*M.C.F.E.*

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Professor, Mathematics  
*Ph.D., University of Alabama*

**Lopez, Rosa M. (1995)**  
Professor, Cosmetology  
*A.A., L.A. Trade-Technical College*  
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**Madyun, Renee (1995)**  
Assistant Professor, Chemical Technology  
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**Maheta-Wells, Parul (2012)**  
Instructor, Mathematics  
*B.S., B.Ed., Aujarat University, India*  
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**Maina, Dr. Rose Gathoni (2000)**  
Professor Child Development  
*B.Ed., Kenyatta University, Nairobi*  
*M.A., Mills College, California*  
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**Mancia, Roberto (2002)**  
Instructor, English  
*B.A., M.A., CSU Long Beach*

**McClain, Dr. Freddie (1993)**  
Professor, Sociology  
*B.S., M.A., MSW, Ph.D., University of Michigan*

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**McFall, Thomas J. (1990)**  
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**Morago, Fred (1985)**  
Instructor, Automotive Collision Repair  
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**Moreno, Lisa (2001)**  
Assistant Professor, English  
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*B.S., University of California, Berkeley*  
*M.S., Ph.D., UCLA*  
*NASA former Senior Scientist - Hubble Space Telescope*  
*Founder & Coordinator, USC-LATTC Partnership Program*  
*30 years of professional experience*

**Morley-Mower, Cynthia A. (1999)**  
Dean, Academic Affairs & Workforce Development  
*B.A., University of Santa Clara*  
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**Muñoz, Ana (2008)**  
Assistant Professor, Counseling  
Counselor  
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**Murphy, Diane (2006)**  
Associate Professor, Fashion Merchandising  
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 B.A., Dominican College, Houston  
 B.S., Accounting, CSU Long Beach  
 MAT, University of Montana, Missoula  
 CPA, California

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Instructor, Refrigeration & Air Conditioning  
 A.S. Los Angeles Trade Technical College  
 City of LA Steam Engineer's License

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 Electrical Contractor's License C-10

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 M.L.S., UCLA

**Oliva, Marcela (1991)**

Professor, Architecture  
 B.Arch USC  
 M.Arch Building Science Columbia University, N.Y.,  
 N.Y.

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 B.A., CSU, Northridge  
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 B.A., University of Tehran  
 M.A., USC  
 M.S., Pacific Azusa University

**Pantastico-Caldas, Dr. Marissa C. (1996)**

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 B.S., University of the Philippines, Los Banos  
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 BA, MA, Universidad Nacional Mayor de San  
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 Electrical Contractor's License C-10  
 California State Certified General Journeyman  
 Electrician

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 Professor, Cosmetology  
 A.A., Riverside Community College  
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 B.S., CSU, Hayward  
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**Robles, Luis (2012)**

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 Child Development Department  
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**Rogers, Merle (2001)**

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 A.A., Rio Hondo Community College  
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 M.A., UCLA  
 M.L.I.S., San Jose State University

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**Serrato, Rudy (1981)**

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**Shackelford, Sondra (2000)**

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 A.A., Pasadena City College  
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**Shibuya, Steven T. (1999)**

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 B.A., U.S.C.  
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**Smith, Dorothy (1977)**

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 B.A., M.A., North Carolina A&T State University

**Soles, Barbara (2006)**

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Licensed Attorney, *State Bar of California*  
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**Spence Roslyn (2008)**

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Grand Diplome: *Cordon Bleu Culinary School, Paris*  
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**Sullivan, Dr. Sally, (1997)**

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A.A., *Santa Monica College*  
B.A., M.A., Ph.D., *USC*

**Szymanski, Gary J (1999)**

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B.A., *UC Santa Cruz*  
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**Thompson, Deborah (1989)**

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Lifetime Teaching Credential *UCLA*

**Thornton, Delia Moya (2004)**

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M.A., *Azusa Pacific University*

**Tom-Miura, Dr. Allison (2004)**

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Interdisciplinary  
B.A., *UC Santa Barbara*  
M.P.L., D.P.D.S., *University of Southern California*

**Uchida, Hiroshi (1985)**

Professor, Electrical, Construction & Maintenance  
B.A., *Claremont McKenna College*

**Uribe, John (1998)**

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A.S., *Los Angeles Trade-Technical College*

**Vachon, Jerry (2008)**

Instructor Culinary Arts  
AS Culinary Institute of America  
BS Ohio Dominican  
CEC Certification ACF

**Vaden, Dr. Bradley D. (2001)**

Instructor Political Science  
B.A., *Brigham Young University*  
Ph.D., *University of Hawaii*

**Vega, Cecilia (2004)**

Assistant Professor, Child Development  
B.A., M.A., *CSUN*

**Vessella, Tom (2006)**

Associate Professor, Carpentry  
B.A., *CalPoly San Luis Obispo*  
M.A., *CSU Los Angeles*

**Viliesid, Carmen (2012)**

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B.A., M.F.A., *CSU Long Beach*

**Villora, Rosalie (2007)**

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Vice Chair, Allied Health  
B.S.N., M.N., *UCLA*

**Wagenbach, Andrew Mike (1994)**

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Coach, Physical Education  
B.A., M.A., *CSU, Long Beach*

**Washington, Carolyn A. (2007)**

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B.S.N., *CSUDH*  
M.S., *CSUDH*

**Watanabe, Chikako "Ruth" (2004)**

Instructor, Fashion Design  
A.A., *Los Angeles Trade-Technical College*  
B.A., *San Diego State University*

**Weingourt, Dr. Rita (2004)**

Department Chair, Allied Health  
Associate Professor, Nursing  
Director, RN Program  
B.S. *CSULA*  
M.N., *UCLA*  
Ph.D., *Greenwich University*

**Wells, Richard L. (1979)**

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B.A., *Whittier College*  
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**Wemischner, Robert B. (1992)**

Instructor, Culinary Arts  
B.A., *University of Pennsylvania*

**Wilson-Aus, Aileen (2012)**

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B.A., *Loyola Marymount*  
M.B.A., *Azusa Pacific University*

**Wong, Ricky K. (1992)**

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Professor, Biology & Microbiology  
B.S., *University of Hawaii at Manoa*  
M.S., *CSU, Los Angeles*

**Woo, William F. (1989)**

Associate Professor, Automotive Technology  
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**Yasuda, Kathleen (2003)**

Consulting Instructor - Labor Studies  
B.S., *UC Irvine*  
M.A., *Harvard University*

# ADJUNCT FACULTY

**Abd El Aal, Mohamed A. (1991)**  
Water Systems Technology

**Abdul-Mumin, Jah'Shams (2006)**  
Learning Skills/Noncredit

**Abkian, Varouj (1991)**  
Water Systems Technology

**Acosta-Buruel, Manuel (2009)**  
Chemistry

**Adams, Esther (1991)**  
Nursing

**Adams, Ludmilla (2006)**  
Fashion Design

**Adelstein, David (1988)**  
Labor Studies

**Ajie, Dr. Henry (2005)**  
Chemistry

**Alfred, Tangelia (2000)**  
Counseling

**Allen, Gene E. (1983)**  
Refrigeration & Air Conditioning

**Allen, Joyce F. (1995)**  
Learning Skills

**Amir-Teymoor, Abbas (2001)**  
Water Systems Technology

**Anderson, Dr. Fred**  
Health Education

**Anderson, Virginia M. (1990)**  
American Sign Language

**Armstrong, Anne (1999)**  
Humanities

**Avalos, Lindamarie (2001)**  
Counseling

**Auciello, Joseph (1983)**  
Computer Information Systems

**Babaside, Rasaan Michael (2007)**  
Process Plant Technology

**Barcelona, Jessica (2008)**  
Labor Studies

**Barrow, Orrin (1989)**  
Mathematics

**Bayssa, Beyene (2008)**  
Mathematics

**Beaird, Helen**  
Counseling

**Benjamin, Michelle (2004)**  
Child Development

**Bevacqua, Anthony (2009)**  
Psychology

**Blackburn, Robert (2006)**  
Counseling

**Blackwell, Pamela A. (1997)**  
Art

**Blake, George (2002)**  
English

**Blount, Paul (2002)**  
Solid Waste Management

**Bodis, Tracy (2007)**  
Physical Education (Kinesiology)

**Borne, Alvin C. (1962)**  
Speech

**Bradshaw, Barbara (1995)**  
English

**Brady, Patrick A. (1992)**  
Refrigeration & Air Conditioning/Steam Plant

**Brkic, Ferdo (1998)**  
Electrical Construction & Maintenance & Machining  
Technology

**Brooks, Marva (1999)**  
Fashion Design

**Brumell, Bertis R. (2010)**  
Accounting

**Buck, Dagmar (2002)**  
Library

**Buonauro, John M. (1993)**  
Refrigeration/Air Conditioning

**Burgin, Mark Dr. (2000)**  
Mathematics

**Bursick, Robert (1990)**  
Liberal Arts

**Burton, Wanda (2006)**  
CAOT

**Cain, Lisa (2006)**  
Psychology

**Calderon, Joaquin (2008)**  
Labor Studies

**Canaman, Evangeline Binongo (1994)**  
English

**Canon, Sheri (2003)**  
Music

**Cantore, Robert A. (1996)**  
Labor Studies

**Carter, Michael, (2006)**  
Anthropology

**Carter, Terry (2008)**  
Music

**Certo, Delaine (2007)**  
Adjunct Assistant Professor, Child Development

**Chapman, Joseph**  
Plant Process Technology

**Chammas, Marwan (2000)**  
Mathematics

**Cheeseman, James (2008)**  
Music

**Chen, Charles K. (1981)**  
Mathematics

**Chen, Mindy (2010)**  
Labor Studies

**Chelstrom, Aura (2002)**  
Child Development

**Cherner, Henry (1999)**  
Fashion Merchandising

**Chu, Eleanor (1971)**  
Computer Applications/Office Technologies

**Colazas, Xenophon Constantine (1974)**  
Geology

**Conrow, Teresa (1996)**  
Labor Studies

**Corbin, Bobby (1999)**  
Refrigeration/Air Conditioning Mechanics

**Corneal, Aisha (2007)**  
American Sign Language

**Coulter, Lionel (2000)**  
Political Science

**Crunkleton, J.D.**  
Computer Information Systems

**Cunnigan, Dixie (1999)**  
Fashion Design

**Curtin, Kevin (1981)**  
Electrical Construction & Maintenance

**Dagher, Ghassan Nicolas (1989)**  
Mathematics

**Darmanyan, Pavel Dr. (2006)**  
Chemistry

**Datis, Angelo (2002)**  
Refrigeration/Air Conditioning Mechanics

**Dean, Craig R. (2003)**  
Plumbing

**De la Pena, Norma (1999)**  
ESL

**Del Valle Thompson, Katarina (2001)**  
Labor Studies

**Delp, Linda (1985)**  
Labor Studies

**Demers, William (1989)**  
Labor Studies

**Dezgaran, Mohamad (2001)**  
Child Development

**Dickerson, Denise (2002)**  
Child Development

**Dominguez, John (2005)**  
Electrical Construction & Maintenance

**Drake, Dr. Mildred (1992)**

Spanish

**Egan, Richard (1997)**

Philosophy

**Elliot, Joy**

Community Planning & Economic Development

**El Tawansy, Mohamed (1972)**

Mathematics/Sciences

**Emerson, Victoria M. (2006)**

Adjunct Assistant Professor, CAOT

**Endman, D. James (1974)**

Business Law

**Eng, Michael (2005)**

Labor Studies

**Espinoza, Albert (1982)**

Refrigeration/Air Conditioning Mechanics

**Essex, Dr. Robert W. III (1983)**

Child Development/Psychology

**Estroff, Ronald (2005)**

Learning Skills

**Firpo, Ngoc-Dung**

Adjunct Assistant Professor, Non-Credit Basic Skills:  
Interdisciplinary

**Foral, Dorothy (2000)**

Fashion Design

**Ford, Scott (1998)**

Labor Studies

**Freidenberger, Karen (2004)**

Plumbing

**Friedman, Bruce (2000)**

History

**Gamble, Susan (2001)**

Learning Skills

**Garcia, James A. (2003)**

Sociology

**Garcia, Rogelio (2012)**

Political Science

**Gasca, Jesse (1990)**

Spanish

**Gbonegun, Olu Dr. (2006)**

Biology

**Gerosis, Mr. Nasr N. (2008)**

Biology

**Godoy, Omar (1996)**

Geography

**Goldwhite, Phil (2008)**

Sign Graphics

**Gomez, Evelyn (2005)**

Child Development

**Gomez, Jimmy (2010)**

Labor Studies

**Gonzalez, Raymond (1977)**

Accounting

**Goodman, Todd (2005)**

Physics

**Goyn, Bruce Allen (1977)**

Automotive Technology

**Gray, Karnale (2000)**

Counseling

**Gray, Laura (2007)**

Child Development

**Green-Womack, Roma (1994)**

Nursing

**Grissett, Robert**

Automotive Tech.

**Guerra, Ricardo (2005)**

Automotive & Related Technology

**Gunderson, Mark (2000)**

Learning Skills

**Gunderson, Sunay (2007)**

Learning Skills

**Gutierrez, Edgar O. (2005)**

History

**Hamilton, Walter (2010)**

Computer Information Systems

**Harnsberger, Therese (Coscarelli) (1972)**

Reference Librarian

**Hart, Matt (2008)**

Labor Studies

**Haymon, Sharon**

Adjunct Assistant Professor, CAOT

**Harris, Felix (2007)**

Mortgage Finance

**Harris, Jacqueline**

Community Planning & Economic Development

**Herrin, Ivory L. (1981)**

Solid Waste Management Tech

**Hicks, Carl (2007)**

Labor Studies

**Hoffman, Florice (2009)**

Labor Studies

**Hosseini, Sayed M. (2003)**

Microbiology

**Hunt, Robert (2006)**

Labor Studies

**Iadevaia, Richard**

Adjunct Assistant Professor, Electrical Construction  
& Maintenance

**Iapaolo, Nino (2007)**

Tailoring

**Jackson, Diana B. (1976)**

History

**Jackson, Deryl, (2007)**

Admin Justice

**Jacob, Norman (1973)**

English

**Johnson, Bert (2008)**

Sign Graphics

**Johnson, Debbie (2001)**

Fashion Design

**Johnson, Glenn**

Health & Physical Education (Kinesiology)

**Jeffress, David A. (1984)**

Chemistry

**Jimenez, Connie (1996)**

Nursing

**Johnson, Ed (1976)**

Business

**Johnson, Robert (2007)**

Accounting

**Jones, Latricia (2006)**

American Sign Language

**Kahng, Paul (1987)**

Refrigeration & Air Conditioning Mechanics

**Kang, Dr. Henry R. (2007)**

Chemistry

**Kapaku, Okima (1991)**

Computer Applications/Office Technologies

**Kaplan, Irv (1999)**

Child Development

**Karasik, Paul (2008)**

Mathematics

**Karthas, Nicholas George (1965)**

Electrical Construction & Maintenance

**Kaye, Zohara (2006)**

Library

**Kiel, Wilma (2000)**

Child Development

**Kincses, Gabor (2004)**

History

**King, Dr. Graves**

Health Education

**Klipple, Jody (2002)**

Labor Studies

**Kobler, Mark A.**

English

**Kranz, Jack (2008)**

Physical Geography

**Kumada, Rumi (2000)**

Mathematics

**Kwok, JoAnn (1998)**

Library

**Landau, Daniel M.Dr. (2001)**

Geography

**Lavinger, Stephen W. (1981)**

Biology

**Lawrence, Reed (1987)**

Carpentry

**Le, Kenadi (2007)**

Labor Studies

**Lee, Dr. Hans(2009)**

Chemistry

**Lee, Mary (2010)**

Community Planning & Economic Development

- Lehman, Daniel (2004)**  
Library
- Leonard, Richard E. (1957)**  
Reference Librarian
- LeVeque, Victoria (1985)**  
English as a Second Language
- LeVine, Miriam (1972)**  
Art
- Levy, Lewis (1989)**  
Labor Studies
- Leyva, Connie (2006)**  
Labor Studies
- Linares, Manuel (2005)**  
Spanish
- Lindsey, Michael P. (2008)**  
Computer Application Office Technology
- Lindsay, Gladys P. (1986)**  
Library Science
- Loop, Craig B. (1990)**  
Mathematics
- Lovett, Mildred (1999)**  
Adjunct Assistant Professor, Child Development
- Lunt, Charles (1984)**  
Plumbing
- Maalouf, Eli (2004)**  
Electrical Construction & Maintenance
- Maine, Marilyn (1995)**  
Cosmetology
- Maffei, Ghosha (1999)**  
Labor Studies
- Malone, Annie (2006)**  
Art
- Manchanda, Yash (1976)**  
Mathematics
- Mann, Annamaria (2008)**  
Art
- Martinez, Adriana (2005)**  
Counseling
- Maritnov, Valdimir (2004)**  
Operational Maintenance Engineer
- Marques, Jessica (2008)**  
Labor Studies
- Mayer, Dvora (2008)**  
Labor Studies
- Mayfield, Mike**  
Physical Education (Kinesiology)
- McLaughlin, Regina (2005)**  
Child Development
- McMahon, June (1989)**  
Labor Studies
- McNamara, Catherine (1997)**  
Speech
- Mejia, Martin (2008)**  
Labor Studies
- Melin, Linda A. (1990)**  
Pattern Making & Design
- Mendoza, Laura (2006)**  
Visual Communications
- Mendoza, Steven Dr. (2007)**  
Psychology
- Mercado, Dyana G. (1998)**  
Cosmetology
- Meyer, Alannah**  
Adjunct Assistant Professor, Cosmetology
- Miller, Erika (2001)**  
Psychology
- Monge, Jacqueline**  
Adjunct Assistant Professor, Cosmetology
- Morales, Nancy (2009)**  
Labor Studies
- Morris, Frederick (1988)**  
Visual Communications
- Mortimer, Art (2004)**  
Sign Graphics
- Murdock, Scott (2004)**  
Architecture
- Murkadian, Sarkis (2000)**  
Instructor, Tune-Up
- Nakano, Melvin (1996)**  
Mathematics
- Nasrallah, Ghassan B. (1988)**  
Electrical Construction & Maintenance
- Natale, Anthony (2008)**  
American Sign Language
- Navarro, Abraham (1988)**  
Street Maintenance
- Neddermeyer, Karl (2008)**  
Biology
- Newell, Rene, (2005)**  
Instructor, Welding Gas & Electric (Sculpture)
- Nieves, Paul. (2011)**  
Instructor, Electrical Construction & Maintenance
- Nunley, Rosalyn**  
Adjunct Assistant Professor, Cosmetology
- Nwoko, John C.A. (1999)**  
Learning Skills/Counseling
- O'Connell, William (1997)**  
Library
- Olivas, Armando (1992)**  
Labor Studies
- Olsen, Bruce D. (2000)**  
Adjunct Assistant Professor, Biology
- Osuna, Corrie (2008)**  
Fashion Design
- Ota, Pauline (1996)**  
Art
- Ovanessian, Aida Dr. (2004)**  
Adjunct Assistant Professor, Mathematics
- Owen, Margaret (2002)**  
Library
- Paige, Bernard A. (1977)**  
Mathematics
- Palacios, Valda T. (1995)**  
Computer Application & Office Technology
- Paller, Joseph (1996)**  
Labor Studies
- Parkin, Steve Dr. (2005)**  
Chemistry
- Pauley, Rose G. (1995)**  
Library
- Payne, Vajezatha (2001)**  
Sociology
- Penn, Maryann (1992)**  
Nursing
- Perlut, Ronnie (2006)**  
American Sign Language
- Pfiffner, Brian**  
Health & Physical Education (Kinesiology)
- Phillips, Christian (2009)**  
Labor Studies
- Phillips, G.W.**  
Computer Information Systems
- Poplawski, Denny (1981)**  
Electrical Lineman Apprentice Instructor
- Porter, Alfred B (1995)**  
Learning Skills
- Porter, Henry (1992)**  
Carpentry
- Powers, Dr. Richard (1996)**  
Physics
- Price, Robert (1990)**  
Motorcycle Mechanics
- Proctor, Ernest (1990)**  
Computer Applications Office Technology/Computer Information Systems
- Ramaraj, Pandurangan Dr.(2006)**  
Biology
- Ramirez, Robert (1981)**  
Electrical Construction & Maintenance
- Ray, Eric (2000)**  
Music
- Reed, Patrick (2010)**  
Digital Media
- Rivera, Louis**  
Health & Physical Education (Kinesiology)
- Roberts, Ronald (1975)**  
Business
- Robles, Bill (1991)**  
Visual Communications
- Robles, Luis (2011)**  
Culinary Arts
- Rodriguez, Caesar (2008)**  
Visual Communications
- Rodriguez, Gloria (1997)**  
Child Development
- Roldán, Pablo (2006)**  
Spanish

- Romero, Nancy (1996)**  
Labor Studies
- Ross, Rose Mary (1973)**  
Spanish
- Rostami, Maryam (2001)**  
Adjunct Assistant Professor, Child Development
- Sachdev, Dr. Vineeta (2007)**  
Chemistry
- Sanchez, Roxana (2005)**  
Counseling
- Sanchez, Salvador (2004)**  
Political Science
- Sargent, Mark (2005)**  
Philosophy
- Saucada, Nazario**  
Street Maintenance
- Schulte, Francis J. (1997)**  
Humanities
- Schwartz, Gregory (2007)**  
Geography
- Scudder, Stuart Barrett (1972)**  
Business
- Seck, Steven E. (1981)**  
Physical Education (Kinesiology)
- Seetao, David**  
Computer Applications Office Technology
- Seitz, John**  
Electrical Construction & Maintenance
- Shank, Barbara A. (1988)**  
Biology
- Shirikjian, Vahé (2006)**  
Philosophy
- Scherer, David (2005)**  
Culinary Arts
- Sharp, William (2009)**  
Culinary Arts
- Sherer, Richard (1986)**  
Mathematics
- Sherman, James (2007)**  
Library
- Shaw, M.D. (1970)**  
Economics
- Shields, Virgil (2008)**  
Plant Process Technology
- Siegel, Lou (1990)**  
Labor Studies
- Skarr, Geoff (2008)**  
Physical Education (Kinesiology)
- Slade, Tim (2006)**  
Plumbing
- Smith, Dorothy (2002)**  
English
- Smith, Felicia**  
Adjunct Assistant Professor, Cosmetology
- Speech, Trina (2005)**  
Nursing
- Stafford, William (1998)**  
Pattern Making & Tailoring
- States, Randy, (1971)**  
Electrical Lineman Cable Splice Apprentice  
Instructor
- Stern, Adam (1998)**  
Labor Studies
- Stevens, A. (1973)**  
English
- Sussman, Dan, (2005)**  
Electrical Construction & Maintenance
- Sutton III, Cash (2006)**  
Process Plant Technology
- Swatek, Cheryl (2007)**  
Health & Physical Education (Kinesiology)
- Taylor, Pamela (1990)**  
Computer Application & Office Technology
- Tabakian, John Paul (2004)**  
Political Science
- Tee, Vincent (1989)**  
Computer Information Systems
- Teng, Susan (2007)**  
Library
- Thornhill, Dorothy M. (1976)**  
Computer Application & Office Technology
- Torda, Jr. Benito Santero (1989)**  
Tailoring
- Torres, Benjamin**  
Community Planning & Economic Development
- Toure, Yolanda (1984)**  
Business
- Towhidlow, Mark (1991)**  
Mathematics
- Tran, Le (2008)**  
Mathematics
- Troft, Ralph (1995)**  
Humanities
- Udeochu, Mercy (2002)**  
Child Development
- Velez, Magda (2007)**  
American Sign Language
- Villalobos, Jose (2013)**  
Mathematics
- Visi, Mandana Z. (2008)**  
Chemistry
- Wachs, Michael (2007)**  
Music
- Wade, Gary, (1980)**  
Electrical Lineman Apprentice Instructor
- Wallach, Mark (2006)**  
Psychology
- Wang, Pei (2006)**  
Political Science
- Walker, James (1997)**  
Labor Studies
- Warriner, Donald (2004)**  
Culinary Arts
- Watson, Calysta (2008)**  
Theater
- Webster, Mary Ann (1972)**  
English
- Whitehead, Linda**  
Health Education
- Wiegand, Carl R. (1965)**  
Electrical Construction & Maintenance
- White, Jackie (1989)**  
Labor Studies
- Williams, Florence (2000)**  
Nursing
- Williams, Frank (2003)**  
Art
- Williams, Jacqueline (2007)**  
Child Development
- Williams, Lance (1992)**  
Humanities
- Williams, Starlene (2005)**  
Labor Studies
- Wing, Ella (2000)**  
Counselor
- Winston, Ray (1984)**  
Electrical Construction & Maintenance
- Wolff, Goetz (2007)**  
Labor Studies
- Wong, Jan (2008)**  
American Sign Language
- Yates, Bob (1988)**  
Plumbing
- Young, Carolyn**  
Cosmetology
- Zigman, Lou (1989)**  
Labor Studies
- Zinenberg, Victor (2002)**  
Mathematics

# EMERITI FACULTY

Adams, Earl—Counseling  
 Adams, Esther—Nursing  
 Albrecht, Don—Drafting Technology  
 Alerich, Walter—Electrical-Mechanical Technology  
 Ambers, Billie—Counseling  
 Arens, Wayne—Electronics  
 Armstrong, Helen—Fashion Design  
 Armstrong, Kenneth—Electronics  
 Arnheim, Nancy—GAIN  
 Arnold, Evan—Automotive Technology  
 Ashton, Lillian—Cosmetology  
 Auciello, Dr. Joseph—Computer Science  
 Austin, Brenda—Nursing Education  
 Avazian, Dorothy—Fashion Design  
 Azat, Issa—Psychology  
 Bailey, George—Offset Presswork  
 Bailey, Melbourne E.—Elect Const & Maint  
 Baklayan, Shoushan—CAOT  
 Banda, Paula—Counseling  
 Barbarossa, Fred—Diesel & Truck Technology  
 Barberio, Tony—Dance/Health  
 Barham, Edna R.—Counseling  
 Barillier, Bill—Ass't Dean of Students  
 Barrett, Blanche—Cosmetology  
 Bartlett, Steve—Automotive Technology  
 Bastone, John—English  
 Baumgardner, Betty—Apparel Arts  
 Beck, Julius—Culinary Arts  
 Becker, Richard—Machine Shop - CNC  
 Bercseny, Alice—Nursing  
 Biasi, Roger—Auto Mechanics  
 Biggs, Burcott D.—Printing Technology  
 Billings, George—Photography  
 Bliss, Rolly—Business & Industrial Supervision  
 Bonzo, Al—Ass't Dean Culinary Arts  
 Borio, Courtney—Physical Education  
 Buonauro, John M.—Refrigeration/Air Conditioning  
 Bowe, Harry L.—Refrigeration/Air Conditioning  
 Bragg, Arland—Visual Merchandising & Display  
 Brand-Njoku, Mary—Fashion Design  
 Brassine, George—Drafting Technology  
 Bright, Marie—Nursing  
 Brinkman, Fred—President  
 Broulard, Inge—Fashion Design  
 Brown, Mel—English  
 Brown, Pete—Physical Education  
 Buhler, William—Building Construction Technology  
 Burnham, Doris—Nursing  
 Burns, Howard—Sociology  
 Cardoza, Raul—Dean, Enrollment Management  
 Carlson, Ralph—Printing Technology  
 Carr, Eleanor—Nursing  
 Carrillo, Pauline—Director—Child Development Center

Castillo, Ramon - VP, Student Services  
 Cavanaugh, John M.—Diesel & Related Technology  
 Chambers, Marion—Automotive Technology  
 Chapdelaine, Dr. Roland "Chip" - President  
 Chase, Don—Coor. Aircraft Trades  
 Childers, Richard—Construction Technology  
 Chodos, Judith—English  
 Chu, Eleanor—Office Administration  
 Cloud, Dorothy—Business  
 Coates, Rissa—Cosmetology  
 Corwin, Harold—Automotive Technology  
 Coulter, Kitty—Fashion Design  
 Crane, Lloyd—Coor. Culinary Arts  
 Crawford, Margaret—Dean Evening Division  
 Creech, James—Printing  
 Cunningham, Terry—Electrical  
 DaSilva, Nadia—Spanish Language Arts  
 Davar, Saeed—Mathematics  
 David, Oscar A.—Cabinet Making & Millwork  
 Davidson, Jack—Baking  
 Davis, Charles—Coor. Research & Development  
 DeFranco-Browne, Diane—Dance  
 De Long, Verna—Counseling  
 De Mers, Lowell—Business  
 De Page, Mike—Aircraft Mechanics  
 Denard, Bernice—Fashion Design  
 Deritis, Vincent,  
 Desmond, Eileen—Vocational Nursing  
 Devlin, David—Restaurant Management  
 Diggins, Bernie—Plastics  
 Dismukes, Tom—Architectural Technology  
 Dobrian, Ed—Business  
 Dollardhide, Ruby—Cosmetology  
 Douglas, Theda S.—Dean—Student Services  
 Dunn, Bob—Carpentry  
 Earnest, Richard—Sign Graphics  
 Eisenstein, Lenore—Fashion & Visual Merch.  
 Eisler, Estelle—Fashion Design  
 El-Tawansy, Mohamed—Mathematics, Physics, & Engineering  
 Elder, Alice—Fashion Design  
 Erickson, Ed—Coor. Electronics Technology  
 Escobedo, Eduardo—Counseling  
 Essex, Robert—Psychology/Child Development  
 Estrup, Hans—Fashion Design  
 Exum, Doris—Fashion Design  
 Ferraro, Richard, Political Science  
 Fimbres, Frederick—Physical Education  
 Florio, Pete—Printing  
 Floro, Valerie—Nursing  
 Frederick, Ted—Metals Technology  
 Freeland Dave—Drafting Technology  
 Friedel, Philip—Electrical Technology  
 Gale, Joyce—Art Trades/Fashion

Garay, Reynaldo—Dean, Academic Affairs  
 Garstka, Polly, Acting VP, Academic Affairs  
 Gentry, James—Counselor  
 Gerdes, Joe—Air Conditioning Technology  
 Giblin, Roger—Electrical Technology  
 Gilreath, Woody—Registrar  
 Gindraux, Jim—Commercial Art  
 Glennan, Pete—Ass't Dean Admissions  
 Gobin, Grace—Nursing  
 Goetz, Geraldine—Fashion Design  
 Gonzalez, Raymond—Accounting  
 Gonzalez, Rose—Cosmetology  
 Goodie, John—Air Cooled Engine Repair  
 Gordon, Alice—Business  
 Goss, Joseph—Printing  
 Grater, Vincent—Electronics Technology  
 Gray, jr., Elliot C.—Elect Constr & Maint  
 Green, Earnest—Director—Culinary Arts  
 Grigsby, Leah—Speech  
 Grunbaum, Dorian—ESL  
 Halsey, Frank—Automotive  
 Harmetz, Richard—English  
 Harris, Margie—Speech  
 Hartwig, Betty J.—President  
 Hatchimonji, Mike—Photography  
 Hayes, Felix—Music  
 Heanue, Helen—Philosophy  
 Hedley, John D.—Culinary Arts  
 Henry, Leroy K.—Accounting  
 Henry, Robert—Business & Office Adm.  
 Hernandez, Daniel—Machine Shop - CNC  
 Hershsberger, Catherine—English & Education  
 Hill, Mark—English  
 Hinojosa, Jose—Printing  
 Hochman, Mary—Library  
 Hoffman, Bob—Printing  
 Hollingsworth, Patricia—Language Arts/Humanities  
 Hundley, William—Carpentry  
 Hunt, Clarence—Drafting Technology  
 Hunt, Karen—Child Development Center  
 Hunt, Horace—Physical Education  
 Hushaw, Dale—Fashion Design  
 Hushaw, Jeannette—Dean Instruction  
 Jackson, Diana - History  
 Johnson, Franklin—Dean Instruction & Curriculum  
 Johnson, Oscar—Machine Shop - CNC  
 Johnson, Viola—Fashion Design  
 Johnson-Taylor, Chini—Counseling  
 Jones, Daniel—Electronics  
 Jones, Oliver—Physical Education  
 Jones, Willie—Automotive  
 Kahng, Paul—Refrigeration & Air Conditioning  
 Katzman, Louis—Electronics  
 Kelly, William—Architectural Technology

Kerian, John—Diesel Technology  
 Kite, Leslie—Library  
 La Salvia, Louis—Fashion Design  
 Lahr, Eric—Culinary Arts  
 Laird, Bill—Architectural Technology  
 Landeen, Robert—Electronics/Computer Science  
 Lansu, Helvi—English  
 Lawson, Allen—Computer Science & Graphics  
 Lee, Alphonso—Electronics Technology  
 Lee, Kuen H.—Mathematicsematics  
 Lehnberg, Carl—Welding Technology  
 Leindholm, Peter—Electronics  
 Lichtman, Donna—Director, DSPS  
 Livingston, Joyce—Chair, Library  
 Lorin, Jack R.—Philosophy  
 Luna-Reiger, Jane—Nursing  
 Lunt, Charles—Plumbing  
 Luther, John—Drafting Technology  
 Maccani, Robert A.—English  
 Mador, Sheldon—Accounting  
 Maker, Janet—Reading Specialist  
 Maloy, Hugh M.—Automotive  
 Marich, Vincent—Fashion Design  
 Marks, Clarence, Electronic Technology  
 Marroquin, Manuel A.—Automotive  
 Martin, Richard T.—Electronics  
 Mason, Elinor—Librarian  
 Matzkin, Samuel S.—Drafting Technology  
 Mc Craken, James—Machine Shop  
 McRae, Claude—Automotive Servicing  
 McVay, Charles—Automotive Mechanics  
 Megowan, Lorraine B—ESL/Theater  
 Meyer, Genevieve—English  
 Michelson, Alice—Business  
 Middleton, Rosemary, Allied Health  
 Milby, Bob—Plastics Technician  
 Milby, Lois—Counselor  
 Milic, Stanley—Drafting Technology  
 Minier, Charles—Electronics  
 Minkoff, Miriam—Secretarial Science  
 Misumi, Donald—Biology  
 Miyasaki, Jacob—Electronics  
 Monaco, Fred—Electronics  
 Montour, Clifford - Business/Accounting  
 Moore, Hugh—Apprenticeship  
 Morosi, Bill—Dean Evening Division  
 Moss, Dorothy—Nursing  
 Mouradian, Catherine L.—Physical Education  
 Mundell, Mary—Biology  
 Munson, Mae—Coor. Cosmetology  
 Murbach, Louis—Drafting Technology  
 Murgolo, Vito—Aircraft Mechanics  
 Murphey, Chrystal—English  
 Neal, Elinor—Cosmetology  
 Nelson, Burton D.—Automotive Technology  
 Newell, Bruce—Restaurant Management

O'Connor, Charles B.—Printing Technology  
 Oeffinger, Ralph—Electronics  
 Oliver, Jack—Ass't Dean DSPS  
 Owens, Pat—Automotive Technology  
 Padilla, Phillip—Machine Shop - CNC  
 Pagano, Marian—Child Development Center  
 Paige, William—Mathematicsematics  
 Palacios, Rodrigo, Department Chair—Language Arts/Humanities  
 Palmer, Ernestine—Counseling  
 Paris, Nick—Vending Machine Technology  
 Parker, Wilber—President  
 Parker, Ron—Cooperative Education/Apprenticeship  
 Passarelli, Frances—Fashion Design  
 Payne, Thomas—Chemical Technology  
 Pelka, Martin—Athletic Director  
 Pemberton, Clarence—Electronics/Comp Sci  
 Peppard, Daniel—Coor. Printing & Lithographic  
 Pequete, Charles—Building Construction Tech  
 Perrigue, Clara—Fashion Design  
 Perry, Earl Dr.—Electronics/Computer Science  
 Petrella, Gino, Bookbinding  
 Petrie, Iris—Fashion Design  
 Petrone, Anthony—Culinary Arts  
 Porter, Charles—Construction Technology  
 Powell, Deloris—Counseling  
 Price, Ralph—Drafting Technology  
 Rademacher, Donald—English  
 Ramani, Rajaram—Machine Shop  
 Ramey, Doris—Librarian  
 Ramirez, Juan—Cosmetology  
 Ray, Willa—Cosmetology  
 Rea, Jeanne—Fashion Design  
 Reichman, Peggy—Nursing  
 Reiley, Joyce—Nursing  
 Rios, Joe P.—Manufacturing Technology  
 Risinger, Dan—Machine Shop - CNC  
 Rodriguez, Eloy—Sheet Metal  
 Roelofs, Richard—Electronics  
 Roessler, Jack—Metals Technology  
 Ronquillo, Manuel—Ass't Dean Student Activities  
 Rosario, Gliceria - Counseling  
 Rose, Judith—English  
 Roth, Bill—Automotive Technology  
 Royal, Rosemary—Student Services  
 Saca, Manuel—Carpentry  
 Saito, Yasuo—Accounting  
 Sandoval, Philip Jr.—Printing  
 Schlesinger, David—Automotive  
 Schroeder, James—Commercial Arts  
 Schubert, Donald D.—Culinary Arts  
 Scott, Jane—Physical Education  
 Scully, Frances—Fashion Design  
 Seitz, John—Electrical, Construction Maintenance  
 Seklemian, Haig—Chemistry  
 Shapiro, Heschel—Mathematicsematics  
 Shaw, Walter—Coor. Registration  
 Sherer, Richard—Business Adm./Math

Shreve, Lois—Nursing  
 Shurgot, Margaret—Nursing & Hlth Occup  
 Silvera, Susan, Professor—Computer Science  
 Simonds, Harry—Apprenticeship  
 Simpson, Helen—Business  
 Sirotnik, Lou—Drafting Technology  
 Smith, Gladys—Nursing  
 Smith, Phil—Counseling  
 Spillman, Nancy—Economics  
 Squillante, Nancy—Counseling  
 Starr, Art—Commercial Art  
 Steele, Barbara—Cosmetology  
 Steiner, Emma—Child Development  
 Stevens, Thomas L.—President  
 Suhr, Tong—Journalism  
 Tabakian, Paul—Chemistry  
 Takusagawa, Hiroshi—Air Conditioning  
 Tang, May—English  
 Tayloe, Ralph—Dean Academic Affairs  
 Taylor, Annette—Fashion Design  
 Taylor, Melvin - Real Estate  
 Taylor, Richard—Drafting Technology  
 Taylor, Walter Jr.—Electronics  
 Tenckhoff, Frank J.—Drafting Technology  
 Teves, Rita—Psychology  
 Theile, Carl—Political Science  
 Thomas, William Dr.—English  
 Tom, William—Physical Education  
 Tomberlin, Hilda—Dean, Career & Technical Education  
 Topek, Bob—Graphic Arts  
 Torii, Frank—Automotive  
 Tortarola, Angelo—Printing-Letterpress  
 Tripp, Constance—Nursing  
 Troost, William Dr.—Media/Library  
 Upthegrove, Campbell—History  
 Velez, Victor—Dean Academic Affairs  
 Viaes, Manuel—Cosmetology  
 Vreeland Richard—Ass't Dean Instruction  
 Wainwright, Frank—Dean Academic Affairs  
 Wakefield, William—Welding  
 Walker, Marian—Culinary Arts  
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# NOTES



## LATTC ALUMNI ASSOCIATION "TRADE-TECH ALUMINARIES"



### MEMBERSHIP APPLICATION

#### Join the LATTC Alumni Association Today!

- Enjoy special programs created just for alumni
- Career Workshops just for alumni
- Network with other distinguished alumni

Complete the form and return it to:  
Los Angeles Trade Technical College Alumni Association Office  
400 W. Washington Blvd #ST 535, Los Angeles, CA 90015  
<http://college.lattc.edu/alumni>

Full Name: \_\_\_\_\_

Year(s) Graduated / Attended: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

Telephone (home / cell): \_\_\_\_\_

Telephone (business): \_\_\_\_\_

E-Mail: \_\_\_\_\_

#### MEMBERSHIP LEVELS – PLEASE CHOOSE ONE

|                  |                |                          |                    |                 |                          |
|------------------|----------------|--------------------------|--------------------|-----------------|--------------------------|
| Young Alumni     | \$25 / Year    | <input type="checkbox"/> | Purple & Gold Club | \$100 / Year    | <input type="checkbox"/> |
| Life Membership  | \$1,000 / Year | <input type="checkbox"/> | Beaver Circle      | \$2,500 / Year  | <input type="checkbox"/> |
| Founder's Circle | \$5,000 / Year | <input type="checkbox"/> | Aluminaries Circle | \$10,000 / Year | <input type="checkbox"/> |

☐ My check made payable to LATTC Foundation is enclosed.

☐ Cash

Please bill my ☐ Visa ☐ MasterCard ☐ Discover

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Signature \_\_\_\_\_

This information is for LATTC Foundation use only and will not be released to third parties.  
LATTC is a tax-exempt non-profit 501(c)(3) corporation.



## Student Parking Guidelines

You are responsible for knowing LATTC parking rules and regulations. This information is intended to provide students with basic guidelines on parking at the college. The complete text of the college's parking rules and regulations is printed in the College Catalog and may also be obtained from the Sheriff's Department, CY-150, the Administrative Services Office, or the College Website: ([lattc.edu](http://lattc.edu)).

- ✦ Student parking regulations are enforced from the first day of classes each semester through final examinations. A student parking permit is valid for the current academic term only and must be displayed at all times a vehicle is parked on college property. Saturday and Sunday parking permit use is enforced in the same manner as weekdays.
- ✦ Parking permits are made of removable Mylar and should be affixed to the inside rear window, (lower right side, facing outward.) Vehicles displaying a permit which is expired, altered, reported lost or stolen, or not completely visible are subject to a citation.
- ✦ A valid college parking permit and a DMV placard must be displayed on any vehicle parked in a designated handicapped stall. Students with a verified disability should go to the Disabled Students Program and Services Office, EL-110, to arrange for an accommodation.
- ✦ Regulations governing handicapped parking, red curbs, no-parking zones, fire lanes, special permit areas, and areas that have parking time limitations are enforced 24 hours a day, including weekends and holidays. Failure to display a parking permit or parking in an area not authorized for student parking, including metered spaces, will result in the issuance of a citation. Illegally parked vehicles may be towed away at owner's expense.
- ✦ All traffic laws must be obeyed. Vehicles must be parked in stalls within the designated lines. The college speed limit is 7 miles per hour.
- ✦ The purchase of a parking permit does not guarantee a parking space; It is only a license to park one vehicle with a Student Parking Permit for all time periods in any of the designated areas specified below:

**Preferred Student Parking (\$27.00 for Fall & Spring Semesters and includes \$7.00 ASO membership) – as available:**

- Olive Street Parking Facility- Entrance from Olive St., between Washington Blvd. and 21st St.
- Roof Lot (OH-Bldg) - Entrance from Flower St. (Southbound ONLY), between 22 St. and 23rd St.

**General Student Parking (\$20.00 for Fall & Spring Semesters):**

- 18th and Grand Lot – Entrance: Northbound from Olive St. or westbound from 17th St.
- Glory Church – Entrance: Southbound from Grand Ave.

**General Student Parking (\$10.00 for Summer & Winter Sessions):**

- For Summer & Winter Sessions, \$10.00 General Student Parking Permits are accepted in Preferred Student Parking areas above.

- ✦ **OVERFLOW PARKING:** LATTC makes every effort to provide adequate parking for all students, staff and visitors. However, since parking becomes extremely impacted during the first three weeks of the Fall and Spring semesters, we have made arrangements with our neighbor and community partner, The LA Mart, at 1933 S. Broadway, to provide overflow parking for LATTC. The lot is accessible from South Broadway St., just south of Washington Bl., and will be available to students and staff with a valid parking permit for the first three weeks of the Fall and Spring semesters ONLY.
- ✦ LATTC assumes no responsibility or liability for your car or its contents while parked in the lots.
- ✦ Escort service is provided upon availability for students with physical or other limitations. Note: This is not a shuttle service. Call the College Sheriff's Department and an officer will be dispatched to your location.
- ✦ Inquiries regarding the college's parking permit program should be directed to the offices listed below during normal business hours. College Sheriff's Department personnel are, however, on duty 24 hours a day, seven days a week to assist with permit use and enforcement issues.
- ✦ Parking Rules, Regulations, Permit Use and Enforcement: College Sheriff's Department, CY-150, (213) 763-3600. Individuals who believe a citation was issued to them in error must appeal it immediately by completing an Administrative Review form (available at the Sheriff's Department, CY-150) or LATTC Sheriff's Department website under Parking Citations and Appeals). Appeals must be mailed to: Los Angeles Trade Technical College, c/o Parking Citation Service Center, P.O. Box 11923, Santa Ana, CA 92711. Failure to immediately pay or appeal a citation may result in substantial penalties and a Department of Motor Vehicle (DMV) hold on your vehicle registration.
- ✦ Permit Sales, Refunds, and Exchanges: Business Office, JH-113, (213) 763-7225. For further information regarding parking policy: Administrative Services, JH-532, (213) 763-7040. The parking information shown above is subject to change without notice.



400 West Washington Blvd.  
Los Angeles, California 90015-4181  
[www.lattc.edu](http://www.lattc.edu)



Phone: (213) 763-7000  
TDD: (213) 763-5375  
Fax: (213) 763-5393



#### **AH – ASPEN HALL**

(Formerly TE Building)  
Behavioral/Social Sciences  
English/English as a Second Language  
Mathematics

#### **CDC BUILDING**

Child Development Center

#### **CH – CEDAR HALL**

(Formerly K Building)  
Bookstore  
Business Administration, CAOT  
Distance and Distributed Learning  
Electronics Technology/CIS  
Fitness Center  
Information Technology Sciences

#### **CY – CYPRESS HALL**

(Formerly D Building)  
Architecture Technology  
College Sheriff  
Design and Media Arts  
Physical Plant Office

#### **JH – JUNIPER HALL**

(Formerly ST Building)  
Academic Affairs  
Administrative Offices  
Admissions & Records  
Business Office  
CalWorks/GAIN  
Career Center  
Compliance Office  
Counseling Center  
EOPS/CARE  
Financial Aid  
Human Resources  
Information Center  
International Student Program  
Matriculation  
President's Office  
Public Relations  
PUENTE  
Student Services  
UMOJA  
University Transfer Center  
Workforce & Econ. Dev.  
Worksource Center

#### **LG – LAUREL GYMNASIUM**

(Formerly G Building)  
Gymnasium (Men's & Women's)

#### **MA – MARIPOSA HALL**

(Formerly LRC Building)  
Assessment  
Bridges to Success Center  
Copy/Mail Center  
Disabled Student Programs & Services (DSPS)  
Info Tech  
Instructional Technology Center  
Labor Center  
Learning Skills and Noncredit Library  
Office of Academic Learning  
Office of Student Life  
Open Computer Labs  
Student Health Center  
Tutoring  
Veteran Student Center

#### **MH – MAGNOLIA HALL**

Allied Health/Health Occupations  
Cosmetology

#### **OH – OAK HALL**

(Formerly F Building)  
Language Arts/Humanities  
Machine Shop CNC  
Transportation Technology  
Welding Program

#### **SA – SAGE HALL**

(Formerly H Building)  
Cafeteria  
Culinary Arts  
Early College Academy  
Garden Room

#### **SQ – SEQUOIA HALL**

(Formerly B Building)  
Apprenticeship  
Construction Design & Manufacturing

#### **WH – WILLOW HALL**

(Formerly J Building)  
Athletics  
Kinesiology

6/24/13 -jb

**Please note:** At the time of publication, current information was used. Construction demands will create changes and information will always be available at the College Sheriff's Office, D150, (213) 763-3600, 24 hours a day, 7 days per week. LATTCC provides adequate parking for students, staff and visitors. However, for Fall & Spring Semesters, student parking is designated as "Preferred" and "General."

★ **Preferred Student Parking** (\$27.00 and includes ASO membership fee of \$7.00) is in the Olive Street Parking Facility, Oak Hall Roof Lot.

**General Student Parking** (\$20.00) is at 18th and Grand and Glory Church lots. General Student Parking (\$10.00) for Summer and Winter Sessions ONLY is accepted in ALL college parking lots.

The complete text of the college's parking rules and regulations is printed in the College Catalog and may also be obtained from the Sheriff's Department, Cypress Hall-150, the Administrative Services Office, or the College Website: (<http://college.lattc.edu/sheriff/parking-information/>).

**Overflow parking:** LATTCC makes every effort to provide adequate parking for all students, staff and visitors. However, since parking becomes extremely impacted during the first three weeks of the Fall and Spring semesters, we have made arrangements with our neighbor and community partner, **The LA Mart, at 1933 S. Broadway**, to provide overflow parking for LATTCC in their East lot. The lot is accessible from Hill St., just south of Washington Bl., and will be available to students and staff with a valid parking permit for the first three weeks of the Fall and Spring semesters ONLY. A validation ticket to exit this lot must be obtained at the security desk in the lobby of the LA Mart Building prior to coming to campus.

# Los Angeles Trade-Technical College

400 West Washington Blvd., Los Angeles, CA 90015

Phone: (213) 763-7000 • Fax (213) 763-5393

**[www.lattc.edu](http://www.lattc.edu)**



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