

# EDUCATIONAL PROGRAMS

## ADMINISTRATION OF JUSTICE

### CHAIR

Wilhelm I. Vargas, J.D.

(323) 953-4000 EXT. 2754 | HH 200H

[www.lacitycollege.edu/academic/departments/law/ajintro.html](http://www.lacitycollege.edu/academic/departments/law/ajintro.html)

### PROGRAMS OFFERED

#### Associate of Arts

*Administration of Justice*

#### Associate of Science (AS-T)

*Administration of Justice*

#### Certificate of Achievement

*Administration of Justice*

#### Skills Certificates

*Evidence Specialist*

*Fingerprint Expert*

*Private Investigation*

The Administration of Justice programs are designed to prepare students to begin careers as Police Officers, Deputy Sheriffs, Highway Patrol Officers, Forensic Specialists, Police Assistants, Fingerprint Experts, Custodial Officers, Probation/Parole Officers, Private Investigators, Insurance Investigators, and Financial Investigators with private agencies. The programs stress practical application in order to expose students to the fundamental concepts and tasks of law enforcement and ready them for employment. Additionally, students are prepared for the qualification and screening process required to enter law enforcement academies such as the Los Angeles Police Department Academy. Internship opportunities include: the Los Angeles Police Department, the Los Angeles Sheriff's Department, the District Attorney's Office, the Coroner's Office, and the Probation/Parole Offices.

### DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

### ADMINISTRATION OF JUSTICE

#### Associate of Arts Degree

*(Program: 210500 State Code: 02759)*

#### Program Student Learning Outcomes

1. Explain how law enforcement is a critical part of the criminal justice system.
2. Apply practical forensic techniques to successfully complete a criminal investigation.

3. Recognize the responsibilities and requirements of law enforcement careers.

### MAJOR + ELECTIVES

12 COURSES | 36 UNITS | AA

ADM JUS 1	ADM JUS 180
ADM JUS 2	ADM JUS 382
ADM JUS 4	PLUS 18 UNITS OF ELECTIVES
ADM JUS 5	

### REQUIRED

ADM JUS 1	INTRO ADMINISTRATION OF JUSTICE	3
ADM JUS 2	CONCEPTS OF CRIMINAL LAW	3
ADM JUS 4	PRINCIPLE & PROC JUSTICE SYSTEM	3
ADM JUS 5	CRIMINAL INVESTIGATION	3
ADM JUS 180	INTRO TO FORENSICS	3
ADM JUS 382	INTRO TO FIREARMS TRAINING	3
<b>TOTAL</b>		<b>18 UNITS</b>

Also, students must complete a total of 18 semester units from one of the following options: Evidence; Investigations, Fingerprint Classification. See below:

### EVIDENCE OPTION

ADM JUS 3	LEGAL ASPECTS OF EVIDENCE	3
ADM JUS 53	FORENSIC FINGERPRINT EVIDENCE	3
ADM JUS 62	FINGERPRINT CLASSIFICATION	3
ADM JUS 379	ADVANCED CRIMINALISTICS FORENSICS I	3
ADM JUS 391	FIREARMS EVIDENCE ANALYSIS	3

### INVESTIGATIONS OPTION

ADM JUS 14	REPORT WRITING FOR LAW	3
ADM JUS 60	ARREST, SEARCH AND SEIZURE	3
ADM JUS 62	FINGERPRINT CLASSIFICATION	3
ADM JUS 180	INTRO TO FORENSICS	3
ADM JUS 396	TRAFFIC COLLISION INVESTIGATION	3
ADM JUS 413	FINANCIAL CRIMES INVESTIGATIONS	3

### FINGERPRINT CLASSIFICATION OPTION

ADM JUS 53	FORENSIC FINGERPRINT EVIDENCE	3
ADM JUS 62	FINGERPRINT CLASSIFICATION	3

### ADDITIONAL ELECTIVES TO CHOOSE FROM

ADM JUS 6	PATROL PROCEDURES	3
ADM JUS 8	JUVENILE PROCEDURES	3
ADM JUS 14	REPORT WRITING FOR LAW	3
ADM JUS 16	RECRUITMENT SELECTION PROCESS	3
ADM JUS 60	ARREST, SEARCH AND SEIZURE	3
ADM JUS 180	INTRO TO FORENSICS	3
ADM JUS 379	ADVANCED CRIMINALISTICS-FORENSICS I	3
ADM JUS 381	LAW ENFORCEMENT INTERNSHIP	3
ADM JUS 382	INTRO TO FIREARMS TRAINING	3
ADM JUS 391	FIREARMS EVIDENCE ANALYSIS	3
ADM JUS 396	TRAFFIC COLLISION INVESTIGATION	3
ADM JUS 413	FINANCIAL CRIMES INVESTIGATIONS	3
CORR 1	INTRO TO CORRECTIONS	3
<b>TOTAL</b>		<b>36 UNITS</b>

**ADMINISTRATION OF JUSTICE**

**Associate of Science (AS-T)**

(Program: 210500 State Code: 33121)

To earn the Associate Degree for Transfer, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
  - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

**Program Student Learning Outcomes**

1. Explain how law enforcement is a critical part of the criminal justice system.
2. Apply practical Forensic techniques to successfully complete a criminal investigation
3. Recognize the responsibilities and requirements of law enforcement careers.

**MAJOR**

6 COURSES | 18-19 UNITS | AS-T

ADM JUS 1	ADM JUS 2
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Select 2 courses from ADM JUS 3, 4, 5, 8; CORR 1

Select 2 courses from SOC 1 or MATH 227; PSYCH 1

**REQUIRED CORE (6 UNITS)**

ADM JUS 1	INTRO TO ADMIN OF JUSTICE . . . . .	3
ADM JUS 2	CONCEPTS OF CRIMINAL LAW . . . . .	3

**LIST A**

**SELECT 2 COURSES (6 UNITS) FROM THE FOLLOWING**

ADM JUS 3	LEGAL ASPECTS OF EVIDENCE . . . . .	3
ADM JUS 4	PRINCIPLE & PROC JUSTICE SYSTEM . . . . .	3
ADM JUS 5	CRIMINAL INVESTIGATION . . . . .	3
ADM JUS 8	JUVENILE PROCEDURES . . . . .	3
CORR 1	INTRO TO CORRECTIONS . . . . .	3

**LIST B**

**SELECT 2 COURSES (6 UNITS) FROM THE FOLLOWING**

SOC 1	OR MATH 227 . . . . .	3/4
PSYCH 1	. . . . .	3

TOTAL MAJOR . . . . . 18-19 UNITS

**CERTIFICATE PROGRAMS**

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

**ADMINISTRATION OF JUSTICE**

**Certificate of Achievement**

(Program: 210500 State Code: 19591)

The Certificate in Administration of Justice is designed to help prepare students to meet the employment requirements of law enforcement agencies or related fields including investigations.

**Program Student Learning Outcomes**

1. Explain how law enforcement is a critical part of the criminal justice system.
2. Apply practical forensic techniques to successfully complete a criminal investigation.
3. Compare and contrast the role of security in preventing crime.
4. Analyze how law enforcement, private investigations, and security coalesce in the judicial system.

**REQUIRED**

ADM JUS 1	INTRO TO ADMIN OF JUSTICE . . . . .	3
ADM JUS 2	CONCEPTS OF CRIMINAL LAW . . . . .	3
ADM JUS 4	PRINCIPLE & PROC JUSTICE SYSTEM . . . . .	3
ADM JUS 5	CRIMINAL INVESTIGATION . . . . .	3
ADM JUS 180	INTRO TO FORENSICS . . . . .	3
ADM JUS 382	INTRO TO FIREARMS TRAINING . . . . .	3
<b>TOTAL</b>		<b>18 UNITS</b>

**PLUS 18 SEMESTER UNITS OF ELECTIVES**

ADM JUS 6	PATROL PROCEDURES . . . . .	3
ADM JUS 8	JUVENILE PROCEDURES . . . . .	3
ADM JUS 14	REPORT WRITING FOR LAW . . . . .	3
ADM JUS 16	RECRUITMENT SELECTION PROCESS . . . . .	3
ADM JUS 60	ARREST, SEARCH AND SEIZURE . . . . .	3
ADM JUS 180	INTRO TO FORENSICS . . . . .	3
ADM JUS 379	ADVANCED CRIMINALISTICS FORENSICS I . . . . .	3
ADM JUS 381	LAW ENFORCEMENT INTERNSHIP . . . . .	3
ADM JUS 382	INTRO TO FIREARMS TRAINING . . . . .	3
ADM JUS 391	FIREARMS EVIDENCE ANALYSIS . . . . .	3
ADM JUS 396	TRAFFIC COLLISION INVESTIGATION . . . . .	3
ADM JUS 413	FINANCIAL CRIMES INVESTIGATIONS . . . . .	3
CORR 1	INTRO TO CORRECTIONS . . . . .	3
<b>TOTAL</b>		<b>36 UNITS</b>

**EVIDENCE SPECIALIST**

**Skills Certificate**

The Evidence Specialist curriculum provides training for students interested in a career as an Evidence Specialist/Evidence technician or related fields such as a police assistant. Students completing the Skill Certificate program will be qualified to assume a variety of employment opportunities in crime scene investigations with Federal, State, and Local Law Enforcement Agencies.

**Program Student Learning Outcomes**

1. Conduct a thorough search of a crime scene for forensic evidence, collect the evidence using proper techniques and write a forensic report.
2. Locate, evaluate, and collect trace blood and blood spatter evidence from a crime scene.

3. Conduct a firearms analysis investigation and write an investigative report.

**REQUIRED**

ADM JUS 5	CRIMINAL INVESTIGATION	3
ADM JUS 53	FORENSIC FINGERPRINT EVIDENCE	3
ADM JUS 62	FINGERPRINT CLASSIFICATION	3
ADM JUS 180	INTRO TO FORENSICS	3
ADM JUS 379	ADVANCED CRIMINALISTICS FORENSICS	3
ADM JUS 391	FIREARMS EVIDENCE ANALYSIS	3
<b>TOTAL</b>		<b>18 UNITS</b>

**FINGERPRINT EXPERT**

**Skills Certificate**

Upon completion of the fingerprint classification course, students will receive a certificate that qualifies them to take the state fingerprint examination, which is required for the position of Finger Identification Expert.

**Program Student Learning Outcomes**

1. Categorize fingerprint records by identifying the different types of fingerprint patterns in the three basic groups, i.e., arches, loops, and whirls.
2. Use the six divisions of the Henry classification system to categorize ten-print fingerprint records.
3. Locate latent or other type fingerprints from a crime scene.

**REQUIRED**

ADM JUS 53	FORENSIC FINGERPRINT EVIDENCE	3
ADM JUS 62	FINGERPRINT CLASSIFICATION	3
<b>TOTAL</b>		<b>6 UNITS</b>

**PRIVATE INVESTIGATIONS**

**Skills Certificate**

This certificate is designed to give those students interested in private investigations the necessary skills to perform the needed work for private investigation firms, insurance companies, state agencies, business and others.

**Program Student Learning Outcomes**

1. Write a detailed, descriptive, and accurate crime report.
2. Conduct a criminal investigation by interviewing witnesses, conducting background checks, and writing an investigative report.
3. Conduct an accident investigation by interviewing witnesses, analyzing accident debris, and writing an investigative report.

**REQUIRED**

ADM JUS 5	CRIMINAL INVESTIGATION	3
ADM JUS 14	REPORT WRITING FOR LAW	3
ADM JUS 180	INTRO TO FORENSICS	3
ADM JUS 396	TRAFFIC COLLISION INVESTIGATION	3
ADM JUS 413	FINANCIAL CRIMES INVESTIGATION	3
<b>TOTAL</b>		<b>15 UNITS</b>

**ART (Visual & Media Arts)**

**CHAIR**

Alexandra Wiesenfeld

(323) 953-4000 EXT. 2515 | CHEM 119C

[www.lacitycollege.edu/academic/departments/art/index.htm](http://www.lacitycollege.edu/academic/departments/art/index.htm)

**PROGRAMS OFFERED**

**Associate of Arts**

*Art - General*

*Art - Graphic Design*

**Associate of Arts (AA-T)**

*Art History*

*Studio Arts*

**Certificate of Achievement**

*Art Graphic Communication*

The Los Angeles City College Art Department is committed to offering an extensive program of courses for students whose goals range from a career in fine arts or graphic design to those pursuing personal enrichment. Our faculty of working professionals teaches art as both a subject and an activity. Our courses provide a foundation in visual knowledge and theory and training in the techniques of art-making. We recognize the uniqueness of the individual and encourage exploration of her/his creative talents by emphasizing art experience and

potential in a diversity of cultures. The relationships among the arts are emphasized and enrollment is encouraged in other arts disciplines.

**DEGREE PROGRAMS**

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

**ART - GENERAL**

**Associate of Arts Degree**

*(Program: 100200 State Code: 02735)*

**Program Student Learning Outcomes**

1. Acquire and integrate visual art concepts and/or technical skills.
2. Practice and learn visual art concepts by performing skill-based exercises.
3. Design and implement independent skill-based projects to demonstrate acquired knowledge and mastery.
4. Engage in inquiry and critical thinking and evaluation.

**MAJOR**

9 COURSES | 27 UNITS | AA

ARTHIST 110	ART 501	ART 201	ART 202 OR 204
ARTHIST 120	ART 502		

PLUS THREE ELECTIVES FROM THE LIST BELOW

**FIRST SEMESTER**

ART HISTORY 110	OR 120	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ART 201	DRAWING I	3

**SECOND SEMESTER**

ART HISTORY 110	OR 120	3
ART 202	OR 204	3

REQUIRED ELECTIVE ..... 3

**THIRD SEMESTER**

ART 502	BEGINNING THREE-DIMENSIONAL DESIGN	3
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REQUIRED ELECTIVE ..... 3

**TOTAL** ..... 27 UNITS

*\*\*Students should plan to develop a portfolio with instructor guidance.*

*\*\*Courses may be substituted under special circumstances with departmental approval.*

**REQUIRED ELECTIVES – SELECT TWO COURSES FROM**

ART 250	INTRO TO DIGITAL ART	3
ART 300	INTRO TO PAINTING	3
ART 304	ACRYLIC PAINTING I	3
ART 307	OIL PAINTING I	3
ART 400	INTRO TO PRINTMAKING	3
ART 700	INTRO TO SCULPTURE	3
ART 708	INTRO TO CERAMICS	3
CINEMA 10	INTRO TO FILM DIRECTING	3
PHOTO 10	BEGINNING PHOTOGRAPHY	3

**REQUIRED ELECTIVE – SELECT ONE COURSE FROM**

ART HISTORY 130	SURVEY OF ASIAN ART HISTORY	3
ART HISTORY 139	INTRO TO ISLAMIC ART	3
ART HISTORY 140	SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA	3
ART HISTORY 151	INTRO TO LATIN AMERICAN ART	3
ART HISTORY 171	INTRO TO GLOBAL CONTEMPORARY ART	3

**ART - GRAPHIC DESIGN**

**Associate of Arts Degree**

(Program: 103000 State Code: 02739)

This program provides the foundation for careers in computer graphics, advertising design, commercial illustration and desktop publishing. The creative and practical aspects of visual communication are equally stressed, with an emphasis on contemporary trends. Digital work is grounded in fundamental art skills and methods. Students enrolled in the program will utilize the Art Department's Macintosh computer labs.

**Program Student Learning Outcomes**

1. Apply fundamental art and art historical terminology and appreciation of process to analyze works.
2. Articulate the historical, social and aesthetic functions of art.
3. Discuss major works and cultural shifts in art history from pre-history to the modern world.

4. Appraise the diverse roles and meanings of art across cultures and geographic boundaries.
5. Conduct research and use visual evidence and reason to construct and examine theories.
6. Analyze, compare and contrast works of art with appropriate methodology and terminology.
7. Solve various art and art history related problems using creative and critical thinking skills.

**MAJOR**

12 COURSES | 36 UNITS | AA

ART 201	ART 605
ART 202 or 204 or 209	ART 606
ART 250*	ART 620
ART 604	ART 634
ART 501	ART 645
	ART 103, 110, 120, 130,
	140, 151 OR 171

**FIRST SEMESTER**

ART 250	INTRO TO DIGITAL ART	3
ART 201	DRAWING I	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3

**SECOND SEMESTER**

ART 604	GRAPHIC DESIGN I	3
ART 620	ILLUSTRATION I	3
ART HISTORY 103, 110, 120, 130, 140, 151, OR 171		3

**THIRD SEMESTER**

ART 202	OR ART 204 OR 209	3
ART 605	GRAPHIC DESIGN II	3
ART 645	INTRO TO WEBSITE DESIGN	3

**FOURTH SEMESTER**

ART 606	GRAPHIC DESIGN III	3
ART 634	INTRO TO DIGITAL IMAGING	3

**TOTAL** ..... 33 UNITS

\* Art 250 is equivalent to both Art 633 & 639

**ART HISTORY**

**Associate of Art (AA-T)**

(Program: 101000 State Code: 32832)

To earn the Associate Degree for Transfer, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
  - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

**Program Student Learning Outcomes**

1. Apply fundamental art and art historical terminology and appreciation of process to analyze works.
2. Articulate the historical, social and aesthetic functions of art.
3. Discuss major works and cultural shifts in art history from pre-history to the modern world.
4. Appraise the diverse roles and meanings of art across cultures and geographic boundaries.
5. Conduct research and use visual evidence and reason to construct and examine theories.
6. Analyze, compare and contrast works of art with appropriate methodology and terminology.
7. Solve various art and art history related problems using creative and critical thinking skills.

**MAJOR**

6 COURSES | 18 UNITS | AA-T

ARTHIST 110, 120, 171      ART 201

*Choose One Course: ARTHIST 130, 140, 151*

*Choose One Course: ART 204, 300, 304, 501*

**REQUIRED CORE (9 UNITS)**

ARTHIST 110	SURVEY OF WESTERN ART HISTORY I	3
ARTHIST 120	SURVEY OF WESTERN ART HISTORY II	3
ART 201	DRAWING I	3

**LIST A**

**SELECT 1 COURSE (3 UNITS) FROM THE FOLLOWING**

ARTHIST 130	SURVEY OF ASIAN ART HISTORY	3
ARTHIST 140	SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA	3
ARTHIST 151	INTRO TO LATIN AMERICAN ART	3

**LIST B**

**SELECT 1 COURSE (3 UNITS) FROM THE FOLLOWING**

ART 204	LIFE DRAWING I	3
ART 300	INTRO TO PAINTING	3
ART 304	ACRYLIC PAINTING I	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ART 502	BEGINNING THREE-DIMENSIONAL DESIGN	3
PHOTO 10	BEGINNING PHOTOGRAPHY	3

**LIST C**

**SELECT 1 COURSE (3 UNITS) FROM THE FOLLOWING**

ARTHIST 171	INTRO TO GLOBAL CONTEMPORARY ART	3
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**TOTAL MAJOR** ..... 18 UNITS

**STUDIO ARTS**

**Associate of Art (AA-T)**

*(Program: 100200 State Code: 33120)*

To earn the Associate Degree for Transfer, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and

- A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

**Program Student Learning Outcomes**

1. Display technical and conceptual competence in 2 and 3D media art.
2. Examine, analyze and evaluate works of art and design through critical discussion and writing.
3. Analyze cultural and aesthetic values to understand art's contribution to the human experience.

**MAJOR**

8 COURSES | 24 UNITS | AA-T

ARTHIST 120      ART 201, 501, 502

**SELECT ONE COURSE FROM ARTHIST 110, 130, 140**

**SELECT THREE COURSES FROM ART 202 OR 204; 300, 400, 604, 700; PHOTO 10**

**REQUIRED CORE (12 UNITS)**

ARTHIST 120	SURVEY OF WESTERN ART HISTORY II	3
ART 201	DRAWING I	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ART 502	BEGINNING THREE-DIMENSIONAL DESIGN	3

**LIST A**

**SELECT 1 COURSE (3 UNITS) FROM THE FOLLOWING**

ARTHIST 110	SURVEY OF WESTERN ART HISTORY I	3
ARTHIST 130	SURVEY OF ASIAN ART HISTORY	3
ARTHIST 140	SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA	3

**LIST B**

**SELECT 3 COURSES (9 UNITS) FROM THE FOLLOWING**

ART 202	OR 204	3
ART 300	INTRO TO PAINTING	3
ART 400	INTRO TO PRINTMAKING	3
ART 604	GRAPHIC DESIGN I	3
ART 700	INTRO TO SCULPTURE	3
PHOTO 10	BEGINNING PHOTOGRAPHY	3

**TOTAL MAJOR** ..... 24 UNITS

**CERTIFICATE PROGRAMS**

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

**ART GRAPHIC COMMUNICATION**

**Certificate of Achievement**

*(Program: 050400 State Code: 21610)*

Students develop basic and advanced skills in layout, design and drawing while using variety of 2 and 3D graphics software. Students receive a balance of instruction that includes, visual arts and graphic design courses that are designed to produce a well-rounded, trained graduate with sufficient expertise to be employable in an ever-expanding job market.

**Program Student Learning Outcomes**

1. Students will understand the design process from sketching to final presentation.
2. Students will be able to create unique graphic designs that communicate ideas to others.

**REQUIRED COURSES**

ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ART 250	INTRO TO DIGITAL ART	3
ART 604	GRAPHIC DESIGN I	3
ART 605	GRAPHIC DESIGN II	3
ART 606	GRAPHIC DESIGN III	3
ART 645	INTRO TO WEBSITE DESIGN	3
<b>TOTAL</b>		<b>21 UNITS</b>

**REQUIRED ELECTIVES – SELECT ONE COURSE FROM**

ART HISTORY 103	ART APPRECIATION I	3
ART HISTORY 120	SURVEY OF WESTERN ART HISTORY II	3
ART HISTORY 130	SURVEY OF ASIAN ART HISTORY	3
ART HISTORY 139	INTRO TO ISLAMIC ART	3
ART HISTORY 151	INTRO TO LATIN AMERICAN ART	3
ART HISTORY 171	INTRO TO GLOBAL CONTEMPORARY ART	3
<b>TOTAL</b>		<b>3 UNITS</b>

**REQUIRED ELECTIVE – SELECT ONE COURSE FROM**

BUSINESS 1	INTRO TO BUSINESS	3
MARKETING 21	PRINCIPLES OF MARKETING	3
COMMUNICATIONS 101	OR 121	3
JOURNALISM 101	OR 105	3
<b>TOTAL</b>		<b>3 UNITS</b>
<b>TOTAL UNITS</b>		<b>27 UNITS</b>

# BIOLOGY / ANATOMY

**CHAIR**

Greg Gonsalves

(323) 953-4000 EXT.2796 | SCI-TECH 222-E

[www.lacitycollege.edu/academic/departments/lifesci/index.html](http://www.lacitycollege.edu/academic/departments/lifesci/index.html)

**PROGRAMS OFFERED**

**Courses Only - No Degree/Certificate**

Anatomy

Biology

Microbiology

*Physiology*

Students considering careers in health and medicine are required to take courses in the Biology/Anatomy discipline. Many health and allied health programs (e.g. Radiologic Technology, Pharmacy, Physical Therapy) require Anatomy and Physiology. Some programs, Nursing for example, also require Microbiology. Students in non-health care related majors can also benefit from a grounding in these areas. Additionally, understanding basic biological principles can help you live a healthier life and better understand diseases, medical treatments, and medical breakthroughs. All LACC Biology/Anatomy classes are UC and CSU transferable.

# BUSINESS ADMINISTRATION

**CHAIR**

Britt Hastey

(323) 953-4000 EXT. 2549 | AD304

<http://www.lacitycollege.edu/academic/departments/busad/index.html>

**PROGRAMS OFFERED**

**Associate of Arts**

Accounting

Bookkeeping

Business Administration

Finance & Banking

Management

Marketing

Real Estate

**Associate of Science (AS-T)**

Business Administration

**Certificates of Achievement**

Automated Accounting Technician

Business Administration

Finance & Banking

*Management*

Management, Retail

Management, Small Business

Marketing

Real Estate, Broker License

**Skills Certificate**

Real Estate Sales License

Income Tax

Our Business, Accounting and Real Estate programs will give students a solid foundation from which to advance to university Bachelor degree and MBA programs. For students who do not plan to go on to a university, LACC business programs will prepare you for entry level and supervisory positions in a variety of roles for a wide range of businesses. Employment opportunities include bookkeeper, sales, ad agency staffer, office manager, supervisor, banking and investment staffer, marketing department staff and real estate agent. The business courses are also ideal for students considering starting their own businesses or those who already own small business.

## DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

### BUSINESS ADMINISTRATION AS-T

#### Associate of Science (AS-T)

(Program: 050500 State: 33156)

To earn the Associate Degree for Transfer, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
  - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

#### Program Student Learning Outcomes

1. Prepare a business plan.
2. Analyze and explain human relations and their implication for management and their employees.
3. Evaluate the use of financial budgeting concepts to make sound decisions in managing their personal finances.
4. Write a short essay in response to a given topic on the major concepts of a business organization from the following management, marketing, finances, human resources, economics, legal forms of business ownership and international/global environments.
5. Demonstrate an industry standard skill-set when using relevant technology resources.

#### MAJOR

8 COURSES | 30 UNITS | AS-T

ACCTG 1	ECON 1
ACCTG 2	ECON 2
BUS 1	LAW 1
CO SCI 101	MATH 227

#### REQUIRED CORE (19 UNITS)

ACCTG 1	INTRODUCTORY ACCOUNTING I	5
ACCTG 2	INTRODUCTORY ACCOUNTING II	5
ECON 1	PRINCIPLES OF ECONOMICS I	3
ECON 2	PRINCIPLES OF ECONOMICS II	3
LAW 1	BUSINESS LAW I	3

#### LIST A

#### SELECT 1 COURSE (4 UNITS) FROM THE FOLLOWING

MATH 227	STATISTICS	4
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#### LIST B

#### SELECT 2 COURSES (7 UNITS) FROM THE FOLLOWING

CO SCI 101	INTRO TO COMPUTERS AND THEIR USES	4
BUS 1	INTRO TO BUSINESS	3
<b>TOTAL MAJOR</b>		<b>30 UNITS</b>

### ACCOUNTING

#### Associate of Arts Degree

(Program: 050200 State Code: 02719)

Designed for students who are interested in a career in accounting, in private industry, or in public service, or who may choose to become accounting technicians with a public accounting firm. Students who already possess a Bachelor's degree and contemplate preparing for the Certified Public Accountant certificate should contact the State Board of Accountancy for eligibility requirements. Their website address is: <http://dca.ca.gov/cba>.

#### Program Student Learning Outcomes

1. Prepare a set of financial statements for a sole proprietorship form of business.
2. Complete a job order cost accounting practice set for a manufacturing company using a general ledger accounting software.
3. Complete a comprehensive, computerized accounting project for a merchandising business.
4. Assemble a comprehensive payroll project, utilizing a given scenario and data set.
5. Construct and format a slide presentation and worksheet that is appropriate to the given audience and purpose, utilizing Microsoft PowerPoint and Excel.

#### MAJOR

13 courses | 39-41 units | AA

ACCTG 1, 2, 15, 16, 17, 19, 23, 27	BUS 1, 15
ACCTG 31 OR BUS 38	FINANCE 2
ACCTG 55 OR BUS 17	

ACCOUNTING 1	INTRODUCTORY ACCOUNTING I	5
ACCOUNTING 2	INTRODUCTORY ACCOUNTING II	5
ACCOUNTING 15	TAX ACCOUNTING I	3
ACCOUNTING 16	TAX ACCOUNTING II	3
ACCOUNTING 17	PAYROLL ACCOUNTING	2
ACCOUNTING 19	ETHICS FOR ACCTG PROFESSIONALS	2
ACCOUNTING 23	RECORDKEEPING FOR SMALL BUSINESS	3
ACCOUNTING 27	AUTOMATED ACCOUNTING METHODS AND PROCEDURES II	3
ACCOUNTING 31	MATHEMATICS OF ACCOUNTING	3
OR BUSINESS 38	BUSINESS COMPUTATIONS	3
ACCOUNTING 55	ACCOUNTING COMPUTER LABORATORY	1
OR BUSINESS 17	COMPUTER GRAPHICS FOR BUSINESS	3
BUSINESS 1	INTRO TO BUSINESS	3
BUSINESS 15	BUSINESS STATISTICS	3
FINANCE 2	INVESTMENTS	3

**TOTAL** ..... **35-37 UNITS**

## BOOKKEEPING

### Associate of Arts Degree

(Program: 050203 State Code: 08213)

The Business Administration department has designed the Bookkeeping curriculum for students who wish to become bookkeepers in private industry or government service. It is so arranged that students forced to terminate their schooling after completing one, two, or three semesters will have acquired skills necessary for employment. Students expecting to serve in the Armed Forces will find this a suitable preparation for many military classifications. Students who wish to become public accountants should take the Accounting curriculum.

#### Program Student Learning Outcomes

1. Complete an accounting project for a sole-proprietorship business.
2. Assemble a comprehensive payroll project, utilizing a given scenario and data set.
3. Prepare an income tax return for a taxpayer following the appropriate regulations, when given a set of data and the criterion of a federal or state tax return.
4. Complete an accounting project utilizing the concepts of Notes Payable, Notes Receivable, and Uncollectible Accounts in a merchandising business.
5. Write a short essay in response to a given topic on the major concepts of Business Organization from the following Management, Marketing, Finance, Human Resources, Economics, Legal Forms of Business Ownership, and International/Global Environments.

#### MAJOR

13 COURSES | 35-37 UNITS | AA

ACCTG 15	ACCTG 19	ACCTG 31 OR BUS 38
ACCTG 17		BUS 1
ACCTG 23		BUS 17 OR ACCTG 55
ACCTG 27		FINANCE 8
ACCTG 21		MGMT 13
ACCTG 22		

#### FIRST SEMESTER

ACCOUNTING 21	BOOKKEEPING & ACCOUNTING I	3
BUSINESS 1	INTRO TO BUSINESS	3
BUSINESS 17	COMPUTER GRAPHICS FOR BUSINESS	3
OR ACCTG 55	ACCOUNTING COMPUTER LABORATORY	1
ACCOUNTING 31	MATHEMATICS OF ACCOUNTING	3
OR BUSINESS 38	BUSINESS COMPUTATIONS	3

#### SECOND SEMESTER

MANAGEMENT 13	SMALL BUSINESS ENTREPRENEURSHIP	3
ACCOUNTING 15	TAX ACCOUNTING I	3
ACCOUNTING 22	BOOKKEEPING & ACCOUNTING II	3
ACCOUNTING 23	RECORDKEEPING FOR SMALL BUSINESS	3

#### THIRD SEMESTER

ACCOUNTING 27	AUTOMATED ACCOUNTING METHODS AND PROCEDURES II	3
ACCOUNTING 17	PAYROLL ACCOUNTING	2
ACCOUNTING 16	TAX ACCOUNTING II	3
ACCOUNTING 19	ETHICS FOR ACCOUNTING PROFESSIONALS	2
FINANCE 8	PERSONAL FINANCE AND INVESTMENTS	3

TOTAL ..... 35 - 37 UNITS

## BUSINESS ADMINISTRATION

### Associate of Arts Degree

(Program: 050100 State Code: 02718)

The Business Administration curriculum is designed for students who are interested in an encompassing, formal business education. Upon successful completion of this program, the student will have an extensive background in the principles and practices of the business world.

#### Program Student Learning Outcomes

1. Prepare a business plan.
2. Analyze and explain human relations and their implications for management and their employees.
3. Evaluate the use of financial budgeting concepts to make sound decisions in managing their personal finances.
4. Write a short essay in response to a given topic on the major concepts of business organization from the following Management, Marketing, Finance, Human Resources, Economics, Legal Forms of Business Ownership, and International/Global Environments.
5. Construct and format a slide presentation and worksheet that is appropriate to the given audience and purpose, utilizing Microsoft PowerPoint and Excel.

#### MAJOR

MAJOR: 12 COURSES | 38 UNITS | AA

ACCTG 1, 21	INTL BUS 1
BUS 1, 15, 17	MGMT 2
ECON 1, 2	MARKET 21
FINANCE 2	SUPV 1

#### FIRST SEMESTER

ACCOUNTING 1	INTRO TO ACCOUNTING I	5
BUSINESS 1	INTRO TO BUSINESS	3
ECON 1	PRINCIPLES OF ECONOMICS I	3
FINANCE 2	INVESTMENTS	3

#### SECOND SEMESTER

ECON 2	PRINCIPLES OF ECON II	3
INT'L BUSINESS 1	INTERNATIONAL TRADE	3
MANAGEMENT 2	ORGANIZATION AND MANAGEMENT THEORY	3

#### THIRD SEMESTER

BUSINESS 15	BUSINESS STATISTICS	3
BUSINESS 17	COMPUTER GRAPHICS FOR BUSINESS	3
MARKETING 21	PRINCIPLES OF MARKETING	3

#### FOURTH SEMESTER

ACCOUNTING 21	BOOKKEEPING AND ACCOUNTING I	3
SUPERVISION 1	ELEMENTS OF SUPERVISION	3

TOTAL ..... 38 UNITS

## FINANCE & BANKING

### Associate of Arts Degree

(Program: 050400 State Code: 02720)

The Finance and Banking curriculum has been planned by the Business Administration department to provide training



for employment in such fields as banking, corporate finance, stocks and bonds, credits and collections, and savings and loan businesses.

**Program Student Learning Outcomes**

1. Create a stock portfolio based on receiving a virtual \$100,000.
2. Set up a Consolidated Statement of Condition and a Profit-and-Loss Statement for a bank.
3. Evaluate the use of financial budgeting concepts to make sound decisions in managing their personal finances.
4. Write a short essay in response to a given topic on the major concepts of Business Organization from the following Management, Marketing, Finance, Human Resources, Economics, Legal Forms of Business Ownership, and International/Global Environments.
5. Construct and format a presentation slide and worksheet that is appropriate to the given audience and purpose, utilizing Microsoft PowerPoint and Excel.

**MAJOR**

13 COURSES | 39 UNITS | AA

ACCTG 21, 22, 27	FINANCE 2, 8, 15
BUS 1, 15, 17	INTL BUS 1
ECON 1, 2	SUPV 1

**FIRST SEMESTER**

FINANCE 2	INVESTMENTS . . . . .	3
FINANCE 8	PERSONAL FINANCE AND INVESTMENTS . . . . .	3
FINANCE 15	PRINCIPLES OF BANKING . . . . .	3
BUSINESS 1	INTRO TO BUSINESS . . . . .	3
INT'L BUSINESS 1	INTERNATIONAL TRADE . . . . .	3

**SECOND SEMESTER**

ACCOUNTING 21	BOOKKEEPING AND ACCOUNTING I . . . . .	3
ACCOUNTING 27	AUTOMATED ACCOUNTING METHODS AND PROCEDURES II . . . . .	3
BUSINESS 17	COMPUTER GRAPHICS FOR BUSINESS . . . . .	3
SUPERVISION 1	ELEMENTS OF SUPERVISION . . . . .	3
ECONOMICS 1	PRINCIPLES OF ECONOMICS I . . . . .	3

**THIRD SEMESTER**

ACCOUNTING 22	BOOKKEEPING AND ACCOUNTING II . . . . .	3
BUSINESS 15	BUSINESS STATISTICS . . . . .	3
ECONOMICS 2	PRINCIPLES OF ECONOMICS II . . . . .	3
<b>TOTAL</b>		<b>39 UNITS</b>

**MANAGEMENT**

**Associate of Arts Degree**

(Program: 050600 State Code: 02721)

The Management curriculum has been planned by the Business Administration Department for students going into business for themselves or for those who are ambitious to advance to positions of leadership in any organization.

**Program Student Learning Outcomes**

1. Analyze and explain human relations and their implications for management and their employees.
2. Create a business plan.
3. Research and analyze job analysis data for the job descriptions and job specifications of an occupation.

4. Evaluate the use of financial budgeting concepts to make sound decisions in managing their personal finances.
5. Construct and format a slide presentation and worksheet that is appropriate to the given audience and purpose, utilizing Microsoft PowerPoint and Excel.

**MAJOR**

13 COURSES | 38 UNITS | AA

ACCTG 17	INTL BUS 1
BUS 1, 17	MARKET 21
BUS 38 OR ACCTG 31	MGMT 2, 13, 31, 33
FINANCE 8	SUPV 1, 12

**FIRST SEMESTER**

BUSINESS 1	INTRO TO BUSINESS . . . . .	3
MANAGEMENT 31	HUMAN RELATIONS FOR EMPLOYEES . . . . .	3
MANAGEMENT 2	ORGANIZATION AND MANAGEMENT THEORY . . . . .	3
MANAGEMENT 13	SMALL BUSINESS ENTREPRENEURSHIP . . . . .	3

**SECOND SEMESTER**

SUPERVISION 1	ELEMENTS OF SUPERVISION . . . . .	3
MANAGEMENT 33	PERSONNEL MANAGEMENT . . . . .	3
ACCOUNTING 17	PAYROLL ACCOUNTING . . . . .	2
BUSINESS 17	COMPUTER GRAPHICS FOR BUSINESS . . . . .	3
OR BUSINESS 38	BUSINESS COMPUTATIONS . . . . .	3
SUPERVISION 12	WRITTEN COMMUNICATIONS FOR SUPERVISORS . . . . .	3

**THIRD SEMESTER**

FINANCE 8	PERSONAL FINANCE AND INVESTMENTS . . . . .	3
INT. BUSINESS 1	INTERNATIONAL TRADE . . . . .	3
BUSINESS 38	OR ACCOUNTING 31 . . . . .	3
MARKETING 21	PRINCIPLES OF MARKETING . . . . .	3
<b>TOTAL</b>		<b>38 UNITS</b>

**MARKETING**

**Associate of Arts Degree**

(Program: 050900 State Code: 02724)

The Marketing degree program provides the student with a wide range of knowledge in marketing, selling, advertising and retailing, as well as decision-making skills in product planning, pricing, and selection of channels of distribution. The capstone course, Marketing 21, provides student with a vehicle for making contacts in the field of marketing with a view toward employment. The Marketing curriculum shown below serves as a guide to students majoring in the subject area. Students have flexibility in scheduling these classes but are advised to begin their studies with Marketing 21 - Principles of Marketing.

**Program Student Learning Outcomes**

1. Analyze a business by conducting a SWOT analysis (strengths, weaknesses, opportunities and threats).
2. Research a product on the internet, conduct a field observation in a retail store where the product is sold, and evaluate the retail sales interactions of a product.
3. Prepare an Advertising Plan for a product or a service.
4. Illustrate a standard overall retail merchandising strategy.
5. Solve a business word problem, using a knowledge of business concepts, terminology, and rules of equations.

## EDUCATIONAL PROGRAMS

### MAJOR

12 courses, 36 units, AA

BUS 1, 17	MGMT 2 OR 31
BUS 38 OR ACCTG 31	MARKET 1, 11, 21, 31
INTL BUS 6	SUPV 1, 12
MGMT 13	
<b>BUSINESS 1</b>	INTRO TO BUSINESS . . . . . 3
<b>BUSINESS 17</b>	COMPUTER GRAPHICS FOR BUSINESS . . . . . 3
<b>BUSINESS 38</b>	BUSINESS COMPUTATIONS . . . . . 3
<b>OR ACCOUNTING 31</b>	MATHEMATICS OF ACCOUNTING . . . . . 3
<b>INT. BUSINESS 6</b>	INT'L MARKETING I . . . . . 3
<b>MANAGEMENT 13</b>	SMALL BUSINESS ENTREPRENEURSHIP . . . . . 3
<b>MANAGEMENT 2</b>	ORG. AND MANAGEMENT THEORY . . . . . 3
<b>OR MNGT. 31</b>	HUMAN RELATIONS FOR EMPLOYEES . . . . . 3
<b>MARKETING 1</b>	PRINCIPLES OF SELLING . . . . . 3
<b>MARKETING 11</b>	FUNDAMENTALS OF ADVERTISING . . . . . 3
<b>MARKETING 21</b>	PRINCIPLES OF MARKETING . . . . . 3
<b>MARKETING 31</b>	RETAIL MERCHANDISING . . . . . 3
<b>SUPERVISION 1</b>	ELEMENTS OF SUPERVISION . . . . . 3
<b>SUPERVISION 12</b>	WRITTEN COMMUNICATIONS FOR SUPERVISORS . . . . . 3
<b>TOTAL</b>	<b>36 UNITS</b>

### REAL ESTATE

#### Associate of Arts Degree

(Program: 051100 State Code: 02726)

The Real Estate curriculum has been designed for students who plan to enter the real estate field in such areas as sales, brokerage, management, and escrows. Individuals who complete all class requirements listed below in a chosen Real Estate program with a satisfactory grade or better in each course may apply for a Real Estate Certificate. Education and experience requirements for the broker license are set by the California Department of Real Estate. For more information please visit: <http://www.dre.ca.gov>

#### Program Student Learning Outcomes

1. Prepare a Purchase Agreement for a given scenario: Selling Agent Representing a Buyer in Single Family Residence.
2. Create a plan to schedule daily, weekly, and monthly real estate activities in order to obtain purchasing and/or listing clients.
3. Prepare Agency Disclosures for agent/buyer, agent/seller, and dual agency.
4. Prepare a worksheet for appropriate loan programs to purchase a single family home.
5. Create an investment plan for the purchase of an apartment or commercial building.

### MAJOR

12 COURSES | 36-39 UNITS | AA

BUS 1	REAL ES 9
REAL ES 1	REAL ES 11
REAL ES 3	REAL ES 18
REAL ES 5	REAL ES 21
REAL ES 6	REAL ES 60
REAL ES 7	REAL ES 14

<b>BUSINESS 1</b>	INTRO TO BUSINESS . . . . . 3
<b>REAL ES 1</b>	REAL ESTATE PRINCIPLES . . . . . 3
<b>REAL ES 3</b>	REAL ESTATE PRACTICES . . . . . 3
<b>REAL ES 5</b>	LEGAL ASPECTS OF REAL ESTATE I . . . . . 3
<b>REAL ES 6</b>	LEGAL ASPECTS OF REAL ESTATE II . . . . . 3
<b>REAL ES 7</b>	REAL ESTATE FINANCE I . . . . . 3
<b>REAL ES 9</b>	REAL ESTATE APPRAISAL I . . . . . 3
<b>REAL ES 11</b>	ESCROW PRINCIPLES . . . . . 3
<b>REAL ES 14</b>	PROPERTY MANAGEMENT . . . . . 3
<b>REAL ES 18</b>	REAL ESTATE INVESTMENTS I . . . . . 3
<b>REAL ES 21</b>	REAL ESTATE ECONOMICS . . . . . 3
<b>REAL ES 60</b>	REAL ESTATE MATHEMATICS . . . . . 3
<b>TOTAL</b>	<b>36 UNITS</b>

## CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE, EARN CREDIT FOR CERTIFICATES.

### AUTOMATED ACCOUNTING TECHNICIAN

#### Certificate

(Program: 050201 State Code: 08211)

#### Program Student Learning Outcomes

1. Complete a comprehensive, accounting project for a merchandising business applying the concepts of Notes Payable, Notes Receivable, Plant and Equipment, Inventory, and Billing and Payroll, as appropriate, by utilizing Peachtree Accounting software.
2. Complete a comprehensive, accounting project for a merchandising business by utilizing QuickBooks accounting software.
3. Prepare a federal tax return as it relates to a given case for a federal or state income tax return.

#### REQUIRED COURSES

<b>ACCOUNTING 21</b>	BOOKKEEPING & ACCOUNTING I . . . . . 3
<b>ACCOUNTING 22</b>	BOOKKEEPING & ACCOUNTING II . . . . . 3
<b>ACCOUNTING 19</b>	ETHICS FOR ACCOUNTING PROFESSIONALS . . . . . 2
<b>ACCOUNTING 17</b>	PAYROLL ACCOUNTING . . . . . 2
<b>ACCOUNTING 23</b>	RECORDKEEPING FOR SMALL BUSINESS . . . . . 3
<b>ACCOUNTING 55</b>	ACCOUNTING COMPUTER LABORATORY . . . . . 1
<b>ACCOUNTING 31</b>	MATHEMATICS OF ACCOUNTING . . . . . 3
<b>OR BUSINESS 38</b>	BUSINESS COMPUTATION . . . . . 3
<b>ACCOUNTING 27</b>	AUTOMATED ACCOUNTING METHODS AND PROCEDURES II . . . . . 3
<b>TOTAL</b>	<b>20 UNITS</b>

## BUSINESS ADMINISTRATION

#### Certificate

(Program: 050100 State Code: 21609)

#### Program Student Learning Outcomes

1. Prepare a business plan.
2. Survey business opportunities based on the chosen activity, location, demand potential and demographic details.
3. Recommend the ideal form of business organization, financial and capital requirements, personnel, managerial and marketing prospects.

**REQUIRED COURSES**

ACCOUNTING 1	INTRODUCTORY ACCOUNTING I	5
ACCOUNTING 2	INTRODUCTORY ACCOUNTING II	5
BUSINESS 1	INTRO TO BUSINESS	3
ECONOMICS 1	PRINCIPLE OF ECONOMICS I	3
ECONOMICS 2	PRINCIPLE OF ECONOMICS II	3
BUSINESS 17	COMPUTER GRAPHICS FOR BUSINESS	3
OR CO SCI 1	INTRO TO COMPUTERS AND THEIR USES	4
<b>TOTAL</b>		<b>22/23 UNITS</b>

**FINANCE & BANKING**

**Certificate**

(Program: 050400 State Code: 21610)

**Program Student Learning Outcomes**

1. Create a stock portfolio based on receiving a virtual \$100,000.
2. Prepare a personal Budget Worksheet detailing monthly projected versus actual income and expenses.
3. Set up a Consolidated Statement of Condition and a Profit-and-Loss Statement for a bank.

**REQUIRED COURSES**

FINANCE 2	INVESTMENTS	3
FINANCE 8	PERSONAL FINANCE AND INVESTMENTS	3
FINANCE15	PRINCIPLES OF BANKING	3
BUSINESS 1	INTRO TO BUSINESS	3
BUSINESS 17	COMPUTER GRAPHICS FOR BUSINESS	3
ACCTG 31	MATHEMATICS OF ACCOUNTING	3
OR BUS 38	BUSINESS COMPUTATION	3
<b>TOTAL</b>		<b>18 UNITS</b>

**MANAGEMENT**

**Certificate**

(Program: 050600 State Code: 21611)

**Program Student Learning Outcomes**

1. Write a research paper using the Dictionary of Occupational Titles and the Occupational Outlook Handbook as references to analyze an occupation and gather job analysis data for the job descriptions and the job specifications for that occupation.
2. Develop employee training programs for various job positions
3. Differentiate between strategic and operational planning when setting departmental goals.
4. Design an organizational chart that represents job positions, lines of communication, and management hierarchy.

**REQUIRED COURSES**

MANAGEMENT 2	ORGANIZATION AND MANAGEMENT THEORY	3
MANAGEMENT13	SMALL BUSINESS ENTREPRENEURSHIP	3
MANAGEMENT31	HUMAN RELATIONS FOR EMPLOYEES	3
MANAGEMENT33	PERSONNEL MANAGEMENT	3
SUPERVISION1	ELEMENTS OF SUPERVISION	3
SUPERVISION12	OR BUSINESS 1	3
<b>TOTAL</b>		<b>18 UNITS</b>

**MANAGEMENT - RETAIL**

**Certificate**

(Program: 050951 State Code: 14232)

**Program Student Learning Outcomes**

1. Design a comprehensive shopping center plan with a team.
2. Prepare a written SWOT analysis (strengths, weaknesses, opportunities and threats) based on findings from visiting and researching a given business.
3. Create a business plan by working as a fully-participating member of a class team

**REQUIRED COURSES**

MARKETING 21	PRINCIPLES OF MARKETING	3
MARKETING 31	RETAIL MERCHANDISING	3
MANAGEMENT 2	ORGANIZATION AND MANAGEMENT THEORY	3
MANAGEMENT 31	HUMAN RELATIONS FOR EMPLOYEES	3
MANAGEMENT 33	PERSONNEL MANAGEMENT	3
SUPERVISION 12	OR CAOT 32	3
BUS 17	OR CAOT 82	3
ACCOUNTING 21	BOOKKEEPING AND ACCOUNTING I	3
ACCOUNTING 55	ACCOUNTING COMPUTER LABORATORY	1
<b>TOTAL</b>		<b>25 UNITS</b>

**MANAGEMENT - SMALL BUSINESS**

**Certificate**

(Program: 050640 State Code: 21612)

**Program Student Learning Outcomes**

1. Complete a comprehensive computerized accounting project with a merchandising business.
2. Write a research paper about an occupation using the Dictionary of Occupational Titles and the Occupational Outlook Handbook as references to gather job analysis data for the job descriptions and the job specifications of an occupation.
3. Write a formal paper evaluating the retail sales interactions after researching a product on the Internet, and conducting a field observation in a small business where the product is being sold.

**REQUIRED COURSES**

MANAGEMENT 13	SMALL BUSINESS ENTREPRENEURSHIP	3
MANAGEMENT 33	OR 2 OR 31 OR SUPERVISION 1	3
BUSINESS 1	INTRO TO BUSINESS	3
ACCOUNTING 23	RECORDKEEPING FOR SMALL BUSINESS	3
BUSINESS 38	OR ACCOUNTING 31 OR MATH 112	3
BUSINESS 17	COMPUTER GRAPHICS FOR BUSINESS	3
<b>TOTAL</b>		<b>18 UNITS</b>

**MARKETING**

**Certificate**

(Program: 050900 State Code: 21613)

**Program Student Learning Outcomes**

1. Analyze a business by conducting a SWOT analysis (strengths, weaknesses, opportunities and threats) in writing.
2. Evaluate the retail sales interactions of a product, after researching the product on the internet, and conducting a field observation in a retail store where the product is being sold.
3. Develop a strategic advertising plan for a new or existing product or service.

## EDUCATIONAL PROGRAMS

### REQUIRED COURSES

MARKETING 21	PRINCIPLES OF MARKETING	3
MARKETING 1	PRINCIPLES OF SELLING	3
MARKETING 11	FUNDAMENTALS OF ADVERTISING	3
MARKETING 31	OR MANAGEMENT 13	3
INTERN. BUSINESS 6	INTERNATIONAL MARKETING I	3
SUPERVISION 12	OR BUSINESS 1	3
<b>TOTAL</b>		<b>18 UNITS</b>

### REAL ESTATE

#### Certificates of Achievement

This certificate satisfies the statutory college course requirement necessary for the California Real Estate Broker license. A college degree and/or additional experience is also required. Please consult with the California Department of Real Estate. For more information at the website: <http://dre.ca.gov>

#### REAL ESTATE: BROKER LICENSE SPECIALIZATION

##### Certificate of Achievement

(Program: 051102 State Code: 10771)

##### Program Student Learning Outcomes

1. Create an investment plan for the purchase of an apartment or commercial building.
2. Prepare an annual operating budget for a residential investment property including debt service and cash flow before income taxes.
3. Select and analyze loan programs to purchase a single family home as an owner occupant and/or as an investment.

#### CORE

REAL ES 3	REAL ESTATE PRACTICES	3
REAL ES 5	LEGAL ASPECTS OF REAL ESTATE I	3
REAL ES 7	REAL ESTATE FINANCE I	3
REAL ES 9	REAL ESTATE APPRAISAL I	3
REAL ES 21	REAL ESTATE ECONOMICS	3

### ADDITIONAL REQUIRED COURSES

REAL ESTATE 14	PROPERTY MANAGEMENT	3
REAL ESTATE 6	LEGAL ASPECTS OF REAL ESTATE II	3
REAL ES 1	REAL ESTATE PRINCIPLES	3
REAL ES 11	ESCROW PRINCIPLES	3
REAL ES 18	REAL ESTATES INVESTMENTS I	3
<b>SUB-TOTAL</b>		<b>9 UNITS</b>
<b>TOTAL (CORE + SPECIALIZATION)</b>		<b>24 UNITS</b>

### SKILLS CERTIFICATE

#### REAL ESTATE SALES LICENSE

##### CORE REQUIREMENTS

REAL ES 1	REAL ESTATE PRINCIPLES	3
REAL ES 3	REAL ESTATE PRACTICES	3

##### 3 ELECTIVE UNITS

REAL ES 5	LEGAL ASPECTS OF REAL ESTATE	3
REAL ES 6	LEGAL ASPECTS OF REAL ESTATE II	3
REAL ES 7	REAL ESTATE FINANCE I	3
REAL ES 9	REAL ESTATE APPRAISAL I	3
REAL ES 11	ESCROW PRINCIPLES	3
REAL ES 14	PROPERTY MANAGEMENT	3
REAL ES 18	REAL ESTATE INVESTMENTS I	3
REAL ES 21	REAL ESTATE ECONOMICS	3

**TOTAL** ..... **9 UNITS**

#### INCOME TAX

##### REQUIREMENTS

ACCOUNTING 15	TAX ACCOUNTING I	3
ACCOUNTING 16	TAX ACCOUNTING II	3
ACCOUNTING 19	ETHICS FOR ACCOUNTING PROFESSIONALS	2

**TOTAL** ..... **8 UNITS**

## CAOT

### COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

#### CHAIR

Kian Kaviani

(323) 953-4000 EXT. 2811 | FH 1010

<http://www.lacitycollege.edu/academic/departments/busad/announcements.html>

### PROGRAMS OFFERED

#### Associate of Arts

Administrative Office Assistant  
 Computer Applications Specialist  
 Legal Office Assistant  
 Administrative Medical Office Assistant

#### Certificates of Achievement

Administrative Medical Office Assistant

Administrative Office Assistant  
 Clerical Office Assistant  
 Computer Applications Specialist  
 Legal Office Assistant

#### Skills Certificates

Basic Administrative Office Assistant  
 Basic Computer Applications  
**BASIC LEGAL OFFICE** BASIC MEDICAL OFFICE  
 Basic Medical Transcription  
 Basic Web Page Design

This curriculum offers the student a wide variety of options, which may lead to a certificate and/or an Associate of Arts degree. The Certificate programs will prepare the student to work closely with management and various types of business, professional, educational, or industrial offices. The student may receive the Associate of Arts degree to ensure upward mobility in the chosen field of employment.

## DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

The following Core courses are required for all Computer Applications & Office Technologies Associate of Arts degrees.

### REQUIRED CORE COURSES

CAOT 1, 2, OR 3.....	3
CAOT 31.....	3
CAOT 32.....	3
CAOT 84.....	3
<b>TOTAL.....</b>	<b>12 UNITS</b>

All students pursuing an Associate of Arts Degree must complete the CORE courses plus additional courses indicated below.

## ADMINISTRATIVE OFFICE ASSISTANT

### Associate of Arts Degree

(Program: 051400 State Code: 02727)

#### Program Student Learning Outcomes

1. Demonstrate proficiency in English grammar (parts of speech) punctuation, spelling, and writing skills.
2. Produce a business style report using a computer and MS Word.
3. Prepare a multi-column newsletter containing desktop publishing elements in MS Word.
4. Create a personal or business website containing hyperlinks, marquee, graphic hotspots, and tables.
5. Produce a professional business letter, in response to a given business communication task.

### MAJOR

12 COURSES | 36 UNITS | AA

CAOT 1	CAOT 79 OR 112
CAOT 2	CAOT 84
CAOT 3	CAOT 85
CAOT 31	CAOT 88
CAOT 32	CAOT 97
CAOT 43	CAOT 98

#### FIRST SEMESTER

CAOT 1	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I . . .	3
CAOT 31	BUSINESS ENGLISH . . . . .	3
CAOT 84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING. 3	
CAOT 98	MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY . . . . .	3

#### SECOND SEMESTER

CAOT 2	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II . . .	3
CAOT 32	BUSINESS COMMUNICATIONS . . . . .	3
CAOT 85	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET . . . . .	3
CAOT 97	INTERNET FOR BUSINESS. . . . .	3

#### THIRD SEMESTER

CAOT 3	COMPUTER KEYBOARDING III . . . . .	3
CAOT 43	OFFICE PROCEDURES . . . . .	3
CAOT 88	MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING . . . . .	3
CAOT 79	OR 112. . . . .	3

**TOTAL.....36 UNITS**

\* Suggested Electives CAOT 9, 34, or 64

## COMPUTER APPLICATIONS SPECIALIST

### Associate of Arts Degree

(Program: 051403 State Code: 08216)

#### Program Student Learning Outcomes

1. Create a personal or business website containing hyperlinks, marquee, graphic hotspots, and tables.
2. Create and format a presentation with transitions, custom animations, graphics, video, and audio, using Microsoft PowerPoint.
3. Produce a business style report using a computer and MS Word.
4. Type a business letter and an envelope from unformatted copy in the Block Style Letter format within 25 minutes time using Microsoft Word.
5. Utilize the Windows Security Center to protect a computer against computer security risks.

### MAJOR

12 COURSES | 36 UNITS | AA

CAOT 1	CAOT 85
CAOT 2 OR 3	CAOT 88
CAOT 31	CAOT 82
CAOT 32	CAOT 97
CAOT 79	CAOT 98
CAOT 84	CAOT 112

#### FIRST SEMESTER

CAOT 1	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I . . .	3
CAOT 31	BUSINESS ENGLISH . . . . .	3
CAOT 84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING. 3	
CAOT 98	MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY . . . . .	3

#### SECOND SEMESTER

CAOT 2	OR 3. . . . .	3
CAOT 32	BUSINESS COMMUNICATIONS . . . . .	3
CAOT 82	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE . . . . .	3
CAOT 85	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET . . . . .	3

#### THIRD SEMESTER

CAOT 79	WORD PROCESSING APPLICATIONS . . . . .	3
CAOT 88	MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING . . . . .	3
CAOT 97	INTERNET FOR BUSINESS. . . . .	3
CAOT 112	MICROCOMPUTER OFFICE APPLICATIONS: WEB PAGE DESIGN. . . . .	3

**TOTAL.....36 UNITS**

\* Suggested Electives CAOT 9, 34, or 64

## LEGAL OFFICE ASSISTANT

### Associate of Arts Degree

(Program: 051410 State Code: 08218)

#### Program Student Learning Outcomes

1. Produce a professional legal pleadings document, in response to a given legal communication task.
2. Investigate, analyze and write a report on the legal issues presented by a legal situation with which the student is familiar, focusing on those areas of law presented.

## EDUCATIONAL PROGRAMS

- Identify the appropriate legal document for a case, and professionally prepare the document using the correct content, style, and format, given a case scenario requiring the preparation of a legal document.
- Prepare professional legal pleadings and forms, given a set of circumstances requiring the preparation of a legal case.
- Produce a business style report using a computer and MS Word.

### MAJOR

#### 12 COURSES | 37 UNITS | AA

CAOT 1	CAOT 43
CAOT 2	CAOT 49
CAOT 3	CAOT 82 OR 85
CAOT 23	CAOT 84
CAOT 31	CAOT 93
CAOT 32	LAW 1

#### FIRST SEMESTER

CAOT 1	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I . . . 3
CAOT 31	BUSINESS ENGLISH . . . . . 3
CAOT 84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING. 3
CAOT 82	OR 85 . . . . . 3

#### SECOND SEMESTER

CAOT 2	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II . . . 3
CAOT 23	LEGAL OFFICE PROCEDURES I . . . . . 5
CAOT 32	BUSINESS COMMUNICATIONS . . . . . 3
CAOT 93	LEGAL DOCUMENT PRODUCTION . . . . . 2

#### THIRD SEMESTER

CAOT 3	COMPUTER KEYBOARDING III . . . . . 3
CAOT 43	OFFICE PROCEDURES . . . . . 3
CAOT 49	MACHINE TRANSCRIPTION FOR LEGAL SECRETARIES . . . . . 3
LAW 1	BUSINESS LAW I . . . . . 3

**TOTAL** . . . . . **37 UNITS**

\* Suggested Electives CAOT 9, 34, or 64

## ADMINISTRATIVE MEDICAL OFFICE ASSISTANT

### Associate of Arts Degree

(Program: 051420 State Code: 08219)

#### Program Student Learning Outcomes

- Utilize medical terminology in reading and writing medical reports.
- Transcribe a medical report from computer dictation using a standard medical record format for transcription practices to a 97-100% accuracy level.
- Analyze and complete a variety of insurance claims for government and private medical insurance claims using OCR Guidelines and electronic transmission to ensure prompt reimbursement.
- Assess the situation and describe what actions they would take to serve the client(s), when provided with a medical office scenario.
- Research and write a comprehensive paper describing 1 of the 12 human body organ systems with established college-level formatting.

### MAJOR

#### 12 COURSES | 36 UNITS | AA

BIOLOGY 25	CAOT 31
CAOT 1	CAOT 32
CAOT 2	CAOT 44
CAOT 3	CAOT 46
CAOT 9	CAOT 84
CAOT 20	CAOT 126

#### FIRST SEMESTER

CAOT 1	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I . . . 3
CAOT 31	BUSINESS ENGLISH . . . . . 3
CAOT 44	MEDICAL TERMINOLOGY . . . . . 3
CAOT 84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING. 3

#### SECOND SEMESTER

CAOT 2	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II . . . 3
CAOT 20	MEDICAL OFFICE PROCEDURES . . . . . 5
CAOT 32	BUSINESS COMMUNICATIONS . . . . . 3
CAOT 126	INTRO TO MEDICAL CODING/BILLING . . . . . 3

#### THIRD SEMESTER

CAOT 3	COMPUTER KEYBOARDING III . . . . . 3
CAOT 9	COMPUTER KEYBOARDING IMPROVEMENT . . . . . 1
CAOT 46	MEDICAL TRANSCRIPTION . . . . . 3
BIOLOGY 25	HUMAN BIOLOGY . . . . . 3

**TOTAL** . . . . . **36 UNITS**

\* Suggested Electives CAOT 34 or 64

## CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

The Computer Applications and Office Technologies Programs offers a variety of certificates to students interested in working closely with management and various types of businesses, professional, educational, or industrial offices. Specialty Certificates will prepare the student for positions such as: Administrative Office Assistant, Clerical Office Assistant, Computer Applications Specialist, Legal Office Assistant, and Administrative Medical Office Assistant. Certificates will be issued by the Business Administration Department after submittal of an application to the department Chair by the student. Student should apply during the semester in which the program will be completed. Contact the department Chair's office for specific dates and information regarding application availability and deadline for submitting applications (which may change each academic year).

## ADMINISTRATIVE MEDICAL OFFICE ASSISTANT

### Certificate of Achievement

(Program: 051420 State Code: 21618)

#### Program Student Learning Outcomes

- Create a letter of application and a resume including medical background, education, and job-related skills.
- Propose orally and in writing, using correct medical terminology, spelling, abbreviations, format and protocol.
- Evaluate electronic transmission of medical reports, appointments, laboratory and x-ray procedures.

**REQUIRED**

CAOT 3	COMPUTER KEYBOARDING III . . . . .	3
CAOT 20	MEDICAL OFFICE PROCEDURES . . . . .	5
CAOT 44	MEDICAL TERMINOLOGY . . . . .	3
CAOT 46	MEDICAL TRANSCRIPTION . . . . .	3
CAOT 84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING . 3	
CAOT 97	INTERNET FOR BUSINESS. . . . .	3
CAOT 126	INTRO TO MEDICAL CODING/BILLING . . . . .	3
BIOLOGY 25	HUMAN BIOLOGY. . . . .	3
<b>TOTAL</b>		<b>.26 UNITS</b>

**ADMINISTRATIVE OFFICE ASSISTANT**

**Certificate of Achievement**

(Program: 051400 State Code: 21614)

**Program Student Learning Outcomes**

1. Create a flyer, newsletter, brochure, business cards, forms, and letterhead with a designed logo for a small business, hobby, or interest and conduct online research effectively using Web search.
2. Research travel options and recommend (via memo) the optional travel plan for an executive's business trip.
3. Create a worksheet, add and modify headers and footers, and apply custom graphs and tables to the worksheet.
4. Create, maintain, and publish a Web site containing hyperlinks, a marquee, graphic hotspots, and tables on a live LACC server.
5. Implement Windows security measures to protect a computer system.

**REQUIRED**

CAOT 3	COMPUTER KEYBOARDING III . . . . .	3
CAOT 43	OFFICE PROCEDURES . . . . .	3
CAOT 79	OR 112. . . . .	3
CAOT 84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING . 3	
CAOT 85	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET . . . . 3	
CAOT 88	MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING . . . . . 3	
CAOT 97	INTERNET FOR BUSINESS. . . . .	3
CAOT 98	MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY. . . . .	3
<b>TOTAL</b>		<b>.24 UNITS</b>

**CLERICAL OFFICE ASSISTANT**

**Certificate of Achievement**

(Program: 051402 State Code: 08215)

**Program Student Learning Outcomes**

1. Demonstrate proficiency in English grammar (eight parts of speech), punctuation, spelling, and writing skills through an hour long writing assignment
2. Complete an hour long business letter writing assignment using professional business communication and vocabulary, correct format, grammar, and spelling.
3. Type a business letter and an addressed envelope from unformatted copy in the Block Style Letter formatting using Microsoft Word within 25 minutes.

**REQUIRED**

CAOT 2	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II . . 3	
CAOT 7	MACHINE TRANSCRIPTION . . . . .	3
CAOT 31	BUSINESS ENGLISH . . . . .	3
CAOT 32	BUSINESS COMMUNICATIONS . . . . .	3
CAOT 33	RECORDS MANAGEMENT AND FILING. . . . .	2
CAOT 47	APPLIED OFFICE PRACTICE . . . . .	2
CAOT 82	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE . . . . .	3
CAOT 105	SCHOOL-TO-WORK PORTFOLIO . . . . .	2
CAOT 106	. . . . .	3
<b>TOTAL</b>		<b>.24 UNITS</b>

**COMPUTER APPLICATIONS SPECIALIST**

**Certificate of Achievement**

(Program: 051403 State Code: 21615)

**Program Student Learning Outcomes**

1. Create a multi-page report, add page numbering, add and modify footnotes, and apply custom styles to all headings using Microsoft Word.
2. Create a flyer, newsletter, brochure, business cards, forms, and letterhead for a small business, hobby or interest.
3. Create a personal or business website containing hyperlinks, marquee, graphic hotspots, and tables.

**REQUIRED**

CAOT 14	MICROCOMPUTER OFFICE APPLICATIONS: POWERPOINT . . . . .	2
CAOT 79	WORD PROCESSING APPLICATIONS . . . . .	3
CAOT 82	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE . . . . .	3
CAOT 84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING . 3	
CAOT 85	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET . . . . .	3
CAOT 86	MICROCOMPUTER OFFICE APPLICATIONS: DATABASE. . . . .	3
CAOT 88	MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHIN 3	
CAOT 97	INTERNET FOR BUSINESS. . . . .	3
CAOT 98	MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY . . . . .	3
CAOT 112	MICROCOMPUTER OFFICE APPLICATIONS: WEB PAGE DESIGN . 3	
<b>TOTAL</b>		<b>.29 UNITS</b>

**LEGAL OFFICE ASSISTANT**

**Certificate of Achievement**

(Program: 051410 State Code: 21617)

**Program Student Learning Outcomes**

1. Understand how law offices vary in size; explain the different types of law practiced; list the desirable personal qualities of the law office staff; and explain the different professions and careers represented in the law office.
2. Differentiate between word-processing systems by creating, naming, saving, retrieving, and producing short files. Students will be able to prepare certified mailings, certificate of service, endorsements; Acknowledgments, Jurats; create directories and subdirectories by clients name, case number, forms, correspondence, or area of law.
3. Use equipment required in the electronic office such as copiers, fax machines, scanners, and calculators.
4. Operate a transcribing unit efficiently with intermittent listening and continuous keying.
5. Given a set of circumstances requiring the preparation of a legal case, the student will prepare professional legal pleadings and forms.

**REQUIRED**

CAOT 3	COMPUTER KEYBOARDING III . . . . .	3
CAOT 23	LEGAL OFFICE PROCEDURES I . . . . .	5
CAOT 43	OFFICE PROCEDURES . . . . .	3
CAOT 49	MACHINE TRANSCRIPTION FOR LEGAL SECRETARIES . . . . .	3
CAOT 82	OR 85 . . . . .	3
CAOT 84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING. 3	
CAOT 93	LEGAL DOCUMENT PRODUCTION . . . . .	2
LAW 1	BUSINESS LAW I . . . . .	3
<b>TOTAL</b>		<b>25 UNITS</b>

**BASIC ADMINISTRATIVE OFFICE ASSISTANT**

**Skills Certificate**

**Program Student Learning Outcomes**

- The student will create a business report with a cover sheet, table of contents, and a bibliography.
- The students will create a worksheet, chart data, perform calculations and make comparisons by using a pie chart.
- Prepare a multi-column newsletter containing desktop publishing elements in MS Word.

**REQUIRED**

CAOT 2	OR 3 . . . . .	3
CAOT 43	OFFICE PROCEDURES . . . . .	3
CAOT 84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING. 3	
CAOT 85	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET. . . . .	3
<b>TOTAL</b>		<b>12 UNITS</b>

**BASIC COMPUTER APPLICATIONS**

**Skills Certificate**

**Program Student Learning Outcomes**

- Use Microsoft PowerPoint to create and format a presentation with transitions, custom animations, graphics, video, and audio.
- Create a travel brochure from effective web searches.
- The student will utilize the Windows Security Center to protect a computer against computer security risks.

**REQUIRED**

CAOT 82	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE . . . . .	3
CAOT 97	INTERNET FOR BUSINESS. . . . .	3
CAOT 98	MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY. . . . .	3
<b>TOTAL</b>		<b>9 UNITS</b>

**BASIC LEGAL OFFICE**

**Skills Certificate**

**Program Student Learning Outcomes**

- The student will prepare professional legal pleadings and forms for a given a set of circumstances requiring the preparation of a legal case.
- The student will prepare professional legal forms and pleading documents.

**REQUIRED**

CAOT 23	LEGAL OFFICE PROCEDURES I . . . . .	5
CAOT 93	LEGAL DOCUMENT PRODUCTION . . . . .	2
<b>TOTAL</b>		<b>7 UNITS</b>

**BASIC MEDICAL OFFICE**

**Skills Certificate**

**Program Student Learning Outcomes**

- the student will analyze, assess and communicate what actions are needed to serve clients when given various medical office scenarios.
- The student will utilize medical terminology in reading and writing medical reports.
- The student will analyze and complete a variety of insurance claims for government and private medical insurance claims using OCR Guidelines and electronic transmission to ensure prompt reimbursement.

**REQUIRED**

CAOT 20	MEDICAL OFFICE PROCEDURES . . . . .	5
CAOT 44	MEDICAL TERMINOLOGY . . . . .	3
CAOT 126	INTRO TO MEDICAL CODING/BILLING . . . . .	3
<b>TOTAL</b>		<b>11 UNITS</b>

**BASIC MEDICAL TRANSCRIPTION**

**Skills Certificate**

**Program Student Learning Outcomes**

- Create a business report with a cover sheet, table of contents, and a bibliography.
- Utilize medical terminology in reading and writing medical reports.
- Transcribe a medical report from computer dictation using a standard medical record format for transcription practices to a 97-100% accuracy level.

**REQUIRED**

CAOT 2	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II . . . 3	
CAOT 44	MEDICAL TERMINOLOGY . . . . .	3
CAOT 46	MEDICAL TRANSCRIPTION . . . . .	3
<b>TOTAL</b>		<b>9 UNITS</b>

**BASIC WEB PAGE DESIGN**

**Skills Certificate**

**Program Student Learning Outcomes**

- Prepare a multi-column newsletter containing desktop publishing elements in MS Word.
- Create a personal or business website containing hyperlinks, marquee, graphic hotspots, and tables.

**REQUIRED**

CAOT 84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING. 3	
CAOT 112	MICROCOMPUTER OFFICE APPLICATIONS: WEB PAGE DESIGN. . 3	
<b>TOTAL</b>		<b>6 UNITS</b>



# CHEMISTRY AND EARTH SCIENCES

## CHAIR

Michael Farrell

(323) 953-4000 EXT. 2600 | SCI 324B

[www.lacitycollege.edu/academic/departments/chemistry/chemweb](http://www.lacitycollege.edu/academic/departments/chemistry/chemweb)

## PROGRAMS OFFERED

### Associate of Science

#### Chemistry

All chemistry courses offered at Los Angeles City College are designed to transfer to state and national university systems. Chemistry meets a general education requirement for most university majors, particularly: Premedical, Pre-Dental, Pre-Pharmacy, Nursing, Anthropology, Biology, Chemistry, Geology, Engineering, and Physics.

## DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

## CHEMISTRY

### Associate of Science Degree

(Program: 190500 State Code: 02756)

This Associate of Science degree provides the student with preparatory course work, allowing transfer to a four-year university in chemistry or related physical sciences. Individuals who earn the degree with a major in chemistry will find many desirable entry-level jobs in chemistry and manufacturing.

## Program Student Learning Outcomes

1. Describe chemical and physical structures and reactions.
2. Solve problems with algebra, analyze graphical data, and convert between scientific units.
3. Apply the scientific method by forming hypothesis based on observation.
4. Design and implement simple experiments, work independently, and draw reasonable conclusions.
5. Communicate scientific processes by writing laboratory reports that include data in tabular and graphical format and summarize results to explain the phenomena studied.

## MAJOR: 8 COURSES | 40 UNITS | AS

CHEM 101	MATH 261
CHEM 102	MATH 262
CHEM 211	PHYSICS 101
CHEM 212	PHYSICS 102

## REQUIRED

<b>CHEMISTRY 101</b>	GENERAL CHEMISTRY I	5
<b>CHEMISTRY 102</b>	GENERAL CHEMISTRY II	5
<b>CHEMISTRY 211</b>	ORGANIC CHEMISTRY FOR SCIENCE MAJORS I	5
<b>CHEMISTRY 212</b>	ORGANIC CHEMISTRY FOR SCIENCE MAJORS II	5
<b>MATH 261</b>	CALCULUS I	5
<b>MATH 262</b>	CALCULUS II	5
<b>PHYSICS 101</b>	PHYSICS FOR ENGINEERS AND SCIENTISTS I	5
<b>PHYSICS 102</b>	PHYSICS FOR ENGINEERS AND SCIENTISTS II	5
<b>TOTAL</b>		<b>40 UNITS</b>

\*CHEM 60 is a prerequisite for CHEM 101

# CHILD DEVELOPMENT

## CHAIR

Keli Miller

(323) 953-4000 EXT. 2290 | CD 201

## VICE CHAIR

Nancy Washburn

(323) 953-4000 EXT. 2296 | CD 204

## DIRECTOR, CHILD DEVELOPMENT CENTER

Dorian Harris

(323) 953-4000 EXT. 2220 | CD 117

[www.lacitycollege.edu/academic/departments/childdev/index.html](http://www.lacitycollege.edu/academic/departments/childdev/index.html)

## PROGRAMS OFFERED

### Associate of Arts

Child Development

## Associate of Science (AS-T)

## EARLY CHILDHOOD EDUCATION

### Certificates of Achievement

Child Development Associate Teacher

Child Development Teacher

Child Development Master Teacher

Child Development Site Supervisor

### Skills Certificates

Infant & Toddler Studies

Children with Special Needs

The Department of Child & Family Studies and Dietetics at Los Angeles City College provides curriculum that includes theory and practice preparing students to earn vocational career certificates, degrees, and become transfer ready in one of two distinct academic programs: Child Development and Dietetics. Highly trained and experienced faculty teach in state-of-the-art facilities including the Child Development Center that provides lab experiences for both programs. The Dietetics



program is accredited by the American Dietetic Association and serves as a unique program in the region. To assist students in meeting their academic goals, the Child Development program administers three dynamic support programs that include the Child Development Training Consortium, and the California Early Childhood Mentor Teacher Program.

**Program Mission**

The mission of the Child Development program is to provide learners with multiple pathways that prepare them to become dynamic, responsive, authentic, and informed early childhood education professionals.

Child Development certificates and degrees provide students with the coursework and the field experience needed for a career in Early Childhood Education. LACC's Child Development curriculum is aligned with the State's Child Development Permit Matrix to prepare students for positions in early care and education. Students are trained as educators for a variety of private and public early childhood education programs including Head Start, State Pre-School, and unified school district early care and education programs. Graduates teach or administer in programs for infants, pre-schoolers, children with special needs, and in before and after school-age programs. Many students begin their career as assistant teachers, then with additional coursework and experience, are able to move up the career ladder to become lead teachers or site supervisors.

**Program Notes**

Students beginning their course work for certificates and degrees in Child Development must be aware of the following:

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

- **Mantoux test:** Some Child Development courses may require students to obtain a Mantoux test for Tuberculosis clearance. The college Health Center provides this service. Please call ahead to schedule a Mantoux test and reading at 323-953-4000, Ext. 2485.
- **CPR Training:** 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 and information on basic health and sanitation procedures.
- **Child Development Training Consortium (CDTC):** If you are currently working in a paid position in a licensed Early Childhood Program serving infants to kindergarten, or before and after school-age programs, and are taking Child Development or General Education units towards a Child Development Permit, you may qualify for partial reimbursement of your fees, books, or other expenses at LACC. For more information contact: Mary Skousen Radford, 323-953-4000, Ext. 2297, [skouseme@lacitycollege.edu](mailto:skouseme@lacitycollege.edu).

**DEGREE PROGRAMS**

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

**CHILD DEVELOPMENT**

**Associate of Arts**

*(Program: 130501 State Code: 10783)*

Completion of the Associate Degree prepares students for employment in an early care and education program. Students develop skills, knowledge and attitudes that prepare them to work as teachers of young children or as administrators of ECE programs.

**Program Student Learning Outcomes**

1. Integrate understanding of the needs, the characteristics and multiple influences on all areas of development of children birth to age eight that support optimal development.
2. Promote partnerships between programs, teachers, families and communities, applying ethical standards and culturally sensitive professional behavior.
3. Design, implement and evaluate developmentally appropriate environments, curriculum and teacher/child interactions, applying the skills of observation and assessment.

**MAJOR + ELECTIVES 12 COURSES | 36 UNITS | AA**

- CH DEV 1
- CH DEV 2
- CH DEV 7
- CH DEV 10
- CH DEV 11
- CH DEV 22
- CH DEV 23
- CH DEV 65
- PLUS ELECTIVES

**REQUIRED**

CHILD DEV. 1	CHILD GROWTH AND DEV. . . . .	3
CHILD DEV. 2	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES. . . . .	3
CHILD DEV. 7	INTRO TO CURRICULUM IN EARLY CHILDHOOD EDUCATION . . . .	3
CHILD DEV. 10	HEALTH, SAFETY AND NUTRITION . . . . .	3
CHILD DEV. 11	CHILD, FAMILY AND COMMUNITY . . . . .	4
CHILD DEV. 22	PRACTICUM IN CHILD DEV. I. . . . .	4
CHILD DEV. 23	PRACTICUM IN CHILD DEV. II . . . . .	2
CHILD DEV. 65	ADULT SUPERVISION/EARLY CHILDHOOD MENTORING. . . . .	3

**SUBTOTAL - CORE . . . . . 25 UNITS**

*Plus 11 Electives Units: Select additional courses from below to complete 36 units in the major.*

CHILD DEV. 30	INFANT AND TODDLER STUDIES I. . . . .	3
CHILD DEV. 31	INFANT AND TODDLER STUDIES II. . . . .	3
CHILD DEV. 34	OBSERVING AND RECORDING CHILDREN'S BEHAVIOR. . . . .	3
CHILD DEV. 35	. . . . .	3
CHILD DEV. 38	ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I . . . . .	3
CHILD DEV. 39	ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS II. . . . .	3
CHILD DEV. 42	TEACHING IN A DIVERSE SOCIETY. . . . .	3
CHILD DEV. 44	EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS. . . .	3
CHILD DEV. 45	PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS . . . . .	3
CHILD DEV. 48	POSITIVE GUIDANCE IN EARLY CHILDHOOD SETTINGS . . . . .	3
CHILD DEV. 84	CHILD DEV. LAB I. . . . .	0.5
CHILD DEV. 85	CHILD DEV. LAB II . . . . .	0.5
F & C STUDIES 21	NUTRITION . . . . .	3
F & C STUDIES 31	MARRIAGE AND FAMILY LIFE . . . . .	3
ENGLISH 218	CHILDREN'S LITERATURE . . . . .	3

*\*Some courses may be offered every other semester, or less frequently, or alternating day and evening.*

*\*Consult with the department regarding specialization options to satisfy AA degree and Certificate 3 requirements.*

**FIRST SEMESTER**

CHILD DEV. 1	CHILD GROWTH AND DEVELOPMENT . . . . .	3
CHILD DEV. 2	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES . . . . .	3

**SECOND SEMESTER**

CHILD DEV. 7	INTRO TO CURRICULUM IN EARLY CHILDHOOD EDUCATION . . . .	3
CHILD DEV. 10	HEALTH, SAFETY AND NUTRITION . . . . .	3

**THIRD SEMESTER**

CHILD DEV. 22	PRACTICUM IN CHILD DEV. I. . . . .	4
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**FOURTH SEMESTER**

CHILD DEV. 23	PRACTICUM IN CHILD DEV. II . . . . .	4
CHILD DEV. 65	ADULT SUPERVISION/EARLY CHILDHOOD MENTORING. . . . .	2

*\*Note: English 28 is an advisory for CD 2*

**EARLY CHILDHOOD EDUCATION**

**Associate of Science (AS-T)**

*(Program: 130500 State Code: 31030)*

To earn the Associate Degree for Transfer, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
  - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied

the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

**Program Student Learning Outcomes**

1. Integrate understanding of the needs, the characteristics and multiple influences on all areas of Dev. of children to age eight that support optimal development.
2. Promote partnerships between programs, teachers, family, and communities, applying ethical standards and culturally sensitive professional behavior.
3. Design, implement, and evaluate developmentally appropriate environments, curriculum and teacher/child interactions, applying the skills of observation and assessment.

**MAJOR**

**8 COURSES | 25 UNITS | AS-T**

CH DEV 1	CH DEV 11
CH DEV 2	CH DEV 22
CH DEV 7	CH DEV 34
CH DEV 10	CH DEV 42

**REQUIRED**

CHILD DEV. 1	CHILD GROWTH AND DEVELOPMENT . . . . .	3
CHILD DEV. 2	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES . . . . .	3
CHILD DEV. 7	INTRO TO CURRICULUM IN EARLY CHILDHOOD EDUCATION . . . .	3
CHILD DEV. 10	HEALTH, SAFETY AND NUTRITION . . . . .	3
CHILD DEV. 11	CHILD, FAMILY AND COMMUNITY . . . . .	3
CHILD DEV. 22	PRACTICUM IN CHILD DEV. I. . . . .	4
CHILD DEV. 34	OBSERVING AND RECORDING CHILDREN'S BEHAVIOR. . . . .	3
CHILD DEV. 42	TEACHING IN A DIVERSE SOCIETY. . . . .	3

**SUB-TOTAL . . . . . 25 UNITS**

*\*Note: Students who completed CD 3 or 4 may apply for Credit by Exam for CD 7. For more information inquire in the department office.*

*\*Note: English 28 is an advisory for many Child Dev. courses.*

**FIRST SEMESTER**

CHILD DEV. 1	CHILD GROWTH AND DEVELOPMENT . . . . .	3
CHILD DEV. 2	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES . . . . .	3
CHILD DEV. 11	CHILD, FAMILY AND COMMUNITY . . . . .	3

**SECOND SEMESTER**

CHILD DEV. 10	HEALTH, SAFETY AND NUTRITION . . . . .	3
CHILD DEV. 7	INTRO TO CURRICULUM IN EARLY CHILDHOOD EDUCATION . . . .	3

**THIRD SEMESTER**

CHILD DEV. 22	PRACTICUM IN CHILD DEV. I. . . . .	4
CHILD DEV. 34	OBSERVING AND RECORDING CHILDREN'S BEHAVIOR. . . . .	3

**FOURTH SEMESTER**

CHILD DEV. 42	TEACHING IN A DIVERSE SOCIETY. . . . .	3
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**CERTIFICATE PROGRAMS**

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

The Certificate in Child Development will be issued by the Department of Child & Family Studies after completing requirements with at least a "C" grade in courses taken within the last 10 years. Students must also complete English 28 or higher in order to qualify for most certificates.

All Child Development “core” courses for Skill Certificate 1 - Associate Teacher must be taken at LACC or another college in the Los Angeles Community College District.

### ASSOCIATE TEACHER - CERTIFICATE 1

#### Certificate of Achievement

(Program: 130502 State Code: 08236)

This skill certificate is the first step on the early childhood career ladder. Recipients of this certificate meet the minimum State requirements to teach in a private preschool, or school-age programs, and with the addition of CD 30, infant programs. With work experience, students may qualify for the California Child Development Permit: Associate Teacher level.

#### Program Student Learning Outcomes

1. Integrate an understanding of the needs, the characteristics, and the multiple influences that support optimal Dev. in all areas of Dev. for children from birth to age eight.
2. Promote partnerships between programs, teachers, families and communities, applying ethical standards and culturally sensitive professional behavior.
3. Design, implement, and evaluate developmentally appropriate environments, curriculum and teacher/child interactions, while applying the skills of observation and assessment.

#### REQUIRED

CHILD DEV. 1	CHILD GROWTH AND DEVELOPMENT . . . . .	3
CHILD DEV. 2	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES . . . . .	3
CHILD DEV. 7	INTRO TO CURRICULUM IN EARLY CHILDHOOD EDUCATION . . . . .	3
CHILD DEV. 11	CHILD, FAMILY AND COMMUNITY . . . . .	3
ENGLISH 28	INTERMEDIATE READING AND COMPOSITION . . . . .	3
<b>TOTAL</b> . . . . .		<b>15 UNITS</b>

\*Advisory of English 28 for most classes.

\*\*To qualify for Title 22, Director, take above core units and CD 38 (Administration & Supervision of Early Childhood Programs I).

### CHILD DEVELOPMENT- TEACHER - CERTIFICATE 2

#### Certificate of Achievement

(Program: 130500 State Code: 08237)

This certificate, along with 16 general education units and work experience makes the recipient eligible for the California Child Development Permit: Teacher level. Recipients of this certificate may teach in private or public preschool, school-age programs, and with the addition of CD 30, infant programs.

#### Program Student Learning Outcomes

1. Integrate an understanding of the needs, the characteristics, and the multiple influences that support optimal Dev. in all areas of Dev. for children from birth to age eight.
2. Promote partnerships between programs, teachers, families and communities, applying ethical standards and culturally sensitive professional behavior.

3. Design, implement, and evaluate developmentally appropriate environments, curriculum and teacher/child interactions, while applying the skills of observation and assessment.
4. Apply effective guidance and interaction strategies that support a child’s social learning, identity and self-confidence in an early childhood classroom setting.
5. Create and utilize a professional portfolio to demonstrate career readiness and enhance marketability.

#### REQUIRED

<b>CERTIFICATE 1 COURSE REQUIREMENTS</b> . . . . .	<b>15</b>
CHILD DEV. 10 HEALTH, SAFETY AND NUTRITION . . . . .	3
CHILD DEV. 22 PRACTICUM IN CHILD DEV. I . . . . .	4
CHILD DEV. 23 OR ANY CD ELECTIVE* . . . . .	3-4
CHILD DEV. 34 OR 42 . . . . .	3
<b>TOTAL</b> . . . . .	<b>28-29 UNITS</b>

\*See Electives listed in the Master Teacher certificates for specialization options.

\* Note: To complete requirements for a California Child Dev. Permit at Teacher level, add 16 general education units including Humanities, Social Science, Math/Science and English. Consult with a Counselor regarding general education requirements.

### CHILD DEVELOPMENT MASTER TEACHER - CERTIFICATE 3

#### Certificate of Achievement

(Program: 130501 State Code: 08238)

This certificate enables the recipient to not only teach, but also to supervise other child Development teachers and staff. Some responsibilities of the Master Teacher might include: developing and implementing age-appropriate curriculum within a safe, healthy and stimulating environment, supervision of classroom staff, creating positive communication links with parents, school and community. Additionally, the Master Teacher Certificate is designed to meet the requirements for the major and for the Associate in Arts degree in Child Development. With work experience and 16 general education units, students may also qualify for the California Child Development Permit: Master Teacher level. This level permit is the gateway to the CA Early Childhood Mentor Program: 36-38 Child Development units; meets requirements for the Associate in Arts Major in Child Development.

#### Program Student Learning Outcomes

1. Integrate an understanding of the needs, the characteristics, and the multiple influences that support optimal Dev. in all areas of Dev. for children from birth to age eight.
2. Apply methods and principles of effective supervision and mentoring in early childhood programs to develop positive staff relationships and support professional growth.
3. Design, implement, and evaluate developmentally appropriate environments, curriculum and teacher/child interactions, while applying the skills of observation and assessment.
4. Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to the Early Care and Education profession.

- Apply effective guidance and interaction strategies that support a child's social learning, identity and self-confidence in an early childhood classroom setting.

**REQUIRED**

CERTIFICATE 1 AND 2 COURSE REQUIREMENTS .....	28-29
CHILD DEV. 65 ADULT SUPERVISION/EARLY CHILDHOOD MENTORING.....	2
SPECIALIZATION COURSES (REFER TO OPTIONS BELOW) .....	6
<b>TOTAL .....</b>	<b>36-37 UNITS</b>

**CHOOSE 2 COURSES FROM THE SAME SEQUENCE BELOW**

CHILD DEV. 30 AND 31 .....	6
CHILD DEV. 44 AND 45 .....	6
CHILD DEV. 48 AND FCS 31 .....	6
CHILD DEV. 42, 44, AND 45 .....	6
CHILD DEV. ELECTIVE AND FAM & CS 21 .....	6

**CHILD DEVELOPMENT SITE SUPERVISOR - CERTIFICATE 4**

**Certificate of Achievement**

*(Program: 130580 State Code: 08239)*

This certificate is the highest certificate offered by the Child Development program. Recipients of this certificate are qualified to supervise an entire program at one site. Some responsibilities of site supervisors include the following: use of positive leadership skills to implement the sites' philosophy, adherence to state and federal licensing requirements, budget implementation, enforcement of enrollment / registration policies and procedures, hire, inspire and supervise all staff, foster positive communication links between home, school and community, maintain appropriate health, safety and nutrition standards, supervision of curriculum and schedule development. Students wishing to obtain the California Child Development Permit: Site Supervisor level, must meet experience requirements, obtain an Associate in Arts degree, and meet the requirements listed below.

**Program Student Learning Outcomes**

- Integrate an understanding of the needs, the characteristics, and the multiple influences that support optimal Dev. in all areas of Dev. for children from birth to age eight.
- Apply methods and principles of effective supervision and mentoring in early childhood programs to develop positive staff relationships and support professional growth.
- Design, implement, and evaluate developmentally appropriate environments, curriculum and teacher/child interactions, while applying the skills of observation and assessment.
- Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to the Early Care and Education profession.
- Analyze and apply the financial and legal rules and regulations pertaining to administration of an early childhood program.

**REQUIRED**

CERTIFICATE 1 AND 2 COURSE REQUIREMENTS .....	28-29
CHILD DEV. 38 ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I .....	3
CHILD DEV. 39 ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS II .....	3
CHILD DEV. 65 ADULT SUPERVISION/EARLY CHILDHOOD MENTORING.....	2
<b>TOTAL .....</b>	<b>36-37 UNITS</b>

**INFANT & TODDLER STUDIES**

**Skills Certificate**

The Infant & Toddler Studies skill certificate qualifies the student for the most entry-level teacher position within private infant/toddler programs. Infant/Toddler teachers are responsible for supervising the care and Development of children birth through 2 ½ years old. Some responsibilities may include: developing and sustaining caring, loving, respectful relationships, designing developmentally age-appropriate curriculum, organizing parent conferences and establishing clear daily communications with parents and other caregivers.

**Program Student Learning Outcomes**

- Integrate and demonstrate knowledge of the needs, characteristics, and the multiple influences that support optimal Dev. in all areas for children from birth through 2 ½ years of age.
- Promote partnerships between programs, teachers, families and communities applying ethical standards and culturally sensitive professional behavior to support the Dev. of infants and toddlers.
- Design, implement and evaluate developmentally appropriate environments, curriculum, and interactions between teachers and infants/toddlers, while applying the skills of observation and assessment.

**REQUIRED**

CHILD DEV. 1 CHILD GROWTH AND DEVELOPMENT .....	3
CHILD DEV. 10 OR 34 .....	3
CHILD DEV. 11 CHILD, FAMILY AND COMMUNITY .....	3
CHILD DEV. 30 INFANT AND TODDLER STUDIES I .....	3
CHILD DEV. 31 INFANT AND TODDLER STUDIES II .....	3
<b>TOTAL .....</b>	<b>15 UNITS</b>

*Note: English 28 is a prerequisite for CD 34*

**CHILDREN WITH SPECIAL NEEDS**

**Skills Certificate**

This skill certificate qualifies students for an entry level teacher or assistant position in a program with children who have special needs. Students gain skills in accommodating and adapting the physical environment and developing instructional strategies and curriculum to meet the needs of differently-abled children and their families.

**Program Student Learning Outcomes**

- Integrate and demonstrate knowledge of the needs, the characteristics, and the multiple influences that support optimal Dev. in all areas for differently-abled children.

- Promote partnerships between programs, teachers, families and communities applying ethical standards and culturally sensitive professional behavior to support the Dev. of children with special needs.
- Design, implement and evaluate developmentally appropriate environments, curriculum, and interactions between teachers and differently-abled children, while applying the skills of observation and assessment.

**REQUIRED**

<b>CHILD DEV. 1</b>	CHILD GROWTH AND DEVELOPMENT . . . . .	3
<b>CHILD DEV. 11</b>	CHILD, FAMILY AND COMMUNITY . . . . .	3
<b>CHILD DEV. 44</b>	EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS . . . . .	3
<b>CHILD DEV. 45</b>	PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS . . . . .	3

**ADD ONE ELECTIVE CHOSEN FROM THE FOLLOWING**

<b>CHILD DEVELOPMENT 10, 34, 42</b>		
<b>OR 48</b>		3
<b>TOTAL</b>		<b>15 UNITS</b>

# CINEMA / TELEVISION

**CHAIR**

Joni Varner

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<http://cinematv.lacitycollege.edu>

## PROGRAMS OFFERED

**Associate of Arts**

*Cinema Production*

*Television Production*

**Certificates of Achievement**

*Cinema Production*

*Television Production*

*Cinema / Video Production*

**Skills Certificates**

*Beginning Cinema & Television Production*

*Cinematography*

*TV Studio Production - Level I*

*Directing*

*Producing*

*Post Production*

The LACC Cinema/Television Department provides its students with the history, principles, technical competency and hands-on training needed to work successfully in cinema or television production. Many of our students successfully go from LACC into the industry. For others who wish to pursue a Bachelors degree, the skills and work product obtained at LACC will help them be more competitive candidates for acceptance into top four-year universities.

## DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

### CINEMA PRODUCTION

**Associate of Arts Degree**

*(Program: 061220 State Code: 02729)*

This curriculum in the Cinema/Television Department is designed for the student who wishes training in motion picture production. The course of study leads to an Associate of Arts degree in Cinema and/or a Cinema Production

Certificate. An Associate of Arts degree with an emphasis in Cinema will be awarded to students who have completed a minimum of 36 units in Cinema and/or Television with a minimum of 30 units in Cinema.

**Program Student Learning Outcomes**

- Students demonstrate knowledge of the historical, cultural, and economic influences on the motion picture, both narrative and documentary.
- Students demonstrate knowledge and command of the processes of writing, direction, production, post-production, and distribution of motion pictures.
- Students demonstrate knowledge of the job market pathways into motion pictures.

**MAJOR CORE + ELECTIVES 12 COURSES | 36 UNITS | AA**

CINEMA 1	CINEMA 4
CINEMA 2	PLUS 24 ELECTIVE
CINEMA 3	UNITS FROM BELOW

**REQUIRED CORE**

<b>CINEMA 1</b>	INTRO TO MOTION PICTURE PRODUCTION . . . . .	3
<b>CINEMA 2</b>	BEGINNING MOTION PICTURE WORKSHOP . . . . .	3
<b>CINEMA 3</b>	HISTORY OF MOTION PICTURES . . . . .	3
<b>CINEMA 4</b>	HISTORY OF THE DOCUMENTARY FILM . . . . .	3

**SUBTOTAL - CORE** . . . . . **12**

**TOTAL (CORE + ELECTIVES)** . . . . . **36 UNITS**

**REQUIRED ELECTIVES**

*Select additional courses from below to complete 24 additional units in the major (Select at least 18 units from Cinema electives)*

Cinema 5, 6, 7, 9-1, 9-2, 10, 18, 20, 25, 32-1, 32-2, 33-1, 33-2, 38-1, 38-2, 185, 501, 911;

Television 1, 4, 9, 25-1, 25-2;

Law 33

*\*Prerequisites may apply and must be followed.*

*\*\*Courses may be substituted under special circumstances and approval from the department.*

### TELEVISION PRODUCTION

**Associate of Arts Degree**

*(Program: 060420 State Code: 08220)*

The Television major in the Cinema/Television Department has been designed to provide the student with a solid background in studio television production and post-production.

Television 1, 4, and 9 must be completed first. An Associate of Arts degree in Television will be awarded to students who have completed a minimum of 36 units in Cinema and/or Television with a minimum of 15 units in Television.

**Program Student Learning Outcomes**

1. Demonstrate awareness of the historical, cultural, and economic influences on television.
2. Demonstrate knowledge and command of the processes of writing, production, direction and distribution of both live-switched television productions including news programs, interview format shows, and awards shows, and location television production.
3. Demonstrate an awareness of the job market pathways into motion pictures and television.

**MAJOR CORE + ELECTIVES 12 COURSES | 36 UNITS | AA**

TV 1	TV 9
TV 4	TV 46

PLUS 24 ELECTIVE UNITS FROM BELOW

**REQUIRED CORE**

TELEVISION 1	INTRO TO TELEVISION	3
TELEVISION 4	TELEVISION CAMERA LIGHTING AND SOUND	3
TELEVISION 9	TV EQUIPMENT	3
TELEVISION 46	TELEVISION PRODUCTION	3

SUBTOTAL - CORE ..... 12

TOTAL (CORE + ELECTIVES) ..... 36 UNITS

**REQUIRED ELECTIVES**

**SELECT ADDITIONAL COURSES FROM BELOW TO COMPLETE 24 ADDITIONAL UNITS IN THE MAJOR (SELECT AT LEAST 3 UNITS OF TV ELECTIVES)**

Television 6, 7, 25-1, 25-2, 48, 49, 55, 185; OR

Cinema 1, 2, 3, 4, 5, 6, 7, 9-1, 9-2, 10, 18, 20, 25, 32-1, 32-2, 33-1, 33-2, 38-1, 38-2, 185, 501, 911

*\*Prerequisites may apply and must be followed.*

*\*\*Courses may be substituted under special circumstances and approval from the department.*

**CERTIFICATE PROGRAMS**

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

**CINEMA PRODUCTION**

**Certificate of Achievement**

*(Program: 061220 State Code: 21620)*

**Program Student Learning Outcomes**

1. Combine both narrative and documentary knowledge of the historical, cultural and economic influences on the motion picture.
2. Formulate knowledge of the processes of writing, directing, production, post-production, and distribution of motion pictures.
3. Compile knowledge of the job market pathways into motion pictures.

4. Perform the duties of various technical crew positions in a single-camera production environment.

**REQUIRED**

CINEMA 1	INTRO TO MOTION PICTURE PRODUCTION	3
CINEMA 2	BEGINNING MOTION PICTURE WORKSHOP	3
CINEMA 3	HISTORY OF MOTION PICTURES	3
CINEMA 4	HISTORY OF THE DOCUMENTARY FILM	3
CINEMA 5	INTRO TO SCREENWRITING	3
CINEMA 6	INTRO TO CINEMATOGRAPHY	3
CINEMA 9	MOTION PICTURE SOUND	3
CINEMA 10	INTRO TO FILM DIRECTING	3
CINEMA 20	BUSINESS ASPECTS OF MOTION PICTURE PRODUCTION	3
CINEMA 32	EDITING FUNDAMENTALS	3
LAW 33	OR CINEMA 33	3
<b>TOTAL</b>		<b>33 UNITS</b>

**CINEMA / VIDEO PRODUCTION**

**Certificate of Achievement**

*(Program: 061221 State Code: 10773)*

**Program Student Learning Outcomes**

1. Combine both narrative and documentary knowledge of the historical, cultural and economic influences on the motion picture and television.
2. Formulate knowledge of the processes of writing, directing, production, post-production and distribution of motion pictures and television, including live switched and edited programs.
3. Compile knowledge of the job market pathways into motion pictures and television.
4. Perform the duties of various technical crew positions in a single-or multiple-camera production environment.

**REQUIRED**

CINEMA 1	INTRO TO MOTION PICTURE PRODUCTION	3
CINEMA 2	BEGINNING MOTION PICTURE WORKSHOP	3
CINEMA 3	HISTORY OF MOTION PICTURES	3
CINEMA 4	HISTORY OF THE DOCUMENTARY FILM	3
CINEMA 6	INTRO TO CINEMATOGRAPHY	3
CINEMA 9	MOTION PICTURE SOUND	3
CINEMA 32	EDITING FUNDAMENTALS	3
TELEVISION 4	OR 9	3
TELEVISION 6	OR 48	3
TELEVISION 46	TELEVISION PRODUCTION	3
TELEVISION 55	DIGITAL VIDEO PRODUCTION WORKSHOP I	3

TOTAL ..... 33 UNITS

TELEVISION PRODUCTION ..... CERTIFICATE OF ACHIEVEMENT

*(Program: 060420 State Code: 21619)*

**Program Student Learning Outcomes**

1. Differentiate the historical, cultural, and economic influences on television.
2. Formulate knowledge and command of the processes of writing, production, direction and distribution of both live-switched television productions including news programs, interview format shows, and awards shows and location television programming.
3. Compile knowledge of the job market pathways into motion pictures and television.
4. Perform the duties of various technical crew positions in TV studio and field.

**REQUIRED**

CINEMA 1	INTRO TO MOTION PICTURE PRODUCTION . . . . .	3
CINEMA 2	BEGINNING MOTION PICTURE WORKSHOP . . . . .	3
TELEVISION 1	INTRO TO TELEVISION . . . . .	3
TELEVISION 4	TELEVISION CAMERA LIGHTING AND SOUND. . . . .	3
TELEVISION 6	OR 7. . . . .	3
TELEVISION 9	TV EQUIPMENT . . . . .	3
TELEVISION 46	TELEVISION PRODUCTION . . . . .	3
TELEVISION 48	OR 49. . . . .	3
TELEVISION 55	DIGITAL VIDEO PRODUCTION WORKSHOP I. . . . .	3
ADDITIONAL CINEMA/TV CLASS (OR CO-OP EDUCATION CLASSES)		6
<b>TOTAL</b>		<b>33 UNITS</b>

**BEGINNING CINEMA & TELEVISION PRODUCTION**

**Skills Certificate**

**Program Student Learning Outcomes**

1. Explain and demonstrate knowledge of cinema and television preproduction techniques by preparing scripts and storyboards for cinema and television projects.
2. Operate cinema and television lighting, cameras, and sound equipment according to industry standards.
3. Utilize post-production cinema techniques to produce digital cinema projects with picture, sound, and editing.

**REQUIRED**

CINEMA 1	INTRO TO MOTION PICTURE PRODUCTION . . . . .	3
CINEMA 2	BEGINNING MOTION PICTURE WORKSHOP . . . . .	3
TELEVISION 4	TELEVISION CAMERA LIGHTING AND SOUND. . . . .	3
TELEVISION 9	TV EQUIPMENT . . . . .	3
<b>TOTAL</b>		<b>12 UNITS</b>

**CINEMATOGRAPHY**

**Skills Certificate**

**Program Student Learning Outcomes**

1. Plan, execute and organize practical digital or film still photography exercises that demonstrate cinematography fundamentals, including the understanding of camera controls, elements of composition, and photographing with natural and artificial light.
2. Collaborate in a group to plan and execute a short film, functioning in the role of producer, director, and director of photography on cinema projects emphasizing lighting, composition, exposure and focus.
3. Employ basic principles of black-and-white analog photography from the mechanical creation of the image with camera and film to enlarging the photograph for display, while applying the guidelines of composition, communication and self-expression.

**REQUIRED**

CINEMA 6	INTRO TO CINEMATOGRAPHY. . . . .	3
CINEMA 7	ADVANCED CINEMATOGRAPHY AND CREATIVE TECHNIQUES . . . . .	3
PHOTOGRAPHY 7	EXPLORING DIGITAL PHOTOGRAPHY. . . . .	3
PHOTOGRAPHY 10	BEGINNING PHOTOGRAPHY . . . . .	3
<b>TOTAL</b>		<b>12 UNITS</b>

**TELEVISION STUDIO PRODUCTION – LEVEL 1**

**Skills Certificate**

**Program Student Learning Outcomes**

1. Operate television studio and control room equipment according to industry standards, while contributing as a crew member in a television studio environment.
2. Prepare and execute above the line production roles, including Director, Producer and Writer in a multi-camera television studio environment.

**REQUIRED**

TELEVISION 1	INTRO TO TELEVISION . . . . .	3
TELEVISION 4	TELEVISION CAMERA LIGHTING AND SOUND. . . . .	3
TELEVISION 9	TV EQUIPMENT . . . . .	3
TELEVISION 46	TELEVISION PRODUCTION . . . . .	3
<b>TOTAL</b>		<b>12 UNITS</b>

**DIRECTING**

**Skills Certificate**

**Program Student Learning Outcomes**

1. The student will produce and direct a scene to be critiqued and evaluated in class.
2. Formulate story ideas and develop treatments and screenplay drafts.
3. Demonstrate proper use of stage direction while focusing on audience reaction and the actors' emotional connection to the scene.
4. Prepare a production package including script notes, scene goals, character analysis, storyboard, and shot list.

**REQUIRED**

CINEMA 5	OR TELEVISION 25. . . . .	3
CINEMA 10	INTRO TO FILM DIRECTING. . . . .	3
CINEMA 20	BUSINESS ASPECTS OF MOTION PICTURE PRODUCTION . . . . .	3
THEATER 200	INTRO TO ACTING . . . . .	3
THEATER 225	BEGINNING DIRECTION. . . . .	3
<b>TOTAL</b>		<b>15 UNITS</b>

**PRODUCING**

**Skills Certificate**

**Program Student Learning Outcomes**

1. Students will survey business practices including development, financing, production, and distribution of motion pictures and media content.
2. Students will explain feature film production from development through distribution on film projects that have attained commercial distribution, and construct elements for their own projects.
3. Students will demonstrate an understanding of major concepts of Business Organization, including: Management, Marketing, Finance, Human Resources, Economics, Legal Forms of Business Ownership, and Entertainment Law.



**REQUIRED**

CINEMA 5	OR TELEVISION 25	3
CINEMA 20	BUSINESS ASPECTS OF MOTION PICTURE PRODUCTION	3
CINEMA 25	PRODUCING MOTION PICTURE FEATURES	3
BUSINESS 1	INTRO TO BUSINESS	3
LAW 33	LAW AND THE MEDIA	3
<b>TOTAL</b>		<b>15 UNITS</b>

**POST-PRODUCTION****Skills Certificate****REQUIRED**

CINEMA 9-1	BEGINNING MOTION PICTURE SOUND PRODUCTION	3
CINEMA 9-2	INTERMEDIATE MOTION PICTURE SOUND & POST PRODUCTION SOUND DESIGN	3
CINEMA 32-1	EDITING FUNDAMENTALS I	3
CINEMA 32-2	EDITING FUNDAMENTALS 2	3
<b>TOTAL</b>		<b>12 UNITS</b>

# COMMUNICATION STUDIES

**CHAIR**

M. "Shae" Hsieh

(323) 953-4000 EXT. 2961 | CC187

<http://www.lacitycollege.edu/academic/departments/speech/>**PROGRAMS OFFERED****Associate of Arts (AA-T)***Communication Studies*

The Communication Studies Department at Los Angeles City College currently teaches such fundamental communication courses as public speaking, argumentation, forensics, voice and articulation, interpersonal and intercultural communication, oral interpretation of literature, English speech as a second language, listening-speaking laboratory and communication disorders.

**DEGREE PROGRAMS**

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

**COMMUNICATION STUDIES****Associate of Arts for Transfer (AA-T)***(Program: 150600 State Code: 30996)*

To earn the Associate Degree for Transfer, students must meet the following requirements:

- Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
  - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

**Program Student Learning Outcomes**

- Describe the breadth and depth of the communication discipline.
- Communicate competently within and across various channels, contexts, and cultures.
- Critically analyze messages.
- Apply ethical communication principles and practices.
- Utilize communication to embrace differences.

**MAJOR****6 COURSES | 18 UNITS | AA-T**

COMM 101, 104, 121	CHOOSE ONE COURSE: ANTHRO 102; PSYCH 1; SOC 1; ENGLISH 102, 103; JOURNAL 101, 105
CHOOSE TWO COURSES:	
COMM 106, 122, 130	

**REQUIRED CORE (3 UNITS)**

COMM 101	PUBLIC SPEAKING	3
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**LIST A***SELECT 2 courses (6 units) from the following*

COMM 104	ARGUMENTATION & DEBATE	3
COMM 121	INTERPERSONAL COMMUNICATION	3

**LIST B***SELECT 2 courses (6 units) from the following*

COMM 106	FORENSICS (REPEATABLE)	2
COMM 122	INTERCULTURAL COMMUNICATION	3
COMM 130	INTRO TO ORAL INTERPRETATION OF LIT	3

**LIST C***SELECT 1 course (3 units) from the following*

ANTRHO 102	CULTURAL ANTHROPOLOGY	3
PSYCH 1	INTRO TO PSYCHOLOGY	3
SOC 1	INTRO TO SOCIOLOGY	3
ENGLISH 102	COLLEGE READING COMPOSITION II	3
ENGLISH 103	COMPOSITION & CRITICAL THINKING	3
JOURNAL 101	COLLECTING AND WRITING NEWS	3
JOURNAL 105	MASS COMMUNICATIONS	3

**TOTAL MAJOR** ..... **18 UNITS**

# CO SCI

## (COMPUTER SCIENCE / INFORMATION TECHNOLOGY)

### CHAIR

Kian Kaviani

(323) 953-4000 EXT. 2811 | FH 101H

[www.lacitycollege.edu/academic/departments/math/csdept/](http://www.lacitycollege.edu/academic/departments/math/csdept/)

## PROGRAMS OFFERED

### Associate of Arts

*Computer Science/Information Technology*

*Computer Information Systems*

### Certificates of Achievement

*Applications Software*

*Programming Languages*

### Skills Certificates

*C++ Programming*

*Database Administration*

*Database Developer*

*Java Programming*

*Macromedia Software*

*VBA Application*

*Web Client Technologies*

If you have a talent for math and science our programs will prepare you to enter more advanced university programs or directly enter careers related to Computer and Information Systems, System Analysis, Computer Science, Database Administration, Computer Operations, Information Processing Services, Computer Software Engineering, Telecommunications, and Web Development and Technologies.

## DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

## COMPUTER SCIENCE

### Associate of Arts Degree

#### Transfer Program

(Program: 070600 State Code: 10774)

#### Program Student Learning Outcomes

1. Gain appropriate skills in basic Computer literacy, Operating Systems to enable the student to gain currency in Software/Hardware areas.
2. Design and create a relational database and install, configure and troubleshoot given problems related to Oracle using Entity-Relationship diagrams, normalization, SQL,PL/SQL, and Programming.

3. Design and implement solutions to general purpose and Office applications using advanced programming techniques and languages such as Visual Basic, C++, Java, and Visual Basic for Applications.
4. Gain skills in the use of client-side web technologies for design and development of interactive web sites. Skills include use of HTML, DHTML, XML, Java, JavaScript, Dreamweaver and AJAX. Use the LAMP/WAMP environment.
5. Install and administer an Oracle sever; perform backups and recovery; monitor the Database in a proactive rather than reactive manner; implement security and resource monitoring policies.

### MAJOR

8 COURSES | 24 UNITS | AA

CO SCI 104	CO SCI 139
CO SCI 107	CO SCI 140 OR 141
CO SCI 134	CO SCI 158
CO SCI 136	CO SCI 186

#### FIRST SEMESTER

CO SCI 104	MATHEMATICS FOR PROGRAMMERS	3
CO SCI 107	PROGRAMMING LOGIC	3

#### SECOND SEMESTER

CO SCI 134	OPERATING SYSTEMS	3
CO SCI 139	C++PROGRAMMING I	3

\* Suggested Major Preparation: Physics 101, Math 261

#### THIRD SEMESTER

CO SCI 140	OR 141	3
CO SCI 186	INTRO TO ORACLE: SQL AND PL/SQL	3

\* Suggested Major Preparation: Philosophy 7, 8, or 9

#### FOURTH SEMESTER

CO SCI 136	INTRO TO DATA STRUCTURES	3
CO SCI 158	HYPER-TEXT MARKUP LANGUAGE	3

**TOTAL** ..... **24 UNITS**

\*CO SCI 103 is a prerequisite to some of the CO SCI courses above and can be used to fulfill a general education requirement.

\*Note: On approval by the CSIT discipline, students may use Math 262, 263 and Physics 102, 103 as a substitute to any of the CO SCI requirements above except CO SCI 139, CO SCI 140 or 141, and CO SCI 136 as long as a minimum of 18 CO SCI course units is met.

## COMPUTER INFORMATION SYSTEMS

### Associate of Arts Degree

(Program: 070200 State Code: 02730)

#### Program Student Learning Outcomes

1. Gain appropriate skills in basic Computer literacy, Operating systems to enable the student to gain currency in Software/Hardware areas.
2. Design and create a relational database and install, configure and troubleshoot given problems related to Oracle using Entity-Relationship diagrams, normalization, SQL,PL/SQL, and Programming.

- Design and implement solutions to general purpose and Office applications using advanced programming techniques and languages such as Visual Basic, C++, Java, and Visual Basic for Applications.
- Gain skills in the use of client-side web technologies for design and development of interactive web sites. Skills include use of HTML, DHTML, XML, Java, JavaScript, Dreamweaver and AJAX. Use the LAMP/WAMP environment.
- Install and administer an Oracle sever; perform backups and recovery; monitor the Database in a proactive rather than reactive manner; implement security and resource monitoring policies.

**MAJOR**

9 COURSES | 27 UNITS | AA

CO SCI 104	CO SCI 139 OR 141
CO SCI 107	CO SCI 158
CO SCI 134	CO SCI 186
CO SCI 136	CO SCI 187
CO SCI 138, 140 OR 142	

**FIRST SEMESTER**

CO SCI 104	MATHEMATICS FOR PROGRAMMERS	3
CO SCI 107	PROGRAMMING LOGIC	3

**SECOND SEMESTER**

CO SCI 134	OPERATING SYSTEMS	3
CO SCI 139	OR 141	3
CO SCI 158	HYPER-TEXT MARKUP LANGUAGE	3

**THIRD SEMESTER**

CO SCI 136	INTRO TO DATA STRUCTURES	3
CO SCI 186	INTRO TO ORACLE: SQL AND PL/SQL	3

**FOURTH SEMESTER**

CO SCI 138, 140, OR 142		3
CO SCI 187	ORACLE DBA PART 1A: ARCHITECTURE AND ADMINISTRATION	3

**TOTAL** ..... 27 UNITS

\*CO SCI 103 is a prerequisite to some of the CO SCI courses above and can be used to fulfill a general education requirement.

\*Note: On approval by the CSIT discipline, students may use Math 262, 263 and Physics 102, 103 as a substitute to any of the CO SCI requirements above except CO SCI 139, CO SCI 140 (or 141), and CO SCI 136 as long as a minimum of 18 CO SCI course units is met.

**CERTIFICATE PROGRAMS**

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

Certificates in Computer Science-Information technology will be issued by the Computer Science/Information Technology discipline upon submittal of an application to the department by the student and successful completion of one or more of the following sequences.

**APPLICATIONS SOFTWARE**

**Certificate of Achievement**

(Program: 070210 State Code: 08224)

This sequence of courses prepares students for careers in applications software development and usage in fields related to databases, networking, web technologies, business analysis,

and/or programming. Students successfully completing this program will find opportunities for employment in various industries depending on the track chosen for the electives.

**Program Student Learning Outcomes**

- Create a fully documented modular design with correct mathematical operations suitable for implementation from a given program specification.
- Create, deploy, and test a basic program with correct mathematical operations using Visual Basic.Net or other programming language.
- Install, configure and troubleshoot given problem(s) for Windows 7 or other operating systems.
- Design and implement solutions to general purpose and Office applications using advanced programming techniques and languages such as Visual Basic, C++, Java, and Visual Basic for Applications.
- Design and create a relational database and install, configure and troubleshoot given problems related to Oracle using Entity-Relationship diagrams, normalization, SQL, PL/SQL, and Programming.

**REQUIRED**

CO SCI 101	OR 103 AND 108	7
CO SCI 104	MATHEMATICS FOR PROGRAMMERS	3
CO SCI 107	PROGRAMMING LOGIC	3
CO SCI 134	OPERATING SYSTEMS	3
CO SCI 138	ADVANCED VISUAL BASIC PROGRAMMING	3
CO SCI 148	ADVANCED SPREADSHEET APPLICATIONS	3
CO SCI 186	INTRO TO ORACLE: SQL AND PL/SQL	3
REQUIRED ELECTIVES		6
<b>TOTAL</b>		<b>31 UNITS</b>

**ACCEPTABLE ELECTIVES**

<b>DATABASE TRACK</b>	2 COURSES FROM CO SCI 187, 188, 189 AND 198
<b>PROGRAMMING TRACK</b>	2 COURSES FROM CO SCI 136, 139, 140, 141, AND 142
<b>WEB TECHNOLOGIES TRACK</b>	2 COURSES FROM CO SCI 155 AND 158.
<b>PROGRAMMING LANGUAGES</b>	CERTIFICATE OF ACHIEVEMENT (Program: 070710 State Code: 08225)

This course sequence provides students with comprehensive training in high-demand programming languages and tools such as Visual Basic, C++, Java, Perl, XML, ASP, and others. Students can choose electives from three exciting tracks: Databases, Web Development, and Operating Systems. Successful completion of the program will prepare students for an exciting career in software analysis, design, and development.

**Program Student Learning Outcomes**

- Create a fully documented modular design with correct mathematical operations suitable for implementation from a given program specification.
- Create, deploy, and test a basic program with correct mathematical operations using VisualBasic.Net or other programming language.
- Install, configure and troubleshoot given problem(s) for Windows 7 or other operating systems.
- Design and implement a programming solution to a given problem using advanced programming constructs.

- Design and create a relational database and installs, and configure and troubleshoot given problems related to Oracle using Entity-Relationship diagrams, normalization, SQL, PL/SQL, and Programming.

**REQUIRED**

CO SCI 101	OR 103 AND 108	7
CO SCI 104	MATHEMATICS FOR PROGRAMMERS	3
CO SCI 107	PROGRAMMING LOGIC	3
CO SCI 134	OPERATING SYSTEMS	3
CO SCI 136	INTRO TO DATA STRUCTURES	3
CO SCI 138	ADVANCED VISUAL BASIC PROGRAMMING	3
CO SCI 139	OR 141	3
CO SCI 140	OR 142	3
CO SCI 186	INTRO TO ORACLE: SQL AND PL/SQL	3
REQUIRED ELECTIVES		9
<b>TOTAL</b>		<b>40 UNITS</b>

**ACCEPTABLE ELECTIVES**

**DATABASES TRACK** 3 COURSES FROM CO SCI 187, 188, 189 AND 198  
**WEB DEVELOPMENT TRACK** 3 COURSES FROM CO SCI 155 AND 158.

**C++ PROGRAMMING**

**Skills Certificate**

This course sequence provides students with comprehensive training in high demand programming languages and tools such as Visual Basics, C++. Successful completion of the program will prepare students for an exciting career in software analysis, design, and development.

**Program Student Learning Outcomes**

- Create a fully documented design with correct mathematical operations suitable for implementation for a given program specification.
- Create, deploy and test a Basic program with correct mathematical operations using C++ programming language.
- Design and implement solution to general purpose problem using advanced programming techniques in C++ programming.
- Design and implement solutions to general purpose problem using an office application, create and design programming logic and mathematical concepts.

**REQUIRED**

CO SCI 103	INTRO TO COMPUTER SYSTEMS FOR MIS	4
CO SCI 104	MATHEMATICS FOR PROGRAMMERS	3
CO SCI 107	PROGRAMMING LOGIC	3
CO SCI 139	C++PROGRAMMING I	3
CO SCI 140	C++ PROGRAMMING II	3
<b>TOTAL</b>		<b>16 UNITS</b>

**DATABASE ADMINISTRATION**

**Skills Certificate**

This course sequence offers state of the art hands-on training in setting up and administering Oracle relational databases and prepares students for the Oracle professional certification in database administration.

**Program Student Learning Outcomes**

- Install and administer an Oracle sever.
- Perform backups and recovery.

- Monitor the Database in a proactive rather than reactive manner.
- Implement security and resource monitoring policies.

**REQUIRED**

CO SCI 186	INTRO TO ORACLE: SQL AND PL/SQL	3
CO SCI 187	ORACLE DBA PART 1A: ARCHITECTURE AND ADMINISTRATION	3
CO SCI 188	ORACLE DBA PART 1B: BACKUP AND RECOVERY	3
CO SCI 189	ORACLE DBA PART 2: PERFORMANCE AND TUNING	3
CO SCI 198	PL/SQL PROGRAMMING FOR ORACLE	3
<b>TOTAL</b>		<b>15 UNITS</b>

**DATABASE DEVELOPER**

**Skills Certificate**

Use Oracle Developer Suite 10g and deploy applications on the Web with Oracle Application Server 10g. The students learn how to build forms and reports and use the web to access them. Students also learn the procedural language PL/SQL for Oracle.

**Program Student Learning Outcomes**

- Design and create a relational database.
- Install, configure, and troubleshoot given problems related to Oracle using Entity-Relationship diagrams, normalization,SQL, PL/SQL, and Programming.

**REQUIRED**

CO SCI 186	INTRO TO ORACLE: SQL AND PL/SQL	3
CO SCI 198	PL/SQL PROGRAMMING FOR ORACLE	3
CO SCI 199	ORACLE FORMS AND REPORTS	3
<b>TOTAL</b>		<b>9 UNITS</b>

**JAVA**

**Skills Certificate**

This course sequence provides students with comprehensive training in high-demand programming languages and tools such as Visual Basic and Java.

**Program Student Learning Outcomes**

- Create a fully documented design with correct mathematical operations suitable for implementation for a given program specification.
- Create, deploy and test a Basic program with correct mathematical operations using JAVA programming language.
- Design and implement solution to general purpose problem using advanced programming techniques in JAVA programming.
- Design and implement solutions to general purpose problem using an office application, create and design programming logic and mathematical concepts.

**REQUIRED**

CO SCI 104	MATHEMATICS FOR PROGRAMMERS	3
CO SCI 107	PROGRAMMING LOGIC	3
CO SCI 108	BEGINNING VISUAL BASIC PROGRAMMING	3
CO SCI 141	PROGRAMMING IN JAVA	3
CO SCI 142	ADVANCED JAVA	3
<b>TOTAL</b>		<b>15 UNITS</b>

**MACROMEDIA SOFTWARE**

**Skills Certificate**

This course sequence provides technical training on the latest multimedia technologies and prepares students for the Macromedia certification exams. The program also provides instruction in programming macromedia software to create interactive and media-rich Web sites and presentations.

CO SCI 151	ADOBE DREAMWEAVER.....	3
CO SCI 152	ADOBE FLASH.....	3
CO SCI 153	.....	3
CO SCI 154	.....	3
CO SCI 158	HYPER-TEXT MARKUP LANGUAGE.....	3
<b>TOTAL</b>	.....	<b>15 UNITS</b>

**VBA APPLICATION**

**Skills Certificate**

This certificate program provides the students with an advanced level of instruction and techniques in Microsoft Visual Basic Applications and Visual Basic programming. Students will learn developing and implementing Macros in Microsoft Excel and Microsoft Access. Students will be able complete this certificate program Online.

**Program Student Learning Outcomes**

1. Create a fully documented design with correct mathematical operations suitable for implementation for a given program specification.
2. Create, deploy and test a Basic program with correct mathematical operations using VBA programming language.

3. Design and implement solution to general purpose problem using advanced programming techniques in VBA programming.
4. Design and create a relational database and install and define, create and test a macro using a spreadsheet program.
5. Install, configure and troubleshoot given problems for Windows 7.

**REQUIRED**

CO SCI 103	INTRO TO COMPUTER SYSTEMS FOR MIS.....	4
CO SCI 133	MICRO DATABASE PROGRAMMING.....	3
CO SCI 134	OPERATING SYSTEMS.....	3
CO SCI 138	ADVANCED VISUAL BASIC PROGRAMMING.....	3
CO SCI 148	ADVANCED SPREADSHEET APPLICATIONS.....	3
<b>TOTAL</b>	.....	<b>16 UNITS</b>

**WEB CLIENT TECHNOLOGIES**

**Skills Certificate**

Program provides training in the use of client-side web technologies for design and development of interactive web sites. Skills include use of HTML, DHTML, XML, Java, Java Script, Dreamweaver and Flash in web site development.

**REQUIRED**

CO SCI 141	PROGRAMMING IN JAVA.....	3
CO SCI 151	ADOBE DREAMWEAVER.....	3
CO SCI 152	ADOBE FLASH.....	3
CO SCI 103	INTRO TO COMPUTER SYSTEMS FOR MIS.....	4
CO SCI 158	HYPER-TEXT MARKUP LANGUAGE.....	3
<b>TOTAL</b>	.....	<b>16 UNITS</b>

**COMPUTER TECHNOLOGY**

**CHAIR**

Kian Kaviani

(323) 953-4000 EXT. 2828 | FH 101H

[www.lacitycollege.edu/academic/departments/ctel/index.html](http://www.lacitycollege.edu/academic/departments/ctel/index.html)

**PROGRAMS OFFERED**

**Associate of Science**

*Computer Technology*

**Certificates of Achievement**

*Computer Technology*

*Cybersecurity*

**Skills Certificate**

*Program in A+ Certification*

The computer technology curriculum has been developed to provide training in the principles underlying the design of modern computer systems. The program presents theory of computer architecture and design, operation of equipment, and diagnostic programming. Emphasis is placed on essential electronics, design of digital systems used in robotics,

automation and industrial control, data processing, and networking. Practical aspects of maintenance, troubleshooting, and integration of digital and analog systems are included.

**DEGREE PROGRAMS**

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

**COMPUTER TECHNOLOGY**

**Associate of Science Degree**

*(Program: 093403 State Code: 08229)*

**Program Student Learning Outcomes**

1. Describe the electrical and logical characteristics and operation of processors, memory, and control systems.
2. Design and draw schematics for a simple embedded system.
3. Design a simple motor control system.

**MAJOR:**

**11 COURSES | 41 UNITS | AS**

CO TECH 1	CO TECH 30
CO TECH 20	CO TECH 36



ELECTRN 2	ELECTRN 10
ELECTRN 4	ELECTRN 12
ELECTRN 6	ELECTRN 156
ELECTRN 8	

**FIRST SEMESTER**

COMPUTER TECH 1	INTRO TO COMPUTERS FOR TECHNICIANS	4
ELECTRONICS 2	INTRO TO ELECTRONICS	3
ELECTRONICS 4	FUNDAMENTALS OF ELECTRONICS I.	4
ELECTRONICS 10	MATHEMATICS OF ELECTRONICS I.	3

**SECOND SEMESTER**

COMPUTER TECH 20	COMPUTER LOGIC AND ARITHMETIC	4
ELECTRONICS 6	FUNDAMENTALS OF ELECTRONICS II	4
ELECTRONICS 8	ELECTRON DEVICES.	4
ELECTRONICS 12	MATHEMATICS OF ELECTRONICS II.	3

**THIRD SEMESTER**

COMPUTER TECH 30	INTRO TO MICROPROCESSORS	4
COMPUTER TECH 36	DIGITAL DEVICES AND CIRCUITS.	4

**FOURTH SEMESTER**

ELECTRONICS 156	ELECTRONICS VI	4
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**TOTAL** ..... **.41 UNITS**

**CERTIFICATE PROGRAMS**

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

**COMPUTER TECHNOLOGY**

**Certificate of Achievement**

*(Program: 093410 State Code: 21624)*

A Computer Technology certificate will be issued by the Mathematics Department upon submittal of an application by the student to the department with the successful completion of the following courses. All students must receive a satisfactory grade or better to meet certificate requirements.

**Program Student Learning Outcomes**

1. Describe the electrical and logical characteristics and operation of processors, memory, and control systems.
2. Design and draw schematics for a simple embedded system.
3. Design a simple motor control system.

**REQUIRED**

COMPUTER TECH 1	INTRO TO COMPUTERS FOR TECHNICIANS	4
COMPUTER TECH 20	COMPUTER LOGIC AND ARITHMETIC	4
COMPUTER TECH 30	INTRO TO MICROPROCESSORS	4
COMPUTER TECH 36	DIGITAL DEVICES AND CIRCUITS.	4
COMPUTER TECH 156		4
ELECTRONICS 2	INTRO TO ELECTRONICS	3
ELECTRONICS 4	FUNDAMENTALS OF ELECTRONICS I.	4
ELECTRONICS 6	FUNDAMENTALS OF ELECTRONICS II	4
ELECTRONICS 8	ELECTRON DEVICES.	4
ELECTRONICS 10	MATHEMATICS OF ELECTRONICS I.	3
ELECTRONICS 12	MATHEMATICS OF ELECTRONICS II.	3

**TOTAL** ..... **.41 UNITS**

**CYBERSECURITY**

**Certificate of Achievement**

**REQUIREMENTS**

CO SCI 108	BEGINNING VISUAL BASIC PROGRAMMING	3
OR CO SCI 103	INTRODUCTION TO COMPUTER SYSTEMS FOR MIS.	4
CO TECH 12	INTRO TO COMPUTERS HARDWARE	4
CO TECH 14	A+ CERT PREPARATION	4
CO TECH 4	INTRO TO COMPUTER NETWORKS	4
CO TECH 15	NET+ CERTIFICATION PREP	3
CO TECH 16	SECURITY+ CERT PREP	4
CO TECH 18	LINUX+ CERT PREP	4
CO TECH 29	INTRO TO COMPUTER FORENSICS	3
CO TECH 31	INTRO TO ETHICAL HACKING	3
CO SCI 124	PYTHON PROGRAMMING	4

**TOTAL UNITS** ..... **.36/37**

**PROGRAM IN A+ CERTIFICATION**

**Skills Certificate**

Upon completing this short program, the student is fully prepared to sit for the CompTIA A+ Certification Examination as well as work as an entry level PC technician.

**Program Student Learning Outcomes**

1. Identify components in a personal computer.
2. Diagnose problems in personal computer hardware and operating system and independently design solutions using the information gained through the component manuals and manufacturer web sites.
3. Diagnose resolve a problem in a peer-to-peer local area network.
4. Use a breadboard to connect a simple electronic circuit based on a given schematic diagram.
5. Assemble components on a printed circuit board using a soldering iron to connect a simple electronic circuit based on a given schematic diagram.

**REQUIRED**

COMPUTER TECH 1	INTRO TO COMPUTERS FOR TECHNICIANS	4
COMPUTER TECH 12	INTRO TO COMPUTER HARDWARE	4
COMPUTER TECH 14	A-PLUS CERTIFICATION PREPARATION	4
ELECTRONICS 2	, 4 OR 6	3/4

**TOTAL** ..... **15-16 UNITS**

# COOPERATIVE EDUCATION

## DIRECTOR

Juliana Medina

(323) 953-4000 EXT. 1522 | AD 205 D

## PROGRAMS OFFERED

### Courses Only - No Degree/Certificate

Through Cooperative Education or "CO-OP ED," students may earn college credit for their on-the-job work experience.

CO-OP ED is designed to enhance the student's academic and personal development. Educational objectives are carefully planned and coordinated with the student's employer to provide positive employment relationships.

# COUNSELING

## CHAIR

Boris Lopez

(323) 953-4000 EXT. 2254 | SSB 2ND FLOOR

## PROGRAMS OFFERED

### Courses Only - No Degree/Certificate

The Counseling Department offers Counseling courses to introduce students to Los Angeles City College programs and

services, assist students with planning educational goals, and provide career/major exploration for all students. Counselors support students in their academic, career, and personal endeavors. We encourage students to become vested members in the academic community and utilize the vast resources at Los Angeles City College.

# DENTAL TECHNOLOGY

## CHAIR

Arax Cohen

(323) 953-4000 EXT. 2502 | SCI 324A

<http://dental.lacitycollege.edu>

## PROGRAMS OFFERED

### Associate of Science

*Dental Technology*

### Certificate

*Dental Technology*

Dental Technology (often referred to as Dental Laboratory Technology) is a career in the design and manufacturing of dental prosthetic devices (dentures, partial dentures, crowns and bridges) and orthodontic devices (both passive and active retainers). Dental Technicians and technologists usually work in a commercial dental laboratory which is separate from the dental practice. Salary is based upon knowledge level, experience and speed of manufacture among other aspects. Dental technicians receive dental impressions and prescriptions (work authorizations) from the dentist, apply their expertise and return the prescribed appliance to the dentist for placement in the patient's mouth.

### Entrance into the Dental Technology Program

All candidates for the Dental Technology Program must have a high school diploma or G.E.D. Getting selected into the LACC Dental Technology Program is a two part process. First the candidate must enroll in DEN TEK 100 (Introduction to Dental laboratory) and DEN TEK 102 (Dental Anatomy and Terminology). Candidates for the Dental Technology Program must complete these (2) two courses with a grade of "C" or better. Students who receive a D, F, W, or Incomplete grade will not be considered for entrance into the Dental Technology Program.

The second part of the process is to take the Dental Technology Dexterity Exam that will be given on the 10th class meeting of the DEN TEK 100 course. This exam is not a pass/fail exam and there is no way to study for it. The Dexterity Exam gives the selection committee an accurate indication of hand/eye coordination and three-dimensional ability of each candidate. These qualities are necessary for a dental technologist to have. The candidates are ranked according to their individual results with all of the other dental technology candidates. The top 18 candidates out of the testing cohort are invited to enter the Dental Technology Program. If a candidate is not selected into the Dental Technology Program, the candidate may request to retake the Dental Technology Dexterity Exam when it is given in the next testing cohort.

The Associate of Science Degree Program and the Certificate Program are identical from a course sequence standpoint. The only difference is the general education requirements taken outside of the Dental Technology Department.

In order to minimize the potential for the spread of infectious diseases amongst patients and dental personnel, Dental Technology students and staff are highly encouraged to be immunized against and/or tested for infectious diseases such as mumps, measles, rubella, hepatitis B, and tuberculosis. If you have any questions regarding your immunization status or recommended immunizations for health care workers, please consult your personal physician. If you would like to learn more about Dental Technology program policies and procedures regarding infection control, you may contact the department at (323) 953-4000 x2500.

## DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

### DENTAL TECHNOLOGY

#### Associate of Science Degree

(Program: 124030 State Code: 02748)

This curriculum is specifically designed to provide students with the skills, knowledge and background necessary to become a dental technologist in either a commercial dental laboratory or dental office laboratory. Good eye/hand coordination, communication skills and the ability to follow directions are requisites for successful entrance into this program. All candidates for the Dental Technology program must have a high school diploma or G.E.D. Courses in the Dental Technology curriculum are designed to be taken in sequence. Successful completion of each Dental Technology course in a particular sequence with a grade of "C" or better is required before the student may progress into the next level of courses in the sequence. All courses listed are required for the Associate of Science degree with a major in Dental Technology. Students who successfully complete all the Dental Technology courses will be eligible to sit for the Recognized Graduate Certified Dental Technologists Exam given by the National Board for Certification of Dental Technologists.

#### Program Student Learning Outcomes

1. Understand, interpret and follow the instructions provided by the dentist.
2. Incorporate the dental anatomy, morphology, gnathological knowledge and science of dental materials into their constructions.
3. Design and construct basic orthodontic restorations, partial and full removable dental prosthesis.
4. Design and construct fixed dental prosthesis single and multiple units.
5. Design and construct all ceramic and metal ceramic restorations.

#### MAJOR: 16 COURSES | 68 UNITS | AS

DEN TEK 100	DEN TEK 111
DEN TEK 101	DEN TEK 112
DEN TEK 102	DEN TEK 202
DEN TEK 103	DEN TEK 203
DEN TEK 105	DEN TEK 204
DEN TEK 106	DEN TEK 205 OR 206
DEN TEK 108	DEN TEK 207 OR 208
DEN TEK 109	DEN TEK 401

#### PREREQUISITE

DENTAL TECH 100	INTRO TO THE DENTAL LABORATORY	2
DENTAL TECH 102	DENTAL ANATOMY AND TERMINOLOGY	3

#### FIRST SEMESTER (SPRING)

DENTAL TECH 101	ELEMENTS OF DENTAL TECHNOLOGY	2
DENTAL TECH 103	COMPLETE DENTURE PROSTHETICS I	5
DENTAL TECH 109	FIXED PROSTHETICS I	4

#### INTERCESSION (SUMMER)

DENTAL TECH 106	DENTAL MATERIALS	3.5
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#### SECOND SEMESTER (FALL)

DENTAL TECH 105	COMPLETE DENTURE PROSTHETICS II	2
DENTAL TECH 111	FIXED PROSTHETICS II	5
DENTAL TECH 112	REMOVABLE PARTIAL DENTURE PROSTHETICS I	5.5

#### INTERCESSION (WINTER)

DENTAL TECH 108	GNATHOLOGICAL CONCEPTS	3
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#### THIRD SEMESTER (SPRING)

DENTAL TECH 203	METAL CERAMIC RESTORATIONS	2
DENTAL TECH 205 OR 206		10

#### INTERCESSION (WINTER)

DENTAL TECH 204	ORTHODONTICS	3
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#### FOURTH SEMESTER (FALL)

DENTAL TECHNOLOGY 207 OR 208		10
DENTAL TECH 202	LABORATORY MANAGEMENT	4

#### FIFTH SEMESTER (SPRING)

DENTAL TECH 401	DENTAL IMPLANTS	4
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**TOTAL** ..... 68 UNITS

\*Note: Math 112 Pre-Algebra or higher must be taken before completion of the Dental Technology Program.

## CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

### DENTAL TECHNOLOGY

#### Certificate of Achievement

(Program: 124030 State Code: 21626)

This curriculum is specifically designed to provide students with the skills, knowledge and background necessary to become a dental technologist in either a commercial dental laboratory or dental office laboratory. Good eye/hand coordination, communication skills and the ability to follow directions are requisites for successful entrance into this program. Students selected for each new group are admitted into the program based upon their successful completion of DEN TEK 100 course; their dexterity exam score administered during the DEN TEK 100 course; evaluation of the student's level of commitment and determination and the ability to follow



directions. All candidates for the Dental Technology Program must have a high school diploma or G.E.D. Completion of each Dental Technology course in a particular sequence with a grade of "C" or better is required before the student may progress into the next level of courses in the sequence. Successful students who complete all the Dental Technology courses will be eligible to sit for the Recognized Graduate Certified Dental Technologist Exam given by the National Board for Certification of Dental Technologists.

A certificate in Dental Technology will be issued by the College upon successful completion of all Dental Technology courses.

**Program Student Learning Outcomes**

1. Understand, interpret and follow the instructions provided by the dentist.
2. Incorporate the dental anatomy, morphology, gnathological knowledge and science of dental materials into their constructions.
3. Design and construct basic orthodontic restorations, partial and full removable dental prosthesis.
4. Design and construct fixed dental prosthesis single and multiple units.
5. Design and construct all ceramic and metal ceramic restorations.

**PREREQUISITE**

<b>DENTAL TECH 100</b>	INTRO TO THE DENTAL LABORATORY	2
<b>DENTAL TECH 102</b>	DENTAL ANATOMY AND TERMINOLOGY	3

**FIRST SEMESTER (SPRING)**

<b>DENTAL TECH 101</b>	ELEMENTS OF DENTAL TECHNOLOGY	2
<b>DENTAL TECH 103</b>	COMPLETE DENTURE PROSTHETICS I	5
<b>DENTAL TECH 109</b>	FIXED PROSTHETICS I	4

**INTERCESSION (SUMMER)**

<b>DENTAL TECH 106</b>	DENTAL MATERIALS	3.5
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**SECOND SEMESTER (FALL)**

<b>DENTAL TECH 105</b>	COMPLETE DENTURE PROSTHETICS II	2
<b>DENTAL TECH 111</b>	FIXED PROSTHETICS II	5
<b>DENTAL TECH 112</b>	REMOVABLE PARTIAL DENTURE PROSTHETICS I	5.5

**INTERCESSION (WINTER)**

<b>DENTAL TECH 108</b>	GNATHOLOGICAL CONCEPTS	3
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**THIRD SEMESTER (SPRING)**

<b>DENTAL TECH 203</b>	METAL CERAMIC RESTORATIONS	2
<b>DENTAL TECHNOLOGY 205 OR 206</b>		10

**INTERCESSION (WINTER)**

<b>DENTAL TECH 204</b>	ORTHODONTICS	3
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**FOURTH SEMESTER (FALL)**

<b>DENTAL TECHNOLOGY 207 OR 208</b>		10
<b>DENTAL TECH 202</b>	LABORATORY MANAGEMENT	4

**FIFTH SEMESTER (SPRING)**

<b>DENTAL TECH 401</b>	DENTAL IMPLANTS	4
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**TOTAL** ..... **68 UNITS**

*\*Note: Math 112 Pre-Algebra or higher must be taken before completion of the Dental Technology Program.*

# EARTH SCIENCES

**CHAIR**

Michael Farrell

(323) 953-4000 EXT. 2600 | SCI 324B

DEPARTMENT OF CHEMISTRY AND EARTH SCIENCES

[www.lacitycollege.edu/academic/department/chemistry/chemweb](http://www.lacitycollege.edu/academic/department/chemistry/chemweb)

**PROGRAMS OFFERED**

**Courses Only - No Degree/Certificate**

- Earth Science*
- Geography*
- Geology*
- Oceanography*

# ELECTRONICS

**CHAIR**

Kian Kaviani

(323) 953-4000 EXT. 2828 | JH 101H

[www.lacitycollege.edu/academic/departments/ctel/index.html](http://www.lacitycollege.edu/academic/departments/ctel/index.html)

**PROGRAMS OFFERED**

**Associate of Science**

*Electronic Systems Technology*

**Certificates of Achievement**

*Basic Electronics*

*Electronic Systems Technology*

If you are interested in how things work, our Electronics programs will prepare you for entry-level positions related to computer hardware and electronics. Opportunities include: computer repair, manufacture, installation and design; manufacturing and/or repairing electronic equipment including transmission devices used by electronic utilities; machinery controls; telecommunications; wiring in buildings, automobiles, aircraft, robotics, printed circuit development; and more. Students completing one of the certificate programs can expect to enter high paying positions in the computer/electronics industries. With more experience and/ or a Bachelor's degree or advance trade certification (e.g., Electricians), entry-level technicians can advance in position and salary.

## DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

### ELECTRONIC SYSTEMS TECHNOLOGY

#### Associate of Science Degree

(Program: 093401 State Code: 02733)

This curriculum provides for the study of the technical aspects of applied electronics and is designed for persons seeking employment as an electronic technician, electronic service technician, communications technician, customer engineer, radiologic electronics specialist, electronic test technician, electronic research and development technician, or electronics equipment representative.

Successful completion of this curriculum will equip the graduate with sufficient mathematics and theory to enter employment and achieve advancement in a variety of job titles. Laboratory and practical courses develop skills that are immediately useful to prospective employers and, as well, provide a foundation for more advanced skills which can be developed with a minimum of on-the-job training.

#### Program Student Learning Outcomes

1. Describe the electrical and logical characteristics and operation of processors, memory, and control systems.
2. Design and draw schematics for a simple embedded system.
3. Design a simple motor control system.
4. Describe the electrical and logical characteristics and operation of basic digital circuits.
5. Diagnose problems in electronic systems using test equipment including DMM's and oscilloscopes.
6. Draw and explain circuits using operational amplifiers in typical applications.
7. Design simple electronic analog systems.

#### MAJOR

10 COURSES | 37 UNITS | AS

ELECTRN 2	ELECTRN 12
ELECTRN 4	ELECTRN 20
ELECTRN 6	ELECTRN 155
ELECTRN 8	CO TECH 1
ELECTRN 10	CO TECH 20

#### FIRST SEMESTER

COMPUTER TECH 1	INTRO TO COMPUTERS FOR TECHNICIANS	4
ELECTRONICS 2	INTRO TO ELECTRONICS	3
ELECTRONICS 4*	FUNDAMENTALS OF ELECTRONICS I.	4
ELECTRONICS 10*	MATHEMATICS OF ELECTRONICS I.	3

#### SECOND SEMESTER

ELECTRONICS 6*	FUNDAMENTALS OF ELECTRONICS II	4
ELECTRONICS 8	ELECTRON DEVICES.	4
ELECTRONICS 12*	MATHEMATICS OF ELECTRONICS II.	3
COMPUTER TECH 20	COMPUTER LOGIC AND ARITHMETIC	4

#### THIRD SEMESTER

ELECTRONICS 20	ELECTRONIC CIRCUITS I.	4
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#### FOURTH SEMESTER

ELECTRONICS 155	4
<b>TOTAL</b>	<b>37 UNITS</b>

\*All majors are expected to take Electronics 4 and 10 during one semester.

\*Suggested Electives Computer Technology 36, Physics 11

## CERTIFICATE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

### BASIC ELECTRONICS

#### Certificate of Achievement

(Program: 093400 State Code: 08228)

#### Program Student Learning Outcomes

1. Diagnose problems in electronic systems using test equipment.
2. Troubleshoot and repair computer hardware.
3. Analyze basic DC and AC electronic circuits.
4. Draw and explain circuits using transistor stages in typical applications.
5. Describe the operation of basic digital circuits.

#### REQUIREMENTS

COMPUTER TECH 1	INTRO TO COMPUTERS FOR TECHNICIANS	4
COMPUTER TECH 12	INTRO TO COMPUTER HARDWARE	4
COMPUTER TECH 20	COMPUTER LOGIC AND ARITHMETIC	4
ELECTRONICS 4	FUNDAMENTALS OF ELECTRONICS I.	4
ELECTRONICS 6	FUNDAMENTALS OF ELECTRONICS II	4
ELECTRONICS 8	ELECTRON DEVICES.	4
ELECTRONICS 10	MATHEMATICS OF ELECTRONICS I.	3
ELECTRONICS 12	MATHEMATICS OF ELECTRONICS II.	3
<b>TOTAL</b>		<b>30 UNITS</b>

#### RECOMMENDED ELECTIVES ELECTRONICS 81, 83, AND 87

### ELECTRONIC SYSTEMS TECHNOLOGY

#### Certificate of Achievement

(Program: 093401 State Code: 21622)

#### Program Student Learning Outcomes

1. Describe the electrical and logical characteristics and operation of basic digital circuits.
2. Diagnose problems in electronic systems using test equipment including DMM's and oscilloscopes.
3. Draw and explain circuits using operational amplifiers in typical applications.
4. Design simple electronic analog systems.

**REQUIREMENTS**

<b>COMPUTER TECH 1</b>	INTRO TO COMPUTERS FOR TECHNICIANS . . . . .	4
<b>COMPUTER TECH 20</b>	COMPUTER LOGIC AND ARITHMETIC . . . . .	4
<b>ELECTRONICS 2</b>	INTRO TO ELECTRONICS . . . . .	3
<b>ELECTRONICS 4</b>	FUNDAMENTALS OF ELECTRONICS I. . . . .	4
<b>ELECTRONICS 6</b>	FUNDAMENTALS OF ELECTRONICS II . . . . .	4
<b>ELECTRONICS 8</b>	ELECTRON DEVICES. . . . .	4
<b>ELECTRONICS 10</b>	MATHEMATICS OF ELECTRONICS I. . . . .	3
<b>ELECTRONICS 12</b>	MATHEMATICS OF ELECTRONICS II. . . . .	3
<b>ELECTRONICS 20</b>	ELECTRONIC CIRCUITS I. . . . .	4
<b>ELECTRONICS 155</b>	. . . . .	4
<b>TOTAL</b>	. . . . .	<b>37 UNITS</b>



# ENGINEERING

**CHAIR**

Dr. Jayesh Bhakta

(323) 953-4000 EXT. 2923 | SCI 222D

[www.lacitycollege.edu/academic/departments/physics/](http://www.lacitycollege.edu/academic/departments/physics/)

## PROGRAMS OFFERED

### Associate of Science

*Engineering*

LACC offers a full range of math, physics, and engineering courses for you to gain an associate degree or to allow you to meet your lower division requirements for transfer. In addition to courses, we offer an advisory program where you can be assigned a faculty member who will assist you with matters that relate to your academic progress. We also have an engineering club that allows students to gain experience in working in a team on an engineering project.

## DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

## ENGINEERING

### Associate of Science Degree

*(Program: 090100 State Code: 08226)*

#### Program Student Learning Outcomes

1. Apply the principles of mathematics, science and engineering to mechanical and electrical systems.

2. Design and conduct science and engineering experiments, as well as analyze and interpret the data and results of the experiments.
3. Function within a team, communicate effectively, behave professionally and act with ethical responsibility as it relates to the science and engineering fields.
4. Utilize techniques, skills, tools, and equipment necessary for the practice of engineering.

#### MAJOR: 11 COURSES | 47 UNITS | AS

ENG GEN 101	MATH 263
ENG GEN 131	MATH 275
ENG ELC 220	PHYSICS 101
CHEM 101	PHYSICS 102
MATH 261	PHYSICS 103
MATH 262	

#### REQUIRED

*Path for Electrical Engineering or Computer Engineering transfer majors)*

<b>GEN ENGINEERING 101</b>	INTRO TO SCIENCE, ENGINEERING AND TECHNOLOGY . . . . .	2
<b>MATH 261</b>	CALCULUS I. . . . .	5
<b>PHYSICS 101</b>	PHYSICS FOR ENGINEERS AND SCIENTISTS I. . . . .	5
<b>CHEMISTRY 101</b>	GENERAL CHEMISTRY I . . . . .	5
<b>GEN ENGINEERING 131</b>	STATICS. . . . .	3
<b>MATH 262</b>	CALCULUS II . . . . .	5
<b>PHYSICS 102</b>	PHYSICS FOR ENGINEERS AND SCIENTISTS II . . . . .	5
<b>MATH 263</b>	CALCULUS III. . . . .	5
<b>PHYSICS 103</b>	PHYSICS FOR ENGINEERS AND SCIENTISTS III. . . . .	5
<b>ELECTRICAL ENG 220</b>	ELECTRICAL CIRCUITS I. . . . .	4
<b>MATH 275</b>	ORDINARY DIFFERENTIAL EQUATIONS. . . . .	3
<b>TOTAL</b>	. . . . .	<b>47 UNITS</b>

*\*Additional recommended courses for Mechanical Engineering or Civil Engineering transfer majors: CO SCI 139 or 140; General Engineering 151, 241*

# ENGLISH & ESL

CHAIR : DR. BERNADETTE TCHEN

(323) 953-4000 EXT. 2700 | JH300A

<http://www.lacitycollege.edu/academic/departments/eng esl/index.html>

## PROGRAMS OFFERED

### Associate of Arts

English

### Associate of Arts (AA-T)

English

### Other Courses

Linguistics

The department offers extensive English and ESL courses. The courses are offered from basic skills English courses, ESL courses, and they extend to our transfer level. The English program is geared to assist students at all levels so that they may improve their writing and prepare to transfer in an environment that fosters a rich literary tradition. Students develop methods for critical interpretations of relevant works of English, American, and other literatures in English. Our ESL program offers courses to assist students to improve their ability to write, read, and listen/speak English.

## DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

## ENGLISH

### Associate of Arts Degree

(Program: 150100 State Code: 02751)

The English curriculum encourages students who plan to transfer to begin their program of coursework early so that they will have completed all the required lower-division courses by the time they are ready to apply to four-year colleges or universities. In order to satisfy the requirements, 9 to 12 of the required 18 units must be satisfied by taking English 102, 203, 205, and 206.

### Program Student Learning Outcomes

1. Read sophisticated college-level expository texts and works of literature that deal with various literary, historical, and cultural themes; distinguish main ideas and supporting points; evaluate the persuasiveness of arguments and evidence; critique assumptions using critical thinking.
2. Plan and write well-focused, logically organized, thoroughly developed, and coherent extended college level essays (1000-2000 words) that analyze, interpret, and compare concepts and that argue for or against a position; demonstrate in-depth knowledge of the writing process.
3. Distinguish between different styles of written English and evaluate the appropriateness of a particular style, tone, or

voice for a given audience; vary sentence shape and structure for emphasis and effect; use all major forms of punctuation effectively, including colons.

## MAJOR

6 COURSES | 18 UNITS | AA

Select 3-4 courses: ENGLISH 102, 203, 205, 206

Select 2-3 English Electives

### REQUIRED CORE

ENGLISH 102	COLLEGE READING AND COMPOSITION II	3
ENGLISH 203	WORLD LITERATURE I	3
ENGLISH 205	ENGLISH LITERATURE I	3
ENGLISH 206	ENGLISH LITERATURE II	3

TOTAL REQUIRED . . . . . 9-12 UNITS

In addition to the core courses listed above, students need to fulfill the balance (6-9 units) of their required 18 units from the following courses:

### ELECTIVES

ENGLISH 127	CREATIVE WRITING	3
ENGLISH 204	WORLD LITERATURE II	3
ENGLISH 207	AMERICAN LITERATURE I	3
ENGLISH 208	AMERICAN LITERATURE II	3
ENGLISH 211	FICTION	3
ENGLISH 212	POETRY	3
ENGLISH 214	CONTEMPORARY LITERATURE	3
ENGLISH 215	SHAKESPEARE I	3
ENGLISH 216	SHAKESPEARE II	3
ENGLISH 218	CHILDREN'S LITERATURE	3
ENGLISH 239	WOMEN IN LITERATURE	3
ENGLISH 240	LITERATURE AND THE MOTION PICTURE I	3
ENGLISH 252	THE ENGLISH BIBLE AS LITERATURE	3
ENGLISH 253		3
ENGLISH 255	LATIN AMERICAN LITERATURE	3
ENGLISH 270	SCIENCE FICTION - FANTASY	3

TOTAL ELECTIVES . . . . . 6-9 UNITS

TOTAL . . . . . 18 UNITS

## ENGLISH

### Associate of Arts AA-T

### Transfer Program

(Program: 150100 State Code: 33147)

To earn the Associate Degree for Transfer, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
  - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

**Program Student Learning Outcomes**

1. Read sophisticated college-level expository texts and works of literature that deal with various literary, historical, and cultural themes; distinguish main ideas and supporting points; evaluate the persuasiveness of arguments and evidence; critique assumptions using critical thinking.
2. Plan and write well-focused, logically organized, thoroughly developed, and coherent extended college level essays (1000-2000 words) that analyze, interpret, and compare concepts and that argue for or against a position; demonstrate in-depth knowledge of the writing process.
3. Distinguish between different styles of written English and evaluate the appropriateness of a particular style, tone, or voice for a given audience; vary sentence shape and structure for emphasis and effect; use all major forms of punctuation effectively, including colons.

**MAJOR**

6 COURSES | 18 UNITS | AA-T

ENGLISH 102, 103, 127

Select two courses: ENGLISH 203, 204, 205, 206, 208

Select one course: JOURNAL 101, COMM 130, THEATER 100

**REQUIRED CORE (6 UNITS)**

ENGLISH 102	COLLEGE READING AND COMPOSITION II	3
ENGLISH 103		3

**LIST A**

SELECT 2 courses (6 units) from the following

ENGLISH 203	WORLD LITERATURE I	3
ENGLISH 204	WORLD LITERATURE II	3
ENGLISH 205	ENGLISH LITERATURE I	3
ENGLISH 206	ENGLISH LITERATURE II	3
ENGLISH 208	AMERICAN LITERATURE II	3

**LIST B**

SELECT 1 course (3 units) from the following

ENGLISH 127	CREATIVE WRITING	3
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**LIST C**

SELECT 1 course (3 units) from the following

JOURNALISM 101	COLLECTING AND WRITING NEWS	3
COM STUDIES 130	INTRO TO ORAL INTERPRETATION OF LITERATURE	3
THEATER 100	INTRO TO THE THEATER	3

**TOTAL MAJOR** ..... 18 UNITS

# FAMILY & CONSUMER STUDIES

**DIETETICS**

(323) 953-4000 EXT. 2291 | AD 200

[www.lacitycollege.edu/academic/departments/dietetics/index.html](http://www.lacitycollege.edu/academic/departments/dietetics/index.html)

The Dietetics program provides learners with multiple pathways that prepare them for entry into the field of Dietetics. The program offers educational opportunities that ready students for employment, transfer, advance study, and life-long learning to serve the ethnically diverse population of California.

**PROGRAM OFFERED**

**Certificate**

Dietetic Service Supervisor

**CERTIFICATE PROGRAMS**

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

**DIETETIC SERVICE SUPERVISOR**

**Certificate of Achievement**

(Program: 130621 State Code: 08242)

Completion of the Dietetic Service Supervisor Certificate program meets the standards of training for Dietetic Service Supervisors specified by the California Department of Public Health (CDPH). Completion of this certificate qualifies students to work as the food service director in a skilled nursing facility. Some responsibilities of the Dietetic Service Supervisor are to supervise employees, assure menu acceptance by clients, and manage food production. Completion of

the program along with professional experience may qualify a person to take the Dietary Managers Exam. Please see the DMA website at: [www.cdmcareer.info](http://www.cdmcareer.info)

Successful completion of English 28 and Math 105 are required to ensure successful completion of many courses in this certificate. Students must provide their own transportation to assigned field placement sites. A Mantoux test, health exam, fingerprinting, drug screening, background check, and liability insurance are required for supervised practice courses.

**Program Student Learning Outcomes**

1. Function as an important part of a health care team to treat and prevent disease and administer medical nutrition therapy.
2. Purchase and prepare food in a commercial kitchen.
3. Construct budgets within foodservice operations.
4. Analyze the nutrient content of a diet using dietary analysis software.
5. Deliver oral presentations educating clients about the connection between food, fitness, and health.

**FIRST SEMESTER**

F & C STUDIES 21	NUTRITION	3
F & C STUDIES 50	SANITATION AND SAFETY	3
F & C STUDIES 51	FOOD PRODUCTION MANAGEMENT	3
F & C STUDIES 55	DIETETIC EDUCATION	3
F & C STUDIES 151	FOOD PRODUCTION MANAGEMENT LABORATORY	2
ENGLISH 28	INTERMEDIATE READING AND COMPOSITION	3

**SECOND SEMESTER**

<b>F &amp; C STUDIES 24</b>	FOOD PREPARATION .....	3
<b>F &amp; C STUDIES 52</b>	FOODSERVICE MANAGEMENT .....	3
<b>F &amp; C STUDIES 56</b>	NUTRITION DELIVERY SYSTEMS .....	3
<b>F &amp; C STUDIES 156</b>	NUTRITION DELIVERY SYSTEMS LABORATORY .....	2
<b>MATHEMATICS 105</b>	ARITHMETIC .....	3
<b>TOTAL</b> .....		<b>31 UNITS</b>

# FOREIGN LANGUAGES

**CHAIR**

Mickey Hong

(323) 953-4000 EXT. 2736 | JH 111G

[www.lacitycollege.edu/academic/departments/forlang/index.html](http://www.lacitycollege.edu/academic/departments/forlang/index.html)

## PROGRAMS OFFERED

### Associate of Arts

- Chinese*
- French*
- Japanese*
- Korean*
- Spanish*

### Skills Certificates

- American Sign Language*
- Japanese Language & Civilization: Elementary Level*
- Japanese Language & Civilization: Intermediate Level*
- Korean Language & Civilization: Elementary Level*
- Korean Language & Civilization: Intermediate Level*
- Russian Language and Culture: Elementary Level*
- Russian Language and Culture: Intermediate Level*
- Spanish Language & Civilization: Elementary Level*
- Spanish Language & Civilization: Intermediate Level*

### Other Courses

- Arabic*
- Armenian*
- Russian*

LACC is literally where worlds come together, situated between Little Armenia, Korea Town, Hollywood and Central and South American neighborhoods. This makes the college a particularly wonderful setting for learning a new language or mastering the language of your parents or grandparents. Understanding a foreign language can: Increase your understanding of other cultures and/or your own; enrich your travel experiences abroad; and open career opportunities. Language skills are prized by employers, especially in teaching, translating, social work, foreign service, international relations, trade and any other occupations catering to multi-cultural and international audiences.

## DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

## CHINESE

### Associate of Arts Degree

(Program: 110700 State Code: 02745)

#### Program Student Learning Outcomes

1. Speak at the ACTFL Proficiency Intermediate High Level.
2. Write at the ACTFL Intermediate High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written discourse at the ACTFL Intermediate High Level.
5. Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range.

### MAJOR

4 COURSES | 18 UNITS | AA

CHINESE 4

Select from remaining courses: CHINESE 1, 2, 3, 10, 21, 22, JAPAN 9, KOREAN 10, LING 1, ARTHIST 130, PHILOS 30

#### 18 OR MORE UNITS OF CLASSES CHOSEN FROM BELOW

MUST INCLUDE CHINESE 4.

<b>CHINESE 1</b>	ELEMENTARY CHINESE I .....	5
<b>CHINESE 2</b>	ELEMENTARY CHINESE II .....	5
<b>CHINESE 3</b>	INTERMEDIATE CHINESE I .....	5
<b>CHINESE 10</b>	CHINESE CIVILIZATION .....	3
<b>CHINESE 21</b>	FUNDAMENTALS OF CHINESE I .....	3
<b>CHINESE 22</b>	FUNDAMENTALS OF CHINESE II .....	3
<b>JAPANESE 9</b>	JAPANESE CIVILIZATION .....	3
<b>KOREAN 10</b>	KOREAN CIVILIZATION .....	3
<b>LINGUISTICS 1</b>	INTRO TO LANGUAGE AND LINGUISTICS .....	3
<b>ART HISTORY 130</b>	SURVEY OF ASIAN ART HISTORY .....	3
<b>PHILOSOPHY 30</b>	ASIAN PHILOSOPHY .....	3

## FRENCH

### Associate of Arts Degree

(Program: 110200 State Code: 02741)

#### Program Student Learning Outcomes

1. Speak at the ACTFL Proficiency Intermediate High Level.
2. Write at the ACTFL Intermediate High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written discourse at the ACTFL Intermediate High Level.

5. Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range.

**MAJOR**

**4-5 COURSES | 18 UNITS | AA**

FRENCH 4, 8, 10

Select from remaining courses: FRENCH 1, 2, 3, 10, 21, 22, LING 1, ARTHIST 120, PHILOS 14, MUSIC 403

**18 OR MORE UNITS OF CLASSES CHOSEN FROM BELOW**

MUST INCLUDE FRENCH 4, 8, 10.

FRENCH 1	ELEMENTARY FRENCH I	5
FRENCH 2	ELEMENTARY FRENCH II	5
FRENCH 3	INTERMEDIATE FRENCH I	5
FRENCH 10	FRENCH CIVILIZATION	3
FRENCH 21	FUNDAMENTALS OF FRENCH I	3
FRENCH 22	FUNDAMENTALS OF FRENCH II	3
LINGUISTICS 1	INTRO TO LANGUAGE AND LINGUISTICS	3
ART HISTORY 120	SURVEY OF WESTERN ART HISTORY II	3
PHILOSOPHY 14	HISTORY OF MODERN EUROPEAN PHILOSOPHY	3
MUSIC 403	CLASSICAL VOICE III	3

**JAPANESE**

**Associate of Arts Degree**

(Program: 110800 State Code: 02746)

**Program Student Learning Outcomes**

1. Speak at the ACTFL Proficiency Intermediate High Level.
2. Write at the ACTFL Intermediate High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written discourse at the ACTFL Intermediate High Level.
5. Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range.

**MAJOR**

**5 COURSES | 18 UNITS | AA**

JAPAN 4, 8, 9

Select from remaining courses: JAPAN 1, 2, 3, 21, 22, CHINESE 10, KOREAN 10, LING 1, ARTHIST 130, PHILOS 30

**18 OR MORE UNITS OF CLASSES CHOSEN FROM BELOW.**

MUST INCLUDE JAPANESE 4, 8, AND 9.

JAPANESE 1	ELEMENTARY JAPANESE I	5
JAPANESE 2	ELEMENTARY JAPANESE II	5
JAPANESE 3	INTERMEDIATE JAPANESE I	5
JAPANESE 21	FUNDAMENTALS OF JAPANESE I	3
JAPANESE 22	FUNDAMENTALS OF JAPANESE II	3
CHINESE 10	CHINESE CIVILIZATION	3
KOREAN 10	KOREAN CIVILIZATION	3
LINGUISTICS 1	INTRO TO LANGUAGE AND LINGUISTICS	3
ART HISTORY 130	SURVEY OF ASIAN ART HISTORY	3
PHILOSOPHY 30	ASIAN PHILOSOPHY	3

**KOREAN**

**Associate of Arts Degree**

(Program: 111730 State Code: 18809)

**Program Student Learning Outcomes**

1. Speak at the ACTFL Proficiency Intermediate High Level.
2. Write at the ACTFL Intermediate High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written discourse at the ACTFL Intermediate High Level.
5. Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range.

**MAJOR**

**5-6 COURSES | 18 UNITS | AA**

KOREAN 4, 8, 10

Select from remaining courses: KOREAN 1, 2, 3; JAPAN 9; CHINESE 10; LING 1; ARTHIST 130; PHILOS 30

**18 OR MORE UNITS OF CLASSES CHOSEN FROM BELOW.**

MUST INCLUDE KOREAN 4, 8 AND 10.

KOREAN 1	ELEMENTARY KOREAN I	5
KOREAN 2	ELEMENTARY KOREAN II	5
KOREAN 3	INTERMEDIATE KOREAN I	5
CHINESE 10	CHINESE CIVILIZATION	3
LINGUISTICS 1	INTRO TO LANGUAGE AND LINGUISTICS	3
JAPANESE 9	JAPANESE CIVILIZATION	3
ART HISTORY 130	SURVEY OF ASIAN ART HISTORY	3
PHILOSOPHY 30	ASIAN PHILOSOPHY	3

**RUSSIAN LANGUAGE AND CULTURE: ELEMENTARY LEVEL**

**Certificate of Achievement**

The California state approved Certificate of Achievement in Russian Language and Culture: Elementary Level, was established to give the student the opportunity to document his or her skill in the Russian language and the knowledge of Russian culture. The Certificate of Achievement is an evidence of the student's academic persistence and achievement in the language and cultural studies for employment, and professional advancement. The Certificate of Achievement in Russian Language and Culture: Elementary Level will demonstrate the recipient's ability to perform the following:

1. Speak at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Novice High Level
2. Write at the ACTFL Proficiency Novice High Level
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Novice High Level
4. Read and comprehend written discourse at the ACTFL Proficiency Novice High Level
5. Define fundamental aspect of culture at the ACTFL Novice Range

**REQUIREMENTS**

RUSSIAN 1	ELEMENTARY RUSSIAN I	5
RUSSIAN 2	ELEMENTARY RUSSIAN II	5
RUSSIAN 8	CONVERSATIONAL RUSSIAN	2
RUSSIAN 10	RUSSIAN CIVILIZATION	3
<b>TOTAL UNITS</b>		<b>15</b>

**RUSSIAN LANGUAGE AND CULTURE:  
INTERMEDIATE LEVEL**

**Certificate of Achievement**

The California state approved Certificate of Achievement in Russian Language and Culture: Intermediate Level was established to give the student the opportunity to document his or her skill in the Russian language and the knowledge of Russian culture. The Certificate of Achievement is an evidence of the student's academic persistence and achievement in the language and cultural studies for employment, and professional advancement. The Certificate of Achievement in Russian Language and Culture: Intermediate Level will demonstrate the recipient's ability to perform the following:

1. Speak at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Intermediate High Level
2. Write at the ACTFL Proficiency Intermediate High Level
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level
4. Read and comprehend written discourse at the ACTFL Proficiency Intermediate High Level
5. Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range

**REQUIREMENTS**

RUSSIAN 3	INTERMEDIATE RUSSIAN I	5
RUSSIAN 4	INTERMEDIATE RUSSIAN II	5
RUSSIAN 8	CONVERSATIONAL RUSSIAN	2
RUSSIAN 10	RUSSIAN CIVILIZATION	3
<b>TOTAL UNITS</b>		<b>15</b>

**SPANISH**

**Associate of Arts Degree**

(Program: 110500 State Code: 02744)

**Program Student Learning Outcomes**

1. Speak at the ACTFL Proficiency Intermediate High Level.
2. Write at the ACTFL Intermediate High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written discourse at the ACTFL Intermediate High Level.
5. Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range.

**MAJOR**

**5 COURSES | 18 UNITS | AA**

SPANISH 4, 8, 9, 10

Select from remaining courses: SPANISH 1, 2, 3, 21, 22, 35, 36, CHICANO 44, LING 1, DNCESPC 311, ARTHIST 151, ENGLISH 203, 204, 255

**18 OR MORE UNITS OF CLASSES CHOSEN FROM BELOW.**

MUST INCLUDE SPANISH 4, 8, 9 AND 10.

SPANISH 1	ELEMENTARY SPANISH I	5
SPANISH 2	ELEMENTARY SPANISH II	5
SPANISH 3	INTERMEDIATE SPANISH I	5
SPANISH 21		3
SPANISH 22	FUNDAMENTALS OF SPANISH II	3
SPANISH 35	SPANISH FOR SPANISH SPEAKERS I	5
SPANISH 36	SPANISH FOR SPANISH SPEAKERS II	5
CHICANO 44	MEXICAN CIVILIZATION	3
LINGUISTICS 1	INTRO TO LANGUAGE AND LINGUISTICS	3
DANCE SPEC 311	FLAMENCO AND SPANISH DANCE	3
ART HISTORY 151	INTRO TO LATIN AMERICAN ART	3
ENGLISH 203	WORLD LITERATURE I	3
ENGLISH 204	WORLD LITERATURE II	3
ENGLISH 255	LATIN AMERICAN LITERATURE	3

**CERTIFICATE PROGRAMS**

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

**AMERICAN SIGN LANGUAGE**

**Skills Certificate**

**Program Student Learning Outcomes**

1. Employ an extended sign vocabulary and use their expressive and receptive skills in conversation.
2. Incorporate knowledge of the customs and culture of the deaf community into their conversational skills.
3. Perform the accurate use of non-manual behaviors and classifiers.

**REQUIRED**

A S L 1	AMERICAN SIGN LANGUAGE I	4
A S L 2	AMERICAN SIGN LANGUAGE II	4
A S L 3	AMERICAN SIGN LANGUAGE III	4
A S L 25	CONVERSATIONAL AMERICAN SIGN LANGUAGE	2
A S L 30	FINGER SPELLING I	1
<b>TOTAL</b>		<b>15 UNITS</b>

**JAPANESE LANGUAGE & CIVILIZATION:  
ELEMENTARY LEVEL**

**Skills Certificate**

**Program Student Learning Outcomes**

1. Speak at the ACTFL Proficiency Novice High Level.
2. Write at the ACTFL Proficiency Novice High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Novice High Level.
4. Read and comprehend written discourse at the ACTFL Proficiency Novice High Level.
5. Define fundamental aspects of Japanese culture at the ACTFL Novice Level.



**REQUIRED**

JAPANESE 1	ELEMENTARY JAPANESE I	5
JAPANESE 2	ELEMENTARY JAPANESE II	5
JAPANESE 8	ELEMENTARY CONVERSATIONAL JAPANESE	2
JAPANESE 9	JAPANESE CIVILIZATION	3

TOTAL ..... 15 UNITS

**JAPANESE LANGUAGE & CIVILIZATION: INTERMEDIATE LEVEL**

**Skills Certificate**

**Program Student Learning Outcomes**

1. Speak at the ACTFL Proficiency Intermediate High Level.
2. Write at the ACTFL Proficiency Intermediate High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written discourse at the ACTFL Proficiency Intermediate High Level.
5. Explain and analyze more complex aspects of Japanese culture at the ACTFL Intermediate Range.

**REQUIRED**

JAPANESE 3	INTERMEDIATE JAPANESE I	5
JAPANESE 4	INTERMEDIATE JAPANESE II	5
JAPANESE 8	ELEMENTARY CONVERSATIONAL JAPANESE	2
JAPANESE 9	JAPANESE CIVILIZATION	3

TOTAL ..... 15 UNITS

**KOREAN LANGUAGE & CIVILIZATION: ELEMENTARY LEVEL**

**Skills Certificate**

**Program Student Learning Outcomes**

1. Speak at the ACTFL Proficiency Novice High Level.
2. Write at the ACTFL Proficiency Novice High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Novice High Level.
4. Read and comprehend written discourse at the ACTFL Proficiency Novice High Level.
5. Define fundamental aspects of Korean culture at the ACTFL Novice Level.

**REQUIRED**

KOREAN 1	ELEMENTARY KOREAN I	5
KOREAN 2	ELEMENTARY KOREAN II	5
KOREAN 8	CONVERSATIONAL KOREAN	2
KOREAN 10	KOREAN CIVILIZATION	3

TOTAL ..... 15 UNITS

**KOREAN LANGUAGE & CIVILIZATION: INTERMEDIATE LEVEL**

**Skills Certificate**

**Program Student Learning Outcomes**

1. Speak at the ACTFL Proficiency Intermediate High Level.
2. Write at the ACTFL Proficiency Intermediate High Level.

3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written discourse at the ACTFL Proficiency Intermediate High Level.
5. Explain and analyze more complex aspects of Korean culture at the ACTFL Intermediate Range.

**REQUIRED**

KOREAN 3	INTERMEDIATE KOREAN I	5
KOREAN 4	INTERMEDIATE KOREAN II	5
KOREAN 8	CONVERSATIONAL KOREAN	2
KOREAN 10	KOREAN CIVILIZATION	3

TOTAL ..... 15 UNITS

**SPANISH LANGUAGE & CIVILIZATION: ELEMENTARY LEVEL**

**Skills Certificate**

**Program Student Learning Outcomes**

1. Speak at the ACTFL Proficiency Novice High Level.
2. Write at the ACTFL Proficiency Novice High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Novice High Level.
4. Read and comprehend written discourse at the ACTFL Proficiency Novice High Level.
5. Define fundamental aspects of Spanish culture at the ACTFL Novice Level.

**REQUIRED**

SPANISH 1	ELEMENTARY SPANISH I	5
SPANISH 2	ELEMENTARY SPANISH II	5
SPANISH 8	CONVERSATIONAL SPANISH	2
SPANISH 9	OR SPANISH 10	3

TOTAL ..... 15 UNITS

**SPANISH LANGUAGE & CIVILIZATION: INTERMEDIATE LEVEL**

**Skills Certificate**

**Program Student Learning Outcomes**

1. Speak at the ACTFL Proficiency Intermediate High Level.
2. Write at the ACTFL Proficiency Intermediate High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written discourse at the ACTFL Proficiency Intermediate High Level.
5. Explain and analyze more complex aspects of Spanish culture at the ACTFL Intermediate Range.

**REQUIRED**

SPANISH 3	INTERMEDIATE SPANISH I	5
SPANISH 4	INTERMEDIATE SPANISH II	5
SPANISH 8	CONVERSATIONAL SPANISH	2
SPANISH 9	OR SPANISH 10	3

TOTAL ..... 15 UNITS

# HEALTH

**CHAIR**

Aykanush Gevanyan

(323) 953-4000 EXT. 2263 | KIN 216

**PROGRAMS OFFERED**

**Courses Only - No Degree/Certificate**

# HUMANITIES

**CHAIR**

Mickey Hong

(323) 953-4000 EXT. 2736 | JH 111G

[www.lacitycollege.edu/academic/departments/forlang/index.html](http://www.lacitycollege.edu/academic/departments/forlang/index.html)

**PROGRAMS OFFERED**

**Associate of Arts**

*Humanities*

**DEGREE PROGRAMS**

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

**HUMANITIES**

**Associate of Arts Degree**

*(Program: 490300 State Code: 02767)*

The following curriculum is an interdisciplinary studies sequence that brings together art, music, history, literature, and cultural studies. It provides a strong foundation for a wide range of undergraduate majors, including the arts, literature, history, world cultures as well as ethnic and gender studies. A minimum of 18 units of Arts and Humanities is required for the Humanities major Associate Degree. Requirements for the major are to be chosen from the Graduation requirements under the Humanities section.

**Program Student Learning Outcomes**

1. Analyze culturally diverse primary source documents from a historical and cultural perspective in a thesis-driven written format.
2. Present research, orally on published resources in a coherent format.
3. Demonstrate the ability to collaboratively work across cultures.

**REQUIRED**

**ARTS: ANY 3 UNITS FROM THE FOLLOWING**

*African American Studies 60; Art; Art History; Cinema; Music; Photography ; Theater*

**LITERATURE: ANY 3 UNITS FROM THE FOLLOWING**

*African American Studies 20, English 102, 103, 200's*

**FOREIGN LANGUAGE: ANY 3-5 UNITS FROM THE FOLLOWING**

*All courses in Arabic, Armenian, Chinese, French, Italian, Japanese, Korean, Russian, Spanish and American Sign Language*

**HUMANITIES ANY 6 UNITS FROM THE FOLLOWING**

*Humanities 6, 8, 30, 31, 61*

**ELECTIVES**

*Philosophy 1, 14, 20, 30, 32, 40; Linguistics 1; Chicano 44; Or choose from any courses listed from the categories above to bring to a minimum of 18 total units.*

**TOTAL ..... 18-20 UNITS**

# JOURNALISM

**VICE CHAIR**

Daniel Marlos

(323) 953-4000 EXT. 2835 | CHEMISTRY BASEMENT

<http://www.lacitycollege.edu/academic/departments/journ/index.html>

**PROGRAMS OFFERED**

**Associate of Arts**

*Journalism*

**Associate of Arts (AA-T)**

*Journalism*

The journalism curriculum is an open-ended program that is arranged so the graduate is prepared to work in either the field or, with additional course work, to transfer to a four-year college or university. Journalism majors are offered courses designed to train them in desktop publishing skills and for editorial, and photojournalism jobs on daily and weekly newspapers, magazines, trade journals and consumer publications. They also are prepared for work as freelance writers and as writers for television and radio news programs. The employment records of hundreds of graduates show the California Publishers Association approval of courses offered here.

## DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

### JOURNALISM

#### Associate of Arts Degree

(Program: 060200 State Code: 02728)

Journalism majors also are required to work three semesters on the campus newspaper, the Collegian. Scholarships, from the Greater Los Angeles Press Club, are available for journalism majors.

#### Program Student Learning Outcomes

1. Write, research and produce news stories for print or broadcast.
2. Edit news stories for print, demonstrating mastery of Associated Press style.
3. Demonstrate knowledge of converged media techniques including online and broadcast news writing.
4. Assemble a print portfolio of published news articles and or photographs. Student may also collect digital samples of converged media work product such as online or Internet broadcast samples of work.

#### MAJOR

16 COURSES | 38 UNITS | AA

JOURNAL 101	LIB SCI 101
JOURNAL 105	PHOTO 46
JOURNAL 217-1,2,3	PHOTO 7
JOURNAL 218-1,2,3	PHOTO 10
JOURNAL 219-1,2,3	PHOTO 20

#### FIRST SEMESTER

JOURNALISM 101*	COLLECTING AND WRITING NEWS	3
JOURNALISM 105	MASS COMMUNICATIONS	3
PHOTOGRAPHY 10	BEGINNING PHOTOGRAPHY	3

#### SECOND SEMESTER

JOURNALISM 217-1	PUBLICATION LABORATORY I	2
JOURNALISM 218-1	PRACTICAL EDITING I	3
JOURNALISM 219-1	TECHNIQUES FOR STAFF EDITORS I	1
PHOTOGRAPHY 7	EXPLORING DIGITAL PHOTOGRAPHY	3
LIBRARY SCIENCE 101	LIBRARY RESEARCH METHODS	1

#### THIRD SEMESTER

JOURNALISM 217-2	PUBLICATION LABORATORY II	2
JOURNALISM 218-2	PRACTICAL EDITING II	3
JOURNALISM 219-2	TECHNIQUES FOR STAFF EDITORS II	1
PHOTOGRAPHY 20	BEGINNING PHOTOJOURNALISM	4

#### FOURTH SEMESTER

JOURNALISM 217-3	PUBLICATION LABORATORY III	2
JOURNALISM 218-3	PRACTICAL EDITING III	3
JOURNALISM 219-3	TECHNIQUES FOR STAFF EDITORS III	1
PHOTOGRAPHY 46	PHOTOGRAPHIC DIGITAL IMAGING	3

TOTAL ..... 38 UNITS

\*Suggested electives JOURNAL 185, 285; PHOTO 1, 34, 46, 50; ADM JUS 1, 2

### JOURNALISM

Associate of Arts (AA-T)

(Program: 060200 State Code: 33155)

Completion of the Associate of Arts in Journalism for Transfer degree prepares students for transfer to a California State University under the provisions of SB 1440, the Student Transfer Achievement Reform Act, and for employment in the field of Journalism. Students who successfully complete this degree are guaranteed admission with junior status to the CSU system, but not to a specific campus or major. The student will receive priority admission to the local CSU campus and to a program or major that is similar to his or her community college major or area of emphasis.

To earn the Associate Degree for Transfer, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
  - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission to a local CSU campus.

#### Program Student Learning Outcomes

1. Write, research and produce news stories for print or broadcast.
2. Edit news stories for print, demonstrating mastery of Associated Press style.
3. Demonstrate knowledge of converged media techniques including online and broadcast news writing.
4. Assemble a print portfolio of published news articles and or photographs. Student may also collect digital samples of converged media work product such as online or Internet broadcast samples of work.

#### MAJOR

6 COURSES | 18-20 UNITS | AA-T

JOURNAL 101, 105, 218-1

Select either: JOURNAL 218-2 or PHOTO 20

Select two courses: PHOTO 10, 34; COMM 104; MATH 227; ECON 1 or 2

#### REQUIRED CORE (9 UNITS)

JOURNALISM 101	COLLECTING AND WRITING NEWS	3
JOURNALISM 105	MASS COMMUNICATIONS	3
JOURNALISM 218-1	PRACTICAL EDITING I	3

#### LIST A

#### SELECT 1 COURSE (3 UNITS) FROM THE FOLLOWING

PHOTOGRAPHY 20	BEGINNING PHOTOJOURNALISM	4
JOURNALISM 218-2	PRACTICAL EDITING II	3

**LIST B**

**SELECT 2 COURSES (6 UNITS) FROM THE FOLLOWING**

PHOTOGRAPHY 10	BEGINNING PHOTOGRAPHY .....	3
MATH 227	STATISTICS .....	4
ECONOMICS 1	OR 2 .....	3
COM STUDIES 104	ARGUMENTATION AND DEBATE .....	3
PHOTOGRAPHY 34	HISTORY OF PHOTOGRAPHY .....	3
<b>TOTAL MAJOR</b> .....		<b>18 -20 UNITS</b>

# KINESIOLOGY

**CHAIR**

Aykanush Gevanyan

(323) 953-4000 EXT. 2263 | KIN 216

**PROGRAMS OFFERED**

**Courses Only - No Degree/Certificate**

# LAW

**CHAIR AND PARALEGAL PROGRAM DIRECTOR:**

Wilhelm I. Vargas, J.D.

(323) 953-4000 EXT. 2754 | HH 200H

[www.lacitycollege.edu/academic/departments/law/introparalegalstudies](http://www.lacitycollege.edu/academic/departments/law/introparalegalstudies)

**PROGRAMS OFFERED**

**Associate of Arts**

*Paralegal Studies*

The Paralegal Studies Program is approved by the American Bar Association. It is offered by the Law Department to students who are interested in working in the legal field. Paralegals assist attorneys in providing legal services in civil and criminal matters. Paralegal training is also valuable to persons seeking employment in fields such as real estate, insurance, banking, or brokerage. Employment of paralegals and legal assistants is projected to grow 8 percent from 2014 to 2024, about as fast as the average for all occupations. This occupation attracts many applicants, and competition for jobs will be strong. Experienced, formally trained paralegals with strong computer and database management skills should have the best job prospects. The paralegal program is designed to provide students with high quality paralegal training, and on-the-job experience through internships. The paralegal program is flexible and accommodates day, evening, and weekend students.

**DEGREE PROGRAMS**

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

**PARALEGAL STUDIES**

**Associate of Arts Degree**

(Program: 140200 State Code: 02750)

According to California Business and Professions Code section 6450, Paralegal means "a person who holds himself or herself out to be a paralegal, who is qualified by education, training, or work experience, who either contracts with or is employed by an attorney, law firm, corporation, governmental agency, or other entity, and who performs substantial legal work under the direction and supervision of an active member of the State Bar of California, or an attorney practicing law in the federal courts of this state, that has been specifically delegated by the attorney to him or her. Paralegals may not provide legal services directly to the public, except as permitted by law."

All paralegal students are welcome to join the on-campus student club, the Martin Luther King Jr. Law Society. All paralegal students are also encouraged to be active in the Los Angeles Paralegal Association.

**Program Student Learning Outcomes**

1. Describe the federal and California court systems and be able to explain which court has jurisdiction over a particular matter.
2. Prepare court documents in a professional and competent manner and ascertain answers to legal questions through thorough legal research.
3. Author legal writings that are clear, concise, and grammatically correct.

**MAJOR: 15 COURSES | 42 UNITS | AA**

CAOT 84	LAW 17
CAOT 93	LAW 19
COMM 101	LAW 51
LAW 1	LIB SCI 101
LAW 2	PLUS 2 ELECTIVES
LAW 4	
LAW 11	
LAW 10	
LAW 12	

**FIRST SEMESTER**

CAOT 84	KEYBOARDING OPERATIONS	3
COMM 101	ORAL COMMUNICATION I	3
LAW 10	INTRO TO LEGAL ASSISTANT I	3
LIB SCI 101	LIBRARY RESEARCH METHODS	1

**SECOND SEMESTER**

LAW 1	BUSINESS LAW I	3
LAW 11	INTRO TO LEGAL ASSISTANT II	3
LAW 17	LEGAL WRITING	3
LAW 51	LEGAL RESEARCH FOR PARALEGALS	3

**THIRD SEMESTER**

LAW 2	BUSINESS LAW II	3
LAW 12	TORT LAW AND CLAIMS INVESTIGATION	3
CAOT 93	LEGAL DOCUMENT PRODUCTION	2
PARALEGAL ELECTIVES (SEE LIST BELOW)		3

**FOURTH SEMESTER**

LAW 4	DIRECTED FIELD WORK IN LEGAL ASSISTING	3
LAW 19	REAL PROPERTY	3
PARALEGAL ELECTIVES (SEE LIST BELOW)		3
<b>TOTAL</b>		<b>42 UNITS</b>

**PARALEGAL GENERAL ELECTIVES**

- LAW 3, CIVIL RIGHTS AND THE LAW
- LAW 13, WILLS TRUSTS, AND PROBATE ADMINISTRATION
- LAW 18, MARRIAGE AND FAMILY LAW
- LAW 33, LAW AND THE MEDIA
- LAW 35, IMMIGRATION LAW
- LAW 37, BANKRUPTCY
- LAW 38, CRIMINAL LAW

# LEARNING SKILLS

**CHAIR**

Maryanne Des Vignes

(323) 953-4000 EXT. 2770 | LIFE SCIENCES BLDG 2ND FL

[www.lacitycollege.edu/resource/learningskills/index.html](http://www.lacitycollege.edu/resource/learningskills/index.html)

**PROGRAMS OFFERED**

Courses Only - No Degree/Certificate

# LIBERAL ARTS

Please see the Counseling Department for Information regarding the Interdisciplinary Programs

**PROGRAMS OFFERED**

ASSOCIATE OF ARTS LIBERAL ARTS - SOCIAL & BEHAVIORAL SCIENCES

*Liberal Arts - Natural Sciences & Mathematics*

*Liberal Arts - Arts & Humanities*

*Liberal Arts - Performing & Visual Arts*

The Liberal Arts degrees are designed for students planning to transfer to a four year college/university, including the California State University (CSU) and the University of California (UC) system. These degrees provide a well-rounded academic education in the liberal arts and sciences.

**DEGREE PROGRAMS**

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

**SOCIAL AND BEHAVIORAL SCIENCES**

**Associate of Arts Degree**

*(Program: 490100 State Code: 19845)*

These courses emphasize the perspective, concepts, theories and methodologies found in the social and behavioral sciences. Students will study about themselves and others as members of a larger society. This pattern emphasizes the contributions and perspectives of men, women and members of various ethnic and cultural groups and a comparative perspective on both Western and non-Western societies.

**Program Student Learning Outcomes**

1. Communicate effectively, by means of listening, speaking, reading, and writing.
2. Utilize contemporary information technology to retrieve, process, and communicate information.
3. Apply critical thinking skills to solve problems, to evaluate arguments, and to interpret information.
4. Employ scientific inquiry methods to conduct and document meaningful research.

AFRICAN AMERICAN STUDIES 4, 5, 7

ANTHROPOLOGY 102, 103, 121, 151

BUSINESS 1

CHICANO STUDIES 7, 8

CHILD DEVELOPMENT 1, 11, 42

COMMUNICATION STUDIES 121, 122

COMPUTER SCIENCE 103

ECONOMICS 1, 2

GEOGRAPHY 2

HISTORY 1, 2, 3, 4, 7, 11, 12, 13, 59, 73, 78, 81, 82, 86, 87

JOURNALISM 105

LAW 3, 7

LINGUISTICS 2, 3

POLITICAL SCIENCE 1, 2, 7, 14, 19

PSYCHOLOGY 1, 13, 74

SOCIOLOGY 1, 2, 11, 12, 32

**TOTAL** ..... **18 UNITS**

**NATURAL SCIENCES AND MATHEMATICS**

**Associate of Arts Degree**

*(Program: 490200 State Code: 19844)*

These courses emphasize the natural sciences which examine the physical universe, its life forms, and its natural

phenomena. Courses in mathematics emphasize the development of mathematical and quantitative reasoning beyond the level of intermediate algebra.

**Program Student Learning Outcomes**

1. Communicate effectively, by means of listening, speaking, reading, and writing.
2. Utilize contemporary information technology to retrieve, process, and communicate information.
3. Apply critical thinking skills to solve problems, to evaluate arguments, and to interpret information.
4. Employ scientific inquiry methods to conduct and document meaningful research.

ANATOMY 1  
 ANTHROPOLOGY 101  
 ASTRONOMY 1, 5, 11  
 BIOLOGY 3, 6, 7, 25  
 CHEMISTRY 60, 101, 102, 211, 212, 221  
 EARTH SCIENCE 1  
 GEOGRAPHY 1,15  
 GEOLOGY 1, 6  
 MATHEMATICS 215, 216, 227, 230, 236, 240, 245, 260, 261, 262, 263, 270, 272, 275  
 MICROBIOLOGY 1, 20  
 OCEANOGRAPHY 1  
 PHYSICS 6, 7, 11, 12, 14, 21, 22, 101, 102, 103  
 PHYSIOLOGY 1  
 PSYCHOLOGY 2  
 TOTAL ..... 18 UNITS

**ARTS AND HUMANITIES**

**Associate of Arts Degree**

*(Program: 490310 State Code: 19843)*

These courses bring together art, music, history, literature, and cultural studies. Students will interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation.

**Program Student Learning Outcomes**

1. Communicate effectively, by means of listening, speaking, reading, and writing.
2. Utilize contemporary information technology to retrieve, process, and communicate information.
3. Apply critical thinking skills to solve problems, to evaluate arguments, and to interpret information.

4. Employ scientific inquiry methods to conduct and document meaningful research.

AFRICAN AMERICAN STUDIES 20, 60 (SAME AS MUSIC 135)  
 ART 201, 209, 501  
 ART HISTORY 103, 110, 120, 130, 139, 140, 151, 171  
 CHICANO STUDIES 44  
 CINEMA 3, 4, 18  
 COMMUNICATION STUDIES 130  
 DANCE STUDIES 805  
 ENGLISH 203, 204, 205, 206, 207, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 255, 270  
 FOREIGN LANGUAGE ALL COURSES INCLUDING AMERICAN SIGN LANGUAGE  
 HISTORY 3, 4, 7, 86, 87  
 HUMANITIES 6, 8, 30, 31, 61  
 LINGUISTICS 1  
 MUSIC 101, 111,121, 122, 135 (SAME AS AFRICAN AMERICAN STUDIES 60), 200  
 PHILOSOPHY 1, 14, 20, 30, 32, 40  
 PHOTOGRAPHY 10, 17, 34  
 POLITICAL SCIENCE 5  
 THEATER 100, 110, 338, 400  
 TOTAL ..... 18 UNITS

**PERFORMING AND VISUAL ARTS**

**Associate of Arts Degree**

*(Program: 490105 State Code: 30211)*

These courses bring together the performing disciplines of Art, Cinema/TV, Dance, Photography, Music, and Theater. The students will demonstrate through performance how these disciplines integrate and relate to another. Students will be encouraged to work on the interdisciplinary aspect in the 185 Directed Studies through departmental collaborative projects.

**Program Student Learning Outcomes**

1. Communicate effectively, by means of listening, speaking, reading, and writing.
2. Utilize contemporary information technology to retrieve, process, and communicate information.
3. Apply critical thinking skills to solve problems, to evaluate arguments, and to interpret information.
4. Employ scientific inquiry methods to conduct and document meaningful research.

**A MINIMUM OF 18 UNITS FROM THE AT LEAST 4 DISCIPLINES BELOW:**

ART 201, 501  
 CINEMA 2  
 DANCE STUDIES 185; 301 OR 302 OR 303 OR 304; DANCE TECHNIQUES 241, 242, 243, 244; 141, 142, 143, 144; 111, 112, 113, 114; 121, 122, 123, 124; DANCE SPECIALTIES 311, 321, 331  
 MUSIC 185, 311, 400, 501, 601, 621  
 PHOTOGRAPHY 1, 7, 10, 46, 107  
 THEATER 200, 271, 225, 240, 300, 311, 313, 314, 315, 325, 336, 338, 416, 417

**RECOMMENDED ELECTIVES**

ART HISTORY 103, 110, 120, 130, 139, 140, 151,171  
 CINEMA 3, 4, 18  
 DANCE STUDIES 805  
 MUSIC 111, 121, 122, 133, 135  
 PHOTOGRAPHY 34  
 THEATER 110, 400

# LIBRARY SCIENCE

## CHAIR

Barbara Vasquez

(323) 953-4000 EXT. 2407 | LIB 114

<http://library.lacitycollege.edu>

## PROGRAMS OFFERED

### Courses Only - No Degree/Certificate

The mission of the Martin Luther King, Jr. Library is to provide user-oriented quality services, instruction, and resources to support the mission and goals of the College and the curriculum, and the educational and research / information competency needs of students, faculty, staff, and administration.

The course offered gives students confidence in doing research using standard library resources as well as the Internet.

# MATHEMATICS

## CHAIR

Kian Kaviani

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[www.lacitycollege.edu/academic/departments/math/mathdept/index.html](http://www.lacitycollege.edu/academic/departments/math/mathdept/index.html)

## PROGRAMS OFFERED

### Associate of Science

*Mathematics*

### Associate of Science (AS-T)

*Mathematics*

The LACC Mathematics Department offers classes from Pre-Algebra to Advanced Calculus and Differential Equations. Our students successfully transfer to prestigious university programs including Cal State Universities, UCLA, UC Berkley and other UC's, USC and Cal Tech to name a few. And, LACC's math team has consistently placed in the top 5 out of nearly 200 colleges in the National American Mathematics Association of Two Year Colleges Competition in recent years.

## DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

## MATHEMATICS

### Associate of Science Degree

*(Program: 170100 State Code: 02754)*

The curriculum shown below is designed to guide students in the Mathematics major and to encourage students to start courses in this major early in their college career. By completing this curriculum, students will be ready to compete in this major with other students at a four-year college or university. Whether or not students elect to receive the Associate of Science degree, the courses listed below are those that will prepare them to enter their transfer institutions fully prepared

to pursue the Mathematics major. Depending on your preparation, you may need additional prerequisite courses before entering this program.

### Program Student Learning Outcomes

1. Graph functions using the first and second derivatives and use integration to find areas and volumes bounded by functions.
2. Identify and graph the appropriate (logarithmic or exponential) function to model the situation.
3. Set up a triple integral to find the volume of a given solid bounded by the graphs of equations of surfaces, then evaluate the integral using multivariate change of variables.
4. Find the four fundamental subspaces of the coefficient matrix of an over-determined system of equations and relate these subspaces to the least squares solution. The student will find the least squares solution to the system of equations.
5. Given a higher order, linear differential equation, the student will solve it by three methods: Laplace Transform, method of eigenvalues, and solution by series substitution.

## MAJOR

### 5 COURSES | 21 UNITS | AS

MATH 261	MATH 270
MATH 262	MATH 275
MATH 263	

### FIRST SEMESTER

MATHEMATICS 261 CALCULUS I ..... 5

### SECOND SEMESTER

MATHEMATICS 262 CALCULUS II ..... 5

MATHEMATICS 270 LINEAR ALGEBRA ..... 3

### THIRD SEMESTER

MATHEMATICS 263 CALCULUS III ..... 5

### FOURTH SEMESTER

MATHEMATICS 275 ORDINARY DIFFERENTIAL EQUATIONS ..... 3

**TOTAL ..... 21 UNITS**

## MATHEMATICS

### Associate of Science (AS-T)

(Program: 170100 State Code: 33153)

To earn the Associate Degree for Transfer, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
  - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied

the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

### MAJOR

#### 5 COURSES | 21 UNITS | AS-T

MATH 261	MATH 270
MATH 262	MATH 275
MATH 263	

#### REQUIRED CORE (15 UNITS)

MATH 261	CALCULUS I	5
MATH 262	CALCULUS II	5
MATH 263	CALCULUS III	5

### LIST A

#### SELECT 2 COURSES (6 UNITS) FROM THE FOLLOWING

MATH 275	ORDINARY DIFFERENTIAL EQUATIONS	3
MATH 270	LINEAR ALGEBRA	3

**TOTAL MAJOR** ..... 21 UNITS

## MUSIC

### CHAIR

Christine Park

(323) 953-4000 EXT. 2880 | CH110

<http://music.lacitycollege.edu>

## PROGRAMS OFFERED

### Associate of Arts

Music

### Associate of Arts (AA-T)

Music

### Certificates of Achievement

Instrumental Performer

Orchestrator/Arranger

Vocal Performer

### Skills Certificates

Instrumental Performer:

Brass	(Level 1 - 4)
Guitar	(Level 1 - 4)
Percussion	(Level 1 - 4)
Strings	(Level 1 - 4)
Woodwinds	(Level 1 - 4)
Music Technology	(Level 1 - 4)
Orchestrator/Arranger	(Level 1 - 4)
Vocal Performer	(Level 1 - 4)

The LACC Music Department offers the highest quality music courses, designed for students seeking a variety of educational goals. Our faculty members are dedicated teachers who are active in the music industry as arrangers, copyists, composers, theorists, sound engineers and performers who play and sing regularly as soloists and with professional ensembles.

Students have a variety of performance opportunities, giving public concerts in Commercial and Classical Voice, Piano and Chamber Ensemble, Choir, Orchestra, Percussion Ensemble, Guitar Ensemble and our famous Studio Jazz Band. In addition to being performers, music majors enter such fields as Recording Industry (Producing, Engineering, Arranging); Television and Radio (Program: Director, Music Licensing); Music Technology (Sound Editor); Composing (Commercial Jingles, TV/Film); Conducting; Music Business (Music Distributor, Marketing); Music Education; Music Librarian; Music Publishing (Music Editor, Copyrights); Music Therapy; Music Communications (Publisher, Reporter); Instrument Making and Repair and more.

## DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

## MUSIC

### Associate of Arts Degree

(Program: 100400 State Code: 02736)

Students will select additional Music courses needed for proficiency in particular performance areas, composition, and orchestration and arranging. It is strongly recommended that a student also consider taking Applied Music in his/her primary performance area. All students should consult with the Music Department for assistance in arranging their program.

### Program Student Learning Outcomes

1. Write, recognize, and utilize the fundamental aspects and principles of music, including music theory, notation, and form.
2. Sight-sing and dictate rhythms and diatonic and chromatic melodies in various meters.



3. Play scales and repertoire demonstrating level IV piano proficiency.
4. Communicate in writing viewpoints on current musical trends and performance practice, using proper terminology from selected time period.
5. Perform on their chosen instrument in public as a soloist or in an ensemble.

**MAJOR + ELECTIVES**

20+ COURSES | 36 UNITS | AA

MUSIC 111, 121, 122, OR 135	MUSIC 218-2
MUSIC 152-1	MUSIC 219-2
MUSIC 152-2	MUSIC 201
MUSIC 152-3	MUSIC 311
MUSIC 152-4	MUSIC 312
MUSIC 200	MUSIC 313
MUSIC 202	MUSIC 314
MUSIC 203	PERFORMANCE ENSEMBLE
MUSIC 217-2	ELECTIVES

**FIRST SEMESTER**

MUSIC 152-1	CURRENT MUSICAL EVENTS I	4
MUSIC 200	INTRO TO MUSIC THEORY	4
MUSIC 311	PIANO I (OR MORE ADVANCED LEVEL)	1
PERFORMANCE ENSEMBLE (SEE BELOW)*		1

**SECOND SEMESTER**

MUSIC 152-2	CURRENT MUSICAL EVENT II	1
MUSIC 201	HARMONY I	3
MUSIC 217-2	MUSICIANSHIP II	1
MUSIC 312	PIANO II (OR MORE ADVANCED LEVEL)	1
PERFORMANCE ENSEMBLE (SEE BELOW)*		1

**THIRD SEMESTER**

MUSIC 111	OR 121	OR 122
OR 135		3
ELECTIVE		1
MUSIC 202	HARMONY II	3
MUSIC 218-2	MUSICIANSHIP - III	1
MUSIC 313	PIANO III (OR MORE ADVANCED LEVEL)	1
PERFORMANCE ENSEMBLE (SEE BELOW)*		1

**FOURTH SEMESTER**

MUSIC 203	HARMONY III	3
MUSIC 219-2	MUSICIANSHIP - IV	1
MUSIC 314	PIANO IV (OR MORE ADVANCED LEVEL)	1
PERFORMANCE ENSEMBLE (SEE BELOW)*		1
ELECTIVES		5

**TOTAL** ..... 36 UNITS

\*The Performance Ensemble requirement may be satisfied by enrollment in and satisfactory completion of any of the following courses: Music 501, 531, 561, 705, 711, 725, 751, 765, 771, 781. It is also strongly recommended that students consider auditioning for Applied Music in their primary performance area while at LACC.

**MUSIC**

**Associate in Art for Transfer option (AA-T)**

(Program: 100400 State Code: 32496)

To earn the Associate Degree for Transfer, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:

- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
  - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

**Program Student Learning Outcomes**

1. Write, recognize, and utilize the fundamental aspects and principles of music, including music theory, notation, and form.
2. Recognize and understand patterns and forms in musical examples from a variety of time periods and genres.
3. Play or sing stylistically appropriate music from memory with precise rhythm, correct pitches, and accurate intonation.
4. Participate in ensembles.

**MAJOR**

15 COURSES | 22 UNITS | AA-T

MUSIC 200, 201, 202, 203, 217-2, 218-2, 219-2, 181, 182, 183, 184
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Select four courses: MUSIC 501, 531, 561, 705, 711, 725, 751, 765, 771, 781

**REQUIRED CORE**

MUSIC 200*	INTRO TO MUSIC THEORY	4
MUSIC 201	HARMONY I	3
MUSIC 202	HARMONY II	3
MUSIC 203	HARMONY III	3
MUSIC 217-2	MUSICIANSHIP II	1
MUSIC 218-2	MUSICIANSHIP - III	1
MUSIC 219-2	MUSICIANSHIP - IV	1
MUSIC 181, 182, 183 AND 184		2

**CHOOSE FROM BELOW**

(1 UNIT EACH SEMESTER): ..... 4  
 MUSIC 501, 531, 561, 705, 711, 725, 751, 765, 771, 781

**TOTAL MAJOR** ..... 22 UNITS

\*Can take this course more than once

**CERTIFICATE PROGRAMS**

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

The Commercial Music Certificate curriculum has been designed to provide the student with means to acquire valuable knowledge, expertise, and marketable skills with which to obtain employment in the following areas:

*Instrumental Performer:*

- Brass
- Guitar
- Percussion
- Piano

Strings  
Woodwinds  
Music Technology  
Orchestrator/Arranger  
Vocal Performer

Each certificate is made up of four skill levels. A Skills Certificate will be awarded by the Music Department upon application by the student to the Department showing satisfactory completion of the requirements for each level. A Music Certificate of Achievement will be awarded by the Music Department to a student who has successfully completed all four levels required for a given specialty.

**INSTRUMENTAL PERFORMER / BRASS**

**Certificate of Achievement**

(Program: 100500 State Code: 10777)

**Program Student Learning Outcomes**

1. Write chords, harmonize melodies, and sing and dictate melodies featuring some chromaticism.
2. Perform assigned brass technical exercises and repertoire with appropriate technique and musicality, and perform with ensembles in a public setting.
3. Demonstrate basic commercial piano techniques.
4. Use computers to produce electronic music and prepare music scores.
5. Complete writing assignments on the music industry and about professional concerts at an intermediate level of English.

**LEVEL I**

MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 200	INTRO TO MUSIC THEORY	4
MUSIC 241		1
MUSIC 311*	PIANO I	1
MUSIC 601**	BRASS INSTRUMENT INSTRUCTION I	2
PERFORMANCE ENSEMBLE		1

(Select from Music 501, 531, 711, 725, 751, 781)

MUSIC ELECTIVES		2
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**LEVEL II**

MUSIC 152-2	MUSIC 152-2	1
MUSIC 161	INTRO TO ELECTRONIC MUSIC	3
MUSIC 201	HARMONY I	3
MUSIC 217-2	MUSICIANSHIP II	1
MUSIC 312*	PIANO II	1
MUSIC 602**	BRASS INSTRUMENT INSTRUCTION II	2
PERFORMANCE ENSEMBLE		1

(Select from Music 711, 725, 751, 781)

**LEVEL III**

MUSIC 152-3		1
MUSIC 202	HARMONY II	3
MUSIC 218-2	MUSICIANSHIP - III	1
MUSIC 313*	PIANO III	1
MUSIC 603**	BRASS INSTRUMENT INSTRUCTION III	2
PERFORMANCE ENSEMBLE		1

(Select from Music 725, 751, 781)

MUSIC ELECTIVES		2
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**LEVEL IV**

MUSIC 152-4		1
MUSIC 251-1	JAZZ IMPROVISATION WORKSHOP I	1
MUSIC 361-1	COMMERCIAL PIANO TECHNIQUES WORKSHOP I	2
ENGLISH 28***	INTERMEDIATE READING AND COMPOSITION	3
MUSIC 604	BRASS INSTRUMENT INSTRUCTION IV	2
PERFORMANCE ENSEMBLE		1

(Select from Music 725, 751, 781)

MUSIC 137	OR LAW 33	3
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TOTAL		48 UNITS
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\* Or more advanced piano level determined by fulfillment of prerequisite or by departmental audition.

\*\* Or more advanced Brass level determined by fulfillment of prerequisite or by departmental audition.

\*\*\* If English 28 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled.

**INSTRUMENTAL PERFORMER / GUITAR**

**Certificate of Achievement**

(Program: 100500 State Code: 10777)

**Program Student Learning Outcomes**

1. Write chords, harmonize melodies, and sing and dictate melodies featuring some chromaticism.
2. Perform assigned guitar technical exercises and repertoire with appropriate technique and musicality, and perform with ensembles in a public setting.
3. Demonstrate basic commercial piano techniques.
4. Use computers to produce electronic music and prepare music scores.
5. Complete writing assignments on the music industry and about professional concerts at an intermediate level of English.

**LEVEL I**

MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 200	INTRO TO MUSIC THEORY	4
MUSIC 241		1
MUSIC 311*	PIANO I	1
MUSIC 650**	BEGINNING GUITAR	2
PERFORMANCE ENSEMBLE		1

(Select from Music 501, 531, 711, 725, 771, 781)

MUSIC ELECTIVES		2
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**LEVEL II**

MUSIC 152-2	CURRENT MUSICAL EVENT II	1
MUSIC 161	INTRO TO ELECTRONIC MUSIC	3
MUSIC 201	HARMONY I	3
MUSIC 217-2	MUSICIANSHIP II	1
MUSIC 312*	PIANO II	1
MUSIC 651**	CLASSICAL GUITAR I	2
PERFORMANCE ENSEMBLE		1

(Select from Music 711, 725, 771, 781)

**LEVEL III**

MUSIC 152-3		1
MUSIC 202	HARMONY II	3
MUSIC 218-2	MUSICIANSHIP - III	1
MUSIC 313*	PIANO III	1
MUSIC 652**	CLASSICAL GUITAR II	2
MUSIC 670	FINGERBOARD HARMONY	2
PERFORMANCE ENSEMBLE		1

(Select from Music 711, 725, 771, 781)

**LEVEL IV**

MUSIC 152-4	.....	1
MUSIC 251-1	JAZZ IMPROVISATION WORKSHOP I	1
MUSIC 361-1	COMMERCIAL PIANO TECHNIQUES WORKSHOP I	2
MUSIC 653**	CLASSICAL GUITAR III	2
PERFORMANCE ENSEMBLE	.....	1
<i>(Select from Music 711, 725, 771, 781)</i>		
English 28***	INTERMEDIATE READING AND COMPOSITION	3
MUSIC 137	OR LAW 33	3
<b>TOTAL</b>	.....	<b>48 UNITS</b>

\* Or more advanced piano level determined by fulfillment of prerequisite or by departmental audition.

\*\* Or more advanced Guitar level determined by fulfillment of prerequisite or by departmental audition.

\*\*\* If English 28 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled.

**INSTRUMENTAL PERFORMER / PERCUSSION**

**Certificate of Achievement**

*(Program: 100500 State Code: 10777)*

**Program Student Learning Outcomes**

1. Write chords, harmonize melodies, and sing and dictate melodies featuring some chromaticism.
2. Perform assigned percussion technical exercises and repertoire with appropriate technique and musicality, and perform with ensembles in a public setting.
3. Demonstrate basic commercial piano techniques.
4. Use computers to produce electronic music and prepare music scores.
5. Complete writing assignments on the music industry and about professional concerts at an intermediate level of English.

**LEVEL I**

MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 200	INTRO TO MUSIC THEORY	4
MUSIC 241	.....	1
MUSIC 311*	PIANO I	1
MUSIC 631**	PERCUSSION INSTRUMENT INSTRUCTION I	2
PERFORMANCE ENSEMBLE	.....	1

*(Select from Music 501, 531, 711, 725, 751, 765, 781)*

MUSIC ELECTIVES ..... 2 UNITS

**LEVEL II**

MUSIC 152-2	CURRENT MUSICAL EVENT II	1
MUSIC 161	INTRO TO ELECTRONIC MUSIC	3
MUSIC 201	HARMONY I	3
MUSIC 217-2	MUSICIANSHIP II	1
MUSIC 312*	PIANO II	1
MUSIC 632**	PERCUSSION INSTRUMENT INSTRUCTION II	2
PERFORMANCE ENSEMBLE	.....	1

*(Select from Music 711, 725, 751, 765, 781)*

**LEVEL III**

MUSIC 152-3	.....	1
MUSIC 202	HARMONY II	3
MUSIC 218-2	MUSICIANSHIP - III	1
MUSIC 313*	PIANO III	1
MUSIC 633**	PERCUSSION INSTRUMENT INSTRUCTION III	2
PERFORMANCE ENSEMBLE	.....	1

*(Select from Music 711, 725, 751, 765, 781)*

MUSIC ELECTIVES ..... 2

**LEVEL IV**

MUSIC 152-4	.....	1
MUSIC 251-1	JAZZ IMPROVISATION WORKSHOP I	1
MUSIC 361-1	COMMERCIAL PIANO TECHNIQUES WORKSHOP I	2
ENGLISH 28***	INTERMEDIATE READING AND COMPOSITION	3
MUSIC 634	PERCUSSION INSTRUMENT INSTRUCTION IV	2
PERFORMANCE ENSEMBLE	.....	1
<i>(Select from Music 711, 725, 751, 765, 781)</i>		
MUSIC 137	OR LAW 33	3
<b>TOTAL</b>	.....	<b>48 UNITS</b>

\* Or more advanced piano level determined by fulfillment of prerequisite or by departmental audition.

\*\* Or more advanced Percussion level determined by fulfillment of prerequisite or by departmental audition.

\*\*\* If English 28 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled.

**INSTRUMENTAL PERFORMER / PIANO**

**Certificate of Achievement**

*(Program: 100500 State Code: 10777)*

**Program Student Learning Outcomes**

1. Write chords, harmonize melodies, and sing and dictate melodies featuring some chromaticism.
2. Perform assigned piano technical exercises and repertoire with appropriate technique and musicality, and perform with ensembles in a public setting.
3. Demonstrate basic commercial piano techniques.
4. Use computers to produce electronic music and prepare music scores.
5. Complete writing assignments on the music industry and about professional concerts at an intermediate level of English.

**LEVEL I**

MUSIC 152-1	CURRENT MUSICAL EVENT II	1
MUSIC 200	INTRO TO MUSIC THEORY	4
MUSIC 241	.....	1
MUSIC 311*	PIANO I	1
PERFORMANCE ENSEMBLE**	.....	1
MUSIC ELECTIVES	.....	4

**LEVEL II**

MUSIC 152-2	CURRENT MUSICAL EVENT II	1
MUSIC 161	INTRO TO ELECTRONIC MUSIC	3
MUSIC 201	HARMONY I	3
MUSIC 217-2	MUSICIANSHIP II	1
MUSIC 312*	PIANO II	1
PERFORMANCE ENSEMBLE**	.....	1
MUSIC ELECTIVE	.....	1

**LEVEL III**

MUSIC 152-3	.....	1
MUSIC 202	HARMONY II	3
MUSIC 218-2	MUSICIANSHIP - III	1
MUSIC 313*	PIANO III	1
MUSIC 361-1	COMMERCIAL PIANO TECHNIQUES WORKSHOP I	2
PERFORMANCE ENSEMBLE**	.....	1
MUSIC ELECTIVES	.....	2

**LEVEL IV**

MUSIC 152-4	.....	1
MUSIC 251-1	JAZZ IMPROVISATION WORKSHOP I .....	1
MUSIC 361-2	COMMERCIAL PIANO TECHNIQUES WORKSHOP II .....	2
ENGLISH 28***	INTERMEDIATE READING AND COMPOSITION .....	3
MUSIC ELECTIVES	.....	1
PERFORMANCE ENSEMBLE**	.....	1
MUSIC 137	OR LAW 33 .....	3
<b>TOTAL</b>	.....	<b>.46 UNITS</b>

\* Or more advanced piano level determined by fulfillment of prerequisite or by departmental audition.

\*\* Select from any of the following: 501, 531, 561, 705, 711, 725, 751, 765, 771, 781.

\*\*\* If English 28 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled.

**INSTRUMENTAL PERFORMER / STRINGS**

**Certificate of Achievement**

(Program: 100500 State Code: 10777)

**Program Student Learning Outcomes**

1. Write chords, harmonize melodies, and sing and dictate melodies featuring some chromaticism.
2. Perform assigned strings technical exercises and repertoire with appropriate technique and musicality, and perform with ensembles in a public setting.
3. Demonstrate basic commercial piano techniques.
4. Use computers to produce electronic music and prepare music scores.
5. Complete writing assignments on the music industry and about professional concerts at an intermediate level of English.

**LEVEL I**

MUSIC 152-1	CURRENT MUSICAL EVENTS I .....	1
MUSIC 200	INTRO TO MUSIC THEORY .....	4
MUSIC 241	.....	1
MUSIC 311*	PIANO I .....	1
MUSIC 611**	STRING INSTRUMENT INSTRUCTION I .....	2
PERFORMANCE ENSEMBLE	.....	1
<i>(Select from Music 501, 531, 705, 711, 725, 781)</i>		
MUSIC ELECTIVES	.....	2

**LEVEL II**

MUSIC 152-2	CURRENT MUSICAL EVENT II .....	1
MUSIC 161	INTRO TO ELECTRONIC MUSIC .....	3
MUSIC 201	HARMONY I .....	3
MUSIC 217-2	MUSICIANSHIP II .....	1
MUSIC 312*	PIANO II .....	1
MUSIC 612**	STRING INSTRUMENT INSTRUCTION II .....	2
PERFORMANCE ENSEMBLE	.....	1
<i>(Select from Music 705, 711, 725, 781)</i>		

**LEVEL III**

MUSIC 152-3	.....	1
MUSIC 202	HARMONY II .....	3
MUSIC 218-2	MUSICIANSHIP - III .....	1
MUSIC 313*	PIANO III .....	1
MUSIC 613**	STRING INSTRUMENT INSTRUCTION III .....	2
PERFORMANCE ENSEMBLE	.....	1
<i>(Select from Music 705, 711, 725, 781)</i>		
MUSIC ELECTIVES	.....	2

**LEVEL IV**

MUSIC 152-4	.....	1
MUSIC 251-1	JAZZ IMPROVISATION WORKSHOP I .....	1
MUSIC 261-1	ELECTRONIC MUSIC WORKSHOP I .....	2
ENGLISH 28***	INTERMEDIATE READING AND COMPOSITION .....	3
MUSIC 614	STRING INSTRUMENT INSTRUCTION IV .....	2
PERFORMANCE ENSEMBLE	.....	1
<i>(Select from Music 705, 711, 725, 781)</i>		
MUSIC 137	OR LAW 33 .....	3
<b>TOTAL</b>	.....	<b>.48 UNITS</b>

\* Or more advanced piano level determined by fulfillment of prerequisite or by departmental audition.

\*\* Or more advanced String level determined by fulfillment of prerequisite or by departmental audition.

\*\*\* If English 28 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled.

**INSTRUMENTAL PERFORMER / WOODWINDS**

**Certificate of Achievement**

(Program: 100500 State Code: 10777)

**Program Student Learning Outcomes**

1. Write chords, harmonize melodies, and sing and dictate melodies featuring some chromaticism.
2. Perform assigned woodwind technical exercises and repertoire with appropriate technique and musicality, and perform with ensembles in a public setting.
3. Demonstrate basic commercial piano techniques.
4. Use computers to produce electronic music and prepare music scores.
5. Complete writing assignments on the music industry and about professional concerts at an intermediate level of English.

**LEVEL I**

MUSIC 152-1	CURRENT MUSICAL EVENTS I .....	1
MUSIC 200	INTRO TO MUSIC THEORY .....	4
MUSIC 241	.....	1
MUSIC 311*	PIANO I .....	1
MUSIC 621**	WOODWIND INSTRUMENT INSTRUCTION I .....	2
PERFORMANCE ENSEMBLE	.....	1
<i>(Select from Music 501, 531, 711, 725, 751, 781)</i>		
MUSIC ELECTIVES	.....	2

**LEVEL II**

MUSIC 152-2	CURRENT MUSICAL EVENT II .....	1
MUSIC 161	INTRO TO ELECTRONIC MUSIC .....	3
MUSIC 201	HARMONY I .....	3
MUSIC 217-2	MUSICIANSHIP II .....	1
MUSIC 312*	PIANO II .....	1
MUSIC 622**	WOODWIND INSTRUMENT INSTRUCTION II .....	2
PERFORMANCE ENSEMBLE	.....	1
<i>(Select from Music 711, 725, 751, 781)</i>		

**LEVEL III**

MUSIC 152-3	.....	1
MUSIC 202	HARMONY II .....	3
MUSIC 218-2	MUSICIANSHIP - III .....	1
MUSIC 313*	PIANO III .....	1
MUSIC 623**	WOODWIND INSTRUMENT INSTRUCTION III .....	2
PERFORMANCE ENSEMBLE	.....	1
<i>(Select from Music 711, 725, 751, 781)</i>		
MUSIC ELECTIVES	.....	2

**LEVEL IV**

MUSIC 152-4	.....	1
MUSIC 251-1	JAZZ IMPROVISATION WORKSHOP I .....	1
MUSIC 261-1	ELECTRONIC MUSIC WORKSHOP I .....	2
ENGLISH 28***	INTERMEDIATE READING AND COMPOSITION .....	3
MUSIC 624	WOODWIND INSTRUMENT INSTRUCTION IV .....	2
PERFORMANCE ENSEMBLE	.....	1
<i>(Select from Music 711, 725, 751, 781)</i>		
MUSIC 137	OR LAW 33 .....	3
<b>TOTAL</b>	.....	<b>48 UNITS</b>

\* Or more advanced piano level determined by fulfillment of prerequisite or by departmental audition.

\*\* Or more advanced Woodwind level determined by fulfillment of prerequisite or by departmental audition.

\*\*\* If English 28 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled.

**MUSIC TECHNOLOGY**

**Skills Certificate**

**Program Student Learning Outcomes**

1. Recognize, write, identify aurally, and perform basic music notation.
2. Perform assigned level technical exercises and repertoire on the piano.
3. Create a publisher-quality computer generated score.
4. Listen to live music and describe the styles and time period of the music heard, the names of the instruments, and their timbres.
5. Produce and record an original electronic music composition.

**LEVEL I**

MUSIC 161	INTRO TO ELECTRONIC MUSIC .....	3
MUSIC 311	PIANO I .....	4
MUSIC ELECTIVE	.....	1

**LEVEL II**

MUSIC 111 OR 116	.....	3
MUSIC 217-2	MUSICIANSHIP II .....	1
MUSIC 261-1	MUSIC PRODUCTION WORKSHOP I .....	3
MUSIC 312*	PIANO II .....	1
MUSIC ELECTIVE	.....	1

**LEVEL III**

MUSIC 152-3	.....	1
MUSIC 291	MIDI INSTRUMENTS INSTRUCTION I .....	2
FINANCE 8 OR MANAGEMENT 13	.....	3
MUSIC ELECTIVE	.....	1

**LEVEL IV**

MUSIC 292	MIDI INSTRUMENTS INSTRUCTION II .....	2
MUSIC 137	OR LAW 33 .....	3
MUSIC ELECTIVE	.....	1
<b>TOTAL</b>	.....	<b>30 UNITS</b>

**COMPOSITION**

**Certificate of Achievement**

*(Program: 100502 State Code: 02737)*

**Program Student Learning Outcomes**

1. Write chords, harmonize melodies, and sing and dictate melodies featuring some chromaticism.

2. Perform assigned instrumental technical exercises and repertoire with appropriate technique and musicality, with solos in a classroom and ensembles in a public setting.
3. Arrange commercial songs and write idiomatically and effectively for standard combinations of orchestral instruments.
4. Use computers to produce electronic music and prepare music scores.
5. Complete writing assignments on the music industry and about professional concerts at an intermediate level of English.

**LEVEL I**

MUSIC 200	INTRO TO MUSIC THEORY .....	4
MUSIC 111 OR 116	.....	3
INSTRUMENTAL INSTRUCTION	.....	2
<i>(Select from Music 601, 611, 621, 631)</i>		
MUSIC ELECTIVES	.....	2

**LEVEL II**

MUSIC 201	HARMONY I .....	3
MUSIC 217-2	MUSICIANSHIP II .....	1
MUSIC 312	PIANO II .....	1
MUSIC ELECTIVES	.....	2

**LEVEL III**

MUSIC 202	HARMONY II .....	3
MUSIC 218-2	MUSICIANSHIP - III .....	1
MUSIC 313*	PIANO III .....	1
MUSIC 221, 223	OR 231 .....	3
MUSIC 137	OR LAW 33 .....	3
MUSIC ELECTIVE	.....	3

**LEVEL IV**

MUSIC 203	HARMONY III .....	3
MUSIC 219-2	MUSICIANSHIP IV .....	1
MUSIC 314	PIANO IV .....	1
MUSIC 221, 223 OR	ORCHESTRATION AND ARRANGING I .....	3
MUSIC 137	MUSIC AS A BUSINESS .....	3

**TOTAL** ..... **36 UNITS**

\* Or more advanced piano level determined by fulfillment of prerequisite or by departmental audition.

\*\*Select from 501, 711, 725, 751, 765, 771, 781.

\*\*\* If English 28 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled.

**VOCAL PERFORMER**

**Certificate of Achievement**

*(Program: 100501 State Code: 10778)*

**Program Student Learning Outcomes**

1. Write chords, harmonize melodies, and sing and dictate melodies featuring some chromaticism.
2. Perform assigned vocal technical exercises and repertoire with appropriate technique and musicality, and sing with ensembles in a public setting.
3. Demonstrate basic commercial piano techniques.
4. Use computers to produce electronic music and prepare music scores.
5. Complete writing assignments on the music industry and about professional concerts at an intermediate level of English.

## EDUCATIONAL PROGRAMS

### LEVEL I

MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 200	INTRO TO MUSIC THEORY	4
MUSIC 241		1
MUSIC 311*	PIANO I	1
MUSIC 400**	VOICE FUNDAMENTALS	1
PERFORMANCE ENSEMBLE		1

(Select from Music 501, 531, 561)

MUSIC ELECTIVES		3
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### LEVEL II

MUSIC 152-2	CURRENT MUSICAL EVENT II	1
MUSIC 161	INTRO TO ELECTRONIC MUSIC	3
MUSIC 201	HARMONY I	3
MUSIC 217-2	MUSICIANSHIP II	1
MUSIC 312	PIANO II	1
MUSIC 431**	COMMERCIAL VOICE I	1
PERFORMANCE ENSEMBLE		1

(Select from Music 501, 531, 561)

### LEVEL III

MUSIC 152-3		1
MUSIC 202	HARMONY II	3
MUSIC 218-2	MUSICIANSHIP - III	1
MUSIC 313*	PIANO III	1
MUSIC 432**	COMMERCIAL VOICE II	1
PERFORMANCE ENSEMBLE		1

(Select from Music 501, 531, 561)

MUSIC 137	OR LAW 33	3
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### LEVEL IV

MUSIC 152-4		1
MUSIC 251-1	JAZZ IMPROVISATION WORKSHOP I	1
MUSIC 361-1	COMMERCIAL PIANO TECHNIQUES WORKSHOP I	2
ENGLISH 28***	INTERMEDIATE READING AND COMPOSITION	3
MUSIC 433	COMMERCIAL VOICE III	1
PERFORMANCE ENSEMBLE		1

(Select from Music 501, 561)

MUSIC ELECTIVES		3
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TOTAL		46 UNITS
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\* Or more advanced piano level determined by fulfillment of prerequisite or by departmental audition.

\*\* Or more advanced voice level determined by fulfillment of prerequisite or by departmental audition.

\*\*\* If English 28 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled.

## NURSING

### DIRECTOR

Christiana Baskaran

(323) 953-4000 EXT. 2065 | SCI TECH 218

<http://www.lacitycollege.edu/academic/departments/nursing/index.html>

### PROGRAMS OFFERED

#### Associate of Science

#### Nursing, Registered

### DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

### REGISTERED NURSING

#### Associate of Science Degree

(Program: 12010 State Code: 14274)

Los Angeles City College accepts 20-40 students for enrollment every Fall and Spring. Should the number of qualified applicants exceed the number of available openings, a simple lottery will be implemented.

The Associate Degree program is a 2-year full-time program that includes theory and clinical courses over 4 days a week. Clinical experiences will include the opportunity for students to participate in nursing care and treatments of clients

in hospitals and other health care facilities. Once admitted, this program is designed to be completed in four semesters for non-licensed candidates.

### NCLEX-RN Exam

Students will be eligible to apply for and take the NCLEX-RN examination upon graduation. The Board of Registered Nursing may deny licensure on such grounds as: being convicted of crime, acts of dishonesty, fraud or deceit, etc. Persons impaired by alcohol, drug abuse and emotional illness are expected to voluntarily seek diagnosis and treatment for any suspected illness.

### Prerequisites for Admissions to Program

Satisfactory "cut score" of 80 or higher based on the Chancellor's validation study. Completion of the following prerequisites with a minimum grade point average of 2.0 and no grade less than "C":

Anatomy 1 (Human Anatomy with lab)

Physiology 1 (Human Physiology with lab)

Microbiology 1 or 20 (Microbiology with lab)

Chemistry 60 (or Completion of 1 year of High School Chemistry with a lab)

English 101 (College Reading and Composition)

Math 115 (Elementary Algebra)

Psychology 1 (General Psychology)

Psychology 41 (Life Span Psychology)

It is highly recommended that the following co-requisites / graduation requirements be completed prior to entry into the Registered Nursing Program. Those courses that have not been satisfactorily completed will need to be completed during the

4 semesters of the Registered Nursing program. It is the student's responsibility to complete the following courses prior to graduation and take the NCLEX-RN examination.

- Sociology 1 or Anthropology 102*
- Communication Studies 101 or 121*
- 3 units of American Institutions*
- 3 units of Humanities*
- 1 unit of P.E.*

**Additional Requirements of the RN Program for graduation**

- Math 125 or higher is required for graduation.
- Graduation from an accredited U.S. High School or equivalent or graduation from an accredited U.S. College or university or equivalent.
- If students received their high school diploma from a foreign country and/or are requested equivalency of foreign college credits to fulfill prerequisites, the transcripts must be evaluated for equivalency by an LACC approved agency.
- Students must also meet health and other requirements mandated by the program and affiliating hospitals and/or clinical prior to entry.
- Satisfactory score on the admission assessment test (contact Nursing Department for details).
- Satisfactory “cut score” of 80 or higher based on the Chancellor’s Validation Study.
- Completion of all of the graduation requirements of LACC.

*Please Note: the information presented may be updated or modified subject to district, state and/or BRN requests. Please contact the Nursing Department and visit our website at: <http://www.lacitycollege.edu/academic/departments/nursing/index.html>*

**Program Student Learning Outcomes**

1. Utilize the nursing process as a basis of the California Board of Registered Nursing and Nurse Practice Act
2. Apply critical thinking to make decisions and provide safe patient care.
3. Demonstrates effective communication skills in the provision of care across the lifespan.
4. Function within the scope of practice and standards of care

**MAJOR CORE**

11 COURSES | 38 UNITS | AS

NRSGREG 103	NRSGREG 109
NRSGREG 104	NRSGREG 110
NRSGREG 105	NRSGREG 111
NRSGREG 106	NRSGREG 116
NRSGREG 107	NRSGREG 117
NRSGREG 108	

**FIRST SEMESTER**

NRSGREG 103	NURSING PHARMACOLOGY	1
NRSGREG 104	NURSING FOUNDATIONS	4
NRSGREG 105	BEGINNING MEDICAL- SURGICAL	5
NRSGREG 115	NURSING SKILLS COMPETENCY I (ELECTIVE HIGHLY RECOMMENDED)	1

**SECOND SEMESTER**

NRSGREG 106	NURSING CARE OF THE CHILDBEARING FAMILY	4
NRSGREG 107	NURSING CARE OF THE PEDIATRIC CLIENT	4
NRSGREG 116	NURSING SKILLS COMPETENCY II	1

**THIRD SEMESTER**

NRSGREG 108	NURSING CARE FOR THE CLIENT WITH PSYCHOSOCIAL NEEDS	4
NRSGREG 109	INTERMEDIATE MEDICAL-SURGICAL NURSING	5
NRSGREG 117	NURSING SKILLS COMPETENCY III	1

**FOURTH SEMESTER**

NRSGREG 110	ADVANCE MEDICAL-SURGICAL NURSING	5
NRSGREG 111	NURSING LEADERSHIP AND MANAGEMENT	4

<b>TOTAL REQUIRED</b>		<b>38 UNITS</b>
<b>TOTAL (INCLUDING ELECTIVE)</b>		<b>39 UNITS</b>

**PHILOSOPHY**

**CHAIR**

Julio Torres

(323) 953-4000 EXT. 2763 | HH200

**PROGRAMS OFFERED**

**Courses Only - No Degree/Certificate**

Too often when we hear “philosophy” the thought of old statues and ancient writings comes to mind. In fact, philosophy

is alive and well and critical to our everyday decision making and the decisions made by business, religious institutions and governments around the world. Additionally, examining the principles of philosophy helps in becoming a more ethical and organized thinker. These skills are critical for future managers. The logic skills gained can benefit anyone and especially aspiring lawyers who will need to present well structured arguments.

**PHOTOGRAPHY**

**VICE CHAIR**

Daniel Marlos

(323) 953-4000 EXT. 2835 | CHEMISTRY BASEMENT

[www.lacitycollege.edu/academic/departments/medarts/photo/index.html](http://www.lacitycollege.edu/academic/departments/medarts/photo/index.html)

**PROGRAMS OFFERED**

**Associate of Arts**

*Applied Photography*

**Certificates of Achievement**

- Photography - Commercial
- Photography - Digital
- Photography - Photojournalism

**Skills Certificate**

- Photography Darkroom
- Digital Photography

The LACC program is nationally recognized as one of the most outstanding of its kind. Many LACC Photography majors become employed in the industry either during or after completion of the degree program. Students interested in photography as a hobby or because it relates to their career goals (e.g. journalism, public relations, art, real estate, business, cinema, etc.) will also benefit greatly from our class offerings.

**HEALTH ADVISORY FOR PHOTOGRAPHY**

Because students enrolled in the Photography program are required to precisely mix photographic chemicals, some of which are toxic, it is advisable that a student be able to clearly understand oral instructions and reading materials that are distributed in class and lab. Consequently, it is advisable for students to possess reading comprehension at the English 28 level or higher.

**DEGREE PROGRAMS**

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

**PHOTOGRAPHY**

**Associate of Arts Degree**

(Program: 101200 State Code: 08235)

This curriculum will prepare you for a career in professional photography, as a photographer and/or photographic laboratory technician. Training includes lighting, design and professional techniques of color and black and white photography for various publication media, advertising, portraiture and display, using a wide variety of materials and techniques and state of the art equipment including digital cameras, ink-jet printers and scanners. Students will be introduced to computer digital imaging technology, including instruction in Adobe Photoshop techniques, and Internet website design classes.

**Program Student Learning Outcomes**

1. Make informed decisions regarding the proper selection of equipment and materials, including camera formats, lens focal lengths, film selection and print formats based upon the needs of individual photographic assignments.
2. Pre-visualize the final photographs including locations, subject matter, natural lighting techniques and composition based on particular photographic assignments.
3. Accurately calculate proper exposure in camera, including selection of appropriate shutter speeds and apertures with the use of a light meter, and properly calculate development times and printing times based on film selection for specific photographic assignments.

4. Produce a cohesive body of work as a portfolio, that demonstrates personal style, aesthetic awareness and technical proficiency.
5. Understand the concepts and professional lighting techniques in the studio and on location.

**MAJOR CORE + ELECTIVES**

36 UNITS | AA

PHOTO 1	PLUS 27 UNITS OF ELECTIVES
PHOTO 10	

**REQUIRED**

PHOTOGRAPHY 1	ELEMENTARY PHOTOGRAPHY	6
PHOTOGRAPHY 10	BEGINNING PHOTOGRAPHY	3
<b>TOTAL</b>		<b>9 UNITS</b>

\*To enroll in Photography 1, you must complete Photography 10 or get approval of 10 or more samples of your black and white work, by the instructor.

**CHOOSE 27 REQUIRED ELECTIVES FROM THE FOLLOWING**

ART 201, 204, 501	CINEMA 1, 2, 501, COOP 195, 295, 911, 921, 931, 941,
JOURNALISM 101, LAW 1, PHOTOGRAPHY 7, 15, 20, 22, 33, 34, 46, 49, 50, 107, 911.	
<b>TOTAL</b>	<b>36 UNITS</b>

**CERTIFICATE PROGRAMS**

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

A certificate in Commercial, or Freelance, Photography will be issued by the Media Arts Department upon application of the student with the department upon successful completion of the courses listed above with a satisfactory grade.

**OPTION A: PHOTOGRAPHY**

**DIGITAL**

**Certificate of Achievement**

(Program: 101201 State Code: 10780)

**Program Student Learning Outcomes**

1. Operate a digital SLR camera using advanced functions.
2. Identify and correct color balance and contrast in digital files.
3. Use the tools in Adobe Raw Processor to correctly process a RAW file.
4. Organize Retouching, Repairing and Enhancement of images.
5. Demonstrate proper technique when operating electronic flash in the studio and on location.

**REQUIRED**

PHOTOGRAPHY 7	EXPLORING DIGITAL PHOTOGRAPHY	3
PHOTOGRAPHY 15	FUNDAMENTALS OF PORTRAITURE	3
PHOTOGRAPHY 46	PHOTOGRAPHIC DIGITAL IMAGING	3
PHOTOGRAPHY 49	ADVANCED PHOTOGRAPHIC DIGITAL IMAGING	6
PHOTOGRAPHY 107	INTERMEDIATE DIGITAL PHOTOGRAPHY	3
<b>TOTAL</b>		<b>18 UNITS</b>



**OPTION B: PHOTOGRAPHY**

**PHOTOJOURNALISM**

**Certificate of Achievement**

*(Program: 101202 State Code: 10781)*

**Program Student Learning Outcomes**

1. Demonstrate the advanced operations of a digital SLR camera in program mode.
2. Identify and correct color balance and contrast in digital files.
3. Organize images in a searchable archive using Adobe Bridge.
4. Recognize and evaluate the elements of news photography.
5. Crop and size photos for newspaper publication.

**REQUIRED CORE**

PHOTOGRAPHY 7	EXPLORING DIGITAL PHOTOGRAPHY.....	3
PHOTOGRAPHY 20	BEGINNING PHOTOJOURNALISM .....	4
PHOTOGRAPHY 46	PHOTOGRAPHIC DIGITAL IMAGING .....	3
PHOTOGRAPHY 107	INTERMEDIATE DIGITAL PHOTOGRAPHY .....	3
<b>SUB-TOTAL .....</b>		<b>13 UNITS</b>

**SELECT 5 UNITS FROM THE FOLLOWING**

JOURNALISM 217-1	PUBLICATION LABORATORY I .....	2
JOURNALISM 217-2	PUBLICATION LABORATORY II .....	2
JOURNALISM 218-1	PRACTICAL EDITING I .....	3
JOURNALISM 218-2	PRACTICAL EDITING II .....	3
JOURNALISM 219-1	TECHNIQUES FOR STAFF EDITORS I .....	1
JOURNALISM 219-2	TECHNIQUES FOR STAFF EDITORS II .....	1
JOURNALISM 219-3	TECHNIQUES FOR STAFF EDITORS III .....	1
JOURNALISM 185	DIRECTED STUDY - JOURNALISM .....	1
JOURNALISM 285	DIRECTED STUDY - JOURNALISM .....	2
PHOTOGRAPHY 10	BEGINNING PHOTOGRAPHY .....	3
<b>TOTAL .....</b>		<b>18 UNITS</b>

**PHOTOGRAPHY DARKROOM**

**Skills Certificate**

Upon earning a Photography Darkroom Skills Certificate, the student will acquire a basic understanding of film development and printing as well as to acquire the necessary skills to take more advanced photography classes that can lead to a Commercial Photography Certificate of Achievement or an AA in Applied Photography.

**Program Student Learning Outcomes**

1. Calculate the appropriate shutter speed and aperture to produce correct negative exposure and to produce desired visual characteristics.
2. Develop negative correctly to optimize image quality.

3. Apply aesthetic concepts and compositional principals to create powerful and interesting photographs.
4. Demonstrate black and white printing proficiency by producing photographic prints with a wide tonal scale.
5. Operate studio hot lights correctly by controlling shadow and highlight detail while producing photographs in the studio.

**REQUIRED**

PHOTOGRAPHY 1	ELEMENTARY PHOTOGRAPHY .....	6
PHOTOGRAPHY 10	BEGINNING PHOTOGRAPHY .....	3
<b>TOTAL .....</b>		<b>9 UNITS</b>

**DIGITAL PHOTOGRAPHY**

**Skills Certificate**

Upon earning a Digital Photography Skills Certificate, the student will acquire the necessary basic digital skills to take more advanced photography classes that can lead to a Certificate of Achievement in Digital Photography, Freelance Photography, and Commercial Photography; or an AA in Applied Photography.

**Program Student Learning Outcomes**

1. Calculate the appropriate shutter speed and aperture to produce correct digital file exposure and to produce desired visual characteristics.
2. Calculate camera settings correctly to account for variations in lighting quality and color temperature.
3. Demonstrate an understanding of AdobePhotoshop tool box.
4. Manipulate adjustment layers in Adobe.
5. Photoshop to optimize image quality and produce desired results using features including the histogram.
6. Use retouching techniques to correct flaws and imperfections in images and subject matter.
7. Prepare a file to be printed at a lab or on an inkjet printer, including an understanding of color space and color profiling for different output.
8. Operate studio hot lights correctly by controlling shadow and highlight detail while producing digital images in the studio.

**REQUIRED**

PHOTOGRAPHY 7	EXPLORING DIGITAL PHOTOGRAPHY.....	3
PHOTOGRAPHY 46	PHOTOGRAPHIC DIGITAL IMAGING .....	3
PHOTOGRAPHY 107	INTERMEDIATE DIGITAL PHOTOGRAPHY .....	3
<b>TOTAL .....</b>		<b>9 UNITS</b>

**PHYSICS / ASTRONOMY**

**CHAIR**

Jayesh Bhakta

(323) 953-4000 EXT. 2923 | SCI 222D

[www.lacitycollege.edu/academic/departments/physics/](http://www.lacitycollege.edu/academic/departments/physics/)

**PROGRAMS OFFERED**

**Associate of Science**

Physics



## Associate of Science (AS-T)

*Physics*

### Other Courses

*Astronomy*

Studying physics will help you develop an understanding and appreciation of the physical world and prepare you for further work in science, engineering, medical and technical fields. The LACC Physics department offers classes for science and engineering majors, as well as classes and labs for non-science majors which meet transfer requirements. In addition to modern equipment, the department offers research experiences at Cal State LA and JPL (Jet Propulsion Laboratory), access to an on-campus observatory and computer controlled telescopes, and “Star Parties”--special astronomy field trips.

## DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF “C” OR BETTER IN ORDER TO GRADUATE.

## PHYSICS

### Associate of Science Degree

*(Program: 190200 State Code: 02755)*

All of the physics and mathematics courses listed here are prerequisites for upper division physics and mathematics courses for physics majors. Courses not completed at LACC must be taken at the university before entry into the upper division major program.

### Program Student Learning Outcomes

1. Comprehend the core concepts and principles of classical and modern physics.

2. Recognize the interrelationships between the various principles of physics as well as recognizing the coherence of the entire subject.
3. Apply the scientific method to design and conduct physics experiments, and to analyze and interpret the data obtained.
4. Solve problems using a systematic approach, test the correctness of solutions, and interpret results in terms of the physical reality they represent.
5. Utilize computer applications for data acquisition, presentation and analysis.

**MAJOR: 9 COURSES | 43 UNITS | AS**

CHEM 101	MATH 275
CHEM 102	PHYSICS 101
MATH 261	PHYSICS 102
MATH 262	PHYSICS 103
MATH 263	

#### FIRST SEMESTER

MATHEMATICS 261	CALCULUS I	5
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#### SECOND SEMESTER

PHYSICS 101	PHYSICS FOR ENGINEERS AND SCIENTISTS I	5
MATHEMATICS 262	CALCULUS II	5
CHEMISTRY 101	GENERAL CHEMISTRY I	5

#### THIRD SEMESTER

PHYSICS 102	PHYSICS FOR ENGINEERS AND SCIENTISTS II	5
MATHEMATICS 263	CALCULUS III	5
MATHEMATICS 275		3

#### FOURTH SEMESTER

PHYSICS 103	PHYSICS FOR ENGINEERS AND SCIENTISTS III	5
CHEMISTRY 102	GENERAL CHEMISTRY II	5
<b>TOTAL</b>		<b>43 UNITS</b>

**PHYSICS**

**Associate of Science (AS-T)**

(Program: 190200 State Code: 33154)

To earn the Associate Degree for Transfer, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
  - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

**Program Student Learning Outcomes**

1. Comprehend the core concepts and principles of classical and modern physics.

2. Recognize the interrelationships between the various principles of physics as well as recognizing the coherence of the entire subject.
3. Apply the scientific method to design and conduct physics experiments, and to analyze and interpret the data obtained.
4. Solve problems using a systematic approach, test the correctness of solutions, and interpret results in terms of the physical reality they represent.
5. Utilize computer applications for data acquisition, presentation and analysis.

**MAJOR**

**6 COURSES | 30 UNITS | AS-T**

MATH 261	PHYSICS 101
MATH 262	PHYSICS 102
MATH 263	PHYSICS 103

**REQUIRED CORE (15 UNITS)**

PHYSICS 101	PHYSICS FOR ENGINEERS AND SCIENTISTS I	5
PHYSICS 102	PHYSICS FOR ENGINEERS AND SCIENTISTS II	5
PHYSICS 103	PHYSICS FOR ENGINEERS AND SCIENTISTS III	5

**OPTION 1 (15 UNITS):**

MATH 261	CALCULUS I	5
MATH 262	CALCULUS II	5
MATH 263	CALCULUS III	5

**TOTAL MAJOR .....30 UNITS**

**PSYCHOLOGY**

**CHAIR**

Rochelle Sechooler

(323) 953-4000 EXT. 2930 | HH100G

[www.lacitycollege.edu/academic/departments/psych/index.html](http://www.lacitycollege.edu/academic/departments/psych/index.html)

**PROGRAMS OFFERED**

**Associate of Arts**

Human Services - Generalist

Human Services - Drug / Alcohol

**Associate of Arts (AA-T)**

Psychology

**Certificates of Achievement**

Human Services -- Generalist

Human Services -- Drug / Alcohol

A career in Human Services is a career of making a difference for others while discovering more about yourself. Human Services professionals help people turn their lives around and find new directions. They assist the mentally ill, victims of abuse, children, addicts and others in need. Occupations include: Activity Director, Gang Counseling, Special Education Assistant, Domestic Violence Counselor, Senior & Teen Service Providers, Probation Office Assistant, Activity Director, Disabled

Services, CalWORKS/GAIN Program Assistant, Childcare Worker, Social Worker Assistant, Mental Health Worker, Alcohol/Drug Abuse Counselor.

**DEGREE PROGRAMS**

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

**HUMAN SERVICES - GENERALIST**

**Associate of Arts Degree**

(Program: 210400 State Code: 02760)

Students in the Human Services Generalist Option and the Drug/Alcohol Studies Option complete the same core courses. Academic preparation is offered in basic psychology courses such as Introductory Psychology, Personality and Social Development, and Abnormal Psychology. Another part of the core classes concentrates on important communication skills and self-awareness through participating in Group Dynamics courses, which are conducted as laboratory workshops for the purpose of engaging in and learning about the group process. The third aspect of the core courses is a three semester rotation through Field Work courses, coordinated and taught by a faculty member, in cooperation with facilities in the community. These fieldwork courses are related to the student's special interests and the population with whom they expect to work in the future.

**Program Student Learning Outcomes**

1. Demonstrate effective communication and counseling skills such as active listening, reflection, and asking Socratic open-ended questions.
2. Summarize core principles in the foundational courses of psychology such as General Psychology, Developmental Psychology, Social Psychology and Personality.
3. Demonstrate counseling's 12 core functions including, screening intake, assessment, treatment planning, counseling, case management, crisis management, client education, referral, report and record keeping, and consultation with other professionals in the field of Human Services.
4. Evaluate community-based human resources organizations.

**MAJOR**

12 COURSES | 36 UNITS | AA

PSYCH 1	PSYCH 43
PSYCH 2	PSYCH 44
PSYCH 3	PSYCH 45
PSYCH 13	PSYCH 81
PSYCH 14	PSYCH 82
PSYCH 41	PSYCH 83

**FIRST SEMESTER**

PSYCHOLOGY 1	GENERAL PSYCHOLOGY I	3
PSYCHOLOGY 43	PRINCIPLES OF GROUP DYNAMICS I	3

**SECOND SEMESTER**

PSYCHOLOGY 14	ABNORMAL PSYCHOLOGY	3
PSYCHOLOGY 41	LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE	3
PSYCHOLOGY 44	PRINCIPLES OF GROUP DYNAMICS II	3
PSYCHOLOGY 81	FIELD WORK I	3

**THIRD SEMESTER**

PSYCHOLOGY 3	PERSONALITY AND SOCIAL DEVELOPMENT	3
PSYCHOLOGY 13	SOCIAL PSYCHOLOGY	3
PSYCHOLOGY 82	FIELD WORK II	3

**FOURTH SEMESTER**

PSYCHOLOGY 2	BIOLOGICAL PSYCHOLOGY	3
PSYCHOLOGY 45	ISSUES IN HUMAN SERVICE CAREERS	3
PSYCHOLOGY 83	FIELD WORK III	3

TOTAL ..... 36 UNITS

**RECOMMENDED ELECTIVES PSYCHOLOGY 64, PSYCHOLOGY 52, PSYCHOLOGY 60 OR PSYCHOLOGY 66.**

**HUMAN SERVICES – DRUG / ALCOHOL STUDIES**

**Associate of Arts Degree**

(Program: 210440 State Code: 08246)

**Program Student Learning Outcomes**

1. Demonstrate effective communication and counseling skills such as active listening, reflection, and asking Socratic open-ended questions.
2. Summarize knowledge in drug prevention and education, counseling techniques for the chemically addicted and biological psychology of chemical dependency.
3. Demonstrate counseling's 12 core functions including, screening intake, assessment, treatment planning, counseling, case management, crisis management, client

education, referral, report and record keeping, and consultation with other professionals in the field of Drug and Alcohol Studies.

4. Evaluate community-based drug/alcohol organizations.

**MAJOR**

14 COURSES | 42 UNITS | AA

PSYCH 1	PSYCH 64
PSYCH 2	PSYCH 65
PSYCH 3	PSYCH 67
PSYCH 14	PSYCH 68
PSYCH 43	PSYCH 84
PSYCH 45	PSYCH 85
PSYCH 63	PSYCH 86

**FIRST SEMESTER**

PSYCHOLOGY 1	GENERAL PSYCHOLOGY I	3
PSYCHOLOGY 43	PRINCIPLES OF GROUP DYNAMICS I	3
PSYCHOLOGY 64	INTRO TO ALCOHOL AND DRUG ABUSE	3

**SECOND SEMESTER**

PSYCHOLOGY 14	ABNORMAL PSYCHOLOGY	3
PSYCHOLOGY 68	BIOPSYCHOLOGY OF CHEMICAL DEPENDENCY: DRUGS, BEHAVIOR & HEALTH	3
PSYCHOLOGY 65	CHEMICAL DEPENDENCY: INTERVENTION, TREATMENT AND RECOVERY	3
PSYCHOLOGY 84	FIELDWORK I, DRUG/ALCOHOL	3

**THIRD SEMESTER**

PSYCHOLOGY 3	PERSONALITY AND SOCIAL DEVELOPMENT	3
PSYCHOLOGY 67	COUNSELING TECHNIQUES FOR THE CHEMICALLY ADDICTED	3
PSYCHOLOGY 85	FIELDWORK II, DRUG/ALCOHOL	3

**FOURTH SEMESTER**

PSYCHOLOGY 2	BIOLOGICAL PSYCHOLOGY	3
PSYCHOLOGY 45	ISSUES IN HUMAN SERVICE CAREERS	3
PSYCHOLOGY 63	ALCOHOL/DRUG STUDIES: PREVENTION AND EDUCATION	3
PSYCHOLOGY 86	FIELDWORK III, DRUG/ALCOHOL	3

TOTAL ..... 42 UNITS

**RECOMMENDED ELECTIVES PSYCHOLOGY 64, PSYCHOLOGY 52, PSYCHOLOGY 18 OR PSYCHOLOGY 66.**

**PSYCHOLOGY**

**Associate of Art for Transfer option (AA-T)**

(Program: 200100 State Code: 32502)

To earn the Associate Degree for Transfer, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
  - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

**Program Student Learning Outcomes**

1. The student will acquire a knowledge base in psychology.
2. The student will learn scientific inquiry and critical thinking skills.
3. The student will demonstrate an understanding of ethical and social responsibility in a diverse world.
4. The student will learn to communicate orally and verbally.
5. The student will demonstrate professional development skills and behaviors.

**MAJOR CORE**

6 COURSES | 19 UNITS | AA-T

MATH 227	PSYCH 13 OR 43
PSYCH 1	PSYCH 41 OR SOC 1
PSYCH 2	PSYCH 74

**CORE REQUIREMENTS**

MATH 227	STATISTICS	4
PSYCH 1	GENERAL PSYCHOLOGY I	3
PSYCH 74	RESEARCH METHODS IN THE BEHAVIORAL SCIENCES	3

**LIST A**

Select one course (3 units) from the following

PSYCH 2	BIOLOGICAL PSYCHOLOGY	3
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**LIST B**

Select one course (3 units) from the following

PSYCH 41	LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE	3
SOC 1	INTRO TO SOCIOLOGY	3

**LIST C**

Select one course (3 units) from the following

PSYCH 43	PRINCIPLES OF GROUP DYNAMICS I	3
PSYCH 13	SOCIAL PSYCHOLOGY	3

**TOTAL MAJOR** ..... **19 UNITS**

**CERTIFICATE PROGRAMS**

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

**OPTION 1:**

**HUMAN SERVICES GENERALISTS**

**Certificate of Achievement**

(Program: 210400 State Code: 21628)

**Program Student Learning Outcomes**

1. Demonstrate effective communication skills such as active listening, reflection, and asking Socratic open-ended questions.
2. Demonstrate competency in foundational courses, including General Psychology, Developmental Psychology, Social Psychology and Personality.
3. Demonstrate competency in the 12 core functions including, screening intake, assessment, treatment planning, counseling, case management, crisis management, client education, referral, report and record keeping and consultation with other professionals in the field of Human Services.

**REQUIRED**

PSYCHOLOGY 1	GENERAL PSYCHOLOGY I	3
PSYCHOLOGY 3	PERSONALITY AND SOCIAL DEVELOPMENT	3
PSYCHOLOGY 13	SOCIAL PSYCHOLOGY	3
PSYCHOLOGY 14	ABNORMAL PSYCHOLOGY	3
PSYCHOLOGY 27	ONLINE AND SOFTWARE RESOURCES FOR HUMAN SERVICES	1
PSYCHOLOGY 43	PRINCIPLES OF GROUP DYNAMICS I	3
PSYCHOLOGY 44	PRINCIPLES OF GROUP DYNAMICS II	3
PSYCHOLOGY 45	ISSUES IN HUMAN SERVICE CAREERS	3
PSYCHOLOGY 81	FIELD WORK I	3
PSYCHOLOGY 82	FIELD WORK II	3
PSYCHOLOGY 83	FIELD WORK III	3
ENGLISH 28	OR 101	3
COMM 101	OR PSYCH 60	OR 64
<b>TOTAL</b> .....		<b>37 UNITS</b>

**OPTION 2:**

**HUMAN SERVICES - DRUG/ALCOHOL STUDIES**

**Certificate of Achievement**

(Program: 210400 State Code: 21629)

**Program Student Learning Outcomes**

1. Demonstrate effective communication skills such as active listening, reflection, and asking Socratic open-ended questions.
2. Summarize knowledge in drug prevention and education, counseling techniques for the chemically addicted and biological psychology of chemical dependency.
3. Demonstrate competency in the 12 core functions including, screening intake, assessment, treatment planning, counseling, case management, crisis management, client education, referral, report and record keeping, and consultation with other professionals in the field of Human Services.

**REQUIRED**

PSYCHOLOGY 1	GENERAL PSYCHOLOGY I	3
PSYCHOLOGY 3	PERSONALITY AND SOCIAL DEVELOPMENT	3
PSYCHOLOGY 14	ABNORMAL PSYCHOLOGY	3
PSYCHOLOGY 27	ONLINE AND SOFTWARE RESOURCES FOR HUMAN SERVICES	1
PSYCHOLOGY 43	PRINCIPLES OF GROUP DYNAMICS I	3
PSYCHOLOGY 45	ISSUES IN HUMAN SERVICE CAREERS	3
PSYCHOLOGY 63	ALCOHOL/DRUG STUDIES: PREVENTION AND EDUCATION	3
PSYCHOLOGY 64	INTRO TO ALCOHOL AND DRUG ABUSE	3
PSYCHOLOGY 65	CHEMICAL DEPENDENCY:INTERVENTION, TREATMENT AND RECOVERY	3
PSYCHOLOGY 67	COUNSELING TECHNIQUES FOR THE CHEMICALLY ADDICTED	3
PSYCHOLOGY 68	BIOPSYCHOLOGY OF CHEMICAL DEPENDENCY:DRUGS, BEHAVIOR & HEALTH	3
PSYCHOLOGY 84	FIELDWORK I, DRUG/ALCOHOL	3
PSYCHOLOGY 85	FIELDWORK II, DRUG/ALCOHOL	3
PSYCHOLOGY 86	FIELDWORK III, DRUG/ALCOHOL	3
ENGLISH 28	OR 101	3
<b>TOTAL</b> .....		<b>43 UNITS</b>

# RADIOLOGIC TECHNOLOGY



## CHAIR

Israel Fonseca

(323) 953-4000 EXT. 2942 | RT

[www.lacitycollege.edu/academic/departments/radtech/index.html](http://www.lacitycollege.edu/academic/departments/radtech/index.html)

## PROGRAMS OFFERED

### Associate of Science

*Radiological Technology*

### Skills Certificate

*Clinical Education*

*Fluoroscopy*

*Patient Care*

## DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

## RADIOLOGIC TECHNOLOGY

### Associate of Science Degree

*(Program: 122500 State Code:02749)*

Radiologic Technology is a health care profession whose practitioners work in hospitals, clinics, free standing imaging centers, and private offices. The Radiologic Technologist (Radiographer) is a member of the health care team who works directly with the patient and the physician performing a wide variety of diagnostic X-ray procedures. The Radiographer must be proficient in the knowledge of radiographic exposure, anatomy, patient positioning, the operation of specialized equipment, and in the care and management of the patient. The rapid expansion of medical diagnostic imaging has greatly increased the diversity and utility of medical diagnosis. A career in Radiologic Technology offers vast opportunities for advancement.

The Radiologic Technology curriculum is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the California Department of Public Health (CDPH). The clinical educational centers are accredited by the Joint Commission for the Accreditation of Health Care Organizations (JCAHO). Los Angeles City College is accredited by the Western Association of Schools and Colleges.

Students who complete the curriculum, including the clinical education requirements, will be eligible to take the certification examinations prepared by the American Registry of Radiologic Technologists and the State of California Department of Public Health (CDPH).

### Admissions to the Program:

- Prerequisite courses for entrance into the Radiologic Technology Program are: Anatomy 1, Physiology 1, English 101, Mathematics 125 or higher, and Radiologic Technology 200, 201, and 202. (Effective Fall 2013, all students must complete RT 200 & 202 at Los Angeles City College.)
- All new LACCD students (effective Fall 2013 semester) must complete the general education requirements prior to applying for entry into the Radiologic Technology program (an exception to this rule is if students already possess an Associate or Higher Degree from a Regionally Accredited Program). This change corresponds to the ARRT 2015 Associate Degree requirement. <https://www.rrrt.org/Certification/Academic-Degree-Requirement>
- Five Year Recency Requirement for Science Courses: All completed prerequisite science courses must be completed within a five (5) year time frame. This means the Anatomy (4 units) and Physiology (4 units) must be completed within this time frame. (Students that have taken Anatomy or Physiology in a LACCD campus may audit the courses and provide documentation that they have successfully re-taken the courses.)
- An application form, to be submitted online through the LACC Radiologic Technology Department website at: <http://www.lacitycollege.edu/academic/departments/radtech/index.html>

**Program Student Learning Outcomes**

1. Position the patient to demonstrate the requested anatomy required by the physician to show the presence or absence of disease.
2. Effectively and efficiently assess the patient's condition and communicate relative information to doctors, the patient, family members, and other hospital staff.
3. Administer ionizing radiation, ethically and judiciously, to the patient following the principle of "as low as reasonably achievable".
4. Employ patient care practices based on acceptable ethical behavior and established standards within their scope of practice.
5. Pass the registration and licensing examinations offered by state and national accrediting organizations.
6. The student will be able to pass the American Registry of Radiologic Technology examination in Radiography.

**MAJOR:**

**19 COURSES | 89 UNITS | AS**

*RAD TEC 103, 104, 200, 201, 202, 205, 206, 207, 208, 209, 210, 211, 240, 243, 260, 280, 281, 282, 283*

**REQUIRED**

<b>RADIOLOGIC TECH 103</b>	RADIOGRAPHIC ANATOMY AND POSITIONING SKELETAL SYSTEM . . . . .	4
<b>RADIOLOGIC TECH 104</b>	RADIOGRAPHIC ANATOMY/POSITIONING CRANIUM & VISCERAL ORGANS . . . . .	4
<b>RADIOLOGIC TECH 200</b>	INTRO TO RADIOLOGIC TECHNOLOGY . . . . .	3
<b>RADIOLOGIC TECH 201</b>	MEDICAL TERMINOLOGY FOR RADIOLOGIC . . . . .	3
<b>RADIOLOGIC TECH 202</b>	INTRO TO ELECTROMAGNETIC RADIATION IMAGE RECORDING AND PROCESSING . . . . .	4
<b>RADIOLOGIC TECH 205</b>	FUNDAMENTALS OF X-RAY PHYSICS . . . . .	4
<b>RADIOLOGIC TECH 206</b>	RADIOGRAPHIC EXPOSURE . . . . .	4
<b>RADIOLOGIC TECH 207</b>	PATIENT CARE AND MANAGEMENT . . . . .	4
<b>RADIOLOGIC TECH 208</b>	CROSS SECTIONAL ANATOMY AND PATHOLOGY . . . . .	3
<b>RADIOLOGIC TECH 209</b>	PHARMACOLOGY AND VENIPUNCTURE WITH BASIC LIFE SUPPORT (BLS) . . . . .	3
<b>RADIOLOGIC TECH 210</b>	QUALITY MANAGEMENT . . . . .	3
<b>RADIOLOGIC TECH 211</b>	COMPUTER TOMOGRAPHY . . . . .	4
<b>RADIOLOGIC TECH 240</b>	RADIATION PROTECTION AND BIOLOGY . . . . .	4
<b>RADIOLOGIC TECH 243</b>	PRINCIPLES AND PRACTICES OF FLUOROSCOPY . . . . .	4
<b>RADIOLOGIC TECH 260</b>	INTRODUCTON TO CLINICAL EDUCATION . . . . .	4
<b>RADIOLOGIC TECH 280</b>	CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY I . . . . .	6
<b>RADIOLOGIC TECH 281</b>	CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY II . . . . .	12
<b>RADIOLOGIC TECH 282</b>	CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY III . . . . .	4
<b>RADIOLOGIC TECH 283</b>	CLINICAL EDUCATIONAL IN RADIOLOGIC TECHNOLOGY IV . . . . .	12
<b>TOTAL PROGRAM</b>		<b>89 UNITS</b>

**CERTIFICATE PROGRAMS**

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

**RADIOLOGIC TECHNOLOGY – CLINICAL EDUCATION**

**Skills Certificate**

The Radiologic Technology skills certificate is for students who are enrolled in the LACC Radiologic Technology program and have completed their didactic and clinical education.

**Program Student Learning Outcomes**

1. Students will perform radiographic procedures and produce quality images.
2. Students will apply radiation safety and protection for patients, themselves and others.
3. Students will utilize effective communication with patients and colleagues in the clinical environment.

**REQUIRED**

<b>RT 283</b>	CLINICAL EDUCATIONAL IN RADIOLOGIC TECHNOLOGY IV . . . . .	12
<b>TOTAL</b>		<b>12 UNITS</b>

**RADIOLOGIC TECHNOLOGY – FLUOROSCOPY**

**Skills Certificate**

The fluoroscopy skills certificate is for students who are enrolled in the LACC Radiologic Technology program and have completed their didactic and clinical training in fluoroscopic procedures.

**Program Student Learning Outcomes**

1. Students will identify and describe various ways of maintaining quality control in fluoroscopy.
2. Students will examine fluoroscopy images for correct positioning, centering, appropriate anatomy and overall image quality.
3. Students will differentiate fluoroscopic examinations from static diagnostic radiographic examinations.

**REQUIRED**

<b>RT 243</b>	PRINCIPLES AND PRACTICES OF FLUOROSCOPY . . . . .	3
<b>TOTAL</b>		<b>3 UNITS</b>

**RADIOLOGIC TECHNOLOGY - PATIENT CARE**

**Skills Certificate**

**Program Student Learning Outcomes**

1. Students will analyze acute changes in the patient's condition and take appropriate interventional action.
2. Students will employ the techniques of body mechanics necessary for safe transport, transfer and positioning of patients.
3. Students will examine changes in a patient's condition that would signal an emergency requiring immediate care.

<b>RT 201</b>	MEDICAL TERMINOLOGY FOR RADIOLOGIC . . . . .	3
<b>RT 207</b>	PATIENT CARE AND MANAGEMENT . . . . .	4
<b>COOP ED</b>		1
<b>TOTAL</b>		<b>8 UNITS</b>

# SCIENCE

Greg Gonsalves, Life Science

(323) 953-4000 EXT. 2796 | 222E

[www.lacitycollege.edu/academic/departments/lifesci/index.html](http://www.lacitycollege.edu/academic/departments/lifesci/index.html)

Jayesh Bhakta, Physics / Astronomy

(323) 953-4000 EXT. 2924 | SCI 222D

[www.lacitycollege.edu/academic/departments/physics/](http://www.lacitycollege.edu/academic/departments/physics/)

Mike Farrell, Chemistry & Earth Sciences

(323) 953-4000 EXT. 2605 | SCI 324G

[www.lacitycollege.edu/academic/departments/chemistry/chem.html](http://www.lacitycollege.edu/academic/departments/chemistry/chem.html)

## PROGRAMS OFFERED

### Associate of Science

Chemistry

Physics

### Associate of Science (AS-T)

Physics

#### Other Courses

Anatomy	(Biology)
Astronomy	(Physics / Astronomy)
Biology	(Biology)
Chemistry	(Chemistry)
Earth Science	(Earth Sciences)
Environmental Science	(Earth Sciences)
Geography	(Earth Sciences)
Geology	(Earth Sciences)
Meteorology	(Earth Sciences)
Microbiology	(Biology)
Oceanography	(Earth Sciences)
Physical Science	(Physics / Astronomy)
Physiology	(Biology)

# SOCIAL SCIENCE

### CHAIR

Anthony Clark

(323) 953-4000 EXT. 2949 | FH 219F

[www.lacitycollege.edu/academic/departments/socsci/index.html](http://www.lacitycollege.edu/academic/departments/socsci/index.html)

## PROGRAMS OFFERED

### Associate of Arts

Modern Political Studies

### Associate of Arts (AA-T)

Political Science

### Skills Certificate

African American Studies

## DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

### POLITICAL SCIENCE

#### Associate of Art for Transfer option (AA-T)

(Program: 220700 State Code: 32923)

To earn the Associate Degree for Transfer, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and

- A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

#### Program Student Learning Outcomes

1. Critically evaluate the decentralized nature of power in the American political system.
2. Assess the major concepts in comparing and analyzing political systems and political cultures around the globe, e.g., globalization, democratization, political and economic development in selected countries, etc.
3. Evaluate and interpret the global interaction of nations, non-governmental organizations, and international organizations in the international arena.
4. Use media resources to evaluate and assess research and writings in issues of Political Science.
5. Judge the respective relevance of the major western political philosophers of the past for the 21st century.

#### MAJOR CORE: 6 COURSES | 18 UNITS | AA-T

POL SCI 1	POL SCI 7
POL SCI 2	POL SCI 14
POL SCI 5	POL SCI 19

#### REQUIRED CORE (3 UNITS)

POL SCI 1	THE GOVERNMENT OF THE UNITED STATES	3
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**LIST A**

**SELECT 3 COURSES (9 UNITS) FROM THE FOLLOWING**

POL SCI 2	MODERN WORLD GOVERNMENTS . . . . .	3
POL SCI 5	THE HISTORY OF WESTERN POLITICAL THOUGHT . . . . .	3
POL SCI 7	CONTEMPORARY WORLD AFFAIRS . . . . .	3

**LIST B**

**SELECT 2 COURSES (6 UNITS) FROM THE FOLLOWING**

POL SCI 14	GOVERNMENT AND POLITICS IN THE MIDDLE EAST. . . . .	3
POL SCI 19	WOMEN IN POLITICS . . . . .	3

**TOTAL MAJOR . . . . . 18 UNITS**

**MODERN POLITICAL STUDIES**

**Associate in Arts Degree**

*(Program: 220700 State Code: 02765)*

**Program Student Learning Outcomes**

1. Critically evaluate the decentralized nature of power in the American political system.
2. Assess the major concepts in comparing and analyzing political systems and political cultures around the globe , e.g., globalization, democratization, political and economic development in selected countries, etc.
3. Evaluate and interpret the global interaction of nations, non-governmental organizations, and international organizations in the international arena.
4. Use media resources to evaluate and assess research and writings in issues of Political Science.

**MAJOR**

**6 COURSES | 18 UNITS | AA**

ECON 1 OR 2	POL SCI 2
HISTORY 11	POL SCI 7
POL SCI 1	SOC 1 OR 11

**REQUIRED**

HISTORY 11	POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I . . . .	3
POL SCIENCE 1	THE GOVERNMENT OF THE UNITED STATES . . . . .	3
SOCIOLOGY 1	OR 11 . . . . .	3
POL SCIENCE 2	MODERN WORLD GOVERNMENTS . . . . .	3
ECONOMICS 1	OR 2 . . . . .	3
POL SCIENCE 7	CONTEMPORARY WORLD AFFAIRS . . . . .	3

**TOTAL . . . . . 18 UNITS**

**CERTIFICATE PROGRAMS**

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

**AFRICAN AMERICAN STUDIES**

**Skills Certificate**

**Program Student Learning Outcomes**

1. Describe the experiences of African Americans in the American and African Diaspora, including their cultures, histories, and politics.
2. Apply data to understand the impact of societal, economic and political factors on the life chances of people of African descent.
3. Examine the global linkages between African Americans and people of African descent throughout the world.

**REQUIRED**

AFRO AM 4	OR 5 . . . . .	3
AFRO AM 7	BLACK AMERICANS AND THE POLITICAL SYSTEM . . . . .	3
AFRO AM 20	AFRICAN-AMERICAN LITERATURE I . . . . .	3
AFRO AM 60	AFRICAN-AMERICAN MUSIC . . . . .	3
ANTHRO 102	HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY . . . . .	3

**TOTAL . . . . . 15 UNITS**

**THEATER**

**CHAIR**

Leslie Ferreira

**(323) 953-4000 EXT. 2976 | TA 208**

<http://theatreacademy.lacitycollege.edu/>

**PROGRAMS OFFERED**

**Associate of Arts**

*Theater, General*

*Theater, Acting*

**Associate of Arts (AA-T)**

*Theater Arts*

**Certificates of Achievement**

*Costume Design - Level 2*

*Technical Theater Entertainment Technology – Level 2*

**Skills Certificates**

*Acting – Level 1*

*Acting - Advanced*

*Costume Design - Level 1*

*Technical Theater Entertainment Technology – Level 1*

*Design and Digital Media for the Entertainment Industry – Level 1*

**PROFESSIONAL THEATRE TRAINING PROGRAMS FOR ACTORS, TTE TECHNICIANS, AND COSTUME DESIGNERS**

Professional theater training is offered in four areas, or options, of concentration: Acting, Advanced Acting, Costume Design, and Technical Theatre-Entertainment Technology. This nationally recognized conservatory is a vocational skill certificated, professional theater training program for students specializing in acting, technical theater, and costume design who wish to move directly into the profession upon completion of their training.

The Theatre Academy at Los Angeles City College has firmly established itself as one of the most highly respected professional theater training institutions in the United States. Since

## EDUCATIONAL PROGRAMS

its founding in 1929, the professional theatre training program of the Academy has been dedicated to developing the skills, crafts, and attitudes of students to prepare them for careers in the professional theater.

The Theatre Academy is dedicated to the training of talented, serious students who wish to pursue a career in the professional theatre. All prospective Academy students are required to apply for admission to the Theatre Academy (Theatre Production Office, Theatre Building 208.) All candidates are required to audition and/or interview before being invited to train at the Academy. Those interested in training at the Academy should call the Theatre Production Office (323) 953-4000 ext. 2983 to schedule an audition/interview.

This program is a full-time exploration of the skills necessary to compete in theatre, television, film, and other areas of the entertainment industry. Guided by a critically acclaimed faculty with a vast range of experience in the industry, the students are provided fundamental skills in acting, movement, voice, speech, character analysis, dialects, and production. Upon satisfactory completion of the program, the students will have developed a respect and appreciation for all aspects of theatre, along with the ability to create a character on stage and to sustain a performance in front of an audience.

## DEGREE PROGRAMS

ALL REQUIRED COURSES FOR THE MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

### THEATER

#### Associate of Arts Degree

(Program: 100700 State Code: 08233)

A student must satisfy an 18-unit minimum requirement in the Theater major plus general education courses in order to receive a transferable Associate of Arts degree in Theater. No specific combination of classes in Theater is required. Note: that some courses offered may be offered every other semester, or less frequently. Students must receive a satisfactory grade in all Theater courses taken and have completed those courses within eight years to meet requirements.

#### Program Student Learning Outcomes

1. Identify in theatre literature, specific styles, practices, systems, aesthetics, and historical context of storytelling through creative expression.
2. Perform in scenes or serve as technicians, designers or production crew, or serve as costume designers or production crew, in fully realized play productions.
3. Demonstrate excellence in team practices and professional ethics.

#### MAJOR

**7 COURSES | 18-19 UNITS | AA**

THEATER 100; 105-1, 2, 3, or 4; 110, 300

THEATER 200 or 270

Select 2 courses from one of the options below:

#### REQUIRED CORE

THEATER 100	INTRO TO THE THEATER	3
THEATER 105-1, 105-2, 105-3, OR 105-4		1
THEATER 110	HISTORY OF THE WORLD THEATER	3
THEATER 200	OR 270	3
THEATER 300	INTRO TO STAGE CRAFT	3
<b>SUB-TOTAL</b>		<b>13 UNITS</b>

#### SELECT FROM ONE OPTION BELOW

OPTION 1	2 COURSES FROM THEATER 240, 242, 271, AND 272
OPTION 2	2 COURSES FROM THEATER 311, 313, 314, AND 315
OPTION 3	2 COURSES FROM THEATER 400, 414, 415, 416, AND 417

**TOTAL** ..... 18-19 UNITS

### THEATRE ACADEMY: ACTING

#### Associate of Arts Degree

(Program: 100701 State Code: 08234)

#### Program Student Learning Outcomes

1. Demonstrate competency of intermediate acting skills including semi-advanced levels of physical, vocal and characterization techniques.
2. Perform in role(s) in the realization of a fully produced theater event(s).
3. Demonstrate excellence in team practices and professional ethics.
4. Identify and comprehend theater literature and visual styles, practices, systems, and historical context used within the realization of theater events at an intermediate level of understanding.

#### MAJOR CORE

**22 COURSES | 60 UNITS | AA**

THEATER 100	THEATER 242-1	THEATER 272
THEATER 105-1	THEATER 242-2	THEATER 274-1
THEATER 105-2	THEATER 242-3	THEATER 274-2
THEATER 105-3	THEATER 242-4	THEATER 277
THEATER 105-4	THEATER 246-1	THEATER 300
THEATER 110	THEATER 246-2	THEATER 335
THEATER 235	THEATER 270	THEATER 345

#### FIRST SEMESTER

THEATER 100	INTRO TO THE THEATER	3
THEATER 105-1	THEATER SURVEY I- LITERATURE	1
THEATER 242-1	VOCAL AND PHYSICAL DEVELOPMENT-LEVEL I	3
THEATER 270	BEGINNING ACTING	3
THEATER 300	INTRO TO STAGE CRAFT	3
THEATER 335	APPLIED STAGE MANAGEMENT AND PRODUCTION IV	4

#### SECOND SEMESTER

THEATER 105-2	THEATER SURVEY II- PERFORMANCE	1
THEATER 110	HISTORY OF THE WORLD THEATER	3
THEATER 242-2	VOCAL AND PHYSICAL DEVELOPMENT-LEVEL II	3
THEATER 272	INTERMEDIATE APPLIED ACTING	3
THEATER 345	TECHNICAL STAGE PRODUCTION IV	4

#### THIRD SEMESTER

THEATER 105-3	THEATER SURVEY III- DESIGN TECHNOLOGY	1
THEATER 242-3	VOCAL AND PHYSICAL DEVELOPMENT-LEVEL III	2
THEATER 246-1	VOCAL PERFORMANCE WORKSHOP- LEVEL I	2
THEATER 274-1	ADVANCED APPLIED ACTING-LEVEL I	3
THEATER 277	CHARACTER ANALYSIS (OR 4TH SEMESTER)	3
THEATER 235	PLAY PRODUCTION AND COMPANY PERFORMANCE	5

**FOURTH SEMESTER**

<b>THEATER 105-4</b>	THEATER SURVEY IV- AUDIENCE EXPERIENCE .....	1
<b>THEATER 242-4</b>	VOCAL AND PHYSICAL DEVELOPMENT-LEVEL IV .....	2
<b>THEATER 246-2</b>	VOCAL AND PHYSICAL DEVELOPMENT-LEVEL II .....	2
<b>THEATER 274-2</b>	ADVANCED APPLIED ACTING-LEVEL II .....	3
<b>THEATER 277</b>	CHARACTER ANALYSIS (OR 3RD SEMESTER) .....	3
<b>THEATER 235</b>	PLAY PRODUCTION AND COMPANY PERFORMANCE (REPEATABLE COURSE) .....	5
<b>TOTAL</b> .....		<b>60 UNITS</b>

*\*Some students may be advised to take additional prerequisites or co-requisite courses beyond those required to ensure success in the program. Others may be excused from specific courses above based on previous training and/or experience. Any other changes than those stated above are made with the advice and consent of the Theatre Academy faculty.*

**THEATRE ARTS**

**Associate of Arts AA-T**

*(Program: 100700 State Code: 33157)*

To earn the Associate Degree for Transfer, students must meet the following requirements:

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
  - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

**Program Student Learning Outcomes**

1. Identify in theatre literature, specific styles, practices, systems, aesthetics, and historical context of storytelling through creative expression.
2. Perform in scenes or serve as technicians, designers or production crew, or serve as costume designers or production crew, in fully realized play productions.
3. Demonstrate excellence in team practices and professional ethics.

**MAJOR**

**6 COURSES | 19 UNITS | AA-T**

THEATER 100 OR 110	THEATER 235, 294,
THEATER 200 OR 270	335, 345, OR 425

Select three courses: THEATER 114, 272, 300, 311, 338, 415, 450

**REQUIRED CORE (10 UNITS)**

THEATER 100	OR 110 .....	3
THEATER 200	OR 270 .....	3
THEATER 235, 294, 335, 345 OR 425	.....	4

**LIST A**

**SELECT 3 COURSES (9 UNITS) FROM THE FOLLOWING**

<b>THEATER 272</b>	INTERMEDIATE APPLIED ACTING .....	3
<b>THEATER 338</b>	INTRO TO DESIGN: THEATER, FILM, AND TV .....	3
<b>THEATER 311</b>	THEATRICAL LIGHTING .....	3
<b>THEATER 415</b>	COSTUME DESIGN FOR THE THEATRE .....	3
<b>THEATER 450</b>	BEGINNING STAGE MAKE-UP .....	3
<b>THEATER 114</b>	.....	3
<b>THEATER 300</b>	INTRO TO STAGE CRAFT .....	3
<b>TOTAL MAJOR</b> .....		<b>19 UNITS</b>

**CERTIFICATE PROGRAMS**

ALL REQUIRED COURSES FOR THE CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER IN ORDER TO GRADUATE.

**THEATRE ACADEMY - ACTING**

**PROFESSIONAL ACTOR TRAINING – LEVEL 1**

**Skills Certificate**

The training introduces the student to acting fundamentals through specific movement and vocal techniques, character analysis, observation exercises, and scene study. The ultimate goal is to develop a firm foundation in basic acting skills and a strong respect and appreciation for all aspects of the theater. All training is geared toward preparing students for careers in acting and related industries.

**Program Student Learning Outcomes**

1. Develop competency of advanced acting skills and techniques in the areas of physical and vocal characterization.
2. Perform substantial and challenging role(s) in the realization of classroom performance events in the form of final exams, scene study, and auto dramas.
3. Identify comprehend and apply an understanding of theater literature and visual styles, practices, systems, and historical context used within the realization of theater events at an advanced level.
4. Serve as technical crew, in the production of costumes, lighting, sound or scenery or front of house, in the realization of a fully produced theater event and demonstrate excellence in team practices and professional ethics.

**REQUIRED**

<b>THEATER 100</b>	INTRO TO THE THEATER .....	3
<b>THEATER 105-1, 105-2, 105-3, OR 105-4</b>	.....	<b>1</b>
<b>THEATER 242</b>	.....	<b>3</b>
<b>THEATER 270</b>	BEGINNING ACTING .....	3
<b>THEATER 300</b>	INTRO TO STAGE CRAFT .....	3
<b>THEATER 345</b>	TECHNICAL STAGE PRODUCTION IV .....	4
<b>TOTAL</b> .....		<b>17 UNITS</b>

**THEATRE ACADEMY - ADVANCED ACTING**

**Skills Certificate**

After successfully completing two years of professional actor training at the Theatre Academy, a select number of students are invited to a third year of specialized training where they receive advanced coursework in directing, acting for the camera, rehearsal and performance, scene study, and work in

classical acting. Audition and cold reading techniques, resume preparation and career marketing are only a few of the skills provided that will better equip the Academy graduate to work in the highly competitive fields of theatre, film, and television.

**Program Student Learning Outcomes**

1. Demonstrate competency of intermediate acting skills including semi-advanced levels of physical, vocal and characterization techniques.
2. Perform in role(s) in the realization of a fully produced theater event(s).
3. Identify and comprehend theater literature and visual styles, practices, systems, and historical context used within the realization of theater events at an intermediate level of understanding.
4. Demonstrate excellence in team practices and professional ethics.

**FIFTH SEMESTER**

THEATER 185	DIRECTED STUDY - THEATER	1
THEATER 205	ACTOR'S ORIENTATION TO PROFESSIONAL THEATER (OR SIXTH SEMESTER)	2
THEATER 225	BEGINNING DIRECTION (OR SIXTH SEMESTER)	3
THEATER 275	SCENE STUDY	2
THEATER 276-1	ACTORS' WORKSHOP-LEVEL I	3
THEATER 235	PLAY PRODUCTION AND COMPANY PERFORMANCE	5

**SIXTH SEMESTER**

THEATER 285	DIRECTED STUDY - THEATER	1
THEATER 205	ACTOR'S ORIENTATION TO PROFESSIONAL THEATER (OR FIFTH SEMESTER)	2
THEATER 225	BEGINNING DIRECTION (OR FIFTH SEMESTER)	2
THEATER 262	SPECIAL PROJECTS	2
THEATER 275	SCENE STUDY (OR FIFTH SEMESTER)	2
THEATER 276-2	ACTORS' WORKSHOP-LEVEL II	3
THEATER 235	PLAY PRODUCTION AND COMPANY PERFORMANCE (REPEATABLE)	5

**TOTAL** ..... 27 UNITS

**THEATRE ACADEMY - COSTUME DESIGN**

The Theatre Academy's program in Theatrical Costuming trains costumers and designers through a broad-based theatre curriculum with continual reference to the requirements and differences of television, video, and film costuming. The hands-on curriculum guides the student through methods of costume construction, procedures for handling theatrical wardrobe and organizational techniques, analyzing scripts from a costume perspective, dealing with costuming emergencies, and understanding Director/Designer relationships. This hands-on program stresses shop discipline, organization, maintenance, and procedures. The final two semesters of study focus on the student's individual interests and talents, including the development of a portfolio, the design of an Academy production, or internship at one of the Los Angeles theaters.

Students must demonstrate computer proficiency to the satisfaction of the Costuming faculty. Suggested Electives Students qualified to take more than the prescribed units should take CAOT 1, 2; Art 202.

**COSTUME DESIGN – LEVEL 1**

**Skills Certificate**

**Program Student Learning Outcomes**

5. Demonstrate basic competency and use of costume shop tools for the design, production, maintenance, and alteration of costume garments.
6. Demonstrate basic proficiency in hand sewing, basic pattern drafting, machine sewing, and rendering.
7. Organize data in a computer database.
8. Serve as technical crew, designer's assistant, designers and or crew heads in the realization of costumes for a fully produced theater event.
9. Identify theater literature and visual styles, practices, systems, and historical context used within the realization of theater events.

THEATER 105-1, 105-2, 105-3, OR 104-4		1
THEATER 400	COSTUME PERIODS AND STYLES	3
THEATER 425	APPLIED COSTUMING FOR THE THEATER	4
<b>SUB-TOTAL</b>		<b>8 UNITS</b>

**SELECT 2 COURSES FROM THE FOLLOWING**

THEATER 411	COSTUMING FOR THE THEATER	3
THEATER 413	COSTUME DYEING AND PAINTING	3
THEATER 414	COSTUME DRAPING AND ACCESSORIES	3
THEATER 415	COSTUME DESIGN FOR THE THEATRE	3
THEATER 416	MATERIALS AND METHODS FOR THE COSTUMER	3
THEATER 417	COSTUMING FOR FILM	3
THEATER 418	COMMUNICATING THEATRICAL DESIGN	3
THEATER 419	ADVANCED COSTUME ILLUSTRATION	3
THEATER 420	COSTUMING ON SET	3

**TOTAL** ..... 14 UNITS

**COSTUME DESIGN – LEVEL 2**

**Certificate of Achievement**

(Program: 100602 State Code: 31738)

**Program Student Learning Outcomes**

1. Demonstrate advanced competency and use of costume shop tools for the design, production, maintenance, and alteration of costume garments.
2. Demonstrate advanced proficiency in skills such as hand sewing, basic pattern drafting, machine sewing, and rendering.
3. Organize data in a computer database.
4. Serve as technical crew, designer's assistant, designers and or crew heads in the realization of costumes for a fully produced theater event.
5. Identify theater literature and visual styles, practices, systems, and historical context used within the realization of theater events.

**FIRST SEMESTER**

THEATER 105-1	THEATER SURVEY I- LITERATURE	1
THEATER 400	COSTUME PERIODS AND STYLES	3
THEATER 425	APPLIED COSTUMING FOR THE THEATER	4
<b>AND TWO OF THE FOLLOWING RESTRICTED ELECTIVES</b>		<b>6</b>
(THEATER 411, 413, 414, 415, 416, 417, 418; 419 OR 420)		

**SECOND SEMESTER**

THEATER 105-2	THEATER SURVEY II- PERFORMANCE	1
THEATER 100	INTRO TO THE THEATER	3
THEATER 425	APPLIED COSTUMING FOR THE THEATER (REPEATABLE)	4
<b>AND TWO OF THE FOLLOWING RESTRICTED ELECTIVES</b>		<b>6</b>
(THEATER 411, 413, 414, 415, 416, 417, 418; 419 OR 420)		

**THIRD SEMESTER**

THEATER 105-3	THEATER SURVEY III- DESIGN TECHNOLOGY	1
THEATER 200	INTRO TO ACTING	3
THEATER 425	APPLIED COSTUMING FOR THE THEATER (REPEATABLE)	4
<b>AND TWO OF THE FOLLOWING RESTRICTED ELECTIVES</b>		<b>6</b>
(THEATER 411, 413, 414, 415, 416, 417, 418; 419 OR 420)		

**FOURTH SEMESTER**

THEATER 105-4	THEATER SURVEY IV- AUDIENCE EXPERIENCE	1
THEATER 110	HISTORY OF THE WORLD THEATER	3
THEATER 300	OR 338	3
THEATER 425	APPLIED COSTUMING FOR THE THEATER (REPEATABLE)	4
<b>AND TWO OF THE FOLLOWING RESTRICTED ELECTIVES</b>		<b>6</b>
(THEATER 411, 413, 414, 415, 416, 417, 418; 419 OR 420)		

**TOTAL** ..... **59 UNITS**

**THEATER ACADEMY - TECHNICAL THEATRE ENTERTAINMENT TECHNOLOGY**

The Technical Theatre Training program graduates highly trained and specialized scenic technicians who have learned a sound working knowledge of their craft and a respect for the skills and technologies associated with their chosen profession. The Technical Theatre Training program at LACC is one of the most unique hands-on programs of its kind in the country, with faculty working alongside students who are specifically interested in the disciplines and craft related to the stage technician. The cutting edge technologies being taught on state-of-the-art equipment are some of the most advanced in theater training and education. The curriculum combines classroom study with the intense hands-on experience associated with the Academy's rigorous play production schedule.

**TECHNICAL THEATER ENTERTAINMENT TECHNOLOGY – LEVEL 1**

**Skills Certificate**

**Program Student Learning Outcomes**

1. Demonstrate basic competency using technical theatre systems for scenery lights and sound in the production and realization of scenery, lighting plans and/or audio plans for live events.
2. Serve as technical crew, designer's assistant, designers and or crew heads in the realization of a fully produced theater event.
3. Identify theater literature and visual styles practices, systems, and historical context used within the realization of theater events.

THEATER 105-1, 105-2, 105-3, OR 105-4		1
THEATER 100	INTRO TO THE THEATER	3
THEATER 300	INTRO TO STAGE CRAFT	3
THEATER 335	APPLIED STAGE MANAGEMENT AND PRODUCTION IV	4

**ONE OF THE FOLLOWING FOUR COURSES** ..... **3**

THEATER 311, 313, 314, OR 315

**TOTAL** ..... **14 UNITS**

**TECHNICAL THEATER ENTERTAINMENT TECHNOLOGY-LEVEL 2**

**Certificate of Achievement**

(Program: 100600 State Code: 31547)

**Program Student Learning Outcomes**

1. Demonstrate advanced competency using technical theatre systems for scenery lights and sound in the production and realization of scenery, lighting plans and or audio plans for live events.
2. Serve as technical crew, designer's assistant, designers and or crew heads in the realization of a fully produced theater event.
3. Identify theater literature and visual styles practices, systems, and historical context used within the realization of theater events.

**FIRST SEMESTER**

THEATER 100	INTRO TO THE THEATER	3
THEATER 105-1	THEATER SURVEY I- LITERATURE	1
THEATER 300	INTRO TO STAGE CRAFT	3
THEATER 335	APPLIED STAGE MANAGEMENT AND PRODUCTION IV	4

**ONE OF THE FOLLOWING FOUR COURSES** ..... **3**

THEATER 311, 313, 314, OR 315

**SECOND SEMESTER**

THEATER 105-2	THEATER SURVEY II- PERFORMANCE	1
THEATER 302	INTRO TO STAGE MANAGEMENT	3
THEATER 325	ADVANCED STAGE CRAFT	3
THEATER 335	APPLIED STAGE MANAGEMENT AND PRODUCTION IV (REPEATABLE)	4

**ONE OF THE FOLLOWING FOUR COURSES** ..... **3**

THEATER 311, 313, 314, OR 315

**THIRD SEMESTER**

THEATER 105-3	THEATER SURVEY III- DESIGN TECHNOLOGY	1
THEATER 321	INTRO TO ACTING	3
THEATER 200	INTRO TO ACTING	3
THEATER 335	APPLIED STAGE MANAGEMENT AND PRODUCTION IV (REPEATABLE)	4

**ONE OF THE FOLLOWING FOUR COURSES** ..... **3**

THEATER 311, 313, 314, OR 315

**FOURTH SEMESTER**

THEATER 105-4	THEATER SURVEY IV- AUDIENCE EXPERIENCE	1
THEATER 110	HISTORY OF THE WORLD THEATER	3
THEATER 338	INTRO TO DESIGN: THEATER, FILM, AND TV	3
THEATER 335	APPLIED STAGE MANAGEMENT AND PRODUCTION IV (REPEATABLE)	4

**ONE OF THE FOLLOWING FOUR COURSES** ..... **3**

THEATER 311, 313, 314, OR 315

**TOTAL** ..... **56 UNITS**

**DESIGN AND DIGITAL MEDIA FOR THE ENTERTAINMENT INDUSTRY – LEVEL 1**

**Skills Certificate**

**Program Student Learning Outcomes**

1. Utilize entertainment industry computer applications to document design plans for scenery, lights, costumes and sound.

2. Identify literature, visual styles, practices, systems, and historical context used in the realization of theater, film and television designs.
3. Create portfolio quality projects, using computer applications, which can be used in interviews for professional employment.

THEATER 300	OR 315	3
THEATER 338	OR CINEMA 3	3
ARCHITECTURE 162		3
PHOTO 46	PHOTOGRAPHIC DIGITAL IMAGING	3
<b>SUB-TOTAL</b>		<b>12 UNITS</b>

**SELECT ONE OF THE FOLLOWING**

ART HISTORY 110	SURVEY OF WESTERN ART HISTORY I	3
ART HISTORY 120	SURVEY OF WESTERN ART HISTORY II	3
TELEVISION 1	INTRO TO TELEVISION	3
THEATER 313	SCENIC PAINTING FOR THE THEATER	3
<b>TOTAL</b>		<b>15 UNITS</b>

# WORKFORCE DEVELOPMENT READINESS ACADEMY

**DEAN**

Angelica Ramirez

*ramirea@lacitycollege.edu*

(323) 953-4000 EXT. 2230 EWD 100

**PROGRAMS OFFERED**

The Los Angeles City College (LACC) Noncredit Success Academies prepares Basic Skills learners, English as a Second language learners, economically disadvantaged, and other non-traditional college students to attain the essential knowledge, skills and abilities to successfully acquire and retain employment, transition to College, and/or effectively explore, plan and establish career pathways leading to growth opportunities in high demand occupations.

The focus of the Academies is to designate participation in workforce education programs as the first step in the career pathway of success towards attaining economic self-sufficiency, with subsequent career pathway progression to credit, vocational education skills certificates, certificated programs, and associate degree programs.

The Academy's education and training programs encompass valuable Noncredit Skills Certificates and over 50 courses in Basic Education, Computing skills, English as a Second Language (ESL), Vocational ESL (VESL), Citizenship/English Literacy, Workforce Literacy, Entrepreneurship, and Job Readiness skills. We also offer associated Short-Term Vocational Training for high demand jobs in high-growth industries such as healthcare, child development, hospitality and retailing. All courses can be offered on a "Stand-Alone" basis.

All noncredit courses and certificate programs are FREE to all program participants. Training opportunities will help participants advance in their career. The tuition-free non-credit classes listed in this catalog are held at various locations within the district to make classes more accessible to community members. Courses are taught at the LACC Main Campus 855 N. Vermont Avenue, Los Angeles, CA 90029 (For other off-campus locations, please visit the Noncredit Education website).

**SKILLS CERTIFICATE PROGRAMS**

**CERTIFICATES OF COMPLETION / COMPETENCY:**

**ACADEMIC PREPARATION (PENDING)**

**Certificate of Completion**

This Skills certificate packages three non-credit courses. The courses are designed to assist prospective high school graduates for the GED, Hi-Set or TASC as well as adults returning back to school. All topics covered in both the Math and English courses require students to master basic theory and application which will equip them with basic skills. The computer course is designed to assist students with the fundamentals of computer hardware and software applications necessary to be successful in completing college-level coursework and workplace tasks. Upon completion of this series of courses, students will receive an Academic Preparation Skills Certificate of Completion.

**Program Student Learning Outcomes**

1. Make use of foundational level English necessary to pass the high school equivalency exam, prepare for a college English assessment exam, and to perform general workplace tasks.
2. Make use of foundational level math necessary to pass the high school equivalency exam, prepare for a college math assessment exam, and to perform general workplace tasks.
3. Use a computer to complete college-level coursework and workplace tasks.

BASIC SKILLS 006	CE REVIEW OF BASIC ENGLISH	36
BASIC SKILLS 007	CEREVIEW OF BASIC MATH	36
VOC ED 003	CE WORKPLACE COMPUTING	54
<b>TOTAL LECTURE HOURS</b>		<b>126</b>

**BEGINNING ENGLISH AS A SECOND LANGUAGE (PENDING)**

**Certificate of Completion**

This Skills Certificate includes two Noncredit English as a Second Language courses. The courses are designed to assist constituents with survival and pre-academic ESL for students

who speak little or no English. The package uses an integrated approach to language acquisition. Upon completion of these combined courses, students will receive a Beginning English as a Second Language Skills Certificate of Completion.

**Program Student Learning Outcomes**

- Read and write simple sentences in English.
- Speak in simple sentences and respond to simple questions.

ESL NC 001	CE ESL BEGINNING 1.....	54
ESL NC 002	CE ESL BEGINNING 2.....	54
<b>TOTAL LECTURE HOURS.....</b>		<b>108</b>

**CAREER DISCOVERY SKILLS**

**Certificate of Completion**

*(Program: 493112 State Code: 24387)*

This Skills Certificate encompasses two non-credit courses designed to introduce and train new workers, incumbent workers, and dislocated workers to the realities of the workplace and job search methods. Upon completion of these combined courses, students will receive a Career Discovery Certificate of Completion.

**Program Student Learning Outcomes**

1. Develop an effective resume that matches a job description.
2. Prepare for an employment interview, including developing responses, describing experience, and dressing for success.
3. Conduct job market research and current opportunities.

VOC ED 238	BLUEPRINT FOR WORKPLACE SUCCESS.....	36
VOC ED 236	CE JOB CLUB.....	18
<b>TOTAL LECTURE HOURS.....</b>		<b>54</b>

**CITIZENSHIP (PENDING)**

**Certificate of Completion**

This Skills certificate packages non-credit courses from the Citizenship Program. Students will continue through the series and then sign-up to take the Citizenship Interview and oral examination. Upon completion of this series of courses, students will receive a Citizenship Skills Certificate of Completion.

**Program Student Learning Outcomes**

- use the basic communication skills of listening and speaking necessary to perform everyday activities and be assimilated into a predominately English-speaking society.
- use the basic communication skills of reading and writing necessary to perform everyday activities and be assimilated into a predominately English-speaking society.

ESLCVCS 030 CE ENGLISH LITERACY AND CIVICS 030.....	108
ESLCVCS 031 CE ENGLISH LITERACY AND CIVICS 031.....	108
ESLCVCS 032 CE ENGLISH LITERACY AND CIVICS 032.....	108
<b>TOTAL LECTURE HOURS.....</b>	<b>324</b>

**CUSTOMER SERVICE**

**Certificate of Completion**

*(Program: 493100 State Code: 24294)*

This Skills Certificate encompasses three non-credit courses designed to introduce and train new workers, incumbent workers, and dislocated workers to the realities of the workplace as well as providing quality customer service. Upon completion of these combined courses, students will receive a Customer Service Certificate of Completion.

**Program Student Learning Outcomes**

1. Explain products and services to educate customers.
2. Address and meet customer needs.
3. Gain customer commitment and close the sale.
4. Develop and implement a sales and follow up plan.

VOC ED 236 CE	JOB CLUB.....	18
VOC ED 238 CE	JOB READINESS.....	36
VOC ED 239 CE	CUSTOMER SERVICE SKILLS.....	18
<b>TOTAL LECTURE HOURS.....</b>		<b>60</b>

**ENTREPRENEURSHIP SKILLS**

**Certificate of Completion**

*(Program: 493102 State Code: 24069)*

This Skills Certificate encompasses two non-credit courses. Students will be given basic tools on how to start a small business. Upon completion of these courses, students will receive an Entrepreneurship Skills Certificate.

**Program Student Learning Outcomes**

1. Apply entrepreneurship and customer service concepts to analyze and improve various business ideas.
2. Work independently to create business plans, marketing strategies and measure business success

VOC ED 084 CE	ENTREPRENEUR TRAINING PROGRAM.....	36
VOC ED 239 CE	.....	18
<b>TOTAL LECTURE HOURS.....</b>		<b>54</b>

**HOSPITALITY (PENDING)**

**Certificate of Competency**

This Skills Certificate encompasses all of the Hospitality courses provided by the American Hotel and Lodging Association (AH & LA). Upon Completion of this training, students will receive a Hospitality Skills Certificate of Competency in any one of the courses listed below. This certification is nationally recognized and will increase the candidates' chances of obtaining employment and advancement.

**Program Student Learning Outcomes**

- apply concepts and skills necessary to achieve guest satisfaction.
- conduct him/herself in a professional and ethical manner, and practice industry-defined work ethics.

- perform basic and supervisory level job functions in hotel/restaurant careers.

VOC ED 242 CE BANQUET SERVER SKILLS.....	18
VOC ED 243 CE FRONT DESK REPRESENTATIVE.....	18
VOC ED 244 CE LAUNDRY ATTENDANT SKILLS.....	18
VOC ED 245 CE PUBLIC SPACE CLEANER SKILLS.....	18
VOC ED 246 CE RESTAURANT SERVER SKILLS.....	18
VOC ED 247 CE KITCHEN STEWARD SKILLS.....	18
VOC ED 248 CE MAINTENANCE ATTENDANT SKILLS 18	
VOC ED 249 CE RESERVATIONIST SKILLS.....	18
VOC ED 250 CE RESTAURANT SERVER SKILLS.....	18
<b>TOTAL LECTURE HOURS.....</b>	<b>162</b>

**IN-HOME SUPPORTIVE SERVICES SKILLS**

**Certificate of Completion**

*(Program: 49103 State Code: 24446)*

This Skills Certificate includes two non –credit courses. The In-Home Supportive Services (IHSS) course provides training on in-home care. Upon successful completion of this course, students will receive an In-Home Supportive Services Skills Certificate.

**Program Student Learning Outcomes**

- Complete the paperwork required by the Department of Public Social Services.
- Properly and safely assist patients living in their own homes with the basic functions of daily life.
- Perform First Aid and CPR on an adult victim.

VOC ED 059CE VESL FOR HOME HEALTH AIDE.....	18
VOC ED 002CE IN-HOME SUPPORTIVE SERVICES (IHSS) PROVIDER.....	90
<b>TOTAL LECTURE HOURS.....</b>	<b>108</b>

**JOB READINESS SKILLS**

**Certificate of Completion**

*(Program: 493102 State Code: 24071)*

This Skills Certificate encompasses a series of specific non-credit courses designed to introduce and train new workers, incumbent workers, and dislocated workers to the realities of the workplace. Upon completion of these combined courses, students will receive a Job Readiness Certificate of Completion

**Program Student Learning Outcomes**

- Identify a career field of choice.
- Develop an effective resume.
- Prepare for an employment interview.

VOC ED 236 CE JOB CLUB.....	18
VOC ED 238 CE JOB READINESS.....	36
VOC ED 239 CE CUSTOMER SERVICE SKILLS.....	18
VOC ED 230 CE WAYS TO SHINE.....	6
<b>TOTAL LECTURE HOURS.....</b>	<b>78</b>

**WORKFORCE LITERACY SKILLS**

**Certificate of Completion**

*(Program: 493101 State Code: 24016)*

**Program Student Learning Outcomes**

- Use proper, effective communication with employers, co-workers, and customers.

- Develop an effective resume that matches a job description.
- Prepare for an employment interview, including developing responses, describing experience, and dressing for success.
- Deliver excellent customer service.
- Prepared to take the California High School Exit Examination.

BLUEPRINT FOR WORKPLACE SUCCESS.....	36
BLUEPRINT FOR CUSTOMER SERVICE.....	18
30 WAYS TO SHINE AS A NEW EMPLOYEE.....	6
REVIEW OF BASIC MATH.....	36
REVIEW OF BASIC ENGLISH.....	36
WORKPLACE COMPUTING FOR LIMITED ENGLISH POP.....	54
VOCATIONAL ENGLISH AS A 2ND LANGUAGE A.....	54
<b>TOTAL LECTURE HOURS.....</b>	<b>240</b>

**RETAILING SMARTS (PENDING)**

**Certificate of Competency**

This Skills Certificate encompasses all of the Retail courses provided by the National Retail Federation (NRF). Upon completion of this training, students will receive a Certificate of Completion. Students are eligible to receive the NRF certification in either Sales/Customer Service Skills or Supervisory/Management Skills provided the on-line exam is passed with a score of 75% or higher.

VOC ED 231 CE BUILDING SALES.....	18
VOC ED 232 CE CLOSING THE SALE.....	18
VOC ED 233 CE COMPLETING THE SALES TRANSACTION.....	18
VOC ED 234 CE EXPLAINING FEATURES AND BENEFITS.....	18
VOC ED 235 CE GOING THE EXTRA MILE.....	18
VOC ED 237 CE STRATEGIES IN MEETING CUSTOMER NEEDS.....	18
VOC ED 240 CE STRATEGIES IN BUILDING A CONTINUOUS RELATIONSHIP.....	18
VOC ED 241 CE GETTING TO KNOW YOUR CUSTOMER.....	18
<b>TOTAL LECTURE HOURS.....</b>	<b>144</b>

**VOCATIONAL ENGLISH AS A SECOND LANGUAGE**

**Certificate of Completion**

*(Program: 493080 State Code: 24099)*

This Skills Certificate includes three non-credit courses created to assist a student in transition from high-level ESL courses to vocational education programs leading toward a degree or career of their choice. These classes provide language skills training the Limited English Proficient (LEP) population to help them achieve success in other vocational education programs. Upon completion, students will receive a VESL Skills Certificate of Completion, which will also assist them in integrating into academic departments on campus and/or securing employment.

**Program Student Learning Outcomes**

- Utilize effective English language communication in oral and written frameworks.
- Apply knowledge of workforce organizational structures, operational procedures, and communication practices.
- Practice interpersonal relationship skills appropriate to workforce culture, health, and safety.
- Evaluate and demonstrate knowledge of personal workforce issues and personal qualities.



5. Plan and implement a job search.

VOCATIONAL ENGLISH AS A SECOND LANGUAGE A .....	54
VOCATIONAL ENGLISH AS A SECOND LANGUAGE B .....	54
VOCATIONAL ENGLISH AS A SECOND LANGUAGE C .....	54
<b>TOTAL LECTURE HOURS .....</b>	<b>162</b>

**HEALTH CAREERS (PENDING)**

**Certificate of Completion**

Upon completion of the Health Careers Readiness Certificate, students will learn English, medical terminology and acquire a general introduction to careers in the healthcare field along with common medical practices. All while allowing students to increase their level of customer service, confidence and future colleague relations.

VOC ED 056CE VOCATIONAL ESL FOR HEALTH CAREERS .....	36
VOC ED 230CE 30 WAYS TO SHINE .....	6
<b>TOTAL LECTURE HOURS .....</b>	<b>42</b>

**CHILD DEVELOPMENT READINESS (PENDING)**

**Certificate of Completion**

VOC ED 054CE .....	18
VOC ED 230CE 30 WAYS TO SHINE .....	6
<b>TOTAL LECTURE HOURS .....</b>	<b>24</b>

**HIGH SCHOOL EQUIVALENCY (PENDING)**

**Certificate of Completion**

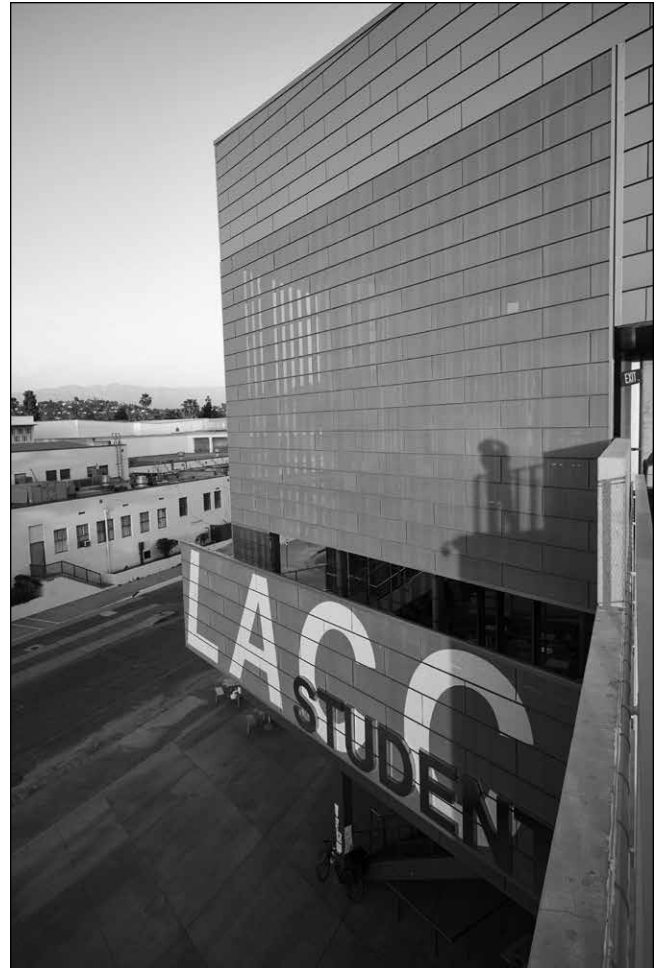
Upon completion of the High School Equivalency Exam Preparation Certificate students will be better prepared to take one of the four official GED, HiSET or the TASC tests in reasoning through Language Arts, Mathematical Reasoning, Social Studies, and Science.

BASIC SKILLS 083CE .....	54
BASIC SKILLS 084CE .....	54
BASIC SKILLS 085CE .....	54
BASIC SKILLS 086CE .....	54
<b>TOTAL LECTURE HOURS .....</b>	<b>216</b>

**VOCATIONAL ENGLISH II (PENDING)**

**Certificate of Completion**

Upon completion of the Vocational ESL Certificate, students will demonstrate increased proficiency in listening, speaking, reading, writing, and critical thinking skills to further their education, enter the workforce, and actively participate in the community. Completion of this certificate will provide



language and critical thinking skills for students to succeed in the workforce and move forward in their future academic classes.

ESL CIVICS 030CE .....	108
ESL CIVICS 031CE .....	108
ESL CIVICS 032CE .....	108
ESL CIVICS 033CE .....	108
ESL NC 001 CE .....	108
ESL NC 002CE .....	108
VOC ED 079CE VOCATIONAL ESL A .....	108
<b>TOTAL LECTURE HOURS .....</b>	<b>216</b>

**WORKFORCE READINESS ACADEMY**

Angelica Ramirez  
 Dean of Non-Credit Programs  
 (323) 953-4000 EXT. 2588

**ALL COURSES ARE ALSO OFFERED ON A "STAND-ALONE" BASIS**

The LACC Workforce Readiness Academy was voted "Best Workforce Development Program" at the LA Community College District's Excellence in Workforce Development Awards,

held in May 2008. The District's eighth annual event also honored the program with a first place trophy in the category "Successful Encouragement of Special Populations." the program is focused on non-credit workforce education and enables students to enter various career ladder pathways. Courses are taught at Van de Kamp Innovation Center - 2930 Fletcher Drive.