The completion of the associate degree is the culmination of a student’s successful completion of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think critically and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student should possess sufficient depth in a field of knowledge to contribute to lifetime academic and career pursuits. Central to all associate degree programs at LACC, general education prepares students to be successful in a dynamic, complex, and multi-cultural world.

Graduates with an associate degree will demonstrate competence in five areas of learning:

1. Broad & Integrative Knowledge. Graduates will be able to consolidate broad knowledge across multiple areas of learning from the arts and humanities, natural sciences, mathematics, and social sciences and to discover and explore concepts and questions that bridge these fields.
2. Intellectual Skills. Graduates will exhibit the skills of aesthetic awareness, communication competency, critical & creative thinking, information competency and quantitative competency.
4. Lifelong & Applied Learning. Graduates will be able to apply their knowledge to address unscripted problems in scholarly inquiry, at work and in other non-academic settings.
5. Specialized Knowledge. Graduates will exhibit the proficiencies identified in their major’s program student learning outcomes (PSLOs).

Associate Degree Graduation Requirements

The Board of Governors of the California Community Colleges has authorized the Los Angeles Community College District Board of Trustees to confer the degrees of Associate in Arts and Associate in Science.

The awarding of an Associate Degree symbolizes a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing, to use mathematics, to understand the modes of inquiry of the major disciplines, to be aware of other cultures and times, to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity of self-understanding. In addition of these accomplishments, the student should possess sufficient depth in some field of knowledge to contribute to lifetime interest.

1. Unit Requirement – A minimum of 60 semester units of degree applicable course credit in a selected curriculum with at least 18 semester units of study in a major or area of emphasis and at least 21 semester units of study in general education. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.
2. Scholarship Requirement – A 2.0 GPA or better in all work attempted in the curriculum upon which the degree is based. Effective for all students admitted for the Fall 2009 term or any term thereafter, each course counted toward the major requirements must be completed with a grade of “C” or better or a “P” if the course is taken on a “pass/no pass” basis.
3. Competency Requirement – Students must demonstrate competence in reading, written expression, and mathematics. The following courses and examinations are approved to meet the competency requirement for the Associate Degree as defined in Board Rule 6201.12.

Effective for students entering prior to Fall 2009:

a. The competency requirement in reading and written expression may be met by:
   1. Completion of a course in intermediate composition with a grade of “C” or better in ENGLISH 28, ENGLISH 101, or JOURNALISM 101.

b. The competency requirement in mathematics may be met by:
   1. Completion of Math 115; or 113 and 114; or a higher mathematics course (intermediate Algebra or transferable math course in the 200 series) with a grade of “C” or better; or;
   2. Achieving a satisfactory score on the District Assessment Exam, i.e., Math 125 or transferable math course in the 200 series.

Effective for all students admitted on or after the Fall 2009 semester:

a. The competency requirement in reading and written expression may be met by:
   1. Completion of a course in college reading and composition with a grade of “C” or better: English 101
   2. A score of 3 or higher on one of the following AP Exams:
      - English Language and Composition
      - English Composition and Literature
   3. In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges and English Department.
b. Completion of the college assessment exam in English and of a score determined comparable to satisfactory completion of ENGLISH 101. Students who place into an ENGLISH course above the level of ENGLISH 101 are deemed to have met the competency requirement. (Board Rule 6201.12, Title 5, CCR, 55063).

Mathematics Competency Examination given by the Mathematics Department.

a. The competency requirement in mathematics may be met by:

1. Completion of Math 125; or 124A and 124B; or a higher mathematics course with a grade of "C" or better, or;

2. A score of 3 or higher on one of the following AP Exams: Calculus AB; Calculus BC; Statistics.

b. Completion of the college assessment exam in mathematics of a score determined comparable to satisfactory completion of intermediate algebra Math 125, ie., a transferable math course in the 200 series. (Board Rule 6201.12, Title 5, CCR, 55063).

NOTE: Assessments alone cannot be used to waive General Education requirements. Students who meet Mathematics and/or Reading and Written Expression competencies through assessment must still complete the LACCD Associate Degree Area D General Education course and unit requirements.

4. Residence Requirement – as defined in Board Rule 6201.13

a. Students must complete no fewer than 12 units at the college conferring the degree.

b. When the same major is offered at multiple colleges in the LACCD, the degree shall be conferred by the college where the student has taken the majority (greater than 50.0%) of units in the major.

c. Exceptions to residence requirements for the associate degree may be made by the governing board when it determines that an injustice or undue hardship would be placed on the student.

Course Equivalency

Advanced Placement (AP), International Baccalaureate (IB), and College-Level External Examinations CLEP, can be used to satisfy the General Education and graduation competency requirements for the Associates Degree, please refer to the LACCD AP, IB, and/or the CLEP credit chart.

Double-Counting of Coursework

A course may only be counted once for General Education purposes. However, a course may be used to satisfy both a General Education requirement and a major requirement.

Second and Concurrent Associates Degree Requirements

Additional Associate Degrees

Pursuant to catalog rights, described in Board Rule 6202, completion of degree requirements, i.e., scholarship, residency, competency, general education and major requirements:

1. Completion of a minimum of six (6) new units in a major. Major course requirements completed in previous degrees awarded can be used again for additional degrees.

2. All courses that count towards the associate degree major or area of emphasis must be satisfactorily completed with a grade of "C" or higher or "P" (pass).

3. There is no limit to the number of additional associate degrees that can be awarded provided that all the above requirements have been met.

Concurrent degrees

Concurrent degrees are degrees awarded in the same semester.

Students may petition and be awarded concurrent associate degrees in multiple majors if the following criteria are met:

1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements: scholarship, residency, competency, general education and major requirements.

2. There is no maximum number of concurrent degrees that a student may be awarded.

3. If a course is a major requirement for each concurrent degree, it may be applied toward satisfaction of each major degree requirement.

4. Completion of the General Education requirements for one associate degree will fulfill the general education requirements for concurrent degrees.

5. All courses that count towards the associate degree major or area of emphasis must be satisfactorily completed with a grade of "C" or higher or "P" (pass).

Continuous Attendance

Continuous attendance means no more than one semester absence within a school year, excluding Summer Sessions and Winter Intersession.

Students granted a “military withdrawal” under the provisions of Board Rule 6701.10, will be considered to be in “continuous attendance” for their required period of military service.

Graduation Petitions for Degree

Students who are eligible for graduation from Los Angeles City College must file a Graduation Petition with the Admissions Office. Please contact Admissions Office for deadlines.

Graduation With Honors

Students who qualify may graduate with honors from Los Angeles City College. There are three categories under which such students may graduate:

1. Summa Cum Laude is granted to students who have maintained a 3.9+ grade point average for all college coursework attempted.

2. Magna Cum Laude is granted to students who have maintained a 3.7+ grade point average for all college coursework attempted.
3. Cum Laude is granted to students who have maintained a 3.5+ grade point average for all college coursework attempted.

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

A “Skill Certificate” is issued by the department offering the certificate for programs requiring 17 semester units or less. Students may seek increased job-related specialization, job advancement, or preparation for new employment. Courses that make up a Skill Certificate may apply toward a Certificate Program or Associate Degree. A grade of “C” or better is required in each course required for the major. Please consult with a counselor for requirements.

NOTE: Departments offering skills certificates are responsible for requirement verification and issuance.

LACC General Education Pattern For Associate Degree 2018–2019
(EFFECTIVE FALL 2018)

1. Minimum of 60 units with a cumulative grade point average of 2.0 or better (12 units must be completed at LACC).

2. All specific requirements for the Major as determined by the Academic Department (minimum of 18 units). All courses required for the Major must be completed with grade of “C” or “P” or better. Please consult with an academic counselor.

3. Completion of all G.E. Requirements for the Associate Degree listed below. Competency requirement for English courses must be completed with a grade of “C” or better.

4. Evaluation of transcripts from accredited colleges are not officially approved until signed off by Admissions and Records or the Articulation Office.

I. UNIT REQUIREMENT: 60 – 64 units of course credit in a selected curriculum. (Board Rule 6201.10)

II. SCHOLARSHIP REQUIREMENT: A “C” (2.0) grade average or better in all work attempted in the curriculum upon which the degree is based. (Board Rule 6201.11)

III. COMPETENCY REQUIREMENTS: (Administrative Regulation E-79)

   The following courses and examinations are approved to meet the competency for the Associate Degree for all students entering beginning Fall 2009. (Board Rule 6201.12)

   a. Reading and Written Expression

   1. Competence in Reading and Written Expression shall be demonstrated by achieving a grade of “C” or better in English 101 or its equivalent at another college.

   2. In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination as determined by the college.

   b. Mathematics

   1. Competence in Mathematics shall be demonstrated by achieving a grade of “C” or better in Math 125 or Math 124A and 124B or higher or its equivalent at another accredited college.

   2. The competency requirement in Mathematics may also be met by completing an assessment and achieving a score determined as satisfactory completion of Math 125 Intermediate Algebra. That is, students may place into mathematics courses above the level of intermediate algebra, i.e., transferable math courses 200 series, or through credit-by-examination as determined by the college

IV. RESIDENCE REQUIREMENT: Completion of at least 12 units of work in residence and attendance at the college conferring the degree. Exceptions may be made when it is determined that an injustice or undue hardship would be placed on the student. (Board Rule 6201.13)

V. MAJOR REQUIREMENTS: Must have a minimum of 18 units in a single or related field. Specific courses for the major determined each year by the Academic Department and approved by Curriculum. Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirement must be completed with a “C” (2.0 or equivalent) or better.

VI. GENERAL EDUCATION REQUIREMENTS: Minimum of 21 semester units. Note: Effective Fall 2015 students may satisfy their G.E. requirements for graduation by completing either the Associate G.E. pattern, IGETC, or CSU Breadth.

A. NATURAL SCIENCES

   Complete 1 course from below, minimum 3 UNITS

   Anatomy 1
   Anthropology 101
   Astronomy 1, 5, 11
   Biology 3, 6, 7, 25, 46
   Chemistry 60, 65, 101, 102, 211, 212, 221
   Earth Science 1
   Environmental Science 1
   Family & Consumer Studies 21
   Geography 1, 15
   Geology 1, 2, 6
   Microbiology 1, 20
   Oceanography 1
   Physical Science 10
   Physics 6, 7, 11, 12, 14, 21, 22, 101, 102, 103
   Physiology 1
   Psychology 2
B. SOCIAL AND BEHAVIORAL SCIENCES
(TOTAL 6 UNITS FROM B1 and B2), minimum 3 UNITS each

1. AMERICAN INSTITUTIONS
   Complete 1 course from below
   African American Studies 4, 5, 7
   Chicano Studies 7, 8
   History 11, 12, 13, 81, 82
   Political Science 1, 19

2. SOCIAL AND BEHAVIORAL SCIENCES
   Complete 1 course from below 3 UNITS
   Accounting 1
   Anthropology 102, 103, 121, 151
   Business 1
   Chicano Studies 7, 8, 44
   Child Development 1, 11, 42
   Communications 122
   Economics 1, 2
   Family & Consumer Studies 31
   Geography 2
   History 1, 2, 3, 4, 59, 73, 86, 87
   Journalism 105
   Law 3, 7
   Linguistics 2, 3
   Political Science 2, 5, 7, 14, 19
   Psychology 1, 13, 41, 43
   Sociology 1, 2, 11, 12, 31, 32

C. HUMANITIES
   Complete 1 course from below, minimum 3 UNITS
   African American Studies 20, 60
   American Sign Language 1, 2, 3, 40
   Arabic 1, 2
   Armenian 1, 2, 35
   Art 201, 209, 250, 501
   Art History 103, 110, 120, 130, 139, 140, 151, 171
   Chicano Studies 44
   Chinese 1, 2, 3, 4, 10, 21, 22
   Cinema 3, 4, 18, 501 (same as Photo 501)
   Communication Studies 130
   Dance Studies 805
   French 1, 2, 3, 4, 10, 21, 22
   English 102, 203, 204, 205, 206, 207, 208, 211, 212, 214, 215, 216, 218,
   219, 239, 240, 252, 255, 270
   Humanities 6, 8, 30, 31, 61
   Italian 1, 2, 10
   Japanese 1, 2, 3, 4, 9, 21, 22
   Korean 1, 2, 3, 4, 10, 21, 22
   Linguistics 1
   Music 101, 111, 116, 121, 122, 135, 136, 141, 200
   Philosophy 1, 14, 20, 30, 32, 40
   Photography 10, 34, 501 (same as Cinema 501)
   Russian 1, 2, 3, 4, 10, 12
   Spanish 1, 2, 3, 4, 5, 6, 9, 10, 11, 15, 21, 22, 35, 36
   Theater 100, 110, 114, 338, 400
D. LANGUAGE AND RATIONALITY
(TOTAL 6 UNITS FROM D1 and D2), minimum 3 UNITS each
Complete with a grade of “C” or better

1. ENGLISH COMPOSITION
   Complete 1 course from below 3 UNITS
   English 28, 101
   E.S.L. 8
   Journalism 101

2. COMMUNICATION AND ANALYTICAL THINKING
   Complete 1 course from below, minimum 3 UNITS
   1. Demonstrate math competency by placing one level higher
      than intermediate algebra (i.e., university transferable math
      series 200 courses) using multiple measures such as the
      LACCD official assessment scores; or
   2. Submit documentation from an accredited institution that a
      course is equivalent to one of the mathematics courses listed
      below and has been completed with a grade of “C” or better;
      or
   3. Complete one of the following LACC courses (with a grade of
      “C” or better:
      Computer Science 101, 103, 108
      Computer Technology 1
      Communication Studies 101, 104, 105, 121, 151
      English 102, 103
      Philosophy 5, 6, 8, 9
      Psychology 66, 74
      Mathematics 124A, 124B, 125, 190, 215, 216, 227, 230, 236, 240, 245,
      260, 261, 262, 263, 270, 272, 275

E. HEALTH AND PHYSICAL EDUCATION
Must include 1 unit of P.E. Activity* (Health 2 includes a P.E. Activity),
minimum 3 UNITS

*Exemption from the P.E. requirement is allowed for illness or phy-
   sical disability by filing a physician’s statement at the Admissions &
   Records Office

The entire area is waived for Veterans with a DD214 - honorable
   discharge.

1. HEALTH EDUCATION:
   Health 2, 8, 11, 12, 101
   Kin Maj 117

2. PHYSICAL EDUCATION ACTIVITY:
   Dance Studies, Dance Techniques, Dance Specialties, Kinesiology
TRANSFER REQUIREMENTS

Transfer Requirements
Students who plan to earn a bachelor’s degree should take courses designed to complete the lower-division preparation for their major and the general education subject areas of the college to which they will transfer.

Students also have the option of following the Intersegmental General Education Transfer Curriculum (IGETC) for UC or CSU campuses, or the CSU GE-Breadth requirements which will enable them to complete their lower-division general education courses at Los Angeles City College.

California State University (CSU) Admission
Students intending to transfer to a California State University campus should plan a program to meet the graduation requirements of the specific institution which they plan to attend. Transfer admission eligibility is based on transferable college units. Consult the catalog issued by the individual campus for a complete description of the curricula or with an academic counselor.

Applicants who are California Residents and who have completed 60 to 70 transferable semester units (84-105 quarter units) are eligible for admission if (a) they are in good standing at Los Angeles City College, and (b) have achieved a minimum 2.0 grade-point average in all transferable college units attempted (non-residents, 2.4 or better). Any student applying for admission must complete Area A1. Oral Communication, A2. Written Communication, A3. Critical Thinking, and Area B3. Mathematics/Quantitative Reasoning with a grade of C- or higher.

Departmental Majors
Los Angeles City College does not offer all courses required by the CSU departmental major. It is necessary to refer to the appropriate California State University catalog for lower division major requirements. Students are also urged to consult with a counselor for current information and to check http://www.assist.org.

General Education Requirements
To be eligible for the Bachelor’s degree from a California State University, the candidate must have completed a minimum of 48 semester units of General Education requirements. At least 9 semester units must be upper division and must be earned at the campus granting the degree. The California Administrative Code authorizes Los Angeles City College to certify that the student has completed the lower division portion of the General Education requirements which is a minimum of 39 semester units from the G.E. pattern listed below.

The 39 semester/58 quarter units required for CSU GE-Breadth are distributed as follows:

California State University General Education (GE) Breadth Requirements 2018 - 2019
(EFFECTIVE FALL 2018)

CSU: Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay (formerly Hayward), Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus

CERTIFICATION
Courses on this list are approved for a specific academic year, which begin Fall 2018 semester and will remain valid through Summer 2019.

The general education courses listed for the CSU system are specified within subject areas that satisfy lower division general education requirements for the CSU campuses. A course must be on the CSU GE-Breadth pattern during the term in which it is taken: If a course is taken before it is approved for inclusion, or after it is removed from the list, it cannot be used to meet the subject area requirement. We advise that students meet with a counselor regularly to review any changes.

CSU GE-Breadth certification is available to community college transfer students who satisfy the general education requirements in each subject area. To be “Certified” means that LACC has verified that a student has successfully completed the lower division General Education requirements listed in each of the subject areas A-E of the CSU GE-Breadth pattern. Students who are CSU GE certified will only be responsible for an additional 9 semester units of upper division general education requirements at the CSU campus. To request CSU GE-Breadth certification, the student must set up an appointment with a counselor to complete the form request and have the Articulation Office review and sign off for official approval. Note: certification does not guarantee admission or admission eligibility to CSU.

Students who have taken courses at other colleges can have these courses evaluated for appropriate credit in the certification process. Los Angeles City College will certify courses in the subject areas designated at other California Community Colleges. Courses taken at other regionally accredited colleges will be evaluated by the LACC counseling faculty and the Articulation Office to determine appropriate credit. Courses from foreign institutions cannot be used in the certification process. Students requesting CSU GE Certification must complete at least 12 units in residency at Los Angeles City College.

ADDITIONAL INFORMATION
1. Course cannot satisfy more than one General Education area requirement (even if listed under multiple subject areas).
2. Courses used to satisfy General Education requirements may also satisfy Major Preparation requirements.
3. LACC recommends that students complete the lower division requirements for the major before transfer. Major preparation requirements can be accessed on www.assist.org, the official
source for California state college articulation and student transfer information. Other lower division courses that are not offered at LACC may be required for the major after transfer.

4. Students who transfer to CSU may also complete an Associate degree at LACC by completing courses in the major (please see a counselor for major-specific information).

5. Completion of the General Education requirements will not guarantee admission into a university but can increase the student’s chances for acceptance.

6. Areas A1, A2, A3 and B4 must be completed with a “C-” or better for admissions eligibility to a CSU campus.

7. All transferable coursework must have a cumulative GPA of 2.0 (“C”) or better.

8. The CSU GE-Breadth pattern may not be the best general education preparation pathway for ALL majors (such as Engineering, Computer Science and Liberal Studies – Teacher Prep). Please consult with a counselor to determine the best plan to meet your educational goals.

**AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING**
Select at least 1 course from each Group below. Must be completed with a grade of C- or better. 9 semester / 12 quarter units min

- **A1: ORAL COMMUNICATION**
  Communication Studies 101, 121
- **A2: WRITTEN COMMUNICATION**
  English 101
- **A3: CRITICAL THINKING**
  Communication Studies 104, 105
  English 102, 103
  Philosophy 5, 6, 8, 9
  Psychology 66

**AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING**
Select at least 1 course from each Group listed below. 9 semester / 12 quarter units min

- **B1: PHYSICAL SCIENCE**
  Astronomy 1, 5, 11
  Chemistry 60, 65, 101, 102, 211, 212, 221
  Earth Science 1
  Environmental Science 1
  Geology 1, 2, 6
  Oceanography 1
  Physical Science 10
  Physics 6, 7, 11, 12, 14, 21, 22, 101, 102, 103
- **B2: LIFE SCIENCE**
  Anatomy 1
  Anthropology 101
  Biology 3, 6, 7, 25, 46
  Microbiology 1, 20
  Physiology 1

- Psychology 2

**AREA C: ARTS AND HUMANITIES**
Select 3 courses from below, 1 course from Arts, 1 course from Humanities & 1 from either area. 9 semester / 12 quarter units min

- **C1: ARTS**
  Select at least 1 course from below
  African American Studies 60
  Art 201, 209, 501
  Art History 103, 110, 120, 130, 139, 140, 151, 171
  Cinema 3, 4, 18, 501
  Dance Studies 805
  Music 101, 111, 116, 121, 122, 135, 136, 141, 200
  Photography 10, 34, 501
  Theater 100, 110, 338, 400

- **C2: HUMANITIES**
  Select at least 1 course from below
  African American Studies 20
  American Sign Language 1, 2
  Arabic 1, 2
  Armenian 1, 2, 35
  Chicano Studies 44
  Cinema 18
  Chinese 1, 2, 3, 4, 10, 21, 22
  Communication Studies 130
  English 203, 204, 205, 206, 207, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 255, 270
  French 1, 2, 3, 4, 10, 21, 22
  History 3, 4, 7, 86, 87
  Humanities 6, 8, 30, 31, 61
  Italian 1, 2, 10
  Japanese 1, 2, 3, 4, 9, 21, 22
  Korean 1, 2, 3, 4, 10, 21, 22
  Linguistics 1
  Philosophy 1, 14, 20, 30, 32, 40
  Political Science 5
  Russian 1, 2, 3, 4, 10
  Spanish 1, 2, 3, 4, 5, 6, 9, 10, 11, 15, 21, 22, 35, 36

**AREA D: SOCIAL SCIENCES**
Select 3 courses from below, from at least 2 disciplines. 9 semester / 12 quarter units min

- African American Studies 4, 5, 7
- Anthropology 102, 103, 121, 151
- Business 1
- Chicano Studies 7, 8
- Child Development 1, 11, 42
- Computer Science 103
Communication Studies 121, 122, 190
Economics 1, 2
Geography 2
History 1, 2, 3, 4, 7, 11, 12, 13, 59, 73, 81, 82, 86, 87
Journalism 105
Law 3, 7
Linguistics 2, 3
Political Science 1, 2, 7, 14
Psychology 1, 13, 74
Sociology 1, 2, 11, 12, 31, 32

US HISTORY, CONSTITUTION, AND AMERICAN IDEALS
Complete 1 course from each group below:
Completion of the United States History, Constitution, and American Ideals is a CSU graduation requirement at all campuses.
(Note: Courses will also fulfill G.E. Breadth Requirements in Area D: SOCIAL SCIENCES)

GROUP 1
African American Studies 4, 5
Chicano Studies 8, History 11, 12, 13, 81, 82

GROUP 2
African American Studies 7
Political Science 1

AREA E: LIFELONG LEARNING AND SELF DEVELOPMENT
Veterans with DD214 honorable discharge receive waiver for this area and 3 units toward CSU transfer. 3 semester / 4 quarter units min
Child Development 1
Counseling 40
Family & Consumer Studies 21
Health 2, 8, 11
Psychology 41, 43, 60
ANY KIN, DANCEST, DANCETQ, DANCESPC Courses (maximum of 2 units)

PLEASE NOTE THIS IMPORTANT INFORMATION
1. Minimum of 60 semester or 90 quarter CSU transferable units with a cumulative grade point average of 2.0 or better.
2. Courses taken in A1, A2, A3, and B4 must be completed with a grade of “C-“ or better.
3. Students are encouraged to meet with a counselor to discuss the G.E. and lower division major requirements for transfer.
4. Evaluation of transcripts from accredited colleges are not officially approved until signed off by the Articulation Office.
5. This advisement sheet can be modified or updated from time to time. All transferable courses can be verified at the website: HTTP://WWW.ASSIST.ORG

Transfer Requirements
Communication Studies 121, 122, 190
Economics 1, 2
Geography 2
History 1, 2, 3, 4, 7, 11, 12, 13, 59, 73, 81, 82, 86, 87
Journalism 105
Law 3, 7
Linguistics 2, 3
Political Science 1, 2, 7, 14
Psychology 1, 13, 74
Sociology 1, 2, 11, 12, 31, 32

US HISTORY, CONSTITUTION, AND AMERICAN IDEALS
Complete 1 course from each group below:
Completion of the United States History, Constitution, and American Ideals is a CSU graduation requirement at all campuses.
(Note: Courses will also fulfill G.E. Breadth Requirements in Area D: SOCIAL SCIENCES)

GROUP 1
African American Studies 4, 5
Chicano Studies 8, History 11, 12, 13, 81, 82

GROUP 2
African American Studies 7
Political Science 1

AREA E: LIFELONG LEARNING AND SELF DEVELOPMENT
Veterans with DD214 honorable discharge receive waiver for this area and 3 units toward CSU transfer. 3 semester / 4 quarter units min
Child Development 1
Counseling 40
Family & Consumer Studies 21
Health 2, 8, 11
Psychology 41, 43, 60
ANY KIN, DANCEST, DANCETQ, DANCESPC Courses (maximum of 2 units)

PLEASE NOTE THIS IMPORTANT INFORMATION
1. Minimum of 60 semester or 90 quarter CSU transferable units with a cumulative grade point average of 2.0 or better.
2. Courses taken in A1, A2, A3, and B4 must be completed with a grade of “C-“ or better.
3. Students are encouraged to meet with a counselor to discuss the G.E. and lower division major requirements for transfer.
4. Evaluation of transcripts from accredited colleges are not officially approved until signed off by the Articulation Office.
5. This advisement sheet can be modified or updated from time to time. All transferable courses can be verified at the website: HTTP://WWW.ASSIST.ORG

Intersegmental General Education Transfer Curriculum (IGETC)
The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which community college transfer students can use to fulfill lower-division general education requirements at either the CSU or UC system without the need, after transfer, to take additional lower-division general education courses. This policy is governed by the Intersegmental Committee of the Academic Senators (ICAS). Completion of IGETC is not an admissions requirement.

Some students may be better served by taking courses which fulfill the UC Breadth requirements or those specific major requirements of the UC campus or college to which they plan to transfer. Students pursuing majors that require extensive lowerdvision major preparation such as Engineering or business majors at UC Berkeley may not find the IGETC option to be advantageous.

IGETC will be most useful for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus. Please see a counselor for more information.

Students planning to transfer to the University of California are required to complete 60 semester or 90 quarter units of transferable work with a minimum 2.4 grade-point average (minimum 2.8 G.P.A. for out of state or international students). In addition, credit is allowed for having completed exams administered by the College Board such as Advanced Placement and International Baccalaureate.

MAY BE USED FOR GENERAL EDUCATION CERTIFICATION FOR UNIVERSITY OF CALIFORNIA AND / OR CALIFORNIA STATE

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2018-2019
(EFFECTIVE FALL 2018)

ALL COURSES MUST BE COMPLETED WITH A GRADE OF “C” OR BETTER

AREA 1: ENGLISH COMMUNICATION
CSU: Select 3 courses, one from Group 1A and one from Group 1B, and one from Group 1C for a total of 9 semester / 12 quarter units required
UC: Select 2 courses, one from Group 1A and one from Group 1B for a total of 6 semester / 9 quarter units required

GROUP 1A: ENGLISH COMPOSITION (3 UNITS)
English 101

GROUP 1B: CRITICAL THINKING/ENGLISH COMPOSITION (3 UNITS)
English 102, 103 Communication Studies 105 Philosophy 5

GROUP 1C: ORAL COMMUNICATION - CSU ONLY (3 UNITS)
Communication Studies 101, 121

AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
Select 1 course from below 3 semester / 4 quarter units min
Mathematics 227, 230, 236, 245, 260, 261, 262, 263, 270, 272, 275

AREA 3: ARTS AND HUMANITIES
Select 3 courses from below, at least 1 course from Arts, 1 course from Humanities and 1 from either area. 9 semester / 12 quarter units min

Intersegmental General Education Transfer Curriculum (IGETC)
TRANSFER REQUIREMENTS

3A: ARTS
Select at least 1 course from below:
- African American Studies 60
- Art History 103, 110, 120, 130, 139, 140, 151, 171
- Cinema 3, 4, 18, 501
- Dance Studies 805
- Music 111, 116, 121, 122, 135, 136, 141
- Photography 34, 501
- Theater 338, 400

3B: HUMANITIES
Select at least 1 course from below:
- African American Studies 20
- American Sign Language 3
- Chicano Studies 44
- Chinese 3, 4, 10
- Cinema 18
- English 102, 203, 204, 205, 206, 207, 208, 211, 212, 214, 215, 216, 219, 239, 240, 252, 255, 270
- French 3, 4, 10
- History 3, 4, 7, 86, 87
- Humanities 6, 8, 30, 31, 61
- Italian 10
- Japanese 3, 4, 9
- Korean 3, 4, 10
- Linguistics 1 Philosophy 1, 14, 20, 30, 32, 40
- Political Science 5
- Russian 3, 4, 10
- Spanish 3, 4, 5, 6, 9, 10, 11, 15
- Theater 100, 110

AREA 4: SOCIAL AND BEHAVIORAL SCIENCES
Select 3 courses from below, from at least 2 different disciplines.
9 semester / 12 quarter units min
- African American Studies 4, 5, 7
- Anthropology 102, 103, 121, 151
- Chicano Studies 7, 8
- Child Development 1
- Communication Studies 121, 122, 190
- Economics 1, 2
- Geography 2
- History 1, 2, 3, 4, 7, 11, 12, 13, 59, 73, 81, 82, 86, 87
- Law 3
- Linguistics 2, 3
- Political Science 1, 14, 19
- Psychology 1, 13, 74
- Sociology 1, 2, 11, 12, 31, 32

AREA 5: PHYSICAL SCIENCE AND BIOLOGICAL SCIENCE
Select 1 Physical Science Course and 1 Biological Science Course from below. 1 course must include a laboratory 7 semester / 9 quarter units min

SA: PHYSICAL SCIENCE
- Astronomy 1, 5, 11
- Chemistry 60, 65, 101, 102, 211, 212, 221
- Earth Science 1
- Environmental Science 1
- Geography 1, 15
- Geology 1, 2, 6
- Oceanography 1
- Physics 6, 7, 11, 12, 14, 21, 22, 101, 102, 103

SB: BIOLOGICAL SCIENCE
- Anatomy 1
- Anthropology 101
- Biology 3, 5, 7, 25, 46
- Microbiology 1, 20
- Physiology 1
- Psychology 2

SC: LABORATORY SCIENCE REQUIREMENT
At least one course selected from group 5A or 5B must include a lab.
Lab courses are indicated by an underline. The chosen lab must be associated with the lecture course.

AREA 6: LANGUAGE OTHER THAN ENGLISH - UC REQUIREMENT ONLY
Proficiency in a language other than English may be met in one of the ways listed below.
1. Complete Level 2 or higher of the following Foreign Language courses: ASL, Arabic, Armenian, Chinese, French, Italian, Japanese, Korean, Russian, Spanish; or
2. Complete 2 years of high school study in the same language with a grade of “C-” or higher; or
3. Documented language proficiency other than English as defined and accepted by UC Admissions. Please consult with a counselor.

AMERICAN INSTITUTIONS REQUIREMENT - CSU GRADUATION REQUIREMENT ONLY
Complete 1 of the combinations below. (Note: Can also fulfill G.E. requirements in Area 4.)

GROUP 1
- African American Studies 4, 5
- Chicano Studies 8
- History 11, 12, 13, 81, 82

GROUP 2
- African American Studies 7
- Political Science 1

PLEASE NOTE THIS IMPORTANT INFORMATION
1. Minimum of 60 semester or 90 quarter UC transferable units with a cumulative grade point average of 2.4 or better.
2. All courses taken to meet IGETC requirements must be completed with a grade of “C” or better.
3. Students are encouraged to meet with a counselor to discuss the G.E. and lower division major requirements for transfer.
4. Evaluation of transcripts from accredited colleges are not officially approved until signed off by the Articulation Office.
5. This is an advisement sheet which can be modified or updated from time to time. All transferable courses can be verified at the website: http://www.assist.org
IGETC FAQs

Q: What is the Intersegmental General Education Transfer Curriculum (IGETC)?

A: IGETC is a general education pattern which community college transfer students can follow to fulfill lower-division general education requirements for either the UC or CSU systems. This pattern is advisable for students who are undecided about their transfer goals because it keeps their options open. Many private/independent colleges/universities also recognize or accept IGETC (check with a counselor for details).

Q: Is IGETC an admission requirement?

A: NO. There is no connection between completion of IGETC and eligibility for admission to the CSU or UC system.

Q: What alternatives to IGETC exist?

Community college students who are CSU-bound have the option to complete the CSU General Education Breadth requirements. Students who are UC-bound have the option of completing the general education requirements of the destination UC campus or the minimum UC transfer admission requirements as listed on ASSIST.org.

Q: Is it advisable for all transfer students to follow IGETC?

A: NO. Not all majors should follow IGETC. Students pursuing majors that require extensive lower-division major preparation (i.e., Engineering) may not find IGETC advantageous, and the transfer institution may advise following the minimum UC eligibility requirements listed on ASSIST.org.

Q: What are the minimum UC Transfer Eligibility Requirements for junior-level transfer students?

A Minimum Admission Requirements:

- 60 UC transferable semester units
- 2.4 cumulative GPA (impacted campuses and majors may require higher GPAs)
- No more than 14 semester units taken Pass / Not Pass (P/NP)
- 7 UC transferable GE courses as follows:
  - 2 courses in English composition
  - 1 course in Mathematical Concepts and Quantitative Reasoning
  - 4 courses chosen from at least 2 of the following subject areas:
    - Arts and Humanities
    - Social and Behavioral Sciences
    - Physical and Biological Sciences

Q: Will all UC and CSU campuses accept IGETC?

A: UC San Diego’s Eleanor Roosevelt and Revelle Colleges and UC Berkeley’s Haas School of Business will NOT accept IGETC.

Q: Can I use Advanced Placement (AP) exams for IGETC?

A: YES. AP exams may be applied to IGETC with passing scores. For details, see the AP Chart in the LACC Catalog.

Q: Can I use evaluated foreign college transcripts for IGETC certification?

A: NO. Courses from foreign institutions cannot be used in the certification process; however, approved international courses can be evaluated at and applied to the specific UC campus' undergraduate GE subject areas.

Q: What is “IGETC Certification” and how do I request it?

IGETC certification is the process by which the community college verifies that a student has completed all the required coursework for the IGETC pattern (partial completion is possible, if missing up to two courses), which is sent directly to the transfer institution. If IGETC is not certified, students will be subject to the lower-division general education requirements at the campus to which they transfer. To request IGETC certification, the student must set up an appointment with a counselor to complete the form request and have the Articulation Office review and sign off for official approval.

Independent Universities

Transfer admission requirements of independent colleges and universities vary, as do course transferability and course credit allowed. Students should consult the College Catalog of their intended transfer institution for specific transfer admission requirements. General education and major preparation requirements as well as course transferability topics should be consulted with and verified by a counselor. Visit the University Transfer Center (Student Services Building, 2nd Floor) for more information.

Historically Black Colleges & Universities Transfer Information

The Historically Black Transfer Project was developed to offer a clear and seamless student pathway from California Community Colleges to targeted Historically Black Colleges and Universities. By preparing to transfer to the University of California or the California State University systems, students may also be eligible for admissions to targeted HBCUs.

Students completing California State University General Education Breadth requirements or the Intersegmental General Education Transfer Curriculum (IGETC) with full certification, an Associate degree and a 2.5 or higher Grade Point Average are guaranteed admissions at the junior level to HBCU partners.

Students with 30 or more CSU or UC transferable units and a 2.5 or higher Grade Point Average are also guaranteed admissions with full acceptance of transferable units. Historically Black Colleges and Universities are typically much smaller in student size than most of the California public institutions. The majority of classes are taught by professors rather than teaching assistants, in a nurturing and supportive environment. There also tends to be more opportunities for student leadership development.

All of the HBCUs that have partnered with California Community Colleges are private except one (Lincoln University in Missouri). The tuition costs for private HBCUs are typically a fraction of the costs of private institutions in California. Lincoln University will offer in-state tuition for California Community College students.
Associate Degrees for Transfer (ADT)

REQUIREMENTS FOR THE ASSOCIATE IN ARTS FOR TRANSFER (AA-T) OR ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) DEGREES

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees priority consideration for admission to a California State University (CSU) campus for any community college student who completes an “Associate Degree for Transfer”, a newly established variation of the Associate Degrees traditionally offered at a California community college.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a Bachelor’s degree in a similar major at a CSU campus. Students completing these degrees are guaranteed priority consideration for admission to the CSU system, but not necessarily to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a Bachelor’s degree (unless the major is a designated as a high unit major). These degrees may not be the best option for students intending to transfer to a particular CSU campus or to university that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

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

1. Minimum of 60 CSU transferable semester units.
2. Minimum grade-point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors such as impacted majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an ADT major. All courses in the major must be completed with a grade of “C” or better or a “P” if the course is taken on a “Pass/No Pass” basis (Title 5, 55063).
4. Completion of the California State University General Education-Breadth (CSU GE-Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) pattern

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)
The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at the college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. Students should refer to www.assist.org to confirm how each college’s course will be credited at a particular CSU or UC for transfer credit.

ASSOCIATE IN ARTS FOR TRANSFER (AA-T)
- Art History
- Communication Studies
- English
- Film, Television, and Electronic Media (pending)
- Journalism
- Kinesiology
- Music
- Political Science
- Psychology
- Studio Arts
- Theatre Arts

ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)
- Administration of Justice
- Biology
- Business Administration
- Early Childhood Education
- Mathematics
- Physics
ADMINISTRATION OF JUSTICE

Chair
Wilhelm I. Vargas, J.D.
(323) 953-4000 EXT. 2754 | HH 200H
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

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

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

18 semester units from one of the following Options: Evidence; Investigations; Fingerprint Classification. See below:

EVIDENCE OPTION 1
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 2
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 413 FINANCIAL CRIMES INVESTIGATIONS ......................................3

FINGERPRINT CLASSIFICATION OPTION 3
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

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

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. 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
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 INTRO TO PSYCHOLOGY .......... 3

Or Any Course Not Used In List A Above

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 PRINCIPLES & PROCEDURES OF JUSTICE SYSTEM .......... 3
ADM JUS 5 CRIMINAL INVESTIGATION .......... 3
ADM JUS 180 INTRO TO FORENSICS .......... 3
ADM JUS 382 INTRO TO FIREARMS TRAINING .......... 3

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

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

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

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

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

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
TOTAL 6 UNITS

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
TOTAL 13 UNITS

ART (VISUAL & MEDIA ARTS)

CHAIR
Laurel Paley
(323) 953-4000 EXT. 2519 | CHEM 119C
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 202 OR 204
ARTHIST 120 ART 502 PLUS THREE ELECTIVES
ART 201 FROM THE LISTS BELOW

FIRST SEMESTER

ARTHIST 110/120 SURVEY OF WESTERN ART HISTORY I OR II 3
ART 501 BEGINNING TWO-DIMENSIONAL DESIGN 3
ART 201 DRAWING I 3

SECOND SEMESTER

ARTHIST 110/120 SURVEY OF WESTERN ART HISTORY I OR II 3
(ART 202 DRAWING II 3
OR 204) LIFE DRAWING I 3
ELECTIVE SEE BELOW 3

THIRD SEMESTER

ART 502 BEGINNING THREE-DIMENSIONAL DESIGN 3
ELECTIVE SEE BELOW 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

Arthist 130 Survey of Asian Art History ......................... 3
Arthist 139 Intro to Islamic Art ................................ 3
Arthist 140 Survey of Arts of Africa, Oceania, and Ancient America ................................................. 3
Arthist 151 Intro to Latin American Art ................. 3
Arthist 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 204 ART 606
ART 209 ART 620
ART 250* ART 634
ART 501 ART 645
ART 604 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 204 OR 209 .............................................. 3
ART 605 Graphic Design II ........................................... 3
ART 645 Intro to Website Design ............................. 3

FOURTH SEMESTER

ART 202 OR 204 OR 209 .............................................. 3
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: 100100 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. 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

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
STUDIO ARTS

Associate of Arts (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. 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

REQUIRED CORE (12 UNITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ARTHIST 120</td>
<td>SURVEY OF WESTERN ART HISTORY I</td>
<td>3</td>
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<tr>
<td>ART 201</td>
<td>DRAWING I</td>
<td>3</td>
</tr>
<tr>
<td>ART 501</td>
<td>BEGINNING TWO-DIMENSIONAL DESIGN</td>
<td>3</td>
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<tr>
<td>ART 502</td>
<td>BEGINNING THREE-DIMENSIONAL DESIGN</td>
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LIST A: SELECT 1 COURSE (3 UNITS) FROM THE FOLLOWING

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<td>SURVEY OF ASIAN ART HISTORY</td>
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<tr>
<td>ARTHIST 140</td>
<td>SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA</td>
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LIST B: SELECT 1 COURSE (3 UNITS) FROM THE FOLLOWING

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<td>OR 204</td>
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<tr>
<td>ART 300</td>
<td>INTRO TO PAINTING</td>
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<td>INTRO TO PRINTMAKING</td>
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<td>ART 604</td>
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<td>ART 700</td>
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<td>PHOTO 10</td>
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TOTAL MAJOR: 18 UNITS

LIST B: SELECT 3 COURSES (9 UNITS) FROM THE FOLLOWING

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<thead>
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<td>ART 604</td>
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<td>ART 606</td>
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<td>ART 645</td>
<td>INTRO TO WEBSITE DESIGN</td>
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<tr>
<td>(ART 648</td>
<td>ANIMATION-DIGITAL IMAGING</td>
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<tr>
<td>OR 634</td>
<td>COMPUTER GRAPHICS I: 3D COMPUTER GRAPHICS</td>
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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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>OR 634</td>
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TOTAL: 21 UNITS

BIOLOGY / ANATOMY

CHAIR

Greg Gonsalves

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

www.lacitycollege.edu/academic/departments/lifesci/index.html

PROGRAMS OFFERED

Associate of Science (AS-T)

Biology

Courses Only - No Degree/Certificate

Anatomy

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.

DEGREE PROGRAMS

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

BIOLOGY AS-T

Associate of Science (AS-T)
(Program: 040100 State: 36049)

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. 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 the scientific method and its applications.
2. Demonstrate the scientific method in a laboratory setting.
3. Apply knowledge of fundamental biological principles such as evolution and taxonomy.
4. Apply knowledge of physiological, ecological, and molecular processes.
5. Demonstrate proficiency in basic lab skills and analysis.

MAJOR

7 COURSES | 33 UNITS | AS-T

REQUIRED CORE (10 UNITS)

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<td>GENERAL BIOLOGY II</td>
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LIST A: SELECT 5 COURSES (23 UNITS) FROM THE FOLLOWING

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<td>GENERAL PHYSICS II</td>
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TOTAL MAJOR ............................................................................................................. 33 UNITS

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

Certificate of Achievement
Automated Accounting Technician
Business Administration
Finance & Banking
Management
Management, Retail
Management, Small Business
Marketing
Real Estate, Broker License Specialization

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:
EDUCATIONAL PROGRAMS

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. 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
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
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
TOTAL MAJOR ................................................................ 30 UNITS

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.
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 ACCTG 31 OR BUS 38
ACCTG 15, 16 ACCTG 55 OR BUS 17
ACCTG 17 BUS 1
ACCTG 19 BUS 15
ACCTG 23 FINANCE 2
ACCTG 27
FIRST SEMESTER
ACCTG 1 INTRODUCTORY ACCOUNTING I .................. 5
ACCTG 27 AUTO ACCOUNTING METHODS & PROCEDURES II .... 3
ACCTG 17 PAYROLL ACCOUNTING I .......................... 2
(BUS 38 BUSINESS COMPUTATIONS) ...................... 3
OR ACCTG 31) MATHEMATICS OF ACCOUNTING .......... 3
SECOND SEMESTER
ACCTG 1 INTRODUCTORY ACCOUNTING II ............... 5
ACCTG 15 TAX ACCOUNTING I .............................. 3
ACCTG 19 ETHICS FOR ACCOUNTING PROFESSIONALS .... 2
ACCTG 23 RECORDKEEPING FOR SMALL BUSINESS ....... 3
(ACTTG 55 ACCOUNTING COMPUTER LABORATORY) ....... 1
OR BUS 17 COMPUTER GRAPHICS FOR BUSINESS ........ 3
THIRD SEMESTER
BUS 1 INTRO TO BUSINESS .................................. 3
ACCTG 16 TAX ACCOUNTING II ............................ 3
BUS 15 BUSINESS STATISTICS ............................. 3
FINANCE 2 INVESTMENTS .................................... 3
TOTAL ................................................................. 39-41 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.

5. Construct and format a slide presentation and worksheet that is appropriate to the given audience and purpose, utilizing Microsoft PowerPoint and Excel.

### MAJOR

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
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</tr>
</thead>
<tbody>
<tr>
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**FIRST SEMESTER**

- ACCTG 21 BOOKKEEPING & ACCOUNTING I: 3 units
- BUS 1 INTRO TO BUSINESS: 3 units
- ACCTG 31 OR BUS 38: 3 units
- BUS 15 BUSINESS STATISTICS: 3 units
- BUS 17 COMPUTER GRAPHICS FOR BUSINESS: 3 units
- MARKET 21 PRINCIPLES OF MARKETING: 3 units

**SECOND SEMESTER**

- ACCTG 1 INTRO TO ACCOUNTING I: 5 units
- BUS 2 INTRO TO BUSINESS: 1 unit
- ECON 1 PRINCIPLES OF ECONOMICS I: 3 units
- FINANCE 2 INVESTMENTS: 3 units

**THIRD SEMESTER**

- MGMT 13 SMALL BUSINESS ENTREPRENEURSHIP: 3 units
- ACCTG 15 TAX ACCOUNTING I: 3 units
- ACCTG 22 BOOKKEEPING & ACCOUNTING II: 3 units
- ACCTG 23 RECORDKEEPING FOR SMALL BUSINESS: 3 units

**FOURTH SEMESTER**

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

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**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.

5. Construct and format a presentation slide and worksheet that is appropriate to the given audience and purpose, utilizing Microsoft PowerPoint and Excel.

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**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.

5. Construct and format a presentation slide and worksheet that is appropriate to the given audience and purpose, utilizing Microsoft PowerPoint and Excel.
EDUCATIONAL PROGRAMS

MAJOR

13 COURSES | 39 UNITS | AA

ACCTG 21, 22, 27 | FINANCE 2, 8, 15
BUS 1, 15, 17 | INTBUS 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
INTBUS 1 | INTERNATIONAL TRADE .................................... 3

SECOND SEMESTER

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

THIRD SEMESTER

ACCTG 22 | BOOKKEEPING AND ACCOUNTING II ........................ 3
BUS 15 | BUSINESS STATISTICS ........................................ 3
ECON 2 | PRINCIPLES OF ECONOMICS II ................................ 3

TOTAL ................................................................. 39 UNITS

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 | INTBUS 1
BUS 1, 15, 17 | MARKET 21
BUS 38 or ACCTG 31 | MGM 2, 13, 31, 33
FINANCE 8 | SUPV 1, 12

FIRST SEMESTER

BUS 1 | INTRODUCTION TO BUSINESS ............................ 3
MGMT 31 | HUMAN RELATIONS FOR EMPLOYEES ................. 3
MGMT 2 | ORGANIZATION AND MANAGEMENT THEORY .......... 3
MGMT 13 | SMALL BUSINESS ENTREPRENEURSHIP ................. 3

SECOND SEMESTER

INTBUS 6 | INTERNATIONAL MARKETING I ......................... 3
MGMT 13 | SMALL BUSINESS ENTREPRENEURSHIP ................. 3
MARKET 1 | PRINCIPLES OF SELLING ................................... 3
SUPV 12 | WRITTEN COMMUNICATIONS FOR SUPERVISORS ....... 3

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.

MAJOR

12 COURSES | 36 UNITS | AA

MARKET 1, 11, 21, 31 | MGMT 13
BUS 1, 17 | MGMT 2 or 31
BUS 38 or ACCTG 31 | SUPV 1, 12
INTBUS 6

FIRST SEMESTER

BUS 1 | INTRO TO BUSINESS ........................................ 3
(BUS 38 or INTBUS 6) | BUSINESS COMPUTATIONS ............................... 3
OR ACCTG 31 | MATHEMATICS OF ACCOUNTING ..................... 3
MARKET 21 | PRINCIPLES OF MARKETING .............................. 3
MARKET 31 | RETAIL MERCHANDISING ................................ 3

SECOND SEMESTER

INTBUS 6 | INTERNATIONAL MARKETING I ......................... 3
MGMT 13 | SMALL BUSINESS ENTREPRENEURSHIP ................. 3
MARKET 1 | PRINCIPLES OF SELLING ................................... 3
SUPV 12 | WRITTEN COMMUNICATIONS FOR SUPERVISORS ....... 3
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 UNITS | AA

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<th>COURSE</th>
<th>TITLE</th>
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<td>PROPERTY MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 18</td>
<td>REAL ESTATE INVESTMENTS I</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 60</td>
<td>REAL ESTATE MATHEMATICS</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>36</td>
</tr>
</tbody>
</table>

CERTIFICATE PROGRAMS

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

AUTOMATED ACCOUNTING TECHNICIAN

Certificate of Achievement
(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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 21</td>
<td>BOOKKEEPING &amp; ACCOUNTING I</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 22</td>
<td>BOOKKEEPING &amp; ACCOUNTING II</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 19</td>
<td>ETHICS FOR ACCOUNTING PROFESSIONALS</td>
<td>2</td>
</tr>
<tr>
<td>ACCTG 17</td>
<td>PAYROLL ACCOUNTING</td>
<td>2</td>
</tr>
<tr>
<td>ACCTG 23</td>
<td>RECORDKEEPING FOR SMALL BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 55</td>
<td>ACCOUNTING COMPUTER LABORATORY</td>
<td>1</td>
</tr>
<tr>
<td>BUS 38</td>
<td>BUSINESS COMPUTATIONS</td>
<td>3</td>
</tr>
<tr>
<td>OR ACCTG 31</td>
<td>MATHEMATICS OF ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 27</td>
<td>AUTOMATED ACCOUNTING METHODS AND PROCEDURES II</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

BUSINESS ADMINISTRATION

Certificate of Achievement
(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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 1</td>
<td>INTRODUCTORY ACCOUNTING I</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 2</td>
<td>INTRODUCTORY ACCOUNTING II</td>
<td>5</td>
</tr>
<tr>
<td>BUS 17</td>
<td>COMPUTER GRAPHICS FOR BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1</td>
<td>PRINCIPLE OF ECONOMICS I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2</td>
<td>PRINCIPLE OF ECONOMICS II</td>
<td>3</td>
</tr>
<tr>
<td>(BUS 17)</td>
<td>COMPUTER GRAPHICS FOR BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>OR CO SCI 101</td>
<td>INTRO TO COMPUTERS AND THEIR USES</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>22-23</td>
</tr>
</tbody>
</table>

FINANCE & BANKING

Certificate of Achievement
(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.


**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINANCE 2</td>
<td>INVESTMENTS</td>
<td>3</td>
</tr>
<tr>
<td>FINANCE 8</td>
<td>PERSONAL FINANCE AND INVESTMENTS</td>
<td>3</td>
</tr>
<tr>
<td>FINANCE 15</td>
<td>PRINCIPLES OF BANKING</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1</td>
<td>INTRO TO BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>BUS 17</td>
<td>COMPUTER GRAPHICS FOR BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>BUS 38</td>
<td>BUSINESS COMPUTATIONS</td>
<td>3</td>
</tr>
<tr>
<td>OR ACCTG 31</td>
<td>MATHEMATICS OF ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>OR MATH 112</td>
<td>PRE-ALGEBRA</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**MANAGEMENT**

**Certificate of Achievement**
(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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 2</td>
<td>ORGANIZATION AND MANAGEMENT THEORY</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 13</td>
<td>SMALL BUSINESS ENTREPRENEURSHIP</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 31</td>
<td>HUMAN RELATIONS FOR EMPLOYEES</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 33</td>
<td>PERSONNEL MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>SUPV 1</td>
<td>ELEMENTS OF SUPERVISION</td>
<td>3</td>
</tr>
<tr>
<td>SUPV 12</td>
<td>WRITTEN COMMUNICATION FOR SUPERVISOR</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1</td>
<td>INTRO TO BUSINESS</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**MANAGEMENT - SMALL BUSINESS**

**Certificate of Achievement**
(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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 13</td>
<td>SMALL BUSINESS ENTREPRENEURSHIP</td>
<td>3</td>
</tr>
<tr>
<td>(MGMT 33</td>
<td>PERSONNEL MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>OR MGMT 2</td>
<td>ORGANIZATION AND MANAGEMENT THEORY</td>
<td>3</td>
</tr>
<tr>
<td>OR MGMT 31</td>
<td>HUMAN RELATIONS FOR EMPLOYEES</td>
<td>3</td>
</tr>
<tr>
<td>OR SUPV 1</td>
<td>ELEMENTS OF SUPERVISION</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1</td>
<td>INTRO TO BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 23</td>
<td>RECORDKEEPING FOR SMALL BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>BUS 38</td>
<td>BUSINESS COMPUTATIONS</td>
<td>3</td>
</tr>
<tr>
<td>OR ACCTG 31</td>
<td>MATHEMATICS OF ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>OR MATH 112</td>
<td>PRE-ALGEBRA</td>
<td>3</td>
</tr>
<tr>
<td>BUS 17</td>
<td>COMPUTER GRAPHICS FOR BUSINESS</td>
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</tr>
</tbody>
</table>

**TOTAL** .................................................................................................................. 25 UNITS

**MARKETING**

**Certificate of Achievement**
(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.
### REAL ESTATE: BROKER LICENSE SPECIALIZATION

Certificate of Achievement  
(Program: 051102 State Code: 10771)

These certificates satisfy 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

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.

**STUDENTS PURSUING THE REAL ESTATE BROKER CERTIFICATE OF ACHIEVEMENT MUST COMPLETE ALL CORE COURSES PLUS THE REQUIRED ELECTIVE COURSES OF THEIR CHOICE**

**CORE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>REAL ES 3</td>
<td>REAL ESTATE PRACTICES</td>
</tr>
<tr>
<td>REAL ES 5</td>
<td>LEGAL ASPECTS OF REAL ESTATE I</td>
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<tr>
<td>REAL ES 7</td>
<td>REAL ESTATE FINANCE I</td>
</tr>
<tr>
<td>REAL ES 9</td>
<td>REAL ESTATE APPRAISAL I</td>
</tr>
<tr>
<td>REAL ES 21</td>
<td>REAL ESTATE ECONOMICS</td>
</tr>
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</table>

**REQUIRED ELECTIVES: SELECT 3 COURSES (9 UNITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>REAL ES 14</td>
<td>PROPERTY MANAGEMENT</td>
</tr>
<tr>
<td>REAL ES 6</td>
<td>LEGAL ASPECTS OF REAL ESTATE II</td>
</tr>
<tr>
<td>REAL ES 1</td>
<td>REAL ESTATE PRINCIPLES</td>
</tr>
<tr>
<td>REAL ES 11</td>
<td>ESCROW PRINCIPLES</td>
</tr>
<tr>
<td>REAL ES 18</td>
<td>REAL ESTATES INVESTMENTS I</td>
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</table>

**TOTAL (CORE + ELECTIVES)………………………………………………9 UNITS**

### INCOME TAX

**SKILLS CERTIFICATE**

**CORE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACCTG 15</td>
<td>TAX ACCOUNTING I</td>
</tr>
<tr>
<td>ACCTG 16</td>
<td>TAX ACCOUNTING II</td>
</tr>
<tr>
<td>ACCTG 19</td>
<td>ETHICS FOR ACCOUNTING PROFESSIONALS</td>
</tr>
</tbody>
</table>

**TOTAL……………………………………………………………8 UNITS**

### COMPUTER APPLICATIONS & 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
- **Certificate of Achievement**  
  - Administrative Office Assistant  
  - Clerical Office Assistant
- **Skills Certificates**  
  - Basic Administrative Office Assistant  
  - Basic Computer Applications

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.

### 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.
PROGRAM STUDENT LEARNING OUTCOMES

CAOT 1,2,OR 3 ......................................................... 3
CAOT 31 ......................................................... 3
CAOT 32 ......................................................... 3
CAOT 84 ......................................................... 3

TOTAL ......................................................... 12 UNITS

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

ASSOCIATE OF ARTS DEGREE

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CAOT 1</td>
<td>CAOT 79 or 112</td>
</tr>
<tr>
<td>CAOT 2</td>
<td>CAOT 84</td>
</tr>
<tr>
<td>CAOT 3</td>
<td>CAOT 85</td>
</tr>
<tr>
<td>CAOT 31</td>
<td>CAOT 88</td>
</tr>
<tr>
<td>CAOT 32</td>
<td>CAOT 97</td>
</tr>
<tr>
<td>CAOT 43</td>
<td>CAOT 98</td>
</tr>
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</table>

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CAOT 1</td>
<td>COMPUTER KEYBOARDING &amp; DOCUMENT APPS I ........................................ 3</td>
</tr>
<tr>
<td>CAOT 31</td>
<td>BUSINESS ENGLISH .................................................................. 3</td>
</tr>
<tr>
<td>CAOT 84</td>
<td>MICROCOMPOR OFFICE APPS: WORD PROCESSING ................................... 3</td>
</tr>
<tr>
<td>CAOT 98</td>
<td>MICROCOMPOR OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY ...... 3</td>
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SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 2</td>
<td>OR 3 ................................................................. 3</td>
</tr>
<tr>
<td>CAOT 32</td>
<td>BUSINESS COMMUNICATIONS .................................................. 3</td>
</tr>
<tr>
<td>CAOT 82</td>
<td>MICROCOMP SOFTWARE SURVEY IN THE OFFICE .................................. 3</td>
</tr>
<tr>
<td>CAOT 85</td>
<td>MICROCOMPOR OFFICE APPS: SPREADSHEET ..................................... 3</td>
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THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CAOT 79</td>
<td>WORD PROCESSING APPLICATIONS .............................................. 3</td>
</tr>
<tr>
<td>CAOT 88</td>
<td>MICROCOMPOR OFFICE APPS: DESKTOP PUBLISHING ..................................... 3</td>
</tr>
<tr>
<td>CAOT 97</td>
<td>INTERNET FOR BUSINESS ..................................................... 3</td>
</tr>
<tr>
<td>CAOT 112</td>
<td>MICROCOMPOR OFFICE APPS: WEB PAGE DESIGN .................................. 3</td>
</tr>
</tbody>
</table>

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

* Suggested Electives CAOT 9,34, or 64

COMPUTER APPLICATIONS SPECIALIST

ASSOCIATE OF ARTS DEGREE

1. Create a personal or business website containing hyperlinks, marquee, graphic hotspots, and tables.
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOT 2</td>
<td>COMPUTER KEYBOARDING III</td>
<td>3</td>
</tr>
<tr>
<td>AOT 3</td>
<td>OFFICE PROCEDURES</td>
<td>3</td>
</tr>
<tr>
<td>AOT 7</td>
<td>MACHINE TRANSCRIPTION</td>
<td>3</td>
</tr>
<tr>
<td>AOT 8</td>
<td>BUSINESS ENGLISH</td>
<td>3</td>
</tr>
<tr>
<td>AOT 9</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>AOT 10</td>
<td>RECORDS MANAGEMENT AND FILING</td>
<td>2</td>
</tr>
<tr>
<td>AOT 11</td>
<td>APPLIED OFFICE PRACTICE</td>
<td>2</td>
</tr>
<tr>
<td>AOT 12</td>
<td>MICROCOMP SOFTWARE SURVEY IN THE OFFICE</td>
<td>3</td>
</tr>
<tr>
<td>AOT 13</td>
<td>SCHOOL-TO-WORK PORTFOLIO</td>
<td>2</td>
</tr>
<tr>
<td>AOT 14</td>
<td>COMPUTER CALCULATOR FOR THE TEN-KEY PAD</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOT 2</td>
<td>COMPUTER KEYBOARDING AND DOCUMENT APPS II</td>
<td>3</td>
</tr>
<tr>
<td>AOT 3</td>
<td>MACHINE TRANSCRIPTION</td>
<td>3</td>
</tr>
<tr>
<td>AOT 4</td>
<td>BUSINESS ENGLISH</td>
<td>3</td>
</tr>
<tr>
<td>AOT 5</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>AOT 6</td>
<td>RECORDS MANAGEMENT AND FILING</td>
<td>2</td>
</tr>
<tr>
<td>AOT 7</td>
<td>APPLIED OFFICE PRACTICE</td>
<td>2</td>
</tr>
<tr>
<td>AOT 8</td>
<td>MICROCOMP SOFTWARE SURVEY IN THE OFFICE</td>
<td>3</td>
</tr>
<tr>
<td>AOT 9</td>
<td>SCHOOL-TO-WORK PORTFOLIO</td>
<td>2</td>
</tr>
<tr>
<td>AOT 10</td>
<td>COMPUTER CALCULATOR FOR THE TEN-KEY PAD</td>
<td>3</td>
</tr>
</tbody>
</table>

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

BASIC ADMINISTRATIVE OFFICE ASSISTANT
Skills Certificate

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

REQUIRED

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 2</td>
<td>OR 3 ............................................</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 3</td>
<td>OFFICE PROCEDURES</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 4</td>
<td>MICROCOMP SOFTWARE SURVEY IN THE OFFICE</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 5</td>
<td>MICROCOMP SOFTWARE SURVEY IN THE OFFICE</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 6</td>
<td>MICROCOMP SOFTWARE SURVEY IN THE OFFICE</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL .................................................. 12 UNITS

BASIC COMPUTER APPLICATIONS
Skills Certificate

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

REQUIRED

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 82</td>
<td>MICROCOMP SOFTWARE SURVEY IN THE OFFICE</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 97</td>
<td>INTERNET FOR BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 98</td>
<td>MICROCOMP SOFTWARE SURVEY IN THE OFFICE</td>
<td>3</td>
</tr>
</tbody>
</table>

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

CHEMISTRY AND EARTH SCIENCES

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

REQUIRED

<table>
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<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
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<tbody>
<tr>
<td>CHEM 101</td>
<td>GENERAL CHEMISTRY I</td>
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<tr>
<td>CHEM 102</td>
<td>GENERAL CHEMISTRY II</td>
<td>5</td>
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<tr>
<td>CHEM 211</td>
<td>ORGANIC CHEMISTRY FOR SCIENCE MAJORS I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 212</td>
<td>ORGANIC CHEMISTRY FOR SCIENCE MAJORS II</td>
<td>5</td>
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<tr>
<td>MATH 261</td>
<td>CALCULUS I</td>
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<td>MATH 262</td>
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<td>PHYSICS 101</td>
<td>PHYSICS FOR ENGINEERS AND SCIENTISTS I</td>
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<tr>
<td>PHYSICS 102</td>
<td>PHYSICS FOR ENGINEERS AND SCIENTISTS II</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL | 40 UNITS

*CHEM 65 is a prerequisite for CHEM 101

PROGRAMS OFFERED

Associate of Arts
Child Development

Associate of Science (AS-T)
Early Childhood Education

Certificate 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 Dietetic Program is approved by the Credentialing Agency for the Association of Nutrition and Foodservice Professionals. To assist students in meeting their academic goals, the Child Development program administers two 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:

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
VACANT
(323) 953-4000 ext. 2220 | CD 117
http://lacitycollege.edu/Academic-Departments/Child-Family-Studies/Department-Home
• 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.

• In order to complete CH DEV 22/23 Practicum in Child Development I and II, or to work in the field of early care and education, students must show proof of immunization against measles, pertussis, and the flu.

• 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.

**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

<table>
<thead>
<tr>
<th>12 Courses</th>
<th>36 Units</th>
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<tbody>
<tr>
<td><strong>Required</strong></td>
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</tr>
<tr>
<td>CH DEV 1</td>
<td>CHILD GROWTH AND DEVELOPMENT</td>
<td>3</td>
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<tr>
<td>CH DEV 2</td>
<td>EARLY CHILDHOOD: PRINCIPLES AND PRACTICES</td>
<td>3</td>
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<tr>
<td>CH DEV 7</td>
<td>INTRO TO CURRICULUM EARLY CHILDHOOD EDUC</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 10</td>
<td>HEALTH, SAFETY AND NUTRITION</td>
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</tr>
<tr>
<td>CH DEV 11</td>
<td>CHILD, FAMILY, AND COMMUNITY</td>
<td>4</td>
</tr>
<tr>
<td>CH DEV 22</td>
<td>PRACTICUM IN CHILD DEVELOPMENT</td>
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<td>CH DEV 23</td>
<td>PRACTICUM IN CHILD DEVELOPMENT II</td>
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<tr>
<td>CH DEV 65</td>
<td>ADULT SUPERVISION/EARLY CHILDHOOD MENTOR</td>
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</table>

| **Subtotal - Core** | | | **25 Units** |

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

| **ELECTIVES** | | | |
|----------------|----------|----|
| CH DEV 30 | INFANT AND TODDLER STUDIES I | 3 |
| CH DEV 31 | INFANT AND TODDLER STUDIES II | 3 |
| CH DEV 34 | OBSERVING & RECORDING CHILDREN’S BEHAVIOR | 3 |
| CH DEV 38 | ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I | 3 |
| CH DEV 39 | ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS II | 3 |
| CH DEV 42 | TEACHING IN A DIVERSE SOCIETY | 3 |
| CH DEV 44 | EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS | 3 |
| CH DEV 45 | PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS | 3 |
| CH DEV 48 | POSITIVE GUIDANCE EARLY CHILDHOOD SETTINGS | 3 |
| CH DEV 84 | CHILD DEVELOPMENT LAB I | 0.5 |
| CH DEV 85 | CHILD DEVELOPMENT LAB II | 0.5 |
| FAM & CS 21 | NUTRITION | 3 |
| FAM & CS 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.

### 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. 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 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

8 COURSES | 25 UNITS | AS-T

REQUIRED

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<tr>
<td>CH DEV 2</td>
<td>EARLY CHILDHOOD: PRINCIPLES AND PRACTICES</td>
<td>3</td>
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<tr>
<td>CH DEV 7</td>
<td>INTRO TO CURRICULUM EARLY CHILDHOOD EDUC</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 10</td>
<td>HEALTH, SAFETY AND NUTRITION</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 11</td>
<td>CHILD, FAMILY AND COMMUNITY</td>
<td>3</td>
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<tr>
<td>CH DEV 22</td>
<td>PRACTICUM IN CHILD DEVELOPMENT I</td>
<td>4</td>
</tr>
<tr>
<td>CH DEV 34</td>
<td>OBSERVING &amp; RECORDING CHILDREN’S BEHAVIOR</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 42</td>
<td>TEACHING IN A DIVERSE SOCIETY</td>
<td>3</td>
</tr>
</tbody>
</table>

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 CH DEV courses.

FIRST SEMESTER

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<tr>
<th>COURSE</th>
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<th>UNITS</th>
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<td>CH DEV 2</td>
<td>EARLY CHILDHOOD: PRINCIPLES AND PRACTICES</td>
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<tr>
<td>CH DEV 11</td>
<td>CHILD, FAMILY AND COMMUNITY</td>
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SECOND SEMESTER

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<td>HEALTH, SAFETY AND NUTRITION</td>
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<td>CH DEV 7</td>
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THIRD SEMESTER

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<tr>
<td>CH DEV 22</td>
<td>PRACTICUM IN CHILD DEVELOPMENT I</td>
<td>4</td>
</tr>
<tr>
<td>CH DEV 34</td>
<td>OBSERVING &amp; RECORDING CHILDREN’S BEHAVIOR</td>
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FOURTH SEMESTER

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<tr>
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</thead>
<tbody>
<tr>
<td>CH DEV 42</td>
<td>TEACHING IN A DIVERSE SOCIETY</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
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<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>CH DEV 1</td>
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</tr>
<tr>
<td>CH DEV 2</td>
<td>EARLY CHILDHOOD: PRINCIPLES AND PRACTICES</td>
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<tr>
<td>CH DEV 7</td>
<td>INTRO TO CURRICULUM EARLY CHILDHOOD EDUC</td>
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<td>CH DEV 11</td>
<td>CHILD, FAMILY AND COMMUNITY</td>
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</tr>
<tr>
<td>ENGLISH 28</td>
<td>INTERMEDIATE READING AND COMPOSITION</td>
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</table>

TOTAL: 15 UNITS

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

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

**Note: To complete requirements for a California CH 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.
5. 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 & 2  COURSE REQUIREMENTS .................................. 28-29
CH DEV 65  ADULT SUPERVISION/EARY CHILDHOOD MENTORING ............ 2
SPECIALIZATION COURSES (REFER TO OPTIONS BELOW) ...................... 6
TOTAL ................................................................. 36-37 UNITS

CHOOSE 2 COURSES FROM THE SAME SEQUENCE BELOW
CH DEV 30  AND 31 ..................................................... 6
CH DEV 44  AND 45 ..................................................... 6
CH DEV 48  AND FAM &CS 31 ........................................... 6
CH DEV 42  AND 44 OR 45 .............................................. 6
CH 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
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.
5. Analyze and apply the financial and legal rules and regulations pertaining to administration of an early childhood program.

REQUIRED
CERTIFICATE 1 & 2  COURSE REQUIREMENTS .................................. 28-29
CH DEV 38  ADMIN & SUPV OF EARLY CHILDHOOD PROGRAMS I .... 3
CH DEV 39  ADMIN & SUPV OF EARLY CHILDHOOD PROGRAMS II .... 3
CH DEV 65  ADULT SUPERV/EARY CHILDHOOD MENTORING ............ 2
TOTAL ................................................................. 36-37 UNITS
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
1. 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.
2. Promote partnerships between programs, teachers, families and communities applying ethical standards and culturally sensitive professional behavior to support the Dev. of infants and toddlers.
3. Design, implement and evaluate developmentally appropriate environments, curriculum, and interactions between teachers and infants/toddlers, while applying the skills of observation and assessment.

REQUIRED
CH DEV 1  CHILD GROWTH AND DEVELOPMENT ..................... 3
CH DEV 10 OR 34 ............................................. 3
CH DEV 11  CHILD, FAMILY AND COMMUNITY .................. 3
CH DEV 30  INFANT AND TODDLER STUDIES I .................. 3
CH DEV 31  INFANT AND TODDLER STUDIES II .................. 3

TOTAL: .................................................. 15 UNITS

* 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
1. Integrate and demonstrate knowledge of the needs, the characteristics, and the multiple influences that support optimal Dev. in all areas for differently-abled children.
2. 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.
3. 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
CH DEV 1  CHILD GROWTH AND DEVELOPMENT ..................... 3
CH DEV 11  CHILD, FAMILY AND COMMUNITY .................. 3
CH DEV 44  EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS ............................................. 3
CH DEV 45  PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS, ............................................. 3
CH DEV 10 OR 34 OR 42 OR 48 ............................................. 3

TOTAL: .................................................. 15 UNITS

* Note: English 28 is a prerequisite for CH DEV 34

CINEMA / TELEVISION

CHAIR
Jen Vaughn
(323) 953-4000 EXT. 2631 | CC181
http://cinematv.lacitycollege.edu

PROGRAMS OFFERED

Associate of Arts
Cinema Production
Television Production

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

MAJOR
12 COURSES | 36 UNITS | AA

REQUIRED CORE

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>CINEMA 1</td>
<td>INTRO TO MOTION PICTURE PRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>CINEMA 2</td>
<td>BEGINNING MOTION PICTURE WORKSHOP</td>
<td>3</td>
</tr>
<tr>
<td>CINEMA 3</td>
<td>HISTORY OF MOTION PICTURES</td>
<td>3</td>
</tr>
<tr>
<td>CINEMA 4</td>
<td>HISTORY OF THE DOCUMENTARY FILM</td>
<td>3</td>
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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
12 COURSES | 36 UNITS | AA

REQUIRED CORE

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TELEVISION 1</td>
<td>INTRO TO TELEVISION.</td>
<td>3</td>
</tr>
<tr>
<td>TELEVISION 4</td>
<td>TELEVISION CAMERA LIGHTING AND SOUND</td>
<td>3</td>
</tr>
<tr>
<td>TELEVISION 9</td>
<td>TV EQUIPMENT</td>
<td>3</td>
</tr>
<tr>
<td>TELEVISION 46</td>
<td>TELEVISION PRODUCTION</td>
<td>3</td>
</tr>
</tbody>
</table>

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

*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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CINEMA 1</td>
<td>INTRO TO MOTION PICTURE PRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>CINEMA 2</td>
<td>BEGINNING MOTION PICTURE WORKSHOP</td>
<td>3</td>
</tr>
<tr>
<td>CINEMA 3</td>
<td>HISTORY OF MOTION PICTURES</td>
<td>3</td>
</tr>
<tr>
<td>CINEMA 4</td>
<td>HISTORY OF THE DOCUMENTARY FILM</td>
<td>3</td>
</tr>
<tr>
<td>CINEMA 5</td>
<td>INTRO TO SCREENWRITING</td>
<td>3</td>
</tr>
<tr>
<td>CINEMA 6</td>
<td>INTRO TO CINEMATOGRAPHY</td>
<td>3</td>
</tr>
<tr>
<td>CINEMA 9</td>
<td>MOTION PICTURE SOUND.</td>
<td>3</td>
</tr>
<tr>
<td>CINEMA 10</td>
<td>INTRO TO FILM DIRECTING</td>
<td>3</td>
</tr>
<tr>
<td>CINEMA 20</td>
<td>BUS ASPECTS OF MOTION PICTURE PRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>CINEMA 32</td>
<td>EDITING FUNDAMENTALS</td>
<td>3</td>
</tr>
<tr>
<td>LAW 33</td>
<td>OR CINEMA 33</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL ..................................................................................................................................... 33 UNITS
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 environments.

REQUIRED

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CINEMA 1</td>
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</tr>
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<tr>
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<td>3</td>
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<td>CINEMA 6</td>
<td>3</td>
</tr>
<tr>
<td>CINEMA 9</td>
<td>3</td>
</tr>
<tr>
<td>CINEMA 32</td>
<td>3</td>
</tr>
<tr>
<td>TELEVISION 4 OR TV 9</td>
<td>3</td>
</tr>
<tr>
<td>TELEVISION 6 OR TV 48</td>
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</tr>
<tr>
<td>TELEVISION 46</td>
<td>3</td>
</tr>
<tr>
<td>TELEVISION 55</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CINEMA 1</td>
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<td>CINEMA 2</td>
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<tr>
<td>TELEVISION 1</td>
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</tr>
<tr>
<td>TELEVISION 4</td>
<td>3</td>
</tr>
<tr>
<td>TELEVISION 6 OR TV 7</td>
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<td>TELEVISION 46</td>
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<td>TELEVISION 55</td>
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<tr>
<td>ADDITIONAL CINEMA/TV ELECTIVES OR COOP ED COURSES</td>
<td>6</td>
</tr>
</tbody>
</table>

TOTAL: 33 UNITS

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CINEMA 1 INTRO TO MOTION PICTURE PRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>CINEMA 2 BEGINNING MOTION PICTURE WORKSHOP</td>
<td>3</td>
</tr>
<tr>
<td>TELEVISION 4 TELEVISION CAMERA LIGHTING AND SOUND</td>
<td>3</td>
</tr>
<tr>
<td>TELEVISION 9 TV EQUIPMENT</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL: 12 UNITS

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CINEMA 6 INTRO TO CINEMATOGRAPHY</td>
<td>3</td>
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<tr>
<td>CINEMA 7 ADVANCED CINEMATOGRAPHY AND CREATIVE TECHNIQUES</td>
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<td>PHOTO 7 EXPLORING DIGITAL PHOTOGRAPHY</td>
<td>3</td>
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<tr>
<td>PHOTO 10 BEGINNING PHOTOGRAPHY</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL: 12 UNITS

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.
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
<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
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<tbody>
<tr>
<td>CINEMA 5</td>
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<tr>
<td>CINEMA 10</td>
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</tr>
<tr>
<td>CINEMA 20</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 200</td>
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<tr>
<td>THEATER 225</td>
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<td>TOTAL</td>
<td>15</td>
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</table>

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.

REQUIRED
<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>CINEMA 5</td>
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<td>CINEMA 20</td>
<td>3</td>
</tr>
<tr>
<td>CINEMA 25</td>
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<tr>
<td>BUS 1</td>
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<tr>
<td>LAW 33</td>
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POST-PRODUCTION
Skills Certificate
REQUIRED
<table>
<thead>
<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>CINEMA 9-1</td>
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<td>CINEMA 9-2</td>
<td>3</td>
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<tr>
<td>CINEMA 32-1</td>
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<tr>
<td>CINEMA 32-2</td>
<td>3</td>
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<tr>
<td>TOTAL</td>
<td>12</td>
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</table>

COMMUNICATION STUDIES

CHAIR
M. “Shae” Hsieh
(323) 953-4000 EXT. 2961 | CC187
http://www.lacitycollege.edu/academic-Departments/Communication-Studies/

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, and small group communication.

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 (AA-T)
(Program: 150600 State Code: 30996)
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. 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. Describe the breadth and depth of the communication discipline.
2. Communicate competently within and across various channels, contexts, and cultures.
3. Critically analyze messages.
4. Apply ethical communication principles and practices.
5. Utilize communication to embrace differences.

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
(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.
6. Students would have an opportunity to develop apps for Android and iOS platforms.

MAJOR
8 COURSES | 24 UNITS | AA
CO SCI 103 CO SCI 136
CO SCI 104 CO SCI 139 or 141
CO SCI 107 CO SCI 117
CO SCI 134 CO SCI 186

FIRST SEMESTER
CO SCI 103 INTRO TO COMPUTER SYSTEMS FOR MIS .......... 3
CO SCI 104 MATHEMATICS FOR PROGRAMMERS .......... 3
SECOND SEMESTER
CO SCI 134 OPERATING SYSTEMS .................. 3
CO SCI 107 PROGRAMMING LOGIC .......... 3
THIRD SEMESTER
CO SCI 139 OR 141 C++PROGRAMMING OR PROGRAMMING IN JAVA .......... 3
CO SCI 117 BEGINING MICRO ASSEMBLY LANGUAGE .......... 3

EDUCATIONAL PROGRAMS

COMPUTER SCIENCE / INFORMATION TECHNOLOGY
CHAIR
Kian Kaviani
(323) 953-4000 EXT. 2811 | FH 101H
www.lacitycollege.edu/academic/departments/math/csitdept/

PROGRAMS OFFERED
Associate of Arts
Computer Science/Information Technology
Computer Information Systems
Certificate of Achievement
Applications Software
Programming Languages
Skills Certificates
C++ Programming
Database Administration
Java Programming
VBA Application

LACC 2018-2019 GENERAL CATALOG
FOURTH SEMESTER
CO SCI 136  INTRO TO DATA STRUCTURES ............................... 3
CO SCI 166  INTRO TO ORACLE: SQL AND PL/SQL .................. 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 141, and CO SCI 136 as long as a minimum of 18 CO SCI course units are 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.
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, LAMP/WAMP environment.
5. Install and administrate 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 198
CO SCI 140 OR 142

FIRST SEMESTER
CO SCI 103  INTRO TO COMPUTER SYSTEMS FOR MIS .............. 3
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  C++ PROGRAMMING I OR PROGRAMMING IN JAVA .... 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 140 OR 142  C++ PROGRAMMING II OR ADVANCED JAVA ...... 3
CO SCI 198  PL/SQL PROGRAMMING FOR ORACLE ..................... 3
TOTAL ................................................................. 27 UNITS

** 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 141, and CO SCI 136 as long as a minimum of 18 CO SCI course units are 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
1. Create a fully documented modular design with correct mathematical operations suitable for implementation from a given program specification.
2. Create, deploy, and test a basic program with correct mathematical operations using Visual Basic.Net or other programming language.
3. Install, configure and troubleshoot given problem(s) for Windows 7 or other operating systems.
4. 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.
5. 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.
C++ PROGRAMMING

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

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 C++ programming language.
3. Design and implement solution to general purpose problem using advanced programming techniques in C++ programming.
4. Design and implement solutions to general purpose problem using an office application, create and design programming logic and mathematical concepts.

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
1. Install and administer an Oracle server.
2. Perform backups and recovery.
3. Monitor the Database in a proactive rather than reactive manner.
4. Implement security and resource monitoring policies.

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

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 JAVA programming language.
3. Design and implement solution to general purpose problem using advanced programming techniques in JAVA programming. 
4. Design and implement solutions to general purpose problem using an office application, create and design programming logic and mathematical concepts.

REQUARED

- CO SCI 104 MATHEMATICS FOR PROGRAMMERS ................. 3
- CO SCI 107 PROGRAMMING LOGIC .................................. 3
- CO SCI 117 BEGINNING MICROCOMPUTER ASSEMBLY LANGUAGE .................. 3
- CO SCI 141 PROGRAMMING IN JAVA ................................ 3
- CO SCI 142 ADVANCED JAVA ........................................... 3

TOTAL ................................................................. 16 UNITS

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 10.

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

TOTAL ................................................................. 16 UNITS

COMPUTER TECHNOLOGY

Chair
Kian Kaviani
(323) 953-4000 EXT. 2828 | FH 101H
www.lacitycollege.edu/academic/departments/ctel/index.html

PROGRAMS OFFERED

Associate of Science Computer Technology
Certificate of Achievement Computer Technology
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

10 COURSES | 39 UNITS | AS

| REQUIRED |
|-------------------------|-------------------------|
| CO TECH 1 | CO TECH 12 |
| CO TECH 2 | CO TECH 14 |
| CO TECH 5 | CO TECH 20 |
| CO TECH 6 | CO TECH 30 |
| CO TECH 7 | CO TECH 36 |

FIRST SEMESTER

| CO TECH 1 | INTRO TO COMPUTERS FOR TECHNICIANS .......... 4 |
| CO TECH 2 | INTRO TO ELECTRONICS ............................. 3 |
| CO TECH 5 | FUNDAMENTALS OF ELECTRONICS I ................ 4 |

SECOND SEMESTER

| CO TECH 6 | FUNDAMENTALS OF ELECTRONICS II ............... 4 |
| CO TECH 12 | INTRO TO COMPUTER HARDWARE .................. 4 |
| CO TECH 20 | COMPUTER LOGIC AND ARITHMETIC ............... 4 |
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.

Program Student Learning Outcomes
4. Assemble components on a printed circuit board using a soldering iron 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.

CERTIFICATE PROGRAMS
ALL REQUIRED COURSES FOR THE MAJOR 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CO TECH 1</td>
<td>INTRO TO COMPUTERS FOR TECHNICIANS</td>
<td>4</td>
</tr>
<tr>
<td>CO TECH 2</td>
<td>INTRO TO ELECTRONICS</td>
<td>3</td>
</tr>
<tr>
<td>CO TECH 5</td>
<td>FUNDAMENTALS OF ELECTRONICS I</td>
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</tr>
<tr>
<td>CO TECH 7</td>
<td>ELECTRONIC DEVICES</td>
<td>4</td>
</tr>
<tr>
<td>CO TECH 12</td>
<td>INTRO TO COMPUTER HARDWARE</td>
<td>4</td>
</tr>
<tr>
<td>CO TECH 14</td>
<td>A-PLUS CERTIFICATION PREPARATION</td>
<td>4</td>
</tr>
<tr>
<td>CO TECH 20</td>
<td>COMPUTER LOGIC AND ARITHMETIC</td>
<td>4</td>
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<tr>
<td>CO TECH 30</td>
<td>INTRO TO MICROPROCESSORS</td>
<td>4</td>
</tr>
<tr>
<td>CO TECH 36</td>
<td>DIGITAL DEVICES AND CIRCUITS</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL .................................................................................................................. 39 UNITS

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 systems 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.
PROGRAMS OFFERED

Associate of Science
Dental Technology

Certificate of Achievement
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 administered on the 14th Saturday in the Fall Semester. All students that have taken or currently are taking the DEN TEK 100 are eligible to take the Dexterity Exam. 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 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 or 2501.
SECOND SEMESTER (FALL)
DEN TEK 105 REMOVABLE PROSTHODONTICS II ................. 5
DEN TEK 108 GNATHOLOGICAL CONCEPTS .................. 3
DEN TEK 111 FIXED PROSTHODONTICS II .................... 6

INTERCESSION (WINTER)
DEN TEK 204 ORTHODONTICS .................................. 3

THIRD SEMESTER (SPRING)
DEN TEK 112 REMOVABLE PROSTHODONTICS III ............ 6
DEN TEK 203 METAL CERAMIC RESTORATIONS .............. 2
(DEN TEK 205 ADVANCED REMOVABLE PARTIAL DENTURES ... 10
OR 206) FIXED PROSTHODONTICS III ......................... 6

INTERCESSION (SUMMER)
(DEN TEK 207 REMOVABLE PROSTHODONTICS IV ........... 6
OR 208) FIXED PROSTHODONTICS IV ........................... 6

FOURTH SEMESTER (FALL)
DEN TEK 202 LABORATORY MANAGEMENT .................... 4
DEN TEK 401 DENTAL IMPLANTS ............................... 4

TOTAL ................................................................. 60.5-64.5 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 MAJOR 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 and DEN TEK 102 courses; their dexterity exam score administered on the 14th Saturday of the Fall Semester; 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
DEN TEK 100 INTRO TO THE DENTAL LABORATORY .......... 2
DEN TEK 102 DENTAL ANATOMY AND TERMINOLOGY ........ 3

FIRST SEMESTER (SPRING)
DEN TEK 101 ELEMENTS OF DENTAL TECHNOLOGY ........ 2
DEN TEK 103 REMOVABLE PROSTHODONTICS I ............ 5
DEN TEK 109 FIXED PROSTHODONTICS I ..................... 5

INTERCESSION (SUMMER)
DEN TEK 106 DENTAL MATERIALS ............................... 3.5

SECOND SEMESTER (FALL)
DEN TEK 105 REMOVABLE PROSTHODONTICS II ............ 5
DEN TEK 108 GNATHOLOGICAL CONCEPTS ................. 3
DEN TEK 111 FIXED PROSTHODONTICS II .................... 6

INTERCESSION (WINTER)
DEN TEK 204 ORTHODONTICS .................................. 3

THIRD SEMESTER (SPRING)
DEN TEK 112 REMOVABLE PROSTHODONTICS III ............ 6
DEN TEK 203 METAL CERAMIC RESTORATIONS .............. 2
(DEN TEK 205 ADVANCED REMOVABLE PARTIAL DENTURES ... 10
OR 206) FIXED PROSTHODONTICS III ......................... 6

INTERCESSION (SUMMER)
(DEN TEK 207 REMOVABLE PROSTHODONTICS IV ........... 6
OR 208) FIXED PROSTHODONTICS IV ........................... 6

FOURTH SEMESTER (FALL)
DEN TEK 202 LABORATORY MANAGEMENT .................... 4
DEN TEK 401 DENTAL IMPLANTS ............................... 4

TOTAL ................................................................. 60.5-64.5 UNITS

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

EARTH SCIENCES
CHAIR
Glen Baghdasarian
(323) 953-4000 EXT. 2600 | SCI 324B
DEPARTMENT OF CHEMISTRY AND EARTH SCIENCES
www.lacitycollege.edu/academic/department/chemistry/chemweb

PROGRAMS OFFERED
Courses Only - No Degree/Certificate
Earth Science
Geography
Geology
Oceanography
ENGINEERING

CHAIR
Dr. Jayesh Bhakta
(323) 953-4000 EXT. 2923 | SCI 222D
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.

REQUIRED
(Paths: Electrical Engineering or Computer Engineering transfer majors)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN ENG 101</td>
<td>INTRO TO SCIENCE, ENGINEERING AND TECHNOLOGY</td>
<td>5</td>
</tr>
<tr>
<td>MATH 261</td>
<td>CALCULUS I</td>
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<tr>
<td>PHYSICS 101</td>
<td>PHYSICS FOR ENGINEERS AND SCIENTISTS I</td>
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<tr>
<td>CHEM 101</td>
<td>GENERAL CHEMISTRY I</td>
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<tr>
<td>GEN ENG 131</td>
<td>STATICS</td>
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<tr>
<td>MATH 262</td>
<td>CALCULUS II</td>
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<tr>
<td>PHYSICS 102</td>
<td>PHYSICS FOR ENGINEERS AND SCIENTISTS II</td>
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<tr>
<td>MATH 263</td>
<td>CALCULUS III</td>
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<tr>
<td>PHYSICS 103</td>
<td>PHYSICS FOR ENGINEERS AND SCIENTISTS III</td>
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<td>ELEC ENG 220</td>
<td>ELECTRICAL CIRCUITS I</td>
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<tr>
<td>MATH 275</td>
<td>ORDINARY DIFFERENTIAL EQUATIONS</td>
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</tr>
</tbody>
</table>

TOTAL | 47 UNITS

*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/enges/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, 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.

<table>
<thead>
<tr>
<th>MAJOR</th>
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</thead>
<tbody>
<tr>
<td>6 COURSES</td>
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</table>

<table>
<thead>
<tr>
<th>REQUIRED CORE</th>
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<tbody>
<tr>
<td>ENGLISH 102</td>
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</tr>
<tr>
<td>ENGLISH 205</td>
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<tr>
<td>ENGLISH 206</td>
</tr>
</tbody>
</table>

| TOTAL REQUIRED | 12 UNITS |

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

<table>
<thead>
<tr>
<th>ELECTIVES</th>
</tr>
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<tbody>
<tr>
<td>ENGLISH 127</td>
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<td>ENGLISH 204</td>
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<td>ENGLISH 240</td>
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<tr>
<td>ENGLISH 252</td>
</tr>
<tr>
<td>ENGLISH 255</td>
</tr>
<tr>
<td>ENGLISH 270</td>
</tr>
</tbody>
</table>

| TOTAL ELECTIVES | 6 UNITS |
|-----------------|

| TOTAL | 18 UNITS |

**ENGLISH**

**Associate of Arts AA-T**

(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. 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.

<table>
<thead>
<tr>
<th>MAJOR</th>
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<tbody>
<tr>
<td>6 COURSES</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>REQUIRED CORE (6 UNITS)</th>
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<tbody>
<tr>
<td>ENGLISH 102</td>
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<td>ENGLISH 103</td>
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<table>
<thead>
<tr>
<th>LIST A: SELECT 2 COURSES (6 UNITS) FROM THE FOLLOWING</th>
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<tr>
<td>ENGLISH 203</td>
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<tr>
<td>ENGLISH 204</td>
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<td>ENGLISH 208</td>
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<table>
<thead>
<tr>
<th>LIST B: SELECT 1 COURSE (3 UNITS) FROM THE FOLLOWING</th>
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<tbody>
<tr>
<td>ENGLISH 127</td>
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</table>

Or Any Course Not Used In List A Above

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<thead>
<tr>
<th>LIST C: SELECT 1 COURSE (3 UNITS) FROM THE FOLLOWING</th>
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<tr>
<td>JOURNAL 101</td>
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<td>COMM 130</td>
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<tr>
<td>THEATER 100</td>
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Or Any Course Not Used In List A Above

<table>
<thead>
<tr>
<th>TOTAL MAJOR</th>
<th>18 UNITS</th>
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</table>
FAMILY & CONSUMER STUDIES

DIETETICS
Gayle Stafsky

(323) 953-4000 EXT. 2291 | AD 200
http://lacitycollege.edu/Academic-Departments/Child-Family-Studies/Department-Home

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 of Achievement
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. Successful completion of the DSS Certificate also qualifies students to take the Dietary Manager Certifying Exam through Pathway I. Most Certified Dietary Managers work in healthcare settings such as nursing homes, long-term care facilities, snior living communities, and hospitals. In these settings the Certified Dietary Manager is involved in nutrition screening, documentation, and care planning for patients and residents. For additional details, please see the Certified Board for Dietary Managers, the Credentialing Agency for the Association of Nutrition and Foodservice Professionals website at http://www.cbdmonline.org/. 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
<table>
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<tr>
<th>Course ID</th>
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<td>NUTRITION ........................................ 3</td>
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<td>FAM &amp;CS 50</td>
<td>SANITATION AND SAFETY ................................ 3</td>
<td></td>
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<tr>
<td>FAM &amp;CS 51</td>
<td>FOOD PRODUCTION MANAGEMENT ........................ 3</td>
<td></td>
</tr>
<tr>
<td>FAM &amp;CS 55</td>
<td>DIETETIC EDUCATION .................................. 3</td>
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</tr>
<tr>
<td>FAM &amp;CS 151</td>
<td>FOOD PRODUCTION MANAGEMENT LABORATORY ........... 2</td>
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<tr>
<td>ENGLISH 28</td>
<td>INTERMEDIATE READING AND COMPOSITION .............. 3</td>
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SECOND SEMESTER
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<tr>
<th>Course ID</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>FAM &amp;CS 24</td>
<td>FOOD PREPARATION ..................................... 3</td>
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<tr>
<td>FAM &amp;CS 52</td>
<td>FOODSERVICE MANAGEMENT ................................ 3</td>
<td></td>
</tr>
<tr>
<td>FAM &amp;CS 56</td>
<td>NUTRITION DELIVERY SYSTEMS .......................... 3</td>
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<tr>
<td>FAM &amp;CS 156</td>
<td>NUTRITION DELIVERY SYSTEMS LABORATORY ............ 2</td>
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</tr>
<tr>
<td>MATH 105</td>
<td>ARITHMETIC ............................................ 3</td>
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</tr>
</tbody>
</table>

HEALTH
CHAIR
Aykanush Gevanyan
(323) 953-4000 EXT. 2263 | KIN 216

PROGRAMS OFFERED
Courses Only - No Degree/Certificate

HUMANITIES
CHAIR
Anthony Clark
(323) 953-4000 EXT. 2949 | FH 219F
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 Studies 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 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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
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FIRST SEMESTER

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<tr>
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<td>JOURNAL 105</td>
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SECOND SEMESTER

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<td>JOURNAL 218-1</td>
<td>PRACTICAL EDITING I</td>
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<td>JOURNAL 219-1</td>
<td>TECHNIQUES FOR STAFF EDITORS I</td>
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THIRD SEMESTER

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FOURTH SEMESTER

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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. 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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CODE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>JOURNAL 101</td>
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<tr>
<td>JOURNAL 218-1</td>
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LIST A: SELECT 1 COURSE (3 UNITS) FROM THE FOLLOWING

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LIST B: SELECT 2 COURSES (6 UNITS) FROM THE FOLLOWING

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<td>MATH 227</td>
<td>STATISTICS</td>
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<td>(ECON 1</td>
<td>PRINCIPLES OF ECONOMICS I</td>
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<tr>
<td>OR ECON 2</td>
<td>PRINCIPLES OF ECONOMICS II</td>
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<tr>
<td>COMM 104</td>
<td>ARGUMENTATION AND DEBATE</td>
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<tr>
<td>PHOTO 34</td>
<td>HISTORY OF PHOTOGRAPHY</td>
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TOTAL MAJOR: ........................................... 18-20 UNITS

KINESIOLOGY

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

PROGRAMS OFFERED

Associate of Arts (AA-T)
Kinesiology

DEGREE PROGRAMS

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

KINESIOLOGY AA-T

Associate of Arts (AA-T)
(Program: 127000 State: 36026)

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. 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. Describe the fundamental principles of kinesiology, including functional anatomy, exercise physiology, biomechanics, motor development and the application of these sciences to fitness and skill development, exercise progression, programming, design and goal setting.
2. Identify rules, strategies, techniques, safety and effectiveness cues, and etiquette of the various movement activities and sports.
3. Examine and evaluate progressive adaptation to physical activities and the relationships to health promotion, wellness, fitness, and lifestyle/behavior modifications.
4. Evaluate and appraise the vast applied and clinical career opportunities in the field of kinesiology and other related fields.

**MAJOR**

<table>
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<tr>
<th>8 COURSES</th>
<th>21-22 UNITS</th>
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<td>INTRODUCTION TO KINESIOLOGY</td>
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<tr>
<td>ANATOMY 1</td>
<td>INTRODUCTION TO HUMAN ANATOMY</td>
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<tr>
<td>PHYSIO 1</td>
<td>INTRODUCTION TO HUMAN PHYSIOLOGY</td>
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<td><strong>SELECT 1 COURSE FROM THREE OF THE FOLLOWING AREAS (3 UNITS)</strong></td>
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<td>AREA 2</td>
<td>KIN 217, 215-1</td>
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<tr>
<td>AREA 3</td>
<td>DANCE 141, 221, 121</td>
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<td>AREA 4</td>
<td>KIN 250-1, 251-1, 299, 331, 328-1, 246, 334</td>
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<td>AREA 5</td>
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<td>KIN 2871, 289-1, 291-1</td>
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<td>INTRODUCTION TO BIOLOGY</td>
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<td>PHYSICS 6</td>
<td>GENERAL PHYSICS I</td>
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<td>HEALTH 12</td>
<td>SAFETY EDUCATION AND FIRST AID</td>
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<tr>
<td><strong>TOTAL MAJOR</strong></td>
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<td>21-22 UNITS</td>
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**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 GENERAL ELECTIVES
LAW 3, CIVIL RIGHTS AND THE LAW
LAW 7, STREET 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

PROGRAMS OFFERED
Courses Only - No Degree/Certificate

LIBERAL ARTS

Please see the Counseling Department or Articulation Office 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.

A MINIMUM OF 18 UNITS:
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, 190
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, 31, 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.
A MINIMUM OF 18 UNITS:

ANATOMY 1
ANTHROPOLOGY 101
ASTRONOMY 1, 5, 11
BIOLOGY 3, 6, 7, 25, 46
CHEMISTRY 60, 65, 101, 102, 211, 212, 221
EARTH SCIENCE 1
ENVIRONMENTAL SCIENCE 1
GEOGRAPHY 1, 11, 15
GEOLOGY 1, 6
MICROBIOLOGY 1, 20
OCEANOGRAPHY 1
PHYSICAL SCIENCE 10
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.

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

RECOMMENDED ELECTIVES
ART HISTORY 103, 110, 120, 130, 139, 140, 151, 171
CINEMA 3, 4, 18, 501
DANCE STUDIES 805
MUSIC 111, 121, 122, 133, 135, 136, 141, 200
PHOTOGRAPHY 34, 501
THEATER 100, 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
(323) 953-4000 EXT 2828 • JH 101H
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 such as the Cal State Universities, UCLA, UC Berkeley 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-T

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<td>MATH 262</td>
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<td>MATH 270</td>
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<td>MATH 263</td>
<td>CALCULUS III</td>
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<tr>
<td>MATH 275</td>
<td>ORDINARY DIFFERENTIAL EQUATIONS</td>
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</table>

TOTAL MAJOR .................................................. 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. 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

REQUIRED CORE (15 UNITS)

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LIST A: SELECT 2 COURSES (6 UNITS) FROM THE FOLLOWING

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</table>

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

MODERN LANGUAGES & CIVILIZATIONS

CHAIR
Mickey Hong

(323) 953-4000 EXT. 2736 | JH 111G
www.lacitycollege.edu/academic/departments/forlang/index.html

PROGRAMS OFFERED

Associate of Arts

Chinese
French
Japanese
Korean
Spanish
Certification of Achievement

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
Italian

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

18 OR MORE UNITS OF CLASSES CHOSEN FROM BELOW.

MUST INCLUDE CHINESE 4

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<td>FUNDAMENTALS OF CHINESE I</td>
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<td>FUNDAMENTALS OF CHINESE II</td>
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<td>ART HISTORY 130</td>
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<td>TOTAL</td>
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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

18 OR MORE UNITS OF CLASSES CHOSEN FROM BELOW.

MUST INCLUDE FRENCH 4, 8 AND 10

<table>
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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

18 OR MORE UNITS OF CLASSES CHOSEN FROM BELOW. MUST INCLUDE JAPANESE 4, 8 AND 9

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<td>JAPANESE 8</td>
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<td>JAPANESE 9</td>
<td>JAPANESE CIVILIZATION</td>
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<td>JAPANESE 21</td>
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<td>CHINESE 10</td>
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<td>PHILOSOPHY 30</td>
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TOTAL: 18 UNITS

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

18 OR MORE UNITS OF CLASSES CHOSEN FROM BELOW. MUST INCLUDE KOREAN 4, 8, AND 10

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TOTAL: 18 UNITS

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

18 OR MORE UNITS OF CLASSES CHOSEN FROM BELOW. MUST INCLUDE SPANISH 4, 8, 9 AND 10

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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.

AMERICAN SIGN LANGUAGE

Certificate of Achievement
(Program: 085000 State Code: 36007)

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

<table>
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<tr>
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<td>AMERICAN SIGN LANGUAGE III</td>
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<td>A S L 30</td>
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TOTAL: 15 UNITS
### JAPANESE LANGUAGE & CIVILIZATION: ELEMENTARY LEVEL

Certificate of Achievement  
(Program: 110800 State Code: 35344)

**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

Certificate of Achievement  
(Program: 110800 State Code: 35339)

**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. Define fundamental 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

### RUSSIAN LANGUAGE AND CIVILIZATION: ELEMENTARY LEVEL

Certificate of Achievement  
(Program: 110600 State Code: 36347)

**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 Russian 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

**TOTAL UNITS** .................................................. 15

### RUSSIAN LANGUAGE AND CIVILIZATION: INTERMEDIATE LEVEL

Certificate of Achievement  
(Program: 110600 State Code: 36348)

**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 Russian 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

**TOTAL UNITS** .................................................. 15
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. Define fundamental aspects of Spanish culture at the ACTFL Intermediate Range

REQUIREMENTS

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: ELEMENTARY LEVEL

Certificate of Achievement
(Program: 110500 State Code: 35338)

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.

REQUIREMENTS

RUSSIAN 3 INTERMEDIATE RUSSIAN I ............................. 5
RUSSIAN 4 INTERMEDIATE RUSSIAN II .............................. 5
RUSSIAN 8 CONVERSATIONAL RUSSIAN ........................... 2
RUSSIAN 10 RUSSIAN CIVILIZATION ................................... 3
TOTAL .................................................................................. 15 UNITS

SPANISH LANGUAGE & CIVILIZATION: INTERMEDIATE LEVEL

Certificate of Achievement
(Program: 110500 State Code: 35337)

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. Define fundamental aspects of Spanish culture at the ACTFL Intermediate Range.

REQUIREMENTS

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

MUSIC

CHAIR
Christine Park
(323) 953-4000 EXT. 2880 | HAMC 146
http://music.lacitycollege.edu

PROGRAMS OFFERED

Associate of Arts
Music

Associate of Arts (AA-T)
Music

Certificate of Achievement
Instrumental Performer
Composition
Vocal Performer

Skills Certificates
Instrumental Performer:
- Brass (Level 1 - 4)
- Guitar (Level 1 - 4)
- Percussion (Level 1 - 4)
- Piano (Level 1 - 4)
- Strings (Level 1 - 4)
- Woodwinds (Level 1 - 4)
- Composition (Level 1 - 4)
- Vocal Performer (Level 1 - 4)
Music Technology (Level 1 - 4)

Located in the state-of-the-art Herb Alpert Music Center, the Music Department offers the AA degree that prepares students for a four-year college, the AA-T degree that guarantees transfer to a CSU college, certificates that prepare for entry into the music industry, and general education music courses. 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 public performance opportunities including commercial and classical voice, piano and chamber ensemble, choir, orchestra, percussion ensemble, guitar ensemble and our famous Jazz Band. In addition to performance, music majors can prepare to 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
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, 116, 121,122,135 or 136 | MUSIC 212
MUSIC 152-1 | MUSIC 213
MUSIC 152-2 | MUSIC 311
MUSIC 200 | MUSIC 312
MUSIC 201 | MUSIC 313
MUSIC 202 | MUSIC 314
MUSIC 203 | PERFORMANCE ENSEMBLE
MUSIC 211 | MUSIC ELECTIVES

FIRST SEMESTER

MUSIC 152-1 | CURRENT MUSICAL EVENTS I | 1
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 EVENTS II | 1
MUSIC 201 | HARMONY I | 3
MUSIC 211 | MUSICIANSHIP I | 1
MUSIC 312 | HARMONY II (OR MORE ADVANCED LEVEL) | 1
PERFORMANCE ENSEMBLE (SEE BELOW)* | 1

THIRD SEMESTER

MUSIC 111 | OR116 OR 121 OR 122 OR 135 OR 136 | 3
MUSIC 202 | HARMONY II | 3
MUSIC 212 | MUSICIANSHIP II | 1
MUSIC 313 | PIANO II (OR MORE ADVANCED LEVEL) | 1
PERFORMANCE ENSEMBLE (SEE BELOW)* | 1
MUSIC ELECTIVE | 1

FOURTH SEMESTER

MUSIC 203 | HARMONY III | 3
MUSIC 213 | MUSICIANSHIP III | 1
MUSIC 314 | PIANO IV (OR MORE ADVANCED LEVEL) | 1
PERFORMANCE ENSEMBLE (SEE BELOW)* | 1
MUSIC ELECTIVES | 6

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.

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

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 211 | MUSICIANSHIP I | 1
MUSIC 212 | MUSICIANSHIP II | 1
MUSIC 213 | MUSICIANSHIP III | 1
MUSIC 181 | AND 182 AND 183 AND 184 | 2

CHOOSE FROM BELOW

1 UNIT EACH SEMESTER: .............................................. 4
(MUSIC 501, 531, 561, 705, 711, 725, 751, 765, 771, 781)
Can take these courses more than once

TOTAL MAJOR .................................................. 22 UNITS
CERTIFICATE PROGRAMS

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

The Certificates provide the student with knowledge, expertise, and marketable skills needed to obtain employment in the following areas:

Instrumental Performer:
- Brass
- Guitar
- Percussion
- Piano
- Strings
- Woodwinds

Composition

Vocal Performer

Music Technology

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

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<td>MUSIC 200</td>
<td>INTRO TO MUSIC THEORY</td>
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<td>(MUSIC 601)</td>
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<td>OR MUSIC 181</td>
<td>APPLIED MUSIC I</td>
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<tr>
<td>PERFORMANCE ENSEMBLE</td>
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LEVEL II

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LEVEL III

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LEVEL IV

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

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

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LEVEL IV

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TOTAL ........................................................................................................................................... 27 UNITS
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
Musicianship (MUSIC 181) Applied Music I 2
Performance Ensembles 1
(Select from Music 501, 531, 561, 705, 711, 725, 751, 765, 771, 781)

LEVEL II
Musicianship (MUSIC 181) Applied Music II 2
Performance Ensembles 1
(Select from Music 501, 531, 561, 705, 711, 725, 751, 765, 771, 781)

LEVEL III
Musicianship (MUSIC 181) Applied Music III 2
Performance Ensembles 1
(Select from Music 501, 531, 561, 705, 711, 725, 751, 765, 771, 781)

LEVEL IV
Musicianship (MUSIC 181) Applied Music IV 2
Performance Ensembles 1
(Select from Music 501, 531, 561, 705, 711, 725, 751, 765, 771, 781)

TOTAL: 25-27 UNITS

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
Musicianship (MUSIC 181) Applied Music I 2
Performance Ensembles 1
(Select from Music 501, 531, 561, 705, 711, 725, 751, 765, 771, 781)

LEVEL II
Musicianship (MUSIC 181) Applied Music II 2
Performance Ensembles 1
(Select from Music 501, 531, 561, 705, 711, 725, 751, 765, 771, 781)

LEVEL III
Musicianship (MUSIC 181) Applied Music III 2
Performance Ensembles 1
(Select from Music 501, 531, 561, 705, 711, 725, 751, 765, 771, 781)

LEVEL IV
Musicianship (MUSIC 181) Applied Music IV 2
Performance Ensembles 1
(Select from Music 501, 531, 561, 705, 711, 725, 751, 765, 771, 781)

TOTAL: 25-27 UNITS

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
Musicianship (MUSIC 181) Applied Music I 2
Performance Ensembles 1
(Select from Music 501, 531, 561, 705, 711, 725, 751, 765, 771, 781)

LEVEL II
Musicianship (MUSIC 181) Applied Music II 2
Performance Ensembles 1
(Select from Music 501, 531, 561, 705, 711, 725, 751, 765, 771, 781)

LEVEL III
Musicianship (MUSIC 181) Applied Music III 2
Performance Ensembles 1
(Select from Music 501, 531, 561, 705, 711, 725, 751, 765, 771, 781)

LEVEL IV
Musicianship (MUSIC 181) Applied Music IV 2
Performance Ensembles 1
(Select from Music 501, 531, 561, 705, 711, 725, 751, 765, 771, 781)

TOTAL: 25-27 UNITS
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 musically, 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 152-2 CURRENT MUSICAL EVENTS II ...................................... 1
MUSIC 200 INTRO TO MUSIC THEORY .............................................. 4
MUSIC 611 WOODWIND INSTRUMENT INSTRUCTION I .................... 2
MUSIC 612 WOODWIND INSTRUMENT INSTRUCTION II .................... 2
MUSIC 181 APPLIED MUSIC I .......................................................... 2
MUSIC 182 APPLIED MUSIC II ......................................................... 2
MUSIC ELECTIVES ............................................................................. 2
PERFORMANCE ENSEMBLE .......................................................... 1

LEVEL II
MUSIC 152-2 CURRENT MUSICAL EVENTS II ...................................... 1
MUSIC 612 WOODWIND INSTRUMENT INSTRUCTION II .................... 2
MUSIC 613 WOODWIND INSTRUMENT INSTRUCTION III ............... 2
MUSIC 183 APPLIED MUSIC III ....................................................... 2
MUSIC ELECTIVES ............................................................................. 2
PERFORMANCE ENSEMBLE .......................................................... 1

LEVEL III
MUSIC 613 WOODWIND INSTRUMENT INSTRUCTION III ............... 2
MUSIC ELECTIVES ............................................................................. 2
PERFORMANCE ENSEMBLE .......................................................... 2

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

COMPOSITION
Certificate of Achievement
(Program: 100502 State Code: 36658)

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 musically, 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 201 HARMONY I ................................................................. 1
MUSIC 211 MUSICIANSHIP I ............................................................ 1
MUSIC 312 PIANO II ....................................................................... 1
MUSIC ELECTIVES ............................................................................. 2

LEVEL II
MUSIC 202 HARMONY II ............................................................... 1
MUSIC 212 MUSICIANSHIP II ........................................................... 1
MUSIC 213 MUSICIANSHIP III ......................................................... 1
MUSIC 221 ORCHESTRATION, 20TH CENTURY STYLES & TECH, OR COUNTERPOINT .............................................. 3
MUSIC 313 PIANO III ...................................................................... 1
MUSIC ELECTIVES ............................................................................. 1

LEVEL III
MUSIC 203 HARMONY III ............................................................. 1
MUSIC 221 ORCHESTRATION, 20TH CENTURY STYLES & TECH, OR COUNTERPOINT .............................................. 3
MUSIC 137 MUSIC AS A BUSINESS ................................................... 3
MUSIC 314 PIANO IV ...................................................................... 1

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

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.
EDUCATIONAL PROGRAMS

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.

LEVEL I
MUSIC 152-1 CURRENT MUSICAL EVENTS I ........................... 1
MUSIC 200 INTRO TO MUSIC THEORY ............................. 4
(MUSIC 180) VOICE FUNDAMENTALS ...................................... 1
OR MUSIC 181) APPLIED MUSIC I ........................................... 2
PERFORMANCE ENSEMBLE .................................................. 1
(Select from Music 501, 531, 561, 705, 711, 725, 751, 765, 771, 781)

LEVEL II
MUSIC 152-2 CURRENT MUSICAL EVENTS II .......................... 1
(MUSIC 431) COMMERCIAL VOICE I ....................................... 1
OR MUSIC 182) APPLIED MUSIC II ......................................... 2
MUSIC ELECTIVES .............................................................. 2
PERFORMANCE ENSEMBLE .................................................. 1
(Select from Music 501, 531, 561, 705, 711, 725, 751, 765, 771, 781)

LEVEL III
(MUSIC 432) COMMERCIAL VOICE II .................................... 1
OR MUSIC 183) APPLIED MUSIC III ....................................... 2
MUSIC ELECTIVES .............................................................. 2
PERFORMANCE ENSEMBLES ............................................... 2
(Select from Music 501, 531, 561, 705, 711, 725, 751, 765, 771, 781)

LEVEL IV
MUSIC 433 COMMERCIAL VOICE III ..................................... 1
OR MUSIC 184) APPLIED MUSIC IV ....................................... 2
MUSIC 137 MUSIC AS A BUSINESS ...................................... 3
PERFORMANCE ENSEMBLES ............................................... 2
(Select from Music 501, 531, 561, 705, 711, 725, 751, 765, 771, 781)
TOTAL ............................................................................. 23-27 UNITS

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 MUSIC TECHNOLOGY ....................... 3
MUSIC 200 INTRO TO MUSIC THEORY .................................. 4
MUSIC 311 PIANO I ............................................................. 1
MUSIC ELECTIVE .............................................................. 1

LEVEL II
MUSIC 261-1 MUSIC TECHNOLOGY WORKSHOP I .............. 3
MUSIC 312 PIANO II ........................................................... 1
(MUSIC 111) MUSIC APPRECIATION I ............................... 3
OR 116) SURVEY & HISTORY OF ROCK, POP & SOUL MUSIC .... 3
MUSIC ELECTIVES .............................................................. 2

LEVEL III
MUSIC 261-2 MUSIC TECHNOLOGY WORKSHOP II ........... 3
MUSIC 291 MUSIC PRODUCTION FOR MULTIMEDIA I ........ 2
(FINANCE 8) PERSONAL FINANCE AND INVESTMENTS .......... 3
OR MGMT 13) SMALL BUSINESS MANAGEMENT I .............. 3
MUSIC ELECTIVE .............................................................. 1

LEVEL IV
MUSIC 261-3 ELECTRONIC MUSIC WORKSHOP III ............. 3
MUSIC 137 MUSIC AS A BUSINESS ..................................... 3
MUSIC 292 MUSIC PRODUCTION FOR MULTIMEDIA II ....... 2
MUSIC ELECTIVE .............................................................. 1
TOTAL ............................................................................. 36 UNITS

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
Registered Nursing

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 65 (or Completion of 1 year of High School Chemistry with a lab)
- English 101 (College Reading and Composition)
- Math 125 (Intermediate 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 Kinesiology

Additional Requirements of the RN Program for graduation
- Completion of 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 requesting 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).
- 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 for decisions in the planning and implementation of nursing care across the lifespan to a diverse population.
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 of the California Board of Registered Nursing and Nurse Practice Act.

### MAJOR

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**FIRST SEMESTER**

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<td>NURSING FOUNDATIONS</td>
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<td>REGNRSG 115*</td>
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**SECOND SEMESTER**

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<td>REGNRSG 107</td>
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<td>REGNRSG 109</td>
<td>INTERMEDIATE MEDICAL-SURGICAL NURSING</td>
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<td>REGNRSG 117</td>
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**FOURTH SEMESTER**

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<td>REGNRSG 111</td>
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TOTAL REQUIRED .................................................. 38 UNITS
TOTAL (INCLUDING ELECTIVE) .................................. 39 UNITS

*Elective highly recommended by the Nursing Department

**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

PROGRAMS OFFERED

Associate of Arts
Applied Photography

Certificate of Achievement
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, inkjet 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

11 COURSES | 36 UNITS | AA

REQUIRED CORE
PHOTO 1 ELEMENTARY PHOTOGRAPHY ......................... 6
PHOTO 10 BEGINNING PHOTOGRAPHY ...................... 3
TOTAL ................................................................. 9 UNITS

*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 9 REQUIRED ELECTIVES FROM THE FOLLOWING
ART 201, 204
CINEMA 1, 2
COOP ED 195, 295, 911, 921, 931, 941
JOURNALISM 101
LAW 1

CHOOSE 18 REQUIRED ELECTIVES FROM THE FOLLOWING
PHOTOGRAPHY 7, 15, 20, 22, 33, 34, 46, 49, 50, 107, 501
TOTAL (CORE + ELECTIVES) ..................................... 36 UNITS

CERTIFICATE PROGRAMS

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

OPTION B: 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

PHOTO 7  EXPLORING DIGITAL PHOTOGRAPHY ...............3
PHOTO 15  FUNDAMENTALS OF PORTRAITURE ................3
PHOTO 46  PHOTOGRAPHIC DIGITAL IMAGING ...............3
PHOTO 49  ADVANCED PHOTOGRAPHIC DIGITAL IMAGING ......6
PHOTO 107  INTERMEDIATE DIGITAL PHOTOGRAPHY ........3
TOTAL .............................................................. 18 UNITS

OPTION C: 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

PHOTO 7  EXPLORING DIGITAL PHOTOGRAPHY ...............3
PHOTO 20  BEGINNING PHOTOJOURNALISM .................4
PHOTO 46  PHOTOGRAPHIC DIGITAL IMAGING ...............3
PHOTO 107  INTERMEDIATE DIGITAL PHOTOGRAPHY ........3
SUB-TOTAL ............................................................. 13 UNITS

SELECT 5 UNITS FROM THE FOLLOWING ........................................ 13 UNITS

JOURNAL 217-1  PUBLICATION LABORATORY I .................2
JOURNAL 217-2  PUBLICATION LABORATORY II ............2
JOURNAL 218-1  PRACTICAL EDITING I ......................3
JOURNAL 218-2  PRACTICAL EDITING II ....................3
JOURNAL 219-1  TECHNIQUES FOR STAFF EDITORS I ....1
JOURNAL 219-2  TECHNIQUES FOR STAFF EDITORS II ...1
JOURNAL 219-3  TECHNIQUES FOR STAFF EDITORS III ....1
JOURNAL 185  DIRECTED STUDY - JOURNALISM .............1
JOURNAL 285  DIRECTED STUDY - JOURNALISM .............1
PHOTO 10  BEGINNING PHOTOGRAPHY ....................3
TOTAL .............................................................. 18 UNITS

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 camera settings correctly to account for variations in lighting quality and color temperature.
2. Demonstrate proper technique when operating electronic flash in the studio.
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

PHOTO 7  EXPLORING DIGITAL PHOTOGRAPHY ...............3
PHOTO 46  PHOTOGRAPHIC DIGITAL IMAGING ...............3
PHOTO 107  INTERMEDIATE DIGITAL PHOTOGRAPHY ........3
TOTAL .............................................................. 9 UNITS
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

| MATH 261 | CALCULUS I | 5 |

SECOND SEMESTER

| PHYSICS 101 | PHYSICS FOR ENGINEERS AND SCIENTISTS I | 5 |
| MATH 262 | CALCULUS II | 5 |
| CHEM 101 | GENERAL CHEMISTRY I | 5 |

THIRD SEMESTER

| PHYSICS 102 | PHYSICS FOR ENGINEERS AND SCIENTISTS II | 5 |
| MATH 263 | CALCULUS III | 5 |
| MATH 275 | ORDINARY DIFFERENTIAL EQUATIONS | 3 |

FOURTH SEMESTER

| PHYSICS 103 | PHYSICS FOR ENGINEERS AND SCIENTISTS III | 5 |
| CHEM 102 | GENERAL CHEMISTRY II | 5 |

TOTAL | 43 UNITS

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. 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

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 |
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

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>PSYCH 1</td>
<td>PSYCH 43</td>
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<tr>
<td>PSYCH 2</td>
<td>PSYCH 44</td>
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<td>PSYCH 82</td>
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<td>PSYCH 41</td>
<td>PSYCH 83</td>
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**First Semester**

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<tr>
<td>PSYCH 1</td>
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<td>PRINCIPLES OF GROUP DYNAMICS I</td>
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**Second Semester**

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<td>PSYCH 41</td>
<td>LIFE-SPAN PSYCH: FROM INFANCY TO OLD AGE</td>
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<tr>
<td>PSYCH 44</td>
<td>PRINCIPLES OF GROUP DYNAMICS II</td>
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**Third Semester**

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<td>FIELD WORK II</td>
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**Fourth Semester**

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<td>BIOLOGICAL PSYCHOLOGY</td>
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<tr>
<td>PSYCH 45</td>
<td>ISSUES IN HUMAN SERVICE CAREERS</td>
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<tr>
<td>PSYCH 83</td>
<td>FIELD WORK III</td>
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Total: 36 Units

*Recommended Electives: PSYCH 64, PSYCH 52, PSYCH 60 OR PSYCH 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 Human Services.
management, crisis management, client education, referral, report and record keeping, and consultation with other professionals in the field of Drug and Alcohol Studies.


MAJOR

14 COURSES | 42 UNITS | AA

| PSYCH 1 | PSYCH 64 |
| PSYCH 2 | PSYCH 65 |
| PSYCH 3 | PSYCH 67 |
| PSYCH 43 | PSYCH 68 |
| PSYCH 45 | PSYCH 84 |
| PSYCH 63 | PSYCH 85 |
| PSYCH 6 | PSYCH 86 |

FIRST SEMESTER

| PSYCH 1 | GENERAL PSYCHOLOGY I ........................................... 3 |
| PSYCH 43 | PRINCIPLES OF GROUP DYNAMICS I .......................... 3 |
| PSYCH 64 | INTO ALCOHOL AND DRUG ABUSE ............................. 3 |

SECOND SEMESTER

| PSYCH 14 | ABNORMAL PSYCHOLOGY ........................................ 3 |
| PSYCH 68 | BIOPSYCHOLOGY OF CHEMICAL DEPENDENCY ............... 3 |
| PSYCH 65 | CHEMICAL DEPENDENCY:INTERVENTION, TREATMENT AND RECOVERY ........................................... 3 |
| PSYCH 84 | FIELDWORK I, DRUG/ALCOHOL ................................ 3 |

THIRD SEMESTER

| PSYCH 3 | PERSONALITY AND SOCIAL DEVELOPMENT .................. 3 |
| PSYCH 67 | COUNSELING TECHNIQUES FOR THE CHEMICALLY ADDICTED ............................ 3 |
| PSYCH 85 | FIELDWORK II, DRUG/ALCOHOL ............................... 3 |

FOURTH SEMESTER

| PSYCH 2 | BIOLOGICAL PSYCHOLOGY ...................................... 3 |
| PSYCH 45 | ISSUES IN HUMAN SERVICE CAREERS ....................... 3 |
| PSYCH 63 | ALCOHOL/DRUG STUDIES: PREVENTION & EDUC .......... 3 |
| PSYCH 86 | FIELDWORK III, DRUG/ALCOHOL ............................. 3 |

TOTAL MAJOR ................................................................. 42 UNITS

* RECOMMENDED ELECTIVES PSYCH 64, PSYCH 52, PSYCH 66.

PSYCHOLOGY

Associate of Arts (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. 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

6 COURSES | 19 UNITS | AA-T

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 |

LIST B: SELECT ONE COURSE (3 UNITS) FROM THE FOLLOWING

| PSYCH 41 | LIFE-SPAN PSYCH: 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

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

OPTION 1:

HUMAN SERVICES GENERALIST

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.
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

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PSYCH 1</td>
<td>GENERAL PSYCHOLOGY I</td>
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<tr>
<td>PSYCH 3</td>
<td>PERSONALITY AND SOCIAL DEVELOPMENT</td>
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<td>SOCIAL PSYCHOLOGY</td>
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<tr>
<td>PSYCH 14</td>
<td>ABNORMAL PSYCHOLOGY</td>
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<tr>
<td>PSYCH 27</td>
<td>ONLINE AND SOFTWARE RESOURCES FOR HUMAN SERVICES</td>
</tr>
<tr>
<td>PSYCH 43</td>
<td>PRINCIPLES OF GROUP DYNAMICS I</td>
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<tr>
<td>PSYCH 44</td>
<td>PRINCIPLES OF GROUP DYNAMICS II</td>
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<tr>
<td>PSYCH 45</td>
<td>ISSUES IN HUMAN SERVICE CAREERS</td>
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<tr>
<td>ENGLISH 28</td>
<td>OR ENGLISH 101</td>
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<tr>
<td>COMM 101</td>
<td>OR PSYCH 60 OR 64</td>
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</tbody>
</table>

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

RADIOLOGIC TECHNOLOGY

Chair
Israel Fonseca
(323) 953-4000 EXT. 2942 | RT
www.lacitycollege.edu/academic/departments/radtech/index.html

Programs Offered

Associate of Science Degree
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.arrt.org/Certification/Academic-Degree-Requirement

• Five Year Recency Requirement for Science Courses: All completed prerequisites 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

<table>
<thead>
<tr>
<th>19 COURSES</th>
<th>89 UNITS</th>
<th>AS</th>
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<td>RADIOGRAPHIC ANATOMY/POSITIONING CRANIUM &amp; VISCERAL ORGANS</td>
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<td>INTRO TO RADIOLOGIC TECHNOLOGY</td>
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<td>RAD TECH 201</td>
<td>MEDICAL TERMINOLOGY FOR RADIOLOGIC</td>
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<td>RAD TECH 202</td>
<td>INTRO TO ELECTROMAGNETIC RADIATION IMAGE RECORDING AND PROCESSING</td>
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<td>FUNDAMENTALS OF X-RAY PHYSICS</td>
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<td>RAD TECH 206</td>
<td>RADIOGRAPHIC EXPOSURE</td>
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<td>RAD TECH 207</td>
<td>PATIENT CARE AND MANAGEMENT</td>
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<td>CROSS SECTIONAL ANATOMY AND PATHOLOGY</td>
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<td>RAD TECH 209</td>
<td>PHARMACOLOGY AND VENIPUNCTURE WITH BASIC LIFE SUPPORT (BLS)</td>
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<td>RAD TECH 210</td>
<td>QUALITY MANAGEMENT</td>
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<td>RAD TECH 211</td>
<td>COMPUTER TOMOGRAPHY</td>
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<td>RAD TECH 240</td>
<td>RADIATION PROTECTION AND BIOLOGY</td>
<td>4</td>
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<tr>
<td>RAD TECH 243</td>
<td>PRINCIPLES AND PRACTICES OF FLUOROSCOPY</td>
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<td>RAD TECH 260</td>
<td>INTRODUCTION TO CLINICAL EDUCATION</td>
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<tr>
<td>RAD TECH 283</td>
<td>CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY IV</td>
<td>12</td>
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</tbody>
</table>

TOTAL PROGRAM ........................................................................... 89 UNITS

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

<table>
<thead>
<tr>
<th>REQUIRED</th>
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<tbody>
<tr>
<td>RAD TECH 283</td>
</tr>
</tbody>
</table>

TOTAL .................................................................................. 12 UNITS

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
RAD TECH 243  PRINCIPLES AND PRACTICES OF FLUOROSCOPY          3
TOTAL........................................................................................................3 UNITS

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.

REQUIRED
RAD TECH 201  MEDICAL TERMINOLOGY FOR RADIOLOGIC          3
RAD TECH 207  PATIENT CARE AND MANAGEMENT                     4
COOP ED                                                  1
TOTAL........................................................................................................8 UNITS

SCIENCE

CHAIRS
Greg Gonsalves, Life Science
(323) 953-4000 EXT. 2796 | 222E
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/

Glen Baghdasarian, Chemistry & Earth Sciences
(323) 953-4000 EXT. 2600 | SCI 324B
www.lacitycollege.edu/academic/departments/chemistry/chem.html

PROGRAMS OFFERED

Associate of Science
Chemistry
Physics

Associate of Science (AS-T)
Biology
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

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 (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. 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

6 COURSES | 18 UNITS | AA-T

REQUIRED CORE (3 UNITS):

POL SCI 1 THE GOVERNMENT OF THE UNITED STATES

LIST A: SELECT 3 COURSES (9 UNITS) FROM THE FOLLOWING

POL SCI 2 MODERN WORLD GOVERNMENTS
POL SCI 5 THE HISTORY OF WESTERN POLITICAL THOUGHT
POL SCI 7 CONTEMPORARY WORLD AFFAIRS

LIST B: SELECT 2 COURSES (6 UNITS) FROM THE FOLLOWING

POL SCI 14 GOVERNMENT AND POLITICS IN THE MIDDLE EAST
POL SCI 19 WOMEN IN POLITICS

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

REQUIRED

HISTORY 11 POLITICAL AND SOCIAL HISTORY OF THE U.S.I
POL SCI 1 THE GOVERNMENT OF THE UNITED STATES
SOC 1 OR SOCIOLOGY 11
POL SCI 2 MODERN WORLD GOVERNMENTS
ECON 1 OR ECONOMICS 2
POL SCI 7 CONTEMPORARY WORLD AFFAIRS

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

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) THE AFRICAN AMERICAN IN THE HISTORY OF THE US I
OR AFRO AM 5) THE AFRICAN AMERICAN IN THE HISTORY OF THE US II
AFRO AM 7 BLACK AMERICANS AND THE POLITICAL SYSTEM
AFRO AM 20 AFRICAN-AMERICAN LITERATURE I
AFRO AM 60 AFRICAN-AMERICAN MUSIC
ANTHRO 102 HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY

TOTAL ................................................................. 15 UNITS

THEATER

CHAIR
Tony Maggio

(323) 953-4000 EXT. 2983 | TA 201
http://theatreacademy.lacitycollege.edu/

PROGRAMS OFFERED

Associate of Arts
Theater, General
Theater, Acting

Associate of Arts (AA-T)
Theater Arts

Certificate 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 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, film, television, and allied arts.

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 (theatreacademy.lacitycollege.edu). 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. 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.
### 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:

1. 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.

2. 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.

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<table>
<thead>
<tr>
<th>MAJOR</th>
<th>REQUIRED CORE (10 UNITS)</th>
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</thead>
<tbody>
<tr>
<td>Theater 100</td>
<td><strong>INTRO TO THE THEATER</strong></td>
</tr>
<tr>
<td>Theater 105-1</td>
<td><strong>OR 105-2 OR 105-3 OR 105-4</strong></td>
</tr>
<tr>
<td>Theater 110</td>
<td><strong>HISTORY OF THE WORLD THEATER</strong></td>
</tr>
<tr>
<td>(Theater 200)</td>
<td><strong>BEGINNING ACTING</strong></td>
</tr>
<tr>
<td>Theater 300</td>
<td><strong>INTRO TO STAGE CRAFT</strong></td>
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**SECOND SEMESTER**

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<tr>
<th>MAJOR</th>
<th>6 COURSES</th>
<th>19 UNITS</th>
<th>AA-T</th>
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<td><strong>THEATER SURVEY II- PERFORMANCE</strong></td>
<td>1</td>
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<tr>
<td>Theater 110</td>
<td><strong>HISTORY OF THE WORLD THEATER</strong></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Theater 242-2</td>
<td><strong>VOCAL AND PHYSICAL DEVELOPMENT-LEVEL II</strong></td>
<td>3</td>
<td></td>
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<tr>
<td>Theater 272</td>
<td><strong>INTERMEDIATE APPLIED ACTING</strong></td>
<td>3</td>
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<tr>
<td>Theater 345</td>
<td><strong>TECHNICAL STAGE PRODUCTION IV</strong></td>
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<table>
<thead>
<tr>
<th>THIRD SEMESTER</th>
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<tbody>
<tr>
<td>Theater 105-2</td>
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<tr>
<td>Theater 242-3</td>
</tr>
<tr>
<td>Theater 246-1</td>
</tr>
<tr>
<td>Theater 274-1</td>
</tr>
<tr>
<td>Theater 277</td>
</tr>
<tr>
<td>Theater 235</td>
</tr>
</tbody>
</table>

**FOURTH SEMESTER**

| THEATER 105-4 | **THEATER SURVEY IV- AUDIENCE EXPERIENCE** | 1 |
| Theater 242-4 | **VOCAL AND PHYSICAL DEVELOPMENT-LEVEL IV** | 2 |
| Theater 246-2 | **VOCAL AND PHYSICAL DEVELOPMENT-LEVEL II** | 2 |
| Theater 274-2 | **ADVANCED APPLIED ACTING-LEVEL II** | 3 |
| Theater 277 | **CHARACTER ANALYSIS (OR 3RD SEMESTER)** | 3 |
| Theater 235 | **PLAY PRODUCTION AND COMPANY PERFORMANCE (REPEATABLE COURSE)** | 5 |

TOTAL: 60 UNITS

*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.*
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.

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

1. Demonstrate basic competency and use of costume shop tools for the design, production, maintenance, and alteration of costume garments.
EDUCATIONAL PROGRAMS

2. Demonstrate basic proficiency in 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.

REQUIRED

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>THEATER 105-1</td>
<td>OR 105-2 OR 105-3 OR 105-4</td>
<td>1</td>
</tr>
<tr>
<td>THEATER 400</td>
<td>COSTUME PERIODS AND STYLES</td>
<td>3</td>
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<tr>
<td>THEATER 425</td>
<td>APPLIED COSTUMING FOR THEATER</td>
<td>4</td>
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SUB-TOTAL: 8 UNITS

SELECT 2 COURSES FROM THE FOLLOWING

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<tr>
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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>THEATER 411</td>
<td>COSTUMING FOR THEATER</td>
<td>3</td>
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<tr>
<td>THEATER 413</td>
<td>COSTUME DYEING AND PAINTING</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 414</td>
<td>COSTUME DRAPING AND ACCESSORIES</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 415</td>
<td>COSTUME DESIGN FOR THE THEATER</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 416</td>
<td>MATERIALS AND METHODS FOR THE COSTUMER</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 417</td>
<td>COSTUMING FOR FILM</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 418</td>
<td>COMMUNICATING THEATRICAL DESIGN</td>
<td>3</td>
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<tr>
<td>THEATER 419</td>
<td>ADVANCED COSTUME ILLUSTRATION</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 420</td>
<td>COSTUMING ON SET</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>THEATER 105-1</td>
<td>THEATER SURVEY I- LITERATURE</td>
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<tr>
<td>THEATER 400</td>
<td>COSTUME PERIODS AND STYLES</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 425</td>
<td>APPLIED COSTUMING FOR THEATER</td>
<td>4</td>
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SECOND SEMESTER

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<th>Course Title</th>
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<td>THEATER 105-2</td>
<td>THEATER SURVEY II- PERFORMANCE</td>
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<tr>
<td>THEATER 100</td>
<td>INTRO TO THEATER</td>
<td>3</td>
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<tr>
<td>THEATER 425</td>
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THIRD SEMESTER

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<th>Course Title</th>
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<td>THEATER 105-3</td>
<td>THEATER SURVEY III- DESIGN TECHNOLOGY</td>
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<tr>
<td>THEATER 200</td>
<td>INTRO TO ACTING</td>
<td>3</td>
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<tr>
<td>THEATER 425</td>
<td>APPLIED COSTUMING FOR THEATER (REPEATABLE)</td>
<td>4</td>
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<td>(Theater 411, 413, 414, 415, 416, 417, 418; 419 or 420)</td>
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FOURTH SEMESTER

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<th>Course Title</th>
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<tr>
<td>THEATER 105-4</td>
<td>THEATER SURVEY IV- AUDIENCE EXPERIENCE</td>
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<tr>
<td>THEATER 110</td>
<td>HISTORY OF THE WORLD THEATER</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 300</td>
<td>OR 338</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 425</td>
<td>APPLIED COSTUMING FOR THEATER (REPEATABLE)</td>
<td>4</td>
</tr>
<tr>
<td>(Theater 411, 413, 414, 415, 416, 417, 418; 419 or 420)</td>
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</tbody>
</table>

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

Certificate of Achievement
(Program: 100600 State Code: 31547)

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.

REQUIRED

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>THEATER 105-1</td>
<td>OR 105-2 OR 105-3 OR 105-4</td>
<td>1</td>
</tr>
<tr>
<td>THEATER 100</td>
<td>INTRO TO THEATER</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 335</td>
<td>APPLIED STAGE MANAGEMENT &amp; PRODUCTION IV</td>
<td>4</td>
</tr>
<tr>
<td>THEATER 311</td>
<td>OR 313 OR 314 OR 315</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL: 14 UNITS
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 & PRODUCTION IV ........................................... 4
THEATER 311 OR 313 OR 314 OR 315 ................................. 3

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
THEATER 311 OR 313 OR 314 OR 315 ................................. 3

THIRD SEMESTER
THEATER 105-3 THEATER SURVEY III - DESIGN TECHNOLOGY ...... 1
THEATER 321  INTRO TO ACTING ...................................... 3
THEATER 320  INTRO TO ACTING ...................................... 3
THEATER 335  APPLIED STAGE MANAGEMENT AND PRODUCTION IV (REPEATABLE) .................. 4
THEATER 311 OR 313 OR 314 OR 315 ................................. 3

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
THEATER 311 OR 313 OR 314 OR 315 ................................. 3

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.

REQUIRED
THEATER 300 OR 315 ......................................................... 3
THEATER 338 OR CINEMA 3 .............................................. 3
ARC 162  COMPUTER-AIDED DESIGN AND DRAFTING ......... 3
PHOTO 46  PHOTOGRAPHIC DIGITAL IMAGING ..................... 3

SUB-TOTAL ........................................................................ 12 UNITS

SELECT ONE OF THE FOLLOWING (3 UNITS)
ARTHIST 110  SURVEY OF WESTERN ART HISTORY I ............ 3
ARTHIST 120  SURVEY OF WESTERN ART HISTORY II ............ 3
TELEVISION 1 INTRODUCTION TO TELEVISION .................... 3
THEATER 313  SCENIC PAINTING FOR THE THEATER ................. 3

TOTAL ................................................................................ 15 UNITS

END
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 skills, 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 noncredit 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

Certificate of Completion
(Program: 493014 State Code: 36581)

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.

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>TOTAL LECTURE HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSICSKL 006CE</td>
<td>REVIEW OF BASIC ENGLISH</td>
<td>36</td>
</tr>
<tr>
<td>BSICSKL 007CE</td>
<td>REVIEW OF BASIC MATH</td>
<td>36</td>
</tr>
<tr>
<td>VOC ED 003CE</td>
<td>WORKPLACE COMPUTING</td>
<td>54</td>
</tr>
<tr>
<td>TOTAL LECTURE HOURS</td>
<td></td>
<td>126</td>
</tr>
</tbody>
</table>

Beginning English as a Second Language

Certificate of Completion
(Program: 493100 State Code: 36668)

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

1. Read and write simple sentences in English.
2. Speak in simple sentences and respond to simple questions.

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>TOTAL LECTURE HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL NC 001CE</td>
<td>ESL BEGINNING 1</td>
<td>54</td>
</tr>
<tr>
<td>ESL NC 002CE</td>
<td>ESL BEGINNING 2</td>
<td>54</td>
</tr>
<tr>
<td>TOTAL LECTURE HOURS</td>
<td></td>
<td>108</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>TOTAL LECTURE HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOC ED 238CE</td>
<td>JOB READINESS SKILLS</td>
<td>36</td>
</tr>
<tr>
<td>VOC ED 236CE</td>
<td>JOB CLUB</td>
<td>18</td>
</tr>
<tr>
<td>TOTAL LECTURE HOURS</td>
<td></td>
<td>54</td>
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</tbody>
</table>

English as a Second Language-Civics

Certificate of Completion
(Program: State Code: 24344)
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 
1. Use the basic communication skills of listening and speaking necessary to perform everyday activities and be assimilated into a predominately English-speaking society.
2. Use the basic communication skills of reading and writing necessary to perform everyday activities and be assimilated into a predominately English-speaking society.

ESL CIVICS 030CE ENGLISH LITERACY AND CIVICS 030 .............................. 108
ESL CIVICS 031CE ENGLISH LITERACY AND CIVICS 031 .............................. 108
ESL CIVICS 032CE ENGLISH LITERACY AND CIVICS 032 .............................. 108
TOTAL LECTURE HOURS ........................................................................... 324

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 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 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 236CE JOB CLUB .............................................................................. 18
VOC ED 238CE JOB READINESS .................................................................. 36
VOC ED 239CE CUSTOMER SERVICE SKILLS ........................................... 18
TOTAL LECTURE HOURS ........................................................................... 72

ENTREPRENEURSHIP SKILLS
Certificate of Completion
(Program: 493102 State Code: 24069)
This Skills Certificate encompasses two noncredit 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 entrepreneurial 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 084CE ENTREPRENEUR TRAINING PROGRAM .................................. 36
VOC ED 239CE CUSTOMER SERVICE SKILLS ............................................. 18
TOTAL LECTURE HOURS ........................................................................... 54

HOSPITALITY
Certificate of Competency
(Program: 493100 State Code: 24118)
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 
1. Apply concepts and skills necessary to achieve guest satisfaction.
2. Conduct him/herself in a professional and ethical manner, and practice industry-defined work ethics.
3. Perform basic and supervisory level job functions in hotel/restaurant careers.

VOC ED 242CE BANQUET SERVER SKILLS .................................................. 18
VOC ED 243CE FRONT DESK REPRESENTATIVE ......................................... 18
VOC ED 244CE LAUNDRY ATTENDANT SKILLS .......................................... 18
VOC ED 245CE PUBLIC SPACE CLEANER SKILLS ....................................... 18
VOC ED 246CE RESTAURANT SERVER SKILLS ......................................... 18
VOC ED 247CE KITCHEN STEWARD SKILLS ............................................. 18
VOC ED 248CE MAINTENANCE ATTENDANT SKILLS .................................. 18
VOC ED 249CE RESERVATIONIST SKILLS ................................................... 18
VOC ED 250CE RESTAURANT SERVER SKILLS ......................................... 18
TOTAL LECTURE HOURS ........................................................................... 162

IN-HOME SUPPORTIVE SERVICES SKILLS
Certificate of Completion
(Program: 49103 State Code: 24446)
This Skills Certificate includes two noncredit 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 
1. Complete the paperwork required by the Department of Public Social Services.
2. Properly and safely assist patients living in their own homes with the basic functions of daily life.
3. 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
TOTAL LECTURE HOURS ........................................................................... 108

JOB READINESS SKILLS
Certificate of Completion
(Program: 493102 State Code: 24071)
This Skills Certificate encompasses a series of specific noncredit 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
1. Identify a career field of choice.
2. Develop an effective resume.
3. Prepare for an employment interview.

VOC ED 236CE JOB CLUB .................................................. 18
VOC ED 238CE JOB READINESS ........................................ 36
VOC ED 239CE CUSTOMER SERVICE SKILLS .................... 18
VOC ED 230CE 30 WAYS TO SHINE .................................. 6
TOTAL LECTURE HOURS ....................................................... 78

WORKFORCE LITERACY SKILLS
Certificate of Completion
(Program: 493101 State Code: 24016)

Program Student Learning Outcomes
1. Use proper, effective communication with employers, co-workers, and customers.
2. Develop an effective resume that matches a job description.
3. Prepare for an employment interview, including developing responses, describing experience, and dressing for success.
4. Deliver excellent customer service.
5. 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 POPULATION ........................................ 54
VOCATIONAL ENGLISH AS A 2ND LANGUAGE A ....................... 54
TOTAL LECTURE HOURS ....................................................... 240

RETAILING SMARTS
Certificate of Competency
(Program: 493100 State Code: 24403)

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 231CE BUILDING SALES ........................................ 18
VOC ED 232CE CLOSING THE SALE ....................................... 18
VOC ED 233CE COMPLETING THE SALES TRANSACTION .......... 18
VOC ED 234CE EXPLAINING FEATURES AND BENEFITS ...... 18
VOC ED 235CE GOING THE EXTRA MILE ............................... 18
VOC ED 237CE STRATEGIES IN MEETING CUSTOMER NEEDS .................................................. 18
VOC ED 240CE STRATEGIES IN BUILDING A CONTINUOUS RELATIONSHIP ........................................ 18
VOC ED 241CE GETTING TO KNOW YOUR CUSTOMER ............ 18
TOTAL LECTURE HOURS ....................................................... 144

VOCATIONAL ENGLISH AS A SECOND LANGUAGE
Certificate of Completion
(Program: 493080 State Code: 24099)

This Skills Certificate includes three noncredit 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
1. Utilize effective English language communication in oral and written frameworks.
2. Apply knowledge of workforce organizational structures, operational procedures, and communication practices.
3. Practice interpersonal relationship skills appropriate to workforce culture, health, and safety.
4. Evaluate and demonstrate knowledge of personal workforce issues and personal qualities.
5. Plan and implement a job search.

VOC ED 078 VOCATIONAL ENGLISH AS A SECOND LANGUAGE A ........................................ 54
VOC ED 079 VOCATIONAL ENGLISH AS A SECOND LANGUAGE B ........................................ 54
VOC ED 055 VOCATIONAL ENGLISH AS A SECOND LANGUAGE C ........................................ 54
TOTAL LECTURE HOURS ....................................................... 162

VOCATIONAL ENGLISH AS A SECOND LANGUAGE II
Certificate of Completion
(Program: 493100 State Code: 36275)

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 ENGLISH LITERACY AND CIVICS 03 .............. 108
ESL CIVICS 031CE ENGLISH LITERACY AND CIVICS 03 .............. 108
ESL CIVICS 032CE ENGLISH LITERACY AND CIVICS 03 .............. 108
ESL CIVICS 033CE ENGLISH LITERACY AND CIVICS 033 ............. 108
ESL NC 001CE ESL BEGINNING 1 ........................................... 54
ESL NC 002CE ESL BEGINNING 2 ........................................... 54
VOC ED 079CE VOCATIONAL ESL A ........................................ 54
TOTAL LECTURE HOURS ....................................................... 594

HEALTH CAREERS
Certificate of Completion
(Program: 493100 State Code: 35936)

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. 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
TOTAL LECTURE HOURS ....................................................... 42
CHILD DEVELOPMENT READINESS
Certificate of Completion
(Program: 493100 State Code: 36277)

VOC ED 054CE  VESL FOR CD1 - SPECIALIZED VOCABULARY IN DEVELOPMENT THEORIES .......... 18
VOC ED 230CE  30 WAYS TO SHINE .................................................. 6
TOTAL LECTURE HOURS: ...................................................... 24

HIGH SCHOOL EQUIVALENCY
Certificate of Completion
(Program: 493100 State Code: 36276)

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.

BSICSKL 083CE  GED PREPARATION LITERATURE AND THE ARTS ... 54
BSICSKL 084CE  GED PREPARATION MATHEMATICS ............... 54
BSICSKL 085CE  GED PREPARATION SCIENCE ..................... 54
BSICSKL 086CE  GED SOCIAL STUDIES .............................. 54
TOTAL LECTURE HOURS: .................................................... 216