80th Anniversary

Build Your Future at

Los Angeles City College

2008/2009 Catalog
Los Angeles City College is an urban oasis of learning that educates minds, opens hearts, and celebrates community.

As a comprehensive community college, Los Angeles City College offers life-long learning opportunities and provides programs, coursework, support, and guidance to develop and sustain a community of learners - both near and far - with the knowledge, skills and attitudes necessary for optimal growth and achievement in their personal and professional lives.

Los Angeles City College primarily serves students who are eighteen years of age or older; the college also extends outreach to anyone with ability to benefit from the programs and services provided.

Los Angeles City College offers post-secondary, lower division arts and sciences coursework, career and technical education, and essential skills classes designed to provide students with degrees, certificates, and fundamental skills.

The primary mission includes the following educational components enabling students to complete:

- a curriculum designed for transfer to a four-year university
- an associate degree and/or certificate leading directly to entrance into the work force
- an essential skills program designed to assist underprepared students and others who seek special assistance to achieve their educational goals

The College affirms the fundamental roles of English as a Second Language (ESL), essential skills, and support services that are intrinsic to student success at the post-secondary level.

The College promotes awareness of local, regional, state, and global development; fosters skills that enhance personal growth and contribute to success in the workplace; and encourages cooperative efforts aimed at sustainability of the community and its environment.
Dear LACC Student,

The catalog in your hands represents only one valuable source of information as you explore the learning oasis that is Los Angeles City College. College faculty, staff counselors, financial aid managers, student services directors, librarians – we are all here to help you achieve your educational goals.

Since assuming the LACC presidency in June, I’ve been planning to launch our efforts to celebrate the 80th anniversary of the college. September 2009 is our actual birthday, but look for celebration activities all year long. Our new facilities opening this school year – the Martin Luther King Jr. Library, the Child Development Building, a unique parking structure/athletic field and the high tech Science/Technology Building – reflect a new, modern learning environment that will carry LACC through its next 80 years.

I’m excited to be here as the permanent president of the Los Angeles Community College District’s flagship college, as both my parents attended this facility. I look forward to continuing to work with all the faculty and staff in serving our students and moving LACC forward. On behalf of the entire campus community, I extend my best wishes for your success at LACC, your urban oasis of learning.

Dr. Jamillah Moore
President
Los Angeles City College
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GENERAL INFORMATION

Set on an attractive 49 acres, Los Angeles City College was the original location for UCLA before it moved to Westwood, CA. The college facilities include more than a dozen multistory classroom buildings including a library, computer labs, fitness centers, theatre, and TV/film studios.

Through a $147 million bond award, the college is further enhancing itself with a new and advanced technology learning facility, increased parking, and expanded athletic/fitness and child development centers. (Note: LACC does not provide campus housing. However, inexpensive rentals are available in the surrounding community.)

Our student body is one of the most diverse in the country. Students range in age from late teens to seniors and come from every ethnic group, culture and country in the world. We are proud to have ranked 35th among all community colleges across the country in awarding 2-year certificates to students; 33rd in awarding associate degrees to minority students; and 23rd in awarding associate degrees to Hispanic students. (Community College Week, June 24, 2002, On-line Edition.)

Satellites
City College at Wilshire: http://www.lacitycollege.edu/offsite/ccw
City College at Wilshire, CCW, is located on the 2nd floor of the 3020 Wilshire Boulevard building, two blocks east of Vermont Ave. - (323) 953-4000 ext. 2230 or (213) 805-4230.

Northeast Campus: Fletcher & San Fernando Rd./Atwater Village
Currently under construction, this satellite location includes the historic Van de Kamp Bakery building, now under restoration.

We also offer distance learning (taking classes via computer and/or video) through Instructional Television and on-line courses.

HISTORY
Los Angeles Junior College was established on September 9, 1929, by the Los Angeles Board of Education. Dr. William H. Snyder served as the institution’s first director. During its first year, we offered only first-semester courses. The “semi-professional courses” were for students who wanted to limit their college education to two years, and the “certificate courses” were for those looking to continue toward university work. There were more than 1,300 students taught by some 54 faculty. The first Associate in Arts degrees were conferred June 19, 1931.

Governance of LACC has changed through the years. Until 1931, it was a division of the Los Angeles Secondary School District. In 1931, the electorate voted to establish a separate Los Angeles Junior College District. In 1938, the Board of Education changed the name to Los Angeles City College. In July 1969, the California State Legislature enacted legislation allowing the separation of the nine-campus Los Angeles Community College District from the Los Angeles Unified School District. A seven-member Board of Trustees was elected and formally assumed governance. (The other eight colleges in the LACCD are: East Los Angeles College; Los Angeles Harbor College; Los Angeles Mission College; Pierce College; Los Angeles Trade-Technical College; Los Angeles Valley College; Los Angeles Southwest College; and West Los Angeles College.)
GENERAL INFORMATION

The chief executive officers of Los Angeles City College since its founding have been:

Dr. William H. Snyder, Director ........................................... 1929-1934
Dr. Rosco C. Ingalls, Director ............................................ 1934-1945
Dr. Einar W. Jacobsen, President ....................................... 1946-1948
Dr. Howard S. McDonald, President ................................... 1949-1955
Dr. John Lombardi, President ........................................... 1955-1966
Dr. Glenn G. Gooder, President ........................................ 1966-1970
Dr. Louis Kaufman, President ........................................... 1970-1973
Dr. John H. Anthony, President ........................................ 1973-1977
Dr. Stelle Feuers, President ............................................. 1978-1989
Dr. Edwin Young, President ............................................ 1989-1991
Mr. Jose L. Robledo, President ......................................... 1991-1997
Dr. Mary Spangler, President ......................................... 1997-2003
Dr. Doris Givens, President (Interim) ................................. 2003-2005
Dr. Steve Maradian ................................................... 2005-2008
Dr. Jamillah Moore ................................................... 2008-Present

DISTRICT PHILOSOPHY

The Los Angeles Community College District (LACCD) affirms the principle that individuals should have opportunities to develop to their full potential. To that end, our main responsibility is to students and to providing an education that benefits students and enables them to contribute to society. The LACCD colleges, therefore, should be accessible to all individuals who have the capacity and motivation to profit from higher education. Curricula and services of our colleges should provide means for fulfilling the promise of open access.

We recognize the necessity to adapt to the changing educational needs of the LACCD communities and to the growing diversity among students. The quality of the educational experience is judged by its value to students and communities, not merely by quantitative appeal. We further recognize that academic freedom is essential to excellence in education.

The mission of the LACCD colleges is to provide comprehensive lower-division Transfer Education, Occupational Education, General Education, Transitional Education, Counseling and Guidance, Student Services, Continuing Education, Community Services, and Joint Programs that are appropriate to the communities served and that meet the changing needs of students for academic and occupational preparation, citizenship, and cultural understanding.

In pursuit of this mission, we endeavor to:

• promote equal opportunity for participation;
• maintain appropriate standards for academic achievement;
• provide an educational environment that meets the needs of students with varied learning skills;
• provide support services that contribute to instructional effectiveness and student success;
• affirm the importance of multi-cultural, international, and inter-cultural collegiate experiences that foster individual and group understanding; and
• manage effectively educational and financial resources.

FUNCTIONS OF THE LACCD COLLEGES

To accomplish the educational philosophy and mission of the Los Angeles Community College District, Los Angeles City College offers the following types of educational programs.

• **Transfer.** A college program that enables the student who completes two years of study to continue upper division (third year) work at accredited four-year colleges and universities through careful and continuous articulation with accredited collegiate institutions and high schools.

• **Occupational.** An occupational education program planned to offer the student basic business, technical, and professional curricula to develop skills that can lead to employment, job advancement, certification, or the Associate degree.

• **General Education.** A program of General Education course work consisting of Associate degree programs and other planned experiences that develop knowledge, skills, and attitudes necessary for the student to be effective as a person, a family member, a worker, and a citizen, thereby enhancing the quality of life for the individual and for the society at large.

• **Transitional Education.** A program of remedial and basic skills education for students needing preparation for community college.

• **Continuing Education.** A program of continuing education consisting of graded and ungraded classes to provide opportunities for personal and occupational competence that supplements formal full-time college attendance.

• **Counseling and Guidance.** A counseling and guidance program incorporating academic, career, and personal counseling to assist the student in the establishment of educational goals and in the selection and pursuit of a life work compatible with his or her interests, aptitudes, and abilities.

• **Student Services.** A student services program assisting students in matters of admissions, financial aid, job placement, matriculation and other related student services activities.

• **Community Services.** A program of not-for-credit classes offered to meet the needs of the community for vocational and recreational courses, community and cultural events, and civic functions, completely financed by fees charged those attending the classes.

• **Joint Programs.** Joint programs with business, industry, labor, education, government, international and other institutions that are of mutual benefit to sponsoring institutions, enhance the educational opportunities of program participants, and advance the mission and functions of the LACCD.
GENERAL INFORMATION

ACCURACY STATEMENT

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

ACCREDITATION & PROFESSIONAL PROGRAM APPROVALS

Los Angeles City College, a California public, tax-supported community college, is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (3402 Mendocino Avenue, Santa Rosa, CA, 95403; (707) 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education.

Los Angeles City College programs are also accredited by the American Dental Association (Dental Laboratory Technician) and the American Medical Association (Radiologic Technology) and the Commission on Dietetic Education of the American Dietetic Association (Dietetic Technician).

STUDENT RIGHT-TO-KNOW DISCLOSURE

Beginning in Fall 1995, all certificate, degree, and transfer-seeking first time full-time students were tracked over a three-year period; their completion and transfer rates were calculated. More information about Student Right-To-Know rates and how they should be interpreted can be found at the California Community Colleges "Student Right-To-Know Information Clearinghouse Website" at http://srtk.cccco.edu. student Right To Know: Campus Security.

EQUAL-OPPORTUNITY POLICY

COMPLIANCE PROCEDURE

To assure proper handling of all equal opportunity matters, including the Civil Rights Act and Americans with Disabilities Act, discrimination, accommodation, and compliance issues, inquiries should be directed to following individuals:

Compliance Officer
- Sexual Harassment
- Discrimination – Education
- Discrimination – Workplace - Hiring/Promotion
- Training
For assistance, contact the Compliance Officer (323) 953-4000 ext. 2492.

Dean, Special Programs
- ADA
- Section 504
For assistance, contact Dean of Special Programs in Clausen Hall 109 (323) 953-4000 ext. 2280.

Administrative Services for Affirmative Action
- EEO – Hiring/Promotion
- Gender Equity (Non-Athletic)
For assistance, contact Lenore Saunders, Administrative Analyst, AD 213 (323) 953-4000 ext. 2094.

PROHIBITED DISCRIMINATION & HARASSMENT POLICY

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free from prohibited Discrimination, as defined by Rule 15003. Employees, students, or other persons acting on behalf of the District who engage in Prohibited Discrimination as defined in this policy or by State and Federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract. The specific rules and procedures for reporting allegations of Prohibited Discrimination and for pursuing available remedies are incorporated in the Board Rules in Chapter 15. Copies may be obtained from each College and District Compliance Officer.

The LACCD has a policy that provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained from the LACC Compliance Office Website (www.lacitycollege.edu/resource/complianceoffice) or by calling the LACCD Office of the Vice Chancellor of Educational Services at (213) 891-2279, or the LACCD Office of Diversity Programs at (213) 891-2315.

Any member of the Los Angeles City College community, which includes students, faculty, and staff, who believes, perceives, or actually experiences conduct that may constitute prohibited discrimination, has the right to seek the help of the College. Every employee has the responsibility to report such conduct to the LACC Compliance Officer when it is directed toward students.

Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders, may be made available. For assistance, contact the Compliance Officer, (323) 953-4000 ext. 2492.
LIMITED ENGLISH PROFICIENCY

Occupational Education Classes are open to all students. Although the lack of proficiency in English is no barrier to enrollment in occupational education courses, it is suggested the students deficient in English utilize the services of the college that are provided for persons who are limited in English proficiency or have English as a Second Language.

CAMPUS SECURITY REPORTS

Pursuant to the Clear Act, the College's Security Reports are published in each LACC class schedule and on the web at www.lacitycollege.edu/public/Crime/index.htm. Students may obtain a paper copy of the Report upon request from the Sherriff's office.

STUDENT RESPONSIBILITIES TO BE INFORMED

It is the student's responsibility to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program he or she is pursuing. Regulations will not be waived and exceptions will not be granted if a student pleads ignorance of policies or procedures.

While LACC academic counselors are available to assist you in planning your schedule, and other instructors are available to assist you, it remains the responsibility of the student to follow all polices and to meet all requirements and deadlines. Students need to satisfy the requirements of the catalog in effect at the time he or she is admitted to, and begins course work in, a degree or certificate program. If a student is not in attendance for more than one consecutive semester, he or she must follow the catalog in effect when they return. New catalogs take effect in the Fall semester of the year published.

ALTERNATIVE PUBLICATION FORMATS

Students with verifiable disabilities who require alternate formats of college publications and resources should check with The Vice President of Student Services (323) 953-4000 ext. 2460.

The College will provide information in alternate text formats upon request in the timeliest manner possible.

For purposes of implementing this policy, the college may:
1. Authorize or require substitutions for discontinued courses; or
2. Require a student changing his/her major to complete the major requirements in effect at the time of the change.

The college catalog is the document of record. A student will maintain “catalog rights” by continuous attendance in the Los Angeles Community College District to satisfy the degree, certificate or graduation requirements in effect at the college from which the student will earn the degree, certificate or graduate if:

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

* Continuous attendance means no more than a one semester absence within a school year, excluding summer sessions and winter intersessions. Absence due to an approved educational leave shall not be considered an interruption in attendance, if the absence does not exceed two years.
THIS SECTION INCLUDES:
- Eligibility Requirements
- Application for Admission
- Registering for Classes
- Matriculation
- Pre/Co-Requisites
- Tuition & Fees
- Financial Aid
  - Dates & Deadlines
  - Federal & State Aid
  - The Cal Grant Program
  - Scholarships
ACADEMIC YEAR
The academic year is divided into 4 sessions:
- Fall Semester (15 weeks, August - December)
- Winter Intersession (5 weeks, January - February)
- Spring Semester (15 weeks, February - June)
- Summer Session (8-week session, June - August)

Courses offered during these sessions are similar in scope and maintain equivalent standards. Students may enroll concurrently at Los Angeles City College in both day and evening classes.

Days, Evening, Weekends & Distance Learning Classes
Classes are taught from 7:00 a.m. to 10:00 p.m., Monday through Friday and 7:00 a.m. to 5:00 p.m. on Saturdays. Some courses are available through distance learning including Instructional Television (ITV) and online.

Summer Sessions:
Los Angeles City College offers one or more 5 to 8 week summer sessions subject to approval by the Board of Trustees.

ELIGIBILITY REQUIREMENTS
Individuals who possess a high school diploma or its equivalent meet the basic eligibility requirement for admission to any public California two-year community college, including Los Angeles City College.

Individuals who do not possess a high school diploma or its equivalent but who meet additional criteria are also eligible for admission to LACC if in the judgment of the College Admissions Officer they are capable of profiting from the instruction offered.

Additional eligibility criteria include persons who are:
1. Eighteen years of age.
2. Apprentices, as defined by Section 3077 of the California Labor Code.
3. In grades K-12, under special circumstances.

Information regarding other eligibility criteria and admission procedures is available in the Office of Admissions and Records.

California Residency Requirement
To attend any of the Los Angeles Community College District colleges as a resident of California, a student is required to have been a California resident for more than one year preceding the Residence Determination Date. The “Residence Determination Date” is that day preceding the opening day of instruction of the semester.

Non-Resident
A non-resident student is one who has not had residence in the State of California for more than one year immediately preceding the Residence Determination Date.

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

Residence Reclassification
Students who have been classified as non-residents must petition to be reclassified as residents anytime they feel their status has changed. The Residence Reclassification form is available in the Office of Admissions in the Administration Building (AD100) and must be submitted before the semester in which reclassification as a resident is to be effective.

Residence Appeal
A student may appeal the residence classification determined by the College. The student must make the appeal within 30 calendar days of receipt of notification of the residence classification from the Admissions Office. The appeal must be submitted in writing to the College Admissions Officer, who is located in the Administration Building (AD100). You may also contact the Office of Admissions (323) 953-4000, extension 2104.

Non-Citizen Students
Los Angeles City College is authorized under Federal and State law to enroll non-citizen students. Information regarding admission procedures is available in the Office of Admissions in the Administration Building (AD100). You may also contact the Office of Admissions (323) 953-4000, extension 2104.

APPLICATION FOR ADMISSION TO LACC
Admissions applications are available online at www.lacitycollege.edu. Application forms are also available at the Student Assistance Center.

The Los Angeles Community College District is committed to protecting student privacy. The social security number will no longer be used as the student identifier for students. New students will be issued a student ID number at the time of application. Every student ID will begin with the numbers “88”.

INTERNATIONAL STUDENTS
Also see the “Services & Programs - International Student Center” section of this catalog.

Los Angeles City College has one of the most diverse campuses in the country with students of every culture and from all over the world. The college is certified by the Immigration and Naturalization Services (INS) to issue I-20’s to non-immigrant visa students.

Effective April 12, 2002, the Immigration and Naturalization Service has issued an Interim Rule which requires students with B visas to change their visa status to either a F-1 or M-1 nonimmigrant visa prior to pursuing a course of study at the College.

You may be considered if you meet the following requirements:
• Have or will earn a high school diploma from a US high school or the equivalent education from a foreign school.
• Have a score of four-hundred-fifty (450-paper based/133-computer based/45-internet based) or more on the TOEFL (Test of English as
ADMISSIONS INFORMATION

- a Foreign Language).
- Have a valid non-immigrant visa.
- Show the ability to pay the non-resident tuition.

If you live in the Los Angeles area and would like to be considered for admissions:
1) Attend a scheduled meeting
2) Take the College Placement Assessment to determine placement in English

For meeting dates & times or for more info.: (323) 953-4000 ext. 2470.

For information on receiving credit for courses taken in universities outside of the U.S., see the “Policies - Academic” section of this catalog.

REGISTERING FOR CLASSES

New & Returning Students: A new student is one who has never taken classes at Los Angeles City College and has filed an Application for Admission. A returning student is one who has had a break of more than two semesters between enrollments at Los Angeles City College.

Step 1: Obtain an application from the Student Assistance Center or via the web at www.LACityCollege.edu
Step 2: Return completed application to the Admissions Office, AD 100 and receive an assessment appointment in AD 103.
Step 3: Complete your skills level assessment and orientation.
Step 4: Register for classes by phone or via the web.

Students who already have a degree may skip Step 3.

Continuing Students: A continuing student is one who attended classes at Los Angeles City College during one of the previous two semesters. Continuing students will automatically receive their registration appointment dates and time in the mail.

STEP Registration System

Los Angeles City College provides the “Student Telephone Enrollment Program” (STEP) for enrolling. By using the STEP system, students can enroll in Fall, Winter, Spring, and/or Summer classes and access their grade information. Refer to the current Schedule of Classes for more information.

Class Unit Limit

The maximum study load is 18 units for the Fall and Spring semesters, 12 units for Summer when there are 3 Summer Session. 7 Summer Units = 7 units and 7 units during a Winter Intersession. While the class load for full-time students in the Fall or Spring semester is from 12 to 18 units per semester, students who will be employed while attending Los Angeles City College should reduce their programs accordingly. It is strongly recommended that students who are employed full-time should enroll in no more than 1 or 2 classes or a maximum of 9 units. Students who wish to attempt more than the unit limits specified above must petition to do so with the Counseling department, located in the Administration Building (AD 108).

Cancellation of Classes

The college reserves the right to discontinue any class with insufficient enrollment prior to the end of the second week of the class.

MATRICULATION

The College Agrees to Provide:

1. ADMISSIONS - Students can complete an admissions application online at www.lacitycollege.edu. Students can also speak to a multilingual student staff member in the Student Assistance Center for assistance in completing the admissions application and receive general campus information with confidential support and referrals (AD 105). Completed applications are turned in to Admissions (AD 100).

2. ASSESSMENT - You will take a basic skills assessment in reading, writing, language usage, and mathematics to help you select courses appropriate for you. Appointments to take assessment are made in AD 103.

3. ORIENTATION - Introduces you to the campus resources, support services and college programs which are available to help you make better, more informed educational and career choices.

4. COUNSELING - Provides academic advisement and assistance in course selection, development of a Student Educational Plan, career planning, referral to appropriate student services, and Personal Development Classes which are taught by counseling faculty.

5. FOLLOW-UP - Provides regular evaluation of your progress through the Early Alert program and group counseling sessions.

The Student Agrees to:

1. Express at least a broad educational intent upon admission.
2. Declare a specific educational goal after completion of 15 semester units at the college.
3. Meet with a College Counselor to establish a Student Educational Plan within one semester after declaring an educational goal and to review the Educational Plan at least once each semester.
4. Attend classes regularly and complete assigned course work.
5. Maintain satisfactory progress toward an educational goal according to standards established by the Los Angeles Community College District and the State of California.
6. Be familiar with the information in the college catalog and schedule of classes, and know and observe all policies and procedures related to the program of study being pursued.

Exemption

As a student, you may be exempted from matriculation if you meet at least one of the following criteria:
1. Have an AA, BA or higher degree from an accredited college or university.
ADMISSIONS INFORMATION

2. Have completed 30 units or more including English 28 or 101 and Mathematics 115 or equivalent courses.
3. Are enrolling for personal enrichment or recreational purposes without plans of taking more than 15 units of credit classes.

Even if you are not exempted from matriculation you may be exempted from assessment if you meet any of the following criteria:
1. Have a record of completing English 28 or 101 and Mathematics 115 or equivalent courses.
2. Have completed equivalent assessments at other colleges and have presented their documentation for verification to the Assessment Center, AD 103. (Verification must be presented before an exemption can be granted.) Math assessment is accepted up to one year.

Waiver
If you are not exempt from matriculation but choose not to participate in the process, a waiver is available in the Student Assistance Center, AD 105. The exemption waiver must be taken to the Counseling Office, AD 108, for approval.

Appeal
Matriculation is a campus-wide effort of faculty, administrators, staff and students. However, if for any reason, you feel that matriculation interferes with your rights as a student, forms for appeal are available in the Office of the Vice President of Student Services, AD 207.

PREREQUISITES/COREQUISITES, ADVISORIES & CHALLENGES
The following explains conditions of enrollment that qualify a student for a class or course of study according to laws and state regulations AB3 and Title 5.

Prerequisite is the requirement needed to qualify for a course. It is designed to identify skills necessary for success in a course.

Co-requisite is the requirement for taking a simultaneous course in order to enroll in a particular class.

Advisory is advice given before enrolling. It is not required that a student follow this advice.

A Satisfactory Grade is an academic record with the symbol A, B, C, or "P."

CHALLENGE POLICY/PROCEDURE
A student may challenge the above enrollment policies by filing a Prerequisite or Co-requisite Challenge Petition. You can obtain the form from the Admissions Office (AD 100), the Student Assistance Center (AD 105), or the Counseling Center (AD 108). Documented proof of your challenge will be required. The Petition must be filed with the Department Chair of the department over the class that is being challenged. If the College does not resolve your challenge within the five-day period, you will automatically be enrolled in the class. If no space is available in the class, the challenge shall be resolved before the beginning of registration for the next term. If your challenge is upheld and space is available, you may enroll in the next term.

Grounds for Challenges
It is your responsibility to show proof with documentation that you have grounds for a legitimate challenge. You may challenge any of the prerequisites or co-requisites using any of the Title 5 regulations listed below.

NOTE: If you have successfully completed a similar course outside of the Los Angeles Community College District, bring your official or unofficial transcripts or grade cards to the Counseling Office - AD 108 for evaluation.

1. The prerequisite/co-requisite does not follow the rules established by the District.
2. The prerequisite/co-requisite is in violation of Pre/Co-requisite and Advisory Regulation, specified in Section 55201(e) of Title V. (See Office of the Vice President of Student Services - AD207)
3. The prerequisite/co-requisite is unlawfully discriminatory or being applied in an unlawfully discriminatory manner. Once you have completed the prerequisite or co-requisite Challenge petition process on the grounds of unlawful discrimination, you have the right to file a formal complaint of unlawful discrimination with the Compliance Officer.
4. You have the ability and knowledge to succeed in a course without the pre/co-requisite.
5. You will be subject to undue delay in obtaining your educational goal because the prerequisite/co-requisite course was not reasonably available.
6. You have not been allowed to enroll due to a limitation set for a course that involves intercollegiate competition, public performance, honor courses, or blocks of courses limited to a particular group of students. You will be allowed to enroll in such a course if there is no equivalent section offered, and you would be delayed a semester or more in obtaining your degree or certificate specified in your Student Educational Plan.
7. You want to enroll in a course which has prerequisite/corequisite established to protect health and safety, and you can demonstrate that you do not pose a threat to yourself or others.

Resolution of Prerequisite Challenges
Each prerequisite challenge shall be investigated and resolved through the appropriate department chair no later than five (5) working days from the day that your challenge is filed.

Pre/Co-requisite Challenge Petition Filing Dates
Students may file challenges throughout the fall and spring semesters up to five (5) working days before the end of each semester. Some departments may accept petitions during summer session and winter intersessions, based on faculty availability.
TUITION & FEES

TUITION & FEES

Note: The fees listed below were accurate at the time this catalog went to print in Sept. 2008, but are subject to change by the California Legislature. Fees are due at the time of registration and create a hold until paid in full.

Students may pay fees by cash, check, Visa, MasterCard, American Express or Discover Card. If you pay your fees by check, your student ID number will be written on your check. If you do not wish to have your student ID number appear on your check, you must use an alternative form of payment. $10 handling fee is charged on all returned checks. Fees may be paid online at http://www.laccd.edu/student_information sis_logon.asp or on the STEP telephone system, via credit card.

ENROLLMENT FEE $20 per unit (CA Residents) (no maximum per semester)
Section 72252 of the Education Code requires Los Angeles City College to charge an enrollment fee of each student enrolling in college. The fee is twenty six dollars ($26) per unit per semester for resident students. This fee must be paid at the time of registration. Students may pay enrollment fees by cash, check, or Visa, MasterCard, American Express or Discover Card.

If at the time of enrollment you are receiving benefits under the Temporary Assistance for Needy Families (TANF), the Supplemental Security Income/State Supplementary Program, or the General Assistance Program, the enrollment fee will be waived. For information on the procedure for requesting a waiver, contact the Financial Aid Office before you enroll at LACC.

Financial aid may be available to students who meet the qualification requirements. Students with questions concerning financial aid eligibility should contact the LACC Financial Aid Office. Students should submit an application as soon as possible.

NON-RESIDENT TUITION FEE $181 per unit Foreign Citizens $191 per unit
Non-resident foreign citizens must also pay the enrollment fee of $20 per unit. Effective for the winter 2009 term, students who take 4 or fewer units, OR who take one class that is more than 4 units but is not more than 6 units, will have their non-resident tuition waived. A student who exceeds these limits will be required to pay non-resident tuition for ALL units, unless the student is eligible for an AB 540 waiver.

Enrollment Fee Assistance
Los Angeles City College offers enrollment fee assistance to eligible students who need assistance in paying the enrollment fee. The Board of Governors (BOG) Enrollment Fee Waiver is available to students whose family is receiving Temporary Assistance for Needy Families (TANF); CalWORKs, Supplemental Security Income/State Supplementary Program, General Assistance/General Relief, or who meet the qualifying income standards. In addition, dependents of Veterans/National Guard, Congressional Medal of Honor recipients and their children, victims of the September 11, 2001 terrorist attack and deceased law enforcement/fire suppression personnel killed in the line of duty, are also eligible for fee waiver.

An Automatic Fee Waiver will be processed for eligible California residents who have filed a Free Application for Federal Student Aid (FAFSA) with the College Financial Aid Office. Students may contact the Financial Aid Office to obtain a Board of Governors Fee Waiver (BOGFW) Application.

See Board of Governor's Fee Waiver Program under Financial Aid - State Financial Aid.

Enrollment Fee Refunds
CA Residents: For full-session classes, a full refund of the enrollment fee will be made through the end of the second week of classes. For short-term classes, a full refund is available up to the end of a period equal to ten percent (10%) of the total session length. No refund will be authorized after the periods described above except when college action to cancel or reschedule a class necessitates the drop. Students must request check/credit card refunds in the Business Office. Credit card refunds will be processed a week after filing the request.

NOTE: After the second week, fees for dropped classes will be applied to fees for classes added simultaneously or after a drop. No refunds will be given for drop transactions alone. Students are strongly advised to complete add and drop transactions simultaneously, within the authorized dates for doing so.

Non-Residents: Non-resident students who formally drop or otherwise separate from part or all of their enrollment may request a refund of previously paid non-resident tuition and enrollment fees in accordance with the following schedule and computations, calculated as follows:

Instructional Materials Fee
Students may be required to provide instructional and other materials required for credit or no-credit courses. Such materials shall be of continuing value to a student outside the classroom setting and shall not be solely or exclusively available from the Los Angeles Community College District.

Associated Student Organization (ASO) Fee $7 per semester
A $7 per semester membership fee provides access to the ASO Services Center where you can receive free bluebooks, scantrons, copier and fax services, use the computers for homework or to access the internet, preferred parking, movie and amusement park discounts, etc. You are also eligible to participate in student government; join a club; support the college's theater, music and forensic programs; attend campus events; and participate in shared governance.

Student Representation Fee $1 per semester
This required fee benefits LACC students by enabling your ASO to respond to legislative issues which impact students directly, i.e. tuition increases, textbooks taxes, community college funding. The ASO advocates and lobbies on your behalf at the District or in Sacramento and coordinates their efforts with the state and regional community college student organization (California Student Senate). The ASO is your legally designated liaison with the college, the District Office, the California State Chancellor's Office and the Board of Governors. They represent the LACC student before local, state and federal.
government organizations. You can waive your right to be represented by completing a form available in the Student Assistance Center, AD 105, the Business Office, AD 111, or in the Student Activities Office, CH 117.

**Health Services Fee**  $11 per semester
The Los Angeles Community College District charges an eleven dollar ($11) mandatory Health Fee. The fee is payable to one campus only and covers the costs of Health Centers at the District’s nine campuses. If you are a member of a religious group that depends on prayer for healing, please contact the Dean of Student Services, Activities, in CH117 for exemption procedures. Also see Policies: General “Student Health Fee Waivers.”

**Parking Fee**
Parking in campus lots in areas marked “Parking by Permit Only” will be restricted to vehicles displaying a valid permit. Permit procedures, fees, and refund information are available in the Business Office. A limited number of parking permits will be sold.
- Summer Permits: $10
- Winter Permits: $10
- Fall or Spring: Restricted Parking $20 (Lot #2 parking structure ONLY), Preferred Parking $27 (Lot #1 ground floor open area, Lot #2 & #3 parking structures, AND ASO membership).

**WHAT IS FINANCIAL AID?**
Financial Aid is money made available by federal and state governments and by private sources in the form of grants, scholarships, loans, and employment. This assistance makes it possible for students to continue their education beyond high school, even if they and/or their family cannot meet the full cost of the postsecondary school they choose to attend.

**Who Is Eligible For Financial Aid?**
To be considered for financial aid, students must generally meet the following minimum requirements:
- Be a U.S. citizen or an eligible non-citizen. An eligible non-citizen is a U.S. permanent resident who has documentation from the Department of Homeland Security verifying that his/her stay in the U.S. is for other than a temporary purpose.
- Show financial need.
- Be making satisfactory academic progress in a course of study leading to an AA or AS degree, certificate, or transfer to a baccalaureate degree program.
- Not be in default on any loans such as Federal Perkins Loans, Federal Stafford Loans (subsidized and unsubsidized), Federal Direct Loans (subsidized and unsubsidized, or FPLUS Loans (Parental Loans for Undergraduate Student) at any school attended.
- Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Grant (FSEOG), or Cal Grant programs.
- Be registered with the Selective Service, if male between the ages of 18 and 26 years old.
- Be enrolled as a regular student in an eligible program.
- Have a valid social security number.
- Demonstrate an ability to benefit as defined below.

**Ability to Benefit (ATB):**
Students who meet one of the qualifications listed below have demonstrated the ability to benefit from a college education in accordance with applicable federal regulations.
- Received a high school diploma; or
- Passed a high school proficiency examination; or
- Received a certificate of General Education Development (GED); or
- Successfully completed a two-year program (minimum 48 credit hours) towards a bachelor’s degree; or
- Passed an independently administered test that is approved by the Secretary of the Department of Education.

ATB Tests are administered and scheduled through the Assessment Center at Los Angeles City College.

**HOW TO APPLY FOR FINANCIAL AID**
To apply for federal and state financial aid programs, complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is an inclusive form that allows students to apply for all programs. Students applying for Federal Direct Loans, Emergency Loans, or scholarships must complete additional applications and/or forms that may be requested from the Financial Aid Office. FAFSA applications are available at the College Financial Aid Office, high schools, counseling offices, and libraries.

Students may also apply on-line at www.fafsa.ed.gov. Be sure to print and mail the signature page after transmitting the application or apply for a Personal Identification Number (PIN) to electronically sign the application.

**Note:** Financial Aid applicants must use their own social security number on all college records.

**Priority Dates & Deadlines**
In general, students must submit a valid Student Aid Report (SAR) or the institution must have on file a valid Institutional Student Information Record (ISIR) by the last day of enrollment for a term.
- To receive a Pell Grant, financial aid applications and all required documents must be submitted to the Financial Aid Office prior to the end of the enrollment period.
- To receive a Cal Grant, the FAFSA must be submitted no later than March 2, 2008 for the 2008-2009 award year. Students planning to attend a community college in 2008-2009 have a secondary deadline of September 2, 2008 to apply for Cal Grant.
- The priority processing date May 1, 2008, for students planning to attend a community college in 2008-2009 have a secondary deadline of September 2, 2008 to apply for Cal Grant.
- Consult the LACC Financial Aid Office for more information regarding priority dates.
FINANCIAL AID

VERIFICATION
For students selected for verification by the Department of Education, the Financial Aid Office will request additional documents, such as Federal Tax Returns, to process the application.

FEDERAL REFUND REQUIREMENTS
Students who receive federal financial aid and withdraw from ALL classes at the institution in the first 60% of the term may have to repay the “unearned” federal funds received prior to withdrawal. The Financial Aid Office will calculate the amount of federal funds earned up to the point of withdrawal and students will be billed and must repay any federal grant funds received but not earned. Failure to repay these funds will result in the denial of future federal financial aid.

Students are advised to contact the Financial Aid Office before withdrawing from all of their classes.

FEDERAL RECALCULATION REQUIREMENTS
Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG) awards must be recalculated if the student's information changes after the initial calculation or disbursement. The three factors that are most likely to change are enrollment status, expected family contribution (EFC), and cost of attendance.

Awards will be calculated during each term, based on the student's enrollment status for that term. If the student's enrollment status changes up to the date of the second disbursement run date, the Financial Aid Office will recalculate the student's Federal Financial Aid Grants. A recalculation may result in a decreased or increased award.

FEDERAL FINANCIAL AID
Federal Pell Grants - The Federal Pell Grant is a federally funded program. To be eligible, an applicant must be an undergraduate student and demonstrate financial need. Grants range from $400 to $4,310 per academic year.

Federal Supplemental Educational Opportunity Grants (FSEOG) - The FSEOG is a federal grant program designed to supplement other sources of financial aid for students with exceptional need.

Federal Work Study (FWS) - FWS enables a student to earn part of his/her financial aid award through campus employment.

Federal Perkins Loan – This is a low interest loan made available to students with exceptional need to meet their educational expenses.

Federal Direct Loans (Subsidized and Unsubsidized) - Students may be eligible to borrow up to $3,500 for first year students and $4,500 for second year students per academic year from the Direct Loan Program. The student's annual borrowing limit may also vary based upon the following:
• The amount of unmet need after other federal assistance is considered; and
• The applicant's aggregate student loan debt; and
• The applicant's previous delinquent or defaulted loan history.

NOTE: Los Angeles City College will be unable to certify additional loans for a student who has already borrowed two years worth of loans including loans borrowed at other institutions, until the student has obtained additional loan counseling.

Bureau of Indian Affairs Grants (BIA) - The Bureau of Indian Affairs grants provide money to help defray the costs of education for students with American Indian heritage. Students may apply if they:
• A member of, or at least one-quarter American Indian blood or a descendent of a member of an American Indian tribe who are eligible for the special programs and services provided by the United States through the Bureau of Indian Affairs to Indians because of their status as Indians.
• Have been accepted for admission to a nationally accredited institution of higher education that provides a course of study conferring the Associate of Arts or Bachelor's degree.
• Demonstrate financial need as determined by the financial aid officer of the post-secondary institution.

For applications write to: Office of Indian Education Program, 2800 Cottage Way, Sacramento, California 95825 - (916) 978-6058.

STATE FINANCIAL AID
The Board of Governor's Fee Waiver Program (BOGFW): Under this program enrollment fees are waived for students who meet qualification criteria. Applicants do not have to be enrolled in a specific number of units or courses to receive the waiver and no repayment of funds is required. California residents who are enrolled in at least one (1) unit may apply for a fee waiver.

There are three ways to qualify:
1. At the time of enrollment you are a recipient of benefits under the TANF/CalWORKS Program (formerly AFDC), SSI (Supplemental Security Income), General Assistance (also known as General Relief).
2. You meet the following 2008 income standards.
**FINANCIAL AID**

<table>
<thead>
<tr>
<th>Numbers in Household (including yourself)</th>
<th>Total 2005 Family Income (adjusted gross income and/or untaxed income)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$15,315</td>
</tr>
<tr>
<td>2</td>
<td>$20,535</td>
</tr>
<tr>
<td>3</td>
<td>$25,755</td>
</tr>
<tr>
<td>4</td>
<td>$30,975</td>
</tr>
<tr>
<td>5</td>
<td>$36,195</td>
</tr>
<tr>
<td>6</td>
<td>$41,415</td>
</tr>
<tr>
<td>7</td>
<td>$46,635</td>
</tr>
<tr>
<td>8</td>
<td>$51,855</td>
</tr>
<tr>
<td>Each additional family member</td>
<td>$5,100</td>
</tr>
</tbody>
</table>

- In addition to the income standards, students may also demonstrate BOFGFWB eligibility by having a zero EFC (Expected Family Contribution) under federal methodology.
- The student is also eligible if the parent portion of the EFC is zero or less.

3. You qualify for financial aid. If you qualify under this criteria, you will need to complete the FAFSA. If you qualify after you have paid your enrollment fees, you should complete a “Request for Refund” form available in the college Business Office.

**THE CAL GRANT PROGRAM**

- **Cal Grant A** - Although Cal Grant A is only for use at a four-year college, students should apply while attending Los Angeles City College. The California Student Aid Commission (CSAC) will reserve grants for students who qualify until they transfer to a four-year college, but will not hold them for more than two years.
- **Cal Grant B** - Cal Grant B provides a living allowance for entering college freshman who come from very low income families. At a community college, grants can range from $300 to $1551 per academic year. Students must be enrolled in a minimum of six (6) units to be eligible.
- **Cal Grant C** - Cal Grant C is intended for students who desire to train for specific occupations, vocations, or technical careers, but who do not have the financial resources to enter training programs because they are from low income families. Grants are limited to $576 per year at community colleges for programs ranging in length from four months to two years. Students must be enrolled in at least six (6) units and demonstrate occupation achievement or aptitude in the chosen field.

**Extended Opportunity Program and Services (EOPS)**

EOPS is a state-funded program designed primarily for the recruitment and retention of students affected by language, social, and economic disadvantages. The EOPS program provides services such as grants, book services and/or work study. EOPS grants may be used to replace loans and/or work-study.

**Chafee Grant Program**

The California Chafee Grant Program gives up to $5,000 annually of free money to foster youth and former foster youth to use for college courses or vocational school training. The student must be enrolled in an eligible college or vocational school, enrolled in at least half-time and an eligible course of study that is at least one year long. To get additional information, please contact the California Chafee Grant Program at 1-888-224-7268 or write to California Student Aid Commission, Specialized Programs, Attn: California Chafee Grant Program P.O. Box 419029 Rancho Cordova, CA 95741-9029.

**Law Enforcement Personnel Dependents Scholarship**

This grant program provides educational benefits to the dependents of California police and other law enforcement officers (Chief of Police, Police Officers, Sheriffs, Marshals, Deputy Marshals, etc.) who have been killed or totally disabled in the line of duty. For more information and application materials, write directly to: California Student Aid Commission, 1515 S Street, Suite 500, P.O. Box 510624, Sacramento, California 94245 - Attention: LEPD Program.

**Determining Financial Need**

The type of financial aid and amount received will be determined by the LACC Financial Aid Office. Financial aid awards are based on demonstrated financial need which is the difference between allowable educational expenses and the expected family contribution (EFC) and/or the student’s resources. Resources may include, but are not limited to employment earnings, veteran benefits, Social Security benefits, TANF/CalWORKS benefits, JTPA benefits, and CARE benefits. Expected family contribution and resources are then measured against the institutional student Cost of Attendance to determine financial need.

**2007-2008 Cost of Education: Living at Home**

<table>
<thead>
<tr>
<th></th>
<th>9 Months</th>
<th>12 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>$582*</td>
<td>$870</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$1,422</td>
<td>$2,133</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$3,978</td>
<td>$5,304</td>
</tr>
<tr>
<td>Transportation</td>
<td>$828</td>
<td>$1,104</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$2,502</td>
<td>$3,336</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$9,312</strong></td>
<td><strong>$12,747</strong></td>
</tr>
</tbody>
</table>

* subject to change without notice by the California Legislature.

1) Non-Resident Tuition is added to fees, depending on the student residence code.
2) Dependent/Child Care is provided to students requiring child care up to a maximum of $1,000. A student with a spouse attending the same school will receive one child care allowance per family.

**2007-2008 Cost of Education: Living Away From Home**

<table>
<thead>
<tr>
<th></th>
<th>9 Months</th>
<th>12 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>$582*</td>
<td>$870</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$1,422</td>
<td>$2,133</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$9,936</td>
<td>$13,248</td>
</tr>
<tr>
<td>Transportation</td>
<td>$954</td>
<td>$1,272</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$2,394</td>
<td>$3,192</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$15,288</strong></td>
<td><strong>$20,715</strong></td>
</tr>
</tbody>
</table>
SATISFACTORY ACADEMIC PROGRESS POLICY

A. GENERAL INFORMATION
Effective July 1, 2004, Los Angeles Community College District has adopted a new Satisfactory Academic Progress (SAP). In accordance with the Higher Education Act of 1965, as amended, the Los Angeles Community College District (hereinafter referred to as LACCD) established the following Standards of Academic Progress. These Standards apply to all students who apply for and receive financial aid from the programs listed below.

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. Federal Work Study (FWS)
4. Federal Perkins Loan
5. Federal Nursing Loan
6. Federal Family Educational Loan (FFEL)
7. Federal Direct Student Loan (FDSL)
8. Cal Grant B and C
9. Child Development Grant

Professional Judgment may be exercised in applying these standards in accordance with Section 479A of the Higher Education Act of 1965 As Amended Through June 1994.

Satisfactory Academic Progress Standards are reasonable if they are the same as or stricter than the institution's standards for a student enrolled in the same educational program who is not receiving assistance under Title IV Federal Financial Aid Programs.

Current and previous coursework earned at any college within the LACCD will be reviewed for compliance with the standards put forth in this policy.

B. GENERAL REQUIREMENTS
Students receiving financial aid must be enrolled in an eligible program. An eligible program is defined as:

1. An educational program that leads to an associate degree, or
2. An educational program which is at least a two-year academic transfer program that is acceptable for full credit toward a bachelor's degree, or
3. An educational program which is at least a one-academic-year training program that leads to a certificate, degree, or other recognized educational credential and that prepares a student for gainful employment in a recognized occupation.

C. SATISFACTORY ACADEMIC PROGRESS STANDARDS
1. Maintenance of a 2.0 cumulative GPA.
2. Fewer than ninety (90) attempted units for students who indicated AA degree or Transfer as their educational goal.
   a. ESL and Basic Skills/Remedial classes are excluded from the ninety (90) unit limit when determining units attempted.
   b. Students who have already earned an Associate or higher degree will need to follow the appeal procedure.
   c. In Progress (IP) grades count as attempted units in the maximum time frame only. It does not affect cumulative grade point average in the qualitative measure nor is it included as completed units in the quantitative measure.
3. Completion of 75% cumulative units attempted.
   a. Entries recorded in the students' academic record as Incomplete (INC), No Credit (NCR), and/or Withdrawal (W) are considered non-grades and must be 25% or less than the cumulative units attempted.

D. APPLICATION OF STANDARDS
1. Satisfactory academic progress for financial aid students will be determined annually at the beginning of the academic year.
2. Students who are disqualified from financial aid will be notified by mail and receive the procedure for appeal.
3. A student who has been disqualified at any college in the LACCD, is disqualified at all colleges within the LACCD.
4. A change of one (1) educational goal or major course of study will be permitted. Students are eligible to receive financial aid for one educational goal at the institution of attendance.
5. Disqualification.
   a. Students will be disqualified if they have one or more of the following academic deficiencies at the end of Spring semester:
      1) Total units attempted (excluding ESL and Basic Skill/Remedial classes) are equal to or greater than ninety (90).
      a) Associate or higher degree has been earned.
      b) Cumulative GPA is less than 2.0;
      c) Cumulative Non-Grades are more than 25%;
6. Warning Probation Letter
   a. Students will receive a Warning Probation Letter at the end of the Fall semester if they have one or more of the following academic deficiencies:
      1) Cumulative GPA is less than 2.0;
      2) Cumulative non-grades are greater than 25%;
      3) Number of units attempted reaches forty-five (45).

E. MAXIMUM TIME LENGTH
Students attending for the purpose of obtaining an Associate of Arts Degree (AA), an Associate of Science Degree (AS), or completion of requirements for transfer to a four-year college, are allowed 90 attempted units in which to complete their objective.

• Exceptions will be made only when the requirements of a student’s objective cause the student to exceed the maximum time limit.
• **Short Length Certificate Programs**

Some certificate objectives at the Los Angeles Community Colleges may be completed in less time than that required for the Associate of Arts, Associate of Science and Transfer objectives.

The following table shows the normal completion time and maximum time for certificate programs of varying length:

<table>
<thead>
<tr>
<th>Units required for the Certificate Program</th>
<th>Normal Length</th>
<th>Maximum Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 to 24</td>
<td>2 semesters</td>
<td>3 semesters</td>
</tr>
<tr>
<td>25 to 36</td>
<td>3 semesters</td>
<td>5 semesters</td>
</tr>
<tr>
<td>37 to 48</td>
<td>4 semesters</td>
<td>6 semesters</td>
</tr>
</tbody>
</table>

To be eligible for financial aid, a program must be at least six (6) months in length with a minimum of sixteen (16) units. Students enrolled in a certificate program may continue to qualify for financial aid up to ninety (90) attempted units, six (6) full-time semesters, or the equivalent, if they are planning to obtain an A.A. or A.S degree or to transfer to a four-year school in addition to obtaining the certificate.

**F. SUMMER AND WINTER FINANCIAL AID**

Summer and Winter terms are included in the evaluation of Satisfactory Academic Progress standards.

**FRAUD**

Any student who attempts to obtain financial aid by fraud will be suspended from financial aid for unsatisfactory conduct. The college will report such instances to local law enforcement agencies, to the California Student Aid Commission, and/or to the Federal government. Restitution of any financial aid received in such a manner will be required.

**SCHOLARSHIPS**

Many scholarships are available to Los Angeles City College students. Criteria may include evidence of leadership in various academic departments and/or student activities, citizenship, need, and scholastic ability.

Additional information about scholarships is available through the Financial Aid Office, academic department chairpersons or through the Foundation.

**Foundation**

Bungalow B3
(323) 953-4000 ext. 2490 • www.laccfoundation.org

Each year, the LACC Foundation provides students with scholarships and awards to allow them to continue to excel in their educational endeavors. These scholarships vary in their fields, award amounts, and application requirements, including evidence of leadership in various academic departments and/or student activities, citizenship, need, and scholastic ability. Scholarships are the result of the generosity of private donors, LACC alumni and the campus community. Students are encouraged to visit individual department websites and the LACC Foundation site for detailed information regarding available scholarships and awards. All award and scholarship applications normally become available during the beginning of the Spring semester, and are awarded to students towards the end of the Spring semester.
THIS SECTION INCLUDES:
• Graduation Requirements
• Core Competencies
• Transfer vs. Career Programs
• Plan A - Transfer Plan
• Plan B - Career Plan
• Degree Petitions
• Certificate of Completion
• Graduation with Honors
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.

LACC Core Competencies

These are the skills and abilities graduates of Los Angeles City College are expected to possess.

Area 1: ESSENTIAL ACADEMIC SKILLS
- Information Competency: Critical and Creative Thinking
- Written and Oral Communication
- Mathematical Competency/Quantitative Reasoning
- Technological Literacy

Area 2: PERSONAL GROWTH AND DEVELOPMENT
- Self Assessment and Growth
- Intellectual Engagement and Physical Wellness
- Ethical Reasoning
- Aesthetic Awareness and Appreciation

Area 3: INTERPERSONAL/ INTERCULTURAL/ GLOBAL AWARENESS
- Interpersonal Interaction and Community Participation
- Intercultural Knowledge and Exploration
- Discovering Global Issues

General Graduation Requirements

A “continuing student” is one who has completed a minimum of one course per calendar year. Students who interrupt their attendance become subject to any new requirements which are in effect at the time they re-enroll.

I. Unit Requirement. 60 to 64 units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.

II. Scholarship Requirement. A “C” (2.0) grade average or better in all work attempted.

III. Competency Requirement. Students must demonstrate competence in reading, in written expression, and in mathematics. The following courses and examinations are approved to meet the competency requirement for the Associate Degree as defined in Board Rule 6201.12.

A. The competency requirement in reading and written expression may be met by:
   1. Completion of a course in College Reading and composition with a grade of “C” or better. (English 28, 31,101, or Journalism 101)
   OR
   2. Completion of any approved course with a grade of “C” or better and satisfactory performance on a reading and writing competency test, recommended by the College English faculty and approved by the College President.

B. The competency requirement in mathematics may be met by:
   1. Completion of one of the following courses (or its equivalent at another college) with a satisfactory grade or better: Math 113 + 114 or Math 115, or higher math course with a prerequisite of Math 115; Electronics 10,12 OR
   2. Scoring 15 or higher on the Los Angeles Community College District Mathematics Competency Examination.

IV. Residence Requirement. Completion of at least 12 units or work in residence and attendance at the college during the semester in which the graduation requirements are completed. Exceptions may be made under special circumstances.

V. Course Requirements. Students who are majoring in programs of study for which 18-35 units are required in the major and/or are planning to transfer should complete Graduation Requirements “Plan A.” Students who are majoring in programs of study for which 36 or more units are required in the major and may not plan to transfer should complete Graduation Requirements “Plan B.” Students who are following Graduation Requirements “Plan B” and plan to transfer should select the eighteen units for graduation requirements from Graduation Requirements “Plan A” to ensure all the courses for the Graduation Requirements transfer.
GRADUATION REQUIREMENTS

Transfer vs. Career Education Programs
Los Angeles City College offers over 115 degree and certificate programs in areas including the Arts, Business, Child Development, Cinema/Television, Cultural Studies, Computer Science, English, Foreign Languages, Health Care, Journalism, Law, Liberal Arts, Math, Psychology, Office Assistance and more. Associate degree programs designated as “Transfer Program” are designed for students planning to transfer to four-year universities and colleges as juniors. Students are urged to consult with one of our counselors to plan their academic programs and ensure successful transfer.

Associate degree programs designated “Career Program” are designed to prepare the student to enter occupational and technical fields upon graduation. Students interested in Career Programs who also plan to attend a four-year university, immediately after graduation or at a later point, should consult with one of our counselors on what other courses may be required to successfully transfer. Our Career Education programs also include certificate programs which require fewer general education courses.

PLAN A -- TRANSFER PLAN Graduation Requirements
Graduation “Plan A” has been designed for students who plan to transfer to either the California State University (CSU) system or the University of California (UC) system. The courses have been selected to parallel the CSU General Education plan. A transfer correlation outline that compares “Plan A,” the CSU General Education plan, and the Intersegmental General Education Transfer Curriculum (IGETC) can be found at the end of this section. Verify the course description area of this catalog for transferability of courses found in these sections.

MAJOR REQUIREMENTS:
A minimum of eighteen (18) semester units of study taken in a single discipline or related disciplines.

GENERAL REQUIREMENTS:
Successful completion of a minimum of thirty to thirty-one (30-31) semester units of General Education which shall include not less than the minimum number of units indicated in each of the following areas:

A. Natural Sciences — Minimum three (3) semester units. NOTE: (Denotes lab science)
1. Physical Universe: Astronomy 1, 10, or 11 with 5*, Chemistry 51*, 60*, 68*, 101*, 102*, 211*, 212*, 221*; Earth Science 1; Electronics 101; Environmental Science 1#; 8; Geography 1 with 15*; 3; Geology 1 with 6*; 11; Meteorology 3; Oceanography 1; Physical Science 1 with 14*; Physics 1*, 6*, 11*, 12 with 14*, 21*, 101*, 102*, 103*.
2. Life Forms: Anatomy 1*; Anthropology 101 or 101H with 111*; Biology 1, 3*, 3H*, 6*, 23, 25; Microbiology 1*, 20*; Oceanography 12; Physiology 1*; Psychology 2.

Students are strongly advised to consult with a College Counselor when planning Associate degree transfer programs.

B. Social and Behavioral Sciences -
Minimum of nine (9) semester units
1. American Institutions and Government: Minimum of 3 units. (**Denotes requirement for American Institutions and Government.) Course limit: Credit is given for completion of one course in African-American Studies 4**, 5**, or Chicano Studies 7**, 8**, or History 11**, 12**, 13**. Credit is even for completion of one course in African-American Studies 7** or political Science 1** or 1H**.
2. Social and Behavioral Sciences:
   Minimum of 6 semester units. (Classes may be selected from section 2 or 3). African-American Studies 2, 3, 6, 10; Anthropology 102, 103, 150+; Child Development 1, 11+, 42+; Family & Consumer Studies 21#; 31#; Geography 2, 2H, 7; History 1, 2, 5, 6, 8, 20+; Linguistics 2, 3; Psychology 1, 1H, 8+, 13, 18, 31+, 41#, 43#, Sociology 1, 2, 11, 12#.
3. Economic and Political:
   African-American Studies 7**; Asian-American 1, 10; Business 1; Chicano Studies 19; Computer Science Information Technology 103; Economics 1, 1H; Journalism 105; Law 3; Political Science 1**, 1H**, 2, 7.

C. Humanities — Minimum three (3) semester units.
1. The Arts: African-American Studies 60; Architecture 130, 131; Art 101, 101H, 102, 102H, 103, 105, 107, 109, 111, 201, 209, 409, 501; Asian-American Studies 6+; Chicano Studies 52; Cinema 3, 4; Dance 805; Music 101, 111, 111H, 121, 122, 133, 135, 138, 200; Photography 10, 17, 34; Theatre 100, 110, 400.
2. The Humanities
   a. Foreign Language:
      American Sign Language 1, 2; Arabic 1, 2, 3; Armenian 1, 2; Chinese 1, 2, 3, 4; Filipino 1, 2; French 1, 2, 3, 4, 21,
GRADUATION REQUIREMENTS

22; German 1, 2, 3, 4; Italian 1, 2, 3, 4, 21, 22; Korean 1, 2, 3, 4, Russian 1, 2, 3, 21, 22; Spanish 1, 2, 3, 4, 21, 22, 35, 36.

b. Humanities:
Chicano Studies 44; Spanish; Course 10 in Arabic, Chinese, French, German, Italian, Korean, Russian 12, Spanish; Humanities 6, 8, 20, 21+, 30, 31, 41, 42, 44, 45, 47, 48, 61, 63, 70, 76; Linguistics 1; Speech Communication 130.

c. Literature:
African-American Studies 20, 21; English 203, 204, 205, 206, 208, 211, 212, 214, 215, 216, 218, 221, 239, 240, 252, 253, 255, 270; Course 11 in any foreign language; Spanish 15.

d. Philosophy 1, 1H, 2, 12, 14, 19+, 20, 30, 32, 35, 40, 41.

Credit is given for completion of one course in African-American Studies 7** or Political Science 1** or 1H**.

2. Social and Behavioral Sciences:
Minimum of 6 semester units. (Classes may be selected from section 2 or 3). African-American Studies 2, 3, 6, 10; Anthropology 102, 150+; Child Development 1+, 11+, 42+.

D. Language and Rationality - Minimum twelve (12) semester units in the following pattern:
1. English Composition - at least 3 semester units English 28+ or 31+, 101, 101H; Journalism 101+.
2. Communication and Analytical Thinking - Complete two or three courses from the area with no more than one course from each section:
   a. Speech Communication 101, 102, 121.
   b. English 102, 102H, 103; Philosophy 5, 6, 7, 8, 9; Psychology 66; Speech communication 104.

NOTE: Students may use two English courses in section "A1" to complete the 12-unit requirement.

E. Health and Physical Education — Minimum three (3) units.
1. Health Education: Health 2, 8, 10+, 11.
NOTE: Will accept Health 10+ from any of the LACCD campuses.
2. Physical Education Activity, Dance and Dance Activity — 1 unit OR
3. Combined Health Education/Physical Education; Health 2: 3 units Authorized Physical Education activity exemptions include:
   a. Medical exemption

b. Extenuating circumstances

c. Licensed Registered Nurse

d. Students who have served in the Armed Forces of the United States (DD 214)

PLAN B -- OCCUPATIONAL/VOCATIONAL PLAN Graduation Requirements

Graduation "Plan B" has been designed for students who plan an occupational or vocational Associate degree. Some courses may or may not transfer to the University of California or the California State University system. Verify the course description area of this catalog for transferability of courses found in these sections.

MAJOR REQUIREMENTS:
At least a minimum of thirty-six (36) semester units of study taken in a single major or related disciplines.

GENERAL REQUIREMENTS:
Successful completion of a minimum of eighteen (18) semester units in General Education which shall include not less than the minimum number of units indicated in each of the following areas:

A. Natural Sciences — Minimum three (3) semester units.
NOTE: Transfer students should take a lab science. (*Denotes lab science)
1. Physical Sciences: Astronomy 1, 10, or 11 with 5*; Chemistry 51*, 60*, 68*, 101*, 102*, 211*, 212*, 221*; Earth Science 1; Electronics 4+, 101; Environmental Science 1, 8; Geography 1 with 15*; 3; Geology 1 with 6*, 11; Meteorology 3; Oceanography 1; Physical Science 1 with 14*; Physics 1*, 6*, 11*, 12 with 14*, 21*, 101*, 102*, 103*.
2. Life Sciences: Anatomy 1*; Anthropology 101 or 101H with 111*; Biology 1, 3*, 3H*, 6*, 7*, 8*, 9, 23, 25; Family and Consumer Studies 21#; Microbiology 1*, 20*; Oceanography 12;
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GRADUATION REQUIREMENTS

Physiology 1*, Psychology 2.

B. Social and Behavioral Sciences – Minimum three (3) semester units.

1. Note: American Institutions and Government is a requirement for the Associate degree. This requirement can be met by:
   a. Passing a competency examination in History (the petition is available in the Admissions Office) or

2. Students that pass the competency examination must complete one of the following courses to fulfill the Social and Behavioral Science graduation requirement: African-American Studies 2, 3, 6, 10; Anthropology 102, 103, 150+; Asian-American Studies 1, 10; Business 1; Child Development 1, 11+, 42+; Chicano Studies 19; Economics 1, 2; Family and Consumer Studies 31#; Geography 2, 2H, 7; History 1, 2, 5, 6, 8, 20; Journalism 105; Law 3; Linguistics 2, 3; Political Science 2, 7; Psychology 1, 1H, 8+, 13, 18, 31+, 41#, 43#; Sociology 1, 2, 11, 12#.

C. Humanities – Minimum three (3) semester units.

1. The Arts: African-American Studies 60; Architecture 130, 131; Art, all courses except 519-607, 704, 705; African-American Studies 6+; Chicano Studies 52; Cinema 3, 4; Dance 805; Music, all courses except 152, 241, 244, 247, 300, 301, 302, 303, 311, 400, 601, 602, 611, 612, 621, 622, 631, 632, 650; Photography 10, 17, 34; Theatre 100, 110, 400.

2. The Humanities
   a. Literature: African-American Studies 20, 21; English 203, 204, 205, 206, 208, 211, 212, 214, 215, 216, 218, 219, 221, 239, 240, 252, 253, 255, 270; Course 11 in any Foreign Language; Spanish 15.
   b. Foreign Languages: all courses. American Sign Language; Arabic, Armenian, Chinese, Farsi, Filipino, French, German, Italian, Japanese, Korean, Latin, Portuguese, Russian, Spanish, Thai.
   c. Humanities: Chicano Studies 44; Course 9 in any Foreign Language; Course 10 in any Foreign Language; Humanities 6, 8, 20, 21+, 30, 31, 41, 42, 44, 45, 47, 48, 61, 63, 73, 70, 76; Linguistics 1; Russian 12; Speech Communication 130.
   d. Philosophy 1, 1H, 2, 12, 14, 19+, 20, 30, 32, 35, 40, 41.

D. Language and Rationality – Minimum six (6) semester units in the following pattern. (Select one course from each area.)


E. Health and Physical Education – Minimum three (3) semester units.

1. Health Education: Health 2, 8, 10+, 11. Note: Will accept Health 10+ from any of the LACCD campuses.
2. Physical Education Activity, Dance, and Dance Activity – 1 unit or
3. Combined Health Education/Physical Education; Health 2.

Authorized Physical Education activity exemptions include:
   a. Medical exemption
   b. Extenuating circumstances
   c. Licensed Registered Nurse
   d. Students who have served in the Armed Forces of the United States (DD 214)

NOTE: Graduation Requirements Plans “A” & “B”

While a course might satisfy more than one General Education requirement, it may not be counted more than once for these purposes. It may be counted again for a different degree requirement as determined by each college. Refer to the chart following this page for information about the correlation between “Plans A” and “B.”

A course may meet a General Education requirement for the Associate degree and also partially satisfy a General Education requirement at the California State University. Students may not use the same course for credit toward the Major and the General Education requirements for the Associate degree.
* Denotes lab.
** Requirement for American Institution and Government.
# Classified in another area of the CSU-GE Certification.
+ Not acceptable for transfer, or transfers as an Elective only.
Graduation Petitions for Degree

Students who are eligible for graduation from Los Angeles City College must file a Graduation Petition in the semester preceding when they anticipate graduating.

- **JUNE GRADUATES:** Students petitioning for June graduation should file during the first eight weeks of the Fall semester.
- **JANUARY GRADUATES:** Students petitioning for January graduation should file during the first eight weeks of the Spring semester.

Certificate Of Completion

Career and Occupational Certificates are issued to students who have completed a selected sequence of courses leading toward an occupational objective. The sequence is designed to prepare a student for a position of employment indicated by the specific certificate. The total number of units required for a certificate varies with different curricula. Most courses taken for Certificates in Career and Occupational Education apply toward an Associate degree.

Students must attain a minimum of a “C” (2.0) grade point average in all required courses. The student cannot be awarded a certificate without making up any deficiencies such as “F” grades, Incompletes, or Withdrawals from required courses.

To obtain the Certificate, the student should:
1. Determine which courses are required for the Certificate by reviewing the department requirements (listed elsewhere in this catalog).
2. Obtain a copy of his or her transcript to verify completion of required courses.
3. Present the transcript to the Department Chairperson (or program coordinator) with the request that it be evaluated for awarding of the Certificate.

Department representatives will evaluate the transcript, and the student will be notified whether the requirements have been met. Each department will award its own certificates.

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.

**Summa Cum Laude** is granted to students who have maintained a 3.9+ grade point average in all work taken at Los Angeles City College.

**Magna Cum Laude** is granted to students who have maintained a 3.7+ grade point average in all work taken at Los Angeles City College.

**Cum Laude** is granted to students who have maintained a 3.5+ grade point average in all work taken at Los Angeles City College.

For Dean’s List/Honor Roll information, see “Policies: Academic”
TRANSFER INFORMATION

THIS SECTION INCLUDES:
- General Information
- Transferring Career Ed. Classes
- Course Transfer Value
- UC & CSU Requirements
- IGETC
- Independent Colleges
- LACC Honors Program
- The University Transfer Center
GENERAL INFORMATION

General Information for Transfer

The information below has been compiled to help Los Angeles City College students who intend to transfer to a four-year college or university.

Students who plan to earn a Bachelor degree should take a pattern of courses designed to complete the lower division preparation for their major and the general education. There are several options for completing General Education requirements.

Los Angeles City College can provide the lower division preparation for most majors at many of the California four-year public colleges and universities and select private universities.

For purposes of classification, students who are paralleling the work of four-year colleges and universities are indicated as transfer students.

Three principal kinds of requirements must be met in order to attain full junior standing at California public universities or other institutions of higher education maintaining equivalent standards. They are as follows:

1. Completion of the specific General Education requirements for junior standing. For the University of California (UC), students should complete the Intersegmental General Education Transfer Curriculum (IGETC) requirements. For California State University (CSU), students should complete the CSU General Education certification pattern. Students who are undecided regarding choice of transfer institution should complete the IGETC.

2. Completion of a minimum of 60 units to a maximum of 70 transferable semester units will permit a student to enter the university at the junior level.

3. Completion of the lower division major and minor course preparation. These vary according to the institution where students are seeking admissions.

4. Students transferring to private colleges or universities in California or other states must see a College Counselor or University Transfer Center staff for transfer requirements.

Transfer of Career Education Classes

All Los Angeles City College transfer and occupational education courses are college level courses and may be applied toward graduation requirements for the Associate in Arts or Associate in Science degree. Following each course title in the Course Description section is a set of letters indicating the credit toward the Associate Degree or credit toward transfer to one of the California State University or the University of California campuses.

Course Credit Value

The following abbreviations are used in course descriptions:

- UC indicates the course is acceptable for unit credit at all campuses of the University of California.
- CSU indicates the course is Baccalaureate transferable for unit credit at all campuses of the California State University.
- A (Associate Degree level) indicates the course is acceptable toward fulfillment of the Associate in Arts or Associate in Science degree.
- NDC (Non-degree Course) indicates a course that presents prerequisite or preparatory work for the Associate level courses. Credit is given toward computing the grade point average but may not be used toward graduation requirements.
- NC (Non-credit Course) indicates the course is remedial and developmental to help students prepare for further advanced courses.

"Students are not likely to succeed in courses classified as UC or CSU transferable if they are not eligible to enroll in English 28 or higher." This statement identifies the indicated level of potential success a student may expect regarding a specified course.

Students intending to transfer to a college or university upon the completion of their studies at Los Angeles City College should consult the requirements of the institution of their choice and develop a "Student Educational Plan" with an LACC counselor.
The University of California (UC) System

The University of California (UC) system has eleven campuses throughout the state. This catalog gives information concerning requirements for the Intersegmental General Education Transfer Curriculum (IGETC), which transfers to ten campuses.

For specific information regarding preparation for the colleges at the University of California at Los Angeles (UCLA) (Letters and Science, School of the Arts, and School of Theatre, Film and Television, and School of Engineering) please see a counselor.

Information regarding preparation in the majors for most of the UC campuses is available from the Los Angeles City College Counseling or University Transfer Centers. Major requirements have been articulated on a course-for-course basis to enable students to complete most of their lower division preparation at LACC.

TRANSFER REQUIREMENTS

Advanced Standing Admission

An “advanced standing” student is one who has been a registered student in another college or university or in college-level extension classes other than a summer session immediately following high school graduation. Advanced standing applicants may not disregard their college records and apply for admission as a freshman.

Students planning to transfer to a UC campus should discuss their transfer plans with College Counselor every semester they attend LACC, inasmuch as significant changes frequently occur in requirements, subsequent to the printing of this catalog, and during the life of this catalog.

Advanced Standing Admission Requirements

Requirements for admission in advanced standing vary according to your high school record. LACC students planning to transfer to any UC campus are required to have an official copy of their high school transcript sent to the Admissions Office. UC requires an exact pattern of high school subjects.

If deficiencies in either subjects or grades exist, they can be made up with courses taken at LACC. A student who has not graduated from high school or who has not graduated but has passed the State Proficiency Exam or has a General Education Diploma (G.E.D.) may also make up subject and grade deficiencies at LACC. In many cases, these courses also will help satisfy the college breadth requirements. Students are expected to complete:

1. Basic Proficiency Level courses.
2. General Education requirements.
3. Major subject requirements.

Courses described in this catalog with UC in parentheses are transferable to the UC system. If you have attended and received credit from any four-year college or university, please consult with a College Counselor regarding admissibility to the UC.

The California State University (CSU) System

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 or high school record and test score. Consult the catalog issued by the individual campus for a complete description of the curricula or with an LACC counselor.

Applicants who are California residents and who have completed 60 to 70 transferable semester units (90-105 quarter units) are eligible for admission if they:

A. Are in good standing at Los Angeles City College, and
B. Have achieved a 2.0 or better grade point average in all college units attempted (nonresidents, 2.4 or better)

Students entering must complete 9 units in English language course work and the mathematics requirement and additional units within the General Education certification pattern to equal 30 units of General Education. Students in pre-majors with a total of 40 or more units should consult with an LACC counselor regarding completion of the General Education subject requirement for admission to the California State University system.

Students with fewer than 56 transferable semester units (84 quarter units) completed are eligible for admission if they:

A. Are in good standing at Los Angeles City College and
B. Have achieved a 2.0 or better grade point average in all college units attempted, and were either
   1. Eligible for admission as first-time freshmen or
   2. Eligible for admission as first-time freshmen except for completion of the subject requirements and have removed deficiencies in those required college preparatory subjects with acceptable college work. Consult with a counselor regarding ways to fulfill the subject requirement deficiency.

Admission to a California State University campus does not guarantee admission to the major department or college on that campus.

Requirements for the Bachelor's Degree

The degree requirements at a California State University campus consist, in general, of three parts: first, the General Education Requirements, which are required of all degree candidates; second, the Major Department Requirements, which are a part of the student field of specialization; and third electives. Students with high-unit majors should take electives after transfer.

These requirements are classified in two levels: Lower Division and Upper Division. Students may complete most of the lower division requirements in the major and all of the lower division in the general education pattern at Los Angeles City College.
**University of California (UC) & California State University (CSU) General Education Articulation Agreements**

The California State University (CSU) delegates authority to Los Angeles City College to identify courses applicable towards the CSU curriculum:

1. Courses that transfer for Baccalaureate credit
2. Courses that fulfill CSU lower division General Education-Breadth requirements;
3. Courses that fulfill the United States history, constitution and American ideals requirements.

Up to 39 or the 48 General Education-Breadth units required for the Baccalaureate degree can be transferred from Los Angeles City College. Students who are certified with 39 semester units of lower division General Education-Breadth units will be required to complete a minimum of 9 semester units of upper division General Education work after transfer. Students completing this pattern must complete the nine (9) units in Area A with a “C” grade or better in each course and a “C” grade or better in mathematics, Area B3. Students must also complete 30 units taken from Area B through Area E.

The California State University assigns a high priority to Los Angeles City College transfer students who have completed the first two years of their Baccalaureate program (60-70 units). Los Angeles City College students transferring with 60 units minimum enter at junior level standing and may enter their major upper division work if all prerequisites have been completed. Executive Order 595, General Education Requirements, Office of the Chancellor, California State University, establishes that all students must fulfill the requirements. Previous General Education requirements will not carry catalog rights after January 1994. IGETC units will be certified by the graduation clerks when verified by LACC Counselors. Pass Along will be honored from other community colleges for courses approved for the IGETC.

An alternative to the lower division requirements stated above is the Intersegmental General Education Transfer Curriculum (IGETC). IGETC requires completion of a minimum of 37 semester units of lower division work with a “C” grade or better in each course completed. Students must complete all areas to become certified.

You must complete the IGETC before transferring. This is an all or none situation. (Completion and certification of the IGETC may not fulfill the Admissions Requirements for the UC or CSU.)

Completion of the IGETC will permit a student to transfer from Los Angeles City College to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division, General Education courses to satisfy campus General Education requirements.

Completion of the IGETC is not a requirement for transfer to CSU or UC, nor is it the only way to fulfill the lower-division General Education requirements of the CSU or UC prior to transfer. Depending on a student major and field of interest, the student may find it better to take courses fulfilling the CSU General Education requirements or those of the UC campus to which the student plans to transfer. Students pursuing majors that require extensive lower-division preparation (such as Engineering or Biology) may not find the IGETC option to be advantageous.

**Intersegmental General Education Transfer Curriculum (IGETC) Policy**

Completion of all of the requirements in the Intersegmental General Education Transfer Curriculum will permit a student to transfer from Los Angeles City College to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division, General Education courses to satisfy campus General Education requirements.

The course requirements for all areas must be completed before the IGETC can be certified. All courses must be completed with grades of “C” or better.

IGETC units will be certified by the graduation clerks when verified by LACC Counselors. Pass Along will be honored from other community colleges for courses approved for the IGETC.

You must complete the IGETC before transferring. (Completion and certification of the IGETC may not fulfill the Admissions Requirements for the UC or CSU.)

**AREA 1: ENGLISH COMMUNICATION**

CSU: three courses required, one from each group below.

UC: two courses required, one each from group A and B.

- **Group A:** English Composition
  - Select 1 course, 3 semester units (minimum):
    - English 101, +101H.

- **Group B:** Critical Thinking English Composition
  - Select 1 course, 3 semester units (minimum):
    - English 102, 102 H, 103, Philosophy 5

- **Group C:** Oral Communication
  - 3 semester units (CSU ONLY): Speech Communication 101

Students transferring to the UC do not have to meet this requirement.

**AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING**

Select 1 course, 3 semester units (minimum):


“+” UC transfer credit limit.

**AREA 3: ARTS AND HUMANITIES**

At least 3 courses, with one from the Arts and one from the Humanities and one from either Arts or Humanities, nine semester units (minimum).

**3A: ARTS**

- African-American Studies 60 (same as Music 135);
- Art 101, 101H, 102, 102H, 103, 105, 107 (same as Chicano Studies 52), 109; Cinema 3, 4; Dance 805; Music 111, 111H, 121, 122, 133, 135 (same as African-American 60), Photography 34; Theater 400.
TRANSFER INFORMATION

3B: HUMANITIES
African-American Studies 3, 20, 21; Chicano Studies 44; English 203, 204, 205, 206, 208, 211, 212, 214, 215, 216, 219, 221, 239, 240, 252, 253, 255, 270; Foreign Languages course 3, 4 in Arabic, Chinese, French, German, Italian, Japanese, Korean, Russian, Spanish; Course 10 in Chinese, French, Hebrew, Italian, Korean, Russian, Spanish; Course 11 in Hebrew, Italian, Spanish 5, 6; Humanities -6, +8, 20, 30, 31, 41 (same as Chinese 10), 42 (same as French 10), 44 (same as Italian 10), 45 (same as Korean 10), 47 (same as Spanish 9), 48 (same as Spanish 10), 60, 61, 63, 73; Linguistics 1; Philosophy 1, 1H, 2, 12, 14, 19, 20, 30, 32, 35, 40, 41; Russian, 12; Spanish 9; Theatre Arts 100, 110.

NOTES: (*) Courses may be listed in more than one area, but shall not be certified in more than one area; + Indicates that transfer credit may be limited either by UC or CSU or both. Please consult with a College Counselor.

3C: SOCIAL & BEHAVIORAL SCIENCES
At least three courses from two disciplines or an interdisciplinary sequence: 9 semester units (min) African-American Studies 2, -4, 5, 10; -7; Anthropology 102, 102 H; Asian-American Studies 1, 10; Chicano-Studies 7, -8; Economics 1; Geography 2, 2H, 7; History 1, 2, 5, 6, 8, +11, +12 H, 12H, +13; Law 3; Linguistics 2; Political Science +1, +1H; Psychology 1, 1H, 8, (+1), 13, 18, 31; Sociology 1, 11, 12.

Courses designated with a +, if used to fulfill the United States History, Constitution and American Ideals requirement for the CSU, may not be doubled counted for the Social and Behavioral Sciences requirement.

4A: PHYSICAL SCIENCES
Astronomy 1, 5, 10, 11; Chemistry 51, 60, 68, 101, 221; Earth Science 1; Geography 1, 3; Geology 1, 6, Meteorology 3; Oceanography 1; Physical Science 1, 14; Physics 1, 6, 11, 12, 14, 21, 101, 102, 103.

5B: BIOLOGICAL SCIENCES
Anatomy 1; Anthropology 101, 101 H; Biology 1, 3, 3H, 6, 7, 25; Microbiology 1, 20; Oceanography 12; Physiology 1; Psychology 2.

NOTE: Courses underlined indicate those with a laboratory component.

(UC REQUIREMENT ONLY)
LANGUAGE OTHER THAN ENGLISH
Proficiency equivalent to two years of high school study in the same language. (May use any Foreign Language course listed in the Los Angeles City College catalog through level two [example: French 1+2].)

(CSU ONLY)
Bachelor's Degree Graduation Requirement in United States History, Constitution And American Ideals
(Requirements listed here are not part of IGETC. The following courses may be completed prior to transfer.)
Six units, one course from group 1 and one course from group 2.
1. African-American 7+, Political Science +1, +1H
2. History +11, +12, +12H, +13; African-American Studies +4, +5; Chicano Studies +8.

NOTES: (*) Courses may be listed in more than one area, but shall not be certified in more than one area; + Indicates that transfer credit may be limited either by UC or CSU or both. Please consult with a College Counselor.

CSU GENERAL EDUCATION CERTIFICATION
Listed below are the requirements for California Statue University (CSU) General Education certification policy for students transferring to one of the 23 CSU campuses and petitioning for full or partial certification from Los Angeles City College. (Please read carefully.)

1. Students transferring from Los Angeles City College must submit a petition for full or partial certification to the LACC graduation office.
2. Students fully or Area D certified by Los Angeles City College or by Pass Along status, may double count the requirements for United States History, Constitution, and American Ideals.
3. Students must complete all requirements stipulated in Areas A, B, C, D, E for full certification.
4. Students may receive partial certification by fulfilling requirements stipulated in each Area. ONLY the area will be certified, not individual courses.
5. Students should submit a Certification Petition for certification when requesting their transcript or when requesting the graduation check for the Associate degree.
6. Students with high unit majors (i.e., Biological Sciences, Engineering) may be granted exceptions to the full certification requirements by the CSU campus. Students seeking transfer under this provision shall be responsible for requesting verification from the transferring institution.
7. Pass Along Policy: Courses taken at other institutions (including California Community Colleges outside the Los Angeles Community College District) that have been approved for certification by the California State University system may be given Pass Along status. Please consult with a College Counselor regarding approved courses to receive Pass Along.

General Education Certification for The California State University - Executive Order 595
A. Communication In The English Language & Critical Thinking (9 Units)
Select one course from each section.
A1. Oral Communication: Speech 101, 102, 121
A2. Written Communication: English 101, 101 H
A3. Critical Thinking: English 102, 102 H, 103; Philosophy 5, 6, 7, 8, 9; Psychology 66; Speech Communication 104

B. Physical Universe And Its Life Forms (9 Units)
Select one course from Physical Science, and one course from Life Science with a least one laboratory course from either, and one course from Mathematics/Quantitative Reasoning.
“+4” Meets laboratory requirement.
**Students transferring to CSU are required to take** Speech Communication 101.

**Students transferring to UC must fulfill this requirement.**

++ May be counted in General Education Area “D”
**TRANSFER INFORMATION**

**D. Social, Political & Economic Institutions And Behavior; Historical Background (9 Units Minimum)**

- **U.S. History, Constitution, and American Ideals requirement:**
  Select one course from A and one course from B.

**D-A: African-American Studies 4, 5; Chicano Studies 8; History 11, 12, 12H, 13.**

**D-B: African-American Studies 7; Political Science 1, 1H**
Select one additional course not taken from D-A or D-B above, from D1 through D10.

**D1. Anthropology: Anthropology 102, 103.**

**D2. Economics: CSIT 103; Economics 1, 2; J Journalism 105.**

**D3. Ethnic Studies: African-American Studies 2, 3, 6, 10*, Sociology 11.**

**D4. Gender Studies: No Courses.**

**D5. Geography: Geography 2, 2H.**

**D6. History: African-American Studies 4, 5; Chicano Studies 7, 8; History 1, 2, 5, 6, 11, 12, 12H, 13.**

**D7. Interdisciplinary: Linguistics 2; Psychology 8*, 31*.**

**D8. Political Science, Government, Legal Asian-American Studies 1, 10*; Chicano Studies 19; Business 1; Law 3; African American Studies 7; Political Science 1, 1H, 2, 7.**

**D9. Psychology: Child Dev. 1; Linguistics 3; Psychology 1, 1H, 13, 18++.**

**D10. Sociology & Criminology: Sociology 1, 2.**

*Cross reference: Credit given to only one of African-American Studies 10 and Psychology 8; Asian-American Studies 10 and Psychology 31.

**E. Life Long Understanding And Self Developments (3 Units)**

- Child Development 1; Environmental Science 1; Family & Consumer Studies 21, 31 (same as Sociology 12); Personal Development 20, 40; Health 2++, 8++, 11++, 21; Humanities 60; Psychology 18++, 41, 43, 60; Dance 400, 405, 406, 408, 410, 431, 434, 437, 440, 446, 452, 466, 467, 468, 469 (maximum of 1 unit total).

**NOTES:**

1. Credit given to one course.
2. United States History, Constitution, and American Ideals: Six (6) semester units are required. Courses in Area D-A and D-B above may be used as double counting for both fulfillment in Area D and the U.S. History, Constitution and American Ideals requirement as long as the student meets full or Area D certification.
3. + Meets laboratory requirement.
4. ++ Health requirement for the Associate degree may be satisfied by taking Health 8, 11, or 10, and one unit of Physical Education or Health 2, a health/physical combined course.
5. +++Course listed in more than one area shall be certified in one area only.
6. Courses used to satisfy requirements for lower division major core may also be used to satisfy General Education Requirements if the total area has been certified. (i.e. A 1, 2, 3)
7. Students must petition for certification before transferring.

**CAL STATE UNIVERSITY LOS ANGELES (CSULA)**

**MAJOR DEPARTMENT REQUIREMENTS**

The specific major course requirements for CSULA can be located on the web at www.assist.org “Articulation by Major.”

**INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES**

California fully accredited independent colleges and universities provide a wide range of options at undergraduate, graduate and professional levels for students planning to continue their education beyond community college.

**ADMISSION POLICIES**

Students who transfer to independent colleges or universities find they are given academic credit for most, if not all, of their community college studies.

Virtually all institutions give full credit for General Education courses and usually other courses designated for transfer by the community college.

Articulation agreements for General Education requirements and some major requirements may be obtained from the LACC Counseling Center. The Center maintains information for BIOLA College; Claremont McKenna College; Cleveland Chiropractic College; Golden Gate University; Loyola University; Mount St. Mary’s University; Pepperdine University; the University of Southern California; and others.

Some colleges and universities stipulate that a certain number of units must be completed before considering eligibility for transfer. The requirements are outlined in the respective college catalogs. Please consult with a College Counselor or the academic advisor from the college or university visiting the Transfer Center.

Independent institutions are generous in awarding credit. They invite students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.

**HONORS PROGRAM**

**NOTE:** Previously called Scholars Program

(323) 953-4000 ext. 2057
http://www.lacitycollege.edu/services/honorsprogram/Page_1x.html

The Honors Program is designed to prepare the highly motivated student for transfer. The program’s enriched and rigorous curriculum challenges those who thrive on intellectual exercise. Honors Program students may have the opportunity to do projects in service learning, tutoring and research.

The student who completes 18 units of Honors credit will receive certification in UCLA’s Transfer Alliance Program (TAP).

This guarantees priority consideration for admission to non-impacted majors in UCLA’s College of Letters and Sciences, and increases the student’s chances of being admitted. Among other partners are Irvine, UC Riverside, UC Santa Cruz, Occidental College, Chapman University, and La Sierra University.
Honors’ Program Benefits:
- Transfer scholarships
- Early registration for all LACC classes
- Counseling and transfer advisement
- Special Counseling and smaller Honors classes
- Library privileges at UCLA and various other UC schools
- Honors and research opportunities through the National and Western Regional Honors Council
- Get-togethers throughout the academic year

Program Requirements:
1. Maintain minimum 3.0 GPA (cumulative).
2. Complete 18 units in designated Honors sections.
4. Complete English 101 or 012 with a “C” or better.

Students may apply to the Honors Program at any time during the year. Be advised that Honors courses are only offered in Fall and Spring semesters. Students should plan their schedules accordingly.

University Transfer Center
Administration Bldg 109 • (323) 953-4000 ext. 2215
http://www.lacitycollege.edu/services/transfer/index.html

The college University Transfer Center brings access to higher education at a four-year university within reach for any student seeking the university experience. It is the intent of the Center to assist students to move on to the next level of higher education as they strive to reach academic, personal and professional goals. Students who have completed 24 transferable units including English 101, are automatically considered to have begun the transfer process. So, even students who have not identified transfer as a goal are encouraged to visit the Transfer Center.

The Center offers a variety of opportunities and services for students seeking to transfer including:
- University research library.
- Guarantee Admission Agreements with select universities.
- Guidance through the transfer process for California and nationwide universities.
- Applications to special summer programs for prospective transfer students such as UCLA’s Summer Intensive Transfer Experience (SITE) CalSOAP Senior Summer Bridge Institute, UC Berkeley – Summer Cal., and others
- Transfer preparation and transfer ready workshops on campus and at universities.
- Representatives from the University of California, California State University and the Association of Independent California Colleges and Universities regularly are available for one-on-one consultations in the Center. NOTE: Students should review the general education and pre-major preparation courses with a counselor of the University Transfer Center before making an appointment with a university representative.

Build Your Future!
THIS SECTION INCLUDES:
• List of Degrees & Certificates
• Program Descriptions
• Course Descriptions
ASSOCIATE DEGREE & CERTIFICATE PROGRAMS

ACCOUNTING
DEPARTMENT: BUSINESS ADMIN & CAOT
Accounting Degree: Associate of Arts
Bookkeeping Degree: Associate of Arts
Accounting Technician Certificate
Automated Accounting Certificate

ADMINISTRATION OF JUSTICE
DEPARTMENT: LAW & ADMINISTRATION OF JUSTICE
Administration Of Justice Degree: Associate of Arts & Certificate
AJ - Specializing in Forensics Degree: Associate of Arts & Certificate
Corrections Institution Officer Training Certificate
Evidence Technician/Forensics Certificate
Finger Print Classification Certificate
Fire Arms Training Certificate
Private Investigation Certificate

ART
DEPARTMENT: ART
Art-General Degree: Associate of Arts
Art- Graphic Design Degree: Associate of Arts

BUSINESS
DEPARTMENT: BUSINESS ADMINISTRATION
Advertising Degree: Associate of Arts
Business Administration Degree: Associate of Arts & Certificate
Finance & Banking Degree: Associate of Arts & Certificate
Microcomputer Business Applications Certificate
Also see Accounting, Finance, Management, Marketing

CHEMISTRY
DEPARTMENT: CHEMISTRY
Chemistry - General Degree: Associate of Science

CHICANO STUDIES
DEPARTMENT: AMERICAN CULTURES
Chicano Studies Degree: Associate of Arts

CHILD DEVELOPMENT
DEPARTMENT: FAMILY & CONSUMER STUDIES
Child Development – Plan A Degree: Associate of Arts
Child Development – Plan B Degree: Associate of Arts
Child Dev Teacher Master Teacher Certificate
Child Development Site Supervisor Certificate
Child Development Associate Teacher Certificate
Children with Special Needs Certificate
Infant And Toddler Studies Certificate
School Age Programs Certificate

CINEMA
DEPARTMENT: MATHEMATICS/ CSIT/CT/ET
Cinema Production Degree: Associate of Arts & Certificate
Television Production Degree: Associate of Arts & Certificate
Cinema Video Production Certificate
Directing Certificate
Producing Certificate
Beginning Cinema & TV Production Certificate

COMPUTER APPLICATIONS & OFFICE TECHNOLOGY (CAOT)
DEPARTMENT: BUSINESS ADMIN & CAOT
Administrative Office Assistant Degree: Associate of Arts & Certificate
Computer Applications Specialist Degree: Associate of Arts & Certificate
Legal Office Assistant Degree: Associate of Arts & Certificate
Medical Office Assistant Degree: Associate of Arts & Certificate
Clerical Office Assistant Certificate
Basic Administrative Office Assistant Basic Cert of Comp
Basic Computer Applications Basic Cert of Comp
Basic Legal Office Basic Cert of Comp
Basic Medical Administrative Basic Cert of Comp
Basic Medical Billing Basic Cert of Comp
Basic Medical Transcription Basic Cert of Comp
Basic Office Communications Basic Cert of Comp
Basic Web Page Design Basic Cert of Comp
Basic Word Processing Basic Cert of Comp
Web Page Design Basic Cert of Comp

COMPUTER SCIENTES / INFORMATION TECHNOLOGY (CSIT)
DEPARTMENT: MATHEMATICS/ CSIT/CT/ET
Computer Science/Information Technology Degree: Associate of Science
Computer Information Systems Degree: Associate of Science
Applications Software Certificate
Programming Languages Certificate
Computer Networking Skill Certificate
Database Administration Skill Certificate
Operating Systems Skill Certificate
UNIX Operating System Skill Certificate
Web Client Technologies Skill Certificate
Web Server Technologies Skill Certificate

COMPUTER TECHNOLOGY
DEPARTMENT: MATHEMATICS/ CSIT/CT/ET
Computer Technology Degree: Associate of Science & Certificate
CompTIA A+ Certification Skill Certificate
CompTIA Network+ Certification Skill Certificate

DENTAL TECHNOLOGY
DEPARTMENT: DENTAL TECHNOLOGY
Dental Technology Degree: Associate of Science & Certificate

DIETETICS - FOOD PREP & NUTRITION
(see Family & Consumer Studies)

ELECTRONICS
DEPARTMENT: MATHEMATICS/ CSIT/CT/ET
Electronic Systems Technology Degree: Associate of Science & Certificate
Electronic Technology - Fast Track Degree: Associate of Science & Certificate
Electronics - Basic Certificate
PROGRAMS & COURSES

ENGINEERING
DEPARTMENT: PHYSICS
Engineering - General Degree: Associate of Science

ENGLISH
DEPARTMENT: ENGLISH/ E.S.L
English Degree: Associate of Arts

FAMILY & CONSUMER STUDIES
DEPARTMENT: FAMILY & CONSUMER STUDIES
Dietetic Technician Degree: Associate of Science
Dietetic Service Supervisor Certificate

FINANCE
DEPARTMENT: BUSINESS ADMIN & CAOT
Finance and Banking Degree: Associate of Arts & Certificate

HUMANITIES
DEPARTMENT: FOREIGN LANGUAGE & HUMANITIES
Humanities Degree: Associate of Arts

JOURNALISM
DEPARTMENT: MEDIA ARTS
Journalism Degree: Associate of Arts

LANGUAGES
DEPARTMENT: FOREIGN LANGUAGE & HUMANITIES
Chinese Degree: Associate of Arts
French Degree: Associate of Arts
Italian Degree: Associate of Arts
Japanese Degree: Associate of Arts
Spanish Degree: Associate of Arts

LAW
DEPARTMENT: LAW & ADMINISTRATION OF JUSTICE
Paralegal Studies Degree: Associate of Arts
Business Law Degree: Associate of Arts

LIBERAL ARTS
DEPARTMENT: LIBERAL ARTS
Liberal Arts Degree: Associate of Arts

MANAGEMENT
DEPARTMENT: BUSINESS ADMINISTRATION & CAOT
Management Degree: Associate of Arts & Certificate
Management – Business Offices Degree: Associate of Arts & Certificate
Management - Small Business Degree: Associate of Arts & Certificate
Marketing/Sales Degree: Associate of Arts & Certificate
Management - Retail Certificate

MATHEMATICS
DEPARTMENT: MATHEMATICS
Mathematics Degree: Associate of Science

MUSIC
DEPARTMENT: MUSIC
Music Degree: Associate of Arts
Music Copyist Certificate & Skill Certificates 1-4

Music Technology Certificate & Skill Certificates 1-4
Orchestrator / Arranger Certificate & Skill Certificates 1-4
Vocal Performer Certificate & Skill Certificates 1-4
Instrumental Performer Certificate

NURSING
DEPARTMENT: NURSING
Nursing, Registered Degree: Associate of Science
Certified Nurse Assistant Skill Certificate
Home Health Aide Skill Certificate

PHOTOGRAPHY
DEPARTMENT: MEDIA ARTS
Applied Photography Degree: Associate of Arts
Photography - Commercial Certificate
Photography- Freelance Certificate

PHYSICS
DEPARTMENT: PHYSICS
Physics - General Degree: Associate of Science

POLITICAL SCIENCE
DEPARTMENT: SOCIAL SCIENCE
Modern Political Studies Degree: Associate of Arts

PSYCHOLOGY
DEPARTMENT: PSYCHOLOGY
Human Services- Generalist Degree: Associate of Arts & Certificate
Human Services- Drug/ Alcohol Degree: Associate of Arts & Certificate

RADIOLOGIC TECHNOLOGY
DEPARTMENT: RADIOLOGIC TECHNOLOGY
Radiologic Technology Degree: Associate of Science

REAL ESTATE
DEPARTMENT: REAL ESTATE
Real Estate Degree: Associate of Arts
Real Estate- Finance Specialization Certificate
Real Estate- Investment Specialization Certificate
Real Estate- Marketing Specialization Certificate

SOCIAL SCIENCE
DEPARTMENT: SOCIAL SCIENCE
Latin American Studies Degree: Associate of Arts

TELEVISION (See Cinema)

THEATER
DEPARTMENT: THEATRE ARTS
Theater- General Degree: Associate of Arts
Theatre Academy- Acting Degree: Associate of Arts
Theatre Academy- Advanced Acting Degree: Associate of Arts
Theatre Academy- Costuming Degree: Associate of Arts
Theatre Academy- Technical Theater Degree: Associate of Arts
Professional Actor Training Certificate
Professional Technical Theater Certificate
Professional Costuming Design Certificate

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The Administration of Justice programs are designed to prepare students to enter 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 are “hands-on” oriented to expose students to the fundamental concepts and tasks of law enforcement and ready them for employment. Additionally, our graduates are better prepared for the qualification and screening process required to enter law enforcement academies such as the Los Angeles Police Department Academy. Internship opportunities include: Los Angeles Police Department, Los Angeles Sheriff’s Department, District Attorneys Office, Coroner’s Office and Probation/Parole Offices.

In addition to being in high demand with plentiful opportunities for advancement, law enforcement professionals earn strong salaries. Officers typically earn more than support personnel. Patrol officers, on average, earn from $51,000 and $64,000.

**PROGRAMS OFFERED**

**Associate of Arts:**
Administration of Justice

**Certificates:**
Administration of Justice
Administration of Justice - Specializing in Forensics

**Skill Certificates:**
Correctional Officer Training
Evidence Specialist/Evidence Technician
Fingerprint Classification
Private Investigations

**DEGREE PROGRAM**

**ADMINISTRATION OF JUSTICE**

**Associate in Arts Degree**

**Career or Transfer Program**
The Administration of Justice curriculum is offered by the Law Department to students who are interested in a career as a law enforcement officer or in a related field.

**Plan B Students**
To complete Graduation Requirements “Plan B” for the Associate degree, 36 units of the courses listed below must be completed. Students must take the core units in Administration of Justice and may choose a specialization area such as: Correction Institutional Officer Training, Evidence Technician/Forensics or Private Investigation.

**Plan A Students**
Students planning to transfer should take the core units- plus Corrections 1. (This course may substitute for AJ 382) Consult with a College counselor for specific general education requirements and/or Graduation Requirements under “Plan A” for the Associate degree. Consult with the department chair for substitution of classes to meet core requirements.

Students who have successfully completed academic training with local or state law enforcement agencies may receive Los Angeles City College credit for their Academy courses. These college credits may be applied toward a certificate in Administration of Justice or toward an Associate in Arts degree. These courses also transfer to CSULA as lower division requirements in the Criminal Justice major.

**COURSES (CORE) UNITS**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>Administration of Justice 1</td>
<td>3</td>
</tr>
<tr>
<td>Administration of Justice 2</td>
<td>3</td>
</tr>
<tr>
<td>Administration of Justice 4</td>
<td>3</td>
</tr>
<tr>
<td>Administration of Justice 5</td>
<td>3</td>
</tr>
<tr>
<td>Administration of Justice 180</td>
<td>3</td>
</tr>
<tr>
<td>Administration of Justice 382</td>
<td>3</td>
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</table>

Sub Total: 18

**PLUS 15 units from ONE or more of the following specialty certificates below:**

**Correctional Officer Training Skills Certificate**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>Corrections 1</td>
<td>3</td>
</tr>
<tr>
<td>Corrections 2</td>
<td>3</td>
</tr>
<tr>
<td>Corrections 5</td>
<td>3</td>
</tr>
<tr>
<td>Administration of Justice 14</td>
<td>3</td>
</tr>
<tr>
<td>Administration of Justice 16</td>
<td>3</td>
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(Plus three (3) units of electives)

**OR**

**Evidence Specialist**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>Administration of Justice 5 (CORE)</td>
<td>3</td>
</tr>
<tr>
<td>Administration of Justice 180 (CORE)</td>
<td>3</td>
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<tr>
<td>Administration of Justice 379</td>
<td>3</td>
</tr>
<tr>
<td>Administration of Justice 62</td>
<td>3</td>
</tr>
<tr>
<td>Administration of Justice 396</td>
<td>3</td>
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</tbody>
</table>

(Plus nine (9) units of electives)

**OR**

**Private Investigations Skills Certificate**
List of Elective Units

Administration of Justice 5 ......................................................... 3
Administration of Justice 14 ..................................................... 3
Administration of Justice 180 .................................................... 3
Administration of Justice 396 .................................................... 3
Administration of Justice 413 .................................................... 3
(Plus nine (9) units of electives)

Students may select “PLAN A” or “Plan B” general education requirements to graduate.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

- 3-6 Units English Composition
- 6-9 Units Communication/Analytical Thinking
- 3 Units Natural Sciences
- 3 Units Humanities
- 3-9 Units Social/Behavioral Sciences (including American History & Governments)
- 3-5 Units Health/Physical Education

(Math 115 or higher or passing score on Los Angeles Community College District Math competency exam)

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

- 3 Units English Composition
- 3 Units Communication/Analytical Thinking
- 3 Units Natural Sciences
- 3 Units Humanities
- 3 Units Social/Behavioral Sciences (including American History & Governments)
- 3-4 Units Health/Physical Education
- 3-5 Units Math Competency

"Graduation Requirements" section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

COURSES

<table>
<thead>
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<tbody>
<tr>
<td>Administration of Justice 1 (CORE)</td>
<td>3</td>
</tr>
<tr>
<td>Administration of Justice 2 (CORE)</td>
<td>3</td>
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<tr>
<td>Administration of Justice 3 (CORE)</td>
<td>3</td>
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<tr>
<td>Administration of Justice 4</td>
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<tr>
<td>Administration of Justice 5 (CORE)</td>
<td>3</td>
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<tr>
<td>Administration of Justice 6</td>
<td>3</td>
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<tr>
<td>Administration of Justice 7</td>
<td>3</td>
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<td>Administration of Justice 8</td>
<td>3</td>
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<tr>
<td>Administration of Justice 9</td>
<td>3</td>
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</table>

To qualify for a certificate, a student must complete 39 units from the Forensic Option, within the Administration of Justice program, with a satisfactory grade or better in each course. The certificate will be issued by the Law Department upon application by the student with the department.
PRIVATE INVESTIGATIONS

Skill 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. Traffic accident investigations and identity crime investigations such as: driver license, credit card, and Social Security are examples of topics that will be covered in this program.

<table>
<thead>
<tr>
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<tbody>
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<td>Administration of Justice 396</td>
<td>3</td>
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<tr>
<td>Administration of Justice 413</td>
<td>3</td>
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</tbody>
</table>

Total Units: 15

COURSE DESCRIPTIONS

Also see “Law”

ADMINISTRATION OF JUSTICE 1
Introduction to Administration of Justice
3 UNITS - (UC:CSU)

Philosophy and history of law enforcement, overview of crime criminal justice problems, including community relations: Organization and jurisdiction of local, state, and federal law enforcement agencies, survey of professional career opportunities; and qualifications required for entry into a career in Administration of Justice.

ADMINISTRATION OF JUSTICE 2
Concepts of Criminal Law
3 UNITS - (UC:CSU)

An introduction to the basic principles of the development of the law and legal systems. This includes the evolution of the English common law, with special emphasis on the most frequently used sections of the California Penal Code by police officers. Topics covered will include the substantive law, classifications of crimes; legal research; and legal controls on social conduct.

ADMINISTRATION OF JUSTICE 3
Legal Aspects of Evidence
3 UNITS - (CSU)

Origin, development, philosophy and constitutional basis of evidence; Constitutional considerations of the rules governing the admissibility of evidence in court; and the kinds and degrees of evidence and the judicial decisions interpreting individual rights in a criminal trial.

ADMINISTRATION OF JUSTICE 4
Principles and Procedures of the Justice System
3 UNITS - (CSU)

Legal processes from pre-arrest through trial, sentencing and correctional procedures; a review of criminal law and legal concepts governing police behavior; conceptual interpretations of constitutional principles of the 4th, 5th, 6th, 7th, 8th, and 14th Amendments to the Constitution and their application to law enforcement officers.

UC limit: One course from Administration of Justice 1, 4.
ADMINISTRATION OF JUSTICE 5
Criminal Investigation
3 UNITS - (CSU)
Fundamentals of investigation, crime scene search and recording, collection and preservation of physical evidence, scientific aids, modus operandi, sources of information, interviews and interrogation, follow-up, and case preparation.

ADMINISTRATION OF JUSTICE 6
Patrol Procedures
3 UNITS - (CSU)
The history and development of patrol philosophy; planning for field activities to include functions of patrol traffic, and other preliminary investigative duties of the field officers and the handling of civil and domestic disturbances and other community crime incident.

ADMINISTRATION OF JUSTICE 8
Juvenile Procedures
3 UNITS - (CSU)
An introduction to major types of criminal behavior, characteristics of offenders factors which contribute to crime and delinquency; the criminal process: The function of law enforcement: the youthful; the courts, probation, and other institutions; changes in juvenile crime control and treatment process, the role of society.

ADMINISTRATION OF JUSTICE 14
Report Writing for Law Enforcement
3 UNITS - (CSU)
This course concentrates on the study of written reports used by law enforcement agencies. Practice in organizing and presenting factual material with clarity, definiteness and conciseness is emphasized.

ADMINISTRATION OF JUSTICE 16
Recruitment Selection Process
3 UNITS - (CSU)
This course provides an in-depth coverage of the selection process for employment in a law enforcement agency. Special emphasis is given to the written exam, oral interview, agility exam, background investigation and academy training. The civil service procedure is reviewed and explained.

ADMINISTRATION OF JUSTICE 39
Probation and Parole
3 UNITS - (CSU)
This course will concentrate on the background, structures and procedures of Probation and Parole including the juvenile and criminal court process. The relationship to law enforcement and corrections will be investigated.

ADMINISTRATION OF JUSTICE 60
Arrest, Search and Seizure
3 UNITS - (CSU)
A comprehensive study of the laws of search and seizure, with special emphasis on procedural law as applied by police officers. The U.S. and California Supreme Courts procedures and role will be reviewed with an emphasis on the legal, constitutional and political aspects for law enforcement officers.

ADMINISTRATION OF JUSTICE 62
Fingerprint Classification
3 UNITS – (CSU)
A practical course designed to cover the technical aspects of fingerprinting. Topics will include pattern interpretation, classification, taking and lifting of prints, and searching and filing procedures. Times will be devoted to laboratory work in the classroom.

ADMINISTRATION OF JUSTICE 67
Community Relations I
3 UNITS - (UC:CSU)
This course treats current aspects and problems of police community relations. Topics covered are the police image, crisis areas, organization for police-community relations activities, groups and law enforcement, the press, training in police-community relations programming, role of the individual officer, police-community relations of the future.

ADMINISTRATION OF JUSTICE 180
Criminalistics
3 UNITS - (CSU)
This course concentrates on the detection, inspection and interpretation of crime scene evidence. Forensic videos highlight the techniques used for accurate interpretation as well as give an insight into crime lab procedures. “Hands-on” application is a vital part of this class.

ADMINISTRATION OF JUSTICE 314
Forensic Psychology
1 UNIT - (A)
Co-requisite: Must be taken with Psychology 38 – 2 units both together equaling 3 units of credit.
This fascinating area of forensic will primarily concentrate on the psychological aspect of the accused, the victim and the legal system. Special areas of interest include criminal profiling, lie detection, interrogation, jury selection, insanity, battered women syndrome and rape trauma syndrome.

ADMINISTRATION OF JUSTICE 379
Advanced Criminalistics-Forensics I
3 UNITS - (A)
This course will concentrate on three areas of Forensics: Serology, Trace Evidence and Crime Scene Photography using a “hands-on” approach. Students will learn to identify and collect evidence, and learn the techniques used by crime lab criminals to analyze evidence.
ADMINISTRATION OF JUSTICE 381
Law Enforcement Internship
3 UNITS - (A)
This course will enable students to gain first hand knowledge of their chosen career within the criminal justice systems, obtain letters of reference and learn special employment/ educational opportunities.

ADMINISTRATION OF JUSTICE 382
Introduction to the Firearms Training System
3 UNITS - (A)
This five week course uses a computer simulator to test student's abilities and reaction in shooting scenarios. Students will be placed in "real life" type situations and must determine to "shoot or don't shoot."

ADMINISTRATION OF JUSTICE 391
Firearms Evidence Analysis
3 UNITS - (A)
A forensic course dealing with firearms and cartridge identification. This class offers a “Hands-on” approach through the use of experiments and microscopic comparisons.

ADMINISTRATION OF JUSTICE 396
Traffic Collision Investigation
3 UNITS - (A)
This class will concentrate on investigating traffic collisions by identifying and interpreting forensic evidence as well as diagramming and measuring scenes. Special emphasis will be placed on understanding vehicle and pedestrian dynamics (behavior) associated after a collision.

ADMINISTRATION OF JUSTICE 413
Financial Crimes Investigations
3 UNITS - (A)
This course will concentrate on the criminal and civil investigation techniques in dealing with the highly technical field of financial crimes. Topics include: forgery, credit card fraud, financial scams, fake identification fraud, computer fraud, Internet crimes and identification fraud (Social Security number). A must for students interested in law enforcement, private investigations and state investigation agencies.

CORRECTIONS 1
Introduction to Corrections
3 UNITS – (CSU)
Basic course dealing with the nature of correctional work; aims and objectives of correctional administration; probation and practices; skills, knowledge and attitudes required for employment in this field; types of institutions and services; career opportunities.

CORRECTIONS 2
Corrections Institutions
3 UNITS – (CSU)
A study of the organization and programming used in juvenile and correctional institutions including their history and development.

CORRECTIONS 5
Legal Aspects of Corrections
3 UNITS – (A)
This course concentrates on the legal aspects of corrections in regards to prisoner rights. It references Title 5 requirements involving the prisoners' rights to legal services, medical care, confinement, disciplinary hearings, and visitation rights.

Chair: Gayle Partlow
(323) 953-4000 ext. 2510 • DH220
www.lacitycollege.edu/academic/departments/technol/architecture/webmain.htm

PROGRAMS OFFERED
Courses Only -
Skill Certificates:
Architectural and Interior Design
Computer Aided Design and Drawing
Technical Drawing
Architectural History
Architectural Graphics

LACC has a new and exciting Architecture Program with three primary objectives: 1) To prepare students for admissions and transfer into accredited architecture schools; 2) To prepare students with sufficient skills and knowledge for the job market in architecture, interior design, construction management, and construction; 3) To provide information and insight for those who simply want to learn something about architecture and design. We offer a full range of architectural courses, including instruction on the use of CAD and computer 3-D modeling as part of the design and drawing process.

The architectural profession is very exciting field and currently is very strong. For more information, contact Wayne Chiu at chiuwy@lacitycollege.edu for more information and/or consultation.

ARCHITECTURE

ARCHITECTURAL AND INTERIOR DESIGN
Certificate
A certificate in Architectural Design will be issued by the Art/Architecture Department upon application of the student with the Department Chair upon successful completion of the courses listed below. All courses must be taken at LACC and completed with a satisfactory grade.

COURSES

<table>
<thead>
<tr>
<th>COURSES</th>
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<td>ENV 101</td>
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<td>ARC 222</td>
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<td>Total Units</td>
<td>15</td>
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- 42 -
### COMPUTER AIDED DESIGN AND DRAWING

**Skill Certificate**
A certificate in Computer Aided Design and Drawing will be issued by the Art/Architecture Department upon application of the student with the department upon successful completion of the courses listed below. All courses must be taken at LACC and completed with a satisfactory grade.

<table>
<thead>
<tr>
<th>COURSES</th>
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<td>ARC 162</td>
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<td>ARC 172</td>
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<td>ARC 173</td>
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<td>ENV 102</td>
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<td>Total Units</td>
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### TECHNICAL DRAWING

**Skill Certificate**
A skills certificate in Technical Drawing will be issued by the Art/Architecture Department upon application of the student with the department upon successful completion of the courses listed. All courses must be taken at LACC and completed with a satisfactory grade.

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<thead>
<tr>
<th>COURSES</th>
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<td>ARC 173</td>
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<td>ARC 271</td>
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<td>ARC 272</td>
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<td>ARC 162</td>
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<tr>
<td>Total Units</td>
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### ARCHITECTURAL HISTORY

**Skill Award**
A skill certificate in Architectural History will be issued by the Art/Architecture Department upon successful completion of the courses listed. All courses must be taken at LACC and completed with a satisfactory grade.

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<th>COURSES</th>
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<td>ARC 131</td>
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<td>ENV 102</td>
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<td>Total Units</td>
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</table>

### ARCHITECTURAL GRAPHICS

**Skill Certificate**
A skill certificate in Architectural Graphics will be issued by the Art/Architecture Department upon successful completion of the courses listed. All courses must be taken at LACC and completed with a satisfactory grade.

<table>
<thead>
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<th>COURSES</th>
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<td>ARC 222</td>
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<td>ENV 101</td>
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<td>ENV 102</td>
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<td>ARC 162</td>
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<tr>
<td>Total Units</td>
<td>15</td>
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</tbody>
</table>

### COURSE DESCRIPTIONS

**NOTE:** Not every class is offered each semester. Refer to the current class schedule for current class offerings.

**PREREQUISITES:** Specified prerequisites must be completed with a satisfactory grade or equivalent.

**ARCHITECTURE 110** (formerly Architecture 1)
**Introduction to Architecture**
1 UNIT - (UC:CSU)
An introductory course on architecture for all architectural and non-architectural students. The course will examine examples of great Architecture, study basic architectural theories, and explore the academic as well as the professional practice of Architecture. Emphasis will be placed on developing awareness, critical thinking and observation of the built environment.

**ARCHITECTURE 111** (formerly Architecture 20)
**Methods of Construction**
2 UNITS - (CSU)
This course is open to all students who are interested in the field of architecture, interior design or construction. Students will explore the processes by which buildings are constructed. Students learn the process of construction drawings, agency approval and building permits, as well as the actual construction and the complicated sequencing and coordination that are necessary to complete a building. The course is good for students who are interested in the field of architecture, interior design or construction.

**ARCHITECTURE 121** (formerly Architecture 10)
**Freehand Drawing**
2 UNITS - (RPT1) (UC:CSU)
Students will learn fundamental architectural drafting and drawing techniques including perspective, coloring and rendering conventions and freehand drawing.

**ARCHITECTURE 130** (formerly Architecture 2)
**History of Architecture I**
2 UNITS - (UC:CSU)
Students study architecture from prehistoric times to the beginning of the Renaissance and the geological, climatic, religious, social, and historical forces that help shape each period.

**ARCHITECTURE 131** (formerly Architecture 3)
**History of Architecture II**
2 UNITS - (UC:CSU)
Students study architecture from the Renaissance to the present and the geographical, geological, climatic, religious, social, and historical forces that helped shape each period.

**ARCHITECTURE 151** (formerly Architecture 21)
**Materials of Construction**
3 UNITS - (CSU)
Lecture and laboratory 3 hours.
Students learn the characteristics of building materials and their application in building construction within the overall framework of architectural design. Students explore fundamental building materials of wood, concrete and steel in the context of architural construction.
ARCHITECTURE 161  (formerly Architecture 36)
Introduction to Computer-Aided Architectural Design and Drafting
2 UNITS - (CSU)
Lecture and laboratory 4 hours.
Students learn the use of computers in producing design and construction drawings for the design, engineering and construction fields.

ARCHITECTURE 162  (formerly Architecture 37)
Computer Aided Design and Drafting
3 UNITS - (CSU)
Lecture and laboratory 6 hours.
Students learn the use of computers in producing design and construction drawings for the design, engineering and construction fields.

ARCHITECTURE 172  (formerly Architecture 5)
Architectural Drawing I
3 UNITS - (CSU)
Lecture and laboratory 6 hours.
Students learn basic construction drawing methodologies contrasting the difference between design drawings and construction drawings and the type of information shown on each. Students will design and prepare a set of construction drawings for a simple gazebo and a small residential remodel.

ARCHITECTURE 173  (formerly Architecture 6)
Architectural Drawing II
3 UNITS - (CSU)
Prerequisite: Architecture 172 with a satisfactory grade.
Lecture and laboratory 6 hours.
Students learn advanced construction drawing methodologies, including introduction to detailing and building technologies. Students may use CAD applications to prepare documents.

ARCHITECTURE 201  (formerly Architecture 33)
Architectural Design I
3 UNITS- (UC:CSU)
Prerequisite: Environmental Design 102 with a satisfactory grade.
Lecture and laboratory 6 hours.
Students create complex projects with large-scale programmatic requirements and explore advanced architectural theories and building technology within the context of design. Students will learn model making with a variety of materials and employ computer 3-D modeling and rendering in the design process. Students assemble final work into a portfolio.

ARCHITECTURE 202  (formerly Architecture 34)
Architectural Design II
3 UNITS - (UC:CSU)
Prerequisite: Environmental Design 201 with a satisfactory grade.
Lecture and laboratory 6 hours.
Students learn to address broad architectural and urban issues as well as sustainability design. Students will develop highly complex projects with large-scale programmatic requirements. Students will utilize and become proficient with a variety of computer drawing, sketching, modeling and rendering programs to develop their designs. Both verbal and graphic presentations will be refined. Students assemble final work into a portfolio.

ARCHITECTURE 221  (formerly Architecture 12)
Architectural Rendering
2 UNITS - (CSU)
Lecture and laboratory 4 hours.
Students learn architectural rendering as a communication tool to convey design concepts and ideas in two and three-dimensional drawing.

ARCHITECTURE 222  (formerly Architecture 4)
Architectural Graphics
3 UNITS - (UC:CSU)
Lecture and laboratory 6 hours.
Students learn architectural drafting and drawing conventions covering standard techniques of drawing plans, elevations, sections, axonometrics, and perspectives as well as the application of non-traditional techniques.

ARCHITECTURE 223
Portfolio Development
1 UNIT - (CSU)
Lecture and laboratory 2 hours.
Students learn the principles of portfolio design, researching and analyzing professionally designed brochures and portfolios to determine their characteristics and effectiveness. Students create a portfolio.

ARCHITECTURE 271  (formerly Architecture 7)
Architectural Drawing III
3 UNITS - (CSU)
Prerequisite: Architecture 173 a satisfactory grade.
Lecture and laboratory 6 hours.
Students study the design and construction of masonry-type buildings and the development of wood framing. Students analyze long span techniques and construction, environmental control, sustainability and specification writing.

ARCHITECTURE 272  (formerly Architecture 8)
Architectural Drawing IV
3 UNITS - (CSU)
Prerequisite: Architecture 173 with a satisfactory grade.
Lecture and laboratory 6 hours.
Students study advanced masonry, concrete and steel building types and advanced computer drawing techniques as well as building technologies and sustainability. Students will design and prepare a set of construction drawings for a large masonry, concrete and steel building type. Students will analyze professional practice issues and contracts.

ENVIRONMENTAL DESIGN 101
Foundations of Design I
3 UNITS - (CSU)
Lecture and laboratory 6 hours.
Students learn fundamental design principles and design methodologies that are essential to enter a design field such as architecture, interior design, and industrial design. Students will learn to create ideas, analyze these ideas, and develop them into an object or structure through sketching, drawing, and model making.

ENVIRONMENTAL DESIGN 102
Foundations of Design II
3 UNITS - (CSU)
Prerequisite: Environmental Design 101 with a satisfactory grade.
Lecture and laboratory 6 hours.
Students explore advanced architectural theories and investigate noted architects and their work and design philosophies.
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. We offer the AA degree in Fine Arts and Graphic Design as well as two year programs aimed at transfer to the University of California and California State University systems. Our students may also choose private schools such as University of Southern California, Art Center College of Design, and Otis College of Art and Design, Woodbury University, and Fashion Institute of Design & Merchandising.

Our faculty of working professionals teach 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.

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

3-6 Units English Composition
3-6 Units Communication/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities
9 Units Social/Behavioral Sciences (including American History & Governments)
3-4 Units Health/Physical Education
3-5 Units Math Competency
(Math 115 or higher or passing score on Los Angeles Community College District Math competency exam)

ART/GENERAL
Associate of Arts Degree Career Program
The following is a suggested plan for completing the courses for Plan B Associate in Arts Degree in two years. Please note that the requirements for Plan A are not necessarily required for Plan B. As career opportunities are limited for art students with only an Associate in Arts degree, the Art Department strongly advises continuing training at a four-year college, university, or art school. Students are expected to develop a portfolio with instructor guidance.

COURSES UNITS
First Semester
Art 201 .......................................................... 3
Art 501 .......................................................... 3
Art 101 or 102 ............................................. 3

Second Semester
Art 202 or 204 ............................................. 3
Art 300, 304 or 307 ..................................... 3
Art 101 or 102 ............................................. 3

Third Semester
Art 111 .......................................................... 3
Art 502 .......................................................... 3
Art 700 or 708 ............................................. 3

Fourth Semester
Art 633 .......................................................... 3
Art 300, 304 or 307 ..................................... 3
Art 700 or 708 ............................................. 3

Total Units .................................................. 36

Suggested electives: Art 105, 107, 109, 202, 209, 400, 503, 620, 634, Photography 10

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

3 Units English Composition
3 Units Communication/Analytical Thinking

The above core consists of the minimum of art courses to be taken for transfer. Please see a counselor for specific university major preparation. As many institutions require a portfolio, students should plan to develop a portfolio with instructor guidance. Courses may be substituted under special circumstances with departmental approval.
ART/GRAPHIC DESIGN
Associate of Arts Degree
Career Program
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. Students can expect to develop a sound, entry-level portfolio.

COURSES UNITS
First Semester
Art 633 ................................................................. 3
Art 201 ................................................................. 3
Art 501 ................................................................. 3
Second Semester
Art 604 ................................................................. 3
Art 620 ................................................................. 3
Art 101, 102 or 111 ................................................ 3
Third Semester
Art 204 or 209 ..................................................... 3
Art 605 ................................................................. 3
Art 639 ................................................................. 3
Fourth Semester
Art 204 or 209 ..................................................... 3
Art 606 ................................................................. 3
Art 634 ................................................................. 3
Total Units ........................................................... 36

Suggested Electives: Art 101, 102, 111, 202, 304, 400, 502, 503; Photography 10; Cinema 1; Marketing 1
To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

COURSE DESCRIPTIONS
NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.
Transfer limits: UC maximum limit: refer to www.assist.org

ART 101
Survey of Art History I
3 UNITS - (UC:CSU)
Advisory: English 21 or equivalent.
Students study the development of art from the pre-historic period to the time of the Renaissance emphasizing the cultural context of the West, and its major points of contact with the non-European world.

ART 102
Survey of Art History II
3 UNITS - (UC:CSU)
Advisory: English 21 or equivalent.
Students study the development of art from the Renaissance to the early 20th century, emphasizing the cultural context of the West and its major points of artistic contact with the non-European world.

ART 103
Art Appreciation
3 UNITS - (UC:CSU)
Advisory: English 21 or equivalent.
This introductory lecture course is open to all students. Students explore a broad range of art forms and media in traditional and contemporary art styles. The topics include art terminology and problems of definition, meaning, and evaluation in the visual arts.

ART 105
History of Asian Art
3 UNITS - (UC:CSU)
Advisory: English 21 or equivalent.
Students study the chronological development of the arts of India, China, Japan, and adjacent areas with emphasis on cultural factors which contributed to their evolution.

ART 107
Mexican Art — Modern
3 UNITS - (UC:CSU)
Advisory: English 21 or equivalent.
Students are allowed credit for only one of Art 107 or Chicano Studies 52. Students study the pictorial arts of Mexico prior to and during the 20th Century. Students explore the broad range of the arts including the evolution of a Mexican-American art and iconography.

ART 109
The Arts of Africa, Oceania and Ancient America
3 UNITS - (UC:CSU)
Advisory: English 21 or equivalent.
Students study the Arts of Africa, Oceania and Ancient America in the context of history, religion and general culture.
ART 111  
History of Contemporary Art  
3 UNITS - (UC:CSU)  
Advisory: English 21 or equivalent.  
Students study major trends in Art from 1900 to the present day including the artists, critics, and historical contexts leading to the development of Modernism and Post Modernism.

ART 201  
Drawing I  
3 UNITS - (UC:CSU)  
Students learn various drawing and techniques in several black and white media with emphasis on the development of observation and skill in graphic representation.

ART 202  
Drawing II  
3 UNITS - (UC:CSU)  
Prerequisite: Art 201 and 501 with satisfactory grades.  
Students study technical, observational and analytical aspects of drawing with the addition of color media as well as mixed drawing media. Students complete projects that are designed to test conceptual skills.

ART 204  
Life Drawing I  
3 UNITS - (UC:CSU)  
Prerequisite: Art 201 with a satisfactory grade.  
Co-requisite: Art 501.  
Students draw from the live model in various media, solving problems related to structure, anatomy, composition and expressive design.

ART 205  
Life Drawing II  
3 UNITS - (UC:CSU)  
Prerequisite: Art 204 with a satisfactory grade.  
Students continue drawing and painting from the live model in various media, solving more complex problems related to structure, anatomy, composition and design.

ART 206  
Life Drawing III  
3 UNITS - (UC:CSU)  
Prerequisite: Art 205 with a satisfactory grade.  
Students continue drawing and painting from the live model in various media, solving complex problems related to structure, anatomy, composition, expressive design.

ART 207  
Life Drawing IV  
3 UNITS - (UC:CSU)  
Prerequisite: Art 206 with a satisfactory grade.  
Students continue drawing and painting from the live model while developing a more personal drawing style. Emphasis is on deepening and broadening the student's mastery of drawing and creating the human form.

ART 209  
Perspective Drawing I  
3 UNITS - (UC:CSU)  
Students learn to draw three-dimensional objects in space using measured vanishing point systems along with direct observation and freehand drawing. Students explore methods of drawing cast shadows and mirror reflections in perspective.

ART 300  
Introduction to Painting (Watercolor)  
3 UNITS - (UC:CSU)  
Prerequisite: Art 201 with a satisfactory grade.  
Co-requisite: Art 501.  
Students learn the technique of watercolor painting applied to still life, landscape and the human figure using transparent watercolors as the medium.

ART 301  
Watercolor Painting I  
3 UNITS - (UC:CSU)  
Prerequisite: Art 300 with a satisfactory grade.  
Students continue learning watercolor techniques and conception a variety of surfaces and supports.

ART 302  
Watercolor Painting II  
3 UNITS - (UC:CSU)  
Prerequisite: Art 301 with a satisfactory grade.  
Students continue to explore watercolor principles, techniques and concepts in the use of watercolor. See UC credit limits at the beginning of this section.

ART 303  
Watercolor Painting III  
3 UNITS - (UC:CSU)  
Prerequisite: Art 302 with a satisfactory grade.  
Students focus on—individual interpretation and conceptual use of the watercolor medium.

ART 304  
Acrylic Painting I  
3 UNITS - (UC:CSU)  
Prerequisite: Art 201 and 501 with satisfactory grades or better.  
Students learn a variety of techniques employing acrylic paints and related grounds and tools. Students explore a variety of subject matter and stylistic approaches.

ART 305  
Acrylic Painting II  
3 UNITS - (UC:CSU)  
Prerequisite: Art 304 with a satisfactory grade.  
Students continue technical and media explorations and develop creative uses of the aesthetic concepts of painting and drawing.

ART 306  
Acrylic Painting III  
3 UNITS - (UC:CSU)  
Prerequisite: Art 305 with a satisfactory grade.  
Students expand their exploration of aesthetic concepts and subject matter with emphasis on personal interpretation. See UC credit limits at the beginning of this section.

ART 307  
Oil Painting I  
3 UNITS - (UC:CSU)  
Prerequisite: Art 201 and Art 501 with satisfactory grades or better.  
Students develop skills in handling the oil painting medium. Students work from still life and landscape, the live model. See UC credit limits at the beginning of this section.
ART 308
Oil Painting II
3 UNITS - (UC:CSU)
Prerequisite: Art 307 with a satisfactory grade.
Students continue to explore oil painting techniques in a variety of perceptual problems.

ART 309
Oil Painting III
3 UNITS - (UC:CSU)
Prerequisite: Art 308 with a satisfactory grade.
Students explore the oil painting medium with a focus on personal growth and development of the individual's concepts.

ART 400
Introduction to Print Making
3 UNITS - (UC:CSU)
Prerequisite: Art 201 and 501 with satisfactory grades or better.
Students learn various forms of plate-making and printing. With a focus on visual ideas.

ART 401
Etching I
3 UNITS - (UC:CSU)
Prerequisite: Art 400 with a satisfactory grade.
Students learn etching and photo etching as forms of intaglio printing.

ART 402
Etching II
3 UNITS - (UC:CSU)
Prerequisite: Art 401 with a satisfactory grade.
Students develop skills and proficiency in applying print making techniques.

ART 407
Relief Printmaking I
3 UNITS - (UC:CSU)
Prerequisite: Art 402 with a satisfactory grade.
Students learn relief and planographic processes. Students work in relief etching, multiple plates, and monotypes with emphasis on color.

ART 408
Relief Printmaking II
3 UNITS - (UC:CSU)
Prerequisite: Art 407 with a satisfactory grade.
Students explore contemporary print making techniques and the application of these techniques as creative expression in today's art fields.

ART 501
Beginning Two-Dimensional Design
3 UNITS - (UC:CSU)
Students learn visual thinking and expression by working with the basic methods and concepts of composition and the basic elements of line, shape, value and color. Students study the role of graphic communication in society.

ART 502
Beginning Three-Dimensional Design
3 UNITS - (UC:CSU)
Prerequisite: Art 501 with a satisfactory grade.
Co-requisite: Art 201.
Students study concepts of three dimensional form with experimental problems in a variety of materials using various spatial constructions.

ART 503
Intermediate Design
3 UNITS - (UC:CSU)
Prerequisite: Art 201 and Art 501 with satisfactory grades or better.
Students employ form, texture, and especially color as applied to creative projects aimed at concept development.

ART 604
Graphic Design I
3 UNITS - (CSU)
Prerequisite: Art 501 and Art 633 with satisfactory grades.
Co-requisite: Art 639.
Students will explore the field of graphic design including terminology, tools and working methods with emphasis on basic hands on and computer layout skills and their application to creative visual communication, with a strong emphasis on typographical technical and historical elements.

ART 605
Graphic Design II
3 UNITS - (CSU)
Prerequisite: Art 604 and Art 633 with satisfactory grades.
Students will use computer graphics and traditional rendering skills to develop graphic design promotional advertising comprehensives and final layouts.

ART 606
Graphic Design III
3 UNITS - (CSU)
Prerequisite: Art 605 and Art 639 with satisfactory grades.
Students will create illustrations and digital images for integration into page layout software to produce press-ready graphics.

ART 620
Illustration 1
3 UNITS - (CSU)
Prerequisite: Art 201 with a satisfactory grade.
Co-requisite: Art 501.
Students learn to use drawing and design techniques and media in solving problems in commercial illustration-including editorial, illustration, book illustration and comics.

ART 633
Introduction to Computer Graphics
3 UNITS - (CSU)
Prerequisite: Art 501 with a satisfactory grade.
Students will learn introductory computer graphics techniques using Adobe Illustrator. Students will employ the Macintosh operating system, color modes, file formats, basic scanning and printing techniques as well as web research in solving problems.
ART 634
Computer Graphics I: 3D Computer Graphics
3 UNITS - (CSU)
Prerequisite: Art 633 with a satisfactory grade.
Students learn three-dimensional digital design techniques, concepts, and
applications employed as tools in graphic design. Students focus on three-
dimensional modeling and rendering techniques in the creation of objects
and environments for graphics and multimedia.

ART 638
Computer Aided Art Laboratory
1 UNIT - (RPT 3) (CSU)
Co-requisite: Concurrent Enrollment in Art 634, 633 or 639
Students practice computer applications and techniques learned in Art

ART 639
Digital Imaging
3 UNITS - (CSU)
Prerequisite: Art 633 with a satisfactory grade
Students will learn techniques in computer still image manipulation using
Adobe Photoshop.

ART 700
Introduction to Sculpture
3 UNITS - (UC:CSU)
Prerequisite: Art 501 with a satisfactory grade.
Advisory: Art 201.
Students learn to use clay, plaster, and wood in creating sculpture. Students
learn to apply the techniques of fabrication, carving, and molding to figure
studies and abstract construction.

ART 701
Sculpture I
3 UNITS - (UC:CSU)
Prerequisite: Art 700 with a satisfactory grade.
Students increase their technical skills with special emphasis on additive
and subtractive processes. Various materials will be considered and
traditional techniques re-examined. Students will learn contemporary
processes such as assemblage and fabrication.

ART 702
Sculpture II
3 UNITS - (UC:CSU)
Prerequisite: Art 701 with a satisfactory grade.
Students solve advanced problems in the various sculptural media with
emphasis upon individual growth and direction. Students create sculpture
using contemporary processes such as mixed media, installation or
environmental concepts.

ART 703
Sculpture III
3 UNITS - (UC:CSU)
Prerequisite: Art 702 with a satisfactory grade.
Students solve advanced problems in an area of specialization: additive,
subtractive, or mold making/casting processes. Students will focus on
individual growth and the development of concepts through the medium of
sculpture.

ART 708
Introduction to Ceramics
3 UNITS - (UC:CSU)
Prerequisite: Art 501 with a satisfactory grade.
Students learn the basic methods of making pottery.

ART 709
Ceramics II
3 UNITS - (UC:CSU)
Prerequisite: Art 708 with a satisfactory grade.
Students learn technical and design skills on the potter’s wheel and in
moldmaking.

ART 710
Ceramics III
3 UNITS - (UC:CSU)
Prerequisite: Art 709 with a satisfactory grade.
Students solve advanced problems in clay including glaze application and
firing techniques.

ART 711
Ceramics IV
3 UNITS - (UC:CSU)
Prerequisite: Art 710 with a satisfactory grade.
Students design and develop projects of special interest in either ceramic
industrial design or clay as a fine art medium.
Chair: Greg Gonsalves, Life Science  
(323) 953-4000 ext.2796•LS204  
www.lacitycollege.edu/academic/departments/lifesci/index.html

PROGRAMS OFFERED
Courses Only - No Degree/Certificate
Anatomy  
Biology  
Microbiology  
Physiology

Students considering careers in health and medicine are required to take courses in the Biology/Anatomy discipline. Many health and allied health programs (e.g. Radiologic Technology, Pharmacy, Physical Therapy, etc.) 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. For instance, the non-major's Biology 3 course meets the IGETC (transfer) laboratory requirement. 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.

COURSE DESCRIPTIONS

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.
PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

ANATOMY 1
Introduction to Human Anatomy  
4 UNITS – (UC:CSU)  
Advisory: Eligibility for English 28/31 or equivalent.  
Lecture 3 hours. Laboratory 3 hours. In this basic course in human anatomy, lectures and demonstrations are given on human organs and organ systems. Each student dissects a mammal that is comparable in structure to the human body.

BIOLOGY 1  
Fundamentals of the Life Sciences  
3 UNITS - (UC:CSU)  
Advisory: Eligibility for English 28/31 or equivalent.  
Credit not allowed for Biology 1 to students who have previous credit for Biology 3, 6, 23, 25.  
Lecture 3 hours. Demonstration 1 hour.  
The general principles of Biology leading to an understanding of the human being as a living organism and its relation to other living organisms, and the environment.

BIOLOGY 3  
Introduction to Biology  
4 UNITS - (UC:CSU)  
Advisory: Eligibility for English 28/31 or equivalent.  
Credit not allowed for Biology 3, 3H to students who have previous credit for Biology 1, 6, 23, 25.  
Lecture 3 hours. Laboratory 3 hours.  
 Presents a survey of biological principles, of activities, and of relationships of living organisms to each other and the world they live in, with emphasis on their correlations to the human organism. Includes a study of nutritional, medical, genetic and eugenic aspects in a modern world.

BIOLOGY 3H  
Introduction to Biology  
4 UNITS - (UC:CSU)  
Prerequisite: Eligibility to enroll in English 101 and Honors Program standing.  
Credit not allowed for Biology 3H to students who have previous credit for Biology 1, 6, 23, 25.  
Lecture 3 hours. Laboratory 3 hours.  
Course description same as Biology 3.

BIOLOGY 6  
General Biology I  
5 UNITS - (UC[under review]:CSU)  
Prerequisite: Mathematics 125 and Chemistry 60 or Chemistry 68 with a satisfactory grade or equivalent.  
Advisory: English 28/31 or equivalent.  
Lecture 3 hours. Laboratory 6 hours.  
 Presents the principles of molecular biology, cell structure and function, genetics, evolution and organization at the tissue level in plants and animals.  
UC limit: No credit allowed for Biology 1, 3, 23 or 25 if taken after Biology 6.

BIOLOGY 7  
General Biology II  
5 UNITS - (UC[under review]:CSU)  
Prerequisite: Mathematics 125 and Chemistry 60 or Chemistry 68, and Biology 6 with a satisfactory grade or equivalent.  
Advisory: Eligibility for English 28/31 or equivalent.  
Lecture 3 hours. Laboratory 6 hours.  
 Presents the principles of organization at the organism and organ system levels, embryology, ecology, and behavior.
BIOLOGY 25
Human Biology
3 UNITS - (UC:CSU)
Advisory: Eligibility for English 28/31 or equivalent.
Credit not allowed for Biology 25 to students who have previous credit for Biology 1, 3, 6, 23.
Lecture 3 hours.
This is a survey course for the non-science major. The principle human organ systems are studied according to structure and function. Problems of pollution, population control, and preservation of the natural environment will be discussed.

MICROBIOLOGY
UC Limit: Microbiology 1 and 20 combined: maximum credit allowed, one course.

MICROBIOLOGY 1
Introductory Microbiology
5 UNITS – (UC:CSU)
Prerequisite: Chemistry 60, Biology 3, with a satisfactory grade of better or equivalent.
Advisory: Eligibility for English 28/31 or equivalent.
Lecture 3 hours. Laboratory 6 hours.
In the course are bacterial physiology, cytology, genetics, growth and reproduction, and the effect of physical and chemical agents on the bacterial cell. Applied fields covered are food, water, milk, air, soil and industrial microbiology. The immune response, diseases and bacteriologic techniques are stressed.

MICROBIOLOGY 20
General Microbiology
4 UNITS – (UC:CSU)
Advisory: English 21 or equivalent.
Lecture 3 hours. Laboratory 3 hours.
This is a general microbiology course stressing diseases produced by microorganisms and including an introduction to bacterial classification, cytology, physiology, growth, reproduction, sterilization, disinfection and the applied fields of bacteriology. Bacteriological techniques are emphasized in the laboratory.

PHYSIOLOGY 1
Introduction to Human Physiology
4 UNITS – (UC:CSU)
Prerequisite: Anatomy 1 with a satisfactory grade or equivalent.
Advisory: English 21 or equivalent.
Lecture 3 hours. Laboratory 3 hours.
Presents general principles of physiology with special emphasis upon the human body.

Bush Administration
Chair: Dr. Thelma Day
(323) 953-4000 ext. 2549 • AD304
www.lacitycollege.edu/academic/departments/busad/business.htm

PROGRAMS OFFERED
Associate of Arts:
Accounting
Advertising
Bookkeeping
Business Administration
Business Law (See "Law")
Finance & Banking
Management
Management, Business Offices
Management, Small Businesses
Marketing
Real Estate

Certificates:
Accounting Technician
Automated Accounting
Business Administration
Business Micro-Computer Application
Finance & Banking
Management
Management, Small Business
Management, Retail
Marketing
Real Estate - Finance, Investment & Marketing Specializations

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. Even students not planning to major in business will find taking courses in the subject to be useful. Virtually every organization must manage people, finances and other resources, and do some level of marketing. Additionally, every organization relies on outside businesses to function.
DEGREE PROGRAMS

ACCOUNTING
Associate of Arts Degree

Career Program

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.

The curriculum outlined below is for students who do not intend to transfer to a four year college or university. Transfer students should consult the transfer requirements in the Transfer Requirements section, elsewhere in this catalog.

COURSES

UNITS

First Semester

Accounting 1 ................................................................. 5
Accounting 55 ............................................................... 1
Business 1 ................................................................. 3
Accounting 31 or Business 38 ................................. 3/3

Second Semester

Accounting 2 ................................................................. 5
Accounting 17 or 18 .................................................... 2/3
Supervision 1 ............................................................. 3
Accounting 23 ............................................................. 3

Following Semester

Accounting 25 or 27 ..................................................... 3
Management 31 .......................................................... 3
CSIT 101 or 103 .......................................................... 4
Finance 2 ................................................................. 3
Business 17 ............................................................... 3
Accounting 15 ........................................................... 3
Business 15 ............................................................... 3

Total Units ................................................................. 45

Suggested General Education Electives: Supervision 1; Management 2; Finance 8, 15; Law 1.

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog.

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog.

ADVERTISING

Associate of Arts Degree

Career Program

Designed by the Business Administration Department, this program is for students who wish to enter the advertising field. It offers training leading to employment as an advertising salesperson, copywriter, layout technician, or research production employee.

COURSES

UNITS

Business 1 ..................................................................... 3
Marketing 1 .................................................................. 3
Marketing 21 ................................................................ 3
Art 103 ........................................................................ 3
Marketing 11 and 13 .................................................... 3/1
CSIT 101 or 103 ............................................................ 4
Business 17 ................................................................ 3
Management 31 .......................................................... 3
Management 33 .......................................................... 3
International Business 1 ............................................. 3
Electives: Accounting 21 and 41 ............................... 4/1

Total Units ................................................................. 33-36

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog.

BOOKKEEPING

Associate of Arts Degree

Career Program

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.

COURSES

UNITS

First Semester

Accounting 21 and 41 ................................................... 4
Accounting 31 or Business 38 ................................. 3/3
Business 1 ............................................................... 3
Management 13 ......................................................... 3

Second Semester

Accounting 17 or 18 .................................................... 2/3
Accounting 22 and 42 .................................................. 3/1
Accounting 23 ........................................................... 3
To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

<table>
<thead>
<tr>
<th>COURSES</th>
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<tr>
<td>3 Units English Composition</td>
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<tr>
<td>3 Units Communication/Analytical Thinking</td>
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<tr>
<td>3 Units Natural Sciences</td>
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<td>3 Units Humanities</td>
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<tr>
<td>3 Units Social/Behavioral Sciences (including American History &amp; Governments)</td>
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<tr>
<td>3-4 Units Health/Physical Education</td>
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<tr>
<td>3-5 Units Math Competency</td>
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</tbody>
</table>

**FINANCE & BANKING**

**Associate of Arts Degree**

**Career Program**

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.

**COURSES**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>Business 1 .................................................................</td>
<td>3</td>
</tr>
<tr>
<td>Business 38 or Accounting 31 ...........................................</td>
<td>3</td>
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<td>Management 31 ..............................................................</td>
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<tr>
<td>Management 33 ..............................................................</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 21 and 41 ...................................................</td>
<td>4</td>
</tr>
<tr>
<td>Finance 8 .................................................................</td>
<td>3</td>
</tr>
<tr>
<td>Business 17 ...............................................................</td>
<td>3</td>
</tr>
<tr>
<td>Supervision 1 .............................................................</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 22 and 42 ..................................................</td>
<td>4</td>
</tr>
<tr>
<td>Finance 2 .................................................................</td>
<td>3</td>
</tr>
<tr>
<td>Finance 15 .................................................................</td>
<td>3</td>
</tr>
<tr>
<td>Real Estate 1 ............................................................</td>
<td>3</td>
</tr>
<tr>
<td>Management 2 .............................................................</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total Units ............................................................... | 38 |

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

<table>
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<td>3 Units Natural Sciences</td>
<td></td>
</tr>
<tr>
<td>3 Units Humanities</td>
<td></td>
</tr>
<tr>
<td>3 Units Social/Behavioral Sciences (including American History &amp; Governments)</td>
<td></td>
</tr>
<tr>
<td>3-4 Units Health/Physical Education</td>
<td></td>
</tr>
<tr>
<td>3-5 Units Math Competency</td>
<td></td>
</tr>
</tbody>
</table>
LOS ANGELES CITY COLLEGE 80TH ANNIVERSARY CATALOG 2008-2009

MANAGEMENT

Associate of Arts Degree

Career Program

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.

COURSES UNITS
First Semester
Business 1 .................................................... 3
Business 38 .................................................. 3
Management 2 ............................................... 3

Second Semester
Accounting 21 and 41 ..................................... 4
Supervision 1 .................................................. 3
International Business 1 ................................ 3

Third Semester
Accounting 22 and 42 (for those who have already completed Accounting 21 and 41) ........... 3/1
CSIT 101 or Business 17 ................................. 4/4
Finance 8 .................................................... 3

Fourth Semester
Management 13 ............................................. 3
Management 33 ............................................. 3

Total Units .................................................... 36

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required. PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

MANAGEMENT - BUSINESS OFFICES

Associate of Arts Degree

Career Program

The Business Administration department has planned the Business Office Management curriculum for students who aspire to the middle management positions in business and industry concerned with the administration of general business offices and the supervision of office personnel. To help train students for these positions, the curriculum offers courses in the various functions of office services.

COURSES UNITS
First Semester
Accounting 21 and 41 ..................................... 3/1
Business 1 .................................................... 3
Business 38 .................................................. 3

Second Semester
Management 31 ............................................. 3
Management 33 ............................................. 3
Supervision 1 .................................................. 3

Total Units .................................................... 40

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

MANAGEMENT - SMALL BUSINESS

Associate of Arts Degree

Career Program

The Business Administration department has planned the Small Business Management curriculum for those students preparing to be an employee in a small business or planning to own a business.

COURSES UNITS
First Semester
Accounting 21 and 41 ..................................... 3/1
Business 1 .................................................... 3
Finance 8 .................................................... 3
Management 13 ............................................. 3
Management 33 ............................................. 3

Second Semester
International Business 1 ................................ 3
Accounting 23 ............................................. 3
Marketing 11 .............................................. 3

Following Semesters
CSIT 101 or 103 ............................................. 4/4
Finance 2 .................................................... 3
Management 2 ............................................. 3
Management 31 ............................................. 3
Supervision 1 .............................................. 3

Total Units .................................................... 41

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.
REAL ESTATE
Associate of Arts Degree
Career Program

The Real Estate curriculum has been designed by the Business Administration department 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. Applications are distributed in the Real Estate classes at approximately the middle of each semester. Applications should be filed with the Graduation Clerks in the Admissions Office during the semester in which the program is expected to be completed. Education and experience requirements for the broker license are set by the California Department of Real Estate.

Please consult with a counselor about specific courses needed or see the college catalog for pre licensing students.

COURSES

Real Estate 1 .............................................................. 3
Real Estate 3 .............................................................. 3
CSIT 101 or Business 17 ............................................. 4/3
Communications Course ........................................... 3
Real Estate 5 .............................................................. 3
Real Estate 7 .............................................................. 3
Accounting 1 ............................................................ 5
Real Estate 6 .............................................................. 3
Real Estate 9 .............................................................. 3
Real Estate 11 ............................................................ 3
Real Estate 14 ............................................................ 3
Real Estate 18 ............................................................ 3
Real Estate 21 ............................................................ 3
Law 1 ......................................................................... 3
Marketing 1 .............................................................. 3

Total Units .................................................................. 48/47

To complete general education requirements in this area of study, Plan B for the AAAS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog for transfer to a four-year college.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>Communication/Analytical Thinking</td>
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</tr>
<tr>
<td>Natural Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Sciences (including American History &amp; Governments)</td>
<td>3-4</td>
</tr>
<tr>
<td>Health/Physical Education</td>
<td>3-5</td>
</tr>
<tr>
<td>Math Competency</td>
<td>3-5</td>
</tr>
</tbody>
</table>

Los Angeles City College 80th Anniversary Catalog 2008-2009
### ACCOUNTING TECHNICIAN Certificate

A Certificate in Accounting-Technician will be issued by the Business Administration department upon the student's application and successful completion of the following course work with a satisfactory grade.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 21 &amp; 41</td>
<td>4</td>
</tr>
<tr>
<td>Accounting 22 &amp; 42</td>
<td>4</td>
</tr>
<tr>
<td>Accounting 17</td>
<td>2</td>
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<tr>
<td>Accounting 23</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 31 or Business 38</td>
<td>3/3</td>
</tr>
<tr>
<td>Accounting 55</td>
<td>1</td>
</tr>
<tr>
<td>CSIT 101 or Business 17</td>
<td>4/3</td>
</tr>
<tr>
<td>Accounting 25 or 27</td>
<td>3/3</td>
</tr>
<tr>
<td>Business 1</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 15</td>
<td>3</td>
</tr>
<tr>
<td>Management 13</td>
<td>3</td>
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</tbody>
</table>

Total Units: 33

### AUTOMATED ACCOUNTING Certificate

A certificate in Automated Accounting will be issued by the Department of Business Administration upon the student's application and successful completion of the following course work with a satisfactory grade.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>Accounting 21 &amp; 41</td>
<td>4</td>
</tr>
<tr>
<td>Accounting 22 &amp; 42</td>
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</tr>
<tr>
<td>Accounting 17</td>
<td>2</td>
</tr>
<tr>
<td>Accounting 23</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 31 or Business 38</td>
<td>3/3</td>
</tr>
<tr>
<td>Accounting 55</td>
<td>1</td>
</tr>
<tr>
<td>CSIT 101 or Business 17</td>
<td>4/3</td>
</tr>
<tr>
<td>Management 13</td>
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</tr>
</tbody>
</table>

Total Units: 32-33

### BUSINESS ADMINISTRATION Certificate

A certificate in Business Administration will be issued by the Business Administration department upon the student's application and successful completion of the following course work with a satisfactory grade. This curriculum is designed for students who are interested in entering the general business field in Management, Marketing, International Business, and Finance.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business 1</td>
<td>3</td>
</tr>
<tr>
<td>Business 15</td>
<td>3</td>
</tr>
<tr>
<td>Business 38</td>
<td>3</td>
</tr>
<tr>
<td>CSIT 101 or CSIT 103 or Business 17</td>
<td>4/4/3</td>
</tr>
<tr>
<td>Finance 2 or 8</td>
<td>3</td>
</tr>
<tr>
<td>Management 2 or 31</td>
<td>3</td>
</tr>
<tr>
<td>Supervision 12</td>
<td>3</td>
</tr>
<tr>
<td>International Business 1</td>
<td>3</td>
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<tr>
<td>Marketing 21</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 21 &amp; 41</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Units: 31-32

All courses must be completed with a satisfactory grade or better.

### BUSINESS-MICRO COMPUTER APPLICATION Certificate

A certificate in Business Micro-Computer Application will be issued by Business Administration department upon the student's application and successful completion of the following course work with a satisfactory grade.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business 1</td>
<td>3</td>
</tr>
<tr>
<td>Business 17 or CSIT 133</td>
<td>3/3</td>
</tr>
<tr>
<td>CSIT 104 or Business 38</td>
<td>3/3</td>
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<td>CSIT 130</td>
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<td>CSIT 157 or CSIT 160</td>
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<td>CSIT 167</td>
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<tr>
<td>Marketing 11 or Marketing 21</td>
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<td>Management 2 or Management 31 or 33</td>
<td>3/3/3</td>
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<tr>
<td>COT 84</td>
<td>3</td>
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</tbody>
</table>

Total Units: 27-28

### FINANCE & BANKING Certificate

A certificate in Finance and Banking will be issued by the Business Administration department upon the student's application and successful completion of the following course work with a satisfactory grade.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 21 &amp; 41</td>
<td>4</td>
</tr>
<tr>
<td>Accounting 55</td>
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</tr>
<tr>
<td>Finance 15</td>
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</tr>
<tr>
<td>Business 1</td>
<td>3</td>
</tr>
<tr>
<td>Business 38 or Accounting 31</td>
<td>3/3</td>
</tr>
<tr>
<td>CSIT 101 or CSIT 103 or Business 17</td>
<td>4/4/3</td>
</tr>
<tr>
<td>Finance 2</td>
<td>3</td>
</tr>
<tr>
<td>Finance 8</td>
<td>3</td>
</tr>
<tr>
<td>Management 31</td>
<td>3</td>
</tr>
<tr>
<td>Supervision 1 or Management 13</td>
<td>3/3</td>
</tr>
<tr>
<td>Business 15</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 32-33

All courses must be completed with a satisfactory grade or better.
MANAGEMENT
Certificate
A certificate in Management will be issued by the Business Administration department upon application of the student with the department upon successful completion of the courses listed below. This curriculum is designed for students who are planning on going into business for themselves or to advance into leadership positions within an organization.

COURSES

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>Business 38</td>
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<td>4/4/3</td>
</tr>
<tr>
<td>Finance 2</td>
<td>3</td>
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<tr>
<td>Supervision 12</td>
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<td>Management 2</td>
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<tr>
<td>Management 13</td>
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<tr>
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</tr>
<tr>
<td>Management 33</td>
<td>3</td>
</tr>
<tr>
<td>Marketing 21</td>
<td>3</td>
</tr>
<tr>
<td>Supervision 1</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ................................................................. 33-34

SMALL BUSINESS MANAGEMENT
Certificate
A certificate in Small Business Management will be issued by the Business Administration department upon application of the student with the department upon successful completion of the following course work with a satisfactory grade.

COURSES

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 21 &amp; 41 or Accounting 23</td>
<td>4/3</td>
</tr>
<tr>
<td>Business 1</td>
<td>3</td>
</tr>
<tr>
<td>Business 38 or Accounting 31</td>
<td>3/3</td>
</tr>
<tr>
<td>CSIT 101 or Business 17</td>
<td>4/3</td>
</tr>
<tr>
<td>Supervision 12</td>
<td>3</td>
</tr>
<tr>
<td>Management 13</td>
<td>3</td>
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<tr>
<td>Management 31</td>
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<tr>
<td>Management 33</td>
<td>3</td>
</tr>
<tr>
<td>Marketing 21</td>
<td>3</td>
</tr>
<tr>
<td>Finance 8</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ................................................................. 33-34

REAL ESTATE
Certificate with Specialization
Core Courses Sub-Total ................................................. 22

Core Courses

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate 1</td>
<td>3</td>
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<tr>
<td>Real Estate 3</td>
<td>3</td>
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<tr>
<td>Real Estate 5</td>
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<tr>
<td>Real Estate 7</td>
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<tr>
<td>Real Estate 9</td>
<td>3</td>
</tr>
<tr>
<td>CSIT 101 or CSIT 103</td>
<td>4/4</td>
</tr>
<tr>
<td>Business 1</td>
<td>3</td>
</tr>
</tbody>
</table>

REAL ESTATE: Finance Specialization
ADDITIONAL REQUIRED COURSES

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
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<tbody>
<tr>
<td>Real Estate 6</td>
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<tr>
<td>Real Estate 11</td>
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<td>Real Estate 21</td>
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</tr>
<tr>
<td>Finance 2</td>
<td>3</td>
</tr>
<tr>
<td>Finance 8</td>
<td>3</td>
</tr>
</tbody>
</table>

Sub-Total ................................................................. 15

Total (Core + Specialization) ........................................... 37
Real Estate: Investment Specialization

ADDITIONAL REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate 11</td>
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<tr>
<td>Real Estate 14</td>
<td>3</td>
</tr>
<tr>
<td>Real Estate 18</td>
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<tr>
<td>Real Estate 21</td>
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</tr>
<tr>
<td>Finance 2</td>
<td>3</td>
</tr>
<tr>
<td>Finance 8</td>
<td>3</td>
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</table>

Sub-Total: 18

Total (Core + Specialization): 40

Real Estate: Marketing Specialization

ADDITIONAL REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Real Estate 6</td>
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<td>3</td>
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<tr>
<td>Real Estate 14</td>
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</tr>
<tr>
<td>Marketing 1</td>
<td>3</td>
</tr>
<tr>
<td>Marketing 11</td>
<td>3</td>
</tr>
<tr>
<td>Marketing 21</td>
<td>3</td>
</tr>
</tbody>
</table>

Sub-Total: 18

Total (Core + Specialization): 40

All courses must be completed with a satisfactory grade or better. This certificate satisfies the statutory college course requirement necessary for the California Real Estate Broker license. A college degree and/or additional experience is also required.

Please consult with the California Department of Real Estate.

COURSE DESCRIPTIONS

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

Also see Computer Applications/Office Technology (CAOT), Computer Science/Information Technology (CSIT), Law and Speech Communications

UC Credit Limit: maximum credit allowed, one course from Business 15 or Mathematics 225.

ACCOUNTING

ACCOUNTING 1

Introductory Accounting I

5 UNITS - (UC:CSU)

Prerequisite: Completion of Business 38 or Accounting 31 with a satisfactory grade or better.

Credit allowed for only Accounting 1 or Accounting 21 with Accounting 41 and Accounting 22 with Accounting 42. Accounting 1 is intended for transfer students. All others should consider taking Accounting 21 with Accounting 41.

Introduction to fundamental accounting principles and concepts. Includes analysis and recording of various business transactions in the journals and ledgers; preparation of basic financial statements of service and merchandising firms; detailed study of cash receivables, inventory, plant assets including depreciation; intangible assets and amortization; payables; payroll and related payroll taxes.

ACCOUNTING 2

Introductory Accounting II

5 UNITS - (UC:CSU)

Prerequisite: Accounting 1 or 22 with a satisfactory grade or better.

Continues the introduction to fundamental accounting principles and concepts including the recording of transactions unique to partnerships and corporations. Preparation of cash flow statements, financial analysis and interpretation and introduction to basic cost accounting concepts and procedures.

ACCOUNTING 12

Auditing

3 UNITS - (CSU)

Co-requisite: Accounting 4 with a satisfactory grade or better.

The principles of auditing and the steps to be followed in conducting an audit, preparation of audit working papers and audit reports, and solution of an audit case.

ACCOUNTING 15

Tax Accounting I

3 UNITS - (CSU)

Prerequisite: Accounting 1 with a satisfactory grade or better.

Tax laws, accounting procedures required in the preparation of Federal and California State income tax returns for individuals. Can be utilized to meet the basic qualifications for registering as a tax preparer and the continuing education requirements of the California Tax Preparer Act.

ACCOUNTING 16

Tax Accounting II

3 UNITS - (CSU)

Prerequisite: Accounting 15 with a satisfactory grade or better.

This course includes tax laws, accounting procedures, and preparation of income tax returns for corporations, partnerships, estates, and trusts. Estate and gift tax laws, and preparation of related returns are also discussed.

ACCOUNTING 17

Payroll Accounting

2 UNITS - (CSU)

Advisory: English 28/31 or equivalent.

Concerned with procedures and practices involved in a firm’s payroll system, includes familiarizing students with current State and Federal laws with respect to computation of regular and overtime pay, withholding of payroll taxes, computation of employer’s payroll taxes, and the preparation of payroll tax returns and reports.
ACCOUNTING 18
Computerized Payroll Accounting
3 UNITS - (A)
Prerequisite: Accounting 1 or Accounting 21 & 41 with a satisfactory grade or better.
Concerned with procedures and practices involved in a manual or automated payroll system. Includes familiarizing students with current state and federal laws affecting payroll, computation of payroll taxes and preparation of payroll tax returns.

ACCOUNTING 21
Bookkeeping and Accounting I
3 UNITS - (UC:CSU)
Co-requisite: Accounting 41.
Note: Accounting 21 students must also enroll in Accounting 41 at the same hour and with the same instructor as Accounting 21.
Credit allowed for only Accounting 1 or the combination of Accounting 21 with 41 and 22 with 42.
UC limit: Accounting 21 and 22 equal five units allowable.
Fundamentals of double-entry accounting; the accounting cycle; preparation of the trial balance, adjusting entries and three basic financial statements; use of controlling accounts; accounting for merchandise and cash transactions; special journals and periodic reporting.

ACCOUNTING 22
Bookkeeping and Accounting II
3 UNITS - (UC:CSU)
Prerequisite: Accounting 21 & 41 with satisfactory grades or better.
Co-requisite Accounting 42
Accounting 22 students must enroll in Accounting 42 at the same hour and with the same instructor as Accounting 22.
This class covers accounting for receivables, payable and bad debts, deferrals and accruals, merchandise inventories, plant and equipment, accounting for partnerships and corporations, Cash Flow statement, comparative financial statement analysis, and accounting for manufacturing enterprises.

ACCOUNTING 23
Record Keeping for Small Business
3 UNITS - (A)
Prerequisite: Accounting 1 or Accounting 21 & 41, and CSIT 101 with satisfactory grades or better.
Builds on knowledge and background gained from Accounting 21/41. Introduces cash basis concept of accounting, single-entry accounting systems and a small business computerized accounting software. Student will complete simulated accounting projects designed for different types of small business firms using both manual and microcomputer systems.

ACCOUNTING 25
Accounting: Automated Accounting Methods and Procedures
3 UNITS - (A)
Prerequisite: Accounting 1 or Accounting 21 & 41, and CSIT 101 with satisfactory grades or better.
Designed for hands-on experience with the micro computer in the accounting environment. Basic emphasis will be computerized accounting with special emphasis to maintenance of general ledger, accounts receivable, accounts payable, and payroll records. Also, the preparation of worksheets, financial statements, and payroll records.
BRAIN EXPLAINED SENSATION AND MOVEMENT 3 UNITS - (UC:CSU)
Advisory: Psychology 11 with a satisfactory grade or better.
Sensory and motor function, the nervous system and the role of the brain.

HEALTH
HEALTH 39
Nutrition
3 UNITS - (UC:CSU)
Advisory: Biology 1A with a satisfactory grade or better.
Nutrition, diet and health, energy, eating disorders, weight loss, dieting.

HEALTH 40
Health and Safety Education
3 UNITS - (UC:CSU)
Advisory: Health 39 with a satisfactory grade or better.
Health education, risk behavior, legal, ethical and social issues, mental health.

HEALTH 41
Issues in Mental Health
3 UNITS - (UC:CSU)
Advisory: Health 39 with a satisfactory grade or better.
Stress and mental health, child abuse and neglect, suicide and depression.

HEALTH 42
Health Education
3 UNITS - (UC:CSU)
Advisory: Health 39 with a satisfactory grade or better.
Risk behavior, legal, ethical and social issues, mental health.

HEALTH 50
Health and Safety Education
3 UNITS - (UC:CSU)
Advisory: Health 39 with a satisfactory grade or better.
Health education, risk behavior, legal, ethical and social issues, mental health.

HEALTH 51
Issues in Mental Health
3 UNITS - (UC:CSU)
Advisory: Health 39 with a satisfactory grade or better.
Stress and mental health, child abuse and neglect, suicide and depression.

HEALTH 52
Nutrition
3 UNITS - (UC:CSU)
Advisory: Biology 1A with a satisfactory grade or better.
Nutrition, diet and health, energy, eating disorders, weight loss, dieting.

HEALTH 53
Introduction to Psychology
3 UNITS - (UC:CSU)
Advisory: Psychology 11 with a satisfactory grade or better.
History, research methods, behaviorism, developmental psychology.

HEALTH 54
Behavior Problems of Children
3 UNITS - (UC:CSU)
Advisory: Psychology 11 with a satisfactory grade or better.
Individual behavior problems, cultural and individual differences, discipline.

HEALTH 55
Community Service in Health
3 UNITS - (UC:CSU)
Advisory: Health 39 with a satisfactory grade or better.
Community service, health education, legal, ethical and social issues.

HEALTH 56
Environmental Health
3 UNITS - (UC:CSU)
Advisory: Health 39 with a satisfactory grade or better.
Air, water, food, occupational health, pollution.

HEALTH 57
Developmental Psychology
3 UNITS - (UC:CSU)
Advisory: Psychology 11 with a satisfactory grade or better.
Stages of development, parenting, learning, mental health.

HEALTH 58
Health Education
3 UNITS - (UC:CSU)
Advisory: Health 39 with a satisfactory grade or better.
Risk behavior, legal, ethical and social issues, mental health.

HEALTH 59
Issues in Nutrition
3 UNITS - (UC:CSU)
Advisory: Biology 1A with a satisfactory grade or better.
Nutrition, diet and health, energy, eating disorders, weight loss, dieting.

HEALTH 60
Nutrition
3 UNITS - (UC:CSU)
Advisory: Biology 1A with a satisfactory grade or better.
Nutrition, diet and health, energy, eating disorders, weight loss, dieting.

HEALTH 61
Issues in Health
3 UNITS - (UC:CSU)
Advisory: Health 39 with a satisfactory grade or better.
health education, risk behavior, legal, ethical and social issues.

HEALTH 62
Health Education
3 UNITS - (UC:CSU)
Advisory: Health 39 with a satisfactory grade or better.
Risk behavior, legal, ethical and social issues, mental health.

HEALTH 63
Health and Safety Education
3 UNITS - (UC:CSU)
Advisory: Health 39 with a satisfactory grade or better.
Health education, risk behavior, legal, ethical and social issues.

HEALTH 64
Community Health
3 UNITS - (UC:CSU)
Advisory: Health 39 with a satisfactory grade or better.
Community health, legal, ethical and social issues.

HEALTH 65
Behavioral Problems of Children
3 UNITS - (UC:CSU)
Advisory: Psychology 11 with a satisfactory grade or better.
Individual behavior problems, cultural and individual differences, discipline.

HEALTH 66
Environmental Health
3 UNITS - (UC:CSU)
Advisory: Health 39 with a satisfactory grade or better.
Air, water, food, occupational health, pollution.

HEALTH 67
Developmental Psychology
3 UNITS - (UC:CSU)
Advisory: Psychology 11 with a satisfactory grade or better.
Stages of development, parenting, learning, mental health.

HEALTH 68
Health Education
3 UNITS - (UC:CSU)
Advisory: Health 39 with a satisfactory grade or better.
Risk behavior, legal, ethical and social issues, mental health.

HEALTH 69
Issues in Health
3 UNITS - (UC:CSU)
Advisory: Health 39 with a satisfactory grade or better.
Health education, risk behavior, legal, ethical and social issues.

HEALTH 70
Nutrition
3 UNITS - (UC:CSU)
Advisory: Biology 1A with a satisfactory grade or better.
Nutrition, diet and health, energy, eating disorders, weight loss, dieting.

HEALTH 71
Issues in Nutrition
3 UNITS - (UC:CSU)
Advisory: Biology 1A with a satisfactory grade or better.
Nutrition, diet and health, energy, eating disorders, weight loss, dieting.
MANAGEMENT

MANAGEMENT 2
Organization and Management Theory
3 UNITS - (CSU)
Advisory: Business I or equivalent.
A study of the process of management, the establishment and achievement of objectives, decision making, organization, planning, control, and managerial authority.

MANAGEMENT 6
Public Relations
3 UNITS – (RPT 1) (CSU)
Advisory: Eligibility for English 28/31 or equivalent.
A study of public attitudes and their effect on industry, education, government, and the community.

MANAGEMENT 13
Small Business Entrepreneurship I
3 UNITS - (CSU)
Advisory: CO SCI 1 or equivalent.
Designed to teach the student how to organize and operate a small business.

MANAGEMENT 31
Human Relations for Employees
3 UNITS - (CSU)
Advisory: English 28/31 or equivalent.
Helps the student to recognize and develop those traits necessary for good relations with fellow workers, supervisors, subordinates, customers, and other business associates.

MANAGEMENT 33
Personnel Management
3 UNITS - (CSU)
Advisory: English 28/31 or equivalent.
This course covers the essentials of human resource management. Topics include recruitment, selection, training, appraisals, compensations, benefits, labor relations and collective bargaining.

MARKETING

MARKETING 1
Principles of Selling
3 UNITS - (CSU)
Advisory: English 28/31 or equivalent.
The student will learn about selling careers, role of personality in selling, how to use product knowledge, prospecting, how to start the sale, demonstrate the product, handle sales resistance, and close the sale.

MARKETING 11
Fundamentals of Advertising
3 UNITS - (CSU)
Advisory: English 28/31 or equivalent.
Open to all students.
Provides the student with an opportunity to explore the strategies and techniques used by small business, corporations and advertising agencies to stimulate sales. Business approach to practices of advertising, includes selection of media, campaign management, copy writing and layout.

MARKETING 13
Marketing
1 UNIT – (A)
Advisory: Marketing 11 or Marketing 21.
This course teaches student to apply marketing principles in a real-life project.

MARKETING 21
Principles of Marketing
3 UNITS - (CSU)
Advisory: English 28/31 or equivalent.
The student will explore types of markets and their characteristics, planning the products, selection of dealers and distributors, promotion of the products, international marketing.

MARKETING 31
Retail Merchandising
3 UNITS - (CSU)
This course provides the student with a working knowledge of the principles and procedures in retailing, including a study of store location, store layout, store organization, buying, pricing, stock planning, and retail sales promotion.

REAL ESTATE

REAL ESTATE 1
Real Estate Principles
3 UNITS - (CSU)
Open to all students.
Advisory: English 28/31 or equivalent.
This course is required for the California Real Estate examination.
A beginning course in real estate fundamentals and principles, including real estate economics, terminology and definitions, real estate law, building and construction, real estate investment, and vocational opportunities in real estate. A practical study of the principles, economic aspects, and laws of real estate, including the information needed to obtain a real estate sales/brokers license and/or for better management of personal real estate investments. Topics include legal descriptions and estates, encumbrances, agencies, contracts, financing, appraisal, escrow and title, leases, urban economics, taxation, and vocational careers.
REAL ESTATE 3
Real Estate Practice
3 UNITS - (CSU)
Open to all students.
Advisory: English 28/31 or equivalent.
Problems of establishing and conducting a real estate business, including
establishing the office, securing listing and prospects, showing properties
and closing sales, ethics and professional relationships, rentals and leases,
appraising, the California Real Estate Act. Preparation of documents used
in real estate transactions, property transfers, and exchanges is included.

REAL ESTATE 5
Legal Aspects of Real Estate I
3 UNITS - (CSU)
Open to all students.
Advisory: English 28/31 or equivalent.
Covers basic legal background necessary for those who plan to take the
state examination which is required in order to obtain a broker license (meets
optional requirements for sales license). This course covers principles of
property ownership and management in their business aspects, with special
reference to the law of California as it applies to community property, deeds,
trust deeds, mortgages, leases, brokerage, mechanic’s liens, homesteads,
wills, and estates.

REAL ESTATE 6
Legal Aspects of Real Estate II
3 UNITS - (CSU)
Advisory: English 28/31 or equivalent.
Covers legal aspects of real estate problems. An advanced and in depth
study of agency law including dual agency, single agency seller, single
agency buyer and sub agency. Also included is the study of living trusts and
how to have one prepared.

REAL ESTATE 7
Real Estate Finance I
3 UNITS - (CSU)
Open to all students.
Advisory: English 28/31 or equivalent.
A study of the forms and sources of financing real property, including
purchase, construction, refinance, and other creative permanent financing
approaches. Also included is an assessment of the procedures for obtaining
government-sponsored financing through FHA, DVA, and Cal-Vet. The
various loan sources currently being used in the market place will be
evaluated including banks, savings and loans, insurance companies,
mortgage brokers/bankers, pensions, credit unions, and private parties.

REAL ESTATE 9
Real Estate Appraisal I
3 UNITS - (CSU)
Open to all students.
Advisory: English 28/31 or equivalent.
The purposes of appraisals, the appraisal process, and the different
approaches of valuation. The methods and techniques used to determine
the value of various types of properties; The market comparison and cost
approaches are emphasized, plus an introduction to investment property
valuation by the income approach.

REAL ESTATE 11
Escrow Principles
3 UNITS - (CSU)
Advisory: English 28/31 or equivalent.
The principles used in handling escrows involving real estate transactions
and the transfer of land titles. The basic methods and techniques of escrow
holders, as well as and introduction to the types of instruments and forms
used by escrow holders from escrow opening through post-closing activities,
will be covered. Title insurance, tax issues, prorations, vesting, securing of
loans, recording of documents and settlement procedures will be examined.
Students will be instructed in the completion of common forms utilized in a
basic transaction.

REAL ESTATE 14
Property Management
3 UNITS - (CSU)
Open to all students.
Advisory: English 28/31 or equivalent.
Intended for individuals planning to become operators or owners of income-
producing properties. Topics covered include nature and types of property
management, leases and contracts, rent scheduling, selling of space and
techniques of renting, tenant selection and supervision, relations with owners
and budgets, purchasing and accounts, reporting, ethics, and legal and
professional relationships.

REAL ESTATE 18
Real Estate Investments I
3 UNITS - (CSU)
Advisory: English 28/31 or equivalent.
A study of real estate investment with respect to identifying and understanding
the language, basic procedures, financing, and facts essential to ownership,
conveyance, environment problems, business organization involvement, and
evaluation with other investments. A comparison and assessment of
commercial, industrial, and residential projects, including location, feasibility
studies, zoning restrictions, financing options, sale and leaseback, and
preferential tax benefits.

REAL ESTATE 21
Real Estate Economics
3 UNITS - (CSU)
Open to all students.
Advisory: English 28/31 or equivalent.
This course covers the fundamentals of economic trends and factors which
affect the real estate market. Topics covered include: urban structural
relationships, real estate market analysis, supply and demand, economic
forecasting, land use theory and problems of sub-division. Also studied is
the government’s role in the economy and its influenceupon the real estate
market including the federal reserve system taxation and land use controls
including zoning, planning and fair housing legislation.

REAL ESTATE 60
Real Estate Mathematics
3 UNITS - (CSU)
Advisory: English 28/31 or equivalent.
This course consists of typical real estate mathematics problems which are
most common in actual practice, as well as those necessary for other real
estate courses and for those found in the California Real Estate Licensing
examinations.
SUPERVISION

SUPERVISION 1
Elements of Supervision
3 UNITS - (CSU)
Open to all students.
Advisory: English 28/31 or equivalent.
This course is designed to develop leadership ability for those in supervisory positions in business and industry. Topics discussed include method of training employees, employee rating, improving quality of production, improving personal leadership, interpreting organization policies, and improving communications skills.

SUPERVISION 12
Written Communications for Supervisors
3 UNITS - (A)
Advisory: English 28/31 or equivalent.
This course teaches the fundamentals of written communications, aimed at managers and supervisors. Includes principles of business letter writing, audience analysis, preparation of memos, reports and technical documentation.
Chair: Dr. Thelma Day  
(323) 953-4000 ext. 2549 • AD304  
http://caot.lacitycollege.edu

PROGRAMS OFFERED

**Associate of Arts:**
- Administrative Office Assistant
- Computer Applications Specialist
- Legal Office Assistant
- Medical Office Assistant

**Certificates:**
- Administrative Office Assistant
- Clerical Office Assistant
- Computer Applications Specialist
- Legal Office Assistant
- Medical Office Assistant

**Basic Certificates of Completion**
- Basic Administrative Office Assistant
- Basic Computer Applications
- Basic Legal Office
- Basic Medical Administrative
- Basic Medical Billing
- Basic Medical Transcription
- Basic Office Communications
- Basic Web Page Design
- Basic Word Processing
- Web Page Design

This curriculum offers the student a wide variety of options, which may lead to a certificate and/or an Associate of Arts degree. The Certificate program 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. Students interested in obtaining an Associate of Arts degree, Plan B, must complete graduation requirements for the Plan B. Please consult a counselor early in your program for appropriate general education courses.

**DEGREE PROGRAMS**

**COMPUTER APPLICATION & OFFICE TECHNOLOGIES**

**Associate of Arts Degree**

**Career Program**

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

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>CAOT 1, 2, or 3</td>
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<td>CAOT 31</td>
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</tbody>
</table>

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

**ADMINISTRATIVE OFFICE ASSISTANT**

**Associate of Arts Degree**

**Career Program**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses above PLUS the following courses:</td>
<td></td>
</tr>
<tr>
<td>CAOT 3</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 43</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 79 or 112</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 85</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 88</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 97</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 98</td>
<td>3</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>21</td>
</tr>
<tr>
<td><strong>Total Units (Core + Specialization)</strong></td>
<td>33</td>
</tr>
</tbody>
</table>

Suggested Electives: CAOT 9, 34, or 64

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

**PLAN B:** Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>English Composition</td>
</tr>
<tr>
<td>3</td>
<td>Communication/Analytical Thinking</td>
</tr>
<tr>
<td>3</td>
<td>Natural Sciences</td>
</tr>
<tr>
<td>3</td>
<td>Humanities</td>
</tr>
<tr>
<td>3</td>
<td>Social/Behavioral Sciences (including American History &amp; Governments)</td>
</tr>
<tr>
<td>3-5</td>
<td>Health/Physical Education</td>
</tr>
<tr>
<td>3-5</td>
<td>Math Competency</td>
</tr>
</tbody>
</table>
COMPUTER APPLICATIONS SPECIALIST
Associate of Arts Degree
Career Program

COURSES

Core Courses above PLUS the following courses:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 79</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 82</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 85</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 88</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 97</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 98</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 112</td>
<td>3</td>
</tr>
</tbody>
</table>

Subtotal.............................................................................................................. 21
Total Units (Core + Specialization) ............................................................... 33

Suggested Electives: CAOT 9, 34, or 64

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

3 Units English Composition
3 Units Communication/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities
3 Units Social/Behavioral Sciences (Including American History & Governments)
3-4 Units Health/Physical Education
3-5 Units Math Competency

LEGAL OFFICE ASSISTANT
Associate of Arts Degree
Career Program

COURSES

Core Courses above PLUS the following courses:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 3</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 23</td>
<td>5</td>
</tr>
<tr>
<td>CAOT 43 or Law 14</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 49</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 82 or CAOT 85</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 93</td>
<td>2</td>
</tr>
<tr>
<td>LAW 1</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ........................................................................................................ 22
Total Units (Core + Specialization) ................................................................. 34

Suggested Electives: CAOT 9, 34, or 64

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

3 Units English Composition
3 Units Communication/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities
3 Units Social/Behavioral Sciences (Including American History & Governments)
3-4 Units Health/Physical Education
3-5 Units Math Competency

MEDICAL OFFICE ASSISTANT
Associate of Arts Degree
Career Program

COURSES

12 units from Core Courses above PLUS the following courses

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 3 or 9</td>
<td>3/1</td>
</tr>
<tr>
<td>CAOT 20</td>
<td>5</td>
</tr>
<tr>
<td>CAOT 43</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 44</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 46</td>
<td>3</td>
</tr>
<tr>
<td>Biology 25</td>
<td>3</td>
</tr>
</tbody>
</table>

Subtotal.............................................................................................................. 18-20
Total Units (Core + Specialization) ................................................................. 30-32

Suggested Electives: CAOT 9, 34, or 64

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

3 Units English Composition
3 Units Communication/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities
3 Units Social/Behavioral Sciences (Including American History & Governments)
3-4 Units Health/Physical Education
3-5 Units Math Competency

CERTIFICATE PROGRAMS

The Computer Applications and Office Technologies Programs offers a variety of certificates to students interested in working closely with management and various types of businesses, professional, educational, or industrial offices. Specialty Certificates will prepare the student for positions such as: Administrative Office Assistant, Computer Applications Specialist, Legal Office Assistant, Medical Office Assistant, and Word Processing Specialist.

ADMINISTRATIVE OFFICE ASSISTANT
Specialty Certificate

COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 3</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 43</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 79 or 112</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 84</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 85</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 88</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 97</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 98</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ........................................................................................................ 24

CLEERICAL OFFICE ASSISTANT
Certificate

COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 2</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 7</td>
<td>3</td>
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<tr>
<td>CAOT 31</td>
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<td>CAOT 32</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 33</td>
<td>2</td>
</tr>
<tr>
<td>CAOT 47</td>
<td>2</td>
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<tr>
<td>CAOT 82</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 105</td>
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</tr>
<tr>
<td>CAOT 106</td>
<td>3</td>
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</tbody>
</table>

Total Units ........................................................................................................ 24
**Los Angeles City College 80th Anniversary Catalog 2008-2009**

### Computer Applications Specialist
**Specialty Certificate**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 14</td>
<td>2</td>
</tr>
<tr>
<td>CAOT 79</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 82</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 84</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 85</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 86</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 88</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 97</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 98</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 112</td>
<td>3</td>
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</tbody>
</table>

**Total Units** ................................................................. 29

### Legal Office Assistant
**Specialty Certificate**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 3</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 23</td>
<td>5</td>
</tr>
<tr>
<td>CAOT 43 or Law 14</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 49</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 82 or 85</td>
<td>3</td>
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<tr>
<td>CAOT 84</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 93</td>
<td>2</td>
</tr>
<tr>
<td>Law 1</td>
<td>3</td>
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</tbody>
</table>

**Total Units** ................................................................. 25

### Medical Office Assistant
**Specialty Certificate**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 3</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 20</td>
<td>5</td>
</tr>
<tr>
<td>CAOT 43</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 44</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 46</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 84</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 97</td>
<td>3</td>
</tr>
<tr>
<td>Biology 25</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** ................................................................. 26

### Basic Administrative Office Assistant
**Certificate of Completion**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 43</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 85</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** ................................................................. 6

### Basic Medical Administrative
**Certificate of Completion**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 43 or Law 14</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 23</td>
<td>5</td>
</tr>
<tr>
<td>CAOT 3</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 44</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** ................................................................. 11

### Basic Medical Billing
**Certificate of Completion**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 33</td>
<td>2</td>
</tr>
<tr>
<td>CAOT 44</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 126</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** ................................................................. 8

### Basic Medical Transcription
**Certificate of Completion**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 2</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 44</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 46</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** ................................................................. 9

### Basic Office Communications
**Certificate of Completion**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 32</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 31</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 34</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Units** ................................................................. 8

### Basic Web Page Design
**Certificate of Completion**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 84</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 112</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** ................................................................. 6
WEB PAGE DESIGN
Certificate of Completion

COURSES | UNITS
---------|---------
CAOT 112 | 3
CSIT 151 | 4

Total Units: 7

BASIC WORD PROCESSING
Certificate of Completion

COURSES | UNITS
---------|---------
CAOT 3 | 3
CAOT 79 | 3
CAOT 84 | 3

Total Units: 9

COURSE DESCRIPTIONS

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 1
Computer Keyboarding I
3 UNITS - (A)
Advisory: Eligibility for ESL Level 6B and 6C.
Mastery of the keyboard (letters, numbers, and symbols) by touch. Minimum speed at end of course of 30 wpm accurately; formatting of mailable letters, tables, reports, and memos using Microsoft Word.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 2
Computer Keyboarding II
3 UNITS - (CSU)
Prerequisite: Computer Keyboarding I or equivalent.
Mastery of the keyboard (letters, numbers, and symbols) by touch. Minimum speed at end of course of 40 wpm accurately; formatting of mailable advanced letters, tables, reports, memos, and desktop published documents using Microsoft Word.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 3
Computer Keyboarding III
3 UNITS - (CSU)
Prerequisites: Completion of CAOT 2 and CAOT 84 or a training course in Microsoft Word. Students who do not meet these prerequisites should enroll in either CAOT 2 or CAOT 9 and CAOT 84, Microsoft Word.
Speed and accuracy development in business document production using the advanced feature of MS Word. Includes composing at the keyboard and timed production. Minimum speed at end of course of 50wpm.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 7
Machine Transcription
3 UNITS - (A)
Prerequisite: CAOT 1 with a satisfactory grade or equivalent.
Advisory: English 20 or equivalent.
Develops proficiency in operating transcribing machines, listening skills, transcription of mailable letters, memoranda, and manuscripts from machine dictation techniques and English usage.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 9
Keyboarding Improvement
1 UNIT - (RPT 2) (A)
Prerequisite: Ability to type 20 wpm.
Improves keyboarding procedures through continued emphasis on correct keyboarding techniques. Uses a computer to develop speed and accuracy through timed writings and corrective drills. May be taken concurrently with CAOT 1, 2 or 3. May be repeated twice.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 14
Microcomputer Office Applications: PowerPoint
2 UNITS - (A)
Prerequisite: CAOT 82.
This course uses application software to develop proficiency in the operation of Microsoft PowerPoint. It develops the skill to create, modify, and retrieve various presentations, the skill to integrate PowerPoint with other programs, and the skill to use visuals in the presentation.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 20
Medical Office Procedures
5 UNITS - (A)
Prerequisites: CAOT 2 or 31 with a satisfactory grade or equivalent.
Advisory: CAOT 44.
This course develops proficiency in typing medical documents, case histories, medical reports, history and physicals. Additionally, students learn about medical ethics and sensitivity training for the medical office, privacy laws, telephone etiquette, medical filing and handling of confidential documents, scheduling appointments in a variety of medical facilities and medical insurance.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 23
Legal Procedures I
5 UNITS - (A)
Advisories: CAOT 1 and CAOT 31 with satisfactory grades or equivalent.
Preparation of court pleadings and legal documents; knowledge of general law office procedures and specific procedures involved in litigation, family law, corporate law, and other specialties; development of attitudes and behaviors appropriate for the legal field.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 31
Business English
3 UNITS - (A)
Prerequisite: English 28/31 with a satisfactory grade or equivalent.
Required of all CAOT majors.
Knowledge of English grammar and punctuation rules; practice in writing sentences and paragraphs.
COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 32
Business Communications
3 UNITS - (CSU)
Prerequisites: CAOT 1 and CAOT 31 with a satisfactory grade or equivalent.
Credit is allowed for only one of the following courses: CAOT 32 or Supervision 12.
Applications of business communications, principles in writing a variety of business letters, interoffice memorandums, and a business report; improvement of general and business vocabularies.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 33
Records Management And Filing
2 UNITS - (A)
Proficiency in applying basic filing principles to a variety of records using alphabetic, geographic, numeric and subject methods. Creation, storage, disposition, and preservation of all types of documents. An understanding of concepts of automated storage and retrieval. Includes database management personal computers.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 34
Business Terminology
2 UNITS - (A)
Correct definition, spelling, pronunciation, and effective usage of the general and specialized vocabulary used in modern business communications.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 43
Office Procedures
3 UNITS - (A)
Prerequisites: CAOT 2 and CAOT 31 with satisfactory grades or better. Comprehensive knowledge and application of office skills and procedures for the automated office; development of attitudes for success on the job.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 44
Medical Terminology
3 UNITS - (A)
This course develops an understanding of medical terminology through a study of word roots, prefixes, and suffixes. Emphasis is given to spelling, pronunciation, and definitions. Medical terminology for basic anatomy, physiology, and pathology of the body systems is also stressed. Current medical innovations/issues are discussed.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 46
Machine Transcription for Medical Secretaries
3 UNITS - (A)
Prerequisites: CAOT 2 and CAOT 31 with satisfactory grades or equivalent.
Advisory: CAOT 44 or equivalent.
Proficiency in applying basic filing principles to a variety of records using alphabetic, geographic, numeric and subject methods. Creation, storage, disposition, and preservation of all types of documents. An understanding of concepts of automated storage and retrieval. Includes database.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 47
Applied Office Practice
2 UNITS - (RPT 3) (A)
Advisory: CAOT 1 with a satisfactory grade or equivalent and second semester standing.
Practical experience in working in an office on campus and lectures relating to office behavior, productivity, motivation, and interpersonal skills.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 49
Machine Transcription for Legal Office Assistants
3 UNITS - (A)
Prerequisites: CAOT 2 and CAOT 31 with satisfactory grades or equivalent.
This course develops proficiency in operating transcibing machines to transcribe legal correspondence and documents, including court documents, from cassette tape. Emphasis is placed on spelling, proofreading, formatting, and the meaning of legal terms.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 64
Computer Applications and Office Technologies Lab
1 UNIT - (RPT 3)(A)
Co-requisite: CAOT 1.
Laboratory class which provides opportunity for students enrolled in CAOT classes to have additional time on the computers to work with all of the software that is offered in the Department. Students must attend a minimum of 32 class hours per semester. In addition to lab hours that are required for any other classes student is enrolled in. Credit/No Credit.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 79
Word Processing Applications
3 UNITS - (A)
Prerequisite: CAOT 84 and CAOT 31 with satisfactory grades or equivalent.
Further develops skill in preparing a variety of business documents on a personal computer. This course covers the different formats used for letters, memos, reports, tables, outlines, form documents, graphics, desktop publishing, and merged documents.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 82
Microcomputer Software Survey in the Office
3 UNITS – (CSU)
Prerequisites: CAOT 1 and CAOT 98 with satisfactory grades or equivalent.
Introduces students to the use of the microcomputer and commercially available software used in business office. Course provides hands-on introduction to word processing, database, spreadsheet, graphics, desktop publishing and presentation design software.

COMPUTER APPLICATIONS - OFFICE TECHNOLOGIES 84
Microcomputer Office Applications: Word Processing
3 UNITS - (RPT 2) (CSU)
Advisories: ESL Level 5B and completion of CAOT 1 with a satisfactory grade or equivalent.
Use basic and advanced commands in Microsoft Word or other word processing software, to create, format, edit, save, and print documents including letters, tables, reports, and merge documents. Use desktop publishing features to create newsletters, brochures, fliers, and resumes.

COMPUTER APPLICATIONS - OFFICE TECHNOLOGIES 85
Microcomputer Office Applications: Spreadsheet
3 UNITS – (CSU)
Prerequisites: CAOT 2 and CAOT 31 with satisfactory grades or equivalent.
Presents office spreadsheet applications using a PC and spreadsheet application software, such as Excel. Students are taught to create, edit, format, and print documents with print worksheets; construct graphs and build databases that utilize the data table function.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 86
Microcomputer Office Applications: Database
3 UNITS - (CSU) (RPT 2)
Advisory: CAOT 1.
This course is designed to teach office database applications using a relational database program, such as MS Access. Records design, file creation and maintenance, data manipulation, report formats, and printing are covered. Office applications, such as records for personnel, inven-
Graphing and integration with a word processing program to produce automated mailings are included.

**COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 88**  
Microcomputer Office Applications: Desktop Publishing  
3 UNITS - (RPT 2) (A)  
Provides information and hands-on training using a personal computer, laser printers and various desktop publishing software including Microsoft Publisher. Includes producing camera ready, near typeset quality reports, newsletters, business forms, and presentations.

**COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 93**  
Legal Document Production  
2 UNITS – (A)  
Prerequisite: CAOT 1 and CAOT 84 with satisfactory grades or equivalent.  
This course is designed to link the academic knowledge of law and skills of word processing to result in the production of legal documents.

**COMPUTER APPLICATIONS - OFFICE TECHNOLOGIES 97**  
Introduction to the Internet  
3 UNITS - (A) (RPT 2)  
This course is designed to prepare students to use the Worldwide Computer Network, Internet. The course emphasizes the features of the Internet, including Electronic Mail, File Transfer Protocol, Internet Explorer, and other services and utilities.

**COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 98**  
Microcomputer Office Applications: Introduction to Windows for CAOT  
3 UNITS - (A)  
This course is designed to prepare students to work in the Windows environment. The course emphasizes the features of Windows, including changing and creating icons, opening and closing Windows and other applications, responding to dialog boxes, and working with directories.

**COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 105**  
School-to-Work-Portfolio  
2 UNITS - (A)  
Prerequisite: CAOT 31 with a satisfactory grade or equivalent.  
Advisory: Eligibility for ESL 6B and 6C or completion of CAOT 1.  
Course includes preparation of a comprehensive professional portfolio that contains a résumé, cover letter, application for employment, reference letters, and personal achievement. The course will also include career planning, networking with business and industry, and job search using the Internet and other resources.

**COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 106**  
Computer Calculations for the Ten-Key Pad  
3 UNITS - (A)  
Prerequisite: Math 105 or Business 38 with satisfactory grades or equivalent.  
This course uses application software to develop proficiency in the operation of the computer’s ten-key pad by touch. It develops the skill to input and calculate numeric data for the preparation of various business documents including record keeping and accounting documents.

**COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 112**  
Microcomputer Office Applications: Web Page Design  
3 UNITS - (RPT 2) (CSU)  
Advisory: CAOT 98 or equivalent.  
This course is designed to help students learn the most important topics of Web Page Design. The course emphasizes creating a new website, integrating a database using Microsoft Office components, styles, and working with HTML codes.

**COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES 126**  
Introduction to Medical Coding/Billing  
3 UNITS - (A)  
Introduction to the medical codes used for diagnostic and procedural data in medical billing. Students will learn to use the CPT-4 and ICD-9 reference books. Medicare, MediCal, and private insurance forms will be used for real world applications. Introduction to medical billing forms and procedures required by Medicare and private medical insurance companies will also be covered.
Chemistry - General

Associate of Science Degree

Transfer Program

This Associate of Science degree provides the student with preparatory course work, allowing transfer to a four-year university as a junior 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.

COURSES

First Semester
Chemistry 101 ................................................................. 5
Mathematics 261 ............................................................. 5
English 101 ..................................................................... 3
General Education .......................................................... 3

Second Semester
Chemistry 102 ................................................................. 5
Mathematics 262 ............................................................. 5
Physics 101 ..................................................................... 5

Third Semester
Chemistry 211 ................................................................. 5
Mathematics 263 ............................................................. 5
Physics 102 ..................................................................... 5
Mathematics 270 or General Education ............................. 3

Fourth Semester
Chemistry 212 ................................................................. 5
Physics 103 ..................................................................... 5
One course from Chemistry 221 or Mathematics 270 or Mathematics 275 not taken in the third semester, or General Education ............ 3
General Education .......................................................... 3

Total Units ....................................................................... 65

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

3-6 Units English Composition
6-9 Units Communication/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities
9 Units Social/Behavioral Sciences (including American History & Governments)
3-4 Units Health/Physical Education
3-5 Units Math Competency
(Math 115 or higher or passing score on Los Angeles Community College District Math competency exam)

COURSE DESCRIPTIONS

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

TRANSFER LIMITS: UC gives no credit for Chemistry 51, 60, 68 if taken after Chemistry 101.

CHEMISTRY ENROLLMENT INFORMATION

Enrollment in all chemistry classes is based on completion of the required prerequisites with satisfactory grades or better.

Students enrolling in Chemistry 101 who have not completed the Chemistry 60/Chemistry 68 prerequisite or the equivalent must pass the Chemistry Readiness Exam in order to be eligible to take this course. Please contact the Assessment Office at 323.953.4000 ext. 2264 for more information.

Students enrolling in Chemistry 60 or 68 who have not completed Math 115 or the equivalent must take the mathematics placement assessment prior to enrolling in either of these courses.

All Chemistry classes recommend eligibility for English 28 or its equivalent or concurrent enrollment in Learning Skills 1, Reading, and Learning Skills 7, Basic Composition, and Speech Communication 113. To confirm enrollment in Chemistry Department classes, bring your College assessment score card, and proof of the prerequisites completed to the first class meeting.

INFORMATION FOR PRE-NURSING STUDENTS:
All LACC pre-nursing students must complete Chemistry 60 or Chemistry 68 with a satisfactory grade to satisfy the chemistry requirement for the LACC Nursing Program. Chemistry 51 does not satisfy the LACC Nursing chemistry requirement.

CHEMISTRY 51
Fundamentals of Chemistry I
5 UNITS - (UC:CSU)
Advisory: Mathematics 115 or one year of high school algebra.
Lecture 3 hours. Laboratory 4 hours.
Chemical phenomena, methodology, and theory are studied in the context of social, political, and economic issues. Fundamental chemical principles are developed and applied within the study of selected instructional modules, such as atmospheric gases, acid rain, nuclear fission, solar energy, drugs, and nutrition. The laboratory component gives students experience in the general procedures used by chemists and the uncertainty involved in operations.

CHEMISTRY 60
Introduction to General Chemistry
5 UNITS - (UC:CSU)
Prerequisite: Mathematics 115 or appropriate score on the placement assessment.
Advisory: Eligibility for English 28/31. See “Chemistry Enrollment Information.”
Lecture 3 hours. Laboratory 4 hours.
A general basic chemistry course with laboratory, emphasizing fundamental principles of inorganic and physical chemistry, nomenclature of inorganic compounds, ionic and covalent bonding, problem solving, gas laws and solutions. This course serves as preparation for Chemistry 101, and meets the IGETC and CSU general education requirements for physical science with

CHEMISTRY 68
Preparation for General Chemistry
5 UNITS - (UC:CSU)
Prerequisite: Math 115 or appropriate score on the placement assessment
Advisory: Eligibility for English 28/31. See “Chemistry Enrollment Information.”
Lecture 3 hours. Conference 2 hours. Laboratory 4 hours.
A general basic chemistry course with laboratory and conference sections, emphasizing fundamental principles of inorganic and physical chemistry, nomenclature of inorganic compounds, ionic and covalent bonding, problem solving, gas laws and solutions. This course serves as preparation for Chemistry 101, and satisfies the IGETC and CSU general education requirements for physical science with laboratory.

CHEMISTRY 101
General Chemistry I
5 UNITS - (UC:CSU)
Prerequisite: Chemistry 60 or 68 and Mathematics 125
Advisory: English 28.
Students who have not completed Chemistry 60 or 68 or the equivalent are required to pass the chemistry readiness examination prior to enrolling in Chemistry 101. See “Chemistry Enrollment Information.”
Lecture 3 hours. Laboratory 4 hours. Conference 2 hours.
Lecture topics include nomenclature, atomic structure, quantum theory, bonding theories and molecular geometry, chemical equations, stoichiometry, thermochemistry, solid, liquid and gaseous states and related forces, gas laws, solutions and colligative properties, periodic relationships, and acid base theories. Laboratory exercises are quantitative in nature and are related to the lecture topics

CHEMISTRY 102
General Chemistry
5 UNITS - (UC:CSU)
Prerequisite: Chemistry 101 and Mathematics 125
Advisory: English 28/31.
Lecture 3 hours. Laboratory 4 hours. Conference 2 hours.
Lecture topics include chemical kinetics, general and ionic equilibria, thermodynamics, electrochemistry and redox reactions, structure and bonding in transition metal complexes and carbon compounds.
Laboratory topics include reaction kinetics, equilibrium constant determination, chemical and spectroscopic methods of qualitative and quantitative analysis, potentiometric titration techniques, and electrochemistry for both organic and inorganic systems.

CHEMISTRY 211
Organic Chemistry for Science Majors I
5 UNITS - (UC:CSU)
Prerequisites: Chemistry 102.
Advisory: English 28/31.
Lecture 3 hours. Laboratory 4 hours. Conference 2 hours.
Introduces the structure, nomenclature and reactions and properties of organic compounds. Introduces spectroscopy as applied to organic compounds. Preparation and isolation of organic compounds and determination of physical properties are studied in the laboratory.

CHEMISTRY 212
Organic Chemistry for Science Majors II
5 UNITS - (UC:CSU)
Prerequisite: Chemistry 211.
Advisory: English 28/31.
Lecture 3 hours. Laboratory 4 hours. Conference 2 hours.
Introduces the structure, reactions, nomenclature and properties of organic compounds, and spectroscopic techniques. Laboratory work includes the synthesis of compounds, the use of spectroscopy and the determination of compound identity based on properties and reactions.

CHEMISTRY 221
Biochemistry for Science Majors
5 UNITS - (UC:CSU)
Prerequisite: Chemistry 211.
Lecture 3 hours. Laboratory 4 hours. Conference 2 hours.
This course is intended as a preparation for careers in the physical and biological sciences, medical and dental professions, veterinary and agricultural science, nutrition and food chemistry, and related fields. Topics relate to the chemistry and metabolism of biological compounds and include discussion of proteins, lipids, carbohydrates and nucleic acids. Laboratory work includes electrophoresis, chromatography, spectroscopy, and enzyme purification and kinetics.

CHEMISTRY 185 Directed Study - 1 UNIT (CSU) (RPT2)
CHEMISTRY 285 Directed Study - 2 UNIT (CSU)
CHEMISTRY 385 Directed Study - 3 UNIT (CSU)
Prerequisite: Chemistry 102.
Students pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor. Laboratory and literature research is performed.
CHILD DEVELOPMENT

Chair: Kathleen Bimber  
(323) 953-4000 ext. 2290 • AD200

Vice Chair: Cheryl Werble  
(323) 953-4000 ext. 2292 • AD300B

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

PROGRAMS OFFERED

Associate of Arts:
Child Development - Transfer
Child Development - Vocational
(2 & 3 year plans)

Certificates:
Child Development Teacher
Child Development Master Teacher
Child Development Site Supervisor

Skill Certificates:
Child Development Associate Teacher
Infant & Toddler Studies
School Age Programs
Children with Special Needs

DEGREE PROGRAMS

Students wishing to prepare for employment in early childhood programs, and those currently employed may select several alternative patterns of study in the Child Development Program. The curriculum prepares students to teach or administer programs for young children, including: Private Early Childhood Programs, Head Start, other publicly supported programs, Infant and School Age Programs, inclusion programs and children with special needs.

Courses allow the student to prepare for increasingly higher levels of employment and certification. It is possible to prepare for the educational requirements of the State Department of Social Services, the California Child Development Permit, the Associate in Arts Degree in Child Development or the Transfer Program. Students wishing to transfer to California State University Los Angeles may inquire in the department office (AD 200) about the AA to BA cohort transfer program. The AA to BA program is specifically designed to support students to achieve their educational goals.

PLANNING AHEAD:

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

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

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

NOTE: Course work in Child Development may be accepted from an accredited college in the United States toward major requirements for an Associate in Arts degree under the following conditions:

• Course work from the outside college is based on a semester system or equivalent.

• Course work is equivalent to an LACC Child Development course. Approved course work may apply for the Child Development Associate in Arts degree but not toward certificate requirements.

• The course work may not be used to satisfy Child Development Certificate requirements if courses are not from the Los Angeles Community College District.

DEGREE PARTNERSHIP PROGRAM

LACC & California State University Los Angeles (CSULA) are now partnering to offer you a seamless educational AA to BA experience right here at LACC. Three years at LACC, then complete the last year at CSULA.
PLAN A OPTIONS

CHILD DEVELOPMENT - "PLAN A"
Associate of Arts Degree
Transfer Program
60 units minimum with at least 18 units in Child Development.
Note: Co-requisites or Advisories of English 21 or 73 and 28 or 31, or equivalent, are required for many Child Development courses.

REQUARED COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Development 1</td>
<td>3</td>
</tr>
<tr>
<td>Child Development 2</td>
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<td>Child Development 3</td>
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<td>Child Development 10</td>
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<td>Child Development 11</td>
<td>3</td>
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<td>Child Development 22</td>
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</tr>
<tr>
<td>Child Development 34</td>
<td>4</td>
</tr>
<tr>
<td>Total Units</td>
<td>25</td>
</tr>
</tbody>
</table>

Suggested electives (required by CSULA)
CD 30 ................................................................. 3
FCS 31 ................................................................. 3

Note:
- Some courses may be offered every other semester, or less frequently, or alternating day and evening. All students must receive a satisfactory grade.
- CSULA accepts CD 1, CD 11, CD 22, CD 30 or 31, and CD 34. It is recommended that students take these courses prior to transfer to CSULA. CSULA will also accept CD 3 and CD 4 from students enrolled in the Child Development AA to BA transfer cohort program.
- FCS 31 is also accepted by CSULA and is required for the major. It is suggested students take this class as one of their G.E. courses.

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.
PLAN A: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

- 3-6 Units English Composition
- 6-9 Units Communication/Analytical Thinking
- 3 Units Natural Sciences
- 3 Units Humanities
- 9 Units Social/Behavioral Sciences (including American History & Governments)
- 3-4 Units Health/Physical Education
- 3-5 Units Math Competency
(Math 115 or higher or passing score on Los Angeles Community College District Math competency exam)

PLAN B OPTIONS

CHILD DEVELOPMENT - "PLAN B"
Associate of Arts Degree
Career Program
60 units with at least 36 units in Child Development.

REQUARED COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Child Development 1</td>
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<tr>
<td>Child Development 2</td>
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<tr>
<td>Child Development 3</td>
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<td>Child Development 10</td>
<td>3</td>
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<tr>
<td>Child Development 11</td>
<td>3</td>
</tr>
<tr>
<td>Child Development 22</td>
<td>3</td>
</tr>
<tr>
<td>Child Development 34</td>
<td>4</td>
</tr>
<tr>
<td>Total Units</td>
<td>18</td>
</tr>
</tbody>
</table>

Subtotal - Core Units ................................. 18

Plus 8 Electives Units: Select additional courses from below to complete 36 units in the major.

Note: If working toward your Master Teacher Permit or LACC’s Certificate 3
- Master Teacher, refer to Specialization Options section under Certificate 3
- Master Teacher for electives that satisfy the specialization requirement.

COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Development 30</td>
<td>3</td>
</tr>
<tr>
<td>Child Development 31</td>
<td>3</td>
</tr>
<tr>
<td>Child Development 34</td>
<td>3</td>
</tr>
<tr>
<td>Child Development 35</td>
<td>3</td>
</tr>
<tr>
<td>Child Development 38</td>
<td>3</td>
</tr>
<tr>
<td>Child Development 39</td>
<td>3</td>
</tr>
<tr>
<td>Child Development 42</td>
<td>3</td>
</tr>
</tbody>
</table>
STUDENT AND COUNSELOR INFORMATION

Los Angeles City College Catalog 2008-2009

Child Development 44 ................................................................. 3
Child Development 45 ................................................................. 3
Child Development 46 ................................................................. 3
Child Development 47 ................................................................. 3
Child Development 48 ................................................................. 3
Child Development 53 ................................................................. 3
Child Development 84 ................................................................. 0.5
Child Development 85 ................................................................. 0.5
Family & Consumer Studies 21 .................................................. 3
Family & Consumer Studies 31 .................................................. 3
English 218 ............................................................................... 3
Music 130 ................................................................................ 3
Music 146 ................................................................................ 3

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

- Note that some courses may be offered every other semester, or less frequently, or alternating day and evening.
- All students must receive a satisfactory grade or better.

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

3 Units English Composition
3 Units Communication/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities
3 Units Social/Behavioral Sciences (including American History & Governments)
3-4 Units Health/Physical Education
3-5 Units Math Competency

CHILD DEVELOPMENT - “PLAN B”
(2-Year Plan For Full-Time Students)
Associate of Arts Degree
Career Program

Students with the objective of completing the Certificate Program in 2 years must be eligible for English 28/31, or have appropriate placement on the College Assessment, their first semester in order to meet course prerequisites or advisories. To receive a certificate students must have completed English 28 or 31 or equivalent with a satisfactory grade or have appropriate placement on the College Assessment.

FIRST YEAR COURSES

Fall Semester
Child Development 1
Child Development 2
English 28 or 31 (Co-requisite for CD 2)
Child Development 11

Spring Semester
Child Development 3
Child Development 10
Child Development elective (select from electives listed above or from Specialization Options listed in Certificate 3-Master Teacher)
Child Development 84/85 (optional labs that provides support for CD 2, 3, 4, 22, 23, 30, 31, 35, 42, 44, 45, 46, 47 and other courses)

SECOND YEAR COURSES

Fall Semester
Child Development 4
Child Development 22

Take 3 units from electives listed above or in Certificate 3-Master Teacher OR
Take CD 38 if working toward Site Supervisor Certificate

Spring Semester
Child Development 23
Child Development 65
Take 3 units from electives listed above or in Certificate 3 - Master Teacher or
Take CD 39 if working toward Site Supervisor Certificate

SECOND YEAR COURSES

Fall Semester
Child Development 3
Child Development 10
Child Development elective (select from electives listed above or from Specialization Options listed in Certificate 3-Master Teacher)
Child Development 84/85 (optional labs that provides support for CD 2, 3, 4, 22, 23, 30, 31, 35, 42, 44, 45, 46, 47 and other courses)

SECOND YEAR COURSES

Fall Semester
Child Development 4
Child Development 22

Take 3 units from electives listed in Certificate 3 - Master Teacher.

Spring Semester
Child Development 23
Take CD 65 if working toward Certificate 3 - Master Teacher.
To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

- 3 Units English Composition
- 3 Units Communication/Analytical Thinking
- 3 Units Natural Sciences
- 3 Units Humanities
- 3 Units Social/Behavioral Sciences (including American History & Governments)
- 3-4 Units Health/Physical Education
- 3-5 Units Math Competency

**CERTIFICATE PROGRAMS**

The Certificate in Child Development will be issued by the Family & Consumer Studies/Child Development Department after completing requirements with at least a “C” grade in courses taken within 10 years. Students must also complete English 28 or 31 or higher, or may satisfy this requirement through appropriate placement on the College Assessment, in order to qualify for most certificates. The student may obtain the application for a certificate from the Family & Consumer Studies/Child Development Department. Applications must be returned to the Admissions Office by the 9th week of the Fall and Spring semesters. Students with courses in progress must pick up an “In Progress” form from AD 200 or 300b; obtain instructor signatures and return it to the office by the 9th week. Students applying for Certificates with course work in progress will receive their official certificate upon verification of a satisfactory grade.

NOTE: Students with the objective of completing the Certificate Program in 2 years must be eligible for English 28 or 31, their first semester in order to meet course prerequisites or advisories. Students may also satisfy this English requirement through appropriate placement on the College Assessment.

NOTE: 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.

**CHILD DEVELOPMENT-ASSOCIATE TEACHER**

**Skill Certificate 1**

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 program, and with the addition of CD 30, infant program. With work experience, students may qualify for the California Child Development Permit: Associate Teacher level.

**12 Child Development units plus 3 units in English**

**REQUIRED COURSES**

- Child Development 1 ................................................................. 3
- Child Development 2 ................................................................. 3
- English 28/31 ........................................................................ 3
- Child Development 11 ............................................................. 3
- Child Development 3 OR 4 ...................................................... 3

**Total Units ................................................................................. 15**

*Note: co-requisite or advisory requirements for Eng. 21 or 73 & 28 or 31 for above classes. You may also satisfy this requirement through appropriate placement on the College Assessment.*

**CHILD DEVELOPMENT-TEACHER**

**Certificate 2**

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.

**12 Child Development units from Certificate I, plus 3 units English PLUS**

**REQUIRED COURSES**

- Child Development 3 or 4 ......................................................... 3
  (whichever course not taken in Certificate 1)
- Child Development 10 ................................................................. 3
- Child Development 22 ................................................................. 4
- Child Development 23 ................................................................. 4

**Total Units .................................................................................. 29**

*Note: To complete requirements for a California Child Development 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**

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, Plan B. Students interested in transferring to a four-year institution should follow Plan A transfer requirements. With work experience and 16 general education units, students may also qualify for the California Child Development Permit: Master Teacher level.

**36-38 Child Development units**

Meets requirements for Plan B Associate in Arts Major in Child Development. (To complete the General Education requirements for AA degree, consult with a Counselor.)

Note: To meet the requirements for Master Teacher Certificate, students will have completed units from Certificate 2 and need to complete additional specialization elective units to total 37 Child Development units. (See specialization elective units. Specialization units are required for if students wishes to obtain the CA Child Development Permit: Master Teacher level.)

**29 units from Certificate 2 (includes English 28), PLUS**

**COURSES**

- Child Development 65 ................................................................. 2
- 6 Specialization units
  (refer to specialization options below) ......................................... 6

- 75 -
SPECIALIZATION OPTIONS
(Consult with Child Development faculty for other specialization options.)

Choose 2 courses from the same sequence below:

- Child Development 30 and 31 .............................................. 3/3
- Child Development 44 and 45 .............................................. 3/3
- Child Development 46 and 47 .............................................. 3/3
- Child Development 48 and 53 or FCS 31 ......................... 3/3
- Child Development 10 and FCS 21 ................................. 3/3

Note: if you choose CD 10 for this specialization you will need to replace 3 units by choosing another elective.

Child Development 42 and Music 147 ..................................... 3/3
Music 130 and Music 147 .................................................. 3/3

CHILD DEVELOPMENT SITE SUPERVISOR

Certificate 4

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.

- 29 units from Certificate 2, plus 3 Units of English, PLUS

COURSES

Child Development 38 ...................................................... 3
Child Development 39 ...................................................... 3
Child Development 65 ...................................................... 2

Total .................................................................................. 37

CHILD DEVELOPMENT SPECIALIZATION SKILL CERTIFICATES

The following certificates are designed for students interested in specializing in a particular field of study such as: infant/toddlers, school-age, or children with special needs. Note: English 21/73 or 28/31 are co-requisites for most courses and may be satisfied through placement on the College Assessment.

INFANT & TODDLER STUDIES

Skill 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.

COURSES

Child Development 30 ....................................................... 3
Child Development 31 ....................................................... 3
Child Development 46 ....................................................... 3
Child Development 10 or 34 .............................................. 3
Child Development 11 ....................................................... 3

Note: English 28 is a prerequisite for CD 34

Total Units ........................................................................ 15

SCHOOL AGE PROGRAMS

Skill Certificate

This skill certificate qualifies students for the an entry level teacher position within school-age programs. School-age program teachers work with children from kindergarten through middle school, in before and/or after school programs. Some responsibilities might be to design and implement developmentally age-appropriate activities that are fun exciting and challenging to a variety of age groups. Note: English 28 or equivalent is required in order to receive any LACC Child Development certificate.

COURSES

Child Development 46 ....................................................... 3
Child Development 47 ....................................................... 3
Child Development 1 ......................................................... 3
Child Development 11 ....................................................... 3

ADD one elective chosen from the following courses:

Child Development 48 ...................................................... 3 or
Child Development 42 ...................................................... 3 or
Child Development 44 ...................................................... 3 or
Child Development 45 ...................................................... 3 or
English 218 ................................................................. 3 or
Music 146 ................................................................. 3 or

Total Units ........................................................................ 15

CHILDREN WITH SPECIAL NEEDS

Skill 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, instructional strategies and curriculum to meet the needs of differently abled children and their families.

COURSES

Child Development 44 ...................................................... 3
Child Development 45 ...................................................... 3
Child Development 1 ......................................................... 3
Child Development 11 ....................................................... 3

ADD one elective chosen from the following courses:

Child Development 10 ...................................................... 3 or
Child Development 34 ...................................................... 3 or
Child Development 42 ...................................................... 3 or
Child Development 48 ................................................................. 3 or

Total Units ....................................................................................... 15

COURSE DESCRIPTIONS

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent to receive a certificate.

CHILD DEVELOPMENT 1
Child Growth and Development
3 UNITS - (UC:CSU)
Co-requisite: English 28/31 or equivalent.
Advisory: Lab Learning Skills 3 E Child Development Vocabulary (1 unit).
An introductory Child Development course covering the theoretical concepts of human development, focusing on growth and development from conception through adolescence. The physical, cognitive and psychosocial domains of development and the ways in which nature and environment influence growth, will be studied within a cultural and family context. Students identify strategies that facilitate development and promote healthy child development.

CHILD DEVELOPMENT 2
Early Childhood Principles and Practices
3 UNITS - (CSU)
Co-requisite: English 28/31 or equivalent, and Child Development 1. Verification of annual Mantoux test (or chest x-ray) is required.
A survey course which compares and analyzes historical as well as current models of early childhood programs. Principles of developmentally appropriate practices and learning environments will be discussed. Early childhood strategies that support physical, social, and cognitive development and that led to desired learning outcomes will be identified. Professional development and career paths based upon CA Child Developmental Permit Matrix will be discussed.

CHILD DEVELOPMENT 3
CREATIVE EXPERIENCES FOR CHILDREN I
3 UNITS - (CSU)
Prerequisite: Child Development 2 or equivalent.
Students develop and implement creative curriculum for young children. Activities include: sensory, motor, manipulative, art, music, movement, and dramatic play experiences. Emphasis is on environments that promote creativity and the role of the teacher. Enrollment recommended in CD 84 OR 85: Child Development Labs one hour TBA a week to develop activities and lessons.

CHILD DEVELOPMENT 4
Creative Experiences for Children II
3 UNITS - (CSU)
Prerequisite: Child Development 2 or equivalent.
Implementation and evaluation of curriculum in the areas of language arts, natural and physical sciences, mathematics, and the social sciences. Emphasis is on creating an environment to support a balance of child initiated and teacher initiated experiences. Enrollment recommended in CD 84 or 85: Child Development Labs, one hour TBA a week to develop activities and lessons.

CHILD DEVELOPMENT 10
Child Health
3 UNITS - (CSU)
Co-requisite: English 21 or equivalent.
Study of the interrelationship of health, safety and nutrition and the impact on children's growth and development. Students learn how to implement a comprehensive nutritional program, use universal health precautions and implement emergency procedures.

CHILD DEVELOPMENT 11
Home, School and Community Relations
3 UNITS - (CSU)
Co-requisites: English 21 or equivalent.
This course is designed to study the interaction of the family, school and community and its affects on the child. Some topics covered are: social influences on parenting styles, communication, child-rearing and the relationships between the child, family and the school is studied.

CHILD DEVELOPMENT 22
Practicum in Child Development I
4 UNITS - (CSU)
Prerequisite: Child Development 3 and 4 or equivalent. Verification of current Mantoux test (or chest x-ray) is required.
Lecture 2 hours. Laboratory 6 ½ hours per week.
Note: To be eligible for field placement, students must be available two days a week, either from 8:00 am – 12:30 pm, or 12:00 pm – 4:00 pm, on a Monday/Wednesday, or Tuesday/Thursday, or a Wednesday/Friday. Students are assigned to a child development center under supervision of a college instructor to reinforce theory and to develop teaching techniques by working with children and staff.

CHILD DEVELOPMENT 23
Practicum in Child Development II
4 UNITS - (CSU)
Prerequisite: Child Development 22 or equivalent. Verification of current Mantoux test (or chest x-ray) is required.
Lecture 2 hours. Laboratory 6 ½ hours per week.
Note: To be eligible for field placement, students must be available two days a week, either from 8:00 am – 12:30 pm, or 12:00 pm – 4:00 pm, on a Monday/Wednesday, or Tuesday/Thursday, or a Wednesday/Friday. An advanced practicum experience. Students assigned to directed practicum teaching in a child development center, supplemented by the college instructor.

CHILD DEVELOPMENT 30
Infant and Toddler Studies I
3 UNITS - (CSU)
Co-requisite: English 21 or equivalent.
May be offered in alternate semesters. A study of infant/toddler development from birth through toddlerhood. The birth process, attachment, temperament and development: physically, cognitively, and socially/emotionally will be included. Responsive parenting/care-giving and culturally sensitive environments that support development will be covered.
CHILD DEVELOPMENT 31
Infant and Toddler Studies II
3 UNITS - (CSU)
Advisory: English 21 or equivalent.
May be offered in alternate semesters. Principles of inclusive, respectful care-giving for infants and toddlers within a variety of program designs. Topics cover typical and atypical development; age-appropriate environments; health, safety and licensing issues, as well as observation assessments, family communications, home visiting, resources, and current research.

CHILD DEVELOPMENT 34
Observing and Recording Children’s Behavior
3 UNITS - (CSU)
Prerequisite: Child Development 1 or equivalent and English 28/31 or higher. Students observe, record and interpret children’s behavior in a variety of settings. Students will apply this information to adapt the environment and curriculum to meet the individual needs of children within an early Childhood Program.

CHILD DEVELOPMENT 35
Fostering Literacy Development in Young Children
3 UNITS - (CSU)
Advisory: English 21 or equivalent.
May be offered in alternate semesters. Students interested or currently working in the field of early childhood education will build skills in promoting literacy in children birth through age five. Students will develop a strong foundation in early reading and writing within a developmentally appropriate approach.

CHILD DEVELOPMENT 38
Administration and Supervision of Early Childhood Programs I
3 UNITS - (CSU)
Prerequisite: Child Development 3 or 4 and 11 or equivalent.
May be offered in alternate semesters. Prepares the student to establish and administer an early childhood program. Financial aspects of administration and legal rules and regulations pertaining to administration are emphasized. The course partially fulfills the State licensing requirements for the director.

CHILD DEVELOPMENT 39
Administration and Supervision of Early Childhood Programs II
3 UNITS - (CSU)
Prerequisite: Child Development 3 or 4 and 11 or equivalent.
May be offered in alternate semesters. This course contains an in-depth study of administration in early childhood programs. It includes proposal writing, discussion of licensing requirements, budget analysis, small business management, staff development, advocacy issues and development of a comprehensive parent education program.

CHILD DEVELOPMENT 42
The Child in a Diverse Society
3 UNITS - (CSU)
Advisory: English 21 or equivalent.
May be offered in alternate semesters. This course presents the philosophy and methods related to working with young children and their families within a diverse society including ethnicity, language, culture, gender age, social class and exceptionality. Curriculum development, problem solving techniques and environmental designs will be studied from an inclusive perspective.

CHILD DEVELOPMENT 44
Programs for Children with Special Needs II
3 UNITS - (CSU)
Advisory: English 21 or equivalent.
May be offered in alternate semesters. Designed to assist parents and others interested in parent training, in developing a philosophy & guidelines for effective parenting. Parent-child relationships, alternatives in parenting style, and the impact of family dynamics is explored.

CHILD DEVELOPMENT 45
Programs for Children with Special Needs I
3 UNITS - (CSU)
Advisory: English 21 or equivalent.
Verification of Mantoux test (or chest x-ray) is required.
May be offered in alternate semesters. An introduction to the study of programs for exceptional children and the inclusion of these children into educational settings as close to their typically developing peers as possible. A survey of disabilities from a child development perspective includes definition, characteristics and educational implications.

CHILD DEVELOPMENT 46
School Age Programs I
3 UNITS - (CSU)
Co-requisite: English 21 or equivalent.
May be offered in alternate semesters. Prepares the student to establish and administer before and after school child care programs. Topics to be covered will be guidance of children’s behavior, the child in context of family and community, and administration of programs.

CHILD DEVELOPMENT 47
School Age Programs II
3 UNITS - (CSU)
Co-requisite: English 21 or equivalent.
May be offered in alternate semesters. The student will be introduced to school age children. This course is designed for those currently working or planning to work in before and after school child care. Students will develop age-appropriate curriculum, learn how to support the family and make use of community resources.

CHILD DEVELOPMENT 48
Positive Guidance in Early Childhood Settings
3 UNITS - (CSU)
Prerequisite: Child Development 2 or equivalent.
Explorations of developmentally appropriate management techniques for children in early childhood settings. Emphasis is on developing culturally sensitive individualized plans for behavior management of traditional and special needs children.

CHILD DEVELOPMENT 53
Parenting
3 UNITS - (CSU)
Advisory: Child Development 1, Child Development 2, and English 21.
May be offered in alternate semesters. This course is designed for students interested in specializing in or working with children with special needs. Instruction focuses on accommodating and adapting the physical environment, instructional strategies and curriculum to meet the needs of differently abled children and their families.
CHILD DEVELOPMENT 65  
Adult Supervision and Early Childhood Mentoring  
2 UNITS - (A)  
Prerequisite: Child Development 22 or 38 or 39 or equivalent.  
This course satisfies the Child Development Permit Master Teacher adult supervision requirement and is designed for students who currently, or will supervise adults in an early childhood program. Students compare methods and principles of supervision and mentoring as well as how to develop positive team relationships and utilize conflict resolution techniques. Additional emphasis is placed on advocacy and professional development as well as special issues effecting ECE supervision.

CHILD DEVELOPMENT 84  
Child Development Lab  
0.5 UNITS - (A) (RPT 3)  
Co-requisite: One of the following Child Development 2, 3, 4, 10, 22, 23, 30, 31, 35, 42, 44, 45, 46, 47. Music 130, 146, 147.  
Students interested, or currently working in the field of Child Development may obtain technical support while using lab material, equipment and the Child Development Lab Library resources to design lesson plans, games, and other curriculum activities. A $20.00 lab fee is required.

CHILD DEVELOPMENT 85  
Child Development Lab II  
0.5 UNITS - (A) (RPT 3)  
Prerequisite: Child Development 84 or equivalent.  
Students interested in continuing The Child Development Lab experience will focus on quality literary experiences such as exposure to age-appropriate literacy materials, and (modeling or practicing) library habits under the supervision of a literacy expert. Students will evaluate and analyze literacy materials, be able to write activity plans, and create instructional materials that support emerging literacy. A $20.00 lab fee is required.

EDUCATION 203  
Education in American Society  
3 UNITS — (CSU)  
The course is designed to provide future teachers with the fundamental knowledge essential for understanding the American educational enterprise. Concepts and methods from the fields of sociology, philosophy, and the politics of education are used to analyze the current conditions of urban schools and to evaluate selected proposals/models for reform. A minimum of 20 hours of observation and participation in a multicultural setting is required.

CHILD DEV 185 Directed Study — 1 UNIT (CSU) (RPT 3)  
CHILD DEV 285 Directed Study — 2 UNITS (CSU)  
CHILD DEV 385 Directed Study — 3 UNITS (CSU)  
Allows the student to pursue directed study in Child Development on a contract basis under the direction of a supervising instructor. Refer to the “Directed Study” section of this catalogue for additional information. A maximum of 3 units in Directed Study may be taken for credit.

CHILD DEVELOPMENT 185  
Directed Study – Child Development  
1 UNIT (CSU) (RPT 3)  
This class enables child development students to pursue on their own an in-depth study of a subject of special interest in the field of Child Development. Consultation with the instructor on a weekly basis, plus independent work is required.
Chair: Vaughn Obern
(323) 953-4000 ext. 2627 • CC181
http://cinematv.lacitycollege.edu
Email: obernvg@lacitycollege.edu

PROGRAMS OFFERED

Associate of Arts:
Cinema Production
Television Production

Certificates:
Cinema Production
Cinema/Video Production
Television Production

Skill Certificates:
Beginning Cinema & Television Production
Cinema Post-Production
Cinematography
Directing
Producing
TV Studio Production - Level I

For those attracted to telling a story in pictures, defining and refining images and sound, or for those who want to join the world of entertainment - behind the scenes - a career in cinema and television production could be just right. The opportunities and professional areas in which to work are varied. Large and small film studios, television production companies, product and service companies, public and private organizations, and individuals all use cinema/television professionals. Positions include Camera Operator, Audio Technician, Film/TV Floor Positions, Lighting Technician, Photographer, Film/Video Editor, Cinematographer and Director. Assignments encompass full-length films; shorts; animation; entertainment television or news; documentaries; commercials; informational, web content, promotional or private videos; portraits and commercial photography; and much more. Salaries also range widely, but average from $35,000 - $200,000+ annually. 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 go after 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

CINEMA PRODUCTION

The Cinema-Television Department offers two Associate of Arts Degrees in Cinema. "Plan A" is for students planning to transfer to a four-year college or university. "Plan B" is a training program in motion picture production.

CINEMA PRODUCTION – “PLAN A”
Associate of Arts Degree
Transfer Program

For most four-year schools, the classes here are for preparatory purposes only and the classes are accepted only as electives. You must complete a total of 18 units in Cinema. See the counseling office for more details.

REQUIRED CORE COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cinema 1</td>
<td>3</td>
</tr>
<tr>
<td>Cinema 2</td>
<td>3</td>
</tr>
<tr>
<td>Cinema 3</td>
<td>3</td>
</tr>
<tr>
<td>Cinema 4</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Core Units: 12

Plus two Cinema Electives for a total of 6 units from any of the courses listed below: Cinema 5, 6, 7, 9, 10, 18, 20, 22, 25, 32, 33, 34, 35, 38, 60 and Television 1, 4, 9, 25. Courses may be substituted under special circumstances and with departmental approval.

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

- 3-6 Units English Composition
- 6-9 Units Communication/Analytical Thinking
- 3 Units Natural Sciences
- 3 Units Humanities
- 9 Units Social/Behavioral Sciences (including American History & Governments)
- 3-4 Units Health/Physical Education
- 3-5 Units Math Competency
(Math 115 or higher or passing score on Los Angeles Community College District Math competency exam)

CINEMA PRODUCTION – “PLAN B”
Associate of Arts Degree
Career Program

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 31 units in Cinema. Supplies and books for production classes can vary from $50-$500 or more, depending upon the class and the scope of the student project.

All Cinema and Television courses must be completed with a satisfactory grade.

REQUIRED CORE COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>Cinema 1</td>
<td>3</td>
</tr>
<tr>
<td>Cinema 2</td>
<td>3</td>
</tr>
</tbody>
</table>
Cinema 1, 5, 6, 7, 9, 10, 18, 20, 22, 25, 32, 33, 34, 35, 38, 60 .......................... 3
Television 1, 4, 9, 25 .................................................................................. 3

(Prerequisites may apply and must be followed.)

COURSES UNITS

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cinema 5, 6, 7, 9, 10, 20, 22, 25, 32, 33, 34, 35, 38, 60</td>
<td>3</td>
</tr>
<tr>
<td>Cinema 15, 16, 17</td>
<td>3</td>
</tr>
<tr>
<td>Cinema 911, 921 or 931</td>
<td>3</td>
</tr>
<tr>
<td>Law 33</td>
<td>3</td>
</tr>
<tr>
<td>Television 1, 4, 9, 25</td>
<td>3</td>
</tr>
</tbody>
</table>

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

3 Units
English Composition

3 Units
Communication/Analytical Thinking

3 Units
Natural Sciences

3 Units
Humanities

3 Units
Social/Behavioral Sciences (including American History & Governments)

3-4 Units
Health/Physical Education

3-5 Units
Math Competency

(Prerequisites may apply and must be followed.)

COURSES UNITS

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>Television 6, 7, 25, 48, 49, 55, 60</td>
<td>3</td>
</tr>
<tr>
<td>Suggested Electives: Cinema 1, 2, 3, 4, 5, 6, 7, 9, 10, 15, 16, 17, 20, 22, 25, 32, 33, 34, 35, 38, 60; Television 911, 921, 931. (3 units maximum)</td>
<td>3</td>
</tr>
</tbody>
</table>

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

3-6 Units
English Composition

6-9 Units
Communication/Analytical Thinking

3 Units
Natural Sciences

3 Units
Humanities

9 Units
Social/Behavioral Sciences (Including American History & Governments)

3-4 Units
Health/Physical Education

3-5 Units
Math Competency

(Prerequisites may apply and must be followed.)

COURSES UNITS

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<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>Television 1, 4, 9, 25</td>
<td>3</td>
</tr>
<tr>
<td>Plus two Television electives for a total of 9 units from any of the courses listed below:</td>
<td></td>
</tr>
<tr>
<td>Television 6, 7, 25, 48, 49, 55, 60</td>
<td>6</td>
</tr>
<tr>
<td>Cinema 1, 2, 3, 4, 5, 6, 7, 9, 10, 18, 20, 22, 25, 32, 34, 38, 60. Courses may be substituted under special circumstances and with departmental approval.</td>
<td>30</td>
</tr>
</tbody>
</table>
CERTIFICATE PROGRAMS

CINEMA PRODUCTION
Certificate
A certificate in Cinema Production will be issued by the Cinema-Television Department upon application of the student with the Department Chair upon successful completion of the courses listed below. All courses must be taken at LACC and completed with a satisfactory grade.

COURSES UNITS
Cinema 1 .............................................................. 3
Cinema 2 .............................................................. 3
Cinema 3 .............................................................. 3
Cinema 4 .............................................................. 3
Cinema 5 .............................................................. 3
Cinema 6 .............................................................. 3
Cinema 9 .............................................................. 3
Cinema 10 ............................................................. 3
Cinema 20 ............................................................ 3
Cinema 32 ............................................................ 3
Law 33 or Cinema 33 .............................................. 3
Total Units ........................................................................ 33

CINEMA/VIDEO PRODUCTION
Certificate
A certificate in Cinema Production will be issued by the Cinema-Television Department upon application of the student with the department upon successful completion of the courses listed below. All courses must be taken at LACC and completed with a satisfactory grade.

COURSES UNITS
Cinema 1 .............................................................. 3
Cinema 2 .............................................................. 3
Cinema 3 .............................................................. 3
Cinema 4 .............................................................. 3
Cinema 6 .............................................................. 3
Cinema 9 .............................................................. 3
Cinema 10 ............................................................. 3
Cinema 20 ............................................................ 3
Cinema 32 ............................................................ 3
Law 33 or Cinema 33 .............................................. 3
Total Units ........................................................................ 33

TELEVISION PRODUCTION
Certificate
A certificate in Television Production will be issued by the Cinema-Television Department after successful completion of the courses listed below and application to the Chairman. All courses must be taken at LACC and completed with a satisfactory grade.

COURSES UNITS
Television 55 or TV 60 .............................................. 3
Television 60 ........................................................ 3
Television 46 ........................................................ 3
Television 48 or 49 ............................................... 3
Television 55 ........................................................ 3
Television 60 ........................................................ 3
Additional Cinema/TV class or Co-Op Education class ........................................ 3
Total Units ........................................................................ 33

BEGINNING FILM & TELEVISION PRODUCTION
Skill Certificate
A skills certificate in Beginning Film and Television Production will be issued by the Cinema-Television Department upon successful completion of the courses listed. All courses must be taken at LACC and completed with a satisfactory grade.

COURSES UNITS
Cinema 1 .............................................................. 3
Cinema 2 .............................................................. 3
Television 4 .......................................................... 3
Television 9 .......................................................... 3
Total Units ........................................................................ 12

CINEMA POST-PRODUCTION
Skills Certificate
A skill certificate in Post-production will be issued by the Cinema-Television Department upon successful completion of the courses listed. All courses must be taken at LACC and completed with a satisfactory grade.

COURSES UNITS
Cinema 9 .............................................................. 3
Cinema 22 ........................................................... 3
Cinema 32 ........................................................... 3
Cinema 35 ........................................................... 3
Total Units ........................................................................ 12

CINEMATOGRAPHY
Skills Certificate
A skill certificate in Cinematography will be issued by the Cinema-Television Department upon successful completion of the courses listed. All courses must be taken at LACC and completed with a satisfactory grade.

COURSES UNITS
Cinema 25 .......................................................... 3
Cinema 35 ........................................................... 3
Photography 7 .................................................... 3
Photography 10 ................................................... 3
Total Units ........................................................................ 12

DIRECTING
Skills Certificate
A skill certificate in Directing will be issued by the Cinema-Television Department upon successful completion of the courses listed. All courses must be taken at LACC and completed with a satisfactory grade.

COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>Cinema 5 or Television 25</td>
<td>3</td>
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<tr>
<td>Cinema 10</td>
<td>3</td>
</tr>
<tr>
<td>Cinema 20</td>
<td>3</td>
</tr>
<tr>
<td>Theater Arts 200</td>
<td>3</td>
</tr>
<tr>
<td>Theater Arts 225</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units .............................................................. 15

PRODUCING Skills Certificate
A skill certificate in Producing will be issued by the Cinema-Television Department upon successful completion of the courses listed. All courses must be taken at LACC and completed with a satisfactory grade.

COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>Cinema 5 or Television 25</td>
<td>3</td>
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<tr>
<td>Cinema 20</td>
<td>3</td>
</tr>
<tr>
<td>Cinema 25</td>
<td>3</td>
</tr>
<tr>
<td>Business 1</td>
<td>3</td>
</tr>
<tr>
<td>Law 33</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units .............................................................. 15

TELEVISION STUDIO PRODUCTION Skills Certificate (Level I)
A skills certificate in Television Studio Production (Level I) will be issued by the Cinema-Television Department upon successful completion of the courses listed. All courses must be taken at LACC and completed with a satisfactory grade.

COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>Television 1</td>
<td>3</td>
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<tr>
<td>Television 4</td>
<td>3</td>
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<tr>
<td>Television 9</td>
<td>3</td>
</tr>
<tr>
<td>Television 46</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units .............................................................. 12

COURSE DESCRIPTIONS

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.
PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

CINEMA

CINEMA 1
Introduction to Motion Picture Production
3 UNITS - (UC:CSU)
Required of all Cinema majors; open to all students.
Lecture 2 hours. Laboratory 2 hours.
A comprehensive introduction to film video production techniques and equipment. Proper procedures are explained for the use of digital and film cameras, lenses, filters, film stocks, lights, microphones, audio recorders, and other motion editing picture equipment. Attention is also given to production planning and post-production as well. Cinema 2 should be taken concurrently.

CINEMA 2
Beginning Motion Picture Workshop
3 UNITS - (UC:CSU)
Required of all Cinema majors. Open to all students.
Lecture 1 hour. Laboratory 4 hours.
Introductory workshop in practical filmmaking. Each student will be responsible for making several short films in digital video. Cinema 1 should be taken concurrently.

CINEMA 3
History of Motion Pictures
3 UNITS - (UC:CSU)
Required of all first semester Cinema majors; open to all others.
Lecture 2 hours. Laboratory 2 hours.
History of the development of motion pictures, with examples, from their beginnings to the present day. Emphasis is placed on the American feature film.

CINEMA 4
History of the Documentary Film
3 UNITS - (UC:CSU)
Required of all first semester Cinema majors; enrollment open to all others.
Lecture 2 hours. Laboratory 2 hours.
The development of films dealing with the truth. Films types seen and discussed include: historical, animated, propaganda, educational, commercial, cinema verite and direct cinema. Students will develop critical standards for judging documentary films.

CINEMA 5
Introduction to Screenwriting
3 UNITS - (RPT 1) (CSU)
Prerequisite: Cinema 1, 2, 3, and 4 with satisfactory grades or better.
Required of all Cinema majors.
Lecture 2 hours. Laboratory 2 hours.
Cinema majors will develop and write two short screenplays that they will produce in the advanced motion picture workshop (Cinema 15, 16, 17). UC limit: 5 combined with Theatre Arts courses: maximum, 12 units (see Theatre Arts).

CINEMA 6
Motion Picture Photography
3 UNITS - (CSU)
Prerequisite: Cinema 1, 2, 3, 4 with satisfactory grades or better. Required of all Cinema majors.
Lecture 2 hours. Laboratory 2 hours.
Introduction to cinematography, including optics, photo emulsions, digital This course is an introduction to cinematography, including optics, photo emulsion, camera operation, laboratory procedures, terminology and aesthetics. Students will do individual and group projects using 16 mm or digital video camera equipment.

CINEMA 7
Advanced Cinematography and Creative Techniques
3 UNITS - (CSU)
Prerequisite: Cinema 6 with a satisfactory grade or better.
Lecture 2 hours. Laboratory 2 hours.
An advanced course in creative cinematography covering sophisticated professional equipment and techniques used in the motion picture industry. Emphasis is placed on lighting and current industry standards.

CINEMA 9
Motion Picture Sound
3 UNITS - CSU
Prerequisite: Cinema 1, 2, 3, 4 with satisfactory grades or better.
Lecture 1 hour, Laboratory 4 hours.
Hands-on instruction in the method of recording sound with emphasis on motion pictures. Areas of study include microphones, production recorders, location sound recording problems, microphone types and placement, transfer, ADR, Foley, sound effects, sound editing and mixing

CINEMA 10
INTRODUCTION TO FILM DIRECTING
3 UNITS - CSU
Prerequisite: Cinema 1, 2, 3, 4 with satisfactory grades or better.
Lecture 2 hours, Laboratory 2 hours.
Introduction to the crafts of acting and directing for the film medium; with emphasis on the visualization of the screen play, the junction of the actor in interpreting the script, and the role of the director in handling actors in the production of a film.

CINEMA 15
Motion Picture Workshop I
3 UNITS - (RPT 1) (CSU)
Prerequisite: Cinema 5, 6, 9, 10, 20 and 32 with satisfactory grades or better.
For advanced LACC Cinema students.
Lecture 1 hour. Laboratory 4 hours.
Practical work in 16mm and Digital Video production. Lecture and laboratory workshop emphasizing the creative use of the camera, editing, sound, and production activities in relation to the fiction film format. Each student will be responsible for making a short film.

CINEMA 16
Motion Picture Workshop II
3 UNITS - (A)
Prerequisite: Cinema 5, 6, 9, 10, 20 and 32 with satisfactory grades or better.
For advanced LACC Cinema students.
Lecture 1 hour. Laboratory 4 hours.
The production of a short film or video project from script development and production packaging to the actual shooting, editing and mixing of the film or video.

CINEMA 17
Advanced Motion Picture Post-Production
3 UNITS - (A)
Prerequisite: Cinema 16 with a satisfactory grade.
Lecture 1 hour. Laboratory 4 hours.
Advanced film post-production methods are applied as students learn to prepare for release of a short film that has been produced in Cinema 15 and 16. Included techniques are flatbed or digital editing, foley effects, automatic dialog replacement, and re-recording.

CINEMA 20
Business Aspects of Motion Picture Production
3 UNITS - (A)
Lecture 3 hours
Prerequisite: Cinema 1, 2, 3,4, with satisfactory grades or better. Survey of business practices including financing, production and distribution.

CINEMA 22
Digital Audio Post Production with Pro Tools
3 UNITS - (A)
Lecture 2 hours. Laboratory 2 hours.
Prerequisite: Cinema 9 or 11 or 32 or Television 52 or 55 with a satisfactory grade or better. Advanced television and cinema students are introduced to digital audio editing, multi-track mixing and other digital audio post-production with ProTools.

CINEMA 25
Producing Digital Video Features
3 UNITS - (A)
Lecture 3 hours
Digital Video (DV) has transformed feature film production and distribution. Explore this new frontier and its new and proposed uses on the Internet.

CINEMA 32
Editing Fundamentals
3 UNITS - (A)
Prerequisite: Cinema 1, 2, 3 and 4 with satisfactory grades or better.
Lecture 1 hours. Laboratory 4 hours.
Intermediate students will learn the basics of editing with basic non-linear digital equipment.

CINEMA 33
Digital Video Production Workshop I
3 UNITS - (A)
Prerequisite: Cinema 1, 2, 3, and 4 with satisfactory grades or better.
Lecture 1 hours. Laboratory 4 hours.
Intermediate students will produce short video projects using basic digital video cameras and editing systems.
CINEMA 34
Motion Picture Soundstage Production Practicum
3 UNITS - (A)
Prerequisite: One of the following - Cinema 5 or 6 or 7 or 9 or 10 or 35 with satisfactory grades or better.
Lecture 1 hour. Laboratory 4 hours
Designed for students to gain practical experience in a specific area of motion picture soundstage production in order to develop the necessary skills needed in that field of the industry. Included skills are screenwriting, directing, production management, lighting, cinematography, sound recording and editing.

CINEMA 35
Non-linear Editing with Final Cut Pro
3 UNITS - (A)
Prerequisite: Cinema 32 with satisfactory grades or better.
Lecture 2 hours. Laboratory 2 hours.
Advanced film students are introduced to Final Cut Pro non-linear software and are given lectures of film-to video and other post-production techniques.

CINEMA 38
Modern Picture Stage Grip
3 UNITS - (A)
Open to all students.
Lecture 2 hours. Laboratory 2 hours.
In this hands-on course, students will learn basic grip skills and operate equipment and tools used on location and the motion picture stage.

CINEMA 60
Entertainment Industry Careers Below-the-line Production Skills I
3 UNITS
Open to all students.
Lecture 2 hours. Laboratory 2 hours.
Introductory course to the skills needed to obtain and keep a position in the motion picture or television industries. Skills taught include working with production managers, first assistant directors, production designers, and script supervisors, with a focus on basic safety issues in each department.

CINEMA 61
Entertainment Industry Careers Below-the-line Production Skills II
3 UNITS
Lecture 2 hours. Laboratory 2 hours.
Intermediate course to the skills needed to obtain and keep a position in the motion picture or television industries. Skills taught include working on a more advanced level with production managers, first assistant directors, production designers, script supervisors, and other keys with a continuing focus on safety issues in each department.

CINEMA 62
Entertainment Industry Careers Below-the-line Production Skills III
3 UNITS
Lecture 1 hour. Laboratory 4 hours.
Advanced course to skills needed to obtain and keep a position in the motion picture or television industries. Skills taught include working on an even more advanced level with production managers, first assistant directors, production designers, script supervisors, and other keys with a special focus on preparing for industry “safety passports.”

CINEMA 63
Entertainment Industry Careers Corporate Skills I
3 UNITS
Lecture 3 hours
Introductory course of the skills needed to obtain and keep a position in the motion picture or television industries including basic knowledge of how the current entertainment industry works, where and how to find positions, and how to be a great assistant.

CINEMA 64
Entertainment Industry Careers Corporate Skills II
3 UNITS
Lecture 3 hours
Intermediate course of skills needed to succeed at any entry level position in the motion picture or television industries. This class features beginning to advanced office and organizational skills needed to maintain an entry level position in the development or production management side of the business.

CINEMA 911 Cooperative Education— 1 UNIT - (RPT3)
CINEMA 921 Cooperative Education— 2 UNITS
CINEMA 931 Cooperative Education— 3 UNITS
Prerequisite: Cinema 2 with a satisfactory grade or better.
Students receive credit for approved internships with an employer in the field of Motion Picture Production, under the direction of the Cooperative Education director. The worksite must be approved by the Department Chair.

TELEVISION 1
Introduction to Television
3 UNITS - (CSU)
A required basic course for all first semester Television majors.
Open to all students.
Lecture 3 hours.
A study of what's on Television and why, including the history of Radio and Television Broadcasting. Also covers costs, ratings, profits, the FCC rules, cable and pay Television. Recommended elective for Journalism, Theatre and Public Relations.

TELEVISION 4
Camera, Lighting and Sound for Television and Cinema
3 UNITS – (A)
A required basic course for all first semester Television majors.
Open to all students.
Lecture 2 hours. Discussion 1 hour.
An introduction to Camera, Lighting and Sound for video and film in studio and on location.

TELEVISION 6
Studio and Remote Production
3 UNITS - (RPT 1) (A)
Prerequisite: Television 46 with a satisfactory grade or better.
Lecture 2 hours. Laboratory 5 hours.
Various camera set ups; lighting, editing procedures, mike placement and overall operation of such equipment operation. Television news studio and field production.
LOS ANGELES CITY COLLEGE 80TH ANNIVERSARY CATALOG 2008-2009

TELEVISION 7
Television Announcing I
3 UNITS - (RPT 1) (CSU)
Advisory: Eligibility for English 28/31 or equivalent.
Lecture 2 hours. Laboratory 2 hours.
Training in television announcing for newscasts, adlibbing, commercials, sports, weather and various other assignments.

TELEVISION 9
Introduction to TV Equipment Procedures
3 UNITS - (CSU)
A required basic course for all first semester TV majors.
Open to all students. Lecture 3 hours
The principles and operational techniques of basic television control room and studio equipment leading to first production of spots. Fundamental physical properties of sound, light and electricity, TV control room procedure, directing, script writing, story boarding and other producing tools.

TELEVISION 25
Television and Film Dramatic Writing
3 UNITS - (RPT 1) (CSU)
Open to all students. Lecture 3 hours
Professional methods and techniques of television writing for drama or comedy on film and tape. Also deals with obtaining an agent and selling a script.

TELEVISION 46
Television Production
3 UNITS - (CSU)
Prerequisite: Television 9 with a satisfactory grade.
Advisory: Television 4
Required of all Television majors.
Lecture 2 hour. Laboratory 2 hours.
Directing, writing, performing; use of cameras, recorders, switcher, character generator, lighting and audio equipment.

TELEVISION 48
Television Programming and Video Tape Production Workshop
3 UNITS - (RPT 1) (CSU)
Prerequisite: Television 46 with a satisfactory grade.
Required of all Television majors.
Lecture 2 hours. Laboratory 2 hours.
Advanced work in pre-producing, directing, producing, writing, operating remote equipment, and special effects.

TELEVISION 49
TV Production Workshop
3 UNITS - (RPT 1) (A)
Prerequisites: Television 46 with a satisfactory grade.
Lecture 2 hour. Laboratory 2 hours.
Training in the technical aspects of television production, including lighting, camera, videotape and character generator. No script writing or producing, this class is for technical crew only.

TELEVISION 55
Digital Video Production Workshop I
3 UNITS - (A)
Prerequisite: Cinema 1, 2, and Television 4, 9.
Lecture 1 hour. Laboratory 4 hours.
Intermediate television students will produce short video projects using basic digital video cameras and editing systems.

TELEVISION 60
Non-linear Editing With Final Cut Pro
3 UNITS - (A)
Prerequisite: Television 55 with a satisfactory grade.
Lecture 2 hours. Laboratory 2 hours.
Advanced film students are introduced to Macintosh Final Cut Pro non-linear software and are given lectures on film-to video and other post-production procedures.

TELEVISION 185 Directed Study — 1 UNIT - (CSU)
TELEVISION 285 Directed Study — 2 UNITS - (CSU)
TELEVISION 385 Directed Study — 3 UNITS - (CSU)
Prerequisite: Television 9, 46 and 6 or 48 with satisfactory grades or better. Courses limited to advanced LACC Television Students. Courses offered on a Credit/No Credit basis.
Conference 1 hour per unit.
Allows students to pursue Directed Study on a contract basis under the direction of a supervising instructor. Refer to the “Directed Study” section of this catalog for additional information. Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

TELEVISION 911 Cooperative Education— 1 UNIT - (RPT1)

CITIZENSHIP
ENGLISH AS A SECOND LANGUAGE • CIVICS
PART OF THE WORKFORCE
NON-CREDIT PROGRAM

TELEVISION 921 Cooperative Education— 2 UNITS
TELEVISION 931 Cooperative Education— 3 UNITS
Prerequisite: Television 46 with a satisfactory grade or better.
Students receive credit for approved internships with an employer in the field of Motion Picture Production, under the direction of the Cooperative Education director. The worksite must be approved by the Department Chair.

Director: Nelines Paladini
(323) 953-4000 ext. 2230 • CCW
www.lacitycollege.edu/services/citizenship/index.html

PROGRAMS OFFERED
Courses Only - No Degree/Certificate
The English Literacy & Citizenship Program provides an integrated program of services incorporating English literacy and civics education to prospective United States citizens, students, and members of the community. The classes provide English language instruction and knowledge on the rights and responsibilities of citizens through instruction and civics participation. The program provides assistance with the Naturalization process, pictures, applications, interview preparation, and follow-up with U.S. CIS. The services are at no cost and do not appear on the student's transcripts.

COURSE DESCRIPTIONS

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings. All courses are open entry/open exit (no grade)

ENGLISH LITERACY AND CIVICS 0 030 CE
0 UNITS
Prerequisite: None This open-entry Literacy and Civics class will encompass all the content necessary in order to have a functioning understanding of the English language. Students will be exposed to a variety of contexts which will prepare them for encounters in the real world. The exposure in turn will provide them with basic survival skills and assist them in the immersion into a predominately English speaking society.

ENGLISH LITERACY AND CIVICS 1 031 CE
0 UNITS
Prerequisite: None This open-entry Literacy and Civics class will encompass all the content necessary in order to have a functioning understanding of the English language. Students will be exposed to a variety of contexts which will prepare them for encounters in the real world. The exposure in turn will provide them with basic survival skills and assist them in the immersion into a predominately English speaking society.

ENGLISH LITERACY AND CIVICS 2 032 CE
0 UNITS
Prerequisite: None This open-entry course will review the content taught in English Literacy and Civics 0-1, build upon the grammatical and vocabulary structures taught in the previous two classes, and serve as a continuation into ESL level 2. The four components of Literacy will be covered: listening, speaking, reading and writing. The emphasis on these four skills will be contextualized in order for the students to grasp everyday conversations, and situations they may encounter while completing forms such as job applications and US CIS (INS) forms.

ESL AND CIVICS 001 CE
0 UNITS
Prerequisite: None This competency-base, open-entry citizenship course introduces U.S. history and government with the appropriate English vocabulary and grammar structure for beginning English as a Second Language (ESL) students who are preparing to take the U.S citizenship examination.

ESL AND CIVICS 010 CE
0 UNITS
Prerequisite: None This competency-base, open-entry citizenship course introduces U.S. history and government with the appropriate English vocabulary and grammar structure for beginning English as a Second Language (ESL) student who are preparing to take the U.S citizenship examination.

PRIMARY LEVEL
ESL AND CIVICS 2 011CE
0 UNITS
Prerequisite: None This competency-base, open-entry citizenship course introduces U.S. history and government with the appropriate English vocabulary and grammar structure for beginning English as a Second Language (ESL) student who are preparing to take the U.S citizenship examination.

ADVANCED PRIMARY LEVEL
ESL AND CIVICS 3 012CE
0 UNITS
Prerequisite: None This competency-base, open-entry citizenship course introduces U.S. history and government with the appropriate English vocabulary and grammar structure for beginning English as a Second Language (ESL) student who are preparing to take the U.S citizenship examination.

INTERMEDIATE LEVEL
ESL AND CIVICS 4 013CE
0 UNITS
Prerequisite: None This competency-base, open-entry citizenship course introduces U.S. history and government with the appropriate English vocabulary and grammar structure for beginning English as a Second Language (ESL) student who are preparing to take the U.S citizenship examination.

ADVANCED INTERMEDIATE LEVEL
ESL AND CIVICS 5 014CE
0 UNITS
Prerequisite: None This competency-base, open-entry citizenship course introduces U.S. history and government with the appropriate English vocabulary and grammar structure for beginning English as a Second Language (ESL) student who are preparing to take the U.S citizenship examination.

ADVANCED LEVEL
ESL AND CIVICS 6 015CE
0 UNITS
Prerequisite: None This competency-base, open-entry citizenship course introduces U.S. history and government with the appropriate English vocabulary and grammar structure for beginning English as a Second Language (ESL) student who are preparing to take the U.S citizenship examination.

ADVANCED ESL
SURVIVAL AND PRE-ACADEMIC ESL 0 006 CE
0 UNITS
Prerequisite: None Survival and Pre-academic ESL for students who speak little or no English. Listening, speaking, reading and writing; emphasis on practical vocabulary and basic grammatical structures in context.

SURVIVAL AND PRE-ACADEMIC ESL 1 007CE
0 UNITS
Prerequisite: None Survival and Pre-academic ESL for students who speak little or no English. Listening, speaking, reading and writing; emphasis on practical vocabulary and basic grammatical structures in context.
**SURVIVAL AND PRE-ACADEMIC ESL 2  008CE**  
0 UNITS  
Prerequisite: None  
Survival and Pre-academic ESL for students who speak some basic English. Listening, speaking, reading and writing; emphasis on practical vocabulary and basic grammatical structures in context.

**SURVIVAL AND PRE-ACADEMIC ESL 3  009CE**  
0 UNITS  
Prerequisite: None  
Survival and Pre-academic ESL for students who speak some basic English with a level of fluency above that expected in ESL2. Listening, speaking, reading, and writing; emphasis on practical vocabulary basic grammatical structures in context, and preparation for the credit program.

**ENGLISH AS A SECOND LANGUAGE BEGINNING -1  001CE**  
0 UNITS  
Prerequisite: None  
This course provides instruction in simple reading and writing, basic sentence structure, spelling and phonemic correspondences, and verbal communication skills. Students read and listen to dialogues, compose and practice original dialogues, and perform other activities. Emphasis is placed upon general understanding of simple spoken English, clear pronunciation, and correct grammar.

**Degree Programs**

The Computer Science Information Technology discipline program at Los Angeles City College offers two Associate degrees that students can choose from depending on their career and educational goals. The first, Associate of Science in Computer Science, is designed for students with transfer goals to the Computer Science program at four-year universities. The second, an Associate of Science in Computer Information Systems, is designed to prepare students for careers in exciting Information Technology fields such as programming, software engineering, database administration, computer networking, multimedia, and web technologies. Students with interest in transferring to the Information Systems program at four-year universities should consult with the Computer Science department for needed course work. The following tables list the requirements for each degree. For information on general education courses, students are encouraged to see a counselor for advisement.
COMPUTER SCIENCE
Associate of Science Degree
Transfer Program

COURSES UNITS
First Semester
CO SCI 104 ................................................................. 3
CO SCI 107 ................................................................. 3
(CO SCI 103 is a prerequisite to required CO SCI courses
and can be used to fulfill a general education requirement)
Second Semester
CO SCI 134 ................................................................. 3
CO SCI 139 ................................................................. 3
Suggested Major Preparation:
Physics 1 ................................................................. 4
Math 261 ................................................................. 5
Third Semester
CO SCI 140 or 141 ...................................................... 3
CO SCI 186 ................................................................. 3
Suggested Major Preparation:
Philosophy 7, 8, or 9 .................................................. 3
Fourth Semester
CO SCI 156 ................................................................. 3
CO SCI 158 ................................................................. 3
Total Major Units ....................................................... 24

Note: On approval by the Computer Science/Information Technology discipline, students may use Math 262, 263 and Physics 2, 3 as substitute to any
of the CO SCI requirements except CO SCI 139, CO SCI 140 (or 141), and
CO SCI 136 as long as a minimum of 18 CO SCI units is met.
To complete general education requirements in this area of study,
Plan A for the AAAS Degree is required.
PLAN A: Please consult with a counselor about specific courses needed or see the college catalog
"Graduation Requirements" section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a
counselor for the specific requirements of the university you plan to attend.
3-6 Units English Composition
6-9 Units Communication/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities
9 Units Social/Behavioral Sciences (Including American History & Governments)
3-4 Units Health/Physical Education
3-5 Units Math Competency
(Math 115 or higher or passing score on Los Angeles Community College District Math competency exam)

ASSOCIATE DEGREE (Transfer Program)

Requirements for the Associate of Science degree in Computer Science.
For General Education requirements, refer to plan A.

ASSOCIATE DEGREE (Career Program)

Requirements for the Associate of Science degree in Information Systems. For General Education requirements, refer to Plan B.
## Applications Software Certificate

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.

### Courses

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<td>Electives</td>
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</table>

Total Units: 28-31

Acceptable Electives:
- Database Track: 2 courses from CO SCI 187, 188, 189, 198, and 199
- Networking Track: 2 courses from CO SCI 181, 182, and 183
- Operating Systems Track: 2 courses from CO SCI 167, 168, and 169
- Web Technologies Track: 2 courses from CO SCI 136, 139, 140, 141, and 142

## Programming Languages Certificate

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

### Courses

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<tbody>
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</table>

Total Units: 37-40

Acceptable Electives:
- Databases Track: 3 courses – CO SCI 187, 188, 189, 198, and 199
- Web Development Track: 3 courses from CO SCI 144, 155, 156, 158, and 159
- Operating Systems Track: 3 courses – CO SCI 167, 168, and 169
**DATABASE ADMINISTRATION Skill 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.

**COURSES**

<table>
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<th>COURSE</th>
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<td>CO SCI 188</td>
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<td>CO SCI 189</td>
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</tbody>
</table>

**Total Units** 12

Use Oracle Developer Suite 10g and deploy applications on the Web with Oracle Application Server 10g. The students learn how to build forms and reports and use the web to access them.

**OPERATING SYSTEMS Skill Certificate**

This program provides hands-on training in the use of UNIX and WINDOWS operating systems and prepares students for Microsoft Certificate Professional (MCP) examination.

**COURSES**

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<th>COURSE</th>
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<td>CO SCI 169</td>
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</table>

**Total Units** 12

Plus one of the elective options CO SCI 189 Oracle Perf. & Tuning or CO SCI 198 Oracle PL/SQL
UNIX OPERATING SYSTEMS
Skill Certificate
The UNIX operating system is very widely used in education, business, science, and industry both in servers and in desktop applications. Almost 70% of the Internet's World-Wide Web servers are driven by some version of UNIX or LINUX. UNIX is used in specialty desktop systems that require complex graphics or scientific processing. In servers, UNIX supports web services, database systems, advanced scientific computing, and vast communications networks. UNIX can be used in cluster systems requiring thousands of processors or in small embedded systems involved in simple robotic applications. It is the system of choice for the vast majority of university applications.

COURSES

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<tr>
<th>COURSES</th>
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</table>

WEB SERVER TECHNOLOGIES SKILL CERTIFICATE

WEB CLIENT TECHNOLOGIES SKILL CERTIFICATE

WEB SERVER TECHNOLOGIES
Skill Certificate
The Web Server Technologies program provides training in the use of server-side web technologies for design and development of E-Commerce web sites. These include the use of CGI scripts, Active Server Pages, and Database Servers to create realistic e-commerce sites. Server-side concepts related to the Windows and Unix operating systems are covered. Students will also get introduction to the Oracle's database technology and how to develop dynamic, interactive and scalable database-driven Web applications.

COURSES

<table>
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<tr>
<th>COURSES</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>CO SCI 134</td>
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<td>CO SCI 155</td>
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<td>CO SCI 159</td>
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<tr>
<td>CO SCI 167 or 168</td>
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<td>Total Units</td>
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</tbody>
</table>

UNIX OPERATING SYSTEMS SKILL CERTIFICATE

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

COURSES

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
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<tbody>
<tr>
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<td>Total Units</td>
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WEB SERVER TECHNOLOGIES SKILL CERTIFICATE
COURSE DESCRIPTIONS

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.
PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

The official abbreviation for Computer Science/Information Technology (CSIT) is "CO SCI".

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 100 Workshop Laboratory
1 UNIT - (RPT 3) (A)
This course is designed to supplement and enhance learning experience in other computer-related courses by providing tutorial and self-help assistance with computers, programs, software, hardware and other learning aids.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 101 Introduction to Computers and Their Uses
4 UNITS - (UC:CSU)
Advisory: English 73.
Credit not allowed if student has credit for CO SCI 103.
A general computer literacy course open to all students. Presents computer hardware, software, terminology, ethics, and societal impact. Students will overview operating systems, word processing, spreadsheets, database management systems, telecommunications, and networks.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 103 Introduction to Computer Systems for MIS
4 UNITS - (UC:CSU)
Advisory: English 73.
An introduction to computers for a one-semester transfer course or for certificates or a degree in CSIT. Topics include computers, programming and systems design, programming languages and flowcharting. Laboratory includes word processing, spreadsheets, database concepts and extensive programming in BASIC.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 104 Mathematics for Programmers
3 UNITS - (CSU)
Advisory: CO SCI 103 or equivalent.
Development of the specialized mathematical concepts necessary for writing computer programs, including the internal representation of numeric data, logical operators, set theory, vector and matrix operations, and linear equations.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 107 Programming Logic
3 UNITS - (UC:CSU)
Prerequisite: CO SCI 103 with a satisfactory grade or better or equivalent.
Advisory: Mathematics 125 or equivalent.
Introduces the discipline of computer science using a high level language; provides an overview of computer organization and an introduction to software engineering. Includes program design, development, style, testing, documentation, algorithms, control structures, sub-programs, and elementary data structures.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 108 Beginning Visual Basic Programming
3 UNITS - (UC:CSU)
Prerequisite: CO SCI 101 with a satisfactory grade or better or equivalent.
A beginning programming course in the Visual Basic Programming Language.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 133 Microcomputer Data Base Programming
3 UNITS - (CSU)
Prerequisite: CO SCI 103 with a satisfactory grade or better or equivalent.
This course focuses on the essential principles and concepts of a microcomputer data base environment. A comprehensive examination of the functions of a data base command language is included.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 134 Operating Systems
3 UNITS - (CSU)
Prerequisite: CO SCI 101 or 103 with a satisfactory grade or better or equivalent.
Fundamental principles functions, application and use of operating systems such as DOS, UNIX, Windows 98/NT/2000, and Netinase and related applications software. Analysis of capabilities and limitations of the different operating systems and environments. Applicable to A+ certification software preparation.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 136 Introduction to Data Structures
3 UNITS - (UC:CSU)
Prerequisite: CO SCI 140 with a satisfactory grade or better or equivalent.
Principles and applications of data structures. Design implementation, and analysis of algorithms to manipulate arrays, lists, stacks, queues, trees, graphs, and other objects. Examination of sorting and searching methods. Recursive and object-oriented programming techniques.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 138 Advanced Visual Basic Programming
3 UNITS - (UC:CSU)
Prerequisite: CO SCI 108 with a satisfactory grade or better or equivalent.
An advanced programming course in the Visual Basic .Net programming language with objects, classes, exception handling, GUI, DBMS, SQL, ASP .NET, Data Structures, and Recursion.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 139 Programming in C
3 UNITS - (UC:CSU)
Prerequisite: CO SCI 104 and CO SCI 107 with satisfactory grades or better or equivalent.
The course provides students the ability to write computer programs in a language used by professional programmers and software developers.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 140 Programming in C++
3 UNITS - (UC:CSU)
Prerequisite: CO SCI 139 with a satisfactory grade or better or equivalent.
This course addresses class construct, an extension of C Structure. The course emphasizes superiority of C++ to C as a general purpose programming language because of its new features and C++ as an object oriented programming language.
COMPUTER SCIENCE/INFORMATION TECHNOLOGY 141
Programming in JAVA
3 UNITS - (UC:CSU)
Prerequisite: CO SCI 101 or CO SCI 103 with a satisfactory grade or better or equivalent.
Advisory: CO SCI 107 and CO SCI 104.
An introductory university-level course of a leading-edge programming paradigm object-oriented programming that is truly portable and therefore appropriate for implementing internet-based and World-Wide Web based applications.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 142
Advanced JAVA
3 UNITS - (A)
Prerequisite: CO SCI 141 with a satisfactory grade or better or equivalent. This is a sequel to CO SCI 141. It covers numerous topics beyond the introductory Java course. Topics included are: (1) UML, (2) Multithreading, (3) Networking, (4) Exception handling, (5) Recursion, (6) Files & Streams, (7) JDBC, and (8) Generics. This course will prepare a student to tackle the Sun Certified Java Programmer industry certification Exam.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 144
Practical Extraction and Report Language (PERL)
3 UNITS - (UC:CSU)
Prerequisite: CO SCI 158 with a satisfactory grade or better or equivalent. An introductory university-level course in Practical Extraction and Report Language (PERL), a standard tool for UNIX server administration and server side support of interactive World Wide Web pages.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 148
Advanced Spreadsheet Applications
3 UNITS - (CSU)
Prerequisite: CO SCI 101 or 103 with a satisfactory grade or better or equivalent.
A course in advanced spreadsheet operations, including nested functions, data tables, exporting/importing data, what-if analysis, macro development, macrologic, printing enhancements and spreadsheet systems development.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 151
Macromedia Dreamweaver
4 UNITS - (A)
Advisory: CO SCI 103 or CO SCI 108 with a satisfactory grade or better or equivalent.
This course provides an extensive practical and theoretical framework for using Macromedia's Dreamweaver to develop web sites. It includes enhancements for web page layout, coding, and webmaster-user interactivity.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 152
Macromedia Flash
3 UNITS - (A)
Advisory: CO SCI 151 with a satisfactory grade or better or equivalent.
This course covers Macromedia's Flash; a state-of-the-art Web animation software for creating highly compact, vector-based content for transmission over the Internet. Topics include introduction to ActionScript, Event Handlers, objects and Dynamic Data.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 155
Electronic Commerce (E-Commerce) Technologies
4 UNITS - (A)
Prerequisite: CO SCI 101 and CO SCI 103 with satisfactory grades or better or equivalent.
This course offers hands-on experience in designing and implementing business-to-consumer and business-to-business web commerce sites.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 156
XML Programming
3 UNITS - (CSU)
Prerequisite: CO SCI 158 with a satisfactory grade or better or equivalent.
This course offers hands-on experience in designing and programming XML documents that enable the structured delivery of data and information over a corporate intranet, the internet, or for simple XML messaging between HTTP servers. The course also provide skills to build business-to-business E-commerce applications.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 158
Hyper-Text Markup Language (HTML)
3 UNITS - (CSU)
Prerequisite: CO SCI 101 with a satisfactory grade or better or equivalent.
Covers Hyper-Text Markup Language, including formatting concepts of hypermedia composition, lists, tables, graphics, maps, frames, forms and form processing. CGI, web site management, and an overview of more advanced features.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 159
Web Projects
3 UNITS - (CSU) (RPT 2)
Prerequisite: CO SCI 158 with a satisfactory grade or better or equivalent. Covers more complex topics in rapidly changing technology of web pages construction including multimedia developments, plug-ins, helper applications, CSS, DHTML and new developments. Students will complete web projects with emphasis placed upon recent developments in students and software.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 160
Business Systems Design
3 UNITS - (CSU)
This course covers the fundamentals of business systems analysis and design. It defines the core of the systems analyst, and describes experience in screen and form design, implementation and project management.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 167
Microcomputer Operating Environments - Windows
3 UNITS - (CSU)
Prerequisite: CO SCI 101 or 103 and CO SCI 134 with satisfactory grades or better or equivalent.
Advanced course focusing on graphical user interface theory and operating system environment maintenance, contrasting DOS interface with graphical user interface, reviewing DOS fundamentals, introducing Windows applications use and installation and covering communications, macro generation, object embedding, memory management and network configurations.
COMPUTER SCIENCE/INFORMATION TECHNOLOGY 168
The UNIX Operating System
3 UNITS - (CSU)
Prerequisite: CO SCI 101 with a satisfactory grade or better or equivalent.
Covers basic features of the UNIX operating system including commands and concepts for running, application handling files, directories, permissions, networking, and scripting.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 169
Apache Web Server
3 UNITS - (CSU)
Prerequisite: CO SCI 168 with a satisfactory grade or better or equivalent.
A course covering the tasks involved in administering an Internet web server running Apache web server software under UNIX.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 170
UNIX System Administration
3 UNITS
Covers advanced topics in UNIX system administration including user addition and management, system disk drive installation and preparation, application installation, network installation and configuration, printer attachment, boot procedures and scripting, and management of event logging. The student builds a UNIX server from scratch and configures it to required specifications.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 171
UNIX System Security
3 UNITS
Covers both theoretical and practical aspects of UNIX system security, including UNIX password systems, file system hardening, cryptography basics, physical security for hardware, protocol security, network authentication methods, secure programming and account defense.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 181
Computer Networking I - CISCO
3 UNITS - (CSU)
Prerequisites: CO SCI 101 or 103 with a satisfactory grade or better or equivalent.
This course covers fundamentals of computer networking. Topics include evolution of networking, seven layers of the OSI reference model, and networking devices such as bridges, hubs, switches, and routers. Internet protocol, IP addressing, subnetting, network topology, and cabling will also be covered.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 182
Computer Networking II - CISCO
3 UNITS - (CSU)
Prerequisite: CO SCI 181 with a satisfactory grade or better or equivalent.
This course covers a wide area of interworking fundamentals. Topics include router fundamentals, router setup and configuration, network management, routing and routed protocols, and network troubleshooting.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 183
Computer Networking III - CISCO
3 UNITS - (A)
Prerequisite: CO SCI 182 with a satisfactory grade or better or equivalent.
This course covers routers configuration for various industry standard protocols. Topics include segmentation of LAN's using bridge, routers and switches. Virtual LAN's (Local Area Network), Fast Ethernet, cut-through and store-and-forward LAC switching are also discussed.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 184
Computer Networking IV - CISCO
3 UNITS - (A)
Prerequisite: CO SCI 183 with a satisfactory grade or better or equivalent.
This course covers Wide Area Network design and configuration. Various techniques and terms used to configure Wide Area Network include Frame Relay, ISDN (type of A network connection), and Point-to-Point protocol are discussed.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 186
Introduction to Oracle: SQL and PL/SQL
4 UNITS - (A)
An extensive introduction to data server technology. The class covers the concepts of both relational and object relational database and the powerful SQL and PL/SQL programming languages. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 187
Oracle DBA (Database Administration) Part 1A: Architecture and Administration
4 UNITS - (A)
Prerequisite: CO SCI 186 with a satisfactory grade or better or equivalent.
This course is designed to give the students a firm foundation in basic administrative tasks and the necessary knowledge and skills to set up, maintain, and troubleshoot an oracle database. The students learn to use an administration tool to startup and shutdown a database, manage file and database storage, and manage users and their privileges.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 188
Oracle DBA (Database Administration) Part 1B: Backup and Recovery
3 UNITS - (A)
Prerequisite: CO SCI 187 with a satisfactory grade or better or equivalent.
This course focuses on planning and implementing database backup and recovery strategies. The class addresses backup and recovery techniques and examines various database backup, failure, restore and recovery scenarios. In hands-on exercises, students examine backup methodologies based on mission critical requirements of business enterprises.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 189
Oracle DBA (Database Administration) Part 2: Performance and Tuning
3 UNITS - (A)
Prerequisite: CO SCI 187 with a satisfactory grade or better or equivalent.
This course will introduce students to a series of tuning steps, which can be used to improve the performance of the Oracle Server. The focus is on database rather than specific operating system performance issues. Using a variety of tools, students also learn how to recognize, troubleshoot and resolve common performance related problems in administering an Oracle database.
COMPUTER SCIENCE/INFORMATION TECHNOLOGY 191
Programming Laboratory
1 UNIT - (RPT 3) (A)
Co-requisite: Concurrent enrollment in any CSIT course other than CO SCI 100, 191, 192. This is a programming laboratory designed to provide the student an opportunity to apply the computer concepts being studied in a concurrent CSIT lecture/discussion class section.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 192
Programming Laboratory
1 UNIT - (RPT 3) (A)
Prerequisite: Open to students who have repeated CO SCI 191 three times.
Co-requisite: Concurrent enrollment in any CSIT course other than CO SCI 100, 191, 192.
This is a programming laboratory designed to provide the student an opportunity to apply the computer concepts being studied in a concurrent CSIT lecture/discussion class section.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 193
PL/SQL Programming for Oracle
3 UNITS - (A)
Prerequisite: CO SCI 186 with a satisfactory grade or better or equivalent.
The Oracle PL/SQL language provides for programming logic features not contained within SQL. The grammar, syntax, and benefits of using the PL/SQL language within an Oracle database environment are considered. Create and manage user-defined packages and Oracle-supplied packages. Create functions and procedures to encapsulate business functionality. Enables skills to sit for Oracle Developer Certification.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 199
Oracle Forms and Reports
3 UNITS - (A)
Prerequisite: CO SCI 198 with a satisfactory grade or better or equivalent.
To enable the creation, manipulation, extraction of data from an Oracle database using the Oracle Forms & Reports Interfaces. The course takes you through creating basic forms and reports and enhancing them to create the basis of complex applications incorporating formatting techniques and images, logos and objects. This course will enable the student to take the Oracle developers exam.
Chair: Roger Wolf

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 195
Computer Networking V: CCNP Cisco Networking Academy Program, Advanced Routing
3 UNITS - (A)
Prerequisite: CO SCI 184 with a satisfactory grade or better or equivalent.
This course covers configuration of various routing protocols that include Open Shortest Path First (OSPF), Enhanced Interior Gateway Routing Protocol (EIGRP), and Border Gateway Protocol (BGP). Route optimization and security are also discussed. This course also provides students with the knowledge and skills to pass the CCNP Routing Exam and further the students’ career opportunities in computer networking.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 196
Computer Networking VI: CCNP Cisco Networking Academy Program, Remote Access
3 UNITS - (A)
Prerequisite: CO SCI 195 with a satisfactory grade or better or equivalent.
This course will provide students with an overview of remote access technologies and their relationship to the Cisco Internet network Operating System.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY 197
Computer Networking VII: CCNP Cisco networking Academy Program, Switching
3 UNITS - (A)
Prerequisite: CO SCI 195 with a satisfactory grade or better or equivalent.
This course covers all the major topics on the Cisco Switching exam, including switched Ethernet, trunking, multicasting, multilayer switching, Virtual Local Area Networks (VLANs), inter-VLAN routing, Hot Standby Routing Protocol, network traffic control, monitoring, and troubleshooting techniques.
PROGRAMS OFFERED
Associate of Science: Computer Technology
Certificates: Computer Technology
CompTIA A+ Certification
CompTIA Network+ 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 PROGRAM
COMPUTER TECHNOLOGY
Associate of Science Degree
Career Program

COURSES UNITS
First Semester
Computer Technology 1 ......................................................... 4
Electronics 2 ................................................................. 3
Electronics 4 ................................................................. 4
Electronics 10 .............................................................. 3
Second Semester
Computer Technology 20 .................................................. 4
Electronics 6 ................................................................. 4
Electronics 8 ................................................................. 4
Electronics 12 .............................................................. 3
Third Semester
Computer Technology 30 .................................................. 4
Computer Technology 36 .................................................. 4
Fourth Semester
Computer Technology 46 .................................................. 4
Computer Technology 48 .................................................. 4
Total Units ................................................................. 45

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

3 Units English Composition
3 Units Communication/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities
3 Units Social/Behavioral Sciences (including American History & Governments)
3-4 Units Health/Physical Education
3-5 Units Math Competency

COMPUTER TECHNOLOGY DEGREE & CERTIFICATE

COMPTIA CERTIFICATES

[Diagram of computer technology courses and certifications]
## CERTIFICATE PROGRAMS

### COMPUTER TECHNOLOGY Certificate

A Computer Technology certificate will be issued by the Mathematics Department upon 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.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>Computer Technology 1</td>
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<tr>
<td>Computer Technology 20</td>
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<tr>
<td>Computer Technology 30</td>
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<tr>
<td>Computer Technology 36</td>
<td>4</td>
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<td>Computer Technology 46</td>
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<tr>
<td>Electronics 10</td>
<td>3</td>
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<tr>
<td>Electronics 12</td>
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</tbody>
</table>

Total Units ........................................... 45

### PROGRAM IN CompTIA A+ CERTIFICATION Skills Certificate

Los Angeles City College offers a program for preparation for the CompTIA A+ Computer Systems certificate, and industry standard certification for those who work with computer hardware and systems software. Upon completing this short program, the student is fully prepared to sit for the CompTIA A+ Certification Examination. The CompTIA A+ Examination itself is administered outside of Los Angeles City College. The Mathematics Department will issue a completion certificate upon application by the student with the successful completion of the following courses. Students must receive a satisfactory grade or better to meet certificate requirements.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Technology 1</td>
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<tr>
<td>Computer Technology 12</td>
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<tr>
<td>Computer Technology 14</td>
<td>4</td>
</tr>
<tr>
<td>Electronics 2 or 4 or 6</td>
<td>3 or 4</td>
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</tbody>
</table>

Total Units ........................................... 15 or 16

### PROGRAM IN CompTIA NETWORK+ CERTIFICATION Skills Certificate

Los Angeles City College offers a program for preparation for the CompTIA Network+ Certificate, the industry standard certification for those who install, configure, and operate local and wide area networks of computers. Upon completing this program, the student is fully prepared to sit for the CompTIA Network+ Certification Examination.

<table>
<thead>
<tr>
<th>COURSES</th>
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</thead>
<tbody>
<tr>
<td>Computer Technology 1</td>
<td>4</td>
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<tr>
<td>Computer Technology 4</td>
<td>4</td>
</tr>
<tr>
<td>Computer Technology 15</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Units ........................................... 12

## COURSE DESCRIPTIONS

### COMPUTER TECHNOLOGY 1

**Introduction to Computer for Technicians**

4 UNITS - (CSU)

Advisory: English 28/31 or equivalent.

No UC credit if taken after Spring 1994.

Provides an introduction to computer hardware, physical design of computers, dataflow, coding systems, input/output devices, and data storage techniques. Discusses machine-program interaction, operating systems, and interfacing. The laboratory presents low level systems communication and operation.

### COMPUTER TECHNOLOGY 4

**Introduction to Computer Networks**

4 UNITS - (A)

Advisory: Computer Technology 1 or equivalent.

Introduces the concepts of networking, the OSI Model; methods of signaling and encoding; interfaces, modems, and transmission media; and examines the most important protocols involved in moving data over a communication network.

### COMPUTER TECHNOLOGY 12

**Introduction to Computer Hardware**

4 UNITS - (CSU)

One of two courses on the computer hardware and operation to prepare students for CompTIA A+ certification exam. Includes technology of hardware components: microprocessors, RAM, BIOS/CMOS, expansion bus, motherboard, power supply, HDD, FDD, CD, DVD, video, and sound, and how these form a working system, maintenance and simple troubleshooting.

### COMPUTER TECHNOLOGY 14

**A-Plus Certification Preparation**

4 UNITS - (A)

One of two courses on the computer hardware and operation to prepare students for CompTIA A+ certification exam. Includes technology of portable computers, printers, understanding, installing and upgrading Microsoft Windows operating systems, working with the Windows Command Line Interface, troubleshooting and maintenance of Windows, essentials of computer security, networking, and internet.

### COMPUTER TECHNOLOGY 15

**CompTIA Network+ Certification Preparation**

4 UNITS

Prerequisite: Computer Technology 4 with a satisfactory grade.

Advisory: Computer Technology 1 and 12.

Provides an in-depth examination of the technology and skills necessary to install, configure, and operate local and wide-area computer networks. Prepare the student for the CompTIA Network+ Certification examination.

### COMPUTER TECHNOLOGY 20

**Computer Logic and Arithmetic**

4 UNITS - (CSU)

Prerequisite: Electronics 4 and 8 with a satisfactory grade.

A study of the principles and applications of the logic devices used in digital systems, including the number systems, Boolean algebra, logic and truth tables, logic gates and bistable devices.

### COMPUTER TECHNOLOGY 30

**Introduction to Microprocessors**

4 UNITS - (A)

Prerequisite: Computer Technology 20 with a satisfactory grade.

A survey of various microprocessor units with in-depth analysis and opera-
tion of a selected microprocessor. Emphasis is placed on the architecture, instruction set, I/O interfacing, and typical applications of the selected devices.

**COMPUTER TECHNOLOGY 36**
Digital Devices and Circuits
4 UNITS - (A)
Prerequisite: Computer Technology 20 with a satisfactory grade.
Covers digital integrated circuit devices such as registers, counters, encoder/decoder, multiplexer/demultiplexer, memory devices, and programmable logic arrays. Laboratory emphasizes use of dual-trace oscilloscope.

**COMPUTER TECHNOLOGY 46**
Microprocessor Input/Output Devices
4 UNITS - (A)
Prerequisite: Computer Technology 30 with a satisfactory grade.
Co-requisite: Computer Technology 48.
Includes the techniques involved in interfacing I/O systems, procedures for interfacing, and techniques for interfacing with microprocessor based systems. Covers digital integrated circuit devices such as registers, counters, decoder/multiplexer, memory devices, and programmable logic arrays. Laboratory emphasizes use of dual-trace oscilloscope.

**COMPUTER TECHNOLOGY 47**
Data Communications and Networking I
4 UNITS - (A)
Prerequisite: Computer Technology 30 with a satisfactory grade.
Covers digital integrated circuit devices such as registers, counters, decoder/multiplexer, memory devices, and programmable logic arrays. Laboratory emphasizes use of dual-trace oscilloscope.

**COMPUTER TECHNOLOGY 120**
Printed Circuit Board Design and Layout
5 UNITS - (CSU)
Prerequisite: Computer Technology 20 with a satisfactory grade.
Advisory: Computer Technology 30.
Provides the skills and techniques involved in the design and layout of printed circuit boards (PCB's) for electronic devices and systems. Topics include component operation and characteristics, schematic capture, drawing generation, porting netlists to PCB layout software, and layout and routing of boards and generation of artwork.

**COMPUTER TECHNOLOGY 121**
Printed Circuit Board Design Analysis
5 UNITS - (CSU)
Continues the work of the Computer Technology 120 by introducing component modeling, operating parameters, and circuit function simulation using SPICE and other simulation software. Topics include use of simulation software, virtual test equipment, analysis of circuit operation, modification of circuits to meet specifications and test criteria.

**COMPUTER TECH 185** Directed Study — 1 UNIT (CSU)
**COMPUTER TECH 285** Directed Study — 2 UNITS (CSU)
**COMPUTER TECH 385** Directed Study — 3 UNITS (CSU)
Conference 1 hour per unit.
These courses allow students in Computer Technology to pursue Directed Study on a contract basis under the direction of a supervising instructor.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.
*Prerequisites: Computer Technology 1 or 12 and concurrent enrollment or completion of Computer Technology 20.
Complete all the Dental Technology courses will be eligible to sit for the degree with a major in Dental Technology. Students who successfully sequence. All courses listed are required for the Associate of Science before the student may progress into the next level of courses in the particular sequence with at a grade of “C” or better is required before the student may progress into the next level of courses in the sequence. All courses listed are required for the Associate of Science degree with a major in Dental Technology. Students who successfully complete all the Dental Technology courses will be eligible to sit for the

**DEGREE PROGRAM**

**DENTAL TECHNOLOGY**

**Associate of Science Degree**

This curriculum is specifically designed to provide students with the skills, knowledge and background necessary to become a dental technician 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 DT 100 course; their dexterity exam score administered during the DT 100 course; evaluation of the student’s level of commitment and determination and the ability to follow directions. All candidates for the Dental Technology program must have a high school diploma or G.E.D.

Courses in the Dental Technology curriculum are designed to be taken in sequence. Successful completion of each Dental Technology course in a particular sequence with at a grade of “C” or better is required before the student may progress into the next level of courses in the sequence.

**PREREQUISITE COURSE**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNIT</th>
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<tbody>
<tr>
<td>Dental Technology 100</td>
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<td>(See Graduation Requirements “Plan B”)</td>
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**COURSES**

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<thead>
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<th>COURSE</th>
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<tbody>
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<td><strong>First Semester</strong></td>
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</tr>
<tr>
<td>Dental Technology 101</td>
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<tr>
<td>Dental Technology 102</td>
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</tr>
<tr>
<td>Dental Technology 103</td>
<td>5</td>
</tr>
<tr>
<td>Dental Technology 109</td>
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<td>(See Graduation Requirements “Plan B”)</td>
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<table>
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<tr>
<th>Intersession</th>
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<tbody>
<tr>
<td>Dental Technology 106</td>
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</table>

| **Second Semester** | |
| Dental Technology 105 | 2 |
| Dental Technology 108 | 3 |
| Dental Technology 111 | 5 |
| Dental Technology 112 | 3 |
| (See Graduation Requirements “Plan B”) | 3 |

<table>
<thead>
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<tbody>
<tr>
<td>Dental Technology 203</td>
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| **Third Semester** | |
| Dental Technology 204 | 3 |
| Dental Technology 205 or 206 | 10 |
| (See Graduation Requirements “Plan B”) | 3 |

<table>
<thead>
<tr>
<th>Intersession</th>
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</thead>
<tbody>
<tr>
<td>Dental Technology 203</td>
</tr>
</tbody>
</table>

| **Fourth Semester** | |
| Dental Technology 207 or 208 | 10 |
| Dental Technology 202 | 2 |
| (See Graduation Requirements “Plan B”) | 3 |

| Total Units | 77 |

**To complete general education requirements in this area of study, Plan B for the AAAS Degree is required.**

**PLAN B:** Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

<table>
<thead>
<tr>
<th>UNITS</th>
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<tbody>
<tr>
<td>3 Units</td>
<td>English Composition</td>
</tr>
<tr>
<td>3 Units</td>
<td>Communication/Analytical Thinking</td>
</tr>
<tr>
<td>3 Units</td>
<td>Natural Sciences</td>
</tr>
<tr>
<td>3 Units</td>
<td>Humanities</td>
</tr>
<tr>
<td>3 Units</td>
<td>Social/Behavioral Sciences (Including American History &amp; Governments)</td>
</tr>
<tr>
<td>3-4 Units</td>
<td>Health/Physical Education</td>
</tr>
<tr>
<td>3-5 Units</td>
<td>Math Competency</td>
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</table>
CERTIFICATE PROGRAM

DENTAL TECHNOLOGY Certificate

This curriculum is specifically designed to provide students with the skills, knowledge and background necessary to become a dental technician 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 DT 100 course; their dexterity exam score administered during the DT 100 course; evaluation of the student's level of commitment and determination and the ability to follow directions. All candidates for the Dental Technology Program must have a high school diploma or G.E.D.

Courses in the Dental Technology curriculum are designed to be taken in sequence. Successful completion of each Dental Technology course in a particular sequence with a grade of "C" or better is required before the student may progress into the next level of courses in the sequence. All courses listed are required for the Associate of Science degree with a major in Dental Technology. Students who successfully complete all the Dental Technology courses will be eligible to sit for the Recognized Graduate Certified Dental Technician Exam given by the National Board for Certification of Dental Technicians.

A certificate in Dental Technology will be issued by the Dental Technology Department upon successful completion of all Dental Technology courses. Courses in the Dental Technology Certificate program are the following:

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

PREREQUISITE COURSE UNITS

COURSES UNITS

First Semester

Dental Technology 100 ................................................................. 2
Dental Technology 101 ................................................................. 2
Dental Technology 102 ................................................................. 3
Dental Technology 103 ................................................................. 5
Dental Technology 109 ................................................................. 4

Intersession

Dental Technology 106 ................................................................. 3

Second Semester

Dental Technology 105 ................................................................. 2
Dental Technology 108 ................................................................. 3
Dental Technology 111 ................................................................. 5
Dental Technology 112 ................................................................. 3

Intersession

Dental Technology 203 ................................................................. 2

Third Semester

Dental Technology 204 ................................................................. 3
Dental Technology 205 OR 206 ..................................................... 10

Fourth Semester

Dental Technology 207 or 208 ...................................................... 10
Dental Technology 202 ................................................................. 2

Total Units .................................................................................. 58

MASTER CERAMIST Certificate

The Master Ceramist Program offered by LACC at UCLA dental school is a unique program that trains dental technicians in the art and science of esthetic dental restorations. Successful completion of the Dental Technology Associate or Certificate Program is the prerequisite for selection into the UCLA Master Ceramist Program. The Master Ceramist Program requires the candidate to take a prerequisite course DT 300. The selection of each group is based upon the student's progress during this course and an oral interview conducted by the course instructor and the director of the UCLA program. The Program consists of courses in the arts and sciences of esthetic dental restorations.

A certificate will be issued by UCLA Center for Esthetic Dental Design upon completion of the following courses:

PREREQUISITE COURSE Units

DT 300 ................................................................. 0.5

First Semester

DT 301 ................................................................. 3.5
DT 302 ................................................................. 1
DT 303 ................................................................. 4
DT 304 ................................................................. 4
DT 305 ................................................................. 4

Intersession

DT 306 ................................................................. 3
DT 307 ................................................................. 2

Second Semester

DT 309 ................................................................. 1.4
DT 310 ................................................................. 1.1

Intersession

DT 308 ................................................................. 4

Third Semester

DT 301 ................................................................. 3.5
DT 302 ................................................................. 1
DT 303 ................................................................. 4
DT 304 ................................................................. 4
DT 305 ................................................................. 4

Intersession

DT 306 ................................................................. 3
DT 307 ................................................................. 2

Fourth Semester

DT 309 ................................................................. 1.4
DT 310 ................................................................. 1.1

Intersession

DT 308 ................................................................. 4

Total Units .................................................................................. 4
All courses are repeated in the second year.

**ADVANCED PROSTHODONTIC, IMPLANT AND MAXILLOFACIAL Certificate**

The Advanced Prosthodontic, Implant and Maxillofacial Program is a unique program that trains dental technicians in the art and science of Advanced Prosthodontic Devices, Dental Implant Technology and the delicate art of making prosthetic replacements for the human face and head. Successful completion of the Dental Technology Associate or Certificate Program is the prerequisite for selection into the Advanced Prosthodontic, Implant and Maxillofacial Program. The Advanced Prosthodontic, Implant and Maxillofacial Program, requires that the candidate spend a week shadowing a current student followed by an oral interview conducted by the UCLA program director and faculty. The program consists of the art science and technology of implant restorations, full mouth reconstructions and replacement parts of the human face.

A certificate will be issued by UCLA Advanced Prosthodontic Department upon completion of the following courses:

**Intersession Units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>DT 401</td>
<td>5</td>
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</table>

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>DT 402</td>
<td>14</td>
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</table>

**Intersession**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>DT 403</td>
<td>5</td>
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</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DT 404</td>
<td>14</td>
</tr>
</tbody>
</table>

The Advanced Prosthodontic Program may offer the student the opportunity to complete another year of training in even more advanced techniques. In this case the student repeats the above sequence a second time.

**COURSE DESCRIPTIONS**

**NOTE:** Not every class is offered each semester. Refer to the current class schedule for current class offerings.

**PREREQUISITES:** Specified prerequisites must be completed with a satisfactory grade or equivalent.

All courses are open enrollment for men and women.

**DENTAL TECHNOLOGY 100**

*Introduction to the Dental Laboratory*

2 UNITS - (A)

Lecture 1 hour. Lab 2 hours.

Open to all college students.

An Introduction to the modern dental laboratory. Working with gypsum products as well as model and die production are stressed.

**DENTAL TECHNOLOGY 101**

*Elements of Dental Technology*

2 UNITS - (A)

Open to all college students.

Orientation to the field of dental laboratory technology, including ethics, jurisprudence, history, and categories of training and employment.

**DENTAL TECHNOLOGY 102**

*Dental Anatomy and Terminology*

3 UNITS - (A)

Open to all college students.

Advisory: English 21 or equivalent.

Lecture 3 hours.

Study of the oral cavity, including anatomy, histology, osteology, myology, form and function.

**DENTAL TECHNOLOGY 103**

*Complete Denture Prosthetics I*

2 UNITS - (A)

Prerequisite: Dental Technology 100 (formerly 99C) with a satisfactory grade.

Advisory: English 21 or equivalent.

Lecture 1 hour. Lab 3 hours.

The art and science of creating natural looking complete dentures. This course will include: anatomy, concepts of natural smile, selecting teeth, setting denture teeth, waxing to duplicate natural tissue, processing, finishing, and polishing dentures.

**DENTAL TECHNOLOGY 105**

*Complete Denture Prosthetics III*

2 UNITS - (A)

Prerequisite: Dental Technology 104 with a satisfactory grade.

Lecture 1 hour. Lab 3 hours.

Construction of maxillary and mandibular dentures in balanced occlusion.

**DENTAL TECHNOLOGY 106**

*Dental Materials*

3 UNITS - (A)

Prerequisite: Dental Technology 100 (formerly 99C) with a satisfactory grade.

Advisory: English 21 or equivalent.

Lecture 2 hours. Lab 2 hours.

Study of the physical properties, composition, and uses of dental materials by lecture and demonstration.

**DENTAL TECHNOLOGY 108**

*Gnathological Concepts*

3 UNITS - (A)

Lecture 2 hours. Lab 2 hours.

A study of advanced occlusion concepts. Organic waxing of occlusal surfaces will be accomplished on fully adjustable articulators; mandibular tooth carvings will also be completed.

**DENTAL TECHNOLOGY 109**

*Fixed Prosthetics I*

4 UNITS - (A)

Prerequisite: Dental Technology 100 (formerly 99C) with a satisfactory grade.

Advisory: English 21 or equivalent.

Lecture 2 hours. Lab 6 hours.

Waxing anterior and posterior single units by using PTC techniques and methodology based on student learning outcomes. Learning and understanding concepts such as: tooth contour alignment, functional and morphological occlusion. Applied techniques in spruing, investing and metal finish and polish are part of the course outline.
DENTAL TECHNOLOGY 111
Fixed Prosthetics III
5 UNITS - (A)
Prerequisite: Dental Technology 109 with a satisfactory grade.
Lecture 2 hours. Lab 5 hours.
Waxing single and multiple units by using PTC techniques and methodology based on student learning outcomes. Learning and understanding concepts such as: tooth contour alignment, functional and morphological occlusion. Applied techniques in spruing, investing and casting including soldering are part of the course outline.

DENTAL TECHNOLOGY 112
Removable Partial Denture Prosthetics I
2 UNITS - (A)
Prerequisite: Dental Technology 103 with a satisfactory grade.
Lecture 1 hour. Lab 3 hours.
An introduction to the study of removable partial denture construction, use of the dental surveyor, design of the partial, waxing and casting techniques.

DENTAL TECHNOLOGY 202
Laboratory Internship
2 UNITS - (A)
Co-requisite: Dental Technology 207 or 208 with a satisfactory grade.
Lab 6 hours.
Opportunity to observe and work with a skilled dental technician in a dental office, clinic or dental laboratory. Opportunity to apply the knowledge and skills learned in the classroom in a dental office, clinic or dental laboratory for a minimum of 6 hours per week.

DENTAL TECHNOLOGY 203
Metal Ceramic Restorations
2 UNITS - (A)
Prerequisite: Dental Technology 206 with a satisfactory grade.
Lecture 1 hour. Lab 3 hours.
A course in metal ceramic restorations, including proprieties, design, manipulation, firing, staining, glazing, polishing, science of color and esthetics; single units and soldered splint porcelain fused to metal.

DENTAL TECHNOLOGY 204
Orthodontics
3 UNITS - (A)
Prerequisite: Dental Technology 112 with a satisfactory grade.
Lecture 2 hours. Lab 2 hours.
This course goes into the construction and repair of orthodontic and periodontic appliances. Emphasis will be placed on pouring and trimming orthognathic study casts, wire bending techniques, soldering and welding techniques, and fabrication of various types of orthodontic appliances.

DENTAL TECHNOLOGY 205
Advanced Removable Partial Dentures
10 UNITS
Prerequisite: Dental Technology 112.
This course is the first course for Removable Prosthetic Specialists in Dental Technology Program. This course incorporates advanced removable partial denture design, and manufacturing techniques.

DENTAL TECHNOLOGY 206
Advanced Fixed Prosthetics
10 UNITS
Prerequisite: Dental Technology 111 and Dental Technology 108
This course is the first course for Fixed Prosthetic Specialists in the Dental Technology Program. This course incorporates advanced fixed partial denture design, and manufacturing techniques.

DENTAL TECHNOLOGY 207
Advanced Complete Dentures
10 UNITS - (A) (RPT 1)
Prerequisite: Dental Technology 105 with a satisfactory grade.
This course is the second course for Removable Prosthetic Specialists in the Dental Technology Program. This course incorporates advanced removable partial denture design and manufacturing techniques.

DENTAL TECHNOLOGY 208
Advanced Ceramic Restorations
10 UNITS - (A) (RPT 1)
Prerequisite: Dental Technology 206 with a satisfactory grade.
This course is the second course for Fixed Prosthetic Specialists in the Dental Technology Program. This course incorporates advanced Ceramic Restoration design and manufacturing techniques.

DENTAL TECHNOLOGY
UCLA COURSES
MASTER CERAMIST PROGRAM

DENTAL TECHNOLOGY 300
Introduction to Esthetic Dentistry
0.5 UNITS - (A)
An introduction to using the right side of the brain in order to analyze and execute the waxing of both anterior and posterior teeth. Successful completion of this course allows entry into the Esthetic Dental Design Program.

DENTAL TECHNOLOGY 301
Macro and Micro Esthetics
3.5 UNITS - (A)
This course will cover the inter-tooth components of an esthetic smile and the intra-tooth component of an individual tooth.

DENTAL TECHNOLOGY 302
Esthetic Dental Photography
1 UNITS - (A)
A student will learn to master the art and science of dental photography for analysis and communication.

DENTAL TECHNOLOGY 303
Skeleton build-up for Porcelain Fused to Metal
4 UNITS - (A)
This course will focus on the design and fabrication of Composite Metal single and multiple unit substructures and the skeleton build-up technique in porcelain to complete these dental esthetic restorations.
DENTAL TECHNOLOGY 304  
Skeleton build-up for All Ceramic Restorations  
4 UNITS - (A)  
This course will focus on the design and fabrication of All-Ceramic single and multiple unit restorative substructures and the skeleton build-up porcelain technique to complete dental esthetic restorations.

DENTAL TECHNOLOGY 305  
Skeleton build-up for Pressable Ceramic Restorations  
4 UNITS - (A)  
This course will focus on the design and fabrication of Pressable-Ceramic single and multiple unit restorative substructures and the skeleton build-up porcelain technique to complete dental esthetic restorations.

DENTAL TECHNOLOGY 306  
Prototypes and Indirect Composite Restorations  
3 UNITS - (A)  
This course explores multiple techniques in making esthetic temporary and permanent restorations.

DENTAL TECHNOLOGY 307  
Shade Analysis  
2 UNITS - (A)  
The different zones of individual teeth are analyzed and mapped using both visual and computer generated techniques to create a guide for fabricating a dental restoration.

DENTAL TECHNOLOGY 308  
Skeleton Build-up for Laminate Veneers  
4 UNITS - (A)  
This course will focus on the design and fabrication of Laminate Veneer single and multiple unit substructures and the skeleton build-up technique in porcelain to complete these dental esthetic restorations.

DENTAL TECHNOLOGY 309  
Live-Patient Course  
14 UNITS - (A)  
Students learn to interact with patients for shade analysis and establishing tooth contour for actual dental restorations. Students then fabricate and custom-contour a dental restorations for placement in the patients' mouth.

DENTAL TECHNOLOGY 310  
Dental Laboratory Management Internship  
11 UNITS - (A)  
This course covers basic principles needed to maintain budget, marketing, workflow, dentist/technician and technician/patient relations.

ADVANCED PROSTHODONTICS, IMPLANTS AND MAXILLOFACIAL PROGRAM

DENTAL TECHNOLOGY 401 (pending state approval)  
Introduction to Advanced Prosthodontics  
5 UNITS  
This course will cover the dental terminology, materials and morphology necessary to the advance dental technician. Use of the computer in the dental laboratory will also be covered.

DENTAL TECHNOLOGY 402 (pending state approval)  
Advanced Prosthodontics 1  
14 UNITS  
This course includes lecture and laboratory in planning and fabrication of advanced implant, fixed and removable prosthodontics and dental ceramics.

DENTAL TECHNOLOGY 403 (pending state approval)  
Advanced Prosthodontics 2  
5 UNITS  
This course includes lecture and laboratory in planning and fabrication of advanced multi-unit full month reconstruction dental ceramics.

DENTAL TECHNOLOGY 404 (pending state approval)  
Advanced Prosthodontics 3  
14 UNITS  
This course includes lecture and laboratory in planning and fabrication of advanced implant, fixed, removable prosthodontics and maxillofacial appliances using hybrid materials and precision attachments.
DEGREE PROGRAM

ELECTRONIC SYSTEMS TECHNOLOGY
Associate in Science Degree
Career Program

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

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

COURSES UNITS

First Semester
Computer Technology 1 ................................................................. 4
Electronics 2 .................................................................................. 3
Electronics 4* .................................................................................. 4
Electronics 10* ............................................................................... 3

Second Semester
Electronics 6* .................................................................................. 4
Electronics 8 .................................................................................. 4
Electronics 12* ............................................................................... 3
Computer Technology 20 ................................................................. 4

Third Semester
Electronics 20 .................................................................................. 4
Electronics 22 .................................................................................. 4

Fourth Semester
Electronics 24 .................................................................................. 4
Electronics 48 .................................................................................. 4

Total Units .......................................................................................... 45

* All majors are expected to take Electronics 4 and 10 during one semester. Students are urged to obtain assistance from department faculty in planning their programs.

Suggested Electives: Computer Technology 36, Physics 11

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

3 Units English Composition
3 Units Communication/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities
3 Units Social/Behavioral Sciences (including American History & Government)
3-4 Units Health/Physical Education
3-5 Units Math Competency
**ELECTRONICS TECHNOLOGY (Fast Track Program)**

**Associate in Science Degree**

**Career Program**

The fast track electronics program combines the best and most important aspects of our traditional Electronics and Computer Technology Programs into a seamless sequence of classes. The essential theory of electronic devices and circuits are included, along with the theory and operation of digital circuits and microprocessor-based systems. Skills learned include the use of test equipment, circuit design and simulation, assembly and test of electronic circuits, and troubleshooting. We make extensive use of the latest circuit design and simulation software to assist you in visualizing and understanding how circuit work and how they are used in everyday systems like personal computers, cell phones, DVD and television systems, etc.

After successful completion if this program the graduate can enter the industry in a wide variety of entry level positions involved in electronic and computer fields (such as home/commercial security, computer manufacturing, digital communications, entertainment technology, and computer system networking), or transfer to California State University Los Angeles for a bachelor’s degree in technology, engineering, or computer science.

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**COURSES**

**UNITS**

**First Semester**

- Computer Technology 1 ................................................................. 4
- Electronics 151 .............................................................................. 5
- Electronics 152 .............................................................................. 4

**Second Semester**

- Electronics 153 .............................................................................. 6
- Electronics 154 .............................................................................. 6

**Third Semester**

- Electronics 155 .............................................................................. 4
- Electronics 156 .............................................................................. 4
- Electronics 81 ............................................................................... 1
- Electronics 82 ............................................................................... 1
- Electronics 87 ............................................................................... 1
- Electronics 95 ............................................................................... 2

**Total Units ........................................................................................ 38**

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**ELECTRONIC SYSTEMS DEGREE**

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**CERTIFICATE PROGRAMS**

**BASIC ELECTRONICS**

**Certificate**

A certificate in Basic Electronics will be issued by the Mathematics Department upon 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.

**COURSES**

**UNITS**

- Computer Technology 1 ................................................................. 4
- Computer Technology 12 ................................................................. 4
- Computer Technology 20 ................................................................. 4
- Electronics 4 .................................................................................. 4
- Electronics 6 .................................................................................. 4
- Electronics 8 .................................................................................. 4
- Electronics 10 ................................................................................. 3
- Electronics 12 ................................................................................. 3

**Total Units ........................................................................................ 30**

Recommended Electives: Electronics 81, 83, and 87

**ELECTRONIC SYSTEMS TECHNOLOGY**

**Certificate**

A certificate in Electronic System Technology will be issued by the Mathematics Department upon 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.

**COURSES**

**UNITS**

- Computer Technology 1 ................................................................. 4
- Computer Technology 20 ................................................................. 4
- Electronics 2 .................................................................................. 3
- Electronics 4 .................................................................................. 3
- Electronics 6 .................................................................................. 4
- Electronics 8 .................................................................................. 4
- Electronics 10 ................................................................................. 3
- Electronics 12 ................................................................................. 3
- Electronics 20 ................................................................................. 4
- Electronics 22 ................................................................................. 4
- Electronics 24 ................................................................................. 4
- Electronics 48 ................................................................................. 4

**Total Units ........................................................................................ 45**

**ELECTRONICS TECHNOLOGY (Fast Track Program)**

**Certificate**

A certificate in Electronics Technology (Fast Track Program) will be issued by the Mathematics Department upon 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.

**COURSES**

**UNITS**

- Computer Technology 1 ................................................................. 4
- Electronics 151 .............................................................................. 5
- Electronics 152 .............................................................................. 4
- Electronics 153 .............................................................................. 6
- Electronics 154 .............................................................................. 6
- Electronics 155 .............................................................................. 4
COURSE DESCRIPTIONS

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

ELECTRONICS 2
Introduction to Electronics and Computer Technology
3 UNITS - (CSU)
Lecture 1 hour. Laboratory 3 hours.
An exploratory course for students interested in electronics and computer technology which will and computer technology, which will cover the following topics: careers in electronics, computer technology, circuits, and assembly techniques, including soldering testing and troubleshooting. Students will build a useful electronic product.

ELECTRONICS 4
Fundamentals of Electronics I
4 UNITS - (CSU)
Co-requisite: Electronics 10.
Advisory: English 21/73 or equivalent.
Lecture 3 hours. Laboratory 3 hours.
This course presents the concepts of direct current circuits, including the basics of electricity, series parallel circuits, meters, batteries, resistors, and magnetism. The laboratory emphasizes the development of skills in the analysis of circuits and the use of test equipment.

ELECTRONICS 6
Fundamentals of Electronics II
4 UNITS - (CSU)
Prerequisite: Electronics 4 with satisfactory grade or better or equivalent.
Co-requisite: Electronics 12.
Lecture 3 hours. Laboratory 3 hours.
This course gives a detailed study of alternating current theory and applications. The topics include reactance, impedance, resonance, transformers, coupling, filters, bandpass and time constants. The laboratory emphasizes skills in the use of test equipment in AC circuits.

ELECTRONICS 8
Electron Devices
4 UNITS - (CSU)
Prerequisite: Electronics 4 with satisfactory grade or better or equivalent.
Lecture 3 hours. Laboratory 3 hours.
Prepares the nature and operation of solid-state devices including diodes, transistors, and field effect devices. Includes simple circuit applications.

ELECTRONICS 10
Mathematics of Electronics I
3 UNITS - (CSU)
Lecture 3 hours.
Introduces method and techniques for the solution of basic DC circuit problems. Includes the study of algebraic operations, simple linear equations, algebraic fractions, ratio and percent, graphing, and use of the electronic calculator.

ELECTRONICS 12
Mathematics of Electronics II
3 UNITS - (CSU)
Prerequisite: Electronics 10 with satisfactory grade or better or equivalent.
Lecture 3 hours.
This course develops a proficiency in the use of algebra, trigonometry, complex numbers, logarithms and determinants, as needed in electronics calculations. The techniques of network solutions are emphasized including Kirchhoff's and Ohm's laws, Thevenin's and Norton's theorems.

ELECTRONICS 20
Electronics Circuits I
4 UNITS – (CSU)
Lecture 3 hours. Laboratory 3 hours.
Prerequisite: Electronics 6 and 8 with satisfactory grades or better or equivalent
Applications of electronic devices such as diodes, junction and field effect transistors, and silicon controlled rectifiers to signal and power amplifiers, multistage amplifiers, differential amplifiers, and special functions. Circuit analysis problems are solved in the laboratory and using computer simulations.

ELECTRONICS 22
Electronics Circuits II
4 UNITS – (CSU)
Lecture 3 hours. Laboratory 3 hours.
Prerequisite: Electronics 20 with a satisfactory grade or equivalent
Introduces the concepts of electronics systems by examining details of AM and FM radio communications, circuits, and theory. Includes radio frequency propagation, transmission line theory, antenna theory, and generation and detection of radio waves. The techniques of scientific troubleshooting are included.

ELECTRONICS 24
Electronics Circuits III
4 UNITS – (CSU)
Prerequisite: Electronics 20 and 22 with satisfactory grades or better or equivalent.
Lecture 3 hours. Laboratory 3 hours.
Extends the study of the systems concept into more sophisticated electronics, including video and television systems. Includes transmission and broadcast of television signals, and digital-analog hybrid systems for audio and video processing and display. The laboratory emphasizes analysis and troubleshooting with the oscilloscope.

ELECTRONICS 48
Integrated Circuits
4 UNITS – (CSU)
Prerequisite: Electronics 20 with a satisfactory grade or equivalent
Lecture 3 hours. Laboratory 3 hours.
Applications of the integrated circuit operational amplifier such as amplifiers, active filters, and oscillators. Includes analog-digital and digital-analog conversion, digital-analog systems integration, and use of operational amplifiers in robotics and environmental sensing.

ELECTRONICS 81
Projects Laboratory
1 UNIT – (RPT 3) (A)
Course designed to give electronics and computer technology students experience in the following techniques: Identification of devices and components, soldering and desoldering, printed circuit assembling, electronics drafting, and chassis fabrication.
ELECTRONICS 82
Advanced Projects Laboratory
1 UNIT - (CSU) (RPT 2)
Prerequisite: Electronics 81 with a satisfactory grade or equivalent.
Advisory: Electronics 4.
This course amplifies the skills learned in Electronics 81 by applying those skills to more advanced projects. These include enclosure design and development, electronic device integration, industrial applications and computer technology driven systems. Includes basic techniques of circuit board prototyping and production.

ELECTRONICS 87
Technical Documentation
1 UNIT - (CSU) (RPT3)
Open to all students. This course addresses the critical topics of technical documentation related to electronics and computer technology. Topics will include report writing, experiment documentation, technical memoranda, proposals, and oral technical presentations. Offered as open entry open exit.

ELECTRONICS 85
Technical Drawing
2 UNITS - (CSU) (RPT1)
Open to all students. This course covers ANS-Y/4. 1990 Standards for technical drawing. Provides exercises in orthographic drawing, isometric pictorial representation, developments, dimensions, geometric dimensioning and tolerancing (GDT) using a variety of current Computer Aided Design and Drafting applications.

ELECTRONICS 101
Science of Electronics
3 UNITS - (CSU)
Advisory: Electronics 2
A survey of electronics technology in the context of the principles of science. The application of the methods of Science, Technology, Engineering, and Mathematics (STEM) to topics ranging from basic circuits to complex integrated devices, and the products that use them. Includes topics in electronic music, computers, robotics, digital communication, and a variety of existing technologies. Social, political, and economic impacts of electronic technology are explored.

ELECTRONICS 105
Electrician’s Examination Preparation
6 UNITS - (A)
Prepares the student for the “General Journeyman Electrician” Certification examination of the State of California. Reviews electricity principles and fundamentals, installations and services, feeders and branch circuits, grounding and bonding, conductors and cables, Low-voltage circuits and communications, special occupancies, special equipment, motors, power and conditioning equipment, testing/testing equipment, lighting, raceways and boxes, emergency systems, fire detection and alarm systems.

ELECTRONICS 151
Electronics I
5 UNITS - (CSU)
Co-requisite: Electronics 152.
This course provides the theory and practical hands-on skills required to work with and design fundamental electronic circuits. Topics include Ohm’s Law and power formulas, series, parallel, and series-parallel circuits, direct and alternating current circuit analysis, magnetism, and inductance and capacitance. The laboratory provides hands-on training in the design and operation of basic circuits and the use of test equipment.

ELECTRONICS 152
Electronics II
4 UNITS – (CSU)
Co-requisite: Electronics 151 with a satisfactory grade or better.
This course provides the essential mathematics necessary to support the theory and laboratory practices of Electronics 151. Extensive use of the calculator is emphasized as a tool for quick and accurate computations involved in circuit analysis. Topics include Ohm’s Law, circuit formulas, and powers, roots, trigonometric functions, and logarithms as they are applied to electronic circuit problems.

ELECTRONICS 153
Electronics III
6 UNITS – (CSU)
Prerequisite: Electronics 151 with a satisfactory grade or better.
This course provides theory related to and practical applications of semiconductor electronic devices. Topics include atomic theory as it applies to semiconductors, diodes, and transistors; transistor circuit configurations, operational amplifier theory, and the use of the operational amplifier device in typical electronic and computer circuitry. The laboratory provides hands-on skills in the design and construction of typical circuits and the use of test equipment.

ELECTRONICS 154
Electronics IV
6 UNITS – (CSU)
Prerequisite: Electronics 151 with a satisfactory grade or better.
This course provides instruction in computer logic circuits and microprocessor technology. Topics include Boolean Algebra and computer logic, gates, flip-flops and other circuit elements, the microprocessor as a device, microprocessor system design, and the electronics and programming required to incorporate a microprocessor into a digital or analog system.

ELECTRONICS 155
Electronics V
4 UNITS – (CSU)
Prerequisite: Electronics 153.
This course provides advanced theory related to electronic devices and their analog applications. Topics include oscillators, regulated power supplies, analog-digital and digital-analog-converters, introduction to radio frequency theory, modulation, transmission line, antenna, and analog systems as in audio and video analog systems. The laboratory provides hands-on skills in the design, construction, and troubleshooting of typical circuits and the use of test equipment.

ELECTRONICS 156
Electronics VI
4 UNITS – (CSU)
Prerequisite: Electronics 154.
This course presents the technology involved in the design and implementation of intelligent machines using top-down systems approach. Topics include programmable logic devices, complex microprocessors, embedded controllers, and input/output devices using microprocessor-based machines. The laboratory involves system design using CAD software, construction of prototypes, and microprocessor programming.
For Mechanical Engineering Majors or Civil Engineering Majors:

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Engineering 101</td>
<td>2</td>
</tr>
<tr>
<td>Math 261</td>
<td>5</td>
</tr>
<tr>
<td>Physics 101</td>
<td>5</td>
</tr>
<tr>
<td>Chemistry 101</td>
<td>5</td>
</tr>
<tr>
<td>General Engineering 131</td>
<td>3</td>
</tr>
<tr>
<td>Math 262</td>
<td>5</td>
</tr>
<tr>
<td>Physics 102</td>
<td>5</td>
</tr>
<tr>
<td>CSIT 139 or 140</td>
<td>3</td>
</tr>
<tr>
<td>General Engineering 151</td>
<td>3</td>
</tr>
<tr>
<td>Math 263</td>
<td>5</td>
</tr>
<tr>
<td>Physics 103</td>
<td>5</td>
</tr>
<tr>
<td>General Engineering 241</td>
<td>3</td>
</tr>
<tr>
<td>Math 275</td>
<td>3</td>
</tr>
<tr>
<td>Electrical Engineering 220</td>
<td>4</td>
</tr>
<tr>
<td>Total Units</td>
<td>56</td>
</tr>
</tbody>
</table>

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

**PLAN A:** Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

- 3-6 Units English Composition
- 6-9 Units Communication/Analytical Thinking
- 3 Units Natural Sciences
- 3 Units Humanities
- 9 Units Social/Behavioral Sciences (Including American History & Governments)
- 3-4 Units Health/Physical Education
- 3-5 Units Math Competency

(Math 115 or higher or passing score on Los Angeles Community College District Math competency exam)

### COURSE DESCRIPTIONS

**NOTE:** Not every class is offered each semester. Refer to the current class schedule for current class offerings.

**PREREQUISITES:** Specified prerequisites must be completed with a satisfactory grade or equivalent.

Also see Math, Science - Physical (Physics & Chemistry)

#### ELECTRICAL ENGINEERING

**ENGINEERING 220**

Electrical Circuits I

4 UNITS – (UC:CSU)

Prerequisites: Physics 102 with a satisfactory grade or equivalent.

Co-requisite: Mathematics 275.

Includes theory and analysis of electrical circuits, including the operational amplifier, circuit theorems, DC circuits, forced and natural responses of simple circuits, sinusoidal steady state analysis and the use of standard computer-aided circuit analysis program. Reviews power, energy, impedance, phasors, and frequency response.

#### GENERAL ENGINEERING

**ENGINEERING 101**

Introduction to Science, Engineering and Technology

2 UNITS – (UC:CSU)

Required of all engineering first semester students. Open to all.
This course is an introduction to science, engineering and technology. Topics include history, careers, engineering calculations, engineering design process, professional ethics and responsibility. Emphasis is placed on student development and academic success.

**ENGINEERING 131**
Statics
3 UNITS – (UC:CSU)
Prerequisite: Physics 101 with a satisfactory grade or equivalent.
Co-requisite: Mathematics 262 or equivalent.
Two and three dimensional vector forces, resultants, components, and moments are applied to determine equilibrium conditions in trusses, frames, and machines. Center of mass, centroids, friction, and moments of inertia of area and mass are included. Both analytical and graphical solutions are considered.

**ENGINEERING 151**
Materials of Engineering
3 UNITS – (UC:CSU)
Prerequisite: Physics 101 and Chemistry 101 with satisfactory grades or better or equivalent.
Covers properties of materials related to atomic and crystal structures; topics: atomic structure and bonding; crystalline structures; phases and phase diagrams; metals; polymers; ceramics; composites; mechanical deformation and fracture; and electrical and magnetic properties. Also: optical properties, corrosion and process methods.

**ENGINEERING 211**
Computer Augmented Design Techniques I
3 UNITS – (UC:CSU)
Advisory: Architecture 36.
An introductory course in computer aided drafting and two-dimensional CAD solutions are also included. Three-dimensional CAD examples. Basic three-dimensional CAD solutions are also included. A wide variety of design projects are assigned, emphasizing engineering problems.
UC limit: 211 and 212 combined, one course maximum credit.

**ENGINEERING 212**
CADD for Engineers II
3 UNITS – (UC:CSU)
Advisory: Engineering, General 211.
Emphasis is on parametric solid modeling using computer design automation software such as SolidWorks. Fully associative 3-D solid models with and without constraints are created utilizing automatic or user defined relations to capture design intent. Focus is on engineering problems and solutions.
UC limit: 211 and 212 combined, one course maximum credit.

**ENGINEERING 241**
Strength of Materials
3 UNITS – (UC:CSU)
Prerequisite: Engineering, General 131 with a satisfactory grade or equivalent.
Topics covered are stress and strain, axial loading, torsion, flexural stresses, transverse shear stresses, horizontal shear stresses and stress transformations. Mohr's Circle, pressure vessels, shear and bending moment diagrams, stresses in beam, methods of superposition, elastic strain energy are also studied.

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**DEGREE PROGRAM**

**ENGLISH**

Associate of Arts Degree

Transfer Program

An Associate of Arts Degree in English requires a minimum of 18 units in the major in addition to the Plan A General Education requirements. 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. Nine to 12 of the required 18 units must be satisfied by taking English 102 (if not used to fulfill general education requirements), 203, 205, and 206.

Students who transfer as English majors must realize that the requirements vary from institution to institution.

The requirements for additional English and foreign language classes vary from school to school. Students should consult with a counselor to make sure they have the most complete and up-to-date information. Please refer to www.assist.org for most recent major preparation requirements of CSU and UC systems.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 102</td>
<td>3</td>
</tr>
<tr>
<td>English 203</td>
<td>3</td>
</tr>
<tr>
<td>English 205</td>
<td>3</td>
</tr>
<tr>
<td>English 206</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units: 9-12
In addition to the courses listed above, the student will fulfill the balance (6-9 units) of their required 18 units for their Associate of Arts Degree in English from the following courses:

### ADDITIONAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 127</td>
<td>3</td>
</tr>
<tr>
<td>English 204</td>
<td>3</td>
</tr>
<tr>
<td>English 208</td>
<td>3</td>
</tr>
<tr>
<td>English 211</td>
<td>3</td>
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<tr>
<td>English 212</td>
<td>3</td>
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<td>English 214</td>
<td>3</td>
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<td>English 215</td>
<td>3</td>
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<tr>
<td>English 216</td>
<td>3</td>
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<tr>
<td>English 218</td>
<td>3</td>
</tr>
<tr>
<td>English 239</td>
<td>3</td>
</tr>
<tr>
<td>English 240</td>
<td>3</td>
</tr>
<tr>
<td>English 252</td>
<td>3</td>
</tr>
<tr>
<td>English 253</td>
<td>3</td>
</tr>
<tr>
<td>English 255</td>
<td>3</td>
</tr>
<tr>
<td>English 270</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Additional Units** ................................................. 6-9

**Total Units Required for the Associate of Arts Degree in English** ................................................. 18

*(if Foreign Language Level III is chosen ........................................... 20 )*

Note: English majors are also advised to take English 103 to fulfill a general education requirement, but this course would not apply toward major requirements.

Students who transfer as English majors must realize that requirements for additional English and foreign language classes vary from school to school. Students should consult with advisors to make sure they have the most complete and up-to-date information.

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

**PLAN A:** Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

3-5 Units  English Composition  
6-9 Units  Communication/Analytical Thinking  
3 Units  Natural Sciences  
3 Units  Humanities  
9 Units  Social/Behavioral Sciences ( Including American History & Governments)  
3-4 Units  Health/Physical Education  
3-5 Units  Math Competency  
(Math 115 or higher or passing score on Los Angeles Community College District Math competency exam)

### COURSE DESCRIPTIONS

**NOTE:** Not every class is offered each semester. Refer to the current class schedule for current class offerings. PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

**ENGLISH - BASIC SKILLS**

**ENGLISH 20**  
College Reading Skills  
3 UNITS - NDC  
Advisory: English 67 and English 68.  
English 20 provides instruction in techniques of writing of clear, coherent compositions and improvement in reading skills which reinforce writing skills necessary for academic success.

**ENGLISH 21**  
English Fundamentals  
3 UNITS - NDC  
Prerequisite: English 20, ESL 6A, or appropriate placement score.  
Co-requisite: English 67.  
Advisory: English 68.  
Introduction to English fundamentals, focusing on basic grammar, reading, and writing skills with additional individual tutoring and writing practice in the Writing Center of the English/ESL Department.

**ENGLISH 28**  
Intermediate Reading and Composition  
3 UNITS – (A)  
Prerequisite: ESL 6A or English 21 or equivalent or appropriate placement score.  
Advisory: English 67 and English 68.  
English 28 provides instruction in techniques of writing at the college level. It emphasizes grammar, essay writing, and reading assignments which reinforce writing skills.

**ENGLISH 31**  
Composition and Critical Reading  
5 UNITS – (A)  
Prerequisite: ESL 6A or English 21 or appropriate placement score.  
Advisory: English 68.  
Intensive practice in reading, critical thinking, and writing skills needed in college transfer courses and on the job.

**ENGLISH 33**  
Basic Vocabulary  
3 UNITS – NDC  
Prerequisite: English 20, or ESL 5A.  
English 33 is an intensive course to develop students' vocabulary. Emphasis is on reading texts so that students learn word concepts, not just definitions; emphasis also on writing to expand students' ability to express themselves with accuracy and fluency. Students will study word structures, forms, and origins to improve their reading and writing skills.

**ENGLISH 46**  
Reading and Study Improvement  
3 UNITS – NDC  
Develops reading versatility and efficiency: rapid reading skills, skimming skills, critical reading skills and study skills. Prepares students to read materials used in college level courses.

**ENGLISH 47**  
Reading Clinic  
3 UNITS – (RPT 1) NDC  
Develops the skills necessary to comprehend college level reading material: analysis of sentences, paragraphs, articles, and textbook format; techniques of outlining, underlining and critical reading; college level vocabularies.

**ENGLISH 67**  
Writing Laboratory  
0.5 UNITS – (RPT 3) NDC  
Individual help in improving college writing; organization, clarity, and mechanics.  
Note: English 21 students are required to take English 67.

**ENGLISH 68**  
Reading Laboratory  
0.5 UNITS – (RPT 3) NDC  
Individual help in improving college reading. Emphasis on vocabulary, sentence and paragraph meaning, and finding main ideas.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 101</td>
<td>College Reading and Composition I</td>
<td>3</td>
<td>Prerequisite: English 28 or equivalent.</td>
</tr>
<tr>
<td></td>
<td>Advisory: Eligibility for English 21.</td>
<td></td>
<td>English 101 is a transfer course that develops proficiency in college-level reading and writing through the practice of critical thinking and well-developed logical expository writing.</td>
</tr>
<tr>
<td>ENGLISH 102</td>
<td>College Reading and Composition II</td>
<td>3</td>
<td>Prerequisite: of English 101 or equivalent.</td>
</tr>
<tr>
<td></td>
<td>Development of critical thinking, reading, and writing skills beyond the level achieved in English 101 and emphasizes logical reasoning, analysis, and strategies of argumentation using literature and literary criticism as subject matter.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGLISH 103</td>
<td>Composition and Critical Thinking</td>
<td>3</td>
<td>Prerequisite: English 101 or equivalent.</td>
</tr>
<tr>
<td></td>
<td>Development of logical, argumentative, and analytical thinking through examination of written and other types of cultural texts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGLISH 124</td>
<td>Short Story Writing I</td>
<td>3</td>
<td>Prerequisite: English 101 or equivalent.</td>
</tr>
<tr>
<td></td>
<td>This is a course in the writing of short fiction. The focus will be on character, narrative development, voice, style, and revision. We will read and analyze narrative structures of twentieth century writers, and students will experiment with various ways to structure the short story. Students will share their writing in class, and critique each others' work, using the theory and techniques studied.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGLISH 127</td>
<td>Creative Writing</td>
<td>3</td>
<td>Prerequisite: English 101 or equivalent.</td>
</tr>
<tr>
<td></td>
<td>This course offers blocks of intensive training in writing poetry, prose fiction, and/or playwriting. Discussion of each participant's writing is the central mode of instruction, supplemented by examples of published writers and theoretical essays on the creative process.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGLISH 137</td>
<td>Library Research and Bibliography</td>
<td>1</td>
<td>Prerequisite: English 28 or equivalent.</td>
</tr>
<tr>
<td></td>
<td>Students learn how to use Internet resources to evaluate online information and to publish original multimedia research projects.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGLISH 203</td>
<td>World Literature I (beginnings to 1600)</td>
<td>3</td>
<td>Prerequisite: English 101 or equivalent.</td>
</tr>
<tr>
<td></td>
<td>A reading of key literary works and ideas of the Western world, the Middle East, Africa, and Asia from antiquity to the seventeenth century. The course will require students to recognize and compare readings from different cultures and poetic forms and literary themes significant to the cultures in reasoned analysis.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGLISH 204</td>
<td>World Literature II (1600 to the present)</td>
<td>3</td>
<td>Prerequisite: English 101 or equivalent.</td>
</tr>
<tr>
<td></td>
<td>Study of selected major works of World literature, covering Western Europe, the Middle East, Africa, and Asia, from the 17th century to the present. The course will require students to recognize and compare readings from different cultures and analyze poetic forms and literary themes significant to the cultures in reasoned analyses.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGLISH 205</td>
<td>English Literature I (Beginnings to 1800)</td>
<td>3</td>
<td>Prerequisite: English 102 or equivalent.</td>
</tr>
<tr>
<td></td>
<td>Reading, discussion and analysis of major works of English literature from the beginnings of the nineteenth century, to develop student's understanding and appreciation of the poetry, fiction, and drama of these literary periods, and to express that appreciation in reasoned analyses.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGLISH 206</td>
<td>English Literature II: Nineteenth Century to the Present</td>
<td>3</td>
<td>Prerequisite: English 102 or equivalent.</td>
</tr>
<tr>
<td></td>
<td>Reading, discussion, and analysis of major works of English literature from the nineteenth century to the present. Designed to develop the student's ability to understand and appreciate the poetry, fiction, and drama of these literary periods and to express that appreciation in reasoned analyses.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGLISH 208</td>
<td>American Literature II: Nineteenth Century to the Present</td>
<td>3</td>
<td>Prerequisite: English 101 or equivalent.</td>
</tr>
<tr>
<td></td>
<td>The course covers American writers from the Civil War period to the present. Writers include Mark Twain, Kate Chopin, Robert Frost, Wallace Stevens, Langston Hughes, William Faulkner, Zora Neal Hurston, Leslie Marmon Silko, Tomas Rivera, Bharati, Mukerjee, and Allen Ginsberg and others.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ENGLISH 211
Fiction
3 UNITS - (UC:CSU)
Prerequisite: English 101 or equivalent.
Reading, discussion, and analysis of selected short stories and novels written in, or translated into, English from a diversity of cultures and countries to increase students’ understanding and appreciation of the art and craft of fiction writing.

ENGLISH 212
Poetry
3 UNITS - (UC:CSU)
Prerequisite: English 101 or equivalent.
English 212 studies the work of select poets and provides background required for appreciation of poetry. Historical sense and literacy appreciation sharpened by reading the 20th and 21st centuries’ interlocking families of poets, including “avant-garde,” “language poetry,” works by African-American poets, lesbian and gay poets, bilingual and Spanish language poets, neoformalists, and others.

ENGLISH 214
Contemporary Literature
3 UNITS - (UC: CSU)
Prerequisite: English 101 or equivalent.
A reading of key literary works and ideas of the recent mainstream and ethnically diverse literature to develop understanding and appreciation of contemporary culture, through reasoned analyses of its literature.

ENGLISH 215
Shakespeare I
3 UNITS - (UC: CSU)
Prerequisite: English 101 or equivalent.
A reading of Shakespeare to develop an understanding of and appreciation for his sonnets and representative comedies, histories, and tragedies.

ENGLISH 216
Shakespeare II
3 UNITS - (UC:CSU)
Prerequisite: English 101 or equivalent.
A continuation of the study of Shakespeare’s poetry, theater and drama with a selection of different works of Shakespeare than those used in English 215.

ENGLISH 218
Children’s Literature
3 UNITS – (CSU)
Prerequisite: English 101 or equivalent.
Reading, discussion, and analysis of children’s literature: fairy tales, myths, fiction, and poetry.

ENGLISH 219
The Literature of American Ethnic Groups
3 UNITS - (UC:CSU)
Prerequisite: English 101 or equivalent.
English 219 offers a critical analysis of the various ethnic American writers who straddle two or more cultures. The diversity of conflicting perspectives in novel, autobiography, essay, and poetry will be read and analyzed in the context of how these writers have defined or challenged concepts of identity, society, and power in past and contemporary American cultures. Literary works by African-American, American-Indian, Asian-American, Arab-American, Chicano/Latino, and Euro-American writers will be analyzed in terms of assimilation, acculturation, double and mestiza consciousness, and wholeness.

ENGLISH 239
Women in Literature
3 UNITS - (UC:CSU)
Prerequisite: English 101 or equivalent.
This course offers a survey of literature in English by women, with an emphasis on writers of 20th century. The course includes prose fiction, poetry, autobiography, and essays.
ENGLISH 240
Literature and the Motion Picture I
3 UNITS - (UC:CSU)
Prerequisite: English 101 or equivalent.
This course gives students opportunities to analyze and evaluate films of artistic and cultural significance. The language, structure, and narrative techniques of film and literary classics will be compared by reading literature and watching films based on these literary sources.

ENGLISH 252
The English Bible as Literature
3 UNITS – (UC:CSU)
Prerequisite: English 101 or equivalent.
A study of the Bible with the Oxford Annotated Text as the basic text, in order to study the principal achievements of the Hebrew and Greek Testaments, and to note literary and cultural influence.

ENGLISH 253
Opera as Literature
3 UNITS - (UC:CSU)
Prerequisite: English 101.
This course will study a selection of significant literary works that have been made into operas analyzing both the cultures in which they were created and how the interactions of music and drama transform or realize each literary work. Readings will include selected poems, plays, and fiction. Among the opera will be works by Purcell, Mozart, Puccini, Wagner, Verdi, and Britten.

ENGLISH 255
Latin American Literature
3 UNITS - (UC:CSU)
Prerequisite: English 101.
This course will study a selection of significant literary works by Latin American authors. Readings will include selected poems, plays, and fiction by writers such as Pablo Neruda, Galeano, and Jorge Luis Borges, and will explore the themes of magical realism, social engagement, “la raza cosmica,” and utopian yearnings.

ENGLISH 270
Science Fiction – Fantasy
3 UNITS (UC:CSU)
Prerequisite: English 101 or equivalent.
This course presents science fiction literature, with emphasis on use of mythology, science fiction by scientists and non-scientists, philosophically oriented science fictions, and science fiction as fantasy and escape literature.

ENGLISH 185 Directed Study — 1 UNIT (CSU) (RPT 2)
ENGLISH 285 Directed Study — 2 UNITS (CSU)
ENGLISH 385 Directed Study — 3 UNITS (CSU)
Prerequisite: Approval of proposed project. See Department Chair.
This course allows students to pursue directed study in literary analysis, a particular genre or period, or independent research on a contract basis under the direction of a supervising instructor. A maximum of 3 units in Directed Study may be taken for credit.

LINGUISTICS 1
Introduction to Language and Linguistics
3 UNITS – (UC:CSU)
Prerequisite: English 21 or equivalent.
Examination of the nature of language: its sociological, psychological, and universal aspects.

LINGUISTICS 2
Introduction to Sociolinguistics
3 UNITS – (UC:CSU)
Prerequisite: English 28/31 with a satisfactory grade or equivalent. This course examines how societies create, maintain, and change languages. Students will study the processes of linguistic variation and its relationship to geography and socio-cultural identity in both monolingual and multilingual settings. Students will gain an understanding of language as a communicative, semiotic, and cognitive tool in society.

LINGUISTICS 3
Introduction to Psycholinguistics
3 UNITS – (CSU)
Prerequisite: English 28/31 with a satisfactory grade or equivalent. Learn how the brain creates, stores, and uses language. Study experiments with language and mind. Useful for all students of language & cognitive science.

COLLEGE ENGLISH AS A SECOND LANGUAGE

ESL 1A
Integrated Skills: Reading and Writing
6 UNITS - NDC
Prerequisite: Appropriate placement score.
Advisory: ESL1B. (Credit/No Credit) For beginning ESL students. Emphasis on development of basic grammar, reading and writing for college work.

ESL 1B
Integrated Skills: Listening and Speaking
6 UNITS - NDC
Prerequisite: Appropriate placement score.
Advisory: ESL 1A.
(Credit/No Credit)
For low beginning ESL students. Emphasis on development of basic listening and speaking.

ESL 2A
Integrated Skills: Reading and Writing
6 UNITS - NDC
Prerequisite: ESL1A or appropriate score on the ESL placement assessment.
Advisory: ESL 2B.
(Credit/No Credit)
For beginning ESL students. Emphasis on development of basic reading and writing for college work.

ESL 2B
Integrated Skills: Listening and Speaking
6 UNITS - NDC
Prerequisite: ESL1B or appropriate score on the ESL placement assessment.
Advisory: ESL 2A.
(Credit/No Credit)
For beginning ESL students. Emphasis on development of basic speaking and listening for college work.

ESL 3A
Writing and Grammar
6 UNITS - NDC
Prerequisite: ESL 2A or appropriate score on ESL placement assessment.
Advisory: ESL 3B and ESL 3C.
(Credit/No Credit)
For low intermediate ESL students. Improves writing to prepare students for college work.

ESL 3B
Reading and Vocabulary
3 UNITS - NDC
Prerequisite: ESL 2B or appropriate score on ESL placement assessment.
Advisory: ESL 3A and ESL 3C.
(Credit/No Credit)
For low intermediate ESL students. Improves reading and vocabulary to prepare students for college work.
ESL COURSE SEQUENCE

Students who receive credit in ESL 6A may register for English 21 or 28.

ESL 6A
(6 UNITS)
Writing & Grammar

ESL 5A
(6 UNITS)
Writing & Grammar

ESL 4A
(6 UNITS)
Writing & Grammar

ESL 3A
(6 UNITS)
Writing & Grammar

ESL 2A
(6 UNITS)
Reading/Writing

ESL 1A
(6 UNITS)
Reading/Writing

ESL 6B
(3 UNITS)
Reading & Vocabulary

ESL 5B
(3 UNITS)
Reading & Vocabulary

ESL 4B
(3 UNITS)
Reading & Vocabulary

ESL 3B
(3 UNITS)
Reading & Vocabulary

ESL 3C
(3 UNITS)
Listening & Speaking

Speech 73
(3 UNITS)
Listening & Speaking

Speech 72
(3 UNITS)
Listening & Speaking

Speech 71
(3 UNITS)
Listening & Speaking

Speech 113

ESL 3C
Listening and Speaking
3 UNITS - NDC
Prerequisite: ESL 2B or appropriate score on the ESL placement assessment. Advisory: ESL 3A and ESL 3B. (Credit/No Credit) For low intermediate ESL students. Improves listening and speaking skills to prepare students for college work.

ESL 4A
Writing and Grammar
6 UNITS - NDC
Prerequisite: Satisfactory completion of ESL 3A or appropriate score on the ESL placement assessment. Advisory: ESL 4B. (Credit/No Credit) For intermediate ESL students. Improves writing to prepare students for college work.

ESL 4B
Reading and Vocabulary
3 UNITS - NDC
Prerequisite: Satisfactory completion of ESL 3B or appropriate score on the ESL placement assessment. Advisory: ESL 4A. (Credit/No Credit) For intermediate ESL students. Improves reading to prepare for college work.

ESL 5A
Writing and Grammar
6 UNITS - NDC
Prerequisite: ESL 4A or appropriate score on the ESL placement assessment. Advisory: ESL 5B. For low advanced ESL students. Improves writing to prepare students for college work.

ESL 5B
Reading and Vocabulary
3 UNITS - NDC
Prerequisite: ESL 4B or appropriate score on the ESL placement assessment. Advisory: ESL 5A. For low advanced students. Improves reading to prepare students for college work.

ESL 6A
Writing and Grammar
6 UNITS - NDC
Prerequisite: ESL 5A or appropriate score on the ESL placement assessment. Advisory: ESL 6B. For advanced students. Improves writing to help prepare students for college work.

ESL 6B
Reading and Vocabulary
3 UNITS - NDC
Prerequisite: ESL 5B or appropriate score on the ESL placement assessment. Advisory: ESL 6A. For advanced ESL students. Improves reading to prepare students for college work.

ESL 12
Writing and Revising on the Computer for ESL Students
1 UNIT - (RPT3) NDC
Introduction to computer resources for ESL students at any level of English.
FAMILY & CONSUMER STUDIES (DIETETICS)

Chair: Kathleen Bimber
(323) 953-4000 ext. 2290 • AD 200

Vice Chair: Janice Young
(323) 953-4000 ext. 2291 • AD 200
www.lacitycollege.edu/academic/departments/dietetics/index.html

PROGRAMS OFFERED
Associate of Science: Dietetic Technician
(2 & 3 year plans)

Certificates:
Dietetic Service Supervisor

The Family & Consumer Studies Department offers two career paths for students interested in a career in institutional food service and nutritional care of clients. Students may obtain a Dietetic Technician Associate of Science degree and/or a Dietetic Service Supervisor certificate.

When you complete an accredited certificate program in dietetics at LACC, you will be skilled in food preparation, nutrition, food service management, food sanitation and food safety.

The American Dietetic Association reports that demand continues to increase steadily for dietetic professionals as our population ages and society places more emphasis on nutrition. Full-time dietetic technicians earn between $26,000 - $37,000 per year on average and are employed by hospitals, skilled nursing facilities, schools, public health programs, health clubs and food companies – any place where the nutritional and safe preparation of large volumes of food is required.

Career opportunities include: Food preparation, management of food production and/or nutritional counseling for: Hospitals, HMOs, Clinics, Nursing Homes and Research Facilities; WIC, Meals on Wheels and other Public Programs; Schools & Day-Care Centers; Correctional Facilities; Restaurants; Food Companies & Distribution Operations; and Health Clubs & Weight Management Centers.

DEGREE PROGRAMS

DIETETIC TECHNICIAN
Associate of Science Degree
Career Program
(Students desiring to transfer to a four-year Dietetics program should officially major in Liberal Studies)

SPECIAL NOTE:
During the July 23-24, 2001 meeting, the Dietetic Technician Program at Los Angeles City College was accredited by the Commission on Accreditation for Dietetics Education (CADE) of The American Dietetic Association. The address and phone number of CADE is 120 South Riverside Plaza, Suite 2000, Chicago, IL, 60606-6995, (312) 899-0040, extension 5500, www.eatright.org.

Dietetic Technicians, Registered (DTRs) are trained in food and nutrition and are an integral part of health care and food service management teams.

Dietetic Technicians, Registered work independently or in teams with Registered Dietitians in a variety of employment settings including health care, business and industry, community/public health, public health, food service, and research.

DTRs work in:
• Hospitals, HMOs, clinics, nursing homes, retirement centers, hospices, home health care programs, and research facilities, helping to treat and prevent disease and administering medical nutrition therapy as an important part of health care teams.
• Schools, day care centers, correctional facilities, restaurants, health care facilities, corporations, and hospitals, managing employees, purchasing, and food preparation and preparing budgets within food service operations.
• WIC programs, community/public health agencies, Meals on Wheels, and community health programs, developing and teaching nutrition classes for the public.
• Health clubs, weight management clinics, and community wellness centers, helping to educate clients about the connection between food, fitness, and health.
• Food companies, contract food management companies, or food vending and distributing operations, developing menus, overseeing food service sanitation and food safety, and preparing food labeling information and nutrient analysis.

Educational & Professional Requirements
• Courses are planned in sequence. Completion of all courses with at least a “C” grade is required for progress in the program.
• The Associate of Science degree curriculum meets the requirements of CADE of the American Dietetic Association.
• Refer to Graduation Requirements “Plan B” for additional information. Students wanting to transfer to a four-year college or university with a major in Dietetics or Nutrition should complete eighteen units in preparation for the major along with the General Education courses needed for transfer to the institution of their choice. The Associate of Arts degree should be in Liberal Studies.
• Class scheduling restricts the completion of this program to the day. However, working students who are able to have one to two day(s) off during the week may complete the program. Students must provide their own transportation to assigned supervised practice sites within the greater Los Angeles area. A Mantoux test, MMR, health exam and liability insurance are required for supervised practice courses. Some sites may require a background check.

• A verification statement that allows the candidate to sit for the Dietetic Technician Registration exam is issued upon successful completion of the program, submission of a notebook documenting how the 44 DT competencies have been met and a score of at least 75% on a preparation for the DTR exam administered by the Family and Consumer Studies Department. Students are eligible for membership in the American Dietetic Association. Passing the DTR exam authorizes use of the initials “DTR” after the name. Graduates may also take the Dietary Manager Managers Exam.

• DTR’s must complete professional educational requirements to maintain registration.

### SUGGESTED 2-YEAR COURSE PLAN
(For Full-Time Students)

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Family &amp; Consumer Studies 21 (Same as Nutrition 21)</td>
<td>3</td>
</tr>
<tr>
<td>Family &amp; Consumer Studies 50</td>
<td>3</td>
</tr>
<tr>
<td>Family &amp; Consumer Studies 55</td>
<td>3</td>
</tr>
<tr>
<td>Math 115</td>
<td>5</td>
</tr>
<tr>
<td>English 101</td>
<td>3</td>
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<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Family &amp; Consumer Studies 24</td>
<td>3</td>
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<tr>
<td>Family &amp; Consumer Studies 56</td>
<td>3</td>
</tr>
<tr>
<td>Family &amp; Consumer Studies 156</td>
<td>2</td>
</tr>
<tr>
<td>Speech Communication 101</td>
<td>3</td>
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<tr>
<td>Biology 25</td>
<td>3</td>
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<tr>
<td>Physical Education</td>
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</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Family &amp; Consumer Studies 27</td>
<td>3</td>
</tr>
<tr>
<td>Family &amp; Consumer Studies 51</td>
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<td>Family &amp; Consumer Studies 127</td>
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<tr>
<td>Family &amp; Consumer Studies 151</td>
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<tr>
<td>Health 11</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Requirement</td>
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</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Family &amp; Consumer Studies 28</td>
<td>3</td>
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<tr>
<td>Family &amp; Consumer Studies 29</td>
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<tr>
<td>Family &amp; Consumer Studies 129</td>
<td>3</td>
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<tr>
<td>American Institutions Requirement</td>
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</tr>
<tr>
<td><strong>Total Units</strong></td>
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To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

**PLAN B:** Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

<table>
<thead>
<tr>
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<td>Communication/Analytical Thinking</td>
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<tr>
<td>Natural Sciences</td>
<td>3</td>
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<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Sciences (including American History &amp; Governments)</td>
<td>3</td>
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<tr>
<td>Health/Physical Education</td>
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<tr>
<td>Math Competency</td>
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### SUGGESTED 3-YEAR COURSE PLAN
(For Part-Time Students)

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<td>Family &amp; Consumer Studies 50</td>
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<td>Math 115</td>
<td>5</td>
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<tr>
<td>English 101</td>
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<tr>
<td><strong>Second Semester</strong></td>
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</tr>
<tr>
<td>Family &amp; Consumer Studies 21 (Same as Nutrition 21)</td>
<td>3</td>
</tr>
<tr>
<td>Family &amp; Consumer Studies 56</td>
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<td>2</td>
</tr>
<tr>
<td>Biology 25</td>
<td>3</td>
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<tr>
<td><strong>Third Semester</strong></td>
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</tr>
<tr>
<td>Family &amp; Consumer Studies 27</td>
<td>3</td>
</tr>
<tr>
<td>Family &amp; Consumer Studies 127</td>
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<td>Physical Ed</td>
<td>1</td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Family &amp; Consumer Studies 24</td>
<td>3</td>
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<td>Family &amp; Consumer Studies 28</td>
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<tr>
<td>Health 11</td>
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<tr>
<td><strong>Fifth Semester</strong></td>
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</tr>
<tr>
<td>Family &amp; Consumer Studies 51</td>
<td>3</td>
</tr>
<tr>
<td>Family &amp; Consumer Studies 151</td>
<td>2</td>
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<tr>
<td>Humanities Requirement</td>
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<tr>
<td><strong>Sixth Semester</strong></td>
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<tr>
<td>Family &amp; Consumer Studies 52</td>
<td>3</td>
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<td>Family &amp; Consumer Studies 129</td>
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<td>American Institutions Requirement</td>
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</tr>
<tr>
<td><strong>Total Units</strong></td>
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</tbody>
</table>

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.
**CERTIFICATE PROGRAMS**

**DIETETIC SERVICE SUPERVISOR**

**Certificate**

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

Successful completion of English 28 is strongly advised for the DSS Certificate. Concurrent enrollment, or completion of Math 105, or Learning Skills 10ABC is advised to ensure successful completion of many courses in this certificate. A grade of “C” or better is required in all courses. Students must provide their own transportation to assigned field placement sites. A Mantoux test, health exam and liability insurance are required for supervised practice courses. Some sites may require a background check.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>Family &amp; Consumer Studies 21 (Same as Nutrition 21)</td>
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<td>3</td>
</tr>
<tr>
<td>Family &amp; Consumer Studies 55</td>
<td>3</td>
</tr>
<tr>
<td>Family &amp; Consumer Studies 151</td>
<td>2</td>
</tr>
<tr>
<td>English 28 (strongly advised)</td>
<td></td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>Family &amp; Consumer Studies 24</td>
<td>3</td>
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<td>Family &amp; Consumer Studies 56</td>
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<tr>
<td>Family &amp; Consumer Studies 156</td>
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</tr>
<tr>
<td>Mathematics 105 or Learning Skills 10ABC</td>
<td></td>
</tr>
<tr>
<td>Total Units</td>
<td>25</td>
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**COURSE DESCRIPTIONS**

**NOTE:** Not every class is offered each semester. Refer to the current class schedule for current class offerings.

**PREREQUISITES:** Specified prerequisites must be completed with a satisfactory grade or equivalent.

**FAMILY AND CONSUMER STUDIES 24**

**Food Preparation**

3 UNITS - (CSU)

Advisory: English 21 or equivalent.

Lecture 2 hours. Laboratory 3 hours.

This course is offered only in the spring semesters. The scientific fundamentals of food preparation are emphasized using current technology. The role of food in cultures, nutrition and the economy are integrated into meal planning and preparation.

**FAMILY AND CONSUMER STUDIES 27**

**Nutrition Care**

3 UNITS - (CSU)

Prerequisite: Family and Consumer Studies 21, 55, 56 or equivalent.

Co-requisite: Concurrent enrollment in Family and Consumer Studies 128 required.

Advisory: English 101, Biology 25 or Anatomy 1.

This course is offered only fall semesters, day session. Nutrition problems of patients with cancer, AIDS, diabetes, cardiovascular diseases, renal diseases, and liver diseases are studied for appropriate menu modifications. The development and implementation of nutrition care plans are emphasized.

**FAMILY AND CONSUMER STUDIES 28**

**Advanced Nutrition Care**

3 UNITS - (CSU)

Prerequisite: Family and Consumer Studies 27 or equivalent.

Co-requisite: Concurrent enrollment in Family and Consumer Studies 128 required.

This course is offered only spring semesters, day session. Nutritional needs at each stage of the life cycle are studied in depth. Cultural food preferences are studied and incorporated into nutrition education and counseling of clients.

**FAMILY AND CONSUMER STUDIES 29**

**Dietetic Seminar**

1 UNIT - (CSU)

Prerequisite: Family and Consumer Studies 28 with a satisfactory grade or equivalent.

This course is offered only spring semesters, day session. Introduction to institutional menu analysis for food requisitioning, food production planning and implementation. Basic principles of quantity cooking are emphasized.

**FAMILY AND CONSUMER STUDIES 31**

**Marriage and Family Life**

3 UNITS - (UC: CSU)

Prerequisite: English 21 or equivalent.

Interpersonal growth and rewarding relationship are explored over the course of the family life cycle. Examines the impact of social, psychological and economic forces that affect the family.

**FAMILY AND CONSUMER STUDIES 50**

**Sanitation and Safety**

3 UNITS - (CSU)

Co-requisite: Concurrent enrollment in English 21 or equivalent.

An introduction to the basic principles of food borne illnesses, sanitation principles and systems, quality assurance, safety, work simplification and government regulation of food service.
FAMILY AND CONSUMER STUDIES 51
Food Production Management
3 UNITS - (CSU)
Co-requisite: Concurrent enrollment Family and Consumer Studies 151 is required.
Advisory: English 21 or equivalent, Mathematics 105 or Learning Skills 10ABC or higher.
Students can satisfy English and Mathematics requirements by appropriate placement on the College Assessment.
This course is offered only fall semesters, day session. Introduction to institutional menu analysis for food requisitioning, food production planning and implementation. Basic principles of quantity cooking are emphasized.

FAMILY AND CONSUMER STUDIES 52
Food Service Management
3 UNITS - (CSU)
Prerequisite: Family and Consumer Studies 51 and 55 or equivalent.
Principles of management of resources in quantity food service including selection, evaluation, supervision, financial statements, cash control, budgeting, computer applications.

FAMILY AND CONSUMER STUDIES 55
Dietetic Education
3 UNITS - (CSU)
Advisory: English 21 or equivalent.
This course is offered only fall semesters. An introduction to careers in dietetics and school food service. The application of communication skills to training, counseling, and education is studied.

FAMILY AND CONSUMER STUDIES 56
Nutrition Delivery Systems
3 UNITS - (CSU)
Co-requisite: Family and Consumer Studies 151.
Advisories: English 21 or equivalent, Mathematics 105 or higher, Learning Skills 10ABC or higher.
This course is offered only spring semesters, day session. Introduction to nutrition delivery systems and institutional menu diet modifications. State and Federal regulatory guidelines for food service are studied.

FAMILY AND CONSUMER STUDIES 127
Nutrition Care Laboratory
2 UNITS - (A)
Prerequisite: Physical examination and negative TB test within the past 6 months, MMR, student malpractice insurance.
Co-requisite: Concurrent enrollment in Family and Consumer Studies 51 required.
This course is offered only fall semesters, day session. This clinical laboratory provides supervised practice in food requisitioning, food production planning and quantity food production.

FAMILY AND CONSUMER STUDIES 129
Dietetic Laboratory
2 UNITS - (A)
Prerequisite: Physical examination and negative TB test within the past 6 months, student malpractice insurance; Family and Consumer Studies 151.
This course is offered only spring semesters, day session. This clinical laboratory provides supervised practice in management and marketing of food service facilities.

FAMILY AND CONSUMER STUDIES 151
Food Production Management Laboratory
2 UNITS - (A)
Prerequisite: Physical examination and negative TB test within the past 6 months, student malpractice insurance.
Co-requisite: Concurrent enrollment in Family and Consumer Studies 51 required.
This course is offered only fall semesters, day session. This clinical laboratory provides supervised practice in food requisitioning, food production planning and quantity food production.

FAMILY AND CONSUMER STUDIES 156
Nutrition Delivery Systems Laboratory
2 UNITS - (A)
Prerequisite: Physical examination and negative TB test within the past 6 months, student malpractice insurance.
Co-requisite: Concurrent enrollment in Family and Consumer Studies 56 required.
This course is offered only spring semesters, day session. This clinical laboratory provides supervised practice in nutritional services including modified diets and the health care team. Nutrition delivery systems are evaluated according to state and federal regulatory guidelines.

FAMILY AND CONSUMER STUDIES 185
Directed Study — 1 UNIT  (CSU)
FAMILY AND CONSUMER STUDIES 2855
Directed Study — 2 UNITS  (CSU)
FAMILY AND CONSUMER STUDIES 385
Directed Study — 3 UNITS  (CSU)
Conference 1 hour per unit.
Allows students to pursue Directed Study on a contract basis under the direction of a supervising instructor. Refer to the “Directed Study” section of this catalog for additional information.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit. This course enables Family Consumer Studies students to pursue on their own an in-depth study of a subject of special interest in the field of Family and Consumer Studies. Consultation with the instructor on a weekly basis, plus independent work is required.
FOREIGN LANGUAGES

Chair: Eiko Kitajima Chatel
(323) 953-4000 ext. 2737
DH312B
www.lacitycollege.edu/academic/departments/forlang/index.html

PROGRAMS OFFERED

Associate of Arts:
Chinese
French
Italian
Japanese
Korean
Spanish

Other Courses:
American Sign Language
Arabic
Armenian
Russian

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

DEGREE PROGRAMS

FOREIGN LANGUAGES
Associate of Arts Degree
Transfer Program

CHINESE
Eighteen or more units of classes chosen from below.
Must include Chinese 4 with a satisfactory grade or better.

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<thead>
<tr>
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<tbody>
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<td>Chinese 2</td>
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<td>Chinese 3</td>
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<td>Chinese 4</td>
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<td>Chinese 10</td>
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<td>Art 105</td>
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<tr>
<td>Asian American Studies 6</td>
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FRENCH
Eighteen or more units of classes chosen from below.
Must include French 4 with a satisfactory grade or better.

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<tr>
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<td>French 5</td>
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<td>French 6</td>
<td>5</td>
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<tr>
<td>French 8</td>
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<tr>
<td>French 10 (same as Humanities 42)</td>
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<td>English 203</td>
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<td>Latin 1</td>
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<tr>
<td>Linguistics 1</td>
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ITALIAN
Eighteen or more units of classes chosen from below.
Must include Italian 4 with a satisfactory grade or better.

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<td>Latin 1</td>
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<td>Linguistics 1</td>
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JAPANESE
Eighteen or more units of classes chosen from below.
Must include Japanese 4 with a satisfactory grade or better.

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<td>Japanese 2</td>
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<td>Humanities 20</td>
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<td>Linguistics 1</td>
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KOREAN
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Must include Korean 4 and Korean 8 with a satisfactory grade or better.

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SPANISH
Eighteen or more units of classes chosen from below.
Must include Spanish 4, Spanish 9 and 10 with a satisfactory grade or better.

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To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

PLANNING A: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

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<th>COURSES</th>
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ADVISORY: English 28/31 or equivalent.

COURSE DESCRIPTIONS

JAPANESE
Eighteen or more units of classes chosen from below. Must include Japanese 4 with a satisfactory grade or better.

KOREAN
Eighteen or more units of classes chosen from below. Must include Korean 4 and Korean 8 with a satisfactory grade or better.

SPANISH
Eighteen or more units of classes chosen from below. Must include Spanish 4, Spanish 9 and 10 with a satisfactory grade or better.

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

Transfer limit: UCLA allows no credit for duplication of a foreign language if the student completed in high school the equivalent levels with a satisfactory grade; A.A. Degree.

American Sign Language I

4 UNITS - (UC:CSU)
This is an introductory course designed to develop basic conversational skills using vocabulary and grammar of American Sign Language. Its emphasis is placed on receptive and comprehension skills. Incorporates vital aspects of the Deaf culture and community.

American Sign Language II

4 UNITS - (UC:Pending):CSU
Prerequisite: American Sign Language I with a satisfactory grade of better. This course completes the study of elementary vocabulary and grammar. Increased development of inflectional and non-manual behavior patterns. Incorporation of selected aspects of Deaf culture and community within receptive and expressive conversation.

Arabic 1

Elementary Arabic I

5 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent. Pronunciation, grammar, practical vocabulary, useful phrases; basic facts on the geography, customs and culture of the Arabic speaking world.

Arabic 2

Elementary Arabic II

5 UNITS - (UC:CSU)
Prerequisite: Arabic 1 with a satisfactory grade or equivalent. This course completes the elementary Arabic grammar begins the reading and writing of elementary texts, emphasizing the spoken language.

Arabic 3

Intermediate Arabic I

5 UNITS - (UC:CSU)
Prerequisite: Arabic 2 with a satisfactory grade or equivalent. An introduction to Arabic thought by means of short stories, essays, poetry, and folk songs emphasis on conversation, reading and oral comprehension.

Armenian 1

Elementary Armenian I

5 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent. This course stresses the fundamentals of pronunciation and elementary grammar, practical vocabulary and useful phrases to understand, read and write simple Armenian.
ARMENIAN 2
Elementary Armenian II
5 UNITS – (UC:CSU)
Prerequisite: Armenian 1 with a satisfactory grade or equivalent.
This course completes the elementary grammar and includes reading and comprehension of simple texts, with emphasis on oral expression. It also includes an introductory study of Armenian culture to complement comprehension of language.

CHINESE 1
Elementary Chinese I
5 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
Mandarin Chinese corresponds to the first year of high school Chinese. Pronunciation, grammar, practical vocabulary, and basic facts on the geography, customs and culture of China.

CHINESE 2
Elementary Chinese II
5 UNITS – (UC:CSU)
Prerequisite: Chinese 1 with a satisfactory grade or equivalent.
Completes the elementary Mandarin Chinese grammar; introduces reading and writing of elementary texts.

CHINESE 3
Intermediate Chinese I
5 UNITS – (UC:CSU)
Advisory: Chinese 2 or equivalent.
A review of grammar with vocabulary building for conversational fluency, written composition and advanced reading.

CHINESE 4
Intermediate Chinese II
5 UNITS – (UC:CSU)
Advisory: Chinese 3 or equivalent.
Continues a review of grammar, advanced composition and reading of everyday and literary subjects to study idiomatic expressions.

CHINESE 10
Chinese Civilization
3 UNITS – (UC:CSU)
Geography, history, government, and institutions of China; the life and customs of the people; the literature and arts, and the contributions to civilization. Conducted in English.

CHINESE 21
Fundamentals of Chinese I
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
Chinese 21 is the first half of Chinese 1. Chinese 22 is the second half of Chinese 1. This course is designed to provide the basic knowledge of Chinese grammar for beginners with no preparation.
UC limit: 5 Units from Chinese 21, 22.

CHINESE 22
Fundamentals of Chinese II
3 UNITS – (UC:CSU)
Prerequisite: Chinese 21 with a satisfactory grade or equivalent.
This course continues the basic knowledge of Chinese Grammar at second level of the Chinese language for beginners.
UC limit: 5 units from Chinese 21, 22.

FRENCH
One year of high school study in French corresponds to one college semester of credit or one semester of French at LACC equals one full year of high school credit.

FRENCH 1
Elementary French I
5 UNITS - (UC:CSU)
This course stresses pronunciation and grammar, vocabulary, useful phrases; and basic facts on the geography, customs and cultures of the French-speaking world.

FRENCH 2
Elementary French II
5 UNITS - (UC:CSU)
Prerequisite: French 1 with a satisfactory grade or equivalent.
Advisory: English 28/31 or equivalent.
Completes elementary grammar; including the reading of elementary texts, and emphasizes the spoken French language.

FRENCH 3
Intermediate French I
5 UNITS - (UC:CSU)
Prerequisite: French 2 with a satisfactory grade or equivalent.
A review of grammar, with an emphasis on more advanced language use. Readings from classic and modern literature.

FRENCH 4
Intermediate French II
5 UNITS - (UC:CSU)
Prerequisite: French 3 with a satisfactory grade or equivalent.
Continues a review of grammar, with an emphasis on more advanced language use. Readings from classic and modern literature.

FRENCH 8
Conversational French
2 UNITS - (RPT 3) (UC:CSU)
Prerequisite: French 2 with a satisfactory grade or equivalent.
Provides opportunities for practical conversation on everyday topics, current events and cultural material.
UC Limit: maximum units: 2 courses.

ITALIAN
One year of high school study in Italian corresponds to one college semester or one semester of college Italian equals one full year of high school study.

ITALIAN 1
Elementary Italian I
5 UNITS - (UC:CSU)
Corresponds to the first year of high school Italian.
Advisory: English 28/31 or equivalent.
Fundamentals of pronunciation and grammar, practical vocabulary, useful phrases; basic facts on the geography, customs and culture of Italy.

ITALIAN 2
Elementary Italian II
5 UNITS - (UC:CSU)
Prerequisite: Italian 1 with a satisfactory grade or equivalent.
Completes elementary Italian grammar, with emphasis on written and spoken language.
ITALIAN 8
Conversational Italian
2 UNITS – (RPT 3) (UC:CSU)
Prerequisite: Italian 2 with a satisfactory grade or equivalent.
Opportunities for practical conversation on everyday topics, current events, and cultural material.
UC maximum credit: 4 units.

ITALIAN 10
Italian Civilization
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
Study of Civilization of Italy from the origins to the present times. Conducted in English.

ITALIAN 21
Fundamentals of Italian I
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
Introduces the fundamentals of Italian pronunciation and grammar structure.
Offers practical material for simple conversation based on everyday experiences. Italian 21 and 22 are together equivalent to Italian 1.

ITALIAN 22
Fundamental of Italian II
3 UNITS – (UC:CSU)
Prerequisite: Italian 21 with a satisfactory grade or equivalent.
This course continues to provide students with the basic knowledge of grammar and vocabulary at the second level of fundamentals of Italian.
UC Limit: Italian 21 and 22 combined equals Italian 1; maximum credit, 5 units; both courses must be taken for credit to be granted.

JAPANESE
One year of high school study in Japanese corresponds to one college semester or one semester of college Japanese equals one full year of high school study.
Required courses: Japanese 1, 2, 34; Humanities 20.

JAPANESE 1
Elementary Japanese I
5 UNITS – (UC:CSU)
Corresponds to the first year of high school Japanese.
Advisory: English 28/31 or equivalent.
Fundamentals of pronunciation and grammar, basic vocabulary, useful phrases; reading and writing with Romanized alphabet and Japanese scripts, basic facts on the geography, customs and culture of Japan.

JAPANESE 2
Elementary Japanese II
5 UNITS - (UC: CSU)
Prerequisite: Japanese 1 with a satisfactory grade or equivalent.
Completes elementary Japanese I.
Continues to teach fundamentals of pronunciation and grammar. 100 additional Chinese characters will be introduced. Continues to introduce Japanese geography, customs and culture of Japan.

JAPANESE 3
Intermediate Japanese I
5 UNITS - (UC: CSU)
Prerequisite: Japanese 2 with a satisfactory grade or equivalent.
Continues the study of grammar and vocabulary building for conversational fluency and written composition. Begins the study of short narrative writings.

JAPANESE 4
Intermediate Japanese II
5 UNITS - (UC: CSU)
Prerequisite: Japanese 3 with a satisfactory grade or equivalent.
Advisory: English 28/31 or equivalent.
Completes the study of fundamental grammar and provides additional training in grammar, written composition, and the use of idioms. Greater emphasis is placed on the knowledge and use of Kanji. Continues the reading of short narrative stories.

JAPANESE 8
Conversational Japanese
2 UNITS – (RPT 3) (UC: CSU)
Prerequisite: Japanese 2 with a satisfactory grade or equivalent.
Opportunities for practical conversation on everyday topics, current events, and cultural material. UC Maximum credit: 2 courses (4 units).

JAPANESE 21
Fundamentals of Japanese I
3 UNITS - (UC: CSU)
Advisory: English 28/31 or equivalent.
This course is designed to provide the basic knowledge of Japanese for beginners with no preparation. Basic sentence structures and vocabulary are introduced. Basic writing system (Hiragana) will also be introduced.

JAPANESE 22
Fundamentals of Japanese II
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
This course continues the basic knowledge of Japanese grammar at the second level of the Japanese language for beginners. Second level of writing system and 50 Chinese characters will also be introduced. UC Limit: Japanese 21 and 22 combined equals Japanese 1; maximum credit 5 units; both must be taken for credit to be granted.

KOREAN
One year of high school study in Korean corresponds to one college semester or one semester of college Korean equals one full year of high school study.

KOREAN 1
Elementary Korean I
5 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
Fundamentals of pronunciation and grammar, basic vocabulary, useful phrases; reading and writing with Romanized alphabet and Korean script, basic facts on the geography, customs and culture of Korea.

KOREAN 2
Elementary Korean II
5 UNITS – (UC:CSU)
Advisory: Korean 1 or equivalent.
Completes the elementary Korean grammar; includes the reading of elementary texts, emphasizes written composition and the spoken language.

KOREAN 3
Intermediate Korean I
5 UNITS – (UC:CSU)
Advisory: Korean 2 or equivalent.
Corresponds to the second year of college level Korean. Fundamentals of pronunciation and grammar, basic vocabulary; useful phrases; develops the ability to understand, read, write and speak simple Korean. The course includes basic facts on the geography, customs and cultures of Korea.
KOREAN 4
Intermediate Korean II
3 UNITS – (UC:CSU)
Prerequisite: Korean 3 with a satisfactory grade or equivalent.
Advisory: English 28/31 or equivalent.
Corresponds to the second year of college level Korean. Continues the fundamentals of pronunciation and grammar, basic vocabulary; useful phrases; develops the ability to understand, read, write and speak simple Korean. This course includes basic facts on the geography, customs and cultures of Korea.

KOREAN 8
Conversational Korean
2 UNITS – (UC:CSU)
Prerequisite: Korean 2 with a satisfactory grade or equivalent.
Co-requisite: Korean 99.
Opportunities for practical conversation on everyday topics, current events, and cultural material.

HUMANITIES 45 (same as Korean 10)
Korean Civilization
3 UNITS - (UC: CSU)
Advisory: English 28/31 or equivalent.
This course offers the students lectures and discussions in English on geography, history, government and institutions of Korea; the life and customs of the people; the literature, arts, and sciences; the contributions to civilization.

RUSSIAN 1
Elementary Russian I
5 UNITS – (UC:CSU)
Advisory: English 28 or equivalent.
The fundamentals of pronunciation and grammar, practical vocabulary, useful phrases; basic facts on the geography, customs and culture of Russia.

RUSSIAN 2
Elementary Russian II
5 UNITS – (UC:CSU)
Prerequisite: Russian 1 with a satisfactory grade or equivalent.
Completes elementary Russian I. Emphasis on reading and spoken language.

RUSSIAN 3
Intermediate Russian I
5 UNITS – (UC:CSU)
Prerequisite: Russian 2 with a satisfactory grade or equivalent.
A review of grammar, additional training in oral and written composition, and reading of more advanced literature.

RUSSIAN 4
Intermediate Russian II
5 UNITS – (UC:CSU)
Prerequisite: Russian 3 with a satisfactory grade or equivalent.
This course continues the review of grammar and vocabulary build-up. It continues to introduce students to Russian life through the reading of selected Russian authors.

RUSSIAN 8
Conversational Russian
2 UNITS – (UC:CSU) (RPT 3)
Prerequisites: Russian 3 with a satisfactory grade or equivalent.
Practical conversation in Russian on everyday topics, and current events, dialogues and group discussion of news in politics, sports, and culture.

RUSSIAN 10
Russian Civilization
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
A survey of Russian civilization from the early stages to the present, highlighting important historical and cultural developments, social institutions, religion, literature, art, music and Russia’s contribution to the world.

RUSSIAN 12
Russian Civilization II
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
A survey of Russian history and culture of 20th century Russia; its literature, arts and science; and life of the people.

RUSSIAN 21
Fundamentals of Russian I
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
Russian 21 and 22 together are equivalent to Russian 1 at Los Angeles City College.
Russian 21 is the first half of Russian 1. Russian 22 is the second half of Russian 1. Russian 21 focuses on pronunciation, basic grammar, practical vocabulary and phrases. Discussions of Russia’s geography, customs, and culture are included.

RUSSIAN 22
Fundamentals of Russian II
3 UNITS – (UC: CSU)
Advisory: English 28/31 or equivalent.
Russian 21 and Russian 22 together are equivalent to Russian I. Russian 22 continues to focus on pronunciation, basic grammar, practical vocabulary and phrases, begun in Russian 21. Students will also continue to discuss Russia’s history and culture.

SPANISH
One year of high school study in Spanish corresponds to one college semester or one college semester equals one full year of high school study. Required courses: Spanish 1*, 2*, 3, 4 and 8*. These courses are required only for students who plan to teach Spanish.

SPANISH 1
Elementary Spanish I
5 UNITS - (UC: CSU)
Advisory: English 28 or equivalent.
Pronunciation and grammar, practical vocabulary, useful phrases; basic facts on the geography, customs and culture of the Spanish-speaking world.
UC accepts one of Spanish 1 or equivalent.

SPANISH 2
Elementary Spanish II
5 UNITS - (UC:CSU)
Prerequisite: Spanish 1 with a satisfactory grade or equivalent.
Completes elementary Spanish I with emphasis on reading and writing of elementary texts and emphasizes the spoken language.

SPANISH 3
Intermediate Spanish I
5 UNITS - (UC:CSU)
Prerequisite: Spanish 2 with a satisfactory grade or equivalent.
A review of grammar and idiomatic construction. Also, an introduction to Spanish and Spanish American writers through readings of short stories, as well as a review of cultural aspects relative to the Spanish-speaking world.
SPANISH 4  
Intermediate Spanish II  
5 UNITS - (UC: CSU)  
Prerequisite: Spanish 3 with a satisfactory grade or equivalent.  
Review of grammar, composition and vocabulary building. The review of Spanish and Latin American authors and cultural aspects is continued.

SPANISH 5  
Advanced Spanish I  
5 UNITS - (UC: CSU)  
Prerequisite: Spanish 4 with a satisfactory grade or equivalent.  
Advisory: English 28/31 or equivalent.  
A study of the short story and poetry in Spanish and Spanish-American traditions. In addition, “students” written and oral expressions are enhanced through the writing of essays based on topics extracted from readings: these are then addressed in round-table discussions. Further exploration of grammatical concepts and expression of vocabulary are based on the readings and written assignments.

SPANISH 6  
Advanced Spanish II  
5 UNITS - (UC: CSU)  
Prerequisite: Spanish 5 with a satisfactory grade or equivalent.  
Continues the study of literary genres in Spanish-American traditions with a focus on the essay and the theatre. The latter is approached as both a literary and performing art. Writing and oral expression are also an integral part of the course and are achieved through the writing of essays and round-table discussions. Grammatical and vocabulary expressions are based on the reading and written assignments.

SPANISH 8  
Conversational Spanish  
2 UNITS - (RPT 3) (UC:CSU)  
Prerequisite: Spanish 2 with a satisfactory grade or equivalent.  
Practical conversation on everyday topics, current events and cultural material. UC limit: maximum credit allowed, 2 courses (4 units).

SPANISH 9  
Hispanic Civilization  
3 UNITS - (UC:CSU)  
Advisory: English 28 or equivalent.  
Geography, history, government and institutions of Spain; the life and customs of the people; the literature, music and art; and the contributions to civilization. Conducted in English.

SPANISH 10  
Latin American Civilization  
3 UNITS - (UC:CSU)  
Advisory: English 28/31 or equivalent.  
Geography, history, customs, economic and political development, literature and arts of Spanish speaking and Portuguese speaking peoples of America. Conducted in English.

SPANISH 11  
Great Books of Spanish Literature  
3 UNITS - (RPT 1) (UC:CSU)  
Advisory: English 28/31 or equivalent.  
Lecture 3 hours.  
Selections from masterpieces of Spanish Literature. Conducted in Spanish.

SPANISH 14  
Spanish for Public Service Personnel  
3 UNITS - (CSU)  
This course is designed for public service employees such as police officers and fire fighters. It emphasizes practical usage of Spanish for personnel who serve the Spanish speaking community.

SPANISH 15  
Great Books of Latin American Literature  
3 UNITS - (UC: CSU)  
Advisory: English 28 or equivalent.  
Lecture 3 hours.  
Selections from the great masterpieces of Latin American Literature. Conducted in Spanish.

SPANISH 21  
Fundamentals of Spanish I  
3 UNITS - (UC: CSU)  
Advisory: English 28/31 or equivalent.  
Introduces the fundamentals of Spanish pronunciation and grammar structure. Offers practical material for simple conversation based on every day experiences. Spanish 21 and Spanish 22 together are equivalent to Spanish 1.

SPANISH 22  
Fundamentals of Spanish II  
3 UNITS - (UC:CSU)  
Prerequisite: Spanish 21 with a satisfactory grade or equivalent.  
Advisory: English 28 with a satisfactory grade or equivalent.  
Continues the presentation of the fundamentals of Spanish pronunciation and grammar structure. Offers practical material for simple conversation based on every day experiences. Spanish 21 and Spanish 22 together are equivalent to Spanish 1. Class assignments will require .05 hours TBA per week in the Foreign Language Laboratory - DH319.

SPANISH 35  
Spanish for Spanish Speakers I  
5 UNITS – (UC:CSU)  
(Equivalent to Spanish I)  
This course is designed to address the needs of the bilingual students. An introduction to written Spanish with an emphasis on the acquisition of a solid grammatical base, vocabulary enrichment and spelling. Includes reading on culture and customs of Spain and Latin America. Conducted in Spanish.

SPANISH 36  
Spanish for Spanish Speakers II  
5 UNITS – (UC:CSU)  
(Equivalent to Spanish 2)  
A continuation of Spanish 35. Completes the study of grammar and continues the development of reading and writing skills. Further study of Spanish and Latin American culture and civilization. Conducted in Spanish.

SPANISH 123  
Fundamentals of Elementary Spanish I  
3 UNITS - (UC:CSU)  
Prerequisite: Spanish 21 and 22 or Spanish 1 with satisfactory grades or equivalent.  
This course provides the students with a continuation of the study of grammar and vocabulary at an elementary level as well as the art of composition writing and cultural analysis.
SPANISH 124
Fundamentals of Elementary Spanish II
3 UNITS - (UC:CSU)
Prerequisite: Spanish 123 with a satisfactory grade or equivalent.
This course provides the student with a continuation of study in grammar and vocabulary at an elementary level as well as the art of composition writing and cultural analysis.
Spanish 123 and 124 are equal to Spanish 2.
UC limit: Maximum units 5.

EARTH SCIENCE 1
Earth Science
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
Lecture 3 hours
This course is a general introduction to the study of the earth's rocks, landforms, atmosphere, and oceans. The course content is most closely related to that of Physical Geology, but is somewhat broader and less detailed, and includes a description of earth history.

GEOGRAPHY 1
Physical Geography
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
Lecture 3 hours
This course is an introductory examination of the basic physical scientific principles of geography as they relate to Earth-Sun relationships: weather; climate; landforms; soil; and natural vegetation. Emphasis is on the integration of these factors and world distribution.

*GEOGRAPHY 2
Cultural Elements of Geography
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
Lecture 3 hours
This course is an introductory examination of the Earth's human environment. Emphasis is on the description, analysis, and explanation of human population distributions; human cultural trait distribution; patterns of rural land-use and settlement; patterns of agriculture and industry; and world urban development.
Note: For more information about Geography 2, please contact the Chair of Social Sciences.

GEOGRAPHY 3 (Same as Meteorology 3)
Introduction To Weather and Climate
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
Lecture 3 hours
This course examines the physical laws which relate to the causes of weather phenomena and distribution of climate types. The role of solar energy is emphasized.

GEOGRAPHY 15
Physical Geography Laboratory
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
Lecture 1 hour. Laboratory 2 hours.
May be taken concurrently with Geography 1.--This course will involve the student in the description, analysis, explanation, and representation of natural phenomena such as Earth-Sun relationships; Earth representation on maps, aerial photos, and satellite images; measurement of atmospheric temperature, moisture, and pressure; soil types; natural vegetation; land form evolution by tectonic, erosional and depositional forces. The course involves 1 hour of laboratory - lecture and 2 hours of laboratory work.
Note: Geography 15 may be taken concurrently with Geography 1.
GEOLOGY 1
Physical Geology
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
Lecture 3 hours
An elementary course dealing with the earth’s surface features and the geologic laws governing their origin and development.

GEOLOGY 6
Physical Geology Laboratory
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
This lecture/laboratory course emphasizes the identification of minerals, and their role in rock identification. Utilization of topographic maps in the identification of Geologic features and Geologic structures is emphasized. The course involves 1 hour of laboratory - lecture and 2 hours of laboratory work. Note: Geology 6 may be taken concurrently with Geology 1.

METEOROLOGY 3 (Same as Geography 3)
Introduction To Weather And Climate
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
Lecture 3 hours
This course examines the physical laws, which relate to the causes of the weather phenomena and the distribution of climate types. The role of solar energy is emphasized.

OCEANOGRAPHY 1
Introduction To Oceanography
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
Lecture 3 hours
An introduction to the general field of oceanography including study of the nature and movement of seawater, tides, currents, and wave action. The ocean deeps, continental shelves and shoreline features will be covered with special reference to Southern California and the changes people have made. Field trip or study aboard a marine research vessel will be an integral part of the course.

ARCHIVED COURSES
ENVIRONMENTAL SCIENCE 1
The Human Environment: Physical Processes
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent
Lecture 3 hours
This course is an introductory examination of the basic scientific principles of environmental science with an emphasis on relating the physical aspects of the environment to human contributions. Emphasis is placed on the integration of factors such as environmental spheres and cycles, natural hazards, resources, and pollution, and resource use and management with social solutions and world distribution.
HUMANITIES

Chair: Eiko Kitajima Chatel
(323) 953-4000 ext. 2737 • DH312B
www.lacitycollege.edu/academic/departments/forlang/index.html

PROGRAMS OFFERED
Associate of Arts: Humanities

DEGREE PROGRAM

HUMANITIES
Associate of Arts Degree Transfer Program
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 Plan A Graduation requirements under the Humanities section.

COURSES UNITS
HUMANITIES - ARTS: 3 units from any of the following
African American Studies, Architecture, Art, Asian American Studies, Chicano Studies, Cinema, Music, Photography, Theater

HUMANITIES - LITERATURE: 3 units from any of the following
African American Studies, English

HUMANITIES FOREIGN LANGUAGE:
All courses in Arabic, Armenian, Chinese, Filipino, French, German, Italian, Japanese, Korean, Latin, Portuguese, Russian, Spanish

HUMANITIES - HUMANITIES: 6 units from any of the following
Humanities 6, 8, 20, 30, 31, 45, 47, 61, 63,

Elective Units: Choose from any course listed under any section to bring total to a minimum of 18 units

Total Units ........................................................................................................ 18-20

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan A is designed for transfer to a four-year college or university; however, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

3-6 Units English Composition
6-9 Units Communication/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities
9 Units Social/Behavioral Sciences (including American History & Governments)
3-5 Units Health/Physical Education
3-5 Units Math Competency
(Math 115 or higher or passing score on Los Angeles Community College District Math competency exam)

COURSE DESCRIPTIONS

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

Also see Art, Music

HUMANITIES 6
Great People, Great Ages
3 UNITS - (RPT 1) (UC:CSU)
Advisory: English 28/31 or equivalent.
Introduction to ideas and methods in the Humanities. Exploration of the way in which individuals and groups create meaning in their lives and in the world around them.

HUMANITIES 8
Great Women, Great Eras
3 UNITS - (RPT 1) (UC:CSU)
Advisory: English 28/31 or equivalent.
Introduction to ideas and methods in gender studies. Exploration of changing gender identities of men and women in society.

HUMANITIES 20
Japanese Civilization
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
A survey of Japanese civilization from ancient times to the present; the historical and cultural backgrounds; significant aspects of Japanese culture; religion, philosophy, socio political institutions and art forms.

HUMANITIES 30
The Beginnings of Civilization
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
Introduction to Ancient Cultures and World Religions. Examination of the foundational texts, art and ideas of ancient India, China, the Middle East, Egypt and Greece.

HUMANITIES 31
People in Contemporary Society
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
Examinations of the cultural encounters between European culture and the cultures of the Americas, Asia and Africa beginning from the Renaissance to present day.
HUMANITIES 42 (SAME AS FRENCH 10)
French Civilization
3 UNITS – (UC:CSU)
Prerequisite: English 28/31 with a satisfactory grade or equivalent.
Lectures and discussions in English on the geography, history, government, and institutions of France; the life and customs of the people; the literature. Arts, and sciences; and the contributions to civilization.

HUMANITIES 45 (SAME AS KOREAN 16)
Korean Civilization
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
This course offers the students lectures and discussions in English on geography, history, government and institutions of Korea; the life and customs of the people; the literature, arts, and sciences; the contribution to civilization.

HUMANITIES 47
Hispanic Civilization
3 UNITS – (UC:CSU)
Advisory: English 28 or equivalent
Geography, history, government and institutions of Spain; the life and customs of the people; the literature, music and art; and the contributions to civilization. Conducted in English. Same as Spanish 9.

HUMANITIES 61
People and Their World: The Creative Processes
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
A study of the individual and society, with emphasis on creative processes as expressed in myths and dreams, and an exploration of works of art and literature to discover the range of creative instinct.

HUMANITIES 63
Armenian Civilization
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
A survey of Armenian civilization its development from ancient times to the present. Lectures and discussions on geography, history, and social structures of Armenia; religion, literature, and sciences; art, music and customs, and the contribution to the world.

Chair: Daniel Marlos
(323) 953-4000 ext. 2835
Chemistry Basement

PROGRAMS OFFERED
Associate of Arts:
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
JOURNALISM
Associate of Arts Degree
Transfer/Career Program
The curriculum is outlined below. Although the order and semester in which courses are taken may have to be modified to meet individual needs, all first semester journalism majors should enroll for every course listed below under First Semester. Courses listed are needed for the Associate of Arts degree with a major in journalism. The candidate for graduation in this curriculum must have at least a "C" grade point average in the journalism courses taken.

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.

JOURNALISM
Associate of Arts Degree
Transfer Program
COURSES UNITS

First Semester
Journalism 101** ................................................................. 3
Journalism 105 ................................................................. 3
Photography 10 ............................................................. 3

Second Semester
Journalism 217 ................................................................. 2
Journalism 218 ................................................................. 3
<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
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<tbody>
<tr>
<td>First Semester</td>
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<tr>
<td>Journalism 101**</td>
<td>3</td>
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<tr>
<td>Journalism 105</td>
<td>3</td>
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<tr>
<td>Photography 10</td>
<td>3</td>
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<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>Journalism 217</td>
<td>2</td>
</tr>
<tr>
<td>Journalism 218</td>
<td>3</td>
</tr>
<tr>
<td>Journalism 219</td>
<td>1</td>
</tr>
<tr>
<td>Photography 7</td>
<td>3</td>
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<tr>
<td>Photography 20</td>
<td>4</td>
</tr>
<tr>
<td>Library Science 101</td>
<td>1</td>
</tr>
<tr>
<td>Art 633</td>
<td>3</td>
</tr>
<tr>
<td>Third Semester</td>
<td></td>
</tr>
<tr>
<td>Journalism 217</td>
<td>2</td>
</tr>
<tr>
<td>Journalism 218</td>
<td>3</td>
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<tr>
<td>Journalism 219</td>
<td>1</td>
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<tr>
<td>Electives</td>
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<tr>
<td>Fourth Semester</td>
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</tr>
<tr>
<td>Journalism 217</td>
<td>2</td>
</tr>
<tr>
<td>Journalism 218</td>
<td>3</td>
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<td>Journalism 219</td>
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<tr>
<td>Electives</td>
<td>9</td>
</tr>
<tr>
<td>Total Units</td>
<td>56</td>
</tr>
</tbody>
</table>

** Required of first semester majors unless waived by Department Chair.

Suggested Electives to meet additional 6 units in general education requirements: English 102; Journalism 217; Journalism 218 (repeated); Photography 15, 34 or 46; Art 101, Political Science 2; Political Science 7, Law 3, History 12 or History 13.

Additional Electives: Cinema 3 or Cinema 4, Journalism 185, Journalism 285 Photography 107 and 207.

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

3-6 Units English Composition
6-9 Units Communication/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities
9 Units Social/Behavioral Sciences (including American History & Governments)
3-4 Units Health/Physical Education
3-5 Units Math Competency
(Math 115 or higher or passing score on Los Angeles Community College District Math competency exam)

COURSES UNITS

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collecting and Writing News</td>
<td>3</td>
</tr>
<tr>
<td>Mass Communications</td>
<td></td>
</tr>
<tr>
<td>Publication Laboratory</td>
<td>2</td>
</tr>
</tbody>
</table>

** Required of first semester majors unless waived by Department Chair.

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

3 Units English Composition
3 Units Communication/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities
3 Units Social/Behavioral Sciences (including American History & Governments)
3-4 Units Health/Physical Education
3-5 Units Math Competency

COURSE DESCRIPTIONS

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

JOURNALISM 101
Collecting and Writing News
3 UNITS - (CSU)
Advisory: English 28/31 or equivalent.
Lecture 3 hours
This introductory course stresses instruction and practice in news gathering and news writing. Extensive practical writing experience is geared to news publications and the news media. It also includes a study of newspaper, radio and television news. Adherence to professional writing style, and legal and ethical aspects of the profession are included.

JOURNALISM 105
Mass Communications
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
Lecture 3 hours
A survey of America's mass communications systems and how they affect human behavior in relation to social, political and economic institutions. Newspapers, magazines, television, advertising, public relations, books, records and films will be included. Students will gain an understanding of the ways media have been used and are used to influence, manipulate and reflect society and special interest groups within the society and thus will become more critical media observers.

JOURNALISM 217
Publication Laboratory
2 UNITS - (RPT 3) (CSU)
Co-requisite: Concurrent enrollment in Journalism 218.
Advisory: English 28/31 or equivalent.
Laboratory: 6 hours to be arranged.
Laboratory experience for writers, editors and photographers. Stresses hands on application of writing and photographic skills through production of the college newspaper, the Los Angeles Collegian. Desktop editing and publishing techniques (on Apple computers) will be covered.
JOURNALISM 218
Practical Editing
3 UNITS - (RPT 3) (CSU)
Prerequisite: Journalism 101 with a satisfactory grade or equivalent.
Co-requisite: Journalism 217.
Advisory: English 28/31 or equivalent.
Lecture 1 hour Laboratory 6 hours to be arranged.
This course provides practical instruction and practice in writing and editing the campus newspaper. Editions are evaluated during regularly scheduled class meetings. Writers and editors will be introduced to desktop publishing techniques by working on Apple computers.

JOURNALISM 219
Techniques for Staff Editors
1 UNIT - (RPT 2) (CSU)
Co-requisite: Concurrent enrollment in Journalism 218. (Los Angeles Collegian editorial board).
Advisory: English 28/31 or equivalent.
Laboratory 3 hours to be arranged.
A course in editorial writing.
This course offers instruction for campus newspaper editors in editorial writing, column writing (viewpoints) and analysis of editorial problems. Emphasis is placed on formulating editorial policy.

JOURNALISM 185 Directed Study 1 UNIT (CSU)
JOURNALISM 285 Directed Study 2 UNITS (CSU)
Advisory: English 28/31 or equivalent.
Conference: 1 hour per unit. Students are urged to get the instructor’s permission prior to enrolling in any of the directed study classes.
Allows students to pursue Directed Study on a contract basis under the direction of a supervising instructor. Refer to the “Directed Study” section of this catalog for additional information.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

LAW
Chair: Tim Sweetman
(323) 953-4000 ext. 2753 • HH12
Paralegal Coordinator:
Dr. Richard Lewis
(323) 953-4000 ext. 2757 • H200 D
www.lacitycollege.edu/academic/departments/law/index.html

PROGRAMS OFFERED
Associate of Arts:
Business Law
Paralegal Studies

Our PARALEGAL STUDIES PROGRAM is offered by the Law Department to students who are interested in a career as an employee in a law office or courthouse to assist in the performance of legal services in civil and criminal matters. It is also valuable to persons seeking employment in fields such as real estate, insurance, banking, or brokerage. According to the latest statistics from the Bureau of Labor Statistics, the job outlook for the field of Paralegals and legal assistants are projected to grow faster than the average for all occupations through 2012. Despite projections of fast employment growth, competition for these jobs is rigorous and only the highly skilled, formally trained paralegals have excellent employment potential. Our program is designed to provide students with this training as well as internships. Lastly, program requirements can be obtained by day, night and/or weekend students.

Our BUSINESS LAW degree is ideal for students looking to go on to law school as it concentrates on the material covered in law school.

DEGREE PROGRAMS
BUSINESS LAW
Associate of Arts Degree
Career Program

The Business Law curriculum is designed for students interested in a career in law; students going to apply for admission to a law school that does not require a bachelor’s degree for entrance; students going into public service, business, or other types of work where a general knowledge of the law is valuable. Those students interested in law and intend to transfer to a four year college should plan a program to meet the graduation requirements of the specific institution they plan to attend. Students are advised to meet with faculty from the law department, if they are planning on attending law school.
To complete Plan “B” Graduation Requirements for the Associate degree, 37 units of the courses listed below must be completed. In addition, the student must complete at minimum 18 units in General Education. Students may not use the same course for credit toward the Major and the General Education requirements for the Associate degree. Sixty (60) total units are required for graduation in Plan “B”. Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section.

### COURSES

<table>
<thead>
<tr>
<th>Semester</th>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Law 1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>English 101</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Library Science 101</td>
<td>1</td>
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<tr>
<td>CAOT 84</td>
<td>3</td>
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<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td>Business Law 2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Law 3 (A)</td>
<td>3</td>
<td></td>
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<tr>
<td>Law 14 (A)</td>
<td>3</td>
<td></td>
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<tr>
<td><strong>Third Semester</strong></td>
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</tr>
<tr>
<td>Law 15 (A)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Law 38</td>
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<tr>
<td>English 103</td>
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<tr>
<td><strong>Fourth Semester</strong></td>
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<tr>
<td>Law 13 (A)</td>
<td>3</td>
<td></td>
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<tr>
<td>Law 14</td>
<td>3</td>
<td></td>
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<tr>
<td>Law 16 (A)</td>
<td>3</td>
<td></td>
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<tr>
<td>Law 19 (A)</td>
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<tr>
<td><strong>Total Units</strong></td>
<td>37</td>
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</tr>
</tbody>
</table>

A= Advisory — recommended that you take English 101 and Law 10

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

**PLAN B:** Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

<table>
<thead>
<tr>
<th>Units</th>
<th>COURSES</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>English Composition</td>
</tr>
<tr>
<td>3</td>
<td>Communication/Analytical Thinking</td>
</tr>
<tr>
<td>3</td>
<td>Natural Sciences</td>
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<td>3</td>
<td>Humanities</td>
</tr>
<tr>
<td>3</td>
<td>Social/Behavioral Sciences (including American History &amp; Governments)</td>
</tr>
<tr>
<td>3-5</td>
<td>Health/Physical Education</td>
</tr>
</tbody>
</table>

**PARALEGAL STUDIES**

**Associate of Arts Degree**

**Career Program**

The Paralegal Studies program is offered by the Law Department to students who are interested in a career as an employee in a law office or courthouse to assist in the performance of legal services in civil and criminal matters. It is also valuable to persons seeking employment in fields such as real estate, insurance, banking, or brokerage. The great need for legal services in our society, plus the shortage of lawyers to fill this need, has created a demand in the legal profession for qualified assistants, such as we find in the medical and dental fields.

A paralegal is a person, qualified by education, training or work experience, that is employed, or retained and under the supervision of a lawyer, by a law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. Paralegals may not provide legal services directly to the public except as permitted by law. According to the latest statistics from the Bureau of Labor Statistics, the job outlook for the field of Paralegals and legal assistants are projected to grow faster than the average for all occupations through 2012. Some employment growth stems from law firms and other employers with legal staffs increasingly hiring paralegals to lower the cost and increase the availability and efficiency of legal services. The majority of job openings for paralegals in the future will be new jobs created by employment growth, but additional job openings will arise as people leave the occupation. Despite projections of fast employment growth, competition for jobs should continue as many people seek to go into this profession; however, highly skilled, formally trained paralegals have excellent employment potential. While the program cannot guarantee employment, every effort is made to assist students in finding law related positions.

All students in the Law/Paralegal program are welcome to join the on-campus Law Club. Los Angeles City College is a member of the American Association for Paralegal Education (AAfPE). All paralegal students are encouraged to be active in the local chapter of the AAfPE.

The A.A. Degree consists of 18 units in General Education and 42 units in the Paralegal Studies program major, for a total of 60 - 64 units. Students considering transferring law / paralegal credits from another college should meet with the chair of the law department.

ALL prerequisite courses must be taken in sequential order. In addition to Major requirements, the student must satisfy ALL the requirements of Plan “B” for completion of an Associate of Arts Degree. All courses must be completed with a “C” or better. Plan “B” is not a program designed for transfer to a four-year college. For assistance in completing the Plan “B” requirements, please discuss this with a Counselor in the Counseling Office, see the college catalog; go online at www.lacitycollege.edu and click on the Class Schedule and Catalog link. This will give you more information regarding class requirements, class descriptions, and necessary units.

The Paralegal Studies Program at Los Angeles City College will accept general education courses and non-paralegal specific courses as transferable credits that have earned a grade of “C” or better. The student must complete all Paralegal specific core classes (6 courses minimum) at Los Angeles City College. The transferred credits must have been earned at a fully accredited institution. All acceptable transferred credits will count toward the students GPA (grade point average) for graduation. The student must meet all applicable graduation requirements in place at the time of enrollment into the Paralegal Program.

In order to earn a Certificate in Paralegal Studies, the student must take the necessary Paralegal courses (39 units) as outlined below (with a grade of “C” or better) and already have earned one of the following: Bachelor or higher degree from an accredited educational institution or have previously earned an A.A. degree and completed the General Education requirements outlined for our Paralegal Studies program (see Plan “B” requirements below).
COURSES                        UNITS

First Semester                  ..................................................... 3
CAOT 84 .............................................................. 3
English 101 ................................. 3
Law 10 ....................................................... 3
Library Science 101..................... 1

Second Semester                 ..................................................... 3
Law 1 .............................................................. 3
Law 51 ....................................................... 3
Law 11 ....................................................... 3
Law 12 ........................................................ 3

Third Semester                  ..................................................... 3
Law 2 .............................................................. 3
Law 17 ....................................................... 3
CAOT 93 ....................................................... 2
Electives (see list below) ......... 3

Fourth Semester                 ..................................................... 3
Law 4 .............................................................. 3
Electives (see list below) .......... 6

Total Units .................................................. 42

Paralegal Elective Courses: You must complete 3 of these Electives, at least 1 of which must be a Paralegal Legal Specialty Course. Some of these courses do not have prerequisites. There is an ADVISORY.

With the exception of Law 1, Law 2, and Law 3 – students must first successfully complete Law/Paralegal 10 prior to taking any Paralegal Legal Specialty Courses.

- Paralegal Legal Specialty Courses: Law 18, 35, 37
- Paralegal General Electives (all these courses have an Advisory: English 101 or equivalent:
  English 101 and Law 10): Law 3, 5, 13, 16, 19, 33, 38

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

COURSES DESCRIPTIONS

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

Also see Administration of Justice & Corrections, CAOT, Business, English.

LAW 1
Business Law I
3 UNITS - (UC:CSU)
This course will cover the following legal topics: legal aspects of business; court procedures in business; torts and criminal laws as related to various business practices; elements of a valid contract; breach of contracts and its remedies; negotiable instruments under Uniform Commercial Code (UCC) and agency and employment contracts.

LAW 2
Business Law II
3 UNITS - (UC:CSU)
This course covers formation, operation, and dissolution of various types of business organizations. Subjects covered include: sole proprietorships, corporations, partnerships, corporations, partnerships, the law of agency and employment agreements.

LAW 3
Civil Rights and the Law
3 UNITS - (UC:CSU)
Comparative and analytical study of the law and related problems concerning Civil Rights. Due process of law, freedom of expression, freedom of religion, racial equality, and democratic processes are studied with emphasis on recent court decision and international trends.

LAW 4
Directed Field Work in Legal Assisting
3 UNITS - (A)
Prerequisite: Law/Paralegal 10 with a satisfactory grade or equivalent. Under instructor's direction and guidelines, paralegal students will be assigned to law related institutions, such as Courts, District and City Attorney's offices, private law firms, or law libraries to demonstrate their vocational abilities and employability.

LAW 5
International Law of Commerce
3 UNITS - (A)
This course covers the law on international trade. It allows the student to understand government foreign trade policies, the law concerning international business transactions, importing and exporting, and legal assurances for the delivery of and payment for goods.

LAW 10
Introduction to Legal Assistant I
3 UNITS - (CSU)
Advisory: English 101 or equivalent. Orientation in a career in the Legal Assistant / Paralegal field. An introductory course into the role of the legal assistant. Includes an introduction to legal terminology and bibliography, including research problems and study of pleadings and documentation.

LAW 11
Introduction to Legal Assistant II
3 UNITS - (CSU)
Prerequisite: Completion of Law 10 with satisfactory grades or equivalent. A continuation of Law 10 with a study of the methods used in trial preparation; a detailed examination of civil cases; an introduction to legal drafting and writing.
Additionally, ethical issues will be discussed.

This course is an introduction to Real Property Law Practice. Topics include property rights, types of land ownership, agreement for sale, financing, conveyance, settlement procedures, recording and post-closing matters in residential and commercial real estate, and real estate leasing agreements. Additionally, ethical issues will be discussed.

Prerequisite: Law/Paralegal 10 and English 101 with satisfactory grades or equivalent.

LAW 33
Law and the Media
3 UNITS - (A)
Advisory: English 28 or equivalent.
A study of entertainment law and related issues such as contract, libel, slander, obscenity, unions, and requirements in the radio, TV, and film industry.

LAW 35
Immigration Law for Paralegals
3 UNITS - (A)
Advisory: Law 10 and English 101 with satisfactory grades or equivalent.
This course is a study of concepts of immigration law including grounds of exclusion, defenses to deportation, petitions and visa applications. Research and writing will be emphasized in the areas of amnesty, naturalization, citizenship, international law and criminal aspects of immigration.

LAW 37
Bankruptcy Law
3 UNITS - (A)
Prerequisite: Law 10 and English 101 with satisfactory grades or equivalent.
The main focus of this course will be on bankruptcy law and procedure. It will cover commencement of a case, preparing of schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical hints for paralegals. Forms utilized in bankruptcy court will be stressed as well as proceedings under Chapter 7, Chapter 13, and to a lesser extent, Chapter 11. Also proceedings under Chapters 9 and 12 will be reviewed. Additionally, the rights of creditors will be explored. This includes secured transactions, consensual and non-consensual liens, UCC transactions, and the unique position of real estate.

Prerequisite: Law 10 and English 101 with satisfactory grades or equivalent.

LAW 38
Criminal Law
3 UNITS - (A)
This course will provide students with an overview of the substantive and procedural rights of the accused. The student will study the nature, purpose, and principles of criminal law by following the process of the criminal justice system from arrest through appeal. Further, by developing knowledge of the elements of specific crimes, students will be able to assist an attorney in preparing various legal documents in a criminal case. Special topics of interest such as plea-bargaining, youthful offender adjudication, extradition and wiretapping will be studied in detail.

LAW 43
Elder Law
3 UNITS - (A)
Students will be introduced to topics in the law affecting older persons. Such topics as financial and estate planning, health care, personal planning and protection, and consumer protection will be covered in this course.

Prerequisite: Law 10 and English 101 with satisfactory grades or equivalent.

LAW/PARALEGAL 51
Legal Research for Paralegals
3 UNITS - (A)
This course will provide students with an overview of the substantive and procedural rights of the accused. The student will study the nature, purpose, and principles of criminal law by following the process of the criminal justice system from arrest through appeal. Further, by developing knowledge of the elements of specific crimes, students will be able to assist an attorney in preparing various legal documents in a criminal case. Special topics of interest such as plea-bargaining, youthful offender adjudication, extradition and wiretapping will be studied in detail.

Prerequisite: Law 10 and English 101 with satisfactory grades or equivalent.

LAW 16
Civil and Criminal Evidence
3 UNITS - (A)
A study of the fundamental principles of the law of wills and trusts, including simple will and trust forms; an examination of the organization and jurisdiction of a California Probate Court, and the administration of estates in California Probate Courts.

Prerequisite: Law/Paralegal 10 and English 101 with satisfactory grades or equivalent.

LAW 17
Legal Writing
3 UNITS - (A)
Prerequisite: Law 10 and English 101 with satisfactory grades or equivalent.
Advanced legal drafting and writing, including special research projects.

LAW 18
Marriage and Family Law
3 UNITS - (A)
Prerequisite: Law 10 and English 101 with satisfactory grades or equivalent.
This course presents fundamental common law and statutory concepts of family law with emphasis on California’s Community Property Laws.

LAW 19
Real Property
3 UNITS - (A)
Advisory: Law 10 and English 101 with satisfactory grades or equivalent.
This course is an introduction to Real Property Law Practice. Topics include property rights, types of land ownership, agreement for sale, financing, conveyance, settlement procedures, recording and post-closing matters in residential and commercial real estate, and real estate leasing agreements. Additionally, ethical issues will be discussed.
LEARNING SKILLS

Chair: Maryanne Des Vignes
(323) 953-4000 ext. 2770 • LRC103C
www.lacitycollege.edu/resource/learningskills/index.html

PROGRAMS OFFERED
Courses Only - No Degree/Certificate

COURSES OFFERED

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

Registration takes place in the Learning Skills Center during the first fourteen weeks of the semester. Students will be placed at the appropriate language arts and/or mathematics level based on a diagnostic assessment in the following course offerings.

All Learning Skills courses are offered on a Credit/No Credit basis.

LEARNING SKILLS 1
Reading Comprehension
3 UNITS - (RPT 3) NDC
Individualized reading instruction for English as a Native Language (ENL) and English as a Second Language (ESL) students from beginning to advanced college level. Students will progress from reading sentences and paragraphs to short selections and excerpts from novels. Strategies are employed to help students with comprehension skills and vocabulary development. Depending upon the diagnostic assessment, students will be placed in an appropriate reading program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a credit/no-credit basis.

LEARNING SKILLS 2
English Fundamentals
3 UNITS – (RPT 3)
This course is a review of beginning to advanced grammar. It is designed to cover the basic structure of the sentence, parts of speech, phrases, clauses, and agreement; using verbs, pronouns, and modifiers correctly; punctuation, clear reference, a glossary of usage, and capital letters. Depending upon the diagnostic assessment, students will be placed in an appropriate grammar program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a credit/no-credit basis.

LEARNING SKILLS 3
Vocabulary Development
5 UNITS - NDC
Learning Skills 03A, 03B, and 03C are small group conversation classes designed to provide ESL students with class activities that will expand their comprehension and use of spoken English. Through the use of role-playing, practice dialogues, and impromptu speaking exercises, students are given the opportunity to improve their oral communication skills in a small group setting. Learning Skills 03D is an individualized, self-paced vocabulary program designed on various levels of difficulty. This course focuses on continued vocabulary growth and development, as well as provides students with helpful strategies for understanding complex vocabulary words. Learning Skills03E-Occupational Vocabulary-is a specially designed course for students enrolled in the Child Development or Nutrition curricula. A placement test will be given to all students. Students may enroll through the fourteenth week of the semester.

LEARNING SKILLS 4
The Mechanics of Spelling
1 UNIT - (RPT 3) NDC
LS4 is an intensive spelling course designed for non-spellers. Emphasis is placed upon the use of a phonics, focusing on additive doubling, ie or ei, finding silent e, pronunciation aids, tricky endings, words often confused, plurals, capitals, apostrophes, and basic principles. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a credit/no-credit basis.

LEARNING SKILLS 6
Academic Study Skills
3 UNITS - NDC
This course will introduce students to academic study skills. Students will be introduced to making transitions to higher learning, first steps to self-discovery, time management, discovering how to learn, memorization, reading, note taking, test-taking strategies, critical thinking, communicating diversity, computer technology, health awareness, and career planning. Depending upon the diagnostic assessment, students will be placed in an appropriate study skills program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a credit/no-credit basis.

LEARNING SKILLS 7
Basic Composition
3 UNITS – (RPT 3)
This course offers beginning to advanced writing instruction. Learning Skills 7 focuses upon basic sentence structures, paragraph development and essay organization. Depending upon the diagnostic assessment, students will be placed in an appropriate writing program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a credit/no-credit basis.

LEARNING SKILLS 8
Résumé Preparation and Job Search Skills
1 UNITS - (RPT 3) NDC
This course teaches how to write a resume and cover letter. In addition, job search techniques and job interview skills are explored. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a credit/no-credit basis.
LEARNING SKILLS 9
The Metric System
1 UNIT - NDC
This course will introduce students to the concepts of the metric system such as length, perimeter, and area. Depending upon the diagnostic assessment, students will be placed in an appropriate metric system program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a credit/no-credit basis.

LEARNING SKILLS 10
Mathematics Fundamentals
3 UNITS - (RPT 3) NDC
Individualized review of basic mathematics skills involving whole number properties, order of operations, exponents, prime numbers, fractions, decimals, percents, ratio and proportion, simple geometry, statistical graph analysis, and signed numbers. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a credit/no-credit basis.

LEARNING SKILLS 11
Elementary Algebra
5 UNITS - (RPT 3) NDC
Individualized review of basic algebra skills including the language of algebra: equations and inequalities, polynomials, factoring; rational expressions; graphing and inequalities; linear equations; exponents and radicals; quadratic equations. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a credit/no-credit basis.

LEARNING SKILLS 15
Overcoming Math Anxiety
3 UNITS - (RPT 3) NDC
This course is designed to reduce math anxiety and build self-confidence so that math concepts will be comprehensible. This course is open to all students and offered in a small group setting. Depending upon the diagnostic assessment, students will be placed in an appropriate program: LS15A-basic Mathematics, LS15B-Elementary Algebra, and LS15C-Intermediate Algebra. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a credit/no-credit basis.

LEARNING SKILLS 24
Theory & Practice of Tutoring
3 UNITS - NDC
This course is designed to provide theory and practice in tutoring sessions. Also, tutor training will be provided in each tutor's discipline. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a credit/no-credit basis.

LEARNING SKILLS 26
Basic Skills
0 UNITS - NDC
Designed for the beginning non-literate, low-literate student with no previous background in English. Students with employment-related goals and no reading and writing skills in any language, should initially be placed at this level.

LEARNING SKILLS 27
Beginning Vocational English as a Second Language (VESL): The World of Work
0 UNITS - NDC
This course stresses the refinement of language skills in basic survival contexts related to the world of work. Emphasis is on the ability to understand and speak the language with sufficient fluency and accuracy to participate effectively at the workplace.

LEARNING SKILLS 28
Career ways Vocational English as a Second Language (VESL)
0 UNITS - NDC
Designed for the ESL student as a supplement to a regular ESL class, intended to explore career paths and options for students. Student values, skills, interests and abilities are indicators of career pathways which are explored in this curriculum.

LEARNING SKILLS 40
Introduction to Learning Disabilities
1 UNIT - NDC
This course will explore the nature of learning disabilities, and the laws, accommodations, and services available for academic improvement. Through assessment, students will discover personal learning strengths and weakness to develop a plan for academic success. Eligibility for support services will be determined.

LEARNING SKILLS 41
Study Strategies for the Learning Disabled
3 UNITS - (RPT 2) NDC
This study skills class is specifically designed for students with learning disabilities who need multi-sensory techniques and strategies for coping with the demands of the college's academic curriculum. Enrollment is intended for students with current functional limitations that impede or prevent the student from benefiting from their academic classes without this foundation and support.

LEARNING SKILLS 43
Adaptive Word Processing Operations
1 UNIT - (RPT 3) NDC
Offered on a Credit/No-Credit basis only. This course is specifically designed for students with verified disabilities who require training with adaptive computer modifications and/or assistive technology using keyboarding, word processing, database management and other appropriate applications. Enrolling is intended for students with current functional limitations that require individually-paced training.

LEARNING SKILLS 49
Introduction to Computer Assisted Instruction Application
0.5 UNITS – (RPT 3)
Introduction to Computer Assisted Instruction Application is designed to introduce all students to the computer as a tool for learning by using hands-on computer interactive programs. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a credit/no-credit basis.
LEARNING SKILLS 50
Introduction to CAI Applications Language Arts
0.5 UNITS – (RPT 3)
Introduction to Computer Assisted Instruction in the Language Arts is designed to introduce students to CAI Programs in the Language Arts by using hands-on interactive instructional applications programs. Depending upon the diagnostic assessment, students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a credit/no-credit basis.

LEARNING SKILLS 52
Test Preparation for the General Education Development (GED) Literature and Arts
1 UNIT - (RPT 3) NDC
Advisory: English 20 or LS1A, 1B, & 1C - Reading.
This course is designed to prepare students to pass the General Educational Development (GED) Literature and the Arts test. It will include critical thinking skills – reading comprehension skills, interpret graphs, analysis in literature and the arts, tone and style/prose fiction, interpret poetry, interpret drama, interpret plays, interpret non-fiction and commentaries. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a credit/no-credit basis.

LEARNING SKILLS 53
Test Preparation for the General Education Development (GED): Writing Skills
1 UNIT – (RPT 3) NDC
Advisory: English 20, LS 1A, 1B, 1C-Basic Composition or LS 2A, 2B, 2C, English Fundamental.
This course is designed to prepare students to pass the General Education Development Test (GED): Writing Skills Test. It will include basics grammar and usage skills, sentence structure, capitalization, punctuation, spelling, and the essay. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a credit/no-credit basis.

LEARNING SKILLS 54
Test Preparation for the General Education Development (GED): Science Test
1 UNIT - (RPT 3) NDC
Advisory: English 20 or Learning Skills 1A, 1B, 1C - Reading.
This course is designed to prepare students to pass the General Education Development (GED): Science Test. It will include biology, earth science, astronomy, geology, meteorology, chemistry, and physics. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a credit/no-credit basis.

LEARNING SKILLS 55
Test Preparation for the General Education Development (GED): Mathematics
1 UNIT - (RPT 3) NDC
Advisory: Math 105 or Learning Skills 10A, 10B, & 10C.
This course is designed to prepare students to pass the GED: Math Test. Concepts covered include basic arithmetic, metrics, algebra, geometry, statistics, and probability.

LEARNING SKILLS 56
Test Preparation for the General Education Development (GED): Social Studies
1 UNIT - (RPT 3) NDC
Advisory: English 20 or LS 1A, 1B, & 1C - Reading.
This course is designed to prepare students to pass the GED: Social Studies Test. It will include thirteen English Colonies, the Revolutionary War, inflation and its effects, various branches of government, time zones, anthropology, sociology, and psychology.

LEARNING SKILLS 185
Directed Study – Learning Skills
2 UNITS – (RPT 2)
This course allows learning skills students to pursue directed studies in reading, writing, mathematics and/or study skills on a contract basis under the supervision of Learning Skills Instructor. Consultation with the instructor on a weekly basis, plus independent work is required. A maximum of 3 units in Directed Study may be taken for credit. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. Grades are on a credit/no-credit basis.

LEARNING SKILLS 285
Directed Study – Learning Skills
3 UNITS
This course allows learning skills students to pursue directed studies in reading, writing, mathematics and/or study skills on a contract basis under the supervision of Learning Skills Instructor. Consultation with the instructor on a weekly basis, plus independent work is required. A maximum of 3 units in Directed Study may be taken for credit. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. Grades are on a credit/no-credit basis.

LEARNING SKILLS 385
Directed Study – Learning Skills
3 UNITS
This course allows learning skills students to pursue directed studies in reading, writing, mathematics and/or study skills on a contract basis under the supervision of Learning Skills Instructor. Consultation with the instructor on a weekly basis, plus independent work is required. A maximum of 3 units in Directed Study may be taken for credit. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. Grades are on a credit/no-credit basis.

LEARNING SKILLS 485
Internet Research
1 UNIT – (RPT 2)
The Internet Research course teaches students how to use search engines; basic and advanced searches with Boolean operators; how to locate, store, and retrieve materials in various content fields; how to critically evaluate these sources; and how to use cite electronic resources. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. Grades are on a credit/no-credit basis.
Learning Skills 900
Supervised Learning Assistance
0 Units - NDC
Prerequisite: Enrollment in any course at LACC.
Upon faculty/counselor referral, students will receive tutoring in designated subject areas in the Learning Skills Center. Cumulative progress and attendance records will be maintained for this non-credit, open-entry/open-exit course. No tuition will be charged nor will grades be received for enrollment in this course.
This course provides students with various note-taking methods and techniques for recording information for later recall and study purposes. Effective note taking skills will prepare students to take tests. A placement test will be given to all students. Students may enroll through the fourteenth week of the semester. (Credit/No Credit)

Areas of Emphasis
Social and Behavioral Sciences
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.
American Studies 2, 4, 5, 7
Anthropology 102, 103
Chicano Studies 7, 8
Economics 1, 2
History 1, 2, 5, 6, 8, 11, 12, 13
Law 3
Political Science 1, 2, 7
Sociology 1, 2, 11

Natural Sciences and Mathematics
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.
Anatomy 1
Anthropology 101, 111
Astronomy 1, 5, 10, 11
Biology 1, 3, 6, 7, 25
Chemistry 51, 60 or 68, 101, 101, 102, 211, 212, 221
Earth Science 1
Geography 1, 3, 15
Geology 1, 6
Mathematics 227, 230, 236, 237, 260, 261, 262, 263, 270, 272, 275
Meteorology 3
Microbiology 1, 20
Oceanography 1
Physics 6, 7, 11, 12, 14, 21, 22, 101, 102, 103
Physiology 1
Psychology 1, 12, 13, 14, 18

Arts and Humanities
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.
African American Studies 20, 21, 60 (Music 135)
Art 101, 102, 103, 105, 107
(Chicano Studies 52), 109, 111, 201, 209, 501
Chicano Studies 44, 52 (Art 107)
Cinema 3, 4
Dance 805
English 203, 204, 205, 206, 208, 211, 212, 214, 215, 216, 218, 219, 221, 239, 240, 252, 253, 255, 270
Foreign Language courses including American Sign Language
Humanities 6, 8, 19, 20, 30, 31, 41 (Chinese 10), 42 (French 10), 44 (Italian 10), 45 (Korean 10), 47 (Spanish 9), 48, (Spanish 10), 61, 63
Music 101, 111, 121, 122, 133, 135 (African American Studies 60)
Philosophy 1, 2, 12, 14, 19, 20, 30, 32, 35, 40, 41
Photography 10, 17, 34
Speech 130
Theater 100, 110, 400
Chair: Barbara Vasquez  
(323) 953-4000 ext. 2407 • LIB114  
http://www.lacitycollege.edu/resource/library/index.html

PROGRAMS OFFERED  
Courses Only - No Degree/Certificate

The Library department is designed to help students succeed in their college classes. The courses give students confidence in doing research using standard library resources as well as the Internet.

COURSE DESCRIPTIONS  
NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

LIBRARY SCIENCE 101  
Library Research Methods  
1 UNIT – (UC:CSU)  
Individualized instruction in the use of the library, its resources, and the rudiments of research. Credit/No Credit class.

LIBRARY SCIENCE 102  
Internet Research Methods  
1 UNIT – (CSU)  
Recommended: Knowledge of Windows; Basic keyboarding skills. Locate and evaluate information resources on the Internet. Learn principles of information access, search strategies, evaluation criteria and processes. Issues regarding intellectual property, censorship, and online publishing will be covered.

Chair: Roger Wolf  
(323) 953-4000 ext. 2810 • JH312  
www.lacitycollege.edu/academic/departments/math/mathdept/index.html

PROGRAMS OFFERED  
Associate of Science:  
Mathematics

Mathematicians and their models put man and machines in space, make millionaires out of investors, and even propel video gaming technology to new levels of excitement. Mathematicians are active in just about every professional area you can think of and are typically in-demand and high earners. Here are just a few of the places you’ll find them: Computer Animation; Virtual Environments; Digital Special Effects in Movies; Space Research; Mathematical Evolution and Modeling; Engineering; Software Development & Computer Technology; Electronics; Business (Financial Models, Trend Analysis, etc); Military & Security Occupations; Oil Exploration; and Teaching.

The LACC Mathematics Department offers from Pre-Algebra to Advanced Calculus and Differential Equations. Our students successfully transfer to prestigious university programs including Cal State Universities, UCLA, UC Berkley and other UCs, USC and CalTech 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.

Placement Information  
High school courses are not accepted as equivalent to college courses. Every new incoming student will be required to take the math assessment unless he/she has satisfied the prerequisite by a college level course or a comparable assessment process from another college (must not be based on high school transcripts).

Those students placing above Math 125 please note: If the placement information given to you does not fit your circumstances, see Math Department for more detailed evaluation.
DEGREE PROGRAM
MATHEMATICS
Associate of Science Degree
Transfer Program
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.

COURSES UNITS
First Semester
Mathematics 135 ................................................................. 1
Mathematics 261 ................................................................. 5
Second Semester
Mathematics 262 ................................................................. 5
Mathematics 270 ................................................................. 3
Third Semester
Mathematics 263 ................................................................. 5
Fourth Semester
Mathematics 275 ................................................................. 3
Total Units ........................................................................ 21

Depending on your preparation, you may need additional prerequisite courses before entering this program.

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

3-6 Units English Composition
6-9 Units Communication/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities
9 Units Social/Behavioral Sciences (including American History & Governments)
3-4 Units Health/Physical Education
3-5 Units Math Competency
(Math 125 or higher or passing score on Los Angeles Community College District Math competency exam)

COURSE DESCRIPTIONS
NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade of “C” or equivalent.

UC maximum limit: Refer to www.assist.org

MATHEMATICS 100
Mathematics Workshop
1 UNIT - NDC
This course is designed to supplement and enhance learning experience by providing tutorial and self-help assistance, using tutorial assistance, calculators, computers, programmed texts, and other learning aids.

MATHEMATICS 105
Arithmetic for College Students
3 UNITS - NDC
Open to all students.
This course reviews the fundamentals of arithmetic that are essential to success in many college courses.

MATHEMATICS 112
Pre-Algebra
3 UNITS - NDC
Prerequisite: Mathematics 105 with a satisfactory grade or equivalent.
This course bridges the gap between Arithmetic and Algebra. In addition to a brief review of Arithmetic, topics include signed numbers, laws of exponents, polynomial operations, mathematical sentences, and an introduction to graphs in Cartesian coordinates.

MATHEMATICS 113
Elementary Algebra A
3 UNITS - (A)
Prerequisite: Mathematics 112 with a satisfactory grade or equivalent.
Mathematics 113 and 114 together are equivalent to Mathematics 115 (see course description for Mathematics 115). Credit for Elementary Algebra can only be earned once, either through Mathematics 115, or through the Mathematics 113 and 114 sequence. Simultaneous enrollment in Math 113 and 114 is not permitted

MATHEMATICS 114
Elementary Algebra B
3 UNITS - (A)
Prerequisite: Mathematics 113 with a satisfactory grade or equivalent.
Mathematics 113 and 114 together are equivalent to Mathematics 115 (see course description for Mathematics 115). Credit for Elementary Algebra can only be earned once, either through Mathematics 115, or through the Mathematics 113 and 114 sequence. Simultaneous enrollment in Math 113 and 114 is not permitted.

MATHEMATICS 115
Elementary Algebra
5 UNITS - (A)
Prerequisite: Mathematics 112 with a satisfactory grade or equivalent.
This course is for those who have had no algebra or whose preparation in algebra is deficient. Topics include variables, polynomials, equations, factoring, systems of linear equations, graphs, inequalities and quadratic equations.

MATHEMATICS 121
Essentials of Geometry
3 UNITS – (A)
Prerequisite: Mathematics 115 with a satisfactory grade or equivalent.
This course covers the definitions, axioms and theorems of geometry relating to angles, lines, circles and polygons. Basic constructions are introduced. The meaning and techniques of logical proofs are heavily emphasized.

MATHEMATICS 124
Intermediate Algebra
5 UNITS - (A)
This course will only be offered in the two modules: Math 124A and Math 124B.
Prerequisite: Mathematics 115 with satisfactory grade or equivalent.
Mathematics 124A and 124B together are equivalent to Mathematics 125 (see course description for Mathematics 125). Credit for Intermediate Algebra can only be earned once, either through Mathematics 125, or through the Mathematics 124A and 124B sequence. Simultaneous enrollment in Math 124A and 124B is not permitted.
MATHEMATICS 125
Intermediate Algebra
5 UNITS - (A)
Prerequisite: Mathematics 115 with a satisfactory grade or equivalent. A maximum of 8 units may be earned by any combination of Mathematics 125, 240, and 245. Topics include laws of exponents, radicals, equations in one variable (linear, quadratic, and some of higher degree), systems of linear equations, graphical representations, logarithms, binomial theorem, and complex numbers.

MATHEMATICS 135
Using The Computer for Mathematics
1 UNIT - (CSU)
Prerequisite: Mathematics 125 with a satisfactory grade or equivalent. Math 135 is an introduction to a computer algebra system, which is useful for problem-solving in science and mathematics. A particular system will be taught. Students will learn to simplify expressions, solve equations, and graph.

MATHEMATICS 202
Mathematics Workshop
1 UNIT - (CSU)
This course is designed to supplement and enhance learning in mathematics by providing tutorial and self-help assistance, calculators, computers, programmed text, and other learning aids for baccalaureate level mathematics courses. Simultaneous enrollment in Mathematics 100 and Mathematics 202 is not permitted.

MATHEMATICS 215
Principles of Mathematics I
3 UNITS - (UC:CSU)
Prerequisite: Mathematics 125 with a satisfactory grade or equivalent. Lecture 3 hours. This course is the first of two in a sequence designed for prospective elementary school teachers. Topics include sets and relations, numbering systems, and elementary number theory. The main emphasis, however, will be understanding the structure of systems of whole numbers, integers, and rational numbers.

MATHEMATICS 216
Principles of Mathematics II
3 UNITS - (UC:CSU)
Prerequisite: Mathematics 215 with a satisfactory grade or equivalent. Lecture 3 hours. This course is the second of two in a sequence for prospective elementary school teachers. Topics include decimal and real numbers, rational numbers, abstract mathematical systems, geometry and the metric system.

MATHEMATICS 226
Elementary Statistics Problem Solving
1 UNIT - (CSU)
Prerequisite: Mathematics 125 with a satisfactory grade or equivalent. Co-requisite: Mathematics 227 or equivalent to be taken simultaneously or completed previously. Problem solving techniques related to probability, sampling, measures of central tendency and dispersion, various distributions, hypotheses testing, correlation and regression are covered as time allows.

MATHEMATICS 227
Statistics
4 UNITS - (UC:CSU)
Prerequisite: Mathematics 125 with a satisfactory grade or equivalent. This course is an introduction to probability, descriptive and inferential statistics including measures of central tendency and dispersion, sampling, and estimation. Hypothesis testing, analysis of variance, test of independence, linear correlation and regression analysis also are covered.

MATHEMATICS 230
Mathematics for Liberal Arts Students
3 UNITS - (UC:CSU)
Prerequisite: Mathematics 125 with a satisfactory grade or equivalent. This course is intended for liberal arts majors. Topics include sets and counting, probability, linear systems, linear programming, statistics and mathematics of finance with applications for liberal arts majors, and logic. NOTE: This course will satisfy the high school Mathematics requirement for admission to the UC.

MATHEMATICS 236
Calculus for Business and Social Sciences
5 UNITS - (UC:CSU)
Prerequisite: Mathematics 125 with a satisfactory grade or equivalent. Calculus: limits, derivatives, optimization, antiderivatives, and definite integrals and their applications in Business, Economics, and Social Sciences. (This course contains some topics of Precalculus: Analysis of polynomial, rational, exponential and logarithmic functions, including their graphs.)

MATHEMATICS 237
Advanced Calculus for Business and Social Sciences
3 UNITS - (UC:CSU)
Prerequisite: Mathematics 236 with a satisfactory grade or equivalent. This course presents advanced calculus topics with emphasis on business and social science applications. Topics include definite integrals, probability, techniques of integration, improper integrals, numerical integration, elementary differential equations, functions of several variables, partial derivatives, chain rule, total differentials, optimization of functions of several variables without and with constraints, method of Lagrange multipliers, double integrals.

NOTE: This course is not offered every semester. See Class Schedule.

MATHEMATICS 240
Trigonometry
3 UNITS - (CSU)
Prerequisite: Mathematics 125 and Mathematics 121 with satisfactory grades or equivalent. This course contains some topics of Precalculus: Analysis of polynomial, rational, algebraic, trigonometric, inverse trigonometric, exponential and logarithmic identities and equations, trigonometric form of complex numbers and De Moivre's Theorem, conic sections with translation and rotation of axes, nonlinear system of equations and inequalities, vector algebra with dot and cross products, polar coordinates and graphs of polar functions, partial fractions and mathematical induction.

MATHEMATICS 245
College Algebra
3 UNITS - (UC: CSU)
Prerequisite: Mathematics 125 with a satisfactory grade or equivalent. Topics include theory of equations, polynomial and rational functions and their graphs, systems of equations, matrices, determinants, permutations, combinations, probability, sequences and series, binomial theorem, mathematical induction.

MATHEMATICS 260
Precalculus
5 UNITS - (UC:CSU)
Prerequisite: Mathematics 240 with a satisfactory grade or equivalent. This course prepares students for calculus. Properties of polynomial, rational, algebraic, trigonometric, inverse trigonometric, exponential and logarithmic functions, equations, and inequalities, conic sections, coordinate systems, vectors, polar coordinates, and graphs of polar functions, partial fractions and mathematical induction.
The LACC Assessment Center’s process places student at the proper level in this sequence.

- **Track 1**
  - MATH/Science
  - 105
  - 112

- **Track 2**
  - Liberal Arts / Business
  - 105
  - 112

**Requirement for AA degree is Math 115* or the Math 113, 114 sequence* or passing the LACC Math Competency Test**

- * STARTING FALL 2009 Math 125 is required for AA Degree

**Math 125 or the Math 124A, 124B sequence is the prerequisite for all first level transfer courses: Math 215, 236, 227, 230 or 245**

- 121 and 125

**College Level Transfer Courses.**
- Math/Science/Engineering Majors need Math 240
- UC Transfers may need Math 261 and 262 Specialty Transfers:
  - Teachers: Math 215 and 216
  - Business Majors: Math 236 and 237

- 240
  - 215
  - 227
  - 226
  - 230
  - 236
  - 245
  - 216
  - 237

**Higher Level Math Courses**

- 260
  - 261
  - 262
  - 270
  - 272
  - 263
  - 275

**Math Tutoring Lab**
- pi Shop
  - 100
  - 202

**Using the Computer for Math**
- Math 105 – Arithmetic for College Students
- Math 112 – Pre-Algebra
- Math 113 – Elementary Algebra A
- Math 114 – Elementary Algebra B
- Math 115 – Elementary Algebra
- Math 121 – Essentials of Geometry
- Math 124A – Intermediate Algebra A
- Math 124B – Intermediate Algebra B
- Math 125 – Intermediate Algebra
- Math 215 – Principles of Mathematics I
- Math 216 – Principles of Mathematics II
- Math 230 – Mathematics for Liberal Arts
- Math 236 – Calculus for Business and Social science II
- Math 237 – Advanced Calculus for Business and Social Science III
- Math 240 – Trigonometry
- Math 245 – College Algebra
- Math 260 – Pre calculus
- Math 261 – Calculus I
- Math 262 – Calculus II
- Math 263 – Calculus III
MATHEMATICS 261
Calculus I
5 UNITS - (UC:CSU)
Prerequisite: Mathematics 260 with a satisfactory grade or equivalent.
Includes functions and their graphs, limits, continuity, derivatives of functions of
one variable, Mean Value Theorem, integrals, the Fundamental Theorem of
Calculus, differentiation and integration.

MATHEMATICS 262
Calculus II
5 UNITS - (UC:CSU)
Prerequisite: Mathematics 261 with a satisfactory grade or equivalent.
This course will cover the study of the differentiation and integration of tran-
scendental functions, techniques of integration, sequences, infinite series,
and curves in polar coordinates.

MATHEMATICS 263
Calculus III
5 UNITS - (UC:CSU)
Prerequisite: Mathematics 262 with a satisfactory grade or equivalent.
Topics include: vector calculus, and parametric equations, surfaces, partial
differentiation, gradient, maxima and minima for functions of several variables,
multiple integrals, surface integrals, line integrals, Green's Theorem, Divergence
Theorem, and Stokes' Theorem.

MATHEMATICS 260
Linear Algebra
3 UNITS - (UC:CSU)
Prerequisite: Mathematics 261 with a satisfactory grade or equivalent.
Advisory: Simultaneous enrollment in Mathematics 262. This course covers
the study of vector spaces, linear transformations, matrices, matrix algebra and
solutions of systems of equations.

MATHEMATICS 262
Methods of Discrete Mathematics
5 UNITS – (UC:CSU)
Prerequisite: Mathematics 262 with a satisfactory grade or equivalent.
This course stresses mathematical reasoning and the different ways problems
are solved. Intrewned in this course are: mathematical reasoning (logic and
mathematical proofs), algorithm (use of pseudocode), combinatorial analysis
(ability to count), and discrete structures and their basic applications.

MATHEMATICS 265
Ordinary Differential Equations
3 UNITS - (UC:CSU)
Prerequisite: Mathematics 262 with a satisfactory grade or equivalent.
This course examines and applies techniques for solution of ordinary differential
equations including first order equations, linear equations of higher order
and linear systems of equations. Methods of solution include undetermined
coefficients, differential operators, variation of parameters, series solutions,
Laplace Transforms, reduction to first order system and numerical methods
such as Euler’s, Runge-Kutta and multi-step.

ARCHIVED COURSES
These courses are currently not offered.

MATHEMATICS 120  Plane Geometry  5 UNITS - (A)
Prerequisite: Mathematics 115 with a satisfactory grade or equivalent.
A study of points, lines, planes, angles, triangles, polygons, circles and ar-
eas of plane regions.

MATHEMATICS 225  Introductory Statistics  3 UNITS - (UC:CSU)
Prerequisite: Mathematics 125 with a satisfactory grade or equivalent.
Credit allowed for only one of Mathematics 225 and Business 15. Transfer
Limit, UC: Maximum one course from Mathematics 225 and Business 15.
Topics include measures of central tendency, measures of dispersion, nor-
mal distribution, hypothesis testing, correlation and analysis of variance.

MATHEMATICS 235  Finite Mathematics  5 UNITS - (UC:CSU)
Prerequisite: Mathematics 125 with a satisfactory grade or equivalent.
Math 245 is recommended.
Advisory: Mathematics 236 may be taken simultaneously.
Topics include matrix algebra, the Gauss elimination technique for solving
systems of linear equations, linear programming including the simplex
method, probability and financial mathematics.

Chair: Dr. Dan Wanner
(323) 953-4000 ext. 2880 • CH243
http://music.lacitycollege.edu

PROGRAMS OFFERED
Associate of Arts:
Music

Certificates/Skill Certificates:
Instrumental Performer:
Brass  (Level 1 - 4)
Guitar  (Level 1 - 4)
Organ   (Level 1 - 4)
Percussion (Level 1 - 4)
Piano   (Level 1 - 4)
Strings (Level 1 - 4)
Woodwinds (Level 1 - 4)
Music Copyist  (Level 1 - 4)
Music Technology (Level 1 - 4)
Orchestrator/Arranger (Level 1 - 4)
Vocal Performer (Level 1 - 4)

The LACC Music Department offers the highest quality music courses, designed
tailored for students seeking a variety of educational goals, including
General Education; Certificate Programs that provide the knowledge,
expertise and skills needed to obtain a job in the music industry; and the Associate of Arts (AA) Degree program, designed for students planning to transfer to four-year universities.

Our faculty members are dedicated teachers who are active in the music industry as arrangers, copyists, composers, theorists, sound engineers and performers who play and sing regularly as soloists and with professional ensembles.

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

**DEGREE PROGRAM**

**MUSIC**

**Associate of Arts Degree**

**Transfer/Career Program**

The Music Major Core Curriculum is outlined below. Although the order and semester in which courses are taken may have to be modified to meet individual needs, all courses listed as requirements are needed for the Associate of Arts degree with a Major in Music. Students will select additional courses in Music needed for proficiency in particular performance areas, composition, and orchestration and arranging.

All students should see a music counselor in the Music Department for assistance in arranging their academic programs.

Please Note: 0.5 unit labs do not count towards the AA Degree.

**COURSES**

**UNITS**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 152*</td>
<td>1</td>
</tr>
<tr>
<td>Music 200*</td>
<td>4</td>
</tr>
<tr>
<td>Music 300*</td>
<td>1</td>
</tr>
<tr>
<td>Music 311* (or more advanced level)</td>
<td>1</td>
</tr>
<tr>
<td>Performance Ensemble (See Below)*</td>
<td>0.5-1</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 152</td>
<td>1</td>
</tr>
<tr>
<td>Music 201</td>
<td>3</td>
</tr>
<tr>
<td>Music 211*</td>
<td>2</td>
</tr>
<tr>
<td>Music 301*</td>
<td>1</td>
</tr>
<tr>
<td>Music 312* (or more advanced level)</td>
<td>1</td>
</tr>
<tr>
<td>Performance Ensemble (See Below)*</td>
<td>0.5-1</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 111</td>
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</tr>
<tr>
<td>Music 152</td>
<td>1</td>
</tr>
<tr>
<td>Music 202</td>
<td>3</td>
</tr>
<tr>
<td>Music 212</td>
<td>2</td>
</tr>
<tr>
<td>Music 302</td>
<td>1</td>
</tr>
<tr>
<td>Music 313 (or more advanced level)</td>
<td>1</td>
</tr>
<tr>
<td>Performance Ensemble (See Below)*</td>
<td>0.5-1</td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
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<td>Music 203</td>
<td>3</td>
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<tr>
<td>Music 213</td>
<td>2</td>
</tr>
<tr>
<td>Music 303</td>
<td>1</td>
</tr>
<tr>
<td>Music 314 (or more advanced level)</td>
<td>1</td>
</tr>
<tr>
<td>Performance Ensemble (See Below)*</td>
<td>0.5-1</td>
</tr>
</tbody>
</table>

**Total Units** ................................................................. 36

The Performance Ensemble requirement may be satisfied by enrollment in and satisfactory completion of any of the following courses: Music 251, 351, 501, 511, 521, 531, 561, 705, 711, 725, 731, 751, 765, 771, 775, 781.

*These starred (*) courses must be included in the minimum requirements under Graduation Requirements "Plan A." All courses in the core curriculum must be completed under Graduation Requirements "Plan B."

It is also strongly recommended that students consider auditioning for Applied Music in their primary performance area while at LACC.

Students may select "PLAN A" or "Plan B" general education requirements to graduate.

**PLAN A:** Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

<table>
<thead>
<tr>
<th>Units</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-6 Units</td>
<td>English Composition</td>
</tr>
<tr>
<td>3-5 Units</td>
<td>Math Competency (Math 115 or higher or passing score on Los Angeles Community College District Math competency exam)</td>
</tr>
</tbody>
</table>

**PLAN B:** Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

<table>
<thead>
<tr>
<th>Units</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Units</td>
<td>English Composition</td>
</tr>
<tr>
<td>3 Units</td>
<td>Communication/Analytical Thinking</td>
</tr>
<tr>
<td>3 Units</td>
<td>Humanities</td>
</tr>
<tr>
<td>3-6 Units</td>
<td>Social/Behavioral Sciences (including American History &amp; Governments)</td>
</tr>
<tr>
<td>3-5 Units</td>
<td>Health/Physical Education</td>
</tr>
</tbody>
</table>

**CERTIFICATE PROGRAMS**

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

Instrumental Performer: Brass, Guitar, Organ, Percussion, Piano, Strings, Woodwinds

Music Copyist
Music Technology
Orchestrator/Arranger
Vocal Performer

Each Certificate is made up of four skill levels. A 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 Commercial Music Certificate will be awarded by the Music Department to a student who has successfully completed the four levels required for a given specialty.
Please Note: 0.5 unit labs do not count towards the Certificate Programs.

**COMMERCIAL MUSIC: INSTRUMENTAL PERFORMER / BRASS Certificate**

<table>
<thead>
<tr>
<th>LEVEL I: COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 152 ..................................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 202 ..................................................</td>
<td>4</td>
</tr>
<tr>
<td>Music 241 ..................................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 300 ..................................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 311* .................................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 601** ...............................................</td>
<td>2</td>
</tr>
<tr>
<td>Performance Ensemble .................</td>
<td>0.5</td>
</tr>
</tbody>
</table>

(Select from Music 501, 711, 725, 731, 751, 775, 781)

Music Electives ........................................... | 2     |

<table>
<thead>
<tr>
<th>LEVEL II: COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 152 ..................................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 161 ..................................................</td>
<td>3</td>
</tr>
<tr>
<td>Music 201 ..................................................</td>
<td>3</td>
</tr>
<tr>
<td>Music 211 ..................................................</td>
<td>2</td>
</tr>
<tr>
<td>Music 301 ..................................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 312* .................................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 602** ...............................................</td>
<td>2</td>
</tr>
<tr>
<td>Performance Ensemble .................</td>
<td>0.5</td>
</tr>
</tbody>
</table>

(Select from Music 711, 725, 731, 751, 775, 781)

<table>
<thead>
<tr>
<th>LEVEL III: COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 152 ...............................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 202 ...............................................</td>
<td>3</td>
</tr>
<tr>
<td>Music 212 ...............................................</td>
<td>2</td>
</tr>
<tr>
<td>Music 302 ...............................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 313* ...............................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 603** .............................................</td>
<td>2</td>
</tr>
<tr>
<td>Performance Ensemble .................</td>
<td>0.5</td>
</tr>
</tbody>
</table>

(Select from Music 725, 731, 751, 775, 781)

<table>
<thead>
<tr>
<th>LEVEL IV: COURSES</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>Music 152 ...............................................</td>
<td>1</td>
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<tr>
<td>Music 230 ...............................................</td>
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<tr>
<td>Music 251 ...............................................</td>
<td>0.5</td>
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<tr>
<td>Music 604 ...............................................</td>
<td>2</td>
</tr>
<tr>
<td>Performance Ensemble .................</td>
<td>0.5</td>
</tr>
</tbody>
</table>

(Select from Music 725, 731, 751, 775, 781)

| Total Units                        | 51.5  |

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

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

*** If English 28/31 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled; therefore, in place of English, you must take 3 units of Music.

**COMMERCIAL MUSIC: INSTRUMENTAL PERFORMER / GUITAR Certificate**

<table>
<thead>
<tr>
<th>LEVEL I: COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 152 ...............................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 200 ...............................................</td>
<td>4</td>
</tr>
<tr>
<td>Music 241 ...............................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 300 ...............................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 311* .............................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 650** ............................................</td>
<td>2</td>
</tr>
<tr>
<td>Performance Ensemble ...............</td>
<td>0.5</td>
</tr>
</tbody>
</table>

(Select from Music 501, 711, 725, 771, 775, 781)

Music Electives ....................................... | 2     |

<table>
<thead>
<tr>
<th>LEVEL II: COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 152 ...............................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 161 ...............................................</td>
<td>3</td>
</tr>
<tr>
<td>Music 201 ...............................................</td>
<td>3</td>
</tr>
<tr>
<td>Music 211 ...............................................</td>
<td>2</td>
</tr>
<tr>
<td>Music 301 ...............................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 312* .............................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 651** ............................................</td>
<td>2</td>
</tr>
<tr>
<td>Performance Ensemble ...............</td>
<td>0.5</td>
</tr>
</tbody>
</table>

(Select from Music 711, 725, 771, 775, 781)

<table>
<thead>
<tr>
<th>LEVEL III: COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 152 ...............................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 202 ...............................................</td>
<td>3</td>
</tr>
<tr>
<td>Music 212 ...............................................</td>
<td>2</td>
</tr>
<tr>
<td>Music 302 ...............................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 313* .............................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 652** ............................................</td>
<td>2</td>
</tr>
<tr>
<td>Music 670 ...............................................</td>
<td>2</td>
</tr>
<tr>
<td>Performance Ensemble ...............</td>
<td>0.5</td>
</tr>
</tbody>
</table>

(Select from Music 711, 725, 771, 775, 781)

<table>
<thead>
<tr>
<th>LEVEL IV: COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 152 ...............................................</td>
<td>1</td>
</tr>
<tr>
<td>Music 230 ...............................................</td>
<td>3</td>
</tr>
<tr>
<td>Music 251 ...............................................</td>
<td>0.5</td>
</tr>
<tr>
<td>Music 653** ............................................</td>
<td>2</td>
</tr>
<tr>
<td>Performance Ensemble ...............</td>
<td>0.5</td>
</tr>
</tbody>
</table>

(Select from Music 711, 725, 771, 775, 781)

| Total Units                        | 51.5  |

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

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

*** If English 28/31 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled; therefore, in place of English, you must take 3 units of Music.
### COMMERCIAL MUSIC: 
**INSTRUMENTAL PERFORMER / ORGAN**  
Certificate

<table>
<thead>
<tr>
<th>LEVEL I: COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 152</td>
<td>1</td>
</tr>
<tr>
<td>Music 200</td>
<td>4</td>
</tr>
<tr>
<td>Music 241</td>
<td>1</td>
</tr>
<tr>
<td>Music 300</td>
<td>1</td>
</tr>
<tr>
<td>Music 311*</td>
<td>1</td>
</tr>
<tr>
<td>Performance Ensemble**</td>
<td>0.5</td>
</tr>
<tr>
<td>Music Elective ***</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL II: COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 152</td>
<td>1</td>
</tr>
<tr>
<td>Music 161</td>
<td>3</td>
</tr>
<tr>
<td>Music 201</td>
<td>3</td>
</tr>
<tr>
<td>Music 211</td>
<td>2</td>
</tr>
<tr>
<td>Music 301</td>
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</tr>
<tr>
<td>Music 312*</td>
<td>1</td>
</tr>
<tr>
<td>Performance Ensemble**</td>
<td>0.5</td>
</tr>
<tr>
<td>Music Elective **</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL IV: COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 152</td>
<td>1</td>
</tr>
<tr>
<td>Music 202</td>
<td>3</td>
</tr>
<tr>
<td>Music 212</td>
<td>2</td>
</tr>
<tr>
<td>Music 302</td>
<td>1</td>
</tr>
<tr>
<td>Music 313*</td>
<td>1</td>
</tr>
<tr>
<td>Music 381**</td>
<td>1</td>
</tr>
<tr>
<td>Performance Ensemble**</td>
<td>0.5</td>
</tr>
<tr>
<td>Music Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL IV: COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 152</td>
<td>1</td>
</tr>
<tr>
<td>Music 230</td>
<td>3</td>
</tr>
<tr>
<td>Music 251</td>
<td>0.5</td>
</tr>
<tr>
<td>Performance Ensemble**</td>
<td>0.5</td>
</tr>
<tr>
<td>Music 382**</td>
<td>1</td>
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<tr>
<td>English 28****</td>
<td>3</td>
</tr>
<tr>
<td>Music 137 or Law 33</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units: 49.5**

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

** Select from Music 351, 501, 511, 521, 531, 561, 705, 711, 725, 731, 751, 765, 771, 781.

*** If piano proficiency is 313 or above, student is strongly recommended to take Music 381 or higher.

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

***** If English 28/31 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled; therefore, in place of English, you must take 3 units of Music.

---

### COMMERCIAL MUSIC: 
**INSTRUMENTAL PERFORMER / PERCUSSION**  
Certificate

<table>
<thead>
<tr>
<th>LEVEL I: COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 152</td>
<td>1</td>
</tr>
<tr>
<td>Music 200</td>
<td>4</td>
</tr>
<tr>
<td>Music 241</td>
<td>1</td>
</tr>
<tr>
<td>Music 300</td>
<td>1</td>
</tr>
<tr>
<td>Music 311*</td>
<td>1</td>
</tr>
<tr>
<td>Music 632**</td>
<td>2</td>
</tr>
<tr>
<td>Performance Ensemble</td>
<td>0.5</td>
</tr>
<tr>
<td>(Select from Music 501, 711, 725, 731, 751, 765, 775, 781)</td>
<td></td>
</tr>
<tr>
<td>Music Electives</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL II: COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 152</td>
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</tr>
<tr>
<td>Music 161</td>
<td>3</td>
</tr>
<tr>
<td>Music 201</td>
<td>3</td>
</tr>
<tr>
<td>Music 211</td>
<td>2</td>
</tr>
<tr>
<td>Music 301</td>
<td>1</td>
</tr>
<tr>
<td>Music 312*</td>
<td>1</td>
</tr>
<tr>
<td>Music 633**</td>
<td>2</td>
</tr>
<tr>
<td>Performance Ensemble</td>
<td>0.5</td>
</tr>
<tr>
<td>(Select from Music 711, 725, 731, 751, 765, 775, 781)</td>
<td></td>
</tr>
<tr>
<td>Music Electives</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL III: COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 152</td>
<td>1</td>
</tr>
<tr>
<td>Music 202</td>
<td>3</td>
</tr>
<tr>
<td>Music 212</td>
<td>2</td>
</tr>
<tr>
<td>Music 302</td>
<td>1</td>
</tr>
<tr>
<td>Music 313*</td>
<td>1</td>
</tr>
<tr>
<td>Music 633**</td>
<td>2</td>
</tr>
<tr>
<td>Performance Ensemble</td>
<td>0.5</td>
</tr>
<tr>
<td>(Select from Music 711, 725, 731, 751, 765, 775, 781)</td>
<td></td>
</tr>
<tr>
<td>Music Electives</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL IV: COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 152</td>
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**Total Units: 51.5**

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

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

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**Total Units**: 50.5

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

** Select from any of the following: 351, 501, 511, 521, 531, 561, 705, 711, 725, 731, 751, 765, 771, 775, 781.

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**Total Units**: 51.5

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

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

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## COMMERCIAL MUSIC:
### INSTRUMENTAL PERFORMER / WOODWINDS

**Certificate**

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(Select from Music 501, 711, 725, 731, 751, 775, 781)

Music Electives ........................................................... 2

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(Select from Music 711, 725, 731, 751, 775, 781)

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(Select from Music 711, 725, 731, 751, 775, 781)

Music Electives ........................................................... 2

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(Select from Music 711, 725, 731, 751, 775, 781)

English 28*** .............................................................. 3

Music 137 or Law 33 .................................................... 3

**Total Units** .................................................................... 51.5

---

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

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

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## COMMERCIAL MUSIC:
### MUSIC COPYIST

**Certificate**

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**Total Units** .................................................................... 51

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### COMMERCIAL MUSIC: ORCHESTRATOR/ARRANGER Certificate

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**Total Units** ................................................................. 52.5

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

** Select from 501, 711, 725, 731, 751, 765, 771, 775, 781.

*** If English 28/31 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled; therefore, in place of English, you must take 3 units of Music.
COMMERCIAL MUSIC:
VOCAL PERFORMER
Certificate

LEVEL I: COURSES UNITS
Music 152 ................................................................. 1
Music 200 ............................................................... 4
Music 241 ............................................................... 1
Music 300 ............................................................... 1
Music 311* ............................................................. 1
Music 400** ........................................................... 1
Performance Ensemble ........................................... 0.5
(Select from Music 501, 531, 561)
Music Electives ....................................................... 3

LEVEL II: COURSES UNITS
Music 152 ................................................................. 1
Music 161 ............................................................... 3
Music 201 ............................................................... 3
Music 211 ............................................................... 2
Music 301 ............................................................... 1
Music 312* ............................................................. 1
Music 431** ........................................................... 1
Performance Ensemble ........................................... 0.5
(Select from Music 501, 531, 561)

LEVEL III: COURSES UNITS
Music 152 ................................................................. 1
Music 202 ............................................................... 3
Music 212 ............................................................... 2
Music 302 ............................................................... 1
Music 313* ............................................................. 1
Music 432** ........................................................... 1
Performance Ensemble ........................................... 0.5
(Select from Music 501, 531, 561)
Music 137 or Law 33 ................................................ 3

LEVEL IV: COURSES UNITS
Music 152 ................................................................. 1
Music 230 ............................................................... 3
Music 251 ............................................................... 0.5
Music 433 ............................................................... 1
Performance Ensemble ........................................... 0.5
(Select from Music 501, 531, 561)
Music Electives ....................................................... 3
English 28*** ........................................................ 3

Total Units .......................................................... 49.5

* Or more advanced piano level determined by fulfillment of prerequisite or by departmental audition.
** Or more advanced voice level determined by fulfillment of prerequisite or by departmental audition.
*** If English 28/31 requirement is met by a higher placement determined by the College Assessment, the English requirement is fulfilled; therefore, in place of English, you must take 3 units of Music.
technology classes to use the lab equipment and materials to enhance applicable skills necessary for success.

**MUSIC 121**  
**Music History and Literature I**  
3 UNITS - (UC:CSU)  
A survey of music history and literature from earliest times to 1750, including music of the ancient Greeks, early Christians, Middle Ages, Renaissance and Baroque periods, through music of Bach and Handel.

**MUSIC 122**  
**Music History and Literature II**  
3 UNITS - (UC:CSU)  
This course is a survey of music history and music literature from 1750 to the present time, including music of the Pre-Classic, Classic, and Romantic periods, as well as Contemporary 20th Century music.

**MUSIC 130**  
**Music for Early Childhood Education**  
3 UNITS - (CSU)  
Advisory: English 28/31 or equivalent.  
This course is a survey of music, teaching techniques, and materials suitable for children ages two through five, including the development of music reading and performance skills for singing and playing classroom instruments and the principles for organizing an early childhood music curriculum.

**MUSIC 133**  
**Introduction to Asian Music**  
3 UNITS - (UC:CSU)  
Course consists of a survey of music of Asian countries and cultures from the earliest period to the present and its influence on Western culture. Audio and visual materials and demonstrations of musical instruments will be presented. (Credit allowed for only one of Music 133 and Asian-American Studies 6.)

**MUSIC 135**  
**African-American Music**  
3 UNITS - (UC:CSU)  
A study of African and African American music and their influences on folk, spirituals, gospels, concert music, opera, ballet, blues and jazz underscoring styles, characteristics, origin and contributions by African-American artists. (Credit allowed for only one of Music 135 and African-American Studies 60.)

**MUSIC 137**  
**Music as a Business**  
3 UNITS - (A)  
A study of the music industry. Its business structure and requirements in terms of skills and knowledge in over 100 careers will be examined. Future industry changes and developments will also be discussed.

**MUSIC 140**  
**Advanced Practice Lab-Music Technology**  
0.5 UNITS  
Prerequisite: Music 120 or equivalent.  
This course allows more advanced students, who are enrolled in any of the co-requisite courses of Music 120: Music Technology Practice Lab, to use the lab equipment and materials to further enhance applicable skills necessary for success.

**MUSIC 141**  
**Jazz Appreciation**  
3 UNITS - (UC:CSU)  
A study of jazz from its African-American origins to the present day. Emphasis is placed on the music and personalities of those artists who made original contributions and whose work influenced that of other important jazz figures and styles.

**MUSIC 146**  
**Music for Elementary School Teachers**  
3 UNITS - (CSU)  
Advisory: English 28/31 or equivalent.  
This course will introduce the basic principles of music and creative uses of music for teachers working in school-age programs. It will present various applications for the introduction of music into the elementary school classroom and after school programs.

**MUSIC 147**  
**Multicultural Music Materials for Early Childhood Education**  
3 UNITS - (CSU)  
Prerequisite: Music 130 and Child Development 3 with satisfactory grades or better or equivalent.  
This course provides an introduction to the basic concepts of multicultural education as applied to early childhood music education with a focus on varied musical arts of worldwide cultures reflected in the North American society and the development of age-appropriate teaching strategies, materials and resources.

**MUSIC 150**  
**Practice Lab - Early Childhood Music**  
0.5 UNITS - (RPT3)  
Co-requisite: Music 130, 146 or 147.  
This course allows students currently enrolled in any of the co-requisite early childhood music classes to use the lab equipment and materials to enhance skills necessary for success.

**MUSIC 152**  
**Current Musical Events**  
1 UNIT - (RPT 3) (CSU)  
This course increases students’ musical experiences by providing live performances of a wide variety, including guest artists, chamber groups, outstanding students, faculty, departmental organizations, and appropriate lectures and demonstrations.

**MUSIC 161**  
**Introduction to Electronic Music**  
3 UNITS - (CSU)  
This course is a workshop in electro-acoustic, MIDI, and computer-assisted music techniques. Emphasis will be in the areas of analog synthesis, digital synthesis, FM synthesis, MIDI applications, computer-assisted sequencing, and digital multi-track recording techniques.
MUSIC 180
Applied Music Laboratory
0.5 UNITS – (RPT 3) (A)
Co-requisite: Either Music 181, 182, 183 or 184.
This course allows students enrolled in Applied Music to practice a minimum of five hours per week in departmental practice facilities.

MUSIC 181
Applied Music I
0.5 UNITS – (UC:CSU)
Co-requisite: Music 180.
Individual instruction in voice or a musical instrument for transfer-oriented music majors as determined by the Music Department. (Confirmation of enrollment subject to audition. - See Auditions box.)

MUSIC 182
Applied Music II
0.5 UNITS – (UC:CSU)
Prerequisite: Music 181 with a satisfactory grade or equivalent.
Co-requisite: Music 180.
Individual instruction in voice or a musical instrument for transfer-oriented music majors as determined by the Music Department. (Confirmation of enrollment subject to audition.- See Auditions box.)

MUSIC 183
Applied Music III
0.5 UNITS – (UC:CSU)
Prerequisite: Music 182 with a satisfactory grade or equivalent.
Co-requisite: Music 180.
Individual instruction in voice or a musical instrument for transfer-oriented music majors as determined by the Music Department. (Confirmation of enrollment subject to audition.- See Auditions box.)

MUSIC 184
Applied Music IV
0.5 UNITS – (UC:CSU)
Prerequisite: Music 183 with a satisfactory grade or equivalent.
Co-requisite: Music 180.
Individual instruction in voice or a musical instrument for transfer-oriented music majors as determined by the Music Department. (Confirmation of enrollment subject to audition.- See Auditions box.)

MUSIC 185 (see end of this section)

MUSIC 200
Introduction to Music Theory
4 UNITS - (UC:CSU)
Intensive study of the basic elements of music notation, music reading, sight singing, and ear training. May also be used as the introductory course in the Music Major Core Program.

MUSIC 201
Harmony I
3 UNITS - (UC:CSU)
Prerequisite: Music 200 with a satisfactory grade or equivalent.
Study of diatonic harmony including primary and secondary triads, the dominant seventh chord and their inversions. Also includes harmonizing figured and unfigured bass, simple melodies, and the writing of original phrases.
MUSIC 223  
Twentieth Century Compositional Techniques  
3 UNITS - (UC:CSU)  
Prerequisite: Music 202 with a satisfactory grade or equivalent.  
This course provides training in the study of the melodic, harmonic, and rhythmic techniques of the Twentieth Century. The students will compose short pieces using the covered techniques.

MUSIC 230  
Jazz and Commercial Harmony  
3 UNITS - (CSU)  
Prerequisite: Music 202 and 212 with a satisfactory grade or equivalent.  
The subject matter of this course includes the study of the chords and chord progressions used in jazz and popular music styles.

MUSIC 231  
Orchestration and Arranging I  
3 UNITS - (UC:CSU)  
Prerequisite: Music 202 with a satisfactory grade or equivalent.  
Advisory: Music 241.  
This course offers training in beginning orchestration and arranging. Writing for the various instrumental groups of the symphony orchestra and the jazz band is covered. One classical and one jazz band arrangement will be completed.

MUSIC 232  
Orchestration and Arranging II  
3 UNITS - (UC:CSU)  
Prerequisite: Music 231 with a satisfactory grade or equivalent.  
This course offers training in advanced orchestration and arranging. Covers advanced writing for various instrumental groups of the symphony orchestra and jazz band. One Romantic era or 20th Century orchestration and one advanced jazz band arrangement will be completed.

MUSIC 240  
Advanced Practice Lab-Music Theory and Listening  
0.5 UNITS - (RPT 3)  
Prerequisite: Music 220 or equivalent.  
This course allows more advanced students, who are enrolled in any of the co-requisite Music 220: Music Theory and Listening courses, to continue to use the lab equipment and materials to further enhance applicable skills necessary for success.

MUSIC 241  
Music Notation and Copying I  
1 UNIT - (CSU)  
This course provides instruction and practical experience in the techniques and materials required for music preparation. This course does not deal with music composition, but only with how to copy existing music in a professional manner.

MUSIC 242  
Music Notation and Copying II  
1 UNIT - (CSU)  
Prerequisite: Music 241 with a satisfactory grade or equivalent.  
Continued instruction and practical experience in the techniques and materials required for music preparation to create both handwritten and computer generated scores.

MUSIC 243  
Music Notation and Copying III  
1 UNIT - (CSU)  
Prerequisite: Music 242 with a satisfactory grade or equivalent.  
Continued instruction and practical experience in the techniques and materials required for music preparation to create both handwritten and computer generated scores.

MUSIC 244  
Music Notation and Copying IV  
1 UNIT - (CSU)  
Prerequisite: Music 243 with a satisfactory grade or equivalent.  
Continued instruction and practical experience in the techniques and materials required for music preparation to create both handwritten and computer generated scores.

MUSIC 250  
Music Performance Workshop  
0.5 UNITS - (RPT 3) (CSU)  
This course includes the preparation, rehearsal and performance of selected musical works. Illustration and discussion of various concepts of musical performance are emphasized. (Confirmation of enrollment is subject to audition. See Auditions box.)

MUSIC 251  
Jazz Improvisation Workshop  
0.5 UNITS - (RPT 3) (UC:CSU)  
Prerequisite: Music 202 with a satisfactory grade or equivalent.  
This course provides training in improvisation and performance of the standard repertoire in combo setting. For intermediate and advanced players. (Confirmation of enrollment is subject to audition. See Auditions box.)

MUSIC 252  
Jazz Structure  
3 UNITS - (UC:CSU)  
Prerequisite: Music 202 with a satisfactory grade or equivalent.  
The subject matter of this course includes the study of chords and chord progressions as they relate to musical forms and structures employed in jazz performance. Improvisation, arranging for jazz combo, analysis, aural recognition and composition are included.

MUSIC 261  
Electronic Music Workshop  
3 UNITS - (RPT 2) (CSU)  
Prerequisite: Music 161 and Music 101 with a satisfactory grade or equivalent.  
This course is a workshop in advanced electro-acoustic, MIDI event and audio editing, as well as digital audio data management and synchronization.

MUSIC 281  
Commercial Music Techniques I  
3 UNITS - (CSU)  
Prerequisite: Music 161 and Music 201 with a satisfactory grade or equivalent.  
This is the first in a sequence of courses offering opportunity to develop the techniques of music for commercial applications. Skills in the preparation of music for compact disc production, multimedia applications, audio production techniques, songwriting and stage performance will be emphasized.

MUSIC 282  
Commercial Music Techniques II  
3 UNITS - (CSU)  
Prerequisite: Music 281 with a satisfactory grade or equivalent.  
This is the second in a sequence of courses offering opportunity to develop the techniques of music for commercial applications. More advanced skills in the preparation of music for compact disc production, multimedia applications, audio production techniques, songwriting and stage performance will be emphasized.
MUSIC 285 (see end of this section)

MUSIC 291
MIDI Instrument Instruction I
2 UNITS - (CSU)
Prerequisite: Music 161 with a satisfactory grade or equivalent.
Advisory: Music 261.
This is a first in a sequence of courses offering the opportunity to develop functional
skills with synthesizers, digital keyboards, sequences, drum machines, reverb units, disk drives, and other MIDI (Musical Instrument Digital Interface) equipment.

MUSIC 292
MIDI Instrument Instruction II
2 UNITS - (CSU)
Prerequisite: Music 291 with a satisfactory grade or equivalent.
This course is a continuation of the material covered in Music 291 with emphasis on sound cards, controllers, MIDI systems, and system exclusive messages.

MUSIC 293
MIDI Instrument Instruction III
2 UNITS - (CSU)
Prerequisite: Music 292 with a satisfactory grade or equivalent.
This course is a continuation of the material covered in Music 292 with emphasis on advanced techniques in MIDI data, channel-voice messages, MIDI automation, and non-registered parameters.

MUSIC 294
MIDI Instrument Instruction IV
2 UNITS - (CSU)
Prerequisite: Music 293 with a satisfactory grade or equivalent.
This course is a continuing study of the material covered in Music 293 with emphasis on advanced techniques in MIDI synchronization, digital audio files and their use.

MUSIC 299
Music Honors
1 UNIT - (RPT 3) (UC:CSU)
This course provides the serious music student an opportunity for concentrated study under the direct supervision of an instructor in selected areas through a series of projects designed to increase knowledge of musical aspects pertinent to the student's interests and talents.

MUSIC 300
Introduction to Keyboard Harmony
1 UNIT - (UC:CSU)
Co-requisite: Music 200.
This course consists of the study of music fundamentals, correlated with Music 200, applied to the piano.

MUSIC 301
Keyboard Harmony I
1 UNIT - (UC:CSU)
Prerequisite: Music 300 with a satisfactory grade or equivalent.
Co-requisite: Music 201.
The study of Diatonic harmony applied to the piano. Correlated with Music 201.

MUSIC 302
Keyboard Harmony II
1 UNIT - (UC:CSU)
Prerequisite: Music 301 with a satisfactory grade or equivalent.
The study of Diatonic and simple Chromatic harmony applied to the piano. Correlated with Music 202.

MUSIC 303
Keyboard Harmony III
1 UNIT - (UC:CSU)
Prerequisite: Music 302 with a satisfactory grade or equivalent.
Co-requisite: Music 203.
The study of advanced Chromatic harmony applied to the piano keyboard. Correlated with Music 203.

MUSIC 311
Piano I
1 UNIT - (UC:CSU)
Open to all students.
This course consists of instruction in basic piano skills with emphasis on learning to read music, play finger-patterns, scales, chords, and beginning pieces. Students are required to furnish their own headphones.

MUSIC 312
Piano II
1 UNIT - (UC:CSU)
Prerequisite: Music 311 with a satisfactory grade or equivalent.
Continuing instruction in basic piano skills emphasizing note reading, simple major and minor scales, triads, chord progressions, repertoire and memorization. Students are required to provide their own headphones. (If the prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 313
Piano III
1 UNIT - (UC:CSU)
Prerequisite: Music 312 with a satisfactory grade or equivalent.
Continued instruction in developing piano skills with increasing emphasis on note reading, major and minor scale techniques, cadences, triads, repertoire from major historical periods, memorization. Students are required to provide their own headphones. (If prerequisite is not met, enrollment subject to audition. See Auditions box.)

MUSIC 314
Piano IV
1 UNIT - (UC:CSU)
Prerequisite: Music 313 with a satisfactory grade or equivalent.
Instruction in piano skills emphasizing major and minor scales, major and minor arpeggios, repertoire from the Baroque, Romantic, and 20th century, memorization and sight reading skills. Students are required to provide their own headphones. (If the prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 320
Organ Practice Lab
0.5 UNITS - (RPT 3)
Co-requisite: Either Music 381, 382, 383, or 384.
This course allows students currently enrolled in any of the co-requisite organ classes to use the lab equipment and materials to enhance applicable skills necessary for success.
MUSIC 340  
Advanced Practice Lab-Organ  
0.5 UNITS (RPT 3)  
Prerequisite: Music 320 or equivalent.  
This course allows more advanced students, who are enrolled in any of the co-requisite courses of Music 320: Organ Practice Lab, to use the lab equipment and materials to further enhance applicable skills at an advanced level necessary for success.

MUSIC 341  
Intermediate Piano  
2 UNITS - (RPT 3) (UC:CSU)  
Prerequisite: Music 314 with a satisfactory grade or equivalent.  
The study and performance of concert piano literature from the Baroque, Classical, and Romantic periods and the 20th century. May include public performance. (If the prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 351  
Piano Ensemble  
1 UNIT - (RPT 3) (UC:CSU)  
This course consists of the reading, study, and performance of standard piano ensemble repertoire with special emphasis on performance in recital of major ensemble works. (Confirmation of enrollment is subject to audition. See Auditions box.)

MUSIC 361  
Commercial Piano Techniques Workshop  
2 UNITS - (RPT 3) (CSU)  
Prerequisite: Music 201 and 313 with a satisfactory grade or equivalent.  
This course provides the student with basic jazz piano playing skills including voicings of 9th, 11th, and 13th chords applied to arranging lead sheets for piano. (If the prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 381  
Elementary Organ I  
1 UNIT - (UC:CSU)  
Prerequisite: Music 312 with a satisfactory grade or equivalent.  
A continued concentration of general, basic fundamentals of singing using vocal exercises and simple songs. Emphasis is placed on developing an understanding of the singing voice, the body as a musical instrument, and the vocal potential of each student. (If the prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 382  
Elementary Organ II  
1 UNIT - (UC:CSU)  
Prerequisite: Music 381 with a satisfactory grade or equivalent.  
This course continues the study of keyboard and pedal technique, as well as in registration and interpretation of standard organ literature. (If the prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 383  
Elementary Organ III  
1 UNIT - (UC:CSU)  
Prerequisite: Music 382 with a satisfactory grade or equivalent.  
This course pursues the study of the more advanced organ techniques as they apply to the keyboard, pedals and registration. Standard organ literature is studied. (If the prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 384  
Elementary Organ IV  
1 UNIT - (UC:CSU)  
Prerequisite: Music 383 with a satisfactory grade or equivalent.  
This course pursues the study of the more advanced techniques as they apply to the keyboard, pedals and registration. Standard organ literature is studied. (If the prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 385  
(see end of this section)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 420</td>
<td>Music Voice Practice Lab</td>
<td>0.50</td>
<td>This course allows students currently enrolled in any of the co-requisite voice classes to use the lab equipment and materials to enhance applicable skills necessary for success.</td>
</tr>
<tr>
<td>MUSIC 431</td>
<td>Commercial Voice I</td>
<td>1</td>
<td>A continued concentration of general basic fundamentals of singing using vocal exercises and songs selected from the commercial song literature. Course includes coaching sessions with class accompanist. (If the prerequisite is not met, enrollment is subject to audition. See Auditions box.)</td>
</tr>
<tr>
<td>MUSIC 432</td>
<td>Commercial Voice II</td>
<td>1</td>
<td>A concentrated study of the singing voice using more difficult vocal exercises and songs from the many areas of commercial vocal music. Stylistic interpretation and performance practices will be emphasized. Course includes coaching sessions with class accompanist. (If the prerequisite is not met, enrollment is subject to audition. See Auditions box.)</td>
</tr>
<tr>
<td>MUSIC 433</td>
<td>Commercial Voice III</td>
<td>1</td>
<td>For the more advanced singer. A concentrated study through performance of the stylistic interpretations and performance practices of the many areas of commercial vocal music. Course includes coaching sessions with class accompanist. (If the prerequisite is not met, enrollment is subject to audition. See Auditions box.)</td>
</tr>
<tr>
<td>MUSIC 450</td>
<td>Advanced Practice Lab</td>
<td>0.5</td>
<td>This course allows more advanced students, who are enrolled in any of the co-requisite courses of Music 420. Voice Practice Lab, to use the lab equipment and materials to further enhance applicable skills necessary for success.</td>
</tr>
<tr>
<td>MUSIC 453</td>
<td>Musical Theater Repertoire For Singers</td>
<td>0.5</td>
<td>A continued concentration of general basic fundamentals of singing concentrating on vocal techniques as utilized in Musical Theater. Additional instruction will include basic body movement, acting techniques and Musical Theater song literature interpretation. (If prerequisite is not met, enrollment is subject to audition. See Auditions box.)</td>
</tr>
<tr>
<td>MUSIC 501</td>
<td>College Choir</td>
<td>0.5</td>
<td>This course consists of the study and performance of selected choral literature for mixed voices. Emphasis is on increased skill in music reading, development of basic voice and ensemble techniques, and improving musicianship.</td>
</tr>
<tr>
<td>MUSIC 511</td>
<td>Collegiate Choir</td>
<td>0.5</td>
<td>This course includes the learning, understanding, and performing a cappella and accompanied SATB choral music selected from the 16th through the 20th century traditional choral music in English and other languages, sacred and secular, commercial, and contemporary styles and periods. Public performance required. (Confirmation of enrollment subject to audition. See Auditions box.)</td>
</tr>
<tr>
<td>MUSIC 520</td>
<td>Music Piano Practice Lab</td>
<td>0.5</td>
<td>This course allows students currently enrolled in any of the co-requisite piano or related classes to use the lab equipment and materials to enhance applicable skills necessary for success.</td>
</tr>
<tr>
<td>MUSIC 521</td>
<td>Concert Choir</td>
<td>0.5</td>
<td>This course consists of analyzing, rehearsing, and performing choral literature for large choir. Materials range from the Renaissance to Contemporary. Some emphasis is placed on training for professional choral work. (Confirmation of enrollment subject to audition. See Auditions box.)</td>
</tr>
<tr>
<td>MUSIC 531</td>
<td>Philharmonic Choir</td>
<td>0.5</td>
<td>This course deals with learning, understanding and performing a cappella and accompanied SATB choral music from many styles and periods in English and other languages. Major choral works may be included. Public performance is required. (Confirmation of enrollment subject to audition. See Auditions box.)</td>
</tr>
<tr>
<td>MUSIC 540</td>
<td>Advanced Practice Lab – Piano</td>
<td>0.5</td>
<td>This course allows more advanced students, who are enrolled in any of the co-requisite courses of Music 520 to use the lab equipment and materials to further enhance applicable skills necessary for success.</td>
</tr>
<tr>
<td>MUSIC 561</td>
<td>Chamber Chorale</td>
<td>0.5</td>
<td>This course deals with analyzing, rehearsing, and performing choral music suited to a small group of singers, with and without accompaniment. Emphasis is on increased skill in music reading and interpreting the musical score, and on professional attitudes toward public performance. (Confirmation of enrollment subject to audition. See Auditions box.)</td>
</tr>
<tr>
<td>MUSIC 601</td>
<td>Brass Instrument Instruction I</td>
<td>2</td>
<td>Open to all students. This course consists of basic instruction on the brass instruments: trumpet, French horn, trombone, and tuba. Some instruments are available.</td>
</tr>
<tr>
<td>MUSIC 602</td>
<td>Brass Instrument Instruction II</td>
<td>2</td>
<td>Prerequisite: Music 601 with a satisfactory grade or equivalent. This course is a continuation of Music 601 with emphasis on the development of embouchure, range, endurance, and music reading skills. (If prerequisite is not met, enrollment is subject to audition. See Auditions box.)</td>
</tr>
</tbody>
</table>
MUSIC 603
Brass Instrument Instruction III
2 UNITS - (UC:CSU)
Prerequisite: Music 602 with a satisfactory grade or equivalent.
Continuation of Music 602 with increased emphasis in all areas covered.
Primary emphasis is on interpretation of more complex rhythmic notation and performance skills. (If prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 604
Brass Instrument Instruction IV
2 UNITS - (UC:CSU)
Prerequisite: Music 603 with a satisfactory grade or equivalent.
Continuation of Music 603 with increased emphasis in all areas covered.
Primary emphasis is on interpretation of solo and small ensemble literature. (If prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 611
String Instrument Instruction I
2 UNITS - (UC:CSU)
Open to all students. This course consists of basic instruction on the string instruments: violin, viola, cello, and bass. Some instruments are available.

MUSIC 612
String Instrument Instruction II
2 UNITS - (UC:CSU)
Prerequisite: Music 611 with a satisfactory grade or equivalent.
This course is a continuation of Music 611, with increased emphasis in all areas covered. Primary emphasis is on development of bow and fingering techniques and music reading skills. (If prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 613
String Instrument Instruction III
2 UNITS - (UC:CSU)
Prerequisite: Music 612 with a satisfactory grade or equivalent.
This course is a continuation of Music 612, with increased emphasis in all areas covered with primary emphasis on fingering technique in third position and music reading skills. (If prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 614
String Instrument Instruction IV
2 UNITS - (UC:CSU)
Prerequisite: Music 613 with a satisfactory grade or equivalent.
Continuation of Music 613 with increased emphasis in all areas covered. Primary emphasis is on interpretation of advanced solo and small ensemble literature. (If prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 620
Instrumental Practice Lab
0.5 UNITS - (RPT 3)
This course allows students currently enrolled in any of the co-requisite instrumental classes to use the lab equipment and materials to enhance applicable skills necessary for success.

MUSIC 621
Woodwind Instrument Instruction I
2 UNITS - (UC:CSU)
Open to all students. This course consists of basic instruction on the woodwind instruments: flute, clarinet, and saxophone. Some instruments are available.

MUSIC 622
Woodwind Instrument Instruction II
2 UNITS - (UC:CSU)
Prerequisite: Music 621 with a satisfactory grade or equivalent.
Continuation of Music 621, with increased emphasis in all areas covered. Primary emphasis is on embouchure development, range, endurance, and music reading skills. (If prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 623
Woodwind Instrument Instruction III
2 UNITS - (UC:CSU)
Prerequisite: Music 622 with a satisfactory grade or equivalent.
Continuation of Music 622, with increased emphasis in all areas covered. Primary emphasis is on interpretation of more complex rhythmic notation and performance skills. (If prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 624
Woodwind Instrument Instruction IV
2 UNITS - (UC:CSU)
Prerequisite: Music 623 with a satisfactory grade or equivalent.
This course is a continuation of Music 623, with increased emphasis in all areas covered. Primary emphasis is on interpretation of advanced solo and small ensemble literature. (If prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 631
Percussion Instrument Instruction I
2 UNITS - (UC:CSU)
Reading of all basic rhythms, rudiments, beginning notation, and meter signatures as they apply to the snare drum.

MUSIC 632
Percussion Instrument Instruction II
2 UNITS - (UC:CSU)
Prerequisite: Music 631 with a satisfactory grade or equivalent.
This course is a continuation of Music 631. Reading of all basic rhythms, rudiments, beginning notation, and meter signatures in the playing of various percussion instruments. (If the prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 633
Percussion Instrument Instruction III
2 UNITS - (UC:CSU)
Prerequisite: Music 632 with a satisfactory grade or equivalent.
This course is a continuation of Music 632. Intermediate instruction on percussion instruments. Develops skill in the reading of percussion notation and in the playing of various percussion instruments. (If the prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 634
Percussion Instrument Instruction IV
2 UNITS - (UC:CSU)
Prerequisite: Music 633 with a satisfactory grade or equivalent.
This course is a continuation of Music 633. Intermediate instruction on percussion instruments. Develops skill in the reading of percussion notation and in the playing of various percussion instruments. (If the prerequisite is not met, enrollment is subject to audition. See Auditions box.)
MUSIC 640  
Advanced Practice Lab - Instrumental  
0.5 UNITS - (RPT 3)  
Prerequisite: Music 630 or equivalent.  
This course allows more advanced students, who are enrolled in any of the co-requisite courses of Music 620 to use the lab equipment and materials to further enhance applicable skills necessary for success.

MUSIC 650  
Beginning Guitar  
2 UNITS - (UC:CSU)  
(Student must provide own guitar.)  
Designed for students with no previous musical training. Topics covered include basic positioning of hands, music notation and reading, finger picking, and chord accompaniment.

MUSIC 651  
Classical Guitar I  
2 UNITS - (UC:CSU)  
Prerequisite: Music 650 with a satisfactory grade or equivalent.  
(Student must provide own guitar.)  
For students who wish to continue beyond the beginning level. Topics covered include basic positioning of hands, music notation and reading, finger picking, and chord accompaniment. (If the prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 652  
Classical Guitar II  
2 UNITS - (UC:CSU)  
Prerequisite: Music 651 with a satisfactory grade or equivalent.  
(Student must provide own guitar.)  
This course is for intermediate level students who want to progress further into more complex and technically demanding compositions. Greater playing skill is achieved through performance and evaluation of numerous exercises and solos. (If the prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 653  
Classical Guitar III  
2 UNITS - (UC:CSU)  
Prerequisite: Music 652 with a satisfactory grade or equivalent.  
(Student must provide own guitar.)  
Intermediate to advanced students probe deeper into analysis and performance practices of the classical guitarist. Compositions of greater harmonic and technical complexity are evaluated and performed. (If the prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 654  
Classical Guitar IV  
2 UNITS - (UC:CSU)  
Prerequisite: Music 653 with a satisfactory grade or equivalent.  
(Student must provide own guitar.)  
Advanced compositions incorporating the full range of classical guitar techniques are analyzed, prepared, and performed at this level. Musicianship and aesthetics of music are considered in depth. Ensembles of various sizes prepare and perform music from all eras. (If the prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 670  
Fingerboard Harmony  
2 UNITS - (CSU)  
Prerequisite: Music 651 with a satisfactory grade or equivalent.  
(Student must provide own guitar.)

This course allows guitar students to further their understanding of fingerboard harmony. Primary concern is with the harmonic phase of guitar playing and guitar music. Emphasis is on chord construction, progressions, scales, and sight reading. (If the prerequisite is not met, enrollment is subject to audition. See Auditions box.)

MUSIC 675  
Chamber Music  
0.5 UNIT - (RPT 3) (UC:CSU)  
This course consists of the reading, study, and performance of standard chamber music repertoire with special emphasis on performance in recital of major chamber music works. (Confirmation of enrollment subject to audition. See Auditions box.)

MUSIC 711  
Rehearsal Orchestra  
0.5 UNIT - (RPT 3) (UC:CSU)  
This course is designed for the player of intermediate ability and for those who wish to become more proficient on a secondary instrument. Intermediate orchestral literature is studied with emphasis on the development of the player’s competence and ensemble skill. (Confirmation of enrollment subject to audition. See Auditions box.)

MUSIC 720  
Music Ensemble Practice Lab  
0.5 UNITS - (RPT 3)  
Co-requisite: Either Music 251, 351, 501 or 561.  
This course allows students currently enrolled in any of the co-requisite music ensemble classes to use the lab equipment and materials to enhance applicable skills necessary for success.

MUSIC 725  
Community Orchestra  
0.5 UNIT - (RPT 3) (UC:CSU)  
This course consists of the reading, study, and performance of standard orchestral repertoire with special emphasis on the performance of major orchestral works. Practical experience may also be offered to capable student conductors, soloists, composers and arrangers. (Confirmation of enrollment subject to audition. See Auditions box.)

MUSIC 731  
Rehearsal Band  
0.5 UNIT - (RPT 3) (UC:CSU)  
This course is designed for the player of intermediate ability and for those who wish to become more proficient on a secondary instrument. Intermediate band literature is studied with emphasis on the development of the player’s competence and ensemble skill. (Confirmation of enrollment subject to audition. See Auditions box.)

MUSIC 740  
Advanced Practice Lab – Music Ensemble  
0.5 UNITS - (RPT 3)  
Prerequisite: Music 720 or equivalent.  
This course allows more advanced students, who are enrolled in any of the co-requisite courses of Music 720, to use the lab equipment and materials to further enhance applicable skills necessary for success.

MUSIC 751  
Wind Ensemble  
0.5 UNIT - (RPT 3) (UC:CSU)  
This course consists of the study of standard band literature with the intent to develop an individual’s technical and artistic abilities through experiences with a wide range of band literature. Public performances are presented. (Confirmation of enrollment subject to audition. See Auditions box.)
Los Angeles City College reopened the Associate Degree Registered Nursing Program in Fall 2002. The 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
As of Spring 2009, the Registered Nursing Program Prerequisites include completion of the following prerequisites with a minimum overall grade point average of 2.5 and no grade less than "C".

1. Human Anatomy (with lab)
2. Human Physiology (with lab)
3. Microbiology 1 or 20.
4. English 101 (College Reading and Comprehension) or equivalent with a minimum of a "C."

Additional Requirements
- Completion of, or proof of math Assessment comparable to Math 115.
- Completion of 1 year of High School Chemistry with a lab or equivalent
nursing programs in the district. These modifications may be in place by Fall
Curriculum is in the process of being modified to align with the other LACCD
to district, state and/or BRN requests. The LACC Registered Nursing
(guidance.
Please refer to Plan B or consult with the nursing counselor for further
graduation and taking the NCLEX-RN examination.
the student's responsibility that the following courses be completed prior to
completed during the 4 semesters of the Registered Nursing program. It is
requirements be completed prior to entry into the Registered Nursing Program.
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
during the 4 semesters of the Registered Nursing program. It is
the student's responsibility that the following courses be completed prior to
graduation and taking the NCLEX-RN examination.
1. Sociology 1 or Anthropology 101
   • Must be completed prior to 4th semester.
2. Speech 101
   • Must be completed prior to 3rd semester
3. 3 units of American Institutions
   • Must be completed prior to 4th semester
4. 3 units of Humanities
   • Must be completed prior to 4th semester
5. 1 unit of P.E.
   • Must be completed prior to 4th semester
Please refer to Plan B or consult with the nursing counselor for further guidance.
Also note: The information presented may be updated or modified subject
to district, state and/or BRN requests. The LACC Registered Nursing
Curriculum is in the process of being modified to align with the other LACCD
nursing programs in the district. These modifications may be in place by Fall
2009 if district and BRN approved.

COURSES UNITS

First Semester
NRSGREG 103 ................................................................. 1
NRSGREG 104 ................................................................. 4
NRSGREG 105 ................................................................. 5
Electives (Highly Recommended):
NRSGREG 115 ................................................................. 1

Second Semester
NRSGREG 106 ................................................................. 4
NRSGREG 107 ................................................................. 4
NRSGREG 116 ................................................................. 1

Third Semester
NRSGREG 108 ................................................................. 4
NRSGREG 109 ................................................................. 5
NRSGREG 117 ................................................................. 1

Fourth Semester
NRSGREG 110 ................................................................. 5
NRSGREG 111 ................................................................. 4

Total Required Units .......................................................... 38
(Total Units Including Electives .......................................................... 39

Note to Current LVN's:
Current practicing LVN's are invited to complete the Associate Degree
Registered Nursing Program by applying and being accepted into the second
year of the program based on space availability. LVNs must have taken a 2
unit Transition/Bridge course. LVN candidates must complete the above
prerequisites. This will enable licensed vocational nurses with 6 months
clinical experience to complete requirements for the Registered Nursing
Associate Degree in 1 year.

LACC also offers a 30-unit option for LVN's. Candidates who choose this
option will not be graduates of the LACC Nursing Program. Also several
states in the USA will not recognize nurses who take this option. Additional
information is available about this option in the Nursing Department.

To complete general education requirements in this area of study, Plan B for the AA/AS
Degree is required.
NOTE: The Plan B requirements for this program include 16 units in Natural Sciences
NOT 12 units as listed in Plan B under other programs in this catalog.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog
"Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>Communication/Analytical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Sciences (including American History &amp; Governments)</td>
<td>3-4</td>
</tr>
<tr>
<td>Health/Physical Education</td>
<td>3-5</td>
</tr>
<tr>
<td>Math Competency</td>
<td>(Math 115 or higher or passing score on Los Angeles Community College District Math competency exam)</td>
</tr>
</tbody>
</table>

RN RESIDENCY IN PEDIATRICS PROGRAM
Los Angeles City College's Nursing Program in partnership with Children's
Hospital Los Angeles is offers a Registered Nurse Residency in Pediatrics
Program. For information contact the Registered Nursing Department located
in the Cub Center or contact Children's Hospital directly at (323) 660-2450
extension 5871.

A clinical placement is required for this course. Students will be responsible for
securing and maintaining their clinical placement within the Children's
Hospital Los Angeles ("CHLA") system.

CERTIFIED NURSING ASSISTANT PROGRAM
LACC also offers a Certified Nursing Program, Nursing 100 every semester.
This is an 6 unit course that prepares students for the certified nursing
assistant ARCHIVED until Fall 2009/Spring 2010 examination given by the
Red Cross. Upon completion of the certification exam, students may enroll
in the Home Health Aid course.
COURSE DESCRIPTIONS

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

NURSING, REGISTERED 103
Nursing Pharmacology
1 UNIT – (CSU)
Co-requisite: Nursing, Registered 104.
First semester nursing students will acquire introductory knowledge about the most frequently prescribed medications their side effects and possible interactions that are used in health care setting today.

NURSING, REGISTERED 104
Nursing Foundations
4 UNITS – (CSU)
Prerequisite: Math 115, English 101, Physiology 1, and Microbiology 20
First semester nursing students will acquire introductory knowledge about theoretical concepts and fundamental skills required for safe patient care. Students will learn and apply the Roy Adaptation Model nursing process as the conceptual framework for practice. Students will develop critical thinking and psychomotor skills during the clinical component.

NURSING, REGISTERED 105
Beginning Medical-Surgical Nursing
5 UNITS – (CSU)
Prerequisite: Nursing, Registered 104 with a satisfactory grade.
Students will acquire enhanced knowledge about the Roy Adaptation Model nursing process and implement this as the framework for nursing care. Students will develop introductory knowledge and understanding of common medical-surgical health problems. The student will apply theoretical concepts and nursing skills in the clinical setting.

NURSING, REGISTERED 106
Nursing Care of the Childbearing Family
4 UNITS – (CSU)
Prerequisite: Nursing, Registered 105 with a satisfactory grade.
Nursing students will learn about and manage nursing care of culturally diverse families experiencing reproductive health, childbirth, and breast and reproductive system cancers. Students will apply the Roy Adaptation Model nursing process as the framework for nursing care.

NURSING, REGISTERED 107
Nursing Care of the Pediatric Client
4 UNITS – (CSU)
Prerequisite: Nursing, Registered 105 with a satisfactory grade.
Utilizing the Roy Adaptation Model and the nursing process, students will focus on the nursing care of children of various ages and their families. The student will understand and apply concepts that include disease process, medical treatments, nursing responsibilities, and interventions, cultural, ethical, and legal issues to the pediatric population.

NURSING, REGISTERED 108
Nursing Care of the Client with Psychosocial Needs
4 UNITS – (CSU)
Prerequisite: Nursing, Registered 107 with a satisfactory grade and approved second year status in RN program.
The student will correlate theoretical knowledge and clinical experience in the care of the psychiatric patient in the acute care and outpatient settings. The student will provide client care in the psychiatric in-patient and outpatient settings. The student will emphasize holistic care for clients with mental health problems, cognitive disorders and/or difficulties in coping with problems of daily living.

NURSING, REGISTERED 109
Intermediate Medical-Surgical Nursing
5 UNITS – (CSU)
Prerequisite: Nursing, Registered 106 and Nursing, Registered 107 with a satisfactory grade and approved second year status in RN program.
The student will apply theoretical concepts and clinical skills to address the needs of the adult and older adult client with increasingly complex medical-surgical health problems. Students will focus on the bio-psycho-social impact of illness across the life span and nursing interventions to promote client adaptation. Students will participate in concurrent clinical experience.

NURSING, REGISTERED 110
Advanced Medical-Surgical Nursing
4 UNITS – (CSU)
In this advanced nursing course, students will understand and apply advanced theoretical and clinical nursing concepts in the care of medical-surgical patients with complex problems. Students will acquire translational knowledge about complex concepts that include ECG monitoring, beginning ventilatory management, hemodynamic monitoring, care of the client with multisystem failure, and nursing care in emergency situations. Students will apply theoretical knowledge across all specialty care settings.

NURSING, REGISTERED 111
Nursing Leadership and Management
4 UNITS – (CSU)
Students will explore, understand, and apply the legal, ethical and current issues and trends that affect the Registered Nurse today within the context of the Roles of Practice. Students will complete a 108 hour clinical preceptorship in an acute care setting.

NURSING, REGISTERED 115
Nursing Skills Competency I
1 UNIT – (CSU)
Co-requisite: Nursing, Registered 104.
The student will participate in this weekly 3 hour adjunct, laboratory course to practice procedures and skills learned in concurrent Fundamentals and Beginning Medical-Surgical Nursing theory and clinical courses.

NURSING, REGISTERED 116
Nursing Skills Competency II
1 UNIT – (CSU)
Prerequisite: Nursing, Registered 105 with a satisfactory grade.
The student will participate in this weekly 3 hour laboratory course to practice procedures and skills learned in concurrent Pediatric and Maternity Nursing theory and clinical courses.

NURSING, REGISTERED 117
Nursing Skills Competency III
1 UNIT – (CSU)
Prerequisite: Nursing, Registered 107 with a satisfactory grade and approved second year status in RN program.
The student will participate in this weekly 3 hour laboratory course to enhance nursing skills learned in concurrent Intermediate Medical-Surgical and Psychiatric Mental Health Nursing theory and clinical courses. Knowledge and skills.

NURSING 329A
Role Transition LVN to RN (When Available)
1 UNIT
The Licensed Vocational Nurse will develop necessary skills to make a successful transition to the role of RN student to pursue an RN license. The student will develop and implement skills sets that include role transition, learning styles, dosage calculations, heart, lung and bowel assessment, styles, dose calculations, heart, lung and bowel assessment.
NURSING 329B
Role Transition LVN to RN (When Available)
1 UNIT
The Licensed Vocational Nurse will develop higher level skills necessary to make a successful transition to the role of RN student to pursue an RN license. The student will synthesize and apply theoretical and clinical knowledge including critical thinking, nursing process, assessment and documentation, and the administration of IV fluids and IV medications.

RN RESIDENCY IN PEDIATRICS
NURSING, REGISTERED 150
Expanded Practice and Principles for Pediatric Nursing I
9 UNITS
Prerequisite: Nursing, Registered 111 with a satisfactory grade.
The student will participate in competency assessment in the progression from novice graduate to Registered Nurse in the Pediatric Nursing specialty.

NURSING, REGISTERED 151
Role Development in Pediatric Nursing
8 UNITS
Prerequisite: Nursing, Registered 150 with a satisfactory grade.
The student will progress in role development, under preceptor guidance, from novice toward increased clinical competency in the Pediatric Nurse Residency Program.

NURSING, REGISTERED 152
Expanded Practice and Principles for Pediatric Nursing II
7 UNITS
Prerequisite: Nursing, Registered 151 with a satisfactory grade.
The student will progress toward leadership and independent practice as a specialty Pediatric Nurse.

CNA NURSING
NURSING 100
Certified Nurse Assistant
6 UNITS – (A)
Prerequisite: Physical Exam, Health clearance, Negative Tuberculin Test or Chest X-Ray, fingerprint clearance.
Entry-level position into health care, caring for residents in acute care/skills nursing facilities with a variety of health disorders. The core concepts follow the guidelines of the Department of Health Services, with emphasis to principles of safety; infection control; physical, emotional and social support.

HOME HEALTH AID
NURSING 101
Home Health Aids
2 UNITS - NDC
Prerequisite: Nursing 100 with a satisfactory grade.
This course provides instruction in: 1) Introduction to aide and Agency Role; 2) Interpretation of medical and social needs of people being served; 3) Personal care services; 4) Nutrition; 5) Cleaning and care tasks in home.
PERSONAL DEVELOPMENT 41
Introduction to Higher Education
1 UNIT – (CSU)
This course introduces the Master Plan for Higher Education in California, as well as higher education systems in other states. Included will be discussions of general educational policies, requirements for transfer and the Associate of Arts degree, differences among various higher education systems, specifically in California. Students will develop a plan in order to accomplish their future educational goals.

ARCHIVED COURSES

EDUCATION 101
Learning Strategies for College Success Laboratory
1 UNIT – (CSU)
Co-requisite: Personal Development 101.
Advisory: English 28/31 or equivalent.
Learning Strategies for College Success Laboratory is a comprehensive student success course designed to help students master effective academic strategies, to develop the ability to monitor, evaluate, and adjust their approach to the learning process, and to promote an understanding of human diversity in order to enhance overall student success at LACC. The course creates opportunities for students to become self-managed, effective communicators and a successful part of the campus community. This course is designed to be taken with Personal Development 101.

PERSONAL DEVELOPMENT 101
Learning Strategies for College Success
2 UNITS – (CSU)
Co-requisite: Education 101.
Advisory: English 28/31 or equivalent.
Learning Strategies for College Success is a comprehensive student success course designed to help students master effective academic strategies; to develop the ability to monitor, evaluate, and adjust their approach to the learning process; and to promote an understanding of human diversity in order to enhance overall student success at LACC. The course creates opportunities for students to become self-managed, effective communicators and a successful part of the campus community. This course is designed to be taken with Education 101.

PHILOSOPHY
Chair: Michael Critelli
(323) 953-4000 ext. 2761 • 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 every day 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.

COURSE DESCRIPTIONS
NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.
PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent for Philosophy 1H and Philosophy 5.
All classes fulfill the Humanities requirement for the Associate in Arts degree except Philosophy 6, 7, 8 and 9, which fulfill the Language and Rationality requirement.

PHILOSOPHY 1
Introduction to Philosophy I
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
This introductory course is open to all students. The following questions will be discussed: Does life have meaning? Does God exist? Do we have free will? Can we trust our senses?

PHILOSOPHY 1H
Introduction to Philosophy 1H
3 UNITS – (UC:CSU)
Prerequisite: Eligibility for English 101 and Honors Program standing.
In this class, philosophical issues are discussed in a seminar format. Students are encouraged to construct their own philosophical world views. An emphasis is placed on writing essays which develops critical thinking skills. UC limit: 1 and 1H combined: maximum credit, one course.

PHILOSOPHY 2
Society And Values
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
The class focuses upon various theories of human nature and the implications of such theories for social, political and moral issues. The views of thinkers such as Plato, Marx, Freud, and Sartre are studied.

PHILOSOPHY 5
Critical Thinking and Composition
3 UNITS – (UC:CSU)
Prerequisite: Completion of English 101 with a satisfactory grade or better or equivalent.
This class develops critical thinking skills necessary for evaluating and formulating argumentative/persuasive essays. Instruction in writing is a central focus of this course.

PHILOSOPHY 6
Logic in Practice
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
This course in critical thinking is intended to develop understanding of logical principles and their application to everyday life in such areas as advertising, news reports, editorials, etc.

PHILOSOPHY 7
Inductive Logic
3 UNITS – (UC:CSU)
Philosophy 7 introduces the student to the basic concepts and methods of inductive reasoning including: the scientific method, probability, and statistical methods. Particular emphasis will be placed on the practical applications of the above concepts to everyday life.
PHILOSOPHY 8
Deductive Logic
3 UNITS – (UC:CSU)
This introductory logic class, which is open to all students, is designed to
develop the student's ability to think critically and to reason correctly. Attention
will be given to both formal and informal logic.

PHILOSOPHY 9
Symbolic Logic I
3 UNITS – (UC:CSU)
Logic is common to all our lives. How can we reason better, and discover
when an argument is faulty? Philosophy 9 introduces the student to modern
symbolic logic, examining the principles and methods employed in the
analysis of arguments. The course is designed to improve your skills in this area.

PHILOSOPHY 12
History of Greek Philosophy
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
The history of Greek philosophic thought is examined through the works of
the Greek oral poets, the Pre Socratics, Socrates and the systems of Plato
and Aristotle.

PHILOSOPHY 14
History of Modern European Philosophy
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
This class traces the development of the ideas which shape the modern
mind. The individual's relationship to the state, to his fellow human beings
and to the universe will be explored in the works of modern philosophers.

PHILOSOPHY 19
Contemporary Problems in Bio Ethics
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
Traditional ethical theories and their application to bio ethics will be discussed.
Among specific issues to be discussed will be abortion, euthanasia, informed
consent, experimenting with human subjects, and genetic engineering.

PHILOSOPHY 20
Ethics
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
This class offers a study of both historical and contemporary ethical theories
as well as a discussion and analysis of current moral issues.

PHILOSOPHY 30
Asian Philosophy
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
This course explores the major philosophies of India, China and Japan,
including Hinduism, Buddhism, Confucianism, Taoism and Zen Buddhism.
Consideration is given to the differences between Eastern and Western
thought.

PHILOSOPHY 32
Philosophy of Religion (formerly Philosophy 27)
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
Offers an exposition, discussion and analysis of significant philosophical
questions which have been directed at religious beliefs.

PHILOSOPHY 35
Judaism, Christianity and Islam
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
An examination of the philosophical and theological ideas of the three great
shaping religious traditions of our culture.

PHILOSOPHY 40
Introduction To The Philosophy of Art
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
Various philosophical theories regarding the nature of art, "beauty", and the
aesthetic experience will be examined in this course.

PHILOSOPHY 41
Introduction To Philosophy And Literature
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
This class will discuss and analyze major and recurrent philosophical themes
as found in European and American literature.
Particular emphasis will be given to the philosophical aspects of contemporary
works of literature.

PHOTOGRAPHY
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

Certificates:
Photography - Commercial
Photography - Freelance

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.
DEGREE PROGRAM

PHOTOGRAPHY
Associate of Arts Degree
Career Program

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, as well as custom production of commercial color prints 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.

To enroll in Photography 1, you must complete Photography 10 or approval of 10 or more samples of your black and white work, by the instructor. You will need a manual (or automatic with fully manual capability) 35mm single lens reflex camera with a full range of adjustable apertures, shutter speeds and focusing. If you are in Photo 1 or above, you will have access to the department 4 x 5 view cameras and 120 size roll film cameras. Estimated semester expenses for film, paper and other personal supplies are about $200 to $300, depending on the class.

Courses required for the Associate of Arts degree and Certificate of Completion are as follows. Photography 1 is the prerequisite for most photography classes. See Course Descriptions for specific information.

REQUIRED PHOTOGRAPHY
Students may complete course work toward an Associate of Arts degree and/or Certificates of Completion in photography.

PHOTOGRAPHY
Associate of Arts Degree
Career Program

COURSES UNITS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo 10</td>
<td>3 units</td>
</tr>
<tr>
<td>Photo 1</td>
<td>6 units</td>
</tr>
<tr>
<td>Photo 28</td>
<td>1 unit</td>
</tr>
<tr>
<td>PLUS complete requirements from Option A or B (below); AND additional elective units to total 36 units in the major; PLUS 18 units of general education requirements (consult with a counselor for specific courses); PLUS additional elective units to total 60 units for the Associate of Arts degree.</td>
<td></td>
</tr>
</tbody>
</table>

Recommended courses including General Education for photography majors are Art 201, Art 204, Cinema 1, Cinema 2, CAOT 31, Journalism 101, Law 1, Photography 3, 6, 7, 15, 17, 20, 22, 34, 42, 46, 49, 50, 107 and 207.

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

- 3 Units English Composition
- 3 Units Communication/Analytical Thinking
- 3 Units Natural Sciences
- 3 Units Humanities
- 3 Units Social/Behavioral Sciences (including American History & Governments)
- 3-4 Units Health/Physical Education
- 3-5 Units Math Competency

CERTIFICATE PROGRAMS

A certificate in Commercial, or Freelance, Photography will be issued by the Media Arts Department upon application of the student with the department upon successful completion of the courses listed above with a satisfactory grade.

OPTION A: PHOTOGRAPHY
Commercial Certificate

COURSES UNITS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>Photography 1</td>
<td>6</td>
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<td>Photography 3</td>
<td>6</td>
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<tr>
<td>Photography 6</td>
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<tr>
<td>Photography 46</td>
<td>3</td>
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<tr>
<td>Photography 49</td>
<td>6</td>
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<tr>
<td>Photography 50</td>
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</tbody>
</table>

Total Units ............................................................. 27

OPTION B: PHOTOGRAPHY
Freelance Certificate

COURSES UNITS

<table>
<thead>
<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>Photography 1</td>
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<td>Photography 7</td>
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<td>Photography 34</td>
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<tr>
<td>Photography 46</td>
<td>3</td>
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<tr>
<td>Photography 107</td>
<td>3</td>
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<tr>
<td>Photography 207</td>
<td>3</td>
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</tbody>
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Total Units ............................................................. 28

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 (Intermediate Reading and Composition) or higher.

COURSE DESCRIPTIONS

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

PHOTOGRAPHY 1
Elementary Photography
6 UNITS - (CSU)

Prerequisite: Photography 10 with a satisfactory grade, or approval of Black and White portfolio of 10 to 15 prints, by instructor, which must be presented to the instructor during semester previous to semester of enrollment. All work in the portfolio, including processing, must be by the student.

Advisory: Photography 28 and English 28/31 or equivalent.

Lecture 3 hours, Laboratory 9 hours

The beginning course for Photography majors, with intensive training in all phases of professional techniques, emphasizing view camera operation, exposure and development control of film, printing for optimum technical
and aesthetic values, basic lighting techniques, theory of photographic processes, and basic sensitometry. Estimated material cost is approximately $225. Owning a professional quality light meter is recommended. Owning medium format or 4x5 camera equipment is not essential.

PHOTOGRAPHY 3
Basic Commercial Fields
6 UNITS - (A)
Prerequisite: Photography 1 with a satisfactory grade.
Lecture 3 hours, Laboratory 9 hours
Advisory: Photography 28 and English 28/31 with a satisfactory grade.
This course offers a study of modern photographic lightings in portraiture, using professional cameras and lighting equipment. Photographic films, exposure factors, developing techniques, and print display are presented. Lightings for groups, environmental portraiture and posing techniques are studied as well.

PHOTOGRAPHY 15
Fundamentals of Portraiture
3 UNITS - (CSU)
Prerequisite: Photography 1 with a satisfactory grade.
Advisory: Concurrent enrollment in Photography 28.
Lecture 2 hours. Laboratory 3 hours.
This course offers a study of modern photographic lightings in portraiture, using professional cameras and lighting equipment. Photographic films, exposure factors, developing techniques, and print display are presented. Lightings for groups, environmental portraiture and posing techniques are studied as well.

PHOTOGRAPHY 17
Introduction to Color Photography
3 UNITS - (CSU)
Prerequisite: Photography 10 or 20 or equivalent with a satisfactory grade.
Advisory: English 28/31 or equivalent.
Lecture 2 hours. Laboratory 3 hours.
Students enrolled in this class will learn about color photography from its beginning to the present with new materials on the present market. Light and its characteristics are studied in order to better understand perception and the individual's interpretation of color. Estimated cost is $100.
PHOTOGRAPHY 34
History of Photography
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
Lecture 3 hours
A survey of the historical development of the medium including major technological inventions and advancements, styles and movements, and important photographers from 1826 through the 1960’s. Special attention is paid to the impact of the photographic image and how it has shaped modern culture worldwide.

PHOTOGRAPHY 46
Photographic Digital Imaging (Adobe Photoshop)
3 UNITS - (A)
Advisory: English 28/31 or equivalent.
Lecture 2 hours. Laboratory 3 hours.
This digital imaging course incorporates the use of computers and photo digitizing software to alter, enhance, and create new images that can be output to film and print media.

PHOTOGRAPHY 49
Advanced Photographic Digital Imaging
6 UNITS - (CSU)
Prerequisite: Photography 34 with a satisfactory grade.
Advisory: English 28/31 or equivalent.
Lecture 3 hours. Laboratory 9 hours.
(see “Health Advisory” under Certificate Programs)
This digital imaging course will incorporate the use of photographic and graphic design digital software, scanners, printers, and cameras to create and output images.

PHOTOGRAPHY 50
Specialty Fields
3 UNITS – (RPT 3) (A)
Prerequisite: Photography 3 with a satisfactory grade or instructor’s approval of advanced level portfolio.
Laboratory 9 hours. to be announced
An independent study course designed to create a photography portfolio. This class is designed for advanced students and gives special attention to their individual concepts and goals.

PHOTOGRAPHY 107
Intermediate Digital Photography
3.00 UNITS
PREREQUISITE: Photography 46.
Lecture 2 hours. Laboratory 3 hours.
An in-depth course in the workflow of professional digital photography. RAW capture, processing, color management, archiving, transferring files, and printing will be stressed. Students will also explore studio lighting using tungsten lights and will develop a portfolio demonstrating technical and aesthetic proficiency. A limited number of professional digital cameras may be provided by the department for student usage. Owning a digital SLR camera is not a requirement but is highly recommended.

PHOTOGRAPHY 207
Advanced Digital Photography
3.00 UNITS
PREREQUISITE: Photography 107.
Lecture 2 hours. Laboratory 3 hours.
An advanced course in the technical and practical aspects of professional digital photography. Topics will include: advanced RAW processing, advanced archiving, advanced digital SLR techniques, electronic flash for the studio and on location, as well as digital tech training including Phase One software and the medium format digital back. Additionally, students will learn self-promotion techniques, practice professionalism in the photographic industry, and create a working portfolio.

PHYSICAL EDUCATION
Chair: John Erdhaus
Chair: Jan McEveety
(323) 953-4000 ext. 2860 • MG104
(323) 953-4000 ext. 2868 • WG101
http://athletics.lacitycollege.edu/
http://wpe.lacitycollege.edu/

PROGRAMS OFFERED
Courses Only - No Degree/Certificate

COURSE DESCRIPTIONS
NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.
PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

With the exception of contact sports, all activity and theory classes are open to both men and women. Individual courses are open to both men and women. Individual courses, Physical Education 96 through 480, may be repeated for credit. UC limit: Physical Education 96 399, any or all of these courses combined: maximum credit allowed, 4 units; 401-480, any or all of these courses combined: maximum Credit allowed, 4 units; 503-516, any or all of these courses combined: maximum credit allowed 4 units; 710-711; 713-720, any or all of these courses combined: maximum credit allowed 8 units. Physical Education 185, 285, 385: depending on course content apply appropriate Independent Study Limit.

Advisory: English 28/31 or its equivalent or concurrent enrollment in Learning Skills 1, 7, and Speech Communication 113 for all Transfer Theory courses.

DANCE STUDIES 185
Directed Study - Dance
1 UNIT - (RPT 3) (UC:CSU)
Allows the student to pursue directed study in dance on a contract basis under the direction of a supervising instructor.

DANCE STUDIES 452
Introduction to Choreography
1 UNIT - (RPT 3) (UC:CSU)
This course introduces students to choreography with an emphasis on basic steps and combinations, creating dances, terminology, music, and appreciation of dance as a performing art form. Course may be taken four times.
DANCE STUDIES 805
History and Appreciation of Dance
3 UNITS
Advisory: English 28
This course provides a historical perspective of dance from ritual to contemporary theatrical dance forms. It focuses on the ethnic, cultural and ritual forms of dance as it affected and reflected the world in which people lived. Primarily, this course will focus on how Dance reflects the times, historical, social and political climate of the day. The class will consider the impact of dance on the western world and how it has been affected by the different dance traditions world-wide.

DANCE SPECIALTIES 459
Flamenco and Spanish Dancing
1 UNIT - (RPT 3) (UC:CSU)
This course introduces the student to flamenco and Spanish dance with an emphasis on correct posture, individual steps, and arm movements. Terminology, various rhythms, basic step combinations and castanet technique will also be covered.

DANCE TECHNIQUES 400
Stress Management Techniques Through Dance and Movement
1 UNIT - (RPT 3) (UC:CSU)
This course helps identify stressors and introduce techniques of dance and dance therapy. Movement meditations, authentic movement studies, breathing exercises, yoga, physical therapy and relaxation exercises are introduced. Multicultural rhythms and dance forms are used to enhance group experiences. May be taken 4 times.

DANCE TECHNIQUES 405
Yoga Conditioning for Dance
1 UNIT - (RPT 3) (UC:CSU)
This course introduces dance students to yoga skills that provide conditioning, flexibility and endurance to supplement dance technique. Course may be taken four times.

DANCE TECHNIQUES 406
Hatha Yoga Conditioning for Dancers
1 UNIT - (RPT 3) (UC:CSU)
Advisory: Dance 405.
This course provides dance students who have attained a basic level of yoga proficiency from Dance 405 (Yoga Conditioning for Dance) access to a more in-depth Hatha yoga practices that offer physical challenges beyond a beginning level and provides more advanced experiences in conditioning, flexibility and endurance to supplement dance technique. Course may be taken four times.

DANCE TECHNIQUES 408
Dance Movement for Instrumentalists and Vocalists
1 UNIT - (RPT 3) (UC:CSU)
This course will include different music and dance styles, tempo variations, and stage awareness to enhance a music student’s movement on stage.

DANCE TECHNIQUES 410
Dance Aerobics
1 UNIT - (RPT 3) (UC:CSU)
Using the forms of dance aerobically, students will increase flexibility, strength, and cardiovascular endurance. Course may be taken four times.

DANCE TECHNIQUES 431
Modern Dance
1 UNIT - (RPT 3) (UC:CSU)
This course introduces students to modern dance with an emphasis on basic steps and combinations, terminology, music, and appreciation of dance as a performing art form. Course may be taken four times.

DANCE TECHNIQUES 434
Ballet
1 UNIT - (RPT 3) (UC:CSU)
This course introduces students to ballet with an emphasis on basic steps and combinations, terminology, music, and appreciation of dance as a performing art form. Course may be taken four times.

DANCE TECHNIQUES 437
Jazz Dance
1 UNIT - (RPT 3) (UC:CSU)
This course introduces students to jazz dance with an emphasis on basic steps and combinations, terminology, music, and appreciation of dance as a performing art form. Course may be taken four times.

DANCE TECHNIQUES 440
Social Dance
1 UNIT - (RPT 3) (UC:CSU)
In each dance form, special attention is paid to technique, terminology, history, style, and appreciation of related arts. Course may be taken four times.

DANCE TECHNIQUES 446
Tap Dance
1 UNIT - (RPT 3) (UC:CSU)
This course introduces students to tap dance with an emphasis on basic steps and combination, terminology, music, and appreciation of dance as a performing art form. Course may be taken four times.

DANCE TECHNIQUES 466
Ballet Combinations
1 UNIT - (RPT 3) (UC:CSU)
This course introduces students to ballet combinations with an emphasis on basic steps and combinations, terminology, music, and appreciation of dance as a performing art form. Course may be taken four times.

DANCE TECHNIQUES 467
Modern Dance Combinations
1 UNIT - (RPT 3) (UC:CSU)
This course introduces students to modern dance combinations with an emphasis on basic steps and combinations, terminology, music, and appreciation of dance as a performing art form. Course may be taken four times.

DANCE TECHNIQUES 468
Jazz Dance Combinations
1 UNIT - (RPT 3) (UC:CSU)
This course introduces students to jazz dance combinations with an emphasis on basic steps and combinations, terminology, music, and appreciation of dance as a performing art form. Course may be taken four times.

DANCE TECHNIQUES 469
Conditioning for Dance
1 UNIT - (RPT 3) (UC:CSU)
Students will learn dance and aerobic exercises to increase flexibility, strength, and endurance. Course may be taken four times.
PHYSICAL EDUCATION 401
International Folk Dance Skills
1 UNIT - (RPT 3) (UC:CSU)

PHYSICAL EDUCATION 101-142
Water Activities - Swimming
1 UNIT - (RPT 3) (UC:CSU)
Activity 2 hours.
Beginning, intermediate and advanced levels offered for all swim courses.

PHYSICAL EDUCATION 101
Water Activities - Non-Swimmer
1 UNIT - (RPT 3) (UC:CSU)

PHYSICAL EDUCATION 102
Water Activities - Swimming Skills
1 UNIT - (RPT 3) (UC:CSU)

PHYSICAL EDUCATION 110
Lap Swimming For Fitness
1 UNIT – (RPT 3) (UC:CSU)
For experienced swimmers who want to improve their speed, strength, and endurance. Students should be able to swim 50 yards without stopping in deep water using the freestyle stroke and rotary breathing. Class sessions consist of instructor directed, organized swimming workouts. At the first pool session, an assessment of swimming ability will be conducted to ensure minimum skills for participation.

PHYSICAL EDUCATION 122
Water Activities - Aqua Exercise
1 UNIT - (RPT 3) (UC:CSU)
Instruction includes progressive skills attainment.

PHYSICAL EDUCATION 128
Rock Climbing for Fitness
1 UNIT - (RPT 3) (UC:CSU)
This course was designed to provide exercise and fitness training for the beginning student who wants to learn more about equipment needs, new climbing areas, restrictions, and techniques for safe climbing. This class is created to accommodate first time climbers as well as those with some indoor rock climbing experience. The class is designed to be fun and challenging with the main emphasis on movement and self-esteem building. Students will develop muscular strength and endurance and improve their cardiovascular system.

PHYSICAL EDUCATION 170
Walking for Fitness
1 UNIT
This course focuses on achieving cardiovascular fitness and a healthy lifestyle through walking. Course topics include posture, gait, walking styles, strength and flexibility, proper clothing, nutrition and nutritional aides, creating a walking program and fitness assessments.

PHYSICAL EDUCATION 185
see end of this section

PHYSICAL EDUCATION 203-299
Individual and Dual Activities
1 UNIT - (RPT 3) (UC:CSU)
Activity 2 hours.
In each sport or activity special attention is paid to techniques, strategy, etiquette, terminology, history, and rules.

PHYSICAL EDUCATION 203
Badminton Skills
1 UNIT - (RPT 3) (UC:CSU)

PHYSICAL EDUCATION 212
Tennis Skills
1 UNIT - (RPT 3) (UC:CSU)

PHYSICAL EDUCATION 216
Paddle Tennis Skills
1 UNIT - (RPT 3) (UC:CSU)

PHYSICAL EDUCATION 219
Table Tennis Skills
1 UNIT - (RPT 3) (UC:CSU)

PHYSICAL EDUCATION 225
Individual & Dual Activities - Yoga Skills
1 UNIT - (RPT 3) (UC:CSU)

PHYSICAL EDUCATION 228
Individual and Dual Activities Body Conditioning
1 UNIT - (RPT 3) (UC:CSU)
In each sport or activity, special attention is paid to techniques, strategy, etiquette, terminology, history, and rules. Individual courses may be taken four times.

PHYSICAL EDUCATION 229
Individual and Dual Activities: Body Dynamics
1 UNIT - (RPT 3) (UC:CSU)
In each sport or activity, special attention is paid to techniques, strategy, etiquette, terminology, history, and rules. Individual courses may be taken four times.

PHYSICAL EDUCATION 230
Weight Training
1 UNIT - (RPT 3) (UC:CSU)
In each sport or activity, special attention is paid to techniques, strategy, etiquette, terminology, history, and rules.

PHYSICAL EDUCATION 238
Self-Defense Skills
1 UNIT - (RPT 3) (UC:CSU)
In each sport or activity, special attention is paid to techniques, strategy, etiquette, terminology, history, and rules. Individual courses may be taken four times.
PHYSICAL EDUCATION 241
Judo Skills
1 UNIT - (RPT 3) (UC:CSU)

PHYSICAL EDUCATION 247
Gymnastics Skills
1 UNIT - (RPT 3) (UC:CSU)

PHYSICAL EDUCATION 259
Golf Skills
1 UNIT - (RPT 3) (UC:CSU)

PHYSICAL EDUCATION 262
Track and Field Skills
1 UNIT - (RPT 3) (UC:CSU)

PHYSICAL EDUCATION 299
Stress Management Techniques Through Movement and Dance
1 UNIT - (RPT 3) (UC:CSU)
This course helps us identify our stressors and introduces techniques such as breathing, yoga, relaxation exercises, movement, and dance as a means of coping with the stress in our lives.

PHYSICAL EDUCATION 300-399
Team Sports
1 UNIT - (RPT 3) (UC:CSU)
Activity 2 hours.
In each sport or activity, special attention is paid to techniques, strategy, etiquette, terminology, history, and rules.

PHYSICAL EDUCATION 301
Baseball Skills
1 UNIT - (RPT 3) (UC:CSU)

PHYSICAL EDUCATION 304
Basketball Skills
1 UNIT - (RPT 3) (UC:CSU)
In each sport or activity, special attention is paid to techniques, strategy, etiquette, terminology, history, and rules. Individual courses may be taken four times.

PHYSICAL EDUCATION 313
TEAM SPORTS - SOCCER SKILLS
1 UNIT - (RPT 3) (UC:CSU)

PHYSICAL EDUCATION 322
Volleyball Skills
1 UNIT - (RPT 3) (UC:CSU)

PHYSICAL EDUCATION 328
Softball Skills
1 UNIT - (RPT 3) (UC:CSU)

PHYSICAL EDUCATION 500-599
Intercollegiate Athletics Sports
2 UNITS - (RPT 1) (UC:CSU)

PHYSICAL EDUCATION 500
Basketball Theory
3 UNITS - (RPT 1)
Prerequisite: Tryouts.
Co-requisite: Physical Education 504.

PHYSICAL EDUCATION 502
Badminton
2 UNITS - (RPT 1) (UC:CSU)

PHYSICAL EDUCATION 503
Baseball
2 UNITS - (RPT 1) (UC:CSU)

PHYSICAL EDUCATION 504
Basketball
2 UNITS - (RPT 1) (UC:CSU)
Prerequisite: Tryouts.

PHYSICAL EDUCATION 509
Intercollegiate Sports-Golf
2 UNITS - (RPT 1) (UC:CSU)
This course offers advanced instruction in the fundamental skills and techniques of golf and an opportunity for practical application in intercollegiate competition.

PHYSICAL EDUCATION 511
Soccer
2 UNITS - (RPT 1) (UC:CSU)
Prerequisite: Tryouts.

PHYSICAL EDUCATION 514
Intercollegiate Sports-Tennis
2 UNITS - (RPT 3) (UC:CSU)
Students with intermediate and advanced tennis skills need and opportunity to participate in higher levels of singles and doubles competition.

PHYSICAL EDUCATION 515
Track and Field
2 UNITS - (RPT 3) (UC:CSU)
This course offers men and women students with advanced track and field skills and opportunity to participate in intercollegiate track and field.

PHYSICAL EDUCATION 516
Volleyball
2 UNITS - (RPT 1) (UC:CSU)
Students with intermediate and advanced volleyball skills are given the opportunity to compete at the intercollegiate level.

PHYSICAL EDUCATION 552
Athletic Pre-season Conditioning
1 UNIT - (RPT 2) (UC:CSU)

PHYSICAL EDUCATION 630-810
FITNESS
0.5-2 UNITS - (RPT Varies) (UC:CSU)
Activity hours vary.

PHYSICAL EDUCATION 630
Aerobic Super Circuit Laboratory
1 UNIT - (RPT 3) (UC:CSU)
Using fundamentals of exercise physiology, each student will assess his/her level of physical fitness, develop a fitness profile, and design and implement a personalized exercise program.
PHYSICAL EDUCATION 635
Circuit Training
0.5 UNIT - (RPT 3) (UC:CSU)
An exercise program utilizing interval training to increase cardiovascular efficiency and muscular strength/endurance. Participants' transition, in timed intervals, from stationary bikes to strength training machines that condition all the major muscle groups in the body.

PHYSICAL EDUCATION 637
Spin Cycling Aerobic
0.5 UNIT - (RPT 3) (UC:CSU)
A vigorous cardiovascular workout using a stationary bicycle, energetic music and cycling drills. Drills include simulated hill climbs, sprints, and various cycling positions. Aerobic and anaerobic situations are created to condition the entire cardiovascular system.

PHYSICAL EDUCATION 639
Hatha Yoga
1 UNIT - (RPT 3) (UC:CSU)
Advisory: Physical Education Yoga Skills. This class provides a more in-depth exposure and experience with Hatha Yoga. Special attention is paid to Hatha Yoga styles, terminology, history, and developing personal skill level. Individual course may be taken four times.

PHYSICAL EDUCATION 640
Beginning Lifelong Fitness Laboratory
1 UNIT - (RPT 3) (UC:CSU)
Advisory: Physical Education Yoga Skills. In each sport activity, special attention is paid to techniques, strategy, etiquette, terminology, history and rules. Individuals' courses may be taken four times.

PHYSICAL EDUCATION 641
Introduction to Laboratory Techniques in Adapted Physical Education
2 UNITS – (RPT 3) (UC:CSU)
Advisory: Eligibility to enroll in English 28 or its equivalent. Class provides an orientation to specific disabilities, methods, and techniques of working with the disabled. The arranged laboratory experience requires assisting a specialist with disabled students enrolled in adapted physical education activity classes. Valuable for students pursuing health/rehabilitative careers.

PHYSICAL EDUCATION 642
Adapted Fitness
1 UNIT – (RPT 3)
Course is designed to meet the needs of students with disabilities who require restricted or modified activities. Individualized exercise programs will be performed by students with instruction covering the basic elements of physical fitness and training principles.

PHYSICAL EDUCATION 643
Adapted Strength Training
1 Unit – (UC:CSU)
Course is designed to meet the needs of students with disabilities who require restricted or modified activities. Individualized exercise programs will be performed by students with instructional emphasis placed on strength training principles and techniques.

PHYSICAL EDUCATION 644
Adapted Swimming and Hydroexercise
1 UNIT – (RPT 3)
Course is designed to meet the needs of students with disabilities who require restricted or modified activities. Individualized exercise programs will focus on basic swimming and water safety skills. Hydroexercise programs will emphasize physical fitness, buoyancy, and hydrodynamic resistance principles.

PHYSICAL EDUCATION 645
Adapted Aerobics
1 UNIT – (RPT 3)
This course is designed for students with disabilities who need and individualized exercise program and can function independently. Students will develop cardiovascular and muscular endurance, strength, and flexibility while exercising with musical accompaniment.

PHYSICAL EDUCATION 646
Adapted Cardiovascular Fitness
1 UNIT – (RPT 3) (UC:CSU)
Course is designed to meet the needs of students with disabilities who can benefit from individualized cardiovascular endurance training. Development of cardiovascular endurance through the use of bicycle ergometers with hand cranks will be the major class focus.

PHYSICAL EDUCATION 647
Adapted Aqua Aerobics
1 Unit – (RPT 3) (UC:CSU)
Course is designed to meet the needs of students with disabilities who require restricted or modified activities, and who can benefit from individualized non-impact aerobic exercises in the pool.

PHYSICAL EDUCATION 648
Adapted Exercise for Back Disorders
1 Unit – (RPT 3) (UC:CSU)
Course is designed for students with back and/or neck problems that can benefit from an individualized exercise program. Instruction and practice will be given in individualized exercises, including stretching, resistive exercises and cardiovascular fitness.

PHYSICAL EDUCATION 649
Adapted Sports and Games
1 Unit – (RPT 3) (UC: CSU)
Course is designed to develop students' gross motor skills and to facilitate their participation in life-long activities, enhancing improved fitness, self-esteem, and social interaction.

PHYSICAL EDUCATION 712
Introduction to Physical Education
3 UNITS – (RPT 3) (UC:CSU)
A study of the physical, mental, emotional, and social effects or organized physical education programs. Special emphasis is placed on the history, philosophy, professional qualifications, career opportunities, and current trends and curriculum development.

PHYSICAL EDUCATION 713
Introduction to Coaching Athletics
3 UNITS – (RPT 3) (UC:CSU)
A study of the physical, mental, emotional, and social effects or organized physical education programs. Special emphasis is placed on the history, philosophy, professional qualifications, career opportunities, and current trends and curriculum development.
PHYSICAL EDUCATION 714
Coaching Team Sports
3 UNITS – (RPT 3) (UC:CSU)
A comprehensive study of the physical, mental, emotional, and social aspect of coaching team sports. Special emphasis is placed on the history, philosophy, professional qualifications, career opportunities, and current trends and curriculum development in coaching. The theory and practice of team sports included in physical education and recreational programs. Basic skills, rules, regulations, and organization of activities are presented.

PHYSICAL EDUCATION 715
Coaching Individual Sports
3 UNITS – (UC:CSU)
The theory and practice of individual sports included in physical education and recreation. The student’s skill in each sport is assessed; Basic skills, rules, regulations, and organization, of the activities are presented. Activities include Archery, Badminton, Handball, Golf, Tennis.

PHYSICAL EDUCATION 716
Games & Rhythms/Elementary School I
3 UNITS - (CSU)
A study of the physical, mental, emotional, and social effects of games and rhythms. Special emphasis is placed on the history, philosophy, professional qualifications, and current trends and curriculum development.

PHYSICAL EDUCATION 720
Theory and Practice of Olympic Sport Judo
3 UNITS - (RPT 3) (UC:CSU)
In each sport or activity, special attention is paid to techniques, strategy, etiquette, terminology, history, and rules. Individual courses may be taken four times.

PHYSICAL EDUCATION THEORY CLASSES
Physical Education Major
These classes do not meet credit for Physical Education activity. Required for Physical Education and Recreation majors and minors.

PHYSICAL EDUCATION 810
PE Folk Dance
2 UNITS - (UC:CSU)
This course offers an in depth study of folk dance, its history, characteristics, and music for students interested in teaching.

PHYSICAL EDUCATION 185
Directed Study — 1 UNIT (CSU)
PHYSICAL EDUCATION 285
Directed Study — 2 UNITS (CSU)
PHYSICAL EDUCATION 385
Directed Study — 3 UNITS (CSU)
Conference 1 hour per unit.
Allows students to pursue Directed Study on a contract basis under the direction of a supervising instructor. Refer to the “Directed Study” section of this catalog for additional information.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

PHYSICAL SCIENCE
Chair: Dr. Jayesh Bhakta
(323) 953-4000 ext. 2923 • Bung B-2
www.lacitycollege.edu/academic/departments/physics/physics.htm

PROGRAMS OFFERED
Courses Only - No Degree/Certificate
The physical sciences, including geography, geology, and physical science, are related to environmental management, teaching, urban planning, geology and construction careers. These courses provide an opportunity to learn more about our environment, the earth and the forces that shape it.

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.
PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

PHYSICAL SCIENCE
UC Limit: no credit allowed if taken after a college course in Astronomy, Chemistry, Geology or Physics.

PHYSICAL SCIENCE 1
Physical Science
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent or concurrent enrollment in Learning Skills 1 and/or 7.
Open to all students. An integrated course for non-science majors developing fundamental concepts of Physics and Chemistry. Topics include principles of motion and energy (Physics) and structure and properties of matter (Chemistry).

PHYSICAL SCIENCE 14
Physical Science Laboratory
1 UNIT – (UC:CSU)
Co-requisite: Physical Science 1.
Advisory: English 21
This course provides the liberal arts student with laboratory experience which supplements the instruction given in Physical Science. Taken with or after Physical Science 1, it completes the transfer and graduation requirement for a Natural Science course with laboratory.
PHYSICS/ASTRONOMY

Chair: Jayesh Bhakta
(323) 953-4000 ext. 2923 • Bung B-2
www.lacitycollege.edu/academic/departments/physics/physics.htm

PROGRAMS OFFERED

Associate of Science
Physics - General

Other Courses
Astronomy

From falling apples to interplanetary spacecraft, high speed computer to the, all natural phenomena and man made technologies have the laws of physics at their core. 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 PROGRAM

PHYSICS

Associate of Science Degree

Transfer Program

This four semester sequence of courses serves two functions:

1) It provides a student with a two year Associate in Science degree as a physics major; and
2) It provides the student with preparatory course work to transfer to a four-year university as a junior in physics or other related physical sciences.

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.

COURSES UNITS

First Semester
Mathematics 261 .......................................................... 5
English 101 ............................................................... 3
General Education (American History) .................. 3

Second Semester
Physics 101 ............................................................ 5
Mathematics 262 .................................................. 5
Chemistry 101 .......................................................... 5
General Education
(Speech Communication 101 or English 102) ........ 3

** Students transferring to the UC should take English 102.

Third Semester
Physics 102 ............................................................ 5
Mathematics 263 .................................................. 5
Mathematics 275 .................................................. 5
General Education (Humanities) ......................... 3

Fourth Semester
Physics 103 ............................................................ 5
Chemistry 102 .......................................................... 5
General Education (Health Ed and PE)
(Select one course from either
Behavioral Science or Life Science) ...................... 6

Total Units
(includes general education requirements) .............. 61

Physics 101 and Mathematics 261 may be used to fulfill the General Education requirements (double count).

To complete general education requirements in this area of study, Plan A for the AA/AS Degree is required.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

3-6 Units English Composition
6-9 Units Communication/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities
9 Units Social/Behavioral Sciences (including American History & Governments)
3-4 Units Health/Physical Education
3-5 Units Math Competency
(Math 115 or higher or passing score on Los Angeles Community College District Math competency exam)

COURSE DESCRIPTIONS

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

Place PHYSICS 1, 2, 3, 4 in the archived section when the department archives the course

ASTRONOMY

Elementary Astronomy
3 UNITS – (UC:CSU)

Advisory: English 28/31 or concurrent enrollment in Learning Skills 1 or 7.

An introductory course in the general principles and the fundamental facts of astronomy, designed for the non-technical student. This course covers the history and science of astronomy, the solar system, the sun, stars and galaxies. No college math preparation is needed. If a student wishes to transfer this as a lab science course, the student must also complete Astronomy 5.
PHYSICS 11
Introductory Physics
4 UNITS - (UC:CSU)
Prerequisite: Mathematics 115 and 120 with a satisfactory grade or equivalent.
Advisory: English 28/31 or equivalent.
Credit allowed for only one of Physics 11 or 12.
Lecture 3 hours. Laboratory and demonstration 3 hours.
This general introductory course with laboratory serves as the prerequisite for Physics 101, 6, 21, and for the health career programs. It is aimed at developing physical intuition, problem solving techniques and laboratory procedures. It is not open to students who have had a college course in physics. Those needing only one semester of laboratory science should consider enrolling in Physics 12 and 14.

PHYSICS 12
Physics Fundamentals
3 UNITS - (UC:CSU)
Open to all students. Advisory: English 28/31 or equivalent.
Credit allowed for only one of Physics 12 and 11.
A journey into the world of physics— its ideas, methods, personalities, and implications. A brief attempt to make some sense of the universe for all those who do not plan further work in physics. Credit for a laboratory science course may be earned through concurrent enrollment in Physics 14. Not open to students who have had a college course in physics.

PHYSICS 14
Physics 14 Laboratory
1 UNIT - (UC:CSU)
Co-requisite: Physics 12.
Laboratory 3 hours.
Advisory: English 21
This introductory laboratory course in general physics provides the liberal arts student with laboratory experience which supplements the instruction given in Physics 12. Taken with or after Physics 12, it completes the units requirement for a Natural Science course with laboratory.

PHYSICS 21
General Physics I with Calculus
4 UNITS - (UC:CSU)
Prerequisite: Physics 11 with a satisfactory grade or high school physics.
Co-requisite: Mathematics 261.
Advisory: English 28/31 or equivalent.
Lecture 3 hours. Laboratory 2 hours. Discussion 1 hour.
Physics 21 is the first of a two-semester, calculus-based, sequence of general physics courses. (Physics 22 completes the sequence.) This sequence is recommended and designed for Pre-medical students, Life Science students and other students that require a two-semester, calculus based, sequence of physics courses. Topics covered in Physics 21 include mechanics, waves and fluids, with an emphasis on applications to the life sciences.

PHYSICS 22
General Physics II with Calculus
4 UNITS - (UC:CSU)
Prerequisites: Physics 21 with a satisfactory grade or equivalent.
Co-requisite: Mathematics 262.
Lecture 3 hours. Laboratory 2 hours. Discussion 1 hour.
Physics 22 is the second of a two-semester, calculus-based, sequence of general physics courses. This sequence is recommended and designed for Pre-medical students, Life Science students and other students that require a two-semester, calculus based, sequence of physics courses. Topics covered in Physics 22 include thermodynamics, electricity and magnetism, optics, and atomic and nuclear physics. There will be an emphasis on applications to the life sciences.
Los Angeles City College 80th Anniversary Catalog 2008-2009

Psychology
Chair: Rochelle Seooler
(323) 953-4000 ext. 2930 • HH100G
www.lacitycollege.edu/academic/departments/psych/index.html

Programs Offered

Associate of Arts:
Human Services - Generalist
Human Services - Drug/Alcohol

Certificates:
Human Services - Generalist
Human Services - Drug/Alcohol

A career in Human Services is a career of making a difference for others while discovering more about yourself. Human Services professionals help people turn their lives around and find new directions. They assist the mentally ill, victims of abuse, children, addicts and others in need.

Human Services workers, on average, earn between $20,000 - $40,000 annually. Those who continue their education to become social workers can earn between $25,000 - $65,000 annually. Occupations include: Activity Director, Gang Counseling, Special Education Assistant, Domestic Violence Counselor, Senior & Teen Service Providers, Probation Office Assistant, Activity Director, Disabled Services, CalWORKS/GAIN Program Assistant, Childcare Worker, Social Worker Assistant, Mental Health Worker, Alcohol/Drug Abuse Counselor.

Degree Programs

Human Services
Associate of Arts Degree
Career Program

The Human Services curriculum, offered by the Department of Psychology, is a lower division two year course of study designed to train a student in one of two Options: Human Services Generalist or Drug/Alcohol Studies. The curriculum also serves as an introduction to the helping professions for students planning four year college degrees in Psychology, Human Services, Behavioral Science, Rehabilitation Counseling, Social Work, Health Science and Alcohol and Substance Abuse, and other majors. The Human Services Curriculum specifically trains paraprofessionals who are able to function in a wide variety of areas under professional supervision.

Students in the Human Services Generalist Option and the Drug/Alcohol Studies Option complete the same core courses. Academic preparation is offered in basic psychology courses such as Introductory Psychology, Personality and Social Development, and Abnormal Psychology. Another part of the core classes concentrates on important communication skills.
HUMAN SERVICES
GENERALISTS OPTION (2-Year Plan)
Associate of Arts Degree
Career Program

COURSES UNITS
First Semester
Psychology 1 ................................................................. 3
Psychology 43 ............................................................ 3
*Physical Education

Second Semester
Psychology 14 ............................................................ 3
Psychology 41 ............................................................ 3
Psychology 44 ............................................................ 3
Psychology 81 ............................................................ 3
*Humanities Requirement

Third Semester
Psychology 3 ............................................................. 3
Psychology 13 ............................................................ 3
Psychology 82 ............................................................ 3
*Science Requirement

Fourth Semester
Psychology 2 ............................................................. 3
Psychology 45 ............................................................ 3
Psychology 83 ............................................................ 3

Total Units .......................................................................... 36
* American Institutions Requirement Elective

Students must meet the mathematics competency requirements for the
Associate of Arts degree.

Recommended electives: Psychology 64, Family & Consumer Studies 21,
Philosophy 6 or 8, Law 3, Child Development 42.

To complete general education requirements in this area of study, Plan B for the AA/AS
Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college
catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year
college.

3 Units English Composition
3 Units Communication/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities

HUMAN SERVICES
GENERALISTS OPTION (3-Year Plan)
Associate of Arts Degree
Career Program

COURSES UNITS
First Semester
Psychology 1 ................................................................. 3
Psychology 43 ............................................................ 3
*Physical Education

Second Semester
Psychology 14 ............................................................ 3
Psychology 41 ............................................................ 3
Psychology 81 ............................................................ 3
*Humanities Requirement

Third Semester
Psychology 13 ............................................................ 3
*Science Requirement

Fourth Semester
Psychology 3 ............................................................. 3
Psychology 82 ............................................................ 3
*American Institutions Requirement

Fifth Semester
Psychology 44 ............................................................ 3
Psychology 83 ............................................................ 3

Sixth Semester
Psychology 2 ............................................................. 3
Psychology 45 ............................................................ 3

Total Units .......................................................................... 36
* American Institutions Requirement Elective

Students must meet the mathematics competency requirements for the
Associate of Arts degree.

Recommended electives: Psychology 64, Family & Consumer Studies 21,
Philosophy 6 or 8, Law 3, Child Development 42.

To complete general education requirements in this area of study, Plan B for the AA/AS
Degree is required.

PLAN B: Please consult with a counselor about specific courses needed or see the college
catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year
college.

3 Units English Composition
3 Units Communication/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities
3 Units Social/Behavioral Sciences (including American History & Governments)
3-4 Units Health/Physical Education
3-5 Units Math Competency
### DRUG/ALCOHOL STUDIES OPTION)**

**2-Year Plan**

**Associate of Arts Degree**

**Career Program**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>Psychology 1</td>
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<td><strong>Second Semester</strong></td>
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<td>Psychology 44</td>
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<td>Psychology 65</td>
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<tr>
<td>Psychology 84</td>
<td>3</td>
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</tbody>
</table>

*Humanities Requirement*  

| **Third Semester** | |
| Psychology 3 | 3 |
| Psychology 67 | 3 |
| Psychology 85 | 3 |

*American Institutions Requirement*  

| **Fourth Semester** | |
| Psychology 2 | 3 |
| Psychology 45 | 3 |
| Psychology 63 | 3 |
| Psychology 86 | 3 |

*Physical Education*  

| **Total Units** | 42 |

*American Institutions Requirement Elective*

Students must meet the mathematics competency requirements for the Associate of Arts degree.

Recommended electives: Psychology 64, Family & Consumer Studies 21, Philosophy 6 or 8, Law 3, Child Development 42.

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required. PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

3 Units English Composition  
3 Units Communication/Analytical Thinking  
3 Units Natural Sciences  
3 Units Humanities  
3 Units Social/Behavioral Sciences (including American History & Governments)  
3-4 Units Health/Physical Education  
3-5 Units Math Competency

### DRUG/ALCOHOL STUDIES OPTION**

**3-Year Plan**

**Associate of Arts Degree**

**Career Program**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<td>Psychology 64</td>
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<td><strong>Second Semester</strong></td>
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<td>Psychology 65</td>
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<td>Psychology 84</td>
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<td><strong>Third Semester</strong></td>
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<td>Psychology 14</td>
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<td>Psychology 85</td>
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<tr>
<td>Psychology 67</td>
<td>3</td>
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</table>

*Humanities Requirement*  

| **Fourth Semester** | |
| Psychology 64 | 3 |
| Psychology 43 | 3 |
| Psychology 1 | 3 |

*American Institutions Requirement*  

| **Fifth Semester** | |
| Psychology 86 | 3 |
| Psychology 63 | 3 |
| Psychology 44 | 3 |

| **Sixth Semester** | |
| Psychology 84 | 3 |
| Psychology 65 | 3 |
| Psychology 14 | 3 |

*Physical Education*  

| **Total Units** | 45 |

*See notes under Two Year Course Plan above.**  

**This curriculum is accredited by the California Association of Alcohol and Drug Educators and meets the educational requirements for certification by the California Association of Alcohol and Drug Addiction Counselors.**

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required. PLAN B: Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

3 Units English Composition  
3 Units Communication/Analytical Thinking  
3 Units Natural Sciences  
3 Units Humanities  
3 Units Social/Behavioral Sciences (including American History & Governments)  
3-4 Units Health/Physical Education  
3-5 Units Math Competency
**CERTIFICATE PROGRAMS**

**HUMAN SERVICES**

A certificate in Human Services will be issued by the Psychology Department upon successful completion of the following courses. A satisfactory grade of or better is required in all course work.

Please consult Associate of Arts Curriculum for sequencing of courses.

**OPTION 1:**

**HUMAN SERVICES GENERALISTS**

Certificate

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
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<td>Psychology 3</td>
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<td>Psychology 83</td>
<td>3</td>
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<tr>
<td>English 28 or 101</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communication 101, or Psychology 60, or Psychology 64</td>
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</tbody>
</table>

**Total Units** ................................................................................. 40

**OPTION 2:**

**HUMAN SERVICES DRUG/ALCOHOL STUDIES**

Certificate

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>Psychology 1</td>
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<td>Psychology 3</td>
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<td>Psychology 85</td>
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<tr>
<td>Psychology 86</td>
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<tr>
<td>English 28 or 101</td>
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</table>

**Total Units** ............................................................................... 43

**COURSE DESCRIPTIONS**

**NOTE:** Not every class is offered each semester. Refer to the current class schedule for current class offerings.

**PREREQUISITES:** Specified prerequisites must be completed with a satisfactory grade or equivalent.

**PSYCHOLOGY 1**

General Psychology I

3 UNITS - (UC:CSU) (CAN PSY 2)

Advisory: English 28/31 or equivalent.

This course is a general introduction to the scientific study of human behavior. An emphasis is placed upon learning, motivation, intelligence, feelings and emotions, personality, and methods of adjustment. Standardized psychological inventories may be given to the student to help to understand the important concepts in each of these areas. The student planning transfer of a year of Psychology should follow Psychology 1 with either Psychology 2 or Psychology 3, according to his upper division major requirements.

**PSYCHOLOGY 2**

General Psychology II

3 UNITS - (UC:CSU)

Advisory: English 28/31 or equivalent.

This course explains psychological behavior on the basis of events taking place in the brain, nervous systems and endocrine glands. The biological events which underlie these systems are explained and identified with regard to their effect on moods, sexuality, motivation, sleep, perception, and learning.

**PSYCHOLOGY 3**

Personality and Social Development

3 UNITS - (CSU)

Prerequisite: Psychology 1 with a satisfactory grade or equivalent. Advisory: English 28/31 or equivalent.

This course focuses on self awareness and personality development. Topics considered include love, work, loneliness, death and loss, intimate relationships, sex roles and sexuality, and values in life.

**PSYCHOLOGY 13**

Social Psychology

3 UNITS - (UC:CSU)

Prerequisite: Psychology 1 with a satisfactory grade or equivalent. The study of social influences on our behavior, attitudes and feelings.

**PSYCHOLOGY 14**

Abnormal Psychology

3 UNITS - (UC:CSU)

Prerequisite: Psychology 1 with a satisfactory grade or equivalent. An overview of abnormal behavior from the perspective of contemporary medical, psychosocial, and socio-cultural approaches. Abnormal disorders are described, and their major causes and treatment are reviewed.

**PSYCHOLOGY 18**

Psychology of Women’s and Men’s Changing Roles

3 UNITS - (UC:CSU)

Studies psychological and sociological implications of sex roles. Covers present information and research on biologically and culturally determined characteristics of women and men and how these affect personality, their relationship to work, education, family, law, and politics. Special adjustment problems of women and men in our society will be emphasized.
PSYCHOLOGY 24
Scholastic and Personal Development
3 UNITS - NDC
For students who wish to relearn and improve skills necessary for college success. Helps students formulate personal goals, increase motivation, and develop self-discipline with psychological techniques. Includes stress and time management, study skills, and memory techniques.

PSYCHOLOGY 27
Online and Software Resources for Human Services
1 UNIT
This course provides Human Services majors with a basic introduction to pertinent computer resources currently being utilized by human services professionals. Hands-on training will allow students to become familiar with software and online resources commonly being used.

PSYCHOLOGY 41
Life Span Psychology: From Infancy to Old Age
3 UNITS - (UC:CSU)
Prerequisite: Psychology 1 with a satisfactory grade.
This course familiarizes the student with physical, cognitive and social growth and change affecting individuals during their many life stages. Periods examined include prenatal, infancy, childhood, adolescence, and old age.

PSYCHOLOGY 43
Principles of Group Dynamics I
3 UNITS - (CSU)
Advisory: English 28/31 or concurrent enrollment in Learning Skills 1 and/or 7.
This is an introduction to the dynamics of group interactions with an emphasis upon the individual's first hand experience as the group studies itself. Students are evaluated on a credit/no credit basis.

PSYCHOLOGY 44
Principles of Group Dynamics II
3 UNITS - (CSU)
Prerequisite: Psychology 43 with a satisfactory grade or equivalent.
This course covers the role of group processes in changing behavior, as well as the principle modes of counseling and therapy. Also covered are the principles of verbal and nonverbal communication, modes of learning, key concepts that enhance learning and significant communication.

PSYCHOLOGY 45
Issues in Human Service Careers
3 UNITS - (CSU)
Prerequisite: Psychology 44 and Psychology 81 with satisfactory grades or equivalent.
This is a course in how to survive in the real world of work in Human Services. It will integrate the psychological theory learned in previous classes with practice. The course covers specialized areas of psychology such as crisis intervention, psychopharmacology, counseling ethics, and interviewing. Included are techniques for agency survival such as job interviewing, report writing and resource referral.

PSYCHOLOGY 52
Psychological Aspects of Human Sexuality
3 UNITS - (UC:CSU)
This course explores psychological aspects of human sexuality. It emphasizes the effect of sexual development and functioning, on self concept and sexual identity. Topics included are: history of sexuality; myths and fallacies; physiology of sexuality; sexually transmitted diseases; paraphilias and sexual orientation.

PSYCHOLOGY 60
Stress Management
3 UNITS - (CSU)
This course examines methods of identifying and managing environmental, organizational, social and internal stress in an effort to promote more effective coping on the part of the individual in occupational, interpersonal and everyday life situations.

PSYCHOLOGY 63
Alcohol/Drug Studies: Prevention and Education
3 UNITS - (CSU)
This course introduces students to prevention and education of alcohol, drug problems and HIV/AIDS among various populations. The techniques of prevention and education in the community, family, school, worksite, and healthcare facilities will be emphasized.

PSYCHOLOGY 64
Introduction to Alcohol and Drug Abuse and Physiological Effects
3 UNITS - (CSU)
This course is an introduction to the: physiology and psychopharmacology of drugs and alcohol, theories of addiction, historical overview of treatment, drug classification, social policy and drug abuse, and the issues of relapse, rehabilitation and recovery.

PSYCHOLOGY 65
Chemical Dependency, Intervention, Treatment and Recovery
3 UNITS - (CSU)
This course introduces the student to the processes of treatment and recovery of alcohol and drug abuse among various populations. An overview of the causes, treatment, models, and recovery, relapse, rehabilitation, and aftercare is emphasized.

PSYCHOLOGY 66
Introduction to Critical Thinking
3 UNITS - (CSU)
This course will apply the theories and research evidence in cognitive psychology to enhance the ability to effectively solve problems, make decisions, and think creatively. Practice with a variety of problems and simulations will take place to ensure the learning and retention of these critical thinking skills.

PSYCHOLOGY 67
Counseling Techniques for Chemically Addicted
3 UNITS - (CSU)
This course will focus on the environment of chemical dependency counseling and the issues of the paraprofessional in alcohol and drug abuse treatment facilities. Case management in a multi-discipline team will be emphasized. All aspects of modern treatment techniques will be covered in class.

PSYCHOLOGY 72
Introduction to Psychology Journal Research
3 UNITS - (CSU)
Prerequisite: Psychology 1 with a satisfactory grade or equivalent.
This course teaches psychology majors how to prepare a professional paper for the American Psychological Association (APA). Activities of this course include: field trips to university reference libraries and interpretation of journals.
PSYCHOLOGY 81
Field Work I
3 UNITS – (RPT 1) (CSU)
Co-requisite: Psychology 1 or Psychology 43.
Lecture 1 hour. Field Work 5 hours per week.
This course is designed to orient the student to the field of Human Services. The primary emphasis is on observations of the application of interpersonal relationship skills in community settings. This class is intended for students new to Human Services field work. Basic counseling and communication skills will be taught.

PSYCHOLOGY 82
Field Work II
3 UNITS - (CSU)
Prerequisite: Psychology 81 with a satisfactory grade or equivalent.
Lecture 1 hour. Field Work 5 hours per week.
This is a continuation of Field Work I in which there will be more student participation, under supervision, at various facilities in the community that offer Human Services.

PSYCHOLOGY 83
Field Work III
3 UNITS - (CSU)
Prerequisite: Psychology 82 with a satisfactory grade or equivalent.
Lecture 1 hour. Field Work 5 hours per week.
This course is an advanced course in Field Work which is designed to give the student more specialized participation in Human Services. This class is intended for the advanced student of the generalist option of Human Services.

PSYCHOLOGY 84
Fieldwork I – Drug/Alcohol
3 UNITS
Co-requisite: Psychology 1 and Psychology 43.
This course is designed to orient the student to the field of Human Services, Drug/Alcohol Studies. The primary emphasis is on the observations of the application of interpersonal relationship skills in drug/alcohol treatment and community settings. This class is intended for students new to Human Services field work. Basic counseling and communication skills will be taught.

PSYCHOLOGY 85
Field Work II: Drug/Alcohol
3 UNITS - (CSU)
Prerequisite: Psychology 84 with a satisfactory grade or equivalent.
Lecture 1 hour. Field Work 6 hours per week.
This class is designed to orient the student to the field of Human Services, Drug/Alcohol Studies. The primary emphasis is on the observations of the application of interpersonal relationship skills in drug/alcohol treatment and community settings. This class is intended for students new to Human Services field work. Basic counseling and communication skills will be taught.

PSYCHOLOGY 86
Field Work III: Drug/Alcohol
3 UNITS - (CSU)
Prerequisite: Psychology 85 with a satisfactory grade or equivalent.
Lecture 1 hour. Field Work 6 hours per week.
This course is designed to orient the student to the field of Human Services, Drug/Alcohol Studies. The primary emphasis is on the observations of the application of interpersonal relationship skills in drug/alcohol treatment and community settings. This class is intended for students new to Human Services field work. Basic counseling and communication skills will be taught.

PSYCHOLOGY 185 Directed Study — 1 UNIT (CSU)
PSYCHOLOGY 285 Directed Study — 2 UNITS (CSU)
Prerequisite: Psychology 1 with a satisfactory grade plus one additional course in Psychology and signature of instructor.
Conference 1 hour per unit.
Allows students to pursue Directed Study on a contract basis under the direction of a supervising instructor. Refer to the "Directed Study" section of this catalog for additional information.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

RADIOLIGIC TECHNOLOGY

Chair: Ed Vasquez
(323) 953-4000 ext. 2942 • RT
www.lacitycollege.edu/academic/departments/radtech/index.html

PROGRAMS OFFERED
Associate of Science: Radiological Technology

DEGREE PROGRAM
RADIOLOGIC TECHNOLOGY
Associate of Science Degree
Career Program
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 State of California, Department of Health Services. 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 Health Services, Radiologic Health Branch.

An advisory committee, composed of Radiologists, Radiologic Technologists, Radiology Administrators, Clinical Instructors and Student Technologists, cooperates with the College faculty and administrators in continuous curriculum development, evaluation, and revision.
Admission to the Program

Admission to the Radiologic Technology program is based upon completion of the following:

- The completion of the prerequisites with a satisfactory grade.
- An application form, to be submitted to the program director.
- The college accepts a limited number of students into the program, which is based on availability of clinical sites. Should the number of qualified applicants exceed the number of available openings, a simple lottery will be implemented.
- Official transcripts of all college courses attempted must be submitted.

Applicants must meet certain physical health requirements. A physical examination must be performed by a licensed physician to determine physical and mental fitness of the student. The program director is authorized to require records of such examinations be released to the college. Such records may be used only to determine fitness for the program, and except for such use, the confidentiality of such records shall be maintained. Students must be free from communicable diseases, infection, psychological disorders, and other conditions that prevent the successful performance of the responsibilities and tasks required in the program. Any health condition described above which is developed by the student after admission to the program may be considered sufficient cause for suspension from the program.

Desirable Abilities & Skills

The Joint Review Committee on Education in Radiologic Technology (JRCERT) recommends the following physical requirements for radiologic programs.

- Visual acuity, such as needed in the accurate preparation and administration of contrast media and for the observation necessary for patient assessment, care and management.
- Auditory perception to receive verbal communication from patients needing assistance and from members of the health care team.
- Communication skills (speech, reading, writing) to interact effectively and sensitively with patients in order to elicit information; describe changes in patient condition; assess non verbal communications; and be able to effectively and efficiently transmit information to patients, fellow students, faculty, staff and all members of the health care team.
- Gross and fine motor coordination to carry out diagnostic procedures including reaching, lifting, and moving radiographic equipment. Applicants should be able to execute motor movements reasonably required to provide general and emergency care to patients.
- Intellectual ability to be able to measure, reason, analyze and evaluate as required for direct patient care. The applicant must be able to comprehend three dimensional and spatial relationships.
- Emotional stability to enable use of intellectual abilities, exercise good judgment, promptly complete all responsibilities attendant to care of the patients.
- Social attributes to allow the development of mature, sensitive and effective relationships with patients, faculty, co workers, and administrators.

The "Technical Standards for Admission" have been established as a guidance tool for use in realistically informing the student of minimum standards needed to satisfactorily function in the Program and ultimately in the profession. The assessment of applicant compliance to these Standards will be accomplished in the following manner:

1. Faculty counseling to determine applicant goals and expectations.
2. A physical examination performed by a licensed physician.

Applicants who may be deficient in one or more of the areas mentioned above should contact the Program Director. Serious consideration will be given to applicants who are deficient in any of these categories, providing the deficiency can be remedied with reasonable accommodation.

Required Courses

The total number of students accepted into the program is determined by the number of available clinical education positions. Courses outlined below are necessary for completion of the program, and are applied toward requirements for the Associate in Science degree with a major in Radiologic Technology. Students are advised by department faculty to determine the specific sequence in which the following courses must be taken.

Prerequisite courses for entrance into the Radiologic Technology Program are: Anatomy 1, English 101 or 28, Mathematics 115 or higher, and Physiology 1, Radiologic Technology 100, 101, and 102.

Note: Class scheduling restricts the completion of this program to the day courses.

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<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>Radiologic Technology 103</td>
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<td>Radiologic Technology 140</td>
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**CLINICAL EXPERIENCE**

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<th>COURSES</th>
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<tr>
<td>Radiologic Technology 160</td>
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<tr>
<td>Radiologic Technology 180</td>
<td>12</td>
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<td>(Summer Session)</td>
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<td>Radiologic Technology 180</td>
<td>24</td>
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<td>(Fall and Spring)</td>
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**Total Units** ........................................................................................................... 62

To complete general education requirements in this area of study, Plan B for the AA/AS Degree is required.

**PLAN B:** Please consult with a counselor about specific courses needed or see the college catalog "Graduation Requirements" section. Plan B is not designed for transfer to a four-year college.

3 Units English Composition
3 Units Communicative/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities
3 Units Social/Behavioral Sciences (including American History & Governments)
3-4 Units Health/Physical Education
3-5 Units Math Competency
COURSE DESCRIPTIONS
NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.
PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

RADIOLOGIC TECHNOLOGY 100
Introduction to Radiologic Technology
1 UNIT - (A)
(Open to all students) An introduction course for students interested in a career in Radiologic Technology. The role of the Radiographer and career advancement are emphasized. Students interested in taking advanced classes in Radiologic Technology must successfully complete RT 100 and RT 101. Clinical education centers will be visited.

RADIOLOGIC TECHNOLOGY 101
Medical Terminology for Radiologic Technology
1 UNIT - (A)
Advisory: English 28/31 or equivalent. Open to all students. This course is designed to introduce the student to the medical terminology used in the field of Radiologic Technology.

RADIOLOGIC TECHNOLOGY 102
Image Recording and Film Processing
3 UNITS - (A)
Prerequisite: Completion of English 28 or 101, Math 115 or higher. Completion of, or enrollment in RT 100 and RT 101. Provides a student with the basic knowledge of the phenomenon of electromagnetic radiation and the production of x-radiation. The techniques of film processing are thoroughly explained. Basic Radiation protection is introduced. Laboratory experience is provided. Students interested in taking advanced classes in Radiologic Technology must successfully complete RT 102.

RADIOLOGIC TECHNOLOGY 103
Radiographic Anatomy and Positioning - Skeletal System
4 UNITS - (A)
Prerequisite: Radiologic Technology 101 with a satisfactory grade. Admission to the Radiologic Technology Program. Advisory: English 28/31 or equivalent. This course consists of radiographic anatomy, positioning and selected pathology of the musculoskeletal system. Laboratory experience is included.

RADIOLOGIC TECHNOLOGY 104
Radiographic Anatomy and Positioning - Cranial and Visceral Organs
4 UNITS - (A)
Prerequisite: Radiologic Technology 103 with a satisfactory grade. Advisory: English 28/31 or equivalent. This course consists of radiographic anatomy, positioning and selected pathology of the visceral organs and cranium. Laboratory experience is provided.

RADIOLOGIC TECHNOLOGY 105
Fundamentals of X-ray Physics
3 UNITS - (A)
Prerequisite: Radiologic Technology 102 with a satisfactory grade. Admission to the Radiologic Technology Program. Advisory: English 28/31 or equivalent. This course provides understanding of the basic physical principles of x-ray generation. Emphasis is placed on the electrical circuitry of radiographic equipment. Interactions between x-ray radiation and matter is explained, providing an understanding of the principles that govern radiographic technique and quality.

RADIOLOGIC TECHNOLOGY 106
Radiographic Exposure
3 UNITS - (A)
Prerequisite: Radiologic Technology 105 with satisfactory grade. Advisory: English 28/31 or equivalent. This course is an investigation of the factors that affect radiographic exposure. Included in this course is an introduction to computers and their applications in diagnostic medical imaging. An introduction to digital radiography is provided. Laboratory experience is provided.

RADIOLOGIC TECHNOLOGY 107
Patient Care and Management
3 UNITS - (A)
Prerequisite: Radiologic Technology 101 with satisfactory grade. Admission to the Radiologic Technology Program. Advisory: English 28/31 or equivalent. This course emphasizes the principles of patient care management for radiographers. Routine and emergency care procedures will be described. The role of the Radiographer in patient education will be explained. Laboratory experience is included.

RADIOLOGIC TECHNOLOGY 110
Radiographic Mathematics
2 UNITS - (A)
Prerequisite: Radiologic Technology 102 with satisfactory grade. Admission to the Radiologic Technology Program. Advisory: English 28/31 or equivalent. This course emphasizes the principles of mathematics encountered in Radiologic Technology. This course complements Radiologic Technology 105 and Radiologic Technology 106.

RADIOLOGIC TECHNOLOGY 140
Radiation Protection and Biology
3 UNITS - (A)
Prerequisite: Radiologic Technology 105 with satisfactory grade. Admission to the Radiologic Technology Program. Advisory: English 28/31 or equivalent. The course is designed for persons working with radiation and for those preparing to take the State and National Certification examinations. The potential hazards associated with the use of and the protective measures necessary to reduce radiation exposure to patients and personnel are stressed.

RADIOLOGIC TECHNOLOGY 160
Introduction to Clinical Education
4 UNITS - (A)
Prerequisite: Radiologic Technology 103 with a satisfactory grade or equivalent. Advisory: English 28/31 or equivalent. This is the beginning course in the clinical education phase of the program. The student is assigned 16 hours per week in a Clinical Education Center. Students are evaluated on a credit/no credit basis.

RADIOLOGIC TECHNOLOGY 180
Clinical Education in Radiologic Technology
12 UNITS - (RPT 2) (A)
Prerequisite: Radiologic Technology 160 with satisfactory grade. Advisory: English 28/31 or equivalent. Students are assigned to a Clinical Education Center for 40 hours per week. They perform all duties of a radiographer under the direction of a Clinical Education Instructor. Students are dismissed from the clinical site to return to the campus to attend regular classes in late afternoon and evening. Students are evaluated on a credit/no credit basis.
COURSES REFER TO THE FOLLOWING SECTION

Anatomy ................................................................. BIOLOGY / ANATOMY
Astronomy ......................................................... PHYSICS / ASTRONOMY
Biology ................................................................. BIOLOGY
Chemistry ............................................................... CHEMISTRY
Earth Science ......................................................... GEOPHYSICAL SCIENCES
Environmental Science ........................................ GEOPHYSICAL SCIENCES
Geography .......................................................... GEOPHYSICAL SCIENCES
Geology ............................................................. GEOPHYSICAL SCIENCES
Meteorology ........................................................ GEOPHYSICAL SCIENCES
Microbiology ........................................................ BIOLOGY
Oceanography .................................................. GEOPHYSICAL SCIENCES
Physics ................................................................. PHYSICS / ASTRONOMY
Physical Science .................................................. PHYSICAL SCIENCE
Physiology ............................................................. BIOLOGY

PROGRAMS OFFERED

Associate of Science:
Chemistry
Physics

Other Courses:
Anatomy (Biology)
Astronomy (Physics/Astronomy)
Biology (Biology)
Chemistry (Chemistry)
Earth Science (Geophysical Sciences)
Environmental Science (Geophysical Sciences)
Geography (Geophysical Sciences)
Geology (Geophysical Sciences)
Meteorology (Geophysical Sciences)
Microbiology (Biology)
Oceanography (Geophysical Sciences)
Physical Science (Physics/Astronomy)
Physiology (Biology)
Chair: Mattie Moon
(323) 953-4000 ext. 2955 • JH 200 G
www.lacitycollege.edu/academic/departments/socsci/index.html

PROGRAMS OFFERED

Associate of Arts:
Chicano Studies
Other Courses:
African-American Studies
Asian-American Studies

POLITICAL SCIENCE

Associate of Arts:
Modern Political Studies
Other Courses:
Anthropology
Economics
History
Political Science
Sociology

DEGREE PROGRAM

CHICANO STUDIES

Associate in Arts Degree

Transfer/Career Program

This Associate in Arts degree is designed to provide an opportunity for the student to complete an undergraduate major in Chicano Studies.

COURSES UNITS

First Semester
Chicano Studies 7 .............................................................. 3
Chicano Studies 44 .............................................................. 3
Psychology 1* ..................................................................... 3
Spanish Language Course ................................................. 5

Second Semester
Chicano Studies 8 .............................................................. 3
Spanish Language Course ................................................. 5

Third Semester
Chicano Studies 52 ............................................................ 3
Spanish Language Course ................................................. 5

Fourth Semester

General Education requirements

Total Units ..................................................................................... 35

Suggested Electives: Economics 1; Political Science 1; Sociology 1

* Satisfies Social Science requirement.

Students may select “PLAN A” or “Plan B” general education requirements to graduate.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan A is designed for transfer to a four-year college or university. However, requirements vary depending upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

3-6 Units English Composition
6-9 Units Communication/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities
9 Units Social/Behavioral Sciences (including American History & Governments)
3-4 Units Health/Physical Education
3-5 Units Math Competency
(Math 115 or higher or passing score on Los Angeles Community College District Math competency exam)

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

3 Units English Composition
3 Units Communication/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities
3 Units Social/Behavioral Sciences (including American History & Governments)
3-4 Units Health/Physical Education
3-5 Units Math Competency

MODERN POLITICAL STUDIES

Associate in Arts Degree

Transfer/Career Program

The following curriculum designed by the Social Science Department may be used as undergraduate preparation for a major or minor in Modern Political Studies.

COURSES UNITS

History 11 ................................................................................. 3
Political Science 1 ................................................................. 3
Sociology 1 or 11 ................................................................. 3
Political Science 2 ................................................................. 3
Economics 1 or 2 ............................................................... 3
Political Science 7 ................................................................. 3

Students are advised to choose additional courses from those listed above in order to fulfill the Social and Behavioral Sciences section, (Area D) of the Plan A General Education described below.

NOTE: In addition to the major courses in “Social/Behavioral Sciences,” you must complete 9 additional units in “Social/Behavioral Sciences” to satisfy Plan A requirements.
Students may select “PLAN A” or “Plan B” general education requirements to graduate.

PLAN A: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan A is designed for transfer to a four-year college or university. However, requirements vary dependent upon the individual institution. Please consult with a counselor for the specific requirements of the university you plan to attend.

3-5 Units Communication/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities
3 Units Social/Behavioral Sciences (Including American History & Governments)
3-4 Units Health/Physical Education
3 Units Math Competency
(Math 115 or higher or passing score on Los Angeles Community College District Math competency exam)

PLAN B: Please consult with a counselor about specific courses needed or see the college catalog “Graduation Requirements” section. Plan B is not designed for transfer to a four-year college.

3 Units English Composition
3 Units Communication/Analytical Thinking
3 Units Natural Sciences
3 Units Humanities
3 Units Social/Behavioral Sciences (Including American History & Governments)
3-4 Units Health/Physical Education
3-5 Units Math Competency
(Math 115 or higher or passing score on Los Angeles Community College District Math competency exam)

COURSE DESCRIPTIONS

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

AFRICAN-AMERICAN STUDIES 2
The African-American
In Contemporary Urban Society
3 UNITS - (UC:CSU)
Credit allowed for only one of Social Science 12 and African-American Studies 2.
This survey course is designed to examine the urbanization of Black Americans with an emphasis on contemporary problems. During the process of this experience the student will identify areas of concern, define the impact that these problems have had upon Black Americans, and articulate proposed solutions to assist black Americans in coping with the reality that they are Black in an America dominated by Whites.

AFRICAN-AMERICAN STUDIES 4
The African-American
in the History of the United States I
3 UNITS - (UC:CSU)
Meets the Associate in Arts degree requirements in U.S. History, U.S. Constitution, and California State and Local Government. A survey of U.S. history from the early Colonial Era through the Civil War with special emphasis on the contribution of the African-American. This course provides a background in the political and social development of the United States for students majoring in the Social Sciences. Transfer Limit UC. Maximum credit one course from African-American Studies 4, Chicano Studies 7, and History 11.

AFRICAN-AMERICAN STUDIES 5
The African-American
in the History of the United States II
3 UNITS - (UC:CSU)
Meets the Associate in Arts degree requirements in U.S. History, U.S. Constitution, and California State and Local Government. A survey of U.S. History from the end of the Civil War to the present, with special emphasis on the African-American in the social, economic, and political development of American Civilization. Included is a survey of the United States Constitution. Transfer Limit UC. Maximum credit one course from African American 5, Chicano Studies 8, and History 12 or 13.

AFRICAN-AMERICAN STUDIES 7
African-Americans and the Political System
3 UNITS - (UC:CSU)
This course surveys the relationship of minority groups to American politics with emphasis on the African-American in the political system. This course gives an in depth study of the distribution of political power.

AFRICAN-AMERICAN STUDIES 20
African-American Literature I
3 UNITS - (UC:CSU)
This is a survey of literature by African-American writers. It is designed to cover all types of literature (slave narratives, poetry, novels, etc.) to encourage students to develop a positive attitude towards reading and an understanding of the progression of culture in America as interpreted by African-American writers.

AFRICAN-AMERICAN STUDIES 21
African-American Literature II
3 UNITS - (UC:CSU)
This course will examine the short story, essay, drama and literary criticism, by African-American authors, as art forms through structure, use of language and dramatization.

AFRICAN-AMERICAN STUDIES 60
African-American Music
3 UNITS - (UC:CSU)
A study of African-American Music and their influences on folk spirituals, gospels, concert music, opera, ballet, blues and jazz underscoring styles, characteristics, origin and contributions by African-American Artists. Credit allowed Credit allowed for only one of African America 60 and Music 135. General survey of African-American music, from the slave song to present day jazz, including a comprehensive investigation of the minstrel, post minstrel, spiritual, gospel song, blues, and a comprehensive investigation of the protest and irony in the Black folk song.

ANTHROPOLOGY/CULTURAL GEOGRAPHY
ANTHROPOLOGY 101
Human Biological Evolution
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
This course examines evolutionary theory, human genetics, classification, and introduction to primates, the hominid fossil record, classification, and modern human variation. Students will be able to underline the historical path to natural selection, describe the five factors of the evolutionary process, identify biological characteristics of primates, discuss features of primate behavior, diagram the origin of mankind through comparing skulls from the hominid fossil record, and interpret modern human variation.
ANTHROPOLOGY 102
Human Ways of Life: Cultural Anthropology
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
This course establishes the four-field approach to anthropology while covering both anthropological theory and method. Conversations will adopt a holistic perspective to human culture and establish cultural relativism. The objectives of this course are (1) to employ a relative perspective in the appreciation of the world's cultural diversity, and (2) to apply case studies to describe this variation. The student examines communication, learning, subsistence, economics, family, kinship, gender, ethnicity, politics, stratification, globalization, religion, expressive art, and cultural changes as these all affect our lives, through assigned readings from the text, lectures, discussions and ethnographic investigations, this course will equip you the student with a better understanding of cultural life ways, both past and present, in this time of globalization.

ANTHROPOLOGY 103
Archaeology: Reconstructing the Human Past
3 UNITS - (UC [pending];CSU)
This course is an exploration of the theories and methods of contemporary archaeology and offers a narrative on prehistory. Students will interpret the peopling of the planet, culture change, and the rise of civilization using the archaeological record. Students will construct a theory-rich research design that reflects current trends in contemporary archaeology.

ANTHROPOLOGY 111
Laboratory in Human Biological Evolution
2 UNITS – (UC [pending];CSU)
This course introduces laboratory methods used to examine evolutionary theory, human genetics, classification, an introduction to primates, the hominid fossil record, and modern human variation. Students will use practical research modules to identify biological characteristics of primate using principles of classification, discuss features of primate locomotion, diagram the origin of mankind by employing the comparative morphology of skulls from the hominid fossil record, and use forensic techniques to interpret modern human variation. Students must complete Anthropology 101 or be currently enrolled.

ASIAN AMERICAN STUDIES 1
The Asian in America
3 UNITS – (UC:CSU)
Survey of the Asian American in American society, including the Asian cultural heritage and the social, political, economic, and cultural development of the Asian American communities in the American setting from an Asian American perspective.

ASIAN AMERICAN STUDIES 6
Introduction to Asian Music
3 UNITS – (UC:CSU)
(Same as Music 133)
Course consists of a survey of Music of Asian countries and cultures from the earliest period to the present and its influence on Western Culture. Audio and visual materials and demonstrations of musical instruments will be presented. Credit allowed for only one of Asian-American studies 6 and Music 133.

CHICANO STUDIES 7
The Mexican American in the History of the United States I
3 UNITS - (UC:CSU)
Meets the Associate in Arts degree requirements in U.S. History, U.S. Constitution, and California State and Local Government.
Credit allowed for only one of Mexican American Studies 7 or African-American Studies 4 or History 11.
A survey of U.S. History from the early Pre-Colonial Era through the Civil War with special emphasis on the contribution of the Mexican American. Included is a survey of the United States Constitution. UC limit: One course from Chicano Studies 7, African-American Studies 4, History 11.

CHICANO STUDIES 8
The Mexican American in the History of the United States II
3 UNITS - (UC:CSU)
Meets the Associate in Arts degree requirements in U.S. History, U.S. Constitution, and California State and Local Government.
Credit allowed for only one of Mexican American Studies 8 or African-American Studies 5 or History 12 or 13.
A survey of the U.S. History from the end of the Civil War to the present time, with special emphasis on the Mexican American in the social, economic and political development of American civilization.
UC limit: One course from Chicano Studies 8, African-American Studies 5, History 12, 13.

CHICANO STUDIES 44
Mexican Civilization
3 UNITS (UC:CSU)
A survey of Pre-Colombian Indians of Mexico; Spanish conquest and domination; and Mexico during colonial era, the revolution for independence against Spain. The revolution of 1910 and contemporary Mexico.

CHICANO STUDIES 52
Mexican Art - Modern
3 UNITS - (UC:CSU)
Advisory: English 21 or equivalent.
A survey of the pictorial arts of Mexico prior to and during the 20th Century. Studies the broad range of the arts including the evolution of a Mexican-American art and iconography.

ECONOMICS 1
Principles of Economics I
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
A course in microeconomics introducing the principles and methods of economic analysis, economic institutions, and issues of economic policy. Emphasis is placed upon production and the allocation of economic resources, and distribution of income through the private enterprise price system.

ECONOMICS 2
Principles of Economics II
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
A course in macroeconomics emphasizing aggregative economic analysis, including money and banking, national income determination, business fluctuations, and other topics relevant to macroeconomic analysis.
GEORGRAPHY 2
Cultural Elements of Geography
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
This course is an introductory examination of the Earth’s human environment. Emphasis is on the description, analysis, and explanation of human population distributions; human cultural trait distribution; patterns of rural land-use and settlement; patterns of agriculture and industry; and world urban development.

HISTORY 1
Introduction to Western Civilization I
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
A study of the main cultural, economic and political trends and events from the rise of civilization in the Near East to the eve of the French Revolution.

HISTORY 2
Introduction to Western Civilization II
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
A continuation of History I focusing on the period from the French Revolution to the present.

HISTORY 5
History of the Americas I
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
Covers pre-Columbian civilizations, the discovery and eventual European conquest, exploration, and colonization of the New World and the pre-independence movements. It will detail the cultural characteristics of the people of the Caribbean, the Aztecs, Maya, Incas and Brazilian civilizations, the early, middle, and mature colonial periods, the enlightenment and U.S. and French independence movements. U.S. political institutions will also be covered.

HISTORY 6
History of the Americas II
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
This course will cover the Independence, national and modern periods of Latin American history (1800-present) in general, and specifically, the Enlightenment era of Europe, and the U.S. and French Revolutions. It will detail the socio-political and economic processes of the new nations. The 19th century conflicts with the U.S. and will focus on the national building era. It will culminate with the modern era, 20th century and Reform or Revolution of the area.

HISTORY 8
History of the American West
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
This course will trace the development of the American West from the 1600’s (Spanish exploration) through the 20th century. Emphasis will be placed on the multi-cultural settlement of the region. Students will complete assignments via the internet including panel discussions, and web searches.

HISTORY 11
Political and Social History of the United States I
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
Meets the Associate of Arts degree requirements in U.S. History, U.S. Constitution, and California State and Local Government.
A survey of the political, social and constitutional history of the United States from the colonial settlements through the Civil War.
UC limit: Credit allowed for only one of African-American Studies 4 or History 11 or Chicano Studies 7.

HISTORY 12
Political and Social History of the United States II
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
Meets the Associate of Arts degree requirements in U.S. History, U.S. Constitution, and California State and Local Government.
A survey of the political and social history of the United States from the Reconstruction to the 20th Century, including the U.S. Constitution, California State and Local Government.
UC limit: Credit allowed for only one of History 12, 13 or African-American Studies 5, or Chicano Studies 8.

HISTORY 13
The United States in the Twentieth Century
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
Meets the Associate of Arts degree requirements in U.S. History, U.S. Constitution, and California State and Local Government.
A survey of the major foreign and domestic policies of the United States in the twentieth century.

POLITICAL SCIENCE 1
The Government of the United States
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
Meets Associate in Arts degree requirements in U. S. History. U.S. Constitution, California State and local government.
A study of the U.S. Constitution and the major principles, institutions and policies of the American Federal system.

POLITICAL SCIENCE 2
Modern World Governments
3 UNITS – (UC:CSU)
Advisory: English 28/31 or equivalent.
Modern World Governments is a comparative study of the constitutional institutions and political problems of selected governments abroad.

POLITICAL SCIENCE 7
Contemporary World Affairs
3 UNITS - (UC:CSU)
Advisory: Political Science 1 or equivalent.
A study of selected issues in contemporary world affairs from the perspective of the U.S. Class topics include a review of the formulation of American foreign policy; the Vietnam War and its’ lessons; the nuclear; and the role of diplomacy and negotiations in resolving various international problems.
SOCILOGY 1
Introduction to Sociology
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
An introductory course acquaints students with the major principles of sociology as they are applied to contemporary social problems.

SOCILOGY 2
American Social Problems
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
This course involves the identification and analysis of contemporary social problems. It is concerned with problems in human relationships and social institutions. Among the contemporary social problems studied in the course are racism, sexism, crime, poverty, and family disorganization.

SOCILOGY 11
Ethnic and Racial Minorities in the United States
3 UNITS - (UC:CSU)
This course analyzes the nature, causes and consequences of prejudice and discrimination. Strategies for reducing prejudice and discrimination will also be examined.

SOCILOGY 12
Marriage and Family Life
3 UNITS – (UC:CSU)
Theory and Research dealing with the family as a social institution. Its structure and functions, including historical changes, emerging various patterns, and the influence of contemporary society on the family.
SPEECH 72
Speaking English as a Second Language II
3 UNITS – NDC
Prerequisite: ESL 4A/4b and Speech 71 and 60A or appropriate placement score.
Co-requisite: Speech 60B.
A Level Five course for persons who use English as a second language. Stresses expanding vocabulary utilizing the most common words in English, their pronunciation and their usage along with usage of idiomatic expression, figurative language, etc. Develops skills in listening and basic spoken English communication. May not be taken concurrently with any speech class other than Speech 60.

SPEECH 73
Speaking English as a Second Language III
3 UNITS - NDC
Prerequisite: Speech 72 and 60B or appropriate placement score
Co-requisite: Speech 99/60C.
May not be taken concurrently with any speech class other than Speech 60.
A Level six intensive speech course for persons who use English as a Second Language who may have adequate reading and grammatical skills but need more help in articulation, pronunciation and oral composition.

SPEECH 60
Listening and Speaking Laboratory
1 Unit
Co-requisite: Speech 71, or Speech 72, or Speech 73, or Speech 113.
This Speech course consists of 4 modules that provide laboratory practice among topics such as speech, articulation, rate and accuracy, speech phrasing, intonation, stressed syllables in words phrases, and phonemic contrast and length, pertaining to the effect on the speaker's intended meaning.
The modules are co-requisites for Speech 71, Speech 72, Speech 73, and Speech 113. The co-requisites are for persons who use English as a Second Language. Each co-requisite supplements usage of the most common words in English.

SPEECH 60A
Listening and Speaking Laboratory
0.25 UNITS
Co-requisite: Speech 71.
A level four laboratory course for persons who use English as a Second Language who are currently enrolled in Speech 71. Supplements usage of the most common words in English, their pronunciation practice and their usage in a speech laboratory setting. Develops skill in pronunciation of basic spoken English

SPEECH 60B
Listening and Speaking Laboratory
0.25 UNITS
Co-requisite: Speech 72.
Prerequisite: Speech 60A and Speech 71 or appropriate placement score.
A level five laboratory course for persons taking Speech 72 who use English as a Second Language. Supplements usage of the most common words in English, their pronunciation practice and their usage in a speech laboratory setting. Develops skill in pronunciation of basic spoken English.

SPEECH 60C
Listening and Speaking Laboratory
0.25 UNITS
Co-requisite: Speech 73
Prerequisite: Speech 60B and Speech 72 or appropriate placement score.
A level six laboratory course for persons taking Speech 73 who use English as a Second Language. Supplements usage of the most common words in English, their pronunciation practice and their usage in a speech laboratory setting. Develops skill in pronunciation, syllable stress and word stress and intonation of basic spoken English.

SPEECH 60D
Listening and Speaking Laboratory
0.25 UNITS
Co-requisite: Speech 113.
Prerequisite: Speech 73 and Speech 60C or appropriate placement score.
A level seven laboratory course for persons taking Speech 113 who use English as a Second Language in their college transfer course. Supplements usage of the most common and major-related technical words in English, their pronunciation practice and their usage in a speech laboratory setting. Develops fluency in articulation, pronunciation and prosody (pitch, loudness, rate and rhythm) during structured speech and conversational situations.

TRANSFER COURSES

SPEECH 101
Oral Communication I
3 UNITS - (UC:CSU)
Prerequisite: English 28/31 or appropriate score on the College Placement Test with a satisfactory grade.
Advisory: ESL students are strongly advised to complete Speech 113 and 111 with a satisfactory grade.
Instruction in the principles, practice, and delivery of effective original speech composition.

SPEECH 102
Oral Communication II
3 UNITS - (UC:CSU)
Prerequisite: Speech Communication 101 or equivalent and English 101.
Advanced instruction and practice in the art and skill of public speaking with particular focus on real-world speaking situations.

SPEECH 104
Argumentation I
3 UNITS - (UC:CSU)
Prerequisite: Speech Communication 101 or equivalent and English 101.
Advisory: English 101.
A study of the theory and uses of argumentation and critical thinking, including research and use of evidence and reason. Application of critical thinking skills to construct and analyze oral and written arguments. Meets AA degree and transfer requirements in critical and analytic thinking.

SPEECH 106
Forensics
2 UNITS - (RPT 3) (CSU)
Preparation for and participation in intercollegiate competition in policy debate and various individual speaking events.
SPEECH 111
Voice and Articulation
3 UNITS - (CSU)
Advisory: ESL students: English 28/31 or equivalent, and Speech Communication 113 with a satisfactory grade.
Study and practice of methods of voice development, speech sound production, articulation, pronunciation and prosody.

SPEECH 113
English Speech as a Second Language IV
3 UNITS - (RPT 1) (CSU)
Pre-requisite: Speech 73 Speech 60C or appropriate placement score.
Co-requisite: Speech 99/60D.
A level seven intensive speech course for persons who use English as a second language who may have adequate reading, grammatical and writing skills but need more help in specific areas of articulation, pronunciation and oral composition.

SPEECH 121
The Process of Interpersonal Communication
3 UNITS - (CSU)
Advisory: English 28/31 or equivalent. ESL students should have taken Speech Communication 113 with a satisfactory grade.
Provides practice in informal speaking situations which take place when two to five people talk. Covers self concept, feedback, perception, verbal and non-verbal communication, and listening. Communication barriers and break-downs studied. Classroom experimentation and exercises provide understanding and awareness of the skills necessary for successful interpersonal communication.

SPEECH 122
Communication Across Cultures (Pending)
3 UNITS (UC:CSU)
Prerequisite: Speech 121 and English 101
Analysis of cultural influence on human communication acts. This class focuses on the processes and problems of intercultural communication in multi-cultural, multiethnic urban environments. Emphasis on gender, political, economic, and both nonverbal and verbal interpersonal forces.

SPEECH 130
Introduction to Oral Interpretation of Literature
3 UNITS - (UC:CSU)
Advisory: English 101 or equivalent and Speech Communication 101 with a satisfactory grade.
Oral interpretation of the printed word. Stresses techniques of discovering a published author’s meanings and expressing those meanings to an audience through reading aloud. Of special value to those whose occupation will involve reading aloud to others: Broadcasting, Child Development, Education, Recreation and Speech Communication majors.
UC accepts only one of Speech Communication 130 or Theatre 210.
Meets both AA Degree and CSU Transfer requirements in Humanities.

SPEECH 162
Communication Disorders
3 UNITS (CSU)
Prerequisites: Speech 111 and Speech 121

SPEECH 185 Directed Study - 1 UNIT (CSU)
SPEECH 285 Directed Study - 2 UNITS (CSU)
SPEECH 385 Directed Study - 3 UNITS (CSU)
Allows students to pursue Directed Study on a contract basis under the direction of a supervising instructor.
Prerequisite: 2.5 grade point average and at least 6 units of transferable Speech Communication courses and approval of the project.
Refer to the “Directed Study” section of this catalog for additional information.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.
DEGREE PROGRAM

GENERAL THEATER
(FOR NON-ACADEMY APPLICANTS)
Students studying in the Theater Department who are not part of the Theatre Academy fall into four categories:
1. Those who are satisfying their elective and/or humanities requirements for the Associate of Arts degree;
2. Those who are currently in the entertainment industry and are interested in focusing on a specific course that will further strengthen their understanding of the craft and how it may apply to their profession;
3. Those who are interested in receiving an Associate of Arts Degree and then transferring to an undergraduate university or college (PLAN A – See below);

THEATER
Associate of Arts Degree (Plan A)
Transfer Program
A student must satisfy an 18-unit minimum requirement in the Theater major plus general education units equalling an additional 60-64 units, minimum, in order to receive a transferable Associate of Arts degree in Theater. No specific combination of classes in Theater is required.

The following Theater program is strongly recommended for students interested in a transferable Associate of Arts Degree (“PLAN A”).

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<thead>
<tr>
<th>COURSES</th>
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<tr>
<td>First Semester</td>
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<td>Theater 100</td>
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<tr>
<td>Theater 105</td>
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<td>Theater 200</td>
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<td>Second Semester</td>
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<td>Theater 105</td>
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<td>Theater 271</td>
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<td>Theater 300</td>
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<td>Third Semester</td>
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<td>Theater 105</td>
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<td>Theater 273</td>
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<td>Fourth Semester</td>
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<td>Theater 105</td>
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<td>Theater 273</td>
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<tr>
<td>Theater 450</td>
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<td>Total Units</td>
<td>25</td>
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</tbody>
</table>

Entrance requirements to the transferring university or college will vary depending upon the individual institution. Students need to consult with a counselor for the specific requirements of the university being considered.
The Theatre Academy is dedicated to the training of talented, serious students who wish to pursue a career in the professional theatre. All prospective Academy students are required to apply for admission to the Theatre Academy (Theatre Production Office, Theatre Building 208). All candidates are required to audition and/or interview before being invited to train at the Academy. Those interested in training at the Academy should call the Theatre Production Office (323) 953-4000 ext. 2990 to set up an audition/interview.

The training that Theatre Academy students receive is stimulating, broadening, exciting, and intense. A limited number of openings are available both Fall and Spring semester to those students who are highly motivated, aggressive, exceptionally talented, and responsible.

Information concerning audition/interview requirements is available in the Theatre Production Office of the Theatre Department. Any actor interested in pursuing training at the Theatre Academy must exhibit competence in spoken English, relatively free of dialects and regional accents, so that faulty understanding or articulation does not become a hindrance in the training.

All prospective Acting majors must consult with a member of the faculty before auditioning. Prospective Technical Theatre and Costume majors must consult with a faculty member in the appropriate area of interest within the Academy.

**BLOCK SCHEDULING:** The Theatre Academy is a full-time professional theatre conservatory that schedules classes in a "block" configuration; that is, students are given a specific and required full-time load of courses that are to be taken each semester. Students are not to vary the courses in each semester’s block schedule without approval of the department. When time permits, students are welcome to take other coursework outside the Academy class structure.

**THEATRE ACADEMY OPTION I: ACTING**

**Vocational Certificate**

**Career Program**

This two-year program is a full-time exploration of the skills necessary to compete in theatre, television, film, and other aspects of the entertainment industry. Guided by a critically acclaimed faculty with a vast range of experience in the industry, the students are provided fundamental skill understanding 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.

**COURSES**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>Theater 100</td>
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<td>Theater 105</td>
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<tr>
<td>Music 400</td>
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<td>Theater 100</td>
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<td>Theater 240</td>
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<td>Theater 242</td>
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<td>2</td>
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<tr>
<td>Theater 242</td>
<td>3</td>
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<tr>
<td>Theater 243 (taken in either the third or fourth semester)</td>
<td>2</td>
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<tr>
<td>Theater 274</td>
<td>3</td>
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<tr>
<td>Theater 277</td>
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<td>Theater 294</td>
<td>2</td>
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<tr>
<td>Theater 295</td>
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<tr>
<td>Theater 110 (taken in either the third or fourth semester)</td>
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<tr>
<td>Theater 105</td>
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<tr>
<td>Theater 232</td>
<td>2</td>
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<tr>
<td>Theater 242</td>
<td>3</td>
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<tr>
<td>Theater 243 (taken in either the third or fourth semester)</td>
<td>2</td>
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<tr>
<td>Theater 262</td>
<td>2</td>
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</tbody>
</table>
Theatre 274.............................................................................................. 3
Theatre 277.............................................................................................. 3
Theatre 294.............................................................................................. 2
Theatre 295.............................................................................................. 0
Theatre 110 (taken in either the third or fourth semester) .................... 3

Total Units .............................................................................................. 65

Some students may be advised to take additional prerequisites or co-requisite courses beyond those required to ensure success in the program. Others may be excused from specific courses above based on previous training and/or experience. Any other changes than those stated above are made with the advice and consent of the Theatre Academy faculty.

THEATRE ACADEMY OPTION II – ADVANCED ACTING

Vocational Certificate

Career Program

After successfully completing two years of professional actor training at the Theatre Academy, a select number of students are invited to a third year of specialized training where they receive advanced coursework in theatre orientation, directing, acting for the camera, rehearsal and performance, scene study, and work in classical acting. Students who complete this special third year of training are fully prepared to enter the acting field a step above many professional actors in the industry today. Audition and cold reading techniques, resume preparation and career marketing are only a few of the skills provided that will better equip the Academy graduate to work in the highly competitive fields of theatre, film, and television.

COURSES UNITS

Fifth Semester
Theatre 185 .............................................................................................. 1
Theatre 205 .............................................................................................. 2
Theatre 225 .............................................................................................. 3
Theatre 232 .............................................................................................. 2
Theatre 275 .............................................................................................. 3
Theatre 276 .............................................................................................. 3
Theatre 294 .............................................................................................. 2
Theatre 295 .............................................................................................. 0

Sixth Semester
Theatre 185.............................................................................................. 1
Theatre 205 .............................................................................................. 2
Theatre 225 (taken in Fall semester) ....................................................... 2
Theatre 232 .............................................................................................. 2
Theatre 262 .............................................................................................. 2
Theatre 275.............................................................................................. 3
Theatre 276.............................................................................................. 3
Theatre 294.............................................................................................. 2
Theatre 295.............................................................................................. 0

Total Units .............................................................................................. 31

THEATRE ACADEMY OPTION III – COSTUMING

Vocational Certificate

Career Program

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 theatres.

COURSES UNITS

First Semester
Theater 100 .............................................................................................. 3
Theater 105 .............................................................................................. 1
Theater 425 .............................................................................................. 2
Theater 426 .............................................................................................. 0
Art 101 ..................................................................................................... 3

One of the following five
Theater 400 .............................................................................................. 3
Theater 411 .............................................................................................. 3
Theater 413 .............................................................................................. 3
Theater 415 .............................................................................................. 3
Theater 416 .............................................................................................. 3

Second Semester
Theater 105 .............................................................................................. 1
Theater 425 .............................................................................................. 2
Theater 426 .............................................................................................. 0
Art 501 ..................................................................................................... 3

Two of the following five
Theater 400 .............................................................................................. 3
Theater 411 .............................................................................................. 3
Theater 413 .............................................................................................. 3
Theater 415 .............................................................................................. 3
Theater 416 .............................................................................................. 3

Third Semester
Theater 105 .............................................................................................. 1
Theater 200 .............................................................................................. 3
Theater 425 .............................................................................................. 2
Theater 426 .............................................................................................. 0
Art 201 ..................................................................................................... 3

Two of the following five
Theater 400 .............................................................................................. 3
Theater 411 .............................................................................................. 3
Theater 413 .............................................................................................. 3
### theatre academy option iv – technical theatre

#### vocational certificate

#### career program

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 the theater training industry. The curriculum combines classroom study with the intense hands-on experience associated with the Academy’s rigorous play production schedule.

#### courses units

<table>
<thead>
<tr>
<th>Semester</th>
<th>Theater 105</th>
<th>Theater 110</th>
<th>Theater 300</th>
<th>Theater 425</th>
<th>Theater 426</th>
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<tbody>
<tr>
<td>First</td>
<td>3</td>
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<td>Fourth</td>
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<td>Second</td>
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<td>Third</td>
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<td>Fourth</td>
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</table>

**Total Units** ................................................................. 54

Students are required to take Computer Science Information Technology 101 or Computer Technology 1, or be able to 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.

Los Angeles City College has provided quality hands-on professional theatre training, technology, and production experience unrivaled by larger universities and performing arts academies. The Theatre Academy provides each student with the principles and techniques, discipline, organization, and dedication to training required for success in the entertainment industry.
All areas of the Academy – acting, technical theatre, and costuming – are showcased each year in six to eight professional level productions. Intensive production experience is complemented by our location just minutes from Hollywood, “the entertainment capital of the world.”

PROFESSIONAL ACTOR TRAINING – LEVEL 1
Skill Certificate
The training introduces the student to acting fundamentals through specific movement and vocal techniques, character analysis, observation exercises, and scene study. The ultimate goal is to develop a firm foundation in basic acting skills and a strong respect and appreciation for all aspects of the theater. All training is geared toward preparing students for careers in acting and related industries.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>Theater 100</td>
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<td>Theater 242</td>
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<td>Theater 270</td>
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<td>Theater 300</td>
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<td>Theater 345</td>
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<tr>
<td>Theater 346</td>
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</tbody>
</table>

Total Units ................................................................. 14

PROFESSIONAL TECHNICAL THEATER – LEVEL 1
Skill Certificate
Basic level training in equipment, procedures, principles, and techniques used in play production, construction, painting, lighting, properties, manipulation of stage scenery, special effects, and organization of stage activity. All training is geared towards preparing students for careers in technical theater and related industries.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>Theater 100</td>
<td>3</td>
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<tr>
<td>Theater 302</td>
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<tr>
<td>Theater 325</td>
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<td>Theater 335</td>
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<td>Theater 345</td>
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<td>Theater 413</td>
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<td>Theater 412</td>
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<tr>
<td>Theater 414</td>
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</tbody>
</table>

Total Units ........................................................................ 15

COURSE DESCRIPTIONS
NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.
PREREQUISITES: Specified prerequisites must be completed with a satisfactory grade or equivalent.

THEATER 100
Introduction to the Theatre
3 UNITS - (UC:CSU)
Advisory: English 101 or equivalent.
A survey study and analysis of the various elements that make up the institution called the Theatre. Subjects range from origins of primitive drama to contemporary structure and direction of our modern Theatre.

THEATER 105
Drama Digest
1 UNITS - (RPT 3) (CSU)
Enrollment required of Theater majors each semester of attendance.
The student’s theatrical experience is enriched through the observation of regularly scheduled programs consisting of acting scenes and exercises from the various Theater classes. The basic program is augmented by the appearance of guest artists or theater groups.

THEATER 110
History of the World Theatre
3 UNITS - (UC:CSU)
Advisory: English 101 or equivalent.
A history study and exploration of Western theatre and its traditions from its primitive beginnings up to the present

THEATER 200
Introduction to Acting
3 UNITS - (UC:CSU)
Through lecture, discussion, demonstration, and various participation exercises, the student is introduced to the art and craft of acting.

THEATER 205  
Actor's Orientation to Professional Theatre  
2 UNITS - (RPT 1) (CSU)  
Co-requisite: Theater 270.  
A survival course with emphasis on the business of being a working professional actor. Covers auditions, cold readings, agents, casting directors, photos, resumes, and reviews. Includes a survey of employment opportunities in Los Angeles, New York, resident theatres, stock companies, and festivals.

THEATER 210  
Introduction to Oral Interpretation of Dramatic Literature  
3 UNITS - (RPT 1) (UC:CSU)  
Prerequisite: Theater 270 with a satisfactory grade.  
A study of the techniques of oral interpretation including phrasing, inflection, work relish, verse scansion, tempo and rhythm – designed to develop the actor's interpretive skills.

THEATER 225  
Beginning Direction  
3 UNITS - (UC:CSU)  
Prerequisite: Theater 270 with a satisfactory grade.  
A study of script analysis, casting, rehearsal scheduling, rehearsal problems and procedures, and orchestration of all production phases is made through lectures, reading assignments, class projects and the preparation of a complete director's production script.

THEATER 232  
Play Production  
2 UNITS – (RPT 3) (UC:CSU)  
The student is given the opportunity to work intensely in one or more areas associated with production: acting, voice, movement, management, costuming or technical theatre. Students must be prepared to work irregular hours.

THEATER 235  
Play Production  
5 UNITS - (RPT 3) (UC:CSU)  
This course is generally offered in the summer session only. The student is given an opportunity to work intensely in one or more production areas: acting, management, costuming, or technical theatre. Students must be prepared to work irregular hours.

THEATER 240  
Voice and Articulation for the Theatre  
3 UNITS - (UC:CSU)  
Credit allowed for only one of Theater 240 or Speech Communication 111. Developing of voice and speech skills, emphasizing clarity, precision, tone, dynamics and imaginative use of language. Individual goals will be set for performance and standards of improvement to help the student acquire the basics of good theatre speech.

THEATER 242  
Voice Development Workshop  
3 UNITS - (RPT 3) (CSU)  
Through various vocal and physical exercises, discussion, and demonstration the student actor gains skill in physical alignment, release of habitual tension in breathing and vocal musculature, development of rich resonance and clear articulation. (For Theatre Academy students only.)

THEATER 243  
Dialects  
2 UNITS - (RPT 1) (CSU)  
Specific training in the performance of regional American dialects and foreign accents most often used in the theatre.

THEATER 262  
Special Projects  
2 UNITS - (RPT 3) (CSU)  
Prerequisite: Theater 270 with a satisfactory grade.  
Advanced students are given the opportunity to plan, rehearse, stage and produce approved all student projects for presentation before an audience.

THEATER 269  
Period Movement  
2 UNITS - (CSU)  
Advisory: Theater 270 or equivalent.  
A study is made of the acting styles and period movement from the Greek to Victorian periods of Western history. Classwork includes video demonstrations, movement instruction, individual coaching. Movement styles of each period are incorporated into each of the period scenes.

THEATER 270  
Beginning Acting  
3 UNITS - (UC:CSU)  
Co-requisite: Theater 100, 105, 277, 345 and 346.  
This course introduces the student to acting fundamentals through specific movement techniques, pantomime and scene work. The ultimate goal is to develop a firm foundation in basic acting techniques and a strong respect and appreciation for all aspects of the theater. Enrollment subject to audition, see catalog.

THEATER 271  
Intermediate Acting  
2 UNITS - (UC:CSU)  
Prerequisite: Theater 270.  
Acting principles are expanded and applied in staged scenes. The emphasis is on comprehension, translation into meaningful dramatic action, and creation. The actor's self awareness is explored and developed before a classroom audience.

THEATER 272  
Intermediate Applied Acting  
3 UNITS - (UC:CSU)  
Prerequisite: Theater 270.  
The acting principles applied to Theater 270 are expanded and applied in staged scenes. The emphasis is on comprehension, translation into meaningful dramatic action, and creation. The actor's self awareness is explored and developed before a classroom audience.

THEATER 273  
Advanced Acting  
2 UNITS - (RPT 1) (UC:CSU)
Prerequisite: Theater 271 with a satisfactory grade.
Scenes are studied and presented with concentration on characterization, intensity of action, freedom of emotional release, and clarity of expression.

THEATER 274
Advanced Applied Acting
3 UNITS - (RPT 1) (UC:CSU)
Prerequisite: Theater 270 with a satisfactory grade.
The student is engaged in greater in depth analysis of staged scenes. Emphasis is placed upon the rehearsal process and rehearsal techniques.

THEATER 275
Scene Study
2 UNITS - (RPT 3) (CSU)
Prerequisite: Theater 270 with a satisfactory grade.
The student is engaged in greater in-depth analysis of staged scenes. Emphasis is placed upon the rehearsal process and techniques.

THEATER 276
Actor’s Workshop
3 UNITS - (CSU)
An intensive workshop to provide scene study, performance, and refinement of acting techniques through a full range of genres and styles, preparatory to pursuing a professional acting career.

THEATER 277
Character Analysis
3 UNITS - (RPT 1) (UC:CSU)
Prerequisite: Theater 270.
The course covers the analytical steps involved in the study of a play and the development of a character preparatory to rehearsals and performances.

THEATER 294
Rehearsals and Performances
2 UNITS - (RPT 3) (UC:CSU)
Prerequisite: Theater 270 with a satisfactory grade.
Experience is given in the acting, directing, and producing of plays for public presentation. Students are required to furnish three glossy photographs — eight by ten inches in size.

THEATER 295
Rehearsals and Performances Lab
0 UNITS – (RPT 3)
Co-requisite: Theater 294.

THEATER 300
Introduction to Stagecraft
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
Survey of the technical phases of play production; for scenery, properties, lighting, sound, costuming, and stage management and organization of stage activity.

THEATER 302
Introduction To Stage Management
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
This course emphasizes the function of stage managers in professional theater productions. Attention is given to the understanding of the career of a stage manager’s responsibilities, duties, obligations, and production coordination.

THEATER 311
Theatrical Lighting
3 UNITS - (UC:CSU)
Advisory: English 28/31 or equivalent.
An investigation into the equipment, procedures, principles and techniques used in lighting the professional stage and television production. Students will be trained in the proper selection, operation, upkeep and practical use of various lighting control systems used in the development of a lighting design.

THEATER 313
Scenic Painting for the Theatre
3 UNITS - (CSU)
This course will create an understanding of the basic methods, techniques, and work habits of the scenic artist. It will include training on equipment, utilization of materials, preparation of painting sequences, and application of processes. As well as standard safety practices in the entertainment industry.

THEATER 314
Theatrical Sound Design: Fundamentals, Procedures and Operation
3 UNITS – (CSU)
Advisory: English 28/31 or equivalent.
Technical study in the theory and practices is used to set up production sound equipment and related materials utilized in a professional sound design prepared for the theatre.

THEATER 315
Introduction to Theatrical Scenic Design
3 UNITS - (UC:CSU)
This course will create an understanding of the basic methods, techniques, and work habits of the set designer. It will include research, play analysis, sketching, drawing, drafting, rendering, model building, and designing.

THEATER 325
Stage Management and Advanced Stagecraft
3 UNITS - (RPT 3) (UC:CSU)
Advisory: English 28/31 or equivalent.
Intensive study of all technical phases of the theatre. Major topics: scenic design, painting, lighting, construction and manipulation of stage scenery; topography and equipment of stages and auditoriums; duties of stage manager, company manager, and technical director.

THEATER 335
Applied Stage Management and Production
2 UNITS - (RPT 3) (UC:CSU)
Advisory: English 28/31 or equivalent.
Practical assignments are made in technical and managerial phases of plays prepared for public presentation. Progress is graded in scene shop and stage assignments from assistant to stage manager, master carpenter, property master, master electrician, scenic artists, and set designer. Students must be available for rehearsals and performances.

THEATER 336
Applied Stage Management Lab
0 UNITS – (RPT 3)
Co-requisite: Theater 294 and either Theater 274 or 276.
Having been identified and developed through the pre-production phase of the producing process, the practical assignments in the various aspects of technical theatre are further explored and refined by the students during the technical rehearsals and performances of the plays being produced. Students must be admitted into the Academy Technical Theatre Program to participate in this class.

THEATER 338
Introduction to Design: Theatre, Film, and Television
3 UNITS – (CSU)
An introduction to the design process for theatre, film, and television. Exploration of the relationship between text and esthetic design choices, the recognition of basic compositional elements; color, mass, line, texture, rhythm, balance as used in story telling, and the creation of design presentations through collage as well as studying the architectural spaces of story telling, from the proscenium arch to the sound stage.

THEATER 345
Technical Stage Production
2 UNITS - (RPT 3) (UC:CSU)
This course offers practical technical experience related to the preparing and mounting of theatrical productions for a paying audience. Specific assignments will be made requiring additional hours.

THEATER 346
Technical Stage Production Lab
0 UNITS – (RPT 3)
Co-requisite: Theater 345 and either Theater 270 or 272.
This course allows students currently in Theatre Arts 270, 272, and 345 to use the materials, tools, equipment, production support, production venues, and productions to enhance applicable skills necessary for success in theatre.

THEATER 400
Costume Periods and Styles
3 UNITS - (UC:CSU)
Advisory: English 28 or equivalent.
A study of the changes in dress from ancient to modern times, social and political forces influencing costuming for stage, film and television.

THEATER 410
Costuming For The Theatre
3 UNITS - (RPT 2) (CSU)
Advisory: English 28/31 or equivalent.
Intensive study of techniques and practices of theatrical costuming. Topics include: choice, use and manipulation of patterns, textiles, jewelry and accessories to imitate historical appearances meeting the needs of performance costume rather than clothing. Practical solutions to budget limits and camera media.

THEATER 413
Costume Dyeing and Painting
3 UNITS – (A)
Advisory: English 28/31 or equivalent.
Practical application of fabric surface design techniques for theatre: various dyes, tie dye, batik, stencil, screening, aging, antiquing and distressing.

THEATER 414
Costume Draping and Accessories
3 UNITS – (RPT 2) (A)
Theory and practice of creating stage and film costumes and costume accessories through draping.

THEATER 415
Costume Design for the Theatre
3 UNITS – (A)
Advisory: English 28/31 or equivalent.
Beginning study of techniques and practices of theatrical costume design and illustration. Topics include: analyzing the play script, research techniques, creating the costume plot, choice and use of media, illustrating costume design for needs of theatrical performance.

THEATER 416
Materials and Methods for the Costumer
3 UNITS - (CSU)
Advisory: English 28/31 or equivalent.
Lecture and laboratory study of the properties of various non textile materials used by the costumer including latex, leather, plastics, dyes, glazes, hair and wigs, and celastic.

THEATER 417
Costuming for Film
3 UNITS – (CSU)
Techniques and practices of costuming for film; analyzing and breaking down the script using computer spreadsheet, creating character boards, design conferences, budgeting, preproduction planning and resourcing.

THEATER 419
Advanced Costume Illustration
3 UNITS – (RPT 1) (A)
Advanced costume illustration for theatre and film, including: advanced figure drawing, sketch artist techniques, computer illustration, rendering textures and creating finished costume plates.

THEATER 420
Costuming on Set
3 UNITS
Theory and practical experience costuming for film: design conferences, preparation of costumes, and working on set as a costume mer for student film project.

THEATER 425
Applied Costuming for the Theatre
2 UNITS - (RPT 3) (CSU)
Advisory: English 28/31 or equivalent.
Practical experience in construction and maintenance of costumes for public theatrical presentation. Emphasizing: professional wardrobe/dressing room practices, construction, alteration, maintenance, repair, cleaning and storage of costumes. Students must be available for rehearsals and performances.

THEATER 426
Applied Costuming for the Theater Lab
0 UNITS – (RPT 3)
Co-requisite: Theater 425.
Having been identified and developed through the pre-production phase of the costuming processes, the practical assignments in the various aspects of costuming are further explored and refined by the students during the dress rehearsals and performances of production.

THEATER 450
Beginning Stage Make Up
2 UNITS - (UC:CSU)
Techniques and practices of theatrical makeup design and application. Facial analysis, glamour, aging of the face, beards, stylized, and impersonation makeup are performed by the student on their own face. Topics include the use of makeup for film and television.

THEATER 185 Directed Study - 1 UNITS (CSU)
THEATER 285 Directed Study - 2 UNITS (CSU)
Prerequisite: Theater 270 with a satisfactory grade.
Allows students to pursue Directed Study on a contract basis under the supervision of an instructor. Please refer to the “Directed Study” section of this catalog for additional information.

WORKFORCE DEVELOPMENT READINESS ACADEMY

Dean: Alex Vaughan
(323) 953-4000 ext. 2596 • AD209
http://workforce.lacitycollege.edu/

PROGRAMS OFFERED
The Los Angeles City College (LACC) Workforce Readiness Academy prepares limited English proficient, economically disadvantaged, and other non-traditional college students to attain the essential knowledge, skills and abilities to successfully acquire and retain employment, and to effectively explore, plan and establish career ladder pathways leading to high demand occupations.

The focus of the Academy model is to designate participation in workforce education programs as the first step in the career ladder of success towards attaining economic self-sufficiency, with subsequent career ladder progression to credit, vocational education skills certificates, certificates, and associate degree programs.

Academy education and training programs encompass over 20 non-credit Skills Certificates of Competency and Completion, and over 49 courses in Basic Education and Computing skills, English as a Second Language (ESL), Vocational ESL, Workforce Literacy and Job Readiness skills, and associated Short-Term Vocational Training for high demand jobs in high growth industries such as the healthcare, child development, hospitality and retail sectors. Other high demand Academy programs include Citizenship Services and Entrepreneurship skills training.

All non-credit courses and Certificate programs are available FREE to all program participants! Take advantage of these opportunities to advance in your career now, and Welcome to Los Angeles City College… From the Staff of the Workforce Readiness Academy
Also see the Citizenship/English Literacy section earlier in this catalog.

SKILLS CERTIFICATE PROGRAMS

CERTIFICATES OF COMPLETION/COMPETENCY:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Blueprint for Workplace Success</td>
<td>36</td>
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<tr>
<td>Blueprint for Customer Service</td>
<td>18</td>
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<tr>
<td>30 Ways to Shine as a New Employee</td>
<td>6</td>
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<tr>
<td>Review of Basic Math</td>
<td>36</td>
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<tr>
<td>Review of Basic English</td>
<td>36</td>
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<tr>
<td>Workplace Computing for Limited English Populations</td>
<td>54</td>
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<tr>
<td>Vocational English as a Second Language A</td>
<td>54</td>
</tr>
<tr>
<td>TOTAL LECTURE HOURS</td>
<td>240</td>
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</tbody>
</table>
WORKPLACE BASIC SKILLS CERTIFICATE OF COMPLETION
Courses .......................................................... Lecture Hours
Review of Basic Math .......................................................... 36
Review of Basic English .......................................................... 36
Workplace Computing for Limited English Populations .......................................................... 54
TOTAL LECTURE HOURS .......................................................... 126

JOB READINESS SKILLS CERTIFICATE OF COMPLETION
Courses .......................................................... Lecture Hours
Blueprint for Workplace Success .......................................................... 36
30 Ways to Shine as a New Employee .......................................................... 6
Job Club .......................................................... 7
Blueprint for Customer Service .......................................................... 18
TOTAL LECTURE HOURS .......................................................... 67

ACADEMIC PREPARATION SKILLS CERTIFICATE OF COMPLETION
Courses .......................................................... Lecture Hours
Review of Basic Math .......................................................... 36
Review of Basic English .......................................................... 36
Workplace Computing for LEP .......................................................... 54
TOTAL LECTURE HOURS .......................................................... 126

CAREER DISCOVERY SKILLS CERTIFICATE OF COMPLETION
Courses .......................................................... Lecture Hours
Blueprint for Workplace Success .......................................................... 36
Job Club .......................................................... 7
TOTAL LECTURE HOURS .......................................................... 43

IN-HOME SUPPORTIVE SERVICES SKILLS CERTIFICATE OF COMPETENCY
Courses .......................................................... Lecture Hours
VESL for Home Health Aide .......................................................... 18
In-Home Supportive Services (IHSS) Provider .......................................................... 90
TOTAL LECTURE HOURS .......................................................... 108

RETAIL SALES AND CUSTOMER SERVICE SKILLS CERTIFICATE OF COMPETENCY
Courses .......................................................... Lecture Hours
Customer Service Smarts: Going the Extra Mile .......................................................... 6
Strategies in Meeting Your Customer Needs .......................................................... 8
Strategies in Building a Continuous Relationship .......................................................... 6
Get to Know Your Customer .......................................................... 6
TOTAL LECTURE HOURS .......................................................... 26

RETAILING SMARTS SKILLS CERTIFICATE OF COMPETENCY
Courses .......................................................... Lecture Hours
Building Sales .......................................................... 7
Closing the Sale .......................................................... 4
Completing the Sales Transaction .......................................................... 5
Explaining Features and Benefits .......................................................... 7
Customer Service Smarts: Going the Extra Mile .......................................................... 6
Strategies in Meeting Your Customer Needs .......................................................... 8

STRATEGIES IN BUILDING A CONTINUOUS RELATIONSHIP
Courses .......................................................... Lecture Hours
Customer Service Smarts: Going the Extra Mile .......................................................... 6
Strategies in Meeting Your Customer Needs .......................................................... 8
Strategies in Building a Continuous Relationship .......................................................... 6
Get to Know Your Customer .......................................................... 6
TOTAL LECTURE HOURS .......................................................... 26

GET TO KNOW YOUR CUSTOMER
Courses .......................................................... Lecture Hours
Blueprint for Workplace Success .......................................................... 36
30 Ways to Shine as a New Employee .......................................................... 6
Job Club .......................................................... 7
Blueprint for Customer Service .......................................................... 18
TOTAL LECTURE HOURS .......................................................... 67

Blueprint for Workplace Success .......................................................... 36

RETAIL SUPERVISORY AND MANAGEMENT CERTIFICATE OF COMPETENCY
Courses .......................................................... Lecture Hours
Customer Service Smarts: Going the Extra Mile .......................................................... 6
Strategies in Meeting Your Customer Needs .......................................................... 8
Strategies in Building a Continuous Relationship .......................................................... 6
Get to Know Your Customer .......................................................... 6
TOTAL LECTURE HOURS .......................................................... 26

ENTREPRENEURSHIP SKILLS CERTIFICATE OF COMPETENCY
Courses .......................................................... Lecture Hours
Young Entrepreneur Training Program .......................................................... 36
Blueprint for Customer Service .......................................................... 18
TOTAL LECTURE HOURS .......................................................... 54

HOSPITALITY SKILLS CERTIFICATE OF COMPETENCY
Courses .......................................................... Lecture Hours
Banquet Server Skills Training .......................................................... 6
Front Desk Representative – Making a Good Impression .......................................................... 6
Laundry Attendant Skills Training .......................................................... 6
Public Space Cleaner Skills Training .......................................................... 6
Restaurant Server Skills Training .......................................................... 6
Kitchen Steward Skills Training .......................................................... 6
Maintenance Employee Skills Training .......................................................... 6
Reservationists Skills Training .......................................................... 6
Guest Attendant Skills Training .......................................................... 6
TOTAL LECTURE HOURS .......................................................... 54

BEGINNING ENGLISH AS A SECOND LANGUAGE SKILLS CERTIFICATE OF COMPLETION
Courses .......................................................... Lecture Hours
Beginning English as a Second Language – Beginning I .......................................................... 54
Beginning English as a Second Language – Beginning II .......................................................... 54
Beginning English as a Second Language – 0 .......................................................... 54
TOTAL LECTURE HOURS .......................................................... 162

Intermediate English as a Second Language Skills Certificate of Completion
Courses .......................................................... Lecture Hours
English as a Second Language – 1 .......................................................... 216
English as a Second Language – 2 .......................................................... 216
TOTAL LECTURE HOURS .......................................................... 432

TRANSITIONAL ENGLISH AS A SECOND LANGUAGE SKILLS CERTIFICATE OF COMPLETION
Courses .......................................................... Lecture Hours
English as a Second Language – 2 .......................................................... 216
English as a Second Language – 3 .......................................................... 216
TOTAL LECTURE HOURS .......................................................... 432
ENGLISH AS A SECOND LANGUAGE SKILLS

CERTIFICATE OF COMPLETION

Courses ......................................................... Lecture Hours
English as a Second Language - 0 .................. 216
English as a Second Language - 1 .................. 216
English as a Second Language - 2 .................. 216
English as a Second Language - 3 .................. 216
TOTAL LECTURE HOURS: ............................. 864

CITIZENSHIP SKILLS CERTIFICATE OF COMPLETION

Courses ......................................................... Lecture Hours
English Literacy and Civics 0 ....................... 108
English Literacy and Civics 1 ....................... 108
English Literacy and Civics 2 ....................... 108
TOTAL LECTURE HOURS: ............................. 324

ENGLISH AS A SECOND LANGUAGE-CIVICS I SKILLS

CERTIFICATE OF COMPLETION

Courses ......................................................... Lecture Hours
ESL and Civics 0-1 ........................................ 54
ESL and Civics 2-3 ........................................ 54
TOTAL LECTURE HOURS: ............................. 162

ENGLISH AS A SECOND LANGUAGE-CIVICS II SKILLS

CERTIFICATE OF COMPLETION

Courses ......................................................... Lecture Hours
ESL and Civics 4 ........................................... 54
ESL and Civics 5 ........................................... 54
ESL and Civics 6 ........................................... 54
TOTAL LECTURE HOURS: ............................. 162

VOCATIONAL ENGLISH AS A SECOND LANGUAGE

CERTIFICATE OF COMPLETION

Courses ......................................................... Lecture Hours
Vocational English as a Second Language A .... 54
Vocational English as a Second Language B .... 54
Vocational English as a Second Language C .... 54
TOTAL LECTURE HOURS: ............................. 162

VOCATIONAL ENGLISH FOR CAREERS CERTIFICATE

OF COMPLETION

Courses ......................................................... Lecture Hours
Vocational English as a Second Language A .... 54
Vocational English as a Second Language B .... 54
Vocational English as a Second Language C .... 54
Blueprint for Workplace Success ................... 36
TOTAL LECTURE HOURS: ............................. 198

VOCATIONAL ENGLISH FOR CHILD DEVELOPMENT

SKILLS CERTIFICATE OF COMPLETION

Courses ......................................................... Lecture Hours
Blueprint for Workplace Success .................... 36
VESL for Child Development 1: Specialized Vocabulary in Development Theories ................. 36
TOTAL LECTURE HOURS: ............................. 72

VOCATIONAL ENGLISH FOR OFFICE PROCEDURES

CERTIFICATE OF COMPLETION

Courses ......................................................... Lecture Hours
Blueprint for Workplace Success .................... 36
VESL: Reading for Office Skills ....................... 18
TOTAL LECTURE HOURS: ............................. 54

VOCATIONAL ENGLISH FOR HEALTH OCCUPATIONS

SKILLS CERTIFICATE OF COMPLETION

Courses ......................................................... Lecture Hours
Blueprint for Workplace Success .................... 36
VESL for Home Health Aide ........................... 18
VESL for Health Careers ............................... 36
TOTAL LECTURE HOURS: ............................. 90

COURSE DESCRIPTIONS

NOTE: Not every class is offered each semester. Refer to the current class schedule for current class offerings.

English Literacy and Civics Courses

ENGLISH LITERACY AND CIVICS 0 030 CE

0 UNITS
Prerequisite: None

This open-entry Literacy and Civics class will encompass all the content necessary in order to have a functioning understanding of the English language. Students will be exposed to a variety of contexts which will prepare them for encounters in the real world. The exposure in turn will provide them with basic survival skills and assist them in the immersion into a predominately English speaking society.

ENGLISH LITERACY AND CIVICS 1 031 CE

0 UNITS
Prerequisite: None

This open-entry Literacy and Civics class will encompass all the content necessary in order to have a functioning understanding of the English language. Students will be exposed to a variety of contexts which will prepare them for encounters in the real world. The exposure in turn will provide them with basic survival skills and assist them in the immersion into a predominately English speaking society.

ENGLISH LITERACY AND CIVICS 2 032 CE

0 UNITS
Prerequisite: None

This open-entry course will review the content taught in English Literacy and Civics 0-1, build upon the grammatical and vocabulary structures taught in the previous two classes, and serve as a continuation into ESL level 2. The four components of Literacy will be covered: listening, speaking, reading and writing. The emphasis on these four skills will be contextualized in order for the students to grasp everyday conversations, and situations they may encounter while completing forms such as job applications and US CIS (INS) forms.

ESL AND CIVICS - 1 010 CE

0 UNITS
Prerequisite: None

This competency-base, open-entry citizenship course introduces U. S. history and government with the appropriate English vocabulary and grammar structure for beginning English as a Second Language (ESL) student who are preparing to take the U. S citizenship examination.
ENGLISH AS A SECOND LANGUAGE COURSES

ENGLISH AS A SECOND LANGUAGE BEGINNING -1 001CE
0 UNITS
Prerequisite: None
This course provides instruction in simple reading and writing, basic sentence structure, spelling and phonemic correspondences, and verbal communication skills. Students read and listen to dialogues, compose and practice original dialogues, and perform other activities. Emphasis is places upon general understanding of simple spoken English, clear pronunciation, and correct grammar.

ENGLISH AS A SECOND LANGUAGE BEGINNING -2 002CE
0 UNITS
Prerequisite: None
This course is designed for students at the middle-beginning level of English acquisition. This course provides instruction in reading and writing, sentence structure, spelling and phonemic correspondences, and verbal communication skills. Students read and listen to dialogues, compose and practice original dialogues, and perform other activities. Emphasis is placed upon general understanding of simple spoken and written English, clear pronunciation, and correct grammar.

VOCATIONAL EDUCATION/VOCATIONAL ENGLISH AS A SECOND LANGUAGE

VOCATIONAL EDUCATION / IN-HOME SUPPORTIVE SERVICES PROVIDER (IHSS) 002CE
0 UNITS
Prerequisite: None
This course is designed to provide students with the knowledge and necessary information required to apply skills, learned in the classroom and in the laboratory, within actual in-home nursing circumstances. Upon completion of this course students will be a full functioning IHSS.

VOCATIONAL ENGLISH AS A SECOND LANGUAGE A 079CE
0 UNITS
This course is designed for LEP students who need help in developing their basic and content skills related to the world of work. This first course is short-term and will focus on speaking, listening, reading, writing, arithmetic. Additionally, the course will introduce students to the world of work and language used in the workforce.

VOCATIONAL ENGLISH AS A SECOND LANGUAGE B 078CE
0 UNITS
This short-term course is specifically designed for LEP students who need an introduction to the language and the environment of the workplace. Co-worker and customer relations, health and safety in the workplace, and work culture will also be introduced.

VOCATIONAL ENGLISH AS A SECOND LANGUAGE A 055CE
0 UNITS
This course is designed for LEP students who need help in developing their basic and content skills related to the world of work. This is short-term and will focus on speaking, listening, reading, writing, arithmetic. Additionally, the course will introduce students to the world of work and language used in the workforce.

BLUEPRINT FOR WORKPLACE SUCCESS 238CE
0 UNITS
Prerequisite: None
This accelerated non-credit course is designed to provide students with the necessary tools and skills in order for them to create a “blueprint” for themselves with respect to the workplace. The topics covered include, but are not limited to, self-discovery, time management, job market realities, workplace skills (in-depth), effective communication, contacting employers, preparing for the interview, getting hired, and keeping your job. Each week there will be two topics covered.

VESL = VOCATIONAL ENGLISH AS A SECOND LANGUAGE

VESL FOR CHILD DEVELOPMENT 1: SPECIALIZED VOCABULARY IN DEVELOPMENTAL THEORIES 054CE
0 UNITS
This course is specifically designed for LEP students who are interested in taking Child Development courses, but need additional assistance with language before and during the course. Additionally, the students will be taught study skill strategies, and test-taking tools.

VESL FOR HEALTH CAREERS 056CE
0 UNITS
This non-credit open-entry/exit course is specifically designed for Limited English Proficient students who need to perfect their English in the context of the Healthcare field. The students will learn terminology, vocabulary, pronunciation, and writing skills in order to prepare them for health classes.

VESL FOR NURSING ASSISTANT 057CE
0 UNITS
This non-credit open-entry/exit course is designed for LEP students to learn English terminology in the context of the Health Field and more specifically becoming a Nurse Assistant. This is a short-term class which will assist students who will enter into the Nursing Department.
VESL FOR HOME-HEALTH AID  059CE  0 UNITS
This non-credit open-entrance course is designed for LEP students to learn English terminology in the context of the Health field. This is a short-term class which will assist students who will enter into the Nursing Department.

VESL: READING FOR OFFICE SKILLS  058CE  0 UNITS
This is a short-term non-credit open entry/exit course designed for Limited English Proficient adults who are interested in working in an office but need the English skills. The course will prepare them with the vocabulary and strategies of how to read and comprehend any type of reading material.

RETAILING SMARTS 1  241CE  0 UNITS
Get to Know Your Customers
This short-term vocational education course is designed to provide new and incumbent workers the methods and skills in getting to know their customer. The curriculum is modifiable for the LEP students. The topics covered but are not limited to: greeting customers in a winning way, building relationships, and determining a customer’s needs. After completing this course the student has an option to continue their education or become gainfully employed.

RETAILING SMARTS 2  237CE  0 UNITS
Strategies in Meeting your Customers Needs
This short-term vocational education course is designed to provide new and incumbent workers with the strategies required in understanding their customers or client's needs. The curriculum is modifiable for the LEP student. The topics covered but are not limited to: making shopping an enjoyable experience, accommodating customers with disabilities, in-store and phone customers, keeping commitments to your customer, and special orders.

RETAILING SMARTS 4  235CE  0 UNITS
Going the Extra Mile
This short-term customer service workshop is designed to provide new and incumbent workers with the strategies required in going the extra mile for a customer. The curriculum is modifiable for the LEP student and designed for incumbent workers and/or new employees. The topics covered but are not limited to: customer follow-up, artfully using business cards, business card etiquette, and personal services. After completion of this workshop the attendee will have two options 1) continue their education 2) become gainfully employed.

RETAILING SMARTS 5  234CE  0 UNITS
Explaining Features and Benefits
This short-term vocational education course is designed to provide new and incumbent workers to explain features and benefits required by customers. The curriculum is modifiable for the LEP students. The topics covered but are not limited to learning about the products you sell, identifying product features and demonstrating product features. After completing this course the student has an option to continue their education or become gainfully employed.

RETAILING SMARTS 6  231CE  0 UNITS
Building Sales
This short-term vocational education course is designed to provide new and incumbent workers in building sales required in getting to know their customer or client. The curriculum is modifiable for the LEP students. The topics covered but are not limited to suggesting additional merchandise, creating special promotions, and taking the guesswork out of gift giving. After completing this course the student has an option to continue their education or become gainfully employed.

RETAILING SMARTS 7  232CE  0 UNITS
Closing The Sale
This short-term vocational education course is designed to provide new and incumbent workers the skills and strategies in making a sale. The curriculum is modifiable for the LEP students. The topics covered but are not limited to recognizing buying signals, asking for the sale and suggesting helpful add-ons.

RETAILING SMARTS 8  233CE  0 UNITS
Completing the Sales Transaction
This short-term vocational education course is designed to provide new and incumbent workers to complete the sales transactions. The curriculum is modifiable for the LEP students. The topics covered but are not limited in accepting checks and credit cards, and completing the paperwork. After completing this course the student has an option to continue their education or become gainfully employed.

STRATEGIES IN ADAPTING TO YOUR CUSTOMER  24CE  0 UNITS
This short-term vocational education course is designed to provide new and incumbent workers with the strategies required in getting to know their customer or client. This course can be offered as a stand-alone course or coupled within the eight modules that are related to this material. After completing this course the student has an option to continue taking classes in their field of choice, or become gainfully employed.

BLUEPRINT FOR CUSTOMER SERVICE  239CE  0 UNITS
This accelerated non-credit course is designed to provide students with the necessary tools and skills in order for them to create a “blueprint” for themselves with respect to the workplace. The topics covered include, but are not limited to, self-discovery, time management, job market realities, workplace skills (in-depth), effective communication, contacting employers, preparing for the interview, getting hired, and keeping your job. Each week there will be two topics covered.
BLUEPRINT FOR WORKPLACE SUCCESS 240CE  
0 UNITS  
This accelerated non-credit course is designed to provide students with the necessary tools and skills in order for them to create a “blueprint” for themselves with respect to the workplace. The topics covered include, but are not limited to, self-discovery, time management, job market realities, workplace skills (in-depth), effective communication, contacting employers, preparing for the interview, getting hired, and keeping your job. Each week there will be two topics covered.

30 WAYS TO SHINE AS A NEW EMPLOYEE 230 CE  
0 UNITS  
This short-term vocational education course is designed to provide new and incumbent workers “30 Ways to Shine as a New Employee” and increase their level of customer service and colleague relations. The curriculum is modifiable for the LEP student. The topics covered but are not limited to new beginners, understanding the workplace culture and dealing with change. After completing this course the student has an option to continue their education or become gainfully employed.

JOB CLUB 236CE  
0 UNITS  
This curriculum is an educational designed to provide prospective employees with a support system that will assist them in preparation for the workforce. The curriculum is modifiable for the LEP students. The topics covered but are not limited to: job search planning and job market research. After completing this course the student has an option to continue their education or become gainfully employed.

WORKPLACE COMPUTING FOR LIMITED ENGLISH POPULATIONS 003CE  
0 UNITS  
Fundamentals of computer hardware, software, and the internet for computer novices at the work place, introducing basic computer components and functions including hardware, operating systems, software applications, (e.g. word processing, spreadsheets, email) and web browsers to access information on the world wide web. The focus of this course is to prepare limited English proficient students to be competitive in securing employment, as well as retaining a job once they have acquired a job.

BASIC SKILLS 006CE  
Review of Basic English  
0 UNITS  
This course is a review for students planning to take the CAHSEE. You will review: grammar, reading comprehension, literary responses, writing skills and application, and specific language used within the context of High School Level English. The curriculum is designed to assist students who are in transition, either from high school and/or a dislocated worker returning back to school. The curriculum is modifiable for the LEP student.

BASIC SKILLS 007CE  
Review of Basic Math  
0 UNITS  
This course is a review for students planning to take the CAHSEE. You will review High School Level Math. The curriculum is designed to assist a variety of students. Some who are preparing for the CAHSEE and still in High School, other in transition, from high school and/or a dislocated worker returning back to school. The curriculum is modifiable for the LEP student.
## ENTREPRENEURSHIP SKILLS CERTIFICATE

This Skills Certificate encompasses two non-credit courses. Upon completion of this course, students will receive an Entrepreneurship Skills Certificate. Students will be given basic tools on how to start a small business.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Class Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOCED 083 CE</td>
<td>Young Entrepreneur Class Hrs. 36</td>
</tr>
<tr>
<td>VOCED 239 CE</td>
<td>Blueprint for Customer Service Class Hrs. 18</td>
</tr>
</tbody>
</table>

## IN-HOME SUPPORTIVE SERVICES SKILLS CERTIFICATE

This Skills Certificate includes one non-credit course from Workforce Education. The In-Home Supportive Services (IHSS) course is a 54-hour program that provides training on in-home care. Students are also given CPR/FA training as part of the curriculum. Upon successful completion of this course, students will receive an In-Home Supportive Services Skills Certificate of Competency.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Class Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOCED 002 CE</td>
<td>In-Home Supportive Services Class Hrs. 70</td>
</tr>
<tr>
<td>VOCED 059 CE</td>
<td>VESL for Home Health Aide Class Hrs. 18</td>
</tr>
</tbody>
</table>

## CITIZENSHIP SKILLS CERTIFICATE OF COMPLETION

This Skills Certificate packages non-credit classes from the Citizenship Department. You will continue through the series and then sign-up to take your Citizenship Interview and oral examination. Upon completion of this series of courses, you will receive a Citizenship Skills Certificate of Completion. In addition, when you pass the INS exam you will become a United States Citizen.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Class Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizenship 010 CE</td>
<td>Citizenship Through English Class Hr. 18</td>
</tr>
<tr>
<td>Citizenship 012 CE</td>
<td>Citizenship Through English Class Hr. 54</td>
</tr>
<tr>
<td>Citizenship 015 CE</td>
<td>Citizenship Through English Class Hr. 54</td>
</tr>
<tr>
<td>Citizenship 030 CE</td>
<td>English Literacy and Civics Class Hr. 108</td>
</tr>
<tr>
<td>Citizenship 031 CE</td>
<td>English Literacy and Civics Class Hr. 108</td>
</tr>
<tr>
<td>Citizenship 032 CE</td>
<td>English Literacy and Civics Class Hr. 108</td>
</tr>
</tbody>
</table>

## ENGLISH AS A SECOND LANGUAGE SKILLS CERTIFICATE OF COMPLETION

This Skills Certificate packages the series of courses from our non-credit ESL department. You will be assessed, then placed in the accurate course and continue through the progression of the classes at your own pace to ensure a high-level of comprehension and positive learning outcomes. Upon completion of this series of courses, you will receive an English as a Second Language Skills Certificate of Completion.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Class Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES 006 CE</td>
<td>ESL 0 Class Hr. 12</td>
</tr>
<tr>
<td>ESL 007 CE</td>
<td>ESL 1 Class Hr. 12</td>
</tr>
<tr>
<td>ESL 008 CE</td>
<td>ESL 2 Class Hr. 12</td>
</tr>
<tr>
<td>ESL 009 CE</td>
<td>ESL 3 Class Hr. 12</td>
</tr>
</tbody>
</table>

## HOSPITALITY SKILLS CERTIFICATE OF COMPETENCY

This Skills Certificate encompasses all of the Hospitality courses provided by the American Hotel and Lodging Association. Upon completion of this training, you will receive a Hospitality Skills Certificate of Competency in any one of below courses. In addition you have the opportunity to take one of the exams from the association in any of the below courses which are of interest. This will assist you in obtaining employment and/or advancing in your current occupation.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Class Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOCED 243 CE</td>
<td>Front Desk Representative-Making a Good Impression Class Hrs. 6</td>
</tr>
<tr>
<td>VOCED 244 CE</td>
<td>Laundry Attendant Skills Training Class Hrs. 6</td>
</tr>
<tr>
<td>VOCED 245 CE</td>
<td>Public Space Cleaner Skills Training Class Hrs. 6</td>
</tr>
<tr>
<td>VOCED 246 CE</td>
<td>Restaurant Server Skills Training Class Hrs. 6</td>
</tr>
<tr>
<td>VOCED 247 CE</td>
<td>Kitchen Steward Training Skills Class Hrs. 6</td>
</tr>
<tr>
<td>VOCED 249 CE</td>
<td>Reservationist Skills Training Class Hrs. 6</td>
</tr>
<tr>
<td>VOCED 248 CE</td>
<td>Maintenance Employee Skills Training Class Hrs. 6</td>
</tr>
<tr>
<td>VOCED 250 CE</td>
<td>Guestroom Attendant Skills Training Class Hrs. 6</td>
</tr>
<tr>
<td>VOCE 242 CE</td>
<td>Banquet Server Skills Training Class Hrs. 6</td>
</tr>
</tbody>
</table>
JOB READINESS SKILLS CERTIFICATE OF COMPLETION
This Skills Certificate encompasses a series of specific non-credit courses designed to introduce and train new workers, incumbent workers, and dislocated workers to the realities of the workplace. Upon completion of these combined courses, you will receive a Job Readiness Certificate of Completion which will assist you in obtaining employment. This certificate is also recognized by the City of Los Angeles and the Los Angeles Chamber of Commerce as a credential.

Courses | Class Hours
--- | ---
• VOCED 001 CE Blueprint for Workplace Success | Class Hrs. 32
• VOCED 239 CE Blueprint for Customer Service | Class Hrs. 18
• VOCED 230 CE 30 Ways to Shine as a New Employee | Class Hrs. 6
• VOCED 236 CE Job Club | Class Hrs. 7

RETAILING SMARTS SKILLS CERTIFICATE OF COMPETENCY
This Skills Certificate encompasses all of the Retail courses provided by the National Retail Federation (NRF). Upon completion of this training, you will receive a Retail Skills Certificate of Competency in addition to Certification from the NRF in either Sales/Customer Service Skills or Supervisory/Management Skills once you pass the online exam with a 75% or higher.

Courses | Class Hours
--- | ---
• VOCED 241 CE Retailing Smarts 1: Getting to Know your Customer | Class Hrs. 6
• VOCED 237 CE Retailing Smarts 2: Strategies in Meeting Your Customer’s Needs | Class Hrs. 8
• VOCED 238 CE Retailing Smarts 3: Strategies in Building a Continuous Relationship | Class Hrs. 6
• VOCED 235 CE Retailing Smarts 4: Going the Extra Mile | Class Hrs. 6
• VOCED 234 CE Retailing Smarts 5: Explaining Features and Benefits | Class Hrs. 7
• VOCED 231 CE Retailing Smarts 6: Building Sales | Class Hrs. 6
• VOCED 232 CE Retailing Smarts 7: Closing the Sale | Class Hrs. 4
• VOCED 233 CE Retailing Smarts 8: Completing the Sales Transaction | Class Hrs. 5

VOCATIONAL ENGLISH AS A SECOND LANGUAGE SKILLS CERTIFICATE OF COMPLETION
This Skills Certificate packages three non-credit courses. The below courses have been created to assist a student in transition from high-level ESL courses to vocational education programs towards a degree or career of their choosing. These three classes provide language skills training for our Limited English Proficient (LEP) population to help them achieve success in vocational education programs. Upon completion of these combined courses, you will receive a VESL Skills Certificate of Completion which will assist them in integrating into academic departments on campus and/or securing employment.

Courses | Class Hours
--- | ---
• VOCED 079CE VESL A | Class Hrs. 54
• VOCED 078CE VESL B | Class Hrs. 54
• VOCED 055CE VESL C | Class Hrs. 54

WORKPLACE LITERACY SKILLS CERTIFICATE
This Skills Certificate encompasses a series of specific non-credit courses. Upon completion of these combined courses, you will receive a Workforce Literacy Skills Certificate which will assist you in obtaining employment through improvement of core competency skills, and/or advance in your current occupation.

Courses | Class Hours
--- | ---
• VOCED 001 CE Blueprint for Workplace Success | Class Hrs. 32
• VOCED 239 CE Blueprint for Customer Service | Class Hrs. 18
• VOCED 230 CE 30 Ways to Shine as a New Employee | Class Hrs. 6
• VOCED 079 CE Vocational English as a Second Language | Class Hrs. 54
• VOCED 003 CE Workplace Computing for LEP Population | Class Hrs. 54
• Basic Skills 007 CE Review of Basic Math | Class Hrs. 36
• Basic Skills 006 CE Review of Basic English | Class Hrs. 36
## LIST OF NON-CREDIT COURSES/STAND ALONE CLASSES

### CAREER EXPLORATION
These courses are designed to introduce prospective students to an educational and career track into their field of interest. Each of these courses will provide detailed information regarding the occupational outlook including: the steps involved with regards to education, workplace responsibilities and career pathway progression in your field of interest.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Class Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOC ED Professional Costume Design</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED Music Technology</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED Radiologic Technology</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED Nursing</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED Technical Theater</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED Photography</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED 271 CE Administration of Justice</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED 274 CE Cinema &amp; Television</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED 277 CE Marketing &amp; Sales</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED 278 CE Medical Administrative &amp; Billing</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED 273 CE Business Administrative</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED 276 CE Legal Office Assistant</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED 279 CE Office Administration</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED 266 CE Computer Operators / Technology</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED 267 CE Dietetic Technician</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED 261 CE Paralegal</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED 265 CE Computer Product Manufacturing</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED 260 CE Child Care Workers</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED 262 CE Dental Laboratory Technicians</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED 264 CE Food Preparation Workers</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED 263 CE Computer Engineering</td>
<td>Class Hrs. 6</td>
</tr>
<tr>
<td>VOC ED 268 CE Retail Management</td>
<td>Class Hrs. 6</td>
</tr>
</tbody>
</table>

### VOCATIONAL ENGLISH AS A SECOND LANGUAGE FOR CAREER EXPLORATION
These courses of study are designed to compliment existing vocational/career technical education programs. The courses are intended to specifically meet the needs and interests of non-traditional/non-native students with high employment potential. At the end of your course you will have further developed basic skills and workforce literacy in your field of interest.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Class Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VESL 323 CE Art &amp; Graphic Design Careers</td>
<td>Class hrs. 18</td>
</tr>
<tr>
<td>VESL 324 CE Administration of Justice Careers</td>
<td>Class Hrs. 18</td>
</tr>
<tr>
<td>VESL 325 CE Medical Administrative Careers</td>
<td>Class Hrs. 18</td>
</tr>
<tr>
<td>VESL 326 CE Legal Office Careers</td>
<td>Class Hrs. 18</td>
</tr>
<tr>
<td>VESL 327 CE Information Technology Careers</td>
<td>Class Hrs. 18</td>
</tr>
<tr>
<td>VESL 328 CE Cinema and Televisions Careers</td>
<td>Class Hrs. 18</td>
</tr>
<tr>
<td>VESL 329 CE Computer Application Careers</td>
<td>Class Hrs. 18</td>
</tr>
<tr>
<td>VESL 330 CE Computer Science Careers</td>
<td>Class Hrs. 18</td>
</tr>
<tr>
<td>VESL 331 CE Business Careers</td>
<td>Class Hrs. 18</td>
</tr>
</tbody>
</table>
Career Progression: Effective Management in the Workplace  
Course Number: 168CE  
Course Hours: 36 Hours  
You will build a range of skills essential to effective management, including planning and organizing, managing time and resources, leading and hiring, giving direction, overseeing operations, and resolving employee issues and problems. You will receive practice in each skill set through worksheets and exercises based on real-life situations in today’s workplace.

Cultural Awareness in the Workplace  
Course Number: 201 CE  
Course Hours: 18 hours  
You will learn how to improve your business interactions and workplace operations by becoming more aware of different mentalities, behaviors and customs. You will get practice improving communications and building relations through interactive and small-group exercises.

Career Progression: Applying Critical Thinking in the Workplace  
Course Number: 169 CE  
Course Hours: 36 Hours  
In this open-entry/open-exit course, you will improve critical thinking skills and analytical ability through exercises targeting different skill sets, such as considering options, making assumptions, reaching conclusions and assessing solutions. The in-class exercises, utilizing both scenarios and visuals, are designed to give you hands-on practice in hypothetical and real workplace situations.

Cultivating Study Habits for LEP Students  
Course Number: 071 CE  
Course Hours: 72 Hours  
This non credit open entry/exit course will introduce students to proper and effective study habits. Students will develop the expertise and proficiency which will enable them to be master’s of their study time. This course is designed for high-level ESL students who are ready to transfer to vocational education departments on campus in pursuit of their educational goals. It is also for those who need a review of what is means to be a successful student. At the end of the course you will be prepared for academic coursework and have the confidence to succeed in any college level course.

Workplace Communication: Leadership Skills and Team Building  
Course Number: 092 CE  
Course Hours: 54 Hours  
This course will introduce you to the skills sets that everyone needs in order to be self-directed. You can be a powerful agent for change, an influencer during the adoption of a new initiative, or a model of productivity and commitment.

Workplace Communication: Team Dynamics  
Course Number: 093 CE  
Course Hours: 54 Hours  
This open-entry/exit course is designed to reinforce the importance of communication in the workplace. The topics covered include but are not limited to: project communication, expectations, closeout reporting and easy templates. The curriculum is modifiable for incumbent workers and dislocated workers seeking employment.

Retailing Smarts: Customer Service and Sales  
Course Number: 094 CE  
Course Hours: 90  
This course is designed to introduce prospective workers to the field of retail and/or reinforce skills and strategies necessary for achieving customer satisfaction by incumbent workers in the industry. The curriculum is provided by the National Retail Federation (NRF). After completing the training, you have the option to take an online exam provided by the NRF; upon a passing score, students will receive a Certification in Customer Service and Sales which is recognized nationally.

The LACC Workforce Readiness Academy was voted “Best Workforce Development Program” at the LA Community College District’s Excellence in Workforce Development Awards, held in May 2008. The District’s eighth annual event also honored the program with a first place trophy in the category “Successful Encouragement of Special Populations.” This academy is a vital part of LACC and is courses are taught in the City College at Wilshire building, 3020 Wilshire Blvd. The program is focused on non-credit workforce education and enables students to enter various career ladder pathways.
CITY COLLEGE AT WILSHIRE

Located just two blocks east of Vermont on the corner of Wilshire Place and Wilshire Blvd. Parking is available under the building, off of Sunset Place.

- CAHSEE classes (California High School Exit Exam)
- Civics/Citizenship courses
- Community Services, non-credit, short-term classes
- English as a Second Language - credit and non-credit
- Workforce Development classes
THIS SECTION INCLUDES:
- Student Records
- Transcripts
- Attendance & Absences
- Grading Policies
- Credit/No-Credit Courses
- Directed Study
- Adds, Drops & Withdrawal
- Probation & Dismissal
- Standards of Student Conduct
- Student Grievance Procedures
- General Policies
STUDENT RECORDS & DIRECTORY INFORMATION

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The LACCD recognizes that student records are a confidential matter between the individual student and the College. At the same time the LACCD has a responsibility to fulfill public information needs (i.e., information about students participating in athletics, announcement of scholarships and awards).

To meet this responsibility the LACCD may release Directory Information unless the student states in writing not to release it. The responsibility for carrying out these provisions is charged to the College Records Officer, designated by the College President. The Records Officer may be contacted through the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the College Records Officer and are available for inspection and inquiry.

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

Directory Information includes the student’s name, the city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory Information about any student currently attending the College may be released or withheld at the discretion of the College Records Officer.

Los Angeles City College will release no student records, other than Directory Information, without the written consent of the student concerned except as authorized by law. A log of persons and organizations requesting or receiving student record information is maintained by the College Records Officer. The log is open to inspection only to the student and the community college official or his or her designee responsible for the maintenance of student records. No Directory Information will be released regarding any student who has notified the College Records Officer in writing that the College shall not release such information.

ACADEMIC RENEWAL

(See an Academic Counselor for advisement)

Students may submit a petition to the Office of Admissions and Records to have their academic record reviewed for Academic Renewal action of substandard academic performance under the following conditions:

1. Students must have achieved a grade-point-average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university, and

2. At least two calendar years must have elapsed from the time the course work to be removed was completed.

If the student meets the above conditions, the College shall grant academic renewal, consisting of:

1. Eliminating from consideration in the cumulative grade-point-average up to 18 semester units of course work, and

2. Annotating the student academic record indicating where Academic Renewal action has removed courses.

Academic renewal actions are irreversible. Students should meet with a College Counselor before taking such an action.

TRANSCRIPTS/VERIFICATIONS

Upon written request, a copy of students’ academic records (transcripts) shall be forwarded by United States mail to the students or their designated addresses.

Students and former students shall be entitled to two free copies of their transcripts or to two free verifications of enrollment. Additional copies shall be made available to students, or to designated addressees identified by students, at a cost of $3.00 each. Students may request special processing to expedite their request for an additional fee of $10.00 per request.

A student’s transcript may be withheld if a hold has been placed on his or her record due to equipment, books, uniforms, or similar items that the student has not returned to the College or in the instance of any unpaid fees or charges due to LACC or to any LACCD college. The transcript may be withheld until the student discharges these obligations.

Requests for transcripts or verifications may be obtained in the Office of Admissions and Records, AD 100.

CONDITIONS OF ENROLLMENT IN LACC CLASSES

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

CONCURRENT ENROLLMENT

Concurrent enrollment in more than one section of the same course during a semester is not permitted, except for certain Physical Education classes on a limited basis. Concurrent enrollment in courses which are cross-referenced to each other is not permitted. Violation of this regulation will result in exclusion from class and denial of course credit in both courses.

Enrolling in classes scheduled or conducted during overlapping times is not permitted. In addition to exclusion from both classes and denial of credits, violators will be subject to disciplinary action. (See “Standards of Student Conduct,” elsewhere in this catalog.)

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

1. Payment of a fee of $15 per unit. Fees are not refundable and they are not covered by a fee waiver. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester. This fee structure is subject to change.

2. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course.

3. Priority in class enrollment shall be given to students wanting to take the course for credit.

4. Permission to enroll in a class on an audit basis is at the instructor’s discretion.
5. Participation in class activities by student auditors will be solely at the discretion of the instructor, who may provide a written statement of how much participation is allowed beyond observation.

6. Students must be added as an auditor by the last day of the term to add classes.

Maximum and minimum unit requirements may apply, as follows:

The maximum study load is 18 units during a regular semester, 12 units during Summer Session and 7 units during a Winter Intersession. The class load for students in the Fall or Spring semester is from 12-18 units for full-time students. A college program of 15 units is equal to at least a 50-hour work week. Students who want to take 19 or more units must obtain approval from a College Counselor.

Those students who will be employed while attending LACC should consider reducing their programs accordingly. Los Angeles City College suggests that those students who are employed full-time should enroll in no more than one or two classes (nine units maximum during the Fall or Spring semester; three units maximum during the Summer Session).

Los Angeles City College defines a “full-time student” as one who is enrolled in 12 or more graded units. Los Angeles City College defines a “part-time student” as one who is enrolled in 6-11 graded units.

ATTENDANCE

Only students who have been admitted to Los Angeles City College and are in approved active status may attend classes. Students should attend every meeting of all classes for which they register. To avoid being excluded from class, students should contact the instructor when they are absent for emergency reasons.

IMPORTANT: Students who are preregistered and miss the first class meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Whenever students are absent more hours than the number of hours the class meets per week, the instructor may exclude them from class. In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences. If the instructor determines that such circumstances do not exist, the instructor may exclude a student from the class.

To avoid being dropped from class, students should contact the instructor when they are absent for emergency reasons. Students are responsible for officially dropping a class that they stop attending. (See “Adding and Dropping” elsewhere in this catalog.)

INSTRUCTOR NOTIFICATION POLICY

Students should notify the instructor regarding absences by United States mail or by placing a notice in the “Student to Faculty Box,” located at the Campus Mail room. Students also may inform the instructor regarding their absences upon return to the class.

ATTENDANCE DEFINITIONS

“Attendance” means attendance in at least one semester each calendar year.

Los Angeles City College defines continuous attendance for the California community colleges as attendance in one semester during the calendar year before the current semester of enrollment. (Two semesters need not be consecutive, as long as they are in the same calendar year.)

Attendance means enrollment and completion of graded academic course work. (CR, NCR, Inc and W are acceptable.) Summer is not included in continuous attendance. Reference: California Code of Regulations, Title 5, Section 40401.

GRADES & GRADING POLICIES

Only the symbols in the grading scale given in this section will be used to grade all courses offered in fulfillment of the requirements for an Associate degree or certificate. Grades will be averaged based on the point equivalencies to set a student’s grade-point-average, using the following evaluative symbols:

The following non-evaluative symbols may be entered on the student’s record:

<table>
<thead>
<tr>
<th>GRADE SYMBOL</th>
<th>DEFINITION</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing; less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass (at least equivalent to a “C” grade or better; units awarded are not counted in GPA)</td>
<td></td>
</tr>
<tr>
<td>NP</td>
<td>Equal to “D” or “F” grade; units awarded are not counted in GPA</td>
<td></td>
</tr>
</tbody>
</table>

Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in a student record. The condition for removal of the “I” shall be stated by the instructor in a written record, which shall contain the conditions for removal of the “I” and the grade assigned in lieu of its removal. This record shall be given to the student, with a copy on file in the College Office of Admissions until the “I” is made up or the time limit has passed. The “I” symbol shall not be used in calculating units attempted nor for grade points. The “I” must be made up no later than one year following the end of the term in which it was assigned. The student may petition for a time extension due to unusual circumstances.

Courses in which the student has received an Incomplete may not be repeated unless the “I” is removed and has been replaced by a grade. This does not apply to courses which are repeatable for additional credit. Petitions are available in the Admissions office.

The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. “IP” indicates that work is in progress, but that the assignment of a substantive grade must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the required work of the course is
completed. The “IP” shall not be used in calculating grade-point-averages. If a student enrolled in an open-entry, open-exit course is assigned an “IP” at the end of an attendance period and does not complete the course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) as specified above to be recorded on the student’s permanent record for the course.

The “RD” symbol shall be used when the instructor has temporarily not submitted the student’s assigned grade. Students receiving “RD” grades should contact their instructor immediately.

Withdrawal from a class or classes is authorized from the 4th week (or 30% of the time the class meets) through the last day of the 12th week of instruction (or 75% of the time the class is scheduled to meet, whichever is less). No notation (“W” or other) shall be made on the record of a student who withdraws during the first four weeks, or 30% of the time the class is scheduled, whichever is less.

Withdrawal between the end of the 4th week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the 14th week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the 12th week (or 75% of the time the class is scheduled, whichever is less) shall be given a grade other than a “W,” except in cases of extenuating circumstances.

After the last day of the 12th week (or 75% of the time the class is scheduled, whichever is less), the student may petition to withdraw from class by demonstrating extenuating circumstances. Students my obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the 12th week (or 75% of the time the class is scheduled, whichever is less) which has been authorized in extenuating circumstances shall be recorded as “W.”

The “W” shall not be used in calculating units attempted nor for the student’s grade point average. “W” will be used as a factor in progress probation and dismissal.

DEANS’ & PRESIDENT’S HONORS
Students with outstanding scholastic achievement are given public recognition through the Los Angeles City College Dean’s List. Full-time students (a student enrolled in 12 or more graded units the qualifying semester) must earn a 3.5 or higher GPA. Part-time students (a student enrolled in 6 through 11 graded units) must have completed 12 units and earn a 3.5 or higher GPA in the qualifying semester. Only the grades from courses completed at LACC, during the qualifying semester, will be used in calculating the grade point average (GPA). Grades of “Credit” will not be counted in meeting the unit requirement for the Dean’s or President’s Honor List.

Students who have appeared on the college’s full-time or part-time Dean’s Honor list for three (3) consecutive semesters will be placed on the President’s Distinguished Honor List. Students on the President’s Honor list will receive a lifetime library (limited) privilege card. Students who qualify for the Dean’s and President’s Honors are automatically placed on the lists. Students who think they qualify for either of these honors can go to the Admissions Office and request an unofficial transcript of their records, or use an electronic kiosk, or access the college’s website and print out their transcript. Bring the unofficial transcript to the Office of Student Activities, Clausen Hall 117 for verification.

The Dean’s Honor Program is held annually each spring semester to acknowledge the students who earned their honors the prior spring and fall semesters. Certificates commemorating the occasion are presented. For graduation with honors (Summa Cum Laude, Magna Cum Laude, Cum Laude), see “Graduation With Honors” in the Graduation Requirements section of this catalog.

GRADES & GRADE CHANGES
The Los Angeles Community College Board of Trustees has approved the following grading policies and academic standards as required by California law. Please be aware of these policies and standards as they can have serious consequences if not followed. The Admissions Office and the Counseling Office will be happy to answer any questions you might have regarding these policies and standards.

- Section 76224(a) provides: When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student’s grade by the instructor, in the absence of a mistake, fraud, bad faith, or incompetency, shall be final.

- No grade may be challenged by a student more than one (1) year from the end of the term in which the course was taken, provided that if a college’s academic senate has determined that the period of time during which grades may be challenged should be more than one year, such longer period shall apply at that college. (Title 5, CAC, Section 51308)

Students must file petitions in the Admissions Office for any evaluative or non-evaluative grade symbol change.
Inquiries regarding results of grade petitions or instructor complaints should first be directed to the faculty member responsible for the course. If resolution is not reached, the inquiry should be directed to the appropriate academic department chairperson and/or area Dean. If resolution is not reached at the departmental or area Dean level, inquiries should be made to the campus Ombudsperson, at (323) 953-4000 ext. 2280.

PASS/NO PASS OPTION (P/NP)
The College President may designate courses wherein all students enrolled in such courses are evaluated on a pass/no pass basis or wherein each student may elect on registration or no later than the end of the first 30% of the term whether the basis of evaluation is to be pass/no pass or a letter grade. These courses are noted elsewhere in this catalog as being eligible for the pass/no pass Option.

1. Single performance standard. The pass/no pass grading system shall be used in any course in which there is a single satisfactory standard of performance for which unit credit is assigned. A grade of Pass (P) shall be assigned for meeting that standard, and a grade of No-Pass (NP) shall be assigned for failure to do so.
2. Acceptance of credits. All units earned on a pass/no pass basis in
accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

3. Recording of grade. A student who is approved to be evaluated on the pass/no pass basis shall receive both course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for credit is equivalent to the grade of "C" or better. A student who does not perform satisfactorily will be assigned a No-Pass (NP) grade.

4. Grade point calculation. Units earned on a pass/no pass basis shall not be used to calculate grade-point-averages. Units attempted for which No-Pass (NP) is recorded shall be considered in probationary and dismissal procedures.

5. Standards of evaluation. The student who is enrolled in a course on a pass/no pass basis will be held responsible for all assignments and examinations required in the course and must meet the standards of evaluation which are identical for all students.

6. Conversion to letter grade. A student who has received credit for a course taken on a pass/no pass basis may not convert this credit to a letter grade.

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

CREDIT/NO-CREDIT COURSES
Credit/No-Credit Courses do not fulfill prerequisites for more advanced courses. The student must meet all class standards. A maximum of 15 units of credit/no-credit grades may be applied toward the Associate Degree. Courses offered on this basis are listed below. NOTE: Please check the appropriate academic department for confirmation. Designated courses are subject to change.

ACCOUNTING
(BUSINESS ADMINISTRATION): All courses
ADMINISTRATION OF JUSTICE:
All courses except 73 and 80
AFRICAN-AMERICAN STUDIES: All courses
ANTHROPOLOGY: All courses
ARCHITECTURE: 130,131
ART: 101, 102, 103, 105, 107, 109, and 111
ASIAN STUDIES: All courses
ASTRONOMY: 1
BIOLOGY: 1, 3, 23 and 25
BUSINESS ADMINISTRATION: All courses
CHICANO STUDIES: All courses
CINEMA: 185
COMPUTER TECHNOLOGY: All courses
CORRECTIONS: All courses
CSIT: All courses
DANCE
EARTH SCIENCES:
All courses, except 185, 285 and 385
ECONOMICS: 1
ELECTRONICS: All courses
ENGINEERING: All courses
ENGLISH: All courses, except 101, 102 and 103
ENVIRONMENTAL STUDIES: All courses
FINANCE: All courses
FOREIGN LANGUAGES: All courses
GEOGRAPHY: All courses
GEOLOGY: All courses
HEALTH All courses
HISTORY: 11, 12 and 13
HUMANITIES: All courses
JOURNALISM: 5, 17, 18 and 19
INTERNATIONAL BUSINESS: All courses
LAW: All courses
LEARNING SKILLS: All courses
LIBRARY SCIENCE 101
MANAGEMENT: All courses
MARKETING: All courses
MATHEMATICS: All courses
METEOROLOGY: All courses
MUSIC: 101, 111, 133, 135, 137, 141, 152, 161.and 181
OCEANOGRAPHY: All courses
OFFICE ADMINISTRATION: All courses
PHILOSOPHY: All courses
PHOTOGRAPHY: All courses
PHYSICAL EDUCATION: 96 through 499
PHYSICAL SCIENCE: 1, and 14
PHYSICS: 11, 12, 14
POLITICAL SCIENCE: 1
PSYCHOLOGY:
1, 2, 3, 12, 13, 14, 18, 21, 24, 32, 41, 43 and 52 and 72
RADIOLOGIC TECHNOLOGY: 160 and 180
REAL ESTATE: All courses
SOCIOLOGY: 1
SPEECH COMMUNICATION: All courses
SUPERVISION: All courses
TELEVISION: 1, 2 and 911
THEATRE ARTS: 200, 271, and 273;
Non-Academy Students
(100, 243, 300, 315, 413 and 450)
TRANSPORTATION-TRAVEL-TOURISM: All courses

DIRECTED STUDY COURSES
Directed Study courses are offered by several academic and vocational departments. They are designed for students who are capable of independent work and who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or the development of skills and competencies under faculty advisement and supervision. Directed Study courses are available in a wide variety of disciplines. Students wishing to enroll in a Directed Study course should contact the appropriate department chair.

Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline and are based on the following formula:
Adding/Dropping Classes and College Withdrawal

LACC policies regarding adding and dropping classes are listed below. These policies are subject to change. Refer to the current Schedule of Classes for current information.

Only students who have been admitted to the College and are in approved active status may add or attend classes. Registered students who are on a waiting or standby list must obtain permission from the instructor to add the class.

Directed Study 185 (1-unit) = 48 hours per semester
Directed Study 285 (2-unit) = 96 hours per semester
Directed Study 385 (3-unit) = 144 hours per semester

Students should note that there are limitations as to the allowable maximum number of Directed Study units. For all Directed Study Courses transferring to the University of California, the maximum credit allowed is 3 semester units per term or six units total in any and all appropriate subject areas combined. The granting of transfer credit for Directed Study courses is contingent upon review of the course outline by the appropriate UC campus.

It is recommended that students consult with a College Counselor and with the appropriate instructor and/or department chairperson before enrolling in Directed Study courses. Please refer to the current Schedule of Classes for information regarding specific Directed Study classes being offered.

Grade Reports

The Los Angeles Community College District does not mail grades to students. Students may receive information on their grades through the Student Telephone Enrollment Process (STEP). (See elsewhere in this catalog for additional information about STEP.) To receive grade information, follow these procedures:

Step One: Dial one of the following numbers: (323) 226-1999; (213) 689-8888; (310) 605-0505; (818) 988-2222. STEP's voice response will guide you with each entry. Press * to correct any mistakes.

Step Two: Press 1 for Los Angeles City College.

Step Three: Press 1 for Spring, 2 for Summer, or 3 for Fall semester.

Step Four: Enter your social security number without dashes (or identification if it is different from your social security number).

Step Five: Enter your Personal Identification Number (PIN).

Step Six: Press 3 to hear your grades.

Step Seven: Press 9 to exit the system.

You may obtain a printed copy of your grades from the LACC Admissions Office. These printed copies are not a transcript or a Verification of Enrollment. If you need a transcript or a Verification of Enrollment, you may order it from the Admissions Office. Refer to “Transcripts/Verification” elsewhere in this catalog.

During the first two weeks of the term, available classes are posted by section number in an area near the Office of Admissions in the Administration building. As with other LACC classes, the available classes listed at the Add Card Center are available to add by telephone.

Students wishing to drop one or more classes must do so through the Office of Admissions by filing a drop card or through the telephone (STEP) or web site.

It is the student’s responsibility to drop from class if he or she decides not to attend or stops attending. Students might not be automatically dropped and/or excluded and will be accountable for any fees due.

The following schedule applies to dropping classes.

Any drops or exclusions that occur before the end of the 4th week of the semester (or 30% of the time the class is scheduled to meet) will not be noted on the student records.

Any drops or exclusions that occur between the 5th and 12th week of the semester (or 75% of the time the class is scheduled, whichever is less) will result in a “W” (Withdrawal) on the student’s record, which will be included in the determination of progress probation.

Drops are not permitted beyond the end of the 12th week. A grade (A, B, C, D, F, P, I, or NP) will be assigned to students who are enrolled past the end of the 12th week even if they stop attending class, except in cases of extenuating circumstances. After the last day to drop students may withdraw from class upon petition demonstrating extenuating circumstances. Petitions may be obtained from the Office of Admissions.

It is recommended that students consult with a College Counselor when withdrawing (dropping all classes). Clearance of the record in courses where equipment has been issued is required when students separate from such classes.

Probation & Dismissal

The following standards for academic and progress probation shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges.

A student shall be placed on probation if any one of the following conditions prevail:

**Academic Probation:** The student has attempted a minimum of 12 semester units of work and has a grade-point-average less than a “C” (2.0).

**Progress probation:** The student has enrolled in a total of at least 12 semester units and the percentage of all units in which a student has enrolled and for which entries of W (Withdrawal), I (Incomplete), and NP (No Pass) are recorded reaches or exceeds fifty percent (50%).
Transfer student: The student has met the conditions of “Academic Probation” or “Progress Probation,” above, at another college within the Los Angeles Community College District.

Units Attempted: “Units Attempted,” for purposes of determining probation status only, means all units of credit in the current community college of attendance in which the student is enrolled.

Students shall be subject to dismissal and subsequently be dismissed under the conditions set forth within this section. Dismissal from Los Angeles City College shall disqualify students from admission to any college in the Los Angeles Community College District (LACCD).

Academic Dismissal: Students who are on academic probation shall be subject to dismissal if they have earned a cumulative grade-point-average of less than 2.0 in all units attempted in each of three consecutive semesters.

Students who are on academic probation and who earn a semester grade-point-average of 2.0 or better shall not be dismissed as long as this minimum semester grade-point-average is maintained.

Progress Dismissal: Students who are on progress probation shall be subject to dismissal if the cumulative percentage of units in which they have been enrolled for which entries of W (Withdrawal), I (Incomplete), and NP (No Pass) are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%). Students who are on progress probation shall not be dismissed after a semester in which the percentage of units in which they have been enrolled for which entries of W, I and NP are recorded is less than fifty percent (50%).

Students who are subject to dismissal may appeal to the Vice President of Student Services. Dismissal may be postponed and the student continued on probation if the student shows significant improvement in academic achievement but has not been able to achieve a level that would meet the requirements for removal from probation.

Students who have been dismissed may request reinstatement after two (2) semesters have elapsed. They shall submit a written petition requesting readmission to the College in compliance with College procedures. Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. Students must file a petition to return prior to the day for new and returning students to register in person. Refer to the College Calendar in the current Schedule of Classes for effective dates.

COURSE REPETITION

See an Academic Counselor For Advisement

Repetition of courses for which substandard work has not been recorded shall be permitted only upon advance petition of the student and with permission of the College President or designee based on a finding that circumstances exist which justify such repetition. In such repetition under special circumstances, the student’s permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student’s grade-point-average.

Students may petition for approval to repeat courses up to a total of 15 units in which substandard grades (less than “C”) were awarded. Students may repeat the same course only once for this purpose. Upon completion of a course repetition, the best grade earned will be computed in the cumulative grade-point-average and the student academic record so annotated.

No specific course or categories of courses shall be exempt from course repetition. This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ. Students planning to transfer to another college or university should contact that institution regarding its policy.

CREDIT BY EXAMINATION

Some courses in listed in this catalog are eligible for credit by examination.

1. Methods of obtaining credit by examination.
   a. Achievement of a score of three (3) or higher on an Advanced Placement Examination administered by the College Entrance Board
   b. Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the Los Angeles City College Catalog.
   c. Achievement of a score that qualifies for credit on an examination administered by other agencies approved by Los Angeles City College.

2. Determination of Eligibility to Take College Administered Examinations. Students who qualify:
   a. Must be currently enrolled in at least six (6) units at Los Angeles City College, in good standing, and with minimum grade point average of “C” (2.0) in any work attempted at Los Angeles City College.
   b. May petition for credit by examination if they
      1) Are eligible to take such course for credit under existing regulations;
      2) Have not completed a course or are not in the process of taking a course which is more advanced than the course for which credit is requested.

3. Maximum credit allowable for credit by examination:
   The maximum number of credits allowable for credit by examination for the associate degree shall be fifteen (15). Credit by examination transferred from other institutions is counted toward this maximum.

   Limitations :
   a. Credits acquired by examination are not applicable to meeting such unit load requirements as Veteran or Social Security benefits.
   b. Recording of Credit: Students who successfully pass the examination given to fulfill the “credit by examination” option shall have the course posted on their cumulative record...
indicates “Credit” in the grade column. The number of units of credit recorded for any course may not exceed those listed in the College catalog.

4. Acceptance Towards Residence
Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the twelve units of credit in residence requirement.

5. Recording of credit:
   a. If a student passes the examination, the course shall be based on his/her cumulative record indicating “Credit” in the “Grade” column.
   b. The number of units of credit recorded for any course may not exceed those listed in the Los Angeles City College Catalog.

CREDIT FOR COURSES COMPLETED AT NON-ACCREDITED INSTITUTION

Students transferring from institutions not accredited by the Western Association of Schools and Colleges may, after successful completion of 30 units with a “C” or better grade-point-average, petition for credit in courses which parallel the offerings of the College.

The following exceptions for currently enrolled students may be made to this regulation:

1. Credit for Graduates of Diploma Schools of Nursing. The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter a Los Angeles Community College District college:
   A. Thirty semester units of credit will be awarded to graduates of Diploma Schools of Nursing under the following conditions:
      i. The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer;
      ii. The student has completed at least 12 units of credit at the college to which application is made.
   B. The work of graduates of Diploma Schools of Nursing outside California will be recognized if the student has a valid, current California license. Credit will be given although the license was obtained by reciprocity with another state rather than by examination.
   C. Candidates for the Associate of Arts or Associate of Science Degree are exempt from Health Education as a general education requirement. No other general education requirements will be waived.
   D. The transcript is not to reflect the major field nor should it indicate Nursing as a major.

2. Credits for Military Service Training Students who are currently serving in or have served in the military service, may, after successful completion of at least one course at a college in the Los Angeles Community College District, request an evaluation of credit earned through military service training schools and/or military occupational specialties for a total of six general elective credits.

3. Credits for Law Enforcement Academy Training Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:

   A. Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
   B. A single block of credit will be given and identified as academy credit.
   C. One unit of credit may be granted for each 50 hours of training, not to exceed 18 semester units or their equivalent. Credits granted by an institution of higher education for basic recruit academy training, under the above provisions, shall not be identified as equivalent to any required course in the major.

4. Acceptance Towards Residence Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the twelve units of credit in residence requirement.

5. Recording of Grade Students who successfully pass the examination given to fulfill the “credit by examination” option shall have the record of such examination entered on their record as “CRX” (Credit by Exam), as provided by the LACCD Grading Symbols and Definitions Policy.

EVALUATION OF FOREIGN AND INTERNATIONAL TRANSCRIPTS

Students who wish to receive course credit for college and university work completed in a foreign county or outside of the United States must have their transcripts evaluated if the transcript is in foreign language.

It is also recommended that course descriptions be submitted along with the evaluated transcript, for courses that the student would like to receive credit. The process for receiving credit for Foreign/International Transcripts is as follows:

1. A petition must be submitted to the Admissions Office in AD-100 to request credit for the courses in question along with the evaluated transcripts. If you don’t know where to take your Foreign/International transcripts to be evaluated, the Admissions Office will provide you with a list of LACCD recognized companies that are authorized to evaluate Foreign/International transcripts.
2. It is advisable that you provide the Admissions Office with course descriptions, where possible, of the evaluated course work, or any catalog information that may expedite the evaluation process. Please refer to the university or college the course work was completed, to request course descriptions.
3. After your petition and transcripts have been evaluated, you will be informed of the outcome.

If you do not agree with the outcome of your petition, you may petition the appropriate Department Chair. The decision of the Department Chair is final.

CANCELLATION OF CLASSES

The College reserves the right to discontinue any class with insufficient enrollment.

CLASSROOM CONDUCT

Instructors are responsible for presenting appropriate material in courses, and students are responsible for learning this material. Although it is a student’s academic performance that is evaluated in determining grades, student conduct is important in the academic setting. Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which he or she is enrolled.
STANDARDS OF STUDENT CONDUCT

Students enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the College community, students should be encouraged to develop the capacity for critical judgment; to engage in sustained and independent search for truth; and to exercise their rights to free inquiry and free speech in a responsible, nonviolent manner.

Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the City, County, State, and Nation.

Student conduct must conform to LACCD and Los Angeles City College rules and regulations. Violations of such rules and regulations will subject students to disciplinary action. Such violations, include, but are not limited to, the following:

Board Rule 9803.10
Willful disobedience to directions of College officials acting in the performance of their duties.

Board Rule 9803.11
Violation of College rules and regulations including those concerning student organizations, the use of College facilities, or the time, place, and manner of public expression or distribution of materials.

Board Rule 9803.12
Dishonesty, such as cheating, or knowingly furnishing false information to the College.

Board Rule 9803.13
Unauthorized entry to or use of the College facilities.

Board Rule 9803.14
Forgery, alteration, or misuse of College documents, records, or identification.

Board Rule 9803.15
Obstruction or disruption of classes, administration, disciplinary procedures, or authorized College activities.

Board Rule 9803.16
Theft of or Damage to Property. Theft of or damage to property belonging to the College, a member of the College community, or a campus visitor.

Board Rule 9803.17
Interference with Peace of College. The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise of any threat, challenge to fight, or violation of any rules of conduct as set forth in the LACCD Board Rule regarding “Conduct on Campus.” Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the College where such acts are committed.

Board Rule 9803.18
Assault or Battery. Assault or battery, abuse or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.

Board Rule 9803.19
Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip. “Controlled substances,” as used in this section, include but are not limited to the following drugs and narcotics: Opiates, opium, and opium derivatives; mescaline; hallucinogenic substances; peyote, marijuana; stimulants, depressants, cocaine.

Board Rule 9803.20
Lethal Weapons. Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden all persons except sworn peace officers, police officers, and other government employees charged with policing responsibilities.

Board Rule 9803.21
Discriminatory Behavior. Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's nondiscrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap, or veterans status.

Board Rule 9803.22
Unlawful Assembly. Any assemblage of two or more persons to (1) do an unlawful act, or (2) do a lawful act in a violent, boisterous, or tumultuous manner.

Board Rule 9803.23
Conspiring to Perform Illegal Acts. Any agreement between two or more persons to perform illegal acts.

Board Rule 9803.24
Threatening Behavior. A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statements, written statements, telephone threats, or physical threats.

Board Rule 9803.25
Disorderly Conduct. Conduct which may be considered disorderly includes: levied or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding or inciting another person to breach the peace of the college premises or functions.

Board Rule 9803.26
Theft or Abuse of Computer Resources. Theft or abuse of computer resources including but not limited to: (a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose. (b) Unauthorized transfer of a file. (c) Unauthorized use of another individual’s identification and password. (d) Use of computing facilities to interfere with the work of a student, faculty member, or college official, or to alter college or district records. (e) Use of unlicensed software. (f) Unauthorized copying of software. (g) Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus. (h) Use of computing facilities to interfere with the regular operation of the college or district computing system.
Board Rule 2803.27
Performance of an Illegal Act. Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, State, or federal law.

Board Rule 9804
Interference with Classes. Every person who, by physical force, willfully obstructs or attempts to obstruct, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled, or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars ($500) or imprisonment in a county jail not to exceed one (1) year, or by both such fine and imprisonment. As used in this section, “physical force” includes, but is not limited to, use of one’s person, individually or in concert with others, to impede access to or movement within which the premises are devoted.

Board Rule 9805.10
Assault or abuse of an Instructor. Assault or abuse of any instructor employed by the District in the presence or hearing of a community college student or in the presence of other community college personnel or students and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities.

Board Rule 9806
Unsafe Conduct. Conduct which poses a threat of harm to the with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.); failure to follow safety direction of District and/or college staff; willful disregard to safety rules as adopted by the District and/or college; negligent behavior which creates an unsafe environment.

STUDENT DISCIPLINE PROCEDURES
Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66300). The Los Angeles Community College District has complied with this requirement by adopting Board Rules 9803 and 9804-9806, Standards of Student Conduct.

The LACCD has adopted Board Rule 91101, “Student Discipline Procedures,” to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of Student Conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both.

Copies of the Student Discipline Procedures are available in the Office of Vice President of Student Services.

STUDENT GRIEVANCE PROCEDURES-OMBUDSPERSON ADMINISTRATIVE REGULATION E-55
Information about the grievance procedures and a copy of the regulation are available to grievant(s) and/or respondent(s) upon request in Clausen Hall 117. The purpose of this regulation is to provide a prompt and equitable means for resolving student(s) grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the academic community.

The grievance procedure may be initiated by a student, or group of students who reasonably believe he/she/they have been subjected to unjust action or denied rights that adversely affect his/her/their status, rights, or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action.

The role of the Ombudsperson is that of a facilitator of the grievance process, and not that of an advocate for either the grievant(s) or respondent(s). During the informal resolution stage of the grievance process, the ombudsperson will facilitate informal meetings and discussions that may lead to a resolution of the grievance. If the matter cannot be resolved informally, the student may request a formal grievance hearing. Grievances pertaining to grades are subject to the California Education Code, Section 76224(a) which states: “When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.” This grievance procedure does not apply to the challenge process for prerequisites, co-requisites, advisories and limitations on enrollment; alleged violations of sexual harassment; actions involving student discipline; alleged discrimination on the basis of the ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability; or an appeal for residency decision; or the eligibility, disqualification or reinstatement of Financial Aid. The appeal procedure regarding Financial Aid may be obtained in the Financial Aid Office. Additional information regarding discrimination and sexual harassment procedures and policies are listed in the Schedule of Classes and the College Catalog. Procedure may be obtained from the Associate Dean of Student Life located in CH117. For assistance, call (323) 953-4000 extension 2450.
POLICIES: GENERAL

DRUG-FREE CAMPUS
Los Angeles City College adheres to, supports, and is in full compliance with requirements that maintain our college as a drug-free institution of higher education. The LACCD Board of Trustees has adopted the following standards of conduct:

Students and employees are prohibited from unlawfully possessing, using, or distributing illicit drugs and alcohol on district premises, in District vehicles, or as part of any activity of the Los Angeles Community College District.

The LACCD Board of Trustees has adopted Rule 9803.19, which prohibits:

Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances, the possession of which is prohibited by the same or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District. “Controlled substances,” as used in this section, include, but are not limited to the following drugs and narcotics: opiates, opium and opium derivatives, mescaline, hallucinogenic substances, peyote, marijuana, stimulants, depressants, cocaine.

The LACCD Board of Trustees policy on the Drug-Free Workplace restates these prohibitions.

Legal Sanctions
Federal laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of driver’s license and limitations of career choices.

Health Risks
Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability, and death. Both drugs and alcohol may be damaging to the development of an unborn fetus.

Other Risks
Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include loss of friends, academic standing and co- and extra- curricular opportunities, alienation from and abuse of family members, and chronic conflict with authority. Economic problems include loss of job, financial aid eligibility, homes, savings, and other assets.

Counseling, Treatment and Rehabilitation
Students should contact the LACC Counseling Office for assistance and referrals.

Disciplinary Action
Violation of the above Board Rules shall result in student discipline, imposed in accordance with the Student or termination of financial aid; suspension; withdrawal of consent to remain on campus; expulsion subject to reconsideration; and permanent expulsion. Furthermore, institutional policies and practices may impose disciplinary sanctions on students and employees consistent with local, state, and Federal law, up to and including expulsion, termination of employment, and referral for prosecution for violations of the standard of conduct.

The Los Angeles Community College District is committed to drug-free and alcohol-free campuses. We ask you to share in this commitment and dedication.

EDUCATIONAL ENVIRONMENT POLICY
Due to requirements set forth by the Occupational Safety and Health Administration, proper attire, including shoes, eye ware, and other articles, should be worn during all class hours.

FAMILY EDUCATION RIGHTS & PRIVACY ACT
See Student Records and Directory Information, elsewhere in this catalog.

HEALTH FEE WAIVERS (STUDENT)
LACCD policy exempts the following students from paying the student health fee: a) students who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect; c) students attending classes under an approved apprenticeship training programs; d) non-credit education students; e) students enrolled exclusively at District sites where health services are not provided; f) students enrolled exclusively through Instructional Television or distance education classes; g) students enrolled exclusively through contract education. Students exempted under the provisions of a), c) and d) above are eligible to receive the services of the college health program; all other exempted students are not eligible to receive the services of the college health program.

SEX OFFENDER REGISTRATION
California law requires that certain statutorily defined sex offenders notify community college law enforcement officials that they are present on campus in specific capacities. If you fall into this category, you must register with the College’s Sheriff’s Department Office.

SMOKING POLICY
Smoking is not permitted in any classroom or other enclosed facility that any student is required to occupy or which is customarily occupied by students, faculty, staff, and/or administrator.

WORKFORCE DIVERSITY
The policy of the Los Angeles Community College District is to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, age, disability, marital status, sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination. An Affirmative Action Program will be maintained in accordance with Board Rule 101301.

Inquiries regarding Workforce Diversity at Los Angeles City College should be directed to the Associate Vice President, Administrative Services responsible for Human Resources.
ADDITIONAL POLICY
INFORMATION SECTIONS
ON PAGE 9 & 10

Equal-Opportunity Policy
Compliance Procedure

Sexual Harassment Policy

Limited English Proficiency
SERVICES & PROGRAMS

THIS SECTION INCLUDES:
- Student Services
- Campus Services
- Extra- & Co-Curricular Activities
- Parking
ADMISSIONS & RECORDS
Cesar Chavez Administration Building 100 • (323) 953-4000 ext. 2104
http://www.lacitycollege.edu/citymain/admissions.html
For information, see the catalog section on Admissions, page 6.

ASSESSMENT
Appointment Window: Cesar Chavez Administration Building, Room 103. Assessment Center: Learning Resource Center • (323) 953-4000 ext. 2264
http://www.lacitycollege.edu/services/matriculation/
For information, see the catalog section on Admissions, page 7.

ASSOCIATED STUDENT ORGANIZATION
Learning Resource Center • (323) 953-4000 ext. 2475
http://aso.lacitycollege.edu/
The LACC Associated Student Organization (ASO) is the officially designated student organization that represents students’ needs and concerns. The ASO is a significant component of LACC’s shared governance process. The governing body of the ASO is the Student Senate, composed of officers elected annually by the student body at large, following requirements of LACCD Administrative Regulation E-22.

LACC students are encouraged to join the ASO by paying the ASO fee of $7.00 per semester. The membership benefits include participation in student government, preferred parking, $70 book grants (limited number to qualified applicants), free copier services (weekly limit), free scantrons and bluebooks (weekly limit), discounted local faxing, free admission to ASO supported cultural and social events, discount tickets to theaters and local amusement parks, and much more.

The ASO represents students on college, district and state-wide issues. It provides students with leadership opportunities through involvement on the Student Senate and Club Council, and by appointment to various LACC, ASO, regional and state committees. It provides funding support for a variety of campus activities - Dean’s Honor Ceremony, Commencement, Welcome Days, Health Fair, English Writing Contest, Forensics Team, Latino Heritage Festival, Foreign Language Day, African-American History Month, blood drives, social events, speakers, and other events.

Student clubs provide a rich and exciting multi-cultural dimension to college life. Any ASO member can start a club— it just takes eight ASO members who share an interest and a faculty advisor—to be chartered by the ASO. Information on joining or starting a club is available in the ASO Services Office. All student clubs must be chartered by the ASO in order to be recognized and officially function on campus.

The Student Senate is composed of the elected, or appointed, student leaders. It meets regularly, with agendas posted in advance in accordance with the Brown Act. It is composed of the President, Executive Vice President, Vice President of Finance, Vice President of Clubs, and 16 Senators. The Associate Dean of Student Life serves as the ASO’s advisor. Qualifications to hold student government office, as stated in E-22, include maintaining a minimum unit enrollment and GPA, as well as limits to the number of units completed and semesters holding office.

More information on student government, joining and starting a club, holding an activity, eligibility for office, and the many benefits offered, is available in the ASO Services Office in the Learning Resource Center, or by calling (323) 953-4000 extension 2475. All students are encouraged to get involved and get more out of college.

Student Trustee
One student is elected, from all nine colleges within the LACCD, to represent all of the District’s students on the Board of Trustees. The Student Trustee sits on the Board, attends meetings, and has an advisory vote. There is an annual election, held in conjunction with the Associated Student Organization election, whereby each student in the District has an opportunity to cast a vote to select the Trustee. LACCD Board rule 2100 details the process for selection and the qualifications for candidacy and insures an equal opportunity for any student from any LACCD campus to seek the position of Student Trustee.

In accordance with existing law, candidates for Student Trustee must:
1. Be currently enrolled at an LACCD college.
2. Be enrolled in a minimum of six (6) units.
3. Maintain enrollment in a minimum of six (6) units through the one-year term of office.
4. Have completed a minimum of 12 units and no more than 80 transferable units.
5. Have and maintain a minimum 2.0 GPA.

BOOKSTORE
Cub Center • (323) 953-4000 ext. 2140
http://www.lacitycollege.edu/resource/bookstore/

Hours posted outside store. (Normal Business Hours are M-Th 7:30am to 7:00 pm Friday 7:30 am to 3:00pm)
The Los Angeles City College Bookstore offers a wide variety of textbooks, supplies and materials that help LACC students succeed in their classes. Faculty provide information to the Bookstore concerning textbooks, supplies and material needs for courses. The bookstore provides these items for purchase by LACC students. In addition, there is the opportunity for the students to sell authorized textbooks back to the bookstore during the last week of each major term and other posted dates.

—Please see cashiers for refund policy and more information—

REFUNDS
Cash register receipt MUST accompany all refunds and exchanges — NO EXCEPTIONS.

TEXTBOOKS
Required textbooks are arranged alphabetically by subject within their respective departments and numerically by course number. The instructor's name will be listed under the book. Used books, if available, are on the shelves with the new books. They are clearly marked USED. You should not purchase your textbooks until you are officially enrolled.

Full refunds on textbooks will be allowed during the first 10 school days of the Fall and Spring Semesters and the first 5 days of the Summer, Winter and short-term classes (5 weeks or longer). [see requirements below]. Refunds for books purchased for 8-day courses or courses shorter than 5 weeks will only be allowed during the first day of class.

Refunds for textbooks purchased after the first 10 school days of the Fall and Spring semesters and the first 5 days of the Summer, Winter or short-term classes MUST be made within 24 hours of purchase and will only be allowed if the book is wrong or defective.

NO Refunds or Exchanges will be granted on books during the Final Examination period (i.e. last ten days) of any semester or session.
SERVICES & PROGRAMS

New Books: Must be returned in same condition as when purchased, free of markings, underlining, soil marks or erasures. Otherwise, the book will be classified as “USED” and refundable at a maximum of 50% of the purchase price. Final determination will be made by Bookstore Management. Water damaged books will not be accepted.

Computer Software: May not be refunded if the package is open. This includes textbooks with software if the shrink-wrap has been opened.

Special Orders: Not eligible for refund.

Shrinkwrapped Textbooks: Packages without software may be refunded if all items in the bundle are in new, sellable condition (to be determined by Bookstore staff). A $5.00 restocking fee will be charged.

Packages that include cd’s, computer disks, cassettes or supplemental booklets etc. must be returned in original, UNOPENED packaging for a refund. Otherwise, they do not qualify for a refund.

SUPPLIES

All clothing and non-textbook items are refundable only if they are in their original package, in new sellable condition, unworn, accompanied by the original sales receipt and returned within 24 hours of purchase.

Cassette tapes, computer disks, paperback books, magazines, catalogs, dictionarises, reference books, dental tools, dissecting kits, compact disks, video tapes, calculators and related items are NOT returnable.

Swimmear, goggles, lab glasses, lab smocks and socks are NOT returnable as governed by the California State Health Laws.

CHECK PURCHASING POLICY

Current LACC (or other LACCD campus) Student Registration Fee Receipt or current Associated Student Organization Card AND Valid California I.D. or Drivers License are REQUIRED to pay by check.

Checks must be bank printed and written for the amount of purchase only. No temporary or third party checks are accepted.

There is a 30-day waiting period for a cash refund on merchandise purchased by check. Merchandise must be returned by return deadline to qualify. A credit slip will be issued and a return date given to pick up refund (15 days from date of purchase). If return the check has cleared the district bank (tangible proof required) or the canceled check is presented (both sides) cash will be refunded at time of return.

NOTE: AFTER JULY 1, 2006 IF YOU MAKE A PURCHASE WITH A CHECK, your student id number will be written on your check. If you do not wish to have your student id number appear on your check, you must use an alternate form of payment!

CREDIT CARD ACCEPTANCE POLICY

LACC Bookstore accepts VISA, MasterCard, American Express and Discover credit cards when presented by the student with the student's current registration or Associated Students Organization identification card. A valid California Driver's License or I.D. card is required for identification and signature verification purposes only. The person the card is issued to must be present.

NO CASH REFUNDS will be issued on a credit card purchase. Merchandise must be returned by return deadline to qualify. A credit will be issued and forwarded to the credit agency and a copy given to the customer. **

Please note: refunds are sent to our bank each night...your bank may take up to 3 weeks to credit your account.

CASH PURCHASING POLICY

Merchandise must be returned by return deadline to qualify. Cash refunds will be issued at time of return if all other refund policy qualifications are met.

BOOK BUYBACK

No refunds on textbooks purchased during finals. Books may be sold back to the Bookstore at the end of each semester (during finals). The Bookstore will make an effort to Buy Back as many texts as possible from LACC students. It is not an obligation on the part of the Bookstore, but a special service we perform to help keep the cost of books down.

How books qualify for buyback– for a book to be bought back by the LACC Bookstore, all of the following conditions must be met. The book will then be purchased at 50% of the purchase price.

1. A signed adoption by the department.
2. Needed for the LACC Bookstore inventory for the next semester.
3. The book is in the correct edition, volume, etc. and in good condition (limited writing and underlining are permissible in most texts). No water damaged books will be accepted.
   - The LACC Bookstore will not buy back workbooks, study guides, syllabuses or supplementary related materials.
   - Final determination of the condition and resale value of a textbook shall be made by Bookstore Management.
   - Textbooks not bought back by the Bookstore may be purchased by the company conducting the buyback, at a lesser price, subject to that companies buying policy. The Bookstore regrets it cannot buy back all books.

BUSINESS OFFICE

Cesar Chavez Administration Building 111
(323) 953-4000 ext. 2172

The College Business Office handles all college fund collections, club accounts, and Associated Student Organization funds in accordance with LACCD Board rules and is subject to audit.

CAHSEE

CCW - City College at Wilshire - 3020 Wilshire Blvd.
(323) 953-4000 ext. 2467

The CAHSEE office is designed to assist high school students in passing the California High School Exit Exam.

CALWORKS

Learning Resource Center, lower level • (323) 953-4000 ext. 2597
Cub Center 209A (next to Bookstore) • (323) 953-4000 ext. 2586
http://www.lacitycollege.edu/services/calworks/

Our office provides CalWORKS students with comprehensive support to enables them to be successful in their Welfare to Work (WTW) activity and take positive strides towards self-sufficiency. The California Work Opportunity and Responsibility to Kids (CalWORKs) Program is part of the Office of Economic & Workforce Development in Academic Affairs. CalWORKs is a comprehensive effort by the State of California and the County of Los Angeles Department of Public Social Services (DSPS) to provide education, skills assessment, short/long term training, counseling, job development, child care, resource and referral, and other support services to eligible welfare recipients. CalWORKs students are referred to LACC by their county offices to participate in
program including: English as a Second Language (ESL); Adult Basic Education (ABE) or Remedial Education (REM); General Education Diploma (GED); Self Initiated Participant (SIP); Vocational Training (VOC); Job Services Training (JST); and/or Work Experience (WEX). Our office also provides students with: important information about the changes in Welfare to Work (WTT) policies; verifications; progress reports; and assistance with other county paperwork or issues regarding GAIN participation.

CAMPUS CHILD DEVELOPMENT CENTER
(323) 953-4000 ext. 2220
The Campus Child Development Center offers a preschool program for children 3 to 5 years of age and an evening program for school age children. The Center provides a developmentally appropriate curriculum that responds to the individual needs of the children, incorporating the learning domains of social, physical, cultural, cognitive and emotional growth. Enrollment is available for the children of LACC student/parents to assist them in completing their educational goals. Priority is given to low-income families. Applications for enrollment are available at the Campus Child Development Center. Applicants are encouraged to apply early because enrollment is limited. A fee may be charged, based upon the family size and income. Many families qualify for the grant program and receive subsidized child care.

CAREER & JOB DEVELOPMENT CENTER
Administration Building 109 • (323) 953-4000 ext. 2210
http://www.lacitycollege.edu/services/career/index.html
The Career and Job Development Center provides students with career assessment (testing), career counseling, and information on career choices. The Center offers vocational testing to identify interests, abilities, personality type, and work values related to career options. In addition, there is a career resource library and internet accessible computers with software programs (i.e. EUREKA) to assist in the career exploration process. The Career Center offers workshops, resume assistance and has information on internships. Services are provided by appointment and on a walk-in basis when available.

COMMUNITY SERVICES
Administration Building 112 • (323) 953-4000 ext. 2650
www.lacitycollege.edu/comsvcs/
The Los Angeles City College Community Services Program is part of the Office of Economic & Workforce Development in Academic Affairs. Community Services provides a full range of not-for-credit classes and programs designed to meet the educational, social, recreational, cultural, and civic needs of residents in the college community. Fee and grant funds are received for programs to make them self-supporting.

Educational programs offer the community an opportunity to explore a variety of personal interest areas of learning and to update individual knowledge and skills. Moreover, recreational, cultural, and social programs offer opportunities for community residents to participate in such activities as not-for-credit, short-term programs in dance, martial arts, physical fitness, gymnastics, and sports as well as a variety of self-directed activities.

COMPLIANCE OFFICER
Cesar Chavez Administration Building 208 • (323) 953-4000 ext. 2249
http://www.lacitycollege.edu/resource/complianceoffice/index.htm
Los Angeles City College prohibits discrimination based on sex including sexual harassment, sexual orientation, race, color, pregnancy, ancestry, national origin, religion, creed, marital status, disability, medical condition (cancer related), age (40 & above) and/or veteran status. This is in accordance with applicable federal and State law and College policy. The policy applies to admission, access and treatment in College programs and activities for all full-time and part-time students.

Sexual harassment is one form of discrimination. It is generally defined as unwelcome sexual advances and/or requests for sexual favors by a male or female. Sexual harassment is physical, verbal, or visual behavior that is sexual in nature, repeated, and interferes with your ability to study or work. It is conduct that has created a hostile or intimidating environment.

The role of the Compliance Officer is to implement policies and procedures that follow Federal and State laws on discrimination and sexual harassment, oversee federal compliance, investigate and recommend resolutions to discrimination and/or sexual harassment complaints, serve as a resource on relevant issues and promote diversity. Students who feel that they have been discriminated against or sexually harassed or who wish to discuss incidents of discrimination or sexual harassment may contact and/or file a complaint with the Compliance Office.

Copies of the Discrimination and Sexual Harassment Policy and relevant complaint forms may be obtained upon request from the Compliance Office or online.

CONTRACT EDUCATION
Cesar Chavez Administration Building 208 • (323) 953-4000 ext. 2062
(Academic Affairs) ext. 2595 (Workforce Education)
Contract Education is designed to enhance the economic development of the State of California. All courses and programs are taught by qualified faculty and meet the same standards of academic rigor as does the traditional, campus-based program. For additional information, contact the Office of Economic & Workforce Development in Academic Affairs. Through its Contract Education program, LACC provides credit courses and complete lower division transfer programs as well as not-for-credit workshops and customized seminars, for business, industry, and government agencies. The course offerings may be provided on company or agency premises or on campus. Contract Education course work is paid for by the contracting company or agency.

COUNSELING DEPARTMENT
Cesar Chavez Administration Building 108
(323) 953-4000 ext. 2250
www.lacitycollege.edu/services/counsel/index.html
Academic counseling services are available for all students in the Counseling Department. Students are encouraged to make an appointment to consult with a college counselor. If students need to review their records, appointments should be made in person several days in advance. No appointments are available the first week of the semester. Walk-in counselors are available to answer quick questions or to provide emergency help for students.

The services available include counseling and guidance on educational, career, and personal goals as well as problems that may interfere with a successful adjustment to college life. The experienced and professionally
services & programs

trained counseling faculty works with students concerning transfer, educational goals, career planning, choice of college or universities, and other decisions involving a direction in life. Counselors also help students select and plan their academic majors, explore future college or other educational choices, and develop specific plans to meet their transfer and graduation goals. Students should consult with a college counselor as soon as possible to make these plans.

Counselors will work with students who feel the need for greater self-understanding, who need to know more clearly what their abilities and interests are, and where these abilities and interests may lead.

Personal Development courses offered through the department have been structured to prepare and help students complete their college education in a timely manner. The courses are highly recommended for new and returning students.

ENGLISH LITERACY & CIVICS

CGW - City College at Wilshire - 3020 Wilshire Blvd. • (323) 953-4000 ext. 2230 www.lacitycollege.edu/services/citizenship/index.html also see the "Programs & Courses: Citizenship" section

The LACC English Literacy Program and Citizenship Center are part of the Office of Economic & Workforce Development in Academic Affairs. The English Literacy Program provides eligible students with instruction in non-credit English as a Second Language (ESL), Vocational ESL, Basic Skills, and Tutoring Services, while the Citizenship Center is focused on providing students with all services necessary for completing the citizenship process. These services are available to any permanent resident who has lived in the United States for five years. The Center assists with the N400 form, provides information, takes photographs, sponsors test preparation workshops, and administers the CASAS approved Citizenship Examination.

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOP&S)

COOPERATIVE AGENCIES

RESOURCES FOR EDUCATION (CARE)

Clausen Hall 111B • (323) 953-4000 ext. 2300 & 2301
http://eops.lacitycollege.edu/

EOP&S is a state-funded program for nontraditional students who are affected by educational and economic barriers. The program motivates students in reaching their career and educational goals by providing support services and encouragement. EOP&S provides the following services: intensive academic, career and personal counseling, individualized tutoring, priority registration, transfer assistance, educational workshops, and book vouchers.

CARE- Contained within EOP&S is a program called CARE, a support service program for single parents receiving TANF/CalWORKS subsidies. CARE students are eligible for all EOP&S services plus childcare referrals, meal tickets, parking permits, auto gas card, parenting and job preparation seminars. CARE offers personal and professional support while assisting participants in breaking the welfare dependency cycle. Bring your registration receipt showing 12 or more active units to Clausen Hall 111B to find out if you qualify. OSS students must be enrolled in 6 or more active units to apply.

EXTRA- & CO-CURRICULAR ACTIVITIES

In addition to the regular academic offerings of the College, various departments make noteworthy contributions to the cultural life of LACC students and its community. Listed below are College-authorized “extra-curricular” (outside or supplemental to course work) activities available to LACC students.

The Art Department presents exhibitions of interest to the diverse community served by the College. The gallery in DaVinci Hall features drawing, painting, graphics, photography, sculpture, and ceramics by artists of local and international reputation, as well as offering a first-time gallery exhibition experience to students.

Forums, guest speakers, and art demonstrations are presented throughout the year and are open to the general student body. Student work is prominently displayed in the first and second floor cases in DaVinci Hall. The Annual Art Competition and subsequent scholarships reward outstanding department students with cash awards based on submitted portfolios.

The Citadel is the creative arts and literary journal of Los Angeles City College, presented through the English department. The Citadel publishes works of art, photography, fiction, novels-in-progress, essays, manifestos, and poetry by LACC students. The Citadel publishes work that reflects the socio-cultural changes taking place on campus, in the city, as well as in the world.

The Citadel addresses issues that reflect changes due to America’s growing diversity; reviews and illuminates LACC’s understanding, respect, and eager embrace of the many cultural aspects of its students from around the world.

The Music Department presents noontime concerts twice weekly during the academic year. The concerts feature outstanding student soloists, ensembles, and guest artists. The department also presents several evening concerts, given by the musical organizations of the department. The concert experiences are designed to keep students informed about current developments in various phases of the music profession.

The Theatre Arts department and the Theatre Arts Academy present several plays each semester utilizing up to three theatres located on campus: the Camino, the Caminito, and the Cameo. In existence since 1929, the department has built a reputation for excellence that is nationally recognized. Scores of its graduates have been invited to Washington, D.C. as part of the Kennedy Center/American College Theatre Festival.

In 1965 the department was designated by the Community College Board of Trustees as the professional theatre training school for the Los Angeles Community College District. It is the largest, most comprehensive professional theatre training institution in the West.

As with extra-curricular activities, various departments make noteworthy contributions to Los Angeles City College students and its community.
through their “co-curricular” (related to course work) activities. Listed below are College-authorized co-curricular activities available to LACC students.

The "Collegian" is published as a learning experience, offered under the College’s journalism instructional program of the Media Arts department. The editorial and advertising materials published, including any opinions expressed, are the responsibility of the student newspaper staff, free from prior restraint under the First Amendment to the United States Constitution. Accordingly, material published, including any opinions expressed, should not be interpreted as the position of the Los Angeles Community College District, Los Angeles City College, or any LACCD or LACC officer or employee.

The Department of Speech Communication provides opportunities for students to compete in intercollegiate debate tournaments as well as individual Forensics events. Having existed at LACC since the 1930’s, the Forensics squad participates in local state, and national competitions throughout the academic year. Established on a strong winning foundation, the current student competitors continue the tradition in speaking events ranging from debate to oral interpretation of literature.

FINANCIAL AID

Clausen Hall 111A • (323) 953-4000 ext. 2025
http://www.lacitycollege.edu/stusvcs/finaid/

For more information, see the section on Financial Aid at the beginning of the catalog on page 16

FIRST YEAR EXPERIENCE

The First Year Experience Learning Community is a program that allows freshmen students an alternate approach to learning that encourages relationships with peers and their instructors. Participants will enroll in selected classes as a group. Peer mentors will be assigned to assist in the classroom. Academic counseling will be provided for all participants, helping to ensure the students’ academic needs are met. Such reinforcement helps student retention, encourages student partnerships, and creates an encouraging learning environment. Interested students should apply as soon as possible because space is limited.

The Foundation provides deserving students with the opportunity to achieve their academic goals by providing a full range of scholarships and awards. All awards and scholarships are given on an annual basis normally during the Spring semester. For application, criteria and requirements visit the foundation website: www.laccfoundation.org. The specific and primary purposes for which the Foundation is formed are: (1) To promote, foster, encourage and provide scientific, literary, educational and recreational facilities at LACC; (2) To provide for scholarships, fellowships, grants in aid, loans and other financial assistance to worthy students and members of the faculty; (3) To further research and provide for associated facilities; (4) To receive gifts, bequests or devises either outright or as a trustee or beneficiary of a trust, to hold, transfer, buy, sell, invest, or reinvest real property, cash, stocks and bonds, and all other evidences of value; (5) To expend moneys for the general welfare of the students and faculty of LACC; and (6) To otherwise provide aids to education supplementary to state and local tax means for the support and benefit of LACC.

The Foundation is a non-profit, tax-exempt corporation, designed to receive gifts for the college from individuals, corporations, and foundations. Our tax payer ID# is 95-6207819.

FOSTER & KINSHIP CARE EDUCATION AND THE INDEPENDENT LIVING PROGRAMS

(323) 953-4000 ext. 2335
Los Angeles City College offers various educational programs, ranging from basic to advanced levels, to help Foster Care providers meet the complex and unique needs of the children placed in their homes. The Foster Care Education program trains Foster Parents and Foster Care providers to improve the lives of families in crisis by promoting teamwork and sensitivity.

All classes are open to various types of Foster Care providers although some classes do have enrollment limits to Foster Family Agencies, Social Workers, and Group Home Staff, among others.

Available workshops include: Foster & Kinship Care Education (FKCE); Independent Living A or B (Adults or Teens); Medical or Specialized FKCE Pre-Service (F- Rate or D- Rate); State Mandate Training (B – Rate); Model Approach to Partnerships in Parenting (MAPP); Kinship Education Preparation Support (KEPS); Enhanced KEPS Orientations; Kin-Gap Orientations. Certificate provided upon completion of the requirements.

HEALTH & WELLNESS CENTER

Holmes Hall 1 and 2 • (323) 953-4000 ext. 2485
The Health Center services all currently enrolled students. It offers basic primary and non-emergency care, health care counseling, emotional and behavioral counseling, family planning, referrals, TB skin test, and other laboratory tests and immunizations (TD, Hep B, MMR), some which carry additional fees. Appointments can be made to see a medical provider or mental health professional.

A mandatory Student Health Fee of $11.00 per semester is payable at the time of registration. (For information on Health Fee Waivers, see “Policies: General.”
HEALTHY ADVOCACY RESPONSE TEAM (HART)
(323) 953-4000 ext. 2450
The College has trained staff to assist students who may be victims of rape, sexual assault and/or stalking. Students who have been assaulted should immediately go to the College Sheriff Office to report the incident - (323) 662-5276. Or, from any campus pay phone, dial #3. Inquiries about this team should be directed to the Chair of HART at (323) 953-4000 ext. 2450 or 2280.

HONORS PROGRAM
(323) 953-4000 ext. 2058
http://www.lacitycollege.edu/services/honorsprogram/Page_1x.html
The Honors Program is designed to prepare the highly motivated student for transfer. Honors students who complete 18 units of Honors credit will receive certification in the Transfer Alliance Program (TAP). This guarantees priority consideration for admission to non-impacted majors in UCLA's College of Letters and Sciences, and increases the students' chances of being admitted. Other partners include UC Irvine, UC Riverside, UC Santa Cruz, Occidental College, Chapman University, and La Sierra University.

For more information see the “Transfer Information” section.

INTERCOLLEGIATE ATHLETICS
Stadium Office • (323) 953-4000 ext. 2850
http://athletics.lacitycollege.edu/
Los Angeles City College offers a variety of sports for men and women student athletes. The college belongs to and competes in the South Coast Conference and is a member of the California Commission on Athletics (COA.)
NOTE: Offerings are subject to change.

Women's Cross Country Sylvia Mosqueda, Head Coach ext. 2855
Men's Basketball Mack Cleveland, Head Coach ext. 2854
Women's Basketball Derrick Jackson ext. 2854
Women's Track & Field Sylvia Mosqueda ext. 2855
Baseball George Hinshaw ext. 2853
Women's Badminton Ken Sherwood ext. 2855
Women's Volleyball Mynor Mendoza ext. 2854

For further information you may contact:
Mike Miller, Athletic Director ext. 2852
Elizabeth Alcaraz, Athletic Dpt. Secretary ext. 2869

Process for Requesting New Sports
1. A student may submit a request to both the Vice President of Academic Affairs and the Athletics Director simultaneously.
2. Both the Athletic Director and the Vice President will review the request and confer with the college researcher to determine, based on the most recent study survey, if this sport is on the top of the priority list and meets with Title IX, Gender Equity in Sports.
3. If the requested sport ranks high on the survey list and is in compliance and conforms with Title IX requirements, the Athletic Director will then make a recommendation to the Shared Governance Council, which will discuss the request and make a recommendation to the College President.
4. Upon receiving the recommendation from the Shared Governance Council, the President will decide if the sport is viable with respect to the budget and will recommend the appropriate semester to implement the new sport in accordance with the sport season dates as established by the Commission on Athletics.

INSTRUCTIONAL TELEVISION (ITV)
www.lacitycollege.edu/ITV • (818) 833-3594 (Mission College Office)
http://missionwww.lamission.edu/itv/
ITV allows the students to take general education classes which meet transfer and graduation requirements at their own pace through videos and the internet. The award winning videos provide course content, the internet provides an online community for class discussions, virtual tours and online quizzes. Exams are taken on campus, there are on campus seminars on the weekends (approximately once a month). Students may attend seminars and take exams on campus. All classes are three units, except Math 125 which is five units. The tuition is the same as on-campus classes.

INTERNATIONAL STUDENT CENTER
Cub Center • (323) 953-4000 ext. 2470
http://intl.lacitycollege.edu/
The LACC International Student Center is a one-stop office that provides admissions, testing, academic counseling, registration, adding and dropping of classes, letters of certification, transcripts, intent to transfer letters and on-campus and off-campus work authorization. The Center also assists students with paperwork to apply to the Immigration and Naturalization Service for change of status, practical training, extension of stay, reinstatement to student status, and transfer to other institutions of learning. Los Angeles City College is authorized under Federal law to enroll nonimmigrant alien students.

International Students: Eligibility For Admission to LACC
To be eligible for admission to Los Angeles City College, the student must:
• Have a score of four-hundred-fifty (450-paper based/133-computer based/45-internet based/) or more on the TOEFL (Test of English as a Foreign Language).
• Show the ability to pay the nonresident tuition, currently $169 per unit.
• Have earned a high school diploma from a high school in the United States or the equivalent education from a foreign country.
(Immigration requires students to be enrolled in 12 semester units to maintain visa status.) The student must also show the ability to pay living and personal expenses for twelve (12) months, which are estimated to be $10,000. If you are currently living outside the United States, the deadlines are May 30 for the Fall semester and November 15 for the Spring semester. For additional information, write to:
Director, International Student Program
Los Angeles City College
855 North Vermont Avenue
Los Angeles, CA 90029
JOB PLACEMENT SERVICES
Cesar Chavez Administration Building 109 • 953-4000
Current and graduated LACC students are entitled to use the job placement services of the College and those at all Los Angeles Community College District colleges. A job board listing current offerings in the LACC service area is located outside the Student Assistance Center.

LEARNING SKILLS CENTER
Learning Resource Center, lower level.
(323) 953-4000 ext. 2770 or 2772
The Learning Skills Center (LSC) provides the opportunity for students to improve their basic study skills in mathematics and language arts. Students may register for classes in the LSC up through the first fourteen weeks of the semester. One-unit classes are offered on an open entry/open exit basis and can be taken as credit/non-credit. (Credit for individualized, self-paced, open entry/open exit courses may not be counted as part of a student minimum load in qualifying for benefits until the courses have been completed.)

Programs are individualized and developed on the basis of diagnostic tests administered to each student to determine his or her academic needs. A student's program is designed to include self-paced instruction, instructor-student conferences, and peer tutoring sessions. Emphasis is placed on the improvement of basic skills in reading, vocabulary, study skills, writing, grammar, basic mathematics, and algebra. Tutoring in most subjects is available. The LSC also offers small group classes in conversation, speech, resume writing, and math anxiety.

LIBRARY
Martin Luther King, Jr., Library • (323) 953-4000 ext. 2400
www.lacitycollege.edu/resource/library/

A library brochure and instructor-requested orientations are available through the Reference Center. Two one-unit courses are offered: LS 101 Library Research Methods and LS 102 Internet Research Methods. Individual questions are welcomed at the Reference and Circulation/Periodicals Desks. Students must use their valid college identification card to qualify for library privileges. When the library is closed, materials may be returned through the outside chute located on the front of the building.

LOST AND FOUND
Cesar Chavez Administration Building 115 • (323) 662-5276
Inquiries about personal belongings lost on campus should be directed to the Campus Sheriff's office.

OFFICE OF SPECIAL SERVICES
Clausen Hall 109 • (323) 953-4000 ext. 2270 • TDD (323) 667-0812
www.lacitycollege.edu/services/DSPS/
The Office of Special Services (OSS) is one of the student services at Los Angeles City College designed to provide educational support and access to programs for currently enrolled students. A variety of programs and services are available to eligible students with disabilities, providing them the opportunity to fully participate in Los Angeles City College’s programs and activities through appropriate and reasonable academic accommodations. Provision of these accommodations allow students with disabilities equal access to all aspects of their education, however students must master all competencies required by Title B of the California Educational Code and comply with the Student Code of Conduct adopted by Los Angeles City College.

The following OSS offices are located in Clausen Hall 109: Counseling, ACL, Tutoring, the High Technology Center, and Learning Disabilities Services. Additional counseling is available in the main Counseling Office.

Services provided include but are not limited to: information and referral, advocacy and liaison, academic counseling, learning disability assessment, special education and learning skills classes, high technology center, sign language interpreter, readers, note takers, captioning and Braille transcription.

RELATED INFORMATION (NOT HANDLED BY OSS)
Disabled Parking
Disabled parking spaces are available in all college designated parking lots. Any vehicle parking in a college disabled parking space must display a State of California issued Disabled Parking Placard or they will be issued a citation.

Closed Captioning
Federal laws require that all instructional videos be closed captioned to ensure that all students have full access to instructional material. Academic Departments needing to close caption existing videos should contact OSS. Any new instructional videos purchased by the college must meet this requirement.
At LACC, you can complete the first two years of a Bachelor’s degree then transfer to a 4-year university as a Junior. Representatives from the University of California and California State University campuses, as well as private universities, visit the Center on a regular basis to provide up-to-date transfer information to students. Questions on the transfer process, admission requirements and procedures, financial aid, majors and student services are answered. UC, CSU and USC applications are available, and workshops on various aspects of transferring are scheduled throughout the year. Also, catalogs from every accredited college and university in the United States are available in the Center and on websites and CD Rom.

For more information see the “Transfer Information” section.

UPWARD BOUND
Administration Building 100J • (323) 953-4000 ext. 2315

http://www.lacitycollege.edu/services/upwardbound/ubprogram1.htm

The Upward Bound Program is a federally-funded program designed to prepare high school students for success in college and professional careers. It is one of 500 such programs funded nationwide, all of which are working to increase representation of low-income students in higher education. The program serves students from Belmont, Fairfax, Hollywood, and Manual Arts High Schools, and provides academic support and career guidance services to students from their tenth grade until they graduate from high school, and enter a post-secondary education program. Students qualify for the program by being from low-income families where the parents have not earned a B.A/B.S. degree.

During the academic year, the Upward Bound Program provides participants with tutoring and advising services at their high schools and conducts Saturday Academy sessions on the LACC campus. Every summer, participants attend an intensive 6-week Summer Academic Program at LACC, where they enroll in courses and earn credits towards high school graduation. Instruction includes courses in Math, English Composition, Laboratory Sciences, Computers, Languages, Social Studies, and various Visual and Performing Arts. Throughout the year, the program provides tutoring services, instruction in college-level study skills, exposure to professional careers, and guidance through the college application and financial aid processes. The program also conducts trips to four-year colleges and universities, theatre performances, leadership conferences, and other enriching experiences.

VEHICLES ON CAMPUS
See The Current Schedule of Classes For Additional And Current Parking Information

Board Rule 7400. Parking And Movement Of Vehicles
Parking and movement of vehicles on District-owned property shall be controlled by the College President, who shall prepare, post, and make available any special regulations. The LACCD Chancellor shall make these regulations available at the District office. Vehicle Code 21113.

Board Rule 7401: Damage Or Loss Of Property
Neither the Board of Trustees nor the Los Angeles Community College District shall be responsible for damage to or loss of vehicles or loss of contents thereof from any cause whatever except in those instances in which the District would be liable under Government Code including, but not limited to, Government Code 810 to 996.6, inclusive.

Board Rule 7402: Injury
Neither the Board of Trustees nor the District shall be responsible for any injury to persons arising out of or in connection with the presence of or operations of vehicles on District property except in those instances in
which the District would be liable under the Government Code including, but not limited to, Government Code 810 to 996.6, inclusive.

**Veterans’ Affairs Office**

Clausen Hall 109 • (323) 953-4000 ext. 2024

Veterans, service members, and their survivors and dependents may apply for their VA Educational Benefit Programs through the Veterans’ Affairs Office. To initiate the VA Certification Process, Veteran students must complete a VA Application form and submit it with their DD-214, Verification of Enrollment, and Veteran Educational Plan to the Veterans’ Affairs Office. An advance payment of the benefits may be obtained, if eligible, by submitting a request at least 30 days prior to the start of the enrollment period to be certified.

Veteran students who had previously attended another post-secondary institution must submit a transcript from the institution (civilian and military) for evaluation by an academic counselor prior to certifying for a second enrollment period. Los Angeles City College, as required by the Department of Veterans’ Affairs (DVA) policy, conducts an evaluation of all prior postsecondary education, experience and training (civilian and military) before certifying for a second enrollment period. As required, Los Angeles City College grants the appropriate credit, shortening the training period proportionally, and notifies both the DVA and the student of the amount of credit allowed towards their declared program.

Unless otherwise notified, all programs (majors) in this catalog are approved for VA benefits payment. Transfer programs are approved contingent upon Los Angeles City College having current articulation agreements with the universities offering the transfer programs. Contact the Transfer Center for more information about approved transfer programs. To maintain eligibility, Veteran students must maintain standards of academic progress as indicated in the College Catalog.
THIS SECTION INCLUDES:
- Department Contact Information
- Current Faculty
- Retired Faculty
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CHAIRPERSON</th>
<th>LOCATION / EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art/Architecture</td>
<td>Gayle Partlow</td>
<td>Da Vinci Hall 220 / ext. 2510</td>
</tr>
<tr>
<td>Athletics</td>
<td>Mike Miller</td>
<td>PE 109 / ext. 2852</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Thelma Day</td>
<td>Cesar Chavez Admin. Bldg. 304 / ext. 2549</td>
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<tr>
<td>Chemistry and Geophysical Sciences</td>
<td>John Freitas</td>
<td>Chemistry Bldg. 105 / ext. 2600</td>
</tr>
<tr>
<td>Child Development</td>
<td>Kathleen Bimber</td>
<td>Cesar Chavez Admin. Bldg. 200 / ext. 2290</td>
</tr>
<tr>
<td>Child &amp; Family Studies (Dietetics)</td>
<td>Kathleen Bimber</td>
<td>Cesar Chavez Admin. Bldg. 200 / ext. 2290</td>
</tr>
<tr>
<td>Cinema-Television</td>
<td>Vaughn Obem</td>
<td>Communications Bldg. 181 / ext. 2827</td>
</tr>
<tr>
<td>Citizenship</td>
<td>Neilines Paladin</td>
<td>City College at Wilshire / ext. 2230</td>
</tr>
<tr>
<td>Computer Applications - Office Technology (CAOT)</td>
<td>Thelma Day</td>
<td>Cesar Chavez Admin. Bldg. 304 / ext. 2549</td>
</tr>
<tr>
<td>Computer Science - Information Technology/Computer Technology</td>
<td>Roger Wolf</td>
<td>Jefferson Hall 312 / ext. 2810</td>
</tr>
<tr>
<td>Counseling (Personal Development)</td>
<td>Reri Pumpfrey</td>
<td>Cesar Chavez Admin. Bldg. 108 / ext. 2250</td>
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<tr>
<td>Dental Technology</td>
<td>Dana Cohen</td>
<td>Bungalow B 2 / ext. 2502</td>
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<tr>
<td>Engineering</td>
<td>Roger Wolf</td>
<td>Jefferson Hall 312 / ext. 2810</td>
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<tr>
<td>English/ESL</td>
<td>Tammy Robinson</td>
<td>Jefferson Hall 300A / ext. 2700</td>
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<tr>
<td>Foreign Language &amp; Humanities</td>
<td>Eiko Chatel</td>
<td>Da Vinci Hall 312B / ext. 2737</td>
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<tr>
<td>Geophysical Sciences &amp; Chemistry</td>
<td>John Freitas</td>
<td>Chemistry 105 / ext. 2600</td>
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<tr>
<td>Humanities</td>
<td>Eiko Chatel</td>
<td>Da Vinci Hall 312B / ext. 2737</td>
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<tr>
<td>Journalism (Media Arts)</td>
<td>Daniel Marlos</td>
<td>Chemistry Basement / ext. 2835</td>
</tr>
<tr>
<td>Law/Administration of Justice</td>
<td>Tim Sweetman</td>
<td>Holmes Hall 12 / ext. 2753</td>
</tr>
<tr>
<td>Learning Skills</td>
<td>Maryanne Des Vignes</td>
<td>Learning Resource Center 103 / ext. 2770</td>
</tr>
<tr>
<td>Library Science</td>
<td>Barbara Vasquez</td>
<td>Library 216 / ext. 2407</td>
</tr>
<tr>
<td>Life Science (Biology/Anatomy)</td>
<td>Greg Gonsalves</td>
<td>Life Science Bldg. 204 / ext. 2796</td>
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<tr>
<td>Math</td>
<td>Roger Wolf</td>
<td>Jefferson Hall 312 / ext. 2810</td>
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<tr>
<td>Music</td>
<td>Dan Wanner</td>
<td>Clausen Hall 243 / ext. 2880</td>
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<tr>
<td>Nursing</td>
<td>Betsy Manchester</td>
<td>Cub Center 104 / ext. 2065</td>
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<tr>
<td>Philosophy</td>
<td>Michael Critelli</td>
<td>Holmes Hall 200 / ext. 2761</td>
</tr>
<tr>
<td>Photography (Media Arts)</td>
<td>Daniel Marlos</td>
<td>Chemistry Basement / ext. 2835</td>
</tr>
<tr>
<td>Physical Education - Men</td>
<td>John Erdhaus</td>
<td>Men's Gym 104 / ext. 2860</td>
</tr>
<tr>
<td>Physical Education - Women</td>
<td>Jan McEvetty</td>
<td>Women's Gym 101 / ext. 2868</td>
</tr>
<tr>
<td>Psychology</td>
<td>Rochelle Schooler</td>
<td>Holmes Hall 100 / ext. 2930</td>
</tr>
<tr>
<td>Physics/Astronomy/Engineering</td>
<td>Dr. Jayesh Bhakta</td>
<td>Bungalow B 2 / ext. 2923</td>
</tr>
<tr>
<td>Radiologic Technology (X-Ray)</td>
<td>John Radtke</td>
<td>Radiologic Technology Bldg. / ext. 2942</td>
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<tr>
<td>Social Science</td>
<td>Mattie Moon</td>
<td>Jefferson Hall 200G / ext. 2955</td>
</tr>
<tr>
<td>Speech</td>
<td>Jeanne Dunphy</td>
<td>Communications Bldg. 190 / ext. 2967</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>Fred Fate</td>
<td>Theatre Arts Bldg. 208 / ext. 2971</td>
</tr>
<tr>
<td>Workforce Development</td>
<td>Alex Vaughn</td>
<td>Cesar Chavez Admin. Bldg. 209 / ext. 2596</td>
</tr>
</tbody>
</table>
Aaron, Melvin C. (2001)  
Associate Professor of History  
B.A., University of California, Santa Barbara  
M.A., University of Washington  
Ph.D. Candidate, Howard University  

Adeniyi, Adeleye (1993)  
Associate Professor of Mathematics  
B.S., M.S., Indiana State University  

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B.A., University of California, Los Angeles  
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Alvarez, Henry V. (1978)  
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California Real Estate Broker  

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M.P.A., Pepperdine University  
C.P.P., American Society of Industrial Security  

Canales, Carrie J. (2002)  
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Cerquiczka, Lee  
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Chatel, Eiko Kitajima (1990)  
Associate Professor of Foreign Languages  
B.A., Kumato Women’s University  
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Clark, Anthony (2005)  
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C.D.T., National Board of Certification of Dental Technology  
B.S.B.M, University of Phoenix  

Cohen, Dana (1978)  
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B.A., Kinesiology, Pepperdine University  
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Critelli, Michael J. (1971)  
Associate Professor of Philosophy  
B.A., University of California, Santa Barbara  
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Dakduk, Shawki (1999)  
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B.S., Texas A&M University  
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M.A., California State University, Los Angeles

Duffy, Thomas E., Jr. (1989)
Professor of Business Administration and Law
M.A., Miami University, Oxford, Ohio
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Associate Professor of Speech
B.A., M.A., Arizona State University

Eckford, Wendel (2005)
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B.Arch, Prairie View A&M University of Texas
M.A., California State University, Dominguez Hills
M.A., Ph.D., Claremont Graduate University

Egret, Austin
Assistant Professor

Eisenstein, Samuel A. (1961)
Professor of English
A.B., M.Ph.D., University of California, Los Angeles M.A., Goddard College
Marriage, Family, Child Counselor, State of California

Edhauk, John M. (1987)
Associate Professor of Physical Education
B.S., California State University, Los Angeles
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B.S., California Polytechnical University Pomona
M.S., University of Oregon
M.F.A., University of California, Los Angeles

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Professor of Theatre Arts
B.A., University of California, Berkeley
M.F.A., Carnegie-Mellon University

Fiazi, Kormas (1972)
Associate Professor of Psychology
B.A., University of California, Los Angeles
M.S., University of Southern California

Finney, Jackquelyn F. (1999)
Associate Professor of Radiologic Technology
A.A., Los Angeles City College
B.A., California State University, Northridge
C.R.T., Certified Radiologic Technologist
A.R.R.T., Registered Radiologic Technologist
Registered in Radiology (R) and Mammography (M)

Flores, Luis (1985)
Associate Professor of Computer Science
B.A., University of Southern California
M.S., University of California, Los Angeles

Fonseca, Horacio (1975)
Professor of History, Ethnic Studies (PT, Lkd in PE)
B.A., California State University, Hayward
M.A., University of California, Los Angeles
D.H.C., Universidad Nacional Autonoma De Mexico

Freitas, John III (1996)
Professor of Chemistry
B.S., California State University, Sacramento
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Teachers:  
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B.A., Elementary Teaching Credential, California State University, Los Angeles

Gavalon, Rebecca  
B.A., California State University, Los Angeles  
MFCC, Pacific Oaks College  
M.A. (pending thesis)

Ruiz, Evangelina C.  
B.A., California State University, Los Angeles  
M.S., ECE, California Lutheran University

Schoor, Laura  
B.A., New York State University  
M.Ed., Xavier University

Shurlan, Aura Felicia  
B.A., Elementary Teaching Credential, California State University, Los Angeles

Gish-Persi, Catherine  
B.A., Immaculate Heart College  
Calif. Standard Teaching Credential K-9  
MA (in process), ECE, California State University, Northridge

EMERITI FACULTY

Wesley C. Abbott  
Music, 1975-2005

John Acken  
Cinema-Television, 1975-1997

Dewey D. Ajitoka  
English, 1954-1979

David Alexman  
Architecture, 1964-1993

Blanca L. Alquieray-Swiat  
Foreign Languages, 1992-1996

Calvin Anderson  
Library, 1962-1992

Elizabeth Reed Arnis  
Foreign Languages, 1946-1965

Victor E. Arii  
Life Science, 1973-2005

Darwin Aronoff  

Barbara C. Azar  
CAOT 1992 -2007

James B. Badcon  
Economics, 1957-1977

Gwendolyn R. Ballizer  
Library, 1953-1970

Gary Baran  
Philosophy, 1974-2001

Mary J. Barber  
Counseling, 1975-1989

Forrest L. Barker  
Electronics, 1962-1989

Shirley H. Barker  
Psychology, 1969-1988

Hobart Barnett  
English, 1946-1975

Howard F. Barr  
Music, 1975-2005

Bernice Bedford  
Life Sciences, 1989-2005

Beneditc Bel-Ishoo  
Foreign Languages/Humanities, 1991-2002

Barbara C. Benjamin  
Foreign Languages, 1974-1995

James W. Bentley  
Counseling, 1975-1989

Dorothy Bess  
Radiology Technology, 1967-1987

Augusto J. Bissiri  
Counseling, 1955-1989

Blackston, Rosa L.  
Mathematics, 1971-2004

Frances R. Blemer  
Family & Consumer Studies, 1981-1993

Amida Bolton  
Journalism, - 1995

Elia Bonino  
Physical Education, - 1982

Franklin L. Booth  
Counseling, 1975-2003

Boretz, Marianne S.  
English/ESL, 1975-2003

Elia Dora Bonino  
Physical Education, 1953-1982

Alfred Bornstein  
Philosophy, 1969-1991

Ronald L. Botchan  
Physical Education, 1966-2001

George Bowden  
Television, 1975-1995

Bernard J. Brennan  
Chemistry, 1974-1983

Rose B. Brooks  
Music, 1969-2001

Louise Brown  
Foreign Languages, 1967-1989

George R. Buckner  
Dental Technology, 1971-1978

Henderson G. Burns  
Psychology, 1949-1979

John Burns  
Mathematics, - 2005

Ronald Burton  
Media Arts, 1971-1995

Helen B. Bussell  
Music, 1971-1995

Lucy Ann Cade-Wilson  
Counseling, 1969-1994

Virginia L. Campos  
English, 1947-1983

Russell Cangialosi  
Art, 1956-1983

Lang L. Cantrell  
Economics, 1948-1973

Richard A. Carl  
Electronics, 1973-1976

Luis A. Carlos  
Foreign Languages, 1974-1994

Charlene C. Camachan  
Office Administration, 1970-1993

Henry Cataldo  
Mathematics, 1968-1995

Caquese Chaffin  
Nursing, Counseling, 1963-1995

Chames, James S.  
English 1966 -2008

Robert Cheng  
Law, 1974-1999

Tung Cheng  
Foreign Languages, 1959-1995

Margaret Modish Chesire  
Music 1962-1986

Barbara Ching  
Business Administration 1976 -2008

Penelope K. Choy  
English, 1975-2007

Amando Cisneros  
Mexican-American Studies, 1971-2002

Howard D. Cohen  
Political Science, 1986-2004

Mildred Collins  
Dean of Academic Affairs, 1969-1991

Renato S. Colanor  
Computer Technology, 1974-2007
EMERITI FACULTY

John H. Cook
Business Administration, 1956-1978

James N. Cox
English, 1963-1983

Charles Cramer
Business Administration 1969-

Mary Crockett
American Cultures, 1979-1999

Elizabeth Jane Crowe
Family & Consumer Studies, 1959-1985

Laszlo J. Cser
Music, 1978-2005

Paul D. Cummings
Law, 1979-2004

Ruth Cushman
Admissions, 1975

Milton E. Davis
Life Science; Counseling, 1968-1989

Raoul A. de La Sota
Art, 1968-1997

Thomas A. Devine
Sociology, 1971-1973

Harold C. Dippre
History, 1967-1985

Domonick A. Di Sarro
Music, 1958-1953

Joseph R. Doojasak
Media Arts, 1971-2005

Michael Dombrowski
Physics, 1979-2007

Jeanne Donahue

Frank F. Dog
Physical Education, 1938-1973

Elmer W. Douglas
Physical Education, 1968-1992

Edward T. Duda
Physical Education, 1953-1967

Henry L. Ealy Jr.
American Cultures, 1972-2004

Randall L. Edwards
Theatre Arts, 1966-1995

Arlene L. Elfer
Engineering, 1949-1983

George L. Elliott
Computer Science & Electronics, 1966-2004

Dennis B. Elmore
Art, 1979-2001

Ruth Evans
Health, 1969-1986

Guin Porter Ewing
History, 1955-1989

Donald V. Farrand
Physics, 1956-1989

Nina George Fedan (Seegman)
Art, 1961-1976

Lucille Paradela Fernandez
Nursing, 1972-1987

Roger R. Fernandez
Foreign Languages, 1967-1995

Bruce Ferrell
Library Services, 1968-1985

Stelle Feuers
President, 1977-1989

Ann Fogel
Psychology, -1995

Paul H. Fischer
Psychology, 1958-1979

Ann Jarvis Fogel
Psychology, 1973-1995

Helen R. Fogelquist
English, 1959-1983

John Formsma
Mathematics, 1969-2001

June Forrester
Counseling, 1973-1989

Ruth Frank

Sooren Frankian
Social Sciences, 1929-1963

J. Celeste Frey
Microbiology, 1973-1992

Paul R. Furguson
English, 1946-1975

Ruth L. Funk
History, 1956-1973

Elizabeth W. Gallagher
Anthropology & Counseling, 1965-2004

Wallace F. Garner
Dental Technology, 1972-1993

Benjamin K. Gold
Research Director, 1947-1982

Donald Garrett
Geology, 1969-2001

Carolyn Z Glazier
Physical Education, 1967-1995

John Grasham

F.O. Greene
Business Administration, 1972-1991

Kenneth J. Griffin
Physical Education, 1946-1977

John D. Griffith
Physics, 1966-2002

Luther C. Guynes
Business Administration, 1971-2005

Marcus Haile
Chemistry, 1968-1994

Dolores Hamilton
Foreign Language, 1946-1974

Lee Hancock

Milton N. Hand
Physical Education, 1932-1972

Mary E. Hanley
Assistant Dean of Administrative Services, 1962-1984

LaDine C. Hanson
Secretarial Sciences, 1949-1976

J. Robert Harper
Chemistry, 1946-1971

Dwight T. Harrison
Political Science, 1948-1977

Tiu Parli Harunk
Physical Education, 1982-1995

Helen Hayes
Anthropology, 1965 - 2003

Luther Hayes
Counseling, 1972-2002

Jerry Hendrix
Cinema/TV, - 2004

Eugene Hess
Life Science, 1950-1987

Atilla B. (Gwen) Hill
Humanities, 1972-2002

Henry T. Hikida
Dental Technology, 1956-1988

Phyllis C. Hirsh
Life Science, 1987-1989

Jeanne Hoeck
Dean, LACCD, 1961-1983

Thelma E. Holdridge
Secretarial Sciences, 1954-1970

G. Truett Hollis
Music, 1979-1989

Robert E. Holt

Ora M. Hook
Psychology, 1966-1992

Barbara Joe Hoshizaki
Biological Sciences, 1959-1988

Douglas M. House
Business Office, 1956-1987

Ann S. Hoxie
Office Administration, 1972-1989

Joan R. Hudiburg
Family & Consumer Studies, 1973-1995

Paul Ichino
Radiologic Technology

Jackie Ireland
Vice President of Academic Affairs, 1997 - 2007

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Garrett Jackson  
English/ESL, 1970-1998  

David L. Jennings  
Geography, 1948-1980  

Carol L. Johnson  
Mathematics, 1981-2002  

Eve S. Jones  
Psychology, 1966-1992  

Harald K. Jordan  
Photography, 1939-1973  

George W. Kallines  
Political Science, 1948-1984  

Rosella Kanari  
Mathematics, 1953-1974  

Alexander C. Keith  
Physical Education, 1975-2004  

Elizabeth Keller  
Chemistry, 1994-2001  

George J. Kelly  
English, 1969-2002  

David S. Kinney  
Chemistry, 1964-1989  

Jeanettie Harris Klose  
English, 1966-1995  

Marien K. Knight  
Secretarial Sciences, 1968-1973  

Olga S. Kooyman  
Art, 1968-1983  

Josephone Kopenaiver  
Art, 1948-1973  

Robert L. Kort  
Psychology, 1965-1995  

Shirley Krauthamer  
Psychology, 1973-1995  

Marilyn Ladd  
Physical Education, 1987-1989  

Frank V. LaFeriere  
English, 1961-1995  

Lucille G. Lanz  
Family & Consumer Studies, 1961-1975  

Melba B. Lawrence  
Speech Communication, 1969-1989  

Michael L. Lazare  
Psychology/Counselor 1979 -2007  

Randal H. Lease  
Law, 1947-1974  

George M. Lebecki  
Russian, 1967-1995  

Melvin Paul Lesser  
History, 1962-1988  

Celeste Lindgren  
Life Science  

Joseph Lingrey  
Photography, 1980-1994  

Rose M. Lint  
Family & Consumer Studies, 1947-1972  

Donald N. Lipman  
English, 1966-2004  

Alice F. Logrip  
Life Sciences, 1976-2003  

Robert Lott  
Sociology, 1966-1995  

David Lowe  
Architecture, 1976-1999  

Dick E. Lowry  
Architecture, 1975-1996  

Lucille Lowry  
Physical Education, 1949-1965  

Donald J. Lund  
Dental Technology, 1965-1982  

James G. Luter  
Speech, 1964-2002  

Manning MacDonald  
History, 1966-1983  

Robert MacDonald  
Music, 1964-1974  

Evelyn S. Malueg  
Counselor, 1935-1971  

Estelle M. Marer  
Mathematics, 1953-1981  

Marsha B. Mark  
Life Sciences, 1967-  

Harry Matison  
Mathematics, 1946-1976  

Andrew L. Maverick  
Engineering/Computer Technology, 1955-1993  

Emily Maverick  
Chemistry, 1964-1989  

Virginia Maxm  
English  

Anatol Mazor  
Life Science  

Thomas J. McCarthy  
English, 1966-1982  

Ethel McClatchey  
Psychology & ITV Director, 1989-1995  

James R. McCloskey  
Theatre Arts, 1950-1982  

Edward J. McDonnell  
Business Administration, 1970-2001  

Betty J.McKiver  
Counseling 1988 -2007  

Margaret S. Meacher  
Physical Education, 1938-1973  

Norman Mennes  
Theatre Arts, 1955-1985  

Leo P. Mesner  
English, 1966-1969  

David G. Miller  
Physics, 1976-1995  

Jess Millman  
Psychology, 1948-1978  

Armando Missadin  
Foreign Languages, 1967-1983  

Franklin Modisett  
Speech Communication, 1973-1995  

Margaret Modlish  
Music, 1962-1986  

William Monroe  
Real Estate, 1977-2002  

David Moody  
Speech  

Gilbert Moore  
Margaret B. Moore  
Family & Consumer Studies, 1968-1989  

Phyllis S. Multavian  
Art 1973 -2008  

Nairn, Janet (1988)  
Media Arts, 1968 - 2006  

Beverly N. Nelson  
English, 1974-1995  

Dorothy A. Nelson  
Physical Education, 1958-1979  

Verner N. Nelson  
Accounting, 1948-1982  

Mark Shepard Newton  
Earth Sciences, 1965-1993  

Pat Downen  
Donald Newmeyer  
Physical Education, 1930-1967  

Florence C. Niles  
History, 1959-1977  

Wallace U. Olson  
Art, 1949-1974  

Tsuyoshi Osumi  
Mathematics, 1981-2004  

Pat Owen  
English/ESL, 1977-2000  

Bennie James Padilla  
Counseling, 1970-1995  

John R. Park  
Chemistry, 1947-1978  

Ronald K. Pelton  
History, 1969-2004  

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Audrey Peterson
E.L. Peterson
Marian E. Petit
Physical Education, 1930-1982
Alice W. Philleo
Physical Education, 1933-1962
Harold H. Pokras
Chemistry, 1966-1988
Robert W. Polyea
Counseling, 1971-1992
Phillip M. Pote
Physical Education, 1977-1989
Margaret Preininger
Transportation, 1929-1956
Stephen Pritko
Physical Education, 1955-1986
Henrietta B. Quattrocchi
Anthropology, 1969-1985
Violet C. Randall
Office Administration, 1968-1983
Maria A. Reichenbach
Philosophy, 1949-1974
Harriet D. Rice
Business Administration, 1977-1995
Robert Rivera
Speech Communication, 1979-1981
Helen Hayes Rivera
- 2004
Anthropology
Charles R. Robinson
Graphic Arts, 1970-1980
Martha Jo Roff
Theatre Arts, 1967-1984
Howard A. Rogers
Social Science, 1968-1988
Charles L. Romero
Speech, 1976-2004
Sharon S. Rose
CAOT, 1989 - 2007
Elora A. Ross
Family & Consumer Studies, 1976-1989
Donald W. Rowe
Music/Counselor, 1935-1975
Burell B. Rudolph
Law, 1948-1979
Eudora Russell
Developmental Communications, 1971-1987
Jacqueline H. Russo
Humanities, 1976-2004
MaryLou W. Saich
Counseling, 1994-2003
James Sandoval
Biology, 1966-1995
Koji Sato
Pauline E. Schatz
Stanley L. Schall
Administration of Justice/Law, 1972-1989
John D. Schellkopf
Speech, 1976-2004
Linda Scher-Padilla
CAOT, 1975-2004
Philip J. Schlessinger
Political Science, 1948-1985
Kenneth L. Schuster
Media Art/Photography, 1973-2001
Harice L. Seeds
Business Administration, 1968-1984
John M. Seely
Physical Education, 1968
John William Shaw
Sociology, 1946-1977
Ruth R. Sherman
Chemistry, 1972-1995
Sarah M. Shultidner
Nursing, 1969-1975
Gayle E. Sides
Physical Education, 1973-2002
Gerald A. Silver
Business Administration, 1961-1995
Jo Ann Simmons
English, 1960-1986
Donald J. Simpson
Music, 1974-1995
Martha Sklar
Mathematics/Dean, Academic Affairs, 1976-2004
Rita L. Smith
Physical Education, 1954-1986
Robert G. Smith
Architect7he, 1946-1976
Jacob Somerman
Hebraica-Judaica, 1968-1983
Salvatore P. Spano
Music, 1967-1985
Clarence Spear
Mathematics, 1967-1977
Jane B. Spilios
Speech Communication, 1946-1984
J. Robert Stahley
Radio-TV-Film, 1973-1995
Rochelle E. Stein
Nursing, 1965-1979
Lois R. Stiles
Learning Skills, 1968-1989
Hal C. Stone
Assistant Dean of Instruction, 1956-1983
Jack B. Stutesman
Mathematics, 1966-1986
Zona G. Swan
Library Services, 1966-1985
Marie H. Tauber
Foreign Languages, 1966-1975
William F. Thayer
Counseling, 1967-1993
Frank M. Thometz
Architect, 1976-1989
Carson F. Thomson
Engineering, 1954-1979
Miguel Tirado
Foreign Languages, 1946-1987
Lucy G. Toberman
Journalism, 1966-1975
Donna L. Tollefson
Theatre Arts, 1968-1995
John Tonkovich
Transportation, 1955-1992
Peter Tripodes
Math, 1976-1999
Ursula Ulrich
Foreign Languages, 1966-1986
Robert Dean Upp
Law, 1949-1979
Caro Van Stryk
Nursing, 1966-1987
Walter C. Varum
Psychology, 1931-1965
Ed Vasquez
Radiologic Technology, 1979 -2007
Bernice G. Vincent
Office Administration, 1954-1989
Adrienne M. Wagner
Photography, 1970-2003
William A. Wagner
Electronics/Cable Television, 1981-1995
Kayoko Wakita
American Cultures/Counseling, 1971-1989
Thelma E. Ward
Physical Education, 1955-1971
John C. Weaver
Law, 1971-2004
Heather Weber
Life Science, -2005
Anita Weintraut
Biology, 1958-1976
Carlotta Welles
Occupational Therapy, 1968-1978
LaMonte E. Westmoreland
Art, 2000 - 2008
Lucille D. White
Math, 1977-1998
Vera W. White
Mathematics, 1977-2002

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Lee A. Whitten  
Art, 1976 - 2007

Robert Pike Whitten  
Speech Communication, 1938-1973

Donald D. Wickenkamp  
Dental Technology, 1982-2000

Robert Wilkinson  
Music, 1961 -

Edwin W. Williams  
Speech Communication, 1961-1989

Don Wilson  
Political Science, 1969-1999

Maxine Wilson  
Business Administration, 1981-1989

Robert Creed Winters  
Economics, 1959-1995

William R. Woodworth  
Dental Technology, 1967-1988

Harvey S. Wright  
Coordinator, Instruction, 1949-1983

Gail B. Wyatt  
Physical Education, 1947-1981

Lillian M. Yamaoka  
Health 1973 - 2007

Edwin A. Young  
President/Psychology/Counseling, -1991

Mattie Young  
Radiology Technology, 1972-1999

Sonia Younglove  
Mathematics, 1975-2005

Arlene Zimmerly  
CAOT 1983 -2007

Mae Lee Ziskin  
Psychology, 1969-1982

Robert H. Zuber  
Men's Physical Education, 1966-1995
**Academic Probation** - After attempting 12 units, a student whose cumulative grade point average (Effective Fall 1981) falls below 2.00 is placed on academic probation.

**Academic Renewal** - A student may initiate a petition to have his/her record reviewed for the removal of grade(s) from permanent record for the purpose of computing the grade point average. A student must meet specific conditions and may only have a maximum of 18 units removed.

**Add Permit** - A form issued by an instructor which permits the student to add the class if the instructor determines that there is room. Enrollment in the class is official only if the add permit is processed by the office of Admissions and Records.

**Advisory, Enrollment** - An advisory is a condition of enrollment that a student is advised (but not required) to meet before, or in conjunction with, enrollment in a course.

**Appeal** - A student request for reconsideration of a decision made affecting disciplinary action, grade change, prerequisite challenge, etc.

**Application for Admission** - A form provided by the Office of Admissions and Records on which the student enters identifying data and requests admittance to a specific semester.

**Articulation Agreement** - The community colleges work together with the University of California, the California State University and private postsecondary colleges/universities to establish a course agreement to enable transfer students to receive credit for their academic programs.

**Assessment** - Assessment is the process the college uses to evaluate student skills in areas such as reading, writing and mathematics and English as a Second Language (ESL).

**A.S.O.** - Organization which all enrolled students are eligible to join is called the Associated Students Organization.

**Associate Degree** - A degree (Associate in Arts, A.A., or Associate in Science, A.S.) granted by a community college which recognizes a student’s satisfactory completion of an organized program of study consisting of a minimum of 60 degree applicable semester units.

**Audit** - A student's attendance in a class with permission of the instructor and payment of a fee. No college credit nor grade is given.

**CalWORKs Program** – CalWORKs (California Work Opportunity and Responsibility to Kids), previously GAIN, is an LACC Program offering training and support services to students receiving TANF (Temporary Assistance to Needy Families), previously AFDC.

**CAN** – The California Articulation Number System, known as CAN, is a means of identifying comparable courses offered at LACC and other colleges in California. CAN is a system that uses the same prefix and number to identify a course on every participating campus. Each campus has its own number; the CAN is added to denote courses that can be used in lieu of each other at participating colleges.

**Catalog Rights** – Catalog rights refer to the right of every continuing student to choose one, and only one, catalog under whose course requirements the student is to be evaluated for the purpose of determining whether the student meets the requirements for LACC graduation or for certification to transfer to UC or CSU. The continuing student may select the catalog which was in effect when the student initially enrolled at LACC or any catalog in effect thereafter through and including the semester when the student petitions for graduation or transfer certification.

**Certificate Programs** – Program designated for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length and may require less than two years of full-time study, and may be pursued on a part-time basis. At the point of completion students may request the issuance of a certificate of completion.

**Certification of CSU General Education Requirements** – Completion of a body of transfer courses which meet the general education requirements of the California State University system (CSU).

**Concurrent Enrollment** – A student may enroll in two mutually dependent courses within the same semester and/or may be simultaneously enrolled at both LACC and a high school or another college.

**Co-requisites** – A condition of enrollment consisting of what course is required to be taken simultaneously in order to enroll in another course.

**Counseling** – Guidance provided by professional counselors in academic, vocational, and personal matters.

**Course** – A subject of study. Identified by Title and Number; for example: Accounting 1.

**Credit by Examination** – Credit granted for proficiency previously accomplished through testing.

**Cross-Referenced** – Course content is the same as another course, e.g. HIST 7 and PHIL 23.

**CSU** – California State University.

**Dismissal** – A student on academic or progress probation for three semesters may be dismissed from the College. Once dismissed the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for readmittance at the end of that period of time.

**Drop** – A student's official withdrawal from a class.

**Elective** – Courses which a student may choose without restriction of a particular major program-curriculum.

**Full-Time Student** – A student enrolled and active in 12 or more units, during the Fall or Spring Semester.

**General Education Requirements** – A group of courses from several subject areas which are required for graduation by state law.

**Grade Points** – The numerical value of a college letter grade. A=4, B=3, C=2, D=1, F=0, times the number of units of the course: An A in a 5 unit course equals 20 points.

**Grade Point Average (GPA)** – The GPA is determined by dividing the total grade points earned by the number of attempted units.

**Honors Program** – The LACC Honors program is designed for students with a 3.0 GPA or higher who plan on transferring to a four-year college or university.

**IGETC** – Intersegmental General Education Transfer Curriculum. Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or the University of California.
INC – Incomplete. The administrative symbol “INC” is recorded on the student's permanent record in special situations in which the student has not been able to complete a course due to circumstances beyond the student's control.

IP – In Progress. A symbol which indicates a course which continues over parts or all of two semesters.

Lower Division – College courses at the freshman and sophomore levels.

Major – A concentration of study in a specified discipline.

Matriculation – A combination of assessment of reading, writing, and mathematics skills; orientation to college programs and services; academic advising and counseling; and the programs and services that enable a student to reach his or her educational goals.

NDA – Non degree applicable Credit courses that do not apply toward a degree and are not transferable.

Non-penalty Drop Period – The first four weeks of a regular semester during which a student's enrollment in a class is not recorded on the student's permanent record if the student drops by the deadline. This deadline will be different for short-term and summer session courses.

Pass/No Pass – A form of grading whereby a student receives a grade of Pass (P) or No Pass (NP) instead of an A, B, C, D, or F. A “P” is assigned for class work equivalent to a C or above. “NP” denotes work below a grade of C.

Permit to Register – A form listing an appointment day and time at which the student may register.

Prerequisite – A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

Progress Probation – After enrolling in 12 units, a student whose total units for which a W, NCR or INC has been assigned equals 50 percent or more of the units enrolled is placed on progress probation.

RD – Report Delayed. A temporary administrative symbol which is recorded on the student's permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

Returning Student – A previously enrolled student who did not attend the college during the previous two semesters. Attendance during the summer session is not included in this determination.

Satisfactory Completion – Completion of a course with a grade of “C” or better.

Schedule of Classes – A schedule, giving directions for enrollment and detailed information about the times, locations, and instructors of the classes to be offered. It is issued before the beginning of each semester and summer session.

Section Number – A four-digit class identification number which appears in the first column in the class schedule before the time of day or evening the class meets.

Semester – One-half of the academic year usually 15 weeks.

SEP – Student Educational Plan

Subject Deficiency – Lack of credit for a course or courses required for some particular objective such as graduation or acceptance by another institution.

Substandard Grade – An earned grade of D or F.

Transcripts – A student's permanent record and an official list of all courses taken at a college or university showing the final grade received for each course.

Transfer – A student may change from one collegiate institution to another after having met the requirements for admission to the second institution.

Transfer Courses – Courses designed to match lower division courses of a four-year institution and for which credit may be transferred to that institution.

Transferable Units – College units earned through satisfactory completion of courses acceptable for credit at a four-year college or university.

UC – University of California.

Units – The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or other exercises not requiring outside preparation.

Units Attempted – Total number of units in courses for which a student was ever actively enrolled.

Units Completed – Total number of units in courses for which a student received a grade of A, B, C, D, F, or CR.

Units Enrolled – Total number of units in which the student is enrolled at the end of the non-penalty drop period, which is the total number of units for all courses appearing on the student's transcripts.

W – An administrative symbol assigned to a student's permanent record for all classes which a student has dropped or has been excluded from by the instructor after the end of the non-penalty drop date but by the last day to drop.

Withdrawal – The action a student takes in dropping all classes during any one semester and discontinuing coursework at the college.
To reach a campus office dial 323.953.4000 + the extension listed

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<td>Lost &amp; Found</td>
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<tr>
<td>Matriculation</td>
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<td>Operations Dept.</td>
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<tr>
<td>School Rel &amp; Outreach</td>
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<tr>
<td>Student Assist Center</td>
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<td>Student Life</td>
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<th>ACADEMIC DEPARTMENTS</th>
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<tr>
<td>Academic Counseling</td>
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<tr>
<td>Art/Architecture</td>
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<tr>
<td>Athletics</td>
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<tr>
<td>Business Administration</td>
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<tr>
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<tr>
<td>Cinema-Television</td>
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<tr>
<td>Comp Ap-Office Tech</td>
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<tr>
<td>CSIT/Computer Tech</td>
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<tr>
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<tr>
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<tr>
<td>Radiologic Tech (X-Ray)</td>
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<tr>
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<td>Workforce</td>
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*City College at Wilshire *(CCW) 3020 Wilshire Blvd. (East of Vermont)