Main Line (310) 233-4000
General Information (310) 233-4230
Dial (310) 233 + extension

For Information About........Ext#.......Location
Admissions & Records ..............4090 .............AD 134
Art Gallery.................................4646 ..........FA 100
Assessment Center ..................4072 . AC, South of CAFE
ASO........................................4594 ..........SHC 201
Athletics.................................4140 ..........Athletics
Bookstore ................................4170 ............SHC 105
Career Guidance Center ..........4210 .............AD 127
Cashier’s Office ......................4212 ..........AD 138
Child Development Center ......4200 ..............CDC
Community Servs./Extension Prog...4450 ..............B 16
Compliance Officer .................4651 ..........SHC 201
Counseling................................4229 ..........AD Lobby
EOP&S ........................................4260 .......AD 131
Extended Opportunity Programs and Services
Financial Aid ..........................4320 .............AD 131
Foundation Office .....................4336 ............AD 119
Health Services .......................4520 ..........Cafe 110
Instructional Programs ............4020 ............AD 104
International Students Org........4111 .............AD 108
Job Placement & Training Ctr.....4447 .............T 121
CALWORKS/GAIN
Learning Assistance Center .......4149 ..............LAC
Library.....................................4480 ..........LRC
Lost & Found............................4618 ..........Sheriff
Nursing Program .....................4360 ............NU Lobby
PACE Program .........................4522 ............BRC
Sheriff’s Office .......................4600 ..........PE Bldg.
Special Programs and Services ..4620 ..........Cafe 108
Student Services ....................4030 ..........AD 125
Transfer Services Center ..........4282 ..........AD 127
Tutoring Office .......................4149 ..........LRC 114
Veteran Affairs Office .............4232 .............AD 131

Instructional Labs
Biology ..................................4553 ..........SCI 105
Health Sciences .......................4360 ..........NU 148
Math .......................................4498 ..........LAC 105B
Music .....................................4429 ..........MU 150
Nursing ...................................4360 ..........NU 148
Reading ..................................4149 ..........LAC 111
Writing ...................................4148 ..........LAC 104A

Additional phone numbers are available on the college website, www.lahc.edu
A Message from Dr. Linda Spink, President

Welcome to Los Angeles Harbor College, the college of choice for Harbor area residents for more than 50 years. The excellence of our faculty and programs is well known because of the superb teaching and personalized attention we provide to those who come to us seeking to improve their knowledge and skills. As you read through this schedule of classes, you will see that Harbor College offers a broad range of programs geared toward helping students prepare themselves for life in the 21st Century, including the demands of the rapidly-changing workplace, transfer to four-year universities and life as an active member of the community.

This is truly an exciting time for Harbor College as we implement Propositions A and AA. Construction continues on several new buildings on campus: the Technology Building, NorthEast Academic Building, Student Services Building, the Facilities Maintenance and Operations Building, and the Central Plant, should all see completion in the next year. Three existing buildings have completed renovation (Nursing, Music and Fine Arts). The athletic fields are complete and we will begin using them this fall. It is very exciting to watch the changes take place, and to know that we are on our way to bringing you an improved Harbor College, in which you can work to achieve your academic and life goals.

Again, welcome to Harbor College. We look forward to serving you. Remember, Education Changes Everything.

Un mensaje de la Dra. Linda Spink, Presidenta

Bienvenidos a Los Angeles Harbor College, el colegio preferido de los residentes del área de Harbor por más de 50 años. La excelencia de nuestra facultad y nuestros programas es conocida por la excelente enseñanza y la atención personal que les proveemos a los que vienen deseando mejorar su conocimiento y sus habilidades. Al leer este horario de clases, ustedes verán que Harbor College ofrece una serie de programas diseñados para ayudar a los estudiantes a prepararse para una vida en el siglo 21, incluyendo las necesidades del ambiente laboral que están cambiando constantemente, con la transferencia a las universidades de cuatro años y para la vida como miembro activo de la comunidad.

Este momento es uno verdaderamente emocionante para Harbor College ya que implementamos las Preposiciones A y AA. La construcción de varios edificios nuevos continúa en el campus: El Edificio de Tecnología, el Edificio Nordeste Académico, el Edificio de Servicios Estudiantiles, el Edificio de Operaciones y Mantenimiento y la Planta Central. Todos estarán listos para el año próximo. Los tres edificios existentes (los de Enfermería, Música y Bellas Artes) han sido renovados. Los campos atléticos están terminados y comenzaremos a usarlos este otoño. Es muy emocionante ver los cambios ocurrir y saber que vamos en camino a traerles un Harbor College mejor donde ustedes pueden trabajar para lograr sus metas académicas y las de la vida.

De nuevo, bienvenidos a Harbor College. Esperamos con interés para servirles. Recuerde que la educación lo cambia todo.
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# Acknowledgments

This Schedule is produced by the Office of Academic Affairs:

- **Luis M. Rosas**, Vice President of Academic Affairs
- **Kristi Blackburn**, Dean of Academic Affairs
- **Dr. David M. Humphreys**, Dean of Academic Affairs
- **Lori Minor**, Administrative Assistant, Academic Affairs
- **Spanish Translation**: William Hernández, LAHC Faculty

Cover Design By: Moi Cody, LAHC Job Placement Center
NEW STUDENT INFORMATION
Let us help you plan a program of study that fits your needs.

Student Success Courses - Workshops:

Courses:
Personal Development 17 - College Survival Skills Development (CSU transferable - 1 unit)
Personal Development 4 - Career Planning (CSU transferable - 1 unit)
Developmental Communications 23 - Reading and Study Improvement (3 units)

Workshops:
Library Orientations are scheduled throughout the semester. Check with your English teacher or the Library for a list of times.

Don’t know where to go for a particular problem?
Start with the Information Desk, located in the Administration Building or call (310) 233-4230. We’re here to help.

Enroll in one of the courses or workshops designed to help you get the most out of your time at Harbor College.

Turn in your LAHC application (Monday thru Thursday 9:30am - 6:30pm) and sign up in the Admissions lobby for Assessment and Orientation. Assessment results are important tools for you to enter the proper English and Math levels at Harbor College. The right placement saves you time, money and frustration. Your results will be valid for two years from the date taken. Orientation will give you an introduction to the college and the programs and services offered.

Make an appointment with a counselor and bring your assessment results. Appointments are available for both day and evening students. Sign up at the Information Desk in the Administration lobby or call (310) 233-4230, Monday-Friday, 8a.m. - 4p.m.
ENROLLING AT LOS ANGELES HARBOR COLLEGE

**Who May Apply**
Anyone 18 years old or older qualifies for admission to Harbor College. If you are under the age of 18, you will qualify for admission if you satisfy one of the following conditions: (1) Graduated from high school, (2) Passed the California High School Certificate of Proficiency Test, or (3) You are currently enrolled in a K-12 school and obtain permission from that school to enroll. Students should obtain signatures on the enrollment approval forms from their school prior to submitting an application to the college.

**California Residency**
To attend Harbor College as a qualified California resident, you must have established legal residence in the state for one full year immediately preceding February 3, 2008. The residence of an unmarried student under the age of 18 is determined by the legal residence of parents. A married minor determines residency from the date of marriage and must comply with the one year requirement. A continuing non-resident student who wishes to change his or her status to resident must file a petition with the Admissions Office.

**Counselors**
The counseling staff helps students define their objectives and plan how to reach them. If your goal is to earn a degree or certificate, you should see a counselor prior to enrollment. The counselor will help you develop an Education Plan and guide you to the courses needed to attain your goal. You will also need a counselor's written approval if you plan to enroll in more than 18 units, or wish to use courses from other colleges to meet prerequisites. Counselors are available year-round.

**Adding a Class**
Students may add classes which still have available space by using the telephone registration system until January 31, 2008. After January 31, 2008, students may add classes which still have available space by obtaining an add card from the instructor and turning it in to the Admissions Office. The last day to add classes is February 14, 2008 for semester length classes.

**Withdrawing From a Class**
It is the student's responsibility to submit an official withdrawal (drop card) from class to the Admissions Office. Failure to complete this process will result in a “W” or “F” grade recorded on the student's academic record. Failure to drop by deadlines means that fees will be owed. Instructors may exclude a student, but this is not an official withdrawal or “drop” and all fees are still owed. In order to receive a refund, the classes must have been dropped by February 19, 2008.

**Fees**
The enrollment fee for California residents is $20.00 per unit per semester, subject to change by the California Legislature. Non-California residents pay $173 per unit, plus the standard enrollment fee. Non-USA residents pay $183 per unit, plus the standard enrollment fee. Non-resident tuition is due upon registration. International Students are also required to participate in the medical insurance plan for F-1 Visa students. Additional optional fees include a parking fee of $20.00; members of the Associated Students Organization pay $17.00. Membership in the ASO is $7.00; the mandatory Health Services Fee is $11.00 and the mandatory Student Representation fee is $1.00. Financial aid or an enrollment fee waiver may be available to students who meet the qualification requirements. Contact the Financial Aid Office at Harbor College. The fee to audit a class is $15 per unit.

**Health Fee Exemption**
The Los Angeles Community College District policy exempts the following students from paying the student health fee: (a) students who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect, (b) students who are attending classes under an approved apprenticeship training program, (c) noncredit education students, (d) students enrolled in District colleges exclusively at sites where student health services are not provided, (e) students who are enrolled in District colleges exclusively through Instructional Television or distance education classes, (f) students who are enrolled in District colleges exclusively through contract education, (g) students admitted as Special Part-time students (K-12) or Special Summer School Students under the provisions of Board Rule 81001.02. Students exempted under the provisions of (b), (c), (f) or (g) 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. Except in cases where it is allowable under the law, health services will not be provided to minors under the age of eighteen (18), unless the student has a consent form signed by his or her parent or guardian.

**Registration Office**
Admissions Administration Building AD 100
M-Th 9:30-6:30 Fri 9:00-3:00 (1/25, 2/1 only)
Cashier’s Office Seahawk Center 101 (next to the Bookstore)
M-Th 9:30-6:30 Fri 9:00-3:00 (1/25, 2/1 only)

**REGISTRATION**
**Telephone Registration**
All continuing students will be mailed an appointment date and time to use the Student Telephone Enrollment Program (STEP) for the Spring 2008 Semester. Students cannot use it before their appointed date and time. New students are given an appointment to register in classes by telephone at the Admissions Office. Please see pages 11 & 13.

**On Campus Registration**
If you are a new student, you must follow these steps to enroll. If you are a continuing student who did not register by phone, follow steps 4 and 5 only.


### Step 1: Submit an Application

New students may apply to the college in three different ways: 1) In person - students may pick up an application at the Information Desk in the Administration Building lobby and submit it to the Admissions Office, Room AD 100. A registration date will be given to students at the time the application is submitted, 2) On-line – students may apply through the L.A.H.C. website www.lahc.edu; students must print and sign the student signature page and mail or take it to the Admissions Office. A registration date will be e-mailed to students once the signature page is received, or 3) By mail - students may pick up an application at the Information Desk, download it from the L.A. H.C. web site, or cut it out from the schedule of classes and mail it to the Admissions Office. A registration date will be mailed, phoned, or e-mailed to the student when the application is received. When students submit the application to the Office of Admissions, they may make an appointment to take the assessment in English as a Native Language (ENL), or English as a Second Language (ESL), or Math.

### Step 2: Attend Orientation

As a new student, you will attend an assessment and orientation session. In order to be accurately placed in an English or Math class, you will need to be assessed in reading and math. You cannot fail these tests. They are designed to predict the level of course work in which you are most likely to succeed. During the orientation, you will also be informed about the college’s policies and procedures, academic expectations, rules of student conduct, financial assistance, academic programs, student services, and requirements to meet your academic goals. Based on the assessment results, the counselors will explain how to start your math and English course sequence for graduation and transfer.

### Step 3: Determine Your Course Load

You will be given a course request card at orientation, upon which you should list your proposed classes. Remember to check the administration lobby bulletin board for new or closed classes. If you need assistance, drop-in counselors are available. Check with the Information Desk for the hours.

### Step 4: Register For Classes

There are three ways to register for classes:

- **Internet** - Students may register on the Internet through the LAHC website www.lahc.edu
- **Phone** - (Students Telephone Enrollment Program) STEP system. Follow the instructions in the schedule of classes on pages 11 - 15.
- **In Person** - Students should present a “Course Request Card” to the Registration Office, AD 138. This process can only be done during the walk-in registration period (for dates and times, please check the Academic Calendar located on the inside front cover of the schedule of classes).

Classes that are full or those that have been cancelled are noted online and are listed on the Registration Bulletin Board adjacent to AD 138, the Registration office.

Counselors are available to help you determine your course load on a year round basis. Check with the Information Desk for office hours.

### Step 5: Pay Fees

Students may pay fees in three different ways: 1) In person – students should proceed to the Cashier’s Office, 1st Floor, Seahawk Center, Room 101, 2) By mail – students should cut off the “fees worksheet” from the schedule of classes and mail the form along with a check to: L.A. Harbor College, Business Office Cashier, 1111 Figueroa Place, Wilmington, CA 90744, or 3) By credit card. Use STEP telephone payment option or over the internet. Please be aware that this option will only work at the time of registering for classes.

### Step 6: Student I.D.

A current sticker is required on your I.D. card for use of the Library Computer labs, and other services. Student I.D. cards and stickers are available at the Seahawk Center, 2nd floor, in the Office of Student Activities.

---

### Matriculation Services

Assessment Center Bungalow (South of the Cafeteria)

Phone: (310) 233-4072

New matriculating students, who are pursuing an Associates degree or plan to transfer to a four-year university, **are required to take the English/Math Placement Test**. After taking the Math Placement test, transcripts from other schools are required for placement at the Math 123C or higher level. Students may schedule an appointment in person at the Assessment Center, and at the Appointment Center, located in the lobby of the Administration Building, by calling 310-233-4072 or at http://www.lahc.edu/sarts/assessment/esars.asp.
INSTRUCTIONAL PROGRAMS

Los Angeles Harbor College offers courses leading toward the following objectives: Transfer to a four-year university, associate in Arts Degree (AA) and associate in Science Degree (AS), Occupational Certificates, and Skill Awards.

Transfer

Four-year universities require students to complete certain requirements for the bachelor’s degree; among these are general education and major requirements. Los Angeles Harbor College offers transferable courses which are equivalent to the lower division (i.e. Freshman and Sophomore) requirements at most colleges and universities in the U.S. The following is a partial list of colleges and universities in California:

- University of California, Los Angeles (UCLA); UC Berkeley; UC Davis;
- UC Irvine; UC Riverside; UC San Diego; UC Santa Barbara; UC Santa Cruz;
- UC San Francisco; University of Southern California (USC);
- California State University, Northridge; CSU Los Angeles; CSU Long Beach;
- CSU Dominguez Hills; California State Polytechnic University, Pomona;
- California State Polytechnic University, San Luis Obispo;
- Stanford University, and Pepperdine University.

With counseling and careful planning a student can, in most instances, transfer as a junior with his/her lower division major requirements and appropriate general education requirements complete. Students who were ineligible to enter the California State University (CSU) or the University of California (UC) from high school can become eligible for transfer upon completion of 60 transferable units to the CSU or 60 transferable units to UC (provided the appropriate grade and course requirements have been met).

Below is a partial list of the majors in which students can transfer: Accounting; Administration of Justice; Anthropology; Art Engineering; Astronomy; Biology; Botany; Business; Chemistry; Child Development; Cinema; Communication Studies; Dental Hygiene; Dentistry; Economics; Education; Liberal Arts; English; Ethnic Studies; Family & Consumer Sciences; Foreign Language; Geography; Geology; Health Education; History; Humanities; Journalism; Law; Physical Education; Library/Media; Linguistics; Mathematics; Medicine; Meteorology; Music; Nursing; Occupational Therapy; Oceanography; Optometry; Pharmacy; Philosophy; Statistics; Physical Science; Physical Therapy; Physics; Physiology; Political Science; Psychology; Public Administration; Recreation Studies; Social Welfare; Sociology; Speech Communications; Television Broadcasting; Theater Arts; Urban Studies; Veterinary Medicine; Zoology

Associate Degree (AA) and (AS)

Accounting Technology; Administration of Justice; Administrative Assistant; Architectural Technology; Business; Chemistry; Child Development; CIS - Business Applications; CIS - Business Systems; CIS - Information Mgmt.; CIS - User Interface; Computer Technology; Drafting; Drafting - Production Design; Electro-Mechanical Eng. Technologist; Electronic Engineering Technician; Engineering; Fire Technology; Legal Office Assistant; Liberal Arts; Management & Supervision; Managerial Accounting; Mathematics for Computer Science; Mechanical/MFG Eng. Tech.; Medical Office Assistant; Microcomputer Applications; Nursing - Prof. R.N., Prof. L.V.N - R.N.; Nursing; Office Administration; Office Technology; Physics; Real Estate.

Occupational Career Certificates

The Career Certificate is awarded upon completion of a sequence of courses leading to a specific area of employment. It is designed for those students who have limited time to pursue their formal education and who wish to specialize in a particular employment.

Accounting Clerk; Administration of Justice; Architectural Technology; Business Administration - Career; Child Development; Computer Technology; Drafting; Electro-Mechanical Eng.; Electronic Technician; Fire Technology; Instrumental Performances; Legal Office Assistant; Medical Office Assistant; Microcomputer; Music; Office Administration; Office Technology; Process Plant Tech.; Real Estate; Small Business Mgmt.; Songwriting; Vocal Performance.

Skills Awards

Architecture & Technology; Arts & Technology; Business Administration; Certified Nurse Assistant; CIS - Network Management; CIS - Multimedia Technology; Drafting - Basic; Home Health Aide; International Business; Management & Supervision; Marketing; Music & Technology; Office Communication; Small Business Mgmt.; Theater & Technology.

Accuracy Statement

The Los Angeles Community College District and Los Angeles Harbor College have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of the Los Angeles Community College District or Los Angeles Harbor College for reasons related to student enrollment, level of financial support, or for any reason at the discretion of the District and College Administration. The District and College further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures consistent with applicable laws. Any discrepancies between the English and Spanish information in the Catalog is unintentional. The original English version is the official language source of information.

This Publication is available in alternate format upon request.
The registration system will block you from enrolling in a class if the required prerequisite course(s) are not in the computer database. Certain science and math courses taken in high school may be used to meet the prerequisite requirement(s). If you have completed the prerequisite courses listed on the back of this page at other colleges you need to see a Harbor College counselor to update your academic record database. For example, if you took an English 28 equivalent course at Any Town College, you will need to bring an official/unofficial transcript or report card to a Harbor College counselor showing a grade of “C” or better in that class, so that you can enroll in our English 101.

Last Name   First Name   M. I.   Social Security No.   Date

I understand that if I enroll in a course without fulfilling its prerequisite, I may not receive credit for the course.  

Student Signature

PREREQUISITE CHALLENGE PROCEDURES

A prerequisite challenge requires written documentation which explains alternative course work, background or abilities which have adequately prepared the student for the course. A Requisite Challenge Petition form, which is used to file a prerequisite challenge, can be obtained from the office of the Vice President of Student Services in AD-125, Mathematics Division Chair Office in T-123, and English Division Chair Office in T-123. Reasons for seeking a prerequisite challenge may include one or more of the following:

1. A prerequisite is not reasonably available;
2. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite.
3. The student believes the prerequisite was established in violation of regulation or in violation of the District approved processes;
4. The student believes the prerequisite is discriminatory or being applied in a discriminatory manner.

The prerequisite challenge must be completed two weeks prior to the beginning of the semester in which the student plans to enroll. Upon filing the prerequisite challenge, the student may enroll into the desired class if space is available. If this challenge is not upheld the student will be dropped from the class.

Note: Students must have official transcripts on file in the Admissions & Records Office for all prerequisites completed at other institutions.
This list does not include all the prerequisites. Please refer to the course descriptions in the schedule of classes and the college catalog.

Based on meeting with the student, the review of the unofficial transcript and/or other related documents, the student has tentatively met the prerequisite requirements for the following courses, as indicated on this page.

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
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<tbody>
<tr>
<td>Chemistry 70</td>
<td>Chemistry 55 or 65</td>
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<tr>
<td>Chemistry 101</td>
<td>Chemistry 55 or 65 &amp; Math 123C</td>
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<td>Chemistry 102</td>
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<td>Dev. Comm. 20</td>
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<td>English 21 &amp; 73</td>
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<td>Math 112</td>
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<td>Math 150</td>
<td>Math 155 or Basic Prog. &amp; Math 123C</td>
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<td>Math 155</td>
<td>Math 123C</td>
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<td>Math 165</td>
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<td>Math 216</td>
<td>Math 215</td>
</tr>
<tr>
<td>Math 227</td>
<td>Math 123C</td>
</tr>
<tr>
<td>Math 230</td>
<td>Math 123C</td>
</tr>
<tr>
<td>Math 235</td>
<td>Math 123C</td>
</tr>
<tr>
<td>Math 236</td>
<td>Math 245</td>
</tr>
<tr>
<td>Math 240</td>
<td>Math 123C &amp; Math 121</td>
</tr>
<tr>
<td>Math 245</td>
<td>Math 123C</td>
</tr>
<tr>
<td>Math 260</td>
<td>Math 123C</td>
</tr>
<tr>
<td>Math 265</td>
<td>Math 240 &amp; Math 260</td>
</tr>
<tr>
<td>Math 266</td>
<td>Math 265</td>
</tr>
<tr>
<td>Math 267</td>
<td>Math 266</td>
</tr>
<tr>
<td>Math 270</td>
<td>Math 266</td>
</tr>
<tr>
<td>Math 271</td>
<td>Math 123C</td>
</tr>
<tr>
<td>Math 275</td>
<td>Math 267</td>
</tr>
<tr>
<td>Microbiology 1</td>
<td>Chemistry 55 or 65, Chemistry 101 or H.S. Chem. &amp; Biology 3, 5 or 6</td>
</tr>
<tr>
<td>Microbiology 20</td>
<td>H.S. Chemistry or Chem 55, 65 or 101</td>
</tr>
<tr>
<td>Physics 6</td>
<td>Math 240</td>
</tr>
<tr>
<td>Physics 7</td>
<td>Physics 6</td>
</tr>
<tr>
<td>Physics 11</td>
<td>Math 123B</td>
</tr>
<tr>
<td>Physics 37</td>
<td>Physics 11 &amp; Math 265</td>
</tr>
<tr>
<td>Physics 38</td>
<td>Physics 37 &amp; Math 265</td>
</tr>
<tr>
<td>Physics 39</td>
<td>Physics 37 &amp; Math 265</td>
</tr>
<tr>
<td>Statistics 1</td>
<td>Math 123C</td>
</tr>
<tr>
<td>Major Code List</td>
<td>The Los Angeles Community College District’s Major Code List will be updated. Go to the Fall Schedule on the college website for current codes.</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Accounting Clerk</td>
<td>050200                                                               Home Health Aide</td>
</tr>
<tr>
<td>Accounting Technology</td>
<td>050201                                                               Humanities</td>
</tr>
<tr>
<td>Administration of Justice</td>
<td>210500                                                               Instrumental Performance</td>
</tr>
<tr>
<td>Administration Assistant</td>
<td>051400                                                               International Business</td>
</tr>
<tr>
<td>Anthropology</td>
<td>992202                                                               Law</td>
</tr>
<tr>
<td>Architecture &amp; Technology</td>
<td>020101                                                               Legal Office Assistant</td>
</tr>
<tr>
<td>Architectural Technology</td>
<td>020100                                                               Liberal Arts</td>
</tr>
<tr>
<td>Art</td>
<td>991002                                                               Management &amp; Supervision</td>
</tr>
<tr>
<td>Art Technology— Graphic Design</td>
<td>103000                                                               Marketing</td>
</tr>
<tr>
<td>Biological Sciences (Including Anatomy,</td>
<td>990400                                                               Mathematics</td>
</tr>
<tr>
<td>Biology, Physiology, and Microbiology)</td>
<td>Library Science</td>
</tr>
<tr>
<td>Business</td>
<td>050600                                                               Managerial Accounting</td>
</tr>
<tr>
<td>Business Administration</td>
<td>050100                                                               Management &amp; Supervision</td>
</tr>
<tr>
<td>Certified Nurse Assistant</td>
<td>120330                                                               Marketing</td>
</tr>
<tr>
<td>Chemistry</td>
<td>190500                                                               Music - Private Teaching</td>
</tr>
<tr>
<td>Child Development</td>
<td>130510                                                               Music - Recording Arts</td>
</tr>
<tr>
<td>Communication Studies</td>
<td>990600                                                               Music - Arranging</td>
</tr>
<tr>
<td>(Includes Speech and Journalism)</td>
<td>Music Copying</td>
</tr>
<tr>
<td>Computer Information Systems (CIS)</td>
<td>Music &amp; Technology</td>
</tr>
<tr>
<td>CIS - Business Applications</td>
<td>070101                                                               Nursing - Professional, R.N.</td>
</tr>
<tr>
<td>CIS - Business Systems</td>
<td>070501                                                               Nursing - Professional, R.N.</td>
</tr>
<tr>
<td>CIS - Information Management</td>
<td>070100                                                               Nursing - Professional, R.N.</td>
</tr>
<tr>
<td>CIS - Network Management</td>
<td>079900                                                               L.V.N. to R.N.</td>
</tr>
<tr>
<td>CIS - User Interface</td>
<td>070102                                                               Office Administration</td>
</tr>
<tr>
<td>CIS - Multimedia Technician</td>
<td>070104                                                               Office Communication</td>
</tr>
<tr>
<td>Computer Technology</td>
<td>093402                                                               Office Technology</td>
</tr>
<tr>
<td>Drafting</td>
<td>092501                                                               Philosophy</td>
</tr>
<tr>
<td>Drafting - Basic</td>
<td>092502                                                               Physical Education</td>
</tr>
<tr>
<td>Drafting Production Design</td>
<td>092503                                                               Physical Sciences (Transfer- Includes Geology, Astronomy, Oceanography)</td>
</tr>
<tr>
<td>English</td>
<td>991501                                                               Physics</td>
</tr>
<tr>
<td>Economics</td>
<td>992204                                                               Political Science</td>
</tr>
<tr>
<td>Education</td>
<td>990800                                                               Process Plant Technology</td>
</tr>
<tr>
<td>Electro-Mechanical Engineering Tech.</td>
<td>093500                                                               Psychology</td>
</tr>
<tr>
<td>Electronic Engineering Technologist</td>
<td>093403                                                               Public Accounting Preparation</td>
</tr>
<tr>
<td>Electronic Engineering Technology</td>
<td>093400                                                               Public Administration or Public Affairs And Services</td>
</tr>
<tr>
<td>Electronic Music</td>
<td>100507                                                               Real Estate</td>
</tr>
<tr>
<td>Electronic Technician</td>
<td>093401                                                               Small Business Entrepreneurship Mgmt.</td>
</tr>
<tr>
<td>Emergency Medical Technology</td>
<td>125000                                                               Sociology</td>
</tr>
<tr>
<td>Engineering – General</td>
<td>090100                                                               Theater and Technology</td>
</tr>
<tr>
<td>Fire Technology</td>
<td>213300                                                               Vocal Performance</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>991100                                                               Undecided</td>
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<tr>
<td>Geography</td>
<td>992206</td>
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<tr>
<td>Health</td>
<td>991200</td>
</tr>
<tr>
<td>History</td>
<td>992205</td>
</tr>
</tbody>
</table>
**STEP - STUDENT TELEPHONE ENROLLMENT PROGRAM**

**QUESTIONS & ANSWERS**

**When?** Telephone registration begins **November 26, 2007**

**Who will be able to use STEP?** Continuing students will be permitted to register in classes by phone. A continuing student is defined as one in attendance during the current semester or the previous semester. New students are given an appointment to register in classes by telephone at the Admissions Office.

**Note:** Students with fee holds, library holds, probation or dismissal holds, etc., will not be allowed to use the system until all holds are cleared.

**How will the students know when they can access the system?** Each continuing student will be mailed a Schedule of Classes. The student’s day and time to register by telephone will be printed on the address label.

**How is the registration date determined?** Students with the highest number of units completed will receive the highest priority, except for students concurrently enrolled at high school. State law also mandates that qualifying students in Special Programs and Services (SP&S) and EOPS (Educationally and financially disadvantaged students) also receive priority.

**How long will the system be available for registration?** Telephone registration appointment times will be scheduled November 13, 2007 - January 31, 2008. Day and evening classes begin February 4, 2008. Saturday classes begin February 9, 2008.

**Is changing classes permitted by the system?** Yes. Adding and dropping classes is a feature provided by STEP. Adding classes over the STEP system can be made until the last day the system is available, January 31, 2008. Changes after this date must be made in person at the Admissions Office. Dropping classes over the system is available until May 1, 2008.

**If I stop attending class, do I owe any fees?** Fees are owed unless a student officially drops a class by telephone or in person at Admissions. You must drop by the published deadline of February 19, 2008. Short-term classes or PACE classes must be dropped within the first week of class.

**How are fees paid?** Fees can be paid by mailing a check or money order, or by keying-in credit card information over the STEP telephone payment option or over the Internet. Checks and money orders must be received by the Cashier’s Office within five (5) days of registering. Cash will only be accepted in person at the Cashier’s Office during business hours.

**Can students use in-person registration in place of telephone registration?** In-person registration for continuing, returning and new students is scheduled for January 22 - February 1, 2008. Students must use STEP to take advantage of the earliest registration date.

**Some students do not have a touch-tone phone. What can they do?** Two telephones are located on campus specifically for STEP. One telephone is available at the Information Desk in the Admissions area, and one telephone is available in the Student Activities Office in Seahawk Center, second floor. There is no charge for using these special telephones.

**Will the registration call be made to a local number?** Yes. The southern area calling number that is designated for L.A. Harbor College is local for most of our students. Some students may live in areas that are outside the local calling area, but the charges should be no different than when calling the college for routine business. The local number is (310) 605-0505. Other numbers that can access the system are: (213) 689-8888, (818) 988-2222, and (323) 226-1999.

**Is Harbor the only college in the system?** No. There are nine colleges in the L.A. Community College District plus Instructional Television. Students must select Harbor College at the first prompt (Harbor is number 3).

**Where will students find more information and specific directions for using STEP?** There are two full pages in the Schedule of Classes dedicated to STEP. Additional questions should be directed to the Information Desk, (310) 233-4230, or Admissions Office (310) 233-4090.
STEP Worksheet

Select your classes from the schedule and fill in the worksheet below with first and alternate choices.
Enter the section number of each class you want. Wait for a voice response after each entry. You will be told whether you are registered or you will be given further instructions.
If your first choice for any class is not available, enter your alternate choice.
Repeat until you have entered all your classes.

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Course Name &amp; Number</th>
<th>Times</th>
<th>Days</th>
<th>Units</th>
<th>Alternate Number</th>
<th>Course Name &amp; Number</th>
<th>Times</th>
<th>Days</th>
<th>Units</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

HOW TO READ SCHEDULE LISTINGS

ACCOUNTING
Division Chair: Stanley Sandell, 233-4188

ACCOUNTING 1
INTRODUCTORY ACCOUNTING I (UC,CSU) CAN BUS 2
This course covers the process of recording business transactions and preparing financial statements for sole proprietors and partnerships.

<table>
<thead>
<tr>
<th>Sec. #</th>
<th>Times</th>
<th>Days</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0891</td>
<td>11:10 - 1:40</td>
<td>TTh</td>
<td>D.E. Arant</td>
<td>BU 102</td>
</tr>
<tr>
<td>3031</td>
<td>4:00 - 6:30</td>
<td>MW</td>
<td>D.E. Arant</td>
<td>BU 102</td>
</tr>
</tbody>
</table>

LIBRARY SCIENCE
Division Chair: Jonathon Lee, 233-4471

LIBRARY SCIENCE 102
INTERNET RESEARCH METHODS (CSU)
This course will focus on how to find and evaluate information and resource materials on the Internet using a variety of applications, e.g. World Wide Web, Listservs and e-mail.

<table>
<thead>
<tr>
<th>Sec. #</th>
<th>Times</th>
<th>Days</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1041</td>
<td>7:05 - 9:10</td>
<td>W</td>
<td>Staff</td>
<td>LRC 140</td>
</tr>
<tr>
<td></td>
<td>1:00 - Hrs</td>
<td>TBA</td>
<td>Staff</td>
<td>LRC 140</td>
</tr>
</tbody>
</table>

Evening Classes are denoted in **Bold**.

Special course information or meeting dates.
**STEP Grade Procedures**

Effective Fall 1997, grades will no longer be mailed to students. Students will be able to receive information on their grades using a touch-tone phone through the Student Telephone Enrollment Program (STEP). To receive grade information students should follow these steps.

1. Dial one of the following numbers: (310) 605-0505; (213) 689-8888; (818) 988-2222; or (323) 226-1999. 
   STEP’s voice response will guide you with each entry. Press * to correct any mistakes.

2. Press 3 for Los Angeles Harbor College.

3. Press 0 for Winter, 1 for Spring, 2 for Summer, or 3 for the Fall semester.

4. Enter your Student ID or Social Security Number _ _ _ _ _ _ _ _ _ Example: 123456789

5. Enter your Personal Identification (PIN), which is your birth date (month and day) ___ ___ ___ ___
   Examples: If your birthday is March 5, enter 0305
   If your birthday is October 25, enter 1025

6. Press 3 to hear your grades.

7. Press 9 to exit the system.

If you need a copy of your grades, you can obtain a grade printout from the Admissions Office or on the Internet at www.lahc.edu

This printout is NOT a transcript. If you need an Official Transcript, you may order a transcript at the Admissions Office.
STUDENT TELEPHONE ENROLLMENT PROGRAM

Continuing and new students may register by telephone. Your personal appointment time is printed on the mailing label of the schedule of classes mailed to you. New students receive their telephone registration appointment directly from the Admissions Office. Using a TOUCH-TONE phone, call STEP (Student Telephone Enrollment Program) from your appointment date through December 21, 2007 from 8:30 a.m.-10:00 p.m. Students can also receive grades through STEP. Instructions to access grade information are on the following pages.

BEFORE CALLING, DO THE FOLLOWING:

- Read all instructions carefully.
- Complete the worksheet on page 12.
- Clear any holds or past financial obligations.
- Contact the Counseling Department (310) 233-4226 for help in planning your program.
- Contact the Financial Aid Office (310) 233-4320 if you need fee assistance.

WEB Registration
Log on to the College website:
www.lahc.edu
Register from home or from campus computers.

WEB Registration
Log on to the College website:
www.lahc.edu
Register from home or from campus computers.

STEP INSTRUCTIONS

1. Access the STEP’s voice by calling (310) 605-0505. If you do not live in the (310) calling area, you can call (213) 689-8888 or (818) 988-2222 or (323) 226-1999

Press * at any time to correct a mistake.
Press # to return to the registration option.

2. Press 3 for Los Angeles Harbor College.


4. Enter your Student ID or Social Security Number.

5. Enter your Personal Identification, which is your birthdate (month and day) __ __ __ __

Example: If your birthday is March 5, enter 0305
If your birthday is October 25, enter 1025

6. Choose ONE option for each call:

Press 1 To hear your registration appointment
Press 2 To register for classes or to make changes to classes. (add/drop classes)
Press 3 To hear your grades.
Press 4 To hear your current class schedule
Press 5 To review fee obligation
Press 9 To exit.

7. Give responses to STEP’s requests for information

- Your major code. (see page 10)
- Paid hours worked per week

8. Register for classes from the STEP worksheet.

9. Refer to the Fees worksheet to review the fees and select your method of payment.

If you have questions regarding registration, contact the Admissions Office (310) 233-4090
Refer to the Academic Calendar for office hours.

WINTER FEES WORKSHEET

Student’s Name _______________________________________
Student’s ID# _______________________________________

STEP will tell you exactly how much your fees are.
DO NOT MAIL CASH!
Current fees can be calculated below
(Fees are subject to change by the California Legislature)

Enrollment Fees:

Resident Students:
$20 per unit per semester ________ units x $20 = __________

Non-resident tuition (in addition to $20 per unit fee)
From another state _______ units x $173 = __________
From another country _______ units x $183 = __________

International Student Medical Insurance Fee $  70.00
A.S.O. Membership Fee * $    5.00
Parking Permit $    5.00
A.S.O. Student Representation Fee-Mandatory $    1.00
Health Fee - Mandatory $ 11.00

* you may waive this fee by filing a "Surrender of Benefits" form in person at the Office of Student Activities in Seahawk Center.

Total $__________

If your application for a Board of Governors Fee Waiver (BOFW) has been approved by the Financial Aid Office, your enrollment fee of $20 per unit is waived.

Payment Options (select one)

1. Mail this form and your check to:
   L.A. Harbor College, Business Office Cashier
   1111 Figueroa Place
   Wilmington, CA 90744

2. By credit card, use STEP telephone payment option or over the internet. A receipt will be mailed to you if payment is received one week before the fall semester begins. If paying after this date, go to the Cashier’s Office for receipt and parking decal.

3. Payment may be made in person during walk-in registration. See schedule for dates and time.
Continuing and new students may register by telephone. Your personal appointment time is printed on the mailing label of the schedule of classes mailed to you. New students receive their telephone registration appointment directly from the Admissions Office. Using a TOUCH-TONE phone, call STEP (Student Telephone Enrollment Program) from your appointment date through January 31, 2008 from 8:30 a.m.- 10:00 p.m. Students can also receive grades through STEP. Instructions to access grade information are on the following pages.

BEFORE CALLING, DO THE FOLLOWING:

- Read all instructions carefully.
- Complete the worksheet on page 12.
- Clear any holds or past financial obligations.
- Contact the Counseling Department (310) 233-4226 for help in planning your program.
- Contact the Financial Aid Office (310) 233-4320 if you need fee assistance.

### STEP INSTRUCTIONS

1. Access the STEP’s voice by calling (310) 605-0505. If you do not live in the (310) calling area, you can call (213) 689-8888 or (818) 988-2222 or (323) 226-1999
   
   Press * at any time to correct a mistake.
   Press # to return to the registration option.

2. Press 3 for Los Angeles Harbor College.


4. Enter your Student ID or Social Security Number.

5. Enter your Personal Identification, which is your birthdate (month and day) __ __ __ __
   
   Example: If your birthday is March 5, enter 0305
   If your birthday is October 25, enter 1025

6. Choose ONE option for each call:
   - Press 1 To hear your registration appointment
   - Press 2 To register for classes or to make changes to classes, (add/drop classes)
   - Press 3 To hear your grades
   - Press 4 To hear your current class schedule
   - Press 5 To review fee obligation
   - Press 9 To exit.

7. Give responses to STEP’s requests for information
   - Your major code. (see page 10)
   - Paid hours worked per week

8. Register for classes from the STEP worksheet.

9. Refer to the Fees worksheet to review the fees and select your method of payment.

### SPRING FEES WORKSHEET

Student’s Name_____________________________________

Student’s ID# ___ ___ ___ - ___ ___ - ___ ___ ___ ___

STEP will tell you exactly how much your fees are.

DO NOT MAIL CASH!

Current fees can be calculated below

(Fees are subject to change by the California Legislature)

**Enrollment Fees:**

- Resident Students:
  - $20 per unit per semester _______ units x $20 = _______
- Non-resident tuition (in addition to $20 per unit fee)
  - From another state _______ units x $173 = _______
  - From another country _______ units x $183 = _______
- International Student Medical Insurance Fee $420.00
- A.S.O. Membership Fee * $ 7.00
- Parking Permit $ 20.00
- Parking Permit with ASO Membership $ 17.00
- A.S.O. Student Representation Fee-Mandatory $ 1.00
- Health Fee - Mandatory $ 11.00

* you may waive this fee by filing a “Surrender of Benefits” form in person at the Office of Student Activities in Seahawk Center.

**Total $__________**

If your application for a Board of Governors Fee Waiver (BOFW) has been approved by the Financial Aid Office, your enrollment fee of $20 per unit is waived.

**Payment Options (select one)**

1. Mail this form and your check to:
   - L.A. Harbor College, Business Office Cashier
   - 1111 Figueroa Place
   - Wilmington, CA 90744

2. By credit card, use STEP telephone payment option or over the internet. A receipt will be mailed to you if payment is received one week before the fall semester begins. If paying after this date, go to the Cashier’s Office for receipt and parking decal.

3. Payment may be made in person during walk-in registration. See schedule for dates and time.

If you have questions regarding registration, contact the Admissions Office (310) 233-4090

Refer to the Academic Calendar for office hours.
Are You Eligible for a Fee Waiver?

IF YOU RECEIVED A FEE WAIVER FOR FALL 2007, IT WILL AUTOMATICALLY ROLL OVER FOR SPRING 2008. YOU DO NOT NEED TO REAPPLY.

Fill out the application (On the next page) and bring it to the Financial Aid Office, AD 131 to find out.

Financial Aid Office Hours:
Monday – Thursday: 10:00 a.m. – 2:00 p.m.
Monday Evening: 5:00 p.m. – 7:00 p.m.
CLOSED FRIDAY

There are three ways to qualify: (See application)

Method A
If you receive General Assistance or you OR your parents receive TANF/Cal Works OR SSI benefits – Bring the application and a recent “Notice of Action” or a copy of your latest check to the Financial Aid Office.

Method B
Meeting income requirements. Dependent students bring copies of parent’s 2006 income tax forms. Independent students bring their own 2006 income tax forms with application. If you are a dependent and your parents did not file tax returns, pick up a Parent’s Income Certification form in the Financial Aid Office for their signature.

Financial Need
If you do not qualify by the methods above, you should file a Free Application for Federal Student Aid to determine if you have financial need. If you have already done so, just come in to the Financial Aid Office and ask if you qualify for a BOG Fee Waiver.

Don’t Wait! APPLY NOW!
California Community Colleges 2007-2008 Board Of Governors Fee Waiver Application

This is an application to have your **ENROLLMENT FEES WAIVED**. This **FEE WAIVER** is for California residents only. If you need money to help with books, supplies, food, rent, transportation and other costs, please complete a **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)** immediately. Contact the Financial Aid Office for more information. **The FAFSA is available at www.fafsa.ed.gov or at the Financial Aid Office.**

**Note:** Students who are exempt from paying nonresident tuition under **Education Code Section 68130.5 (AB 540)** are NOT California residents. If you are NOT a California resident, you are not eligible for this fee waiver. Do not complete this application. You may apply for financial aid by completing the FAFSA.

Name: ___________________________________ Social Security # ________________________________
Email (if available): ___________________________________ Student ID # ________________________________
Home Address: ___________________________________ Telephone Number (_____)__________________________
Date of Birth _____/_____/_______ Has the Admissions or Registrar's Office determined that you are a California resident? ❑ Yes ❑ No

**Student Marital Status:** ❑ Single ❑ Married ❑ Divorced ❑ Separated ❑ Widowed ❑ Registered Domestic Partnership

***IMPLEMENTATION OF THE CALIFORNIA DOMESTIC PARTNER RIGHTS AND RESPONSIBILITIES ACT***

The California Domestic Partner Rights and Responsibilities Act extends new rights, benefits, responsibilities and obligations to individuals in domestic partnerships registered with the California Secretary of State under Section 297 of the Family Code. **If you are in a Registered Domestic Partnership (RDP), you will be treated as an Independent married student to determine eligibility for this Enrollment Fee Waiver and will need to provide income and household information for your domestic partner. If you are a dependent student and your parent is in a Registered Domestic Partnership, you will be treated the same as a student with married parents and income and household information will be required for the parent’s domestic partner.**

**Note:** These provisions apply to state student financial aid ONLY, and not to federal student financial aid.

Are you or your parent in a Registered Domestic Partnership with the California Secretary of State under Section 297 of the Family Code? (Answer “Yes” if you or your parent are separated from a Registered Domestic Partner but have **NOT FILED** a Notice of Termination of Domestic Partnership with the California Secretary of State’s Office.) ❑ Yes ❑ No

If you answered “Yes” to the question above treat the Registered Domestic Partner as a spouse. You are required to include your domestic partner’s income and household information or your parent’s domestic partner’s income and household information in Questions 3, 6, 7, 13, 14, 15, 16, 17.

**DEPENDENCY STATUS**

1. Were you born before January 1, 1984? ❑ Yes ❑ No
2. As of today, are you married or in a Registered Domestic Partnership (RDP)? (Answer "Yes" if you are separated but not divorced or have not filed a termination notice to dissolve partnership.) ❑ Yes ❑ No
3. Do you have children who receive more than half of their support from you, or other dependents who live with you (other than your children and spouse/RDP) who receive more than half of their support from you, now and through June 30, 2008? ❑ Yes ❑ No
4. Are (a) both your parents deceased, or (b) are you (or were you until age 18) a ward/dependent of the court? ❑ Yes ❑ No
5. Are you a veteran of the U.S. Armed Forces or currently serving on active duty for purposes other than training? ❑ Yes ❑ No

• If you answered "Yes" to any of the questions 1 - 5, you are considered an INDEPENDENT student for enrollment fee waiver purposes and must provide income and household information about yourself (and your spouse or RDP if applicable). Skip to Question #8.

• If you answered "No" to all questions 1 - 5, complete the following questions:

6. If your parent(s) or his/her RDP filed or will file a 2006 U.S. Income Tax Return, were you, or will you be claimed on their tax return as an exemption by either or both of your parents? ❑ Will Not File ❑ Yes ❑ No
7. Do you live with one or both of your parent(s) and/or his/her RDP? ❑ Yes ❑ No

• If you answered "No" to questions 1 - 5 and "Yes" to either question 6 or 7, you must provide income and household information about your PARENT(S)/RDP. Please answer questions for a DEPENDENT student in the sections that follow.

• If you answered "No" or "Parent(s) will not file" to question 6, and "No" to question 7, you are a dependent student for all student aid except this enrollment fee waiver. You may answer questions as an INDEPENDENT student on the rest of this application, but please try to get your PARENT information and file a FAFSA so you may be considered for other student aid. You cannot get other student aid without your parent(s)’ information.

***SPECIAL CLASSIFICATIONS ENROLLMENT FEE WAIVERS***

8. Do you have certification from the CA Department of Veterans Affairs that you are eligible for a dependent's fee waiver? ❑ Yes ❑ No
   Submit certification.
9. Do you have certification from the National Guard Adjutant General that you are eligible for a dependent's fee waiver? ❑ Yes ❑ No
   Submit certification.
10. Are you eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient? ❑ Yes ❑ No
    Submit documentation from the Department of Veterans Affairs.

Visit us at www.lahc.edu  

College Information ◀ 17
11. Are you eligible as a dependent of a victim of the September 11, 2001, terrorist attack?  
Submit documentation from the CA Victim Compensation and Government Claims Board.  
☐ Yes ☐ No

12. Are you eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty?  
Submit documentation from the public agency employer of record.  
☐ Yes ☐ No

- If you answered "Yes" to any of the questions from 8-12, you are eligible for an ENROLLMENT FEE WAIVER and perhaps other fee waivers or adjustments. Sign the Certification below. Contact the Financial Aid Office if you have questions.

### METHOD A ENROLLMENT FEE WAIVER

13. Are you (the student ONLY) currently receiving monthly cash assistance for yourself or any dependents from:  
TANF/CalWORKs? ☐ Yes ☐ No  
SSI/SSP (Supplemental Security Income/State Supplemental Program)? ☐ Yes ☐ No  
General Assistance? ☐ Yes ☐ No

14. If you are a dependent student, are your parent(s)/RDP receiving monthly cash assistance from TANF/CalWORKs or SSI/SSP as a primary source of income?  
☐ Yes ☐ No

- If you answered "Yes" to question 13 or 14 you are eligible for an ENROLLMENT FEE WAIVER. Sign the Certification at the end of this form. You are required to show current proof of benefits. Complete a FAFSA to be eligible for other financial aid opportunities.

### METHOD B ENROLLMENT FEE WAIVER

15. DEPENDENT STUDENT: How many persons are in your parent(s)/RDP household? (Include yourself, your parent(s)/RDP, and anyone who lives with your parent(s)/RDP and receives more than 50% of their support from your parents/RDP, now and through June 30, 2008.)

16. INDEPENDENT STUDENT: How many persons are in your household? (Include yourself, your spouse/RDP, and anyone who lives with you and receives more than 50% of their support from your, now and through June 30, 2008.)

17. 2006 Income Information

<table>
<thead>
<tr>
<th>DEPENDENT STUDENT: PARENT(S)/ RDP</th>
<th>INDEPENDENT STUDENT: STUDENT ( &amp; SPOUSE'S/ RDP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>INCOME</td>
<td>INCOME</td>
</tr>
<tr>
<td>a. Adjusted Gross Income (If 2006 U.S. Income Tax Return was filed, enter the amount from Form 1040, line 37; 1040A, line 21; 1040EZ, line 4).</td>
<td>$ __________________ $ __________________</td>
</tr>
<tr>
<td>b. All other income (Include ALL money earned in 2006 that is not included in line (a) above (such as TANF benefits, disability, Social Security, child support).</td>
<td>$ __________________ $ __________________</td>
</tr>
<tr>
<td>TOTAL Income for 2006 (Sum of a + b)</td>
<td>$ __________________ $ __________________</td>
</tr>
</tbody>
</table>

The Financial Aid Office will review your income and let you know if you qualify for an ENROLLMENT FEE WAIVER under Method B. If you do not qualify using this simple method, you should file a FAFSA.

### CERTIFICATION FOR ALL APPLICANTS: READ THIS STATEMENT AND SIGN BELOW

I hereby swear or affirm, under penalty of perjury, that all information on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to provide proof of this information, which may include a copy of my and my spouse/registered domestic partner and/or my parent’s/registered domestic partner’s 2006 U.S. Income Tax Return(s). I also realize that any false statement or failure to give proof when asked may be cause for the denial, reduction, withdrawal, and/or repayment of my waiver. I authorize release of information regarding this application between the college, the college district, and the Chancellor’s Office of the California Community Colleges.

Applicant’s Signature ___________________________ Date: ____________

Parent Signature (Dependent Students Only) ___________________________ Date: ____________

California Information Privacy Act

State and federal laws protect an individual’s right to privacy regarding information pertaining to oneself. The California Information Practices Act of 1977 requires the following information be provided to financial aid applicants who are asked to supply information about themselves. The principal purpose for requesting information on this form is to determine your eligibility for financial aid. The Chancellor’s Office policy and the policy of the community college to which you are applying for aid authorize maintenance of this information. Failure to provide such information will delay and may even prevent your receipt of financial assistance. This form’s information may be transmitted to other state agencies and the federal government if required by law. Individuals have the right of access to records established from information furnished on this form as it pertains to them.

The officials responsible for maintaining the information contained on this form are the financial aid administrators at the institutions to which you are applying for financial aid. The SSN may be used to verify your identity under record keeping systems established prior to January 1, 1975. If your college requires you to provide an SSN and you have questions, you should ask the financial aid officer at your college for further information. The Chancellor’s Office and the California community colleges, in compliance with federal and state laws, do not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation, domestic partnership or any other legally protected basis.

If you qualify using this simple method, you should file a FAFSA. The Financial Aid Office will review your income and let you know if you qualify for an ENROLLMENT FEE WAIVER under Method B.

### FOR OFFICE USE ONLY

☐ BOGFW-A ☐ TANF/CalWORKs ☐ BOGFW-B ☐ Special Classification  
☐ GA ☐ BOGFW-C ☐ Veteran ☐ National Guard Dependent  
☐ SSI/SSP ☐ BOGFW-D ☐ Medal of Honor ☐ 9/11 Dependent  
☐ Student ☐ RDP ☐ Parent ☐ Student is not eligible  

Comments: ________________________________________________

Certified by: ____________________________________________ Date: ____________________________
EOPS

Extended Opportunity Programs & Services may provide the following services to qualified students:

FLASH INTO SUCCESS

- Priority Registration
- Book Service (BOOKSTORE VOUCHER)
- Counseling: Academic, Personal & Career
- Financial Aid/Scholarships
  Information/Assistance
- Transfer Assistance/Fee Waiver
  (CSU & UC)
- Academic Support Workshops
- ASO & Parking Fee Waiver
- School Supplies (Backpack, USB Drive, Etc.)
- Study Skills, Counseling and EOPS
  Linked Classes
- CARE program for single parents receiving public assistance,
  Cash Grants & Gasoline Cards

LOS ANGELES HARBOR COLLEGE
1111 Figueroa Place • Wilmington, CA 90744
(310) 233-4265 (Located Cafe-104)
www.lahc.edu/eops

Visit us at www.lahc.edu

College Information ◄ 19
Harbor communities deserve a public college that is attuned to residents’ specific needs and interests. During this time of growth and change, Los Angeles Harbor College has played an increasingly important role in the academic and economic development of our community. To ensure that we continue to be the ultimate option for educational services, community philanthropic support is more important than ever before.

In support of the college and its building program, the Los Angeles Harbor College Foundation has re-energized the President’s Circle Annual Fund. The goal is to be able to backfill the essential classroom equipment, material and facility improvements that will directly impact student learning and support scholarship funds for students in need. The annual fund will ensure that Los Angeles Harbor College has the resources needed to serve its community for years to come, and will enable the college to continue its mission of providing the highest quality learning experiences for all.

Particular goals we plan to meet are:

> Direct student support through scholarships and book grants.
> Capital Projects not funded by Proposition A and AA including an astronomy projection system, computer labs and graphic arts equipment, athletic scoreboards and wellness equipment.
> General department, program and staff support including Health Sciences/Nursing and Humanities/Fine Arts.

The Foundation’s mission has always been to assist the college in providing the highest quality faculty and instruction and to meet the educational needs of the community. Join us in our success! Community and individual philanthropists may be interested in how they can help the future of our community. This opportunity paves the way to ensuring that our students will lead us into a great future.

To make a donation or receive more information on programs and scholarships, contact the Los Angeles Harbor College Foundation at 310-233-4336.

I would like to help Harbor College and its the students. Enclosed is my contribution of $___________.

If your employer has a matching gift program, remember to include the proper forms with your donation.

PLEASE SEND ME MORE INFORMATION ON THE FOLLOWING:

- President’s Circle Annual Fund
- Donating to a scholarship fund
- Starting a scholarship/memorial fund
- Major Gifts, Naming Opportunities, Planned Giving, Gift Annuities
- Hall of Fame
- Alumni & Friends Association
- Volunteer opportunities

Please provide us with your information:

Name:
Company:
Address:
City, ST Zip:
Phone:
E-mail:

MAIL TO: LAHC FOUNDATION 1111 FIGUEROA PLACE. WILMINGTON, CA 90744 ***
OFFICE OF COMPLIANCE

Nina Malone, Dean of Student Life
Seahawk Center, 2nd Floor, Office A, (310) 233-4651

Student Ombudsperson, Sexual Harassment Officer, Affirmative Action Officer, Gender Equity Officer, Americans with Disabilities Compliance Officer, Mediator for Dispute Resolution

The Office of Compliance is responsible for performing advisory, investigative, analytical, mediation and training duties related to the processing of complaints, grievances and appeals in areas such as equal employment opportunity, sexual harassment, gender equity, civil rights practices, accommodation of the disabled and grievance resolution for students, faculty and staff at Harbor College.

Drug-Free Workplace Policy

In accordance with Section 22 of the Drug-Free Schools and Communities Act of 1989, Los Angeles Harbor College strives to maintain a drug and alcohol free campus for its students and employees. The unlawful manufacture, distribution, dispensation, use of, possession by students and college employees of illegal controlled substances or alcohol in all buildings, property, facilities, service areas, or on District business is prohibited (per Board Rules regarding Standards of Conduct, Section 9803.19).

The College maintains a drug and alcohol free awareness policy to inform students and employees about the dangers and health risks of drug and alcohol abuse in the workplace, on the campus and during college sponsored activities. Students and employees will be informed of the sanctions that will be imposed for policy violations and the availability of drug/alcohol counseling, treatment, and rehabilitation assistance. This policy statement serves as the annual notification as required by law. All students and employees are required to comply with this policy as a condition of their continued student status or employment.

Any student or employee violating this policy may be required to participate satisfactorily in a substance abuse rehabilitation program, and/or may be subject to disciplinary action, up to and including dismissal, or exclusion under applicable District Policies. In addition, an employee convicted of any workplace drug crime, must notify the college Personnel Office within five (5) days of conviction.

Equal Opportunity Compliance

L.A. Harbor College is committed to the philosophy of equal opportunity/equal access in all its employment, educational programs, and services. Thus, we are firmly committed to a policy of nondiscrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, age, handicap, marital status, sexual orientation, or veteran status in our employment or educational programs and activities. Lack of English language skills will not be a barrier to access and participation in the occupational programs. However, many classes require competency in English. The college will offer assistance in acquiring English language skills. Inquiries regarding the equal opportunity policies or the filing of grievances may be directed to: Nina Malone, 233-4651.

Smoke-Free Workplace Policy

In keeping with the college’s commitment to provide a healthful environment and in recognition of the health hazards that exist from tobacco use and sidestream smoke, the college through its C.P.C. has adopted the following policy to promote a smoke-free campus. This policy applies to all students, faculty, administration, staff and visitors.

Prohibitions

Smoking or the use of smokeless tobacco products is prohibited inside all college facilities and in all vehicles maintained by the college. The college also prohibits the use, sale or promotion of all tobacco products in any facility controlled by the college or as part of any college sponsored activity. In addition, the use of any tobacco product by an athlete, coach or staff member during any athletic event or practice is prohibited by the state athletic code.

Sexual Harassment Policy

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students or other persons acting on behalf of the District who engage in sexual harassment as defined by the District’s policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the LACCD Board Rules, Chapter 15. The Los Angeles Community College District has a policy which provides formal and informal procedures for resolving complaints.

Copies of the policy and procedures may be obtained from the Sexual Harassment Compliance Officer, Ms. Nina Malone at 233-4651, the college Advocate for Students, Ms. Yvonne Pueblos at 233-4038, or by calling the Office of the Vice Chancellor of Educational Services at (213) 891-2279, or the Office of Affirmative Action Programs at (213) 891-2315.

Any member of the College Community, which includes students, faculty, and staff, who believes, perceives, or actually experienced conduct that may constitute sexual harassment, has the right to seek the help of the College. Every employee has the responsibility to report such conduct when it is directed towards students to the Sexual Harassment Compliance Officer. 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.

College Security and Safety

Los Angeles Harbor College prides itself on the safe environment that exists to encourage learning and enrichment for our community. Students, faculty, staff, and visitors form a partnership in creating and maintaining that environment. The College maintains a 24-hour, 7-day a week campus security facility in the PE Building, staffed by the Los Angeles County Sheriffs. Contact number (310) 233-4600. Following are the latest annual crime statistics with comparison years under code 20 United States Code 1092 F:

<table>
<thead>
<tr>
<th></th>
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<th></th>
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<td>Arson</td>
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<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Assault and Battery</td>
<td>2</td>
<td>2</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>1</td>
<td>7</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>Burglary (Auto)</td>
<td>13</td>
<td>13</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>Grand Theft Auto</td>
<td>3</td>
<td>5</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Bomb Threat</td>
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<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Terrorist Threat</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

Following are annual arrest statistics for comparison years under code 20 United States Code 1092 H:

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor law violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug abuse violations</td>
<td>3</td>
<td>7</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Weapons possessions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

This information is published in accordance with Section 201 Public law 102-26 the “Crime Awareness and Campus Security Act of 1990.”
## Community Resources and Hot Lines

### AIDS
- **California Aids Hotline**
  - (800) 367-2437
- **L.A. Free Clinic**
  - (323) 653-1990 *appointment line*

### Battered Persons/Victims/Adult Abuse
- **Domestic Violence Hotline**
  - (323) 681-2626
  - (800) 548-2722 *bilingual*
- **Info Line/Los Angeles & other human services referrals**
  - (800) 339-6993 *24hour/7days*
- **L.A. Commission/Assaults against Women**
  - (310) 392-8381 *hotline*

### Counseling/Mental Health
- **Didi Hirsch Community Mental Health**
  - (310) 390-6612 *Culver City*
  - (310) 677-7808 *Inglewood & Gardena*
- **L.A. County Mental Health**
  - (800) 854-7771
- **Suicide Prevention Center**
  - (877) 727-4747 *24hour*

### Disabled/Special Ed/Rehabilitation
- **Access Services Inc.**
  - (800) 827-0829
  - *Accessible transportation for persons with disabilities.*
- **Western Law Center/Disability Rights**
  - (213) 736-1031
- **California Department of Rehabilitation**
  - (310) 793-1157

### Drug/Alcohol/Tobacco/Addictions
- **Al-Anon Family Group**
  - (818) 760-7122 *24hour central office*
- **Alcoholics Anonymous**
  - (310) 618-1180 *South Bay, 24hour*
- **Cocaine Anonymous**
  - (310) 216-4444
- **Gambler’s Anonymous**
  - (213) 386-8789
- **Marijuana Anonymous**
  - (800) 766-6779
- **National Referral Center**
  - (800) 550-0467
  - *For those who need help with alcohol, drug or psychiatric referrals.*
- **Nicotine Anonymous/Southern California**
  - (800) 642-0666 *24hour*

### Emergency Assistance
- **Info Line/Los Angeles**
  - (800) 339-6993 *24hour*
  - *Multilingual referrals to human services in L.A. County.*
- **WIC Program (Women, Infants, Children)**
  - (888) 942-2229
  - (626) 856-6600
  - *A supplemental food program, serves pregnant and breast-feeding women & infants.*
- **Harbor Interfaith Shelter**
  - (310) 831-9123
  - *For homeless families*
- **Salvation Army/Torrance**
  - (310) 782-9428
  - *Food for homeless*

### Family Planning
- **Harbor Free Clinic/San Pedro**
  - (310) 547-0202
- **Project Cuddle**
  - (888) 628-3353 *24hour*
  - *Support for pregnant women.*
- **Pregnancy Counseling/Helpline**
  - (562) 691-9395 *24hour*
- **South Bay Family Health Care Center**
  - (310) 318-2521

### Legal Assistance
- **Legal Aid Foundation**
  - (562) 435-3501
- **We TIP Crime Hotline**
  - (800) 873-7283
  - *Callers remain anonymous when reporting major crimes.*
Students at Los Angeles Harbor College become members of the Associated Student Organization (A.S.O.) once the A.S.O. fee of $7.00 is paid.

As a member you receive an I.D. card which entitles you to several important benefits both on and off the Harbor College campus.

JOIN at the Cashier’s Office and pick up your card and A.S.O. BENEFIT PACK at the Seahawk Service Center on the 2nd floor of the Seahawk Center.

**ON-CAMPUS BENEFITS**
- $3.00 Parking Fee Discount
- Scholarships
- Legal Services
- Gifts, food items and supplies
- A.S.O. Food Sale Discounts
- Free Admission to Campus Events
- Student Government/Club Eligibility
- Membership - California Credit Union
- Discount Photo Copies
- HUGE Coupon Booklet for FREEBIES and OVER 50 MORE!!

**OFF-CAMPUS DISCOUNTS**
- Lox of Bagels
- Rico’s Bakery
- William’s Bookstore
- Flowers by Maribel
- B & B Flower Shop
- Eyesight Optician - 3 Locations
- Cris & Sons TV/Appliances
- Kinko’s - Torrance
- Petersen’s Tax Service
- Newer’s Office Supply
Winter 2008 InterSession
January 2 - February 3, 2008

**Accounting**
Division Chair: Stanley Sandell, 310-233-4188, sandelsc@lahc.edu

**Accounting 001** 5.00 Units
**Introductory Accounting I (UC:CSU)**
Credit is allowed in only one of Accounting 1 or the Accounting 21 and 22 combination.
This course covers the process of recording business transactions and preparing financial statements for sole proprietors and partnerships. Course required for Business Degree.

1618 lec 1:30 - 5:55pm TWThf J.D. Warstler BU 107

**Anthropology**
Division Chair: Brad Young, 233-4065, youngbj@lahc.edu

**Anthropology 101** 3.00 Units
**Human Biological Evolution (UC:CSU)**
Human evolution and variability of both our fossil ancestors and current populations.

Evening Class
1602 lec 6:30 - 9:50pm TWTh W.S. Hoole GC 106

**Anthropology 102** 3.00 Units
**Human Ways of Life: Cultural Anthropology (UC:CSU)**
Survey of world’s cultures and institutions - language, marriage, and religion.

1603 lec 8:00 - 10:25am TWThf B.T. Gallardo GC 106

**Art**
Division Chair: Mark Wood, 310-233-4425, woodmd@lahc.edu
Department Chair: Jay McCafferty, 310-233-4412

**Art 101** 3.00 Units
**Survey of Art History I (UC:CSU)**
Survey of Art History from Prehistory through the Gothic Period.

1600 lec 9:00 - 12:15pm TWTh C.R. Fiddler MU 107

**Art 103** 3.00 Units
**Art Appreciation I (UC:CSU)**
This course is designed to develop a student’s understanding and appreciation of art and the artistic process.

Internet Classes
1619 lec 10:20 hrs/wk TBA - J.A. Freedman INTERNET
1656 lec 10:20 hrs/wk TBA - J.A. Freedman INTERNET
Contact freedmja@hotmail.com as soon as you register.

**Business**
Division Chair: Stanley Sandell, 310-233-4188, sandelsc@lahc.edu

**Business 001** 3.00 Units
**Introductory to Business (UC:CSU)**
This is a survey course. It introduces the student to the various technical specialties utilized in a business including: organization, marketing, finance, human resource management, production and much more. As the student is exposed to many different aspects of the world of business throughout the course, he or she also can begin to consider which areas represent potential careers. The course is required for the Business Certificate and Degree. All Business majors should take this course.

Internet Class
1601 lec 10:30 hrs/wk TBA - R.M. McGinness INTERNET
Contact rmcmcginness@adelphia.net as soon as you register.
1606 lec 8:00 - 11:20am TWTh S.C. Sandell BU 109

**Business 005** 3.00 Units
**Business Law I (UC:CSU)**
Virtually all activities, both business and personal, are governed by laws. This course examines the legal principles of business transactions and everyday life. It provides an awareness of the legal system as it is applied to employment, operating your own business or as an ordinary consumer. Learn about the legal system, crimes, torts, contracts, and banking. This course is required for the Business Degree.

1607 lec 1:30 - 4:50pm TWTh S.C. Sandell BU 109

**Business 006** 3.00 Units
**Business Law II (UC:CSU)**
This course continues the study of legal principles of business and consumer transactions. Learn your rights in sales transactions, creditor and debtor relations, bankruptcy, partnerships, corporations, consumer protection, environmental regulations, and international law. This course is required for the Business Degree.

1612 lec 1:30 - 4:50pm TWTh S.C. Sandell BU 108

**Business 031** 3.00 Units
**Business English**
Word choice, sentence and paragraph construction, punctuation, spelling, and vocabulary are studied within the context of modern business communications.

1636 lec 6:30 - 9:50pm TWTh Staff J.L. Laurin BU 102

**Chemistry**
Division Chair: Lauren McKenzie, 233-4500, mckenzlj@lahc.edu

**Chemistry 065** 4.00 Units
**Introductory General Chemistry (UC:CSU)**
Prerequisite: Completion of Math 123C with a grade of “C” or better or concurrent enrollment in Math 123C.
Not open for credit to students who have credit in Chemistry 101 or 55. An introductory course for science majors. This course serves as a prerequisite to Chemistry 101.

1626 lec 8:00 - 11:20am TWTh S. Toequ TR 101
& lab 11:25 - 2:45pm TWTh K. Houben PH 102

Los Angeles Harbor College
## WINTER 2008 INTERSESSION
### JANUARY 2 - FEBRUARY 3, 2008

### CHILD DEVELOPMENT

Division Chair: Joyce Parker, 310-233-4556, parkerje@lahc.edu

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>CHILD DEVELOPMENT (UC:CSU)</td>
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<tr>
<td>002</td>
<td>EARLY CHILDHOOD: PRINCIPLES AND PRACTICES</td>
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### COMPUTER INFORMATION SYSTEMS

Division Chair: Stanley Sandell, 310-233-4188, sandelsc@lahc.edu

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>PRINCIPLES OF BUSINESS COMPUTER SYSTEMS I (UC:CSU)</td>
<td>3.00</td>
</tr>
</tbody>
</table>

### CULINARY ARTS

Division Chair: Joyce Parker, 310-233-4556, parkerje@lahc.edu

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>113</td>
<td>CULINARY SKILLS I (CSU)</td>
<td>3.00</td>
</tr>
<tr>
<td>114</td>
<td>AROMATICS (CSU)</td>
<td>2.00</td>
</tr>
</tbody>
</table>

### ECONOMICS

Division Chair: Brad Young, 233-4065, youngbj@lahc.edu

<table>
<thead>
<tr>
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<tr>
<td>002</td>
<td>PRINCIPLES OF ECONOMICS II (UC:CSU)</td>
<td>3.00</td>
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</tbody>
</table>

### EDUCATION

Division Chair: Brad Young, 233-4065, youngbj@lahc.edu

<table>
<thead>
<tr>
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<th>Title</th>
<th>Units</th>
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<tbody>
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<td>006A</td>
<td>METHODS AND MATERIALS OF TUTORING A</td>
<td>0.50</td>
</tr>
</tbody>
</table>

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**Schedule changes are available online!**

[www.lahc.edu](http://www.lahc.edu)

24-hours a day!
ENGLISH

Division Chair: Carmen Carrillo, 233-4250, carrilc@lahc.edu

ENGLISH 028
INTERMEDIATE READING AND COMPOSITION
3.00 UNITS
Prerequisite: A grade of “C” or better in English 21 or English 73 or appropriate score on assessment test.
English 28 is the final preparatory course in composition and critical reading. Emphasis is placed on a review of grammar, mechanics, and paragraph writing. Students will write essays on various rhetorical patterns and will be introduced to research techniques. It is designed to assist the student to make the transition to English 101.
1616 lec 8:00 - 10:25am TWThF K.J. STODDART CV 4
1617 lec 6:30 - 9:50pm TWTh A. SAEDINIA CV 2

ENGLISH 067
WRITING LABORATORY (NDA) (RPT 3)
0.50 UNITS
This class is open-entry. Recommended for any student desiring to improve writing skills.
1620 lab 3:20 hrs/wk TBA - C. CARRILLO LAC 104A

ENGLISH 101
COLLEGE READING AND COMPOSITION I (UC:CSU)
3.00 UNITS
Prerequisite: A grade of “C” or better in English 28 or English 31 or appropriate score on assessment test.
English 101 is a transfer Reading & Composition course designed to prepare students to handle a wide range of college writing assignments and to acquire the analytic skills necessary for effective academic preparation. Stress is placed on the organization and composition of objective expository and argumentative essays, including the research paper.
Internet Class
1613 lec 10:30 hrs/wk TBA - J. CORBALLY INTERNET
Contact carrilc@lahc.edu as soon as you register.
1621 lec 8:00 - 10:25am TWThF S. DAUGHERTY CV 1
1623 lec 6:30 - 9:50pm TWTh K. BLANK CV 1
1691 lec 10:35 - 1:00pm TWThF K. AMANO-TOMPKINS CV 6

ENGLISH 102
3.00 UNITS
COLLEGE READING AND COMPOSITION II (UC:CSU)
Prerequisite: A grade of “C” or better in English 101.
Continues the development of skillful reading and writing, using the material of short stories, plays, and poetry.
1624 lec 2:30 - 6:05pm TWTh C. CARRILLO CV 1
Internet Classes
1625 lec 10:30 hrs/wk TBA - A.L. WARREN INTERNET
1685 lec 10:30 hrs/wk TBA - A.L. WARREN INTERNET
Contact annw708@earthlink.net as soon as you register.

FAMILY AND CONSUMER STUDIES

Division Chair: Joyce Parker, 310-233-4556, parkerje@lahc.edu

FAMILY AND CONSUMER STUDIES 021
3.00 UNITS
NUTRITION (UC:CSU)
Basic scientific concepts of human nutrition throughout life. Achieving and maintaining optimum health.
1629 lec 10:35 - 1:00pm TWThJ. E. PARKER SCI 211

HEALTH

Division Chair: Nabeel Barakat, 233-4351, barakanm@lahc.edu

HEALTH 002
3.00 UNITS
HEALTH AND FITNESS (UC:CSU)
Explores the basic fundamentals of Physical Fitness. It involves lecture and laboratory assessment of each student’s physical fitness status resulting in an individualized physical fitness program. Health 2 meets the health and physical requirements for the Associate in Arts degree.
1631 lec 5:25 - 7:35pm TWTh D.M. WEEMS PE 101
& lab 7:35 - 9:45pm TWTh D.M. WEEMS PE 101

HEALTH 011
3.00 UNITS
PRINCIPLES OF HEALTHFUL LIVING (UC:CSU)
Credit is allowed only in one of Health 9, 10, or 11. This course offers concepts to use today and tomorrow as guidelines for self-paced responsible living in personal, community, vocational, and leadership roles. Adaptive Physical Education Lab will be open MTWTh 7:30 a.m.-12:30 p.m.
1692 lec 10:35 - 1:00pm MTWTh S. KOMAI PE 101

HISTORY

Division Chair: Brad Young, 233-4065, youngbj@lahc.edu

HISTORY 011
3.00 UNITS
POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I (UC:CSU)
This course surveys the political, social, and economic history of the United States from the Colonial era to 1876. Emphasis is placed on the origin and implementation of the U.S. Constitution. This course meets the California State University requirements for United States History.
Internet Class
1622 lec 10:30 hrs/wk TBA - G.R. ROLEDER INTERNET
Contact garro11@yahoo.com as soon as you register.
1633 lec 8:00 - 10:25am TWThF K.E. CARTER GC 103
1634 lec 5:00 - 10:10pm TTh M.J. EULA GC 105
### Winter 2008 Intersession
January 2 - February 3, 2008

#### Schedule of Classes

**HISTORY 012**  
**3.00 UNITS**  
**POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES II (UC.CSU)**  
History 11 is not a prerequisite for this course. This course surveys the political, social, and economic history of the United States from 1876 to the present. This course meets the California State University requirements for United States History.  
1635 lec 10:35 - 1:00pm TWThF P.F. LYNN GC 105

**HISTORY 041**  
**3.00 UNITS**  
Credit is allowed in only one of History 11, 41, or 43. This course surveys United States history from the early colonial era through the Civil War with emphasis on the contribution of the African-American. A study of the U.S. Constitution is also included. This course meets the California State University requirements for United States history.  
1639 lec 10:35 - 1:00pm TWThF K.E. CARTER GC 103

#### HUMANITIES

Division Chair: Mark Wood, 310-233-4425, woodmd@lahc.edu

**HUMANITIES 001**  
**3.00 UNITS**  
**CULTURAL PATTERNS OF WESTERN CIVILIZATION (UC.CSU)**  
An introduction to visual arts, music, literature and performing arts.  
1604 lec 6:55 - 10:10pm TWTh D.L. MCINTYRE MU 107

**HUMANITIES 017**  
**3.00 UNITS**  
**FILM APPRECIATION (UC.CSU)**  
A survey of motion pictures and changing social attitudes in film from the silent era to the present.  
1637 lec 9:00 - 12:20pm TWTh M.D. WOOD MU 101

#### LIBRARY SCIENCE

Division Chair: Jonathon Lee, 310-233-4475, leejja@lahc.edu

**LIBRARY SCIENCE 101**  
**1.00 UNITS**  
**LIBRARY RESEARCH METHODS (UC.CSU)**

**MATHEMATICS**

Division Chair: Lauren McKenzie, 233-4500, mckenzilj@lahc.edu

**MATHEMATICS 100**  
**1.00 UNITS**  
**MATHEMATICS WORKSHOP (NDA) (RPT 3)**  
Corequisite: Concurrent enrollment in a mathematics or mathematics related course.  
This course supplements all math level courses by providing tutorial assistance. This course is offered on a credit/no credit basis.  
1641 lab 10:30 hrs/wk TBA - L.J. MC KENZIE LAC 105B

**MATHEMATICS 112**  
**3.00 UNITS**  
**PRE-ALGEBRA (NDA)**  
Review of arithmetic concepts and an introduction to elementary algebra concepts including signed numbers, exponents, mathematical sentences and linear equations.  
1642 lec 8:00 - 11:20am TWTh Z.T. ROMERO LAC 113A  
1643 lec 6:30 - 9:50pm TWTh M. SASO LAC 113A

**MATHEMATICS 121**  
**3.00 UNITS**  
**ESSENTIALS OF PLANE GEOMETRY**  
Prerequisite: Completion of Math 123A & B or equivalent with a grade of “C” or better.  
Definitions, axioms & theorems of geometry relating to angles, lines, circles, polygons & polyhedra.  
1615 lec 6:30 - 10:05pm TWTh J.A. MACIAS PH 105

**MATHEMATICS 123A**  
**4.00 UNITS**  
**ELEMENTARY AND INTERMEDIATE ALGEBRA I**  
Prerequisite: Completion of Math 112 with a grade of “C” or better, or placement by exam.  
First of three modules for Math 123 covering elementary algebra topics such as real numbers, algebraic expressions, solution of linear equations and inequalities. Applications relating to the above topics are also covered.  
1644 lec 8:00 - 12:30pm TWTh A. MARTINEZ CV 8  
1645 lec 5:30 - 10:00pm TWTh J. MUNCHERIAN LAC 113B

**MATHEMATICS 123B**  
**4.00 UNITS**  
**ELEMENTARY AND INTERMEDIATE ALGEBRA II**  
Prerequisite: Completion of Math 123A with a grade of “C” or better or placement by exam.  
Second of three modules for Math 123 covering additional elementary algebra topics such as polynomials and their operations, solution of second degree equations and radical expressions. Applications relating to the above topics are also covered.  
1646 lec 10:00 - 2:30pm TWTh M.S. GAGRAT LRC 125  
1647 lec 5:30 - 10:00pm TWTh J.C. PRZYBOROW TR 101
Winter 2008 InterSession
January 2 - February 3, 2008

MATHEMATICS 123C 4.00 UNITS
ELEMENTARY AND INTERMEDIATE ALGEBRA III
Prerequisite: Completion of Math 123A&B with a grade of "C" or better or placement by exam.
Third of three modules for Math 123 covering intermediate algebra topics such as functions, conic sections, series and sequences. Applications relating to the above topics are also covered.
1648 lec 8:00 - 12:30pm TTh J.S. PAVLINA TR 102
1649 lec 5:30 - 10:00pm TTh R.D. SIBNER TR 102

MATHEMATICS 227 4.00 UNITS
STATISTICS (UC:CSU)
Prerequisite: Completion of Math 123C with a grade of "C" or better.
Introductory mathematical statistics course covering descriptive and inferential statistics topics.
1650 lec 8:30 - 1:00pm TTh F. SADDIGH CV 9
1651 lec 5:30 - 10:00pm TTh B. TRONG LRC 125

MATHEMATICS 245 3.00 UNITS
COLLEGE ALGEBRA (UC:CSU)
Prerequisite: Completion of Math 123C with a grade of "C" or better.
Transfer level college algebra course. Serves as a prerequisite to Math 236.
1652 lec 8:00 - 11:20am TTh S. HUANG T 115

MUSIC
Division Chair: Mark Wood, 310-233-4425, woodmd@lahc.edu
Department Chair: Ken Miller, 310-233-4413, millerkb@lahc.edu

MUSIC 101 3.00 UNITS
FUNDAMENTALS OF MUSIC (UC:CSU)
This course provides the basic knowledge of music needed by the candidate for the Standard Elementary Teaching Credential. It is also offered for the non-music major who wishes to study the basic rudiments of music, including notation, scales, keys and intervals, with some sight singing and ear training.
1654 lec 9:00 - 12:15pm TTh S.L. MORRIS MU 135
Contact mus101@mac.com as soon as you register.

MUSIC 111 3.00 UNITS
MUSIC APPRECIATION I (UC:CSU)
This course is an introduction to music and musical masterpieces. They are presented through lectures, reports, and recordings. The course is recommended for the general college student who wishes to improve his/her understanding of music.
1630 lec 6:00 - 9:20pm TTh I. GRIGORIEV MU 134

NURSING
Division Chair: Tricia Wickers, 233-4262, wickerm@lahc.edu

NURSING 301A 1.00 UNITS
ORIENTATION TO NURSING
Course is designed for pre-nursing students who will be entering the Nursing Program within the next two semesters. Please bring a scantron and a #2 pencil with you the first day of class.
1653 lec 4:15 - 8:30pm W C. STEVENSON NU 133
(4 Week Class - Starts 1/2/2008, Ends 1/23/2008)
1694 lec 4:15 - 8:30pm W J. SAXTON NU 153

NURSING 302 3.00 UNITS
MATHEMATICS OF DRUGS AND SOLUTIONS
After a review of relevant basic arithmetic, the student will use concepts of higher mathematics to gain knowledge of measurement systems, including apothecary and metric, and techniques, including solving for an unknown, for computing medication dosages, I.V. flow rates, and weight related dosages for children and adults.
1688 lec 9:00 - 2:50pm TTh STAFF NU 133

NURSING 364 3.00 UNITS
PHARMACOLOGY (CSU)
This course is open to pre-nursing majors, nursing students and those interested in developing an understanding of medications. This course provides an understanding of basic pharmacology and the standards, policies, and regulations involved in medication administration. A brief review of the math concepts involved in the calculations of dosages is included. The course focus is on drug classifications, pharmacodynamics, chemical interactions, toxicology and the use of the nursing process in medication administration.
1655 lec 9:00 - 2:10pm WF STAFF NU 133

NURSING 911 1.00 UNITS
COOPERATIVE EDUCATION - NURSING (RPT 3)
Earn college credit for your on-the-job experience in nursing. Consult with the instructor to enroll in 1-4 units of cooperative education at one of the following courses of Nursing 911, 921, 931, or 941 during the first or second week of the semester.
1696 lec 3:20 hrs/wk TBA - M.P. WICKERS HOSP TBA

NURSING 921 2.00 UNITS
COOPERATIVE EDUCATION - NURSING (RPT 3)
1697 lec 7:05 hrs/wk TBA - M.P. WICKERS HOSP TBA

Have you checked your schedule for room changes?
Check www.lahc.edu for up-to-date schedule information.
### Winter Offerings

#### Schedule of Classes

**Winter 2008 InterSession**  
**January 2 - February 3, 2008**

### Oceanography

**Oceanography 001**  
**3.00 Units**  
**Introduction to Oceanography (UC:CSU)**

<table>
<thead>
<tr>
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<th>Units</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
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<td>1666 lec</td>
<td>10:35</td>
<td>MW</td>
<td>T. Munasinghe</td>
<td>SCI 219</td>
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SECTION 1666 CANCELED

### Personal Development

**Personal Development 001**  
**1.00 Units**  
**Introduction to College (RPT 1)**

<table>
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<th>Location</th>
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<tbody>
<tr>
<td>1660 lec</td>
<td>5:00</td>
<td>TTh</td>
<td>C.L. Youins</td>
<td>T 115</td>
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</tbody>
</table>

### Philosophy

**Philosophy 001**  
**3.00 Units**  
**Introduction to Philosophy (UC:CSU)**

A study of the nature, sources, and justification of claims to knowledge, different views of the nature of reality, and the place of human beings within it.

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<tr>
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<th>Units</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
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<tbody>
<tr>
<td>1657 lec</td>
<td>9:00</td>
<td>TWTh</td>
<td>S. Bennett</td>
<td>MU 138</td>
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### Physical Education

**Physical Education 225**  
**Yoga Skills (UC:CSU)**

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<th>Location</th>
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<tbody>
<tr>
<td>1690 lec</td>
<td>1:20</td>
<td>3:40pm</td>
<td>N.C. Omabo</td>
<td>PE 140</td>
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**Physical Education 440**  
**Social Dance (UC:CSU) (RPT 3)**

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<td>1640 lec</td>
<td>6:40</td>
<td>8:40PM</td>
<td>S. Kostich</td>
<td>PE 142</td>
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**Physical Education 553**  
**Intercollegiate Sports-Strength & Fitness Training for Football (UC:CSU) (RPT 3)**

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<th>Instructor</th>
<th>Location</th>
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<td>1684 lec</td>
<td>6:40</td>
<td>10:00</td>
<td>W. Beckham</td>
<td>PE 109</td>
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**Physical Education 643**  
**Adapted Strength Training (UC:CSU) (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 instructional emphasis placed on strength training principles and techniques. Students with disabilities must provide a physician prescription for exercises. *UC credit may be granted by petition after transfer.*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
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<tbody>
<tr>
<td>1663 lec</td>
<td>10:30</td>
<td>12:00</td>
<td>N.M. Barakat</td>
<td>PE 140</td>
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</table>

**Physical Education 646**  
**Adapted Cardiovascular Fitness (UC:CSU) (RPT 3)**

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, treadmills, hand cranks, etc., will be the major class focus. Students with disabilities must provide physician prescription for exercises. *UC credit may be granted by petition after transfer.*

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<tr>
<th>Course Code</th>
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<th>Time</th>
<th>Instructor</th>
<th>Location</th>
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<tr>
<td>1689 lec</td>
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<td>12:00</td>
<td>N.M. Barakat</td>
<td>PE 140</td>
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**Physical Education 690**  
**Weight Training (UC:CSU) (RPT 3)**

<table>
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<tr>
<td>1659 lec</td>
<td>11:00</td>
<td>1:25pm</td>
<td>W. Beckham</td>
<td>PE 109</td>
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**Physical Education 645**  
**Adapted Aerobics (UC:CSU) (RPT 3)**

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<th>Location</th>
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<td>12:00</td>
<td>H. Jacobson</td>
<td>PE 140</td>
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</table>

*NEW CLASS*
WINTER 2008 INTERSESSION
January 2 - February 3, 2008

POLITICAL SCIENCE
Division Chair: Brad Young, 233-4065, youngbj@lahc.edu

POLITICAL SCIENCE 001 3.00 UNITS
THE GOVERNMENT OF THE UNITED STATES (UC:CSU)
This course explains the theory and practice of democracy in United States national,
state, and local government.
1667 lec  8:00 - 10:25am TWThF R.J. VEGA GC 208
1668 lec 10:35 - 1:00pm TWThF R.J. VEGA GC 108
1669 lec  6:30 - 9:50pm TWTh  L. ACQUAYE BADDOO GC 103

PSYCHOLOGY
Division Chair: Brad Young, 233-4065, youngbj@lahc.edu

PSYCHOLOGY 001 3.00 UNITS
GENERAL PSYCHOLOGY I (UC:CSU)
Scientific survey of behavior covering personality, growth, perception, motivation,
learning, and intelligence.
1670 lec  8:00 - 10:25am TWThF J.K. THOMAS SPIEGEL GC 206
1671 lec  6:30 - 9:50pm TWTh  J.L. WATKINS GC 104

PSYCHOLOGY 041 3.00 UNITS
LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE (UC:CSU)
Developmental aspects of psychosocial, cognitive, and physical change throughout
the life-span.
1676 lec  10:35 - 1:00pm TWThF A.J. SICHAN GC 106

REAL ESTATE
Division Chair: Stanley Sandell, 310-233-4188, sandelsc@lahc.edu

REAL ESTATE 001 3.00 UNITS
REAL ESTATE PRINCIPLES
This is an overview of the fundamentals of real estate for those interested in getting
a real estate state sales license or investing in real estate. Real Estate Sales license
examination applicants are required to complete this course with a passing grade.
1672 lec  6:30 - 9:50pm TWTh  R.P. MARICICH BU 199

SERVICE LEARNING

SERVICE LEARNING 100 1.00 UNITS
INTRODUCTION TO SERVICE LEARNING (CSU) (RPT 3)
6302 lec  0:30 hrs/wk TBA - S.W. MCMURRAY TBA
& lab  1:05 hrs/wk TBA - E. PORTIS TBA

SOCIOLOGY
Division Chair: Brad Young, 233-4065, youngbj@lahc.edu

SOCIOLOGY 001 3.00 UNITS
INTRODUCTION TO SOCIOLOGY (UC:CSU)
Explains human behavior: child rearing, personality, American culture, deviance, sexual
patterns, marriage, divorce, social class, power, media, and other institutions.
1673 lec  10:35 - 1:00pm TWThF T.J. CHAMBERS GC 104
1674 lec  6:30 - 9:50pm TWTh  N. THOMPSON GC 108

SPANISH
Division Chair: Carmen Carrillo, 233-4250, carrilc@lahc.edu

SPANISH 001 5.00 UNITS
ELEMENTARY SPANISH I (UC:CSU)
Credit is allowed for only one: Spanish 1 or the Spanish 21 and 22 combination.
This course stresses the mastery of Spanish fundamentals. Particular emphasis is
placed upon developing the student's ability to read, write, speak, and understand
simple, idiomatic Spanish, including pronunciation, vocabulary, and elementary
grammar.
1675 lec  8:00 - 12:15pm TWThF W. HERNANDEZ CV 2

SPANISH 101 1.00 UNITS
SPANISH LANGUAGE LABORATORY (RPT 3)
Concurrent enrollment in Spanish class is required.
An independent course in which students improve their reading, writing, speaking
and comprehension skills by use of audio materials. Students must complete 25
hours for credit.
1677 lab  6:05 hrs/wk TBA - C. CARRILLO LAC 109
### Speech

**Division Chair:** Carmen Carrillo, 233-4250, carrilc@lahc.edu  
**Speech 101**  
**3.00 Units**

**Oral Communication I (UC:CSU)**

The purpose of this course is to train the student in critical thinking, research, and the organization of ideas presented in discussion and original speeches. To accomplish this purpose, students receive instruction and practical experience in audience analysis and adaptation, critical listening and evaluation. The entire course is designed to emphasize personal growth through effective oral communication. Public speaking is especially recommended for students who plan to enter the fields of salesmanship, law, teaching, or the ministry. It is a valuable part of leadership training.

- **1678:** lec 10:35 - 1:00pm  
  TThF  
  M. Shannon  
  DS 104  
- **1679:** lec 6:30 - 9:50pm  
  TTh  
  G. Robertson  
  DS 104  
- **1687:** lec 8:00 - 10:25am  
  TThF  
  M. Shannon  
  DS 104

**Speech 121**  
**3.00 Units**

**The Process of Interpersonal Communication (UC:CSU)**

This course provides analysis of, and practice in, non platform speaking which takes place when people interact. Course will provide understanding and awareness of the principles of communication.

- **1680:** lec 8:00 - 10:25am  
  TThF  
  J. Anderson  
  DS 102  
- **1681:** lec 6:30 - 9:50pm  
  TTh  
  L.K. Krueger  
  LRC 207  
- **1686:** lec 10:35 - 1:00pm  
  TThF  
  J. Anderson  
  DS 102  
- **1703:** lec 6:30 - 9:50pm  
  TTh  
  P.M. Kiley  
  DS 102

### Supervised Learning Assistance

**Division Chair:** Brad Young, 233-4065, youngbj@lahc.edu  
**Questions:** Evelyn Portis, 233-4240

**Supervised Learning Assistance 001T**  
**0.00 Units**

**Supervised Learning Assistance (NDA) (RPT 9)**

In this course, students will receive tutoring in a designated subject area(s) using course textbook(s) and other related materials. Cumulative progress and positive attendance records will be maintained for this non-credit, open entry/exit course. No tuition will be charged, nor will grades be received for enrollment in this course. This course will not appear on the student transcript.

- **lec:** 22:00 hrs/wk TBA  
  D. Tull  
  CAF 108  
- **lec:** 22:00 hrs/wk TBA  
  D. Tull  
  CAF 108  
- **lec:** 22:00 hrs/wk TBA  
  D. Tull  
  CAF 108  
- **lec:** 6:00 hrs/wk TBA  
  D. Tull  
  CAF 108

### Theater

**Division Chair:** Mark Wood, 310-233-4425, woodmd@lahc.edu  
**Dept. Chair:** Larry Heimgartner, 233-4428, heimgalw@lahc.edu

**Theater 232**  
**2.00 Units**

**Play Production (UC:CSU) (RPT 3)**

Training and practice are given in all phases of mounting plays for stage and television.

- **1682:** lab 1:50 - 7:00pm  
  TThF  
  L.W. Heimgartner  
  DS 107

**Theater 550**  
**2.00 Units**

**Multimedia Production for the Stage (CSU) (RPT 3)**

- **1683:** lab 1:50 - 7:00pm  
  TThF  
  L.W. Heimgartner  
  DS 107

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**ITV “THE WEEKEND COLLEGE”**  
**IS OFFERING THE FOLLOWING COURSES**  
**FOR WINTER 2008.**

**PLEASE SEE Page 90 FOR DETAILS.**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Title</th>
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<tr>
<td>Economics</td>
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<td>History 011</td>
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<tr>
<td>English 101</td>
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<td>Philosophy 001</td>
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<td>English 102</td>
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<td>Geography 002</td>
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<td>Psychology 001</td>
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<tr>
<td>Health 011</td>
<td>011</td>
<td>Sociology 001</td>
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**Schedule changes are available online!**

www.lahc.edu

24-hours a day!
LOS ANGELES HARBOR COLLEGE

WELCOME CENTER
AD 133

• Assistance in filling out all college forms.
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• Assistance in computer or phone registration
• Financial Aid advising and filing.
• Computers available for all student related activities
• Personalized attention for any college related issues.

WHERE STUDENTS COME FIRST!

Phone: 310-233-4327
Fax: 310-233-4291
E-mail: barkerrb@lahc.edu
Director: Robert ‘Robbie’ Barker

OFFICE HOURS
Monday through Friday, 8:00 a.m. to 4:30 p.m.

Los Angeles Harbor College
1111 Figueroa Place • Wilmington, CA 90744
## Course Offerings

For additional classes and updates to the printed schedule, visit our website at [www.lahc.edu](http://www.lahc.edu)


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**Schedule of Classes**

PACE Classes - Page 38-39
Outreach Classes - Pages 82-83
Online Classes - Page 84-85
Web-Enhanced Courses - Page 86
Saturday Classes - Page 87
Late Start Classes - Page 88
Short Term Classes - Page 89
For Honors Program Information and Courses, See Pages 80 & 81
ITV (Instructional Television) Classes - Page 90
ACCOUNTING
Division Chair: Stanley Sandell, 310-233-4188, sandelsc@lahc.edu

ACCOUNTING 001 5.00 UNITS
INTRODUCTORY ACCOUNTING I (UC:CSU)
Credit is allowed in only one of Accounting 1 or the Accounting 21 and 22 combination. Required for Business Degree.
Course covers the process of recording business transactions and preparing financial statements for sole proprietors and partnerships.
0890 lec 8:30 - 11:00am MW F.K. HO BU 107
0891 lec 11:10 - 1:40pm TTh F.K. HO BU 107
Evening Classes
3031 lec 4:00 - 6:30pm TTh A. AHMED BU 107
3032 lec 7:05 - 9:35pm TTh J.T. DUDLEY BU 102
Internet Class
7613 lec 5:20 hrs/wk TBA - D.M. CHING INTERNET
Contact chingdm@lahc.edu as soon as you register.

ACCOUNTING 002 5.00 UNITS
INTRODUCTORY ACCOUNTING II (UC:CSU)
Prerequisite: A grade of “C” or better in Accounting 1 or the Accounting 21 and 22 combination.
This course covers corporation accounting, managerial analysis, and interpretation of accounting reports, and cost accounting. Course required for Business Degree.
0892 lec 8:30 - 11:00am TTh F.K. HO BU 107
Evening Class
3032 lec 7:15 - 9:45pm MW J.D. WARSTLER BU 107
Internet Class
7614 lec 5:20 hrs/wk TBA - D.M. CHING INTERNET
Contact chingdm@lahc.edu as soon as you register.

ACCOUNTING 011 3.00 UNITS
COST ACCOUNTING (CSU)
Prerequisite: Accounting 2.
Course includes a study of cost accounting procedures and practices in manufacturing and service businesses. Process cost, job order cost, budgets, expense and overhead distribution, byproducts and joint products, and standard costs are studied.
0893 lec 1:00 - 2:25pm T STAFF BU 108
0955 lec 1:00 - 3:30pm TTh L. WOLFF BU 106

ACCOUNTING 015 3.00 UNITS
TAX ACCOUNTING I (CSU)
A practical study of the current federal revenue acts and California State Tax Law as they relate to business and individual income tax procedures are made. Topics studied include income inclusions and exclusion, capital gains and losses, and business and personal deductions.
0907 lec 8:00 - 11:10am F F.K. HO BU 107

ACCOUNTING 016 3.00 UNITS
TAX ACCOUNTING II (CSU)
Prerequisite: Accounting 1 or 15.
A continued study of income tax regulations and procedures. Accounting methods, installment sales, partnerships and corporate income tax procedures are studied.
3033 lec 5:15 - 6:40pm TTh STAFF BU 108

ACCOUNTING 020 3.00 UNITS
MANAGERIAL ACCOUNTING (CSU)
Prerequisite: Accounting 1 and Business 1.
The application and utilization of financial information for internal management decision making, planning, and control are studied. The primary emphasis is on the interpretation and use of accounting information.
0894 lec 11:10 - 2:35pm T F.K. HO BU 108

ACCOUNTING 021 3.00 UNITS
BOOKKEEPING AND ACCOUNTING I (UC:CSU)
Prerequisite or corequisite: Business 38. Accounting 21 and 22 together are equivalent to Accounting 1. Concurrent enrollment in Accounting 21 and 22 is not permitted.
This course is the first half of Accounting 1. The complete Accounting cycle is covered including work with special journals, general ledger, accounts, trial balances, work sheets, income statements, balance sheets, adjusting entries, and closing entries.
0951 lec 1:00 - 4:05pm TTh STAFF BU 109
Late Start class: Start 3/24/08, Ends 6/2/08.

ACCOUNTING 022 3.00 UNITS
BOOKKEEPING AND ACCOUNTING II (UC:CSU)
Accounting 21 and 22 together are equivalent to Accounting 1. Concurrent enrollment in Accounting 21 and 22 is not permitted.
This course is the second half of Accounting 1. It includes a study of the voucher system, payroll accounting, depreciation, inventory valuation, bad debts, notes and interest.
0998 lec 11:40 - 1:40pm TTh STAFF BU 107

ACCOUNTING 911, 921, 931, 941 1-4 UNITS
COORDERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.
**** 12:45 – 1:50pm F J.I. NARANJO T 120
**** 5:30 – 6:35pm T J.I. NARANJO T 120
**** 5:30 – 6:35pm W J.I. NARANJO T 120

ADMINISTRATION OF JUSTICE
Division Chair: Brad Young, 233-4065, youngbj@lahc.edu

ADMINISTRATION OF JUSTICE 001 3.00 UNITS
INTRODUCTION TO ADMINISTRATION OF JUSTICE (UC:CSU)
Law enforcement: History, organization, jurisdiction and professional opportunities.
0710 lec 8:00 - 9:25am MW M. KINRADE B 11
Evening Class
3522 lec 6:55 - 10:05pm Th J. KRUPA B 11
Internet Class
7680 lec 3:10 hrs/wk TBA - H.N. SIEGEL INTERNET
Contact kinradmc@lahc.edu as soon as you register.

ADMINISTRATION OF JUSTICE 002 3.00 UNITS
CONCEPTS OF CRIMINAL LAW (UC:CSU)
Historical development and current application of criminal law and related constitutional provisions. Focus is on major crimes against the person and against property. Capacity to commit crimes and affirmative defenses are also covered.
Outreach Classes
6002 lec 3:00 - 5:05pm MW M.A. VELEZ PVP HS
(13 Week Class - Starts 2/20/2008, Ends 5/21/2008)
6021 lec 3:00 - 5:05pm MW C.H. GRACIANO CHS
6066 lec 3:15 - 5:20pm TTh C.H. GRACIANO GHS
Internet Class
7681 lec 3:10 hrs/wk TBA - M.C. KINRADE INTERNET
Contact kinradmc@lahc.edu as soon as you register.
OUTREACH LOCATIONs: BHs - BANNING HIGH sCHOOL * CHs - CARsON HIGH sCHOOL * GHs - GARDENA HIGH sCHOOL * NHs - NARBONNE HIGH sCHOOL * PVP Hs - PALOs VERDEs PENINsULA HIGH sCHOOL * sPHs - sAN PEDRO HIGH sCHOOL

Schedule of Classes

**ADMINISTRATION OF JUSTICE 003** 3.00 UNITS
LEGAL ASPECTS OF EVIDENCE (CSU)
This course includes the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.
0757 lec 11:10 - 12:35pm TTh H.D. SANCHEZ B 11

**ADMINISTRATION OF JUSTICE 005** 3.00 UNITS
CRIMINAL INVESTIGATION (CSU)
Fundamentals of investigation, crime scene search, preservation of evidence, follow-up and case preparation.
3537 lec 6:50 - 10:00pm M M. ENGQUIST B 11

**ADMINISTRATION OF JUSTICE 006** 3.00 UNITS
PATROL PROCEDURES (CSU)
This course includes responsibilities, techniques and methods of police patrol.
3521 lec 6:55 - 10:05pm T R. BARTLETT B 11

**ADMINISTRATION OF JUSTICE 008** 3.00 UNITS
JUVENILE PROCEDURES (CSU)
Organization, functions, and jurisdiction of juvenile agencies, the processing and detention of juveniles, juvenile case disposition, juvenile statutes, and court procedures.
7634 lec 3:10 hrs/wk TBA - M.C. KINRADE INTERNET Contact kinradmnc@lahc.edu as soon as you register.

**ADMINISTRATION OF JUSTICE 014** 3.00 UNITS
REPORT WRITING FOR PEACE OFFICERS (CSU)
The study of and practice in various types of technical writing commonly used in police agencies.
0758 lec 9:35 - 11:00am MW J.T. ULRICH B 11

**ADMINISTRATION OF JUSTICE 016** 3.00 UNITS
RECRUITMENT SELECTION PROCESS (CSU)
This course provides an in-depth coverage of the legal selection designed to assist students with employment in a law enforcement agency. Written, oral and physical examinations are covered. The background, psych and medical exams are explained.
0750 lec 12:45 - 2:10pm MW J.T. ULRICH B 11

**ADMINISTRATION OF JUSTICE 042** 3.00 UNITS
ADVANCED CRIMINAL LAW (CSU)
This advanced course in criminal law puts special emphasis on those major crimes of particular interest to peace officers including penal provisions in state and federal codes, leading case law, and briefing.
0755 lec 8:00 - 9:25am TTh H.D. SANCHEZ B 11

**ADMINISTRATION OF JUSTICE 067** 3.00 UNITS
COMMUNITY RELATIONS I (UC:CSU)
This course deals with the latest concepts in police-community relations and the events that created them. It covers the changing role of police in a society that is both dynamic and unprecedented. It touches upon the interplay of social mores, changing values, and urban crime as they relate to and affect traditional police-community positions.
0761 lec 12:45 - 2:10pm TTh H.G. SANCHEZ B 11
evening Class
3524 lec 6:55 - 10:05pm W M.R. REID B 11

**ADMINISTRATION OF JUSTICE 086** 3.00 UNITS
ISSUES IN LAW ENFORCEMENT
0765 lec 11:10 - 12:35pm MW J. ULRICH B 11

**ADMINISTRATION OF JUSTICE 185** 1.00 UNITS
DIRECTED STUDY - ADMINISTRATION OF JUSTICE (CSU) (RPT 2)
Web-Enhanced Class
7503 lec 9:30 - 10:00am T B.J. YOUNG B 11
& lec 0:25 hrs/wk TBA - B.J. YOUNG INTERNET
This class is offered as a web enhanced course, a form of blended learning, where students meet during the times indicated and also participate in internet activities as directed by the instructors.

**ADMINISTRATION OF JUSTICE 285** 2.00 UNITS
DIRECTED STUDY - ADMINISTRATION OF JUSTICE
Web-Enhanced Class
7504 lec 9:30 - 10:35am T B.J. YOUNG B 11
& lec 0:50 hrs/wk TBA - B.J. YOUNG INTERNET
This class is offered as a web enhanced course, a form of blended learning, where students meet during the times indicated and also participate in internet activities as directed by the instructors.

**ADMINISTRATION OF JUSTICE 321** 2.00 UNITS
PC. 832 ARREST COURSE
This course covers information regarding powers of arrest, search and seizure for Peace Officers with limited powers. When certified, this course satisfies the curriculum requirements for Peace Officer Standards & Training P.C. 832 Arrest Course.
7003 lec 8:00 - 10:05pm S STAFF TBA
Contact siegelhn@lahc.edu as soon as you register.

**ADMINISTRATION OF JUSTICE 385** 3.00 UNITS
DIRECTED STUDY - ADMINISTRATION OF JUSTICE (CSU)
7505 lec 9:30 - 11:05am T B.J. YOUNG B 11
& lec 1:25 hrs/wk TBA - B.J. YOUNG INTERNET
This class is offered as a web enhanced course, a form of blended learning, where students meet during the times indicated and also participate in internet activities as directed by the instructors.

**ADMINISTRATION OF JUSTICE 931** 3.00 UNITS
COORDERATIVE EDUCATION-ADMINISTRATION OF JUSTICE (CSU) (RPT 3)
0749 lec 3:10 hrs/wk TBA - B.J. YOUNG B 11

**ADMINISTRATION OF JUSTICE 911, 921, 931, 941** 1-4 UNITS
COORDERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.
**** 12:45 – 1:50pm F J.I. NARANJO T 120
Evening Classes
**** 5:30 – 6:35pm T J.I. NARANJO T 120
**** 5:30 – 6:35pm W J.I. NARANJO T 120

**ANATOMY** 0.00 UNITS
INTRODUCTION TO HUMAN ANATOMY I (UC:CSU)
Concurrent enrollment in lecture and laboratory section is required. Study of structures of the human body. Cat dissection may be used to compare to man. A materials fee of $20.00 is required.
0653 lab 2:30 - 5:40pm Th D. GAYLE SCI 106
0654 lab 11:10 - 2:20pm T T.G. MCCORD SCI 106
0655 lab 11:10 - 2:20pm Th T.G. MCCORD SCI 106
0656 lab 1:05 - 4:15pm W T.G. MCCORD SCI 106

ANATOMY CONTINUES ON NEXT PAGE
Books
Articles from Journals and Magazines
Specialized Reference Works and Electronic Databases on
All topics, A to Z - Art to Zoology

Plus, for Help in getting started and Guidance on using
these resources, see the Reference Librarian

www.lahc.edu/library

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at
Los Angeles Harbor College
your first stop for information resources for class assignments and papers.

Spring 2008 Course Offerings
Los Angeles Harbor College

Evening Classes

3471 lab 3:30 - 6:40pm T C. COUROUX SCI 106
3472 lab 6:55 - 10:05pm W K.A. HILLGER SCI 106

Saturday Class

7001 lab 8:00 - 11:10am S B. WADE SCI 106

ANATOMY 001U 4.00 UNITS
INTRODUCTION TO HUMAN ANATOMY U (UC:CSU)
Concurrent enrollment in lecture and laboratory section is required. Study of structures of the human body. Cat dissection may be used to compare to man.
0650 lec 9:35 - 11:00am TTh T.G. MCCORD SCI 112
0651 lec 11:10 - 12:35pm MW D.M. CARR SCI 112

Evening Class

3470 lec 6:55 - 10:05pm T B. LETVIN SCI 112

ANTHROPOLOGY

Division Chair: Brad Young, 233-4065, youngbj@lahc.edu

ANTHROPOLOGY 101 3.00 UNITS
HUMAN BIOLOGICAL EVOLUTION (UC:CSU)
Human evolution and variability of both our fossil ancestors and current populations.
0100 lec 12:45 - 2:10pm MW STAFF GC 106

Evening Class

3000 lec 6:40 - 10:05pm Th M. HARDY GC 106

ANTHROPOLOGY 102 3.00 UNITS
HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY (UC:CSU)
Survey of world’s cultures and institutions - language, marriage, and religion.
0101 lec 11:10 - 12:35pm MW B.T. GALLARDO GC 108
0102 lec 11:10 - 12:35pm TTh B.T. GALLARDO GC 108

Evening Class

3001 lec 6:55 - 10:05pm T M. HARDY GC 104
4905 lec 5:45 - 7:50pm T M.D. REDDICK GC 204
& lec 7:55 - 10:00am S M.D. REDDICK GC 204
& lec 2:05 hrs/wk TBA - M.D. REDDICK GC 204

PACE Class Starts 4/8/08, Ends 5/31/08 - See Pages 38-39

4928 lec 5:45 - 7:50pm W M.D. REDDICK GC 204
& lec 7:55 - 10:00am S M.D. REDDICK GC 204
& lec 2:05 hrs/wk TBA - M.D. REDDICK GC 204

PACE Class Starts 4/8/08, Ends 5/31/08 - See Pages 38-39

Outreach Class
6805 lec 6:30 - 9:40pm T M.R. WOMACK PVP HS (13 Week Class - Starts 2/19/2008, Ends 5/20/2008)

Honors Course
**** lec 11:10 - 12:35pm MW B.T. GALLARDO GC 108
See honors counselor for approval to enroll in this class. See Pages 76-77

ANTHROPOLOGY 911, 921, 931, 941 1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.
**** 12:45 – 1:50pm F J.I. NARANJO T 120

Evening Classes
**** 5:30 – 6:35pm T J.I. NARANJO T 120
**** 5:30 – 6:35pm W J.I. NARANJO T 120
### Schedule of Classes

**ARCHITECTURE**

**Division Chair:** Mark Wood, 310-233-4425, woodmd@lahc.edu  
**Department Chair:** Dr. O.A. Wakita 233-4168, wakitaoa@lahc.edu

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<tbody>
<tr>
<td>ARCHITECTURE 112</td>
<td><strong>2.00 UNITS</strong></td>
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</table>
| ARCHITECTURE PERSPECTIVE (UC:CSU) | Prerequisite: Architecture 170 or one semester of high school or college drafting.  
Methods of making three-dimensional pictorial drawings; special attention is given to short cut methods. Students are required to provide $15.00 worth of instructional and other materials in order to complete this class.  
0315 lec 9:35 - 10:35am F O.A. WAKITA T 111  
& lab 10:35 - 1:50pm F O.A. WAKITA T 111 |       |

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<tr>
<td>ARCHITECTURE 133</td>
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</table>
| ARCHITECTURAL HISTORY II: LATE MIDDLE AGES TO MODERN (UC:CSU) | The development of architecture from Renaissance times to the Industrial Revolution to the modern Architecture of today and tomorrow. The following influences are emphasized in the shaping of architecture: Geographical, geological, climatic, religious, and social historical.  
0309 lec 9:35 - 11:00am TTh N.K. BAKHOUM T 110 |       |

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<td>ARCHITECTURE 151</td>
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</table>
| MATERIALS OF CONSTRUCTION (CSU) | A study is made of the principal building materials, such as wood, steel, concrete, and masonry, and their uses in the construction field. Non-structural materials such as glass, roofing, plastics, and paint are explored.  
3218 lec 5:30 - 6:55pm TTh M. SONG T 111 |       |

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<tr>
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<td>ARCHITECTURE 160</td>
<td><strong>3.00 UNITS</strong></td>
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</table>
| COMPUTERS FOR DESIGNERS (CSU) (RPT 3) | Concurrent enrollment in Architecture 42 or 181. Introductory course aimed at graphic, environmental and industrial designers. Emphasis on how designers can optimize and understand the role of digital medium in today's design industry. Students are required to provide $15.00 worth of instructional and other materials in order to complete this class.  
0310 lec 2:20 - 3:00pm TTh M. SONG T 111  
& lab 3:00 - 5:15pm TTh M. SONG T 111 |       |

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<td>ARCHITECTURE 161</td>
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</table>
| INTRODUCTION TO COMPUTER-AIDED ARCHITECTURAL DESIGN (RPT 1) | Prerequisite and/or corequisite: Architecture 172 and 171  
The study of construction documents and its production by way of CAD. Short cut methods and office standards are used as a base. Students are required to provide $15.00 worth of instructional and other materials in order to complete this class.  
0321 lec 11:10 - 12:15pm F O.A. WAKITA T 111  
& lab 12:15 - 3:30pm F O.A. WAKITA T 111  
& lab 1:05 hrs/wk TBA - O.A. WAKITA TBA |       |

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| BEGINNING ARCHITECTURE DRAFTING | An introduction to graphics for students with no drafting knowledge. Students are required to provide $15.00 worth of instructional and other materials in order to complete this class.  
0308 lab 9:00 - 11:05am MW N.R. BAKHOUM T 111 |       |

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<td>ARCHITECTURE 171</td>
<td><strong>2.00 UNITS</strong></td>
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| ARCHITECTURE DETAILING (CSU) | Prerequisite: Architecture 170 or one semester of high school or college drafting.  
Architectural detailing practices and principles are covered for light frame construction. Students are required to provide $15.00 worth of instructional and other materials in order to complete this class.  
0314 lec 9:00 - 9:30am MW N.R. BAKHOUM T 111  
& lab 9:30 - 11:00am MW N.R. BAKHOUM T 111  
Evening Class  
3245 lec 5:45 - 6:50pm W J.S. LA TORRE T 111  
& lab 6:50 - 8:55pm W J.S. LA TORRE T 111 |       |

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<td>ARCHITECTURE 172</td>
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| ARCHITECTURAL DRAWING I (UC:CSU) | Prerequisite or corequisite: Architecture 170.  
Basic architectural drafting dealing with wood frame construction via construction documents. Students are required to provide $15.00 worth of instructional and other materials in order to complete this class.  
0311 lec 11:10 - 12:15pm TTh O.A. WAKITA T 111  
& lab 12:15 - 2:20pm TTh O.A. WAKITA T 111  
Evening Class  
3219 lec 7:00 - 8:05pm TTh M. SONG T 111  
& lab 8:05 - 10:10pm TTh M. SONG T 111 |       |

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<tbody>
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<td>ARCHITECTURE 173</td>
<td><strong>3.00 UNITS</strong></td>
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| ARCHITECTURAL DRAWING II (CSU) | Prerequisite: Architecture 172.  
Further development of drafting skills and the fundamental use of materials in construction, with emphasis on building codes. Hillside and multi-story construction are emphasized. Students are required to provide $15.00 worth of instructional and other materials in order to complete this class.  
0313 lec 7:00 - 8:05pm TTh O.A. WAKITA T 111  
& lab 8:05 - 10:10pm TTh M. SONG T 111 |       |

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<tbody>
<tr>
<td>ARCHITECTURE 181</td>
<td><strong>0.50 UNITS</strong></td>
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<tr>
<td>COMPUTER AIDED DESIGN LABORATORY (CSU) (RPT 3)</td>
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0328 lab 10:00 - 11:05am Th M. SONG T 111  
& lab 10:00 hrs/wk TBA- M. SONG TBA |       |

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<td>ARCHITECTURE 185</td>
<td><strong>1.00 UNITS</strong></td>
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<tr>
<td>DIRECTED STUDY - ARCHITECTURE (CSU) (RPT 2)</td>
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0325 lec 1:05 hrs/wk TBA - O.A. WAKITA T 111  
0325 lec 11:10 - 2:20pm MW O.A. WAKITA T 111 |       |

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<tr>
<td>ARCHITECTURE 202</td>
<td><strong>3.00 UNITS</strong></td>
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</table>
| ARCHITECTURAL DESIGN II (UC:CSU) | Prerequisite: Architecture 201.  
Architectural problem solving applying to theory of space, form and vision. Students are required to provide $15.00 worth of instructional and other materials in order to complete this class.  
0316 lec 11:10 - 2:20pm MW O.A. WAKITA T 111 |       |

**Department Chair:** Dr. O.A. Wakita 233-4168, wakitaoa@lahc.edu  
**Division Chair:** Mark Wood, 310-233-4425, woodmd@lahc.edu
TIRED OF MOVING AT A SLOW PACE?

**Enroll in the Harbor PACE Program!**

Are you an employed adult working on your degree? If so, you might consider the PACE Program. Instead of attending school 4 evenings per week to earn 12 credits per semester, enroll in the PACE Program. In each quarter (8 weeks), you can attend class for 1 evening per week and attend 3 all-day and 1-half day Saturday classes, including guest lecturers and field trips and watch 18 – 20 hours of video tapes (at the time and place of your choosing).

These efforts will earn you 12 units of college transferable-class credit per semester. For additional information contact K. Carter at 310-233-4526 or carterke@lahc.edu.

**www.lahc.edu**

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**PACE Program for Accelerated College Education - Spring 2008**

**8-WEEK CLASSES**

First 8-week PACE classes begin on
**Tuesday, February 5 thru Saturday, April 5, 2008**

Second 8-week PACE classes begin on
**Tuesday, April 8 thru Saturday, May 31, 2008**

For more information, call (310) 233-4255 or e-mail carterke@lahc.edu

PACE students may be eligible to take some PACE courses as Honors classes. Please contact the PACE Director or the Honors Counselor, Yvonne Pueblos at (310) 233-4038 or puebloyu@lahc.edu for further information.

**Saturday Conference Dates - Track I and II: Mandatory Attendance**

For each 8-week session, the first 3 conferences are from 8:00am to 6:00pm; the last conference is for final exams and runs from 8:00am to 12:00pm

**1st 8 weeks Saturday Schedule**

| Feb. 23 | March 8 | March 22 | April 5 (Final Exams) |

**2nd 8 weeks Saturday Schedule**

| April 19 | May 3 | May 17 | May 31 (Final Exams) |

**Note:** Some Saturday Conferences may require funds to be spent by students, on a “pay-as-you-go” basis. These funds should not exceed $20.00 per 8 weeks of classes. However, actual costs will be related to the number of field trips taken and the number of guests invited by the student, etc.

**PACE Instructional Video** Students are also required to view 8 hours of instructional video at home for each enrolled class. Videos may be purchased in the bookstore.

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**NEW FOR SPRING ’08**

**DOLORES HUERTA LABOR TRACK**

Sponsored by the Dolores Huerta Labor Institute

See Next Page - PACE Track III Class Offerings and Saturday Conference Information.
Pace Program for Accelerated College Education - Spring 2008

PACE Track I

<table>
<thead>
<tr>
<th>Group 1:</th>
<th>Start Time</th>
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<th>TBA</th>
<th>Instructor</th>
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<td>4901</td>
<td>Philosophy 6</td>
<td>K. Carter</td>
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<td>4905</td>
<td>Anthropology 102</td>
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<tr>
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<td>4909</td>
<td>Humanities 17</td>
<td>D. O'Shaughnessy</td>
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<td>2nd 8 weeks</td>
<td>5:45pm</td>
<td>4913</td>
<td>Envir. Science 2</td>
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<tr>
<td>1st 8 weeks</td>
<td>5:45pm</td>
<td>4917</td>
<td>Health 2</td>
<td>T. Lawton</td>
</tr>
<tr>
<td>2nd 8 weeks</td>
<td>5:45pm</td>
<td>4921</td>
<td>Biology 5</td>
<td>S. Yoder</td>
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<tr>
<td>1st 8 weeks</td>
<td>5:45pm</td>
<td>4925</td>
<td>Sociology 1</td>
<td>N. Thompson</td>
</tr>
<tr>
<td>2nd 8 weeks</td>
<td>5:45pm</td>
<td>4929</td>
<td>Music 111</td>
<td>R. Oakes</td>
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<th>Instructor</th>
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<td>4933</td>
<td>English 101</td>
<td>C. Carter</td>
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<td>5:45pm</td>
<td>4937</td>
<td>Child Development</td>
<td>H. Jenkins</td>
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PACE Track II

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<td>4906</td>
<td>Art 103</td>
<td>L. Razzaq-Lipton</td>
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PACE Track III - DELORIES HUERTA Labor Track

Sponsored by Delores Huerta Labor Institute.

<table>
<thead>
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<th>Group 1:</th>
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<td>4963</td>
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<td>4971</td>
<td>Humanities 60</td>
<td>M. Reddick</td>
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<td>4972</td>
<td>Speech 121</td>
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<td>4973</td>
<td>Sociology 1</td>
<td>N. Thompson</td>
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*NEW PACE SECTIONS - Please refer to SUBJECT PAGE for the following: Art 103, Env Sci 2, Health 2, History 20, Humanities 1 & 6, Psych 3, Sociology 1, Stats 1

**This class requires extra Saturdays

Math 123B is a 15-week class, meeting only on Saturday and not during the week. The class starts on February 9, 2008. Students enrolled in the Math 123B class cannot enroll in any 8pm classes during the week. You may enroll in Math 123B in lieu of any 8:00pm class in either Track 1 or Track 2. This will replace the 8pm class for both the first and second 8-week sessions.

7068 10:15 - 2:45 Saturday Staff TBA

BUSINESS COURSES IN PACE ON THE INTERNET

Take a Look! http://www.glennvice.com/pace.htm

Students may take these courses as part of their PACE schedule or take one or more of the Internet courses only. Courses offered in the Fall Semester will be:

Section No.

7613 - Accounting 1 -Intro. Accounting I - 5 Units (UC:CSU) - D. Ching
7614 - Accounting 2 - Intro. Accounting II - 5 Units (UC:CSU) - D. Ching
7683 - Economics 1 - Principles of Economics I - 3 Units (UC:CSU) Instructor: Glenn Vice
7616 - Computer Info. Syst. 23.-Programming Lab. (CSU) - 1 Unit Instructor: Lora Lane

Students enrolling in any of these Internet courses will attend an orientation session on campus which will meet from 9-10 a.m. for Accounting I and 10-11 a.m. for Accounting II at the Science Building, Room 112 on February 9, 2007. Economics will meet from 6 - 7pm, Tuesday, February 4, 2008 in Bungalow 13. Optional lecture/tutoring sessions will also be scheduled by instructors. All other instruction and coursework will be conducted via E-mail using Internet resources. For more information, contact the PACE office at (310) 233-4526 or email carterke@lahc.edu

Schedule changes are available online!
www.lahc.edu
24-hours a day!
ARCHITECTURE 221 2.00 UNITS
ARCHITECTURAL RENDERING (CSU)
Concurrent enrollment in Architecture class with a lab. Architectural rendering techniques using a variety of color media. Students are required to provide $15.00 worth of instructional and other materials in order to complete this class.
0320 lec 11:10 - 11:40am TTh O.A. WAKITA T 111
& lab 11:50 - 1:05pm TTh O.A. WAKITA T 111

ARCHITECTURE 222 3.00 UNITS
BEGINNING ARCHITECTURAL GRAPHICS (CSU)
Graphic communication techniques using a variety of media applied to methods of presenting information and graphic design. Students are required to provide $15.00 worth of instructional and other materials in order to complete this class.
1304 lec 2:20 - 3:00pm TTh M. SONG T 111
& lab 3:00 - 5:15pm TTh M. SONG T 111

ARCHITECTURE 261 3.00 UNITS
3-D MODELING FOR ARCHITECTURE I (CSU) (RPT 1)
Prerequisite: Architecture 161. In this course students learn three-dimensional techniques using 3D Studio Max. Polygonal and solid modeling are covered. Other soft wares are explored such as Autocad and Sketch Up. $15 lab fee required.
0318 lec 2:20 - 2:50pm MW M. SONG T 111
& lab 2:50 - 5:20pm MW M. SONG T 111

ARCHITECTURE 262 3.00 UNITS
3 DIMENSIONAL MODELING II (CSU) (RPT 2)
Prerequisite: Architecture 162. In this course students learn advanced three-dimensional concepts in making computer aided drawings. Drawings are constructed using microcomputer with appropriate software such as Autocad and Form Z Studio Max. Students are required to provide $15.00 worth of instructional and other materials in order to complete this class.
0317 lec 2:20 - 2:50pm MW M. SONG T 111
& lab 2:50 - 5:20pm MW M. SONG T 111

ARCHITECTURE 271 3.00 UNITS
ARCHITECTURE DRAWING III (CSU)
Prerequisite: Architecture 173.
3298 lec 6:55 - 7:25pm TTh M. SONG T 111
& lab 7:25 - 10:05pm TTh M. SONG T 111

ARCHITECTURE 285 2.00 UNITS
DIRECTED STUDY - ARCHITECTURE (CSU)
0326 lec 2:05 hrs/wk TBA - O.A. WAKITA
0326 lec 11:10 - 2:20pm MW O.A. WAKITA T 111

ARCHITECTURE 385 3.00 UNITS
DIRECTED STUDY - ARCHITURE
0327 lec 3:10 hrs/wk TBA - O.A. WAKITA T 111
0327 lec 11:10 - 2:20pm MW O.A. WAKITA T 111

ARCHITECTURE 911, 921, 931, 941 1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.
**** 12:45 - 1:50pm F J.I. NARANJO T 120
Evening Classes
**** 5:30 - 6:35pm T J.I. NARANJO T 120
**** 5:30 - 6:35pm W J.I. NARANJO T 120

ARCHITECTURE 3298 lec 11:10 - 11:40am TTh O.A. WAKITA T 111
&P lab 11:50 - 1:05pm TTh O.A. WAKITA T 111

ART 101 3.00 UNITS
SURVEY OF ART HISTORY I (UC:CSU)
Survey of Art History from Prehistory through the Gothic Period.
0330 lec 9:35 - 11:00am TTh G.D. JACOBS MU 107
Evening Class
3234 lec 3:30 - 6:40pm T J.A. FREEDMAN MU 138

ART 102 3.00 UNITS
SURVEY OF ART HISTORY II (UC:CSU)
The visual arts of the Western World from Renaissance to the Twentieth Century.
0334 lec 11:10 - 12:35pm TTh G.D. JACOBS MU 107
Evening Class
3236 lec 6:55 - 10:05pm T J.A. FREEDMAN MU 138

Outreach Classes
6006 lec 6:30 - 9:40pm W C.R. FIDDLER PVP HS
(13 Week Class - Starts 2/20/2008, Ends 5/21/2008)
6024 lec 3:00 - 5:00pm TTh C.R. FIDDLER CHS
6061 lec 3:15 - 5:20pm TTh T.G. LYCHKOFF GHS
6062 lec 3:15 - 5:20pm MW T.G. LYCHKOFF GHS

ART 103* 3.00 UNITS
ART APPRECIATION I (UC:CSU)
This course is designed to develop a student's understanding and appreciation of art and the artistic process.
0332 lec 12:45 - 2:10pm MW J.D. MC CAFFERTY MU 134
0333 lec 12:45 - 2:10pm TTh D. JENNINGS MU 134
0358 lec 9:00 - 12:00pm TTh L.F. GREENBERG SCI 209
(11 Week Class - Starts 4/1/2008, Ends 6/2/2008)
Evening Class
3253 lec 5:20 - 6:45pm TTh V.B. PRUDEN FA 100
4906 lec 7:55 - 10:00pm T L.R. LIPTON GC 204
& lec 10:15 - 12:20pm S L.R. LIPTON GC 204
& lec 2:05 hrs/wk TBA - L.R. LIPTON GC 204
PACE Class Starts 4/8/08, Ends 4/15/2008

492 lec 3:15 - 5:20pm W L.R. LIPTON GC 204
& lec 10:15 - 12:20pm S L.R. LIPTON GC 204
& lec 2:25 hrs/wk TBA - L.R. LIPTON GC 204
PACE Class Starts 5/6/08, Ends 5/29/2008

ART 185 1.00 UNITS
DIRECTED STUDY - ART HONORS (CSU) (RPT 2)
This course allows the student to pursue further study in an art area of their choice. They will set their own goals and work under the direction of a supervising instructor.* UC credit may be granted by petition after transfer.
1328 lec 1:05 hrs/wk TBA - J.A. FREEDMAN LRC 203

*New PACE Section Added: See Page 160
ART 201

Drawing (UC:CSU)
Recommended: concurrent enrollment in Art 501.
A fundamental course in drawing. Problems in drawing basic forms from nature, using pencil, charcoal, ink, and wash media.
0331 lec 9:35 - 10:35am TTh C.K. ANTRIM FA 107
& lab 10:35 - 11:40am TTh C.K. ANTRIM FA 107
1305 lec 11:10 - 12:10pm MW L.J. TERRY FA 107
& lab 12:10 - 1:15pm MW L.J. TERRY FA 107

ART 202

Drawing II (UC:CSU)
Prerequisite: Art 201.
1341 lec 9:35 - 10:40am TTh C.K. ANTRIM FA 107
& lab 10:40 - 11:45am TTh C.K. ANTRIM FA 107
1345 lec 11:10 - 12:15pm MW L.J. TERRY FA 107
& lab 12:15 - 1:20pm MW L.J. TERRY FA 107

ART 204

Life Drawing I (UC:CSU)
Recommended prerequisite: Art 201 and 501.
A beginning course in figure anatomy; drawing directly from the live model.
3252 lec 5:45 - 7:50pm M R.E. LINDEN FA 107
& lab 7:55 - 10:00pm M R.E. LINDEN FA 107

ART 205

Life Drawing II (UC:CSU)
Prerequisite: Art 204.
3254 lec 5:45 - 7:50pm M R.E. LINDEN FA 107
& lab 7:55 - 10:00pm M R.E. LINDEN FA 107

ART 206

Life Drawing III (UC:CSU)
Prerequisite: Art 205.
3255 lec 5:45 - 7:50pm M R.E. LINDEN FA 107
& lab 7:55 - 10:00pm M R.E. LINDEN FA 107

ART 207

Life Drawing IV (UC:CSU)
Prerequisite: Art 206.
3256 lec 5:45 - 7:50pm M R.E. LINDEN FA 107
& lab 7:55 - 10:00pm M R.E. LINDEN FA 107

ART 300

Introduction to Painting (UC:CSU)
Prerequisite or Corequisite: Art 501 or equivalent.
An introduction to basic painting problems.
3364 lec 5:45 - 7:50pm T R.E. LINDEN FA 107
& lab 7:55 - 10:00pm T R.E. LINDEN FA 107
3810 lec 5:45 - 7:50pm W C.K. ANTRIM FA 107
& lab 7:55 - 10:00pm W C.K. ANTRIM FA 107

ART 301

Watercolor Painting I (UC:CSU)
Prerequisite: Art 300.
Beginning instruction in watercolor painting.
3365 lec 5:45 - 7:50pm T R.E. LINDEN FA 107
& lab 7:55 - 10:00pm T R.E. LINDEN FA 107
3816 lec 5:45 - 7:50pm W C.K. ANTRIM FA 107
& lab 7:55 - 10:00pm W C.K. ANTRIM FA 107

ART 302

Watercolor Painting II (UC:CSU)
Prerequisite: Art 301.
3366 lec 5:45 - 7:50pm T R.E. LINDEN FA 107
& lab 7:55 - 10:00pm T R.E. LINDEN FA 107
3812 lec 5:45 - 7:50pm W C.K. ANTRIM FA 107
& lab 7:55 - 10:00pm W C.K. ANTRIM FA 107

ART 303

Watercolor Painting III (UC:CSU)
Prerequisite: Art 302.
3363 lec 5:45 - 7:50pm T R.E. LINDEN FA 107
& lab 7:55 - 10:00pm T R.E. LINDEN FA 107
3813 lec 5:45 - 7:50pm W C.K. ANTRIM FA 107
& lab 7:55 - 10:00pm W C.K. ANTRIM FA 107

ART 304

Acrylic Painting I (UC:CSU)
Prerequisite: Art 300.
3362 lec 5:45 - 7:50pm T R.E. LINDEN FA 107
& lab 7:55 - 10:00pm T R.E. LINDEN FA 107
3814 lec 5:45 - 7:50pm W C.K. ANTRIM FA 107
& lab 7:55 - 10:00pm W C.K. ANTRIM FA 107

ART 305

Acrylic Painting II (UC:CSU)
Prerequisite: Art 304.
Continuation of Art 304, with emphasis on personal exploration and experimentation.
3367 lec 5:45 - 7:50pm T R.E. LINDEN FA 107
& lab 7:55 - 10:00pm T R.E. LINDEN FA 107
3815 lec 5:45 - 7:50pm W C.K. ANTRIM FA 107
& lab 7:55 - 10:00pm W C.K. ANTRIM FA 107

ART 306

Acrylic Painting III (UC:CSU)
Prerequisite: Art 305.
The creative exploration of acrylic paints in studying still life, landscape and the human figure.
3237 lec 5:45 - 7:50pm T R.E. LINDEN FA 107
& lab 7:55 - 10:00pm T R.E. LINDEN FA 107
3811 lec 5:45 - 7:50pm W C.K. ANTRIM FA 107
& lab 7:55 - 10:00pm W C.K. ANTRIM FA 107

ART 310

Beginning Oil Painting (UC:CSU)
Prerequisite: Art 300.
3239 lec 5:45 - 6:50pm T R.E. LINDEN FA 107
& lab 6:55 - 10:05pm T R.E. LINDEN FA 107
3827 lec 5:45 - 6:50pm W C.K. ANTRIM FA 107
& lab 6:55 - 10:05pm W C.K. ANTRIM FA 107

ART 311

Intermediate Oil Painting (UC:CSU)
Prerequisite: Art 310.
3240 lec 5:45 - 6:50pm T R.E. LINDEN FA 107
& lab 6:55 - 10:05pm T R.E. LINDEN FA 107
3848 lec 5:45 - 6:50pm W C.K. ANTRIM FA 107
& lab 6:55 - 10:05pm W C.K. ANTRIM FA 107
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<td>ART 385</td>
<td>Directed Study - Art Honors (UC:CSU)</td>
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<td>lec 3:10 hrs/wk TBA</td>
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<td>Beginning Three-Dimensional Design (UC:CSU)</td>
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<td>lab 11:45 - 1:50pm F</td>
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<td>ART 633</td>
<td>Introduction to Computer Graphics</td>
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<td>lec 1:20 - 2:25pm T</td>
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<td>lab 2:30 - 3:35pm T</td>
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<td>ART 637</td>
<td>Presentation Graphics</td>
<td>3.00</td>
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<td>lec 3:55 - 5:00pm T</td>
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<td>3238</td>
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<td>Introduction to Digital Imaging</td>
<td>3.00</td>
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<td>lec 11:10 - 12:10pm T</td>
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<td>0353</td>
<td>lab 12:10 - 1:15pm T</td>
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<td>ART 706</td>
<td>Clay Sculpture I (UC:CSU)</td>
<td>2.00</td>
<td>Art 501 and 713.</td>
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<td></td>
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<tr>
<td>1330</td>
<td>lab 11:45 - 1:10pm T</td>
<td></td>
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</tr>
</tbody>
</table>

Los Angeles Harbor College

Spring 2008 Course Offerings
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 715</td>
<td>INTRODUCTION TO CRAFTS</td>
<td>3.00</td>
<td>1335 lec 11:10 - 12:15pm TTh J.D. MC CAFFERTY FA 108 &amp; lab 12:20 - 12:25pm TTh J.D. MC CAFFERTY FA 108 Evening Classes 3835 lec 5:45 - 7:50pm M J.D. MC CAFFERTY FA 108 &amp; lab 7:55 - 10:00pm M J.D. MC CAFFERTY FA 108</td>
</tr>
<tr>
<td>ART 716</td>
<td>CRAFTS WORKSHOP I</td>
<td>3.00</td>
<td>1337 lec 11:10 - 12:15pm TTh J.D. MC CAFFERTY FA 108 &amp; lab 12:20 - 12:25pm TTh J.D. MC CAFFERTY FA 108 Evening Classes 3836 lec 5:45 - 7:50pm M J.D. MC CAFFERTY FA 108 &amp; lab 7:55 - 10:00pm M J.D. MC CAFFERTY FA 108</td>
</tr>
<tr>
<td>ART 717</td>
<td>CRAFTS WORKSHOP II</td>
<td>3.00</td>
<td>1338 lec 11:10 - 12:15pm TTh J.D. MC CAFFERTY FA 108 &amp; lab 12:20 - 12:25pm TTh J.D. MC CAFFERTY FA 108 Evening Classes 3837 lec 5:45 - 7:50pm M J.D. MC CAFFERTY FA 108 &amp; lab 7:55 - 10:00pm M J.D. MC CAFFERTY FA 108</td>
</tr>
<tr>
<td>ART 718</td>
<td>CRAFTS WORKSHOP III (CSU)</td>
<td>3.00</td>
<td>1339 lec 11:10 - 12:15pm TTh J.D. MC CAFFERTY FA 108 &amp; lab 12:20 - 12:25pm TTh J.D. MC CAFFERTY FA 108 Evening Classes 3838 lec 5:45 - 7:50pm M J.D. MC CAFFERTY FA 108 &amp; lab 7:55 - 10:00pm M J.D. MC CAFFERTY FA 108</td>
</tr>
<tr>
<td>ART 911, 921, 931, 941</td>
<td>COOPERATIVE EDUCATION (CSU) RPT 3</td>
<td>1-4</td>
<td>0360 lec 3:10 hrs/wk TBA J.S. ABARBANEL MU 141 0361 lec 11:10 - 12:15pm MW J.S. ABARBANEL MU 141 &amp; lec 12:20 - 12:25pm MW J.S. ABARBANEL MU 141 Evening Classes 3830 lab 6:55 - 10:05pm T R.F. WHITING AST 101</td>
</tr>
<tr>
<td>ART 911, 921, 931, 941</td>
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</tr>
</tbody>
</table>

Astronomy

Division Chair: Lauren McKenzie, 233-4500, mckenzl@lahc.edu

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 911, 921, 931, 941</td>
<td>COOPERATIVE EDUCATION (CSU) RPT 3</td>
<td>1-4</td>
<td>0360 lec 3:10 hrs/wk TBA J.S. ABARBANEL MU 141 0361 lec 11:10 - 12:15pm MW J.S. ABARBANEL MU 141 &amp; lec 12:20 - 12:25pm MW J.S. ABARBANEL MU 141 Evening Classes 3830 lab 6:55 - 10:05pm T R.F. WHITING AST 101</td>
</tr>
</tbody>
</table>

Astronomy 001

3.00 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 911, 921, 931, 941</td>
<td>COOPERATIVE EDUCATION (CSU) RPT 3</td>
<td>1-4</td>
<td>0360 lec 3:10 hrs/wk TBA J.S. ABARBANEL MU 141 0361 lec 11:10 - 12:15pm MW J.S. ABARBANEL MU 141 &amp; lec 12:20 - 12:25pm MW J.S. ABARBANEL MU 141 Evening Classes 3830 lab 6:55 - 10:05pm T R.F. WHITING AST 101</td>
</tr>
</tbody>
</table>

Astronomy 001 is offered thru ITV “The Weekend College” – See Page 90.
BIOLOGY 003U  4.00 UNITS
INTRODUCTION TO BIOLOGY U (UC:CSU)
Concurrent enrollment in a laboratory section is required.
Laboratory study of major concepts of biology, cellular structure, function, and organization of living systems. A materials fee of $15.00 is required.

0657 lec 11:10 - 12:35pm TTh C.A. CROUCH SCI 107

Evening Classes
3473 lec 5:20 - 6:45pm MW C.L. COUROUX SCI 107
3474 lec 6:55 - 8:05pm T B.W. SHUE SCI 107

Internet Class
7670 lec 3:10 hrs/wk TBA - A.T. ESCANDON INTERNET
This lecture is online. Students must enroll in any on-campus laboratory section (0658, 0659, 0660, 3475, 3476) The laboratory and exams will be held on-campus. Contact escandat@lahc.edu as soon as you register.

BIOLOGY 005  4.00 UNITS
INTRODUCTION TO HUMAN BIOLOGY (UC:CSU)
A lecture/laboratory course that introduces the student to basic biological principles and their relationship to humans. Also, a foundation course for students who will enter the Health Sciences. May fulfill requirements in programs such as Physicians' Assistant, Human Services, Social Services, Home Health Care, and other Health related fields.

0661 lec 9:35 - 11:00am MW M. NAGAYA SCI 107
& lab 11:10 - 12:35pm MW M. NAGAYA SCI 107

4900 lec 5:45 - 6:50pm T S.E. YODER SCI 206
& lab 6:50 - 7:55pm T S.E. YODER SCI 206
& lec 7:55 - 9:00am S S.E. YODER SCI 206
& lab 9:00 - 10:05am S S.E. YODER SCI 206
& lec 4:15 hrs/wk TBA - S.E. YODER SCI 206
& lab 4:15 hrs/wk TBA - S.E. YODER SCI 206

PACE Class Starts 2/5/08, Ends 4/5/08 - See Pages 38-39

4921 lec 5:45 - 7:50pm Th S.E. YODER SCI 206
& lec 7:55 - 10:00am S S.E. YODER SCI 206
& lec 2:05 hrs/wk TBA - S.E. YODER SCI 206
& lab 6:30 hrs/wk TBA - S.E. YODER SCI 206

PACE Class Starts 2/5/08, Ends 4/5/08 – See Page 38-39

4924 lec 5:45 - 7:50pm W S.E. YODER SCI 206
& lec 7:55 - 10:00am S S.E. YODER SCI 206
& lec 2:25 hrs/wk TBA - S.E. YODER SCI 206
& lab 6:30 hrs/wk TBA - S.E. YODER SCI 206

PACE Class Starts 2/5/08, Ends 4/5/08 – See Page 38-39

BIOLOGY 003  3.00 UNITS
MEDICAL TERMINOLOGY (CSU)
Develops comprehensive medical vocabulary for careers in medical records, office assistance, transcription, and office administration. Recommended prerequisite to Anatomy 1 for students who have a minimal background in the life sciences.

0663 lec 9:25 - 11:00am MW D.M. CARR SCI 204

Evening Class
3477 lec 6:55 - 10:05pm Th D.M. CARR SCI 204

BIOLOGY 101  5.00 UNITS
BIODIVERSITY AND ENVIRONMENTAL BIOLOGY (UC:CSU)
Prerequisite: Chemistry 101 or concurrent enrollment.
This is the first course of a three-course lecture and laboratory sequence for Biology majors. It includes the scientific method, cell structure and function, organisms at and above the cellular level of organization, as well as morphology, systematics, ecology, and behavior. This course prepares students entering the fields of medicine, dentistry, pharmacy, public health, veterinary medicine, among others. A materials fee of $20.00 is required.

0662 lec 9:35 - 11:40am TTh S.E. YODER SCI 103
& lab 12:00 - 2:10pm T S.E. YODER SCI 103

BIOLOGY 102  5.00 UNITS
MOLECULAR CELL BIOLOGY AND EVOLUTION (CSU)
Prerequisite: Successful completion of Biology 1 and Chemistry 1 with a grade of C or better.
This is the second course of a three-course lecture and laboratory sequence for Biology majors. Introduction to cell chemistry and function; cell division, patterns of inheritance, gene structure and function, and evolutionary theory. This course prepares students entering the fields of medicine, dentistry, pharmacy, public health, veterinary medicine, among others. A materials fee of $20 is required.

0664 lec 9:35 - 11:40am MW A.T. ESCANDON SCI 103
& lab 12:00 - 3:10pm W A.T. ESCANDON SCI 103

BIOLOGY 103  5.00 UNITS
MOLECULAR GENETICS AND PHYSIOLOGY (CSU)
Prerequisite: Successful completion of Biology 102 and Chemistry 102 with a grade of "C" or better.
This is the third course of a three-course lecture and laboratory sequence for Biology majors. This course is an introduction to genetic expression, regulation, and analysis, DNA technology, development, and physiology. This course prepares students entering the fields of medicine, dentistry, pharmacy, public health, and veterinary medicine. Students should have basic computer literacy and Internet skills. A materials fee is required.

0674 lec 9:35 - 11:40am TTh A.T. ESCANDON SCI 104
& lab 12:00 - 3:10pm W A.T. ESCANDON SCI 103

BIOLOGY 911, 921, 931, 941 1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

**** 12:45 – 1:50pm F J.I. NARANJO T 120
Evening Classes
**** 5:30 – 6:35pm T J.I. NARANJO T 120
**** 5:30 – 6:35pm W J.I. NARANJO T 120

BUSINESS 001  3.00 UNITS
INTRODUCTION TO BUSINESS (UC:CSU)
This is a survey course. It introduces the student to the various technical specialties utilized in a business including: organization, marketing, finance, human resource management, production and much more. As the student is exposed to many different aspects of the world of business throughout the course, he or she also can begin to consider which areas represent potential careers. The course is required for the Business Certificate and Degree. All Business majors should take this course.

0909 lec 8:00 - 9:25am MW S.C. SANDELL BU 102
0956 lec 11:10 - 12:35pm TTh S.C. SANDELL BU 102
0957 lec 1:00 - 4:00pm TTh K. MCCARTHY BU 102

Late Start Class – Starts 3/24/08, Ends 6/2/08
Evening Class
3041 lec 6:50 - 10:00pm M W.K. HOFFMAN BU 102

Outreach Class
6054 lec 3:15 - 5:20pm MW W.K. HOFFMAN SPHS

Web-Enhanced Class
7502 lec 9:35 - 11:00am Th A.L. SHAY BU 109
& lec 1:25 hrs/wk TBA - A.L. SHAY INTERNET
This class is offered as a web enhanced course, a form of blended learning, where students meet during the times indicated and also participate in internet activities. Contact professorshay@roadrunner.com as soon as you register.

CONTINUES ON NEXT PAGE
### Schedule of Classes

**Internet Class**  
7606 lec 3:10 hrs/wk TBA - R.M. MC GINNESS  
Contact rmmcginness@adelphia.net as soon as you register.

**Saturday Class**  
7006 lec 11:20 – 2:30pm S STAFF BU 102

**Business 005**  
3.00 UNITS  
**Business Law I (UC:CSU)**

Virtually all activities, both business and personal, are governed by laws. This course examines the legal principles of business transactions and everyday life. It provides an understanding of the legal system as it is applied to employment, operating your own business or as an ordinary consumer. Learn about the legal system, crimes, torts, contracts, and banking. This course is required for the Business Degree.

- **0904 lec** 8:00 - 9:25am TTh S.C. SANDELL BU 102
- **0905 lec** 9:35 - 11:00am MW S.C. SANDELL BU 102

**Evening Class**  
3045 lec 6:50 - 10:00pm W D. TRUTANICH BU 102

**Internet Class**  
7609 lec 3:10 hrs/wk TBA - R.W. WICKERS  
Contact rod@wickerslaw.com as soon as you register.

**Business 006**  
3.00 UNITS  
**Business Law II (UC:CSU)**

This course continues the study of legal principles of business and consumer transactions. Learn your rights in sales transactions, creditor and debtor relations, bankruptcy, partnerships, corporations, consumer protection, environmental regulations, and international law. This course is required for the Business Degree.

- **0906 lec** 9:35 - 11:00am TTh S.C. SANDELL BU 102

**Business 010**  
3.00 UNITS  
**Fundamentals of Tax Return Preparation**

This course introduces the fundamentals of Federal and California income tax laws. Assignments involve the completion of tax returns for individuals. This class is offered once a year.

- **0960 lec** 8:00 - 11:10am F F.K. HO BU 107

**Business 031**  
3.00 UNITS  
**Business English**

Word choice, sentence and paragraph construction, punctuation, spelling, and vocabulary are studied within the context of modern business communications.

- **3046 lec** 6:50 - 10:00pm T N.T. HIXON BU 107

**Web-Enhanced Class**

7008 lec 11:10 - 12:35am Th A.L. SHAY BU 109

& lec 1:25 hrs/wk TBA - A.L. SHAY  
Contact professorshay@roadrunner.com as soon as you register.

**Business 032**  
3.00 UNITS  
**Business Communications**

Prerequisite: A grade of “C” or better in Business 31 or equivalent.

Success in today's competitive, diverse and global business environment requires excellent communication and teamwork skills. This course will help students to solve problems, use various forms of written communication, collaborate with work teams and use technology to communicate.

- **3098 lec** 7:00 - 9:15pm MW J.L. LAURIN BU 104

**Web Enhanced Class**

7013 lec 9:35 - 11:45 am T A.L. SHAY BU 109

& lab 2:10 hrs/wk TBA - A.L. SHAY  
Contact professorshay@roadrunner.com as soon as you register.

**Business 038**  
3.00 UNITS  
**Business Computations**

This course covers basic math applied to accounting, financial, and other business problems.

- **0917 lec** 8:00 - 9:25am MW C.L. DAVIS BU 109

**Evening Class**

3047 lec 6:50 - 10:00pm W A.J. CAMPBELL  
DS 104

6031 lec 3:00 - 5:00pm TTh A.J. CAMPBELL BHS


**Business 060**  
1.00 UNITS  
**Typewriting Fundamentals**

Beginning/introductory keyboarding class for computer users. No credit if taken by Office Administration majors. Course should be taken by Business and CIS majors and those interested in taking courses on computers for word processing, spreadsheets, graphics, and desktop publishing.

- **0968 lab** 3:10 hrs/wk TBA - J.H. HEFFRON BU 104

Time to be arranged from 7:50 - 11:00am on Monday & Wednesday.

- **0970 lab** 3:10 hrs/wk TBA - L.L. UHARRIET BU 104

Time to be arranged from 1:50 - 5:00pm on Tuesday & Thursday.

**Internet Class**

7605 lec 3:10 hrs/wk TBA - L.M. LANE  
Contact lorallaneye@yahoo.com as soon as you register.

**Business 911, 921, 931, 941**  
1-4 UNITS  
**Cooperative Education (CSU) RPT 3**

Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

- **0461 lec** 3:00 - 5:00pm T J.I. NARANJO T 120

**Evening Classes**

- **0968 lab** 3:10 hrs/wk TBA - J.H. HEFFRON BU 104

Time to be arranged from 7:50 - 11:00am on Monday & Wednesday.

- **0970 lab** 3:10 hrs/wk TBA - L.L. UHARRIET BU 104

Time to be arranged from 1:50 - 5:00pm on Tuesday & Thursday.

- **0968 lab** 3:10 hrs/wk TBA - J.H. HEFFRON BU 104

Time to be arranged from 7:50 - 11:00am on Monday & Wednesday.

- **0970 lab** 3:10 hrs/wk TBA - L.L. UHARRIET BU 104

Time to be arranged from 1:50 - 5:00pm on Tuesday & Thursday.

**Chemistry**

Division Chair: Lauren McKenzie, 233-4500, mckenzi@lahc.edu

**Chemistry 065**  
4.00 UNITS  
**Introductory General Chemistry (UC:CSU)**

Prerequisite: Completion of Math 123C with a grade of “C” or better or concurrent enrollment in Math 123C.

Not open for credit to students who have credit in chemistry 101 or 55. An introductory course for science majors. This course serves as a prerequisite to Chemistry 101.

- **0461 lec** 8:00 - 11:10am M STAFF PH 101

& lab 8:00 - 9:05am W STAFF PH 101

& lab 9:10 - 11:10am W STAFF PH 101

**Evening Class**

3372 lec 3:30 - 6:35pm T J.J. ARIAS TR 101

& lab 3:30 - 4:30pm Th J.J. ARIAS PH 101

& lab 4:30 - 6:40pm Th J.J. ARIAS PH 101
### CHEMISTRY 066
5.00 UNITS

**ORGANIC AND BIOCHEMISTRY FOR ALLIED HEALTH (CSU)**

Prerequisite: Completion of Chemistry 65 and Math 123C with grades of “C” or better.

Topics include organic and biochemistry with emphasis on the role of chemistry in health and disease, as well as molecular diseases and metabolic abnormalities.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3374</td>
<td>lec 5:20 - 6:45pm</td>
<td>MW B.O. IBE</td>
<td>TR 101</td>
</tr>
<tr>
<td>&amp; lab</td>
<td>6:55 - 7:55pm</td>
<td>MW B.O. IBE</td>
<td>PH 101</td>
</tr>
<tr>
<td>&amp; lab</td>
<td>7:55 - 10:05pm</td>
<td>MW B.O. IBE</td>
<td>PH 101</td>
</tr>
</tbody>
</table>

### CHEMISTRY 101
5.00 UNITS

**GENERAL CHEMISTRY I (UC:CSU)**

Prerequisites: Completion of Chemistry 55 or 65 and Mathematics 123C with a grade of “C” or better. Preparation: eligibility for English 101, or concurrent enrollment in English 28.

Lecture and laboratory dealing with general principles of chemistry.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0466</td>
<td>lec 12:20 - 1:45pm</td>
<td>MW J.J. ARIAS</td>
<td>PH 102</td>
</tr>
<tr>
<td>&amp; lab</td>
<td>7:50 - 9:05am</td>
<td>MW J.J. ARIAS</td>
<td>PH 102</td>
</tr>
<tr>
<td>&amp; lec</td>
<td>12:20 - 1:45pm</td>
<td>MW J.J. ARIAS</td>
<td>PH 102</td>
</tr>
</tbody>
</table>

### CHEMISTRY 102
5.00 UNITS

**GENERAL CHEMISTRY II (UC:CSU)**

Prerequisite: Chemistry 101 with a grade of “C” or better.

Continuation of Chemistry 101; lab is qualitative inorganic analysis.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0465</td>
<td>lec 7:50 - 9:05am</td>
<td>MW J.J. ARIAS</td>
<td>PH 102</td>
</tr>
<tr>
<td>&amp; lab</td>
<td>9:05 - 11:00am</td>
<td>MW J.J. ARIAS</td>
<td>PH 102</td>
</tr>
<tr>
<td>&amp; lec</td>
<td>12:20 - 1:45pm</td>
<td>MW J.J. ARIAS</td>
<td>PH 102</td>
</tr>
</tbody>
</table>

### CHEMISTRY 212
5.00 UNITS

**ORGANIC CHEMISTRY FOR SCIENCE MAJORS II (UC:CSU)**

Prerequisite: Chemistry 211 with a grade of “C” or better.

Continuation of Chemistry 211 topics with additional emphasis on mechanisms and stereochemistry. Lab is devoted to synthesis of complex organic molecules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3379</td>
<td>lec 5:20 - 6:45pm</td>
<td>TTh K.F. HOUBEN</td>
<td>PH 102</td>
</tr>
<tr>
<td>&amp; lab</td>
<td>6:55 - 8:05pm</td>
<td>TTh K.F. HOUBEN</td>
<td>PH 102</td>
</tr>
<tr>
<td>&amp; lab</td>
<td>8:05 - 9:10pm</td>
<td>TTh K.F. HOUBEN</td>
<td>PH 102</td>
</tr>
</tbody>
</table>

### CHEMISTRY 911, 921, 931, 941
1-4 UNITS

**COOPERATIVE EDUCATION (CSU) RPT 3**

Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

**Evening Classes**

<table>
<thead>
<tr>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:45 - 1:50pm</td>
<td>F J.I. NARANJO</td>
<td>T 120</td>
</tr>
<tr>
<td>5:30 - 6:35pm</td>
<td>T J.I. NARANJO</td>
<td>T 120</td>
</tr>
<tr>
<td>5:30 - 6:35pm</td>
<td>W J.I. NARANJO</td>
<td>T 120</td>
</tr>
</tbody>
</table>

### CHILD DEVELOPMENT

Division Chair: Joyce Parker, 310-233-4556, parkerje@lahc.edu

**CHILD DEVELOPMENT 001**
3.00 UNITS

**CHILD GROWTH AND DEVELOPMENT (UC:CSU)**

The developmental theories from conception through adolescence. Physical, intellectual, social, emotional growth.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0690</td>
<td>lec 9:35 - 11:00am</td>
<td>MW J.E. PARKER</td>
<td>SCI 211</td>
</tr>
</tbody>
</table>

### EVENING CLASS

**0690 lec 10:15 - 12:20pm**

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>S H.H. JENKINS</td>
<td>GC 107</td>
<td>10:15 - 12:20pm</td>
</tr>
</tbody>
</table>

**0690 lec 1:25 hrs/wk TBA**

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.H. JENKINS</td>
<td>GC 107</td>
</tr>
</tbody>
</table>

**PACE Class**

Class Starts 4/8/08, Ends 5/31/08 - See Pages 38-39

**CHILD DEVELOPMENT 002**
3.00 UNITS

**EARLY CHILDHOOD: PRINCIPLES AND PRACTICES**

Recommended for those interested in professions involving children. Survey of preschool education, current philosophies and practices. Role of the teacher is emphasized.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0699</td>
<td>lec 11:10 - 12:35pm</td>
<td>MW D.D. GRIFFITH</td>
<td>SCI 213</td>
</tr>
</tbody>
</table>

### EVENING CLASS

**3480 lec 3:25 - 6:35pm**

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.D. GRIFFITH</td>
<td>SCI 211</td>
</tr>
</tbody>
</table>

**CHILD DEVELOPMENT 003**
3.00 UNITS

**CREATIVE EXPERIENCES FOR CHILDREN I**

Philosophy of developing creative activities for preschool and middle years children is explored through hands-on experiences using numerous media. A materials fee of $25.00 is required.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0691</td>
<td>lec 9:00 - 12:10pm</td>
<td>F C.A. BETTS</td>
<td>SCI 201</td>
</tr>
</tbody>
</table>

### EVENING CLASS

**3481 lec 6:45 - 9:55pm**

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>C.A. BETTS</td>
<td>SCI 209</td>
</tr>
</tbody>
</table>

**CHILD DEVELOPMENT 004**
3.00 UNITS

**CREATIVE EXPERIENCES FOR CHILDREN II**

A materials fee of $20.00 will be charged.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0694</td>
<td>lec 9:35 - 12:45pm</td>
<td>T D.D. GRIFFITH</td>
<td>SCI 201</td>
</tr>
</tbody>
</table>

### EVENING CLASS

**3482 lec 5:30 - 8:40pm**

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.D. GRIFFITH</td>
<td>SCI 213</td>
</tr>
</tbody>
</table>

**CHILD DEVELOPMENT 005**
3.00 UNITS

**PUPPETRY I**

Recommended for teachers and others working with young children. A materials fee of $20.00 will be charged.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0692</td>
<td>lec 2:00 - 5:10pm</td>
<td>T J.E. PARKER</td>
<td>SCI 201</td>
</tr>
</tbody>
</table>

**CHILD DEVELOPMENT 010**
3.00 UNITS

**CHILD HEALTH**

Recommended for those interested in working with young children in a normal or special setting. Special health problems of young children are identified, including child diseases. Red Cross First Aid and CPR cards are given.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0689</td>
<td>lec 11:10 - 12:35pm</td>
<td>MW C.F. WATSON</td>
<td>SCI 209</td>
</tr>
</tbody>
</table>

### EVENING CLASS

**3507 lec 7:00 - 10:10pm**

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>C.F. WATSON</td>
<td>SCI 209</td>
</tr>
</tbody>
</table>

**CHILD DEVELOPMENT 011**
3.00 UNITS

**HOMEB, SCHOOL, AND COMMUNITY RELATIONS**

Survey of sociological, cultural and economic influences on children and family life patterns.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0697</td>
<td>lec 11:10 - 12:35pm</td>
<td>MW C.F. WATSON</td>
<td>SCI 211</td>
</tr>
</tbody>
</table>

### EVENING CLASS

**0706 lec 2:15 - 5:25pm**

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>C.F. WATSON</td>
<td>SCI 211</td>
</tr>
</tbody>
</table>

**CHILD DEVELOPMENT 012**
3.00 UNITS

**PARENT-TEACHER-CHILD INTERACTION (CSU)**

Recommended preparation: Child Development 1 and 2. Recommended for Child Development majors and others interested in teaching children. Communication techniques are studied.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0695</td>
<td>lec 9:35 - 11:00am</td>
<td>MW C.F. WATSON</td>
<td>SCI 209</td>
</tr>
</tbody>
</table>
Child Development
Training
Preschool Assistants, Associate Teachers, Teachers, Master Teachers, Site Supervisors or Program Directors

Core Courses Include:
Child Development 1
Child Growth & Development
Child Development 11
Home, School & Community Relations
Child Development 3 or 4
Creative Experiences for Children I, II

Additional Courses Available:

Courses Meet:
California Child Development
Permit Requirements
Title 5 and 22 School Requirements

Certificates Awarded:
15 – Hour California Health & Safety
Infant, Child, Adult CPR, Standard First Aid

For Information Contact:
Dennis Griffith (310) 233-4552
Joyce Parker (310) 233-4556
Cheryl Watson (310) 233-4559

COOPERATIVE EDUCATION IN CHILD DEVELOPMENT
Earn college credit for your on-the-job experience in child development. Consult with the instructor to enroll in 2-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

CHILD DEVELOPMENT 911
COOPERATIVE EDUCATION - CHILD DEVELOPMENT (RPT 3)
9031 lec 1.05 hrs/wk TBA - C.A. BETTS SCI 209

CHILD DEVELOPMENT 921
COOPERATIVE EDUCATION - CHILD DEVELOPMENT (RPT 3)
9032 lec 5:30 - 6:35pm T C.A. BETTS SCI 201
or lec 3:30 - 4:35pm Th C.A. BETTS SCI 201
& lab 1:00 hrs/wk TBA - C.A. BETTS SCI 201
**Computer Applications Office Technology 007** 3.00 Units
**Machine Transcription**
Prerequisite: Ability to type 40 words a minute. Recommended: Business 31.
Required: Students take CAOT 64 or CAOT 185. Students use computers to transcribe letters and memos from machine dictation. Business letter styles, word division, spelling, and punctuation are reviewed.

- **0973** lec 2:05 hrs/wk TBA - E. LINARES BU 104
- **&** lab 2:05 hrs/wk TBA - E. LINARES BU 104
  *Time to be arranged from 1:50 to 5:00pm on Tues. & Thurs.*

- **1003** lec 2:05 hrs/wk TBA - J.H. HEFFRON BU 104
- **&** lab 2:05 hrs/wk TBA - J.H. HEFFRON BU 104
  *Time to be arranged from 7:50 to 11:00am on Monday & Wednesday.*

**Evening Class**
- **3075** lec 2:05 hrs/wk TBA - D.L. PRESLEY BU 104
- **&** lab 2:05 hrs/wk TBA - D.L. PRESLEY BU 104
  *Time to be arranged from 6:50 to 10:00pm on Tues. & Thurs.*

**Computer Applications Office Technology 009** 1.00 Units
**Computer Keyboarding Improvement (RPT 1)**
Prerequisite: Satisfactory completion of a beginning keyboarding class.
Required: Students take CAOT 64 or CAOT 185. Students improve speed and accuracy through timed writings and corrective drills. Students keying less than 25 words a minute, Business 60 or CAOT 1 is recommended.

- **0974** lab 3:10 hrs/wk TBA - E. LINARES BU 104
  *Time to be arranged from 1:50 to 5:00pm on Tues. & Thurs.*

- **1004** lab 3:10 hrs/wk TBA - J.H. HEFFRON BU 104
  *Time to be arranged from 7:50 to 11:00am on Monday & Wednesday.*

**Evening Class**
- **3076** lab 3:10 hrs/wk TBA - D.L. PRESLEY BU 104
  *Time to be arranged from 6:50 to 10:00pm on Tues. & Thurs.*

**Computer Applications Office Technology 021** 5.00 Units
**Medical Secretarial Procedures I**
Prerequisite: Typing speed of 45 words a minute or concurrent enrollment in CAOT 2.
Required: Students take CAOT 64 or CAOT 185. Students keyboard medical case histories and reports from machine dictation.

- **0975** lec 5:20 hrs/wk TBA - E. LINARES BU 104
  *Time to be arranged from 1:50 to 5:00pm on Tues. & Thurs.*

- **1005** lec 5:20 hrs/wk TBA - J.H. HEFFRON BU 104
  *Time to be arranged from 7:50 to 11:00am on Monday & Wednesday.*

**Evening Class**
- **3077** lec 5:20 hrs/wk TBA - D.L. PRESLEY BU 104
  *Time to be arranged from 6:50 to 10:00pm on Tues. & Thurs.*

**Computer Applications Office Technology 022** 5.00 Units
**Medical Secretarial Procedures II**
Prerequisite: CAOT 21 or equivalent.
Required: Students take CAOT 64 or CAOT 185. This course continues medical transcription skill development at an advanced level.

- **0976** lec 5:20 hrs/wk TBA - E. LINARES BU 104
  *Time to be arranged from 1:50 to 5:00pm on Tues. & Thurs.*

- **1006** lec 5:20 hrs/wk TBA - J.H. HEFFRON BU 104
  *Time to be arranged from 7:50 to 11:00am on Monday & Wednesday.*

**Evening Class**
- **3078** lec 5:20 hrs/wk TBA - D.L. PRESLEY BU 104
  *Time to be arranged from 6:50 to 10:00pm on Tues. & Thurs.*
### Schedule of Classes

**COMPUTER APPLICATIONS OFFICE TECHNOLOGY 023**  **5.00 UNITS**

**LEGAL PROCEDURES I**

**Prerequisite:** CAOT 2 and a typing speed of 50 words-a-minute.

**Required:** Students take CAOT 64 or CAOT 185. Students may use the electronic typewriter or computer to prepare specialized legal documents in civil litigation, probate, corporate, and real estate proceedings from machine dictation.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours/Week</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0977 lec</td>
<td>5.20</td>
<td>7:05</td>
<td>BU 104</td>
</tr>
<tr>
<td>1007 lec</td>
<td>5.20</td>
<td>8:30</td>
<td>BU 104</td>
</tr>
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</table>

**Evening Class**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours/Week</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3079 lec</td>
<td>5.20</td>
<td>6:30</td>
<td>BU 104</td>
</tr>
</tbody>
</table>

### COMPARABLE COURSE OFFERINGS

**COMPUTER APPLICATIONS OFFICE TECHNOLOGY 030**  **3.00 UNITS**

**OFFICE PROCEDURES**

**Recommended Preparation:** Computer keyboard ability

**Students learn office management job skills, methods, and techniques.**

**Web-Enhanced Class**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours/Week</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7510 lec</td>
<td>4:45</td>
<td>M</td>
<td>BU 104</td>
</tr>
</tbody>
</table>

**Computer Applications Office Technology 033**  **2.00 UNITS**

**RECORDS MANAGEMENT AND FILING**

**Recommended for all CAOT and Business majors.** Learn standard indexing and filing rules for manual and electronic filing systems as well as records management procedures.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours/Week</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3111 lec</td>
<td>5:10</td>
<td>TTh</td>
<td>BU 104</td>
</tr>
</tbody>
</table>

**Computer Applications Office Technology 034**  **2.00 UNITS**

**BUSINESS TERMINOLOGY**

**Recommended for all CAOT and Business majors.** This course will enrich office vocabulary and improve spelling with particular emphasis on works used in business communication. This course is offered once a year.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours/Week</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3112 lec</td>
<td>7:05</td>
<td>T</td>
<td>BU 108</td>
</tr>
</tbody>
</table>

**Computer Applications Office Technology 047**  **2.00 UNITS**

**APPLIED OFFICE PRACTICE (RPT 3)**

**Prerequisite:** Completion of CAOT 2 and a 35 word-a-minute typing speed.

**Students get practical experience in clerical office work.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours/Week</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0978 lec</td>
<td>5.20</td>
<td>6:30</td>
<td>BU 104</td>
</tr>
</tbody>
</table>

**Evening Class**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours/Week</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3080 lec</td>
<td>5.20</td>
<td>6:30</td>
<td>BU 104</td>
</tr>
</tbody>
</table>

**COMPUTER APPLICATIONS OFFICE TECHNOLOGY 064**  **1.00 UNITS**

**OFFICE ADMINISTRATION LABORATORY (RPT 3)**

**Corequisite:** Concurrent enrollment in CAOT 1, 2, 9, 21-23.

**Required:** This lab provides additional skill development practice in conjunction with one or more courses from CAOT 1-23.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours/Week</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0979 lec</td>
<td>2:05</td>
<td>6:30</td>
<td>BU 104</td>
</tr>
<tr>
<td>1009 lec</td>
<td>2:05</td>
<td>7:00</td>
<td>BU 104</td>
</tr>
</tbody>
</table>

**Evening Class**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours/Week</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3081 lec</td>
<td>2:05</td>
<td>6:30</td>
<td>BU 104</td>
</tr>
</tbody>
</table>

### Course Offerings

**COMPUTER APPLICATIONS OFFICE TECHNOLOGY 082**  **3.00 UNITS**

**MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE**

Introduces commercially available software for business offices. Provides hands-on introduction to system, word processing, database, spreadsheets, and electronic mail software. No previous computer experience required. This course may not be taken for CIS credit.

**Internet Class**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours/Week</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7602 lec</td>
<td>5:20</td>
<td>E</td>
<td>INTERNET</td>
</tr>
</tbody>
</table>

Contact linaree@lahc.edu as soon as you register.

**COMPUTER APPLICATIONS OFFICE TECHNOLOGY 084**  **3.00 UNITS**

**MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING (RPT 2)**

**Prerequisite:** Satisfactory completion of a beginning keyboarding course. This course provides hands-on training in the latest Microsoft Word software and prepares students to take the Microsoft Certification Exam. It includes beginning, intermediate, and advanced levels of Microsoft Word. Instruction for this course is offered in the classroom and on-line to fit the busy schedule of students.

**Web-Enhanced Class**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours/Week</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7511 lec</td>
<td>6:00 - 10:30am</td>
<td>M</td>
<td>BU 108</td>
</tr>
<tr>
<td>&amp; lab</td>
<td>3:50</td>
<td>A.D.</td>
<td>INTERNET</td>
</tr>
</tbody>
</table>

This class is offered as a web enhanced course, a form of blended learning, where students meet during the times indicated and also participate in internet activities. Contact halle@lahc.edu with “CAOT 084” in subject line.

**COMPUTER APPLICATIONS OFFICE TECHNOLOGY 085**  **3.00 UNITS**

**MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET**

**Recommended Preparation:** Computer keyboard ability.

Course provides hands-on experience with spreadsheets. Students learn to create, edit, format and print worksheets, graphs, and reports. Covers use of formulas, functions and macros to analyze data and automate tasks. CAOT. 85 may not be substituted for CIS 16. CIS 16 may not be substituted for CAOT 85. Students are required to provide $5.00 worth of instructional materials in order to complete this class. This class is offered once a year.

**Web-Enhanced Class**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours/Week</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7514 lec</td>
<td>11:10 - 1:40pm</td>
<td>TTh</td>
<td>BU 104</td>
</tr>
</tbody>
</table>

This class is offered as a web-enhanced course, a form of blended learning, where students meet during the times indicated and also participate in internet activities as directed by the instructor.

**COMPUTER APPLICATIONS OFFICE TECHNOLOGY 086**  **3.00 UNITS**

**MICROCOMPUTER OFFICE APPLICATIONS: DATABASE**

This course provides students with in-depth, hands-on training with office database applications. Design, implement and manage relational databases, extract information from a database and output in customized forms, reports, mailing and web pages. Prepares students for certification exam in Access.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours/Week</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0896 lec</td>
<td>8:30 - 11:00am</td>
<td>TTh</td>
<td>BU 104</td>
</tr>
<tr>
<td>0896 lec</td>
<td>8:30 - 11:00am</td>
<td>TTh</td>
<td>BU 104</td>
</tr>
</tbody>
</table>
COMPUTER APPLICATIONS OFFICE TECHNOLOGY 110 3.00 UNITS
MICROCOMPUTER OFFICE APPLICATIONS: PRESENTATION DESIGN
Course provides an overview of presentation design principles. Uses PowerPoint software to create presentations incorporating PowerPoint templates, fonts, graphics, transitions, sound, and animation. Students will learn to outline presentations, create dynamic slides, and develop slide shows based on business topics. Prepares students for certification exam.

Web-Enhanced Class
7512 - lec: 8:00 - 10:05am W E. LINARES BU 108
& lab: 2:30 hrs/wk TBA E. LINARES INTERNET
This class is offered as a web enhanced course, a form of blended learning, where students meet during the times indicated and also participate in internet activities as directed by the instructor.

COMPUTER APPLICATIONS OFFICE TECHNOLOGY 185 1.00 UNITS
DIRECTED STUDY - COMPUTER APPLICATIONS OFFICE TECHNOLOGY (RPT 1)
This course provides additional skill development work in conjunction with one or more courses from OA 1-23, 35, 39, or 83.

COMPUTER APPLICATIONS OFFICE TECHNOLOGY 285 2.00 UNITS
DIRECTED STUDY - COMPUTER APPLICATIONS OFFICE TECHNOLOGY
This course provides additional directed skill development practice in conjunction with one or more courses from OA 1-23, or 39.

COMPUTER APPLICATIONS OFFICE TECHNOLOGY 385 3.00 UNITS
DIRECTED STUDY - COMPUTER APPLICATIONS OFFICE TECHNOLOGY
Corequisite: Enrollment in another Office Administration course.

CAOT 911, 921, 931, 941 1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

COMPUTER INFORMATION SYSTEMS
Division Chair: Stanley Sandell, 310-233-4188, sandelss@lahc.edu
Questions: Charles Davis, 233-4179, davisci@lahc.edu or John Warstler, 233-4186, warstljd@lahc.edu

COMPUTER INFORMATION SYSTEMS 001 3.00 UNITS
PRINCIPLES OF BUSINESS COMPUTER SYSTEMS I (UC.CSU)
Corequisite: Computer Information Systems 23, Bus. 60 or the ability to type by touch.
This is an introduction to the principles and operation of computer systems used in business. Students learn about Windows, word processing, spreadsheet, database and Internet through hands-on interaction with the computer. This course does not teach keyboarding skills.

COMPUTER INFORMATION SYSTEMS 008 3.00 UNITS
MICROCOMPUTER APPLICATIONS
Prerequisite: Computer Information Systems I. Corequisite: CIS 23 or CIS 64.
Provides in-depth hands-on training with Microsoft Office applications; Word, Excel, Access and PowerPoint. Covers concepts and operations needed to successfully complete certification exams in these products.

COMPUTER INFORMATION SYSTEMS 014 3.00 UNITS
INTRODUCTION TO COMPUTER COMMUNICATIONS
Recommended Prerequisite CIS1. This course provides broad coverage of Internet and networking technology such as: how the Internet works, connection methods, hardware and software installation and troubleshooting, protocols, Internet, security, e-commerce. Introduces web page creation with HTML, authoring tools, graphics, style sheets, and programming. Prepares students to take the industry standard Net+ certification exam.

COMPUTER INFORMATION SYSTEMS 016 3.00 UNITS
SPREADSHEET APPLICATIONS FOR COMPUTERS
Prerequisite: Computer Information Systems 1 or equivalent. Corequisite: CIS 64.
This course provides students with in-depth, hands-on training with Excel spreadsheet software. Topics include formatting, formulas, functions, charting, drawing, workbooks, lists, what-if analysis, PivotTables, PivotCharts, interfacing with the Web and automating workbooks. Prepares students for certification exams in Excel.

Los Angeles Harbor College
Schedule of Classes

COMPUTER INFORMATION SYSTEMS 021 3.00 UNITS
BUSINESS COMPUTER PROGRAMMING I
Prerequisite: Computer Information Systems 1, or equivalent.
Corequisite: Computer Information Systems 64
This is a beginning programming course using Visual Basic. NET. It covers program design and event driven, object-oriented programming concepts. Topics specific to VB include objects and events, form design, control structures, arrays, (procedures and functions), file access and Web programs.

Internet Class
7614 lec 3:10 hrs/wk TBA L.M. LANE INTERNET
Contact loralane@yahoo.com as soon as you register.

COMPUTER INFORMATION SYSTEMS 023 1.00 UNITS
PROGRAMMING LABORATORY (CSU) (RPT 3)
Corequisite: One other Computer Information Systems course.
If available, sign up for a lab taught by the same instructor as your other CIS class.
Computers are used to complete assignments.

0944 lab 8:00 - 9:00am Th C.L. DAVIS BU 106
0946 lab 11:10 - 12:15pm MW C.L. DAVIS BU 106
0953 lab 11:10 - 12:15pm TTh C.L. DAVIS BU 106

Evening Classes
3056 lab 5:35 - 6:40pm MW J.D. WARSTLER BU 106
3061 lab 6:50 - 8:55pm T H. KOTELYAN BU 104
3062 lab 7:00 - 9:00pm W E.P. MATHIS BU 106

Saturday Class
7011 lab 11:20 - 1:25pm S H. KOTELYAN BU 104

COMPUTER INFORMATION SYSTEMS 024 2.00 UNITS
ACCOUNTING ON MICROCOMPUTERS
Prerequisite: Computer Information Systems 1 or Accounting 1 or equivalent.
Learn to use computerized accounting software to maintain accounting and financial records for a business.

0990 lec 11:10 - 11:40am MW C.L. DAVIS BU 108
& lab 11:45 - 1:10pm MW C.L. DAVIS BU 108

COMPUTER INFORMATION SYSTEMS 064 1.00 UNITS
MICROCOMPUTER LABORATORY (RPT 3)
Corequisite: Computer Information Systems 8, 15, 16, or 21.
Students should take a lab taught by the instructor of your other CIS class.
Microcomputers are used to complete CIS assignments.

0931 lab 9:35 - 10:40am TTh C.L. DAVIS BU 106
0932 lab 11:10 - 12:15pm MW C.L. DAVIS BU 106
0952 lab 11:10 - 12:15pm TTh C.L. DAVIS BU 106

Evening Classes
3052 lab 5:35 - 6:40pm MW J.D. WARSTLER BU 106
3060 lab 6:50 - 8:55pm T H. KOTELYAN BU 104
3100 lab 7:00 - 9:00pm W E.P. MATHIS BU 106

Saturday Class
7012 lab 11:20 - 1:25pm S H. KOTELYAN BU 104

COMPUTER INFORMATION SYSTEMS 911, 921, 931, 941 1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

**** 12:45 – 1:50pm F J.I. NARANJO T 120
Evening Classes
**** 5:30 – 6:35pm T J.I. NARANJO T 120
**** 5:30 – 6:35pm W J.I. NARANJO T 120

COMPUTER SCIENCE-INFORMATION TECHNOLOGY
Division Chair: Lauren McKenzie, 233-4500, mckenziej@lahc.edu
Division Chair: Stanley Sandell, 310-233-4188, sandelsc@lahc.edu

COMPUTER SCIENCE-INFORMATION TECHNOLOGY 053 1.00 UNITS
PROGRAMMING LABORATORY (RPT 3)
Corequisite: Concurrent enrollment in CSIT- 58, CIS or a course in the Technology Division.
Use of computers to complete programming assignments.

0470 lab 3:10 hrs/wk TBA L.O. ASHMORE LAC 105A

Outreach Class
6012 lab 4:25 - 5:40pm W L.O. ASHMORE NHS
& lab 3:15 - 5:40pm Th L.O. ASHMORE NHS

COMPUTER SCIENCE INFORMATION TECHNOLOGY 058 3.00 UNITS
COMPUTER LITERACY FOR THE LIBERAL ARTS STUDENT (UC:CSU)
Corequisite: Enroll concurrently in computer courses CSIT 53 or CIS 23.
This course develops critical thinking skills as applied to technological advances. Students will gain computer literacy by using the computer to evaluate issues. Hands-on projects using Windows, Internet search and email, Word, Excel, and PowerPoint.

0956 lec 3:00 - 4:25pm MW J.D. WARSTLER BU 104

Outreach Class
7612 lec 3:10 hrs/wk TBA L.M. LANE INTERNET
Contact loralane@yahoo.com as soon as you register.

COMPUTER SCIENCE-INFORMATION TECHNOLOGY 091 3.00 UNITS
BEGINNING BASIC PROGRAMMING (UC:CSU)
Prerequisite: Completion of Math 123C with a grade of “C” or better. Corequisite: concurrent enrollment in CSIT 53.
Introduction to problem solving methods and programming using Visual Basic language. Fundamentals of event-driven, object oriented programming.

Saturday Class
7061 lec 8:00 - 11:10am S L.O. ASHMORE PH 106

COMPUTER SCIENCE-INFORMATION TECHNOLOGY 092 3.00 UNITS
HYPER-TEXT Markup LANGUAGE
Corequisite: Computer Science-Information Technology 53 or Computer Information Systems 23.
A course on designing and implementing an Internet Web site. Topics covered include HTML through tables, image maps, frames and forms; usage of graphics creation software for the Internet; techniques for using graphics in a web site; and introduction to JavaScript and creating web site applications with JavaScript.

Outreach Class
6013 lec 3:15 - 5:40pm M L.O. ASHMORE NHS
& lec 3:15 - 4:25pm W L.O. ASHMORE NHS
COMPUTER SCIENCE-INFORMATION TECHNOLOGY 340 3.00 UNITS
PROGRAMMING IN C++ (UC:CSU)
Prerequisite: Math 123C or 125 with a grade of “C” or better.
Corequisite: concurrent enrollment in CSIT 53.
First semester college level programming course on the C++ language. Fundamentals of event-driven, project oriented programming. Focus is on integrating problem solving analysis and design with object oriented programming skills.

CSIT 911, 921, 931, 941 1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.
**** 12:45 – 1:50pm F J.I. NARANJO T 120
Evening Classes
**** 5:30 – 6:35pm T J.I. NARANJO T 120
**** 5:30 – 6:35pm W R.K. CHAO PH 106

COMPUTER TECHNOLOGY
Division Chair: Lauren McKenzie, 233-4500, mckenzifj@lahc.edu Questions: Len Glover, 233-4272, gloverlw@lahc.edu

COMPUTER TECHNOLOGY 050 4.00 UNITS
BASIC ELECTRONICS
Introduces basic direct current circuit analysis fundamentals to students entering the field of electronics. Lecture presents DC concepts through series parallel circuits. Selected topics include, laboratory test equipment care and application, laboratory procedures and report preparation, component identification, interpretation of equipment specifications, technical problem solving techniques. Lecture is complemented with a 3-hour laboratory session whereby; experiments are utilized to reinforce lecture topics and concepts. Students are required to provide $10.00 worth of instructional and other materials in order to complete this class.
3562 lec 4:00 – 7:10pm T R. NADLER T 110
& lab 4:00 – 7:10pm W R. NADLER T 112

COMPUTER TECHNOLOGY 052 4.00 UNITS
FUNDAMENTAL COMPUTER CIRCUITS AND LABORATORY
Prerequisite: A grade of “C” or better in ET 50.
This course presents the theory and application of direct current (DC) circuit analysis for series, parallel and complex circuits, as applied to computer circuits. Ohms Law, Kirchoff’s and network theorem analysis are emphasized in conjunction with resistive, capacitive, inductive and magnetic properties associated with combinational DC Circuit Analysis. A three hour per week laboratory accompanies the three hour lecture per week, in order to reinforce lecture and textbook theory and applications. Students prepare technical reports on their laboratory experiences. This course familiarizes students with basic test measuring equipment used in the computer industry. A $10 laboratory materials fee is required to complete this course.
3384 lec 4:00 – 7:10pm T & lab 4:00 – 7:10pm Th R. NADLER T 110

COMPUTER TECHNOLOGY 053 1.00 UNITS
FUNDAMENTAL COMPUTER CIRCUITS LABORATORY I
Prerequisite: Grade of “C” or better in Computer Technology 52.
This course analyzes the basic laws of electronics through self-paced study laboratory procedures.
0780 lab 3:10 hrs/wk TBA R. NADLER T 113

COMPUTER TECHNOLOGY 060 5.00 UNITS
COMPUTER MATHEMATICS I
This course in technical mathematics includes the operation of the calculator, signed numbers, powers of ten notation, operations with algebraic expressions, fractional expressions, functions, quadratic solutions, engineering & scientific notation, graphing, and application of mathematics to technical applications. Successful completion of this class (C or better), meets the math competency requirement for graduation under plans A and B.
1231 lec 9:35 – 12:05pm MW M. GLOVER T 113
Evening Class
3617 lec 6:00 – 8:30pm MW L.W. GLOVER T 113

COMPUTER TECHNOLOGY 076 4.00 UNITS
A+ CERTIFICATION PREPARATION/INTRODUCTION TO COMPUTER REPAIR II (RPT 3)
Prerequisite: Computer Technology 74.
This course emphasizes hands-on training through a 3-hour lecture and a 3-hour laboratory session. Students are introduced to current operating systems utilized on personnel computers (PC's) and portable PC's. Windows 98, 2000 & NT are evaluated in terms of their function, structure, operation and file management characteristics. Students learn techniques for installation, configuration, memory management and upgrading PC's. Diagnosing & troubleshooting operating systems is stressed in assigned lab projects. Students learn to set up basic networking systems, preventative maintenance practices & follow standard safety practices. Initial set up procedures for monitors & printers will be presented, in addition to troubleshooting & maintenance on these devices. A material fee of $10 is required.
0467 lec 9:35 – 11:00am TTh L.W. GLOVER T 113
& lab 11:00 – 12:30pm TTh L.W. GLOVER T 113
Evening Class
3563 lec 6:30 – 9:40pm T C.G. NGUYEN T 114
& lab 6:30 – 9:40pm Th C.G. NGUYEN T 114

COMPUTER TECHNOLOGY 078 4.00 UNITS
INTRODUCTION TO NETWORK + (RPT 3)
Prerequisite: Recommended, completion of CT-76 or equivalent course
This course is structured to provide Networking fundamentals outlined by COMPTIA, in order to prepare students to become NETWORK+ Certified. Topics presented during lectures/labs include: Networking Fundamentals, OSI models & TCP/IP, Installations, Network Administration, Security, Troubleshooting, Fault Tolerance and Recovery.
Evening Class
3599 lec 6:00 – 9:10pm M STAFF T 112
& lab 6:00 – 9:10pm W STAFF T 112
Outreach Class
6042 lec 3:00 – 4:05pm MTW C.G. NGUYEN BHS
& lab 4:05 – 5:10pm MTW C.G. NGUYEN BHS

COMPUTER TECHNOLOGY 081 1.00 UNITS
INTRODUCTION TO FIBER OPTICS (RPT 3)
Prerequisite: ET 81.
This course provides students with advanced laboratory experiences in fiber optic technology. Topics included are: fiber optic connectorization & patch panels, splicing techniques, OTDR testing & measurements, techniques & procedures for fiber optic cabling termination, troubleshooting & documentation for fiber optic systems. A "hands-on" laboratory emphasizing correct fiber optic fabrication techniques and test equipment use, common in the computer & telecommunications industry. A material fee of $75 is required.
0486 lab 10:00 – 11:10am F M.D. GLOVER T 113
0817 lab 10:00 – 11:10am S M.D. GLOVER T 113
Evening Class
3613 lec 6:00 – 9:10pm Th M.D. GLOVER T 113
Computer Technology Electronics Department

COMPUTER REPAIR & COMPTIA CERTIFICATION TRAINING (Days & Evenings)

1. Interested in learning how to perform your own PC repairs and upgrading your own PC system?
2. Looking for courses to help prepare you to pass the COMPTIA Certification Exams for A+, Net+, Server+ or Linux+?
3. Like “hands-on” training exercises coupled with technical theory?

Check out the offerings in Computer Tech (CT), Engineering Tech (ET) and Electronics (EL). We have several new courses in these areas including Fiber Optics training (CT-81), and three new Skills Certificates (Computer Repair Tech, PC Network Tech and Fiber Optic Tech). Drop by T-112/T-113 and talk with one of our faculty members, take a tour of the lab or call Mr. L. Glover for more information (310) 233-4272.

COMPUTER TECHNOLOGY 185
1.00 UNITS
DIRECTED STUDY - COMPUTER TECHNOLOGY (RPT 2)
Prerequisite: Previous or concurrent enrollment in a CT course.
Permits students to pursue directed study activities in computer technology, on a contract basis, under the supervision of the assigned instructor.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Type</th>
<th>Units</th>
<th>Title</th>
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Outreach Class

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COMPUTER TECHNOLOGY 285
2.00 UNITS
DIRECTED STUDY - COMPUTER TECHNOLOGY
Prerequisite: Previous or concurrent enrollment in a CT course.
Permits students to pursue directed study activities in computer technology, on a contract basis, under the supervision of the assigned instructor.

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COMPUTER TECHNOLOGY 385
3.00 UNITS
DIRECTED STUDY - COMPUTER TECHNOLOGY
Prerequisite: Previous or concurrent enrollment in a CT course.
Permits students to pursue directed study activities in computer technology, on a contract basis, under the supervision of the assigned instructor.

<table>
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COMPUTER TECHNOLOGY 911, 921, 931, 941
1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

Evening Classes

<table>
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<tr>
<th>Course Number</th>
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<th>Time</th>
<th>Instructor</th>
<th>Location</th>
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<tr>
<td>****</td>
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<td>F</td>
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<td>T 120</td>
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<td>****</td>
<td>5:30 – 6:35pm</td>
<td>T</td>
<td>J.I. NARANJO</td>
<td>T 120</td>
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<td>****</td>
<td>5:30 – 6:35pm</td>
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<td>J.I. NARANJO</td>
<td>T 120</td>
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COOPERATIVE EDUCATION
Questions: Juanita Naranjo, 233-4446, narnjj@lahc.edu

COOPERATIVE EDUCATION 395
3.00 UNITS
WORK EXPERIENCE - GENERAL I (RPT 3)
Prerequisite: For General Work Experience classes: Students must be enrolled at Harbor College in 7 units of credit including work experience. Student is enrolled for 3 units at registration. However, the number of units awarded is determined by the hours worked - 1 unit for each 5 hours of work per week throughout the semester to a maximum of three (3) units per semester. Work experience need not be related to student’s vocational major at Harbor College.

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<th>Course Number</th>
<th>Type</th>
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<td>2:15 hrs/wk</td>
<td>TBA</td>
<td>J.I. NARANJO</td>
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COOPERATIVE EDUCATION 396
3.00 UNITS
WORK EXPERIENCE - GENERAL II (RPT 3)

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<th>Course Number</th>
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<th>Time</th>
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<td>2:05 hrs/wk</td>
<td>TBA</td>
<td>J.I. NARANJO</td>
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Visit our website for schedule changes: www.lahc.edu
**DEVELOPMENTAL COMMUNICATIONS**

**Division Chair:** Carmen Carrillo, 233-4250, carrilc@lahc.edu

**DEVELOPMENTAL COMMUNICATIONS 020**

**6.00 UNITS**

**FUNDAMENTALS OF READING AND WRITING (NDA) (RPT 1)**

Prerequisite: Developmental Communications 35 or appropriate score on assessment test.

This course prepares students for English 21 with an emphasis on the mastery of basic reading and writing skills needed for college transfer and vocational programs.

0180 lec 9:35 - 12:45pm TTh N.M. RICARD SCI 211

**Evening Class**

3162 lec 6:55 - 10:05pm MW STAFF TBA TBA

**DEVELOPMENTAL COMMUNICATIONS 035**

**3.00 UNITS**

**READING I: FUNDAMENTALS (NDA) (RPT 2)**

The purpose of this course is improvement of college reading and study skills with an emphasis on reading comprehension, reading rate and vocabulary.

0184 lec 11:10 - 12:35pm MW J. CONN B 20

**Evening Class**

3161 lec 6:40 - 10:05pm M N.R. SIMMONS CV 3

**DEVELOPMENTAL COMMUNICATIONS 037**

**3.00 UNITS**

**COMMUNICATIONS LABORATORY (NDA) (RPT 1)**

Recommended: Concurrent enrollment in Developmental Communications 23 or 35 or 76. This class is open-entry. Self-paced individualized instruction to improve reading and study skills.

0186 lec 11:10 - 12:35pm MW R.J. HOFFERD GC 211

**DEVELOPMENTAL COMMUNICATIONS 037Y**

**1.00 UNITS**

**COMMUNICATIONS LABORATORY Y (CsU) (RPT 1)**

Recommended: Concurrent enrollment in Developmental Communications 23 or 35 or 76. This class is open-entry. Self-paced individualized instruction to improve reading and study skills.

0187 lec 11:10 - 12:35pm MW R.J. HOFFERD GC 211

**DEVELOPMENTAL COMMUNICATIONS 037Z**

**2.00 UNITS**

**COMMUNICATIONS LABORATORY Z (NDA) (RPT 1)**

Recommended: Concurrent enrollment in Developmental Communications 23 or 35 or 76. This class is open-entry. Self-paced individualized instruction to improve reading and study skills.

0188 lec 11:10 - 12:35pm MW R.J. HOFFERD GC 211

**DEVELOPMENTAL COMMUNICATIONS 076**

**3.00 UNITS**

**ENGLISH AS A SECOND LANGUAGE READING - CONVERSATION II (NDA)**

Designed for students whose native language is NOT English. Emphasis is on the improvement of reading, vocabulary, conversation, and correct pronunciation.

0189 lec 11:10 - 12:35pm MW R.J. HOFFERD GC 211

Schedule changes are available online!

www.lahc.edu

24-hours a day!
Harbor College Drafting and Engineering Program

For more than 40 years, the Harbor College Drafting and Engineering Program have provided excellent academic instruction and direct training in the design engineering and manufacturing fields. The most recent South Bay Economic Conference stated that about 40% of all jobs and careers in the South Bay are in the fields of Design/Engineering & Manufacturing. Throughout the history of our program, several hundred students have graduated from this program and several thousand more have benefited from completing selected courses.

- New students who have not completed a drafting course in the past should enroll in Drafting 1. These students could also enroll concurrently in Drafting 55 and Drafting 82.
- Students who have completed a high school level drafting course should enroll in Drafting 55 and Drafting 82.
- Students interested in learning 3-D Solid Modeling should enroll in Drafting 50 and Drafting 82.
- We are here to provide training in Drafting, CAD, 3-D Solid Modeling or to help you complete a certificate or AS Degree. Our AS Degree prepares you to transfer into any University Engineering Program.
- Our students are well prepared to continue their education in any engineering curriculum.
- Lecture times will be established at the beginning of the semester.
- Please attend on the first day of the semester between 11:00AM and 5:00PM. Evening courses begin at 6:00PM.

### DRAFTING 001
#### GENERAL DRAFTING
Sketching and drafting techniques for beginners. Includes orthographics, dimensioning, sectioning, auxiliaries, isometrics, screw threads and assemblies. Students are required to provide $5.00 worth of instructional and other materials in order to complete this class.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>0784</td>
<td>11:10 - 2:20pm</td>
<td>MW</td>
<td>C.D. SUTHERLAND</td>
<td>T 122</td>
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<tr>
<td>0785</td>
<td>11:10 - 2:20pm</td>
<td>TTh</td>
<td>W.L. HEFFERN</td>
<td>T 122</td>
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<tr>
<td>0786</td>
<td>1:00 - 4:10pm</td>
<td>TTh</td>
<td>W.L. HEFFERN</td>
<td>T 122</td>
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<tr>
<td>0787</td>
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<td>MW</td>
<td>C.D. SUTHERLAND</td>
<td>T 122</td>
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### Evening Classes

<table>
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<th>Course Code</th>
<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
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<td>T 122</td>
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<td>3510</td>
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<td>TTh</td>
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<td>T 122</td>
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<tr>
<td>3511</td>
<td>6:50 - 10:00pm</td>
<td>MW</td>
<td>C.D. SUTHERLAND</td>
<td>T 122</td>
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### DRAFTING 004
#### APPLIED DESCRIPTIVE GEOMETRY
Prerequisite: A grade of “C” or better in Drafting 9.
This course contains a thorough applied descriptive geometry unit which includes advanced auxiliary projection, definitions, and solutions of lines and planes, revolution, intersections, and developments of planes and solids. Contour lines, topography, and vector analysis are introduced. Cam mechanisms are also reviewed.

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### Evening Class

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<td>6:50 - 10:00pm</td>
<td>MW</td>
<td>C.D. SUTHERLAND</td>
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### DRAFTING 016
#### BLUEPRINT READING I
Interpretation of multi-view mechanical drawings prepared by various companies within the industry.

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<th>Time</th>
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<td>0800</td>
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### Evening Classes

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<td>T 122</td>
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### DRAFTING 017
#### BLUEPRINT READING II
Prerequisite: Drafting 16. Interpreting advanced mechanical drawings.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0794</td>
<td>11:10 - 12:35pm</td>
<td>TTh</td>
<td>W.L. HEFFERN</td>
<td>T 122</td>
</tr>
<tr>
<td>0795</td>
<td>12:35 - 2:00pm</td>
<td>TTh</td>
<td>W.L. HEFFERN</td>
<td>T 122</td>
</tr>
<tr>
<td>0796</td>
<td>3:10 hrs/wk TBA</td>
<td>-</td>
<td>W.L. HEFFERN</td>
<td>T 122</td>
</tr>
</tbody>
</table>

### Evening Classes

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Room</th>
</tr>
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<tbody>
<tr>
<td>3515</td>
<td>6:00 - 7:05pm</td>
<td>Th</td>
<td>W.L. HEFFERN</td>
<td>T 122</td>
</tr>
<tr>
<td>0797</td>
<td>7:05 - 9:10pm T</td>
<td>M</td>
<td>C.D. SUTHERLAND</td>
<td>T 122</td>
</tr>
</tbody>
</table>

### DRAFTING 050
#### PRODUCTION DRAFTING (RPT 1)
Prerequisite: One year of high school drafting or equivalent within the last five years.
Applies drafting to the latest microfilm and ANSI regulations. Includes geometrical tolerancing, screw threads, gears, castings, auxiliaries and metric conversion. Students are required to provide $5.00 worth of instructional and other materials in order to complete this class.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Time</th>
<th>Days</th>
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<tr>
<td>0798</td>
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<tr>
<td>0799</td>
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<td>TTh</td>
<td>W.L. HEFFERN</td>
<td>T 122</td>
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<tr>
<td>0800</td>
<td>3:10 hrs/wk TBA</td>
<td>-</td>
<td>W.L. HEFFERN</td>
<td>T 122</td>
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### Evening Class

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Time</th>
<th>Days</th>
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<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>3516</td>
<td>6:00 - 7:10pm T</td>
<td>W</td>
<td>C.D. SUTHERLAND</td>
<td>T 122</td>
</tr>
</tbody>
</table>

### DRAFTING 051
#### TOOLING DRAFTING (RPT 1)
Prerequisite: A grade of “C” or better in Drafting 1, or equivalent, Drafting 50 and Drafting 55, Engineering Technology 48 or equivalent.
Design of basic drill jigs, mill and lathe fixtures. Includes the application of geometrical to learning the principles of gauging. Students are required to provide $5.00 worth of instructional and other materials in order to complete this class.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Room</th>
</tr>
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<tbody>
<tr>
<td>0796</td>
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<td>TTh</td>
<td>W.L. HEFFERN</td>
<td>T 122</td>
</tr>
<tr>
<td>0797</td>
<td>12:35 - 2:00pm</td>
<td>TTh</td>
<td>W.L. HEFFERN</td>
<td>T 122</td>
</tr>
</tbody>
</table>

### Evening Class

<table>
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<th>Course Code</th>
<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
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<td>3531</td>
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<td>W</td>
<td>W.L. HEFFERN</td>
<td>T 122</td>
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</tbody>
</table>

Schedule of Classes
DRAFTING 055 3.00 UNITS
COMPUTER- AIDED DESIGN AND DRAFTING (RPT 2)
Prerequisite: One year of high school drafting or equivalent. Students operate computer-aided drafting (CAD) equipment, prepare drawings on a CRT, and produce commercial quality drawings using plotters. Auto CAD language is used. A basic drafting competency test is administered at the first meeting. Students are required to provide $5.00 worth of instructional and other materials in order to complete this class.
0798 lec 11:10 - 12:15pm MW C.D. SUTHERLAND T 122 & lab 12:15 - 1:40pm M C.D. SUTHERLAND T 122
0799 lec 1:00 - 3:05pm M C.D. SUTHERLAND T 122 & lab 3:10 hrs/wk TBA - C.D. SUTHERLAND T 122
0803 lec 2:05 hrs/wk TBA - C.D. SUTHERLAND T 122 & lab 3:10 hrs/wk TBA - C.D. SUTHERLAND T 122

Evening Classes
3536 lec 6:00 - 7:25pm MW C.D. SUTHERLAND T 122 & lab 7:30 - 8:55pm MW C.D. SUTHERLAND T 122
3539 lec 6:50 - 7:55pm MW C.D. SUTHERLAND T 122 & lab 8:00 - 9:25pm MW C.D. SUTHERLAND T 122

DRAFTING 056 3.00 UNITS
AUTOMATED MANUFACTURING (RPT 2)
Prerequisite: Drafting 50; Corequisite: Drafting 82. Course introduces the student to the fundamentals and principles of Computer Numerical Control (CNC) as applied to mills and lathes. Students are required to provide $10.00 worth of instructional and other materials in order to complete this class.
0804 lec 11:10 - 12:15pm TTh W.L. HEFFERN T 122 & lab 12:15 - 1:40pm TTh W.L. HEFFERN T 122
0805 lec 2:05 hrs/wk TBA - W.L. HEFFERN T 122 & lab 3:10 hrs/wk TBA - W.L. HEFFERN T 122

Evening Class
3540 lec 6:00 - 7:25pm TTh W.L. HEFFERN T 122 & lab 7:30 - 8:55pm TTh W.L. HEFFERN T 122

DRAFTING 081 1.00 UNITS
PROJECTS LABORATORY (RPT 3)
Prerequisite: Grade of “C” or better in Drafting 9 and Drafting 56. Advanced industry-simulated problems requiring the application of previously-learned skills. Students are required to provide $5.00 worth of instructional and other materials in order to complete this class.
0806 lab 11:10 - 12:35pm MW C.D. SUTHERLAND T 122

Evening Class
3541 lab 6:00 - 9:10pm W C.D. SUTHERLAND T 122

DRAFTING 082 2.00 UNITS
CAD DRAFTING LABORATORY (RPT 3)
Prerequisite: Concurrent enrollment in Drafting 50, 52, 51, 55, 56, 9, 4 or Drafting 54. Use of computers and drafting equipment to complete assignments.
0807 lab 11:10 - 2:20pm MW C.D. SUTHERLAND T 122
0808 lab 11:00 - 2:10pm TTh W.L. HEFFERN T 122
0809 lab 6:30 hrs/wk TBA - W.L. HEFFERN T 122
0810 lab 6:30 hrs/wk TBA - C.D. SUTHERLAND T 122

Evening classes
3542 lab 6:30 hrs/wk TBA - W.L. HEFFERN T 122
3543 lab 6:30 hrs/wk TBA- C.D. SUTHERLAND T 122
3544 lab 6:30 hrs/wk TBA- C.D. SUTHERLAND T 122

DRAFTING 911, 921, 931, 941 1-4 UNITS

COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.
**** 12:45 - 1:50pm F J.I. NARANJO T 120
Evening Classes
**** 5:30 - 6:35pm T J.I. NARANJO T 120
**** 5:30 - 6:35pm W J.I. NARANJO T 120

ECONOMICS
Division Chair: Brad Young, 233-4065, younghj@lahc.edu

ECONOMICS 001 3.00 UNITS
PRINCIPLES OF ECONOMICS I (UC:CSU)
Recommended prerequisite: Economics 2 should be taken before Economics 1. Recommended prerequisite: Eligibility for English 101, or eligibility for and concurrent in English 28.

This course is an introduction to the principles of economic analysis and economic policy.
0715 lec 8:00 - 9:25am MW G.E. MILLER GC 101
0716 lec 11:10 - 12:35pm TTh C.M. CHIMA GC 101

Evening Class
3523 lec 3:30 - 6:40pm M G.E. MILLER GC 101

Internet Class
7683 lec 3:10 hrs/wk TBA - R.G. VICE INTERNET
Contact gvice@earthlink.net as soon as you register.

Economics 001 is offered thru ITV “The Weekend College” – See Page 90.

ECONOMICS 002 3.00 UNITS
PRINCIPLES OF ECONOMICS II (UC:CSU)
Recommended prerequisite: Eligibility for English 101, or eligibility for and concurrent enrollment in English 28. Explores the problems of unemployment, inflation, and government policies relating to these problems.
0711 lec 8:00 - 11:10am F H. WITT B 1
0717 lec 9:35 - 11:00am MW G.E. MILLER GC 101
0718 lec 9:35 - 11:00am TTh C.M. CHIMA GC 101
0719 lec 11:10 - 12:35pm MW G.E. MILLER GC 101

Evening Class
3525 lec 6:55 - 10:05pm T G.E. MILLER GC 101
3527 lec 6:55 - 10:05pm M H. WITT B 1

Internet Class
7689 lec 3:10 hrs/wk TBA - F. CHAN INTERNET
Contact chanf@lahc.edu as soon as you register.

ECONOMICS 005 3.00 UNITS
ECONOMICS FOR THE CITIZEN (CSU)
General Economics class is not intended for Business Major Transfers. Check with your counselor.

Evening Class
3528 lec 6:55 - 10:05pm W STAFF TBA TBA

ECONOMICS 911, 921, 931, 941 1-4 UNITS

COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.
**** 12:45 - 1:50pm F J.I. NARANJO T 120
Evening Classes
**** 5:30 - 6:35pm T J.I. NARANJO T 120
**** 5:30 - 6:35pm W J.I. NARANJO T 120
EDUCATION
Division Chair: Brad Young, 233-4065, younghb@lahc.edu Questions: Evelyn Portis, 233-4240

EDUCATION 006A
METHODS AND MATERIALS OF TUTORING A
This is a modular course of instruction in tutoring techniques, group dynamics interpersonal skills, record keeping and tutorial organizational skills. Students will be able to tutor concurrently with instructor’s permission. Students must complete 27 hours of instruction/practicum to earn credit.


EDUCATION
Division Chair: Lauren McKenzie, 233-4500, mckenzlj@lahc.edu Questions: Len Glover, 233-4272, gloverlw@lahc.edu

ELECTRONICS
Division Chair: Lauren McKenzie, 233-4500, mckenzlj@lahc.edu Questions: Len Glover, 233-4272, gloverlw@lahc.edu

ELECTRONICS 004
FUNDAMENTALS OF ELECTRONICS I
This course presents the theory and application of direct current (DC) circuit analysis for series, parallel and complex circuits, as applied to computer circuits. Ohms Law, Kirchoff’s and network theorem analysis are emphasized in conjunction with resistive, capacitive, inductive and magnetic properties associated with combinational DC Circuit Analysis. A three hour per week laboratory accompanies the three hour lecture per week, in order to reinforce lecture and textbook theory and applications. Students prepare technical reports on their laboratory experiences. This course familiarizes students with basic test measuring equipment used in the computer industry. A $10 laboratory materials fee is required to complete this course.

3400 lec 4:00 - 7:10pm T R. NADLER T 113
& lab 4:00 - 7:10pm Th R. NADLER T 110

ELECTRONICS 020
ELECTRONIC CIRCUITS I
Recommended: Concurrent enrollment in Engineering Technology 49.
Introduces basic direct current circuit analysis fundamentals to students entering the field of electronics. Lecture presents DC concepts through series parallel circuits. Selected topics include, laboratory test equipment care and application, laboratory procedures and report preparation, component identification, interpretation of equipment specifications, technical problem solving techniques. Lecture is complemented with a 3-hour laboratory session whereby; experiments are utilized to reinforce lecture topics and concepts. Students are required to provide $10.00 worth of instructional and other material fees.

3640 lec 4:00 - 7:10pm T R. NADLER T 113
& lab 4:00 - 7:10pm Th R. NADLER T 112

ELECTRONICS 041
MEASUREMENT AND TESTING LABORATORY I (RPT 3)
Corequisite: Concurrent enrollment in any Electronics or Computer Technology laboratory course.
Course provides 3 hours of lab use for students that need or desire additional laboratory time. Students can work ahead of the class on their individual lab assignments or perform additional experimentation on their individual projects. Students that enroll will have access to the lab and all necessary test equipment, as well as consultations with an instructor. This class is given on a credit/no credit basis.

3664 lab 3:10 hrs/wk TBA - L.W. GLOVER T 113

EDUCATION 006A
METHODS AND MATERIALS OF TUTORING A
This is a modular course of instruction in tutoring techniques, group dynamics interpersonal skills, record keeping and tutorial organizational skills. Students will be able to tutor concurrently with instructor’s permission. Students must complete 27 hours of instruction/practicum to earn credit.


COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

**** 12:45 – 1:50pm F J.I. NARANJO T 120 Evening Classes

**** 5:30 – 6:35pm T J.I. NARANJO T 120
**** 5:30 – 6:35pm W J.I. NARANJO T 120

EMERGENCY DEPARTMENT ASSISTANT
Division Chair: Tricia Wickers, 233-4262, wickermp@lahc.edu

EMERGENCY DEPARTMENT ASSISTANT 010A
EMERGENCY MEDICAL TECHNICIAN IA AMBULANCE
A lecture presentation of Emergency Pre-hospital care of the sick and injured including Anatomy and Physiology, observation and assessment techniques, intervention and transportation. EDA 10A must be taken concurrently with EDA 10B. After successful completion of both classes, the student will be eligible to apply for certification and to take the EMT-1 certification examination.

3439 lec 6:45 - 10:00pm T J.S. LOCKWOOD NU 133 (17 Week Class - Starts 1/29/2008, Ends 6/2/2008)

EMERGENCY DEPARTMENT ASSISTANT 010B
EMERGENCY MEDICAL TECHNICIAN IB AMBULANCE
Prerequisite: Concurrent enrollment EDA 10A. All didactic information and skills needed for certification will be reviewed and tested. After successful completion of skills, theory and testing, students will be eligible to apply for certification. Students will be assigned to 20 hours of clinical training at appropriate medical facilities as a requirement of this class.

0599 lab 3:00 - 6:10pm Th S.W. LOCKWOOD NU 149 (17 Week Class - Starts 1/29/2008, Ends 6/2/2008)

EMERGENCY DEPARTMENT ASSISTANT 013
EMERGENCY MEDICAL TECHNICIAN IA AMBULANCE
Prerequisite: Current certification as a California EMT-1.
Certification as a California EMT-1. This 48-hour, plus didactic and skills testing, refresher course for EMT-1, reviews all the content and skills as required for recertification. Attendance in the first lecture class of EDA 10A is required. Upon successful completion of all skills, theory review and testing, student will be eligible to apply for certification. Students who complete both classes, the student will be eligible to apply for the L.A. County EMT-1 refresher examination. Note: the hours required for this class are determined by the certifying agency.

3442 lec 6:45 - 10:00pm T J.S. LOCKWOOD NU 133 (17 Week Class - Starts 1/29/2008, Ends 6/2/2008)

EMERGENCY DEPARTMENT ASSISTANT 010B
EMERGENCY MEDICAL TECHNICIAN IB AMBULANCE
Prerequisite: Concurrent enrollment EDA 10A. All didactic information and skills needed for certification will be reviewed and tested. After successful completion of skills, theory and testing, students will be eligible to apply for certification. Students will be assigned to 20 hours of clinical training at appropriate medical facilities as a requirement of this class.

0599 lab 3:00 - 6:10pm Th S.W. LOCKWOOD NU 149 (17 Week Class - Starts 1/29/2008, Ends 6/2/2008)

EMERGENCY DEPARTMENT ASSISTANT 013
EMERGENCY MEDICAL TECHNICIAN IA AMBULANCE
Prerequisite: Current certification as a California EMT-1.
Certification as a California EMT-1. This 48-hour, plus didactic and skills testing, refresher course for EMT-1, reviews all the content and skills as required for recertification. Attendance in the first lecture class of EDA 10A is required. Upon successful completion of all skills, theory review and testing, student will be eligible to apply for certification. Students who complete both classes, the student will be eligible to apply for the L.A. County EMT-1 refresher examination. Note: the hours required for this class are determined by the certifying agency.

3442 lec 6:45 - 10:00pm T J.S. LOCKWOOD NU 133 (17 Week Class - Starts 1/29/2008, Ends 6/2/2008)

EMERGENCY DEPARTMENT ASSISTANT 010B
EMERGENCY MEDICAL TECHNICIAN IB AMBULANCE
Prerequisite: Concurrent enrollment EDA 10A. All didactic information and skills needed for certification will be reviewed and tested. After successful completion of skills, theory and testing, students will be eligible to apply for certification. Students will be assigned to 20 hours of clinical training at appropriate medical facilities as a requirement of this class.

0599 lab 3:00 - 6:10pm Th S.W. LOCKWOOD NU 149 (17 Week Class - Starts 1/29/2008, Ends 6/2/2008)

EMERGENCY DEPARTMENT ASSISTANT 013
EMERGENCY MEDICAL TECHNICIAN IA AMBULANCE
Prerequisite: Current certification as a California EMT-1.
Certification as a California EMT-1. This 48-hour, plus didactic and skills testing, refresher course for EMT-1, reviews all the content and skills as required for recertification. Attendance in the first lecture class of EDA 10A is required. Upon successful completion of all skills, theory review and testing, student will be eligible to apply for certification. Students who complete both classes, the student will be eligible to apply for the L.A. County EMT-1 refresher examination. Note: the hours required for this class are determined by the certifying agency.

3442 lec 6:45 - 10:00pm T J.S. LOCKWOOD NU 133 (17 Week Class - Starts 1/29/2008, Ends 6/2/2008)
ENGINEERING TECHNICIAN 048 3.00 UNITS
TECHNICAL MATHEMATICS I
This course provides a review of arithmetic functions for all students. Topics covered are: whole numbers, fractions, ratios & percents, decimals, word problems and introduction to the scientific or engineering calculator. Operations involving addition, subtraction, multiplication and division are included. 0463 lec 9:35 - 11:00am MW L. MEGGERSON T 119 Evening Class 3405 lec 6:30 - 9:40pm W R.J. BROAS CV 3

ENGINEERING TECHNICIAN 049 5.00 UNITS
TECHNICAL MATHEMATICS II
This course in technical mathematics includes the operation of the calculator, signed numbers, powers of ten notation, operations with algebraic expressions, fractional expressions, functions, quadratic solutions, engineering & scientific notation, graphing, and application of mathematics to technical applications. Successful completion of this class (C or better), meets the math competency requirement for graduation under plans A and B. 0487 lec 9:35 - 12:05pm MW M. GLOVER T 113 Evening Class 3406 lec 6:00 - 8:30pm MW L.W. GLOVER T 113

ENGINEERING TECHNICIAN 081 1.00 UNITS
FABRICATION TECHNIQUES
This course provides laboratory experience in fabrication principles utilized in the electronics & computer technology fields. Topics included are: familiarization & usage of hand tools, basic lathe & milling machine tools, sheet metal tools, soldering techniques, wire wrapping, drilling/tapping procedures, and fabricating enclosures to specs. Students learn to use vernier calipers, corner notchers, pan & brake, drill press, band saw and belt sanders. Students complete lab projects to demonstrate their proficiency in basic fabrication techniques. 0485 lab 10:00 - 2:35pm F M.D. JARECKE GC 204 (11 Week Class - Starts 2/29/2008, Ends 5/23/2008)

ENGINEERING, GENERAL 912 3.00 UNITS
ELEMENTARY ENGINEERING DRAFTING
Prerequisites: None. Sketching and drafting techniques for beginners. Includes orthographics, dimensioning, sectioning, auxiliaries, isometrics, screw threads and assemblies. Also covers metrics. Students are required to provide $5.00 worth of instructional and other materials in order to complete this class. 0811 lab 11:10 - 2:20pm MW C.D. SUTHERLAND T 122 0812 lab 11:10 - 2:20pm TTh W.L. HEFFERN T 122 0813 lab 1:00 - 4:10pm TTh W.L. HEFFERN T 122 0814 lab 3:00 - 6:10pm MW C.D. SUTHERLAND T 122 Evening Classes 3560 lab 6:00 - 9:10pm MW C.D. SUTHERLAND T 122 3561 lab 6:00 - 9:10pm TTh W.L. HEFFERN T 122 3565 lab 6:50 - 10:00pm MW C.D. SUTHERLAND T 122

ENGLISH
Division Chair: Carmen Carrillo, 233-4250, carrilo@lahc.edu

ENGLISH 021 3.00 UNITS
ENGLISH FUNDAMENTALS (NDA)
Prerequisite: A grade of “C” or better in Developmental Communications 20 or appropriate score on assessment test. English 21 is an entry-level course which emphasizes improvement of writing skills, including grammar, punctuation, paragraph and short essay development. This is a credit/no credit class. 0190 lec 8:00 - 9:25am MW A. CRUM GC 103 0191 lec 8:00 - 9:25am TTh K. GUTIERREZ B 18 0192 lec 9:35 - 11:00am MW M.R. BOYER GC 103 0193 lec 9:35 - 11:00am TTh P.F. GRADY CV 3 0195 lec 11:10 - 12:35pm MW P.E. WATKINS CV 3 0196 lec 11:10 - 12:35pm TTh K. GUTIERREZ CV 3

ENGINEERING, GENERAL 911, 921, 931, 941 1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester. **** 12:45 – 1:50pm F J.I. NARANJO T 120 Evening Classes **** 5:30 – 6:35pm T J.I. NARANJO T 120 **** 5:30 – 6:35pm W J.I. NARANJO T 120

Los Angeles Harbor College
**English Course Sequence**

**English as a Second Language Course Sequence**  
(English ESL Sequence)

- ESL 3
- ESL 2
- ESL 1

**English 84**  
5 units  
For students whose native language is not English  
Non-Degree Applicable

**English 85**  
5 units  
For students whose native language is not English  
CSU Transferable

**English 86**  
5 units  
For students whose native language is not English  
UC:CSU Transferable

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**Literature Courses**  
Transfer to UC & CSU

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>English 102</td>
<td>College Reading &amp; Composition II</td>
</tr>
<tr>
<td>English 203/204</td>
<td>World Literature I &amp; II</td>
</tr>
<tr>
<td>English 205/206</td>
<td>English Literature I &amp; II</td>
</tr>
<tr>
<td>English 207/208</td>
<td>American Literature I &amp; II</td>
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<td>English 209</td>
<td>California Literature</td>
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<tr>
<td>English 214</td>
<td>Contemporary Literature</td>
</tr>
<tr>
<td>English 215</td>
<td>Shakespeare I</td>
</tr>
<tr>
<td>English 218</td>
<td>Children’s Literature (not UC transferable)</td>
</tr>
<tr>
<td>English 219</td>
<td>Literature of American Ethnic Groups</td>
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<tr>
<td>English 234</td>
<td>Afro-American Literature</td>
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<tr>
<td>English 239</td>
<td>Women in Literature</td>
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<tr>
<td>English 240/241</td>
<td>Literature &amp; the Motion Picture I &amp; II</td>
</tr>
<tr>
<td>English 251</td>
<td>The Short Story</td>
</tr>
</tbody>
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**English Course Sequence**  
(English ENL Sequence)

- Developmental Communications 35  
  3 units  
  Reading Fundamentals  
  Non-Degree Applicable

- Developmental Communications 20  
  6 units  
  Reading & Writing Skills  
  Non-Degree Applicable

- English 21 or 73  
  3 units  
  Credit/Non-Credit  
  English Fundamentals  
  Non-Degree Applicable

- English 28 or 31  
  3 units / 5 units  
  Intermediate Composition & Critical Reading  
  AA/AS Degree

- English 101  
  3 units  
  Freshman English. College Reading & Composition I  
  UC:CSU Transferable

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**Important Notice:**

All new students must take an English assessment exam prior to enrolling in any English course. Following the initial placement, students advance in the sequence by successfully completing the course with a grade of “C” or better, not by retesting.

The English Department does not offer credit by examination.
ENGLISH 028  *New Section Added on Pg. 158  3.00 UNITS
INTERMEDIATE READING AND COMPOSITION
Prerequisite: A grade of “C” or better in English 21 or English 73 or appropriate score on assessment test.
English 28 is the final preparatory course in composition and critical reading. Emphasis is placed on a review of grammar, mechanics, and paragraph writing. Students will write essays on various rhetorical patterns and will be introduced to research techniques. It is designed to assist the student to make the transition to English 101.

0198 lec 8:00 - 9:25am MW K. AMANO-TOMPKINS CV 5
0199 lec 8:00 - 9:25am TTh D.D. DUMARS CV 3
0200 lec 9:00 - 12:10pm F S.S. STAFF CV 2
0201 lec 9:35 - 11:00am MW W.M. WALSH FA 100
0202 lec 9:35 - 11:00am MW K.J. STODDART GC 211
0203 lec 9:35 - 11:00am TTh A. RYAN CV 2
0204 lec 9:35 - 11:00am TTh D.D. DUMARS CV 3
0205 lec 11:10 - 12:35pm MW M. HAVEN GC 209
0206 lec 11:10 - 12:35pm TTh D. LECHMAN CV 1
0207 lec 11:10 - 12:35pm TTh A. RYAN CV 5
0208 lec 12:45 - 2:10pm MW A. CRUM CV 2

Evening Classes
3170 lec 3:30 - 6:40pm T J.R. GROOMS CV 2
3171 lec 6:40 - 10:05pm M W.M. WALSH CV 2
3172 lec 6:40 - 10:05pm Th E.R. SANBORN CV 2

3173 lec 6:55 - 9:55pm MW J. OKANE GC 108
Late Start Class - Starts 3/24/08, Ends 6/2/08
3174 lec 6:55 - 10:05pm W M. CREE CV 6

Saturday Class
7034 lec 8:00 - 11:10am S A.A. BOYCE GC 209

ENGLISH 031  5.00 UNITS
COMPOSITION AND CRITICAL READING
Prerequisite: A grade of “C” or better in English 21 or 73 or assessment test evaluation.
This course serves as a five hour alternative to English 28. Student will review grammar and sentence structure for effective writing skills.

3186 lec 7:05 - 9:35pm TTh A. IMBARUS TR 101

ENGLISH 067  0.50 UNITS
WRITING LABORATORY (NDA) (RPT. 3)
This class is open-entry. Recommended for any student desiring to improve writing skills.

0211 lab 1:05 hrs/wk TBA C. CARRILLO LAC 104A

Evening Class
3189 lab 5:10 - 6:15pm T C. CARRILLO CV 1

ENGLISH 084  5.00 UNITS
COLLEGE ENGLISH AS A SECOND LANGUAGE I (NDA)
Prerequisite: Appropriate score on ESL assessment test.
Designed for students whose native language is NOT English but who have had some exposure to English language instruction. Provides practice in the four communication skills (listening, speaking, reading, writing) with emphasis on reading, writing and sentence structure.

0213 lec 11:10 - 1:40pm TTh G.R. HENDRICKS SCI 211

Evening Class
3176 lec 7:05 - 9:35pm TTh S.J. ROSS GC 211

ENGLISH 085  5.00 UNITS
COLLEGE ENGLISH AS A SECOND LANGUAGE II
Prerequisite: English 84 or assignment as result of ESL assessment test.
Continuation of work on the English language.

0214 lec 11:10 - 1:40pm TTh D.D. SHANNON GC 209
Evening Class
3177 lec 7:05 - 9:35pm MW K.R. OAKES GC 209

ENGLISH 086  5.00 UNITS
COLLEGE ENGLISH AS A SECOND LANGUAGE III (UC:CSU)
Prerequisite: English 85 or assignment as result of the ESL assessment test.
Designed for the high, intermediate, low, and advanced students of ESL. This course, which provides further practice in grammar, vocabulary and reading, focuses on the writing of longer paragraphs and essays with emphasis on organization.

0215 lec 11:10 - 1:40pm TTh P.F. GRADY CV 6

Evening Class
3178 lec 7:05 - 9:35pm MW G.D. SMITH GC 211

ENGLISH 101  *New Section Added on Pg. 159  3.00 UNITS
COLLEGE READING AND COMPOSITION I (UC:CSU)
Prerequisite: A grade of “C” or better in English 28 or English 31 or appropriate score on assessment test.
English 101 is a transfer Reading & Composition course designed to prepare students to handle a wide range of college writing assignments and to acquire the analytic skills necessary for effective academic preparation. Stress is placed on the organization and composition of objective expository and argumentative essays, including the research paper.

0216 lec 8:00 - 9:25am MW J.R. CORBALLY CV 2
0217 lec 8:00 - 9:25am TTh L. GAYDOSH CV 1
0218 lec 8:00 - 9:25am TTh S.J. SWAIM CV 5
0219 lec 9:35 - 11:00am MW J.R. CORBALLY CV 2
0220 lec 9:35 - 11:00am MW P.E. WATKINS CV 3
0221 lec 9:35 - 11:00am MW W. YOUNG CV 5
0222 lec 9:35 - 11:00am TTh A.L. WARREN CV 1
0223 lec 9:35 - 11:00am TTh E. SIDLEY FA 100
0224 lec 8:00 - 11:10am F S.J. SWAIM CV 3
0225 lec 11:10 - 12:35pm MW D.M. DREW CV 2
0226 lec 11:10 - 12:35pm MW K. AMANO-TOMPKINS TR 101
0227 lec 11:10 - 12:35pm TTh E. SIDLEY FA 100
0228 lec 12:45 - 2:10pm MW M.R. BOYER FA 100
0241 lec 12:45 - 2:10pm TTh C. CARRILLO CV 1

Evening Classes
3163 lec 3:00 - 6:30pm M P.P. HOOVERV CV 2
3179 lec 6:30 - 9:40pm M K.P. BLANK CV 1
3180 lec 6:40 - 10:05pm Th K.P. BLANK CV 1
3181 lec 6:55 - 9:55pm TTh A. YARBOROUGH CV 6

Late Start Class - Starts 3/24/08, Ends 6/2/08
3182 lec 6:55 - 10:05pm T D. MASTERS CV 1
3183 lec 6:55 - 10:05pm W C. CENTENO CV 1
4908 lec 5:45 - 7:50pm T D.J. HUDSON GC 107
& lec 7:55 - 10:00pm S D.J. HUDSON GC 107 & lec 2:10 hrs/wk TBA D.J. HUDSON GC 107
PACE Class Starts 2/5/08, Ends 4/5/08 - See Pages 38-39

4916 lec 5:45 - 7:50pm W D.J. HUDSON GC 107
& lec 7:55 - 10:00am S D.J. HUDSON GC 107 & lec 2:25 hrs/wk TBA D.J. HUDSON GC 107
PACE Class Starts 4/8/08, Ends 5/31/08 - See Pages 38-39

4933 lec 5:45 - 7:50pm Th D.J. HUDSON GC 107
& lec 7:55 - 10:00am S D.J. HUDSON GC 107 & lec 2:25 hrs/wk TBA D.J. HUDSON GC 107
PACE Class Starts 2/5/08, Ends 4/5/08 - See Pages 38-39
<table>
<thead>
<tr>
<th>Class</th>
<th>Time</th>
<th>Days</th>
<th>Location</th>
<th>Instructor</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>7033 lec</td>
<td>8:00 - 11:10am</td>
<td>S</td>
<td>D.M. STEWART</td>
<td>GC 211</td>
<td></td>
</tr>
</tbody>
</table>

**Internet Classes**

<table>
<thead>
<tr>
<th>Class</th>
<th>Time</th>
<th>Days</th>
<th>Location</th>
<th>Instructor</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>7620 lec</td>
<td>3:10 hrs/wk TBA</td>
<td>-</td>
<td>J.R. CORBALLY</td>
<td>INTERNET</td>
<td>Contact <a href="mailto:jcorbally@earthlink.net">jcorbally@earthlink.net</a> as soon as you register.</td>
</tr>
<tr>
<td>7631 lec</td>
<td>3:10 hrs/wk TBA</td>
<td>-</td>
<td>P.E. WATKINS</td>
<td>INTERNET</td>
<td>Contact <a href="mailto:pewat776@hotmail.com">pewat776@hotmail.com</a> as soon as you register.</td>
</tr>
</tbody>
</table>

**Course Offerings**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGLISH 102</strong></td>
<td>3.00</td>
<td><strong>COLLEGE READING AND COMPOSITION II (UC:CSU)</strong></td>
</tr>
<tr>
<td>Continues the development of skillful reading and writing, using the material of short stories, plays, and poetry.</td>
<td></td>
<td><strong>Prerequisite:</strong> A grade of “C” or better in English 101.</td>
</tr>
<tr>
<td>0233 lec</td>
<td>8:00 - 9:25am</td>
<td>MW</td>
</tr>
<tr>
<td>0234 lec</td>
<td>8:00 - 9:25am</td>
<td>TTh</td>
</tr>
<tr>
<td>0235 lec</td>
<td>9:35 - 11:00am</td>
<td>TTh</td>
</tr>
<tr>
<td>0236 lec</td>
<td>9:35 - 11:00am</td>
<td>MW</td>
</tr>
<tr>
<td>0237 lec</td>
<td>9:00 - 12:10pm</td>
<td>F</td>
</tr>
<tr>
<td>0238 lec</td>
<td>11:10 - 12:35pm</td>
<td>MW</td>
</tr>
<tr>
<td>0239 lec</td>
<td>12:45 - 2:10pm</td>
<td>MW</td>
</tr>
<tr>
<td>Honors Course</td>
<td></td>
<td>See honors counselor for approval to enroll in this class. See Pages 76-77.</td>
</tr>
<tr>
<td>**** lec</td>
<td>9:35 - 11:00am</td>
<td>TTh</td>
</tr>
</tbody>
</table>

**Library Research and Bibliography (UC:CSU)**

Concurrent enrollment or prior completion of English 101. The student locates, evaluates, interprets, and organizes information from a wide variety of library sources with the object of producing a research paper.

**ENGLISH 203**

**WORLD LITERATURE I (UC:CSU)**

A survey of literature of the Western World, from the Golden Age of Greece to the Renaissance.

**Internet Class**

<table>
<thead>
<tr>
<th>Class</th>
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<th>Instructor</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>7624 lec</td>
<td>3:10 hrs/wk TBA</td>
<td>-</td>
<td>J.R. CORBALLY</td>
<td>INTERNET</td>
<td>Contact <a href="mailto:jcorbally@earthlink.net">jcorbally@earthlink.net</a> as soon as you register.</td>
</tr>
</tbody>
</table>

**ENGLISH 204**

**WORLD LITERATURE II (UC:CSU)**

The subject matter in English 203 is continued. Selections include Neo-Classic, Romantic, Realistic and modern periods.

**Internet Class**

<table>
<thead>
<tr>
<th>Class</th>
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<tbody>
<tr>
<td>7625 lec</td>
<td>3:10 hrs/wk TBA</td>
<td>-</td>
<td>J.R. CORBALLY</td>
<td>INTERNET</td>
<td>Contact <a href="mailto:jcorbally@earthlink.net">jcorbally@earthlink.net</a> as soon as you register.</td>
</tr>
</tbody>
</table>
ENGLISH 234 3.00 UNITS
AFRICAN-AMERICAN LITERATURE I (UC:CSU)
Prerequisite: A grade of “C” or better in English 101.
0242 lec 11:10 - 12:35pm MW P.E. WATKINS CV 3

ENGLISH 239 3.00 UNITS
WOMEN IN LITERATURE (UC:CSU)
Prerequisite: A grade of “C” or better in English 101.
This course examines the roles of women in varied cultures and literacy periods in novels, short stories, poetry, drama and essays.
0248 lec 9:00 - 12:10pm F S.W. MC MURRAY CV 5

ENGLISH 240 3.00 UNITS
LITERATURE AND THE MOTION PICTURE I (UC:CSU)
Prerequisite: A grade of “C” or better in English 101.
This course in comparative media emphasizes the difference between film and the writings on which they were based.
4910 lec 7:55 - 10:00pm T D.J. HUDSON GC 107
& lec 10:15 - 12:20pm S D.J. HUDSON GC 107
& lec 2:10 hrs/wk TBA - D.J. HUDSON GC 107
PACE Class Starts 2/5/08, Ends 4/5/08 - See Pages 38-39

ENGLISH 911, 921, 931, 941 1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.
*** 12:45 – 1:50pm F J.I. NARANJO T 120
Evening Classes
*** 5:30 – 6:35pm T J.I. NARANJO T 120
*** 5:30 – 6:35pm W J.I. NARANJO T 120

ENGLISH AS A SECOND LANGUAGE
Division Chair: Carmen Carrillo, 233-4250, carrilc@lahc.edu

ENGLISH AS A SECOND LANGUAGE 003A 6.00 UNITS
COLLEGE ESL III:WRITING/GRAMMAR: READING/VOC: LIST/SPEAK 3A (CSU)
This course is designed for ESL students at the high beginning - low intermediate level. The course assists students in improving their writing skills to prepare for college work. Students produce focused papers of at least 150 words and informal writings of at least 100 words. Students also focus on specific composition-related grammatical problems.
0212 lec 9:35 - 12:45pm TTh B.C. JOHNSON B 18

ENVIRONMENTAL DESIGN
Division Chair: Dr. O.A. Wakita 233-4168, wakitaoa@lahc.edu

ENVIRONMENTAL DESIGN 101 3.00 UNITS
ENVIRONMENTAL DESIGN
Covers form and composition through two and three-dimensional drawing media. Students are required to provide $15.00 worth of instructional and other materials in order to complete this class.
0319 lec 11:10 - 12:40am MW O.A. WAKITA T 110
& lab 11:45 - 2:15pm MW O.A. WAKITA T 110
0319 lec 11:10 - 2:20pm MW O.A. WAKITA T 111

ENVIRONMENTAL DESIGN 102 3.00 UNITS
RESIDENTIAL PLANNING
3223 lec 6:55 - 7:25pm M O.A. WAKITA T 111
& lab 7:30 - 10:05pm M O.A. WAKITA T 111
& lec 6:55 - 7:25pm W J.S. LA TORRE T 111
& lab 7:30 - 10:05pm W J.S. LA TORRE T 111

ENVIRONMENTAL SCIENCE
Division Chair: Joyce Parker, 310-233-4556, parkerje@lahc.edu

ENVIRONMENTAL SCIENCE 002 3.00 UNITS
THE HUMAN ENVIRONMENT: BIOLOGICAL PROCESSES (UC:CSU)
An overview of global environmental concerns conservation history and environmental ethics is presented. Ecology, population biology and their application to environmental problems are reviewed. Pollution and its effects on ecosystems are discussed. Management of natural resources is explored.
0668 lec 9:35 - 11:00am MW C. CROUCH SCI 106
4952 lec 7:55 - 10:00pm W S.E. YODER TBA
& lec 10:15 - 10:20am S S.E. YODER TBA
& lec 2:05 hrs/wk TBA - S.E. YODER TBA
PACE Class Starts 4/8/08, Ends 5/31/08 – See Page 38-39

FAMILY AND CONSUMER STUDIES
Division Chair: Joyce Parker, 310-233-4556, parkerje@lahc.edu

FAMILY AND CONSUMER STUDIES 021 3.00 UNITS
NUTRITION (UC:CSU)
Basic scientific concepts of human nutrition throughout life. Achieving and maintaining optimum health.
0700 lec 11:10 - 12:35pm MW J.E. PARKER SCI 211
Evening Class
3488 lec 6:50 - 10:00pm W C.L. LATULIP SCI 213

FAMILY AND CONSUMER STUDIES 048 0.50 UNITS
FOOD SAFETY TRAINING (NDA) (RPT 3)
Meets L.A. County Code/Ordinance #97-0071 for food handler certification. Certified Food Handler exam fee - $25.00 (optional)
7094 lec 8:00 - 5:00pm S C. LATULIP SCI 213
Class meets 1 Saturday - 4/26/08

FAMILY AND CONSUMER STUDIES 911, 921, 931, 941 1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.
*** 12:45 – 1:50pm F J.I. NARANJO T 120
Evening Classes
*** 5:30 – 6:35pm T J.I. NARANJO T 120
*** 5:30 – 6:35pm W J.I. NARANJO T 120

Los Angeles Harbor College
FINANCE
Division Chair: Stanley Sandell, 310-233-4188, sandelsc@lahc.edu

FINANCE 008  3.00 UNITS
PERSONAL FINANCE AND INVESTMENTS
Learn the skill of managing your credit and investments. Students will learn techniques of financial planning.
0993 lec  11:10 - 12:35pm  MW  S.C. SANDELL  BU 102

FINANCE 911, 921, 931, 941  1-4 UNITS
COORDINATED EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

<table>
<thead>
<tr>
<th>Time</th>
<th>Instructor</th>
<th>Day</th>
<th>Location</th>
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<td>12:45–1:50pm</td>
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<td>F</td>
<td>T 120</td>
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<tr>
<td>5:30–6:35pm</td>
<td>J.I. NARANJO</td>
<td>T</td>
<td>T 120</td>
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<tr>
<td>5:30–6:35pm</td>
<td>J.I. NARANJO</td>
<td>W</td>
<td>T 120</td>
</tr>
</tbody>
</table>

FIRE TECHNOLOGY
Acting Div. Chair: Tricia Wickers, 233-4262, wickermp@lahc.edu

FIRE TECHNOLOGY 201  3.00 UNITS
FIRE PROTECTION ORGANIZATION
Introduction of the fire service, fire prevention and other fire department functions. Information is provided regarding civil service and related municipal and national agencies.
0591 lec  2:00 - 5:10pm  Th  R.T. ROJO  NU 153

FIRE TECHNOLOGY 202  3.00 UNITS
FIRE PREVENTION
History, philosophy, organization and operation of a fire prevention bureau. Topics include inspections, pre-fire planning, use of fire codes, fire investigation, liability and court procedures.
Evening Class
3443 lec  6:45 - 9:55pm  M  L.A. MILICK  NU 153

FIRE TECHNOLOGY 204  3.00 UNITS
BUILDING CONSTRUCTION FOR FIRE PROTECTION
Covers fundamental building construction and design that relates to fire safety. Information is given related to codes, ordinances and on plan checking and inspection procedures in residential, commercial and industrial occupancies.
0592 lec  8:00 - 9:25am  M  R.T. ROJO  GC 107
& lec  8:00 - 9:25am  W  L. MACPHERSON  NU 153

FIRE TECHNOLOGY 206  3.00 UNITS
HAZARDOUS MATERIALS
Prerequisite: Fire Technology 1, professional firefighting or related experience, or equivalent.
This course covers the identification, storage, transportation and handling of hazardous materials; tactics and strategies, fire prevention procedures for code enforcement and federal, state and local codes. Note: State fire marshal certification may be awarded upon successful completion of the course.
Evening Class
3444 lec  6:55 - 10:05pm  Th  L. MACPHERSON  NU 153

FIRE TECHNOLOGY 217  3.00 UNITS
FIRE APPARATUS
Principles of the care, maintenance, and operation of fire department vehicles are studied. Subjects include theory of internal combustion engines, power development and transmission, torque and horsepower, electrical and brake systems, carburetion, engine tune-up and troubleshooting, characteristics of fuels and lubricants and safe emergency and non-emergency driving procedures.
Evening Class
3445 lec  6:55 - 10:05pm  W  M.J. THOMAS  NU 153

FRENCH
Division Chair: Carmen Carrillo, 233-4250, carrilc@lahc.edu

FRENCH 001  5.00 UNITS
ELEMENTARY FRENCH I (UC:CSU)
This course stresses the fundamentals of French pronunciation and grammar; the building of a practical basic vocabulary; and the development of the ability to speak, understand, read, and write simple French.
0277 lec  8:00 - 10:30am  TTh  C.R. CALOIA  GC 209
Outreach Class
6028 lec  3:00 - 6:20pm  MW  M. MALEKIAN  CHS (13 Week Class - Starts 2/25/2008, Ends 5/28/2008)

FRENCH 002  5.00 UNITS
ELEMENTARY FRENCH II (UC:CSU)
Prerequisite: A grade of “C” or better in French 1, or two years of high school French, or equivalent. This course completes the study of elementary French grammar. It provides continued practice in speaking, reading, and writing simple French. The reading selections illustrate French culture.
Evening Class
3191 lec  7:05 - 9:35pm  MW  S. BAE  CV 5
Outreach Class
6029 lec  3:00 - 6:15pm  TTh  N.E. TAMER  CHS (13 Week Class - Starts 2/26/2008, Ends 5/29/2008)

FRENCH 911, 921, 931, 941  1-4 UNITS
COORDINATED EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

<table>
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<th>Time</th>
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<th>Day</th>
<th>Location</th>
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<td>12:45–1:50pm</td>
<td>J.I. NARANJO</td>
<td>F</td>
<td>T 120</td>
</tr>
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<td>5:30–6:35pm</td>
<td>J.I. NARANJO</td>
<td>T</td>
<td>T 120</td>
</tr>
<tr>
<td>5:30–6:35pm</td>
<td>J.I. NARANJO</td>
<td>W</td>
<td>T 120</td>
</tr>
</tbody>
</table>

GED PREP COURSES
SEE PAGE 169 OF THE WEB SCHEDULE
For more information, call 310-233-4447 or come to the Job Placement and Training Center, T121.
Course Offerings 63
GEOGRAPHY

Division Chair: Joyce Parker, 310-233-4556, parkerje@lahc.edu

GEOGRAPHY 001 3.00 UNITS

PHYSICAL GEOGRAPHY (UC:CSU)

An exploration of the atmosphere, hydrosphere, biosphere, and lithosphere. Major topics are earth-sun relations, mapping and satellite imagery, weather and climate patterns, ecology, soils, plate tectonics, landform development, and human impacts on the environment. This is a foundation course for students interested in the earth sciences and environmental studies, as well as a major in geography. Field trips and nature walks are a regular part of the course.

0675 lec 9:35 - 11:00am MW M.P. RENFREW CV 4
0677 lec 11:10 - 12:35pm MW M.P. RENFREW CV 4

Evening Class
3469 lec 5:20 - 6:45pm MW M.P. RENFREW CV 4

GEOGRAPHY 007 3.00 UNITS

NEW PACE SECTION ADDED: See Pg. 160

WORLD REGIONAL GEOGRAPHY (UC:CSU)

This course examines the physical and cultural environments of Europe, Latin America, the Middle East, Africa, Asia, and the Pacific. Physical landscapes, climates, population, cultural patterns, livelihoods, and international connections are all explored.

Evening Class
3490 lec 6:55 - 10:05pm W M.P. RENFREW CV 4
4940 lec 5:45 - 7:50pm W J.I. NARANJO TBA
& lec 7:50 - 10:05pm S J.I. NARANJO TBA
& lab 2:10 hrs/wk TBA J.I. NARANJO TBA

PACE Class Starts 2/5/08, Ends 4/5/08 - See Pages 38-39 #4911 Cancelled

Outreach Class
6934 lec 3:00 - 5:05pm MW E. PEPRAH BHS

GEOGRAPHY 015 2.00 UNITS

PHYSICAL GEOGRAPHY LABORATORY (UC:CSU)

Prerequisite or Corequisite: Geography 1 (may be taken previously).

Using maps, lab manual diagrams and exercises, aerial photos, plants, soils, and rocks, students will examine earth-sun relationships, the science of maps, weather and climate, biological adaptations, and types of landforms.

Evening Class
3491 lec 6:55 - 8:00pm M M.P. RENFREW CV 4
& lab 8:05 - 10:10pm M M.P. RENFREW CV 4

GEOGRAPHY 911, 921, 931, 941 1-4 UNITS

COOPERATIVE EDUCATION (CSU) RPT 3

Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

**** 12:45 - 1:50pm F J.I. NARANJO T 120
Evening Classes
**** 5:30 - 6:35pm T J.I. NARANJO T 120
**** 5:30 - 6:35pm W J.I. NARANJO T 120

GEOLOGY

Division Chair: Nabeel Barakat, 310-233-4351, barakanmm@lahc.edu

GEOLOGY 001 3.00 UNITS

PHYSICAL GEOLOGY (UC:CSU)

Recommended corequisite: Geology 6.

This course introduces students to planet Earth features like rocks and minerals, volcanoes, mountain ranges, deserts, and internal processes such as plate tectonics, earthquakes, mountain building, and surface processes including erosion, landslides, and groundwater movement. Includes field trips to coastal southern California.

0682 lec 11:10 - 12:35pm MW T. MUNASINGHE SCI 210
& lab 10:45 - 12:50pm Th T. MUNASINGHE SCI 210

GEOLOGY 006 2.00 UNITS

PHYSICAL GEOLOGY LABORATORY (UC:CSU)

Prerequisite or corequisite: Geology 1.

Learn to identify minerals, rocks and fossils. Witness how the geologic history of an area can be understood by using simple geologic principles. Discover how to interpret topographic and geologic maps; aerial photographs and earthquake seismic waves. Take field trips to local sites and learn about the rocks, landslides, faults, and the geologic past of the Los Angeles area.

0684 lec 9:35 - 10:40am Th T. MUNASINGHE SCI 210
& lab 10:45 - 12:50pm Th T. MUNASINGHE SCI 210

GEOLOGY 911, 921, 931, 941 1-4 UNITS

COOPERATIVE EDUCATION (CSU) RPT 3

Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

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Evening Classes
**** 5:30 - 6:35pm T J.I. NARANJO T 120
**** 5:30 - 6:35pm W J.I. NARANJO T 120

HEALTH

Division Chair: Nabeel Barakat, 310-233-4351, barakanmm@lahc.edu

HEALTH 002 3.00 UNITS

HEALTH AND FITNESS (UC:CSU)

Explores the basic fundamentals of Physical Fitness. It involves lecture and laboratory assessment of each student's physical fitness status resulting in an individualized physical fitness program. Health 2 meets the health and physical requirements for the Associate in Arts degree.

0610 lec 8:00 - 9:05am MW D.M. WEEMS PE 137
& lab 9:05 - 10:10am MW D.M. WEEMS PE 137
0611 lec 11:10 - 12:15pm MW D.M. WEEMS PE 101
& lab 12:20 - 1:25pm MW D.M. WEEMS PE 101
0612 lec 11:10 - 12:15pm TTh D.M. WEEMS PE 101
& lab 12:20 - 1:25pm TTh D.M. WEEMS PE 101

Evening Classes
3459 lec 5:45 - 7:50pm T STAFF PE 101
& lab 7:50 - 9:55pm T STAFF PE 101
3462 lec 5:45 - 7:50pm Th L.D. WHITEHEAD PE 101
& lab 7:50 - 10:05pm Th L.D. WHITEHEAD PE 101

4954 lec 5:45 - 7:50pm Th T.L. LAWTON GC 204
lab 7:55 - 10:00am S T.L. LAWTON GC 204
& lab 2:05 hrs/wk TBA - T.L. LAWTON GC 204

PACE Class Starts 2/5/08, Ends 4/5/08 - See Pages 38-39 #4917, 4937 Cancelled

4945 lec 5:45 - 7:50pm T T.L. LAWTON GC 209
& lab 7:55 - 10:00am S T.L. LAWTON GC 209
lab 2:05 hrs/wk TBA - T.L. LAWTON GC 209

PACE Class Starts 4/8/08, Ends 5/31/08 - See Pages 38-39 #4917, 4937 Cancelled
HEALTH 006 3.00 UNITS
NUTRITION FOR HEALTHFUL LIVING AND FITNESS ACTIVITIES (UC:CSU)
General health concerns of women, the relationship of nutrition to disease and basic nutrition theories are explored. Overall fitness is enhanced by participation in aerobic development and flexibility exercises. Health 6 meets the health and physical requirements for the Associate in Arts degree.
0626 lec 12:45 - 1:50pm MW J.E. PARKER SCI 211
& lab 2:05 hrs/wk TBA SCI 211
0628 lec 12:45 - 1:50pm TTh L.D. JOHNSTON PE 137
& lab 1:55 hrs/wk TBA L.D. JOHNSTON PE 137

HEALTH 011 3.00 UNITS
PRINCIPLES OF HEALTHFUL LIVING (UC:CSU)
Credit is allowed only in one of Health 9, 10, or 11. This course offers concepts to use today and tomorrow as guidelines for self-paced responsible living in personal, community, vocational, and leadership roles. Adaptive Physical Education Lab will be open MTWTh 7:30 a.m.-12:30 p.m.
0620 lec 8:00 - 9:25am MW G.F. SWADE PE 101
0627 lec 8:00 - 9:25am TTh G.F. SWADE PE 101
0630 lec 9:35 - 11:00am MW L.D. JOHNSTON PE 101
0633 lec 9:35 - 11:00am TTh L.D. JOHNSTON PE 101

Evening Class
3460 lec 6:45 - 10:05pm M L. PANDEY PE 137
3461 lec 6:55 - 10:05pm T C.M. COKER PE 101

Outreach Class
6027 lec 3:00 - 5:05pm TTh STAFF CHS 13 Week Course - Starts 2/26/2008, Ends 5/29/2008

Internet Classes
7690 lec 3:10 hrs/wk TBA - L. PANDEY INTERNET
Contact laxpandey@gmail.com as soon as you register.
7691 lec 3:10 hrs/wk TBA - L. PANDEY INTERNET
Contact laxpandey@gmail.com as soon as you register.

Health 011 is offered thru ITV “The Weekend College” – See Page 90.

HEALTH 012 3.00 UNITS
SAFETY EDUCATION AND FIRST AID (UC:CSU)
The course covers the standard and advanced courses of the American National Red Cross and qualifies successful candidates for First Aid certificates. CPR cards will be open on completion of the course.
0638 lec 8:00 - 9:25am TTh S. KOMAI PE 137

HEALTH 911, 921, 931, 941 1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.
**** 12:45 – 1:50pm F J.I. NARANJO T 120
Evening Classes
**** 5:30 – 6:35pm T J.I. NARANJO T 120
**** 5:30 – 6:35pm W J.I. NARANJO T 120

HISTORY

HISTORY 001 3.00 UNITS
INTRODUCTION TO WESTERN CIVILIZATION I (UC:CSU)
This course surveys the political, economic, social, religious, and intellectual activities of Western Civilization from the pre-history period through the fifteenth century. The study includes the ancient Middle East, Egypt, Greece, Rome, the Middle Ages, and the Renaissance.
3526 lec 6:55 - 10:05pm T W. DIAZ-BROWN B 1

HISTORY 002 3.00 UNITS
INTRODUCTION TO WESTERN CIVILIZATION II (UC:CSU)
This course surveys Western Civilization from the Renaissance to the present. Major topics include the political, economic, and social organization of Europe with emphasis upon the rise of the nation state and industrialization. Europe’s expanding global influence in the nineteenth and twentieth centuries is also examined.
0720 lec 11:10 - 12:35pm MW T.M. URSIC GC 202

HISTORY 011 3.00 UNITS
POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I (UC:CSU)
This course surveys the political, social, and economic history of the United States from the Colonial era to 1876. Emphasis is placed on the origin and implementation of the U.S. Constitution. This course meets the California State University requirements for United States History.
0721 lec 8:00 - 9:25am MW R.D. WEBER GC 202
0722 lec 8:00 - 9:25am TTh K.J. HITT B 1
0723 lec 9:00 - 12:10pm F M.J. EULA GC 104
0725 lec 9:35 - 11:00am MW J.B. STANBERY GC 208
0726 lec 11:10 - 12:35pm MW J.B. STANBERY GC 208

Evening Classes
3520 lec 6:30 - 9:30pm MW P.F. LYNN GC 103
3530 lec 6:55 - 10:05pm T STAFF GC 208
3533 lec 6:55 - 10:05pm Th K.L. SMITH GC 105
4915 lec 7:55 - 10:00pm T D.J. GATLIN TBA
& lec 10:15 - 12:20pm S D.J. GATLIN TBA
& lec 2:05 hrs/wk TBA - D.J. GATLIN TBA
PACE Class Starts 4/8/08, Ends 5/31/08 - See Pages 38-39
4931 lec 7:55 - 10:00pm W D.J. GATLIN TBA
& lec 10:15 - 12:20pm S D.J. GATLIN TBA
& lec 2:05 hrs/wk TBA - D.J. GATLIN TBA
PACE Class Starts 4/8/08, Ends 5/31/08 - See Pages 38-39

History 011 is offered thru ITV “The Weekend College” – See Page 90.

HISTORY 012 3.00 UNITS
POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES II (UC:CSU)
History 11 is not a prerequisite for this course. This course surveys the political, social, and economic history of the United States from 1876 to the present. This course meets the California State University requirements for United States History.
0727 lec 8:00 - 9:25am TTh T.M. URSIC GC 202
0728 lec 9:35 - 11:00am MW R.D. WEBER GC 202
0730 lec 1:00 - 4:10pm F M.J. EULA B 1
0731 lec 11:10 - 12:35pm TTh T.M. URSIC GC 202
Evening Classes
3532 lec 6:55 - 10:05pm M STAFF GC 101
3535 lec 6:30 - 9:30pm TTh C.J. PATTERSON U 5
Late Start Class Starts 3/24/08, Ends 6/2/08

CONTINUES ON NEXT PAGE
HISTORY 12 CONTINUED

Saturday Class
7907 lec 8:00 - 11:10am S W.J. DIAZ BROWN GC 104

Internet Class
7619 lec 2:50 hrs/wk TBA - T.E. JOINER INTERNET
Contact joinere@lahc.edu as soon as you register.

History 012 is offered thru ITV “The Weekend College” – See Page 90.

HISTORY 020 *New PACE Section on Page 159. 3.00 UNITS

HISTORY OF CALIFORNIA AND THE PACIFIC COAST (UC:CSU)
This course is a general survey of the history of the Pacific Coast. Emphasis is on the story of California through the explorations, the Spanish settlements, the Mexican regime, the gold rush, the North American conquest and occupation to statehood, and the subsequent growth of transportation and communication.
0752 lec 11:20 - 2:30pm F C.J. PATTERSON GC 105

HISTORY 041 3.00 UNITS

Credit is allowed in only one of History 11, 41, or 43. This course surveys United States history from the early colonial era through the Civil War with emphasis on the contribution of the African-American. A study of the U.S. Constitution is also included. This course meets the California State University requirements for United States history.
0760 lec 9:35 - 11:00am TTh K.E. CARTER GC 103

HISTORY 042 3.00 UNITS

THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. II (UC:CSU)
History 41 is not a prerequisite for this course. Credit is allowed in only one of History 12, 42, or 44. This course surveys U.S. History from the end of the Civil War to the present time with special emphasis on the contribution of African-Americans. This course meets the California State University requirement for United States History.
0733 lec 11:10 - 12:35pm TTh K.E. CARTER GC 103

HISTORY 043 3.00 UNITS

THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I (UC:CSU)
This course surveys U.S. history from the early colonial era through the Civil War focusing on the contribution of the Mexican-American. This course meets California State University requirements for United States history and the Constitution.
0734 lec 12:45 - 2:10pm TTh A.N. MILES B 1

Outreach Class
6032 lec 3:00 - 5:05pm MW F.C. SANDOVAL BHS (13 Week Class - Starts 2/25/2008, Ends 5/28/2008)

Web-Enhanced Class
7506 lec 6:55 - 8:35pm W A.N. MILES B 13 & lec 1:30 hrs/wk TBA - A.N. MILES INTERNET
This class is offered as a web enhanced course, a form of blended learning, where students meet during the times indicated and also participate in internet activities as directed by the instructor. Contact milesan@lahc.edu as soon as you register.

HISTORY 044 3.00 UNITS

THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II (UC:CSU)
This course includes a comparative study of social, economic, and political formation and their interaction with culture. Major topics include the development of major civilizations, migration and settlement patterns, religion, philosophy, and technology.
0742 lec 12:45 - 2:10pm MW T.E. JOINER B 1

HISTORY 052 3.00 UNITS

This course surveys women’s roles throughout U.S. History focusing on the influence of race, ethnicity, and status on women’s experience. This course meets the California State University requirement for United States History.
0735 lec 11:10 - 12:35pm TTh T.E. JOINER B 1
0745 lec 12:45 - 2:10pm MW T.E. JOINER B 1

HISTORY 085 1.00 UNITS
DIRECTED STUDY - HISTORY (UC:CSU) (RPT 2)
0754 lec 1:05 hrs/wk TBA - T.E. JOINER B 1
Contact joinere@lahc.edu as soon as you register.

HISTORY 086 3.00 UNITS
INTRODUCTION TO WORLD CIVILIZATION I (UC:CSU)
This course surveys world civilization from the pre-history period up to 1500 and includes a comparative study of social, economic, and political formation and their interaction with culture. Major topics include the development of major civilizations, migration and settlement patterns, religion, philosophy, and technology.
0712 lec 11:10 - 12:35pm MW T.E. JOINER B 1
4902 lec 7:55 - 10:00pm T D.J. GATLIN GC 204
& lec 10:15 - 12:20pm S D.J. GATLIN GC 204
& lec 2:05 hrs/wk TBA - D.J. GATLIN GC 204
PACE Class Starts 2/5/08, Ends 4/5/08 - See Pages 38-39

Web-Enhanced Class
7507 lec 3:30 - 5:10pm T A.N. MILES B 13
& lec 1:30 hrs/wk TBA - A.N. MILES INTERNET
This class is offered as a web enhanced course, a form of blended learning, where students meet during the times indicated and also participate in internet activities as directed by the instructor. Contact milesan@lahc.edu as soon as you register.

HISTORY 087 3.00 UNITS
INTRODUCTION TO WORLD CIVILIZATION II (UC:CSU)
This course surveys world civilization from 1500 to the present time. Major topics include the development of the nation-state, economic systems, industrialization, global conquest, colonization, and revolution.
0713 lec 9:35 - 11:00am TTh T.E. JOINER B 1
0714 lec 9:35 - 11:00am MW T.E. JOINER B 1

HISTORY 185 1.00 UNITS
DIRECTED STUDY - HISTORY (UC:CSU)
0756 lec 2:05 hrs/wk TBA - T.E. JOINER B 1
Contact joinere@lahc.edu as soon as you register.

HISTORY 285 2.00 UNITS
DIRECTED STUDY - HISTORY (UC:CSU)
0759 lec 3:10 hrs/wk TBA - T.E. JOINER B 1
Contact joinere@lahc.edu as soon as you register.

HISTORY 385 3.00 UNITS
DIRECTED STUDY - HISTORY (UC:CSU)
0759 lec 3:10 hrs/wk TBA - T.E. JOINER B 1
Contact joinere@lahc.edu as soon as you register.

HISTORY 911, 921, 931, 941 1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.
**** 12:45 - 1:50pm F J.I. NARANJO T 120
Evening Classes
**** 5:30 - 6:35pm T J.I. NARANJO T 120
**** 5:30 - 6:35pm W J.I. NARANJO T 120

Spring 2008 Course Offerings Los Angeles Harbor College
HUMANITIES

Division Chair: Mark Wood, 310-233-4425, woodmd@lahc.edu

HUMANITIES 001 3.00 UNITS
CULTURAL PATTERNS OF WESTERN CIVILIZATION (UC:CSU)
An introduction to visual arts, music, literature and performing arts.
0364 lec 8:00 - 9:25am TTh B.T. GALLARDO MU 134
0367 lec 8:00 - 9:25am MW B.T. GALLARDO MU 134
Evening Class
3277 lec 6:55 - 10:05pm M L. GREENBERG GC 106
& lec 7:55 - 10:00pm W STAFF GC 202
& lec 10:15 - 12:20pm S STAFF GC 202
& lec 2:25 hrs/wk TBA - STAFF GC 202
PACE Class Starts 2/5/08, Ends 4/5/08 - See Pages 38-39

HUMANITIES 006 3.00 UNITS
GREAT PEOPLE, GREAT AGES (UC:CSU) (RPT 1)
4940 lec 5:45 - 7:50pm T M.D. REDDICK GC 209
& lec 7:55 - 10:00am S M.D. REDDICK GC 209
& lec 2:25 hrs/wk TBA - M.D. REDDICK GC 209
PACE Class Starts 2/5/08, Ends 4/5/08 - See Pages 38-39

HUMANITIES 017 3.00 UNITS
FILM APPRECIATION (UC:CSU) NEW SECTION ADDED - SEE PAGE 159
A survey of motion pictures and changing social attitudes in film from the silent era to the present.
0366 lec 11:10 - 2:20pm Th N.W. WEBBER LRC 207
0368 lec 11:10 - 2:20pm F N.W. WEBBER MU 138
Evening Classes
3278 lec 3:00 - 6:10pm T J.J. HOPPENSTAND MU 134
3281 lec 6:55 - 10:05pm Th M.D. WOOD MU 101
4909 lec 5:45 - 7:50pm T D.R. O SHAUGHNESSY GC 204
& lec 7:55 - 10:00am S D.R. O SHAUGHNESSY GC 204
& lec 2:10 hrs/wk TBA - D.R. O SHAUGHNESSY GC 204
PACE Class Starts 2/5/08, Ends 4/5/08 - See Pages 38-39

HUMANITIES 060 3.00 UNITS
PEOPLE AND THEIR WORLD: TECHNOLOGY AND THE HUMANITIES (UC:CSU)
The purpose of this course is to involve the student in a study of the urban environment and society. The approach of the course is interdisciplinary, involving such disciplines as: art, music, literature, drama, philosophy, technology, and history. The emphasis is on exploring the interaction of the individual and society. The interrelationship of humanities and technology within modern society is discussed for the student to gain a better understanding of the modern world and its culture.
0365 lec 9:35 - 11:00am MW M.D. WOOD MU 101
4961 lec 7:55 - 10:00pm T M. REDDICK HBI
& lec 10:15 - 12:20pm S M. REDDICK HBI
& lec 2:25 hrs/wk TBA - M. REDDICK HBI
PACE Class Starts 2/5/08, Ends 4/5/08 - See Pages 38-39

JAPANESE

Division Chair: Carmen Carrillo, 233-4250, carrilc@lahc.edu

JAPANESE 022 3.00 UNITS
FUNDAMENTALS OF JAPANESE II (UC:CSU)
Prerequisite: Japanese 21.
This course continues the basic instruction of Japanese grammar at the second level of the Japanese language for beginners. Course stresses pronunciation, intonation and grammar. Completion of Japanese 21 and 22 is equivalent to Japanese 1.
Evening Classes
3195 lec 3:30 - 6:40pm T M. IKENUSHI CV 5
3198 lec 6:55 - 10:05pm T M. IKENUSHI CV 5
**LEARNING FOUNDATION**

Division Chair: Brad Young, 233-4065, youngbj@lahc.edu

Questions: Sally Fasteau, 233-4626, fasteas@lahc.edu

**LEARNING FOUNDATION 001** 1.00 UNITS

ADAPTED KEYBOARDING (NDA) (RPT 3)

Designed for students with verified disabilities, this class is open-entry and is taught on a credit/no credit basis. This class provides individual instruction in keying.

**** lab 3:00 hrs/wk TBA - S. FASTEAU LAC 107

1501 lab 12:30 - 2:35pm TTh N.S. VOGEL GC 106
& lab 6:30 hrs/wk TBA - N.S. VOGEL GC 106

(5 Week Class - Starts 2/5/2008, Ends 3/6/2008) **GED Prep Course**

**LEARNING FOUNDATION 002** 1.00 UNITS

ADAPTIVE WORD PROCESSING OPERATIONS (NDA) (RPT 3)

Designed for students with verified disabilities, this class is open-entry and is taught on a credit/no credit basis. This class provides self-paced, individual training in the use of word processing technologies. Lessons are adapted to each student's needs.

**** lab 3:00 hrs/wk TBA - S. FASTEAU LAC 107

0489 lec 9:35 - 10:40am TTh F. SADDIGH CV 9

**LEARNING FOUNDATION 003** 1.00 UNITS

ADAPTIVE COMPUTER OPERATIONS (NDA) (RPT 3)

Designed for students with verified disabilities, this class is open-entry and is taught on a credit/no credit basis. Students will learn how to use the latest technologies (hardware and software) to make computer applications accessible.

**** lab 3:10 hrs/wk TBA - S. FASTEAU LAC 107

**LEARNING SKILLS CONTINUES ON PAGE 93**
Los Angeles Harbor College
Spring 2008

Financial Aid Information
Application for Admission
K-12 Approval Form
A.A. Degree Graduation Requirements (Plan B)
Associates Degree Requirements (Liberal Arts Transfer)
CSU G.E. Certification
IGETC
HONORS PROGRAM

Outreach Classes - Pages 82-83
Online Classes - Pages 84-85
Web-Enhanced Courses - Page 86
Saturday Classes - Page 87
Late-Start Classes - Page 88
Short-Term Classes - Page 89
Instructional Television (ITV) - Page 90
LET US HELP YOU PAY FOR YOUR COLLEGE EDUCATION

Financial Aid Office Room AD 131

You could be eligible if you meet the following requirements:

- Be a United States Citizen or a Permanent Resident
- Have a valid Social Security Number
- Be enrolled as a regular student in an eligible program

For a free application and complete list of requirements visit www.laccd.edu or the college Financial Aid office

*Title IV/Federal School Code is 001224*
### Application for Admission

**1. Student Identification Number**
- Leave blank unless you have previously been assigned a SID by the district.

**2. Social Security Number**
- Include your Social Security number as a student identifier for students per Civil Code 8.85. Student Information System (SIS) will generate an identification number for students who have not been assigned a SID by the district.

**3. Alternate Identification Number**
- Leave blank unless you have previously been assigned an alternate identification number by the district.

**4. Legal Address/Residence (Do not use P.O. box or business address)**
- Fill in this address in the space provided.

**5. Date of Birth**
- Month, Day, Year
- Year: Enter your year of birth.

**6. The Application for/On**
- Fill in the name of the college attended. If none, check box: college attended.

**7. Sex**
- Male
- Female

**8. Birth Place**
- City
- State or Foreign Country
- Zip Code

**9. At least two previous addresses**
- City
- State
- Zip Code

**10. Mailing Address**
- Number/Street/Apt. No.
- City/State
- Zip Code

**11. My present stay in California began on**
- Month
- Day
- Year

**12. Are you a citizen of**
- Yes
- No

**13. I am a citizen of**
- Country

**14. Place of Birth**
- City
- State or Foreign Country
- Zip Code

**15. Full name of the most recent High School you attended**
- Name of High School
- City
- State or Foreign Country
- Zip Code

**16. Last College Attended**
- Name of College
- Degree Awarded
- City/State or Foreign Country
- Zip Code

**17. I am a citizen of**
- Country

**18. If you are not a United States Citizen, please circle and complete:**
- College
- Concurrent
- High School
- Military
- Visitor Visa (B- or B-1 visa)
- Other (Specify): ________________
- Student Visa (F- or M- visa)
- Refugee, Asylee
- Temporary Resident Alien
- Permanent Resident Alien

**19. Permanent Resident Alien**
- Permanent Resident or Visa Number
- Issue/Adjustment Date

**20. Refugee, Asylee**
- Refugee or Asylee
- Permanent Resident or Visa Number
- Issue/Adjustment Date

**21. Temporary Resident Alien**
- Temporary Resident Alien
- Permanent Resident or Visa Number
- Issue/Adjustment Date

**22. Visitor Visa (B- or B-1 visa)**
- Visitor Visa (B- or B-1 visa)
- Permanent Resident or Visa Number
- Issue/Adjustment Date

**23. Other (Specify)**
- Other (Specify): ________________
- Permanent Resident or Visa Number
- Issue/Adjustment Date

**24. If you are under 18, answer for your parents:**
- Name of High School
- Full name of Parents
- Spouse
- Yourself
- Address
- City
- State or Foreign Country
- Zip Code

**25. At any time in the past two years have you:**
- Worked full or part-time
- Served on a military duty
- Attended a military academy
- Served in the Peace Corps
- Been married
- Been a student in a law enforcement academy or school

**26. If you have a current driver's license:**
- Driver's License
- Issuing State
- Driver's License Number

**27. If you have a current driver's license:**
- Driver's License
- Issuing State
- Driver's License Number

**28. If you have a current driver's license:**
- Driver's License
- Issuing State
- Driver's License Number

**29. If you aredm a United States Citizen, please circle and complete:**
- College
- Concurrent
- High School
- Military
- Visitor Visa (B- or B-1 visa)
- Other (Specify): ________________
- Student Visa (F- or M- visa)
- Refugee, Asylee
- Temporary Resident Alien
- Permanent Resident Alien

**30. If you are under 18, answer for your parents:**
- Name of High School
- Full name of Parents
- Spouse
- Yourself
- Address
- City
- State or Foreign Country
- Zip Code

**31. At any time in the past two years have you:**
- Worked full or part-time
- Served on a military duty
- Attended a military academy
- Served in the Peace Corps
- Been married
- Been a student in a law enforcement academy or school

**32. If you have a current driver's license:**
- Driver's License
- Issuing State
- Driver's License Number

**33. If you have a current driver's license:**
- Driver's License
- Issuing State
- Driver's License Number

**34. If you have a current driver's license:**
- Driver's License
- Issuing State
- Driver's License Number
19. Complete this question only if you are under 19 and have never been married.

Name of Parent or Legal Guardian: ____________________________

Relationship to you: □ Father □ Mother □ Legal Guardian □ Other ____________________________

Is the person a: □ U.S. Citizen □ Permanent Resident Alien □ Other ____________________________

If a Permanent Resident Alien, enter “A-Number” and date of issue:

Current residence of this person: ____________________________

State From: ____________ To: PRESENT

Month/Year

20. Ethnic Identity (*) Please enter number in box

10 = Chinese 20 = Black, African-American
11 = Japanese 30 = Filipino
12 = Korean 40 = Mexican, Chicano.
13 = Laotian 50 = Other Hispanic
14 = Cambodian 60 = Other Non-White
15 = Vietnamese 70 = Pacific Islander
16 = Indian Sub-Continent 80 = Hawaiian
19 = Other Asian 90 = Decline to state

21. What is your primary language? (*) Please enter number in box

1 = English 5 = Filipino
2 = Armenian 6 = Japanese 9 = Spanish
3 = Chinese 7 = Korean 10 = Vietnamese
4 = Farsi 8 = Russian 11 = Other language

22. What is your main educational goal? Please enter number in box

1 = Prepare for a new career (acquire new job skills)
2 = Advance in current job career (update job skills)
3 = Discover or develop career interests, plans and goals
4 = Obtain a two-year vocational degree without transfer
5 = Obtain a two-year Associate degree without transfer
6 = Obtain a vocational certificate without transfer
7 = Obtain a Bachelor’s degree after completing an Associate’s degree
8 = Obtain a Bachelor’s degree without completing an Associate’s degree
9 = Maintain certificate or license (e.g. Nursing, Real Estate)
10 = Improve basic skills in English, reading or math
11 = Complete credits for high school diploma or GED
12 = Personal development (intellectual, cultural)
13 = Undecided or goal

23. Special Services (*)

The Los Angeles Community College District is committed to increasing your educational success. Each area listed below provides special services. Please indicate those services that interest you.

1. □ Financial Aid
2. □ Child Care
3. □ Tutoring
4. □ Transfer Assistance
5. □ Employment Assistance
6. Information regarding special services and/or accommodations for students with disabilities may be obtained from the Disabled Student Programs (DSPS) Office.
7. Are you from a low income family and in need of special counseling, tutoring, and/or financial aid assistance? □ Yes □ No

(*) NOTICE TO STUDENTS: Your responses to questions marked by this symbol will be used to provide you with information on college programs and services and/or for statistical purposes only. Refusal to provide this information will not be used to deny admission to the college or any of its programs.

If additional information is needed to determine your residence status you will be required to complete a supplemental residence questionnaire and/or to present evidence in accordance with Education Code sections 68000 et seq. The burden of proof to clearly demonstrate both physical presence in California and intent to establish California residence lies with the student.

24. Highest Education Status: Please enter number and year in boxes below

1 = Earned U.S. High School diploma (or will earn one before college semester begins)
2 = Enrolled in grade 12 or below when college semester begins
3 = Not a High School graduate, currently enrolled in adult school
4 = Not a High School graduate, last attended High School
5 = Passed the GED or received a certificate of H.S. equivalency Number
6 = Earned California High School Proficiency Certificate
7 = Earned a Foreign Secondary diploma or certificate of graduation
8 = Earned an Associate degree
9 = Earned a Bachelor’s or higher degree Year

25. Enrollment Status: Please enter number in box

1 = First time college student
2 = First time at this college, after attending another college
3 = Returning to this college, after attending another college
4 = Returning to this college, without having attended another college
5 = Enrolling in this college, while attending school in the 12th or lower grade

26. College Units or degree completed by first day of this term

Please enter number in box

1 = 0 units
2 = 1 to 15 units
3 = 16 to 29 units
4 = 30 to 59 units
5 = 60 or more units, no degree
6 = A.A., A.S., B.A., B.S. or higher degree

27. Veteran (Leave blank, unless you are a veteran)

Were you honorably discharged from the U.S. Armed Forces? □ Yes □ No

28. Student Information – Permission to Release

TYPES OF STUDENT INFORMATION: 1) Directory Information: name, city of residence; participation in officially recognized activities and sports; weight and height of athletic team members; dates of attendance; degrees and awards received; and the most recent previous educational institution attended. 2) College Foundation Information: name, address, and telephone number. 3) Four-year College Information: name, address, and phone number. 4) Military Recruiting Information: "Directory information" plus address, telephone number, date of birth, and major field of study.

I DO NOT permit the release of information to: □ Other individuals □ Organizations □ Companies □ Government agencies

If additional information is needed to determine your residence status you will be required to complete a supplemental residence questionnaire and/or to present evidence in accordance with Education Code sections 68000 et seq. The burden of proof to clearly demonstrate both physical presence in California and intent to establish California residence lies with the student.

29. Certification

I declare under penalty of perjury that all information on this form is correct. I understand that falsifying or withholding information required on this form shall constitute grounds for dismissal.

REQUIRED

SIGNATURE ____________________________ Date ____________________________

NON-DISCRIMINATION POLICY

All programs and activities of the Los Angeles Community College District shall be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veterans status (Reference: Board Rule 1202).

In order to ensure the proper handling of all civil rights matters, each college in the District has its own Programs, and an Ombudsperson. Direct initial inquiries to the Office of Diversity Programs at (213) 891-2000.

I DO NOT permit the release of information to the military

You may change your Directory Release at any time by completing a Release of Directory Information form and returning it to the Admissions Office.

I DO NOT permit the release of information to the College Foundation

I DO NOT permit the release of information to four-year colleges

I DO NOT permit the release of information to military

**LOS ANGELES HARBOR COLLEGE APPROVAL FORM FOR K-12 STUDENTS**
(K-8 Students must follow additional procedures. Refer to the bold box at the bottom of this page)

**Admission:** Any college in the Los Angeles Community College District may admit as a special part-time or full-time student, anyone who is in the age group of Kindergarten to 12th grade (K-12), who has completed the admission requirements set forth in Administrative Regulation E-87, and who in the opinion of the College President (or designee) may benefit from instruction (Board Rules 8100.05, 8100.06, 8100.07 and 8100.08; and Education Code Sections 48800; 48800.5; 76001).

**Fee:** Enrollment fees for Special Part-Time Student K-12 students will be waived pursuant to Board Rule 8100.07 and Education Code Section 76300(f). Special Full-Time Students K-12 students (i.e., students enrolled in 12 units or more) are required to pay enrollment fees.

**Conditions:** The student is expected to follow regulations and procedures established for all college students. Students shall receive credit for community college courses which they complete. Students are responsible for information in College Catalog and Class Schedule. Arrangements for receiving high school credit for course work completed must be made with the student’s high school. The student may only enroll in those courses listed on this form. This enrollment approval form must be presented when the student files an application for admission to the College for students in the age group of K-12 grade. A separate approval must be provided for each semester or summer session in which the student wishes to enroll. Parent/Guardian, student and school authorization signatures required before application can be processed. The Los Angeles Community College District and its colleges assume no responsibility for the supervision of minor students outside of the classroom setting. Parents and/or sponsoring agencies are responsible for ensuring that their children are appropriately supervised before classes begin, after class finishes and if or when a class is cancelled and/or dismissed early.

**Student Personal Information (Please print)**

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Social Sec. No.</th>
<th>/ /</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last</td>
<td>First</td>
<td>Initial</td>
</tr>
<tr>
<td>Street &amp; Apt. Number</td>
<td>Birthdate:</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>ZIP</td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I authorize my son/daughter to enroll in a college-level course in the Los Angeles Community College District. I understand my son or daughter will be in an adult environment when attending classes on the Harbor College campus. I understand that my child will not be afforded any special status or supervision as a result of his/her minor status while enrolled in the Los Angeles Community College District; and I also understand that I will not have access to my child’s student records (including grades and transcripts) without their written consent, their minor status notwithstanding.

**College Information**

**SECTION A: COMPLETE SECTION A IF YOU ARE TAKING COLLEGE CLASSES AT THE HIGH SCHOOL CAMPUS.**

I agree to enroll in the following class(es) at Harbor College.       Fall  Spring  Summer  Year

A student signature is required for Section A.

<table>
<thead>
<tr>
<th>1. Course Title &amp; Number</th>
<th>Section Number</th>
<th>2. Course Title &amp; Number</th>
<th>Section Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Signature</td>
<td>Date</td>
<td>Student’s Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

**SECTION B: COMPLETE SECTION B IF YOU ARE TAKING A CLASS AT THE COLLEGE CAMPUS.**

Harbor College class(es) recommended by school official.       Fall  Spring  Summer  Year

Student must enroll in these classes on campus in person, or by telephone or internet registration.

<table>
<thead>
<tr>
<th>1. Course Title &amp; Number</th>
<th>2. Course Title &amp; Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Course Title &amp; Number</td>
<td>4. Course Title &amp; Number</td>
</tr>
</tbody>
</table>

**School Information** This portion must be completed by the School Principal or designee for students attending public or private schools.

I have met and counseled the student and recommend the courses listed above to be taken for credit as shown above.

<table>
<thead>
<tr>
<th>School Principal/APCS/Designee</th>
<th>Print Name and Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Name:</td>
<td></td>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>School Address:</td>
<td>Street</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

**LAUSD STUDENT ONLY** District Student ID No. School Location Code

K-8 students must provide a transcript and letter to the VP of Academic Affairs (or designee) in person, and be approved in writing prior to enrollment. The parent and student must make an appointment by calling 310.233.4020 and come to AD 104 to see the designated administrator.

11/8/2004 Revised – Continued on other side

Visit us at www.lahc.edu
If someone other than the student will submit the college application during walk-in registration, please complete the following proxy registration form.

Student's Name (Please print)

Student's Signature

Proxy's Name (Please print) (Person authorized to sign for the student)

LAHC’s Admissions Application Checklist

Have you...

✓ Completed your Harbor College application form and signed it?
✓ Double checked your social security number?
✓ Completely filled out the Los Angeles Harbor College K-12 Approval Form?
✓ Has your parent and principal or counselor signed this form?
✓ Filled out either Section A or Section B on the LAHC K-12 Approval Form?
✓ Completed the Proxy Registration section (if applicable)?
✓ Met the prerequisites for the courses you plan to enroll in?

Counseling Center: (310) 233-4230 or (310) 233-4221
Admissions Office: (310) 233-4090
A minimum of 60 degree applicable semester units with at least a "C" (2.0) overall grade point average is required for the Associate Degree. Students who are majoring in programs of study for which 36 or more semester units are required in the major shall complete Graduation Plan B. MATHEMATICS COMPETENCY: Mathematics competency must be demonstrated by a score of 15 or higher on an elementary algebra test or a grade of “C” or better in Math 123A and 123B, or a higher level mathematics course (excluding Math 160), Engineering Technician 49, or Computer Technology 60, or higher. [Note: Math 123A and 123B replace Math 115 and the Math 113-114 sequence effective Fall 2001. If previously taken, Math 115 (or the sequence) will meet competency.]

MAJOR REQUIREMENTS: At least 36 semester units of study taken in a single discipline or related disciplines as specified in the college catalog.

GENERAL EDUCATION REQUIREMENTS: Successful completion of at least 18 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 of 3 semester units
   - Anatomy 1
   - Anthropology 101
   - Astronomy 1, 1 with 5
   - Biology 1, 3, 5, 6, 7, 10, 60, 101
   - Chemistry 55, 65, 66, 70, 101
   - Environmental Science 1, 2, 2 with 21, 8
   - Geography 1, 1 with 15
   - Geology 1, 1 with 6, 11
   - Microbiology 1, 20
   - Oceanography 1, 1 with 10, 12, 12 with 4
   - Physical Science 1, 1 with 14
   - Physics 6, 11, 37
   - Physiology 1
   - Psychology 2

B. American Institutions - Minimum of 3 semester units
   - History 5, 6, 11, 12, 13, 14, 41, 42, 43, 44, 52
   - Political Science 1, 30

C. Humanities - Minimum of 3 semester units
   - Architecture 132 (43), 133 (44)
   - Art 101, 102, 103
   - English 203, 204, 205, 206, 207, 208, 209, 211, 212, 213, 214, 215, 218, 219, 234, 239, 240, 241, 251
   - French 1, 2, 3, 4, 5, 6, 8
   - German 1, 2, 3, 4, 8, 10
   - History 86, 87
   - Humanities 1, 6, 9, 17, 31, 60, 61
   - Japanese 21, 22
   - Music 101, 111, 136, 141
   - Philosophy 1, 19, 20, 33(23), 26
   - Photography 121
   - Spanish 1, 2, 3, 4, 5, 6, 8, 12, 21, 22
   - Theater 100, 200

D. Language and Rationality - Minimum of 6 semester units in the following pattern:
   1. English Composition - minimum of 3 semester units with a grade of “C” or higher
      - English 101, 28, 31, Journalism 101
   2. Communication and Analytical Thinking - Minimum of 3 semester units
      - Computer Science 58, 59, 317 (Math 165)
      - Computer Technology 61
      - Engineering Technician 50
      - Engineering Technician 50
      - Philosophy 6, 8
      - English 102
      - Speech 101, 102, 104, 111, 121
      - Journalism 105
      - Statistics 1

E. Health & Physical Education - Minimum of 3 semester units in the following pattern:
   1. Health Education - Minimum of 2 semester units
      - Health 9, 10, 11, 12, 25
      - Family & Consumer Studies 21
   2. Physical Education Activity
      - Minimum of 1 semester unit
      - Physical Education 98 through 690
   - Or Health 2 or 6
      (Meets both E1 & E2)

NOTE: A minimum of 12 semester units must be completed in residence. Attendance at the college is required during the semester in which the requirements are completed. Students planning to transfer to a four-year college or university should consult with a counselor for appropriate lists of transferable general education and major requirements.
LOS ANGELES HARBOR COLLEGE  
Liberal Arts - Transfer  
Associate Degree Program

Students who plan to transfer to a four-year college or university may also desire to earn the Associate in Arts degree with a major in Liberal Arts by completing the requirements listed below.

This program permits the student the greatest amount of flexibility in meeting the specific transfer requirements (major and general education) of individual four-year colleges or universities.

A. 60 degree applicable semester units including at least 54 units of transferable coursework. Please note the 56-unit requirement listed below under D.

B. A cumulative grade point average of 2.0 (“C”) or better.

Note that the cumulative GPA requirement for the California State University is 2.0 in all transferable work; the requirement for the University of California is a cumulative GPA of 2.4 minimum.

C. Mathematics competency must be demonstrated by a score of 15 or better on an elementary algebra test or a grade of “C” or better in Math 123A and 123B, or a higher level mathematics course (excluding Math 160), Engineering Technician 49, or Computer Technology 60, or higher. [Note: If previously taken, Math 115 (or the sequence) will meet competency.]

D. Course Requirements (all coursework must be transferable - see “Transfer Requirements” in the college catalog for courses acceptable to the California State University and the University of California).

1. **General Education Requirements**
   a. **Natural Science — Minimum of 3 semester units**
      - Anatomy 1
      - Anthropology 101
      - Astronomy 1
      - Biology 1
      - Chemistry 55

   b. **Language and Rationality — Minimum of 6 semester units in the following pattern:**
      - English 102
      - Analysis 1
      - Philosophy 1
      - Psychology 1

   c. **Humanities — Minimum 3 semester units**
      - Architecture 132
      - Art 101
      - English 203
      - English 204
      - History 806*

   d. **Social and Behavioral Sciences — Minimum of 6 semester units in the following pattern:**
      - American Institutions - Minimum of 3 semester units
      - History 5, 6, 11, 12, 13, 14, 41, 42, 43, 44, 52
      - Anthropology 102
      - Business 1
      - Child Development 1
      - Economics 1, 2, 5

   e. **Health and Physical Education — Minimum of 3 semester units in the following pattern:**
      - Health Education - Minimum of 2 semester units
      - Health 9
      - Physical Education 800

2. **Major Requirement — Minimum of 36 semester units**

The courses selected in meeting this requirement should include lower division major requirements and additional breadth or general education coursework as specified by the college or university to which the student intends to transfer.

The University of California requires a minimum of 60 transferable units and the California State University requires a minimum of 56 transferable units for admission of students who are not otherwise eligible.

3. **Electives**

To be taken as needed to complete 60 units.

E. **Residence Requirement**

Completion of at least 12 units of coursework in residence and attendance at the college during the semester in which the requirements are completed.

* Credit may be used in only one area, either Social Science or Humanities.

^ Does not meet the Humanities requirement for CSU G.E. Certification. Both courses must be passed with a “C” grade or higher to meet the IGETC Language Other Than English requirement.

STUDENTS WHO PLAN TO TRANSFER TO A FOUR-YEAR COLLEGE OR UNIVERSITY SHOULD CONSULT WITH A COUNSELOR EARLY IN THEIR ACADEMIC PLANNING.

8/07

Los Angeles Harbor College
California State University

GENERAL EDUCATION CERTIFICATION REQUIREMENTS -- 2007-2008

This pattern of CSU general education requirements applies to students beginning Fall (or Summer) 1981 or later. Thirteen-nine units of general education coursework, excluding the Statutory Requirement, may be certified by Harbor College as acceptable toward the bachelor’s degree general education at a California State University. The student will have to complete 9 additional units of upper division coursework for G.E. after transfer. Beginning Spring 1987, courses to be used for Area A and B4 (Mathematics) must be completed with "C" grades or better. A maximum of 30 units will be allowed in Areas “B”, “C”, and “D” collectively for certification. A minimum of 9 units must be completed in each of Areas “A”, “B”, “C”, and “D” if the student wishes to have more than 30 units certified. If Areas “A” and “B” are not completed at time of transfer, the CSU campus may request proof that these subject requirements were cleared by high school coursework. Students must complete at least 12 units of coursework at Harbor College in order to have any work certified by Harbor College. Students not complying with the above minimum certification requirements must follow the catalog of the intended university of transfer in place of these requirements. Consult with a counselor. It is strongly recommended that students request certification through the Office of Admissions & Records before transferring.

### AREA A - COMMUNICATION IN THE ENGLISH LANGUAGE (9 units)

<table>
<thead>
<tr>
<th>IN</th>
<th>PROG</th>
<th>COMP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A1</td>
<td>Oral Communication</td>
<td>Speech 101, 121</td>
</tr>
<tr>
<td>A2</td>
<td>Written Communication</td>
<td>English 101</td>
</tr>
<tr>
<td>A3</td>
<td>Critical Thinking</td>
<td>Computer Science 58, Philosophy 6, 8, Speech 104, English 102</td>
</tr>
</tbody>
</table>

### AREA B - PHYSICAL UNIVERSE AND LIFE FORMS (9 units)

Courses selected for this area must include at least one course listed in each of the categories below.

- **B1** Physical Universe (at least 1 course):
  - Astronomy 1
  - Chemistry 55, 56, 66, 70, 101, 212
  - Environmental Science 1, 8
  - Geography 1
  - Geology 1, 11
  - Oceanography 1
  - Physical Science 1
  - Physics 6, 7, 11, 37, 38, 39
- **B2** Life Forms (at least 1 course):
  - Anatomy 1
  - Anthropology 101
  - Biology 1, 3, 5, 6, 7, 10, 60, 101
  - Environmental Science 2
  - Microbiology 1, 20
  - Oceanography 12
  - Physiology 1
  - Psychology 2
- **B3** Laboratory Activity
  - Anatomy 1
  - Astronomy 5
  - Biology 3, 5, 6, 7, 10, 60, 101
  - Chemistry 55, 65, 66, 70, 101
  - Environmental Science 21
  - Geography 15
  - Geology 6
  - Microbiology 1, 20
  - Oceanography 4, 10
  - Physical Science 14
  - Physics 6, 11, 37
  - Physiology 1
- **B4** Mathematical Concepts (at least 1 course):
  - Statistics 1, 2, 3, 15 (Math 165)

### AREA C - ARTS, LITERATURE, PHILOSOPHY & FOREIGN LANGUAGE (9 units)

Select at least one course from Arts (C1) and one course from Humanities (C2). The third course may be from either category.

- **C1** Arts
  - Art 101, 102, 103
  - Architecture 132 (43), 133 (44)
  - Music 101, 111, 136, 147
  - Photo 121
  - Physical Education 800 (Dance)
  - Theater 100

- **C2** Humanities
  - English 203, 204, 205, 206, 207, 208, 209, 211, 212, 213, 214, 215, 218, 219, 234, 239, 240, 241, 251
  - History 66, 67
  - Humanities 1, 6, 9, 17, 30, 31, 60, 61
  - Japanese 21, 22
  - Philosophy 1, 19, 20, 26, 33
  - French 1, 2, 3, 4, 5, 6
  - German 1, 2, 3, 4, 10
  - Spanish 1, 2, 3, 4, 5, 12, 21, 22

### AREA D - SOCIAL, POLITICAL, & ECONOMIC INSTITUTIONS (9 units)

Select courses from at least two disciplines. (Courses may be counted in only one D section).

- **D1** Anthropology and Archaeology
  - Anthropology 102

- **D2** Economics
  - Economics 1, 2, 5
  - Business 1

- **D5** Geography
  - Geography 2, 7

- **D6** History
  - History 1, 2, 3, 4, 5, 6, 11, 12, 13, 14, 19, 20, 21, 23, 24, 41, 42, 43, 44, 52, 86, 87

- **D8** Political Science, Government, & Legal Institutions
  - Political Science 1, 2, 4, 7, 8, 30
  - History 11, 41, 43

- **D9** Psychology
  - Psychology 1, 14, 41
  - Child Development 1

### AREA E - UNDERSTANDING AND SELF DEVELOPMENT (9 units)

Select from E1 or the E1 and E2 combination

- **E1** Integrated Organism
  - Child Development 1
  - Family & Consumer Studies 21
  - Health 2, 6, 9, 10, 11, 25
  - Psychology 3
  - Sociology 21

- **E2** Activity (Limit 1 unit)
  - All Physical Education courses meet the E2 activity requirement except for P. E. 700 & 900 series courses.

### STATUTORY REQUIREMENT (6 units)

These courses may or may not be counted as part of the 39 unit lower division general education requirement depending on the choice of CSU — see instructions above.

- Select one course from “A” and one course from “B” below:
  - **A.** Political Science 1, 30
  - **B.** History 5, 6, 11, 12, 13, 14, 41, 42, 43, 44, 52

* May be counted for one area only, not for both.

*Students wanting an AA Degree must take health or Family & Consumer Studies 21 and one unit of P. E. Please see sections e1 and e2 on next page.
IGETC
(INTERSECTENTIAL GENERAL EDUCATION TRANSFER CURRICULUM) 2007-2008

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. The IGETC provides an option to the California State University General Education Requirements and replaces the University of California Transfer Core Curriculum. Students in high unit majors may find it advantageous to follow a particular UC campus’s breadth requirements instead of the IGETC. Students with prior UC coursework may be ineligible to follow the IGETC to transfer back to a UC. See a counselor for additional information.

IMPORTANT: The IGETC must be certified prior to transfer! If not certified, a student will be required to complete the four-year university’s own general education/breadth requirements and additional lower-division coursework may be required. All courses must be completed with “C” grade or higher. In most cases, universities require 60 transferable units.

AREA 1 - ENGLISH COMMUNICATION
(2-3 courses, 6-9 semester/12-15 quarter units)

GROUP A: ENGLISH COMPOSITION
(1 course, 3 semester/4-5 quarter units)
English 101

GROUP B: CRITICAL THINKING / ENGLISH COMPOSITION
(1 course, 3 semester/4-5 quarter units).
Courses must have English Composition as a prerequisite.
English 102~
~Must be taken Fall 1992 or after.

GROUP C: ORAL COMMUNICATION (CSU only)
(1 course, 3 semester/4-5 quarter units)
Speech 101, 102, 121

AREA 2 - MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING
(1 course, 3 semester/4-5 quarter units)

AREA 3 - ARTS and HUMANITIES
(At least 3 courses, 9 semester/12-15 quarter units)

At least one course from the Arts and one from the Humanities.

ART COURSES:
Architecture 132, 133
Art 101, 102, 103
Music 101, 111, 136, 141
P.E. 800 (Dance)
Photography 121
Theater 100

HUMANITIES COURSES:
History 86*, 87*
Humanities 1, 6*, 9, 17, 31, 60
English 203, 204, 205, 206, 207, 208, 209, 211, 212, 213, 214, 215, 219, 234, 239, 240, 251
French 2, 3, 4, 5, 6
German 2, 3, 4, 10
Philosophy 1, 19, 20, 26, 33
Spanish 2, 3, 4, 5, 12

*May be counted for either Humanities or Social and Behavioral Sciences credit, but not for both.
* Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information.

AREA 4 - SOCIAL and BEHAVIORAL SCIENCES
(At least 3 courses, 9 semester/12-15 quarter units)

Courses from at least two disciplines or an inter-disciplinary sequence.
Anthropology 102
Child Development 1
Economics 1, 2
Geography 7
History 1, 2, 3, 4, 5, 6, 11*, 12*, 13, 14*, 17*, 19, 20, 21, 23
Psychology 1, 11, 14, 41
Sociology 1, 2, 12, 21

AREA 5 - PHYSICAL and BIOLOGICAL SCIENCES
(At least 2 courses, 7-9 semester/9-12 quarter units)

One Physical Science course and one Biological Science course; at least one must include a laboratory.

PHYSICAL SCIENCE: BIOLOGICAL SCIENCE:
Astronomy 1, 1 with 5
Chemistry 65*, 70, 101, 102, 201, 211*, 212*
Geography 1, 1 with 15
Geology 1, 1 with 6
Oceanography 1, 1 with 10
Physics 6*, 7*, 11, 37*, 38*, 39*
Phys. Sci. 1*, 1 with 14*

LANGUAGE OTHER THAN ENGLISH
Proficiency equivalent to two years of high school study in the same language. (High school transcripts are required if proficiency was met in high school.)

The following course(s) at this institution fulfill the requirement: (UC requirement only)
French 1 Japanese 21 and 22
German 1
Spanish 1, 22

CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS
(Not Part of IGETC. May be completed prior to transfer but the courses will not be “double counted” to satisfy requirements for IGETC.)
6 units, one course from (A) and one course from (B)

(A) Political Science 1 or 30
(B) History 5, 6, 11, 12, 13, 14, 41, 42, 43, 44, 45, 52
Alumni Phone Home!

Los Angeles Harbor College is much more than an educational facility, it is a community resource.

The Los Angeles Harbor College Foundation invites you to become a member of the Alumni & Friends Association. We are an organization composed of graduates, former students, and friends, who are dedicated to enriching the campus environment and the lives of our members.

Join more than an Association...

Join an institution which is changing to meet the challenges of the 21st Century through unique alliances with corporations, foundations and individuals.

We encourage you to take full advantage of these benefits:
• SeaHawk Talk Newsletter
• LAHC Library Usage on Premises (w/ Membership Card)
• 10% Discount on tickets for the LAHC Theater
• FREE entry to LAHC Athletic events
• 10% Discount on LAHC Extension Classes
• Access to California Credit Union (for former employees)
• Discount on Photo Copies in ASO (Seahawk Center)
• Discounts on various area attractions

STAY CONNECTED!

Become a member of the Alumni & Friends Association.
JOIN BEFORE OCTOBER 31, 2007
AND GET TWO YEAR’S MEMBERSHIP FREE

Membership Application

Name: __________________________
Maiden Name (if applicable): __________________________
Address: ____________________________________________
Phone: __________________________ E-mail Address: ____________

Dates attended LAHC: __________________________ Degree Earned/Transfer? __________________________

LAHC FOUNDATION 1111 Figueroa Place Wilmington, CA 90744 310-233-4336 310-233-4682 Fax
www.lahc.edu click on “About the College” then FOUNDATION

Visit us at, www.lahc.edu
Los Angeles Harbor College has transfer agreements (TAA) with the following universities: UC Davis, UC Irvine, UC Riverside, UC Santa Barbara, UC Santa Cruz, CSU East Bay and CSU Northridge. Transfer agreements allow eligible students to study at Los Angeles Harbor College and have a guarantee of admission as a junior-level transfer. (This program is distinctly different from the Honors Transfer Program.)

For information and details regarding eligibility requirements please refer to the LAHC web page and select the Transfer Center icon under Student Services. You may also contact the Transfer Center located in AD 127, call (310) 233-4282 or by email at ishikajt@lahc.edu or contact Yvonne Pueblos in AD 130, call (310) 233-4038 or by e-mail at puebloyu@lahc.edu.

HONORS TRANSFER PROGRAM

The Honors Transfer Program is being offered as a cooperative effort between Los Angeles Harbor College and the following universities; UCLA, UCI, UCR, UCSC, CSUF, Pitzer College, Pomona College, Chapman University, Occidental College, Loyola University and La Sierra University. It is intended to serve students interested in a challenging curriculum designed to prepare them for transfer. Students who complete the honors curriculum, and preparation for their major (with at least a 3.1 GPA), will receive:

1) Guaranteed priority admission to UCLA School of Letters and Sciences. (Students interested in Fine Arts and Engineering majors at UCLA may also participate in the HTP and will be given special consideration by UCLA when applying). UCSC, UCR and UCI also give priority admission.

2) Priority consideration given by Pomona College (requires 3.5 GPA), Chapman University, La Sierra University, Occidental College (requires 3.25 GPA) and Pitzer College (requires 3.5 GPA).

Whitman College and Pacific University provide scholarships to admitted honor students. CSULB, CSUF, San Diego State, La Sierra University, Chapman, CSUP, UCLA, UCI, UCR and UCD offer admission to the University Honors Program.

Honors Transfer Requirements: 1) Completion of preparation in the major 2) Completion of six honors courses 3) Completion of all lower division breadth curriculum or IGETC 4) Completion of a minimum of a 3.1 GPA or higher as required by the transfer institutions.

Benefits of the Honors Program:
* Enriched coursework designed in cooperation with university faculty
* Specialized academic and personal counseling
* Admission preference over all students applying to the participating universities
* Inexpensive, high quality instruction
* Designated scholarships for Honors Transfer students

This program is also beneficial for students who plan to transfer to any other four year institution. Qualified students may elect to take Honors classes without being in the Honors Program. Interested students should contact the Honors Counselor, Yvonne Pueblos to apply to the program. Please call (310) 233-4038 or e-mail puebloyu@lahc.edu.
Los Angeles Harbor College

Honors Transfer Program
Spring 2008 Course Offerings:

Psych 1
English 102
Philosophy 1
Anthropology 102

Please see the honors counselor for approval to enroll in these courses. Other courses may be taken for honors credit by contract.

Yvonne Pueblos, Honors Counselor
Ana Escandon, Honors Director
(310) 233-4038
Administration Building, Room 130

The Honors Transfer Program has expanded the transfer agreements to include the following institutions: UCLA, UCI, UCR, UCSC, CSUF, Pitzer College, Pomona College, La Sierra University, Chapman University, Occidental College and Loyola University. Completion of honors coursework provides admission to honors programs at CSULB, San Diego State, and CSUF. Whitman College and Pacific University provide scholarships to admitted honors students. CSULB, CSUF, San Diego State, La Sierra University, Chapman, CSUP, UCLA, UCI, UCR and UCD offer admission to the University Honors Program.
## Outreach Classes - Spring 2008

Short term classes offered at area high schools. For complete course descriptions, see the regular course listing in the schedule.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Time</th>
<th>Days</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6065</td>
<td>Administration of Justice 001</td>
<td>3.00</td>
<td>3:15 - 5:20pm</td>
<td>T Th</td>
<td>C.H. GRACIANO GHS</td>
</tr>
<tr>
<td>6002</td>
<td>Administration of Justice 002 Concepts of Criminal Law (UC.CSU)</td>
<td>3.00</td>
<td>3:00 - 5:05pm</td>
<td>M W</td>
<td>M.A. VELEZ PVP HS</td>
</tr>
<tr>
<td>6005</td>
<td>Anthropology 102 Human Ways of Life: Cultural Anthropology (UC.CSU)</td>
<td>3.00</td>
<td>6:30 - 9:40pm</td>
<td>T</td>
<td>M.R. WOMACK PVP HS</td>
</tr>
<tr>
<td>6006</td>
<td>Art 102 Survey of Art History II (UC.CSU)</td>
<td>3.00</td>
<td>6:30 - 9:40pm</td>
<td>W</td>
<td>C.R. FIDDLER PVP HS</td>
</tr>
<tr>
<td>6042</td>
<td>Computer Technology 078 Introduction to Network + (RPT 3)</td>
<td>4.00</td>
<td>3:00 - 4:05pm</td>
<td>MTW</td>
<td>C.G. NGUYEN BHS</td>
</tr>
<tr>
<td>6028</td>
<td>French 001 Elementary French I (UC.CSU)</td>
<td>5.00</td>
<td>3:00 - 6:20pm</td>
<td>M W</td>
<td>M. MALEKIAN CHS C26</td>
</tr>
<tr>
<td>6029</td>
<td>French 002 Elementary French II (UC.CSU)</td>
<td>5.00</td>
<td>3:00 - 6:15pm</td>
<td>T Th</td>
<td>N.E. TAMER CHS</td>
</tr>
<tr>
<td>6032</td>
<td>Geography 007 World Regional Geography (UC.CSU)</td>
<td>3.00</td>
<td>3:00 - 5:05pm</td>
<td>M W</td>
<td>E. PEPRAH BHS</td>
</tr>
<tr>
<td>6027</td>
<td>Health 011 Principles of Healthy Living (UC.CSU)</td>
<td>3.00</td>
<td>3:00 - 5:05pm</td>
<td>T Th</td>
<td>STAFF CHS</td>
</tr>
<tr>
<td>6034</td>
<td>History 043 The Mexican-American in the History of the United States I (UC.CSU)</td>
<td>3.00</td>
<td>3:00 - 5:05pm</td>
<td>M W</td>
<td>F.C. SANDOVAL BHS</td>
</tr>
<tr>
<td>6007</td>
<td>Humanities 017 Film Appreciation (UC.CSU)</td>
<td>3.00</td>
<td>3:00 - 5:05pm</td>
<td>W F</td>
<td>R. CANNON CHS</td>
</tr>
<tr>
<td>6008</td>
<td>International Business 001 International Trade</td>
<td>3.00</td>
<td>3:30 - 5:20pm</td>
<td>M W</td>
<td>H.W. STEIN PVP HS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6:30 - 9:40pm</td>
<td>T Th</td>
<td>STAFF GHS</td>
</tr>
</tbody>
</table>

*NEW CLASSES PER PERSON DEVELOPMENT 017 AT BANNING & SEE PAGE 159 - 160*
OUTREACH CLASSES - SPRING 2008

Short term classes offered at area high schools. For complete course descriptions, see the regular course listing in the schedule.

**MUSIC 101**
FUNDAMENTALS OF MUSIC (UC:CSU)  
3.00 UNITS

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6033 lec</td>
<td>3:00 - 5:00pm</td>
<td>M W</td>
<td>J.F. SITTERLY</td>
<td>BHS</td>
</tr>
<tr>
<td>6038 lec</td>
<td>3:00 - 5:05pm</td>
<td>T Th</td>
<td>J.F. SITTERLY</td>
<td>BHS</td>
</tr>
</tbody>
</table>


**NURSING 301**
SUCCESS STRATEGIES FOR NURSING  
1.00 UNITS

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6010 lec</td>
<td>3:15 - 6:15pm</td>
<td>TH</td>
<td>STAFF</td>
</tr>
</tbody>
</table>


**PERSONAL DEVELOPMENT 020**
POST SECONDARY EDUCATION: THE SCOPE OF CAREER PLANNING (CSU)  
3.00 UNITS

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>6015 lec</td>
<td>3:15 - 5:20pm</td>
<td>M W</td>
<td>R. AMOBI</td>
</tr>
<tr>
<td>6030 lec</td>
<td>3:00 - 5:05pm</td>
<td>M W</td>
<td>B.Q. NGUYEN</td>
</tr>
<tr>
<td>6064 lec</td>
<td>3:00 - 5:05pm</td>
<td>M W</td>
<td>J.A. MYERS</td>
</tr>
</tbody>
</table>


**POLITICAL SCIENCE 001**
The Government of the United States (UC:CSU)  
3.00 UNITS

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6018 lec</td>
<td>3:00 - 5:05pm</td>
<td>T M Th</td>
<td>G. AQUINO</td>
</tr>
</tbody>
</table>


**PSYCHOLOGY 001**
GENERAL PSYCHOLOGY I (UC:CSU)  
3.00 UNITS

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6014 lec</td>
<td>3:15 - 5:20pm</td>
<td>T TH</td>
<td>M. MALLARI</td>
</tr>
<tr>
<td>6036 lec</td>
<td>3:15 - 5:20pm</td>
<td>M W</td>
<td>B. NGUYEN</td>
</tr>
<tr>
<td>6063 lec</td>
<td>3:15 - 5:20pm</td>
<td>M W</td>
<td>J.L. WATKINS</td>
</tr>
</tbody>
</table>


**SOCIOLOGY 001**
INTRODUCTION TO SOCIOLOGY (UC:CSU)  
3.00 UNITS

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6001 lec</td>
<td>3:00 - 5:05pm</td>
<td>M W</td>
<td>J.C. WHEELER</td>
</tr>
<tr>
<td>6011 lec</td>
<td>3:15 - 5:20pm</td>
<td>T Th</td>
<td>STAFF</td>
</tr>
</tbody>
</table>

(13 Week Class - Starts 2/25/2008, Ends 5/22/2008)

**SOCIOLOGY 002**
AMERICAN SOCIAL PROBLEMS (UC:CSU)  
3.00 UNITS

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6025 lec</td>
<td>3:00 - 5:05pm</td>
<td>M W</td>
<td>STAFF</td>
</tr>
<tr>
<td>6039 lec</td>
<td>3:00 - 5:05pm</td>
<td>T Th</td>
<td>C.M. CLARK</td>
</tr>
</tbody>
</table>


**SPANISH 001**
ELEMENTARY SPANISH I (UC:CSU)  
5.00 UNITS

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6016 lec</td>
<td>3:15 - 6:35pm</td>
<td>M W</td>
<td>STAFF</td>
</tr>
</tbody>
</table>


**SPANISH 002**
ELEMENTARY SPANISH II (UC:CSU)  
5.00 UNITS

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6019 lec</td>
<td>3:00 - 6:30pm</td>
<td>M W</td>
<td>STAFF</td>
</tr>
</tbody>
</table>


**SPANISH 022**
FUNDAMENTALS OF SPANISH II (UC:CSU)  
3.00 UNITS

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6055 lec</td>
<td>3:20 - 5:10pm</td>
<td>T Th</td>
<td>D. RENTERIA</td>
</tr>
</tbody>
</table>


**SPEECH 101**
ORAL COMMUNICATION I (UC:CSU)  
3.00 UNITS

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6022 lec</td>
<td>3:00 - 5:05pm</td>
<td>M W</td>
<td>STAFF</td>
</tr>
</tbody>
</table>


**SPEECH COMMUNICATION 106**
FORENSICS (RPT 3)  
2.00 UNITS

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6003 lab</td>
<td>4:00 - 6:05pm</td>
<td>T Th</td>
<td>M. CROSSMAN</td>
</tr>
</tbody>
</table>

(13 Week Class - Starts 2/21/2008, Ends 5/22/2008)

**THEATER 323**
STAGE MANAGEMENT AND PRODUCTION (UC:CSU)  
3.00 UNITS

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6066 lec</td>
<td>3:15 - 5:45pm</td>
<td>TWTh</td>
<td>STAFF</td>
</tr>
</tbody>
</table>

(13 Week Class - Starts 2/5/2008, Ends 5/15/2008)

**LEGEND**
- BHS - BANNING HIGH SCHOOL
- CHS - CARSON HIGH SCHOOL
- GHS - GARDENA HIGH SCHOOL
- NHS - NARBONNE HIGH SCHOOL
- PVP HS - PALOS VERDES PENINSULA HIGH SCHOOL
- SPHS - SAN PEDRO HIGH SCHOOL

Schedule changes are available online!
www.lahc.edu
24-hours a day!
# Online Classes - Spring 2008

Classes over the internet require access to the internet and an email address. Specific courses may have additional hardware or software requirements. Classes may meet on campus for orientation and exams. Contact the instructor as soon as you register for details. For complete course descriptions, see the regular course listing in the schedule.

<table>
<thead>
<tr>
<th>ACCOUNTING 001</th>
<th>5.00 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTRODUCTORY ACCOUNTING I (UC:CSU)</strong></td>
<td></td>
</tr>
<tr>
<td>7613 lec 5:20 hrs/wk TBA - D.M. CHING INTERNET</td>
<td></td>
</tr>
<tr>
<td>Contact <a href="mailto:chingdm@lahc.edu">chingdm@lahc.edu</a> as soon as you register.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNTING 002</th>
<th>5.00 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTRODUCTORY ACCOUNTING II (UC:CSU)</strong></td>
<td></td>
</tr>
<tr>
<td>7614 lec 5:20 hrs/wk TBA - D.M. CHING INTERNET</td>
<td></td>
</tr>
<tr>
<td>Contact <a href="mailto:chingdm@lahc.edu">chingdm@lahc.edu</a> as soon as you register.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADMINISTRATION OF JUSTICE 001</th>
<th>3.00 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTRODUCTION TO ADMINISTRATION OF JUSTICE (UC:CSU)</strong></td>
<td></td>
</tr>
<tr>
<td>7680 lec 3:10 hrs/wk TBA - H.N. SIEGEL INTERNET</td>
<td></td>
</tr>
<tr>
<td>Contact <a href="mailto:kinradmc@lahc.edu">kinradmc@lahc.edu</a> as soon as you register.</td>
<td></td>
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<table>
<thead>
<tr>
<th>ADMINISTRATION OF JUSTICE 002</th>
<th>3.00 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONCEPTS OF CRIMINAL LAW (UC:CSU)</strong></td>
<td></td>
</tr>
<tr>
<td>7681 lec 3:30 hrs/wk TBA - M.C. KINRADE INTERNET</td>
<td></td>
</tr>
<tr>
<td>Contact <a href="mailto:kinradmc@lahc.edu">kinradmc@lahc.edu</a> as soon as you register. Class starts Mar 24.</td>
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<table>
<thead>
<tr>
<th>ADMINISTRATION OF JUSTICE 008</th>
<th>3.00 Units</th>
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<tbody>
<tr>
<td><strong>JUVENILE PROCEDURES (CSU)</strong></td>
<td></td>
</tr>
<tr>
<td>7634 lec 3:10 hrs/wk TBA - M.C. KINRADE INTERNET</td>
<td></td>
</tr>
<tr>
<td>Contact <a href="mailto:kinradmc@lahc.edu">kinradmc@lahc.edu</a> as soon as you register.</td>
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<table>
<thead>
<tr>
<th>ART 103</th>
<th>3.00 Units</th>
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</thead>
<tbody>
<tr>
<td><strong>ART APPRECIATION I (UC:CSU)</strong></td>
<td></td>
</tr>
<tr>
<td>7642 lec 3:10 hrs/wk TBA - J.A. FREEDMAN INTERNET</td>
<td></td>
</tr>
<tr>
<td>Contact <a href="mailto:freedmja@hotmail.com">freedmja@hotmail.com</a> as soon as you register.</td>
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<table>
<thead>
<tr>
<th>BIOLOGY 003U</th>
<th>4.00 Units</th>
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<tbody>
<tr>
<td><strong>INTRODUCTION TO BIOLOGY U (UC:CSU)</strong></td>
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</tr>
<tr>
<td>7670 lec 3:10 hrs/wk TBA - A.T. ESCANDON INTERNET</td>
<td></td>
</tr>
<tr>
<td>Lecture is online. Students must enroll in any on-campus laboratory section (0658, 0659, 0660, 3475, 3476) Contact <a href="mailto:escandat@lahc.edu">escandat@lahc.edu</a> as soon as you register.</td>
<td></td>
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<table>
<thead>
<tr>
<th>BUSINESS 001</th>
<th>3.00 Units</th>
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</thead>
<tbody>
<tr>
<td><strong>INTRODUCTION TO BUSINESS (UC:CSU)</strong></td>
<td></td>
</tr>
<tr>
<td>7606 lec 3:10 hrs/wk TBA - R.M. MC GINNESS INTERNET</td>
<td></td>
</tr>
<tr>
<td>Contact <a href="mailto:rmmcginess@adelphia.net">rmmcginess@adelphia.net</a> as soon as you register.</td>
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<table>
<thead>
<tr>
<th>BUSINESS 005</th>
<th>3.00 Units</th>
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<tbody>
<tr>
<td><strong>BUSINESS LAW I (UC:CSU)</strong></td>
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<tr>
<td>7609 lec 3:10 hrs/wk TBA - R.W. WICKERS INTERNET</td>
<td></td>
</tr>
<tr>
<td>Contact <a href="mailto:rod@wickerslaw.com">rod@wickerslaw.com</a> as soon as you register.</td>
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<tr>
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<th>1.00 Units</th>
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<tbody>
<tr>
<td><strong>TYPEWRITING FUNDAMENTALS</strong></td>
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<tr>
<td>7605 lab 3:10 hrs/wk TBA - L.M. LANE INTERNET</td>
<td></td>
</tr>
<tr>
<td>Contact <a href="mailto:loralarz@yahoo.com">loralarz@yahoo.com</a> as soon as you register.</td>
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<table>
<thead>
<tr>
<th>COMPUTER INFORMATION SYSTEMS 001</th>
<th>3.00 Units</th>
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<tbody>
<tr>
<td><strong>PRINCIPLES OF BUSINESS COMPUTER SYSTEMS I (UC:CSU)</strong></td>
<td></td>
</tr>
<tr>
<td>7607 lec 3:10 hrs/wk TBA - L.M. LANE INTERNET</td>
<td></td>
</tr>
<tr>
<td>7608* lec 3:10 hrs/wk TBA - L.M. LANE INTERNET</td>
<td></td>
</tr>
<tr>
<td>7615* lec 4:35 hrs/wk TBA - L.M. LANE INTERNET</td>
<td></td>
</tr>
<tr>
<td>*Late Start Class - Starts 3/24/2008, Ends 6/2/2008. 7615 PACE STUDENTS ONLY Contact <a href="mailto:loralarz@yahoo.com">loralarz@yahoo.com</a> as soon as you register.</td>
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<table>
<thead>
<tr>
<th>COMPUTER INFORMATION SYSTEMS 021</th>
<th>3.00 Units</th>
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<tbody>
<tr>
<td><strong>BUSINESS COMPUTER PROGRAMMING I</strong></td>
<td></td>
</tr>
<tr>
<td>7611 lec 3:10 hrs/wk TBA - L.M. LANE INTERNET</td>
<td></td>
</tr>
<tr>
<td>Contact <a href="mailto:loralarz@yahoo.com">loralarz@yahoo.com</a> as soon as you register.</td>
<td></td>
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<table>
<thead>
<tr>
<th>COMPUTER INFORMATION SYSTEMS 023</th>
<th>1.00 Units</th>
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</thead>
<tbody>
<tr>
<td><strong>PROGRAMMING LABORATORY (CSU) (RPT 3)</strong></td>
<td></td>
</tr>
<tr>
<td>7610 lab 2:05 hrs/wk TBA - L.M. LANE INTERNET</td>
<td></td>
</tr>
<tr>
<td>7616* lab 2:05 hrs/wk TBA - L.M. LANE INTERNET</td>
<td></td>
</tr>
<tr>
<td>*Late Start Class - Starts 3/24/2008, Ends 6/2/2008. 7617 PACE STUDENTS ONLY Contact <a href="mailto:loralarz@yahoo.com">loralarz@yahoo.com</a> as soon as you register.</td>
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<table>
<thead>
<tr>
<th>COMPUTER SCIENCE INFORMATION TECHNOLOGY 058</th>
<th>3.00 Units</th>
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<tbody>
<tr>
<td><strong>COMPUTER LITERACY FOR THE LIBERAL ARTS STUDENT (UC:CSU)</strong></td>
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</tr>
<tr>
<td>7612 lec 3:10 hrs/wk TBA - L.M. LANE INTERNET</td>
<td></td>
</tr>
<tr>
<td>Contact <a href="mailto:loralarz@yahoo.com">loralarz@yahoo.com</a> as soon as you register.</td>
<td></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>COMPUTER APPLICATIONS OFFICE TECHNOLOGY 082</th>
<th>3.00 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE</strong></td>
<td></td>
</tr>
<tr>
<td>7602 lec 5:20 hrs/wk TBA - E. LINARES INTERNET</td>
<td></td>
</tr>
<tr>
<td>Contact <a href="mailto:linaree@lahc.edu">linaree@lahc.edu</a> as soon as you register.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ECONOMICS 001</th>
<th>3.00 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRINCIPLES OF ECONOMICS I (UC:CSU)</strong></td>
<td></td>
</tr>
<tr>
<td>7683 lec 3:10 hrs/wk TBA - R.G. VICE INTERNET</td>
<td></td>
</tr>
<tr>
<td>Contact <a href="mailto:gvice@earthlink.net">gvice@earthlink.net</a> as soon as you register.</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ECONOMICS 002</th>
<th>3.00 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRINCIPLES OF ECONOMICS II (UC:CSU)</strong></td>
<td></td>
</tr>
<tr>
<td>7689 lec 3:10 hrs/wk TBA - F. CHAN INTERNET</td>
<td></td>
</tr>
<tr>
<td>Contact <a href="mailto:chanf@lahc.edu">chanf@lahc.edu</a> as soon as you register.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ENGLISH 101</th>
<th>3.00 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COLLEGE READING AND COMPOSITION I (UC:CSU)</strong></td>
<td></td>
</tr>
<tr>
<td>7620 lec 3:10 hrs/wk TBA - J.R. CORBALLY INTERNET</td>
<td></td>
</tr>
<tr>
<td>Contact <a href="mailto:jcorbally@earthlink.net">jcorbally@earthlink.net</a> as soon as you register.</td>
<td></td>
</tr>
<tr>
<td>7631 lec 3:10 hrs/wk TBA - P.E. WATKINS INTERNET</td>
<td></td>
</tr>
<tr>
<td>Contact <a href="mailto:pswat776@hotmail.com">pswat776@hotmail.com</a> as soon as you register.</td>
<td></td>
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<table>
<thead>
<tr>
<th>ENGLISH 102</th>
<th>3.00 Units</th>
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</thead>
<tbody>
<tr>
<td><strong>COLLEGE READING AND COMPOSITION II (UC:CSU)</strong></td>
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</tr>
<tr>
<td>7622 lec 3:10 hrs/wk TBA - A.L. WARREN INTERNET</td>
<td></td>
</tr>
<tr>
<td>Contact <a href="mailto:annw708@earthlink.net">annw708@earthlink.net</a> as soon as you register.</td>
<td></td>
</tr>
<tr>
<td>7623 lec 3:10 hrs/wk TBA - A.L. WARREN INTERNET</td>
<td></td>
</tr>
<tr>
<td>Contact <a href="mailto:annw708@earthlink.net">annw708@earthlink.net</a> as soon as you register.</td>
<td></td>
</tr>
</tbody>
</table>
## ONLINE CLASSES - SPRING 2008

Classes over the internet require access to the internet and an email address. Specific courses may have additional hardware or software requirements. Classes may meet on campus for orientation and exams. Contact the instructor as soon as you register for details. For complete course descriptions, see the regular course listing in the schedule.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Instructor</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 203</td>
<td>WORLD LITERATURE I (UC:CSU)</td>
<td>3.00</td>
<td>J.R. CORBALLY</td>
<td>Internet</td>
</tr>
<tr>
<td>ENGLISH 204</td>
<td>WORLD LITERATURE II (UC:CSU)</td>
<td>3.00</td>
<td>J.R. CORBALLY</td>
<td>Internet</td>
</tr>
<tr>
<td>ENGLISH 205</td>
<td>ENGLISH LITERATURE I (UC:CSU)</td>
<td>3.00</td>
<td>A.L. WARREN</td>
<td>Internet</td>
</tr>
<tr>
<td>ENGLISH 207</td>
<td>AMERICAN LITERATURE I (UC:CSU)</td>
<td>3.00</td>
<td>A.L. WARREN</td>
<td>Internet</td>
</tr>
<tr>
<td>ENGLISH 214</td>
<td>CONTEMPORARY LITERATURE (UC:CSU)</td>
<td>3.00</td>
<td>A.L. WARREN</td>
<td>Internet</td>
</tr>
<tr>
<td>ENGLISH 215</td>
<td>SHAKESPEARE I (UC:CSU)</td>
<td>3.00</td>
<td>A.L. WARREN</td>
<td>Internet</td>
</tr>
<tr>
<td>ENGLISH 218</td>
<td>CHILDREN’S LITERATURE</td>
<td>3.00</td>
<td>J.R. CORBALLY</td>
<td>Internet</td>
</tr>
<tr>
<td>HEALTH 011</td>
<td>PRINCIPLES OF HEALTHFUL LIVING (UC:CSU)</td>
<td>3.00</td>
<td>L. PANDEY</td>
<td>Internet</td>
</tr>
<tr>
<td>HISTORY 012</td>
<td>POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES II (UC:CSU)</td>
<td>3.00</td>
<td>T.E. JOINER</td>
<td>Internet</td>
</tr>
<tr>
<td>LIBRARY SCIENCE 101</td>
<td>LIBRARY RESEARCH METHODS (UC:CSU)</td>
<td>1.00</td>
<td>I.A. DESSOUKY</td>
<td>Internet</td>
</tr>
<tr>
<td>MARKETING 021</td>
<td>PRINCIPLES OF MARKETING</td>
<td>3.00</td>
<td>A.L. SHAY</td>
<td>Internet</td>
</tr>
<tr>
<td>MUSIC 101</td>
<td>FUNDAMENTALS OF MUSIC (UC:CSU)</td>
<td>3.00</td>
<td>M.J. HISCOCKS</td>
<td>Internet</td>
</tr>
<tr>
<td>MUSIC 111</td>
<td>MUSIC APPRECIATION I (UC:CSU)</td>
<td>3.00</td>
<td>M.J. HISCOCKS</td>
<td>Internet</td>
</tr>
<tr>
<td>NURSING 329A</td>
<td>ROLE TRANSITION FROM LVN TO RN A</td>
<td>1.00</td>
<td>K.S. YACHECHAK</td>
<td>Internet</td>
</tr>
<tr>
<td>NURSING 329B</td>
<td>ROLE TRANSITION FROM LVN TO RN B</td>
<td>1.00</td>
<td>K.S. YACHECHAK</td>
<td>Internet</td>
</tr>
<tr>
<td>PERSONAL DEVELOPMENT 020</td>
<td>POST SECONDARY EDUCATION: THE SCOPE OF CAREER PLANNING (CSU)</td>
<td>3.00</td>
<td>E.H. COLOCHO</td>
<td>Internet</td>
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<tr>
<td>POLITICAL SCIENCE 001</td>
<td>THE GOVERNMENT OF THE UNITED STATES (UC:CSU)</td>
<td>3.00</td>
<td>S.C. HEFFNER</td>
<td>Internet</td>
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<tr>
<td>POLITICAL SCIENCE 041</td>
<td>LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE (UC:CSU)</td>
<td>3.00</td>
<td>J.K. THOMAS SPIEGEL</td>
<td>Internet</td>
</tr>
<tr>
<td>PSYCHOLOGY 001</td>
<td>GENERAL PSYCHOLOGY I (UC:CSU)</td>
<td>3.00</td>
<td>J THOMAS SPIEGEL</td>
<td>Internet</td>
</tr>
<tr>
<td>PSYCHOLOGY 014</td>
<td>ABNORMAL PSYCHOLOGY (UC:CSU)</td>
<td>3.00</td>
<td>J.K. THOMAS SPIEGEL</td>
<td>Internet</td>
</tr>
<tr>
<td>PSYCHOLOGY 041</td>
<td>LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE (UC:CSU)</td>
<td>3.00</td>
<td>J.K. THOMAS SPIEGEL</td>
<td>Internet</td>
</tr>
<tr>
<td>SOCIOLOGY 001</td>
<td>INTRODUCTION TO SOCIOLOGY (UC:CSU)</td>
<td>3.00</td>
<td>R.K. RICHARDS</td>
<td>Internet</td>
</tr>
</tbody>
</table>
**WEB-ENHANCED COURSES**

Web-Enhanced Courses are a form of blended learning where students meet during the times indicated and also participate in internet activities as directed by the instructor. Students must have internet access and an email address. Contact the instructor as soon as you register. For complete course descriptions, see the regular course listing in the schedule.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Time/Day</th>
<th>Location</th>
<th>Instructor</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATION OF JUSTICE 185</td>
<td>1.00 UNITS</td>
<td>DIRECTED STUDY - ADMINISTRATION OF JUSTICE (CSU) (RPT 2)</td>
<td>7503 lec 9:30 - 10:00am T B.J. YOUNG B 11</td>
<td>7503 lec 0:25 hrs/wk TBA - B.J. YOUNG INTERNET</td>
<td>Contact <a href="mailto:youngbj@lahc.edu">youngbj@lahc.edu</a> as soon as you register.</td>
<td></td>
</tr>
<tr>
<td>ADMINISTRATION OF JUSTICE 285</td>
<td>2.00 UNITS</td>
<td>DIRECTED STUDY - ADMINISTRATION OF JUSTICE</td>
<td>7504 lec 9:30 - 10:35am T B.J. YOUNG B 11</td>
<td>7504 lec 0:50 hrs/wk TBA - B.J. YOUNG INTERNET</td>
<td>Contact <a href="mailto:youngbj@lahc.edu">youngbj@lahc.edu</a> as soon as you register.</td>
<td></td>
</tr>
<tr>
<td>ADMINISTRATION OF JUSTICE 385</td>
<td>3.00 UNITS</td>
<td>DIRECTED STUDY - ADMINISTRATION OF JUSTICE (CSU)</td>
<td>7505 lec 9:30 - 11:05am T B.J. YOUNG B 11</td>
<td>7505 lec 1:25 hrs/wk TBA - B.J. YOUNG INTERNET</td>
<td>Contact <a href="mailto:youngbj@lahc.edu">youngbj@lahc.edu</a> as soon as you register.</td>
<td></td>
</tr>
<tr>
<td>BUSINESS 001</td>
<td>3.00 UNITS</td>
<td>INTRODUCTION TO BUSINESS (UC:CSU)</td>
<td>7502 lec 9:35 - 11:00am Th A.L. SHAY BU 109</td>
<td>7502 lec 1:25 hrs/wk TBA - A.L. SHAY INTERNET</td>
<td>Contact <a href="mailto:professorshay@roadrunner.com">professorshay@roadrunner.com</a> as soon as you register.</td>
<td></td>
</tr>
<tr>
<td>BUSINESS 031</td>
<td>3.00 UNITS</td>
<td>BUSINESS ENGLISH</td>
<td>7508 lec 11:10 - 12:35pm Th A.L. SHAY BU 109</td>
<td>7508 lec 1:25 hrs/wk TBA - A.L. SHAY INTERNET</td>
<td>Contact <a href="mailto:professorshay@roadrunner.com">professorshay@roadrunner.com</a> as soon as you register.</td>
<td></td>
</tr>
<tr>
<td>BUSINESS 032</td>
<td>3.00 UNITS</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>7513 lec 9:35 - 11:45am T A.L. SHAY BU 109</td>
<td>7513 lab 2:10 hrs/wk TBA - A.L. SHAY INTERNET</td>
<td>Contact <a href="mailto:professorshay@roadrunner.com">professorshay@roadrunner.com</a> as soon as you register.</td>
<td></td>
</tr>
<tr>
<td>COMPUTER APPLICATIONS OFFICE TECHNOLOGY 030</td>
<td>3.00 UNITS</td>
<td>OFFICE PROCEDURES</td>
<td>7510 lec 4:45 - 6:55pm M E. LINARES BU 104</td>
<td>7510 lab 2:00 hrs/wk TBA - E. LINARES INTERNET</td>
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<tr>
<td>COMPUTER APPLICATIONS OFFICE TECHNOLOGY 084</td>
<td>3.00 UNITS</td>
<td>MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING (RPT 2)</td>
<td>7511 lec 8:00 - 10:30am M A.D. HALL BU 108</td>
<td>7511 lab 3:50 hrs/wk TBA - A.D. HALL INTERNET</td>
<td>Contact <a href="mailto:halla@lahc.edu">halla@lahc.edu</a> with “Enrolled in CAOT 084” in the subject line.</td>
<td></td>
</tr>
<tr>
<td>COMPUTER APPLICATIONS OFFICE TECHNOLOGY 085</td>
<td>3.00 UNITS</td>
<td>MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET</td>
<td>7514 lec 11:10 - 1:40pm Th E. LINARES BU 104</td>
<td>7514 lab 2:05 hrs/wk TBA - E. LINARES INTERNET</td>
<td></td>
<td></td>
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<tr>
<td>COMPUTER APPLICATIONS OFFICE TECHNOLOGY 110</td>
<td>3.00 UNITS</td>
<td>MICROCOMPUTER OFFICE APPLICATIONS: PRESENTATION DESIGN</td>
<td>7512 lec 8:00 - 10:05am W E. LINARES BU 108</td>
<td>7512 lab 2:30 hrs/wk TBA - E. LINARES INTERNET</td>
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<tr>
<td>HISTORY 043</td>
<td>3.00 UNITS</td>
<td>THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I (UC:CSU)</td>
<td>7506 lec 6:55 - 8:35pm W A.N. MILES B 13</td>
<td>7506 lec 1:30 hrs/wk TBA - A.N. MILES INTERNET</td>
<td>Contact <a href="mailto:milesan@lahc.edu">milesan@lahc.edu</a> as soon as you register.</td>
<td></td>
</tr>
<tr>
<td>HISTORY 086</td>
<td>3.00 UNITS</td>
<td>INTRODUCTION TO WORLD CIVILIZATION I (UC:CSU)</td>
<td>7507 lec 3:30 - 5:10pm T A.N. MILES B 13</td>
<td>7507 lec 1:30 hrs/wk TBA - A.N. MILES INTERNET</td>
<td>Contact <a href="mailto:milesan@lahc.edu">milesan@lahc.edu</a> as soon as you register.</td>
<td></td>
</tr>
</tbody>
</table>

Look for additional classes on our website!  
www.lahc.edu  
24-hours a day!
### SATURDAY CLASSES

Prerequisites and Co-requisites will be enforced for Saturday classes. Please see the regular class listing in the schedule for information regarding these classes.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Time</th>
<th>Room</th>
<th>Instructor/Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATION OF JUSTICE 321</td>
<td>2.00 UNITS</td>
<td>8:00 - 1:05pm S</td>
<td>STAFF</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>ANATOMY 001L</td>
<td>0.00 UNITS</td>
<td>8:00 - 11:10am S</td>
<td>STAFF</td>
<td>SCI 106</td>
<td></td>
</tr>
<tr>
<td>BUSINESS 001</td>
<td>3.00 UNITS</td>
<td>11:20 - 2:30pm S</td>
<td>STAFF</td>
<td>BU 109</td>
<td></td>
</tr>
<tr>
<td>CHILD DEVELOPMENT 185</td>
<td>1.00 UNITS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIRECTED STUDY - CHILD DEVELOPMENT (CSU) (RPT 2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMPUTER INFORMATION SYSTEMS 001</td>
<td>3.00 UNITS</td>
<td>8:00 - 11:10am S</td>
<td>H.KOTELYAN</td>
<td>BU 104</td>
<td></td>
</tr>
<tr>
<td>COMPUTER INFORMATION SYSTEMS 023</td>
<td>1.00 UNITS</td>
<td>11:20 - 1:25pm S</td>
<td>H.KOTELYAN</td>
<td>BU 104</td>
<td></td>
</tr>
<tr>
<td>COMPUTER INFORMATION SYSTEMS 064</td>
<td>1.00 UNITS</td>
<td>11:20 - 1:25pm S</td>
<td>H.KOTELYAN</td>
<td>BU 104</td>
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</tr>
<tr>
<td>COMPUTER SCIENCE-INFORMATION TECHNOLOGY 091</td>
<td>3.00 UNITS</td>
<td>8:00 - 11:10am S</td>
<td>L.O.ASHMORE</td>
<td>PH 106</td>
<td></td>
</tr>
<tr>
<td>ENGLISH 028</td>
<td>3.00 UNITS</td>
<td>8:00 - 11:10am S</td>
<td>A.A.BOYCE</td>
<td>GC 209</td>
<td></td>
</tr>
<tr>
<td>ENGLISH 101</td>
<td>3.00 UNITS</td>
<td>8:00 - 11:10am S</td>
<td>D.M.STEWART</td>
<td>GC 211</td>
<td></td>
</tr>
<tr>
<td>FAMILY AND CONSUMER STUDIES 048</td>
<td>0.50 UNITS</td>
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<tr>
<td>FOOD SAFETY TRAINING (NDA) (RPT 3)</td>
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<tr>
<td>FOOD SCIENCE-TECHNOLOGY 091</td>
<td>3.00 UNITS</td>
<td>8:00 - 5:00pm S</td>
<td>STAFF</td>
<td>SCI 213</td>
<td></td>
</tr>
<tr>
<td>MATHEMATICS 112</td>
<td>3.00 UNITS</td>
<td>8:00 - 12:20pm S</td>
<td>T.S.OEPMOS</td>
<td>CV 4</td>
<td></td>
</tr>
<tr>
<td>MATHEMATICS 123A</td>
<td>4.00 UNITS</td>
<td>8:05 - 12:20pm S</td>
<td>L.LYNCH</td>
<td>TR 101</td>
<td></td>
</tr>
<tr>
<td>MATHEMATICS 123B</td>
<td>4.00 UNITS</td>
<td>8:00 - 12:20pm S</td>
<td>A.E.GILL</td>
<td>TR 102</td>
<td></td>
</tr>
<tr>
<td>MATHEMATICS 123C</td>
<td>4.00 UNITS</td>
<td>8:00 - 12:20pm S</td>
<td>R.D.SIBNER</td>
<td>LRC 125</td>
<td></td>
</tr>
<tr>
<td>MATHEMATICS 227</td>
<td>4.00 UNITS</td>
<td>8:00 - 12:15pm S</td>
<td>F.FARIDPAK</td>
<td>LAC 113B</td>
<td></td>
</tr>
<tr>
<td>MUSIC 650</td>
<td>2.00 UNITS</td>
<td>8:00 - 12:15pm S</td>
<td>I.GRIGORIEV</td>
<td>MU 107</td>
<td></td>
</tr>
<tr>
<td>MUSIC 651</td>
<td>2.00 UNITS</td>
<td>9:00 - 10:05am S</td>
<td>I.GRIGORIEV</td>
<td>MU 107</td>
<td></td>
</tr>
<tr>
<td>MUSIC 652</td>
<td>2.00 UNITS</td>
<td>9:00 - 10:05am S</td>
<td>I.GRIGORIEV</td>
<td>MU 107</td>
<td></td>
</tr>
<tr>
<td>MUSIC 653</td>
<td>2.00 UNITS</td>
<td>9:00 - 10:05am S</td>
<td>I.GRIGORIEV</td>
<td>MU 107</td>
<td></td>
</tr>
<tr>
<td>MUSIC 654</td>
<td>2.00 UNITS</td>
<td>9:00 - 10:05am S</td>
<td>I.GRIGORIEV</td>
<td>MU 107</td>
<td></td>
</tr>
<tr>
<td>MUSIC 655</td>
<td>2.00 UNITS</td>
<td>9:00 - 10:05am S</td>
<td>I.GRIGORIEV</td>
<td>MU 107</td>
<td></td>
</tr>
<tr>
<td>PHYSICAL EDUCATION 259</td>
<td>1.00 UNITS</td>
<td>10:15 - 12:20pm S</td>
<td>K.A.PLUTCHOK</td>
<td>PE 137</td>
<td></td>
</tr>
<tr>
<td>POLITICAL SCIENCE 001</td>
<td>3.00 UNITS</td>
<td>9:00 - 12:10pm S</td>
<td>L.ACQUAYE BADDON</td>
<td>B 1</td>
<td></td>
</tr>
<tr>
<td>REAL ESTATE 018</td>
<td>3.00 UNITS</td>
<td>11:20 - 2:30pm S</td>
<td>C.W.KIRNBAUER</td>
<td>BU 109</td>
<td></td>
</tr>
<tr>
<td>REAL ESTATE INVESTMENTS I</td>
<td>5.00 UNITS</td>
<td>8:00 - 12:20pm S</td>
<td>STAFF</td>
<td>DS 102</td>
<td></td>
</tr>
<tr>
<td>SPANISH 035</td>
<td>5.00 UNITS</td>
<td>8:00 - 12:20pm S</td>
<td>R.HUETE</td>
<td>DS 104</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Units</td>
<td>Course Title</td>
<td>Time</td>
<td>Instructor</td>
<td>Location</td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
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<td>------</td>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td>ACCOUNTING 021</td>
<td>3.00</td>
<td>ACCOUNTING</td>
<td>1.00 - 4:05pm</td>
<td>T Th</td>
<td>S.H. STAFF BU 109</td>
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<td>ART 103</td>
<td>3.00</td>
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<td>9:00 - 12:00pm</td>
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<td>ART 637</td>
<td>3.00</td>
<td>PRESENTATION GRAPHICS</td>
<td>3:55 - 5:00pm</td>
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<td>J.S. ABARBANEL LRC 203</td>
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<td>BUSINESS 001</td>
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<td>INTRODUCTION TO BUSINESS</td>
<td>1:00 - 4:00pm</td>
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<td>3.00</td>
<td>PRINCIPLES OF BUSINESS COMPUTER SYSTEMS</td>
<td>2:00 - 5:00pm</td>
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<td>TBA</td>
<td>L.M. LANE INTERNET</td>
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<td>ENGLISH 021</td>
<td>3.00</td>
<td>ENGLISH FUNDAMENTALS</td>
<td>6:55 - 9:55pm</td>
<td>T Th</td>
<td>C.E. JARECKE FA 100</td>
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<td>ENGLISH 028</td>
<td>3.00</td>
<td>INTERMEDIATE READING AND COMPOSITION</td>
<td>6:55 - 9:55pm</td>
<td>M W</td>
<td>L. RODRIGUEZ GC 108</td>
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<tr>
<td>ENGLISH 101</td>
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<td>COLLEGE READING AND COMPOSITION</td>
<td>6:55 - 9:55pm</td>
<td>T Th</td>
<td>A. YARBOROUGH CV 6</td>
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<td>HISTORY 011</td>
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<td>POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES</td>
<td>6:30 - 9:30pm</td>
<td>M W</td>
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<td>HISTORY 012</td>
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<td>6:30 - 9:30pm</td>
<td>T Th</td>
<td>C.J. PATTERSON U 5</td>
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<tr>
<td>HUMANITIES 017</td>
<td>3.00</td>
<td>FILM APPRECIATION</td>
<td>1:00 - 3:50pm</td>
<td>MW</td>
<td>HOPPENSTAND GC 104</td>
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<td>MUSIC 101</td>
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<td>THE GOVERNMENT OF THE UNITED STATES</td>
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<td>L. ACQUAYE BADDOO GC 105</td>
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<td>SPANISH 022</td>
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<tr>
<td>SPEECH 101</td>
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<td>THE PROCEss OF INTERPERSONAL COMMUNICATION</td>
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<td>SPEECH 121</td>
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<td>THE PROCESS OF INTERPERSONAL COMMUNICATION</td>
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<td>D.B. RAY LAC 113A</td>
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Visit our website 24-hours a day!!
www.lahc.edu
# SHORT-TERM CLASSES

Prerequisites and Co-requisites will be enforced for Short-Term classes.

Please see the regular class listing in the schedule for information regarding these classes.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Instructor(s)</th>
<th>Time(s)</th>
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<td>3289 lab 4:30 - 6:40pm</td>
<td>M. SONG</td>
<td>F T 111</td>
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<td>&amp; lab 9:00 hrs/wk</td>
<td>M. SONG</td>
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<td>3290 lab 4:30 - 6:40pm</td>
<td>O.A. WAKITA</td>
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<td>INTRODUCTION TO FIBER OPTICS (RPT 3)</td>
<td>0486 lab 10:00 - 11:10am</td>
<td>M.D. GLOVER</td>
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<td>METHODS AND MATERIALS OF TUTORING A</td>
<td>0153 lab 5:10 hrs/wk</td>
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<td>FABRICATION TECHNIQUES</td>
<td>0485 lab 10:00 - 2:35pm</td>
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<tr>
<td>LIBRARY RESEARCH METHODS (UC:CSU)</td>
<td>7638 lec 2:05 hrs/wk</td>
<td>I.A. DESSOUKY</td>
<td>INTERNET</td>
<td></td>
<td></td>
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<tr>
<td>(8 Week Class - Starts 2/4/2008, Ends 4/6/2008. Contact <a href="mailto:dessouia@lahc.edu">dessouia@lahc.edu</a>)</td>
<td></td>
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<tr>
<td>7639 lec 2:05 hrs/wk</td>
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<tr>
<td>(8 Week Class - Starts 4/7/2008, Ends 6/2/2008. Contact <a href="mailto:dessouia@lahc.edu">dessouia@lahc.edu</a>)</td>
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<td>LIBRARY SCIENCE 102</td>
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<td>INTERNET RESEARCH METHODS</td>
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<td>I.A. DESSOUKY</td>
<td>INTERNET</td>
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<tr>
<td>Contact <a href="mailto:dessouia@lahc.edu">dessouia@lahc.edu</a>. (8 Week Class - 3/31/08 thru 5/19/08)</td>
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<td>CAREER PLANNING</td>
<td>**** lec 1:00 - 2:30pm</td>
<td>S.L. STEELE</td>
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<td>0113 lec 11:10 - 12:00pm</td>
<td>J. FISHER</td>
<td>GC 208</td>
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<td>COLLEGE SURVIVAL SKILLS DEVELOPMENT</td>
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<td>B. BURSTEIN</td>
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<td>3002 lec 5:00 - 6:50pm</td>
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<tr>
<td>INTERCOLLEGIATE SPORTS - BASEBALL (UC:CSU) (RPT 1)</td>
<td>**** lab 14:00 hrs/wk</td>
<td>M.A. ALVILLAR</td>
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<td>E. REIGADAS</td>
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<td>0160 lec 1:00 - 3:00pm</td>
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<td>3011 lec 6:00 - 9:35pm</td>
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<td>THEATER 185</td>
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<td>DIRECTED STUDY - THEATER (CSU) (RPT 2)</td>
<td>**** lec 9:20 hrs/wk</td>
<td>L.W. HEIMGARTNER</td>
<td>DS 107</td>
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<td>PLAY PRODUCTION (UC:CSU) (RPT 3)</td>
<td>0457 lab 18:00 hrs/wk</td>
<td>L.W. HEIMGARTNER</td>
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<td>0459 lab 17:50 hrs/wk</td>
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<td>REHEARSALS AND PERFORMANCES (UC:CSU) (RPT 3)</td>
<td>1624 lab 2:00 - 6:15pm</td>
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<td>THEATER 323</td>
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<tr>
<td>STAGE MANAGEMENT AND PRODUCTION (UC:CSU)</td>
<td>6066 lec 3:15 - 5:45pm</td>
<td>L.W. HEIMGARTNER</td>
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<td>(7 Week Class: Starts 3/17/08, Ends 5/1/08)</td>
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</table>

For additional Short-Term Classes refer to the Outreach Classes on Pages 82 & 83.
ITV/The Weekend College classes allow students to complete general education classes in a focused eight-week format. Classes are taught on four campuses: City [C] and Southwest [SW] Colleges on Saturdays and Valley [V] and Pierce [P] Colleges on Sundays. First college listed is AM only 9:00 - 12:00 Noon. Second college listed is PM only 1:30 - 4:30 PM. Students may attend at any location or change locations, if necessary, throughout the semester.

The classes are taught by the same qualified LACCD instructor at each campus. Instruction is combined with award-winning video lessons available on cable television, in broadband, in DVD, and in the College Learning Resource Centers. Each class also has an online component creating a positive, engaging learning environment.

For classroom locations go to: www.lamission.edu/itv View Schedule Financial aid is available for qualified students; fee waivers apply to these classes. Transcripts are issued by LA Mission College.

**WINTER 08**

Five Weeks - Saturdays only
January 2 - February 2, 2008

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<td>Economics 1</td>
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<tr>
<td>English 102</td>
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<td>C/V</td>
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<tr>
<td>Geography 2</td>
<td>7911</td>
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<td>History 11</td>
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<td>Philosophy 1</td>
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<td>Psychology 1</td>
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<td>Sociology 1</td>
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Last Day To:
ADD by STEP or on-line: January 1, 2008
Last day to ADD by FAX (818) 833-3598
or in-person: January 9, 2008
Last day to DROP without incurring fees: January 10, 2008

**SPRING 08 Session A**

February 4 - April 6, 2008

<table>
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<th>Section</th>
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<th>Sunday Campus</th>
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<tbody>
<tr>
<td>Astronomy 1</td>
<td>7918</td>
<td>C/SW</td>
<td>P/V</td>
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<td>Economics 1</td>
<td>7919</td>
<td>C/SW</td>
<td>P/V</td>
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<tr>
<td>English 101</td>
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<td>P/V</td>
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<td>Health 11</td>
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<td>History 11</td>
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<td>History 12</td>
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<td>SW/C</td>
<td>V/P</td>
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<td>Psychology 1</td>
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No classes: February 16-17
Spring Break March 24 thru 30

Last Day To:
ADD by STEP or on-line: February 3, 2008
ADD by FAX (818) 833-3598
or in-person: February 14, 2008
Last day to DROP without incurring fees: February 19, 2008

**SPRING 08 Session B**

April 7 - June 1, 2008

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<td>English 102</td>
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<td>Health 125</td>
<td>7928</td>
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Last Day To:
ADD by STEP or on-line: April 6, 2008
Last day to ADD by FAX (818) 833-3598
or in-person: February 17, 2008
Last day to DROP without incurring fees: February 23, 2008

Website: www.lamission.edu/itv • Telephone: 818/833-3594 or 800/917-9277
Culinary Arts Course Offerings on Page 54

CULINARY ARTS
(310) 233-4194
or
(310) 233-4199

THEATRE ARTS 550
MULTIMEDIA PRODUCTION FOR THE STAGE

Enroll Today!
See Page 117
English as a Second Language

Credit ESL classes at L.A. Harbor College are listed under the subject headings of ESL, Speech, Developmental Communications, and English in the Catalog and the Schedule of Classes. Speech 113 is an intermediate ESL Listening and Speaking course; Developmental Communications 76 is an intermediate ESL Reading course; and English 84, English 85, and English 86 are intermediate to advanced ESL writing and grammar courses. English 85 is CSU transferable credit; English 86 is CSU and UC transferable credit.

Students with U.S. residence may be eligible for fee waivers or Financial Aid.

International/Foreign Student Program

The International Student Office welcomes students from other countries. International student applications are available in the International Student Office (Admin 108) and on-line at www.lahc.edu/studyinlosangeles. Upon submission of a completed application packet, the International Student Office issues the applicant an I-20 Form, which the student takes to a U.S. Embassy or Consulate for an F-1 (Student) Visa. The International Student Office also welcomes prospective international students who are in the U.S. under another visa status and who would like to apply for a Change of Status to F-1 (Student) Status in order to attend this college. (Certain visa classifications may permit applicants to attend classes full time while awaiting Change of Status approval.) The International Student Office welcomes calls, emails, and walk-in visits from prospective students, their friends, and their relatives who would like application materials and/or clarification of the application process. Contact the International Student Office at 310-233-4111 or gradyp@lahc.edu.

Medical Insurance for International Students

The Board of Trustees of the Los Angeles Community College District (LACCD) requires that all international students at the nine colleges in the LACCD, including L.A. Harbor College, participate in the medical insurance program provided through the LACCD. Coverage is mandatory for all international students. The medical insurance will be charged at the time of enrollment for the Spring 2008 semester and will be paid with tuition and other fees. (One payment in the fall and one in the spring will provide year-round coverage for all continuing full-time international students.)

Coverage periods:

- Fall 2007 coverage (6 mo period): 8/15 - 1/31
- Spring 2008 coverage (6 mo period): 2/1 - 8/31
- Summer 2008 coverage for new students only: 6/1 - 8/31
- Winter coverage for new students only: 1/1 - 1/31

Fall 2007 Rate: $70/mo. x 6 mo: $420
Winter 2008 Rate: $70/mo. x 1 mo.: $70
Spring 2008 Rate: Subject to adjustment.
LEARNING SKILLS 010B 1.00 UNITS
MATHMATICS FUNDAMENTALS B (NDA) (RPT 3)
Student will receive individulalized, small group and compute assisted instruction designed to build skills for entry into basic math classes and other college courses. Based on a diagnostic assessment, assigned modules will provide self-paced instruction related to students' individual problem areas.

7618 lec 3:10 hrs/wk TBA - A.L. SHAY
0992 lec 8:00 - 9:25am TTh E. SANCHEZ
BU 108

LEARNING SKILLS 010C 1.00 UNITS
MATHMATICS FUNDAMENTALS C (NDA) (RPT 3)
Student will receive individulalized, small group and compute assisted instruction designed to build skills for entry into basic math classes and other college courses. Based on a diagnostic assessment, assigned modules will provide self-paced instruction related to students' individual problem areas.

7618 lec 3:10 hrs/wk TBA - A.L. SHAY
0992 lec 8:00 - 9:25am TTh E. SANCHEZ
BU 108

LEARNING SKILLS 041 3.00 UNITS
STUDY STRATEGIES FOR THE LEARNING DISABLED (NDA) (RPT 2)
Designed for students with learning disabilities, this class addresses skills in time management, organization, library use, reading textbooks, notetaking, memory test taking and stress reduction.

7618 lec 3:10 hrs/wk TBA - A.L. SHAY
0992 lec 8:00 - 9:25am TTh E. SANCHEZ
BU 108

LIBRARY SCIENCE
Division Chair: Jonathon Lee, 310-233-4475, leeja@lahc.edu

LIBRARY SCIENCE 101 1.00 UNITS
LIBRARY RESEARCH METHODS (UC-CSU)

Internet Classes
7638 lec 2:05 hrs/wk TBA - I.A. DESSOUKY
Contact dessouia@lahc.edu as soon as you register.
7639 lec 2:05 hrs/wk TBA - I.A. DESSOUKY
Contact dessouia@lahc.edu as soon as you register.
(8 Week Class - Starts 4/7/2008, Ends 5/26/2008)

LIBRARY SCIENCE 102 1.00 UNITS
INTERNET RESEARCH METHODS

7643 lec 1:25 hrs/wk TBA - I.A. DESSOUKY
Contact dessouia@lahc.edu as soon as you register.
(8 Week Class - 2/14/08 thru 3/21/08)
7644 lec 1:25 hrs/wk TBA - I.A. DESSOUKY
Contact dessouia@lahc.edu. (8 Week Class - 3/31/08 thru 5/19/08)

LIBRARY SCIENCE 103 1.00 UNITS
INTERNET RESEARCH METHODS

7643 lec 1:25 hrs/wk TBA - I.A. DESSOUKY
Contact dessouia@lahc.edu as soon as you register.
(8 Week Class - 2/14/08 thru 3/21/08)
7644 lec 1:25 hrs/wk TBA - I.A. DESSOUKY
Contact dessouia@lahc.edu. (8 Week Class - 3/31/08 thru 5/19/08)

LIBRARY SCIENCE 104 1.00 UNITS
INTERNET RESEARCH METHODS

7643 lec 1:25 hrs/wk TBA - I.A. DESSOUKY
Contact dessouia@lahc.edu as soon as you register.
(8 Week Class - 2/14/08 thru 3/21/08)
7644 lec 1:25 hrs/wk TBA - I.A. DESSOUKY
Contact dessouia@lahc.edu. (8 Week Class - 3/31/08 thru 5/19/08)

LIBRARY SCIENCE 105 1.00 UNITS
INTERNET RESEARCH METHODS

7643 lec 1:25 hrs/wk TBA - I.A. DESSOUKY
Contact dessouia@lahc.edu as soon as you register.
(8 Week Class - 2/14/08 thru 3/21/08)
7644 lec 1:25 hrs/wk TBA - I.A. DESSOUKY
Contact dessouia@lahc.edu. (8 Week Class - 3/31/08 thru 5/19/08)

MANAGEMENT
Division Chair: Stanley Sandell, 310-233-4188, sandelsc@lahc.edu

MANAGEMENT 001 3.00 UNITS
PRINCIPLES OF SELLING
This course provides training in effective sales techniques using consultative approach. Emphasis is placed on the building and selling of one’s personality, as well as on selling procedures. Practice is given in sales presentations. Partnership building is the basis for sales presentations.

3139 lec 6:50 - 10:00pm Th S.S. KELLEHER
BU 106

MANAGEMENT 002 3.00 UNITS
ORGANIZATION AND MANAGEMENT THEORY
This course is a study of the basic objectives, theory, principles, process of management, decision making, organization and managerial authority.

3030 lec 6:50 - 10:00pm Th A. CHARITAN
BU 107

MANAGEMENT 003 3.00 UNITS
PERSONNEL MANAGEMENT
Human resource management techniques and procedures are studied. Topics included are selection, placement, testing, orientation, counseling, merit rating, promotion, transfer, training, and fringe benefits.

3102 lec 6:50 - 10:00pm Th W. GRIFFIN
BU 109

MANAGEMENT 004 3.00 UNITS
HUMAN RELATIONS FOR EMPLOYEES
Students learn how to work effectively with fellow workers, supervisors, and subordinates in an organization.

3103 lec 6:50 - 10:00pm W G. KOLAROV
BU 108

MANAGEMENT 005 3.00 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

MANAGEMENT 006 3.00 UNITS
SPECIAL TOPICS
This survey course presents basic information including: the marketing environment and the roles of market research, advertising, public relations, planning, pricing and promotion, transfer, training, and fringe benefits.

MANAGEMENT 007 3.00 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

MANAGEMENT 008 3.00 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

MANAGEMENT 009 3.00 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

MARKETING
Division Chair: Stanley Sandell, 310-233-4188, sandelsc@lahc.edu

MARKETING 001 3.00 UNITS
PRINCIPLES OF SELLING
This course provides training in effective sales techniques using consultative approach. Emphasis is placed on the building and selling of one’s personality, as well as on selling procedures. Practice is given in sales presentations. Partnership building is the basis for sales presentations.

3139 lec 6:50 - 10:00pm Th S.S. KELLEHER
BU 106

MARKETING 002 3.00 UNITS
PRINCIPLES OF MARKETING
This survey course presents basic information including: the marketing environment and the roles of market research, advertising, public relations, planning, pricing and distribution in the marketing process.

INTERNET Class
7618 lec 3:10 hrs/wk TBA - A.L. SHAY
Contact professorshay@roadrunner.com as soon as you register.

MARKETING 911, 921, 931, 941 1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

MARKETING 911, 921, 931, 941 1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

MARKETING 911, 921, 931, 941 1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

MARKETING 911, 921, 931, 941 1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.
LEARNING SKILLS 010
3.00 UNITS

MATHEMATICS FUNDAMENTALS (NDA) (RPT 3)
Prerequisite: None. Covers arithmetic topics necessary for other mathematics and related courses. Course offered on a CR/NC basis only.

0488 lec 9:35 - 10:40am MW L. MEGGERSON T 110
& lab 3:10 hrs/wk TBA - L.J. MC KENZIE LAC 105B
0489 lec 9:35 - 10:40am TTh F. SADDIGH CV 9
& lab 3:10 hrs/wk TBA - L.J. MC KENZIE LAC 105B

Evening Class
3407 lab 6:30 - 7:20pm W R.J. BROAS CV 3
& lab 3:50 hrs/wk TBA - L.J. MC KENZIE LAC 105B

MATHEMATICS 100
1.00 UNITS

MATHEMATICS WORKSHOP (NDA) (RPT 3)
Corequisite: Concurrent enrollment in a mathematics or mathematics related course.

This course supplements all math level courses by providing tutorial assistance. This course is offered on a credit/no credit basis.

0490 lab 3:10 hrs/wk TBA - L.J. MC KENZIE LAC 105B

MATHEMATICS 112
3.00 UNITS

PRE-ALGEBRA (NDA)
Review of arithmetic concepts and an introduction to elementary algebra concepts including signed numbers, exponents, mathematical sentences and linear equations.

0484 lec 8:00 - 9:25am MW B.E. DOVNER T 110
0491 lec 8:00 - 9:25am TTh Z.T. ROMERO LAC 113B
0492 lec 9:35 - 11:00am MW F. SADDIGH CV 9
0493 lec 2:45 - 4:10pm TTh J.S. PAULINA TR 102
0494 lec 2:00 - 3:25pm MW M. JIMENEZ ZELJAK LAC 113A

Evening Classes
3408 lec 6:55 - 10:05pm W J.A. CRISCUOLO TR 101
3409 lec 6:55 - 10:15pm Th G.R. JUDD CV 9
Saturday Class
7064 lec 8:00 - 11:20am S T.S. OEPOMO CV 4

MATHEMATICS 121
3.00 UNITS

ESSENTIALS OF PLANE GEOMETRY
Prerequisite: Completion of Math 123A & B or equivalent with a grade of “C” or better.
Definitions, axioms & theorems of geometry relating to angles, lines, circles, polygons & polyhedra.

0497 lec 1:00 - 2:25pm TTh J.S. PAULINA TR 102

Evening Class
3410 lec 6:55 - 10:05pm Th J.A. MACIAS LAC 113A

MATHEMATICS 123A
4.00 UNITS

ELEMENTARY AND INTERMEDIATE ALGEBRA I
Prerequisite: Completion of Math 112 with a grade of “C” or better, or placement by exam.
First of three modules for Math 123 covering elementary algebra topics such as real numbers, algebraic expressions, solution of linear equations and inequalities. Applications relating to the above topics are also covered.

0496 lec 6:55 - 8:00am MTWTh T. FERGUSON B 16
0498 lec 8:00 - 9:15am MTW C.R. HUFF AST 101
0499 lec 8:00 - 8:55am MTWTh M. JIMENEZ ZELJAK LAC 113A
Students with internet access can take advantage of course instructional materials but this is not an internet class.

0500 lec 8:00 - 12:15pm F Z.T. ROMERO LAC 113B
0501 lec 9:35 - 10:50am MTTh J.S. PAULINA TR 102
0502 lec 11:10 - 12:25pm MTW C.R. HUFF AST 101
0505 lec 1:00 - 2:15pm MWTh F. MA PH 106

Evening Class
3411 lec 4:05 - 6:10pm TTh STAFF CV 8
3412 lec 7:05 - 9:10pm MW M. SASO CV 9
3413 lec 7:05 - 9:10pm TTh W.L. OHM SCI 209

Saturday Classes
7065 lec 8:00 - 12:20pm S L. LYNCH TR 101

MATHEMATICS 123B
4.00 UNITS

ELEMENTARY AND INTERMEDIATE ALGEBRA II
Prerequisite: Completion of Math 123A with a grade of “C” or better or placement by exam.
Second of three modules for Math 123 covering additional elementary algebra topics such as polynomials and their operations, solution of second degree equations and radical expressions. Applications relating to the above topics are also covered.

0503 lec 6:55 - 7:50am MTWTh D.B. STRIVEWELL LRC 125
0506 lec 9:35 - 10:25am MTWTh M. JIMENEZ ZELJAK LAC 113A
Students with internet access can take advantage of course instructional materials but this is not an internet class.

0507 lec 8:00 - 12:15pm F K. HENOEKS LAC 113A
0508 lec 9:35 - 10:50am MW F. MA PH 106
0509 lec 8:00 - 9:25am MWTh F. MA PH 106
0510 lec 11:10 - 12:15pm MTWTh Z.T. ROMERO LAC 113B
0511 lec 12:45 - 1:50pm MTWTh F. SADDIGH CV 9

Evening Classes
3404 lec 4:05 - 6:10pm MW D. LE LRC 125
3414 lec 7:05 - 9:10pm MW Z. NI SCI 211
3415 lec 7:05 - 9:10pm TTh J.C. DESULIMA LRC 125

Saturday Classes
7066 lec 8:00 - 12:20pm S A.E. GILL TR 102
7068 lec 10:15 - 2:30pm S K.R. HENOEKS CV 3
See PACE on Page 38-39 for more information on this course.

MATHEMATICS 123C
4.00 UNITS

ELEMENTARY AND INTERMEDIATE ALGEBRA III
Prerequisite: Completion of Math 123A&B with a grade of “C” or better or placement by exam.
Third of three modules for Math 123 covering intermediate algebra topics such as functions, conic sections, series and sequences. Applications relating to the above topics are also covered.

0512 lec 6:55 - 7:55am MTWTh B. TONG TR 101
0513 lec 8:00 - 9:15am MTTh J.S. PAULINA TR 102
0514 lec 8:00 - 12:15pm F D.B. STRIVEWELL TR 101
0515 lec 9:35 - 10:50am MWTh F. MA PH 106
0516 lec 10:00 - 10:55am MTWTh M.S. GAGRAT LRC 125
0517 lec 11:10 - 12:05pm MTWTh A. MARTINEZ T 115
0518 lec 12:45 - 1:50pm MTWTh M. JIMENEZ ZELJAK LAC 113A
Students with internet access can take advantage of course instructional materials but this is not an internet class.

Evening Classes
3400 lec 4:05 - 6:10pm MW D. LE LRC 125
3414 lec 7:05 - 9:10pm MW Z. NI SCI 211
3415 lec 7:05 - 9:10pm TTh J.C. DESULIMA LRC 125

Saturday Classes
7067 lec 8:00 - 12:20pm S R.D. SIBNER LRC 125

Math 125 – Intermediate Algebra
is offered thru ITV “The Weekend College” – See Page 90.
Mathematics Course Sequence

Non-Transferable, A.A. degree Applicable Courses (ovals)

Lrn Skl 10 Arithmetic

Math 123 A
Element. & Int I

Math 123 B
Element. & Int II

Math 123 C
Element. & Int III

UC/CSU Transferable Courses
(rectangles)

Math 121

Math 215
Math for Teach I

Math 216
Math for Teach II

K-6 Teaching Majors

Math 227
Statistics

Math 230
Liberal Arts

Math 245
College Algebra

Math 240
Trig.

Math 260
Pre-Calculus

Bus. Soc. Science Majors

Math 235

Math 236

Math 265
Calculus I

Math 266
Calculus II

Math 267
Calculus III

Engineering, Math & Physics Majors

Math 270
Linear Algebra

Math 275
Diff. Eq

Math 240 is not a pre-requisite to Math 260
but it is a pre-requisite to Math 265
Math 121 and 123C are pre-requisites to Math 240
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 245</td>
<td>College Algebra (UC:CSU)</td>
<td>3.00</td>
<td>Pre-Requisite: Grade of “C” or better in Math 123C. Transfer level college algebra course. Serves as a prerequisite to Math 236.</td>
</tr>
<tr>
<td></td>
<td>Evening Class</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0531 lec 8:00 - 9:25am MW Z.T. ROMERO LAC 113B</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0532 lec 12:45 - 2:10pm TTh M.S. GAGRAT LRC 125</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 260</td>
<td>Pre-Calculus (UC:CSU)</td>
<td>5.00</td>
<td>Pre-Requisite: A grade of “C” or better in Mathematics 125 or equivalent. Math analysis topics necessary for a comprehensive background for the calculus sequence. Topics include theory of equations, matrices, sequences and series and analytic geometry.</td>
</tr>
<tr>
<td></td>
<td>Evening Class</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>0534 lec 11:10 - 12:45pm MWTh F. MA PH 106</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 265</td>
<td>Calculus With Analytic Geometry I (UC:CSU)</td>
<td>5.00</td>
<td>Pre-Requisites: Mathematics 240 and 260 or equivalents. First course in a three semester unified treatment of analytic geometry and calculus. Topics include introduction of differential and integral calculus and their applications in science and engineering.</td>
</tr>
<tr>
<td></td>
<td>Evening Class</td>
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<tr>
<td></td>
<td>0535 lec 11:10 - 12:20pm MTWTh F. SADDIGH CV 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 266</td>
<td>Calculus With Analytic Geometry II (UC:CSU)</td>
<td>5.00</td>
<td>Pre-Requisite: Mathematics 265 with a grade of “C” or better. Second course in a three semester unified treatment of analytic geometry and calculus. Topics include integration techniques and their applications. Transcendental functions and infinite series.</td>
</tr>
<tr>
<td></td>
<td>Evening Class</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0536 lec 11:10 - 12:24pm MTWTh J.S. PAVLINA TR 102</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 267</td>
<td>Calculus With Analytic Geometry III (UC:CSU)</td>
<td>5.00</td>
<td>Pre-Requisite: A grade of “C” or better in Mathematics 265. Final course in a three semester unified treatment of analytic geometry and calculus. Topics include polar coordinates, parametric equations, multivariate calculus and their applications in science and engineering.</td>
</tr>
<tr>
<td></td>
<td>Evening Class</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0537 lec 11:10 - 12:20pm MTWTh M.S. GAGRAT LRC 125</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 275</td>
<td>Ordinary Differential Equations (UC:CSU)</td>
<td>3.00</td>
<td>Pre-Requisite: Mathematics 267 or equivalent or concurrent enrollment in Mathematics 267. A study of first order linear differential equations with emphasis on applications. Introduction to the solution of ordinary differential and their applications in science and engineering.</td>
</tr>
<tr>
<td></td>
<td>Evening Class</td>
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<tr>
<td></td>
<td>0538 lec 9:35 - 11:00am MW L.J. MC KENZIE NU 115</td>
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<tr>
<td></td>
<td>*0539 lec 10:00 - 3:00 pm F H. SHARIFIAN TBA</td>
<td></td>
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</tr>
</tbody>
</table>

New Section

Winter 2007
### MICROBIOLOGY
Division Chair: Joyce Parker, 310-233-4556, parkerje@lahc.edu

#### MICROBIOLOGY 020L 0.00 UNITS
**GENERAL MICROBIOLOGY I (UC:CSU)**
Prerequisite: Completion of Chemistry 066, 101 or one year of high school chemistry with a grade of “C” or better.
Concurrent enrollment in Microbiology Lecture is required.
This course is recommended for RN students. It is not open for credit to students who have credit in Microbiology 1. Principles of microbiology and how they relate to humans and the biological world. A materials fee of $24.00 is required.

<table>
<thead>
<tr>
<th>Course</th>
<th>Meeting Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3495</td>
<td>lec 12:45 - 2:10pm</td>
<td>T. C.</td>
<td>MU 135</td>
</tr>
<tr>
<td>0371</td>
<td>lec 8:00 - 9:25am</td>
<td>M. J. HSICOCKS</td>
<td>MU 135</td>
</tr>
</tbody>
</table>

#### MICROBIOLOGY 020U 4.00 UNITS
**GENERAL MICROBIOLOGY U (UC:CSU)**
Prerequisite: Completion of Chemistry 066, 101 or one year of high school chemistry with a grade of “C” or better.
Concurrent enrollment in Microbiology Laboratory is required.
This course is recommended for RN students. It is not open for credit to students who have credit in Microbiology 1. Principles of microbiology and how they relate to humans and the biological world.

<table>
<thead>
<tr>
<th>Course</th>
<th>Meeting Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3492</td>
<td>lec 5:20 - 6:45pm</td>
<td>T. C.</td>
<td>SCI 112</td>
</tr>
<tr>
<td>3495</td>
<td>lec 7:20 - 8:45pm</td>
<td>T. C.</td>
<td>SCI 112</td>
</tr>
</tbody>
</table>

#### MICROBIOLOGY 040 1.00 UNITS
**MICROBIOLOGY LABORATORY PREPARATIONS (RPT 2)**
Prerequisite or corequisite: Microbiology 1 or 20.
0667 lab 3:00 hrs/wk TBA - R. L. WADE

<table>
<thead>
<tr>
<th>Course</th>
<th>Meeting Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3492</td>
<td>lec 6:55 - 10:05pm</td>
<td>T. C.</td>
<td>SCI 106</td>
</tr>
</tbody>
</table>

#### MATHEMATICS 911, 921, 931, 941 1-4 UNITS

#### COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

<table>
<thead>
<tr>
<th>Course</th>
<th>Meeting Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6033</td>
<td>lec 3:00 - 5:00pm</td>
<td>T. C.</td>
<td>BHS 134</td>
</tr>
<tr>
<td>6038</td>
<td>lec 3:00 - 5:00pm</td>
<td>T. C.</td>
<td>BHS 134</td>
</tr>
</tbody>
</table>

### MUSIC
Division Chair: Mark Wood, 310-233-4425, woodmd@lahc.edu
Department Chair: Ken Miller, 310-233-4413, millerkb@lahc.edu

#### MUSIC 101 3.00 UNITS
**FUNDAMENTALS OF MUSIC (UC:CSU)**
This course provides the basic knowledge of music needed by the candidate for the Standard Elementary Teaching Credential. It is also offered for the non-music major who wishes to study the basic rudiments of music, including notation, scales, keys and intervals, with some sight singing and ear training.

<table>
<thead>
<tr>
<th>Course</th>
<th>Meeting Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0357</td>
<td>lec 8:00 - 9:25am</td>
<td>L. P. MOORE</td>
<td>MU 135</td>
</tr>
<tr>
<td>0371</td>
<td>lec 12:45 - 2:10pm</td>
<td>T. C.</td>
<td>MU 135</td>
</tr>
</tbody>
</table>

#### MUSIC 111 3.00 UNITS
**MUSIC APPRECIATION I (UC:CSU)**
This course is an introduction to music and musical masterpieces. They are presented through lectures, reports, and recordings. The course is recommended for the general college student who wishes to improve his/her understanding of music.

<table>
<thead>
<tr>
<th>Course</th>
<th>Meeting Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0377</td>
<td>lec 9:35 - 11:00am</td>
<td>T. C.</td>
<td>MU 134</td>
</tr>
<tr>
<td>0378</td>
<td>lec 3:00 - 4:25pm</td>
<td>T. C.</td>
<td>MU 135</td>
</tr>
</tbody>
</table>

#### MUSIC 141 3.00 UNITS
**JAZZ APPRECIATION (UC:CSU)**
Jazz styles and history from New Orleans to today.

<table>
<thead>
<tr>
<th>Course</th>
<th>Meeting Time</th>
<th>Instructor</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>0381</td>
<td>lec 11:10 - 12:35pm</td>
<td>T. C.</td>
<td>MU 134</td>
</tr>
</tbody>
</table>

#### MUSIC 161 3.00 UNITS
**INTRODUCTION TO ELECTRONIC MUSIC (UC:CSU)**
In this course students are introduced to the basic principles of the new Digital Music Technology, synthesizers, computers and MIDI.

<table>
<thead>
<tr>
<th>Course</th>
<th>Meeting Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3264</td>
<td>lec 6:55 - 10:05pm</td>
<td>T. C.</td>
<td>MU 138</td>
</tr>
</tbody>
</table>

#### MUSIC 165 3.00 UNITS
**INTRODUCTION TO RECORDING ARTS**
Covers basic acoustics, audio systems and terminology, microphone principles and usage, and an introduction to recording equipment and procedures.

<table>
<thead>
<tr>
<th>Course</th>
<th>Meeting Time</th>
<th>Instructor</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>0424</td>
<td>lec 2:20 - 4:25pm</td>
<td>T. C.</td>
<td>MU 138</td>
</tr>
<tr>
<td>&amp; lab</td>
<td>7:55 - 10:00pm</td>
<td>T. C.</td>
<td>MU 138</td>
</tr>
</tbody>
</table>

#### MUSIC 180 0.50 UNITS
**APPLIED MUSIC LABORATORY (RPT 3)**
Prerequisite: Placement audition; corequisite: enrollment in Music 181, 182, 183, 184, or 299 and participation in private lessons.
Individualized instruction.

<table>
<thead>
<tr>
<th>Course</th>
<th>Meeting Time</th>
<th>Instructor</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>0382</td>
<td>lab 5:45 hrs/wk TBA</td>
<td>B. J. SMITH</td>
<td>MU 101</td>
</tr>
</tbody>
</table>
MUSIC 181 0.50 UNITS
APPLIED MUSIC I (UC:CSU)
Corequisite: Music 180.
Performance workshop for vocal and instrumental music students.
0398 lec 12:45 - 1:50pm Th B.J. SMITH MU 101

MUSIC 182 0.50 UNITS
APPLIED MUSIC II (UC:CSU)
Corequisite: Music 180. Prerequisite: Music 181.
Performance workshop for vocal and instrumental music students.
0399 lec 12:45 - 1:50pm Th B.J. SMITH MU 101

MUSIC 183 0.50 UNITS
APPLIED MUSIC III (UC:CSU)
Corequisite: Music 180. Prerequisite: Music 182.
Performance workshop for vocal and instrumental music students.
0400 lec 12:45 - 1:50pm Th B.J. SMITH MU 101

MUSIC 184 0.50 UNITS
APPLIED MUSIC IV (UC:CSU)
Corequisite: Music 180. Prerequisite: Music 183.
Performance workshop for vocal and instrumental music students.
0401 lec 12:45 - 1:50pm Th B.J. SMITH MU 101

MUSIC 201 3.00 UNITS
HARMONY I (UC:CSU)
Prerequisite: Music 200 or equivalent. Corequisite: Music 211.
A study of major and minor keys, chord construction, chord symbols, and figured bass, chord progression, voice leading, non-chord tones, rhythm and form.
0348 lec 9:35 - 11:00am MW K.B. MILLER MU 135

MUSIC 203 3.00 UNITS
HARMONY III (UC:CSU)
This course is a continuation of Music 202 including the analysis of late Nineteenth Century and Twentieth Century harmonic practices such as expanded tonality, pandiatonicism, 12-tone technique, aleatory and electronic music.
0350 lec 11:10 - 12:35pm MW K.B. MILLER MU 135

MUSIC 211 2.00 UNITS
MUSICHANSHIP I (UC:CSU)
Prerequisite: Concurrent or previous enrollment in Music 201 or 230.
Strengthening of basic fundamentals of sight singing, ear training, and keyboard harmony.
0346 lec 9:35 - 10:05am TTh K.B. MILLER MU 135
& lab 10:05 - 11:10am TTh K.B. MILLER MU 135
0404 lec 1:00 hrs/wk TBA K.B. MILLER MU 135
& lab 2:05 hrs/wk TBA K.B. MILLER MU 135

MUSIC 242 1.00 UNITS
MUSIC NOTATION AND COPYING II
Prerequisite: Music 241.
Transposition, scores, and special notation for instruments.
0412 lec 8:15 - 9:20am T K.B. MILLER MU 135

MUSIC 251 0.50 UNITS
JAZZ IMPROVISATION WORKSHOP (UC:CSU) (RPT 3)
Prerequisite: Proficiency on a musical instrument. How to improvise solos in various jazz styles; how to function in a jazz combo.
0408 lec 1:30 - 2:35pm W K.B. MILLER MU 107
& lab 2:35 - 4:40pm W K.B. MILLER MU 107

MUSIC 261 3.00 UNITS
ELECTRONIC MUSIC WORKSHOP (RPT 2)
Prerequisite: Music 161 with a grade of “C” or equivalent.
This course offers the opportunity to master the skills introduced in Music 161. The emphasis is on creating original music compositions using computers, synthesizers, and MIDI.
3286 lec 5:40 - 7:45pm W M.J. HISCOCKS MU 141
& lab 7:55 - 10:00pm W M.J. HISCOCKS MU 141

MUSIC 265 3.00 UNITS
RECORDING ARTS WORKSHOP (RPT 2)
Prerequisite: Music 165 with at least a grade of “C” or better.
Basic techniques of recording and mixing. Will prepare for and participate in multi-track recording sessions.
0335 lec 2:20 - 4:25pm Th S.T. GOOMAS MU 102
& lab 4:25 - 5:25pm Th S.T. GOOMAS MU 107
& lab 1:05 hrs/wk TBA - S.T. GOOMAS MU 107

MUSIC 271 3.00 UNITS
SONGWRITERS WORKSHOP (RPT 2)
Develop skills in writing original songs.
0323 lec 12:45 - 3:55pm M B.J. SMITH MU 135

MUSIC 280 3.00 UNITS
THE BUSINESS OF COMMERCIAL MUSIC
This course offers the student the opportunity to examine economic opportunities in the music business. Job opportunities and responsibilities for the performer, arranger, sales manager, audio engineer, and other music business related positions are explored. Students have the opportunity to research areas of interest and discuss the music industry with guest speakers.
0456 lec 9:35 - 11:00am TTh B.J. SMITH MU 138

MUSIC 281 3.00 UNITS
COMMERCIAL MUSIC TECHNIQUES I
A continuation of Music 280, exploring careers in music.
0429 lec 9:35 - 10:40am TTh B.J. SMITH MU 138
& lab 2:05 hrs/wk TBA - B.J. SMITH MU 138

MUSIC 291 2.00 UNITS
MIDI INSTRUMENTS INSTRUCTION I
In this course students are introduced to basic principles of MIDI (Music Instrument Digital Interface) through work with synthesizers, drum machines, sequencers and other digital music devices.
3265 lec 6:55 - 8:00pm T M.J. HISCOCKS MU 141
& lab 8:00 - 10:00pm T M.J. HISCOCKS MU 141

MUSIC 292 2.00 UNITS
MIDI INSTRUMENTS INSTRUCTION II
Prerequisite: The preceding semester is required for Music 292, 293, and 294.
3266 lec 6:55 - 8:00pm W M.J. HISCOCKS MU 141
& lab 8:00 - 10:00pm W M.J. HISCOCKS MU 141
<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
<th>PREREQUISITE(S)</th>
<th>MEETING TIMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 293</td>
<td>MIDI INSTRUMENTS INSTRUCTION III</td>
<td>2.00</td>
<td>Music 292</td>
<td>lec 6:55 - 8:00pm W M.J. HISCOCKS MU 135 &amp; lab 8:00 - 10:05pm W M.J. HISCOCKS MU 141</td>
</tr>
<tr>
<td>MUSIC 294</td>
<td>MIDI INSTRUMENTS INSTRUCTION IV</td>
<td>2.00</td>
<td>Music 293</td>
<td>lec 6:55 - 8:00pm W M.J. HISCOCKS MU 135 &amp; lab 8:00 - 10:05pm W M.J. HISCOCKS MU 141</td>
</tr>
<tr>
<td>MUSIC 299</td>
<td>MUSIC HONORS (UC:CSU) (RPT 3)</td>
<td>1.00</td>
<td>Advanced status</td>
<td>lab 3:10 hrs/wk TBA - K.B. MILLER MU 107 &amp; lab 3:10 hrs/wk TBA - S.T. GOOMAS MU 107</td>
</tr>
<tr>
<td>MUSIC 321</td>
<td>ELEMENTARY PIANO I (UC:CSU)</td>
<td>2.00</td>
<td>Music 321 or equivalent</td>
<td>lec 11:10 - 11:40am TTh B.J. SMITH MU 127 &amp; lab 11:40 - 12:45pm TTh B.J. SMITH MU 127</td>
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<td></td>
<td>lec 8:00 - 8:30am MW J.H. FAVREAU MU 127 &amp; lab 8:30 - 9:30am MW J.H. FAVREAU MU 127</td>
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<td>Evening Classes</td>
<td>lec 6:55 - 7:55pm M A.L. CHANG MU 127 &amp; lab 8:00 - 10:10pm M A.L. CHANG MU 127</td>
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<td></td>
<td>lec 6:55 - 7:55pm Th A.L. CHANG MU 127 &amp; lab 7:55 - 10:05pm Th A.L. CHANG MU 127</td>
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<tr>
<td>MUSIC 322</td>
<td>ELEMENTARY PIANO II (UC:CSU)</td>
<td>2.00</td>
<td>Music 321 or equivalent</td>
<td>lec 2:20 - 2:50pm TTh B.J. SMITH MU 127 &amp; lab 2:50 - 3:55pm TTh B.J. SMITH MU 127</td>
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<td>lec 8:00 - 8:30am TTh J.H. FAVREAU MU 127 &amp; lab 8:30 - 9:35am TTh J.H. FAVREAU MU 127</td>
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<td>Evening Classes</td>
<td>lec 6:55 - 8:00pm M A.L. CHANG MU 127 &amp; lab 8:00 - 10:05pm M A.L. CHANG MU 127</td>
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<td>lec 6:55 - 8:00pm Th A.L. CHANG MU 127 &amp; lab 8:00 - 10:05pm Th A.L. CHANG MU 127</td>
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<tr>
<td>MUSIC 323</td>
<td>ELEMENTARY PIANO III (UC:CSU)</td>
<td>2.00</td>
<td>Music 322 or equivalent</td>
<td>lec 2:20 - 2:50pm TTh B.J. SMITH MU 127 &amp; lab 2:50 - 3:55pm TTh B.J. SMITH MU 127</td>
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<td>lec 8:00 - 8:30am TTh J.H. FAVREAU MU 127 &amp; lab 8:30 - 9:35am TTh J.H. FAVREAU MU 127</td>
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<td>Evening Classes</td>
<td>lec 6:55 - 8:00pm M A.L. CHANG MU 127 &amp; lab 8:00 - 10:05pm M A.L. CHANG MU 127</td>
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<td>lec 6:55 - 8:00pm Th A.L. CHANG MU 127 &amp; lab 8:00 - 10:05pm Th A.L. CHANG MU 127</td>
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LOS ANGELES HARBOR COLLEGE SEMESTER IN SPAIN

Summer Session • Fall Semester

Plan now to spend a Semester in Spain studying language and civilization in historic Salamanca, a lovely university city dating from the pre-Roman era, a world center of learning since the Middles Ages.

- Twelve weeks of classes in the heart of Salamanca
- Fifteen units of credit
- Family homestay
- Excursions
- Return speaking Spanish

Josefina O. Culton

For information and brochures:
Telephone (310) 745-4243
E-mail: pimpis@aol.com
MUsIC 324  2.00 UNITs
ELEMENTARY PIANO IV (UC:CsU)
Prerequisite: Music 323.
Continuation and expanding on previous piano techniques. More difficult pieces chosen from the masters.
0355 lec 2:20 - 2:50pm TTh B.J. SMITH MU 127
& lab 2:50 - 3:55pm TTh B.J. SMITH MU 127
1344 lec 8:00 - 8:30am TTh J.H. FAVREAU MU 127
& lab 8:30 - 9:35am TTh J.H. FAVREAU MU 127
Evening Classes
3308 lec 6:55 - 8:00pm M A.L. CHANG MU 127
& lab 8:00 - 10:05pm M A.L. CHANG MU 127
3884 lec 6:55 - 8:00pm Th A.L. CHANG MU 127
& lab 8:00 - 10:05pm Th A.L. CHANG MU 127

MUsIC 361  2.00 UNITs
COMMERCIAL PIANO TECHNIQUES WORKSHOP   (RPT  3)
Prerequisite: Music 323.
Piano techniques for jazz and other popular styles of music.
0363 lec 2:20 - 2:50pm TTh B.J. SMITH MU 127
& lab 2:50 - 3:55pm TTh B.J. SMITH MU 127

MUsIC 400  1.00 UNITs
VOICE FUNDAMENTALS (UC:CsU)
This course concentrates on 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.
1357 lab 11:10 - 12:15pm TTh MW C. STEPHENSON MU 138

MUsIC 402  1.00 UNITs
CLASSICAL VOICE II (UC:CsU)
Prerequisite: Concurrent enrollment in Music 400 or 411 with a grade of “C” or better.
A continued concentration of general basic fundamentals of singing, using vocal exercises and simple arias and art songs in German. German pronunciation and vocal style will be discussed. If prerequisite is not met, the student may audition for enrollment.
1356 lab 11:30 - 12:30pm TTh MW C. STEPHENSON MU 138

MUsIC 411  2.00 UNITs
ELEMENTARY VOICE I (UC:CsU)
A class for all styles of singing to enhance vocal health and improve technique.
1350 lec 1:10 - 1:40pm TTh MW C. STEPHENSON MU 138
& lab 1:40 - 2:35pm TTh MW C. STEPHENSON MU 138
Evening Class
3316 lec 6:00 - 7:05pm M B.J. SMITH MU 134
& lab 7:05 - 9:10pm M B.J. SMITH MU 134

MUsIC 412  2.00 UNITs
ELEMENTARY VOICE II (UC:CsU)
Prerequisite: Music 411. Continuation of Music 411.
1351 lec 11:10 - 11:40pm MW C. STEPHENSON MU 138
& lab 11:40 - 12:45pm MW C. STEPHENSON MU 138
Evening Class
3318 lec 6:00 - 7:05pm M B.J. SMITH MU 134
& lab 7:05 - 9:10pm M B.J. SMITH MU 134

MUsIC 413  2.00 UNITs
ELEMENTARY VOICE III (UC:CsU)
Prerequisite: Completion of Music 412
Tone production, breathing, diction, and interpretation.
1352 lec 1:10 - 1:40pm TTh MW C. STEPHENSON MU 138
& lab 1:40 - 2:35pm TTh MW C. STEPHENSON MU 138
Evening Class
3320 lec 6:00 - 7:05pm M B.J. SMITH MU 134
& lab 7:05 - 9:10pm M B.J. SMITH MU 134

MUsIC 441  2.00 UNITs
SONG REPERTOIRE (UC:CsU)   (RPT  3)
A placement audition by the instructor at the first class meeting will be required.
1355 lec 11:10 - 11:40am TTh MW C. STEPHENSON MU 138
& lab 11:40 - 12:30pm TTh MW C. STEPHENSON MU 135
Evening Class
3324 lec 6:00 - 7:05pm M B.J. SMITH MU 134
& lab 7:05 - 9:10pm M B.J. SMITH MU 134

MUsIC 511  0.50 UNITs
COLLEGIATE CHOIR (UC:CsU)   (RPT  3)
Evening Class
Performs representative choral literature from all of the major artistic periods to modern jazz.
3294 lab 6:55 - 10:05pm T B.J. SMITH MU 101

MUsIC 531  0.50 UNITs
PHILHARMONIC CHOIR (UC:CsU)   (RPT  3)
Evening Class
Perform group of larger size. Performs representative choral literature from all of the major artistic periods to modern jazz.
3294 lab 6:55 - 10:05pm T B.J. SMITH MU 101

MUsIC 650  2.00 UNITs
BEGINNING GUITAR (UC:CsU)
Beginning instruction on the guitar.
3345 lec 6:55 - 8:00pm M I. GRIGORIEV MU 107
& lab 8:00 - 10:05pm M I. GRIGORIEV MU 107
Saturday Class
7051 lec 9:00 - 10:05am S I. GRIGORIEV MU 107
& lab 10:10 - 12:15pm S I. GRIGORIEV MU 107

MUsIC 651  2.00 UNITs
CLASSICAL GUITAR I (UC:CsU)
Prerequisite: Music 650 or equivalent.
3343 lec 6:55 - 8:00pm M I. GRIGORIEV MU 107
& lab 8:00 - 10:05pm M I. GRIGORIEV MU 107
Saturday Class
7052 lec 9:00 - 10:05am S I. GRIGORIEV MU 107
& lab 10:10 - 12:15pm S I. GRIGORIEV MU 107
MUSIC 652  
CLASSICAL GUITAR II (UC:CSU)  
Prerequisite: Music 650 is required for Music 651. The preceding semester is required for Music 652.  
3356 lec  6:55 - 8:00pm M  I. GRIGORIEV  MU 107  
& lab  8:00 - 10:05pm M  I. GRIGORIEV  MU 107  
Saturday Class  
7053 lec  9:00 - 10:05am S  I. GRIGORIEV  MU 107  
& lab  10:10 - 12:15pm S  I. GRIGORIEV  MU 107  

MUSIC 653  
CLASSICAL GUITAR III (UC:CSU)  
Prerequisite: Music 652.  
3256 lec  6:55 - 8:00pm M  I. GRIGORIEV  MU 107  
& lab  8:00 - 10:10pm M  I. GRIGORIEV  MU 107  
Saturday Class  
7064 lec  9:00 - 10:05am S  I. GRIGORIEV  MU 107  
& lab  10:10 - 12:15pm S  I. GRIGORIEV  MU 107  

MUSIC 654  
CLASSICAL GUITAR IV (UC:CSU)  
Prerequisite: Music 653.  
3330 lec  3:35 - 4:40pm M  I. GRIGORIEV  MU 107  
& lab  4:40 - 6:45pm M  I. GRIGORIEV  MU 107  

MUSIC 661  
COMMERCIAL GUITAR I  
Prerequisite: Music 650.  
3357 lec  3:35 - 4:40pm M  I. GRIGORIEV  MU 107  
& lab  4:40 - 6:45pm M  I. GRIGORIEV  MU 107  

MUSIC 662  
COMMERCIAL GUITAR II  
Prerequisite: Music 661.  
3358 lec  3:35 - 4:40pm M  I. GRIGORIEV  MU 107  
& lab  4:40 - 6:45pm M  I. GRIGORIEV  MU 107  

MUSIC 663  
COMMERCIAL GUITAR III  
Prerequisite: Music 662.  
3359 lec  3:35 - 4:40pm M  I. GRIGORIEV  MU 107  
& lab  4:40 - 6:45pm M  I. GRIGORIEV  MU 107  

MUSIC 664  
COMMERCIAL GUITAR IV  
Prerequisite: Music 663.  
3360 lec  3:35 - 4:40pm M  I. GRIGORIEV  MU 107  
& lab  4:40 - 6:45pm M  I. GRIGORIEV  MU 107  

MUSIC 765  
PERCUSSION ENSEMBLE (UC:CSU) (RPT 3)  
Open to all students interested in enhancing their rhythmic skills and learning about percussion instruments and literature. Emphasis will be placed on World Music.  
1354 lab  12:45 - 3:55pm M  M. GORDY  MU 107  

MUSIC 775  
JAZZ ENSEMBLE (UC:CSU) (RPT 3)  
This is an opportunity to play with a big Jazz band and learn to read and interpret all Jazz styles.  
3326 lab  6:05 - 9:05pm Th  K.B. MILLER  MU 107  

MUSIC 911, 921, 931, 941  
COOPERATIVE EDUCATION (CSU) (RPT 3)  
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.  
****  12:45 – 1:50pm F  J.J. NARANJO  T 120  
Evening Classes  
****  5:30 – 6:35pm T  J.J. NARANJO  T 120  
****  5:30 – 6:35pm W  J.J. NARANJO  T 120  

NURSING  
Division Chair: Tricia Wickers, 233-4262, wickermp@lahc.edu  

NURSING 185  
DIRECTED STUDY - NURSING (RPT 2)  
Study is coordinated under the direction of a supervising instructor with current course content and skill development needs.  
**** lec  7:55 - 9:00am M  A.E. SMITH  NU 152  
or lec  9:00 - 10:05am M  S.F. NOWINSKI  NU 152  
or lec  7:55 - 9:00am M  S.F. NOWINSKI  NU 154  
Content enriches Nursing 313 and Nursing 315.  
**** lec  2:00 - 3:05pm M  S.F. NOWINSKI  NU 154  
or lec  9:00 - 10:05am M  A.E. SMITH  NU 154  
or lec  2:00 - 3:05pm M  C.B. LAPUZ  NU 152  
Content enriches Nursing 313 and Nursing 315.  
**** lec 10:10 - 11:15am M  D.F. WEBSTER  NU 152  
or lec 10:10 - 11:15am M  E.C. LUM  NU 154  
Content enriches Nursing 323 and Nursing 325.  
**** lec  11:20 - 12:25pm M  D.F. WEBSTER  NU 152  
or lec  11:20 - 12:25pm M  E.C. LUM  NU 154  
or lec 10:00 - 11:15am M  J.C. KIMBALL  LC MSP  
or lec 10:00 - 11:15am M  C.B. LAPUZ  LC MSP  
Content enriches Nursing 323 and Nursing 325.  
**** lec  4:30 - 5:30pm F  C.G. SCHWARTZMAN  NU 152  
Content enriches Nursing 399A and 399B.  
**** lec 1:05 hrs/wk TBA  -  P.M. DI LEVA  -  NL L  
Content for second year students only.  
**** lec  3:00 - 4:05pm F  STAFF  -  LC MSP  
or lec  3:00 - 4:05pm F  STAFF  -  LC MSP  
or lec  3:00 - 4:05pm F  STAFF  -  LC MSP  
or lec  10:00 - 11:15am F  STAFF  -  LC MSP  
or lec  10:00 - 11:15am F  STAFF  -  LC MSP  

NURSING 301  
SUCCESS STRATEGIES FOR NURSING  
This course is designed to assist the beginning and continuing nursing student to prepare for and to review nursing concepts and the roles and responsibilities of the registered nurse. Content includes review of basic mathematic skills, test taking skills, study skills, critical thinking and effective communication.  
Outreach Class  
6010 lec  3:15 - 6:15pm Th  STAFF  NHS  
Short Term Class: Starts 2/25/08, Ends 5/28/08
or lab 6:45 - 1:00pm W A.E. SMITH KF H
& lab 6:45 - 3:30pm Th D.L. BUTTS KF H
or lab 6:45 - 1:00pm F D.L. BUTTS KF H
or lab 6:45 - 3:00pm Th S.F. NOWINSKI LC MSP
or lab 6:45 - 3:00pm F S.F. NOWINSKI LC MSP

NURSING 315
4.00 UNITS
FUNDAMENTALS OF NURSING PROCESS AND PRACTICE
Prerequisite: Completion of program prerequisites and completion of Nursing 313 with a grade of "C" or better and a satisfactory score on the mathematics skill test. Concurrent enrollment in Nursing 311, 313, 321 is required. Enrollment in Nursing 315 is strongly recommended.

This course includes fundamental and advanced nursing skills, pharmacology, and geriatrics utilizing the nursing process and the Roy Adaptation model in both theory and practice.

**** lec 10:10 - 12:15pm M A.E. SMITH NU 133
& lec 2:00 - 3:35pm W P.M. DI LEVA SCI 112
& lab 3:45 - 4:15pm W P.M. DI LEVA SCI 112
& lab 6:45 - 3:30pm Th S.F. NOWINSKI LC MSP
& lab 6:45 - 1:00pm F S.F. NOWINSKI LC MSP
or lab 6:45 - 3:30pm Th D.L. BUTTS KF H
or lab 6:45 - 1:00pm F D.L. BUTTS KF H
or lab 6:45 - 3:30pm T A.E. SMITH KF H
or lab 6:45 - 1:00pm W A.E. SMITH LC MSP
or lab 6:45 - 3:30pm T P.M. DI LEVA LC MSP
& lab 6:45 - 3:00pm Th D.L. BUTTS KF H
or lab 6:45 - 3:00pm F D.L. BUTTS KF H
or lab 6:45 - 3:00pm Th N.A. GIALLOMBARDO LC MSP

Short Term Class: Starts 2/4/08, ends 4/4/08

NURSING 318
2.00 UNITS
PATIENT CARE SEMINAR I (CSU) (RPT 3)
Requires current enrollment in a required Nursing Program class.

This class is strongly recommended for continuing nursing students enrolled in classes with clinical labs. Sections are course specific.

**** lec 12:10 - 1:15pm W S.F. NOWINSKI NU 133
or lec 7:50 - 10:05am M E.V. MOORE GC 106
or lec 7:50 - 10:05am M L.M. YAMAKAWA LC MSP

Content enriches Nursing 343, Nursing 345 and Nursing 347. 4th semester students only. (11 Week Class - Starts 2/4/2008, Ends 4/30/2008)

**** lec 4:10 - 5:05pm W P.M. DI LEVA NL L
& lec 1:05 hrs/wk TBA - P.M. DI LEVA NL L

Content for first year students.

**** lec 3:10 - 5:20pm M M.P. WICKERS NU 154
or lec 2:00 - 4:10pm M K.H. CLELAND CV 1
or lec 7:50 - 9:55am M STAFF CV 8
or lec 7:50 - 9:55am M S.F. NOWINSKI CV 8
or lec 7:50 - 9:55am M E.V. MOORE CV 8

**** lec 4:10 - 5:05pm W P.M. DI LEVA NL L
& lec 1:05 hrs/wk TBA - P.M. DI LEVA NL L

Short Term Class: Starts 4/7/08, Ends 6/2/08

NURSING 321
1.00 UNITS
NURSING PROCESS (CSU) (RPT 1)
Prerequisite: Official admission into the nursing program or experience in nursing permitting advanced placement in the Nursing Program.

This course introduces the concepts of the nursing process and the Roy Adaptation model for nursing practice.

**** lec 4:00 - 6:50pm Th D.F. WEBSTER NU 133
or lec 4:00 - 6:50pm Th E.C. LUM CV 3

Short Term Class: Starts 2/7/08, Ends 3/13/08

Los Angeles Harbor College
NURSING 323 5.00 UNITS
NURSING PROCESS & PRACTICE IN THE CARE OF ADULT CLIENT I
Prerequisites: Completion of program prerequisites and all previous courses in Nursing with a grade of “C” or better. A passing score on the Mathematics skills test is required for satisfactory clinical performance. Concurrent enrollment in Nursing 325 is required. Enrollment in Nursing 185 is recommended.
The care of the adult client with medical-surgical problems of selected physiological systems, utilizing the nursing process and the Roy Adaptation model is presented.

**** lec 8:00 - 10:05am M D.F. WEBSTER NU 133
& lec 2:00 - 4:05pm M E.C. LUM NU 133
& lec 1:20 - 3:30pm W D.F. WEBSTER NU 133
& lab 6:30am - 3:30pm Th E.C. LUM LC MMC
or lab 6:30am - 3:30pm T E.C. LUM LC MMC
or lab 6:30am - 3:30pm W D.F. WEBSTER HG H
or lab 6:30am - 3:30pm Th S.B. MORALES HG H
or lab 6:30am - 3:30pm F S.B. MORALES HG H
or lab 6:30 - 11:30am F S.B. MORALES HG H
or lab 6:30am - 3:30pm Th S.B. MORALES HG H

**** lec 2:30 - 5:45pm M J.C. KIMBALL LC MSP
& lec 2:30 - 5:45pm W J.C. KIMBALL LC MSP
or lab 2:00 - 9:30pm T J.C. KIMBALL LC MSP
or lab 2:00 - 7:00pm W J.C. KIMBALL LC MSP
or lab 6:30 - 3:30pm Th C.B. LAPUZ LC MMC
or lab 6:30 - 11:40am F C.B. LAPUZ LC MMC

NURSING 325 5.00 UNITS
NURSING PROCESS & PRACTICE IN THE CARE OF ADULT CLIENT II
Prerequisites: Completion of program prerequisites and all previous courses in Nursing with a grade of “C” or better. A passing score on the Mathematics skills test is required for satisfactory clinical performance. Concurrent enrollment in Nursing 323 is required. Enrollment in Nursing 185 is recommended.
The care of the adult client with medical-surgical problems of selected physiological systems utilizing the nursing process and the Roy Adaptation model is presented.

**** lec 8:00 - 10:05am M E.C. LUM NU 133
& lec 2:00 - 4:05pm M D.F. WEBSTER NU 133
& lec 1:10 - 3:20pm W E.C. LUM NU 133
& lab 6:30 - 3:30pm Th E.C. LUM LC MMC
or lab 6:30 - 12:00am Th E.C. LUM LC MMC
or lab 6:30am - 3:30pm T D.F. WEBSTER HG H
or lab 6:30am - 3:30pm Th S.B. MORALES HG H
or lab 6:30am - 3:30pm F S.B. MORALES HG H
or lab 6:30am - 7:30pm Th T.A. ANTONIO TM MC
or lab 6:30am - 7:30pm Th B.G. BERLIN TM MC
or lab 6:30am - 3:30pm Th N. ORTEGA LC MMC
or lab 6:30 - 11:30am F N. ORTEGA LC MMC

**** lec 8:00 - 10:05am M D.F. WEBSTER NU 133
& lec 2:00 - 4:05pm M E.C. LUM NU 133
& lec 1:10 - 3:20pm W E.C. LUM NU 133
& lab 6:30 - 3:30pm Th E.C. LUM LC MMC
or lab 6:30 - 12:00am Th E.C. LUM LC MMC
or lab 6:30am - 3:30pm T D.F. WEBSTER HG H
or lab 6:30am - 3:30pm Th S.B. MORALES HG H
or lab 6:30am - 3:30pm F S.B. MORALES HG H
or lab 6:30am - 7:30pm Th T.A. ANTONIO TM MC
or lab 6:30am - 7:30pm Th B.G. BERLIN TM MC
or lab 6:30am - 3:30pm Th N. ORTEGA LC MMC
or lab 6:30 - 11:30am F N. ORTEGA LC MMC

PATIENT CARE MANAGEMENT I (RPT 1)
Prerequisite: A grade of “C” or better in Nursing 311, 313, 315, and 321 and eligibility for the second semester, or admitted to the program advanced placement and completed one semester of clinical course work with a grade of “C” or better. Repeat: Eligible for 4th semester of nursing program.
This elective course will increase proficiency in the use of the nursing process and the Roy Adaptation Model in the administration of client care. This class is open-entry, hours to be arranged.

**** lab 6:30 hrs/wk TBA - STAFF HOSP TBA
By permission of Nursing department only in a selected clinical agency.

NURSING 329A 1.00 UNITS
ROLE TRANSITION FROM LVN TO RN A
Prerequisites: Current LVN license or experience in nursing permitting advanced placement in nursing program. Concurrent enrollment in Nursing 321 recommended.
This course is designed to assist the L.V.N. to make a successful transition to the role of RN student and pursue an RN license. Content will focus on resources available, role development, learning styles, dosage calculations, and heart, lung and bowel assessment.

**** lec 3:00 hrs/wk TBA - K.S. YACHECHAK INTERNET
First class meeting 2/14/08 on campus 4:00 - 6.50pm in the Nursing building. Class ends 3/20/08. Contact kristayach@cox.net as soon as you register. (6 Week Class - Starts 2/13/2008, Ends 3/19/2008)

NURSING 329B 1.00 UNITS
ROLE TRANSITION FROM LVN TO RN B
Prerequisites: Completion of Nursing 329A. Current LVN license or experience in Nursing permitting advanced placement in nursing program. Concurrent enrollment in Nursing 311 recommended.
Continues with content to assist the L.V.N. to make a successful transition to the role of R.N. nursing student. Content will focus on critical thinking, documentation of history and assessment, nursing process, calculation and administration of IV piggyback medications.

**** lec 3:00 hrs/wk TBA - K.S. YACHECHAK INTERNET
Contact kristayach@cox.net as soon as you register. Last day of class meets in NU 152 for Math competency test and practicum.
(7 Week Class - Starts 3/26/2008, Ends 5/7/2008)

NURSING 333 3.00 UNITS
NURSING PROCESS & PRACTICE IN HEALTH CARE OF WOMEN/FAMILIES
Prerequisite: Completion of all program prerequisites and a Grade of “C” or better in all first year Nursing Program courses or admission through the Advanced Placement LVN to RN route, and grade “C” or better in Anatomy I, Physiology I, Microbiology 1 or 20, Psychology 41, Psychology 1 and English 101.
A passing score on the Mathematics skills test is required for satisfactory clinical evaluation. Renewal of certain tests and immunizations may be required. Concurrent enrollment in Nursing 335 and 339 is required. Enrollment in Nursing 318 is recommended. This course applies the nursing process based on the Roy Adaptation model to care for women with maternity and gynaecological conditions.

**** lec 8:00 - 10:05am M J.C. KIMBALL LC MSP
& lec 2:30 - 4:35pm M J.C. KIMBALL LC MSP
& lec 2:30 - 4:35pm W J.C. KIMBALL LC MSP
& lec 3:40 - 5:45pm W C.B. LAPUZ LC MMC
or lab 2:00 - 9:30pm T J.C. KIMBALL LC MSP
or lab 2:00 - 7:00pm W J.C. KIMBALL LC MMC
or lab 6:30 - 3:30pm Th C.B. LAPUZ LC MMC
or lab 6:30 - 12:00pm F C.B. LAPUZ LC MMC

Short Term Class: Starts 4/7/08, Ends 6/2/08
CONTINUES ON NEXT PAGE
NURSING 335  3.00 UNITS
NURSING PROCESS AND PRACTICE IN THE CARE OF CHILDREN
Prerequisites: Completion of all program prerequisites and a grade of "C" or better in first year Nursing courses, or admission through the Advanced Placement LVN to RN route, and grade "C" or better in Anatomy 1, Physiology 1, Microbiology 1 or 20, Psychology 1, Psychology 41 and English 101. A passing score on the mathematics skills test is required for satisfactory clinical evaluation. Renewal of certain tests and immunizations may be required. Concurrent enrollment in Nursing 333 and 339 is required. Enrollment in Nursing 318 is recommended. Assessment and care of the bio-psychosocial problems of children and their families utilizing the nursing process and the Roy Adaptation model is presented.

**** lec  8:50 - 12:00pm M  K.H. CLELAND  NU 149
& lec  2:00 - 3:35pm W  K.H. CLELAND  NU 149
& lec  3:35 - 4:05pm W  K.H. CLELAND  NU 149
& lec  6:30 - 1:30pm T  K.H. CLELAND  HG H
& lec  6:30 - 1:30pm W  K.H. CLELAND  HG H
or lab  6:30 - 3:30pm Th  P.A. MAAG  LB MMC
or lab  6:30 - 12:00pm F  P.A. MAAG  LB MMC
or lab  6:30 - 1:30am T  STAFF  SM MC
or lab  6:30 - 12:00pm F  STAFF  SM MC
or lab  7:30 - 4:00pm T  B.G. BERLIN  NU 152

Short Term Class: Starts 2/4/08, Ends 3/14/08

NURSING 339  2.00 UNITS
NURSING PROC & PRACTICE IN THE CARE OF THE GERIATRIC CLIENT
Prerequisite: Completion of all program prerequisites and completed Nursing 333 and 335 and preceding nursing courses, all with grade of "C" or better, OR admission to Nursing Program "LVN-30 unit option route. Assessment and care of the geriatric client in LTC, the community, and home health setting utilizing the nursing process and the Roy Adaptation model is presented. R.N. preceptors will be utilized in the Home Health setting.

**** lec 10:00 - 12:50pm M  S.F. NOWINSKI  CV 8
& lec  2:00 - 4:50pm M  S.F. NOWINSKI  NU 153
& lec  4:50 - 5:15pm M  S.F. NOWINSKI  NU 153
& lec  6:30 - 3:30pm T  J. SAXTON  L SP
or lab  6:30 - 3:30pm W  J. SAXTON  L SP
or lab  6:30 - 3:30pm Th  K.M. RUSSELL  TBA
NURSING 345  
NURSING PROCESS/PRACTICE IN THE CARE OF ADULT CLIENT III  
Prerequisite: "LVN-30 unit" option: Admission to Nursing Program and completion Nursing 339 with a grade of "C" or better.
LVN Advanced Placement: As above AND completion of required 2nd and 3rd semester nursing program courses and cognates, Sociology 1 or Anthropology 102 with grades of "C" or better.
This course emphasizes the nursing process and the Roy Adaptation model in the care of clients with complex medical-surgical problems. High acuity care settings and the critical care units are utilized.

**** lec 10:10 - 12:15pm M L.M. YAMAKAWA LC MSP
& lec 8:00 - 10:30am W L.M. YAMAKAWA LC MSP
& lab 10:40 - 11:10am W L.M. YAMAKAWA LC MSP
& lab 6:30 - 1:30pm T L.M. YAMAKAWA LC MH
& lab 6:30 - 1:00pm F L.M. YAMAKAWA LC MMC
or lab 6:30 - 7:30pm T L.A. SMITH TM MC
or lab 6:30 - 7:30pm U STAFF TM MC
Short Term Class: Starts 2/4/08, Ends 3/14/08

NURSING 347  
LEADERSHIP AND MANAGEMENT  
Prerequisite: For lecture: Grade “C” or better in all required nursing courses and cognates listed in the Nursing curriculum for the selected route. For Lab: Completion of the Nursing 347 lecture component with a grade of “C” or better and a grade of “C” or better in Nursing 343 and 345.
Depending on availability of experiences and preceptors, students’ laboratory assignments will be individually arranged by assigned clinical instructor. Students should plan to attend all lectures and labs offered on campus. No grade will be given until both lecture and lab are completed. To complete the program, lecture grade must be a “C” or better plus a satisfactory grade in the lab. Focus is on the management and planning of client care. Roles as a member of the profession and as a manager of care are emphasized. Integrated and comprehensive client-care utilizing the nursing process and the Roy Adaptation model is performed under the supervision of R.N. preceptor-role models.

**** lec 11:15 - 12:05pm W S.F. NOWINSKI NU 133
or lab 20:00 hrs/wk TBA - K.H. CLELAND HH TBA
& lab 8:20 hrs/wk TBA - STAFF HH TBA
or lab 8:20 hrs/wk TBA - S.F. NOWINSKI HH TBA
or lab 13:50 hrs/wk TBA - STAFF HH TBA
or lab 20:00 hrs/wk TBA - L.M. YAMAKAWA HH TBA
or lab 13:50 hrs/wk TBA - M.M. FOSTER HH TBA
Lecture - Starts 2/4/08, Ends 5/2/08 / Lab - Starts 5/5/08, Ends 6/2/08

NURSING 364  
PHARMACOLOGY (CSU)  
This course is open to pre-nursing majors, nursing students and those interested in developing an understanding of medications. This course provides an understanding of basic pharmacology and the standards, policies, and regulations involved in medication administration. A brief review of the math concepts involved in the calculation of dosages is included. The course focuses on drug classifications, pharmacodynamics, chemical interactions, toxicity, and the use of the nursing process in medication administration.

3438 lec 3:30 - 6:40pm M J.C. KIMBALL NU 133

NURSING 399A  
CERTIFIED NURSE ASSISTANT  
Prerequisite: Completion of or concurrent enrollment in Nursing 399A.
Theory and clinical skills needed to work with residents/patients in the long term care facility and the acute care setting. Nursing 399A must be taken either before or concurrently with Nursing 399B. After successful completion of this course, the student will be eligible to apply for certification and to take the California Certified Nurse Assistant examination.

0600 lec 8:00 - 4:30pm FS C.G. SCHWARTZMAN NU 133
or lab 7:00 - 3:00pm FSU C.L. ALLMOND ROYL WOOD
or lab 7:00 - 3:00pm FSU Y.B. BELL ROYL WOOD
First week of class will meet Friday 2/8/08 only. Short Term Class: Starts 2/8/08, Ends 4/19/08
NURSING 399B  
2.00 UNITS  
CERTIFIED HOME HEALTH AIDE I  
Prerequisite: Completion of or concurrent enrollment in Nursing 399A. Lecture and clinical skills in working with residents/clients in the home care setting. Emphasis given to safety principles and to methods for providing physical care and emotional and social support. Upon successful completion of the course, the student is eligible to apply for certification as a Home Health Aide in the state of California.  
0691 lec 8:00 - 9:25am MW C. G. SCHWARTZMAN SCI 106  
& lab 6:30 - 9:00pm SU C. L. ALMND ROYLAND  
or lab 6:30 - 7:15am SU Y. B. BELL ROYLAND  

Short Term Class: Starts 5/10/08, Ends 5/31/08  

OCEANOGRAPHY  
Division Chair: Joyce Parker, 310-233-4556, parkerje@lahc.edu  

OCEANOGRAPHY 001  
3.00 UNITS  
INTRODUCTION TO OCEANOGRAPHY (UC:CSU)  
Physical Oceanography. Major topics to be studied include the formation and features of the sea floor, islands and coastlines, properties of seawater, waves, currents, tides and marine life. Special reference is made to the California coast and the problems of human uses of the sea. Includes field trips to coastal Southern California sites.  
0679 lec 8:00 - 9:25am MW T. MUNASINGHE SCI 210  
0680 lec 9:35 - 11:00am MW T. MUNASINGHE SCI 210  

Evening Classes  
3498 lec 5:20 - 6:45pm MW T. MUNASINGHE SCI 210  
3499 lec 6:55 - 10:05pm T J. D. MACK SCI 210  

Oceanography 001 is offered thru ITV “The Weekend College” – See pg. 111.  

OCEANOGRAPHY 010  
2.00 UNITS  
PHYSICAL OCEANOGRAPHY LABORATORY (UC:CSU)  
Prerequisite or corequisite: Oceanography 1.  
Introduction to the tools and techniques used in oceanographic research today.  
0683 lab 9:35 - 12:45pm T T. MUNASINGHE SCI 210  

Evening Class  
3500 lab 6:55 - 10:05pm Th J. D. MACK SCI 210  

OCEANOGRAPHY 012  
3.00 UNITS  
LECTURES IN MARINE BIOLOGY (UC:CSU)  
Investigates the intertidal and offshore ocean habitats. The study of marine plants and animals, their ecology, morphology and economic importance to man.  
0669 lec 11:10 - 12:35pm MW C. A. CROCCH SCI 106  

OCEANOGRAPHY 911, 921, 931, 941  
1-4 UNITS  
COOPERATIVE EDUCATION (CSU) RPT 3  
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.  
**** 12:45 - 1:50pm F J. I. NARANJO T 120  
Evening Classes  
**** 5:30 - 6:35pm T J. I. NARANJO T 120  
**** 5:30 - 6:35pm W J. I. NARANJO T 120  

OFFICE MACHINES  
Division Chair: Stanley Sandell, 310-233-4188, sandelsc@lahc.edu  

OFFICE MACHINES 001  
1.00 UNITS  
INTRODUCTION TO OFFICE MACHINES  
This class teaches touch operating skills on the computer ten-key pad, emphasizing speed and accuracy.  
0982 lec 2:05 hrs/wk TBA - L. L. UHARRIET BU 104  
Time to be arranged from 1:50 to 5:00pm on Tues. & Thurs.  
1013 lec 2:05 hrs/wk TBA - J. H. HEFFRON BU 104  
Time to be arranged from 7:50 to 11:00am on Monday & Wednesday.  

Evening Class  
3084 lec 2:05 hrs/wk TBA - D. L. PRESLEY BU 104  
Time to be arranged from 6:50 to 10:00pm on Tues. & Thurs.  

PERSONAL DEVELOPMENT  
Division Chair: Brad Young, 233-4065, younghj@lahc.edu  
Questions: Joy Fisher, 310-233-4033, fisherjp@lahc.edu  

PERSONAL DEVELOPMENT 004  
1.00 UNITS  
CAREER PLANNING  
This class will cover career planning and job seeking skills.  
**** lec 1:00 - 2:30pm M S. L. STEELE PE 137  
0113 lec 11:10 - 12:00pm TTh J. FISHER  
(10 Week Class - Starts 3/10/2008, Ends 5/26/2008)
PHILOSOPHY

PHILOSOPHY 001
INTRODUCTION TO PHILOSOPHY (UC:CSU)
A study of the nature, sources, and justification of claims to knowledge, different views of the nature of reality, and the place of human beings within it.

0435 lec 8:00 - 9:25am TTh J.E. COLEMAN MU 138
0436 lec 9:35 - 11:00am MW B.T. GALLARDO GC 108
0437 lec 11:10 - 12:35pm TTh P.D. GREENBERG GC 105
0438 lec 12:45 - 2:10pm MW V.D. GRASSIAN SCI 209

PHILOSOPHY 006
LOGIC IN PRACTICE (UC:CSU)
Formal and informal logic, exercises in reasoning and contemporary moral and social issues will be discussed.

0439 lec 9:35 - 11:00am TTh P.D. GREENBERG GC 105
0440 lec 1:00 - 4:10pm T K.E. CARTER GC 103
& lec 7:55 - 10:00am S K.E. CARTER GC 103
& lec 2:05 hrs/wk TBA - K.E. CARTER GC 103

PHILOSOPHY 020
ETICS (UC:CSU)
A study of the basic principles of moral evaluation and their application to contemporary controverisal moral issues. The primary emphasis is in aiding students in developing critical abilities in moral evaluation.

0442 lec 9:35 - 11:00am MW V.D. GRASSIAN MU 138

PHILOSOPHY 033
COMPARATIVE SURVEY OF WORLD RELIGIONS (UC:CSU)
A survey of the historical development of the world's great religions, with the origins, growth and contributions to man's cultural heritage.

0444 lec 9:35 - 11:00am TTh B.T. GALLARDO MU 134

PHILOSOPHY 911, 921, 931, 941
1-4 UNITS

COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

Evening Classes
**** 12:45 – 1:50pm F J.I. NARANJO T 120
**** 5:30 – 6:35pm T J.I. NARANJO T 120

PHOTOGRAPHY

PHOTOGRAPHY 028
1.00 UNITS

LABORATORY PROCESSES (RPT 3)
Students will develop film, make enlargements, and learn presentation techniques. Students are required to pay a $25.00 material fee attached to this class.

PHOTOGRAPHY 029
1.00 UNITS

PHOTOGRAPHY LABORATORY (RPT 3)
Prerequisite: Student must be concurrently enrolled in either Photography 110 or 111. This course enables the photography students to improve their darkroom skills in both black and white and color photography. The student will also have the opportunity to practice studio lighting and large format camera techniques. Individual instruction and guidance will be offered. Students are required to pay a $25.00 material fee attached to this class.

PHOTOGRAPHY 047
3.00 UNITS

INTRODUCTION TO COMPUTERIZED DIGITAL PHOTOGRAPHY
This course introduces the student to basic principles and artistic criteria of photography as implemented through the use of digital photographic technology. Students will be introduced to basic computer operation on either Macintosh or PC platforms, as well as functions of the digital camera and common software programs.

PHOTOGRAPHY 110
2.00 UNITS

INTRODUCTION TO PHOTOGRAPHY (UC:CSU)
Prerequisite: The student must have access to a manually adjustable 35mm or digital camera; automatic or instamatic cameras are not adequate for this course.
This course provides instruction in the basic principles of black and white photography with darkroom experience. Emphasis is on photography as a fine art, stressing beginning visual awareness and craftsmanship. Students are required to pay a $25.00 material fee attached to this class.

PHOTOGRAPHY 111, 112, 113, 114
1-4 UNITS
PHOTOGRAPHY 111 2.00 UNITS
INTERMEDIATE PHOTOGRAPHY (CSU) (RPT 2)
Prerequisite: Photography 110 with a grade of “C” or better. Recommended Preparation: Art 501.
This course is a continuation of principles learned in Photography 110 with more advanced problems. The student is encouraged to explore the medium more fully through experience with lighting, portraiture, use of the view camera and creative darkroom printing techniques. The history of photography is integrated into the course. Students are required to pay a $25.00 material fee attached to this class.
0446 lec 12:40 - 1:45pm W D. JENNINGS FA 101 & lab 1:50 - 5:00pm W D. JENNINGS FA 101
Evening Class
3335 lec 5:45 - 6:50pm M D. JENNINGS FA 101 & lab 6:55 - 10:05pm M D. JENNINGS FA 101

PHOTOGRAPHY 121 3.00 UNITS
HISTORY AND APPRECIATION OF PHOTOGRAPHY (UC:CSU)
This course covers the major historical developments in Photography from the origin of the camera to the present.
0449 lec 11:10 - 12:35pm TTh D. JENNINGS FA 101

PHOTOGRAPHY 911, 921, 931, 941 1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.
**** 12:45 – 1:50pm F J.I. NARANJO T 120
Evening Classes
**** 5:30 – 6:35pm T J.I. NARANJO T 120
**** 5:30 – 6:35pm W J.I. NARANJO T 120

PHYSICAL EDUCATION
Division Chair: Nabeel Barakat, 233-4351, barakanm@lahc.edu

PHYSICAL EDUCATION 185 1.00 UNITS
DIRECTED STUDY - PHYSICAL EDUCATION (UC:CSU) (RPT 2)
Prerequisite: These classes are by arrangement and prior permission of instructor only. Do not enroll before getting approval.
*UC credit may be granted by petition after transfer.
2102 lec 1:00 hrs/wk TBA - N.M. BARAKAT PE 140

PHYSICAL EDUCATION 225 1.00 UNITS
YOGA SKILLS (UC:CSU) (RPT 3)
0629 lab 3:10 - 4:15pm MW STAFF PE 142

PHYSICAL EDUCATION 228 1.00 UNITS
INDIVIDUAL AND DUAL ACTIVITIES - BODY CONDITIONING (UC:CSU) (RPT 3)
Concurrent enrollment is allowed in all sections BODY CONDITIONING. This class is designed to improve your overall fitness through aerobics, calisthenics, and stretching.
2110 lab 11:10 - 12:15pm TTh N.C. OMABOE PE 142
2113 lab 2:00 - 3:05pm MW STAFF PE 142
**** lab 10:05 - 11:10am MW F.R. YATES PE 142
**** lab 10:05 - 11:10am MW C.M. COKER PE 142
**** lab 11:55 - 1:00pm MW F.R. YATES PE 142

PHYSICAL EDUCATION 229 1.00 UNITS
INDIVIDUAL AND DUAL ACTIVITIES - BODY DYNAMICS (UC:CSU) (RPT 3)
This class is designed to improve your overall fitness through AEROBICS, calisthenics, and stretching.
2901 lab 7:05 - 9:10pm Th N.C. OMABOE PE 142

PHYSICAL EDUCATION 238 1.00 UNITS
SELF-DEFENSE SKILLS (UC:CSU) (RPT 3)
This class will offer an individualized program of basic self-defense, physical fitness and MARTIAL ARTS awareness. Taught by the I.M.B. Academy staff. Recommended for both men and women of all experience levels, including beginners.
2116 lab 12:45 - 1:50pm Th M. YAMASHITA PE 142

PHYSICAL EDUCATION 259 1.00 UNITS
GOLF SKILLS (UC:CSU) (RPT 3)
These classes are for students interested in improving their skills on a golf course. First class meeting in PE 137. Beginning Intermediate Advanced
2120 lab 12:30 - 2:35pm F K.A. PLUTCHOK PE 137
Saturday Class
7082 lab 10:15 - 12:20pm S K.A. PLUTCHOK PE 137

PHYSICAL EDUCATION 262 1.00 UNITS
TRACK AND FIELD SKILLS (UC:CSU) (RPT 3)
POWER WALKING
0647 lab 7:55 - 10:00am F S. KOMAI PE 125

PHYSICAL EDUCATION 289 1.00 UNITS
BOWLING SKILLS (UC:CSU) (RPT 3)
2161 lab 3:30 - 5:35pm W K.A. PLUTCHOK PVB 1

PHYSICAL EDUCATION 298 2.00 UNITS
STRESS REDUCTION AND PHYSICAL EFFICIENCY (UC:CSU)
The study of alternative forms of physical education for improved body alignment and ease of movement with ability to reduce stress for all individuals. Teaching YOGA techniques.
2162 lec 9:35 - 10:05am TTh N.C. OMABOE PE 142
& lab 10:05 - 11:10am TTh N.C. OMABOE PE 142

PHYSICAL EDUCATION 304 1.00 UNITS
BASKETBALL SKILLS (UC:CSU) (RPT 3)
Beginning-Intermediate-Advanced
*UC credit may be granted by petition after transfer.
2129 lab 11:10 - 12:15pm TTh A.L. HENRY PE 125
2130 lab 11:10 - 12:15pm MW A.L. HENRY PE 125

PHYSICAL EDUCATION 310 1.00 UNITS
FLAG/TOUCH FOOTBALL SKILLS (UC:CSU) (RPT 3)
**** lab 2:05 hrs/wk TBA - W. DE LEON FIELD

PHYSICAL EDUCATION 322 1.00 UNITS
VOLLEYBALL SKILLS (UC:CSU) (RPT 3)
Beginning-Intermediate
*UC credit may be granted by petition after transfer.
2131 lab 9:35 - 10:40am TTh S. KOMAI PE 125
2140 lab 10:10 - 12:15pm F S. KOMAI PE 125
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSICAL EDUCATION 328</td>
<td>SOFTBALL SKILLS (UC:CSU) (RPT 3)</td>
<td>1.00</td>
<td>2150 lab 11:10 - 12:15pm MW C.M. COKER FIELD</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION 431</td>
<td>MODERN DANCE (UC:CSU) (RPT 3)</td>
<td>1.00</td>
<td>2103 lab 8:55 - 10:00am MW F.R. YATES PE 142</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION 440</td>
<td>SOCIAL DANCE (UC:CSU) (RPT 3)</td>
<td>1.00</td>
<td>2104 lab 7:05 - 9:10pm M S. KOSTICH PE 142</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION 440</td>
<td>Evening Class</td>
<td></td>
<td>2141 lab 11:10 - 1:15pm F S. KOSTICH PE 142</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION 503</td>
<td>INTERCOLLEGIATE SPORTS - BASEBALL (UC:CSU) (RPT 1)</td>
<td>2.00</td>
<td>**** lab 14:00 hrs/wk TBA - M.A. ALVILLAR FIELD</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION 512</td>
<td>INTERCOLLEGIATE SPORTS - SOFTBALL (UC:CSU) (RPT 1)</td>
<td>2.00</td>
<td>**** lab 11:05 hrs/wk TBA - V.C. LONG FIELD</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION 550</td>
<td>INTERCOLLEGIATE SPORTS - CHEER/YELL LEADERS/MARCHING BAND (CSU) (RPT 3)</td>
<td>2.00</td>
<td>Required of all elected song and yell leaders. 2122 lab 6:30 hrs/wk TBA - J. HUFFMAN TBA</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION 552</td>
<td>ATHLETICS PRE-SEASON CONDITIONING (UC:CSU) (RPT 3)</td>
<td>1.00</td>
<td>**** lab 3:10 hrs/wk TBA - L. MORALES FIELD</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION 553</td>
<td>INTERCOLLEGIATE SPORTS-STRENGTH &amp; FITNESS TRG FOR FOOTBALL (UC:CSU) (RPT 3)</td>
<td>1.00</td>
<td>**** lab 3:10 hrs/wk TBA - A.A. ALVILLAR FIELD</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION 558</td>
<td>INTERCOLLEGIATE SPORTS STRENGTH FITNESS TRAINING FOR SOCCER (UC:CSU) (RPT 3)</td>
<td>1.00</td>
<td>**** lab 3:10 hrs/wk TBA - L. MORALES FIELD</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION 558</td>
<td>INTERCOLLEGIATE SPORTS STRENGTH FITNESS TRAINING FOR SOCCER (UC:CSU) (RPT 3)</td>
<td>1.00</td>
<td>**** lab 3:10 hrs/wk TBA - W. BARLOW FIELD</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION 642</td>
<td>ADAPTED FITNESS (UC:CSU) (RPT 3)</td>
<td>1.00</td>
<td>2165 lab 3:10 hrs/wk TBA - N.M. BARAKAT PE 140</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION 643</td>
<td>ADAPTED STRENGTH TRAINING (UC:CSU) (RPT 3)</td>
<td>1.00</td>
<td>2165 lab 3:10 hrs/wk TBA - N.M. BARAKAT PE 140</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION 645</td>
<td>ADAPTED AEROBICS (UC:CSU) (RPT 3)</td>
<td>1.00</td>
<td>2166 lab 3:10 hrs/wk TBA - N.M. BARAKAT PE 140</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION 646</td>
<td>ADAPTED CARDIOVASCULAR FITNESS (UC:CSU) (RPT 3)</td>
<td>1.00</td>
<td>2159 lab 3:10 hrs/wk TBA - N.M. BARAKAT PE 140</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION 648</td>
<td>ADAPTED EXERCISE FOR BACK DISORDERS (UC:CSU) (RPT 3)</td>
<td>1.00</td>
<td>2159 lab 3:10 hrs/wk TBA - N.M. BARAKAT PE 140</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION 649</td>
<td>ADAPTED SPORTS AND GAMES (UC:CSU) (RPT 3)</td>
<td>1.00</td>
<td>2167 lab 3:10 hrs/wk TBA - N.M. BARAKAT PE 140</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION 690</td>
<td>WEIGHT TRAINING (UC:CSU) (RPT 3)</td>
<td>1.00</td>
<td>2101 lab 3:10 hrs/wk TBA - A.L. HENRY PE 109</td>
</tr>
</tbody>
</table>

*UC credit may be granted by petition after transfer. Visit our website for schedule changes: WWW.LAHC.EDU
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
</tr>
</thead>
</table>
| PHYSICAL EDUCATION 800 | 3.00 UNITS
  INTRODUCTION TO DANCE AND DANCE HISTORY (UC:CSU) | |
| PHYSICAL EDUCATION 911, 921, 931, 941 | 1-4 UNITS
  COOPERATIVE EDUCATION (CSU) RPT 3 | |
| PHYSICAL EDUCATION 911, 921, 931, 941 | 1-4 UNITS
  COOPERATIVE EDUCATION (CSU) RPT 3 | |
| PHYSICAL EDUCATION (NON-ACTIVITY) 713 | 3.00 UNITS
  PHYS ED MAJOR’S CLASSES—INTRODUCTION TO COACHING ATHLETICS (UC:CSU) | |
| PHYSICAL SCIENCE 001 | 3.00 UNITS
  PHYSICAL SCIENCE I (UC:CSU) | |
| PHYSICAL SCIENCE 014 | 1.00 UNITS
  PHYSICAL SCIENCE LABORATORY (UC:CSU) | |
| PHYSICS 007 | 4.00 UNITS
  GENERAL PHYSICS II (UC:CSU) | |
| PHYSICS 011 | 4.00 UNITS
  INTRODUCTORY PHYSICS (UC:CSU) | |
| PHYSICS 037 | 5.00 UNITS
  PHYSICS FOR ENGINEERS AND SCIENTISTS I (UC:CSU) | |
| PHYSICS 038 | 5.00 UNITS
  PHYSICS FOR ENGINEERS AND SCIENTISTS II (UC:CSU) | |
| PHYSIOLOGY | 0.00 UNITS
  ELEMENTARY PHYSIOLOGY L (UC:CSU) | |
POLITICAL SCIENCE 001
THE GOVERNMENT OF THE UNITED STATES (UC:CSU)
This course explains the theory and practice of democracy in United States national, state, and local government.

0737 lec 8:00 - 9:25am MW J.B. STANBERY GC 208
0738 lec 8:00 - 9:25am TTh J.B. STANBERY GC 208
0739 lec 8:00 - 11:10am F R.J. VEGA GC 208
0740 lec 9:35 - 11:00am MW W.L. LOITERMAN B 13
0741 lec 9:35 - 11:00am TTh J.B. STANBERY GC 208
0744 lec 11:10 - 12:35pm MW W.L. LOITERMAN B 13
0745 lec 11:10 - 12:35pm TTh W.L. LOITERMAN B 13
0746 lec 12:45 - 2:10pm MW R.J. VEGA GC 103
0770 lec 12:45 - 2:10pm TTh W.L. LOITERMAN B 13

Enrollment Class

PolITICAL SCIENCE 001 is offered thru ITV “The Weekend College” – Page 90.

POLITICAL SCIENCE 002
MODERN WORLD GOVERNMENTS (UC:CSU)
This course is an introduction to the comparative method of cross-national political analysis with emphasis on the political institutions of Great Britain, France, Germany, Russia, and Asian, Latin American and African governments such as Japan, Mexico and Nigeria.

0771 lec 11:10 - 12:35pm MW R.J. VEGA GC 103

POLITICAL SCIENCE 041
PRINCIPLES OF STUDENT LEADERSHIP (CSU) (RPT 1)
This course prepares students in the theory and practice of organization, leadership, principles of group leadership, and the development of decision making skills. It is open to the members of the Associated Student Government and others.

0748 lec 12:45 - 2:50pm T N.R. MALONE TR 101

POLITICAL SCIENCE 185
DIRECTED STUDY - POLITICAL SCIENCE (UC:CSU) (RPT 2)
*UC credit may be granted by petition after transfer.

0751 lec 1:05 hrs/wk TBA - N.R. MALONE SHC 200
0772 lec 1:05 hrs/wk TBA - W.L. LOITERMAN B 13
0777 lec 1:05 hrs/wk TBA - STAFF B 13

POLITICAL SCIENCE 285
DIRECTED STUDY - POLITICAL SCIENCE (UC:CSU)
*UC credit may be granted by petition after transfer.

0753 lec 2:10 hrs/wk TBA - N.R. MALONE SHC 200
0773 lec 2:10 hrs/wk TBA - W.L. LOITERMAN B 13
0778 lec 2:10 hrs/wk TBA - STAFF B 13

POLITICAL SCIENCE 385
DIRECTED STUDY - POLITICAL SCIENCE (UC:CSU)

0779 lec 3:10 hrs/wk TBA - W.L. LOITERMAN B 13

POLITICAL SCIENCE 911, 921, 931, 941
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.

Enrollment Class

Saturday Class

0705 lec 9:00 - 12:10pm S L. ACUAYE ADDOO B 1

Outreach Class

6018 lec 3:00 - 5:05pm T M Th G. AQUINO CHS (13 Week Class - Starts 2/26/2008, Ends 5/28/2008)
PSYCHOLOGY
Division Chair: Brad Young, 233-4065, youngbj@lahc.edu

PSYCHOLOGY 001  3.00 UNITS
GENERAL PSYCHOLOGY I (UC:CSU)
Scientific survey of behavior covering personality, growth, perception, motivation, learning, and intelligence.
0119 lec  8:00 - 9:25am  TTh  K.M. BROOKS  GC 107
0120 lec  9:35 - 11:00am  MW  D.A. STEELE  GC 106
0121 lec  9:35 - 11:00am  TTh  E. REIGADAS  GC 107
0122 lec  11:10 - 12:35pm  MW  B.A. FRIDLEY  GC 107
0123 lec  11:10 - 12:35pm  TTh  E. REIGADAS  GC 107
0124 lec  12:45 - 2:10pm  MW  B.A. FRIDLEY  GC 107
0126 lec  12:00 - 3:10pm  F  S.L. THORNTON  GC 104
0158 lec  3:30 - 6:40pm  T  E. REIGADAS  GC 106
(16 Week Class - Starts 2/2/2008)
0160 lec  1:00 - 3:00pm  TTh  D.A. STEELE  GC 108
(14 Week Class - Starts 2/19/2008, Ends 5/29/2008)

Evening Classes
3003 lec  6:55 - 10:05pm  T  E. REIGADAS  GC 106
3004 lec  6:40 - 9:50pm  Th  S.L. THORNTON  GC 104
3011 lec  6:00 - 9:35pm  W  K.M. BROOKS  GC 104
(14 Week Class - Starts 2/20/2008, Ends 5/28/2008)
4927 lec  7:55 - 10:00pm  W  J.L. WATKINS  GC 204
& lec  10:15 - 12:20pm  S  J.L. WATKINS  GC 204
& lec  2:25 hrs/wk TBA  -  J.L. WATKINS  GC 204
PACE Class Starts 2/5/08, Ends 4/5/08 – See Page 38-39
4935 lec  7:55 - 10:00pm  Th  J.L. WATKINS  GC 208
& lec  10:10 - 12:15pm  S  J.L. WATKINS  GC 208
& lec  2:25 hrs/wk TBA  -  J.L. WATKINS  GC 208
PACE Class Starts 2/5/08, Ends 4/5/08 – See Page 38-39

Outreach Classes
6014 lec  3:15 - 5:20pm  TTh  M. MALLARI  NHS
(13 Week Class - Starts 2/25/08, Ends 5/28/2008)
6036 lec  3:15 - 5:20pm  MW  B. NGUYEN  BHS
(13 Week Class - Starts 2/25/08, Ends 5/28/2008)
6063 lec  3:15 - 5:20pm  MW  J.L. WATKINS  GHS
(13 Week Class - Starts 2/25/08, Ends 5/28/2008)

Internet Class
7600 lec  3:10 hrs/wk TBA  -  J THOMAS SPIEGEL  INTERNET
Contact itspsych@hotmail.com as soon as you register.
Honors Course
**** lec  8:00 - 9:25am  TTh  K.M. BROOKS  GC 107
See Honors counselor for approval to enroll in this class. See Pages 76-77

Psychology 001 is offered thru ITV “The Weekend College” – Page 90.

PSYCHOLOGY 002  3.00 UNITS
GENERAL PSYCHOLOGY II (UC:CSU)
This course covers the physiological basis of behavior.
0125 lec  8:00 - 11:10am  F  D.A. STEELE  GC 108
0161 lec  9:35 - 11:00am  MW  B.A. FRIDLEY  GC 107

PSYCHOLOGY 003  3.00 UNITS
PERSONALITY AND SOCIAL DEVELOPMENT (CSU)
4950 lec  7:55 - 10:00pm  W  J.L. WATKINS  GC 101
& lec  10:15 - 12:20pm  S  J.L. WATKINS  GC 101
& lec  2:25 hrs/wk TBA  -  J.L. WATKINS  GC 101
PACE Class Starts 4/8/08, Ends 5/31/08

PSYCHOLOGY 014  3.00 UNITS
ABNORMAL PSYCHOLOGY (UC:CSU)
Prerequisite: A grade of “C” or better in Psychology 1.
7632 lec  3:10 hrs/wk TBA  -  J THOMAS SPIEGEL  INTERNET
Contact itspsych@hotmail.com as soon as you register.

PSYCHOLOGY 041  3.00 UNITS
LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE (UC:CSU)
Developmental aspects of psychosocial, cognitive, and physical change throughout the life-span.
0127 lec  9:30 - 12:40pm  F  A.J. SICHAN  GC 107
0128 lec  11:10 - 12:35pm  MW  E. REIGADAS  GC 106
Evening Class
3005 lec  6:55 - 10:05pm  W  E. REIGADAS  GC 106
Internet-Class
7603 lec  4:20 hrs/wk TBA  -  J THOMAS SPIEGEL  INTERNET
Contact itspsych@hotmail.com as soon as you register.

Psychology 041 is offered thru ITV “The Weekend College” – Page 90.

REAL ESTATE
Division Chair: Stanley Sandell, 310-233-4188, sandelss@lahc.edu

REAL ESTATE 001  3.00 UNITS
REAL ESTATE PRINCIPLES
This is an overview of the fundamentals of real estate for those interested in getting a real estate state sales license or investing in real estate. Real Estate Sales license examination applicants are required to complete this course with a passing grade.
0945 lec  8:00 - 11:10am  S  C.W. KIRNBAUER  BU 109
0984 lec  1:00 - 2:25pm  MW  K. GUNDERSON  BU 102
Evening Classes
3159 lec  6:50 - 10:00pm  T  R.P. MARICICH  BU 109

REAL ESTATE 003  3.00 UNITS
REAL ESTATE PRACTICES
Prerequisite: Real Estate 1 or real estate sales license. A broker exam required class. Studies the functions of a real estate broker.
3156 lec  6:50 - 10:00pm  W  R.P. MARICICH  BU 109

REAL ESTATE 007  3.00 UNITS
REAL ESTATE FINANCE I
A broker exam required class. Studies the financing of purchased property.
3157 lec  6:50 - 10:00pm  M  R.P. MARICICH  BU 109

REAL ESTATE 009  3.00 UNITS
REAL ESTATE APPRAISAL I
Prerequisite and/or corequisite: Real Estate 9 or comparable experience.
0904 lec  8:00 - 11:10am  F  K. GUNDERSON  BU 109
STUDENT SERVICES CONTACTS

Admissions & Records
Dean: David Ching
Location: AD 100
Phone: 233.4930
Hours: M-Th 9:30am-6:30pm
Admissions & Records provides the following services for students:
- Admissions and Registration
- Graduation Evaluation
- CSUSEMGETC Certification
- Record Keeping & Maintenance
- Transcripts Requests
- Grade Change Requests
- Course Credit & Repeat Requests
- Prerequisite Checking
- Enrollment Verification

Assessment/Matriculation:
Elizabeth Colocho
Assessment
Location: Assessment Center
Phone: 233.4973
Hours: M-Th 9:00am-9:30pm
       Fri 8:00am-4:30pm
       Sat 8:00am-4:30pm
Matriculation
Location: AD 120

Athletics Director:
Nabeel Barakat
Location: P.E. Building
Phone: 233.4933
Athletics is a vital part of the academic success of our students. The college offers women's teams in basketball, soccer & volleyball, and men's teams in baseball, basketball, football and soccer. Our student athlete transfer rate is outstanding.

Child Development Center
Director: Karen Crummer
Location: End Parking Lot H
Phone: 233.4201
Hours: M-Fri 7:45am-2:30pm
The Child Development Center provides child care for preschool aged children of students attending Harbor College. Children aged 2 years and 9 months to 5 years are eligible. Fees are on a sliding scale. Teachers are certificated. The center is an exemplary training site for Child Development majors.

Information Desk,
Counseling,
Transfer & Career Centers
Chair: Joy Fisher
Location: Administration Lobby, AD 125 & 127
Phone: 233.4239
Hours: vary by location
The Counseling Department, Information Desk, and Transfer & Career Centers assist students with Student Educational Plans, preregistration, course clearance, transfer information, academic advising, articulation, career choice & Honors coordination. Counseling is available by appointment or on a drop-in basis.

EOPSICARE
Assoc. Dean: Mercy Yanez
Location: Café 104
Phone: 233.4226
Special Registration Hrs:
Saturday 9/6 & 9/13 9:00am-1:00pm
Fall Hours: M-Th 9:00am-5:00pm
       Fri 9:00am-noon
Evening counseling: M-Th 4-7:00pm

Financial Aid
Manager: Sheila Milman
Location: AD 131
Phone: 233.4230
Hours: M-Th 10:00am-2:00pm
Wednesday 9/8 & 9/15 9:00am-1:00pm
Financial Aid provides post-secondary education for those who otherwise would be financially unable to start or continue their schooling. Through loans, grants, scholarships and part-time employment, students are provided monetary assistance.

International Students
Advisor: Paul Grady
Location: AD 108
Phone: 233.4111
Hours: M-Fri 9:00am-4:00pm
The International Student Office provides support services to international students, including review of documents for admission, preparation of 1040 documents for F-1 students' application, information about requirements for change of status, academic & cultural orientation, and support information/advice/assistance in adhering to DHS and US Citizenship & Immigration Services regulations.

Life Skills Center
Clinical Director
Dr. Bonnie Burstein
Location: Café 110
Phone: 233.4558
Drop In M-Th 10:00am-1:00pm
By Apppt. M-Th 8:00am-9:00pm
The Life Skills Center provides crisis intervention, referral & brief treatment. Students receive help to learn how to balance school, family and work.

Special Programs & Services
Director: Dr. Debbie Tull
Location: Café 108
Phone: 233.4529
Hours: M-Th 8:30am-6:00pm
       Fri 8:30am-2:00pm
SPS assists persons with physical, psychological and learning abilities who may require special assistance in pursuing an education.

Student Activities
Dean: Nina Malone
Location: Seahawk Ctr. (2nd)
Phone: 233.4841
Hours: M & W 8:00-4:30pm
T & Th 8:00-7:30pm
SERVICES: Student ID’s, typing photocopier, faxing, banners, balloons
ENTERTAINMENT: fun, food, pool tables, food, fun big TV

Student Health Center
Director Carole Stevenson
Location: Café 110
Phone: 233.4520
Hours: M-Th 8:30am-4:30pm
       Fri 8:30am-noon
The Student Health Center provides health counseling & education, appraisal & limited treatment, referrals to appropriate public or private agencies, and information regarding the availability of health services. Nurse practitioner & MD onsite.

Student Recruitment
Robert Barker
Location: AD 133
Phone: 233.4327
Hours: M-Fri 8:00am-4:30pm
Outreach & recruitment efforts include relationships with high & middle schools, & other agencies, college tours & fairs, classroom presentations, workshops, & student advisement.
REAL ESTATE 016 3.00 UNITS
INCOME TAX ASPECTS OF REAL ESTATE
This basic course covers the impact of Federal and California state income tax on the purchase, sale, exchange, and use of real property. Included among the topics covered are depreciation, capital gains, installment sales, and tax-saving opportunities.
3155 lec 6:50 - 10:00pm M C.W. KIRNBAUER BU 108

REAL ESTATE 018 3.00 UNITS
REAL ESTATE INVESTMENTS I
Saturday Class
7004 lec 11:20 - 2:30pm S C.W. KIRNBAUER BU 109

REAL ESTATE 021 3.00 UNITS
REAL ESTATE ECONOMICS
Required course for the real estate brokers license. Studies factors affecting the real estate market.
0965 lec 2:35 - 4:00pm MW K. GUNDERSON BU 102

REAL ESTATE 911, 921, 931, 941 1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.
**** 12:45 – 1:50pm F J.I. NARANJO T 120
Evening Classes
**** 5:30 – 6:35pm T J.I. NARANJO T 120
**** 5:30 – 6:35pm W J.I. NARANJO T 120

SERVICE LEARNING

SERVICE LEARNING 100 1.00 UNITS
INTRODUCTION TO SERVICE LEARNING (CSU)
**** lec 0:50 hrs/wk TBA - S.W. MC MURRAY TBA
**** lab 1:05 hrs/wk TBA - E. PORTIS TBA

SOCIETY
Division Chair: Brad Young, 233-4065, youngbj@lahc.edu

SOCILOGY 001 3.00 UNITS
INTRODUCTION TO SOCIOLOGY (UC:CSU)
Explains human behavior: child rearing, personality, American culture, deviance, sexual patterns, marriage, divorce, social class, power, media, and other institutions.
0131 lec 8:00 - 9:25am MW J.H. SANDELL GC 104
0132 lec 8:00 - 9:25am TTh J.H. SANDELL GC 104
0133 lec 9:35 - 11:00am MW J.H. SANDELL GC 104
0134 lec 9:35 - 11:00am TTh J.H. SANDELL GC 104
0135 lec 11:10 - 12:35pm MW J.H. SANDELL GC 104
0136 lec 11:10 - 12:35pm TTh J.H. SANDELL GC 104
0137 lec 12:45 - 2:00pm MW M.W. AGOPIAN GC 206
Evening Classes
3006 lec 6:45 - 9:55pm M N. THOMPSON GC 104
3016 lec 6:55 - 10:05pm Th T.J. CHAMBERS GC 101
4925 lec 5:45 - 7:50pm W N. THOMPSON GC 202
& lec 7:55 - 10:00am S N. THOMPSON GC 202
& lec 2:05 hrs/wk TBA - N. THOMPSON GC 202

SOCILOGY 002 3.00 UNITS
AMERICAN SOCIAL PROBLEMS (UC:CSU)
Recommended prerequisite: Eligibility for English 101, or eligibility for and concurrent enrollment in English 28. Examines problems of poverty, race relation, sexism, crime, drugs, and the environment.

SOCILOGY 012 3.00 UNITS
MARRIAGE AND FAMILY LIFE (UC:CSU)
Discusses changing marriage and family, sex, love, child rearing, divorce, and alternative lifestyles in urban situations.
3008 lec 3:30 - 6:40pm T T. CHAMBERS GC 202

SOCILOGY 021 3.00 UNITS
HUMAN SEXUALITY (UC:CSU)
Sexual behavior, sexual anxieties, sexual fantasies, physiology, what is “normal”, orgasm, sexual preferences. This course meets the California Nursing Board Standards for credit as continuing education for Registered Nurses and is approved for 60 hours of continuing education credit under provider number 02152.
0138 lec 9:35 - 11:00am MW M.W. AGOPIAN GC 206
0139 lec 9:35 - 11:00am TTh M.W. AGOPIAN GC 206
0140 lec 11:10 - 12:35pm MW M.W. AGOPIAN GC 206
0141 lec 11:10 - 12:35pm TTh M.W. AGOPIAN GC 206
Evening Class
3009 lec 6:45 - 9:55pm M M.W. AGOPIAN GC 206

SOCIOLGY 911, 921, 931, 941 1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.
**** 12:45 – 1:50pm F J.I. NARANJO T 120
Evening Classes
**** 5:30 – 6:35pm T J.I. NARANJO T 120
**** 5:30 – 6:35pm W J.I. NARANJO T 120


Los Angeles Harbor College
OUTREACH LOCATIONS: BHS - BANNING HIGH SCHOOL  *  CHS - CARSON HIGH SCHOOL  *  GHs - GARDENA HIGH SCHOOL  *  NHs - NARBONNE HIGH SCHOOL  *  PVP Hs - PALOS VERDE PENINSULA HIGH SCHOOL  *  sPHs - sAN PEDRO HIGH SCHOOL

Schedule of Classes

SPANISH

Division Chair: Carmen Carrillo, 233-4250, carrilc@lahc.edu

SPANISH 001  5.00 UNITS

ELEMENTARY SPANISH I (UC.CSU)

Course stresses the mastery of Spanish fundamentals. Particular emphasis is placed upon developing the student's ability to read, write, speak, and understand simple, idiomatic Spanish, including pronunciation, vocabulary, and elementary grammar.

0266 lec  7:00 - 9:30am  TTh  C.P. GARAY  GC 101
0268 lec  11:10 - 1:40pm  MW  G.P. KOEHLER  SC 204
0269 lec  11:10 - 1:40pm  TTh  E. DIMO  CV 2

Evening Classes

3200 lec  4:00 - 6:30pm  MW  E. HEREDIA  CV 4
3201 lec  4:00 - 6:30pm  TTh  M. KOVEN  CV 4
3202 lec  7:05 - 9:35pm  MW  D. RENTERIA  CV 8
3203 lec  7:05 - 9:35pm  TTh  M. BARRIO DE MENDOZA  CV 8

Outreach Classes

6016 lec  3:15 - 6:35pm  MW  STAFF  NHS

SPANISH 002  5.00 UNITS

ELEMENTARY SPANISH II (UC.CSU)

Prerequisite: A grade of "C" or better in Spanish 1 or in the Spanish 21 and 22 combination or two years of high school Spanish or equivalent.

This course is a continuation of Spanish 1. The student's ability to speak and understand Spanish is developed. Emphasis is also placed on correct pronunciation, vocabulary, and sentence structure. Reading and writing of basic Spanish are also further developed. Introduction to Hispanic culture.

0270 lec  7:00 - 9:30am  TTh  W. HERNANDEZ  CV 6

Evening Classes

3204 lec  4:00 - 6:30pm  MW  N. BUSTAMANTE  GC 105
3205 lec  7:05 - 9:35pm  TTh  M.E. VILLEGAS  CV 4

Outreach Classes

6017 lec  3:15 - 6:35pm  MW  STAFF  NHS
6019 lec  3:00 - 6:30pm  MW  STAFF  CHS

SPANISH 003  5.00 UNITS

INTERMEDIATE SPANISH I (UC.CSU)

Prerequisite: A grade of "C" or better in Spanish 2 or three years of high school Spanish or equivalent.

Completes and reviews the study of Spanish grammar. Introduction to Spanish literature.

0271 lec  11:10 - 1:40pm  MW  W. HERNANDEZ  CV 8

Evening Classes

3206 lec  7:05 - 9:35am  TTh  R. GARAY  CV 6

SPANISH 035

SPANISH FOR SPANISH SPEAKERS I (CSU)

Saturday Class

0197 lec  8:00 - 10:30am  MW  W. HERNANDEZ  CV 6

SPANISH 036

SPANISH FOR SPANISH SPEAKERS II (CSU)

0197 lec  8:00 - 10:30am  MW  W. HERNANDEZ  CV 6

SPANISH 101

SPANISH LANGUAGE LABORATORY (RPT 3)

Concurrent enrollment in Spanish class is required.

An independent course in which students improve their reading, writing, speaking and comprehension skills by use of audio materials. Students must complete 25 hours for credit.

**** 5:30 – 6:35pm  T  J.I. NARANJO  T 120

SPEECH

Division Chair: Carmen Carrillo, 233-4250, carrilc@lahc.edu

SPEECH 014  4.00 UNITS

RADIO AND TELEVISION PRODUCTION (CSU) (RPT 3)

Course offers practical training in multimedia production. Special emphasis is placed on broadcast communications, newscasting, camera performance, storyboarding, editing, light principles, audio, and other multimedia communication skills.

0281 lec  8:00 - 9:25am  MW  L.K. KRUEGER  LRC 207

SPEECH 101  3.00 UNITS

ORAL COMMUNICATION I (UC.CSU)

The purpose of this course is to train the student in critical thinking, research, and the organization of ideas presented in discussion and original speeches. To accomplish this purpose, students receive instruction and practical experience in audience analysis and adaptation, critical listening and evaluation. The entire course is designed to emphasize personal growth through effective oral communication. Public speaking is especially recommended for students who plan to enter the fields of salesmanship, law, teaching, or the ministry. It is a valuable part of leadership training.

0297 lec  8:00 - 11:10am  F  G.L. ROBERTSON  DS 104

CONTINUES ON NEXT PAGE
### Evening Classes

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<td>3212</td>
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<td>M.J. OATES</td>
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<td>7036</td>
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<td>R. HUETE</td>
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### Outreach Class

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<td>6003</td>
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<td>M. CROSSMAN</td>
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*(13 Week Class - Starts 2/21/2008, Ends 5/22/2008)*

### Statistics

Division Chair: Brad Young, 233-4065, youngbj@lahc.edu
Questions: Evelyn Portis, 233-4240

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PACE Class Starts 4/8/08, Ends 5/31/08 – See Page 38-39

### Speech Communication

**2.00 UNITS**

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PACE Class Starts 4/8/08, Ends 5/31/08 – See Page 38-39

### Supervised Learning Assistance

**0.00 UNITS**

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PACE Class Starts 4/8/08, Ends 5/31/08 – See Page 38-39

### Look for additional classes on our website!

www.lahc.edu

24-hours a day!
SUPERVISION
Division Chair: Stanley Sandell, 310-233-4188, sandelsc@lahc.edu

SUPERVISION 001 3.00 UNITS
ELEMENTS OF SUPERVISION (CSU)
This course covers the development of the many supervisory skills required of the first-line supervisor. This class is offered once a year.
3132 lec 6:50 - 8:20am TTH R. BALTAZAR BU 107

SUPERVISION 911, 921, 931, 941 1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.
**** 12:45 – 1:50pm F J.I. NARANJO T 120
Evening Classes
**** 5:30 – 6:35pm T J.I. NARANJO T 120
**** 5:30 – 6:35pm W J.I. NARANJO T 120

THEATRE
Division Chair: Mark Wood, 310-233-4425, woodmd@lahc.edu
Dept. Chair: Larry Heimgartner, 233-4428, heimgalw@lahc.edu

THEATER 100 3.00 UNITS
INTRODUCTION TO THE THEATER (UC:CSU)
A lecture course designed to provide the beginning student with a general knowledge of theater, television and motion pictures and their influences on modern society.
0450 lec 8:00 - 9:25am MW L.W. HEIMGARTNER MU 101

THEATER 185 1.00 UNITS
DIRECTED STUDY - THEATER (CSU) (RPT 2)
Prerequisite: Student must qualify for advanced study in the Theater Arts Department.
*UC credit may be granted by petition after transfer.
**** lec 9:20 hrs/wk TBA - L.W. HEIMGARTNER DS 107
(2 Week Class - Starts 3/12/08, Ends 3/23/2008)

THEATER 200 3.00 UNITS
INTRODUCTION TO ACTING (UC:CSU)
Gain an appreciation of the work of the actor, and develop greater confidence in the projection of one’s personality.
0452 lec 9:35 - 11:00am MW L.W. HEIMGARTNER DS 107

THEATER 232 2.00 UNITS
PLAY PRODUCTION (UC:CSU) (RPT 3)
Training and practice are given in all phases of mounting plays for stage and television.
0457 lab 18:00 hrs/wk TBA - L.W. HEIMGARTNER DS 107
Short Term Class: Starts 2/4/08, Ends 3/13/08
0459 lab 17:50 hrs/wk TBA - L.W. HEIMGARTNER TBA
Short Term Class: Starts 2/4/08, Ends 3/13/08

THEATER 262 2.00 UNITS
SPECIAL PROJECTS (CSU) (RPT 3)
Students are given the opportunity to plan, rehearse, stage and produce approved all-student projects before audiences. Students are expected to be available for special rehearsals and production times.
*UC credit may be granted by petition after transfer.
0453 lab 4:15 hrs/wk TBA - L.W. HEIMGARTNER DS 107

THEATER 270 3.00 UNITS
BEGINNING ACTING (UC:CSU)
Learn techniques and skills for solving acting problems, and acquire fundamental knowledge of the acting process which can then be tested through the rehearsal and performance of scenes.
0454 lec 11:10 - 12:35pm MW L.W. HEIMGARTNER DS 107

THEATER 275 2.00 UNITS
SCENE STUDY (UC:CSU) (RPT 3)
Prerequisite: Theater 270 or equivalent. Students have a chance to plan, rehearse, stage and produce projects in a repertory theater atmosphere.
0455 lab 11:10 - 12:35pm MW L.W. HEIMGARTNER DS 107

THEATER 291 1.00 UNITS
REHEARSALS AND PERFORMANCES (UC:CSU) (RPT 3)
1624 lab 2:00 - 6:15pm MTWTh L.W. HEIMGARTNER DS 107

THEATER 323 3.00 UNITS
STAGE MANAGEMENT AND PRODUCTION (UC:CSU)
Outreach Class
6066 lec 3:15 - 5:45pm TWTh STAFF GHS

THEATER 332 2.00 UNITS
APPLIED STAGE MANAGEMENT AND PRODUCTION (UC:CSU) (RPT 3)
0434 lab 2:00 - 6:25pm MTWTh L.W. HEIMGARTNER DS 107
Short Term Class: Starts 3/17/08, Ends 5/1/08
6066 lab 3:15 - 5:45pm TWTh K.E. MORRISON GHS

THEATER 505 3.00 UNITS
HISTORY OF MOTION PICTURES (UC:CSU)
0458 lec 11:10 - 12:30pm MW M.D. WOOD MU 101

THEATER 550 2.00 UNITS
MULTIMEDIA PRODUCTION FOR THE STAGE (CSU) (RPT 3)
0432 lab 1:20 - 2:45pm MTWTh L.W. HEIMGARTNER DS 107

THEATER 911, 921, 931, 941 1-4 UNITS
COOPERATIVE EDUCATION (CSU) RPT 3
Earn college credit for your on-the-job experience. Consult with instructor to enroll in 1-4 units of Cooperative Education at one of the following times during the first or second week of the semester.
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Evening Classes
**** 5:30 – 6:35pm T J.I. NARANJO T 120
**** 5:30 – 6:35pm W J.I. NARANJO T 120
EXTENSION PROGRAM AND CONTINUING EDUCATION CLASSES

ENGLISH AS A SECOND LANGUAGE

Extensive Saturday program offered year-round in English as a second language (ESL). Enrollment is open and continuous. Program is designed for students whose native language is not English and who have little or no English speaking ability. Qualified instructors with academic TESL (Teaching English as a Second Language) backgrounds lead students from the ground up with handouts, simple pronunciation games, and grammar-building exercises.

Beginning Listening and Speaking • Intermediate Listening and Speaking
Advanced Listening and Speaking • Beginning English Structure
Beginning / Intermediate Reading and Vocabulary • Advanced Reading and Vocabulary
Intermediate / Advanced Conversation and Discussion
Continuing Education classes are FREE*

Call now to request our latest Extension Program catalog, with even more class titles!

*Some classes have an optional $10-$30 material fee payable in first class meeting.

For all “No Fee” classes listed, please stop by our office in B-16 to fill out an application. These courses have on-going enrollment.

(969) Computer Keyboarding & Typing Skills
Improve your typing skills with this self-paced class. Students will learn proper finger positioning and posture on computer keyboards with hands-on lab applications. Gain speed, accuracy, and most of all, confidence in type-written work. Typing test and certificate will be administered upon completion of the course.

(986.1) Spanish for Public Personnel
Make yourself more marketable by obtaining basic communication skills in the second most utilized language in Southern California. Anyone in the public service workforce should be able to assist his or her Spanish-speaking constituents. Class will focus on conversation, proper phrases, greetings and common phrases of assistance. Successful participants will receive a certificate. Class size is limited; please call to reserve a space.

(994.1 & 994.2) Office and Clerical Training Certificate Program
Gain the skills you need to succeed in the modern office industry. Learn clerical techniques, industry standards and expectations, secretarial skills, simple bookkeeping, and touch up computer skills. Successful students will receive a certificate upon completion. All students must enroll in both sections to participate in the certificate program.

Los Angeles Harbor College Extension Program - Register in B-16

Los Angeles Harbor College
COOPERATIVE WORK EXPERIENCE

Your Job Can Work For You!
» Make the connection between college and career!
» Earn up to 4 units per semester toward your Associate Degree while you work on your job.
» Earn one unit of college credit for
  1 - attending cooperative education classes weekly and
  2 - working at least seventy-five (75) hours during the semester.

Gain Perspective on career goals through application of theory to “real life experience”.

Students must:
1. Be employed on a regular basis (full or part-time, supervised volunteer work and unpaid internships may also qualify).
2. Pursue a planned program based on measurable learning objectives agreed to with the instructor.
3. Enroll in seven units at Harbor College which may include the Cooperative Work Experience units.

Learn or improve employment skills under actual working conditions

For more information:
Visit the Cooperative Education Office located in the Job Placement and Training Services Center, Tech Building 121, or call (310) 233-4447.

Join us by enrolling in Cooperative Education Today!
**Computing Facilities Guidelines**

**Instructions to Login and Print to the Academic Network**

All students at Los Angeles Harbor College are required to login to the Network when using the computing facilities on campus. There’s no additional cost for using the computing facilities (except for printing). Read the District’s E76 policy regarding the Use of District and College Computing Facilities displayed on the monitor at the time of access. By continuing to use the computer after the policy is displayed, you are acknowledging agreement to the policy. You may read and/or print the policy ahead of time by visiting our website http://www.lahc.edu and select the Information Technology link. You can also view software availability and computer lab locations in this website.

**Login Procedure**

To login, first make sure that the computer is turned on, wait until you see the Novell login window and follow the instructions to login to the network. If the computer is on and you are at the desktop, go to Start, Student Logoff to logout the previous user, and follow the instructions to login to the network with your username and password.

**Student Account and Password**

Your personal account (also called Username) is created automatically from the first 3 letters of your last name, the first letter of your first name, and the last four digits of your student ID (your social security number). For example, Jose Garcia (SSN 111-22-3333) would use GARJ3333 or garj3333. The password is set to the month and day of your birthday, using 2 digits for each. For example, if you were born on January 1, your password is 0101.

**Note:** If you do not enter your Username and/or your Password correctly, then you will see this error message.

If you forget to logout from the previous station and login to another station, you might get the following error message, which means that you are trying to login to too many stations.

**Printing**

There’s a printing fee required for printing (optional). The fee can be paid at the Campus Bookstore. The fee is $5.00. Note: The library lab (LRC-141) has its own pay-to-print system.

**Steps to Have Your Account Enabled for Printing:**

- Pick up an Account / Printing Request Form at the bookstore cash register or at any Computer Lab.
- Fill out the form with your information, so that we are able to accommodate your printing needs.
- Pay your materials printing fee ($5.00) at the bookstore.
- Staple your ORIGINAL PRINTING RECEIPT with the form.
- Drop the form into the DROP BOX inside the bookstore or library.

For updates, please visit the college website at http://www.lahc.edu and select the Information Technology link.
Skills Certificates Available at Harbor College

Los Angeles Harbor College offers a number of skills certificates for students who wish to pursue a career or trade. Students will be most successful in these programs if they have at least a 10th grade reading level and keyboarding skills.

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<tr>
<td>Culinary Arts</td>
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<tr>
<td>Graphic Design</td>
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<td>Media Arts - Digital Design</td>
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<td>Multimedia Technology</td>
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<td>Theatre &amp; Technology</td>
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<td>Network Management</td>
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<td>Legal Office Assistant</td>
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The following certificates are offered in four levels:

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<td>Recording Arts</td>
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<td>Projects Laboratory: Fiber Optics</td>
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For more information, please refer to the General Catalog, Division or Counseling.
Mission Statement

The mission of Los Angeles Harbor College is to offer an environment that fosters learning by providing comprehensive programs that meet the educational needs of students and are appropriate and useful to the community we serve including:

- Degree and Transfer Programs
- Vocational and workforce preparation
- Basic skills instruction
- English as a second language
- Credit and noncredit courses for life-long learning
- Contract education including customized corporate training
- Community services
- Support services
- Information literacy

An essential aspect of the mission for the community we serve is to advance economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement and civic responsibility.

We are committed to student learning in a supportive educational environment that recognizes the uniqueness of individuals, provides a center for the cultural enrichment of the community, and seeks dynamic dialog and reflective evaluation and improvement of the institution.

Academic Renewal

Academic renewal consists of eliminating in a student’s cumulative grade point average a maximum of 18 units of coursework in which the student has attained a substandard grade (less than a “C”). A student’s academic record is annotated, designating those with grades that are not to be included in the computation of the grade point average. A student may petition to have his or her academic record reviewed for renewal under the following conditions:

- The student must have achieved a cumulative grade point average of 2.5 in the last 15 semester units, or a 2.0 in the last 30 semester units completed at any accredited college or university.
- At least two calendar years must have lapsed from the time the coursework to be removed was completed. Academic renewal does not remove substandard grades from a student’s transcript. Renewal applies to the student’s grade point average for LAHC purposes only. Students transferring to other colleges and universities still have on their transcript all courses for which substandard grades were received, unless the course was repeated for removal of the grade. Please read the section “Course Repetition to Remove Substandard Grades.”

Accreditation

Los Angeles Harbor College is a public two-year college providing educational services under the Los Angeles Community College District Board of Trustees. Los Angeles Harbor College is officially accredited by the Western Association of Schools and Colleges and is fully approved under the regulations of the California Community Colleges. The University of California and other colleges and universities give full credit for appropriate courses completed.

Auditing

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

- Payment of a fee of $15.00 per unit. Students enrolled in ten or more semester units shall not be charged a fee to audit three or fewer units per semester.
- No student auditing a course shall be permitted to change his or her enrollment in order to receive credit for the course.
- Enrollment priority shall be given to students desiring to take the course for credit.
- Audit fees are non-refundable.

A student must obtain the instructor’s authorization in writing to audit a class.

Classroom Courtesy

As approved by the Associated Student Organization and by the Academic Senate, all cell phones and electronic sound-emitting devices shall be turned off at all times during classes. Cell phones and pagers put on vibrate are acceptable, headsets are not.

Animals

Animals are not permitted on campus. However, authorization for the use of “service dogs,” is available through the Academic Affairs Office, or the Special Programs and Services Office.

Attendance Policy

The student is expected to attend every meeting of all classes for which he or she is registered. Students who have pre-registered for a class and who do not attend the first meeting of the class forfeit their right for a place in the class. It is recognized that students may have legitimate reasons for not being able to attend the first and/or second meeting of a particular class. A student to whom this circumstance pertains must notify the instructor in writing, at least one working day in advance of the first class meeting, stating the reasons for the class absence. It is highly recommended that the written notification be sent by certified or registered mail so that the student has a record of the notification. The instructor will consider the mitigating circumstances in deciding whether or not to drop the student from the class. Whenever a student’s absences exceed the number of hours a class meets per week, the instructor will consider whether there are mitigating circumstances which justify the absences. It is the student’s responsibility to consult with his or her instructor regarding any absences that would alter the student’s status in the class.
Course Repetition and Activity Repetition
Certain courses in the class schedule may be repeated for additional unit credit. These courses, marked “RPT” allow the student an expanded educational experience. Enrollment in these courses is limited to a maximum of three repeats, for a total of four (4) enrollments. An activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several similar course titles in Art, Music, Theater, and Physical Education which are considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity. Excess enrollment will result in an administrative drop. Consult a counselor for the latest restricted activity enrollment list.

Course Repetition to Remove Substandard Grades
Students may repeat up to a total of 15 units in which substandard grades (less than "C") were received. Students may repeat the same course only twice for this purpose. Students must file a general petition with the Admissions Office for the second repeat. Upon completion of a first course repetition, a student must submit a petition to the Admissions Office requesting adjustment of grade point average. Upon completion of a second course repetition, a student must submit a petition to the Admissions Office requesting adjustment of grade point average, and the highest grade will be used in the computation of the grade point average. All grades earned will show on transcripts.

Credit by Examination
A student may petition to take an examination for course credit, in lieu of enrolling in and completing the course, if he or she:
- is currently registered in the college, is in good academic standing, is not on academic or progress probation, has a cumulative grade point average of 2.0 or higher, and has completed 12 units (within) the Los Angeles Community College District.
- has not completed, nor is in the process of completing a course for which he or she is petitioning to obtain credit by examination.
- has not completed, nor is in the process of completing a course which is more advanced than the course for which credit is requested.
- has not previously attempted to petition for credit by examination for the same course.
- is not requesting credit by examination for courses completed in high school.

Students who qualify under these requirements must present evidence to the appropriate Division Chair. Not all courses offered by any one department may qualify for credit by examination. The division in which the course is offered will make the final determination on the student's petition for credit by examination. Petitions for credit by examination shall be processed, and examinations administered, only when a regular semester is in session. Students should contact the Admissions Office for a petition early into the semester. The date and time of the examination are the responsibility of the division and instructors involved. Further information should be obtained from the Admissions Office or the appropriate Division Chair.

Credit/No-Credit Option
A maximum of 15 units of coursework toward the Associate Degree may be taken on a credit/no credit basis. A student may elect to take one course per semester on a credit/no-credit basis, in addition to any courses offered solely for a credit/no-credit grade. A student must notify the Admissions Office by the end of the fifth week of the semester if he or she wishes to take a course for a credit/no-credit grade. Beyond this date, all courses are taken for a letter grade. Once the student completes the petition for taking a course on the credit/no-credit basis, the grade received in the course may not be converted back to a letter grade. Satisfactory completion of a course for a credit/no-credit is equivalent to the grade “C” or better. Students electing credit/no-credit grading should be aware that although such grades are not calculated into the grade point average at LAHC, the credit grade may be considered as the equivalent of a “C” by four-year colleges in considering applicants for admissions. The student should consult a counselor before choosing the credit/no-credit option.

Grade of “Incomplete”
A grade of “I” (Incomplete) must be made up no later than one year following the end of the term in which it was assigned. If the Incomplete is not made up by the deadline, it will be replaced by a grade determined by the instructor. Any class for which a grade of “I” is recorded may not be repeated until the “I” is removed.

Field Trips
Some classes may be conducted off campus. Unless you are specifically advised by an LAHC employee or authorized agent, you are responsible for arranging your own transportation to and from the class site. LAHC assumes no liability or responsibility for the transportation of people to and from a site by way of a private vehicle that is operated by a non-authorized agent of the district.
Modules
A parent course is a one-semester course that is divided into modules. Modules exist for the benefit of those students who may not prove successful in attempting completion of the entire parent course in a single semester. A student who receives a passing grade in a module of a course and who, in a later semester, receives a passing grade in the parent course, will not receive credit for the course modules previously completed.

Prerequisites
Students who enroll in a course without having fulfilled its prerequisites will not receive credit for the course. A student may not concurrently enroll and receive credit for an advanced course and its prerequisite courses unless the concurrent enrollment is specifically permitted in the prerequisites of the advanced course. If the student had already completed an advanced course, he or she may not subsequently enroll in and receive credit for the course’s prerequisites. Violation of these regulations will result in exclusion from class and denial of course credit.

Probation and Dismissal
Students on probation must see a counselor before registration. Students on academic probation who have not maintained at least a “C” (2.0) average in a minimum of 12 units of college work attempted, whether at LAHC or another accredited college, are on probationary status. Progress probation students will also be placed on probation if their total units of “NC” (No Credit), “I” (Incomplete) and/or “W” (Withdrawal) exceed fifty percent (50%) of the total number of units completed.

Students on probation are subject to dismissal if they have earned a grade point average of less than 2.0 in all units attempted in at least three consecutive semesters, or their total units of “NC” (No Credit), “I” (Incomplete), and/or “W” (Withdrawal) exceeds fifty per cent (50%) of the total number of units completed.

Student conduct in all of the Los Angeles Community Colleges must conform to District and College rules and regulations. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to the following:

Board Rule 9803.10. Wilful 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 Colleges.

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 belonging to the College, a member of the College Community or a campus visitor.

Board Rule 9803.17. The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.

Board Rule 9803.18. Assault or battery, abuse, or any threat of force or violence directed toward any member of the College Community or campus visitor engaged in authorized activities.

Student I.D. Numbers
New students will be issued a student ID number at the time of application. Every student ID will begin with the numbers “88” to make it easy to identify.

Standards of Student Conduct
A student 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, non-violent 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.

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Board Rule 9803.18. 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.

Skates/Skateboarding and Bicycles
Roller skates (inline skates included) and skateboards are prohibited from use on campus.

Short Term Classes
Fourteen week and other short term classes are designed for those students who could benefit from a non-traditional class schedule. Besides the classes offered in the prime morning hours, short term classes are scheduled in the afternoons, in the evenings, and on Saturdays.
Board Rule 9803.19. 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 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 and depressants and cocaine.

Board Rule 9803.20. 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 governmental employees charged with policing responsibilities.

Board Rule 9803.21. Behavior while on a college campus or at a college-sponsored function, inconsistent with the District’s non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veterans status.

Board Rule 9803.22. 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. Any agreement between two or more persons to perform illegal acts.

Board Rule 9803.24. A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.

Board Rule 9803.25. Conduct which may be considered disorderly includes; lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding, or inciting another person to breach the peace of college premises or functions.

Board Rule 9803.26. 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.

Waiting Lists (also called Stand-by)

Students appearing on waiting lists are not guaranteed enrollment. Instructors may issue add permits as class size and conditions permit.
INSTRUCTIONAL AND STUDENT SERVICES

Academic Success Action Plan
(Project A.S.A.P)
Project A.S.A.P. is a federally funded project that is designed to provide special services and instruction to project eligible students with disabilities who demonstrate academic and/or financial need. For additional information, call (310) 233-4535 or 233-4536.

Assessment
Prior to registration, new matriculating students who have submitted an application to attend LAHC are required to make an appointment to take the “COMPASS-ACT” assessment test. Any returning or continuing matriculating student who has never taken an assessment test is also required to take one (unless previously waived). The Admissions & Records Office may waive this requirement for students who have an Associate Degree or higher.
Students who have been assessed in English and math at another college, or who have taken English or math coursework at another college may have already met Harbor’s Assessment requirements. These students can bring a copy of their assessment results, transcripts and/or grade reports to a counselor. High school transcripts are not acceptable for math courses. English as a second language assessment is also available.

If eligible, students may test once during the two testing cycles per year. Cycles run from September to February and from February to September. Assessment test calendars are available at multiple campus locations, or contact the Assessment Center at 310-233-4072 for test dates. Students are no longer eligible to retest once they have enrolled in an English or math class and earned a letter grade (or credit/no credit). For more information, come to the Assessment Center (AC) building located between the Cafeteria and Physical Education buildings.

In addition to the English and math assessment tests, the Assessment Center offers the Nursing Reading test, the Math Competency Exam, and two Ability-To-Benefit (ATB) tests for financial aid on a year round basis.

Students must bring a photo ID and their Harbor College student ID number to the test sessions. Orientation and registration information will be covered at the assessment session.

Appointments may be scheduled in any one of the following four ways, in person at the Assessment Center, on the Appointment Center computers adjacent to the Information Desk, by telephone at 310-233-4072, and at http://www.lahc.edu/sars/assessment/esars.asp.

Associated Student Organization
The Associated Students Organization (ASO) represents all students and sponsors activities including athletics, publications, assemblies, awards, student services, and club and social activities. Membership in the ASO is not mandatory. The fee is paid by the student on a completely voluntary basis; however, there are unique benefits associated with membership in the ASO. Membership in this organization permits participation in ASO sponsored activities and events including free admission to athletic games and certain social events. Other benefits include amusement park and movie discounts; $3 parking fee discount; off-campus discounts; free legal advice and a photo ID. All students are invited to relax or study in the student lounge located on the second floor of Seahawk Center. Pool, football and video games are available. For additional information, call 233-4641.

Bookstore
The college bookstore is located on the first floor of the Seahawk Center. The bookstore is open on Monday - Thursday 8:00 a.m. - 7:00 p.m. and on Friday from 8:00 a.m. - 4:00 p.m. For the first two weeks of the semester the bookstore is open Monday - Thursday 8:00 a.m. - 8:00 p.m. and Friday 8:00 a.m. - 4:00 p.m. The bookstore is closed Saturdays and Sundays.

Bookstore Policies
Personal imprinted checks, Visa, and MasterCard are accepted for the amount of purchase only. Two ID’s are required: a current LAHC student registration printout and a valid California Driver’s License or California I.D. Checks are to be made out to Harbor College Bookstore. No out of state or company/business checks will be accepted. A personal check must clear bank processing before a refund will be given. After 15 days the presentation of a canceled check may be required to obtain a refund. No cash refund will be made by the Bookstore for a credit card purchase. The appropriate banking institution will be notified and a credit will be issued.

Book Refund Policy
Used books are purchased “AS IS” and the bookstore assumes no responsibility for their condition. Textbooks are only eligible for refund under the following conditions. All textbooks being returned must be accompanied by a currently dated cash register sales receipt issued by the bookstore. There will be no exceptions to this policy. Textbooks must be returned within the first 15 days of the Fall and Spring semesters and within 5 days of the Summer Session and Short-term sessions. Holidays, Saturdays and Sundays are not considered class days. Textbooks must be returned in the same condition as when purchased. New books must be free of any markings, soil marks or erasures, and all pages must be intact.

Used textbooks must be returned in an acceptable condition, determined by the bookstore staff. New textbooks returned with minor marks or damages may be refunded at a maximum of 75% of their retail price during the refund period. Textbooks purchased after the 15th school day must be returned within 24 hours and accompanied by a currently dated cash register sales receipt to be given a refund. Textbooks failing to meet the refund policy will be considered used and will be governed by the used book policy. Trade paperbacks, study guides, dictionaries and workbooks must be returned within 24 hours. No refund will be given for syllabi. Supply Refund Policy: The cost of items required as materials for certain classes will be refunded the first 10 days of the Fall and Spring semesters and within the first 5 days of the Summer Session. Items must be in new condition and accompanied by a currently dated cash register sales receipt. No refund is given for safety goggles or personal clothing according to the California Health Laws. No refunds will be made for computer disks and nursing kits. Book Buy-Back Policy: the Book Buy-Back occurs during the final exam week of the Fall and Spring semesters. For additional information, call 233-4170.

CARE Program
Cooperative Agencies Resources for Education (CARE) is a state-funded program which provides student support services for single parents with head of household status receiving CalWorks/AFDC/TANF with children under the age of 14. Students must be EOPS eligible and
enrolled in at least 12 units. CARE services include counseling, special presentations, cash grants, gas cards and more. For more information, please call (310) 233-4265, or stop by the EOPS/CARE office in room CAFE 104.

Career Center
The Career Center offers a professional counseling service designed to extend career information and guidance to students who need help in selecting a career goal or a college major, or are considering alternate choices. This service allows students to determine educational and vocational objectives as well as to discuss plans for a meaningful and realistic career selection. The Career Center is located in the Administration Building, AD 125 and 127. For additional information, call 233-4033 or email fisherjp@lahc.edu.

Child Development Center
The LAHC Child Development Center was established to offer child care services to students with preschool aged children. The Center has an extensive parent education program. Parents are involved in the education and development of their children through participation in the program. Enrollment in the Child Development Center is a learning experience for both the children and their parents. Children must qualify for the State Preschool Grant program, both by age and income. First priority is given to children that are four years of age. After accepting all income eligible four year old children, income eligible three year olds will be accepted - with higher priority going to older three year olds. If there are no income and age eligible children on the priority list, three and four year old children who are not income eligible may be enrolled. Fees for this service are based on financial need and range from no cost to $2.00 per hour. For more information contact the Child Development Center at 233-4200.

Computer Services
The widespread use of computers in all areas of life creates a growing need for computer literacy and computer services at LAHC. Enrolled students may also access computers in the LRC, and other "digitized" labs as needed when classes are not being held in that room/lab. Non-classroom computers are available in the Open Access areas of the Library, Math Lab (LAC 105B) and the LAC (105A). Contact the LAC at (310)233-4149 for further information. COMPUTER USE: Any of the Open Access or computer labs require you to display your Student Picture I.D. Card which can be obtained in Seahawk Center at any time. INTERNET USE RULES: Internet Use Rules are posted in every lab. The LACCD and LAHC prohibit the use of college equipment to visit web sites with obscene or inappropriate material. Students who disregard these rules will be disciplined.

Cooperative Education
Earn college credit for working. Come to the Job Placement and Training Center, Technology Building, Room 121 for details. For additional information, call 233-4446 or 233-4447.

Counseling Services
The counseling staff helps students define their objectives and plan how to reach them. Counselors are on duty throughout the year to assist continuing students and new applicants in planning their college program of studies. When possible, new students should request counseling prior to registration. Counselors are available on an appointment or drop-in basis Monday through Thursday 8:00 a.m.-8:00 p.m. and Friday 8:00 a.m. - 4:00 p.m. They can help with program planning, vocational and career information, and personal and college-related problems. For additional information, call 233-4230 or email fisherjp@lahc.edu.

Developmental Education/Basic Skills
Through the orientation and assessment procedures, the College recognizes that students may not always have developed adequate basic learning skills necessary for success in their college studies. To aid students who can benefit from basic skills instruction, the College offers a number of classes which assist the students in developing proficiency in reading, writing, listening, and mathematics, and in study skills and habits to help insure their success in college-level courses. For additional information, call (310) 233-4230 or (310) 233-4226 and read the Schedule of Classes.

Disabled Student Programs and Services
(See Special Programs and Services)

Extended Opportunity Programs and Services
EOP&S is a state funded program designed to recruit and retain educationally and economically disadvantaged students. The program provides services over and above those offered by financial aid, tutoring, counseling and other college student services programs. To qualify for these additional services, the student must demonstrate economic disadvantage by filing a Free Application for Federal Student Aid (FAPSA) through the Financial Aid Office and meet the eligibility criteria under method A, B of Board of Governors Fee Waiver (BOGFW) or method C with a Zero Estimated Family Contribution (EFC).
EOP&S offers priority registration, book grants, cash grants, tutoring, counseling, peer advisement and student employment. The EOP&S office is located in Cafe 104, please call 310-233-4265 or visit www.lahc.edu/eops.
Extension Program and Continuing Education

The Extension Program Office of Community Services and Continuing Education's primary purpose is to meet the personal and professional developmental needs of the community by providing continuing non-credit education in an ongoing program of classes, workshops, seminars, and experiential learning opportunities. The following is a description of services provided:

Community education and extension classes - The Extension Program offers over 1,000 not-for-credit fee based classes per year in: Recreation, The Arts, Career Development, Computers and Business and Entrepreneurship, Finance, Investments, Travel, Personal Development, Home Improvement, and Humanities. We have a diverse program for youth in our year round “College for Kids,” which includes after school and Saturday courses, as well as a large summer program with complete sessions for ages 5-15.

Continuing Education non-credit “no-fee” classes - In our Continuing Education non-credit “no-fee” curriculum, we offer courses in English as a Second Language, Vocational Education, and Basic Skills. There is no required fee for students, and you may enroll as often as you like in any of these courses.

Programs and Services - Additional programs and services include Traffic Violators School, Certified Typing Tests, Color Copy Center, and weekly Swap Meet.

Registration - Students may register in person during business hours, by phone using MasterCard, Visa, or Discover, by mail on the forms available on the inside back cover of the Extension catalog, or by facsimile using the FAX number (310) 233-4686. The program welcomes suggestions for new class offerings. For further information call (310) 233-4450 or write The Extension Program, 1111 Figueroa Place, Wilmington, CA 90744.

Sessions - Winter, Spring, Summer, and Fall; catalogs are distributed four times per year. The Extension Program is a self-supporting branch of Los Angeles Harbor College.

Financial Aid

The goal of financial aid is to provide access to post-secondary education for those who otherwise would be financially unable to start or continue their schooling. Through loans, grants, scholarships and part-time employment, students are provided monetary assistance to meet the basic cost of educational expenses. For additional information, call 233-4320.

CalWorks/GAIN Programs

Greater Avenues for Independence (GAIN) is an educational program for students on temporary aid to needy families (TANF). The goal is to provide an educational environment where students may develop the needed skills in English as a Second Language, Adult Basic Education, and GED preparation. Students also learn vocational skills that will lead to meaningful employment. To receive more information contact the CalWorks office in the Job Placement and Training Services Center, Technology Building Room 121, Monday through Friday 9:00 a.m. to 5:00 p.m. at (310) 233-4447.

Honors Transfer Program

The Honors Transfer Program is a cooperative effort between Los Angeles Harbor College and the following universities; UCLA, UCI, UCR, UCSC, CSUF, Pitzer College, Pomona College, Chapman University, Occidental College, Loyola University and La Sierra University. It is intended to serve students interested in a challenging curriculum designed to prepare them for transfer. Students who complete the honors curriculum, and preparation for their major (with at least a 3.1 GPA), will receive:

1) Guaranteed priority admission to UCLA School of Letters and Sciences, (Students interested in Fine Arts and Engineering majors at UCLA may also participate in the HTP and will be given special consideration by UCLA when applying) UCSC, UCR and UCI also give priority admission.

2) Priority consideration given by Pomona College (requires 3.5 GPA), Chapman University, La Sierra University, Occidental College (requires 3.25 GPA) and Pitzer College (requires 3.5 GPA).

Whitman College and Pacific University provide scholarships. CSULB, CSUF, San Diego State, La Sierra University, Chapman, CSUP, UCLA, UCI, UCR and UCD offer admission to the University Honors Programs.

Honors Transfer Requirements

Completion of preparation in the major
Completion of six honors courses
Completion of all lower division breadth curriculum or IGETC
Completion of a minimum of a 3.1 GPA or higher as required by the transfer institutions

This program is also beneficial for students who plan to transfer to any other four year institution. Qualified students may elect to take Honors classes without being in the Honors Program. Interested students should contact the Honors Counselor to determine enrollment eligibility. Please call 310) 233-4038.

International Student Office (ISO)

The International Student Office (ISO) helps international students complete the college and visa application process and offers ongoing help to the student once on campus so that the student may successfully complete his/her program of study. As part of this effort, the ISO provides materials describing college programs and services to international students living in the U.S. and abroad. The ISO screens applications according to established college and U.S. citizenship and Immigration Services (USCIS) criteria; provides visa-compliance and cultural information, as well as support for the college’s efforts at internationalizing the campus by fostering communication among its international and American students and providing information about international program opportunities. Furthermore, the ISO provides advisement on academic and personal matters related to culture, provides referrals for international students with specific needs to campus services, and provides assistance in locating housing for incoming students. For additional information call 310-233-4111, email gradyp@lahc.edu, or check the ISO page of the college website at www lahc.edu/Studyinlosangeles.

Learning Assistance Center (LAC)

The Learning Assistance Center provides self-paced programs that support the regular instructional programs. Through a variety of media—computers, audio, video—students may actively participate in different learning modalities at their own pace. Programs are available in Math, English, ESL, Accounting, foreign languages, study skills, and other subjects. A full catalog describes what is available for use in the LAC. The LAC also houses the Literacy Center, Writing and Math Labs. Students enrolled in these special labs and programs need to check-in and check-out at the LAC Counter (through the computer) in order to get the TBA hours required for credit. ITV video programs are on file at the LAC. Call (310) 233-4149 for appointments and further information.
**Legal Services**

The Associated Students Organization (ASO) of Harbor College contracts yearly with a legal entity to provide legal services to students. Students and staff who pay the ASO membership fee are eligible for this important service at no further cost. For additional information or to make an appointment with the lawyer, call 233-4594.

**Library**

The Baxter Library at Los Angeles Harbor College provides books, periodicals, newspapers, reference materials, and electronic and computerized databases that support the college curriculum and our students’ pursuit of educational goals. Instructors may place required readings on Class Reserve at the checkout counter. Instructors may also request general or specialized orientations for their classes. A librarian is always available to assist with basic questions and research and to offer instruction in library use and literature searching. Enrolled students may access the Internet in the library computer lab and wireless computing anywhere in the library. A photo ID card is required to check out library materials. Individual study carrels are available on both levels of the book stacks, and photocopy machines are located on the main floor.

During Fall and Spring semesters the Library is open Monday-Thursday from 8:00 am to 8:30 p.m., Friday from 8:00 a.m. to 2:00 p.m. and Saturday from 9:00 a.m. to 3:00 p.m. Summer and Winter hours will be posted. For additional information call (310) 233-4480 or visit www.lahc.edu/library.

**Life Skills Center**

The Life Skills Center was established to provide crisis intervention and community referrals to LAHC students who may be undergoing a personal or life crisis; and, to promote positive mental health for the campus community through offering workshops, skill-building seminars, and classroom speakers on a wide variety of topics throughout the school year. Services are available Mondays through Thursdays, 8:00am - 8:00pm and Fridays 8:00am - 4:00pm. Walk-in times are: Mondays 10:00 - 12:00pm, Tuesday - Thursday 11:00 - 1:00pm and Friday 10:00 - 12:00pm. Located in the Health Center Cafe 110, the Life Skills Center is staffed by advanced psychology graduate students and supervised by a licensed Clinical psychologist. For additional information, call 310-233-4586.

**Matriculation**

Matriculation is a process that brings the college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goal through the college’s established programs, policies and requirements.

Provided to all students are an admission process, orientation to the college and its programs, assessment, counseling and advising, and student follow up.

At the time of application, all students are classified as exempt or non-exempt from various matriculation components. Students may be exempt, depending upon the matriculation component, by meeting any of the following criteria: 1) have already earned an Associate degree or higher, 2) are attending Harbor for recreational or personal growth classes only and have no intention of pursuing a certificate or degree, 3) are taking one or two classes required to renew a license and have no intention of pursuing a certificate or degree, or 4) are presently enrolled at another school and plan to take one or two classes to be credited at their home school. Students who submit scores from assessment tests equivalent to those used at Harbor College may be waived from additional testing. A student may also qualify for the waiver by completing an equivalent English or math course at another college or university. The student should bring evidence of prior testing or coursework to a counselor for evaluation. The college is prohibited from using any matriculation practice which has the purpose or effect of subjecting any person to unlawful discrimination. An allegation that the district has done so or has established a discriminatory prerequisite, shall be considered a complaint of unlawful discrimination and shall be filed, investigated and resolved. Further information can be obtained at the Student Services office in the Administration Building. If a student wishes to challenge matriculation provisions, he or she can see the Vice President of Student Services in the Administration Building. The college shall investigate and attempt to resolve complaints. Written complaint or grievance procedures are available in the Student Services office AD-125. Records of all such complaints are retained for at least three years after the complaint has been resolved and shall be subject to review by the Chancellor as part of the statewide evaluation.

**Parking**

LAHC’s administration urges you to use one of the designated campus parking lots. Campus parking lots are patrolled by police, and are under the jurisdiction of LAHC. Students and staff who choose to park in a location that is not under the jurisdiction of LAHC, do so at their own risk. During construction, parking may be restricted in designated lots.

The Los Angeles Community College District, Board of Trustees, Associated Student Organization, employees, or agents are not responsible for any loss, including but not limited to theft, property damage, and bodily injury as a result of your use of LAHC’s parking lots. California vehicle laws and regulations, including those regarding illegal parking, are applicable on campus.

Student parking locations include:
- Lot 4 south of the practice field
- Lot 6 east of the baseball field
- Lot 7 south of the baseball field
- Lot 8 west of the Drama-Speech Building

Disabled Student parking spaces are located in lots 4, 6, 7, & 8.

Staff parking locations include:
- Lots 1, 2, 3, 8, & 9. Lots 1, 2, & 3 are adjacent to Figueroa Place.

Campus parking is by permit only. Semester parking permits are purchased at the cashier’s office. Daily parking permits can be purchased at lots 6 & 8, and can be used in any student parking lot.

NOTE: The parking lot across from the campus on the north side of “L” Street is not owned by LAHC, and is not patrolled by campus police.

**Sheriff’s Community College Bureau**

The Sheriff’s Harbor College Division is available to assist students, faculty and college visitors as needed. Sheriffs are located in the PE building on Figueroa Place, 310-233-4600. From any college pay phone, dial *80 to reach the college police.

Visit us at www.lahc.edu
Special Programs and Services (SP&S)
Los Angeles Harbor College operates on the premise that every person possesses the common right to an equal educational opportunity. The Office of Special Programs and Services has been established to assist persons with physical, psychological, and learning disabilities who may require special assistance in the pursuit of an education. Special programs such as the Learning Disability Program (serving students with average to above average potential) and an Adaptive Computer Program (High Tech Center) are available. Students may receive special services such as special counseling, tutoring, mobility assistance, readers, note takers, registration assistance, special parking, and others on an as needed basis. The Office of Special Programs and Services is located in Cafeteria 108, telephone (310) 233-4620 or 233-4628.
A student who needs accommodation, but does not wish to seek assistance from Special Programs and Services, may individually initiate requests by contacting the following persons: Luis Rosas, V.P., Academic Affairs, for matters related to classes, classrooms, instructional labs; Abbie Patterson V.P. Student Services for matters related to Student Services, counseling, admissions and records, financial aid, and other student activities; Dr. Ann Tomlinson, V.P., Administrative Services, for concerns related to parking, access, or business office services; Nina Malone, Dean of Student Life, for concerns about all other compliance issues. Assistance may be sought from Dr. Deborah Tull, Coordinator, Special Programs and Services, if other counseling or informational assistance is needed.

Student Orientation
All matriculating students attending Harbor College for the first time are advised to participate in orientation. Topics covered include college policies, student rights and responsibilities, time management, and graduation and transfer requirements. Completion of an orientation course such as Personal Development 17 is recommended. Other options are available. Orientation activities will be covered immediately following the assessment session. Students are encouraged to complete orientation prior to or during their first semester. Students who have earned an Associate Degree or higher may have this requirement waived by showing to a counselor a copy of a transcript or diploma or a copy of their previous attendance at an orientation session. For additional information, call 233-4230, or 233-4072.

Student Government and Activities
All students at L.A. Harbor College are invited and encouraged to participate in the governance of the Associated Student Organization (ASO). This is done through participation on the Senate or as an ASO officer. Under the auspices of the Student Activities Office, the Associated Student Organization assumes a major role in planning and developing student activities and creating a student centered campus environment. The ASO represents student needs and interests through participation in college governance. The focus of the Student Government and the Student Activities office is to provide opportunities for leadership development and a balanced educational experience.

Student Health Services
The purpose of the Student Health Center is to contribute toward the educational aims and matriculation of students by promoting their physical and emotional well being. The student health services center provides health counseling and education, appraisal, treatment and first aid, referral to appropriate public or private agencies and dissemination of information regarding the availability of health services. The Education Code of California sections 72244 and 72246 authorize the collection of a student health services fee of $11.00 per semester and $8.00 for summer sessions. Those who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect may request exemption of the fee through the Office of the Dean of Student Life (Seahawk Center). For additional information, call (310) 233-4651.

Student I.D. Cards
All students are required to have a Student Identification Card. Currently, the card may be obtained in the Student Activities Office on the 2nd floor of the Seahawk Center at the completion of Registration. Students need to have a picture I.D. to use many of the Labs on campus. The fee for a picture I.D. (which also entitles the student to ASO privileges) is $7.00. A replacement fee of $3.00 will be charged for lost or damaged cards.

Tutoring
Upon instructor/counselor referral, individual and group tutoring is available in most subjects in the Learning Assistance Center. Referral forms may be obtained in the LAC. It is helpful if students form their own groups (2 or 3) directly from the class in which tutoring assistance is being requested. Once a group is identified, and a convenient time can be matched with a tutor’s schedule, tutoring can begin on an appointment basis. “Drop-in” tutoring may be available at various times in the Math Lab and Writing Lab (depending upon tutors availability). Note: Students with declared majors and/or stated educational objectives will be given priority for tutoring.

Transfer Center
The Los Angeles Harbor College Transfer Center assists students in making a smooth transition from Harbor to a four-year institution, and in exploring career possibilities. The Transfer Center houses a library of college catalogs and occupational information. Students interested in meeting with a local college representative are advised to check the calendars for upcoming visits. The Center is located in the Administration Building, Room 127.

Veterans Services
Persons planning to attend LAHC under one of the veteran education bills should go to the Veterans Office in AD 131 to pick up the necessary paperwork. This should be done one month prior to registration in order to discuss any problems regarding enrollment, eligibility and benefit payments. Attendance is monitored monthly. The veteran must submit an academic transcript for all previous college work. For additional information, call 233-4232.

Welcome Center
The Welcome Center at Los Angeles Harbor College is a testimonial to the institutional support the College provides for new and returning students. The Center is primarily a one-stop shopping point for new students to begin the matriculation process, plus support for the freshman year. The Welcome Center is an investment toward student success and retention and is geared to engage students in the educational process. Outreach, academic, and support services are provided to assist students from application to graduation. We are located in the Administration Building, Room 133 and can be reached at call (310) 233-4327 or (310) 233-4278 or by email at barkerrb@lahc.edu.
HOW TO REACH HARBOR

From The Metropolitan Los Angeles Area:
South on the 110 Freeway to Anaheim Street. Exit and turn north to the campus.

From San Pedro:
North on the 110 Freeway to Pacific Coast Hwy. Exit and turn south on Figueroa Street, then west on “L” Street to the campus.

From Long Beach:
West on Pacific Coast Hwy. Turn on Figueroa Street, then west on “L” Street to the campus.

From LAX:
Go east on surface streets to the 405 Freeway. Go south on the 405 Freeway to the 110 Freeway going south. Exit at Anaheim Street and turn north to the campus.
Enrollment Fee
The standard Enrollment Fee is $20 per unit per semester, subject to change by the California Legislature. Students with questions concerning waivers or financial aid eligibility should contact the Financial Aid Office. If STEP, Student Telephone Enrollment Program, is used fees may be paid by telephone or over the internet with credit card or by mailing a check or money order. Payments can also be made in person at the Cashiers Office, Seahawk Center (SHC) 101. Students must meet "drop" deadline and officially drop the class in person or by phone/internet (teachers cannot drop) or fees are owed.

Enrollment Fee Assistance
The college offers enrollment fee assistance to students who are unable to pay the enrollment fee. For immediate enrollment fee assistance, students should complete the California Community Colleges Board of Governors Enrollment Fee Waiver Application in this schedule and bring it to the Financial Aid Office (AD 131). The Board of Governors Enrollment Fee Waiver is available to students whose families receive AFDC assistance, some forms of Social Security benefits, or General Relief. It is also available to students whose family size and income fall within the following limits: 1 - $14,700 or less, 2 - $19,800 or less, 3 - $24,900 or less, 4 - $30,000 or less. Add $5,100 for each additional family member. In addition, students who have financial need as determined by the Free Application for Federal Student Aid (FAFSA) are eligible for the Enrollment Fee Waiver. For further information, contact the Financial Aid Office (AD 131).

Enrollment Fee Refund Policy
A full refund may be requested for full semester length classes that are dropped prior to the end of the second week of classes. For short term classes, a full refund is authorized for classes dropped up to the end of a period of time equal to 10% of the total class time. Thereafter, no refund is authorized except when college action to cancel or reschedule a class necessitates the drop. Fees for classes that are dropped prior to the end of the second week will be applied to classes added simultaneously. Students are strongly advised to complete add and drop transactions at the same time. Classes must be dropped on or before February 19, 2008 to be entitled to an enrollment fee refund. Refunds request forms must be completed in the Cashier's Office. March 7, 2008 is the last day to request refunds at the Cashier's Office for classes dropped on or before February 19, 2008. Students must retain their credit card receipt and return it to get credit card refunds. Refunds will not be made automatically, even in the event of cancelled classes.

Health Fee
There is a mandatory Health Services Fee of $11.00 that must be paid when enrollment fees are paid. All students paying the fee are eligible for college Health Services. Students who have all of their classes at off-site locations may be exempted from the fee. Attention Board of Governors Fee Waiver Students: Beginning Fall 2006, this fee will no longer be waived for students who are eligible for a fee waiver.

Parking Fee
Parking in areas marked “Parking by Permit Only” will be restricted to vehicles displaying a valid permit. Parking Permit procedures and fee information are available in the Cashier’s Office. Students may not park in STAFF lots. A valid daily or semester permit is needed at all times Monday-Saturday, 12 a.m. to midnight. Sunday parking is free 6 a.m. to 6 p.m. The Parking fee for Spring 2008 is $20.00. Students who pay for ASO membership when they initially obtain their parking decal pay $17.00 for parking. All refund requests must be made from the Cashier’s Office. Parking permits must be presented to the Cashier’s Office for refund. The last day for refunds is March 7, 2008.

Non-Resident Tuition Fee
The 2007-2008 tuition for non-California U.S. residents is $173.00 per semester unit plus the standard enrollment fee of $20 subject to change by the California Legislature. The tuition for non-USA residents and F-1 students is $183 per semester unit plus the standard enrollment fee of $20 subject to change by the California Legislature, for a total of $203 per semester unit. (F1 Visa Students are required to enroll in a minimum of 12 units of classes in both the fall and spring semesters). The fees must be paid upon registration and no later than the end of the second week of each semester. The fee is subject to change each academic year. F-1 visa students are also subject to a $25 per semester SEVIS processing fee and are required to purchase medical insurance each semester. Coverage is for 6 months at outcome and is $70/month, but is subject to change.

Non-Resident Tuition Refund Criteria and Schedule
A non-resident student who formally drops or otherwise separates from part or all of his or her enrollment may request a refund of previously paid non-resident tuition. The date used for non-resident refund purposes is the date on which such request is filed in the Admissions Office, regardless of when separation may have occurred. Refund requests must be made in person at the Cashier's Office (See Enrollment Fee Refund Deadlines). No refunds will be made for the SEVIS processing fee or for classes dropped after the second week of a full semester class. For short term classes, no refunds will be made after 10% of the semester has been completed.

Policy for Personal Checks and Credit Cards
Credit cards (VISA, Master Card and Discovery only) are accepted for enrollment, non-resident tuition, parking, and ASO fees. Business checks are accepted. Personal checks are accepted except for non-resident tuition which must be paid by credit card, cashier’s check, money order, or cash if payment is not received prior to start of classes. Personal checks must be imprinted. A valid California Driver’s License or California I.D. number and student I.D. number are required on the check. Any fees past due must be paid with cash or cashier’s check.

Returned Check Fees
A $10.00 fee is charged for any dishonored check (insufficient funds or stop payment). A hold is placed on academic records until the financial obligation is settled. The student must pay for returned check fees with cash or cashier’s check. The student will have 30 days from receipt of notice to pay and avoid further penalties.
**Instructional Materials**

Students may be required to provide instructional and other materials (such as paper for classes requiring computer printing, mouses, etc.) required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be exclusively available from the District. Material fees are paid and collected in the Los Angeles Harbor College Bookstore.

**Transcripts or Verifications of Records**

The first two transcripts or verification of various student records are furnished free and additional copies may be ordered for $3.00 per copy. Students may request express processing of a transcript or verification for an additional fee of $7.00. Any holds on student's record must be cleared before transcripts can be processed.

**ASO Fee**

The $7.00 per semester fee provides students with a membership in the Associated Student Organization. Students may waive this fee but, every student must comply with the Associated Student Organization Fee in one of two ways: (1) pay the fee, or (2) submit a "Surrender of Benefits" form. If you choose to not pay the fee, students can complete the "Surrender of Benefits" form at the Cashier's Office or the Office of Student Activities located in the Seahawk Center. You must file this form in person. Information regarding additional services provided by membership in the ASO is available at the Office of Student Activities located in Seahawk Center. All members of ASO will receive a student photo identification card. A replacement fee of $3.00 will be charged for lost or damaged cards.

**Student Representation Fee**

A Mandatory Student Representation Fee of $1.00 is used in a variety of ways to represent student interests and views in the legislative process. This includes training and actual interaction with legislators and legislative bodies. A student who does not desire to pay this fee because of religious, political, moral or financial reasons MUST specifically indicate their refusal by signing a waiver located in the Cashier's Office.

**LAHC Parking Policy**

Because we are concerned that students and staff who have paid the college parking fee have adequate access to parking, the college has instituted the following policies:

- The parking meters in front of the Administration Building, on Figueroa Place, are continually checked and tickets (citations) given to vehicles in violation of the posted regulations.
- Parking permits (decals) are required AT ALL TIMES Monday-Saturday 12 a.m. to midnight on all vehicles in the parking lots of Los Angeles Harbor College. Parking decals are to be purchased each semester during registration time. In addition to cars, this policy applies to motorcycles, motor scooters, and mopeds. Free parking is available on Sunday only, 6 a.m. to 6 p.m. The maximum speed limit is 10 miles per hour in all parking lots and roads on campus. Lot 6 and Lot 8 have daily paid $1 parking permits for sale. A daily paid permit allows one to park in any student parking lot. The daily paid permit must be visible with the day stamp up.
- Student parking lots are 4, 6, 7, 8 (see map on inside back cover). Staff parking lots are 1, 2, 3 and parts of student lots as designated, see map at the end of this schedule. Student parking is not allowed in ANY staff lot.
- Disabled students can arrange to park in Staff lots if their special circumstances require this. See the Special Programs and Services staff in Cafeteria 108.
- Student parking permits or decals are to be mounted on the inside lower left hand portion of the windshield. The permit MUST BE affixed to the windshield to avoid a citation if parked on the LAHC campus. Motorcycles, motor scooters, and mopeds should prominently display the parking permit/decal on the front fork of the vehicle.
- Students purchasing a permit for a four-wheeled vehicle are issued a static vinyl permit. This permit is easily transferred from one car to another.
- Student permits/decals DO NOT authorize parking in staff or other reserved areas. Vehicles parked in these areas will be cited unless they have a current day permit DESIGNATING PERMISSION TO PARK IN A SPECIFIC AREA issued by the college police office. Verbal or written permission to a student or any other college visitor to park on campus IS NOT RECOGNIZED AS VALID UNLESS first cleared through the college police office and the appropriate day pass or permit is obtained.
- There is an administrative appeal process if you feel you have been given a parking citation in error. You have 21 days from the date of the citation, or 10 days from the 1st notice of delinquency parking violation, to pay the fine or request an administrative review. Review forms can be obtained from the College Sheriff's Office located at the east end of the Physical Education (PE) Building.
- Neither Los Angeles Harbor College nor the Los Angeles Community College District assumes responsibility for damage to any motor vehicle, theft of its contents, injury to persons operating a vehicle, or damage to parked cars on or off the campus unless liable under Government Codes 810 to 966.6 inclusive.
- The "Los Angeles Harbor College Campus Traffic and Parking Regulations" brochure is available FREE at the Information Desk, Admissions Office, Financial Aid, ASO Office, Cashier's Office, and Campus Police.
INFORMACIÓN PARA NUEVOS ESTUDIANTES

Permítanos ayudarle a planear un programa de estudio que concuerde con sus necesidades. Solo siga estos pasos sencillos:

1. Entregue su solicitud de LAHC e inscríbase para la evaluación y la orientación en el vestíbulo del edificio de Admisión (Admissions) (Monday - Thursday 9:30am - 6:30pm). Los resultados de la evaluación son herramientas importantes para poder colocar a uno en el nivel de inglés o de matemáticas apropiado en Harbor College. El colocamiento correcto le ahorra tiempo, dinero y frustración. Sus resultados serán válidos por dos años desde el día que fueron tomados. La orientación le dará una introducción al colegio y a los programas y servicios que se le ofrecen.

2. Haga una cita con un(a) consejero(a) y traiga sus resultados de la evaluación. Las citas están disponibles tanto para los estudiantes que asisten al colegio durante el día como para los que asisten durante la noche. Inscríbase en el Escritorio de Información ubicado en el vestíbulo del edificio de Administración o, llame al (310) 233-4230, de lunes a los viernes de las 8a.m. - 4p.m.

3. Matricúlese en uno de los cursos o seminarios (workshops) diseñados para ayudarle a aprovechar la mayor parte de su tiempo en Harbor College. (Vea abajo)

Los Cursos y Seminarios (Workshops) para el Éxito del (de la) Estudiante.

Los cursos:
- **Personal Development 17** - El desarrollo de las habilidades para sobrevivir en un ambiente colegial.
  (Curso transferible al sistema CSU-1 unidad)
- **Personal Development 4** - Planear una carrera. (Curso transferible al sistema CSU-1 unidad)
- **Developmental Communications 23** Técnicas del aprendizaje. (3 unidades)

Los seminarios:
- **Las Orientaciones sobre la Biblioteca (Library Orientations)** son planeadas durante el semestre. Hable con su profesor de inglés o comuníquese con la biblioteca para obtener una lista con las horas.

¿No sabe a dónde ir para solucionar un problema en particular? Empiece con el Escritorio de Información que está ubicado en el Edificio de la Administración o llame al (310) 233-4230. Estamos aquí para ayudar.
MATRICULAR EN L.A. HARBOR COLLEGE

¿Quién Puede Solicitar?
Cualquiera que tenga 18 años o más califica para la admisión a Harbor College. Si usted es menor de 18 años de edad, calificará para la admisión si califica una de las siguientes condiciones: (1) Si se graduó de la escuela secundaria, (2) Si aprobó The California High School Certificate of Proficiency Test o, (3) Si está matriculado(a) actualmente en una escuela de nivel K-12 y obtiene permiso de esa escuela para matricularse. Los estudiantes deben obtener firmas de sus escuelas respectivas en los formularios de permiso para la matrícula antes de someter una solicitud al colegio.

La Residencia de California
Para asistir a Harbor College, como un(a) residente de California calificado, usted tendrá que haber establecido la residencia legal en el estado por un año completo inmediatamente precedente al 3 de Febrero del 2008. La residencia de un(a) estudiante soltero(a) menor de 18 años de edad es determinada por la residencia legal de sus padres. La residencia de un(a) menor casado(a) es determinada desde la fecha de matrimonio y tendrá que cumplir con el requisito de un año. Un estudiante continuo que no es residente, que desea cambiar su estado como residente, tendrá que presentar una petición a la Oficina de Admisión.

Los Consejeros
Si su meta es adquirir un título o un certificado, usted tendrá que ver a un (a) consejero (a) antes de matricularse. El(la) consejero(a) lo(la) ayudará a crear un plan educativo y guiarlo(a) a los cursos necesarios para alcanzar su meta. También, si planea matricularse en más de 18 unidades o, desea usar los cursos de otros colegios para cumplir con los requisitos, necesitará la aprobación de un(a) consejero(a) por escrito. Los consejeros están disponibles todo el año.

Añadir una clase
Los estudiantes pueden usar el sistema telefónico de matriculación para añadir las clases a su horario académico en las cuales hayan espacio hasta el 31 de Enero del 2008. Después del 31 de Enero del 2008, los estudiantes podrán añadir las clases en las cuales hayan espacio, obteniendo una tarjeta para inscribirse del (de la) profesor(a) y entregándola a la Oficina de Admisión. El último día para inscribirse en una clase que se extiende durante el semestre completo es el 4 de Enero del 2008.

Retirándose de una Clase
El estudiante tiene la responsabilidad de someter una tarjeta oficial para retirarse de una clase a la Oficina de Admisión. Al no cumplir este proceso, resultará que una nota de “W” o “F” quede grabada en su expediente académico. Al no retirarse para los fines de plazo, significa que la cuota de ingreso se deberá. Los profesores pueden excluir a un(a) estudiante pero éste no es un reto oficial y todas las cuotas de ingreso todavía se deben.

Las Cuotas
La cuota de la matrícula para los residentes de California es $20.00 por unidad por semestre. Los estudiantes que no son residentes de California pagan $173.00 por unidad más la cuota estándar de la matrícula. Los que no son residentes de Los Estados Unidos pagan $183.00 por unidad más la cuota estándar de la matrícula. Las cuotas adicionales incluyen una de $20.00 para el estacionamiento; los miembros del “Associated Students Organization” pagan $17.00. El costo del ingreso al ASO es $7.00. La cuota obligatoria de los Servicios de Salud es $11.00 y la cuota mandatoria para la Representación Estudiantil es $1.00. La asistencia financiera (financial aid) o, una renuncia de cuotas para la matrícula, podrían estar disponibles para los estudiantes que cumplan con los requisitos para calificar. Comuníquese con la Oficina de Asistencia Financiera (Financial Aid Office) en Harbor College.

La Exoneración de la Cuota de los Servicios de Salud
Las reglas de Distrito de los Colegios de la Comunidad de Los Angeles exonera a los siguientes estudiantes para que no tengan que pagar la cuota relacionada a los servicios de salud: (a) Los estudiantes de bajos recursos, incluyendo a los estudiantes que están bajo asistencia financiera y, o los recipientes de un “Board of Goveners’ grant”, (b) los estudiantes quienes dependen exclusivamente del rezo para el proceso de sanar que esté de acuerdo con la enseñanza de una secta religiosa auténtica, (c) los estudiantes quienes están ayudados a las clases bajo un programa aprobado de entrenamiento y de aprendizaje, (d) los estudiantes que están clasificados como “non-credit education students”, (e) los estudiantes quienes están matriculados en colegios del Distrito donde exclusivamente no se proveen servicios de salud, (f) los estudiantes quienes están matriculados en colegios del Distrito exclusivamente por medio de Instrucción Televisada o clases de distancia educativa, (g) los estudiantes quienes están matriculados en colegios del Distrito exclusivamente por medio de educación bajo contrato. Los estudiantes quienes están exonerados bajo las provisiones de (a), (c) y (d) mencionadas arriba califican para recibir los servicios del programa de salud del colegio; Los demás estudiantes que están exonerados, no califican para recibir los servicios del programa de salud del colegio.

La Oficina de Matriculación:
La Oficina de Admisión M-Th 9:30 - 6:30
F 9:00 - 3:00 (1/25, 2/1, 2008 only)
La Oficina del Cajero M-Th 9:00 - 6:30
F 9:00 - 3:00 (1/25, 2/1, 2008 only)

LA MATRICULACIÓN

La Matrícula Telefónica
A todos los estudiantes continuos se les enviarán una cita con una fecha y una hora para que puedan usar el Student Telephone Enrollment Program (STEP). Los estudiantes no pueden usarlo antes de la fecha de su cita con su fecha y hora indicada. A los nuevos estudiantes se les da una cita para matricularse por teléfono en la Oficina de Admisión.

La Matrículación En El Colegio
Si usted es un(a) nuevo(a) estudiante, tendrá que seguir estos pasos para matricularse. Si usted es un(a) estudiante continuo(a) que no se matriculó por medio del teléfono, siga solamente los pasos 4 y 5.

Los Angeles Harbor College es reconocida por el Western Association of Schools and Colleges
**PASO 1: Someta una Solicitud**
Los nuevos estudiantes pueden obtener una solicitud en el Escritorio de Información ubicado el vestíbulo del Edificio de la Administración. Favor de llenarla y someterla a la Oficina de Admisión, cuarto AD 100. Al someter una solicitud, usted tendrá que mostrar su tarjeta de Seguro Social. Se le dará una cita para una evaluación, una orientación y para matricularse. Las fechas de la matriculación para los nuevos estudiantes están indicadas. Al inscribirse para la evaluación y la orientación, usted puede elegir en tomar el examen de Inglés Como Lengua Nativa (ENL: English as a Native Language) o, el examen de Inglés Como Segunda Lengua (ESL: English as a Second Language) Si su idioma nativo no es el inglés, usted necesitará ayuda con sus habilidades lingüísticas al comenzar sus estudios colegiales. Para determinar si ésto es necesario, el colegio ofrece el examen ESL para medir su conocimiento de gramática, de lectura, de escritura y su habilidad para escuchar y escribir. El examen ESL se da como parte de la Orientación Estudiantil de ESL.

**PASO 2: Asistir A La Orientación**
Como nuevo estudiante, usted asistirá a una sesión de Evaluación y una de Orientación. Para que sea colocado correctamente, usted será evaluado en la lectura, la escritura y las matemáticas. No hay manera que usted falle estos exámenes. Son diseñados para predecir el nivel de estudio en el cual usted tendrá más probabilidades de ser exitoso(a). También, a usted se le informará sobre los principios y los procedimientos, las expectativas académicas, las reglas de conducta que deben de seguir los estudiantes, la asistencia financiera, los programas académicos, los servicios disponibles a los estudiantes y los requisitos que concuerden con sus metas académicas. Los consejeros le explicarán cómo hacer las mejores decisiones al seleccionar los cursos de inglés y los de matemáticas.

**PASO 3 Determinar La Cantidad De Cursos Que Uno Podrá Tomar A La Vez**
Durante la orientación, se le entregará una tarjeta de solicitud en la cual usted debe escribir las clases que se le ha propuesto. Acuérdese de revisar la pizarra de bulleín para informarse sobre las clases nuevas o las que están cerradas. Si necesita ayuda, hay consejeros disponibles al momento. Para obtener las horas, comuníque con el Escritorio de Información.

**PASO 4 Matricúlese En Las Clases**
Hay tres maneras para matricularse en las clases:
- Internet: Los estudiantes pueden matricularse en el internet por medio de las páginas del internet de LAHC www.lahc.edu
- Teléfono: (Students Telephone Enrollment Program) El sistema STEP. Siga las instrucciones en las páginas 8-14 del horario de clases.
- En Persona: Los estudiantes deben presentar una tarjeta llamada "Course Request Card" a la oficina de matriculación (Registration Office, AD 138). Este proceso sólo se puede hacer durante la semana de matriculación en persona (walk-in registration period). (Para las fechas y las horas, favor de revisar el calendario académico que está adentro de la portada del horario de clases).

Las clases que están llenas o las que han sido canceladas están anunciadas en las páginas del Internet y en el tablón de anuncios de matriculación cerca de AD 138, el cuarto de matriculación.

Los consejeros están disponibles para ayudarle a determinar la cantidad de cursos que debe tomar durante todo el año. Consulte con el escritorio de información (Information Desk) para obtener sus horas de servicio.

**PASO 5 Pagar Las Cuotas**
Favor de proceder a la Oficina del(a) Cajero(a). También puede pagar las cuotas relacionadas al estacionamiento, la del Associated Student Organization (ASO), incluyendo la cuota de la Representación Estudiantil y la de los Servicios de Salud. Guarde su recibo. Ésto será necesario para poder añadir clases o renunciar de éllas.

**PASO 6: La Tarjeta De Identificación Del (De La) Alumno(a)**
La tarjeta de identificación de los estudiantes se requiere para el uso de la Biblioteca, el laboratorio de Computadoras y otros servicios. La tarjeta de identificación estudiantil se puede obtener en el área de la matriculación en el edificio de la administración durante el momento en que se matricule. Las tarjetas de identificación de los estudiantes están disponibles en el segundo piso del Seahawk Center en la Oficina de las Actividades Relacionadas a los Estudiantes. Las etiquetas engomadas del ASO están disponibles solamente en la Oficina de Actividades Relacionadas a los Estudiantes.

**CÓMO LEER EL HORARIO**
Este sólo una muestra

<table>
<thead>
<tr>
<th>EL NÚMERO DEL CURSO</th>
<th>EL TÍTULO DEL CURSO</th>
<th>LA DESCRIPCIÓN DEL CURSO</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATION OF JUSTICE 3</td>
<td>LEGAL ASPECTS OF EVIDENCE (CSU)</td>
<td>This course includes the kinds and degrees of evidence and the rules governing the admissibility of evidence in court. (CAN AJ 6)</td>
</tr>
<tr>
<td>TRANSFERIBILIDAD &amp; LAS UNIDADES DE CRÉDITO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EL NÚMERO DE LA SECCIÓN</td>
<td>LA HORA Y EL DÍA</td>
<td>EL (LA) PROFESOR(A)</td>
</tr>
<tr>
<td>0778 3536</td>
<td>6:50 - 10:00 8:00 - 9:25</td>
<td>Young B 1 Sanchez B 1</td>
</tr>
</tbody>
</table>

Las clases de noche en letras oscuras

Los Angeles Harbor College
Los Programas de Instrucción

Los Angeles Harbor College ofrece cursos que permiten la realización de los siguientes objetivos:

- La trasferencia a una universidad de cuatro años.
- El título Associate in Arts (AA)
- El título Associate in Science (AS)
- El Certificado Ocupacional

La Transferencia del (AA)

Una universidad de cuatro años les exige a los estudiantes que completen ciertos requisitos. Entre ellos, están los de la instrucción general y los de la especialización. Los Angeles Harbor College ofrece cursos transferibles equivalentes a los que se requieren durante el primer y segundo año de estudio (Freshman y Sophmore) en muchos colegios y muchas universidades en los Estados Unidos. En la página 9, hay una lista parcial de los colegios y las universidades en California.

Con el asesoramiento y una planificación cuidadosa, un(a) estudiante, en muchos casos, puede transferirse como estudiante de tercer año de estudio con sus requisitos de especialización de división baja (lower division) y con los de la instrucción general completados. Los estudiantes que no calificaron para la admisión al sistema California State University (CSU) o al de University of California (UC) directamente después de la escuela secundaria, pueden ser elegibles para hacer la transferencia a estos sistemas académicos.

Los estudiantes que están en esta situación pueden transferirse a una escuela del sistema California State University (CSU) después de haber completado 56 unidades transferibles y 60 unidades a una del sistema University of California (UC), (a condición de que el (la) estudiante haya logrado las notas apropiadas y haya cumplido con los requisitos apropiados).

En la página 9, hay una lista de las especialidades con las cuales un(a) estudiante se puede transferir.

Esta publicación está disponible a su petición en una forma alterna

La Declaración de Exactitud

El Los Angeles Community College District y Los Angeles Harbor College han hecho todo el esfuerzo posible para determinar que todo lo que se ha declarado en este horario se ha hecho con precisión. Los cursos y los programas ofrecidos, junto con otros asuntos contenidos aquí dentro, están expuestos a cambios sin ninguna notificación por la Administración del Los Angeles Community College District o por Los Angeles Harbor College por razones relacionadas a la matriculación de los estudiantes, el nivel de respaldo financiero o, por cualquier otra razón. Estos cambios se hacen a la discreción del Distrito y de la Administración del Colegio. Además, el Distrito y el Colegio tienen el derecho de añadir, corregir o, anular cualquiera de sus reglas, regulaciones, principios y procedimientos que estén consistentes con las leyes aplicables.
¿Cuándo? La matriculación telefónica comienza el 7 de Mayo del 2007

¿Quién podrá usar STEP? A los estudiantes continuos se les permitirá matricularse en las clases por medio del teléfono. Un estudiante continuo se define como uno que asiste al colegio durante el semestre actual o que asistió durante el semestre previo. A los nuevos se les dan una cita para matricularse en las clases por teléfono desde la Oficina de Admisión.

Advertencia: Los estudiantes que deban cuotas, que tengan obligaciones con la biblioteca, que estén bajo probación académica, que hayan sido despedidos, etcélera., no se les permitirán usar el sistema hasta que todas las restricciones se hayan aclaradas.

¿Cómo los estudiantes sabrán cuándo podrán tener acceso al sistema? A cada estudiante continuo se le enviará un Horario de Clases (Schedule of Classes). El día y la hora en que al estudiante se le permitirá matricularse, estarán indicados en la etiqueta que muestra la dirección de domicilio.

¿Cómo se determina la fecha para la matriculación? Los estudiantes con la cantidad más grande de unidades completadas recibirán la gran prioridad. La ley estatal también requiere que los estudiantes que califiquen y que estén en Programas Especiales o bajo los Servicios (SP & S) y EOPS (Educationally and financially disadvantaged students) también tengan prioridad.


¿El sistema permite cambiar clases? Sí. STEP ofrece una característica que permite a uno añadir clases a o remover clases de su horario académico. Uno puede añadir clases por medio de STEP hasta el 1 de Septiembre del 2007, el último día que estará disponible el dicho sistema. Después de esta fecha, los cambios tendrán que hacerse en persona en la Oficina de Admisión. Uno puede remover clases de su horario por medio del sistema hasta el 22 de Noviembre del 2007.

¿Si dejo de asistir a las clases, debo algunas cuotas? Las cuotas se deben a menos que un estudiante oficialmente renuncie de una clase por teléfono o en persona en el Edificio de Admisión. Usted tendrá que haber renunciado de su clase o sus clases para el 17 de Septiembre del 2007, la fecha indicada.

¿Cómo se pagan las cuotas? Las cuotas se pueden pagar enviando un cheque o un giro postal o, proveyendo la información de una tarjeta de crédito usando las teclas del teléfono. La Oficina del (de la) Cajero(a) tiene que haber recibido los cheques o los giros postales cinco (5) días antes de matricularse. El dinero en efectivo solo será aceptado si uno lo trae en persona a la Oficina del (de la) Cajero(a) durante las horas de negocio.

¿Los estudiantes podrán matricularse en persona en lugar de matricularse por teléfono? La matriculación en persona para los estudiantes continuos, los que retoman y los nuevos está programada para el 20 de Agosto hasta 31 de Agosto del 2007. Los estudiantes tendrán que usar STEP para aprovechar la fecha para la matriculación más temprana.

Algunos estudiantes no tienen un teléfono con teclas. ¿Qué pueden hacer? Hay tres teléfonos específicamente para STEP ubicados en el colegio. Hay dos teléfonos disponibles en el Escritorio de Información en el área de Admisión y uno en el segundo piso del Seahawk Center. El uso de estos teléfonos especiales es gratuito.


¿Harbor es el único colegio en el sistema? No. Además del Programa de la Instrucción vía la Televisión, hay nueve colegios en el Distrito Colegial de Los Ángeles. (L.A: Community College District). En su primera oportunidad, los estudiantes tienen que elegir a Harbor College. (Harbor es el número 3).

¿Dónde los estudiantes encontrarán más información e instrucciones específicas sobre el uso de STEP? Hay dos páginas completas dedicadas a STEP en el Horario de Clases. Preguntas adicionales deben ser dirigidas al Escritorio de Información, (310) 233-4230 o, a la Oficina de Admisión (310) 233-4090.
Las Insrucciones de Step


Oprima * en cualquier momento para corregir un error. Oprima # para regresar a la opción de la matriculación.

2. Oprima 3 para Los Angeles Harbor College.


4. Marque el número de su tarjeta de identificación de alumno o el número de Seguro Social.

5. Marque su Código de Identificación Personal, el cual es su fecha de nacimiento ___ ___ ___ ___ (el mes y el día) Por ejemplo: Si su fecha de cumpleaños es el 5 de Marzo, marque 0305. Si su fecha de cumpleaños es el 25 de Octubre, marque 1025.

6. Escoja UNA opción para cada llamada:
   Oprima 1 Para oír su fecha de matriculación.
   Oprima 2 Para matricularse en las clases o para hacer cambios en sus clases. (agregar/dejar clases)
   Oprima 3 Para oír su calificaciones.
   Oprima 4 Para oír su lista de clases.
   Oprima 5 Para oír cuanto debe.
   Oprima 9 Para abandonar el sistema.

7. Proporcione respuestas a la información que Step le pide. El código de su especialización (vea la página 10) (Una lista de especialidades está incluida en el Horario de Clases). Las horas pagadas que uno trabaja por semana. El estado del título B.A./B.S. Permiso para revelar información.

8. Matricúlese para las clases según la hoja de anotaciones en la siguiente página.

9. Consulte con la hoja de anotaciones para repasar las cuotas y seleccionar su medio de pago.

Si Usted Tiene Preguntas Sobre la Matriculación, Comuníquese con la Oficina de Admisión al (310) 233-4090 de Lunes-Jueves, 9:00a.m. – 6:30p.m. y los Viernes 9:00a.m. – 3:00p.m.

La Hoja para Anotaciones Sobre las Cuotas Invierno y Primavera

El Nombre del Estudiante ____________________________

El Número de ID del Estudiante __ __ __ __ __ __ __ __ __

Permiso de Estacionamiento con el ingreso al A.S.O. $17.00

La Cuota Obligatoria para los servicios de Salud $11.00

La Cuota Medica para los estudiantes Internacionales $70.00 $420.00

La Cuota De Ingreso al A.S.O. 5.00 7.00

El Permiso De Estacionamiento 5.00 20.00

El Permiso De Estacionamiento con el ingreso al A.S.O. 17.00

La Cuota Obligatoria del A.S.O. para la Representación de los estudiantes 1.00 1.00

La Cuota Obligatoria para los servicios de salud $11.00

* Usted puede renunciar esta cuota solicitando una forma titulada “Surrender of Benefits” en la Oficina de las Actividades relacionadas a los Estudiantes (Office of Student Activities) en el Seahawk Center.

TOTAL $______

Si su solicitud para el Board of Governor’s Fee Waiver (BOFW) ha sido aprobada por la Oficina de Asistencia Financiera, sus cuotas de matriculación ($20 por unidad) no se le cobrarán.

Las Opciones de Pago (seleccione una)

1. Envíe esta forma y su cheque a: L.A. Harbor College, Business Office Cashier 1111 Figueroa Place Wilmington, CA 90744

2. Por medio de tarjeta de crédito, usando la opción de pago por medio de Step, o por la internet. Se le enviara un recibo si su pago es recibido una semana antes de que el semestre empiece. Si paga después de esta fecha, vaya a la Oficina del (de la) Cajero(a) (Cashier’s Office) para obtener el recibo y el permiso de estacionamiento.

3. El pago se puede hacer durante el momento que venga al colegio a matricularse en persona. Consulte con el horario para obtener las fechas y las horas.

Antes de Llamar, Haga lo Siguiente:

• Lea todas las instrucciones cuidadosamente.
• Complete la hoja de anotaciones que está abajo y la página 12.
• Aclare cualquier retención u obligaciones financieras pendientes.
• Comuníquese con el Departamento de Consejeros al (310) 233-4226 para recibir ayuda con la planificación de su programa.
• Comuníquese con la Oficina de Asistencia Financiera (Financial Aid Office) al (310) 233-4230 si necesita ayuda con las cuotas.

Si usted tiene preguntas sobre la matriculación, comuníquese con la Oficina de Admisión al (310) 233-4090 de Lunes-Jueves, 9:00a.m. – 6:30p.m. y los Viernes 9:00a.m. – 3:00p.m.
¿Usted Califica Para Una Renuncia De Cuotas?

TODOS LOS ESTUDIANTES (HASTA LOS QUE ESTAN RECIBIENDO UNA RENUNCIA DE CUOTAS) TIENEN QUE SOLICITAR PARA EL OTOÑO DEL 2007

Llene la solicitud (Página 17) y tráigala a la Oficina de Asistencia Financiera (Financial Aid Office), AD 131 para saber.

Las Horas de la Oficina de Asistencia Financiera:
lunes – jueves: 10:00a.m. – 2:00 p.m.
Los lunes por la noche: 5:00p.m. – 7:00p.m.
Está cerrada los viernes

_Metodo A_

Si usted recibe Asistencia General O, usted o sus padres reciben beneficios de TANF/CalWorks O SSI, traiga la solicitud y un “Anuncio de Acción” (“Notice of Action”) recién o, una copia de su cheque más recién hecho a la Oficina de Asistencia Financiera.

_Metodo B_

Cumpliendo con los requisitos de ingresos, los estudiantes que son dependientes traigan los documentos de los impuestos de sus padres del 2006. Los estudiantes que son independientes, traigan sus documentos de 2006 junto con la solicitud. Si usted es un dependiente y sus padres no presentaron una declaración de impuestos, levante un formulario llamado “Parent’s Income Certification” en la Oficina de Asistencia Financiera para que sus padres se la firmen.

_Necesidad Financiera_

Si usted no califica para los métodos de arriba, debe someter una solicitud titulada “Free Application for Federal Student Aid” para determinar si tiene una necesidad financiera. Si ya lo hizo, simplemente venga a la Oficina de Asistencia Financiera (Financial Aid Office) y pregunte si califica para una renuncia de cuotas titulada “BOG”.

¡No Espere! ¡Solicite Antes De La Matriculación Telefónica!
La Oficina de Condescendencia

Nina Malone
Decano
Seahawk Center, 2º Piso, Oficina A
(310) 233-4651

- Defensora de Los Intereses de Los Alumnos
- Oficial sobre el Acoso Sexual
- Oficial de la Acción Afirmativa
- Oficial sobre la Igualdad en los Géneros
- Oficial de Condescendencia para los Americanos con Incapacidades
- Mediadora en la Resolución de Disputas.

La Oficina de Condescendencia tiene la responsabilidad de ejercer deberes investigativos, analíticos, de mediación, y de entrenamiento relacionado al proceso de quejas, los motivos que realizan quejas y las apelaciones en las áreas como: la igualdad en la oportunidad de empleo, el acoso sexual, la igualdad en los géneros, la práctica de derechos civiles, los servicios para los incapacitados y la resolución de quejas para los estudiantes, los miembros de la facultad y los empleados de Harbor College.

Una Norma que Apoya un Ambiente Laboral Libre de Drogas

De acuerdo con la Sección 22 del Acto de 1989 de Escuelas y Comunidades Libres de Drogas, Los Angeles Harbor College se esfuerza para mantener un colegio libre de drogas y alcohol para sus estudiantes y empleados. A los empleados y a los estudiantes se les prohíben la fabricación ilegal, la distribución, la dispensación, el uso y la posesión de una substancia controlada y del alcohol en todos los edificios, la propiedad, las áreas de servicio o, en la localidad de negocios del Distrito. (según indican las Reglas del Consejo sobre las Reglas de Conducta, Sección 9803.19). El colegio mantiene unos principios que promueven una conciencia libre de drogas y alcohol para informar a los estudiantes y a los empleados sobre los peligros y los riesgos a la salud que le pueden traer el abuso de drogas y de alcohol en un ambiente laboral, en el colegio y durante las actividades patrocinadas por el colegio. Los estudiantes y los empleados serán informados sobre las sanciones que se les impondrán por la violación de los principios y se les avisarán sobre la disposición del asesoramiento, el tratamiento y la asistencia con la rehabilitación relacionada al uso de drogas y alcohol. La declaración de esta norma sirve como la notificación anual tal como lo requiere la ley. A todos los estudiantes y a todos los empleados se les exigen que cumplan con esta norma como condición para mantener su posición como alumno o empleado continuo. Cualquier estudiante o empleado que viole esta norma, se le podría obligar que participe satisfactoriamente en un programa de rehabilitación de abuso de substancia y o, podría ser sujeto a una acción disciplinaria hasta e incluso el despido o la exclusión bajo las reglas aplicables del Distrito. Además, un(a) empleado(a) que haya sido declarado(a) culpable del cualquier crimen relacionado al uso de drogas en el ambiente laboral, tendrá que notificar al Departamento de Empleo (Personnel Office) cinco (5) días después de la condena.

La Norma sobre el Acoso Sexual

La norma del Los Angeles Community College District es proveer un ambiente educativo, de empleo y de negocios libre de avances sexuales, pedidos de favores sexuales u otra conducta física o forma comunicativa que constituye el acoso sexual. Los empleados, los estudiantes u otras personas que representan al Distrito, que se involucren en el acoso sexual, tal como lo define la norma del Distrito o la ley estatal o federal, estarán expuestos a ser disciplinados hasta incluso ser despedidos, expulsados o que se les cancele el contrato. Las reglas y los procedimientos específicos para reportar cargos de acoso sexual y para proseguir con los remedios disponibles están incorporados en las Reglas del Consejo de LACCD, Capítulo 15. El Los Angeles Community College District tiene una norma que provee los procedimientos formales e informales para resolver quejas.

Las copias de las reglas y los procedimientos se pueden obtener de Ms. Nina Malone, Oficial de Condescendencia sobre el Acoso Sexual, al (213) 891-2315, de Ms. Yvonne Pueblos, Defensora de los Estudiantes al 233-4038 o, llamando a la oficina del Vice rector de Programas de Acción Afirmativa al (213) 891-2315.

Cualquier miembro de la Comunidad Cognitiva, quien incluye estudiantes, miembros de la facultad y empleados, donde cree que existe, percibe o, realmente experimentó conducta que podría constituir el acoso sexual, tiene el derecho de solicitar la ayuda del colegio. Cada empleado tiene la responsabilidad de reportar tal conducta al Oficial de Condescendencia sobre el Acoso Sexual cuando es dirigido hacia los estudiantes. A los demandantes en cuestión, se les avisarán sobre qué remedios de derecho civil, incluyendo pero no limitado a requerimientos judiciales, órdenes de restricción u otras órdenes podrían estar a su disposición.
Las Reglas Generales del Colegio

La Declaración Sobre La Misión
La misión de Los Angeles Harbor College es ofrecer un ambiente que fomenta el aprendizaje al proveer programas que cumplen con las necesidades educativas de los estudiantes y que son apropiadas y útiles para la comunidad que servimos, incluyendo:

- Programas de títulos y de transferencias
- Preparación vocacional y para la fuerza laboral
- Instrucción de habilidades básicas
- Inglés como segunda lengua
- Cursos que permiten a uno ganar crédito y los que no permiten a uno ganar crédito para el aprendizaje por vida
- Servicios de comunidad
- Servicios de apoyo
- Información sobre el alfabetismo

Un aspecto esencial de la misión hacia la comunidad que servimos es el avance en el crecimiento económico y la competencia global por medio de la educación, el entrenamiento y los servicios que contribuyen a la continuidad en la fuerza laboral y la responsabilidad cívica.

Las Reglas Generales del Colegio reconoce la unicidad de los individuos, que provee un centro para el enriquecimiento cultural de la comunidad y que procura un diálogo dinámico y una evaluación reflexiva y el mejoramiento de la institución.

La Renovación Académica
La renovación académica consiste de la eliminación de 18 unidades de cursos en los cuales el(la) estudiante se ganó una nota menos de una “C” en el promedio académico (Grade point average). Al expediente académico del (de la) estudiante se le ponen anotaciones y se indica esas notas que no deben ser incluidas en el cálculo del promedio académico. Un (a) estudiante puede pedir que su expediente académico sea reexaminado para el proceso de renovación bajo las siguientes condiciones:

- El (la) estudiante tuvo que haber logrado un promedio académico de 2.5 en las últimas 15 unidades semestrales o, un 2.0 en las últimas 30 unidades semestrales completadas en cualquier colegio acreditado o universidad acreditada.
- Por lo menos dos años de calendario tuvieron que haber pasado desde el tiempo que el trabajo de curso que se debe remover fue completado. La renovación académica no remueve las notas llamada “substandard grades” del expediente académico del estudiante. La renovación se aplica al promedio académico sólo para el propósito de LAHC. Los estudiantes que se van a transferir a otros colegios o, a otras universidades, todavía tendrán en su expediente todos los cursos en los cuales recibieron calificaciones inferiores a las establecidas, a menos que el curso fue repetido para obtener la remoción de la calificación. Favor de leer la sección titulada “Course Repetition to Remove Substandard Grades.”

Las Reglas sobre la Asistencia
Se espera que el (la) estudiante asista a cada sesión de todas las clases en las cuales está matriculado(a). Los estudiantes que se han matriculado antemano en una clase y que no asisten a la primera sesión, renunciarán su derecho para tener un lugar en ella. Se reconoce que los estudiantes podrán tener razones lúglicas por no poder asistir a la primera y o a la segunda sesión de una clase en particular. A un(a) estudiante que se le aplique esta circunstancia, tendrá que notificar al(la) profesor(a) por escrito por lo menos un día de negocio antes de la primera reunión, explicándole las razones por su ausencia de la clase. Se recomienda sumamente que la notificación por escrito sea enviada por medio de correo certificado o registrado para que el estudiante tenga prueba de la notificación. El (la) profesor(a) considerará las circunstancias de mitigación al decidir si despidrá o no despidrá al (a la) estudiante de la clase. Cuando las ausencias de un(a) estudiante exceden el número de horas que una clase se reúne, el (la)profesor(a) considerará si hay circunstancias de mitigación que justifiquen las ausencias. El estudiante tiene la responsabilidad de consultar con su profesor(a) sobre cualquier ausencia que le podría alterar su estado en la clase.

La Acreditación
Los Angeles Harbor College es un colegio público de dos años que provee servicios de enseñanza bajo el Los Angeles Community College District Board of Trustees. Los Angeles Harbor College es oficialmente acreditado por el Western Association of Schools and Colleges y está completamente aprobado bajo las regulaciones de los California Community Colleges. La Universidad de California y otros colegios y otras universidades le dan crédito completo por los cursos apropiados tomados.

Tomar Cursos Como Oyente (Auditing)
A los estudiantes se les podrán permitir tomar una clase como oyente bajo las siguientes condiciones:

- El pago de una cuota de $15.00 por unidad. A los estudiantes que están matriculándose en diez unidades de semestre o más se les cobrarán una cuota para participar como oyente en tres unidades o menos por semestre.
- A ningún(a) estudiante que participe como oyente en un curso se le permitirá que cambie su estado de matriculación para recibir crédito por el curso.
- La prioridad de matriculación se les dará a los estudiantes que desean tomar el curso para recibir crédito.
- Si uno toma cursos como oyente, no podrá recibir un reembolso sobre las cuotas.

Para que un(a) estudiante pueda participar como oyente en una clase, él(ella) tendrá que obtener la autorización del(de la) profesor(a) por escrito.

Cortesía en la sala de clases
Como esta aprobado por la Organización Asociada la los Estudiantes (Associated Student Organization) y por el Senado Académico (Academic Senate), todos los teléfonos celulares y los beepers estén puestos en el modo de vibrar pero no se permite el uso de auditófonos.

El College Level Examination Program (CLEP)
CLEP es un programa del College Entrance Examination Board que le permite a los adultos ganarse crédito colegial por medio de un examen. Para calificar para recibir crédito de CLEP, un(a) estudiante tiene que estar matriculado(a) en Harbor College durante el semestre en que se le otorgue el crédito, haya completado un mínimo de 12 unidades de crédito en Harbor College y tener un promedio académico de 2.00 o más. Antes de que un (a) estudiante gaste tiempo y dinero tomando CLEP, él o ella tendrá que verificar si es aceptable en la institución con el propósito intentado. La mayoría de los catálogos de los colegios contienen información sobre la cantidad de créditos de CLEP que serán aceptados. Para más información, llame al 233-4230 para ver a un (a) consejero (a).

La Matriculación Concurrente
No se permite la matriculación concurrente en más de una sección del mismo curso. Los distintos módulos de un solo curso no se consideran ser el mismo curso. Los cursos que son designados como equivalentes (“same as”) no se pueden tomar concurrentemente. No se permite la matriculación en las clases que muestran tener horarios conflictivos. La violación de estas regulaciones le resultará en la exclusión de una clase y la negación de crédito en ambos cursos.

La Repetición de Cursos y la Repetición de Actividades
Ciertos cursos en el horario de las clases se pueden repetir para obtener crédito adicional. Estos cursos, marcados “RPT”, le permite al(a la )estudiante ampliar su
La Calificación Incompleta (Incomplete)

Una calificación de "I" (Incomplete) tiene que completarse lo máximo un año después de que se asigna. Si no se completa para el fin de plazo, será reemplazada con una calificación determinada por el profesor(a). Cada clase por la cual una calificación de "I" es grabada, no se puede repetir hasta que la "I" sea removida.

Las Módulos

Un "parent course" es un curso que dura un semestre y que está dividido en módulos. Los módulos existen en beneficio de esos estudiantes que no serán exitosos en su intento de completar el curso enter en un solo semestre. Un(a) estudiante que aprueba un curso y que en un semestre más adelante recibe una nota de aprobación en el curso entero, no recibirá crédito por los módulos del curso que tomó previamente.

Los Requisitos

Los estudiantes que se matriculan en un curso sin haber cumplido con sus requisitos, no recibirán crédito por el curso. Un(a) estudiante no puede matricularse concurrentemente en un curso avanzado y en su requisito y recibir crédito en ambos cursos, a menos que la matriculación concurrente se permita específicamente en los requisitos del curso avanzado. Si el(la) estudiante ya completó un curso avanzado, él o ella no puede matricularse después en los requisitos del curso y recibir crédito.

La Probación y la Despedida

Los estudiantes bajo probación académica tienen que ver a un(a) consejero(a) antes de matricularse. Los estudiantes que están bajo la probación académica quienes no han mantenido un promedio académico de por lo menos 2.0, nivel de "C", en un mínimo de 12 unidades de trabajo colegial intentado, ya sea en LAHC o en otro colegio acreditado, están bajo el estado de probación. Los estudiantes que progresen bajo la el estado de probación, ... de por lo menos tres semestres consecutivos o, si su número total de unidades de "NC" (No Credit), "I" (Incomplete) y o "W" (Withdrawal) excede cincuenta porciento % del número total de unidades completadas. Los estudiantes bajo probación están expuestos a ser despedidos si han logrado un promedio académico menos de 2.0 en todas las unidades intentadas en por lo menos tres semestres consecutivos o, si su número total de unidades de "NC" (No Credit), "I" (Incomplete) y o "W" (Withdrawal) excede cincuenta porciento % de la cifra total de unidades completadas en por lo menos tres semestres consecutivos. El despido de un colegio que pertenece al Los Angeles Community College District descalifica a un(a) estudiante de ser admitido en otro colegio del Districto.

Patines/El Uso de Tablas de Patinar Sobre Ruedas

Se prohíbe el uso de patines (incluyendo los que tienen la forma inclinada) y de tablas de patinar sobre ruedas en el colegio. Animales: No se permiten animales en el colegio. Sin embargo, uno puede obtener autorización para usar un "perro de servicio" por medio de Academic Affairs o Special Programs and Services.

Las Clases de Corto Plazo

Las clases de catorce semanas y otras clases de corto plazo están diseñadas para esos estudiantes a quienes les podría beneficiar un horario de clase no tradicional. Además de las clases ofrecidas durante las horas de la mañana, las clases de corto plazo están programadas para las tardes, las noches y los sábados. Para información adicional, llame al 233-4230.
Las Reglas Relacionadas a la Conducta de los Estudiantes

Un(a) estudiante que se matricule en uno de los Colegios de la Comunidad de Los Ángeles espera justamente que la facultad y los administradores mantengan un ambiente en el cual haya libertad para aprender. Ésto requiere que hayan condiciones y oportunidades apropiadas en las aulas y en el Colegio. Como miembros de la Comunidad Colegial, los estudiantes deben ser aconsejados a desarrollar la capacidad para tener un juicio crítico, para involucrarse en la búsqueda sostenida e independiente de la verdad y para que desempeñen sus derechos a la libertad en la investigación y sus derechos a la libertad en el habla de una manera responsable y no violenta.

Los estudiantes tendrán que respetar y obedecer la ley civil y la ley criminal y estarán expuestos a penas legales por la violación de las leyes de la ciudad, del condado, del estado y de la nación.

La conducta de los estudiantes tiene que conformar con las reglas y las regulaciones del Distrito y del Colegio. La violación de tales reglas y regulaciones, por la cual los estudiantes están expuestos a acción disciplinaria, incluye, pero no está limitada a lo siguiente:

(Regla del Consejo 9803.10) La desobediencia intencional de las instrucciones de los oficiales del colegio que desempeñan sus deberes.

(Regla del Consejo 9803.11) La violación de las reglas y las regulaciones del Colegio, incluyendo éstas que están relacionadas a las organizaciones de los estudiantes, al uso de lugares de servicios del Colegio o, al tiempo, al lugar y a la manera de expresión pública o a la distribución de materiales.

(Regla del Consejo 9803.12) La deshonestidad, como haciendo trampas de nivel académico o, concientemente proveyéndole información falsa al Colegio.

(Regla del Consejo 9803.13) La entrada no autorizada a o, el uso no autorizado de los servicios del Colegio.

(Regla del Consejo 9803.14) La falsificación, la alteración, o el mal uso de documentos, expedientes o de la identificación del Colegio.

(Regla del Consejo 9803.15) La obstrucción o la interrupción de los procedimientos de las clases, administrativos, disciplinarios o de actividades autorizadas por el Colegio.

(Regla del Consejo 9803.16) El robo o el daño a la propiedad del Colegio, a la de un miembro de la comunidad Colegial o, a la de un visitante del Colegio.

(Regla del Consejo 9803.17) La alteración malévola o intencional del orden público o de la tranquilidad de cualquiera de los Colegios de la Comunidad de Los Ángeles por ruido fuerte o fuera de lo normal o cualquier amenaza, al reto a una pelea, una pelea o, la violación de cualquiera de las reglas de conducta presentado en este Artículo. Cualquier persona cuya conducta viole esta sección, será considerada como una persona quien ha interferido con la conducta pacífica de las actividades del colegio donde dichos actos fueron cometidos.

(Regla del Consejo 9803.18) Asalto o agresión, abuso o cualquier tipo de amenaza de fuerza o violencia dirigida hacia cualquier miembro de la comunidad Colegial o visitante involucrado en actividades autorizadas.

(Regla del Consejo 9803.19) Cualquier tipo de posesión de substancias controladas que podrían constituir una violación del Código de Salud y Seguridad sección 11350 o el Código de Negocios y Profesiones, sección 4220, cualquier uso de substancias controladas que también están prohibidas bajo los mismos códigos o, el uso de bebidas alcohólicas estando en cualquier propiedad del Distrito, en los colegios del Distrito o, al estar participando durante cualquier función o excursión patrocinada por el colegio. “Substancias controladas”, tal como el término es usado en esta sección, incluyen pero no están limitadas a las siguientes drogas y a los siguientes narcóticos: opiates, derivados del opio, mescalina, substancias que producen alucinaciones, peyote, mariguana, estimulantes, sedativos y cocaína.

(Regla del Consejo 9803.20) La posesión de cualquier objeto que pudiera usarse como arma letal estando en el colegio. Los únicos que pueden portar tal objeto son agentes del orden público, oficiales de la policía y otros empleados del gobierno encargados con las responsabilidades relacionadas al servicio de policía.

(Regla del Consejo 9803.21) Comportamiento, al estar presente en uno de los colegios o en una función patrocinada por uno de los colegios, que esté inconsistente con las reglas antidiscriminatorias del Distrito, las cuales requieren que todos los programas y todas las actividades del Distrito de los Colegios de la Comunidad de Los Ángeles sean operados(as) de manera que estén libres de discriminación basada en: raza, color, origen nacional, abolengo, credo religioso, sexo, por estar embarazada, estado civil, preferencia sexual, edad, incapacidad física o por el estado de veterano.

(Regla del Consejo 9803.22) Cualquier reunión de dos o más personas para 1) cometer un acto ilegal o, 2) hacer un acto legal pero de una manera ruidosa o tumultuosa.

(Regla del Consejo 9803.23) Cualquier acuerdo entre dos o más personas para llevar a cabo actos ilegales.

(Regla del Consejo 9803.24) Una expresión implicada o directa con el propósito de infringir daño físico o mental/emojional y, o acciones como perseguir a una persona y si una persona lo fuera a interpretar como una amenaza a la seguridad personal o a la de su propiedad. Amenazas podrían incluir expresiones verbales, expresiones escritas, amenazas vía el teléfono o, amenazas físicas.

(Regla del Consejo 9803.25) Conducta que podría considerarse desordenada incluyendo: Vestimenta lujuriosa o indecente o, conducta que interrumpe las clases o las actividades del colegio; violación de la paz del colegio; ayudando o incitando a otra persona a violar la paz en la propiedad del colegio o durante funciones.

(Regla del Consejo 9803.26) El robo o el abuso de recursos relacionados a las computadoras incluyendo pero no limitado a: a) la entrada no autorizada a un archivo para leer o cambiar el contenido o, para cualquier otro propósito. b) La transferencia no autorizada de un expediente. c) el uso no autorizado de la identificación de otra persona y de su código personal. d) el uso de los sitios de las computadoras para interferir con el trabajo de un miembro de la facultad estudiantil o de un oficial del colegio o, para alterar los expedientes del distrito. e) el uso de programas de computadoras (“software”) que no se le han otorgado una licencia. f) Copiar programas de computadoras (“software”) sin autorización. g) el uso de los lugares de las computadoras para accesar, mandar o involucrarse en mensajes que son obscenos, que amenazan, que defamen, que presentan un peligro que está presente y claro, que violan la regulación que está de acuerdo con la ley y, o que interrumpen substancialmente la operación ordenada de un colegio. h) el uso del sitio de las sitios de las computadoras para interferir con la operación regular del sistema computarizado del colegio o del Distrito.

Las Listas de Espera (Waiting Lists. También llamadas Listas de “Stand-By”)

A los estudiantes que aparecen en las listas de espera no se les garantizan la matriculación en una clase. Según las condiciones y el tamaño de la clase, los(as) profesores(as) pueden distribuir permisos para añadir clases.
Los Servicios de Enseñanza y Los Servicios Para los Estudiantes

Academic Success Action Plan
(El Proyecto A.S.A.P.)

La Evaluación
Antes de registrarse, nuevos estudiantes que se estén matriculando y hayan sometido una aplicación para atender LAHC tienen que hacer una cita para tomar el examen de evaluación “COMPASS-ACT”. Estudiantes que estén regresando o matriculándose para continuar y no hayan tomado el examen de evaluación también tendrán que tomarlo (al menos que hayan sido exentos), la oficina de admisiones y archivos (Admissions & Records Office) puede exentar de este examen a estudiantes que ya tengan un título “Associate Degree” o uno más alto. Los estudiantes que han sido evaluados en otro colegio (lo cual incluye el examen de colocación en inglés y en matemáticas) podrían haber cumplido con los requisitos de la evaluación de LAHC. Estos estudiantes pueden traer a un consejero la copia de sus resultados del examen de colocación, expediente y/o reporte de calificaciones. Expedientes de High School no son aceptables para cursos de matemáticas. También proveemos evaluación a las personas para quienes el inglés es su segunda lengua.

Si califican, los estudiantes pueden tomar el examen una vez por ciclo. Sus resultados de la evaluación serán válidos por dos años después de la fecha específica que se lleva a cabo. Los ciclos empiezan de febrero a septiembre, cada año (favor de consultar con el centro de evaluación (310) 233-4072 para fechas específicas). Una vez que el estudiante se inscribe en una clase de inglés y/o matemáticas y recibe una calificación (o CR/NCR), el estudiante ya no será elegible para retornar la evaluación en esa materia y debe entonces seguir la secuencia de clases de inglés/matemáticas (mirar páginas 47 y 59).

Además, el “Assessment Center” provee exámenes de competencia en matemáticas (para estudiantes de enfermería y para graduación) una vez por semestre, inventarios de estudio informatizados, lectura de enfermería, habilidad de beneficio (ATB) y ESL-ATB todo el año (mirar el calendario mensual). El “Assessment Center” está localizado en medio de la cafetería y el edificio de educación física. Los estudiantes necesitan traer una identificación con foto válida y la tarjeta de seguro social o número de seguro social de la aplicación. Información sobre orientación y registración serán discutidas durante la sesión de asesoramiento.
Citas para tomar el examen de evaluación son hechas en el centro de citas en frente del mostrador de información (Information Desk), en la oficina del centro para asesoramiento en persona o por teléfono (310) 233-4072.

El Associated Student Organization
El Associated Student Organization (ASO) representa a todos los estudiantes y patrocina actividades, incluyendo el atletismo, publicaciones, reuniones, entrega de premios, servicios para estudiantes, actividades sociales y organizaciones. El ingreso al ASO, no es obligatorio. El(la) estudiante paga esta cuota de manera totalmente voluntaria; sin embargo, hay beneficios únicos asociados al ASO. El ingreso a esta organización permite a uno participar en actividades y eventos patrocinados por el ASO, incluyendo la entrada gratuita a los juegos atléticos y a ciertos eventos sociales. Otros beneficios incluyen: descuentos en los parques de atracciones y en los cines, el descuento de $3.00 del estacionamiento, descuentos fuera del colegio, asesoramiento legal gratuito y la tarjeta de identificación (el ID) gratis. A todos los estudiantes se les invita a relacionarse o a estudiar en el salón social de estudiantes ubicado en el segundo piso del Seahawk Center. Los juegos de billar, fútbol y de video están disponibles. Para información adicional, llame al 233-4594.

La Librería
La librería del colegio está ubicada en el primer piso del Sea Hawk Center. La librería está abierta de lunes – jueves de las 8:00 a.m. – 7:00 p.m. y los viernes de las 8:00 a.m. – 4:00 p.m. Durante las primeras dos semanas del semestre, la librería está abierta de lunes – jueves de las 8:00 a.m. – 8:00 p.m. y los viernes de las 8:00 a.m. – 4:00 p.m. La librería está cerrada los sábados y los domingos.

Las Reglas de la Librería:
Se acepta cheques personales, Visa y MasterCard solo por la cantidad total de la compra. Se requiere dos identificaciones: una copia corriente de la matrícula del(de la) estudiante y una licencia de conducir válida o un I.D. de California válido. Los cheques que tienen que ser dirigidos a Harbor College Bookstore. No se aceptarán cheques de otro estado o los de compañías o negocios. Antes de recibir un reembolso, un cheque personal tiene que ser aprobado por medio del proceso bancario. Después de 15 días, se le podría exigir que presente un cheque anulado para obtener un reembolso. No se hará ningún reembolso en efectivo por una compra hecha con una tarjeta de crédito. La institución bancaria apropiada será notificada y se concederá un crédito.

Las Reglas de Reembolsos Relacionadas a Libros
Los libros usados se compran en la condición tal como están (“AS IS”) y la librería no se hace responsable por su condición. Se puede obtener un reembolso por la compra de libros solo bajo las siguientes condiciones. Todos los libros que se devuelvan, tienen que estar acompañados por un recibo de caja registradora entregado por el librero y que muestre una actual. No habrá excepciones a esta norma. Durante el estudiante del otoño y de la primavera, los libros se tendrán que devolver durante los primeros 15 días del semestre. Durante la sesión del verano, se tendrán que devolver durante los primeros 5 días. Los días de fiesta, los sábados y los domingos no se consideran días de clase. Los libros se tendrán que devolver en la misma condición que estaban cuando fueron comprados. Los libros nuevos tienen que estar libres de cualquier marcas, manchas, borradores y todas las páginas tienen que estar intactas. Los libros usados se tienen que devolver en una condición aceptable determinada por los empleados de la librería. Los libros nuevos que se devuelvan con marcas o daños menores, se les reconocerá un reembolso máximo de 75% de su valor original durante el período de reembolso. Para obtener un reembolso por los libros que fueron comprados después del decimoquinto día de escuela, se tendrán que devolver dentro de 24 horas junto con un recibo de una caja registradora que muestre una fecha actual. Los libros que no cumplan con las reglas del reembolso, se considerarán usados y estarán bajo las reglas de los libros usados. Los libros de bolsillo, guías de estudio, diccionarios y libros de actividades se tienen que devolver dentro de un período de 24 horas. No se entregarán reembolsos por los programas de estudio. Reglas de Reembolsos Relacionadas a Materiales: Se puede obtener un reembolso por el costo de los materiales requeridos por ciertas clases durante el semestre del otoño y el de la primavera solo si son devueltos durante los primeros 10 días. Durante la sesión del verano, se tendrán que devolver durante los primeros 5 días. Los artículos tendrán que estar acompañados por un recibo de caja registradora que muestre una fecha actual. De acuerdo a las Leyes de Salud de California, no se entregarán reembolsos por gafas protectoras ni por artículos de uso personal. No se entregará un reembolso por discos de computadoras y equipo de enfermería. Reglas Relacionadas a La Compra de Libros: La Compra de Libros (Book-Buy-Back) se efectúa durante la semana de los exámenes finales del semestre del otoño y el de la primavera. Para información adicional, llame al 233-4170.

Información en Español 145
El Programa CARE
El Cooperative Agencies Resources for Education (CARE) es un programa financiado por el estado que le provee servicios de respaldo a PADRES SOLTEROS quienes son los individuos principales en los hogares y quienes reciben CalWorks/AFC/TFANF con niños menores de 14 años. Los estudiantes deben ser elegibles para EOPS y estar matriculados en por lo menos 12 unidades. Los servicios de CARE incluyen: asesoramiento, presentaciones especiales, materiales para la escuela, donaciones en efectivo, donaciones de transporte y más. Para más información, favor de llamar al (310) 233-4211 o, visite la oficina de EOPS/CARE, cuarto AD 133.

El Centro para la Planificación de Profesiones (Career Center)
El Centro Para La Planificación de Profesiones (Career Center) ofrece un servicio de asesoramiento profesional diseñado para extenderle información y consejos a los estudiantes que necesitan ayuda en seleccionar una meta relacionada a una carrera o a una especialización o, para los que están considerando otras alternativas. Este servicio le permite a los estudiantes tanto determinar cuáles serán sus objetivos de instrucción y vocacionales como discutir los planes para la selección realista y significante de una carrera. El Centro para la Planificación de Profesiones está ubicado en el edificio de la Administración, AD 125 y 127. Para más información, llame al 233-4033 o email fisherjp@lahc.edu.

El Centro para el Desarrollo de Niños (Child Development Center)
El Centro para el Desarrollo de Niños (Child Development Center) de LAHC fue establecido para ofrecer servicios de cuidado de niños a los estudiantes que tienen niños de edad de nivel pre-colegial. El Centro tiene un programa extensivo de instrucción para los padres. Por medio de su participación en el programa, los padres se involucran en la enseñanza y el desarrollo de sus hijos. La matriculación en el Centro para el Desarrollo de Niños es una experiencia para ambos, los niños y sus padres. Los niños tienen que calificar para el programa “State Preschool Grant” según la edad y el nivel de ingreso de su familia. La prioridad principal se le da a los niños que tienen cuatro años de edad. Después de haber aceptado a todos los niños de cuatro años que califican, los de tres años que son elegibles serán aceptados, dándoles la mayor prioridad a los niños de tres años que son los más mayores. Si no hay niños que califican por su edad y el nivel de ingreso en la lista de prioridad, los de tres o cuatro años que no son elegibles por su edad o nivel de ingreso, podrían ser matriculados. Las cuotas para este servicio están basadas en la necesidad financiera y varían de gratis a $2.00 por hora. Para más información, comuníquese con el Centro Para El Desarrollo De Niños al 233-4200.

Los Servicios de Computadoras
El aumento en el uso de las computadoras en todos los aspectos de la vida crea un aumento en la necesidad del conocimiento y los servicios ofrecidos en LAHC relacionados a ellas. Los estudiantes que están matriculados pueden tener acceso a las computadoras en el LRC, LAC y en otros laboratorios “digitalizados” cuando las necesiten mientras que no se estén efectuando clases en dicha aula/laboratorio. Las computadoras que están fuera de las aulas están disponibles en las áreas de Acceso Libre (Open Access Areas), en la Biblioteca, Laboratorio de Matemáticas (Math Lab) cuarto 105B, y 105A. Para más información, comuníquese con el LAC al (310) 233-4149. EL USO DE LAS COMPUTADORAS: En cualquier lugar, ya sea en el área de Acceso Libre o en los Laboratorios de Computadoras, usted tiene que presentar su tarjeta de identificación de estudiante. Esta tarjeta es de uso personal y no puede ser transferida a otras personas. Las REGLAS SOBRE EL USO DEL INTERNET: las Reglas Sobre El Uso Del Internet están anunciadas en cada laboratorio. El LACCD y LAHC prohíbe el uso del equipo del colegio para visitar lugares en el internet que contengan material obsceno o inapropiado. Los estudiantes que ignoren estas reglas, serán disciplinados.

La Enseñanza Cooperativa
(Cooperative Education)
Gánese crédito en el colegio por trabajar. Venga al Centro para El Colocamiento Laboral y el Entrenamiento. (Job Placement and Training Center), Technology Building, Room 121 para obtener detalles. Para información adicional, llame al 233-4446 o 233-4447.

Los Servicios de Asesoramiento
El grupo de consejeros (as) ayudan a los estudiantes a definir sus objetivos y a navegar cómo lograrlos. Los consejeros están disponibles durante todo el año para asistir a los estudiantes continuos y a los nuevos solicitan a planear su programa colegial de estudio. Los nuevos estudiantes deben solicitar el asesoramiento antes de matricularse. Los consejeros están disponibles durante el semestre por medio de citas o al momento, de lunes – jueves de 8:00 a.m. – 8:00 p.m. y los viernes de 8:00 a.m. – 4:00 p.m. El pueden ayudar con la planificación del programa, la información vocacional o de profesión o, con problemas personales o los relacionados al colegio. Para información adicional, llame al 233-4230 o email fisherjp@lahc.edu.

La Enseñanza para el Desarrollo/las Habilidades Básicas
Por medio de la orientación y los procedimientos de la evaluación, el Colegio reconoce que los estudiantes no todo el tiempo han desarrollado las habilidades básicas y adecuadas necesarias para tener éxito en sus estudios de colegio. Para ayudar a los estudiantes que podrían beneficiar de una instrucción sobre las habilidades básicas y asegurar su éxito en los cursos de nivel colegial, el Colegio ofrece un número de clases que ayudan a los estudiantes con el desarrollo de las habilidades en la lectura, en la escritura, en el escuchar, en las matemáticas y en las habilidades de estudio y los hábitos. Para información adicional, llame al 233-4230 o 233-4226 y lea el Horario de Clases.

Los Programas y los Servicios para los Estudiantes Incapacitados
(Vea los Programas y los Servicios Especiales)
Los Programas y los Servicios de Extended Opportunity
El EOP & S es un programa financiado por el estado, diseñado para reclutar y retener a los estudiantes que tienen una desventaja en la enseñanza y económica. El programa provee servicios que van más allá de los que se ofrecen por medio de la asistencia financiera, la enseñanza particular, el asesoramiento y otros servicios que el colegio le ofrece al (a) estudiante. Para calificar para estos servicios, el(a) estudiante tiene que mostrar una situación económica baja, sometiendo una solicitud llamada “Free Application For Federal Student Aid” (FAFSA) por medio de la Oficina de Asistencia Financiera y debe cumplir el criterio de elegibilidad bajo método A, B, del Board of Governors Fee Waiver (BOGFW) o método C con un promedio de cero contribución por familia (Zero Estimated Family Contribution-EFC).

El Programa de Extensión y la Enseñanza Continua
El propósito principal de la Oficina del programa de Extensión de Servicios Comunitarios y de la Enseñanza Continua (Community Service and Continuing Education) es satisfacer las necesidades personales, profesionales y las de desarrollo profesional en la comunidad, proveyendo enseñanza continua de “non credit” en un programa progresivo de clases, seminarios y sesiones. La siguiente es una descripción de los servicios que provee:

Educación comunitaria y clases de extensión. El Programa de Extensión ofrece más de 1,000 clases por año que no cuentan para crédito (non credit) pero que aún requieren una cuota. Las ofrece en las siguientes disciplinas: Recreación, Las Artes, Desarrollo de Carreras, Computación, Negocios y Empresas, Finanzas, Inversiones, Viajes, Desarrollo Personal, Mejoramiento del Hogar y las Humanidades. Tenemos un programa diverso para la juventud en nuestro Colegio para los niños (College for Kids), el cual incluye cursos después de clases y los sábados, al igual que un programa grande en el verano con sesiones completas para los de edades 5-15.

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La Enseñanza para el Desarrollo/las Habilidades Básicas
Por medio de la orientación y los procedimientos de la evaluación, el Colegio reconoce que los estudiantes no todo el tiempo han desarrollado las habilidades básicas y adecuadas necesarias para tener éxito en sus estudios de colegio. Para ayudar a los estudiantes que podrían beneficiar de una instrucción sobre las habilidades básicas y asegurar su éxito en los cursos de nivel colegial, el Colegio ofrece un número de clases que ayudan a los estudiantes con el desarrollo de las habilidades en la lectura, en la escritura, en el escuchar, en las matemáticas y en las habilidades de estudio y los hábitos. Para información adicional, llame al 233-4230 o 233-4226 y lea el Horario de Clases.
Programas y Servicios-Los programas y servicios adicionales incluyen Escuela de Tráfico, Los Exámenes para la Certificación en la Mecanografía, el Centro para Sacar Copias en Color y el Mecado al Aire Libre semanal (Weekly Swap Meet)

Matriculación-Los estudiantes pueden matricularse en persona durante las horas de negocio por teléfono usando MasterCard, Visa o Discover, por correo usando las formas que están en la última página del catálogo de Extensión o por medio de Fax. El número de fax es (310) 233-4686. El programa acepta sus sugerencias para las clases nuevas que se ofrecen. Para más información, llamen al (310) 233-4450 o escribanle al Programa de Extensión (The Extension Program), 1111 Figueroa Place, Wilmington, CA 90744.

Las sesiones-invierno, primavera, verano y otoño; los catálogos se distribuyen cuatro veces al año. El programa de Extensión es una rama de Los Angeles Harbor College que se mantiene por sus propios esfuerzos.

La Asistencia Financiera
La meta de la asistencia financiera (financial aid) es proveerles acceso a la instrucción postsecundaria a esos que de otra manera no podrían continuar su instrucción por asuntos financieros. A los estudiantes se les provee asistencia monetaria para cubrir el costo básico de los gastos relacionados a su instrucción por medio de préstamos, donaciones, becas y empleo de por horas. Para información adicional, llame al 233-4320.

Los Programas CalWorks/GAIN
Greater Avenues for Independence (GAIN) es un programa de enseñanza para los estudiantes que están bajo la asistencia provicional para familias necesitadas (TANF: students on temporary aid to needy families). La meta es proveer un ambiente de instrucción donde los estudiantes desarrollen las habilidades necesarias en Inglés como una Segunda Lengua, en la Enseñanza Básica para Adultos y en la preparación para el GED. Los estudiantes también aprenden habilidades vocacionales que guía a uno a obtener empleo significante. Para recibir más información, comuníquese con la oficina de CalWorks en el Centro para el Colocamiento Laboral y Los Servicios de Entrenamiento, Cuarto 121 en el Edificio de tecnología. (Job Placement and Training Services center, Technology Building Room 121), de lunes - viernes de 9:00 a.m. – 5:00 p.m. al (310) 233-4447.

El Programa de Honores que Asiste con la Transferencia a Escuelas (The Honors Transfer Program)
El Programa de Honores que Asiste con la Transferencia a Escuelas es un esfuerzo cooperativo entre Los Angeles Harbor College y las siguientes universidades: UCLA, UCI, UCR, UCSC, CSUF, Pitzer College, Pomona College, Chapman University, Occidental College, Loyola University y La Sierra University. La intención es servir a los estudiantes que están interesados en un currículum estimulante diseñado para prepararlos para la transferencia. Los estudiantes que completen el currículum de honor y la preparación para su especialidad (con por lo menos un promedio académico GPA, de 3.1) recibirán:

1) Admisión garantizada y con prioridad a la Facultad de Letras y Ciencias de UCLA (los estudiantes que están interesados en las especialidades de las Bellas Artes y la Ingeniería en UCLA también pueden participar en el HTTP y se les darán consideración especial por UCLA cuando soliciten) y también a UCSC, UCR y UCI.

2) Consideración con prioridad dada por Pomona College (requiere un promedio académico –GPA- de 3.5), Chapman University, La Sierra University, Occidental College (requiere un promedio académico-GPA- de 3.25) y Pitzer College (requiere un promedio académico-GPA- de 3.5).

Whitman College y Pacific University proveen becas. CSULB, CSUF, San Diego State, La Sierra University, Chapman, CSUP, UCLA, UCI, UCR y UCD ofrecen admisión a los Programas de Honor Universitarios (University Honors Programs)

Los Requisitos del Programa de Honor
Completar la preparación relacionada a la especialización
Completar 6 cursos de honor
Completar el currículum de “lower division” o del IGETC
Completar un promedio académico mínimo de 3.1 o más alto, tal como lo requieren las instituciones de transferencias.

Este programa también es beneficioso para los estudiantes que planean transferirse a cualquier otra institución de cuatro años. Los estudiantes que calificuen pueden elegir en tomar cursos de Honor sin estar en el Programa de Honor. Los estudiantes que estén interesados deben ponerse en contacto con el/la consejero(a) del Programa de Honor al 310-233-4038 para determinar la elegibilidad relacionada a la matriculación.

El Programa para los Estudiantes Internacionales (ISO)
La Oficina Para Estudiantes Internacionales ayuda a estudiantes internacionales a completar el proceso de las solicitudes del colegio y de la visa y le ofrece ayuda continua al estudiante al llegar al campus para que el/la estudiante pueda completar su programa de estudio exitosamente. Como parte de este esfuerzo, el ISO crea materiales que describen los programas y servicios del colegio que el ISO les provee a los estudiantes internacionales que viven en EEUU y en el extranjero.

El ISO examina las solicitudes según el criterio establecido por el colegio y los servicios de ciudadanía estadounidense y de inmigración (USCIS) y provee información cultural e información que está de acuerdo con la visa al igual que el respaldo por el esfuerzo del colegio de internacionalizar el campus al promover la comunicación entre sus estudiantes internacionales y americanos. Además, el ISO provee asesoramiento sobre asuntos académicos y personales relacionados a la cultura, les provee referencias a los estudiantes internacionales con necesidades específicas para obtener servicios del campus y provee asistencia en localizar vivienda para los estudiantes que están por llegar. Para información adicional, llame al número (310) 233-4111, mande un correo electrónico a gradyp@lahc.edu, o revise la página de ISO en en el sitio del Web del colegio: www.lahc.edu/studyinlosangeles.

El Centro de Asistencia para el Aprendizaje (LAC: Learning Assistance Center)
El centro de Asistencia Para El Aprendizaje provee programas que se ajustan al propio paso de uno y respaldan los programas regulares de la enseñanza. Por una variedad de medios—computadoras, audio, video— los estudiantes pueden participar activamente en los distintos modos de aprendizaje a su propio paso. Los programas están disponibles en matemáticas, inglés, inglés como segunda lengua (ESL), contabilidad, lenguas extranjeras, habilidades relacionadas al estudio y a otras asignaturas. Un catálogo completo describe lo que está disponible para uno usar en el LAC. El LAC también contiene el Centro Para el Alfabetismo (Literacy Center), los laboratorios de matemáticas y de escritura. Los estudiantes matriculados en estos laboratorios y programas especiales tienen que inscribirse al entrar y al salir (por medio de la computadora) que está en el mostrador del LAC para obtener las horas de TBA obligatorias para recibir crédito por el programa. Los programas de video de ITV están en el archivo del LAC. Para hacer citas y más información, llamen al (310) 233-4149.

Los Servicios Legales
El Associated student Organization (ASO) de Harbor College hace contratos anuales con una entidad legal para proveerles servicios legales a los estudiantes. Los estudiantes y los empleados que pagan la cuota de ingreso son elegibles para recibir este servicio importante sin ningún costo adicional. Para información adicional o, para hacer una cita con un abogado, llame al 233-4594.

La Biblioteca
La Biblioteca Baxter de Los Angeles Harbor College provee libros, publicaciones periódicas, periódicos, materiales de referencia y una base de información computarizada y electrónica que respalda el programa de estudio del colegio y la búsqueda de las metas de instrucción de los estudiantes. Los(as) profesores(as) pueden poner lecturas obligatorias del curso en reserva en el mostrador donde se piden prestados los materiales. Los(as) profesores (as) también pueden pedir orientaciones generales u orientaciones especializadas para sus clases. Un(a)
bibliotecario(a) siempre está disponible para ayudar con preguntas básicas o investigaciones, y para ofrecer instrucciones sobre el uso de la biblioteca y la búsqueda de impresos. Los estudiantes que están matriculados actualmente pueden tener acceso al Internet en el laboratorio de computadoras de la biblioteca y a la computación inalámbrica en cualquier parte de la biblioteca. Se requiere una identificación del colegio para pedir prestado materiales de la biblioteca. Los espacios individuales están disponibles en ambos niveles de la biblioteca y las máquinas de fotocopias están ubicadas en el nivel principal. Durante los semestres del otoño y de la primavera, la biblioteca está abierta de lunes – jueves de las 8:00 a.m. hasta las 8:30 p.m. Los viernes de las 8:00 a.m. hasta las 2:00 p.m. y los sábados de las 9:00 a.m. hasta las 3:00 p.m. Durante el verano y el invierno, las horas serán anunciadas. Para información adicional, llame al (310) 233-4480 o visíten las páginas de Internet www.lahc.edu/library

El Centro de habilidades de la vida (Life Skills Center)
El life skills center fue establecido para proveer intervención de crisis y de referencia comunitaria para los estudiantes de LAHC que estén pasando por alguna crisis personal o de vida; y para promover la salud mental positiva del plantel y de la comunidad mediante talleres , seminarios de habilidades, y oradores invitados en una variedad de materias. Los servicios están disponibles de lunes a jueves de 8:00am–4:00pm y viernes de 8:00am-4:00pm. Servicios para personas sin cita. Lunes 10:00am-12:00 y viernes 10:00am-12:00pm, localizado en el Health Center Cafe 110, el life skills center tiene estudiantes de psicología avanzados y este supervisado por un psicólogo clínico licenciado. Para mas información, llamar al (310)233-4586.

La Matriculación
La matriculación es un proceso que lleva al colegio y al el estudiante que se matricula para recivar crédito a un acuerdo con el propósito de realizar las metas educacionales del estudiante mediante los programas, reglas y requisitos del colegio. El colegio provee un proceso de adisión; orientación a el colegio y sus programas; asesoramiento; consejería y citas de evaluación sobre el progreso de los estudiantes. Estos servicios están disponibles para todos los estudiantes que son admitidos al colegio. Estos servicios son disponibles para todos los estudiantes que son admitidos al colegio. En el tiempo que aplican, todos los estudiantes son clasificados como exentos o no exentos de algunos de los componentes de matriculación. Estudiantes pueden ser exentos, dependiendo del componente de matriculación, al cumplir con cualquier del os siguientes criterios: 1) haber obtenido un associate degree o un título mas alto, 2) estar asistiendo a el colegio para tomar clases recreativas o de desarrollo personal y no tener la intención de obtener un certificado o título, 3) estar tomando una o dos clases que se requieren para renovar un certificado y no tener la intención de obtener un certificado o título, o 4) estar actualmente matriculado en otra escuela y planea tomar una o dos clases para recibir crédito por ellas en la escuela principal. Los estudiantes que sometan resultados de exámenes de evaluación equivalentes a los que son usados en Harbor College pueden ser exentos de tener que tomar pruebas adicionales. Un(a) estudiante también puede ser exento si ya ha completado clases equivalentes de inglés o matemáticas en otro colegio o universidad. El estudiante debe traer evidencia a su consejero para comprobar la previa examinación o terminación de las materias tomadas. Es prohibido que el colegio use cualquier práctica de matriculación con el propósito de someter a cualquier persona a discriminación ilegal. Cualquier alegación indicando que el alumno ha obrado de esta manera, o ha establecido un requisito discriminatorio, será considerada una ceja de discriminacion ilegal y sera archivado, investigado y resuelto. Información siguiente podra ser obtenida en la oficina de servicios de el estudiante en el edificio de administración. Si un estudiante desea retar las provisiones de matriculación, el o ella puede consultar con el vice presidente de servicios estudiantiles en el edificio de administración. El colegio investigará e intentará resolver las quejas. Los procedimientos sobre hacer quejas por escrito o sobre los motivos de una queja están disponibles en la oficina de los servicios para los estudiantes AD-125. La documentación de todas dichas quejas son retenidas por un mínimo de tres años después que la queja haya sido resuelta y esta información sera sujeta a ser revisada por el rector como parte de evaluación estatal.

El Estacionamiento
La administración del colegio le urge que use una de las áreas de estacionamiento que le pertenecen al colegio. Los estacionamientos del colegio son patrullados por la policía y están bajo la jurisdicción de LAHC. Los estudiantes y los empleados que se estacionen en una localidad que no está bajo la jurisdicción de LAHC, lo hacen tomando su propio riesgo. El Consejo de los miembros de la directiva del Los Angeles Community College District, el Associated Student Body, los empleados o los agentes no son responsables por cualquier pérdida, incluyendo pero no limitándose al robo, daño a la propiedad y lesiones físicas, resultando de su uso de las áreas de estacionamiento de LAHC. Las leyes y las regulaciones de California que se les aplican a los vehículos, incluyendo éstas relacionadas al estacionamiento ilegal, se aplican en el colegio.

Las Áreas de estacionamiento para los estudiantes incluyen: el área B, ubicada al sur del edificio de Administración (Admisión, Asistencia Financiera etc.), el área B2, ubicada al sur de el área B ; las áreas D y E, ubicadas al oeste de las canchas de de tenis y balomano; el área F, ubicada al sur de la cancha de béisbol; el área G, ubicada al oeste del edificio de drama y habla (Drama-Speech Building).

Las áreas de estacionamiento para los empleados son: A, B y HJ, adyacentes a Figueroa Place. Las entradas a las áreas A y B están cerca de Figueroa Place. La entrada a las áreas H y J están en dirección de la calle “L”; el área K, ubicada al oeste del Edificio de Enfermería, y el área N, ubicada al este del Edificio de Educación Física.

Espacios de estacionamiento para estudiantes discapacitados están disponibles en las áreas B,E,G,H,J y Y.

ADVERTENCIA: Los estacionamientos que están enfrente del colegio en el parte norte de “L” Street no le pertenecen a LAHC y no son patrullados por la policía del colegio. El estacionamiento en el colegio solo se permite con el uso de un permiso. Los permisos de estacionamiento se compran la Oficina del(de la) Cajero(a) (Casher’s Office). Se venden permisos diarios para estacionarse en las áreas B y G y se pueden usar en en cualquier área de estacionamiento donde solo se permite estacionarse estudiantes.

La Oficina del Sheriff del Colegio
La Division del Sheriff de Harbor está disponible para asistir a los estudiantes, a los miembros de la facultad y a los(las) visitantes tal como se necesite. El Sheriff está ubicado en el edificio de educación física en la calle Figueroa Place, (310) 233-4616. Desde cualquier teléfono de paga dentro del colegio, marque “90” para comunicarse con la policía del colegio.

Los Servicios y los Programas Especiales (Special Programs and Services)
Los Angeles Harbor College opera bajo la premisa de que cada persona posee el derecho común a una oportunidad igual en cuanto a la instrucción. La oficina de “Special Programs and Services” se ha establecido para asistir a las personas con incapacidades físicas, sociológicas, las que tienen una incapacidad relacionada al aprendizaje que requieran asistencia especial en la búsqueda de la enseñanza. Los programas especiales como el Learning Disability Program (serviendo a los estudiantes con habilidades corrientes o los que tienen hablades mas allá de las corrientes y un Adaptive computer program (Hi-Tech Center) están disponibles. Los estudiantes pueden recibir servicios especiales como: el asesoramiento especial, la enseñanza particular, la asistencia con la mobiliad, lectores, personas para que le tomen apuntes, la asistencia con la matriculación, el estacionamiento especial y otros tal como se necesiten. La Oficina de los Programas y Servicios Especiales está ubicada en la Cafeteria, cuarto 108, teléfono (310) 233-4620. Un estudiante que necesite acomodamiento pero no desea buscar asistencia de los servicios y programas especiales pueden hacer pedidos individuales comunicándose con las siguientes personas: Luis Rosas, Vicerrector, del departament de Asuntos Académicos (Academic Affairs) para asuntos relacionados a las clases, las aulas y los laboratorios de instrucción; Abbie Patterson Vicerrector (Student Services) para asuntos relacionados a Servicios para los Estudiantes, para asuntos relacionados al asesoramiento, la admisión y los expedientes académicos, la asistencia financiera y otras actividades relacionadas a los estudiantes; el Dr. Ann Tomlinson, V.P., Servicios Administrativos, para los asuntos relacionados al estacionamiento, el acceso, o los servicios de la oficina de negocios; Nina Malone, el Decano Iterina engargada
de los servicios relacionados a los estudiantes, para otros asuntos en cuanto a la condescendencia. Se puede conseguir asistencia comunicándose con Deborah Tull, Coordinadora de los programas y servicios especiales si otro tipo de asesoramiento o información se requiere.

**La Orientación para los Estudiantes**
A los estudiantes que se van a matricular para asistir a Harbor College por primera vez, se les aconseja que participen en la orientación. Se recomienda que uno(a) complete un curso de orientación tal como Personal Development 17; otras opciones están disponibles. Las actividades relacionadas a la orientación serán cubiertas inmediatamente después del la sección sobre la evaluación. A los estudiantes, se les aconseja que completen la orientación antes de su primer semestre o durante su primer semestre. Los estudiantes que han logrado un Associate Degree o uno más alto, podría ser exonerado de este requisito al mostrarle a un(a) consejero(a) una copia del expediente académico o del diploma o, una copia de su asistencia previa a la sección sobre la orientación. Para más información, llame al 233-4230 o 233-4070.

**El Gobierno y las Actividades Estudiantiles**
A todos los estudiantes en L.A. Harbor College se les aconseja y se invitan a participar en el gobierno del Associated Student Organization (ASO). Ésto se hace por medio de la participación en el Senado o, como un oficial del ASO. Bajo los auspicios de la oficina de las actividades relacionadas a los estudiantes, el Associated Student Organization asume un rol principal en la planificación y el desarrollo de las actividades relacionadas a los estudiantes y a la creación de un ambiente colegial que se base alrededor de las necesidades de los estudiantes. El ASO representa las necesidades y los intereses de los estudiantes por medio de la participación en el gobierno colegial. El enfoque del Gobierno estudiantil y de la Oficina de las Actividades Relacionadas a los Estudiantes, es proveer oportunidades para el desarrollo del liderazgo y una experiencia la en enseñanza balanceada.

**Los Servicios de Salud para los Estudiantes**
El propósito del Centro de Salud Estudiantil es contribuir a las metas de instrucción y la matriculación de los estudiantes, promoviendo su bien estar físico y emocional. El Centro de Servicios de Salud Estudiantil. (Student Health Services) provee asesoramiento sobre la salud y educación, evaluación, los tratamientos y primeros auxilios, referencias a agencias publicas o privadas apropiadas y la diseminación de información en cuanto a la disposición de los servicios de salud. El Código de California de Educación, secciones 72244 y 72246, autoriza la colección de la cuota relacionada a los servicios de salud estudiantil. La cuota es de $11.00 por semestre y $8.00 durante las sesiones del verano. Esos individuos que dependen exclusivamente en el rezo para el proceso de sanar que están de acuerdo con la enseñanza de una secta religiosa genuina, pueden pedir que sean exonerados de tener que pagar la cuota por medio de la Oficina de la Decana Asociada de los Servicios Estudiantiles (Seahawk Center). Para información adicional, llame al (310) 233-4651.

**Las Tarjetas de Identificación de los Estudiantes**
A todo los estudiantes se les requiere que tengan una tarjeta de identificación de alumno. Actualmente, la tarjeta se puede obtener en el área de la Matriculación en el Edificio de la Administración durante el momento en que se matricule o, en la Oficina de las Actividades Relacionadas a los Estudiantes(Student Activities Office) en el segundo piso del Seahawk Center al completar su matriculación. Los estudiantes tienen que tener una identificación que muestre una foto para poder usar muchos de los Laboratorios en el colegio. El costo de la tarjeta de identificación es $7.00. Al comprar la tarjeta, los estudiantes también tendrán los mismos privilegios del ASO. Ud. tendrá que pagar una cuota de $3.00 por tarjetas dañadas o perdidas.

**La Enseñanza Particular**
La enseñanza particular está disponible para individuos o grupos de individuos en la mayoría de las materias. La enseñanza particular se efectua en el Centro de Asistencia Con el Aprendizaje(AC) en el LAC. Sería útil si los estudiantes formaran sus propios grupos (de 2 o 3) directamente de la clase en la cual la asistencia con la enseñanza se ha pedido. Después de que un grupo se haya identificado y un tiempo conveniente se haya arreglado de acuerdo con el horario del maestro particular, la enseñanza podrá empezar por medio de citas. La enseñanza particular puede estar disponible durante varias horas en el Laboratorio en matemáticas y en el Laboratorio de la escritura. (Esto depende de la disposición de los maestros particulares). Advertencia: los estudiantes que han declarado su especialización y o han declarado sus objetivos relacionados a la instrucción, recibirán la prioridad para la enseñanza particular.

**El Centro para la Transferencia a Escuelas**
(Transfer Center)
El Centro para la Transferencia a Escuelas de Los Angeles Harbor College ayuda a los estudiantes a hacer una transición sin problemas de Harbor a una institución de cuatro años y a explorar las carreras de estudios que están disponibles. El Centro para la Transferencia a Escuelas contiene una colección de catálogos de colegios e información sobre carreras profesionales. A los estudiantes que estén interesados en reunirse con un/a representante de una Universidad local, se les aconseja que revisen el calendario para saber cuándo serán las próximas visitas. El Centro está ubicado en el edificio de administración 127 (Administration Building 127)

**Los Servicios Para Los Veteranos**
Las personas que planifican asistir a LAHC bajo una de las medidas de enseñanza para los veteranos, deben de ir a la Oficina de los Veteranos en AD131 para obtener los papeles necesarios. Ésto se debe hacer un mes antes del periodo de la matrículación para poder discutir cualquier problema relacionado a la matrículación, a la habilidad y a los beneficios. La asistencia se verifica mensualmente. El veterano tiene que someter un expediente académico relacionado a sus estudios previos de nivel colegial. Para información adicional, llame al 233-4232.

**El Centro Que Les Da La Bienvenida a Los Estudiantes (Welcome Center)**
El Centro Que Les Da La Bienvenida a Los Estudiantes (Welcome Center) en Los Angeles Harbor College es un ejemplo del apoyo institucional que el colegio le provee a los nuevos estudiantes y a los que regresan. El Welcome Center es un lugar clave para que los nuevos estudiantes comiencen el proceso de matrículación. Además, les ofrece apoyo durante su primer año. El Welcome Center es una inversión, cuyo propósito es ayudar con el éxito estudiantil, retención y atraer a los estudiantes al proceso educativo. A los estudiantes se les provee servicios académicos, de Outreach y de apoyo para ayudarles desde el momento que tienen la solicitud hasta que se gradúen. Estamos ubicados en el edificio de Administración, Cuarto 133. Se pueden comunicar con nosotros llamando al número (310) 233-4327 o al (310) 233 4278 o, por correo electrónico a la dirección barkerrb@lahc.edu.
Las Cuotas de Los Estudiantes y Las Reglas Sobre Los Reembolsos

Las Cuotas de La Matrícula
La cuota estándar es once dólares ($26) por unidad por semestre, sujeto a cambio del California Legislature. Los estudiantes que tengan preguntas relacionadas a las renuncias o sobre la elegibilidad de la asistencia financiera debe comunicarse con la Oficina de Asistencia Financiera (Financial Aid Office), creto AD131. El “Board of Governors Enrollment Fee Waiver” está disponible para los estudiantes que tienen necesidades financieras, tal como lo determina el “Free Application for Federal Student Aid” (FAFSA), son elegibles para la renuncia de la matrícula (el “Enrollment Fee Waiver”). Para información adicional, comuníquese con la Oficina de Asistencia Financiera (Financial Aid Office).

Las Reglas Relacionadas a los Reembolsos de las Cuotas de la Matrícula
Se puede pedir un rembolsoso por las clases que duran un semestre entero si uno renuncia de ellas antes de la segunda semana de clases. Para las clases de corto plazo un reembolsoso entero es autorizado por las clases de las cuales uno renuncia durante el final de un periodo de un tiempo equivalente a 10% del tiempo total de la clase. De allí en a delante, no se autoriza ningún reembolsoso, excepto cuando una acción por el colegio para cancelar o reprogramar una clase obliga a uno a renunciar de una clase. Las cuotas para las clases de las cuales uno renuncia antes de la segunda semana serán aplicadas a las clases que se añaden simultáneamente. A los estudiantes se les aconseja enfáticamente que complete las transacciones de añadir y renunciar al mismo tiempo. Uno tiene que renunciar de las clases antes del 15 de Septiembre del 2005. Los estudiantes que quieren retener su derecho de tarjeta de crédito y retomarlo para recibir el reembolsoso en su tarjeta de crédito. Los reembolsos no se harán automáticamente hasta que se cancelen las clases.

Las Quotas Relacionadas a los Servicios de la Salud
Hay una quota obligatoria de $11.00 para los servicios de salud que tiene que pagarse cuando se pagan las quotas de la matrícula. Los estudiantes que sólo toman cursos de amnistía están exonerados de tener que pagar la quota. Todos los estudiantes que pagan la quota son elegibles para los servicios de salud del colegio. Los estudiantes que tienen todas su clases en localidades fuera del colegio podrían ser exonerados de tener que pagar la quota.

La Quota del Estacionamiento
Estacionarse en las áreas marcadas “Parking By Permit Only” será limitado a los vehículos que muestran un permiso válido. Los procedimientos sobre el permiso del estacionamiento y la información relacionada a la quota están disponibles en la Oficina del (de la) Cajero(a) “Cashier’s Office”. Los estudiantes no pueden estacionarse en las áreas de estacionamiento de los empleados “STAFF lots”. Un permiso semestral o diario válido se necesita todo el tiempo, de lunes-sábado, de 12:00 a.m. hasta la medianoche. Los domingos, el estacionamiento es gratuito de a.m. a a.p.m. La cuota del estacionamiento para Otroño del 2005 es $ 20.00. Los estudiantes que pagan el ingreso al ASO cuando inicialmente obtienen su permiso de estacionamiento, pagan $17.00 dólares. Todas las peticiones para los reembolsosos tienen que hacerse en la Oficina del (de la) Cajero(a). Los permisos de estacionamiento tienen que ser presentados en la Oficina del (de la) Cajero(a) (Cashiers Office) para obtener un reembolsoso. El último día para obtener los reembolsosos es el 19 de Septiembre del 2005.

La Cuota de La Matrícula para los Que No Son Residentes
El costo de la matrícula para los que no son residentes de California o los Estados Unidos durante el periodo del 2007-2008 es $159.00 por unidad semestral más la cuota estándar de matrícula de $26 sujeto a cambio del California Legislature. La matrícula para los que no son residentes de los Estados Unidos y los estudiantes con una Visa de F-1 es $169 por unidad semestral más la cuota de matrícula estándar de $26 para una total de $195 por unidad semestral. (Los Estudiantes con Visa de F-1 están obligados a matricularse a un mínimo de doce unidades en ambos semestres, en el de la primavera y en el del otoño). Las quotas tendrán que ser pagadas durante el periodo de la matrícula y no más tarde que el final de la segunda semana del semestre. La quota está expuesta a cambios cada año académico. Los estudiantes F-1 visa tendrán que pagar $25 SEVIS cuota de proceso por semestre y se les requiere que compran seguro médico cada semestre. La cobertura es por sies meses y cuesta $70 por mes, pero está expuesta a cambios.

El Criterio para los Reembolsosos de la Matrícula y el Horario para los Que No Son Residentes
Un(a) estudiante que no es residente y que renuncia formalmente de sus clases o de otra manera no se separa de parte de ella o de toda su matrícula, podría pedir un reembolsoso sobre la matrícula que pagó previamente. La fecha que se usa con el propósito de obtener reembolsosos, es la fecha en la cual el pedido se sometió en la Oficina De Admisión sin consideración alguna de cuándo la separación habrá ocurrido. Los pedidos para reembolsosos tienen que hacerse en persona en la Oficina del (de la) Cajero(a) (vea las fechas de fin de plazo relacionadas a los reembolsosos de la quota de la matrícula). Ningún reembolsoso se hará por las clases de las cuales uno renunció después de la segunda semana de clases. Para las clases de corto plazo, ningún reembolsoso se hará después de haber completado 10% del semestre.

La Reglas Relacionadas al Uso de Cheques Personales y Tarjetas de Crédito
Se aceptan las tarjetas de crédito (Sólo VISA, Master Card y Discover) para pagar las cuotas relacionadas a la matrícula de los residentes y de los que no son residentes, para pagar el estacionamiento y la cuota del ASO. Los cheques de negocios son aceptados. Se aceptan los cheques personales, excepto para pagar la matrícula de los que no son residentes. La dicha matrícula tiene que pagarse por medio de tarjeta de crédito, un cheque cajero, un giro postal o dinero en efectivo, si el pago no se recibe antes del comienzo de las clases. Los cheques personales tienen que estar impresos. Se requiere que en el cheque se escriba un número válido de una licencia de conducir o el de una tarjeta de identidad de California y el número de identificación del estudiante. Cualquier cuotas que estén atrasadas, tienen que pagarse con dinero en efectivo o con un cheque cajero. Las Cuotas Relacionadas a los Cheques Rechazados
Se cobra una cuota de $10.00 por cualquier cheque rechazado (por no tener fondos o por supender el pago). Se le pondrá una retención a los expedientes académicos
hasta que uno cumpla con la obligación financiera. El (la) estudiante tiene que pagar la cuota relacionada con el rechazo del cheque con dinero en efectivo o con un cheque cajero. El (la) estudiante tendrá 30 días desde el día que recibió la noticia, para evitar otras penalidades.

Los Materiales para la Instrucción
A los estudiantes se les podrán requerir que provean materiales relacionados a la instrucción u otros materiales, que requieren las clases de “credit” y las de “non credit” (tal como papel para las clases de computadoras que requieren la impresión, ratones para las computadoras, etcétera.). Estos materiales continuarán teniendo valor para los estudiantes fuera de la clase y no estarán disponibles exclusivamente por medio del Distrito. Las cuotas de los materiales se pagan y son colectadas en la Librería de Los Angeles Harbor College.

Los Documentos Académicos o Verificación de los Expedientes Académicos
Los primeros dos documentos o la verificación de los expedientes académicos de los estudiantes son gratuitos. Las copias adicionales se pueden ordenar por $3.00 por copia. Los estudiantes pueden pedir que les procesen los documentos o una verificación más rápido de lo normal pagando una cuota adicional de $7.00. Cualquier restricción en los expedientes del (de la) estudiante tiene que estar aclarada antes de que se procesen las copias de de los documentos.

La Cuota del ASO
La cuota de $7.00 por semestre les permite a los estudiantes el ingreso al Associates Student Organization. Los estudiantes pueden renunciar a esta cuota pero cada estudiante tiene que cumplir con la cuota del Associated Student Services de una de dos maneras: (1) pagar la cuota o, (2) someter una forma titulada “Surrender of Benefits”. Si usted decide no pagar la cuota, tendrá que llenar la forma titulada “Surrender of Benefits” en la Oficina del(de la) Cajero(a) o en la Oficina de las Actividades Relacionadas a los Estudiantes, Student Activities) ubicada en el Seahawk Center. Usted tendrá que someter esta forma en persona. La información relacionada a los servicios adicionales por ingresar en el ASO están disponibles en la Oficina de Las Actividades de Los Estudiantes, ubicada en el Seahawk Center. Todos los miembros del ASO recibirán una identificación mostrando un foto. Se cobrará $3.00 por las tarjetas dañadas o perdidas.

La Cuota Relacionada a La Representación de Los Estudiantes
Hay una cuota obligatoria de $1.00 para la representación de los estudiantes que se usa de una variedad de maneras en la representación de los intereses y de las perspectivas de los estudiantes en el proceso legislativo. Esto incluye el entrenamiento y la interacción con los legisladores y los cuerpos legislativos. Un(a) estudiante que no quiera pagar esta cuota, por razones religiosas, políticas o financieras, tiene que indicarlo de manera específica al firmar una renuncia que está disponible en la oficina del cajero(a)(Cashier’s Office).

Las Reglas Del Estacionamiento De LAHC
Debido a la preocupación que expresamos para que los estudiantes y los empleados que han pagado la cuota del estacionamiento tengan acceso adecuado al estacionamiento, el colegio ha establecido las siguientes medidas.
Los parquímetros delante del Edificio de la Administración en Figueroa Place, son revisados continuamente y multas se les da a los vehículos que violan las regulaciones anunciadas.
• Los permisos de estacionamiento (las calcomonías) se requieren en todos los vehículos que están estacionados en los estacionamientos de Los Angeles Harbor College A Todas Horas de lunes-sábado de 12 a.m. a la medianoche. Los permisos de estacionamiento deben comprarse cada semestre durante el tiempo de la matriculación. Además de los carros, esta norma se les aplica a las motocicletas, a las patinetas motorizadas y a los ciclomotores.
• Estacionamiento gratuito está disponible solamente los domingos de 6 a.m. a 6 p.m. En el área de estacionamiento B, ubicada al sur del Edificio de la Administración y en el área de estacionamiento G, ubicado al oeste del edificio de Teatro, se venden permisos diarios de estacionamiento por $1. Un permiso diario, le permite a uno estacionarse en cualquier de los estacionamientos de los estudiantes. El permiso diario debe ser visible con la estampa hacia arriba.
• Las áreas de estacionamiento de los estudiantes son: 4, 6, 7, 8 (vea el mapa impreso dentro de la última página). Los lugares de estacionamiento de los empleados son: 1, 2, 3, 8, (vea el mapa impreso dentro de la última página). No se permite que los estudiantes se estacionen en CUALQUIERA de los estacionamientos de los empleados, excepto en B donde se permite estacionarse bajo la disposición de espacios y una cuota que se paga por una sola vez.
• Los estudiantes incapacitados pueden ponerse de acuerdo para estacionarse en las áreas de estacionamiento de los empleados (Staff Lots) si su circunstancia especial requiere ésto. Vea a los empleados de Special Programs and Services en la Cafetería, cuarto 108.
• Los permisos de estacionamiento o las calcomonías de los estudiantes tienen que ser montados (as) dentro del parabrisas abajo a la izquierda. El permiso TIENE QUE estar fijo al parabrisas para evitar una multa si está estacionado (a) en LAHC. Las motocicletas, las patinetas motorizadas y los ciclomotores deben de exhibir el permiso de estacionamiento/la calcomanía de manera notable en la horquilla del frente del vehículo.
• Los estudiantes que compren un permiso para un vehículo de cuatro ruedas se les entregarán un permiso hecho de vinil. Este permiso se puede transferir fácilmente de un carro a otro.
• Los permisos de estacionamientos/la calcomonías de los estudiantes NO autorizan a uno a estacionarse en los estacionamientos de los empleados o en otras áreas reservadas. Los vehículos estacionados en estas áreas serán multados, a menos que tengan un permiso diario corriente DESIGNANDOLE permiso para estacionarse en un área específica entregado por la oficina de la policía del colegio. Un permiso verbal o por escrito que se le dé a un(a) estudiante o a otro visitante del colegio para estacionarse, NO ES RECONOCIDO COMO VÁLIDO, a menos que se aclare por la oficina de la policía del colegio y el permiso apropiado se obtenga.
• La velocidad máxima en todas las áreas de estacionamiento y en todas las carreteras del colegio es 10 millas por hora.
• Si usted piensa que ha recibido una multa relacionada al estacionamiento por equivocación, hay un proceso administrativo de apelación. Usted tiene 21 días desde el día de la multa o, 10 días desde el primer aviso de su atraso en pagar la multa, para pagar la multa o pedir un reviso administrativo. Las formas para los revisos se pueden obtener del Edificio de la Policía del Colegio, ubicada cerca del área de estacionamiento H (cerca de los Edificios de Música, Ciencia y Astronomía).
• Los Angeles Harbor College ni el Los Angeles Community College District se hace responsable por los daños a cualquier vehículo, por el robo de su contenido, lesiones a personas operando un vehículo o, daños a los carros estacionados en el colegio o fuera del colegio, a menos que esté obligado bajo los Códigos del Gobierno 810-966.6.
• El folleto de Los Angeles Harbor College sobre las regulaciones relacionadas al tráfico y al estacionamiento está disponible en el Escritorio de Información, en la Oficina de Admisión, la Oficina de Asistencia Financiera, la Oficina de ASO, la Oficina del(de la) Cajero(a) (Cashier’s Office) y en el departamento de Policía del Colegio.
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<tr>
<td>*PACE Instructor</td>
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Names in Bold Type denote Division Chair.
Can’t find it in the schedule?
If you can’t find the course you’re looking for in the Harbor College credit schedule, try the **LAHC EXTENSION** catalog of non-credit courses.

**Career and Entrepreneurial Programs**
- Medical Insurance Billing and Claims Administration
- Marketable computer application skills
- Certificate Courses
- Workshops and seminars to enhance your value in the job market
- Bookkeeping Certification

**Multicultural Programs**
Enjoy the wealth of knowledge and beauty offered by rich multicultural environments.
- Spanish languages
- Argentine and Salsa & Latin Dancing
- Japanese Watercolor and Brush Painting

**Personal Development**
- Kickboxing & Self Defense
- Golf
- Tennis
- Yoga
- CPR & First Aid
- No-Fee Continuing Education Courses
- ESL
- Tai Chi
- Step Aerobics

**College for Kids (ages 4-14)**
During the academic year we offer after-school and Saturday Semi-Private Tutoring classes. During the Summer we offer a 5-week session with a variety of classes.
- Study Skills
- Basic Math & Algebra
- Reading & Vocabulary
- Computer Classes
- Drawing, Painting, Creative Writing, Acting, Aerobics, Piano, and more...

**Traffic School**
Keep your insurance rates down by enrolling in:
- 8 hour DMV approved Traffic Violators School offered each month during evenings and on weekends
- Classes offered in English & Spanish

**Classes fill quickly! Call now to register!**

---

### The Extension Program now offers Typing Test Certification

**Pick up an Extension catalog on campus, at a local library, or request one by phone, then choose one of these easy ways to enroll...**

- **MAIL:** Send a personal or business check, money order, or credit card number along with your registration information
- **PHONE:** Call us and register by phone with a Visa, MasterCard, or Discover card number at **310-233-4450**
- **FAX:** Using your credit card number, Fax us your registration form to **310-233-4686**
- **INTERNET:** Using your credit card number, email your registration information to **aguilerp@lahc.edu** or visit our web page at **www.lahc.edu**
- **WALK-IN:** Simply come in to our office located between the Art Building and Parking lot D, in Bungalow 16.

---

The Los Angeles Harbor College Extension Program
Over 200 non-credit courses for adults and children every semester, and we’re right here on campus!

Visit us at [www.lahc.edu](http://www.lahc.edu)
**ACADEMIC PLANNING WORKSHEET**

Use this worksheet to plan your academic career at Harbor College and for each semester attended. Bring this sheet along when visiting a counselor. To calculate your GPA: each letter grade is assigned a point value, A=4, B=3, C=2, D=1, F=0, CR & NC are not counted toward the calculation of your GPA. Additionally, each class you attempt has a unit value, multiply that unit value by the point value above. Add the total point values for each grade earned in the semester and divide the sum by the total number of units attempted. For example, if a student took 3-unit classes and received an A, B and D, then \((4\times3)+(3\times3)+(1\times3)=24\), then \(24/9=2.67\). For more information see page 30.

<table>
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<tr>
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**Grade Earned**

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**Semester: _____________ | Year: ____________**

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**Semester: _____________ | Year: ____________**

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<td>GPA: _______</td>
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**College Information**
Campus Map

Buildings:
AC  Assessment Center
AD  Administration
AST  Astronomy
B  Bungalows
BU  Business
CA  Cafeteria
CDC  Child Development Center
CV  Classroom Village
DS  Drama/Speech
FA  Fine Arts
GC  General Classrooms
LA  Liberal Arts
LAC  Learning Assistance Center
LRC  Learning Resources Center
MU  Music
NU  Nursing
S  Sheriff
PE  Physical Education
PH  Physics
SCI  Science
SHC  Seahawk Center
T  TECH (Technology)
TR  Temporary Trailers
U  Unified
Z  Facilities, Maintenance & Ops

Student Parking Lots: 4, 6, 7, 8
Staff Only Parking Lots: 1, 2, 3 (see map for additional staff parking not listed)
Guest/Visitor all day paid parking: Any student parking lot with $1 paid permit from parking permit machines. Visitor (limited time) parking without permit is available in “Green” marked stalls in some student parking lots.

Parking Questions?
Visit the Police in the Sheriff Bldg. (visitor parking for the Police is available in Lot 2) or call them at (310) 233-4618.
Schedule of Final Examinations  
Spring 2008 - May 27th thru June 2nd, 2008

Two hours are scheduled for each examination. Examinations will be held in the regularly scheduled classrooms. Evening classes will hold exams during regularly scheduled class time during the finals week. No courses or students are exempt from the final exam. Any change from this schedule must be approved by the Office of Academic Affairs, AD 104.

<table>
<thead>
<tr>
<th></th>
<th>Tuesday May 27</th>
<th>Wednesday May 28</th>
<th>Thursday May 29</th>
<th>Friday May 30</th>
<th>Monday June 4</th>
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<tr>
<td>8:00 am to 10:00 am</td>
<td>Classes starting at 8:00am-9:25am T, TTh, MTW</td>
<td>Classes starting at 8:00am-9:25am W, MW</td>
<td>Classes starting at 8:00am-9:25am Th, TTh</td>
<td>Classes starting at 8:00am-11:00am Friday Only and classes starting at 8:00am-9:25am conflicts</td>
<td>Classes starting at 8:00am-9:25am M, MTWTh</td>
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<td>10:30 am to 12:30 pm</td>
<td>Classes starting at 11:10am-12:35pm T, TTh, TWTh</td>
<td>Classes starting at 11:10am-12:35pm W, MW, MTW, MTWTh</td>
<td>Classes starting at 9:35-11:00am Th, TTh, TWTh</td>
<td>Classes starting at 9:35-11:00am F only</td>
<td>Classes starting at 9:35am-11:00am M MW, MTW, MTWTh</td>
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<tr>
<td>1:00 pm to 3:00 pm</td>
<td>Classes starting at 12:45pm-2:15pm T, TWTh</td>
<td>Classes starting at 12:45pm-2:15pm W, MTW, MTWTh</td>
<td>Classes starting at 12:45pm-2:15pm Th, TTh</td>
<td>Classes starting at 11:10am-12:35pm F only</td>
<td>Classes starting at 12:45pm-2:15pm M, MW</td>
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<td>3:15 pm to 5:15 pm</td>
<td>Classes starting at 2:20-3:55pm T, TTh TWTh</td>
<td>Classes starting at 2:20-3:55pm W, MW</td>
<td>Classes starting at 2:20-3:55pm Th only</td>
<td>Classes starting at 2:20-3:55pm F only</td>
<td>Classes starting at 2:20-3:55pm M, MTW, MTWTh</td>
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<td>5:30 pm to 7:30 pm</td>
<td>Classes starting at 4:00-6:30pm T, TWTh</td>
<td>Classes starting at 4:00-6:30pm W, MW</td>
<td>Classes starting at 4:00-6:30pm Th, TTh</td>
<td>Classes starting at 4:00pm &amp; later F afternoon conflicts</td>
<td>Classes starting at 4:00-6:25pm M, MTW, MTWTh</td>
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<td>7:45 pm to 9:55 pm</td>
<td>Classes starting at 6:35-10:00pm T, TWTh</td>
<td>Classes starting at 6:35-10:00pm W, MW, MTWTh</td>
<td>Classes starting at 6:35-10:00pm Th, TTh</td>
<td>No classes scheduled Friday evening.</td>
<td>Classes starting at 6:30-10:00pm M, MTW</td>
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→ Classes beginning at 7:00am - FINALS for will be scheduled by the instructor.
→ Saturday Class Finals will be given at the scheduled class time on Saturday May 31, 2008
→ SHORT Term & Late Start Classes (less than 16 weeks) will have their final exam at the normal class time of their last day of instruction.
→ PACE finals are scheduled on the last Saturday of each PACE session. (PACE session I on April 5 and Session II on May 31, 2008)
→ See Academic Affairs, AD 104 for any conflict that cannot be resolved by faculty or student-faculty group.

Final Schedule subject to change to better serve students
## ACADEMIC CALENDAR - WINTER & SPRING 2008

It is the student’s responsibility to adhere to the deadline dates listed below and to drop a class no longer being attended. Your failure to drop a class by the deadline date will result in a “W” or an “F” on your academic record. Failure to drop by deadlines means that fees will be owed. Admissions and registration hours: December 13, 14, 17-20, 2007, January 22-25, 28-31, February 1, 4-8, 12-14, 2008 Monday – Thursday 9:00 a.m. – 6:30 p.m. & Friday 9:00 a.m. – 3:00 p.m. Regular admissions office hours: Monday – Thursday 9:30 a.m. – 6:30 p.m. Friday closed. All calendar dates are subject to change. **Students are encouraged to enroll or drop classes using telephone or internet registration systems when admissions office is closed.**

### FIVE WEEK WINTER INTERSESSION – JANUARY 2 – FEBRUARY 2, 2008

<table>
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<tr>
<th>Event</th>
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<tr>
<td>Applications accepted</td>
<td>October 15, 2007 – January 4, 2008</td>
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<tr>
<td>Telephone or internet registration for EOPS/DSPS continuing students</td>
<td>October 29, 2007 – December 21, 2007</td>
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<tr>
<td>Telephone or internet registration for continuing students</td>
<td>November 1, 2007 – December 21, 2007</td>
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<tr>
<td>Telephone or internet registration for new and returning students</td>
<td>November 19, 2007 – December 21, 2007</td>
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<tr>
<td>Walk-in registration for continuing, new and returning students</td>
<td>December 13, 14, 17-20, 2007</td>
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<tr>
<td>Student may drop classes using STEP or internet</td>
<td>October 29, 2007 – January 24, 2008</td>
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<td>Residency Determination Date</td>
<td>January 1, 2008</td>
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<tr>
<td><strong>5-Week Classes begin</strong></td>
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<td><strong>Last Day to:</strong></td>
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<tr>
<td>Add a class</td>
<td>January 2, 2008</td>
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<tr>
<td>Drop class to receive a refund or withdraw without paying a fee</td>
<td>January 4, 2008</td>
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<tr>
<td>Elect a credit/no credit grade</td>
<td>January 10, 2008</td>
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<tr>
<td>Drop a class without receiving a “W” (still owe fees)</td>
<td>January 10, 2008</td>
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<tr>
<td>Drop a class with a “W”</td>
<td>January 24, 2008</td>
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<tr>
<td>Holiday: Martin Luther King, Jr. Day (offices closed)</td>
<td>January 21, 2008</td>
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<tr>
<td>Last day of classes</td>
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### SPRING SEMESTER CLASSES – FEBRUARY 4 – JUNE 2, 2008

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<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications accepted</td>
<td>October 15, 2007– February 15, 2008</td>
</tr>
<tr>
<td>Note: Application period extended to first day of classes for late start classes</td>
<td></td>
</tr>
<tr>
<td>Telephone or internet registration for new and returning students</td>
<td>December 21, 2007 – January 31, 2008</td>
</tr>
<tr>
<td>Students may drop classes using STEP or internet</td>
<td>November 13 – May 1, 2008</td>
</tr>
<tr>
<td>Walk-in registration for continuing, new and returning students</td>
<td>January 22-25, 28-31, February 1, 2008</td>
</tr>
<tr>
<td>(If you are adding a class after the start date, please get an add permit from the instructor)</td>
<td></td>
</tr>
<tr>
<td>Residency Determination Date</td>
<td>February 3, 2008</td>
</tr>
<tr>
<td><strong>DAY AND EVENING FULL-TERM CLASSES begin</strong></td>
<td>February 4, 2008</td>
</tr>
<tr>
<td>PACE CLASSES – FRIST SESSION begin</td>
<td>February 5, 2008</td>
</tr>
<tr>
<td><strong>SATURDAY REGISTRATION</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SATURDAY FULL-TERM CLASSES begin</strong></td>
<td>February 9, 2008</td>
</tr>
<tr>
<td>Add permits signed by instructor needed to enroll in classes</td>
<td>February 4-14, 2008</td>
</tr>
<tr>
<td>Program Changes and Late Registration</td>
<td>February 4-14, 2008</td>
</tr>
<tr>
<td><strong>Holiday: Lincoln/ Washington’s Birthday (offices closed)</strong></td>
<td>February 15-18, 2008</td>
</tr>
<tr>
<td><strong>LAST DAY TO:</strong></td>
<td></td>
</tr>
<tr>
<td>Drop full-term classes to receive refund or without paying fee</td>
<td>February 19, 2008</td>
</tr>
<tr>
<td>(Refund must be picked up from cashier by March 7, 2008)</td>
<td></td>
</tr>
<tr>
<td>Add full terms classes</td>
<td>February 14, 2008</td>
</tr>
<tr>
<td>Drop short-term classes or PACE classes to receive refund or without</td>
<td>The first week of class</td>
</tr>
<tr>
<td>Drop regular full-term classes without receiving a “W”(still owe fees)</td>
<td>February 28, 2008</td>
</tr>
<tr>
<td>Elect Credit/No Credit – full-term classes</td>
<td>February 28, 2008</td>
</tr>
<tr>
<td>Elect Credit/No Credit – short-term classes or PACE classes</td>
<td>The second week of class</td>
</tr>
<tr>
<td>Petition for Graduation</td>
<td>March 3, 2008</td>
</tr>
<tr>
<td>Drop full-term classes with a “W”</td>
<td>May 1, 2008</td>
</tr>
<tr>
<td>Note: Short-term classes have different drop dates. Consult the Admissions and Records office for correct dates</td>
<td></td>
</tr>
<tr>
<td><strong>Holiday: Spring Recess</strong></td>
<td>March 24-30, 2008</td>
</tr>
<tr>
<td><strong>Holiday: Cesar Chavez Day (Offices Closed)</strong></td>
<td>March 31, 2008</td>
</tr>
<tr>
<td>PACE CLASSES – SECOND SESSION begin</td>
<td>April 8, 2008</td>
</tr>
<tr>
<td><strong>Holiday: Memorial Day (offices closed)</strong></td>
<td>May 26, 2008</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>May 27 to June 2, 2008</td>
</tr>
<tr>
<td>Last day of Fall Semester classes</td>
<td>June 2, 2008</td>
</tr>
<tr>
<td>Graduation Commencement Day</td>
<td>June 4, 2008</td>
</tr>
</tbody>
</table>
**New Classes & Sections - Spring 2008**

<table>
<thead>
<tr>
<th>ANATOMY 001L</th>
<th>0.00 UNITS</th>
<th>POLITICAL SCIENCE 001</th>
<th>3.00 UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Human Anatomy L (UC:CSU)</td>
<td></td>
<td>The Government of the United States (UC:CSU)</td>
<td></td>
</tr>
<tr>
<td>0707 lab 8:00 - 11:10am Th D. Gayle</td>
<td>SCI 106</td>
<td>7692 lec 3:10 hrs/wk TBA - S. C. Heffner</td>
<td>INTERNET</td>
</tr>
<tr>
<td>Evening Class</td>
<td></td>
<td>NEW SECTION Class Starts 3/24/08, Ends 6/2/08</td>
<td></td>
</tr>
<tr>
<td>3519 lab 6:55 - 10:05pm Th B. Wade</td>
<td>SCI 106</td>
<td>Contact <a href="mailto:heffneredu@charter.net">heffneredu@charter.net</a> as soon as you register.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENGLISH 028</th>
<th>3.00 UNITS</th>
<th>PHYSICS 011</th>
<th>4.00 UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERMEDIATE READING AND COMPOSITION</td>
<td></td>
<td>Introductory Physics (UC:CSU)</td>
<td></td>
</tr>
<tr>
<td>0232 lec 9:35 - 11:00am MW STAFF</td>
<td></td>
<td>0555 lec 12:45 - 3:30 pm W A. Ghaempanpour</td>
<td>TR 101</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&amp; lec 12:45 - 3:30 pm F A. Ghaempanpour</td>
<td>TR 101</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Section 0555: Starts 2/6/08, Ends 6/2008</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENGLISH 101</th>
<th>3.00 UNITS</th>
<th>SPEECH 101</th>
<th>3.00 UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Reading and Composition I (UC:CSU)</td>
<td></td>
<td>Oral Communication I (UC:CSU)</td>
<td></td>
</tr>
<tr>
<td>0230 lec 8:00 - 9:25 pm MW L. Gaydoshe</td>
<td></td>
<td>0244 lec 9:35 - 11:00 am TTH D. Ray</td>
<td>B 20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HISTORY 020</th>
<th>3.00 UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of California and the Pacific Coast (UC:CSU)</td>
<td></td>
</tr>
<tr>
<td>4947 lec 7:55 - 10:00pm W STAFF</td>
<td>GC 101</td>
</tr>
<tr>
<td>&amp; lec 10:15 - 12:20pm S STAFF</td>
<td>GC 101</td>
</tr>
<tr>
<td>&amp; lec 2:25 hrs/wk TBA - STAFF</td>
<td>GC 101</td>
</tr>
<tr>
<td>PACE Class Starts 2/5/08, Ends 4/5/08 - See Pages 38-39</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUMANITIES 017</th>
<th>3.00 UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Film Appreciation (UC:CSU)</td>
<td></td>
</tr>
<tr>
<td>0430 lec 1:00 - 3:50pm MW Hoppenstand</td>
<td>GC 104</td>
</tr>
<tr>
<td>Short Term Class - Starts 3/24/08, Ends 6/2/08</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIBRARY SCIENCE 102</th>
<th>1.00 UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Research Methods</td>
<td></td>
</tr>
<tr>
<td>7643 lec 1:25 hrs/wk TBA - I.A. Dessouky</td>
<td>INTERNET</td>
</tr>
<tr>
<td>Contact <a href="mailto:dessouia@lahc.edu">dessouia@lahc.edu</a>. (8 Week Class - 2/4/08 thru 3/24/08)</td>
<td></td>
</tr>
<tr>
<td>7644 lec 1:25 hrs/wk TBA - I.A. Dessouky</td>
<td>INTERNET</td>
</tr>
<tr>
<td>Contact <a href="mailto:dessouia@lahc.edu">dessouia@lahc.edu</a>. (8 Week Class - 3/31/08 thru 5/19/08)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATHEMATICS 112</th>
<th>3.00 UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Algebra (NDA)</td>
<td></td>
</tr>
<tr>
<td>0495 lec 9:35 - 11:00am MW D. Mccatchell</td>
<td>TR 101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATHEMATICS 267</th>
<th>5.00 UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus with Analytic Geometry III (UC:CSU)</td>
<td></td>
</tr>
<tr>
<td>0539 lec 10:00 - 3:00 pm F H. Sharifian</td>
<td>TBA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATHEMATICS 275</th>
<th>3.00 UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordinary Differential Equations (UC:CSU)</td>
<td></td>
</tr>
<tr>
<td>0486 lec 12:35 - 3:35 Th H. Sharifian</td>
<td>TBA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERSONAL DEVELOPMENT 017</th>
<th>1.00 UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Survival Skills Development</td>
<td></td>
</tr>
<tr>
<td>6045 lec 4:30 - 5:50 W STAFF</td>
<td>BHS</td>
</tr>
<tr>
<td>(9 Week Class - Starts 2/27/2008, Ends 5/14/2008)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERSONAL DEVELOPMENT 020</th>
<th>3.00 UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Secondary Education: The Scope of Career Planning (CSU)</td>
<td></td>
</tr>
<tr>
<td>7635 lec 3:10 hrs/wk TBA - E.H. Colombo</td>
<td>INTERNET</td>
</tr>
<tr>
<td>Class Starts 4/1/08, Ends 5/30/08. Contact <a href="mailto:yoni.01@hotmail.com">yoni.01@hotmail.com</a> as soon as you register.</td>
<td></td>
</tr>
</tbody>
</table>

| GED PREP COURSES |
|-------------------|------------|
| Learning Skills 010A | 1.00 UNITS |
| Mathematics Fundamentals A (NDA) (RPT 3) | |
| 1503 lec 9:30 - 11:00am TTh N.S. Vogel | GC 106 |
| &lab 7:05 hrs/wk TBA N.S. Vogel | GC 106 |
| 5 Week Class - Starts 2/5/08, ends 3/6/08 |

| Learning Skills 010B | 1.00 UNITS |
| Mathematics Fundamentals B (NDA) (RPT 3) | |
| 1504 lab 9:30 - 12:00pm TTh N.S. Vogel | GC 106 |
| & lab 7:20 hrs/wk TBA N.S. Vogel | GC 106 |
| 5 Week Class - Starts 3/11/08, ends 4/10/08 |

| Learning Skills 010C | 1.00 UNITS |
| Mathematics Fundamentals C (NDA) (RPT 3) | |
| 1505 lab 9:30 - 12:00pm TTh N.S. Vogel | GC 106 |
| & lab 2:05 hrs/wk TBA N.S. Vogel | GC 106 |
| 5 Week Class - Starts 4/15/08, Ends 5/15/08 |

| Learning Skills 001A | 1.00 UNITS |
| Reading A (NDA) (RPT 3) | |
| 1500 lab 12:30 - 2:30pm TTh N.S. Vogel | GC 106 |
| & lab 7:05 hrs/wk TBA N.S. Vogel | GC 106 |
| 5 Week Class - Starts 2/5/08, ends 3/6/08 |

| Learning Skills 001B | 1.00 UNITS |
| Reading B (NDA) (RPT 3) | |
| 1501 lab 12:30 - 2:30pm TTh N.S. Vogel | GC 106 |
| & lab 6:10 hrs/wk TBA N.S. Vogel | GC 106 |
| 5 Week Class - Starts 3/11/08, ends 4/10/08 |

| Learning Skills 001C | 1.00 UNITS |
| Reading C (NDA) (RPT 3) | |
| 1502 lab 12:30 - 2:30pm TTh N.S. Vogel | GC 106 |
| & lab 7:05 hrs/wk TBA N.S. Vogel | GC 106 |
| 5 Week Class - Starts 4/15/08, Ends 5/15/08 |

See next page for more sections.
**New Classes & Sections - Spring 2008**

**ART 103**  
**ART APPRECIATION I (UC:CSU)**  
PACE Class  
4944 lec  7:55 - 10:00pm W  L.R. LIPTON  TBA  
& lec  10:00 - 12:00pm S  L.R. LIPTON  TBA  
& lec  2:05 hrs/wk TBA -  L.R. LIPTON  TBA  
Class Starts 4/8/08, Ends 5/31/08

**ECONOMICS 001**  
**PRINCIPLES OF ECONOMICS I (UC:CSU)**  
3017 lec  6:55 - 9:55pm MW  G.E. MILLER  TBA  
Class Starts 4/3/08, Ends 6/2/08

**GEOGRAPHY 007**  
**WORLD REGIONAL GEOGRAPHY (UC:CSU)**  
4955 lec  5:45 - 7:50pm W  J. QUINTERO  SCI 204  
& lec  7:55 - 10:00am S  J. QUINTERO  SCI 204  
& lec  2:05 hrs/wk TBA -  J. QUINTERO  SCI 204  
Class Starts 4/3/08, Ends 6/2/08

**INTERNATIONAL BUSINESS 001**  
**INTERNATIONAL TRADE**  
6050 lec  3:00 - 5:05pm TTh  R. BALTAZAR  POLA HS

**PERSONAL DEVELOPMENT 017**  
**COLLEGE SURVIVAL SKILLS DEVELOPMENT**  
6085 lec  5:00 - 7:00pm Th  A. RADOVCIC  HOUSE OF HOPE